

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



please ask for Bernard Carter
direct line 0300 300 4175
date 30 August 2012

NOTICE OF MEETING

CORPORATE RESOURCES OVERVIEW & SCRUTINY COMMITTEE

Date & Time

Tuesday, 11 September 2012 10.00 a.m.

Venue at

Room 14, Priory House, Monks Walk, Shefford

Richard Carr
Chief Executive

To: The Chairman and Members of the CORPORATE RESOURCES OVERVIEW & SCRUTINY COMMITTEE:

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

[Named Substitutes:

Mrs C F Chapman MBE, C C Gomm, D Jones, I A MacKilligan, B Saunders
and M A Smith]

All other Members of the Council - on request

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

AGENDA

1. **Apologies for Absence**

Apologies for absence and notification of substitute members

2. **Minutes**

To approve as a correct record the Minutes of the meeting of the Corporate Resources Overview and Scrutiny Committee held on 31 July 2012 and to note actions taken since that meeting.

3. **Members' Interests**

To receive from Members any declarations of interest and of any political whip in relation to any agenda item.

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

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

5. **Petitions**

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

6. **Questions, Statements or Deputations**

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

7. **Call-In**

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

8. **Requested Items**

To consider any items referred to the Committee at the request of a Member under Procedure Rule 3.1 of Part D2 of the Constitution.

Reports

Item	Subject	Page Nos.
9	Executive Member Update To receive a brief verbal update from the Deputy Leader & Executive Member for Corporate Resources.	verbal
10	SAP Optimisation To receive a presentation on the Council's SAP optimisation programme.	presentation
11	Farm Estate To receive a presentation on the Council's farm estate, detailing our portfolio and how we manage it, and how our leasing agents operate.	presentation
12	Council Tax Support To consider the Council's draft policy on localised Council Tax support.	to follow
13	Q1 Revenue Report 2012/13 The report provides information on the revenue position as at Q1 2012/13 and the forecast outturn position for 2012/13.	* 13 - 34
14	Q1 Capital Report 2012/13 The report provides information on the Capital position as at Q1 2012/13 and the forecast outturn position for 2012/13.	* 35 - 44
15	Q1 Revenue Report 2012/13 - Corporate Services The report provides information on the revenue position for the Corporate Services directorate as at Q1 2012/13 and the forecast outturn position for 2012/13.	* 45 - 56
16	Q1 Capital Report 2012/13 - Corporate Services The report provides information on the Capital position for the Corporate Services directorate as at Q1 2012/13 and the forecast outturn position for 2012/13.	* 57 - 62
17	Quarter 1 Performance Monitoring Report To consider performance monitoring information for the 1st quarter of 12/13.	* 63 - 70

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

CENTRAL BEDFORDSHIRE COUNCIL

At a meeting of the **CORPORATE RESOURCES OVERVIEW & SCRUTINY COMMITTEE** held in Council Chamber, Priory House, Monks Walk, Shefford on Tuesday, 31 July 2012.

PRESENT

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

Cllrs L Birt
Mrs R J Drinkwater
R W Johnstone

Cllrs Mrs M Mustoe
I Shingler

Apologies for Absence: Cllrs Dr R Egan

Substitutes: Cllrs D Jones

Members in Attendance: Cllrs P N Aldis
R D Berry
D Bowater
C C Gomm
M R Jones
B Saunders
M A G Versallion

Chairman of Audit Committee
Deputy Leader and Executive Member for Corporate Resources
Executive Member for Children's Services

Officers in Attendance: Mr B Carter – Corporate Policy & Scrutiny Manager
Mr A Fleming – Project Director - Business Services
Mrs G Stanton – Chief Communications Officer
Mr C Warboys – Chief Finance Officer & Section 151 Officer

Others in Attendance

CR/12/13 **Minutes**

RESOLVED

That the minutes of the meeting of the Corporate Resources Overview and Scrutiny Committee held on 19 June 2012 be confirmed and signed by the Chairman as a correct record.

CR/12/14 **Members' Interests**

There were no declarations of interest or political whip in relation to any agenda items.

CR/12/15 **Chairman's Announcements and Communications**

The Chairman informed the Committee that Item 17, the supplementary item added to the agenda regarding Council Tax Support, would be considered as part of Item 9, the Executive Member Update.

The Chairman also provided the Committee with an update regarding his discussion with the Chairman of the Sustainable Communities Overview and Scrutiny Committee and the Assistant Director, Planning about the possible creation of a Member working group to consider policy regarding the allocation of monies received via the New Homes Bonus and Community Infrastructure Levy (CIL). The Chairman confirmed that the creation of such a working group may still proceed but only following work in preparing a CIL, which would not be complete until March 2013. Bespoke Member briefings and workshops would be delivered by officers during this period to help inform this preparatory work. In the meantime, the Chairman had requested officers to provide further detail regarding the extent and availability of funds via S106 agreements to finance local infrastructure schemes.

CR/12/16 **Petitions**

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

CR/12/17 **Questions, Statements or Deputations**

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

CR/12/18 **Call-In**

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

CR/12/19 **Requested Items**

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

CR/12/20 **Executive Member Update**

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

- Proposed improvements to the 2013/14 budget process, which would mean no presentation of base budget reports to individual Overview and Scrutiny Committees (OSCs) but rather, a presentation to this Committee only at its 23 October meeting, which would highlight the key issues and assumptions in preparation of the 2013/14 budget. All Members would be invited to this meeting and draft budgets would continue to be presented to all OSCs at their December cycle of meetings; and
- The latest position regarding localised Council Tax Support and the impact its introduction would have on precepting authorities. A draft Council Tax Support policy would be presented to the Executive at its 21 August meeting and this would be followed by extensive consultation including consideration by this Committee at its 11 September meeting. In response to a question, the Executive Member confirmed that a number of representations were being made at local, regional and national levels to central government regarding the less than satisfactory way in which the introduction of this new initiative was being managed.

CR/12/21

Customer Perception

The Chief Communications Officer delivered a presentation, which provided the Committee with details of the methodology and results of the Council's latest customer satisfaction survey. Specifically, the presentation covered:-

- The rationale for research;
- The methodology and sample used;
- Details of the questions asked;
- The drivers of satisfaction;
- Headline results; and
- The actions needed to maintain/improve satisfaction.

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

- The importance of continuing to engage with our customers face to face;
- The methodology of the survey particularly with regard to the sample used and the timing of the survey. Members were keen to ensure the survey was representative of all socio-economic groups within Central Bedfordshire and the Chief Communications Officer confirmed that this was indeed the case; and
- With regard to telephone surveys, a Members asked how the hearing impaired were expected to engage. The Chief Communications Officer agreed to investigate and respond directly to the Member concerned.

In conclusion, the Committee thanked the Chief Communications Officer for an informative presentation and requested a further update following the next survey, which was due to be conducted in September.

RECOMMENDATION:

That the presentation be noted and a further update be provided following the next survey scheduled for September 2012.

CR/12/22

11/12 Provisional Outturn Revenue Budget Monitoring Report

The Deputy Leader and Executive Member for Corporate Resources presented his report, which set out the Council's revenue position to the end of March 2012.

He further explained that the full year provisional revenue outturn position for 2011/12 was a £0.494M under spend against budget, very much in line with expectations. He also discussed the General Fund Reserve, which was now at the minimum prudent level 2 years earlier than planned.

Members of the Committee discussed the contents of the report in detail and raised the following issues, which were addressed by the Executive Member and officers in attendance:-

- The planned use of, and increases in, earmarked reserves. In particular, Members queried the increase in the Redundancy/Restructure Reserve and how many redundancies this increase was intended to cover. The Executive Member confirmed that this number was unknown at present and would not be until the completion of consultation with staff. The reserve was a prudent provision only at this stage and would be returned to the general fund in due course should it not be used;
- The impact on staffing levels following a reduction in the Safer Communities grant. The Executive Member for Children's Services confirmed that part of this grant (and therefore staff) would transfer to the soon to be established Police and Crime Commissioner and staff were being fully consulted on this transfer;
- The latest position with regard to the NIRAH project and related earmarked reserve. The Executive Member confirmed that the position was static, with no further progress to report; and
- The contribution from the Schools Forum of £975k to Children's Services. The Executive Member for Children's Services confirmed that this was a one-off contribution, and that the sustainability of Children's Services' budgets going forward would need careful management.

RECOMMENDATION:

That the report be noted.

CR/12/23

11/12 Provisional Outturn Capital Budget Monitoring Report

The Deputy Leader and Executive Member for Corporate Resources presented his report, which set out the Council's capital position to the end of March 2012.

He further explained that the full year provisional capital outturn position for 2011/12 was a £21.5M under spend against a £86.5M approved budget. He

also discussed the need for the Council to review its capital programme and processes to ensure a realistic and deliverable programme in future.

Members of the Committee supported such a review and raised a number of other minor issues, which were addressed by the Executive Member and officers in attendance.

RECOMMENDATION:

That the report be noted.

CR/12/24

11/12 Provisional Outturn Revenue Budget Monitoring Report - Corporate Services Directorate

The Deputy Leader and Executive Member for Corporate Resources presented his report, which set out the revenue position for Corporate Services to the end of March 2012.

He further explained that the full year provisional revenue outturn position for 2011/12 was £27.8M, a £1.4M over spend against budget. This figure did however include proposed transfers to earmarked reserves of £2.05M, making the operational result before transfers an under spend of £0.65M.

Members of the Committee discussed the contents of the report in detail and raised the following issues, which were addressed by the Executive Member and officers in attendance:-

- The £48k pressure within Revenues & Benefits regarding printing costs;
- The £75k pressure regarding historic electricity bills at Priory House;
- The £260k under spend relating to Premature Retirement Costs; and
- Debt management generally, with specific reference to S106 debts and the need to pursue developers for such outstanding sums. The Chief Finance Officer confirmed that he would raise the issue with colleagues in the Sustainable Communities directorate and report back to a future Committee meeting.

RECOMMENDATION:

That the report be noted.

CR/12/25

11/12 Provisional Outturn Capital Budget Monitoring Report- Corporate Services Directorate

The Deputy Leader and Executive Member for Corporate Resources presented his report, which set out the capital position for Corporate Services to the end of March 2012.

He further explained that the full year provisional capital outturn position for 2011/12 was a gross spend of £5.0M, with proposed slippage into 2012/13 of £4.3M.

Members of the Committee discussed the contents of the report in detail and raised a number of minor issues, which were addressed by the Executive Member and officers in attendance.

RECOMMENDATION:

That the report be noted.

CR/12/26 **Quarter 4 Performance Report**

The Deputy Leader and Executive Member for Corporate Resources presented the final quarterly performance report for Corporate Services, which provided an overview of performance in 2011/12 for the period to 31 March 2012 for those corporate health indicators presented to this Committee. He further stated that, despite the budget savings achieved in 2011/12 (as mentioned in the previous agenda items), Council performance generally was good and improving.

Members of the Committee discussed the contents of the report in detail and raised a number of queries, which were addressed by the Executive Member and officers in attendance. These queries centred around the following issues:

- The time taken to process Housing and Council Tax Benefit claims and our performance when compared to geographical neighbours; and
- The average number of days lost per employee. Members were concerned to note that performance in this area had deteriorated when compared to 2010/11 and requested further detail regarding our performance when compared with other organisations, both nationally and regionally and in both the public and private sectors. Members also requested further detail regarding the measures in place to address the issue and improve performance. The Chief Communications Officer confirmed that a written response would be provided to Committee Members in due course.

RECOMMENDATION:

That the report be noted.

CR/12/27 **Work Programme 2012 - 2013 & Executive Forward Plan**

The Committee considered its current work programme and the latest Executive Forward Plan, and agreed to add an item in the Autumn regarding community engagement activities and progress towards achieving the actions contained within the Community Engagement Strategy.

RESOLVED

That the Committee's Work Programme be noted, with the addition of an item regarding Community Engagement sometime during Autumn 2012.

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

Chairman.....

Date.....

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Meeting: Corporate Resources Overview and Scrutiny Committee
Date: 11 September 2012
Subject: Q1 Revenue Report 2012/13
Report of: Councillor Maurice Jones, Deputy Leader and Executive Member for Corporate Resources

Summary: The report provides information on the revenue position as at Q1 2012/13 and the forecast outturn position for 2012/13.

Advising Officer: Charles Warboys, Chief Finance Officer
Contact Officer: Charles Warboys, Chief Finance Officer
Public/Exempt: Public
Wards Affected: All
Function of: Council

CORPORATE IMPLICATIONS

Council Priorities:

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

Financial:

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

Legal:

3. None.

Risk Management:

4. None.

Staffing (including Trades Unions):

5. 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:

6. 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:

7. None.

Community Safety:

8. None.

Sustainability:

9. None.

Procurement:

10. None.

RECOMMENDATIONS:

The Committee is asked to:-

1. **Consider and comment on the attached Executive report and associated appendices which was reviewed by the Executive on the 21st August 2012.**

Executive Summary

11. The report sets out the financial position for 2012/13 as at the end of June. It sets out spend to date against the profiled budget and the forecast financial outturn. Explanations for the variances are set out below in section 3. This report enables the Executive to consider the overall financial position of the Council and agree any further actions to deliver as a minimum a balanced financial year end.

KEY HIGHLIGHTS (Appendices A1, A2, A3)

In Summary

- 12.
- The 2012/13 forecast outturn is to overspend by £0.8M.
 - The current forecast position includes the planned use of and proposed transfers to reserves.
 - The Year to Date (YTD) spend is £2.8M below the profiled budget. However, this should not be seen as indicative of the full year position due to seasonal spend and timing of grants received. After accounting for the proposed use of and transfers to reserves this is largely consistent with the forecast position.
 - Risks and issues indicate a further risk to forecast of £0.5M.
 - Non current debt (i.e. debt that is more than 14 days from date of invoice) is £12.3M, which is £1.5M higher than last month.

13. Directorate forecast outturn variances

The full year forecast as at June for directorates after proposed use of reserves is £0.8M overspend. The following are the key areas:

- i) Social Care Health and Housing £0.3M below budget.
- ii) Children's Services £0.8M above budget.
- iii) Sustainable Communities £0.1M below budget.
- iv) Corporate Services £0.6M above budget.
- v) Corporate Costs and Contingency £0.3M below budget.

14. Directorate Year to Date (YTD) variances

YTD spend for 3 months at £38M after proposed use of reserves is below budget by £2.8M. The following are the key areas:

- vi) Social Care Health and Housing £1.9M below budget.
- vii) Children's Services £0.2M above budget.
- viii) Sustainable Communities £0.2M below budget.
- ix) Corporate Services £0.5M below budget.
- x) Corporate Costs and Contingency £0.5M below budget.

DIRECTORATE COMMENTARY

Social Care, Health and Housing

15. The **General Fund** outturn for the directorate is a projected under spend of £0.25M or 0.5% after proposed use of earmarked reserves.

16. The **Adult Social Care** service is projecting an under spend of £1.24M. Within this service area is Older People package costs which are currently showing an over spend of £0.307M. People are living longer and the costs of dementia are on the increase. The budget setting process included an increase in demography of 5%, equivalent to £1.8M. This also has to cover the cost of former self funders requiring local authority support.
The year-to-date position on Adult Social care is an under spend of £1.8M which indicates a much higher forecast under spend for the full year. Whilst some budgets have been profiled, including Transitions, there are some areas of activity where the pattern of spend will increase later in the year due to phased recruitment and new projects. In addition there are some one-off expenditure reductions in quarter one relating to prior year items (over-accrual of external home care).
17. The impact of former self funders continues to be tracked. Five service users in this category have required council support during the first quarter of 2012/13 at an estimated additional full year cost of £0.332M. This is less than for the equivalent period in 2011/12 but, given the current financial climate; this trend is unlikely to diminish and will continue to put pressure on the Council's budget.
18. Challenging efficiency targets were set against the Older People service area and these are mainly on track. The Reablement service continues to achieve reductions in care with 570 hours in quarter one, which is equivalent to a saving of £0.092M with a projected full year saving of £0.216M. It is evident that whilst this activity is reducing costs to the Council it is not able to completely mitigate the costs of the above.
19. The Learning Disabilities service area is projecting an under spend of £0.412M after reserves which is partially a result of provider prices being held static between years and also lower than anticipated costs of Ordinary Residence in 2012/13. A reserve of £0.566M is held to meet the expected impact of two major de-registering providers but this process has been delayed and the reserve is expected to cover all current year costs.
20. The Commissioning service is projecting an over spend of £0.280M. This is a combination of an over spend on the equipment pooled budget of £0.144m and an efficiency shortfall of £0.114m in relation to the Mental Health services. Customer income is projected to under achieve by £0.799m against budget within the Business & Performance service area. This mainly relates to an under-achievement of customer income with the major items being Telecare Charges, residential care charges and House Sales.
21. HRA is subject to a separate report.

Children's Services

22. Children's Services annual expenditure budget is £32,637k.
23. The full year projected outturn position for 2012/13 is £0.822M overspend. This assumes full spend against allocated grants.

24. The budget to date is £5.08M (including schools) compared to actual spend to date of £5.63M, above budget after allowing for Use of Reserves by £0.247M.
25. There are some detailed profiled budgets within SAP and work continues with budget managers during July to further update profiles. The main spend to date variances relate to Children with Disabilities £0.15M, School Support £0.29M and Transport £0.46M. This is a contribution of the impact of spend against grants, where spend will be periodic and the trend of spend associated with Education budgets.
26. The two areas contributing to the current forecast overspend are Child Protection and Children in Care (£452k), and the Fostering and Adoption Service (£379k). This pressure is due to additional expensive specialist children placements, increases in Looked After Children and the cost of agency workers covering qualified posts. The development and recruitment of qualified social workers to fill vacancies is an ongoing activity. A recruitment campaign has been launched and early responses are positive. First interviews will take place in August.
27. Between April 2011 and March 2012 the number of Looked After Children increased by 32. In the first quarter of 2012/13 the number has increased by a further 27 bringing the number of Looked After Children from 176 as at March 2011 to 235 as at June 2012. This number is expected to rise since the rise in the number of children with a child protection in all probability will result in a small proportion of those children becoming Looked After. In order to minimise the impact of these, all high cost placements are agreed by the Interim Assistant Director.
28. Not currently forecast are a number of possible risks that could see the budget variance rise over the forthcoming months:
29. Needs led budgets within Child Protection and Fostering and Adoption following a significant increase in referrals and placements and the additional impact of recent OFSTED inspection recommendations on safeguarding which increase the need for qualified social workers and support staff.
30. Service Level Agreement with Bedford Borough for Fostering and Adoption ceasing in February 2013 resulting in a reduction to income and an increase in costs.

Sustainable Communities

31. Sustainable Communities manages a gross expenditure budget of £58.069M and income budget of £10.357M leaving a net expenditure budget of £47.712M.
32. Sustainable Communities' overall financial position is forecast at £0.098M under budget after the use of earmarked reserves of £0.611M for one-off specific projects.
33. The Directorate has an annual savings target of £3.988M. At the end of June, the savings delivered totalled £0.814M.

34. The Director's Group has forecast a small underspend of £0.01M.
35. Economic Growth Skills & Regeneration has forecast an overspend of £0.079M.
36. In order to deliver the major remodelling of library service and support roll out of the superfast broadband in 2013 the service has forecast an overspend on salaries but this is partly offset by a drawdown of the external funded regeneration reserve.
37. The service secures significant external grants during the year and the effect on the budget of the division is closely monitored and forecasts will be amended and reported once the amounts of such grants have been confirmed.
38. Highways & Transport Division has forecast an over spend of £0.046M.
39. Due to projecting lower income from car parks than expected as a result of issues with dealing with backlog of Penalty Charge Notices appeals traffic management has forecast an overspend of £0.040M. The technical issue which led to the backlog has been resolved and work continues to deal with the outstanding appeals. The service area is closely monitoring the situation and forecasts will be reviewed accordingly.
40. An increase in landfill tax has resulted in an overspend of £0.032M in highways contracts.
41. These are partly offset by an underspend in the Assistant Director area.
42. The Planning Division has forecast a small underspend of £0.003M.
43. Community Safety Public Protection Waste and Leisure Division has forecast an under spend of £0.209M.
44. Due to the renegotiation of the interim Household Waste Recycling Centre contract until March 2013, lower gate fees from the retendered green disposal contracts and the effect of indexation for contract uplift there is a forecast underspend on waste of £0.155M.
45. There is a forecast underspend on salaries in Community Safety.

Corporate Services & Corporate Costs

46. The full year budget for the directorate of £42.242M is made up of:
Corporate Services £28.097M
Corporate Costs £13.801M
Contingency & Reserves £0.344M
47. The directorate is currently forecasting an outturn pressure of £0.360M after proposed use of earmarked reserves. Key forecast variances identified are:

48. £0.067M within People & Organisation, Legal Services, the main items being £0.175M pressure as a result of increased Children's cases workload and a £0.118M saving in Members' Costs resulting from a new Executive structure and lower superannuation costs than budgeted.
49. £0.147M within People & Organisation, People, due to agency costs for maternity cover, additional costs within Health and Safety and unachievable income target within HR Traded Services following cessation of the service.
50. £0.470M within Resources, Finance, as a result of £0.300M Housing Benefit subsidy repayment for 2009/10 year, following audit, £0.132M due to the bursary service ceasing, reflecting an unachievable income target; at the time of budget setting, the continued provision of the bursary service was still under consultation, therefore included in the budget as continuing service, £0.145M insurance income shortfall largely as a result of fewer schools buying the insurance package and £0.118M underspend in Audit following a reduction in audit fees and salary savings following staff secondments. There are savings in debt management costs of £0.350M, managed within the Finance team, the benefits of which are recorded in Corporate Costs.
51. Under spend of £0.097M within Resources, ICT representing savings against superannuation costs.
52. Within Corporate Costs, the impact of non achievable budget efficiencies from prior years has been offset by lower than budgeted interest payable (£0.350M).
53. Under spend of £0.253M in Contingency & Reserves following a higher than budgeted New Homes Bonus award.
54. The YTD Department spend is currently £1.011M under the profiled YTD budget. Some of the material amounts that have been identified as contributing to this underspend are lower than budgeted Interest costs (-£0.262M), more than budgeted New Homes Bonus being received (-£0.240M) and Invest to Save budgets not yet being allocated in SAP to specific projects (-£0.137M).

RESERVES POSITION

Earmarked Reserves

55. The opening balance of Earmarked Reserves is £18.5M (Excluding HRA and Schools). The current reported position proposes the planned use of £2.5M Earmarked reserves, and release of £0.4M. This would result in a forecast closing position of £15.2M earmarked reserves at year end. Consideration should be given to applying for a new redundancy capitalisation directive for 12/13.

General Reserves

56. 2011/12 outturn enabled us to make additional contributions to the General fund reserve. 2012/13 and 2013/14 plan is to make further contributions, which will be subject to review.

RISKS AND UPSIDES

57. Risks and issues indicate a net risk of £0.5M.

DEBTORS (Appendix B)

58. General CBC sales debtors (excluding house sales and grants) for June amounted to £16.7M. Of this £4.9M was over 60 days; all of which is actively being managed.
59. £2.5M is actively being chased; £0.6M identified as disputed and work to resolve is underway. £0.2M has instalment agreements in place and £0.2M is being dealt with through legal channels. A further £1.4M is in respect of charges against houses which will be repaid once the houses are sold.
60. The largest items of note within the total debt are:
- i) Adult Social Care, Health and Housing General Fund debt at the end of Quarter 1 2012/13 stood at £8.4m (£6.5m for March 2012) of which £2.2m was house sales debt, £4.1m Health Service debt and £0.6m other Local Authorities. Of the remaining general debt of £1.5m, £1.1m (68%) is more than 60 days old. This includes legacy debt of £0.360m as well as Central Bedfordshire debt. Of the debt aged more than 60 days, 65% is being actively worked on (with solicitors, payable by instalments etc). Excluding PCT and house sales debt, there are 31 debtors whose outstanding balance is greater than £0.010m – these are all under active management.
 - ii) Total debt for Children's Services is £1.43M, £0.491M over 61 days. The debt over £0.010M totals £0.892M, £0.202M of which relates to Bedford Borough.
 - iii) Sustainable Communities - The total debt at the end of June was £2.937M, an increase of £0.164M over May's figures. Invoices relating to developers legal contributions to deliver planning requirements associated with new developments account for £2.266M or 77% of debt. All debt recovery is in accordance with Council policy. About eighty three percent of debt is less than three months old. Two debtors owe £0.760M between them, accounting for 26% of the total.
 - iv) Corporate Services - Overall debt has decreased by £1.522m in the month. This large decrease is mainly due to invoices for payroll services that were included in May's figures and collected by Direct Debit at the start of June. There is currently £0.280M that is over 90 days old; this represents 16% of the current total debt.
 - v) This month finance has circulated to relevant Budget Managers details of Invoices that are over £0.010M and are more than 30 days overdue. Budget Managers are working to resolve recovery of these debts and progress is being followed up at monthly budget meetings.

Treasury Management (Appendix C - Dashboards)

61. The authority has benchmarked its treasury management activities against 84 other local authorities to gain additional understanding of its treasury management performance in a wider context. The key benchmarked information is included in the Treasury Management Performance dashboard attached at Appendix C.

Borrowing

62. The total borrowing of the authority as at 31 June 2012 was £320.6m, of this amount, £307.1 was with the Public Works Loan Board (PWLB) and £13.5m was Market Debt. The profile of debt is split so that the authority has 71% Fixed PWLB debt, 25%, Variable PWLB debt and 4% Fixed Market debt, as shown in A1 on the Treasury Management Performance Dashboard.
63. The Council's average cost of borrowing in 2011/12 was 3.52% compared to benchmark authorities average of 4.49%. A2 of the dashboard shows how CBC favourably compares to other benchmarked authorities.
64. The Authority continued to benefit from the conversion of long term debt from fixed to variable rate that was originally undertaken during 2009/10. This consisted of the Council repaying £35.6m of its fixed PWLB debt averaging 4.72% and replacing it with variable rated debt which averaged 0.73%. This generated revenue savings of £1.3m (£1.2m after Premium write off) in 2011/12.
65. The Council in conjunction with its external advisers continues to look into further opportunities for debt restructuring in accordance with its Treasury Management Strategy (TMS), which authorises the authority to borrow up to 35% variable debt. However, since 2010 the movement in rates has been such that no further conversions are financially viable, as the cost of the early repayment premia means the pay back period would be typically in excess of 11 years.
66. In 2011/12 no additional borrowing was taken out by the Council for General Fund purposes. The council used internal resources in lieu of borrowing to fund capital commitments during the year. The Council did however take out £165m to fund the settlement payment for the Self Financing of the HRA.
67. The authority's Treasury Management Strategy states that no more than 20% of the authority's debt should mature in any one financial year. A4 of the dashboard shows the maturity profile of the Council's debt. This demonstrates that the highest amount the council has maturing in one year is £45m which equates to 14% of our debt maturing in 2022.

Investments

68. The Council's main priorities when investing remain security and liquidity. In the current climate the Council is finding it needs to keep more of its investment highly liquid so that it has the option to withdraw funds quickly at the first signs of stress.
69. To facilitate this, the Council has opened three money market funds and a call account with Lloyds. This will allow the council to diversify its investment portfolio further in liquid funds. B1 of the treasury dashboard shows the breakdown of investment by institutions as at 31 June 2012. B3 of the dashboard shows the maturity portfolio of the councils investments with just over £24m of its investments, which equates to 36.2%, being held in call accounts and money market funds and the remainder on deposit maturing within 3 months. This has resulted in new deposits being placed at interest rates of between 0.4% to 1% in the first quarter.
70. In 2011/12 the Council average rate of return on investments was 1.61% compared to benchmark authorities' average of 1.19%. B2 of the dashboard shows how the authority favourably compares to other benchmarked authorities.

Cash Management

71. The range of daily cash movements in Quarter 1 of 2012/13 has ranged between net payments of £10.4m and net income of £12.8m. Graph C1 on the dashboard demonstrates the volatility of the cash movement.
72. C2 on the dashboard sets out the range of cash outflows and inflows. In Quarter 1 of 2012/13 the gross cash movement of the Council varied between £55m and £70m within a calendar month.
73. C3 of the dashboard shows the level of investments held by the Council. This shows an upward trend of cash holdings within the Council which is typical for all councils as large cash receipts are collected earlier in the year and related expenditure follows in later months / years (e.g. monies from the PCT comes in mid June which is spent over the year, and receipts for some grants / S106 monies may take several years to spend).
74. The Councils actual average cash holding in 2011/12 was £71m which is considerably lower than the benchmarked average of £109m. C4 of the dashboard illustrates how the Council compares to other benchmarked authorities.

Outlook

75. The UK Bank Base Rate is not expected to rise until perhaps 2015/2016. Which means that short-term rate of return on investment will remain at very low levels.

76. Therefore, the Council plans to continue using its cash balances in lieu of borrowing to fund capital expenditure and where possible use internal cash balances to pay off maturing debt. In the current climate the Council is also keeping new investments fairly liquid overall although this will have an adverse impact on investment income.
77. Currently it is expected that there will be a shortfall in investment income in 2012/13 by approximately £100k. However on the upside we are expecting the cost of borrowing to be below budget by up to £500k. Naturally the outturn will become clearer later on in the year as there are a number of variables which are outside the Council's control which will have an impact, such as the base rate, the economic climate, confidence in the government (both in the UK and outside), and the credit ratings, share prices and confidence in the counterparties on our lending list. Other factors will be the timings of capital receipts and grants and the speed of capital expenditure in the financial year.

Appendices:

None

Background Papers:

None.

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Appendices

Appendix A1 – Council Revenue Summary

Month: June 2012									
Director	Year to date				Full Year				
	Budget	Actual	Use of Reserves	Variance	Approved Budget	Forecast Outturn	Forecast Variance	Proposed use of Earmarked reserves	Forecast Variance after use of earmarked reserves.
	£000	£000	£000	£000	£000	£000	£000	£000	£000
Social Care Health and Housing	13,993	12,596	-459	-1,855	55,808	57,315	1,507	-1,760	-253
Children's Services	7,902	8,449	-300	247	32,637	33,759	1,122	-300	822
Sustainable Communities	11,308	11,156	0	-152	47,712	48,225	513	-611	-98
Corporate Services	6,966	6,573	-82	-475	28,097	29,115	1,017	-393	624
Contingency and Reserves	-985	-1,225	0	-240	344	91	-253	0	-253
Corporate Costs	3,621	3,324	0	-297	13,801	13,790	-11	0	-11
Total (Excl Schools &HRA)	42,805	40,874	-841	-2,772	178,399	182,294	3,895	-3,064	831
Schools	-2,819	-2,819	0	0	550	550	0	0	0
HRA	0	-57	0	-57	0	-3,550	-3,550	3,550	0
Total	39,986	37,998	-841	-2,829	178,949	179,294	345	486	831

Appendix A2 – Directorate Summary

Month: June 2012	Year to date				Year						
Director	Budget	Actual	Use of Reserves	Variance	Approved Budget	Forecast Outturn	Forecast Variance	Proposed use of Earmarked reserves	Forecast Variance after use of earmarked reserves.	Forecast % of Budget	RAG
	£000	£000	£000	£000	£000	£000	£000	£000	£000		
Social Care Health and Housing											
Director of Social Care, Health, Housing	10	48	0	39	39	57	17	0	17	44%	red
Housing Management (GF)	981	964	0	-17	3,925	3,925	0	0	0	0%	green
Adult Social Care	13,975	12,595	-186	-1,565	55,786	55,204	-582	-659	-1,241	-2%	green
Commissioning	1,160	950	-76	-286	4,641	5,389	748	-313	435	9%	amber
Business and Performance	-2,133	-1,961	-197	-25	-8,584	-7,260	1,324	-788	536	6%	amber
Sub Total Social Care and Health	13,993	12,596	-459	-1,855	55,808	57,315	1,507	-1,760	-253	0%	green
Children's Services											
Director of Children's Services	87	87	0	0	347	347	0	0	0	0%	green
Children's Services Operations	4,995	5,566	-300	271	20,680	21,811	1,131	-300	831	4%	amber
Learning, Commissioning & Partnerships	1,192	1,184	0	-8	5,384	5,375	-9	0	-9	0%	green
Joint School Commissioning Service (Transport)	1,932	1,922	0	-10	7,437	7,437	0	0	0	0%	green
Partnerships	151	145	0	-7	606	606	0	0	0	0%	green
Sub Total Children's Services (excluding Schools)	8,357	8,904	-300	247	34,454	35,576	1,122	-300	822	2%	amber
DSG Contribution to Central Support	-454	-454	0	0	-1,817	-1,817	0	0	0	0%	green
Sub Total Children's Services (excluding Schools)	7,902	8,449	-300	247	32,637	33,759	1,122	-300	822	3%	amber
Sustainable Communities											
Director of Sustainable Communities	192	154	0	-38	768	759	-10	0	-10	-1%	green
Economic Growth, Skills & Regeneration	1,364	1,405	0	40	5,389	5,823	435	-356	79	1%	amber
Highways Transportation	2,482	2,542	0	60	11,538	11,633	96	-50	46	0%	amber
Planning	1,525	1,402	0	-123	6,823	6,850	27	-30	-3	0%	green
Comm Safety Public Protec Waste Leisure	5,744	5,653	0	-91	23,195	23,160	-35	-175	-210	-1%	green
Sub Total Sustainable Communities	11,308	11,156	0	-152	47,712	48,225	513	-611	-98	0%	green
People & Organisation											
People and Organisation Leadership	61	57	0	-4	190	248	58	-58	0	0%	green
Communications	181	147	0	-34	724	726	2	0	2	0%	green
Customer Services	472	465	0	-7	1,888	1,888	0	0	0	0%	green
Policy & strategy	83	70	0	-13	333	333	0	0	0	0%	amber
Customer & Community Insight	23	22	0	0	91	91	0	0	0	0%	green
People	605	613	-2	6	2,420	2,569	149	-2	147	6%	amber
Legal & Democratic Services	886	772	-25	-139	3,828	3,920	92	-25	67	2%	amber
Sub Total People & Organisation	2,311	2,147	-27	-190	9,474	9,776	302	-85	217	2%	amber
Resources											
Programme & Performance	248	137	-36	-147	991	1,277	285	-289	-4	0%	green
E Procurement & Payments	80	79	0	-2	322	359	38	0	38	12%	red
Finance	1,120	1,064	-19	-75	4,481	4,970	489	-19	470	10%	red
Category Review	0	0	0	0	0	0	0	0	0	0%	green
ICT	1,687	1,659	0	-29	6,749	6,652	-97	0	-97	-1%	green
Assets	1,431	1,416	0	-15	5,725	5,725	0	0	0	0%	green
Sub Total Resources	4,567	4,355	-55	-268	18,269	18,984	715	-308	407	2%	amber
Chief Executive	89	72	0	-17	355	355	0	0	0	0%	green
Sub Total Corporate Services	6,966	6,573	-82	-475	28,097	29,115	1,017	-393	624	2%	amber
Contingency and Reserves*	-985	-1,225	0	-240	344	91	-253	0	-253	-74%	amber
Corporate Costs											
Debt Management	2,925	2,633	0	-292	11,700	11,350	-350	0	-350	-3%	green
Audit Fees	0	0	0	0	0	0	0	0	0	0%	green
Insurance	0	0	0	0	0	0	0	0	0	0%	green
Premature Retirement Costs	739	738	0	0	2,954	2,954	0	0	0	0%	green
Corporate HRA Recharges	-23	-23	0	0	-90	-90	0	0	0	0%	green
Efficiencies	-20	-25	0	-5	-763	-424	339	0	339	-44%	amber
Sub Total Corporate Costs	3,621	3,324		-297	13,801	13,790	-11	0	-11	0%	green
TOTAL Excluding Schools	42,805	40,874	-841	-2,772	178,399	182,294	3,895	-3,064	831	0%	amber
Schools											
Supported YPLA/DSG	0	0	0	0	0	0	0	0	0	0%	green
Schools ISB	-2,819	-2,819	0	0	550	550	0	0	0	0%	green
TOTAL Schools	-2,819	-2,819		0	550	550	0	0	0	0%	green
Housing Services (HRA)	0	-57	0	-57	0	-3,550	-3,550	3,550	0	0%	green
Total	39,986	37,998	-841	-2,829	178,949	179,294	345	486	831	0.5%	amber

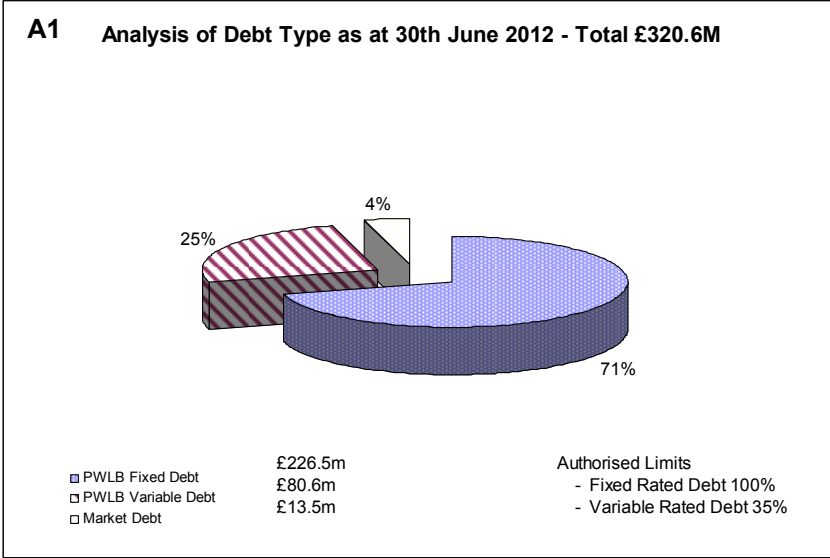
Appendix A3 – Subjective Analysis

Revenue Subjective analysis June 2012 - Forecast Outturn (Exc use of Reserves)										
Expenditure Type	Staffing costs	Premises and Transport	Supplies and Services	Third Party Payments	Other	Gross Costs	Income	Grants	Total Income	Net Costs
	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000
Director										
Social Care Health and Housing	16,856	1,035	4,402	56,279	10,174	88,746	-14,166	-17,265	-31,431	57,315
Children's Services	21,903	8,257	24,940	10,012	0	65,113	-7,272	-24,082	-31,355	33,759
Sustainable Communities	19,964	2,851	6,802	28,921	106	58,645	-7,604	-2,816	-10,420	48,225
Corporate Services	23,147	3,993	14,726	469	74,955	117,290	-84,108	-4,068	-88,176	29,115
ACE People	9,788	433	1,879	285	2	12,387	-2,515	-95	-2,611	9,776
ACE Resources	13,016	3,558	12,838	184	74,953	104,549	-81,593	-3,973	-85,565	18,984
Chief Executive	344	3	8	0	0	355	0	0	0	355
Contingency and Reserves	0	0	1,251	0	3,034	4,285	0	-4,194	-4,194	91
Corporate Costs	2,875	-25	-345	0	12,375	14,880	-990	-100	-1,090	13,790
Total Excluding Schools	50,625	16,112	51,776	95,682	100,644	348,960	-114,140	-52,525	-166,666	182,294

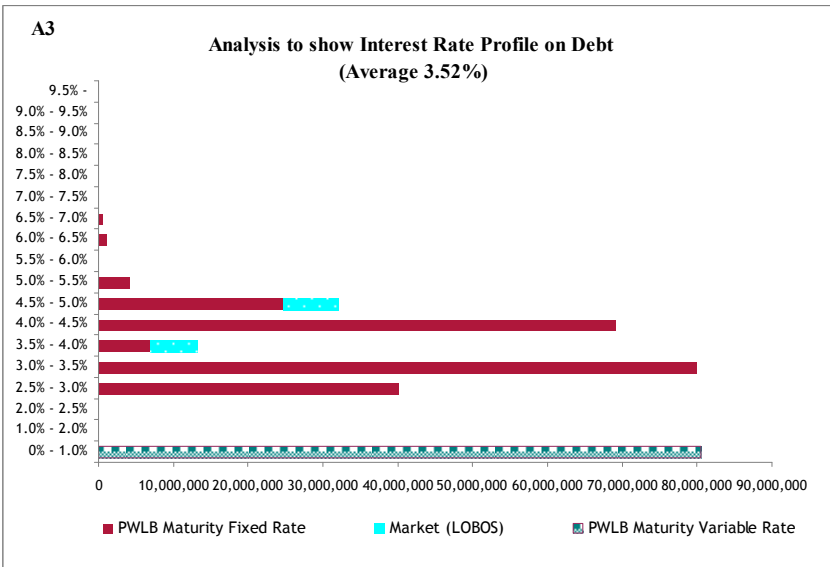
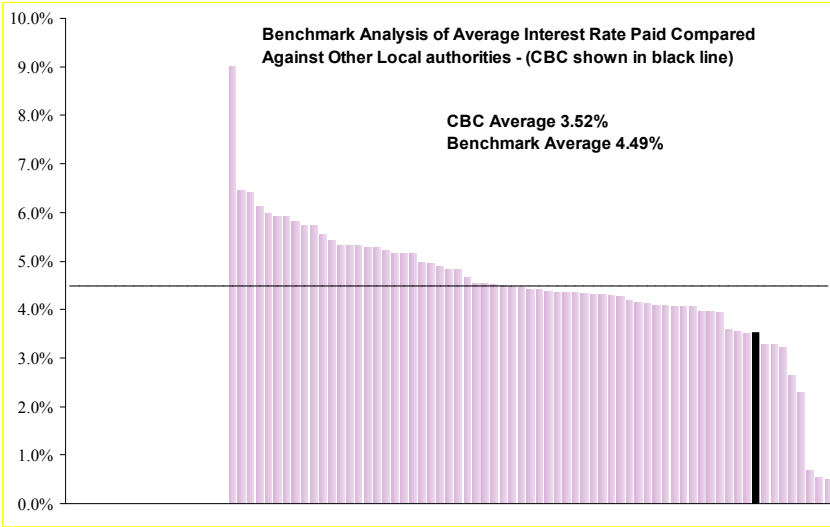
Appendix B – Debtors

Debt Monitoring June 2012																
DIRECTORATE	Not Yet Due 1 - 14 Days	15 to 30 Days	% of Total	31 to 60 Days	% of Total	61 to 90 Days	% of Total	91 to 365 days	% of Total	1 to 2 years	% of Total	Over 2 years	% of Total	Total Non Current Debt	Total Due Debt %	Total Debts
		£	%	£	%	£	%	£	%	£	%					
Children's Services	678,731	182,307	1%	79,656	1%	167,461	1%	236,249	2%	55,872	0%	31,775	0%	753,320	6%	1,432,051
Social Care Health & Housing	263,716	513,507	4%	321,187	3%	58,148	0%	307,520	3%	249,466	2%	111,390	1%	1,561,217	13%	1,824,934
Sustainable Communities	187,619	273,862	2%	745,520	6%	82,676	1%	1,475,195	12%	126,350	1%	45,661	0%	2,749,264	22%	2,936,883
ACE People	468	32,436	0%	-85,318	-1%	20,189	0%	22,058	0%	7,033	0%	1,380	0%	-2,222	0%	-1,754
NHS Bedfordshire	77,207	3,132,521	25%	399,753	3%	-5,679	0%	547,650	4%	0	0%	0	0%	4,074,245	33%	4,151,452
ACE Resources	120,574	1,164,506	9%	84,350	1%	84,429	1%	98,566	1%	70,804	1%	79,767	1%	1,582,421	13%	1,702,995
Unallocated & Non Directorate	0	-3,669	0%	-2,217	0%	-304	0%	-6,096	0%	-2,701	0%	-675	0%	-15,662	0%	-15,662
House Sales	8,055	103,414	1%	63,952	1%	272,057	2%	452,316	4%	411,277	3%	212,649	2%	1,515,667	12%	1,523,722
Grants	0	0	0%	0	0%	11,920	0%	62,474	1%	0	0%	1,000	0%	75,394	1%	75,394
GRAND TOTAL	1,336,370	5,398,885	44%	1,606,883	13%	690,896	6%	3,195,931	26%	918,101	7%	482,947	4%	12,293,643	100%	13,630,014
PREVIOUS MONTH	5,888,352	4,719,910		1,221,584		831,309		2,830,528		785,010		407,448		10,795,789		16,684,141

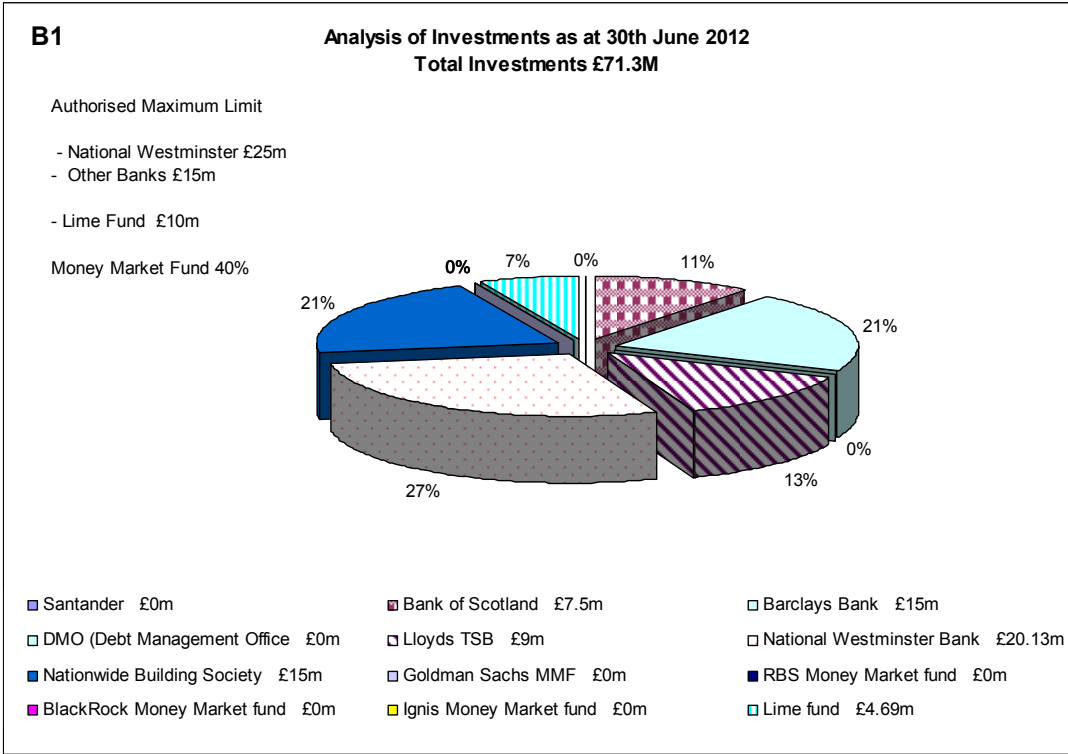
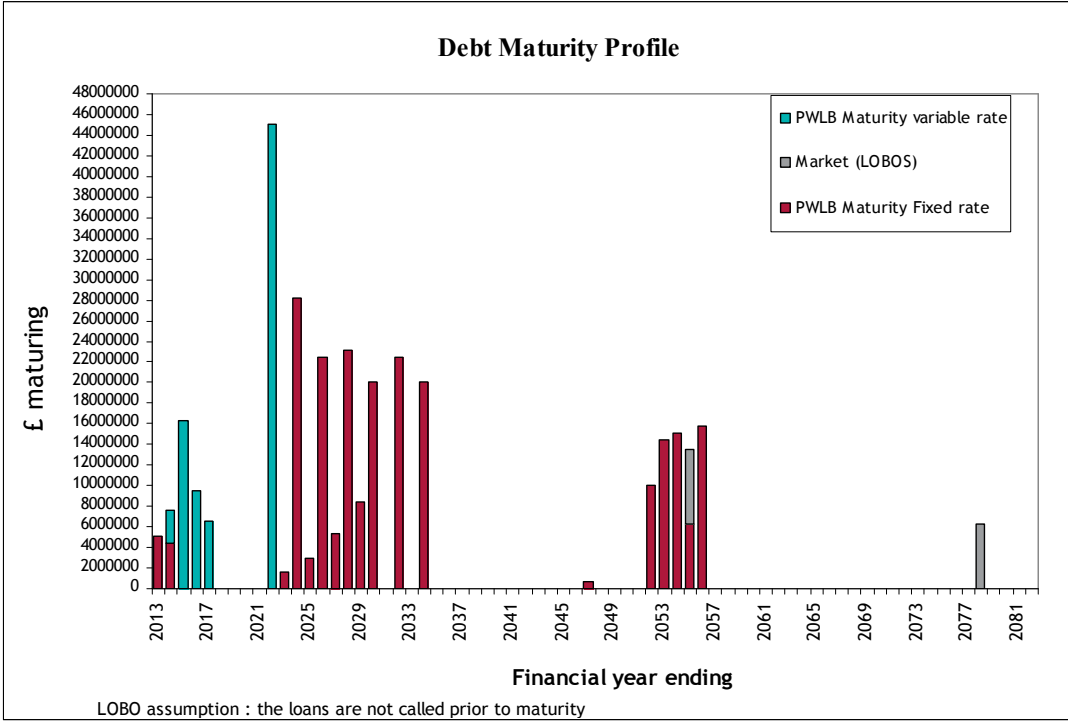
Appendix C – Treasury Management Performance Dashboard



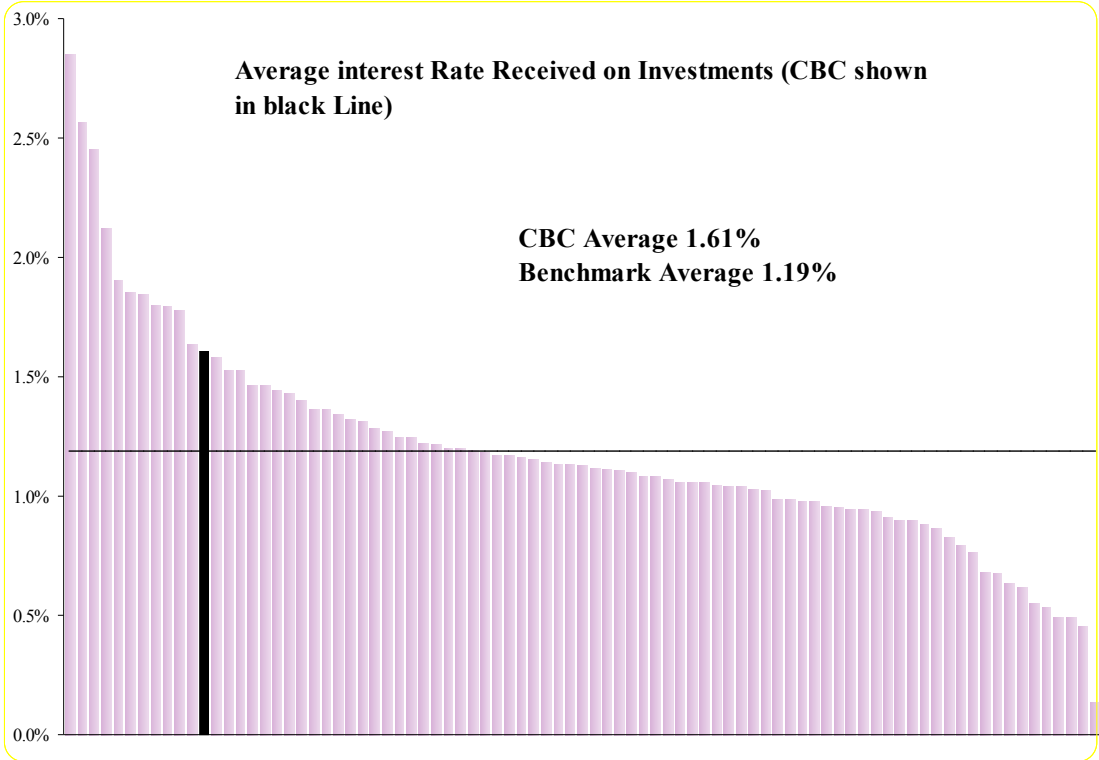
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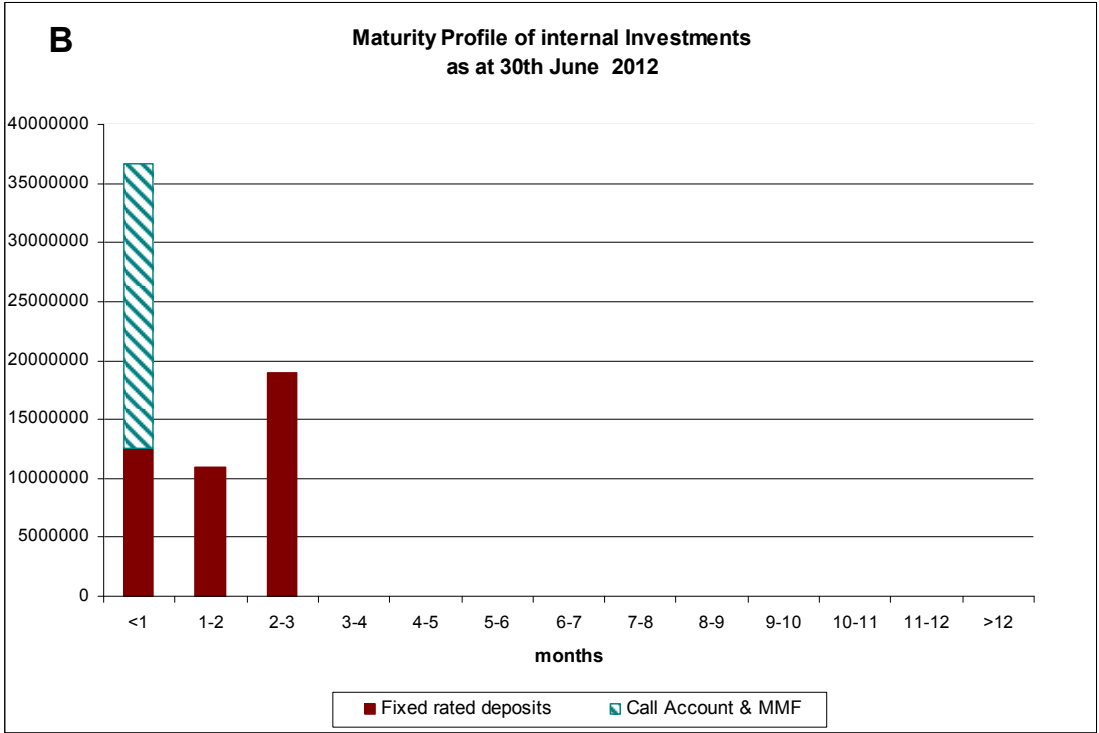
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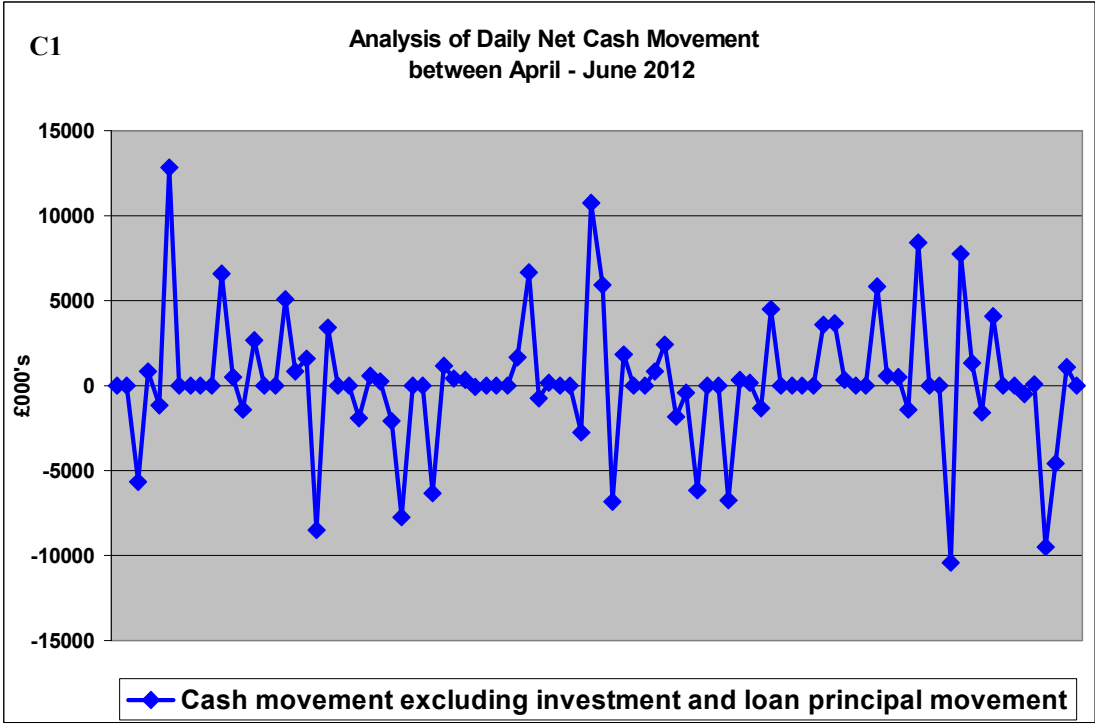


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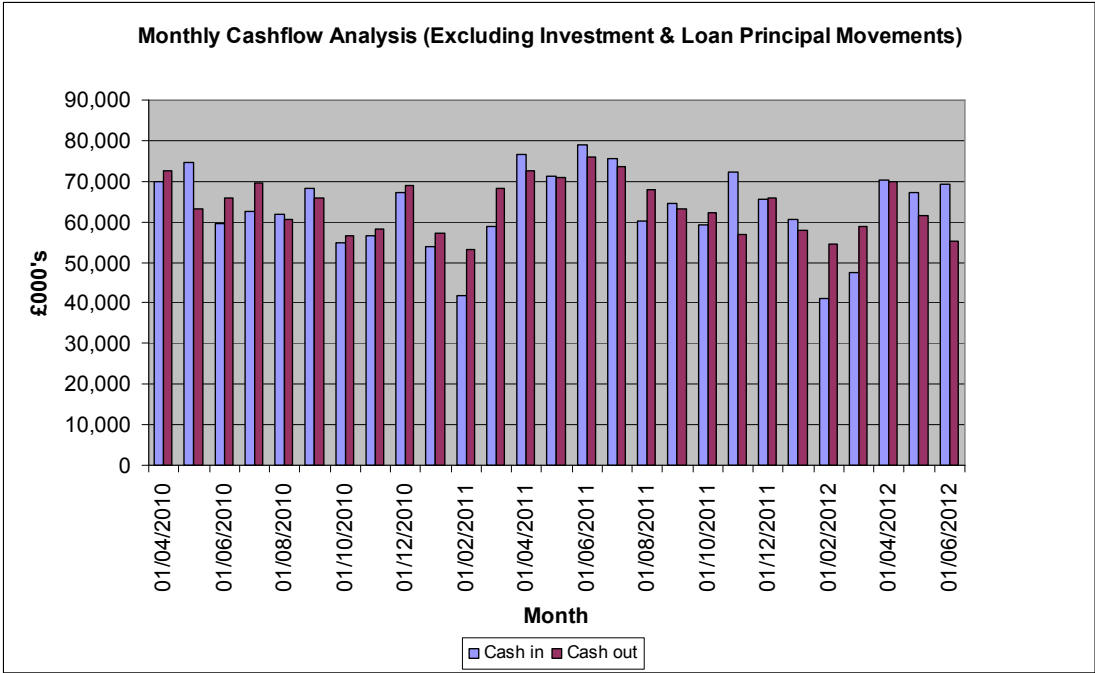


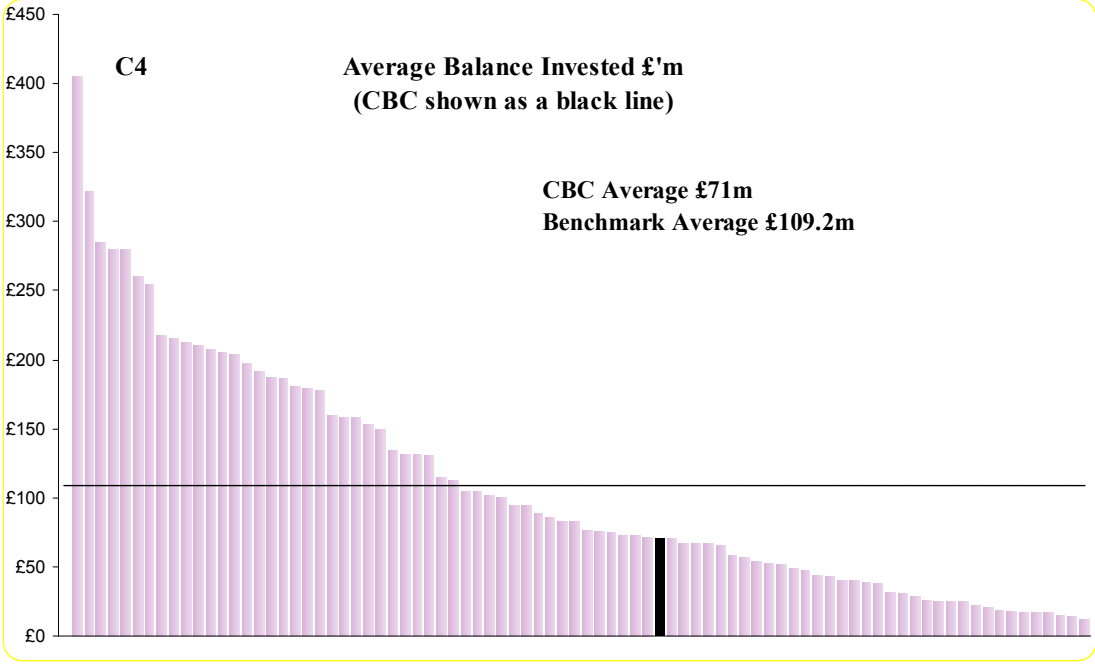
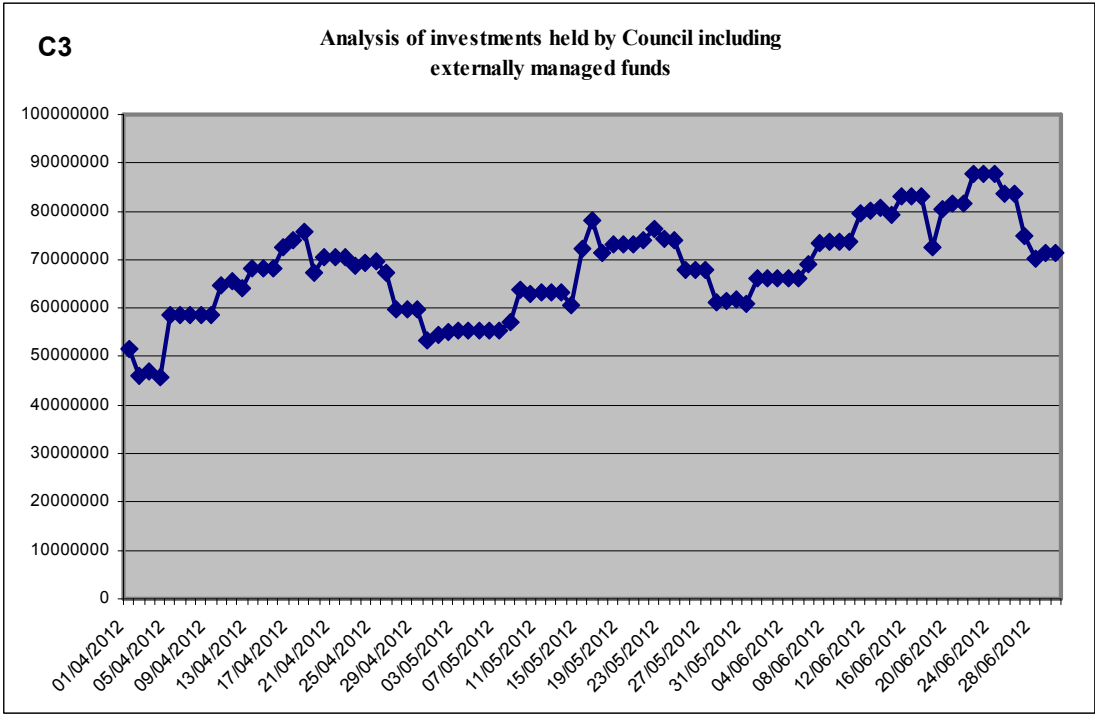
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C2





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Meeting: Corporate Resources Overview and Scrutiny Committee
Date: 11 September 2012
Subject: Q1 Capital Report 2012/13
Report of: Councillor Maurice Jones, Deputy Leader and Executive Member for Corporate Resources
Summary: The report provides information on the Capital position as at Q1 2012/13 and the forecast outturn position for 2012/13.

Advising Officer: Charles Warboys, Chief Finance Officer
Contact Officer: Charles Warboys, Chief Finance Officer
Public/Exempt: Public
Wards Affected: All
Function of: Council

CORPORATE IMPLICATIONS

Council Priorities:

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

Financial:

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

Legal:

3. None.

Risk Management:

4. None.

Staffing (including Trades Unions):

5. 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:

6. 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

7. None.

Community Safety:

8. None.

Sustainability:

9. None.

Procurement:

10. None.

RECOMMENDATION(S):

The Committee is asked to:-

1. **Consider and comment on the attached Executive report and associated appendices which was reviewed by the Executive on the 21st August 2012.**

Executive Summary

11. The report sets out the capital financial position for 2012/13 as at the end of June.
12. Transfer from 2011/12 and profiled budgets are now reported in June results.

KEY HIGHLIGHTS (Appendices A1, A2,)

13. The gross programme excluding Housing Revenue Account (HRA) is £102.2M (£44.2M net). Gross budget including HRA is £108.4M.
14. The main issues to note are:
 - i) Gross forecast is to spend £94.3M, with proposed slippage of £13.4M into 2013/14.
 - ii) Gross spend to date is £10.4M (£9.9M excluding HRA) which is 9.6% of the total budget. Variance to budget is an underspend of £3.0M.
 - iii) The average monthly gross run rate for the past three months is £3.5M. This spend rate would amount to c£42.0M continued for the remainder of the year, (39% of the full year gross budget.) However, this doesn't take account of seasonal spend and one offs.
 - iv) £74.9M (69%) of the gross budget relates to 20 of the top value schemes which include HRA. £5.1M (49%) of the gross spend to date relates to the these schemes.

DIRECTORATE COMMENTARY

Social Care Health and Housing

15. Social Care and Health (exc HRA) gross annual capital expenditure budget for 2012/13 is £11.1M and external funding is £7.4M which leaves a net expenditure capital budget of £3.7M.
16. Gross Spend to date is £0.76M (6.8% of budget), Year to Date (YTD) external funding is £0.60M (8.1% of budget).
17. The forecast is to spend £9M with proposed slippage of £2.8M into 2013/14.
18. HRA gross budget is £6.1M. Spend to date is £0.518M (8.5%).

Children's Services

19. Children's Services revised annual capital expenditure budget is currently £34.17M; this includes £7.1M of slippage from 2011/12. The income budget is £32.73M which leaves a net expenditure capital budget of £1.44M.
20. The full year reported outturn position for 2012/13 is on budget, however it should be noted there may be significant slippage with New School places works continuing into 2013/14.
21. Gross spend to date is £4.4M which is close to the profiled budget (£0.193M over).

22. All but three projects (Schools Access, Temporary Accommodation and Asbestos, Health and Safety) are funded wholly by grant receipts. Health and Safety works will be transferred to Assets making the net Council contribution for Children Services £1M. There is no expenditure deadline to the spending of the grant receipts.

Sustainable Communities

23. The directorate forecasts to spend £33.65M and expects to receive external income of £14.07M, leaving spend below budget in 2012/13 of £4.25M which is forecast to slip into 2013/14. The majority of this is due to external factors beyond the control of the Council which total £3.69M net expenditure.
24. Expenditure to date was £4.45M against a profiled budget of £7.35M, a difference of £2.9M mainly due to lag in spend on highways schemes including S278 schemes where delivery is dependant on the developer. External funding of £1.72M was received compared to a budget of £2.32M, a difference of £0.6M including s278 schemes.
25. The top 10 schemes make up 66% of expenditure budget and 79% of external funding budget. Three of the top 10 schemes relate to the highways contract, and are part of rolling programmes that enhance or prolong the life of the road network. The remaining seven schemes cover strategic transport, town centre regeneration and land parcelling, and construction of leisure facilities.

Corporate Services

26. The approved net capital programme for Resources is £9.34M; this includes £3.02M transferred from 2011/2012.
27. The current Year to Date figures shows a net overspend against budget of £0.13M. This is due mainly to the actual spend on Assets schemes being higher than the profiled YTD Budget.
28. The approved gross capital programme for People and Organisation is £3.27M; this includes £0.23M transferred from 2011/12. The main schemes in People and Organisation are SAP Optimisation (£1.28M) and Customer First (£1.54M).
29. The current YTD figures show a net underspend against budget of £0.12M.

Partnerships

30. Gross budget £1.26M all externally funded. No spend to date.

CONCLUSION

31. The level of spend to date is significantly below the run rate required to achieve the Council's full year budget. The forecast to spend £94.3M appears to be very ambitious. To achieve forecast will require a rest of year monthly run rate of £9.3M compared to £3.5M in the first three months, nearly a three fold increase.

32. A process to review the realism of the Capital programme is currently underway and due to report back to Executive at the earliest opportunity.

Appendices:

None

Background Papers:

None

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Appendices:

Appendix A1 – Council Capital Summary

Title and Description of the Scheme	Jun-12						2012/13 Capital Programme Budget						Slippage to 2013/14 and future years				Full Year Forecast				Full Year Variance			
	PROFILED BUDGET TO DATE			ACTUAL TO DATE			VARIANCE TO DATE																	
	Gross Spend	External Funding	Net Spend	Gross Spend	External Funding	Net Spend	Gross Spend	External Funding	Net Spend	Gross Spend	External Funding	Net Spend	Gross Spend	External Funding	Net Spend	Gross Spend	External Funding	Net Spend	Gross Spend	External Funding	Net Spend	Gross Spend	External Funding	Net Spend
£000s	£000s	£000s	£000s	£000s	£000s	£000s	£000s	£000s	£000s	£000s	£000s	£000s	£000s	£000s	£000s	£000s	£000s	£000s	£000s	£000s	£000s	£000s	£000s	£000s
Social Care, Health and Housing	£644	-£526	£118	£765	-£600	£165	£121	-£74	£47			£11,112	-£7,427	£3,685	£2,796	-£2,397	£399	£9,025	-£5,662	£3,463	-£2,087	£1,865	-£222	
Children's Services	£3,969	-£3,873	£116	£4,182	-£753	£3,429	£183	£3,120	£3,314			£32,909	-£31,465	£1,444	£0	£0	£0	£33,692	-£32,648	£1,044	-£400	£0	-£400	
Sustainable Communities	£0	£0	£0	£0	£0	£0	£0	£0	£0			£103	£0	£103	£0	£0	£103	£0	£0	£0	-£103	£0	-£103	
Community Safety & Public Protection Infrastructure	£143	£0	£143	£163	£0	£163	£21	£0	£21			£4,737	-£944	£3,793	£520	£0	£520	£4,217	-£944	£3,273	-£520	£0	-£520	
Leisure & Culture Infrastructure	£2	-£2	£0	£1,760	£0	£1,760	£1,760	£2	£1,760			£12,494	-£5,262	£7,232	£9,929	-£4,000	£4,929	£3,665	-£1,262	£2,303	-£9,929	£4,000	-£4,929	
Regeneration & Affordable Housing	£0	£0	£0	£391	-£391	£0	£0	£0	£0			£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	
Section 106 Schemes	£7,134	-£2,321	£4,813	£2,070	-£5,001	-£3,931	-£5,064	-£3,680	-£8,744			£24,688	-£10,878	£13,810	£557	£0	£557	£24,286	-£10,378	£13,408	-£402	£0	-£402	
Transport Infrastructure	£0	£0	£0	£71	-£1	£70	£71	-£1	£70			£1,144	-£707	£437	£0	£0	£587	£587	-£707	-£120	-£557	£0	-£557	
Waste Infrastructure	£0	£0	£0	£0	£0	£0	£0	£0	£0			£43,186	-£17,791	£25,375	£10,573	-£4,000	£6,573	£32,655	-£13,791	£18,864	-£10,511	£4,000	-£6,511	
Total Sustainable Communities	£7,279	-£2,324	£4,955	£4,455	-£6,393	-£1,938	-£3,215	-£3,678	-£6,993			£43,186	-£17,791	£25,375	£10,573	-£4,000	£6,573	£32,655	-£13,791	£18,864	-£10,511	£4,000	-£6,511	
Assistant Chief Executive Resources	£359	£0	£359	£405	£82	£487	£46	£82	£128			£10,382	-£132	£10,250	£0	£0	£9,477	-£132	£9,345	£0	£0	£0	£0	
Assistant Chief Executive People & Organisation	£226	£0	£226	£103	£0	£103	-£123	£0	-£123			£3,405	£0	£3,405	£0	£0	£3,275	£0	£3,275	£0	£0	£0	£0	
Partnerships	£0	£0	£0	£0	£0	£0	£0	£0	£0			£1,261	-£1,261	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	
Total excluding HRA	£12,496	-£6,723	£5,774	£9,910	-£7,664	£2,246	-£2,977	-£550	-£3,528			£102,235	-£56,076	£44,159	£13,369	-£6,397	£6,972	£88,124	-£52,133	£35,991	-£12,998	£5,865	-£7,133	
Housing Revenue Account	£553	£0	£553	£518	£0	£518	-£35	£0	-£35			£6,142	£0	£6,142	£0	£0	£6,142	£0	£6,142	£0	£0	£0	£0	
Total Capital Programme	£13,050	-£6,723	£6,327	£10,428	-£7,664	£2,764	-£3,013	-£550	-£3,563			£108,377	-£56,076	£50,301	£13,369	-£6,397	£6,972	£94,266	-£52,133	£42,133	-£12,998	£5,865	-£7,133	

Appendix A2 – Top 20 Schemes

Title and Description of the Scheme	Category	2012/13 Capital Budget .			June 2012						Full Year Forecast				Full Year Variance				
		External Funding		Net Spend	PROFILED BUDGET YTD		ACTUAL		VARIANCE				Gross Spend		Net Spend		External Funding	Net Spend	
		£000s	£000s	£000s	£000s	£000s	£000s	£000s	£000s	£000s	£000s	£000s	£000s	£000s	£000s	£000s	£000s	£000s	£000s
LPSA & LAA Grant payout	A	£1,183	-£1,183	£0	£47	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
New School Places	A	£13,052	-£13,052	£0	£0	£23	£23	£23	£23	£23	£23	£23	£23	£23	£23	£23	£23	£23	£23
Schools Capital Maintenance (Formerly New Deal for Schools Modernisation)	A	£9,251	-£9,251	£0	£463	£743	£743	£743	£743	£743	£743	£743	£743	£743	£743	£743	£743	£743	£743
All Saints Academy	A	£7,284	-£7,284	£0	£2,914	£2,704	£2,704	£2,704	£2,704	£2,704	£2,704	£2,704	£2,704	£2,704	£2,704	£2,704	£2,704	£2,704	£2,704
GBC Corporate Property Rolling Programme (R)	C	£2,809	£0	£2,809	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
Channel Shift (NEW)	D	£1,543	£0	£1,543	£43	£43	£43	£43	£43	£43	£43	£43	£43	£43	£43	£43	£43	£43	£43
NHS Campus Closure	A	£4,837	-£4,837	£0	£54	£49	£49	£49	£49	£49	£49	£49	£49	£49	£49	£49	£49	£49	£49
Disabled Facilities Grants Scheme	B	£3,304	-£4,72	£2,832	£512	£40	£636	£36	£128	£128	£128	£128	£128	£128	£128	£128	£128	£128	£128
Timberlands and Chiltern View Gypsy and Traveller Sites	C	£1,832	-£1,378	£454	£0	£0	£2	£2	£2	£2	£2	£2	£2	£2	£2	£2	£2	£2	£2
Leisure Strategy Implementation	D	£2,000	£0	£2,000	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
Invest to Save Project	D	£2,000	£0	£2,000	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
Dunstable Town Centre Regeneration Phase 1	Slippage	£1,500	£0	£1,500	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
Dunstable Town Centre Regeneration Phase 2	C	£3,095	£0	£3,095	£0	£0	£2	£2	£2	£2	£2	£2	£2	£2	£2	£2	£2	£2	£2
Fitwick Land Purchase Further land assembly for the Town Centre Regeneration Scheme.	Slippage	£1,850	£0	£1,850	£0	£0	£1,678	£1,678	£1,678	£1,678	£1,678	£1,678	£1,678	£1,678	£1,678	£1,678	£1,678	£1,678	£1,678
Local Broadband Infrastructure (DEFRA)	C	£1,200	-£900	£300	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
Local Flood Defence Funding (DEFRA)	B	£4,333	-£4,000	£333	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
Dunstable A51M1 Link Road Strategic Infrastructure	A	£1,534	£0	£1,534	£153	£0	£0	£153	£153	£153	£153	£153	£153	£153	£153	£153	£153	£153	£153
Highways Integrated Schemes (R)	A	£1,547	-£1,547	£0	£139	-£139	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
Highways Structural Maintenance Additional Expenditure	D	£4,323	£0	£4,323	£3,415	£0	£0	£3,415	£3,415	£3,415	£3,415	£3,415	£3,415	£3,415	£3,415	£3,415	£3,415	£3,415	£3,415
Highways Structural Maintenance Block (R), £4m	A	£3,920	-£3,920	£0	£1,019	£744	£744	£744	£744	£744	£744	£744	£744	£744	£744	£744	£744	£744	£744
Section 278 Schemes	A	£4,500	-£4,500	£0	£1,125	£93	£93	£93	£93	£93	£93	£93	£93	£93	£93	£93	£93	£93	£93
Total of top 20 schemes:		£74,897	-£52,324	£22,573	£9,884	-£6,232	£3,651	£5,106	-£2,677	£2,429	£4,778	-£3,555	£1,222	£53,381	-£46,459	£16,922	-£11,516	£5,865	-£5,651
Balance of remaining schemes		£33,480	-£5,762	£27,728	£3,186	-£490	£2,675	£5,322	-£4,987	£335	£1,790	£3,005	-£4,785	£30,885	-£5,674	£25,211	-£1,482	£0	-£1,482
Total capital programme		£108,377	-£58,076	£50,301	£13,050	-£6,723	£6,327	£10,428	-£7,664	£2,764	£3,013	-£550	-£3,563	£94,266	-£52,133	£42,133	-£12,998	£5,865	-£7,133

Meeting: Corporate Resources Overview and Scrutiny Committee
Date: 11 September 2012
Subject: Quarter 1, 2012/13 Revenue Budget Monitoring Report -
Corporate Resources directorate
Report of: Cllr M Jones, Executive Member for Corporate Resources
Summary: The report sets out the forecast outturn position at June 2012.

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

CORPORATE IMPLICATIONS

Council Priorities:

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

Financial:

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

Legal:

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

Risk Management:

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

Staffing (including Trades Unions):

5. Not Applicable.

Equalities/Human Rights:

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

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

Community Safety:

8. Not Applicable.

Sustainability:

9. Not Applicable.

Procurement:

10. Not applicable.

RECOMMENDATION(S):

The Committee is asked to:-

11. **Note and consider the report.**

12. Executive Summary

13. The report sets out the financial position to the end of June 2012 and the latest forecast position.

14. Introduction and Key Highlights (Appendix A2)

15. The full year budget for the directorate of £42.242m is made up of:

Corporate Services £28.097m

Corporate Costs £13.801m

Contingency & Reserves £0.344m

16. The directorate is currently forecasting an outturn pressure of £0.360m after use of earmarked reserves.

17. The key forecast variances identified are:

18. £68k within People & Organisation, Legal Services, the main items being £175k pressure as a result of increased Children's cases workload and a £118k saving in Members' Costs resulting from a new Executive structure and lower superannuation costs than budgeted.

19. £147k within People & Organisation, People, due to agency costs for maternity cover, additional costs within Health and Safety and unachievable income target within HR Traded Services following cessation of the service.

20. £470k within Resources, Finance, as a result of £300k Housing Benefit subsidy repayment for 2009/10 year, following audit, £132k due to the bursary service ceasing, reflecting an unachievable income target; at the time of budget setting, the continued provision of the bursary service was still under consultation, therefore included in the budget as continuing service, £145k insurance income shortfall largely as a result of fewer schools buying the insurance package and £118k underspend in Audit following a reduction in audit fees and salary savings following staff secondments. There are savings in debt management costs of £350k, managed within the Finance team, the benefits of which are recorded in Corporate Costs.

21. Under spend of £97k within Resources, ICT representing savings against superannuation costs.

22. Within Corporate Costs, the impact of non achievable budget efficiencies from prior years has been offset by lower than budgeted interest payable (£350k)

23. Under spend of £253k in Contingency & Reserves following a higher than budgeted New Homes Bonus award.

24. The YTD Department spend is currently £1.011m under the profiled YTD budget. Some of the material amounts that have been identified as contributing to this underspend are lower than budgeted Interest costs (-£262k), more than budgeted New Homes Bonus being received (-£240k) and Invest to Save budgets not yet being allocated in SAP to specific projects (-£137k).

25. Directorate Overall position

26. The position by service is included in Appendix A2

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

Expenditure type	Forecast (Before use of Reserves) £000
Staffing Costs	23,147
Premises and Transport	3,993
Supplies and Services	14,726
Third Party Payments	469
Other	74,955
Total Expenditure	117,290

Income	-84,108
Grants	-4,068
Total Income	-88,176
Net Expenditure	29,115

28. Narrative- Chief Executive (note 5), forecast outturn £0.355m.

29. Chief Executive

30. No material variances identified.

31. Narrative- People and Organisation (notes 6 to 12), forecast outturn £9.691m (After use of Reserves).

32. People and Organisation Leadership, forecast outturn £0.190m.

33. No material variances identified.

34. Communications, forecast outturn £0.726m

35. No material variances identified.

36. Customer Services, forecast outturn £1.888m.

37. No material variances identified.

38. Policy and Strategy, forecast outturn £0.333m.

39. No material variances identified.

40. Customer Insight and Risk, forecast outturn £0.91m.

41. No material variances identified.

42. People, forecast outturn £2.567m.

43. Forecast pressure of £147k after the use of reserves, key variances being:

44. A pressure around the cost of agency cover, Health & Safety provision has been identified and pressures on Schools HR. Plans are being formed to mitigate the risk.

45. Legal & Democratic, forecast outturn £3.895m.

46. Forecast pressure of £68k after the use of reserves, key variances being:

47. £175k pressure around the cost of children's legal provision has been identified. Plans are being formed to mitigate the risk.

48. £118k saving within members' costs due to the removal of special responsibility allowances for Vice Chairmen, and not all members being in the pension scheme.

49. Narrative - Resources (notes 13 to 18), forecast outturn £18.676m (After use of Reserves).

50. Programme and Performance, forecast outturn £0.988m.

51. **Operational**- No material variances identified.

52. **Non Operational**- No material variances identified.

53. E Procurement and Payments, forecast outturn £0.359m.

54. £38k pressure due to additional costs of Interim Head of Procurement.

55. Finance, forecast outturn £4.951m.

56. Forecast pressure of £470k after use of reserves, key variances being:

57. £132k pressure resulting from the withdrawal of the bursary service provision. At the time of budget setting, the continued provision of the bursary service was still under consultation, therefore included in the budget as continuing service. The risk relates to the income target which will not now be achieved.

58. £300k pressure due to the DWP now recouping more than previously estimated. This is following the final audit of the 2009/10 Housing Benefit Subsidy claim.

59. £146k pressure resulting from a shortfall in the budgeted level of Insurance Premium Recovery.

60. £93k saving against the External Audit Fee budget resulting from the revised Audit Commission Programme.

61. ICT, forecast outturn £6.652m.

62. Forecast under spend of £97k largely due to large number of staff not being in the superannuation scheme (-£79k).

63. Assets, forecast outturn £5.725m.

64. No material variances identified.

65. Corporate Costs, forecast outturn £13.790m.

66. Forecast under spend of £11k after use of reserves, key variances being:

67. A £350k saving due to the final settlement expected from the Bank of Credit and International Commerce (£100k) and lower than budgeted interest payable, largely as a result of reduced borrowing against the capital programme (£250k).

68. A £339k pressure against efficiencies due to unachievable efficiency in Customer Services Migration carried forward from 2011/12.

69. Contingency & Reserves, forecast outturn £0.091m.

70. Savings due to Additional New Homes Bonus (-£253k).

71. Reserves position (Appendix B)

72. The proposed Earmarked Reserves are detailed in Appendix B.

73. Debt Management (Appendix C)

74. Overall debt has decreased by £1.522m in the month. This large decrease is mainly due to invoices for payroll services that were included in May's figures and collected by DD at the start of June. There is currently £280k that is over 90 days old; this represents 16% of the current total debt.

75. A summary of debt ageing is appended.

76. Management Actions:

77. This month Finance has circulated to relevant Budget Managers details of Invoices that are over £10k and are more than 30 days overdue. Budget Managers are working to resolve recovery of these debts and progress is being followed up at monthly budget meetings.

Appendices:

Appendix A1 Council Summary

Appendix A2 Directorate Position analysed by service

Appendix B Earmarked Reserves

Appendix C Debt Analysis

Revenue Summary Position -

Month: June 2012	Year to date				Full Year				Appendix A1	
	Budget	Actual	Use of Reserves	Variance	Approved Budget	Forecast Outturn	Forecast Variance	Proposed use of Earmarked reserves	Forecast Variance after use of earmarked reserves.	£000
	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000
Social Care Health and Housing	13,993	12,539	-459	-1,912	55,808	57,315	1,507	-1,760	-253	-253
Children's Services	7,902	8,449	-300	247	32,637	33,759	1,122	-300	822	822
Sustainable Communities	11,308	11,156	0	-152	47,712	48,225	513	-611	-98	-98
Corporate Services	6,966	6,573	-82	-475	28,097	29,115	1,017	-393	624	624
Contingency and Reserves	-985	-1,225	0	-240	344	91	-253	0	-253	-253
Corporate Costs	3,621	3,324	0	-297	13,801	13,790	-11	0	-11	-11
Total (Excl Schools & HRA)	42,805	40,817	-841	-2,829	178,399	182,294	3,895	-3,064	831	831
Schools	-2,819	-2,819	0	0	550	550	0	0	0	0
HRA	0	-57	0	-57	0	-3,550	-3,550	3,550	0	0
Total	39,986	37,941	-841	-2,886	178,949	179,294	345	486	831	831

Month: June 2012

Appendix A2

Director	Cumulative to Date				Year						Report Para Reference			
	Budget	Actual	Trfs from Reserves	Actuals after transfers to reserves	Variance	Approved Budget	Forecast Outturn	Forecast Variance	Proposed transfer to Earmarked reserves	Proposed use of Earmarked reserves		Forecast Variance after use of earmarked reserves.	Forecast % of Budget	RAG
	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000		£000		
CHIEF EXECUTIVE														
Chief Executive	90	74	0	74	-16	360	360	0	0	0	0	0%	green	
Director of Customer and Shared Services	-1	-3	0	-3	-2	-3	-3	0	0	0	0	0%	green	
AD Strategy and Performance	-1	0	0	0	1	-3	-3	0	0	0	0	0%	green	
Partnership and Community Insight	0	0	0	0	0	0	0	0	0	0	0	0%	green	
TOTAL - CHIEF EXECUTIVE	89	72	0	72	-17	355	355	0	0	0	0	0%	green	
PEOPLE AND ORGANISATION														
People & Organisation Leadership	61	57	0	57	-4	190	248	58	0	-58	0	0%	green	
Sub Total People & Org Leadership	61	57	0	57	-4	190	248	58	0	-58	0	0%	green	
Communications														
Chief Communications Officer	30	25	0	25	-5	121	121	0	0	0	0	0%	green	
News Central Magazine	13	10	0	10	-2	50	50	0	0	0	0	0%	green	
Internal Communications	39	38	0	38	-1	157	157	0	0	0	0	0%	green	
External Communications	46	42	0	42	-5	185	186	1	0	0	1	0%	green	
Consultation	52	32	0	32	-21	210	211	2	0	0	2	1%	amber	
Sub Total Communications	181	147	0	147	-34	724	726	2	0	0	2	0%	green	
Customer Services														
Customer Services	472	466	0	466	-6	1,888	1,888	0	0	0	0	0%	green	
Sub Total Customer Services	472	466	0	466	-6	1,888	1,888	0	0	0	0	0%	green	
Policy and Strategy														
Corporate Policy	83	70	0	70	-13	333	333	0	0	0	0	0%	green	
Sub Total Policy and Strategy	83	70	0	70	-13	333	333	0	0	0	0	0%	green	
Customer and Community Insight														
Community Insight and Risk	23	22	0	22	-1	91	91	0	0	0	0	0%	green	
Sub Total Customer and Community Insight	23	22	0	22	-1	91	91	0	0	0	0	0%	green	
People														
HR Strategy	550	500	0	500	-50	2,201	2,220	19	0	0	19	1%	amber	
HR Operations	-13	51	-2	49	62	-52	78	130	0	-2	128	-246%	amber	
Recruitment & Development	68	62	0	62	-6	271	271	0	0	0	0	0%	green	
Sub Total People	605	613	-2	611	6	2,420	2,569	149	0	-2	147	6%	amber	
Legal and Democratic Services														
Legal Services	345	346	0	346	1	1,379	1,555	175	0	0	175	13%	red	

Director	Cumulative to Date				Year							Report Para Reference	
	Budget	Actual	Trfs from Reserves	Actuals after transfers to reserves	Variance	Approved Budget	Forecast Outturn	Forecast Variance	Proposed transfer to Earmarked reserves	Proposed use of Earmarked reserves	Forecast Variance after use of earmarked reserves.		Forecast % of Budget
	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000		
Assets	327	244	0	244	-83	1,309	1,309	0	0	0	0	0%	green
Chief Assets Officer	17	42	0	42	25	68	68	0	0	0	0	0%	green
Facilities and Maintenance	1,087	1,131	0	1,131	44	4,349	4,349	0	0	0	0	0%	green
Sub Total Assets	1,431	1,417	0	1,417	-14	5,725	5,725	0	0	0	0	0%	green
TOTAL- RESOURCES	4,567	4,356	-55	4,300	-267	18,269	18,984	715	0	-308	407	2%	amber
Corporate Costs													
Debt Management	2,925	2,633	0	2,633	-292	11,700	11,350	-350	0	0	-350	-3%	green
Premature Retirement Costs	739	738	0	738	-0	2,954	2,954	0	0	0	0	0%	green
Corporate HRA Recharges	-23	-23	0	-23	0	-90	-90	0	0	0	0	0%	green
Cross Cutting Efficiencies	-20	-25	0	-25	-5	-763	-424	339	0	0	339	-44%	amber
Sub Total Corporate Costs	3,621	3,324	0	3,324	-297	13,801	13,790	-11	0	0	-11	0%	green
Contingency & Reserves *													
Contingency	-985	-1,225	0	-1,225	-240	344	91	-253	0	0	-253	-74%	amber
Sub Total Contingency & Reserves	-985	-1,225	0	-1,225	-240	344	91	-253	0	0	-253	-74%	amber
Total	9,602	8,674	-82	8,592	-1,011	42,242	42,986	753	0	-393	360	1%	amber



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

Contingency and reserves*	Budget	Actual	Forecast	Reserves	Balance
New Homes Bonus	-2,650	-902	-2,903	0	-253
Adult Community Learning Grant	-1,291	-323	-1,291	0	0
Contribution to General Fund	1,400	0	1,400	0	0
Contingency & Additional Contribution to General Fund	2,135	0	2,135	0	0
Contribution to Redundancy Reserve	750	0	750	0	0
	344	-1,225	91	0	-253

Reflecting additional risks and the one off nature of the CTax Freeze Grant

Appendix B

Earmarked Reserves - Month: June 2012

Description	Opening Balance 2012/13 £000's	Increase in reserves £000's	Directorate Use of Reserves £000's	Our Use of Other Directorates' Reserves £000's	Other Directorate Use of Our Reserves £000's	Release of Reserves £000's	Proposed Transfer to Reserves £000's	Proposed Closing Balance 2012/13 £000's
Corporate Services Reserves								
Pan Public Sector Funding	86		-86					0
Customer First	68		-68					0
Passenger Transport Review	135		-135					0
ICT Stabilisation	450							450
SAP Optimisation	150		-58					92
	889	0	-347	0	0	0	0	542
Corporate Reserves								
Redundancy/Restructure Reserve	3,329		-46		0			3,283
Insurance reserve	4,221							4,221
Elections Fund	0							0
	7,550	0	-46	0	0	0	0	7,504
GRAND TOTAL	8,438	0	-393	0	0	0	0	8,046

CUSTOMER GROUP	Not Yet Due 1 to 14 Days		15 to 30 Days		31 to 60 Days		61 to 90 Days		91 to 365 days		1 year and over		Total Debt	
	£k	%	£k	%	£k	%	£k	%	£k	%	£k	%	£k	%
Schools	3	0%	613	36%	-20	-1%	39	2%	-2	0%	5	0%	638	38%
Bedford Borough	0	0%	3	0%	-97	-6%	11	1%	13	1%	12	1%	-58	-3%
Bedfordshire PCT	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%
General debts	118	7%	581	34%	116	7%	55	3%	110	6%	142	8%	1,121	66%
TOTAL DEBT	121	7%	1,197	70%	-1	0%	105	6%	121	7%	159	9%	1,701	100%

Meeting: Corporate Resources Overview and Scrutiny Committee
Date: 11 September 2012
Subject: Quarter 1, 2012/13 Capital Budget Monitoring Report-
Corporate Resources Directorate
Report of: Cllr M Jones, Executive Member for Corporate Resources
Summary: The report sets out the forecast outturn position at June 2012.

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

CORPORATE IMPLICATIONS

Council Priorities:

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

Financial:

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

Legal:

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

Risk Management:

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

Staffing (including Trades Unions):

5. Not Applicable.

Equalities/Human Rights:

6. Public Authorities must ensure that decisions are made in a way which minimises unfairness and without a disproportionately negative effect on people from different ethnic groups, disabled people, women and men. It is important that Councillors are aware of this duty before they take a decision
7. Equality Impact Assessments were undertaken prior to the allocation of the 2011/12 budgets and each Directorate was advised of any significant equality implications relating to their budget proposals.

Community Safety:

8. Not Applicable.

Sustainability:

9. Not Applicable.

Procurement:

10. Not applicable.

RECOMMENDATION(S):

The Committee is asked to:-

11. **Note and Consider the report.**

12. Executive Summary

13. The report sets out the capital financial position for 2012/13. It sets out spend to date and the approved budget. The 2012/13 Approved Capital Budget for Corporate Resources (including Slippage from 2011-2012) is £12,620k.

14. Net Capital Budget

Service	Full Year Budget £000's	Forecast £000's	Variance £000's	Budget YTD £000's	Actual £000's	YTD Variance £000's
Assets	7,067	7,067	0	160	359	199
ICT	2,271	2,271	0	192	128	-64
Other	7	7	0	7	0	-7
Resources Subtotal	9,345	9,345	0	359	487	128
People	3,275	3,275	0	226	103	-123
Totals	12,620	12,620	0	585	590	5

KEY HIGHLIGHTS (Appendices A1 & A2)

15. Capital – Resources

16. The approved net capital programme for Resources is £9,345k; this includes £3,021k of slippage from 2011/2012.

17. The current Year to Date figures shows a net pressure against budget of £128k. This is due mainly to the actual spend on Assets schemes being higher than the profiled YTD Budget.

18. Capital – People & Organisation

19. The approved gross capital programme for People & Organisation is £3,275k; this includes £235k of slippage from 2011/12. The main schemes in People and Org are SAP Optimisation (£1,280k) and Customer First (£1,543k).

20. The current Year to Date figures show a net underspend against budget of £123k.

Appendices:

Appendix A1 – Capital Summary- Resources

Appendix A2 – Capital Summary- People & Organisation

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Central Bedfordshire Capital Programme 2012-13

As at Month 3

Summary		Annual Budget Monitoring										Monthly Budget Monitoring							
		Revised 2012/13 Capital Budget				Slippage to 2013/14 and future years				Full Year Forecast as at Month 3				Jun-12					
		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	Gross Expenditure £'000	External Funding £'000	Net Expenditure £'000
Resources	2,809	0	2,809	0	2,809	0	2,809	0	2,809	0	2,809	0	0	0	0	0	0	0	0
Resources	246	0	246	0	246	0	246	0	246	0	246	0	0	0	0	0	0	0	0
Resources	250	0	250	0	250	0	250	0	250	0	250	0	0	0	0	0	0	0	0
Resources	630	0	630	0	630	0	630	0	630	0	630	0	4	4	4	44	0	40	0
Resources	500	0	500	0	500	0	500	0	500	0	500	0	0	0	0	0	0	0	0
Resources	358	0	358	0	358	0	358	0	358	0	358	0	56	56	56	0	0	0	0
Resources	357	0	357	0	357	0	357	0	357	0	357	0	0	0	2	2	2	0	2
Resources	355	0	355	0	355	0	355	0	355	0	355	0	34	34	25	0	25	-9	-9
Resources	350	0	350	0	350	0	350	0	350	0	350	0	0	0	0	0	0	0	0
Resources	344	0	344	0	344	0	344	0	344	0	344	0	135	91	0	91	-44	0	-44
Resources	340	-132	208	0	340	-132	208	0	340	-132	208	0	44	43	82	125	-1	82	81
Resources	335	0	335	0	335	0	335	0	335	0	335	0	0	15	0	15	15	0	15
Resources	250	0	250	0	250	0	250	0	250	0	250	0	0	0	0	0	0	0	0
Resources	200	0	200	0	200	0	200	0	200	0	200	0	0	0	0	0	0	0	0
Resources	300	0	300	0	300	0	300	0	300	0	300	0	0	0	0	0	0	0	0
Resources	279	0	279	0	279	0	279	0	279	0	279	0	16	5	0	5	-11	0	-11
Resources	250	0	250	0	250	0	250	0	250	0	250	0	0	0	0	0	0	0	0
Resources	209	0	209	0	209	0	209	0	209	0	209	0	3	2	0	2	-1	0	-1
Resources	200	0	200	0	200	0	200	0	200	0	200	0	0	0	0	0	0	0	0
Resources	176	0	176	0	176	0	176	0	176	0	176	0	0	0	0	0	0	0	0
Resources	149	0	149	0	149	0	149	0	149	0	149	0	0	0	0	0	0	0	0
Resources	123	0	123	0	123	0	123	0	123	0	123	0	53	52	0	52	-1	0	-1
Resources	100	0	100	0	100	0	100	0	100	0	100	0	0	0	0	0	0	0	0
Resources	100	0	100	0	100	0	100	0	100	0	100	0	0	0	0	0	0	0	0
Resources	74	0	74	0	74	0	74	0	74	0	74	0	0	0	0	0	0	0	0
Resources	65	0	65	0	65	0	65	0	65	0	65	0	0	0	0	0	0	0	0
Resources	63	0	63	0	63	0	63	0	63	0	63	0	0	0	0	0	0	0	0
Resources	50	0	50	0	50	0	50	0	50	0	50	0	0	0	0	0	0	0	0
Resources	8	0	8	0	8	0	8	0	8	0	8	0	8	7	0	7	-1	0	-1
Resources	7	0	7	0	7	0	7	0	7	0	7	0	7	0	7	0	0	0	0
Resources	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Resources	9,477	-132	9,345	0	9,477	-132	9,345	0	9,477	-132	9,345	0	359	405	82	487	46	82	128
Resources Total	9,477	-132	9,345	0	9,477	-132	9,345	0	9,477	-132	9,345	0	359	405	82	487	46	82	128
A	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
B	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
C	4,492	0	4,492	0	4,492	0	4,492	0	4,492	0	4,492	0	4	46	0	46	0	0	0
D	3,413	0	3,413	0	3,413	0	3,413	0	3,413	0	3,413	0	164	136	0	136	-48	0	-48
HRA	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Slippage from 2011/12 (Not cat)	1,572	-132	1,440	0	1,572	-132	1,440	0	1,572	-132	1,440	0	171	223	82	305	53	82	135
CBC 2012/13 Capital Prog	9,477	-132	9,345	0	9,477	-132	9,345	0	9,477	-132	9,345	0	359	405	82	487	46	82	128

Meeting: Corporate Resources Overview and Scrutiny Committee
Date: 11 September 2012
Subject: Quarter 1 Performance Report
Report of: Cllr Maurice Jones, Deputy Leader and Executive Member for Corporate Resources
Summary: The report highlights Quarter 1 performance 2012/13 for the Corporate Health indicators recorded by Corporate Services - Resources and Corporate Services - People and Organisation.

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

CORPORATE IMPLICATIONS

Council Priorities:

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

Financial:

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

Legal:

None

Risk Management:

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

Staffing (including Trades Unions):

The corporate performance suite includes a sickness absence indicator.

Equalities/Human Rights:

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

Community Safety:

None

Sustainability:

No direct implications.

RECOMMENDATIONS:

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

1. Building on the improved performance in 2011/12, overall performance for the Corporate Health indicators in the Council's Corporate Indicator Set has again seen further improvement during Quarter 1. The economic climate continues to place pressure on Council services, but once again careful management helped ensure encouraging performance this quarter. Take for example CH1 the percentage of Council Tax collected, here a change in Government policy to help the public by allowing them to pay their council tax over twelve months rather than the usual ten, has meant that the Council has had to re-profile its planned collection. Despite this it is currently on track to meet its end of year target.
2. Appendix A includes a table providing an overview of performance for each of the indicators in the corporate set considered by this Committee. This table shows that for Quarter 1 2012/13 four of the six indicators are scored as Green and the other two are Amber and improving.
3. The following paragraphs provide a brief summary highlighting key performance for Quarter 1 2012/13. The tables attached as Appendix A provide the details for each indicator.

Corporate Services - Resources

4. In response to the current economic conditions Government has relaxed the rules on the time period that residents can pay Council Tax over. In previous years it was restricted to ten months, but the Council now has to accommodate payment over twelve months where this is requested. As a result the Council has seen an increase in the number of direct debit customers choosing to pay over twelve months, which will result in a larger proportion of Council Tax being collected in Quarter 4 than in previous years. As a result the targets for the year have been re-profiled. With this in mind the difference between target and actual this quarter is less than the same quarter last year so this indicator has been scored as Amber and improving. (CH1)
5. The considerable effort that went into improving the processing times for Housing Benefit and Council Tax Benefit in 2011/12 is underpinning a marked improvement in processing times in Quarter 1, which is down to 24.2 days compared to 31 days in the same quarter last year. This is a significant improvement bearing in mind that the volume of incoming work dealt with by this team increased by 29% in 2011/12. (CH2)

6. The Council continues to be a prompt payer of invoices with 93.35% of all undisputed invoices paid within 30 days, a rate that is higher than any quarterly rate achieved in 2011/12. Variation between the processing rates achieved by different directorates is now being looked at in more detail to see how best all can be brought up to the level of the best performing directorates. (CH3)
7. A new indicator has been introduced to monitor the amount of debt outstanding that is over one year old. Unlike previous versions of this indicator, this measure does not include debt that is already subject to a legal process or which can only be recovered through the sale of property. This will provide a more accurate picture of how well the Council is reducing this debt. The good news is that between the close of Quarter 4 2011/12 and the end of Quarter 1 2012/13, the Council was able to cut this type of debt by £0.398M down from £1.018M to £0.620. This has been achieved by focusing in on the largest individual debts. (CH4)

Corporate Services - People and Organisation

8. The rate of staff sickness absence reduced in Quarter 1 to 2.10 days lost per full time equivalent employee down from 2.33 days in the same quarter last year. However it still exceeds the target of 2 days, hence the Amber score. The main increase is derived from short term absence rather than long term sickness. The operation of the Occupational Health team is being reviewed to see how it can better support individual cases. (CH5)
9. The percentage of first point resolutions by the Customer Service Contact Centre, remained unchanged at 86.25% in Quarter 1 exceeding its target of 80%. (CH6)

Appendices:

Appendix A – Quarter 1 2012/13 indicators for Corporate Services - People and Organisation and Corporate Services - Resources.

Background Papers: (open to public inspection) - None

Location of papers: Priory House

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Performance Report Appendix A (Corporate Health Indicators) Quarter 1 2012/13

Corporate Services - (Corporate Health Indicators) Resources				Corporate Services - (Corporate Health Indicators) People and Organisation			
Ref	Indicator	Quarterly Performance		Indicator	Quarterly Performance		
		Quarter 4 2011/12	Quarter 1 2012/13		Quarter 4 2011/12	Quarter 1 2012/13	
CH 1	The percentage of Council Tax due, collected	↑ A	↑ A	Corporate sickness absence	↑ A	↑ A	
CH 2	Time taken to process Housing Benefit, Council Tax, new claims and change events	↑ R	↑ G	Percentage of first point resolutions by the Customer Service Contact Centre	↓ G	↔ G	
CH 3	Undisputed invoices paid within 30 days	↑ G	↑ G				
CH 4	Amount of debt outstanding (Revised indicator for Quarter 1)	↑	↑ G				

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

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

Corporate Health - Resources
Chief Executive: Richard Carr
Council tax and benefits

The percentage of Council Tax due, collected (Cumulative percentage for the financial year to the close of the quarter).														
Unit	Good is High	2010/11 Outturn	2011/12				2012/13				Latest comparator group average	Report comparison	Seasonal	Performance Judgement
			Qu 1	Qu 2	Qu 3	Qu 4 /Outturn	Qu 1	Qu 2	Qu 3	Qu 4 /Outturn				
Cumulative Target		98.50	29.10	56.90	85.10	98.00	28.90	56.90	85.10	98.00				↑ A
Cumulative Actual		97.60	28.97	56.67	84.73	97.95	28.88	56.90	85.10	98.00				
Difference		- 0.90	- 0.13	- 0.23	- 0.37	- 0.05	- 0.02	- 0.05	- 0.02	- 0.02				

Comment:

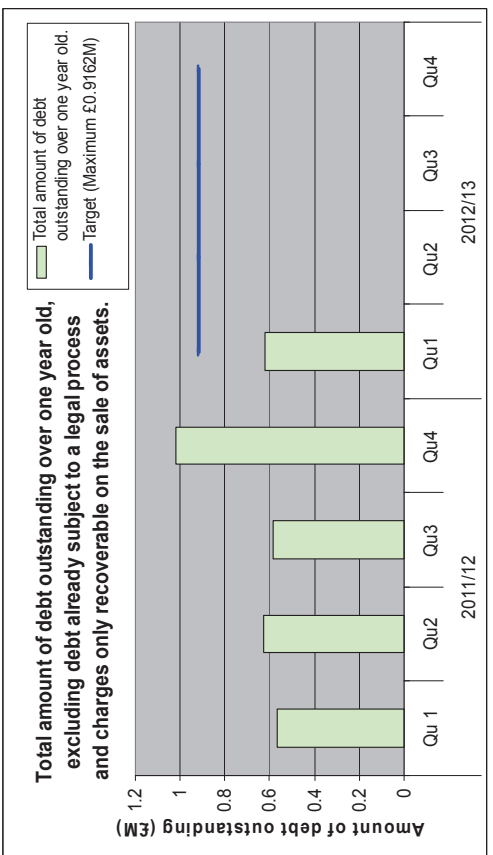
Quarter 1 2012/13 performance is slightly behind target, this is mainly due to a policy change made by Central Government that has provided the public with the right upon request to pay their Council Tax over 12 months rather than the standard practise of ten months. As a result the Council has seen an increase in the number of our direct debit paying customers choosing to pay over twelve monthly instalments rather than ten. This means that more Council Tax will be collected in Quarter 4 than in previous financial years, hence the re-profiling of the targets for this financial year.

The phasing of the quarterly targets will be reviewed based on cash flow projections throughout the year. Based on current forecasts the yearly outturn of 98.0% is still achievable and no corrective actions are currently required.

Cummulative difference for the financial year to the close of the quarter between target and the actual amount collected (%)

Quarter	2012/13 (%)	2011/12 (%)
Quarter 1	0	0
Quarter 2	0	-0.13
Quarter 3	0	-0.23
Quarter 4	0	-0.05

CH 4 Amount of debt outstanding over 1 year old, excluding debt already recoverable on the sale of assets.													
Unit		2011/12				2012/13				Latest comparator group average	Report comparison	Quarter on quarter	Performance Judgement
£(M)		Qu1	Qu2	Qu3	Qu4	Target	Qu1	Qu2	Qu3	Qu4	-	-	G
Amount of debt outstanding over 1 year old, excluding debt already subject to a legal process and charges only recoverable on the sale of assets.		0.568	0.628	0.585	1.018	Outturn 10% reduction on the 2011/12 outturn figure.	0.620						
Comment:		<p>Quarter 1 - The Quarter1 outturn should be compared to the Quarter 4 position from 2011/12, and reflects the results of efforts in Quarter 1 to chase up long term debt, concentrating in the first instance on the largest outstanding items. The challenge for the remainder of the year is to maintain the long term debt at a level within the full year target. To assist in this the income team will continue to deal with debts on a value basis and a new member of the team will be starting on the 1 August who once trained will be concentrating on the older debts as a priority.</p>											

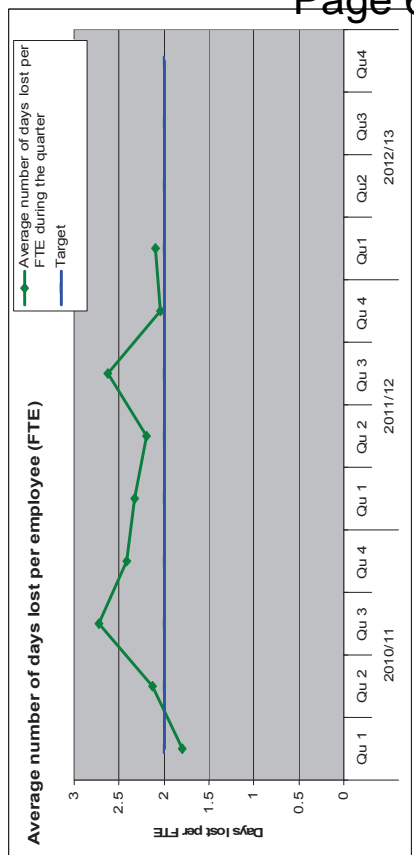


Corporate Health - People and Organisation
Assistant Chief Executive - Deb Clarke
Sickness absence

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

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

CH 5 Average number of days lost per employee (FTE)																	
Unit		2010/11				2011/12				2012/13				Latest comparator group average	Report comparison	Seasonal	Performance Judgement
days		Outturn	Qu 1	Qu 2	Qu 3	Qu 4	Outturn	Qu 1	Qu 2	Qu 3	Qu 4	Target (Outturn)	-	-	-	A	
Good is		9.07	2.33	2.2	2.63	2.04	9.21	2.10	8.0								
Low																	
Comment:		<p>After a decrease in Quarter 4, 2011/12, there has been a slight increase in Quarter 1, 2012/13. However this figure is lower than the comparable period last year. The indicator has been scored as AMBER as Quarter 1 remains above the quarterly target. The main increase is derived from short term absence rather than long term. We are currently reviewing the Occupational Health contract to seek service improvement in the management of cases.</p>															



Customer Services

Percentage of first point resolutions by the Customer Service Contact Centre																																
CH 6	Unit	Good is	2009/10		2011/12				2012/13				Latest comparator group average	Report comparison	Quarter on quarter	Performance Judgement	↔	G														
			Outturn	76.0	2010/11	Outturn	Qu 1	Qu 2	Qu 3	Qu 4	Outturn	Qu 1							Qu 2	Qu 3	Qu 4	Outturn										
	%	High	76.0	89.23	88.76	88.85	89.95	86.25	88.3	80	86.25		-																			
Comment:			The Customer Service Contact Centre continues to meet its target of resolving 80% of all calls at the first point of contact. Performance in Quarter 1 was unchanged from the previous quarter at 86.25%, remaining well above target.																													
<p>Percentage of first point resolutions by the Customer Service Contact Centre</p> <table border="1"> <caption>Data for the line graph</caption> <thead> <tr> <th>Year/Quarter</th> <th>Percentage</th> </tr> </thead> <tbody> <tr> <td>2011/12 Qu1</td> <td>88.76</td> </tr> <tr> <td>2011/12 Qu2</td> <td>88.85</td> </tr> <tr> <td>2011/12 Qu3</td> <td>89.95</td> </tr> <tr> <td>2011/12 Qu4</td> <td>88.3</td> </tr> <tr> <td>2012/13 Qu1</td> <td>86.25</td> </tr> <tr> <td>2012/13 Target</td> <td>80</td> </tr> </tbody> </table>																			Year/Quarter	Percentage	2011/12 Qu1	88.76	2011/12 Qu2	88.85	2011/12 Qu3	89.95	2011/12 Qu4	88.3	2012/13 Qu1	86.25	2012/13 Target	80
Year/Quarter	Percentage																															
2011/12 Qu1	88.76																															
2011/12 Qu2	88.85																															
2011/12 Qu3	89.95																															
2011/12 Qu4	88.3																															
2012/13 Qu1	86.25																															
2012/13 Target	80																															

Meeting: Corporate Resources Overview & Scrutiny Committee
Date: 11 September 2012
Subject: Work Programme 2012 – 2013 & Executive Forward Plan
Report of: Chief Executive
Summary: The report provides Members with details of the currently drafted Committee work programme and the latest Executive Forward Plan.

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

CORPORATE IMPLICATIONS

Council Priorities:

The work programme of the Corporate Resources Overview & Scrutiny Committee will contribute indirectly to all 5 Council priorities.

Financial:

n/a

Legal:

n/a

Risk Management:

n/a

Staffing (including Trades Unions):

n/a

Equalities/Human Rights:

n/a

Community Safety:

n/a

Sustainability:

n/a

RECOMMENDATION(S):

1. **that the Corporate Resources Overview & Scrutiny Committee**
 - (a) **considers and approves the work programme attached, subject to any further amendments it may wish to make;**
 - (b) **considers the Executive Forward Plan; and**
 - (c) **considers whether it wishes to add any further items to the work programme and/or establish any Task Forces to assist it in reviewing specific items.**

Work Programme

1. Attached at Appendix A is the currently drafted work programme for the Committee.
2. Also attached at Appendix B is the latest version of the Executive's Forward Plan so that Overview & Scrutiny Members are fully aware of the key issues Executive Members will be taking decisions upon in the coming months. Those items relating specifically to this Committee's terms of reference are shaded in light grey.
3. The Committee is now requested to consider the work programme attached and amend or add to it as necessary. This will allow officers to plan accordingly but will not preclude further items being added during the course of the year if Members so wish and capacity exists.

Task Forces

4. In addition to consideration of the work programme, Members may also wish to consider how each item will be reviewed i.e. by the Committee itself (over one or a number of Committee meetings) or by establishing a Member Task Force to review an item in greater depth and report back its findings.

Conclusion

5. Members are requested to consider and agree the attached work programme, subject to any further amendments/additions they may wish to make and highlight those items within it where they may wish to establish a Task Force to assist the Committee in its work.

Work Programme for Corporate Resources Overview & Scrutiny Committee 2012 – 2013

Ref	Indicative OSC Meeting Date	Report Title	Issue to be considered	Comment
1.	11 September 2012	Executive Member Update	To receive a brief verbal update from the relevant Executive Member.	
		SAP Optimisation	To receive a presentation on the Council's SAP optimisation programme.	
		Farm Estate	To receive a presentation on the Council's farm estate, detailing our portfolio and how we manage it, and how our leasing agents operate.	
		Council Tax Support	To consider the Council's draft policy on localised Council Tax support.	
		Quarter 1 Budget Monitoring	To consider corporate revenue & capital budget monitoring information for the 1st quarter of 2012/13, together with specific information for Corporate Services.	
		Quarter 1 Performance Monitoring	To consider performance monitoring information for the 1st quarter of 12/13.	

Ref	Indicative OSC Meeting Date	Report Title	Issue to be considered	Comment
2.	23 October 2012	<p>Executive Member Update</p> <p>2013/14 Budget</p> <p>Customer First</p> <p>Council Tax Support</p> <p>Procurement Review & Priorities</p>	<p>To receive a brief verbal update from the relevant Executive Member.</p> <p>To receive a presentation regarding the process and key objectives of the 2013/14 budget.</p> <p>To receive a progress report regarding implementation of the Customer First programme.</p> <p>To consider the Council's final draft policy on localised Council Tax support (following consultation).</p> <p>To receive a progress report regarding achievement of the Council's procurement priorities first presented in February 2012.</p>	All Members have been invited to attend this presentation.
3.	18 December 2012	<p>Executive Member Update</p> <p>Customer Perception</p> <p>2013/14 Budget</p>	<p>To receive a brief verbal update from the relevant Executive Member.</p> <p>To receive a presentation on the Council's latest customer perception tracker survey results.</p> <p>To consider the 2013/14 draft budget.</p>	

Ref	Indicative OSC Meeting Date	Report Title	Issue to be considered	Comment
		ICT Framework Quarter 2 Budget Monitoring Quarter 2 Performance Monitoring	To receive the quarterly progress report regarding implementation of the ICT Framework. To consider corporate revenue & capital budget monitoring information for the 2nd quarter of 2012/13, together with specific information for Corporate Services. To consider performance monitoring information for the 2nd quarter of 12/13.	
4.	22 January 2013	Executive Member Update 2013/14 Budget	To receive a brief verbal update from the relevant Executive Member. To consider an update on the 2013/14 draft budget.	Provisional, if required.
5.	5 March 2013	Executive Member Update	To receive a brief verbal update from the relevant Executive Member.	
6.	30 April 2013	Executive Member Update	To receive a brief verbal update from the relevant Executive Member.	

Ref	Indicative OSC Meeting Date	Report Title	Issue to be considered	Comment
		<p>ICT Framework</p> <p>Quarter 3 Budget Monitoring</p> <p>Quarter 3 Performance Monitoring</p>	<p>To receive the quarterly progress report regarding implementation of the ICT Framework.</p> <p>To consider corporate revenue & capital budget monitoring information for the 3rd quarter of 2012/13, together with specific information for Corporate Services.</p> <p>To consider performance monitoring information for the 3rd quarter of 12/13.</p>	

**Central Bedfordshire Council
Forward Plan of Key Decisions
1 September 2012 to 31 August 2013**

- 1) During the period from **1 September 2012 to 31 August 2013**, Central Bedfordshire Council plans to make key decisions on the issues set out below. “Key decisions” relate to those decisions of the Executive which are likely:
- to result in the incurring of expenditure which is, or the making of savings which are, significant (namely £200,000 or above per annum) having regard to the budget for the service or function to which the decision relates; or
 - to be significant in terms of their effects on communities living or working in an area comprising one or more wards in the area of Central Bedfordshire.
- 2) The Forward Plan is a general guide to the key decisions to be determined by the Executive and will be updated on a monthly basis. Key decisions will be taken by the Executive as a whole. The Members of the Executive are:

Cllr James Jamieson	Leader of the Council and Chairman of the Executive
Cllr Maurice Jones	Deputy Leader and Executive Member for Corporate Resources
Cllr Mark Versallion	Executive Member for Children’s Services
Cllr Mrs Carole Hegley	Executive Member for Social Care, Health and Housing
Cllr 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 Economic Partnerships
Cllr Richard Stay	Executive Member for External Affairs

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

Meeting Date	Publication of Agenda
15 May 2012	3 May 2012
3 July 2012	21 June 2012
21 August 2012	9 August 2012
2 October 2012	20 September 2012
6 November 2012	25 October 2012
4 December 2012	22 November 2012
8 January 2013	20 December 2012
5 February 2013	24 January 2013
19 March 2013	7 March 2013
7 May 2013	25 April 2013
25 June 2013	13 June 2013

Central Bedfordshire Council

Forward Plan of Key Decisions for the period 1 September 2012 to 31 August 2013

Key Decisions

Date of Publication: 15 August 2012

Ref No.	Issue for Key Decision by the Executive	Intended Decision	Indicative Meeting Date	Consultees and Date/Method	Documents which may be considered	Portfolio Holder and Contact officer (method of comment and closing date)
1.	Publication of Parking Strategy -	To consider how Central Bedfordshire Council manage parking across the district, recognising the needs of shoppers businesses, residents and new developments.	2 October 2012	The Strategy has been through a full public consultation before coming back to the Executive for approval.	Report	Executive Member for Sustainable Communities - Services Comments by 01/09/12 to Contact Officer: Basil Jackson, Assistant Director Highways & Transport Email: basil.jackson@centralbedfordshire.gov.uk Tel: 0300 300 6171
2.	Local Lettings Policy to Rural Exception Sites in Central Bedfordshire -	To agree the Local Lettings Policy to allocate affordable housing to Rural Exception Sites in Central Bedfordshire.	2 October 2012		Report	Executive Member for Social Care, Health and Housing Comments by 20/07/12 to Contact Officer: Hamid Khan, Head of Housing Needs Email: hamid.khan@centralbedfordshire.gov.uk Tel: 0300 300 5369

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.	Development Brief for Site Allocations Policy MA5 - Land East of Biggleswade Road, Potton -	To adopt the Development Brief for Site Allocations Policy MA5 - land east of Biggleswade Road, Potton as technical guidance for development management purposes.	2 October 2012	<p>November 2011 – A Stakeholder Group comprising ward Members, Town Councillors, residents, local interest groups and developers has been established whose purpose is to inform the emerging Development Brief. In accordance with the signed Planning Performance Agreement, consultation will take place:-</p> <p>April 2012 – The Development Brief will require sign off by Director/Portfolio Holder in order to commence consultation. Members will also be notified.</p> <p>April/May 2012 – A four week public consultation exercise will be carried out that will include a public exhibition.</p> <p>September 2012 – A presentation on the Development Brief (together with consultation responses) will be given to the Sustainable Communities Overview and Scrutiny Committee seeking Members to endorse it before the Executive take a decision.</p>	Development Brief and Statement of Community Involvement	<p>Executive Member for Sustainable Communities - Strategic Planning and Economic Development Comments by 01/09/12 to Contact Officer: Mark Saccoccio, Local Planning and Housing Team Leader Email: mark.saccoccio@centralbedfordshire.gov.uk Tel: 0300 300 5510</p>

Ref No.	Issue for Key Decision by the Executive	Intended Decision	Indicative Meeting Date	Consultees and Date/Method	Documents which may be considered	Portfolio Holder and Contact officer (method of comment and closing date)
4.	Statement of Community Involvement -	To adopt the Statement of Community Involvement.	2 October 2012	Statutory consultation carried out in May/June 2012. Member consideration through the Sustainable Communities Overview and Scrutiny Committee.	Statement of Community Involvement Report of Consultation Responses	Executive Member for Sustainable Communities - Strategic Planning and Economic Development Comments by 01/09/12 to Contact Officer: Richard Fox, Head of Development Planning and Housing Strategy Email: richard.fox@centralbedfordshire.gov.uk Tel: 0300 300 4105

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.	Woodside Connection -	The Woodside Connection is a key piece of infrastructure without which the proposed growth development east and north of Houghton Regis cannot go ahead. The scheme has now reached the point where the Council will need to apply for planning permission to take it forward. Executive is being asked to agree to consult on this scheme prior to a planning application being made to the National Infrastructure Plan and to consider other matters relating to the scheme.	2 October 2012		Report	Executive Member for Sustainable Communities - Strategic Planning and Economic Development Comments by 04/09/12 to Contact Officer: Paul Cook, Head of Transport Strategy and Countryside Access Email: paul.cook@centralbedfordshire.gov.uk Tel: 0300 300 6244

Ref No.	Issue for Key Decision by the Executive	Intended Decision	Indicative Meeting Date	Consultees and Date/Method	Documents which may be considered	Portfolio Holder and Contact officer (method of comment and closing date)
6.	Astral Park Football Project -	To approve expenditure for playing pitches, changing facilities and car parking at Astral Park, Leighton Buzzard. The project is led by Leighton Linslade Town Council, with project management advice and support provided by Leisure services. The scheme is funded entirely by Section 106 funds of £1.1m).	2 October 2012	Consultation carried out with Leighton Linslade Town Council.	Report	Executive Member for Sustainable Communities - Services Comments by 01/09/12 to Contact Officer: Jill Dickinson, Head of Leisure Services Email: jill.dickinson@centralbedfordshire.gov.uk Tel: 0300 300 4258
7.	Houghton Regis North Framework Plan -	To endorse the Houghton Regis North Framework Plan and supplementary written document for development management purposes.	2 October 2012	The Council has consulted residents, councillors, local businesses and statutory consultees for a period of 7 weeks between 20 June and 8 August 2012. The consultation has been conducted using letters, emails, the Council's consultation services, including Central Bedfordshire Council updates and the Member's Bulletin.	Framework Plan and the Framework Plan supplementary written document	Executive Member for Sustainable Communities - Strategic Planning and Economic Development Comments by 01/09/12 to Contact Officer: Lachlan Robertson, Consultant Project Manager for Central Bedfordshire Council or Stuart Robinson, Planning Officer (Project Support/Admin) Email: lachlan.robertson@centralbedfordshire.gov.uk Tel: 07943 842861 or stuart.robinson@centralbedfordshire.gov.uk Tel: 0300 300 4236

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.	Annual Adult Safeguarding Report -	To receive the annual Adult Safeguarding Report.	2 October 2012		Report	Executive Member for Social Care, Health and Housing Comments by 01/09/12 to Contact Officer: Julie Ogley, Director of Social Care, Health and Housing Email: julie.ogley@centralbedfordshire.gov.uk Tel: 0300 300 4221
9.	Neighbourhood Planning Process -	To adopt a process whereby Neighbourhood Plan Area boundaries are approved and the Council adopts Neighbourhood Plans to be part of the Development Plan for Central Bedfordshire.	2 October 2012	No public consultation has been undertaken with the report as it identifies a compliant with statutory regulations process. Consultation with internal Central Bedfordshire Council officers has been undertaken in the preparation of the report.	Report and Neighbourhood Planning Process Table	Executive Member for Sustainable Communities - Strategic Planning and Economic Development Comments by 01/09/12 to Contact Officer: Sally Chapman, Development Planning Project and Process Team Leader Email: sally.chapman@centralbedfordshire.gov.uk Tel: 0300 300 4336
10.	Central Bedfordshire CCTV Strategy -	To agree the CCTV Strategy for Central Bedfordshire.	6 November 2012	Key strategic partners will be consulted on the draft Strategy during July 2012. Further consultation on elements of the Strategy will be undertaken once the Strategy is agreed. Sustainable Communities Overview and Scrutiny Committee will consider the draft Strategy on 26 September 2012.	Report and draft Strategy	Executive Member for Sustainable Communities - Services Comments by 05/10/12 to Contact Officer: Jeanette Keyte, Head of Community Safety Email: jeanette.keyte@centralbedfordshire.gov.uk Tel: 0300 300 5257

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)
11.	Land at Steppingley Road and Froghall Road, Flitwick -	To endorse the masterplan for development at land at Steppingley Road and Froghall Road, Flitwick (Policy MA2, Site Allocations Development Plan Document, 2011)	6 November 2012	Members and Officers briefed February 2012. Members and Officers briefed on 25 July 2012 at West Placemaking. Public Exhibitions on 7/8 September 2012. Public Consultation from 7 September to 5 October 2012.	Land at Steppingley Road Masterplan Site Allocations Development Plan Document (Adopted 2011)	Executive Member for Sustainable Communities - Strategic Planning and Economic Development Comments by 05/10/12 to Contact Officer: Connie Frost-Bryant, Senior Planning Officer, Local Planning and Housing Team Email: connie.frost-bryant@centralbedfordshire.gov.uk Tel: 0300 300 4329
12.	Development Strategy -	The Development Strategy will set out the broad approach to new development across Central Bedfordshire to 2031, including new housing and employment targets and new large-scale development sites. The Executive will be requested to consider and recommend to Council the Central Bedfordshire Development Strategy for the purposes of Publication and subsequent Submission to the Secretary of State.	6 November 2012	Consultation expected in May/June 2012, Member consideration through the Sustainable Communities Overview and Scrutiny Committee.	Draft Development Strategy (Pre-Submission version) Sustainability Appraisal Report of consultation and other technical/evidence reports	Executive Member for Sustainable Communities - Strategic Planning and Economic Development Comments by 05/10/12 to Contact Officer: Richard Fox, Head of Development Planning and Housing Strategy Email: richard.fox@centralbedfordshire.gov.uk Tel: 0300 300 4105

Ref No.	Issue for Key Decision by the Executive	Intended Decision	Indicative Meeting Date	Consultees and Date/Method	Documents which may be considered	Portfolio Holder and Contact officer (method of comment and closing date)
13.	Master Plan for Site Allocations Policy MA8 - Land at Chase Farm and Land West and North-East of High Street, Arlesey -	To adopt the Master Plan for Site Allocations Policy MA8 - land at Chase Farm and land west and north-east of High Street, Arlesey as technical guidance for development management purposes.	6 November 2012	<p>May – August 2012: A Stakeholder Group comprising ward Members, Town Councillors, residents, local interest groups and developers has been established whose purpose is to inform the emerging Master Plan. In accordance with the signed Planning Performance Agreement, consultation will take place:</p> <p>August 2012: The Master Plan will require sign off by Director/Portfolio Holder in order to commence consultation. Members will also be notified.</p> <p>22 August 2012: The Master Plan will be presented to Corporate Management Team.</p> <p>August/September 2012: A four week public consultation exercise will be carried out.</p> <p>October 2012: A presentation on the Master Plan (together with consultation responses) will be given to Overview and Scrutiny Committee with a recommendation that they endorse it.</p>	The Master Plan and Statement of Community Involvement	<p>Executive Member for Sustainable Communities - Strategic Planning and Economic Development Comments by 05/10/12 to Contact Officer: Mark Saccoccio, Local Planning and Housing Team Leader Email: mark.saccoccio@centralbedfordshire.gov.uk Tel: 0300 300 5510</p>

Ref No.	Issue for Key Decision by the Executive	Intended Decision	Indicative Meeting Date	Consultees and Date/Method	Documents which may be considered	Portfolio Holder and Contact officer (method of comment and closing date)
14.	Council's Admissions Arrangements 2014/15 -	Consultation on the Council's Admissions Arrangements for the academic year 2014/15 to approve the commencement of the consultation.	6 November 2012	<ul style="list-style-type: none"> a) Governing bodies of Local Authority schools. b) All other admission authorities within the relevant area. c) Parents of children between the ages of two and eighteen. d) Other persons in the relevant area who have an interest in the proposed admissions. e) Adjoining neighbouring authorities. f) The Church of England and Catholic Diocese. <p>Method of consultation: Website. In addition: Letter to a, b, e and f. Information distributed to academies/schools and nurseries and notice in the local press to consult with c and d.</p>	Report	<p>Executive Member for Children's Services Comments by 05/10/12 to Contact Officer: Pete Dudley, Assistant Director Children's Services (Learning & Strategic Commissioning) Email: pete.dudley@centralbedfordshire.gov.uk Tel: 0300 300 4203</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)
15.	Award of Kitchen and Bathroom Refurbishment Contract 2013 to 2016 to Council Housing Properties -	To award the preferred contractor for this service.	4 December 2012		Report on tenders	Executive Member for Social Care, Health and Housing Comments by 03/11/12 to Contact Officers: Ian Johnson, Housing Asset Manager or Basil Quinn, Housing Asset Manager Performance Email: ian.johnson@centralbedfordshire.gov.uk Tel: 0300 300 5202 or basil.quinn@centralbedfordshire.gov.uk Tel: 0300 300 5118
16.	Revenue and Capital Quarter 2 Budget Monitor Reports -	To consider the revenue and capital quarter 2 budget monitor reports.	4 December 2012		Reports	Deputy Leader and Executive Member for Corporate Resources Comments by 03/11/12 to Contact Officer: Charles Warboys, Chief Finance Officer & Section 151 Officer Email: charles.warboys@centralbedfordshire.gov.uk Tel: 0300 300 6147

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.	Delivering Superfast Broadband in Central Bedfordshire -	To approve the proposed procurement process and criteria for selecting a private sector partner in delivering superfast broadband in Central Bedfordshire.	4 December 2012	<p>An online broadband survey has been running since February 2012. This has been widely promoted (including through the Parish Council network) and the results used in developing the Local Broadband Plan and local priorities.</p> <p>A formal market consultation will also be undertaken (likely in August/September) to comply with EU state aid requirements.</p>	<p>The adopted Joint Local Broadband Plan and the Council's Broadband Plan www.centralbedfordshire.gov.uk/local-business/business-information-and-advice/broadband.aspx set the context for intervention.</p>	<p>Deputy Leader and Executive Member for Corporate Resources Comments by 03/11/12 to Contact Officer: James Cushing, Economic Policy Manager Email: james.cushing@centralbedfordshire.gov.uk Tel: 0300 300 4984</p>
18.	Contract for Refurbishment of Timberlands Gypsy and Travellers Site -	To award the contract to the preferred contractor for the refurbishment of Timberlands Gypsy and Travellers Site, Pepperstock, Slip End.	4 December 2012		Report	<p>Executive Member for Social Care, Health and Housing Comments by 03/11/12 to Contact Officer: John Holman, Head of Housing Asset Management or Ian Johnson, Housing Asset Manager Email: john.holman@centralbedfordshire.gov.uk Tel: 0300 300 5069 or ian.johnson@centralbedfordshire.gov.uk Tel: 0300 300 5202</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)
19.	Future of the Adult Skills and Community Learning Service -	To agree the future delivery arrangements for the externally funded Adult Skills and Community Learning Service in Central Bedfordshire (please note that this service is currently a shared service with Bedford Borough Council)	4 December 2012	November/December 2011 and August/September 2012: Key strategic partners through series of external interviews. May/June 2012: Focus groups and interviews with service users and no users (individuals and business).	Report	Executive Member for Sustainable Communities - Strategic Planning and Economic Development Comments by 03/11/12 to Contact Officer: Kate McFarlane, Head of Community Regeneration & Adult Skills Email: kate.mcfarlane@centralbedfordshire.gov.uk Tel: 0300 300 5858
20.	Leisure Facility Strategy -	To adopt the Leisure Facility Strategy.	8 January 2013	Communication and Consultation Plan identifies stakeholders and methods of consultation at key stages. Consultation on emerging issues April 2012. Consultation on issues and options October – December 2012.	Leisure Facility Strategy	Executive Member for Sustainable Communities - Services Comments by 07/12/12 to Contact Officer: Jill Dickinson, Head of Leisure Services Email: jill.dickinson@centralbedfordshire.gov.uk 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)
21.	Implementation of the Refreshed School Organisation Plan: New School Places Programme 2013/14 - 2017/18 -	To consider the implementation of the refreshed School Organisation Plan: New School Places programme 2013/14 to 2017/18.	5 February 2013		Report	Executive Member for Children's Services Comments by 04/01/13 to Contact Officer: Pete Dudley, Assistant Director Children's Services (Learning & Strategic Commissioning) Email: pete.dudley@centralbedfordshire.gov.uk Tel: 0300 300 4203

Ref No.	Issue for Key Decision by the Executive	Intended Decision	Indicative Meeting Date	Consultees and Date/Method	Documents which may be considered	Portfolio Holder and Contact officer (method of comment and closing date)
22.	East Leighton Linslade Framework Plan -	To consider the east Leighton Linslade Framework Plan for the delivery of up to 2,500 dwellings and 16 hectares of employment land together with its supporting infrastructure.	5 February 2013	<p>September 2012 – Placemaking meeting to take place at which the Landowners are to offer a presentation on the Draft Framework Plan.</p> <p>October 2012 – Executive Member and Director of Sustainable Communities to sign off the Draft Framework Plan for the purposes of public consultation.</p> <p>October 2012 – A 7 week public consultation to begin that will include a 2 day public exhibition event. Consultation with residents, councillors and statutory consultees. Consultation will be conducted using letters, emails, the Council’s consultation services, including Central Bedfordshire Council updates and the Member’s bulletin.</p> <p>January 2013 – A presentation on the Framework Plan (together with consultation responses) will be given to the Sustainable Communities Overview and Scrutiny Committee seeking Members to endorse it before the Executive take a decision.</p>	Framework Plan and the Framework Plan supplementary written document	<p>Executive Member for Sustainable Communities - Strategic Planning and Economic Development</p> <p>Comments by 26/11/12 to Contact Officer:</p> <p>Mark Saccoccio, Local Planning and Housing Team Leader</p> <p>Email: mark.saccoccio@centralbedfordshire.gov.uk</p> <p>Tel: 0300 300 5510</p>

Ref No.	Issue for Key Decision by the Executive	Intended Decision	Indicative Meeting Date	Consultees and Date/Method	Documents which may be considered	Portfolio Holder and Contact officer (method of comment and closing date)
23.	Outdoor Access Improvement Plan -	To endorse the Outdoor Access Improvement Plan.	19 March 2013	The Central Bedfordshire and Luton Local Access Forum has established a sub group input into the development of the plan this will be followed by a full 13 week public consultation with both stakeholder and public engagement activities during period.	Report	Executive Member for Sustainable Communities - Services Comments by 18/02/13 to Contact Officer: Paul Cook, Head of Transport Strategy and Countryside Access Email: paul.cook@centralbedfordshire.gov.uk Tel: 0300 300 6999
24.	Revenue and Capital Quarter 3 Budget Monitor Reports -	To consider the revenue and capital quarter 3 budget monitor reports.	19 March 2013		Reports	Deputy Leader and Executive Member for Corporate Resources Comments by 18/02/13 to Contact Officer: Charles Warboys, Chief Finance Officer & Section 151 Officer Email: charles.warboys@centralbedfordshire.gov.uk Tel: 0300 300 6147
25.	Community Infrastructure Levy -	To approve the consultation and subsequent Submission of the Community Infrastructure Levy draft charging schedule.	19 March 2013		Report	Executive Member for Sustainable Communities - Strategic Planning and Economic Development Comments by 18/02/13 to Contact Officer: Jonathan Baldwin, Senior Planning Officer Email: jonathan.baldwin@centralbedfordshire.gov.uk Tel: 0300 300 5510

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)
26.	Draft Gypsy and Traveller Plan -	To consider the draft Gypsy and Traveller Plan prior to submission.	7 May 2013	In line with Regulation 18 of the new Town and Country Planning Regulations 2012, consultation will have been undertaken in autumn 2012 on what a Gypsy and Traveller plan ought to contain. This report follows that consultation and will propose the preferred sites and policies for Gypsy and Traveller provision.	Report and draft Plan	Executive Member for Sustainable Communities - Strategic Planning and Economic Development Comments by 06/04/13 to Contact Officer: Richard Fox, Head of Development Planning and Housing Strategy Email: richard.fox@centralbedfordshire.gov.uk Tel: 0300 300 4105
27.	Central Heating Installations Contract District Wide -	To award the contract to the preferred contractor for the central heating installations contract district wide for 2013 to 2016 to council housing properties.	7 May 2013		Report	Executive Member for Social Care, Health and Housing Comments by 06/04/13 to Contact Officer: Peter Joslin, Housing Asset Manager or Basil Quinn, Housing Asset Manager Performance Email: peter.joslin@centralbedfordshire.gov.uk Tel: 0300 300 5395 or basil.quinn@centralbedfordshire.gov.uk Tel: 0300 300 5118

Ref No.	Issue for Key Decision by the Executive	Intended Decision	Indicative Meeting Date	Consultees and Date/Method	Documents which may be considered	Portfolio Holder and Contact officer (method of comment and closing date)
28.	Revenue and Capital Provisional Outturn 2012/13 -	To consider the revenue and capital provisional outturn 2012/13.	25 June 2013		Reports	Deputy Leader and Executive Member for Corporate Resources Comments by 24/05/13 to Contact Officer: Charles Warboys, Chief Finance Officer & Section 151 Officer Email: charles.warboys@centralbedfordshire.gov.uk Tel: 0300 300 6147

NON KEY DECISIONS

29.	Budget Consultation Policy -	To consider the budget consultation policy.	6 November 2012		Report	Deputy Leader and Executive Member for Corporate Resources Comments by 05/10/12 to Contact Officer: Chief Finance Officer Email: charles.warboys@centralbedfordshire.gov.uk Tel: 0300 300 6147
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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)
30.	Quarter 2 Performance Report -	To consider quarter 2 performance report.	4 December 2012		Report	Deputy Leader and Executive Member for Corporate Resources Comments by 03/11/12 to Contact Officer: Elaine Malarky, Head of Programmes & Performance Management Email: elaine.malarky@centralbedfordshire.gov.uk Tel: 0300 300 5517
31.	Draft Revenue Budget 2013/14 -	To consider the first draft of the revenue budget for 2013/14.	4 December 2012		Report	Deputy Leader and Executive Member for Corporate Resources Comments by 03/11/12 to Contact Officer: Chief Finance Officer Email: charles.warboys@centralbedfordshire.gov.uk Tel: 0300 300 6147
32.	Community Safety Partnership Plan and Priorities 2013 - 2014 -	To recommend to Council to approve the Community Safety Partnership Plan and Priorities 2013 - 2014	8 January 2013	Strategic Assessment & Partnership Plan will be considered by the Community Safety Partnership Executive, the relevant Overview and Scrutiny Committee and the Local Strategic Partnership.	Strategic Assessment Priorities & Community Safety Partnership Plan 2013-2014	Executive Member for Sustainable Communities - Services Comments by 07/12/12 to Contact Officer: Joy Craven, CSP Manager Email: joy.craven@centralbedfordshire.gov.uk Tel: 0300 300 4649

Ref No.	Issue for Key Decision by the Executive	Intended Decision	Indicative Meeting Date	Consultees and Date/Method	Documents which may be considered	Portfolio Holder and Contact officer (method of comment and closing date)
33.	Treasury Management Policy and the Treasury Management Strategy -	To recommend to Council the adoption of the Treasury Management Policy and the Treasury Management Strategy.	8 January 2013		Report	Deputy Leader and Executive Member for Corporate Resources Comments by 07/12/12 to Contact Officer: Chief Finance Officer Email: charles.warboys@centralbedfordshire.gov.uk Tel: 0300 300 6147
34.	Localisation of Council Tax Support Scheme -	To recommend to Council the approval of the Localisation of the Council Tax Support Scheme.	8 January 2013		Report	Deputy Leader and Executive Member for Corporate Resources Comments by 07/12/12 to Contact Officer: Charles Warboys, Chief Finance Officer & Section 151 Officer Email: charles.warboys@centralbedfordshire.gov.uk Tel: 0300 300 6147

Ref No.	Issue for Key Decision by the Executive	Intended Decision	Indicative Meeting Date	Consultees and Date/Method	Documents which may be considered	Portfolio Holder and Contact officer (method of comment and closing date)
35.	Housing Revenue Account 2013/14 -	To recommend to Council the Housing Revenue Account budget 2013/14 for approval.	5 February 2013		Report	Deputy Leader and Executive Member for Corporate Resources, Director of Social Care, Health and Housing Comments by 04/01/13 to Contact Officer: Chief Finance Officer or Tony Keaveney, Assistant Director Housing Services Email: charles.warboys@centralbedfordshire.gov.uk Tel: 0300 300 6147 or tony.keaveney@centralbedfordshire.gov.uk Tel: 0300 300 5210
36.	Budget 2013/14 -	To recommend to Council the proposed budget for 2013/14: <ul style="list-style-type: none"> • Revenue budget • Capital budget • Fees and Charges 	5 February 2013		Report	Deputy Leader and Executive Member for Corporate Resources Comments by 04/01/13 to Contact Officer: Chief Finance Officer Email: charles.warboys@centralbedfordshire.gov.uk Tel: 0300 300 6147

Ref No.	Issue for Key Decision by the Executive	Intended Decision	Indicative Meeting Date	Consultees and Date/Method	Documents which may be considered	Portfolio Holder and Contact officer (method of comment and closing date)
37.	Quarter 3 Performance Report -	To consider quarter 3 performance report.	19 March 2013		Report	Deputy Leader and Executive Member for Corporate Resources Comments by 18/02/13 to Contact Officer: Elaine Malarky, Head of Programmes & Performance Management Email: elaine.malarky@centralbedfordshire.gov.uk Tel: 0300 300 5517
38.	Minerals and Waste Core Strategy -	To recommend to Council the adoption of the Minerals and Waste Core Strategy.	7 May 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 06/04/12 to Contact Officer: Roy Romans, Minerals and Waste Team Leader Email: roy.romans@centralbedfordshire.gov.uk Tel: 0300 300 6039

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

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

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

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