

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



please ask for Bernard Carter
direct line 0300 300 4175
date 11 October 2012

NOTICE OF MEETING

CORPORATE RESOURCES OVERVIEW & SCRUTINY COMMITTEE

Date & Time

Tuesday, 23 October 2012 10.00 a.m.

Venue at

**The Council Chamber, 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, C C Gomm, R W Johnstone, Mrs M Mustoe and
I Shingler

[Named Substitutes:

Mrs C F Chapman MBE, D Jones, 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 11 September 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 and Executive Member for Corporate Resources.	*
10	2013/14 Budget To receive a presentation outlining the process and key issues affecting the 2013/14 budget.	*
11	Customer First To receive a presentation outlining progress regarding implementation of the Customer First programme.	*
12	Asset Disposals List To receive details of the Council's list of asset disposals.	* 15 - 18
13	Procurement Review & Priorities To receive a presentation outlining progress regarding achievement of the Council's procurement priorities.	*
14	Work Programme 2012 - 2013 & Executive Forward Plan The report provides Members with details of the currently drafted Committee work programme and the latest Executive Forward Plan.	* 19 - 54
15	Exclusion of the Press and Public To consider whether to pass a resolution under section 100A of the Local Government Act 1972 to exclude the Press and Public from the meeting for the following item of business on the grounds that the consideration of the item is likely to involve the disclosure of exempt information as defined in paragraph 3 of Part 1 of Schedule 12A of the Act.	*

Report

Item	Subject	Exempt Para.	Page Nos.
	Asset Disposals List Appendix A	* 3	55 - 58

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CENTRAL BEDFORDSHIRE COUNCIL

At a meeting of the **CORPORATE RESOURCES OVERVIEW & SCRUTINY COMMITTEE** held in Room 14, Priory House, Monks Walk, Shefford on Tuesday, 11 September 2012.

PRESENT

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

Cllrs Mrs R J Drinkwater
Dr R Egan

Cllrs R W Johnstone
I Shingler

Apologies for Absence: Cllrs L Birt
Mrs M Mustoe

Substitutes: Cllrs B Saunders (In place of Mrs M Mustoe)

Members in Attendance: Cllrs P N Aldis
R D Berry
D Bowater
Mrs C F Chapman MBE
C C Gomm
M R Jones
K C Matthews
M A G Versallion
R D Wenham
Chairman of Audit Committee
Deputy Leader and Executive Member for Corporate Resources
Executive Member for Children's Services
Deputy Executive Member for Corporate Resources

Officers in Attendance: Mr B Carter – Corporate Policy & Scrutiny Manager
Ms D Clarke – Interim Assistant Chief Executive (People & Organisation)
Mr A Fleming – Project Director - Business Services
Mr G Muskett – Head of Revenues & Benefits
Mr C Warboys – Chief Finance Officer & Section 151 Officer

Others in Attendance

CR/12/28 Minutes**RESOLVED**

That the minutes of the meeting of the Corporate Resources Overview and Scrutiny Committee held on 31 July 2012 be confirmed and signed by the Chairman as a correct record.

CR/12/29 Members' Interests

Councillor R Egan declared an interest in agenda item 12 due to her receipt of certain benefits referred to in the report.

CR/12/30 Chairman's Announcements and Communications

The Chairman had no announcements.

CR/12/31 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/12/32 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/12/33 Call-In

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

CR/12/34 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/12/35 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 were not already included on today's agenda and which covered the following issues:-

- The currently forecasted small overspend with regard to the Council's revenue outturn position for 2012/13, although the Deputy Leader and Executive Member for Corporate Resources was confident that this position would be corrected by year end; and

- The customer services centres consultation, which had closed on 24 August and had resulted in receipt of 362 responses.

With regard to the second item, Members of the Committee discussed the adequacies of the consultation exercise and the concerns some Members had received from members of the public regarding possible closure of facilities. The Committee therefore agreed to receipt of further information at its next meeting regarding the results of the consultation exercise and next steps.

On a related issue, Members of the Committee also discussed the performance of the customer services contact centre, particularly with regard to extended call waiting times caused by a recent issue with the Council's Accolaid software, which supported services within the Sustainable Communities directorate. The Committee therefore agreed to receipt of an update at its next meeting regarding resolution of this issue.

CR/12/36

SAP Optimisation

The Interim Assistant Chief Executive (People & Organisation) delivered a presentation, which provided the Committee with details of the objectives and progress made with regard to the SAP Optimisation programme. Specifically, the presentation covered:-

- The rationale for the optimisation programme;
- The initial evaluation of the current SAP set up;
- The roadmap to improvement (basics, tactical & strategic);
- Programme objectives;
- Key deliverables; and
- The timeline and project plan.

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

- Whether any cost v benefit analysis of the SAP Optimisation programme had been undertaken prior to its start. The Interim Assistant Chief Executive (People & Organisation) confirmed that no such analysis had been undertaken on the basis that the SAP system was an existing system (inherited from Bedfordshire County Council), which had been poorly implemented from the outset, with the optimisation programme designed to "get the basics right" so that the system was functionally better able to support the Council going forward. The Interim Assistant Chief Executive (People & Organisation) did confirm however that any strategic improvements to the system following this initial phase (due to be completed in March 2013) would be subject to a full business case, including cost v benefit analysis;
- The Council's ability to work with, and share the resources of, other Authorities also using SAP. The Interim Assistant Chief Executive (People & Organisation) confirmed that partnership working had been explored with a number of Authorities although no progress had been made due to

the reluctance of partners to share highly skilled and scarce SAP expertise; and

- The cost of the SAP Optimisation programme and the Council's ability to reduce existing operating costs such as software licence fees. The Interim Assistant Chief Executive (People & Organisation) confirmed that the cost of the programme was approximately £1M and that the current number of licences, and hence fees, were difficult to reduce due to contract constraints (although this issue was being challenged by other Authorities using SAP and the Council would monitor the situation closely).

In conclusion, the Committee thanked the Interim Assistant Chief Executive (People & Organisation) for the presentation and requested a progress report following completion of the initial phase in March 2013.

RECOMMENDATION:

That the presentation be noted and a progress report be provided following the initial phase of the programme scheduled for completion in March 2013.

CR/12/37

Farm Estate

The Project Director (Business Services) delivered a presentation, which provided the Committee with details of the Council's farm estate portfolio and the issues surrounding management thereof. Specifically, the presentation covered:-

- Statistical information regarding the number of hectares owned (2,514), tenancies managed (120) and rent income derived (£470k gross of costs);
- Key issues including management, repairs & maintenance, rent review negotiations, disaffected tenants and lack of strategy; and
- Actions to address the key issues identified and improve overall management of the portfolio.

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

- The economic viability of the portfolio and the quantum of rents charged compared to the market. The Executive Member confirmed that the Council was obligated to maximise its use of resources and employ a "business-like" approach to the management of its farm estate, but that currently rents were approximately 10 – 15% below market rates. A rent review programme was underway, which would address the issue but which would also take account of any repairs and maintenance issues at individual farms;
- The condition of the farm estate. The Project Director (Business Services) confirmed that a programme of condition surveys had commenced to determine the backlog and a capital bid would be made to address priority issues;

- The period of lease agreements and the need to ensure they were of sufficient length to make any farm viable. The Project Director (Business Services) confirmed that short lease terms were currently being negotiated during the review period but acknowledged the need to negotiate longer periods in the future to ensure the farm estate's viability; and
- The identification of some 1,000 hectares of farm estate as possible housing/employment development land post Core Strategy i.e. 2031 and beyond.

In conclusion, the Committee thanked the Project Director (Business Services) for the presentation and requested that a progress report be submitted to an appropriate future meeting.

RECOMMENDATION:

That the presentation be noted and that a progress report be submitted to an appropriate future meeting.

CR/12/38

Council Tax Support

The Deputy Leader and Executive Member for Corporate Resources delivered a presentation, which provided the Committee with details of the draft policy on localised Council Tax support. Specifically, the presentation covered:-

- National government policy regarding the changes;
- Details of the current system of Council Tax Benefits;
- An explanation of localised Council Tax support;
- Statutorily, what the Council must do;
- The 4 principles behind the draft Central Bedfordshire scheme;
- The critical aspects of the draft scheme in terms of protected groups;
- The communications policy and communication thus far; and
- Key risks and mitigating actions;

Members of the Committee raised a number of concerns during the presentation regarding the following issues, which were all comprehensively debated by attendees:-

- The financial impact the draft scheme would have on Town and Parish Councils. The Executive Member confirmed that following further government consideration of this issue, and subsequent revision to the Local Government Finance Bill, no financial impact was now expected. In essence, Town and Parish Council precepts would be calculated as they had been in the past by using a protected tax base;
- The financial impact the introduction of the draft scheme would have on Central Bedfordshire Council and the difficult decisions the Council would have to make regarding management of the funding shortfall of circa £2.5M per annum;
- The flexibility available to the Council to amend Council Tax discounts and exemptions according to local circumstances;

- The protection of groups such as pensioners and other vulnerable people (lone parents with children under 5, carers, those with disabilities and those in receipt of war widows or war disablement pensions), who would be exempt from any contribution; and
- The ability of other working age benefit claimants to make a 25% contribution to Council Tax from an already very low income base.

Whilst the Committee supported the four principles upon which the draft policy was based and acknowledged the difficult financial and moral position the Council found itself in, it nonetheless expressed considerable concern about the detrimental impact it would have on those working age benefit claimants not designated as vulnerable (and therefore protected from the need to make a contribution) such as those persons in receipt of Jobseeker's Allowance and Employment & Support Allowance (Work Component). It was Members opinion that these people, who were perhaps least able to make a contribution, would suffer considerable hardship as a result of the introduction of the draft scheme.

The Committee therefore debated the merits and demerits of exempting those persons in receipt of Jobseeker's Allowance and Employment & Support Allowance (Work Component) from making any contribution at all (or a lesser contribution than the 25% proposed), with the subsequent shortfall in funding being met from the identification of further efficiencies as part of the budget setting process, increases in fees and charges generally or as a last resort, by increasing Council Tax.

During the debate, Members considered issues such as:

- The administrative cost of collection and the diminishing returns that would arise should smaller contributions, such as 5%, be proposed;
- The potential increase in debtors as a result of the introduction of the draft scheme;
- The government's default scheme, which was quickly dismissed;
- The claimant Appeals process that would be introduced to manage individual cases of severe hardship;
- The lack of financial or statistical information regarding the impact of any proposed amendment to the draft scheme; and
- The current recession and economic climate generally, and unemployment rates in Central Bedfordshire.

In conclusion, the Committee unanimously agreed to forward a clear statement of concern to the Executive regarding the detrimental impact the draft scheme will have on those persons in receipt of Jobseeker's Allowance and Employment & Support Allowance (Work Component), and request it to consider exempting such persons from having to make any contribution at all, with the subsequent funding shortfall being met from the identification of efficiencies as part of the budget setting process, increases in fees and charges generally or as a last resort, by increasing Council Tax. In recognition of the current economic climate however, the Committee further agreed to

such exemption being applied on a temporary basis until such time as the recession ended.

Finally, the Committee and Executive Member wished to record their thanks for the hard work of the Head of Revenues & Benefits and his team in preparing the draft scheme under difficult and changing circumstances, and against tight deadlines.

RECOMMENDATIONS:

- 1. That a clear statement of concern be forwarded to the Executive regarding the detrimental impact the draft Council Tax Support Scheme will have on those persons in receipt of Jobseeker's Allowance and Employment & Support Allowance (Work Component);**
- 2. That the Executive considers exempting temporarily, until such time as the recession ends, those persons referred to in (1) above from having to make any contribution at all, with the subsequent funding shortfall being met from the identification of efficiencies as part of the budget setting process, increases in fees and charges generally or as a last resort, by increasing Council Tax.**

CR/12/39

Q1 Revenue Report 2012/13

The Deputy Leader and Executive Member for Corporate Resources presented his report, which set out the Council's revenue position for 2012/13 as at the end of June (Quarter 1) and detailed spend to date against profiled budget and the forecast revenue outturn. He further explained that the forecast revenue outturn for 2012/13 was a £0.8M over spend against budget.

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 forecast over spend of £0.8M. In this respect, the Deputy Leader and Executive Member for Corporate Resources reiterated his confidence that the position would be corrected by year end; and
- The performance of Central Bedfordshire Council with regard to treasury management and the average interest paid on debt, which compared favourably against other local authorities.

RECOMMENDATION:

That the report be noted.

CR/12/40

Q1 Capital Report 2012/13

The Deputy Leader and Executive Member for Corporate Resources presented his report, which set out the Council's capital position for 2012/13 as at the end of June (Quarter 1) and detailed spend to date against profiled budget and the

forecast outturn position. He further explained that the forecast spend for 2012/13 was £94.3M against a £108.4M approved budget, with proposed slippage of £13.4M into 2013/14.

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 low level and slow rate of spend to date, which suggested the 2012/13 capital programme was ambitious. The Executive Member acknowledged the issue and referred to the ongoing review of the programme, together with work being undertaken by the Project Director (Business Services), which would improve forward planning and project management to ensure a realistic programme going forward; and
- The possibility of bringing forward those schemes currently ready to start but scheduled for delivery in 2013/14 into the current year. The Executive Member confirmed that this was being investigated as part of the review; and
- The proposed slippage of £2.8M within the Social Care, Health and Housing directorate. Councillor R Egan requested further information regarding what this particular slippage represented. The Chief Finance Officer agreed to provide such information in due course.

RECOMMENDATION:

That the report be noted.

CR/12/41

Q1 Revenue Report 2012/13 - Corporate Services

The Deputy Leader and Executive Member for Corporate Resources presented his report, which set out the revenue position for Corporate Services as at the end of June (Quarter 1) and detailed spend to date against profiled budget and the forecast revenue outturn. He further explained that the forecast revenue outturn for 2012/13 was a £0.36M over spend against budget.

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

RECOMMENDATION:

That the report be noted.

CR/12/42

Q1 Capital Report 2012/13 - Corporate Services

The Deputy Leader and Executive Member for Corporate Resources presented his report, which set out the capital position for Corporate Services as at the end of June (Quarter 1) and detailed spend to date against profiled budget and the forecast outturn position. He further explained that the forecast spend for 2012/13 was £12.62M, as per the approved budget.

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

RECOMMENDATION:

That the report be noted.

CR/12/43 **Quarter 1 Performance Monitoring Report**

The Deputy Leader and Executive Member for Corporate Resources presented the first quarterly performance report for Corporate Services, which provided an overview of performance in 2012/13 for the period to 30 June 2012 for those corporate health indicators presented to this Committee. He further stated that, despite the ongoing efficiency savings and continued pressure on budgets, 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 impact on collection rates as a result of the choice the public now had to pay their Council Tax over 12 rather than 10 months. The Executive Member confirmed that, apart from a minor change to cash flow, there would be no impact on collection levels; and
- In terms of the customer service contact centre, the implications of providing an out of office hours service in the evenings at Watling House, Dunstable. The Interim Assistant Chief Executive (People & Organisation) agreed to investigate the matter further.

RECOMMENDATION:

That the report be noted.

CR/12/44 **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 to its October meeting regarding Asset Disposals. The Committee also agreed to expand the Customer First presentation, also scheduled for October, to include those issues referred to in Minute CR/12/35 above. Finally, the Committee agreed to postpone receipt of the final draft of the localised Council Tax Support policy (i.e. following consultation) until its December meeting.

RESOLVED

That the Committee's Work Programme be updated to include the above mentioned amendments.

(Note: The meeting commenced at 10.00 a.m. and concluded at 12.45 p.m.)

Chairman.....

Date.....

Meeting: Corporate Resources Overview & Scrutiny Committee
Date: 23 October 2012
Subject: Assets Disposals List
Report of: Cllr Maurice Jones, Deputy Leader and Executive Member for Corporate Services
Summary: The report proposes that Executive delegate authority to Alan Fleming, Service Director, Business Services, in consultation with Cllr Maurice Jones, to dispose of all of the properties on the Assets Disposals List, attached as Appendix A, at the best values obtainable.

Advising Officer: Alan Fleming, Service Director, Business Services
Contact Officer: Peter Burt, Head of Assets Strategy
Public/Exempt: Exempt under category number 10.4.1 as the appendix contains sensitive financial information.
Wards Affected: All
Function of: Council

CORPORATE IMPLICATIONS

Council Priorities:

1. The Capital receipts from the Disposals List will support all of CBC's Priorities:
 - Supporting and caring for an ageing population
 - Educating, protecting and providing opportunities for children and young people
 - Managing growth effectively
 - Creating safer communities
 - Promoting healthier lifestyles

Financial:

2. The Capital Receipts will support the Medium Term Financial Plan and the Capital Programme.
3. Finance have been provided with a copy of the Disposal List.

Legal:

4. The Council has power under section 123 of the Local Government Act 1972 to dispose of land it holds. Normally, such disposals must take place at the best price that can reasonably be obtained.

Risk Management:

5. If the disposals do not proceed, the following risks have been identified:
- a. Non delivery of Corporate Asset Management Strategy (CAMS) and Disposal Strategy.
 - b. Failure to realise capital receipts
 - c. Failure to support the Medium Term Financial Plan and the Capital Programme, and
 - d. Consequential failure to deliver Council priorities.

Staffing (including Trades Unions):

6. Not Applicable.

Equalities/Human Rights:

7. Public authorities have a statutory duty to advance equality of opportunity, eliminate unlawful discrimination, harassment and victimisation and foster good relations.
8. As part of the process of disposal, consideration is given to the potential future use of the property and whether it might be appropriate for transfer as residential accommodation to the HRA.

Public Health

9. During the period from becoming surplus to completion of a sale Assets use their endeavours to make the properties secure and safe.

Community Safety:

10. The Council has a duty to consider community safety in all of the functions that it exercises. Whilst the actual disposal of the properties has no immediate community safety issues, the council must ensure that it meets its statutory duties by ensuring that the site remains secure and appropriate interventions are put in place to ensure that the site is not used for criminal or anti social behaviour.

Sustainability:

11. Selling the properties will, with refurbishment and redevelopment, bring them back to use for the community and provide additional housing. S106 agreement and infrastructure requirements will be negotiated by the planning team. When sold, these properties will no longer be counted in the Council's Carbon Reduction Commitment (CRC) burden, reducing the amount payable by the Council in the CRC carbon tax.

Procurement:

12. Where we seek to employ an agent to assist with the sale we carry out a tender process to find the most efficient result.

RECOMMENDATION(S):

The Committee is asked to:-

- | |
|--|
| <p>1. consider the proposals set out in this report regarding the disposal of surplus properties and the transfer of suitable properties to the HRA and to submit any comments it may have on these proposals to the Executive.</p> |
|--|

Background

13. The Assets Disposals List (ADL) covers all current properties surplus to the requirements of services and available for disposal for the period 2012-2017.
14. It is recommended that these properties are disposed of to achieve the best value for money and to realise the capital receipt as soon as possible.
15. Under the Constitution only properties with a value in excess of £500,000 have to be brought to Executive for approval and it is for these properties that the delegation is required and Executive will be asked to give their approval to a disposal at best value but in advance of a sale being agreed.
16. Three properties on the ADL were very suitable for transfer to the HRA and would enhance their property portfolio whilst it was considered would not reduce the capital receipts to the General Fund. It has now been established that whilst HRA is a separate account its balance sheet is amalgamated with CBC's at the year end and is not therefore eligible as a capital receipt to the General Fund.
17. However, other financial benefits will be delivered to the GF as the Capital Financing Requirement (CFR) will be reduced by the certified value of the property. This will result in a reduced requirement for Minimum Revenue Provision (MRP), saving the Council 4% of the certified value annually. In addition the use of these assets by the HRA could deliver savings to the GF as a result of reduced temporary accommodation costs.
18. It is recommended that in circumstances that deliver assets suitable for the HRA that these properties continue to be transferred to HRA despite there being no capital receipt for the General Fund that could be delivered through a sale by private treaty to the community at large.

Appendices:

Appendix A – Assets Disposals List (Exempt)

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Meeting: Corporate Resources Overview & Scrutiny Committee
Date: 23 October 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.	23 October 2012	Executive Member Update	To receive a brief verbal update from the relevant Executive Member.	
		2013/14 Budget	To receive a presentation on the process and key issues affecting the 2013/14 budget.	
		Customer First	To receive a progress report regarding implementation of the Customer First programme (to include an overview of the customer services centres consultation and contact centre call waiting times)	
		Asset Disposals	To receive details of the Council's policy and list of asset disposals.	
		Procurement Review & Priorities	To receive a progress report regarding achievement of the Council's procurement priorities first presented in February 2012.	
2.	18 December 2012	Executive Member Update	To receive a brief verbal update from the relevant Executive Member.	

Ref	Indicative OSC Meeting Date	Report Title	Issue to be considered	Comment
		Council Tax Support	To consider the Council's final draft policy on localised Council Tax support (following consultation).	
		Customer Perception	To receive a presentation on the Council's latest customer perception tracker survey results.	
		2013/14 Budget	To consider the 2013/14 draft budget.	
		Community Engagement Strategy	To consider early proposals for developing a new Community Engagement Strategy	
		ICT Framework	To receive the quarterly progress report regarding implementation of the ICT Framework.	
		Property Joint Ventures	To receive a report regarding the Council's proposals relating to property joint ventures.	
		Quarter 2 Budget Monitoring	To consider corporate revenue & capital budget monitoring information for the 2nd quarter of 2012/13, together with specific information for Corporate Services.	

Ref	Indicative OSC Meeting Date	Report Title	Issue to be considered	Comment
		Quarter 2 Performance Monitoring	To consider performance monitoring information for the 2nd quarter of 12/13.	
3.	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.	
4.	5 March 2013	Executive Member Update	To receive a brief verbal update from the relevant Executive Member.	
5.	30 April 2013	Executive Member Update ICT Framework Quarter 3 Budget Monitoring	To receive a brief verbal update from the relevant Executive Member. To receive the quarterly progress report regarding implementation of the ICT Framework. To consider corporate revenue & capital budget monitoring information for the 3rd quarter of 2012/13, together with specific information for Corporate Services.	

Ref	<div style="text-align: right;">▲</div> <div style="text-align: right;">■</div> Indicative OSC Meeting Date ▼	Report Title	Issue to be considered	Comment
		Quarter 3 Performance Monitoring	To consider performance monitoring information for the 3rd quarter of 12/13.	

**Central Bedfordshire Council
Forward Plan of Key Decisions
1 October 2012 to 30 September 2013**

- 1) During the period from **1 October 2012 to 30 September 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 October 2012 to 30 September 2013

Key Decisions

Date of Publication: 14 September 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.	Leisure Capital Programme -	To approve priorities for investment of the Leisure Strategy Implementation Invest to Save capital programme to commence in 2012/13.	2 October 2012		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
2.	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

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
5.	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)
6.	Woodside Link -	The Woodside Link 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
7.	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

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.	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
9.	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)
10.	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)
11.	Consultation on the Council's Admissions Arrangements for the academic year 2014/15 -	To approve the commencement of the consultation on the Council's Admissions Arrangements for the academic year 2014/15.	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)
12.	Shaping the Social Care Market: A New Approach in Commissioning for Outcomes -	To adopt the recommended: - quality system for care homes and quality accreditation for dementia care; - fee level structure and incentive payment scheme; - contractual model of a framework agreement for care home provision; and - approach for a managed exit from the seven council-owned residential care homes.	6 November 2012	Presentation to Social Care, Health and Housing Overview and Scrutiny Committee on 10 September 2012.	Report	Executive Member for Social Care, Health and Housing Comments by 05/10/12 to Contact Officer: Elizabeth Saunders, Assistant Director Commissioning Email: elizabeth.saunders@centralbedfordshire.gov.uk Tel: 0300 300 6494
13.	Asset Disposal List -	To consider the Asset Disposal List.	6 November 2012		Asset Property Disposal List	Deputy Leader and Executive Member for Corporate Resources Comments by 05/10/12 to Contact Officer: Peter Burt, MRICS, Head of Property Assets Email: peter.burt@centralbedfordshire.gov.uk Tel: 0300 300 5281

Ref No.	Issue for Key Decision by the Executive	Intended Decision	Indicative Meeting Date	Consultees and Date/Method	Documents which may be considered	Portfolio Holder and Contact officer (method of comment and closing date)
14.	Land at Steppingley Road and Froghall Road, Flitwick Masterplan -	To endorse the masterplan for development at land at Steppingley Road and Froghall Road, Flitwick (Policy MA2, Site Allocations Development Plan Document, 2011) for development management purposes.	4 December 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 03/11/12 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
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 5205 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)
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
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	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. A formal market consultation will also be undertaken (likely in August/September) to comply with EU state aid requirements.	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.	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

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)
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	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
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

Ref No.	Issue for Key Decision by the Executive	Intended Decision	Indicative Meeting Date	Consultees and Date/Method	Documents which may be considered	Portfolio Holder and Contact officer (method of comment and closing date)
20.	Property Joint Ventures -	To consider property joint ventures.	8 January 2013		Joint Venture Examples	Deputy Leader and Executive Member for Corporate Resources Comments by 07/12/12 to Contact Officer: Peter Burt, MRICS, Head of Property Assets Email: peter.burt@centralbedfordshire.gov.uk Tel: 0300 300 5281

Ref No.	Issue for Key Decision by the Executive	Intended Decision	Indicative Meeting Date	Consultees and Date/Method	Documents which may be considered	Portfolio Holder and Contact officer (method of comment and closing date)
21.	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.	8 January 2013	<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>September/October 2012: A four week public consultation exercise will be carried out.</p> <p>December 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)
22.	Leisure Facility Strategy -	To adopt the Leisure Facility Strategy.	8 January 2013	<p>Communication and Consultation Plan identifies stakeholders and methods of consultation at key stages.</p> <p>Consultation on emerging issues April 2012.</p> <p>Consultation on issues and options October – December 2012.</p>	Leisure Facility Strategy	<p>Executive Member for Sustainable Communities - Services</p> <p>Comments by 07/12/12 to Contact Officer:</p> <p>Jill Dickinson, Head of Leisure Services</p> <p>Email: jill.dickinson@centralbedfordshire.gov.uk</p> <p>Tel: 0300 300 4258</p>
23.	Abolition of the Discretionary Social Fund and Transfer of Funding to Central Bedfordshire Council for a New Provision -	To approve the development of alternative provision to replace what is currently delivered by the discretionary aspects of the Social Fund.	8 January 2013	A wide-ranging consultation process will be planned to take place from October to December 2012.	Report and consultation responses	<p>Executive Member for Social Care, Health and Housing</p> <p>Comments by 07/12/12 to Contact Officer:</p> <p>Tim Hoyle, Head of Business Systems</p> <p>Email: tim.hoyle@centralbedfordshire.gov.uk</p> <p>Tel: 0300 300 6065</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)
24.	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.	5 February 2013	Consultation carried out with Leighton Linslade Town Council.	Report	Executive Member for Sustainable Communities - Services Comments by 04/01/13 to Contact Officer: Jill Dickinson, Head of Leisure Services Email: jill.dickinson@centralbedfordshire.gov.uk Tel: 0300 300 4258
25.	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)
26.	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)
27.	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
28.	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
29.	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 Email: 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)
30.	Council's Admissions Arrangements for the Academic Year 2014/15 -	To determine the Council's Admissions Arrangements for the Academic Year 2014/15.	19 March 2013		Report	Deputy Executive Members for Children's Services Comments by 18/02/13 to Contact Officer: Pete Dudley, Assistant Director Children's Services (Learning & Strategic Commissioning) Email: pete.dudley@centralbedfordshire.gov.uk Tel: 0300 300 4203
31.	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

Ref No.	Issue for Key Decision by the Executive	Intended Decision	Indicative Meeting Date	Consultees and Date/Method	Documents which may be considered	Portfolio Holder and Contact officer (method of comment and closing date)
32.	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
33.	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

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)
34.	Central Bedfordshire's Flood and Water Management Act 2010 Duties -	To approve a local flood risk strategy for Central Bedfordshire and to create a Sustainable Urban Drainage Advisory Board.	September 2013	<p>CBC is required under the Flood and Water Management Act 2010 to produce a Local Flood Risk Management Strategy. The draft strategy will be subject to public consultation. Sustainable Communities Overview and Scrutiny Committee will consider the draft strategy and the public consultation response to the strategy in August/September 2013.</p> <p>Following Department for Environment, Food and Rural Affairs confirmation of the mandatory sustainable drainage application processes, CBC will also be required to establish a SUDS Approval Board to evaluate, approve and adopt suitable SUDS measures for all new developments.</p>	Summary of Flood and Water Management Act Draft Local Flood Risk Management Strategy	Executive Member for Sustainable Communities - Services Iain Finnigan, Senior Engineer - Policy and Flood Risk Management Email: iain.finnigan@centralbedfordshire.gov.uk Tel: 0300 300 4351

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)
NON KEY DECISIONS						
35.	Business Case for the Use of Prudential Borrowing to Fund the Central Bedfordshire Energy and Recycling Project -	To recommend to Council that the Business Case for the inclusion of funds within the capital programme to assist the delivery of the BEaR Project be approved.	6 November 2012		A business case will be the basis of the report	Executive Member for Sustainable Communities - Services Comments by 05/10/12 to Contact Officer: Ben Finlayson, BEaR Project Manager Email: ben.finlayson@centralbedfordshire.gov.uk Tel: 0300 300 6277
36.	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

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.	Capital Programme Review -	To consider the updated/recently reviewed capital programme and make recommendations to Council regarding any proposed changes to the programme including the revenue implications (financing and MRP) of the proposed programme.	6 November 2012		Report	Deputy Leader and Executive Member for Corporate Resources Comments by 05/10/12 to Contact Officer: Charles Warboys, Chief Finance Officer & Section 151 Officer Email: charles.warboys@centralbedfordshire.gov.uk Tel: 0300 300 6147
38.	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

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)
39.	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
40.	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
41.	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

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)
42.	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
43.	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

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)
44.	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
45.	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

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)
46.	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

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