

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



please ask for Bernard Carter

direct line 0300 300 4175

date 18 April 2013

NOTICE OF MEETING

CORPORATE RESOURCES OVERVIEW & SCRUTINY COMMITTEE

Date & Time

Tuesday, 30 April 2013 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, C C Gomm, R W Johnstone, J Murray and
Mrs M Mustoe

[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 Children's Services Overview and Scrutiny Committee held on 22 January 2013 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	Information Assets Service To receive a presentation regarding the recent progress and achievements of the Information Assets Service.	*
11	Community Engagement Strategy To consider the final draft of the new Community Engagement Strategy.	* 9 - 34
12	Q3 Revenue Report 2012/13 The report provides information on the revenue position as at Q3 2012/13 and the forecast outturn position for 2012/13.	* 35 - 56
13	Q3 Capital Report 2012/13 The report provides information on the capital position as at Q3 2012/13 and the forecast outturn position for 2012/13.	* 57 - 70
14	Q3 Housing Revenue Account Report 2012/13 The report provides information on the Housing Revenue Account (HRA) revenue and capital position as at Q3 2012/13 and the forecast outturn position for 2012/13.	* 71 - 80
15	Q3 Revenue Report 2012/13 - Corporate Services The report provides information on the revenue position for the Corporate Services directorate as at Q3 2012/13 and the forecast outturn position for 2012/13.	* 81 - 100
16	Q3 Capital Report 2012/13 - Corporate Services The report provides information on the capital position for the Corporate Services directorate as at Q3 2012/13 and the forecast outturn position for 2012/13.	* 101 - 106
17	Work Programme 2013 - 2014 & Executive Forward Plan	* 107 - 138

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, 22 January 2013.

PRESENT

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

Cllrs L Birt
Mrs R J Drinkwater
Dr R Egan

Cllrs C C Gomm
J Murray

Apologies for Absence: Cllrs R W Johnstone
Mrs M Mustoe

Substitutes: Cllrs

Members in Attendance: Cllrs M R Jones
Deputy Leader and
Executive Member for
Corporate Resources

Officers in Attendance: Mr P Ball – Senior Finance Manager
Mr B Carter – Corporate Policy & Scrutiny
Manager
Mr N Murley – Assistant Director Business &
Performance
Mr C Warboys – Chief Finance Officer

Others in Attendance

CR/12/80 **Minutes**

RESOLVED

That the minutes of the meeting of the Corporate Resources Overview and Scrutiny Committee held on 18 December 2013 be confirmed and signed by the Chairman as a correct record.

CR/12/81 **Members' Interests**

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

CR/12/82 **Chairman's Announcements and Communications**

The Chairman had no announcements.

CR/12/83 **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/12/84 **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/12/85 **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/12/86 **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/12/87 **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 issue:-

- The outcome of consultation with Town and Parish Councils regarding Council Tax Support grant distribution. The Executive Member confirmed that in general those responding were supportive of the methodology proposed to be used to distribute this grant, which would be based on the Council Tax Support awarded in each parish as a percentage of the total.

Members of the Committee raised the following issue during the verbal update, which was acknowledged by the Executive Member and officers present:-

- The need to monitor the methodology used during the year to ensure its continued appropriateness.

RECOMMENDATION

That the Committee supports the methodology proposed to be used to distribute Council Tax Support grant to Town and Parish Councils subject to adequate monitoring during the year to ensure its continued appropriateness.

CR/12/88

Draft Budget 2013/14, Medium Term Financial Plan 2013 - 2017 and Capital Programme 2013/14 to 2016/17

The Executive Member introduced this report, which provided the Committee with an opportunity to comment upon the draft budget 2013/14, Medium Term Financial Plan 2013 to 2017 and Capital Programme 2013/14 to 2016/17, which had been presented and approved for consultation at a meeting of the Executive on 8 January 2013.

The Executive Member drew the Committee's attention in particular to his supplementary briefing note, which had been circulated at the meeting and which provided Members with further detail regarding the changes made since preparation of the draft budget report as a result of the announcement of the Local Government funding Settlement for 2013/14. The net effect of these changes equated to a £1.8M shortfall, which would be met by not making the previously planned contribution to reserves of £1.4m and £0.4m use of reserves.

Members of the Committee discussed the content of the report in further detail and raised a significant number of specific queries, all of which were addressed by the Executive Member and officers in attendance. In addition, the following issues were also raised:-

- Members were concerned about the proposed reduction in partnership funding, specifically the planned 10% reduction in the grant to the Citizen's Advice Bureau and Voluntary Community Sector organisations from 2014/15 onwards. It was Members opinion that this proposal should be reviewed prior to implementation.
- Members were concerned about the proposals to reduce staffing levels generally as part of the Customer First programme, with particular reference to a proposed reduction of 5 Full Time Equivalents in the Revenues & Benefits team, and the impact this would have on the quality and speed of service provided. The Committee therefore agreed to monitor the programme carefully and requested regular, detailed, reports from the Executive Member concerning these issues.

RECOMMENDATION:

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

CR/12/89

Draft Budget Report for the Housing Revenue Account (Landlord Service) Business Plan

The Executive Member introduced this report, which set out the financial position of the Housing Revenue Account (HRA) during the first year of the Self Financing regime and presented the proposed 30 year Landlord Service Business Plan. The report also covered the budget setting process for 2013/14 and the assumptions that had been made in arriving at the projections in the

Plan, to create the financial framework for the Landlord Service to operate within.

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

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

RECOMMENDATION:

That the draft HRA budget proposals for 2013/14 be endorsed as set out.

CR/12/90 **Fees and Charges 2013/14**

The Executive Member introduced this report, which proposed the revised fees and charges rates to be effective from 1 April 2013 and identified those charges where increases were different from the 2% advisory increase as per the 2013/14 Budget Strategy.

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

RECOMMENDATION

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

CR/12/91 **Work Programme 2012 - 2013 & Executive Forward Plan**

The Committee considered its current Work Programme and the latest Executive Forward Plan and were content with the agenda items proposed for consideration at forthcoming meetings.

RECOMMENDATION:

That the Corporate Resources OSC Work Programme be noted.

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

Chairman.....

Date.....

Meeting: Corporate Resources Overview and Scrutiny Committee
Date: 30 April 2013
Subject: Community Engagement Strategy – 2013 -16
Report of: Cllr Maurice Jones, Executive Member for Corporate Resources
Summary: This report seeks support for the final draft of the Community Engagement Strategy (CES) 2013-2016 prior to the next steps through Executive in June and adoption by Council in September 2013.

Advising Officer: Edwina Grant, Deputy Chief Executive and Director of Children's Services
Contact Officer: Peter Fraser, Head of Partnerships & Community Engagement
Public/Exempt: Public
Wards Affected: All
Function of: Council

CORPORATE IMPLICATIONS

Council Priorities:

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

Financial:

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

Legal:

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

Risk Management:

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

Staffing (including Trades Unions):

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

Equalities/Human Rights:

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

Public Health

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

Community Safety:

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

Sustainability:

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

Procurement:

10. Not applicable.

RECOMMENDATION(S):

The Committee is asked to:-

1. **Endorse the final draft of the Community Engagement Strategy, following discussion at the last Overview and Scrutiny Committee (18 December 2012) and the Central Bedfordshire Together Board (7 March 2013).**
2. **Support the next steps through Executive and adoption by Council in September 2013.**
3. **Review and comment upon the supporting policy statements detailed in Appendix B.**

Background Information

11. The new Community Engagement Strategy for 2013 - 2016 is a partnership strategy, which has been led by Central Bedfordshire Together (CBT).
12. The aim of the CES is to deliver greater added value to our citizens by understanding their needs and issues, and give them greater involvement in the decision-making process and access to services.

13. At the December meeting of the Committee, Members considered the timetable for developing the strategy and a series of issues and options resulting from feedback from partner organisations and CBC service teams. In response to this the Committee raised the following issues:
- (a) The continuing lack of sufficient and timely engagement with Ward Members regarding events happening within their communities. The Deputy Executive Member acknowledged the issue and confirmed that work was progressing with Directorates to improve communication with Ward Members in future.
 - (b) The need to consider the format of Town & Parish Council forums, possibly providing separate forums for the larger Town Councils.
 - (c) The need to manage expectations regarding the Localism Act and to sell its benefits more intelligently.
 - (d) The need to support the new Police & Crime Commissioner in his role delivering policing strategy across the whole of Bedfordshire. Mention was also made of the role of the Police & Crime Panel, whose meetings were open to the public and in this respect, the Head of Partnerships & Community Engagement agreed to provide Committee Members with the dates of forthcoming meetings.
14. The CBT Board reviewed the draft strategy at their March meeting and concluded that: there should be no more than five principles; the principle to work in partnership and co-ordinate engagement activities could be embraced as an aim of the strategy; two principles could be merged; and the wording of the new principle on business engagement could be improved.

The new Community Engagement Strategy

15. The new CES builds on the achievements of the 2010-2013 strategy ensuring engagement with local communities is at the heart of our strategies and processes. The principles of working in partnership with communities to help them do more for themselves is evermore relevant in the face of the new legislation and diminishing resources.
16. The process to develop the new strategy, which began during the summer 2012, has involved:
- (a) One-to-one discussions with key stakeholders and partner organisations.
 - (b) Review of best practise.
 - (c) Review of the current strategy.
 - (d) Collation of feedback and preparation of an Issues and Options report.
 - (e) Discussion with key stakeholder groups, Ward Councillors; voluntary and community sector organisations and town and parish councils.

- (f) Review by CBC's Corporate Resources Overview and Scrutiny Committee 18 December 2012.

Strategy outcomes

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

Conclusion

- 18. The 2010 – 2013 strategy provided a strong basis upon which to develop the new strategy covering the next three years (2013 – 2016). It continues to provide a valuable framework for co-ordinated community engagement by partners.
- 19. The new strategy is a concise and succinct document that reflects the latest national policy and local aspirations for community engagement. It has been web enabled for ease of use and accessibility. The document has been divided into key sections with links to other websites for more information and access to policies and procedures.

Next Steps

- 20. The Community Engagement Strategy is a partnership strategy and works to the governance frameworks of both Central Bedfordshire Together and the Council. Central Bedfordshire Council, as the Accountable Body for CBT, will formally approve the Strategy at Executive on 25 June 2013 and sign off at Council on 12 September 2013.

21. CBC has developed a number of supporting policy statements to ensure the principles of the strategy are applied consistently across the Council. These are detailed in Appendix B. The Committee is asked to review and comment upon the policy statements to ensure they remain fit for purpose.

Financial and Other Implications

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

Appendices:

Appendix A – Community Engagement Strategy 2013 -2016 v1.0

Appendix B – CBC policy statements

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Central
Bedfordshire
Together



Central Bedfordshire Community Engagement Strategy

2013 - 2016

DRAFT

1. Introducing the Community Engagement Strategy for 2013 - 16

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

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

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

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

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

2. What do we mean by community engagement?

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

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

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

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

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

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

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

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

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

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

4. Legislative Framework

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

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

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

5. Implementation

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

6. The Five Key Principles for successful community engagement

The strategy is built on the following key principles:

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

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

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

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

Principle 3: Enhancing the role of town and parish councils

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

Principle 4: Enabling more services to be delivered locally

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

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

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

7. Delivering the Strategy

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

	highways@centralbedfordshire.gov.uk
<u>Consultation and Feedback</u>	<p>A list of live consultations is publicised through websites and communicated regularly to towns and parishes and Ward Members.</p> <p>The Council will adopt the principle of 'You Said – We Did' to feedback to residents as to how the Council responded to their input.</p>
E-Panel for Citizens	<p>Residents can register their interest in participating in consultations on specific services.</p> <p>By joining the electronic panel residents can take part in online surveys, online discussions and opinion polls on the services they are interested in.</p> <p>Whilst topics are normally generated by partner organisations, e-panel members can also put forward ideas for discussion.</p>
Petitions and E-Petitions	Citizens can raise a petition to generate activity in the community and influence decisions.
<u>Scrutiny</u>	The Council's Constitution enables residents to participate in and contribute to investigations by overview and scrutiny committees. The Overview and Scrutiny Toolkit encourages public participation.
<u>Right to Veto excessive Council tax rises</u>	<p>Anything set above the ceiling set by the Secretary of State and approved by the House of Commons will trigger a referendum of all registered electors in the area, where the Council will have to prove their case to the electorate.</p> <p>This is intended to make Councils more transparent and accountable to local people.</p>
<u>HealthWatch</u>	<p>Healthwatch acts as the consumer champion for local people regarding health and social care services.</p> <p>A key role in maximising local engagement and ensuring that the views and feedback from service users, patients and carers are an integral part of local commissioning across health and social care.</p>
<u>Projects to develop the engagement capacity of young people</u>	<p>Young people are encouraged to participate as they are often underrepresented in engagement activities.</p> <p>Participation from an early age is encouraged so as adults they continue to feel able to engage.</p>
<u>The Youth Parliament and Local Youth Forums</u>	<p>The Youth Parliament and Local Youth Forums influence decisions and services that impact on young people.</p> <p>These will be developed to enable young people to be</p>

	<p>even more active participants in designing services, whilst further opportunities will be explored to establish greater links between young people and the democratic decision-making processes.</p> <p>Young people have been recruited and trained to become Young Inspectors and Young Commissioners. In addition, young people will also carry out 'Audits' in line with the requirements of Positive for Youth (a cross Government policy for young people).</p> <p>Youth Parliament has carried out extensive surveys to establish the needs of young people.</p>
<p><u>Vulnerable and minority groups</u></p>	<p>Vulnerable and minority groups are underrepresented in participation in civic roles, engagement and consultation.</p> <p>Groups, such as older people, young people, women, black and minority ethnic groups, disabled people, lesbian, gay, bisexual and transgender people and rurally isolated residents in Central Bedfordshire may fear discrimination and/ or have specific requirements that prevent them from participating in traditional approaches.</p> <p>This strategy will establish a range of approaches, including targeted techniques, to specifically ensure appropriate mechanisms are in place to enable greater involvement of these groups, whilst the Equality Duty will require public bodies to publish information about who they have engaged with.</p>
<p>Specialist Forums and Citizen Governance</p>	<p>Wherever possible key partners will use established forums for consultation and engagement purposes such as Health Watch for health issues; Youth Parliament for involvement with young people and the Third sector Assembly to engage with voluntary and community sector organisations.</p>
<p><u>Neighbourhood Watch</u> <u>Streetwatch</u> <u>Speedwatch</u></p>	<p>These are examples of how people can actively engage in encouraging the wellbeing of their communities.</p> <p>They help in tackling crime and anti social behaviour and speeding through villages and neighbourhoods.</p>
<p><u>Volunteering Strategy</u></p>	<p>In recognition of the value of volunteering and the benefits volunteers bring to people's quality of life the Volunteering Strategy is essential to ensure that people willing to volunteer do so in a nurturing and supportive environment.</p> <p>It also recognises the contribution volunteers make to the economic, environmental and social life of the area.</p> <p>The strategy gives direction to supporting the demand for and supply of volunteers in areas such as health, social care, the environment, sport, the arts, education and learning, provision of information and advice services,</p>

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

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

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

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

Principle 3: Enhancing the role of town and parish councils

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

	<p>The Council has published ‘A Framework for the Delivery of Services by Town and Parish Councils’ that sets out the process and criteria to devolve services to town and parish councils.</p> <p>Towns and parishes that wish to have a greater role in service delivery will be supported in the process.</p>
Training, briefings and support for T&PC’s	Where possible the Council will work with partners and town and parish councils on joint training activities.
Section 106 agreements	Where the impact of a new development on a local community is significant and the developer is required to make a contribution to community facilities the Council will engage town and parish councils in the preparation of the S106 agreement.
Community Infrastructure Levy	<p>Towns and parishes with an approved Neighbourhood Plan will have a right to a proportion of the Community Infrastructure Levy earned from development in their areas.</p> <p>The Council has prepared and consulted on draft policy but implementation will be subject to final Government decision.</p> <p>Local authorities will have to report what they have spent the levy on each year.</p>
Consultations	Wherever possible, the Council will allow 12 weeks for formal written consultations with town and parish councils. Where this is not possible, we will explain why a shorter timeframe is necessary.

Principle 4: Enabling more services to be delivered locally

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

	<p>government.</p> <p>It begins from the principle that local people know best what needs to be done to promote the sustainability of their area, but that sometimes they need central government to act to enable them to do so.</p> <p>Any proposals must be endorsed by a Panel of Local Representatives made up of residents from the local community and representative groups.</p>
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Principle 5: Enabling employers to thrive and play an active role in their local community	
<p><u>Open for Business</u></p>	<p>Open for Business is a corporate programme to achieve a joined up approach to engaging with businesses, offering them a single point of main contact.</p> <p>The programme aims to develop a consistent understanding for all ‘business facing’ Council employees to the issues faced by business owners and how we can make it easier for businesses to create jobs and invest in the area.</p>
<p><u>Business engagement / networking events</u></p>	<p>These are organised to respond to queries about business issues and provide workshops and business clinics across the area.</p> <p>Owner managers can develop their own skills and those of their staff at these events, as well as receive impartial advice regarding business issues and referral to local, regional and national business support initiatives.</p>
<p><u>One to one meetings with strategic employers</u></p>	<p>On regular basis key personnel from the Council will visit the most strategically important employers in the area, to discuss their issues and offer a single point of contact for licensing, planning, development and all other types of enquiries that could help their business develop.</p>
<p><u>Let’s Talk Business Newsfeed Service</u></p>	<p>A regular e-mail newsfeed offering;</p> <ul style="list-style-type: none"> • financing and funding opportunities; • contracts and tenders from the Council and its partners; • updates on key infrastructure or new developments that may affect local businesses; • advice and information for businesses; • networking events; • awards and competitions; and • local business news.
<p><u>Timebank – business to</u></p>	<p>Access to a database of local businesses offering other</p>

<u>business</u>	businesses a free 1-1 session on topics including marketing, legislation and finance.
<u>Relocation support into or within the Central Bedfordshire area</u>	Help for businesses to find appropriate premises and planning permission for re-location, together with advice and support on recruitment, local amenities and support networks.
<u>Business start-up</u>	Support, advice and workshops to help individuals considering self employment look at the pros and cons, and to help them develop a business plan that will significantly increase their chances of success.
<u>Town Teams</u>	Town Teams engage local retailers to develop activity to enhance the vitality of their town centres. Dunstable and Leighton-Linslade both have active town teams engaging with the Council on ways to enhance and improve their town centres.
<u>Business networks</u>	Business Networks such as the <u>Federation of Small Businesses</u> and <u>Business in the Community</u> support and encourage businesses to get together regularly for sharing good practise tackling issues and doing more in their local communities.

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

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Appendix B: Community Engagement Policies

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

Policy Statements

Consultation:

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

Scrutiny:

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

Forums:

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

Let's Talk Together:

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

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

Policy Statements

Profiles:

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

Inform:

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

Support:

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

Principle 3: Enhancing the role of town and parish councils

Policy Statements

Communication and response:

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

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

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

Neighbourhood Plans:

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

Conferences:

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

Devolving Services:

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

Principle 4: Enabling more services to be delivered locally

Policy Statements

Third Sector Assembly:

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

Localism:

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

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

Policy Statements

Business Engagement

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

Meeting: Corporate Resources Overview and Scrutiny Committee
Date: 30 April 2013
Subject: Q3 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 Q3 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 2012/13 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 19th March 2013.**

Executive Summary

11. The report sets out the financial position for 2012/13 as at the end of December. 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, A4)

12 In Summary

- The 2012/13 forecast outturn is to underspend by £0.3m. This is an improvement of £0.5m on November forecast overspend and is due mainly due to a £0.6m improvement in Adult Social Care and £0.3m reduction in Corporate overall.
- The forecast at this stage is based on using the full £2.1m contingency. To date £100k has been committed.
- The Year to Date (YTD) spend is £5.1m below budget. However, this should not be seen as indicative of the full year position due to the uncertainty of timing of grants received and difficulty in profiling certain demand led budgets.
- All known risks and opportunities are now incorporated into the forecast. The forecast includes a £1.1m Earmarked Reserve to cover the potential impact of the financial settlement in 2013/14.
- December non current debt (i.e. debt that is more than 14 days from date of

invoice) is £6.9m, which is £4.2m lower than last month (Note £1.5m Health Service debt settled early December and quarterly commercial rent invoices raised in November were also settled in December).

13 Directorate forecast outturn variances

The full year forecast as at December for directorates after proposed use of reserves is a £0.3m underspend. The following are the key areas:

- i) Social Care Health and Housing £0.6m below budget.
- ii) Children's Services £1.1m above budget (inc Schools).
- iii) Sustainable Communities £0.7m below budget.
- iv) Corporate Services £0.1m below budget.
- v) Corporate Costs and Contingency (combined) on budget.

14 Directorate Year to Date (YTD) variances

YTD spend for 9 months (exc. Schools and HRA) at £124.0m after proposed use of reserves is below budget by £4.9m. The following are the key areas:

- vi) Social Care Health and Housing £3.1m below budget.
- vii) Children's Services £1.3m above budget.
- viii) Sustainable Communities £0.7m below budget.
- ix) Corporate Services £1.5m below budget.
- x) Corporate Costs and Contingency (combined) £0.9m below budget.

DIRECTORATE COMMENTARY

Social Care, Health and Housing

15 The General Fund forecast outturn for the directorate is an under spend of £0.6m.

16 The Adult Social Care service is projecting an under spend of £0.602m (under spend of £0.051m at Quarter Two). Within this service area is Older People package costs which are currently showing an over spend of £0.089m. People are living longer and the costs of dementia are on the increase. The budget setting process included an allowance for 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 £2.4m 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 not reflected in profiles.

17 Within Physical Disabilities, the overall position on care packages is an under spend of £0.463m (under spend of £0.521m at Quarter Two). The under spend largely reflects reductions in nursing placement/diversion of funding to health. Additional budget was provided for Transitions from Children's Services and six new cases have commenced this year.

- 18 Within the Older People client service group, the impact of former self funders continues to be tracked. Seventeen service users in this category have required council support to Quarter 3 at an estimated full year cost of £0.200m. The customer numbers are 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.
- 19 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 1,803 hours to the end of Quarter 3, which is equivalent to a saving of £0.207m with a projected full year saving of £0.224m. It is evident that whilst this activity is reducing costs to the Council it is not able to completely mitigate the costs of the demographic increases.
- 20 The Learning Disabilities service area is projecting an over spend on care packages of £0.171m after reserves. 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.
- 21 The Commissioning service is projecting an under spend of £0.503m. This is a combination of an under spend on contracts of £0.070m together with a projected under spend of £0.350m on residential fee uplifts due to deferred implementation. Customer income is projected to over achieve by £0.322m against budget within the Business & Performance service area.
- 22 HRA is subject to a separate report.

Children's Services

- 23 The full year projected outturn position for 2012/13 is £1.112m overspend (inc Schools) compared to a £1.602m overspend at quarter two. The reduction from quarter two (£489k) is mainly due to further savings in the Learning Directorate offsetting the increase in Child Protection and Fostering costs. All areas of the Directorate have sought to reduce discretionary spend and hold vacancies where possible, to offset the expected increase in Child Protection costs.
- 24 The budget to date is £23.261m compared to actual spend to date of £24.533m, over budget by £1.272m. The spend to date variance is in line with the expected outturn position.
- 25 The main areas contributing to the current forecast overspend are; Children in Care and Care Leavers £1.086m, Intake and Family Support £703k, an increase from quarter two of £536k, at which time this was a combined service. The Fostering and Adoption Service is £661k overspent (£595k quarter 2). The SEN Transport budget also contributes to this pressure with a forecast overspend of £236k.
- 26 The pressures in Child Protection are due to additional expensive specialist children placements, increases in Looked After Children and the cost of agency workers covering qualified posts. The development and recruitment of qualified social workers to fill vacancies is an ongoing activity.
- 27 Between April 2011 and March 2012 the number of Looked After Children increased

by 32 to 208. The number of children currently in care, at 237, is below that of statistical neighbours, where the average is approximately 255 children. The number of children with a child protection plan (CPP) is now 248. Central Bedfordshire is now above the national figure and statistical neighbours.

Work to determine whether thresholds for child protection plans are sound, and whether the plans formulated properly address concerns for children, continues to be undertaken through further independent auditing.

Sustainable Communities

- 28 Sustainable Communities manages a gross expenditure budget of £58.562m and income budget of £10.850m leaving a net expenditure budget of £47.712m.
- 29 Sustainable Communities' overall financial position is forecast at £723k under budget after the use of earmarked reserves of £789k for one-off specific projects, with a proposed transfer to reserves of £345k.
- 30 Economic Growth Skills & Regeneration has forecast an overspend of £151k which is an adverse change of £126k from Q2. This is being offset by other efficiencies within sustainable Communities in year.
- 31 Highways & Transport Division has forecast an over spend of £92k, which is an improvement of £55k on Q2.

The over spend on Highways relates to a one-off expenditure on potholes due to the bad weather earlier in the year. This overspend of £150k is partly offset by forecast under spend in salary and related spend.

- 32 Planning Division has forecast an under spend of £75k which is an increase of £10k on Q2.

The change is mainly due to reduced expenditure on consultancy cost as less work has been commissioned this year than was originally envisaged.

- 33 Environmental Services (previously known as Community Safety Public Protection Waste & Leisure) now includes traffic management.

The Environmental Services Division has forecast an under spend of £891k which is an improvement of £645k on the last quarter.

The Waste Service forecast underspend reflects the additional in year savings from the new Residual Waste and Recycling Treatment and Disposal contracts. This is an anticipated underspend, full year savings are incorporated in 2013/14 in the new Medium Term Financial Plan.

Corporate Services & Corporate Costs

- 34 The full year budget for the directorate of £42.558m is made up of:

Corporate Services £28.553m

Corporate Costs £13.801m

Contingency & Reserves £0.204m

- 35 The overall directorate is currently forecasting an outturn under spend of £0.1m after use of earmarked reserves. The forecast includes a proposed Corporate Earmarked Reserve of £1.1m which has been created to cover the potential impact of future funding cuts.

The key forecast variances identified are:

- 36 £30k under spend within People & Organisation- Legal & Democratic Services, the main item being £169k pressure as a result of increased Children's cases workload. This has been wholly mitigated by various savings in other areas of Legal and Democratic Services.
- 37 £76k net pressure within People & Organisation, People, due to additional Health and Safety staffing needed (£28k pressure) and unachievable income target within HR Traded Services (£159k pressure). This has been mitigated in part by other overall reductions in salary costs saving and bringing payroll in house (£111k saving).
- 38 £350k saving within People & Organisation, Programme and Performance, largely due to a lower than budgeted allocation to Invest to Save projects.
- 39 £289k net pressure within Resources, Finance, largely made up by the following variances: £133k pressure in Revenues & Benefits, mainly due to DWP now recouping £300k more Housing Benefit subsidy for 2009/10 partly mitigated by staff vacancy savings (£59k).

£144k due to the bursary service ceasing, reflecting an unachievable income target; £250k insurance income shortfall largely as a result of fewer schools buying the insurance package and £147k under spend in Audit following a reduction in audit fees and salary savings following staff secondments.

There are also other various savings of £89k across the rest of the Finance Department. There are also savings in debt management costs of £1,074k, managed within the Finance team, the benefits of which are recorded in Corporate Costs.

- 40 Under spend of £150k within Resources, Information Assets (IA, formerly ICT) as a result of savings against superannuation costs and software maintenance contracts.
- 41 Within Corporate Costs, the impact of non achievable budget efficiencies from prior years has been mitigated by lower than budgeted interest payable and MRP costs (net £793k saving).
- 42 Contingency and reserves is over budget by £0.8m due to the creation of a proposed Earmarked Reserve to cover the potential impact of future funding cuts partly offset by £253k higher than budgeted New Homes Bonus award.

- 43 NNDR (Business rates) write offs of £238k were recognised in the month but this has no impact on performance as it is charged to the national NNDR pool.

RESERVES POSITION

Earmarked Reserves

- 44 The opening balance of Earmarked Reserves is £18.5m (Excluding HRA and Schools). The current reported position proposes the planned use of £5.1m Earmarked reserves and proposed transfer to Earmarked reserves of £2.4m. This would result in a forecast closing position of £15.8m Earmarked reserves at year end.

General Reserves

- 45 A recent report by the Audit Commission noted the following: “Reserves are an essential part of good financial management. They help councils cope with unpredictable financial pressures and plan for their future spending commitments.” The degree of volatility in local authority financing is increasing, and the Council continues to plan for an appropriate level of reserves to meet unexpected financial developments.

2011/12 outturn enabled us to make additional contributions to the General fund reserve which outturned at £10.9m. The budget plan is to make further contributions in year, resulting in reserves of £12.3m for 2012/13 outturn, which will be subject to review.

RISKS AND UPSIDES (Appendix C)

- 46 All identified risks and opportunities are incorporated into the forecast outturn.

DEBTORS (Appendix D)

- 47 General CBC sales debtors (excluding house sales and grants) for December amounted to £7.3m. Of this £4.3m was over 60 days; all of which is actively being managed.

Of the Over 60 days debt - £2.4m is actively being chased, £0.2m is in dispute, work to resolve these is ongoing. £0.2m have instalment arrangements in place. £0.2m is being dealt with through legal channels. A further £1.3m is in respect of house Sales.

- 48 i) The largest items of note within the total debt are:
- ii) Adult Social Care general fund debt at the end of Quarter 3 2012/13 stood at £4.4m (£5.96m for Quarter 2) of which £2.0m was house sales debt, £0.7m Health Service debt and £0.2m other Local Authorities. Of the remaining general debt of £1.5m, £1.0m (71%) is more than 60 days old. This includes legacy debt of £0.266m as well as Central Bedfordshire debt. There are 34 debtors whose outstanding balance is greater than £0.010m – these are all under active management.
- iii) Total debt for Children’s Services is £596k (£395k quarter two), £130k is debt over 61 days. The debt over £10K totals £407 (£260k Q2), £157k of which relates to Bedford Borough which are also under active management .
- iv) Sustainable Communities total debt at the end of December was £3.250m, a

decrease of £785k over Q2 figures. Invoices relating to developers legal contributions to deliver planning requirements associated with new developments account for £2.288m or 71% of debt. About 60% of debt is less than three months old. All debt recovery is in accordance with Council policy.

- v) Overall Corporate Services debt has decreased by £635k in the month to £1.380m. However of this there is £518k which is not yet due. There is currently £358k that is over 90 days old; this represents 26% of the current total debt. Finance has circulated to relevant Budget Managers details of customers who had debt of over £10k which was more than 60 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 E)

- 49 The authority received its benchmarking results for Q2 (30th September 2012) which compared the authority's treasury Management activities against 38 other local authorities.

The results showed the Council's average rate of return on investments for the first half of the year was 1.42% (includes long term investment in the Lime Fund) compared to the benchmark authorities' average of 1.28%. this is shown in B2 (Average interest rate received on investments) on the Treasury Management Performance Dashboard attached as Appendix E.

- 50 Borrowing

The Council's authorities total borrowing has remained unchanged this quarter, as the Council continues to internally borrow for new capital projects.

As at 31st December 2012 the Council's total borrowing remained at a value of £315.5m, of this amount, £302m was with the Public Works Loan Board (PWLB) and £13.5m was Market Debt. The table below shows the split between the General fund and HRA.

	PWLB Fixed £m	PWLB Variable £m	Market (LOBO) £m	Total £m
General Fund	101.4	35.6	13.5	153.5
HRA	120.0	45.0	0.0	165.0
TOTAL	221.4	80.6	13.5	315.5

(LOBO is the Lenders Option/Borrowers Option market debt)

The profile of debt is split so that overall the authority has 71% Fixed PWLB debt, 25%, Variable PWLB debt and 4% Fixed Market debt, this is shown in A1 (Analysis of borrowing) on the Treasury Management Performance Dashboard.

51 Investments and deposits

When investing, the Council's main priorities remain security and liquidity, before yield. To diversify its Investment portfolio the Council invests in a range of funds such as fixed deposits, call accounts and money market funds, and uses a number of different institutions. B1 (Analysis of investments) of the Treasury management performance dashboard shows the breakdown of investment by institutions as at 31st December 2012.

The Council continues to keep its investments fairly liquid so that it has the option to withdraw funds quickly at times of stress, and secondly so it can use its cash balances to fund the capital expenditure programme.

52 B3 (Maturity profile on internal investment) of the dashboard shows the maturity portfolio of the Council's investments.

As at the 31st December, the council had just over £43m of its internal investments in call accounts and money market funds which equates to 63.4% of the Council's cash holding. This has been done so that the council can draw down the funds over the next quarter. The remainder of the Council's cash has been placed into notice accounts and fixed rate deposits maturing between six and nine months. This has been placed at interest rates of between 0.76% and 1.0%.

53 The Council's average rate of return on investments to the 31st December was 1.28% (includes long term investment in the Lime Fund). At the time of writing this report comparable results for quarter 3 benchmark average were not available.

B2 (Average interest rate received on investments) of the dashboard shows how the authority favourably compares to other benchmarked authorities between April 2012 and September 2012.

54 Cash Management

The range of daily cash movements has ranged between net payments of £11.2m and net income of £12.8m over this financial year. C1 (Analysis of daily cash movement) on the dashboard demonstrates the volatility of the cash movement.

55 C2 (Monthly cashflow analysis) on the dashboard sets out the range of cash outflows and inflows. In the financial year the monthly gross cash movement of the Council, both inflows and outflows, has varied between £50m and £70m.

C3 (Analysis of investments held by the Council) of the dashboard shows the level of deposits and investments held by the Council. This shows an upward trend of cash holdings.

This is typical for all councils, as large cash receipts are collected earlier in the year and related expenditure follows in later months and in some cases years (e.g. S106 monies may take several years to spend). The Council's actual average cash holding to the 31st December was £71.3m (excluding the Lime fund).

C4 (Average balance invested) of the dashboard illustrates how the Council's cash

balances compares to other benchmarked authorities for the first half year. The benchmarked average for the Council was £74m compared to a benchmark average of £108.3m.

56 Outlook

The UK Bank Base Rate is not expected to rise until 2015/2016 implying that the short-term rate of return on investments and deposits will remain at very low levels.

The Council plans to continue to use cashflow balances in lieu of borrowing to fund capital expenditure and where possible to pay off maturing debt. In the current climate the Council is also keeping new investments fairly liquid overall having an adverse impact on investment income but increasing security of funds.

Appendices

Appendix A1 – Council revenue summary

Appendix A2 – Directorate summary

Appendix A3 – Monthly forecast variance

Appendix A4 – Subjective analysis

Appendix C – Risks and upsides

Appendix D – Debt

Appendix E – Treasury management performance dashboard

Section A1 – Analysis of borrowing

Section A2 – Benchmark of average interest rate paid

Section A3 – Analysis of interest rate profile on debt

Section A4 – Debt maturity profile

Section B1 – Analysis of investments

Section B2 – Average interest rate received on investments

Section B3 – Maturity profile on internal investment

Section C1 – Analysis of daily cash movement

Section C2 – Monthly cashflow analysis

Section C3 – Analysis of investments held by the Council

Section C4 – Average balance invested

Background Papers:

None.

Appendices

Appendix A1 – Council Revenue Summary

Month: December 2012		Year to date				Full 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.	
	£000	£000	£000	£000	£000	£000	£000	£000	£000	
Social Care Health and Housing	41,594	38,564	-38	-3,068	55,586	55,079	-507	-91	-598	
Children's Services	23,796	25,295	-224	1,275	32,544	35,576	3,032	-1,695	1,337	
Sustainable Communities	34,886	34,097	39	-749	47,712	47,433	-279	-444	-723	
Corporate Services	20,837	19,794	-453	-1,495	28,553	29,280	727	-834	-107	
Contingency and Reserves	-2,956	-3,214	0	-258	204	-49	-253	1,100	847	
Corporate Costs	10,698	10,101	0	-597	13,801	13,007	-793	0	-793	
Total (Excl Schools &HRA)	128,855	124,637	-676	-4,892	178,399	180,326	1,927	-1,964	-37	
Schools	-537	-535	0	2	547	1,189	642	-867	-225	
HRA	0	-209	0	-209	0	0	0	0	0	
Total	128,318	123,893	-676	-5,099	178,946	181,515	2,569	-2,831	-262	

Appendix A2 – Directorate Summary

Month: December 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.
	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000
Social Care Health and Housing										
Director of Social Care, Health, Housing	30	152	0	122	39	62	23	0	23	
Housing Management (GF)	2,943	2,925	0	-18	3,925	3,914	-10	0	-10	
Adult Social Care	41,648	38,981	227	-2,440	55,500	54,613	-887	287	-600	
Commissioning	3,481	2,684	-47	-844	4,641	4,269	-372	-27	-399	
Business and Performance	-6,507	-6,179	-218	111	-8,520	-7,780	740	-351	389	
Sub Total Social Care and Health	41,594	38,564	-38	-3,068	55,586	55,079	-507	-91	-598	
Children's Services										
Director of Children's Services	225	187	0	-37	300	262	-37	0	-37	
Children's Services Operations	15,466	17,689	-29	2,193	20,714	24,246	3,532	-1,310	2,222	
Learning, Commissioning & Partnerships	3,653	2,707	-140	-1,085	5,305	4,504	-801	-330	-1,131	
Joint School Commissioning Service (Transport)	5,284	5,508	0	224	7,437	7,720	283	0	283	
Partnerships	530	566	-55	-19	606	660	55	-55	0	
Sub Total Children's Services (excluding Schools)	25,159	26,658	-224	1,275	34,361	37,393	3,032	-1,695	1,337	
DSG Contribution to Central Support	-1,363	-1,363	0	0	-1,817	-1,817	0	0	0	
Sub Total Children's Services (excluding Schools)	23,796	25,295	-224	1,275	32,544	35,576	3,032	-1,695	1,337	
Sustainable Communities										
Director of Sustainable Communities	576	505	0	-72	768	769	0	0	0	
Economic Growth, Skills & Regeneration	4,011	4,182	-51	121	5,389	5,836	447	-296	151	
Highways Transportation	8,194	8,208	-62	-48	11,239	11,443	204	-112	92	
Planning	4,856	4,167	0	-689	6,823	6,830	7	-82	-75	
Comm Safety Public Protec Waste Leisure	17,250	17,035	152	-62	23,493	22,555	-937	46	-891	
Sub Total Sustainable Communities	34,886	34,097	39	-749	47,712	47,433	-279	-444	-723	
People & Organisation										
People and Organisation Leadership	139	170	-15	16	190	248	58	-58	0	
Communications	543	474	0	-69	724	721	-3	0	-3	
Customer Services	1,416	1,431	0	15	1,888	1,922	35	0	35	
Policy & strategy	250	209	0	-41	333	312	-21	0	-21	
Customer & Community Insight	69	86	0	18	91	114	22	0	22	
People	1,826	1,747	-10	-89	2,435	2,521	86	-10	76	
Legal & Democratic Services	2,746	2,491	-25	-280	3,968	3,962	-6	-25	-31	
Sub Total People & Organisation	6,988	6,609	-50	-429	9,629	9,801	172	-93	79	
Resources										
Programme & Performance	744	489	-93	-347	991	931	-61	-289	-350	
E Procurement & Payments	241	257	0	16	322	355	34	0	34	
Finance	3,016	3,110	-35	59	4,481	4,804	323	-35	288	
Information Assets	5,064	4,528	-207	-743	6,752	6,951	199	-349	-150	
Assets	4,518	4,579	-68	-6	6,023	6,140	117	-68	49	
Sub Total Resources	13,583	12,964	-403	-1,022	18,570	19,182	612	-741	-129	
Chief Executive	266	221	0	-45	355	298	-57	0	-57	
Sub Total Corporate Services	20,837	19,794	-453	-1,495	28,553	29,280	727	-834	-107	
Contingency and Reserves*	-2,956	-3,214	0	-258	204	-49	-253	1,100	847	
Corporate Costs										
Debt Management	8,775	7,887	0	-888	11,700	10,626	-1,074	0	-1,074	
Premature Retirement Costs	2,216	2,356	0	141	2,954	2,896	-58	0	-58	
Corporate HRA Recharges	-68	-68	0	0	-90	-90	0	0	0	
Efficiencies	-225	-74	0	151	-763	-424	339	0	339	
Sub Total Corporate Costs	10,698	10,101	0	-597	13,801	13,007	-793	0	-793	
TOTAL Excluding Schools	128,855	124,638	-676	-4,892	178,399	180,326	1,927	-1,964	-37	
Schools										
Schools ISB	-537	-535	0	2	547	1,189	642	-867	-225	
TOTAL Schools	-537	-535	0	2	547	1,189	642	-867	-225	
Housing Services (HRA)	0	-209	0	-209	0	0	0	0	0	
Total	128,318	123,894	-676	-5,100	178,946	181,515	2,569	-2,831	-262	

Appendix A3 – Monthly forecast variance

Director	November Variance	December Variance	Difference	COMMENTARY
	£000	£000	£000	
Social Care Health and Housing				
Director of Social Care, Health, Housing	17	23	6	
Housing Management (GF)	(1)	(10)	(9)	
Adult Social Care	145	(600)	(745)	Reablement under spend £533k, transitions for younger people with disabilities £152k - costs in package forecast and recruitment not likely this financial year
Commissioning	(104)	(399)	(296)	Contract under spends in Learning Disability blocks £112k, Equipment Pooled Budget reduced over spend, Implementaton of Dementia Premium deferred to 13/14 - £100k
Business and Performance	(116)	389	505	Budget Build error - reserve transfer no longer used - reserve re-classified as Residential Futures
Sub Total Social Care and Health	(59)	(598)	(539)	
Housing Services (HRA)	-	-	-	
Sub Total Social Care Health and Housing	(59)	(598)	(539)	
Children's Services				
Director of Children's Services	-	(37)	(37)	
Children's Services Operations	1,986	2,222	237	
Learning, Commissioning & Partnerships	(739)	(1,131)	(392)	
Joint School Commissioning Service (Transport)	232	283	52	
Partnerships	0	(0)	(1)	
Sub Total Children's Services (excluding Schools)	1,478	1,337	(141)	
Sustainable Communities				
Director of Sustainable Communities	9	0	(9)	
Economic Growth, Skills & Regeneration	121	151	30	
Highways Transportation	154	92	(62)	
Planning	(10)	(75)	(65)	
Comm Safety Public Protect Waste Leisure	(852)	(891)	(39)	
Sub Total Sustainable Communities	(579)	(723)	(144)	
ACE People & Organisation				
ACE People	0	0	-	
Communications	(3)	(3)	-	
Customer Services	29	35	5	
Policy & strategy	(21)	(21)	-	
Customer & Community Insight	22	22	-	
People	81	76	(5)	
Legal & Democratic Services	29	(31)	(59)	Reduction to legal services disbursements and staff costs within democratic services plus income to offset part of the Lord Lieutenant costs.
Sub Total ACE People & Organisation	138	79	(59)	
ACE Resources				
Programme & Performance	(50)	(350)	(300)	Release of Invest To Save, not required.
E Procurement & Payments	27	34	7	
Finance	391	288	(103)	£70k additional income in Customer Accounts and £30k reduction in Audit certification fees.
Category Review	-	-	-	
Information Assets	(152)	(150)	2	
Assets	49	49	-	
Sub Total ACE Resources	265	(129)	(395)	
Chief Executive	-	(57)	(57)	Review of Professional Services budget.
TOTAL Corporate Services	403	(107)	(510)	
Contingency and Reserves	(253)	847	1,100	
Corporate Costs	(793)	(793)	-	
TOTAL Excluding Schools	198	(37)	(235)	
Schools ISB	(0)	(225)	(225)	
TOTAL Schools	(0)	(225)	(225)	
Total	198	(262)	(460)	

Appendix A4 – Subjective Analysis

Revenue Subjective analysis December 2012 - Forecast Outturn										
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	17,124	932	3,719	54,734	11,398	87,906	(15,550)	(17,277)	(32,827)	55,079
Children's Services	22,344	1,769	23,409	16,794	2,714	67,030	(7,538)	(23,916)	(31,454)	35,576
Sustainable Communities	19,741	2,965	8,037	29,366	234	60,343	(8,030)	(4,880)	(12,910)	47,433
Corporate Services	23,622	3,949	14,793	558	80,420	123,342	(89,862)	(4,199)	(94,062)	29,280
ACE People	9,926	459	1,879	285	2	12,552	(2,653)	(98)	(2,751)	9,801
ACE Resources	13,408	3,487	12,906	274	80,418	110,492	(87,209)	(4,102)	(91,311)	19,182
Chief Executive	287	3	8	-	-	298	-	-	-	298
Contingency and Reserves	-	-	1,111	-	3,034	4,145	-	(4,194)	(4,194)	(49)
Corporate Costs	2,817	-	(345)	-	11,574	14,046	(940)	(99)	(1,039)	13,007
Total Excluding Schools	51,246	9,614	50,724	101,452	109,374	356,812	(121,920)	(54,566)	(176,485)	180,326

Appendix C – Risks and Upsides

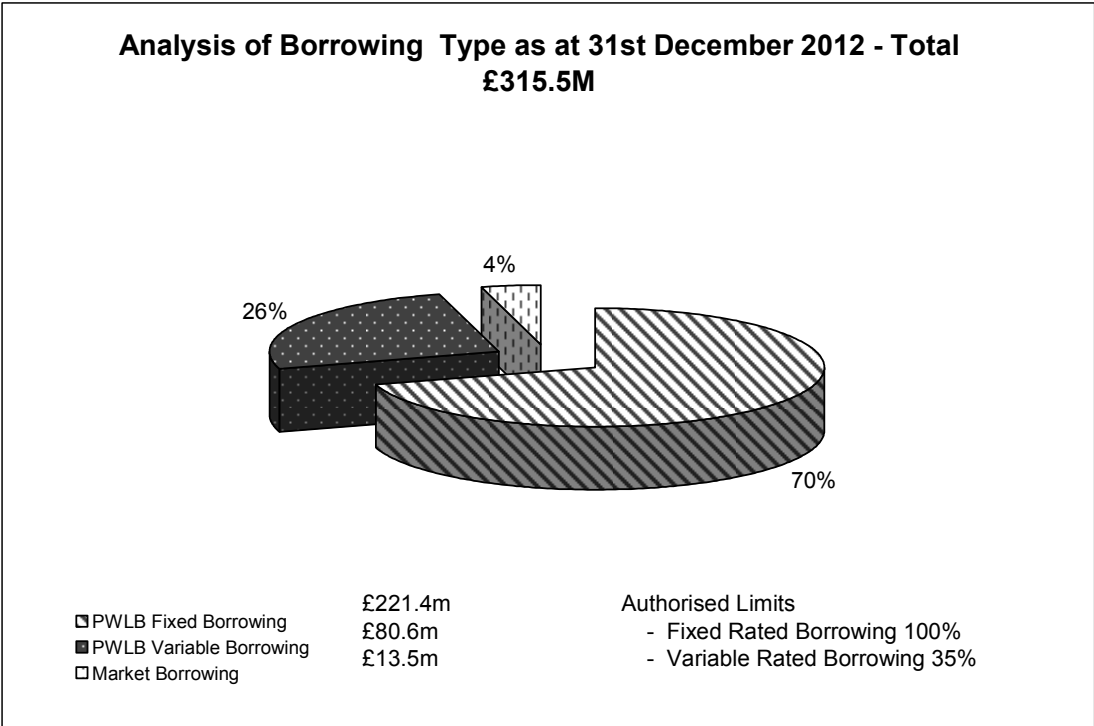
All known risks are now incorporated into the outturn forecast.

Appendix D – Debt

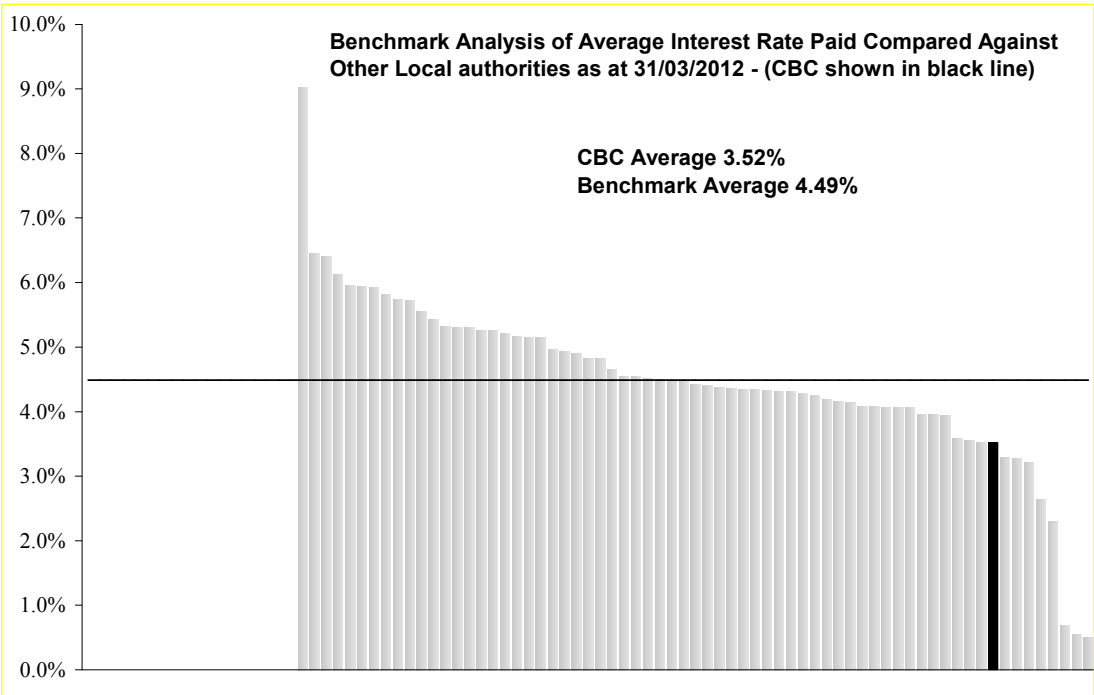
Debtors December 2012														
DIRECTORATE	1 to 14 Days		15 to 30 Days		31 to 60 Days		61 to 90 Days		91 to 365 days		1 year and over		Total Debt	
	£k	%	£k	%	£k	%	£k	%	£k	%	£k	%	£k	%
Social Care Health & Housing	202	13%	379	25%	156	10%	103	7%	322	21%	371	24%	1,533	100%
Children's Services	16	3%	364	61%	86	14%	2	0%	33	6%	95	16%	596	100%
Sustainable Communities	489	16%	223	7%	813	26%	396	13%	556	18%	617	20%	3,094	100%
ACE People	11	8%	38	27%	56	40%	2	1%	23	16%	10	7%	140	100%
ACE Resources	493	40%	355	29%	25	2%	24	2%	185	15%	138	11%	1,220	100%
NHS Bedfordshire	14	2%	332	45%	229	31%	131	18%	15	2%	13	2%	734	100%
Unallocated & Non Directorate	0	0%	-6	22%	-6	22%	-4	15%	-8	30%	-3	11%	-27	100%
House Sales	27	2%	58	4%	51	4%	63	4%	476	33%	747	53%	1,422	100%
Grants	2,325	133%	-648	-37%	47	3%	0	0%	22	1%	1	0%	1,747	100%
GRAND TOTAL	3,577	34%	1,095	10%	1,457	14%	717	7%	1,624	16%	1,989	19%	10,459	100%
PREVIOUS MONTH	1,925	15%	3,186	25%	1,218	9%	1,212	9%	3,753	29%	1,710	13%	13,004	100%

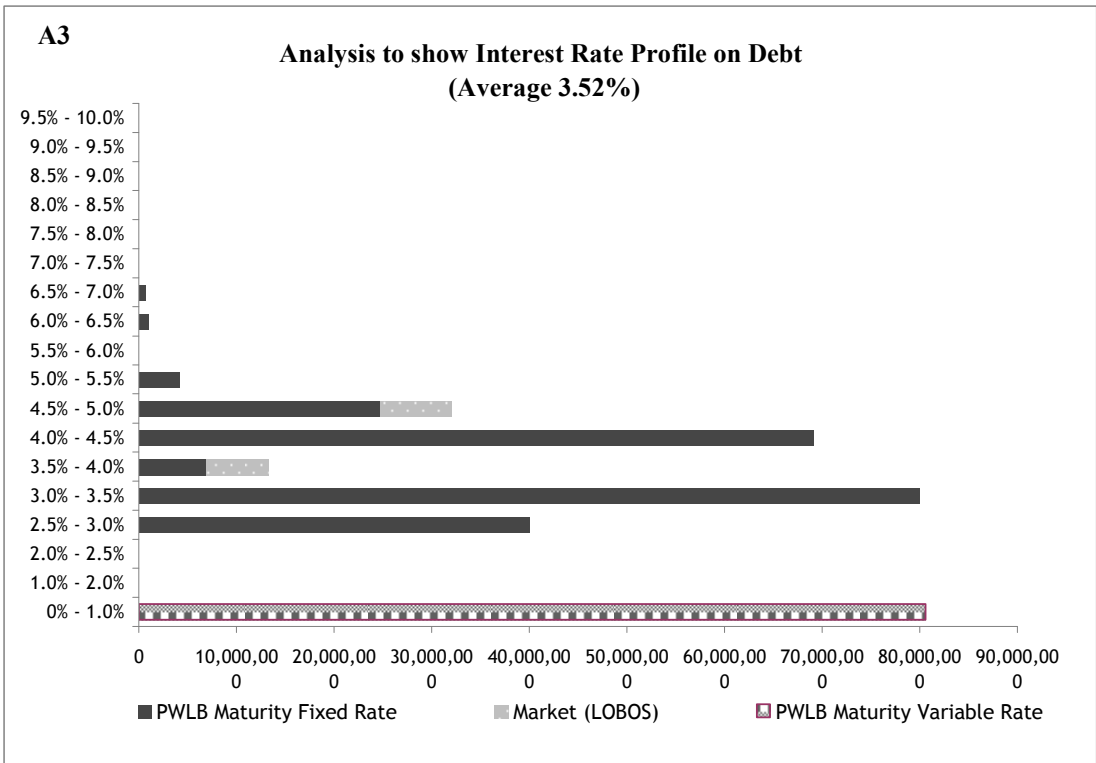
Appendix E – Treasury Management Performance Dashboard
SECTION A: DEBT INFORMATION

A1

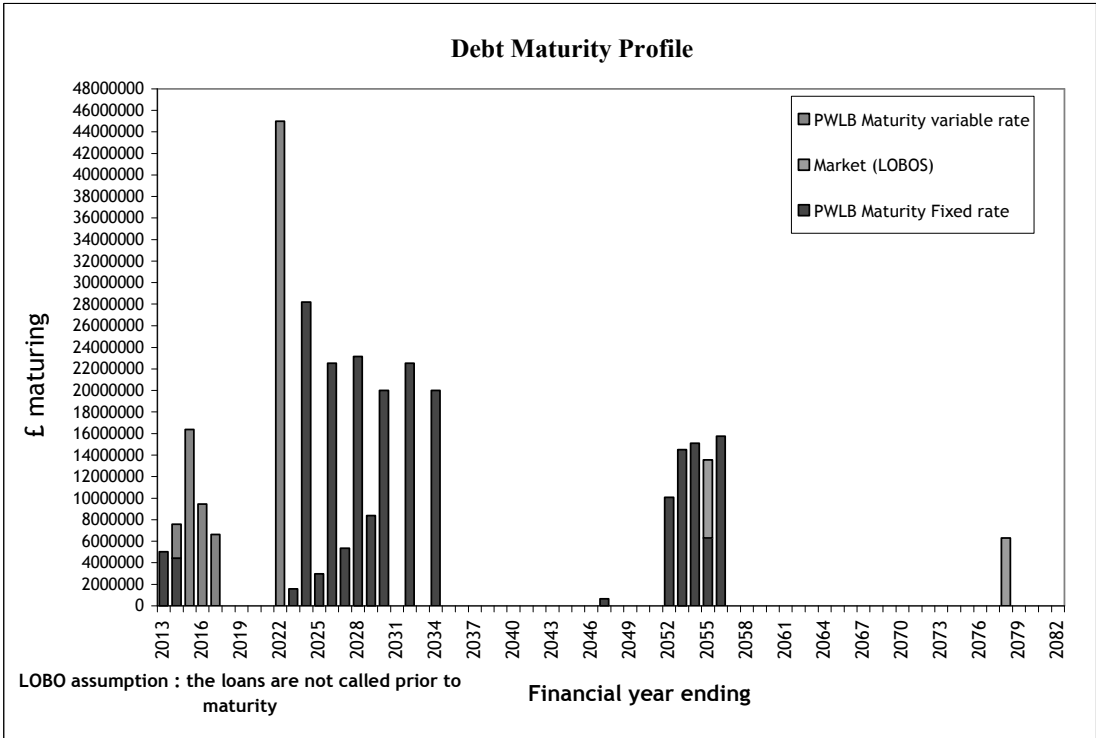


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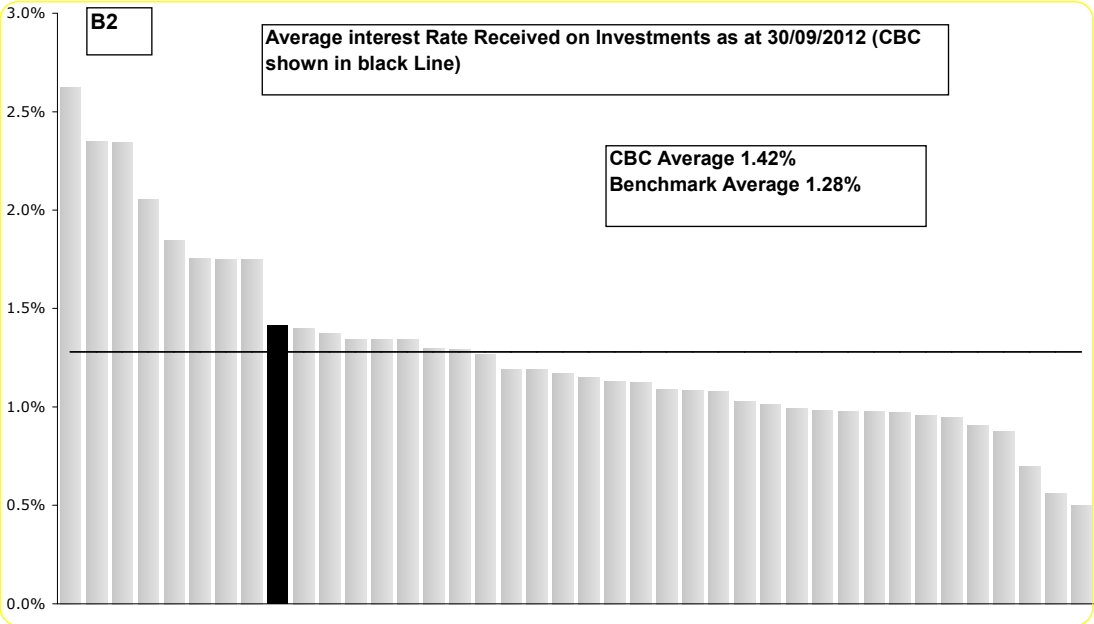
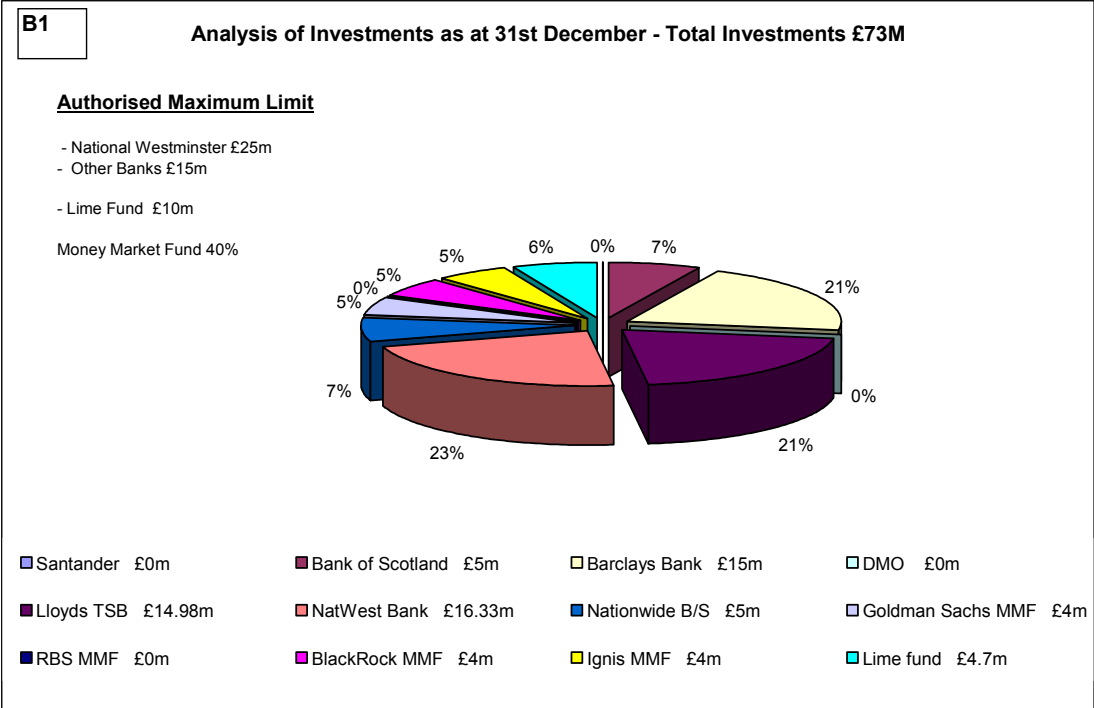


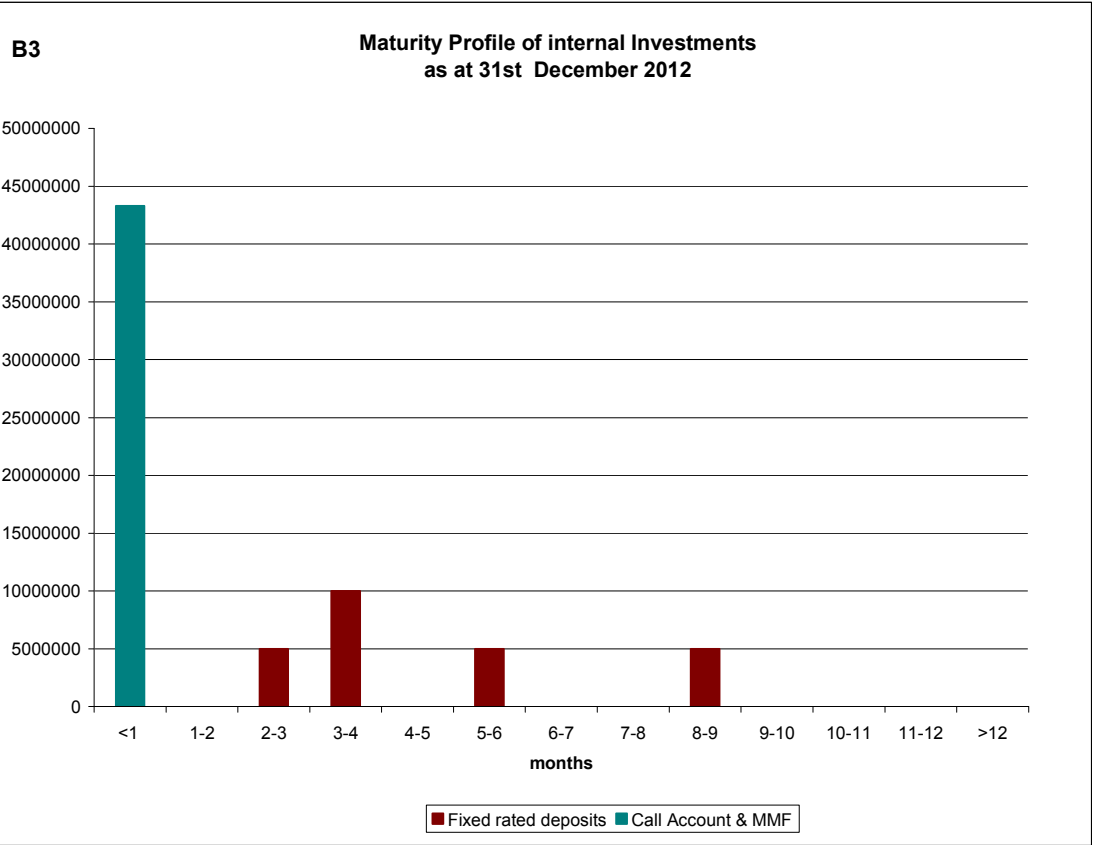


A4

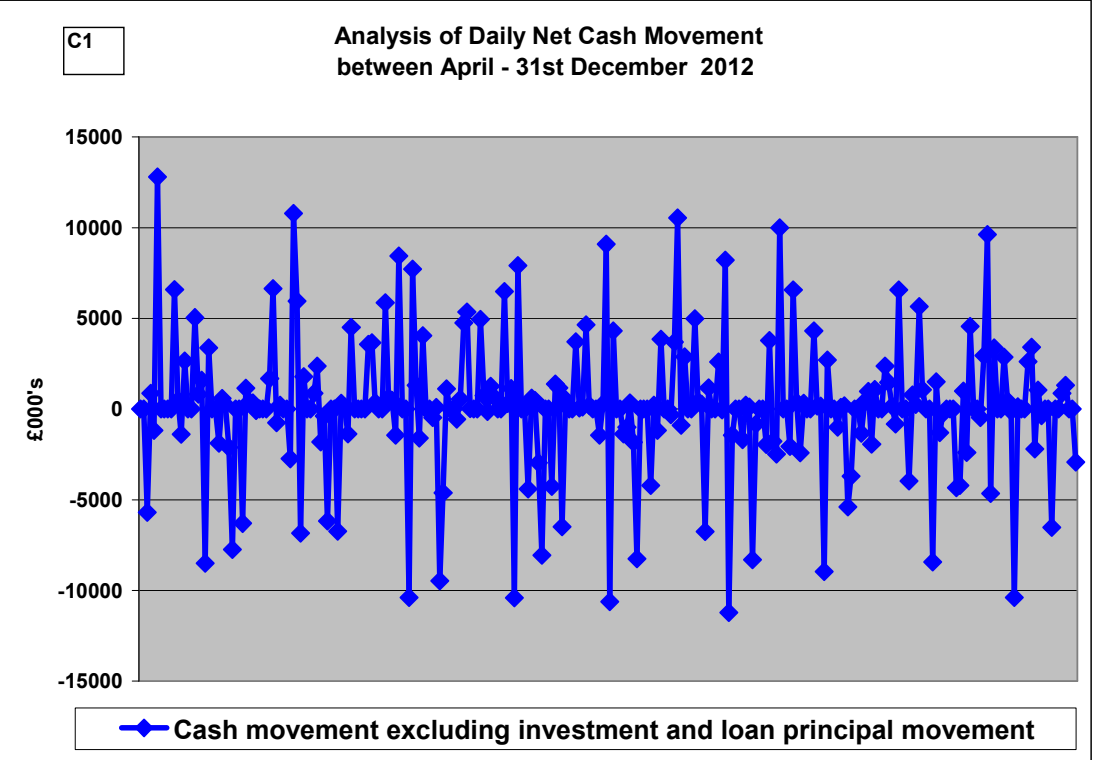


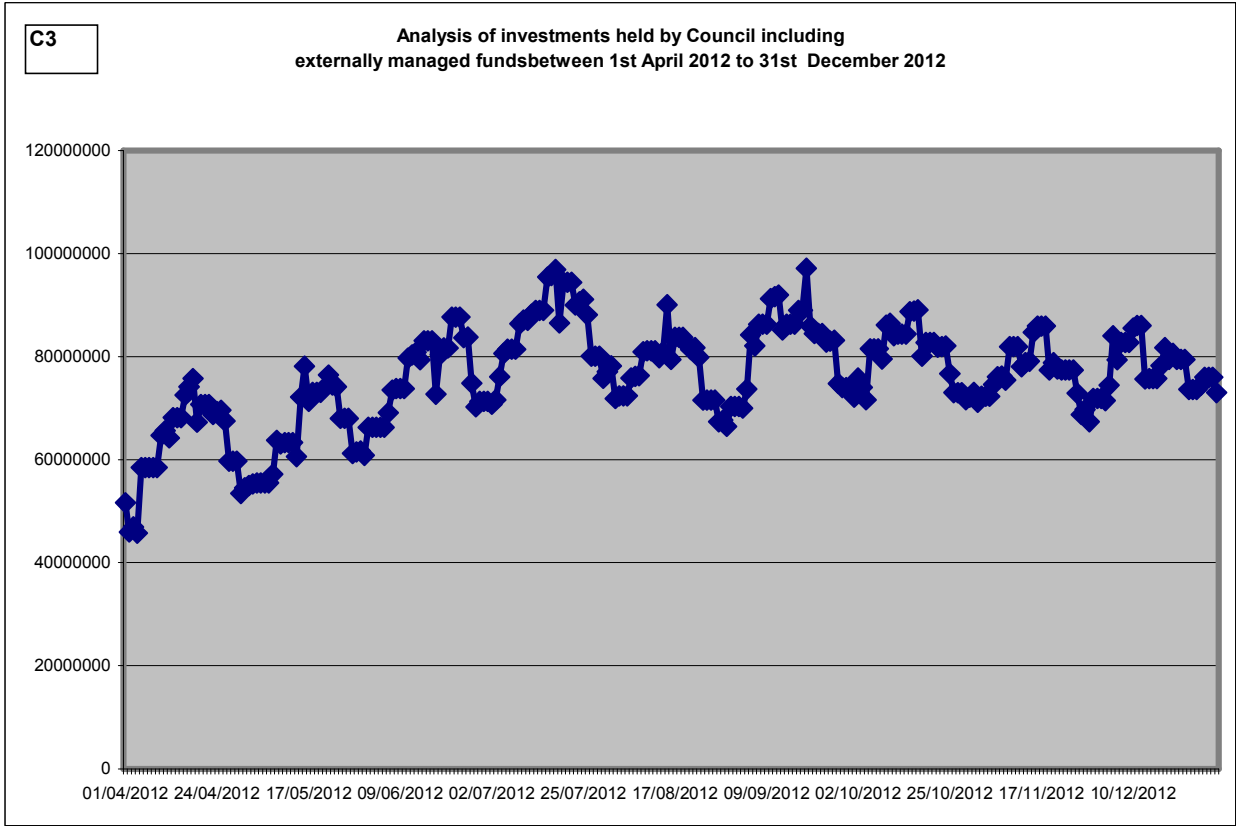
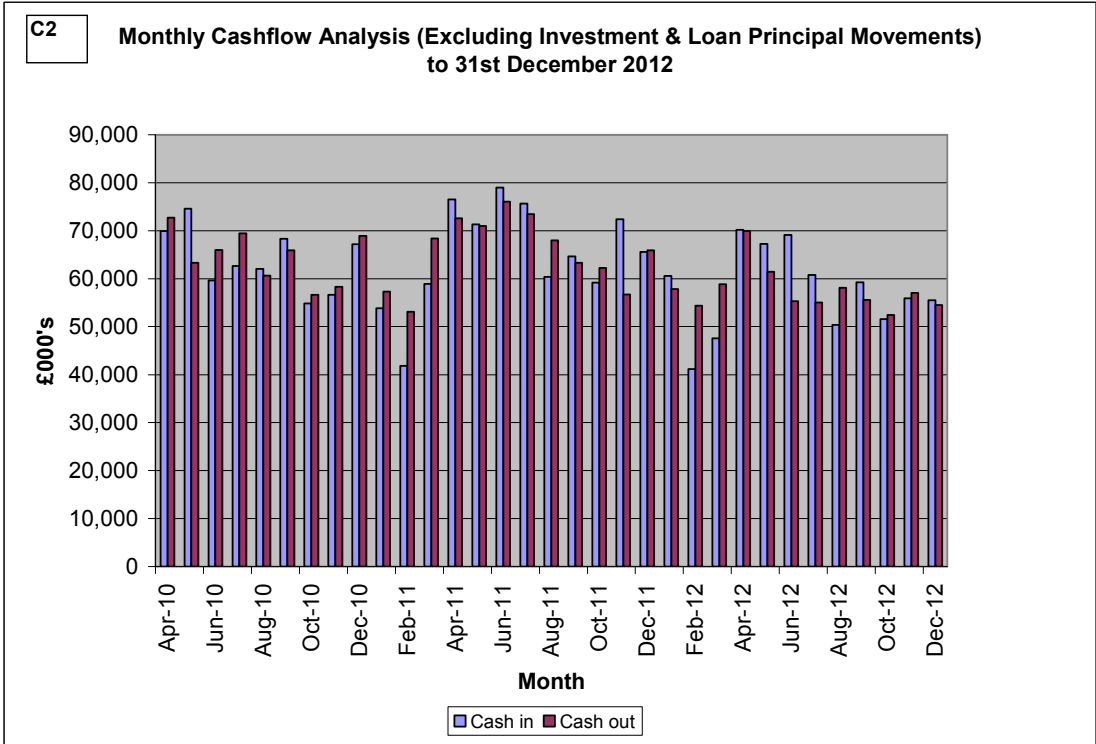
SECTION B: INVESTMENT INFORMATION



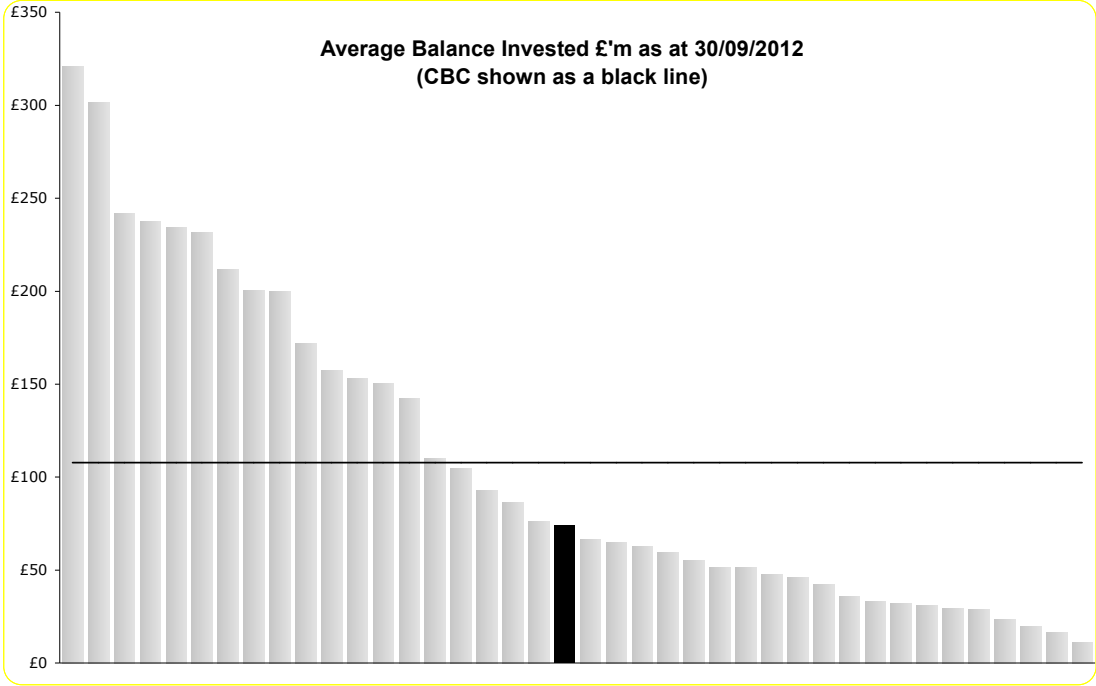


SECTION C: CASH MANAGEMENT





C4



CBC Average £74m Benchmark Average £108m

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Meeting: Corporate Resources Overview and Scrutiny Committee
Date: 30 April 2013
Subject: Q3 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 Q3 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. This report is based on the revised budgets following the Capital Review. The revised 2012/13 capital programme was approved by Council at its 29th November meeting.

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 2012/13 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 19th March 2013.**

Executive Summary

11. The report sets out the financial position for 2012/13 as at the end of December. 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 the capital programme.

KEY HIGHLIGHTS (Appendices A1, A2,A3)

- 12 The revised gross programme following the capital review is £80.4m (£36.8m net).
The main issues to note are:
 - i) Gross forecast is to spend £70.3m, with proposed deferral of £7.0m into 2013/14.
 - ii) Gross spend to date is £42.2m which is 60% of the full year forecast. Variance to budget is an overspend of £3.2m mainly due to spend on Transport Infrastructure schemes ahead of profile.
 - iii) The average monthly gross spend rate for the past nine months is £4.7m. This rate of spend would amount to c£56.3m continued for the remainder of the year, (80% of the full year forecast), however, this doesn't take account of seasonal spend and one offs. Rest of year spend to achieve forecast will need to run at £9.4m per month.
 - iv) £58.3m of the gross budget relates to the top 20 value schemes. The forecast spend is £51.2m with proposed deferral of £4.6m into 2013/14. £33.4m (79%) of the gross spend to date relates to these top 20 schemes.

13

Analysis of CBC Funded and Externally Funded Capital Spend

	Budget	Forecast	Variance	Proposed	(Under)/
	£m	outturn	£m	Deferral	Overspend
	£m	£m	£m	£m	£m
CBC Funded	36.8	32.3	(4.5)	(3.4)	(1.1)
Externally Funded	43.6	38.0	(5.6)	(3.6)	(2.1)
Total	80.4	70.3	(10.1)	(7.0)	(3.2)

Summary of Externally Funded Schemes

	Budget	Forecast	Variance	Proposed	(Under)/
	£m	outturn	£m	Deferral	Overspend
	£m	£m	£m	£m	£m
Schools	25.2	23.0	(2.2)	(2.2)	0.0
Campus Closer	2.8	2.2	(0.7)	(0.7)	0.0
S278	3.0	1.2	(1.8)	0.0	(1.8)
Highways	6.2	5.4	(0.8)	(0.8)	0.0
Other	6.4	6.2	(0.2)	0.0	(0.2)
Total	43.6	38.0	(5.6)	(3.6)	(2.0)

DIRECTORATE COMMENTARY

Social Care Health and Housing

- 14 The forecast position is a projected under spend of £1.662m of which £0.846m is proposed deferred spend into 2013/14.
- 15 The following table indicates the type of major adaptations completed as part of the Disabled Facilities Grant (DFG) programme to the end of December 2012.
- 280 grants have been completed, installing 359 adaptations, as below (175 grants and 244 adaptations to Q2).

Type of adaptation	No' completed
Level access shower/wet room	190
Straight stair lift	47
Curved stair lift	26
Toilet alterations	10
Access ramps	16
Dropped kerb and hard standing	0
Wheelchair/step lift	3
Through floor lift	2
Major extension	14
Kitchen alterations	0
Access alterations (doors etc)	20
Heating improvements	2
Garage conversions	1
Safety repairs/improvements	3
Other	25
Total	359

- 16 The grants provided to residents through the DFG programme assist some of the poorer and most vulnerable members of the community. Without these grants in many cases the properties involved would be unsuitable for the needs of the occupiers who may then be unable to remain in their own homes. This also reduces pressure on health service resources and residential care, as without these improvements more residents would require emergency or longer term care solutions.
- 17 The revised forecast of £2.7m (gross) is due to 73 grants being made for Council tenant adaptation cases (which are funded from HRA, not General Fund DFG programme), and some delays caused by contractors not being able to respond quickly to increased workload.
- 18 **Timberlands**
Procurement of the Timberlands refurbishment is now underway, but it is likely that only preparatory works will occur during 2012/13. Therefore for the majority of this expenditure, it is proposed to defer it into 2013/14.
- 19 **The NHS Campus Closure**
The programme has three remaining projects for Central Bedfordshire. The scheme in Silsoe commenced in July 2012 and is due to complete in April 2013. The second scheme, based in Dunstable, is the refurbishment of a local authority property and a new build. The refurbishment is expected to complete in January 2013 and the new build, which is subject to planning permission is expected to complete in September 2013. The third scheme is the refurbishment of an existing site in Dunstable and is subject to the sale of two other properties.

Children's Services

- 20 Children's Services revised annual capital expenditure budget is £28m, this includes £7.1m deferred spend from 2011/12 . The income budget is £27.1m which leaves a net expenditure capital budget of £0.9m.
- 21 The full year reported outturn position for 2012/13 is below budget by £2.283m. This is due to significant proposed deferred spend with Schools Capital Maintenance. A further review of the expenditure profile is to be undertaken in January 2013.
- 22 All but two projects (Schools Access and Temporary Accommodation) are funded wholly by grant receipts. There is no expenditure deadline to the spending of the grant receipts.
- 23 The actual to date gross expenditure variance of £403k is mainly due to delays in tendering and delivering projects at Shefford Lower School and Fairfield Park which are funded from the Basic Need grant. New consultants have been appointed and work is currently underway to review the programme and financial profiles of these projects.

Sustainable Communities

- 24 **Overall position**
The directorate forecasts to spend £27.528m and expects to receive external

income of £10.120m, leaving spend below budget in 2012/13 of £3.101m. The majority of this is delayed spend due to external factors beyond the control of the Council. This includes leisure projects, compensation payments on Highways schemes and work on Sundon / Bluewater landfill site.

Leisure projects

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

Compensation payments

Legal negotiations with landowners has yet to be concluded.

Sundon / Bluewater Landfill sites

The importation of restoration soils was delayed due to the lack of availability of soil to the contractor at the start of the contract which has pushed back landscaping and related infrastructure works. Also the gas and leachate infrastructure programmes have been delayed by the Environment Agency in order to allow for additional investigatory/ preparatory work to be undertaken.

25 **Summary Table**

Table A shows the Directorate's net budget and forecast by scheme categories for 2012/13. The scheme categories are broadly related to the type of asset being created or enhanced.

26 **Table A – Capital budget by Category (£'000)**

Scheme Categories	Net Expenditure Budget	Net Expenditure Forecast	Net Expenditure Variance
Community Safety & Public Protection Infrastructure	47	47	0
Leisure & Culture Infrastructure	2,491	1,288	-1,203
Regeneration & Affordable Housing	4,310	4,047	-263
Transport Infrastructure	13,224	11,731	-1,493
Waste Infrastructure	437	295	-142
Total	20,509	17,408	(3,101)
Percentage of budget		84.9%	15.1%

27 **Spend to date**

Expenditure to date is £19.451m against a profiled budget of £17.089m, a difference of £2.362m mainly due to spend on Transport Infrastructure schemes

ahead of profile.

External funding of £6.307m was received compared to a budget of £8.039m, a difference of £1.733m mainly due to a reduction in S278 spend which is dependant on Developers.

- 28 Major schemes completed to date in 2012/13
The Capital Programme is key to delivering the priorities set out in the Medium Term Plan, the majority of which are led by Sustainable Communities. These support the aim of keeping Central Bedfordshire as a great place to live and work.

The major schemes completed that relate to the £19.451m spend to date are highlighted below.

Transport Schemes

Substantial work has been undertaken on the Luton and Dunstable guided busway this year. As of end of December 2012, 70% of the track has been laid, bus stops have been upgraded in Dunstable and Houghton Regis and the busway part of the Court Drive works in Dunstable is nearing completion.

The expenditure to date on integrated schemes has been made on a programme of projects brought forward by the Local Area Transport Plans. Twenty five projects have been completed in 12/13. These reflect many different types of works and include larger projects such as Hitchin St Biggleswade.

90% of the planned 2012/13 highways programme is now complete, with a 100% completion by the end of March.

Street lighting – 77% of the planed 2012/13 street lighting programme is now complete, with a 100% completion by the end of March.

Also completed are various improvements on Rights of Way including the replacement of existing bridges with steel bridges at Eggington, Haynes, Arlesey, Hulcote & Salford, Astwick, & Leighton Buzzard and upgrading of 20 footbridges.

Regeneration Schemes

The land purchase at Flitwick was completed in April 2012.

Dunstable Town Centre regeneration –purchase on five properties in Dorchester Close has been completed with the remaining two planned to be completed by July 2013.

Leisure and Culture schemes

The upgrading and refurbishment of eight libraries has been completed.

Achievements to date for Outdoor Access and Greenspace Improvement Projects are various works including National Cycle Route 51 surface improvements and surfacing of key footpaths in Leighton Buzzard.

Corporate Services

- 29 The approved revised capital programme for Resources is £9.208m. This is following the detailed review carried out in year. The budget for projects within Assets now totals £7.245m and within Information Assets (IA) project budgets are £1.9m. Other Capital budgets with Resources now total £63k.
Forecast outturn is an underspend of £462k.
- 30 Year to Date spend is broadly on budget. The actual spend on Information Assets (IA) projects is currently £59k lower and on Assets schemes it is £57k higher than the profiled YTD Budget.
- 31 The approved revised capital programme for People & Organisation is £3.083m. The two schemes in People and Org are SAP Optimisation (£1.280m) and Customer First (£1.803m).
Forecast outturn is to achieve budget.
- 32 The current Year to Date figures show a net under spend against budget of £237k. At the end of P9 the YTD spend on Customer First is was £52k lower and SAP Optimisation £184k lower than the profiled budget.

CONCLUSION

- 33 The level of spend to date is significantly below the level required to achieve the Council's full year forecast. The forecast to spend £70.3m still appears to be ambitious. To achieve forecast will require a rest of year monthly run rate of £9.4m compared to £4.7m in the first nine months.

Appendices:

Appendix A1 Council Capital Summary

Appendix A2 Top 20 Schemes

Appendix A3 Movement in Net Variance

Background Papers:

None

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Appendices: Appendix A1 Council Capital Summary

Title and Description of the Scheme	Dec-12						2012/13 Capital Programme Budget			Full Year Forecast			Full Year Variance					
	PROFILED BUDGET TO DATE			ACTUAL TO DATE			VARIANCE TO DATE			2012/13 Capital Programme Budget			Full Year Forecast			Full Year Variance		
	Gross Expenditure	External Funding	Net Expenditure	Gross Expenditure	External Funding	Net Expenditure	Gross Expenditure	External Funding	Net Expenditure	Gross Expenditure	External Funding	Net Expenditure	Gross Expenditure	External Funding	Net Expenditure	Gross Expenditure	External Funding	Net Expenditure
£000s	£000s	£000s	£000s	£000s	£000s	£000s	£000s	£000s	£000s	£000s	£000s	£000s	£000s	£000s	£000s	£000s	£000s	£000s
Social Care, Health and Housing	2,341	-1,362	978	2,807	-3,944	-1,137	466	-2,882	7,050	-3,966	3,084	5,388	-3,148	2,240	-1,662	818	-844	
Children's Services	17,197	-15,796	1,399	16,794	-15,765	1,009	-403	13	28,005	-27,078	927	25,432	-24,721	711	-2,573	2,357	-216	
Sustainable Communities																		
Community Safety & Public Protection Infrastructure	10	0	10	5	0	5	-5	0	47	0	47	47	0	47	0	0	0	
Leisure & Culture Infrastructure	1,280	-196	1,084	1,056	-366	690	-224	-170	3,310	-819	2,491	2,059	-771	1,288	-1,251	48	-1,203	
Regeneration & Affordable Housing Section 106 Schemes	3,417	-89	3,328	3,418	0	3,418	1	89	4,754	-444	4,310	4,073	-26	4,047	-681	418	-263	
Transport Infrastructure	12,120	-7,722	4,398	14,738	-5,875	8,864	2,618	1,845	24,263	-11,039	13,224	20,949	-9,218	11,731	-3,314	1,821	-1,493	
Waste Infrastructure	262	-32	230	236	-66	170	-26	-34	587	-150	437	400	-105	295	-187	45	-142	
Total Sustainable Communities	17,089	-8,039	9,050	19,453	-6,307	13,147	2,364	1,733	32,961	-12,452	20,509	27,528	-10,120	17,408	-5,433	2,332	-3,101	
Resources	1,994	23	2,017	1,993	22	2,015	-1	-1	9,340	-132	9,208	8,878	0	8,878	-462	132	-330	
People & Organisation	1,404	0	1,404	1,167	0	1,167	-237	0	3,083	0	3,083	3,083	0	3,083	0	0	0	
Total Capital Programme (Exc HRA)	40,025	-25,177	14,848	42,214	-26,014	16,201	2,189	-837	80,439	-43,628	36,811	70,309	-37,989	32,320	-10,130	5,639	-4,491	

Appendix A2 Council Capital Summary (Cont)

Title and Description of the Scheme	Proposed Deferred Capital to 2013/14 and future years			(Under) / Over Spend		
	Gross Expenditure	External Funding	Net Expenditure	Gross Expenditure	External Funding	Net Expenditure
	£000s	£000s	£000s	£000s	£000s	£000s
Social Care, Health and Housing	-846	846	0	-816	-28	-844
Children's Services	-2,200	2,200	0	-373	157	-216
Sustainable Communities						
Community Safety & Public Protection Infrastructure	0	0	0	0	0	0
Leisure & Culture Infrastructure	-1,251	48	-1,203	0	0	0
Regeneration & Affordable Housing	-681	418	-263	0	0	0
Section 106 Schemes	0	0	0	0	0	0
Transport Infrastructure	-1,513	23	-1,490	-1,801	1,798	-3
Waste Infrastructure	-187	50	-137	0	-5	-5
Total Sustainable Communities	-3,632	539	-3,093	-1,801	1,793	-8
Resources	-300	0	-300	-162	132	-30
People & Organisation	0	0	0	0	0	0
Total Capital Programme (Exc HRA)	-6,978	3,585	-3,393	-3,152	2,054	-1,098

Appendix A3 Top 20 Schemes

Directorate	Scheme Title	Post Capital Review 2012/13 Budget (Approved 29th November)			Full Year Forecast as at Month 9			Variance		
		Gross Expenditure	External Funding	Net Expenditure	Gross Expenditure	External Funding	Net Expenditure	Gross Expenditure	External Funding	Net Expenditure
		£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000
CS	All Saints Academy	£7,284	(7,284)	£000	7,284	(7,284)	£000	£000	£000	£000
CS	Schools Capital Maintenance (Formerly New Deal for Schools Modernisation)	£6,551	(6,551)		4,551	(4,551)		(2,000)	2,000	
CS	University Technology College .	£6,401	(6,401)		6,201	(6,201)		(200)	200	
CS	New School Places	£5,004	(5,004)		5,004	(5,004)				
HRA	Kitchens and Bathrooms	£1,100		1,100	1,100		1,100			
HRA	Central Heating Installation	£1,050		1,050	1,050		1,050			
People & Organisation	Customer First (previously Channel Shift)	£1,803		1,803	1,803		1,803			
People & Organisation	SAP Optimisation - Undertaken by Birchman Group	£1,280		1,280	1,280		1,280			
Resources	CBC Corporate Property Rolling Programme(R)	£2,059		2,059	2,059		2,059			
Resources	South of High Street Leighton Buzzard- Acquisition of Cattle Market and Parkridge Land.	£1,000		1,000	1,000		1,000			
SCH & H	Disabled Facilities Grants Scheme	£3,420	(588)	2,832	2,700	(768)	1,932	(720)	(180)	(900)
SCH & H	NHS Campus Closure	£2,837	(2,837)		2,151	(2,151)		(686)	686	
Suss Comm	Highways Structural Maintenance Additional Expenditure	£4,323		4,323	4,323		4,323			
Suss Comm	Highways Structural Maintenance Block (R) £4m	£3,920	(3,920)		3,920	(3,920)				
Suss Comm	Section 278 Schemes	£3,000	(3,000)		1,200	(1,200)		(1,800)	1,800	
Suss Comm	Highways Integrated Schemes (R)	£2,860	(2,238)	622	1,479	(1,479)		(1,381)	759	(622)
Suss Comm	Dunstable Town Centre Regeneration Phase 2	£1,999		1,999	2,034		2,034	35		35
Suss Comm	Flitwick Land Purchase Further land assembly for the Town Centre Regeneration Scheme.	£1,850		1,850	1,757		1,757	(93)		(93)
Suss Comm	Highways Fixed Cost Services [Lump Sums] ®	£1,790		1,790	1,790		1,790			
Suss Comm	Woodside Connection Strategic Infrastructure Projects	£959	(109)	850	710	(110)	600	(249)	(1)	(250)
CS		£25,240	(25,240)		23,040	(23,040)		(2,200)	2,200	
Resources		£3,059		3,059	3,059		3,059			
People & Organisation		£3,083		3,083	3,083		3,083			
SCH & H		£6,257	(3,425)	2,832	4,851	(2,919)	1,932	(1,406)	506	(900)
Suss Comm Total		£20,701	(9,267)	11,434	17,213	(6,709)	10,504	(3,488)	2,558	(930)
CBC 2012/13 Capital Programme		£58,340	-£37,932	£20,408	£51,246	-£32,668	£18,578	-£7,094	£5,264	-£1,830

Appendix A4 Top 20 Schemes (Cont)

Directorate	Scheme Title	Proposed Deferred Spend to 2013/14			(Under)/ Over Spend		
		Gross Expenditure	External Funding	Net Expenditure	Gross Expenditure	External Funding	Net Expenditure
		£'000	£'000	£'000			£'000
CS	All Saints Academy						
CS	Schools Capital Maintenance (Formerly New Deal for Schools Modernisation)	2,000	(2,000)				
CS	University Technology College .	200	(200)				
CS	New School Places						
HRA	Kitchens and Bathrooms						
HRA	Central Heating Installation						
People & Organisation	Customer First (previously Channel Shift)						
People & Organisation	SAP Optimisation - Undertaken by Birchman Group						
Resources	CBC Corporate Property Rolling Programme(R)						
Resources	South of High Street Leighton Buzzard- Acquisition of Cattle Market and Parkridge Land.						
SCH & H	Disabled Facilities Grants Scheme				(720)	(180)	(900)
SCH & H	NHS Campus Closure	686	(686)				
Suss Comm	Highways Structural Maintenance Additional Expenditure						
Suss Comm	Highways Structural Maintenance Block (R) £4m						
Suss Comm	Section 278 Schemes				(1,800)	1,800	
Suss Comm	Highways Integrated Schemes (R)	1,381	(759)	622			
Suss Comm	Dunstable Town Centre Regeneration Phase 2	(35)		(35)			
Suss Comm	Flitwick Land Purchase Further land assembly for the Town Centre Regeneration Scheme.	93		93			
Suss Comm	Highways Fixed Cost Services [Lump Sums] ®						
Suss Comm	Woodside Connection Strategic Infrastructure Projects	249	1	250			
	CS	2,200	(2,200)				
	Resources						
	People & Organisation						
	SCH & H	686	(686)		(720)	(180)	(900)
	Suss Comm Total	1,688	(758)	930	(1,800)	1,800	
	CBC 2012/13 Capital Programme	£4,574	-£3,644	£930	-£2,520	£1,620	-£900

Appendix A5 Movement in Net Variance

Title and Description of the Scheme	December Variance (Full Year Forecast Compared with Budget)	November Variance (Full Year Forecast Compared with Budget)	Change in Variance
	Net Expenditure	Net Expenditure	Net Expenditure
	£000s	£000s	£000s
Social Care, Health and Housing	(844)	(828)	(16)
Children's Services	(216)	(126)	(90)
Sustainable Communities			
Community Safety & Public Protection Infrastructure	0	0	0
Leisure & Culture Infrastructure	(1,203)	(525)	(678)
Regeneration & Affordable Housing	(263)	(193)	(70)
Section 106 Schemes	0	0	0
Transport Infrastructure	(1,493)	(1,390)	(103)
Waste Infrastructure	(142)	8	(150)
Total Sustainable Communities	(3,101)	(2,100)	(1,001)
Resources	(330)	(330)	0
People & Organisation	0	0	0
Corporate Costs	0	0	0
Total excluding HRA	(4,491)	(3,384)	(1,107)

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Meeting: Corporate Resources Overview and Scrutiny Committee
Date: 30 April 2013
Subject: Q3 Housing Revenue Account Report 2012/13
Report of: Councillor Carole Hegley, Executive Member for Social Care, Health and Housing and Councillor Maurice Jones, Deputy Leader and Executive Member for Corporate Resources

Summary: The report provides information on the Housing Revenue Account (HRA) revenue and capital position as at Q3 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 2012/13 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:

The Committee is asked to note the Housing Revenue Account financial position as at the end of December 2012.

The Revenue forecast position is to achieve a balanced budget with a contribution to HRA Reserves of £3.550m, thus strengthening the Council's ability to invest and improve its stock of Council Houses.

The Capital forecast position indicates that expenditure will be £0.410m higher than the budget. This is due to a higher projected spend to adapt homes to meet the needs of disabled council tenants.

Introduction

11. The report sets out the financial position to the end of December 2012.

EXECUTIVE SUMMARY:

- 12 There are three key positive revenue budget monitoring variances for the HRA as at the end of December 2012 that generate a surplus budget of £1.9m and these relate to a higher predicted amount of income from rents (£0.838m), lower interest costs from the self financing debt (£0.762m), and reduced maintenance costs (£0.291m).
- 13 It is proposed to use the above surplus to finance increased Capital Programme costs as a result of increased demand for Disabled Facility Grants (£0.410m), increase the amount set aside for debt repayment (£0.705m) and finally increase the contribution to the Sheltered Housing Re-provision reserve (£0.800m).

- 14 The 2012/13 budget for the HRA anticipates a contribution to the Sheltered Housing Re-Provision reserve of £2.750m. The analysis above would enable a contribution to this reserve of £3.550m.

HRA REVENUE ACCOUNT

- 15 The HRA annual expenditure budget is £22.670m and income budget is £25.420m, which allows a contribution of £2.750m to the Sheltered Housing Re-Provision Reserve (SHR) to present a net budget of zero. A subjective breakdown of budget, year to date position and forecast outturn is shown below.

16

	2012/13 Budget	Budget YTD	Actual YTD	Variance YTD	Full Year Forecast	Variance Full Year Forecast to Budget
	£m	£m	£m	£m	£m	£m
Total Income	(25.420)	(19.065)	(19.557)	(0.492)	(26.258)	(0.838)
Housing Management	4.255	3.191	3.016	(0.175)	4.201	(0.054)
Asset Management	0.864	0.648	0.736	0.088	0.918	0.054
Corporate Resources	1.272	0.954	0.990	0.036	1.298	0.026
Maintenance	4.681	3.511	3.216	(0.295)	4.390	(0.291)
Debt related costs	0.169	0.127	0.062	(0.065)	0.119	(0.050)
Revenue Contribution to Capital Outlay (RCCO)*	5.942	4.457	4.764	0.307	6.352	0.410
Efficiency Programme	(0.400)	(0.300)	(0.300)	0	(0.400)	0
Interest repayment	4.739	3.554	2.944	(0.610)	3.977	(0.762)
Principal repayment / Set aside	1.148	0.861	1.258	0.397	1.853	0.705
TOTAL Expenditure	22.670	17.003	16.686	(0.317)	22.708	0.038
Surplus	(2.750)	(2.062)	(2.871)	(0.809)	(3.550)	(0.800)
Contribution to / (from)	2.750	2.062	2.871	0.809	3.550	0.800

reserve (actioned at year end)		^				
Net Expenditure	0	0	0	0	0	0
* RCCO represents funding from the HRA revenue to capital spend. ^ Included for balancing and illustrative purposes only						

17. There are a number of year to date variances across the HRA. Proposed increased revenue contributions to fund the Capital programme of £0.307m and principal repayments/set aside £0.397m have been offset by lower maintenance and management costs of £0.470m, reduced interest costs £0.610m and increased income of £0.492m. This would still enable a year to date contribution to reserves of £0.809m, which is used as a balancing figure at this time.
18. As described above in the Executive Summary, the three key forecast variances relate to higher rental income, reduced debt and lower maintenance costs.
19. Under the rent restructuring guidelines the Council sets the rent levels based on the government determination in November, however in the past the rate of this increase has been reduced by government as late as March preceding the new financial year. In view of this the Council took a prudent view of the level of rental income when setting the 2012/13 budget. As the proposed increase was fully implemented an additional £0.838m of income is predicted in this financial year.
20. In respect of the debt costs, a saving of £0.762m has been achieved due to lower than budgeted interest costs. The average interest rate actually achieved on the Council's self-financing debt for 2012/13 is 2.41%, as opposed to 3.00% in the budget build. The lower average rate is the result of the Council's decision to take approximately a quarter of the self-financing debt on a variable rate basis, at an average interest rate of only 0.58%.
21. The interest rate for the HRA's variable rate debt is fixed on a six monthly basis, with the most recent change occurring at the end of September. This rate dropped from 0.62% to 0.54% and will not change again until the end of March 2013.
22. Finally an additional £0.291m is available due to forecast under spend on the maintenance budget. This is the result of the new contracts for repairs and voids being negotiated at a better rate than anticipated in the budget build.
23. It is proposed that the above surplus is utilised to fund the additional costs on the Capital Programme (as set out below) by increasing the revenue contribution funding the capital programme (RCCO) by £0.410m.
24. It will also increase the amount set aside for debt repayment (£0.705m) and

finally increase the contribution to the Sheltered Housing Re-provision reserve (£0.800m).

HRA EFFICIENCY PROGRAMME

25. As part of the 2012/13 budget build the HRA revenue budget was reduced by £0.400m as part of the Council's efficiency programme.
26. Since 2010 the Housing service has been using Housemark to provide a benchmarking service. The analysis provided has assisted in identifying the areas where HRA budgets are higher relative to other stock retained authorities. This has enabled efficiencies in staffing, reduced void periods, increased rental income and reduced repairs costs to be identified.
27. The HRA efficiency programme is on target to be fully achieved in 2012/13.

HRA ARREARS

28. Total current and former tenant arrears were £0.993m at the end of December (£1.069m November). Current arrears are £0.613m or 2.24% of the annual rent debit of £27.322m (£0.676m or 2.48% November). The figure of 2.24% is over profile compared with the target for December of 2.16%.
29. Performance on former tenant arrears is 1.39% of the annual rent debit, against a target of 1.00%, leaving a balance of £0.380m (1.44% with a balance of £0.393m in November).
30. In the first 9 months of the financial year a total of £0.112m of tenant arrears were written off as bad debts.
31. There are currently £0.149m of arrears (£0.140m in November), which relates to rents at shops owned by the HRA, service charges and ground rent relating to leaseholders who purchased flats via the Right to Buy scheme and property damage relating to existing and former tenants.

HRA CAPITAL RECEIPTS

32. New Right to Buy (RtB) discounts and proposals for re-investing the capital receipts came into effect from April 2012, which increase the maximum discount available to tenants from £0.034m to £0.075m.
33. Central Government are keen to incentivise tenants to exercise their Right to Buy, as it is the intention to replace each property sold in this way with a new build property.
34. The self-financing settlement was based on the average amount of RtB sales in the 4 preceding financial years, and therefore did not take into account the changes to discounts. For Central Bedfordshire this amounted to an average of 6 sales per annum.
35. Government have altered the Housing Pooling regulations to compensate Local Authorities for this change, so that the proportion of debt attributable to those

properties sold by RtB is deducted from the sale receipt prior to the calculation of the amount to be transferred (or “pooled”) to Central Government.

36. The calculation of pooling takes into account the receipts for the Council and Government as modelled into the self-financing calculations. The residual (or “surplus”) receipt is retained by the Council, under the strict condition that the Council facilitates new build on a one for one basis for each property sold.
37. For the additional properties sold as a result of increased discounts there is a resultant loss of rental income, which affects the 30 year cash flows in the HRA Business Plan. However there will also be a reduction in expenditure on each of these properties, which will vary depending upon the nature of construction of the property and condition of each property. In the majority of cases, each property will add a financial value to the Business Plan so there is a loss experienced as a result of the extra RtB sales. The surplus receipt will mitigate this loss.
38. Up to the end of December 2012, 12 properties have been sold compared to 7 in the entire financial year 2011/12, resulting in capital receipts of £0.532m. The majority of this receipt occurred in the third quarter (10 sales).
39. £0.128m of this income relates to receipts modelled in the self-financing calculations, and will be used to finance the existing HRA Capital programme. This leaves £0.404m of receipts received as a result of the higher level of sales achieved following the changes to RtB discounts.
40. The sum of £0.404m is comprised of £0.288m that is a compensation for the debt attributable to the extra properties sold, and reflects the loss to the HRA of disposing of these properties. Whilst this amount is calculated as a proportion of self-financing debt there is no requirement to make debt repayment from it.
41. The remainder of £0.116m represents the proportion that is reserved for investment in new build. The Council has entered into an agreement with the Secretary of State to invest these receipts in new build.
42. The retained receipt can represent no more than 30% of the cost of the replacement properties, so the Council is committed to spend at least £0.386m on new build by 31 December 2015.
43. The HRA’s Budget proposals for the period of the Medium Term Financial Plan (MTFP) propose significant investment in new build (in excess of £12.0m by 31 March 2015) so the commitment above is very likely to be fulfilled.
44. There have been 55 RtB applications up to December (compared to 11 in the entire year 2011/12), but it is impossible to know how many of these will convert to sales by the year end. However it is quite likely that the total number of sales could be 20-25, resulting in a surplus of potentially £0.800m.
45. This surplus will further enhance the resources available for the HRA’s capital programme.
46. Careful monitoring of RtB sales will be required. Current projections suggest that these will not have a material impact on the Business Plan, particularly if the

number of new build properties exceeds the properties sold. However if annual RtB sales were to make up a significant percentage of the Housing Stock , such that it diminished by 10% or more over the period to 31 March 2017, then this would pose a threat to the surpluses predicted both in the medium to longer term.

HRA CAPITAL PROGRAMME

47. There is a year to date adverse variance of £0.718m (£0.900m in November) for the HRA Capital Programme. This is predominantly due to the profile of works varying from the budget profile by £0.613m (£0.797m in November), for example a greater amount of wooden fascia boards being replaced with plastic boards and central heating installations occurring during the summer months. In addition demand for disabled adaptations at Council properties has exceeded the budget profile by £0.105m (£0.103m in November).
48. It is predicted that the year end outturn for the HRA Capital programme will be £6.552m against a budget of £6.142m.
49. The position for the year end reflects the demand for disabled adaptations for Council tenants and it is anticipated that the forecast will exceed budget. In the first three quarters of the year 90 Disabled Facility Grants have been completed in Council properties. It is now anticipated that the outturn will be £0.870m (£0.870m in November) against a budget of £0.450m.
50. An over spend of £0.085m is predicted on the roof replacement budget, as the roofs identified for replacement in this year's programme involve a higher than average replacement cost.
51. This is offset by savings in the Drainage and Water Supply programme, partially due to changes in legislation regarding responsibility for waste drains.
52. As described above it is proposed to finance the programme over spend from the revenue budget surplus by increasing the Revenue Contribution to Capital Outlay (RCCO) by an additional £0.41m to fund the programme.

RESERVES

53. The total reserves available as at April 2012 were £4.105m and the current forecast indicates that an additional £3.550m (£3.550m in November) will be transferred to the Sheltered Housing Re-provision earmarked reserve at the year end, making a total of £7.655m.

Appendices

Appendix A – Net Revenue Position Full Analysis

Appendix B – Debtors

Appendix C – Capital programme

Appendix D – Reserves

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Appendices

Appendix A – Net Revenue Position Full Analysis

Month: December 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.
	£000	£000	£000	£000	£000	£000	£000	£000	£000
Assistant Director Housing Service	-5,625	-5,366	0	259	-7,500	-6,969	531	0	531
Housing Management (HRA)	1,148	1,121	0	-27	1,531	1,493	-38	0	-38
Asset Management (HRA)	4,174	3,778	0	-396	5,565	5,086	-479	0	-479
Prevention, Options & Inclusion	303	258	0	-45	404	390	-14	0	-14
Total	0	-209	0	-209	0	0	0	0	0

Appendix B – HRA Debtors

Debt Analysis - Tenant Arrears						
Description of debt	0-4 weeks	4-8 weeks	8-13 weeks	13-52 weeks	Over 1 yr	TOTAL
	£M	£M	£M	£M	£M	£M
Current Tenant	0.167	0.158	0.113	0.175	-	0.613
Former Tenant						0.38
						0.993

Debt Analysis - Other Arrears							
Description of debt	From 15 to 30 days	From 31 to 60 days	From 61 to 90 days	From 91 to 365 days	Over 1 yr but not over 2 yrs	Over 2 yrs	TOTAL
	£M	£M	£M	£M	£M	£M	£M
Shops	0.004	0.001	0.000	0.004	0.005	0.020	0.034
Leaseholders	-	(0.010)	0.007	0.022	0.012	0.012	0.043
Void recoveries	0.002	0.005	0.001	0.046	0.005	0.003	0.062
Misc recoveries	0.008	-	-	0.002	-	-	0.010
	0.014	-0.004	0.008	0.074	0.022	0.035	0.149

Appendix C – HRA Capital Programme

Scheme Title	Existing 2012/13 Capital Budget	Full Year Forecast as at December	Variance	Slippage to 2013/14	Monthly Budget Monitoring December 2012		
					Profilled Budget YTD	Actual YTD	Variance
	Net Expenditure £'000	Net Expenditure £'000	Net Expenditure £'000	Net Expenditure £'000	Net Expenditure £'000	Net Expenditure £'000	
General Enhancements (formerly Minor Works)	250	250	0	0	143	359	217
Garage Refurbishment	50	50	0	0	29	18	-11
Paths & Fences siteworks	60	60	0	0	34	14	-20
Estate Improvements	250	250	0	0	143	130	-13
Energy Conservation	250	250	0	0	143	57	-86
Roof Replacement	240	325	85	0	137	329	192
Central Heating Installation	1,050	1,050	0	0	599	637	39
Rewiring	340	340	0	0	194	230	36
Kitchens and Bathrooms	1,100	1,100	0	0	627	928	301
Central Heating communal	176	176	0	0	100	53	-47
Secure door entry	350	350	0	0	200	213	14
Structural repairs	150	150	0	0	86	74	-12
Aids and adaptations	450	870	420	0	257	361	105
Capitalised Salaries	343	343	0	0	196	257	61
Asbestos management	58	128	70	0	33	78	45
Stock Remodelling	450	450	0	0	257	118	-139
Drainage & Water Supply	175	10	-165	0	100	12	-88
Plasticisation	400	400	0	0	228	351	123
HRA	6,142	6,552	410	0	3,501	4,219	718

Appendix D – Reserves

Reserves

Month: December 2012

Description	Opening Balance 2012/13 £000	Spend against reserves £000	Release of reserves £000	Proposed transfer to Reserves £000	Proposed Closing Balance 2012/13 £000
HRA	3,905	-			3,905
Sheltered Housing Re provision	-			3,550	3,550
Major Repairs (HRA)	200				200
	4,105	-	-	3,550	7,655

Meeting: Corporate Resources Overview and Scrutiny Committee
Date: 30 April 2013
Subject: Quarter 3, 2012/13 Revenue Budget Monitoring Report -
Corporate Services Directorate
Report of: Cllr M Jones, Executive Member for Corporate Resources
Summary: The report sets out the forecast outturn position at December 2012.
Advising Officer: Charles Warboys, Chief Finance Officer
Contact Officer: Phil Ball, Senior Finance Manager (Corporate Resources)
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 Quarter 3 (October to December 2012) and the latest forecast position.

14. Introduction and Key Highlights (Appendix A2)

15. The full year budget for the directorate of £42.558m is made up of:

Corporate Services £28.553m

Corporate Costs £13.801m

Contingency & Reserves £0.204m

16. The directorate is currently forecasting an outturn under spend of £53k after use of earmarked reserves.

17. The key forecast variances identified are:

18. £30k under spend within People & Organisation- Legal & Democratic Services, the main item being £169k pressure as a result of increased Children's cases workload. This has been wholly mitigated by various savings in other areas of Legal and Democratic Services.

19. £76k net pressure within People & Organisation, People, due to additional Health and Safety staffing needed (£28k pressure) and unachievable income target within HR Traded Services (£159k pressure). This has been

mitigated in part by other overall reductions in salary costs saving and bringing payroll in house (£111k saving).

20. £350k saving within People & Organisation, Programme and Performance, largely due to a lower than budgeted allocation to Invest to Save projects.
21. £289k net pressure within Resources, Finance, largely made up by the following variances: £133k pressure in Revs & Bens, mainly due to DWP now recouping £300k more Housing Benefit subsidy for 2009/10 partly mitigated by staff vacancy savings (£59k), £144k due to the bursary service ceasing, reflecting an unachievable income target; £250k insurance income shortfall largely as a result of fewer schools buying the insurance package and £147k under spend in Audit following a reduction in audit fees and salary savings following staff secondments. There are also other various savings of £89k across the rest of the Finance Department. There are savings in debt management costs of £1,074k, managed within the Finance team, the benefits of which are recorded in Corporate Costs.
22. Under spend of £150k within Resources, Information Assets (IA, formerly ICT) representing savings against superannuation costs and Software Maintenance contracts.
23. Within Corporate Costs, the impact of non achievable budget efficiencies from prior years has been mitigated by lower than budgeted interest payable and MRP costs (net £793k saving)
24. Pressure of £847k in Contingency & Reserves following a proposed £1.1m contribution to earmarked reserves in respect of expected future funding reductions partly mitigated by a higher than budgeted New Homes Bonus award.
- 25. Year To Date (YTD) Variance Position as at Period 9**
26. The YTD Department spend is currently £2.344m under the profiled YTD budget. Some of the material amounts that have been identified as contributing to this under spend are:
 27. Lower than budgeted Interest Payable on loans taken out and higher than budgeted Interest Received on deposits (-£719k). Also, lower than budgeted MRP costs due to reduction in Capital spend in 11/12 (-£170k). These have been included in the forecast.
 28. More than budgeted New Homes Bonus being received (-£258k)
 29. Invest to Save allocation to specific projects being significantly lower than budgeted (-£300k).
 30. There is a net under spend YTD in Communications of £69k. This is due to vacancy savings (-£35k) plus other various small under spends on supplies and services.

31. Within AD People there is a net under spend of £88k. This is made up of a number of elements:
32. Savings of £47k as a result of vacancies.
33. Under spend of £54k due to moving Payroll Services in-house rather than being externally provided. The service has had reduced costs from April 1st and also received income for the first 5 months of the year. This YTD variance will reduce as the year progresses as there will be no more income.
34. Pressure of £19k within CRB due to a shortfall of income from stopping trading to schools.
35. Pressure of £112k due to shortfall in income from the Schools HR service, this service ceased on 31st August.
36. Under spend of £107k due to delayed usage of the training budget. The service have indicated that there will be more training in the second half of the year so this is not expected to be transferred into a full year saving.
37. There is a net under spend YTD of £279k in Legal and Democratic Services. This is made up of pressure within Legal services around the child care cases causing a YTD variance of £85k, higher than budgeted Local Land Charges income (£61k), savings within Democratic Services of (£71k) which includes staff savings and additional income, lower than expected Members' Allowances & Superannuation costs (£116k), temporary reduction in staff working time in Committee Services (£21k), higher than budgeted income in Registrars Service (£82k) & lower than expected supplies & services costs in Coroners Service (£13k).
38. There is a net under spend YTD in IA of £743k. This is made up from Staffing Savings and lower than budgeted Superannuation costs (-£297k), MFD Contract costs paid in error in previous financial year (-£93k), higher than budgeted Professional Services costs (£147k) & lower than budgeted Software Maintenance and General Computer Costs (-£497k).

39. Directorate Overall position

40. The position by service is included in Appendix A2
41. Subjective Analysis – Corporate Services before Corporate Costs and Contingency & Reserves

Expenditure type	Forecast (BEFORE use of Reserves) £000
Staffing Costs	23,622
Premises and Transport	3,949
Supplies and Services	14,793
Third Party Payments	558.4
Other	80,420
Total Expenditure	123,342
Income	-89,862
Grants	-4,199
Total Income	-94,062
Net Expenditure	29,280

42. Narrative- Chief Executive (note 32 & 33), forecast outturn £0.298m.

43. Chief Executive

44. Forecast under spend of £57k due to reduction in expected professional services costs.

45. Narrative- People and Organisations (notes 35 to 61), forecast outturn £10.706m (After use of Reserves).

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

47. No material variances identified. Forecast currently on budget after use of reserves.

48. Communications, forecast outturn £0.721m.

49. Forecast under spend of £3k after the use of reserves, key variance being:

50. Mainly due to a delay in getting the graduate post started this year.
Pressure on Agency due to sickness within the Comms team.

51. Customer Services, forecast outturn £1.922m.

52. Forecast pressure of £35k mainly due to increase cost of agency staff covering vacant posts.

53. Policy and Strategy, forecast outturn £0.312m.

54. Forecast under spend of £21k after the use of reserves, key variance being:

55. £16k of residual funding after efficiency measure taken still remains within the budget. £5k of various small reductions to supplies and services.

56. Customer Insight and Risk, forecast outturn £0.114m.

57. Forecast pressure of £22k after the use of reserves, key variance being:

58. Pressure due to unbudgeted post within Customer Insight and Risk.

59. People, forecast outturn £2.511m.

60. Forecast pressure of £76k after the use of reserves, key variances being:

61. Additional costs within Health and Safety (£28k pressure) and unachievable income target within HR Traded Services (£159k pressure). This has been mitigated in part by other overall reductions in salary costs saving and bringing payroll in house (£111k saving).

62. Legal & Democratic, forecast outturn £3.937m.

63. Forecast under spend of £30k after the use of reserves, key variances being:

64. £169k pressure around the cost of children's legal provision has been identified. Plans are being formed to mitigate the risk.

65. £98k saving within members' costs due to the removal of special responsibility allowances for Vice Chairmen, and not all members being in the pension scheme.

66. £23k under spend on staffing due to two members of staff on reduced hours within Committee Services.

67. £30k of additional income within Democratic Services of which £17k relating to claiming money back from BBC & LBC for their share of Lord Lieutenant costs and the remaining £13k relating to claiming money back from various town/parish councils for the by-elections in Aug 2012.

68. £23k savings within Democratic Services due to not all staff being in the pension scheme.

69. Programme and Performance, forecast outturn £0.642m.

70. **Operational-** Forecast £35k under spend mainly resulting from the capitalisation of salaries for staff working on Customer First Project.

71. Non Operational- Forecast £315k under spend mainly due to less than budgeted allocations to Invest to Save Projects (-£300K) and CBC contribution for Director of Public Health expected to be less than currently budgeted (-£15k).

72. E Procurement and Payments, forecast outturn £0.355m.

73. £34k pressure due to additional costs of Interim Head of Procurement

74. Narrative - Resources (notes 63 to 75), forecast outturn £17.444m (After use of Reserves).

75. Finance, forecast outturn £4.769m.

76. Forecast pressure of £289k after use of reserves, key variances being:

77. £144k 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.

78. £133k pressure in Revs and Bens, mainly due to the DWP now recouping more than previously estimated (£300k). This is following the final audit of the 09/10 claim. Staff vacancy savings, small savings on a number of different elements and higher than expected 12/13 HB Subsidy income have mitigated part of this pressure.

79. £250k pressure resulting from a shortfall in the budgeted level of Insurance Premium recovery from schools.

80. £122k saving against External Audit Fees budget resulting from the revised Audit Commission Programme. There is also savings of £25k on salaries due to secondments of Internal Audit staff to other areas.

81. Other favourable variances include £27k in respect of a prior year VAT refund, a £26k saving against the total Car Mileage budget and a £50k saving against the Head of Service Professional Services budget.

82. Information Assets (IA), forecast outturn £6.602m.

83. Forecast under spend of £150k after use of Reserves. This is largely due to an expected under spend on Software Maintenance contracts and general computer costs (-£108k). There is also an in year saving expected due to a large number of staff not in the superannuation scheme (-£79k).

84. Assets, forecast outturn £6.072m.

85. Forecast pressure of £49k after use of reserves key variances being:-

86. A pressure of £282k for the E C Harris Transformation programme & an increase in running costs & postage of £55k
87. The above has been partly mitigated by £51k of salary savings against the AD Asset post and additional income of £60k following the recent acquisition of Franklin Court shops. There is a one off saving of £75k for electricity at Priory House and a further saving of £103k across the portfolio for additional income & lower business rates.

88. Corporate Costs, forecast outturn £13.007m.

89. Forecast under spend of £793k after use of reserves, key variances being:
90. A £1,074k saving across Financing costs. The significant variances in this area are the final settlement received from the Bank of Credit and Commerce International (-£98k), lower than budgeted interest payable, largely as a result of reduced borrowing against the capital programme (-£750k) & saving on Minimum Revenue Provision (MRP) due to reduced 2011/2012 Capital spend (-226k)
91. A £339k pressure against efficiencies due to unachievable efficiency in Customer Services Migration carried forward from 2011/12.
92. A £58k saving against Premature Retirement Costs. After consultation with Beds Borough Council, who administer the scheme, there is an in year saving expected against the budget.

93. Contingency & Reserves, forecast outturn £1.051.

94. Under spend due to Additional New Homes Bonus income (-£253k).
95. Contingency of £140k has been applied to Legal Services, representing £50k for a legal case and £90k for costs relating to an inquest.
96. A proposed transfer to earmarked reserves of £1.1m in respect of future expected funding reductions.

97. Reserves position (Appendix B)

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

Debt Management (Appendix C)

A summary of debt ageing is appended.

Management Actions:

This month Finance has circulated to relevant Budget Managers details of customers who had debt of over £10k which was more than 60 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 A3 Movement since last month

Appendix B Earmarked Reserves

Appendix C Debt Analysis

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Revenue Summary Position -

Month: December 2012	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	41,594	38,564	-38	-3,068	55,586	55,079	-507	-91	-598
Children's Services	23,796	25,295	-224	1,275	32,544	35,576	3,032	-1,695	1,337
Sustainable Communities	34,886	34,097	39	-749	47,712	47,433	-279	-444	-723
Corporate Services	20,837	19,794	-453	-1,495	28,553	29,280	727	-834	-107
Contingency and Reserves	-2,956	-3,214	0	-258	204	-49	-253	1,100	847
Corporate Costs	10,698	10,101	0	-597	13,801	13,007	-793	0	-793
Total (Excl Schools & HRA)	128,855	124,637	-676	-4,892	178,399	180,326	1,927	-1,964	-37
Schools	-537	-535	0	2	547	1,189	642	-867	-225
HRA	0	-209	0	-209	0	0	0	0	0
Total	128,318	123,893	-676	-5,099	178,946	181,515	2,569	-2,831	-262

Appendix A1

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	270	224	0	224	-46	360	300	-60	0	0	-60	-17%	amber	
Director of Customer and Shared Services	-2	-3	0	-3	-1	-3	-3	0	0	0	0	0%	green	
AD Strategy and Performance	-2	0	0	0	3	-3	0	3	0	0	3	-105%	amber	
Partnership and Community Insight	0	0	0	0	0	0	0	0	0	0	0	0%	green	
TOTAL - CHIEF EXECUTIVE	266	221	0	221	-45	355	298	-57	0	0	-57	-16%	amber	
PEOPLE AND ORGANISATION														
People & Organisation Leadership	139	170	-15	155	16	190	248	58	0	-58	0	0%	green	
Sub Total People & Org Leadership	139	170	-15	155	16	190	248	58	0	-58	0	0%	green	
Communications														
Chief Communications Officer	91	81	0	81	-10	121	120	-1	0	0	-1	-1%	green	
News Central Magazine	38	22	0	22	-15	50	50	0	0	0	0	0%	green	
Internal Communications	118	117	0	117	-1	157	169	11	0	0	11	7%	amber	
External Communications	139	140	0	140	1	185	192	6	0	0	6	3%	amber	
Consultation	157	113	0	113	-44	210	191	-19	0	0	-19	-9%	green	
Sub Total Communications	543	474	0	474	-69	724	721	-3	0	0	-3	0%	green	
Customer Services														
Customer Services	1,416	1,434	0	1,434	18	1,888	1,922	35	0	0	35	2%	amber	
Sub Total Customer Services	1,416	1,434	0	1,434	18	1,888	1,922	35	0	0	35	2%	amber	
Policy and Strategy														
Corporate Policy	250	209	0	209	-41	333	312	-21	0	0	-21	-6%	green	
Sub Total Policy and Strategy	250	209	0	209	-41	333	312	-21	0	0	-21	-6%	green	
Customer and Community Insight														
Community Insight and Risk	69	86	0	86	18	91	114	22	0	0	22	25%	red	
Sub Total Customer and Community Insight	69	86	0	86	18	91	114	22	0	0	22	25%	red	
People														
HR Strategy	1,662	1,554	-6	1,548	-114	2,216	2,139	-77	0	-6	-83	-4%	green	
HR Operations	-39	98	-4	95	133	-52	110	162	0	-4	158	-305%	amber	
Recruitment & Development	203	96	0	96	-107	271	272	1	0	0	1	0%	green	
Sub Total People	1,826	1,747	-10	1,738	-88	2,435	2,521	86	0	-10	76	3%	amber	
Legal and Democratic Services														
Legal Services	1,035	1,119	0	1,119	85	1,519	1,689	169	0	0	169	11%	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	RAG
	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000		£000		
Democratic Services	279	172	-25	147	-132	467	424	-43	0	-25	-68	-15%	amber	
Members' Costs	1,018	902	0	902	-116	1,357	1,260	-98	0	0	-98	-7%	green	
Committee Services	194	172	0	172	-21	258	235	-23	0	0	-23	-9%	green	
Registration and Coroner Service	221	126	0	126	-95	365	354	-11	0	0	-11	-3%	green	
Sub Total Legal and Democratic Services	2,746	2,491	-25	2,467	-279	3,968	3,962	-6	0	-25	-30	-1%	green 50 to 56	
Programme and Performance														
Programme and Performance Operations	333	297	0	297	-36	444	409	-35	0	0	-35	-8%	green	
Programme and Performance Non-Operational	411	193	-93	100	-311	547	522	-26	0	-289	-315	-58%	amber	
Sub Total of Programme and Performance	744	489	-93	396	-347	991	931	-61	0	-289	-350	-35%	amber 57 to 59	
E Procurement & Payments														
E Procurement & Payments	241	257	0	257	16	322	355	34	0	0	34	10%	red	
Sub Total E Procurement & Payments	241	257	0	257	16	322	355	34	0	0	34	10%	red 60 & 61	
TOTAL- PEOPLE & ORGANISATION	7,973	7,358	-142	7,216	-757	10,942	11,087	145	0	-381	-237	-2%	green	
RESOURCES														
Resources Leadership	0	0	0	0	0	0	0	0	0	0	0	0%	green	
Sub Total ACE Resources	0	0	0	0	0	0	0	0	0	0	0	0%	green	
Finance														
Revenues & Benefits	724	707	0	707	-18	966	1,099	133	0	0	133	14%	red	
Chief Finance Officer	65	-5	0	-5	-71	87	23	-64	0	0	-64	-73%	amber	
Financial Control	726	865	0	865	139	1,382	1,604	222	0	0	222	16%	red	
Financial Performance & Support	887	1,061	-35	1,027	140	1,227	1,407	180	0	-35	145	12%	red	
Audit	614	482	0	482	-132	819	671	-147	0	0	-147	-18%	amber	
Sub Total Finance	3,016	3,110	-35	3,075	59	4,481	4,804	323	0	-35	289	6%	amber 63 to 69	
Information Assets (IA)														
IA Operations	4,966	4,483	-207	4,276	-690	6,622	6,821	199	0	-350	-151	-2%	green	
Chief IA Officer	98	45	0	45	-53	130	130	0	0	1	1	1%	amber	
IA Strategy & Assurance	0	0	0	0	0	0	0	0	0	0	0	0%	green	
Sub Total IA	5,064	4,528	-207	4,321	-743	6,752	6,951	199	0	-349	-150	-2%	green 70 & 71	
Assets														
Assets	1,026	918	-68	850	-177	1,368	1,404	35	0	-68	-33	-2%	green	

Appendix A2

Month: Qtr 3 2012

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		
Chief Assets Officer	51	141	0	141	90	68	209	141	0	0	141	209%	red
F facilities and Maintenance	3,441	3,524	0	3,524	83	4,588	4,528	-60	0	0	-60	-1%	green
Sub Total Assets	4,518	4,592	-68	4,514	-3	6,023	6,140	117	0	-68	49	1%	amber 72 to 75
TOTAL - RESOURCES	12,598	12,221	-310	11,911	-687	17,256	17,896	639	0	-452	188	1%	amber
Corporate Costs													
Debt Management	8,775	7,887	0	7,887	-888	11,700	10,626	-1,074	0	0	-1,074	-9%	green
Premature Retirement Costs	2,216	2,356	0	2,356	141	2,954	2,896	-58	0	0	-58	-2%	green
Corporate HRA Recharges	-68	-68	0	-68	-0	-90	-90	0	0	0	0	0%	green
Cross Cutting Efficiencies	-225	-74	0	-74	151	-763	-424	339	0	0	339	-44%	amber
Sub Total Corporate Costs	10,698	10,101	0	10,101	-597	13,801	13,007	-793	0	0	-793	-6%	green 76 to 80
Contingency & Reserves *													
Contingency	-2,956	-3,214	0	-3,214	-258	204	-49	-253	1,100	0	847	415%	red
Sub Total Contingency & Reserves	-2,956	-3,214	0	-3,214	-258	204	-49	-253	1,100	0	847	415%	red 81 to 84
Total	28,578	26,687	-452	26,235	-2,344	42,568	42,238	-320	1,100	-833	-53	0%	green



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*	FY Budget	Actual	Forecast	Reserves	Balance
New Homes Bonus	-2,650	-2,234	-2,903	0	-253
Adult Community Learning Grant	-1,291	-971	-1,291	0	0
Contribution to General Fund	1,400	0	1,400	0	0
Contribution to General Fund	1,995	-9	1,995	1,100	1,100
Contribution to Redundancy Reserve	750	0	750	0	0
	204	-3,214	-49	1,100	847

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

Movement between Qtr2 and Qtr3 forecast variance

Director	Qtr 3	Qtr 2	Change in Variance	COMMENTARY
	£000	£000	£000	
Chief Executive	-60	0	-60	Movement due to reduction to professional services forecast following review of requirements.
Director of Customer and Shared Services	0	0	0	
AD Strategy and Performance	3	0	3	
Partnership and Community Insight	0	0	0	
Sub Total Chief Executive	-57	0	-57	
People and Organisation	0	0	0	
People & Org Leadership	-1	0	-1	
Chief Communications Officer	0	0	0	
News Central Magazine	11	0	11	
Internal Communications	6	1	6	
External Communications	-19	2	-21	Movement due to a £.11k vacancy saving, also £10k savings due to lower than expected professional services costs.
Consultation	-3	3	-5	
Sub Total Communications	35	0	35	
Customer Services	35	0	35	Movement due to increase cost of agency staff covering vacant posts.
Sub Total Customer Services	35	0	35	
Corporate Policy	-21	-19	-2	
Sub Total Policy and Strategy	-21	-19	-2	
Community Insight and Risk	22	18	4	
Sub Total Customer and Community Insight	22	18	4	
HR Strategy	-63	-65	-18	
HR Operations	158	147	12	
Recruitment and Development	1	0	1	
Sub Total People	76	82	-6	
Legal Services	169	189	-20	Movement of (20k) over the quarter is mainly due to a reduction in forecast for the Legal Services disbursements.
Democratic Services	-68	10	-79	Movement of (£79k) over the quarter is mainly due to, £23k reduction in superannuation forecast due to not all staff within the pension scheme, £17k reduction in postages due to less than expected costs. Additional income of £30k of which £17k relating to claiming money back from BBC & LBC for their share of Lord Lieutenant costs and the remaining £13k relating to claiming money back from various town/parish councils for the by-elections in Aug 2012.
Members' costs	-98	-118	21	Movement of £21k over the quarter is mainly due to increased costs for members subsistence (mainly IT and mobile costs).
Committee Services	-23	0	-23	Movement due to 2 staff temporarily working reduced hours.

Movement between Qtr2 and Qtr3 forecast variance

Director	Qtr 3	Qtr 2	Change in Variance	COMMENTARY
	£000	£000	£000	
Registration and Coroner Service	-11	0	-11	
Sub Total Legal and Democratic Services	-30	82	-112	
Programme and Performance Operations	-35	-12	-23	Movement due to capitalisation of staff working on Customer First Project.
Programme and Performance Non- Operations	-315	-4	-311	Movement due to reduction in expected use of Invest to Save Budgets
Sub Total Programme and Performance	-350	-15	-335	
E Procurement & Payments	34	30	4	
Sub Total E Procurement & Payments	34	30	4	
Total, People & Organisation	-237	180	-417	
Resources				
Resources Leadership	0	0	0	
Revenues & Benefit	133	238	-105	Movement due to increased expected HB Subsidy received and additional one off DWP grant received.
Chief Finance Officer	-64	-64	0	
Financial Control	222	238	-16	
Financial Performance & Support	145	155	-11	
Audit	-147	-121	-26	Movement due to expected reduction in 2012/13 certification work carried out by Ernst & Young.
Sub Total Finance	289	446	-157	
IA Operations	-151	-98	-53	Movement due to review of support and maintenance contract commitments.
Chief IA Officer	1	0	1	
IA Systems (Strategy & Assurance)	0	0	0	
Sub Total Information Assets (IA)	-150	-98	-52	
Assets	-33	-70	37	Movement due to additional EC Harris costs for the assistance in management of the Capital Team.
Chief Assets Officer	141	64	77	Movement over the quarter due to increased consultancy costs for EC Harris in respect of the Transformation programme
Facilities and Maintenance	-60	7	-67	Movement due in main to a one off saving for electricity at Priory House
Sub Total Assets	49	2	47	
Total Resources	188	350	-163	
Debt Management	-1,074	-685	-389	Movement due to reduction in MRP reflecting less than budgeted capital spend in 2011/12, more than budgeted interest receivable and lower than budgeted interest payable.
Premature Retirement Costs	-58	-58	0	
Corporate HRA Recharges	0	0	0	

Movement between Qtr2 and Qtr3 forecast variance

Director	Qtr 3	Qtr 2	Change in Variance	COMMENTARY
	£000	£000	£000	
Efficiencies	339	339	0	
Sub Total Corporate Costs	-793	-404	-389	
Contingency	847	-253	1,100	Contribution to earmarked reserve re impact of future expected funding cuts
Sub Total Contingency & Reserves	847	-253	1,100	
Total	-53	-127	74	

Appendix B

Earmarked Reserves - Month: December 2012

Description	Opening Balance 2012/13 £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	-350					100
SAP Optimisation	150	-58					92
	889	-697	0	0	0	0	192
Corporate Reserves							
Redundancy/Restructure Reserve	3,329	-136		-231			2,962
Insurance reserve	4,221						4,221
Elections Fund	0						0
Funding reduction reserve	0					1,100	1,100
	7,550	-136	0	-231	0	1,100	8,283
GRAND TOTAL	8,439	-833	0	-231	0	1,100	8,475

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	14	52%	7	28%	0	0%	1	4%	3	10%	2	6%	26	100%
Bedford Borough	0	0%	10	34%	0	0%	0	0%	8	26%	12	40%	29	100%
Bedfordshire PCT	14	71%	3	14%	0	0%	0	0%	0	0%	3	14%	20	100%
General debts	491	38%	376	29%	81	6%	25	2%	197	15%	135	10%	1,305	100%
TOTAL DEBT	518	38%	397	29%	81	6%	26	2%	207	15%	151	11%	1,380	100%

PREVIOUS MONTH	1,154	57%	382	19%	47	2%	63	3%	221	11%	148	7%	2,015	100%
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Meeting: Corporate Resources Overview and Scrutiny Committee
Date: 30 April 2013
Subject: Quarter 3, 2012/13 Capital Budget Monitoring Report-
Corporate Services Directorate
Report of: Cllr M Jones, Executive Member for Corporate Resources
Summary: The report sets out the forecast outturn position at December 2012.
Advising Officer: Charles Warboys, Chief Finance Officer
Contact Officer: Phil Ball, Senior Finance Manager (Corporate Resources)
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 the latest approved budget and the spend to date. The 2012/13 Approved Capital Budget for Corporate Resources (including Slippage from 2011-2012) is £12,291k. This is the revised budget following an in year review.

14. Net Capital Budget

	Full Year Budget	Forecast	Expected Slippage to 13/14	Variance	Budget YTD	Actual	YTD Variance
	£000's	£000's	£000's	£000's	£000's	£000's	£000's
Service Assets	7,245	6,915	300	-30	1,262	1,319	57
IA	1,900	1,900	0	0	755	696	-59
Other	63	63	0	0	0	0	0
Resources Subtotal	9,208	8,878	300	-30	2,017	2,015	-2
People & Org	3,083	3,083	£0	0	1,404	£1,167	-237
Totals	12,291	11,961	300	-30	3,421	3,182	-239

15. KEY HIGHLIGHTS (Appendices A1 & A2)

16. Capital – Resources

17. The approved revised capital programme for Resources is £9,208k. This is following the detailed review carried out in year. The budget for projects within Assets now totals £7,245k and within Information Assets (IA) project budgets are £1,900k. Other Capital budgets with Resources now total £63k.

18. The current Year to Date figures shows a net underspend against budget of -£2k. The actual spend on Information Assets (IA) projects is currently £59k lower and on Assets schemes it is £57k higher than the profiled YTD Budget.

19. Capital – People & Organisation

- 20.** The approved revised capital programme for People & Organisation is £3,083k. The two schemes in People and Org are SAP Optimisation (£1,280k) and Customer First (£1,803k).
- 21.** The current Year to Date figures show a net under spend against budget of £237k. At the end of P9 the YTD spend on Customer First was £52k lower and SAP Optimisation £184k lower than the profiled budget.

Appendices:

Appendix A1 – Capital Summary- Resources

Appendix A2 – Capital Summary- People & Organisation

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Meeting: Corporate Resources Overview & Scrutiny Committee
Date: 30 April 2013
Subject: Work Programme 2013 – 2014 & 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 2013 – 2014

Ref	Indicative OSC Meeting Date	Report Title	Issue to be considered	Comment
1.	30 April 2013	Executive Member Update	To receive a brief verbal update from the relevant Executive Member.	
		ICT Framework	To receive the quarterly progress report regarding implementation of the ICT Framework.	
		Community Engagement Strategy	To consider the final draft of the new Community Engagement Strategy.	
		Quarter 3 Budget Monitoring	To consider corporate revenue & capital budget monitoring information for the 3rd quarter of 2012/13, together with specific information for Corporate Services.	
		Quarter 3 Performance Monitoring	To consider performance monitoring information for the 3rd quarter of 12/13.	
2.	11 June 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
		Joint Venture Proposal Corporate Asset Management Strategy Farm Management Strategy	To receive a report outlining a property joint venture proposal. To receive an update regarding the Corporate Asset Management Strategy. To consider the draft Farm Management Strategy.	
3.	30 July 2013	Executive Member Update Quarter 4 Budget Monitoring Quarter 4 Performance Monitoring	To receive a brief verbal update from the relevant Executive Member. To consider corporate revenue & capital budget monitoring information for the 4th quarter of 2012/13, together with specific information for Corporate Services. To consider performance monitoring information for the 4th quarter of 12/13.	
4.	10 September 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>Quarter 1 Budget Monitoring</p> <p>Quarter 1 Performance Monitoring</p>	<p>To consider corporate revenue & capital budget monitoring information for the 1st quarter of 2013/14, together with specific information for Corporate Services.</p> <p>To consider performance monitoring information for the 1st quarter of 13/14.</p>	
5.	22 October 2013	Executive Member Update	To receive a brief verbal update from the relevant Executive Member.	
6.	17 December 2013	<p>Executive Member Update</p> <p>2014/15 Draft Budget</p> <p>2013/14 Draft HRA Budget</p> <p>Fees & Charges</p> <p>Quarter 2 Performance Monitoring</p>	<p>To receive a brief verbal update from the relevant Executive Member.</p> <p>To consider the 2014/15 draft capital and revenue budget.</p> <p>To consider the 2014/15 draft budget for the Housing Revenue Account.</p> <p>To consider proposed fees and charges relating to Corporate Services for 2014/15.</p> <p>To consider performance monitoring information for the 2nd quarter of 13/14.</p>	

Ref	Indicative OSC Meeting Date	Report Title	Issue to be considered	Comment
		Quarter 2 Budget Monitoring	To consider corporate revenue & capital budget monitoring information for the 2nd quarter of 2013/14, together with specific information for Corporate Services.	
7.	28 January 2014	Executive Member Update	To receive a brief verbal update from the relevant Executive Member.	
		2014/15 Draft Budget	To receive an update regarding the 2014/15 draft capital and revenue budget.	
8.	4 March 2014	Executive Member Update	To receive a brief verbal update from the relevant Executive Member.	
9.	15 April 2014	Executive Member Update	To receive a brief verbal update from the relevant Executive Member.	
		Quarter 3 Performance Monitoring	To consider performance monitoring information for the 3rd quarter of 13/14.	
		Quarter 3 Budget Monitoring	To consider corporate revenue & capital budget monitoring information for the 3rd quarter of 2013/14, together with specific information for Corporate Services.	
10.	13 May 2014	Executive Member Update	To receive a brief verbal update from the relevant Executive Member.	

Ref	<div style="text-align: right;">▲</div> <div style="text-align: left;">Indicative OSC Meeting Date ▼</div>	Report Title	Issue to be considered	Comment
11.	24 June 2014	Executive Member Update	To receive a brief verbal update from the relevant Executive Member.	

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**Central Bedfordshire Council
Forward Plan of Key Decisions
1 May 2013 to 30 April 2014**

- 1) During the period from **1 May 2013 to 30 April 2014**, Central Bedfordshire Council plans to make key decisions on the issues set out below. “Key decisions” relate to those decisions of the Executive which are likely:
- to result in the incurring of expenditure which is, or the making of savings which are, significant (namely £200,000 or above per annum) having regard to the budget for the service or function to which the decision relates; or
 - to be significant in terms of their effects on communities living or working in an area comprising one or more wards in the area of Central Bedfordshire.
- 2) The Forward Plan is a general guide to the key decisions to be determined by the Executive and will be updated on a monthly basis. Key decisions will be taken by the Executive as a whole. The Members of the Executive are:

Cllr James Jamieson	Leader of the Council and Chairman of the Executive
Cllr Maurice Jones	Deputy Leader and Executive Member for Corporate Resources
Cllr Mark Versallion	Executive Member for Children’s Services
Cllr Mrs Carole Hegley	Executive Member for Social Care, Health and Housing
Cllr Nigel Young	Executive Member for Sustainable Communities – Strategic Planning and Economic Development
Cllr Brian Spurr	Executive Member for Sustainable Communities - Services
Cllr Mrs Tricia Turner MBE	Executive Member for Economic Partnerships
Cllr Richard Stay	Executive Member for External Affairs

- 3) Whilst the majority of the Executive’s business at the meetings listed in this Forward Plan will be open to the public and media organisations to attend, there will inevitably be some business to be considered that contains, for example, confidential, commercially sensitive or personal information.

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

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

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

Central Bedfordshire Council

Forward Plan of Key Decisions for the period 1 May 2013 to 30 April 2014

Key Decisions

Date of Publication: 2 April 2013

Ref No.	Issue for Key Decision by the Executive	Intended Decision	Indicative Meeting Date	Consultees and Date/Method	Documents which may be considered	Portfolio Holder and Contact officer (method of comment and closing date)
1.	Housing Asset Management Strategy -	To approve the Housing Asset Management Strategy for the Central Bedfordshire Council housing stock.	14 May 2013	A wide ranging public and stakeholder consultation is taking place between December 2012 and 28 February 2013. Method is questionnaires, web and hard copy based as well as consultation with tenant groups. Social Care, Health and Housing Overview and Scrutiny Committee to be consulted on 29 April 2013.	Report and Draft Housing Asset Management Strategy	Executive Member for Social Care, Health and Housing Comments by 28/02/13 to Contact Officer: John Holman, Head of Housing Asset Management Email: john.holman@centralbedfordshire.gov.uk Tel: 0300 300 5069
2.	Proposals for Commissioning of New School Places for Implementation in September 2015 -	Proposals for Commissioning of New School Places for Implementation in September 2015 - to approve commencement of consultations.	14 May 2013		Report	Executive Member for Children's Services Comments to 13/05/13 to Contact Officer: Rob Parsons, Head of School Organisation and Capital Planning Email: rob.parsons@centralbedfordshire.gov.uk Tel: 0300 300 5572

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.	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.	14 May 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>February 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 13/04/13 to Contact Officer:</p> <p>Sue Frost, Interim Local Planning and Housing Team Leader</p> <p>Email: sue.frost@centralbedfordshire.gov.uk</p> <p>Tel: 0300 300 4952</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.	Central Bedfordshire Council (London Road Retail Park) Compulsory Purchase Order 2013 -	The report proposes to seek approval to make the Central Bedfordshire Council (London Road Retail Park) Compulsory Purchase Order 2013 in order to acquire interests in the land comprising the existing London Road Retail Park. The acquisition of interests in the land will facilitate the regeneration and redevelopment of the existing retail park and contribute to the economic well-being of the area.	14 May 2013		Exempt Report	Deputy Leader and Executive Member for Corporate Resources Comments by 13/04/13 to Contact Officer: Peter Burt, MRICS, Head of Property Assets Email: peter.burt@centralbedfordshire.gov.uk Tel: 0300 300 5281
5.	Flitwick Leisure Centre -	To consider approving a budget for project management and design team services so that the Council can consider the feasibility of delivering a new leisure centre in Flitwick.	14 May 2013	Consultation previously undertaken as part of the creation of Leisure Facilities Strategy adopted by Executive on 8 January 2013.	Outline business case	Executive Member for Sustainable Communities - Services Comments by 13/04/13 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)
6.	Community Infrastructure Levy -	To approve the consultation and subsequent Submission of the Community Infrastructure Levy draft charging schedule.	25 June 2013		Report	Executive Member for Sustainable Communities - Strategic Planning and Economic Development Comments by 24/05/13 to Contact Officer: Jonathan Baldwin, Senior Planning Officer Email: jonathan.baldwin@centralbedfordshire.gov.uk Tel: 0300 300 5510
7.	Joint Venture Proposal -	To receive a report on the proposals for joint ventures.	25 June 2013		Report	Deputy Leader and Executive Member for Corporate Resources Comments by 24/05/13 to Contact Officer: Peter Burt, MRICS, Head of Property Assets Email: peter.burt@centralbedfordshire.gov.uk Tel: 0330 300 5281

Ref No.	Issue for Key Decision by the Executive	Intended Decision	Indicative Meeting Date	Consultees and Date/Method	Documents which may be considered	Portfolio Holder and Contact officer (method of comment and closing date)
8.	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.	25 June 2013		Report Public - Appendix Exempt	Executive Member for Social Care, Health and Housing Comments by 24/05/13 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
9.	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 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)
10.	Children and Young People's Plan 2013-15 -	To endorse the Children and Young People's Plan 2013-15.	25 June 2013	<p>Priorities, outcomes actions and measures have been refreshed following engagement. This includes with:</p> <ul style="list-style-type: none"> • Young Persons Focus Group (January 2013) • Children's Trust Board (February 2013) • Headteacher meetings (January 2013) • Governors Newsletter • Trust Board Delivery Groups (January – February 2013) • Children's Services Overview and Scrutiny Committee (April 2013) 	Children and Young People's Plan 2013-15	<p>Executive Member for Children's Services Comments by 01/05/13 to Contact Officer: Karen Oellermann, Head of Partnerships and Communication Email: karen.oellermann@centralbedfordshire.gov.uk Tel: 0300 300 5265</p>
11.	Customer First 2 -	To approve the full business case for Customer First 2, allowing further improvements in self-serve for our customers and to approve investment in the enabling technology.	25 June 2013		Report Capital Budget	<p>Deputy Leader and Executive Member for Corporate Resources Comments by 24/05/13 to Contact Officer: Deb Clarke, Assistant Chief Executive (People & Organisation) Email: deb.clarke@centralbedfordshire.gov.uk Tel: 0300 300 6651</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.	Central Bedfordshire's Community Engagement Strategy 2013-2016 -	To approve Central Bedfordshire's Community Engagement Strategy 2013 – 2016.	25 June 2013	Partner organisations have been consulted including police, fire, health, town and parish councils, voluntary and community sector organisations and CBC service areas during June – December 2012 via conferences, meetings and reports. Corporate Resources Overview and Scrutiny Committee – December 2012 and April 2013. Other stakeholders via the Central Bedfordshire Together website.	Report and Community Engagement Strategy Document	Deputy Leader and Executive Member for Corporate Resources Comments by 24/05/13 to Contact Officer: Peter Fraser, Head of Partnerships & Community Engagement Email: peter.fraser@centralbedfordshire.gov.uk Tel: 0300 300 6740

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.	Determination of Proposals for Commissioning of New School Places for Implementation in September 2014 -	Determination of Proposals for Commissioning of New School Places for Implementation in September 2014.	13 August 2013	<p>Consultation will be with:</p> <ul style="list-style-type: none"> • the governing body of the schools which are the subject of proposals; • families of pupils, teachers and other staff at the schools; • the governing bodies, teachers and other staff of any other school that may be affected; • families of any pupils at any other school who may be affected by the proposals including families of pupils at feeder schools; • trade unions who represent staff at the schools and representatives of trade unions of any other staff at schools who may be affected by the proposals; • Constituency MPs for the schools that are the subject of the proposals; • the local parish council where the school that is the subject of the proposals is situated. <p>Consultation period between March and July 2013 including press releases, public meetings, statutory notices.</p>	Report and outcome of consultation	<p>Executive Member for Children's Services Comments by 12/07/13 to Contact Officer: Rob Parsons, Head of School Organisation and Capital Planning Email: rob.parsons@centralbedfordshire.gov.uk Tel: 0300 300 5572</p>

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

Ref No.	Issue for Key Decision by the Executive	Intended Decision	Indicative Meeting Date	Consultees and Date/Method	Documents which may be considered	Portfolio Holder and Contact officer (method of comment and closing date)
15.	Leisure Strategy -	To adopt the Leisure Strategy: Chapter 4, Physical Activity Strategy; Chapter 2, Recreation and Open Space Strategy; Chapter 3, Playing Pitch Strategy; and Overarching Leisure Strategy. All for adoption prior to Supplementary Planning Document formal consultation.	24 September 2013	All Member Presentation of Draft Strategy on 10 July 2013. Draft Physical Activity Strategy to be considered by Sustainable Communities Overview and Scrutiny Committee on 25 July 2013. Draft Strategies for Chapter 2 and 3 and the Overarching Leisure Strategy to be considered by Sustainable Communities Overview and Scrutiny Committee on 5 September 2013.	Chapter 2, Recreation and Open Space Strategy Chapter 3, Playing Pitch Strategy Chapter 4, Physical Activity Strategy Overarching Leisure Strategy	Executive Member for Sustainable Communities - Services Comments by 23/08/13 to Contact Officer: Jill Dickinson, Head of Leisure Services Email: jill.dickinson@centralbedfordshire.gov.uk Tel: 0300 300 4258
16.	Capital Programme Review 2013/14 -	To receive the outcome of the Capital Programme 2013/14 review.	24 September 2013		Report	Deputy Leader and Executive Member for Corporate Resources Comments by 23/08/13 to Contact Officer: Charles Warboys, Chief Finance Officer Email: 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.	Revenue, Capital and Housing Revenue Account (HRA) Quarter 1 Budget Monitor Reports -	To consider the revenue, capital and HRA quarter 1 budget monitoring report.	24 September 2013		Report	Deputy Leader and Executive Member for Corporate Resources Comments by 23/08/13 to Contact Officer: Charles Warboys, Chief Finance Officer Email: charles.warboys@centralbedfordshire.gov.uk Tel: 0300 300 6147
18.	Award of Responsive and Programmed Electrical Maintenance Contract 2014 to 2017 to Council Housing Properties -	To award the Contract to the preferred contractor for this service.	24 September 2013		Report with exempt appendices	Executive Member for Social Care, Health and Housing Comments by 23/08/13 to Contact Officer: Basil Quinn, Housing Asset Manager Performance or Peter Joslin, Housing Asset Manager Email: basil.quinn@centralbedfordshire.gov.uk Tel: 0300 300 5118 or peter.joslin@centralbedfordshire.gov.uk Tel: 0300 300 5395

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.	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.	5 November 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	<p>Executive Member for Sustainable Communities - Services Comments by 04/10/13 to Contact Officer: Iain Finnigan, Senior Engineer - Policy and Flood Risk Management Email: iain.finnigan@centralbedfordshire.gov.uk Tel: 0300 300 4351</p>

Ref No.	Issue for Key Decision by the Executive	Intended Decision	Indicative Meeting Date	Consultees and Date/Method	Documents which may be considered	Portfolio Holder and Contact officer (method of comment and closing date)
20.	Determination of Proposals for Commissioning of New School Places for Implementation in September 2015 -	Proposals for commissioning of New School Places for implementation in September 2015 - to approve commencement of consultations.	10 December 2013	<p>For proposals for New School Places for implementation in September 2015:</p> <ul style="list-style-type: none"> • the governing body of the schools which are the subject of proposals; • families of pupils, teachers and other staff at the schools; • the governing bodies, teachers and other staff of any other school that may be affected; • families of any pupils at any other school who may be affected by the proposals including families of pupils at feeder schools; • trade unions who represent staff at the schools and representatives of trade unions of any other staff at schools who may be affected by the proposals; • Constituency MPs for the schools that are the subject of the proposals; • the local parish council where the school that is the subject of the proposals is situated <p>Consultation period between May and November 2013 including press releases, public meetings, statutory notices.</p>	Report and Outcome of Consultations on Proposals for New School Places for implementation in September 2014	<p>Executive Member for Children's Services Comments by 09/11/13 to Contact Officer: Rob Parsons, Head of School Organisation and Capital Planning Email: rob.parsons@centralbedfordshire.gov.uk Tel: 0300 300 5572</p>

Ref No.	Issue for Key Decision by the Executive	Intended Decision	Indicative Meeting Date	Consultees and Date/Method	Documents which may be considered	Portfolio Holder and Contact officer (method of comment and closing date)
21.	Draft Capital Programme - 2014/15 to 2017/18 -	To consider the draft Capital Programme for 2014/15 to 2017/18.	10 December 2013		Report	Deputy Leader and Executive Member for Corporate Resources Comments by 09/11/13 to Contact Officer: Charles Warboys, Chief Finance Officer Email: charles.warboys@centralbedfordshire.gov.uk Tel: 0300 300 6147
22.	Draft Revenue Budget 2014/15 -	To consider the draft revenue budget for 2014/15.	10 December 2013		Report	Deputy Leader and Executive Member for Corporate Resources Comments by 09/11/13 to Contact Officer: Charles Warboys, Chief Finance Officer Email: 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)
23.	Draft Housing Revenue Account Budget and Business Plan 2014/15 -	To consider the draft Housing Revenue Account Budget and Business Plan 2014/15.	10 December 2013		Report	Deputy Leader and Executive Member for Corporate Resources, Executive Member for Social Care, Health and Housing Comments by 09/11/13 to Contact Officer: Charles Warboys, Chief Finance Officer Email: charles.warboys@centralbedfordshire.gov.uk Tel: 0300 300 6147
24.	Draft Fees and Charges 2014/15 -	To consider the draft Fees and Charges for 2014/15.	10 December 2013		Report	Deputy Leader and Executive Member for Corporate Resources Comments by 09/11/13 to Contact Officer: Charles Warboys, Chief Finance Officer Email: 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)
25.	Revenue, Capital and Housing Revenue Account (HRA) Quarter 2 Budget Monitor Reports -	To consider the revenue, capital and HRA quarter 2 budget monitoring report.	10 December 2013		Report	Deputy Leader and Executive Member for Corporate Resources Comments by 09/11/13 to Contact Officer: Charles Warboys, Chief Finance Officer Email: charles.warboys@centralbedfordshire.gov.uk Tel: 0300 300 6147
26.	Revenue, Capital and Housing Revenue Account (HRA) Quarter 3 Budget Monitoring Reports -	To consider the revenue, capital and HRA quarter 3 budget monitoring report.	18 March 2014		Report	Deputy Leader and Executive Member for Corporate Resources Comments by 17/03/14 to Contact Officer: Charles Warboys, Chief Finance Officer Email: 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)
NON KEY DECISIONS						
27.	Minerals and Waste Core Strategy -	To recommend to Council the adoption of the Minerals and Waste Core Strategy.	14 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 13/04/12 to Contact Officer: Roy Romans, Minerals and Waste Team Leader Email: roy.romans@centralbedfordshire.gov.uk Tel: 0300 300 6039
28.	Quarter 4 Performance Report -	To consider the quarter 4 performance report.	25 June 2013		Report	Deputy Leader and Executive Member for Corporate Resources Comments by 24/05/13 to Contact Officer: Elaine Malarky, Head of Programmes & Performance Management Email: 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)
29.	Quarter 1 Performance Report -	To consider the quarter 1 performance report.	24 September 2013		Report	Deputy Leader and Executive Member for Corporate Resources Comments by 23/08/13 to Contact Officer: Elaine Malarky, Head of Programmes & Performance Management Email: elaine.malarky@centralbedfordshire.gov.uk Tel: 0300 300 5517
30.	Quarter 2 Performance Report -	To consider the quarter 2 performance report.	10 December 2013		Report	Deputy Leader and Executive Member for Corporate Resources Comments by 09/11/13 to Contact Officer: Elaine Malarky, Head of Programmes & Performance Management Email: elaine.malarky@centralbedfordshire.gov.uk Tel: 0300 300 5517
31.	Capital Programme - 2014/15 to 2017/18 -	To recommend to Council the proposed Capital Programme for 2014/15 to 2017/18 for approval.	4 February 2014		Report	Deputy Leader and Executive Member for Corporate Resources Comments by 03/01/14 to Contact Officer: Charles Warboys, Chief Finance Officer Email: 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)
32.	Treasury Management Strategy Statement and Investment Strategy 2014-2018 -	To recommend to Council the Treasury Management Strategy Statement and Investment Strategy 2014-2018 for approval.	4 February 2014		Report	Deputy Leader and Executive Member for Corporate Resources Comments by 03/01/14 to Contact Officer: Charles Warboys, Chief Finance Officer Email: charles.warboys@centralbedfordshire.gov.uk Tel: 0300 300 6147
33.	Revenue Budget and Medium Term Financial Plan 2014/15 - 2017/18 -	To recommend to Council the Revenue Budget and Medium Term Financial Plan 2014/15 - 2017/18 for approval.	4 February 2014		Report	Deputy Leader and Executive Member for Corporate Resources Comments by 03/01/14 to Contact Officer: Charles Warboys, Chief Finance Officer Email: 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.	Housing Revenue Account Budget and Business Plan 2014/15 -	To recommend to Council the Housing Revenue Account Budget and Business Plan 2014/15 for approval.	4 February 2014		Report	Deputy Leader and Executive Member for Corporate Resources, Executive Member for Social Care, Health and Housing Comments by 03/01/14 to Contact Officer: Charles Warboys, Chief Finance Officer Email: charles.warboys@centralbedfordshire.gov.uk Tel: 0300 300 6147
35.	Fees and Charges 2014/15 -	To recommend to Council the Fees and Charges 2014/15 for approval.	4 February 2014		Report	Deputy Leader and Executive Member for Corporate Resources Comments by 03/01/14 to Contact Officer: Charles Warboys, Chief Finance Officer Email: charles.warboys@centralbedfordshire.gov.uk Tel: 0300 300 6147
36.	Community Safety Partnership Plan and Priorities -	To recommend to Council to approve the Community Safety Partnership Plan and Priorities for 2014 - 2015.	18 March 2014	Strategic Assessment & Partnership Plan will be considered by the Community Safety Partnership Executive, the relevant Overview and Scrutiny Committee and the Local Strategic Partnership.	Strategic Assessment Priorities & Community Safety Partnership Plan 2014 - 2015	Executive Member for Sustainable Communities - Services Comments by 17/02/14 to Contact Officer: Joy Craven, CSP Manager Email: 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)
37.	Quarter 3 Performance Report -	To consider the quarter 3 performance report.	18 March 2014		Report	Deputy Leader and Executive Member for Corporate Resources Comments by 17/02/14 to Contact Officer: Elaine Malarky, Head of Programmes & Performance Management Email: elaine.malarky@centralbedfordshire.gov.uk Tel: 0300 300 5517

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

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

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

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