

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



**please ask for** Sandra Hobbs  
**direct line** 0300 300 5257  
**date** 12 September 2013

## NOTICE OF MEETING

### EXECUTIVE

Date & Time

**Tuesday, 24 September 2013 at 9.30 a.m.**

Venue

**Council Chamber, Priory House, Monks Walk, Shefford**

Richard Carr  
**Chief Executive**

To: The Chairman and Members of the EXECUTIVE:

Cllrs	J Jamieson	– Chairman and Leader of the Council
	M Jones	– Deputy Leader and Executive Member for Corporate Resources
	M Versallion	– Executive Member for Children's Services
	C Hegley	– Executive Member for Social Care, Health and Housing
	N Young	– Executive Member for Sustainable Communities – Strategic Planning and Economic Development
	B Spurr	– Executive Member for Sustainable Communities – Services
	Mrs P Turner MBE	– Executive Member – Partnerships
	R Stay	– Executive Member – External Affairs

All other Members of the Council - on request

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

# AGENDA

1. **Apologies for Absence**

To receive apologies for absence.

2. **Minutes**

To approve as a correct record, the Minutes of the meeting of the Executive held on 13 August 2013.

3. **Members' Interests**

To receive from Members any declarations of interest.

4. **Chairman's Announcements**

To receive any matters of communication from the Chairman.

5. **Petitions**

To consider petitions received in accordance with the Scheme of Public Participation set out in Annex 2 of Part A4 of the Constitution.

6. **Public Participation**

To respond to general questions and statements from members of the public in accordance with the Scheme of Public Participation set out in Appendix A of Part A4 of the Constitution.

7. **Forward Plan of Key Decisions**

To receive the Forward Plan of Key Decisions for the period 1 October 2013 to 30 September 2014.

## Decisions

<b>Item</b>	<b>Subject</b>	<b>Page Nos.</b>
8	<b>Physical Activity Strategy</b>  The report proposes to consider and support the recommendations from the Sustainable Communities Overview and Scrutiny Committee as set out in paragraph 15 of this report, and adopt the Physical Activity Strategy.	* 29 - 80

- 9 **Green Waste Disposal Contracts** \* 81 - 84

This report seeks approval to retender green garden waste treatment and disposal services for household garden waste collected in Central Bedfordshire.

- 10 **Central Bedfordshire Next Generation Network** \* 85 - 104

The report recommends the use of the Essex Next Generation Network (NGN) contract by Central Bedfordshire Council as the vehicle to procure a range of data network and telephony services in order to achieve MFTP savings and benefit from a set of non-financial business benefits.

<b>Monitoring Matters</b>
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- | <b>Item</b> | <b>Subject</b>   | <b>Page Nos.</b> |
|-------------|--|------------------|
| 11          | <b>2013 Quarter 1 Revenue Budget Monitoring Report</b><br><br>The report provides information on the projected outturn for 2013/14 as at Quarter 1.  | * 105 - 128      |
| 12          | <b>2013 Quarter 1 Capital Budget Monitoring Report</b><br><br>The report provides information on the projected Capital outturn position as at June 2013.   | * 129 - 138      |
| 13          | <b>Quarter 1, June 2013/14 Housing Revenue Account Revenue and Capital Budget Monitoring Report</b><br><br>The report provides information on the 2013/14 Housing Revenue Account revenue and capital position as at Quarter 1, June 2013. | * 139 - 148      |
| 14          | <b>Quarter 1 Performance Report</b><br><br>To consider the quarter 1 performance report.   | * 149 - 178      |

<b>Exempt Decision</b>
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- | <b>Item</b> | <b>Subject</b>  | <b>Exempt Para.</b> | <b>Page Nos.</b> |
|-------------|---|---------------------|------------------|
| 15          | <b>Central Bedfordshire Next Generation Network</b><br><br>To receive the exempt Appendix A containing the financial details. | * 3                 | 179 - 180        |

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

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

**CENTRAL BEDFORDSHIRE COUNCIL**

At a meeting of the **EXECUTIVE** held in the Council Chamber, Priory House, Monks Walk, Shefford on Tuesday, 13 August 2013.

**PRESENT**

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

Executive Members:	Cllrs	C Hegley Mrs P E Turner MBE	Cllrs	M A G Versallion J N Young
Deputy Executive Members:	Cllrs	I Dalgarno D J Hopkin A M Turner	Cllrs	B Wells R D Wenham
Apologies for Absence:	Cllrs	A D Brown Mrs S Clark A L Dodwell	Cllrs	B J Spurr R C Stay
Members in Attendance:	Cllrs	P N Aldis Mrs A Barker R D Berry M C Blair D Bowater	Cllrs	C C Gomm Mrs S A Goodchild D McVicar J Murray
Officers in Attendance		Mr J Atkinson  Mr R Carr Ms D Clarke  Mr M Coiffait Mr A Fleming Mr D Galvin Mr J Gleave Mrs E Grant  Mrs J Ogley		Head of Legal and Democratic Services Chief Executive Director of Improvement and Corporate Services Community Services Director Service Director - Business Services Head of Financial Performance Senior Strategic Transport Officer Deputy Chief Executive/Director of Children's Services Director of Social Care, Health and Housing

E/13/29      **Minutes**

**RESOLVED**

**that the minutes of the meeting held on 25 June 2013 be confirmed as a correct record and signed by the Chairman.**

E/13/30 **Members' Interests**

None were declared.

E/13/31 **Chairman's Announcements**

The Chairman congratulated the Adult Social Care teams and local health services who had collaborated in an exceptional way to move residents from the privately run Meppershall Care Home that had been closed by the Care Quality Commission.

The Council had received a grant of £1.7m from the Homes and Communities Agency towards the Dukeminster development in Dunstable.

The Chairman was pleased to announce that Redbourne Upper School had received a capital grant of £422,000 towards the School's expansion. This grant had been secured as a result of an application made by the Council on behalf of the Academy to the Education Funding Agency to meet the need for additional Post 16 places, as a result of demographic growth.

E/13/32 **Petitions**

No petitions were received.

E/13/33 **Public Participation**

No members of the public had registered to speak.

E/13/34 **Forward Plan of Key Decisions**

**RESOLVED**

**that the Forward Plan of Key Decisions for the period 1 September 2013 to 31 August 2014 be noted subject to the following amendments:**

- **item 8 – the award of the preferred bidder for the BEaR Project would be considered at a special meeting of the Executive on 8 October 2013; and**
- **item 24 – refers to the creation of a Sustainable Urban Drainage Advisory Board; this should read the Sustainable Urban Drainage Approval Board.**

E/13/35

### **Budget Strategy and Medium Term Financial Plan**

The Executive considered a report from the Deputy Leader and Executive Member for Corporate Resources that proposed the medium term financial planning framework for 2014/15 through to 2017/18.

The Deputy Leader and Executive Member for Corporate Resources highlighted the outcome of the Government's recent Spending Review. It was anticipated that the final Local Government Finance Settlement would not be known until December 2013.

In response to a question, the Deputy Leader and Executive Member for Corporate Resources explained that he did not anticipate that the Council would allocate grants to the town and parish councils in 2014/15 as this would need to be financed from the Council's own resources, but this would become clearer when the Executive put forward its draft budget proposals in December.

Reason for decision: To put in place a planning framework to meet the financial challenges faced by Central Bedfordshire Council over the medium term.

#### **RESOLVED**

- 1. that the risks and uncertainty surrounding the 2015 General Election and the likelihood of further austerity measures in the years following be recognised;**
- 2. that the proposed framework for updating the Medium Term Financial Plan and the preparation of a budget for 2014/15 be endorsed; and**
- 3. that the timetable for the consultation process be endorsed.**

E/13/36

### **East West Rail**

The Executive considered a report from the Executive Member for Sustainable Communities for Strategic Planning and Economic Development that outlined the benefits and implications of a new East West rail route. The report also set out the contribution required of the Council to support the delivery of the East West Rail (Western Section) Project, following discussions with Network Rail, the Department for Transport and the East West Rail consortium.

In response to a question, the Council would seek to monitor in particular any proposed works to the level crossing in Woburn Sands, as this might have an impact on the residents of Woburn.

The Executive Member for Sustainable Communities – Strategic Planning and Economic Development explained the reasons for promoting a stopping point at Ridgmont. Ridgmont Station had better parking facilities and was closest to, for example, Cranfield University.

Reason for decision: For the Council to fulfil its obligations to support the delivery of the East West Rail Western Section project.

**RESOLVED**

1. **that the Council supports the East West Rail Western Section project, with a preference for a new Bedford to Oxford / Reading rail service to include a stop at Ridgmont station.**

***RECOMMENDED to Council***

1. ***that the Council's contribution to the East West Rail Western Section project of an estimated £5.180 million be included in future updates of the Capital Programme.***

E/13/37

**Determination of Proposals for Commissioning of New School Places for Implementation in September 2014**

The Executive considered a report from the Executive Member for Children's Services that sought approval to commence three projects within the Council's New School Places Programme 2013/14 – 2017/18, where demographic growth required new school places to be provided from September 2014. These were at the following schools:

- Church End Lower School, Marston
- Academy of Redborne Upper School; and
- Academy of Alameda Middle School.

Church End Lower School was a Council maintained school and required the decision of the Executive following consideration of the representations received, whereas Redborne Upper School and Alameda Middle School Academies could only be invited to expand, as their proposals would need to be submitted to the Secretary of State for approval.

Members noted that the proposal for Stratton Upper School had been withdrawn to enable the Academy sufficient time to respond to recent Ofsted recommendations.

Reason for decision: To ensure the Council continues to meet its statutory obligations to provide sufficient school places and also to meet the legal requirements placed on the Council by the Education and Inspections Act 2006 regarding proposals to expand maintained schools.



**RESOLVED**

1. (i) that the procedures established by The Education and Inspections Act 2006 (EIA 2006) and The School Organisation (Prescribed Alterations to Maintained Schools) (England) Regulations 2007 as amended by The School Organisation and Governance (Amendment) (England) Regulations 2007 and The School Organisation and Governance (Amendment) (England) Regulations 2009, have been complied with in bringing forward the proposal to expand Church End Lower School, Marston as outlined in this report;
  - (ii) that the representations received in respect of the Church End Lower School proposal to the statutory notice as set out in Appendix B to the report, issued on the 17 June 2013 under Section 19(1) of the Education and Inspections Act 2006 be noted following consideration;
  - (iii) that the statutory proposal to expand Church End Foundation Lower School from a 270 place lower school for pupils aged 4+ to 9 to a 450 place lower school for pupils aged 4+ to 9 be approved through the creation of a new second campus on a new site with an implementation date of September 2014. The school would have an admission number of 60 for the Church Walk site and an admission number of 30 at the new Marston Park site;
  - (iv) that the detailed business case attached at Appendix C to the report be approved, thereby approving the commencement of the project and related expenditure, subject to the grant of planning permission under Part 3 of the Town and Country Planning Act 1990 by 1 February 2014.
2. that the detailed capital business case attached at Appendix D to the report to expand the Academy of Redborne Upper School from its current capacity of 1450 places to provide 1649 places with an implementation date of September 2014 be approved, thereby approving the commencement of the project and related expenditure, subject to the grant of planning permission under Part 3 of the Town and Country Planning Act 1990 by 1 February 2014; and
  3. That the detailed capital business case attached at Appendix E to the report to expand the Academy of Alameda Middle School from its current capacity of 600 places to provide 720 places with an implementation date of September 2014 be approved, thereby approving the commencement of the project and related expenditure, subject to the grant of planning permission under Part 3 of the Town and Country Planning Act 1990 by 1 February 2014.

E/13/38

**Consultation on School Funding Arrangements for 2014/15**

The Executive considered a report from the Executive Member for Children's Services that set out the changes to the funding arrangements for schools for 2014/15, the consultation process that the Council was required to carry out with schools and the steps which were being taken to meet the requirements of the Department for Education and the Education Funding Agency.

Reason for decision: To meet the timescales set out by the Department for Education.

**RESOLVED**

1. **that the consultation process with schools be approved;**
2. **to delegate authority to the Deputy Chief Executive/Director of Children's Services, in consultation with the Executive Member for Children's Services, to commence consultation with schools; and**
3. **to delegate authority to the Deputy Chief Executive/Director of Children's Services, in consultation with the Executive Member for Children's Services, to submit to the Department for Education the final application for variations and exclusions by 30 September 2013, and to submit the draft pro-forma with factors consulted on by Schools Forum by the 31 October 2013, following consultation with schools.**

(Note: The meeting commenced at 9.30 a.m. and concluded at 10.15 a.m.)

Chairman .....

Dated .....

**Central Bedfordshire Council  
Forward Plan of Key Decisions  
1 October 2013 to 30 September 2014**

- 1) During the period from **1 October 2013 to 30 September 2014**, Central Bedfordshire Council plans to make key decisions on the issues set out below. “Key decisions” relate to those decisions of the Executive which are likely:
- to result in the incurring of expenditure which is, or the making of savings which are, significant (namely £200,000 or above per annum) having regard to the budget for the service or function to which the decision relates; or
  - to be significant in terms of their effects on communities living or working in an area comprising one or more wards in the area of Central Bedfordshire.

- 2) The Forward Plan is a general guide to the key decisions to be determined by the Executive and will be updated on a monthly basis. Key decisions will be taken by the Executive as a whole. The Members of the Executive are:

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

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

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

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

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

# Central Bedfordshire Council

## Forward Plan of Key Decisions for the period 1 October 2013 to 30 September 2014

### Key Decisions

Date of Publication:

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.	Award of Preferred Bidder status to the selected contractor under the BEaR Project -	The report will be seeking the Executive to endorse the selection of the preferred bidder made by the BEaR Project Board to allow the Project Team to finalise and award the Contract.	8 October 2013	Consultees and dates to be confirmed, however this item will go through Overview and Scrutiny at the beginning of October.	A full report and presentation will be provided alongside the Executive report.	Executive Member for Sustainable Communities - Services Comments by 07/09/13 to Contact Officer: Ben Finlayson, BEaR Project Manager Email: <a href="mailto:ben.finlayson@centralbedfordshire.gov.uk">ben.finlayson@centralbedfordshire.gov.uk</a> Tel: 0300 300 6277
2.	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.	5 November 2013		Report with exempt appendices	Executive Member for Social Care, Health and Housing Comments by 04/10/13 to Contact Officer: Basil Quinn, Housing Asset Manager Performance or Peter Joslin, Housing Asset Manager Email: <a href="mailto:basil.quinn@centralbedfordshire.gov.uk">basil.quinn@centralbedfordshire.gov.uk</a> Tel: 0300 300 5118 or <a href="mailto:peter.joslin@centralbedfordshire.gov.uk">peter.joslin@centralbedfordshire.gov.uk</a> Tel: 0300 300 5395

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.	Flitwick Leisure Centre Feasibility Study -	To consider the Flitwick Leisure Centre Feasibility Study.	5 November 2013	Members, local community and key stakeholders.	Flitwick Leisure Centre Feasibility Study	Executive Member for Sustainable Communities - Services Comments by 04/10/13 to Contact Officer: Jill Dickinson, Head of Leisure Services Email: <a href="mailto:jill.dickinson@centralbedfordshire.gov.uk">jill.dickinson@centralbedfordshire.gov.uk</a> Tel: 0300 300 4258
4.	Admissions Arrangements and Co-ordinated Scheme 2015/16 -	To approve commencement of consultation on the Council's Admissions Arrangements and co-ordinated scheme for the academic year 2015/16.	5 November 2013	<ul style="list-style-type: none"> <li>a) Governing bodies of Local Authority schools.</li> <li>b) All other admission authorities within the relevant area.</li> <li>c) Parents of children between the ages of two and eighteen.</li> <li>d) Other persons in the relevant area who have an interest in the proposed admissions.</li> <li>e) Adjoining neighbouring authorities.</li> <li>f) The Church of England and Catholic Diocese.</li> </ul> <p>Method of consultation: Website. In addition: Letter to a, b, e and f. Information distributed to academies/schools and nurseries, notice in the local media to consult with c and d.</p>	Report	Executive Member for Children's Services Comments by 04/10/13 to Contact Officer: Pete Dudley, Assistant Director Children's Services (Learning & Strategic Commissioning) Email: <a href="mailto:pete.dudley@centralbedfordshire.gov.uk">pete.dudley@centralbedfordshire.gov.uk</a> Tel: 0300 300 4203

Ref No.	Issue for Key Decision by the Executive	Intended Decision	Indicative Meeting Date	Consultees and Date/Method	Documents which may be considered	Portfolio Holder and Contact officer (method of comment and closing date)
5.	Dukeminster Extra Care Housing Scheme, Dunstable -	To seek Executive approval to award the build contract.	5 November 2013	Consultation with stakeholder groups (such as the Older Peoples Reference Group and Sheltered Tenants Action Group) previously undertaken as part of initial scheme proposals presented to the Executive on 5 February 2013. Further consultation with these stakeholders, relevant technical officers and Heads of Service continuing as part of the detailed design phase.	Report - may contain exempt appendices	Executive Member for Social Care, Health and Housing Comments by 04/10/13 to Contact Officer: Bernard Carter, Client Manager, Extra Care Expansion Project Email: <a href="mailto:bernard.carter@centralbedfordshire.gov.uk">bernard.carter@centralbedfordshire.gov.uk</a> Tel: 0300 300 4175
6.	Central Bedfordshire Council's Equality Strategy -	To approve the Council's Equality Strategy which sets out the Council's vision and approach to ensuring all sections of the community get high quality services appropriate to their needs and also sets out how the Council will meet its legal responsibilities to ensure consideration of equality is integrated in to its service planning, delivery and human resource systems.	5 November 2013	Public Consultation, Equality Forum and Overview and Scrutiny Committees.	Draft Equality Strategy 2013-16	Deputy Leader and Executive Member for Corporate Resources Comments by 04/10/13 to Contact Officer: Clare Harding, Corporate Policy Advisor (Equality & Diversity) Email: <a href="mailto:clare.harding@centralbedfordshire.gov.uk">clare.harding@centralbedfordshire.gov.uk</a> Tel: 0300 300 6109

Ref No.	Issue for Key Decision by the Executive	Intended Decision	Indicative Meeting Date	Consultees and Date/Method	Documents which may be considered	Portfolio Holder and Contact officer (method of comment and closing date)
7.	Land East of Biggleswade Phase 4 -	To consider land East of Biggleswade Phase 4.	5 November 2013		Report - Exempt	Deputy Leader and Executive Member for Corporate Resources Comments by 04/10/13 to Contact Officer: Nick Kealey, Head of Property Assets Email: <a href="mailto:nick.kealey@centralbedfordshire.gov.uk">nick.kealey@centralbedfordshire.gov.uk</a> Tel: 0300 300 5769
8.	Planning Enforcement Plan -	To adopt the Planning Enforcement Plan.	5 November 2013		Planning Enforcement Plan	Executive Member for Sustainable Communities - Strategic Planning and Economic Development Comments by 04/10/13 to Contact Officer: Sue Cawthra, Enforcement & Appeals Team Leader Email: <a href="mailto:sue.cawthra@centralbedfordshire.gov.uk">sue.cawthra@centralbedfordshire.gov.uk</a> Tel: 0300 300 4369
9.	Joint Venture Proposal -	To receive a report on the proposals for joint ventures.	10 December 2013	Overview and Scrutiny Committee on 22 October 2013.	Report	Deputy Leader and Executive Member for Corporate Resources Comments by 09/11/13 to Contact Officer: Nick Kealey, Head of Property Assets Email: <a href="mailto:nick.kealey@centralbedfordshire.gov.uk">nick.kealey@centralbedfordshire.gov.uk</a> Tel: 0330 300 5769



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.	Proposals for Commissioning of New School Places for Implementation in September 2015 and Proposals for Commissioning of New School Places for Implementation in September 2016 -	1) Determination of proposals for commissioning of new school places for implementation in September 2015; and 2) to approve commencement of consultations for proposals for commissioning of new school places for implementation in September 2016.	10 December 2013	<p>For proposals for New School Places for implementation in September 2015:</p> <ul style="list-style-type: none"> <li>• the governing body of the schools which are the subject of proposals;</li> <li>• families of pupils, teachers and other staff at the schools;</li> <li>• the governing bodies, teachers and other staff of any other school that may be affected;</li> <li>• families of any pupils at any other school who may be affected by the proposals including families of pupils at feeder schools;</li> <li>• trade unions who represent staff at the schools and representatives of trade unions of any other staff at schools who may be affected by the proposals;</li> <li>• Constituency MPs for the schools that are the subject of the proposals;</li> <li>• the local parish council where the school that is the subject of the proposals is situated</li> </ul> <p>Consultation period between May and November 2013 including press releases, public meetings, statutory notices.</p>	Report and Outcome of Consultation	<p>Executive Member for Children's Services  Comments by 09/11/13 to Contact Officer:  Rob Parsons, Head of School Organisation and Capital Planning  Email: <a href="mailto:rob.parsons@centralbedfordshire.gov.uk">rob.parsons@centralbedfordshire.gov.uk</a>  Tel: 0300 300 5572</p>

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

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

Ref No.	Issue for Key Decision by the Executive	Intended Decision	Indicative Meeting Date	Consultees and Date/Method	Documents which may be considered	Portfolio Holder and Contact officer (method of comment and closing date)
15.	Determination of the Statutory Proposal of the Governing Body of Pulford CoE VA Lower School, Leighton Buzzard -	Determination of the statutory proposal of the Governing Body of Pulford Church of England Voluntary Aided Lower School, Pulford Road, Leighton Buzzard, to enlarge the permanent capacity of the school from 150 places to 225 places with effect from September 2014.	10 December 2013	<p>Statutory consultation between 13 May and 17 June 2013. Representation period to a statutory notice between 19 September and 17 October 2013. Method of Consultation: Consultation documents, school website, notices in local press, public meetings with:</p> <ul style="list-style-type: none"> <li>• Teachers and other staff at the school</li> <li>• Unions</li> <li>• Families of children at the school</li> <li>• Local Schools in the area of Central Bedfordshire Council</li> <li>• The Pulford Trust</li> <li>• Church of England Diocese</li> <li>• Constituency MP</li> <li>• Leighton Buzzard Town Council.</li> </ul>	Report and the report of the Governing Body. Consultation documents produced, statutory notices served, representations received.	<p>Executive Member for Children's Services Comments by 09/11/13 to Contact Officer: Pete Dudley, Assistant Director Children's Services (Learning &amp; Strategic Commissioning) Email: <a href="mailto:pete.dudley@centralbedfordshire.gov.uk">pete.dudley@centralbedfordshire.gov.uk</a> Tel: 0300 300 4203</p>

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

Ref No.	Issue for Key Decision by the Executive	Intended Decision	Indicative Meeting Date	Consultees and Date/Method	Documents which may be considered	Portfolio Holder and Contact officer (method of comment and closing date)
17.	Consultation on School Funding 2013 -	To formally discuss and approve the Council's proposed school funding formula following consultation in September 2013. This formula will determine the funding basis for schools and academies in Central Bedfordshire Council area for April 2014/15.	14 January 2014		Report	Executive Member for Children's Services Comments by 13/12/13 to Contact Officer: Pete Dudley, Assistant Director Children's Services (Learning & Strategic Commissioning) Email: <a href="mailto:pete.dudley@centralbedfordshire.gov.uk">pete.dudley@centralbedfordshire.gov.uk</a> Tel: 0300 300 4203
18.	Arlesey Masterplan (Land at Chase Farm and Land West and North-East of High Street, Arlesey) -	To adopt the Master Plan for Site Allocations Policy MA8 - land at Chase Farm and land west and north-east of High Street, Arlesey as technical guidance for development management purposes.	14 January 2014	Public Consultation taking place October/November 2013.	Report and Masterplan Technical Document	Executive Member for Sustainable Communities - Strategic Planning and Economic Development Comments by 13/12/13 to Contact Officer: Sue Frost, Interim Local Planning and Housing Team Leader Email: <a href="mailto:sue.frost@centralbedfordshire.gov.uk">sue.frost@centralbedfordshire.gov.uk</a> Tel: 0300 300 4952

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.	Leisure Strategy -	To adopt Leisure Strategy: Chapter 2 - Recreation & Open Space Strategy, Chapter 3 - Playing Pitch Strategy, Overarching Leisure Strategy.	18 March 2014	Draft strategies to Sustainable Communities Overview and Scrutiny Committee on 23 January 2014.	Chapter 2: Recreation & Open Space Strategy Chapter 3: Playing Pitch Strategy Overarching Leisure Strategy Document	Executive Member for Sustainable Communities - Services Comments by 17/02/14 to Contact Officer: Jill Dickinson, Head of Leisure Services Email: <a href="mailto:jill.dickinson@centralbedfordshire.gov.uk">jill.dickinson@centralbedfordshire.gov.uk</a> Tel: 0300 300 4258
20.	Revenue, Capital and Housing Revenue Account (HRA) Quarter 3 Budget Monitoring Reports -	To consider the revenue, capital and HRA quarter 3 budget monitoring report.	18 March 2014		Report	Deputy Leader and Executive Member for Corporate Resources Comments by 17/03/14 to Contact Officer: Charles Warboys, Chief Finance Officer Email: <a href="mailto:charles.warboys@centralbedfordshire.gov.uk">charles.warboys@centralbedfordshire.gov.uk</a> Tel: 0300 300 6147
21.	Admission Arrangements and Co-ordinated Scheme 2014/15 -	Determination of the Council's Admissions Arrangements and co-ordinated scheme for the academic year 2014/15.	18 March 2014		Report	Executive Member for Children's Services Comments by 17/02/14 to Contact Officer: Pete Dudley, Assistant Director Children's Services (Learning & Strategic Commissioning) Email: <a href="mailto:pete.dudley@centralbedfordshire.gov.uk">pete.dudley@centralbedfordshire.gov.uk</a> Tel: 0300 300 4203

Ref No.	Issue for Key Decision by the Executive	Intended Decision	Indicative Meeting Date	Consultees and Date/Method	Documents which may be considered	Portfolio Holder and Contact officer (method of comment and closing date)
22.	Central Bedfordshire Design Guide -	To adopt a Design Guide for Central Bedfordshire.	18 March 2014	4 week public consultation taking place in October – November 2013.	Report and Design Guide Technical document	Executive Member for Sustainable Communities - Strategic Planning and Economic Development Comments by 17/02/14 to Contact Officer: Connie Frost-Bryant, Senior Planning Officer, Local Planning and Housing Team Email: <a href="mailto:connie.frostbryant@centralbedfordshire.gov.uk">connie.frostbryant@centralbedfordshire.gov.uk</a> Tel: 0300 300 4329

## NON KEY DECISIONS

23.	Minerals and Waste Core Strategy -	To recommend to Council the adoption of the Minerals and Waste Core Strategy.	5 November 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 04/10/13 to Contact Officer: Roy Romans, Minerals and Waste Team Leader Email: <a href="mailto:roy.romans@centralbedfordshire.gov.uk">roy.romans@centralbedfordshire.gov.uk</a> Tel: 0300 300 6039
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Ref No.	Issue for Key Decision by the Executive	Intended Decision	Indicative Meeting Date	Consultees and Date/Method	Documents which may be considered	Portfolio Holder and Contact officer (method of comment and closing date)
24.	Quarter 2 Performance Report -	To consider the quarter 2 performance report.	10 December 2013		Report	Deputy Leader and Executive Member for Corporate Resources Comments by 09/11/13 to Contact Officer: Elaine Malarky, Head of Programmes & Performance Management Email: <a href="mailto:elaine.malarky@centralbedfordshire.gov.uk">elaine.malarky@centralbedfordshire.gov.uk</a> Tel: 0300 300 5517
25.	Capital Programme - 2014/15 to 2017/18 -	To recommend to Council the proposed Capital Programme for 2014/15 to 2017/18 for approval.	4 February 2014		Report	Deputy Leader and Executive Member for Corporate Resources Comments by 03/01/14 to Contact Officer: Charles Warboys, Chief Finance Officer Email: <a href="mailto:charles.warboys@centralbedfordshire.gov.uk">charles.warboys@centralbedfordshire.gov.uk</a> Tel: 0300 300 6147
26.	Treasury Management Strategy Statement and Investment Strategy 2014-2018 -	To recommend to Council the Treasury Management Strategy Statement and Investment Strategy 2014-2018 for approval.	4 February 2014		Report	Deputy Leader and Executive Member for Corporate Resources Comments by 03/01/14 to Contact Officer: Charles Warboys, Chief Finance Officer Email: <a href="mailto:charles.warboys@centralbedfordshire.gov.uk">charles.warboys@centralbedfordshire.gov.uk</a> Tel: 0300 300 6147

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

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

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

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

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

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

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**Meeting:** Executive  
**Date:** 24 September 2013  
**Subject:** Physical Activity Strategy  
**Report of:** Cllr Spurr, Executive Member Sustainable Communities - Services  
**Summary:** The report proposes to consider and support the recommendations from the Sustainable Communities Overview and Scrutiny Committee as set out in paragraph 15 of this report, and adopt the Physical Activity Strategy.

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**Advising Officer:** Marcel Coiffait, Community Services Director  
**Contact Officer:** Jill Dickinson, Head of Leisure Services  
**Public/Exempt:** Public  
**Wards Affected:** All  
**Function of:** Executive  
**Key Decision** Yes  
**Reason for urgency/  
exemption from call-in  
(if appropriate)** N/A

#### **CORPORATE IMPLICATIONS**

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

The Physical Activity Strategy which is Chapter 4 of the Leisure Strategy, will support the following Council priorities;

- Promote health and wellbeing and protecting the vulnerable.
- Great universal services – leisure.

##### **Financial:**

1. The Physical Activity Strategy will direct the work programme for Leisure Services included in the 2013/14 leisure revenue budget. Any additional staffing requirements identified as the work programme develops will be budgeted for by delivering compensatory savings elsewhere within the service.

##### **Legal:**

2. The Physical Activity Strategy will help the Council respond to its new public health responsibilities, specifically the Health and Social Care Act 2012 and NHS Act 2006 (amended), which gives responsibility for health improvement to unitary authorities.

**Risk Management:**

3. The following risks have been identified, which are considered in more detail below:
  - Failure to deliver the Council's priorities.
  - Reputational risks.
  - Risk to customer satisfaction.
4. The development of the Physical Activity Strategy, part of the Council's Medium Term Plan will help to deliver the Council's priorities by directing resources to services which promote health and wellbeing and deliver great universal services.
5. The methodology undertaken to develop the strategy has involved a robust assessment and analysis of health, physical activity and population data combined with facility and participation information from a range of key stakeholders and partners.
6. Wide consultation has enabled key emerging issues to be tested and ensures the strategy focuses on the most relevant priorities for CBC, its partners, and the local population.

**Staffing (including Trades Unions):**

7. Not Applicable.

**Equalities/Human Rights:**

8. Public authorities have a statutory duty to promote equality of opportunity, eliminate unlawful discrimination, harassment and victimisation and foster good relations in respect of nine protected characteristics; age disability, gender re-assignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.
9. There are demographic and economic differences in regular participation levels, including lower proportions of females than males, lower proportions of disabled people compared to non-disabled people, lower proportions of people from less affluent socio economic groups and lower levels among some black and ethnic minority groups taking part. The Physical Activity Strategy, through its strategic priorities aims to reduce the barriers to participation, promote equality of opportunity, and encourage an active and healthy lifestyle.

**Public Health:**

10. The evidence for increasing physical activity is compelling and there is a wealth of information and research that supports this as set out in the Physical Activity Audit and Assessment, available as a background paper.
11. Leisure Services is a key public health resource. The Physical Activity Strategy aims to ensure local communities have every opportunity to engage in regular physical activity to help prevent ill health, generate long term improvements in overall levels of health and wellbeing and thereby reduce the costs to society for the NHS and social care.

**Community Safety:**

12. Under section 17 of the Crime and Disorder Act the Council has a statutory duty to do all that is reasonable to prevent crime and disorder within its areas. Leisure facilities and the activities that they offer provide positive opportunities, particularly to young people, who may otherwise engage in activities that may be criminal or anti-social.

**Sustainability:**

13. Extending and improving opportunities that increase the number of people accessing and participating in sport and physical activity through a network of good quality, accessible and readily available public sport and recreation facilities and open spaces, reduces the need for customers to travel to other local authority areas to participate in these activities.

**Procurement:**

14. Not applicable.

**Overview and Scrutiny:**

15. The Sustainable Communities Overview and Scrutiny committee considered the draft strategy on 25 July 2013. It was received positively, and its comments have been taken into consideration as part of this report. The committee recommended;

‘That the comments of the Committee be taken into consideration prior to the adoption of the Physical Activity Strategy and that the Council takes strong action to access money to support the delivery of the Strategy via Bedfordshire and Luton County Sports Partnership and the Health and Wellbeing Board.’

See Appendix C for the full minutes.

**RECOMMENDATIONS:**

**The Executive is asked to:**

1. **support the recommendations from the Sustainable Communities Overview and Scrutiny Committee;**  
**‘That the Council takes strong action to access money to support the delivery of the Strategy via Bedfordshire and Luton County Sports Partnership and the Health and Wellbeing Board.’**
2. **to adopt the Physical Activity Strategy.**

<i>Reason for Recommendations:</i>	<i>To ensure CBC has a strategic approach to the provision of and opportunities for physical activity.</i>
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## Executive Summary

16. Central Bedfordshire Council Executive Committee has sought the creation of a leisure strategy, in order to adopt a holistic approach to the provision of sport, leisure and recreation facilities and opportunities across the Council's area. The aim of the project is to assess current facilities and services, estimate future demand to assist the authority to deliver and facilitate good quality, sustainable, demand-led facilities and services. The Physical Activity Strategy is the fourth chapter of the Leisure Strategy.
17. The evidence to support increasing physical activity amongst our local population to improve health outcomes is compelling, and everyone can benefit from appropriate physical activity. The majority need to be more active more of the time; the greatest benefit is to those going from no or low levels of physical activity to moderate levels. Sustaining appropriate levels of physical activity throughout their life course into older age can increase people's healthy life for longer. It is independently better for individuals and economically better for social care and health budgets.
18. The strategy addresses the key issues raised from a robust review of policy, and audit and assessment of national and local data and identifies a number of linked emerging strategic priorities which support our customers to have every opportunity to engage in regular physical activity to help prevent ill health, generate long term improvements in overall levels of health and wellbeing and thereby reduce the costs to society for the NHS and social care.

## Introduction

19. The Leisure Strategy is broad in scope and the timetable for its development is phased as set out below:
  - Chapter 1: Leisure Facilities, considered by Sustainable Communities Overview and Scrutiny Committee on 13 December 2012, adopted by the Executive on 8 January 2013.
  - Chapter 2: Recreation and Open Space (a defined range of green spaces, providing formal and informal recreational activity facilities and opportunities). To be considered by Sustainable Communities Overview and Scrutiny Committee on 23 January 2014 and Executive on 18 March 2014.
  - Chapter 3: Playing Pitches (outdoor formal, grass and artificially-surfaced sports playing pitches). To be considered by Sustainable Communities Overview and Scrutiny Committee on 23 January 2014 and Executive on 18 March 2014.
  - Chapter 4: Physical Activity (a defined range of physical activity classes, sports, exercises etc. undertaken indoors and outdoor).



20. The Leisure Strategy is part of the Medium Term Plan, which will provide;
- A comprehensive picture of leisure facilities and opportunities within Central Bedfordshire up to 2031
  - Supplementary Planning Documents (SPD) strategies for Chapters 1-3 in compliance with Local Development Framework (LDF) requirements for securing new and improved leisure facilities in association with new development, and for securing and spending Section106 and Community Infrastructure Levy funds
  - Strategic direction for the delivery of leisure facilities and opportunities for all potential stakeholders across the area
  - Direction for CBC capital investment proposals to meet customers needs
21. The key drivers that underpin the Physical Activity Strategy include both national and local policy to:
- Increase levels of physical activity – moving from inactive to active, and being more active, more often
  - Deliver public health outcomes by providing opportunities for positive lifestyle choices and by reducing health inequalities
  - Engage local people in shaping their local services
  - Ensure value for money in provision of services
  - Reduce costs to society for the NHS and social care.
22. The Physical Activity Strategy has assessed participation in a range of sport and recreation activities undertaken indoors and outdoors including;
- Activities:
- Walking
  - Cycling
  - Running/Jogging
  - Seated Exercise
  - Dance
  - Keep Fit Classes
  - Gyms
  - Sports opportunities

Locations where activities take place:

- Village and Community Halls
- Leisure Centres
- Sports Clubs – that have their own grounds
- Schools, Colleges and Universities
- Town & Parish Councils
- Military Defence establishments – where public access is available
- Children Centres
- Golf clubs
- Sheltered accommodation and care homes

23. There are a range of activities where CBC has less influence on, because they are either specialist sports/activities involving a small percentage of the population, requiring purpose built, 'destination' facilities, or are activities which people can undertake as part of their everyday lives, including :

- Gardening
- Housework
- Ice skating / snowboards / skiing
- Paragliding
- Hotel – sport and physical activities eg Zumba
- High Ropes
- Private Health Clubs
- Centre Parcs – Central Bedfordshire
- Extreme Sports
- Parkour (free running)

However, information regarding adult participation in sport and active recreation at all locations, including those where CBC has less influence continues to be recorded.

## Methodology

24. The methodology has involved three stages.

- Stage 1 - an audit and assessment comprising a review of national and local health, population and physical activity data, national and local participation and facility data, and local stakeholder consultation, available as a background paper.
- Stage 2 - analysis of the audit and assessment evidence to identify a range of key themes and issues which are set out in the Chapter 4 Physical Activity Strategy Issues and Options report, available as a background paper. A summary of the key issues is set out in paragraph 25.
- Stage 3 - development of emerging strategic priorities which address the key issues for Central Bedfordshire Council, and form the basis of the Physical Activity Strategy.

## Key Issues

25. A summary of key national and local issues from the audit and assessment is set out below:

### National data

- There is a significant cost to primary and secondary care due to physical inactivity. In 2009/10 nationally it totalled £900m.
- There is clear evidence which demonstrates participation in regular physical activity reduces the risk of the six most prevalent non communicable diseases: coronary heart disease, stroke, diabetes, cancer, hypertension, depression, and improves a range of health outcomes including living longer, cardio respiratory health, metabolic health, weight management, musculoskeletal health, cancer and mental health.
- On average, 22% of adults participate in sport and active recreation, for 30 minutes, 3 times a week (Active People survey, Sport England).

26.

Local data

- There is a significant cost to primary and secondary care due to physical inactivity. For Central Bedfordshire, in 2009/10 it totalled £3.6m.
- Almost half (48%) of the Central Bedfordshire population are inactive, taking part in no physical activity. Physical inactivity is described as doing no or very little physical activity at work, at home, for transport or during discretionary time and not reaching physical activity guidelines deemed necessary to benefit public health.
- Adult participation in active recreation and sport for 30 minutes, 3 times a week in Central Bedfordshire at 23.4% is slightly higher than the regional or national average, with broadly similar levels of sport and active recreation being maintained since 2005/6. Against our comparator unitary authorities, participation is lower than 3 authorities in that group (Cheshire West and Chester 34.6%, Bedford 33.9%, Cheshire East 28.1%).
- Information from The Director of Public Health report 'Inequalities in Central Bedfordshire' summarises that men who live in the 20% most deprived areas live an average of 7 year's less than those who live elsewhere in Central Bedfordshire; for women the difference is over 5 years.
- Differences in regular participation levels exist, with women, disabled people, lower socio economic groups and some black and ethnic minority groups taking part less.
- Despite the wide range of providers and physical activity opportunities, activities on offer are not always targeted to the demographics of the local population or specific vulnerable groups in order to best address health inequalities.
- A significant proportion of adults want to start playing sport or do more, but for the barriers which are often related to social or economic inequalities.

27. Information from key stakeholders
- There is a lack of information and awareness about how to take part in physical activity, including the type of activity available, location, and price and how to book.
  - There are a number of uncoordinated programmes of activity which have lead to duplication, competition and add hoc opportunities for people to take part.
  - Short, time limited funded programmes of activity have limited impact and are not sustainable.
  - For some customer facing staff there is a gap in knowledge, understanding and experience in working with vulnerable groups and individuals.

### **Strategic priorities**

28. The key issues from the audit and assessment identify a number of linked emerging strategic priorities which seek to address the identified barriers to participation;
- **Communication:** Improving internal and external communication and raising awareness of the wide number and range of physical activity opportunities that already exist so that residents are aware of, and can influence future delivery.
  - **Coordination:** Coordinating physical activity opportunities, partnership activity and funding to maximise value, impact and long term benefits for those involved.
  - **Access:** Limiting barriers that people face when choosing to participate such as physical access, price and targeted pathways.
  - **Positive outcomes:** Assessing the impact of participation in physical activity with consistent robust data to evidence broad health and wellbeing outcomes.
  - **Workforce development:** Ensuring that customer facing staff have the appropriate skills and awareness to work with a range of customers with varying needs.

### **Consultation**

29. A range of key stakeholders have been consulted during the audit and assessment stage and on the draft strategy, and are listed at Appendix B.

**Next steps**

30. Implementation of the Physical Activity Strategy will be lead by Leisure Services via its Physical Activity team, in partnership with a range of key internal and external partners. Annual action plans will be developed to address the strategic priorities.
31. In addition, the specification of the new leisure management contract for four leisure centres will support incorporate broad public health and physical activity outcomes

**Appendices:**

- Appendix A Physical Activity Strategy  
Appendix B Consultees  
Appendix C Overview and Scrutiny minute.

**Background papers and their location:** (open to public inspection)

Physical Activity Audit and assessment

Physical Activity Strategy Issues and Options report

<http://www.centralbedfordshire.gov.uk/leisure/sports-clubs-andcentres/leisure-strategy.aspx>



## Central Bedfordshire Leisure Strategy

### Chapter 4: Physical Activity Strategy 2013-2017

September 2013

## EXECUTIVE SUMMARY

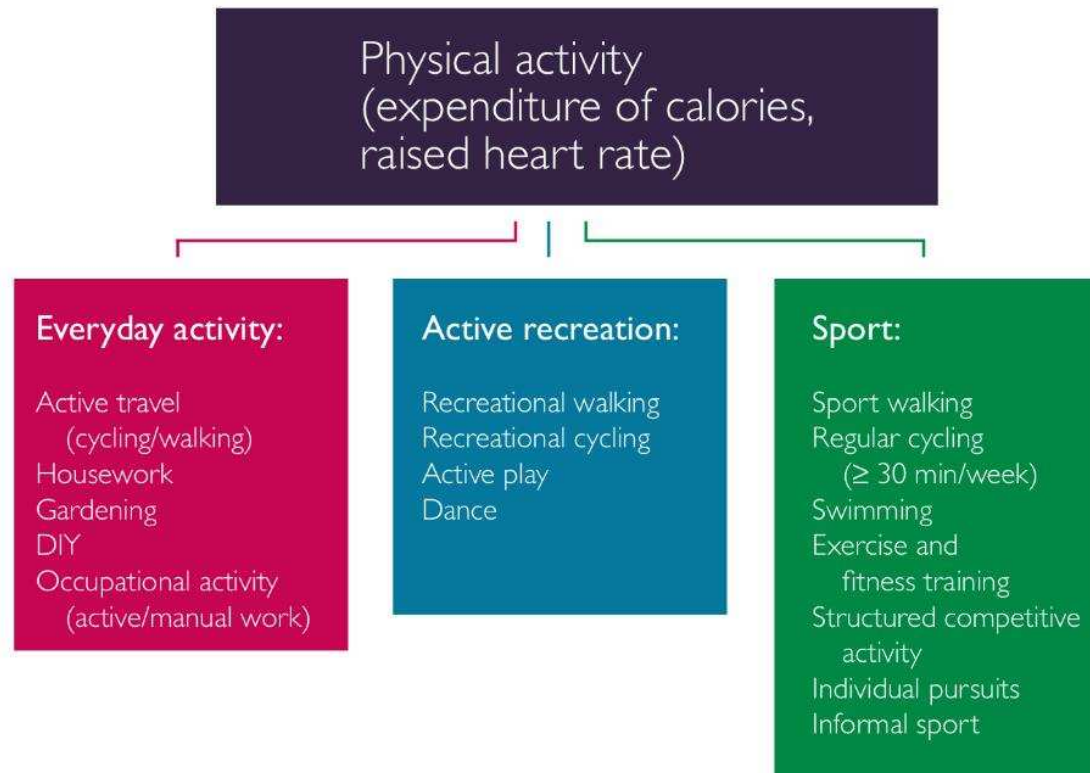
Physical Activity is essential to a healthy lifestyle. The evidence to support increasing physical activity amongst our local population to improve health outcomes is compelling. Everyone can benefit from appropriate physical activity. The majority need to be more active more of the time; the greatest benefit is to those going from no or low levels of physical activity to moderate levels. Sustaining appropriate levels of physical activity throughout their life course into older age can increase people's healthy life for longer. It is independently better for individuals and economically better for social care and health budgets. Central Bedfordshire has a wealth of built and natural facilities which provide opportunities for physical activity. A coordinated, cross sector approach to physical activity is essential to increase participation, reduce health inequalities and improve the quality of life of our residents.

Central Bedfordshire Council Executive Committee has sought the creation of a leisure strategy in order to adopt a holistic approach to the provision of sport, leisure and recreation facilities and opportunities across the Council's area. The aim of the strategy process is to assess current facilities and services, estimate future demand and thereby create a strategy which will assist the authority to deliver and facilitate good quality, sustainable, demand-led facilities and services. Chapter 4 will inform residents and partners about making step change in behaviour while assessing levels of activity and inactivity. We will identify the way people access and use leisure services and facilities in Central Bedfordshire with the intention of improving our services and increasing physical activity amongst our residents.

The scope of the leisure strategy comprises three facility-based chapters which incorporate a range of indoor, built facilities together with open spaces and outdoor playing pitches, and in the fourth chapter it seeks to marry the facilities currently available, and those identified as being required, with the types of physical activities needed to support Central Bedfordshire's residents in pursuing a healthy active lifestyle.



In this context physical activity includes all forms of activity, such as 'everyday' walking or cycling to get from A to B, active recreation not undertaken competitively, such as working out in the gym, dancing, gardening or families playing together, as well as organised and competitive sport.



*Be Active Be Healthy – A Plan To Get the Nation Moving*

## **Part 1: Introduction and Background**

- 1.1 Introduction and Background
- 1.2 Leisure Strategy Structure
- 1.3 Purpose and Scope of the Leisure Strategy
- 1.4 Planning for Sport and Recreation

## **Part 2: Physical Activity Strategy**

- 2.1 Scope
- 2.2 Methodology
- 2.3 Vision and Objectives

## **Part 3: Context**

- 3.1 General Context
- 3.2 Other Socio Economic and health data
- 3.3 Participation in Sport and Active Recreation

## **Part 4: Summary of Audit and Assessment**

- 4.1 National and local health and participation data
- 4.2 Local stakeholder consultation

## **Part 5: Strategic Priorities**

- 5.1 Communication and Awareness
- 5.2 Coordination
- 5.3 Access
- 5.4 Positive Outcomes
- 5.5 Workforce Development

## **Part 6: Monitoring and Review**

## **Part 7: Next Steps**

# PART 1

## INTRODUCTION AND BACKGROUND

### 1.1 The Leisure Strategy

Five chapters will comprise the Leisure Strategy. The chapters are:

- Chapter 1: Leisure Facilities Strategy
- Chapter 2: Recreation & Open Space Strategy
- Chapter 3: Playing Pitch Strategy
- Chapter 4: Physical Activity Strategy
- Overarching Leisure Strategy

In accordance with Government policy contained in the National Planning Policy Framework, each chapter of the Leisure Strategy will carry out an assessment of the current provision of identified leisure facilities across Central Bedfordshire in 2012/13, and estimate the respective leisure requirements which result from the growth in Central Bedfordshire's population up to 2031. The strategies for Chapters 1 to 3 will each be Supplementary Planning Documents (SPD) which will detail an approach to facility standards and future facility requirements to be met through the planning process and will form material evidence and policy to inform the Council's emerging Development Strategy.

The purpose of the Leisure Strategy is to support the securing of new and improved facility provision, identify needs and priorities, address inequalities of provision, inform investment strategies of the Council and other bodies, provide a basis for management reviews and ensure that residents of Central Bedfordshire have access to good quality leisure activities as well as leisure and recreation facilities which enable them to be physically active and make healthy lifestyle choices. The Leisure Strategy does not include an evaluation of Central Bedfordshire Council's capital or management role in the delivery of some of the facilities in this chapter.

Each element of this strategy has been prepared to provide guidance to assist all parties involved in the delivery of the Council's leisure requirements. It is intended that some parts will be adopted as Supplementary Planning Documents following adoption of the Council's Development Strategy proposed for early 2014. Until then this document as the Council's Leisure Facilities Strategy will attract some weight in decisions reached on planning applications.

Chapters 1 to 3 of the Leisure Strategy is derived from policies in the emerging Development Strategy for Central Bedfordshire in particular Policy 22 Leisure and Open Space Provision which identifies general requirements for provision.

In addition to the emerging Development Strategy the Leisure Strategy has also had regard to the National Planning Policy Framework and has been prepared in line with the methodology set out in the former planning policy guidance note PPG 17 and Sport England good practice guidance.

Chapter 4: Physical Activity Strategy will provide a strategic approach to physical activity together with a detailed programme of activities.

## 1.2 Leisure Strategy Development

The development stages for all Chapters within the Leisure Strategy are set out below:

Audit & Assessment - Stage 1 of each chapter will comprise an audit and assessment which gathers evidence using the relevant methodology and research tools for each chapter. Facility inspections and stakeholder feedback will then be combined with the audit evidence to detail both the current and future provision required to meet the sport and recreation needs of Central Bedfordshire residents now and to 2031.

Issues & Options Report - Stage 2 is the Issues and Options Report which will present the key findings arising from the audit and assessment of each chapter and highlights the main issues affecting provision now and in the future. These key issues will be presented for consultation with a range of options to address the issues.

Strategy - At stage 3, the preferred options will be identified and developed into policies relevant to that Chapter for approval by the Council's Executive Committee.

This document represents this stage of the process for Chapter 4: Physical Activity Strategy.

Action Plans – Stage 4 will be the preparation of an action plan to accompany each of Chapters 1 to 4. This will detail the delivery of the requirements identified in the strategy.

## 1.3 Purpose and Scope of the Leisure Strategy

The strategic purpose of the four chapters comprising the Leisure Strategy is to provide a framework for the prioritisation, provision and development of sport and recreation facilities and opportunities in Central Bedfordshire. By highlighting deficiencies and opportunities for improvement, it will set the context for decisions about the priority and delivery of local provision up to 2031.

The key drivers supporting the development of the Leisure Strategy for Central Bedfordshire are:

- To create a robust evidence base on which to base planning policy/standards
- To identify appropriate locations for new/improved leisure provision to target need
- To secure appropriate leisure facilities & S106/CIL contributions, to accompany new development
- To inform Central Bedfordshire Council's capital expenditure on new/improved facilities within its ownership
- To support Central Bedfordshire Council's responsibility for public health from April 2013 by ensuring sustainable, high quality sport and physical activity infrastructure and opportunities are provided to enable residents to live active lives, prevent ill health, improve overall health & wellbeing, and reduce costs.
- To ensure the number of adults taking part in sport and physical activity remains above the national average

## Leisure Strategy: Scope

The scope for each chapter of the Leisure Strategy is detailed within the respective Audit and Assessment Reports. The following summaries the scope for each chapter:

Chapter 1: Leisure Facilities Strategy – built, indoor sport and leisure facilities

Chapter 2: Recreation and Open Space Strategy – a range of open spaces (excluding sports pitches)

Chapter 3: Playing Pitch Strategy – outdoor sports playing pitches

Chapter 4: Physical Activity Strategy – a range of sports and recreation activities undertaken indoors and outdoors

## 1.4 Planning for Sport and Recreation

### National Guidance

In June 2006, the Audit Commission's report; "Public sports and recreation services – making them fit for the future" made a number of criticisms regarding the strategic planning of facilities, resulting in poor provision in terms of location, quality and failure to meet changing needs and customer expectations. The report's recommendations identified a need to ensure that local authorities improved their strategic planning of sport and recreation provision by assessing current and future needs, collaborating with other sectors and working across boundaries in the procurement, planning and delivery of services. In addition, there was a need for local authorities to appraise options for facility provision in a transparent way, testing the market to ensure that the best options were identified.

As the traditional means of facility funding such as the Lottery and Building Schools for the Future (BSF) diminished, new investment was occurring via Section 106 developer contributions, the Private Finance Initiative (PFI) and more recently the Community Infrastructure Levy; in order to maximise potential benefits of such investment Local Authorities required a clear strategic vision and direction.

The advent of a new planning system required Local Authorities to prepare Local Development Frameworks, and lessons learnt from early examinations of these suggested that a comprehensive needs and evidence base was necessary to ensure that future requirements were planned for accurately. This approach is reinforced in the current Government planning policy set out in the new National Planning Policy Framework which seeks to protect the environment and promotes sustainable growth. Each council is required to prepare a Development Strategy which will be the main planning document for its local authority area, and sets out the overarching spatial strategy and development principles, together with more detailed policies to help determine planning applications. It also requires that supplementary strategies produced to support the Development Strategy should comprise, or lead to, defensible planning guidance for sport, including an improved evidence base for



the identification of the level of developer contributions required to meet the Council's strategic objectives for sport.

## Sport England Guidance

Strategy production also conforms to guidance provided by Sport England that strategic planning for sport is essential in delivering appropriate facilities in the right location. In particular, this work is supported by Sport England, and benefits from the lessons learned as the result of its Facilities Improvement Service. This assisted local authorities to improve the ways in which they plan for sport and recreation, enabling them to use key strategic planning tools such as Active Places Power which will allow authorities to develop a robust understanding and assessment of need which will then underpin local authorities planning for sport.

## Local Policy

At a local level, Central Bedfordshire Council is a relatively new unitary authority formed in April 2009 which inherited a range of legacy policies from its predecessor authorities. In order to adopt a consistent approach to sports facility provision and provide a robust evidence base for its emerging Development Strategy, the Council identified the need for a comprehensive evaluation of leisure provision.

## Health Agenda

There is increasing recognition that raising levels of physical activity provides a clear route to improving public health outcomes. The Department of Health has produced a number of reports and initiatives, 'Be Active, Be Healthy', 'Stay Active, Stay Healthy' and 'Healthy Lives, Healthy People' which identify and promote the link between activity and health improvements.

Central Bedfordshire Council will work in partnership with a number of organisations to enable and coordinate the delivery of a range of physical activity programmes. By assessing the current national and local policies and strategies relating to health improvements and participation in physical activity, the physical Activity Strategy will create a practical link between current strategies and future activity

opportunities, to enable Central Bedfordshire residents to access facilities and services which allow them to lead more active lives.

# PART 2

## CHAPTER 4 PHYSICAL ACTIVITY STRATEGY

### 2.1 Scope

#### **This document comprises Chapter 4: Physical Activity Strategy**

The scope of Chapter 4: the Physical Activity Strategy encompasses a defined range of physical activity opportunities and facilities available to the wider community, providing a snapshot of the activities available, the type of facility where physical activity is offered and the type of person who is currently taking part.

Activities include;

- Walking
- Cycling
- Running/Jogging
- Seated Exercise
- Dance
- Keep Fit Classes
- Gyms
- Sports opportunities

The range of locations where activities take place:

- Village and Community Halls
- Leisure Centres
- Sports Clubs – that have their own grounds
- Schools, Colleges and Universities
- Town & Parish Councils
- Military Defence establishments – where public access is available
- Children Centres
- Golf clubs
- Sheltered accommodation and care homes

Activities that are available within countryside, recreation and open space have been audited and consulted on as part of chapter 2. The Issues and Options report for chapter 4 has drawn upon this information and taken consideration when planning the strategic objectives. As part of stage 4;

Action Plans, the physical activity action plan will detail how chapters 2 and 4 will cross over and work together in the future.

There are a range of activities where Central Bedfordshire Council has less influence on, because they are either specialist sports/activities involving a small percentage of the population, requiring purpose built, 'destination' facilities, or are activities which people can undertake as part of their everyday lives, including :

- Gardening
- Housework
- Ice skating / snowboards / skiing
- Paragliding
- Hotel – sport and physical activities eg Zumba
- High Ropes
- Private Health Clubs
- Centre Parcs – Central Bedfordshire
- Extreme Sports
- Parkour (free running)

However, information regarding adult participation in sport and active recreation at all locations, including those where Central Bedfordshire Council has less influence continues to be recorded.

## 2.2 Methodology – Chapter 4 Physical Activity

Chapter 4 has been prepared by Central Bedfordshire Council Leisure Services in close association with Sport England and a range of officers and members of the Central Bedfordshire Council as set out in the Development of the Strategy in Part 1 of this report:

- Stage 1 - An audit and assessment comprising a review of national and local health, population and physical activity data, national and local participation and facility data, and local stakeholder consultation, including data and information gathered in the development of Chapters 1-3.
- Stage 2 - Analysis of the audit and assessment evidence to identify a range of key themes and issues which are set out in the Chapter 4 Physical Activity Strategy Issues and Options report.
- Stage 3 - Development of emerging strategic priorities which address the key issues for Central Bedfordshire Council, and form the basis of the Physical Activity Strategy.

As a result, the Audit and Assessment Report and the key findings detailed in the Issues & Options Report are drawn from a combination of detailed desk-based research and consultation with leisure key stakeholders from across all 4 Chapters.

A Communications Plan was prepared which defines the opportunities when a variety of stakeholders would be updated and consulted on the progress of each strategy.

The list below highlights the major consultation opportunities for Chapter 4: Physical Activity Strategy. At each stage consultation responses have been incorporated in the development of this chapter. A summary of consultation responses is included in Part 4 of this strategy.

- April –June 2013 – Stakeholder Consultation Events
- July 2013 – Audit & Assessment Report and Issues & Options Report including on-line consultation, Central Bedfordshire Council Member consultation and stakeholder consultation.

The list below sets out the principles behind the audit and the different methods and tools used to capture information.

### Population data including:

- Population figures supplied by Central Bedfordshire Council, and other socio economic and demographic data were taken from Sport England's Local Authority profiles.

Department for Health strategies, research and data which identify and promote the link between activity and health improvements including:

- Healthy Lives Healthy People ( Strategy for Public Health England);
- Start Active Stay Active ( Chief Medical Officer: Report on Physical Activity for Health identifying physical activity guidelines)
- Be Active Be Healthy ( A plan for getting the nation moving – Olympic Legacy);
- Public Health Outcomes Framework.
- National recommendations for Physical Activity for Health ( World Health Organisation)

Central Bedfordshire Council strategies which represent the overarching policies which direct the Council's approach to medium and long term development of the health and wellbeing of our residents including;

- Joint Strategic Needs Assessment
- Health and Wellbeing Strategy
- Healthy Communities Strategy
- Sustainable Communities Strategy
- Children and Young People's Plan
- Delivering Our Priorities

## Public Health

From April 2013 Central Bedfordshire Council assumed responsibility for Public Health in its area. Central Bedfordshire Council will embed these new public health functions into all our activities, tailoring local solutions to local problems, and to improve health and reduce inequalities. Priorities and work streams have been identified throughout the process of the joint strategic needs assessment and the Health and Wellbeing Board.

## **Extensive use of Sport England's strategic planning tools for sport, as follows:**

- Active People Survey, the largest survey of sport and active recreation in Europe that identifies how participation varies from place to place and between different groups in the population. The NI8 measure reports the percentage of the adult population (16 years+) in a local area who participate in sport or active recreation for at least 30 minutes on 3 or more days a week.

Local Sport Profile, a profile showing how people take part in sport and patterns of organised sport across the English regions. The toolkit also provides data specific to Central Bedfordshire and includes information such as coaching and volunteering information and sports related expenditure.



- Facility Benchmarking, national comparisons of leisure facilities on a range of performance indicators including access, finance and customer service.
- Market Segmentation data, providing detailed analysis of participation levels and latent demand in Central Bedfordshire. This toolkit also helps us understand the attitudes and what motivates people. We can also analyse behaviours of different demographic or population groups. This information will allow us to deliver interventions that are most likely to engage them, offering more of a targeted service.
- **Local surveys including:**
  - Online public survey of local adult population participation in physical activity.
  - Face to face meetings with a range of internal and external partners.
  - An assessment of Village and Community Halls to consider facilities and types of physical activity taking place including future aspirations of facility owners as part of Chapter 1.
  - Consultation regarding the quality, accessibility and quantity together with future aspirations on the use of recreational open space as part of Chapter 2.

## 2.3 Vision and Objectives

### Vision

#### The vision for Chapter 4: Physical Activity Strategy is to:

*Enable a coordinated network of high quality, accessible and affordable physical activity opportunities to meet the needs of Central Bedfordshire residents both now and into the future, through the combined efforts of the Council and other providers.*

### Objectives

The specific objectives for Chapter 4: Physical Activity Strategy:

- To enable a balanced and consistent approach to the provision of physical activity opportunities for all ages and abilities, which takes into account all needs and demands.
- To support the delivery of public health outcomes.
- To promote principles of high quality and sustainable programmes of activity.
- To guide the investment strategies of Central Bedfordshire Council and other potential providers.
- To ensure the number of adults in Central Bedfordshire taking part in sport and physical activity remains above the national average.

## PART 3 CONTEXT

### 3.1 General Context

The Central Bedfordshire-specific contextual information supporting Chapter 4 is detailed in the Audit and Assessment Report. The following summarises the main background data and issues that underpin the strategy.

#### Population

The main characteristics of the local population at present are:

- Central Bedfordshire is the largest local authority in the East region, with a population of over 255,000 in 2010.
- Central Bedfordshire is classified as predominantly rural with just over half of the population living in rural areas.
- There is a slightly higher proportion of males than average, although females are still in the majority
- There are more people than average in the 16-19 and 35-49 age groups, and fewer people in the 25-34 age group
- There is more than the national average of pensioners (though fewer than the region)
- There are a very small proportion of non-white residents (4% compared with the national average of 11%)

- There are a smaller proportion of disabled people (7% compared with the national average of 11%).

### The main changes that are estimated to occur to 2022 are:

- The overall population is expected to increase by about 35,000 people to over 290,000, representing a 14% increase over 2010
- There are projected increases in all age groups in absolute terms but wide variations in percentage increases – large increases in the 10-14, 55–64 and 65+ groups, and smaller increases in the 0-4 and the 15-34 groups (the latter being main sport playing age group)
- The number of people in the ‘active’ age groups (i.e. mainly 5-44) is estimated to rise by about 8,000 people, but this only represents a 6% increase compared with the 14% increase in the overall population.
- The number of people in the ‘inactive’ age groups increases by 21%. It is estimated that by 2022 the number of people within the ‘active’ population is actually less than those who are ‘inactive’ (47% active/53% inactive compared with 51/49% in 2010)
- The demographic changes alone suggest that (participation and other changes aside) future sports facility provision broadly needs to increase by 6% by 2022 compared with the present, not the 14% increase estimated for the overall population increase
- Conversely the increase in the ‘inactive’ population means that there is a need to consider other facilities and activities for the ageing population – there will be an additional 27,000 people over 45 and approximately 15,000 between 45 and 74

## 3.2 Other Socio Economic and health data

- The cost of primary and secondary care due to physical inactivity nationally in 2009/10 totalled £900m. Locally it totalled £3.6m.
- Participation in regular physical activity reduces the risk of the six most prevalent non communicable diseases: coronary heart disease, stroke, diabetes, cancer, hypertension, depression, and improves a range of health outcomes including living longer, cardio respiratory health, metabolic health, weight management, musculoskeletal health, cancer and mental health.
- Life expectancy is about average (79 for men, 82 for women)
- Over the last 10 years, all causes of mortality rates have fallen. Early death rates from cancer and from heart disease and stroke have fallen.
- Unemployment (5.8%) is below the average rate for the region (6.6%) and England (7.5%)
- Central Bedfordshire has a low deprivation score (from the Index of Multiple Deprivation) and is ranked in the best 20% of all local authorities in the country in terms of overall deprivation

### 3.3 Participation in Sport and Active Recreation

Data taken from Sport England's latest Active People Survey (2011/12), showing 3 x 30 minutes sessions or more of moderate intensity activity per week, conclude that:

- Almost half (48%) of the Central Bedfordshire population are inactive. Physical inactivity is described as doing no or very little physical activity at work, at home, for transport or during discretionary time and not reaching physical activity guidelines deemed necessary to benefit public health.
- Broadly similar levels of activity were maintained in Central Bedfordshire between 2005/6 and 2011/12 (22 -22.5%)
- Activity levels in Central Bedfordshire are generally slightly higher than the regional (21.9%) or national average (21.4%)
- Against our comparator unitary authorities, levels of adult participating in 30 minutes of activity 3 times a week are lower than 3 authorities in that group (Cheshire West and Chester 34.6%, Bedford 33.9%, Cheshire East 28.1%)
- Male activity levels (26.9%) are much higher than female (18.1%) and higher than the national average (25.2%)
- Female activity levels are slightly below the national average (18.9%), and have declined slightly since 2005/6
- Other differences in regular participation levels exist, with disabled people, lower socio economic groups and some black and ethnic minority groups taking part less.

## **PART 4**

# **SUMMARY OF AUDIT AND ASSESSMENT**

Full details are set out in the Physical Activity Audit and Assessment Report. This provides detailed information in accordance with the methodology identified above.

These key issues can be summarised as follows:

### **4.1 National and local health and participation data**

- There is a wealth of national research that shows participation in regular physical activity reduces the risk of the following six most prevalent non communicable diseases: coronary heart disease, stroke, diabetes, cancer, hypertension, depression, and improves a range of health outcomes including living longer, cardio respiratory health, metabolic health, weight management, musculoskeletal health, cancer and mental health.
- Participation rates locally are slightly higher than the national average, but nearly half of the population are inactive. Moving people from inactive to active is a key priority for improving public healthy outcomes.
- Participation rates differ between a number of socio economic and demographic groups. A main aim will be to redress balances in participation where differences occur.
- Central Bedfordshire has a large population with more people in the young adult and middle aged group and more than the national average of people over 65. This demographic distribution suggests that a wide range of opportunities may be required to accommodate different needs of the differing age groups.

- The population over the next few years is likely to increase significantly, but the increase particularly in the 50+ group is likely to mean that the 'active population' will increase only slightly. There will be an increasing need to address the demands of an older population for physical activity, particularly in respect of supporting healthy lives.
- The population is mixed in terms of its market segments, with three of the main groups having higher than average activity rates. The main groups with low activity rates in sport are not well represented in Central Bedfordshire. Future participation is likely to remain buoyant, but continued analysis and targeting of facilities and services is needed to address the less active groups.
- Latent demand data shows a significant proportion of adults want to start playing sport or do more, but for the barriers which are often related to social or economic inequalities.

## 4.2 Local stakeholder consultation

- There are a diverse range of opportunities available to take part in physical activity both on a formal and informal basis with a wide range of providers in high quality built and natural settings. However, much of the activity is uncoordinated leading to duplication, competition and add hoc opportunities to take part.
- Some funded activity is short and time limited which limits its impact and is not sustainable.
- Identified barriers to participation for vulnerable groups and their carers include accessing information about the type of activity available, its location, and price and how to book.
- Activities on offer are not always targeted to the demographics of the local population or specific vulnerable groups in order to best address health inequalities.
- For some customer facing staff there is a gap in knowledge, understanding and experience in working with vulnerable groups and individuals.



## PART 5

# STRATEGIC PRIORITIES

The key issues from the audit and assessment identify a number of linked emerging strategic priorities for consideration which seek to address the identified barriers to participation, directing resources to help make physical activity a normal part of life in Central Bedfordshire for everyone. We will do this by working in partnership with the wide range of stakeholders in sport and physical activity to create a coordinated and more effective offer.

### 5.1 Strategic Priority 1

#### Communication and Awareness

Improving internal and external communication and raising awareness of the wide number and range of physical activity opportunities that already exist so that residents are aware of, and can influence future delivery.

#### **Why this is important:**

Stakeholder consultation has identified a lack of knowledge about what physical activity opportunities exist, where they take place, and how to book. Specifically, lack of information is a barrier for groups who participate less in physical activity. Improving awareness of the opportunities that already exist to engage in physical activity will help people to take the first steps to being physically active. It is important to provide the public and partners with the appropriate information about the activities that are available and the benefits for leading an active lifestyle. We will provide relevant information about our services and engage in social marketing campaigns as prioritised by relevant partners to promote engagement in sport and physical activity.

## What this will look like:

- We will work with our partners to build up a shared knowledge-base to support effective partnership working and develop stronger inter-agency links with a range of internal and external stakeholders. This will be delivered by the Community Physical Activity Network.
- We will develop regular communication between organisations, (both internal and external), staff and our Members to communicate physical activity opportunities in our communities.
- We will use and publicise existing databases for local people to search for clubs and activities in their area. These services rely on providers uploading details of the activity onto the site, and this will require significant promotion and support with our partners.
- We will develop a comprehensive prospectus of services and activities will help people with long term health and social care needs to choose services that allow them to benefit from a healthy lifestyle and have more control and choice over their care and support.
- We will make use of the social media and other methods of communication that will be relevant to particular target groups such as doctor surgeries, children centres, community halls, and residential care homes
- We will use tools such as Market Segmentation toolkit to facilitate better communication with our customers

## 5.2 Strategic Priority 2 Coordination

Coordinating physical activity opportunities, partnership activity and funding to maximise value, impact and long term benefits for those involved.

### Why this is important

- There are diverse opportunities provided by a wide range of organisations. However, there is often a lack of coordination of work and commissioning. Funding streams for sport and physical activity have often led to targeted, time limited projects that are not coordinated or linked with other activities. This has meant that activity has had less of an effect than might be hoped and successful projects have not always been effectively mainstreamed. By working towards shared local priorities with those involved in sport, physical activity, health, social care, education, voluntary organisations and public services in Central Bedfordshire we will help to build support for promoting healthy, active lifestyles which address health and participation inequalities.

### What this will look like

- We will set up a Community Sport & Physical Activity Network to improve the coordination of projects and activities at a local level to maximise value, impact and long term benefits for those involved. This will also enable our existing external partners to have more of a central and direct route into Central Bedfordshire services where we will be able to share knowledge, develop ideas, and provide updates on current projects and funding opportunities.
- We will continue to improve and develop the GP referral system that supports people to participate in physical activity with clear and appropriate pathways for sustainable lifestyle change that GPs can continue to be confident in.

- We will host an event for organisations to come together at on an annual basis to discuss common issues and opportunities.

## 5.3 Strategic Priority 3 Access

Limiting the barriers that people face when choosing to participate such as physical access, price and targeted pathways.

### **Why this is important.**

There is clear evidence of the inequalities in health and levels of participation for parts of the community. The Director of Public Health report 'Inequalities in Central Bedfordshire' summarises that men who live in the 20% most deprived areas live an average of 7 year's less than those who live elsewhere in Central Bedfordshire; for women the difference is over 5 years. Differences in regular participation levels exist, with women, disabled people, lower socio economic groups and some black and ethnic minority groups taking part less. Despite the wide range of providers and physical activity opportunities, activities on offer are not always targeted to the demographics of the local population or specific vulnerable groups in order to best address health inequalities. A significant proportion of adults want to start playing sport or do more, but for the barriers which are often related to social or economic inequalities.

### **What this will look like.**

- Our approach to planning facilities and amenities for physical activity are set out in Chapters 1-3 including built facilities, recreation and open space and playing pitches. This will ensure that the sport and physical activity infrastructure is appropriate for local communities to engage in regular physical activity. A detailed action plan will identify who and how we will encourage our residents to use these facilities.

- The Council's Health and Wellbeing Board will provide overarching strategic direction for the promotion of physical activity and healthy, active lifestyles. In this role the Board has identified nine priority work streams targeting specific groups who need particular support . The physical activity strategy will create plans to break down barriers to participation. We will take direction from the priorities identified by the Health & Wellbeing Board. The priority work streams are:
- Improving the health of looked after children
- Safeguarding and quality of care
- Reducing childhood obesity
- Reduce teenage pregnancy
- Improve outcomes for frail older people
- Promoting independence and choice
- Helping people make lifestyle choices
- Improving mental health for children and their parents
- Improving mental health for adults
- The Council has six leisure facilities operated under contract. Leisure centres are a resource for the whole community and we will use those contracts to promote and deliver broad public health and wellbeing outcomes with a view to meeting the evidenced needs of the local community to be healthy and active, with a particular focus on those who are inactive or experience particular barriers to participation.

- In partnership with our sustainable transport and countryside access teams we will promote a range of physical activity opportunities, particularly those that are most likely to move people from being inactive to active such as walking, jogging, and cycling on a regular basis and to integrate these kind of outdoor activities into the exercise referral pathways that are currently being developed.
- Communities and organisations across Central Bedfordshire have village and community halls and other facilities that are available to communities but are underused. We would like to see programmes of activity devised for these sites and will work with communities to set up sustainable programmes of activity where it will not detract from existing facilities.
- Schools are at the heart of our communities. With many schools becoming academies it's important that we work positively together so that community access can continue to develop further and deliver benefits for the local community..
- Price can have a significant influence on levels of participation and the social benefits from activity. We propose that our decisions should take into account the effect of price on participation. This may include subsidising particular groups.
- We propose to work with key partners to ensure that activities programmed meet the needs of groups that experience barriers to participation and target resources at areas where it can be shown that support will improve equality of opportunity and sustainable, long term lifestyle change.

## 5.4 Strategic Priority 4

### Positive Outcomes

Assessing the impact of participation in physical activity with consistent robust data to evidence broad health and wellbeing outcomes.

#### **Why this is important.**

Tracking participation and measuring the impact that it may have on lifestyle and health outcomes provides valuable evidence of the effects of physical activity which incentivises individuals to make long term lifestyle changes and enables longer term sustainable programmes of activity which attracts partner support and funding. Importantly, it helps us target our resources.

#### **What this will look like.**

We will use information to assist with identifying gaps so that we can target activity more effectively. We will develop information systems to ensure we are getting the maximum benefit from them.

The following examples are;

- Leisure facility management programmes that allows the centres to manage bookings, activities and membership. We propose that we take advantage of this system to enable us to monitor the current type of user and identify gaps of non users. This will provide us with the information of who we should be targeting.
- Technogym Wellness System and My Wellness Key – This is the current system used within some of our leisure facilities. This system can be used to monitor and track progress and impact of customer accessing physical activity session. We are able to develop these programmes to track and monitor all the community programmes that may take place out side of the leisure facility setting. The Wellness system can monitor participation levels as well as measuring improvement in



health such as weight, blood pressure and body mass index (BMI) and provide a method to report back to GP's and key stakeholders such as Public Health Team.

- Market segmentation – a tool for analysing the factors that engage/disengage different groups of people with physical activity and understanding the likely preferences of a given group
- Impact analysis – developing our understanding of the social, economic, environmental and health effects of various interventions to demonstrate the benefits.
- Research into health and sports – a wide range of agencies produce information about trends in health and wellbeing and participation in sports and physical activity.
- Central Bedfordshire information – a great deal of research has been carried out at a national level, but it is important to understand what this means in practice for our communities.

## 5.5 Strategic Priority 5

### Workforce Development

Ensuring that customer facing staff have the appropriate skills and awareness to work with a range of customers with varying needs.

#### **Why this is important**

High quality opportunities to engage in physical activity will ensure longer term participation. Some of the current activities provided are producing barriers for customers due to the lack of knowledge and understanding of customer facing staff.

#### **What this will look like.**

- We will work with our partners to provide an annual training and development plan that provides opportunity for existing and new customer facing staff. The following are some of the partners who we would look to work with in developing a training programme on an annual basis; MIND – mental Health, Families United Network – Disability, National Governing Bodies, Leisure Management Operators. This will support our staff and partners to better promote and develop sport and physical activity opportunities and improve access.
- We will incorporate opportunities to increase and raise awareness of the apprenticeship offers within our leisure facilities and work with our leisure management operators to provide work experience opportunities for people with specific needs.

## PART 6

# MONITORING AND REVIEW

It is envisaged that the proposed community sport and physical activity network will review the strategy's action plan on an annual basis comparing achievements against actions and accounting for new opportunities and circumstances. The network will produce an annual report of progress which will also allow any slippage to be recognised and actions rearranged accordingly.

## PART 7

### NEXT STEPS

Increasing physical activity opportunities will require a joint effort across and between sectors and organisations. No single agency or organisation has overriding responsibility for providing, developing and promoting physical activity. This strategy is designed to help increase coordination between organisations and strategies.

At a more local level to ensure leadership and coordination of activities is the creation of a Community Sport & Physical Activity Network as specified in Strategic Theme 2 – Coordination. This Network will enable effective coordination of projects and activities at a local level to maximise value, impact and long term benefits for those involved. This will also enable our existing external partners to have more of a central and direct route into Central Bedfordshire services where we will be able to share knowledge, develop ideas, and provide updates on current projects and funding opportunities.

The Community Sport & Physical Activity Network will be led by Leisure Services and include representatives from key partners involved in promoting and delivering physical activity. The network will then drive the strategic themes identified in this strategy supported by annual action plans specifying the programme of delivery.

## **Appendix B** Consultees

CBC Children's Services – LAC, Children with Disabilities, Child Poverty, Children's Centres, Learning and School Improvement

CBC Adult Social Care, Health and Housing, Older People and physical disabilities, sheltered accommodation

Older People Delivery Partnership

Older People Reference group

CBC Sustainable Transport

CBC library services

Stevenage Leisure LTD

Leisure Connection

Carers in Beds

MIND

Age UK

3rd Sector Assembly

Team Beds & Luton

Sport England

Bedfordshire Rural Communities Charity

Town & Parish Councils

Elected Members - All member meeting

Public - available to comment online

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## APPENDIX C

### Extract from minutes of Overview & Scrutiny Committee Meeting 25 July 2013 Minutes No. SCOSC/13/33

#### Physical Activity Strategy

Cllr Dalgarno introduced the draft Physical Activity Strategy and referred to the three stages of the methodology used in its development. He also outlined the key issues that had been raised during the audit and assessment process, which had led to the development of four emerging strategic priorities. In response to the report the Committee discussed several issues in detail as follows:-

- The need to clarify what activity took place in Town & Parish Councils.
- Why the strategy excluded private health clubs. The Head of Leisure Services commented that private health clubs were considered to be a barrier to accessing sport/activity due to cost and the Council had less influence to direct their programmes. Whilst information regarding the usage of private health clubs continued to be recorded the Head of Leisure Services agreed to amend this reference.
- Concerns that the report was very informative but did not provide definitive actions or recommendations that would impact on development control or planning. Cllr Dalgarno commented that there would be more specific detail and an action plan set out in other chapters that would be presented to the Committee. Other chapters would also set out the ways in which the Council was working with the Health and Wellbeing Board to deliver priorities.
- Concerns that no single agency was cited as having overall responsibility for providing, developing or promoting physical activity. Cllr Dalgarno commented there would be significantly more coordination between partners in order to deliver long-term benefits to residents.
- The importance of funding being allocated to rural communities, for schemes such as outdoor gyms, so that residents could be involved in sport and physical activity closer to home. The Deputy Executive Member commented that funding was provided through Sport England and the Health and Wellbeing Board to deliver schemes in smaller villages. It was important that the Council was a facilitator for activity to take place rather than forcing people to drive elsewhere or providing the funding for the activity.
- The importance of a joined-up approach between partners to inform residents of the sport and physical activities that were available to them. Cllr Dalgarno commented that a more joined up approach was being developed in relation to the delivery of health checks at Leisure Centres. The use of schools to deliver sport and physical activities was also considered to be a key part of the strategy moving forward.
- The need to define the meaning of 'inactive'.

**RECCOMENDED**

**That the comments of the Committee be taken into consideration prior to the adoption of the Physical Activity Strategy and that the Council takes strong action to access money to support the delivery of the Strategy via Bedfordshire and Luton County Sports Partnership and the Health and Wellbeing Board.**



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**Meeting:** Executive  
**Date:** 24 September 2013  
**Subject:** Green Waste Disposal Contracts  
**Report of:** Cllr Brian Spurr, Executive Member for Sustainable Communities – Services

**Summary:** This report seeks approval to retender green garden waste treatment and disposal services for household garden waste collected in Central Bedfordshire.

The retendering of this service will facilitate the continuation of service provision to cover the interim period between the end of the current period of the contracts, which end on 31 March 2014, and the commencement of the Central Bedfordshire Energy and Recycling (BEaR) Project organics solution.

The estimated total value for the contract/s is £570k per annum.

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**Advising Officer:** Marcel Coiffait, Community Services Director  
**Contact Officer:** Tracey Harris, Head of Waste Services  
**Public/Exempt:** Public  
**Wards Affected:** All wards  
**Function of:** Executive  
**Key Decision** No  
**Reason for urgency/ exemption from call-in (if appropriate)** N/A

#### **CORPORATE IMPLICATIONS**

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

The action supports the Council priorities of providing:

- Great universal services – bins, leisure and libraries

by providing suitable disposal arrangements for green waste collected by the Council.

**Financial:**

1. As an ongoing statutory service, revenue is provided for in the service base budget for 2013/14 and ongoing within the Medium Term Financial Plan.

**Legal:**

2. Pursuant to Section 1 of the Refuse Disposal (Amenity) Act (RDA) 1978 and section 51 of the Environmental Protection Act (EPA) 1990 the Council has a statutory duty to dispose of the waste it collects, green waste is classed as household waste.
3. The first year extensions on the three current contracts end on 31 March 2014. The BEaR project will provide the longer term waste treatment and disposal solution for the Council, including green waste. There is a second year extension period within the existing contracts; however this will not cover the interim period to the date the BEaR project provider is expected to commence the green waste treatment and disposal service. Therefore an interim contract is required.
4. The EU procurement process applies in this case due to the total value being over the EU threshold.

**Risk Management:**

5. The Council has a statutory duty to dispose of the waste it collects under section 1 of the RDA 1978 and section 51 of the EPA 1990. Green waste collection would be at risk of suspension if these contracts were not retendered and new contracts let to secure disposal for the collected waste.

**Staffing (including Trades Unions):**

6. Not Applicable.

**Equalities/Human Rights:**

7. The procurement process will check contractors' compliance with the requirements of equality legislation.

**Public Health:**

8. The health and wellbeing of residents would be negatively impacted if green waste disposal was unavailable for an extended period of time as it would impact on collections and could increase levels of fly tipping of the waste.

**Community Safety:**

9. Under section 17 of the Crime and Disorder Act 1998 the Council has a duty to do all that it reasonably can to reduce crime and disorder, including environmental crime. Green waste disposal makes a key contribution to reducing the incidents of fly tipping in our area and were the service unavailable for an extended period of time as it would impact on collections and could increase levels of fly tipping of the waste. Approval for the procurement of disposal of green waste will ensure that the Council fulfils its statutory duties under section 17.

**Sustainability:**

10. The new contract/s will ensure that waste is managed in line with the updated waste hierarchy contained within the EU Waste Framework Directive 2008. Waste will be treated to the highest level in the waste hierarchy as is financially and practically feasible, thereby continuing to divert it from landfill and reducing greenhouse gas emissions.

**Procurement:**

11. The Council's Code of Procurement Governance provides that the Executive must approve expenditure before commencing any procurement over £500,000 per annum. The annual costs of the contract/s exceed that threshold. The procurement team will actively support the tender process and the Council's Procurement Procedures will be followed.

**Overview and Scrutiny:**

12. The matter has not been considered by Overview and Scrutiny.

**RECOMMENDATIONS:**

**The Executive is asked to:**

1. **approve the procurement of the Disposal of Green Garden Waste collected from households and the four Household Waste Recycling Centres across Central Bedfordshire in accordance with the Council's Code of Procurement Governance.**

<i>Reason for Recommendations:</i>	<i>To ensure that the treatment and disposal of green waste can continue in the interim period to the commencement of the BEaR Project waste management solution.</i>
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**Executive Summary**

13. This report seeks approval for retendering of the treatment and disposal of green garden waste collected from households and the four Household Waste Recycling Centres (HWRCs) across Central Bedfordshire. The purpose of this is to cover the interim period between the end of the current contracts and the start of the BEaR Project waste management solution.
14. The estimated total contract value based on current costs is £570k per annum.

**Green Waste Treatment & Disposal Service**

15. The green waste disposal contracts treat and dispose of green garden waste collected from the kerbside and the four HWRCs within Central Bedfordshire. The first single year extension on each of the three current contracts ends on 31 March 2014. The BEaR project will provide the longer term waste treatment and disposal solution for the Council, including treatment and disposal of green waste. There is a second year extension period within the existing contracts to 31 March 2015; however this will not cover the interim period to the date the BEaR project provider is expected to commence the green waste treatment and disposal service. Therefore an interim contract is required.

16. It is proposed that the contract is split in to 4 lots to reflect the geographical spread of the source of the waste:

- a. Green waste collected via kerbside collections in the North
- b. Green waste collected via kerbside collections in the South
- c. Green waste collected via Ampthill and Biggleswade HWRCs
- d. Green waste collected via Dunstable and Leighton Buzzard HWRCs

This, along with a calculation to account for proximity of the tipping point for the waste, ensures potential tenderers provide a local tipping point for delivery of the waste.

17. It is proposed that two options for the term of the contract are included:

- a. 2 years from 1 April 2014 to 31 March 2016 with an 18 month flexible extension to 31 October 2017
- b. 1 year from 1 April 2015 to 31 March 2016 with an 18 month flexible extension to 31 October 2017, taking advantage of the second single year extension within the current contracts to 31 March 2015.

This allows us to select the most cost effective solution from the options available.

18. The procurement process milestones are set out below:

Complete contract documentation	11/10/13
OJEU notice and open tender issued	16/10/13
End of tender period	09/12/13
End of evaluation and intention to award	03/01/14
Formal award and mobilisation period	13/01/14
New contract start date	01/04/14 or 15

### **Conclusions and Next Steps**

- 19. The Executive is asked to approve the retendering of the green waste treatment and disposal service due to the value being £570k p.a. for the interim period to the commencement of the BEaR Project waste management solution.
- 20. Following the procurement process, the award of contracts will be approved by the Community Services Director in consultation with the Executive Member for Sustainable Communities Services.

**Appendices:** None

**Background Papers:** None

**Meeting:** Executive

**Date:** 24 September 2013

**Subject:** Central Bedfordshire Next Generation Network

**Report of:** Cllr James Jamieson, Leader of the Council

**Summary:** The report recommends the use of the Essex Next Generation Network (NGN) contract by Central Bedfordshire Council as the vehicle to procure a range of data network and telephony services in order to achieve MFTP savings and benefit from a set of non-financial business benefits.

**Advising Officer:** Deb Clarke, Director of Improvement and Corporate Services

**Contact Officer:** Matt Scott, Chief Information Officer

**Public/Exempt:** Public but with an exempt appendix under category number 3 "information relating to the financial or business affairs of any particular person (including the authority holding that information)".

**Wards Affected:** All

**Function of:** Executive

**Key Decision** Yes

**Reason for urgency/ exemption from call-in (if appropriate)** N/A

## CORPORATE IMPLICATIONS

### Council Priorities:

The action supports the following Priorities:

- Better infrastructure – improved roads, broadband reach and transport:
  - This proposal is concerned with the contract for the supply of data and telephony services for the Council and schools in Central Bedfordshire.
- Value for money – freezing council tax:
  - The proposal will be a key mechanism to reduce operating costs and would contribute to the delivery of Medium Term Financial Plan. Performance review, monitoring, information and value for money reviews have been built into the contract. Service Levels would be agreed with Central Bedfordshire and services would be reviewed on a monthly basis. At least every 12 months there shall be a strategic annual review meeting with the strategic board.

**Financial:**

1. The award of this contract would provide a long term means of contributing to the successful delivery of the Medium Term Financial Plan without incurring service reductions.

**Legal:**

2. The value of this contract means that it is subject to the European Procurement Directive and the Public Contract Regulations. In this instance, those requirements are met by means of the procurement process undertaken by Essex County Council. The annual value of the contract exceeds £500K and therefore the expenditure must be approved by the Executive before Central Bedfordshire Council can enter into the proposed arrangements with Essex County Council.

**Risk Management:**

3. The risks associated with not awarding the Essex NGN contract:
  - the medium term Financial Plan targets for Information Assets will not be achieved;
  - insufficient time will be available to undertake an alternative procurement for the Corporate Wide Area network resulting in the need to extend the existing Virgin Media contract and defer potential savings;
  - a procurement undertaken by Central Bedfordshire Council would not offer the level of scope or scale to attract the level of cost reduction needed.

The risks associated with the use of the NGN contract include;

- Contract governance risks
- Contract Management risks, including performance management
- Reputational risks associated with potential non delivery of service or poor performance
- Financial risk of not realising anticipated savings.
- Lack of engagement with relevant stakeholders

Effective management of the project implementation and contract will be critical to mitigating these risks.

**Staffing (including Trades Unions):**

4. Not Applicable.

**Equalities/Human Rights:**

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

6. Consideration is always given to the requirements of equality legislation as part of local authorities' procurement practices. There are no adverse equalities impacts associated with the Essex NGN services that Central Bedfordshire Council would consume.

**Public Health**

7. This contract will provide the corporate wide area network that would be used by the public health service at Central Bedfordshire Council.

**Community Safety:**

8. Not Applicable.

**Sustainability:**

9. Not Applicable.

**Procurement:**

10. The contract was awarded by Essex County Council following an OJEU tender listing other interested parties. The contract has been tendered in accordance with the Council's Corporate Procurement Rules. Central Bedfordshire Council qualifies on two counts: being a Unitary Authority within the East of England; a member of the Central Buying Consortium.

**Overview and Scrutiny:**

11. At their meeting on 10 September 2013 the Corporate Resources OSC received a presentation on the proposed Central Bedfordshire Next Generation Network. The Committee discussed in detail the following concerns, which it requested be brought to the attention of the Executive at their next meeting:-

- whether the Council would be able to exert a sufficient level of control over the contract due to the nature of the partnership arrangements;
- a 10-year contract period was considered to be too long, the Council should consider a three -year contract period;
- whether sufficient diligence would be followed by the Council in signing such a significant contract

**RECOMMENDATION(S):**

**The Executive is asked to:**

1. **Approve the award of the contract for the supply of Network and Telephony services to Central Bedfordshire Council through the Essex County Council NGN (Next Generation Network) contract.**

*Reason for Recommendation(s): So that Central Bedfordshire Council can enter into a long term and EU compliant contractual framework for the provision of*

*data network and telephony services. This catalogue of services will contribute to the delivery of Medium Term Financial Plan and provide access to enabling technology to support business change projects requiring access to these facilities.*

### **Executive Summary**

12. There is a requirement for Central Bedfordshire Council to re-procure the contracts for the data and telephony services that provide the Corporate wide area network and are used to underpin the Schools Network.
13. The drivers for this change are as follows: the existing contractual arrangements for these services are either out of contract or nearing the end of contract; entering into a new contract opens the way to review and renegotiate costs with the aim of achieving sustainable cost savings; a new contract provides the opportunity to access technological innovation.
14. A range of procurement options were explored including the use of EU compliant contracts awarded by other local authorities and now available to other qualifying councils; the Essex NGN (Next Generation Network) is this type of contract.
15. The catalogue of services offered through the Essex NGN contract meets Central Bedfordshire Council's requirements in terms of the scope of services and from an affordability and value for money perspective. The Essex NGN contract is the recommended route for the procurement and provision of data network and telephony services to Central Bedfordshire Council.

### **Background**

16. The current suppliers have been in place since the formation of Central Bedfordshire Council. The Council has procured separate contracts for each type of data and telephony service. This has restricted opportunities for joined up working, innovation and the potential for efficiencies arising from economies of scale and scope.
17. When Central Bedfordshire was formed in 2009 a contract was put in place to provide a wide area network service including the provision of the 0300 telephone number range. This contract was renewed in 2012 and will expire in August 2014.
18. The Schools wide area network provides connectivity for 119 schools and academies in Central Bedfordshire. The contract for the Schools wide network was awarded by Bedfordshire County. In 2009 Bedford Borough Council was named as the contract owner and managed the supplier on behalf of Central Bedfordshire Council. From 2011 Central Bedfordshire Council assumed responsibility for the operational management of the contract. The contract has now expired and a replacement contract is required.



19. Central Bedfordshire Council and Bedford Borough Council conducted a joint re-procurement exercise for the supply of schools network connectivity. However, this procurement was protracted and Central Bedfordshire Council did not award as the available options would have incurred significant investment of officer time for minimal return over the primary contract term.
20. The Corporate mobile phone contract expires on 29 September 2013. This contract is let through the Government Procurement Service and can be renewed on an annual basis.
21. There is now an opportunity to re-procure these services in an innovative way in order to make a significant contribution to the Medium Term Financial Plan savings targets for Information Assets.
22. The business requirements of the Council have changed and will continue to change. A replacement contract would need to offer a broad scope and scale of technology services that are sufficient to meet the immediate and near future plans for business change initiatives such as Your Space 2.

### **Procurement Options**

23. Individual EU compliant tender

This route is not recommended for the following reasons:

- A Central Bedfordshire Council tender was unlikely to attract the level of saving possible from joining a much larger contract as evidenced by the price difference of the current Schools and Corporate WANs and the Essex NGN calculations
- Timescales to undertake the procurement would defer the realisation of the savings
- Availability and cost of the time required from officers and members to specify, evaluate and approve the contract

24. Framework Contracts

A number of framework contracts for specialist services have been made available through entities such as Government Procurement Services, Eastern Shires Procurement Organisation and Central Buying Consortium. Typically a specification is defined and a mini-competition is run under the framework and the contract is awarded under a pre-determined set of terms and conditions.

This route is not recommended as the frameworks are rigidly defined in terms of the type of services offered e.g. hardware, software and professional services. There was not an obvious match with the blend of services being sought for a corporate and school WAN and telephony package.

25. Joint Procurement with other Local Authorities

Central Bedfordshire Council and Bedford Borough Council undertook an unsuccessful a joint procurement exercise earlier in 2013 for School WAN services. A contract was not awarded due to limited supplier choice and insufficient cost saving opportunity. This route is not therefore recommended.

26. Join an existing EU compliant contract let by another local authority

During recent years it has become common practice for local authorities to name other councils in their tenders for ICT services. This approach attracts a better deal and opens the way for other authorities to take advantage of the awarded contract.

The Essex NGN contract is an example of a contract that was awarded by a much larger organisation and could command a significant level of discount due to the size and scope of the services being sought. In addition to the Essex NGN contract, the Buckinghamshire County Council PSN (Public Service Network) contract was investigated. However, Central Bedfordshire Council was not listed amongst the eligible councils to join the contract.

This is the recommended procurement route.

**The Essex NGN Contract**

27. The Next Generation Network Services contract between Essex County Council and Daisy Updata Communications Limited (DUCL) was awarded on 11 December 2012 for a ten year period. There are contract break points are at year 4 (2016), year 6 (2018) and year 8 (2020) with 6 months written notice required.
28. The contract comprises a range of service offerings including, but is not limited to, communication services, broadband, conferencing, contact centre services, wireless, video, mobile voice and data services, local area network and gateway services. There is no obligation for Central Bedfordshire Council to sign-up for the full service list.
29. The Essex NGN was initially established to provide a network for Essex with connectivity to schools and council sites and for members of the Essex On-Line Partnership (EOLP), a group of organisations already working together on ICT projects including district, borough and unitary councils, Essex Police and Essex County Fire & Rescue.
30. In addition to the Essex based entities the contract was advertised and awarded, in accordance with EU procurement regulations, to enable any of the following organisations in the East of England to join the contract:
  - NHS bodies, including Primary Care Trusts;
  - Unitary, District, Borough and Parish Councils;
  - Fire and Rescue Authorities;
  - Police Authorities;
  - Educational Establishments (private and public);
  - Voluntary Sector Charities
31. A Strategic Management Board (SMB) has been established with responsibility for overall service and delivery strategies. A strategic annual review meeting with the strategic board will take place at least every 12 months.

32. The SMB comprises a senior representative for each customer or groups of customers (where a consortium approach is used), a representative from Essex County Council along with the Head of NGN Services who fulfils the chairman role for the Board. As customers enter into the Essex contract they gain a seat on the SMB from the start date of their contractual agreement. Each and every member of the SMB has one equal vote. This governance provides a mechanism for the management of the master contract by Essex County Council and to provide a level of autonomy for customers joining the contract.
33. Current members of the SMB include Essex County Council (the lead authority), Essex Education Authority, the Essex On-Line Partnership (representing the Essex District Councils), Essex Fire & Rescue and Daisy Udata Communications Limited (DUCL).
34. Performance review, monitoring, information and value for money reviews have been built into the contract. There is a formally agreed benchmarking schedule in the contract that the SMB can choose to invoke annually if desired. This is carried out by an independent body based on like for like services.

### **The Suppliers**

35. Daisy Udata Communications Limited (DUCL) was formed as a Joint Venture company in order for Udata Communications Limited and Daisy Group PLC to deliver the breadth of services sought by Essex NGN contract. The two entities have equal shares in the business and the board is comprised of four directors, two from each entity. DUCL sub-contracts to Daisy and Udata as the main sub-contractors to deliver the catalogue of services as follows: WAN services delivered by Udata; Telephony and communications services delivered by Daisy.
36. Udata only supplies the public sector market and the vast majority of contracts are with Local Authorities and Local Education Authorities. Customers include: Hertfordshire County Council, Central Bedfordshire Council, Bedford Borough Council, Buckinghamshire District Council, Herefordshire County Council, Fife County Council, Peterborough City Council and the Welsh Assembly.
37. Daisy provides services to both the private and public sector market and has contracts in some form of another with over 50% of UK Local Authorities. Particular examples include London Borough of Newham, Kent County Council, Rochford District Council and Hertfordshire County Council.

### **Arrangements for Central Bedfordshire Council**

38. Central Bedfordshire Council is eligible to become a customer of the NGN contract.
39. Central Bedfordshire Council would contract with Daisy Udata Communications Limited (DUCL). The Essex NGN contract would be used purely as an EU compliant procurement vehicle.

40. There is no fee or contribution paid to Essex County Council from the CBC contract.
41. DUCL would provide flexible terms to accommodate the uncertainty over schools commitment. This can take the form of an agreed minimum contract value over the term. The contract break clauses are available to Central Bedfordshire Council as per the terms of the Essex NGN contract. DUCL has the right to claim breakage and unrecovered costs but these are capped and these can be agreed with individual customers depending on contracted services.
42. Central Bedfordshire Council would be expected to establish a Contract Management Board to manage the operational relationship between Daisy Udata Communications Limited and the Council. Service Levels would be agreed with Central Bedfordshire Council and services would be reviewed on a monthly basis.

For further information concerning governance a copy of the contract schedule for governance is provided in Appendix B.

43. The intention is to make use the Essex NGN contract during the next 18 months to access the following services: wide area network for the Schools Network and corporate network, fixed line telecoms, voice calls and broadband (public and partner sites).
44. During this period the following service offerings would be investigated and considered for feasibility within the Central Bedfordshire context: mobile telephony fixed to mobile integration and unified communications technology.

### **Benefits**

45. The following benefits are anticipated from the award of the contract and Central Bedfordshire becoming a customer of the Essex NGN:
  - i. MTFP savings associated with the resupply of wide area network connectivity services – as set out in appendix A.
  - ii. The use of a contract with a single supplier for all data and telephony services would make the contract and supplier management activities more efficient.
  - iii. The Essex NGN has 9 years to run. The length of this contract enables the supplier to make significant investment in the technologies which will provide Central Bedfordshire with resilient, secure and high available network services.
  - iv. DUCL would invest in the core infrastructure and exchanges to ensure that all equipment is maintained at current software levels and new technologies (e.g. Next Generation Access) will be provided as they become available.
  - v. The contract makes available a broad catalogue of technology services to support the Place and Making it Happen e.g. broadband services, unified communications.
  - vi. Benefit from innovation and technology advancements driven by Essex and the partnership group
  - vii. Support towards the localism agenda and extending the reach of

affordable broadband services to parish and town councils.

### **Conclusion and Next Steps**

46. In summary, the Essex NGN contract will enable the Council to leverage the scale and scope of the wider contract to deliver savings and provide the Council with secure, resilient and up-to-date data and telephony services.
47. The next step is to award the contract and plan the transfer of links and services to the new provider for the schools and corporate network as well as investigate the other service catalogue items to identify suitability and fit with Central Bedfordshire.

### **Appendices:**

Appendix A – Financial Calculations (Exempt)

Appendix B – Governance Schedule

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

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## **APPENDIX B**

### **GOVERNANCE (SCHEDULE 7.1)**

#### **1. INTRODUCTION**

- 1.1 This schedule describes the procedures that will be used to manage the relationship between the Authority, the Provider and Customers under the Agreement and any Customer Agreements.
- 1.2 The Essex NGN governance model is intended to provide a fit-for-purpose structure for the management of the Agreement and any Customer Agreements. Overall control of the Agreement is kept within the Authority, however this governance model and particularly the role of the Strategic Management Board (SMB) allows for autonomy in the management of Customer Agreements where this is appropriate.

#### **2. THE STRATEGIC MANAGEMENT BOARD**

- 2.1 The Strategic Management Board (SMB) manages the overall service and delivery strategies for the Essex NGN.
- 2.2 The Board comprises a senior representative for each Customer (or groups of Customers, by agreement), plus the Authority's Head of NGN Services and the Authority's Representative. The Board will be chaired by the Head of NGN Services.
- 2.3 The Provider shall attend SMB meetings for which it has received a request (where possible ten (10) Days in advance, such request may be in writing or otherwise) from the Head of NGN Services or other SMB Representative (when necessary). The Provider's Representative in attendance at any SMB meeting must be empowered by the Provider to make decisions within the scope of the Essex NGN relationship.
- 2.4 For the purposes of every SMB meeting, the SMB shall be in quorate if a representative from each of the following bodies is in attendance:

- i. the Authority;
  - ii. Essex Local Education Authority & Independent Schools as a group
  - iii. EOLP as a group throughout the first Transformation Year (in accordance with R006 of Schedule 1.1 (Technical Specification))
- 2.5 Each and every member of the SMB has one equal vote. For approval of proposals subject to the agenda of an SMB meeting, the SMB must have the support of the Authority's Representative and at least two other Board Members.
- 2.6 In a deadlock situation, the Authority's Representative shall have the casting vote.
- 2.7 As Customers enter into Customer Agreements with the Provider, they shall gain a seat on the SMB from its relevant Customer Agreement Commencement Date.
- 2.8 Individuals nominated to sit on the Board to represent Customers, must be empowered by their organisation to make decisions within the scope of the Essex NGN relationship.
- 2.9 The members represented on the SMB are:
- The Authority
  - Essex Local Education Authority & Independent Schools as a group
  - EOLP as a group throughout the first Transformation Year (in accordance with R006 of Schedule 1.1 (Technical Specification)); and
  - any other Customers.
- 2.10 The SMB's roles and responsibilities are to:



- Oversee the relationship between the Authority, the Customers and the Provider;
- Oversee and, if required, assist with any contractual/legal issues which have failed to be resolved by the relevant parties using the Escalation Procedure in relation to the Agreement or relevant Customer Agreement(s);
- Set overall strategic policy and direction for Essex NGN;
- Carry out its obligations in relation to the Change Control Procedure for the Agreement and all Customer Agreements when applicable (namely Changes which have or are likely to have a material impact on the Services and or terms of the Agreement);
- Carry out its obligations in relation to Schedule 8.1 (Customer Agreement Procedure);
- Deal with any service implementation issues which have been referred to the SMB in relation to clause 4 of the Agreement, Schedule 5.1 (Roadmap) and Schedule 5.2 (Implementation Planning) and assist the relevant parties where necessary to resolve any issues so far as possible before a Dispute is created.
- Approve the Communications and Marketing Strategy for the Essex NGN and any proposed updates and amendments.
- Review and consider any other business presented to the SMB as an Agenda Item by any of the SMB members in advance of the next SMB meeting which may require the decision making process as set out in paragraphs 2.4 to 2.6 above, and agree any further actions, which shall be minuted by the Authority and distributed to all SMB members within a reasonable period.

- Agenda Items may include any of the points raised above in this paragraph 2.10, and also include (but not be limited to) issues in relation to performance, new business cases/project proposals, and statutory compliance.

### **3. THE NGN SERVICE MANAGEMENT TEAM**

- 3.1 The NGN Service Management Team is a team within the Authority, whose task is to manage the relationship with the Provider in relation to the fulfilment of the Authority's obligations under the Agreement and to act as an escalation channel in the management of Customer Agreements in line with paragraph 6 of this Schedule 7.1 (Governance).
- 3.2 The NGN Service Management Team is led by a full-time Head of NGN Services, supported by a full-time Network Operations Manager and two Service Performance Managers. The NGN Service Management team also includes expert members representing other functions from within the Authority's IS Department, including Technical Design Architecture, IT Strategy, IT Security and Information Assurance.
- 3.3 The Authority, as represented by the Service Management Team, retains the accountability and the legal right to RIPE and NOMINET. These services will be managed on behalf of the Authority by the Provider.
- 3.4 The NGN Service Management Team shall:
- Manage the overall contractual relationship with the Provider, i.e. the Agreement, including monthly contract review meetings.
  - Manage Changes once these have been signed off by the Strategic Management Board, as identified in Schedule 7.2 (Change Control Procedure).

- Work in collaboration with Customer Contract Management Boards to monitor and manage supplier performance across the Essex NGN, acting to resolve any performance issues or disputes where these impact the Authority or more than one Customer or facilitating the escalation of unresolved issues to the SMB.
- Oversee budget management, charging and service credits for the Authority's relationship with the Provider and for the Essex NGN overall.
- Support the Provider in exploring business development opportunities within the scope of the services detailed within the OJEU Notice with Essex NGN Customers and the wider market of Eligible Customers.
- In collaboration with the Provider, manage the implementation of the Marketing and Business Development Strategy.
- Oversee the implementation of the Authority's Milestones as set out in Schedule 5.1 (Roadmap) and of any further continuous service improvement programmes as agreed from time to time.
- Manage risks relating to the Agreement.
- Review customer satisfaction and manage resulting issues.

#### **4. CUSTOMER CONTRACT MANAGEMENT BOARDS**

- 4.1 Eligible Customers may receive Services under the Agreement in accordance with Schedule 8.1 (Customer Agreements).
- 4.2 Each Customer is expected to establish a Contract Management Board within their own organisation to manage the operational relationship between the Provider and the Customer.

- 4.3 Contract Management Boards will focus on the operational and performance management of the specific relationship, as governed by the relevant Customer Agreement.
- 4.4 Where the Contract Management Board has failed to resolve an operational or service performance issue, such issues must be referred to the Authority's Head of NGN Services, who may escalate the issue to the Strategic Management Board.
- 4.5 In any dispute, once the above escalation channels have been exhausted, the Authority retains the right to determine the required action to resolve the outstanding issues.

## **5. PROVIDER RESPONSIBILITIES**

- 5.1 As part of the on-going relationship, the Provider must carry out a number of activities and deliver and/or maintain a number of documents to support the governance of the Agreement. These are:
- Make provision for the effective management of the overall contractual relationship with the Authority and Customers
  - Attend all governance boards both at a strategic and individual Customer level and contract management meetings as required by the Authority and Customers.
  - Produce an Outline Implementation Plan, Detailed Implementation Plans and High Level Implementation Plans as defined in Schedule 5.2 (Implementation Planning). All these plans must lead to the achievement of the milestones specified in Schedule 5.1 (Roadmap) and those agreed in Customer Agreements.
  - Implement any Changes to the Services as instructed by the SMB in accordance with the agreed Change Control Procedure.

- Conduct regular service reviews with any third parties delivering services under this Agreement to secure the most cost effective method of providing the service required by the Authority and Customers.
- Provide operational service performance reporting against all agreed performance indicators, as defined in Schedule 1.2 (Service Management) and ad-hoc reporting for the SMB as required by the Authority and Customers.
- Manage budgets, charging and service credits and provide detailed financial reporting to the Authority, based on open-book principles.
- Proactively assess and prioritise improvements to operational processes or the design of the Essex NGN infrastructure and recommend service improvements to the Head of NGN Services or the SMB as appropriate.
- Handle the administration for meetings of the SMB, any Customer Contract Boards and other agreed groups tasked with the management of the Agreement or Customer Agreements. This includes the timely production of agendas, timetables, minutes and papers.
- Develop and drive a Marketing and Business Development Strategy focused on the expansion of the base of Essex NGN Customers within the scope of Eligible Customers. This Strategy must be presented to the Strategic Management Board for sign-off within three months of the Transformation Start Date. The strategy must contain an explicit plan for the implementation of Customer Agreements with the members of EOLP who are receiving the R006 Services as defined in Schedule 1.1 (Technical Specification).

- Develop and implement a continuous service improvement programme, taking advantage of economies of scale and emerging technology to drive down the charges for the Services and to enhance the quality of the Services in line with market developments.
  - Actively seek customer views and feedback and take action to improve customer perception of the quality and value of the Services.
  - Manage RIPE and NOMINET services on behalf of the Authority and report any activity to the Head of NGN Services at least quarterly.
  - Maintain an asset register of the entire Essex NGN Infrastructure in accordance with Clause 22 (Assets). This shall be kept updated with any changes available to the Authority at least on a quarterly basis.
  - Make financial and operational records available for audit purposes as required under the Agreement and or when requested by the SMB.
- 5.2 The Provider responsibilities identified in paragraph 5.1 above shall be managed by the Essex NGN Service Management Team.
- 5.3 Both parties will pro-actively manage risks attributed to them under the terms of this Agreement.

## **6. DISPUTE RESOLUTION**

- 6.1 Any Disputes shall be dealt with in accordance with Clause 35 (Dispute Resolution Procedure) of this Agreement.
- 6.2 The NGN Service Management Team shall act on behalf of the Authority in relation to Disputes being dealt with in accordance with Clause 35.2.

- 6.3 The Customer Contract Management Board shall act on behalf of the Customer in relation to Disputes being dealt with in accordance with Clause 35.2.
- 6.4 Where the relevant Management Boards referred to in paragraphs 6.2 and 6.3 of this Schedule 7.1 (Governance) fail to resolve the Dispute or where the Dispute impacts more than one Customer Agreement, such Dispute shall be referred to the Authority's Head of NGN Services followed by the SMB in accordance with Clauses 35.3 and 35.4 of this Agreement respectively.
- 6.5 Any Dispute which fails to be resolved in accordance the Escalation Process shall also be dealt with in accordance with the remainder of Clause 35 (Dispute Resolution Procedure).

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**Meeting:** Executive  
**Date:** 24 September 2013  
**Subject:** 2013 Quarter 1 Revenue Budget Monitoring Report  
**Report of:** Councillor Maurice Jones, Deputy Leader and Executive Member for Corporate Resources  
**Summary:** The report provides information on the projected outturn for 2013/14 as at Quarter 1.

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

#### **CORPORATE IMPLICATIONS**

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

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

##### **Financial:**

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

##### **Legal:**

2. None.

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

3. None.

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

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

**Equalities/Human Rights:**

5. Equality Impact Assessments were undertaken prior to the allocation of the 2013/14 budgets and each Directorate was advised of significant equality implications relating to their budget proposals.

**Public Health:**

6. None.

**Community Safety:**

7. None.

**Sustainability:**

8. None.

**Procurement:**

9. None.

**Overview and Scrutiny:**

10. The Quarter 3 Revenue Budget Monitoring report will be considered by the Corporate Resources Overview and Scrutiny Committee on 22 October 2013.

**RECOMMENDATIONS:**

**The Executive is asked to:**

1. **consider the Revenue forecast position which is currently is to overspend budget by £2.1M; and**
2. **request officers to continue with their efforts to achieve a minimum balanced outturn or an underspend.**

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

**Executive Summary**

11. The report sets out the projected financial position for 2013/14 based at the end of June 2013. Explanations for the variances are set out below under the Directorate Commentary. This report enables the Executive to review the overall financial outturn position of the Council as projected at the end of June 2013.

**KEY HIGHLIGHTS (Appendices A1, A2, A3, A4)**

12. In Summary

- The 2013/14 forecast outturn is to overspend by £2.1m.
- The budget includes £2.1m of contingency costs which are forecast to be used at present. If this contingency is released, it fully offsets the forecast overspend.
- To date no specific uses of this contingency have been agreed.
- The Year to Date (YTD) spend is £0.3m below budget.
- Risks and opportunities indicate a further risk to forecast outturn of £1.5m.
- June non current debt excluding House sales and Grants (i.e. debt that is more than 14 days from date of invoice) is £6.1m, which is in line with May.

13. Directorate forecast outturn variances

The full year forecast outturn as at June for directorates after proposed use of and new reserves is a £2.1m overspend. The following are the key areas:

- Social Care Health and Housing £0.4m above budget.
- Children's Services (inc Schools) £2.2m above budget.
- Community Services £0.1m under budget
- Regeneration £0.2m over budget
- Public Health £0.7m below budget
- Improvement & Corporate Services £0.6m over budget.
- Corporate Resources £0.2m below budget
- Corporate Costs and Contingency £0.2m below budget.

14. Directorate risks & opportunities

Risks and Opportunities indicate a further risk to the full year forecast of £1.5m, this is split as follows:

- Children's Services (inc Schools) risk of £0.7m
- Community Services £0.15m risk
- Improvement & Corporate Services £0.36m risk
- Corporate Resources risk of £0.25m.

15. Directorate Year to Date (YTD) variances

YTD spend for 3 months (exc HRA) at £45.5m after proposed use of reserves is below budget by £0.4m. The following are the key areas:

- Social Care Health and Housing £0.3m below budget.
- Children's Services inc Schools £0.4m above budget.
- Community Services £0.2m below budget.
- Regeneration on budget.
- Public Health £0.2m below budget.
- Improvement & Corporate Services £0.1m above budget.
- Corporate Resources £0.1m above budget.
- Corporate Costs and Contingency £0.3m below budget.

## **DIRECTORATE COMMENTARY**

### Social Care, Health and Housing

16. The General Fund outturn for the directorate is a projected overspend of £0.4m.
17. The Housing (GF) service is underspent by £0.020m with a full year forecast underspend of £0.040m. Savings are mainly due to staff vacancies within the Prevention, Options and Inclusion service. At this early stage the Local Welfare provision budget is underspent, with lower than anticipated demand for this service, however it is anticipated that expenditure will increase significantly as the year progresses.
18. The Adult Social Care service is overspent by £0.3m or 1% of the budget. The key reasons for this are a projected overspend in older people care packages of £1.094m due to efficiency shortfalls, a projected overspend of £0.440m in under 65 mental health packages due to volume increases which are offset by projected underspends of £0.580m on reablement, £0.124 m on in-house learning disability services and £0.396m on under 65 physical disability packages.

The quarter one spend extrapolated indicates a full year forecast outturn after reserves of £57.3m - £1.6m lower than the current forecast. This difference is accounted for by the following items:

New NHS grant not yet spent £0.660m.

New under 65 mental health placements starting from Qtr 2 £0.190m.

Residential block contract uplift subject to negotiation £0.130m.

Reablement – phasing of pay enhancements £0.100m.

Direct Payments – increased costs in Qtrs 2,3 and 4 £0.200m.

Direct services – unaccrued small value items £0.100m.

19. Older People care package costs are over spent by £1.094m which is equivalent to 4% of the budget allocation of £26.5m. Within this, there are over spends in Residential, Nursing and Home care partially offset by underspends in Respite care and Direct Payments. The 2013/14 efficiency targets for older people and physical disabilities stands at £3.3m and includes reducing the number of admissions to residential care, using reablement and reviewing to ensure the 'right sizing' of care packages and increased funding from continuing health care. This is against a background of increasing demography, people living longer with more complex needs and with increasing numbers of self funders requiring the Council's support.  
  
Residential placement activity is much higher than for the equivalent period last year – 27 additional placements approved - and customer choice is having an adverse impact on the use of block contract beds. Rates of attrition are also lower for the equivalent period.
20. For Learning Disabilities, the service area is over spending by £0.080m on care packages. There are unachieved care package efficiencies of £0.357m overall but this is offset by projected under spends on Supported Living schemes.
21. Within the Older People client service group, the impact of former self funders continues to be tracked. In the first quarter of 2013/14 5 service users in this category have required council support at an estimated full year cost of £0.091m. The customer numbers are less than the equivalent for 2012/13 but, given the current financial climate, this trend is unlikely to diminish and will continue to put pressure on the Council's budget. Work is also underway to try and estimate the likely financial implications to the Council of the changes to the funding of Adult Social Care following the recommendations contained in the Adult Social Care Bill.
22. The Commissioning service is underspending by £0.052m after contributions from reserves. This is due to small over and underspends on contracts and underspends on pay. Full use of the £0.200m set aside for the residential dementia fee uplift is assumed in the forecast.
23. Customer income is under budget by £0.091m against budget within the Business & Performance service area. This relates to a shortfall in telecare income.
24. HRA is subject to a separate report.

#### Children's Services

25. The full year projected outturn position for 2013/14 as at June 2013 is over budget by £2.162m due to pressures in Fostering and Adoption (£783k), Transport (£497k) and Dedicated Schools Grant (DSG) contributions to central overheads (£848k).
26. There have been 23 new placements in Independent Fostering, 4 Special Guardianship orders and 2 In-house fostering placements, since the beginning of the financial year. This is in line with the increase in Looked After Children.

27. The forecasted average cost in 2013/14 for admissions in Independent Fostering Agencies is £33k, only one of these admissions has not been forecast to end of the financial year and most are part sibling groups. Three of these admissions are children or babies with disabilities who have higher than average annual costs.

The existing pressure is based on the number of current placements, although it is recognised that this may reduce/increase should families move out or into the area. However the number of children being adopted in Central Bedfordshire is below statistical neighbours and national averages. The rate of adoptions is set to increase as the effect of the adoption grant and other measures to speed up cases coming to Court start to take effect from September.

28. Central Bedfordshire Council has been allocated £555k of The Adoption Reform Grant for 2013-14, and received the first quarter payment of £139k. The purpose of the grant is to provide support to Local Authorities with the implementation of the reforms. The main proposals for the use of the grant are as follows:-

- Pilot a 'fostering for adoption' project.
- Increase legal capacity.
- Increase Social Work capacity by 2fte to assess adopters.
- Support for Children's life story work.

29. The overspend in Transport is a combination of mainstream transport (£297k) and SEN transport (£200k). This is due to an increase in demand in targeted transport, including travellers and managed moves. The Chiltern School in particular has seen an increase in pupil numbers, which may increase further during the new academic year.

30. The Dedicated Schools Grant (DSG) has in previous years contributed to corporate overheads £1.567m, however, due to the reduction in central School support services, it is not possible to apply DSG at the same level. The guidance on use of DSG is also now more robust and clear as to its use, in particular to overheads. The process of allocating overheads for the 2013/14 budget has now taken place and has reduced the allowable DSG contribution to £719k, resulting in a £848k pressure for the authority.

31. Not currently forecast are a number of possible risks that could see the budget variance rise over the forthcoming months:-

- £400k Threshold Review, £900k was identified as required and requested at the year end as an Earmarked reserves. However, only £500k was approved, leaving a potential risk for the remaining £400k. The potential risk has been reviewed for June and still exists, however it may be released later in the year.

- £298k Education Services Grant, due to Academy conversions, as the Department reduces the grant receipt each quarter based on the number of pupils in the converting Academy. The rate is set at £116.46 per pupil for mainstream schools and £494.96 special schools. The risk has been calculated based on the expected conversion date for the schools transferring during 2013/14.
32. The Early Intervention Grant which funded £9.77m of core services in 2012/13 has now been subsumed into the Revenue Support Grant and is not separately identifiable for 2013/14. The main core services that this funded are as follows:
- Children with Disabilities Short Breaks.
  - Early Years Workforce Development.
  - Learning & School Support including Education Psychology, Access & Inclusion and Music Service.
  - Commissioning for Youth Service.
  - Early Intervention & Prevention.

However, the Children's Services budget did not increase by the full £9.77m in 2013/14 due to the national reduction, and for Central Bedfordshire this was reduced by £1.193m. This has been managed in year by an Earmarked reserve but will be a pressure for the Medium Term Financial Plan.

#### Community Services

33. Community Services directorate manages a gross expenditure budget of £40,679k and income budget of £5,083k leaving a net expenditure budget of £35,596k.
34. Community Services overall financial position is projected £117k under budget after the use of earmarked reserves of £829k for one-off specific projects.
35. The Director's Group has projected a break even position.
36. Highways & Transport Division has forecast an overspend of £30k. This largely relates to April winter maintenance payments.
37. Environmental Services Division forecasts to be £147k underspent. This is due to small salary savings in each of the individual services.

#### Regeneration and Business Support

38. Regeneration and Business Support directorate manages a gross expenditure budget of £15,749k and income budget of £6,413k leaving a net expenditure budget of £9,336k.

The overall financial position was £182k over budget after the use of earmarked reserves of £578k for one-off specific projects.

39. Economic Growth Skills & Regeneration has projected an outturn of £138k overspend.

The ASCL service is currently showing a full year overspend of £40k. This service is under going major changes to become an entirely externally funded service, this includes a significant reduction in the overall number of posts and move to a commissioning based model. These changes will over the course of the financial year reduce the overspend.

Customer First is showing £111k overspend.

41. The Planning Division is forecasting an overspend of £57k. This is due to flood defence grant income being distributed differently (Central government change to allocation) and also Customer First.

#### Public Health

42. The full year projected outturn position for 2013/14 as at June 2013 is a balanced budget. The position for the directorate at outturn is a balanced budget. The forecast is dependent on the receipt of financial information from Bedford Borough Council (BBC) which hosts major demand led budgets on behalf of Central Bedfordshire (CBC).

This is managed through Service Level Agreements and settled on a quarterly basis.

43. The spend in the first quarter is a £181k underspend. The majority of which relates to the unspent reserve that is forecast to be fully utilised.

#### Corporate Services & Corporate Costs

44. The full year budget for the directorate of £38.951m is made up of:

Corporate Resources £11.879m

Improvement & Corporate Services £16.839m

Corporate Costs £14.729m

Contingency & Reserves (£4.496m).

45. The key outturn variances identified are:  
£49k pressure in Improvement & Corporate Services Director due to revenue costs for SAP Optimisation project expected to be higher than the reserve in place to fund it.
46. £589k pressure within Legal Services, due to unbudgeted posts as a result of restructure (£229k), unachievable vacancy factor (£51k), increase Children's Services cases (£247k) and unbudgeted Copyright Licence (£60k).



47. £35k saving in Cross Cutting Efficiencies. There was a £380k saving due to unused superannuation increase budget provision, the benefit of which has been reduced by an unachievable Channel Shift efficiency of £345k from the previous year.
48. £200k underspend on interest payable.
49. £221k underspend within Assets, largely resulting from additional income of £692k from the farms estate, £133k from offices and £97k from the investment portfolio. This is partly offset by pressures of £320k within consultancy costs, £171k within day to day maintenance costs, £100k within property rental costs and £100k pressure against an efficiency within the Capital Team operation.

## **RESERVES POSITION**

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

50. The opening balance (subject to audit) of Earmarked Reserves is £21,434m (Excluding HRA and Schools). The current reported position proposes the planned use of £4.2m Earmarked reserves and proposed transfer to Earmarked reserves of £0.15m (budgeted). This would result in a forecast closing position of £17.35m Earmarked reserves at year end (see Appendix B for details of which reserves have been used).

### **General Reserves**

51. The opening position for 2013/14 is still subject to audit, but expected to be £14.2m. There are no further contributions planned for 2013/14.

### **RISKS AND UPSIDES (Appendix C)**

52. Risks and issues indicate a net risk of £1.5m.

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

53. Total general CBC sales debtors (excluding house sales and grants) for June amounted to £6.1m a reduction of £1.8m on May. Of this £3.5m was over 60 days; all of which is actively being managed.

Of the Over 60 days - £3.1m is actively being chased, work to resolve these is ongoing. £0.2m have instalment arrangements in place. £0.2m is being dealt with through legal channels. A further £1.4m is in respect of house Sales for which we have charges over those assets.

54. The largest items of note within the total debt are:
  - i) Adult Social Care debt at the end of Quarter 1 stood at £4.3m (£4.8m end of 2012/13) of which £2.1m was house sales debt and £0.8m Health Service debt. Of the remaining general debt of £1.4m, £0.8m (77%) is more than 60 days old. This includes legacy debt of £0.6m as well as Central Bedfordshire debt. There are 30 debtors whose outstanding balance is greater than £0.010m which are all under active management.

- ii) Community Services total debt at the end of June was £308k. About 68% of debt is less than three months old. All debt recovery is in accordance with Council policy.
- iii) Regeneration total debt at the end of June was £1,806k. Invoices relating to developers legal contributions to deliver planning requirements associated with new developments account for 79% of debt. About 38% of debt is less than three months old. All debt recovery is in accordance with Council policy.
- iv) Total debt for Children's Services is £858k of which £121k is debt over 61 days. The debt over £10k totals £740k, of which £338k of relates to Bedford Borough. All debt is under active management.
- v) Overall debt has reduced by £232k in the month to £716k. Of this there is £318k which is not yet due representing 44% of the overall debt. There is currently £347k that is over 90 days old; this represents 48% of the current total debt.

55. Debt Write Offs

<b>Q1 Write Offs (Apr - June 2013)</b>			
<b>Write Off</b>	<b>Number</b>	<b>Value £</b>	<b>Ave Value £</b>
0 - £5k	68	£ 51,706	£ 760
£5k - £10k	1	£ 6,990	£ 6,990
£10k - £50k	5	£ 90,314	£ 18,063
> £50k	0	£ -	0
<b>Total</b>	<b>74</b>	<b>£ 149,010</b>	<b>£ 2,014</b>
<b>Legacy</b>	<b>40</b>	<b>£ 56,042</b>	<b>£ 1,401</b>
<b>CBC Write Offs</b>	<b>34</b>	<b>£ 92,968</b>	<b>£ 2,734</b>

Legacy debts are covered by provisions so no impact on CBC financial results in 2013/14.

**TREASURY MANAGEMENT**

56. **Borrowing**

- 57. The Councils total borrowing was reduced by £4.4m over the first quarter, which resulted from the repayment of a naturally maturing fixed term loan.

As at 30 June 2013 the Council total borrowing was £311.1m. Of this amount, £297.6m 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.

58.		PWLB Fixed £m	PWLB Variable £m	Market (LOBO) £m	Total £m
	General Fund	97.0	35.6	13.5	146.1
	HRA	120.0	45.0	0.0	165.0
	<b>TOTAL</b>	<b>217.0</b>	<b>80.6</b>	<b>13.5</b>	<b>311.2</b>

59. The profile of debt is split so that overall the authority has 70% Fixed PWLB debt, 25%, Variable PWLB debt and 4% Fixed Market debt; this is shown in A1 on the Treasury Management Performance Dashboard.

60. **Investments and Deposits**

61. When investing, the Council's main priorities remain security and liquidity, before yield. To diversify its Investment portfolio the Council is investing in a range of funds such as fixed deposits, call accounts and Money Market Funds as well as using a number of different institutions. B1 of the Treasury management Performance dashboard shows the breakdown of investment by institutions as at 30 June 2013.

62. The Council continues to keep its investment liquid, the two main reasons for this is that firstly it has the option to withdraw funds fairly quickly at times of stress, and secondly so it can use its cash balances to fund the capital expenditure programme.

63. B3 of the dashboard shows the maturity portfolio of the Councils investments.

As at the 30 June 2013, the Council had only £6m of its internal investments, in call accounts and Money Market Funds (MMF) which equates to 9%, (compared to 36% this time last year), the main reason for the reduction is that the actual return payable in these accounts has fallen dramatically (in some cases by more than half) so the Council has made the decision to hold money in notice accounts and varying fixed term deposits so that it has access to money throughout the year, acknowledging the fact that potentially it will have to fund any short term dips in the cashflow by short term borrowing from our brokers. Currently the Council has deposits placed on varying interest rate between 0.58% and 0.9% and short term money for a couple of weeks is available to the council at around 0.27%, at the time of writing this report.

64. The Council average rate of return on investments to the 30 June 2013 was 1.05% (includes long term investment in the Lime Fund).

Although at the time of writing this report comparable results for quarter 1 benchmark average were not available. B2 of the dashboard shows how the authority favourably compares to other benchmarked authorities between April 2012 and March 2013.

65. **Cash Management**

66. Daily cash movements have ranged between net payments of £12.5m and net income of £13m, over the first quarter. The monthly gross cash movement of the Council, both inflows and outflows, has varied between £45.5m and £89.6m.

67. Although the amount of cash held by the Council seems high this is typical for all councils, and in fact the average balance the council holds is considerably lower than other benchmarked authorities. The benchmarked average for the Council was £74.5m compared to a benchmark average of £128.9. The Council was internally borrowed by £68m at 31 March 2013

68. The Council's deposits and investments represents cash held for both the HRA and general fund cash, and a large amount of the receipts relate to income/grants which are collected earlier in the year and expenditure follows in later months and in some cases years to follow (e.g. S106 monies may take several years to spend).

69. **Outlook**

70. The UK Bank Base Rate is not expected to rise until 2015/2016 and 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 this, with the decision to keep investments short term, will have an adverse impact on investment income, but this is being outweighed by the positive impact of keeping the cost of borrowing down.

**Appendices**

Appendices A1 – A4 – Key Highlights

Appendix B – Earmarked Reserves

Appendix C – Risks and Upsides

Appendix D - Debtors

Appendix A1 – Council Revenue Summary

Month: June 2013	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
<b>Social Care Health and Housing</b>	16,514	16,382	-148	-280	65,901	67,044	1,143	-722	421
<b>Children's Services</b>	9,657	10,645	-630	358	39,178	43,241	4,063	-1,901	2,162
<b>Community Services</b>	8,577	8,584	-170	-163	35,596	36,308	712	-829	-117
<b>Regeneration and Business Support</b>	1,937	1,960	-45	-22	9,339	10,099	760	-578	182
<b>Public Health</b>	0	-180	0	-180	0	-668	-668	0	-668
<b>Improvement and Corporate Services</b>	4,139	4,271	-44	88	16,839	17,503	664	-54	610
<b>Corporate Resources</b>	2,970	3,021	0	51	11,880	11,659	-221	0	-221
<b>Corporate Costs</b>	2,147	1,868	0	-279	10,231	9,996	-235	0	-235
<b>Total (Excl Schools &amp;HRA)</b>	<b>45,941</b>	<b>46,551</b>	<b>-1,037</b>	<b>-427</b>	<b>188,964</b>	<b>195,182</b>	<b>6,218</b>	<b>-4,084</b>	<b>2,134</b>
<b>Schools</b>	0	0	0	0	0	0	0	0	0
<b>HRA</b>	0	99	0	99	0	0	0	0	0
<b>Total</b>	<b>45,941</b>	<b>46,650</b>	<b>-1,037</b>	<b>-328</b>	<b>188,964</b>	<b>195,182</b>	<b>6,218</b>	<b>-4,084</b>	<b>2,134</b>

Appendix A2 – Directorate Summary

Month: June 2013	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
<b>Social Care Health and Housing</b>									
Director of Social Care, Health, Housing	47	65	-	18	190	220	30	-	30
Housing Management (GF)	379	359	-	(20)	1,516	1,477	(39)	-	(39)
Adult Social Care	14,681	14,378	(58)	(361)	58,620	59,277	657	(233)	424
Commissioning	3,268	3,454	(11)	175	13,073	13,251	178	(139)	39
Business and Performance	(1,861)	(1,874)	(79)	(92)	(7,498)	(7,181)	317	(350)	(33)
<b>Total Social Care and Health</b>	<b>16,514</b>	<b>16,382</b>	<b>(148)</b>	<b>(280)</b>	<b>65,901</b>	<b>67,044</b>	<b>1,143</b>	<b>(722)</b>	<b>421</b>
<b>Children's Services</b>									
Director of Children's Services	28	22	-	(6)	111	287	176	(180)	(4)
Children's Services Operations	6,718	7,532	(618)	196	29,002	31,419	2,417	(1,624)	793
Learning, Commissioning & Partnerships	1,644	1,539	-	(105)	5,575	5,591	16	-	16
Joint School Commissioning Service (Transport)	1,817	1,905	-	88	7,005	7,502	497	-	497
Partnerships	232	249	(12)	5	610	707	97	(97)	-
<b>Total Children's Services (ex Schools / Overheads)</b>	<b>10,439</b>	<b>11,247</b>	<b>(630)</b>	<b>178</b>	<b>42,303</b>	<b>45,506</b>	<b>3,203</b>	<b>(1,901)</b>	<b>1,302</b>
DSG Contribution to Central Support	(392)	(212)	-	180	(1,567)	(719)	848	-	848
ESG Contribution to Central Support	(390)	(390)	-	-	(1,558)	(1,546)	12	-	12
<b>Total Children's Services (excluding Schools)</b>	<b>9,657</b>	<b>10,645</b>	<b>(630)</b>	<b>358</b>	<b>39,178</b>	<b>43,241</b>	<b>4,063</b>	<b>(1,901)</b>	<b>2,162</b>
<b>Community Services</b>									
Community Services Director	63	44	-	(19)	251	251	-	-	-
Highways Transportation	2,423	2,584	-	161	10,328	10,358	30	-	30
Environmental Services	5,362	5,432	(170)	(100)	22,100	22,772	672	(819)	(147)
Libraries	729	524	-	(205)	2,917	2,927	10	(10)	-
<b>Total Community Services</b>	<b>8,577</b>	<b>8,584</b>	<b>(170)</b>	<b>(163)</b>	<b>35,596</b>	<b>36,308</b>	<b>712</b>	<b>(829)</b>	<b>(117)</b>
<b>Regeneration and Business Support</b>									
Service Development	134	102	-	(32)	536	523	(13)	-	(13)
Planning	1,262	1,313	(16)	35	6,447	6,907	460	(403)	57
Economic Growth, Skills & Regeneration	541	545	(29)	(25)	2,356	2,669	313	(175)	138
<b>Total Regeneration and Business Support</b>	<b>1,937</b>	<b>1,960</b>	<b>(45)</b>	<b>(22)</b>	<b>9,339</b>	<b>10,099</b>	<b>760</b>	<b>(578)</b>	<b>182</b>
<b>Public Health</b>									
Director of Public Health	(2,146)	(2,276)	-	(130)	(8,583)	(8,583)	-	-	-
Assistant Director of Public Health	2,146	2,096	-	(50)	8,583	8,583	-	-	-
<b>Total Public Health (Excl overheads)</b>	<b>-</b>	<b>(180)</b>	<b>-</b>	<b>(180)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
Contribution to Central Support	-	-	-	-	-	(668)	(668)	-	(668)
<b>Total Public Health</b>	<b>-</b>	<b>(180)</b>	<b>-</b>	<b>(180)</b>	<b>-</b>	<b>(668)</b>	<b>(668)</b>	<b>-</b>	<b>(668)</b>
<b>Improvement and Corporate Services</b>									
Improvement and Corporate Services Leadership	-	100	(41)	59	-	122	122	(73)	49
Communications	169	176	-	7	676	688	12	-	12
Customer Services	420	495	-	75	1,680	1,680	-	-	-
Programme and Performance	133	129	(3)	(7)	532	633	101	(76)	25
Policy & strategy	73	66	-	(7)	292	292	-	-	-
Customer & Community Insight	32	31	-	(1)	127	127	-	-	-
Procurement	93	65	-	(28)	371	389	18	-	18
People	683	657	-	(26)	2,732	2,730	(2)	-	(2)
Information Assets	1,660	1,660	-	-	6,638	6,637	(1)	-	(1)
Legal & Democratic Services	876	892	-	16	3,791	4,205	414	95	509
<b>Total Improvement and Corporate Services</b>	<b>4,139</b>	<b>4,271</b>	<b>(44)</b>	<b>88</b>	<b>16,839</b>	<b>17,503</b>	<b>664</b>	<b>(54)</b>	<b>610</b>
<b>Corporate Resources</b>									
Chief Executive	123	76	-	(47)	493	493	-	-	-
Finance	1,308	1,148	-	(160)	5,232	5,232	-	-	-
Housing Benefit Subsidy	(103)	136	-	239	(412)	(412)	-	-	-
Assets	1,642	1,661	-	19	6,567	6,346	(221)	-	(221)
<b>Total Corporate Resources</b>	<b>2,970</b>	<b>3,021</b>	<b>-</b>	<b>51</b>	<b>11,880</b>	<b>11,659</b>	<b>(221)</b>	<b>-</b>	<b>(221)</b>
<b>Corporate Costs</b>									
Debt Management	2,928	2,773	-	(155)	11,710	11,510	(200)	-	(200)
Premature Retirement Costs	739	715	-	(24)	2,954	2,954	-	-	-
Corporate HRA Recharges	(23)	(23)	-	-	(90)	(90)	-	-	-
Efficiencies	75	(25)	-	(100)	156	121	(35)	-	(35)
Contingency and Reserves*	(1,572)	(1,572)	-	-	(4,499)	(4,499)	-	-	-
<b>Total Corporate Costs</b>	<b>2,147</b>	<b>1,868</b>	<b>-</b>	<b>(279)</b>	<b>10,231</b>	<b>9,996</b>	<b>(235)</b>	<b>-</b>	<b>(235)</b>
<b>TOTAL Excluding Schools</b>	<b>45,941</b>	<b>46,551</b>	<b>(1,037)</b>	<b>(427)</b>	<b>188,964</b>	<b>195,182</b>	<b>6,218</b>	<b>(4,084)</b>	<b>2,134</b>

### Appendix A3 – Monthly forecast variance

Director	May FYF Variance	June FYF Variance	FYF Difference	COMMENTARY
	£000	£000	£000	
<b>Social Care Health and Housing</b>				
Director of Social Care, Health, Housing	-	30	30	Due to MVF (with no vacancies) and additional admin support
Housing Management (GF)	-	(39)	(39)	Projected underspend on Housing Needs pay £30k
Adult Social Care	-	424	424	Projected underspend on reablement of £0.6m due to vacancies offsetting pressures of £0.4m on Mental Health placements (5 new agreed in 13/14), efficiency shortfalls re LD care packages £0.357m and within 65+ packages of £0.411m.
Commissioning	-	39	39	Projected efficiency shortfalls of £0.458m offset by pay underspends of £0.191m and other contract savings of £228k
Business and Performance	-	(33)	(33)	Shortfall in customer income for Telecare services £0.1m
<b>Sub Total Social Care and Health</b>	<b>-</b>	<b>421</b>	<b>421</b>	
<b>Children's Services</b>				
Director of Children's Services	(4)	(4)	-	
Children's Services Operations	538	793	255	additional 13 new placements in Independent Fostering in June on top of 10 during April/May. 4 new Guardianship Orders and 2 new in-house fostering placements in June
Learning, Commissioning & Partnerships	5	16	11	
Joint School Commissioning Service (Transport)	352	497	145	Increase in targeted transport due to increased demand (including travellers and managed moves). The Chiltern School in particular has seen an increase in pupil numbers which may increase further during the new academic year
Partnerships	-	-	-	
<b>Sub Total Children's Services (excluding Schools)</b>	<b>891</b>	<b>1,302</b>	<b>411</b>	
DSG contribution to central support	-	848	848	
ESG contribution to central support	-	12	12	
<b>Sub Total Children's Services (excluding Schools)</b>	<b>891</b>	<b>2,162</b>	<b>1,271</b>	
<b>Community Services</b>				
Community Services Director	(4)	-	4	
Highways Transportation	30	30	-	extra gritting in April
Environmental Services	(94)	(147)	(53)	forecast under on emergency planning £28k, under on community safety due to low uptake of superannuation and also IDAP programme delayed
Libraries	(28)	-	28	
<b>Total Community Services</b>	<b>(96)</b>	<b>(117)</b>	<b>(21)</b>	
<b>Regeneration and Business Support</b>				
Service Development	(8)	(13)	(5)	
Planning	84	57	(27)	development management forecast under due to examination hearing into development strategy likely to take place in 2014/15
Economic Growth, Skills & Regeneration	27	138	111	in year pressure on ACL (£85k) and customer first £111k plus small unders
<b>Total Regeneration and Business Support</b>	<b>103</b>	<b>182</b>	<b>79</b>	
<b>Public Health</b>				
Director of Public Health	-	-	-	
Assistant Director of Public Health	-	-	-	
<b>Total Public Health (Excl overheads)</b>	<b>-</b>	<b>-</b>	<b>-</b>	
Contribution to Central Support	-	(668)	(668)	
<b>Total Public Health</b>	<b>-</b>	<b>(668)</b>	<b>(668)</b>	
<b>Improvement and Corporate Services</b>				
Improvement and Corporate Services Leadership	-	49	49	
Communications	-	12	12	
Customer Services	-	-	-	
Programme and Performance	-	25	25	
Policy & strategy	-	-	-	
Customer & Community Insight	-	-	-	
Procurement	-	18	18	
People	-	(2)	(2)	
Information Assets	-	(1)	(1)	
Legal & Democratic Services	-	509	509	Movement of £509k within Legal Services is made up of , £51k pressure due to unachievable vacancy factor, £229k pressure on staffing due to unbudgeted new restructure, £247k continued pressure due to external court fees for child protection cases & £60k pressure on Copyright licence fees which was not budgeted for, including prior years' costs. This was partly mitigated by reduced forecasts in Local Land Charges (additional income) and Members' costs.
<b>Total Improvement and Corporate Services</b>	<b>-</b>	<b>610</b>	<b>610</b>	
<b>Corporate Resources</b>				
Chief Executive	-	-	-	
Finance	-	-	-	
Housing Benefit Subsidy	-	-	-	
Assets	-	(221)	(221)	Additional disaggregated income from the Farms estate (-£692k) partly offset by additional consultancy costs (£200k), property rental costs (£100k) and day to day repairs pressures (£171k)
<b>Total Corporate Resources</b>	<b>-</b>	<b>(221)</b>	<b>(221)</b>	
<b>Corporate Costs</b>				
Debt Management	-	(200)	(200)	Forecast reduction in interest payable costs
Premature Retirement Costs	-	-	-	
Corporate HRA Recharges	-	-	-	
Efficiencies	-	(35)	(35)	Movement due to unachievable Channel Shift efficiency, from prior years (£345k) and unused superannuation budget provision (-£380k)
Contingency and Reserves	-	-	-	
<b>Total Corporate Costs</b>	<b>-</b>	<b>(235)</b>	<b>(235)</b>	
<b>TOTAL Excluding Schools</b>	<b>898</b>	<b>2,134</b>	<b>1,236</b>	
Schools ISB	-	-	-	
Housing Services (HRA)	-	-	-	
<b>Total</b>	<b>898</b>	<b>2,134</b>	<b>1,236</b>	

Appendix B – Earmarked Reserves

Description	Opening Balance 2013/14 £000	Spend against reserves £000	Release of reserves £000	Proposed transfer to Reserves £000	Proposed Closing Balance 2013/14 £000
<b>Social Care Health and Housing Reserves</b>					
Social Care Reform Grant	187	(128)			59
Deregistration of Care Homes	433	(133)			300
LD Campus Closure	421	(139)			282
Supporting People	-				-
Deprivation of Liberty	81	-			81
Reablement	100	(100)			-
Ageing Well Programme	-	-			-
Winter Pressure	152	-			152
Disabled Facilities Grant revenue funding	-	-			-
Mental Health Action Plan	138	-			138
Outcome Based Commissioning	3,067	(222)			2,845
Step Up /Step Down	490	-			490
	<b>5,069</b>	<b>(722)</b>	-	-	<b>4,347</b>
<b>Children's Services Reserves</b>					
DSG Schools Contingency Reserve	853				853
Performance Reward Grant	144	(57)			87
LSP Sustainable Neighbourhoods	47				47
SEN Evaluation & positioning for additional duties when SEN Green paper becomes an Act	75				75
"Working Together" - new National Guidance	50				50
OFSTED Action Plan	180	(180)			-
OFSTED Action Plan	70				70
Fostering & Adoption	300				300
Looked After Children / Safeguarding	1,200	(1,200)			-
CWD	143	(12)			131
Impact of future funding cuts (CS - EIG)	1,193	(300)			893
Threshold Review	500	(97)			403
	<b>4,755</b>	<b>(1,846)</b>	-	-	<b>2,909</b>
<b>Community Services</b>					
Leisure Centre Reinvestment Fund	89			55	144
Integrated consumer protection	140	-27			113
Transport Fund	125				125
Community Safety partnership fund	159	-184			(25)
Bedford & Luton Resilience Forum	65				65
PTR2 Business Process Reengineering	11				11
Arts and theatre service reviews	10	-10			-
New					-
waste	449	-449			-
DEFRA grant	53	-53			-
financial investigation unit	275	-161			114
community safety grant	85				85
	<b>1,461</b>	<b>(884)</b>	-	<b>55</b>	<b>632</b>



Appendix B – Earmarked Reserves (cont)

Description	Opening Balance 2013/14	Spend against reserves	Release of reserves	Proposed transfer to Reserves	Proposed Closing Balance 2013/14
<b>Regeneration</b>					
Career Development Framework	68	-32			36
External Funded Regeneration reserve	434	-156			278
Local Development Framework	100				100
Physical Regeneration Projects	31	-19			12
Pre-application service development	288	-77			211
Minerals and Waste partnership funds	104	-30			74
NIRAH	50				50
Woodside Connection options appraisal	50				50
Business growth grants	84				84
flood defence	264	-264			-
natural england	10				10
building control	76				76
Gypsy and traveller	50				50
	<b>1,609</b>	<b>(578)</b>	-	-	<b>1,031</b>
<b>Public Health</b>	<b>65</b>				<b>65</b>
<b>Corporate Services Reserves</b>					
Pan Public Sector Funding	43	(43)			0
Customer First	33	(33)			0
SAP Optimisation	73	(73)		-	-
Housing Benefit Subsidy audit reserve (12/13 NEW)	500	-		-	500
Elections Fund	12			95	107
	<b>662</b>	<b>(149)</b>	-	<b>95</b>	<b>608</b>
<b>Corporate Reserves</b>					
Redundancy/Restructure Reserve	3,168	(15)			3,153
Insurance reserve	3,338				3,338
Welfare Reform (12/13 NEW)	500	(40)			460
Teachers' Pensions (12/13 NEW)	186				186
Gypsy & Traveller Legal Challenge (12/13 NEW)	300				300
Funding for Transition (12/13 new)	321				321
	<b>7,813</b>	<b>(55)</b>	-	-	<b>7,758</b>
<b>Total Earmarked Reserves</b>	<b>21,434</b>	<b>(4,234)</b>	-	<b>150</b>	<b>17,350</b>

Appendix C – Risks and Upsides

Risks (over £50k)					Jun-13	May-13
Directorate/AD	Description	Directorate	Ownership (Director, EIG, Finance, Corporate Measure etc)	Risk (certain, likely, possible, 3rd Party dependent etc.)	Estimated Value £000s	Estimated Value £000s
<b>Imp &amp; Corp Serv</b> Legal & Democratic	Legal Services- establishment pressures due to proposed funding from centralising external legal costs not materialising and continued pressures around Children's Services lawyers. The pressure is certain but there's a risk it may not be able to be mitigated.		Director	In Forecast	-	-
Customer Services	Pressure expected due to Customer First efficiencies not being realised until later in the year. The risk is that these may not be able to be mitigated by savings in other areas.	Imp & Corp Se	Director	Possible	280	-
Customer Services	Pressure expected due to changes within Customer Contact Centre as a result of Your Space 2 relocation. Costs associated with changes to the team and associated training.	Imp & Corp Se	Director	Possible	75	-
<b>Corporate Resources</b> Insurance	Reduction in income due to providing services to fewer schools as more become Academy. There is a risk that this pressure might not be mitigated by savings in other areas.	Corp Resources	Charles Warboys	Possible	252	0
<b>Social Care, Health and Housing</b> Adult Social Care	Unachieved care package efficiencies - Older People		EIG	Likely		175
Adult Social Care	Mental Health packages - volume increases		Director	Likely		440
Adult Social Care	Other local authority income and expenditure - overall net shortfall		Director	Likely		146
Adult Social Care	Unachieved care package efficiencies - Adults with Learning Disabilities		EIG	Likely		330
<b>Community Services</b>	Winter maintenance (figure based on average over last 5 years )			Possible	155	155
<b>Children's Services</b> DSG Contribution to Overheads	Due to changes in legislation on what DSG can be used for in 13/14, this has created a risk of £848k					848
Commission	2 Health Posts (1 funded from Troubled Families, 1 post pressure)			Likely		50
Youth	Cost of remanding young people in youth detention accommodation from April 2013 (Ministry of Justice new funding framework)			Likely		To be advised
Education Services Grant	Will reduce quarterly based on timing of Academy conversions at a rate of £116.46 per pupil Schools & £494.96 per pupil Special Schools pro rata for year			Likely	298	350
Threshold Reserve	Review of thresholds before Children become LAC (requested £900k in 12/13 reserves, £500k approved)			Likely	400	400
<b>TOTAL service risks quantified to date</b>					<b>1,460</b>	<b>3,249</b>
<b>Corporate Costs</b> Potential Unachievable Customer First efficiency				In forecast	-	345
<b>TOTAL corporate risks quantified to date</b>					-	<b>345</b>
<b>TOTAL risks quantified to date</b>					<b>1,460</b>	<b>3,594</b>

Opportunities (over £50k)					May-13	Apr-13
Directorate/AD	Description				Estimated Value £000s	Estimated Value £000s
<b>Social Care, Health and Housing</b> Adult Social Care	Applications for Continuing Health Care Funding for all adult client groups		Director	3rd Party dependent		-
<b>Public Health</b> Unbudgeted contribution to Overheads	Public Health grant includes allowable element of contribution to overheads which was not included in MTFP budget			Likely		600
<b>Community Services</b>	Waste - change in tonnage figures			Possible		100
<b>TOTAL service upsides quantified to date</b>					-	<b>700</b>
<b>Corporate Costs</b> Unused 2% superannuation 2% increased budget provision				In forecast	-	380
Interest payable	Interest payable latest forecasts are under budget			In forecast	-	200
<b>TOTAL corporate upsides quantified to date</b>					-	<b>580</b>
<b>TOTAL upsides quantified to date</b>					-	<b>1,280</b>

Budget 2012/13 - Potential Risks and Opportunities

Summary Position

<b>NET service quantified effect - upside / (downside)</b>					<b>(1,460)</b>	<b>(2,549)</b>
<b>NET corporate quantified effect - upside / (downside)</b>					-	<b>235</b>
<b>NET quantified effect - upside / (downside)</b>					<b>(1,460)</b>	<b>(2,314)</b>

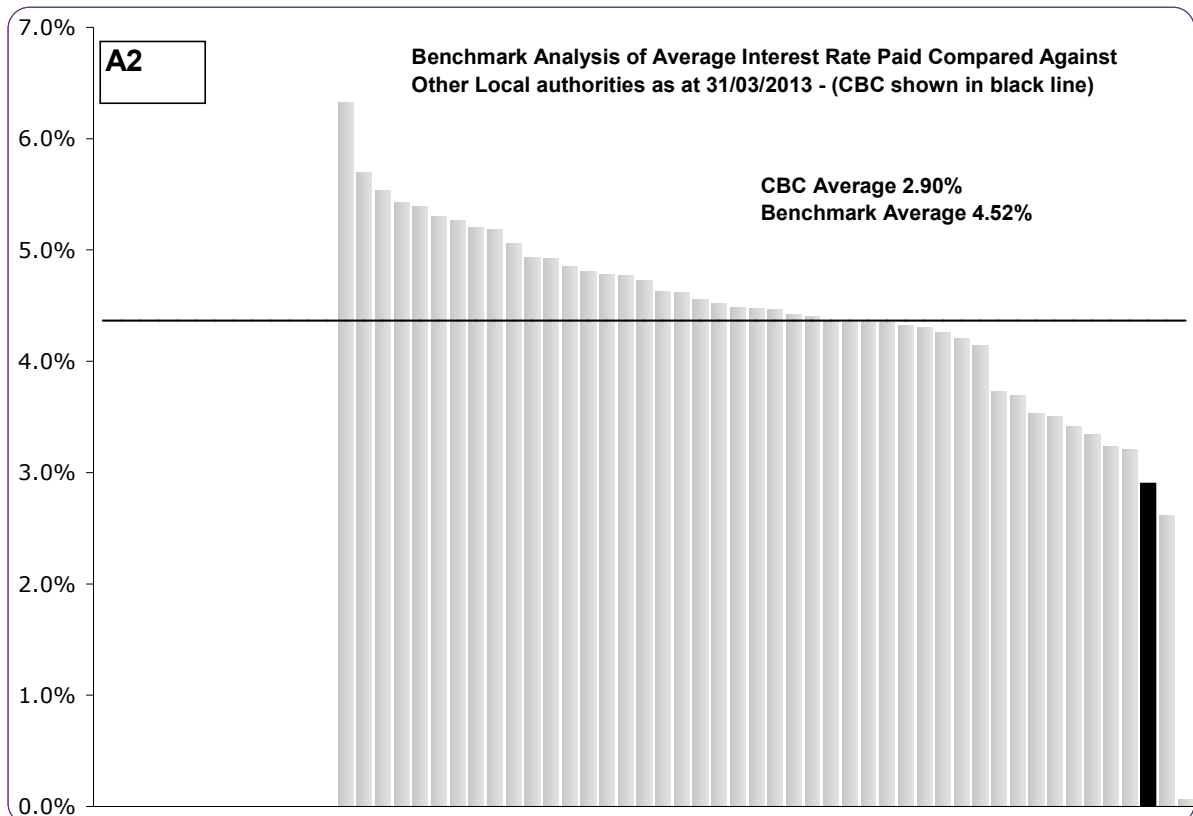
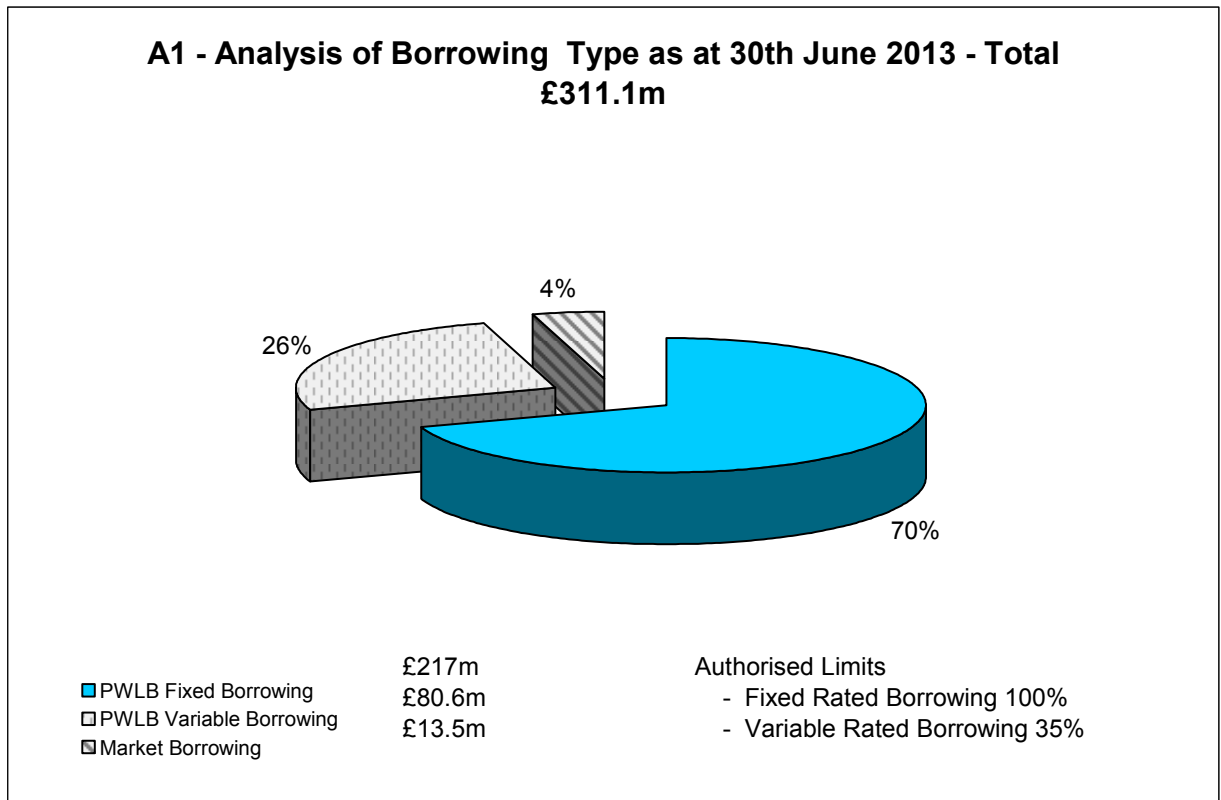
Appendix D – Debt

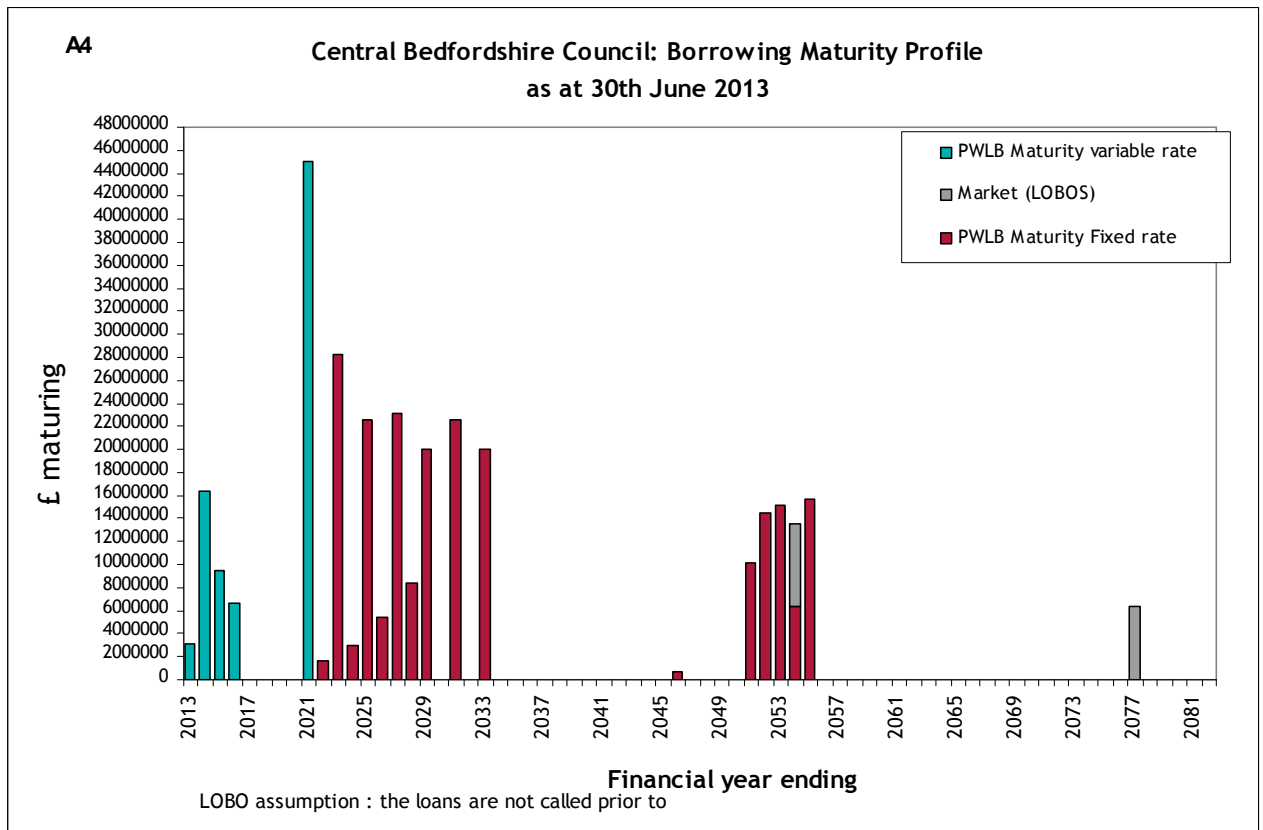
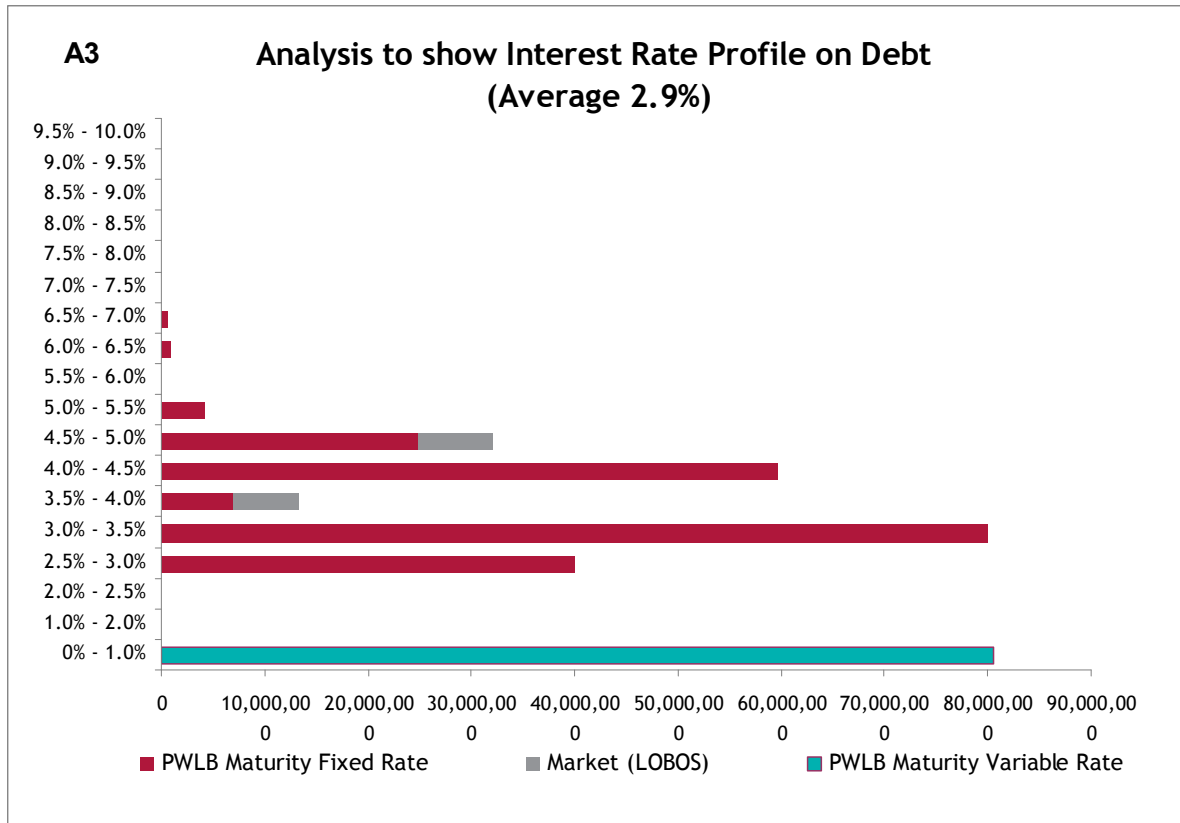
<b>Debtors June 2013</b>														
DIRECTORATE	1 to 14 Days		15 to 30 Days		31 to 60 Days		61 to 90 Days		91 to 365 days		1 year and over		Total Debt	
	£k	%	£k	%	£k	%	£k	%	£k	%	£k	%	£k	%
Social Care Health & Housing	246	16%	141	9%	234	15%	82	5%	410	27%	426	28%	1,539	100%
Children's Services	197	23%	433	50%	108	13%	46	5%	13	2%	61	7%	858	100%
Community Services	118	38%	-27	-9%	99	32%	20	7%	35	11%	62	20%	307	100%
Regeneration	93	5%	187	10%	171	9%	234	13%	445	25%	675	37%	1,805	100%
ACE People	7	10%	28	39%	20	28%	2	3%	1	1%	14	19%	72	100%
ACE Resources	273	42%	10	2%	-30	-5%	60	9%	179	28%	153	24%	645	100%
NHS Bedfordshire	1	0%	244	27%	47	5%	338	37%	277	30%	10	1%	917	100%
Unallocated & Non Directorate	0	0%	-13	24%	-3	5%	-20	36%	-10	18%	-9	16%	-55	100%
House Sales	65	4%	25	2%	44	3%	40	3%	367	24%	994	65%	1,535	100%
Grants	0	0%	-703	108%	66	-10%	-16	2%	0	0%	1	0%	-652	100%
<b>GRAND TOTAL</b>	<b>1,000</b>	<b>14%</b>	<b>325</b>	<b>5%</b>	<b>756</b>	<b>11%</b>	<b>786</b>	<b>11%</b>	<b>1,717</b>	<b>25%</b>	<b>2,387</b>	<b>34%</b>	<b>6,971</b>	<b>100%</b>
<b>PREVIOUS MONTH</b>	<b>4,205</b>	<b>36%</b>	<b>1,717</b>	<b>15%</b>	<b>1,836</b>	<b>16%</b>	<b>223</b>	<b>2%</b>	<b>1,458</b>	<b>12%</b>	<b>2,294</b>	<b>20%</b>	<b>11,733</b>	<b>100%</b>

The debt in relation to House Sales is subject to charges we have over those assets.

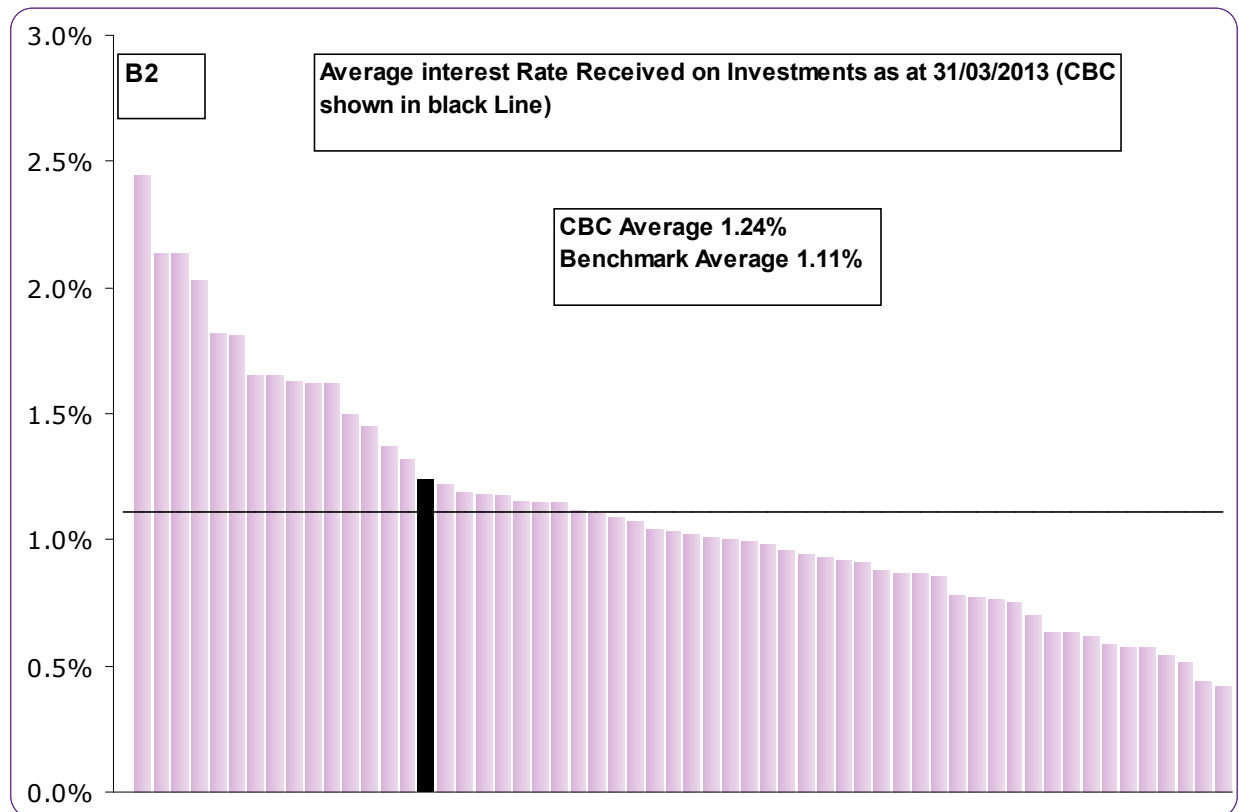
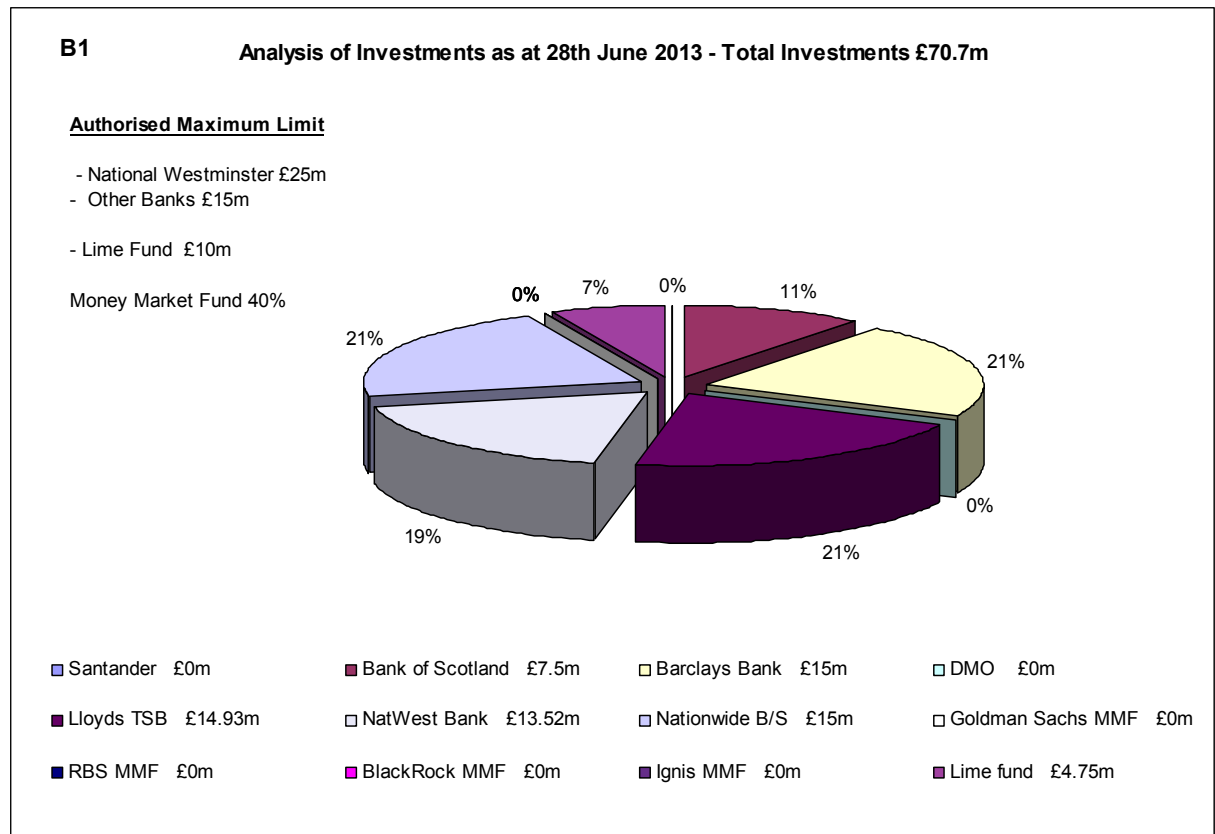
Appendix E – Treasury Management

Section A – Debt Information

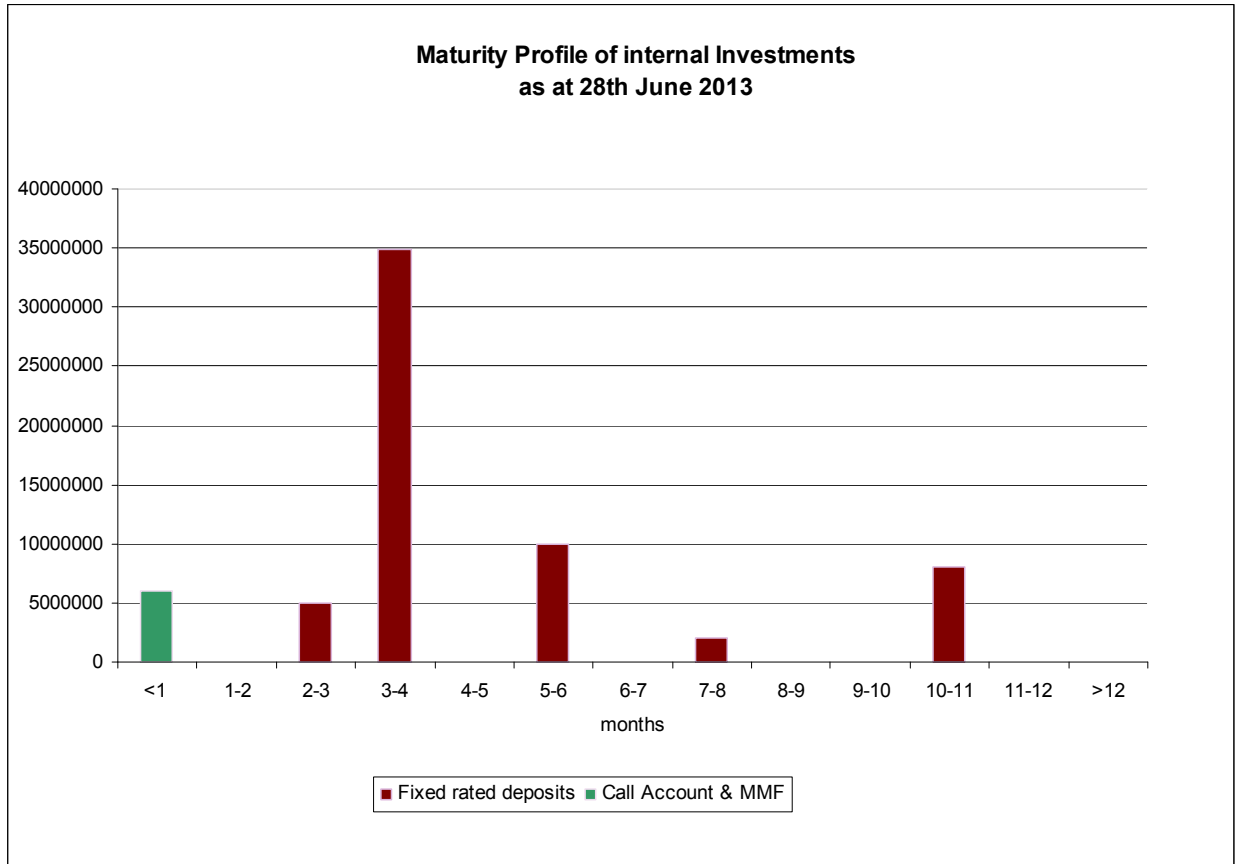




Section B – Investment Information



B3



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**Meeting:** Executive  
**Date:** 24 September 2013  
**Subject:** 2013 Quarter 1 Capital Budget Monitoring Report  
**Report of:** Councillor Maurice Jones, Deputy Leader and Executive Member for Corporate Resources  
**Summary:** The report provides information on the projected Capital outturn position as at June 2013. This excludes the Housing Revenue Account (HRA) which is the subject of a separate report.

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

#### **CORPORATE IMPLICATIONS**

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

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

##### **Financial:**

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

##### **Legal:**

2. None.

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

3. None.

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

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

**Equalities/Human Rights:**

5. Equality Impact Assessments were undertaken prior to the allocation of the 2013/14 budgets and each Directorate was advised of significant equality implications relating to their budget proposals.

**Public Health:**

6. None.

**Community Safety:**

7. None.

**Sustainability:**

8. None.

**Procurement:**

9. None.

**Overview and Scrutiny:**

10. The P3 Capital Budget Monitoring report will be considered by the Corporate Resources Overview and Scrutiny Committee on 22 October 2013.

**RECOMMENDATIONS:**

**The Executive is asked to:**

1. consider the outturn position which is a gross underspend of £1.5m and proposed deferred spend to 2014/15 of £5.4m; and
2. request officers to continue with their efforts to maximise the use of capital resources.

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

**Executive Summary**

11. The report sets out the projected capital outturn position for 2013/14 as at June 2013. Explanations for the variances are set out below. This report enables the Executive to review the overall capital position of the Council.

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

12. The capital budget for 2013/14 excluding HRA is £94.4m (£45.0m net). The main issues to note are:
- i) Gross forecast is to spend £87.5m an underspend of £1.5m and £5.4m proposed deferred spend to 2014/15.
  - ii) Gross spend to date is £10.8m, marginally above budget.
  - iii) The average monthly gross spend for the past three months is £3.6m. Rest of year spend rate needs to run at an average of £8.5m to achieve forecast.
  - iv) £64.2m of the gross budget relates to 20 of the top value schemes. £56.0m (87%) of the gross spend forecast relates to these schemes.

**DIRECTORATE COMMENTARY**

Social Care Health and Housing

13. The year end forecast outturn position is an underspend of £0.534m. The major area of underspend is the Disabled Facilities Grant (DFG) programme which is demand led.
14. The year-to-date position for other schemes is an underspend of £0.106m.
15. The following table indicates the type of major adaptations completed to June in the DFG programme.

Type of adaptation	Total No complete to June 2013
Level access shower/wet room	38
Straight stair lift	9
Curved stair lift	2
Toilet alterations	2
Access ramps	9
Dropped kerb and hard standing	0
Wheelchair/step lift	0
Through floor lift	0
Major extension	5
Kitchen alterations	3
Access alterations (doors etc)	9
Heating improvements	1
Garage conversions/minor additions	1
Safety repairs/improvements	5
Other	5
<b>Total</b>	<b>89</b>

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. Although the Council's waiting list for assessments is being tackled with additional Occupational Therapist (OT) resource, OTs are undertaking a more robust approach to assessments, with a higher proportion of recommendations for equipment and minor works than previously, resulting in a lower proportion of referrals for DFG. This more robust approach provides better value for money for the Council.
18. Approx £0.2m of payments were made in June, double that of April and May. The slow start to the year was primarily due to a focused effort to complete works in March 2013.
19. Requests for OT Assessment provide a further prediction of demand for 2013/14. In June, 62 assessments resulted in 40 referrals for DFG. If the current rate of referrals continued for the rest of the year this would result in a total of 396.
20. Having regard to all matters considered above, it is forecast that the outturn will not exceed the budget of £2.5m for 2013/14. Further monitoring may alter the forecast after assessing the value of new referrals over the following few months.
21. The HRA Capital programme is now monitored as part of the HRA's budget report.

#### Children's Services

22. Children's Services annual capital expenditure budget is £27.395m (including slippage from 2012/13). The income budget is £26.691m which leaves a net expenditure capital budget of £0.704m.
23. The full year reported outturn position for 2013/14 is currently inline with the budget allocation. There is no expenditure deadline to the spending of the grant receipts.

24.

	Gross Expenditure Budget	Profiled Gross Expenditure Budget YTD	Gross Spend to Date	Gross Expenditure Variance to date
	£000	£000	£000	£000
Children Services	27,195	2,626	2,627	1
Partnerships	200	0	0	0
<b>Total</b>	<b>27,395</b>	<b>2,626</b>	<b>2,627</b>	<b>1</b>

25. All but two projects, Schools Access and Temporary Accommodation, are funded wholly by grant receipts that have no expenditure deadline.

26. New School Places /Basic Need  
This grant funding is to enable management of pressures related to population growth and capacity within our schools. The outline programme to commission new school places over the next five years will drive the expenditure of basic need grant and will also align S106 contributions that are being collected for major projects.

27. In March 2013 the DfE announced the Basic Need allocations for 2013/14 and 2014/15 which has allocated £18.281m over the two years. An update to the New School Places Programme was reported to Executive in March 2013.

28. The budget for 2013/14 has therefore been reviewed to take account of the actual grant funding received for 2013/14, which was not known at the time the programme was originally approved by the Executive. The forecast spend for 2013/14 is £15.77m with £21.77m planned expenditure in 2014/15.

### Community Services

29. The Community Services capital programme in 2013/14 is made up of 43 schemes which includes large groupings of projects that relate to Environmental services, Libraries, Leisure and Transport.

30. The directorate forecasts to spend £25.023m below gross budget by £4.5m which includes £4.0m of proposed deferred spend to 2014/15 on the BEaR project (within Environmental Services).

31. The table below shows the Directorate's net budget and forecast by scheme categories for 2013/14. The scheme categories are broadly related to the type of asset being created or enhanced.

Scheme Categories	Net Expenditure Budget	Net Expenditure Forecast	Net Expenditure Forecast Variance
	£'000	£'000	£'000
Environmental Services	4,950	437	(4,513)
Libraries	202	245	43
Leisure	4,379	5,041	662
Transport	11,654	12,865	1,211
<b>Community Services</b>	<b>21,185</b>	<b>18,588</b>	<b>(2,597)</b>
<b>Percentage of budget</b>		<b>87.7%</b>	<b>12.3%</b>

Regeneration & Business Support

32. The Regeneration and Business support capital programme in 2013/14 is made up of 22 schemes which include large groupings of projects that were the result of developer funds to deliver planning requirements, associated with new developments.
33. The directorate expects to spend £8.246m below gross budget by £0.89m. The majority of this delay is due to external factors beyond the control of the Council.
34. The forecast variance is the acquisition of the final property on the Dunstable regeneration scheme. There is also the potential rule 6 compensation claims in respect of all the acquired properties which may take up to six years to finalise.

The table below shows the Directorate's net budget and forecast for 2013/14.

35.

	Full Year Variance		
	Gross Expenditure £k	External Funding £k	Net Expenditure £k
Regeneration	(890)	124	(766)
<b>Total</b>	<b>(890)</b>	<b>124</b>	<b>(766)</b>
<b>Percentage of budget</b>		<b>78.3%</b>	<b>-21.7%</b>

### Improvement & Corporate Services

36. The current capital programme for Improvement & Corporate Services is £4.202m. This includes £2.043m of funding for 2013/14 schemes and deferred spend of £2.159m from previous years.
- There is £2.066m of budget allocated to Information Assets (IA) projects with £2.136m for other schemes. Some of the major ones include SAP Optimisation (£0.373m), Customer First (£0.581m) and Health & Safety Rolling Programme (£0.852m).
37. For Improvement & Corporate Services projects there is a forecast outturn of £3.881m against budget, an underspend of £0.321m. This is as a result of the duplicated slippage budget on Customer First (£0.3m) and to the Health & Safety Rolling programme expecting a small surplus of funding within the year.
38. In IA the forecast outturn position is £2.070m. There are not currently any major variances expected against IA projects. The major schemes in this area are Your Space Two (IA Infrastructure) (£0.466m), IA Infrastructure Rolling Programme (£0.5m) and Data Centre Development (£0.375m).

### Corporate Resources

39. The current capital programme for Corporate Resources is £12.401m. These projects are all within Assets and some of the major schemes are 2013/14 Corporate Property Rolling Programme (£4.649m), A1 South Roundabout - Biggleswade (£2.2m), Ivel Medical Centre (£1.0m) and Acquisition of land south of High Street Leighton Buzzard (£1.0m).
40. The forecast outturn position on for Corporate Resources is an underspend of £0.777m which is expected to be deferred to 2014/15. This is due to an expected delay on the start of the Ivel Medical Centre project. Following changes to the way the NHS runs its commissioning process the project has been delayed and expected to slip a large amount to 2014/15.

### **CONCLUSION**

41. The forecast spend of £87.5m is c£20m more than has been spent in each of the past two years.
- A review of Capital spend is currently underway and due to report back to Corporate Management Team in August followed by the Executive in September.
- The forecast outturn position that will be reported in with August results should reflect the outcome of that review and paint a realistic picture of the likely outturn.

### **Appendices**

- Appendix A1 – Council Capital Summary  
Appendix A2 – Top 20 Schemes

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Appendices:

Appendix A1 Council Capital Summary

Directorate	2012/13 Capital Programme Budget				Full year forecast as at month 3				Full Year Variance				Proposed Deferred Capital to 2014/15 and future years				(Under) / Over Spend			
	Gross Expenditure	External Funding	Net Expenditure	£000s	Gross Expenditure	External Funding	Net Expenditure	£000s	Gross Expenditure	External Funding	Net Expenditure	£000s	Gross Expenditure	External Funding	Net Expenditure	£000s	Gross Expenditure	External Funding	Net Expenditure	£000s
<b>Children's Services</b>	<b>27,395</b>	<b>-26,691</b>	<b>704</b>	<b>27,395</b>	<b>-26,691</b>	<b>704</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>-2</b>	<b>-2</b>	<b>0</b>	<b>0</b>	<b>-2</b>	<b>-2</b>	<b>-2</b>
Environmental Services	5,367	-417	4,950	806	-369	437	-4,561	48	-4,513											
Libraries	202	0	202	245	0	245	43	0	43											
Leisure	6,287	-1,908	4,379	5,041	0	5,041	-1,246	1,908	662											
Transport	17,639	-5,985	11,654	18,931	-6,066	12,865	1,292	-81	1,211											
<b>Community Services</b>	<b>29,495</b>	<b>-8,310</b>	<b>21,185</b>	<b>25,023</b>	<b>-6,435</b>	<b>18,588</b>	<b>-4,472</b>	<b>1,875</b>	<b>-2,597</b>											
<b>Corporate Resources</b>	<b>13,901</b>	<b>-1,500</b>	<b>12,401</b>	<b>13,124</b>	<b>-1,500</b>	<b>11,624</b>	<b>-777</b>	<b>0</b>	<b>-777</b>											
<b>Improvement &amp; Corporate Services</b>	<b>4,202</b>	<b>0</b>	<b>4,202</b>	<b>3,881</b>	<b>0</b>	<b>3,881</b>	<b>-321</b>	<b>0</b>	<b>-321</b>											
<b>Regeneration</b>	<b>9,136</b>	<b>-5,604</b>	<b>3,532</b>	<b>8,246</b>	<b>-5,480</b>	<b>2,766</b>	<b>-890</b>	<b>124</b>	<b>-766</b>											
<b>Social Care, Health &amp; Housing</b>	<b>10,278</b>	<b>-7,269</b>	<b>3,009</b>	<b>9,865</b>	<b>-7,390</b>	<b>2,475</b>	<b>-413</b>	<b>-121</b>	<b>-534</b>											
<b>Total Excluding HRA</b>	<b>94,407</b>	<b>-49,374</b>	<b>45,033</b>	<b>87,534</b>	<b>-47,496</b>	<b>40,038</b>	<b>-6,873</b>	<b>1,878</b>	<b>-4,995</b>											

Appendix A2 Top 20 Schemes

Directorate	Scheme Title	Total 2013/14 Budget			Full Year Forecast as at Month 3			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
Children's Services	New School Places	15,776	-15,776	0	15,776	-15,776	0	0	0	0
Children's Services	Schools Capital Maintenance	4,515	-4,515	0	4,515	-4,515	0	0	0	0
Children's Services	Alternative Secondary Provision (Free School)	3,477	-3,477	0	3,477	-3,477	0	0	0	0
HRA	Sheltered Housing Re provision	4,125	0	4,125	3,200	0	3,200	-925	0	-925
HRA	Kitchens and Bathrooms	1,122	0	1,122	1,078	0	1,078	-44	0	-44
Corporate Resources	CBC Corporate Property Rolling Programme	4,649	0	4,649	4,881	0	4,881	232	0	232
Corporate Resources	A1 South Roundabout (Biggleswade)	3,700	-1,500	2,200	3,700	-1,500	2,200	0	0	0
Social Care, Health & Housing	NHS Campus Closure	5,297	-5,297	0	5,297	-5,297	0	0	0	0
Social Care, Health & Housing	Disabled Facilities Grants Scheme	3,000	-588	2,412	2,500	-659	1,841	-500	-71	-571
Community Services	Highways Structural Maintenance Block	4,004	-4,004	0	4,004	-4,004	0	0	0	0
Community Services	BEaR Project	4,000	0	4,000	0	0	0	-4,000	0	-4,000
Community Services	Highways Integrated Schemes Essential capital investment - Tiddenfoot and Saxon	1,960	-1,338	622	2,558	-1,338	1,220	598	0	598
Community Services	Pool & Leisure Centre Extension	1,558	-600	958	0	0	0	-1,558	600	-958
Community Services	Highways Fixed Cost Services (Lump Sums)	1,790	0	1,790	1,867	0	1,867	77	0	77
Community Services	Leisure Strategy Implementation Invest to Save Project	1,203	0	1,203	830	0	830	-373	0	-373
Regeneration	Dunstable Town Centre Regeneration Phase 2	1,389	0	1,389	656	0	656	-733	0	-733
Community Services	Highways Structural Maintenance Additional Expenditure	3,160	0	3,160	3,550	0	3,550	390	0	390
Community Services	Astral Park Leighton Buzzard	1,092	-1,100	-8	1,100	0	1,100	8	1,100	1,108
Regeneration	Dunstable A5/M1 Link Road Strategic Infrastructure	1,073	-1,053	20	1,000	-1,053	-53	-73	0	-73
Regeneration	Local Broadband Infrastructure	2,593	-2,120	473	300	-300	0	-2,293	1,820	-473
	<b>Children's Services</b>	<b>23,768</b>	<b>-23,768</b>	<b>0</b>	<b>23,768</b>	<b>-23,768</b>	<b>0</b>	<b>£0</b>	<b>£0</b>	<b>£0</b>
	<b>Community Services</b>	<b>18,767</b>	<b>-7,042</b>	<b>11,725</b>	<b>13,909</b>	<b>-5,342</b>	<b>8,567</b>	<b>-£4,858</b>	<b>£1,700</b>	<b>-£3,158</b>
	<b>Corporate Resources</b>	<b>8,349</b>	<b>-1,500</b>	<b>6,849</b>	<b>8,581</b>	<b>-1,500</b>	<b>7,081</b>	<b>£232</b>	<b>£0</b>	<b>£232</b>
	<b>Improvement &amp; Corporate Services</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>£0</b>	<b>£0</b>	<b>£0</b>
	<b>Regeneration</b>	<b>5,055</b>	<b>-3,173</b>	<b>1,882</b>	<b>1,956</b>	<b>-1,353</b>	<b>603</b>	<b>-£3,099</b>	<b>£1,820</b>	<b>-£1,279</b>
	<b>Social Care, Health &amp; Housing</b>	<b>£8,297</b>	<b>-£5,885</b>	<b>£2,412</b>	<b>£7,797</b>	<b>-£5,956</b>	<b>£1,841</b>	<b>-£500</b>	<b>-£71</b>	<b>-£571</b>
	<b>CBC 2012/13 Capital Programme</b>	<b>£64,236</b>	<b>-£41,368</b>	<b>£22,868</b>	<b>£56,011</b>	<b>-£37,919</b>	<b>£18,092</b>	<b>-£8,225</b>	<b>£3,449</b>	<b>-£4,776</b>

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**Meeting:** Executive  
**Date:** 25 September 2013  
**Subject:** Quarter 1, June 2013/14 Housing Revenue Account Revenue and Capital Budget Monitoring Report  
**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 2013/14 Housing Revenue Account revenue and capital position as at Quarter 1, June 2013.

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**Advising Officer:** Julie Ogle, Director of Social Care, Health and Housing  
**Contact Officer:** Charles Warboys, Chief Finance Officer  
**Public/Exempt:** Public  
**Wards Affected:** All  
**Function of:** Executive  
**Key Decision** Yes  
**Reason for urgency/ exemption from call-in** Not applicable

#### **CORPORATE IMPLICATIONS**

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

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

##### **Financial:**

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

##### **Legal:**

2. None.

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

3. None.

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

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

**Equalities/Human Rights:**

5. Equality Impact Assessments were undertaken prior to the allocation of the 2013/14 budgets and each Directorate was advised of significant equality implications relating to their budget proposals.

**Public Health:**

6. None.

**Community Safety:**

7. None.

**Sustainability:**

8. None.

**Procurement:**

9. None.

**Overview and Scrutiny:**

10. The Quarter 1 June 2013 Housing Revenue Account (HRA) revenue and capital budget monitoring report will be considered by the Corporate Resources Overview and Scrutiny Committee on 22 October 2013.

**RECOMMENDATION:**

**The Executive is asked to approve:-**

1. **the Revenue forecast position which is to achieve a balanced budget with a contribution to HRA Reserves of £6.661m, thus strengthening the Council's ability to invest and improve its stock of Council Houses;**
2. **the Capital forecast position which indicates that expenditure will be £1.291m less than the budget. This is due to lower than anticipated expenditure on the Dukeminster project; and**
3. **that Right To Buy (RtB) sales will be monitored for the possible impact on predicted surpluses in the medium to longer term.**

**PURPOSE OF REPORT:**

11. The report presents the 2013/14 HRA financial position as at the end of June 2013. It sets out spend to date against the profiled revenue and capital budgets, the forecast financial outturn, and provides explanations for any variations. This report enables the Executive to consider the overall financial position of the HRA.

## **EXECUTIVE SUMMARY:**

12. The revenue forecast position as at the end of June 2013 projects a year end surplus of £6.661m compared to a budgeted surplus of £4.805m, an improvement of £1.856m.
13. There are four key positive variances arising from increased income (£0.567m), lower interest costs from the self financing debt (£0.843m), reduced maintenance costs (£0.234m), and reduced contributions to the HRA capital programme (£0.366m). These are offset by other minor adverse variances that in total amount to £0.154m.
14. The 2013/14 budget for the HRA anticipates a contribution to the Sheltered Housing Re-Provision reserve of £3.912m and a contribution to the Strategic Reserve of £0.893. The analysis above enables a total contribution to reserves of £6.661m.
15. The forecast position for the HRA capital programme indicates an underspend of £1.291m, with an outturn of £9.604m against a budget of £10.895m.
16. Planning approval for the Dukeminster Extra Care facility was granted on 19 June 2013. At that point approval was also granted for preliminary works to be progressed, so that construction works on site could commence by the end of November 2013, subject to the use of a framework order. There is still some uncertainty as to the achievement of this timeframe, but progress will be monitored carefully and reported monthly.
17. On the current timeframe, it is predicted that £3.200m (£4.125m budget) will be spent from the budget set aside for the Dukeminster project, the balance of £0.925m will roll forward into 2014/15. This expenditure will be financed from the Sheltered Housing Re-provision Reserve.
18. The remainder of the capital underspend is as a result of the change in approach to capital investment as set out in the Housing Asset Management Strategy. Any surplus resources will be rolled forward to support future investment plans.
19. As a result, the year end balance in the Sheltered Housing Re-provision Reserve is now predicted to be £10.716m, with £5.919m available in the Strategic Reserve and £2.200m in contingencies. This equates to a predicted total reserve balance of £18.835m.
20. Forecast figures at the end of June are subject to variations as the revenue and capital programmes evolve over the course of the year.

## **HRA REVENUE ACCOUNT**

21. The HRA annual expenditure budget is £22.572m and income budget is £27.377m, which allows a contribution of £4.805m to reserves to present a net budget of zero. A subjective breakdown of budget, year to date position and forecast outturn is shown below.

22.

	2013/14 Budget	Budget YTD	Actual YTD	Variance YTD	Full Year Forecast	Variance Full Year Forecast to Budget
	£m	£m	£m	£m	£m	£m
<b>Total Income</b>	<b>(27.377)</b>	<b>(6.844)</b>	<b>(6.915)</b>	<b>(0.071)</b>	<b>(27.944)</b>	<b>(0.567)</b>
Housing Management	4.152	1.038	0.892	(0.146)	4.191	0.039
Financial Inclusion	0.200	0.050	0.039	(0.011)	0.200	0.000
Asset Management	0.965	0.241	0.235	(0.006)	0.990	0.025
Corporate Resources	1.320	0.330	0.354	0.024	1.410	0.090
Maintenance	4.528	1.132	1.000	(0.132)	4.294	(0.234)
Debt related costs	0.119	0.030	0.000	(0.030)	0.119	0.000
Direct Revenue Financing	6.570	1.643	1.551	(0.092)	6.204	(0.366)
Efficiency Programme	(0.190)	(0.048)	(0.048)	0.000	(0.190)	0.000
Interest repayment	4.908	1.227	0.988	(0.239)	4.065	(0.843)
Principal repayment	0.000	0.000	0.000	0.000	0.000	0.000
<b>TOTAL Expenditure</b>	<b>22.572</b>	<b>5.643</b>	<b>5.011</b>	<b>(0.632)</b>	<b>21.283</b>	<b>(1.289)</b>
Surplus	(4.805)	(1.201)	(1.904)	(0.703)	(6.661)	(1.856)
Contribution to/(from) reserve (actioned at year end)	4.805	1.201	^ 1.904	0.703	6.661	1.856
<b>Net Expenditure</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
^ Included for balancing and illustrative purposes only						

23. There are a number of year to date variances across the HRA. Total income has a positive variance of £0.071m (adverse £0.159m May) as a result of timing differences in the application of housing benefits to the rental income profit centre.
24. The full year forecast is a positive income variance of £0.567m. The positive income variance is accounted for by increased rental income (£0.682m), offset by reduced investment income (£0.127m), and other minor positive variances (£0.012m).
25. The additional rental income is accounted for by an additional rent charging week in 2013/14. Rent is charged every Monday and in this rent year (1 April 2013 to 31 March 2014) there are 53 Mondays. Due to the infrequent nature of this circumstance, the additional revenue was not built into the original budget.
26. Housing management is reporting a positive year to date variance of £0.146m (£0.066m May). This is due to actual cost being incurred slightly out of budget profile for Stock Condition Survey (£0.064m) and insurance premiums (£0.025m), together with other minor variances. The full year forecast is projecting a minor adverse variance of £0.039m, reflecting a slight increase in the staffing costs.
27. Corporate recharges are forecast to outturn at £1.410m, an adverse variance of £0.090m. This reflects the outturn position from 2012/13, although the final recharge for 2013/14 will not be known until the year end calculation is undertaken.
28. The Maintenance budget has a minor year to date positive variance of £0.132m (£0.232m May). The full year forecast is projecting savings of £0.234m. This is primarily due to the re-scheduling of external decorations (£0.127m), the efficient approach taken in managing void properties within the existing budget and a reduction in average void periods (£0.100m).
29. In respect of the debt costs, a saving of £0.843m is projected due to lower than budgeted interest costs. The average interest rate expected to be achieved on the Council's self-financing debt for 2013/14 is 2.46%, as opposed to 2.97% in the budget build.
30. The lower average rate is a result of the Council's decision to take approximately a quarter of the self-financing debt on a variable rate, currently at 0.55%. 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 March 2013. This rate rose from 0.54% to 0.55% and will not change again until the end of September 2013.
31. The forecast for the year is that an average variable interest rate of 0.78% is achieved. This is based on a forecast interest rate on the variable debt of 1.00% in September. The uncertain nature of variable rates require a cautious approach when setting the budget, therefore variances in this area are likely.
32. The forecast revenue position for the financial year would allow a total transfer to reserves of £6.661m, an additional amount of £1.856m compared to the original budget.

## **HRA EFFICIENCY PROGRAMME**

33. 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.
34. The HRA revenue budget for 2013/14 was reduced by £0.190m, as part of the Council's efficiency programme. This efficiency is being delivered through efficiencies in staffing, reduced void periods, increased rental income and reduced repairs costs.
35. The HRA efficiency programme is on target to be fully achieved in 2013/14.

## **HRA ARREARS**

36. Total current and former tenant arrears were £0.997m at the end of June (£0.971m at June 2012). Current tenant arrears are £0.651m or 2.27% of the annual rent debit of £28.626m (£0.590m or 2.17% at June 2012). A total of £0.053m of HRA rent arrears debt was written off to June 2013.
37. An analysis of rent collection data from the Housing QL system has commenced, with a view to determining the impact of welfare reform on arrears. Once this is completed it will be possible to create a realistic profile of projected rent arrears throughout the rent year, so that the percentage figure referred to above can be cross referenced to a profiled target. Currently 57% of rental income is received from housing benefit payments.
38. Performance on former tenant arrears is 1.21% of the annual rent debit against a target of 1.00%, leaving a balance of £0.346m (1.40% with a balance of £0.381m at June 2012).
39. There are currently £0.138m of arrears (£0.164m May), which is comprised of the following: 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**

40. New Right to Buy (RtB) discounts and proposals for re-investing the capital receipts came into effect from April 2012, which have increased the maximum discount available to tenants from £0.034m to £0.075m.
41. Up to the end of June 2013, 4 properties have been sold compared to 19 in the entire financial year 2012/13.
42. The first housing pooling return is due at the end of July, at which point it will be possible to ascertain how much of the receipt may be retained.



43. As a result of the changes to housing pooling the Council has a bought forward balance of useable capital receipts of £0.657m, of which £0.290m 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. The use of these receipts is restricted to schemes that do not receive Homes and Communities Agency (HCA) funding.
44. The retained receipt can represent no more than 30% of the cost of the replacement properties, so the Council is committed to spend at least £0.968m on new build by 31 March 2016.
45. The HRA's Budget proposals for the period of the Medium Term Financial Plan (MTFP) propose significant investment in new build (in excess of £16.0m by 31 March 2016) so the commitment above is very likely to be fulfilled.
46. There have been 11 RtB applications up to June. This compares to a total of 55 applications in 2012/13, some of which could progress to sales in this financial year. It is quite likely that the total number of sales could be 20-25 for the year, resulting in a residual receipt of potentially £0.800m.
47. These funds will further enhance the resources available for the HRA's capital programme.
48. 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**

49. There is a year to date positive variance of £0.120m for the HRA Capital Programme, with a forecast year end outturn of £9.604m against a budget of £10.895m.
50. The year to date position for the HRA Capital Programme reflects the implementation of the Housing Asset Management Strategy, which incorporates a greater element of repair led programmes as opposed to pre-planned improvements.
51. The Central Heating and Kitchens and Bathrooms programmes have a reduced forecast outturn due to a change in the timing of programme delivery as recommended by the Stock Condition Survey. The Roof Replacement and Drainage and Water Supply programmes are also forecast to have a reduced outturn, due to the move towards more repair led improvement works in these areas.
52. Stock Remodelling has a year to date adverse variance of £0.085m and a year end outturn predicted at £0.859m, an adverse variance of £0.401m. The increase in spend in this area reflects the priorities of the Housing Asset Management Strategy for remodelling and regeneration of the housing stock.

53. Capitalised salaries has a year to date overspend against profile of £0.035m. This is due to the profile of Capitalised Salaries being in line with the rest of the capital programme, where there is usually a slow start at the beginning of the year. Salary costs are capitalised on an identical profile of twelfths during the year. The variance will level out as the year progresses and the year end outturn is expected to be on budget.
54. A year end under spend of £1.291m is anticipated for the HRA Capital programme, most of which relates to lower than budgeted spend on the Dukeminster project, which is likely to materialise towards the year end although there is still uncertainty as to the timing of the initial construction phase. At the current time it is predicted that £3.200m will be spent on Dukeminster from the Sheltered Housing Re-provision reserve, although the balance of £0.925m will be rolled forward in to 2014/15.

## **RESERVES**

55. The total reserves available as at year end 2012/13 were £15.374m, comprised of £2.000m in HRA Balances, £8.653m for Sheltered Housing Re-Provision, £1.284m for Strategic Reserve and £3.437m for Major Repairs Reserve.
56. The current position indicates a year end balance in reserves of £18.835m. HRA Balances are projected to remain at a contingency level of £2.000m, with the Sheltered Housing Re-Provision Reserve increasing to £10.716m, the Strategic reserve increasing to £5.919m, and the Major Repairs Reserve (MRR) reducing to £0.200m.
57. The opening balance in the MRR was comprised of a £0.200m contingency and an amount of £3.237m equivalent to depreciation in 2012/13. Due to the use of the Negative Capital Financing Requirement (CFR) to finance the capital programme in that year, the amount of £3.237m was retained in the MRR.
58. It is anticipated that at the year end 2013/14 this additional amount will contribute to the funding of the capital programme, reducing direct revenue financing by an equivalent amount. This will allow an additional contribution to the Strategic Reserve, so that in total an amount of £4.635m is forecast to be transferred.
59. In total this equates to a forecast contribution to reserves for the year of £6.661m, offset by spend from reserves of £3.200m to enable a net increase of £3.461m.

## **Appendices**

Appendix A – Net Revenue Position Full Analysis

Appendix B – HRA Debtors

Appendix C – HRA Capital Programme

Appendix D - Reserves

Appendices

Appendix A – Net Revenue Position Full Analysis

Month: June 2013	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
Assistant Director Housing Service	-1,845	-1,540	0	305	-7,380	-7,190	190	0	190	
Housing Management (HRA)	400	355	0	-45	1,600	1,652	52	0	52	
Asset Management (HRA)	1,345	1,207	0	-138	5,378	5,169	-209	0	-209	
Prevention, Options & Inclusion	100	77	0	-23	402	369	-33	0	-33	
<b>Total</b>	<b>0</b>	<b>99</b>	<b>0</b>	<b>99</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	

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	0.195	0.170	0.131	0.154	0.001	0.651
Former Tenant						0.346
						<b>0.997</b>

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	0.003	-	-	0.004	0.004	0.022	0.033
Leaseholders	0.002	0.009	(0.001)	0.007	0.016	0.016	0.049
Void recoveries	-	-	0.006	0.022	0.010	0.006	0.044
Misc recoveries	-	-	-	0.010	-	0.002	0.012
	<b>0.005</b>	<b>0.009</b>	<b>0.005</b>	<b>0.043</b>	<b>0.030</b>	<b>0.046</b>	<b>0.138</b>

Appendix C – HRA Capital Programme

Scheme Title	Existing 2013/14 Capital Budget	Full Year Forecast as at June	Variance	Slippage to 2014/15	Monthly Budget Monitoring June 2013		
					Profilled Budget YTD	Actual YTD	Variance
	Net Expenditure	Net Expenditure	Net Expenditure	Net Expenditure	Net Expenditure	Net Expenditure	
	£'000	£'000	£'000	£'000	£'000	£'000	
General Enhancements (formerly Minor Works)	255	255	0	0	39	9	-30
Garage Refurbishment	51	30	-21	0	9	0	-9
Paths & Fences siteworks	61	40	-21	0	9	15	6
Estate Improvements	255	255	0	0	39	47	8
Energy Conservation	255	300	45	0	39	31	-8
Roof Replacement	248	50	-198	0	39	4	-35
Central Heating Installation	1,071	861	-210	0	150	67	-83
Rewiring	347	347	0	0	45	19	-26
Kitchens and Bathrooms	1,122	1,078	-44	0	165	123	-42
Central Heating communal	180	75	-105	0	27	21	-6
Secure door entry	357	275	-82	0	54	69	15
Structural repairs	153	153	0	0	21	34	13
Aids and adaptations	887	887	0	0	135	73	-62
Capitalised Salaries	350	350	0	0	51	86	35
Asbestos management	131	131	0	0	18	5	-13
Stock Remodelling	458	859	401	0	69	154	85
Drainage & Water Supply	181	50	-131	0	27	6	-21
Plasticisation	408	408	0	0	60	28	-32
Sheltered Housing Re provision	4,125	3,200	-925		0	85	85
<b>HRA</b>	<b>10,895</b>	<b>9,604</b>	<b>-1,291</b>	<b>0</b>	<b>996</b>	<b>876</b>	<b>-120</b>

Appendix D – Reserves

Reserves

Month: June 2013

Description	Opening Balance 2013/14	Spend against reserves	Release of reserves	Proposed transfer to Reserves	Proposed Closing Balance 2013/14
	£000	£000	£000	£000	£000
HRA Balances	2,000				2,000
Sheltered Housing Re provision	8,653	(3,200)		5,263	10,716
Strategic Reserve	1,284			4,635	5,919
Major Repairs (HRA)	3,437		(3,237)		200
	<b>15,374</b>	<b>(3,200)</b>	<b>(3,237)</b>	<b>9,898</b>	<b>18,835</b>

**Meeting:** Executive  
**Date:** 24 September 2013  
**Subject:** Quarter 1 Performance Report  
**Report of:** Cllr Maurice Jones, Deputy Leader and Executive Member for Corporate Resources  
**Summary:** To report on Quarter 1 2013/14 performance for Central Bedfordshire Council's Medium Term Plan indicator set.

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

#### **CORPORATE IMPLICATIONS**

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

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

##### **Financial:**

1. None directly but the indicator set does monitor the percentage increase in Council Tax

##### **Legal:**

2. None.

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

3. Any areas of ongoing underperformance would be a risk to both service delivery and the reputation of the Council.

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

4. None

##### **Equalities/Human Rights:**

5. This report highlights performance against a range of indicators which measure how the Council is delivering against its Medium Term Plan priorities. It identifies specific areas of underperformance which can be highlighted for further analysis. Whilst many of the indicators deal with information important in assessing equality, it is reported at the headline level in this report.

6. To meet the Council's stated intention of tackling inequalities and delivering services so that people whose circumstances make them vulnerable are not disadvantaged, performance data for indicators in this set is supported by more detailed performance data analysis at the service level and this is used to support the completion of equality impact assessments. These impact assessments provide information on the underlying patterns and trends for different sections of the community and identify areas where further action is required to improve outcomes for vulnerable groups.

**Public Health**

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

**Community Safety:**

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

**Sustainability:**

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

**Procurement:**

10. Not applicable

**Overview and Scrutiny:**

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

**RECOMMENDATION: The Executive is asked to:**

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

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

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

**Overview**

13. Good performance continues to be shown across the Medium Term Plan priorities with 13 indicators RAG scored this quarter as Green. Of the three indicators scored as Amber all are within two percent of target. Page 2 of Appendix A provides an overview of performance for each of the indicators in the Medium Term Plan indicator set. Of those indicators being reported this quarter it has been possible to RAG score 21 indicators

Rag Status	Quarter 1 2013/14 21 indicators	
Green	Thirteen (62%)	<ul style="list-style-type: none"> <li>○ 4 with improved performance.</li> <li>○ 6 showing no change / new indicator</li> <li>○ 3 with declining performance</li> </ul>
Amber	Three (14%)	<ul style="list-style-type: none"> <li>○ 1 with improved performance.</li> <li>○ 1 new indicator</li> <li>○ 1 with declining performance</li> </ul>
Red	Five (24%)	<ul style="list-style-type: none"> <li>○ 1 with improved performance.</li> <li>○ 1 new indicator</li> <li>○ 3 with declining performance.</li> </ul>

14. The high proportion of indicators scored as Green evidences that the Council continues to perform well across a wide range of services and Medium Term Plan priorities. These indicators are:
1. Percentage of residential development applications of 10 or more units with CABE excellent design status. (A3 MTP)
  2. Number of Serious Acquisitive Crimes. (A4 MTP)
  3. Published Ofsted school and college classifications. (B4 MTP)
  4. Protecting Vulnerable Adults. (C1 MTP)
  5. Number of Village Care schemes in operation. (C4 MTP)
  6. Percentage of council commissioned dementia care classed as 'good' or 'excellent'. (C5 MTP)
  7. Percentage of 40 to 74 year olds offered a health check. (C7 MTP)
  8. Percentage of referrals of children in need that led to initial assessments. (C8 MTP)
  9. Percentage of initial assessments within ten working days of referral (Children's Services) (C9 MTP)
  10. Percentage of child protection cases which should have been reviewed during the year that were reviewed. (C10 MTP)
  11. Average time in days between a child entering care and moving in with its adoptive family, for children who have been adopted. (C11 MTP)
  12. Percentage of adults in Central Bedfordshire taking part in sport or active recreation (Active People Survey) (E2 MTP)
  13. Satisfaction of adults with Library Services (E3 MTP)
15. Within these Green indicators it is worth pointing out the following:

16. The percentage of approved applications for residential developments of ten or more units having CABE excellent design status remains at 100% (A3 MTP)
17. The number of 40-74 year olds offered a health check at 6,091 in Quarter 1, greatly exceeded the target of 3,979. Quarter 1 also saw an increased take up of health checks compared to the same period a year ago (2,714 health checks delivered during Quarter 1 2013/14 ). (C7 MTP)
18. The percentage of children's social care initial assessments undertaken within ten working days of referral at 87% exceeded the target of 85% in Quarter 1. (C9 MTP)
19. The percentage of child protection cases which should have been reviewed during the year that were reviewed remains at 100% helping to ensure good quality interventions are in place to keep children safe and protected. (C10 MTP)
20. The average time between a child entering care and moving in with an adoptive family uses a three year rolling average but at the end of Quarter 1 at 539 days was showing an improvement of 61 days compared to the previous quarter. (C11 MTP)
21. The Library Service undertook the Adult Plus Survey in Quarter 1 2013/14 and it showed that since the last survey in 2011 adult satisfaction with the Library Service had increased by 2% to 95%. (E3 MTP)
22. Of the three indicators scored as Amber, one is showing improving performance, one is new and the other declining performance. Looking first at the one showing improving performance:
  - The percentage of decent homes (Council stock) at 99.6% has been scored as Amber. The Council's new Housing Asset Management Strategy means that improvements to properties will no longer be based on failure to meet the Decent Homes Standard. Instead it will be informed by a combination of information sources including, condition, number of repair requests and planned programmes of intensive refurbishment. (C3 MTP)
23. The indicator scored as Amber showing no change in performance, is a new indicator.
  - The indicator is Percentage resident satisfaction with pavement maintenance. This is the first time this indicator has been used in the Resident's Survey as it is one of two indicators which replace the former indicator measuring resident's satisfaction with road and pavement repairs. The Spring Resident's Survey shows that 51% of residents were satisfied with pavement maintenance. This is slightly below our in-year target of 53% (and the national LGA poll 2012 of 57%) and therefore has been scored as Amber. (D1b MTP)
24. The indicator scored as Amber and showing declining performance is:
  - The second is based on provisional data for Quarter 3 and 4 for the percentage of household waste sent for reuse, recycling or composting. This has resulted in a provisional outturn for 2012/13 of 50.7% narrowly missing the target of 51%. The reduced performance is a result of lower green waste from both kerbside and HWRC collections due to the bad weather reducing



growth earlier in the year. This has outweighed the increased recycling gained from the new north residual treatment contract. (E1 MTP)

25. Of the five indicators scored as Red, one is showing improving performance, one is new and the other three declining performance. Looking first at the one showing improving performance:
- This relates to the percentage of Social Care clients receiving self directed support, which has continued to increase, with the final outturn figure for 2012/13 being 75.9% out performing the regional comparator group and exceeding the revised national target of 70%. Further improvement in Quarter 1 has seen this figure rise to 77.1 %. It is scored as Red as the Medium Term Plan target is 100% and whilst no change is being proposed to the MTP target it is recognised that self-directed support is not applicable to all service users and a more realistic target is 86% (C6 MTP)
26. The indicator scored as Red and showing no change is a new indicator:
- The indicator is Percentage resident satisfaction with road maintenance. This is the first time this indicator has been used in the Resident's Survey as it and D1b MTP replace the former indicator which measure resident's satisfaction with road and pavement repairs. The Spring Resident's Survey shows that 26% of residents were satisfied with road maintenance against a target of 30% and has therefore been scored as Red. (D1a MTP)
27. The three indicators scored as Red and showing declining performance are:
- The latest data shows a continued fall in the number of people aged 16 to 64 in employment down from 122,700 in September 2012 to 122,600 in December 2012. Whilst this means that Central Bedfordshire's employment rate is 3.3% higher than the national average, we remain behind our target of being 5% higher. (A2 MTP)
  - Whilst the number of Extra Care flats that will be provided at 83 greatly exceeds the original target of 40, delay in the planned delivery of the Dukeminster scheme from December 2014 to summer 2015 means this has been scored as Red. (C2 MTP)
  - The Library usage indicator shows a fall in the number of visits to libraries in 2012/13 compared to 2011/12, down from 1,086,002 to 988,893. This fall was in part anticipated due to the planned closure periods at each library to allow for refurbishments and the installation of self-service equipment. (E4 MTP)
28. The following sections of this report look at the performance of individual directorates. A table is provided above each directorate summary detailing the relevant indicators, broken down by Medium Term Plan MTP priority.

**DIRECTORATE SUMMARIES**

**Social Care, Health & Housing**

29.

Ref	Indicator	Performance will be reported:	Performance information being reported this quarter		
			Time period	Performance	
<b>Promote health and wellbeing and protect the vulnerable</b>					
<b>C 1 MTP</b>	Protecting Vulnerable Adults	Quarterly	Quarter 1 2013/14	↔	<b>G</b>
<b>C 2 MTP</b>	Number of additional 'Extra Care' flats provided	Quarterly	Quarter 1 2013/14	↓	<b>R</b>
<b>C 3 MTP</b>	Percentage of decent homes (Council stock)	Quarterly	Quarter 1 2013/14	↑	<b>A</b>
<b>C 4 MTP</b>	Number of Village Care schemes in operation	Quarterly	Quarter 1 2013/14	↔	<b>G</b>
<b>C 5 MTP</b>	Percentage of council commissioned dementia care classed as 'good' or 'excellent'.	Quarterly	Quarter 1 2013/14	↔	<b>G</b>
<b>C 6 MTP</b>	Clients receiving self directed support	Quarterly	Quarter 1 2013/14	↑	<b>R</b>

30. The Directorate continues to perform well against the Medium Term Plan priority of “Promote health and wellbeing and protecting the vulnerable”.
31. Progress continues to be made in the proportion of customers receiving self-directed support (C1 MTP). The current performance of 77% is significantly above the national target of 70% and our finalised outturn for 2012/13 of 76% outperformed both the regional and national averages. The MTP target of 100% for 2013/14 still remains a challenging one. It has been recognised that not all services that customers receive require a support plan and therefore self-directed support is not applicable. These services include meals, equipment and professional support. Under these circumstances, it is likely that the maximum outturn that can be achieved is 86%. This will represent 100% of those clients that are eligible for self-directed support and therefore it is deemed that the target will have been achieved if this proportion is reached.
32. Following the adoption of the Housing Asset Management Strategy, by Executive on 14<sup>th</sup> May 2013, the replacement of elements within Council properties (e.g. kitchens, bathrooms, roofing, etc) will no longer be based on the failure of the Decent Homes Standard. Instead the capital programme will be informed by a repairs led programme of addressing elements in poor condition or where there has been a prevalence of repairs requests, coupled with a programme of more intensive refurbishment where required. As a result, the target of all Council-owned stock meeting the Decent Homes Standard (C3 MTP) may not be met by March 2014.
33. Planning permission for the extra-care units at Dukeminster (C2 MTP) has been achieved, but it is likely that the delivery date will be the Summer of 2015, thereby missing the Medium Plan target of December 2014.
34. Progress has been maintained in the other targets.

## Public Health

35.

Ref	Indicator	Performance will be reported:	Performance information being reported this quarter		
			Time period	Performance	
<b>Promote health and wellbeing and protect the vulnerable</b>					
<b>C 7 MTP</b>	Percentage of 40 to 74 year olds offered a health check	Quarterly	Quarter 1 2013/14	↑	<b>G</b>

36. The number of Health Checks offered continues to exceed the target set, with more offered in Quarter 1 than were offered in the same quarter last year. It is also important to note that performance was also good during the quarter in terms of the number of people accepting the offer with 2,714 people actually taking up the health check during the quarter.

37. The Public Health Team have continued to work closely with those practices that have been unable to meet their 'Health Checks' targets, both directly and through the Clinical Commissioning Group. Alongside this work Health checks continue to be offered in work places and other community settings, including to CBC staff at the council offices, and these are proving to be very popular.

## Children's Services

38.

Ref	Indicator	Performance will be reported:	Performance information being reported this quarter		
			Time period	Performance	
<b>Improved educational attainment</b>					
<b>B 1 MTP</b>	Achievement of 5 or more A* - C grades at GCSE or equivalent including English and Maths	Annually in Quarter 3			
<b>B 2 MTP</b>	Percentage of young people who are not in education, employment or training. (NEET)	Annually in Quarter 4			
<b>B 3 MTP</b>	Number of education and training opportunities for young people made available in the Autumn.	Annually in Quarter 4			
<b>B 4 MTP</b>	Published Ofsted school and college classifications	Quarterly	Quarter 1 2013/14	↔	<b>G</b>
<b>Promote health and wellbeing and protect the vulnerable</b>					
<b>C 8 MTP</b>	The percentage of referrals of children in need that led to initial assessments	Quarterly	Quarter 1 2013/14	↓	<b>G</b>
<b>C 9 MTP</b>	Percentage of initial assessments within ten working days of referral	Quarterly	Quarter 1 2013/14	↑	<b>G</b>
<b>C10 MTP</b>	Percentage of child protection cases which should have been reviewed during the year that were reviewed.	Quarterly	Quarter 1 2013/14	↔	<b>G</b>
<b>C11 MTP</b>	Average time in days between a child entering care and moving in with its adoptive family, for children who have been adopted.	Quarterly	Quarter 1 2013/14	↑	<b>G</b>

39. Overall the proportion of schools being classified as good or outstanding has remained stable over the last three years. In Quarter One published inspection outcomes show that 79% of schools and colleges are either 'Good' or 'Outstanding'.
40. As reported in Quarter Four, Sandy Upper School was inspected on 13 February 2013 and judged to require special measures. The Council's support for the school was recognised by the inspectors and this support has been extended to ensure the school successfully addresses the issues raised. The school is rigorously addressing the identified issues.
41. Performance in relation to children's safeguarding indicators is good. Three of the four safeguarding indicators have met targets.
42. The fourth safeguarding indicator is very close to target. The average time from entering care and moving in with an adoptive family for the 3 years ending on 30 June 2013 was just 6 days above the nationally set target threshold. Maintaining current performance will ensure continued improvement which is expected to meet the target by year end.

### Community Services

43.

Ref	Indicator	Performance will be reported:	Performance information being reported this quarter		
			Time period	Performance	
<b>Enhance your local community</b>					
<b>A 1 MTP</b>	Percentage of residents satisfied with their local area as a place to live	Quarter 1 & Quarter 2	Res Survey Spring 2013	↔	Monitor only
<b>A 4 MTP</b>	Number of Serious Acquisitive Crimes.	Quarterly	Quarter 1 2013/14	↓	<b>G</b>
<b>A 5 MTP</b>	Number of recorded Anti-social Behaviour incidents.	Quarterly	Quarter 1 2013/14	Monitor only	Monitor only
<b>Better infrastructure</b>					
<b>D1aMTP</b>	Percentage resident satisfaction with road maintenance	Quarter 1 & Quarter 2	Res Survey Spring 2013	<b>NEW</b>	<b>R</b>
<b>D1bMTP</b>	Percentage resident satisfaction with pavement maintenance	Quarter 1 & Quarter 2	Res Survey Spring 2013	<b>NEW</b>	<b>A</b>
<b>Great universal services</b>					
<b>E 1 MTP</b>	Percentage of household waste sent for reuse, recycling and composting	Quarterly	Outturn 2012/13 provisional	↓	<b>A</b>
<b>E 2 MTP</b>	Percentage of adults in Central Bedfordshire taking part in sport or active recreation. (APS)	Quarter 1 & Quarter 3	APS 7 Survey	↓	<b>G</b>
<b>E 3 MTP</b>	Satisfaction of adults with library services	Annually in Quarter 1	2013 Adult Plus Survey	↑	<b>G</b>
<b>E 4 MTP</b>	Number of visits to libraries	Annually in Quarter 1	Outturn 2012/13	↓	<b>R</b>

44. The Community Safety Partnership is developing the strategic assessment for 2013/14 and will be assessing key community safety risks for the area, including Serious Acquisitive Crime (SAC). The assessment will identify the emerging priorities for Central Bedfordshire.
45. The Integrated Offender Management (IOM) accommodation project has been commissioned and work is now underway to secure 10 additional accommodation units for offenders in Central Bedfordshire. Bedfordshire wide protocols for IOM accommodation have been drafted and are now with partner local authorities for a sign-off process.
46. The Community Safety Partnership (CSP) and the Council on a monthly basis reviews police response plans to address SAC so as to identify support and resources that they can provide to reduce levels of SAC. The CSP also organises 'Pride In events' that take a proactive approach to addressing crime prevention, and advising the public.
47. CCTV continues to support specific police operations to reduce SAC. The CCTV Team is working on the improvements to Dog Kennel Walk in Dunstable to include additional CCTV provision supporting reductions in robbery. The CSP is also working in partnership with Bedfordshire Police to introduce additional ANPR cameras in Central Bedfordshire to support the detection and prevention of crime.
48. The Library Service undertook the Adult Plus Survey in Quarter 1 and found that satisfaction has improved in all areas between 2009 and 2013. Following the refurbishment of all the libraries additional services are now also available. Residents can now access over 50 different e-magazines as part of a new library service. As well as modernising the library buildings, the council has also considered ways in which we can extend the reach of libraries. The popularity of mobile devices, convince staff that a 'virtual library' service, such as e-magazines, would be well received and demonstrates how we are meeting the evolving needs of library users.
49. The provisional 2012/13 outturn for the percentage of household waste sent for recycling has seen a small decrease from the previous year. This is as a result of lower green waste from both kerbside and Household Waste Recycling Centres. However, as a result of the new waste treatment and disposal contract for the north, there has been significant improvements in the percentage of municipal waste that is land filled

**Regeneration**

50.

Ref	Indicator	Performance will be reported:	Performance information being reported this quarter		
			Time period	Performance	
<b>Enhance your local community</b>					
<b>A 2 MTP</b>	Central Bedfordshire's Employment rate.	Quarterly	Latest data Dec 2012	↓	<b>R</b>
<b>A 3 MTP</b>	% of approved residential development applications of 10 or more units having CABE excellent design status	Quarterly	Quarter 1 2013/14	↔	<b>G</b>
<b>Better infrastructure</b>					
<b>D 2 MTP</b>	Percentage of Central Bedfordshire with access to superfast broadband	Annually in Quarter 4			
<b>D 3 MTP</b>	Percentage of Central Bedfordshire with access to at least 2Mb broadband	Annually in Quarter 4			

51. The First Quarter 2013 Economic Monitoring Report shows that Central Bedfordshire continues to perform above national averages for number of working age residents in employment. Although the reported rate is dropping (3.3% above) and is getting closer to the national level as the number of working age people in our area continued to grow and more people are deciding to stay at home or retire before 65. The global economic conditions are challenging, but the Council is working hard to ensure that the number of people in employment returns to 5% above the national average by creating the conditions for more people to work and live locally.
52. This is being achieved through engaging with existing employers to stay here and grow, recruiting appropriately skilled local people to ensure their business thrives. Just as important is to ensure the area continues to attract new businesses and investors into the area, this is a vital part of our growth plans to increase local job opportunities. Last year approximately 700 net new job opportunities were created across Central Bedfordshire at a time when other parts of the country witnessed significant decline.
53. The Adult Skills Service is being refocused on helping more adults into employment. The service provides a range of activities to support people into work, through Enterprise and Work Clubs, Business Support and start up advice to providing skills and training development opportunities to ensure people are able to access the opportunities in the local labour market. From April 2012-April 2013, 1,610 people were supported via our Work Clubs.

54. The Council also provides 'Let's Talk Business' which is a targeted newsfeed for local businesses. Businesses who sign up to the service will hear about financing and funding opportunities; contracts and tenders; networking events; business clinics; seminars and workshops and awards and competitions. The Business Timebank service also provides up to 2 hours free 1:1 business advice sessions by utilising the local professional services available across the area to help support businesses to grow and survive. The Council will also continue the programme of high level visits to some of our leading key strategic businesses to ensure that we keep in touch with the things that matter to them.
55. The Planning Division continues to provide Planning Performance Agreements and Pre-Application advice to help ensure positive and timely resolution of development schemes. Residential schemes continue to achieve the CABE target for excellent design under the Building for Life criteria.
56. There has been a drop in the number of affordable housing completions in Quarter 1. If that were to continue 'on trend' for the remainder of the year, the Council would see a lower outturn of affordable homes than the 300 homes Medium Term Plan target which has been achieved in previous years. The Quarter 1 performance reflects viability constraints on some development schemes more recently permitted by the Council, which is restricting the level of affordable homes currently being planned into some new schemes. (Detail on this indicator (SC2) can be found on the final page of Appendix A)
57. The Department of Transport has awarded a funding contribution of £5m towards the delivery of the Woodside Link road to help ease traffic congestion. The Woodside Link will connect Houghton Regis and the industrial estates in Dunstable to the planned new M1 junction (11a), north of the town. The scheme is one of 62 to receive support from the government's Local Pinch Point Fund, which aims to remove bottlenecks on the local highway network that impede growth.
58. Three building projects supported by the council were winners at the Local Authority Building Control (LABC) Building Excellent Awards (Central Region). The awards showcase innovative and creative build solutions and judge entries on their construction and building control excellence. The winning entries were in the categories of Best Domestic Extension of Alteration (12 Glebe Way, Houghton Conquest); Best Large Housing Development – over 10 units (1-15 Taylor Close, Barton le Clay) and Best Education Development (Cranfield University Teaching and Learning Centre).
59. Cranfield is set to benefit from a new safer cycle route after the Transport Minister, Norman Baker, announced that £125k has been allocated to a scheme proposed by the Council. The Council will be making a £66k contribution from the Local Area Transport Plan (towards the total cost of £191k). This will enable the Cranfield residents to better connect to the University and Technology Park.

**Appendices:** Appendix A (Exec) – High level summary table of the Quarter 1 2013/14 Performance Indicators and supporting performance information.

**Background Papers:** (None)

**Location of papers:**

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**Appendix A - Quarterly Performance Report**

**Medium Term Plan Indicators**

**Quarter 1 2013/14**

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

Overview of performance

Ref	Indicator	Performance will be reported:	Performance information being reported this quarter		
			Time period	Performance	
<b>Enhance your local community</b>					
A 1 MTP	Percentage of residents satisfied with their local area as a place to live. (Resident's Survey)	Quarter 1 & Quarter 2	Res Survey Spring 2013	↔	Monitor only
A 2 MTP	Central Bedfordshire's Employment rate (People in employment aged 16 to 64)	Quarterly	Latest data Dec 2012	↓	R
A 3 MTP	% of approved residential development applications of 10 or more units having CABE excellent design status	Quarterly	Quarter 1 2013/14	↔	G
A 4 MTP	Number of Serious Acquisitive Crimes.	Quarterly	Quarter 1 2013/14	↓	G
A 5 MTP	Number of recorded Anti-social Behaviour incidents.	Quarterly	Quarter 1 2013/14	Monitor only	Monitor only
<b>Improved educational attainment</b>					
B 1 MTP	Achievement of 5 or more A* - C grades at GCSE or equivalent including English and Maths	Annually in Quarter 3			
B 2 MTP	Percentage of young people who are not in education, employment or training. (NEET)	Annually in Quarter 4			
B 3 MTP	Number of education and training opportunities for young people made available in the Autumn.	Annually in Quarter 4			
B 4 MTP	Published Ofsted school and college classifications	Quarterly	Quarter 1 2013/14	↔	G
<b>Promote health and wellbeing and protect the vulnerable</b>					
C 1 MTP	Protecting Vulnerable Adults	Quarterly	Quarter 1 2013/14	↔	G
C 2 MTP	Number of additional 'Extra Care' flats provided	Quarterly	Quarter 1 2013/14	↓	R
C 3 MTP	Percentage of decent homes (Council stock)	Quarterly	Quarter 1 2013/14	↑	A
C 4 MTP	Number of Village Care schemes in operation	Quarterly	Quarter 1 2013/14	↔	G
C 5 MTP	Percentage of council commissioned dementia care classed as 'good' or 'excellent'.	Quarterly	Quarter 1 2013/14	↔	G
C 6 MTP	Clients receiving self directed support	Quarterly	Quarter 1 2013/14	↑	R
C 7 MTP	Percentage of 40 to 74 year olds offered a health check	Quarterly	Quarter 1 2013/14	↑	G
C 8 MTP	The percentage of referrals of children in need that led to initial assessments	Quarterly	Quarter 1 2013/14	↓	G
C 9 MTP	Percentage of initial assessments within ten working days of referral (Children's Services)	Quarterly	Quarter 1 2013/14	↑	G
C10 MTP	Percentage of child protection cases which should have been reviewed during the year that were reviewed	Quarterly	Quarter 1 2013/14	↔	G
C11 MTP	Average time in days between a child entering care and moving in with its adoptive family, for children who have been adopted.	Quarterly	Quarter 1 2013/14	↑	G
<b>Better infrastructure</b>					
D1a MTP	Percentage resident satisfaction with road maintenance	Quarter 1 & Quarter 2	Res Survey Spring 2013	NEW	R
D1b MTP	Percentage resident satisfaction with pavement maintenance	Quarter 1 & Quarter 2	Res Survey Spring 2013	NEW	A
D 2 MTP	Percentage of Central Bedfordshire with access to superfast broadband	Annually in Quarter 4			
D 3 MTP	Percentage of Central Bedfordshire with access to at least 2Mb broadband	Annually in Quarter 4			
<b>Great universal services</b>					
E 1 MTP	Percentage of household waste sent for reuse, recycling and composting	Quarterly	Outturn 2012/13 Provisional	↓ Provisional	A Provisional
E 2 MTP	Percentage of adults in Central Bedfordshire taking part in sport or active recreation (Active People Survey)	Quarter 1 & Quarter 3	APS 7 Survey	↓	G
E 3 MTP	Satisfaction of adults with library services	Annually Quarter 1	2013 adult Plus Survey	↑	G
E 4 MTP	Number of visits to libraries	Annually in Quarter 1	Outturn 2012/13	↓	R
<b>Value for money</b>					
F 1 MTP	Percentage increase in Council Tax	Annually in Quarter 4			

Enhance your local community

A1 MTP Percentage of Central Bedfordshire residents satisfied with the local area as a place to live (Data taken from Resident's Survey undertaken in April and September)														
Unit	Good is	Resident's Survey		Targets					Latest comparator group average	N/A	Report comparison	Seasonal	Performance Judgement	Monitor only
		Baseline	Sept 2012	2012	2013	2014	2015	2016						
%	High	April 2012	Reported in the Qu2 2012/13 Performance Report	April 2013	Reported in the Qu1 2013/14 Performance Report	No target set	No target set	No target set	No target set	No target set	90%	86%		
Percentage of residents who find Central Bedfordshire a nice place to live			91%	86%							90	91	86	

**Percentage of Central Bedfordshire residents satisfied with the local area as a place to live.**

Resident's Survey

**Comment: Quarter 1 2013/14 update:** Although satisfaction with area has dropped slightly this is unlikely to be a significant (real) drop but more likely to be due to sampling differences. The current figure of 86% is still higher than the latest national LGA poll (84% in 2012).

The Resident's Surveys in April and September 2012 were undertaken using telephone interviews with 500 residents.

A2 MTP The number of people in employment (Aged 16 to 64)																
Unit	Good is	2012/13				2012/13				Latest comparator group average	Report comparison	Quarter on quarter	Performance Judgement	Monitor only		
		2010/11	2011/12	Target (Outturn)	Qu 1	Qu 2	Qu 3	Qu 4	Target (Outturn)						Qu 1	Qu 2
Number	High	125,000 (5.7% above)	126,700 (7.2% above)	125,900 (6.0% above)	126,400 (6.4% above)	128,000 (7.1% above)	122,700 (3.6% above)	122,600 (3.3% above)	122,600 (3.3% above)	70.2%	70.3%	70.4%	70.7%	70.9%	74.3%	
National Employment rate				5% above National Average	70.3%	70.4%	70.7%	74.3%	70.9%							
Central Bedfordshire Employment rate					70.3%	70.4%	70.7%	74.3%	70.9%							

**Percentage employment rate above national**

**Comment: Current Performance Quarter 1 2013/14** This indicator is part of the official labour market statistics provided by the Office of National Statistics and is the most reliable data available. However, this indicator uses an average for the year to the close of the quarter and the data is only available at least six months in arrears. This indicator is used by the Environment and Economy Thematic Partnership and will only be delivered through joint working between the partners. Additionally, the Medium Term Plan highlights the target for Central Bedfordshire to maintain an employment rate 5% points above the national (England) level.

The number of people in employment has fallen by 100 people in Quarter 1. This equates to an employment rate of 74.2% which while a decrease from the previous quarter (74.3%) is still above England (70.9%). This means we are 3.3% above the national employment rate. However we are broadly in line with South East Midlands Local Enterprise Partnership area (SEMILEP) (74.7%) and the East of England (74.6%). The fall between quarters is due to continuing macro economic uncertainties and within Central Bedfordshire there has been both an increase of those who are economically inactive and do not want a job and a faster growth in the population numerator than compared to the national level. (NB the statistical confidence level on these data are +/- 3.7% and population figures are based on a pre Census 2011 model).

**Planned Action:** The global economic conditions are challenging, but the Council is working hard to ensure that the number of people in employment returns to 5% above the national average. This is being achieved through engaging with existing employers on the barriers to growth and supporting them to grow and, attracting new businesses and investors into the area to increase local job opportunities. The current adult skills service is being refocused on helping adults into employment. The Council provides a range of activities to support people into work, through Enterprise and Work Clubs, Business Support and start up advice to providing skills and training development opportunities to ensure people are able to access the labour market. From April 2012-April 2013, 1,610 people were supported via our Work Clubs.

Percentage of approved applications for residential developments of ten or more units having CABE excellent design status																		
Unit	Good is High	All data is cumulative for the financial year to the close of the quarter	2011/12		2012/13				2013/14				Latest comparator group average	N/A	Report comparison	Seasonal	Performance Judgement	
			Outturn	Qu 1	Qu 2	Qu 3	Qu 4 / Outturn	Qu 1	Qu 2	Qu 3	Qu 4 / Outturn							
Number of approved applications for residential developments of ten or more units			8	6	4	3	4 / Outturn 17	9										G
Number of approved applications for residential developments of ten or more units having CABE excellent design status			8	6	4	3	4 / Outturn 17	9										
Percentage of approved applications with CABE excellent design status		Target	100	100	100	100	100	100										↔
		Actual	100	100	100	100	100	100										

This indicator assesses residential developments of ten units or more against the Building for Life 12 Design Quality Criteria which has been launched by the Commission for Architecture and the Built Environment (CABE) in partnership with Home Builders Federation and Design for Homes. This covers the functionality, design and sustainability of buildings. It uses twelve questions to evaluate the quality of new housing developments, with planning proposals assessed against the following headings: Integrating into the neighbourhood; Creating a place and Street & Home.

The Building for Life 12 Design Quality Criteria reflects our vision of what new housing developments should be: attractive, functional and sustainable places. It is based on the new National Planning Policy Framework and the Government's commitment to build more homes, better homes and involve local communities in planning.

Each planning application which falls within the criteria is assessed as part of the determination process.

**Comment:**  
**Current Performance Quarter 1 2013/14** Performance remains at 100 percent in Quarter 4 of 2012/13.

**Planned Actions:** Continue to provide Planning Performance Agreements and Pre-Application service to ensure early negotiation of residential development schemes occurs to achieve planning application submissions of excellent quality and continue with current processes to ensure that the 100% target is maintained.

Number of serious acquisitive crimes – (Serious acquisitive crime (SAC) includes domestic burglary, robbery, theft of motor vehicle and theft from motor vehicle)																
Unit	Good is Low	Outturn		2012/13				2013/14				Latest comparator group average	Report comparison	Seasonal	Performance Judgement	
		2010/11	2011/12	Qu 1	Qu 2	Qu 3	Qu 4	Qu 1	Qu 2	Qu 3	Qu 4					Outturn
Target																G
Rate per 1,000 population	13.1	10.6	1.9	2.0	2.7	3.1	9.7	2.8	2.6	2.8	2.8	3.0	3.2	11.8		
Number of SAC crimes			488	506	682	789	2465	671								
Population figure			255.6	255.6	255.6	255.6	255.6	255.6								

**Comment: Current Performance Quarter 1 2013/14.** Although 2012/13 has seen a reduction in the overall rate, Q4 has seen a rise and this has continued in Q1. The increases reflected a series of burglaries where offenders travelled into our area to commit offences. A number of arrests have been made and investigations are on-going. The MTP target of 11.8 crimes per 1,000 population has been set for 2013/14. This will be challenging as it will need a continued focus on detection and intelligence which is resource intensive, particularly if some of the offences committed are by organised gangs, at a time when resources are already stretched. Prevention work will continue but the key to achieving the revised target will be intelligence led targeting of resources.

**Planned actions:** The Community Safety Partnership is developing the strategic assessment for 2013/14 and will be assessing key community safety risks for the area, including SAC. The assessment will identify the emerging priorities for Central Bedfordshire.

The Integrated Offender Management (IOM) accommodation project has been commissioned and work is now underway to secure 10 additional accommodation units for offenders in Central Bedfordshire. Bedfordshire wide protocols for IOM accommodation have been drafted and are now with partner local authorities for a sign-off process.

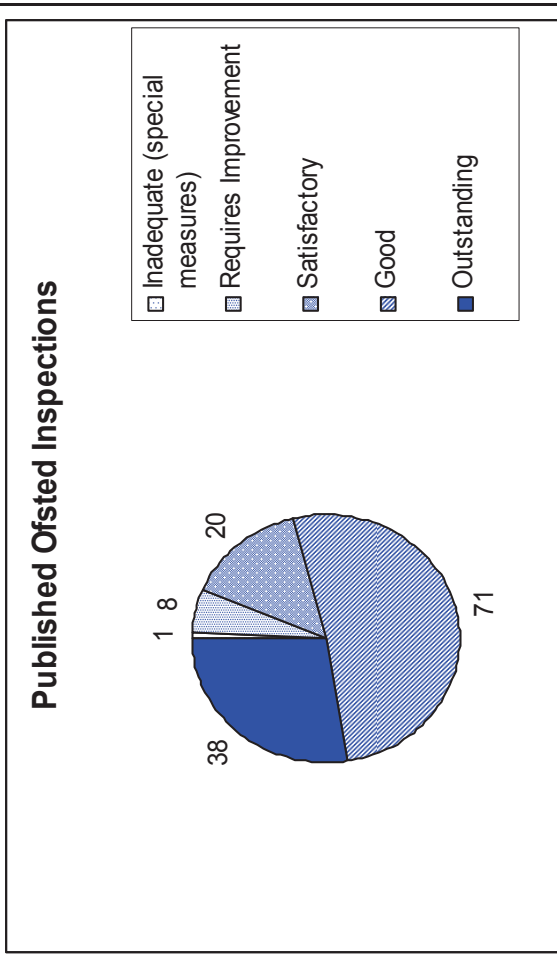
The Community Safety Partnership (CSP) and council review police response plans to address SAC monthly and identify support and resources that they can provide to reduce levels of SAC and the CSP organises Pride events that take a proactive approach to addressing crime prevention, and advising the public. The CSP sends out regular community safety messages providing advice on safety and prevention. The CCTV Team is working on the improvements to Dog Kennel Walk in Dunstable to include additional CCTV provision supporting reductions in robbery. CCTV continues to support specific police operations to reduce SAC. The CSP is also working in partnership with Bedfordshire Police to introduce additional ANPR cameras in Central Bedfordshire to support the detection and prevention of crime.

Number of recorded Anti-social Behaviour incidents																		
A 5 MTP	Unit	Good is	Outturn		2012/13				2012/13				Latest comparator group average	Report comparison	Seasonal	Performance Judgement	Monitor only	Monitor only
			2010/11	2011/12	Qu 1	Qu 2	Qu 3	Qu 4	Outturn	Qu 1	Qu 2	Qu 3						
	Number	Low																
	Target 10% reduction from 2011/12																	
	Actual number of recorded incidents		12,132	10,720	2,530	2,833	1,843	1,796 Estimate	NA									
<b>Comment:</b>																		
<p><b>Current Performance: Quarter 1 2013/14.</b> Following the implementation of the police's new triage process for ASB in Q3 it will not be possible to establish a baseline data for ASB until data for 4 full quarters has been recorded and as such it is difficult to show whether ASB levels have fallen in Quarter 1. It was estimated that the new triage system would result in recorded incidents falling by around 30% from the improved recording. On that basis the Quarter 1 figures are very slightly higher than would be expected, however ASB levels are affected by seasonal trends including the changes in daylight hours and school holidays, both of which occurred early in Quarter 1.</p> <p><b>Planned actions:</b> The Community Safety Partnership (CSP) is developing the strategic assessment for 2013/14 and will be assessing key community safety risks for the area, including ASB. The assessment will identify the emerging priorities for Central Bedfordshire.</p> <p>The CSP will be implementing the recommendations from the evaluation of the Central Bedfordshire ASBRAC through 2013/14. This will continue the development of our existing services and address repeat incidents of ASB. The Council will also be identifying an additional resource to support the Troubled Families agenda and provide additional capacity for the council ASB team</p>																		

Improved educational attainment

Published Ofsted school and college classifications* (Published inspection outcomes during the quarter as shown by the figure in brackets)																				
Ofsted category	Unit	2010/11		2011/12		2012/13		2013/14		Performance Judgement										
		Outturn	139 (37)	140 (33)	Outturn	Schools: 137(8) College: 1(0)	Outturn	Schools: 137(8) College: 1(0)	Qu 1		Qu 2	Qu 3	Qu 4 / Outturn							
<b>Total</b>	Number	139 (37)	140 (33)	140 (33)	137(8) College: 1(0)	137(8) College: 1(0)	137(8) College: 1(0)	137(8) College: 1(0)	Schools: 137(8) College: 1(0)											
<b>Outstanding</b>	Number	34 (7)	37 (3)	37 (3)	38 (1)	38 (1)	38 (1)	38 (1)	38 (1)											
<b>Good</b>	Number	71 (19)	67 (16)	67 (16)	73 (3)	73 (3)	73 (3)	71 (5)	71 (5)											
<b>Satisfactory</b>	Number	32 (9)	34 (13)	34 (13)	21 (0)	21 (0)	21 (0)	20 (0)	20 (0)											
<b>Requires Improvement</b>	Number	-	-	-	5 (3)	5 (3)	5 (3)	8 (3)	8 (3)											
<b>Inadequate</b>	Number	2 (2)	2 (1)	2 (1)	1 (1- Special Measures)	1 (1- Special Measures)	1 (1- Special Measures)	1 (1- Special Measures)	1 (1- Special Measures)											
<b>Comment:</b>	<p>Overall the proportion of schools being classified as good or outstanding has remained stable over the last three years. In Quarter One published inspection outcomes show that 79% of schools and colleges are either 'Good' or 'Outstanding'.</p> <p>As reported in Quarter Four, Sandy Upper School was inspected on 13<sup>th</sup> February 2013 and judged to require special measures. The Council's support for the school was recognised by the inspectors and this support has been extended to ensure the school successfully addresses the issues raised. The school is rigorously addressing the identified issues.</p>																			

Latest comparator group average	N/A	Report comparison	Quarter on quarter	Performance Judgement	G
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Promote health and wellbeing and protect the vulnerable

C 1 MTP Protecting Vulnerable Adults					
<b>Milestones:</b>	1. Independent audits of safeguarding case files - Annual	Latest comparator group average	-	Report comparison	Performance Judgement
	2. Annual Safeguarding Report - Annual				
	3. Develop & implement new safeguarding performance framework – September 2013				
<b>Comment:</b>	The audit of Safeguarding cases is now being carried out on a rolling monthly basis. This will be via a combination of “peer audit” and safeguarding team case file audit. In total 25% of safeguarding cases will be audited by the safeguarding team. The annual safeguarding report is currently being produced and will be presented to the Safeguarding Board in August and to SCHH O&S later in the year. The necessary changes to the Adult Social Care database (Swift) for the new reporting framework have been implemented and a data quality framework is currently being developed. Monthly performance reports are presented to the Executive and Deputy Executive members for SCHH.				

C 2 MTP Number of additional ‘Extra Care’ flats provided					
<b>Milestones:</b>	1. Identify site, approve decision to invest – November 2012	Latest comparator group average		Report comparison	Performance Judgement
	2. Produce design and acquire site - tbc				
	3. Secure Planning Permission; agree s106 - tbc				
	4. Procure contractor - tbc				
	5. Commence Construction - tbc				
	6. Open New Provision – by December 2014				
<b>Comment:</b>	Proposal to 83 flats at Dukeminster approved by Planning Committee on 19th June and a planning application for 80 flats at Leighton Buzzard will be made shortly. Likely delivery date Summer 2015.				

C 3 MTP Percentage of decent homes (Council stock)														
<b>Unit</b>	<b>Good is</b>	2012/13				2012/13				Latest comparator group average	Report comparison	Seasonal	Performance Judgement	
		Qu 1	Qu 2	Qu 3	Qu 4	Qu 1	Qu 2	Qu 3	Qu 4 / Outturn					
<b>%</b>														
	<b>Target</b>	98.20	98.40	99.00	100									
	<b>Actual</b>	99.35	99.6	99.8	100	99.6								
<b>Comment:</b>	21 properties have been identified as being non-decent. Following the adoption of the Housing Asset Management Strategy, replacement of elements within Council properties (e.g. kitchens, bathrooms, etc) will not be based on failure of the Decent Homes Standard, but on the life expectancy of the element.													





C 7 MTP NHS Health checks (percentage of people aged 40 to 74 years of age offered a health check).																		
Unit	Good is	2010/11				2011/12				2012/13				Latest comparator group average	Report comparison	Quarter on Quarter	Performance Judgement	G
		Outturn	Target	%	Number	Outturn	Target	%	Number	Quarter 1	Quarter 2	Quarter 3	Quarter 4					
%	High																	
	Target	12,999	20,822	6,014	6,014	6,014	6,014	6,014	6,016	24,058	3,979							
Percentage offered a health check	Actual	14,923	21,466	5,057	4,978	9,083	151%	83%	6,651	25,769	6,091							15,916
	Target	6,500	10,411	3,007	3,007	3,007	84%	103%	3,008	12,029	2,767							11,068
Number of Health checks delivered	Actual	7,547	10,499	1,992	2,398	2,949	66%	80%	3,148	10,487	2,714							
	Target	116%	101%	66%	80%	98%	101%	105%	105%	87%	98%							

**Comment: Current Performance Quarter 1 2013/14** The number of Health checks offered continues to exceed the target set and is in line to deliver as stated in the Medium Term Plan. The number offered in Quarter 1 2013/14 also exceeded the number offered in the equivalent period during 2012/13. In addition to the figures relating to those having been offered Health Checks, the percentage of people accepting this offer and actually having their Health Check is on an upward trajectory towards meeting the target during this quarter.

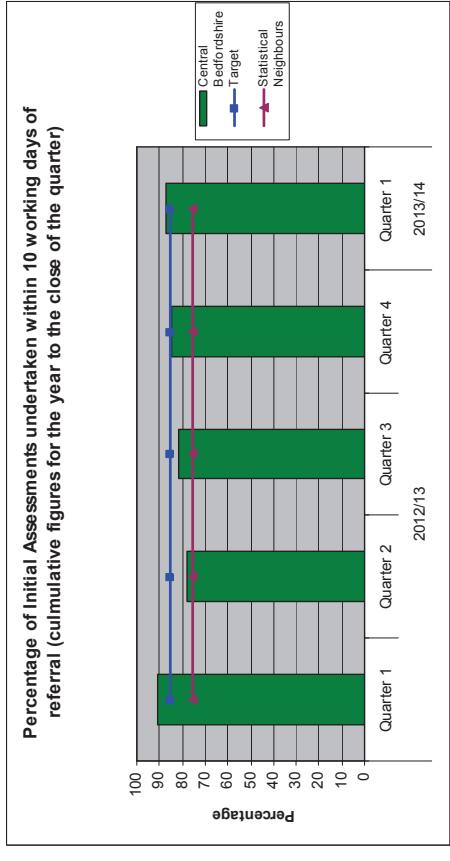
**Planned Action:** It should be noted that the target for Health checks is based on a number of assumptions, including the population on the disease register who will not be routinely invited for a supplementary Health Check. The Public Health team have been working closely with those practices that have been unable to meet their targets, both directly and through the CCG locality development teams to support and enhance the delivery. A vacant Health Checks Support Officer job description has been evaluated and the post is currently out to advertisement. Additional Health Checks have been offered in community settings, for example, Health Checks have been offered to CBC employees directly at their bases, and the take-up rate has proved this option to be very popular.

As the Health Checks programme develops it will be more likely that those residents we are now inviting are more challenging to engage. To ensure that people invited for Health checks take up the offer, and also to encourage those not already invited to proactively request a Health Check, Public Health is developing an integrated social marketing campaign which will highlight the benefits of Health Checks as a consistent message alongside other public health prevention programmes. Health checks now also include dementia and alcohol awareness and signposting, effective as from April 2013.

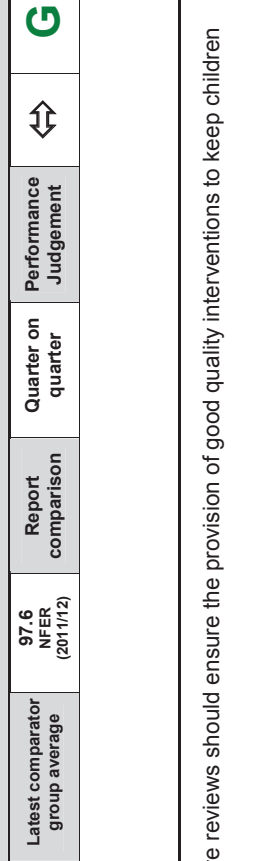
C8 MTP Percentage of referrals of children in need that led to initial assessments (Cumulative)																			
Unit	Good is	2011/12				2012/13				2013/14				Latest comparator group average	77.7% NFER (2011/12)	Report comparison	Quarter on quarter	Performance Judgement	G
		Outturn	Target (Outturn)	78.5	75	82.1	82.9	79.8	80.3	82.3	79.8	75	79.8						
%	High																		
	Outturn	78.5	75	82.1	82.9	79.8	80.3	82.3	79.8	75	79.8								

**Comment:** Performance for this measure remains above the target of 75%. The full year outturn for 2012/13 has increased slightly compared to what was reported in Quarter 4 following detailed data validation prior to submission. For Quarter 1, with 79.8% of referrals leading to initial assessments this tells us that assessments are focussing correctly on the right children who need our services. Following the publication of the Munro Review of Safeguarding and Working Together Statutory Guidance there is a national move towards a single assessment process rather than separate initial and core assessments. This year has been designated a transition year by DfE as the types of assessment change, consequently this indicator will need to be reviewed this year.

Percentage of children's social care initial assessments undertaken within ten working days of referral (Cumulative)																						
C9 MTP	Unit	Good is	%	2011/12				2012/13				2013/14				Latest comparator group average	71.4 NFER (2011/12)	Report Comparison	Quarter on quarter	Performance Judgement	↑	G
				Outturn	Target (Outturn)	Qu 1	Qu 2	Qu 3	Qu 4	Outturn	Target (Outturn)	Qu 1	Qu 2	Qu 3	Qu 4							
				86.6	85.0	90.7	78.1	81.8	84.7	84.7	85	87.0										
<p><b>Comment:</b> The percentage of initial assessments completed in 10 working days exceeded the target in Quarter 1.</p> <p>Following the publication of the Munro Review of Safeguarding and Working Together Statutory Guidance there will be a national move towards a single assessment process rather than separate initial and core assessments. This year has been designated a transition year by DfE as the types of assessment change. Coupled with changes in the way in which timeliness is measured, this indicator will need to be reviewed this year.</p>																						



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



C11 MTP															
Average time in days between a child entering care and moving in with its adoptive family, for children who have been adopted															
Unit	Good is	2011/12			2012/13			2013/14			Latest comparator group average	571 NFER (2011/12)	Report comparison	Quarter on quarter	Performance Judgement
Days	Low	Outturn	Qu 1	Qu 2	Qu 3	Qu 4 / Outturn	Qu 1	Qu 2	Qu 3	Qu 4 / Outturn					
	Target	New	639	639	639	639	533	533	533	533					
	Actual	579	576	552	604	600	539								
<b>Comment:</b>															
Average time from entering care and moving in with an adoptive family for the 3 year period ending 30/06/13 was 6 days above the nationally set target threshold, this was an improvement of 61 days compared to the previous quarter. This demonstrates that children are placed in their permanent home without undue delay which is particularly important in enabling very young children to form positive emotional attachments. Because this is a rolling 3 year average the figure includes activity from previous years.															
This improvement in the three-year rolling average is being supported by very good performance in recent quarters. As shown at Quarter 1 2013/14 where looking at this quarter in isolation the average had fallen to 395 days. It is important to note that this is different from the main indicator as it calculates the average only for those adoptions that were concluded in Quarter 1 2013/14 rather than the average for all the adoptions concluded in the full three year period ending at the close of Quarter 1 2013/14. Whilst there might be some fluctuation in individual quarterly performance through the year, this improvement means we should be well placed to meet the 3 year average target by the year end.															
This is a new indicator recently introduced by the Department for Education (DfE) based on a rolling 3 year cohort. Targets are set nationally by the DfE.															

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

D 1a MTP																	
Percentage resident satisfaction with road maintenance. (Data taken from Resident's Survey undertaken twice a year in April and September )																	
Unit	Good is	Baseline Spring 2013 Reported Quarter 1 2013/14		Actual Autumn 2013 Reported Quarter 2 2013/14		Actual Spring 2014 Reported Quarter 1 2013/14		Latest comparator group average	N/A	Report comparison	Seasonal April and September	Performance Judgement					
%	High																
Percentage resident satisfaction with road maintenance	Target																
	Actual																
<b>Comment:</b> Previously we asked about satisfaction with roads and pavements, we have now split this question to ask about roads and pavements separately so that we can compare our result to the national LGA poll. Asking about roads and pavements separately has shown that roads are more of an issue for our residents with only 26% being satisfied.																	
The targets are based on achieving a resident's satisfaction rate of 36% for road maintenance by 2015/16																	
The original indicator used to monitor this aspect of the Medium Term Plan was D1 MTP Percentage resident satisfaction with road and pavement repairs, monitored through the Resident's Survey. To aid interpretation of the results this indicator in the latest Resident's Survey (April 2013) has been separated into two indicators.																	
<ul style="list-style-type: none"> <li>D1a MTP Percentage resident's satisfaction with road maintenance</li> <li>D1b MTP Percentage resident's satisfaction with pavement maintenance</li> </ul>																	
Whilst not directly comparable the Resident's Survey results for D1 MTP Percentage resident satisfaction with road and pavement repairs are included in the table below.																	
								Baseline 2011			Sept 2012						
Percentage resident satisfaction with road and pavement repairs								26%				31%					

D 1b MTP Percentage resident satisfaction with pavement maintenance. (Data taken from Resident's Survey undertaken twice a year in April and September)										
Unit	Good is	Baseline Spring 2013 Reported Quarter 1 2013/14	Actual Autumn 2013 Reported Quarter 2 2013/14	Actual Spring 2014 Reported Quarter 1 2013/14	Latest comparator group average	N/A	Report comparison	Seasonal April and September	Performance Judgement	NEW
%	High									<b>A</b>
Percentage resident satisfaction with road maintenance		Target 53%	53%	55%						
<p><b>Comment:</b> Previously we asked about satisfaction with roads and pavements, we have now split this question to ask about roads and pavements separately so that we can compare our result to the national LGA poll. Asking about roads and pavements separately has shown that pavements are not as much of an issue for our residents with 51% being satisfied. Nationally satisfaction with pavements is 57% (2012 LGA poll).</p> <p>The targets are based on achieving a resident's satisfaction rate of 57% for pavement maintenance by 2015/16</p>										
					Baseline 2011		Sept 2012			
					Percentage resident satisfaction with road and pavement repairs		26%		31%	

Indicators D2 MTP and D3 MTP are both annual indicators reported in Quarter 4 and are therefore not shown in the Performance Overview on page 2 of this appendix. The performance tables for both these indicators are shown in this quarter as there are updates to the commentary supporting both these measures.

D 2 MTP Percentage of Central Bedfordshire with access to superfast broadband										
Unit	Good is	Estimated Roll Out			Latest comparator group average	N/A	Report comparison	Seasonal	Performance Judgement	Monitor only
		2011/12	2012/13	2013/14						
%	High									
Percentage of Central Bedfordshire with access to superfast broadband – estimated private sector roll out by 2015		Target								
		Number								
		Denominator								
		Actual	73.8	75.5						
<p><b>Comment:</b> The Council has been working closely with existing broadband infrastructure providers to maximise their current rollout plans. As such BT has already upgraded exchanges in Biggleswade, Leighton Buzzard, Sandy, Dunstable and Stotfold, and has recently announced the upgrade of the Woburn Sands, Whipsnade and Shefford exchanges. These recent announcements will have the impact of increasing the access.</p> <p>The Council has published a joint local broadband plan with Milton Keynes and Bedford Councils setting out its vision to achieve 90% coverage of Next Generation Access (NGA – Speeds greater than 24 megabits per second) and ensure 100% access to speeds of 2 mega bits per second by 2015. The council is currently utilising the Broadband Delivery UK national procurement framework to select a private sector partner to install the necessary infrastructure to meet our goals. The outcome of this process is expected by the end of August 2013.</p>										

D 3 MTP Percentage of Central Bedfordshire with access to at least 2Mb broadband												
Unit	Good is	2011/12 Outturn	2012/13 (Reported in Qu4 report)	2013/14 (Reported in Qu4 report)	2014/15 (Reported in Qu4 report)	2015/16 (Reported in Qu4 report)	Latest comparator group average	N/A	Report comparison	Seasonal	Performance Judgement	Monitor only
%	High											
Percentage of Central Bedfordshire with access to at least 2Mb broadband – estimated private sector roll out by 2015	Target				100							
	Number											
	Denominator											
Actual		89.5	97.8									
<p><b>Comment:</b> The Council has published a joint local broadband plan with Milton Keynes and Bedford Councils setting out its vision to achieve 90% coverage of Next Generation Access (NGA – Speeds greater than 24 megabits per second) and ensure 100% access to speeds of 2 mega bits per second by 2015. The council is currently utilising the Broadband Delivery UK national procurement framework to select a private sector partner to install the necessary infrastructure to meet our goals. The outcome of this process is expected by the end of August 2013.</p> <p>This indicator measures the number of residential and non-residential premises which are supported by the necessary infrastructure to enable them to access broadband services operating at 2 Megabits per second or faster. This is converted into a percentage against the total number of residential and non residential premises in Central Bedfordshire. It is not a measure of the broadband performance of individual broadband users. Updated data is available annually. The figures used are estimates based on the predicted roll out plans of private service providers to 2015. For 2011/12 this was estimated to be 89.5% and for 2012/13 was estimated to be 97.8%. As companies announce changes to plans the figures will be updated.</p>												

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

E 1 MTP Percentage of household waste sent for recycling																					
Unit	Good is	2009/10				2010/11				2011/12				2012/13				2013/14			
		Outturn	Target	Qu 1	Qu 2	Qu 3	Qu 4	Outturn	Target	Qu 1	Qu 2	Qu 3	Qu 4	Outturn	Target	Qu 1	Qu 2	Qu 3	Qu 4		
Household waste sent for recycling, reuse or composting																					
Total Household waste collected (residual and recycling)																					
Target																					
Actual		50.30			51.6	53.2	54.2	50.2	46.4	51.1	53.3	54.8	49.1 Provisional	43.8 Provisional	50.7 Provisional						
<b>Comment:</b>		<p>Due to external verification of data through the Waste Data Flow system the Quarter 3 and Quarter 4 figures are provisional. The reduced performance is as a result of lower green waste from both kerbside and HWRC collections due to the bad weather reducing growth. There has also been reduced tonnage coming into the HWRCs due to bad weather impacting on site usage. This unfortunately outweighed the increased recycling gained from the north residual treatment contract.</p> <p>However, the Quarter 3 and Quarter 4 performance for municipal waste that is land filled has improved significantly due to the lower amount of residual waste going to landfill as a result of the new residual waste treatment and disposal contract for the north which commenced October 12. The provisional year end outturn is 40.0% compared to the 11/12 outturn of 46.1%</p> <p><b>Planned Actions:</b> The target in the MTP is to reach 60% by 2020 which is being delivered through improvements to existing collection and HWRC contracts, the new interim residual treatment and disposal contracts and also the BEaR project which will provide 1 new and 3 improved Household Waste Recycling Centres, recovery of recyclables from residual waste, processing of organic waste and the roll out of food waste collection to the south of CBC.</p>																			

**Comment:** Due to external verification of data through the Waste Data Flow system the Quarter 3 and Quarter 4 figures are provisional. The reduced performance is as a result of lower green waste from both kerbside and HWRC collections due to the bad weather reducing growth. There has also been reduced tonnage coming into the HWRCs due to bad weather impacting on site usage. This unfortunately outweighed the increased recycling gained from the north residual treatment contract.

However, the Quarter 3 and Quarter 4 performance for municipal waste that is land filled has improved significantly due to the lower amount of residual waste going to landfill as a result of the new residual waste treatment and disposal contract for the north which commenced October 12. The provisional year end outturn is 40.0% compared to the 11/12 outturn of 46.1%

**Planned Actions:** The target in the MTP is to reach 60% by 2020 which is being delivered through improvements to existing collection and HWRC contracts, the new interim residual treatment and disposal contracts and also the BEaR project which will provide 1 new and 3 improved Household Waste Recycling Centres, recovery of recyclables from residual waste, processing of organic waste and the roll out of food waste collection to the south of CBC.

E 2 MTP		Percentage of adults in Central Bedfordshire taking part in sport or active recreation. (Data taken from the Active People's Survey )								
Unit	Good is	APS4/5 Oct 2008 to Oct 2011	APS 5/6 Oct 2010 to Oct 2012	APS5 Q3 to APS7 Q2 APS 7 Apr 2011 to Apr 2013 (Rolling 24 Month Period	Latest comparator group average	Report comparison	Seasonal	Performance Judgement		
%	High								↕	
Percentage of adults in Central Bedfordshire taking part in sport or active recreation		22.5%	24.7%	23.4%						
Best performing		30.8%	31.8%	31.6%						
Average		22.3%	22.6%	22.3%						
Worst performing		13.4%	14.3%	14.7%						
Target to remain above national average		0.2% above	2.1% above	1.1% above						
Tolerance		Green if equals to or above National average, red if below National average	Data Collection (ie Number/Denominator)	Percentage only						
Comment:		<p>The latest results relate to Active People Survey 7 (Apr 2011 to April 2013) were published on 13th June 2013 with a result for Central Bedfordshire of 23.4%. Full Active People Survey 7 results will be published December 2013.</p> <p><b>Planned Actions:</b></p> <p>To support this target in the MTP, the Council is developing CBC's first Leisure Strategy. The Executive Adopted Chapter 1: Leisure Facilities Strategy in January 2013. This will be followed by Chapters on Recreation and Open Space; Playing Pitches and Physical Activity. The overarching Leisure Strategy will go to Executive for approval in March 2014. The Leisure Strategy and associated chapters will then be agreed as Supplementary Planning Documents.</p>								
		<p>The Active People Survey (APS), carried out by Sport England, is the largest survey of sport and active recreation undertaken in Europe. It identifies how participation in sport and active recreation varies from place to place and between different groups in the population.</p> <p>The measure shows the percentage of the adult population (age 16 years and over) in Central Bedfordshire who participate in sport and active recreation, at moderate intensity, for at least 30 minutes on at least 12 days out of the last 4 weeks (equivalent to 30 minutes on 3 or more days a week).</p>								

E 3 MTP Satisfaction of adults with the Library Service.													
Unit	Good is	Baseline Library Service's own Adult plus Survey 2011 (Restricted to library users)	No Library Service Adult Plus Survey to be undertaken in 2012	Library Service's own Adult plus Survey 2013 (Restricted to library users)	(If included in Survey it would include non-library users)	Resident's Survey in Survey it would include non-library users)	Latest comparator group average	N/A	Report comparison	Seasonal April and September	Performance Judgement		
%	High			93		Target set against the new baseline	Percentage satisfaction of adults with the Library Service					G	
Percentage of adults satisfied with the Library Service.	Target			93		Target set against the new baseline							
	Actual	93			Would form a new baseline								
Number satisfied													
Total number surveyed		4152		3509									
New Target required – when next survey programmed				93									
<p><b>Comment:</b> The Library Service undertook the Adult Plus Survey in Quarter 1 2013/14. The survey found that satisfaction with library services has improved in all areas between 2009 and 2013. The MTP target to maintain customer satisfaction at 93% and has been exceeded, with the service having an overall satisfaction rate of 95%. We believe this result is due to the continued commitment of staff to the service and their customers throughout a period of considerable change, the investments made in our library buildings, along with the installation of self service and no reductions in opening hours all demonstrating a commitment to the future of the Library Service across Central Bedfordshire.</p> <p><b>Planned Actions:</b> The Library service is currently developing a new set of service KPIs and framework for monitoring them. Using the Residents Survey as a way of capturing wider resident's views on the Library Service forms part of this work. The Residents Survey in September 2014 will be used to indicate ongoing performance with the Library Service.</p> <p>This indicator is currently monitored through the Adult Plus element of the Library Survey, this element is not undertaken annually. We anticipate that the next Adult Plus survey will be undertaken between Quarter 3 2014/15 and Quarter 1 2015/16.</p>													

E 4 MTP		Library usage					Latest comparator group average	Report comparison	Seasonal	Performance Judgement	↕	R							
Unit	Good Is High	2010/11	2011/12	2012/13															
Number of visitors		Outturn	Outturn	Outturn															
Target				REVISED BASELINE & TARGETS 2010/11 +20% by Yr 2015/16 = 1,331,091 Previous target 2010/11 + 20 % by Yr 2015/16 = 1,351,246			2011/12 (revised)	2012/13											
Actual		REVISED 1,109,243 (Previously 1,126,038)	REVISED 1,086,002 (Previously 1,247,914)	<b>988,893</b>															
<p><b>Comment:</b> The development of the Library Service KPIs and performance framework and subsequent investigation into previous years CIPFA reporting has identified administrative errors in the online recording system that has been used for several years. These errors have now been corrected, and we are working closely with the Library Service hub based at Bedford Borough to ensure accurate data recording and reporting moving forward. However, as a result of these errors the Library visit figures for 2010/11 and 2011/12 have had to be revised down and re-submitted to CIPFA. In 2010/11 the number of visits in person was 1,109,243 and in 2011/12 1,086,002.</p> <p>Library visit figures for 2012/13 are being reported for the first time and are 988,893. There has been a reduction in overall footfall from the revised 2011/12 figures to the 2012/13 figures. This reduction is in part, due to closure periods for capital refurbishments and installation of self service, (22 weeks in total). Two of the longest closures were in Dunstable and Leighton Buzzard libraries which generate the most footfall and issues for the service. In addition, work on the Dunstable-Luton Guided Busway had a detrimental effect on Dunstable Library. During 2012/13 Dunstable Library saw a drop of nearly 50,000 visits and 40,000 issues.</p> <p>Overall the visits reduction between 2011/12 and 2012/13 were, excluding the impact of guided bus works in Dunstable around the levels we were expecting based on the extensive closure periods in each library.</p>																			
<p><b>Planned Actions:</b></p> <p>As the way in which people access Library Services is changing, we have for the first time in 2012/13 been able to record the number of Central Bedfordshire residents visiting the Virtual library to use the online information services (e-books, e-newspapers etc). In 2012/13 there were 8,523 visits to these areas of the virtual library. Over the coming months we will also be able to report the number of Central Bedfordshire residents using the Virtual Library to access other services such as renewals, reservations and requests and we will begin to report this figures in due course.</p> <p>In addition to the footfall figures outlined above the Library Service supports customers at the Arlesey Resource access libraries services, in 2012/13 there were 10,801 visits.</p> <p>Agree revised Library Service 2010/11 baseline figures and revised 2015/ 16 target.</p> <p>The Library Service Level Agreement with Bedford Borough will be changed to include KPIs related to regular, accurate data recording. The KPIs are discussed and reviewed at quarterly meetings.</p> <p>Roll out of Library Service Performance Framework which will emphasise the importance of accurate, regular reporting of data and individuals roles and responsibilities in this area.</p>																			
<table border="1"> <thead> <tr> <th>Individual library</th> <th>Leighton Buzzard</th> <th>244,360</th> <th>216,272</th> </tr> </thead> <tbody> <tr> <td>Busiest library in terms of visits</td> <td>Leighton Buzzard</td> <td>244,360</td> <td>216,272</td> </tr> </tbody> </table>												Individual library	Leighton Buzzard	244,360	216,272	Busiest library in terms of visits	Leighton Buzzard	244,360	216,272
Individual library	Leighton Buzzard	244,360	216,272																
Busiest library in terms of visits	Leighton Buzzard	244,360	216,272																

**Value for money - freezing Council Tax**

F1 MTP is reported in Quarter 4 so there are no 'Value for money' indicators being reported this quarter.



The following indicator is included for information but does not form part of the Medium Term Plan Indicator Set.

SC2		Number of Affordable Homes created											Latest comparator group average	Report comparison	Seasonal	Performance Judgement			
Unit	Good is	2011/12				2012/13				2013/14				2013/14 Target	Report comparison	Seasonal	Performance Judgement		
		Outturn	Target (Outturn)	Qu 1	Qu 2	Qu 3	Qu 4	Outturn 2012/13	Qu 1	Qu 2	Qu 3	Qu 4							
Number	High	432	300	102	72	37	107	318	36				300	TARGETS FOR 2013/14 QTR 1 = 75, QTR 2 = 75, QTR 3 = 75 AND QTR4 = 75 TOLERANCE: 25% TO 49% AMBER – 50%+ RED				R	↓

**Comment: Quarter 1 2013/14**

36 affordable homes such as social rent, affordable rent (rents charged at no more than 80% market value) and shared ownership were delivered in Quarter 1.

Of these completions there were 11 Social Rent, 9 Affordable Rent and 16 Shared Ownership. Although there was not as high a number in Quarter 1 as this time last year we did manage to provide more affordable rent units than shared ownership in the quarter which is more in line with our development policy and mix expected within the Strategic Housing Market Assessment. Some Housing Associations are also slightly behind on their completion schedules and so we are expecting to see uplift in performance as a result of some Housing Associations planning to deliver more units in the upcoming quarters.

Through partnership working, the Council has ensured that all the units have been built to a high quality design standard, so that they are great places to live where a strong community spirit will be felt. The figures provided relate to affordable new dwellings and change in tenure (financial arrangements under which someone has the right to live in a house or apartment) through confirmation from the registered provider to the Housing Strategy Team. This provides an indication as to the number of properties ready for occupation. These figures differ to the Local Development Framework (LDF) affordable housing monitoring figures which is based on affordable new dwellings built which are secure only (i.e. they have a roof, window and doors). The target has been consulted upon and set in the Housing Strategy and given the current economic climate was viewed to be stretching.

**Planned Actions:** We continue to work closely with the Housing Associations to ensure that the maximum number of affordable houses are being delivered. An Affordable Housing Delivery Plan is currently being drafted. We aim to complete this by December and this will show the sites and programmes that are current and being developed to ensure continued delivery against affordable housing target.

We are continuing to negotiate with various developers, Housing Associations and key stakeholders on all development sites across Central Bedfordshire that meet the affordable housing threshold. Whilst viability is a constraint to the outturn of affordable housing on some sites, particularly where significant new infrastructure needs to be provided, the Council still continues to negotiate significant new affordable housing on sites where development viability remains resilient, for example Valley Farm, Flitwick and Warren Farm, Amphill.

We have also approached Housing Associations who operate in CBC to discuss how we can aid and support them when they bid for the new HCA Affordable Homes Programme grant in the new bid round due to occur in 2014. We have also been negotiating with the HCA and Housing Associations to gain slippage funding for schemes that can deliver before 2015 and a site at Potton Road, Arlesey delivering 43 affordable units is currently being considered by the HCA.

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