

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



please ask for Jonathon Partridge

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date 26 September 2013

NOTICE OF MEETING

SUSTAINABLE COMMUNITIES OVERVIEW & SCRUTINY COMMITTEE

Date & Time

Thursday, 10 October 2013 10.00 a.m.

Venue at

Council Chamber, Priory House, Monks Walk, Shefford

Richard Carr
Chief Executive

To: The Chairman and Members of the SUSTAINABLE COMMUNITIES OVERVIEW & SCRUTINY COMMITTEE:

Clrs D McVicar (Chairman), A R Bastable (Vice-Chairman),
Mrs R B Gammons, Ms A M W Graham, R W Johnstone, K C Matthews,
T Nicols, B Saunders and P Williams

[Named Substitutes:

R D Berry, D Bowater, Mrs C F Chapman MBE, D Jones, A Shadbolt and
M A Smith]

All other Members of the Council - on request

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

AGENDA

1. **Apologies for Absence**

Apologies for absence and notification of substitute members.

2. **Members' Interests**

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

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

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

4. **Minutes**

To approve as a correct record the Minutes of the meeting of the Children's Services Overview and Scrutiny Committee held on 05 September 2013 and to note actions taken since that meeting.

5. **Petitions**

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

6. **Questions, Statements or Deputations**

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

7. **Call-In**

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

8. **Requested Items**

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

REPORTS

Item	Subject	Page Nos.
9	Executive Member Update To receive for information a verbal update from the Executive Members for Sustainable Communities.	*
10	Exclusion of the Press and Public To consider whether to pass a resolution under section 100A of the Local Government Act, 1972 to exclude the Press and Public from the meeting for item 11 on the grounds that the consideration of the item is likely to involve the disclosure of exempt information as defined in paragraph 3 of Part 1 of Schedule 12A of the Act.	*
11	Leisure Facilities Strategy and the Flitwick Leisure Centre Feasibility Study To receive a report on the implementation of the Leisure Facilities Strategy, including the findings of the Flitwick Leisure Centre Feasibility Study.	* 9 - 18
12	Capital Budget Monitoring - Regeneration and Business Support To receive the quarter 1 capital budget monitoring report for Regeneration and Business Support Services.	* 19 - 24
13	Revenue Budget Monitoring - Regeneration and Business Support To receive the quarter 1 revenue budget monitoring report for Regeneration and Business Support Services.	* 25 - 34
14	Capital Budget Monitoring - Community Services To receive the quarter 1 capital budget monitoring report for Community Services.	* 35 - 40
15	Revenue Budget Monitoring - Community Services To receive the quarter 1 revenue budget monitoring report for Community Services.	* 41 - 50
16	Performance Monitoring To receive the quarter 1 performance monitoring report for the Community Services and Regeneration and Business Support Services Directorates.	* 51 - 64

17 **Work Programme 2013/14 and Executive Forward Plan** * 65 - 72

To consider the currently drafted Committee work programme for 2013/14 and the Executive Forward Plan.

CENTRAL BEDFORDSHIRE COUNCIL

At a meeting of the **SUSTAINABLE COMMUNITIES OVERVIEW & SCRUTINY COMMITTEE** held in Council Chamber, Priory House, Monks Walk, Shefford on Thursday, 5 September 2013.

PRESENT

Cllr D McVicar (Chairman)
Cllr A R Bastable (Vice-Chairman)

Cllrs Mrs R B Gammons
Ms A M W Graham
R W Johnstone

Cllrs K C Matthews
B Saunders

Apologies for Absence: Cllrs T Nicols
P Williams

Substitutes: Cllrs R D Berry (In place of T Nicols)
D Jones (In place of P Williams)

Members in Attendance: Cllrs M C Blair
D Bowater
A D Brown
Mrs C F Chapman MBE
C C Gomm
B J Spurr
R C Stay
B Wells
J N Young
Chairman of Audit
Vice-Chairman of the Council
Deputy Executive
Member for Sustainable Communities - Strategic Planning and Economic Development
Executive Member for Sustainable Communities - Services
Executive Member for External Affairs and Lead Member for Troubled Families
Deputy Executive
Member for Sustainable Communities - Services
Executive Member for Sustainable Communities - Strategic Planning and Economic Development

Officers in Attendance: Mrs S Cawthra – Enforcement & Appeals Team Leader
Mr M Coiffait – Community Services Director
Mr A Davie – Head of Development Management

Mr J Partridge – Scrutiny Policy Adviser
Ms S Wileman – Service Development Manager

SCOSC/13/38 **Members' Interests**

There were no interests or political whip declared in relation to any agenda item.

SCOSC/13/39 **Chairman's Announcements and Communications**

There were no announcements or communications.

SCOSC/13/40 **Minutes**

The Committee queried whether the Police and Crime Commissioner (PCC) had been invited to attend a future meeting as requested at the previous meeting (**Minute SCOSC/13/36 refers**). The Policy and Scrutiny Manager advised that he would check whether the PCC could attend the meeting in October and inform Members by email.

RESOLVED that the Minutes of the previous meeting of the Sustainable Communities Overview and Scrutiny Committee held on 25 July 2013 be confirmed and signed by the Chairman as a correct record.

SCOSC/13/41 **Petitions**

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

SCOSC/13/42 **Questions, Statements or Deputations**

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

SCOSC/13/43 **Call-In**

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

SCOSC/13/44 **Requested Items**

The Corporate Policy and Scrutiny Manager advised the Committee that several items had been requested regards the following:-

- Incidents of Anti-Social Behaviour, which would be considered in October 2013.
- Parking Strategy, which would be considered in December 2013.
- Street Maintenance, which would be considered in January 2014.

In addition Cllr Bowater informed the Committee that a previously requested item regards facilities in Leighton Buzzard had been dealt with appropriately outside of the meeting.

SCOSC/13/45 **Executive Member Update**

The Executive Member for Sustainable Communities (Strategic Planning and Economic Development) advised the Committee that a Development Management meeting had recently approved an application for up to 5,150 homes North of Houghton Regis. This development would provide significant economic benefits in the local area. Although there was potential for a judicial review of the Council's decision the Executive Member was confident that a challenge would be unsuccessful.

In response to questions it was suggested that the Secretary of State (SoS) could take up to three months to make a decision on any judicial review that may be received in relation to the application North of Houghton Regis. Although there was further work required on the viability of an application for Land East of Leighton Buzzard it was envisaged that an application would come forward as soon as possible and that it would be considered at a Special Development Management meeting.

SCOSC/13/46 **Planning Enforcement Plan**

The Enforcement & Appeals Team Leader introduced a report that set out the draft Planning Enforcement Plan for Central Bedfordshire. Further information in relation to changes to the document was also circulated to the Committee at the meeting. The document was a revision of the Central Bedfordshire Planning Enforcement Policy that was adopted by the Council in 2009 and had been updated in line with Government guidance and changes in legislation. In addition the Executive Member Sustainable Communities (Strategic Planning and Economic Development) drew attention to the timescales for high priority cases; guidance relating to unauthorised gypsy and traveller encampments; and whether additional staffing was required at weekends to deliver the plan.

In response to the report and the further clarification provided the Committee discussed several issues in detail as follows:-

- The percentage of enforcement cases that were considered to be 'high priority'. It was clarified that most cases were 'medium' priority, only a few cases were 'high' priority relating to tree preservation orders, listed buildings or gypsy and traveller encampments. In these cases 'immediate' action was necessary. It was noted that the Council's opinion of a 'high' priority was not always the same as the public's.
- Whether existing staff in other departments would be able to provide additional capacity to deliver a service over the weekend. It was commented that a temporary member of staff in the Planning Enforcement Team had been appointed for 6-months but the capacity of staff to fulfil this additional work would need to be considered.
- Specific cases of enforcement in which ward Councillors and Town and Parish Councillors had not been given equal priority when raising an incident. It was commented that more work was necessary to ensure

that the Council took appropriate action when a matter was referred by a Town and Parish Councillor.

- The importance of being able to check that work had been undertaken within the proposed timescales.
- Whether the references to timescales for low priority cases within the current draft plan were appropriate. The Committee agreed that references should be amended to read “a site visit will be made as soon as practicable but at most within 10 days”.
- The lack of clarity relating to reporting alleged breaches of planning control at paragraph 3.2. It was agreed that references to equal priority in this paragraph would be amended.
- The timescales within which the Council may serve an Enforcement Order for concealed development. It was clarified that if a development was deliberately concealed for a period of longer than four years the Council could apply for a one year extension at the point at which the development was identified on which action could be taken.
- The extent to which the Council enforced planning conditions in some cases. It was commented that enforcement action had to be proportionate to the size and nature of the development and each case was considered on its own merit.
- The flow charts in the draft plan could be improved with several amendments. Officers agreed to pursue these comments with a Councillor outside the meeting.
- Whether cases in the green belt should be considered a priority for enforcement action. It was clarified that this was addressed in the draft plan.

RECOMMENDED that the Executive Member be requested to consider the comments of the Committee prior to presenting the draft Enforcement Plan to the Executive and in particular consider the feasibility of existing staff providing an enforcement service over the weekends so that immediate action can be taken in relation to high priority cases.

SCOSC/13/47 Work Programme 2013/14 and Executive Forward Plan

The Corporate Policy and Scrutiny Manager informed the Committee that several requested items had been added to the work programme as discussed earlier in the meeting. In addition the Chairman stated that pre-submission consultation on the draft Gypsy and Traveller Local Plan had concluded

The Council had taken on board the comments that had been received, which suggested that one or more changes should be made to the plan and list of sites before they were submitted to the Secretary of State.

The Committee would consider the recommendations to make changes to the plan before a decision was made by the Executive and Full Council at their meeting on 10 October.

(Note: The meeting commenced at 10.00 a.m. and concluded at 11.28 a.m.)

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Meeting: Sustainable Communities Overview & Scrutiny Committee
Date: 10 October 2013
Subject: Capital Programme Report for the Quarter ended 30th June, 2013
Report of: Cllr Nigel Young– Executive Member for Regeneration and Business Support
Summary: Forecast capital expenditure and external funding for 2013/14 as at the end of June, 2013.

Contact Officer: Sue Templeman, Senior Finance Manager

Public/Exempt: Public

Wards Affected: All

Function of: Council

CORPORATE IMPLICATIONS

Council Priorities:

The capital programme provides the necessary infrastructure to support the Council. In particular the Regeneration and Business Support Directorate has direct impact on the stated Council priorities of:

- Enhancing your local community, and
- Better infrastructure.

Financial:

The financial implications are set out in the report.

Legal:

All expenditure is in accordance with the Constitution of the Council and Public Procurement Regulations.

Risk Management:

Outline and detailed business cases ensure that risks are addressed before schemes are accepted into the programme. Project Managers oversee delivery risks.

Staffing (including Trades Unions):

Covered in business cases as relevant

Equalities/Human Rights:

Covered in business cases as relevant

Community Safety:

Covered in business cases as relevant

Sustainability:

Resource usage and project outcomes are assessed at business case stage.

RECOMMENDATION(S):

1. That the Overview & Scrutiny Committee note:

- (a) Forecast capital expenditure of £8,246k and external funding of £5,480k;
- (b) A full year variance of £890k on expenditure and of £124k on external income resulting in a net spend below budget of £766k .

2.0 Introduction

2.1 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.

3.0 Overall position

The directorate expects to spend £8,246k and receive external income of £5,480k, leaving net spend below budget in 2013/14 of £766k. The majority of this slippage is due to delays because of external factors beyond the control of the Council.

3.1 Summary Table A

Table A shows the Directorate's net budget and forecast for 2013/14. The forecast variance is due to the acquisition of the final property of 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.

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

Scheme Categories	Net Expenditure Budget	Net Expenditure Forecast	Net Expenditure Forecast Variance
	£'000	£'000	£'000
Regeneration	3,532	2,766	-766
Total	3,532	2,766	-766
Percentage of budget		78.3%	21.7%

4.0 Major schemes

The Capital Programme is key to delivering the priorities set out in the Medium Term Plan, the majority of which were led by the former Sustainable Communities directorate. These supported the aim of keeping Central Bedfordshire as a great place to live and work. The position with major schemes are as follows:

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

5.0 S106 Schemes

- 5.1 In granting planning permission for new development, legally binding Section 106 agreements are often made between the Council and the applicant. These agreements require the applicant to provide for or contribute to the costs of infrastructure, community facilities and other planning requirements which ensures that development which would otherwise be unacceptable due to its local impact is made acceptable. S106 agreements are legally tied to the delivery of specific planning obligations associated with the development permitted and cannot lawfully be used to deliver infrastructure requirements not listed in the legal agreement.
- 5.2 The Regeneration and Business Support directorate coordinates S106 requirements and spend for the Council. The S106 information in this report indicates the total value of contributions comprising a substantial number of schemes. For ease of reading the contributions are presented as running totals. The balances are made up of schemes that have different delivery schedules and the amounts do not all have to be spent in the current financial year.

Table B – S106 schemes by status (£'000)

Purpose / Responsibility	FUNDING STATUS			
	Opening Balance	Contributions received up to June 2013	Expenditure up to June 2013	Closing Balance
Childrens Families & Learning	6,383	62	-1235	5,210
Regeneration	11,158	402	-777	10,783
Pratts Quarry	2,910	0	0	2,910
Sub-total	20,451	464	-2,012	18,903
Revenue	64			64
Total	20,515	464	-2,012	18,967

APPENDICES

Appendix 1 – Corporate Capital Summary 2013/14

Appendix 2 – Regeneration Actual as at June, 2013

Background Papers: None

Location of papers: Technology House, Bedford

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APPENDIX 1 – CORPORATE CAPITAL SUMMARY 2013/14

Directorate	2012/ 13 Capital Programme Budget			Full year forecast as at month 3			Full Year Variance			Jun-13								
	Gross Expenditure	External Funding	Net Expenditure	Gross Expenditure	External Funding	Net Expenditure	Gross Expenditure	External Funding	Net Expenditure	PROFILED BUDGET TO DATE			ACTUAL TO DATE			VARIANCE TO DATE		
										Gross Expenditure	External Funding	Net Expenditure	Gross Expenditure	External Funding	Net Expenditure	Gross Expenditure	External Funding	Net Expenditure
£000s	£000s	£000s	£000s	£000s	£000s	£000s	£000s	£000s	£000s	£000s	£000s	£000s	£000s	£000s	£000s	£000s	£000s	£000s
Children's Services	27,395	-26,691	704	27,395	-26,691	704	0	0	0	2,626	-2,608	18	2,627	-2,610	17	1	-2	-1
Environmental Services	5,367	-417	4,950	806	-369	437	-4,561	48	-4,513	200	-162	38	199	0	199	-1	162	161
Libraries	202	0	202	245	0	245	43	0	43	0	0	0	5	0	5	5	0	5
Leisure	6,287	-1,908	4,379	5,041	0	5,041	-1,246	1,908	662	598	-950	-352	239	0	239	-359	950	591
Transport	17,639	-5,985	11,654	18,931	-6,066	12,865	1,292	-81	1,211	4,288	-1,517	2,772	3,033	-2,060	973	-1,255	-544	-1,799
Community Services	29,495	-8,310	21,185	25,023	-6,435	18,588	-4,472	1,875	-2,597	5,086	-2,629	2,458	3,476	-2,060	1,416	-1,610	569	-1,042
Corporate Resources	13,901	-1,500	12,401	13,124	-1,500	11,624	-777	0	-777	961	0	961	1,057	0	1,057	96	0	96
Improvement & Corporate Services	4,202	0	4,202	3,881	0	3,881	-321	0	-321	410	0	410	814	0	814	404	0	404
Regeneration	9,136	-5,604	3,532	8,246	-5,480	2,766	-890	124	-766	733	-512	221	2,036	-194	1,842	1,303	318	1,621
Social Care, Health & Housing	10,278	-7,269	3,009	9,865	-7,390	2,475	-413	-121	-534	833	-1,179	-346	787	-707	80	-46	472	426
Total Excluding HRA	94,407	-49,374	45,033	87,534	-47,496	40,038	-6,873	1,878	-4,995	10,649	-6,928	3,721	10,797	-5,571	5,226	148	1,357	1,505
HRA	10,895	0	10,895	9,604	0	9,604	-1,291	0	-1,291	996	0	996	870	-10	860	-126	-10	-136
Total Including HRA	105,302	-49,374	55,928	97,138	-47,496	49,642	-8,164	1,878	-6,286	11,645	-6,928	4,717	11,667	-5,581	6,086	22	1,347	1,369

APPENDIX 2 – REGENERATION ACTUAL AS AT JUNE, 2013

Directorate	Jun-13								
	PROFILED BUDGET TO DATE			ACTUAL TO DATE			VARIANCE TO DATE		
	Gross Expenditure	External Funding	Net Expenditure	Gross Expenditure	External Funding	Net Expenditure	Gross Expenditure	External Funding	Net Expenditure
	£000s	£000s	£000s	£000s	£000s	£000s	£000s	£000s	£000s
Regeneration	733	-512	221	2,036	-194	1,842	1,303	318	1,621

Meeting: Sustainable Communities Overview & Scrutiny Committee

Date: 10 October 2013

Subject: Revenue Report for Regeneration and Business Support for the quarter ended 30th June, 2013

Report of: Cllr Nigel Young– Executive Member for Regeneration and Business Support

Summary: Forecast outturn of £10,096k resulting in over spend of £182k after the use of reserves.

Contact Officer: Sue Templeman, Senior Finance Manager

Public/Exempt: Public

Wards Affected: All

Function of: Council

CORPORATE IMPLICATIONS

Council Priorities:

Sound financial management contributes to the delivery of the Council's value for money, enabling the Council to successfully deliver its priorities. In particular the Regeneration and Business Support budget had direct impact on the stated Council priorities of:

- Creating Safer Communities, and
- Managing Growth effectively.

Financial:

The financial implications are set out in the report.

Legal:

All expenditure is in accordance with the Constitution of the Council and Public Procurement Regulations

Risk Management:

All of services have been risk rated and actions agreed with managers to work within budget tolerances.

Staffing (including Trades Unions):

A number of minor staffing changes are being implemented in line with resourcing proposals approved in the 2013/14 budgets.

Equalities/Human Rights:

None

Community Safety:

None

Sustainability:

Regeneration and Business Support is one of the lead Directorates with regards to making Central Bedfordshire a more sustainable place to live and work.

RECOMMENDATION(S):

1. that the Overview & Scrutiny Committee note:

- (a) The projected net expenditure outturn of £10,096k,
- (b) The proposed use of specific reserves of £578k, and
- (c) The projected over spend of £182k after the use of specific reserves.

Introduction

- 1 Regeneration and Business Support directorate manages a gross expenditure budget of £15.75 million with an income budget of £6.41 million, leaving a net expenditure budget of £9.34 million.

Executive Summary Revenue

- 2 Regeneration and Business Support's overall financial position as at the end of quarter one was a projected overspend of £182k. This represents a forecasted overspend of 1% of gross budget or 2% of the net budget, after the use of earmarked reserves of £578k for one-off specific projects.
- 3 Table A shows the full year variance by budget group. The main financial performance changes of each group are described in the following paragraphs. Appendices A1 to A3 provide further tables showing estimates and movements by services.

4 Table A – Directorate Overall Position

Division	Approved Budget	Forecast outturn for year	Forecast variance for year (-under) / over spend	Forecast variance after use of earmarked reserves (-under) / over spend
	£'000	£'000	£'000	£'000
Service Development	536	523	-13	-13
Economic Growth and Skills	2,355	2,668	313	138
Planning	6,445	6,905	460	57
Total DIRECTORATE Spend	9,336	10,096	760	182

5 Service Development

Service Development is forecasting an under spend of £13k due to some in year salary savings

6 Economic Growth Skills & Regeneration

The Economic Growth Skills & Regeneration Service 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 which includes a significant reduction in the operating costs and overall number of posts by moving to a commissioning based model. These changes will over the course of the financial year reduce the over spend and reposition the whole service to operate entirely within the external funding available to the Council.

The overall budget position is partly off set from forecast underspend (£12k) in the salaries budget, due to staff vacancies.

7 Planning

The Planning Division is forecasting an overspend of £57k.

This is due to flood defence grant income being distributed differently by the Government and also Customer First. These are partially offset by the forecast of additional income in Development Management and a forecast underspend on professional fees for project work in Development Planning.

Revenue Virements

- 8 Regeneration and Business Support Directorate's budget has not changed.

Achieving Efficiencies

- 9 Regeneration and Business Support was set an efficiency target of £453k. There were savings initiatives being implemented across the Directorate.

At the end of June, the Directorate had achieved efficiency savings of £88k in accordance with budget to date. The forecast for the year is £367k which is £86k below the target. Compensatory savings are being investigated.

Reserves

- 10 The budget for 2013/14 assumes the application of £578k of earmarked reserves to fund specific one-off projects. A breakdown is provided in Appendix C.

Debt management

- 11 The 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.

Table B – Debt Outstanding

Debt profile	>£100K	>=£50K	>=£10K	>=£1K	<£1K	Total	Age Ratio
No of debtors	5	5	23	19	3	55	
Current	£45	£35	£0	£13	£0	£93	5.1%
1 month	£41	£84	£46	£16	£0	£187	10.3%
2 months	£62	£68	£56	£12	-£28	£171	9.5%
3 months	£14	£0	£183	£9	£28	£235	13.0%
3-12 months	£237	£103	£88	£18	£0	£446	24.7%
> 12 months	£424	£106	£130	£15	£0	£675	37.4%
Total Debt	£823	£396	£504	£83	£0	£1806	100.0%

Appendices:

Appendix A1 – Revenue Summary Position by Division

Appendix A2 – Revenue Summary Position by Service

Appendix A3 – Movement in variance

Appendix B – Efficiencies

Appendix C – Earmarked Reserves

Appendix D – Debt Analysis

Background Papers: None

Location of papers: Technology House, Bedford

APPENDIX A1 – NET REVENUE POSITION BY DIVISION JUNE, 2013

Division	Year to date				Full Year						
	Budget	Actual	Use of reserves	Variance	Approved Budget	Forecast Outturn	Forecast Variance	Proposed transfer to reserves	Proposed use of reserves	Total	Forecast Variance after use of reserves
	£000	£000	£000	£000	£000	£000	£000	£000	£000		£000
Service Development	134	102	0	-32	536	523	-13	0	0	0	-13
Economic Growth and Skills	542	546	-29	-25	2,355	2,668	313	0	-175	-175	138
Planning	1,262	1,313	-16	35	6,445	6,905	460	0	-403	-403	57
Total DIRECTORATE Spend	1,938	1,961	-45	-22	9,336	10,096	760	0	-578	-578	182

APPENDIX A2 – NET REVENUE POSITION BY SERVICE JUNE, 2013

Service	Cumulative to Date				Year						
	Budget	Actual	Use of reserves	Variance	Approved Budget	Forecast Outturn	Forecast Variance	Proposed transfer to reserves (+ve)	Proposed use of reserves (-ve)	Total	Forecast Variance after use of reserves
	£000	£000	£000	£000	£000	£000	£000	£000	£000		£000
Service Development											
Service Development	134	102		-32	536	523	-13			0	-13
Sub Total	134	102	0	-32	536	523	-13	0	0	0	-13
Economic Growth and Skills											
AD Econ Growth,Skills & Regen	206	214		8	823	811	-12			0	-12
Business Investment & Marketing	10	18	-8	0	39	135	96		-96	-96	0
Economic Dev & Physical Regen	16	24	-10	-2	240	259	19		-19	-19	0
Community Regeneration	33	23	-11	-21	146	205	59		-60	-60	-1
Adult Skills	305	267		-38	1,218	1,258	40			0	40
Customer First	-28	0		28	-111	0	111			0	111
Sub Total	542	546	-29	-25	2,355	2,668	313	0	-175	-175	138
Planning											
AD Planning	12	47		35	49	99	50			0	50
Dev Plan & Strategic Housing	346	355		9	2,093	1,983	-110			0	-110
Development Management	295	72	-16	-239	1,178	1,200	22		-139	-139	-117
Transport Strategy & Countryside	484	689		205	2,301	2,301	0			0	0
Building Control	216	211		-5	931	1,340	409		-264	-264	145
Archaeology	-69	-61		8	-21	-18	3			0	3
Customer First	-22	0		22	-86	0	86			0	86
Sub Total	1,262	1,313	-16	35	6,445	6,905	460	0	-403	-403	57
Total DIRECTORATE Spend	1,938	1,961	-45	-22	9,336	10,096	760	0	-578	-578	182

Appendix **A3** – Movement in variance

Division	Full Year Forecast Variance June	Full Year Forecast Variance April	Change in Variance
	£000	£000	£000
Service Development	523	0	523
Economic Growth and Skills	2,668	0	2,668
Planning	6,905	0	6,905
Total DIRECTORATE Spend	10,096	0	10,096

APPENDIX B – EFFICIENCIES JUNE, 2013

Service Area	Year to date			Full Year		
	Budget £m	Actual £m	Variance	Budget £m	Forecast £m	Variance
EFFICIENCIES						
Planning	0.073	0.073	0.000	0.391	0.305	-0.086
Economic Growth Skills & Regen	0.015	0.015	0.000	0.062	0.062	0.000
SUB TOTAL	0.088	0.088	0.000	0.453	0.367	-0.086
CROSS CUTTING EFFICIENCIES						
			.0000			.0000
			.0000			.0000
			.0000			.0000
			.0000			.0000
SUB TOTAL	0.000	0.000	0.000	0.000	0.000	0.000
COMPENSATORY SAVINGS						
			.0000			.0000
			.0000			.0000
SUB TOTAL	0.000	0.000	0.000	0.000	0.000	0.000
TOTAL	0.088	0.088	0.000	0.453	0.367	-0.086

APPENDIX C – RESERVES BALANCE & USAGE JUNE, 2013

Description	Opening Balance 2013/14	Proposed spend against reserves	Release of reserves	Proposed transfer to reserves	Proposed Closing Balance 2013/14	Notes
	£000	£000	£000	£000	£000	
REGENERATION AND BUSINESS SUPPORT RESERVES						
Career Development Framework	68	-32			36	Cost of implementing Career Development Framework following decisions in 2011/12.
External Funded Regeneration reserve	434	-156			278	External funds to support economic participation, regeneration and European programmes.
Local Development Framework	100				100	To assist with the cost of developing the new CBC Local Development Framework
Minerals and Waste partnership funds	104	-30			74	Partners income contributions to service costs which are to cover the costs of LDF and enforcement inquiries of this shared service which CBC hosts.
Physical Regeneration Projects	31	-19			12	To assist with the costs of stage 2 of Employment sites acceleration project.
Pre-application service development	288	-77			211	Funds to embed pre-application process to give assurance to developers that service is adequately resourced and supported.
NIRAH	50				50	Shared reserve with Bedford Borough to support NIRAH project costs.
Woodside Connection options appraisal	50				50	Cost of developing business case for Woodside Connection.
Business growth grants	84				84	External funds and partnership contributions to support business growth. Includes match funding for pilot schemes.
Flood defence	264	-264			0	Grant funds received in advance, not ringfenced.
Natural England	10				10	Grant funds received in advance, not ringfenced.
Building control	76				76	Trading account carry fwd.
Gypsy and traveller	50				50	
Total Earmarked Reserves	1,609	-578	0	0	1,031	

APPENDIX D - AGED DEBT REPORT JUNE, 2013

Debts greater than £10,000

Debtor (£'000)	Total Debt	Due Current Month	1-30 days	31-60 days	61-90 days	91-365 days	1-2 years	Over 2 years
Debtor 1	£116	£0	£0	£0	£0	£0	£116	£0
Debtor 2	£225	£45	£34	£26	£14	£87	£15	£5
Debtor 3	£137	£0	£6	£36	£0	£0	£95	£0
Debtor 4	£194	£0	£0	£0	£0	£0	£194	£0
Debtor 5	£150	£0	£0	£0	£0	£150	£0	£0
Debtor 6	£67	£34	£0	£0	£0	£33	£0	£0
Debtor 7	£95	£0	£84	£0	£0	£0	£10	£0
Debtor 8	£70	£0	£0	£0	£0	£70	£0	£0
Debtor 9	£74	£0	£0	£0	£0	£0	£74	£0
Debtor 10	£91	£0	£0	£68	£0	£0	£22	£0
Debtor 11	£17	£0	£0	£0	£0	£17	£0	£0
Debtor 12	£10	£0	£10	£0	£0	£0	£0	£0
Debtor 13	£11	£0	£10	£0	£0	£0	£0	£0
Debtor 14	£12	£0	£12	£0	£0	£0	£0	£0
Debtor 15	£12	£0	£12	£0	£0	£0	£0	£0
Debtor 16	£30	£0	£0	£0	£0	£0	£30	£0
Debtor 17	£14	£0	£0	£0	£0	£0	£14	£0
Debtor 18	£31	£0	£0	£0	£0	£12	£0	£19
Debtor 19	£19	£0	£0	£0	£0	£19	£0	£0
Debtor 20	£47	£0	£0	£3	£44	£0	£0	£0
Debtor 21	£12	£0	£0	£12	£0	£0	£0	£0
Debtor 22	£25	£0	£0	£0	£25	£0	£0	£0
Debtor 23	£50	£0	£-50	£0	£99	£0	£0	£0
Debtor 24	£14	£0	£0	£14	£0	£0	£0	£0
Debtor 25	£19	£0	£19	£0	£0	£0	£0	£0
Debtor 26	£26	£0	£0	£26	£0	£0	£0	£0
Debtor 27	£12	£0	£0	£0	£0	£12	£0	£0
Debtor 28	£15	£0	£15	£0	£0	£0	£0	£0
Debtor 29	£14	£0	£14	£0	£0	£0	£0	£0
Debtor 30	£13	£0	£1	£0	£0	£13	£0	£0
Debtor 31	£29	£0	£0	£0	£0	£0	£29	£0
Debtor 32	£14	£0	£0	£0	£0	£14	£0	£0
Debtor 33	£37	£0	£0	£0	£0	£0	£0	£37
Debtor 34	£19	£0	£2	£1	£15	£0	£0	£0
Debt > £10,000	£1722	£80	£171	£186	£197	£428	£600	£60

Meeting: Sustainable Communities Overview & Scrutiny Committee
Date: 10 October 2013
Subject: Capital Programme Report for Community Services for the quarter ended 30th June, 2013
Report of: Cllr Brian Spurr– Executive Member for Community Services
Summary: Forecast capital expenditure and external funding for 2013/14 as at the end of June, 2013.

Advising Officer: Marcel Coiffait - Community Services Director
Contact Officer: Sue Templeman, Senior Finance Manager
Public/Exempt: Public
Wards Affected: All
Function of: Council

CORPORATE IMPLICATIONS

Council Priorities:

The capital programme provides the necessary infrastructure to support the Council priorities In particular the Community Services has direct impact on the stated Council priorities of:

- Enhancing your local community, and
- Great Universal Services.

Financial:

The financial implications are set out in the report.

Legal:

All expenditure is in accordance with the Constitution of the Council and Public Procurement Regulations.

Risk Management:

Outline and detailed business cases ensure that risks are addressed before schemes are accepted into the programme. Project Managers oversee delivery risks.

Staffing (including Trades Unions):

Covered in business cases as relevant

Equalities/Human Rights:

Covered in business cases as relevant

Community Safety:

Covered in business cases as relevant

Sustainability:

Resource usage and project outcomes are assessed at business case stage.

RECOMMENDATION(S):

1.0 that the Overview & Scrutiny Committee note:

- (a) Forecast capital expenditure of £25,023k and external funding of £6,435k;
- (b) A full year variance of £4,472k on expenditure and of £1,875k on external income resulting in a net variance of £2,597k.

Introduction

2.0 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.

3.1 Overall position

The directorate forecasts to spend £25,023k and receive external income of £6,435k, leaving net spend below budget in 2013/14 of £2,597k. This includes the forecast variance on the BEaR project .

3.2 Summary Table A

Table A 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.

Table A – Capital budget by Category (£’000)

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
Community Services	21,185	18,588	-2,597
Percentage of budget		87.7%	12.3%

4. Major schemes

The Capital Programme is key to delivering the priorities set out in the Medium Term Plan, the majority of which were led by the former Sustainable Communities directorate. These supported the aim of keeping Central Bedfordshire as a great place to live and work.

Environmental Schemes

A replacement glass vehicle for the south collection fleet has been purchased.

Libraries

Capital works are on schedule to be completed by end of March 2014, with the work to commence in September after the summer reading challenge period.

Leisure

Work has started at Tiddenfoot leisure centre and is scheduled to be completed by the end of the year. Work has also started at Astral Park and scheduled to be completed by January 2014. The Flitwick Leisure Centre redevelopment scheme is at feasibility stage and on schedule.

Transport Schemes

A total of 2.177 km of road and 0.876km of footways have been resurfaced.

A total of 180 street lighting columns and 430 lanterns have been replaced.

The works at Long Lane Culvert have commenced and the Boscombe Road gyratory altered layout implemented are on site.

APPENDICES

Appendix 1 – Corporate Capital Summary 2013/14

Appendix 2 – Community Services Actual as at June, 2013

Background Papers: None

Location of papers: Technology House, Bedford

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APPENDIX 1 – CORPORATE CAPITAL SUMMARY 2013/14

Directorate	2012/ 13 Capital Programme Budget			Full year forecast as at month 3			Full Year Variance			Jun-13								
	Gross Expenditure	External Funding	Net Expenditure	Gross Expenditure	External Funding	Net Expenditure	Gross Expenditure	External Funding	Net Expenditure	PROFILED BUDGET TO DATE			ACTUAL TO DATE			VARIANCE TO DATE		
										Gross Expenditure	External Funding	Net Expenditure	Gross Expenditure	External Funding	Net Expenditure	Gross Expenditure	External Funding	Net Expenditure
£000s	£000s	£000s	£000s	£000s	£000s	£000s	£000s	£000s	£000s	£000s	£000s	£000s	£000s	£000s	£000s	£000s	£000s	£000s
Children's Services	27,395	-26,691	704	27,395	-26,691	704	0	0	0	2,626	-2,608	18	2,627	-2,610	17	1	-2	-1
Environmental Services	5,367	-417	4,950	806	-369	437	-4,561	48	-4,513	200	-162	38	199	0	199	-1	162	161
Libraries	202	0	202	245	0	245	43	0	43	0	0	0	5	0	5	5	0	5
Leisure	6,287	-1,908	4,379	5,041	0	5,041	-1,246	1,908	662	598	-950	-352	239	0	239	-359	950	591
Transport	17,639	-5,985	11,654	18,931	-6,066	12,865	1,292	-81	1,211	4,288	-1,517	2,772	3,033	-2,060	973	-1,255	-544	-1,799
Community Services	29,495	-8,310	21,185	25,023	-6,435	18,588	-4,472	1,875	-2,597	5,086	-2,629	2,458	3,476	-2,060	1,416	-1,610	569	-1,042
Corporate Resources	13,901	-1,500	12,401	13,124	-1,500	11,624	-777	0	-777	961	0	961	1,057	0	1,057	96	0	96
Improvement & Corporate Services	4,202	0	4,202	3,881	0	3,881	-321	0	-321	410	0	410	814	0	814	404	0	404
Regeneration	9,136	-5,604	3,532	8,246	-5,480	2,766	-890	124	-766	733	-512	221	2,036	-194	1,842	1,303	318	1,621
Social Care, Health & Housing	10,278	-7,269	3,009	9,865	-7,390	2,475	-413	-121	-534	833	-1,179	-346	787	-707	80	-46	472	426
Total Excluding HRA	94,407	-49,374	45,033	87,534	-47,496	40,038	-6,873	1,878	-4,995	10,649	-6,928	3,721	10,797	-5,571	5,226	148	1,357	1,505
HRA	10,895	0	10,895	9,604	0	9,604	-1,291	0	-1,291	996	0	996	870	-10	860	-126	-10	-136
Total Including HRA	105,302	-49,374	55,928	97,138	-47,496	49,642	-8,164	1,878	-6,286	11,645	-6,928	4,717	11,667	-5,581	6,086	22	1,347	1,369

APPENDIX 2 – COMMUNITY SERVICES ACTUAL AS AT JUNE, 2013

Directorate	Jun-13								
	PROFILED BUDGET TO DATE			ACTUAL TO DATE			VARIANCE TO DATE		
	Gross Expenditure	External Funding	Net Expenditure	Gross Expenditure	External Funding	Net Expenditure	Gross Expenditure	External Funding	Net Expenditure
	£000s	£000s	£000s	£000s	£000s	£000s	£000s	£000s	£000s
Environmental Services	200	-162	38	199	0	199	-1	162	161
Libraries	0	0	0	5	0	5	5	0	5
Leisure	598	-950	-352	239	0	239	-359	950	591
Transport	4,288	-1,517	2,772	3,033	-2,060	973	-1,255	-544	-1,799
Community Services	5,086	-2,629	2,458	3,476	-2,060	1,416	-1,610	569	-1,042

Meeting: Sustainable Communities Overview & Scrutiny Committee
Date: 10 October 2013
Subject: Revenue Report for Community Services for the quarter ended 30th June, 2013
Report of: Cllr Brian Spurr – Executive Member for Community Services
Summary: Projected outturn of £36,308k resulting in under spend of £117k after the use of reserves.

Advising Officer: Marcel Coiffait - Community Services Director
Contact Officer: Sue Templeman, Senior Finance Manager
Public/Exempt: Public
Wards Affected: All
Function of: Council

CORPORATE IMPLICATIONS

Council Priorities:

Sound financial management contributes to the delivery of the Council's value for money, enabling the Council to successfully deliver its priorities. In particular the Community Services has direct impact on the stated Council priorities of:

- Enhancing your local community, and
- Great Universal Services.

Financial:

The financial implications are set out in the report.

Legal:

All expenditure is in accordance with the Constitution of the Council and Public Procurement Regulations

Risk Management:

All of services have been risk rated, and actions agreed with managers to work within budget tolerances.

Staffing (including Trades Unions):

A number of minor staffing changes are being implemented in line with resourcing proposals approved in the 2013/14 budgets.

Equalities/Human Rights:

None

Community Safety:

None

Sustainability:

Community Services is one of the lead Directorates with regards to making Central Bedfordshire a more sustainable place to live and work.

RECOMMENDATION(S):

1. **that the Overview & Scrutiny Committee note:**
 - (a) **The projected net expenditure outturn of £36,308k;**
 - (b) **The proposed use of specific reserves of £829k, and**
 - (c) **The projected under spend of £117k after the use of specific reserves.**

Introduction

- 1 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.

Executive Summary Revenue

- 2 Community Services overall financial position is projected £117k under budget after the use of earmarked reserves of £829k for one-off specific projects.

The Directorate had an annual savings target of £3,729k. At the end of June, the savings delivered totalled £715k which is £166k below profile.

- 3 Table A shows the full year variance by budget group. The main financial performance changes of each group are described in the following paragraphs.

Appendices A1 to A3 provide further tables showing estimates and movements by services.

4 **Table A – Directorate Overall Position**

Division	Approved Budget	Forecast outturn for year	Forecast variance for year (-under) / over spend	Forecast variance after use of earmarked reserves (-under) / over spend
	£'000	£'000	£'000	£'000
Community Services Director	251	251	0	0
Highways & Transportation	10,328	10,358	30	30
Environmental Services	22,100	22,772	672	-147
Libraries	2,917	2,927	10	0
Total DIRECTORATE Spend	35,596	36,308	712	-117

5 **Community Services Director**

The Director's Group has projected a break even position.

6 **Highways & Transportation**

Highways & Transport Division has forecast an overspend of £30k. This largely relates to April winter maintenance payments.

7 **Environmental Services**

Environmental Services Division forecasts to be £147k under spent.

This is due to small salary savings in each of the individual services.

8 **Libraries**

Libraries have projected a break even position.

Revenue Virements

9 The Directorate's net budget has not changed.

10 Community Services was set an efficiency target of £3,729k. There were savings initiatives being implemented across the Directorate.

- At the end of June, the Directorate had achieved efficiency savings of £715k which is £166k below profile. The forecast for the year is £3,537k and includes compensatory savings of £549k. Overall, the directorate is below the target by £192k and compensatory savings are being investigated.

Reserves

- 11 It is proposed that £829k of earmarked reserves are used to fund specific one-off projects. A breakdown is provided in Appendix C.

Debt management

- 12 The 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.

Table B – Debt Outstanding

Debt profile	>£100K	>=£50K	>=£10K	>=£1K	<£1K	Total	Age Ratio
No of debtors	2	0	4	8	40	54	
Current	£118	£0	£0	£0	£1	£118	38.4%
1 month	-£54	£0	£16	£11	£0	-£27	-8.6%
2 months	£56	£0	£43	£0	£0	£99	32.1%
3 months	£0	£0	£1	£19	£1	£20	6.6%
3-12 months	£0	£0	£28	£5	£2	£35	11.3%
> 12 months	£0	£0	£46	£0	£17	£62	20.3%
Total Debt	£120	£0	£133	£35	£20	£308	100.0%

Appendices:

Appendix A1 – Revenue Summary Position by Division

Appendix A2 – Revenue Summary Position by Service

Appendix A3 – Movement in variance

Appendix B – Efficiencies

Appendix C – Earmarked Reserves

Appendix D – Debt Analysis

Background Papers: None

Location of papers: Technology House, Bedford

APPENDIX **A1** – NET REVENUE POSITION BY DIVISION JUNE, 2013

Division	Year to date				Full Year						
	Budget	Actual	Use of reserves	Variance	Approved Budget	Forecast Outturn	Forecast Variance	Proposed transfer to reserves	Proposed use of reserves	Total	Forecast Variance after use of reserves
	£000	£000	£000	£000	£000	£000	£000	£000	£000		£000
Community Services Director	63	44	0	-19	251	251	0	0	0	0	0
Highways & Transportation	2,424	2,584	0	160	10,328	10,358	30	0	0	0	30
Environmental Services	5,361	5,432	-170	-99	22,100	22,772	672	55	-874	-819	-147
Libraries	729	524	0	-205	2,917	2,927	10	0	-10	-10	0
Total DIRECTORATE Spend	8,577	8,584	-170	-163	35,596	36,308	712	55	-884	-829	-117

APPENDIX A2 – NET REVENUE POSITION BY SERVICE JUNE, 2013

Service	Cumulative to Date				Full Year						
	Budget	Actual	Use of reserves	Variance	Approved Budget	Forecast Outturn	Forecast Variance	Proposed transfer to reserves (+ve)	Proposed use of reserves (-ve)	Total	Forecast Variance after use of reserves
	£000	£000	£000	£000	£000	£000	£000		£000		£000
Community Services Director											
Community Services Director	63	44		-19	251	251	0			0	0
Sub Total	63	44	0	-19	251	251	0	0	0	0	0
Highways & Transportation											
AD Highways & Transportation	66	8		-58	239	239	0			0	0
Highways Contracts	735	963		228	4,267	4,297	30			0	30
Passenger Transport Services	1,623	1,613		-10	5,822	5,822	0			0	0
Sub Total	2,424	2,584	0	160	10,328	10,358	30	0	0	0	30
Environmental Services											
CSPPWL Management	9	36		27	35	30	-5			0	-5
Emergency Planning	-20	-7		13	224	196	-28			0	-28
Public Protection	377	403	-72	-46	1,465	1,706	241		-241	-241	0
Community Safety	327	241		-86	1,282	1,387	105		-184	-184	-79
Waste Service	4,410	4,665	-112	143	17,698	18,132	434		-449	-449	-15
Leisure Services	231	232	14	15	1,109	1,034	-75	55		55	-20
Traffic Management	27	-138		-165	287	287	0			0	0
Sub Total	5,361	5,432	-170	-99	22,100	22,772	672	55	-874	-819	-147
Libraries											
Libraries	729	524		-205	2,917	2,927	10		-10	-10	0
Sub Total	729	524	0	-205	2,917	2,927	10	0	-10	-10	0
Total DIRECTORATE Spend	8,577	8,584	-170	-163	35,596	36,308	712	55	-884	-829	-117

Appendix **A3** – Movement in variance

Division	Full Year Forecast Variance June	Full Year Forecast Variance April	Change in Variance
	£000	£000	£000
Community Services Director	251	0	251
Highways & Transportation	10,358	0	10,358
Environmental Services	22,772	0	22,772
Libraries	2,927	0	2,927
Total DIRECTORATE Spend	36,308	0	36,308

APPENDIX **B** – EFFICIENCIES JUNE, 2013

Service Area	Year to date			Full Year		
	Budget £m	Actual £m	Variance	Budget £m	Forecast £m	Variance
EFFICIENCIES						
Environmental Services	0.559	0.407	-0.152	2.255	1.676	-0.579
Highways & Transport	0.310	0.298	-0.012	1.319	1.268	-0.051
Libraries	0.012	0.010	-0.002	0.155	0.044	-0.111
SUB TOTAL	0.881	0.715	-0.166	3.729	2.988	-0.741
CROSS CUTTING EFFICIENCIES						
			.0000			.0000
SUB TOTAL	0.000	0.000	0.000	0.000	0.000	0.000
COMPENSATORY SAVINGS						
Earmarked reserve for Waste			.0000		0.449	.4490
Delayed opening of Busway - maintenance			.0000		0.050	.0500
Delayed opening of Busway - concessionary fares			.0000		0.050	.0500
			.0000			.0000
SUB TOTAL	0.000	0.000	0.000	0.000	0.549	0.549
TOTAL	0.881	0.715	-0.166	3.729	3.537	-0.192

APPENDIX C – RESERVES BALANCE & USAGE JUNE, 2013

Description	Opening Balance 2013/14	Proposed spend against reserves	Release of reserves	Proposed transfer to reserves	Proposed Closing Balance 2013/14	Notes
Community Services	£000	£000	£000	£000	£000	
Leisure Centre Reinvestment Fund	89			55	144	Contractual requirement for share of profits from leisure contracts for the reinvestment in building and equipment.
Integrated consumer protection	140	-27			113	To support case management and court action
Transport Fund	125				125	Parking income directed to transport infrastructure improvements.
Community Safety partnership fund	159	-99			60	Contributions from community safety partners, Home Office (IOM), and money held on behalf of HMCS relating to cash seizures.
Bedford & Luton Resilience Forum	65				65	Contributions from partners with CBC acting as treasurer to Forum.
PTR2 Business Process Reengineering	11				11	Delivery of new IT solution and business processes.
Arts and theatre service reviews	10	-10			0	External funds and partnership contributions to support business growth. Includes installation of digital equipment and relocation of services.
Waste	449	-449			0	Waste reserve
DEFRA grant	53	-53			0	Grant funds received in advance, not ringfenced.
Financial investigation unit	275	-161			114	FIU reserve
Community safety grant	85	-85			0	Grant funds received in advance, not ringfenced.
Total earmarked reserves	1,461	-884	0	55	632	

APPENDIX D - AGED DEBT REPORT JUNE, 2013

Debts greater than £10,000

Debtor (£'000)	Total Debt	Due Current Month	1-30 days	31-60 days	61-90 days	91-365 days	1-2 years	Over 2 years
Debtor 1	£120	£118	-£54	£56	£0	£0	£0	£0
Debtor 2	£17	£0	£0	£17	£0	£0	£0	£0
Debtor 3	£40	£0	£4	£0	£1	£12	£17	£7
Debtor 4	£16	£0	£0	£0	£0	£16	£0	£0
Debtor 5	£39	£0	£0	£0	£0	£0	£0	£39
Debtor 6	£38	£0	£13	£25	£0	£0	£0	£0
Debt > £10,000	£270	£118	-£37	£99	£1	£28	£17	£46

Meeting: Sustainable Communities Overview and Scrutiny Committee
Date: 10 October 2013
Subject: Quarter 1 Performance Report
Report of: Cllr Nigel Young , Executive Member for Sustainable Communities – Strategic Planning and Economic Development and
Cllr Brian Spurr, Executive Member for Sustainable Communities – Services
Summary: The report highlights the Quarter 1 performance from Community Services and Regeneration and Business Support

Advising Officer: Marcel Coffait, Director of Community Services
Contact Officer: Iain Melville, Acting Head of Service Development
Public/Exempt: Public
Wards Affected: All
Function of: Council

CORPORATE IMPLICATIONS

Council Priorities:

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

Financial:

2. The indicator set monitors a wide range of indicators, which help to provide an understanding of the Council's effective use of resources.

Legal:

3. None.

Risk Management:

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

Staffing (including Trades Unions):

5. None.

Equalities/Human Rights:

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

Public Health:

7. Active recreation is included in the indicator set.

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. None.

RECOMMENDATION(S):

The Committee is asked to 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.:-

Background

11. This report focuses on a set of indicators that support the monitoring of progress against the priorities in the Medium Term Plan (MTP).
12. The Directors' Summaries for Quarter 1 are set out below. Appendix A provides the detailed performance data. This is the first performance report for the new Directorates of Community Services and Regeneration and Business Support.

Director's Summary

13. 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.
14. 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.
15. 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.
16. 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.

17. 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.
18. 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
19. **Regeneration**

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.
20. 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.
21. 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.
22. 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.

23. 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.
24. 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.
25. 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.
26. 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).
27. 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.

Conclusion and Next Steps

23. Sustainable Communities Overview and Scrutiny Committee notes and considers this report.

Appendices:

Appendix A – (Quarter 1 Performance Indicators)

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

Executive 24 September 2013

Appendix A - Quarterly Performance Report

Medium Term Plan Indicators

Quarter 1 2013/14

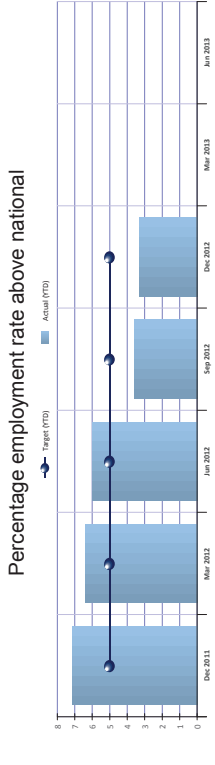
Report comparison - Depends on the nature of the indicator		Performance Judgement			
		Direction of travel (DoT)	RAG score (Standard scoring rules unless the indicator specifies alternative scoring arrangements)		
Seasonal	Compared to the same time period in the previous year	↕	Performance is reducing	R	RED - target missed / off target - Performance at least 10% below the required level of improvement
Quarter on quarter	Compared to the previous quarter	↔	Performance remains unchanged	A	AMBER - target missed / off target - Performance less than 10% below the required level of improvement
Annual	Compared to one fixed point in the previous year	↑	Performance is improving	G	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	
Enhance your local community					
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
Better infrastructure					
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			
Great universal services					
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

Enhance your local community

The number of people in employment (Aged 16 to 64)																			
A2 MTP	Unit	Good is	2010/11				2011/12				2012/13				Latest comparator group average	Report comparison	Quarter on quarter	Performance Judgement	R
			Outturn (10 / 11)	125,000 (5.7% above)	126,700 (7.2% above)	Target (Outturn)	Qu 1 DEC 11	Qu 2 MAR 12	Qu 3 JUN 12	Qu 4 SEP 12	Outturn (11 / 12)	128,000 (7.1% above)	126,400 (6.4% above)	125,900 (6.0% above)					
Number	High				5% above National Average														
National Employment rate						70.2%	70.3%	70.4%	70.7%	70.2%	70.3%	70.4%	70.7%	70.9%					
Central Bedfordshire Employment rate						77.3%	76.7%	76.4%	74.3%	77.3%	76.7%	76.4%	74.3%	74.2%					



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 (SEMLEP) (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																			
A3 MTP	Unit	Good is	2010/11				2011/12				2012/13				Latest comparator group average	Report comparison	Seasonal	Performance Judgement	G
			Outturn (10 / 11)	125,000 (5.7% above)	126,700 (7.2% above)	Target (Outturn)	Qu 1 DEC 11	Qu 2 MAR 12	Qu 3 JUN 12	Qu 4 SEP 12	Outturn (11 / 12)	128,000 (7.1% above)	126,400 (6.4% above)	125,900 (6.0% above)					
Number	High																		
Percentage of approved applications for residential developments of ten or more units						100	100	100	100	100	100	100	100	100					
Percentage of approved applications for residential developments of ten or more units having CABE excellent design status						100	100	100	100	100	100	100	100	100					
Percentage of approved applications with CABE excellent design status						100	100	100	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.

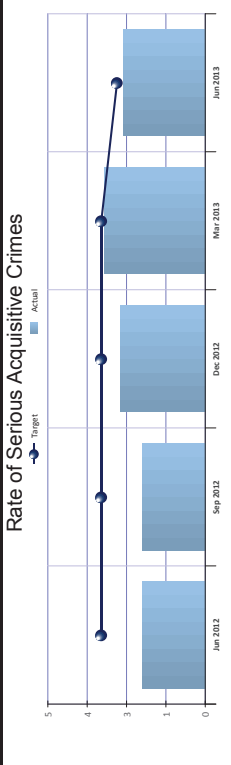
The Building for Life 12 Design Quality Criteria reflects our vision of what new housing developments should be: attractive, functional and sustainable places. It is based on the new National Planning Policy Framework and the Government's commitment to build more homes, better homes and involve local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

A 4 MTP 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	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	Outturn	Qu 1				
Number	Low												
Target													
	Rate per 1,000 population	13.1	10.6	1.9	2.0	2.7	3.1	3.1	9.7	13.3	2.8	2.6	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 in 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.

A 5 MTP Number of recorded Anti-social Behaviour incidents													
Unit	Good is	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	Outturn	Qu 1				
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	1,805					

Comment:

Current Performance: Quarter 1 2013/14. 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.

Planned actions: 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.

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

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	NEW
%	High									
Percentage resident satisfaction with road maintenance		Target 30%	30%	32%						
<p>Comment: 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.</p> <p>The targets are based on achieving a resident's satisfaction rate of 36% for road maintenance by 2015/16</p>										
					Baseline 2011		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									
Percentage resident satisfaction with road maintenance		Target 53%	53%	55%						
<p>Comment: 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		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. The performance tables for both these indicators are shown this quarter as there are updates to the commentary supporting these measures.

D 2 MTP Percentage of Central Bedfordshire with access to superfast broadband												
Unit	Good is		Estimated Roll Out		Performance reported in Quarter 4			Latest comparator group average	Report comparison	Seasonal	Performance Judgement	Monitor only
	High	Low	2011/12	2012/13	2013/14	2014/15	2015/16					
Percentage of Central Bedfordshire with access to superfast broadband – estimated private sector roll out by 2015	Target						90					
	Number											
	Denominator											
	Actual		73.8	75.5								
Comment:												
The Council has been working closely with existing broadband infrastructure providers to maximise their current rollout plans. As such BT has already upgraded exchanges in Biggleswade, Leighton Buzzard, Sandy, 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.												
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.												

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)	
	High	Low										
Percentage of Central Bedfordshire with access to at least 2Mb broadband – estimated private sector roll out by 2015	Target											
	Number								100			
	Denominator											
	Actual		89.5	97.8								
Comment:												
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.												
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.												

E 1 MTP Percentage of household waste sent for recycling																			
Unit	Good is	High	2010/11				2011/12				2012/13				Report comparison	Seasonal	Performance Judgement	↕	A
			Outturn	Qu 1	Qu 2	Qu 3	Qu 4	Outturn	Qu 1	Qu 2	Qu 3	Qu 4	Outturn	Qu 1					
Household waste sent for recycling, reuse or composting			2009/10	2010/11	2011/12	2012/13	2013/14												
Total Household waste collected (residual and recycling)			50.30	51.6	53.2	54.2	50.2	46.4	51.1	53.3	54.8	49.1	43.8	50.7	Provisional				
Target								51						51					
Actual																			

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	High	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		Report comparison	Seasonal	Performance Judgement	↕	G
			22.5%	30.8%	24.7%	31.8%	23.4%	31.6%					
Percentage of adults in Central Bedfordshire taking part in sport or active recreation													
All English authorities			22.5%	30.8%	24.7%	31.8%	23.4%	31.6%					
Target to remain above national average			0.2% above	2.1% above	2.1% above	14.3%	14.7%	1.1% above					
Tolerance			Green if equals to or above National average, red if below National average		Data Collection (ie Number/Denominator)		Percentage only						

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.
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).

Comment:
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.

Planned Actions:
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.

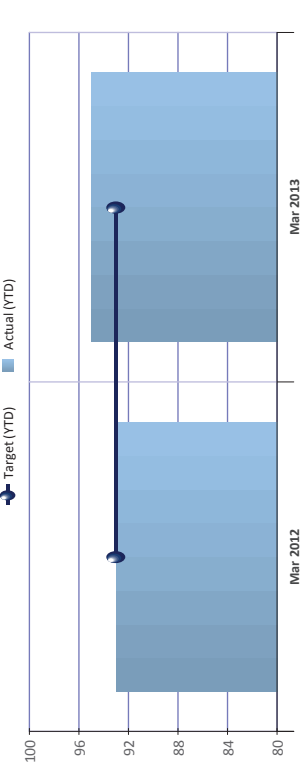
E 3 MTP										Satisfaction of adults with the Library Service.				
Unit	Good is	High	Baseline Library Service's own Adult plus Survey 2011 (Restricted to library users)	No Library Service Adult Plus Survey to be undertaken in 2012	Library Service's own Adult plus Survey 2013 (Restricted to library 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	Percentage satisfaction of adults with the Library Service	
													Target	Actual (YTD)
Percentage of adults satisfied with the Library Service.					93	Target set against the new baseline								
Number satisfied			93		95	Would form a new baseline								
Total number surveyed			4152		3509									
New Target required – when next survey programmed					93									

Comment: 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.

Planned Actions:
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.

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.



E 4 MTP		Library usage				Latest comparator group average				Report comparison	Seasonal	Performance Judgement	
Unit	Good is High	2010/11	2011/12	2012/13									R
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									
Actual		REVISED 1,109,243 (Previously 1,126,038)	REVISED 1,086,002 (Previously 1,247,914)	988,893									
<p>Comment: 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>Planned Actions:</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 emphasize the importance of accurate, regular reporting of data and individuals roles and responsibilities in this area.</p>													
				2011/12 (revised)		2012/13							
All libraries													
Number of visits to libraries in person				1,086,002		988,893							
Number of books issued				1,466,739		1,292,307							
Number of audio visual and other issues				76,315		68,814							
Number of enquiries (in person)				60,880		43,561							
Number of active users				41,817		37,261							
Number of housebound readers				944		873							
Individual library													
Busiest library in terms of visits				Leighton Buzzard 244,360		Leighton Buzzard 216,272							

SC2		Number of Affordable Homes created													Latest comparator group average	Report comparison	Seasonal	Performance Judgement	R
Unit	Good is	2011/12				2012/13				2013/14				2013/14 Target					
		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						
<p>Comment: Quarter 1 2013/14</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>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, Ampthill.</p> <p>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.</p>																			

Meeting: Sustainable Communities Overview & Scrutiny Committee
Date: 10 October 2013
Subject: Work Programme 2013 – 2014 & Executive Forward Plan
Report of: Richard Carr, Chief Executive
Summary: The report provides Members with details of the currently drafted Committee work programme and the latest Executive Forward Plan.

Contact Officer: Jonathon Partridge, Corporate Policy and Scrutiny Manager
Public/Exempt: Public
Wards Affected: All
Function of: Council

CORPORATE IMPLICATIONS

The work programme of the Sustainable Communities Overview & Scrutiny Committee will contribute indirectly to all 5 Council priorities. Whilst there are no direct implications arising from this report the implications of proposals will be detailed in full in each report submitted to the Committee.

RECOMMENDATION(S):

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

Overview and Scrutiny Work Programme

1. Appended is the currently drafted work programme for the Committee.
2. The Committee is now requested to consider the work programme attached and amend or add to it as necessary.

Overview and Scrutiny Task Forces

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

Executive Forward Plan

4. Listed below are those items relating specifically to this Committee's terms of reference contained in the latest version of the Executive's Forward Plan to ensure Members are fully aware of the key issues Executive Members will be taking decisions upon in the coming months. The full Executive Forward plan can be viewed on the Council's website at the link at the end of this report.

Ref	Issue	Indicative Exec Meeting date
1.	Flitwick Leisure Centre Feasibility Study	05 November 2013
2.	Planning Enforcement Plan	05 November 2013
3.	Minerals and Waste Core Strategy	05 November 2013
4.	Draft Capital Programme - 2014/15 to 2017/18	10 December 2013
5.	Draft Revenue Budget and Fees and Charges 2014/15	10 December 2013
6.	Revenue, Capital and Housing Revenue Account (HRA) Quarter 2 Budget Monitor Reports	10 December 2013
7.	Quarter 2 Performance Report	10 December 2013
8.	Central Bedfordshire's Flood and Water Management Act 2010 Duties	14 January 2014
9.	Arlesey Masterplan (Land at Chase Farm and Land West and North-East of High Street, Arlesey)	14 January 2014
10.	Capital Programme - 2014/15 to 2017/18	04 February 2014
11.	Revenue Budget and Medium Term Financial Plan 2014/15 - 2017/18	04 February 2014
12.	Leisure Strategy	18 March 2014
13.	Revenue, Capital and Housing Revenue Account (HRA) Quarter 3 Budget Monitoring Reports	18 March 2014
14.	Central Bedfordshire Design Guide	18 March 2014
15.	Community Safety Partnership Plan and Priorities	18 March 2014
16.	Quarter 3 Performance Report	18 March 2014

Conclusion

5. Members are requested to consider and agree the attached work programme, subject to any further amendments/additions they may wish to make and highlight those items within it where they may wish to establish a Task Force to assist the Committee in its work. This will allow officers to plan accordingly but will not preclude further items being added during the course of the year if Members so wish and capacity exists.

Appendix – Sustainable Communities Overview and Scrutiny Work Programme

Background reports:

Executive Forward Plan (can be viewed at any time on the Council's website) at the following link:-

<http://www.centralbedfordshire.gov.uk/modgov/mgListPlans.aspx?RPId=577&RD=0>

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Appendix A

Work Programme for Sustainable Communities Overview & Scrutiny Committee 2013 - 2014

Ref	Indicative Overview & Scrutiny Meeting Date	Report Title	Report Description	Comment
1.	12 December 2013	Requested Item: Parking Strategy	To receive an update on the Council's parking strategy and performance of ANPR including analysis of all income from 2012/13 received from car parks and penalty charge notices (PCNs), resulting both from parking and ANPR. To include a breakdown showing where income received through PCNs had been spent by area.	This item was requested at the OSC meeting in July 2013.
2.	12 December 2013	Arlesey Masterplan (Land at Chase Farm and land west and north-east of High Street, Arlesey)	To consider the final Masterplan for Arlesey in light of a formal public consultation prior to its adoption by Executive as technical guidance for development management purposes.	Executive: 10 December 2013
3.	12 December 2013	Central Bedfordshire's Flood and Water Management Act 2010 Duties	To consider a local flood risk strategy for Central Bedfordshire and proposals to create a Sustainable Urban Drainage Advisory Board prior to approval by Executive.	Executive: 14 January 2014
4.	12 December 2013	Draft Capital Programme – 2014/15 to 2017/18	To consider the draft budget for the Directorate.	

Ref	Indicative Overview & Scrutiny Meeting Date	Report Title	Report Description	Comment
5.	12 December 2013	Draft Revenue Budget and Fees and Charges 2014/15	To consider the draft budget and fees and charges for the Directorate.	
6.	23 January 2014	Gypsy and Traveller Local Plan	To consider a report prior to Executive and Council seeking approval to consult on revisions to the Plan.	Executive: TBC
7.	23 January 2014	Requested Item: Street Maintenance	To receive a presentation on street maintenance in all its forms	This item was requested in July 2013.
8.	23 January 2014	Community Safety Plan and Priorities (2014/15)	To consider the Community Safety Partnership's plan and priorities for 2014/15 and to provide recommendations prior to consideration by Executive.	Executive: 18 March 2014
9.	23 January 2014	Leisure Strategy	To consider Chapters 2 (recreation and open space strategy) and 3 (playing pitch strategy) of the draft Leisure Strategy and the overarching Leisure Strategy prior to adoption by Executive.	Executive: TBC
10.	23 January 2014	Central Bedfordshire Design Guide	To consider the Central Bedfordshire Design Guide in light of public consultation prior to approval by Executive.	Executive: 03 March 2014
11.	23 January 2014	Revenue and Capital Budget Monitoring Report (Quarter 2)	To receive the Q2 revenue and capital budget for the Sustainable Communities directorate	Executive: 10 December 2013
12.	23 January 2014	Q2 Performance Report	To receive the Q2 performance for the Sustainable Communities directorate	Executive: 10 December 2013
13.	27 February 2014	TBC		

Ref	Indicative Overview & Scrutiny Meeting Date	Report Title	Report Description	Comment
14.	03 April 2014	Revenue and Capital Budget Monitoring Report (Quarter 3)	To receive the Q3 revenue and capital budget for the Sustainable Communities directorate	Executive: 18 March 2014
15.	03 April 2014	Q3 Performance Report	To receive the Q3 performance for the Sustainable Communities directorate	Executive: 18 March 2014
16.	08 May 2014	TBC		
17.	19 June 2014	TBC		

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