

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



**please ask for** Paula Everitt  
**direct line** 0300 300 4196  
**date** 18 July 2013

## **NOTICE OF MEETING**

### **CORPORATE RESOURCES OVERVIEW & SCRUTINY COMMITTEE**

Date & Time

**Tuesday, 30 July 2013 10.00 a.m.**

Venue at

**Room 15, Priory House, Monks Walk, Shefford**

Richard Carr  
**Chief Executive**

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

Cllrs P A Duckett (Chairman), Miss A Sparrow (Vice-Chairman), Mrs A Barker, L Birt, Mrs C F Chapman MBE, Dr R Egan, J Murray, B Saunders and T Woodward

[Named Substitutes:

Mrs R J Drinkwater, C C Gomm, R W Johnstone, Mrs M Mustoe and I Shingler]

All other Members of the Council - on request

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

# AGENDA

1. **Apologies for Absence**

Apologies for absence and notification of substitute members.

2. **Minutes**

To approve as a correct record the Minutes of the meeting of the Corporate Resources Overview and Scrutiny Committee held on 10 June 2013 and to note actions taken since that meeting.

3. **Members' Interests**

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

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

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

5. **Petitions**

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

6. **Questions, Statements or Deputations**

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

7. **Call-In**

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

8. **Requested Items**

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

<b>Reports</b>
----------------

<b>Item</b>	<b>Subject</b>	<b>Page Nos.</b>
9	<b>Executive Member Update</b>  To receive a brief verbal update from the Deputy Leader and Executive Member for Corporate Resources.	* Verbal
10	<b>Customer First 2</b>  To receive an update relating to the Customer First programme.	* To follow
11	<b>Revenue and Benefits Service Performance &amp; Impact of the Welfare Reforms</b>  To receive a report that summarises the performance of processing Housing Benefit Claims and the impact of Welfare reform on performance	* 11 - 28
12	<b>Farm Management Strategy Update</b>  To receive a presentation regarding the future plans for the Farm Management Strategy.	* Verbal
13	<b>Q4 Outturn Capital Report 2012/13</b>  To consider the capital budget outturn report for 2012/13.	* 29 - 40
14	<b>Q4 Outturn Revenue Report 2012/13</b>  To receive the outturn revenue budget report for 2012/13.	* 41 - 58
15	<b>Q4 Outturn Housing Revenue Account Report 2012/13</b>  The receive the Housing Revenue Account 2012/13 outturn revenue and capital position.	* 59 - 70
16	<b>Q4 Outturn Capital Report 2012/13 - Corporate Services</b>  To receive the outturn capital budget report for 2012/13 for Corporate Services.	* To follow
17	<b>Q4 Outturn Revenue Report 2012/13 - Corporate Services</b>  To receive the outturn revenue budget report for 2012/13 for Corporate Services.	* To follow

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

**CENTRAL BEDFORDSHIRE COUNCIL**

At a meeting of the **CORPORATE RESOURCES OVERVIEW & SCRUTINY COMMITTEE** held in Room 15, Priory House, Monks Walk, Shefford on Tuesday, 11 June 2013.

**PRESENT**

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

Cllrs Mrs A Barker  
L Birt  
Mrs C F Chapman MBE

Cllrs Dr R Egan  
J Murray

Apologies for Absence: Cllrs B Saunders  
T Woodward

Substitutes: Cllrs R W Johnstone

Members in Attendance: Cllrs P N Aldis  
M R Jones

Deputy Leader and  
Executive Member for  
Corporate Resources

Officers in Attendance: Mr P Burt – Head of Property Assets  
Ms D Clarke – Director of Improvement and  
Corporate Services  
Mrs P Everitt – Research and Business Support  
Officer  
Ms C Harding – Corporate Policy Advisor (Equality  
& Diversity)  
Mr J Partridge – Scrutiny Policy Adviser  
Mr C Warboys – Chief Finance Officer

CR/13/17 **Minutes**

**RESOLVED**

**That the minutes of the meeting of the Corporate Resources Overview and Scrutiny Committee held on 30 April 2013 be confirmed and signed by the Chairman as a correct record.**

CR/13/18 **Members' Interests**

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

CR/13/19 **Chairman's Announcements and Communications**

The Chairman drew the Committee's attention to a referral from the Audit Committee regarding two strategic risks they had been asked to consider. The risks related to "the significant loss or ICT failure of core business systems including but not limited to: SAP, ECM, CCMS, SWIFT, Tribal, Accolaid, Open Revenues, QL Housing and a core infrastructure failure of Datacentre Environment, SAN and/or CBC Network. In response the Director of Improvement and Corporate Services commented that steps had been taken to mitigate the risk and the Council was delivering its statutory obligations by:

- process and governance controls.
- Sourcing market leading solutions for the core systems such as SAP, SWIFT, and CCMS with a large local government user base and solid track record. Recommended version upgrade path for these systems was also being followed.
- Use of managed services and externalised support for specialist support.
- Moving to external third party data centres to increase the resilience and environmental controls for the physical data centre environment.

## **RECOMMENDED**

**That the Audit Committee be made aware that the Corporate Resources OSC had received adequate assurances regarding the strategic risk.**

CR/13/20

### **Petitions**

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

CR/13/21

### **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 4 of the Constitution.

CR/13/22

### **Call-In**

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

CR/13/23

### **Requested Items**

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

CR/13/24

### **Executive Member Update**

The Deputy Leader and Executive Member for Corporate Resources provided the Committee with an update on current activities pertaining to his portfolio,

which were not already included on today's agenda and which covered the following issues:-

- Congratulations were extended to the Director of Improvement and Corporate Services on her recent appointment.
- The Council's final accounts would be submitted to the Audit Committee meeting scheduled on Wednesday 24 June, 2013 and an invitation had been extended to all Members to attend.
- The successful roll out of the Employee Self Service and Manager Self Services system.
- The improved performance of the contact centre. The Committee wished to record their thanks to staff responding to queries on Welfare Reforms. The Committee were reminded of a standing invitation to visit the contact centre with prior arrangement through the Director of Improvement and Corporate Resources.
- The increased revenue of £70,000 through advertising on roundabouts.
- The procurement of a new performance monitoring programme. The Director of Improvement and Corporate Services agreed to provide a presentation of the system at a future meeting.
- The Council was in the process of installing a CoCo compliant secure enclave network for Revenue and Benefits.

**NOTED the update**

CR/13/25

**Corporate Asset Management Strategy**

The Head of Asset Strategy delivered a presentation, which provided the Committee with an update of changes affecting the Corporate Asset Management Strategy. The presentation included:-

- Revisions made to the asset portfolio to reflect sales and acquisitions
- The transfer of 60 leases to academies
- The introduction of an officer led Assets Investment Group
- Self financing of Housing Revenue Account
- Increased income from commercial investment property; and
- Changes to Key Performance Indicators

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

- The need to ensure joint use arrangements remain in place once leasehold had been transferred to academies.
- Reassurance that checks were maintained to ensure conditions of leases to academies was being met. The Head of Asset Strategy confirmed that leases were monitored and letters sent to schools to remind them of the conditions. Should any changes be required to buildings or land, new consent must be obtained from the Council.
- Concerns relating to the additional cost to the Authority of undertaking conditions surveys and conveyancing. A member queried the extent of the

cost is to date. The Executive Member agreed to provide members of the Committee with a collective cost figure.

- The ability to check ownership of assets. The Executive Member confirmed the Council has a data base of its assets, however, it was not released because of the commercially sensitive information it contained.
- The difficulty of identifying land ownership. The Committee discussed whether it would be helpful for the council to identify land owners in circumstances where the council did not own the land. In response the Executive Member commented that this was a national issue that all Councils needed to be mindful of.
- The importance of negotiations to fill empty shop premises.

#### **NOTED the update**

#### **CR/13/26 Equality and Diversity Strategy**

The Director of Improvement and Corporate Services delivered a diversity quiz and drew the attention of the Committee to the following four corporate, overarching objectives and activities essential to ensuring that consideration of equality and diversity was embedded across all council activities:-

1. Strong leadership (championing diversity in our area, identifying objectives and monitoring outcomes).
2. Improved outcomes for vulnerable groups.
3. Good recruitment and management of a high performing workforce.
4. Improved engagement, civic participation and cohesion.

In response to the quiz and the further clarification provided by the Director of Improvement and Corporate Services and officers present, Members of the Committee discussed the following:-

- The importance of Equality and Diversity on the concept of Big Society and the need to make reference to this in the Strategy.
- That the strategy be sent to all Town and Parish councils and for Equality and Diversity training to be offered to raise awareness of this important Strategy.

#### **RECOMMENDED**

**That the Strategy be supported and the comments of the Committee be considered by the Director of Improvement and Corporate Services. In addition to incorporating a reference to the Big Society.**

#### **CR/13/27 Work Programme 2013 - 2014 & Executive Forward Plan**

The Committee considered its current Work Programme and the latest Executive Forward Plan and agreed to the following amendments/additions:-

1. Draft Farm Strategy update – 30 July 2013
2. Amendments/additions outlined in the minutes dated 30 April 2013



**RESOLVED that the work programme be approved subject to the amendments as detailed in the Minute above.**

(Note: The meeting commenced at 10.00 a.m. and concluded at 11.40 a.m.)

Chairman.....

Date.....

This page is intentionally left blank

**Meeting:** Corporate Resources Overview and Scrutiny Committee

**Date:** 30 July 2013

**Subject:** Revenues & Benefits Service Performance and Impact of Welfare Reforms

**Report of:** Cllr Maurice Jones, Deputy Leader and Executive Member for Corporate Resources

**Summary:** The report summarises the performance of processing Housing Benefit Claims, incoming work items and outstanding work items relating to Housing Benefit claims and Council Tax changes in liability.

In particular, the report highlights the impact being seen on both the Council and its residents arising from recent Welfare Reforms announced by central Government.

**Advising Officer:** Charles Warboys, Chief Financial Officer

**Contact Officer:** Gary Muskett, Head of Revenues & Benefits

**Public/Exempt:** Public

**Wards Affected:** All

## CORPORATE IMPLICATIONS

### Council Priorities:

1. The accurate and timely assessment of Housing Benefit and Council Tax Support claims indirectly supports and contributes to the following Council priorities:
  - Promoting health and well being and protecting the vulnerable
  - Improved educational attainment.
 There are other services provided by the Council which also contribute to supporting the needs of vulnerable people, which are also considered in this report.

### Financial:

2. The time taken to process benefits claims and changes in customers' circumstances has a strong financial link to the subsidy that the Department of Works and Pensions pays the authority for the Housing Benefit that has been awarded. The timely billing for Council Tax liabilities has an impact on Council tax collection rates. The latter is addressed further in paragraph 23 below.
3. Direct costs of employing agency workers places a burden on service budgets. The relative costs of alternative resources are addressed in the report below.

### Legal:

4. None

**Risk Management:**

5. Underperformance is a risk to both service delivery and the reputation of the Council.

**Staffing (including Trades Unions):**

6. None

**Equalities/Human Rights:**

7. None directly arising from this report, but the service provision described in the report has been fully assessed for Equalities and Diversity impacts.

**Public Health**

8. None

**Community Safety:**

9. None.

**Sustainability:**

10. None

**Procurement:**

11. None.

**RECOMMENDATION(S):**

**The Committee is asked to:- Review and comment on the contents of the report which is provided to give awareness of the performance of the Revenues & Benefits Service, the future development of the service and how Welfare Reforms are impacting on the performance of the service.**

## Overview of the Revenues & Benefits Service

### Workload and Performance Graphs

- 12 **Incoming Work (Council Tax and Benefits items of correspondence)**

Throughout 2012/13 there was a much higher volume of incoming work than was experienced in 2011/12. Overall this amounted to an increase of 20%. This is displayed graphically in Appendix A. As can be seen, the volume of work at the start of 2013/14 has increased further as the initial impact of Council Tax Support and the removal of the spare room subsidy for social tenants (under-occupation rules) has begun to affect tenants. The impact has been especially great in relation to general queries about benefit entitlement and Discretionary Housing Payments. The resource requirements of the Service need to be viewed in the context of this increasing workload.
- 13 **Benefits Processing times**

Appendix B shows graphically the processing times for new benefit claims and changes of circumstance, and the overall combined performance level. It demonstrates that very significant progress was made during 2012/13, with an overall improvement of 8 days (29 %) in the combined (NI181) figure. As can be seen, the processing time has increased slightly in the early months of 2013/14 when compared to the same time in 2012/13.
- 14 The 2012/13 performance improvement was achieved through greater use of automated batch processes and by reducing the overall back log of work items, which means the processed work is “newer” and then by its very nature is less complex to process. Some of the processing work was also externalised to a third party company, Liberata. This innovative approach to tackling the backlog of claims has proved especially cost effective. It is based on paying a set fee per item of work and analysis has shown that the cost equates very closely to the cost of employing permanent staff. The added benefit is that the resource is more flexible and can be used to address peaks in the workload, whilst permanent staff address the underlying levels of work. It has proved much cheaper than employing external agency staff. However, due to the problems encountered in recruiting permanent staff, and capacity issues with Liberata, there has been a need to retain some agency workers in order to maintain sufficient capacity to handle the volume of work.
- 15 **Outstanding Work (Council Tax and Benefits items of correspondence)**

The volume of outstanding work (the backlog) is shown at Appendix C. It can be seen that this has been substantially reduced during 2012/13. This improvement was temporarily halted following the issuing of the annual Council Tax bills and Benefit notification letters in March 13, when an unprecedented volume of enquiries was received from claimants and residents requiring explanations for the changes in their benefit entitlements. The volume of enquiries has peaked and it can be seen the number of outstanding work items has reduced substantially since mid April.

- 16 **Staffing levels for Council Tax and Benefit Processing Officers**  
Appendix D gives details of the mix of staff between permanent, agency and Liberata. The initial dependence on high cost agency staff to maintain the service has been reduced. Agency staff typically cost 55% more than permanent staff. Agency staff numbers reduced from a peak of 10 to just 2 in March 2013. The current level has increased to 6 to cope with 2 full time staff on maternity leave, 2 new vacancies and the sudden surge in outstanding work in April 2013. This position will be reviewed at the end of August in line with outstanding workloads and the success of a recent recruitment exercise. The reduction in agency staff had been accomplished partly through the use of Liberata as a cheaper and more efficient alternative to managing the peak workload and previous success in recruiting to permanent positions. This substantially reduced the pressures on the service budget in 2012/13 but has been achieved alongside much higher performance levels, so that the cost / benefit has been considerable.

### **Impact of recent Welfare Reforms**

#### **Council Tax Support**

- 17 From 1 April 2013 the Government transferred responsibility for the former Council Tax Benefit to local government, under a new scheme known as Council Tax Support (CTS). The Council consulted widely with affected groups prior to the new scheme being approved by Full Council in January 2013.
- 18 A key aspect of the new CTS scheme is that around 8,700 residents are required to pay council tax for the first time, albeit at a rate of 25%. Of these, 680 have not yet paid their monthly instalments in accordance with the bill sent to them in March and court action would normally have been commenced by now.
- 19 However, in the particular circumstances some residents are facing, with reductions in benefit (see below) as well as additional liabilities, the Council has so far adopted the approach of contacting the relevant residents to ensure all appropriate help and support is being delivered.
- 20 The Council has a responsibility to collect all monies owed, and consideration is now being given to the next steps required for recovery. There will undoubtedly be an impact on the overall council tax collection rate arising from this issue but this cannot be quantified until the end of the financial year. Many authorities have allowed for a 0.5 – 1.0% fall in collection rates in 2013/14.

#### **Spare Room Subsidy**

- 21 From 1 April 2013 new regulations were brought into practice, restricting the housing benefit that can be paid to those who are deemed to be occupying more bedrooms than is necessary.
- 22 This change is impacting on 1,548 residents, with an average reduction in benefit of £14.75 per week for those residents under occupying by one room and £26.88 per week for those under occupying by two rooms or more.

- 23 The Council has a budget of £280,944 to fund Discretionary Housing Payments (DHP) to those in particular need. This budget was increased by £210,000 from £70,000 in 2012/13. This budget is funded by central Government and whilst the Council could, at its discretion, add to the budget, there is a maximum of £702,360 defined by regulation that could be paid out in this way; this includes the original grant of £280,944.
- 24 In the first nine months of 2012/13 we received 151 DHP applications but in the final three months of 2012/13 we received 216 applications, most of which were advance applications for 2013/14. In the first quarter of 2013/14 we have received a further 183 applications and have to date awarded £56,572.
- There are in excess of 100 applications waiting to be processed and officers are initially making awards for no longer than six months as they seek to hold back sufficient funds to meet the needs of the most vulnerable as they emerge later in the year. This is displayed graphically in Appendix E.
- 25 Some of the increase in applications, 38, has come from CBC's own tenants and we have to date awarded £13,025 to our own tenants. At the end of June there were 43 outstanding applications from CBC tenants. Central Government has introduced the possibility of using Housing Revenue Account (HRA) budgets to provide DHP support to such tenants. A special application to do this is being considered and it is expected that this would make a significant contribution to the support the Council can provide to vulnerable residents.
- 26 However, DHP payments can only ever be seen as providing temporary support and they do not solve the problem faced by those living in accommodation deemed to be larger than they need.
- 27 To assist in providing the most appropriate support for those in this situation the Council is actively encouraging tenants to seek more suitable accommodation. In the period March to June 13 there have been 65 Housing transfer applications and there has been a 13 applications from tenants wishing to mutually exchange their property for a smaller property. 25 properties have been vacated in April to June 13 through mutual exchange and 65 properties through transfers.

### **Local Welfare Provision**

- 28 The Welfare Reform Act 2012 gives local authorities the power, but not the legal duty, to provide financial or material support to people in need. As part of the government's welfare reforms the Department for Work and Pensions (DWP) stopped making discretionary Community Care Grants and Crisis Loans through the Social Fund from 1st April 2013. Central Bedfordshire Council started a scheme that provides welfare provision from 1<sup>st</sup> April 2013.
- 29 Community Care Grants were primarily intended to help vulnerable people live as independent a life as possible in the community. They were awarded to households receiving means-tested benefits such as Jobseekers Allowance. Crisis Loans were intended for applicants who are unable to meet their immediate short term needs in an emergency or as a consequence of a disaster. They were awarded for immediate living expenses in order to avoid serious damage or risk to the health or safety of the applicant or a member of the family.

- 30 The Central Bedfordshire Council scheme is called Local Welfare Provision and will be separated into Emergency Provision and Grant Provision, which in essence will mirror the present system of crisis payments and community care grants.
- 31 In April and May 2013 a total of 267 applications for Emergency provision were received and 83 awards were made. During the same period 83 applications for Grant applications were received and 23 awards were made.

#### **Additional measures being taken**

- 32 In response to all these changes, the Council has formed a Welfare Reform Group, chaired by the Director of Social Care, Health and Housing, with support from all relevant Directorates across the Council.
- 33 This Group has produced a customer information leaflet detailing all the welfare changes and points of contact to support agencies.
- 34 There is also Consumer Advice Bureau (CAB) representation on the Group and additional funding has been allocated to support the CAB in providing additional opening hours at various locations. At the end of June the CAB were not reporting any substantial increase in the number of residents contacting them for money advice but this is expected to change as more action is taken where residents are in arrears with their Council Tax.

#### **Additional costs from these changes**

- 35 The changes to systems required to implement all the new regulations are complex and costly. Specific additional costs so far have been upgrades to Revenues and Benefits software £35,000, software tools to model our Council Tax Support scheme £8,000 and in excess of £25,000 in additional stationery and postage costs incurred in consulting with claimants and residents affected by the Welfare Reforms. Staff have also been working many additional hours to ensure the systems were ready in time.
- 36 To offset this cost, the Government has provided one off "additional burdens" funding of £84,000 in 2012/13.
- 37 In June 2013 the Executive approved the setting up of an Earmarked Reserve of £500,000 which may be drawn upon during the year to support welfare reform issues as they arise. To date £40,000 has been used to provide funding for the CAB (see paragraph 34 above)



## **Future Developments in the Revenues and Benefits service**

### **38 Risk Based verification of New Claims for Benefit**

Risk Based Verification (RBV) is a method of applying different levels of checks to different circumstances depending on a complex mathematical risk profile given to each customer. The associated risk matrix is based on many years of experience and statistical information about what type of claim represents what type of risk. The higher the deemed risk, the higher amount of resources will be used to establish that the claim is genuine.

The pilot studies carried out in other authorities have demonstrated that this type of approach is very effective in both identifying higher levels of fraud and error and reducing the overall cost of verifying claims. It has had an immediate impact on work processes; resources are able to be better targeted. Overall timescales for processing new claims have improved dramatically in the pilots including for those deemed to be higher risk. DWP intend to use a similar RBV process when Universal Credit is introduced in 2013.

RBV also allows the Council more flexibility to take into account local issues and build in checks and balances. Improving the time taken to process claims should help those moving from benefits to work whilst reducing the level of overpayments.

It is planned that RBV will be operational by the end of October 2013 and that the time for processing new claims for benefit will reduce by approximately 30% for those claims received from October onwards. Initially RBV will apply only to new claims but software companies are developing the tool so that it can be applied to changes of circumstance also.

### **39 Customer First Project**

The Revenues and Benefits service will be one of the Council services that benefit from the electronic forms that will be introduced later this year as part of the project. It is anticipated that customers will have access to a library of our application forms, including an on-line benefits form, which will help to speed up benefit application processing times as customer data is captured and uploaded into the Civica back office system without the need to re-key the data. Go-live is currently planned for October 2013.

40 **Universal Credit**

Universal Credit (UC) is being introduced in October 2013. It will be administered centrally by DWP and delivered through their agencies. This has a significant impact on local authority benefit staff, who will now be faced with several years of uncertainty. Staff numbers employed directly by the Council will be reduced and the DWP has indicated that TUPE transfer rules will not apply, although this has been challenged and confirmation of the position is awaited. One added benefit of continuing to employ an externalised resource for benefits processing (see paragraph 16 above) is that we can flex this downwards as UC comes in, without immediately impacting on Council employees.

Existing claims for Housing benefit will continue to be administered locally until they are either migrated across to Universal Credit or there is a change in the customers' circumstance that allows the transfer to UC. This is expected to begin in 2014 and will directly affect the benefits processing staff.

**Appendices:**

Appendix A – Incoming Work (Council Tax and Benefits items of correspondence)

Appendix B – Benefits Processing times

Appendix C – Outstanding Work (Council Tax and Benefits items of correspondence)

Appendix D – Staffing levels for Council Tax and Benefit Processing Officers

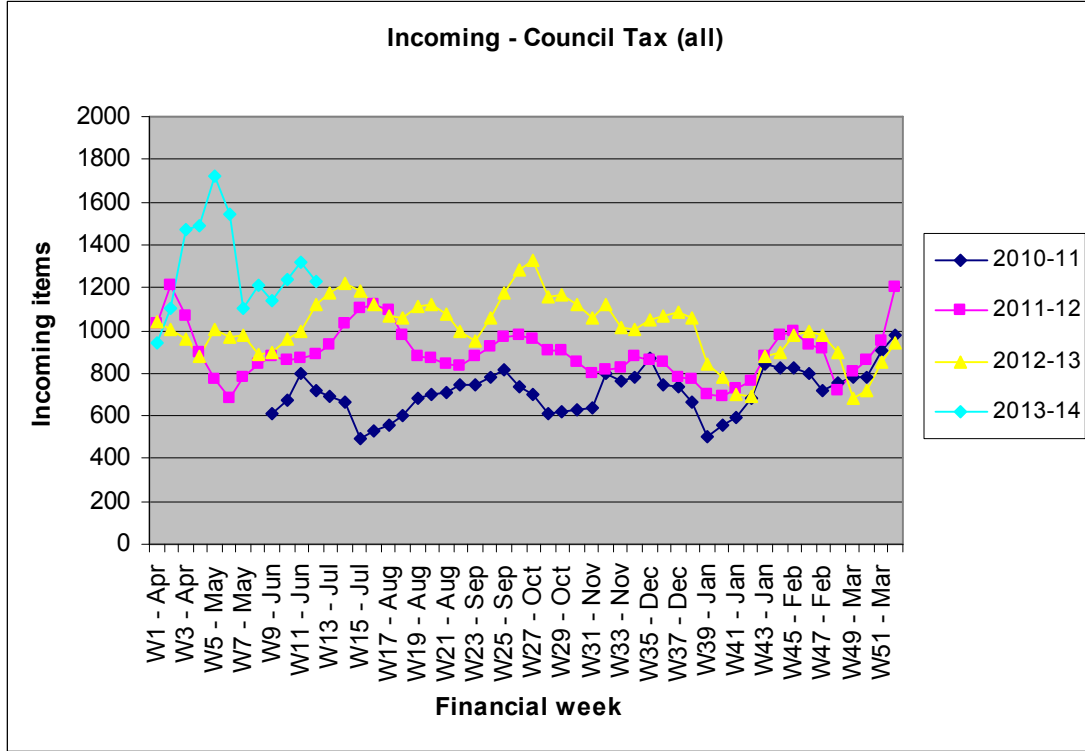
Appendix E - DHP Applications and Outcomes

**Background papers and their location:** (open to public inspection) None

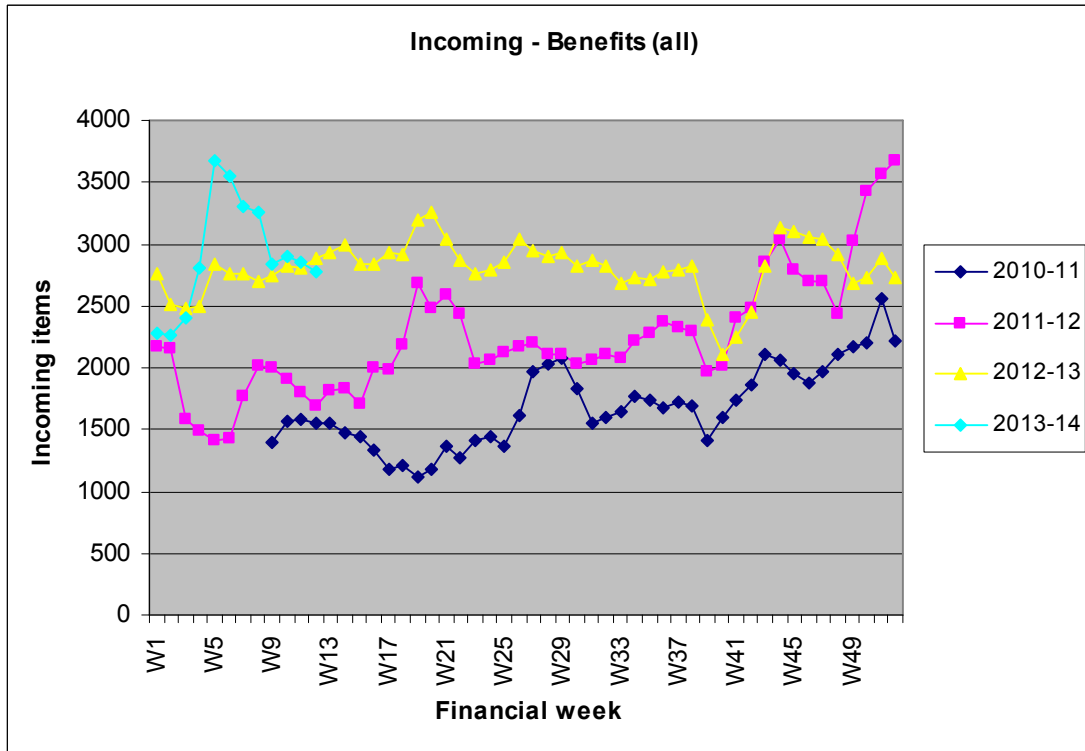
# Appendix A

## Incoming Work (Council Tax and Benefits items of correspondence)

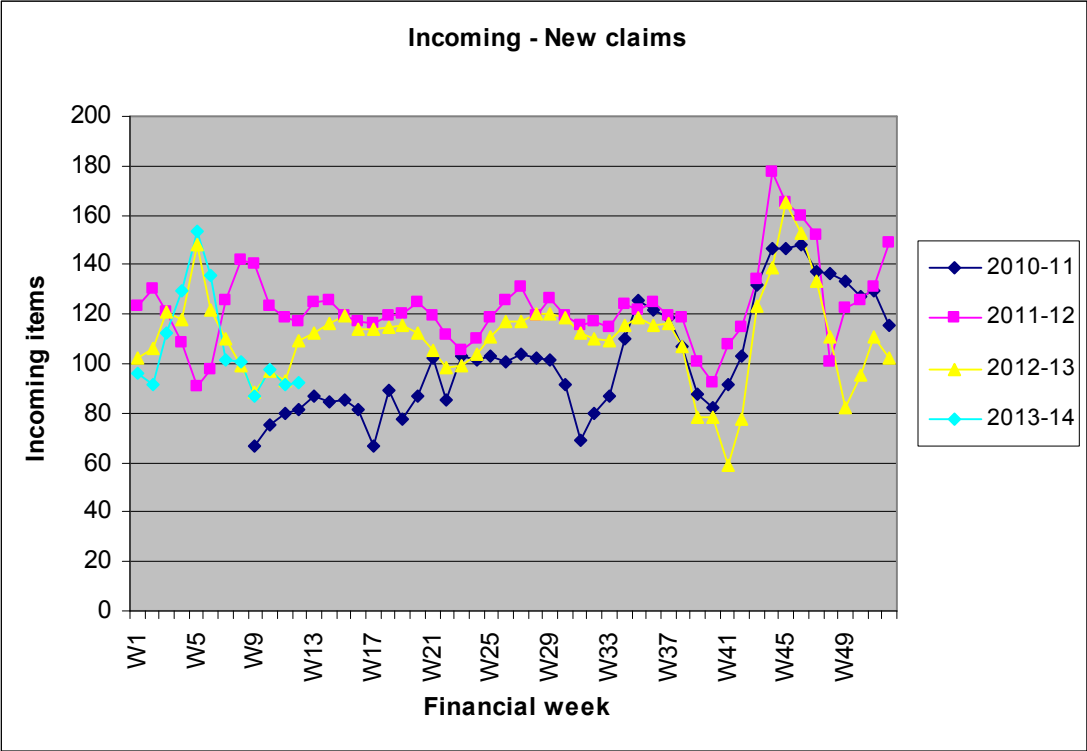
### Council Tax



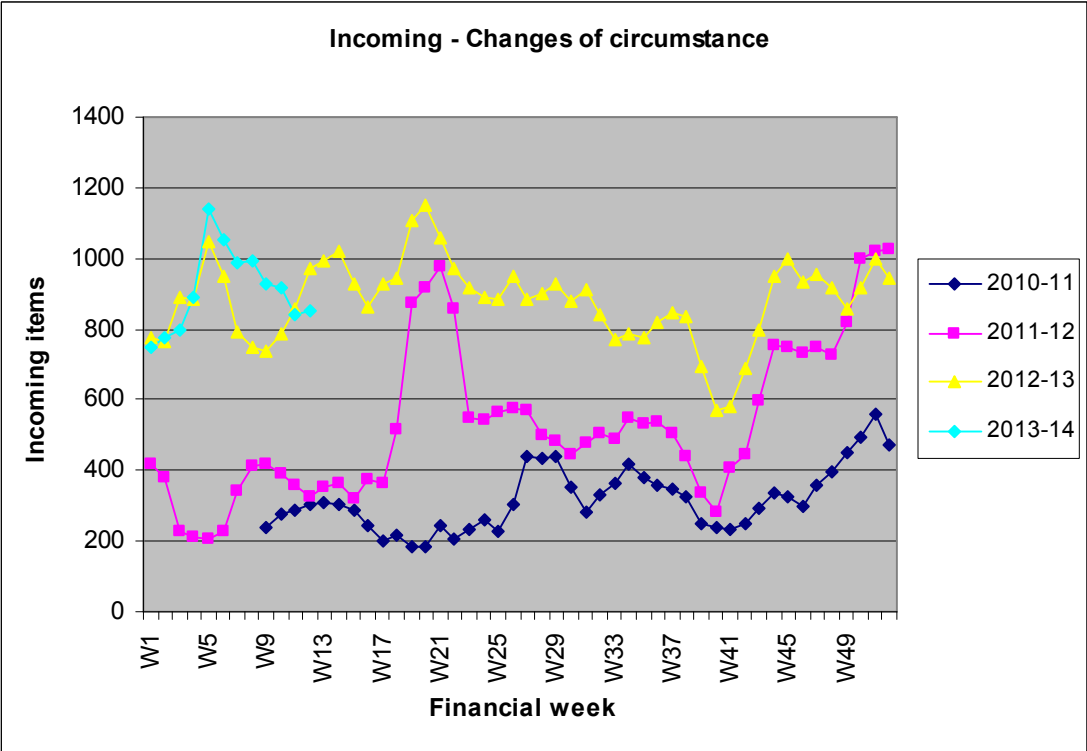
### Benefits



Benefits – New claims

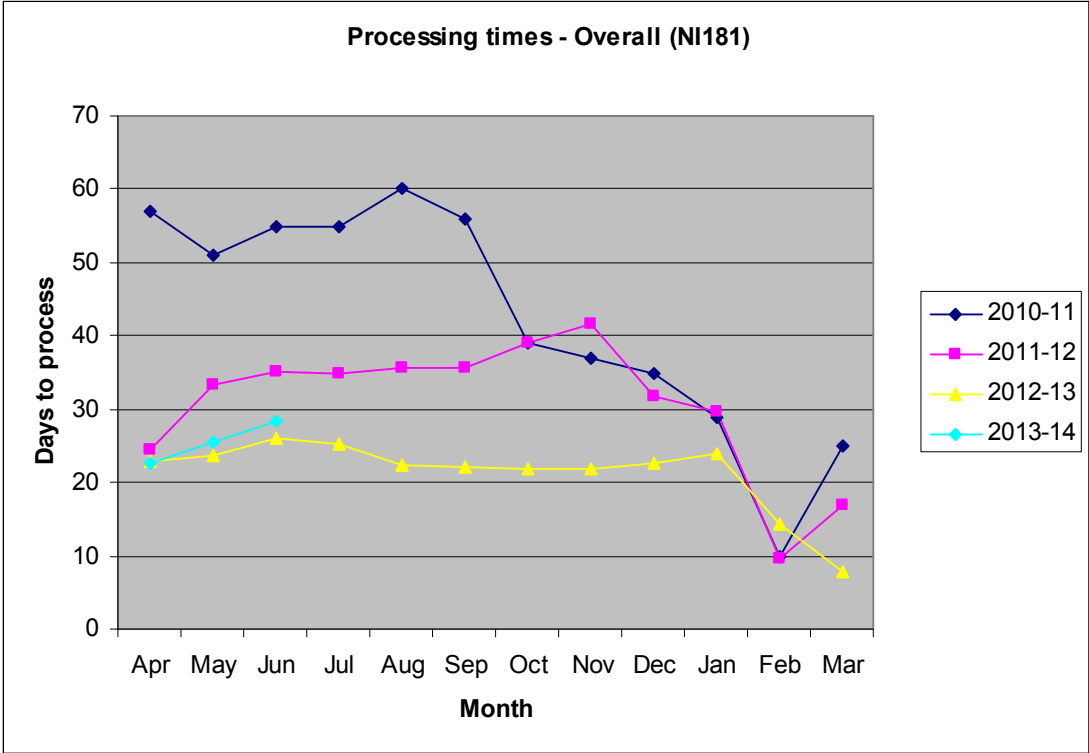


Benefits – Changes of circumstance

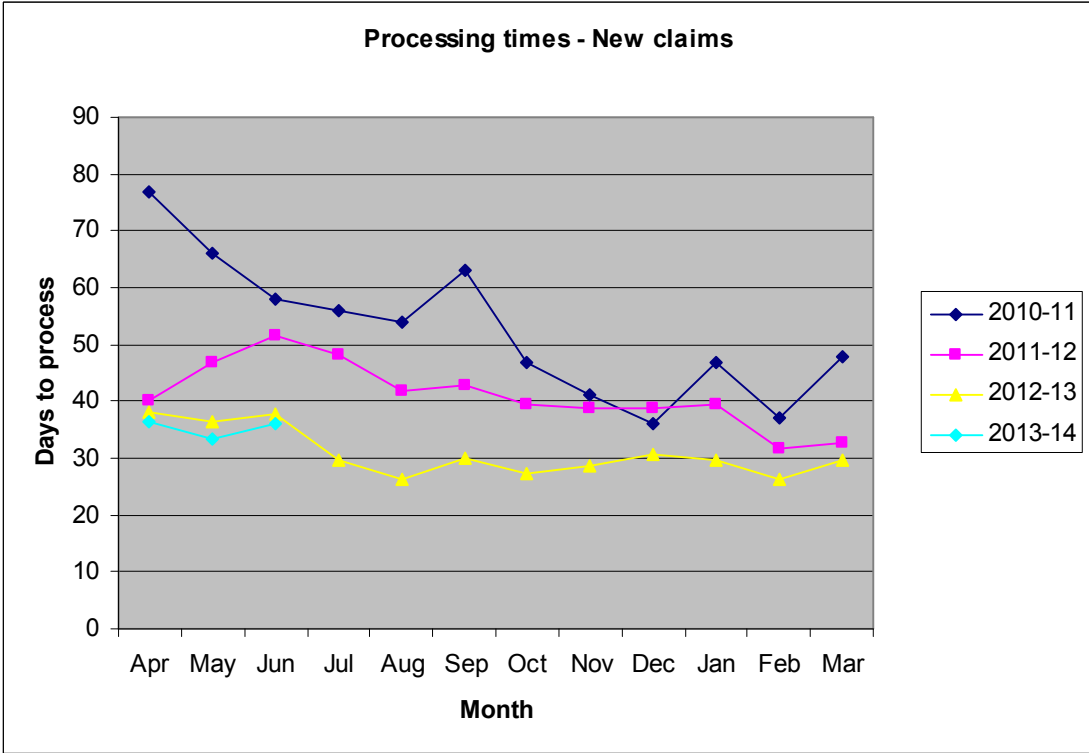


**Appendix B**  
**Benefit processing times**

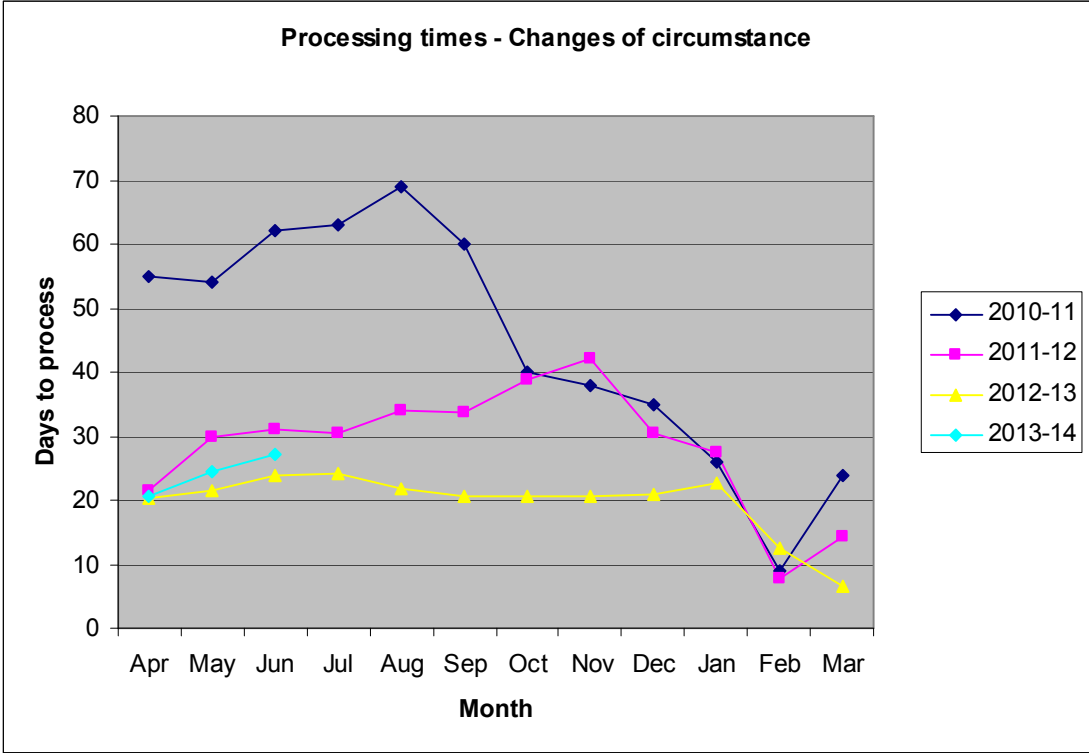
Overall Speed of Processing (NI181)



Speed of Processing – New claims



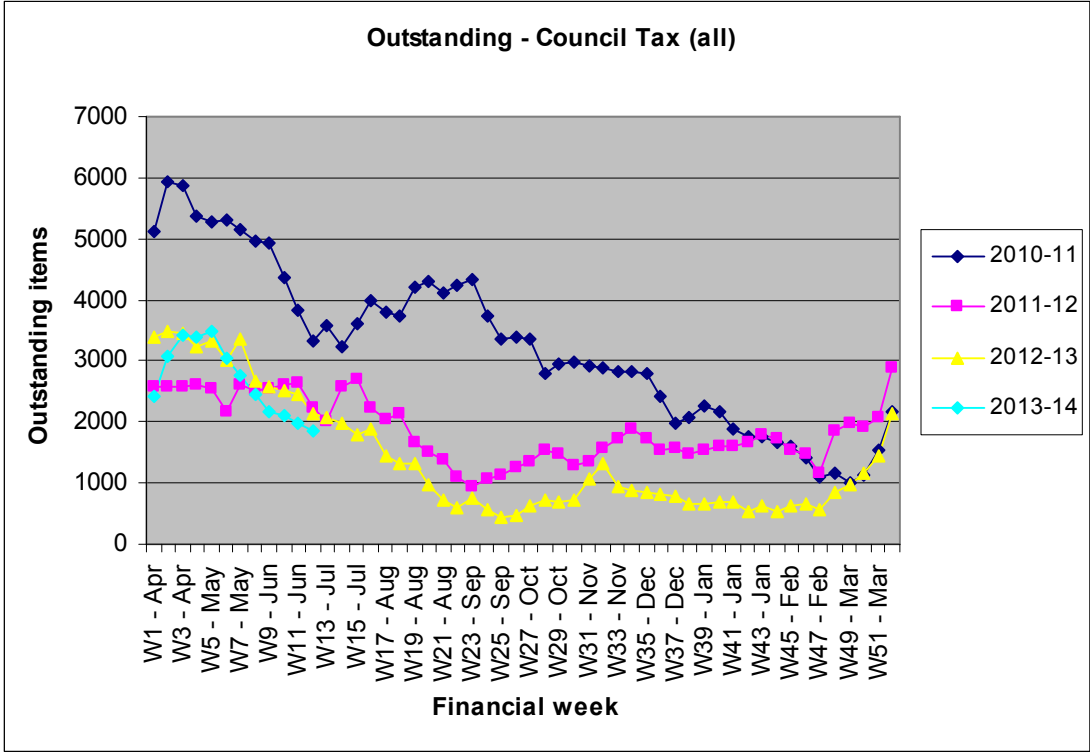
Speed of Processing – Changes of circumstance



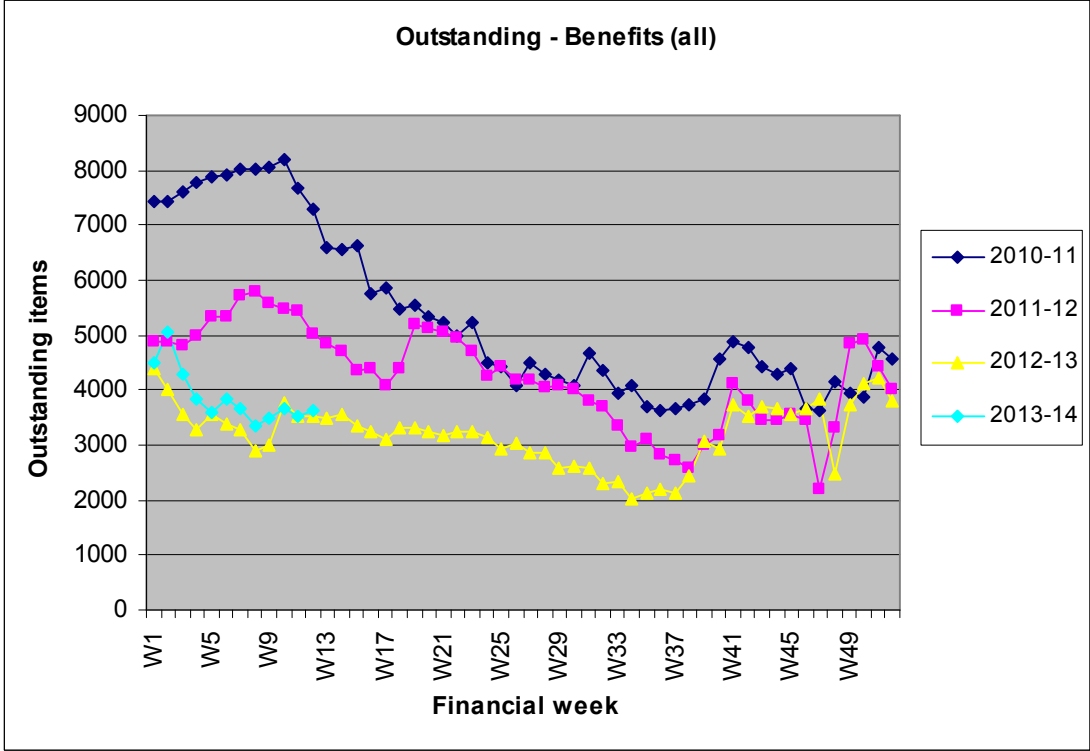
**Appendix C**

**Outstanding Work (Council Tax and Benefits items of correspondence)**

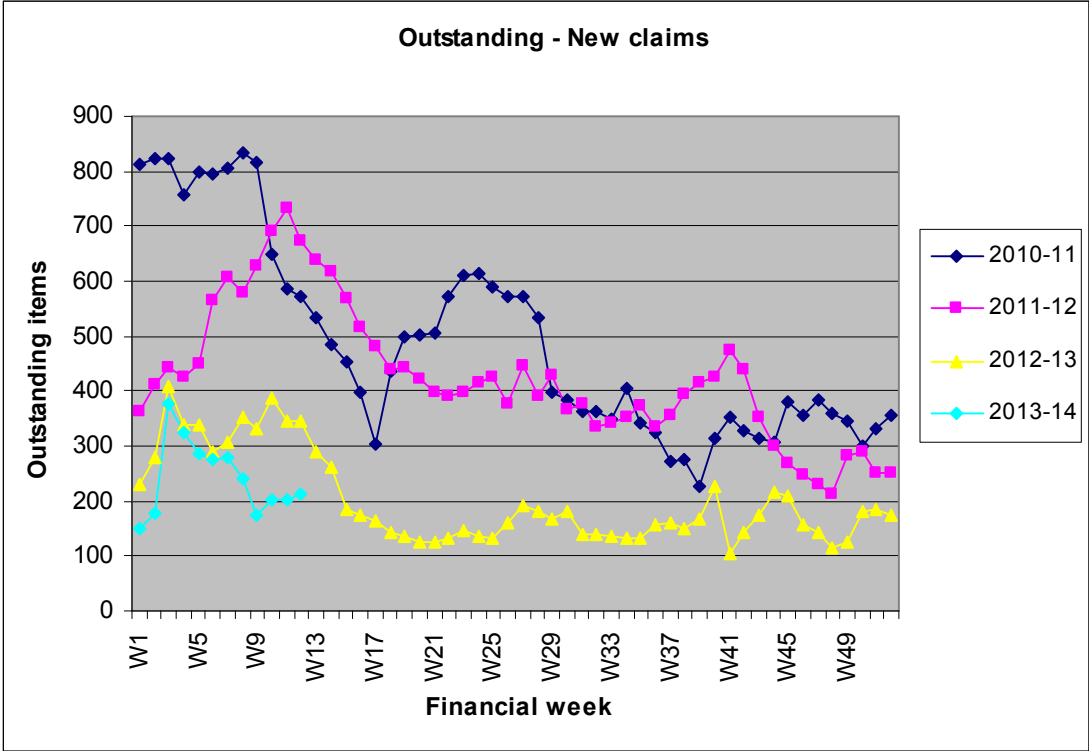
**Council Tax**



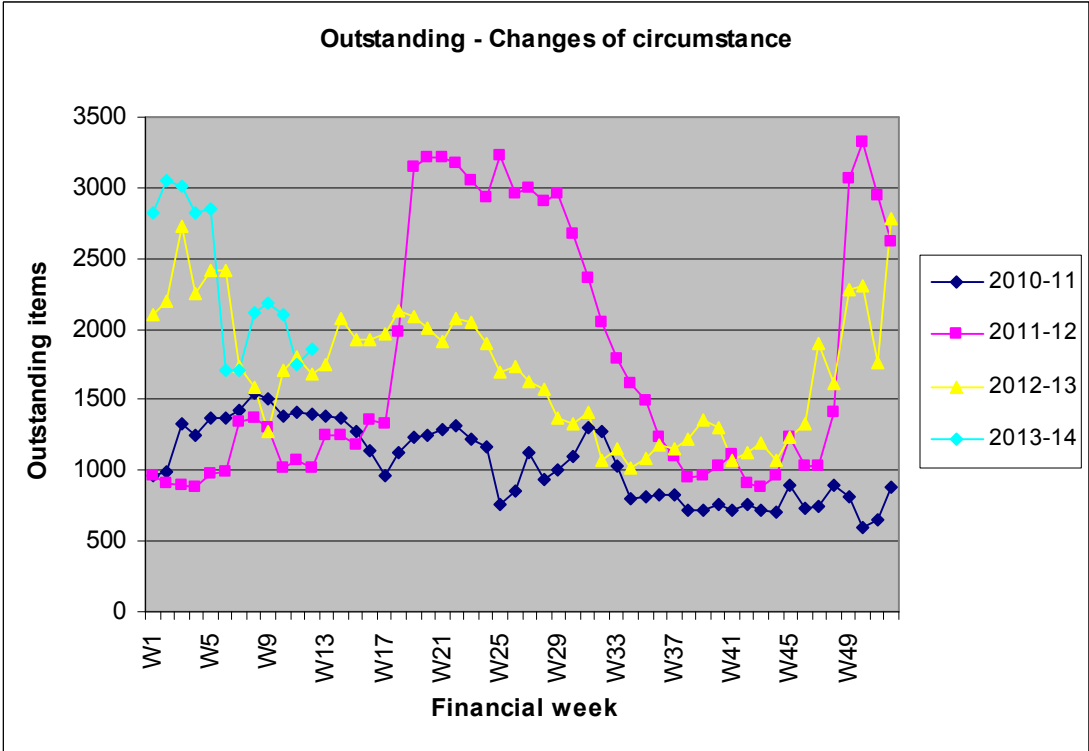
**Benefits**



Benefits – New claims



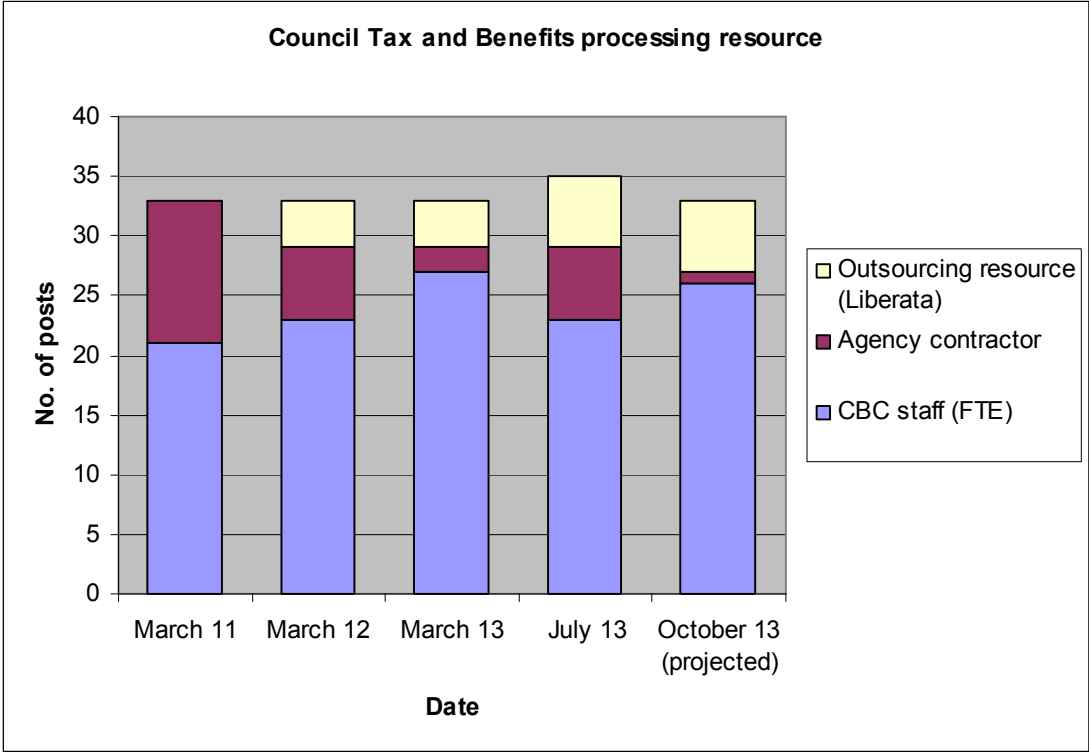
Benefits – Changes of circumstance





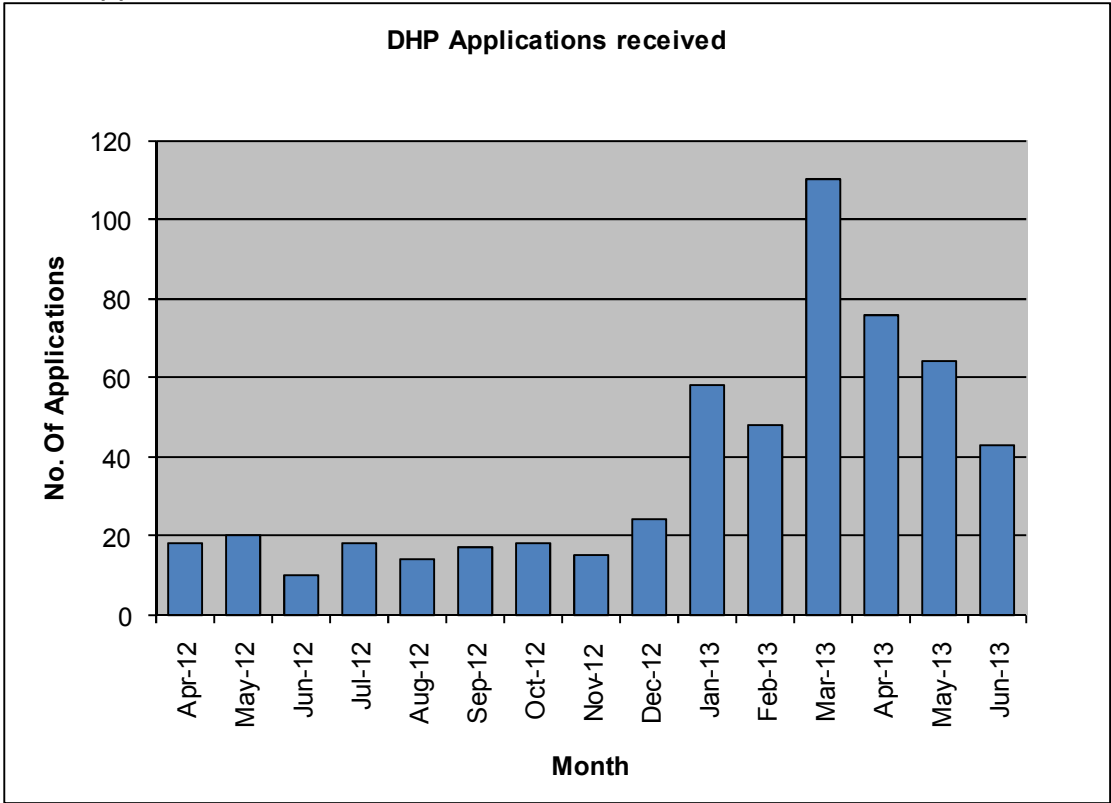
**Appendix D**  
**Staffing levels for Council Tax and Benefit Processing Officers**

Processing resource

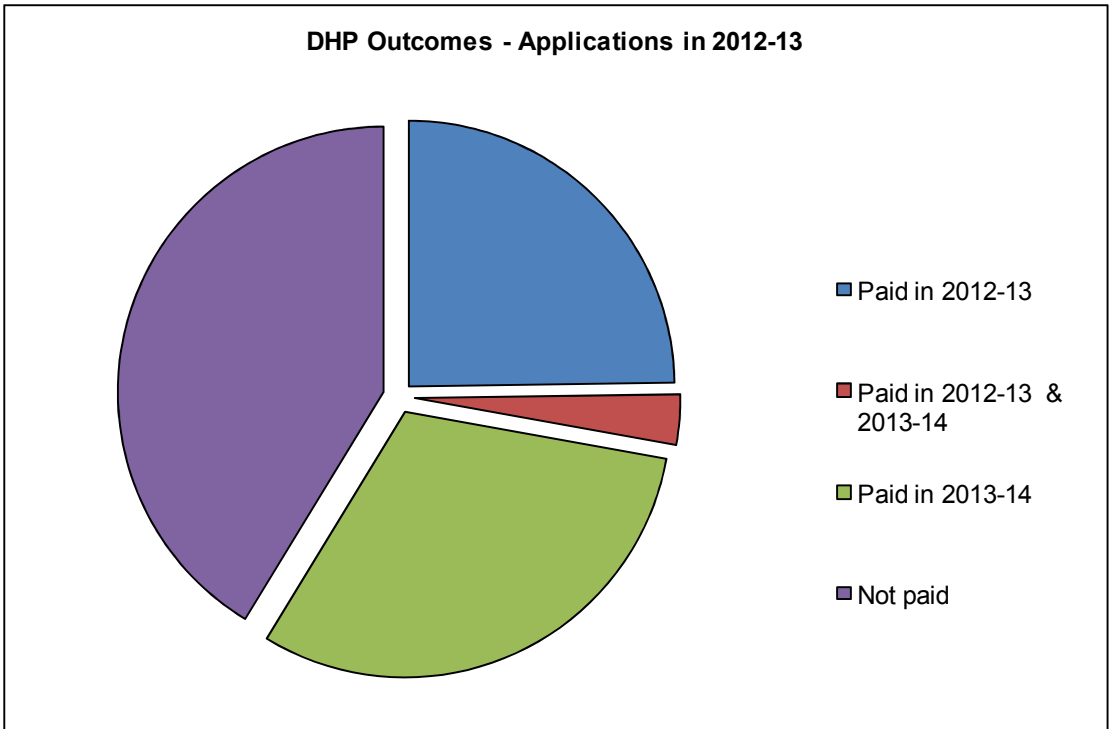


**Appendix E  
Discretionary Housing Payment Applications and Outcomes**

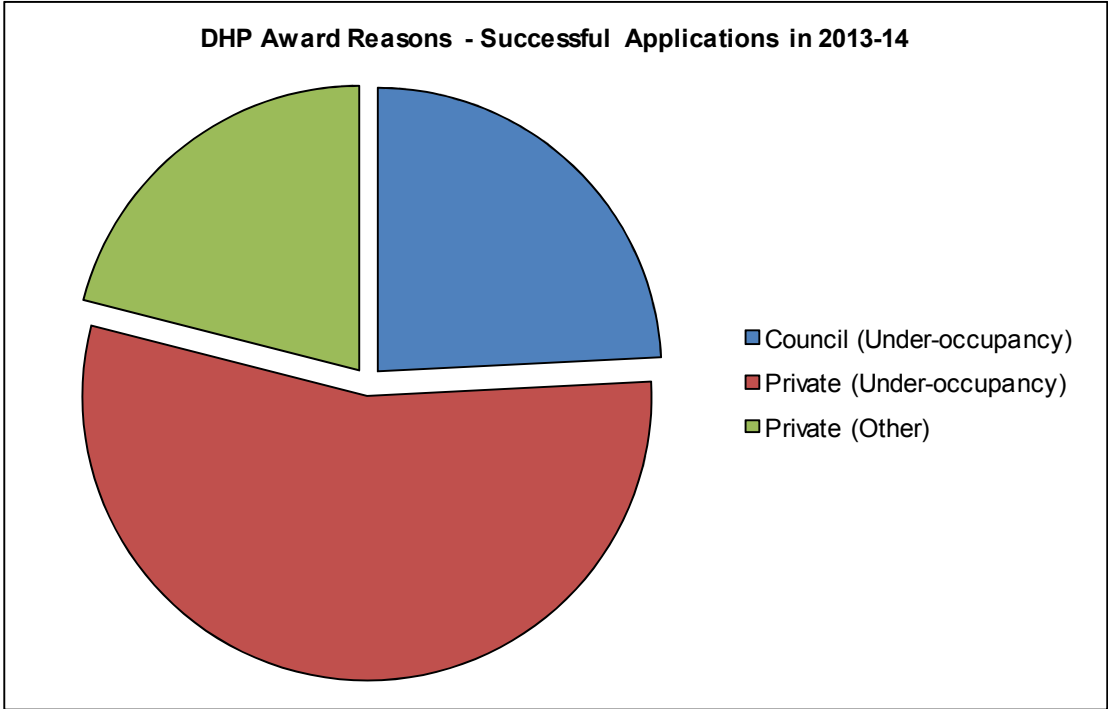
DHP Applications received



DHP Outcomes



Reasons for DHP Award



This page is intentionally left blank

**Meeting:** Corporate Resources Overview and Scrutiny Committee  
**Date:** 30 July 2013  
**Subject:** Q4 Outturn Capital Report 2012/13  
**Report of:** Councillor Maurice Jones, Deputy Leader and Executive Member for Corporate Resources  
**Summary:** The report provides information on the capital 2012/13 outturn position.

---

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

#### **CORPORATE IMPLICATIONS**

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

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

##### **Financial:**

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

##### **Legal:**

3. None.

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

4. None.

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

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

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

6. Equality Impact Assessments were undertaken prior to the allocation of the 2012/13 budgets and each Directorate was advised of significant equality implications relating to their budget proposals.

##### **Public Health:**

7. None.

##### **Community Safety:**

8. None.

**Sustainability:**

9. None.

**Procurement:**

10. None.

**RECOMMENDATIONS:**

The Committee is asked to:-

1. Consider and comment on the attached Executive report and associated appendices which was reviewed by the Executive on the 25<sup>th</sup> June 2013.

**Executive Summary**

11. The report sets out the capital financial outturn position for 2012/13.

Explanations for the variances are set out below. This report enables the Committee to consider the overall financial position of the Council

12. **KEY HIGHLIGHTS (Appendices A1, A2, A3)**

- 13 The revised gross programme following the capital review approved by Council in November 2012, excluding HRA is £80.1m (£36.7m net). The main issues to note are:
  - i) Gross outturn spend is £64.4m, with proposed deferral of £14.0m into 2013/14 and underspend of £1.7m.
  - ii) £60.5m (75.5%) of the gross budget relates to the top 20 value schemes. £51.3m (84.8%) of the outturn gross spend relates to these schemes.

14

**Analysis of CBC Funded and Externally Funded Capital Spend**

	Budget £m	Outturn £m	Variance £m	Proposed Deferral £m	(Under)/ Overspend £m
CBC Funded	36.5	27.7	(8.8)	(7.1)	(1.7)
Externally Funded	43.6	36.7	(6.9)	(6.9)	0.0
<b>Total</b>	<b>80.1</b>	<b>64.4</b>	<b>(15.7)</b>	<b>(14.0)</b>	<b>(1.7)</b>

**Summary of Externally Funded Schemes**

	Budget £m	Outturn £m	Variance £m	Proposed Deferral £m	(Under)/ Overspend £m
Childrens	27.1	23.9	(3.2)	(4.3)	1.1
Campus Closure	2.8	1.2	(1.6)	(1.6)	0.0
S278	3.0	2.8	(0.2)	(0.2)	0.0
Highways	6.2	5.3	(0.9)	0.0	(0.9)
Other	4.5	3.5	(1.0)	(0.8)	(0.2)
<b>Total</b>	<b>43.6</b>	<b>36.7</b>	<b>(6.9)</b>	<b>(6.9)</b>	<b>0.0</b>

15 **DIRECTORATE COMMENTARY**

16 **Social Care Health and Housing**

17 The year end outturn is an underspend of £2.81m (gross) of which £1.9m is proposed to be deferred to 2013/14. The balance is an under spend of £0.9m.

18 For the Disabled Facility Grants, the outturn of £2.67 million (gross) is below budget by £0.749m and is due to a lower than expected rate of referrals in the second half of the financial year, a higher than expected number of Council tenant adaptation cases (which are funded from HRA, not the General Fund DFG programme), and some delays caused by contractors not being able to respond quickly to increased workload.

19 In the year 2012/13, 284 DFG cases were completed which resulted in 426 major adaptations as detailed below:

20

Type of adaptation	No completed
Level access shower/wet room	192
Straight stair lift	52
Curved stair lift	33
Toilet alterations	14
Access ramps	28
Dropped kerb and hard standing	0
Wheelchair/step lift	1
Through floor lift	5
Major extension	14
Kitchen alterations	2
Access alterations (doors etc)	34
Heating improvements	2
Garage conversions/minor additions	7
Safety repairs/improvements	5
Other	37
<b>Total</b>	<b>426</b>

21 **Children's Services**

22 Children's Services revised annual capital expenditure budget is £28m, this includes £7.1m of slippage from 2011/12. The income budget is £27.1m which leaves a net expenditure capital budget of £0.9m.

23 The full year outturn position for 2012/13 is below budget by £3.283m. This is mainly due to significant proposed works that are funded through the Schools Capital Maintenance Grant (£2.198m) and Basic Need Grant (£1.05m) extending into 2013/14. There is no expenditure deadline to the spending of the grant receipts.

24 All but two projects (Schools Access £0.35m and Temporary Accommodation £0.55m) are funded wholly by grant receipts that have no spending deadline.

25 **Sustainable Communities**

26 Sustainable Communities capital programme in 2012/13 is made up of 59 schemes which include the large groupings of projects that are the result of developer funds to deliver planning requirements, including highways schemes, associated with new developments.

27 The directorate has spent £29.868m and received external income of £10.68m, leaving net spend below budget in 2012/13 of £1.041m. The majority of this is delayed due to external factors beyond the control of the Council. This includes leisure projects, compensation payments on Highways schemes and work on Sundon / Bluewater landfill site.



28 Leisure projects

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

29 Compensation payments

Legal negotiations with landowners have yet to be concluded. These relate to compensation claims surrounding the Ridgmont bypass.

30 Sundon / Bluewater Landfill sites

The importation of restoration soils was delayed due to the lack of availability of soil to the contractor at the start of the contract which has pushed back landscaping and related infrastructure works.

Also the gas and leachate infrastructure programmes have been delayed by the Environment Agency in order to allow for additional investigatory/preparatory work to be undertaken.

31 The table below shows the Directorate's outturn spend by scheme categories. The scheme categories are broadly related to the type of asset being created or enhanced.

32 **Sustainable Communities Capital budget by Category (£'000)**

Scheme Categories	Net Expenditure Budget	Net Expenditure Actual	Net Expenditure Variance
Community Safety & Public Protection Infrastructure	47	10	(37)
Leisure & Culture Infrastructure	2,491	1,645	(846)
Regeneration & Affordable Housing	3,980	3,679	(301)
Transport Infrastructure	13,224	13,627	403
Waste Infrastructure	487	227	(260)
<b>Total</b>	<b>20,229</b>	<b>19,188</b>	<b>(1,041)</b>
<b>Percentage of budget</b>		<b>94.9%</b>	<b>5.1%</b>

33 Major schemes completed in 2012/13 include:

34 Transport Schemes - Key Highlights

Total road treatment of resurfacing and surface dressing in 2012/13 was 62 kilometres.

A total of 695 columns including lanterns were replaced and a further 2,234 lanterns replaced.

17 Local Area Transport Plan schemes, including Hitchin Street, were delivered in 2012/13 and a further 15 designed and ready for construction

during 2013/14.

3 bridges were completely replaced and 6 were strengthened or partially replaced in 2012/13. Designs for 8 structures were completed for work programmed to start in 2013/14.

16 Drainage schemes were completed in 2012/13 and a further 4 schemes were designed for work that will be completed in 2013/14.

23 new bridges have been erected on rights of way including:

- Replacement of existing bridges with steel bridges at Eggington, Haynes, Arlesey, Hulcote & Salford, Astwick, & Leighton Buzzard (3 bridges).
- Upgrading of 20 sleeper footbridges in various locations to meet health and safety requirements.

35 Luton & Dunstable Guided Busway

Construction of the £90m Luton Dunstable Busway is nearing completion ready for opening later in 2013. The core route links the towns of Houghton Regis, Dunstable and Luton including two railway stations and Luton London Airport. The scheme enables buses to utilise its dedicated Busway (multi access/exit points along its length) to bypass local congestion providing passengers with a quick reliable service to key areas such as education establishments, employment areas, retail and leisure.

Works for the Busway included upgrading of approximately 90 on-street local bus stops in Dunstable and Houghton Regis along with a similar number in Luton to provide real time passenger information and level boarding, funding to date has been through the Department of Transport (DfT) grant apart from just under £30k which Central Bedfordshire Council has spent on design checks and approvals in 2012/13.

Central Bedfordshire Council this year constructed the bus lane element of the Court Drive works in Dunstable. This included a range of features to change the town centre environment including reduced road speeds, new crossing points, improved lighting and environmental planting. The scheme completes the bus lanes round Dunstable town centre by expanding on the Church Street bus lane completed a few years ago.

36 A5-M1 Link Road

The A5-M1 Link Road is being developed by the Highways Agency with an overall £5m contribution from CBC spread over a number of years. A contribution of £437k was made in 2012/13 to fund the public inquiry and enable detailed design works to be brought forward. This scheme will provide a dual carriageway between the A5 north of Dunstable and Houghton Regis to a new junction on the M1 motorway (M1/J11a).

37 Woodside Link

Woodside Link is a high priority road for CBC and 2012/13 funding progressed the design to planning application stage in spring 2013. Construction is expected to start in 2014/15 with a 12 to 18 month contract. Woodside Link will provide traffic relief to Dunstable and Houghton Regis and

is a key growth enabler for the development north of Houghton Regis. The link road will run between a new M1 junction 11a and the existing junction of Poynters Road, Park Road North, Porz Avenue.

38 Regeneration Schemes

The land purchase at Flitwick was completed in April 2012.

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.

Hitchin street improvements in Biggleswade completed.

One property at Duncombe Drive, Leighton Buzzard South of High Street, was acquired with negotiations progressing on the second.

Houghton Regis Town Centre road and public realm improvements completed.

39 Leisure and Culture schemes

Self service technology has been installed in all libraries. The first year of capital re-modelling works has been completed, this has included creating more public space and refurbishment work at Ampthill Library and introducing read and relax areas across 10 Libraries in response to customer feedback from the Big Library Debate.

Work has also continued on enhancing the rights of way network, on facilities to improve accessibility and public enjoyment on sites and to make sites financially more sustainable. Some of the schemes covered are:

- National Cycle Route 51 surface improvements
- Contributions towards the Rushmere Visitor Centre improvements (refurbishment of café to generate additional income) & accessibility trail
- Surfacing of key footpaths in Leighton Buzzard to afford pedestrian (including wheelchairs and pushchairs) and cycle access
- Feasibility studies for 4 key road crossings in the Linslade area to enable connectivity improvements
- Outline design for the Swale bridge (Pratts Quarry, Leighton Buzzard).
- Houghton Hall Park specialist services to enable the Stage 1 HLF bid to be prepared

40 **Corporate Services**

41 The approved revised capital programme for Resources is £9.163m. This is following the detailed review carried out in year. The budgets for projects within Assets now total £7.245m and within Information Assets (IA) project budgets are £1.900m.

42 In Assets there was an outturn underspend of £5.119m against budget with £3.796m proposed to be deferred to 2013/14. This leaves an underspend in the year of £1.323m. The majority of this underspend was as a result of the inclusion in 12/13 of budgets for the acquisition of cattle market and Parkridge land (£1.0m), which were actually completed in 2011/12.

43 In Information Assets the year end outturn was an underspend of £0.591m.

- Proposed deferred spend into 2013/14 is £0.732m with overspends of £0.141m.
- 44 The approved revised capital programme for People & Organisation is £3.128m. The two major schemes in People and Organisation are SAP Optimisation (£1.28m) and Customer First (£1.803m).
- 45 Customer First outturn underspend was £0.581m which is proposed to be deferred to 2013/14.  
SAP Optimisation outturn underspend was £0.373m which is also proposed to be deferred to 2013/14.
- 46 The other capital project in People & Organisation was £45k for Performance/Complaints Management System. There was no spend in 12/13 on this project. There is a proposed slippage of £30k to cover costs expected in early 13/14 and the remaining £15k was declared as an underspend on the project.
47. **Conclusion**
- 48 2012/13 outturn spend of £66.1m is in line with the February forecast and also the 2011/12 outturn spend of £64.9m.  
Although the revised budget 2012/13 was under spent by £15.7m (gross), the Council still undertook significant investment making a real, positive impact on peoples lives and improving Central Bedfordshire as a great place to live.

Appendices:

Appendix A1 – Summary outturn by directorate

Appendix A2 – Top 20 schemes

Appendix A3 – Proposed Deferred Spend to 2013/14

Background Papers: (open to public inspection)

None



Appendix A2 Top 20 Schemes

Directorate	Scheme Title	Post Capital Review 2012/13 Budget (Approved 29th November)				Final 2012-13 Actuals				Variance				Slippage to 2013/14				(Under)/ Over Spend				
		Gross Expenditure	External Funding	Net Expenditure		Gross Expenditure	External Funding	Net Expenditure		Gross Expenditure	External Funding	Net Expenditure		Gross Expenditure	External Funding	Net Expenditure		Gross Expenditure	External Funding	Net Expenditure		
		£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000
CS	All Saints Academy	£7,284	(£7,284)	£0	£6,775	(£6,775)	£0	£509	(£509)	£0	£508	(£508)	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
CS	Schools Capital Maintenance (Formerly New Deal for Schools Modernisation)	£6,551	(£6,551)	£0	£4,353	(£4,353)	£0	£2,198	(£2,198)	£0	£2,198	(£2,198)	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
CS	University Technology College	£6,401	(£6,401)	£0	£6,621	(£6,621)	(£220)	£220	(£220)	£0	£220	(£220)	£0	£0	£0	£0	£220	(£220)	£0	£0	£0	£0
CS	New School Places	£5,004	(£5,004)	£0	£3,954	(£3,954)	£0	£1,050	(£1,050)	£0	£1,050	(£1,050)	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
Sussex Comm	Highways Structural Maintenance Additional Expenditure	£4,323	£0	£4,323	£3,657	(£3,920)	(£293)	£666	(£666)	£0	£1,110	(£1,110)	£0	£1,110	(£1,110)	£0	£556	(£556)	£0	£0	£0	£0
Sussex Comm	Highways Structural Maintenance Block (R) E4m	£3,920	(£3,920)	£0	£4,476	(£4,476)	£4,476	£556	(£556)	£0	£556	(£556)	£0	£0	£0	£0	£556	(£556)	£0	£0	£0	£0
SCH & H	Disabler Facilities Grants Scheme	£3,420	(£3,420)	£0	£2,671	(£2,671)	£1,890	(£749)	(£749)	£0	£1,141	(£1,141)	£0	£0	£0	£0	£749	(£749)	£0	£0	£0	£0
Sussex Comm	Section 276 Schemes	£3,000	(£3,000)	£0	£3,972	(£2,794)	£1,178	£972	(£972)	£0	£206	(£206)	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
Sussex Comm	Highways Integrated Schemes (R)	£2,860	(£2,238)	£622	£1,431	(£1,431)	£0	£807	(£807)	£0	£807	(£807)	£0	£0	£0	£0	£807	(£807)	£0	£0	£0	£0
SCH & H	NHS Campus Closure	£2,837	(£2,837)	£0	£1,214	(£1,214)	£0	£1,623	(£1,623)	£0	£1,623	(£1,623)	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
Resources	CBC Corporate Property Rolling Programme (R)	£2,059	£0	£2,059	£940	(£1,219)	£840	(£1,219)	(£1,219)	£0	£0	(£1,219)	£0	£1,219	(£1,219)	£0	£0	£0	£0	£0	£0	£0
Sussex Comm	Fitwick Land Purchase Further land assembly for the Town Centre Regeneration Scheme	£1,850	£0	£1,850	£1,769	(£81)	£1,769	(£81)	(£81)	£0	£81	(£81)	£0	£81	(£81)	£0	£0	£0	£0	£0	£0	£0
People & Organisation	Customer First (previously Channel Shift)	£1,803	£0	£1,803	£1,222	(£581)	£1,222	(£581)	(£581)	£0	£581	(£581)	£0	£581	(£581)	£0	£0	£0	£0	£0	£0	£0
Sussex Comm	Highways Fixed Cost Services [Lump Sums] @	£1,790	£0	£1,790	£2,077	(£2,077)	£2,077	(£2,077)	(£2,077)	£0	£2,077	(£2,077)	£0	£0	£0	£0	£2,077	(£2,077)	£0	£0	£0	£0
Sussex Comm	Dunstable Town Centre Regeneration Phase 2	£1,669	£0	£1,669	£1,676	(£7)	£1,676	(£7)	(£7)	£0	£7	(£7)	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
People & Organisation	SAP Optimisation - Undertaken by Birchman Group	£1,280	£0	£1,280	£907	(£373)	£907	(£373)	(£373)	£0	£373	(£373)	£0	£373	(£373)	£0	£0	£0	£0	£0	£0	£0
HRA	Kitchens and Bathrooms	£1,100	£0	£1,100	£1,600	(£500)	£1,600	(£500)	(£500)	£0	£500	(£500)	£0	£500	(£500)	£0	£0	£0	£0	£0	£0	£0
HRA	Campana Training Institution	£1,050	£0	£1,050	£1,199	(£149)	£1,199	(£149)	(£149)	£0	£149	(£149)	£0	£149	(£149)	£0	£0	£0	£0	£0	£0	£0
Resources	Market and Parkside Land	£1,000	£0	£1,000	£0	(£1,000)	£0	(£1,000)	(£1,000)	£0	£0	(£1,000)	£0	£0	(£1,000)	£0	£0	£0	£0	£0	£0	£0
Sussex Comm	Woodside Connection Strategic Infrastructure Projects	£959	(£109)	£850	£977	(£127)	£705	(£82)	(£82)	£0	£82	(£82)	£0	£82	(£82)	£0	£19	(£19)	£0	£0	£0	£0
CS	£25,240	(£25,240)	£0	£21,703	(£21,703)	£3,537	(£3,537)	£0	£3,537	(£3,537)	£0	£3,537	(£3,537)	£0	£3,537	(£3,537)	£0	£230	(£230)	£0	£0	£0
HRA	£2,150	£0	£2,150	£2,799	(£649)	£649	(£649)	£0	£649	(£649)	£0	£649	(£649)	£0	£649	(£649)	£0	£0	£0	£0	£0	£0
Resources	£3,059	£0	£3,059	£840	(£2,219)	£2,219	(£2,219)	£0	£2,219	(£2,219)	£0	£2,219	(£2,219)	£0	£2,219	(£2,219)	£0	£0	£0	£0	£0	£0
People & Organisation	£3,083	£0	£3,083	£2,729	(£354)	£354	(£354)	£0	£354	(£354)	£0	£354	(£354)	£0	£354	(£354)	£0	£0	£0	£0	£0	£0
SCH & H	£3,425	(£3,425)	£0	£3,895	(£470)	£470	(£470)	£0	£470	(£470)	£0	£470	(£470)	£0	£470	(£470)	£0	£0	£0	£0	£0	£0
Sussex Comm Total	£20,371	(£9,267)	£11,104	£19,955	(£8,851)	£8,851	(£8,851)	£0	£8,851	(£8,851)	£0	£8,851	(£8,851)	£0	£8,851	(£8,851)	£0	£0	£0	£0	£0	£0
UBC 2012/13 Capital Programme	£60,160	(£37,932)	£22,228	£51,291	(£32,016)	£19,276	(£38,869)	£5,917	(£5,917)	£0	£5,917	(£5,917)	£0	£5,917	(£5,917)	£0	£6,649	(£6,649)	£0	£0	£0	£0
UBC 2012/13 Capital Programme	£60,160	(£37,932)	£22,228	£51,291	(£32,016)	£19,276	(£38,869)	£5,917	(£5,917)	£0	£5,917	(£5,917)	£0	£5,917	(£5,917)	£0	£6,649	(£6,649)	£0	£0	£0	£0

## Appendix A3 Proposed Deferred Spend to 2013/14

Directorate	Scheme Title	Proposed deferred Spend to 2013/14		
		Gross Expenditure	External Funding	Net Expenditure
		£'000	£'000	£'000
CS	LPSA & LAA Grant payout	£166	-£166	£0
CS	Schools Access Initiative	£4	£0	£4
CS	Schools Capital Maintenance (Formerly New Deal for Schools Modernisation)	£2,198	-£2,198	£0
CS	Short Breaks	£31	-£31	£0
CS	Alternative Secondary Provision	£60	-£60	£0
CS	Roccroft Lower Relocation	£108	-£108	£0
CS	Teaching / Learning Practical Food Skills at KS3 at Gilbert Inglefield and Parkfields Middle Schools	£46	-£46	£0
CS	All Saints Academy	£509	-£509	£0
CS	New School Places	£1,050	-£1,050	£0
CS	Children's Centres-EYES	£4	-£4	£0
CS	Children's Centres-GSSG	£63	-£63	£0
CS	Childrens Services Balances	£23	-£23	£0
People & Organisation	Customer First ( previously Channel Shift)	£581	£0	£581
People & Organisation	SAP Optimisation - Undertaken by Birchman Group	£373	£0	£373
People & Organisation	Performance / Complaints Management System	£30	£0	£30
Resources	CBC Corporate Property Rolling Programme( R )	£1,219		£1,219
Resources	Clophill St Mary's Maintenance	£63		£63
Resources	Amphill Court House - (Originally shown in the Corporate Property Block)	£145		£145
Resources	Priory House - (Originally shown in the Corporate Property Block)	£96		£96
Resources	Libraries - (Originally shown in the Corporate Property Block)	£239		£239
Resources	Watling House Slippage from 2011-12 for replacement of boilers	£287		£287
Resources	Silsoe Horticultural Centre	£54		£54
Resources	Arlesey - (Originally shown in the Corporate Property Block)	£10		£10
Resources	Co-Location DWP former Community Hubs- Total Place/ Points of Presence	£15	£0	£15
Resources	Tiddenfoot Leisure Centre (Originally shown in the Corporate Property Block) - paths and car parking	£160		£160
Resources	Enterprise Content Management (KEY ECM) Implementation	£57	£0	£57
Resources	CBC Corporate Property Rolling Programme Contingency	£228		£228
Resources	Carbon Reduction Improvements	£410		£410
Resources	Beeches Car Park Redevelopment	£50		£50
Resources	Consolidation of Applications	£200	£0	£200
Resources	Medium Term Accomodation Plan ICT Infrastructure	£166	£0	£166
Resources	Capital Re-modelling to Facilitate Moves (MTAP) from Technology house.	£160		£160
Resources	LDF related costs for land in Arlesey, North of Houghton Regis, North of Luton and Stratton Park Biggleswade.	£108		£108
Resources	Public Services Network (PSN)	£50	£0	£50
Resources	Asbestos / Health & Safety	£452		£452
Resources	Ivel Medical Centre (Biggleswade)	£100		£100
Resources	Data Centre Migration	£250	£0	£250

Directorate	Scheme Title	Proposed deferred Spend to 2013/14		
		Gross Expenditure	External Funding	Net Expenditure
		£'000	£'000	£'000
SCH & H	NHS Campus Closure	£1,623	-£1,623	£0
SCH & H	Adult Social Care ICT Projects	£300	-£300	£0
SCH & H	Timberlands and Chiltern View Gypsy and Traveller Sites	£3	-£155	-£152
Suss Comm	Sundon / Bluewater Landfill Sites	£328	-£72	£256
Suss Comm	Highways Structural Maintenance Additional Expenditure	£110		£110
Suss Comm	Section 278 Schemes	-£972	-£206	-£1,178
Suss Comm	Highways Integrated Schemes (R)	£622	£0	£622
Suss Comm	Woodside Connection Strategic Infrastructure Projects	£82	-£63	£19
Suss Comm	Highways Bridge Assessment and Maintenance (R)	-£59		-£59
Suss Comm	Highways Street Lighting (Efficiency)	-£512	£81	-£431
Suss Comm	Highways Holistic Infrastructure Projects	-£23		-£23
Suss Comm	Ridgmont Bypass - Residual Costs	£598		£598
Suss Comm	Dunstable A5/M1 Link Road Strategic Infrastructure	£53	-£53	£0
Suss Comm	Highways Flooding & Drainage (R)	£12		£12
Suss Comm	Outdoor Access and Greenspace Improvement Projects	£147	-£16	£131
Suss Comm	Leisure Centre Stock Condition/Asset Management Plan	£112		£112
Suss Comm	Luton Dunstable Busway - Downside	-£516	£443	-£73
Suss Comm	Integrated Transport Unit ICT System	£109		£109
Suss Comm	Biggleswade TC Masterplan	£55	-£75	-£20
Suss Comm	Highways Improving Walking Routes to Schools	£7		£7
Suss Comm	Luton Dunstable Busway	£3		£3
Suss Comm	Filtwick Land Purchase Further land assembly for the Town Centre Regeneration Scheme.	£81		£81
Suss Comm	Dunstable Town Centre Regeneration Phase 2	-£7		-£7
Suss Comm	Cranfield Technology Park Acceleration	£298	-£300	-£2
Suss Comm	Leighton Buzzard South Redevelopment	£92		£92
Suss Comm	Land Drainage Work ( Non Highways)	£60		£60
Suss Comm	Historic Building Grant Aid Scheme	£51		£51
Suss Comm	Stratton Business Park Phase 4	£26		£26
Suss Comm	Leisure Facilities Saxon Pool & Sports Centre Extension	£445		£445
Suss Comm	Leisure Strategy Implementation Invest to Save Project	£373		£373
Suss Comm	Libraries RFID Implementation	-£43		-£43
Suss Comm	Stotfold Community Leisure and Football Development Centre Phase 1	£314	-£214	£100
Suss Comm	Rights of Way Network and Countryside and Heritage Sites - Structural Renewal and Improvement Works Option 1	£90	£11	£101
Suss Comm	Dunstable Community Football Development Centre	£37		£37
Suss Comm	Leisure Strategy Implementation	£143		£143
Suss Comm	Libraries Remodelling	-£5		-£5
Suss Comm	Leisure Strategy	£23	£6	£29
Suss Comm	Car Park Improvements & Ticket Machines	£65		£65
Suss Comm	Astral Park Leighton Buzzard	£67	-£75	-£8
Suss Comm	Filtwick Survey	£30		£30
Suss Comm	Cemetaries Grant	-£18		-£18
Suss Comm	Local Broadband Infrastructure	-£27		-£27
Suss Comm	Integrated Environmental Management System (Slippage only)	£37		£37
	<b>CS</b>	-£4,262	£4,258	-£4
	<b>HRA</b>	£0	£0	£0
	<b>Resources</b>	-£4,519	£0	-£4,519
	<b>People &amp; Organisation</b>	-£984	£0	-£984
	<b>SCH &amp; H</b>	-£1,926	£2,078	£152
	<b>Suss Comm Total</b>	-£2,288	£533	-£1,755
	<b>CBC 2012/13 Capital Programme Proposed Deferred Spend to 2013/14</b>	<b>-£13,979</b>	<b>£6,869</b>	<b>-£7,110</b>



**Meeting:** Corporate Resources Overview and Scrutiny Committee  
**Date:** 30 July 2013  
**Subject:** Q4 Outturn Revenue Report 2012/13  
**Report of:** Councillor Maurice Jones, Deputy Leader and Executive Member for Corporate Resources  
**Summary:** The report provides information on the revenue 2012/13 outturn position.

---

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

#### **CORPORATE IMPLICATIONS**

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

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

##### **Financial:**

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

##### **Legal:**

3. None.

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

4. None.

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

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

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

6. Equality Impact Assessments were undertaken prior to the allocation of the 2012/13 budgets and each Directorate was advised of significant equality implications relating to their budget proposals.

##### **Public Health:**

7. None.

##### **Community Safety:**

8. None.

**Sustainability:**

9. None.

**Procurement:**

10. None.

**RECOMMENDATIONS:**

The Committee is asked to:-

1. Consider and comment on the attached Executive report and associated appendices which was reviewed by the Executive on the 25<sup>th</sup> June 2013.

**Executive Summary**

11. The report sets out the financial outturn position for 2012/13.

Explanations for the variances are set out below. This report enables the Committee to consider the overall financial position of the Council..

12. **KEY HIGHLIGHTS (Appendices A1, A2, A3)**

13. In Summary

- The 2012/13 revenue outturn is an under spend of £0.5m. This is in line with the forecast under spend reported for the last five months of the year.
- Efficient management of the Council's finances has enabled additional contribution to general and earmarked reserves, which will facilitate the Council's response to future reductions in funding.

14. Directorate forecast outturn variances

The full year outturn for Directorate's as at March, after proposed use of existing and creation of new reserves is a £0.5m underspend. The following are the key areas:

- i) Social Care Health and Housing £1.7m below budget.
- ii) Children's Services £1.8m above budget.
- iii) Sustainable Communities £0.8m below budget.
- iv) Corporate Services £0.2m above budget.
- v) Corporate Costs and Contingency £0.1m above budget.

15. **DIRECTORATE COMMENTARY**

16. **Social Care, Health and Housing**

17. The General Fund outturn for the Directorate is an under spend of £1.7m after use of and new proposed reserves.

18. The Housing General Fund service under spent by £0.117m due to pilot projects within the Supported Housing section not coming on stream and an

increased allocation of staff costs to the Disabled Facility Grants capital programme. The service achieved a total of £0.280m of efficiencies during 2012/13 comprising the harmonisation of the Housing Needs service and a reduction in costs at the Traveller sites.

- 19 The Adult Social Care service under spent by £1.3m. The two key reasons for this were due to under spends in care packages for Older People and People with Learning Disabilities.
- 20 Older People care package costs were under spent by £0.411m. Within this, there were over spends in Residential and Nursing Care offset by under spends in Home Care, Respite and Physical Disability care packages. The on-going Adult Social Care efficiency programme has really contributed to this position reducing the number of admissions to residential care, the 'right sizing' of care packages and increased funding from continuing health care in times of increasing demographic pressure, people living longer with more complex needs and with increasing numbers of former self funders requiring the Council's support.
- 21 For Learning Disabilities, the service area under spent by £0.617m on care packages. This was due to a combination of reductions on Transitions and improved efficiencies through joint working with health
- 22 Within the Older People client service group, the impact of former self funders continues to be tracked. Twenty four service users in this category have required council support during 2012/13 at an estimated full year cost of £0.200m with a full year impact of £0.400m. The customer numbers are less than the equivalent for 2011/12 but, given the current financial climate, this trend is unlikely to diminish and will continue to put pressure on the Council's budget. Work is also underway to try and estimate the likely financial implications to the Council of the changes to the funding of Adult Social Care following the recommendations contained in the Adult Social Care Bill.
- 23 The Commissioning service under spent by £0.552m after contributions from reserves. This is due to an under spend on a number of contracts amounting to £0.165m together with £0.400m on the deferral of the residential dementia fee uplifts.
- 24 Customer income over achieved by £0.424m against budget within the Business & Performance service area. This was reflecting an increasing numbers of customers paying for their care due to changes in demographics and need.
- 25 HRA is subject to a separate report.

## **26 Children's Services**

- 27 Children's Services net expenditure budget for 2012/13 is £32.914m. The provisional outturn position (before proposed new reserves) for 2012/13 is £119k overspend.

New Earmarked Reserves have been set aside for anticipated pressures in 2013/14; £0.3m Fostering and Adoption, £1.2m Looked after Children and £143k Children with Disabilities. In addition reserves have been set aside corporately for the shortfall in Early Intervention Grant funding in 2013/14 of £1.193m and the Threshold review of £0.5m.

The addition to reserves in Children's Services would have the impact of increasing the underlying overspend of £119k to £1.762m (excluding reserves

held within the corporate area).

- 28 At Quarter three the reported forecast overspend was £1.112m (pre reserves), so the outturn represents a reduction to overspend of £0.993m. This reduction is mainly due to further savings in the Learning, Commissioning and Partnerships directorate offsetting the increase in Child Protection and Fostering costs. All areas of the Directorate have sought to reduce discretionary spend and hold vacancies where possible, to offset the expected increase in Child Protection costs.
- 29 The Children Services Operations Directorate overspent by £1.98m and was offset by savings in Learning, Commissioning and Partnerships of £1.83m. Of this a 500k relating to predicted underspend in special educational needs has been proposed for virement into the operational services budget.  
The main areas contributing to the overspend (after use of reserves) are; Children in Care and Care Leavers £1.514m, Intake and Family Support £0.592m, and Fostering and Adoption Service £0.871m.  
The Operations Directorate overspend would have been significantly higher (£3.3m) had reserves from 2011/12 not been available.  
The Transport budget also overspent by £0.31m, mainly due to the SEN Transport budget £0.274m.
- 30 The pressures in Child Protection are due to additional expensive specialist children placements, increases in Looked After Children and the cost of agency workers covering qualified posts. The development and recruitment of qualified social workers to fill vacancies is an ongoing activity
- 31 During 2011/12, the number of Looked After Children increased by 32 to 208. The number of children currently in care, at 250, is below that of statistical neighbours, where the average is approximately 255 children. The number of children with a child protection plan (CPP) is now 262. Central Bedfordshire is now above the national figure and statistical neighbours. Numbers of children in the care system are however likely to rise with consequent continuing pressures on budgets.
- 32 Work to determine whether thresholds for child protection plans are sound, and whether the plans formulated properly address concerns for children, continues to be undertaken through further independent auditing. The price of intervention per child is being monitored particularly regarding high cost placements

### **33 Sustainable Communities**

- 34 Sustainable Communities' outturn is an under spend of £0.879m after the use of earmarked reserves of £1.147m for one-off specific projects, with a proposed transfer to reserves of £1.768m.
- 35 The Director's Group had an outturn under spend of £43k which is due to lower than expected training costs and agency costs.
- 36 Economic Growth Skills & Regeneration outturn is £36k above budget.  
An overspend on libraries and adult services due to a short term pressure on staffing budgets. This was handled in year and corrected in the 2013/14 revenue budget .  
This is offset by an underspend on project work and additional income received

37 Highways and Transport Division outturn over spend is £0.599m. This mainly relates to winter maintenance payments including snow clearance and additional spend on pot holes. There have also been overspends on costs of red diesel and rechargeable works.

38 Planning outturn is a £0.457m underspend.  
The change is mainly due to reduced expenditure on consultancy costs as less work has been commissioned this year than was originally envisaged. There have also been underspends on salaries and additional income.

39 Environmental Services Division outturn is an underspend of £1.014m.  
The main underspend is on Waste Service from the new Residual Waste and Recycling Treatment and Disposal contracts. This is an anticipated underspend, and full year savings are declared in 2013/14 budget. There was a further saving due to reduced amount of green waste disposal costs.  
Further underspends in the service are; reduction in cost of leisure contracts, delay in project work, salary and related savings, delay in traffic management works and additional income.

#### **40 Corporate Services & Corporate Costs**

41 The full year budget for the directorate of £43,028m is made up of:

Corporate Services £29,017m

Corporate Costs £13,801m

Contingency & Reserves £0.210m

Overall Corporate Services & Corporate Costs outturn is an overspend of £0.336m after movement to and from earmarked reserves.

42 The key outturn variances identified are:  
£0.307m under spend within People & Organisation, People. There is an under spend of £0.282m within HR Strategy due to various staffing savings (£130k), increased HRA recharges for HR activities (£59k) and savings due to bringing the Payroll function in-house (£79k).  
An over spend of £100k in HR Operations mainly due to reduced income as a result of the cessation of the Schools HR service. £125k savings in Recruitment and Development is due to less than budgeted training activity in 2012/13.

43 An over spend of £36k within People & Organisation - Legal & Democratic Services. The key variances are a £116k over spend in Legal Services due to increase Children's Services workload.

A £0.184m over spend in Democratic Services largely caused by creation of a provision for Local Land Charges following a legal ruling within the year.

An underspend of £0.138m in Members' Costs due to savings on Special Responsibility Allowances and Superannuation costs. A £92k underspend within Registrars and Coroners mainly due to increased income within the Registrars Service.

44 A £0.458m underspend within People & Organisation, Programme and Performance, largely due to a lower than budgeted allocation to Invest to Save projects.

45 An overspend of £1.127m within Resources, Finance. This is driven by reserve movements relating to Corporate activity.

The key variances are an overspend of £0.853m in Revenues & Benefits, mainly due to the creation of a £0.5m reserve for Housing Benefit Subsidy Audit findings.

An overspend of £0.470m in Financial Control mainly as a result of reduction in Insurance Service Income (£0.27m) and changes in Insurance Reserves and Provisions following actuarial review (£0.234m).

An overspend of £0.147m in Financial Performance & Support due to the cessation of the Bursary Service.

An underspend of £0.146m in Chief Finance Officer due to higher than budgeted recharge to the HRA for general Finance activity (£54k), savings on Professional Services (£62k), Printing & Stationery (£14k) and Subscriptions (£10k).

An underspend of £0.197m in the Audit section due to reduced external audit fees (£0.147m) and staff savings as a result of internal secondments (£0.05m).

46 An underspend of £0.370m within Resources, Information Assets representing savings against superannuation costs, software maintenance contracts and general computer costs.

47 An overspend within Resources, Assets of £0.25m. The key variances include An overspend of £0.151m in Chief Assets Officer mainly due to the costs of using external consultants for the Assets Transformation Programme and interim management support.

An overspend of £0.127m in Facilities Management mainly caused by a settlement agreed with Bedford Borough in respect of a leased property.

An underspend of £0.028m within the Estates section. There was a number of one off savings as well as greater than budgeted income generation, the benefit of which has been almost completely negated by compensation payments being made in reference to a release of tenancy in the Farm Estates.

48 An underspend of £1.083m within Corporate Costs, the impact of non achievable budget efficiencies has been mitigated by significantly lower than budgeted interest payable and Minimum Revenue Provision costs.

49 An overspend of £1.15m in Contingency & Reserves due to the creation of new proposed earmarked reserves (see appendix B).

## **50 RESERVES POSITION**

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

52 The opening balance of Earmarked Reserves is £18.5m (Excluding HRA and Schools). The current reported position includes the planned use of £5.2m Earmarked reserves and proposed transfer to Earmarked reserves of £8.1m. This will result in a closing position of £21.4m Earmarked reserves at year end. A net increase of £2.9m year on year.

### **53 General Reserves**

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

2012/13 outturn includes further budgeted contributions of £1.4m to the General Fund Reserve in year, which, in addition to the reported underspend of £0.5m will result in reserves of £12.8m pre audit.

55 **RISKS AND UPSIDES**

56 Not relevant for outturn. A new risk register is being developed for 2013/14.

57. **DEBTORS (Appendix D)**

58 General CBC sales debtors (excluding house sales and grants) for March amounted to £12.6m. higher than February by £3m. Of this movement £2.6m relates to current debt as budget managers strive to ensure that all 2012/13 transactions are brought to account for the year end close.

£5.2m debt was over 60 days; all of which is actively being managed. Of this £3.6m is actively being chased, £0.2m is in dispute, work to resolve these is ongoing. £0.2m have instalment arrangements in place. £0.3m is being dealt with through legal channels. A further £1.4m is in respect of house sales.

59 The largest items of note within the total debt are:

- i) Adult Social Care General Fund debt at the end of 2012/13 stood at £4.8m of which £2.2m was house sales debt, £0.8m Health Service debt. Of the remaining general debt of £1.7m, £0.9m (55%) is more than 60 days old. This includes legacy debt of £0.2m as well as Central Bedfordshire debt. There are 35 debtors whose outstanding balance is greater than £0.010m which are all under active management.
- ii) Total debt for Sustainable Communities at the end of March was £6.868m. Invoices relating to developers' legal contributions to deliver planning requirements associated with new developments account for 82% of debt. 89% of debt is less than three months old. All debt recovery is in accordance with Council policy.
- iii) Total debt for Children's Services is £0.393m of which £0.114m is debt over 61 days old. Individual debts over £10k totals £0.201m of which £0.180m relates to Bedford Borough. All debt is under active management.
- iv) Overall Corporate Services debt has increased by £311k in the month to £1,858k. However of this there is £1,261k which is not yet due. There is currently £287k that is over 90 days old; this represents 15% of the current total debt and this is under active management.

60 **General Fund Debt Written off**

61 The table below shows the number, value and average value of general fund debt written off during 2012/13. This is disclosed in line with our Financial Procedures.

	Number	Value	Ave value
<b>0 - £5k</b>	276	£ 152,152.43	£ 551.28
<b>£5k - £10k</b>	9	£ 58,675.51	£ 6,519.50
<b>£10k - £50k</b>	7	£ 147,918.00	£21,131.14
<b>Over £50k</b>	0	£ -	£ -
	<b>292</b>	<b>£ 358,745.94</b>	<b>£ 1,228.58</b>
<b>Q1</b>	28	£ 42,365.75	£ 1,513.06
<b>Q2</b>	175	£ 213,104.48	£ 1,217.74
<b>Q3</b>	46	£ 73,354.46	£ 1,594.66
<b>Q4</b>	43	£ 29,921.25	£ 695.84
<b>Full Year</b>	<b>292</b>	<b>£ 358,745.94</b>	<b>£ 1,228.58</b>

Of the total amount written off in year, £236,412 relates to the debts of legacy authorities which are fully provided for (no impact on CBC 2012/13 outturn performance).

£122,333 of debt related to CBC activity and is analysed as follows:

	2012/2013	
Category	Number	Value
Commercial Rent	3	£ 29,540.51
Home Care Fees	25	£ 13,342.24
Residential Accommodation	7	£ 24,388.28
Respite Fees	10	£ 10,038.38
Void Inspection	21	£ 17,792.86
Miscellaneous	108	£ 27,231.32
<b>TOTAL</b>	<b>66</b>	<b>£122,333.59</b>

Any individual debts of £50,000 or more are subject to individual reporting to Executive. A rigorous procedure is followed to recover all debts before write off is considered and every write off is subject to appropriate authorisation.

Notwithstanding all efforts, there will always be some cases where further recovery is not possible. For example, of the above amounts, details are as follows:

Commercial rents – includes two cases of £16k and £12k respectively - one



company is insolvent and there is no prospect of recovery, one is subject to continuing court action but a partial write off is prudent as the whole amount is unlikely to be recovered.

Residential accommodation – includes three cases of £9k, £7k and £6k respectively. Two clients have died and no further recovery is possible against the estates. One client was declared bankrupt.

Home care fees / respite care – includes four cases totalling £12k - all deceased and there is no available money in the estates.

**62 Treasury Management**

**63 Borrowing**

64 As at 31st March 2013 the Council's total borrowing was £315.5m, of this amount, £302m was with the Public Works Loan Board (PWLB) and £13.5m was Market Debt.

The table below shows the split between the General fund and HRA

	PWLB Fixed £m	PWLB Variable £m	Market £m	Total £m
General Fund	101.4	35.6	13.5	153.5
HRA	120.0	45.0	0.0	165.0
<b>TOTAL</b>	<b>221.4</b>	<b>80.6</b>	<b>13.5</b>	<b>315.5</b>

The profile of debt is split so that overall the authority has 71% Fixed PWLB debt, 25%, Variable PWLB debt and 4% Fixed Market debt.

With this current portfolio of debt the Council pays an average rate of interest of 2.9% on its loans which is considerably lower than the latest local authority benchmarked average of 4.36%.

The authority total borrowing reduced in the year 2012/13 by £5m following the maturing of a loan in June 2012; no replacement loan was made and internal cash resources were used to repay this debt. Internal funds were used to finance the capital programme in line with the Council's approved treasury management strategy.

**65 Investments and deposits**

66 When investing the security and liquidity of assets are prioritised before yield. Investments have been kept fairly liquid so that the option to withdraw funds fairly quickly is available at times of stress in the financial markets.

67 As at the 31st March 2013 the Council had deposits and investments totalling £41.4m (£36.7m in internally managed investments, and £4.7m in external

investments). During 2012/13 an average rate of return of 1.24% was achieved, slightly better than the 1.14% average for other benchmarked authorities.

**68 Cash Management**

69 During 2012/13 the average level of deposits and investments held by the Council was £74.5m, lower than the average of £123.5m held by other benchmarked authorities.

**Appendices**

Appendix A1 – Council Revenue Summary

Appendix A2 – Directorate Summary

Appendix A3 – Subjective Analysis

Appendix B – Earmarked Reserves

Appendix D – Debtors

Background Papers: (open to public inspection)

None

Appendix **A1** – Council Revenue Summary

Month: March 2013	March Outturn		
Director	Budget	Actual	Variance
	£000	£000	£000
<b>Social Care Health and Housing</b>	55,586	53,861	(1,725)
<b>Children's Services</b>	32,364	34,414	2,050
<b>Sustainable Communities</b>	47,421	46,578	(843)
<b>Corporate Services</b>	29,017	29,229	212
<b>Contingency and Reserves</b>	210	1,360	1,150
<b>Corporate Costs</b>	13,801	12,718	(1,083)
<b>Public Health</b>	0	0	0
<b>Total (Excl Schools &amp;HRA)</b>	<b>178,399</b>	<b>178,160</b>	<b>(239)</b>
<b>Schools</b>	550	262	(289)
<b>HRA</b>	0	0	0
<b>Total</b>	<b>178,949</b>	<b>178,422</b>	<b>(528)</b>

## Appendix A2 – Directorate Summary

Month: March 2013	Year		
	Budget	Actual	Variance
Director	£000	£000	£000
<b>Social Care Health and Housing</b>			
Director of Social Care, Health, Housing	184	203	18
Housing Management (GF)	3,925	3,807	(117)
Adult Social Care	55,285	53,962	(1,324)
Commissioning	4,711	4,351	(360)
Business and Performance	(8,520)	(8,462)	58
<b>Total Social Care and Health</b>	<b>55,586</b>	<b>53,861</b>	<b>(1,725)</b>
<b>Children's Services</b>			
Director of Children's Services	300	255	(44)
Children's Services Operations	20,534	24,137	3,603
Learning, Commissioning & Partnerships	5,305	3,486	(1,819)
Joint School Commissioning Service (Transport)	7,437	7,747	310
Partnerships	606	605	(0)
<b>Total Children's Services (excluding Schools)</b>	<b>34,181</b>	<b>36,231</b>	<b>2,050</b>
DSG Contribution to Central Support	(1,817)	(1,817)	0
<b>Total Children's Services (excluding Schools)</b>	<b>32,364</b>	<b>34,414</b>	<b>2,050</b>
<b>Sustainable Communities</b>			
Director of Sustainable Communities	768	725	(43)
Economic Growth, Skills & Regeneration	5,033	5,070	37
Highways Transportation	11,289	11,888	599
Planning	6,818	6,369	(449)
Comm Safety Public Protec Waste Leisure	23,513	22,526	(987)
<b>Total Sustainable Communities</b>	<b>47,421</b>	<b>46,578</b>	<b>(843)</b>
<b>Public Health</b>	<b>0</b>	<b>(0)</b>	<b>(0)</b>
<b>Total Public Health</b>	<b>0</b>	<b>(0)</b>	<b>(0)</b>
<b>People &amp; Organisation</b>			
People and Organisation Leadership	190	249	59
Communications	724	645	(79)
Customer Services	1,888	1,912	24
Policy & strategy	333	292	(41)
Customer & Community Insight	91	117	26
Programme & Performance	976	519	(458)
E Procurement & Payments	322	378	56
People	2,450	2,143	(307)
Legal & Democratic Services	3,961	3,998	36
<b>Total People &amp; Organisation</b>	<b>10,936</b>	<b>10,253</b>	<b>(683)</b>
<b>Resources</b>			
Finance	4,481	5,607	1,127
Information Assets	6,752	6,380	(372)
Assets	6,494	6,691	197
<b>Total Resources</b>	<b>17,727</b>	<b>18,678</b>	<b>951</b>
<b>Chief Executive</b>	<b>355</b>	<b>298</b>	<b>(56)</b>
<b>Total Corporate Services</b>	<b>29,017</b>	<b>29,229</b>	<b>212</b>
<b>Contingency and Reserves*</b>	<b>210</b>	<b>1,360</b>	<b>1,150</b>
<b>Corporate Costs</b>			
Debt Management	11,700	10,027	(1,673)
Premature Retirement Costs	2,954	2,896	(58)
Corporate HRA Recharges	(90)	(103)	(13)
Efficiencies	(763)	(102)	661
<b>Total Corporate Costs</b>	<b>13,801</b>	<b>12,718</b>	<b>(1,083)</b>
<b>TOTAL Excluding Schools</b>	<b>178,399</b>	<b>178,160</b>	<b>(239)</b>
<b>Schools</b>			
Schools ISB	550	262	(289)
<b>TOTAL Schools</b>	<b>550</b>	<b>262</b>	<b>(289)</b>
Housing Services (HRA)	0	0	0
<b>Total</b>	<b>178,949</b>	<b>178,422</b>	<b>(528)</b>

## Appendix **A3** – Subjective Analysis

Revenue Subjective analysis March 2013 - Actual										
Expenditure Type	Staffing costs	Premises and Transport	Supplies and Services	Third Party Payments	Other	Gross Costs	Income	Grants	Total Income	Net Costs
	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000
<b>Director</b>										
<b>Social Care Health and Housing</b>	17,144	771	6,366	47,742	13,938	<b>85,961</b>	(16,861)	(16,241)	(33,103)	<b>52,858</b>
<b>Children's Services</b>	22,854	739	5,003	35,404	2,837	<b>66,838</b>	(6,559)	(25,597)	(32,157)	<b>34,681</b>
<b>Sustainable Communities</b>	19,591	3,039	6,983	29,173	283	<b>59,069</b>	(8,140)	(4,972)	(13,112)	<b>45,957</b>
<b>Public Health</b>	2	-	-	-	-	<b>2</b>	-	(67)	(67)	<b>(65)</b>
<b>Corporate Services</b>	55,283	4,778	17,080	563	80,257	<b>157,961</b>	(122,975)	(4,233)	(127,207)	<b>30,754</b>
<b>ACE People</b>	10,813	381	2,004	270	4	<b>13,473</b>	(2,827)	(34)	(2,861)	<b>10,612</b>
<b>ACE Resources</b>	44,178	4,396	15,071	293	80,253	<b>144,190</b>	(120,147)	(4,199)	(124,346)	<b>19,844</b>
<b>Chief Executive</b>	292	2	5	-	-	<b>298</b>	-	-	-	<b>298</b>
<b>Contingency and Reserves</b>	(9)	-	-	-	-	<b>(9)</b>	-	(4,194)	(4,194)	<b>(4,204)</b>
<b>Corporate Costs</b>	2,799	-	440	-	11,194	<b>14,434</b>	(1,107)	(194)	(1,301)	<b>13,132</b>
<b>Total Excluding Schools</b>	<b>117,664</b>	<b>9,327</b>	<b>35,872</b>	<b>112,882</b>	<b>108,510</b>	<b>384,255</b>	<b>(155,642)</b>	<b>(55,499)</b>	<b>(211,141)</b>	<b>173,114</b>

## Appendix B – Earmarked Reserves

Description	Opening Balance 2012/13 £000	Spent (Used) £000	Released £000	Technical Movements (e.g. Grant related) £001	New Proposed transfers at March £000	Proposed Closing Balance 2012/13 £000	Description of EMR
<b>Social Care Health and Housing Reserves</b>							
Social Care Reform Grant	331	(144)				187	Reserve to fund multi year Transforming People's Lives project. Includes SWIFT/AIS implementation.
Deregistration of Care Homes	566	(133)				433	Reserve to fund costs associated with deregistering of a national care provider
LD Campus Closure	601	(180)				421	Reserve for the smoothing of double running costs resulting from reprovision of Learning Disabilities services.
Supporting People	305	-	(305)			-	
Deprivation of Liberty	-	-	81			81	Grant given in 12/13 to implement Deprivation of Liberty assessments in hospitals - roll forward of unused balance
Reablement	222	-	(122)			100	NHS Funding to support joint working with other Local Authorities and partners to facilitate seamless care for patients discharged from hospital.
Winter Pressure	348	-	(196)			152	12/13 Winter Pressures grant and Falls Prevention Pilot health funding carry forward of unspent balance net of expenditure met from 10/11 & 11/12 grant reserve
Disabled Facilities Grant revenue funding	475	-	(475)			-	Transferred to Outcomes Based Commissioning reserve
Mental Health Action Plan	138	-				138	To fund improvements identified in the Mental Health Improvement Plan to be jointly delivered with SEPT
Outcome Based Commissioning	347	(405)	1,250		1,875	3,067	To fund consultancy/project costs associated with implementing 13/14 efficiencies and with the Residential Futures Programme
Step Up /Step Down	674	(184)				490	To be used to fund the Step-up, Step Down unit at Greenacres - unspent grant monies from 2011/12
Public Health Transitional Grant					65	65	
<b>Total Social Care, Health and Housing</b>	<b>4,007</b>	<b>(1,046)</b>	<b>233</b>	<b>-</b>	<b>1,940</b>	<b>5,134</b>	
<b>Children's Services Reserves</b>							
School Specific Contingency	900	(92)				808	DSG Ringfenced
Performance Reward Grant	174	(30)				144	LPSA Grant ring fenced
LSP Sustainable Neighbourhoods	47					47	LPSA Grant ring fenced
DSG - SEN ISB adjustment	257	(257)				-	Unspent DSG for SEN Sch Forum agreement to Earmark & add to ISB through HILLN factor for 12/13
DSG - School Support	494	(494)				0	
DSG - School Organisation Team	7	-				7	DSG Ringfenced for Academy Recoupment Process
DSG / Advanced Skills Teachers	161	(124)				37	DSG Ringfenced agreee with Sch Forum to c/f reduced budget for AST 12/13
DSG - EIG	45	(45)				0	DSG/EIG Transfer to the Teaching School on behalf of all schools when the commission has been agreed following consultation
EIG - Agreement of Children's Trust	270	(270)				-	Decision of Children Trust to allocate remaining EIG to be spent on Parenting Support Partnership Funds
EIG - Early Years Specific	87	(87)				-	Contract paid in advance funds set aside to reflect in 12/13 where service will be delivered.
EIG - Early Year/Specific	67	(67)				0	Contract in place to be paid June
EIG - FAST/FIP	81	(81)				-	Late payment and unspent EIG to be used in 12/13. £39k Participation Officer, £42k Troubled Families
SEN Evaluation & positioning for additional duties when SEN Green paper becomes an Act	150	(75)				75	Green Paper late summer requires new duties that were flagged as risk last year that were not included as pressures
"Working Together" - new National Guidance	200	(150)				50	New National Social Care guidance requiring enhanced working between all partners particular Health and Social Care
OFSTED Action Plan	180					180	To be developed following publication of the OFSTED Action Plan, work needed in Health and to address adequate judgement on equalities. £180K held to fund pressures in MTFP for 2013/14
OFSTED Action Plan	70					70	Carried forward EIG - OFSTED action, Information management and compliance posts - fixed term
OFSTED recommendations for Admin and continued Social Worker Support	300	(300)				0	The OFSTED inspector commented on the increase number of children in care and the fact this needs attention to resourcing, we remain in the lower quartile against statistical neighbours
Developing Corporate parenting Panel	50	(50)				-	Developing Corporate Parenting Panel, this is likely to need further development when the OFSTED report is published.
Health and School Links key deprivation areas across the Council	100	(100)				-	An evaluation on Health, focus in schools is poor and needs development work
Children Health additional Staff	100	(100)				-	This supports the above item
Social Workers Recruitment Campaign	50	(50)				-	Funds set aside for Social Workers recruitment campaign delayed and not due to take place until April 2012
Fostering & Adoption					300	300	Possible risk should disaggregation with BB go ahead. Analysis is ongoing. This figure is subject to discussion with BB about staffing compliments. Continued rising IFA's
Looked After Children / Safeguarding					1,200	1,200	Emergent budget issues, which account for the 22 per cent rise in children coming forward at risk of significant harm
CWD					143	143	Carried forward EIG - OFSTED action, Information management and compliance posts - fixed term
<b>Total Children's Services</b>	<b>3,791</b>	<b>(2,372)</b>	<b>-</b>	<b>-</b>	<b>1,643</b>	<b>3,062</b>	

**Appendix B** – Earmarked Reserves (cont)

Description	Opening Balance 2012/13 £000	Spent (Used) £000	Released £000	Technical Movements (Grant related) £001	New Proposed transfers at March £000	Proposed Closing Balance 2012/13 £000	Description of EMR
<b>Sustainable Communities Reserves</b>							
Adaptation of open space and maintenance of play facilities	489	(20)			(469)	-	
Integrated consumer protection					140	140	This money is being held to assist with additional costs associated with protection of consumers either through specialist investigation costs or costs for legal proceedings. Without these monies specialist investigations will be extremely limited which may result in the inability to achieve a successful outcome in relation to consumer protection
Career Development framework	80	(12)				68	This reserve is to fund 2 two year planning trainee 'apprenticeship' posts in partnership with Westminster University . These posts sit in Development Management division .
External Funded Regeneration reserve	492	(58)				434	
Leisure Centre Reinvestment Fund	34				55	89	Contractual requirement for share of profits from leisure contracts in North area for the reinvestment in building and worn out equipment.The reserve does hold a one off of £26k for an insurable risk assessment fund which in 12/13 is being funded by the base budget
Local Development Framework	100	-				100	
Physical Regeneration Projects	40	(9)				31	
Pre-application service development	200	(65)			153	288	This reserve is used to resource and support Planning Performance Agreements specifically enabling external technical expertise to be secured to deliver against the milestones set out in the signed agreements. PPAs are entered into by Developers for an assured level of service and bring income into the Authority. Failure to deliver the levels of service set out in the agreement will result in reductions in income levels from PPAs and loss of reputational issues for the Council
Transport fund	125					125	Parking income directed to transport infrastructure
Bedford & Luton Resilience Forum	65					65	Contributions from partners with CBC acting as treasurer to Forum and arising from subscriptions made by each of the partnership organisations to fund work undertaken by BLLRF.
Community Safety partnership fund	159	-				159	Contributions from community safety partners, Home Office (IOM), and money held on behalf of HMCS relating to cash seizures.
Minerals and Waste partnership funds	104					104	
NIRAH	60	(10)				50	
PTR2 Business Process Reengineering	50	(39)				11	Delivery of new IT solution and business processes.
Business growth grants	111	(27)				84	
Internal Drainage Board dispute resolution fund	30	(30)				-	
Emergency Incidents	30	(30)				-	
Woodside connection options appraisal	50	-				50	
Arts and theatre service reviews	70	(60)				10	
Building control - trading account surplus					76	76	Previously this has been treated as a receipt in advance - however as building control is a trading account it needs to be treated as an earmarked reserve
Gypsy and Traveller -					50	50	Previously this has been set up as a provision but the correct treatment is as an earmarked reserve.
DEFRA grant					53	53	This money has been provided by DEFRA to help fund the remediation of a contaminated land site occupied by a residential premises. These monies are due to be spent from April onwards following procurement of contractors etc. to undertake the work. It cannot be a treated as grant in advance as it is not ringfenced .
flood defence				264		264	now earmarked reserve not RIA/ GIA
financial investigation unit				275		275	now earmarked reserve not RIA/ GIA
community safety grant				85		85	now earmarked reserve not RIA/ GIA
natural england				10		10	now earmarked reserve not RIA/ GIA
Waste					449	449	BEaR project delayed due to additional requests made which was not reflected in the MTFP. More definite figures will be known part way through the year when preferred bidder announced but know project and therefore savings will not commence until 2014/15. amount of the proposed reserve comes from the saving in the waste contracts
<b>Total Sustainable Communities</b>	<b>2,289</b>	<b>(360)</b>	<b>-</b>	<b>634</b>	<b>507</b>	<b>3,070</b>	

**Appendix B** – Earmarked Reserves (cont)

Description	Opening Balance 2012/13	Spent (Used)	Released	Technical Movements (Grant related)	New Proposed transfers at March	Proposed Closing Balance 2012/13	Description of EMR
<b>Corporate Services Reserves</b>							
Pan Public Sector Funding	86	(42)				44	Partnership Funding to facilitate the successful delivery of the Implementation of Total Place in Luton and Bedfordshire through Projects.
Customer First	68	(35)				33	Support allocated to Customer First Revenue activities
Passenger Transport Review	135	(135)				-	
ICT Stabilisation	450	(450)				-	Specific items linked to improving the Stabilisation of the ICT systems throughout the Council
SAP Optimisation	150	(132)			55	73	To support revenue activities of the SAP Optimisation project.
Housing Benefit Subsidy Admin Reserve					500	500	Reserve to cover outcome of Housing Benefit Subsidy audits
Election Fund					12	12	Build sufficient reserve over four years to run council election
<b>Total Corporate Services</b>	<b>889</b>	<b>(794)</b>	<b>-</b>	<b>-</b>	<b>567</b>	<b>662</b>	
<b>Corporate Reserves</b>							
Redundancy/Restructure Reserve	3,329	(910)		750	-	3,169	Reserve to cover redundancy and actuarial costs
Insurance reserve	4,221	(1,386)		503	-	3,338	Reserve to cover insurance costs based on actuarial assessment
Impact of future funding cuts (CS)	-				1,193	1,193	Reduction in Early Intervention Grant Funding now absorbed within Councils Revenue Support Grant which contribute to core budget
Threshold Review (CS)	-				500	500	Review of Thresholds before children become Looked After Children
Teachers Pensions (CR)		(414)			600	186	Reserve to cover authority's potential liability following historic scheme records issue
Welfare Reform (CR)					500	500	The Government has introduced a range of changes to benefits and other welfare payments, with effect from 1 April 2013. This includes abolition of Council Tax Benefit, replaced with a localised Council Tax Support system and the Under Occupancy Charge for those benefit claimants deemed to be occupying a greater number of bedrooms than is required. There have also been changes in the transfer of the former Social Welfare Fund payments to local authorities. The Council has budgeted for these changes but is aware that the full implications and the impact on vulnerable groups of people has yet to be fully understood. This Earmarked Reserve has been created to provide scope to support any additional initiatives which the Council may wish to take as the position develops during the financial year.
Funding for Transition (CR)					321	321	This Earmarked Reserve has been created to provide additional flexibility during the 13/14 year as we transition to new ways of working more efficiently and implement significant office rationalisation in consolidating into two principal offices. It will be used to support one-off activities necessary to implement these and other efficiencies.
Exceptional legal costs for planning decisions					300	300	Created to cover the cost of any legal challenges relating to planning decisions
<b>Total Corporate</b>	<b>7,550</b>	<b>(2,710)</b>	<b>-</b>	<b>1,253</b>	<b>3,414</b>	<b>9,507</b>	
<b>Total Earmarked Reserves</b>	<b>18,525</b>	<b>(7,282)</b>	<b>233</b>	<b>1,887</b>	<b>8,071</b>	<b>21,434</b>	



Appendix C – Risks and Upsides (not relevant for March Outturn)

Appendix **D** – Debt

Debtors March 2013														
DIRECTORATE	1 to 14 Days		15 to 30 Days		31 to 60 Days		61 to 90 Days		91 to 365 days		1 year and over		Total Debt	
	£k	%	£k	%	£k	%	£k	%	£k	%	£k	%	£k	%
Social Care Health & Housing	462	27%	301	18%	135	8%	29	2%	384	23%	372	22%	1,683	100%
Children's Services	70	18%	193	49%	16	4%	11	3%	6	2%	97	25%	393	100%
Sustainable Communities	1,134	17%	2,495	36%	211	3%	1,533	22%	762	11%	733	11%	6,868	100%
ACE People	8	22%	6	17%	3	8%	1	3%	10	28%	8	22%	36	100%
ACE Resources	930	46%	709	35%	56	3%	13	1%	176	9%	126	6%	2,010	100%
NHS Bedfordshire	416	25%	414	25%	695	42%	66	4%	53	3%	10	1%	1,654	100%
Unallocated & Non Directorate	0	0%	-1	8%	-1	8%	0	0%	-5	42%	-5	42%	-12	100%
House Sales	38	2%	51	3%	70	5%	45	3%	520	34%	809	53%	1,533	100%
Grants	0	0%	-2	0%	0	0%	0	0%	0	0%	-550	100%	-552	100%
<b>GRAND TOTAL</b>	<b>3,058</b>	<b>22%</b>	<b>4,166</b>	<b>31%</b>	<b>1,185</b>	<b>9%</b>	<b>1,698</b>	<b>12%</b>	<b>1,906</b>	<b>14%</b>	<b>1,600</b>	<b>12%</b>	<b>13,613</b>	<b>100%</b>
<b>PREVIOUS MONTH</b>	<b>10,427</b>	<b>52%</b>	<b>3,068</b>	<b>15%</b>	<b>1,979</b>	<b>10%</b>	<b>377</b>	<b>2%</b>	<b>2,057</b>	<b>10%</b>	<b>2,098</b>	<b>10%</b>	<b>20,006</b>	<b>100%</b>

This page is intentionally left blank

**Meeting:** Corporate Resources Overview and Scrutiny Committee

**Date:** 30 July 2013

**Subject:** Q4 Outturn Housing Revenue Account Report 2012/13

**Report of:** Councillor Maurice Jones, Deputy Leader and Executive Member for Corporate Resources and Carol Hegley, Executive Member for Social care, Health & Housing.

**Summary:** The report provides information on the Housing Revenue Account 2012/13 outturn revenue and capital position.

---

Advising Officer: Charles Warboys, Chief Finance Officer

Public/Exempt: Public

Wards Affected: All

Function of: Council

## **CORPORATE IMPLICATIONS**

### **Council Priorities:**

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

### **Financial:**

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

### **Legal:**

3. None.

### **Risk Management:**

4. None.

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

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

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

6. Equality Impact Assessments were undertaken prior to the allocation of the 2012/13 budgets and each Directorate was advised of significant equality implications relating to their budget proposals.

**Public Health:**

7. None.

**Community Safety:**

8. None.

**Sustainability:**

9. None.

**Procurement:**

10. None.

**RECOMMENDATIONS:**

**The Committee is asked to:-**

- 1 Consider and comment on the attached Executive report and associated appendices which was reviewed by the Executive on the 25<sup>th</sup> June 2013.**

**Executive Summary**

11. The report sets out the Housing Revenue Account financial outturn position for 2012/13 revenue and capital..

Explanations for the variances are set out below. This report enables the Committee to consider the overall financial position of the Council.

**PURPOSE OF REPORT:**

12. The report presents the 2012/13 outturn for the HRA financial position. It sets out spend for the year against the original revenue and capital budgets, and against the revised position presented to February Council as part of the HRA budget report. The report also provides explanations for any variations, and enables the Executive to consider the overall financial position of the HRA.

**EXECUTIVE SUMMARY:**

13. The 2013/14 HRA budget report and Landlord Service Business Plan was approved by Full Council on 21 February 2013 and presented a revised position for the 2012/13 budget. Whilst the commentary below focuses on the changes to that revised position, it is worth noting that there is a positive variance against the 2012/13 original budget of £8.519m. This was due to savings within operational budgets, increased rental income, decision to finance the capital programme from the negative Capital Finance Requirement (CFR), reductions in interest charges and also to hold off repaying debt until later in the business plan. The table under paragraph 10 sets out these variances.
14. The provisional outturn suggests a transfer to reserves of £11.269m, an adverse variance of £0.479m against the revised forecast position.

15. This variance is accounted for by: adverse variances in Corporate recharges (£0.112m), the final interest calculation on Self Financing debt and interest received from the General Fund (GF) (£0.327m), and debt related costs (£0.056m). There were variances within both Housing Management and Housing Maintenance but these effectively have netted off.
16. Due to the changes in Right to Buy discounts, the Council achieved a higher level of capital receipts (£0.955m against a budget of £0.200m), which has enabled a year end balance of unapplied capital receipts of £0.657m (£0 in budget).
17. The provisional outturn for the Capital programme is £6.650m (original budget £6.142m), a minor adverse variance against the revised budget of £6.552m.
18. The reduction in the predicted revenue surplus has been offset by the additional balance of unapplied capital receipts, leaving a broadly neutral overall impact on the Landlord Services Business Plan.
19. The provisional outturn indicates that the HRA's reserves will be made up of £3.437m in the Major Repairs Reserve, £8.653m in the Sheltered Housing Re-Provision Reserve, £1.284m in the Strategic Reserve, and £2.0m in HRA Balances, making a total of £15.374m.

#### **HRA REVENUE ACCOUNT**

20. The original HRA annual expenditure budget was £22.67m and income budget was £25.42m, which allowed a contribution of £2.75m to the Sheltered Housing Re-Provision Reserve (SHRR) to present a net budget of zero. A subjective breakdown of budget, revised position and provisional outturn is shown below.

21.

	2012/13 Original Budget	2012/13 Revised Position (February Council)	2012/13 Provisional Outturn	Variance Provisional Outturn to Original Budget	Variance Provisional Outturn to Revised Budget Position
	£m	£m	£m	£m	£m
<b>Total Income</b>	<b>(25.420)</b>	<b>(26.260)</b>	<b>(26.028)</b>	<b>(0.608)</b>	<b>0.232</b>
Housing Management	4.255	4.305	3.980	(0.275)	(0.325)
Asset Management	0.864	0.918	0.918	0.054	0
Corporate Resources	1.272	1.298	1.410	0.138	0.112
Maintenance	4.681	4.390	4.699	0.018	0.309
Debt related costs	0.169	0.119	0.175	0.006	0.056
RCCO*	5.942	0	0	(5.942)	0
Efficiency Programme	(0.400)	(0.400)	(0.400)	0	0
Interest repayment	4.739	3.882	3.977	(0.762)	0.095
Principal repayment	1.148	0	0	(1.148)	0
<b>TOTAL Expenditure</b>	<b>22.670</b>	<b>14.512</b>	<b>14.759</b>	<b>(7.911)</b>	<b>0.247</b>
Surplus	(2.750)	(11.748)	(11.269)	(8.519)	0.479
Contribution to / (from) reserves	2.750	11.748	11.269	8.519	(0.479)
<b>Net Expenditure</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

Revenue Contribution to Capital Outlay

22. As described above in the Executive Summary, the three key variances relate to higher corporate recharges, interest paid and received, and the final debt related costs.
23. A recharge for the use of corporate resources is made from the GF to the HRA. The calculation is made at the year end so that the true service cost can be applied to the recharge calculation. The proportion chargeable to the HRA has increased, which has resulted in an adverse variance from the revised budget of £0.112m.
24. The final interest paid on Self Financing Debt resulted in an adverse variance of £0.095m.
25. Interest receivable on HRA cash balances was £0.125m less than

projected in the revised position, as a result of very low market rates of interest. Other minor income variances account for a further £0.107m.

26. As a result of one off financing costs relating to the self financing debt settlement there is an adverse variance in debt related costs of £0.056m.
27. A further adverse variance has occurred against the maintenance budget (£0.309m), where the main contractor costs relating to repairs and maintenance were higher than anticipated.
28. This variance has been offset by reduced costs in housing management (£0.325m). This resulted from a positive variance in insurance related costs (£0.053m), utility expenses (£0.079m), furniture and equipment at the Homeless Hostels (£0.022m), lower tenancy sustainment costs (£0.108m), and other minor variances.

#### **HRA EFFICIENCY PROGRAMME**

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

#### **HRA ARREARS**

32. Total current and former tenant arrears were £0.907m at the year end (£0.886m in 2011/12). Current arrears are £0.544m or 1.99% of the annual rent debit of £27.300m (£0.571m or 2.28% 2011/12). The figure of 1.99% is a 0.06% positive variance against a target of 2.05%.
33. Performance on former tenant arrears is 1.33% of the annual rent debit, against a target of 1.00%, leaving a balance of £0.363m (1.26% with a balance of £0.315m in 2011/12). A total of £0.128m of tenant arrears were written off in 2012/13.
34. There are currently £0.146m of arrears, which relates to rents at shops owned by the HRA, service charges and ground rent relating to leaseholders who purchased flats via the Right to Buy scheme, and property damage relating to existing and former tenants.

#### **HRA CAPITAL PROGRAMME**

35. The provisional outturn for the HRA's Capital programme indicates expenditure of £6.65m against a revised budget of £6.552m, and an original budget of £6.142m.
36. The position for the year end reflects the demand for disabled adaptations for Council tenants. In the year 123 Disabled Facility Adaptations have been completed in Council properties. As a result the outturn for Aid and Adaptations is £0.790m against an original budget of £0.450m.
37. During the year savings were identified against the stock remodelling and drainage and water supply programmes, resulting in reduced expenditure of £0.489m. This released further funding for the kitchens and bathrooms programme resulting in additional installations. This has led to an outturn

of £1.6m against an original budget of £1.1m.

38. An over spend of £0.116m occurred in the roof replacement programme, as the roofs identified for replacement in this year's programme involved a higher than average replacement cost.
39. As agreed by Council the programme will be financed predominantly by the use of the HRA's negative CFR (£6.352m) and capital receipts of £0.298m.

#### **HRA CAPITAL RECEIPTS**

40. New Right to Buy (RtB) discounts and proposals for re-investing the capital receipts came into effect from April 2012, which increase the maximum discount available to tenants from £0.034m to £0.075m.
41. During the financial year 2012/13, 19 properties have been sold compared to 7 in 2011/12, resulting in retained capital receipts of £0.955m.
42. £0.150m of this income relates to receipts modelled in the self-financing calculations, and will contribute to the financing of the HRA Capital programme. This leaves £0.805m of receipts received as a result of the higher level of sales achieved following the changes to RtB discounts.
43. The sum of £0.805m includes £0.025m of transaction cost. £0.490m is a compensation for the debt attributable to the extra properties sold, and reflects the loss to the HRA of disposing of these properties. Whilst this amount is calculated as a proportion of self-financing debt there is no requirement to make debt repayment from it.
44. The remainder of £0.29m represents the proportion that is reserved for investment in new build. The Council has entered into an agreement with the Secretary of State to invest these receipts in new build.
45. The retained receipt can represent no more than 30% of the cost of the replacement properties, so the Council is committed to spend at least £0.967m on new build by 31 March 2016.
46. The HRA's Budget proposals for the period of the Medium Term Financial Plan (MTFP) propose significant investment in new build (in excess of £12.0m by 31 March 2015).
47. Of the total retained receipts (£0.955m), £0.298m is earmarked to fund part of the 2012/13 capital programme. The residual amount will create an unapplied capital receipt balance of £0.657m. These funds will further enhance the resources available for the HRA's capital programme.
48. Careful monitoring of RtB sales will be required. Current projections suggest that these will not have a material impact on the Business Plan, particularly if the number of new build properties exceeds the properties sold. However if annual RtB sales were to make up a significant percentage of the Housing Stock, such that it diminished by 10% or more over the period to 31 March 2017, then this would pose a threat to the surpluses predicted in the medium to longer term.
49. If additional sales continue to represent a small percentage of the Council's stock, there is a significant benefit as retained receipts will provide the Council with additional funds for reinvestment. The balance of unapplied capital receipts in 2012/13 (£0.657m) is in addition to resources outlined in



the Business Plan presented to Full Council in February 2013.

## **RESERVES**

50. The total reserves available as at April 2012 were £4.105m, comprised of £3.905m in HRA Balances and £0.2m contingency in the Major Repairs Reserve (MRR).
51. Given the changes brought about by the Self Financing regime, an updated risk assessment has been carried out and it has been agreed to reduce HRA Balances to a still prudent level of £2.0m, as a more suitable contingency. This removes the need to maintain a contingency within the MRR.
52. The provisional outturn indicates that £8.653m will now be transferred to the Sheltered Housing Re-provision Reserve comprised of £6.748m from the surplus on the HRA, together with £1.905m transferred from HRA Balances.
53. Technical adjustments are required between the MRR and Capital Adjustment Accounts. As a result of this, a year end transfer of £3.237m to the MRR has occurred leaving a balance of £3.437m.
54. The balance in the MRR can be used to finance capital expenditure or debt repayment, so can be considered to be equivalent to the purpose of the Strategic Reserve.
55. Full Council approved the creation of a Strategic Reserve to support the priorities for regeneration of the Council's portfolio, as set out in the Housing Asset Management Strategy (HAMS). The provisional outturn enables a transfer to the strategic reserve of £1.284m.
56. The combined total of these two reserves will be £4.721m, compared to the projection in the revised position of £5.0m
57. In total this equates to a contribution to reserves for the year of £11.269m, leaving a total balance of reserves of £15.374m.
58. Although the contribution to reserves is £0.479m lower than projected in the revised position, the Landlord Services Business Plan benefits from a balance of unapplied capital receipts of £0.657m that was not anticipated in the revised position.

## **Appendices**

Appendix A – Net Revenue Position Full Analysis

Appendix B – Debtors

Appendix C – Capital programme

Appendix D - Reserves



Appendix **A** – Net Revenue Position Full Analysis

Year End 2012/13	Year				
Director	Approved Budget	Provisional Outturn	Variance	Transfers to/(from) reserves	Variance after use of earmarked reserves.
	£m	£m	£m	£m	£m
Assistant Director Housing Service	(7.500)	(18.459)	(10.959)	11.269	0.310
Housing Management (HRA)	1.531	1.555	0.024	0	0.024
Asset Management (HRA)	5.565	5.385	(0.180)	0	(0.180)
Prevention, Options & Inclusion	0.404	0.250	(0.154)	0	(0.154)
<b>Total</b>	<b>0</b>	<b>(11.269)</b>	<b>(11.269)</b>	<b>11.269</b>	<b>0</b>

Appendix **B** – HRA Debtors

<b>Debt Analysis - Tenant Arrears</b>						
<b>Year End 2012/13</b>						
Description of debt	0-4 weeks	4-8 weeks	8-13 weeks	13-52 weeks	Over 1 yr	TOTAL
	£M	£M	£M	£M	£M	£M
Current Tenant	0.135	0.144	0.111	0.149	0.005	0.544
Former Tenant						0.363
						<b>0.907</b>

<b>Debt Analysis - Other Arrears</b>							
Description of debt	From 15 to 30 days	From 31 to 60 days	From 61 to 90 days	From 91 to 365 days	Over 1 yr but not over 2 yrs	Over 2 yrs	TOTAL
	£M	£M	£M	£M	£M	£M	£M
Shops	0.006	0.000	0.001	0.006	0.004	0.020	0.037
Leaseholders	(0.001)	0.000	0.009	0.004	0.017	0.014	0.043
Void recoveries	0.002	0.012	0.000	0.031	0.007	0.003	0.055
Misc recoveries	0.002	0.000	0.000	0.009	0.000	0.000	0.011
	<b>0.009</b>	<b>0.012</b>	<b>0.010</b>	<b>0.050</b>	<b>0.028</b>	<b>0.037</b>	<b>0.146</b>

**Appendix C** – HRA Capital Programme

Scheme Title	Existing 2012/13 Capital Budget	2012/13 Revised Position (February Council)	2012/13 Provisional Outturn	Variance	Slippage to 2013/14
	Net Expenditure	Net Expenditure		Net Expenditure	Net Expenditure
	£m	£m	£m	£m	£m
General Enhancements (formerly Minor Works)	0.250	0.365	0.366	0.001	0
Garage Refurbishment	0.050	0.050	0.028	(0.022)	0
Paths & Fences siteworks	0.060	0.060	0.022	(0.038)	0
Estate Improvements	0.250	0.225	0.240	0.015	0
Energy Conservation	0.250	0.160	0.127	(0.033)	0
Roof Replacement	0.240	0.340	0.356	0.016	0
Central Heating Installation	1.050	1.050	1.198	0.148	0
Rewiring	0.340	0.340	0.328	(0.012)	0
Kitchens and Bathrooms	1.100	1.365	1.600	0.235	0
Central Heating communal	0.176	0.100	0.098	(0.002)	0
Secure door entry	0.350	0.350	0.269	(0.081)	0
Structural repairs	0.150	0.196	0.159	(0.037)	0
Aids and adaptations	0.450	0.870	0.790	(0.080)	0
Capitalised Salaries	0.343	0.343	0.382	0.039	0
Asbestos management	0.058	0.128	0.090	(0.038)	0
Stock Remodelling	0.450	0.145	0.122	(0.023)	0
Drainage & Water Supply	0.175	0.015	0.014	(0.001)	0
Plasticisation	0.400	0.450	0.461	0.011	0
<b>HRA</b>	<b>6.142</b>	<b>6.552</b>	<b>6.650</b>	<b>0.098</b>	<b>0</b>

Appendix **D** – Reserves

<b>Reserves</b>		<b>Year End 2012/13</b>			
<b>Description</b>	<b>Opening Balance 2012/13</b>	<b>Spend against reserves</b>	<b>Release of reserves</b>	<b>Proposed transfer to Reserves</b>	<b>Proposed Closing Balance 2012/13</b>
	£m	£m	£m	£m	£m
HRA	3.905		(1.905)		2.000
Sheltered Housing Reprovision	-			8.653	8.653
Strategic Reserve	-			1.284	1.284
Major Repairs (HRA)	0.200			3.237	3.437
	<b>4.105</b>	<b>-</b>	<b>(1.905)</b>	<b>13.174</b>	<b>15.374</b>

---

**Meeting:** Corporate Resources Overview & Scrutiny Committee  
**Date:** 30 July 2013  
**Subject:** Work Programme 2013 – 2014 & Executive Forward Plan  
**Report of:** Chief Executive  
**Summary:** The report provides Members with details of the currently drafted Committee work programme and the latest Executive Forward Plan.

---

**Contact Officer:** Paula Everitt, Scrutiny Officer  
**Public/Exempt:** Public  
**Wards Affected:** All  
**Function of:** Council

#### **CORPORATE IMPLICATIONS**

**Council Priorities:**

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

**Financial:**

n/a

**Legal:**

n/a

**Risk Management:**

n/a

**Staffing (including Trades Unions):**

n/a

**Equalities/Human Rights:**

n/a

**Community Safety:**

n/a

**Sustainability:**

n/a

**RECOMMENDATION(S):**

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

**Work Programme**

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

**Task Forces**

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

**Conclusion**

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



## Appendix A

### Work Programme for Corporate Resources Overview & Scrutiny Committee 2013 – 2014

Ref	Indicative Overview & Scrutiny Meeting Date	Report Title	Issue to be considered	Comment
1.	10 September 2013	Executive Member Update	To receive a brief verbal update from the relevant Executive Member.	
		Joint Venture Proposal	To receive a report outlining a property joint venture proposal.	
		2014/15 Budget Framework	To consider the framework and process for the 2014/15 Budget.	
		Draft Information Assets Strategy  (Tentative date to be advised)	To consider the draft Information Assets Strategy	
2.	22 October 2013	Executive Member Update	To receive a brief verbal update from the relevant Executive Member.	
		Farm Management Strategy	To consider the draft Farm Management Strategy.	

Ref	Indicative Overview & Scrutiny Meeting Date	Report Title	Issue to be considered	Comment
		Quarter 1 Budget Monitoring	To consider corporate revenue & capital budget monitoring information for the 1st quarter of 2013/14, together with specific information for Corporate Services.	
		Quarter 1 Performance Monitoring	To consider performance monitoring information for the 1st quarter of 13/14.	
3.	17 December 2013	Executive Member Update	To receive a brief verbal update from the relevant Executive Member.	
	I	<p>Draft Treasury Management Strategy Statement 2014-2018</p> <p>2014/15 Draft Budget and Fees and Charges Report</p> <p>Draft Capital Programme - 2014/15 to 2017/18</p> <p>2014/15 Draft HRA Budget</p>	<p>To consider the 2014-2018 draft treasury management strategy statement and Investment Strategy 2014-2018.</p> <p>To consider the draft revenue budget for 2014/15, including the draft fees and charges.</p> <p>To consider the draft Capital Programme for 2014/15 to 2017/18.</p> <p>To consider the 2014/15 draft budget for the Housing Revenue Account.</p>	

Ref	Indicative Overview & Scrutiny Meeting Date	Report Title	Issue to be considered	Comment
		Quarter 2 Budget Monitoring	To consider corporate revenue & capital budget monitoring information for the 2nd quarter of 2013/14, together with specific information for Corporate Services.	
		Performance Monitoring System Contact Deb Clarke	To receive a demonstration of the new Performance Monitoring System	
4.	28 January 2014	Executive Member Update  2014/15 Draft Budget	To receive a brief verbal update from the relevant Executive Member.  To receive an update regarding the 2014/15 draft capital and revenue budget.	
5.	4 March 2014	Executive Member Update	To receive a brief verbal update from the relevant Executive Member.	
6.	15 April 2014	Executive Member Update  Quarter 3 Performance Monitoring Quarter 3 Budget Monitoring	To receive a brief verbal update from the relevant Executive Member.  To consider performance monitoring information for the 3rd quarter of 13/14.  To consider corporate revenue & capital budget monitoring information for the 3rd quarter of 2013/14, together with specific information for Corporate Services.	

Ref	Indicative Overview & Scrutiny Meeting Date	Report Title	Issue to be considered	Comment
7.	13 May 2014	Executive Member Update	To receive a brief verbal update from the relevant Executive Member.	
8.	24 June 2014	Executive Member Update	To receive a brief verbal update from the relevant Executive Member.	

## Appendix B

### Central Bedfordshire Council Forward Plan of Key Decisions 1 August 2013 to 31 July 2014

- 1) During the period from **1 August 2013 to 31 July 2014**, Central Bedfordshire Council plans to make key decisions on the issues set out below. “Key decisions” relate to those decisions of the Executive which are likely:
  - to result in the incurring of expenditure which is, or the making of savings which are, significant (namely £200,000 or above per annum) having regard to the budget for the service or function to which the decision relates; or
  - to be significant in terms of their effects on communities living or working in an area comprising one or more wards in the area of Central Bedfordshire.
  
- 2) The Forward Plan is a general guide to the key decisions to be determined by the Executive and will be updated on a monthly basis. Key decisions will be taken by the Executive as a whole. The Members of the Executive are:

Cllr James Jamieson	Leader of the Council and Chairman of the Executive
Cllr Maurice Jones	Deputy Leader and Executive Member for Corporate Resources
Cllr Mark Versallion	Executive Member for Children’s Services
Cllr Mrs Carole Hegley	Executive Member for Social Care, Health and Housing
Cllr Nigel Young	Executive Member for Sustainable Communities – Strategic Planning and Economic Development
Cllr Brian Spurr	Executive Member for Sustainable Communities - Services
Cllr Mrs Tricia Turner MBE	Executive Member for Partnerships
Cllr Richard Stay	Executive Member for External Affairs
  
- 3) Whilst the majority of the Executive’s business at the meetings listed in this Forward Plan will be open to the public and media organisations to attend, there will inevitably be some business to be considered that contains, for example, confidential, commercially sensitive or personal information.

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

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

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

# Central Bedfordshire Council

## Forward Plan of Key Decisions for the period 1 August 2013 to 31 July 2014

### Key Decisions

Date of Publication: 1 July 2013

Ref No.	Issue for Key Decision by the Executive	Intended Decision	Indicative Meeting Date	Consultees and Date/Method	Documents which may be considered	Portfolio Holder and Contact officer (method of comment and closing date)
1.	Customer First 2 -	To approve the full business case for Customer First 2, allowing further improvements in self-serve for our customers and to approve investment in the enabling technology.	13 August 2013		Report Capital Budget	Deputy Leader and Executive Member for Corporate Resources Comments by 12/07/13 to Contact Officer: Deb Clarke, Director of Improvement and Corporate Services Email: <a href="mailto:deb.clarke@centralbedfordshire.gov.uk">deb.clarke@centralbedfordshire.gov.uk</a> Tel: 0300 300 6651

Ref No.	Issue for Key Decision by the Executive	Intended Decision	Indicative Meeting Date	Consultees and Date/Method	Documents which may be considered	Portfolio Holder and Contact officer (method of comment and closing date)
2.	Determination of Proposals for Commissioning of New School Places for Implementation in September 2014 -	Determination of Proposals for Commissioning of New School Places for Implementation in September 2014.	13 August 2013	<p>Consultation will be with:</p> <ul style="list-style-type: none"> <li>• the governing body of the schools which are the subject of proposals;</li> <li>• families of pupils, teachers and other staff at the schools;</li> <li>• the governing bodies, teachers and other staff of any other school that may be affected;</li> <li>• families of any pupils at any other school who may be affected by the proposals including families of pupils at feeder schools;</li> <li>• trade unions who represent staff at the schools and representatives of trade unions of any other staff at schools who may be affected by the proposals;</li> <li>• Constituency MPs for the schools that are the subject of the proposals;</li> <li>• the local parish council where the school that is the subject of the proposals is situated.</li> </ul> <p>Consultation period between March and July 2013 including press releases, public meetings, statutory notices.</p>	Report and outcome of consultation	<p>Executive Member for Children's Services  Comments by 12/07/13 to Contact Officer:  Rob Parsons, Head of School Organisation and Capital Planning  Email: <a href="mailto:rob.parsons@centralbedfordshire.gov.uk">rob.parsons@centralbedfordshire.gov.uk</a>  Tel: 0300 300 5572</p>



Ref No.	Issue for Key Decision by the Executive	Intended Decision	Indicative Meeting Date	Consultees and Date/Method	Documents which may be considered	Portfolio Holder and Contact officer (method of comment and closing date)
3.	East West Rail -	To agree a contribution by the Council towards the delivery of the East West Rail Western Section, and authorisation to sign appropriate legal agreements.	13 August 2013	Consultation and joint working with partner local authorities in the East-West Rail Consortium (throughout).  Internal consultation and joint working on development of funding package (throughout).	Report	Executive Member for Sustainable Communities - Strategic Planning and Economic Development Comments by 12/07/13 to the Contact Officer: James Gleave, Senior Strategic Transport Officer Email: <a href="mailto:james.gleave@centralbedfordshire.gov.uk">james.gleave@centralbedfordshire.gov.uk</a> Tel: 0300 300 6516
4.	Budget Strategy and Medium Term Financial Plan -	The report proposes the medium term financial planning framework for 2014-15 through 2017-18. To endorse the proposed framework for updating of the Medium Term Financial Plan and the preparation of a budget for 2014/15 and endorse the timetable for the consultation process.	13 August 2013		Report	Deputy Leader and Executive Member for Corporate Resources Comments by 12/07/13 to Contact Officer: Charles Warboys, Chief Finance Officer Email: <a href="mailto:charles.warboys@centralbedfordshire.gov.uk">charles.warboys@centralbedfordshire.gov.uk</a> Tel: 0300 300 6147

Ref No.	Issue for Key Decision by the Executive	Intended Decision	Indicative Meeting Date	Consultees and Date/Method	Documents which may be considered	Portfolio Holder and Contact officer (method of comment and closing date)
5.	Planning Enforcement Plan -	To adopt the Planning Enforcement Plan.	13 August 2013		Planning Enforcement Plan	Executive Member for Sustainable Communities - Strategic Planning and Economic Development Comments by 12/07/13 to Contact Officer: Sue Cawthra, Enforcement & Appeals Team Leader Email: <a href="mailto:sue.cawthra@centralbedfordshire.gov.uk">sue.cawthra@centralbedfordshire.gov.uk</a> Tel: 0300 300 4369
6.	Land East of Biggleswade Phase 4 -	To consider land East of Biggleswade Phase 4.	13 August 2013		Report - Exempt	Deputy Leader and Executive Member for Corporate Resources Comments by 12/07/13 to Contact Officer: Peter Burt, MRICS, Head of Property Assets Email: <a href="mailto:peter.burt@centralbedfordshire.gov.uk">peter.burt@centralbedfordshire.gov.uk</a> Tel: 0300 300 5281

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

Ref No.	Issue for Key Decision by the Executive	Intended Decision	Indicative Meeting Date	Consultees and Date/Method	Documents which may be considered	Portfolio Holder and Contact officer (method of comment and closing date)
8.	Framework Agreement for Care Homes With and Without Nursing in Central Bedfordshire -	To ask the Executive to: - authorise the arrangements for entering into the Framework Agreement for care homes within Central Bedfordshire which was approved on 6 November 2012; - approve the successful providers to be accepted onto the Framework Agreement (if available); and - agree the approach to ensuring the quality of care homes by implementing the new Quality Monitoring System in conjunction with the Framework Agreement.	24 September 2013	Care home providers at the meeting of the Provider Forum in December 2012 and the special meeting of care home providers on 28 May 2013.	Report	Executive Member for Social Care, Health and Housing Comments by 23/08/13 to Contact Officer: Bob Sherwood, Commissioning Officer Email: <a href="mailto:bob.sherwood@centralbedfordshire.gov.uk">bob.sherwood@centralbedfordshire.gov.uk</a> Tel: 0300 300 4425

Ref No.	Issue for Key Decision by the Executive	Intended Decision	Indicative Meeting Date	Consultees and Date/Method	Documents which may be considered	Portfolio Holder and Contact officer (method of comment and closing date)
9.	Community Infrastructure Levy -	To approve the consultation and subsequent Submission of the Community Infrastructure Levy draft charging schedule.	24 September 2013		Report	Executive Member for Sustainable Communities - Strategic Planning and Economic Development Comments by 23/08/13 to Contact Officer: Jonathan Baldwin, Senior Planning Officer Email: <a href="mailto:jonathan.baldwin@centralbedfordshire.gov.uk">jonathan.baldwin@centralbedfordshire.gov.uk</a> Tel: 0300 300 5510
10.	Joint Venture Proposal -	To receive a report on the proposals for joint ventures.	24 September 2013		Report	Deputy Leader and Executive Member for Corporate Resources Comments by 23/08/13 to Contact Officer: Peter Burt, MRICS, Head of Property Assets Email: <a href="mailto:peter.burt@centralbedfordshire.gov.uk">peter.burt@centralbedfordshire.gov.uk</a> Tel: 0330 300 5281
11.	Leisure Strategy -	To adopt the Leisure Strategy: Chapter 4, Physical Activity Strategy;	24 September 2013	All Member Presentation of Draft Strategy on 10 July 2013. Draft Strategy to Sustainable Communities Overview and Scrutiny Committee on 25 July 2013. Draft Strategies to Sustainable Communities Overview and Scrutiny Committee on 5 September 2013.	Chapter 4, Physical Activity Strategy	Executive Member for Sustainable Communities - Services Comments by 23/08/13 to Contact Officer: Jill Dickinson, Head of Leisure Services Email: <a href="mailto:jill.dickinson@centralbedfordshire.gov.uk">jill.dickinson@centralbedfordshire.gov.uk</a> Tel: 0300 300 4258

Ref No.	Issue for Key Decision by the Executive	Intended Decision	Indicative Meeting Date	Consultees and Date/Method	Documents which may be considered	Portfolio Holder and Contact officer (method of comment and closing date)
12.	Capital Programme Review 2013/14 -	To receive the outcome of the Capital Programme 2013/14 review.	24 September 2013		Report	Deputy Leader and Executive Member for Corporate Resources Comments by 23/08/13 to Contact Officer: Charles Warboys, Chief Finance Officer Email: <a href="mailto:charles.warboys@centralbedfordshire.gov.uk">charles.warboys@centralbedfordshire.gov.uk</a> Tel: 0300 300 6147
13.	Revenue, Capital and Housing Revenue Account (HRA) Quarter 1 Budget Monitor Reports -	To consider the revenue, capital and HRA quarter 1 budget monitoring report.	24 September 2013		Report	Deputy Leader and Executive Member for Corporate Resources Comments by 23/08/13 to Contact Officer: Charles Warboys, Chief Finance Officer Email: <a href="mailto:charles.warboys@centralbedfordshire.gov.uk">charles.warboys@centralbedfordshire.gov.uk</a> Tel: 0300 300 6147

Ref No.	Issue for Key Decision by the Executive	Intended Decision	Indicative Meeting Date	Consultees and Date/Method	Documents which may be considered	Portfolio Holder and Contact officer (method of comment and closing date)
14.	Award of Responsive and Programmed Electrical Maintenance Contract 2014 to 2017 to Council Housing Properties -	To award the Contract to the preferred contractor for this service.	24 September 2013		Report with exempt appendices	Executive Member for Social Care, Health and Housing Comments by 23/08/13 to Contact Officer: Basil Quinn, Housing Asset Manager Performance or Peter Joslin, Housing Asset Manager Email: <a href="mailto:basil.quinn@centralbedfordshire.gov.uk">basil.quinn@centralbedfordshire.gov.uk</a> Tel: 0300 300 5118 or <a href="mailto:peter.joslin@centralbedfordshire.gov.uk">peter.joslin@centralbedfordshire.gov.uk</a> Tel: 0300 300 5395
15.	Award of Preferred Bidder status to the selected contractor under the BEaR Project -	The report will be seeking the Executive to endorse the selection of the preferred bidder made by the BEaR Project Board to allow the Project Team to finalise and award the Contract.	24 September 2013	Consultees and dates to be confirmed, however this item will go through Overview and Scrutiny at the beginning of September.	A full report and presentation will be provided alongside the Executive report.	Executive Member for Sustainable Communities - Services Comments by 23/08/13 to Contact Officer: Ben Finlayson, BEaR Project Manager Email: <a href="mailto:ben.finlayson@centralbedfordshire.gov.uk">ben.finlayson@centralbedfordshire.gov.uk</a> Tel: 0300 300 6277

Ref No.	Issue for Key Decision by the Executive	Intended Decision	Indicative Meeting Date	Consultees and Date/Method	Documents which may be considered	Portfolio Holder and Contact officer (method of comment and closing date)
16.	School Funding Reform -	To consider the School Funding Reform: 2014/15 Revenue Funding Arrangements.	24 September 2013	In conjunction with the Schools Forum all schools in Central Bedfordshire will be consulted on any changes to schools funding. Date and method to be agreed shortly.	DfE - School Funding Reform: Findings from the Review of 2013/14 Arrangements and Changes for 2014/15 DfE - 2014/15 Revenue Funding Arrangements	Executive Member for Children's Services Comments by 23/08/13 to Contact Officer: Dawn Hill, Senior Finance Manager - Children's Services Email: <a href="mailto:dawn.hill@centralbedfordshire.gov.uk">dawn.hill@centralbedfordshire.gov.uk</a> Tel: 0300 300 6269
17.	Leisure Strategy -	To adopt Leisure Strategy: Chapter 2 - Recreation & Open Space Strategy, Chapter 3 - Playing Pitch Strategy, Overarching Leisure Strategy. All for adoption prior to Supplementary Planning Document formal consultation.	5 November 2013	All Member Presentation of Draft Strategies on 10 July 2013. Draft Strategies to Sustainable Communities Overview and Scrutiny Committee on 5 September 2013.	Chapter 2: Recreation & Open Space Strategy Chapter 3: Playing Pitch Strategy Overarching Leisure Strategy Document	Executive Member for Sustainable Communities - Services Comments by 04/10/13 to Contact Officer: Jill Dickinson, Head of Leisure Services Email: <a href="mailto:jill.dickinson@centralbedfordshire.gov.uk">jill.dickinson@centralbedfordshire.gov.uk</a> Tel: 0300 300 4258
18.	Flitwick Leisure Centre Feasibility Study -	To consider the Flitwick Leisure Centre Feasibility Study.	5 November 2013	Members, local community and key stakeholders.	Flitwick Leisure Centre Feasibility Study	Executive Member for Sustainable Communities - Services Comments by 04/10/13 to Contact Officer: Jill Dickinson, Head of Leisure Services Email: <a href="mailto:jill.dickinson@centralbedfordshire.gov.uk">jill.dickinson@centralbedfordshire.gov.uk</a> Tel: 0300 300 4258



Ref No.	Issue for Key Decision by the Executive	Intended Decision	Indicative Meeting Date	Consultees and Date/Method	Documents which may be considered	Portfolio Holder and Contact officer (method of comment and closing date)
19.	Admissions Arrangements and Co-ordinated Scheme 2015/16 -	To approve commencement of consultation on the Council's Admissions Arrangements and co-ordinated scheme for the academic year 2015/16.	5 November 2013	<ul style="list-style-type: none"> <li>a) Governing bodies of Local Authority schools.</li> <li>b) All other admission authorities within the relevant area.</li> <li>c) Parents of children between the ages of two and eighteen.</li> <li>d) Other persons in the relevant area who have an interest in the proposed admissions.</li> <li>e) Adjoining neighbouring authorities.</li> <li>f) The Church of England and Catholic Diocese.</li> </ul> <p>Method of consultation: Website. In addition: Letter to a, b, e and f. Information distributed to academies/schools and nurseries, notice in the local media to consult with c and d.</p>	Report	<p>Executive Member for Children's Services Comments by 04/10/13 to Contact Officer: Pete Dudley, Assistant Director Children's Services (Learning &amp; Strategic Commissioning) Email: <a href="mailto:pete.dudley@centralbedfordshire.gov.uk">pete.dudley@centralbedfordshire.gov.uk</a> Tel: 0300 300 4203</p>

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

Ref No.	Issue for Key Decision by the Executive	Intended Decision	Indicative Meeting Date	Consultees and Date/Method	Documents which may be considered	Portfolio Holder and Contact officer (method of comment and closing date)
22.	Proposals for Commissioning of New School Places for Implementation in September 2015 and Proposals for Commissioning of New School Places for Implementation in September 2016 -	1) Determination of proposals for commissioning of new school places for implementation in September 2015; and 2) to approve commencement of consultations for proposals for commissioning of new school places for implementation in September 2016.	10 December 2013	<p>For proposals for New School Places for implementation in September 2015:</p> <ul style="list-style-type: none"> <li>• the governing body of the schools which are the subject of proposals;</li> <li>• families of pupils, teachers and other staff at the schools;</li> <li>• the governing bodies, teachers and other staff of any other school that may be affected;</li> <li>• families of any pupils at any other school who may be affected by the proposals including families of pupils at feeder schools;</li> <li>• trade unions who represent staff at the schools and representatives of trade unions of any other staff at schools who may be affected by the proposals;</li> <li>• Constituency MPs for the schools that are the subject of the proposals;</li> <li>• the local parish council where the school that is the subject of the proposals is situated</li> </ul> <p>Consultation period between May and November 2013 including press releases, public meetings, statutory notices.</p>	Report and Outcome of Consultation	<p>Executive Member for Children's Services  Comments by 09/11/13 to Contact Officer:  Rob Parsons, Head of School Organisation and Capital Planning  Email: <a href="mailto:rob.parsons@centralbedfordshire.gov.uk">rob.parsons@centralbedfordshire.gov.uk</a>  Tel: 0300 300 5572</p>

Ref No.	Issue for Key Decision by the Executive	Intended Decision	Indicative Meeting Date	Consultees and Date/Method	Documents which may be considered	Portfolio Holder and Contact officer (method of comment and closing date)
23.	Draft Capital Programme - 2014/15 to 2017/18 -	To consider the draft Capital Programme for 2014/15 to 2017/18.	10 December 2013		Report	Deputy Leader and Executive Member for Corporate Resources Comments by 09/11/13 to Contact Officer: Charles Warboys, Chief Finance Officer Email: <a href="mailto:charles.warboys@centralbedfordshire.gov.uk">charles.warboys@centralbedfordshire.gov.uk</a> Tel: 0300 300 6147
24.	Draft Revenue Budget and Fees and Charges 2014/15 -	To consider the draft revenue budget for 2014/15, including the draft fees and charges.	10 December 2013		Report	Deputy Leader and Executive Member for Corporate Resources Comments by 09/11/13 to Contact Officer: Charles Warboys, Chief Finance Officer Email: <a href="mailto:charles.warboys@centralbedfordshire.gov.uk">charles.warboys@centralbedfordshire.gov.uk</a> Tel: 0300 300 6147

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

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

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

Ref No.	Issue for Key Decision by the Executive	Intended Decision	Indicative Meeting Date	Consultees and Date/Method	Documents which may be considered	Portfolio Holder and Contact officer (method of comment and closing date)
29.	Revenue, Capital and Housing Revenue Account (HRA) Quarter 3 Budget Monitoring Reports -	To consider the revenue, capital and HRA quarter 3 budget monitoring report.	18 March 2014		Report	Deputy Leader and Executive Member for Corporate Resources Comments by 17/03/14 to Contact Officer: Charles Warboys, Chief Finance Officer Email: <a href="mailto:charles.warboys@centralbedfordshire.gov.uk">charles.warboys@centralbedfordshire.gov.uk</a> Tel: 0300 300 6147
30.	Admission Arrangements and Co-ordinated Scheme 2014/15 -	Determination of the Council's Admissions Arrangements and co-ordinated scheme for the academic year 2014/15.	18 March 2014		Report	Executive Member for Children's Services Comments by 17/02/14 to Contact Officer: Pete Dudley, Assistant Director Children's Services (Learning & Strategic Commissioning) Email: <a href="mailto:pete.dudley@centralbedfordshire.gov.uk">pete.dudley@centralbedfordshire.gov.uk</a> Tel: 0300 300 4203



Ref No.	Issue for Key Decision by the Executive	Intended Decision	Indicative Meeting Date	Consultees and Date/Method	Documents which may be considered	Portfolio Holder and Contact officer (method of comment and closing date)
<b>NON KEY DECISIONS</b>						
31.	Quarter 4 Performance Report -	To consider the quarter 4 performance report.	25 June 2013		Report	Deputy Leader and Executive Member for Corporate Resources Comments by 24/05/13 to Contact Officer: Elaine Malarky, Head of Programmes & Performance Management Email: <a href="mailto:elaine.malarky@centralbedfordshire.gov.uk">elaine.malarky@centralbedfordshire.gov.uk</a> Tel: 0300 300 5517
32.	Minerals and Waste Core Strategy -	To recommend to Council the adoption of the Minerals and Waste Core Strategy.	24 September 2013	A wide range of stakeholders were involved in consultations undertaken from 2006 to 2012, using methods which include an internet portal, deposit of hard copies at points of presence, and displaying the Core Strategy on the Council website. Consultees included the Parish Councils, statutory bodies, special interest groups, minerals industry, waste management industry, and individuals who had expressed an interest at previous consultations.	Minerals and Waste Core Strategy and the Inspector's report following the Examination in public.	Executive Member for Sustainable Communities - Strategic Planning and Economic Development Comments by 12/07/13 to Contact Officer: Roy Romans, Minerals and Waste Team Leader Email: <a href="mailto:roy.romans@centralbedfordshire.gov.uk">roy.romans@centralbedfordshire.gov.uk</a> Tel: 0300 300 6039

Ref No.	Issue for Key Decision by the Executive	Intended Decision	Indicative Meeting Date	Consultees and Date/Method	Documents which may be considered	Portfolio Holder and Contact officer (method of comment and closing date)
33.	Quarter 1 Performance Report -	To consider the quarter 1 performance report.	24 September 2013		Report	Deputy Leader and Executive Member for Corporate Resources Comments by 23/08/13 to Contact Officer: Elaine Malarky, Head of Programmes & Performance Management Email: <a href="mailto:elaine.malarky@centralbedfordshire.gov.uk">elaine.malarky@centralbedfordshire.gov.uk</a> Tel: 0300 300 5517
34.	Quarter 2 Performance Report -	To consider the quarter 2 performance report.	10 December 2013		Report	Deputy Leader and Executive Member for Corporate Resources Comments by 09/11/13 to Contact Officer: Elaine Malarky, Head of Programmes & Performance Management Email: <a href="mailto:elaine.malarky@centralbedfordshire.gov.uk">elaine.malarky@centralbedfordshire.gov.uk</a> Tel: 0300 300 5517
35.	Capital Programme - 2014/15 to 2017/18 -	To recommend to Council the proposed Capital Programme for 2014/15 to 2017/18 for approval.	4 February 2014		Report	Deputy Leader and Executive Member for Corporate Resources Comments by 03/01/14 to Contact Officer: Charles Warboys, Chief Finance Officer Email: <a href="mailto:charles.warboys@centralbedfordshire.gov.uk">charles.warboys@centralbedfordshire.gov.uk</a> Tel: 0300 300 6147

Ref No.	Issue for Key Decision by the Executive	Intended Decision	Indicative Meeting Date	Consultees and Date/Method	Documents which may be considered	Portfolio Holder and Contact officer (method of comment and closing date)
36.	Treasury Management Strategy Statement and Investment Strategy 2014-2018 -	To recommend to Council the Treasury Management Strategy Statement and Investment Strategy 2014-2018 for approval.	4 February 2014		Report	Deputy Leader and Executive Member for Corporate Resources Comments by 03/01/14 to Contact Officer: Charles Warboys, Chief Finance Officer Email: <a href="mailto:charles.warboys@centralbedfordshire.gov.uk">charles.warboys@centralbedfordshire.gov.uk</a> Tel: 0300 300 6147
37.	Revenue Budget and Medium Term Financial Plan 2014/15 - 2017/18 -	To recommend to Council the Revenue Budget and Medium Term Financial, including the fees and charges, Plan 2014/15 - 2017/18 for approval.	4 February 2014		Report	Deputy Leader and Executive Member for Corporate Resources Comments by 03/01/14 to Contact Officer: Charles Warboys, Chief Finance Officer Email: <a href="mailto:charles.warboys@centralbedfordshire.gov.uk">charles.warboys@centralbedfordshire.gov.uk</a> Tel: 0300 300 6147

Ref No.	Issue for Key Decision by the Executive	Intended Decision	Indicative Meeting Date	Consultees and Date/Method	Documents which may be considered	Portfolio Holder and Contact officer (method of comment and closing date)
38.	Housing Revenue Account Budget and Business Plan 2014/15 -	To recommend to Council the Housing Revenue Account Budget and Business Plan 2014/15 for approval.	4 February 2014		Report	Deputy Leader and Executive Member for Corporate Resources, Executive Member for Social Care, Health and Housing Comments by 03/01/14 to Contact Officer: Charles Warboys, Chief Finance Officer Email: <a href="mailto:charles.warboys@centralbedfordshire.gov.uk">charles.warboys@centralbedfordshire.gov.uk</a> Tel: 0300 300 6147
39.	Community Safety Partnership Plan and Priorities -	To recommend to Council to approve the Community Safety Partnership Plan and Priorities for 2014 - 2015.	18 March 2014	Strategic Assessment & Partnership Plan will be considered by the Community Safety Partnership Executive, the relevant Overview and Scrutiny Committee and the Local Strategic Partnership.	Strategic Assessment Priorities & Community Safety Partnership Plan 2014 - 2015	Executive Member for Sustainable Communities - Services Comments by 17/02/14 to Contact Officer: Joy Craven, CSP Manager Email: <a href="mailto:joy.craven@centralbedfordshire.gov.uk">joy.craven@centralbedfordshire.gov.uk</a> Tel: 0300 300 4649
40.	Quarter 3 Performance Report -	To consider the quarter 3 performance report.	18 March 2014		Report	Deputy Leader and Executive Member for Corporate Resources Comments by 17/02/14 to Contact Officer: Elaine Malarky, Head of Programmes & Performance Management Email: <a href="mailto:elaine.malarky@centralbedfordshire.gov.uk">elaine.malarky@centralbedfordshire.gov.uk</a> Tel: 0300 300 5517

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

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

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

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

This page is intentionally left blank