

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

**This meeting may
be filmed.***



**Central
Bedfordshire**

please ask for Sandra Hobbs
direct line 0300 300 5257
date 27 November 2014

NOTICE OF MEETING

EXECUTIVE

Date & Time

Tuesday, 9 December 2014 at 9.30 a.m.

Venue

Council Chamber, Priory House, Monks Walk, Shefford

Richard Carr
Chief Executive

To: The Chairman and Members of the EXECUTIVE:

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

All other Members of the Council - on request

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

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AGENDA

1. **Apologies for Absence**

To receive apologies for absence.

2. **Minutes**

To approve as a correct record, the Minutes of the meeting of the Executive held on 14 October 2014.

3. **Members' Interests**

To receive from Members any declarations of interest.

4. **Chairman's Announcements**

To receive any matters of communication from the Chairman.

5. **Petitions**

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

6. **Public Participation**

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

7. **Forward Plan of Key Decisions**

To receive the Forward Plan of Key Decisions for the period 1 January 2015 to 31 December 2015.

Decisions

Item	Subject	Page Nos.
8.	Council Tax Support Scheme	29 - 36

The purpose of the report is to review the Council's Local Council Tax Support Scheme and address the requirement to recommend to Council the approach to Local Council Tax Support for 2015/16.

- | | | |
|-----|---|-----------|
| 9. | New School Places in Stotfold and Leighton Linslade and 2014/15 refresh of the Council's School Organisation Plan and New School Places Programme | 37 - 74 |
| | To determine the proposals for commissioning of new lower school places in Stotfold and Leighton Buzzard for implementation from September 2015. To set out the implications arising from the 2014/15 refresh of the Council's School Organisation Plan and New School Places programme and the new areas guidelines published by the Education Funding Agency for mainstream school buildings and grounds for all age ranges from 4 to 19, and also advice on the Council's School's Sustainable Design Brief. | |
| 10. | Central Bedfordshire Council Enforcement Policy | 75 - 86 |
| | To approve a revision of the Council's Enforcement policy. | |
| 11. | Waste Infrastructure and Operational Contracts | 87 - 96 |
| | This report seeks to provide the Executive with an update on the delivery of selected elements of the waste management strategy approved by Executive in March 2014. In addition the report seeks delegated authority to award a number of contracts which are required in order to deliver the approved approach. | |
| 12. | Procurement of Future Electricity and Gas Contracts | 97 - 102 |
| | The report sets out a proposal in relation to the procurement of energy for Council buildings, street lighting and schools in a manner which is compliant with public procurement rules, meets with Council priorities, is in accordance with best practice and is considered to provide best value. | |
| 13. | Award of Contract to carry out External Wall Insulation Work | 103 - 108 |
| | This report recommends the award of a contract to install external wall insulation to 82 PRC dwellings in Aldbanks, Dunstable as part of meeting priority 6 of the Housing Asset Management Strategy. | |

The purpose of the report is to update the Executive on progress with Stratton Business Park and seek Executive approval to undertake disposals of land to meet known local business demands and support jobs growth.

Monitoring Matters

Item	Subject	Page Nos.
15.	September 2014 Quarter 2 Revenue Budget Monitoring	119 - 138
	The report sets out the financial position for 2014/15 as at the end of September 2014. It sets out spend to date against the profiled budget and the forecast financial outturn. It excludes the Housing Revenue Account which is subject to a separate report.	
16.	September 2014 Quarter 2 Capital Budget Monitoring	139 - 156
	The report provides information on the projected capital outturn for 2014/15 as at September 2014.	
17.	September 2014 Quarter 2 Housing Revenue Account Budget Monitoring	157 - 166
	The report provides information on the 2014/15 Housing Revenue Account projected outturn revenue and capital position as at September 2014.	
18.	Exclusion of the Press and Public	
	To consider whether to pass a resolution under section 100A of the Local Government Act 1972 to exclude the Press and Public from the meeting for the following items of business on the grounds that the consideration of the items is likely to involve the disclosure of exempt information as defined in Paragraph 3 of Part I of Schedule 12A of the Act.	

Exempt Appendix

Item	Subject	Exempt Para.	Page Nos.
19.	Award of Contract to carry out External Wall Insulation Work	3	167 - 168
	To receive the exempt appendix.		
20.	Stratton Park Disposals	3	169 - 180
	To receive the exempt information.		

Exempt Reports

Item	Subject	Exempt Para.	Page Nos.
21.	Bedfordshire Mental Health Services Procurement	3	To follow
	To approve the award of contract as part of the Bedfordshire Mental Health Services Procurement for the provision of Central Bedfordshire Council Section 75 Funded Services.		

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

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

CENTRAL BEDFORDSHIRE COUNCIL

At a meeting of the **EXECUTIVE** held in the Council Chamber, Priory House, Monks Walk, Shefford on Tuesday, 14 October 2014.

PRESENT

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

Executive Members:	Cllrs	B J Spurr R C Stay Mrs P E Turner MBE	Cllrs	M A G Versallion J N Young
Deputy Executive Members:	Cllrs	A D Brown Mrs S Clark A L Dodwell D J Hopkin	Cllrs	A M Turner B Wells R D Wenham
Apologies for Absence:	Executive Member Cllr	I Dalgarno C Hegley	Deputy Executive Members for Community Services	Executive Member for Social Care, Health & Housing
Members in Attendance:	Cllrs	P N Aldis Mrs A Barker A R Bastable R D Berry Mrs G Clarke Mrs R J Drinkwater	Cllrs	Mrs S A Goodchild Ms A M W Graham K C Matthews D McVicar J Murray
Officers in Attendance		Mrs D Broadbent-Clarke Mr R Carr Mrs M Clay Mr M Coiffait Mr A Emerton Mrs S Harrison Mrs S Hobbs Mr J Longhurst Mrs J Ogley Mr C Warboys		Director of Improvement and Corporate Services Chief Executive Chief Legal and Democratic Services Officer Community Services Director Managing Solicitor Planning, Property, Highways & Transportation Director of Children's Services Committee Services Officer Director of Regeneration and Business Director of Social Care, Health and Housing Chief Finance Officer

E/14/58. **Minutes**

RESOLVED

that the minutes of the meeting held on 19 August 2014 be confirmed as a correct record and signed by the Chairman.

E/14/59. **Members' Interests**

Councillor Jamieson declared a personal interest in item 13 'Flitwick Leisure Centre Redevelopment – Approval to enter into a Lottery Funding Agreement with Sport England and to note the Capital Budget Position' as he used Flitwick Leisure Centre and his sons were members of Flitwick Leisure Centre. He was present during this item.

E/14/60. **Chairman's Announcements**

Item 13 'Flitwick Leisure Centre Redevelopment – Approval to enter into a Lottery Funding Agreement with Sport England and to note the Capital Budget position' would be considered after item 14 'Quarter 1 Performance Report'.

The Chairman reported that the Secretary of State for Transport had approved the Development Order for the Woodside Link road on 30 September 2014.

The Chairman welcomed the new Director of Children's Services, Sue Harrison to the meeting.

E/14/61. **Petitions**

No petitions were received.

E/14/62. **Public Participation**

There was no public participation.

E/14/63. **Forward Plan of Key Decisions**

RESOLVED

that the Forward Plan of Key Decisions for the period 1 November 2014 to 31 October 2015 be noted.

E/14/64. **Early Help Offer in Children's Services**

The Executive considered a report from the Executive Member for Children's Services that set out the proposed early help offer to be delivered through Children's Centres and the procurement process. The current contract for the running of the Children's Centres was due to end on 31 March 2015. The proposed model sought to enhance service delivery and avoid duplication, whilst enabling maximum flexibility with minimum change.

The Executive Member for Children's Services advised that the paragraph numbers in the proposed recommendations should read as follows:-

- recommendation 2, paragraphs 20 – 25 and not 18 – 26; and
- recommendation 3, paragraphs 26 – 29 and not 27-29 as set out in the report.

The Chairman of the Children's Services Overview and Scrutiny Committee (CSOSC) advised the Executive that this issue had been discussed by the CSOSC on 1 April 2014. The CSOSC had made the following three recommendations to the Executive:-

1. That the Overview and Scrutiny Committee supports the approach to deliver targeted early intervention but feels it was important that children not included in the identified age range should still be able to access support where necessary.
2. That the consultation include a range of proposed models that also identified the alternative support that would be available if a 'spoke' ceased to operate as a result of the proposal.
3. That none of the current 'hubs' in Central Bedfordshire should disappear as a result of the proposed changes.

Reason for decision: The proposed model was the most appropriate for Central Bedfordshire in order to get the best outcomes for children and families.

RESOLVED

- 1. that all current Children's Centres be retained;**
- 2. that the current services model be retained with enhancements as outlined in paragraphs 20-25 of the report. In particular:**
 - **services would continue to be available for 0 to 5 year olds;**
 - **there would be a greater focus on providing services to babies aged 0 to 12 months, the most critical time for new families; and**

- **focus resources on those services that were not readily available elsewhere.**
3. **that the procurement process, as set out in paragraphs 26-29 of the report, be approved.**

E/14/65.

Consultation on Central Bedfordshire's Admission Arrangements 2016/17

The Executive considered a report from the Executive Member for Children's Services that set out the consultation arrangements for the proposed Co-ordinated Admissions Scheme and the proposed admission arrangements for Community and Voluntary Controlled Schools for the academic year 2016/17.

In response to questions, the Executive Member for Children's Services advised that it was in response to the recommendations made in the annual report of the Chief Schools Adjudicator that the priority given to children attending a nursery, pre-school or a child care setting was proposed to be removed from the school admission policies of Community and Voluntary Controlled schools. This information would be communicated with parents to help them decide on the most appropriate pre-school place for their child. It was anticipated that the removal of this criteria would have a limited impact on the smaller schools

Reason for decision: To enable the Council to meet its statutory obligations to consult on admission arrangements.

RESOLVED

1. **that the commencement of consultation for Central Bedfordshire's proposed admission arrangements for Community and Voluntary Controlled Schools for the academic year 2016/17 be approved, noting specific changes to existing admission arrangements including:**
- (i) **revised wording on the Council's admission arrangements to make it clearer how places for pupils with a statement of Special Education Needs or Education, Health and Care Plan were allocated, how the Fair Access Protocol works, and the addition of foster siblings in the sibling definition;**
 - (ii) **in response to the recommendations made in the annual report of the Chief Schools Adjudicator published in November 2013, the removal of nursery, pre-school and other childcare criteria from those school admission policies which currently contain them; and**
 - (iii) **a revised catchment area for Russell Lower School in Ampthill.**
2. **that the commencement of consultation for Central Bedfordshire's co-ordinated admissions schemes for the academic year 2016/17 be approved.**

E/14/66. **Amendment to the Council's Home to School Transport Policy 2014 - Closing schools**

The Executive considered a report from the Executive Member for Children's Services that sought approval to commence a consultation on the proposed amendment to the Council's Home to School Transport Policy. The proposed amendment was in relation to the entitlement to transport for pupils living in the catchment area of schools that were subject to closure in Dunstable. It was noted that temporary entitlement to Council funded transport had been approved for four children living in the Studham area who were new starters in Year 5 at Priory Academy in Dunstable in September 2014.

Reason for decision: To enable the entitlement in the Council's Home to School Transport Policy to be amended to take account of the school closures in Dunstable.

RESOLVED

1. **that the proposed amendments to the Council's Home to School Transport Policy, in relation to entitlement to transport for pupils living in the catchment area of schools that were subject to closure be noted;**
2. **that the commencement of consultation on the proposed changes, as set out within the report, be approved;**
3. **to authorise the Director of Children's Services, in consultation with the Executive Member of Children's Services, to determine the proposal subject to there being no significant issues or concerns raised by the consultation exercise.**

E/14/67. **Fees and Charges 2015**

The Executive considered a report from the Deputy Leader and Executive Member for Corporate Resources that proposed the revised fees and charges for 2015, identified those charges where the increases were significantly different from the 2% advisory increase as per the 2015/16 Budget Strategy and set out the revised Fees and Charges Policy.

The Deputy Leader and Executive Member for Corporate Resources advised that the fees and charges for the Registration Services were still waiting approval from Luton and Bedford Borough Councils. He then proposed the following amendment to recommendation 2, which was duly seconded:-

- that the fees and charges for 2015, as set out in the Executive report, be approved and that the Director of Improvement and Corporate Services, in consultation with the Executive Member for Corporate Resources be authorised to determine the schedule of charges for Registration Services following formal responses from Luton or Bedford Borough Councils.

In response to questions, the Deputy Leader and Executive Member for Corporate Resources welcomed the co-convened meeting of the Overview and Scrutiny Committees to consider the draft fees and charges scheduled. The co-convened meeting was a new way of working to improve efficiency across the Council by enabling the three Overview and Scrutiny Committees to meet as one Committee to discuss cross cutting issues. As this was the first meeting of this kind there were improvements to be made.

Reason for decision: To agree the fees and charges prices for 2015 as part of delivering a balanced budget for 2015/16 and identify resource requirements for the Medium Term and to agree the Fees & Charges Policy.

RECOMMENDED to Council

- 1. that the response to the consultation with Overview and Scrutiny, as set out in Appendix C to the Executive report, be noted;**
- 2. that the fees and charges for 2015, as set out in the Executive report, be approved and that the Director of Improvement and Corporate Services, in consultation with the Executive Member for Corporate Resources be authorised to determine the schedule of charges for Registration Services following formal responses from Luton or Bedford Borough Councils; and**
- 3. that the Fees and Charges Policy, as set out in the Executive report, be approved.**

E/14/68.

Highways Contract Renewal Project: Authorisation to Proceed

The Executive considered a report from the Executive Member for Community Services that set out the proposed model for the Highways Contract Renewal Project. The current contract was due to end on 31 March 2016 and the Council was in the process of procuring a new contract that reflected the current priorities for Central Bedfordshire Council. This work included a review of the most appropriate contract type and packaging of all highway services. The proposed was to move to a Term Maintenance Contract Plus (TMC+) arrangement, giving the Council greater control of the services provided by the appointed contractor.

Reason for decision: To provide the Highways Contract Renewal Project authorisation to proceed to the next delivery stage of the project, the procurement exercise.

RESOLVED

1. that the TMC+ be approved as a contract model for the Council from 2016-2023;
2. that a nominal seven year contract term, with a maximum extension period of a further seven years be approved;
3. that the continuation of an Assets Management approach and the preparation of a new Highways Asset Management Plan be approved; and
4. that the Network Maintenance Management Plan and the Road Safety Strategy Targets be utilised for the purpose of procuring the highways contract (Appendices A and B to the Executive report) be approved.

E/14/69. **Quarter 1 Performance Report**

The Executive considered a report from the Deputy Leader and Executive Member for Corporate Resources that set out the Quarter 1 2014/15 performance for Central Bedfordshire Council's Medium Term Plan indicator set. Overall performance remained good.

Reason for decision: To ensure a rigorous approach to performance management across Central Bedfordshire Council.

RESOLVED

1. that the continuing good performance in Quarter 1, for the indicators being used to help support monitoring of progress against the Medium Term Plan priorities, be acknowledged; and
2. to recommend Officers to further investigate and resolve underperforming indicators as appropriate.

E/14/70. **Flitwick Leisure Centre Redevelopment - Approval to Enter into a Lottery Funding Agreement with Sport England and Amend the Capital Budget**

The Executive considered a report from the Executive Member for Community Services that sought approval to accept a capital grant in respect of Flitwick Leisure Centre and the impact this had on the Council's financial position. The Council had been offered a capital Lottery grant from Sport England of £2,000,000 towards the cost of the redevelopment of Flitwick Leisure Centre. In order to receive the grant the Council had to accept the terms and conditions set by Sport England. Members noted that the increase in the gross capital budget for this project would have no net impact on the Capital Budget position if the grant was accepted.

In response to questions, the Executive Member for Community Services explained that Flitwick Leisure Centre would be an invest to save project.

There was shortfall of £243,000 in the revised budget for the project and ways of mitigating this were being considered, such as reducing construction costs. The Executive Member agreed to keep the relevant Member informed of any projects that were at risk of not being delivered if resources had to be diverted to meet this shortfall.

Reason for decision: To secure £2,000,000 funding contribution towards the cost of the redevelopment of Flitwick Leisure Centre and award the building contract.

RESOLVED

- 1. that the terms of the Lottery Funding Agreement (the deed) and its associated grant conditions to secure the Sport England capital grant award of £2,000,000, as set out in the exempt Appendix A to the Executive report, be accepted;**
- 2. that the increase in the gross capital budget for this project which, as a result of the acceptance of this grant means there is no net impact on the Capital Budget position as approved by Council, be noted; and**
- 3. to delegate authority to the Community Services Director, in consultation with the Executive Member for Community Services, to award a building contract for Flitwick Leisure Centre at the overall gross expenditure for this scheme of £14,725,000.**

(Note: The meeting commenced at 9.30 a.m. and concluded at 10.35 a.m.)

Chairman

Dated

**Central Bedfordshire Council
Forward Plan of Key Decisions
1 January 2015 to 31 December 2015**

- 1) During the period from **1 January 2015 to 31 December 2015**, 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 Regeneration |
| Cllr Brian Spurr | Executive Member for Community 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
18 March 2014	6 March 2014
22 April 2014	10 April 2014
27 May 2014	15 May 2014
15 July 2014	3 July 2014
19 August 2014	7 August 2014
14 October 2014	2 October 2014
9 December 2014	27 November 2014
13 January 2015	23 December 2014
10 February 2015	29 January 2015
31 March 2015	19 March 2015

Central Bedfordshire Council

Forward Plan of Key Decisions for the period 1 January 2015 to 31 December 2015

Key Decisions

Date of Publication: 27 November 2014

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.	NNDR Discretionary Relief Policy -	To approve the NNDR Discretionary Relief Policy.	13 January 2015	Corporate Resources Overview and Scrutiny Committee on 29 July 2014 and 16 December 2014.	Report	Deputy Leader and Executive Member for Corporate Resources Comments by 12/12/14 to Contact Officer: Charles Warboys, Chief Finance Officer Email: charles.warboys@centralbedfordshire.gov.uk Tel: 0300 300 6147

Ref No.	Issue for Key Decision by the Executive	Intended Decision	Indicative Meeting Date	Consultees and Date/Method	Documents which may be considered	Portfolio Holder and Contact officer (method of comment and closing date)
2.	Proposed Schools Funding for 2015/2016 -	To formally discuss and approve the Council's proposed school funding formula following consultation in September/October 2014. This formula will determine the funding basis for schools and academies in Central Bedfordshire Council area for April 2015/16.	13 January 2015		Report	Executive Member for Children's Services Comments by 12/12/14 to Contact Officer: Helen Redding, Assistant Director School Improvement Email: helen.redding@centralbedfordshire.gov.uk Tel: 0300 300 6057
3.	West of A1 Stotfold -	Approval to dispose of land including selection of appropriate methodology.	13 January 2015		Public Report with Exempt Appendices.	Deputy Leader and Executive Member for Corporate Resources Comments by 12/12/14 to Contact Officer: Andrew Gordon, Head of Estate Management Email: andrew.gordon@centralbedfordshire.gov.uk Tel: 0300 300 5882

Ref No.	Issue for Key Decision by the Executive	Intended Decision	Indicative Meeting Date	Consultees and Date/Method	Documents which may be considered	Portfolio Holder and Contact officer (method of comment and closing date)
4.	TEEP Assessment of Recycling Collection -	To seek the adoption of the TEEP (Technical, Environmental and Economical Practicability) Assessment.	10 February 2015		Report and Exempt Appendix	Executive Member for Community Services Comments by 09/01/15 to Contact Officer Tracey Harris (Waste), Head of Waste Services Email: tracey.harris2@centralbedfordshire.gov.uk Tel: 0300 300 4646

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.	Commissioning of New School Places in Leighton Linlade and Cranfield -	To receive a report on the commissioning of new school places in Leighton Linlade and Cranfield.	31 March 2015	<p>In relation to Leighton Linlade:</p> <ul style="list-style-type: none"> the governing body of the schools which are the subject of proposals families of pupils, teachers and other staff at the schools; the governing bodies, teachers and other staff of any other school that may be affected; families of any pupils at any other school who may be affected by the proposals including families of pupils at feeder schools; trade unions who represent staff at the schools and representatives of trade unions of any other staff at schools who may be affected by the proposals; Constituency MPs for the schools that are the subject of the proposals; and the local town or parish council where the school that is the subject of the proposals is situated. <p>Consultation period between January and February 2015 including press releases, public meetings, statutory notices.</p> <p>Children's Services Overview and Scrutiny Committee on 10 March 2015.</p>	Report and outcome of the consultation.	<p>Executive Member for Children's Services</p> <p>Comments by 27/02/15 to Contact Officer:</p> <p>Karen Oellermann, Assistant Director - Commissioning & Partnerships</p> <p>Email: karen.oellermann@centralbedfordshire.gov.uk</p> <p>Tel: 0300 300 5265</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)
6.	Central Bedfordshire Council's Admission Arrangements and Co-ordinated Scheme -	To determine the Council's Admission Arrangements and co-ordinated scheme for the academic year 2016/17.	31 March 2015		Report	Executive Member for Children's Services Comments by 27/02/15 to Contact Officer: Karen Oellermann, Assistant Director - Commissioning & Partnerships Email: karen.oellermann@centralbedfordshire.gov.uk Tel: 0300 300 5265
7.	Central Bedfordshire Council Park Homes Strategy -	To request the Executive to adopt the Park Homes Strategy following consultation.	31 March 2015	Initial consultation involved a Residents' Needs Assessment survey that provided over 400 responses to shape the draft strategy. Formal consultation ran from early December for nine weeks and all Park Homes Residents and Owners were specifically invited to comments on the draft strategy. A Residents' Forum was held in January 2015 during the consultation period. Social Care, Health and Housing Overview and Scrutiny Committee on 16 March 2015.	Draft Park Homes Strategy. Consultation Report. Equality Impact Assessment.	Executive Member for Social Care, Health and Housing Comments by 27/02/15 to Contact Officer: Nick Costin, Head of Housing Service Email: nick.costin@centralbedfordshire.gov.uk Tel: 0300 300 5219

Ref No.	Issue for Key Decision by the Executive	Intended Decision	Indicative Meeting Date	Consultees and Date/Method	Documents which may be considered	Portfolio Holder and Contact officer (method of comment and closing date)
8.	Central Bedfordshire Council Homelessness Strategy -	To request the Executive to adopt the Homelessness Strategy following consultation.	31 March 2015	Stakeholder engagement events were held in October 2014 following development of the homelessness Review. Formal consultation ran from early December for nine weeks and known stakeholders were specifically invited to comments on the draft strategy. Social Care, Health and Housing Overview and Scrutiny Committee on 16 March 2015.	Draft Homelessness Strategy. Homelessness Review. Consultation Report. Equalities Impact Assessment.	Executive Member for Social Care, Health and Housing Comments by 16/03/15 to Contact Officer: Nick Costin, Head of Housing Service Email: nick.costin@centralbedfordshire.gov.uk Tel: 0300 300 5219
9.	Local Transport Plan -	To approve the 2015/16 programme.	31 March 2015	Sustainable Communities Overview and Scrutiny Committee on 22 January 2015.	Local Transport Plan Programme	Executive Member for Community Services Comments by 27/02/15 to Contact Officer: Ben King, Transport Strategy Team Leader Email: ben.king@centralbedfordshire.gov.uk Tel: 0300 300 4824

Ref No.	Issue for Key Decision by the Executive	Intended Decision	Indicative Meeting Date	Consultees and Date/Method	Documents which may be considered	Portfolio Holder and Contact officer (method of comment and closing date)
10.	Award of Contract for the Woodside Link -	To approve the award of contract for the construction of the Woodside Link.	31 March 2015	Executive – 2 October 2012. Planning Examination 8 October 2013 to 4 April 2014. Development Consent Order made by the Secretary of State on 31 September 2014, coming into force on 21 October 2014.	Report of tender bids and conclusion/recommendation of selection panel to award contract - Public Report with Exempt Appendices	Executive Member for Regeneration, Executive Member for Community Services Comments by 27/02/15 to Contact Officer: Jim Tombe, Head of Transport Strategy Email: jim.tombe@centralbedfordshire.gov.uk Tel: 0300 300 6244

NON KEY DECISIONS

11.	Quarter 2 Performance Report -	To consider the quarter 2 performance report.	13 January 2015		Report	Deputy Leader and Executive Member for Corporate Resources Comments by 12/12/14 to Contact Officer: Elaine Malarky, Head of Programmes & Performance Management Email: elaine.malarky@centralbedfordshire.gov.uk Tel: 0300 300 5517
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Ref No.	Issue for Key Decision by the Executive	Intended Decision	Indicative Meeting Date	Consultees and Date/Method	Documents which may be considered	Portfolio Holder and Contact officer (method of comment and closing date)
12.	Draft Budget 2015/16 -	To consider the draft Budget for 2015/16.	13 January 2015	The draft budget will be considered by the Overview and Scrutiny Committees during their cycle of meetings in January 2015.	Report	Deputy Leader and Executive Member for Corporate Resources Comments by 12/12/14 to Contact Officer: Charles Warboys, Chief Finance Officer Email: charles.warboys@centralbedfordshire.gov.uk Tel: 0300 300 6147
13.	Budget 2015/16 -	To recommend to Council a proposed Budget for 2015/16 for approval.	10 February 2015	Consultation will take place with the Overview and Scrutiny Committees during the January cycle of meetings.	Report	Deputy Leader and Executive Member for Corporate Resources Comments by 19/01/15 to Contact Officer: Charles Warboys, Chief Finance Officer Email: charles.warboys@centralbedfordshire.gov.uk Tel: 0300 300 6147

Ref No.	Issue for Key Decision by the Executive	Intended Decision	Indicative Meeting Date	Consultees and Date/Method	Documents which may be considered	Portfolio Holder and Contact officer (method of comment and closing date)
14.	Treasury Management Strategy -	To recommend to Council the approval of the Treasury Management Strategy.	10 February 2015		Report	Deputy Leader and Executive Member for Corporate Resources Comments by 09/01/15 to Contact Officer: Charles Warboys, Chief Finance Officer Email: charles.warboys@centralbedfordshire.gov.uk Tel: 0300 300 6147
15.	Quarter 3 Budget Monitoring -	To receive the quarter 3 budget monitoring report for the Revenue, Capital and Housing Revenue Account.	10 February 2015		Report	Deputy Leader and Executive Member for Corporate Resources Comments by 09/01/15 to Contact Officer: Charles Warboys, Chief Finance Officer Email: charles.warboys@centralbedfordshire.gov.uk Tel: 0300 300 6147
16.	Community Safety Partnership Plan and Priorities for 2015-2016 -	To recommend to Council the approval of the Community Safety Partnership Plan and Priorities for 2015-16.	31 March 2015	The CSP Plan will be considered by the Community Safety Partnership and the Sustainable Communities Overview and Scrutiny Committee.	Report and Community Safety Partnership Plan 2015/16	Executive Member for Community Services Comments by 27/02/15 to Contact Officer: Joy Craven, CSP Manager Email: joy.craven@centralbedfordshire.gov.uk Tel: 0300 300 4649

Ref No.	Issue for Key Decision by the Executive	Intended Decision	Indicative Meeting Date	Consultees and Date/Method	Documents which may be considered	Portfolio Holder and Contact officer (method of comment and closing date)
17.	Quarter 3 Performance Report -	To consider the quarter 3 performance report.	31 March 2015		Report	Deputy Leader and Executive Member for Corporate Resources Comments by 27/02/15 to Contact Officer: Elaine Malarky, Head of Programmes & Performance Management Email: elaine.malarky@centralbedfordshire.gov.uk Tel: 0300 300 5517

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

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

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

Date of Publication	Period of Plan
1 April 2014	1 May 2014 – 30 April 2015
16 April 2014	1 June 2014 – 31 May 2015
4 June 2014	1 July 2014 – 30 June 2015
3 July 2014	1 August 2014 – 31 July 2015
18 July 2014	1 September 2014 – 31 August 2015
3 September 2014	1 October 2014 – 30 September 2015
23 September 2014	1 November 2014 – 31 October 2015
29 October 2014	1 December 2014 – 30 November 2015
28 November 2014	1 January 2015 – 31 December 2016
23 December 2014	1 February 2015 – 31 January 2016
18 February 2015	1 March 2015 – 29 February 2016
5 March 2015	1 April 2015 – 31 March 2016

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Central Bedfordshire Council

EXECUTIVE - 9 December 2014

Council Tax Support Scheme

Report of Cllr Maurice Jones, Deputy Leader and Executive Member for Corporate Resources (maurice.jones@centralbedfordshire.gov.uk)

Advising Officers: Charles Warboys, Chief Finance Officer (charles.warboys@centralbedfordshire.gov.uk) and Gary Muskett, Head of Revenues and Benefits (gary.muskett@centralbedfordshire.gov.uk)

This report relates to a Key Decision

Purpose of this report

1. The purpose of the report is for the Executive to review the Council's Local Council Tax Support Scheme and address the requirement to recommend to Council the approach to Local Council Tax Support for 2015/16.

RECOMMENDATIONS

The Executive is asked to:

- 1. review the Local Council Tax Support Scheme and recommend to Council that the current scheme be extended for a further year (2015/16), subject to "uprating" as set out in paragraph 23 below.**

Overview and Scrutiny

2. The Corporate Resources Overview and Scrutiny Committee reviewed the proposals set out below and recommended to Executive that the proposed Local Council Tax Support Scheme be approved.

Background

3. The Welfare Reform Act 2012 abolished Council Tax Benefit. Under the Local Government Finance Act 2012 local authorities had to design their own Local Council Tax Support (LCTS) scheme for working age customers and administer the national Council Tax Support scheme for pensioners.

4. In January 2014 Council approved a Council Tax Support scheme for Central Bedfordshire for the financial year 2014/15. The scheme remained the same as that for 2013/14 and mirrored the previous entitlement under old Council Tax Benefit system for all claimants except for:

- All working age claimants who do not fall into one of our vulnerable protected groups are required to make a 25% payment of their Council Tax liability.
- The removal of the Second Adult Rebate.
- The rate of allowances and premiums were frozen at the 2012/13 levels.
- The rate of Non-dependant deductions increased.

Pensioners have not seen any change to the support they receive.

5. The intention of the Central Bedfordshire Council scheme was to reduce the amount of Council Tax Support discount awarded from that paid under the previous Council Tax Benefit scheme to take into account the reduction in funding from Central Government. The current scheme ensures that every Council Tax payer pays at least 25% of their Council Tax bill unless they are a pensioner or they fall within one of our protected groups of claimants.

6. In the last year there have been three national reports relating to Council Tax Support schemes, these being:

- National Audit Report (NAO) – Council Tax Support (December 2013).
- Public Accounts Committee (PAC) 48th report 2013/14 – Council Tax Support March 2014.
- DCLG Localising Support for Council Tax – Vulnerable people (key local authority duties) February 2014.

7. The NAO and PAC reports both highlight the need to assess how schemes support the wider policy on work incentives and protection of vulnerable groups.

8. The NAO report highlighted the following key facts:

- a) Of the 326 schemes introduced in 2013/14, 230 required some payment ranging from 5% to 33%.
- b) 133 of the schemes offered no additional protection for vulnerable groups. This did not include the Central Bedfordshire scheme.

9. The national picture for other authorities' LCTS schemes in 2014/15 can be summarised as follows:

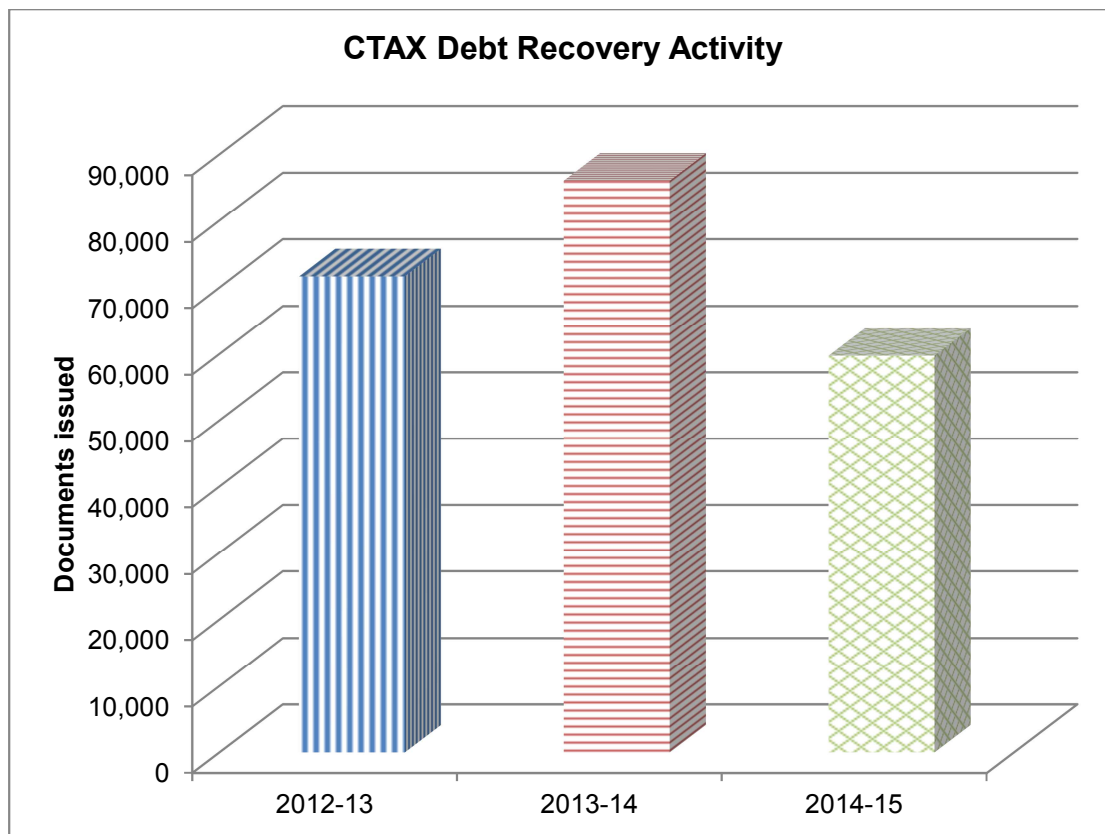
86% of the 326 authorities reduced entitlement, 14% made no change to their initial 2013/14 scheme.

Of the 326 authorities that introduced changes:

- 15% introduced a minimum payment.
 - 24% opted for a 10% cut in the discount awarded.
 - 36% opted for 11% to 20% cut in the discount awarded.
 - Remainder are at 20% +.
 - 34% introduced a discretionary fund.
10. The current legislation states that Council Tax Support schemes must be reviewed by Members each financial year and approved no later than the 30 January preceding the start of the new financial year.
11. If there are changes to the current scheme, legislation states that these changes must be consulted upon. Minor changes such as uprating of premiums and applicable amounts would be exempt from this consultation process.

Impact of Council Tax Support Scheme on Collection Rates

12. A Council Tax collection rate of 97.65% in year was achieved for 2013/14, which was a 0.24% reduction on 2012/13 levels. Collection rates for the first 5 months of the 2014/15 financial year have shown a slight improvement on the same period in 2013/14. The small reduction in the collection rate cannot be attributed entirely to the introduction of the LCTS scheme, although this will have been a factor.
13. The average decrease in collection rates for unitary authorities was 0.6% year on year, and the average collection rate for unitary authorities was 96.7% in 2013/14. Central Bedfordshire therefore performed better than average on both measures.
14. In 2013/14 a total of 84,232 debt recovery documents were issued which was a 20% increase on 2012/13 levels. 9,620 magistrates court summonses were issued in 2013/14, an increase of 850 on 2012/13 levels. There was also a 20% increase in correspondence received from residents regarding their Council tax liability and 50,000 phone calls were dealt with by our Revenues team. Not all of the increased debt recovery action can be attributed to the introduction of the LCTS scheme, although this will have been a factor.
15. The chart below illustrates the level of Council Tax debt recovery activity for 2012/13, 2013/14 and the position as of September 2014.

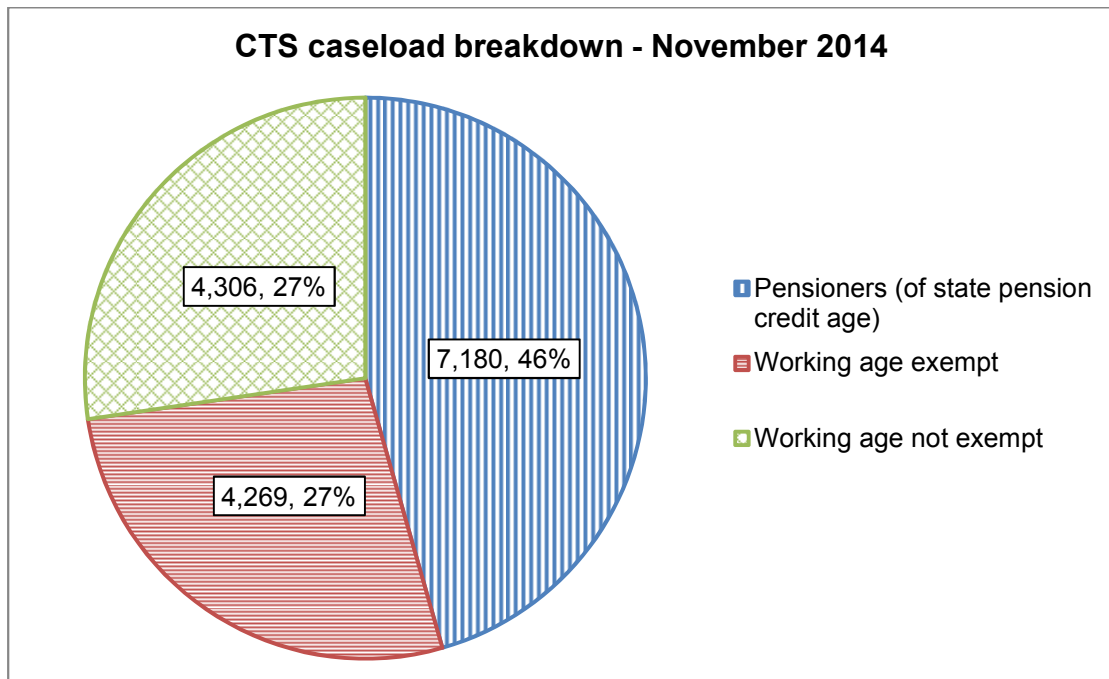
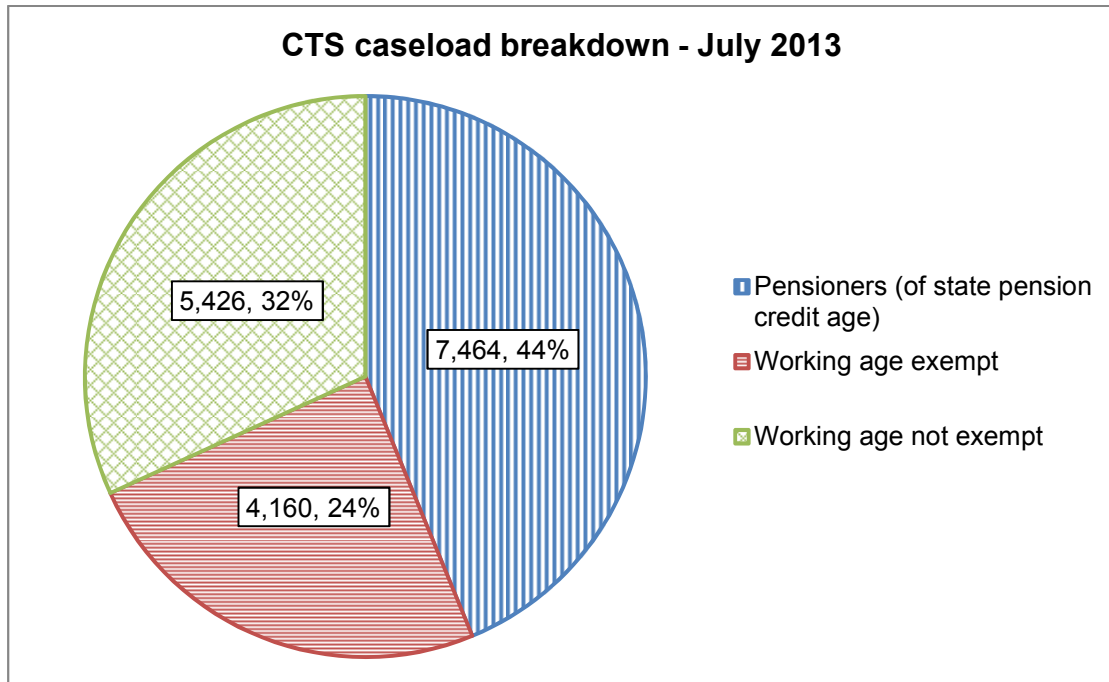


16. The debt recovery activity for 2014/15 is following a very similar pattern to 2013/14 with almost an identical number of documents issued at the end of September 2014 compared to September 2013.
17. In 2013/14 Council Tax totalling £151,755,116 was collected compared to £145,943,456 in 2012/13, which was an increase of £5,811,663. This reflects the growing tax base (number of households) and the introduction of the LCTS scheme.

The Current Central Bedfordshire Council Scheme

18. Since the introduction of Council Tax Support the number of Central Bedfordshire Council claimants receiving LCTS has dropped by 11% or 1,912 claimants, from 17,667 in April 2013 to 15,755 in November 2014.
19. The caseload decreased in March/April 2014 as claimant's income from state benefits increased by 1% but the personal allowances in our LCTS scheme remained the same. For some claimants, a marginal increase in their income will result in a complete loss of their LCTS entitlement.

20. Our case load can be separated into three distinct categories of claimants, Pensioners, Protected working age claimants and Non Protected working age claimants who are required to pay a minimum of 25% of their Council Tax liability. The two charts below illustrate how the number of claimants in these categories has changed since our scheme was introduced.



The proposed Scheme for 2015/16

21. It is proposed that the current scheme be readopted for 2015/16 with minor changes being proposed, which are explained below. These minor changes will be financially advantageous to the claimant.
22. Each year state benefits for working age people are increased by the Government which, unless adjusted for in our scheme, result in a reduction in the amount of support provided by the Council Tax Support scheme. In 2014/15 we did not adjust our scheme for this inflationary increase which has resulted in all our non protected working age claimants being slightly worse off.
23. Therefore in order to bring our levels of entitlement for working age claimants in line with other state benefits our scheme will need to be adjusted to reflect changes in state benefit levels (commonly referred to as “uprating”). This will mean an increase of about 3% in the premiums and allowances built into our LCTS scheme.
24. The forecast cost of uprating our scheme in line with national changes in 2015/16 is £120,000.
25. The reduction in our case load and the overall level of Council Tax Support discount awarded will mitigate the expense of uprating.

Options for consideration

26. None.

Reasons for decision

27. So that Full Council can endorse the Central Bedfordshire Council Local Council Tax Support scheme. If the scheme is not approved by 31 January 2015, the Council will have to award Local Council Tax Support in accordance with the Government’s default scheme which will result in the cost of the scheme exceeding that of the local Council Tax Support scheme.

Reason for urgency

28. None.

Council Priorities

29. By protecting vulnerable and elderly people as well as providing incentives to work, the proposed Local Council Tax Support (LCTS) scheme should be designed to support the Council’s Medium Term Plan priorities of:
 - Promoting health and wellbeing and protecting the vulnerable.
 - Improved educational attainment.

Corporate Implications

Risk Management

30. The transfer from Council Tax Benefit to localised Council Tax Support means the impact of increased demand and cost will be a risk for all preceptors.
31. The Council and its precepting partners, the Police and Fire authorities, will need to monitor closely local social and economic changes and ensure there is a consideration of the impact of possible future shortfalls in funding. This may mean that the scheme designed needs to allow for these risks by providing for savings in excess of the currently known reduction in funding.

Staffing

32. The introduction of a local CTS scheme has led to a significant increase in the number of residents who have contacted the Council. These contacts have mainly been to the Revenues and Benefits teams and Customer Services.

Legal Implications

33. The Local Government Finance Bill 2012 states that for each financial year, Councils must consider whether to revise their Council Tax Support scheme or replace it with another scheme and that such decisions need to be made by 31 January in the financial year preceding that for which the revision or replacement scheme is to take effect. If the Council does not make a Council Tax Support scheme by 31 January 2015, a default scheme will be imposed on the Council which will be effective from April 2015.

Financial Implications

34. The gross Council Tax Support discount awarded within Central Bedfordshire in 2014/15 is presently £13,965,943 on an annualised basis.
35. The Council's Medium Term Financial Plan assumes that the current scheme will continue with no additional savings planned to be met from scheme changes in 2015/16.
36. It is not anticipated that the proposed changes to the LCTS scheme for 2015/16 will have any material impact on the total value of Council Tax collected, as the increased discount will be offset by a reduced number of claimants.

Equalities Implications

37. Public authorities have a statutory duty to advance equality of opportunity, eliminate unlawful discrimination, harassment and victimisation and foster good relations in respect of nine protected characteristics; age, disability, gender re-assignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.
38. A full equality assessment was conducted as part of the approval process for the 2013/14 Council Tax Support Scheme to ensure that due regard was given to the impact of the scheme on the Council's residents, particularly those who are vulnerable and hard to reach.

Conclusion and next Steps

39. Approval is being sought to keep the local Council Tax Support scheme unchanged for 2015/16 other than an uprating of premiums, allowances, and annual changes to the national pension age scheme, which need to be reflected in the local working age scheme.

Appendices

40. None.

Background Papers

41. None.

Central Bedfordshire Council

EXECUTIVE - 9 December 2014

**New School Places in Stotfold and Leighton Linslade and
2014/15 refresh of the Council's School Organisation Plan and
New School Places Programme**

Report of: Cllr Mark Versallion Executive Member for Children's Services
(mark.versallion@centralbedfordshire.gov.uk)

Advising Officer: Sue Harrison, Director of Children's Service
(sue.harrison@centralbedfordshire.gov.uk)

Key Decision

Purpose of this report

1. To report the outcome of the statutory consultation to expand Roecroft Community Lower School, Stotfold and to recommend approval of the proposal and commencement of the capital project. The school is located within the Stotfold and Langford Ward.
2. To seek Executive support for proposed consultations to provide new Lower School places in Leighton Buzzard from September 2015. The schools referred to within the report serve the Leighton Buzzard South Ward.
3. To report to the Executive the implications arising from the 2014/15 refresh of the Council's School Organisation Plan and New School Places programme.
4. To provide the Executive with advice on new area guidelines published by the Education Funding Agency on behalf of the Department for Education for mainstream school buildings and grounds for all age ranges from 4 to 19, and also advice on the Council's School's Sustainable Design Brief.

RECOMMENDATIONS

- 1(i). **Accept, as outlined in paragraph 17 and in the Legal implications section of this report, that the procedures established by The Education and Inspections Act 2006 (EIA 2006) and The School Organisation (Prescribed Alterations to Maintained Schools) (England) Regulations 2013, have been complied with in bringing forward the proposal to expand Roecroft Community Lower School, Stotfold**
 - (ii). **Confirm that no representations were received in respect of the proposal to expand Roecroft Community Lower School and the statutory notice as set out in Appendix A, issued on the 13 October 2014 under Section 19(1), of the Education and Inspections Act 2006.**
 - (iii). **Approve the statutory proposal to expand Roecroft Community Lower School, Stotfold from its current capacity of 300 places to provide a total of 450 places with an implementation date of 1 September 2015 thereby approving the commencement of the project and related expenditure, subject to the grant of planning permission under Part 3 of the Town and Country Planning Act 1990 by 1 July 2015.**
2. **Indicate support for the proposed commencement of consultations by the Governing Bodies of Leedon Community Lower School and Clipstone Brook Community Lower School to permanently expand each school from 1 September 2015.**

Each school will also be invited to prepare a business case which will be subject to approval by the Council's Executive in its decision to approve the proposals in March 2015.
3. **Take account of the implications for the Council's Capital Programme arising from the 2014/15 refresh of the Council's School Organisation Plan and New School Places programme.**
 4. **Note the use by the Council of EFA Building Bulletin 103 Area Guidelines for Mainstream Schools and the Council's School's Sustainable Design Brief as guidance in creating future design briefs for new school buildings, school refurbishment or conversion projects.**

Children's Services Overview and Scrutiny

5. A summary of the content of this report has been subject of a presentation to Children's Services Overview and Scrutiny Committee at its meeting on the 11 November 2014. The committee's view of the published final report will be reported to Executive at its meeting.

New Lower School Places in Stotfold

6. On the 19 August 2014 the Council's Executive considered a proposal to approve the commencement by the Council of consultation and the publication of statutory notices for the proposal to expand Roecroft Community Lower School in Stotfold. The proposal was made as a result of significant and sustained demographic growth in the area.
7. The initial consultation period commenced on 8 September 2014 through to 6 October 2014. The Council worked in partnership with the school to undertake the consultation which included public and staff meetings, to ensure that the process followed that set out in Department for Education guidance and regulation.
8. The consultation materials, minutes of the public and staff meetings and copies of all responses, is attached at Appendix A to this report. The initial consultation for the proposal to expand Roecroft Community Lower School received 30 responses in total of which 60% indicated support and 10% were undecided.
9. The main issue recorded as a concern by respondents related to traffic and the potential of an expanded school to increase congestion in and around the immediate area of the school. Throughout the consultation it has been made clear that it is increases in the very local Stotfold demographic that is driving the need for more school places and these local children could walk, although parents may chose to drive as a result of work or other family commitments.
10. The Education and Inspections Act 2006 places a duty on local councils to promote the use of sustainable transport on the home to school journey and whilst the concerns are acknowledged it is an issue that will be addressed through the design and eventual planning approval process and also by the school itself which will be required to review and refresh its own travel plan to reduce the number of vehicle trips to the school site by encouraging and/or developing alternative travel options and to raise awareness about travel issues such as air pollution and road safety.

11. As a result of the responses received to the initial period of statutory consultation, statutory notices (under Section 19(1) of the Education and Inspections Act 2006) were published in line with Department for Education guidance on 13 October 2014 along with evidence of the initial consultation and other information prescribed by regulation inviting further comment or objection to the proposal by the end of the representation period on 10 November 2014.
12. Copies of the Statutory Notice and the prescribed information for the proposal are also attached at Appendix A.
13. No representations were received to the proposal to expand the school.
14. The DfE guidance for decision makers of school organisation proposals contains a number of key factors to be considered along with the views submitted throughout the consultation process, including all objections to and comments on the proposals. The guidance is clear that these factors should not be taken to be exhaustive and all proposals should be considered on their individual merits.
15. The factors outlined in statutory guidance for school organisation proposals include:
 - i. Consideration of consultation and representation period
 - ii. Education standards and diversity of provision
 - iii. Demand
 - iv. School size
 - v. Proposed admission arrangements
 - vi. National curriculum
 - vii. Equal opportunity issues
 - viii. Community cohesion
 - ix. Travel and accessibility
 - x. Capital
 - xi. School premises and playing fields.
16. The School has submitted a business case which has been evaluated by Council officers and is attached at Appendix B. The proposal complies with the Council's Policy Principles for Pupil Place Planning in Schools and the school's ambition is aligned with the Council's Education Vision.
17. Having followed the procedure required by regulation and in consideration of the relevant key issues and factors for decision makers set out in guidance and in the original report to Executive on the 19 August 2014 it is recommended that the proposal to expand Roecroft Community Lower School, as set out in this report and published by Statutory Notice issued on 13 October 2014, be approved with an implementation date of 1 September 2015.

New Lower School Places in Leighton Linlade

18. The south of Leighton Linlade school place planning area includes schools within Leighton Buzzard and Hockliffe, up to Heath and Reach and contains a significant amount of planned housing.
19. 2,500 dwellings are planned within the East of Leighton Linlade extension which will eventually require an additional 4 forms of entry (120 extra pupil places per age group) across all phases of education. This is the equivalent of 2 new 300 place lower schools, 1 new 480 place middle school and the expansion of existing upper school provision by 500 places including sixth form.
20. 1,657 dwellings are forecast to be built out in the Leighton Buzzard & Linlade area within the current 5 year forecast period, including:
 - i. 175 dwellings at the former RAF Stanbridge
 - ii. 142 at Pratts Pit/ Billington Park
 - iii. 461 at Grovebury Farm
 - iv. 165 at Brickyard Quarry
 - v. 75 at Pulford Corner, and
 - vi. 575 dwellings within the land east of Leighton development (of 2,500 dwellings planned in total)
21. In total there are currently approximately 640 school places in each lower school year group in schools within this planning area. From September 2014 the 640 places available in Year R are accommodating a total of approximately 550 children.
22. The number of children who will be of reception age in September 2015 and already living in the area, including additional yield from new housing to be built and occupied in the forthcoming year is forecast to be approximately 700. In September 2016 the size of the Year R cohort is predicted to be approximately 600 and in September 2017 approximately 680.
23. 2015/16 is a very high year in the lower school forecasts for the planning area with a deficit of places of 2 forms of entry (60 places) in that year alone, which although not immediately sustained in 2016/17, is forecast to be required in the long-term as the area continues to see significant housing development mainly to the south of the town.
24. As a result an additional 2 forms of entry of lower school provision is being planned to be provided on a permanent basis, from 2015/16 to cater for children living within the catchments of lower schools to the south of Leighton Linlade as the majority of demographic demand is being driven by pupil yield from new and anticipated housing towards the south east of the town.

25. The additional places required within the lower school age range are proposed to be provided through the expansions of Leedon Lower (300 to 450 places) and Clipstone Brook Lower Schools (225 to 375 places), each along with the new Greenleas Lower School site within walking distance of the new housing developments, both Ofsted Good Schools with sites capable of expansion.
26. Feasibility studies are now underway and each school's Governing Body has indicated an intention, subject to the support of the Council's Executive in December 2014, to commence consultation with its local community and other stakeholders in early January 2015. Ward Councillors have also received a briefing on the Council's forecasts of demographic growth and the need to plan for additional school places in the area.
27. The outcome of those consultations along with a business case submitted by each school will be reported to the Council's Executive in March 2015 for final approval to commence each expansion project, funded through the Council's New School Places Programme.
28. In order to ensure that parents and carers are aware of the pressure on school places in the south of the Leighton Linlade area and of the need to consider and express preferences for more than one local school, the Council's School Admissions Service has produced a targeted Starting School leaflet for parents and carers of children who are due to apply for a Reception place in September.
29. The Land East of Leighton housing development will eventually include two 2 form entry lower schools, or a total of 120 places per year group. The timing of the phased introduction of this new provision will be in line with the rate of development on site, but is expected to be required from September 2017.
30. The need to plan for additional middle school places, required in September 2016 and 2017 in the Leighton Linlade area will also be subject of the report to Executive in March 2015.

2014/15 Refresh of the Council's School Organisation Plan

31. In order to continue to comply with its legal obligations to secure sufficient and suitable school places in Central Bedfordshire the Council's first School Organisation Plan was published in September 2011, setting out the extent of provision and the challenges of local demographic change in the period 2011-16 arising from changes in birth rates, housing developments and proposals by neighbouring authorities.

32. The School Organisation Plan is subject to annual review and refresh with pupil level annual school census data, area health authority statistics on pre-school children, housing occupancy predictions and other influences on the local supply of school places across nine planning areas which subdivide Central Bedfordshire.
33. The plan also includes forecasts of the impact of demographic change on the supply of places in provision for children with special educational needs. This specialist provision is to be subject of further review in 2015/16 to ensure that the Council continues to plan for places and services in the context of the Children and Families Act 2014 and reforms of services for those children and young people with Special Educational Needs and Disabilities.
34. The annual refresh and review of area health authority data also enables the assessment of demand in the pre-school population identifying temporary or more sustained increases in pupil numbers forecast to come through to specific schools.
35. The School Organisation Plan has recently been published for the period 2014-2019 and can be viewed at;
http://www.centralbedfordshire.gov.uk/Images/School%20Organisation%20Plan%202014_tcm6-58059.pdf#False
36. The Official Statistical Release issued in July 2014 by the Department for Education provided national pupil projections for the trend in number of pupils in schools. In summary the findings were:
 - i. Births in England have been broadly rising since 2002, leading to increases in primary-aged pupils from 2010. Between 2014 and 2023, pupil numbers in maintained nursery and state-funded primary schools are projected to increase by 9%.
 - ii. The number of pupils aged 5 to 6 years in state-funded primary schools increased at an average annual rate of 2.9% between 2010 and 2014. Between 2015 and 2019 pupils from the same age group are projected to grow at the slower average rate of 0.7% per year.
 - iii. State-funded secondary pupil numbers (aged up to and including 15) started declining in 2005 and are projected to continue to decline until 2015, after which the increases in primary pupil numbers will start to flow through into secondary schools.
 - iv. By 2023, the number of state-funded secondary pupils aged up to and including 15 is projected to be 17% higher compared to 2014.

37. In Central Bedfordshire this national picture of changing demographic feeding into and through the education system is mirrored in the Council's School Organisation Plan, although the impact of growth in the numbers of households is the predominant factor that continues to drive the demand for new school places in a number of specific locations and at all phases across the Council's area.
38. The accuracy of the Council's methodology for calculating pupil yield from new housing developments is critical in demographic forecasting and also in the negotiation and calculation of financial contributions required from developers for new school infrastructure. As a result of the significant housing growth in Central Bedfordshire the Council is currently reviewing its methodology in partnership with two other Local Authorities through market research and general household surveys across new housing developments in each LA area.
39. Housing trajectory figures published in April 2014 by the Council's Development Plans and Process Service suggest an average of approximately 1,800 new homes are expected to be completed each year over the next five years in Central Bedfordshire and the forecasts of growth in pupil numbers in Central Bedfordshire show an increase in numbers each year both as a result of the naturally changing demographics with an increase in pre-school numbers and the impact of the housing growth.
40. Within Central Bedfordshire, as at January 2014, the 133 mainstream schools (excluding nurseries) catered for a pupil population of approximately 38,200 pupils aged 4+ to 18+. Total pupil numbers are expected to rise by approximately 8,800, to 47,000 pupils in 2019:
41. The School Organisation Plan provides further detail on the geographic impact of this forecast growth in pupil numbers and the specific timing of required new school places.
42. The Plan indicates specific pressure on places over the next five year period in each of the school place planning areas in Central Bedfordshire with need over the next two years in Stotfold, Shefford, Leighton Buzzard, Ampthill, Biggleswade, Cranfield and Silsoe to be met through new school place projects that have already received Executive approval or will be subject of reports in early 2015.

2014/15 refresh of the Council's New School Places Programme

43. The Council's School Organisation Plan continues to establish a clear overview of the forecast change in pupil numbers over the next five years and provides the basis for the Council's New School Places Programme of capital investment in major projects to provide new school places in the areas of demand where new schools or significant expansions of existing schools are required.

44. Where new school places are required these continue to be commissioned with approval of the Council's Executive and in line with the Council's Policy Principles for Pupil Place Planning in schools.
45. In March 2012 the Council's Executive approved its first New School Places Programme of capital investment for the period 2012/13 – 2016/17 to implement the need for places identified in the School Organisation Plan published in September 2011.
46. As a result new school places have now been provided through the completed expansions of Fairfield Lower School, Greenleas Lower School, Church End Lower School, Holywell Middle School, Alameda Middle School and Vandyke Upper School.
47. The New School Places Programme is itself also reviewed and refreshed on an annual basis utilising the Council's School Organisation Plan as its evidence base. A summary of the latest programme is attached at Appendix C and indicates the specific projects that are likely to be needed to be commissioned over the next five years, including those that have already been approved, many of which are in their construction phase.
48. The Programme is funded by developer contributions and Basic Need grant income from the Department for Education (DfE) although on current planning assumptions the programme also reflects a significant capital contribution that the Council would be required to provide from its own resources of approximately £2.1M in 2015/16, £7.3M in 2016/17, £18.3M in 2017/18 and £11.8M in 2018/19.
49. The Programme includes an assumption that DfE Basic need grant (allocations are currently only known through to 2016/17) will continue at a similar level and that the DfE methodology for calculating basic need grant will remain as it is currently.
50. Since 2009 Central Bedfordshire has seen a period of moderate growth in demographics which, taking account of existing surplus places in the area, has only required the Council to commission a total of 450 new places between 2009 to 2013 with a further 770 places commissioned by the start of the 2014 academic year. The Council has been able to meet all of the capital costs of providing these new school places from external funding but with a reducing balance sheet of unallocated DfE grant.
51. By September 2015 the Council will need to have commissioned a further 1,575 places with a further 865 by September 2016 and on current forecasts a further 3,690 places by September 2017 utilising a range of standardised designs and procurement frameworks to continue to provide cost effective construction solutions.

52. In August 2014 the Local Government Association published the outcome of research undertaken of chief finance officers in the 150 single and upper-tier English Councils in LGA membership. The research indicated that more than three-quarters of Councils who responded did not receive sufficient DfE grant to create the extra school places needed in their area between 2011/12 and 2016/17 with shortfalls funded from borrowing or from other building programmes.
53. The programme may be subject to further amendment in 2015 when it is next reviewed, housing trajectories may change and delay schemes currently partially funded by basic need, releasing grant to offset some of the expenditure currently forecast to fall to the LA.

Design Standards

54. Until April 2014 the vast majority of maintained primary and secondary schools in England were designed and built to the standards established by the non-statutory DfE Building Bulletin briefing standards 99 (BB 99) for Primary Schools and Building Bulletin 98 (BB 98) for Secondary Schools introduced in 2004. In essence the publications gave minimum sizes, types and number of spaces that should be provided in maintained schools.
55. In Central Bedfordshire these standards were adapted to provide specific space and suitability standards for each phase in our three tier education system. These local standards were used to brief the design of new school buildings, school refurbishment or conversion projects in Central Bedfordshire. They also supported negotiations with developers which are currently based on the per pupil cost of new provision, based upon the appropriate Building Bulletin standards, which is the regulatory guidance.
56. Suitability surveys have also previously been conducted of all of our schools using the locally adapted standards to determine how well the existing premises meet the needs of pupils, teachers and other users. The surveys and resulting assessments have concentrated mainly on the numbers and characteristics of each type of internal and external space. While there is no specific focus of Central Government grant to address these issues in isolation, the suitability of our current schools is a key input to the process of defining a brief for feasibility studies to be undertaken where significant capital investment is planned, especially for expansion.
57. In April 2014 the Education Funding Agency published Building Bulletin 103 (BB 103) area guidelines for school buildings and sites for all age ranges from 3 to 19. The guidance covers all state schools, including mainstream academies and free schools, except special schools and alternative provision.

58. BB 103 has superseded the previous area guidelines and recommends reduced minimum internal and external areas based on typical curriculum delivery and staffing, but allowing for the individual priorities of schools to be accommodated and also takes account of schools' duty to offer universal infant free school meals from September 2014.
59. The minimum gross area now recommended for buildings, which is currently used to calculate funding for many new or replacement school projects, averages 15% lower than that recommended in BB98 (Secondary) and around 6% lower than BB99 (Primary).
60. Although the guidance is clear that the new standards should always be applied flexibly in light of the particular circumstances of a school it is clear that external funding allocations and negotiations will reflect the new areas and the Council must have due regard to them when creating design briefs for new school buildings, school refurbishment or conversion projects in Central Bedfordshire.
61. BB 103 can be viewed at;
https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/324056/BB103_Area_Guidelines_for_Mainstream_Schools_COORRECTED_25_06_14.pdf
62. The development of new educational infrastructure will also continue to be supported by Central Bedfordshire's Schools Sustainable Design Brief, recently refreshed to ensure that the issue of sustainability continues to be central to and addressed within all major capital projects in the schools' estate, both new build and major refurbishment.
63. The new brief also now takes into account a number of changes to national and local policy, development of technologies (particularly in cost to deploy) and a better understanding of what a major school new build or refurbishment project needs to be able to deliver to ensure sustainability issues are properly and appropriately addressed.
64. In addition to this, the Council's emerging Development Strategy places a requirement on all non residential buildings over 1,000m² to aspire to be built to Building Research Establishment Environmental Assessment Method for buildings (BREEAM) Excellent or an equivalent standard.
65. The new brief recognises that this might not always be financially or logistically possible but seeks to incorporate and promote the best of the ideals seen in a BREEAM excellent building to ensure new school buildings and refurbishments are carried out to an equivalent standard that embeds the core principles of sustainability and delivers schools that are efficient, vibrant and truly sustainable buildings.

66. The brief now includes a sustainability checklist to ensure and better demonstrate how these issues have been considered within the design process and to provide greater transparency with regards to why various design decisions are made.
67. Central Bedfordshire's School's Sustainable Design Brief can be viewed at:
http://www.centralbedfordshire.gov.uk/Images/SDB240914_tcm6-59434.pdf#False

Reasons for decision

68. Recommendations 1 and 2 to ensure the Council continues to meet its statutory obligations to provide sufficient school places and also to meet the legal requirements placed on the Council by the Education and Inspections Act 2006 regarding proposals to expand maintained schools.
69. Commitment to expenditure and final approval of the proposals set out in recommendation 2 will be determined by the Council's Executive in March 2015, informed by the outcome of the consultation exercises undertaken by each Governing Body and the business cases which are being prepared by each School.
70. Recommendation 4 to ensure that the Council can continue to develop design briefs for for new school buildings, school refurbishment or conversion projects.

Council Priorities

71. The report supports Central Bedfordshire's Medium Term Plan: Delivering your priorities – Our Plan for Central Bedfordshire 2012-2016 and the specific priority of Improved Educational Attainment.

Legal Implications

72. Section 14 of the Education Act 1996 places a duty on Councils to secure sufficient and suitable school places to provide for 5 – 16 year old statutory aged children in its area. S14A of the Education Act 1996 imposes a duty to consider parental representations about the exercise by local authorities of their functions in relation to the provision of primary and secondary education.
73. The Education and Inspections Act 2006 gives Councils a strategic role as commissioners, but not providers, of school places to promote parental choice, diversity, high standards, the fulfilment of every child's educational potential and fair access to educational opportunity.

74. The main legislation governing school organisation is found in sections 7-32 of the Education and Inspections Act 2006, The School Organisation (Establishment and Discontinuance of Schools) (England) Regulations 2013 and the School Organisation (Prescribed Alterations to Mainstream Schools) (England) Regulations 2013.
75. The relevant officers have confirmed that the Council has complied with the legal process with regard to the proposals set out in this report and the information supplied supports this position.
76. New DfE guidance for proposers and decision makers regarding school organisation in maintained schools was published in January 2014 by the Department of Education to support the new School Organisation (Prescribed Alterations to Mainstream Schools) (England) Regulations 2013.
77. This guidance can be viewed at:
<https://www.gov.uk/government/publications/school-organisation-maintained-schools>
78. The Council is able to propose the expansion of maintained schools and is also decision maker for those proposals, one of which has been subject of previous consultations as set out in this report with recommendations to now approve the proposed expansion of Roecroft Community Lower School.
79. In considering the proposal the decision maker must consider any comments made during consultation and may decide to reject, approve, approve with modifications or conditions (e.g. the implementation date), having consulted the LA and/or governing body (as appropriate) or approve with or without modification, subject to certain prescribed events (such as the granting of planning permission) being met. In any case, the reasons for the final decisions must be carefully recorded indicating the main factors considered and the reasons for the decision.
80. A list of the factors which must be considered by the decision maker can be found at paragraph 15 above. A copy of the final decision must be published on the website where the original proposal was published and forwarded to a range of bodies specified in the DfE Guidance referred to in paragraph 76 above.
81. Annex B to that guidance provides further information on the list of factors mentioned above, which must be taken into account.

82. If the Council were to fail to decide this proposal within 2 months of the end of the representation period it must forward the proposal, and any received representations, to the schools adjudicator for decision. Certain religious bodies and the governors and trustees of certain schools may appeal against a decision made by the Local Authority as decision maker, within four weeks of the decision being made.
83. The Local Authority must send the proposal, representations and its reasons for decision to the Schools Adjudicator for final determination. Once proposals have been implemented, the Local Authority must inform the Secretary of State.
84. As a consequence of changes introduced by the new 2013 regulations and guidance Governing Bodies are now able to propose to make a range of changes to their schools without following a statutory process, this includes expansion. It is therefore planned that these new powers are used by the Governing Bodies of Leedon Community Lower School and Clipstone Brook Community Lower School to propose permanent expansion.
85. The Governing Body are required to adhere to the usual principles of public law: they must act rationally; they must take into account all relevant considerations; and they must follow a fair procedure. Therefore, the Governing Body must liaise with the Local Authority and undertake consultation with parents and other interested persons on their proposed change and ensure that it has secured capital funding and any consents necessary for making changes to land and buildings, including Planning consents before the changes can be implemented. Once the changes have been implemented, the Governing Body must inform the Secretary of State.

Financial Implications

86. As stated previously in the report the New School Places Programme is funded by developer contributions and Basic Need grant income from the Department for Education (DfE) although on current planning assumptions the programme also reflects a significant capital contribution that the Council would be required to provide from its own resources of approximately £2.1M in 2015/16, £7.3M in 2016/17, £18.3M in 2017/18 and £11.8M in 2018/19.
87. The revenue implications of the forecast expenditure (MRP and Interest) based on the current MTFP assumptions and assuming that spend will occur evenly in each year is £7,875 in 2015/16, £113,875 in 2016/17, £466,250 in 2017/18 and £1,142,000 in 2018/19.
88. The Council will continue to ensure that all opportunities are taken to increase income and to seek alternative funding sources for new build and expansions of existing school buildings.

89. The figures in this programme provide an update to those within the Council's current capital programme 2014/15 to 2017/18, and its Medium Term Financial Plan approved by Council in February 2014 which as a result of the lead in time of the corporate financial planning process and resulting Executive report was based on the annual refresh of the Council's School Organisation Plan and New School Places Programme in September 2013, which used the latest validated data available for forecasting at that point, which was from early 2012.
90. Use of the latest data has enabled confirmation of a number of localised growth forecasts that can now be seen to be sustained, rather than temporary increases in demographic. This requirement for further permanent provision has led to the addition of specific projects to the Council's New school Places programme that now fall within the net funded phase of the programme.
91. The day to day running costs of school provision is met through revenue funding which is made available to each school as part of the Dedicated Schools Grant and is based primarily on the numbers of pupils attending and will increase accordingly in an expanded school.
92. Where necessary and where Schools and Academies are undertaking significant expansion on commission from the Council additional revenue support for relevant costs can be accessed on application through the Growth Fund established by the Schools Forum.
93. Capital expenditure within the New School Places Programme is subject to the Council's Code of Financial Governance. Expenditure to commission feasibility studies and design work required for projects within this rolling programme has been approved by the Executive Member for Children's Services, in consultation with the Director of Children's Services as required by the Council's constitution.

Equalities Implications

94. The consultation and decision making process set out in regulation for proposals to expand Academies and Council maintained schools requires an evaluation on a project by project basis of any equalities and human rights issues that might arise.
95. Public authorities have a statutory duty to promote equality of opportunity, eliminate unlawful discrimination, harassment and victimisation and to foster good relations in respect of the following protected characteristics: age, disability, gender re-assignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

96. This statutory duty includes requirements to:
- i. Remove or minimise disadvantages suffered by people due to their protected characteristics.
 - ii. Take steps to meet the needs of people from protected groups where these are different from the needs of other people.
 - iii. Encourage people from protected groups to participate in public life or in other activities where their participation is disproportionately low.
97. As decision maker for the proposal relating to Roecroft Community Lower School the Council has considered that there are no race or disability discrimination issues that arise from the change being proposed.

Appendices

The following Appendices are attached

Appendix A –Roecroft Community Lower School, consultation materials, responses, Statutory Notice.

Appendix B - Roecroft Community Lower School expansion business case

Appendix C – 2014/15 refresh summary of Central Bedfordshire’s New School Places Programme

Consultation on the proposed expansion of Roecroft Community Lower School, Stotfold

to provide new lower school places
for children in Stotfold

**Monday 8 September 2014 –
Monday 6 October 2014**

1. Introduction

Councils have a duty to ensure there are enough suitable school places for children aged 5-16 (as per Section 14 of the Education Act 1996). The Council's role is to promote parental choice, diversity, high standards and fair access to education (Education and Inspections Act 2006).

This document explains the reasons for proposing to expand Roecroft Community Lower School, Stotfold and how you can have your say.

2. Background

In April 2009 Central Bedfordshire Council inherited the legal obligation to carry out the former County Council's proposed relocation of Roecroft Community Lower School and to enlarge it by one full form of entry from a school of 150 places. The enlarged school was to provide a total of 300 lower school places (2 forms of entry) on its new site on Buttercup Road, Stotfold by September 2010. The relocation and enlargement was needed to accommodate the increasing number of children as a result of the major housing development on land south of Stotfold.

In November 2009 the Council's Executive approved the capital funding for the project but with an amended opening date of September 2011. The design for the new school was also approved which included flexibility for potential further expansion. It was agreed that the new school site would accommodate Pippin Pre School within the main school building, but as a separate and independent provision.

Pupil numbers in the enlarged school have grown since it was completed and it has accommodated total numbers on roll of approximately 158 in 2011, 194 in 2012, 242 in 2013 and 269 in 2014. This has resulted in limited spare capacity as each year group moves through the school.

The rate of continued housing development, the local impact of the increased birth rate (which is evident also at national level) and the inability of neighbouring authorities to accommodate the preference of some Stotfold parents applying for a school place outside of the area have all contributed to the additional pressure on local school places.

The School Admissions allocation process for the national offer day of 16 April 2014 illustrated the impact for catchment applicants who were unsuccessful in achieving their preference of a Stotfold school place with next nearest allocations potentially taking children beyond their local community.

As a result the Council commissioned a third reception class for September 2014, utilising spare capacity within the school.

3. Our proposal

In order to accommodate forecasts of sustained pupil numbers in the immediate area the Council is proposing to provide additional lower school places required in Stotfold by permanently expanding Roecroft Community Lower School.

The current school has a capacity for 300 and this proposal will provide local places for very local children promoting sustainable modes of travel and will create a lower school of the maximum size of 450 places. It will mean the expansion of a popular and Ofsted rated 'Outstanding' school.

A designer has been appointed by the Council, in liaison with the school to ensure that capital investment in the proposed expansion of the school can deliver the inspirational learning environment provided in the school's original design. This proposal has been developed in consultation with the school's governing body who are supportive of this proposal.

The new accommodation for the school is scheduled to be available from September 2015

4. Why is Central Bedfordshire Council consulting with you?

This proposal constitutes a significant expansion of Roecroft Community Lower School, Stotfold which requires both consultation and the publication of Statutory Proposals, in accordance with the Education and Inspections Act 2006. Consultation enables all interested parties to express their views on the proposal and thereby influence the decisions and actions to be taken by the Council regarding the additional provision of school places.

Starting on page four of this document you will find a list of 'Frequently Asked Questions' which may help to address some immediate concerns that you may have.

5. The consultation process

You can **have your say via the online form** which is available on the Council's website at www.centralbedfordshire.gov.uk/consultations or you can complete pages six and seven of this document and return them to the FREEPOST address provided at the end of the form.

Completed forms should be returned by **5.00 pm Monday 6 October 2014**.

A meeting will be held with the staff, union representatives and governors of Roecroft Community Lower School.

There will also be a **public meeting** which will be open to all interested parties. This meeting will be held at **Roecroft Community Lower School, Stotfold on Tuesday 16 September 2014 at 7.00pm**.

The timeline for the process will be –

Action	Timescale/Deadline
Four week consultation period begins	Monday 8 September 2014
Staff and Governors meeting	Tuesday 16 September at 4.00pm
Public meeting	Tuesday 16 September at 7.00pm
End of consultation period	Monday 6 October 2014
If decision is made to proceed with the proposal, Statutory Notices will be published on	Monday 13 October 2014
Four week period for the submission of comments and/or objections in response to the Statutory Notices	From 13 October until Monday 17 November 2014
End of Statutory Notice period	Monday 17 November 2014
Final decision regarding the proposal to be made by the Council's Executive Committee on	Tuesday 9 December 2014

If a decision is made to permanently expand Roecroft Community Lower School, formal implementation of the expansion will commence in September 2015, for the 2015/16 academic year.

6. Frequently asked questions

Q – Why did the Council not address the growth in pupil numbers in Stotfold and plan for this expansion sooner?

A - Pupil forecasting undertaken in March 2014, using data from the January 2014 school census along with area health authority and housing trajectory data, was compared to school capacities in the area and enhanced with information on admissions applications made in the Starting School round for September 2014 which closed in January 2014. This indicated the further need to provide additional Year R places for September 2014 ahead of those that would be added to local capacity through the expansion of St Mary's Academy already planned for September 2015, and Fairfield Park Lower School in Spring 2014 at a increased level of demographic demand that is now forecast to be sustained.

Q – Is the proposed expansion sufficient to cope with future demand for school places in Stotfold?

A- Area health authority data indicates total pre school numbers of children already living within the area who may seek a reception year place in a mainstream school in Stotfold of 112 in 2015, 126 in 2016 and 126 in 2017. In addition, through to 2018 further housing development on existing housing sites, on land with approved planning applications and site allocations, could eventually provide 328 dwellings and associated pupil yield of just below 15 additional pupils per year group.

Roecroft Lower School currently provides 60 places per year group, as will St Marys Academy from September 2015. Based upon the pupil forecast figures, the 30 new places to be provided in each year at Roecroft Lower School is expected to be sufficient to meet the additional demand.

Q – Are there any interim proposals in advance of the new accommodation being ready?

A – The Council commissioned an additional reception class to be admitted at Roecroft Community Lower School in September 2014, utilising a single surplus classroom. A further allocation of these places, by the Council's School Admissions Team, took place on 24 April 2014 which resulted in the provision of a local school place to all catchment children whose applications had been submitted on time.

Q – Does the Council have the funds to build and equip this new accommodation?

A - The Council's New School Places Programme currently represents approximately £108m of capital investment in new and expanded school provision over the next five years. Separate revenue funding is available to ensure that new and expanded provision is appropriately resourced.

Q – When will the new extension open?

A - Subject to obtaining all the necessary consents and planning approvals it is proposed that the additional accommodation will be operational from September 2015.

Q – What will the new extension look like?

A – The Council is working with its appointed designer, with the school and with the Council's Planning Teams to develop a design that will provide the additional classrooms and other accommodation required by a school of the proposed size. A separate consultation will be undertaken as part of the process to secure planning approval for the eventual design.

Q – Will there be sufficient parking spaces available for the increased number of parents and staff?

A – The proposed expansion of the school is to provide places for the local community of Stotfold. A requirement of the planning process for the design and layout of the new school, including any requirements to amend parking arrangements on site will be the production of a revised travel plan for the school. This travel plan is required to articulate how the school will continue to promote sustainable modes of transport for staff and for parents of children attending the school and is a key part of the process of securing planning permission for the eventual design.

Q – What will happen to Pippin Pre-school?

The increased number of children in Reception Year from September 2014, which is forecast to be repeated in September 2015, will eventually feed through the school in Year groups of 90 children who will require accommodation not currently provided by the school buildings. If the demographic forecasts indicated that this would be temporary rather than a sustained demand, the commissioning of temporary accommodation, although not ideal, could be considered.

The Council has considered options on the school site and has determined that the accommodation currently used by Pippin Pre School provides the most appropriate accommodation required by the school to manage the increased numbers of pupils through the school and, if approved following this consultation, is also the preferred location of a permanent expansion of the school building.

The Council has worked with the Pre-school's leadership and with its management committee and has agreed to fund and provide permanent new accommodation in an alternative location on the school site to sustain the pre school's existing capacity. Design work on the new building has been undertaken with the pre school and planning consent is intended to be sought to enable the new accommodation to be constructed in time for handover in March 2015.

The Council is also considering options for commissioning further Early Years provision in the area as a result of the sustained demographic growth in Stotfold.

Q - Will the catchment area and admissions procedure for the expanded school stay the same?

A – Yes, the catchment area and admissions procedure will remain the same.

There may be other questions you wish to raise and we will be happy to respond to these at the public consultation meeting on 16 September

For more information about this proposal please contact Sue Barrow by telephone on 0300 300 5700 or email sue.barrow@centralbedfordshire.gov.uk

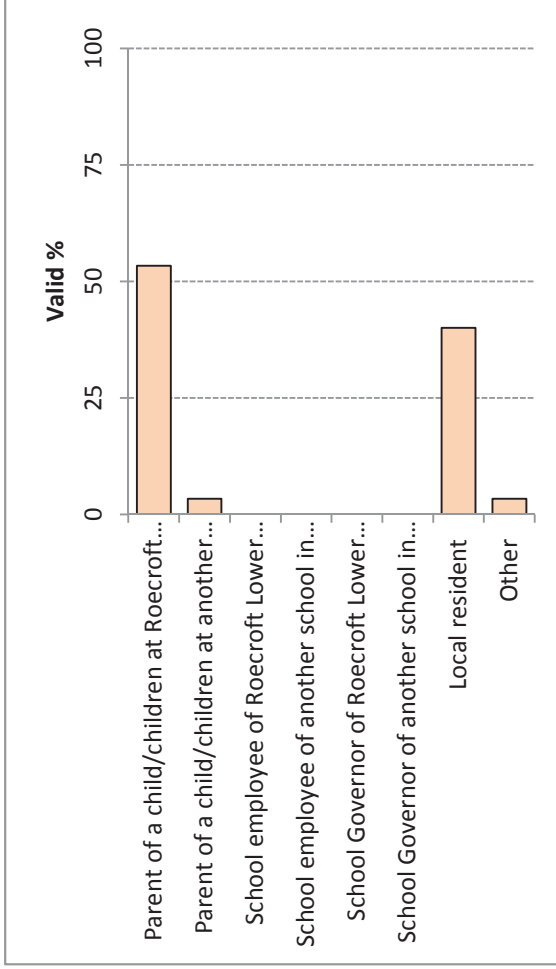
**Edwina Grant, Interim Director of Children's Services,
Central Bedfordshire Council, Priory House, Monks Walk, Chicksands, Shefford
SG17 5TQ**

Appendix A

Consultation regarding proposed expansion to Roecroft Lower School, Stotfold
30 responses

Q1: are you:

	Frequency	Percent	Valid Percent
Valid			
Parent of a child/children at Roecroft Lower School	16	53.3	53.3
Parent of a child/children at another school in the area	1	3.3	3.3
School employee of Roecroft Lower School	0	0.0	0.0
School employee of another school in the area	0	0.0	0.0
School Governor of Roecroft Lower School	0	0.0	0.0
School Governor of another school in the area	0	0.0	0.0
Local resident	12	40.0	40.0
Other	1	3.3	3.3
Total	30	100.0	100.0

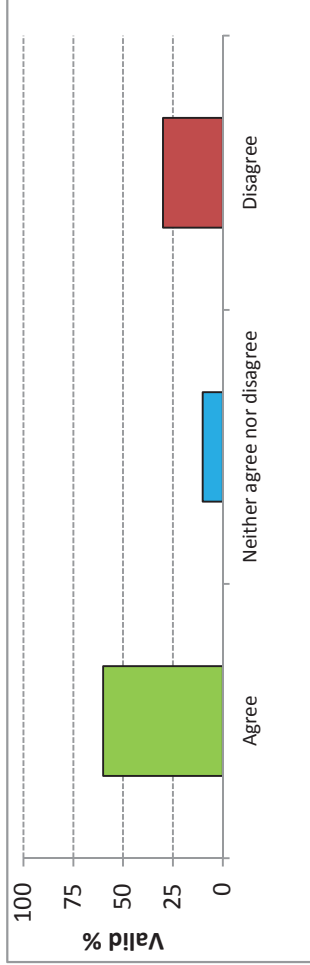


Q1.a: If other, please specify

	Frequency
Valid	
I live near Haynes Lower School	1
Total	1

Q2: If you are the parent of child/children currently at another school, or the employee or governor of another school, please tell us which school.

	Frequency
Valid Samuel Whitbread	1
Total	1

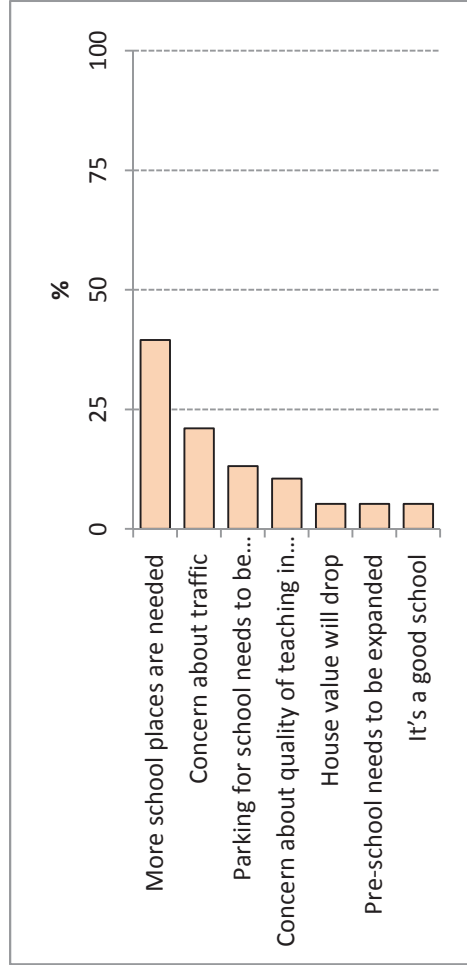


Q3 - Do you agree or disagree with the proposal to expand Roecroft Lower School?

	Frequency	Percent	Valid Percent
Valid Agree	18	60.0	60.0
Neither agree nor disagree	3	10.0	10.0
Disagree	9	30.0	30.0
Total	30	100.0	100.0

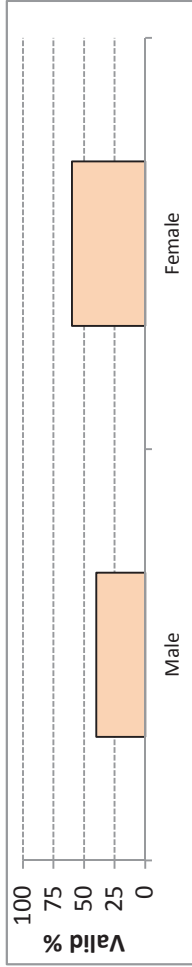
Q4 - Please give us your reasons why you agree or disagree with the proposed expansion of Roecroft Lower School.

	Frequency	Percent
Valid More school places are needed	15	39.5
Concern about traffic	8	21.1
Parking for school needs to be addressed	5	13.2
Concern about quality of teaching in larger school	4	10.5
House value will drop	2	5.3
Pre-school needs to be expanded	2	5.3
It's a good school	2	5.3
Total	38	100.0



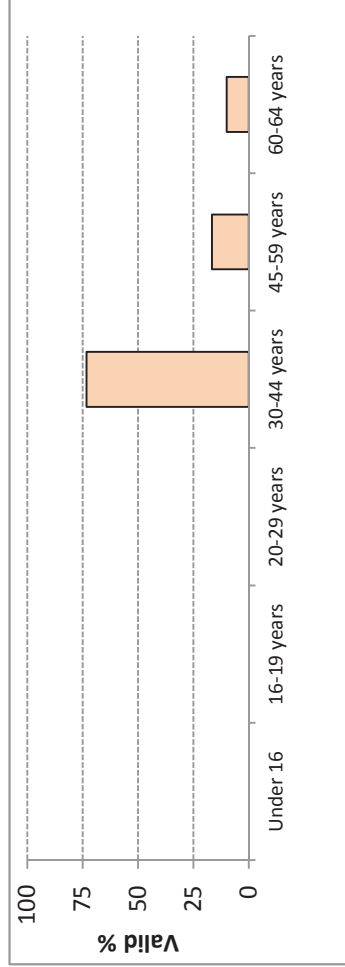
Q5: Are you:

	Frequency	Percent	Valid Percent
Valid Male	12	40.0	40.0
Valid Female	18	60.0	60.0
Total	30	100.0	100.0



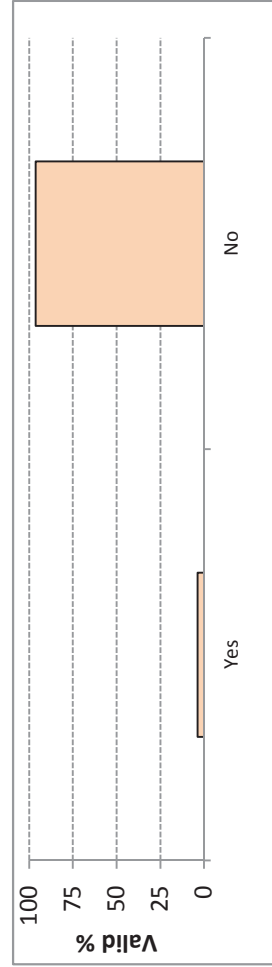
Q6: What is your age?

	Frequency	Percent	Valid Percent
Valid Under 16	0	0.0	0.0
Valid 16-19 years	0	0.0	0.0
Valid 20-29 years	0	0.0	0.0
Valid 30-44 years	22	73.3	73.3
Valid 45-59 years	5	16.7	16.7
Valid 60-64 years	3	10.0	10.0
Total	30	100.0	100.0



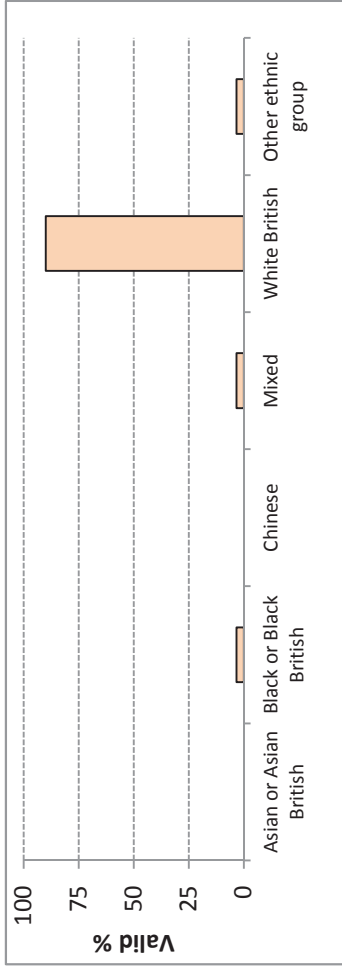
Q7: Do you consider yourself to be disabled?

	Frequency	Percent	Valid Percent
Valid Yes	1	3.3	3.7
Valid No	26	86.7	96.3
Total	27	90.0	100.0
Missing	3	10.0	
Total	30	100.0	



Q8: To which of these groups do you consider you belong?

	Frequency	Percent	Valid Percent
Valid			
Asian or Asian British	0	0.0	0.0
Black or Black British	1	3.3	3.3
Chinese	0	0.0	0.0
Mixed	1	3.3	3.3
White British	27	90.0	90.0
Other ethnic group	1	3.3	3.3
Total	30	100.0	100.0



Q8.a: If other, please specify:

	Frequency
Valid	
White English	1
Total	1

Appendix A

Proposal to expand Roecroft Community Lower School, Stotfold to provide new lower school places for children in Stotfold, Bedfordshire



Notice is given in accordance with section 19(1) of the Education and Inspections Act 2006 that Central Bedfordshire Council intends to make a prescribed alteration to Roecroft Community Lower School, Buttercup Road, Stotfold, Bedfordshire SG5 4PF from 1 September 2015.

The intended prescribed alteration is to expand the school from a 300 place lower school for pupils aged 4+ to 9 to a 450 place lower school for pupils aged 4+ to 9.

The current capacity of the school is 300. Following implementation the proposed capacity will be 450. The current number of pupils registered at the school is 300.

The admission number for the current school is 60 for each year group and the proposed admission number will be 90 for each year group.

This Notice is an extract from the complete proposal. Copies of the complete proposal can be obtained from: The Information Manager, Central Bedfordshire Council, Room DC2, Watling House, High Street North, Dunstable, Beds, LU6 1LF. It can also be viewed on the Council's website at www.centralbedfordshire.gov.uk/publicstatutorynotices and on the school's website at <http://www.roecroftlower.co.uk/>

Within four weeks from the date of publication of this proposal, any person may support, object to or make comments on the proposal by sending them to the Director of Children's Services, Central Bedfordshire Council, Priory House, Chicksands, Shefford, Beds, SG17 5TQ.

Signed: Sue Harrison

Director of Children's Services

Publication Date: 13 October 2014

Explanatory notes:

New lower school places are required in Stotfold as a result of significant continued housing development within the town, the local impact of the increased birth rate which is evident also at national level and the inability of neighbouring authorities to accommodate the preference of some Stotfold parents who have previously applied for school places outside of the area.

**PROPOSAL FOR PRESCRIBED
ALTERATION**

Roecroft Community Lower School, Stotfold

Dated - Monday 13 October 2014



1 - Name of Proposer

(Local Education Authority or Governing Body)

Central Bedfordshire Council

2 - School Name

Roecroft Community Lower School

3 - School Address

Buttercup Road,
Stotfold,
Bedfordshire
SG5 4PF

4 - Description of proposed prescribed alteration

To expand Roecroft Community Lower School from its current capacity of 300 places to 450 places, with a published admission number of 90.

5 – Evidence of demand

In November 2009 the Executive of Central Bedfordshire Council approved the capital funding to relocate and enlarge Roecroft Community Lower School, Stotfold with an original implementation date of September 2011. The enlarged school was required as a result of demographic growth arising out of the major housing development on land south of Stotfold.

The final design for the new school included flexibility for potential further expansion and also provided accommodation for Pippin Pre School within the main school building, but as a separate and independent provision.

Pupil numbers in the new, enlarged school have grown since it was completed and it has accommodated total numbers on roll of 158 in 2011, 194 in 2012, 242 in 2013 and 269 in January 2014. Limited spare capacity now remains within the school as its year groups of 60 feed through the school.

The rate of continued housing development, the local impact of the increased

birth rate (which is evident also at national level) and the inability of neighbouring authorities to accommodate the preference of some Stotfold parents applying for a school place outside of the area are all contributing to the additional pressure on local school places.

Pupil forecasting undertaken in March 2014, using the January 2014 school census plus area health authority and housing trajectory data, was compared to school capacities in the area and enhanced with information on admissions applications made in the Starting School round for September 2014 (which closed in January 2014). This indicated the further need to provide additional Reception Year places for September 2014 ahead of those that would be added to local capacity through the planned expansion of St Marys VC Lower (Academy) in 2015, at a level that would be sustained.

The resulting admissions allocation process for the national offer day of 16 April 2014 illustrated the impact for catchment applicants who were unsuccessful in achieving their preference of a Stotfold school place with next nearest allocations displacing children beyond their local community

As a result, and with the School's consent, the Council commissioned an additional reception class to be admitted at Roecroft Community Lower School in September 2014, utilising a single surplus classroom. A further allocation of these additional places took place on 24 April 2014 providing a local place to all on-time catchment applicants.

Area health authority data indicates total pre school numbers of children already living within the area who may seek a reception year place in a mainstream school in Stotfold of 112 in 2015, 126 in 2016 and 126 in 2017. In addition, through to 2018 further housing development on existing housing site could eventually provide 328 dwellings and an associated pupil yield of just below 15 additional pupils per year group.

In order to address this pressure on school places it is proposed to expand Roecroft Community Lower School, which is an Ofsted 'Outstanding' school, from its current capacity of 300 places to 450 places, with a published admission number of 90.

A consultation was carried out regarding the proposal from 8 September to 6 October 2014. The consultation document is attached at appendix A

Copies of the consultation document were provided to –

- The Governing Body of Roecroft Community Lower School
- The staff of Roecroft Community Lower School
- The parents and carers of Roecroft Community Lower School

And copies of the consultation document were made available to –

- The Member of Parliament for Stotfold
- Stotfold Town Council
- Neighbouring local authorities to Central Bedfordshire Council
- Local dioceses
- The Members of Central Bedfordshire Council
- All schools and academies within Central Bedfordshire

A press release was issued advising of the consultation. The consultation document was also available on the Central Bedfordshire Council website with an on-line response facility.

Two meetings were held at Roecroft Community Lower School on 16 September 2014; the first at 4.00 pm for school staff and governors, followed by the second meeting at 7.00 for parents, carers and the general public. The presentation that was given at both meetings is attached at appendix B. Notes of both meetings which include the concerns and questions that were raised, are attached at appendix C.

During the 4 week consultation, 30 responses were received, 60% of which were in favour of the proposal. The results of the consultation are available at appendix D.

6 – Objectives

Roecroft Community Lower School is an Ofsted 'Outstanding' school. The current school has a capacity for 300 and is now coming under increasing pressure for places.

The Council has invited the school to submit a business case to outline how the expansion will meet Central Bedfordshire Council's Policy Principles on Pupil Place Planning in Schools. The business case will be considered by the Council's Executive in December 2014.

7 – The effect of the proposed alteration on other schools, academies and educational institutions within the area

There are two lower schools within Stotfold: Roecroft Community Lower and St Mary's VC Lower (Academy).

In December 2013, the Council's Executive approved the expansion of St Marys VC Lower (Academy) to provide a total of 300 lower school places by September 2015.

Pippin pre school currently occupies accommodation within the school building. The need to permanently enlarge Roecroft Community Lower School has indicated the need to relocate Pippin pre school by re-providing its accommodation in an alternative location on the school site. Design work is now underway on this proposal in liaison with the pre school and planning consent has been sought to enable the new accommodation to be constructed in time for handover to the pre school in February 2015.

8 – Project costs

The proposed expansion of Roecroft Community Lower School is contained within Central Bedfordshire Council's New School Places Programme 2014/2019. The capital cost of the project is to be funded through the Council's New School Places programme, which is funded by a range of capital resources. Separate revenue funding is available to ensure that the expanded provision is appropriately resourced.

The capital cost for the new provision for Pippin pre school will also be funded through the Council's New School Places Programme

9 – Implementation

It is proposed that the expansion of Roecroft Community Lower School will be ready for occupation for the start of the new Autumn term in September 2015

10 – Procedure for responses; support, objections and comments

Within four weeks from the date of publication of this proposal (i.e. by Monday 17 November 2014), any person may support, object to or make comments on the proposal by sending them to the Director Of Children's Services, Central Bedfordshire Council, Priory House, Chicksands, Shefford, Beds, SG17 5TQ

Business Case for proposed school and academy expansions for September 2015 implementation.

Roecroft Community Lower School, Stotfold

Central Bedfordshire Council’s Policy Principles for Pupil Place Planning

Please provide details of how you believe the proposed expansion of your school will meet each of the 9 principles below.

1	The need to provide local schools for local children, ensuring a sense of community belonging and also promoting sustainable modes of travel.
	<p>The rate of continued housing development within Stotfold, the local impact of the increased birth rate (which is evident also at national level) and the inability of neighbouring authorities to continue to accommodate the preference of some Stotfold parents applying for a school place outside of the area have all contributed to the additional pressure on local school places.</p> <p>The education provided within a local lower school at the beginning of the school career of local children is also very important in helping to foster a sense of community belonging. This is particularly significant within an area of significant new housing such as that surrounding Roecroft Lower School as it can provide a hub for the community. Extending the school which is within the new development will help to further integrate these children and their families within the wider community.</p> <p>Section 38 of the Education and Inspections Act 2006 places a duty on governing bodies of maintained schools in England to promote community cohesion. Providing sufficient accommodation within local schools enables children living in the same local community to attend the same schools fostering a coherent community identity and enabling community ownership to build around a range of extracurricular activities. Close partnership between the school and the community centre which will be built next to the school has the potential to reinforce these benefits.</p> <p>The expansion of Roecroft Lower School supports the Council’s duty under Section 76 of the Education and Inspections Act 2006 to promote the use of sustainable modes of travel to meet the school travel needs of their area. The school will continue to work through its travel plan to reduce the need for car journeys.</p>
2	The need to create schools that are of sufficient size to be financially and educationally viable.
	<p>The current school has a capacity for 300 and this proposal will create a lower school which is of the suggested maximum size of 450 places as set out in the Council’s Policy Principles for Pupil Place Planning in Schools. This will require greater capacity of senior management, teaching and non teaching staff at the school to ensure that the head teacher retains the ability to manage and monitor</p>

	<p>a school that is financially and educationally viable and ensure the long term sustainability of high quality education for the youngest children within this community.</p> <p>The Council’s Policy Principles for Pupil Place Planning in Schools states that ideally lower schools should have 2 forms of entry (i.e. two classes per year group), and above 3 forms of entry (450 pupils for lowers, 630 pupils for Primary Schools) it becomes increasingly difficult to maintain consistency, coherence and a ‘whole school’ ethos appropriate to pupils of this school age.</p> <p>The Local Authority consider it preferable to promote the expansion and creation of new lower/primary school provision at or above 3 forms of entry only in exceptional circumstances. With a proposed expansion to 3 form entry, Roecroft will be ideally placed to become financially viable at the largest end of the scale as noted in the policy principles.</p> <p>The larger the school, the more likely it is that the Head teacher and senior staff will spend most of their time managing resources rather than on education. If this time is spent on key issues known to promote school improvement in driving the ethos of the school towards raising attainment by a focus on pupil level data management, engagement with the teaching and learning process etc. their offer outside that of classroom input can accelerate school improvement and outcomes.</p>
3	<p>The ability to support the expansion of local popular and successful schools or to link expanding schools with popular and successful schools.</p>
	<p>In line with the Council’s vision of providing a good or outstanding school in every community, Roecroft Community Lower School is fully committed to providing outstanding education for all of its pupils. The vision of the Governing Body and current leadership team is that the expansion of our highly successful school will enable us to provide the highest standard of education to more pupils.</p> <p>Our most recent Ofsted inspection judged the school to provide outstanding education. This is a major reason for the school’s popularity and explains why parents have chosen previously to send their children to Roecroft Community Lower School from outside the school’s catchment, although in the future with the increased local demographic the school will only be able to accommodate preferences from within its own catchment.</p> <p>Our current school development plan is focused on maintaining outstanding education whilst managing the increase in numbers and the pressure on the current facilities. In future years our priority will be to ensure that our standards will continue to be exceptional. To maintain these standards we will focus on the recruitment of the best possible teachers to join the current highly successful team and will use the opportunity of new well designed facilities to provide the highest quality curriculum. These two factors will enable us to motivate the children and will support us in implementing the increase in the school’s capacity.</p>
4	<p>The potential to further promote and support robust partnerships and learning communities</p>
	<p>In recognition of the school’s successes over several years, the head teacher has recently been appointed as a Local Leader of Education. This means that she is working to support other schools in challenging circumstances locally, and</p>

	<p>ensures that we are focused on the development of system leadership, succession planning and staff development.</p> <p>We have a very experienced Special Needs coordinator who is fully accredited and qualified. This has enabled us to offer high quality support to families and their children in our local area.</p> <p>We also understand and fully endorse the importance of local partnerships. We work closely with the other schools in the area. We lead transition in our cluster and work closely with other schools to provide excellent opportunities for moderation and assessment.</p> <p>Values education is a fundamental part of our ethos, and we are part of the Bedfordshire group of Values based schools. We were one of the first schools in the County to adopt Values education, and continue to help drive this forward.</p>
5	<p>The ambition to achieve a single phase of education 0 -19 and reduce school transfer points</p>
	<p>There is evidence that learning can be lost at points of transfer between schools and also transition within schools from one phase or key stage to another. As a result Roecroft Community Lower School works closely with Etonbury Academy and Samuel Whitbread to aid seamless transfer.</p> <p>Roecroft Community Lower School also works very closely with the onsite Pippin Pre-School. This partnership is essential again in ensuring seamless transfer into school for all of the local children who attend the Pre-School. At present the pre-school is a registered charity and has leased the building from Central Bedfordshire Council. With the school expansion Pippins will be relocated to a new building on the same school site, and will continue to provide outstanding pre-school care. This will ensure the long term future of Early Years provision for children in this community from the age of two years plus, and maintain continuity of experience we can provide for our youngest children and their families.</p>
6	<p>The need to support the Raising of the Participation Age (RPA).</p>
	<p>Effective lower school education is the first step to delivering the Government policy of ensuring that all young people are in either education, training or work related education / training full time up to the age of 18. Fundamental to ensuring that young people have the skills and desire to tackle further education or training they need to have key skills in reading, writing and mathematics and a desire for lifelong learning.</p> <p>Fundamental to the vision of Roecroft Community Lower School is the desire to inspire all of our pupils to enjoy learning. We are also committed to providing intervention and support to pupils with additional needs to overcome their difficulties and develop a resilient and determined approach to learning.</p> <p>Therefore our simple aim is to ensure our children are ‘middle school ready’ by the time they leave us and that they already have aspirations, self- belief and a desire to achieve at this stage in their lives.</p>
7	<p>To seek opportunities to create inspirational learning environments for the school</p>

	and to maximise community use.
	The proposed expansion of the school will be designed to provide an inspirational environment which will promote values based education and will promote sustainability and outdoor learning. The facilities will be designed by the local authority but the school has been fully engaged in contributing towards the design options. The key aim of the design will be to provide premises that are fit for purpose for the increased capacity of the school, aligned with the latest DfE guidance.
8	To promote the diversity of provision offered in Central Bedfordshire to increase opportunities for parental choice
	<p>Roecroft Lower school as a community maintained lower school is part of Central Bedfordshire’s comprehensive system of education. It is a co-educational school which provides for children between the ages of 4- 9 years, and has a strong values based ethos.</p> <p>Parents within Stotfold also have the choice of sending their children to St Marys Academy which is a Church of England school.</p>
9	To support vulnerable learners in Area Special Schools and integrate appropriate Special Educational Needs provision within mainstream schools
	<p>Roecroft Community Lower School has a strong and successful record in promoting inclusion.</p> <p>The school has an experienced Special Needs Coordinator who leads a dedicated team of teachers, each providing excellent support for children with special educational needs. The school has grown a strong reputation locally for its achievements in both provision and outcomes. The SEND coordinator has forged strong relationships with outside agencies.</p>

Appendix C 9 December 2014 Report to Executive

	Target implementation date
<u>Leighton/Linslade Area</u>	
Extension to Lower School 300 to 450 places	September 2015
Extension to Lower School 225 to 375 places	September 2015
Extension to Middle School 480 to 600 places	September 2016
Extension to Middle School 560 to 680 places	September 2017
New 2FE (300 place) Lower at Clipstone Park	September 2017
New 4FE (480 place) Middle at Clipstone Park	September 2018
Extension to Upper School of 500 places	September 2017
<u>Dunstable and Houghton Regis Area</u>	
New 2FE (420 place) Primary School North H.Regis	September 2017
Extension to Secondary School 480 to 720 North H.Regis	September 2017
<u>Sandy and Biggleswade Area</u>	
Extension to St Andrews Lower School with new 2FE (300 place) second site at Kings Reach, Biggleswade	September 2015
Extension to Edward Peake Middle School from 480 to 600 places, Biggleswade	September 2016
Extension to Stratton Upper School from 1250 to 1650 places, Biggleswade	September 2016
<u>Harlington Area</u>	
Extension and relocation of Silsoe Lower School from 150 to 225 places, Silsoe	September 2016
<u>Redborne Area</u>	
Extension to Russell Lower School from 300 to 450 places, Ampthill	September 2015

Extension to Upper School from 1450 to 1650 places
(Phase 2) September 2017

Samuel Whitbread Area

Extension to Roecroft Lower School 300 to 450 places September 2015

Extension to St Marys Lower School 225 to 300 places September 2015

Extension to Etonbury Academy from 480 to 600 middle
school places and additional 300 upper school places,
Arlesey September 2015

Extension to Middle School from 720 to 840 places,
Sheffield September 2015

New 6FE Middle/Upper school, (1440 places) Arlesey
(Phase 1 3FE) September 2017

New 2FE (300 place) Lower at Arlesey September 2017

Wootton Area

Extension to Cranfield Academy with new 1FE (150 lower
school place) second site, Cranfield September 2016

Extension to Holywell Middle School from 600 to 720
places, Cranfield September 2017

**New School Places Programme
funding requirements**

Financial year	2015-16	2016-17	2017-18	2018-19
Gross Expenditure £'000	28,150	25,358	35,283	17,975
S106 developer contribution £'000 Expenditure	10,372	11,874	10,811	0
DfE Basic need grant £'000	15,668	6,187	6,187	6,187
Council funding £'000	2,110	7,297	18,285	11,788

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Central Bedfordshire Council

EXECUTIVE - 9 December 2014

Central Bedfordshire Council's Enforcement Policy

Report of Cllr Brian Spurr, Executive Member for Community Services
(brian.spurr@centralbedfordshire.gov.uk)

Advising Officers: Marcel Coiffait, Director of Community Services
(Marcel.Coiffait@centralbedfordshire.gov.uk)

This report relates to a Key Decision

Purpose of this report

1. To approve a revision of the Council's Enforcement policy.

RECOMMENDATIONS

The Executive is asked to:

- 1. approve the revised Enforcement Policy.**

Overview and Scrutiny

2. This item has not been considered by Overview & Scrutiny.

Issues

3. As both a regulator and enforcement body, the Council's Enforcement Policy guides the manner in which the Authority exercises its powers both as a regulator and as an enforcement body.
4. This policy is subjected to a review on an annual basis to ensure that it reflects any legislative changes.
5. Since the last review, the Department Of Business, Innovation and Skills through the Better Regulation Delivery Office have published the Regulator's Code which as an Enforcement Authority, Central Bedfordshire Council is obliged to have regard.
6. Accordingly the Enforcement Policy has been revised so as to comply with the requirements of the Regulators Code.

Options for consideration

7. None.

Reasons for decision

8. To ensure that the CBC Enforcement Policy complies with the BRDO “Regulator’s Code”.

Council Priorities

9. The policy, in setting out the framework for enforcement actions, provides how CBC as both a regulator and enforcement body will exercise its powers in respect of unscrupulous traders or businesses that target the vulnerable members of the community. It also deals with how we will respond to the underage sale of alcohol and tobacco products and other age-restricted products.
10. The policy also makes it clear that one of the options open to it is the use of the Proceeds of Crime Act 2002 to recover from offenders the profits of their criminality.

Corporate Implications

Legal Implications

11. There is no specific legal duty placed on the Council in respect of consultation of this policy. The Public Sector Equality Duties that the Council are bound by are to ensure consistency and fairness of enforcement throughout all communities and the commercial sector. The Regulatory and Enforcement Sanctions Act 2008 established the Local Better Regulation Office (LBRO) and this policy has regard to the guidance given by the LBRO.

Financial Implications

12. All enforcement actions will normally be undertaken within existing budget allocations. However it must be recognised that as both a regulator and an enforcement body, it may fall to CBC to take enforcement action(s) that due the serious nature of the offending, may require additional budgetary support. This would be on a case by case basis and as such cannot be quantified.
13. Revenue from Forced Penalty Notice’s (FPN), unless otherwise specified by the legislation under which the FPN was issued, will accrue to CBC. It is not possible to quantify these sums on a yearly basis as this is dependant upon enforcement activity.
14. In addition to FPN’s, CBC, through its Financial Investigations Unit (FIU) also benefits from the Home Office Asset Recovery

Incentivisation Scheme. Under this scheme, a proportion of confiscation orders granted under the Proceeds of Crime Act 2002 are returned to CBC as incentivisation. Currently 18.75% of a confiscation order is returned to both the Prosecutor and the FIU concerned. This means that for CBC prosecutions 37.5% of any confiscation order reverts to CBC. It is not possible to quantify these sums on a yearly basis as this is dependent upon enforcement activity.

Equalities Implications

15. Central Bedfordshire Council has a statutory duty to promote equality of opportunity, eliminate unlawful discrimination, harassment and victimisation and foster good relations in respect of nine protected characteristics; age disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation. The enforcement policy helps promote equality of opportunity by ensuring that local businesses have access to appropriate information, advice and guidance and that unscrupulous traders, who particularly target vulnerable groups such as elderly and disabled people, are prosecuted.

Conclusion and next Steps

16. It is recommended that the Executive approve the revised Enforcement Policy.

Appendices

17. The following Appendix A is attached: Revised CBC Enforcement Policy.

Background Papers

18. None.

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Central Bedfordshire

Title: Enforcement Policy - March 2014

Date prepared: December 2008
By Susan Childerhouse
Date of Last Review: 2014
Date of Next Review: 2015

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1. Introduction

- 1.1 The purpose of this policy is to enable both businesses and members of the public to know what to expect when dealing with the Council in matters for which the Council exercises an enforcement function.
- 1.2 We seek to secure compliance with the law while minimising the burden upon individuals and businesses. We will provide information, advice and guidance to those we regulate to ensure that they are fully aware of how they can achieve compliance.
- 1.3 Regulatory action will be intelligence-led with resources directed at those persons, businesses or organisations who either deliberately flout or have a reckless disregard for their legal obligations or whose actions have impacted upon the safety or economic well-being of consumers, businesses, the environment or the welfare of animals or are anti-social in nature.

The Council's vision is to keep Central Bedfordshire as a great place to live and work. This enforcement policy recognises the impact that the authority as a regulatory body can have on this vision; and the six priorities of the Council for 2012 – 2016:

- Enhancing your local community
- Improved Educational Attainment
- Promote health and well-being and protect the vulnerable
- Better infrastructure
- Great Universal Services
- Value for Money

Set out below are examples of some of the ways in which intelligence-led enforcement activities, can contribute to these priorities.

- 1.4 Enhancing Central Bedfordshire – creating jobs, managing growth, protecting our countryside and enabling businesses to grow: We will provide appropriate information, advice and guidance to both businesses and individuals on how to comply with regulatory requirements. We will ensure that developments are undertaken in accordance with the approval given, including the remediation of land for development and will use advice, loans or enforcement to bring empty properties back into use. We will work with businesses and individuals to educate them about the need for recycling and the proper disposal of waste products and, where appropriate, take enforcement action against those found to be illegally disposing of waste.
- 1.5 Protecting the Vulnerable: The vulnerable members of our population, particularly the elderly, are often targeted by unscrupulous traders . By raising awareness of our regulatory services amongst this vulnerable group and targeting those traders who prey on them we will be able to provide a supportive service to both consumers and those traders who are working within the law, but can be tarnished by the reputation of others. For example no cold calling areas and the considerate contractors schemes, already operate within the area of Central Bedfordshire. We will continue to work with consumers and traders to expand these and other schemes. Poor quality housing can have a significant effect on the health and well-being of residents and it is often the most vulnerable who find themselves living in substandard conditions. We will work with our colleagues and partners to identify housing that does not meet the required legal standards and use advice and if necessary, enforcement to remedy this.
- 1.6 Promoting health and well-being: Through intelligence-led inspection regimes we will ensure that food being offered for sale is safe and of the quality being advertised. We will work with young people to ensure that they achieve a healthier lifestyle by making them aware of health and other issues raised by the use of alcohol, tobacco-related products and nutritionally deficient foods. We will provide interventions as required in relation to the underage sale of alcohol and tobacco products and other

age-restricted products. In addition we will ensure that those businesses, for which we are the enforcing authority for health and safety, provide a safe environment for those who visit or work in them.

1.7 Value for money: Through working with partner organisations and utilising intelligence-led interventions, we will ensure that resources are used in the most appropriate and cost-effective manner by targeting those individuals or businesses who do not comply with their relevant statutory / regulatory responsibilities or whose actions impact upon either the safety or economic well-being of others.

1.8 Central Bedfordshire Council is committed to the principles of the Better Regulation Delivery Office “Regulators’ Code”. Accordingly the Council will seek to carry out it’s duties as a regulator in a way that supports those we regulate to achieve compliance and allows them to grow.

2. The Principles of Good Regulation

2.1 This policy is based on the 5 guiding principles of good regulation, namely:

- Transparency
- Accountability
- Proportionality
- Consistency
- Targeted

2.2 In addition to these five principles we will also ensure that decisions regarding enforcement action are not influenced by the colour, race, nationality, ethnic or national origin, sex, religion, marital status, age, sexual orientation, disability or political views of the offender, complainant or witness.

3. Shared Enforcement

3.1 The range of enforcement matters dealt with is such that there may be occasions when there is a need to work with other agencies.

3.2 In determining the most appropriate form of intervention(s), officers will have regard, wherever possible, to any potential or existing action by any other Council service or external agency.

3.3 Where enforcement action is being taken by another Council service or external agency, officers will provide all reasonable assistance including the production of witness statements and the collection and sharing of evidence etc. subject to legal constraints.

3.4 We will exchange information with other Enforcement Agencies as part of our partnership work in reducing crime and disorder. Only by capturing a coherent and robust intelligence picture can effective strategies, tasking and co-ordination of enforcement activities be achieved.

4. Provision for Particular Interests

4.1 Except for documents that are legal in nature, consideration will be given to the provision of documents in relevant community languages, Braille, large type or on audiotape. Provision may also be made for the use of interpreters in appropriate cases.

5. Levels of Enforcement Action

5.1 Officers will seek compliance with legislation by one or more of the following:

5.2 Information, Advice and Guidance: To assist and guide individuals, existing and prospective businesses and other organizations to achieve compliance with their legal obligations.

5.3 Informal Warnings: These will be used to reinforce information, advice and guidance where minor breaches of the law may have been discovered but it was not thought appropriate to take formal action. These warnings can be oral or written.

5.4 Formal Enforcement: This includes the use of fixed penalty notices, statutory (legal) notices, simple cautions, injunctive proceedings and prosecutions. These will normally be taken when informal action has failed to achieve a satisfactory resolution. Where formal action is considered, where appropriate, regard will be had to the Code for Crown Prosecutors produced by the Crown Prosecution Service.

6. Guidance for Enforcement

6.1 Enforcement will progress from information, advice and guidance to formal enforcement, unless the circumstances warrant immediate formal action. For example where the matter involves a breach of the law that either puts at risk the environment, public health, the safety or well-being of individuals or animals or impacts upon the financial well-being of businesses or consumers or involves vulnerable members of the community.

6.2 The following guidance (from paragraphs 7 to 13) will normally be followed when formal enforcement options are being considered but there may be a departure where the appropriate circumstances require it.

- 6.3 Additionally the right is reserved to take enforcement action in some cases after compliance has been achieved if it is in the public interest to do so.
- 6.4 The views or opinions of victims or an injured party may be also be taken into account , if considered significant, when making a decision to take enforcement action

7. Fixed Penalty Notices

- 7.1 Fixed Penalty Notices are provided for in certain legislation where an act described has been committed.
- 7.2 Where an individual, organisation or business fails to pay the penalty set-out in the Fixed Penalty Notice, and where it is able to do so, the Council shall consider the matter for either prosecution action, or for the institution of civil recovery proceedings.
- 7.3 The Council will not reward officers on the basis of the number of notices issued.

8. Statutory (legal) Notices

- 8.1 The service of certain statutory notices are provided for in legislation, for example, an Enforcement Notice, a Stop Notice, an Improvement Notice or a Prohibition Notice. Such Notices require a person, business or organization to comply with its specific requirements.
- 8.2 Should an individual, organisation or business fail to comply with a properly served statutory notice, the Council shall consider the matter for alternative formal action.
- 8.3 In certain circumstances the Council is permitted to execute the required works and recover the costs of doing so. Where appropriate, the Council will seek to undertake this course of action.

9. Simple Cautions

- 9.1 Certain circumstances may give rise to the administration of a simple caution as an alternative to prosecution. A simple caution will apply when the criteria for prosecution are met but the existence of extenuating circumstances suggests that more lenient action is appropriate.
- 9.2 A simple caution is a serious matter which is recorded as a conviction in line with the legislation under which it is issued. A simple caution may influence any future considerations of prosecution action, should the individual, organisation or business commit any further offences. Simple cautions may be referred to in any subsequent court proceedings.

9.3 Simple cautions should only be issued where there is an acknowledgment of guilt by the offender.

9.4 Where a simple caution is offered and accepted, the Council may, in appropriate circumstances, also seek from the offender, a contribution towards its costs.

9.5 Where an individual, organisation or business chooses not to accept a simple caution then prosecution will normally follow.

10. Injunctive Action

10.1 Injunctive Action will be considered where a business, organisation or individual persistently behaves in a way that acts against the collective interests of consumers or where formal undertakings given by a business, organisation or individual are subsequently ignored by them.

11. Prosecution

11.1 A prosecution will be considered where there is evidence that either an individual, business or an organisation have persistently or deliberately breached or have had a reckless disregard for a legal obligation.

Prosecution will also be considered in cases where there is evidence of:

- (a) fraudulent action(s)
- (b) action(s) likely to cause material loss or prejudice or others,
- (c) action(s) that may endanger the health, safety or well-being of people, animal(s) or the environment
- (d) the sale of product(s) in breach of a legal restriction placed upon their sale.
- (e) obstruction of an authorised officer carrying out his/her duties.

In addition to the above a prosecution will only be considered if the circumstances fall within the guidelines produced by the Attorney General and the Crown Prosecution Service with respect to the threshold test, evidential sufficiency and the test of public interest.

11.2 In certain circumstances prosecution action may be undertaken without prior warning.

12 Other Sanctions

12.1 Forfeiture Proceedings

Where infringing goods have been seized under or by virtue of the Trade Marks Act 1994 and for whatever reason prosecution action is not taken, proceedings will be instigated under Section 97 of that Act for the forfeiture of those goods.

NB: This action is by way of complaint to the Magistrates Court and therefore is not a prosecution or simple caution.

12.2 Confiscation Proceedings

In cases where a person can be shown to have obtained a financial benefit from criminality, without prejudice to any other action that may be taken, consideration will also be given to seeking the recovery of such benefit through the Proceeds of Crime Act 2002 or the Criminal Justice Act 1988.

12.3 Where permitted by the relevant legislation, the Council will consider the revocation, suspension or the imposition of additional conditions on licences / permits issued by them.

13. Publicity

13.1 The Council will consider publishing the names and addresses of each person convicted of an offence, or subject to enforcement action together with details of their offence.

13.2 When deciding whether or not to publish information, the Council will consider any Data Protection Issues; and comply with any reporting restrictions imposed by the Court.

14. General

14.1 This policy and any enforcement actions will be reviewed on an annual basis and we will consult as appropriate should any changes to the policy impact on the communities or businesses of Central Bedfordshire.

14.2 Detailed policies exist for some areas of work and should be read in conjunction with this general policy.

15. Complaints

15.1 Should anyone be dissatisfied by either the Council's action or lack of action or about the standard of a service, (where the action / service was taken / provided by the Council itself or a person or body acting on behalf of the Council), they should follow the course of action set out in the Corporate Complaints Procedure.

Central Bedfordshire Council

EXECUTIVE - 9 December 2014

Waste Infrastructure and Operational Contracts

Report of: Cllr Brian Spurr, Executive Member for Community Services
(brian.spurr@centralbedfordshire.gov.uk)

Advising Officers: Marcel Coiffait, Director of Community Services
(marcel.coiffait@centralbedfordshire.gov.uk)

Ben Finlayson, Head of Capital (ben.finlayson@centralbedfordshire.gov.uk)

Tracey Harris, Head of Waste Services
(tracey.harris2@centralbedfordshire.gov.uk)

This report relates to a Key Decision

Purpose of this report

1. This report seeks to provide the Executive with an update on the delivery of selected elements of the waste management strategy approved by Executive in March 2014. In addition the report seeks delegated authority to award a number of contracts which are required in order to deliver the approved approach.

RECOMMENDATIONS

The Executive is asked to:

1. **delegate authority to the Community Services Director, in consultation with the Executive Member for Community Services, and the Deputy Leader and Executive Member for Resources, to award the Green Waste disposal contract to the successful tenderer/s;**
2. **delegate authority to the Community Services Director, in consultation with the Executive Member for Community Services and the Deputy Leader and Executive Member for Resources, to award the HWRC Operation contract to the successful tenderer;**
3. **delegate authority to the Community Services Director, in consultation with the Executive Member for Community Services and the Deputy Leader and Executive Member for Resources, to undertake a selection process and award the HWRC redevelopment works contract to the successful tenderer/s;**

- 4. delegate authority to the Community Services Director, in consultation with the Executive Member for Community Services and the Deputy Leader and Executive Member for Resources, to undertake a selection process and award the Thorn Turn development works contract to the successful tenderer/s; and**

- 5. taking note of the mitigating measures that will be put in place to reduce the impact, approve the phased temporary closure of the Ampthill, Biggleswade and Leighton Buzzard HWRC sites as proposed in this report to allow refurbishment works to take place.**

Overview and Scrutiny

2. The Sustainable Communities Overview and Scrutiny Committee received a presentation at their meeting on 13th November 2014 which gave an update on the progress to date of the Waste Procurement Strategy and outlined the direction of travel and next steps including those described within this report. The Committee supported this approach.

Background

Issues

3. In March 2014 the Executive considered the Waste Procurement Strategy and approved the recommendations set out within that report which provided approval of the proposed approach to procuring waste disposal services and approval of the development of the required waste facilities by the Authority.

4. Following this approval, officers have been working to deliver the infrastructure and procure the required contracts to meet the Authority's requirements. This paper provides a progress update on the delivery of :
 - the HWRC Operational Contract,
 - the Green Waste disposal Contract,
 - the redevelopment of the HWRC sites, and
 - the development of a waste park at Thorn Turn.

5. It also seeks authority to award a number of related contracts valued in excess of £500k which in line with the Councils constitution require Executive approval.

6. The current HWRC Operational Contract and the Green Waste Disposal Contracts are due to end on 31 March 2015. New contracts are required to be in place to ensure the continued provision of these statutory services.

7. The work required to deliver the required waste facilities includes the re-modelling of the existing HWRC sites to improve throughput, access and Health and Safety as well as addressing permitting issues and the development of a new Waste Park at Thorn Turn. The Waste Park will include an HWRC to replace the site at Frenches Avenue, Dunstable which will close once the new facility at Thorn Turn is open to the public as well as a Waste Transfer Station (WTS). The provision of a WTS will provide a tipping and bulking point for residual and recyclable waste collected within the Authority area. Approval to initiate procurements for HWRC Operations and Green Waste Disposal services was given in March 2014 by Executive following adoption of The Waste Procurement Strategy and subsequently a tender process for each was initiated.
8. Approval to initiate the construction project for Improved Waste Infrastructure was given in March 2014 by Executive following adoption of The Waste Procurement Strategy. Subsequently a Designer has been appointed and concept designs have been presented to the Project Board.

Waste Infrastructure Delivery

9. The Waste infrastructure is being delivered under two Projects; the Thorn Turn Waste Park Project, which includes a brand new HWRC site alongside a WTS and the HWRC Redevelopment Project which includes the remodelling of 3 existing sites.
10. Infrastructure Design and Construction form two separate and distinct phases in the delivery of the required works. An Outline Business Case was prepared and approved for both projects in June 2014 and funded the preliminary design phase (feasibility). The cost estimates from this process then informed the production of a Detailed Business Case, which is expected to be approved during for each Project in November 2014. The two Projects have now entered Developed Design and following internal approval of the final designs, planning applications are expected to be submitted early January 2015.
11. The contract for the construction of the waste park at Thorn Turn will also include an option for the delivery of a range of highways related infrastructure, the delivery of which is dependant upon the Highways contract currently being delivered by the Highways Team. Once a decision is made on the delivery of this element this may or may not be included in the construction contract.

12. The redevelopment of the HWRC sites at Ampthill, Biggleswade and Leighton Buzzard is likely to require the temporary closure of each site for a period of 4 – 6 months. The redevelopment will follow a phased approach with one site closing at a time and re-opening prior to the next site closing. During site closure residents will be diverted to alternative facilities and where feasible provision will be made locally to dispose of materials that would usually be received at the site. Priority will be given to green and residual streams.
13. Should the Executive grant delegated authority for the award of the construction contract the risk of a maximum 8 week delay between project stages is mitigated. A delay to contract award will push construction start into winter months.

Operational Contracts

14. The Waste Team are currently in the process of procuring an operational Contract for the Council's four HWRCs and a separate contract for Green Waste Disposal as per the Executive approval given in March 2014.
15. Eight companies expressed an interest at the Pre Qualification Questionnaire (PQQ) stage of the HWRC procurement and following evaluation by the Project Team 5 companies have been invited to tender, with the anticipated submission deadline being mid December 2014.
16. The Green waste disposal contract is following the 'open' procurement route which negates the need for a PQQ stage. The deadline for companies wishing to submit a tender for this procurement is the 5th December 2014.
17. Based on current timescales it is anticipated the successful Contractors on both of these contracts will be selected in early January 2015. With the current contracts expiring on the 31st March 2015 this allows just over two months for the new contractors to mobilise prior to the contracts going live in April 2015.
18. Due to the tight timescales and the need to have the new Contractors in place by the 31st March 2015, it is considered prudent to seek delegated authority for the Community Services Director (in consultation with the Executive Member for Sustainable Communities) to award the HWRC Operational Contract and the Green Waste Disposal Contract to the successful tenderers to prevent any delay to the contract award timescales. If delegated authority is not granted there is a risk that the contracts will be delayed.

Options for consideration

19. Delegate Authority to the Director of Community Services in consultation with the Executive Member for Community Services to award the contracts set out in this report following the required tender exercises.
20. Retain the Authority to award the contracts at Executive thereby requiring the results of each tender exercise to be presented to Executive ahead of contract award taking place.

Reasons for decision

21. The Executive has previously approved the Waste Procurement Strategy at the March 2014 meeting. However, the Councils constitution states that the award of any contract with a value in excess of £500k must be subject to Executive approval. As such the recommendations set out within this report seek delegated authority to award a number of contracts.
22. Delegated Authority to award these contracts is sought to reduce the time required to award these contracts and subsequently reduce the time taken to initiate works or services.
23. The operational contracts need to start at the dates set out in this report in order to take over from existing services. As such the swift award of contract following the procurement process will facilitate the delivery of this target, enabling reasonable mobilisation periods.
24. In order to achieve timely delivery of the infrastructure elements, prevent project delays and action from the Environment Agency, the competitive tender process for the Construction phase of both Projects will run in parallel with the planning determination period. Delegated authority is sought to enable Contract award to take place immediately following the receipt of planning approval. Receipt of planning approval will not necessarily follow a fixed timeline and cannot be guaranteed to align with the Executive meeting process which could lead to significant delay to contract award and start on site .

Council Priorities

25. The delivery of improved waste infrastructure in the form of the Thorn Turn Waste Park and remodelling of the existing HWRCs delivers against four of the Authority's key priorities - Great Universal Services, Improved Infrastructure, Carbon Reduction and Managing Growth Effectively for the following reasons:
 - a. Safer and easier access to HWRC facilities for all customers, particularly those of reduced mobility

- b. Reduced vehicle movements reduce the Councils Carbon footprint and contribute to the achievement of the targets as defined in the Council Carbon Management plan.
 - c. Improves relationship with local residents and confidence in CBC through improved customer experience.
 - d. Health & Safety and Environment Agency issues mitigated.
 - e. Administer increasing population.
26. The delivery of replacement HWRC Operation and Green Waste disposal contracts delivers against three of the Authority's key priorities - Great Universal Services, Carbon Reduction and Managing Growth Effectively for the following reasons:
- a. Providing the opportunity for residents of Central Bedfordshire to recycle and reuse a wider range of materials.
 - b. Continuing to provide excellent waste disposal services to Central Bedfordshire residents.
 - c. Contribute to achieving the targets defined in the Council's Carbon Management Plan.

Corporate Implications

Legal Implications

27. CBC is a Waste Disposal Authority (WDA) under Sections 51 and 55 of the Environmental Protection Act 1990 and is under a duty to dispose of controlled waste collected within its administrative area. Undertaking this project will allow CBC to develop the necessary infrastructure and services to meet these duties. The redevelopment of the HWRC's and the new Dunstable HWRC facility will also enable the Authority to meet its obligations in terms of access to the sites and the regulatory standards set by the Environment Agency through the Operating Permit.
28. The selected contractors for both the infrastructure and operational contracts are being secured via open competitive tender or via an approved Framework, with the involvement of the CBC procurement team following all procurement regulations. Appropriate contracts will be put in place with each selected contractor.
29. By seeking Executive permission to award contracts with a total value in excess of £500K, the Authority's constitution is being followed.

Financial Implications

30. Recommendation 1 relates to green waste disposal and is provided for within the current revenue budget, if tenders exceed the budgeted figure then the decision to let the contract will be referred back to the Executive. The contract is for a 5 plus 5 year period.
31. Recommendation 2 relates to the operation of HMWC's and is provided for within the current revenue budget, if tenders exceed the budgeted figure then the decision to let the contract will be referred back to the Executive. The contract is for 7.5 plus 7.5 year period.
32. Recommendation 3 and 4 are provided for with the current capital MTFP. The current approval is £35M but £9m has been identified within current monitoring as not needed bringing the estimated project costs down to £26M. Project costs are expected to be below this figure, however if costs are likely exceed the budgeted figure then the decision to let any contract will be referred back to the Executive.

Procurement

33. The Council's Procurement Team are involved in the tender and contract award processes. A full audit trail is in place covering the entire exercise which will be kept as a record of the process for the required period.
34. The Authority will manage the delivery of the infrastructure internally under the Capital Projects Team (Assets). Detailed Design for the Tender package is expected to complete in March 2015 to align with the anticipated date of a planning decision. Concluding in June 2015, the contract will be subject to competitive tender through an existing Framework. The timeline permitted via this route will enable the completed sites to be handed over to the selected Operating contractor once both the construction and the procurement processes are complete. This strategy allows the development process to get started immediately without waiting for an operating contractor to be selected first.

Equalities Implications

35. Central Bedfordshire Council has a statutory duty to promote equality of opportunity, eliminate unlawful discrimination, harassment and victimisation and foster good relations in respect of nine protected characteristics; age disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.
36. The improved accessibility at the HWRC will facilitate easier use by persons of reduced mobility.

Public Health

37. The health and wellbeing of residents would be negatively impacted if HWRCs and Green Waste Disposal were unavailable for an extended period of time impacting on residents' ability to dispose of waste.

Community Safety

38. The Councils statutory duty under section 17 of the Crime and Disorder Act 1998 includes the need to address environmental crime such as fly tipping. The provision of a waste disposal service facilitates collection and allows residents to safely deposit their waste items, in a responsible and legal manner. If the provision of the service were disrupted it could lead to an increase in incidents of fly tipping, a criminal offence. The recommendation ensures the Council fulfils its statutory duties in relation to crime and disorder.

Sustainability

39. Sustainability has been a key consideration in the Infrastructure design and appropriate officers within CBC have been consulted throughout. Carbon reduction technologies will be incorporated within the design. Viability of Solar PV Panels on the WTS roof is being investigated. Where appropriate the latest technology will be used to reduce energy consumption. Sustainable Urban Drainage Systems will also form part of the design at Thorn Turn.
40. The operational contract for the HWRC element will seek to enhance recycling performance and divert higher levels of waste away from landfill. The contract will also seek to promote the waste hierarchy by encouraging the reuse and recycling of items where possible rather than seeking to dispose of the items that are still in good working order. Increasing the number of bins available will enable improved sorting and new waste streams will also be added.
41. Landfilling organic waste leads to the release of substantial amounts of methane, a potent greenhouse gas with over twenty times the climate change potential of carbon dioxide. The Green Waste Disposal contract will divert organic waste from landfill and produce a product which is spread to land as a soil improver.

Risk Management

42. The Project Team have a robust risk management process in place covering all stages of the Project to ensure that risks are monitored and mitigated where possible. The procurement exercise will be run in partnership with the procurement team. The successful contractor will be appointed following a suitable standstill period.

43. By adopting the approach outlined in this report to delegate authority to award the contracts the risks of failing to achieve a timely contract award and failing to ensure the continued provision of statutory services will be mitigated.
44. Risks arising from not awarding the full contract value to the contractor to include:
 - a) Inability to progress beyond the Design/Planning Phase.
 - b) Permitting issues with the Environment Agency over site conditions at HWRC sites.
 - c) Inability of CBC to fully meet its corporate objectives – Managing Growth Effectively, Improved Infrastructure, Carbon Reduction and Great Universal Services due to failure to provide adequate Household waste facilities.
 - d) Failure to deliver a suitable replacement for existing operational contracts.
45. A principal aim of the Infrastructure Design is to improve safety for the Community. The Split level construction removes the risks associated with the public using stairs to access the bins and the segregation of operational and public areas will ensure users of the HWRC are not at risk of collision with operational vehicles. Improved traffic flow stipulated within the design seeks to eliminate the risks associated with cueing traffic and improve community safety in the vicinity of HWRCs

Conclusion and next Steps

46. To enable the continued progress and delivery of the Waste Management Strategy approval is sought from the Executive to:
 - a) Undertake a tender process for the Construction of the Thorn Turn Waste Park and HWRC redevelopments and subsequently delegate authority to award the contracts set out in the recommendations of this report.
 - b) Following approval for tender and contract award for the infrastructure, Design will conclude in March 2015, the tender period will follow and conclude in June 2015. Waste Park Construction is forecast to begin in July 2015 and conclude in August 2016. HWRC re-modelling will also begin in July 2015, with each site taking approximately 4 – 6 months to complete. As only one site will be closed at a time, HWRC re-modelling is forecast to complete within 12 – 18 months of project start.

- c) Following approval of the delegated authority for the HWRC Operational Contract and Green Waste Disposal Contract, these will both be awarded in January 2015 for contracts to commence on 1 April 2015.

Appendices

None

Background Papers

None

Central Bedfordshire Council

EXECUTIVE - 9 December 2014

Procurement of Future Electricity and Gas Contracts

Report of Cllr Maurice Jones, Deputy Leader and Executive Member for Corporate Resources (Maurice.Jones@centralbedfordshire.gov.uk)

Advising Officers: Deb Broadbent-Clarke, Director of Improvement and Corporate Services (Deb.Broadbent-Clarke@centralbedfordshire.gov.uk)

Contact Officer: Paul Meigh, Chief Procurement Officer (paul.meigh@centralbedfordshire.gov.uk)

This report relates to a non-Key Decision

Purpose of this report

1. This report sets out a proposal in relation to the procurement of energy for Council buildings, street lighting and schools in a manner which is compliant with public procurement rules, meets with Council priorities, is in accordance with best practice and is considered to provide best value.

RECOMMENDATIONS

The Executive is asked to:

1. **agree with the proposal that Central Bedfordshire Council continues to use the Central Buying Consortium's flexible energy contracts for electricity and gas supplies to Council buildings and street lighting for the period 2016-2020, and continues to make these contracts available for schools to use should they wish.**

Overview and Scrutiny

2. Corporate Resources Overview and Scrutiny Committee considered this report on 21 October and recommended that the report be supported and endorsed.

Issues

3. The Council procures electricity and gas to supply corporate and service buildings (offices, libraries, day centres, residential homes etc) and electricity for street lighting. The annual cost of these supplies is around £1.5m. The Council also makes these contracts available for schools to use, bringing the total annual contract value to about £3.7m. Schools are charged a small administrative fee for use of the contracts. Because of the value, these contracts must be fully compliant with European ("OJEU") procurement rules.
4. To secure best value for the Council we use a Central Purchasing Body to aggregate the volume of energy we require with other authorities and to set up the frameworks for the contracts we require.
5. The Central Purchasing Body we use for our gas, street light electricity and our main electricity contracts is LASER. This organisation is part of Kent County Council Commercial Services (the name LASER was originally derived from "Local Authorities South East Region"). LASER have been dedicated to buying energy for the public sector since 1989 and currently buy energy for over 120 local authorities and other public-funded bodies and manage contracts in excess of £350m.
6. Central Bedfordshire Council has been using LASER since 2009 as both Kent County Council and CBC are members of the Central Buying Consortium.
7. Our main contracts on the LASER frameworks will expire on 30 September 2016. LASER is looking for commitment from customers by the end of December 2014 for supply contracts post October 2016. The reasons for requiring such early commitment are explained below.
8. We have a smaller electricity contract which is on an ESPO (Eastern Shires Purchasing Organisation) contract. This contract also terminates 30 September 2016, and the intention would be to incorporate these supplies within the approach to be taken for the main contracts post September 2016.

Flexible Supply Contracts

9. Since September 2009 we have been using LASER's flexible supply contracts. This means that instead of tendering for fixed supply prices at a point in time, we use a flexible procurement approach that is designed to minimise the risk of fixing prices in volatile market conditions. Flexible procurement means that 'blocks' of energy are bought at varying times before (and sometimes within) the supply period. The arrangement removes the risk of settling an authority's requirement on a single day. Aggregating the volumes of members within the arrangement enables effective market hedging.

10. This means that Laser will take advantage of the market by buying more blocks when prices are relatively low and fewer blocks when prices are high. This is illustrated on the diagram below.

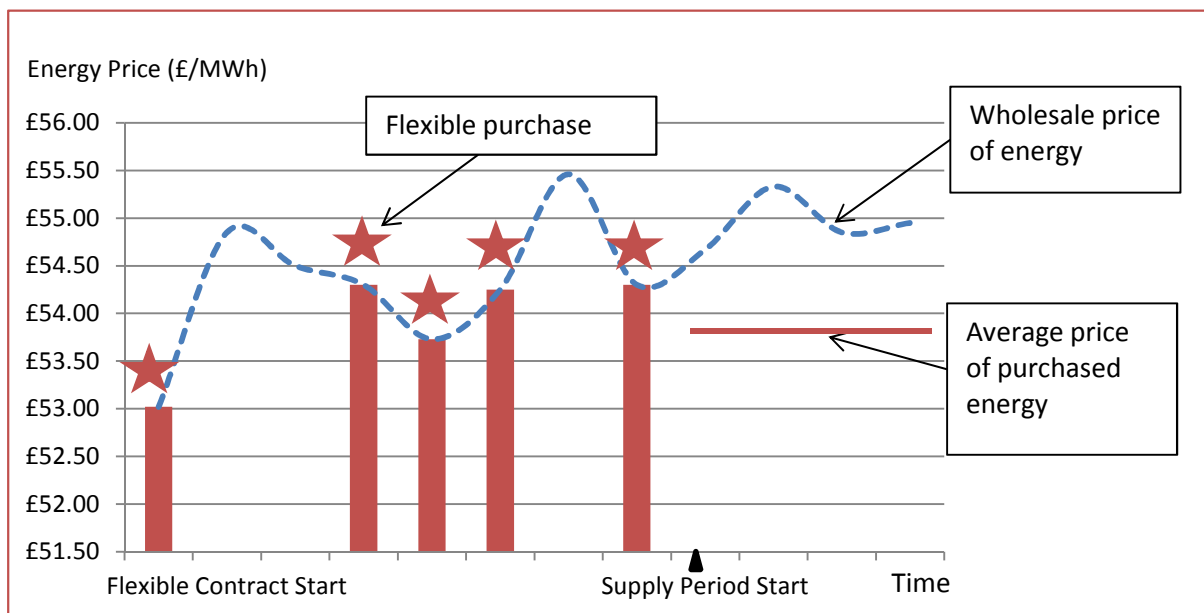


Diagram: Illustration of flexible energy purchasing

11. The dotted line represents the wholesale price of energy as it changes over time from the start of the commitment to the flexible contracts to the start of the supply period. In the context of this report, the flexible contract start is early 2015, following Executive approval, and the supply period start date is October 2016 and the first supply period end date is September 2017.
12. Prior to the supply period, at times considered to be the most opportune moments (represented on the diagram by star shapes) purchases of energy are made (represented by the solid bars). These purchases are aggregated and the average price for the supply period is determined (the solid line on the right hand side of the diagram). This is the price that is charged for the period.
13. In the flexible approach to energy procurement it is the purchasing body (in this case LASER) which make the decisions to purchase, not the energy supplier. The role of the supplier is to provide access to the wholesale markets, to deliver the energy (only a licenced supplier can do this) and administer the billing.
14. This explains why LASER are looking for early commitment to the post October 2016 supply period: the earlier LASER can begin to make flexible purchases on behalf of customers, the more scope they have to take advantage of good buying opportunities, and therefore the lower the supplied price may be.

Contract Performance

15. It is extremely difficult to benchmark energy contract prices due to the number of variables involved. Amongst other things, prices are determined by the date the energy is purchased on the wholesale market, the patterns of consumption for the supplies being purchased, the length of the contract, the payment terms, the distribution costs in force at the time, etc.
16. However, LASER have released performance information which indicates that over the period 2009-2013 they beat the market average wholesale gas price by 2.7% and the average wholesale electricity price by 4.7%. LASER estimate that this performance, plus the benefits from aggregating spend and other factors, has reduced the energy spend of the Council and schools by £290k per year. Use of the flexible contracts has also protected the Council and schools from the risk of potentially having to secure energy contracts at times of peak market prices.

Costs

17. The energy rates will not be known until the supply period (commencing 1 October 2016). Because LASER are undertaking constant management of the purchase of energy and operate on a commercial footing they need to recover their costs. Laser charges work out at around 0.5% of total energy spend and are therefore covered by the savings over market average prices previously demonstrated. There may also be some additional value that LASER can provide on bill checking and consolidation which could reduce costs going forward.

Options for consideration

18. LASER are not the only public sector Central Purchasing Body. Both CCS (Crown Commercial Services) and ESPO operate similar flexible contract frameworks to LASER. Both claim to offer savings achieved by aggregating demand and achieving better than market average rates. However it is not possible to determine which PSBO has or will achieve the best rates. The Council has a good track record of using LASER, who are the largest provider of energy procurement services to local authorities in the UK. LASER provide services to most of the Councils in the Central Buying Consortium and to 120 councils and 45 other public sector bodies in total.

19. We would not be able to operate flexible contracts alone without a broker or Central Purchasing Organisation because we do not require sufficient volumes of supply to offset the administrative costs. We could tender our own energy contracts on a fixed price basis. This would be both expensive to do, as we would need to buy-in the expertise, and would not have the benefits that accrue from combining volumes to obtain better prices. It would not be the best practice approach.

Reasons for decision

20. To ensure the Council procures gas and electricity supplies for Council buildings at competitive rates and according to recommended best practice for local government.

Council Priorities

21. The recommended approach supports the Council's priority of Value for money – freezing council tax.

Corporate Implications

Legal Implications

22. The flexible energy contract frameworks have been procured in an OJEU compliant manner. Contracting Authorities that act as Central Purchasing Bodies need to comply with EU Procurement Regulations. Where the EU rules have been followed by the Central Buying Consortium, as in this case, this Council may use the Framework Agreement as long as they have been included in the OJEU Notice.

Financial Implications

23. The cost of ongoing electricity and gas supplies for properties (including Schools) is approximately £3.7m per year. The charges for using the recommended procurement approach work out at around 0.5% of total energy spend. The anticipated savings over market rates for using the recommended approach are 2.7%-4.7% so this represents an overall saving. Whilst the approach cannot protect the Council from the likely rises over time of energy cost it will insulate the Council from the risks of large fluctuations in the wholesale cost of energy.

Equalities Implications

24. There are no implications for equalities.

Risk Management

25. The flexible procurement of energy through a public sector buying organisation minimises the financial risk and enhances the control of expenditure in a volatile market.

Sustainability

26. Whilst there are sustainability implications from the use of energy (greenhouse gases, pollution etc), the route to market for the procurement of energy has no implications on sustainability.

Conclusion and next Steps

27. As a member of the Central Buying Consortium, the Council has been using LASER flexible energy contracts since 2009. A review of alternatives has not identified a more preferable option. Therefore the Executive is asked to agree with the recommendation to commit to use the LASER flexible contracts for the period 1 October 2016 – 30 September 2020. The Council Procurement Team will work with LASER to explore opportunities for any additional value that can be added through bill validation and consolidation.

Appendices

None

Background Papers

None

Central Bedfordshire Council

EXECUTIVE - 9 December 2014

Award of Contract to Carry Out External Wall Insulation Work

Report of Cllr Carole Hegley, Executive Member for Social Care, Health and Housing (carole.hegley@centralbedfordshire.gov.uk)

Advising Officers: Julie Ogley, Director Social Care, Health and Housing (julie.ogley@centralbedfordshire.gov.uk) and John Holman, Head of Asset Management (john.holman@centralbedfordshire.gov.uk).

This report relates to a Key Decision

Purpose of this report

1. This report recommends the award of a contract to install external wall insulation to 82 Precast Reinforced Concrete dwellings in Aldbanks, Dunstable. The investment is part of an annual multi million pound programme to maintain and improve the Councils housing stock. This work will improve the quality and prolong the life of the properties whilst increasing their thermal efficiency, reduce carbon emissions and contributing towards meeting the energy targets.

RECOMMENDATIONS

The Executive is asked to:

1. **as part of the Councils ongoing investment to maintain its housing stock, award the contract to insulate the external walls to Council Housing as part of an ongoing investment programme.**

Overview & Scrutiny

2. This item has not been considered by Overview and Scrutiny.

Issues

3. The Housing Asset Management Strategy (HAMS) is designed, amongst other things, to maintain and improve the Councils housing stock. Priority 6 of the Housing Asset Management Strategy requires improved energy efficiency of the Council housing stock, reduced carbon emissions and reduced heating costs. It set a target of having an average Standard Assessment Procedure (SAP) of 71 by 2015 with no stock having a SAP rating of less than 65. When this target is achieved it is estimated that our tenants will save an average of £118¹ on their heating bills.
4. This report recommends the award of a contract to install external wall insulation to 82 PRC dwellings in Aldbanks, Dunstable as part of meeting priority 6. This will increase the average SAP rating to 71 and save in the order of 2041 tonnes of carbon emissions over the next 30 years².

Reasons for decision

5. This contract helps to meet Priority 6 of the Housing Asset Management Strategy (HAMS) to ensure the housing stock is kept in good repair and meets tenants' current and future expectations.
6. A structural survey carried out in 2011 recommended the over cladding of these properties as a cost effective approach to prolonging the life of the stock.
7. The contract has been procured through the Fusion 21 Framework. This saves around £2,000 per property when compared to other frameworks and conventional tendering arrangements due to economies of scale and bulk purchasing power. Going forward and where appropriate other corporate energy conservation contracts being used elsewhere in the Council will be considered. It is also intended that the framework may also be used for future work using mini competitions as the means of procurement.

Council Priorities

8. The actions support the Council priorities by:
 - a. Making a positive contribution towards employment and training initiatives that will benefit the community within Central Bedfordshire by providing local employment opportunities.

¹ Savings calculated as an average based on energy conservation measures applied to across the stock.

² Calculated using Ofgem methodology and Rd-sap software. Property dimensions have been used to calculate the annual and lifetime energy efficiency (provided as a carbon tonnage) following the application of a 100mm external wall insulation system.

- b. Generating efficiencies and value for money through economies of scale, supply chain management and improved working practices.
- c. Promoting health and wellbeing and protecting the vulnerable by improving the thermal efficiency of homes.

Corporate Implications

Legal Implications

- 9. The work has been procured through the Fusion 21 Procurement for Housing Framework Agreement which was competitively tendered in accordance with the Official Journal of the European Union.

Financial Implications

- 10. The approved Housing Revenue Account (HRA) annual budget programme includes £800K in 2014/15 for energy efficiency work.
- 11. All funding is from the Housing Revenue Account and included in the Landlord Services Business Plan.
- 12. The larger energy companies have a legal obligation to deliver energy efficiency measures to domestic energy users and there is a market for the purchase of carbon. ECO funding has already been secured for this scheme as a result of carbon savings which will offset the capital costs by around 8%.

Equalities Implications

- 13. Public authorities have a statutory duty to promote equality of opportunity, eliminate unlawful discrimination, harassment and victimisation and foster good relations in respect of nine protected characteristics; age, disability, gender re-assignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.
- 14. As part of the framework tender evaluation process contractors were required to demonstrate their Equalities Policy and procedures and incorporate this commitment within their method statements. As part of ongoing contract monitoring arrangements, the Council will check that statutory service delivery and employment requirements relating to equality are being met. Individual equality assessments will be carried out on a project specific basis as work is called off the framework.
- 15. Management of the works will facilitate accessibility for older people and those with disabilities.

16. The work primarily affects the exterior of the properties and the contractor, by careful planning, is required to minimise the level of disruption to residents. Close contract monitoring will be needed to ensure that targets are met and that work to achieve such targets is not impacting adversely on vulnerable tenants.
17. Energy conservation works relate to the age, condition and current SAP ratings of the property, not the vulnerability of the tenant. However, when work to a property is being planned and carried out, the needs of the tenant will be taken into consideration.

Risk Management

18. The following risks have been identified:
 - Failure to deliver the external wall insulation programme
 - Failure to effectively utilise the 2014/15 budget provision for the purpose intended
 - Failure to deliver value for money
 - Failure to deliver the Housing Strategy (i.e. to ensure that the housing stock is kept in good repair and meets tenants' needs and expectations) and other council priorities.

Public Health

19. The installation of external wall insulation is designed to improve the housing stock and contribute towards improving and maintaining health and well being for Council housing tenants. This will improve SAP ratings making properties warmer and less expensive to heat.

Sustainability

20. All waste transfer and consignment notes will be held on site and available for inspection and all skips and waste will be suitably stored on site. All waste streams will be identified and suitable storage obtained and segregated containers will be available for hazardous waste such as asbestos. All asbestos containers will be removed from site daily. All skips will be secured within the site perimeter and will be free from waste accumulation.
21. In line with the Council's Housing Asset Management Strategy, contractors will be expected to demonstrate the same level of commitment to environmental sustainability as the Council. Contractors will be expected to ensure any waste from programmes is minimised. A recycling target of 90% has been agreed in respect of this contract.

Procurement

22. The Framework Agreement has been tendered in accordance with OJEU regulations and meets the Council's Corporate Procurement Rules. The Council has legitimate right of entry to the Framework as an associate member through an access agreement. The chosen route to market provides value for money as the prices have been competitively tendered and have been benchmarked against current prices and compare favourably with previous CBC schemes.
23. 37 Tenders were received to join the Framework and therefore evaluated and 18 contractors were accepted on to the Framework. The criteria used for evaluation included financial status, background information, business probity, quality of service and references.

Conclusion and next Steps

24. Carrying out this work will improve the energy efficiency of the Council's housing stock, reduce carbon emissions and reduce heating costs. The award of the contract through the Framework Agreement represents best value for money and achieves significant savings when compared to other frameworks and conventional tendering arrangements.
25. The next steps are to consult with the affected residents and tenant groups, such as the Way Forward Panel and Housing Investment Panel.

Appendices

26. Appendix A - Exempt

Background Papers

27. None

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Central Bedfordshire Council

EXECUTIVE - 9 December 2014

Stratton Park Disposals

Report of Cllr Maurice Jones, Deputy Leader and Executive Member for Corporate Resources (maurice.jones@centralbedfordshire.gov.uk)

Advising Officers: Deb Broadbent-Clarke, Director of Improvement and Corporate Services (Deb.Broadbent-Clarke@centralbedfordshire.gov.uk)
David Cox, Chief Assets Officer (David.Cox@centralbedfordshire.gov.uk)

This report relates to a Key Decision

Purpose of this report

1. The purpose of the report is to update the Executive on progress with Stratton Business Park and seek Executive approval to undertake disposals of land to meet known local business demands and support jobs growth.

RECOMMENDATIONS

The Executive is asked to:

1. **authorise the Director of Improvement and Corporate Services, in consultation with the Deputy Leader and Executive Member for Corporate Resources, to dispose of 12 to 15 acres of serviced land on Stratton Phase 5 to local business A to enable its subsequent expansion;**
2. **authorise the Director of Improvement and Corporate Services, in consultation with the Deputy Leader and Executive Member for Corporate Resources, to dispose of 5 acres of serviced land on Stratton Phase 5 to local business B to enable its subsequent expansion; and**
3. **note that it is intended to invest up to £2M in infrastructure, planning and other necessary advance work and in collaboration with the owners of Phase 6. If as seems likely there will be a delay between the requirement for funding for infrastructure and the deposit of the capital receipt then this cash flow issue will be addressed in the Council's budget for 2015/16.**

Overview and Scrutiny

2. This report has not been considered by Corporate Resources Overview and Scrutiny because it deals with the disposal of a council asset as anticipated in the Capital Receipts part of the Medium Term Financial Plan.

Background

3. Stratton Business Park in Biggleswade has 3 different areas – known as Phases 4, 5 and 6 which are in different stages of development;
 - Phase 4 is in the conditional ownership of a private firm and was the subject of a previous Executive report.
 - Phase 5 is entirely in the ownership of Central Bedfordshire Council and is the main subject of this report as there are two local businesses who wish to purchase parts of Phase 5.
 - Phase 6 is mostly in private ownership and is not yet ready for development. The private owners have engaged a promoter to act on their behalf and we are in dialogue with him.

A map showing the sites is shown at Appendix A.

4. The proposals for Phase 5 are:
 - a. Local business A is seeking to expand its presence at Stratton Business Park, creating new jobs and needs to purchase 12 to 15 acres of serviced land.
 - b. Local business B is also seeking to expand its presence at Stratton, creating new jobs and requires 5 acres of serviced land.
 - c. Disposal to these businesses will leave some 11 to 14 acres remaining on Phase 5.
 - d. In order to maximise the utility of the land and the prospective capital receipt to the Council, there will be a requirement to invest in infrastructure such as access. The council's officers are exploring with the promoter who is acting for the owners of Phase 6 how we might collaborate and share costs of infrastructure – this will have the double benefit of reducing cost to the council and accelerating the availability for sale of Phase 6 and therefore the prospect of more jobs and investment.

5. The proposal for Phase 6 is to enter into a collaboration agreement with the land owners to share the necessary infrastructure and planning requirements. It is intended that each party will share the advanced work required (infrastructure, planning, etc) where appropriate to avoid abortive costs and duplication of access arrangements and the like.
6. Revenue, capital receipts and investment costs:
 - a. There will be increased NNDR contribution from the sites with receipts anticipated as follows:

Phase 4 - phased from April 2017
Phase 5 - phased from September 2016
Phase 6 - phased from April 2018
 - b. The costs of engagement with consultants to prepare information necessary to secure planning and to progress infrastructure will be shared with Phase 6.
 - c. Anticipated Capital receipts from the Phase 5 disposal are shown in the exempt report.

The capital receipt from the sales of Phase 5 (net of infrastructure costs) is subject to the disaggregation agreement with Bedford Borough Council.

Options for consideration

7. Options including direct disposal 'as is' or disposal to a developer through a development partnership were considered. In the case of disposal 'as is' this was ruled out because it would significantly reduce capital receipts and deny CBC the opportunity to support local businesses. In the case of disposal to a developer through a development partnership this was ruled out for the proposed lands deals with local businesses because there would be a delay in securing current interest. Future disposal routes of the remaining Council land will be considered following these initial deals, focusing on maximising the benefit to the wider economy and in line with Council priorities.

Reasons for decision

8. Options for alternative methods of disposal have been reviewed and the proposed serviced site option is considered the optimum solution to both secure know existing local businesses demand, delivering jobs in Biggleswade and to maximise capital receipts.

Council Priorities

9. Enhancing Central Bedfordshire – the project will support the regeneration plans for Biggleswade and surrounding area as well as supporting the delivery of employment uses in the adopted Core Strategy and the emerging Development Strategy, by bringing Council assets forward for development on a major allocated site.
10. Improved infrastructure – the development of the site will contribute towards the delivery of new infrastructure.
11. Value for money - the project will optimise the value of Council assets and achieve best consideration in the disposal of these.

Corporate Implications

Legal Implications

12. The Local Government Act 2000, places a duty on the Council to promote the economic, social and environmental well being of its area. Under General Disposal Consent (England) 2003, the Council may dispose of land where:
 - the sale is likely to promote or improve the economic, social or environmental well being of its area and;
 - the difference between the 'unrestricted value' of the land and the consideration received does not exceed £2M (ODPM2003a).
13. Disposal of the land can take account of non-financial benefits where the aim of the sale will be to deliver wider environmental, economic or social benefits.
14. In terms of valuation of the land we will seek external valuations if appropriate.

Financial Implications

15. The financial implications are covered in the Exempt report.

Equalities Implications

16. Central Bedfordshire Council has a statutory duty to promote equality of opportunity, eliminate unlawful discrimination, harassment and victimisation and foster good relations in respect of nine protected characteristics; age disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation. Good development can improve environments and opportunities for communities experiencing disadvantage.

17. Development which does not adequately engage with, or consider the needs of, local communities is unlikely to improve their life chances and may further entrench area-based disadvantage. Promoting equality of opportunity and social inclusion relates to the access to facilities and services, enhancing employment opportunities, the protection of open spaces as well as a broad range of policies concerned with the quality of life. Addressing the strategic land use, transport and development aspects of these needs is key to ensuring that development is used to its full potential to deliver benefits to all communities.

Sustainability

18. As part of the planning process the development will be required to take account of all planning policy requirements and unless viability considerations dictate otherwise, to fully comply with those policies. Proposals will also be expected to comply with the Council's planning guidance, including for example, the Council's adopted Design Guide. The development will therefore deliver high quality sustainable development as well as meeting any national standards that are in place. Where possible the Council will use reasonable efforts to ensure these standards are met.
19. The development of the Stratton site will create significant employment opportunities during the construction phase and upon occupation. It is estimated this could be in excess of 3,500 jobs dependent on use. This is in the region of 13% of the Council's jobs growth target of 27,000 new jobs to 2031. Likewise, the provision of new employment space will enable known existing local business to expand and grow in the Biggleswade area, further facilitating the wider regeneration aspirations for the area. Where possible, contractors and occupiers will be encouraged to use local labour and suppliers, including those from neighbouring disadvantaged communities.

Conclusion and next Steps

20. This is a clear opportunity to support the growth of existing local business and the sale of plots of land on Stratton Business Park phase 5 will enable the Council to realise potential. This development will also pave the way for the wider delivery of Phases 5 and 6, which when developed out will make a significant contribution to the local economy and jobs growth.

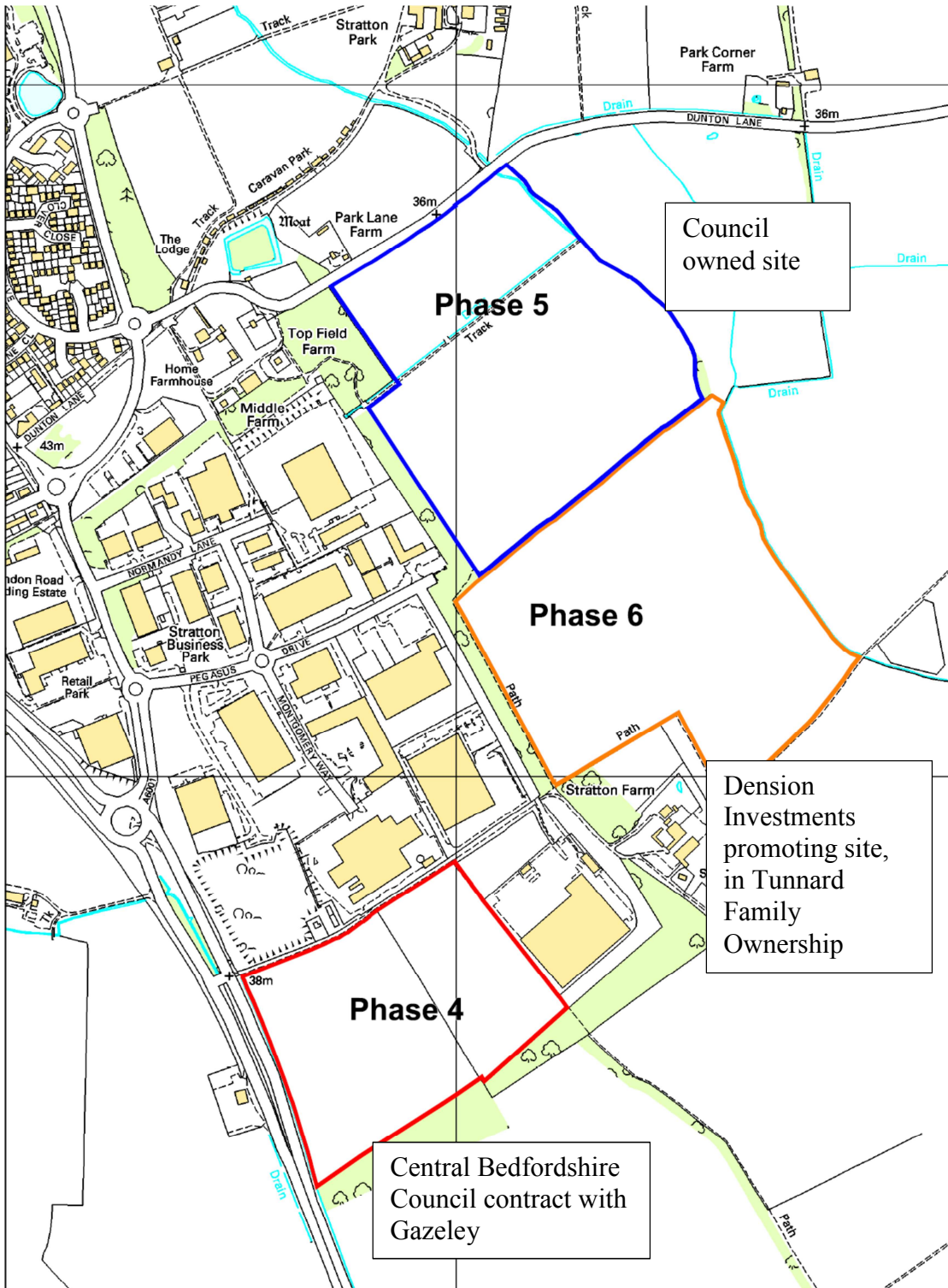
Appendices

21. Appendix A: Plan of Stratton stage 1 disposals (15 acres)

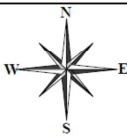
Background Papers

22. None

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Stratton Business Park, Biggleswade
Phases 4, 5 & 6



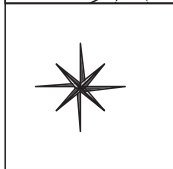
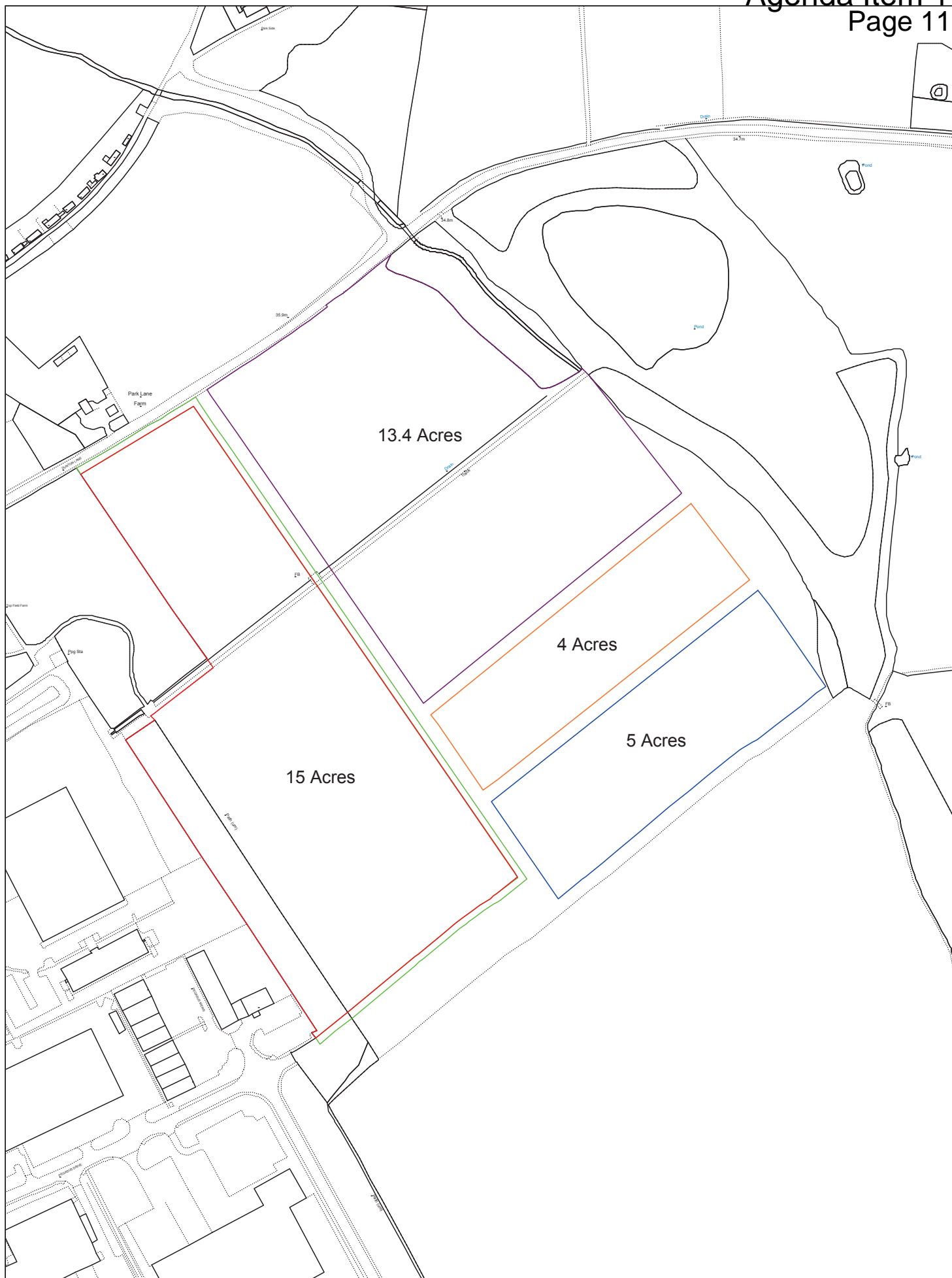
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Date: 09 October 2014
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Stratton Park
Area Plan A - 15 acre
East of Pegasus Drive
Biggleswade

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Central Bedfordshire Council

EXECUTIVE - 9 December 2014

September 2014 Q2 Revenue Budget Monitoring

Report of Cllr Maurice Jones, Deputy Leader and Executive Member for Corporate Resources (maurice.jones@centralbedfordshire.gov.uk)

Advising Officers: Charles Warboys, Chief Finance Officer (charles.warboys@centralbedfordshire.gov.uk)

This report relates to a Key Decision

Purpose of this report:

1. The report sets out the financial position for 2014/15 as at the end of September 2014. It sets out spend to date against the profiled budget and the forecast financial outturn. It excludes the Housing Revenue Account which is subject to a separate report.

RECOMMENDATIONS

The Executive is asked to:

1. **consider the Revenue forecast position which is currently to overspend budget by £1.1m; and**
2. **request officers to continue with their efforts to achieve a minimum balanced outturn or an underspend.**

Issues

2. The forecast outturn position as at September 2014 is an overspend of £1.1M.
3. The Year to Date (YTD) spend is £0.5M below budget.
4. Risks and opportunities indicate a risk to forecast outturn of £0.9M.
5. September non current debt (i.e. debt that is more than 14 days from date of invoice) excluding House sales and Grants is £7.3M (£8.7M in August). All debt is under active management.

6. The table below details the YTD and Full Year variances by directorate:

Directorate	Year to Date - September P6			Full Year			Rest of Year Variance £m
	Budget	Actual	Variance	Budget	Forecast	Variance	
	£m	£m	£m	£m	£m	£m	
SCHH	31.5	32.7	1.2	62.9	65.2	2.3	1.1
Childrens Services	22.2	22.0	(0.3)	44.8	45.3	0.4	0.7
Community Services	18.4	18.3	(0.2)	36.7	36.8	0.1	0.3
Regeneration	1.8	1.1	(0.7)	5.1	4.7	(0.4)	0.3
Public Health	0.0	(0.1)	(0.1)	0.0	0.0	0.0	0.1
Improvement & Corporate Services	10.6	10.6	(0.0)	21.5	21.3	(0.2)	(0.2)
Corporate Resources	2.3	2.2	(0.1)	5.0	5.0	(0.1)	0.0
Corporate Costs	4.1	3.9	(0.2)	9.9	8.8	(1.1)	(0.8)
Total Exc HRA	91.0	90.6	(0.5)	186.0	187.1	1.1	1.5
Schools	0.0	(0.0)	(0.0)	0.0	0.0	0.0	0.0
HRA	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total	91.0	90.6	(0.5)	186.0	187.1	1.1	1.6

(Note – Any minor rounding differences are due to linking to detailed appendices)

Earmarked Reserves (Appendix B)

7. The opening balance of General Fund Earmarked Reserves (EMR) is £24.7M (Excluding HRA and Schools). The current position proposes the planned use of £4.4M EMR (used to offset expenditure) and proposed transfer to EMR of £0.14M (budgeted), and the creation of a new proposed Business Rates Retention reserve for £0.4M due to technical accounting changes. This results in a forecast closing position of £20.8M. See Appendix B for details of which EMR have been used.

General Reserves

8. The opening position for 2014/15 is £15.1M. There are no further uses or contributions planned for 2014/15.

Risks and Opportunities

9. Directorate risks and opportunities indicate a risk to the outturn of £0.93M.

10. The main risks identified are:

- £0.1M Unachievable IT staffing efficiency (action to mitigate underway).
- £0.14M Customer Services staffing pressures.
- £0.1M HR staffing pressure.
- £0.12M Pressures in Legal Services.
- £0.15M Possible impact of winter maintenance.
- £0.1M Possible claw back of European Skills Funding.
- £0.14M Withdrawal of Health funding for 65+ day centre.
- £0.04M Assets – YS2 related.
- £0.21M Special Guardianships.
- £0.09M Family, Intake and Support.

Total £1.2M

11. Opportunities:

- £0.1M Procurement – higher than budgeted
- £0.15M IT Anticipated refund from our telecomms supplier following audit of charges.

Total £0.25M

Council Priorities

12. 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.

Corporate Implications

Legal Implications

13. None

Financial Implications

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

Equalities Implications

15. Equality Impact Assessments were undertaken prior to the allocation of the 2014/15 budgets and each Directorate was advised of significant equality implications relating to their budget proposals.

Conclusion and next Steps

16. The recommended actions are to facilitate effective financial management and planning.

Appendices

Appendix A – Detailed Directorate Commentary

Appendix B – Earmarked Reserves

Appendix C – Debt Management

Appendix D – Treasury Management

Background Papers

None.

APPENDIX A – DIRECTORATE COMMENTARY

Social Care, Health and Housing

1. The forecast general fund position is an overspend of £2.3M.

Month: September 2014	Year to date				Year				
Director	Budget	Actual	Use of Reserves	Variance	Approved Budget	Forecast Outturn	Forecast Variance	Proposed use of Earmarked reserves	Forecast Variance after use of earmarked reserves
	£000	£000	£000	£000	£000	£000	£000	£000	£000
Social Care Health and Housing									
Director of Social Care, Health, Housing	96	96	(10)	(10)	193	213	20	-	20
Housing Management (GF)	662	651	-	(11)	1,324	1,323	(1)	-	(1)
Adult Social Care	28,726	31,148	(324)	2,098	57,352	62,170	4,818	(695)	4,123
Commissioning	5,615	5,579	(18)	(54)	11,229	10,915	(314)	(105)	(419)
Business and Performance	(3,579)	(4,279)	(120)	(820)	(7,158)	(8,284)	(1,126)	(303)	(1,429)
Total Social Care and Health	31,520	33,195	(472)	1,203	62,940	66,337	3,397	(1,103)	2,294

2. The Adult Social Care service within the directorate is showing a projected overspend of £4.1M after the use of reserves. Within this division is the risk of increases in the Older People and Physical Disability package costs. People are living longer and the costs of dementia are on the increase. Demographic pressure of £1.5M has been built into the budget to reflect this, however, efficiency targets for this area total just over £2M.
3. Within the Older People 65+ package budgets, a projected over spend of £3.1M is forecast mainly on residential placements. This is partly offset by additional customer income which continues to exceed budget in 2014/15 by £1.3M (under Business and Performance).
4. In respect of former self funders, these continue to exert pressure on residential and nursing placements budgets. Twelve have required Council support during April to September. If this trend continued it would generate a forecast pressure of £0.185M by March 2015 that the Council will have to support. Given the current financial climate this trend is unlikely to diminish and will also need to continue to be closely monitored for the rest of the year.
5. The Reablement service continues to achieve reductions in care hours and during the period April to September 2014 the service has saved 1,106 hours which is equivalent to an in year saving of £0.151M.
6. Within Learning Disabilities, additional budget of £0.8M has been provided to cover the impact of new customers in 2014/15 and the full year flowthrough effect of new customers in 2013/14 but there continues to be uncertainty around the costs of children transferring into Adult Social Care. Challenging efficiency targets have also been set for this area amounting to £1.3M.
7. In addition, it is mainly within Learning Disabilities that the cost of Ordinary Residence (OR) transfers falls and there is a risk associated with this. The current cost of OR cases is £0.351M which exceeds the reserve of £0.281M by £0.070M. There is an additional risk associated with carer breakdown and ageing carers which results in new midlife customers and increased support costs.

8. The Commissioning service is reporting a projected underspend of £0.419M. The key variance after reserves is a projected overspend on the S75 Mental Health Agreements of £0.150M (due to an efficiency shortfall). This is offset by a projected under spend on the Dementia Quality Mark budget of £0.160M, on the pooled equipment budget of £0.110M. The balance is spread over a number of cost centres.
9. The Business and Performance division is showing a projected under spend of £1.4M the majority of which relates to a projected over achievement of customer contributions.
10. HRA is subject to a separate report.

Children's Services

11. The full year projected outturn position for 2014/15 as at September 2014 is £0.4M over budget (£0.9M in August), this is after £1.1M budgeted use of reserves set aside at the end of the 2013/14 financial year.

Month: September 2014	Year to date				Year					
	Director	Budget	Actual	Use of Reserves	Variance	Approved Budget	Forecast Outturn	Forecast Variance	Proposed use of Earmarked reserves	Forecast Variance after use of earmarked reserves
	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000
Children's Services										
Director of Children's Services	243	316	(57)	16	405	515	110	(113)	(3)	
Children's Services Operations	15,708	16,170	(377)	85	32,212	33,630	1,418	(744)	674	
Commissioning & Partnerships	1,751	1,706	(76)	(121)	4,449	4,539	90	(152)	(62)	
Joint School Commissioning Service (Transport)	3,416	3,264	-	(152)	7,780	7,717	(63)	-	(63)	
Partnerships	487	502	(33)	(18)	601	668	67	(66)	1	
School Improvement (incl Music)	1,570	1,543	-	(27)	1,260	1,260	-	-	-	
Total Children's Services (ex Schools / Overheads)	23,175	23,501	(543)	(217)	46,707	48,329	1,622	(1,075)	547	
DSG Contribution to Central Support	(359)	(360)	-	(1)	(719)	(719)	-	-	-	
ESG Contribution to Central Support	(579)	(630)	-	(51)	(1,157)	(1,260)	(103)	-	(103)	
Total Children's Services (excluding Schools)	22,237	22,511	(543)	(269)	44,831	46,350	1,519	(1,075)	444	

12. The over spend is mainly due to Fostering and Adoption (£686K) and Quality Assurance (£123K) offset by savings in other areas.

The core of the increased costs in Fostering and Adoption are a combination of increased Special Guardianship and Residential Orders (£453K), Independent Foster Agency use (£61K) and Adoption (£130K). The use of Independent Foster Agencies (IFA) are where despite best efforts referrals have not always been able to be accommodated in-house.

This is partly due to the number of sibling groups being kept together and in-house carers generally having only one spare bedroom. There are also a number of challenging teenagers with more complex and specialist needs which often necessitates an IFA placement. This changing and increasing demand will be reviewed in 2015/16 to secure efficiencies through the consortium of IFA providers where possible.

The overspend in Quality Assurance is due to an additional Review Manager being required. This is in order to fully meet the requirements in line with the recommended caseloads for an Independent Reviewing Officer as laid out in statutory guidance and the rise in number of children looked after. The service provides a statutory reviewing service to all looked after children.

13. Not currently included in the forecast are the following risks (£305K) :-

- £215K anticipated rise in SGO's (120) by March 2015.
- £50K Intake & Assessment due to the recent changes to the court process and pressure to meet the 26 week proceedings timescale. This has resulted in expensive assessments (psychological or psychiatric) and is now solely funded by Children's services. The full financial impact of these changes will be significant and the first six months have already seen an increase on last year.
- £40K Mother & baby unit forecast spend has been reduced by 50% to mitigate the directorate overspend as there has been no demand to date, however future demand could be one off and high cost.

14. The tables below reflects the increased number of looked after children and related placement costs.

	Sept 2013	Sept 2014	% increase / (decrease)
Number of LAC	285	276	(3%)
In House Placements	92	103	12%
Independent Placements	112	98	(13%)
Special Guardianship Orders	63	100	59%
Child Protection Plan	290	176	(39%)
Children in Need	1772	1387	(22%)
Number of Referrals (YTD)	1207	1135	(6%)

	Movement for 2014/15
LAC (April 271)	+5
In House Placements (April 92)	+11
Independent Placements (April 110)	-12
Special Guardianship Orders (April 85)	+15

15. Central Bedfordshire Council has been allocated £230k of The Adoption Reform Grant for 2014/15. The purpose of the grant is to provide support to Local Authorities with the implementation of the reforms. The main allocations for the grant are as follows:-

- Pilot a 'fostering for adoption' project.
- Increase legal capacity within Children Services.
- Increase Social Work capacity by 2fte to assess adopters.
- Support for Children's life story work, an important part of fostering and adoption support to ensure a successful placement.

Community Services

16. Community Services' overall financial position is forecast to be £120k over budget after the use of earmarked reserves of £1,315k for one-off specific projects.

Month: September 2014	Year to date				Year				
Director	Budget	Actual	Use of Reserves	Variance	Approved Budget	Forecast Outturn	Forecast Variance	Proposed use of Earmarked reserves	Forecast Variance after use of earmarked reserves
	£000	£000	£000	£000	£000	£000	£000	£000	£000
Community Services									
Community Services Director	173	121	-	(52)	345	295	(50)	-	(50)
Highways Transportation	6,560	6,287	(17)	(290)	13,070	13,425	355	(313)	42
Environmental Services	11,705	12,029	(153)	171	23,301	24,431	1,130	(1,002)	128
Total Community Services	18,438	18,437	(170)	(171)	36,716	38,151	1,435	(1,315)	120

17. The overspend is due to less than budgeted parking income of ££0.3M (flagged as a risk previously) partly offset by staffing underspends.

Regeneration and Business Support

18. Regeneration and Business Support's outturn forecast is below budget by £0.4M after the use of earmarked reserves of £0.9M for one-off specific projects.

Month: September 2014	Year to date				Year				
Director	Budget	Actual	Use of Reserves	Variance	Approved Budget	Forecast Outturn	Forecast Variance	Proposed use of Earmarked reserves	Forecast Variance after use of earmarked reserves
	£000	£000	£000	£000	£000	£000	£000	£000	£000
Regeneration and Business Support									
Director	230	205	-	(25)	461	461	-	-	-
Business Support & Skills	(90)	(121)	(112)	(143)	883	1,248	365	(311)	54
Planning	1,656	1,454	(349)	(551)	3,768	3,915	147	(616)	(469)
Programme Delivery	-	-	-	-	-	-	-	-	-
Total Regeneration and Business Support	1,796	1,538	(461)	(719)	5,112	5,624	512	(927)	(415)

19. The Planning Division is forecasting to under spend by £469K due to underspends on salaries of £98K, and consultancy costs of £76K. Also surplus income from planning activities of £293K.

Public Health

20. Public Health forecast outturn is to achieve a balanced budget after use of reserves.

Month: September 2014	Year to date				Year				
Director	Budget	Actual	Use of Reserves	Variance	Approved Budget	Forecast Outturn	Forecast Variance	Proposed use of Earmarked reserves	Forecast Variance after use of earmarked reserves
	£000	£000	£000	£000	£000	£000	£000	£000	£000
Public Health									
Director of Public Health	(4,555)	(4,590)	-	(35)	(9,111)	(9,111)	-	-	-
Assistant Director of Public Health	4,555	4,463	-	(92)	9,111	9,076	(35)	35	-
Total Public Health (Excl overheads)	-	(127)	-	(127)	-	(35)	(35)	35	-
Contribution to Central Support	-	-	-	-	-	-	-	-	-
Total Public Health	-	(127)	-	(127)	-	(35)	(35)	35	-

Improvement and Corporate Services

21. The directorate is currently forecasting to achieve an underspend of £0.2M as a result of an allocation of Housing Revenue Account income for Corporate overheads. This has no impact on the overall Council forecast as this was included in Corporate Costs last month.

Month: September 2014	Year to date				Year				
Director	Budget	Actual	Use of Reserves	Variance	Approved Budget	Forecast Outturn	Forecast Variance	Proposed use of Earmarked reserves	Forecast Variance after use of earmarked reserves
	£000	£000	£000	£000	£000	£000	£000	£000	£000
Improvement and Corporate Services									
Improvement and Corporate Services Leadership	124	125	-	1	247	247	-	-	-
Communications and Insight	386	458	(30)	42	771	814	43	(61)	(18)
Customer Services	982	1,075	-	93	1,963	1,928	(35)	-	(35)
Programme and Performance	210	205	(20)	(25)	419	467	48	(48)	-
Policy & strategy	83	80	-	(3)	165	165	-	-	-
Customer & Community Insight	-	-	-	-	-	-	-	-	-
Procurement	40	176	-	136	80	77	(3)	-	(3)
People	1,271	1,299	(49)	(21)	2,542	2,479	(63)	(49)	(112)
Information Technology	3,424	3,520	(33)	63	6,848	6,840	(8)	(33)	(41)
Legal & Democratic Services	1,797	1,479	(19)	(337)	3,886	3,854	(32)	-	(32)
Assets	2,277	2,307	(20)	10	4,554	4,615	61	(20)	41
Total Improvement and Corporate Services	10,594	10,724	(171)	(41)	21,475	21,486	11	(211)	(200)

22. Risks have been identified, totalling £0.486M, made up of Legal Services £0.124M, largely around staffing pressures and additional workload and court costs for Children's Services cases, net of underspends within Democratic Services; £0.087M in HR largely due to delays in achieving in year efficiencies; £0.037M in Assets, wholly as a result of Your Space 2 final moves costs which weren't budgeted, only part of which is currently mitigated by other savings; risk of £0.1M in Information Technology (IT) for an unachievable efficiency for the centralisation of other directorate service based IT staff for which compensatory savings should be identified, and £0.138M in Customer Services relating to an unachievable staff cost efficiency and other staffing budget pressures.
23. There are also opportunities of £0.15M in IT for anticipated refund from telecoms supplier following audit of charges and £0.1M in Procurement for potential agency rebate being greater than originally budgeted.

Corporate Resources and Costs

24. The full year budget of £14.9M is made up of:

- Corporate Resources £5.0M
- Corporate Costs £9.9M

The forecast outturn is an underspend of £1.2M.

Month: September 2014	Year to date				Year				
Director	Budget	Actual	Use of Reserves	Variance	Approved Budget	Forecast Outturn	Forecast Variance	Proposed use of Earmarked reserves	Forecast Variance after use of earmarked reserves
	£000	£000	£000	£000	£000	£000	£000	£000	£000
Corporate Resources									
Chief Executive	151	145	-	(6)	302	302	-	-	-
Finance	2,398	2,314	(13)	(97)	5,212	4,697	(515)	431	(84)
Housing Benefit Subsidy	(238)	(238)	-	-	(477)	(477)	-	-	-
Total Corporate Resources	2,311	2,221	(13)	(103)	5,037	4,522	(515)	431	(84)
Corporate Costs									
Debt Management	6,296	6,089	-	(207)	12,592	11,831	(761)	-	(761)
Premature Retirement Costs	1,428	1,352	-	(76)	2,855	2,855	-	-	-
Corporate Public Health Recharges	(316)	(303)	-	13	(631)	(631)	-	-	-
Corporate HRA Recharges	(45)	(45)	-	-	(90)	(107)	(17)	-	(17)
Efficiencies	255	248	-	(7)	(56)	(356)	(300)	-	(300)
Contingency and Reserves*	(3,477)	(3,431)	-	46	(4,811)	(4,811)	-	-	-
Total Corporate Costs	4,141	3,910	-	(231)	9,859	8,781	(1,078)	-	(1,078)
Total Corporate	6,452	6,131	(13)	(334)	14,896	13,303	(1,593)	431	(1,162)

25. Corporate Resources and Costs are forecast to underspend by £1.2M, consisting of a £0.76M net reduction in Financing costs, largely as a result in lower than expected borrowing following prior year underspends against the capital programme, £0.55M saving against past service pension deficit costs, and £0.03M saving against Audit, largely relating to the external audit fee. This is partly offset by an unachievable element of the Passenger Transport Review efficiency of £0.25M.

Appendix B – Earmarked Reserves

Description	Opening Balance 2014/15 £000	Spent £000	Released £000	Technical Movements £000	Proposed Closing Balance 2014/15 £000	MEMO: Net movement before proposals	MEMO: Net movement after proposals	For Information: Description of EMR (this is the 13/14 narrative, for info)
Social Care Health and Housing Reserves								
Social Care Reform Grant	157	(100)			57	(100)	(100)	Reserve to fund multi year Transforming People's Lives project. Includes SWIFT/AIS implementation.
Deregistration of Care Homes	281	(281)			-	(281)	(281)	Reserve to fund costs associated with deregistering of a national care provider
LD Campus Closure	345	(55)			290	(55)	(55)	Reserve for the smoothing of double running costs resulting from re-provision of Learning Disabilities services.
Deprivation of Liberty Safeguards	881	(367)		(500)	14	(867)	(867)	Grant given in 12/13 to implement Deprivation of Liberty assessments in hospitals - roll forward of unused balance. Further £500k addition proposed re Supreme Court ruling in April 2014
Winter Pressure 12/13	50	(50)			-	(50)	(50)	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
Winter Pressure 13/14	103				103	-	-	Underspend of CCG Winter Pressures Funding
Mental Health Action Plan	115				115	-	-	To fund improvements identified in the Mental Health Improvement Plan to be jointly delivered with SEPT. Reserve to cover possible S117 repayments
Outcome Based Commissioning	3,505	(193)			3,312	(193)	(193)	To fund costs associated with Residential Futures Programme and also the 2014-15 costs associated with the BUPA homes (includes property maintenance)
Step Up /Step Down	490				490	-	-	To be used to fund the Step-up, Step Down unit at Greenacres - unspent grant monies from 2011/12
NHS Grant 2013/14 - Better Care Fund	280				280	-	-	13/14 NHS Grant - projects not completed by 31st March 14. Agreed with NHS Commissioning Board to be applied to Better Care Fund programme in 14/15 to fund development of joint delivery plan, reporting and governance arrangements.
Welfare Reform - local welfare provision grant	340				340	-	-	New reserve for unspent local welfare provision grant and Housing Solutions underspend. Linked to the development of a credit union in Central Beds
Zero Base Review grant	59	(10)			49	(10)	(10)	Grant awarded in 13/14 to develop new performance and financial reporting - report development resource not available until 2014/15
NHS Grant - Strategic Transitions Project underspend	86				86	-	-	Funding has been allocated in 13/14 for the Strategic Transitions project and for the Ageing Well Project - likely to be some slippage
Total Social Care, Health and Housing	6,692	(1,056)	-	(500)	5,136	(1,556)	(1,556)	
Children's Services Reserves								
Fostering & Adoption	998	-208			790	(208)	(208)	As per MTFP £499k x 2 years Fostering Fee Scheme
Childrens Homes Co-location	232	-116			116	(116)	(116)	As per MTFP £116k x 2 years Children Centres
Performance Reward Grant	144	(21)			123	(21)	(21)	LPSA Grant ring fenced
LSP Sustainable Neighbourhoods	47				47	-	-	LPSA Grant ring fenced
"Working Together" - new National Guidance	50	(25)			25	(25)	(25)	Existing Reserve held for increasing costs of LSCB due to new Government requirements.
CWD	70	(9)			61	(9)	(9)	Refurbishment of flat at Maythorn & South Hub Settlement costs, pressure for MTFP
Transformation Challenge Award	150				150	-	-	Income received March 14 Transformation Challenge Award Earmarked and carried forward
Support and Aspiration Grant	65	(63)			2	(63)	(63)	Support and Aspiration Grant Earmarked
Children's Services Unspent Grant Income	311	(311)			-	(311)	(311)	ASYE Grant Programme to train & develop newly qualified SW's £7k. Troubled Families Grant £304k Earmarked
Assets of Community Value	13				13	-	-	New Burdens Grant for Assets of Community Value. Earmarked
The Central Bedfordshire Academy of Social Work and Early Intervention	118	(80)			38	(80)	(80)	Additional Practice Educator to support an increased cohort of newly qualified social workers, project support and leadership qualification funding
Children's & Families Act	200				200	-	-	Development of communications and implementation materials to present whole of CBC's offer to families
Total Children's Services	2,398	(834)	-	-	1,564	(834)	(834)	
Community Services Reserves								
Leisure Centre Reinvestment Fund	179	(185)		140	134	(45)	(45)	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 13/14 is being funded by the base budget
Integrated consumer protection	116	(49)			67	(49)	(49)	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
Transport Fund	125				125	-	-	Parking income directed to transport infrastructure improvements.
Community Safety partnership fund	226				226	-	-	Contributions from community safety partners, Home Office (IOM), and money held on behalf of HMCS relating to cash seizures.
Bedford & Luton Resilience Forum	65				65	-	-	Contributions from partners with CBC acting as treasurer to Forum and arising from subscriptions made by each of the partnership organisations to fund work undertaken by BLLRF.
Financial Investigation Unit	237	(150)			87	(150)	(150)	now earmarked reserve not RIA/ GIA
Community Safety Grant	78				78	-	-	now earmarked reserve not RIA/ GIA (additional is income from probation that they handed over in 2013/14 for work in 2014/15)
Biggleswade wind farm	23				23	-	-	ringfenced income
countryside access grant								Linslade Wood income for Phone Masts and Grant of Easement for Shefford - both Ring fenced income
flood recovery - highways	296	(296)			-	(296)	(296)	allocation from central government received late march - part rev part capital in relation to work needed as result of bad weather
Total Community Services	1,345	(680)	-	140	805	(540)	(540)	

Appendix B – Earmarked Reserves (Cont)

Description	Opening Balance 2014/15 £000	Spent £000	Released £000	Technical Movements £000	Proposed Closing Balance 2014/15 £000	MEMO: Net movement before proposals	MEMO: Net movement after proposals	For Information: Description of EMR (this is the 13/14 narrative, for info)
Regeneration Reserves	-	-	-	-	-	-	-	
Career Development framework	33	-	-	-	33	-	-	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	340	(146)	-	-	194	(146)	(146)	
Local Development Framework	365	-	-	-	365	-	-	To support the examination hearings of development strategy, gypsy and traveller and CIL, which had been due to take place in 2013/14. The 2014/15 budget had been reduced in the MTFP process to reflect this.
Pre-application service development	302	(302)	-	-	-	(302)	(302)	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.
Minerals and Waste partnership funds	104	-	-	-	104	-	-	
NIRAH	34	(15)	-	-	19	(15)	(15)	
Woodside connection options appraisal	50	-	-	-	50	-	-	
Business growth grants	51	(51)	-	-	-	(51)	(51)	
Flood Defence	315	(245)	-	-	70	(245)	(245)	now earmarked reserve not RIA/ GIA
Natural England	10	(10)	-	-	-	(10)	(10)	now earmarked reserve not RIA/ GIA
Building control	205	-	-	-	205	-	-	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.
Unauthorised Development	159	-	-	-	159	-	-	Previously this has been set up as a provision but the correct treatment is as an earmarked reserve.
Broadband	-	-	-	-	-	-	-	To support the second phase of the broadband project for additional coverage within the area as match funding is required
arts and theatre review	-	-	-	-	-	-	-	
neighbourhood planning grant	30	-	-	-	30	-	-	ringfenced grant
Total Regeneration	1,998	(769)	-	-	1,229	(769)	(769)	
Public Health Reserves	-	-	-	-	-	-	-	
Transitional Grant Reserve	927	-	-	-	927	-	-	
Risk reserve	-	-	-	-	-	-	-	
Total Public Health	927	-	-	-	927	-	-	
Improvement and Corporate Services Reserves	0	-	-	-	-	-	-	
Pan Public Sector Funding	28	(28)	-	-	-	(28)	(28)	Partnership Funding to facilitate the successful delivery of the implementation of Total Place in Luton and Bedfordshire through projects.
Customer First	35	-	-	-	35	-	-	Support allocated to Customer First Revenue activities
Elections Fund	94	-	-	-	94	-	-	Build sufficient reserve over four years to run council election
Individual Electoral Registration	19	(19)	-	-	-	(19)	(19)	
Deprivation of Liberty Safeguards	-	-	-	500	500	500	500	
Assets	40	-	-	-	40	-	-	Transition - Reduce reliance on Consultants & fund transitional period in staff restructure.
ICT Webcasting	150	-	(61)	-	89	(61)	(61)	
ICS - HR (Apprentices & Graduates)	150	-	-	-	150	-	-	
Total Improvement & Corporate Services	516	(47)	(61)	500	908	392	392	
Finance	-	-	-	-	-	-	-	
Housing Benefit Subsidy Audit Reserve	500	-	-	-	500	-	-	Reserve to cover outcome of Housing Benefit Subsidy audits
NNDR Discretionary Relief & NNDR Bad Debts	502	-	-	444	946	444	444	Receipt of new accounting guidance - will impact 14/15 collection fund
Total Finance	1,002	-	-	444	1,446	444	444	
Corporate Reserves	-	-	-	-	-	-	-	
Redundancy/Restructure Reserve	2,414	(412)	-	-	2,002	(412)	(412)	Reserve to cover redundancy and actuarial costs
Insurance reserve	4,404	-	-	-	4,404	-	-	Reserve to cover insurance costs based on actuarial assessment
Welfare Reform	460	(60)	-	-	400	(60)	(60)	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.
Teachers Pensions	201	-	-	-	201	-	-	Reserve to cover authority's potential liability following historic scheme records issue
s31 NNDR Income to offset NNDR discounts	1,018	-	-	-	1,018	-	-	
Planning Decisions Legal Challenge	300	(10)	-	-	290	(10)	(10)	
Weed Spraying	200	(100)	-	-	100	(100)	(100)	Great Places in Central Bedfordshire
Grass Cutting	200	(100)	-	-	100	(100)	(100)	Great Places in Central Bedfordshire
Additional street cleansing / deep cleansing, footpath clearance, spot weed control, graffiti removal / painting, emergency 'streetscene'	300	(150)	-	-	150	(150)	(150)	Great Places in Central Bedfordshire
Street sweeping	130	(65)	-	-	65	(65)	(65)	Great Places in Central Bedfordshire
Town Centre jet wash	100	(50)	-	-	50	(50)	(50)	Great Places in Central Bedfordshire
Road Marking Line renewal	70	(35)	-	-	35	(35)	(35)	Great Places in Central Bedfordshire
Total Corporate Reserves	9,797	(982)	-	-	8,815	(982)	(982)	
Total Earmarked Reserves (General Fund)	24,675	(4,368)	(61)	584	20,831	(3,845)	(3,845)	

Appendix C - Debtors

- 1 Total general CBC sales debtors (excluding house sales and grants) for September amounted to £9.1M (£10.1M in August). Of this £3.3M is less than 30 days old.

Of the Over 60 days - £4.1M is actively being chased. £0.2M have instalment arrangements in place. £0.8M is being dealt with through legal channels.

Debtors September 2014														
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	265	9%	262	9%	216	7%	83	3%	1,574	52%	627	21%	3,027	100%
Children's Services	39	10%	146	37%	62	16%	35	9%	99	25%	11	3%	392	100%
Community Services	139	9%	148	9%	43	3%	502	31%	152	9%	622	39%	1,606	100%
Regeneration	591	27%	524	24%	228	11%	66	3%	379	18%	376	17%	2,164	100%
I.C.S	175	15%	400	35%	60	5%	62	5%	309	27%	133	12%	1,139	100%
Finance	676	88%	2	0%	1	0%	11	1%	23	3%	51	7%	764	100%
Public Health	13	7%	0	0%	0	0%	0	0%	164	93%	0	0%	177	100%
Unallocated & Non Directorate	-55	45%	-5	4%	-2	2%	7	-6%	-41	34%	-25	21%	-121	100%
GRAND TOTAL	1,843	20%	1,477	16%	608	7%	766	8%	2,659	29%	1,795	20%	9,148	100%
PREVIOUS MONTH	1,456		3,001		884		331		2,718		1,751		10,141	

- 2 The largest items of note within the total debt are:

- SCHH debt at the end of Quarter 2 was £3.0M. Of this £1.4M is Health Service debt. Of this remaining general fund debt, £1.0M (69%) is more than 60 days old. Of this, all is under active management (with solicitors, payable by instalments etc.) with none under query or scheduled to be written off.
- Total debt for Children's Services is £0.4M of which £145K is over 61 days and is being actively pursued.
- Community Services total debt is £1.6M. About 52% of debt is less than three months old. All debt recovery is in accordance with Council policy.
- Regeneration total debt is £2.2M. Invoices relating to developers legal contributions to deliver planning requirements associated with new developments account for 66% of debt. About 65% of debt is less than three months old.
- Overall Corporate debt (ICS & Finance) is £1.9M. Of this there is £0.6M is over 60 days old. All debt is under active management.
- Public Health debt is £0.2M.

3 Bad Debt Write Offs > £50K

During Q2 one bad debt of £57,662.95 was written off. The debt was from February 2006 (Legacy of Beds County Council). The debt was for Residential care fees. All system reminders were sent along with standard recovery letters but received no response. The family were not acting in the customer's best interests therefore the debt was referred to external solicitors to pursue, this was a long and complex case and we have since been advised by the solicitor that there is no chance of recovery due to mental capacity of the individual involved.

The debt was fully provided for.

Appendix D – Treasury Management

1. Borrowing

As at 30 September 2014 the Council's total borrowing was £308.0M. Of this amount, £294.5M was with the Public Works Loan Board (PWLB) and £13.5M was Market Debt. The table below shows the split between the General fund and HRA.

	PWLB Fixed £m	PWLB Variable £m	Market (LOBO) £m	Total £m
General Fund	97.1	32.4	13.5	143.0
HRA	120.0	45.0	0.0	165.0
TOTAL	217.1	77.4	13.5	308.0

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

A2 of the dashboard shows that the Council's average cost of borrowing at an interest rate of 2.9% is significantly lower than the 4.3% interest rate faced by other local authorities, which is mainly due to having a higher proportion of variable rate debt.

Over the next quarter the Council has £16.4M of its variable rate debt maturing which will be repaid and only replaced as cash flow dictates.

2. Investments

When investing, the Council gives priority to security and liquidity and aims to achieve a yield commensurate with these principles. To diversify its investment portfolio, the Council continues to invest in a range of funds such as fixed deposits, notice accounts, call accounts and Money Market Funds as well as using a number of different financial institutions. B1 of the dashboard shows the breakdown by investment counterparty as at 30 September 2014.

The latest available CIPFA Treasury Management benchmarking results which cover the quarter ended 30 June 2014 compare the Council's performance against 23 other local authorities. B2 of the dashboard shows that the Council's average rate of return on investments of 1.06% is higher than the benchmarked local authority average of 0.89% (which is largely due to its long term investment in the UK property based Lime Fund).

The Council holds its investments in highly liquid form to readily recall funds when these are required, such as to fund the Council's capital expenditure programme. B3 of the dashboard shows the maturity portfolio of the Council's investments.

As at 30 September 2014, the Council held £13.1M of its investments in call accounts and Money Market Funds (MMF) which equates to 59% of total internal investments (compared to 3% this time last year). The main reason for the percentage increase is that the cash held by the Council is lower than a year ago and a greater proportion of it therefore needs to be instantly accessible. Currently, in addition to the Lime Fund investment, the Council has deposits placed on varying interest rates ranging between 0.4% and 0.8%.

3. **Cash Management**

The average cash balance the Council holds is considerably lower than other benchmarked authorities. The average for the Council was £57M compared to a benchmark average of £126M. The Council's long-standing strategy of holding low cash balances reduces investment counterparty risk and contains borrowing costs.

Year on year, the Council has seen its cash holdings reduce in favour of borrowing the internal balances of the HRA and the General Fund. As at 31 March 2014, the Council was internally borrowed to the tune of £92M.

Cash levels held by the Council have fallen by £34M over the year compared to this time last year, and will continue to fall over the next two quarters reflecting the seasonal pattern of the income to spend ratio.

4. **Outlook**

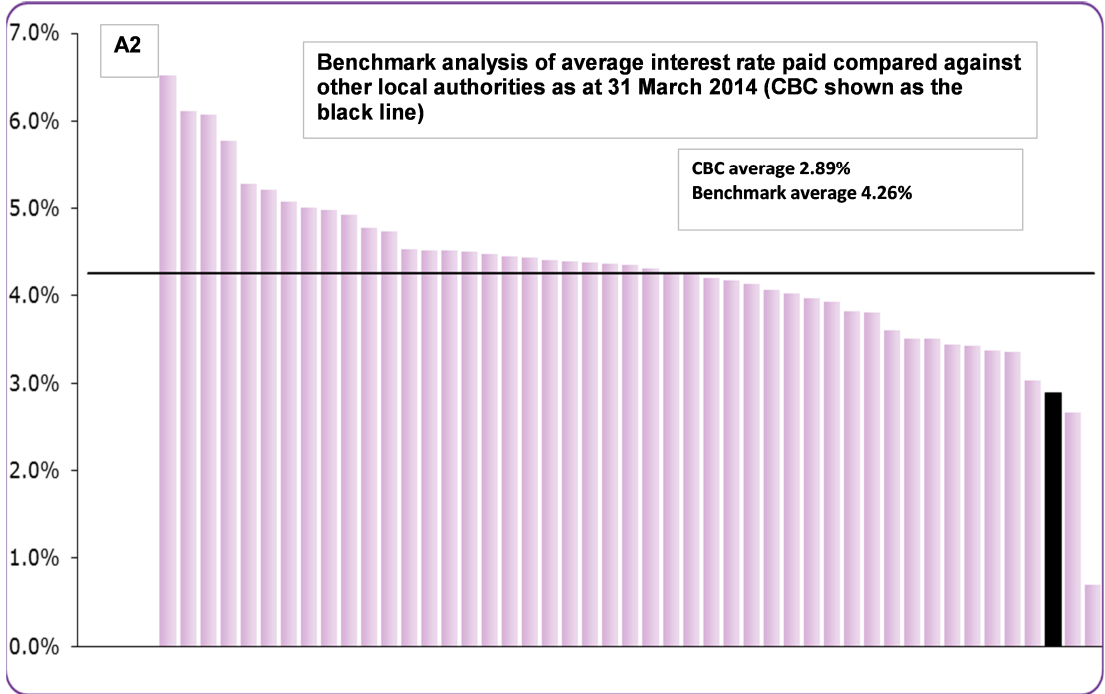
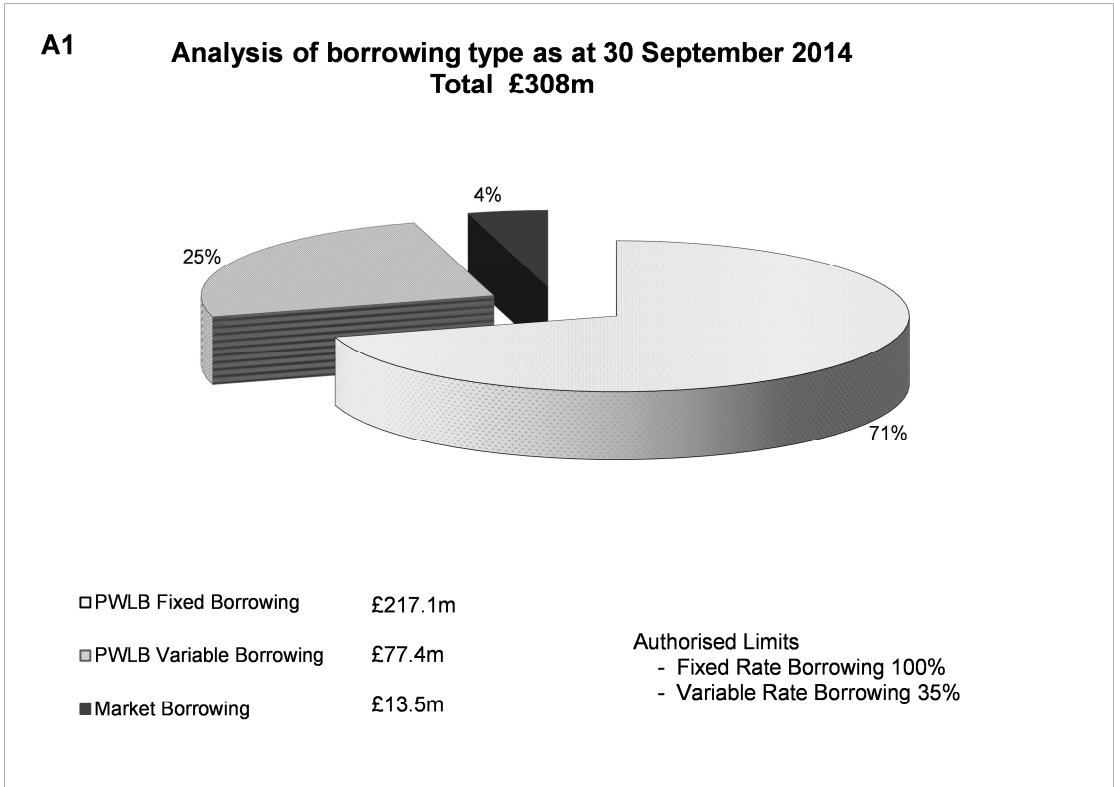
The Council's treasury advisers, Arlingclose, do not expect the Bank of England to raise its Base Rate until Quarter 3 of 2015 and the short-term return on cash investments will continue to remain at very low levels.

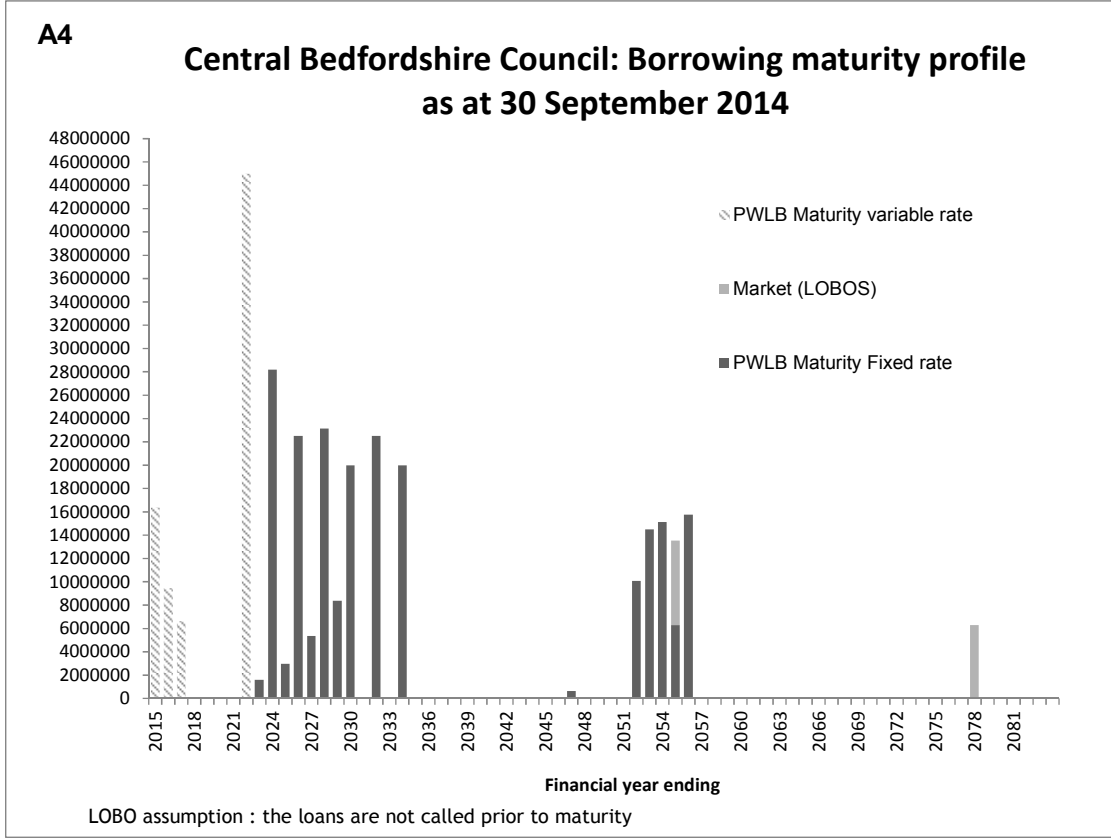
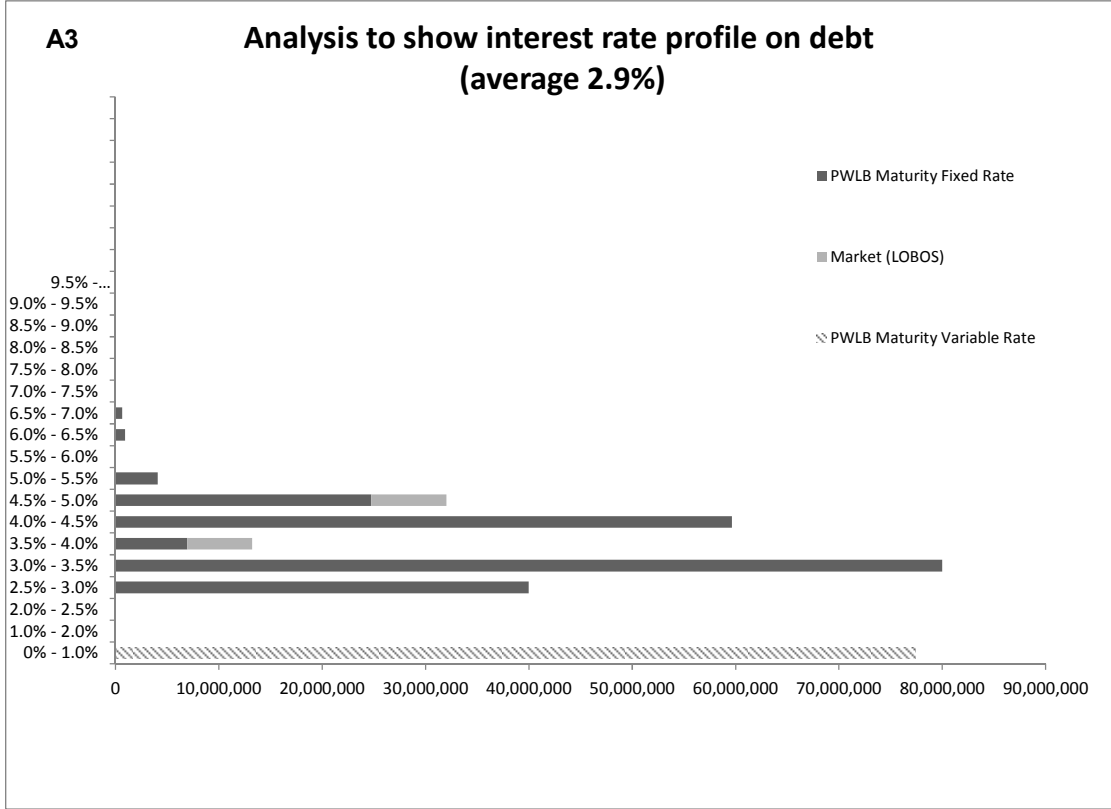
Over the next two quarters the Council plans to maintain minimum cash levels for operational purposes and source its borrowing needs from other local authorities on a short-term rolling basis in order to achieve significant revenue cost savings over the more traditional route of borrowing long term from the PWLB. This borrowing strategy assumes that interest rates will continue to remain low for longer than previously envisaged.

However, the Council will continue to monitor long term rates with a view to fixing a portion of its borrowing if rates are favourable.

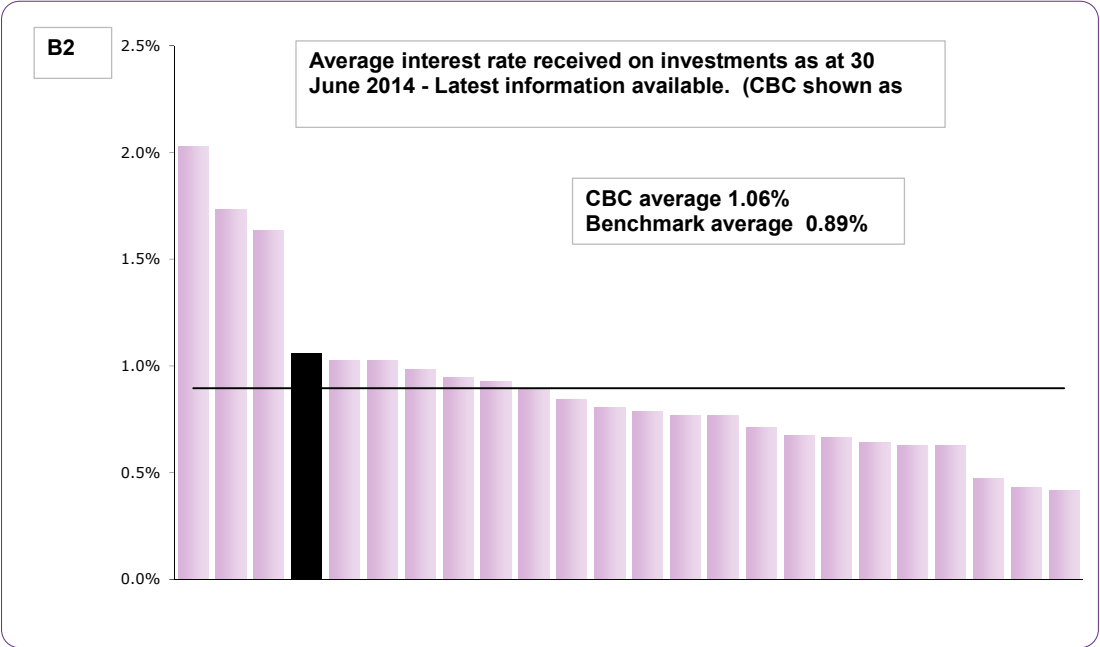
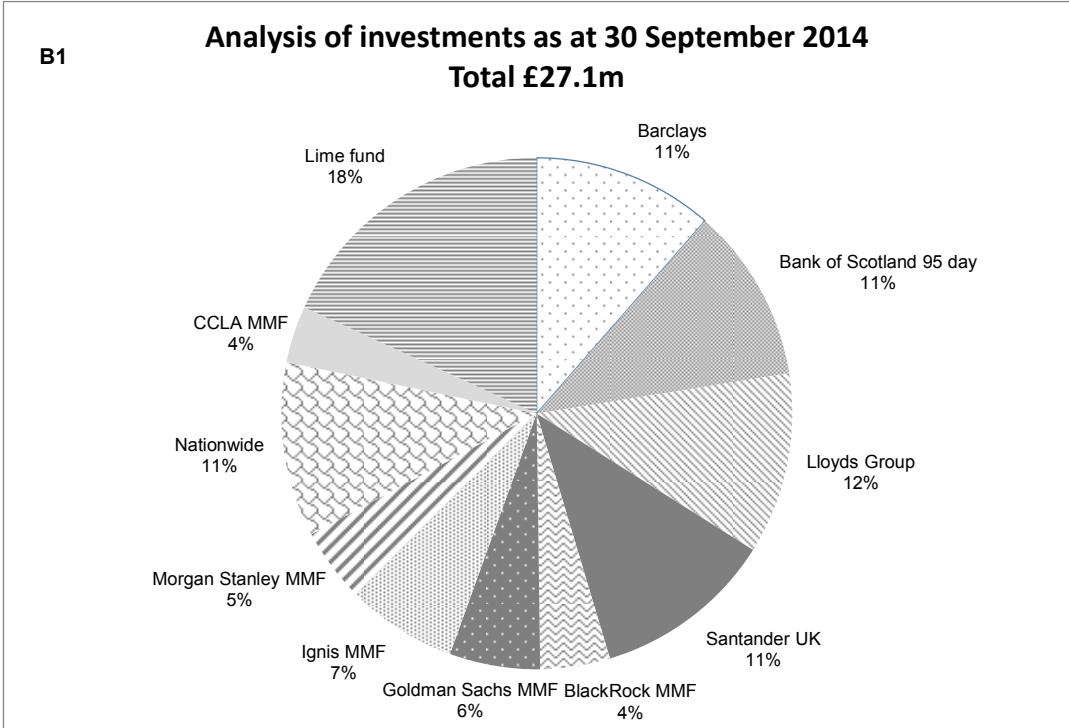
Currently, the Council is forecasted to make a saving in 2014/15 of £600K on its interest debt costs compared to budget which is partly offset by an expected under-recovery of £85K on its investment interest income budget.

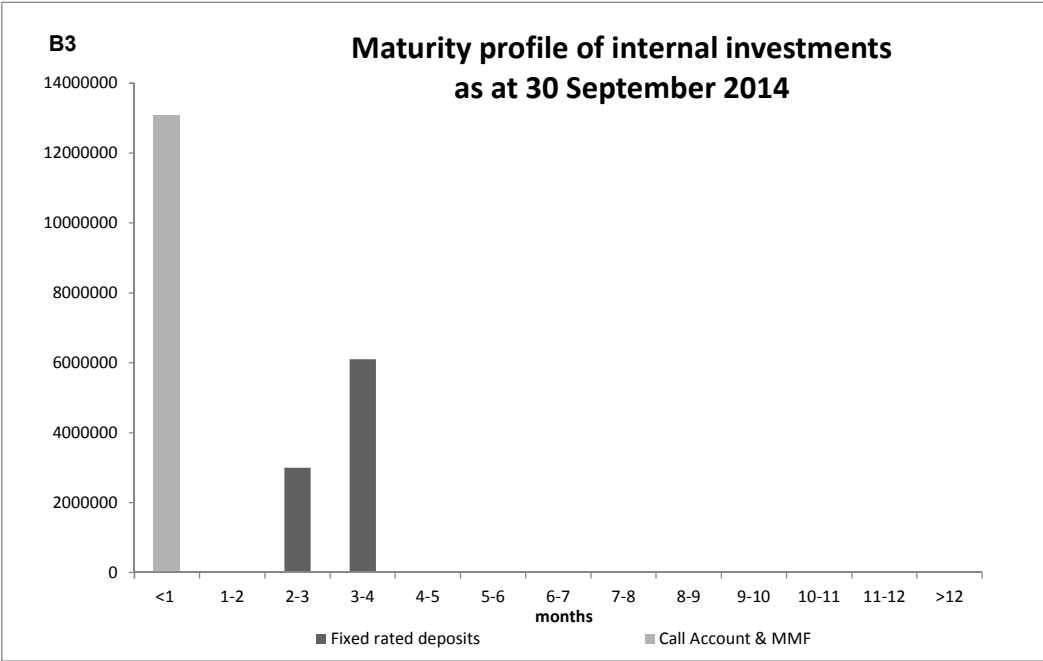
5. Treasury Management Dashboard





SECTION B: INVESTMENT INFORMATION





Central Bedfordshire Council

EXECUTIVE - 9 December 2014

September 2014 Q2 Capital Budget Monitoring

Report of Cllr Maurice Jones, Deputy Leader and Executive Member for Corporate Resources (maurice.jones@centralbedfordshire.gov.uk)

Advising Officers: Charles Warboys, Chief Finance Officer (charles.warboys@centralbedfordshire.gov.uk)

This report relates to a Key Decision

Purpose of this report

1. The report provides information on the projected capital outturn for 2014/15 as at September 2014. It excludes the Housing Revenue Account which is subject to a separate report.

RECOMMENDATIONS

The Executive is asked to:

1. **consider the overall forecast position which is to spend £97.8m compared to a budget of £116.8m; and**
2. **request officers to carefully examine their forecast spend to determine how realistic the proposals to defer spend into 2015/16 are.**

Issues

2. The capital budget (including 2013/14 deferred spend from) for 2014/15 excluding HRA is £116.8M (£70.3M net). The main issues to note are:
3. Gross forecast is to spend £97.8M (£111.1M in August) vs. budget of £116.8M. The variance of £19.0M is a result of proposed deferred spend to 2015/16 of £17.3M and underspend of £1.7M.
4. The overspend relates to grants for Schools capital which are received after the capital budget is agreed. The forecast within Children's Services reflects the funding available, the majority of which is externally funded.
5. Gross spend to date is £40M, below budget by £7.0M (spend last year was £30M).

6. £87.4M (75%) of the gross budget relates to 20 of the top value schemes. £69.9M (71%) of the gross spend forecast relates to these schemes.
7. Forecast capital receipts are £1.45M compared to budget of £7.45m. Year to date is £379K.
8. A summary of the position is in the table below.

Directorate	Year to Date P6			Full Year 2014/15			Year to Date P6			Full Year 2014/15		
	Gross Budget £m	Gross Actual £m	Gross Variance £m	Gross Budget £m	Gross Forecast Outturn £m	Gross Variance £m	Net Budget £m	Net Actual £m	Net Variance £m	Net Budget £m	Net Forecast Outturn £m	Net Variance £m
CS	13.3	12.1	(1.2)	25.7	29.6	3.9	0.3	0.1	(0.1)	0.6	0.6	0.0
Community Service	26.6	23.1	(3.5)	67.8	47.2	(20.6)	18.0	15.9	(2.1)	53.9	31.5	(22.4)
Improvement & Corporate Improvement	4.2	3.2	(1.0)	11.7	11.0	(0.7)	4.2	3.2	(1.0)	11.7	11.0	(0.7)
Regeneration	0.3	0.0	(0.2)	3.4	3.3	(0.1)	0.3	(0.3)	(0.6)	1.4	1.3	(0.6)
ASCHH	2.8	1.7	(1.1)	8.2	6.6	(1.6)	0.5	(3.9)	(4.4)	2.7	2.1	(0.6)
Total Exc HRA	47.2	40.2	(7.0)	116.8	97.8	(19.0)	23.3	15.1	(8.2)	70.3	46.5	(23.8)

(Note: Any minor rounding differences are due to linking to detailed appendices)

Reasons for decision

9. To complete schemes currently underway and facilitate effective financial management and planning.

Council Priorities

10. 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.

Corporate Implications

Legal Implications

11. None.

Financial Implications

12. The financial Implications are contained in the appendix to the report.

Equalities Implications

13. Equality Impact Assessments were undertaken prior to the allocation of the 2014/15 budgets and each Directorate was advised of significant equality implications relating to their budget proposals.

Conclusion and next Steps

14. The budget for 2014/15 (including proposed deferred spend) is significantly higher than the levels of gross spend achieved over the past years (£72.3M in 2013/14 and £64.4M in 2012/13). The forecast as at September is to underspend by £19.0M, but this may increase through the year. That said the level of spend in 2015/16 is highly likely to be significantly higher than in previous years. Year to date spend last year was £30M compared to £40M this year.

Appendices

- Appendix A – Detailed Directorate Commentary
- Appendix B – Overview Table

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Appendix A

Capital Budget Monitoring Detailed Directorate Commentary

KEY HIGHLIGHTS

DIRECTORATE COMMENTARY

Social Care Health and Housing

- The forecast is to underspend by £1.563M gross £0.626M net, mainly due to deferred spend on the Review of Accommodation/Day Support project (£1.089M) which is not expected to commence in 2014/15 and Disabled Facilities Grant (£0.722M) offset by a forecast overspend on Renewals (£0.178M).

The tables below highlights the areas of spend

SCHH Full Year Gross Budget and Forecast					
Scheme Categories	Gross Budget £k	Gross Forecast £k	Variance £k	Deferred Spend £k	Over / (Under) spend £k
NHS Campus Closure	3,073	3,271	198	0	198
Disabled Facilities Grants Scheme	2,700	2,100	(600)	0	(600)
Timberlands and Chiltern View Gypsy and Traveller Sites	324	324	0	0	0
Additional Gypsy and Traveller Sites	240	240	0	0	0
Review of Accommodation/Day Support	1,089	0	(1,089)	(1,089)	0
Adult Social Care ICT Projects	300	0	(300)	(300)	0
Empty Homes	300	250	(50)	0	(50)
Renewal Assistance	172	450	278	0	278
Total	8,198	6,635	(1,563)	(1,389)	(174)
% of Budget		80.9%			

SCHH Full Year Net Budget and Forecast					
Scheme Categories	Net Budget	Net Forecast	Variance	Deferred Spend	Over / (Under) spend
	£k	£k	£k	£k	£k
NHS Campus Closure	0	0	0	0	0
Disabled Facilities Grants Scheme	2,112	1,390	(722)	0	(722)
Timberlands and Chiltern View Gypsy and Traveller Sites	79	79	0	0	0
Additional Gypsy and Traveller Sites	90	90	0	0	0
Review of Accommodation/Day Support	0	0	0	0	0
Adult Social Care ICT Projects	0	0	0	0	0
Empty Homes	300	220	(80)	0	(80)
Renewal Assistance	122	300	178	0	178
Total	2,703	2,079	(624)	0	(624)
% of Budget		76.9%			

2. Disabled Facilities Grants (DFG)
The grants provided to residents through the DFG programme assist some of the poorer and most vulnerable members of the community. Without these grants in many cases the properties involved would be unsuitable for the needs of the occupiers who may then be unable to remain in their own homes. This also reduces pressure on health service resources and residential care, as without these improvements more residents would require emergency or longer term care solutions.

3. Information on the types of DFGs and the number completed are reported on a quarterly basis. The table below provides details for the second quarter of 2014/15.

Type of adaptation	Total Q1	Total Q2	Year to Date	Council tenants (funded by HRA)	Other
Level access shower/wet room	32	26	58	11	47
Straight stair lift	16	6	22	4	18
Curved stair lift	5	7	12	-	12
Toilet alterations	5	9	14	1	13
Access ramps	7	7	14	1	13
Dropped kerb and hard standing	0	1	1	0	1
Wheelchair/step lift	2	1	3	1	2
Through Floor lift	0	1	1	-	1
Major extension	2	2	4	-	2
Kitchen alterations	1	3	4	1	3
Access alterations (doors etc)	9	15	24	2	22
Other	7	5	12		12
Total	86	83	169	21	148

Children's Services

4. The forecast expenditure outturn position for 2014/15 is £29.6M, £3.9M above the original Council's capital programme approved in February. The large variance is mainly due to the original programme being based on the Council's School Organisation Plan of September 2013, which used the latest validated data available for forecasting at that point, which was from early 2012 (School census, area health authority and housing trajectories). This also reflected the need for a £1M Council contribution to New School Places (NSP) in 2016/17.
5. The detailed capital business cases subsequently submitted and approved at the end of January 2014 were updated and based on data from early 2013 and the latest DfE announcement on its basic need allocations through to 2016/17. The business case for NSP identified a further requirement for Council contributions to the programme in 2015/16 of £2.0M and an increased 2016/17 contribution of £6.0M. The Council's capital programme was not updated to reflect this and remained at the position based on data from early 2012.
6. The Council's School Organisation Plan and NSP programme have now been subject to its 2014 review and refresh and the detail will be reported in December 2014 to Council's Executive, as is now the established procedure for this programme. The latest data has enabled confirmation of a number of localised growth forecasts that can now be seen to be sustained, rather than temporary increases in demographic pressures.

This requirement for further permanent provision has led to the addition of specific projects to the Council's New school Places programme from 2017/18 and beyond in Leighton Linlade (additional lower and middle places required) and in Stotfold and Arlesey (additional middle and upper places required).
7. With fixed levels of DfE Basic Need Grant through to 2016/17 and much of the demographic increase not solely attributable to housing growth, it is likely that the financial impact of the additional school places will require significant additional funding by the Council through borrowing or use of its own capital reserves. The refreshed forecasts and financial impact have informed an update to the Council's capital MTFP through to 2018/19 which has confirmed the Council's contributions required of £2M in 2015/16, £7M in 2016/17 and also now forecasts of £18M in 2017/18 and £12M in 2018/19.
8. All but two projects (£600K), Schools Access and Temporary Accommodation, are funded wholly by grant receipts that have no expenditure deadline.

The tables below highlights the areas of spend:

Children's Services Full Year Gross Budget and Forecast					
Scheme Categories	Gross Budget £k	Gross Forecast £k	Variance £k	Deferred Spend £k	Over / (Under) spend £k
CS Commissioning & Partnerships	24,545	28,872	4,327	0	4,327
CS Operations	986	686	(300)	0	(300)
Partnerships	139	30	(109)	0	(109)
Total	25,670	29,588	3,918	-	3,918
% of Budget		115.3%			

Children's Services Full Year Net Budget and Forecast					
Scheme Categories	Net Budget £k	Net Forecast £k	Variance £k	Deferred Spend £k	Over / (Under) spend £k
CS Commissioning & Partnerships	600	600	0	0	0
CS Operations	0	0	0	0	0
Partnerships	0	0	0	0	0
Total	600	600	-	-	0
% of Budget		100.0%			

Community Services

9. The Community Services capital programme in 2014/15 is made up of 69 schemes which include large groupings of projects that relate to Environmental Services, Libraries, Leisure and Transport.
10. The forecast underspend of £9.4M relates to the Council's new approach to the procurement of a long-term waste management solution. At this time alternative waste disposal solutions are being explored by developing new and existing facilities.

The tables below highlights the areas of spend

Community Services Full Year Gross Budget and Forecast					
Scheme Categories	Gross Budget £k	Gross Forecast £k	Variance £k	Deferred Spend £k	Over / (Under) spend £k
Environmental Services	12,544	2,023	(10,521)	(1,521)	(9,000)
Libraries	167	167	0	0	0
Leisure	9,856	8,456	(1,400)	(1,400)	0
Transport	45,242	36,576	(8,666)	(11,666)	3,000
Total	67,809	47,222	(20,587)	(14,587)	(6,000)
% of Budget	69.6%				

Community Services Full Year Net Budget and Forecast					
Scheme Categories	Net Budget £k	Net Forecast £k	Variance £k	Deferred Spend £k	Over / (Under) spend £k
Environmental Services	11,421	1,839	(9,582)	(582)	(9,000)
Libraries	167	167	0	0	0
Leisure	9,256	7,856	(1,400)	(1,400)	0
Transport	33,077	21,631	(11,446)	(11,446)	0
Total	53,921	31,493	(22,428)	(13,428)	(9,000)
% of Budget	58.4%				

11. The start of the tender process for Woodside Link for the main contract award for road construction has moved back to the end of November 2014 to better accommodate developer needs and to provide a better “fit” with external funding. Work on other elements of the road, such as putting electric cables underground and advanced infrastructure work remain on target. This decision does not change the end date for the scheme, which also remains on target.
12. The capital spend for the Luton Dunstable busway is proposed to be deferred into next year although the scheme itself has been completed and is operational.
13. **Highways and Transport**
Activity completed so far includes:
Highways
 - a) A total of 27.118km of roads and 1.065km of footways have been resurfaced. The 2014/15 target is 40.483km of roads and 6.248km of footways to be resurfaced.
 - b) A total 1,485 lanterns have been replaced. The 2014/15 target is 3,925 lanterns to be replaced.
 - c) 7 Integrated Transport schemes have been implemented, with a further 8 designed and 30 commenced. The 2014/15 target is 45.

- d) Detailed design underway for Stratton Street Railway Bridge, Biggleswade and track possessions are booked with Network Rail for Christmas 2015.
- e) A1 Longabout scheme substantially completed, currently in defects correction period.

Luton Dunstable Busway

- f) Luton Dunstable Busway – The Busway has now been in operation for over a year and while patronage figures have not met the predictions in the business case they have been very positive considering the current economic situation.
- g) Patronage figures revealed that just under 1,040,000 passenger journeys were undertaken on the busway's four core routes up to the quarter ending June 2014 (latest data). While patronage data is confidential information to the individual bus operators, it can be confirmed that 346,854 passenger journeys were registered using the busway in the quarter from 1 October to 31 December, 338,810 in the quarter from 1 January to 31 March, and 351,625 from 1 April to 30 June.
- h) A new service using the Luton Dunstable Busway has been announced by Arriva, an hourly F70 service using the guideway will begin on 2 November, saving up to half-an-hour on journey times between Luton, Dunstable, Leighton Buzzard and Milton Keynes.

A5 – A1 Link Road

- i) In addition, businesses within Leighton Buzzard will benefit from a fast and efficient link on to the strategic M1 motorway at the new junction 11a. Advanced Statutory Apparatus diversionary work is currently underway. Main construction is likely to begin early 2015.

Woodside Link

- j) The Woodside Link will reduce traffic congestion and improve capacity by providing a more direct route for traffic between the primary road network (the M1 motorway and the A5) and the Woodside area of Dunstable / Houghton Regis, a major employment area in Bedfordshire. The scheme runs between a new M1 junction 11a (created as part of the Highways Agency A5-M1 Link) and the local road network - junction of Porz Avenue / Poynters Road / Park Road North.

- k) Due to the interaction with the national road network planning consent is through the Planning Inspectorate in the form of a Development Consent Order (DCO). The examination has taken place and the Planning Inspectorate issued a report of recommendation to the Secretary of State on 4 July 2014. The Secretary of State granted Development Consent for the project on the 30th September
- l) Progress continues on the detailed design to finalise the alignment, address environmental constraints, take account of issues raised and work constructively with the developer where possible.
- m) Preparation for tendering is well underway with the Pre Qualification Questions process finished and contract documents near ready for tendering of the works later this year with a view to start construction early 2015.

14.

Local Sustainable Transport

- a) All three phases of work on the Cranfield Cycle Route scheme are now complete and the last grant form submitted to DfT to claim the outstanding funding.
- b) Around 15 Local Sustainable Transport Fund -funded schemes remain ongoing and works will continue through to February 2015. Three tenders responses were submitted for the commission to install CCTV on Dog Kennel Path and a contract will be issued later this month with works to be completed by end January 2015.

15.

Passenger Transport

Passenger Transport are working with Procurement to set up a new Fleet Vehicle procurement framework which is due to be in place by January 2015. Routewise Integration with SAP has not been completed because of the delay in receiving information from Tribal so in preparation to go live in April 2015 a temporary member of staff has been engaged to undertake a data cleanse of the system and ensure accuracy and costings of routes are in place and also undertake training for colleagues.

16.

Countryside Access

a) Transport Schemes
Rights of Way and Countryside Sites achievements include bank repairs at Clipstone Brook, Leighton Buzzard, surfacing works on Houghton Regis Footpath (FP) 18 and path improvements on Biggleswade Footpath 21 at Back Meadows. Works have also started to repair the bank of the River Ivel adjacent to Biggleswade FP21 near Jordans Mill. In addition funds have been spent on the new toilet building at Rushmere Country Park.

b) Leisure and Culture Schemes

£100K was paid to the Shuttleworth Trust as match funding towards the delivery of the £2.6M Stage 2 Heritage Lottery funded (HLF) improvements to the Swiss Garden. Although restoration works are now complete and the Garden was officially re-opened to the public in August further approved expenditure will occur on interpretation and developing the outreach programme.

c) Development work has been completed on Stage 1 on the Renaissance and Renewal Project, creating detailed plans for the restoration and improvement of Houghton Hall Park in Houghton Regis. The Stage 2 HLF bid for approximately £2.2M of funding was submitted in August 2014, with a decision expected in December 2014.

d) Construction has commenced on the extension to the car park at Houghton Hall Park. This project is a partnership arrangement with Whitbread bringing in valuable income to financially sustain the park. Work is due to be completed by the end of November.

e) Outdoor Access and Greenspace Improvement Projects achievements included completion of the bridleway road crossings at Stoke Road and Soulbury Road, Leighton Buzzard and construction of the causeway section of the new Biggleswade cyclepath to the west of the A1.

17. **Leisure**

a) The leisure capital programme is well underway with significant improvements now being enjoyed by the public at Tiddenfoot Lesiure Centre, a new football centre at Flitwick Football Centre and Stotfold Football pitches and from reopening the swimming pool at Houghton Regis Leisure Centre. The remainder of the programme of investment at Saxon Pool and Houghton Regis Leisure Centre is on track for completion within this financial year.

b) Flitwick Leisure Centre redevelopment is on track, and is planned to start on site in the next couple of months.

18. **Libraries**

a) Work at Leighton Buzzard Library and Theatre was delayed due to issues with electrical distribution boards in the building. These issues will shortly be addressed, and plans are now being finalised to close the theatre in February to undertake the refurbishment of the bar and box office and install modern theatre lighting (capital allocation£50K). The tender for the theatre lighting is currently on Intend; responses will be evaluated in mid-October (allocation £35K).

b) Work on Biggleswade, Flitwick, Ampthill and Pottton Libraries has been delayed slightly due to an offer from Pottton Town Council to consider a move of the current library into the Town Council offices. A decision will be made on this matter by early November. Tender for works following.

c) A tender for the upgrade of meeting room equipment is currently being finalised (tender in late October/early November). The capital allocation for Arts projects in libraries will be paid following agreement of contract with Bedford Community Arts (October – November 2014).

19. **Waste**

Sundon Landfill Restoration

The contract for grass seeding has been awarded with works due to commence in mid October. The soil element of the restoration is progressing with over half of the area completed. Planned procurements for grass cutting, fencing and tree planting will commence this financial year.

Waste & Recycling Containers

This is forecast to achieve budget.

Regeneration & Business Support

20. The Regeneration and Business support capital programme in 2014/15 is made up of 8 schemes.
21. The forecast outturn is an underspend by £100K.

The tables below highlights the areas of spend

Regeneration & Business Support Full Year Gross Budget and Forecast					
Scheme Categories	Gross Budget £k	Gross Forecast £k	Variance £k	Deferred Spend £k	Over / (Under) spend £k
Local Broadband Infrastructure	1,748	1,748	0	0	0
Dunstable Town Centre Regeneration Phase 2	684	584	(100)	0	(100)
Local Flood Defence Scheme	466	466	0	0	0
Other	511	511	0	0	0
Total	3,409	3,309	(100)	0	(100)
% of Budget	97.1%				

Regeneration & Business Support Full Year Net Budget and Forecast					
Scheme Categories	Net Budget £k	Net Forecast £k	Variance £k	Deferred Spend £k	Over / (Under) spend £k
Local Broadband Infrastructure	11	11	0	0	0
Dunstable Town Centre Regeneration Phase 2	684	584	(100)	0	(100)
Local Flood Defence Scheme	466	466	0	0	0
Other	211	211	0	0	0
Total	1,372	1,272	(100)	0	(100)
% of Budget	92.7%				

22. **Local Flood Defence**

The Flood Risk Management Team continues to progress capital schemes to reduce the effect of flooding across the district. Joint land drainage/highway schemes have recently been completed in Caddington and Tingrith. A developer led scheme in Stondon is complete and should provide better flood protection during this coming winter. Further schemes are progressing in Clifton and in Leighton Buzzard in conjunction with the Environment Agency.

23. **Dunstable Town Centre Regeneration Phase 2 (Acquisition of Dorchester Close properties).**

The acquisition of the last Dorchester Close property is still being negotiated. Two Rule 6 Compensation claims have recently been settled with negotiations still progressing in respect of another claim. There is a need to retain a budget to cover the outstanding acquisition and Rule 6 claims as there is a 6 year time period for submission of claims.

24. **Broadband**

Early cabinets were upgraded at the end of June 2014, 10 months after contract award. The first quarter of the deployment across the local authority areas is also now complete, and 4,288 premises now enabled for superfast broadband, exceeding the target and timescales for Phase 1, with a number of CBC cabinets being brought forward and upgraded earlier than expected.

Deployment has begun for Phase 2 and planning has now been completed by BT and surveys started for works up to and including Phase 4. Spend on the project will now significantly increase as we accelerate delivery and complete planning.

The broadband project will support over 15,500 premises across Central Bedfordshire to receive superfast broadband services (speeds over 24 megabits per second). Deployment plans to approximately 90% of Central Bedfordshire Premises have been published at www.centralbedfordshire.gov.uk/broadband.

Improvement & Corporate Services

25. The overall forecast outturn for ICS Capital is £11.0M, an underspend of £0.65M. At the end of Period 6 there is expenditure of £1.3M expected to be deferred into future financial years, mitigated by an overspend of £0.65M.

The table below highlights the areas of spend

Improvement & Corporate Services Full Year Gross Budget and Forecast					
Scheme Categories	Gross/Net	Gross/Net	Variance	Deferred Spend	Over / (Under) spend
	Budget	Forecast			
	£k	£k	£k	£k	£k
Assets	7,905	7,224	(681)	(681)	0
Information Assets	3,528	3,555	27	(622)	649
Others	238	238	0	0	0
Total	11,671	11,017	(654)	(1,303)	649
% of Budget	94.4%				

(Note gross and Net are the same as all internally funded)

26. **Assets**
The current capital programme for Assets is £7.905M. The major projects are 2014/15 Corporate Property Rolling Programme (£1.5M), 2013/14 Corporate Property Rolling Programme spend deferred from 2013/14 (£1.29M), Ivel Medical Centre spend deferred from 2013/14 (£0.991M), Stratton Phase 4 Access (£0.75M), Acquisition of land in Leighton Buzzard (£0.638M), and Local Development Fund related costs (£0.636M).
27. The forecast outturn position for Assets is currently £7.224M. It is expected that there will be a deferral of spend to 2015/16 of £0.341M for the Ivel Medical Centre and £0.34M for Stratton Phase 4, based on current cash flows.
28. Overall there is a year to date underspend in Assets Capital of £0.196M of which £0.151M relates to development projects. This is largely due to a planning query relating to green belt on Thorn Turn. There is also a delay on the Ivel Medical Centre due to ongoing negotiations with the tenant for a break clause to be included in the terms. The remaining underspend of £0.044M relates to minor slippage on a number of rolling programmes.

29. **Information Technology**
The current capital programme for IT is £3.528M. The major projects are 2014/15 ICT Strategic Investment (£0.342M), Customer First Phase 2 (£0.622M), PSN Re-Architecture Phase 2 (£0.5M) & IT Infrastructure Rolling Programme 2014/15 (£0.5M).
30. Of the £3.528M budget in IT there is £0.622M of cost expected to be incurred in future financial years. Capital budget is proposed to be deferred from the current year to cover this. The scheme involved Customer First Phase 2 and is as a result of delays in the implementation of Customer First Phase 1.
31. The forecast outturn position for IT is currently expected to be an overspend of £0.649M. This related to £0.2M overspend against the Customer First scheme, as previously notified to CMT, and a £0.457M overspend on the PSN Re-Architecture and Compliance projects, due to XP replacement work required (as per Business Case) and requirement to bring additional applications into the Blue Network; Cabinet Office requirements on the PSN project have changed since the early stages of this project.
32. There is a year to date (YTD) underspend in IT Capital of £0.813M. Some of the schemes with significant YTD variances include PSN Phase 1 (£0.319M) as a result of clarifications needed on Cabinet Office requirements & Applications Architecture Phase 1 (£0.258M) due to Project Manager leaving and delays in allocating a new one. IT expect this to be resolved by end of October and for the scheme to progress.
33. **Other ICS Projects**
The current capital programme for Other ICS Projects is £0.238M. The major project is Your Space 2 (£0.225M) which was slipped from 2013/14. These schemes are forecast to achieve budget.

CAPITAL RECEIPTS

34. The overall budget for Capital receipts is £7.450M. The current forecast is £1.456M based on the latest update from the disposals list. Property 57 Wilbury Drive is being appropriated to Housing (£0.160M projected receipt), as well as the sale of Kennel Farm land having been slipped to 2015/16 due to ongoing negotiations relating to site costs and Heads of Terms. Kennel Farm House has been brought forward to be sold by auction in January or February 2015, with completion taking place before year end 2014/15.

Capital Budget Monitoring Appendix B - Overview

Directorate	2014/15 Capital Programme Budget				Full year forecast as at month 6				Full Year Variance				Proposed Deferred Capital to 2015/16 and future years				(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	
	£000s	£000s	£000s	£000s	£000s	£000s	£000s	£000s	£000s	£000s	£000s	£000s	£000s	£000s	£000s	£000s	£000s	£000s	£000s	£000s
Children's Services	25,684	(25,084)	600		29,588	(28,988)	600	3,904	3,904	(3,904)	0	0	0	0	0	0	3,904	(3,904)	0	0
Environmental Services	12,544	(1,123)	11,421		2,023	(184)	1,839	(10,521)	939	(9,582)	1,521	(939)	1,521	(939)	582	(9,000)	0	0	0	(9,000)
Libraries	167	0	167		167	0	167	0	0	0	0	0	0	0	0	0	0	0	0	0
Leisure	9,856	(600)	9,256		8,456	(600)	7,856	(1,400)	0	(1,400)	1,400	0	1,400	(220)	1,400	0	3,000	(3,000)	0	0
Transport	45,242	(12,165)	33,077		36,576	(14,945)	21,631	(8,666)	(2,780)	(11,446)	11,666	(11,446)	11,666	(220)	11,446	0	6,000	(6,000)	0	0
Community Services	67,809	(13,888)	53,921		47,222	(15,729)	31,493	(20,587)	(1,841)	(22,428)	14,587	(1,159)	14,587	(1,159)	13,428	(6,000)	(3,000)	(3,000)	(9,000)	0
Improvement & Corporate Services	11,671	0	11,671		11,017	0	11,017	(654)	0	(654)	1,303	0	1,303	0	1,303	649	0	0	649	0
Regeneration	3,409	(2,037)	1,372		3,309	(2,037)	1,272	(100)	0	(100)	0	0	0	0	0	(100)	0	0	(100)	0
Social Care, Health & Housing	8,198	(5,495)	2,703		6,635	(4,558)	2,077	(1,563)	937	(626)	0	2	0	2	2	(1,563)	939	0	(624)	(624)
Total Excluding HRA	116,771	(46,504)	70,267		97,771	(51,312)	46,459	(19,000)	(4,808)	(23,808)	15,890	(1,157)	14,733	(1,157)	14,733	(3,110)	(5,965)	(5,965)	(9,075)	(9,075)

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Central Bedfordshire Council

EXECUTIVE - 9 December 2014

September 2014 Q2 Housing Revenue Account Budget Monitoring

Report of Cllr Maurice Jones, Deputy Leader and Executive Member for Corporate Resources (maurice.jones@centralbedfordshire.gov.uk)

Advising Officers: Julie Ogley, Director of Social Care, Health and Housing (julie.ogley@centralbedfordshire.gov.uk)

This report relates to a Key Decision

Purpose of this report

1. The report provides information on the 2014/15 Housing Revenue Account (HRA) projected outturn revenue and capital position as at September 2014.

RECOMMENDATIONS

The Executive is asked to note:

1. **that the Revenue forecast position is to achieve a balanced budget with a contribution to HRA Reserves of £7.345M, thus strengthening the Council's ability to invest and improve its stock of Council Houses;**
2. **that the Capital forecast position indicates an outturn of £16.767M, an under spend of £1.353M, which includes deferred works from 2013/14 relating to Priory View of £2.503M; and**
3. **that Right to Buy sales will be monitored for the possible impact on predicted surpluses in the medium to longer term.**

Issues

2. The revenue forecast position as at the end of September 2014 is a year end surplus of £7.345M compared to a budgeted surplus of £6.191M, an improvement of £1.154M.
3. The key positive variances are a forecast increase in income of £0.480M and reduced expenditure from direct revenue funding of £0.877M, these are offset by expenditure for Asset Management forecast to increase by £0.064M and increased maintenance costs of £0.131M.
4. The forecast position for the HRA capital programme indicates an underspend of £1.353M. This includes deferred works on Priory View from 2013/14 (£2.503M).

5. Galliford Try Partnerships commenced work on site at the Priory View Extra Care Development in April 2014 with an estimated completion date of Autumn 2015. It is predicted that in 2014/15 £10.277M will be spent, funded from the Extra Care Development Reserve.
6. The 2014/15 budget for the HRA anticipates a contribution to the Extra Care Development Reserve of £5.182M and a contribution to the Strategic Reserve of £1.009M. The year end forecast suggests a contribution to reserves of £7.345M, an improvement of £1.154M. This equates to a predicted total reserve balance of £17.778M.

Council Priorities

7. 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.

Corporate Implications

Legal Implications

8. None

Financial Implications

9. The financial implications are contained in the Appendix..

Equalities Implications

10. Equality Impact Assessments were undertaken prior to the allocation of the 2014/15 budgets and each Directorate was advised of significant equality implications relating to their budget proposals.

Conclusion and next Steps

11. The report presents the 2014/15 HRA financial position as at the end of September 2014. It sets out spend to date against the profiled revenue and capital budgets, the forecast financial outturn, and provides explanations for any variations. This report enables the Executive to consider the overall financial position of the HRA.

Appendices

Appendix A – Housing Revenue Account Detailed Commentary

Appendix A – Housing Revenue Account Detailed Commentary

HRA REVENUE ACCOUNT

1. The HRA annual expenditure budget is £22.389M and income budget is £28.580M, which allows a contribution of £6.191M to reserves to present a net budget of zero. A subjective breakdown of budget, year to date position and forecast outturn is shown in Table 1 below.
2. There are a number of year to date variances across the HRA. Total income has a positive variance of £0.151M with a full year forecast positive variance of £0.480M expected to be achieved. The positive outturn forecast variance is predominantly accounted for by reduced void loss (£0.260M) and increased income from the rental of garages (£0.245M).
3. Housing Management is reporting a positive year to date variance of £0.216M. The variance is mostly due to out of profile expenditure within Supported Housing and Telecare, and a small number of staff vacancies following the restructure of the Housing Service. Ultimately it is predicted that a minor year end adverse variance will result from under achievement of the vacancy saving targets.
4. Due to the restructure of Asset Management, there has been additional spend relating to redundancy of £0.078M. This has resulted in a year to date increase of £0.029M on the staff budget, and a full year adverse variance predicted to be £0.064M.
5. Early pressures of increased demand and higher tender rates resulted in the maintenance spend being ahead of profile during the early part of the year. Effective controls have been put in place to manage the service within budget. These are having the desired effect with a current overspend of £0.131M. The maintenance budget remains a sensitive area and seasonal trends are kept under review.

Table 1

	2014/15 Budget	Budget YTD	Actual YTD	Variance YTD	Full Year Forecast	Variance Full Year Forecast to Budget
	£m	£m	£m	£m	£m	£m
Total Income	(28.580)	(14.290)	(14.441)	(0.151)	(29.060)	(0.480)
Housing Management	4.642	2.321	2.105	(0.216)	4.650	0.008
Financial Inclusion	0.220	0.110	0.070	(0.040)	0.220	0
Asset Management	1.045	0.523	0.552	0.029	1.109	0.064
Corporate Resources	1.610	0.805	0.730	(0.075)	1.610	0
Maintenance	4.473	2.237	2.368	0.131	4.604	0.131
Debt related costs	0.119	0.060	0.060	0	0.119	0
Direct Revenue Financing	6.667	3.334	2.895	(0.439)	5.790	(0.877)
Efficiency Programme	(0.395)	(0.198)	(0.198)	0	(0.395)	0
Interest repayment	4.008	2.004	2.004	0	4.008	0
Principal repayment	0	0	0	0	0	0
TOTAL Expenditure	22.389	11.196	10.586	(0.610)	21.715	(0.674)
Surplus	(6.191)	(3.094)	^ (3.855)	^ (0.761)	(7.345)	(1.154)
Contribution to / (from) reserve (actioned at year end)	6.191	3.094	3.855	0.761	7.345	1.154
Net Expenditure	0	0	0	0	0	0
^ Included for balancing and illustrative purposes only						

HRA CAPITAL PROGRAMME

6. The HRA Capital Programme reports a year to date reduced spend against profile of £0.732M, with a forecast year end outturn of £16.767M against a budget of £18.120M. The budget includes deferred works of £2.503M from 2013/14 relating to the Priory View development.

The Priory View development accounts for £1.022M of the reduced spend to date, however the forecast outturn for the year is still anticipated to be £10.277M, an under spend of £0.476M.

7. The Kitchen and Bathroom programme is currently £0.180M less than profile, the rewiring programme £0.045M less than profile and the Central Heating programme £0.156M less than profile. All three budgets are expected to be delivered within budget.
8. These are offset by increased spend in Paths and Fences (£0.140M) and Roof Replacement (£0.071M). The Roof Replacement forecast spend is £0.184M above budget due to additional demand identified during the year. Asbestos management has increased spend of £0.067M due to the majority of surveys being carried out in the early part of the year with additional demand for remedial works resulting in forecast additional spend of £0.050M.
9. A more robust approach to Occupational Therapy assessments combined with a proactive approach to effectively managing adapted properties by successfully matching people to suitable accommodation, has resulted in a reduction in demand for Aids and Adaptations. The forecast outturn for Aids and Adaptations suggests an underspend of £0.355M.

10. **Table 2**

Scheme Title	2014/15 Capital Budget	Full Year Forecast	Variance	Monthly Budget Monitoring September 2014		
				Profilled Budget YTD	Actual YTD	Variance
				Net Expenditure	Net Expenditure	Net Expenditure
	£'000	£'000	£'000	£'000	£'000	£'000
General Enhancements	100	40	(60)	30	22	(8)
Garage Redurbishment	31	10	(21)	4	2	(2)
Paths & Fences Siteworks	80	200	120	22	162	140
Estate Improvements	250	250	0	111	173	62
Energy Conservation	800	800	0	220	441	221
Roof Replacement	250	434	184	216	287	71
Central Heating Installation	1,000	1,000	0	498	342	(156)
Rewiring	372	372	0	186	141	(45)
Kitchens and Bathrooms	1,099	1,099	0	388	208	(180)
Central Heating communal	77	77	0	10	0	(10)
Secure Door Entry	281	281	0	138	179	41
Structural Repairs	156	200	44	138	177	39
Aids and Adaptations	905	550	(355)	175	176	1
Capitalised Salaries	357	357	0	180	189	9
Asbestos Management	150	200	50	78	145	67
Stock Remodelling	1,000	400	(600)	109	177	68
Drainage & Water Supply	51	20	(31)	12	3	(9)
Plasticisation	0	0	0	0	11	11
Sheltered Housing Re provision	10,753	10,277	(476)	3,198	2,176	(1,022)
Stock Refurbishment (NEW)	408	200	(208)	30	0	(30)
HRA	18,120	16,767	(1,353)	5,743	5,011	(732)

11. The energy conservation programme has completed the first phase of the current programme resulting in spend being out of profile by £0.221M; further major works are due to commence in January resulting in an outturn forecast to be on budget.
12. The housing development team is still being recruited and is currently staffed on an interim basis. Both development and regeneration require significant initial investment of time and resources before a pipeline of schemes can be developed. Although work in both of these areas is underway it has been concurrent to the restructuring of the service and operational issues have, and continue to be, addressed.
13. The garage strategy continues to be refined with the development potential of the sites being examined. None of the sites are straightforward to develop, having poor access and often have utilities services running through them. Architects have been appointed and planning submission programmed for the first build of 4 new homes, a mix of shared ownership and social rent, with completion planned for the summer of 2015.
14. Other sites, primarily garage (and some recently identified infill) sites are being evaluated in detail, following the initial options appraisal. Support is being engaged to lead the buy back of privately owned garages and demolition of some of the Council's empty garages, in preparation for future development.
15. Architects have been appointed to complete designs on refurbishing one sheltered scheme, Croft Green, aiming for submission of planning permission in September 2014. The proposed scheme is supported by existing residents. Briefs are also being prepared for options appraisals to be drawn up for 4 other schemes that offer potential development opportunities, but will need the support of residents, and will form the basis of a larger development programme to improve the Landlord's housing offer for older people.
16. A review is being undertaken of all HRA land for development potential.
17. Amey Construction have been engaged to provide parking options in two areas where parking is particularly difficult. An options appraisal to review potential regeneration sites has been procured, with the initial findings expected in November 2014.
18. The challenges in bringing forward some of the projects identified above are forecast to result in an under spend of £0.808M within the Stock Refurbishment and Stock Remodelling programmes.

HRA EFFICIENCY PROGRAMME

19. 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.

20. The HRA revenue budget for 2014/15 was reduced by £0.395M, as part of the Council's efficiency programme. The Housing Service has made savings in its external decorations contract costs and generated more income from the Lifeline service. Further revenue savings will be achieved from additional capitalisation of staff time within Asset Management.
21. The HRA is forecast to fully achieve its efficiency target for 2014/15.

HRA ARREARS.

22. Table 3 shows a breakdown of the HRA Debt position at the end of September. Total tenant debt amounted to £1.051M compared to £0.957M at the end of September 2014. Current tenant arrears are £0.638M or 2.18% (£0.568M or 1.94% at August) of the annual rent debit of £29.303M, whilst former tenant arrears are at 1.41% with a balance of £0.413M against a target of 1% (1.33% with a balance of £0.389M at August).
23. The recovery of former tenant arrears has recently transferred to the income management teams. A full review of current procedures is underway to seek improvements in performance.
24. Performance with regard to the recovery of outstanding arrears and increase in rental income has remained high, due to the focus and consistency of the approach taken to help and support our customers who are facing difficulties in paying their rent. Alongside this work from the income management team there has been a drive to increase the number of tenants paying by direct debit, which has had a positive impact on the collection of rental income.
25. There are currently £0.128M of non tenant arrears (£0.105M August), which comprises the following: rents at shops owned by the HRA, service charges and ground rent relating to leaseholders who purchased flats via the Right to Buy scheme, and property damage relating to existing and former tenants.

Table 3

Debt Analysis - Tenant Arrears							
Description of debt	0-4 weeks	4-8 weeks	8-13 weeks	13-52 weeks	Over 1 yr	TOTAL	
	£M	£M	£M	£M	£M	£M	
Current Tenant	0.197	0.194	0.125	0.122	0	0.638	
Former Tenant						0.413	
						1.051	
Debt Analysis - Other Arrears							
Description of debt	From 15 to 30 days	From 31 to 60 days	From 61 to 90 days	From 91 to 365 days	Over 1 yr but not over 2 yrs	Over 2 yrs	TOTAL
	£M	£M	£M	£M	£M	£M	£M
Shops	0.011	0	0	0.005	0	0	0.016
Leaseholders	(0.008)	0.001	0	0.015	0.118	0	0.126
Void recoveries	0.004	0	0	0.008	0	0	0.012
Misc recoveries	(0.010)	(0.003)	(0.002)	(0.021)	0.009	0.002	(0.026)
	(0.003)	(0.002)	(0.002)	0.007	0.127	0.002	0.128

PROMPT PAYMENT INDICATOR

26. The performance target for payment to suppliers, where there is no dispute over the amount invoiced, is 90% of invoices paid within 30 days of invoice receipt date. The HRA performance for September was 68% (150) of 226 invoices paid on time. 26 of the late payments relate to utilities with an average value of £36. In other cases the disputed invoice process should have been used more rigorously.
27. Actions are being implemented to improve this aspect of the service but have not yet taken effect. There is a Self Billing project in progressing to automate payment of invoices. This project is progressing well and will significantly improved timescales for making payment.

HRA CAPITAL RECEIPTS

28. New Right to Buy (RtB) discounts and proposals for re-investing the capital receipts came into effect from April 2014. From July 2014 the maximum discount available increased to 70% or £0.077m on all property types.
29. Up to the end of September 2014, 32 RtB applications were received with 10 properties being sold, compared to 27 Applications and 13 sales over the same period in 2013/14. It is currently projected that the number of RtB sales will be between 25 and 30 for the year, resulting in a residual receipt for the year of approximately £1.5M.
30. As a result of the changes to housing pooling the council has a balance at the end of June of useable capital receipts of £2.887M (balance brought forward from 2013/14 £2.546M), of which £1.253M is reserved for investment in new social housing. The Council has entered into an agreement with the Secretary of State to invest these receipts in new social housing. The use of these receipts is restricted to schemes that do not receive Homes and Communities Agency (HCA) funding.
31. 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 £4.178M on new build by 30 June 2017.
32. The Priory View project has been awarded £1.703M from the HCA, therefore the retained receipts from RtB sales reserved for new build cannot be used on this scheme.
33. The HRA's Budget proposals for the period of the Medium Term Financial Plan (MTFP) propose significant investment in new build (in excess of £5.0M by 30 September 2017, excluding spend on Priory View).

34. Current projections suggest RtB sales will not have a negative 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% (equivalent to approximately 500 properties) or more over the period to 31 March 2018, then this would pose a threat to the surpluses predicted both in the medium and longer term.

RESERVES

35. The total reserves available as at year end 2013/14 were £20.710M, comprising £2.0M in HRA Balances, £12.116M in the Extra Care Development Reserve, £6.394M in the Strategic Reserve and £0.2M in the Major Repairs Reserve.
36. The current position indicates a year end balance in reserves of £17.778M. HRA Balances are projected to remain at a contingency level of £2.0M, with the Extra Care Development Reserve decreasing to £6.731M, the Strategic reserve increasing to £8.847M, and the Major Repairs Reserve (MRR) remaining at £0.2M.
37. In total this equates to a forecast contribution to reserves for the year of £7.345M, offset by spend from reserves of £10.277M to result in a net decrease of £2.932M.
38. An Investment Strategy is currently being formulated, that will set out proposals for the use of the reserves that are forecast to materialise in the short to medium term. This strategy was referred to in the HRA Budget Report that was approved by Council in February 2014.

Table 4

Reserves					
Month: September 2014					
Description	Opening Balance 2014/15	Spend against reserves	Release of reserves	Proposed transfer to Reserves	Proposed Closing Balance 2014/15
	£000	£000	£000	£000	£000
HRA Balances	2,000	-	-	-	2,000
Extra Care Development Reserve	12,116	(10,277)	-	4,892	6,731
Strategic Reserve	6,394	-	-	2,453	8,847
Major Repairs (HRA)	200	-	-	-	200
	20,710	(10,277)	-	7,345	17,778

Table 5 – Net Revenue Position Full Analysis

Month: September 2014	Year to date				Year				
Director	Budget	Actual	Use of Reserves	Variance	Approved Budget	Provisional Outturn	Variance	Transfers to/(from) reserves	Variance after use of earmarked reserves
	£000	£000	£000	£000	£000	£000	£000	£000	£000
Assistant Director Housing Service	9,768	9,814	-	46	19,535	20,073	538	-	538
Housing Management (HRA)	(12,457)	(12,764)	-	(307)	(24,871)	(25,564)	(693)	-	(693)
Asset Management (HRA)	2,621	2,763	-	142	5,198	5,353	155	-	155
Financial Inclusion	68	14	-	(54)	138	138	-	-	-
Total	0	-173	0	-173	0	0	0	0	0

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