

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



please ask for Rebecca Preen  
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date 17 July 2014

## **NOTICE OF MEETING**

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

Date & Time

**Tuesday, 29 July 2014 10.00 a.m.**

Venue at

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

Richard Carr  
**Chief Executive**

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

Cllrs P A Duckett (Chairman), Miss A Sparrow (Vice-Chairman),  
Mrs C F Chapman MBE, Mrs B Coleman, Dr R Egan, R W Johnstone,  
Mrs M Mustoe, N Warren and T Woodward

[Named Substitutes:

C C Gomm, J Murray, B Saunders, J A G Saunders and A M Turner]

All other Members of the Council - on request

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

## AGENDA

1. **Apologies for Absence**

Apologies for absence and notification of substitute members

2. **Minutes**

To approve as a correct record the Minutes of the meeting of the Corporate Resources Overview and Scrutiny Committee held on 24 June 2014 and to note actions taken since that meeting.

3. **Members' Interests**

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

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

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

5. **Petitions**

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

6. **Questions, Statements or Deputations**

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

7. **Call-In**

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

8. **Requested Items**

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

<b>Reports</b>
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<b>Item</b>	<b>Subject</b>	<b>Page Nos.</b>
9	<b>Executive Member Update</b>  To receive a brief verbal update from the Deputy Leader and Executive Member for Corporate Resources.	* Verbal
10	<b>NNDR Discretionary Relief Policy</b>  To receive a presentation on the NNDR Discretionary Relief Policy.	* 9 - 16
11	<b>Fees and Charges Task Force</b>  To consider the Fees and Charges Task Force report and updated Policy.	* 17 - 30
12	<b>Revenue, Capital and Housing Revenue Account Outturn 2013/14</b>  To receive the Revenue, Capital and Housing Revenue Account Outturn for 2013/14.	* 31 - 52
13	<b>Work Programme 2014/15 &amp; Executive Forward Plan</b>  The report provides Members with details of the currently drafted Committee work programme and the latest Executive Forward Plan.	* 53 - 58

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# CENTRAL BEDFORDSHIRE COUNCIL

At a meeting of the **CORPORATE RESOURCES OVERVIEW & SCRUTINY COMMITTEE** held in Room 14, Priory House, Monks Walk, Shefford on Tuesday, 24 June 2014.

## PRESENT

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

Cllrs	Mrs C F Chapman MBE	Cllrs	Mrs M Mustoe
	Mrs B Coleman		N Warren
	Dr R Egan		T Woodward
	R W Johnstone		

Members in Attendance:	Cllrs	R D Berry	
		J G Jamieson	Leader of the Council and Chairman of the Executive
		D Jones	
		M R Jones	Deputy Leader and Executive Member for Corporate Resources
		R D Wenham	Deputy Executive Member for Corporate Resources

Officers in Attendance:	Ms D Clarke	–	Director of Improvement and Corporate Services
	Mrs P Everitt	–	Scrutiny Policy Adviser
	Mr M Scott	–	Chief Information Officer
	Mr C Warboys	–	Chief Finance Officer

CR/14/1. **Minutes**

## RESOLVED

**that the minutes of the meeting of the Corporate Resources Overview and Scrutiny Committee held on 8 April 2014, be confirmed and signed by the Chairman as a correct record.**

CR/14/2. **Members' Interests**

None.

CR/14/3. **Chairman's Announcements and Communications**

The Chairman announced the Fees and Charges Task Force would meet on Friday 04 July 2014.

CR/14/4.      **Petitions**

None.

CR/14/5.      **Questions, Statements or Deputations**

None.

CR/14/6.      **Call-In**

None.

CR/14/7.      **Requested Items**

The Chairman announced that Members of the Committee would consider the Welfare Reform Report and Draft Discretionary Housing Payment Policy as two urgent items. The reports had been discussed at the Social Care, Health and Housing Overview and Scrutiny meeting and Members of the Committee had been invited to attend.

**Discretionary Housing Payment Policy**

Members noted the views and recommendation of the Social Care Health and Housing Committee to fully support the Discretionary Housing Payment Policy.

The Chief Finance Officer introduced the key points of the report and appendices that had seen 75% of claimants successful in their application for a payment. A Member raised a concern regarding the number of appeals and the demand on officer time. The Chief Finance Officer reported that Team Leaders and Supervisors in the Revenues and Benefits Team had successfully dealt with the appeals process and the numbers of successful appeals would be supplied.

**The Impact of the Welfare Reform on Central Bedfordshire**

The Chief Finance Officer introduced the Welfare Reform report that followed a recent Member Briefing. The report highlighted the work undertaken by the Welfare Reform Board and outlined the impact of the Welfare Reform on residents, key partners and the Council

**RECOMMENDED that the new Discretionary Housing Payment Policy be fully supported by the Committee.**

**Noted the Welfare Reform Report.**

CR/14/8.      **Executive Member Update**

The Deputy Leader and Executive Member for Corporate Resources provided the Committee with an update regarding the following:-

- The provisional outturn figure of £0.6m underspend would be reported to the Executive at its forthcoming meeting.
- Reserves had been strengthened to a figure of £15m, however, this figure was subject to audit.
- Revenue and Benefits had seen its work load increase by 14% and the Team had absorbed this increase.
- The Customer Services team had completed its staged move to Watling House, Dunstable the project had gone smoothly with little disruption to the service.

A Member raised concerns regarding calls to the number provided to Members to contact the Council, however, difficulties had not be encountered by other Members of the Committee. With more staff working from home, it was agreed that staff would be reminded to forward their phones before logging out.

CR/14/9. **Customer Strategy**

The Director of Improvement and Corporate Services introduced a presentation that outlined an updated version of the Customer Strategy. The key areas of the Strategy had been refreshed and, in partnership with Cranfield University, the Strategy had been fully developed and was inclusive of the Council's aims to provide our customers with the best and most cost effective experience.

A Member raised a concern that the Strategy was too long and residents would not understand the model and how the Council intended to deliver the Strategy. The Director of Improvement and Corporate Services advised the Strategy was not a public facing document, however, officers would prepare a more succinct report and would included a journey of a resident along the improved customer service model.

The Director of Improvement and Corporate Service advised a programme of activities and articles for staff to embed the revised strategy would be rolled out.

**RECOMMENDED that subject to the revisions outlined above Customer Strategy be supported.**

CR/14/10. **Data Protection**

The Chief Information Officer gave a presentation that outlined the importance of data protection and the Council's obligation to protect personal information from being misused and to share it where it was needed to support functions. It was recognised that poor management had serious repercussions for the Council. Data sharing with NHS colleagues was of paramount importance and improvements in Information Governance to meet compliance with the NHS Information Governance Tool Kit were in hand.

A revised e-learning package would be launched to help staff to learn and understand the key messages and guidance in staff newsletters and team meetings would follow. Further Member training on data protection and information governance would be arranged.

The Chief Information Officer provided an overview of the IG Toolkit, an information compliance framework for Social Care and Public Health, and advised that level two compliance will be required in order to share information with health partners. There is a project in place which will deliver improvements and achieve the required level of compliance by March 2015.

In light of the presentation Members discussed the following concerns:-

- That officers look at the benefits of scanning documents or recording ID numbers of official documentation.
- That officers consider the provision of data protection training to schools as a potential income generator.

#### **Noted the presentation**

#### **CR/14/11. Work Programme 2014-15 and Executive Forward Plan**

The Committee considered its current Work Programme and the latest Executive Forward Plan. The Deputy Leader and Executive Member for Corporate Resources advised of the following additions to the Work Programme.

- The Budget Framework/Medium Term Financial Plan (September meeting)
- Fees and Charges Task Force full report (September meeting)
- The Council Tax Support Scheme (October meeting)
- NNDR Discretionary Relief Policy (July meeting, presentation and full report September meeting).

**RECOMMENDED that the Corporate Resources OSC work programme be amended as outlined above.**

(Note: The meeting commenced at 10.00 a.m. and concluded at 11.30 a.m.)

Chairman.....

Date.....





# National Non Domestic Rates Discretionary Rate Relief

Corporate Resources OSC 29<sup>th</sup> July 2014

Gary Muskett

# National Non Domestic Rates (NNDR)

## Introduction

- LGFA 1988 imposes a statutory duty to administer the billing and collection of NNDR
- LGFA 1988 also gives Councils the power to grant discretionary rate relief (DRR)
- CBC current DRR Policy / Guidance
- Proposal to review our current DRR Policy
- Timetable for our Policy review

# National Non Domestic Rates - Background

- What are National Non Domestic Rates (NNDR)
- Administration of NNDR
- Calculation of NNDR
- Reductions and reliefs on rate liability
- Collection and distribution of NNDR to Central Government
- CBC – 7,000 non domestic properties
- CBC - £78m billed annually
- 98.5% collection rate in 2013/14, 99%+ eventually

# Rate Relief

- **Mandatory Relief**
- **Types of mandatory relief**
  - Charities – 80% relief
  - Rural businesses – 50% relief
  - Community Amateur Sports clubs – 80% relief
  - Small Business Rate Relief – up to 50%
- **Discretionary Relief**
- **Types of discretionary relief**
  - “Top Up” Charity relief – 20% relief
  - Not for profit & charitable organisations – up to 100% relief
  - Sports clubs – up to 100% relief
  - Rural businesses – up to 100% relief
  - Hardship relief – up to 100% relief
  - Retail relief – up to £1,000

# Current awards of rate relief in CBC

<b>Summary of Mandatory Awards</b>	
387 registered charities receiving 80% mandatory relief	£5,897,403.16
29 rural businesses receiving 50% mandatory relief	£42,450.13
10 sports clubs receiving mandatory relief as CASC's	£111,881.84
<b>426 awards of mandatory relief</b>	<b>£6,051,735.13</b>
<b>Summary of Discretionary Awards</b>	
180 registered charities receive "Top Up" Charity Relief	£251,159.60
92 not for profit or charitable organisations receive up to 100%	£322,205.23
22 rural businesses receive up to 100% relief	£40,260.15
<b>294 awards of discretionary relief</b>	<b>£613,624.98</b>
<b>Small Business Rate Relief</b>	
2,343 small businesses receiving relief (Funded by Central Government)	<b>£4,319,088.57</b>
Retail Relief (Introduced W.E.F 1/4/14)	
1,161 retail businesses awarded relief (Funded by Central Government)	<b>£1,029,268.55</b>
<b>Grand Total of Rate Relief awarded in 2014/15</b>	<b>£12,013,717.23</b>

# Scoring Criteria

- Applications for DRR are considered and scored using a points based criteria
- Fundamental criteria – Awards of DRR must be in the interests of the CTAX payers of CBC
- Key considerations of the scoring criteria are:
  - Charities – is the charity affiliated to the local area and what level of reserves are held by the charity?
  - Sports Clubs - % of members that are resident in CBC, % of active members, level of reserves/ savings, if the club runs a licensed bar, does the club have a youth policy and is the club accessible to all the community?
  - Rural businesses – gross profit as a % of turnover and the importance of the business to the local community

# Administration & Next Steps

- Application Forms
- Supporting documentation – 3 years accounts
- Decision making and Appeals
- Audit – NNDR3
- Next steps
  - Consultation
  - OSC – detailed paper 23rd Sept 2014
  - Executive – 13th Jan 2015

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**Meeting:** Corporate Resources Overview and Scrutiny Committee  
**Date:** 29 July 2014  
**Subject:** Fees and Charges Task Force  
**Report of:** Cllr Maurice Jones, Executive Member for Corporate Resources  
**Summary:** The report informs the Committee of the recommendations of the Fees and Charges Task Force, relating to the refresh of the Fees and Charges Policy and the process for Members of this Committee and all Overview and Scrutiny Committees to consider the proposed Fees and Charges for the Council.

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

## **CORPORATE IMPLICATIONS**

### **Council Priorities:**

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

### **Financial:**

2. The financial implications will be determined by any changes to the Policy.

### **Legal:**

3. Not applicable.

### **Risk Management:**

4. Not applicable.

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

5. Not Applicable.

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

6. This is covered within the Policy.

### **Public Health**

7. None arising from this report.

### **Community Safety:**

8. Not Applicable

**Sustainability:**

9. Not Applicable.

**Procurement:**

10. Not applicable

**RECOMMENDATION(S):**

**The Committee is asked to:-**

1. **Recommend to Executive that the amended Fees and Charges Policy be approved.**
2. **Support the approach for Scrutiny of the Council's Fees and Charges (para 15).**

**Background.**

11. At a previous meeting the Corporate Resources Overview and Scrutiny Committee (CR OSC) discussed a draft of the Fees and Charges Policy. The Corporate Resources OSC agreed to establish a Task Force to review the Policy and consider when implementation of a revised Fees and Charges schedule could commence.
12. At their meeting on 04 July 2014, the Task Force scrutinised the Policy to ensure all aspects were applicable and any duplication was removed. The Task Force recommended several changes and agreed that the following additions be made to the Policy:-
  - This Policy covers Fees & Charges that are made available to the public. It excludes inter Council Service Level Agreements which will be separately costed taking account of the nature of the services provided and will be subject to governance processes agreed between the authorities. Reference to armed forces residents be included in those members of the community that are considered for concessions.
  - Reference to other policies and strategies be updated.
13. Traditionally charges to schools have followed a separate route for approval. Some services continue to be supplied to several academies, and for this reason, Members requested that school charges be included in the list of fees and charges and that a copy of the school charges booklet would be circulated for information.

**Scrutiny Process**

14. Prices of services are reviewed annually through Scrutiny of the MTFP, before their recommendation to Executive and Council. Previously this process had been completed in February each year but has been accelerated to November Council for 2014/15.

15. In order to meet this tight deadline, the Chairmen from each Overview and Scrutiny Committee will be asked to support a review of the fees and charges in one OSC meeting so as to minimise duplication.

### **Conclusion and Next Steps**

16. The Committee are requested to support the amended fees and charges policy and the approach outline for consideration of the schedule of fees and changes by Corporate Services OSC.

### **Appendices:**

Appendix A – Amended Fees and Charges Policy

**Background papers and their location:** report to Corporate Resources OSC on 08 April 2014

<http://www.centralbedfordshire.gov.uk/modgov/ieListDocuments.aspx?CId=779&MId=4443&Ver=4>

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**Appendix A**



**Central Bedfordshire Council  
Charging Policy**

**2014/15 – 2016/17**

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## **1. The Council's Charging Policy – Executive Summary.**

- 1.1 It is the Council's policy that service users should make a direct contribution to the cost of providing services (both discretionary and statutory) at their point of use unless:

- it is not legal to do so.
- circumstances arise where the service in question is delivered to all

residents or householders equally and which could therefore be considered to be funded from Council Tax. This will mainly apply where there is no discretion as to use of the service on the part of the householder.

- circumstances arise where the administrative costs associated with making a charge would outweigh any potential income.
- circumstances arise where making a charge would be directly contrary to achieving the Council's corporate objectives as expressed in agreed strategies.

This Policy relates to Fees & Charges for services provided to members of the public, and does not cover Service Level Agreements between Local Authorities for which separate governance arrangements exist.

- 1.2 The charge levied should, in general, be such that it covers the full economic cost of providing the service (direct costs including employers contribution to pensions and National Insurance and also including an appropriate level of overheads to cover support services). The level of charge will, however, have regard to:

- any relevant Council strategies or policies (e.g. Equality Impact Assessments, Welfare Reform , Leisure Strategy etc.) and any subsidy or concessions which may be appropriate market conditions and prices charged by competitors and/or other local authorities
- the need to avoid any potential distortion of the market which might otherwise occur from pricing services below the levels charged by private sector concerns for similar services
- the need for all charges imposed by the Council to be reasonable, given the Council's objectives, whilst retaining the flexibility to charge commercial organisations a fair price
- the need to avoid any exploitation of customers who have no option but to use the Council's services
- the desirability of increasing usage of a given service
- the possibility of increasing income to the Council
- the views of service users and Council taxpayers in levying new or revised charges
- the need to change user/consumer behaviour, e.g. for health or environmental reasons
- whether it is economic to apply any fee or charge.

- 1.3 It is the policy of the Council that when charges are reviewed concessions should be considered for the following groups:
- young people under 16 years of age 4 (affordability)
  - full time students (affordability)
  - people with a disability (access)
  - people in receipt of means tested benefits (affordability)
  - senior citizens (affordability)
  - Armed Forces
- 1.4 It is not appropriate to fix a level of concession in this policy as this removes all discretion. Officers should however use discretion where appropriate in raising charges.
- 1.5 Fees and charges income will be credited to the appropriate service during the course of the year. Any modest and incidental surplus generated from charging shall be seen as a corporate resource to be used where need is greatest. This will not apply where a service is under a duty to break even over a rolling 3 year period, i.e. Building Control, Albion Archaeology, or is operating a trading entity.
- 1.6 Proposals for 'reinvesting' any additional income raised from charging in the expansion and development of a particular service will need to be considered as part of the budget review process. Each proposal will therefore be considered on its own merits at that time.
- 1.7 Subject to any requirements imposed by the Council's standing orders, charges for individual services may be varied 'in year' at the discretion of the responsible Director following discussion with the Chief Finance Officer and the appropriate Portfolio Holder.
- 1.8 All fees and charges will be reviewed annually and adjusted as necessary in line with this policy. The Chief Finance Officer will provide services with guidance each year as to the maximum inflation rate that may be applied.
- 1.9 All fees and charges should be reviewed on a more fundamental basis at least every 3 years, where it will be necessary to examine all the factors set out below in accordance with good practice guidance i.e. the CIPFA Practical Guide for Local Authorities on Income Generation (Fully revised 2013). This is so that Members may make informed choices on any revised level of charge to be set.

The result of such review should be included in the annual fees and charges report in that year, in order that the Council is able to ensure that charges are fair, appropriate and comparable to local alternatives. This should include an accompanying financial statement to demonstrate that, taking one year with another, the income from charges does not exceed the cost of provision. The review should include an equalities impact assessment.

- 1.10 The Policy simply sets out the general principles by which the Council will operate, it is not an exhaustive list that seeks to cover every eventuality and



where circumstances arise outside the parameters of the Policy, it is expected that the Chief Finance Officer and the Executive Member for Corporate Resources will be consulted and the policy updated accordingly. Significant changes will be referred back to the Executive for consideration.

## **Supporting information and further guidance to the Charging Policy**

### **2 Introduction**

- 2.1 In recent years there has continued to be increasing pressure on local authorities to make best use of the positive potential of charges and to recognise the importance of recovering costs by charging for discretionary services.
- 2.2 The purpose of this document is to set out the policy that Central Bedfordshire Council wishes to use in setting fees and charges..

This Policy is not intended to be over-prescriptive, but rather to provide a framework for how Central Bedfordshire Council approaches the question of charging for its services. The application of this policy should bring greater clarity to the process of setting charges and will therefore assist the Council achieve its corporate objectives. It is also intended to help guide the process of reviewing charges for existing services and setting charges for any new services that may be introduced in the future.

- 2.3 The decision on whether to make a charge (and its level) is not always within the control of the Council. But where it is, it is important that the implications of the charging decisions being taken are fully understood and that Executive Members have the appropriate information they need to make informed choices.

### **3. Statutory background**

- 3.1 The general power of competence is a new power available to local authorities in England to do “anything that individuals generally may do”. It was provided for in the Localism Act 2011 and replaces the well-being powers in the Local Government Act 2000. It was brought into force for local authorities on 18 February 2012.

This remains the key legislation for most authorities and its important features are summarised below:

- 3.2 Authorities are under a duty to secure that, taking one year with another, the income from charges do not exceed the cost of provision.
- 3.3 Authorities must already have the power to provide the service and the recipient of the discretionary service must have agreed to its provision and to pay for it. Conversely, the Act does not override any provisions which either expressly prohibits the charging for the service or confers a power to charge.

- 3.4 Charges may be set differentially, so that people are charged different amounts depending on circumstances. Authorities are not required to charge for discretionary services and may provide them free if they so decide.

#### **4. General Principles**

- 4.1 An Audit Commission report in 2008, entitled "Positively Charged" highlighted a number of issues in respect of fees and charges, however, for the purpose of setting a policy there are 3 areas of significance; the use of charging to influence behaviour, (i.e. as in congestion charging), the importance of consultation, and the equality and diversity issues arising.
- 4.2 This policy document will recognise those issues.
- 4.3 In general terms, it is the Council's policy that unless there is good reason why an exception should be made, a charge should be levied for all statutory and discretionary services in accordance with this charging policy.
- 4.4 It is recommended that the Council's charging policy should remain in the existing Policy Framework, as defined within the Council's constitution. This would, in effect, mean that any subsequent changes to this charging policy will require the approval of the Council as a whole.
- 4.5 The authority will comply with good practice requirements as set out in the CIPFA Practical guide for Local Authorities on Income Generation (Fully revised 2<sup>nd</sup> edition 2008).
- 4.6 Since the policy document is intended to provide a framework by which the Council will operate it is not by definition an exhaustive document covering every eventuality. Where particular circumstances arises outside of the policy it is expected that the Chief Finance Officer and the Executive Member for Corporate Resources will determine the outcome and the policy be updated accordingly. Significant changes will be referred back to the Executive for consideration.

#### **5. Key Principles – Which services should the Council charge for?**

- 5.1 As referred to in section 4.3, charges should be made for all discretionary services. Additionally, services should be reviewed periodically to establish whether charges could be introduced where these are not already implemented.
- 5.2 However, it is recognised that there will be important exceptions that will make charging inappropriate in a number of cases. These include:
- where it is not legal to do so
  - circumstances where the service in question is delivered to all residents or householders equally and which could therefore be considered to be funded from Council Tax. This will mainly apply where there is no discretion (or choice) as to use of the service on the part of the householder

- circumstances where the administrative costs associated with making a charge would outweigh any potential income
- circumstances where making a charge would be directly contrary to achieving one of the Council's corporate objectives as expressed in any agreed strategies or statutory requirements. These could include documents such as the Equality Scheme, Equal Opportunities policy, Anti-Poverty Strategy, Leisure Strategy or Environmental policy

5.3 It is, therefore, the Council's policy that in general, service users should make a direct contribution to the cost of providing services at their point of use. When charges for services are reviewed it will be against this background and it will be necessary to consider in each case if exceptions such as those outlined above make charging inappropriate.

5.4 Where a market rate is appropriate to charge that is what should be levied, unless by doing so the Council is in profit, in which case the charge should be lowered accordingly. Where this impacts on local businesses, the Council should question whether it needs to provide the service at all. This will be a balanced judgement dependent on local economic factors at any one time.

## **6. Key Principles – How should the amount levied be determined?**

6.1 Where the Council controls the level of charge to be made for a given service, it is the Council's policy that the charge should, in general, be such that it covers the actual cost of providing the service (including support services).

6.2 It is however recognised that this will not be appropriate in all circumstances and the actual amount of charge proposed will need to be a reflection of:

- any relevant Council strategies or policies and any subsidy or concessions given (*note: the question of appropriate concessionary groups and the level of concession is dealt with in detail in section 7*).
- market conditions and prices charged by competitors and/or other local authorities (*see 5.4 above*).
- the need to avoid any potential distortion of the market which might otherwise occur from pricing services below the levels charged by private sector concerns for similar services.
- the need for all charges imposed by the Council to be reasonable, given the Council's objectives, whilst retaining the flexibility to charge commercial organisations a fair price.
- the need to avoid any exploitation of customers who have no option but to use the Council's services.
- the desirability of increasing usage of a given service.
- the possibility of increasing income to the Council.
- the need to influence the behaviour of service users, *i.e. for health or environmental impact reasons*.

6.3 One of the aims of this policy is to ensure that establishing the 'right' price for a service should not be simply a case of adding an agreed inflationary

increase to last year's charge. It is therefore a requirement that at least every 3 years charges are fundamentally reviewed where it will be necessary to undertake an analysis which includes an examination of all the factors set out above in order that Council may make informed choices on any revised level of charge to be set.

The result of such review should be included in the annual fees and charges report, in order that Council are able to ensure that charges are fair, appropriate and comparable to local alternatives. This should include an accompanying financial statement to demonstrate that, taking one year with another, the income from charges will not exceed the cost of provision.

- 6.4 The Council will use established consultation networks with both Council taxpayers and service users to seek out views whenever new or completely revised charges are introduced following a review and service managers should ensure that proper timescales are given to such consultation prior to recommending any new or revised charges to Council .
- 6.5 In setting charges the Council will apply overheads following guidelines set out in CIPFA's Best Value Accounting Code of Practice. For the purpose of calculating any fee or charge the Council will use a standard overhead recovery rates as advised by the Chief Finance Officer up to and including full overhead cost recovery.
- 6.6 It is not expected of any service to levy a fee or charge where it is clearly uneconomic to do so. Billing arrangements should be appropriate for the service in question.

## **7. Key Principles – Which service users should receive a concession or a subsidy?**

- 7.1 In some circumstances it may be appropriate to consider offering an 'across the board' subsidy to all users of a particular service where this is consistent with achieving the Council's objectives. It is also recognised that offering concessions for certain key user groups may help achieve some of the Council's high level objectives.
- 7.2 For example, as part of the Council's commitment to equal opportunities it will attempt so far as is possible to provide equal access to all its services and to all its activities. Concessions are clearly one of the ways in which the Council can fulfil this commitment.
- 7.3 Similarly the Council will wish to ensure that low income is not a barrier to peoples' ability to use Council services.
- 7.4 Recognising this broader agenda, it is the policy of the Council that when charges are reviewed concessions should be considered for the following groups:
  - young people under 16 years of age
  - full time students

- people with a disability
  - people in receipt of means tested benefits
  - senior citizens
  - Armed forces
- 7.5 It is not appropriate to fix a level of concession in this policy as this removes all service discretion. The level of concession should be appropriate to the circumstances.
- 7.6 It is recognised that in some circumstances concessions may not be appropriate and that it will be necessary to consider carefully the impact on income before introducing concessions to service areas that do not currently offer them. However, an assessment of the desirability of offering concessions (and the financial implications) needs to form part of the evaluation of an appropriate charge for any given service.
- 7.7 An equality impact assessment should be carried out by each service setting fees and charges to ensure there is no adverse effect on vulnerable groups. The authority will undertake to carry this out on a programmed basis over the period 2014/15 – 2016/17 such that all will have had an assessment in the 3 year period leading up to the setting of fees and charges in 2017/18.

## **8. Key Principles – How will any surplus income be used?**

- 8.1 The way in which the Council prepares its budgets is such that income derived from charging for services is used to offset the cost of providing the service in question. This is consistent with the current accounting code of practice. Any modest and incidental surplus which may arise is then returned to the Council's General Fund, except for trading services such as Building Control, where there is a requirement to break even over a 3 year period taking one year with another.
- 8.2 The advantage of such an approach at a high level is that it enables resources generated through charging to be used wherever the highest priority exists – i.e. for a corporate view to be taken regarding the use of the available resources.
- 8.3 It is therefore the Council's policy that any surplus generated from charging shall be seen as a corporate resource to be used where need is greatest, provided this is not prohibited by other statutory requirements or government guidance. To be determined as part of the budget process.
- 8.4 However, it is acknowledged that the ability to use charges to deliver the targets set by Council requires a degree of freedom to experiment and corporate controls (as expressed through this policy) need to avoid imposing unnecessary restrictions. Therefore, proposals for 'reinvesting' any additional income raised from charging in the expansion and development of a particular service will need to be considered as part of the budget process. Each proposal will therefore be considered on its own merits at that time.

- 8.5 It is also recognised that in some special circumstances (such as Building Control) the approach to the use of surplus may be influenced by Government Guidance.
- 8.6 It is also the Council's policy that, subject to any requirements imposed by the Council's standing orders, charges for individual services may be varied "in year" at the discretion of the responsible Director following discussion with the Chief Finance Officer and responsible Executive Member.

**9. How will this policy be implemented?**

- 9.1 Charges are subject to annual review as part of the Council's budget setting process. In future, the review of existing charges will be undertaken having regard to the guidelines set out within this policy.
- 9.2 It will also be necessary for each Director, as part of the preparation of annual service plans, to consider if services currently provided free should be subject to a charge or if good reasons exist for maintaining a free service.
- 9.3 In circumstances where a charge is being introduced for the first time (or being substantially increased) it will be necessary for the public to be informed of the reasons for the Council's decision.



# **Corporate Resources Overview and Scrutiny Committee 29 July 2014**

**Budget Monitoring  
Full year outturn 2013/14  
(subject to Audit)**

Slide 1

# Revenue – Corporate Resources Directorate

## Key points to note (see full reports for details):

- The 2013/14 outturn is an underspend of £3.6m, after earmarked reserves and release of contingency.
- March outstanding debt (over 30 days) £0.6m.

Slide 2



# Revenue Budget- Full Year Outturn

Quarter 4, 2013/14	Full Year				
£000's	Budget	Outturn	Variance	Net use of reserves	Variance after net use of reserves
Improvement and Corporate Services	23,843	22,206	-1,637	-157	-1,794
Chief Executive and Finance	5,188	3,829	-1,359	1,552	193
Corporate Costs	11,011	6,974	-4,037	2,033	-2,004
Total- Corporate Resources Directorate	40,042	33,009	-7,033	3,428	-3,605

- **Significant items contributing to variances:**
- ICS- Legal & Democratic Services £0.5m pressure largely as a result of Children's cases, -£0.3m additional income for planning work and Local Land Charges, -£0.1m savings against Members' costs and -£0.2m staff cost savings across the services.
- ICS- Assets -£1.7m underspend as a result of largely one off benefits within the Farms estate and additional income from the property portfolio.
- Finance £0.2m net pressure in Revenues & Benefits due to a pressure from Housing Benefit subsidy claw back partly mitigated by additional government grants. There has been an additional contribution of £0.3m to the insurance reserve and savings of £0.3m across the rest of Finance.

# Slide 3

# Revenue Budget- Full Year Outturn

## Significant items contributing to variances (continued):

- Corporate Costs- £2.0m underspend resulting from lower than budgeted interest payments and Minimum Revenue Provision (MRP) due to lower capital spend (-£0.7m), Public Health contribution to overheads, unbudgeted (-£0.6m), a net pressure of £0.2m in cross cutting efficiencies, the release of contingency (-£2.1m) and the creation of the Great Places reserve (£1.0m)

Slide 4

# Capital Budget- Full Year Outturn

Variance for the year £25k overspend, with £3.8m proposed spend deferring into 14/15.

Significant proposed deferred spend:

Assets Rolling Programme	£0.6m	various schemes
Cattle Market, Leighton Buzzard	£0.6m	
Biggleswade Medical Centre	£1.0m	
IT Rolling Programme	£0.3m	various schemes
IT Infrastructure refresh	£0.3m	
Your Space 2	£0.2m	

	Full Year Budget	Outturn	Proposed deferral to 14/15	Variance
Service	£000's	£000's	£000's	£000's
Assets	8,753	6,060	2,493	-200
Info Tech (IT)	3,139	2,193	964	18
Others	2,511	2,391	327	207
Totals	14,403	10,644	3,784	25



# Provisional Outturn Report – Full Council 2013-14

Slide 6

# 2013-14 Provisional Outturn Revenue Position

## Key points to note:

- The 2013/14 provisional revenue outturn is an under spend of £0.6m.
- Efficient management of the Council's finances has enabled additional contributions to general and earmarked reserves, which will facilitate the Council's response to future reductions in funding.
- The full year outturn for Directorates as at March, after proposed use of existing and creation of new reserves is a £0.6m underspend. The following are the key areas:
  - Social Care Health and Housing £0.07m above budget.
  - Children's Services £3.5m above budget.
  - Community Services £0.1m below budget.
  - Regeneration £0.4m below budget.
  - Improvement and Corporate Services £1.8m below budget.
  - Corporate Costs £1.8m below budget.

# 2013-14 Revenue provisional outturn

## Table 3

Directorate	March P13 Provisional Outturn		
	Budget £m	Actual £m	Variance £m
SCHH	65.9	66.0	0.1
Childrens Services	39.2	42.7	3.5
Community Services	38.0	37.9	(0.1)
Regeneration	5.8	5.3	(0.5)
Public Health	0.0	0.0	0.0
Improvement & Corporate Services	23.8	22.0	(1.8)
Corporate Resources	5.2	4.9	(0.3)
Corporate Costs	11.0	9.5	(1.5)
<b>Total Exc HRA</b>	<b>189.0</b>	<b>188.3</b>	<b>(0.6)</b>

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

# Social Care, Heath and Housing

The general fund position for the directorate at outturn is an overspend of £0.065m (0.1%) as at the end of March after the use of existing and new proposed earmarked reserves (EMR). The outturn result includes new proposed EMR of £0.8m relating to Deprivation of Liberty Safeguards and also £0.5m to contribute to the costs of bringing the BUPA Care Homes back in house.

Month: March 2014						
Director	Budget	Actual b/f Use of Reserves	Net Use of Reserves	Total Act inc Net of Reserves	Variance	
	£000	£000	£000	£001	£000	
<b>Social Care Health and Housing</b>						
Director of Social Care, Health, Housing	190	230	-	230	40	
Housing Management (GF)	1,516	1,047	-	1,047	(469)	
Adult Social Care	59,356	59,438	1,393	60,831	1,475	
Commissioning	12,424	11,767	264	12,031	(393)	
Business and Performance	(7,585)	(8,140)	(33)	(8,173)	(588)	
<b>Total Social Care and Health</b>	<b>65,901</b>	<b>64,342</b>	<b>1,624</b>	<b>65,966</b>	<b>65</b>	



# Children's Services

Children's Services provisional outturn position (after use of and proposed transfer to reserves) is £3.5m overspend. Quarter three reported a forecast overspend of £2.622m, so there is an increase to overspend of £878k.

This is mainly due to earmarked reserves of £1.230m (Fostering Fee Scheme £998k and Children Centres £232k) set aside to address pressures raised in the MTFP for 2014/15 and 2015/16, and a £200k reserve for the Children's and Families Act development. This has been offset by further savings from within the directorate of £552k. Had the pressure for the Directorate not been managed in year by reserves set aside from the 2012/13 financial year the total overspend would be £7.9m.

Month: March 2014							
Director	Budget	Actual b/f Use of Reserves	Net Use of Reserves	Total Act inc Net of Reserves	Variance		
	£000	£000	£000	£001	£000		
<b>Children's Services</b>				-			
Director of Children's Services	193	255	94	349	156		
Children's Services Operations	28,866	32,614	(1,349)	31,265	2,399		
Commissioning & Partnerships	4,432	3,818	77	3,895	(537)		
Joint School Commissioning Service (Transport)	7,012	7,664	(50)	7,614	602		
Partnerships	610	627	(27)	600	(10)		
School Improvement (incl Music)	1,218	(590)	1,725	1,135	(83)		
<b>Total Children's Services (ex Schools / Overheads)</b>	<b>42,331</b>	<b>44,388</b>	<b>470</b>	<b>44,858</b>	<b>2,527</b>		
DSG Contribution to Central Support	(1,567)	(718)	-	(718)	849		
ESG Contribution to Central Support	(1,558)	(1,434)	-	(1,434)	124		
<b>Total Children's Services (excluding Schools)</b>	<b>39,206</b>	<b>42,236</b>	<b>470</b>	<b>42,706</b>	<b>3,500</b>		



# Community Services

Community Services’ overall financial position was £104k underspend after the use of earmarked reserves of £133k for one-off specific projects.

Month: March 2014						
Director		Budget	Actual b/f Use of Reserves	Net Use of Reserves	Total Act inc Net of Reserves	Variance
		£000	£000	£000	£001	£000
<b>Community Services</b>						
Community Services Director		251	186	-	186	(65)
Highways Transportation		13,658	13,511	287	13,798	140
Environmental Services		24,071	24,312	(420)	23,892	(179)
<b>Total Community Services</b>		<b>37,980</b>	<b>38,009</b>	<b>(133)</b>	<b>37,876</b>	<b>(104)</b>

# Regeneration and Business Support

Regeneration and Business Support were underspent by £441k (7.6%) after the use of and new proposed EMR of £113k. The majority of this is due to the work on strategic planning documents within Development Housing being deferred to 2014/15. Underspends relating to ring-fenced Adult Skills grants are proposed to be carried forward as spend will be incurred in 2014/15.

Month: March 2014					
Director	Budget	Actual b/f Use of Reserves	Net Use of Reserves	Total Act inc Net of Reserves	Variance
	£000	£000	£000	£001	£000
<b>Regeneration and Business Support</b>				-	
Director	536	506	-	506	(30)
Business Support & Skills	936	1,350	(402)	948	12
Planning	4,135	3,266	563	3,829	(306)
Programme Delivery	228	159	(48)	111	(117)
<b>Total Regeneration and Business Support</b>	<b>5,835</b>	<b>5,281</b>	<b>113</b>	<b>5,394</b>	<b>(441)</b>

# Public Health

Public Health achieved budget after accounting for grant funding carried forward to 2014/15 and a contribution from Public Health to offset the Council's overheads.

An allowable element of the Public Health funding was used to make a contribution to offset the cost of relevant Council overheads. As this was unbudgeted it shows up as a forecast underspend (shown within Corporate Costs).

Month: March 2014						
Director		Budget	Actual b/f Use of Reserves	Net Use of Reserves	Total Act inc Net of Reserves	Variance
		£000	£000	£000	£001	£000
<b>Public Health</b>					-	
Director of Public Health		(8,643)	(8,862)	219	(8,643)	-
Assistant Director of Public Health		8,643	8,000	643	8,643	-
<b>Total Public Health (Excl overheads)</b>		-	(862)	862	-	-
Contribution to Central Support		-	-	-	-	-
<b>Total Public Health</b>		-	(862)	862	-	-

# Improvement and Corporate Services

Improvement & Corporate Services (ICS) underspent by £1.8m after movement to and from earmarked reserves.

Month: March 2014						
Director	Budget	Actual b/f Use of Reserves	Net Use of Reserves	Total Act inc Net of Reserves	Variance	
	£000	£000	£000	£001	£000	
<b>Improvement and Corporate Services</b>				-		
Improvement and Corporate Services Leadership	204	354	(73)	281	77	
Communications	887	855	150	1,005	118	
Customer Services	1,924	2,070	-	2,070	146	
Programme and Performance	550	550	(13)	537	(13)	
Policy & strategy	165	134	-	134	(31)	
Procurement	371	309	(10)	299	(72)	
People	2,674	2,522	144	2,666	(8)	
Information Assets	7,036	6,977	(57)	6,920	(116)	
Legal & Democratic Services	3,807	3,613	61	3,674	(133)	
Assets	6,225	4,822	(359)	4,463	(1,762)	
<b>Total Improvement and Corporate Services</b>	<b>23,843</b>	<b>22,206</b>	<b>(157)</b>	<b>22,049</b>	<b>(1,794)</b>	

Within Assets, the outturn position is an underspend of £1.8m. This is largely resulting from £1.0m additional income from the Farms Estate and £0.7m for rental & recharges. There were savings of £0.2m for Facilities and Maintenance services across the portfolio and a further £0.3m for the management of surplus properties.

The benefit of this increased income has been reduced by pressures of £0.3m for transformation and agency costs, and £0.1m for an unachievable efficiency & staff costs with the Capital Team operation.

# Corporate Resources and Costs

Month: March 2014						
Director	Budget	Actual b/f Use of Reserves	Net Use of Reserves	Total Act inc Net of Reserves	Variance	
	£000	£000	£000	£001	£000	
<b>Corporate Resources</b>				-		
Chief Executive	299	304	-	304	5	
Finance	5,301	3,454	1,552	5,006	(295)	
Housing Benefit Subsidy	(412)	71	-	71	483	
<b>Total Corporate Resources</b>	<b>5,188</b>	<b>3,829</b>	<b>1,552</b>	<b>5,381</b>	<b>193</b>	
<b>Corporate Costs</b>				-		
Debt Management	11,710	10,988	-	10,988	(722)	
Premature Retirement Costs	2,954	2,866	15	2,881	(73)	
Corporate Public Health Recharges	-	(605)	-	(605)	(605)	
Corporate HRA Recharges	(90)	(120)	-	(120)	(30)	
Efficiencies	(329)	(97)	-	(97)	232	
Contingency and Reserves*	(3,234)	(6,058)	2,018	(4,040)	(806)	
<b>Total Corporate Costs</b>	<b>11,011</b>	<b>6,974</b>	<b>2,033</b>	<b>9,007</b>	<b>(2,004)</b>	
<b>Total Corporate Resources and Costs</b>	<b>16,199</b>	<b>10,803</b>	<b>3,585</b>	<b>14,388</b>	<b>(1,811)</b>	

In Corporate Costs there was a reduction of interest payable (-£0.4m), as a result of borrowing levels being lower than budgeted. There was also a reduction of Minimum Revenue Provision (MRP) of (-£0.3m). This is due to a lower than budgeted spend on the Authority's Capital Programme in 2012/13 (MRP is adjusted a year in arrears).

## Corporate Resources and Costs (Cont)

Also within Corporate costs was a contribution to overheads from Public Health £0.6m

A movement in Contingency and Reserve items has resulted in an underspend of £0.8m. This is made up of:

- A pressure of £0.1m as a result of Vacant Property Review carried out to optimise future years' New Homes Bonus.
- Creation of a £1.0m earmarked reserve for future costs relating to "Great Places" in Central Bedfordshire.
- An increase of £0.5m to the Insurance reserve.
- Release of unused contingency of £2.1m and an unbudgeted grant (Capital Provision Redistribution Grant) of £0.2m received late in year.



# RESERVES POSITION

The opening balance of General Fund Earmarked Reserves (EMR) is £20.580m (Excluding HRA and Schools DSG). The current reported position proposes the planned use of £6.585m Earmarked reserves (used of offset expenditure), release of £0.065m (no longer required) and proposed transfer to Earmarked reserves of £0.25m (budgeted). In addition £5.161m of Grants received late in 2013/14 and £5.363m of new proposed EMR are reflected in the outturn position.

This results in a proposed closing position of £23.675m Earmarked reserves at year end an increase of £3.095m year on year

The opening General Fund Reserves position for 2013/14 is £14.2m with a budgeted closing position of £13.8m. The provisional outturn underspend means that the budgeted draw down of £0.4m was not required and along with the underspend referred to previously results in a further £0.6m increase in General Fund reserves bringing the closing balance for 2013/14 to £14.8m (subject to Audit).

## 2013-14 Capital Provisional Outturn

The capital budget for 2013/14 excluding HRA is £94.6m (£45.0m net). The main issues to note are:

Provisional outturn is a spend £72.3m, £27.2m proposed deferred spend to 2014/15 and an overspend of £4.9m (gross).

This primarily relates to Section 278 schemes due to income timing differences and technical adjustments. The underspend is £3.5m (net).

£60.6m (64%) of the gross budget relates to the 20 top value schemes. £42.4m (59%) of the gross spend relates to these schemes.

Capital receipts out turned at £2.65m compared to budget of £6.7m.



# 2013-14 Provisional Capital Outturn

Table 2

Directorate	Gross Budget £m	Gross Actual £m	Gross Variance £m	Net Budget £m	Net Actual £m	Net Variance £m
Children's Services	27.4	22.5	(4.9)	0.7	0.4	(0.3)
Community Services	37.4	32.6	(4.7)	24.3	11.4	(12.9)
Improvement & Corporate Improvement	14.4	10.8	(3.6)	14.4	10.6	(3.8)
Regeneration	5.1	1.0	(4.1)	2.7	1.0	(1.7)
SCHH	10.3	5.3	(4.9)	3.0	1.8	(1.2)
<b>Total Exc HRA</b>	<b>94.6</b>	<b>72.3</b>	<b>(22.3)</b>	<b>45.0</b>	<b>25.2</b>	<b>(19.9)</b>

This gross position reflects the level of activity to deliver the Councils capital programme.

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

Slide 19

# Provisional Outturn HRA Revenue

	2013/14 Original Budget	2013/14 Revised Position (February Council)	2013/14 Provisional Outturn	Variance Provisional Outturn to Original Budget	Variance Provisional Outturn to Revised Budget Position
	£m	£m	£m	£m	£m
<b>Total Income</b>	<b>(27.378)</b>	<b>(27.825)</b>	<b>(27.722)</b>	<b>(0.344)</b>	<b>0.103</b>
Housing Management	4.152	4.130	3.969	(0.183)	(0.161)
Financial Inclusion	0.200	0.160	0.161	(0.039)	0.001
Asset Management	0.965	0.961	0.913	(0.052)	(0.048)
Corporate Resources	1.320	1.410	1.607	0.287	0.197
Maintenance	4.528	4.418	4.413	(0.115)	(0.005)
Debt related costs	0.119	0.156	0.148	0.029	(0.008)
Direct Revenue Financing	6.570	5.700	5.775	(0.795)	0.075
Efficiency Programme	(0.190)	(0.190)	(0.190)	0	0
Interest repayment	4.908	3.968	3.968	(0.940)	0
Principal repayment	0	0	0	0	0
<b>TOTAL Expenditure</b>	<b>22.572</b>	<b>20.713</b>	<b>20.764</b>	<b>(1.808)</b>	<b>0.051</b>
Surplus	(4.806)	(7.112)	(6.958)	(2.152)	0.154
Contribution to / (from) reserves	4.806	7.112	6.958	2.152	(0.154)
<b>Net Expenditure</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

# Provisional Outturn HRA Capital

- Capital outturn - £7.597m (Revised Budget £7.7m).
- £1.622m spent at Priory View (Revised Budget £1.8m) - funded by Extra Care Development Reserve.
- Rest of programme funded by revenue (£5.775m) and capital receipts (£0.2m).
- 30 Right To Buy sales (19 in 2012/13) have yielded a total of £1.889m (Revised Budget £1.5m) of retained capital receipts.
- Year end balance of unapplied capital receipts £2.346m.

## Landlord Services Business Plan

- Provisional revenue surplus of £6.958m (Revised Budget £7.112m).
- Year end reserves of £20.710m (Revised Budget £20.686m) excluding unapplied capital receipts.

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**Meeting:** Corporate Resources Overview & Scrutiny Committee  
**Date:** 29 July 2014  
**Subject:** Work Programme 2014 – 2015 & Executive Forward Plan  
**Report of:** Chief Executive  
**Summary:** The report provides Members with details of the currently drafted Committee work programme and the latest Executive Forward Plan.

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**Contact Officer:** Rebecca Preen, Scrutiny Officer  
**Public/Exempt:** Public  
**Wards Affected:** All  
**Function of:** Council

#### **CORPORATE IMPLICATIONS**

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

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

#### **RECOMMENDATION(S):**

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

#### **Overview and Scrutiny Work Programme**

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

#### **Overview and Scrutiny Task Forces**

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

### Executive Forward Plan

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

Ref	Issue	Indicative Exec Meeting date
1.	West of A1 Stotfold – Approval to dispose of land including selection of appropriate methodology	14 October 2014
2.	NNDR Discretionary Relief Policy - To approve the NNDR Discretionary Relief Policy.	13 January 2015
<b>Non Key Decisions</b>		
8	Medium Term Financial Plan	19 August 2014
9.	Quarter 1 Budget Monitoring	19 August 2014
10.	Quarter 1 Performance Report	14 October 2014
11.	Medium Term Financial Plan Fees and Charges	14 October 2014
12.	Council Tax Support Scheme	14 October 2014
13.	Quarter 2 Budget Monitoring	9 December 2014
14.	Quarter 2 Performance Report	13 January 2015
15.	Draft Budget 2015/16	13 January 2015
16.	Budget 2015/16	10 February 2015
17.	Treasury Management Strategy	10 February 2015
18.	Quarter 3 Budget Monitoring	10 February 2015

### Conclusion

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

**Appendix – Corporate Resources Overview and Scrutiny Work Programme.**

**Background reports:**

Executive Forward Plan (can be viewed at any time on the Council's website) at the following **link**:- <http://www.centralbedfordshire.gov.uk/modgov/mgListPlans.aspx?RPId=577&RD=0>

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## Appendix A: Corporate Resources OSC Work Programme (2014/15)

OSC date	Report Title	Description
24 June 2014	Data Protection	New member protocol
24 June 2014	Customer Strategy	To consider and comment on the final Customer Strategy
29 July 2014	NNDR Discretionary Relief Policy	To receive a presentation on NNDR Discretionary Relief Policy
29 July 2014	Revenue, capital and housing revenue account outturn 2013/14	To consider the revenue, capital and housing revenue account outturn 2013/14.
23 September 2014	CBC Performance Reporting System	To receive a demonstration of the system and comment on how it might support the scrutiny function
23 September 2014	Corporate Property Assets Disposal & Acquisition Protocols	To consider and comment on the revised protocols
23 September 2014	2015/16 Budget Framework	To consider the framework and process for the 2014/15 Budget.
23 September 2014	NNDR Discretionary Relief Policy	To receive a report on NNDR Discretionary Relief Policy
23 September 2014	Fees and Charges Task Forces Report	To receive a report from the Fees and Charges Task Force
23 September 2014	Quarter 1 Budget Monitoring	To receive the quarter 1 budget monitoring reports for the revenue, capital and housing revenue account
21 October 2014	Council Tax Support Scheme	To consider the Council Tax Support scheme
27 January 2015	Draft Budget 2015/16	To consider the draft budget for 2015/16
27 January 2015	Quarter 2 Budget Monitoring	To receive the quarter 2 budget monitoring reports for the revenue, capital and housing revenue account
27 January 2015	Treasury Management Strategy	To consider the Treasury Management Strategy
17 March 2015	Provision of recruitment services for temporary agency staff	To receive details on the new contract in the first three months of implementation
16 June 2015	Quarter 3 Budget Monitoring	To receive the quarter 3 budget monitoring reports for the revenue, capital and housing revenue account

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