

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

**This meeting
may be filmed.***



**Central
Bedfordshire**

please ask for Paula Everitt
direct line 0300 300 4196
date 15 October 2015

NOTICE OF MEETING

SOCIAL CARE, HEALTH & HOUSING OVERVIEW & SCRUTINY COMMITTEE

Date & Time

Monday, 26 October 2015 10.00 a.m.

Venue at

Council Chamber, Priory House, Monks Walk, Shefford

Richard Carr
Chief Executive

To: The Chairman and Members of the SOCIAL CARE, HEALTH & HOUSING OVERVIEW & SCRUTINY COMMITTEE:

Cllrs P Hollick (Chairman), E Ghent (Vice-Chairman), N B Costin, P Downing,
P A Duckett, C C Gomm, Mrs S A Goodchild, Mrs D B Gurney and G Perham

[Named Substitutes:

Mrs A Barker, K Ferguson, Ms A M W Graham, B Saunders and T Stock]

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**

Apologies for absence and notification of substitute members

2. **Minutes**

To approve as a correct record the Minutes of the meeting of the Social Care Health and Housing Overview and Scrutiny Committee held on 24 August 2015 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.

9. **Executive Members Update**

To receive a brief verbal update from the Executive Members for:

- Social Care and Housing and
- Health

Part A: Health Scrutiny

to consider matters relating to health of adults, children and young people and 'substantial' changes to NHS provision in Central Bedfordshire.

Reports

Item	Subject	Page Nos.
10	Bedfordshire Clinical Commissioning Group - Finance Plan 2015/16 To consider the BCCG's Finance Plan 2015/16 and consider the impact for residents in Central Bedfordshire.	* To follow
11	Winter Resilience Planning - Update To receive a presentation on the Bedfordshire Clinical Commissioning Group's Winter Resilience Plan and receive an update on the continued work to refine and deliver a responsive and high quality emergency care system.	* Verbal
12	IVF Service - Update To receive a verbal update on the outcome of the BCCG's redesigned IVF Service in its first six months of implementation and scrutinise the impact on patients and their satisfaction with the new service in Central Bedfordshire.	* Verbal

Part B: Social Care and Housing

To consider matters relating to adult social care and housing services and any other matters that fall within the remit of the Social Care, Health and Housing Directorate.

Reports

Item	Subject	Page Nos.
13	Central Bedfordshire SEND Preparing for Adulthood Strategy (14-25) To receive an update on the implementation of the Central Bedfordshire SEND Preparing for Adulthood strategy (14-25) which was presented to Executive on 31 March 2015.	* Verbal
14	Fees and Charges 2016 To receive the directorate's relevant fees and charges information, noting the Executive proposals and influencing where appropriate changes to the fees and charges prior to Council.	* 15 - 66

Full details are available on the Executive papers dated 06 October 2015

<http://centralbeds.moderngov.co.uk/documents/g4944/Public%20reports%20pack%20Tuesday%2006-Oct-2015%2009.30%20EXECUTIVE.pdf?T=10>

The relevant appendices, A, B, C, D, E and a supplementary page are attached.

15 **Safeguarding Adults Board Annual Report 2014-15** * 67 - 72
To consider the Safeguarding Adults Board Annual Report 2014/15 and reflect on how to raise awareness of the service with the public and in communities.

16 **Q1 2015/16 Performance Report** * 73 - 86
To consider performance monitoring information for the first quarter of 2015/16.

17 **Work Programme 2015/16 and Executive Forward Plan** * 87 - 92
The report provides Members with details of the currently drafted Committee work programme and the latest Executive Forward Plan.

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CENTRAL BEDFORDSHIRE COUNCIL

At a meeting of the **SOCIAL CARE, HEALTH & HOUSING OVERVIEW & SCRUTINY COMMITTEE** held in Council Chamber, Priory House, Monks Walk, Shefford on Monday, 24 August 2015.

PRESENT

Cllr E Ghent (Vice-Chairman)

Cllrs N B Costin
P Downing
P A Duckett
C C Gomm

Cllrs Mrs S A Goodchild
Mrs D B Gurney
G Perham

Apologies for Absence: Cllrs P Hollick (Chairman)

Substitutes: Cllrs

Members in Attendance: Cllrs R D Berry
C F Chapman
C Hegley
M R Jones
Vice-Chairman of the Council
Executive Member for Social Care and Housing
Deputy Leader and Executive Member for Health

Officers in Attendance: Mrs D Broadbent-Clarke – Director of Improvement and Corporate Services
Mr B Douglas – Tenant Involvement Leader
Mrs P Everitt – Scrutiny Policy Adviser
Ms S Few-Wiegratz – Tenant Involvement Officer
Mr P Groom – Head of Commissioning (Adult Social Care)
Mr N Murley – Assistant Director Resources
Mrs J Ogley – Director of Social Care, Health and Housing
Ms C Rooker – Head of Housing Management

Others in Attendance Mrs D Blackmun Chief Executive Officer, Healthwatch Central Bedfordshire
Ms S Hawley General Manager, East London Foundation Trust

SCHH/15/15. Minutes

RESOLVED that the minutes of the meeting of Social Care Health and Housing Overview and Scrutiny Committee held on 22 June 2015 be confirmed and signed by the Chairman as a correct record.

SCHH/15/16. **Members' Interests**

Cllr E Ghent declared an interest as the public speaker was an acquaintance.

SCHH/15/17. **Chairman's Announcements and Communications**

None.

SCHH/15/18. **Petitions**

None.

SCHH/15/19. **Questions, Statements or Deputations**

The Committee was advised that a request to speak from a Member of the Public had been received. In accordance with the public participation procedure, the speaker and his companion were invited to speak. The speakers informed the Committee that the Bedfordshire Clinical Commissioning Group had reversed its original decision and decided to withdraw funding to provide neurological nurses in Bedfordshire for sufferers of Motor Neurone Disease (MND) and other serious neurological conditions. The speakers suggested that the provision of these nurses would ensure sufferers received the care they required and the number of unplanned hospital admissions would be reduced, therefore saving the NHS money.

A briefing note that outlined the case for investment in a specialist nurse post for people living with neurological conditions in Bedfordshire was circulated to Members of the Committee and would be made available on the Council website.

In response the Executive Member for Social Care and Housing agreed to raise this issue with the BCCG. The Executive Member for Health also agreed to contact the BCCG and report back to the next meeting of the Committee on this issue.

RECOMMENDED

- 1. That the Committee lend its support for the appointment of a specialist nurse to realise the care needed for MND patients and the cost savings this post would bring to the NHS.**
- 2. That the Deputy Leader and Executive Member for Health report back to the October meeting of the Committee on the provision of a specialist nurse for people living with neurological conditions in Bedfordshire.**

SCHH/15/20. **Call-In**

None.

SCHH/15/21. **Requested Items**

None.

SCHH/15/22. Executive Member Update

The Executive Member for Social Care and Housing advised the Committee of activities that were not included on the agenda, these included:-

- Attendance at various meetings including the Chartered Institute of Housing Conference. The overwhelming message from this event was the need to build more houses. A Member briefing on housing had been arranged for 11 November 2015 that would be delivered by Aragon Housing Association.
- A preview of accommodation at Priory View, Dunstable. All Members of the Council would be invited to view the new accommodation for older people.
- Attendance at an event to choose an architect to design accommodation and facilities for older people in Houghton Regis.
- An update on the progress to relocate Caddington Hall residents.
- Congratulations were extended to those homes inspected recently by the CQC that received a 'good' rating.

The Executive Member thanked those staff involved in the successful relocation of residents from the Old Village School, Marston Nursing Home that had been closed by the Care Quality Commission at very short notice.

In light of the update a Member requested an update on the provision of Aragon bungalows for the elderly in Potton.

The Deputy Leader and Executive Member for Health advised Members that a Public Health Briefing would be presented to the October meeting of the Committee.

Members were advised that the Department of Health (DoH) had consulted on a 6.2% reduction in the public health budget. A formal response had been returned by the Council requesting reconsideration of this proposal.

SCHH/15/23. Healthwatch Central Bedfordshire

The Chief Executive Officer for Healthwatch Central Bedfordshire introduced their Annual Report 2014/15 and gave a presentation that outlined the purpose of Healthwatch and its priorities for 2015-16. Healthwatch Central Bedfordshire represent the consumer voice of children and adults on matters of health. Along with events held to promote their work, a new website had been launched where residents can add comments about the care they receive. Reports and evidence provided to Healthwatch was available on their website and sent to regulators for their information.

- Priorities for 2015-16 included raising awareness of emerging models of care
- Evidencing the journey of patients in a hospital setting and
- To gather evidence from domiciliary care service users.

In light of the update and clarification sought, Members raised the following concerns:-

- Whether Healthwatch was providing a signposting service to residents. In response the Chief Executive Officer advised the organisation provided many roles that included announced and unannounced inspection visits to

care homes, hospitals and other facilities as well as highlighting complaints they received to service providers.

- Concern there was a £9k gap in funding and whether, with such a small number of staff, Healthwatch had taken on too much. The Chief Executive Officer advised that work was mainly carried out by volunteers, however there was additional funding available for some projects that could be applied for. The deficit in budget would be met by reserves.

Healthwatch aimed to achieve a volunteer base of 60 people and would continue to raise awareness at patient participation groups and youth conferences.

NOTED the update.

SCHH/15/24. **Public Health Briefings**

The Assistant Director Public Health introduced Sharon Hawley, General Manager at the East London Foundation Trust (ELFT), who gave a presentation on the Substance Misuse Treatment Service. A new outcomes based contract had been awarded to ELFT that included extra payment for innovation. ELFT would ensure effective pathways existed between the drug and alcohol service and other statutory and third sector services. Outcomes included better support for families and access to treatment and service users that would see effective recovery and (re)integration of service users into their community for those currently experiencing harm caused by drugs and/or alcohol.

In light of the presentation and clarification sought, Members raised the following concerns:-

- Whether with the EU enforcing better controls on alcohol misuse and their practices be explored further. The Assistant Director Public Health advised that work with licensees was undertaken, a good example being the Best Bar None initiative, and a new the local alcohol licensing tasking group was being established to enable better sharing of information and evidence.
- Whether supermarkets selling cheap alcohol exacerbate the level of alcohol misuse, which had become a national problem. The Assistant Director Public Health advised that several initiatives existed to help those most in need of support but that a national agreement to implement a Minimum Price per Unit of alcohol would be welcomed and effective.

A Member congratulated officers on a robust preventative programme of work and asked how those affected by drugs or alcohol were referred to the service. In response the General Manager advised that referrals originated from several sources including, GP's, safeguarding services and word of mouth.

NOTED the update.

SCHH/15/25. **Tenant Scrutiny Panel report on Complaints**

The Head of Housing Services introduced a report prepared by the Tenant's Scrutiny Panel (TSP) on the complaints handling process in Housing Services. A restructure of the service had led to a dip in performance in handling

complaints and as a result better arrangements to provide an excellent service to customers were being implemented.

The Vice-Chairman of the Tenant Scrutiny Panel (TSP) explained that complaints received by letter, telephone and email by the Housing Service had been included in the review and a number of improvements had been recommended to help performance in the service. Implementation of the changes had led to an improvement in performance with Team Leaders now taking ownership of complaints received in their area.

A large volume of MP's letters had been received by the service and steps to put information on common themes and Frequently Asked Questions on the Housing Service's webpages was planned. A sub group of the TSP to check on progress had been set up.

In light of the report and presentation, the following queries were raised by Members:-

- How Members of the Committee might help in managing expectations of residents. In response the Head of Housing proposed Members direct those residents with internet access to information available on the website. Officers would help with any enquiries or complaints received by Members at their surgeries.
- Why details regarding residents' satisfaction had not been reported. The Head of Housing Services advised that data would be collated, however, this was not available yet. In future complainants would be advised when they could expect to receive a response and Team Leaders would take ownership to ensure a response was sent.
- Which complaints were most prevalent in nature. The Head of Housing Services advised that trends of complaints were not part of the remit, work to date had concerned the process. However, complaints were generally about the level of service or a failure/error made in service, which were used to improve performance.
- Whether the Director of Social Care, Health and Housing would share best practice with other areas of the directorate. The director advised that each complaint received was a gift and an opportunity to improve services and details would be shared.

The Executive Member for Social Care and Housing advised she would be looking into the number of MP letters of complaints that were received. It was evident that many complaints coming through this route had not been sent to officers to resolve in the first instance. The Executive Member would circulate the Housing scorecard on performance once the MP letter process had been streamlined.

Acknowledged and supported the Action Plan of recommendations to improve customer service delivery.

RECOMMENDED

- 1. That the Committee recognised the work of the TSP and acknowledged and supported the recommendations for improvement in the complaint process.**

2. That the Committee acknowledged and supported the Action Plan of recommendations to improve customer service delivery.
3. That the Committee acknowledged that the TSP was supportive of the directorate's response to their report and looked forward to working with the service in terms of delivery.

SCHH/15/26. **Central Bedfordshire's Five-Year Plan: 2015-20**

The Director of Improvement and Corporate Services introduced a report and presentation on the proposed vision and 5 Year Plan. Members' views were sought on the positioning of each element in the plan. In light of the presentation Members highlighted the following:-

- The need to ensure jargon words and acronyms were not used in the plan, which should reflect language that all residents would understand.
- The need to consider the external influences involved in some priority areas, (such as the NHS and Bedfordshire Clinical Commissioning Group and Bedfordshire Rural Communities Charities) and consider whether the Council really had the influence to be able to deliver improved outcomes.
- The need to take into consideration where the actions of our partners would lead us to reconsider the services that we needed to deliver.
- The need to consider the importance of prevention as a means of influencing health for residents in the future rather than taking a purely reactive approach.

RECOMMENDED that the comments of the Committee be taken into account by the Executive.

SCHH/15/27. **Learning Disabilities NHS Campus Re provision end of Project Report**

The Head of Contracts introduced a report that gave an overview of the history of the Campus Re provision Programme and had involved care home residents that were moved out of care homes and long-stay hospitals to their own homes.

The project had been completed in January 2015 and lessons had been learnt to ensure good accommodation was provided in the heart of the community. Some residents had reported they felt isolated and lonely, so steps had been taken to ensure socialising opportunities were made available.

Some residents with learning disabilities had been placed in out of county accommodation and officers planned to find new accommodation for them in Central Bedfordshire.

In light of the presentation and detailed discussion Members raised the following:-

- When the outstanding balance of £700K capital monies would be available for reinvestment? The Head of Contracts advised that work was ongoing with the BCCG to ensure the capital was returned from NHS Propco.

- The need to ensure communities and the voluntary sector continued to make a difference with social events, help and encouraging the use of social networks by service users.

The Executive Member for Social Care and Housing referred to a video called "My Place - Supported Living" that showed interviews with service users and how they felt about their new homes. A link to the video would be circulated to the Committee.

The scale of the project and improved quality of care was noted and officers congratulated.

NOTED the report.

SCHH/15/28. Quarter 4 and Quarter 1 Budget Monitoring Report

The Committee received a presentation that set out the outturn figures for 2014/15 and the projected outturn for 2015/16. An overspend of £1.57m was forecast and the pressures on the budget were explained. Public Health had contributed in some areas and would also continue to support other directorates where needed.

NOTED the update.

SCHH/15/29. Quarter 4 Performance Report

The Assistant Director Resources gave a presentation that set out the performance for the Social Care Health and Housing Director for Quarter 4 2014/15 against the Medium Term Financial plan. In addition to the report officers commented that performance was in a strong position. Personal Budgets remained below the local performance target, however, was close to achieving the national target.

NOTED the update.

SCHH/15/30. Work Programme 2015/16 and Executive Forward Plan

The Committee considered the current work programme.

RECOMMENDED that the work programme be approved.

(Note: The meeting commenced at 10.00 a.m. and concluded at 1.29 p.m.)

Signed.....
Date

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Appendix A – price increase of 1% (with roundings) or held at 2015 prices

2016/17 Fees & Charges – Social Care, Health & Housing. Charges with effect from 1st April 2016

Name of F&C	Charge for 2015 (£)	Proposed charge for 2016 (£)	Percentage Increase
Social Care, Health & Housing			
Service Charges			
Service Charges (VAT n/a) - per week (48 week basis): Door Entry Systems	0.20	0.20	1%
Guest Rooms			
Guest Rooms per night: Single	10.20	10.30	1%
Guest Rooms per night: Double	15.30	15.50	1%
Supporting People Charges			
Supporting People Charges (VAT n/a) - per week (48 week basis): Red House Court	19.90	20.10	1%
Supporting People Charges (VAT n/a) - per week (48 week basis): Other sheltered accommodation	19.80	20.00	1%
Supporting People Charges (VAT n/a) - per week (48 week basis): Designated elderly person dwellings	7.00	7.10	1%
Community Alarm System			
Community Alarm System : persons in council sheltered accommodation or disabled	3.90	3.95	1%
Community Alarm System : not in council sheltered accommodation (includes VAT)	4.60	4.65	1%
Garages			
Garages - per week exclusive of rates (48 week basis): Council Tenant	10.00	10.10	1%
Service Charges			
Temporary Accommodation Service Charge per day (VAT n/a): Self contained accommodation	3.60	3.65	1%
Temporary Accommodation Service Charge per day (VAT n/a): Shared accommodation single person	3.60	3.65	1%
Temporary Accommodation Service Charge per day (VAT n/a): Shared accommodation family of 2	4.10	4.15	1%

Name of F&C	Charge for 2015 (£)	Proposed charge for 2016 (£)	Percentage Increase
Social Care, Health & Housing			
Homeless Hostels: TV	0.30	0.30	1%
Non Homeless Hostels: Communal Television (VAT n/a) - per week (48 week basis)	0.30	0.30	1%
Lifeline			
Lifeline: Weekly rental	3.60	3.65	1%
Lifeline: Installation Cost	25.50	25.80	1%
Lifeline: Supply of additional pendant	51.00	51.50	1%
Lifeline: No fault call out fee	25.50	25.80	1%
Lifeline: Supply and fit key safe	81.60	82.40	1%
Lifeline: Lifeline One Call set up cost	30.60	31.00	1%
Lifeline: Annual subscription	14.70	14.90	1%
Outreach Service			
Outreach Service (VAT n/a): Lifeline + 2 visits from Sheltered Housing Officer per week	8.20	8.30	1%
Outreach Service (VAT n/a): Lifeline + 3 visits from Sheltered Housing Officer per week	10.20	10.30	1%
Charges for reference to banks & building societies: Charges for reference to banks & building societies (VAT n/a)	29.00	29.30	1%
Consent for Cable Installations (VAT n/a): Consent for Cable Installations (VAT n/a)	126.20	127.50	1%
Housing Solutions Land Charge Enquiries	40.80	41.20	1%
Private Sector Housing: Immigration survey request - per survey	204.00	206.00	1%
Sheltered Housing: Sheltered Communal Lounge hire (per hour)	13.50	13.60	1%
Sheltered Housing: Lifeline Response Charge (VAT n/a - per response)	21.20	21.40	1%

Name of F&C	Charge for 2015 (£)	Proposed charge for 2016 (£)	Percentage Increase
Social Care, Health & Housing			
Lettings			
Lettings (VAT n/a) - Side room/ Small Room: up to 4 hours	30.60	31.00	1%
Lettings (VAT n/a) - Main Hall: up to 4 hours	43.85	44.30	1%
Lettings (VAT n/a) - Main Hall: additional hour	11.20	11.30	1%
Lettings (VAT n/a) - Kitchen: up to 4 hours	14.80	15.00	1%

Name of F&C	Charge for 2015 (£)	Proposed charge for 2016 (£)	Percentage Increase
Social Care, Health & Housing			
Housing			
Service Charges			
Service Charges (VAT n/a) - per week (48 week basis): District Heating	3.90 - 37.00	3.90 - 37.00	0%
Service Charges (VAT n/a) - per week (48 week basis): Communal Heating	0.10 - 5.70	0.10 - 5.70	0%
Service Charges (VAT n/a) - per week (48 week basis): Communal Cleaning	0.60 - 14.30	0.60 - 14.30	0%
Service Charges (VAT n/a) - per week (48 week basis): Communal Electric	0.10 - 9.90	0.10 - 9.90	0%
Service Charges (VAT n/a) - per week (48 week basis): Window Cleaning	0.30 - 0.50	0.30 - 0.50	0%
Service Charges (VAT n/a) - per week (48 week basis): General Management for sheltered and mini schemes	0.10 - 3.00	0.10 - 3.00	0%
Service charges per week (VAT N/A: Water supply (where property not metered)	5.20	5.20	0%
Homeless Hostels			
Homeless Hostels: Scheme Manager	37.20	37.20	0%
Homeless Hostels: Communal Heating	1.50	1.50	0%
Homeless Hostels: Communal Electric	3.10	3.10	0%
Homeless Hostels: Heating & Domestic Hot Water	3.90-5.80	3.90-5.80	0%
Homeless Hostels: Communal Cleaning	4.40-6.20	4.40-6.20	0%
Homeless Hostels: Window Cleaning	0.40-0.50	0.40-0.50	0%
Private Sector Housing			
Private Sector Housing: Fee for technical assistance with a Renewals Grant - % of cost	10%	10%	0%
Educational Supervision/ per Registrars (Public Health)	2,966.00	Will be determined by the level of supervision required.	

Note: The following Fees & Charges take effect from the 1st January 2016

Charges for reference to banks
Consent for cable installations
Solicitor fast track enquiries
Immigration survey request
Sheltered housing communal lounge hire
Lettings

plus

Deferred Payment Agreements
Brokerage

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Appendix B – New Services

2016/17 Fees & Charges – Social Care, Health & Housing.

Due to the change over date of benefit increases all of Social Care Health & Housing new fees and charges will take effect from 1st April 2016.

Name of F&C	Charge for 2015 (£)	Proposed charge for 2016 (£)	Percentage Increase
Social Care, Health & Housing			
Temporary Accommodation Service Charge per day (VAT n/a): Lease Properties	New	3.21	New
Early Redemption Grant / Loan Assistance or Works in Default - Land Registry Charge removal	New	50.00	New
Well Being Charge: Provision of emergency care 24/7 at Priory View (per person)	New	1.00	New
Priory View Guest Rooms: Per night if only 1 night	New	25.00	New
Priory View Guest Rooms: Per night for 2 or more nights	New	20.00	New
Priory View Guest Rooms: Per hour to freshen up / wash etc.	New	1.00	New
Priory View Guest Laundry: Per wash load if carried out by the Scheme Manager etc.	New	10.00	New
Brokerage Fee for Self Funders: Admin fee (inc VAT)	New	108.00	New

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Appendix C – price increase of more than 1%

2016/17 Fees & Charges – Social Care, Health & Housing. Charges with effect from 1st January 2016

Name of F&C	Charge for 2015 (£)	Proposed charge for 2016 (£)	Percentage Increase
Social Care, Health & Housing			
Guest Rooms			
Guest Rooms per night: Laundry - per wash	2.00	4.00	100%
Guest Rooms per night: Laundry - per dry	1.50	4.00	167%
Garages			
Garages - per week exclusive of rates (48 week basis): Not Council Tenant (includes VAT)	12.00	12.20	2%
Service Charges			
Temporary Accommodation Service Charge per day (VAT n/a): Shared accommodation family of 3+	4.60	4.70	2%
Lifeline			
Lifeline: Lifeline Emergency Response (VAT n/a) - per week (48 week basis) - existing customers as at 31.03.2014	2.90	2.95	2%
Outreach Service			
Outreach Service (VAT n/a): Lifeline + 1 visit from Sheltered Housing Officer per week	6.10	6.20	2%
Laundry Charges: Laundry Charges per washing load	1.00	4.00	300%
Lettings			
Lettings (VAT n/a) - Side room/ Small Room: additional hour	5.50	5.60	2%

Many adult social care customers are reliant on state benefits for their income and changes to these are normally announced in the Chancellor's autumn statement. The triple lock was introduced by the coalition in 2010 and was a guarantee to increase the state pension every year by the higher of inflation, average earnings or a minimum of 2.5%. It is therefore proposed that 2.5% be used as the standard increase for older people related fees and charges.

Domiciliary Care rates based on the Domiciliary Care Framework and these figures have not changed.

It is proposed to harmonise the laundry charges across social care and housing and better reflect the cost of the service.

It is proposed to charge a 5% differential for other Local Authorities to cover management costs.

It is proposed to increase the cost per social worker hour by 2.25% to reflect the national pay award.

It is proposed to use the CBC 'Good' rated residential care framework rate for all of CBC's residential homes. A 5% increase will be applied for other organisations and local authorities to cover management costs.

Appendix D Fees & Charges 2016 – Review

The Fees & Charges Policy was approved by Council in November 2014. It states that 'All fees and charges should be reviewed on a more fundamental basis at least every 3 years, where it is 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 2008).'

The Council provides around c900 individual Fees & Charges services (or variants thereof) to the public and organisations within Central Bedfordshire.

Because of the very large number of services provided, this review is currently being undertaken on a rolling basis and is being coordinated by Finance. Fees & Charges will be reviewed in phases over a three yearly cycle.

For 2016 all Directorates were asked to identify their top ten Fees & Charges to review. This task was undertaken between June 2015 and August 2015.

The questions covered in this review are shown below.

- Description of the service
 - Name
 - Overview
 - Owner/contacts
 - Identify which are shared services
- Statutory Status
 - Which are statutory
 - Is it the provision, price or both
 - What is the price change date (January/April/Other)
- How does the customer request the service
 - Method
 - Frequency
- Volumetrics
 - What were the volumes (number of times service provided) for 2013/14 and 2014/15
 - How much revenue was generated 2013/2014 and 2014/15
- How do we provide the service and what are the costs
 - In house resource
 - Outsourced/commissioned

- Standard offer to all
- Bespoke (e.g. would Planning fees depend on complexity)
- What is the nature of the cost (What are the cost drivers, e.g. staff time, materials, other)
- What is the evidence of cost / how do/can you track this
 - When was it last updated
 - Does the cost change with volume, if so, how is this factored in
 - Is there actually any incremental cost (do we actually incur costs or is it part of day job)
 - How have overheads been applied, e.g. pension costs, national insurance, corporate overheads.
- How have we priced the service
 - Is it cost reflective, benchmarked, market price.
 - What is the proposed charge for 2016 and how does this compare to 2015
- How is the service billed
 - By whom
 - What system (e.g. SAP, SWIFT)
 - How is payment collected (point of access (e.g. payment card/machine), invoice, other)
 - How is payment coded in the billing system
 - What are the payment terms
 - What is the VAT treatment – is it correct.
- How is the service monitored
 - How are volumes tracked
 - What granularity of revenue is available in SAP or other systems for each service
- Other
 - Are we billing for services but not reflecting in the published F&C on our website
 - Which services are not billed and why (might also be a question for Finance e.g. low value sales vs, cost of invoicing)
 - Are there other issues relating to your services that you would like to flag up.

Due to the sheer volume of information held, the outcome of individual reviews has not been included within this paper, but a list of those that have been reviewed is also provide below. Again, those shaded are statutory.

Directorate	Name of F&C
Regeneration	Street Naming and Numbering new addresses: 1-5 Plots
Regeneration	Street Naming and Numbering new addresses: 6-25 Plots
Regeneration	Street Naming and Numbering new addresses: 26-75 Plots
Regeneration	Street Naming and Numbering new addresses: 76+ Plots
Regeneration	Additional charge where this includes naming a building (e.g. block of flats)
Regeneration	Street Naming and Numbering - Change/amendment of existing address
Regeneration	Existing Street - Rename
Regeneration	Existing Street - Rename - additional charge per property
Regeneration	New Street - Additional charge to house numbering where this includes naming of a street
Regeneration	HER Search fee (Remote search) HER search fee (visit) HER data licence (for one year with an update after 6 months based on percentage of records in dataset): In-house/hour
Regeneration	HER Search fee (Remote search) HER search fee (visit) HER data licence (for one year with an update after 6 months)
Regeneration	Building Control
Regeneration	Duplicate certificate - administration charge on projects prior to 1st April 2003
Regeneration	Confirmation of satisfactory final inspection where certificate has not previously been issued
Regeneration	Site Inspection and letter of confirmation of satisfactory completion of works (Building Regs)
Regeneration	Sale of Plans - VAT applicable at standard rate : A2
Regeneration	Sale of Plans - VAT applicable at standard rate : A1
Regeneration	Sale of Plans - VAT applicable at standard rate : A0

Directorate	Name of F&C
Regeneration	Creation or conversion to New Dwellings
Regeneration	Pre-application Advice
Regeneration	Pre-Application Enquiry Charging Regime For Minerals & Waste (With Effect From 1st January 2016)
Regeneration	Development Management
Regeneration	High Hedges
Regeneration	High Hedges Legislation - Administer a complaint brought under Part 8 of Anti-Social Behaviour Act 2003
Regeneration	Concession for applicants on means tested benefit
Regeneration	Section 106 Town & Country Planning Act 1990 Agreement - Larger Colour Documents
Regeneration	Tree Preservation Orders
Regeneration	Completion Certificates
Regeneration	Section 106 Town & Country Planning Act 1990 Agreement and Unilateral Undertakings: Compliance monitoring fee (charges associated with monitoring obligations contained in agreements and undertakings) :
Regeneration	Unilateral Undertakings
Regeneration	Agreements
Regeneration	Section 38 Highways Act 1980 Agreements - Technical audit, administration and supervision - percentage based on
Regeneration	Section 38 Highways Act 1980 Agreements - Technical audit, administration and supervision - percentage based on
Regeneration	Section 278 Highways Act 1980 Agreements - Administration of schemes for the improvement or alteration to a public
Regeneration	Minerals Letters: per enquiry
Regeneration	Adult Skills Service
Regeneration	Room Hire - Kingsland & Samuel Whitbread - per hour-Within business hours: Commercial
Regeneration	Room Hire - Kingsland & Samuel Whitbread - per hour-Within business hours: Community
Regeneration	Room Hire - Kingsland & Samuel Whitbread - per hour-Outside business hours: Commercial
Regeneration	Room Hire - Kingsland & Samuel Whitbread - per hour-Outside business hours: Community

Directorate	Name of F&C
ICS	Marriages - Outside Venue Monday - Friday
ICS	Marriages - Outside Venue Saturday
ICS	Marriages - Outside Venue Sunday
ICS	Civil Partnerships - Outside Venue Monday - Friday
ICS	Civil Partnerships - Outside Venue Saturday
ICS	Civil Partnerships - Outside Venue Sunday
ICS	Celebratory Services - Approved Premises - outside venue - weekdays
ICS	Celebratory Services - Approved Premises - outside venue Saturdays
ICS	Celebratory Services - Approved Premises - outside venue - Sundays
ICS	Celebratory Services - Approved Premises - Local Authority venue - weekdays
ICS	Celebratory Services - Approved Premises - Local Authority venue - Saturdays
ICS	Marriages and Civil Partnerships - Ceremony Rooms Ampthill & Bedford: Monday - Friday
ICS	Marriages and Civil Partnerships - Ceremony Rooms Ampthill & Bedford: Saturday
ICS	Marriages and Civil Partnerships - Ceremony Rooms Biggleswade, Dunstable, Leighton B: Monday - Friday
ICS	Marriages and Civil Partnerships - Ceremony Rooms Biggleswade, Dunstable, Leighton B: Saturday
ICS	Nationality Checking Service - Adults who submit a single application pays one fee
ICS	Nationality Checking Service - Husband and wife living together who apply at the same time pay one fee
ICS	Nationality Checking Service - Children's applications
ICS	Settlement Checking Service
ICS	Citizenship Ceremonies - Individual Ceremony (VAT n/a)

Directorate	Name of F&C
ICS	Approved Premises Licence Fee (Three year) First application (minimum fee for 2 rooms only - £100 to be added for each
ICS	Approved Premises Licence Fee (Three year) Renewal (minimum fee for 2 rooms only - £100 to be added for each
ICS	Civil Funerals
ICS	Express Certificates (includes statutory fee)
ICS	Postage for certificates
ICS	Notice of Marriage
ICS	Notice of Civil Partnership
ICS	Attending a marriage at the register office
ICS	Signing by the civil partnership registrar of the civil partnership schedule
ICS	Standard certificate of birth, death or marriage - from closed register
ICS	Short birth cert from closed register
ICS	Short birth cert issued at time of registration
ICS	Any other short birth cert issued at time of registration
ICS	Any other short birth cert issued after the time of registration
ICS	Standard certificate of birth, death or marriage - at the time of registration
ICS	Standard certificate of birth, death or marriage - after the time of registration
ICS	Civil Partnerships - certified copy or extract issued at the time of registration
ICS	Civil Partnerships - certified copy or extract issued after the time of registration
ICS	Attesting a notice of marriage away from his/her office for a housebound person.
ICS	Attesting a notice of marriage away from his/her office for a detained person.
ICS	Attendance of an authorised person at a place other than one provided by the registration authority, for the purpose of
ICS	Attendance of an authorised person at a place other than one provided by the registration authority, for the purpose of

Directorate	Name of F&C
ICS	Attending a marriage at the residence of a housebound person.
ICS	Attending a marriage at the residence of a detained person.
ICS	Attending a marriage at a registered building.
ICS	Attending a marriage at the residence of a housebound person.
ICS	Attending a marriage at the residence of a detained person.
ICS	Attendance of the civil partnership registrar for the purpose of signing the civil partnership schedule for house-bound
ICS	Attendance of the civil partnership registrar for the purpose of signing the civil partnership schedule for detained persons.
ICS	Conversion of Civil Partnership to Marriage - Standard procedure
ICS	Conversion of Civil Partnership to Marriage - Two stage procedure
ICS	Conversion of Civil Partnership to Marriage - Certificate issued on the day of conversion.
ICS	Conversion of Civil Partnership to Marriage - Certificate issued after the day of conversion.
ICS	Certificate of worship for religious worship
ICS	Registration of a building for the solemnization of marriage between a man and a woman (building not already registered
ICS	Registration of a building for the solemnization of marriages of same sex couples (building not already registered for the
ICS	Joint application for the registration of a building for the solemnization of marriage of a man and woman and same sex
ICS	General Search of the Indexes
ICS	Supply of transcript of inquest on CD
ICS	Additional copies of CD
ICS	Charge for paper copies per document of 10 pages or less
ICS	Charge for paper copies for each additional page
ICS	Fee for transcription of an inquest hearing of 360 words or less
ICS	Fee for transcription of an inquest hearing of between 361 and up to and including 1439 words
ICS	Fee for transcription of an inquest hearing of 1440 words or more, for the first 1440 words
ICS	Fee for transcription of an inquest hearing of 1440 words or more, after the first 1440 words, per each additional 72 words

Directorate	Name of F&C
ICS	Freedom of Information:
ICS	Requests that require 18 hours or less to compile
ICS	Requests that require 18 hours to compile
ICS	Additional cost per hour or part thereof
ICS	Disbursement Costs:
ICS	Postage under £20
ICS	Postage £20 or over
ICS	E-mail Transmission
ICS	CD / DVD per disk
ICS	Elections:
ICS	For each register per 1000 names or part thereof - data format
ICS	For each register per 1000 names or part thereof - printed format
ICS	Local Land Charges:
ICS	Full Residential Search (LLC1 and Con29)
ICS	Full Commercial Search (LLC1 and Con29)
ICS	LLC1 Certificate of Search
ICS	Con 29 Local Enquiries (Residential)
ICS	Con 29 Local Enquiries (Commercial)
ICS	Part II optional
ICS	Solicitors own question
ICS	Additional parcel of land
ICS	Personal Search
ICS	Copy documents
ICS	Human Resources:
ICS	Disclosure and Barring Service (DBS) Checks -
ICS	Cost Per DBS check
ICS	Standard
ICS	Enhanced
ICS	Administrative Charge

Directorate	Name of F&C
ICS	
ICS	Local Taxation:
ICS	Cost of Collection -
ICS	Administration charge on Court Costs - Council Tax
ICS	Administration charge on Court Costs - NNDR
ICS	Communications
ICS	Advertising in News Central -
ICS	Full page
ICS	Half page
ICS	Quarter page
ICS	Eighth of page
ICS	(External rate card value before vat)
ICS	Legal Services:
	S38 per hour (with minimum charge 2015-£1212, 2016 -
ICS	£1250)
ICS	S278
ICS	Planning Agreements
ICS	Unilateral Undertaking (VAT n/a)
ICS	Notice of Registration (VAT n/a)
ICS	Consent to Postpone (VAT n/a)
ICS	Deed of Covenant (VAT n/a)
ICS	Consent to Sub-let (VAT n/a)
ICS	Deferred Payment Charge
ICS	Any Other Charge Rate / 3rd Party Charge Rate per hour
ICS	Leasehold enquiries per hour
	Photocopying (external solicitors and other parties) - per
ICS	sheet
	Photocopying (external solicitors and other parties) - admin
ICS	charge

Directorate	Name of F&C
Community Services	Parking: 30 minutes
Community Services	Parking: Up to 1 hour
Community Services	Parking: Up to 2 hours
Community Services	Parking: Up to 3 hours
Community Services	Parking: Up to 5 hours
Community Services	Parking: Up to 10 hours
Community Services	Parking: 1 Week
Community Services	Parking: Market Trader Permit - 1 day
Community Services	Parking: Market Trader Permit - 12 months
Community Services	Parking: Lost Token (MSCP only)
Community Services	MSCP Sunday Parking - 1 day
Community Services	Employee Permit - 1 month
Community Services	Employee Permit - 3 months
Community Services	Employee Permit - 12 months
Community Services	Disabled Badge Holders
Community Services	Parking: Steppingley Road - 1 Day (Mon-Fri)
Community Services	Parking: Steppingley Road - 1 week (Mon-Sun)
Community Services	Parking: Steppingley Road - 1 Day (Sat & Sun)
Community Services	Parking: Dispensation per vehicle - 1 day
Community Services	Parking: Dispensation per vehicle - 1 week
Community Services	Penalty Charge Notices: Standard Rate
Community Services	Penalty Charge Notices: Discounted Rate- if paid within 14 days
Community Services	Penalty Charge Notices: Charge Certificate stage
Community Services	Penalty Charge Notices: Court and Bailiff Stage
Community Services	Resident Permit per annum
Community Services	Resident Permit: Incremental increased fee - 2nd vehicle
Community Services	Resident Permit: Incremental increased fee -3rd and subsequent vehicle
Community Services	Commercial Permit (for town centre businesses) (for use in CBC car parks): 12 months
Community Services	Visiting Carers Permit

Directorate	Name of F&C
Community Services	Book 25 visitor's day tickets
Community Services	Fixed Penalty Notices - allowed by law (maximum / discounted): Nuisance parking - cars for sale and repair
Community Services	Fixed Penalty Notices - allowed by law (maximum / discounted): Abandoning a vehicle
Community Services	Fixed Penalty Notices - allowed by law (maximum / discounted): Litter
Community Services	Fixed Penalty Notices - allowed by law (maximum / discounted): Street litter control notices and litter clearing
Community Services	Fixed Penalty Notices - allowed by law (maximum / discounted): Unauthorised distribution of free literature
Community Services	Fixed Penalty Notices - allowed by law (maximum / discounted): Graffiti and fly posting
Community Services	Fixed Penalty Notices - allowed by law (maximum / discounted): Failure to produce authority (Waste Transfer
Community Services	Fixed Penalty Notices - allowed by law (maximum / discounted): Failure to possess a Waste Carriers Licence
Community Services	Fixed Penalty Notices - allowed by law (maximum / discounted): Offence in relation to waste receptacles
Community Services	Fixed Penalty Notices - allowed by law (maximum / discounted): Offences under Dog Control Orders
Community Services	Fixed Penalty Notices - allowed by law (maximum / discounted): Failure to nominate key holder and inform Local
Community Services	Fixed Penalty Notices - allowed by law (maximum / discounted): Noise from licensed premises under Noise Act
Community Services	Fixed Penalty Notices - allowed by law (maximum / discounted): Allowing a dog to foul under Dog Fouling of Land
Community Services	Libraries: Room Hire charges - hourly rate . Library Meeting Rooms. -Flitwick within opening hours-Commercial
Community Services	Libraries: Room Hire charges - hourly rate . Library Meeting Rooms. -Flitwick within opening hours-Community
Community Services	Libraries: Room Hire charges - hourly rate . Library Meeting Rooms. -Flitwick outside opening hours-Commercial
Community Services	Libraries: Room Hire charges - hourly rate . Library Meeting Rooms. -Flitwick outside opening hours-Community
Community Services	Libraries: Room Hire charges - hourly rate . Library Meeting Rooms. -Flitwick small meeting room within opening hours-
Community Services	Libraries: Room Hire charges - hourly rate . Library Meeting Rooms. -Flitwick small meeting room outside opening hours-
Community Services	Libraries: Room Hire charges - hourly rate . Library Meeting Rooms. -Flitwick small meeting room outside opening hours-
Community Services	Libraries: Room Hire charges - hourly rate . Library Meeting Rooms. -Flitwick small meeting room outside opening hours-
Community Services	Libraries: Room Hire charges - hourly rate . Library Meeting Rooms. -Biggleswade Ivel room within opening hours-

Directorate	Name of F&C
Community Services	Libraries: Room Hire charges - hourly rate . Library Meeting Rooms. -Biggleswade Ivel room within opening hours-
Community Services	Libraries: Room Hire charges - hourly rate . Library Meeting Rooms. -Biggleswade Ivel room outside opening hours-
Community Services	Libraries: Room Hire charges - hourly rate . Library Meeting Rooms. -Biggleswade Ivel room outside opening hours-
Community Services	Libraries: Room Hire charges - hourly rate . Library Meeting Rooms. -Leighton Buzzard Learning room 1 (first floor) within
Community Services	Libraries: Room Hire charges - hourly rate . Library Meeting Rooms. -Leighton Buzzard Learning room 1 (first floor) within
Community Services	Libraries: Room Hire charges - hourly rate . Library Meeting Rooms. -Leighton Buzzard Learning room 1 (first floor) outside
Community Services	Libraries: Room Hire charges - hourly rate . Library Meeting Rooms. -Leighton Buzzard Learning room 1 (first floor) outside
Community Services	Libraries: Room Hire charges - hourly rate . Library Meeting Rooms. -Leighton Buzzard Learning room 2 (first floor) within
Community Services	Libraries: Room Hire charges - hourly rate . Library Meeting Rooms. -Leighton Buzzard Learning room 2 (first floor) within
Community Services	Libraries: Room Hire charges - hourly rate . Library Meeting Rooms. -Leighton Buzzard Learning room 2 (first floor)
Community Services	Libraries: Room Hire charges - hourly rate . Library Meeting Rooms. -Leighton Buzzard Learning room 2 (first floor)
Community Services	Libraries: Room Hire charges - hourly rate . Library Meeting Rooms. -Leighton Buzzard Activities Room within opening
Community Services	Libraries: Room Hire charges - hourly rate . Library Meeting Rooms. -Leighton Buzzard Activities Room within opening
Community Services	Libraries: Room Hire charges - hourly rate . Library Meeting Rooms. -Leighton Buzzard Activities Room outside opening
Community Services	Libraries: Room Hire charges - hourly rate . Library Meeting Rooms. -Leighton Buzzard Activities Room outside opening
Community Services	Libraries: Room Hire charges - hourly rate . Library Meeting Rooms. -Sandy Library meeting Room within opening hours-
Community Services	Libraries: Room Hire charges - hourly rate . Library Meeting Rooms. -Sandy Library meeting Room within opening hours-
Community Services	Libraries: Room Hire charges - hourly rate . Library Meeting Rooms. -Houghton Regis Library meeting Room within
Community Services	Libraries: Room Hire charges - hourly rate . Library Meeting Rooms. -Houghton Regis Library meeting Room within
Community Services	Libraries: Room Hire charges - hourly rate . Library Meeting Rooms. -Dunstable Library meeting Room within opening
Community Services	Libraries: Room Hire charges - hourly rate . Library Meeting Rooms. -Dunstable Library meeting Room within opening
Community Services	Libraries: Leighton Buzzard Theatre - Meeting Rooms (hourly charge)-Theatre Lounge - within opening hours-Commercial

Directorate	Name of F&C
Community Services	Libraries: Leighton Buzzard Theatre - Meeting Rooms (hourly charge)-Theatre Lounge - within opening hours-Community
Community Services	Libraries: Leighton Buzzard Theatre - Meeting Rooms (hourly charge)-Theatre Lounge - outside opening hours-Commercial
Community Services	Libraries: Leighton Buzzard Theatre - Meeting Rooms (hourly charge)-Theatre Lounge - outside opening hours-Community
Community Services	Libraries: Leighton Buzzard Theatre - Meeting Rooms (hourly charge)-Meeting Room - within opening hours-Commercial
Community Services	Libraries: Leighton Buzzard Theatre - Meeting Rooms (hourly charge)-Meeting Room - within opening hours-Community
Community Services	Libraries: Leighton Buzzard Theatre - Meeting Rooms (hourly charge)-Meeting Room - outside opening hours-Commercial
Community Services	Libraries: Leighton Buzzard Theatre - Meeting Rooms (hourly charge)-Meeting Room - outside opening hours-Community
Community Services	Libraries: Shefford - Meeting Rooms (hourly charge)-Meeting Room - outside opening hours-Commercial
Community Services	Libraries: Shefford - Meeting Rooms (hourly charge)-Meeting Room - outside opening hours-Community
Community Services	Refreshment facilities at Libraries
Community Services	Theatre hires: Auditorium - Non Performance-Commercial per hour
Community Services	Theatre hires: Auditorium - Non Performance-Non commercial per hour
Community Services	Theatre hires: Auditorium - Non Performance-Sunday per hour - (4 hours minimum)
Community Services	Theatre hires: Auditorium - Performance-Commercial - Mon-Wed per hour (4 hours minimum)
Community Services	Theatre hires: Auditorium - Performance-Non commercial - Mon-Wed per hour (4 hours minimum)
Community Services	Theatre hires: Auditorium - Performance-Commercial - Mon-Wed 9.30 to 23.00
Community Services	Theatre hires: Auditorium - Performance-Non commercial - Mon-Wed 9.30 to 23.00
Community Services	Theatre hires: Auditorium - Performance-Commercial - Thur-Sat per hour (4 hours minimum)
Community Services	Theatre hires: Auditorium - Performance-Non commercial - Thur-Sat per hour (4 hours minimum)
Community Services	Theatre hires: Auditorium - Performance-Commercial - Thur-Sat 9.30 to 23.00
Community Services	Theatre hires: Auditorium - Performance-Non commercial Thur-Sat 9.30 to 23.00
Community Services	Theatre hires: Auditorium - Non Performance Plus Meeting Room-Commercial per hour
Community Services	Theatre hires: Auditorium - Non Performance Plus Meeting Room-Non-Commercial per hour
Community Services	Theatre hires: Auditorium - Non Performance Plus Meeting Room-Sunday per hour - (4 hours minimum)

Directorate	Name of F&C
Community Services	Theatre hires: Auditorium - Performance Plus Meeting Room-Commercial per hour (4 hours minimum)
Community Services	Theatre hires: Auditorium - Performance Plus Meeting Room-Non-Commercial per hour (4 hours minimum)
Community Services	Theatre hires: Auditorium - Performance Plus Meeting Room-Commercial - Mon-Wed 9.30 to 23.00
Community Services	Theatre hires: Auditorium - Performance Plus Meeting Room-Non-commercial - Mon-Wed 9.30 to 23.00
Community Services	Theatre hires: Auditorium - Performance Plus Meeting Room-Commercial - Thur-Sat per hour (4 hours minimum)
Community Services	Theatre hires: Auditorium - Performance Plus Meeting Room-Non commercial -Thur-Sat per hour (4 hours minimum)
Community Services	Theatre hires: Auditorium - Performance Plus Meeting Room-Commercial - Thur-Sat 9.30 to 23.00
Community Services	Theatre hires: Auditorium - Performance Plus Meeting Room-Non commercial Thur-Sat 9.30 to 23.00
Community Services	Theatre hires: Other Charges-Technician per hour - VAT applicable at standard rate
Community Services	Theatre hires: Other Charges-Late Vacating - to be charged at the appropriate hourly rate above (minimum charge one hour
Community Services	Theatre hires: Other Charges-Block bookings of 5 days inclusive of 'get in and get out' 20% discount
Community Services	Theatre hires: Other Charges-Note - Technical hire is a separate item. In addition to the Fees and Charges a number of long standing and regular hirers have 'side agreements' within the Terms & Conditions of hire
Community Services	CDs (full price)
Community Services	CDs - concessions
Community Services	DVDs
Community Services	DVDs - concessions
Community Services	Spoken word (full price)
Community Services	Spoken word - concessions
Community Services	Requests
Community Services	Requests - (viewpoint and staff assisted) charge per request - concessions
Community Services	Request charges for 16 – 18 year olds are at the concessionary rate
Community Services	Photocopies (black & white) - A4
Community Services	Photocopies (black & white) - A3
Community Services	Photocopies (colour) - A4

Directorate	Name of F&C
Community Services	Photocopies (colour) - A3
Community Services	Black and white microfilm reader/printers - per copy A4
Community Services	Colour CD-ROM and Internet prints - containing photographs, artwork or charts
Community Services	Fax charges - UK (75p sub sheet)
Community Services	Fax charges - Europe (£1.60 sub sheet)
Community Services	Fax charges - Rest of World (£2.30 sub sheet)
Community Services	Receiving faxes (per sheet)
Community Services	Receiving faxes from premium rate lines - Standard charge
Community Services	Receiving faxes from premium rate lines - plus price per sheet
Community Services	Fines - per day adults (max £7.80)
Community Services	Fines - per day children (max £2.10)
Community Services	Fines - per day concessions (max £3.90); concession rate 2015 - 60, 2016 - 65
Community Services	Internet access - First 2 hours
Community Services	Internet charges per additional hour (volume= sessions)
Community Services	Lost and Damaged items (No charge for damaged books borrowed by or for children aged 0 – 5 years. Charges for lost children's books, adult books damaged by a child, or damaged audio visual items still apply).
Community Services	Magazines - charged at face value plus
Community Services	Additional charge for books borrowed from outside Bedfordshire
Community Services	Vocal scores : per set of 5 - 30
Community Services	Vocal scores per set of 31+
Community Services	Lost Ticket Replacement - Charge per lost ticket (Adult only)
Community Services	Events and activities for adults and children

Directorate	Name of F&C
Community Services	Highway Licences :
Community Services	Deposit for scaffolding on or over highway
Community Services	Deposit for hoarding/fences on highway
Community Services	Consent to deposit materials on the highway
Community Services	Over sailing of crane over the highway
Community Services	Permission to place skip on highway
Community Services	Provision of estimate for construction of crossover
Community Services	Construction of crossover
Community Services	Mobile Food Trading - First application inspection fee
Community Services	Mobile Food Trading - Annual fee
Community Services	Provision of H bar road markings
Community Services	Charges for damaged highway assets
Community Services	Highways and Transportation
Community Services	Application for a temporary traffic regulation order on the highway - emergency (Companies)
Community Services	Application for a temporary traffic regulation order on the highway - emergency (Individuals)
Community Services	Scaffold licence
Community Services	Temporary Directional Signage (per sign) refundable deposit
Community Services	Temporary Traffic Regulation Orders (including where orders extended by applicant)
Community Services	Orders from companies
Community Services	Orders from individuals
Community Services	Temporary Traffic Regulation Orders for special events
Community Services	Special Events Orders for charities and local authorities
Community Services	Street works Licences
Community Services	Road Opening Permit Fee (non refundable)

Directorate	Name of F&C
Community Services	Road Opening Permits (Refundable Bond) - less £100 inspection fee
Community Services	Additional charge for above, over 5m2 (Refundable Bond) per m2
Community Services	Additional charge for excavations of footway or verge (Refundable Bond) per m2
Community Services	Tourist and Temporary Directional Signage - per application (non refundable)
Community Services	Developer Directional Signage - per application (non refundable)
Community Services	
Community Services	Premises Licenses/Club certificates – Annual fees (dependent on the rateable value of the premises): No rateable value to £4,300 - band A
Community Services	Premises Licenses/Club certificates – Annual fees (dependent on the rateable value of the premises): £4,301 to £33,000 - band B
Community Services	Premises Licenses/Club certificates – Annual fees (dependent on the rateable value of the premises): £33,001 to £87,000 - band C
Community Services	Premises Licenses/Club certificates – Annual fees (dependent on the rateable value of the premises): £87,001 to £125,000 - band D
Community Services	Premises Licenses/Club certificates – Annual fees (dependent on the rateable value of the premises): £125,001 and above - band E
Community Services	Premises Licenses/Club certificates – new application/variation fee (dependent on the rateable value of the premises): No rateable value to £4,300 - band A
Community Services	Premises Licenses/Club certificates – new application/variation fee (dependent on the rateable value of the premises): £4,301 to £33,000 - band B
Community Services	Premises Licenses/Club certificates – new application/variation fee (dependent on the rateable value of the premises): £33,001 to £87,000 - band C
Community Services	Premises Licenses/Club certificates – new application/variation fee (dependent on the rateable value of
Community Services	Premises Licenses/Club certificates – new application/variation fee (dependent on the rateable value of
Community Services	
Community Services	Premises Licenses/Club certificates: Application - Minor variation of club certificate

Directorate	Name of F&C
Community Services	Application - Replacement certificate or summary
Community Services	Premises Licenses/Club certificates: Application - Change of name or alteration of rules of club
Community Services	Premises Licenses/Club certificates: Application - Change of relevant registered address of club
Community Services	Application - Change of certificate holder's name or address
Community Services	In addition, a multiplier will be applied to town and city centre pubs (those in bands D and E) where they are exclusively or
Community Services	Rateable value Band D (x2) - town centre pub application fee
Community Services	Rateable value Band D (x2) - town centre pub annual charge
Community Services	Rateable value Band E (x3) - town centre pub application fee
Community Services	Rateable value Band E (x3) - town centre pub annual charge
Community Services	
Community Services	Temporary Event Notices (TENS)
Community Services	Variation of Designated Premises Supervisor (DPS)
Community Services	Personal licence new/renewal
Community Services	Personal licence change name/address
Community Services	New or renewal combined 3 year driver's licence
Community Services	Driver knowledge check
Community Services	Licence Fee (12 months or less): Private Hire - renew
Community Services	Licence Fee (12 months or less): Private Hire - new
Community Services	Licence Fee (12 months or less): Hackney Carriage - new
Community Services	Licences - Animals- Riding Establishments -full licence:1-5 Horses
Community Services	Licences - Animals- Riding Establishments -full licence:6-12 Horses

Directorate	Name of F&C
Community Services	Licences - Animals- Riding Establishments -full licence:13+ Horses
Community Services	Licences - Animals- Riding Establishments :Provisional Licence
Community Services	Licences - Animals- :Dangerous Wild Animals
Community Services	Licences - Animals- :Renewal of Dangerous Wild Animals
Community Services	Licences - Animals- :Pet Shops
Community Services	Licences - Animals- :Animal Breeders
Community Services	Licences - Animals- :Animal Boarding Establishments
Community Services	Licences - Animals- :Animal Home Boarding
Community Services	Licences - Animals- :Animal Boarding and Breeding
Community Services	Licences - Animals-: Zoos
Community Services	Licences - Animals Grant / New
Community Services	Licences - Animals Renewal
Community Services	Licences - Animals: Performing Animals (per licence)
Community Services	Licence Fee (12 months or less)
Community Services	Hackney Carriage - New
Community Services	Replacement Plate
Community Services	Temporary Replacement Vehicle (3 Month Licence)
Community Services	Variation / withdrawal / application administration fee
Community Services	Private Hire Vehicle and Hackney Cab Driver Licence:
Community Services	New or renewal combined 1 year driver's licence
Community Services	Replacement badge
Community Services	CRB Check - Standard
Community Services	CRB Check - Enhanced
Community Services	CRB check administration fee

Directorate	Name of F&C
Community Services	DBS enhanced check
Community Services	Disclosure and Barring Scheme (admin fee)
Community Services	DVLA enquiry fee
Community Services	Variation / withdrawal / application administration fee
Community Services	Private Hire Operators Licence:
Community Services	New Private Hire Operators Licence
Community Services	Renewal Private Hire Operators Licence
Community Services	Hackney cab and private hire vehicle licence - pre-application advice Per hour
Community Services	Transfer of Ownership of Vehicles: Where the ownership of a vehicle already licensed by Central Bedfordshire Council is
Community Services	Transfer of Ownership of Vehicles: Where the vehicle licence is transferred and is to remain in force until its expiry date
Community Services	Petroleum Licence Fees (Up to 2,499 litres): 1 year [charges for additional years up to 10 years = year 1 charge x no. of years]
Community Services	Petroleum Licence Fees (2,500 up to 50,000 litres): 1 year [charges for additional years up to 10 years = year 1 charge x
Community Services	Petroleum Licence Fees (Over 50,000 litres): 1 year [charges for additional years up to 10 years = year 1 charge x no. of
Community Services	Petroleum Licence Fees: Transfer of Petroleum Licence
Community Services	Skin Piercing, including Tattooing, Acupuncture, Electrolysis and Ear Piercing; One-off registration fees: Premises
Community Services	Skin Piercing, including Tattooing, Acupuncture, Electrolysis and Ear Piercing; One-off registration fees: Person
Community Services	Skin Piercing, including Tattooing, Acupuncture, Electrolysis and Ear Piercing; One-off registration fees: Person(if member
Community Services	Lottery Certificate: Grant (statutory fee / charge)
Community Services	Lottery Certificate: Renewal (statutory fee / charge)

Directorate	Name of F&C
Community Services	Gambling Act 2005 Premises Licence Fees: New Premises Licence
Community Services	Gambling Act 2005 Premises Licence Fees: Vary a Premises Licence
Community Services	Gambling Act 2005 Premises Licence Fees: Transfer a Premises Licence
Community Services	Gambling Act 2005 Premises Licence Fees: Re-instatement of a Premises Licence
Community Services	Gambling Act 2005 Premises Licence Fees: Provisional Statement
Community Services	Gambling Act 2005 Premises Licence Fees: Premises Licence with a Provisional Statement
Community Services	Gambling Act 2005 Premises Licence Fees: Copy of Licence
Community Services	Gambling Act 2005 Premises Licence Fees: Notification of Change of Address
Community Services	Gambling Act 2005 Premises Licence Fees: Annual Premises Licence Fee
Community Services	Sex Shop/Cinema licence: Grant
Community Services	Sex Shop/Cinema licence: Renewal
Community Services	Sex Shop/Cinema licence: Transfer or Variation
Community Services	Sexual Entertainment Venues licence: Grant
Community Services	Sexual Entertainment Venues licence: Renewal
Community Services	Sexual Entertainment Venues licence: Transfer or Variation
Community Services	Poisons Act 1972: New entry or change of name on list
Community Services	Poisons Act 1972: Subsequent renewal of name on list
Community Services	Poisons Act 1972: Alteration to premises (where listed person is entitled to sell)
Community Services	Explosives Manufacture and Storage of Explosives Regulations 2005 - Storage: New - one year licence
Community Services	Explosives Manufacture and Storage of Explosives Regulations 2005 - Storage: New - two year licence
Community Services	Explosives Manufacture and Storage of Explosives Regulations 2005 - Storage: Renew - one year licence
Community Services	Explosives Manufacture and Storage of Explosives Regulations 2005 - Storage: Renew - two year licence
Community Services	Explosives Manufacture and Storage of Explosives Regulations 2005 - Registration: New - one year licence
Community Services	Explosives Manufacture and Storage of Explosives Regulations 2005 - Registration: New - two year licence

Directorate	Name of F&C
Community Services	Explosives Manufacture and Storage of Explosives Regulations 2005 - Registration: Renew - one year licence
Community Services	Explosives Manufacture and Storage of Explosives Regulations 2005 - Registration: Renew - two year licence
Community Services	Explosives Manufacture and Storage of Explosives Regulations 2005 - Registration:
Community Services	Fireworks Act 2003-Fireworks Regulations 2004 (licence for all year sale)
Community Services	Contaminated Land Enquiries
Community Services	Food Export Certificate
Community Services	Food Hygiene Course Lecturing
Community Services	Food Premises Register: Full
Community Services	Food Premises Register: Single Entry
Community Services	Water Sampling
Community Services	Voluntary Surrender Certificate
Community Services	Preparation of report for accident investigation
Community Services	Street Trading - annual
Community Services	Street Trading - One off event
Community Services	Trading Standards: Annual Membership Fee
Community Services	Trading Standards: Renewal Fee for Existing Member
Community Services	Trading Standards: United Kingdom Trade Confederation Membership Fee
Community Services	Trading Standards: United Kingdom Trade Confederation Renewal Fee
Community Services	Trading Standards Approved Stickers per 100
Community Services	Trading Standards Approved Stickers per 500
Community Services	Trading Standards Approved Stickers per 1000
Community Services	Consumer Guide Leaflet per 100
Community Services	Consumer Guide Leaflet per 500
Community Services	Consumer Guide Leaflet per 1000
Community Services	Trading Standards Approved Plaque
Community Services	Trading Standards Replacement/Additional Membership Certificate
Community Services	Scrap Metal Dealers Licence: Collectors Licence (3 years)
Community Services	Scrap Metal Dealers Licence: Site Licence (3 years)
Community Services	Concessionary Fares - Replacement concessionary travel permits

Directorate	Name of F&C
Community Services	Travel Aid
Community Services	Bulky waste collection (full price) - Domestic
Community Services	Bulky waste collection - concessions - Domestic
Community Services	Fridge and freezer collection (Full price) - Domestic
Community Services	Fridge and freezer collection (Concession) - Domestic
Community Services	End of Life Caravan collection
Community Services	Direct return to owner where dogs are chipped / tagged
Community Services	Collection of dogs from kennels
Community Services	Dog warden returns dog from kennels
Community Services	Kennelling of stray dogs
Community Services	Pest Control: Rats (charge for each infestation treated in a twelve month period)
Community Services	Pest Control: Rats Concession
Community Services	Pest Control: Mice (charge for each infestation treated in a twelve month period)
Community Services	Pest Control: Mice Concession
Community Services	Pest Control: Bed Bugs (charge for each infestation treated in a twelve month period)
Community Services	Pest Control: Bedbugs Concession
Community Services	Pest Control: Cockroaches (charge for each infestation treated in a twelve month period)
Community Services	Pest Control: Cockroach Concession
Community Services	Pest Control: Wasps
Community Services	Pest Control: Wasps (Concession)
Community Services	Pest Control: Ants
Community Services	Pest Control: Ant (Concession)
Community Services	Pest Control: Fleas
Community Services	Pest Control: Flea (Concession)
Community Services	Veterinary fee
Community Services	To collect cement-bound asbestos from domestic premises:
Community Services	To collect cement-bound asbestos - Persons in receipt of means tested benefit

Directorate	Name of F&C
Community Services	Rights of Way
Community Services	Growth and Infrastructure Act documents:
Community Services	Landowner Statements (village greens)
Community Services	Processing applications:
Community Services	Additional site notices
Community Services	Highways statements and declarations (section 31 deposits)
Community Services	Processing applications
Community Services	Highway Enquiry and Search letters: per standard enquiry
Community Services	Highway Enquiry & Search Letters : per non standard enquiry including VAT
Community Services	Definitive Map Modification Orders
Community Services	All aspects of processing applications
Community Services	
Community Services	Pre application advice - only charged if an application is subsequently submitted and an order made.
Community Services	Processing where no objection received
Community Services	Processing past point where an objection is received
Community Services	Advertising costs
Community Services	Public documents
Community Services	All copies listed below, sent by post, are subject to £2 P&P charge
Community Services	Definitive Statement
Community Services	Confirmed Orders
Community Services	Policy statements
Community Services	Documents/requests relating to statutory procedures
Community Services	Completed user evidence forms
Community Services	Witness interview write ups
Community Services	Statutory declarations by Council officers [per hour]
Community Services	Certified true copy of Definitive Statement
Community Services	Certified true copy of Definitive Map - per copy A4
Community Services	Certified true copy of Definitive Map - per copy A3
Community Services	Certified true copy of Definitive Map - per copy 60x80cm
Community Services	GIS Maps - A4
Community Services	GIS Maps - A3
Community Services	GIS Maps - A2
Community Services	GIS Maps - A1
Community Services	GIS Maps - A0
Community Services	One-off Definitive Map searches, planning enquiries etc.
Community Services	Produce plan

Directorate	Name of F&C
SCHH	Service Charges (VAT n/a) - per week (48 week basis): Door Entry Systems
SCHH	Service Charges (VAT n/a) - per week (48 week basis): District Heating
SCHH	Service Charges (VAT n/a) - per week (48 week basis): Communal Heating
SCHH	Service Charges (VAT n/a) - per week (48 week basis): Communal Cleaning
SCHH	Service Charges (VAT n/a) - per week (48 week basis): Communal Electric
SCHH	Service Charges (VAT n/a) - per week (48 week basis): Window Cleaning
SCHH	Service Charges (VAT n/a) - per week (48 week basis): General Management for sheltered and mini schemes
SCHH	Service Charges (VAT n/a) - per week (48 week basis): Staircase Lighting - General Dwellings
SCHH	Guest Rooms per night: Single
SCHH	Guest Rooms per night: Double
SCHH	Supporting People Charges (VAT n/a) - per week (48 week basis): Red House Court
SCHH	Supporting People Charges (VAT n/a) - per week (48 week basis): Other sheltered accommodation
SCHH	Supporting People Charges (VAT n/a) - per week (48 week basis): Designated elderly person dwellings
SCHH	Community Alarm System : persons in council sheltered accommodation or disabled
SCHH	Community Alarm System : not in council sheltered accommodation (includes VAT)
SCHH	Guest Rooms per night: Laundry - per wash
SCHH	Guest Rooms per night: Laundry - per dry
SCHH	Garages - per week exclusive of rates (48 week basis): Council Tenant
SCHH	Garages - per week exclusive of rates (48 week basis): Not Council Tenant (includes VAT)
SCHH	Temporary Accommodation Service Charge per day (VAT n/a): Self contained accommodation
SCHH	Temporary Accommodation Service Charge per day (VAT n/a): Shared accommodation single person

Directorate	Name of F&C
SCHH	Temporary Accommodation Service Charge per day (VAT n/a): Shared accommodation family of 2
SCHH	Temporary Accommodation Service Charge per day (VAT n/a): Shared accommodation family of 3+
SCHH	Temporary Accommodation Service Charge per day (VAT n/a): Lease Properties
SCHH	Service charges per week (VAT N/A: Water supply (where property not metered))
SCHH	Homeless Hostels: Scheme Manager
SCHH	Homeless Hostels: Communal Heating
SCHH	Homeless Hostels: Communal Electric
SCHH	Homeless Hostels: Heating & Domestic Hot Water
SCHH	Homeless Hostels: TV
SCHH	Homeless Hostels: Communal Cleaning
SCHH	Homeless Hostels: Window Cleaning
SCHH	Non Homeless Hostels: Communal Television (VAT n/a) - per week (48 week basis)
SCHH	Lifeline: Lifeline Emergency Response (VAT n/a) - per week (48 week basis) - existing customers as at 31.03.2014
SCHH	Lifeline: Weekly rental
SCHH	Lifeline: Installation Cost
SCHH	Lifeline: Supply of additional pendant
SCHH	Lifeline: No fault call out fee
SCHH	Lifeline: Supply and fit key safe
SCHH	Lifeline: Lifeline One Call set up cost
SCHH	Lifeline: Annual subscription
SCHH	Outreach Service (VAT n/a): Lifeline + 1 visit from Sheltered Housing Officer per week
SCHH	Outreach Service (VAT n/a): Lifeline + 2 visits from Sheltered Housing Officer per week
SCHH	Outreach Service (VAT n/a): Lifeline + 3 visits from Sheltered Housing Officer per week
SCHH	Charges for reference to banks & building societies: Charges for reference to banks & building societies (VAT n/a)
SCHH	Consent for Cable Installations (VAT n/a): Consent for Cable Installations (VAT n/a)
SCHH	Housing Act 2004 and Park Homes Enforcement (VAT n/a): Recipient of Housing Act or Park Homes Enforcement Notice (per person)
SCHH	Housing Act 2004 and Park Homes Enforcement (VAT n/a): Admin charge for undertaking Works in Default in relation to enforcement activity - per Enforcement Notice
SCHH	Houses of Multiple Occupation: Licensing Scheme (per property) - license granted for 5 years
SCHH	Traveller site pitch fees (VAT n/a) - per week (52 weeks): Single pitch

Directorate	Name of F&C
SCHH	Traveller site pitch fees (VAT n/a) - per week (52 weeks): Double pitch
SCHH	Traveller site pitch fees (VAT n/a) - per week (52 weeks): Service charges
SCHH	Park Homes Charges (per pitch unless otherwise stated): Initial Licence Fee
SCHH	Park Homes Charges (per pitch unless otherwise stated): Amendment or transfer fee (per site/application)
SCHH	Park Homes Charges (per application plus £8.90 [16/17 - £9.00] per additional pitch): Site expansion amendment fee
SCHH	Park Homes Charges (per pitch unless otherwise stated): Annual fee
SCHH	Park Homes Charges (per pitch unless otherwise stated): Fit and Proper Persons Register Application (per application)
SCHH	Park Homes Charges (per pitch unless otherwise stated): Fee for Depositing Site Rules (per Deposit)
SCHH	Private Sector Housing: Fee for technical assistance with a Disabled Facilities Grant - % of cost (for grants not exceeding £27,000)
SCHH	Private Sector Housing: Fee for technical assistance with a Renewals Grant - % of cost
SCHH	Private Sector Housing: Fee chargeable in relation to Empty Homes cases - % of cost
SCHH	Housing Solutions Land Charge Enquiries
SCHH	Early Redemption Grant / Loan Assistance or Works in Default - Land Registry Charge removal
SCHH	Private Sector Housing: Immigration survey request - per survey
SCHH	Sheltered Housing: Sheltered Communal Lounge hire (per hour)
SCHH	Sheltered Housing: Lifeline Response Charge (VAT n/a - per response)
SCHH	Well Being Charge: Provision of emergency care 24/7 at Priory View (per person)
SCHH	Priory View Guest Rooms: Per night if only 1 night
SCHH	Priory View Guest Rooms: Per night for 2 or more nights
SCHH	Priory View Guest Rooms: Per hour to freshen up / wash etc.
SCHH	Priory View Guest Laundry: Per wash load if carried out by the Scheme Manager etc.
SCHH	Residential Care (VAT n/a): Linsell House (Home for Adults with Multiple Disabilities) (per week)
SCHH	Day Opportunities and Day Care (VAT n/a): Day Centres for Adults with Learning Disabilities (per day)
SCHH	Day Opportunities and Day Care (VAT n/a): Day Centres for Adults with Mental Health Needs (per day)

Directorate	Name of F&C
SCHH	Day Opportunities and Day Care (VAT n/a): Day and Social Centres for Older People (per day)
SCHH	Day Opportunities and Day Care (VAT n/a): Travel to Day Centre (per journey)
SCHH	Domiciliary Care: Home Care (per hour) (VAT n/a)
SCHH	Domiciliary Care: Care provided in Supported Living units (per hour) (VAT n/a)
SCHH	Domiciliary Care: Care provided in Extra Care Sheltered Housing (per hour) (VAT n/a)
SCHH	Domiciliary Care: Telecare Service provided to meet eligible social care needs per week (VAT n/a)
SCHH	Meals (VAT n/a): Frozen meal (per meal)
SCHH	Meals (VAT n/a): Hot meal (per meal)*
SCHH	Meals (VAT n/a): Meals at day centres (per meal)*
SCHH	Telecare Monitoring Service: Telecare Service provided outside social care eligibility criteria where customer has VAT exemption (VAT n/a)
SCHH	Telecare Monitoring Service: Telecare Service provided outside social care eligibility criteria
SCHH	Laundry Charges: Laundry Charges per washing load
SCHH	Fee for Issue of a Blue Badge: Fee for Issue of a Blue Badge (statutory maximum charge)
SCHH	Social Care Services: Linsell House (Home for Adults with Multiple Disabilities) (per week)
SCHH	Social Care Services: Day Centres for Adults with Learning Disabilities incl. transport (per day) (VAT n/a)
SCHH	Social Care Services: Day Centres for Adults with Learning Disabilities excl. transport (per day) (VAT n/a)
SCHH	Social Care Services: Day Centres for Older People - per day incl. transport (per day) (VAT n/a)
SCHH	Social Care Services: Day Centres for Older People excl. Transport (per day) (VAT n/a)
SCHH	Lettings (VAT n/a) - Side room/ Small Room: up to 4 hours
SCHH	Lettings (VAT n/a) - Side room/ Small Room: additional hour
SCHH	Lettings (VAT n/a) - Main Hall: up to 4 hours
SCHH	Lettings (VAT n/a) - Main Hall: additional hour
SCHH	Lettings (VAT n/a) - Kitchen: up to 4 hours

Directorate	Name of F&C
SCHH	Cost per Social Work hour: Cost per Social Work hour
SCHH	Best Interest Assessments / Deprivation of Liberty Safeguards (based on Association of Directors of Adult Social Services regulations): Best Interest Assessments / Deprivation of Liberty Safeguards (based on Association of Directors of Adult Social Services regulations)
SCHH	Weekly price per bed: Abbotsbury
SCHH	Weekly price per bed: Allison House
SCHH	Weekly price per bed: Ferndale
SCHH	Weekly price per bed: Greenacre
SCHH	Weekly price per bed: The Birches
SCHH	Weekly price per bed: Westlands
SCHH	Other Local Authority Weekly Price Per Bed: Abbotsbury
SCHH	Other Local Authority Weekly Price Per Bed: Allison House
SCHH	Other Local Authority Weekly Price Per Bed: Ferndale
SCHH	Other Local Authority Weekly Price Per Bed: Greenacre
SCHH	Other Local Authority Weekly Price Per Bed: The Birches
SCHH	Other Local Authority Weekly Price Per Bed: Westlands
SCHH	Deferred Payment Agreement: Set up costs (inc VAT)
SCHH	Deferred Payment Agreement: Annual Admin (inc VAT)
SCHH	Brokerage Fee for Self Funders: Admin fee (inc VAT)
Public Health/SCHH	Educational Supervision/ per Registrars (Public Health)

Directorate	Name of F&C
Children's Services	Music Service VAT (n/a)
Children's Services	School Transport- Concessions & Post 16 bus pass: per term
Children's Services	School Transport- Concessions & Post 16 bus pass: half term
Children's Services	School Transport- Concessions & Post 16 bus pass: year
Children's Services	School Transport: Replacement Bus Pass

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Appendix E – Largest sources of Fees and Charges income (2015/16)

<u>Directorate</u>	<u>Description</u>	<u>2014/15 Budget</u> <u>£'000</u>	<u>2015/16 Budget</u> <u>£'000</u>	<u>Comments</u>
Regeneration	Planning Application Income	1,660	1,883	To be reviewed in Phase 2.
Community Services	Parking Income	1,653	1,215	Reviewed in Phase 1
Regeneration	Albion Archaeology	1,392	1,690	To be reviewed in Phase 2.
Social Care, Health & Housing	Residential Contributions (Learning Disability Packages)	1,777	1,901	Reviewed in Phase 1
Social Care, Health & Housing	Homecare & Daycare Contributions	993	977	Reviewed in Phase 1
Improvement & Corporate Services	Rental Income: Shops, Shopping Centres & Offices.	750	656	To be reviewed in Phase 2.
Regeneration	Building Control Income	720	720	To be reviewed in Phase 2.
Improvement & Corporate Services	Schools Network Income	714	753	To be reviewed in Phase 2.

<u>Directorate</u>	<u>Description</u>	<u>2014/15 Budget</u>	<u>2015/16 Budget</u>	<u>Comments</u>
		<u>£'000</u>	<u>£'000</u>	
Improvement & Corporate Services	Registrars	615	615	Reviewed in Phase 1
Children's Services	Music Service Operations	606	633	To be reviewed in Phase 2
Community Services	Household Waste	595	445	Reviewed in Phase 1
Improvement & Corporate Services	Rent Income (Farm Estates)	570	700	To be reviewed in Phase 2
Community Services	Service Transport - Fleet	525	190	To be reviewed in Phase 2
Social Care, Health & Housing	Nursing Care Contributions	519	446	Reviewed in Phase 1
Social Care, Health & Housing	Residential Contributions	502	829	Reviewed in Phase 1
Improvement & Corporate Services	Local Land Charges (Legal & Democratic Services)	429	429	To be reviewed in Phase 2
Community Services	Licencing Charges	425	425	Premises Licences were reviewed in Phase 1 / Others will be reviewed in Phase 2
Corporate Resources	Court Costs Income	414	414	To be reviewed in Phase 2
<u>Total</u>		<u>14,859</u>	<u>14,921</u>	

Appendix F – price increase of 1% and more than 1% (with roundings) or held at 2015 prices

2016/17 Fees & Charges – Statutory. Charges with effect from 1st January 2016

Directorate	Name of F&C	Charge for 2015 (£)	Proposed charge for 2016 (£)	Percentage Increase
	Statutory			
ICS	Notice of Civil Partnership	35.00	35.00	0%
ICS	Attending a marriage at the register office	46.00	46.00	0%
ICS	Signing by the civil partnership registrar of the civil partnership schedule	46.00	46.00	0%
ICS	Standard certificate of birth, death or marriage - from closed register	10.00	10.00	0%
ICS	Short birth cert from closed register	10.00	10.00	0%
ICS	Short birth cert issued at time of registration	Free	Free	0%
ICS	Any other short birth cert issued at time of registration	4.00	4.00	0%
ICS	Any other short birth cert issued after the time of registration	7.00	7.00	0%
ICS	Standard certificate of birth, death or marriage - at the time of registration	4.00	4.00	0%
ICS	Standard certificate of birth, death or marriage - after the time of registration	7.00	7.00	0%
ICS	Civil Partnerships - certified copy or extract issued at the time of registration	4.00	4.00	0%
ICS	Civil Partnerships - certified copy or extract issued after the time of registration	10.00	10.00	0%
ICS	Attesting a notice of marriage away from his/her office for a housebound person.	47.00	47.00	0%
ICS	Attesting a notice of marriage away from his/her office for a detained person.	68.00	68.00	0%
ICS	Attendance of an authorised person at a place other than one provided by the registration authority, for the purpose of attesting the necessary declaration in accordance with the procedures for housebound persons.	47.00	47.00	0%
ICS	Attendance of an authorised person at a place other than one provided by the registration authority, for the purpose of attesting the necessary declaration in accordance with the procedures for housebound persons.	68.00	68.00	0%

Directorate	Name of F&C	Charge for 2015 (£)	Proposed charge for 2016 (£)	Percentage Increase
	Statutory			
ICS	Superintendent Registrar attending a marriage at the residence of a housebound person.	84.00	84.00	0%
ICS	Superintendent Registrar attending a marriage at the residence of a detained person.	94.00	94.00	0%
ICS	Attending a marriage at a registered building.	86.00	86.00	0%
ICS	Registrar attending a marriage at the residence of a housebound person.	81.00	81.00	0%
ICS	Registrar attending a marriage at the residence of a detained person.	88.00	88.00	0%
ICS	Attendance of the civil partnership registrar for the purpose of signing the civil partnership schedule for house-bound persons.	81.00	81.00	0%
ICS	Attendance of the civil partnership registrar for the purpose of signing the civil partnership schedule for detained persons.	88.00	88.00	0%
ICS	Conversion of Civil Partnership to Marriage - Standard procedure	45.00	45.00	0%
ICS	Conversion of Civil Partnership to Marriage - Two stage procedure	27.00	27.00	0%
ICS	Conversion of Civil Partnership to Marriage - Certificate issued on the day of conversion.	4.00	4.00	0%
ICS	Conversion of Civil Partnership to Marriage - Certificate issued after the day of conversion.	10.00	10.00	0%
ICS	Certificate of worship for religious worship	29.00	29.00	0%
ICS	Registration of a building for the solemnization of marriage between a man and a woman (building not already registered for the solemnization of marriages of same sex couples)	123.00	123.00	0%
ICS	Registration of a building for the solemnization of marriages of same sex couples (building not already registered for the solemnization of marriages between a man and a woman)	123.00	123.00	0%
ICS	Joint application for the registration of a building for the solemnization of marriage of a man and woman and same sex couples	123.00	123.00	0%
ICS	General Search of the Indexes	18.00	18.00	0%

Directorate	Name of F&C	Charge for 2015 (£)	Proposed charge for 2016 (£)	Percentage Increase
Statutory				
ICS	Supply of transcript of inquest on CD	5.00	5.00	0%
ICS	Additional copies of CD	5.00	5.00	0%
ICS	Charge for paper copies per document of 10 pages or less	5.00	5.00	0%
ICS	Charge for paper copies for each additional page	0.50	0.50	0%
ICS	Fee for transcription of an inquest hearing of 360 words or less	6.20	6.20	0%
ICS	Fee for transcription of an inquest hearing of between 361 and up to and including 1439 words	13.10	13.10	0%
ICS	Fee for transcription of an inquest hearing of 1440 words or more, for the first 1440 words	13.10	13.10	0%
ICS	Fee for transcription of an inquest hearing of 1440 words or more, after the first 1440 words, per each additional 72 words or part thereof	0.70	0.70	0%
Elections:				
ICS	For each register per 1000 names or part thereof - data format	£20.00 plus £1.50 per 1,000 (or part thereof)	£20.00 plus £1.50 per 1,000 (or part thereof)	0%
ICS	For each register per 1000 names or part thereof - printed format	£10.00 plus £5.00 per 1,000 (or part thereof)	£10.00 plus £5.00 per 1,000 (or part thereof)	0%
Human Resources: Disclosure and Barring Service (DBS) Checks - Cost Per DBS check				
ICS	Standard	26.00	26.00	0%
ICS	Enhanced	44.00	44.00	0%
Community Services	Penalty Charge Notices: Standard Rate	70.00 (high level) 50.00 (low level)	70.00 (high level) 50.00 (low level)	0%

Directorate	Name of F&C	Charge for 2015 (£)	Proposed charge for 2016 (£)	Percentage Increase
	Statutory			
Community Services	Penalty Charge Notices: Discounted Rate- if paid within 14 days	35.00 (high level) 25.00 (low level)	35.00 (high level) 25.00 (low level)	0%
Community Services	Penalty Charge Notices: Charge Certificate stage	105.00 (high level) 75.00 (low level)	105.00 (high level) 75.00 (low level)	0%
Community Services	Penalty Charge Notices: Court and Bailiff Stage	112.00 (high level) plus costs 82.00 (low level) plus costs	112.00 (high level) plus costs 82.00 (low level) plus costs	0%
Community Services	Fixed Penalty Notices - allowed by law (maximum / discounted): Nuisance parking - cars for sale and repair	100 / 60	100 / 60	0%
Community Services	Fixed Penalty Notices - allowed by law (maximum / discounted): Abandoning a vehicle	200 / 140	200 / 140	0%
Community Services	Fixed Penalty Notices - allowed by law (maximum / discounted): Litter	80 / 50	80 / 50	0%
Community Services	Fixed Penalty Notices - allowed by law (maximum / discounted): Street litter control notices and litter clearing notices	100 / 60	100 / 60	0%
Community Services	Fixed Penalty Notices - allowed by law (maximum / discounted): Unauthorised distribution of free literature	80 / 50	80 / 50	0%
Community Services	Fixed Penalty Notices - allowed by law (maximum / discounted): Graffiti and fly posting	80 / 50	80 / 50	0%
Community Services	Fixed Penalty Notices - allowed by law (maximum / discounted): Failure to produce authority (Waste Transfer Notes)	300 / 200	300 / 200	0%
Community Services	Fixed Penalty Notices - allowed by law (maximum / discounted): Failure to possess a Waste Carriers Licence	300 / 200	300 / 200	0%
Community Services	Fixed Penalty Notices - allowed by law (maximum / discounted): Offence in relation to waste receptacles	100 / 60	100 / 60	0%
Community Services	Fixed Penalty Notices - allowed by law (maximum / discounted): Offences under Dog Control Orders	80 / 50	80 / 50	0%
Community Services	Fixed Penalty Notices - allowed by law (maximum / discounted): Failure to nominate key holder and inform Local Authority	80 / 50	80 / 50	0%

Directorate	Name of F&C	Charge for 2015 (£)	Proposed charge for 2016 (£)	Percentage Increase
	Statutory			
Community Services	Fixed Penalty Notices - allowed by law (maximum / discounted): Noise from licensed premises under Noise Act 1996	Not adopted	Not adopted	0%
Community Services	Fixed Penalty Notices - allowed by law (maximum / discounted): Allowing a dog to foul under Dog Fouling of Land Act 1979/Environmental Protection Act 1990	50.00/no discount	50.00/no discount	0%
Community Services	Premises Licenses/Club certificates – Annual fees (dependent on the rateable value of the premises): No rateable value to £4,300 - band A	70.00	70.00	0%
Community Services	Premises Licenses/Club certificates – Annual fees (dependent on the rateable value of the premises): £4,301 to £33,000 - band B	180.00	180.00	0%
Community Services	Premises Licenses/Club certificates – Annual fees (dependent on the rateable value of the premises): £33,001 to £87,000 - band C	295.00	295.00	0%
Community Services	Premises Licenses/Club certificates – Annual fees (dependent on the rateable value of the premises): £87,001 to £125,000 - band D	320.00	320.00	0%
Community Services	Premises Licenses/Club certificates – Annual fees (dependent on the rateable value of the premises): £125,001 and above - band E	350.00	350.00	0%
Community Services	Premises Licenses/Club certificates – new application/variation fee (dependent on the rateable value of the premises): No rateable value to £4,300 - band A	100.00	100.00	0%
Community Services	Premises Licenses/Club certificates – new application/variation fee (dependent on the rateable value of the premises): £4,301 to £33,000 - band B	190.00	190.00	0%
Community Services	Premises Licenses/Club certificates – new application/variation fee (dependent on the rateable value of the premises): £33,001 to £87,000 - band C	315.00	315.00	0%
Community Services	Premises Licenses/Club certificates – new application/variation fee (dependent on the rateable value of the premises): £87,001 to £125,000 - band D	450.00	450.00	0%

Directorate	Name of F&C	Charge for 2015 (£)	Proposed charge for 2016 (£)	Percentage Increase
	Statutory			
Community Services	Premises Licenses/Club certificates – new application/variation fee (dependent on the rateable value of the premises): £125,001 and above - band E	635.00	635.00	0%
Community Services	Premises Licenses/Club certificates: Application - Minor variation of club certificate	89.00	89.00	0%
Community Services	Application - Replacement certificate or summary	10.50	10.50	0%
Community Services	Premises Licenses/Club certificates: Application - Change of name or alteration of rules of club	10.50	10.50	0%
Community Services	Premises Licenses/Club certificates: Application - Change of relevant registered address of club	10.50	10.50	0%
Community Services	Application - Change of certificate holder's name or address	10.50	10.50	0%
Community Services	In addition, a multiplier will be applied to town and city centre pubs (those in bands D and E) where they are exclusively or primarily in the business of selling alcohol:			
Community Services	Rateable value Band D (x2) - town centre pub application fee	900.00	900.00	0%
Community Services	Rateable value Band D (x2) - town centre pub annual charge	640.00	640.00	0%
Community Services	Rateable value Band E (x3) - town centre pub application fee	1,905.00	1,905.00	0%
Community Services	Rateable value Band E (x3) - town centre pub annual charge	1,050.00	1,050.00	0%
Community Services	Temporary Event Notices (TENS)	21.00	21.00	0%
Community Services	Variation of Designated Premises Supervisor (DPS)	23.00	23.00	0%
Community Services	Personal licence new/renewal	37.00	37.00	0%
Community Services	Personal licence change name/address	10.50	10.50	0%
Community Services	New or renewal combined 3 year driver's licence	155.00	155.00	0%
Community Services	Licence Fee (12 months or less): Private Hire - renew	170.00	170.00	0%
Community Services	Licence Fee (12 months or less): Private Hire - new	250.00	250.00	0%

Directorate	Name of F&C	Charge for 2015 (£)	Proposed charge for 2016 (£)	Percentage Increase
	Statutory			
Community Services	Licence Fee (12 months or less): Hackney Carriage - new	230.00	230.00	0%
Community Services	Petroleum Licence Fees (Up to 2,499 litres): 1 year [charges for additional years up to 10 years = year 1 charge x no. of years]	42.00	42.00	0%
Community Services	Petroleum Licence Fees (2,500 up to 50,000 litres): 1 year [charges for additional years up to 10 years = year 1 charge x no. of years]	58.00	58.00	0%
Community Services	Petroleum Licence Fees (Over 50,000 litres): 1 year [charges for additional years up to 10 years = year 1 charge x no. of years]	120.00	120.00	0%
Community Services	Petroleum Licence Fees: Transfer of Petroleum Licence	8.00	8.00	0%
	Other Licensing			
Community Services	Lottery Certificate: Grant (statutory fee / charge)	40.00	40.00	0%
Community Services	Lottery Certificate: Renewal (statutory fee / charge)	20.00	20.00	0%
Community Services	Explosives Manufacture and Storage of Explosives Regulations 2005 - Storage: New - one year licence	178.00	178.00	0%
Community Services	Explosives Manufacture and Storage of Explosives Regulations 2005 - Storage: New - two year licence	234.00	234.00	0%
Community Services	Explosives Manufacture and Storage of Explosives Regulations 2005 - Storage: Renew - one year licence	83.00	83.00	0%
Community Services	Explosives Manufacture and Storage of Explosives Regulations 2005 - Storage: Renew - two year licence	141.00	141.00	0%
Community Services	Explosives Manufacture and Storage of Explosives Regulations 2005 - Registration: New - one year licence	105.00	105.00	0%
Community Services	Explosives Manufacture and Storage of Explosives Regulations 2005 - Registration: New - two year licence	136.00	136.00	0%
Community Services	Explosives Manufacture and Storage of Explosives Regulations 2005 - Registration: Renew - one year licence	52.00	52.00	0%
Community Services	Explosives Manufacture and Storage of Explosives Regulations 2005 - Registration: Renew - two year licence	83.00	83.00	0%

Directorate	Name of F&C	Charge for 2015 (£)	Proposed charge for 2016 (£)	Percentage Increase
	Statutory			
Community Services	Explosives Manufacture and Storage of Explosives Regulations 2005 - Registration: Variations/Replacements/Transfers	35.00	35.00	0%
Community Services	Fireworks Act 2003-Fireworks Regulations 2004 (licence for all year sale)	500.00	500.00	0%
Community Services	Scaffold licence	110.00	111.00	1%
Community Services	Scrap Metal Dealers Licence: Collectors Licence (3 years)	455.00	459.55	1%
Community Services	Scrap Metal Dealers Licence: Site Licence (3 years)	530.00	535.30	1%
SCHH	Service Charges (VAT n/a) - per week (48 week basis): Staircase Lighting - General Dwellings	0.10 - 6.80	0.10 - 6.80	0%
SCHH	Housing Act 2004 and Park Homes Enforcement (VAT n/a): Admin charge for undertaking Works in Default in relation to enforcement activity - per Enforcement Notice	20% of cost	20% of cost	0%
SCHH	Private Sector Housing: Fee for technical assistance with a Disabled Facilities Grant - % of cost (for grants not exceeding £27,000)	12%	12%	0%
SCHH	Private Sector Housing: Fee chargeable in relation to Empty Homes cases - % of cost	10%	10%	0%
SCHH	Domiciliary Care: Home Care (per hour) (VAT n/a)	17.00	17.00	0%
SCHH	Domiciliary Care: Care provided in Supported Living units (per hour) (VAT n/a)	17.00	17.00	0%
SCHH	Domiciliary Care: Care provided in Extra Care Sheltered Housing (per hour) (VAT n/a)	17.00	17.00	0%
SCHH	Fee for Issue of a Blue Badge: Fee for Issue of a Blue Badge (statutory maximum charge)	10.00	10.00	0%
SCHH	Best Interest Assessments / Deprivation of Liberty Safeguards (based on Association of Directors of Adult Social Services regulations): Best Interest Assessments / Deprivation of Liberty Safeguards (based on Association of Directors of Adult Social Services regulations)	600.00	600.00	0%

Directorate	Name of F&C	Charge for 2015 (£)	Proposed charge for 2016 (£)	Percentage Increase
	Statutory			
SCHH	Deferred Payment Agreement: Annual Admin (inc VAT)	120.00	121.00	1%
SCHH	Park Homes Charges (per pitch unless otherwise stated): Annual fee	11.90	12.00	1%
SCHH	Park Homes Charges (per pitch unless otherwise stated): Fee for Depositing Site Rules (per Deposit)	31.60	31.90	1%
SCHH	Housing Act 2004 and Park Homes Enforcement (VAT n/a): Recipient of Housing Act or Park Homes Enforcement Notice (per person)	212.30	214.40	1%
SCHH	Day Opportunities and Day Care (VAT n/a): Day Centres for Adults with Learning Disabilities (per day)	54.55	55.10	1%
SCHH	Traveller site pitch fees (VAT n/a) - per week (52 weeks): Service charges	9.80	9.90	1%
SCHH	Traveller site pitch fees (VAT n/a) - per week (52 weeks): Single pitch	99.00	100.00	1%
SCHH	Houses of Multiple Occupation: Licensing Scheme (per property) - license granted for 5 years	405.50	409.60	1%
SCHH	Traveller site pitch fees (VAT n/a) - per week (52 weeks): Double pitch	108.00	109.10	1%
SCHH	Park Homes Charges (per pitch unless otherwise stated): Fit and Proper Persons Register Application (per application)	107.90	109.00	1%
SCHH	Park Homes Charges (per pitch unless otherwise stated): Amendment or transfer fee (per site/application)	254.90	257.50	1%
SCHH	Park Homes Charges (per application plus £8.90 [16/17 - £9.00] per additional pitch): Site expansion amendment fee	254.90	257.50	1%
SCHH	Residential Care (VAT n/a): Linsell House (Home for Adults with Multiple Disabilities) (per week)	1,969.50	1,990.00	1%
SCHH	Social Care Services: Linsell House (Home for Adults with Multiple Disabilities) (per week)	2,300.00	2,325.00	1%
SCHH	Park Homes Charges (per pitch unless otherwise stated): Initial Licence Fee	54.70	55.30	1%
SCHH	Weekly price per bed: Ferndale	483.69	489.87	1%
SCHH	Deferred Payment Agreement: Set up costs (inc VAT)	720.00	730.00	1%
SCHH	Weekly price per bed: Westlands	480.87	489.87	2%
SCHH	Cost per Social Work hour: Cost per Social Work hour	35.85	36.65	2%

Directorate	Name of F&C	Charge for 2015 (£)	Proposed charge for 2016 (£)	Percentage Increase
	Statutory			
SCHH	Day Opportunities and Day Care (VAT n/a): Day and Social Centres for Older People (per day)	30.75	31.50	2%
SCHH	Meals (VAT n/a): Hot meal (per meal)	3.90	4.00	3%
SCHH	Meals (VAT n/a): Meals at day centres (per meal)	3.90	4.00	3%
SCHH	Weekly price per bed: Greenacre	477.16	489.87	3%
SCHH	Telecare Monitoring Service: Telecare Service provided outside social care eligibility criteria	5.10	5.25	3%
SCHH	Day Opportunities and Day Care (VAT n/a): Travel to Day Centre (per journey)	1.60	1.65	3%
SCHH	Other Local Authority Weekly Price Per Bed: Ferndale	497.91	514.50	3%
SCHH	Weekly price per bed: The Birches	473.55	489.87	3%
SCHH	Domiciliary Care: Telecare Service provided to meet eligible social care needs per week (VAT n/a)	4.30	4.45	3%
SCHH	Telecare Monitoring Service: Telecare Service provided outside social care eligibility criteria where customer has VAT exemption (VAT n/a)	4.30	4.45	3%
SCHH	Weekly price per bed: Abbotsbury	473.14	489.87	4%
SCHH	Other Local Authority Weekly Price Per Bed: Westlands	495.01	514.50	4%
SCHH	Other Local Authority Weekly Price Per Bed: Greenacre	491.19	514.50	5%
SCHH	Social Care Services: Day Centres for Older People - per day incl. transport (per day) (VAT n/a)	45.90	48.20	5%
SCHH	Social Care Services: Day Centres for Adults with Learning Disabilities incl. transport (per day) (VAT n/a)	67.30	70.70	5%
SCHH	Social Care Services: Day Centres for Adults with Learning Disabilities excl. transport (per day) (VAT n/a)	55.10	57.90	5%
SCHH	Other Local Authority Weekly Price Per Bed: The Birches	487.48	514.50	6%
SCHH	Other Local Authority Weekly Price Per Bed: Abbotsbury	487.06	514.50	6%
SCHH	Weekly price per bed: Allison House	462.61	489.87	6%
SCHH	Other Local Authority Weekly Price Per Bed: Allison House	476.22	514.50	8%
SCHH	Social Care Services: Day Centres for Older People excl. Transport (per day) (VAT n/a)	30.60	33.10	8%

Central Bedfordshire Council

**SOCIAL CARE, HEALTH & HOUSING OVERVIEW & SCRUTINY
COMMITTEE 26th OCTOBER 2015**

**Bedford Borough and Central Bedfordshire Safeguarding
Adults Board Annual Report 2014-2015**

Advising Officer: Julie Ogley Director of Adult Social Care Health and Housing
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Drafting Officer: Emily White Head of Safeguarding and Quality Improvement
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Purpose of this report

1. For the Social Care Health and Housing Overview and Scrutiny Committee to receive the 2014-2015 Annual Report of the Safeguarding Adults Board

RECOMMENDATIONS

The Committee is asked to:

1. Consider and comment on the annual report of the Safeguarding Adults Board, with a particular focus on how awareness raising and knowledge of adult safeguarding could be improved for the public and within the wider community.

Summary

1. The Care Act 2014 makes the annual report of the Safeguarding Adults Board (SAB) a statutory requirement. The statutory guidance states that the report should be shared with the relevant scrutiny committees so that they can fully consider the contents of the report and how they can improve their contributions to safeguarding adults through the joint work of the Board.
2. The 2014-2015 annual report of the SAB considers:
 - The developing context of Safeguarding – including making safeguarding personal, sexual exploitation and modern slavery, self neglect, PREVENT (preventing radicalisation of vulnerable young people and adults), and deprivation of liberty safeguards
 - The work of the Safeguarding Adults Board in 2014-2015
 - Safeguarding activity 2014-2015
 - Mental Capacity Act (2005) and Deprivation of Liberty Safeguards

- Learning from Safeguarding activity
 - Strategic objectives for 2015-2016
 - Partnership contributions to adult Safeguarding 2014-2015
3. The annual report outlines progress made from April 2014 to March 2015 and is provided to inform individuals, their families and carers who use social care and health services, elected members, those who work in social and health care, all partner agencies, and residents.

Background

4. During the year the SAB has continued with strong strategic leadership and operational arrangements which has enabled the SAB member organisations to improve standards, evidence robust safeguarding arrangements and delivered sustained professional improvement. The Board has particularly focused on:
- Preparation for the new duties under the Care Act 2014 for adult safeguarding and for managing quality and safety in care provision
 - Ensuring the implications of the Supreme Court ruling on Deprivation of Liberty Safeguards (known as “Cheshire West”) are robustly managed.
 - Making safeguarding personal, ensuring that person centred outcomes are at the forefront of safeguarding work
5. Senior level participation from partner agencies has been sustained this year and the annual report includes detailed reports of safeguarding activity by partner agencies. Of particular success was a development day held in November 2014 where all partner agencies attended to hear key presentations and also to make recommendations for proposals for future membership, reporting and governance arrangements following the implementation of the Care Act for approval in June 2015.
6. During the past year partners have focused on:
- Prevention and raising awareness including attendance at forums, working with partner agencies, and disseminating information
 - Workforce development and accountability including Care Act compliance and practice development work
 - Partnership working including developing the relationship with the Community Safety Partnerships and Local Safeguarding Children’s Boards, Hate Crime partnership, the pan Bedfordshire safeguarding adults sub group, and cross the Eastern Region
 - Quality assurance and protection including case file audit both independent and internal
 - Involving people and empowerment including ongoing work with advocacy services and promoting making safeguarding personal
 - Outcomes and proportionality including developing a more proportionate risk based response and a focus on outcomes in decision making and the views of the individual

7. Strategic aims for 2015/16 will echo those outlined above in 2015 – 2016 and in addition all Board Members must be able to:
 - Influence and direct their organisations in ensuring adults are and feel safe and are supported to challenge and change abusive situations
 - Lead and support the development and implementation of safeguarding practice and procedures within their own organisations
 - Take forward any agreed action plans which prevent and minimise abuse, protect individuals and support the delivery of justice and fairness to all.
 - Support the development of wider public protection and prevention initiatives as part of embedding the quality and safety agenda.
 - Ensure safeguarding activities are monitored and audited.

8. From April 2015 the Care Act 2014 puts the Safeguarding Adults Board on a statutory footing. The safeguarding policies and procedures have been amended to reflect the changes in law, terminology and culture of safeguarding practice.

Learning and action for 2015-2016

9. The Annual Report has identified the following learning which will be used to inform the activity of the SAB and its partners into 2015/16.
 - Both Councils continue to receive large volumes of contacts which are not safeguarding reports but may be intelligence, information and indications of risk that may require a response. Many result in referrals for assessments of need. This activity will be kept under monitoring.
 - Public information is an area for development. Data supports this as referrals continue to be low from members of the public.
 - There is a need for the SAB to improve the use of internal data to better understand themes and trends. The quarterly reporting framework has been modified for 15/16 to reflect this.
 - Further focus on training – for all volunteer, operational, front line staff and managers; and use of the competency frameworks to ensure consistency.
 - Partners have suggested that consideration should be given to a multi agency safeguarding hub
 - Continuing need to improve and strengthen the links with the Local Safeguarding Children's Boards and the Community Safety Partnerships. Regular meetings and leads have been identified in 2014-2015 which has led to improved communication and understanding of overlapping agendas
 - The Care Act requires the SAB to have an overview of self neglect which includes hoarding. Pathways and procedures have been set out in the updated multi agency policies and procedures

- Audits have identified strengths and areas of weakness in safeguarding practice. Management oversight of cases and recording and assessment of risk have been identified as key themes for development and learning
 - The Care Act requirements and data form 2014-2015 indicate a need to focus on advocacy support, both professional and through family or friends and the recording of this.
 - Following Cheshire West DoLS activity has had a significant impact on the safeguarding teams in terms of management of resources. There has been a ten fold increase in activity for Central Bedfordshire Council and a fifteen fold increase for Bedford Borough Council.
 - There are improvements needed relating to the recording of Mental Capacity Act assessments in relation to safeguarding. The majority of MCA resources have been diverted to respond to the high level of increase in DoLS applications so this remains a key area for attention.
10. The SAB has agreed to appoint an independent chair and a business support officer to lead and support the work of the Board in 2015-2016 and thereafter.

Council Priorities

11. The work of the Safeguarding Adults Boards supports the work of the following Council priority through prevention of abuse and neglect and improving inter-agency responses to abuse and neglect:
- promote health and well being and protect the vulnerable

Corporate Implications

Legal Implications

12. The Care Act 2014 sets out the statutory framework for safeguarding adults and requires that the Council:
- leads a multi-agency local adult safeguarding system that seeks to prevent abuse and neglect and stop it quickly when it happens
 - makes enquiries, or request others to make them, when they think an adult with care and support needs may be at risk of abuse or neglect and they need to find out what action may be needed
 - establishes a Safeguarding Adults Board, including the Council, NHS and police, which will develop, share and implement a joint safeguarding strategy
 - carries out Safeguarding Adults Reviews when someone with care and support needs dies as a result of neglect or abuse and there is a concern that the local authority or its partners could have done more to protect them

- arranges for an independent advocate to represent and support a person who is the subject of a safeguarding enquiry or review, if required.

Financial Implications

13. A specialist safeguarding team operates within available resources to undertake the work of the Council and Safeguarding Adults Board.

Equalities Implications

15. Abuse is a violation of an individual's human and civil rights by another person or persons. The council's duty is to the safeguarding of all vulnerable citizens from all forms of abuse.
16. All Local Authorities are required to implement a range of equality legislation which requires the Council to:
 - Understand issues relating to disability, gender, gender reassignment, race, religion or belief, age, and sexual orientation.
 - Engage with service users, local communities, staff, stakeholders and contractors to identify and implement improvements
17. Abuse of adults with care and support needs can include discriminatory abuse, including racist, sexist, that based on a person's disability, and other forms of harassment, hate crime or similar treatment.

Appendices

The following Appendix is attached/provided through an electronic link:
[Safeguarding Adults Board Annual Report 2014-2015](#)

Background Papers

The following background papers, not previously available to the public, were taken into account and are available on the Council's website:

None

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Central Bedfordshire Council

SOCIAL CARE, HEALTH AND HOUSING OVERVIEW AND SCRUTINY
COMIITTEE – 26 October 2015

QUARTER ONE PERFORMANCE MONITORING REPORT

Advising Officers: Julie Ogley, Director of Social Care, Health and Housing (julie.ogley@centralbedfordshire.gov.uk); Muriel Scott, Director of Public Health (Muriel.scott@centralbedfordshire.gov.uk) and Nick Murley, assistant Director, Resources and Martin Westerby, Head of Public Health, Adults and Older People

Purpose of this report

1. This report provides information on how the Social Care, Health and Housing and Public Health Directorates are contributing to the Medium Term Plan (MTP).

RECOMMENDATIONS

The Committee is asked to consider and comment on the report.

Overview

2. There are seven indicators in the current MTP for the Social Care, Health and Housing and Public Health directorates.

3. The arrows in the scorecard shows the performance “direction of travel” and the RAG symbols show whether or not agreed targets are being met.

Performance Judgement		
Direction of travel (DoT)	RAG score (Standard scoring rules unless the indicator specifies alternative scoring arrangements)	
↓ Performance is worsening	▲	Target missed by 10% or more
→ Performance remains unchanged	●	Target missed by less than 10%
↑ Performance is improving	★	Target achieved

Promote health and wellbeing and protect the vulnerable						
Indicator	Frequency	Score	Target Date	Direction of Travel	RAG	Target
C1 MTP Protecting Vulnerable Adults	Quarterly	Green	Jun 15	→	★	Target achieved
C2 MTP Additional 'Extra Care' flats provided	Quarterly	Red	Jun 15	→	▲	Target missed by 10% or more
C3 MTP Percentage of decent homes (Council stock)	Quarterly	99.9 %	Jun 15	↑	●	Target missed by less than 10%
C4a MTP Village Care Scheme % Coverage	Quarterly	100 %	Jun 15	→	★	Target achieved
C5a MTP Percentage of council commissioned dementia classed as 'good' or 'excellent'	Quarterly	84.5 %	Jun 15	↑	★	Target achieved
C6 MTP % clients receiving self directed support	Quarterly	74.9 %	Mar 15	↓	▲	Target missed by 10% or more
C7 MTP Percentage of 40 to 74 year olds offered a health check	Quarterly	106.7 %	Mar 15	↓	★	Target achieved

4. The Directorates continues to perform well against the MTP priority of “Promote health and wellbeing and protecting the vulnerable”.
5. Overall performance is good and is consistent with last year’s outturn.. Three of the measures under performed against local targets. Two of

these are Red: Number of Additional “Extra Care” flats provided (C2 MTP) and Clients receiving self directed support (C6 MTP) and one is Amber, Percentage of decent homes (Council stock) (C3 MTP).

6. C2 MTP, Number of additional “Extra Care” flats remains Red as the revised delivery date of January 2016 for Priory View exceeds the MTP target of 2014. Work continues on Priory View, Dunstable and Greenfields, Leighton Buzzard. Additional sites across Central Bedfordshire are being considered for Independent Living schemes (previously known as extra care), including provisions in Houghton Regis.
7. C6 MTP, the number of social care clients receiving self directed support scored red against the local stretch target of 100%, although continues to perform well against the national target of 70%. This measure has now been replaced by two measures which reports separately on the proportion of people using social care and the number of carers receiving self-directed support. In June 2015, 86% of people using social care and 85% of carers received self directed support.
8. The percentage of decent homes (Council stock) remains Amber. This is a high performing measure, with only three Council owned properties not currently within the decent homes standard, however the condition of the elements within the homes (e.g. kitchens, bathrooms, etc.) remain fit for purpose. Under the Asset Management Strategy, the focus is on refurbishment and replacing these elements when are needed and not by age of the element as required under the Decent Homes Standard.
9. The remaining indicators are performing in line with the milestones set.
10. Performance against C1 MTP, Protecting vulnerable adults, continues to be maintained. There is a high level of information sharing between agencies and a proportional response to safeguarding is being maintained.
11. The MTP target of 100% of Central Bedfordshire covered by a Village Care Scheme continues to be achieved. There is now a scheme in every ward in Central Bedfordshire. More people are being supported by the Schemes and newer schemes are reporting more clients requesting support. Between April and June 2015, 831 volunteers completed 2,549 jobs for 672 residents. Transport continues to be the most common request for help.
12. Performance remains strong for Council commissioned dementia care rated as good or excellent (C5a MTP), with 84.5% of dementia care providers are rated good or excellent.

13. End of year data shows over achievement in performance for the number of residents invited for health checks. (C7 MTP).

Director's Summary – Social Care, Health and Housing

14. Overall performance remains good against the Medium Term priority "Promote health and wellbeing and protecting the vulnerable".
15. Safeguarding awareness is improving. Information sharing across local partner agencies is helping to ensure timely and proportionate response to safeguarding alerts.
16. Measures for reporting proportion of clients receiving self directed support has changed, although performance against national targets remains good. Future reporting will separate service users from carers.
17. C2 MTP Additional Extra Care Flats (Priory View) is anticipated for completion in January 2016. The Council is also pursuing other opportunities for expansion of independent living schemes across Central Bedfordshire.
18. People across all wards in Central Bedfordshire have access to a Village Care scheme, with increasing uptake of support.
19. Progress has been maintained in the other targets.

Director's Summary – Public Health

20. Health Checks continue to be an effective way to identify residents who are at high risk of developing cardio-vascular disease and then to provide them with support to reduce this risk through changing lifestyle behaviours and/or medication.
21. At end of year, the percentage of Health Checks offered exceeded target at 106.7% (17,281 invited against a target of 16,195). The conversion rate, which is the proportion of Health Checks delivered against those offered, at 47.7% is lower than our target of 66% but in line with national rates and higher than the outturn in 2013/14. New initiatives have been put in place within General Practice to help target the invitations better, including to those at highest risk and those yet to be offered a Health Check.
22. Work has continued to support GP practices including improved promotional literature for patients and sharing best practice. Point of care blood testing has been introduced in practices to reduce the number of appointments and therefore increase uptake of the health check.

Council Priorities

23. The quarterly performance report underpins the delivery of the Council's priorities, more specifically in the area of promoting health and well being and protecting the vulnerable.

Corporate Implications

Legal Implications

24. There are no direct legal implications.

Financial Implications

25. There are no direct financial implications.

Equalities Implications

26. This report highlights performance against performance indicators which seek to measure how the Council and its services impact across all communities within Central Bedfordshire, so that specific areas of underperformance can be highlighted for further analysis/drilling down as necessary.
27. As such, it does not include detailed performance information relating to the Council's stated intention to tackle inequalities and deliver services so that people whose circumstances make them vulnerable are not disadvantaged. The interrogation of performance data across vulnerable groups is a legal requirement and is an integral part of the Council's equalities and performance culture, which seeks to ensure that, through a programme of ongoing impact assessments, underlying patterns and trends for different sections of the community identify areas whether further action is required to improve outcomes for vulnerable groups.

Risk Implications

28. Areas of ongoing underperformance are a risk to both service delivery and the reputation of the Council.

Appendices

None

The following Appendix is attached.

29. Appendix A – Social Care, Health and Housing and Public Health measures

Background Papers

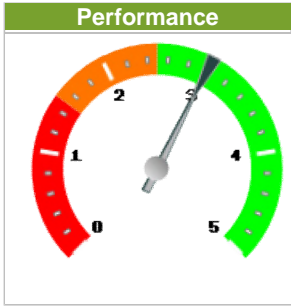
30. The following background papers, not previously available to the public, were taken into account and are available on the Council's website:

None

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Actual	Target
Green	Green ★



Key Points

Current Performance:
Activity on Protecting vulnerable adults remains a priority.

There is a high level of information sharing between agencies. Equally the number of alerts referred to investigation has reduced. A proportional response to safeguarding is being maintained.

Internal audits are continuing, with any poor cases being referred for management action.

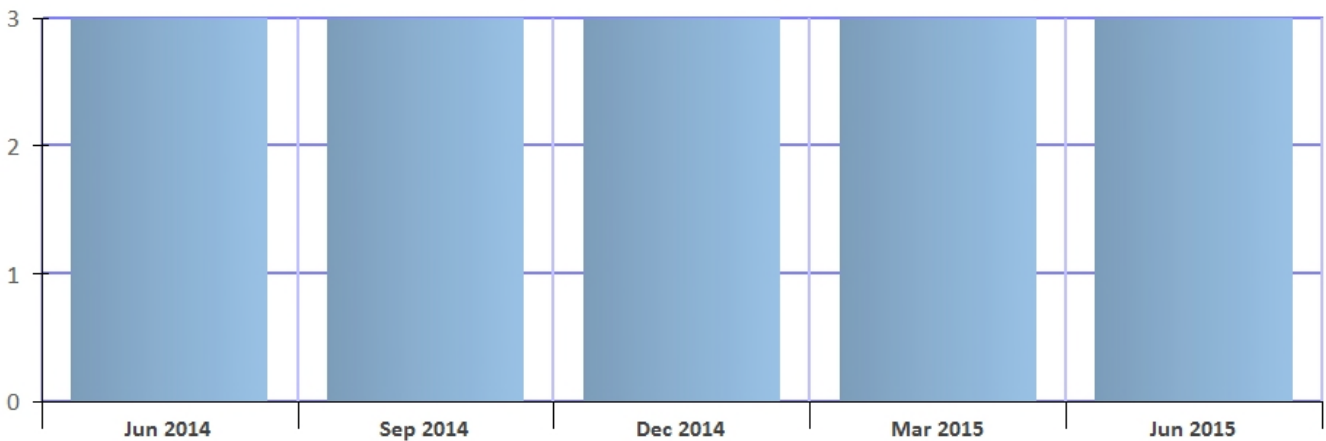
Planned Actions: Case file audits continue to be completed.

The changes introduced as part of the Care Act 2014 will increase the focus on partnership working to address any safeguarding issues.

Description & Settings

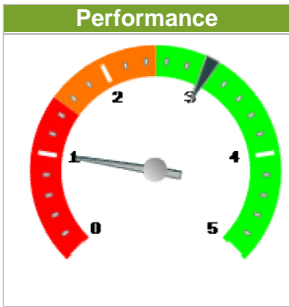
Assessed on progress against milestones
Lead: Administrator, Model
Units: RAG Rating
Reporting Frequency: Quarterly
Good Performance: Bigger is Better
Accumulation: Latest
Thresholds: 2.5, 1.5

	C1 MTP Protecting Vulnerable Adults				
	to Jun 14	to Sep 14	to Dec 14	to Mar 15	to Jun 15
Actual	Green	Green	Green	Green	Green
Target	Green	Green	Green	Green	Green





Actual	▼ Target
Red	Green ▲



Key Points

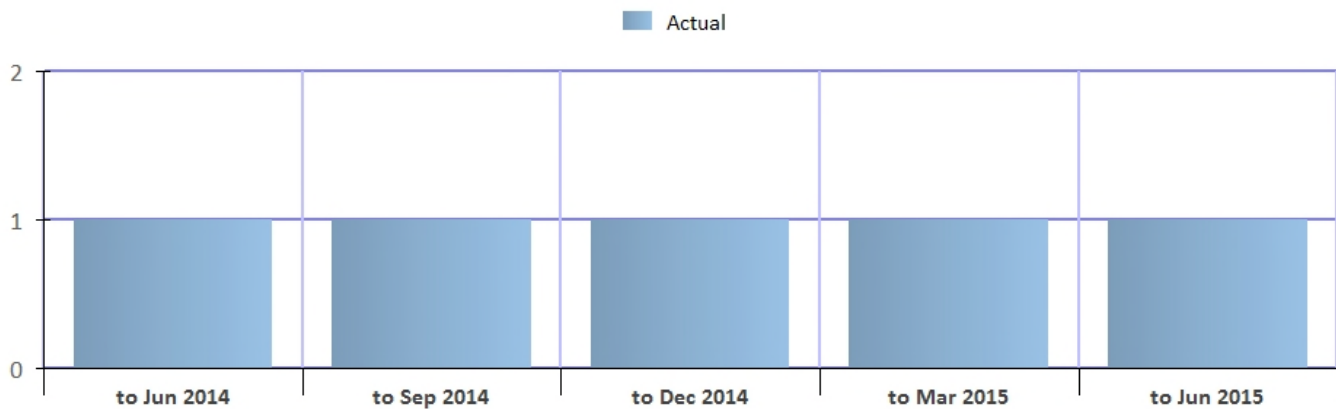
Current Performance: Delivery on the independent living schemes continues. Building completion for Priory View is anticipated in January 2016.

Planned Actions: Work on additional sites for independent living schemes is on-going, including Houghton Regis Central.


Description & Settings

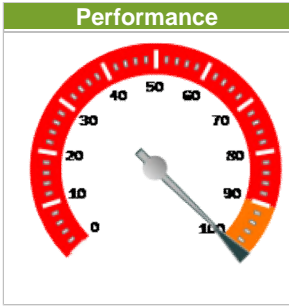
Assessed on progress against milestones
Lead: Administrator, Model
Units: RAG Rating
Reporting Frequency: Quarterly
Good Performance: Bigger is Better
Accumulation: Latest
Thresholds: 2.5, 1.5

	C2 MTP Additional 'Extra Care' flats provided				
	to Jun 2014	to Sep 2014	to Dec 2014	to Mar 2015	to Jun 2015
Actual	Red	Red	Red	Red	Red
Target	Green	Green	Green	Green	Green





Actual	▼ Target
99.9 %	100.0 % 



Key Points

Current Performance: This is a high performing measure, although three Council-owned properties do not meet the decent homes standard, the condition of the elements within the homes e.g. kitchen/bathrooms remain fit for purpose.

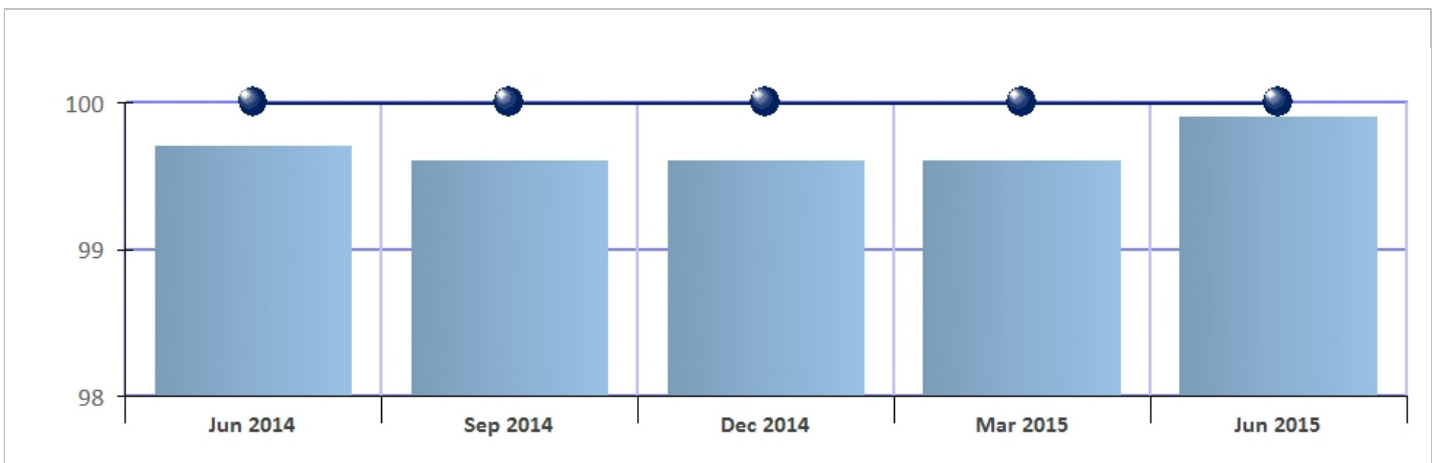
Planned Actions: Under the Asset Management Strategy the focus is on refurbishment and replacing kitchens and bathrooms when they are needed and not replacing on age, as required under the Decent Homes Standard. Inspection for life expectancy is based on the Savills stock survey.

Description & Settings

Stock survey completed at the beginning of the year to identify the percentage of homes meeting the Decent Homes standard. Activity is then planned and implemented to bring this percentage up to 100% by the end of the year.

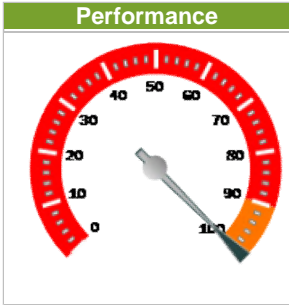
Lead: Administrator, Model
Units: Percentage
Reporting Frequency: Quarterly
Good Performance: Bigger is Better
Accumulation: Latest
Thresholds: -0.001%, -10%

	C3 MTP Percentage of decent homes (Council stock)				
	Jun 14	Sep 14	Dec 14	Mar 15	Jun 15
Actual	99.7 %	99.6 %	99.6 %	99.6 %	99.9 %
Target	100.0 %	100.0 %	100.0 %	100.0 %	100.0 %





Actual	Target
100 %	100 %



Key Points

Current Performance: The Village Care schemes offers help and support to residents in Central Bedfordshire.

Between April and June 2015, 831 volunteers completed 2,549 jobs for 672 residents.

More people are being supported by the Village Care schemes and newer Schemes are reporting more clients requesting support.

Groups are continuing to report that more residents need on-going help, rather than individual one-off requests. 67% of all jobs completed were transport related.

Planned Actions: Continue to explore opportunities to expand Village Care schemes across Central Bedfordshire.

Description & Settings

Lead: Administrator, Model
 Units: Percentage
 Reporting Frequency: Quarterly
 Good Performance: Bigger is Better
 Accumulation: Latest
 Thresholds: -0.001%, -10%

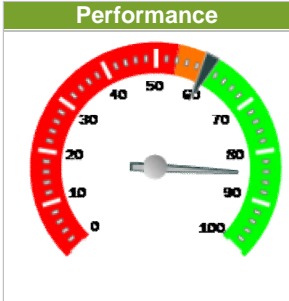
C4a MTP Village Care Scheme % Coverage					
	Jun 2014	Sep 2014	Dec 2014	Mar 2015	Jun 2015
Actual	100 %	100 %	100 %	100 %	100 %
Target	100 %	100 %	100 %	100 %	100 %





C5a MTP Percentage of council commissioned dementia classified as 'good' or 'excellent'

Actual	Target
84.5 %	60.0 % ★



Key Points

Current Performance: The proportion of commissioned dementia care classified as 'good' or 'excellent' remains the same as the previous quarter, with 9 providers rated as excellent and 51 providers rated as good.

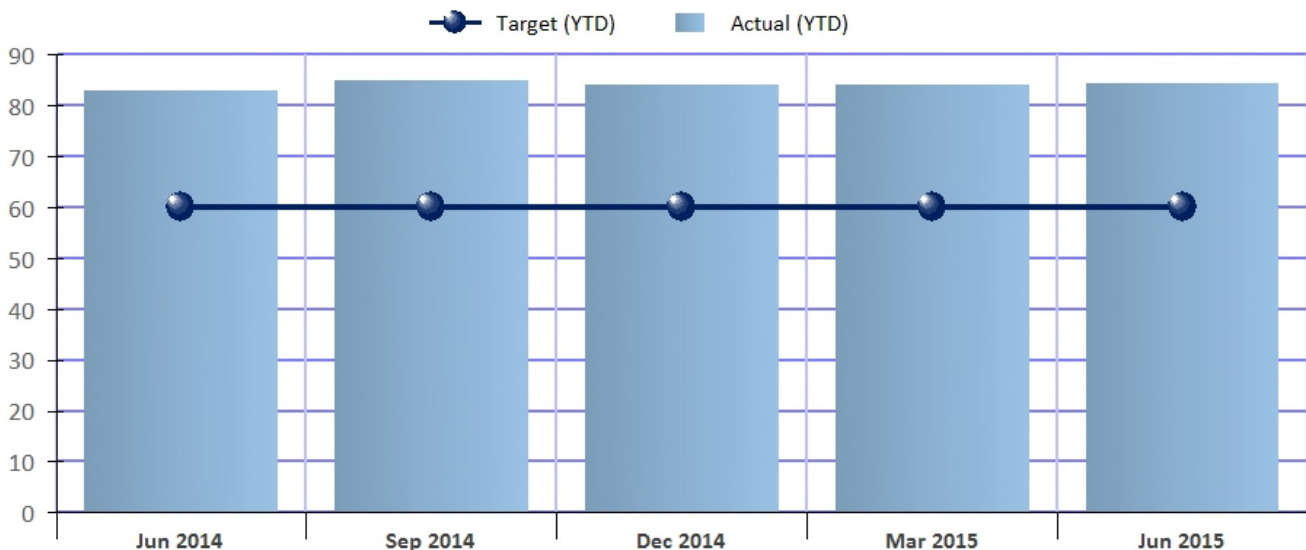
Planned Actions: The Dementia Quality Accreditation scheme is being promoted to all providers.

The focus is increasingly on commissioning for outcomes, which provides a more person centred approach.

Description & Settings

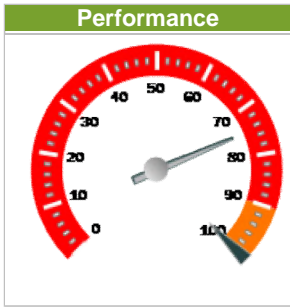
Lead: Administrator, Model
Units: Percentage
Reporting Frequency: Quarterly
Good Performance: Bigger is Better
Accumulation: Latest
Thresholds: -0.001%, -10%

		Jun 14	Sep 14	Dec 14	Mar 15	Jun 15
C5a MTP Percentage of council commissioned dementia classified as 'good' or 'excellent'	Actual	83.0 %	85.0 %	84.1 %	84.1 %	84.5 %
	Target	60.0 %	60.0 %	60.0 %	60.0 %	60.0 %
	Performance	★	★	★	★	★





Actual	▼ Target	
74.9 %	100.0 %	▲



Key Points

Current Performance: The proportion of people receiving self-directed support is no longer collected by the Health and Social Care Information Centre (HSCIC). It has been replaced by two measures that reports the proportion of people using social care, who receive self-directed support and the number of carers receiving self-directed support.

In June 2015, 86.0% of people using social care, receive self-directed support and 85.2% of carers receive self-directed support. The outturns for 2014-15 are still being verified by the HSCIC and will be reported in October.

Planned Actions: When the 2014-15 outturn is verified, it will be used to review the performance and a new baseline, which will be monitored by the service, will be set.

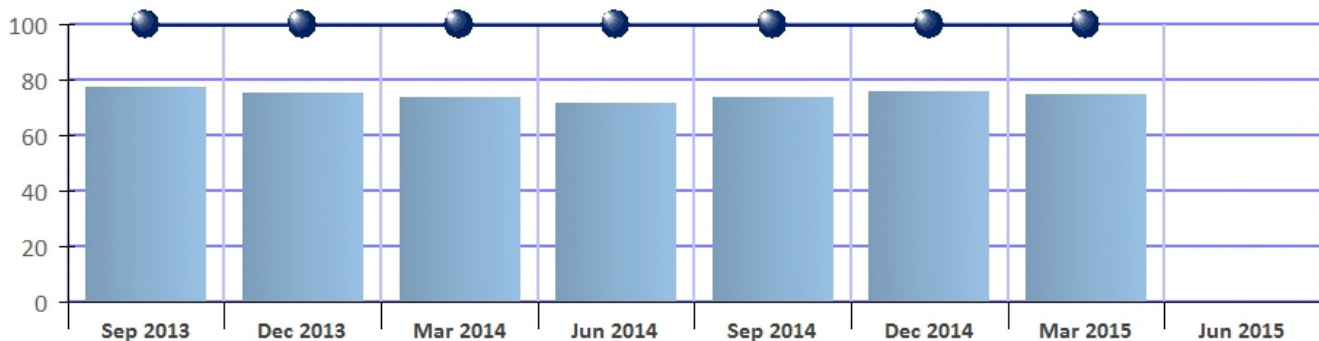
Future reporting will be based on the new structure which separates carers from service users.

Description & Settings

This is the number of clients receiving self directed support calculated as a percentage of the total number of social care clients.

Lead: Administrator, Model
Units: Percentage
Reporting Frequency: Quarterly
Good Performance: Bigger is Better
Accumulation: Latest
Thresholds: -0.001%, -10%

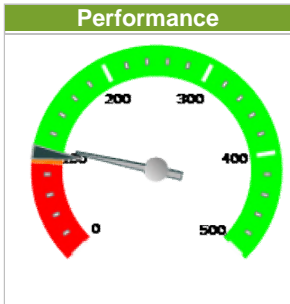
	C6 MTP % clients receiving self directed support				
	to Jun 14	to Sep 14	to Dec 14	to Mar 15	to Jun 15
Actual	71.9 %	73.8 %	75.7 %	74.9 %	
Target	100.0 %	100.0 %	100.0 %	100.0 %	





C7 MTP Percentage of 40 to 74 year olds offered a health check

Actual	Target
106.7 %	100.0 % ★



Key Points

Current Performance: End of year data shows over achievement in performance for the number of residents invited for Health Checks: 17,281 invited against 16,195 target.

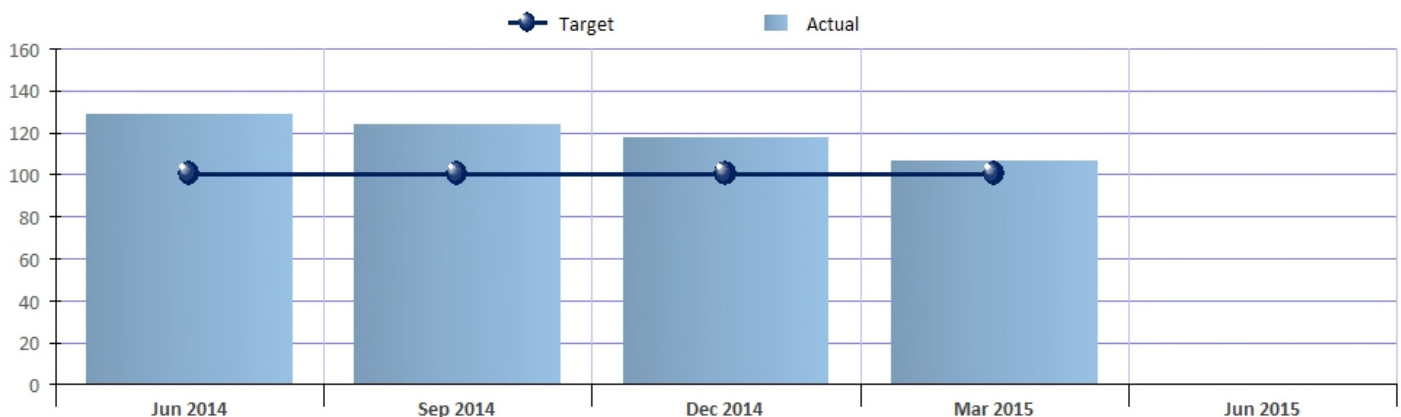
Planned Actions: Over-performance continues, but, thanks to reinforcement of the message that over-invitation has some consequences for the achievement of conversion rate, is significantly reduced at end of year. Use of Quest Browser software (which can directly interrogate and pull data direct from GP systems), now specified in the contract with GPs, and which they will be using from Q1 15/16, will help target invitations better, including for those at highest risk and those yet to be offered a Health Check, as the new 5 year period begins post April 2015.

Description & Settings

Measure is the number offered a health check but the indicator also records the number receiving a health check. Reported quarterly - data 3 mths in arrears
Lead: Administrator, Model
Units: Percentage
Reporting Frequency: Quarterly
Good Performance: Bigger is Better
Accumulation: Latest
Thresholds: -0.001%, -10%

		Jun 14	Sep 14	Dec 14	Mar 15	Jun 15
C7 MTP Percentage of 40 to 74 year olds offered a health check	Actual	129.0 %	124.1 %	117.5 %	106.7 %	
PH 001D - Target number of people offered a health check	Actual	4,049	8,098	12,147	16,195	
PH 001N - Actual number offered a health check	Actual	5,222	10,053	14,271	17,281	
PH 001a - Percentage of health checks delivered to people aged 40 to 74 years of age	Actual	69	76	78	77	
PH 001aD - Target number of health checks delivered	Actual	2,673	5,346	8,019	10,690	
PH 001aN - Actual number of health checks delivered	Actual	1,858	4,072	6,258	8,240	

	Health Check Conversion Rate % of Target													
	May 14	Jun 14	Jul 14	Aug 14	Sep 14	Oct 14	Nov 14	Dec 14	Jan 15	Feb 15	Mar 15	Apr 15	May 15	Jun 15
Actual	36.3 %	35.6 %	37.1 %	40.7 %	40.5 %	42.3 %	43.0 %	43.9 %	45.8 %	45.5 %	47.7 %	49.3 %	44.4 %	43.0 %
Target	66.0 %	66.0 %	66.0 %	66.0 %	66.0 %	66.0 %	66.0 %	66.0 %	66.0 %	66.0 %	66.0 %	66.0 %	66.0 %	66.0 %



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Central Bedfordshire Council

**SOCIAL CARE HEALTH AND HOUSING OVERVIEW AND SCRUTINY
COMMITTEE**

26 October 2015

Work Programme 2015-2016 & Executive Forward Plan

Report Author: Richard Carr, Chief Executive

Advising Officer: Paula Everitt (paula.everitt@centralbedfordshire.gov.uk)

Purpose of this report

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

RECOMMENDATIONS

The Committee is asked to:

1. Consider and approve the work programme attached, subject to any further amendments it may wish to make;
2. Consider the Executive Forward Plan; and
3. Consider whether it wishes to add any further items to the work programme and/or establish any Task Forces to assist it in review specific items.

Overview and Scrutiny Work Programme

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

Overview and Scrutiny Task Forces

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

Executive Forward Plan

5. Listed below are those items relating specifically to this Committee's terms of reference contained in the latest version of the Executive 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.

Issue	Indicative Exec Meeting date
Central Bedfordshire's Policy for Housing Assistance 2016 - 2020	9 February 2016
Non Key Decisions	Indicative Exec Meeting date
Q2 Revenue, Capital and Housing Revenue Account Budget Monitoring	1 December 2015
Treasury Management Strategy	12 January 2016
Draft Budget 2016/17 and Medium Term Financial Plan	12 January 2016
Draft Capital Programme and Housing Revenue Account 2016/17	12 January 2016
Budget 2016/17 and Medium Term Financial Plan, Capital Programme 2016/17 to 2019/20 and HRA Plan	9 February 2016
Q3 Revenue, Capital and HRA	9 February 2016

Corporate Implications

6. The work programme of the Social Care Health and Housing 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.

Conclusion and next Steps

7. Members are requested to consider and agree the attached work programme, subject to any further amendment/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.

Appendices

Appendix A – Social Care Health and Housing Overview and Scrutiny Work Programme.

Background Papers

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		
Social Care, Health and Housing OSC Work Programme (2015/16)		
OSC date	Report Title	Description
14 December 2015	Q2 Budget Monitoring Report	To consider the Q2 Budget Monitoring Report for the Directorate
14 December 2015	The Mental Health Crisis Care Concordat	Pan Bedfordshire Authorities approach with BCCG/ELFT
14 December 2015	Excess Weight Services Strategy and Contract	An overview of the new strategy and contract.
25 January 2016	Draft Budget and MTFP 2016/17	To receive a report on the Draft Budget and MTFP 2016/17
25 January 2016	Draft Budget for the Housing Revenue account (Landlord Service)	To receive a report on the Draft Budget for the Housing Revenue account (Landlord Service)
25 January 2016	Improving Care Home Provision for Older People in Central Bedfordshire	To consider the opportunity to improve care home provision and the results of the consultation process undertaken with current service users and staff.
25 January 2016	Draft Capital Programme	To receive a report on the Draft Capital Programme
21 March 2016		

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