

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

**This meeting will  
be filmed.\***



**Central  
Bedfordshire**

**please ask for** Sandra Hobbs  
**direct line** 0300 300 5257  
**date** 25 June 2015

## **NOTICE OF MEETING**

### **EXECUTIVE**

Date & Time

**Tuesday, 7 July 2015 at 9.30 a.m.**

Venue

**Committee Room 1, Watling House, High Street North,  
Dunstable**

Richard Carr  
**Chief Executive**

To: The Chairman and Members of the EXECUTIVE:

Cllrs	J Jamieson	– Chairman and Leader of the Council
	M Jones	– Deputy Leader and Executive Member for Health
	M Versallion	– Executive Member for Education and Skills
	C Hegley	– Executive Member for Social Care and Housing and Lead Member for Children's Services
	N Young	– Executive Member for Regeneration
	B Spurr	– Executive Member for Community Services
	R Wenham	– Executive Member for Corporate Resources
	A Turner	– Executive Member for Stronger Communities

All other Members of the Council - on request

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

# **Please note the change of venue**

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# AGENDA

1. **Apologies for Absence**

To receive apologies for absence.

2. **Minutes**

To approve as a correct record, the Minutes of the meeting of the Executive held on 31 March 2015.

3. **Members' Interests**

To receive from Members any declarations of interest.

4. **Chairman's Announcements**

To receive any matters of communication from the Chairman.

5. **Petitions**

To consider petitions received in accordance with the Scheme of Public Participation set out in Annex 2 of Part A4 of the Constitution. The Monitoring Officer has been notified of the following petitions:-

1. To request the Council for Superfast Fibre Broadband in Woburn and the neighbouring villages – 405 signatures.
2. To request the Council to install CCTV in the alleyway behind Morrisons, Leighton Buzzard – 325 signatures.

6. **Public Participation**

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

7. **Forward Plan of Key Decisions**

To receive the Forward Plan of Key Decisions for the period 1 July 2015 to 30 June 2016.

<b>Decisions</b>
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<b>Item</b>	<b>Subject</b>	<b>Page Nos.</b>
8.	<b>Central Bedfordshire's Five Year Plan: 2015 -20</b>	43 - 62
	The purpose of this report is to update Executive on progress in developing the plan and to seek approval for the further engagement process planned for the summer.	
9.	<b>The Future of Caddington Hall Older Persons Home</b>	63 - 152
	To report the outcome of the consultation and propose recommendations for the future of Caddington Hall Older Persons Home.	
10.	<b>Commissioning of New Middle School Places in Leighton Buzzard</b>	153 - 162
	To seek support for the proposed consultation to provide new Middle School places in Leighton Buzzard from September 2016.	
11.	<b>Proposals to Amalgamate Arlesey Nursery School and Childcare Centre with Gothic Mede Academy and The Lawns Nursery, Biggleswade with Biggleswade Academy Trust</b>	163 - 180
	To seek approval to commence consultations and to publish statutory notices on the proposals to amalgamate Arlesey Nursery School and Childcare Centre with Gothic Mede Academy and The Lawns Nursery, Biggleswade with Biggleswade Academy Trust.	
12.	<b>Proposal to Recommission Primary Specialist Provision for Autistic Spectrum Condition in Dunstable</b>	181 - 190
	To consider the proposal to recommission Primary Specialist Provision for Autistic Spectrum Condition in Dunstable.	
13.	<b>Allocation Policy for Independent Living Schemes</b>	191 - 244
	To adopt the Allocations Policy for Independent Living Schemes in Central Bedfordshire.	
14.	<b>Transfer of Children's Public Health (0-5 years) Commissioning to Local Authorities</b>	245 - 250
	To set out the arrangements for the transfer and makes proposals on the way ahead.	



<b>Monitoring Matters</b>
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<b>Item</b>	<b>Subject</b>	<b>Page Nos.</b>
15.	<b>March 2015 Provisional Outturn Revenue Budget Monitoring (subject to audit)</b>	251 - 274
	The report sets out the provisional financial outturn position (subject to audit) for 2014/15 as at the end of March 2015. It excludes the Housing Revenue Account which is subject to a separate report.	
16.	<b>March 2015 – Capital Budget Monitoring Provisional Outturn Report (Subject to Audit)</b>	275 - 296
	The report provides information on the provisional capital outturn for 2014/15 as at March 2015 (subject to audit).	
17.	<b>March 2014/15 Housing Revenue Account Budget Monitoring Provisional Outturn Revenue and Capital Report ( Subject to Audit)</b>	297 - 308
	The report provides information on the 2014/15 Housing Revenue Account (HRA) Provisional Outturn Revenue and Capital position as at March 2015 (subject to audit).	
18.	<b>2014/15 Quarter 4 Performance Report</b>	309 - 328
	To report on Quarter 4 2014/15 performance for Central Bedfordshire Council's Medium Term Plan (MTP) indicator set.	

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

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

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**CENTRAL BEDFORDSHIRE COUNCIL**

At a meeting of the **EXECUTIVE** held in the Council Chamber, Priory House, Monks Walk, Shefford on Tuesday, 31 March 2015.

**PRESENT**

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

Executive Members:	Cllrs	C Hegley B J Spurr R C Stay	Cllrs	Mrs P E Turner MBE M A G Versallion J N Young
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Deputy Executive Members:	Cllrs	A D Brown Mrs S Clark A L Dodwell D J Hopkin	Cllrs	A M Turner B Wells R D Wenham
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Apologies for Absence:	Deputy Executive Member	Cllr	I Dalgarno
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Members in Attendance:	Cllrs	P N Aldis Mrs A Barker A R Bastable R D Berry M C Blair D Bowater C C Gomm Mrs S A Goodchild	Cllrs	Ms A M W Graham D Jones K C Matthews D McVicar J Murray Mrs M Mustoe T Nicols
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Officers in Attendance	Mrs D Broadbent-Clarke Mr R Carr Mrs M Clay  Mr M Coiffait Mr R Fox  Mrs S Hobbs Mr G Jones  Mr J Longhurst  Mrs J Ogle  Mr R Parsons  Mr C Warboys	Director of Improvement and Corporate Services Chief Executive Chief Legal and Democratic Services Officer Director of Community Services Head of Development Planning and Housing Strategy Committee Services Officer Assistant Director Children's Services Operations Director of Regeneration and Business Director of Social Care, Health and Housing Head of School Organisation and Capital Planning Chief Finance Officer
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E/14/125. **Minutes**

**RESOLVED**

**that the minutes of the meeting held on 10 February 2015 be confirmed as a correct record and signed by the Chairman.**

E/14/126. **Members' Interests**

Councillor Matthews declared a personal interest in item 13 'Commissioning of New School Places in Leighton Linlade and Cranfield' as he was at Governor at Cranfield Church of England Academy.

E/14/127. **Chairman's Announcements**

Item 13 'Commissioning of New School Places in Leighton Linlade and Cranfield' would be considered after item 8 'Draft Central Bedfordshire Special Educational Needs and Disabilities Preparing for Adulthood Strategy (14-25)'.

Item 20 'Quarter 3 Performance Report' would be considered after item 17 'Community Safety Partnership Plan 2015 – 2016'.

The Chairman welcomed the improvements to the pool and changing rooms at Houghton Regis Leisure Centre.

A joint initiative between the Council, Bedfordshire Rural Communities Charity and Biggleswade Town Council had created a green corridor for walking and cycling around Biggleswade. The landmark Biggleswade Green Wheel project had been launched at Jordans Mill on 22 March 2015.

The second campus 'Forest End' at Church End Lower School, Marston Moretaine had been officially opened.

All pupils transferring to secondary and upper schools across Central Bedfordshire in September 2015 had secured their first choice preference.

E/14/128. **Petitions**

Councillor Murray presented a petition on behalf of the lead petitioner, Mr Worley that requested the Council to consider extending traffic calming measures to include Weatherby and Hillcroft in Dunstable.

The Leader advised Councillor Murray that the petition would be considered by the Executive Member for Community Services at the next delegated decisions meeting.

E/14/129. **Public Participation**

The Chairman had received requests to speak on item 8 'Draft Central Bedfordshire Special Educational Needs and Disabilities Preparing for Adulthood Strategy (14-25)' and item 13 'Commissioning of New School Places in Leighton Linlade and Cranfield'. He agreed for the speakers to address the Executive under the relevant items.

E/14/130. **Forward Plan of Key Decisions**

**RESOLVED**

**that the Forward Plan of Key Decisions for the period 1 May 2015 to 30 April 2016 be noted.**

E/14/131. **Draft Central Bedfordshire Special Needs and Disabilities (SEND) Preparing for Adulthood Strategy (14-25)**

The Chairman invited the public speakers to make their statements in accordance with the Public Participation Scheme.

**1. Nicola Powell**

Ms Powell was a parent representative on the Special Needs Action Panel (SNAP), the Parent Carer Forum within Central Bedfordshire. She cared for her 17 year old son who had special educational needs and disabilities (SEND) and had been receiving services from Central Bedfordshire Council and the Bedfordshire Clinical Commissioning Group. SNAP was a forum made up of parent carers who were passionate about improving services offered to young people with SEND and their families. She had been involved in developing the draft Strategy and supported what it was trying to achieve.

**2. Liam O'Dell and Toby Yoxall**

Mr O'Dell and Mr Yoxall had been selected to become Young Researchers to support key workers in their research, engage with a wider group of young people with SEND and to help make a difference. This had allowed them to gain transferable skills, encouraged personal development, contributed to the improvement of SEND services in Central Bedfordshire, and receive accreditation for their work through an organisation called Open Badges. After conducting focus groups and consultations, the Council had agreed to continue the work of the Young Researchers. In future, they would be working with the Council on the Local Offer as well as transitions for young people with SEND. Mr O'Dell and Mr Yoxall welcomed their involvement with the draft Strategy.

The Executive Member for Social Care, Health and Housing thanked the speakers for attending and appreciated their involvement in the development of the Strategy.

The Executive considered a report from the Executive Members for Social Care, Health and Housing and Children's Services that set out the proposed framework to improve support to young people with SEND of transitional age (14-25) and their family carers. The Council had sought the views of young people, family carers and a wide range of partner agencies and stakeholders to inform the draft Strategy. The report summarised the next steps for the implementation of the proposed Strategy which included a Delivery Partnership to oversee progress. This would ensure that young people and their family carers had improved experiences and outcomes during the transition years.

In response to a question, the Executive Member for Social Care, Health and Housing confirmed that progress would be reported to the Social Care, Health and Housing Overview and Scrutiny Committee where Members of the Children's Services Overview and Scrutiny Committee would be invited to attend.

Reason for decision: To implement the Central Bedfordshire SEND Preparing for Adulthood Strategy (14-25) across Central Bedfordshire.

## **RESOLVED**

- 1. that the Central Bedfordshire Special Educational Needs and Disabilities Preparing for Adulthood Strategy (14-25), as attached at Appendix B to the report, be approved; and**
- 2. that the preparation work officers have carried out be noted and the commencement of the implementation phase, across agencies within Central Bedfordshire, be endorsed.**

### **E/14/132. Commissioning of New School Places in Leighton Linlade and Cranfield**

The Chairman invited a public speaker to make her statement in accordance with the Public Participation Scheme.

#### **1. Councillor Mrs Ball**

Councillor Mrs Ball spoke on behalf of Cranfield Parish Council in relation to the expansion of Cranfield Church of England Academy. The Parish Council understood the need to expand the Academy, but was concerned about the access to the school. The Parish Council wanted to see a pre-construction clause in place to address access issues and a deliverable School Transport Plan.

The Executive considered a report from the Executive Member for Children's Services that set out the outcome from the consultation and the business case to expand Cranfield Church of England Academy, Leedon Lower Community School and Clipstone Brook Lower Community School.

In response to questions, the Executive Member for Children's Services highlighted the criteria set out in the Council's Policy Principles for Pupil Place Planning in Schools and confirmed that the viability of the proposals had been tested. He moved the following additional recommendation, which was duly seconded:-

'That a School Transport Plan (along with the highways works to mitigate transport impacts) for Cranfield Church of England Academy, Leedon Lower Community School and Clipstone Brook Lower Community School be submitted to the Development Management Committee together with the planning applications for the expansion proposals described above.'

With respect to Cranfield, local Members and the Children's Services Overview and Scrutiny Committee reiterated the importance of addressing the anticipated access and traffic management issues.

Reason for decision: To enable the Council to comply with its legal obligation to meet the needs of the local demographic.

#### **RESOLVED**

- 1. that the proposal to expand Cranfield Church of England Academy from its current capacity of 300 places to provide 450 places over two sites with an implementation date of 1 September 2016 be approved, thereby approving the commencement of the project and related expenditure, subject to the approval of the Education Funding Agency and the grant of planning permission under Part 3 of the Town and Country Planning Act 1990 by 1 August 2015;**
- 2. that the proposal to expand Leedon Lower Community School from its current capacity of 300 places to provide 450 places with a phased implementation date of 1 September 2015 be approved, thereby approving the commencement of the project and related expenditure, subject to the grant of planning permission under Part 3 of the Town and Country Planning Act 1990 by 1 June 2015;**
- 3. that the proposal to expand Clipstone Brook Lower Community School from its current capacity of 225 places to provide 375 places with a phased implementation date of 1 September 2015 be approved, thereby approving commencement of the project and related expenditure, subject to the grant of planning permission under Part 3 of the Town and Country Planning Act 1990 by 1 June 2015;**
- 4. that a School Transport Plan (along with the highways works to mitigate transport impacts) for Cranfield Church of England Academy, Leedon Lower Community School and Clipstone Brook Lower Community School be submitted to the Development Management Committee together with the planning applications for the expansion proposals described above; and**

5. to authorise the Director of Children's Services to approve contractual arrangements to undertake capital works required to deliver the proposed projects in this report.

E/14/133. **Land North of Luton and Sundon Rail Freight Interchange (RFI) Draft Framework Plan**

The Executive considered a report from the Executive Member for Regeneration that outlined the proposals contained within the Draft Framework Plan for the emerging North of Luton and Sundon Rail Freight Interchange Strategic Allocations. The Framework Plan was a high level document that set out the general principles for development.

There had been extensive consultation on the Plan including engagement with Luton Borough Council in accordance with a Duty to Cooperate. The report described the adjustments made to the Plan in response to this engagement.

In response to a question, the Executive Member for Children's Services explained that the nature of the school provision envisaged with the Framework Plan was indicative at this stage.

In response to questions, the Executive Member for Regeneration confirmed that ward Members would be consulted during the development of the Masterplan. The development would provide for up to 4,000 dwellings and include a mix of types and tenures. The Council's policy adopted was to seek 30% affordable housing. He also confirmed a number of adjustments had been made in response to comments from Luton Borough Council. As regards their desire for the M1-A6 road to extend to the A507 Central Bedfordshire would be supportive should funding be available.

Reason for decision: To enable the Council to progress the development of Land North of Luton and Sundon Rail Freight Interchange.

**RESOLVED**

**that the Land North of Luton and Sundon Rail Freight Interchange Framework Plan be adopted as technical guidance for Development Management purposes.**

E/14/134. **Wixam Park Masterplan**

The Executive considered a report from the Executive Member for Regeneration that outlined the proposals contained within the Wixam Park Masterplan and the key changes made in response to the public consultation. The proposed development would include residential housing, employment, community facilities, recreation and open space.



In response to questions, the Executive Member for Regeneration explained that the proposed Wixams Railway Station fell within the catchment area of Bedford Borough Council and acknowledged the need to have the Station in place in time for the East West Rail Project.

Reason for decision: To progress the development of the Wixam Park.

**RESOLVED**

**that the Wixam Park Masterplan be adopted as technical guidance for Development Management purposes.**

E/14/135. **Community Infrastructure Levy (CIL) and the Planning Obligations Strategy**

The Executive considered a report from the Executive Member for Regeneration that outlined the findings of the Community Infrastructure Levy (CIL) viability refresh report, the recommended CIL charges and alternative options. The recommended rates included a 30% buffer, however, further evidence was being sought on the case for reducing this to 20%, as this would increase the CIL revenue for infrastructure.

The Executive Member for Regeneration amended recommendation 1 ii) to non residential schemes as set out in paragraph 15 and not 16 as set out in the report.

In response to questions, the Executive Member for Regeneration explained the house price value zones in Central Bedfordshire, but a full written response would be provided to the relevant Member. He confirmed that any new sustainable urban extensions would be exempt from CIL. Further work on the collection and distribution of CIL was still required.

Reason for decision: To enable the Council to implement the charging of CIL.

***RECOMMENDED to Council***

- 1. that the proposed CIL charging rates be approved for:***
  - (i) residential schemes as set out in paragraph 12 of the Executive report;***
  - (ii) non residential schemes as set out in paragraph 15 of the Executive report.***
  
- 2. that the Draft Charging Schedule and draft Regulation 123 list be approved for the purposes of publication and submission to the Secretary of State for Examination;***

3. ***that subject to endorsement by Council, authority be delegated to the Director of Regeneration and Business, in consultation with the Executive Member for Regeneration, to:***
- (i) agree changes to the buffers;***
  - (ii) agree minor changes prior to publication of the Regulation 123 List, future exemptions from CIL and payment plan timeframes;***
  - (iii) agree minor modifications as a result of the consultation prior to submission; and***
  - (iv) agree minor modifications during examination if suggested by the Inspector.***

**RESOLVED**

**that the Draft Revised Planning Obligations Strategy be approved for consultation.**

The Executive adjourned from 11.55 a.m. and reconvened at 12.08 p.m.

**E/14/136. Local Transport Plan Programme 2015/16**

The Executive considered a report from the Executive Member for Regeneration that detailed the proposed Local Transport Plan (LTP) capital programme for 2015/16. The Council had been awarded an annual settlement of £1,365,000 to deliver the LTP 2015/16. This would enable town and parish councils to contribute to transport schemes in their areas with the assistance of match funding from Central Bedfordshire Council, building on the similar initiative in 2014/15 which was in the process of delivering 13 schemes.

Reason for decision: To enable the Council to deliver the 2015/16 programme of schemes from April 2015.

**RESOLVED**

**that the 2015/16 Local Transport Plan capital programme be approved.**

**E/14/137. Determination on Admission Arrangements 2016/17**

The Executive considered a report from the Executive Member for Children's Services that sought approval of the Admission Arrangements for 2016/17, specifically the Council's coordinated admissions scheme and the Council's admission arrangements for Community and Voluntary Controlled Schools.

In response to a question, the Executive Member for Children's Services explained that the proposed removal of the prioritisation of children attending nurseries, pre-schools and child care settings was in response to the Chief School Adjudicator's annual report in November 2013. This would have an impact on those schools that were oversubscribed. He would also investigate the concerns for Shefford Lower School whereby using the straight line

distance criteria might result in children from the new housing development being offered a place ahead of those children already living in Shefford.

Reason for decision: To enable the Council to meet its statutory obligations to determine its admission arrangements by 15 April 2015 for admissions in the academic year 2016/17.

**RESOLVED**

1. **that the Council's coordinated admissions scheme as attached at Appendix 1 and 2 to the report be approved; and**
2. **that the proposed admission arrangements for Community and Voluntary Controlled schools for the academic year 2016/17 as attached at Appendix 3 to the report be approved.**

E/14/138. **Park Homes in Central Bedfordshire - A Unique Environment and Place to Live**

The Executive considered a report from the Executive Member for Social Care, Health and Housing that set out the Council's offer to Park Homes residents following stakeholder engagement. The Council's vision was that all park home residents would enjoy an independent living lifestyle in a unique community environment that met the needs and aspirations of older people in Central Bedfordshire.

Reason for decision: To enable the Council to set out the approach and commitment to creating a better offer and choice for older people living in Park Homes.

**RESOLVED**

1. **that the draft Park Homes in Central Bedfordshire – A unique environment and place to live 2015-2020 document, attached at Appendix A to the report, be adopted; and**
2. **that the action plan to drive improvement to services over the next 5 years, attached at Appendix C to the report, be approved.**

E/14/139. **Central Bedfordshire Homelessness Strategy**

The Executive considered a report from the Executive Member for Social Care, Health and Housing that set out the proposed Homelessness Strategy for Central Bedfordshire. The Strategy was based on a comprehensive review of homelessness carried out between June and September 2014. The Strategy reflected the Council's commitment to early intervention and prevention.

Reason for decision: To enable the Council to adopt a Homelessness Strategy to comply with the requirements of the Homelessness Act 2002.

**RESOLVED**

1. **that the Central Bedfordshire Homelessness Strategy, attached at Appendix A to the report, be adopted; and**
2. **that the action plan to drive improvements to services over the next 5 years be approved.**

E/14/140. **Community Safety Partnership Plan 2015 - 2016**

The Executive considered a report from the Executive Member for Sustainable Communities – Services that set out the proposed Community Safety Partnership (CSP) Plan for endorsement. The Plan reflected the Partnership Strategic Assessment, which analysed crime and disorder in Central Bedfordshire and identified the emerging priorities that needed to be tackled.

In response to a question, the Executive Member for Children’s Services welcomed priority one; reducing harm to vulnerable victims and increasing their confidence to report domestic abuse, sexual abuse and hate crime which Children’s Services monitored very carefully.

It was noted that the reference to theft from a vehicle appeared twice on page 7 of the Plan. The second reference should read theft of a vehicle. The increase in vehicle theft had been linked to serious organised crime.

Reason for decision: The Crime and Disorder Act 1998 places a statutory duty on the local authority to work with other responsible authorities to develop and implement a strategy for reducing crime and disorder.

**RESOLVED**

**that the Strategic Assessment and the Community Safety Partnership Priorities be endorsed.**

***RECOMMENDED to Council***

***that the Community Safety Partnership Plan 2015 – 2016 be adopted.***

E/14/141. **Quarter 3 Performance Report**

The Executive considered a report from the Deputy Leader and Executive Member for Corporate Resources that set out the quarter 3 2014/15 performance for Central Bedfordshire Council’s Medium Term Plan indicator set.

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

**RESOLVED**

1. **that the continuing good performance in Quarter 3 for the indicators being used to help support monitoring of progress against the Medium Term Plan priorities be acknowledged; and**
2. **that officers be requested to further investigate and resolve underperforming indicators as appropriate.**

E/14/142. **Woodside Link Contract Award**

The Executive considered a report from the Executive Member for Community Services that set out the proposed award of a contract for the construction of the Woodside Link, which the Council had agreed previously to underwrite if necessary.

Members were advised that the Funding Agreement had been signed by the developers of Houghton Regis North. The Executive Member for Community Services moved the following recommendations, which were duly seconded:-

- '1. that the award of the contract for the Woodside Link Base Scheme plus additional junctions/roundabouts, as set out in Appendices A-C to the report, be approved; and
2. that the fact that the Council has already agreed to underwrite the cost of the Woodside Link if necessary, be acknowledged.'

Reason for decision: To enable the commencement of construction of the Woodside Link.

**RESOLVED**

1. **that the award of the contract for the Woodside Link Base Scheme plus additional junctions/roundabouts, as set out in Appendices A-C to the report, be approved; and**
2. **that the fact that the Council has already agreed to underwrite the cost of the Woodside Link if necessary, be acknowledged.**

E/14/143. **Technical Environmental and Economical Practicability (TEEP) Assessment of the Waste Collection Services in Central Bedfordshire**

The Executive considered a report from the Executive Member for Community Services that set out the Technical Environmental and Economical Practicability (TEEP) Assessment of the Waste Collection Services in Central Bedfordshire.

In response to a question, the Deputy Executive Member for Community Services agreed to clarify the details regarding the flats in table 1 on the exempt papers to the relevant Member.

Reason for decision: To comply with the Waste Regulations (England and Wales) 2011.

**RESOLVED**

**that the Technical, Environmental and Economical Practicability Assessment of Waste Collection Services in Central Bedfordshire be adopted.**

E/14/144. **Award of Contract for the Woodside Link**

See minute E/14/142 for details.

E/14/145. **Technical Environmental and Economical Practicability Assessment of the Waste Collection Services in Central Bedfordshire**

See minute E/14/143 for details.

(Note: The meeting commenced at 9.30 a.m. and concluded at 1.05 p.m.)

Chairman .....

Dated .....

**Central Bedfordshire Council  
Forward Plan of Key Decisions  
1 July 2015 to 30 June 2016**

- 1) During the period from **1 July 2015 to 30 June 2016**, Central Bedfordshire Council plans to make key decisions on the issues set out below. “Key decisions” relate to those decisions of the Executive which are likely:
- to result in the incurring of expenditure which is, or the making of savings which are, significant (namely £200,000 or above per annum) having regard to the budget for the service or function to which the decision relates; or
  - to be significant in terms of their effects on communities living or working in an area comprising one or more wards in the area of Central Bedfordshire.

There are exceptions to these criteria which is set out in C2 1.3 in the Council’s Constitution. Specifically, expenditure which is identified in the approved Council revenue and capital budgets are not key decisions.

- 2) The Forward Plan is a general guide to the key decisions to be determined by the Executive and will be updated on a monthly basis. Key decisions will be taken by the Executive as a whole. The Members of the Executive are:

Councillor James Jamieson	Leader of the Council
Councillor Maurice Jones	Deputy Leader and Executive Member for Health
Councillor Mark Versallion	Executive Member for Education and Skills
Councillor Carole Hegley	Executive Member for Social Care and Housing and Lead Member for Children’s Services
Councillor Nigel Young	Executive Member for Regeneration
Councillor Brian Spurr	Executive Member for Community Services
Councillor Richard Wenham	Executive Member for Corporate Resources
Councillor Andrew Turner	Executive Member for Stronger Communities

- 3) Whilst the majority of the Executive's business at the meetings listed in this Forward Plan will be open to the public and media organisations to attend, there will inevitably be some business to be considered that contains, for example, confidential, commercially sensitive or personal information.

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

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

Meeting Date	Publication of Agenda
7 July 2015	25 June 2015
4 August 2015	23 July 2015
6 October 2015	24 September 2015
1 December 2015	19 November 2015
12 January 2016	22 December 2015
9 February 2016	28 January 2016
5 April 2016	24 March 2016



# Central Bedfordshire Council

## Forward Plan of Key Decisions for the period 1 July 2015 to 30 June 2016

### Key Decisions

Date of Publication: 3 June 2015

Ref No.	Issue for Key Decision by the Executive	Intended Decision	Indicative Meeting Date	Consultees and Date/Method	Documents which may be considered	Contact officer (method of comment and closing date)
1.	Central Bedfordshire Council's 5-Year Plan -	To consider the proposals set out in the Council's 5-Year Plan.	7 July 2015		Open  Central Bedfordshire Council's 5-Year Plan	Chairman of the Executive and Leader of the Council Comments by 07/06/2015 to Contact Officer: Deb Broadbent-Clarke, Director of Improvement and Corporate Services Email: <a href="mailto:deb.broadbent-clarke@centralbedfordshire.gov.uk">deb.broadbent-clarke@centralbedfordshire.gov.uk</a> Tel: 0300 300 6651
2.	The Future of Caddington Hall Older Persons Home -	The Outcome of Consultation and Recommendations for the Future of the Home	7 July 2015	Residents, relatives, stakeholder groups, general public 12 week public consultation.	Open  The Future of Caddington Hall Older Persons Home	Executive Member for Social Care and Housing Comments by 07/06/2015 to Contact Officer: Tim Hoyle, MANOP Head of Service Email: <a href="mailto:tim.hoyle@centralbedfordshire.gov.uk">tim.hoyle@centralbedfordshire.gov.uk</a> Tel: 0300 300 6065

Ref No.	Issue for Key Decision by the Executive	Intended Decision	Indicative Meeting Date	Consultees and Date/Method	Documents which may be considered	Portfolio Holder and Contact officer (method of comment and closing date)
3.	Proposals to Amalgamate Arlesey Nursery School and Childcare Centre with Gothic Mede Academy and The Lawns Nursery, Biggleswade with Biggleswade Academy Trust -	This report will seek Executive approval to commence consultations and to publish statutory notices on the proposals to amalgamate Arlesey Nursery School and Childcare Centre with Gothic Mede Academy and The Lawns Nursery, Biggleswade with Biggleswade Academy Trust.	7 July 2015	Governing Bodies Parents of children within the school Teachers and other staff Trade unions MP Local Town Councils Ward Councillors If approved, the consultations will follow statutory guidance of the Department for Education and Education Funding Agency.	Open  Proposals to amalgamate Arlesey Nursery School and Childcare Centre with Gothic Mede Academy and The Lawns Nursery, Biggleswade with Biggleswade Academy Trust	Executive Member for Education and Skills Comments by 07/06/2015 to Contact Officer: Rob Parsons, Head of School Organisation and Capital Planning Email: <a href="mailto:rob.parsons@centralbedfordshire.gov.uk">rob.parsons@centralbedfordshire.gov.uk</a> Tel: 0300 300 5572
4.	New Middle School Places in Leighton Linlade -	This report will seek Executive approval for a consultation on a proposal to expand Leighton Middle School by 1 form of entry (120 places) from September 2016.	7 July 2015		Open  New middle school places in Leighton Linlade	Executive Member for Education and Skills Comments by 07/06/2015 to Contact Officer: Rob Parsons, Head of School Organisation and Capital Planning Email: <a href="mailto:rob.parsons@centralbedfordshire.gov.uk">rob.parsons@centralbedfordshire.gov.uk</a> Tel: 0300 300 5572

Ref No.	Issue for Key Decision by the Executive	Intended Decision	Indicative Meeting Date	Consultees and Date/Method	Documents which may be considered	Portfolio Holder and Contact officer (method of comment and closing date)
5.	Proposal to Recommission Primary Specialist Provision for Autistic Spectrum Condition in Dunstable -	To consider the proposal to recommission Primary Specialist Provision for Autistic Spectrum Condition in Dunstable.	7 July 2015		Open  Proposal to recommission Primary specialist provision for Autistic Spectrum Condition in Dunstable	Executive Member for Education and Skills Comments by 07/06/2015 to Contact Officer: Rob Parsons, Head of School Organisation and Capital Planning Email: <a href="mailto:rob.parsons@centralbedfordshire.gov.uk">rob.parsons@centralbedfordshire.gov.uk</a> Tel: 0300 300 5572
6.	Allocation Policy for Independent Living Schemes -	The Allocation Policy for Independent Living schemes will set out how the Council intends to allocate Independent Living accommodation and the draft will be presented to Executive for adoption.	7 July 2015		Open  Report	Executive Member for Social Care and Housing Comments by 07/06/2015 to Contact Officer: Nick Costin, Head of Housing Service Email: <a href="mailto:nick.costin@centralbedfordshire.gov.uk">nick.costin@centralbedfordshire.gov.uk</a> Tel: 0300 300 5219

Ref No.	Issue for Key Decision by the Executive	Intended Decision	Indicative Meeting Date	Consultees and Date/Method	Documents which may be considered	Portfolio Holder and Contact officer (method of comment and closing date)
7.	Transfer of Children's Public Health (0-5 years) Commissioning to Local Authorities -	<p>To consider an update on the Transfer of Children's Public Health (0-5 years) commissioning to Local Authorities and to:</p> <ul style="list-style-type: none"> <li>a) acknowledge the current position in that SEPT Community Services are the provider to 31 March 2016;</li> <li>b) approve, in principle, that from 1 April 2016 the Service continues to be a joint service with Bedford Borough Council, with Central Bedfordshire Council as the Lead Commissioner on behalf of both Councils;</li> <li>c) having regard to (b) above, delegate authority to the Director of Public Health in consultation with the Executive Member, for the procurement and commissioning arrangements from 1 April 2016.</li> </ul>	7 July 2015		Part exempt  Report	<p>Deputy Leader and Executive Member for Health  Comments by 07/06/2015 to Contact Officer:  Muriel Scott, Director of Public Health  Email: <a href="mailto:muriel.scott@centralbedfordshire.gov.uk">muriel.scott@centralbedfordshire.gov.uk</a>  Tel: 01234 276881</p>

Ref No.	Issue for Key Decision by the Executive	Intended Decision	Indicative Meeting Date	Consultees and Date/Method	Documents which may be considered	Portfolio Holder and Contact officer (method of comment and closing date)
8.	Totternhoe Lower School -	To determine the proposed change of category of Totternhoe Lower from Community to Voluntary Controlled School. To determine the statutory proposal of the Governing Body of Totternhoe Community Lower School to close the school on 31 August 2015. To determine the linked statutory proposal of the Diocese of St. Albans to open Totternhoe Voluntary Controlled Lower School on 1 September 2015.	4 August 2015		Open  Report	Executive Member for Education and Skills Comments by 04/07/2015 to Contact Officer: Helen Redding, Assistant Director School Improvement Email: <a href="mailto:helen.redding@centralbedfordshire.gov.uk">helen.redding@centralbedfordshire.gov.uk</a> Tel: 0300 300 6057
9.	Highways Contract Award -	To gain authorisation to award the Highways Term Maintenance Plus (TMC+) Contract.	4 August 2015		Part exempt  Report	Executive Member for Community Services Comments by 04/07/2015 to Contact Officer: Jade Taylor, Project Manager Email: <a href="mailto:jade.taylor@centralbedfordshire.gov.uk">jade.taylor@centralbedfordshire.gov.uk</a> Tel: 0300 300 5584

Ref No.	Issue for Key Decision by the Executive	Intended Decision	Indicative Meeting Date	Consultees and Date/Method	Documents which may be considered	Portfolio Holder and Contact officer (method of comment and closing date)
10.	Partnership Vision for Education -	To consider the partnership vision for education.	4 August 2015		Open  Report	Executive Member for Education and Skills Comments by 04/09/2015 to Contact Officer: Helen Redding, Assistant Director School Improvement Email: <a href="mailto:helen.redding@centralbedfordshire.gov.uk">helen.redding@centralbedfordshire.gov.uk</a> Tel: 0300 300 6057
11.	Determination of Proposal to Commission New Middle School Places in Leighton Linslade -	To determine the proposal to commission new middle school places in Leighton Linslade.	6 October 2015		Open  Determination of proposal to commission new middle school places in Leighton Linslade	Executive Member for Education and Skills Comments by 06/11/2015 to Contact Officer: Rob Parsons, Head of School Organisation and Capital Planning Email: <a href="mailto:rob.parsons@centralbedfordshire.gov.uk">rob.parsons@centralbedfordshire.gov.uk</a> Tel: 0300 300 5572

Ref No.	Issue for Key Decision by the Executive	Intended Decision	Indicative Meeting Date	Consultees and Date/Method	Documents which may be considered	Portfolio Holder and Contact officer (method of comment and closing date)
12.	Superfast Broadband Extension Programme: Local Growth Fund Support -	Approval sought to extend the current Superfast Broadband Extension project contract, and associated Council resource funding, following approval of additional external funding to increase coverage (up to £3.46 million) from the South East Midlands Local Enterprise Partnership and Broadband Delivery UK.	6 October 2015		Open  Superfast Broadband Extension Programme: Local Growth Fund Support	Executive Member for Corporate Resources Comments by 06/09/2015 to Contact Officer: James Cushing, Head of Investment Email: <a href="mailto:james.cushing@centralbedfordshire.gov.uk">james.cushing@centralbedfordshire.gov.uk</a> Tel: 0300 300 4984
13.	Determination of Proposals to Amalgamate Arlesey Nursery School and Childcare Centre with Gothic Mede Academy and The Lawns Nursery, Biggleswade with Biggleswade Academy Trust -	This report will seek Executive determination of the proposals approved to be subject of consultation by the Council's Executive in June 2015.	1 December 2015	Governing Bodies Parents of children within the school Teachers and other staff Trade unions MP Local Town Councils Ward Councillors As defined in Department for Education and Education Funding Agency statutory guidance.	Open  Determination of proposals to amalgamate Arlesey Nursery School and Childcare Centre with Gothic Mede Academy and The Lawns Nursery, Biggleswade with Biggleswade Academy Trust	Executive Member for Education and Skills Comments by 01/11/2015 to Contact Officer: Rob Parsons, Head of School Organisation and Capital Planning Email: <a href="mailto:rob.parsons@centralbedfordshire.gov.uk">rob.parsons@centralbedfordshire.gov.uk</a> Tel: 0300 300 5572

Ref No.	Issue for Key Decision by the Executive	Intended Decision	Indicative Meeting Date	Consultees and Date/Method	Documents which may be considered	Portfolio Holder and Contact officer (method of comment and closing date)
14.	Council Tax Support Scheme (2016/17) -	The purpose of the report is for the Executive to review the Council's Local Council Tax Support Scheme and address the requirement to recommend to Council the approach to Local Council Tax Support for 2016/17.	1 December 2015	Legal, Risk, Finance, Equalities	Open  Council Tax Support Scheme (2016/17)	Executive Member for Corporate Resources Comments by 01/11/2015 to Contact Officer: Gary Muskett, Head of Revenues & Benefits Email: <a href="mailto:gary.muskett@centralbedfordshire.gov.uk">gary.muskett@centralbedfordshire.gov.uk</a> Tel: 0300 300 4097
15.	Central Bedfordshire's Renewal Policy 2015 - 2020 -	To adopt the Council's Renewal Policy 2015 – 2020 for providing households with financial assistance to improve the homes of the most vulnerable households.	1 December 2015		Open	Executive Member for Social Care and Housing Comments by 01/11/2015 to Contact Officer Nick Costin, Head of Housing Service Email: <a href="mailto:nick.costin@centralbedfordshire.gov.uk">nick.costin@centralbedfordshire.gov.uk</a> Tel: 0300 300 5219



Ref No.	Issue for Key Decision by the Executive	Intended Decision	Indicative Meeting Date	Consultees and Date/Method	Documents which may be considered	Portfolio Holder and Contact officer (method of comment and closing date)
16.	Determination of the Proposal to Recommission Primary Specialist Provision for Autistic Spectrum Condition in Dunstable -	To deter the proposal to recommission Primary Specialist Provision for Autistic Spectrum Condition in Dunstable.	12 January 2016		Open  Determination of the proposal to recommission Primary specialist provision for Autistic Spectrum Condition in Dunstable	Executive Member for Education and Skills Comments by 12/12/2015 to Contact Officer: Rob Parsons, Head of School Organisation and Capital Planning Email: <a href="mailto:rob.parsons@centralbedfordshire.gov.uk">rob.parsons@centralbedfordshire.gov.uk</a> Tel: 0300 300 5572
<b>NON KEY DECISIONS</b>						
17.	March 2015 – Revenue Budget Monitoring Provisional Outturn Report (Subject to Audit) -	The report sets out the provisional financial outturn position for the General Fund (subject to audit) for 2014/15 as at the end of March 2015	7 July 2015		Open  March 2015 – Revenue Budget Monitoring Provisional Outturn Report (Subject to Audit)	Executive Member for Corporate Resources Comments by 07/06/2015 to Contact Officer: Denis Galvin, Head of Financial Performance Email: <a href="mailto:denis.glavin@centralbedfordshire.gov.uk">denis.glavin@centralbedfordshire.gov.uk</a> Tel: 0300 300 6083

Ref No.	Issue for Key Decision by the Executive	Intended Decision	Indicative Meeting Date	Consultees and Date/Method	Documents which may be considered	Portfolio Holder and Contact officer (method of comment and closing date)
18.	March 2015 – Capital Budget Monitoring Provisional Outturn Report (Subject to Audit) -	The report sets out the provisional financial outturn position for the Capital Programme (subject to audit) for 2014/15 as at the end of March 2015.	7 July 2015		Open  March 2015 – Capital Budget Monitoring Provisional Outturn Report (Subject to Audit)	Executive Member for Corporate Resources Comments by 07/06/2015 to Contact Officer: Denis Galvin, Head of Financial Performance Email: <a href="mailto:denis.galvin@centralbedfordshire.gov.uk">denis.galvin@centralbedfordshire.gov.uk</a> Tel: 0300 300 6083
19.	March 2014/15 Housing Revenue Account Budget Monitoring Provisional Outturn Revenue and Capital Report ( Subject to Audit) -	The report provides information on the 2014/15 Housing Revenue Account (HRA) provisional outturn revenue and capital position as at March 2015.	7 July 2015		Open  March 2014/15 Housing Revenue Account Budget Monitoring Provisional Outturn Revenue and Capital Report ( Subject to Audit)	Executive Member for Corporate Resources Comments by 07/06/2015 to Contact Officer: Denis Galvin, Head of Financial Performance Email: <a href="mailto:denis.galvin@centralbedfordshire.gov.uk">denis.galvin@centralbedfordshire.gov.uk</a> Tel: 0300 300 6083

Ref No.	Issue for Key Decision by the Executive	Intended Decision	Indicative Meeting Date	Consultees and Date/Method	Documents which may be considered	Portfolio Holder and Contact officer (method of comment and closing date)
20.	2014/15 Quarter 4 Performance Report -	To report Quarter 4 2014/15 performance for Central Bedfordshire Council's Medium Term Plan (MTP) indicator set.	7 July 2015	Directors	Open  2014/15 Quarter 4 Performance Report	Executive Member for Corporate Resources Comments by 07/0620/15 to Contact Officer: Elaine Malarky, Head of Programmes & Performance Management Email: <a href="mailto:elaine.malarky@centralbedfordshire.gov.uk">elaine.malarky@centralbedfordshire.gov.uk</a> Tel: 0300 300 5517
21.	Budget Strategy and Medium Term Financial Plan (Framework) -	The report proposes the medium term financial planning framework for 2016-17 through 2019-20.	4 August 2015		Open  Budget Strategy and Medium Term Financial Plan (Framework)	Executive Member for Corporate Resources Comments by 04/07/2015 to Contact Officer Denis Galvin, Head of Financial Performance Email: <a href="mailto:denis.galvin@centralbedfordshire.gov.uk">denis.galvin@centralbedfordshire.gov.uk</a> Tel: 0300 300 6083

Ref No.	Issue for Key Decision by the Executive	Intended Decision	Indicative Meeting Date	Consultees and Date/Method	Documents which may be considered	Portfolio Holder and Contact officer (method of comment and closing date)
22.	June 2015 – Quarter 1 Revenue Budget Monitoring Report -	The report sets out the financial position for 2015/16 as at the end of June 2015	4 August 2015		Open  June 2015 – Quarter 1 Revenue Budget Monitoring Report	Executive Member for Corporate Resources Comments by 04/07/2015 to Contact Officer: Denis Galvin, Head of Financial Performance Email: <a href="mailto:denis.galvin@centralbedfordshire.gov.uk">denis.galvin@centralbedfordshire.gov.uk</a> Tel: 0300 300 6083
23.	June 2015 – Quarter 1 Capital Budget Monitoring Report -	The report provides information on the projected capital outturn for 2015/16 as at June 2015.	4 August 2015		Open  June 2015 – Q1 Capital Budget Monitoring Report	Executive Member for Corporate Resources Comments by 04/07/2015 to Contact Officer: Denis Galvin, Head of Financial Performance Email: <a href="mailto:denis.galvin@centralbedfordshire.gov.uk">denis.galvin@centralbedfordshire.gov.uk</a> Tel: 0300 300 6083

Ref No.	Issue for Key Decision by the Executive	Intended Decision	Indicative Meeting Date	Consultees and Date/Method	Documents which may be considered	Portfolio Holder and Contact officer (method of comment and closing date)
24.	June 2015 - Quarter 1 Housing Revenue Account Budget Monitoring Revenue and Capital Report -	The report provides information on the 2015/16 Housing Revenue Account (HRA) projected outturn revenue and capital position as at June 2015.	4 August 2015		Open  June 2015 (Q1) Housing Revenue Account Budget Monitoring Revenue and Capital Report	Executive Member for Corporate Resources Comments by 04/07/2015 to Contact Officer: Denis Galvin, Head of Financial Performance Email: <a href="mailto:denis.galvin@centralbedfordshire.gov.uk">denis.galvin@centralbedfordshire.gov.uk</a> Tel: 0300 300 6083
25.	Quarter 1 Performance Monitoring Report 2015/16 -	To receive the quarter 1 performance management report.	4 August 2015		Open  Report	Executive Member for Corporate Resources Comments by 04/07/2015 to Contact Officer: Elaine Malarky, Head of Programmes & Performance Management Email: <a href="mailto:elaine.malarky@centralbedfordshire.gov.uk">elaine.malarky@centralbedfordshire.gov.uk</a> Tel: 0300 300 5517

Ref No.	Issue for Key Decision by the Executive	Intended Decision	Indicative Meeting Date	Consultees and Date/Method	Documents which may be considered	Portfolio Holder and Contact officer (method of comment and closing date)
26.	Fees and Charges 2016 -	The report proposes the revised fees and charges for 2016.	6 October 2015		Open  Fees and Charges 2016	Executive Member for Corporate Resources Comments by 06/09/2015 to Contact Officer: Denis Galvin, Head of Financial Performance Email: <a href="mailto:denis.galvin@centralbedfordshire.gov.uk">denis.galvin@centralbedfordshire.gov.uk</a> Tel: 0300 300 6083
27.	September 2015 Quarter 2 Revenue Budget Monitoring -	The report sets out the financial position for 2015/16 as at the end of September 2015. It sets out spend to date against the profiled budget and the forecast financial outturn. It excludes the Housing Revenue Account which is subject to a separate report.	1 December 2015		Open  September 2015 Q2 Revenue Budget Monitoring	Executive Member for Corporate Resources Comments by 01/11/2015 to Contact Officer: Denis Galvin, Head of Financial Performance Email: <a href="mailto:denis.galvin@centralbedfordshire.gov.uk">denis.galvin@centralbedfordshire.gov.uk</a> Tel: 0300 300 6083

Ref No.	Issue for Key Decision by the Executive	Intended Decision	Indicative Meeting Date	Consultees and Date/Method	Documents which may be considered	Portfolio Holder and Contact officer (method of comment and closing date)
28.	September 2015 Quarter 2 Capital Budget Monitoring -	The report provides information on the projected capital outturn for 2015/16 as at September 2015. It excludes the Housing Revenue Account which is subject to a separate report.	1 December 2015		Open  September 2015 Q2 Capital Budget Monitoring	Executive Member for Corporate Resources Comments by 01/11/2015 to Contact Officer: Denis Galvin, Head of Financial Performance Email: <a href="mailto:denis.galvin@centralbedfordshire.gov.uk">denis.galvin@centralbedfordshire.gov.uk</a> Tel: 0300 300 6083
29.	September 2015 Quarter 2 Housing Revenue Account Budget Monitoring -	The report provides information on the 2015/16 Housing Revenue Account (HRA) projected outturn revenue and capital position as at September 2015.	1 December 2015		Open  September 2015 Q2 Housing Revenue Account Budget Monitoring	Executive Member for Corporate Resources Comments by 01/11/2015 to Contact Officer: Denis Galvin, Head of Financial Performance Email: <a href="mailto:denis.galvin@centralbedfordshire.gov.uk">denis.galvin@centralbedfordshire.gov.uk</a> Tel: 0300 300 6083

Ref No.	Issue for Key Decision by the Executive	Intended Decision	Indicative Meeting Date	Consultees and Date/Method	Documents which may be considered	Portfolio Holder and Contact officer (method of comment and closing date)
30.	Quarter 2 Performance Monitoring Report 2015/16 -	To receive the quarter 2 performance monitoring report.	1 December 2015		Open Report	Executive Member for Corporate Resources Comments by 01/11/2015 to Contact Officer: Elaine Malarky, Head of Programmes & Performance Management Email: <a href="mailto:elaine.malarky@centralbedfordshire.gov.uk">elaine.malarky@centralbedfordshire.gov.uk</a> Tel: 0300 300 5517
31.	Treasury Management Strategy -	To approve the Treasury Management strategy for the period beginning 1 April 2016.	12 January 2016		Open Treasury Management Strategy	Executive Member for Corporate Resources Comments by 12/12/2015 to Contact Officer: Ralph Gould, Head of Financial Control Email: <a href="mailto:ralph.gould@centralbedfordshire.gov.uk">ralph.gould@centralbedfordshire.gov.uk</a> Tel: 0300 300 6779



Ref No.	Issue for Key Decision by the Executive	Intended Decision	Indicative Meeting Date	Consultees and Date/Method	Documents which may be considered	Portfolio Holder and Contact officer (method of comment and closing date)
32.	Draft Budget 2016/17 and Medium Term Financial Plan -	The report proposes the draft Budget for 2016/17 and updates the Medium Term Financial Plan approved by Council in February 2015.	12 January 2016		Open  Draft Budget 2016/17 and Medium Term Financial Plan	Executive Member for Corporate Resources Comments by 12/12/2015 to Contact Officer: Denis Galvin, Head of Financial Performance Email: <a href="mailto:denis.galvin@centralbedfordshire.gov.uk">denis.galvin@centralbedfordshire.gov.uk</a> Tel: 0300 300 6083
33.	Draft Capital Programme 2016/17 to 2019/20 -	The report proposes the Draft Capital Programme (excluding HRA) for the four years from 1 April 2016.	12 January 2016		Open  Draft Capital Programme 2016/17 to 2019/20	Executive Member for Corporate Resources Comments by 12/12/2015 to Contact Officer: Denis Galvin, Head of Financial Performance Email: <a href="mailto:denis.galvin@centralbedfordshire.gov.uk">denis.galvin@centralbedfordshire.gov.uk</a> Tel: 0300 300 6083

Ref No.	Issue for Key Decision by the Executive	Intended Decision	Indicative Meeting Date	Consultees and Date/Method	Documents which may be considered	Portfolio Holder and Contact officer (method of comment and closing date)
34.	Draft Budget for the Housing Revenue Account (Landlord Service) Business Plan -	The report sets out the financial position of the Housing Revenue Account (HRA) and the Draft Budget for 2016/17.	12 January 2016		Open  Draft Budget for the Housing Revenue Account (Landlord Service) Business Plan	Executive Member for Corporate Resources Comments by 12/12/2015 to Contact Officer: Denis Galvin, Head of Financial Performance Email: <a href="mailto:denis.galvin@centralbedfordshire.gov.uk">denis.galvin@centralbedfordshire.gov.uk</a> Tel: 0300 300 6083
35.	Budget 2016/17 and Medium Term Financial Plan -	The report proposes the Budget for 2016/17 and updates the Medium Term Financial Plan approved by Council in February 2015.	9 February 2016		Open  Budget 2016/17 and Medium Term Financial Plan	Executive Member for Corporate Resources Comments by 09/01/2016 to Contact Officer: Denis Galvin, Head of Financial Performance Email: <a href="mailto:denis.galvin@centralbedfordshire.gov.uk">denis.galvin@centralbedfordshire.gov.uk</a> Tel: 0300 300 6083

Ref No.	Issue for Key Decision by the Executive	Intended Decision	Indicative Meeting Date	Consultees and Date/Method	Documents which may be considered	Portfolio Holder and Contact officer (method of comment and closing date)
36.	Capital Programme 2016/17 to 2019/20 -	The report proposes the Capital Programme (excluding HRA) for the four years from 1 April 2016.	9 February 2016		Open  Capital Programme 2016/17 to 2019/20	Executive Member for Corporate Resources Comments by 09/01/2016 to Contact Officer: Denis Galvin, Head of Financial Performance Email: <a href="mailto:denis.galvin@centralbedfordshire.gov.uk">denis.galvin@centralbedfordshire.gov.uk</a> Tel: 0300 300 6083
37.	Budget for the Housing Revenue Account (Landlord Service) Business Plan -	The report sets out the financial position of the Housing Revenue Account (HRA) and the Budget for 2016/17.	9 February 2016		Open  Budget for the Housing Revenue Account (Landlord Service) Business Plan	Executive Member for Corporate Resources Comments by 09/01/2016 to Contact Officer: Denis Galvin, Head of Financial Performance Email: <a href="mailto:denis.galvin@centralbedfordshire.gov.uk">denis.galvin@centralbedfordshire.gov.uk</a> Tel: 0300 300 6083

Ref No.	Issue for Key Decision by the Executive	Intended Decision	Indicative Meeting Date	Consultees and Date/Method	Documents which may be considered	Portfolio Holder and Contact officer (method of comment and closing date)
38.	December 2015 Quarter 3 Revenue Budget Monitoring -	The report sets out the financial position for 2015/16 as at the end of December 2015. It sets out spend to date against the profiled budget and the forecast financial outturn. It excludes the Housing Revenue Account which is subject to a separate report.	9 February 2016		Open  December 2015 Q3 Revenue Budget Monitoring	Executive Member for Corporate Resources Comments by 08/01/2016 to Contact Officer: Denis Galvin, Head of Financial Performance Email: <a href="mailto:denis.galvin@centralbedfordshire.gov.uk">denis.galvin@centralbedfordshire.gov.uk</a> Tel: 0300 300 6083
39.	December 2015 Quarter 3 Capital Budget Monitoring -	The report provides information on the projected capital outturn for 2015/16 as at December 2015. It excludes the Housing Revenue Account which is subject to a separate report.	9 February 2016		Open  December 2015 Q3 Capital Budget Monitoring	Executive Member for Corporate Resources Comments by 09/01/2016 to Contact Officer: Denis Galvin, Head of Financial Performance Email: <a href="mailto:denis.galvin@centralbedfordshire.gov.uk">denis.galvin@centralbedfordshire.gov.uk</a> Tel: 0300 300 6083

Ref No.	Issue for Key Decision by the Executive	Intended Decision	Indicative Meeting Date	Consultees and Date/Method	Documents which may be considered	Portfolio Holder and Contact officer (method of comment and closing date)
40.	December 2015 Quarter 3 Housing Revenue Account Budget Monitoring -	The report provides information on the 2015/16 Housing Revenue Account (HRA) projected outturn revenue and capital position as at December 2015.	9 February 2016		Open  December 2015 Q3 Housing Revenue Account Budget Monitoring	Executive Member for Corporate Resources Comments by 09/01/2016 to Contact Officer: Denis Galvin, Head of Financial Performance Email: <a href="mailto:denis.galvin@centralbedfordshire.gov.uk">denis.galvin@centralbedfordshire.gov.uk</a> Tel: 0300 300 6083

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

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

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

<b>Date of Publication</b>	<b>Period of Plan</b>
2 April 2015	1 May 2015 – 30 April 2016
22 April 2015	1 June 2015 – 31 May 2016
3 June 2015	1 July 2015 – 30 June 2016
3 July 2015	1 August 2015 – 31 July 2016
31 July 2015	1 September 2015 – 31 August 2016
2 September 2015	1 October 2015 – 30 September 2016
2 October 2015	1 November 2015 – 31 October 2016
30 October 2015	1 December 2015 – 30 November 2016
3 December 2015	1 January 2016 – 31 December 2016
22 December 2015	1 February 2016 – 31 January 2017
1 February 2016	1 March 2016 – 29 February 2017
3 March 2016	1 April 2016 – 31 March 2017

**Central Bedfordshire Council**

**EXECUTIVE**

7 July 2015

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**Central Bedfordshire's Five Year Plan: 2015 -20**

Report of: Councillor James Jamieson, Leader of the Council.

Advising Officers: Richard Carr, Chief Executive and Deb Broadbent-Clarke, Director of Improvement and Corporate Services ([deb.broadbent-clarke@centralbedfordshire.gov.uk](mailto:deb.broadbent-clarke@centralbedfordshire.gov.uk))

**This report relates to a non-Key Decision**

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**Purpose of this report.**

1. Following the election of a new Administration in May 2015, work has commenced on developing a plan for the coming period.
2. The purpose of this report is to propose a process of engagement in order to develop the plan over the summer months.

**RECOMMENDATIONS**

The Executive is asked to:

- 1. note the intention to develop a new five year plan for the Council; and**
- 2. approve the engagement process and timetable for completion of the plan.**

**Overview and Scrutiny Comments/Recommendations**

3. It is proposed that all Members will have an opportunity to engage with the development of the plan through the Overview and Scrutiny process. Specifically, the framework for the plan will be presented for discussion at each of the Overview and Scrutiny Committees this summer.
4. Feedback from this process and other stakeholder engagement will be reflected in a developed plan that will be considered by Executive in October.

## Issues

### Corporate Planning within Central Bedfordshire

5. The election of a new Administration in May 2015 creates an opportunity to review of the Council's existing priorities.
6. These were articulated in the Council's previous Medium Term Plan and were collectively designed to ensure Central Bedfordshire remains a great place to live and work.
7. Activity in pursuit of these priorities has been rigorously monitored and performance is reported quarterly to the Executive under the three categories of People, Place and Making it Happen (organisational development).
8. Progress on Place measures – has included:

Securing the funding and support for major infrastructure developments including the A5-M1 link road, roll out of superfast broadband, development of the economy through the growth of existing companies and relocation of new businesses within the area.

Development of new community based services including a new Leisure Centre in Flitwick, major refurbishment of Leisure and Library services in Dunstable and investment in independent living schemes across Central Bedfordshire.
9. Progress on People measures has included:

A growth in customer satisfaction with the Council (from a baseline of 35% to 73%), which is likely to have been influenced by enhanced perceptions of Value for Money.

Improved educational outcomes for children and young people in Central Bedfordshire and increasing levels of dignity, choice and control for vulnerable adults as services become less institutional and more personalised.
10. Progress on organisational development measures has included:

A drive for efficiency in order to maintain front line services from reductions and protect council tax payers from increases in their charges for Central Bedfordshire Council services. More than £80m has been saved through efficiency measures since the Council was created.



### **A New Five Year Plan**

11. In order to build on the progress the Council has achieved in the past and maintain the momentum of improvement, a process for developing a refreshed five year plan is proposed..
12. Attached at (Appendix A) is a set of slides which outline the framework for the development of the plan which includes:
13. The purpose of the plan
14. The context for its development
15. Provisional outcomes related to community resilience, jobs and prosperity, education and skills, character of place, protecting the vulnerable, health and housing, value for money and becoming a more responsive Council.
16. Key questions on the substance of the priority outcomes, potential activity programmes and performance measures.
17. An engagement process for Members of the Council, officers and other stakeholders.

### **Developing the Plan**

18. All Members of the Council will have the opportunity to contribute to the development of the plan through the Overview and Scrutiny process.
19. At meetings of all of the Committees during August, Members will be invited to reflect on the framework, comment on the outcomes and propose areas for activity and performance measures.
20. Other stakeholders who will be engaged are:
21. Central Bedfordshire Council staff – a representative sample of employees from all services and at all levels will be invited to participate in a series of engagement sessions on the plan.
22. Partners including Town and Parish Councils, neighbouring local authorities, the NHS, business community, emergency services and advocacy groups will also be engaged through either individual or group meetings.

### **Finalising the Plan**

23. Following the engagement exercise, it is expected that a revised and more fully developed plan will be considered by Executive on 6 October and recommended to Full Council for approval on 19 November 2015.

### **Reason for decision**

24. To endorse the proposed approach for the development of the Council's Five Year Plan.

### **Council Priorities**

25. In 2012, the Council confirmed its priorities within the previous corporate plan.

These were:

- Enhancing Central Bedfordshire – creating jobs, managing growth, protecting our countryside and enabling businesses to grow.
  - Improved educational attainment.
  - Promote health and wellbeing and protecting the vulnerable.
  - Better infrastructure – improved roads, broadband reach and transport.
  - Great universal services – bins, leisure and libraries.
  - Value for money – freezing council tax.
26. The election of a new Council in May 2015, has prompted a review of progress against the plan and these priorities. Subject to further engagement and consultation with Members and stakeholders, the revised plan will include amended priority outcomes. Were this to be approved by Council they would replace those listed above.

### **Corporate Implications**

#### **Legal Implications**

27. There are no legal implications in developing the five year plan.

#### **Financial Implications**

28. Once a refreshed plan is adopted, the future Medium Term Financial Plan will become the financial expression of what the Council aspires to achieve through the priorities and targets set out in the five year plan.

### **Equalities Implications**

29. Public authorities have a statutory duty to promote equality of opportunity, eliminate unlawful discrimination, harassment and victimisation and foster good relations in respect of nine protected characteristics; age disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

### **Conclusion**

30. The development of the next five year plan is an important process. It will allow the Council to clearly articulate what it is seeking to achieve between now and 2020. It will form the basis of our core programme of activity against which performance will be measured.
31. The Council will be held accountable by its success or failure to deliver against the plan by the public, stakeholders and staff.
32. Engagement with formulation of the plan will therefore be critical and support of the Member community to this process will be actively sought by those responsible for it.

### **Appendices**

The following Appendix is attached:

Building for the Future  
Central Bedfordshire's Plan – 2015 – 2016  
DRAFT

### **Background Papers**

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

Delivering our Priorities – the previous Medium Term Plan of Central Bedfordshire Council.

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# Developing our vision for the next five years

## Framework Approach



# Purpose of the Plan

- To articulate the work that is most important for us to deliver – our priorities
- To shape the activity plans we will deliver – our programmes
- To allow us to measure and monitor how effective we are – our performance measures

So that we can be held to account by our customers and stakeholders.

It needs to be clear, concise and focused.

# Key Drivers:

- Demographics – the growing and changing nature of our population
- Customer feedback – perceptions of the Council and the area
- Technology – potential for our organisation and our communities
- Economics – the continuing drive for efficiency and effectiveness
- Legislation – changing responsibilities and opportunities

# Early thinking on provisional priorities:

<b>For our communities:</b>	<ul style="list-style-type: none"><li>• Building resilience</li><li>• Jobs and prosperity</li><li>• Character of place</li></ul>
<b>For our customers:</b>	<ul style="list-style-type: none"><li>• Education and skills</li><li>• Protecting the vulnerable</li><li>• Health and housing</li></ul>
<b>For the Council:</b>	<ul style="list-style-type: none"><li>• Value for money</li><li>• A responsive Council</li></ul>



# ***Community Resilience***

***The Outcome: Our communities will be sustainable and resilient places.***

Community spirit will be high and the skills of residents will have grown.

People will be supported to help themselves and others. Residents of all ages will have opportunities to do more on either a voluntary or paid basis. Organisations such as Town and Parish Councils will also be supported to take on more community services.

People will feel safe because crime, and anxiety about crime, will have reduced.

# ***Jobs and Prosperity***

***The Outcome: A thriving local economy, supported by great infrastructure, will mean that all our residents can enjoy prosperity.***

We will have created opportunities for everyone to have access and incentives to work, either in Central Bedfordshire or in other areas which they can get to with ease. There will be routes into employment for all ages such as apprenticeships and schemes for older people, which will result not only in increased income but improved health and raised self esteem.

# Education & Skills

*The Outcome: Our residents, regardless of their age or life stage, will have opportunities to learn, develop and flourish.*

We will support the academic and social success and physical wellbeing of our children and young people, working with schools, parents and communities. We aim to avoid any of our young people not being in employment, education or training.

And because learning is a lifelong activity, opportunities will be available for adults to continue to develop their existing skills and learn new ones.

# Character of Place

***The Outcome: The character of Central Bedfordshire will have been preserved alongside positive progress and development.***

Development will support and enhance our proud heritage of beautiful countryside combined with diverse market towns and villages. We will nurture housing growth that complements our strong and pleasant communities, offering a range of opportunities for people to get into housing they can afford which is sensitively designed to meet their needs. And we will ensure that our communities are supported with the infrastructure to meet their growing demands, in terms of technology, transport and core services.

# ***Protecting the Vulnerable***

***The Outcome: Those who are vulnerable no matter what their age, health or wellbeing, will have the care, support and protection they need.***

Children who are at risk from harm and those we look after will be given care, support and encouragement, not only to keep them safe, but to allow them to be confident and happy young people.

And adults who need support to live fulfilling lives, will determine for themselves what care they want and how they will access it, maintaining their choice, dignity and control.

# Health and Housing

*The Outcome: The wellbeing of residents will be improved by their access to good housing and health services.*

Local people will live in good health for longer because they will be supported to have great lifestyles at every age. Residents will be living in homes which suit them in communities which are thriving and supportive. And when residents do need more help, it will be available to them. More health services will be offered locally, 7 days a week, through excellent and extended primary care services.

Care services will continue to be developed to help people to live independently for as long as possible, either in their own homes with support or in specialist homes.

# ***Value for Money***

***The Outcome: Increasing numbers of our customers will feel that the Council offers them value for money because of its continuing focus on cost effectiveness and efficiency.***

We will make the most of opportunities to create value from trading, from growing, and from working across the public and private sectors to deliver great solutions for our residents. Internally we will deploy technology to enable our staff to work with less reliance on paper and offices, reducing our overhead costs and streamlining our processes.



# ***A Responsive Council***

***The Outcome: We will enhance the way the Council works to improve customer experience and satisfaction.***

The Council will be seen as responsive and accessible – an easy organisation to contact, that communicates with and responds to all its customers.

Our staff will be motivated and customer focused. No matter how we are contacted, the customer experience will be excellent and residents will increasingly be able to engage with us digitally.

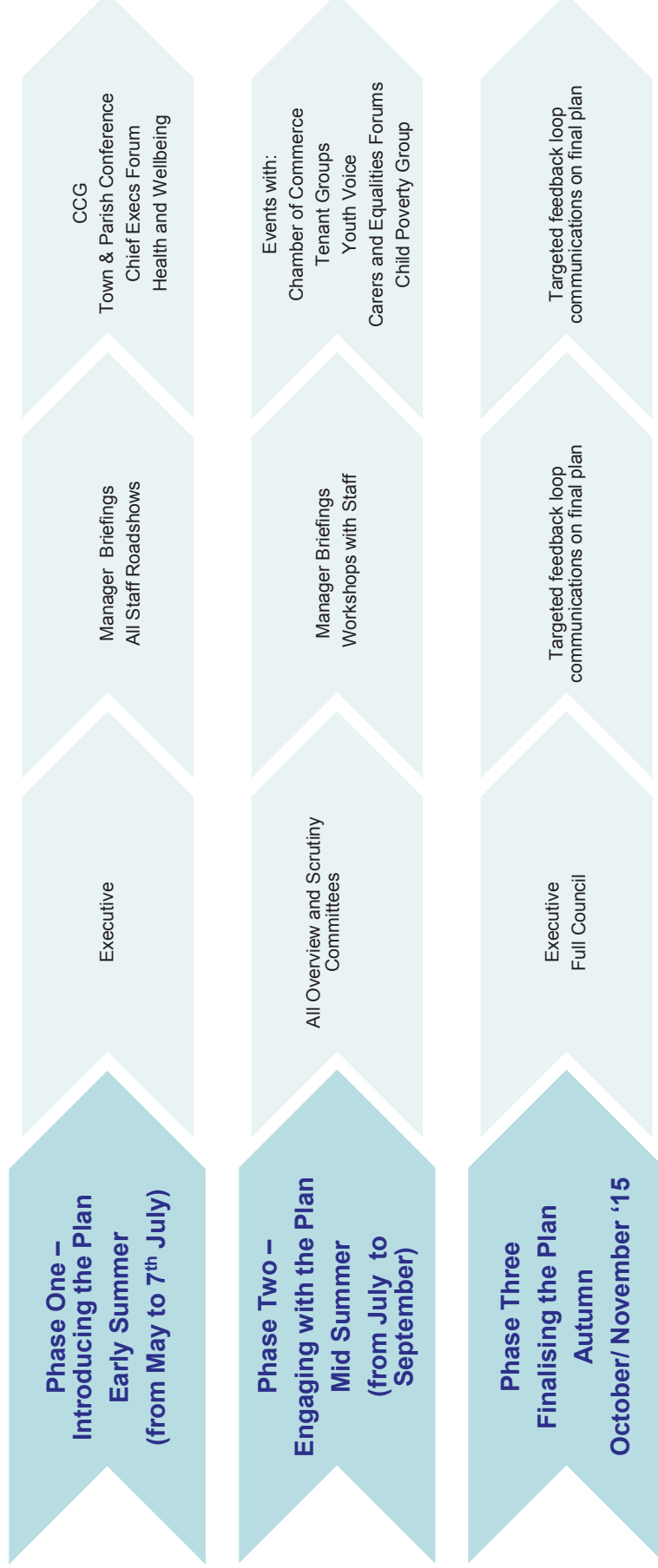


# Key Questions

- How should we streamline our priority outcomes?
- What are the major programmes of activity we should focus on?
- How should we measure our performance so we can track our progress?

# Five Year Plan Development Schedule

Members      Officers      Stakeholders



Central Bedfordshire Council

EXECUTIVE

7 July 2015

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**The Future of Caddington Hall Older Persons Home**

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

Advising Officers: Julie Ogley, Director of Social Care, Health and Housing  
([julie.ogley@centralbedfordshire.gov.uk](mailto:julie.ogley@centralbedfordshire.gov.uk)) and Tim Hoyle, MANOP Head of  
Service ([tim.hoyle@centralbedfordshire.gov.uk](mailto:tim.hoyle@centralbedfordshire.gov.uk))

**This report relates to a Key Decision**

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**Purpose of this report**

1. To consider the outcome of the consultation on the future of Caddington Hall Older Persons Home.
2. To decide on the future of the home.

**RECOMMENDATIONS**

The Executive is asked to:

1. note the outcome of the consultation;
2. approve the closure of Caddington Hall Older Persons Home based on the matters set out in this report, its appendices and background papers;
3. authorise the Director of Social Care Health and Housing to determine the date of closure, taking into consideration the assessed eligible care needs of residents of the home and relevant operational matters;
4. approve the commencement of the processes set out in paragraphs 63 to 64 in relation to the staff employed at Caddington Hall Older Persons Home.

**Overview and Scrutiny Comments/Recommendations**

3. This report was considered by Social Care Health and Housing Overview and Scrutiny Committee on 22 June 2015. The recommendations of the committee are as follows:
  - a. A thorough report was noted.
  - b. The Committee was satisfied that the consultation had been properly carried out.

- c. The Committee applauded the drive to provide modern living standards for our elderly residents that need care.
- d. The Committee was satisfied that the concerns of residents of Caddington Hall are being properly considered and looked to moves being carried out with sensitivity.
- e. Closure of Caddington Hall to relocate residents to better quality accommodation was seen as appropriate under the circumstances.

### **Background**

- 4. At its meeting on 10 February 2015 the Executive considered a report on the challenges facing Central Bedfordshire in the provision of good quality accommodation for older people and the approach being taken to meet these challenges.
- 5. The challenges were set out in detail in the report and can be summarised as follows:
  - a. In common with other council areas and the nation as a whole, Central Bedfordshire's population of older people is set to grow much more rapidly than the overall population. This is particularly true of the group of people aged 85 and over.
  - b. When asked older people consistently say that their preference is to remain living independently in their own home for as long as possible and the Council aims to support this as much as it can.
  - c. The vast majority of people will continue to live in ordinary housing throughout their lives, supported by informal carers (such as relatives and friends) and 'paid for' carers sourced privately or commissioned by the Council. Additionally, in recent years the Council has developed extra care housing schemes that are able to deliver a high level of flexible care options to support residents as and when they need it.
  - d. However, even with the provision of extra care housing, for a small proportion of older people the best place in which their needs can be met is in a care home setting. In recent years increased expectations of the facilities in care homes have led to changes in the physical and environmental standards which new care homes need to meet.
  - e. The Council owns and operates seven care homes for older people across Central Bedfordshire. These were built in the period between the late 1960's and the early 1980's. None of them meet the modern physical and environmental standards that new care homes achieve.
- 6. The Council's response to these challenges of an increase in population of older people and rising expectations is necessarily set within the financial constraints within which the public sector operates. The approach being taken to address these challenges was also set out in detail in the report to the Executive on 10<sup>th</sup> February 2015 and can be summarised as follows:

- a. Increase the availability of home care services in response to increasing demand and the desire by older people to remain in their own homes for as long as possible.
  - b. Develop both domiciliary and residential reablement services that assist older people to regain independent living skills which allow them to remain living at home, even after a spell in hospital.
  - c. Commence the development of extra care housing schemes for independent living in Dunstable (Priory View) and Leighton Buzzard (Greenfields) and plan to deliver a further four schemes of this type over the next six years.
  - d. Reconfigure care home provision for older people to deliver higher physical and environmental standards. This is the most challenging as such changes inevitably mean a degree of disruption to the lives of residents in the homes affected.
7. The specific issues in relation to Caddington Hall are:
- a. The home does not meet the modern expectations as it has relatively small rooms and no en-suite facilities.
  - b. The home's location is far from ideal for the population it serves, being well outside the Dunstable/Houghton Regis conurbation and with poor public transport links from there.
  - c. The constraints on the site (due to it being in the Green Belt) limit the options for its development.
8. During 2013 inspections of the home by the Council and CQC the quality of care at Caddington Hall was found to have deficiencies and the home became subject to the 'serious concerns' process<sup>1</sup>. During this time the home was not able to admit new residents and its occupancy fell considerably. The quality of care was addressed and has improved to a good standard but the home's occupancy did not recover and it has been at around 50% for the past 18 months with only around 20-24 of its 42 places occupied at any one time.
9. Quantum Care opened a new care home – Dukeminster Court, Dunstable – in April 2015 and has stated that it would be prepared to make 26 of its places available to the Council within the rates and terms of the Council's standard agreement with care homes. This would allow all of the residents at Caddington Hall to move together as a group, if they so wished.
10. With these factors in mind the Executive authorised the commencement of a consultation on the future of Caddington Hall Older Persons Home and requested that a report on the outcome of this process was brought to a future meeting along with recommendations about the future of the home in order to make an informed decision.

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<sup>1</sup> This process involves CQC and the Council where there are concerns about the quality of care being offered by a home. It seeks to address those concerns and restore the quality of care to an acceptable level.

### Consultation Process and Outcome

11. The consultation process lasted for 12 weeks (from 18 February to 13 May 2015). Consultees were asked for their views on seven options. These were:
  - a. Doing nothing – continue to run Caddington Hall in its present form.
  - b. Relocating existing residents to better homes and closing Caddington Hall – the Council’s preferred option.
  - c. Selling Caddington Hall to another organisation to run as a going concern.
  - d. Rebuilding on a phased basis - building a new care home on the site whilst the current home remains open then transferring existing residents to the new home and demolishing the old one.
  - e. Rebuilding the home on a non-phased basis – moving residents to alternative homes, demolishing the old home and building a new one on the site.
  - f. Running the home down – stopping new admissions to the home but keeping it open for an agreed period of time or until it had no residents.
  - g. Refurbishing the home so that it meets modern standards.
12. Consultees were also given the opportunity to identify other options and put forward proposals.
13. Being mindful that the preferred option in the consultation was closure, it was important to set out in the consultation the offer to residents of alternative accommodation should the home close. This is:
  - a. Residents would be accommodated in a home that offers a good quality of care.
  - b. Residents would be offered alternative accommodation in a home that meets modern physical and environmental standards and customer expectations.
  - c. Residents would be accommodated in a home that can meet their assessed care needs.
  - d. Residents would be accommodated in a home at fee rates within the range paid by the Local Authority whose area the home is in.
  - e. Residents would be accommodated in a home that is a reasonable distance from their current home.
  - f. Residents who expressed the wish to move as a group would be accommodated where possible.
  - g. Residents would not be required to move more than once.

14. In conjunction with the core offer set out above, resident's individual wishes and circumstances would be further taken into account where at all possible. Examples of this would include:
  - a. Where a resident wished to moved to a different location to be close to a relative.
  - b. Where a resident wished to move to another type of accommodation.
15. In order to be able to honour the undertakings set out in the consultation the Council needs to be able to secure sufficient places in alternative homes and in the case of Caddington Hall it was offered 26 places at Dukeminster Court, a newly-built home in Dunstable operated by Quantum Care. Given the occupancy of Caddington Hall this was sufficient places to give an undertaking to all of the residents of a place there (subject to the home being able to meet their care needs).
16. The consultation documents are set out in Appendices 1, 2 and 3.
17. At the start of the consultation process there were 18 permanent residents in the home and 6 short term residents. During the course of the consultation two of the short term residents became permanent and three of the permanent residents died.
18. In order to ensure that the people most affected by any changes were involved in the consultation process the following activities were undertaken during the consultation period:
  - a. Before it commenced, meetings were held for residents, relatives and staff advising them of the proposals and explaining about the consultation period.
  - b. An initial assessment was undertaken of the care needs and capacities of each resident to understand and take part in the consultation process.
  - c. Relatives were offered 'one-to-one' meetings with members of the consultation team to discuss the options.
  - d. Staff were offered 'one-to-one' meetings with a representative from Human Resources (HR) and members of the consultation team to discuss the options.
  - e. Residents, relatives and other stakeholders were provided with regular updates about the progress of the consultation and what was planned to take place.
19. All residents had one or more relatives or friends interested and involved in their welfare and they were offered an individual meeting with staff from the consultation team. All but one took up this offer.
20. During the consultation period a document was published that set out the most common questions asked during the process so far with answers. This document appears as Appendix 4.

21. Particular attention was given to enabling residents to be involved in the consultation process even though some lack mental capacity. The initial assumption was that all residents would be able to take part in the consultation, although some may need assistance to do this. Views were obtained from staff in the home and residents' relatives about the capacity of individual residents to be involved and whether or not the process may distress them. These views were recorded and where there was some question over the residents' ability then a social worker met with them and both assessed their capacity and, where appropriate, facilitated their participation in the consultation.
22. Professional assessment undertaken during the course of the consultation period showed that nine residents had capacity to take part in the consultation and were assisted to do so. A further seven residents were assessed not to have capacity to participate meaningfully in the consultation but all of those people had a relative or friend who was able to represent their best interests. No resident required an advocate.
23. A total of 28 responses were received to the consultation. These are set out in full in Appendix 5 and the key issues raised are discussed in the next section. Whilst there were a number of issues raised it would be fair to say that the majority of respondents understood the Council's preferred option and were broadly supportive of it.
24. During the consultation period a number of residents and/or their relatives expressed a desire to leave the home ahead of any decision on its future. Whilst this was not actively encouraged, where such a desire was expressed then the normal processes were followed when a care home resident wishes to relocate. At the time of writing the situation is as follows:
  - a. Eight permanent residents have already moved to alternative accommodation.
  - b. Ten permanent residents have no plans to move prior to a decision about the future of the home.
25. Concerns were also expressed at the start of the consultation that staff would leave the home prior to any decision about its future. Staff have been supported and encouraged to stay. At the time of writing four of the 45 staff at the home had left since the commencement of the consultation and a further three had transferred to another Council home for operational reasons.

### **Key issues**

26. The key issues can be categorised into two areas - those that are significant in determining the future of Caddington Hall and those that are important to be considered should the decision be to close the home.



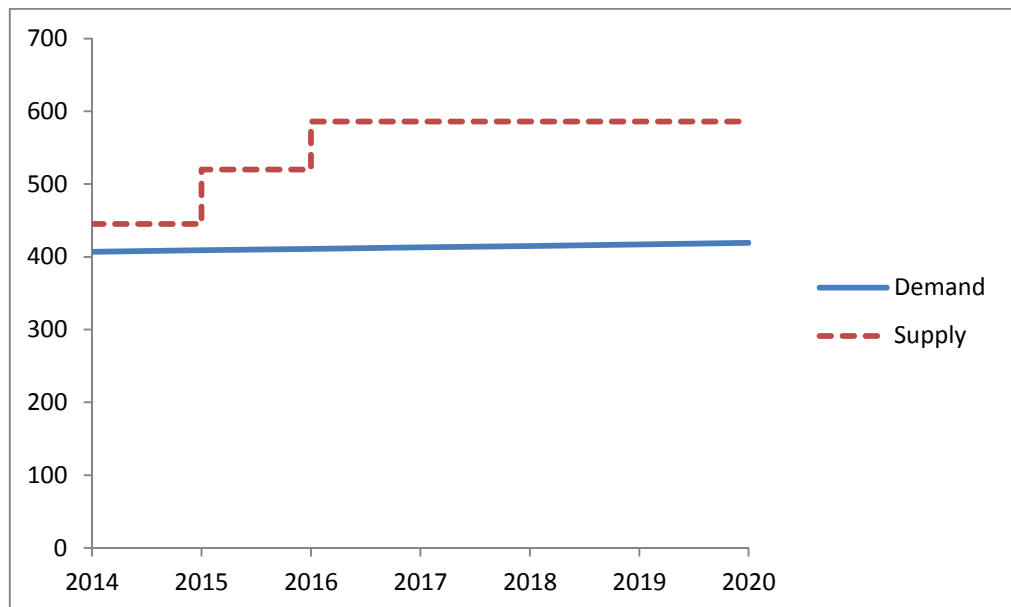
### **Issues important in determining the future of the home**

27. Those which are significant when coming to a decision about determining the future of the home are:
  - a. The supply of and demand for residential care for older people in the area.
  - b. The degree to which the home currently meets the care needs of current and future customers.
  - c. The availability of alternative homes for existing residents.
  - d. The views of existing residents.
  - e. The potential impact of a move on existing residents.

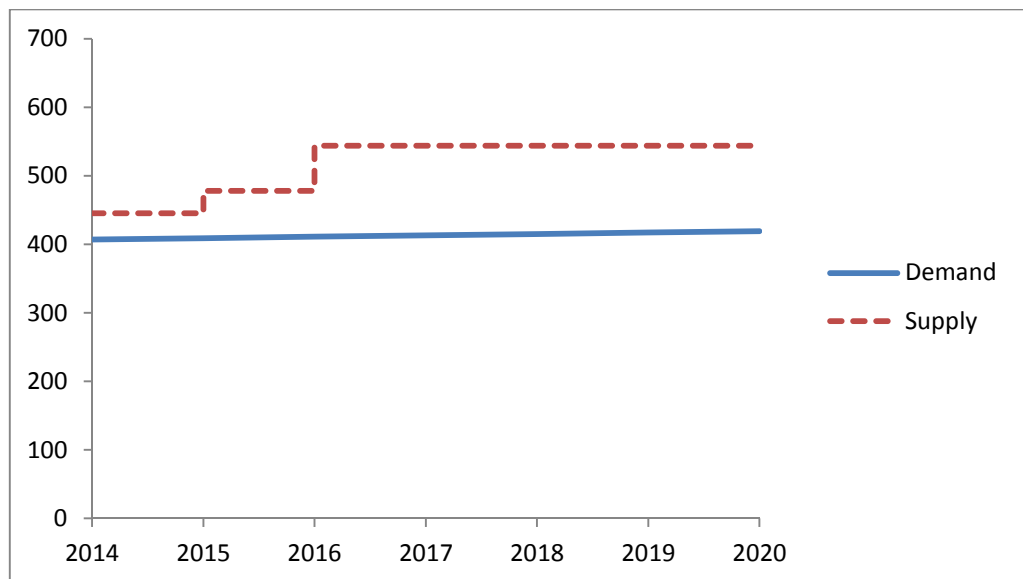
### **Supply and Demand for Care Home Places**

28. Under Section 5 of The Care Act 2014, the Council has a duty to commission services and shape the market for social care services. The principles set out in the Act which should underpin this activity are:
  - a. A focus on outcomes and wellbeing;
  - b. Promotion of quality services, including through workforce development and remuneration and ensuring appropriately resourced care and support;
  - c. Supporting sustainability;
  - d. Ensuring choice;
  - e. Co-production with partners.
  - f. The promotion of diversity and quality of provision in care services.
29. The approach set out in the 10<sup>th</sup> February 2015 report to the Executive is to maintain the total number of care home places in the period to 2020 across the Central Bedfordshire area whilst re-providing the capacity in the seven Council-owned homes with places in homes that meet modern standards. The expectation is that the market will deliver these replacement places on a commercial basis. This 'market-led' approach delivers the outcomes the Council is seeking without capital investment by the Council but has the consequence that the Council cannot dictate when a new home will be built and must react to developments in the market.
30. People entering care homes tend to look for ones that are in their local area and as a result most care home residents enter homes within five miles of their previous home. This is the case with Caddington Hall. Although it is physically located in Hertfordshire it is very close to the border and has always been managed primarily as a resource for the people of Central Bedfordshire.
31. The Council maintains data of care home capacity and usage in Central Bedfordshire based on publicly-available registration information and its own contractual information. It calculates demand based on population data and population forecasts.

32. Looking at the locality of Chiltern Vale one new 75-place care home (Dukeminster Court, Dunstable) opened in April 2015 and another (Rosewood Court, Dunstable) is under construction and scheduled to open early in 2016.
33. On that basis projected supply and demand for care home places indicates that supply will run well ahead of demand in the period to 2020 and therefore this is the opportunity to consider the future of homes in this locality. The data also indicates that it is unlikely that further new care homes will be developed in the same period.
34. This data is shown in the graphs below. The first graph shows supply and demand assuming that Caddington Hall remains open and the second shows this impact of it closure.
35. In addition, the introduction of new care home places into the market may have a destabilising effect on other care homes (by taking customers and staff away from them) and using the opportunity to reprovide Council-owned capacity will have the effect of moderating this.



**Figure 1: Forecast Care Home Supply and Demand in Chiltern Vale (Caddington Hall remaining open)**



**Figure 2: Forecast Care Home Supply and Demand in Chiltern Vale (Caddington Hall closing)**

36. Therefore on the basis of supply and demand this is a good opportunity to pursue the replacement of the places at Caddington Hall and would not lead to a shortage of placements for those that require one.

**The availability of alternative care home places for existing residents**

37. As has already been stated the offer of 26 places at Dukeminster Court means that if they wish residents can move as a group. However residents will have a choice of alternatives.
38. There are 10 other independently provided care homes in the Chiltern Vale locality. At the time of drafting all of these homes had at least one vacancy and across the 10 homes there were a total of 47 vacancies. This would indicate that there is capacity in local homes to provide a good range of choice for residents.

**The degree to which Caddington Hall meets the needs of older people.**

39. The most recent inspection of Caddington Hall by the Care Quality Commission (CQC) rated the care provided in the home as 'Good'. This feedback is echoed by relatives of residents who report a significant improvement in the quality of care over the last two years.
40. The building has no immediate major maintenance issues. However the mechanical and electrical systems are over thirty years old and would require significant investment to extend the useful life of the building by more than a couple of years.
41. The building was designed and constructed before the modern requirements were introduced and as a result it does not have the room sizes and en-suite facilities that homes constructed more recently do.

42. The issue of room sizes is significant not just in terms of the resident having enough space but it can also be an issue which affects delivery of care. The care needs of older people in care homes have increased since Caddington Hall was designed and constructed. Many residents now need help with transfers, often needing two carers and suitable hoisting equipment, and this can be difficult to deliver in a small space.
43. The provision of en-suite bathrooms greatly enhances the dignity of the residents who are able to use the facilities, either independently or with assistance. There will always be a proportion of residents who are not able to make full use of this type of facility but even in those situations the en-suite can make the delivery of care to residents more dignified for the residents and staff and removes the need for rooms to have commodes.
44. The location of the home makes it physically isolated. Whilst this has the advantage of making it a very quiet location it also confers several disadvantages:
  - a. Its distance from centres of population makes it difficult to access without a car. Although there is a bus service this runs to and from Luton rather than Dunstable.
  - b. This inaccessibility means that it can be difficult to fill places at the home when there are alternatives that are easier to get to.
  - c. As a consequence it is likely that those residents who are there get fewer visits from friends and relatives than would otherwise be the case and also that it would be more difficult to achieve and maintain a high level of community involvement with the life of the home.

#### **The views of existing residents**

45. The views of existing residents and their relatives are set out in full in Appendix 5 - Response to Consultation - The Future of Caddington Hall. The views most commonly expressed in their responses were:
  - a. An understanding of what is being proposed and the reasoning behind it.
  - b. Preference by a small number of the option of bringing the facilities at Caddington Hall up to date.
  - c. The risks to residents if they are asked to move home.
  - d. Reluctance by some residents to move away from the home.
  - e. Concerns for the future of the staff should the home close.
46. Whilst it is understandable that some residents and their relatives would prefer the facilities in the home to be brought up to date this would not address the fundamental issue of the unsuitable location of the home. Further a number of other issues would also be relevant:
  - a. Major building work would be disruptive for the existing residents or would require the home to close whilst it was being carried out.

- b. Given the site constraints upgrading the home would be likely to reduce the number of places in the home and affect its viability.
  - c. Significant capital investment would be needed.
47. These issues in paragraph 45 c), d) & e) are addressed in more detail in the next section which sets out the processes that would be followed should a decision be made to close the home.
48. One respondent suggested that it may be possible to work jointly with Hertfordshire County Council and/or Dacorum Borough Council to improve and operate the home jointly, as a resource for the people in the Markyate area as well as for the Caddington area. This option was not one of those in the consultation document. In order to explore this option further contact was made with relevant officers from Hertfordshire County Council and Dacorum Borough Council. The correspondence sent to each council is set out in Appendices 6 and 7.
49. A response was received from Dacorum Borough Council indicating that they are supportive of the Council's preferred option.
50. A response was received from Hertfordshire County Council stating that they did not have a current or projected shortfall of care home capacity in this area of Hertfordshire and that they did not consider that the location would be one that would be attractive to a significant number of Hertfordshire residents. On that basis they did not support the concept of any investment by Hertfordshire County Council in the home or the site.

**The potential impact of a move on existing residents.**

51. Research on the effect of previous home closures in the UK and elsewhere has provided some evidence that the closure of a home can impact negatively on the health and wellbeing of residents. This is an area not without controversy but there is a general consensus that the risk of harm to individual residents can be reduced to an acceptable level by following a number of principles. These are:
- a. The importance of clear, open and honest communication with residents, relatives and staff.
  - b. Communication should be regular and be both proactive and reactive as the situation demands.
  - c. Residents should be sensitively encouraged and facilitated to take part in the consultation process about the future of the home in ways that are compatible with their needs and abilities. Professional assessment of their ability to participate and the potential harmful effects of participation would be made.
  - d. Residents should have access to advocacy.
  - e. All residents should have comprehensive assessments undertaken by appropriate professional(s) and the recommendation of these assessments will be taken into account in the choice of accommodation offered and in planning their move.

- f. Residents and their relatives should be offered the opportunity to visit other homes and given time to make an informed decision.
  - g. In planning moves particular attention should be paid to those residents identified as most vulnerable or at risk.
  - h. Residents should be given practical help and support to move.
  - i. Residents should not be moved if there is medical advice that to do so would put them at imminent risk. Moves would be postponed until this risk had been mitigated.
  - j. Appropriate methods should be put into place to monitor the people who have transferred.
52. These principles have been defined more fully and published in good practice guidance<sup>2</sup> including:
- a. *'Making Choices Good Practice Guide' – Reconfiguration of Statutory Residential Homes – Health and Social Care Board for Northern Ireland*. This document was published in 2013 as guidance for practitioners and managers in Northern Ireland in relation to the closure of homes there. Although there are some historical, governance and legislative differences between the UK and NI the majority of the recommendations in the guide are useful and relevant.
  - b. *'Achieving Closure – Good Practice in supporting older people during residential care closures' – University of Birmingham / ADASS*. This document was published in 2011 and draws on previously published studies and guidance as well as drawing on the experience of authorities that had undertaken care home closures.
53. The key points from these documents are incorporated into the Council's own guidance which explains to practitioners how to put these principles into practice. These documents are available as background papers. To date all of these good practice principles have been followed and this will continue should the decision be to close the home.
54. Full assessment of the needs and options for residents will be undertaken should a decision be made to close the home but an initial professional assessment has been made of the needs of residents to ascertain those who may be most at risk should the home close and to identify what actions can be taken to mitigate those risks. A summary of these assessments is set out in an anonymised form in Appendix 5.

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<sup>2</sup> It should be noted that this guidance covers both 'planned' and 'unplanned' closures. The latter type of closure is where a home needs to close at short notice because of regulatory action, provider failure or catastrophic building issues.

55. Although, quite rightly, this approach focusses on managing the risks associated with a closure of the home, a number of residents and relatives see this proposal as one which has its positive aspects and which will lead to an improved quality of life for current and future residents.

**Next steps - issues which need to be considered should the decision be to close the home.**

56. There are a number of issues that will need to be considered should the decision be to close the home. These are:
- a. The degree to which risks associated with a move can be managed and mitigated.
  - b. Managing moves and making practical arrangements.
  - c. Managing the employment options for staff and ensuring the Council meets its obligations to them.
57. Whilst there are a number of actions that cannot be undertaken ahead of a decision on the future of the home, it is important to explain what arrangements would be put in place to deal with these matters.
58. Plans are in place to have a professional team available to work with existing staff in the home, residents and their relatives to review care needs (alongside the resident's GP and any specialist medical advice), agree on the preferred options, plan moves and make the practical arrangements such as transportation.
59. All residents will have the risks to them assessed as part of the activities set out in paragraph 58 and actions put into place to reduce those risks to a minimum.
60. The assessments and actions required will be recorded for each resident in an individual 'move plan'. This will include follow-up and monitoring for a period after they have moved.
61. Some of the residents of the home are very frail. It is important to be responsive to any changes of needs or deterioration of a resident's condition. Even if arrangements have been made to close the home, residents who are reaching the end of their life or for whom medical advice is that a move could cause a significant deterioration in their health would not be moved and the home would remain open for as long as is necessary. For this reason the recommendation in this report is set out to allow the decision on the actual date of closure to be made operationally by the Director of Social Care, Health and Housing taking any issues of this nature into account.
62. Although staff in the home have been kept informed of the proposals and invited to participate in the consultation process about the future of the home, no formal employment-related activity has commenced. Should the decision be to close the home then staff from the Social Care, Health and Housing Directorate, supported by Human Resources would follow the agreed process in the circumstances where a change of this nature is being proposed.

63. This process will involve the following activities:
  - a. Formally advising staff of the plan and that their posts are 'at risk'.
  - b. Advising staff of their options and rights.
  - c. Consulting staff on an individual and group basis on the options for their futures.
64. The Council's processes seek to avoid compulsory redundancy for staff in such circumstances and would explore other options with them such as redeployment to another unit in a similar role or to another area of the Council. Some staff may wish to seek employment to another care home outside of Central Bedfordshire Council. Whilst the Council cannot arrange this directly it would aim to support staff to do this and facilitate it where possible.

### **Corporate Implications**

65. The management of the Caddington Hall building and the site is a corporate responsibility. Should the decision be made to close the home then there will be a number of consequent actions that will need to be undertaken once the residents have moved out and the home closed. These include:
  - a. Decommissioning the building and making it secure.
  - b. Arranging for ongoing management of the site.
  - c. Examining options for the future use of the site.
66. In addition to the home there are two houses on the site. One is unoccupied and used for storage but the other has a secure tenant and three occupants. In determining the future of the site the rights and needs of the tenant will need to be taken into account.
67. Following closure the expectation is that a further report will be brought to the Executive setting out the options for the use of the site.

### **Legal Implications**

68. When a Council is contemplating the closure of a care home there are a number of legal aspects that need to be fully considered. There are three areas of law which are most significant in relation to this decision:
  - a. The duty to consult: there is a requirement that the Council conducts a consultation before making a decision.
  - b. Obligations under the Human Rights Act 1998 (HRA): the Council has obligations to ensure that any actions it takes do not infringe the human rights of residents in the home.
  - c. The Public Sector Equality Duty (PSED): in coming to a decision about the future of the home the Council must be aware of its duty to promote equality.
69. The obligations placed on the Council have been considered in the actions of officers and in the preparation of this report.



70. Case law sets out a number of principles for the conduct of consultation. These are:
  - a. consultation must take place when the proposal is still at a formative stage
  - b. sufficient reasons must be put forward for the proposal to allow for intelligent consideration and response
  - c. adequate time must be given for consideration and response
  - d. the product of consultation must be conscientiously taken into account.
71. The consultation and decision-making process has been designed to ensure that these principles are honoured.
72. The HRA set out a number of rights that we all have. Most relevant in relation to the matter in question are:
  - a. Article 2 – the right to life.
  - b. Article 3 – the prohibition of torture or inhuman or degrading treatment.
  - c. Article 8 – the right to privacy.
73. A decision which potentially restricts a human right does not necessarily mean that it will be incompatible with the HRA. Public bodies also need to take into account other general interests of the community. Some rights can therefore be restricted where it is necessary and proportionate to do so in order to achieve a legitimate aim. Provided a restriction of such a right has a legitimate aim and the restriction itself does not go any further than necessary to protect this aim, then it is likely that it will be compatible with the HRA. In this way the HRA recognises that there are certain situations where a public body is allowed to restrict individual rights in the best interests of the wider community.
74. In this situation the Council is proposing changes to service configuration that will result in an overall improvement of care home facilities for older people (which will ultimately benefit many hundreds of people) whilst acknowledging that in doing so there will be some unavoidable disruption to the lives of current residents. Providing that the Council does all that can reasonably be done to minimise the affect on existing residents then closing a home is not incompatible with the requirements of the HRA. The actions to date and proposed are set out in paragraphs 51 to 64.
75. Discussion of the Council's duties in relation to equalities is set out in paragraphs 84 to 86 along with the actions taken to ensure that it meets its obligations.

### **Financial Implications**

76. Financial considerations have not been a fundamental driver for this proposal but the changes being considered do have financial implications compared to the current position.

77. Under the Framework Agreement the Council does not block purchase places at care homes – it pays fees for any places it takes up. The fee structure is set out in the Framework Agreement.
78. Residents pay an assessed contribution towards the cost of their care depending on their means. Once over a capital or income threshold residents reimburse the Council for the full cost of their care fees. These arrangements are not fundamentally affected by the proposals but the fees paid by full cost payers may increase to the level payable under the framework agreement. Other residents' contributions will be unaffected. For example, the full cost fee for a place at a care home rated as 'Good' under the Framework Agreement is £489.87 per week. The full cost fee for Caddington Hall is £431.26 per week.
79. Caddington Hall is operated as a directly-managed service and the majority of the operational costs relate to the employment of staff. In addition there are supplies and services costs and maintenance costs for the building.
80. If the decision is to close the home then the costs will shift from the directly-managed services to purchased services. In the long term this shift is likely to be cost-neutral but in the case of this home the fact that it has been operating well below its capacity means that there are likely to be in-year cost savings.
81. During the transitional period (when residents are in the process of moving out of the home) there are dual running costs because the home needs to remain operational as residents move out. When this programme was originally envisaged the cost of dual running was estimated and incorporated into an earmarked reserve. This will be utilised as required and at this stage is deemed to be adequate to cover all anticipated costs.
82. Monitoring and management of costs in relation to these proposals will be undertaken using the Council's normal procedures and reported to members as part of the Council's normal budget monitoring activities.
83. Decisions around the future of the site have the potential to yield a capital receipt but this would be the subject of a further report should the decision be to close the home.

### **Equalities Implications**

84. Central Bedfordshire Council has a statutory duty to promote equality of opportunity, eliminate unlawful discrimination, harassment and victimisation and foster good relations in respect of nine protected characteristics; age disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.
85. An Equality Impact Assessment (EIA) has been completed as part of the development process, and it is available as a background document. Members should read and consider the EIA before coming to a decision on the recommendations in this report.

86. An important aspect referred to in the EIA is the potential for there to be adverse impacts on residents if a care home is closed and they need to move. In light of this the key recommendations of the EIA are:
- a. There is a need to balance the potentially conflicting duties in relation to consultation with residents who may be distressed (or be at risk of harm for other reasons) by the consultation process itself.
  - b. There is a need to ensure that decision-makers are given accurate information about the risks to individual residents and the degree to which these can be mitigated when coming to a decision about the future of the home. This information is contained in Appendix 8.
  - c. There is a need to ensure that the requirements of the PSED are taken into account and reflected in the information presented to decision-makers.
  - d. A good understanding of the needs and preferences of each resident, along with detailed transition plans that reflect these needs are important in reducing the risk to residents.
  - e. A high level of communication and engagement with residents, relatives and staff is important in helping to deal with issues as they arise and manage people's anxieties.

### **Conclusion and Next Steps**

87. The low level of occupancy of Caddington Hall, the availability of alternative places in homes that meet modern standards, the specific offer of places in a newly-completed home close to Caddington Hall and the plans to ensure the welfare of residents mean that this is an appropriate time to proceed with the closure of the home.
88. If the recommendations are accepted then the next steps will be to commence the process to close the home, relocate the residents and work with staff in the home on their futures as set out in paragraphs 56 to 64 of this report.

### **Appendices**

The following appendices are attached through an electronic link:

1. Have Your Say on the Future of Caddington Hall
2. Options Considered for the Future of Caddington Hall
3. Caddington Hall Consultation Questionnaire
4. Update on the Future of Caddington Hall
5. Response to Consultation - The Future of Caddington Hall
6. Letter to Director of Community Services, Hertfordshire County Council
7. Letter to Director of Planning, Dacorum Borough Council
8. Anonymised needs and risk assessments of current residents of Caddington Hall <To Follow>

**Background Papers**

89. The following background papers, not previously available to the public, were taken into account and are available on the Council's website:
- a. Equality Impact Assessment – The Future of Caddington Hall Older Person's Home
  - b. Closure of Care Home Relocation of Residents – Good Practice Guidance

**Reports Considered Previously**

90. The following reports relating to this matter were previously considered and are available on the Council's website:
- a. Improving Care Homes For Older People In Central Bedfordshire – Report to Executive on 10th February 2015



have  
**your**  
say...

## ...on the future of Caddington Hall

Find out more about the consultation process and how you can have your say on the future of Caddington Hall

Find Central Bedfordshire Council online at



[www.centralbedfordshire.gov.uk/consultations](http://www.centralbedfordshire.gov.uk/consultations)

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## Why do we consult?

Councillors are responsible for making decisions for the Council. Holding a consultation gives those directly affected by a proposed decision the opportunity to have their say and influence the decision that is made. Those directly affected, community organisations and the general public are encouraged to review the proposals and feedback their opinions and ideas to the Council.

During the consultation process you can request further information, ask questions and request that the Council looks into alternative options that have not been identified.

All comments made during the consultation process are recorded. The Council will publish its response to these comments and this information will be taken into account by Councillors so they can make an informed decision.

## What we are consulting on

Central Bedfordshire Council wants the best possible quality of life for all its residents and is committed to developing and improving accommodation with care for older people. The Council owns and operates seven care homes which were built several decades ago and which currently no longer meet the expectations of customers and regulators in terms of facilities and accommodation.

So, when better options become available elsewhere, the Council will consult with residents and relatives about the future.

The opening of Dukeminster Court, a brand new care home in Dunstable, and other good quality residential care homes in close proximity to Caddington Hall, mean that the Council can now offer alternative and improved accommodation to the residents of this home.

The Council is therefore consulting on the future of Caddington Hall. Having reviewed a number of options for the future of the home, the Council's preferred option is to offer and arrange accommodation for the existing residents in good alternative care homes and then to close Caddington Hall.

## Consultation Timetable

Key Date	Activity
18 <sup>th</sup> February 2015	Consultation opens
13 <sup>th</sup> May 2015	Consultation ends
14 <sup>th</sup> May – 31 <sup>st</sup> May	Feedback reviewed and responses given
June 2015	Report to Executive Committee for decision

## How we will consult

Everyone can respond to the consultation by reading this factsheet, which has a summary of the proposals, and completing the consultation questionnaire. There is more information in the document 'Options Considered for the Future of Caddington Hall' which we would encourage people to read before responding.

If you have any questions about the options, need more information or would like the Council to consider other ideas these would be welcome. The ways you can contact the Council are explained at the end of this factsheet.

For those people who are most directly affected by the proposal – the people who live at Caddington Hall, their relatives and the staff who work there – we will organise meetings and events to enable everyone who wants to, to participate in the consultation.

We will take special care to ensure that the people who live in the home are consulted, without causing distress to those who may have difficulty understanding what is happening. We will discuss this with the people who know the residents best – their relatives and the staff in the home.

For those residents who may need help with their communication, we will offer support through independent advocates, who will assist them to ensure that they can express their views.

The consultation activities with residents and relatives will be tailored to individual requirements and the options that will be offered include:

- Meetings held at Caddington Hall for residents, relatives and staff - either in small groups or one to one.
- Meetings held in areas local to relatives for those who find it difficult to get to the home.
- Communications via post or email to residents, relatives and staff to inform them of activities and the progress of the consultation.

In addition members of the consultation team are available to meet with other individuals and organisations who would like to hear more about the proposals. Our contact details are at the end of this factsheet.

## What the proposals are trying to achieve

A number of options in relation to the future of Caddington Hall care home have been considered and evaluated against four important questions. These are:

- Improved quality of accommodation – will the option mean that the current residents of Caddington Hall will be living in homes that have good quality care and meet modern standards of facilities and accommodation?
- Better-located care homes – will the residents of the Dunstable and Houghton Regis and Caddington area have good standard care home accommodation in places that are easy for them to get to?
- Minimal disruption – what degree of disruption to the lives of current residents would result from the option in question and what will the impact of this be on their health and wellbeing?

- Value for money – Would the option represent good value for money– both in the short term and the longer term?

## The options we have considered

The Council has considered the following options:

- Doing nothing – continue to run Caddington Hall in its present form.
- Relocating existing residents to better homes and closing Caddington Hall.
- Selling Caddington Hall to another organisation to run as a going concern.
- Rebuilding on a phased basis - building a new care home on the site whilst the current home remains open then transferring existing residents to the new home and demolishing the old one.
- Rebuilding the home on a non-phased basis – moving residents to alternative homes, demolishing the old home and building a new one on the site.
- Running the home down – stopping new admissions to the home but keeping it open for an agreed period of time or until it had no residents.
- Refurbishing the home so that it meets modern standards.

These options are set out in more detail in the document 'Options Considered for the Future of Caddington Hall'.

## How we have evaluated the options

In the table below we have summarised how these options have been evaluated.

Outcomes	Options						
	Do nothing	Relocate to better homes	Sell as going concern	Phased rebuild	Non-phased rebuild	Run down	Refurbish
Improved quality of accommodation	x	✓	x	✓	✓	x	✓
Better-located care homes	x	✓	x	x	x	✓	x
Minimal disruption	✓	x	✓	x	x	✓	x
Value for money	x	✓	✓	x	x	x	x



## Preferred Option

Having considered these options for the future of Caddington Hall, the Council's preferred option at this stage is to offer and arrange for accommodation in better and alternative care homes for all existing residents. The Council would then close Caddington Hall.

This is the preferred option at this stage because:

- Improved quality of accommodation: it enables existing residents to live in care homes that meet physical and environmental standards and deliver good quality care.
- Better-located care homes: Caddington Hall is not easily accessible by public transport and is not well located to serve the population of the area. Other care homes that meet modern standards are better-located.
- Minimal disruption for existing residents: any move would mean some disruption for existing residents, which could have a negative impact on their health and wellbeing. Whilst the preferred option would require existing residents to move, this would only happen once and measures could be put in place to minimise any risks to their health and wellbeing
- Value for money: because the independent care home market is delivering good quality residential care homes in south Central Bedfordshire, significant investment in a care home in Hertfordshire would not represent value for money to the Council and its council tax payers.

Although this is the preferred option we want to hear your views before coming to a decision. This is why the consultation process is so important.

## Have your say

We want to know the views of current residents, their relatives and others who have an interest in the future of Caddington Hall. We also want to understand what the impact will be on individuals and how we might reduce this.

A copy of this factsheet and a more detailed briefing document - 'Options Considered for the Future of Caddington Hall' is available on the web site for the public and hard copies will be available on request.

You can ask us any questions or tell us your view through the methods on the next page. We are particularly keen to get your answers to the following questions:

- What are your views on the Council's preferred option?
- Are there any options that you think are not correctly evaluated?
- Are there any options listed that you think the Council should investigate in more detail?
- Are there any other options that you think the Council should consider that are not in the document?
- Do you have any further comments about the future of the home?
- What could the Council do to minimise the impact of any changes on existing residents and their relatives.
- Do you have any other comments about the provision of accommodation for residents at Caddington Hall?

## For more information

From 18<sup>th</sup> February 2015 you can:

- Visit our website for more information and complete our online questionnaire:  
<http://www.centralbedfordshire.gov.uk/consultations>
- Email us at: [Consultations@centralbedfordshire.gov.uk](mailto:Consultations@centralbedfordshire.gov.uk)
- Write to us at:

FREEPOST RSJS GBBZ SRZT (you do not need a stamp)  
Caddington Hall Consultation  
Central Bedfordshire Council  
Priory House, Monks Walk  
Chicksands, Shefford  
SG17 5TQ

The consultation period is open until 13<sup>th</sup> May 2015

## Please let us know if you need information in alternative formats or languages

Email	<a href="mailto:consultations@centralbedfordshirecouncil.gov.uk">consultations@centralbedfordshirecouncil.gov.uk</a>
Telephone	0300 300 4371
Website	<a href="http://www.centralbedfordshire.gov.uk/consultations">www.centralbedfordshire.gov.uk/consultations</a>

### Data Protection Act 1998

Please note that your personal details supplied on this form will be held and/or computerised by Central Bedfordshire Council for the purpose of the Caddington Hall consultation. The information collected may be disclosed to officers and members of the Council and its' partners involved in this consultation. Summarised information from the forms may be published, but no individual details will be disclosed under these circumstances. Your personal details will be safeguarded and will not be divulged to any other individuals or organisations for any other purposes.  
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0300 300 8000

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## Options Considered for the Future of Caddington Hall

This document provides detailed information about the options considered in relation to the future of Caddington Hall care home. It aims to support people who wish to participate in the consultation process about the future of the care home and should help people make an informed response to the consultation questionnaire.

For more information about what consultation is, how it works and how you can contribute please read the factsheet 'Have your say on the Future of Caddington Hall'.

### Reasons for Review

Nationally and locally, people are living longer. Quite rightly the expectations of older people and their relatives have got higher, and as a council, our ambitions for the care and support of older people have also increased.

Central Bedfordshire Council wants the best possible quality of life for its residents and has been looking at how it can secure this both now and for future generations.

In this context we have been reviewing the Council's own residential care homes. These were built some decades ago and no longer meet the higher standards and expectations of our residents.

So, when better options become available elsewhere, the Council will consult with residents and relatives about the future. This is now the case with Caddington Hall.

There are good quality care home places in close proximity to Caddington Hall, including places at Dukeminster Court, a brand new residential care home in Dunstable, which opens in March 2015.

Dukeminster Court is a 75-place home which is owned and operated by Quantum Care. Quantum Care is a 'not for profit' operator based in Hertfordshire. They have offered the Council 26 places which would be sufficient to accommodate all of the residents at Caddington Hall if they wished to move as a group.

### Options Considered

When considering the future of Caddington Hall the Council has considered and evaluated a number of options.

The outcome of this process is set out below.

#### 1. Doing nothing

What would this mean in practice?	The Council would continue to own and operate Caddington Hall. No changes would be made to the building or the arrangement for the delivery of care.
Cost	Estimated annual running cost (including staffing, utilities and

	<p>supplies etc.) - £773,000.</p> <p>Estimated repairs and maintenance for 2015/16 – £242,000.</p> <p>The current 'full cost' fee for Caddington Hall is £426.99 per week.</p>
Approximate timescales	Immediate, as it would be a continuation of the existing arrangement.
Assumptions	None
Advantages	<ul style="list-style-type: none"> <li>• There would be no disruption to residents as they would remain where they are.</li> <li>• The residents care would continue to be delivered by staff with whom they are familiar.</li> <li>• The Home Manager and staff would not be affected.</li> </ul>
Disadvantages	<ul style="list-style-type: none"> <li>• Existing and future residents will not live in accommodation that meets modern standards which could lead to a poorer quality of life.</li> <li>• The Council will not have fulfilled its commitment to deliver a better offer to residents and replace its own care homes with capacity in homes that meet modern standards.</li> <li>• The existing building would need significant investment to extend its useful life.</li> <li>• In the Council's role of managing the market it may be problematic for the Council to seek to improve standards elsewhere in the market if it had taken the decision not to improve its own services.</li> <li>• Vacancy levels at Caddington Hall are likely to remain high as it is unlikely to be able to compete with the new homes being built that meet modern standards and are in a preferable location.</li> <li>• If Caddington Hall continues to experience high levels of vacancies then the home may become difficult to manage and cease to be economically viable.</li> <li>• This option does not take the opportunity to move residents as a group into a new care home that meets modern standards. The new home will quickly become fully occupied and the Council will have missed this opportunity. As there is sufficient supply of care homes in this area it is unlikely that many more new homes will be built.</li> </ul>

**Initial assessment:**

Doing nothing is not considered to be an acceptable option as it does not deliver an improved service for existing and future residents.

**2. Offer and arrange alternative accommodation to existing residents in homes that meet current standards and then close Caddington Hall**

<p>What would this mean in practice?</p>	<ul style="list-style-type: none"> <li>• Stop new admissions to the home.</li> <li>• Engage with residents and their representatives to gain an understanding of their needs and preferences.</li> <li>• Undertake medical assessments and other assessments as necessary.</li> <li>• Provide residents with a choice of alternative accommodation that meets their needs and preferences and are within a reasonable distance. The homes suggested would offer good quality care, modern physical and environmental standards and fee rates that are in line with the council's fee structure or the host Local Authority rates.</li> <li>• Prepare for relocation, including logistical arrangements and having care staff from the new home coming to meet residents and learn their routines, likes and dislikes.</li> <li>• Manage the moves to alternative accommodation, following accepted best practice.</li> <li>• Undertake staff consultation and determine the outcome for the individuals concerned.</li> <li>• Formally close Caddington Hall.</li> </ul>
<p>Cost</p>	<p>The costs will not be confirmed until residents have chosen where they would like to move to. However, residents would be relocated to homes where the fee rates are in line with the council's fee structure or the host Local Authority rates (if the home is out of area).</p> <p>The Council's fee structure only applies to care homes in Central Bedfordshire and is based on the following quality bands:</p> <p>Adequate - £473.19 a week              Good - £485.02 a week              Excellent - £496.94 a week</p> <p>If a home has attained the Council's dementia accreditation then an additional £15.00 a week will be paid for residents with a diagnosis of dementia.</p> <p>The Council would no longer have to pay to repair and maintain the home.</p>
<p>Approximate timescales</p>	<p>Undertake assessments and discuss options with residents and their representatives – 6 weeks</p>

	Preparation for relocation of residents – 4 weeks Relocation of residents – 6 weeks Staff consultation – 3 months Formal closure of Caddington Hall – 1 week
Assumptions	None
Advantages	<ul style="list-style-type: none"> <li>Existing and future residents will live in a home that meets modern standards.</li> <li>The approach supports the independent care home market because the Council will no longer be competing with them for customers.</li> <li>The approach is fair and open to the care home market, as all homes that meet modern standards and deliver good care will be considered as relocation options for residents.</li> <li>The Council will no longer have to invest significant funds to maintain and repair an old building that does not meet standards.</li> <li>The Council would have a surplus site which could be disposed of or given an alternative use.</li> </ul>
Disadvantages	<ul style="list-style-type: none"> <li>Residents' health and wellbeing may be negatively impacted by the disruption of a move and active measures would be taken to minimise these risks. Best practice would be followed to help residents to prepare for any move and familiarise themselves with their new home and care staff (for example, using photos, visits and short videos). The Council would also follow best practice in a thorough handover process with the new home.</li> <li>Friends and relatives of a small number of residents may have to travel further to the new home.</li> <li>Although it is not possible to be specific about what would happen to the staff at Caddington Hall, it appears unlikely that they would transfer to the homes with the residents.</li> </ul>

**Initial assessment**

Relocating existing residents at Caddington Hall to care homes that meet physical and environmental standards is considered to be a favourable option as it allows existing and future residents to live in good quality accommodation as well as receive good quality care. By following best practice the Council can minimise the risks of the disruption caused by moving residents. This option represents value for money to the Council as it requires no additional investment. It also supports care home operators that provide good accommodation and good care.





**3. Sell Caddington Hall as a ‘going concern’ to another care home provider**

<p>What would this mean in practice?</p>	<ul style="list-style-type: none"> <li>• Advertise Caddington Hall on the open market.</li> <li>• If an acceptable offer is made, enter into negotiations and secure the sale of the site with the care home business as a going concern.</li> <li>• The Council will cease owning and operating Caddington Hall.</li> <li>• A new care home provider will operate Caddington Hall as a care home.</li> <li>• Residents would remain in the home and new residents would continue to be admitted</li> <li>• The Home Manager and the staff would have the right to transfer under TUPE. It is most likely that the new company would keep the staff at Caddington but they could be required to work anywhere within the new organisation.</li> <li>• The Council would not enter into any specific contractual arrangement with the new provider other than for existing residents.</li> </ul>
<p>Cost</p>	<p>The Council to oversee disposal which would necessarily include the procurement of specialist external support in marketing care provision. The estimated fees are 1.5-2% plus legal costs.</p> <p>Estimated advertising cost (includes a full information pack, promotion and direct approach to care home operators) - £5000.</p> <p>In 2012 Bidwells valued the site at £1.3m if the existing use of Caddington Hall continued with no block contract arrangement in place.</p>
<p>Approximate timescales</p>	<p>Appoint external marketing consultant – 2 weeks</p> <p>Create information pack – 3 weeks</p> <p>Advertise Caddington Hall for sale – 3 months</p> <p>Execution of sale – 2 months</p>
<p>Assumptions</p>	<ul style="list-style-type: none"> <li>• An operator is willing to purchase a home that does not meet modern standards and is able to get the home registered by CQC.</li> <li>• An operator is willing to purchase an old building that is in need of significant investment and is considered to be smaller than what most operators require to be economically viable.</li> </ul>
<p>Advantages</p>	<ul style="list-style-type: none"> <li>• The residents can remain in the home. However, a change of care home operator may lead to changes in the way care is delivered and how the home is managed.</li> </ul>

	<ul style="list-style-type: none"> <li>Existing staff would transfer to the new provider and are likely to remain working at the home.</li> <li>The Council would no longer have to invest significant funds to maintain and repair an old building that does not meet standards.</li> <li>The Council would receive income from the sale of Caddington Hall.</li> </ul>
Disadvantages	<ul style="list-style-type: none"> <li>The Council is unlikely to find an operator to purchase Caddington Hall as it does not meet registration standards, the building is old so requires considerable investment, it is smaller than what most operators are looking for, it does not have a presence in the local community and has poor transport links.</li> <li>The existing and future residents of the home will not live in accommodation that meets modern standards.</li> <li>The new operator may change the fee rates. This could have a significant impact on the fees charged to self funders.</li> <li>An incoming operator may change care practices within the home.</li> <li>It would be very difficult to guarantee the future of the home under a new operator.</li> <li>The fact that TUPE would apply would affect the operating costs and may deter some operators or impact the sale value.</li> </ul>

**Initial assessment**

This option would be acceptable to the Council. However our understanding is that it is very unlikely that an operator would purchase Caddington Hall for reasons of its location, facilities and condition and the TUPE implications.

**4. Rebuild on site prior to demolition of the existing building – phased rebuild**

What would this mean in practice?	<ul style="list-style-type: none"> <li>The Council would to analyse options, prepare feasibility studies and develop a proposal for the construction of the new care home.</li> <li>This would include securing of capital funding, planning processes and procurement of specialist architectural advice.</li> <li>If Planning Permission is granted the building is constructed whilst the residents remain in situ. The construction is likely to be carried out in two phases. The first phase will construct a sufficient proportion of the building for it to be able to house the existing residents. Once the first phase is complete residents will move into the new building. The old building will then be demolished. This should generate sufficient space on site to complete the</li> </ul>
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	<p>new building.</p> <ul style="list-style-type: none"> <li>• The home will need to have a minimum of 60 beds to be economically viable.</li> <li>• Staff will remain in the old building and on completion of the new building would transfer with the residents.</li> </ul>
Cost	<p>Building a new 60 bed care home would cost in the region of £6m. If the new building needs to be developed in two phases the cost of the build would be greater.</p>
Approximate timescales	<p>Write Business Case and Executive Report to request approval to invest in constructing a new home on the Caddington Hall site – 3 months.</p> <p>Tender for architect – 2 months.</p> <p>Produce concept design – 3 months.</p> <p>Obtain Planning Permission – 3 months.</p> <p>Tender design and build contract – 8 months.</p> <p>Construction – 12 months.</p>
Assumptions	<ul style="list-style-type: none"> <li>• Planning Permission will be granted for the new building.</li> </ul>
Advantages	<ul style="list-style-type: none"> <li>• Existing and future residents of Caddington Hall would live in accommodation that meets physical and environmental standards.</li> <li>• The existing Home Manager and staff would remain in the home and on completion of the new building would transfer with the residents.</li> </ul>
Disadvantages	<ul style="list-style-type: none"> <li>• Residents' health and wellbeing may be negatively impacted by the disruption of a move and active measures would be taken to minimise these risks. Best practice would be followed to help residents to prepare for any move and familiarise themselves with their new home.</li> <li>• It would take roughly a year to construct a new home and could take longer if it has to be done in phases with the residents moving after phase 1. The noise and mess from the construction work on site would be disruptive for residents in the home over a long period of time.</li> <li>• Building a new 60 bed care home would cost in the region of £6m. The Council have not made provisions for this in the budget and would need to stop or delay other projects in order to fund this.</li> <li>• There are a sufficient number of care home places available to meet the demand in the Dunstable area. The Council has a duty to the care market and would not want to take active steps to directly deliver services in an area where the market is able to meet the demand.</li> <li>• It would be difficult for the Council to justify why it has</li> </ul>



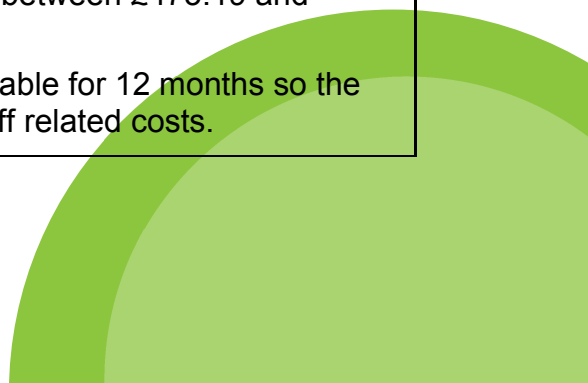
	<p>chosen to invest in a new care home that is located outside of the Council's area and is not best placed to serve the populations of Dunstable, Houghton Regis and the surrounding area.</p> <ul style="list-style-type: none"> <li>• The existing site is constrained and constructing the new building while the existing one remains operational would place further constraints on the size and layout of the new home. This in turn could impact on the economic viability of the home and its ability to operate successfully.</li> <li>• Vacancy levels are likely to remain high until the new building is complete as potential residents are unlikely to want to go to the home when there are building works taking place. Having low vacancy levels in the home for over a year could affect its economic viability and its ability to operate successfully.</li> </ul>
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**Initial assessment**

Building a new care home on the site prior to demolition of the existing building is not considered to be an acceptable option. Building a new care home on a site that is poorly located to serve the residents of Central Bedfordshire, in an area that has enough modern care home places to meet demand, would not be a good use of the Council's limited funds.

**5. Rebuild on site after demolition of the existing building – non-phased rebuild**

<p>What would this mean in practice?</p>	<ul style="list-style-type: none"> <li>• The Council would analyse options, prepare feasibility studies and develop a proposal for the construction of the new care home.</li> <li>• This would include securing of capital funding, planning processes and procurement of specialist architectural advice</li> <li>• Move residents into alternative care home accommodation either on a temporary or permanent basis depending on customer choice.</li> <li>• Demolish the existing building.</li> <li>• Construct new home.</li> <li>• Staff the new home.</li> <li>• Move the residents who wish it back to the new home.</li> </ul>
<p>Cost</p>	<p>Building a new 60 bed care home would cost in the region of £6m.</p> <p>If the alternative accommodation is made available at the Council's rates the fees would be between £473.19 and £511.94 a week.</p> <p>The new home would not be available for 12 months so the Council would incur additional staff related costs.</p>



Approximate timescales	<p>Write Business Case and Executive Report to request approval to invest in constructing a new home on the Caddington Hall site – 3 months.</p> <p>Tender for architect – 2 months</p> <p>Produce concept design – 3 months</p> <p>Obtain Planning Permission – 3 months</p> <p>Tender design and build contract – 8 months</p> <p>Move residents to temporary home – 6 weeks</p> <p>Construction – 12 months</p>
Assumptions	<p>Planning Permission will be granted for the new building.</p>
Advantages	<ul style="list-style-type: none"> <li>• A modern home that meets current standards will be available at Caddington Hall for existing and future residents.</li> </ul>
Disadvantages	<ul style="list-style-type: none"> <li>• This option would require residents to move more than once which would be very disruptive. Their health and wellbeing may be negatively impacted by this disruption and active measures would be taken to minimise these risks. Best practice would be followed to help residents to prepare for any move and familiarise themselves with their new home.</li> <li>• Residents may not be able to move together as a group into alternative care home accommodation. This could break up friendship groups.</li> <li>• The consequences of this option for staff are complicated as they will not be required at Caddington Hall until the new home is complete, which could be roughly a year. The Council would incur additional staff related costs and it may not be possible to retain staff.</li> <li>• Building a new 60 bed care home would cost in the region of £6m. The Council have not made provisions for this in the budget and would need to stop or delay other projects in order to fund this.</li> <li>• There are a sufficient number of care home places available to meet the demand in the Dunstable area. The Council has a duty to the care market and would not want to take active steps to directly deliver services in an area where the market is able to meet the demand.</li> <li>• It would be difficult for the Council to justify why it has chosen to invest in a new care home that is located outside of the Council's area and is not best placed to serve the populations of Dunstable, Houghton Regis and the surrounding area.</li> <li>• The existing site is constrained which may restrict the size and layout of the building. This in turn could impact on the</li> </ul>

economic viability of the home and its ability to operate successfully.

**Initial assessment**

Building a new care home on the site after the existing building is demolished is not considered to be an acceptable option because it would cause considerable disruption to residents as they would have to move twice. In addition, investing in a new-build care home on a site that is poorly located to serve the residents of Central Bedfordshire, in an area that has enough modern care home places to meet demand, would not be a good use of the Council’s limited funds.

**6. Stop admissions and close after a set period of time – run down the home**

What would this mean in practice?	<ul style="list-style-type: none"> <li>• Council agrees to stop admissions to the home.</li> <li>• Council continues to own and operate the home.</li> <li>• Over time beds will become vacant but these will not be offered to new residents.</li> <li>• The number of staff will be reduced gradually as the number of residents decreases.</li> <li>• The home will close when the number of residents drops below an agreed number or after an agreed period of time.</li> </ul>
Cost	The staffing, supplies and utility costs will decrease as the number of residents decrease but the running cost per resident will increase.
Approximate timescales	The duration that the home will remain open for is unknown but it would not exceed the length of time agreed.
Assumptions	<ul style="list-style-type: none"> <li>• CQC would find this approach acceptable.</li> <li>• This can be delivered without risking the safety, health and well being of residents.</li> </ul>
Advantages	<ul style="list-style-type: none"> <li>• The existing residents will not have to move.</li> </ul>
Disadvantages	<ul style="list-style-type: none"> <li>• Existing residents will not live in accommodation that meets modern standards which could lead to a poorer quality of life.</li> <li>• It may become difficult to maintain an active, vibrant atmosphere in the building as vacancy levels increase. It could become very lonely for the last remaining residents.</li> <li>• Operating a home that has a diminishing number of residents can lead to safety and management issues.</li> <li>• It would be difficult to maintain staff over a long period of time.</li> <li>• It may be difficult to retain good quality staff, especially at a senior level.</li> </ul>





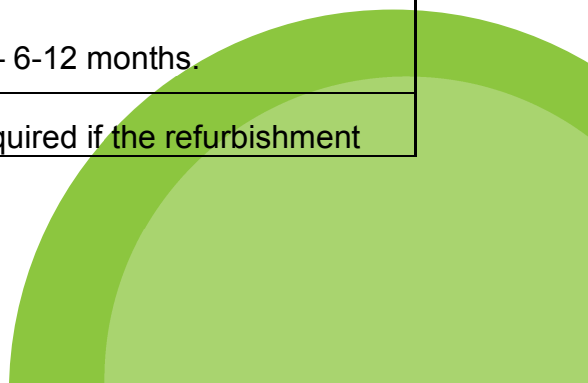
	<ul style="list-style-type: none"> <li>• Any residents that are left after the agreed period of time would have to move to an alternative care home.</li> <li>• The running cost per resident will increase as the number of residents decreases.</li> <li>• The home is not well located to serve the residents of Central Bedfordshire.</li> </ul>
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**Initial assessment**

Stopping admissions to the home and closing after a set period of time is not considered to be an acceptable option. The home will have the feeling of being wound down, which is likely to affect the mental wellbeing of residents, as the home will become less occupied, less vibrant, staff will leave and changes will need to be made to enable the home to continue operating safely with fewer residents. It is unlikely that good quality staff will remain, especially those at a senior level, which could affect the quality of care. Those residents that remain in the home at the end of the agreed period would have to move.

**7. Refurbish the existing building so that it meets modern standards**

What would this mean in practice?	<ul style="list-style-type: none"> <li>• The Council would analyse options, prepare feasibility studies and develop a proposal for the refurbishment of the home.</li> <li>• This would include securing of capital funding, planning processes and procurement of specialist architectural advice.</li> <li>• Carry out building works to refurbish the existing building to meet current standards.</li> <li>• Residents will remain in the home.</li> </ul>
Cost	Refurbishment costs would not be known until the design is finalised and the build contract is let but it would be between £500,000 and £2m.
Approximate timescales	<p>Write Business Case and Executive Report to request approval to invest in constructing a new home on the Caddington Hall site – 3 months.</p> <p>Tender for architect – 2 months.</p> <p>Develop refurbishment design – 3 months.</p> <p>Tender for building contractor – 8 months.</p> <p>Obtain Planning Permission – 3 months (may not be required).</p> <p>Refurbishment works take place – 6-12 months.</p>
Assumptions	Planning Permission would be required if the refurbishment





	changes the external layout of the building.
Advantages	<ul style="list-style-type: none"> <li>• Residents could remain in the home.</li> <li>• The existing Home Manager and staff would remain in the home.</li> <li>• Existing and future residents would live in accommodation that meets modern standards.</li> </ul>
Disadvantages	<ul style="list-style-type: none"> <li>• The home is not well located to serve the residents of Central Bedfordshire.</li> <li>• It would be difficult for the Council to justify why it has chosen to invest in refurbishing this care home when there are enough care home places to meet demand without Caddington Hall.</li> <li>• The work required would be extensive and would require a significant amount of funding. The Council has not made provisions for refurbishing Caddington Hall so may have to stop other projects or put them on hold to fund this refurbishment.</li> <li>• The number of bedrooms would reduce because the space would be required for en suite bathrooms, larger rooms and wider corridors to accommodate modern equipment, activity rooms, relaxation areas and lounges. Having fewer rooms would make the home less economic viable.</li> <li>• The adaptations required to bring the home up to current standards would generate noise and mess which would be disruptive to residents over a long period of time.</li> <li>• Residents may have to move within the home to enable the building work to take place.</li> </ul>

**Initial assessment**

Refurbishing the home is not considered to be an acceptable option because the work required would be disruptive to residents over a long period of time and would result in a home that is too small to be economically viable. The home would still be in a poor location to serve the residents of Central Bedfordshire and there are homes that meet modern standards in more preferential locations.





### Options Summary

The options are summarised against four key outcomes in the table below.

Outcomes	Options						
	Do nothing	Relocate to better homes	Sell as going concern	Phased rebuild	Non-phased rebuild	Run down	Refurbish
Improved quality of accommodation	⌘		⌘			⌘	
Better-located care homes	⌘		⌘	⌘	⌘		⌘
Minimal disruption for existing residents		⌘		⌘	⌘		⌘
Value for money	⌘			⌘	⌘	⌘	⌘

Having reviewed the options for the future of Caddington Hall the Council's preferred option at this stage is to offer and arrange accommodation in better and alternative care homes for all existing residents. The Council would then close Caddington Hall This is the preferred option at this stage because:

- **Improved quality of accommodation:** it enables existing residents to live in care homes that meet physical and environmental standards and deliver good quality care.
- **Better-located care homes:** Caddington Hall is not easily accessible by public transport and is not well located to serve the population of the area. Other care homes that meet modern standards are better-located.
- **Minimal disruption for existing residents:** any move would mean some disruption for existing residents, which could have a negative impact on their health and wellbeing. Whilst the preferred option would require existing residents to move, this would only happen once and measures could be put in place to reduce any risks to their health and wellbeing
- **Value for money:** because the independent care home market is delivering good quality residential care homes in south Central Bedfordshire, significant investment in a care home in Hertfordshire would not represent value for money to the Council and its council tax payers.

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## Consultation on the Future of Caddington Hall Older Persons Home



Central Bedfordshire Council wants the best possible quality of life for all its residents and is committed to developing and improving accommodation with care for older people. The Council owns and operates seven care homes which were built several decades ago and which currently no longer meet the expectations of customers and regulators in terms of facilities and accommodation.

So, when better options become available elsewhere, the Council will consult with residents and relatives about the future.

The opening of Dukeminster Court, a brand new care home in Dunstable, and other good quality residential care homes in close proximity to Caddington Hall, mean that the Council can now offer alternative and improved accommodation to the residents of this home.

The Council is therefore consulting on the future of Caddington Hall.

The Council has considered the following options in relation to the future of Caddington Hall including:

- Doing nothing - continue to run Caddington Hall in its present form.
- Relocating existing residents to better homes and closing Caddington Hall.
- Selling Caddington Hall to another organisation to run as a going concern.
- Rebuilding on a phased basis - building a new care home on the site whilst the current home remains open then transferring existing residents to the new home and demolishing the old one.
- Rebuilding the home on a non-phased basis - moving residents to alternative homes, demolishing the old home and building a new one on the site.
- Running the home down - stopping new admissions to the home but keeping it open for an agreed period of time or until it had no residents.

Refurbishing the home so that it meets modern standards

Having reviewed a number of options (which are set out in more detail in the document 'Options Considered for the Future of Caddington Hall') the Council's preferred option is to offer and arrange accommodation for the existing residents in good alternative care homes and then to close Caddington Hall.

We want to know the views of residents, their relatives and other interested parties. The simplest way to let us have your views is by completing the questionnaire below by Wednesday 13th May 2015.

For more information about the consultation process please read the factsheet 'Have your say on the Future of Caddington Hall'.

**The options considered**

**The preferred option - relocating existing residents to better homes and closing Caddington Hall**

You can see our explanation about our preference in the 'Options considered for Caddington Hall' document on pages 3 and 4.

Q1 What are your views on our preferred option?

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Q2 Are there any options we have considered that you think we have not correctly evaluated? (please select one option)

Yes  No  Don't know

Q3 If yes, please state which options and why you think they should be evaluated differently.

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Q4 Are there any options listed that you think the Council should investigate in more detail? (please select one option)

Yes  No  Don't know

Q5 If yes, please state which options and say what further information or investigation is needed.

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Q6 Are there any other option(s) that you think we should consider that are not in the document? (please select one option)

Yes  No  Don't know

Q7 If yes, please explain what these options are.

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Q8 Do you have any further comments about the future of the home?

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### Welfare of residents at Caddington Hall

Q9 Throughout the process we will be conducting individual meetings with residents and their relatives, and providing advocates where necessary. Are there any other actions you think we should be taking to minimise the impact of the proposals on the residents at Caddington Hall?

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### Other comments

Q10 Please write any other comments here:

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### About You

This section of the survey is about you. The following information will help us when considering your opinions and to make sure that we're getting the views of all members of the community. The answers will not be used to identify any individual.

Q11 Are you a: (please select one option)

- |   |  |
|---|--|
| <input type="checkbox"/> Resident               | <input type="checkbox"/> Member of the public    |
| <input type="checkbox"/> Relative of a resident | <input type="checkbox"/> Charity or organisation |
| <input type="checkbox"/> Member of staff        | <input type="checkbox"/> Other                   |

If other, please specify:

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Q12 Are you male or female? (please select one option)

- |                               |                                 |
|-------------------------------|---------------------------------|
| <input type="checkbox"/> Male | <input type="checkbox"/> Female |
|-------------------------------|---------------------------------|

Q13 What is your age? (please select one option)

- |                                       |                                    |
|---------------------------------------|------------------------------------|
| <input type="checkbox"/> Under 16 yrs | <input type="checkbox"/> 45-59 yrs |
| <input type="checkbox"/> 16-19 yrs    | <input type="checkbox"/> 60-64 yrs |
| <input type="checkbox"/> 20-29 yrs    | <input type="checkbox"/> 65-74 yrs |
| <input type="checkbox"/> 30-44 yrs    | <input type="checkbox"/> 75+       |

Q14 Do you consider yourself to be disabled? (please select one option)  
Under the Equality Act 2010 a person is considered to have a disability if he/she has a physical or mental impairment which has a sustained and long-term adverse effect on his/her ability to carry out normal day to day activities.

Yes

No

Q15 To which of these groups do you consider you belong? (please select one option)

White British

Mixed

Black or Black British

Chinese

Asian or Asian British

Other

If other, please specify:

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Q16 What is your postcode?  
This will only be used for analysis purposes and will not be used to identify you in any way

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Q17 If you would like to receive any updates on this consultation or alerts for any new consultations, please provide your email address below to be added to the list:

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Thank you. Please return your completed form by Wednesday 13th May 2015 to:

**FREEPOST RSJS GBBZ SRZT (you do not need a stamp)**

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

**Data Protection Act 1998**

Please note that your personal details supplied on this form will be held and/or computerised by Central Bedfordshire Council for the purpose of the Caddington Hall consultation. The information collected may be disclosed to officers and members of the Council and its' partners involved in this consultation. Summarised information from the forms may be published, but no individual details will be disclosed under these circumstances. Your personal details will be safeguarded and will not be divulged to any other individuals or organisations for any other purposes.

Information classification: Protected when complete



have  
**your**  
say...

## ...on Caddington Hall

An update on the Caddington Hall consultation

Find Central Bedfordshire Council online at



[www.centralbedfordshire.gov.uk/consultations](http://www.centralbedfordshire.gov.uk/consultations)

**Central  
Bedfordshire**



# Caddington Hall

## Consultation Update 20<sup>th</sup> April 2015

### What we have done so far

Following the approval by the Council's Executive Committee to consult on the future of Caddington Hall the consultation papers were sent out to residents, relatives and other interested parties. Since then people across the Council have been busy talking to residents, relatives and staff about the consultation and encouraging them to complete the consultation questionnaire.

Lorna Walker, Tim Hoyle and Mel Alderton from the consultation team have met with residents and relatives, answering questions or concerns that were raised. A list of the frequently asked questions and their answers can be found on the next page.

Lesley Gilson, our Senior HR advisor has regularly visited Caddington Hall to answer questions from the staff and Lorna and Mel have assisted with their consultation queries.

### Who we have consulted with

Along with the residents, relatives and staff, we have consulted with the organisations listed below that all have a role in relation to Caddington Hall and its residents and relatives.

- ❖ **Local GP's** who have patients in Caddington Hall.
- ❖ **Healthwatch** - the national consumer champion in health and care. Healthwatch have significant statutory powers to ensure the voice of the consumer is strengthened and heard by those who commission, deliver and regulate health and care services.
- ❖ **Carers in Bedfordshire** - a registered charity existing to help family carers and former carers cope with the mental and physical stress arising from their role. They offer assistance such as practical help, advice, training, advocacy, support and information.
- ❖ **Age UK Bedfordshire** – a local charity based in Bedford and operating through the whole of Bedfordshire and Luton for the benefit of all older people in the County.
- ❖ **Alzheimer's Bedfordshire** - a charitable organisation providing information, support and services to people living with all types of dementia, their carers, family members, health professionals, and anyone else with concerns about their memory or that of someone else.
- ❖ **Older Person's Reference Group (OPRG)** – an independent forum to improve the services Central Bedfordshire Council provide for older people.
- ❖ **PoHWER** - a charity and membership organisation who provide information, advice, support and advocacy to people who experience disability, vulnerability, distress and social exclusion.



## Frequently Asked Questions

Below are some of the questions that we have been asked so far during the consultation by residents and their relatives.

### **Would any of the councils in Hertfordshire be interested in working with you to keep Caddington Hall going?**

We have advised Luton Borough Council, Dacorum Borough Council and Hertfordshire County Council of our proposals. We are approaching them with this idea and see what they say.

### **How will you ensure that care staff with whom my relative has built up a relationship will stay at Caddington Hall?**

We are encouraging staff to stay working at Caddington Hall during the consultation period as no decision has yet been made about the future of the home. Whilst we appreciate the relationships that develop between residents and their carers, we can never guarantee that existing staff will remain in any of our services as people will choose to change their job as a natural part of life.

### **If the decision is made to close the home, will everyone be moved out at the same time?**

No. We would work with residents, relatives and staff at Caddington Hall and at the homes where people would be moving to, to coordinate the moves. This would ensure that everyone would receive the time and support they needed before, during and after the move.

### **How can I arrange a visit to view Dukeminster Court or another residential care home in Central Bedfordshire?**

If you are interested in looking at other homes you can contact them directly to arrange a visit. If you need help or advice on this please contact Mel in the first

instance – see details at the end of the document.

Dukeminster Court is now open and you can visit any time. There is no need to make an appointment but if you want to let them know you are coming or just find out more about the home you can call them on 01582 474700.

### **Is Dukeminster Court a Nursing Home?**

No. Like Caddington Hall, Dukeminster Court is a residential care home and any specialist nursing care needed will be provided by a Community Nurse. We would carry out individual assessments of resident's needs and if it is clear that a resident's needs would be better met in a nursing home then this would be discussed with the resident and their relatives.

### **Can I visit another Quantum Care home to see how it is run?**

Yes, they would be pleased to show you round another of their homes. Please contact Debbie Gillard, Quantum Care Communications Manager, telephone number 01707 368223 to arrange a visit.

### **Would I have to pay more if I were to move to Dukeminster Court or another residential care home within Central Bedfordshire?**

Those people who are not currently paying the full cost of their care would not have to pay any more than they do at Caddington Hall.

For those who are paying the full cost of their care (currently £426.99 per week) then we will discuss with them or their representatives individually what the implications and options would be.

**I've heard that there aren't enough places at Dukeminster Court and I need to get my name on the list now, is that right?**

No. We have the promise of enough places at Dukeminster Court for all the current permanent residents at Caddington Hall. You are welcome to visit but there is no need reserve a place before the decision is made about the future of Caddington Hall. You may also wish to look at other care homes and we can help you with this.

**Can a specific room be reserved in Dukeminster Court?**

The allocation of rooms at Dukeminster Court would be determined by Quantum Care and, at the point of deciding whether or not to go there, residents would be offered a choice of the available rooms.

**Can I move my relative to Dukeminster Court or another home before the end of the consultation?**

We are not encouraging residents to move until a decision has been made about the future of the home. If the conclusion is that the home will close then we will put in place plans and activities to support residents and relatives and help them move safely and settle in to a new home.

However, if you feel that an early move to an alternative residential care home would be beneficial for your relative, please contact Cheryl-Ann Edwards, Caddington Hall Home Manager, who will be able to discuss this with you.

**Would residents from Caddington Hall be moved to an area together at Dukeminster Court?**

If there are groups of residents at Caddington Hall who would like to stay together then we would try to arrange this wherever possible.

**How will people with dementia and those without dementia live together at Dukeminster Court?**

The areas at Dukeminster Court are organised so that residents get the care they need in an environment that suits their abilities. This includes an area allocated for those without dementia and other areas that focus on meeting the needs of residents living with differing degrees of dementia.

**Will there be high dependency dementia care available at Dukeminster Court?**

Yes, specialist dementia care and facilities are available.

**Will Dukeminster Court have a Namaste suite (a therapeutic room with lights and sounds for dementia residents)?**

Dukeminster Court does not have a dedicated Namaste room. However, there is a room for group activities to take place. There is a broad range of activities including Namaste within the activities programme.

**Will Dukeminster Court supply ultra low profile beds?**

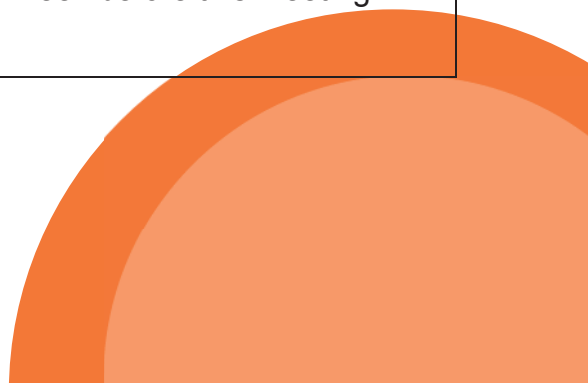
Ultra low profile beds would be made available at Dukeminster Court if required following assessment of a resident.



**Consultation Period and Decision Making**

No decision about the future of Caddington Hall has yet been taken. Below is a timetable of the activity planned between now and a final decision being made. The earliest a decision would be made about the future of the home is 7<sup>th</sup> July 2015.

Dates	Activity	Notes
18 <sup>th</sup> February to 13 <sup>th</sup> May 2015	Consultation period	You can respond to the consultation on the future of the home at any time during this period by filling in the questionnaire by hand, which can be obtained from Caddington Hall or from Mel Alderton on the numbers at the end of this document. This can then be posted to us or handed in to the management at Caddington Hall. Alternatively the questionnaire can be filled in online at <a href="http://www.centralbedfordshire.gov.uk/consultations">www.centralbedfordshire.gov.uk/consultations</a> .
14 <sup>th</sup> May to 5 <sup>th</sup> June 2015	Preparing the report on the consultation	During this time we will be reviewing the consultation responses and producing a written report.
22 <sup>nd</sup> June 2015	Meeting of the Council's Social Care Health and Housing Overview and Scrutiny Committee	The Overview and Scrutiny Committee provides an opportunity for elected, non-Executive councillors and local residents to discuss and comment on the Council's policies, plans and strategies before they are presented to the Council's Executive. The Committee encourages public engagement in the democratic process and is keen for people to attend its meetings. The report will be published on the Council's website ten days before this meeting takes place.
7 <sup>th</sup> July 2015	Meeting of the Council's Executive Committee	This committee made up from elected local councillors will consider the report and the comments and recommendations from the Overview and Scrutiny Committee and make a decision about the future of the home.  This is a public meeting – anyone can attend. The report will be published on the Council's website about a week before this meeting takes place.



.....

**What happens now?**

In the remaining weeks of the consultation our priority is to make sure that those residents who have not yet been involved in the consultation are enabled to do so if at all possible. We have discussed with relatives and staff at Caddington Hall the best way to involve these residents.

We will be contacting relatives and residents to complete assessments which will identify those residents who have the capacity to contribute to the consultation without any undue distress. This is being carried out by experienced social workers and relatives are welcome to attend these sessions.

If you haven't completed the consultation questionnaire we would encourage you to do so. You can do this by filling in the questionnaire by hand and posting it to us at the address below or by leaving it with management at Caddington Hall. Alternatively the questionnaire can be filled in online at [www.centralbedfordshire.gov.uk/consultations](http://www.centralbedfordshire.gov.uk/consultations). If you need copies of the consultation documents or the questionnaire you can get them from the website. There are also copies in the home. If you want to be sent any of the documents please contact Mel Alderton on the numbers below.

We would encourage other organisations to also respond to the consultation if they haven't done so already. If you would like more information or want to speak to a member of the consultation team please contact Mel Alderton on the numbers below.

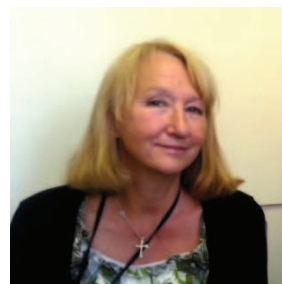
The closing date for consultation responses is 13<sup>th</sup> May 2015 and the draft report will be available on the Council website ten days before the Overview and Scrutiny Committee meeting on the 22<sup>nd</sup> June 2015.

As soon as a decision is made by the Council's Executive Committee on the future of Caddington Hall on the 7<sup>th</sup> July 2015, we will be in contact with you to discuss how the decision affects residents, relatives and staff.

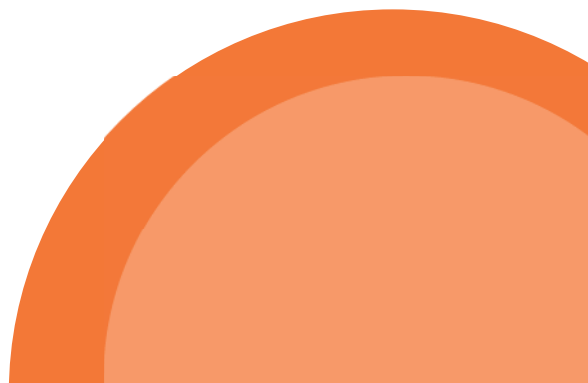
**Meet the consultation assessment team**

Joining Mel, Lorna, Lesley and Tim on the team are the two social workers who will be undertaking the assessments. They are: Linda Glen and Juliana Khalid.

You can expect to see them in the home in the near future. You can contact them via Mel using the details below.



**Contact us...**  
by telephone: 0300 300 4371  
by email: [mel.alderton@centralbedfordshire.gov.uk](mailto:mel.alderton@centralbedfordshire.gov.uk)  
Write to: Mel Alderton, Central Bedfordshire Council,  
Houghton Lodge, Houghton Close, Ampthill, MK45 2TG



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# Central Bedfordshire Council Caddington Hall Consultation

**Response to Formal Consultation**

## 1. INTRODUCTION

- 1.1 Central Bedfordshire Council wants the best possible quality of life for all its residents and is committed to developing and improving accommodation with care for older people. The Council owns and operates seven care homes which were built several decades ago and which currently no longer meet the expectations of customers and regulators in terms of facilities and accommodation.
- 1.2 Therefore when better options become available elsewhere, the Council will, where appropriate, consult with residents and relatives about the future.
- 1.3 The Council has undertaken a consultation on the future of Caddington Hall. Having reviewed a number of options for the future of the home, the Council's preferred option is to offer and arrange accommodation for the existing residents in good alternative care homes and then to close Caddington Hall.
- 1.4 The Council has considered the following options in relation to the future of Caddington Hall including:
  - Doing nothing - continue to run Caddington Hall in its present form.
  - Relocating existing residents to better homes and closing Caddington Hall.
  - Selling Caddington Hall to another organisation to run as a going concern.
  - Rebuilding on a phased basis - building a new care home on the site whilst the current home remains open then transferring existing residents to the new home and demolishing the old one.
  - Rebuilding the home on a non-phased basis - moving residents to alternative homes, demolishing the old home and building a new one on the site.
  - Running the home down - stopping new admissions to the home but keeping it open for an agreed period of time or until it had no residents.
  - Refurbishing the home so that it meets modern standards.
- 1.5 The Council's preferred option is to offer and arrange accommodation for the existing residents in good alternative care homes and then to close Caddington Hall.
- 1.6 This was explained to residents and relatives at a meeting prior to the start of the consultation. Notes of the meeting are set out in Appendix 3.
- 1.7 The formal consultation began on 18<sup>th</sup> February and ran for 12 weeks, ending on 13<sup>th</sup> May 2015



- 1.8 Informal consultation meetings took place on a face-to-face basis with residents and/or their family members/next of kin and members of staff. At these meetings officers answered questions and encouraged people to complete the consultation
- 1.9 The formal consultation was managed via a formal consultation document. This was available in paper format; downloadable from the CBC website, or was obtainable by telephoning or writing to the contact details provided in the letters to stakeholders.
- 1.10 CBC staff and elected members were informed about the formal consultation and press releases were issued to the media to raise awareness of the consultation with Central Bedfordshire residents.
- 1.11 This report includes an overview of the feedback received via the consultation questionnaires to date.
- 1.12 Further feedback has been received from stakeholders in addition to the formal consultation document. Please see appendix 4.

## 2. RESPONSE RECEIVED

- 2.1 The formal consultation was designed to capture both quantitative and qualitative data from respondents, with results summarised as follows (percentages are rounded up or down as appropriate).
- 2.2 In total 28 people responded to the formal consultation.
- 2.3 32.1% (9) of respondents are residents, 28.6% (8) are members of the public and 28.6% (8) are family members of residents of Caddington Hall, 3.6% (1) Older Peoples Reference Group and 7.1% (2) are 'other' people.
- 2.4 32.1% (9) of respondents were male, 57.1% (16) were female and 10.7% (3) preferred not to say or did not answer.
- 2.5 Respondents in age groups
 

20-29	1	3.6%
45-59	8	28.6%
60-64	3	10.7%
65-74	5	17.9%
75+	8	28.6%
Preferred not to say or did not answer	3	10.7%
- 2.6 32.1% (9) of respondents stated that they had a disability, 50% (14) of respondents stated they did not have a disability and 17.8% (5) preferred not to say or did not answer.

2.7 75% (21) of respondents were White: British, 14.3% (4) of Respondents stated "Other" and 10.7% (3) of respondents preferred not to state or did not answer.

2.8 Appendix 1 provides a full demographic statistical profile of respondents

### **3. Assistance and support to residents**

Central Bedfordshire Council were very aware from the outset that the residents were elderly and would probably need support to participate as fully as possible in the consultation process and so the following good practice steps were taken to ensure levels of engagement and participation were maximised.

All 16 residents met with an appropriately trained and qualified social worker, Mental Capacity Assessments were deemed appropriate to be undertaken on 13 residents. Of these 13, 7 were assessed as lacking capacity to understand and contribute to the consultation. The remaining 9 were assisted by social workers, where required, to complete the questionnaire and signed by the resident

Preparation for the assessment:

Two social workers with appropriate levels of experience were selected to undertake the assessments. A written brief on the requirement was developed by the Lead Officer for DoLS (Deprivation of Liberty Safeguards) and MCA (Mental Capacity Act) in conjunction with the consultation team. The Lead Officer met with the two social workers to go through the brief and answer any questions. He also satisfied himself that the social workers were fully aware of the requirements and able to undertake the work. The Lead Officer was available to advise and support the two social workers during the period when they were carrying out the assessments.

Also included in the preparation for the assessment was information about communication and health needs from staff and family to avoid distressing/causing anxiety to the person. A copy of "A short guide to Mental Capacity Act" (see appendix 5) was given to the individual and their relative or friend.

The interviews where possible were carried out in the residents own room, unless they stated another preferred location, this was arranged with the individual/relative/friend/staff at Caddington Hall. If a number of relatives attended the meeting the interview were carried out in a confidential way in the communal sitting room.

Independent advocacy was available from PoHWER. This was not required during the consultation period as those residents who lacked capacity were deemed to have a relative who could act on their behalf and in their best interests.

**4. RESULTS OF CONSULTATION: QUESTION RESPONSES**

**4.1 Q1 What are your views on our preferred option?**

Some residents and family members state the preferred option has been well thought through and will provide good quality accommodation. They also stated that although they agree with the preferred option, they have been happy with the quality of care provided at Caddington Hall.

*It is good to get this response. We would echo the comments about the quality of care provided in Caddington Hall which is of a high standard and is a tribute to the manager and her team.*

**4.2 Q2 Are there any options we have considered that you think we have not correctly evaluated?**

Yes	5	17.9%
No	17	60.7%
Don't know	6	21.4%

61% of respondents agreed that options had been evaluated correctly.

**4.3 Q3 If yes, please state which options and why you think they should be evaluated differently.**

Options from the respondents included:-

- Consideration of views of neighbouring Hertfordshire villages should be sought, particularly Markyate.
- Future demand within Caddington and the surrounding area
- The view of the people who live and work at Caddington Hall

*As a result of this feedback we have approached the councils mentioned to get their views. We await their response but think it unlikely that they will be supportive of a proposal to retain the home. Hertfordshire County Council has not owned or operated care homes for older people for many years and is therefore unlikely they would want to invest. In addition the location of the home is by no means ideal for the centres of population in this area of Hertfordshire.*

*The demand forecasts take into account people from Caddington and Slip End as part of the locality. The vast majority of residents in Caddington Hall at the start of the consultation were from the Dunstable/Houghton Regis area and only two were from Caddington itself.*

*Residents and staff were able to take part in the consultation and were encouraged to do so.*

**4.4 Q4 Are there any options listed that you think the Council should investigate in more detail?**

Yes	6	21.4%
No	13	46.4%
Don't know	9	32.1%

46.4% of respondents felt the Council had investigated all options fully.

**4.5 Q5 If yes, please state which options and say what further information or investigation is needed.**

Options that respondents stated they would like to see further information or investigation on:

- Upgrading the current site
- Consideration for joint running with neighbouring authorities.
- The views and opinions of the current residents and their families should be sought.

*Upgrading of the current site is one of the options in the consultation document.*

*As a result of this feedback we have approached the councils mentioned to get their views. We await their response but think it unlikely that they will be supportive of a proposal to retain the home. Hertfordshire County Council has not owned or operated care homes for older people for many years and is therefore unlikely they would want to invest. In addition the location of the home is by no means ideal for the centres of population in this area of Hertfordshire.*

*Residents and staff were able to take part in the consultation and were encouraged to do so.*

**4.6 Q6 Are there any other option(s) that you think we should consider that are not in the document?**

Yes	2	7.1%
No	16	57.1%
Don't know	10	35.7%

57.1% of respondents felt all options had been considered

**4.7 Q7 If yes, please explain what these options are.**

The Council to consider a joint refurbishment with Hertfordshire - offering a pleasant

and healthy environment to older persons who would enjoy the outdoors, not to mention the views, which are not provided next to major roads in town centres.

*As a result of this feedback we have approached the councils mentioned to get their views. We await their response but think it unlikely that they will be supportive of a proposal to retain the home. Hertfordshire County Council has not owned or operated care homes for older people for many years and is therefore unlikely they would want to invest. In addition the location of the home is by no means ideal for the centres of population in this area of Hertfordshire.*

*If the decision is for closure of the home and there are residents who would want to transfer to a home in a rural setting then we will try to arrange this.*

#### **4.8 Q8 Do you have any further comments about the future of the home?**

Comments included:

- Historic nature of the Hertfordshire site should be considered in any future planning.
- Family members expressed concern by the increasing traffic issues getting in/out of Dunstable.
- It has run its course - The homes need to be in an area easy access to shops and main services for customers and families
- Clarification over re-development and sale of the site.
- Quality care and decreasing staffing levels.
- Some respondents feel what they say will not make a difference to the outcome.
- Preference for Caddington Hall to remain a care home.

*The decision on the future of the home is a separate one from what would happen to the site in the event that the home closes. Any changes on the site would require planning permission and the local planning authority (Dacorum Borough Council) would take into account issues about the history of a site when making any decisions. The site is designated as Green Belt and therefore large scale development there would not normally be permitted.*

*The consultation document set out that the Council would consider seriously any approaches from an organisation that wished to take on the running of the home. No approaches have been received.*

#### **4.9 Welfare of residents at Caddington Hall**

**Q9 Throughout the process we will be conducting individual meetings with residents and their relatives, and providing advocates where necessary. Are there any other actions you think we should be taking to minimise the impact of the proposals on the residents at Caddington Hall?**

- Residents and family members asked that they are kept fully informed and updated at regular intervals, that action plan is drawn up and stuck to. To record and report the outcomes of the meetings accurately, and act on them.
- Respondents queried impact to residents who request to remain in the home and how this is being assessed outside the care home environment.
- Reassurance that residents are not put under any undue pressure from Council officers throughout this process.
- Consultations should have taken place before the council's preferred choice was published.
- Request to view alternative accommodation in advance of closure.
- As I understand it a consultation is a discussion between two parties to come to an amicable solution. These questions are biased with the view that the decision has been made to close Caddington Hall.
- Respondents wish to seek reassurance that their independence is maintained in any future accommodation.
- We are grateful that we have the opportunity to transfer our mother to a location that is closer to family homes in Dunstable. Having one link person from the start of the process to help manage the amount of information that is generated by the Council will be helpful.
- The CBC consultation has been a positive experience. I think the Council has shown care for the people it looks after

*The consultation process followed accepted good practice and the Council's own standards. In addition we have tried to keep residents, relatives and staff updated and informed throughout the process. We have tried to be as open and transparent as possible.*

*If the decision is made to close the home all residents would have their needs assessed and the risk associated with a move assessed and managed. We would try to give people a choice of homes which meet their needs.*

*An important aspect of the quality of care in a home is the degree to which people are enabled to retain their independence. We would not plan to place people in homes that do not encourage this.*

*Thank you for the positive comments. We do understand that this is a difficult process, especially for residents and relatives and want to do what we can to make this as stress-free as possible.*

#### **4.10 Other comments**

**Q10 Please write any other comments here:**

Comments from respondents reiterated suggestions and statements made in the questions above i.e. Caddington Hall remaining a Care Home. Reassurance of the wellbeing and independence of residents being maintained and the possibility of running Caddington Hall in conjunction with neighbouring authorities

## **5. SUMMARY**

- 5.1 In summary, the majority of the 28 respondents support the preferred option to close the Home and re-locate current residents, however other feedback includes investigation of working with other Local Authorities to redevelop and improve the Caddington Hall.
- 5.2 Other comments received included the request for ongoing communication between the Council and effected stakeholders as well as clarification and reassurance over possible cost implications.

## **6. NOTES**

- 6.1 All of the responses to the consultation have been reported in this document and set out in Appendix 2. Original responses are retained on file and are available for scrutiny if required (subject to any constraints of confidentiality and data protection).
- 6.2 Not all respondents provided feedback in all sections of the consultation response hence not all of the headings in Appendix 2 have 28 responses in them.

**Appendix 1:**

**Results of Consultation: Demographic Profile of Respondents**

	No.	Percentage
<b>Q11: Are you a: (please select one option)</b>		
Resident	9	32.1%
Relative of a Resident	8	28.6%
Member of the Public	8	28.6%
Charity or Organisation	1	3.6
No Response	1	3.6
Other:	1	3.6

**Q12: Are you male or female? (please select one option)**

Male	17	60.7%
Female	8	28.6%
No response	3	10.7%

**Q13: What is your age? (please select one option)**

20-29	1	3.6%
45-59	8	28.6%
60-64	3	10.7%
65-74	5	17.6%
75+	8	28.6%
Preferred not to say or did not answer	3	10.7%

**Q14: Do you consider yourself to be disabled?**

Under the Equality Act 2010 a person is considered to have a disability if he/she has a physical or mental impairment which has a sustained and long-term adverse effect on his/her ability to carry out normal day to day activities.

Yes	15	53.6%
No	8	28.6%
Preferred not to say or did not answer	5	17.6%

**Q15: Please tell us your ethnicity**

White: British	21	75%
White: Irish		00.0%
White: Gypsy or traveller		00.0%
White: other		00.0%
Mixed: White and Black Caribbean		00.0%
Mixed: White and Black African		00.0%



Mixed: White and Asian		00.0%
Mixed: other		00.0%
Asian or Asian British: Indian		00.0%
Asian or Asian British: Pakistani		00.0%
Asian or Asian British: Bangladeshi		00.0%
Asian or Asian British: Chinese		00.0%
Asian or Asian British: other		00.0%
Black or Black British: Caribbean		00.0%
Black or Black British: African		00.0%
Black or Black British: other		00.0%
Other	4	
14.2% Preferred not to say or no response		3
10.7%		

## Appendix 2 - Results of Consultation: Qualitative Feedback

### 3.1 Q1 What are your views on our preferred option?

- You will not be able to please everyone; if there is a majority of residents who want to stay at Caddington, I think you should let them stay and refurbish the building to a suitable standard. If most are happy to leave, then go with your preferred option.
- I do not think it is good to relocate people from what they have come to regard as their home. It can be precipitate death. I think the home should be kept open, and further options considered. These should take into account the fact that the Home is in Hertfordshire and has if not does take tenants from Hertfordshire and employ residents from Markyate.
- Time scale too fast & rushed
- You say you wish to build to standards and for the future. Quantum is offering only 26 rooms which is for no of residents at Caddington i.e. current. How will an increase in numbers in the future be served? Is the other home being built offering more? What if Quantum takes away this no?
- The main advantage would be easier access, my father could use a bus instead of having to drive, my mother does not interact with other residents much and so would probably not be affected by a move to a new site.
- I think it is unnecessary to close Caddington Hall. Just bring the facility up to date. Many of the residents are from Caddington itself.
- It makes sense however the residents are the key and how you manage them will dictate whether or not it is successful. Key to make it as stress-free as possible for them and that staff stay the same
- It appears to be reasonable
- Agree
- Caddington hall is old and an expensive home to run because of this, it isn't easy to get to via public transport
- I agree with your preferred option up to a point, but I do feel very strongly that it would be wrong to force residents to move out of Caddington Hall against their will or against the wishes of their immediate family. There should be no sense of coercion to get them to move if they are already reasonably happy where they are.
- Its old and below a 'Best standard', so close it and relocate ALL the resident together, but do it soon...and don't wait months going thro committee, old people will worry about their future, be brave make the decision and ACT NOW
- Agree
- I agree that Central Beds council have looked at all possible options and gave valid explanations for each. I would be in favour of the councils preferred option as for my mother it would be the most beneficial option for her future care.
- I am very disappointed that this is the preferred option. I do not want Caddington Hall to change
- I have no particular views
- I have lived at Caddington Hall for a long time. I do not like the preferred option. Caddington Hall is in a location that is suited to the care of frail people.
- I have no strong views about the closing of Caddington Hall. My family tell me that the new care home is good. I trust my family to look after me.

- “J” is concerned about the impact leaving Caddington Hall will have on all the residents. She also expressed concern for the welfare of the staff
- These responses are provided by residents’ daughters. The preferred option has obviously been well thought out as it makes clear the convenience and advantages for all. There is nothing that we think can be added that will influence the plan
- The responses are provided by family. The resident in question has cognition and verbal skills are diminished by severe dementia. As a family our opinion is that the implications of the move have been subject to formal advisement. The opinions now sought will not alter the process that has been initiated by CBC, which is to close Caddington Hall. Our preference is - refurbishing the home so that it meets modern standards.
- Phased rebuild, it’s near for me, I know this land. I used to "rabbit here" I caught rabbits. I know this place. If the council will rebuild I will come back. – He does not mind if it was Council or Private.
- Response from daughter. I understand and appreciate the prospect for better quality accommodation because although my mother and I are happy with the care that Caddington Hall has given my father the standard of the environment clearly needs to improve
- Move to a better facility (home) The people have been kind to me here
- The Older People's Reference Group have carefully considered the Options Document at our recent meeting. We discussed this in detail with great empathy for the residents and staff affected by these proposals. We agree that the preferred option of relocating existing residents to alternative accommodation that meets current standards and then closing Caddington Hall is the most sensible way forward that will improve many aspects of their lives.
- Relocate to be a better home
- Fully in favour of the preferred option. I am having coffee with a chap who lives in Dunstable. It opens up social avenues being closer to - football, coffee, lions, town facilities

**Q3 If yes, please state which options and why you think they should be evaluated differently.**

- In looking at future needs, the neighbouring Hertfordshire villages, particularly Markyate should be counted in. The Hall has only recently been purchased by Mid Beds; the closure would appear to have been planned at that time. More convenient locations, say in Dunstable, are in at least one case, so convenient to local transport that the noise and exhaust fumes from the local transport will make it an unpleasant location with the ability to sit outside on sunny days prohibited by the environment. Caddington Hall is in or adjacent to green belt land and in a peaceful environment that can be enjoyed in good weather and seen from indoors too.
- Renovating part of Caddington Hall now and more in the future if demand grows. Negating the future possibility of building new on costly land.
- Bring the home up to modern standards
- The view of the people who live and work at Caddington Hall
- The way the information about CBC's preferred options was presented to the residents and staff of Caddington Hall was too corporate. It would have been

kinder to have had a pre-meeting - 1:1

**Q5 If yes, please state which options and say what further information or investigation is needed.**

- I do not know how difficult it would be to upgrade the Hall - it is not so old. I would like to see an approach to Hertfordshire (or Dacorum Borough Council) to run the Hall jointly. The Hall is in the Parish of Markyate which is an expanding village. Dacorum have identified a need for further Care Home provision, but the site developers have chosen is not available and is located adjacent to the A5 by the Hicks Road junction. This is NOT a suitable site for the health and wellbeing of any people, let alone the elderly. For Hertfordshire to share in an upgrade of Caddington Hall with more than adequate space and pleasant peaceful surroundings would offer Markyate residents who need to move to a Care Home a local option probably staffed by people from the village they know as well as offering a good environment to Mid Beds residents with similar needs.
- As above
- Bring Caddington Hall up to modern standards.
- The views and opinions of the current residents and their families should be sought.
- Buzzer buses and dial a ride the cost of dial a ride is £3.00 a journey - £16.00 to Slip End - cost of taxi, could charge £40.00. Transport details should have been more informative as some residents would [have used it.]

**Q7 If yes, please explain what these options are.**

- I have already said - consider a joint refurbishment with Hertfordshire - offering a pleasant and healthy environment to older persons who would enjoy the outdoors, not to mention the views, which are not provided next to major roads in town centres.
- As above

**Q8 Do you have any further comments about the future of the home?**

- No
- Caddington Hall is in Hertfordshire on the site of an historic Hall of the same name destroyed when the current building was built. It was the home of John Collings-Wells VC and his family. In 2018 there will be local events to commemorate his VC awarded in 1918 in connection with the Governments commemoration of 100 years since World War I. These days the original Hall would doubtless have been listed and saved. To have a Hall caring for the elderly is at least a worthy replacement. It would be tragic to see the current residents ousted and some new development - probably planned when the Hall was taken over from BUPA - the location is ideal for pleasant and peaceful last days, and should be kept for this use.
- Is Dunstable going to serve the community better by increasing traffic issues getting to/from Quantum? This means Caddington, Markyate, Slip End,

Kensworth, Studham etc. relatives will all be going to Dunstable and mean a longer, not shorter journey as you are suggesting.

- No
- No mention in the document about future plans for existing site
- It has run its course there homes need to be in an area easy access to shops and main services for customers and families
- I have heard through the grapevine a rumour that Central Bedfordshire Council want to demolish Caddington Hall so that the site can be redeveloped and that they could make quite a lot of money out of it. I would be interested to read your comments in response to this.
- To do any major re building will depend on obtaining Planning permission from Decorum Council, that will take ages and you have NO CONTROL, nobody understand and certainly No cooperation, leave and make and maintain a better CBC standard and maintain it....don't try and go back to the Old days...
- The home is dated and level of care has gone downhill as the staff are leaving.
- It should remain a home
- I do not think what I say will make a difference
- I prefer Caddington Hall remain a care home. I have been very happy here. I don't know how long I have lived here; it has been a long time.
- I would like it to remain a care home and want to stay for as long as I can
- We prefer that Caddington Hall has not been selected for closure. We looked at other care homes for our mother before selecting Caddington Hall. We are grateful to Cheryl the manager and the staff for their excellent care given to our mother over the last 2 years.
- We prefer that Caddington Hall remains a care home. We are grateful to and praise Cheryl Edwards and her team for the excellent care given to our relative.
- Only if they are going to sell or re-build. I would like to come back as I am a Markyate person
- No not really
- We feel that if the home is closed and the buildings and surrounding land are sold the Council should use their best endeavours to obtain the best possible price for the benefit of Central Bedfordshire residents and older people in particular in some demonstrable way.
- I wouldn't like to say much about it
- Hopefully it will be done tastefully retaining the character of the building. Try to incorporate the local environment e.g. trees etc. Mr P used to restore historic buildings - he believes in character e.g. place to be returned.

### **Welfare of residents at Caddington Hall**

**Q9 Throughout the process we will be conducting individual meetings with residents and their relatives, and providing advocates where necessary. Are there any other actions you think we should be taking to minimise the impact of the proposals on the residents at Caddington Hall?**

- Record and report the outcomes of the meetings accurately, and act on them.
- You are planning to sell your option to the residents and their families. What difference will it make if they all say that they want to stay at Caddington Hall, warts and all? They have made it their home and the other residents and staff

are now their family too. Anyone from outside the community there will not be able to assess fairly how strong the community is; sometimes private facilities, so much the requirement these days, are divisive and isolating of the individuals. Those living at Caddington Hall now should have their voices listened to AND acted on. Old people do not need treating like children and told what is best for them - they know what they want. Family will willingly travel to visit if they know their 'olds' are happy and well cared for.

- Consultations should have taken place before the council's preferred choice was published.
- Give the relatives a chance to show their loved ones where they might move to. Personally it was bad enough deciding to put my mum in a home and she has only been settled 8 months - now at 98 I have to uproot her again. Unbearable - I cannot even tell her. You never consider the human element.
- Not sure if any other actions are necessary
- As I understand it. A consultation is a discussion between two parties to come to an amicable solution. These questions are biased with the view that the decision has been made to close Caddington Hall.
- Fine as long as this plan is maintained
- No
- Keep everyone informed with every detail along the way especially the families it is a big step for residents to be moved and perhaps keeping the staff there in the new homes!!
- You need to take action to ensure that absolutely no pressure whatsoever is put on residents or their families to move. Councils can be very subtle with how they try to persuade residents to move elsewhere and it's as if residents' wishes are sometimes no longer respected and that the council always knows best! Sorry to grumble but I do hope my views will be taken in to account.
- Speed up the process, now you have announced the Move / Closure ...JUST DO IT Now and don't keep 20+ old folks on tender hooks or it will be CHRISTMAS and nothing is done..
- Explain it to them, (even though some wont comprehend what is happening)
- People should not have been told to go to another home so soon
- Don't know
- Don't know but CBC should make sure the place we move to is clean, decent and that we are helped to look after ourselves as much as possible because it is not good to have everything done for you whilst you can still do it for yourself.
- I prefer not to be disturbed but I know that the Council will carry out its plan
- No, you are talking to family and friends; they tell me what is happening.
- We are grateful that we have the opportunity to transfer our mother to a location that is closer to family homes in Dunstable. Having one link person from the start of the process to help manage the amount of information that is generated by the Council will be helpful.
- We would like advice about whether a nursing or residential home is required to prevent another move and additional in the near future. Each person's needs/individual plans should be development for discussion with the family when such proposals are made. Regardless of whether or not a decision has been made, it is unlikely that once proposed closure will not follow.
- It's up to the Council; I went to the meeting where they said they wanted to close it. There has not been a lot of people coming.

- The CBC consultation has been a positive experience. I think the Council has shown care for the people it looks after
- have always felt comfortable
- In conversations with residents and their relatives we believe it would be reassuring if the Council were to emphasise they have the resident's best interests at heart including their safety and wellbeing. A single point of contact would be helpful. With regard to advocacy being available the criteria for eligibility for this should be as generous as possible and residents could say at any point that they wished to have the support of an advocate not just at the beginning of the process.
- Mrs M doesn't feel the impact. She feels she hasn't been here long enough. Her friend has already moved.
- I don't think there is any thing they could have done, better the information has been passed to us and when required

### **Other comments**

#### **Q10 Please write any other comments here:**

- If you have taken note of my earlier comments and looked seriously at keeping Caddington Hall open - run in conjunction with Hertfordshire I will be pleased. Likewise if you listen to the residents and do what they want not what you think they should want, it will be a miracle!
- As discussed with Tim Hoyle & Mel Alderton in our face to face consultation, it was agreed that the Committee/Councillors should be made aware the residents at the home within the council framework agreement will not be expected to meet any additional costs or top-up charges as mentioned in the "NATIONAL ASSISTANCE ACT 1948 (CHOICE OF ACCOMMODATION) DIRECTIONS 1992 NATIONAL ASSISTANCE (RESIDENTIAL ACCOMMODATION) (ADDITIONAL PAYMENTS AND ASSESSMENT OF RESOURCES) (AMENDMENT) (ENGLAND) REGULATIONS 2001" 2.5.5 Individual residents should not be asked to pay more towards their accommodation because of market inadequacies or commissioning failures. Where an individual has not expressed a preference for more expensive accommodation, but there are not, for whatever reason, sufficient places available at a given time at the council's usual costs to meet the assessed care needs of supported residents, the council should make a placement in more expensive accommodation. In these circumstances, neither the resident nor a third party should be asked to contribute more than the resident would normally be expected to contribute and councils should make up the cost difference between the resident's assessed contribution and the accommodation's fees. 3.4 Councils should not seek resident or third party contributions in cases where the council itself decides to offer someone a place in more expensive accommodation in order to meet assessed needs, or for other reasons. Where there are no placements at the council's usual rate, councils should not leave individuals to make their own arrangements having determined that they need to enter residential accommodation and do not have care and attention otherwise available to them. In these instances, councils should make suitable alternative arrangements and seek no contribution from the individual other than their contribution as assessed under the National Assistance (Assessment of Resources) Regulations 1992. Councils must

never encourage or otherwise imply that care home providers can or should seek further contributions from individuals in order to meet assessed needs. COUNCILLORS SHOULD BE MADE AWARE OF THESE ADDITIONAL COSTS TO THE COUNCIL This should be included in the final consultation paper for this and all future consultation reports on Care home closures as agreed.

- CBC have an established a standard of care and a high standard of accommodation....Please maintain it...
- I am very well care for at Caddington Hall. The staff are very good. I don't this what I have to say will make a difference
- The Council will do what they want to. I only wan to live in Dunstable, I was born there and never moved away
- I would like Caddington Hall to remain a care home and for the people who live here not to be unsettled. My family have looked at the new care home and like it. I may visit it before I move.
- I am looking forward to have a new room; I have been very well looked after by Caddington Hall staff. I feel sad at the change; it is a nice home with good staff.
- I like living at Caddington Hall, I know I will have to move. My family have said the new place is nice and will be less driving for my husband.
- Were it not for personal changes, our preference is for: refurbishing Caddington Hall so that it meets modern standards.
- We would like to move to Dukeminster (if this is deemed to be the appropriate care setting) to occur as soon as possible. We are reluctant to remove Pxxxx from Caddington Hall. The ameliorating factor is that there are staff at Dukeminster who previously worked at Caddington Hall. It is reassuring for us that he will have former carers around him
- My mother and I want the move to Dukeminster at the earliest date to enable my father to be looked after by his long-term carers. Although he has severe dementia and rarely recognises his family, I am comforted by the fact that he is going to a care home where he is known to a few people, also that they knew him when his dementia was less advanced. I am happy with the proposed move to Dukeminster because the location is easier for my mother to access.
- "N" would like to have a look at Dukeminster and he assessed for a place ASAP.
- OPRG favour treating the residents as a community so no one would feel isolated. If some staff could move with them we would think this would aid this as well as staff from their new home getting to know them before they move over. Care should be taken with regard to any residents not moving with the majority of residents but going elsewhere so they are supported psychologically as we feel it could be more distressing for them even if the choice to move separately is theirs because they are not only leaving their home but all the people who are familiar to them.
- Socially, Mrs M would like more stimulation. Mrs M feels like she has been involved in the process.



### Appendix 3

#### Notes of Residents and Relatives meeting held by Julie Ogley – Director of Social Care, Health and Housing

28<sup>th</sup> January 2015

Julie Ogley (JO), Tim Hoyle (TH), Lorna Walker (LW) and Cheryl-Ann Edwards (CAE) attended.

JO opened the meeting and introduced herself. She stated:

“Stuart Mitchelmore is here this evening in another room talking to the staff of the home. A report is going public on Friday so we wanted to come and talk to residents, relatives and staff in advance.

The council is thinking about the future of the home.

We recognise that this home delivers good quality care and I am expecting the recent CQC inspection will confirm that. What this doesn't do though is address the environmental and physical problems that the building has. Newer homes meet modern standards for communal areas, room sizes and en-suite bathrooms.

There is a new home being built in Dunstable, Dukeminster Court, that will offer a credible alternative for the people in Caddington Hall from the perspective of meeting care needs and being a good quality place to live.

There will be an Executive meeting on the 10<sup>th</sup> February at which they will consider a report that asks if we can start to consult about the future of the home. The consultation will start on the 18<sup>th</sup> February and last for a full 12 weeks. We will share with you our detailed proposals and you will see that there will be lots of opportunities for you to discuss it with us and contribute, including proposing alternative suggestions.

You can come to the Executive meeting in Chicksands. No decision will be made until after the 12 week consultation period and we will be talking to you about the options available.

I have to think about what good quality care is available and where might residents want to live. We want to spend time talking to you and the staff.

Dukeminster Court is due to open in February/ March and the Council has had an offer of 26 places there if everyone wanted to go there they can. You don't have to go there if you don't want to. There is a great deal of choice in this area. We are open minded about where people would like to go.

The Council runs another home in Dunstable and you may be asking yourselves why are we not considering that one, but at the moment this home is half full.”

*Comment by relative:* "You made it half full"

*Response from JO:* "That is not the case. Apart from when the home was in serious concerns when as you know we had to stop admissions, since then we have not stopped people from coming here. One of the issues is transport, especially if you are not a car owner or driver as it is very difficult to get here from Dunstable and Houghton Regis.

The report on Friday can be made available so that you can see what the council is saying."

JO then invited questions and responded as set out below:

*Is our place at the new home guaranteed?*

The council has been offered 26 places for the people that are living here so yes.

*What about the staff?*

We will go through our formal processes with staff. There will be a consultation specifically with staff if a decision is made. We do have vacancies at our other older peoples care homes and the council is a big employer so has other opportunities available to staff as well.

*Who runs the other care home?*

Quantum Care. They are a not for profit organisation.

*Who will manage the home?*

The person that used to be the manager here before Cheryl.

*When you came before you said the home would close in 7 years. We trusted you and Cheryl and Jakub trusted you and put a lot of work into this home which was pointless if you are going to close it down.*

I can see why you would be upset. We need to see what the alternatives are for the same reason that I discussed with you last time.

*Is quality of care not important to you? Big homes are soulless. They can't handle people with dementia and are not able to provide the care we need. They might be smart places but they can't provide the care and attention. Is the Quantum Care home the only one?*

There are currently 30 vacancies in homes in the Dunstable area and there are also vacancies in Luton and Hertfordshire.

If the Executive decides to close Caddington Hall then we need Dukeminster Court as an option if you all wanted to move together as a group. They have space for you but if you want to move elsewhere that is fine. We will talk to people about their needs and preferences.

*Do you realise the stress this will cause for people. To move and have staff that are not familiar?*

*Why promise 6 years and do it to us in 6 months?*

If you think there are alternatives to the proposal then you should let us know. The decision will be made by Councillors on the Executive Committee. As the Director of this service I have made this recommendation because the location of the home is poor, the building is old fashioned, we would struggle to refurbish or reprovide on site and now there are other options available.

*Why did you take it over if you were going to close it?*

We would have said the same then in 2012 when Bupa were still managing the home which is that we were looking for reprovision. We took the home back because Bupa didn't want to manage it anymore.

*What about when staff leave?*

That is down to Cheryl Ann to manage the home and its staff but we will support her to do this. It is the responsibility of my directorate. If we need to move staff from other homes to maintain the service then we will.

*We don't want agency staff. Agency staff are no good*

*Why have you not moved staff onto your terms and condition?*

Staff are still on Bupa's terms and conditions. They have had a pay review which has improved their financial position. Bedford are moving staff onto their terms and conditions but they took their homes back before we took ours back. It has taken us much longer than we expected to make sense of what Bupa handed over. The staffing and rotas were very complex. There were pay differences between people working in the same roles. It has taken more time than we thought. But we are coming to the end of the process and are expecting to talk to staff shortly.

*When do you expect to close?*

The consultation process will start on the 18<sup>th</sup> February and last for 12 weeks. You will have the chance to look at what we have said as we will put it all into a proposal. In June/July we will go to Overview and Scrutiny Committee and in June /July we will go to Executive who will then make a decision. Following that we will start discussions with you about where you may want to go.

*How long are the staff's notice periods?*

It depends on the member of staff. Some will be one month and others will be less than one month.

*The main advantage of here is the care. There are no carers that have put a foot wrong. We need quality staff.*

*The carers know my father.*

We will work with the carers we have and there will be a handover period with the carers at the new homes. We would look at transferring the knowledge and experience the carers here have about how to approach your relatives, what they like and what they don't. You can move as a group or make alternative arrangements.

*This is going to be so disruptive. It took a long time for my relative to settle. This is cruel. We want continuity and routine.*

*CBC have 58 agency workers in children services and approximately 20 agency in adults services.*

Although it is not my area I know that recruitment and retention of social workers in Children's Services is a problem. It is similar in Adult Social Care. Previously 40% of staff in Adult Social Care were agency staff but this has now reduced to 19%. Unfortunately a problem for local authorities is that people would prefer to work where they are paid more. A recruitment advert is going out next week so this should help with staffing.

*What about staff pay? You don't pay them enough*

This is a wider conversation with the Council than with just me. The salaries we offer are competitive with other homes and exceed what some homes offer.

*How can staff trust you and the same with us? Why did you not close the home there and then when you took them over? You don't care about the staff.*

We couldn't close the homes before. Where would the people have lived? The quality of care provided here is what should be provided. You can judge for yourselves.

*We won't get the same care in a 70 bed home*

*Could you get an external person to purchase the home?*

If that comes up then we would look at it during the consultation.

*Yes but you need to make people aware, to put it out as an option.*

Although this is an option we do not think it is likely. Operators have said that they want homes that meet current standards, in central locations with good transport links. But we do have good contacts in the sector that we can contact about this option.

*Have you done a quantitative costing of whether the home could be bought up to modern standards*

A viable care home today needs around 50-60 beds. This home only takes 42.

*Could you construct another home on site?*

If you want to put this forward as an option we will consider it.

*I can't believe the location is why people don't want to come here. You should look at bringing it up to standard.*

*Although that's not what people care about. Its all about the care.*

*There is space in the grounds. Do you own the site?*

Yes we own the site. It is a very constrained site. The council is investing in building extra care in Dunstable and Houghton Regis.

*People need smaller units. Not places with large communal lounges.*

The design and build of new units do not include large lounges, they tend to be smaller unit living with more smaller communal rooms.

*Are they going to cater for all disabilities and can they cater for dementia?*  
Dukeminster Court has smaller units rather than long corridors with large communal lounges. There are 75 places in the development which are specifically for people with dementia but they are able to take people with a range of needs. We will make sure where we suggest is able to deliver the care you need. Currently we are not aware of any needs they will not be able to manage.

*Will it cost the same*  
For the vast majority of people yes.

*Who will assess the residents?*  
Social Workers in conjunction with staff here, the residents and you, their relatives.

Every resident's medical needs will be assessed by a medical practitioner which will help determine what options people can consider, whilst taking into account people's preferences.

*Do I have to go find it?*  
We want you to be involved but we do not expect you to find a place on your own. You can if you prefer but we will provide you with suitable options.

*How will you guarantee duty of care will be the same where we go?*  
*The move will finish them off. They are at a stage where they shouldn't be moved. How can you justify this?*  
We will carry out social work and medical assessments to understand what the needs and risks are in relation to residents moving to a new home. If a decision is made to close the home then we will work with individual residents and their relatives on planning the moves and doing them at the best time.

*Is the decision already made?*  
No it isn't.  
The Council is investing in independent living.

*But you are not taking into account the people*  
I have only met one or two people in these homes that would be able to live more independently. Independent living is not really for current residents but for other people that may be coming along in the future.

*Can't make decision for people here? Being forced to move is very different.*  
You will have every opportunity to have your say.

*We remember when there was a fire at Red House Court. The staff here did a great job and worked really hard. They did us proud.*  
Yes they did and that is what we would expect.

*What does the staff being on the Bupa contract mean?*

The staff are still employed under Bupa's terms and conditions but they are employed by the Council.

*Staff have been badly treated. The level of care not changed. The staff are committed. Why not consider building yourself. The land must be worth loads. Then we would move the staff and residents together.*

At a time when other organisations are building care homes it would not make financial sense for the Council to do this.

*All new build homes have to by law give a proportion of the beds to the council at council rates.*

TH - This is not the case. There are benefits of having residents from the Council in new care homes from a business perspective but the homes do not have to allocate any beds to the Council. I have asked planners if they could impose this but they said it would not be legal.

JO - That situation is true of housing supply. A proportion of new developments should be affordable housing.

*What are your plans for the land? Is it about the getting money for the land?*  
No, it is not about the money.

*You can sell it*

We have not had any discussions about that.

*Can they build homes here? Sell part of the land and use the money to rebuild Caddington Hall?*

*When we first came here it was full. It is the unrest not the location that has put people off.*

*Did you think this would be easy tonight?*

*What about respite care? It is hard to get if you are paying yourself.*

*We have struggled to get respite care and convince social workers that we need respite.*

The number of beds available in other homes is actually increasing although the Council is looking to reduce the number of places it directly manages. The Council's responsibility to people who fund their own care is going to change in April when the Care Act comes in.

*You send us a big book of homes and I am expected to trawl through. It doesn't tell me what I need to know.*

That is the care home directory. The availability of better information for everyone is one of the things that will change.

*The staff are very dedicated and supportive. We must support them by going to the papers and get organisations like Help The Aged involved.*

*This doesn't fit with what's been said before. Don't believe a word you say anymore, doesn't matter what you say.*

We are not making excuses. We wanted to see a smooth transfer from Bupa to the Council and we said that we would reprovide the homes within 7 years. I said that when we had options for the future of the home that I would come back to speak to you about it and I have.

*When did you begin drafting? Stuart Mitchelmore said that there has been an analysis for last 6 months*

That analysis was about staff, ascertaining their working hours and wages.

There has been an analysis going on in terms of supply and demand for care home places. We have a duty to shape and support the care home market. This supply report will be an appendix to the Executive Report so is available for you to see.

*Who can we go to?*

You can go to Age UK and local ward Councillors. We can provide you with the details of these.

We want to work through the process with you to show you why we came to the preference we did and look with you at the alternatives. There may not be an alternative that's cost effective. We would urge you to engage with the consultation.

*We appreciate you coming back and telling us about this.*

I wanted you to hear this news from me before it gets into the press and before the report is published. But I know this is not the message that you will want to hear.

*Are the staff being made redundant?*

It depends on the outcome of the consultation. They could be made redundant. I don't think any will transfer to the new home but I don't know.

*What is the consultation about?*

The consultation is about us explaining what the challenges are that we are faced with and our proposal. It will also explain the other options and why we don't prefer any of these. We will provide any information we have to you. If you have any ideas, tell us and we will consider them. All the information and the feedback will be made available to the Council's Executive Committee. The Executive is made up of elected Councillors who get recommendations and then vote on them.

*You are not on our side? Who is on our side?*

JO - This is not about sides. This is our way to plan for the future, for current and future residents. We can have different views and are presenting our current proposals to go to consultation. The consultation will last for 12 weeks to enable us to look at other options. There will be lots of opportunities for you to talk to us. Tim's role is to make sure the process is fair and open. That is the formal process but there are other avenues to make your views known. We will give you the information but we cannot advocate on your behalf.

TH - There will be a written document to explain how we got to our position. We will be asking specifically for feedback and providing a structure for you to do this. We will engage with people on the level that is relevant and suits them.

*You won't talk to the residents without us there will you?*

JO - No. We will include you. We will look for advocates if they are required. We want to try hard to get you to understand.

TH - One of the things you should think about regarding contacting the press is the potential effect on residents.

*No one in here is able to read the papers.*

JO - I need to focus on the residents.

TH - Some may read this in the press. It may create a more concerned and anxious atmosphere in the home. Staff will be important in supporting the residents, you as relatives and each other even though it may be a difficult time for them.

*What about when staff leave? Agency don't know how to care for our relatives*  
We do need to use agency at the moment. We will look at secondments as the Council is a big employer and has its own day centres, reablement and learning disabilities teams to look to.

*Why are you using agency now if you have these people available?*

We have been addressing the terms and conditions and the pay review. But we are out to advert now and that should steady things.

CAE - Jakub and I with all the staff are here for you.

*If staff choose to go to Dukeminster Court whose contracts will they be on?*  
Quantum Care's. We are not talking about a transfer of staff at the moment. We are not going to make a decision at this stage.

*TUPE means that the staff don't have to take your contract. Why do you think they will accept it?*

The staff are now paid better. Staff in the home will still be working for the Council regardless of which terms and conditions they are working under.

*This consultation paper, where will we see it? You don't understand you overwhelm us with surveys and literature that I don't have time to read. I won't have time to go through a 200 page document. My relative has dementia and that means that disruption should be avoided. We are stressed enough. I am the only carer.*

The consultation document will not be a long document. It will be easy to read but comprehensive. We will be there to lead you through the process. If you want more information that will be made available. We can come and meet with you. We will need to make sure that it is clear for every resident how we have engaged with them.

*Will you have a specialist dementia consultant? Dr Schoeman*

We would be happy to get a specialist involved.

*I think I would like to look at the papers then meet with you.*

We can meet with you as big or small groups or one to one. We'll facilitate that and will suit people's needs.

*Who is on the other side?*



There are no sides. The Executive Committee is like a judgement panel. I as the Director am making the proposal because I think that we need to consult on whether or not the home stays open. The Executive cannot have a view at this stage, they can only decide to go out to consult.

*We all want to stay here so why bother.*

You would need to end up with a situation where an alternative proposal is better than the option that the decision-makers will consider. There have been some ideas suggested this evening.

*Can the Council not keep Caddington Hall open because it is not purpose built?*

The standards now are different with regards to room sizes, en-suites and communal rooms. We are not saying that there are not some rooms that may meet the size standards but the main problem is en-suite bathrooms. Think of the people in 10, 20 and 30 years time. They will expect this standard.

*En suites are not suitable for some people here. They need large shared bathrooms where 2-3 carers and a hoist will fit in.*

*If we did nothing when would someone [CQC] knock on the door of this place and say we have to close.*

There are issues with the fabric of the building however we will not be forced to close by the regulator.

*So why close?*

I think that there are better options for people with good standards of environment and care. Your voice is important and you need to say what it is that you want.

*I think a phased closure would be better to let people pass on naturally. Don't admit any new residents. Or is that not really viable?*

There may be issues around safety but if you feel that is the best option then say so in the consultation.

*The carers here dress them with dignity, they can go for a walk as it is flat, it's small. Mum is happy here and is happy to return when she comes out. It's hard to keep staff in care because the pay is bad. Cheryl has sorted this out. We will all follow Cheryl to where ever she goes.*

CAE – Please don't go from here thinking that I won't care for your relatives. We have a good team of people and I want to keep them performing to a high level.

*The person running the Quantum Care home bought this place to its knees. You have not looked at the residents here or you would know that en-suites are not important. This will end their lives quicker. Familiarity is what they need. Here they know what the residents need. We can't take them out any more and we don't know what will happen to them. Decision is not about the 23 people. The people here are so old.*

We are fortunate we have you to represent the residents.

*Will this new manager be checked more regularly?*

I would not place people where they will be unsafe.

*Will you leave us to sort ourselves out?*

We are not saying we would leave you. You will be given a choice of home that meets your needs. Dukeminster Court has enough places but there are lots of other places available in the area. 30 here and others in Luton and Hertfordshire. We will do the work and provide people with a choice if that is what you want. We will do what we can to alleviate the stress of this.

*This consultation, is it closed doors?*

You can go to the Executive Committee meeting. The Executive meet at the Council's headquarters in Chicksands in the Council Chamber. We can provide you with assistance to get there. We will tell you when the meetings are. Normally they are held in Chicksands but they could be held elsewhere. We want your views to be heard.

*Who will run the new home, the council?*

No, Quantum Care.

*In your opening statement you said that there were not the right number of beds, don't meet sizes and location is bad but people have come here for years. Greenacre have the same. Are you going to close that?*

Greenacre is fuller and has other services running out of it which will need to be reprovided. The number of places offered by Quantum Care is enough for here.

Usually operators look for 50-60 places. This place does not meet registration standard. It has been popular in the past and we stopped admissions because of the serious concerns process but that was unblocked and the beds have not filled.

*Have you been recommending it [Caddington Hall] to people?*

Yes.

CAE – we have lots of beds here for frail older people but the aim is to keep these people at home for longer so less are coming to the homes. We have more demand for dementia care but we don't have enough dementia care beds.

*The Council should be encouraging people to go into care homes*

CAE - There are lots of people with dementia in the community. These people cannot be left at home. Hospitals are even saying that they are trying to get frail elderly back into the community. Care homes will be focusing more on people with dementia.

JO – We are encouraging homes to take people with dementia. We have the dementia quality mark to encourage homes to cater for people with dementia.

*Assessments are just a tick box. It was so hard for me to get my relative into care home and they had dementia. We fought for ages with the social workers to get here.*

*We think you should consider this more seriously for dementia as this is a ground floor home. My father is blind and because it is one floor he can walk around. I don't understand where this proposal has come from. You don't know about dementia and living with dementia. You don't know what it is like for us.*

I said earlier that I have not been in this situation before, where a relative with dementia is in a home that there is a proposal to close, not that I have not had the experience of a relative with dementia.

CAE – I think that we all need to think about this now. We need to go home and sleep on it. We will carry on here as usual.

JO - We will send copies of the Executive Report to you and leave some copies here in the home.

Meeting closed.

Appendix 4 - Response from Markyate Surgery

14, Old Watling Street,  
Flamstead,  
Herts.  
AL3 8HL

12<sup>th</sup>. May 2015

Dear Sir / Madam,

**Caddington Hall Consultation**

I have been instructed by the Markyate Surgery Patients' Participation Group, of which I am Chairman, to formally object to your proposal to close or restrict entry to this Elderly Care facility.

Our reasons for opposition are :-

- The close proximity of the Hall to Markyate ensures that a good and valued level of care is accessible to villagers. Other facilities are available in St. Albans, Harpenden and Hemel Hempstead but their distance from Markyate can cause problems for families that do not have access to motor vehicles as Public Services are generally inconvenient and time consuming.
- Frail and vulnerable patients are likely to suffer significant trauma if transferred to another location.
- Patients benefit greatly from continuity of care and of G.P. Expertise and maintenance of the current level of care is considered to be essential.

We are convinced that, for the benefit of the locality, the present provision and standard of care at Caddington Hall should continue uninterrupted.

Signed: Julian Taunton  
Chairman – Markyate Surgery  
Patients Participation Group

Response from Markyate Parish Council

**From:** The Clerk, Markyate Parish Council [<mailto:clerkmarkyatepc@gmail.com>] **On Behalf Of**  
Markyate Parish Clerk  
**Sent:** 13 April 2015 13:03  
**To:** Consultations  
**Subject:** Caddington Hall, Consultation

Dear Sirs,

Markyate Parish Council thank you for giving us the opportunity to comment on the Caddington Hall Consultation.

The Parish Council noted their disappointment at the closure of Caddington hall, as this has worked very well for a long time and it will also involve loss of jobs. It is regretful.

Please can you acknowledge receipt of this response.

Many thanks  
Jennifer Bissmire  
Clerk to the Council

Jennifer Bissmire, Clerk/RFO  
Markyate Parish Council  
Parish Office, Y2K Hall,  
Cavendish Road,  
Markyate, AL3 8PS

Tel: 01582 840110 - Ex 01  
Fax: 01582 843864  
email: [clerk@markyateparishcouncil.gov.uk](mailto:clerk@markyateparishcouncil.gov.uk)  
[www.markyateparishcouncil.com](http://www.markyateparishcouncil.com)

## Appendix 5

Central Bedfordshire Council  
[www.centralbedfordshire.gov.uk](http://www.centralbedfordshire.gov.uk)



# A Short Guide to The Mental Capacity Act 2005

For full details visit:

[www.publicguardian.gov.uk/mca/code-of-practice.htm](http://www.publicguardian.gov.uk/mca/code-of-practice.htm)

The Mental Capacity Act 2005 provides a statutory framework for decisions to be made on behalf of those who are unable to do so alone.

Section 1 of the Act establishes statutory principles, which must be followed:

- A person must be assumed to have capacity unless it is established that they lack capacity
- A person must be treated as able to make a decision unless all practicable steps to help them do so have been taken without success
- A person must not be treated as unable to make a decision just because they appear to make an unwise choice
- A decision made under the MCA on behalf of a person who lacks capacity must be carried out, or made, in that person's best interests
- Before the decision is made, it is essential to consider why it is needed and whether it can be as effectively achieved in a way that is less restrictive.

The Mental Capacity Act 2005 only applies to decision-making on behalf of adults (those aged over 16 years) who lack the capacity to make their own decisions. Assessments of mental capacity and best interests decisions must be undertaken by most appropriate person relevant to the decision being made.

## 1. Inability to make decisions, Section 2 of the Mental Capacity Act 2005

- A person lacks capacity to make a decision for themselves because of an impairment of, or a disturbance in the functioning of, the mind or brain
- The impairment or disturbance can be either permanent or temporary
- A lack of capacity cannot be established by reference to the person's age or appearance, or an aspect of their behaviour that might lead others to make unjustified assumptions
- Any question about whether a person lacks capacity within the MCA must be decided on the balance of probabilities. This is the civil standard of proof, in contrast to the criminal standard of proof which is 'beyond reasonable doubt'.

## 2. Inability to make decisions, Section 3 of the Mental Capacity Act 2005

A person is unable to make a decision for her or himself if they are unable to:

- Understand the information relevant to the decision
- Retain that information
- Use or weigh that information as part of the process of making the decision, or
- Communicate their decision (whether by talking, using sign language or any other means)
- A person must be regarded as able to understand if they can understand information given to them in a way that is appropriate to their circumstances (eg. using simple language, visual aids or any other means)
- If a person is only able to retain the information relevant to a decision for a short period this does not prevent them from being regarded as able to make the decision
- The information relevant to a decision includes information about the reasonably foreseeable consequences of deciding, or failing to make the decision.

### Best interests

If a person lacks the mental capacity to make a decision, then action must be taken in their best interests. 'Best interests' is not defined in the Act but certain factors must be taken into account in order to decide what is in a person's best interests (Box 3).

## 3. Factors to determine 'Best interests', Section 4 of the Mental Capacity Act 2005

The person making the determination must consider all the known and relevant circumstances which the person is aware of and those that would be reasonable to regard as relevant and take the following steps:

1. She or he must consider whether it is likely that the person will at some time have capacity in relation to the matter in question and, if it appears likely that they will, when that is likely to be;
2. She or he must, so far as reasonably practicable, permit and encourage the person to participate, or to improve the person's ability to participate, as fully as possible in any care given or any decision affecting the person;
3. If life-sustaining treatment is considered she or he must not, in considering whether the treatment is in the best interests of the person concerned, be motivated by a desire to bring about the person's death;
4. She or he must try to ascertain and consider:
  - The person's past and present wishes and feelings (and, in particular, any relevant written statement made by the person when she or he had capacity)
  - The beliefs and values that would be likely to influence the person's decision if she or he had capacity,
  - The other factors that the person would be likely to consider if she or he were able to do so;

**5.** They must take into account, if it is practicable and appropriate to consult the person, the views of:

- Anyone named by the person as someone to be consulted on the matter in question or on matters of that kind,
- Anyone engaged in caring for the person or interested in her or his welfare,
- Any donee (that is, the person who has been named in the lasting powers of attorney (LPA) by the donor as the person who will make decisions on behalf of the donor) of a lasting power of attorney granted by the person,
- Any deputy appointed for the person by the court;

**6.** The duties imposed by sections 1–5 apply to the use of any powers under a LPA or by a person who reasonably believes that another person lacks capacity.



Mr Iain MacBeath  
Director of Health & Community Services  
County Hall, Pegs Lane  
Hertford SG13 8PD

**Your ref:**  
**Our ref:** CH 16  
**Date:** 28<sup>th</sup> April 2015

Dear Iain,

**Caddington Hall, Luton Rd, Markyate, Hertfordshire**

You may recall that I wrote to you to advise you of the consultation that Central Bedfordshire Council is undertaking in relation to the future of Caddington Hall Older Persons Home.

The consultation document identifies seven options. The Council's preferred option at this stage is the closure of the home and the relocation of the current residents there to other homes. We are assisted in this by the offer of enough places at a newly-completed care home in Dunstable to enable all of the current residents at Caddington Hall to relocate there if they wish.

During the consultation it has been suggested that there is an option we have not considered and that is why I am writing to you now.

Underlying the proposals for this home is the position that there is sufficient capacity in care homes in the area of Central Bedfordshire that this home serves – essentially the towns of Dunstable and Houghton Regis and the villages of Caddington and Slip End.

Given the home's location just across the Hertfordshire-Bedfordshire border in Dacorum Borough it has been suggested by respondents to the consultation that the home may be capable of meeting needs in that area and that there may be a current or projected shortage of care home places in this locality. It has therefore been suggested that Hertfordshire County Council may be interested in working with Central Bedfordshire Council to jointly operate and improve the care home provision on the site.

It would be good to get your response on the following questions:

1. Does your understanding of care home capacity in this area lead you to the conclusion that there is currently a shortfall in capacity to meet existing or future demand?

2. Is this site in a location which you think would be attractive to potential customers in Hertfordshire?
3. Given the answers to the preceding questions would you support the concept of investment by Hertfordshire County Council in this home.

I have attached the consultation documents which provide more detail about the home, the reasons for the proposed changes and the possible options.

The consultation period finishes on 13<sup>th</sup> May 2015 and following that officers will be preparing reports for consideration by members during June and July. It would therefore be very helpful to have a response from you by 15<sup>th</sup> May 2015 in order that this matter can be incorporated into these documents.

If you or any of your officers would like to discuss this matter in more detail then the primary contact is:

Tim Hoyle  
MANOP Head of Service  
Houghton Lodge,  
Houghton Close,  
Amphill, MK45 2TG  
Direct Dial: 0300 300 6065  
Email: [tim.hoyle@centralbedfordshire.gov.uk](mailto:tim.hoyle@centralbedfordshire.gov.uk)

Yours sincerely



**Julie Ogley**  
Director of Social Care, Health and Housing

Mark Gaynor, Director of Housing and  
Regeneration,  
Dacorum Borough Council  
Hemel Hempstead Civic Centre  
Marlowes  
Hemel Hempstead  
Hertfordshire  
HP1 1HH

**Your ref:**  
**Our ref:** CH 18  
**Date:** 05/05/15

Dear Mr Gaynor,

**Caddington Hall, Luton Rd, Markyate, Hertfordshire**

Central Bedfordshire Council is undertaking a consultation on the future of Caddington Hall Older Persons Home.

The consultation document identifies seven options. The Council's preferred option at this stage is the closure of the home and the relocation of the current residents there to other homes. We are assisted in this by the offer of enough places at a newly-completed care home in Dunstable to enable all of the current residents at Caddington Hall to relocate there if they wish.

Underlying the proposals for this home is the position that there is sufficient capacity in care homes in the area of Central Bedfordshire that this home serves – essentially the towns of Dunstable and Houghton Regis and the villages of Caddington and Slip End.

Although the home is located just across the Hertfordshire-Bedfordshire border in Dacorum Borough it has been operated primarily as a resource for Central Bedfordshire residents. Although from time to time it has had residents from the Markyate area it does not have any at present.

One person who has responded to the consultation has referred to plans for the expansion of Markyate, the need for older person's care home provision and stated that the site identified for this purpose (presumably in the Masterplan for Markyate) is not ideal or may not be available. The respondent suggested that Hertfordshire County Council may be interested in working with Central Bedfordshire Council to jointly operate and improve the provision at Caddington Hall. I have recently written to the Director of Health and Community Services to get his views on this and await his response.

Similarly, I would be interested in your views, especially from a strategic planning perspective. A couple of key questions are:

1. Does your understanding of care home capacity in this area lead you to the conclusion that there is currently a shortfall in capacity to meet existing or future demand?
2. If so, is this site one which you would consider suitable for meeting such demand?

I have attached the consultation documents which provide more detail about the home, the reasons for the proposed changes and the possible options.

The consultation period finishes on 13<sup>th</sup> May 2015 and following that officers will be preparing reports for consideration by members during June and July. It would therefore be very helpful to have a response from you by 22<sup>nd</sup> May 2015 in order that this matter can be incorporated into these documents.

If you or any of your officers would like to discuss this matter in more detail then the primary contact is:

Tim Hoyle  
MANOP Head of Service  
Houghton Lodge,  
Houghton Close,  
Amphill, MK45 2TG  
Direct Dial: 0300 300 6065  
Email: [tim.hoyle@centralbedfordshire.gov.uk](mailto:tim.hoyle@centralbedfordshire.gov.uk)

Yours sincerely

**Julie Ogley**  
Director of Social Care, Health and Housing

**Central Bedfordshire Council**

**EXECUTIVE**

7 July 2015

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**Commissioning of New Middle School Places in Leighton Buzzard**

Report of: Cllr Mark Versallion, Executive Member for Education and Skills  
(mark.versallion@centralbedfordshire.gov.uk)

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

**Key Decision**

---

**Purpose of this report**

1. To seek Executive support for the proposed consultation to provide new Middle School places in Leighton Buzzard from September 2016. The school referred to within the report serves the Wards of Leighton Buzzard South, Leighton Buzzard North, Linslade, Eaton Bray, Heath and Reach.

**RECOMMENDATIONS**

1. **Support the proposed commencement of consultation by the Governing Body of Leighton Community Middle School to permanently expand from a 4 form of entry (480 place) middle school for pupils aged 9 to 13 to a 5 form of entry (600 place) middle school for pupils aged 9 to 13, increasing the school's published admission number from 120 to 150 with effect from 1 September 2016.**

**The school will also be invited to prepare a business case which will be subject to approval by the Council's Executive in its consideration of the proposal in October 2015.**

**Children's Services Overview and Scrutiny**

2. This report was presented to Children's Services Overview and Scrutiny Committee at its meeting on the 15 June 2015 and the Committee was asked to indicate its support for the recommendation set out within the report. The views of the Committee will be reported to Executive at its meeting.

### **New Middle School Places in Leighton Buzzard**

3. On the 9 December 2014 the Council's Executive received a report setting out the background of forecast demographic growth in Leighton Linslade from September 2015.
4. The report also outlined that 1,657 dwellings are forecast to be built out in the Leighton Buzzard & Linslade area within the current 5 year forecast period, including:
  - 175 dwellings at the former RAF Stanbridge
  - 142 at Pratts Pit/ Billington Park
  - 461 at Grovebury Farm
  - 165 at Brickyard Quarry
  - 75 at Pulford Corner, and
  - 575 dwellings within the land east of Leighton development (of 2,500 dwellings planned in total)
5. Of these, the East of Leighton Linslade extension will itself eventually require at least an additional 4 forms of entry (120 extra pupil places per age group) across all phases of education to be provided within the development. This is the equivalent of 2 new 300 place lower schools, 1 new 480 place middle school and the expansion of existing upper school provision by 500 places including sixth form.
6. It is clear that significant additional demographic demand for school places will be driven by pupil yield from the remainder of new and anticipated housing forecast to be built out towards the south east of the town.
7. On the 31 March 2015 the Council's Executive approved proposals to expand two lower schools in the south of Leighton Linslade to meet forecast demand for lower school places required from September 2015.
8. The reports to Executive in December 2014 and March 2015 also advised that feasibility studies are also underway on options for additional middle school places, anticipated to be required in September 2016 and 2017 in the Leighton Linslade area.
9. In total there are currently 560 places in each middle school year group in schools within the school place planning area which serves Leighton Buzzard and Hockliffe, up to Heath and Reach.
10. By the end of the current academic year the 560 places available in total in Year 5 which is the transfer point for children from Lower Schools, will be accommodating a total of approximately 513 children.

11. For September 2015, at the close of the national deadline for Transfer to Middle, the Council had received 497 applications in total for Transfer to a Middle School in this area with further late applications expected to be received in respect of 30 Year 4 children in Leighton Buzzard lower schools whose parents had not made an on time application.
12. This figure is forecast to rise to a total of approximately 546 children who will be accommodated in Year 5 in the 2015/16 academic year as a result of additional yield from new housing to be built and occupied in this period.
13. The number of children who will be seeking Transfer to Middle in the 2016/17 academic year including those already living in the area and additional pupil yield from new housing to be built and occupied is forecast to be approximately 600, rising further to 650 in 2017/18.
14. Feasibility studies continue in respect of the need to manage growth in 2017/18 but the additional places required within the middle school age range in 2016/17 are proposed to be provided through the permanent expansion of Leighton Middle School which serves a catchment area that includes the housing growth area in the south east of the town. Appendix 1 shows the location of the school and its catchment.
15. It is proposed to expand the school from a 4 form of entry (480 place) middle school for pupils aged 9 to 13 to a 5 form of entry (600 place) middle school for pupils aged 9 to 13, increasing the school's published admission number from 120 to 150 from September 2016.
16. The school was judged as 'Good' by Ofsted in its last inspection in December 2013 and is popular, being significantly oversubscribed by 18% in 2013, 45% in 2014 and 67% in 2015 against its current published admission number of 120.
17. An analysis of the school's site and accommodation indicates that it is capable of expansion and options for additional accommodation and facilities are being considered through a feasibility study led by the Council working with the school.
18. The school has indicated an intention, subject to the support of the Council's Executive, to commence consultation with the support of Council officers with its local community and other stakeholders in early July 2015. Ward Councillors have also received a briefing on the Council's forecasts of demographic growth and the need to plan for additional school places in the area.
19. The outcome of those consultations along with a business case submitted by the school will be reported to the Council's Executive in October 2015 for final approval to commence the expansion project, funded through the Council's New School Places Programme.

### **Reasons for decision**

20. The recommended consultation on the proposal to expand Leighton Middle School is to ensure the Council continues to meet its statutory obligations to provide sufficient school places and also to meet the legal requirements placed on the Council by the Education and Inspections Act 2006 regarding proposals to expand maintained schools.
21. Commitment to capital expenditure and therefore final approval of the proposal will be determined by the Council's Executive in October 2015, informed by the outcome of the consultation exercise undertaken by the Governing Body and the business case which it will also prepare.

### **Council Priorities**

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

### **Legal Implications**

23. Section 14 of the Education Act 1996 places a duty on Councils to secure sufficient primary and secondary school places to provide appropriate education for pupils in its area. S14A of the Education Act 1996 imposes a duty to consider representations about the exercise by local authorities of their functions from the parents of qualifying children in relation to the provision of primary and secondary education. Qualifying children include all those of compulsory school age or under.
24. The Education and Inspections Act 2006 gives Councils a strategic role as commissioners, of school places and includes duties to consider parental representation, diversity and choice, duties in relation to high standards and the fulfilment of every child's educational potential and fair access to educational opportunity.
25. The main legislation governing school organisation is found in sections 6A-32 of the Education and Inspections Act 2006, The School Organisation (Establishment and Discontinuance of Schools) (England) Regulations 2013 and the School Organisation (Prescribed Alterations to Mainstream Schools) (England) Regulations 2013.
26. Department for Education Guidance for proposers and decision makers regarding school organisation in maintained schools was published in January 2014 to support the School Organisation (Prescribed Alterations to Maintained Schools) (England) Regulations 2013.



27. This guidance can be viewed at:  
<https://www.gov.uk/government/publications/school-organisation-maintained-schools>
28. As a consequence of changes introduced by these 2013 Regulations (at Schedule 2, paragraph 12) and Statutory Guidance, Governing Bodies are now able to propose to make a range of changes to their schools without following a formal statutory process. These include significant expansion such as that proposed to Leighton Middle School.
29. Governing Bodies are required to adhere to the usual principles of public law: they must act rationally; they must take into account all relevant considerations; and they must follow a fair procedure. The Governing Body of Leighton Middle School will also be expected to liaise closely with the Local Authority and will be supported throughout the consultation with parents and other interested persons, to gauge demand for the proposed change and provide them with sufficient opportunity to give their views .
30. The Governing Body must ensure that it has suitable accommodation, has secured capital funding and any consents necessary for making changes to land and buildings, including Planning consents, before the changes can be implemented. Once the changes have been implemented, the Governing Body must inform the Secretary of State.

### **Financial Implications**

31. The New School Places Programme is funded by developer contributions and Basic Need grant income from the Department for Education (DfE) although on current planning assumptions the programme also reflects a significant capital contribution that the Council would be required to provide from its own resources of approximately £2.1M in 2015/16, £7.3M in 2016/17, £3.5M in 2017/18 (reduced from £18.3M following the DfE announcement in February 2015 of the Basic Need allocation to the Council for 2017/18) and £11.8M in 2018/19.
32. The revenue implications of the forecast expenditure (MRP and Interest) based on the current MTFP assumptions and assuming that spend will occur evenly in each year is £97k in 2015/16, £517k in 2016/17, £970k in 2017/18 and £1,652k in 2018/19.
33. The Council will continue to ensure that all opportunities are taken to increase income and to seek alternative funding sources for new build and expansions of existing school buildings.

34. The day to day running costs of school provision is met through revenue funding which is made available to each school as part of the Dedicated Schools Grant (DSG) and is based primarily on the numbers of pupils attending and will increase accordingly in an expanded school.
35. Where necessary and where Schools and Academies are undertaking significant expansion on commission from the Council additional revenue support for relevant costs can be accessed on application through the DSG funded Growth Fund established by the Schools Forum.
36. Capital expenditure within the New School Places Programme is subject to the Council's Code of Financial Governance. Expenditure to commission feasibility studies and design work required for projects within this rolling programme has been approved by the Executive Member for Children's Services, in consultation with the Director of Children's Services as required by the Council's constitution.

### **Equalities Implications**

37. The consultation and decision making process set out in regulation for proposals to expand Academies and Council maintained schools requires an evaluation on a project by project basis of any equalities and human rights issues that might arise.
38. Public authorities have a statutory duty to promote equality of opportunity, eliminate unlawful discrimination, harassment and victimisation and to foster good relations in respect of the following protected characteristics: age, disability, gender re-assignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.
39. This statutory duty includes requirements to:
  - i. Remove or minimise disadvantages suffered by people due to their protected characteristics.
  - ii. Take steps to meet the needs of people from protected groups where these are different from the needs of other people.
  - iii. Encourage people from protected groups to participate in public life or in other activities where their participation is disproportionately low.
40. As commissioner of the new school places that will be provided through the proposal of Leighton Middle School the Council has considered that there are no race or disability discrimination issues that arise from the change being proposed.

## **Risk Management**

41. The proposal to commission new middle school places and to allocate related capital investment outlined in this report implements the identified need to manage demographic growth in the previously published school organisation plan and mitigates the risk on the Council of failing in its statutory duty to provide sufficient school places.

Key risks include:

- Failure to discharge legal and statutory duties/guidance.
- Failure to deliver the Council's strategic priorities
- Reputational risks associated with the non delivery of required school places.
- Inability of schools to recruit suitable additional staff
- Failure to secure planning consents
- Financial risks, including;  
Non realisation of anticipated Section 106 monies and anticipated levels of government grant.  
Potential for overspend on any project within the programme.

## **Appendices**

The following Appendices are attached

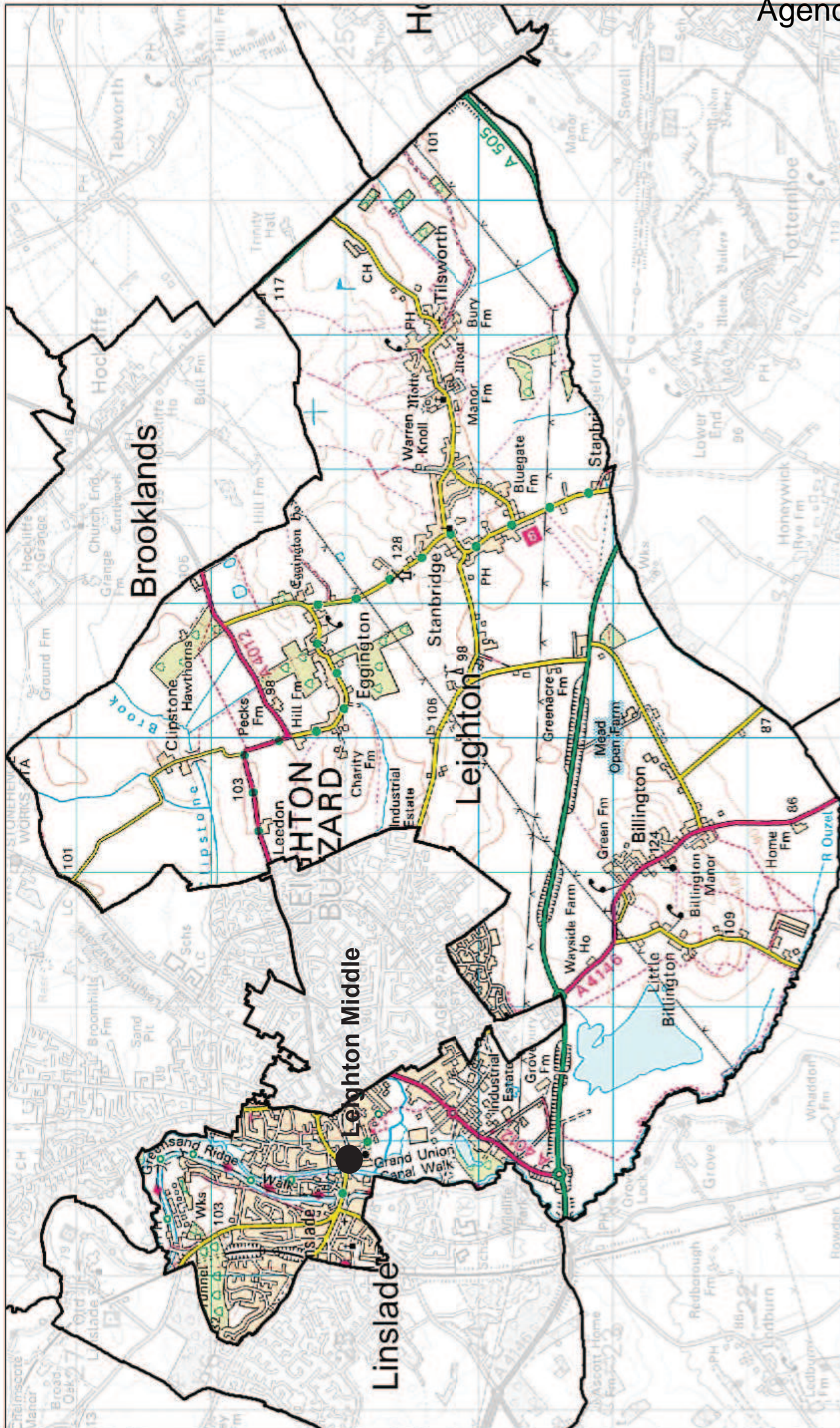
Appendix 1 – Map of Leighton Buzzard showing location of Leighton Middle School and its catchment area

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# Leighton Middle School Catchment

Date: 14 April 2015

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**Central Bedfordshire Council**

**EXECUTIVE**

7 July 2015

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**Proposals to Amalgamate Arlesey Nursery School and Childcare Centre with Gothic Mede Academy, Arlesey and to Amalgamate the Lawns Nursery, Biggleswade with Biggleswade Academy Trust**

Report of: Cllr Mark Versallion, Executive Member for Education and Skills  
(mark.versallion@centralbedfordshire.gov.uk)

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

**Key Decision**

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**Purpose of this report**

1. To seek Executive approval to commence statutory consultations required for the proposal to amalgamate Arlesey Nursery School and Childcare Centre with Gothic Mede Academy, and the proposal to amalgamate The Lawns Nursery, Biggleswade with Biggleswade Academy Trust.
2. If consultations are approved, the outcome will be reported to the Council's Executive for determination on 1 December 2015. If approved the amalgamation proposals would be implemented from 1 January 2016.
3. The schools referred to within the report serves the Wards of Biggleswade North, Biggleswade South, Stotfold & Langford and Arlesey.

**RECOMMENDATIONS**

1. **Approve the commencement of consultation and the publication of statutory notices for the proposals to:**
  - a) **close Arlesey Nursery School and Childcare Centre with an implementation date of 31 December 2015 to enable amalgamation of the provision with Gothic Mede Academy with effect from 1 January 2016; and**
  - b) **close The Lawns Nursery School, Biggleswade with an implementation date of 31 December 2015 to enable amalgamation of the provision with Biggleswade Academy Trust with effect from 1 January 2016.**

### **Children's Services Overview and Scrutiny**

4. This report was presented to Children's Services Overview and Scrutiny Committee at its meeting on the 15 June 2015 and the Committee was asked to indicate its support for the recommendations set out within the report. The views of the Committee will be reported to Executive at its meeting.

### **Early Years Education and Childcare in Central Bedfordshire**

5. There are four Local Authority maintained Nursery Schools in Central Bedfordshire. These are:
  - The Lawns Nursery School, Biggleswade
  - Westfield Nursery School, Dunstable
  - Willow Nursery School, Dunstable
  - Arlesey Nursery School and Childcare Centre, Arlesey
6. The Lawns Nursery School, Biggleswade was judged Outstanding at its last inspection in May 2013. Arlesey Nursery School and Childcare Centre, Arlesey was judged Good at its last inspection in December 2013.
7. At the beginning of the spring term 2015 Arlesey Nursery School and Childcare Centre accommodated 91 children, aged 2 to 3 years old when they were admitted to the school. Extended care is provided at the beginning and end of the school day by the Childcare Centre which shares the school site and is managed by the school but is registered separately to the Nursery to provide childcare for 2 year olds. The Childcare Centre was judged as 'Good' by Ofsted at its last inspection by Ofsted in December 2012.
8. At the beginning of the spring term 2015 The Lawns Nursery School and Childcare Centre accommodated 144 children, aged 2 to 4 years old when they were admitted to the school. The Lawns Nursery also currently manages Biggleswade's children's centre (The Lawns Early Excellence Centre) which shares the school site but is registered separately to the Nursery and provides childcare for 2 year old children. The children's centre was judged as 'Good' by Ofsted at its last inspection by Ofsted in June 2013.
9. In addition, The Lawns Nursery School also hosts children from the Early Years Foundation Stage and most pupils at Key Stage 1 from Ivel Valley Special School.
10. In addition to childcare and early years education providers from the Private, Voluntary and Independent (PVI) sector including pre-schools, nurseries and child minders, these schools add to the diverse range of high quality provision in Central Bedfordshire.



11. This diversity enables parents to choose a provider that best meets the needs of their child. The number of places made available ensures that the Local Authority complies with its statutory duties to secure sufficient early years education and childcare for working parents of 2, 3 and 4 year olds.
12. All Nursery Schools, Lower Schools, Primary Schools and PVI Providers are funded for 3 and 4 year olds through Central Bedfordshire's Early Years Single Funding Formula (EYSFF).
13. The EYSFF establishes the factors of base rate, social deprivation, quality, lump sum and rates that in addition to data on the number and age of children taking up funded places, drives the funding allocation specific to each type of setting. Maintained Nursery schools are funded via these delegated budgets and are expected to operate within this funding.
14. The Early Years School Census collects data from these settings every January at establishment and individual child level in relation to those taking up a funded or unfunded place at a PVI setting. In addition data is also collected locally in May and October each year.
15. Local Authority maintained nurseries, maintained schools and academies with nursery classes also provide data on children accessing early years and childcare through the termly statutory school census in January, May and October each year.
16. These data collections inform the allocation of Nursery Education Funding in Central Bedfordshire to each provider and inform data returns to Government.
17. Ofsted regulates and inspects providers registered on the Early Years Register and the Childcare Register. This includes PVI providers, maintained and independent schools, including academies directly responsible for provision for children from birth to the age of 3.
18. Maps showing the location of each of these maintained nurseries and the Academies with which they are proposed to amalgamate, are attached as Appendices 1 and 2 to this report.
19. The Statutory Framework for the Early Years Foundation Stage (EYFS) is the framework for the delivery of quality integrated care and education for children from birth to the 31 August following their fifth birthday. It sets the statutory standards that all early years providers must meet. This includes all maintained schools, non-maintained schools, independent schools and all providers on the Early Years Register.

20. The EYFS aims to provide:
- quality and consistency in all early years settings
  - a secure foundation for all children for good progress through school and life
  - partnerships between different practitioners
  - partnerships between parents or carers and practitioners
  - equality of opportunity for all children

### **New models of leadership and governance**

21. Many partnerships exist between early years providers and mainstream lower and primary schools, where these provisions are not managed as part of the school, to ensure educational coherence across the Foundation Stage and into Reception.
22. Central Bedfordshire's Lower and Primary Schools can now benefit from freedoms introduced by the Department for Education in January 2014 for maintained schools and academies to lower their age ranges by up to two years to provide early years education and childcare under a single school management and governance structure. Such changes can be proposed by the Governors of maintained schools without a formal process. Academies have to seek approval from the Secretary of State but do not need to submit a formal business case to the Education Funding Agency.
23. Many schools share their sites with PVI providers and a number have taken advantage of these freedoms to merge the school and PVI pre school as a means of guaranteeing financial as well as educational viability of the early years setting, also avoiding the duplication that would otherwise exist with data collections and regulatory inspection as separate settings.
24. In recent years the viability of Local Authority Maintained Nursery Schools has been challenged by changes in funding methodologies and admission arrangements for statutory aged children to mainstream schools. These changes have contributed to the reduction nationally in the number of LA maintained Nursery schools, from 520 in 1999 to only 410 currently.

### **Funding and admissions arrangements**

25. The EYSFF was introduced from April 2011 and was one of a number of early years funding reforms of the government extending the free early years entitlement for 3 and 4 year olds and ensuring that it was funded on a fair and equitable basis across both the maintained and PVI sectors.

26. The formula is now based on levels of participation and it funds actual hours of attendance, rather than the number of places available regardless of uptake which had been the previous basis of funding for maintained nurseries alone.
27. Applying the new formula was intended to release funding to be allocated on a range of additional formula factors now included in the EYSFF. Maintained nursery settings were provided with a short term protection to ease the transition over 2 years.
28. In September 2011 a revised School Admission Code came into force ensuring that every parent with a child at reception age had to be offered a full time school place in the September at the start of the reception year. This implemented one outcome of an Independent Review of the Primary Curriculum commissioned by the Government recommending that children should ideally start school in the September following their fourth birthday.
29. This change to a single September intake for 4 year old children affected all Maintained Nursery Schools who had previously had 2 intakes each year, 1 in January and 1 after Easter. These schools had previously always had a cohort in January of Reception age children born in the summer of that year. The change in admission arrangements consequently caused a reduction in the total number of children in these schools from September.

**The Lawns Nursery School, Biggleswade and Arlesey Nursery School and Childcare Centre, Arlesey**

30. In the context of these changes and with the desire to sustain current high standards but with forecasts of continuing in-year and worsening revenue deficits, both of these schools have undertaken staffing reviews and restructures to ensure operational efficiency. In the past 2 years both schools headteachers have left through retirement and resignation.
31. The Governing Body of Arlesey Nursery School is now supported by the headteacher and other staff of Gothic Mede Academy, a member of the Bedfordshire East Multi Academy Trust and of Bedfordshire East Schools Trust. This followed a request by the Governing Body of the Nursery and an offer of support by the Academy.
32. Likewise the Governing Body of The Lawns Nursery School has been supported by the Principal of Biggleswade Academy Trust following a formal approach to the Academy by the Nursery to develop a strategic partnership.

33. Gothic Mede School was judged as Good by Ofsted in June 2011 and has been found to have sustained that performance in an interim inspection in March 2014 following academy conversion to the Bedfordshire East Multi Academy Trust.
34. Bedfordshire East Multi Academy Trust and Bedfordshire East Schools Trust are partnerships of 9 schools in the Samuel Whitbread Academy pyramid that through the registered early years and childcare provider Bedfordshire East Schools Trust (BEST) Nurseries Ltd also provide early years education and childcare on a number of school sites and community settings.
35. The Trust currently manages the BEST Nursery at Samuel Whitbread Academy which was judged by Ofsted as Outstanding in 2012 and currently has 135 children on roll aged 4 months to 5 years and a further 90 children aged from 5-12 years of age that attend the holiday play scheme and the wrap around care facility. The nursery is open from 7.30am to 6pm 5 days a week, 51 weeks per year.
36. The company also now provides wrap around care at Langford Lower School, Langford, which is registered for 24 places and was judged by Ofsted as 'Outstanding' in May 2014, and an additional community pre-school setting held at the Methodist Church Hall, Shefford, Bedfordshire which is registered for 32 places and was judged by Ofsted as 'Good' in July 2014.
37. Biggleswade Academy Trust is formed of the predecessor schools of Holmemead Middle School which converted as an Academy in March 2012 and Southlands Lower School which joined the Trust as an Academy in March 2013.
38. Since September 2013, Biggleswade Academy Trust has provided education and wrap-around care for children aged 2 to 13 following a merger with Brigham Pre-School located on the school site. The academy provides a daily breakfast and after-school club which operates for 51 weeks of the year. The Pre-school was inspected by Ofsted in September 2013 and was judged to be outstanding, whilst the early years provision was included in the most recent Ofsted inspection of the Academy in December 2014 which judged the Academy as 'Good'.
39. The Governing Bodies of each nursery school have also been supported by the Council to consider options for their continued viability and sustain these valuable settings in areas of significant demographic growth, but recognising that they are no longer viable as separate schools.
40. These options have included collaboration with another school, federation with another school, or the potential for each school to close with a new provider commissioned by the Local Authority.

41. As a result of the appraisal of options available to them, both Governing Bodies has concluded and each supports proposals to amalgamate with the Academies with whom they are now working. These proposals are also supported by the Governing Bodies of the Academies.

### **Amalgamation proposals**

42. The legal mechanism by which to achieve the proposed amalgamations requires the closing of the nursery schools and the extension of the age range of the Academies, or expansion in the case of Biggleswade Academy Trust which has already lowered its age range to combine with Brigham Nursery which had previously existed as a separate setting on the Academy's site in Biggleswade.
43. The Local Authority is able to propose the closure of the maintained nurseries and to undertake statutory consultations required by the Department for Education (DfE). The Local Authority is also able to determine the outcome of the proposals to close these schools.
44. Each Academy is also required by DfE Guidance to undertake consultation and to seek the Secretary of State's consent to the proposed change in their age range and expansion.
45. To ensure absolute clarity on the proposals and to avoid any confusion with stakeholders and other interested parties, the consultations required to be undertaken by the Local Authority and by the Academies will be combined, along with consultations required by the Transfer of Undertaking, Protection of Employment (TUPE) regulations with affected staff.
46. If approved, these proposals would secure the places and services for the local community and for the Local Authority. They would enable further efficiencies to be achieved by consolidating Governance, regulatory and data collection arrangements and it would provide financial efficiencies and greater flexibility in the use of resources.
47. In each location, the 2 establishments already share a Headteacher and the proposed amalgamations would therefore be largely administrative in nature.
48. The Local Authority staff currently employed within each school would be TUPE transferred to the successor school or provider and the Nursery buildings and assets would be transferred to each Academy under an Academy lease arrangement, retained for early years education and childcare. Existing contracts would be novated to each Academy.

49. These proposals have been subject to financial due diligence exercises by each Academy, supported by their own and each Nursery Schools' Human Resources and Financial advisors. The Council has worked closely with schools and Academies to bring these proposals forward.

### **Reasons for decision**

50. The recommended consultations on the proposals to close Arlesey Nursery School and Childcare Centre and The Lawns Nursery School, to enable amalgamation of the settings with Gothic Mede Academy and Biggleswade Academy Trust respectively, are to ensure the Council continues to meet its statutory obligations to secure sufficient childcare and early years provision and also to meet the legal requirements placed on the Council by the Education and Inspections Act 2006 regarding proposals to close maintained schools.
51. If approved, the consultations will commence in September and conclude in November with a final report to Executive on the 1 December 2015 and a proposed implementation date of 1 January 2016 at which point all legal and financial obligations of the former school and of the Local Authority will transfer to the relevant Academy.

### **Council Priorities**

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

### **Legal Implications**

53. The Childcare Act 2006 places duties on English local authorities, as far as is reasonably practical, to secure sufficient childcare for working parents (Section 6) and early years provision (Section 7, as substituted by section 1 of the Education Act 2011).
54. The main legislation governing school organisation is found in sections 6A-32 of the Education and Inspections Act 2006, The School Organisation (Establishment and Discontinuance of Schools) (England) Regulations 2013 and the School Organisation (Prescribed Alterations to Maintained Schools) (England) Regulations 2013.
55. New Department for Education Guidance for proposers and decision makers regarding school organisation in maintained schools was published in January 2014 to support the School Organisation (Prescribed Alterations to Maintained Schools) (England) Regulations 2013.
56. This Guidance can be viewed at:  
<https://www.gov.uk/government/publications/school-organisation-maintained-schools>

57. The Council is able to propose the closure of maintained schools and is also decision maker for those proposals. Any decision related to school closure must follow a 5 stage statutory process in line with the School Organisation (Establishment and Discontinuance of Schools) (England) Regulations 2013. The process involves:
- Consultation
  - Publication
  - Representation
  - Decision
  - Implementation
58. A minimum of six weeks' consultation in term time is recommended by the DfE. Guidance as to consultees and information to be included in a proposal to close a school is set out in the DfE Guidance (referred to above) at Annex A.3 and A.4. The Representation period must be 4 weeks.
59. A proposal should be published within 12 months of consultation being concluded. In determining proposals of this nature the decision maker must consider any comments made during consultation and may decide to reject, approve, approve with modifications or conditions (e.g. the implementation date), having consulted the LA and/or governing body (as appropriate) or approve with or without modification, subject to certain prescribed events (such as the granting of planning permission) being met. In any case, the reasons for the final decisions must be carefully recorded indicating the main factors considered and the reasons for the decision.
60. The DfE Guidance for decision makers of school organisation proposals contains a number of key factors to be considered and information to be included along with the views submitted throughout the consultation process, including all objections to and comments on the proposals. The Guidance is clear that these factors should not be taken to be exhaustive and all proposals should be considered on their individual merits.
61. The factors outlined in statutory Guidance for school organisation proposals, and specifically for closure proposals include:
- Consideration of consultation and representation period
  - Implementation proposals
  - Objectives and reason for closure
  - Education standards, diversity of provision and flexibility of access for parents
  - Demand
  - School size
  - Proposed admission arrangements

- National curriculum
  - Equal opportunity issues
  - Community cohesion
  - Travel and accessibility
  - Capital
  - School premises and playing fields.
  - Displacement of pupils
  - Integration of pre school education with childcare services
62. Under Schedule 2 to the Establishment and Discontinuance Regulations, where a proposal relates to Nurseries, a statement must set out the Local Authority's assessment of the quality and quantity of the alternative provision compared to the school proposed to be closed and the proposed arrangements to ensure the expertise and specialism continues to be available and the accessibility and convenience of replacement provision for local parents.
63. DfE Guidance is clear that there is a presumption against closure of nursery schools and that although this does not mean that a nursery school will never close, the case for closure should be strong and demonstrate that the alternative arrangements will be at least equal in terms of the quantity of provision provided by the nursery with no loss of expertise and specialism and is more accessible and more convenient for local parents.
64. Where a school includes early years provision, the DfE Guidance advises the decision maker to consider whether the alternative provision will integrate pre-school education with childcare services and/or with other services for young children and their families. Also, whether the alternative provision will maintain or enhance the standard of educational provision for early years and flexibility of access for parents.
65. The Council will need to be satisfied that the appropriate consultation and representation period has been carried out and that the proposer has had regard to the responses received. Also that the statutory requirements have been met.
66. According to the DfE Guidance, proposals to replace a school with provision in a more successful /popular school should normally be approved, subject to the evidence provided.
67. A copy of the final decision must be published on the website where the original proposal was published and forwarded to a range of bodies specified in the DfE Guidance referred to in paragraph 56 above.
68. Annex B to that Guidance provides further information on the list of factors mentioned above, which must be taken into account.



69. Within 1 week of the date of publication on the website, the proposer must send a copy of the proposal and the information set out above to the Secretary of State and any other body or person that the proposer thinks is appropriate.
70. If the Council were to fail to decide this proposal within 2 months of the end of the representation period it must forward the proposal, and any received representations, to the schools adjudicator for decision.
71. Certain religious bodies and the governors and trustees of certain schools may appeal against a decision made by the Local Authority as decision maker, within 4 weeks of the decision being made.
72. Once proposals have been implemented, the Local Authority must inform the Secretary of State.
73. The DfE Guidance for Academies wishing to make significant changes including proposals to change age range or to expand can be viewed at: <https://www.gov.uk/government/publications/making-significant-changes-to-an-existing-academy>.
74. The process, which is overseen by the Education Funding Agency on behalf of the DfE requires an Academy to undertake consultation and to obtain consent of the Secretary of State before implementation.

### **Financial Implications**

75. There are no capital implications for the Council arising as a result of the proposals set out in this report.
76. The day to day running costs of early years and childcare provision is met through revenue funding which is made available to each setting as part of the Dedicated Schools Grant and Central Bedfordshire's Nursery Education Funding.
77. Central Bedfordshire's School Finance Regulations sets out that when a school closes, any balance (whether surplus or deficit) shall revert to the LA and cannot be transferred as a balance to any other school, even where the school is a successor to the closing school (except that a surplus transfers to an Academy where a school converts to academy status under section 4(1)(a) of the Academies Act 2010).
78. However, the LA may, if they wish, make allocations to schools, which have the effect of giving them the benefit of additional sums that are equal to or less than the surplus balances of relevant closing schools.

79. Both of the Nursery Schools identified in this report are currently holding surplus balances, although diminishing. If the proposals contained within this report are approved by Executive in December 2015 approval will also be sought to allocate dedicated schools grant to the same value as any surplus that exists at the point of closure, to the successor Academies.
80. As set out in the report, it is proposed to transfer the existing land and buildings used by each Maintained Nursery to the respective Academies, under a standard Academy lease which will retain the buildings for their current use but also transfer repair and maintenance obligations to the Academy Trusts.

### **Equalities Implications**

81. The consultation and decision making process set out in regulation for proposals to expand Academies and close Council maintained schools requires an evaluation on a project by project basis of any equalities and human rights issues that might arise.
82. Public authorities have a statutory duty to promote equality of opportunity, eliminate unlawful discrimination, harassment and victimisation and to foster good relations in respect of the following protected characteristics: age, disability, gender re-assignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.
83. This statutory duty includes requirements to:
  - i. Remove or minimise disadvantages suffered by people due to their protected characteristics.
  - ii. Take steps to meet the needs of people from protected groups where these are different from the needs of other people.
  - iii. Encourage people from protected groups to participate in public life or in other activities where their participation is disproportionately low.
84. As proposer of the closure of the two schools as set out in this report, and in light of the amalgamation proposals, the Council has considered that there are no race or disability discrimination issues that arise from the change being proposed.

### **Risk Management**

85. The proposals to close the maintained nurseries outlined in this report, to enable amalgamations to be implemented and enable continuation of each setting mitigates the risk on the Council of failing in its statutory duty to secure sufficient childcare for working parents and early years provision.

86. Key risks mitigated by these proposals include:
- Failure to discharge legal and statutory duties/guidance.
  - Failure to deliver the Council's strategic priorities
  - Reputational risks associated with the non delivery of required childcare and early years places.

**Staffing (including Trades Unions)**

87. Staff and Trades Unions are consulted on all school organisation proposals related to schools and Academies as part of the informal and statutory process required by regulations and DfE Guidance.
88. Each School and Academy will continue to have the support of their commissioned HR Providers where any proposals require changes in school staff structures or to terms and conditions of employment. The Council's Schools Statutory HR Team will lead TUPE consultations.

**Appendices**

The following Appendices are attached

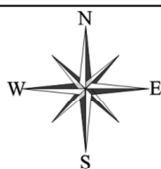
Appendix 1 – Map showing location of Arlesey Nursery & Gothic Mede Academy

Appendix 2 – Map showing location of The Lawns & Biggleswade Academy Trust

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## Arlesey Nursery and Gothic Mede Academy



Date: 05 May 2015

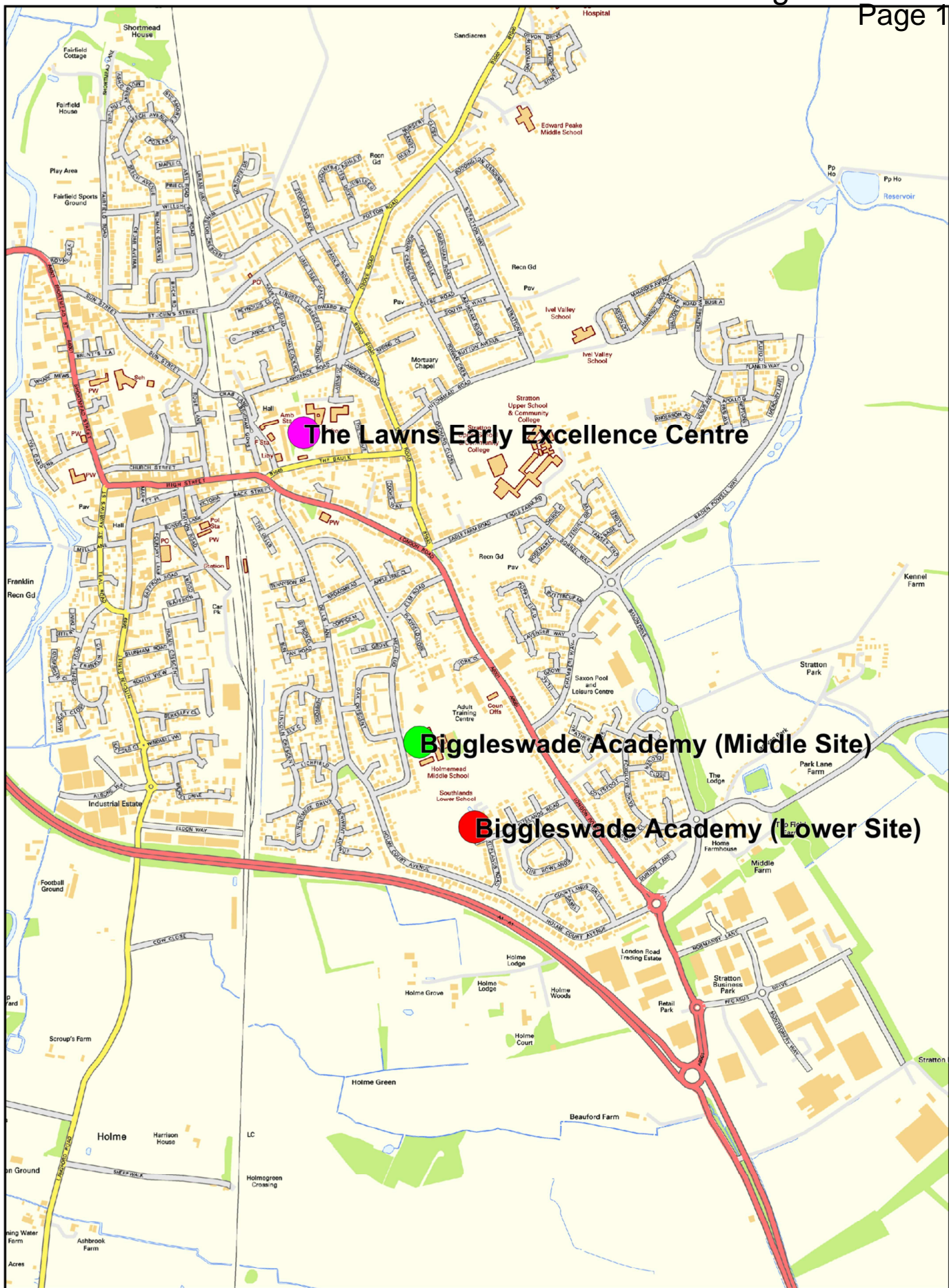
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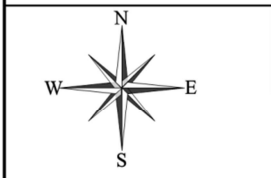
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### The Lawns and Biggleswade Academy



Date: 05 May 2015

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Central Bedfordshire Council

EXECUTIVE

7 July 2015

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**Proposal to Recommission Primary Specialist Provision for Autistic Spectrum Condition in Dunstable**

Report of: Cllr Mark Versallion, Executive Member for Education and Skills  
([mark.versallion@centralbedfordshire.gov.uk](mailto:mark.versallion@centralbedfordshire.gov.uk))

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

**Key Decision**

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**Purpose of this report**

1. To seek Executive support for the commencement of consultation by Ardley Hill Academy for its proposal to establish a new 8 place Primary specialist provision for Autistic Spectrum Condition at Ardley Hill Academy in Dunstable from September 2016.
2. If consultation is supported, the outcome will be reported to the Council's Executive on 12 January 2016 for final approval of the proposal, subject to approval by the Secretary of State, and for commitment to required capital expenditure.
3. The new provision is proposed to serve the Wards of Aspley and Woburn, Heath and Reach, Leighton Buzzard North, Leighton Buzzard South, Linslade, Eaton Bray, Dunstable Northfields, Caddington, Parkside, Houghton Hall, Dunstable Central, Dunstable Watling, Dunstable Icknield, Dunstable Manshead and Tithe Farm.

**RECOMMENDATION**

1. **Support the commencement of consultation by Ardley Hill Academy for the proposal to establish a new 8 place Primary specialist provision for Autistic Spectrum Condition at Ardley Hill Academy in Dunstable from September 2016.**

### **Children's Services Overview and Scrutiny**

4. This report was presented to Children's Services Overview and Scrutiny Committee at its meeting on the 15 June 2015 and the Committee was asked to indicate its support for the recommendations set out within the report. The views of the Committee will be reported to Executive at its meeting.

### **Specialist provision for Autistic Spectrum Condition**

5. There are currently seven specialist provisions hosted by mainstream schools and Academies in Central Bedfordshire for children with Autistic Spectrum Condition (ASC) whose needs cannot be met within a mainstream school without specialist support and who require specialist provision.
6. These pupils have statements of Special Educational Needs or Education, Health and Care Plans (EHCP) which will specify that they need an environment which is more highly and expertly resourced than the provision normally made in a mainstream classroom setting.
7. Current provision is located at:
  - Ramsey Manor Lower School – 6 place for children 4-9 years of age
  - St Swithuns VC Lower School – 8 place for children 4-9 years of age
  - Biggleswade Academy – 8 place for children 9-13 years of age
  - Arnold Academy – 6 place for children 9-13 years of age
  - Streetfield Middle School - 6 place for children 9-13 years of age
  - Manshead School - 10 place for children 11-18 years of age
  - Samuel Whitbread Academy - 8 place for children 13-18 years of age
8. Admissions to this specialist provision are agreed through Children's Services which consults the host school prior to admission. This is the case for all pupils with statements of special educational need or EHCP where the authority intends to name the specialist provision at the school on the statement .
9. The core revenue funding for this specialist provision is provided by the High Needs Block, part of the Dedicated Schools Grant (DSG) , to each school's Individual Schools Budget (ISB).
10. To ensure continuity of specialist staffing this aspect is funded annually based on the number of commissioned places funded at £10k per place plus full top-up weighted to the age of the pupils in the provision, irrespective of the number of children actually present within the provision.

11. Host schools also receive a proportional increase in funding of devolved formula capital and where eligible, universal infant free school meals against actual pupils on roll.

### **New Primary specialist provision for Autistic Spectrum Condition in Dunstable**

12. The 6 place specialist provision at Streetfield Middle School currently serves the middle school age range of 9-13 years but will close, along with the main school in August 2016. The adjacent Manshead School also has specialist provision for ASC but now serves a Secondary age range of 11-18.
13. As a result, and also in order to meet a forecast increase in need for specialist provision for autistic spectrum condition as a result of demographic growth in the Dunstable, Caddington, Houghton Regis and Leighton/Linslade area, the Council must commission a new 8 place provision to serve the Primary School age range of 4-11 years of age to serve the area.
14. A desktop exercise was conducted by the Council to review all Primary Schools in the Dunstable and Houghton Regis area to identify potential providers from whom to commission the new provision. The desktop evaluation considered:
  - Those schools and Academies currently judged by Ofsted as Good or Outstanding with strength in leadership and governance to provide confidence in the strength and capacity to manage the new provision
  - Those with school sites that are capable of expansion in line with DfE Guidance, if additional building is necessary
  - Those located in the proximity of the current provision at Streetfield Middle School and;
  - Those that already make good provision for children with special educational needs
15. As a result, in March 2015 three schools were invited to consider hosting the proposed specialist provision and to submit an expression of interest. 2 schools submitted an expression of interest and had meetings with Senior Council Officers to discuss the proposal. Of those schools only Ardley Hill Academy submitted a business case for consideration.
16. Ardley Hill Lower School converted as an Academy on 1 June 2012 and changed its age range with approval of the Secretary of State to become a Primary School from September 2014. The predecessor school was judged as Good by Ofsted at its last inspection in October 2011.

17. A map showing the location of the Academy in Dunstable is attached as Appendix 1 to this report.
18. The Academy has now completed a self assessment framework for school provision for children with Autistic Spectrum condition and this has been moderated by Chiltern Special School. The purpose of the self evaluation is to determine the likely quality of the new provision under the leadership and governance of the Academy.
19. The Academy has subsequently been interviewed by senior officers in Children's Services and a member of Central Bedfordshire's Parent/Carer Forum (SNAP) Its initial business case has provided sufficient evidence to justify the Council's support for commencement of consultation by the Academy with stakeholders and other interested parties.

### **Making significant changes to an existing Academy**

20. Whereas the Local Authority is able to legally propose, consult and determine a proposal to establish a new SEN provision at a mainstream maintained school, it is unable to do so at an Academy, although it remains the commissioner of those places and responsible for any capital funding required.
21. Making significant changes of this nature to existing Academies is only possible if the Academy Trust wishes to make the change to their existing arrangements.
22. A change affecting reserved provision for pupils with special educational needs at an Academy is deemed 'significant' by the Department for Education and requires a consultation to be conducted with a range of stakeholders, as set out in the DfE Guidance: 'Making significant changes to an existing academy' published in January 2014 A significant stakeholder would be the area Local Authority.
23. This consultation is required to run for a minimum of four weeks and it is required to take timing into account to maximise the response to the consultation, including attendance at public meetings, consulting during term time rather than school holidays. The 2014 DfE Guidance provides a list of suggested stakeholders who should be consulted. A condition of funding from future capital funds will be that the Academy has conducted a consultation and that responses have been taken into account and that consents required have been given.

24. A formal business case is subsequently required to be prepared by the Academy and submitted to the Education Funding Agency for approval by the Secretary of State. This must include indicative costings and a proposal as to how these might be met. This business case will also be reported to the Council's Executive on 12 January 2016 for final approval of the proposal, subject to approval by the Secretary of State, for implementation on 1 September 2016.

### **Reason for decision**

25. The proposal to establish new specialist ASC provision at Ardley Hill Academy complies with the 2014 DfE Guidance for making significant changes to an existing Academy and the proposal ensures that the Council continues to meet its statutory obligations to secure sufficient school places for children with special educational needs.

### **Council Priorities**

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

### **Legal Implications**

27. Section 14 of the Education Act 1996 places a duty on Councils to secure sufficient primary and secondary school places to provide appropriate education for pupils of statutory school age in its area and to have specific regard to the need to secure SEN provision for those children who have special educational needs.
28. The Department for Education Guidance referred to above was published in January 2014 for Academies wishing to make significant changes. The Guidance can be viewed at:  
<https://www.gov.uk/government/publications/making-significant-changes-to-an-existing-academy>
29. Academy Trusts are to exercise their own judgments in deciding whether a change is significant. It is anticipated that the current proposal for the establishment of a new 8 place Primary specialist provision for Autistic Spectrum Condition at Ardley Hill Academy would come within the definition of 'significant change' as set out by 2014 DfE Guidance.
30. The process, which is described in detail above (paragraphs 20-24), is overseen by the Education Funding Agency on behalf of the DfE and requires an Academy to undertake consultation, to obtain consent of the Secretary of State and to secure any capital required by the proposal before implementation.

31. The business case submitted to the Education Funding Agency must be rigorous enough for a decision to be made on whether the change is necessary. Details of minimum content are set out in the 2014 DfE Guidance.

### **Financial Implications**

32. A feasibility study is to be commissioned to determine the capital implications arising as a result of the proposals set out in this report. It is anticipated that the proposal will require additional accommodation to be provided on the school site but the Academy has also indicated an ambition to address a number of its separate needs for accommodation and is willing to consider a capital contribution to those additional requirements.
33. The outcome of the feasibility study and capital implications will be reported to the Council's Executive on 12 January 2016. A separate report is to be made to the Council's Executive before the end of the current year, outlining an intention to establish a Special Educational Needs and Disabilities capital programme which is proposed to be funded through direct revenue financing from dedicated schools grant allocated from the High Needs Block. It is therefore anticipated that the project will be fully funded and there will be no capital implications for the Council arising from this proposal.
34. The methodology for allocation of revenue funding to support specialist provision has been outlined earlier in this report but this proposal will be subject to a financial due diligence exercise undertaken by the Academy, supported by its own Human Resources and Financial advisors.

### **Equalities Implications**

35. The DfE guidance for making significant changes to an existing Academy is clear that Academy Trusts should always discharge their public sector equality duty in proposing any changes.
36. Public authorities have a statutory duty to promote equality of opportunity, eliminate unlawful discrimination, harassment and victimisation and to foster good relations in respect of the following protected characteristics: age, disability, gender re-assignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.
37. This statutory duty includes requirements to:
  - i. Remove or minimise disadvantages suffered by people due to their protected characteristics.
  - ii. Take steps to meet the needs of people from protected groups where these are different from the needs of other people.

- iii. Encourage people from protected groups to participate in public life or in other activities where their participation is disproportionately low.
38. As proposer of the establishment of the new specialist autistic spectrum condition provision the Academy Trust has considered that there are no race or disability discrimination issues that arise from the change being proposed.
39. The proposals will ensure that there is improved local provision for pupils with ASC enabling them to remain within and be educated in their local community rather than being offered “out of area” places.
40. This will also ensure continuity of ASC provision from Primary to Secondary across the Dunstable and Houghton Regis area. The new provision will be fully accessible to disabled students and the provision will also enable outreach work to be undertaken to support other pupils in their local school setting.

### **Risk Management**

41. The proposal to establish the new ASC provision mitigates the risk on the Council of failing in its statutory duty to secure sufficient SEN provision for those children who have special educational needs.
42. Key risks mitigated by these proposals include:
  - Failure to discharge legal and statutory duties/guidance.
  - Failure to deliver the Council's strategic priorities
  - Reputational risks associated with the non delivery of required SEN school places.

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

43. Staff and Trades Unions are consulted on all school organisation proposals related to changes to schools and Academies as part of the informal and statutory process required by regulations and DfE guidance.
44. The Academy will continue to have the support of its commissioned H.R. Provider where the proposal requires changes in school staff structures or to terms and conditions of employment. The Council's Schools Statutory H.R. Team will lead TUPE consultations with existing specialist staff at Streetfield Middle School who are expected to transfer to the new provision, if the proposal is approved.

**Appendices**

The following Appendix is attached

Appendix 1 – Map showing location of Ardley Hill Academy in Dunstable





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Central Bedfordshire Council

Executive

7 July 2015

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**Allocations Policy for Independent Living Schemes in Central Bedfordshire**

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

Advising Officer: Julie Ogley, Director of Social Care, Health & Housing  
[Julie.Ogley@centralbedfordshire.gov.uk](mailto:Julie.Ogley@centralbedfordshire.gov.uk)

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**Purpose of this report**

1. The report introduces the Allocations Policy for Independent Living Schemes in Central Bedfordshire. The Policy will ensure that affordable homes provided by Housing Associations and the Council are let or sold for shared ownership in a fair and transparent way, with local people who will benefit most from Independent Living Schemes having the highest priority to move them.

**RECOMMENDATIONS**

The Executive is asked to:

1. **adopt the Allocations Policy for Independent Living Schemes in Central Bedfordshire at Appendix A as the Allocation Scheme for all properties available within Central Bedfordshire where a care and support service is provided within an extra care / Independent Living environment. This policy shall apply to all Providers;**
2. **delegate authority to the Director of Social Care, Health and Housing, in consultation with the Executive Member for Social Care and Housing to:**
  - (a) **allocate properties in accordance with the Allocations Policy for Independent Living schemes;**
  - (b) **amend or vary the detailed wording of the Allocations Policy, where to do so does not change the strategic intent or overarching aims of the Policy, so as to ensure the Policy is and remains effective in operational terms, to achieve the Policy objectives over time, taking account of considerations related to supply and demand; and**

**(c) develop and implement monitoring arrangements to ensure that the aims of the Policy are achieved and to support the Council's duty to promote Equality, in line with the Equalities Assessment, which shall be kept under review.**

- 3. note that the Policy including the sales / lettings processes prescribed by the terms of the Policy, will be an appendix to the Council's main Allocations Policy (forming the Council's Allocations Scheme), and shall be applied first to lettings/sales of apartments at Priory View, Dunstable. The Policy shall then be reviewed, in advance of its application to sales and lettings at Greenfields, Leighton Buzzard.**

### **Overview and Scrutiny Recommendations**

2. The Allocations Policy was considered by the Social Care, Health and Housing Overview and Scrutiny Committee on 22 June. The Committee considered the main findings of the Equality Assessment as well as the comments received during public consultation. The Committee's recommendations to Executive are as follows:—
  - 2.1 That the Committee supports the concept of Independent Living and the benefits it will bring to our residents.
  - 2.2 Applauds the policy intent, which recognise local people's need and also ensures that a balance of varying levels of care, support and housing need are catered for, so as to build communities within the Council's Independent Living Schemes.
  - 2.3 That the minimum requirement of Care/Support needs that is stated within the Policy should be 0–10 hours and not 5–10 hours, as had been proposed in the draft Policy that was subject to public consultation.
  - 2.4 To note that the policy and the sales/lettings processes prescribed by the terms of the policy shall be reviewed, in advance of its application to sales and lettings at Greenfields, Leighton Buzzard having first been applied to lettings/sales of apartments at Priory View, Dunstable.

### **Introduction and context**

3. The Council's Better Offer for Older People is visibly represented by an ambitious development programme that includes new schemes like Priory View, Dunstable and Greenfields, Leighton Buzzard.

The Sheltered Housing Review has enabled the development of 23 homes at Croft Green, Dunstable. 'Bricks and mortar' homes are highly visible, yet the ingredients for true success are the services provided to residents and the approach taken to establish a vibrant community and create a good neighbour environment, where residents support each other.

4. The Housing Service is embarked on a journey to create "Independent Living" embodied within the new developments, yet also extending to every aspect of support to vulnerable people. The approach will balance support provided to a person (e.g. at a time of crisis / bereavement) with actions taken to strengthen community spirit and connect the community to the person in need (and vice versa). E.g. encourage volunteering.
5. The journey to create "Independent Living" (IL) as a service offer will unfold over several years. It is imperative that the new schemes are vibrant and that the Council is proactive to create resilient communities that are mutually supportive. The Council's first two schemes are key to the long term success of the Council's strategy.
6. The IL approach began by strengthening tenancy sustainment, as the primary response to the challenge of welfare reform. A second opportunity came through the Sheltered Housing Review, to modernise the traditional 'sheltered scheme' and outreach support to people living in the private rented sector and owner occupied homes.
7. Looking ahead, the Housing Service is taking a commercial approach to generate additional income by creating new services to complement our established offer and also extend the established offer to new customers. By creating an "Independent Living" offer, the Council is developing a broad range of services that are available to all residents and not just to the established customer base. For example, gardening services and support provided to older people who choose to pay for a service provided by the Council, at a fair market price. Similarly, the Housing Service is providing a home ownership service that it has not previously provided. The Council is breaking new ground.
8. There are many facets to the journey that will build on established good practice, much valued volunteer support and opportunities to innovate. One aspect of innovation is to create new, large scale schemes including Priory View, Greenfields and Houghton Regis Central, in total delivering over 320 mixed tenure apartments, as well as community facilities, restaurants et al, to function as hubs that benefit the local community, as much as the residents of the schemes. These schemes are just the beginning of a journey that will deliver many hundreds of homes for older people over the next few years. The Council is creating an exciting new offer, yet the vanguard of long term success will be the first few schemes – Priory View in particular – in terms of quality and community spirit.

## Community and the Balanced Care Profile

9. The Balanced Care Profile (BCP) is an illustration of how Independent Living is being created with the community in mind, with an eye to the best mix of people to establish a vibrant and thriving community. The themes of 'community' most evident within the new schemes are:
  - Enjoying your independence
  - Being a good neighbour, looking out for each other
  - Joining in and making the best of all the facilities
  - Respecting each other's views and ways of living
  - Having your say to make an 'Independent Living a great place to live.
10. The Balanced Care Profile will establish a community that is mixed, with a profile of 40% residents with high care needs and the remaining 60% divided equally between residents with moderate and low – or no – care needs. The Care Team will provide tailored care packages that support residents to live independently, yet take part in community life in a way that suits them. Whilst there is choice, there is also clear expectation of a residents' participation and belonging to a community.
11. Residents will range from older people with full mobility and good mental health to those with need for dementia support and mobility issues, to those with no care needs at all. The BCP will be maintained through the Allocations Policy / assessment process to ensure that the scheme remains a vibrant, active, participatory and self supporting community.
12. A Community Charter is proposed. Put simply, if a person prefers to spend much of their time in an apartment, then an Independent Living Scheme is probably not the place that they should seek to move to. Independent Living is a lifestyle choice, where "community life" requires people to make a positive contribution and to participate in activities.
13. If the BCP is not maintained, the risk is that:-
  - Involvement and participation diminish because the proportion of residents with high care needs is too great, resulting in perhaps only a small number of people being able to provide mutual support.
  - The scheme balance leans too much toward active participation, such that there are too few people living at the scheme who would benefit from the mutual support provided by other 'more active' residents, who do not have comparable care/support needs.

The key word is 'balance', which will be maintained through the BCP.

14. Engagement events were organised earlier in the year, attended by several hundred enthusiastic, potential customers, asking questions and providing feedback on every aspect of the proposed new schemes. The current Expression of Interest register for Priory View contains over 700 names. It is expected that the demand for Priory View and Greenfields will exceed the number of apartments that are available.
15. The level of potential demand demonstrates opportunity for the market and the Council to respond. However, these first few schemes are 'affordable' and the Council will determine who shall be eligible, have priority and will allocate apartments in line with the Allocations Policy at Appendix A.

### **Background to the Policy**

16. The Council's Allocation Scheme for affordable housing was reviewed during 2013. A new Policy was implemented during October 2014. The Lettings Policy for Rural Exception sites is an appendix to the main Allocations Policy. Similarly, this new Policy for Independent Living Schemes will be an appendix to the main Policy. Together, these policies constitute the Allocations Scheme for Central Bedfordshire.
17. The demographic projections for Central Bedfordshire have been a catalyst for the development programme. The number of people aged over 85 are likely to increase from 4,700 to 7,100. Similarly people aged 55 and over from 72,140 to 92,800. The demographic challenge creates an imperative to improve the accommodation offer for older people. By creating positive / attractive choices for older people, the Council is able to encourage people to downsize, thereby to release family sized accommodation which will meet the needs of other households through 'chains of moves'. The programme to deliver specialist and ordinary accommodation for older people is a strategy that will be effective in meeting local housing need in Central Bedfordshire.
18. The Council's Allocations Policy contains terms and criteria related to ordinary/designated housing for older people, including sheltered schemes. This new Policy is specific to schemes where Care/Support is provided, specifically the following schemes (currently):
  - Priory View, Dunstable (on completion)
  - Greenfields, Leighton Buzzard (on completion)
  - St George's, Leighton Buzzard
  - Lavender Court, Ampthill
  - Red House Court, Houghton Regis
  - Quince Court, Sandy

All new schemes developed in Central Bedfordshire shall be subject to this Allocations Policy, where the Council has Nomination Rights.

## Policy Intent

19. The intent of the Policy is summarised as:-

- A fair and transparent means to ensure that sales and lettings of properties within Independent Living Schemes are available to people with a local connection to Central Bedfordshire who will benefit most from being able to move to a scheme.
- To restrict eligibility to move to an Independent Living Scheme to persons with a connection to Central Bedfordshire and to explicitly exclude those persons who do not have a local connection.
- To rank in priority order the strength of an applicant's connection to the area, so that those person with the strongest connection shall have the highest priority to move to a scheme.
- To restrict eligibility in line with criteria detailed within the Policy, e.g. income/savings criteria and criteria relating to behaviour.
- To promote a positive contribution towards the community spirit of a scheme by requiring all applicants to sign and abide by a Community Charter. By promoting a strong, vibrant community, mutual support is encouraged within a scheme as well as a good neighbour environment. This shall be created through activities and volunteer support where residents and the local community can participate fully the life of the scheme, which shall function as a community hub.
- To establish the schemes as a community of older people, aged 55 years and over.
- To prioritise applications from persons with a Care and/or Support Need to live within a scheme, in line with the Balanced Care Profile (BCP) set out within the Policy. The BCP is the mechanism which ensures the success of a scheme over time. Officers will have regard to the BCP in all allocations decisions (sales and lettings).
- To prioritise applications from persons in Housing Need. This shall include enabling people to move from residential care settings. This is explicitly stated in the policy, as well as priority to those persons living in family sized accommodation, to enable them to downsize and make their current home available to meet local housing need.

20. The Policy is designed to filter applications through a sequential process that involves assessment of a person's Care, Support and Housing Needs intended to determine who shall be made an offer of an apartment.



The degree to which the “filtering process” is applied will depend on the level of demand for a scheme or an apartment during the initial letting/sales process and on re-sale or re-let. The Policy has been constructed on the assumption that there will be substantial demand that far exceeds the number of apartments that are available.

21. In the event that the number of applications for an apartment is relatively low, then the process shall be applied in a manner that is relatively straightforward. However, if demand greatly exceeds supply (which is expected for Priory View), the assessment process will probably seem lengthy and possibly onerous from a customer perspective.
22. The Council will undertake home visits and offer advice to applicants about the range of alternative options available to them, where they are unlikely to be offered an Independent Living apartment. Officers will communicate one simple message to all eligible applicants – “..keep in touch about any changes to your circumstances.” Whilst an applicant may not have a high priority this month, or even this year, that is not to say that they may not be a high priority ‘next year, or the year after’. In effect, the process is more like an ongoing engagement to consider a range of options that are right for the person.
23. A monitoring system will be established to track the success of this policy as well as to plan for future developments and influence market provision. The Council intends to satisfy the aspirations of local people attracted by schemes like Priory View and Greenfields. These schemes will be the “sales office” for future development that is market led as well as being delivered by the Council as a high quality offer known as New Generation Housing.

### **Policy Dilemma**

24. The most difficult area of policy development has been the criteria related to the Balanced Care Profile and the definition of Low Care / Support Needs. The Allocations Policy that was recently subject to public consultation defined the low criteria as being between ‘5 and 10 hours’ of care / support on first let and first sale. During consultation, there was significant comment from stakeholders and persons interested in moving to an Independent Living environment with regard to this criteria.
25. Initially, it was proposed to apply the criteria of “Low or No Care Needs” (0 to 10 hours) on subsequent re-sale and re-let once the scheme is fully occupied. However, during the consultation there was a significant theme of comments that reflected concern that Independent Living schemes might be perceived as a “care home” environment. These comments included:–

- “...there needs to be a recognition that those with no care needs will add to the vibrancy and community spirit. It is not a care home...”
  - “...to encourage the building of a vibrant community spirit there needs to be a balance of those who need care and more able bodied residents who are willing to befriend and support socially ...”
  - “...I believe that a number of able bodied residents over 55 years old would provide for a more vibrant atmosphere and be able to give assistance in the running of facilities of the ILS.”
  - “...There are socially isolated older people living in the community and some with mild to severe depression. These people would not meet the criteria to apply as they do not have any care input...”
26. In response to comments received during consultation, the Policy has been amended to state unequivocally that the minimum criteria will be Low or No Care Needs, which shall be 0 – 10 hours. This change is supported by the Overview and Scrutiny Committee.
27. The assessment of an applicant’s housing need is considered to be a sufficient mechanism to prioritise applications, so as to manage demand effectively. Also, recent modelling work shows that the average number of care hours are likely to be circa 5 hours in the “low or no” care needs category. Therefore, the Allocations Policy at appendix A has been amended to show that the minimum requirement is 0 – 10 hours.
28. Executive should note that the consultation responses received were generally supportive of the 5 – 10 hours criteria, with 58% of respondents appearing to support this criteria and 31% stating ‘no’ and 17% stating ‘don’t know. These results appeared anomalous to the conversations that had taken place during the consultation events and therefore a detailed review of the free format comments to the specific questions on “care need” was undertaken.
29. A significant proportion of the free format comments appeared to contradict the respondents’ agreement with the proposed minimum assessed Care Needs. It appears that these respondents either misunderstood the question, or qualified their response to such an extent that they cannot reasonably be deemed to be in agreement. Adjusting the results for the 37 respondents who are unclear produces the following breakdown:-
- |            |            |
|------------|------------|
| 94 (38.5%) | Yes        |
| 76 (31.1%) | No         |
| 74 (30.3%) | Don’t know |

30. This high proportion of 'Don't know' responses suggests that the question was not well understood. Indeed, the face to face feedback received during two full days of engagement at the Incuba with potential residents is strongly indicative of broad support for the principle of a vibrant community, where some people do not have care needs. It is recognised that many people are drawn to the scheme as a lifestyle choice and 75% of respondents supported the concept of the Balanced Care Profile.
31. The strategy is to create a balanced community so that there is a genuine mix of people with different care and support needs within the Independent Living community, as well as some residents with no care need. It is important to promote health and independence, as well as to focus on reablement. This could mean that people moving to a scheme with a care /support need will be helped in a positive manner potentially to improve mobility so that they require "less care" over time and possibly reach a level of independence where they require no care/support at all.
32. The Policy applies to lettings and sales of affordable shared ownership properties. The Council is being ambitious to apply this policy to sales of shared ownership apartments, where more typically the approach taken within the United Kingdom is to focus on 'sales' to any older person regardless of whether they have either a Housing or Care/Support Need and almost regardless of the strength of their connection to the local area. Typically, the approach taken is to offer apartments for 'rent' to people with relatively high Care/Housing Need and to 'sell' to people categorised as having relatively low Care/Housing Need.
33. The approach being taken in Central Bedfordshire aims to create a mixed/balanced community across both rental and shared ownership apartments and to emphasise a strong local connection to Central Bedfordshire as a fundamental requirement of eligibility. The sales process could be challenging, because the market is relatively constrained, mainly to those persons with a care and/or support need and a strong local connection. The marketing approach to shared ownership sales will need to attract people who are prepared to sell up / downsize. This will include the offer of practical support, especially when people are considering downsizing or alternatives to residential care.
34. The Council will work closely with people to encourage them to consider the shared ownership option as a "planned move". Work is underway to strengthen the Council's offer of support in terms of tailored advice and information, as well as to provide 'enabling support', so that people are able to deal with the practical implications of selling their home to buy an apartment. The Housing Service is creating a home ownership service for the first time.

35. The date of application is not being used to determine priority. This is because the circumstances and needs of an older person can change in a relatively short period of time. The assessment process will have regard to an applicant's need at the time when an apartment is available, it being offered to the person with a strong local connection, who is in greatest need and will benefit most from the offer, whilst being able to make a positive contribution to the community.

### **Outcome of Public and Stakeholder Consultation**

36. There has been extensive engagement with the public and stakeholders, on the draft Allocations Policy. Two events were held at the Incuba Centre, Dunstable each attended by circa 100 people. In addition, everyone who is currently registered on the Expression of Interest Register for Independent Living was sent a paper copy of the draft Policy and invited to comment. Over 700 letters were sent.
37. There were 244 individual responses to the consultation, many of them thought provoking, poignant and so clearly expressing a strong desire to live within an Independent Living community / environment. In addition, numerous conversations took place between officers, volunteers and people interested in Independent Living. Seventy five per cent of responses received were received from persons aged over 65, whilst 42% were received from persons aged over 75. The summary of consultation responses is provided at appendix B.
38. The outcome of public consultation was reported to Overview and Scrutiny Committee. The main findings are –
- Clear support for the Policy and the concept of Independent Living
  - 82% of respondents supported the local connection criteria
  - 75% of respondents supported the Balanced Care Profile to ensure a vibrant community.

### **Reason/s for Decision**

39. The Policy establishes robust assessment criteria in an area where demand is expected to exceed the supply, in the context of an efficiency saving within the Medium Term Financial Plan that will be achieved as a result of:-
- Residents providing support to each other, contributing positively to the community, making the scheme a vibrant place to live
  - Activities to support wellbeing, health and independence being an everyday feature of life within a scheme
  - Reablement and care being the offer from the on site Care Team
  - Allocations to a scheme being in line with the Balanced Care Profile and the thrust/intent of the Allocations Policy.

## Council Priorities

40. The Policy for Independent Living supports the Council's priority to promote health and well-being and to protect the vulnerable.

## Corporate Implications

41. **Sustainability** – the new schemes support principles of sustainable development by providing suitable/accessible housing for older people, offering choice in the market, where historically the UK housing market has provided unsuitable housing that requires subsequent adaptation.
42. **Public Health** – The Policy promotes independence, active lifestyles and overall health as a positive, life enhancing choice. The impact of the “Independent Living offer” is to create an environment/community where a resident can enjoy good health and independence, with the active support and companionship of neighbours. Over time, the offer will influence volume house-builders, so that they provide accessible homes as the norm, thereby to achieve a positive health impact.
43. **ICT** – There are no direct implications arising from this Policy, However, assistive technology is a key feature of Independent Living and the use of new media (e.g. Youtube videos and tablets) will enable the Housing Service to strengthen the quality of tailored, user friendly advice, as well as to make the advice more cost effective to provide.
44. The risks are as follows:–
  - **Reputational** – Over 700 people have expressed interest in these new schemes. The implementation of the Policy will help people to understand more about the concept of ‘Independent Living’, the Balanced Care Profile, and the eligibility criteria for these schemes. This may assist people to decide that IL is not for them or that they are ineligible, which may help with any disappointment they may feel.
  - **Economic** – The Council’s “better offer for older people” is an economic lever to benefit Central Bedfordshire, providing homes for older people to revitalise town centre locations and to strengthen the local economy.
  - **Demographic** – responding to demographic change is imperative, if we are to avoid problems/costs associated with an ageing population that is not independent, resilient, living safely, happy and well.
  - **Social** – Independent Living schemes will foster community spirit, resilience and function as a community hub by providing a range of shared facilities for both residents and local people to enjoy. The Community Charter will establish a shared sense of values.

- **Efficiency** – There are financial savings within the Medium Term Financial Plan (MTFP), which are contingent on the optimum use/ occupancy of schemes by people with care and/or support needs. The Policy will ensure that the optimum occupancy is achieved. It is important that Nomination Rights are secured to all new development of affordable housing, secured through section 106 agreements. These are the basis on which the Council can secure nominations to Housing Association properties and effectively can apply this policy to achieve efficiency savings.
45. **Community Safety** – this policy supports the Independent Living offer, to provide a safe and secure environment for residents. The schemes are not being designed as closed communities. Residents can come and go as they please. CCTV is being fitted and there is an intercom entry system. This will enable persons with dementia to live safely within a supportive environment and a ‘dementia friendly’ community.

### **Legal implications**

46. This Policy, the allocations process and criteria are in line with current legislation and the statutory codes of guidance.
47. This Policy applies to all properties (shared ownership and rental) to which the Council has Nomination Rights. These “rights” are secured in relation to section 106 development (affordable housing contributions), where the Council typically secures Nominations to Housing Association properties. These rights are valuable because lettings and re-lets, sales and re-sales can amount to a substantial number over the long term. The control of lettings and sales through the ‘nominations’ process ensures that efficiency savings are achieved initially, and continue to yield efficiency year after year over the very long term.
48. This Policy provides customers with information about the shared ownership sales process, as they relate to the assessment process and prioritisation. Every applicant will be advised to obtain their own financial advice and to ask questions of the provider about the detail of their “shared ownership offer”. The Council is breaking new ground with home ownership services, all of which requires policies and procedures to be developed that are aligned to this Policy. These matters are outside the scope of this Allocations Policy.

### **Financial Implications**

49. The Policy is a mechanism to manage demand, effectively to divert customers from alternative care settings, thereby to achieve efficiency savings. This approach assumes that people with Care and Support Needs move to an Independent Living Scheme (in sufficient numbers) and the cost of the care being provided is less than the cost of care provided within alternative settings.

These savings can be achieved in several ways, some of which are difficult to measure/quantify:-

- Wellbeing and re-ablement effects of people being healthy, active, independent and requiring less (or possibly no) intervention from the Council, due mainly to the positive effect of the environment and mutual support of their community.
  - Savings because a person is able to live independently in an environment that is more cost effective than the care being provided within alternative settings or other 'care' models.
50. The Policy is designed to maintain a Balanced Care Profile. It is likely that the demand for these new schemes will far exceed the initial supply. The challenge is to attract people with care and/or support needs and to establish processes that divert people from alternative care settings.
51. This point is especially true in terms of shared ownership sales, where the target customer base (owner occupiers with high and medium care needs) will require a proactive approach to identify and support people to apply, as well as to downsize and possibly to sell their current home.

### **Equalities Implications**

52. Central Bedfordshire Council has a statutory duty to promote equality of opportunity, eliminate unlawful discrimination, harassment and victimisation and foster good relations in respect of nine protected characteristics; age disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.
53. An Equality Assessment has been carried out for this policy taking account of consultation responses, and can be found at appendix C. Consideration of national and local research and consultation findings highlights the following Positive Equality Impacts:-
- Older / disabled people will be supported to move to better quality, more accessible housing.
  - Facilities will be highly responsive to changing care and support needs.
  - Ethos will enhance community spirit and interaction, reducing isolation and vulnerability.
  - Charter protects and promotes rights to independence, respect and being treated fairly.
  - Wider community benefits by opening up access to greater variety of local housing stock.

## **Conclusion and next steps**

54. The Allocations Policy will establish a fair and transparent means to ensure that apartments within Independent Living Schemes are sold or let to people with a local connection to Central Bedfordshire, who will benefit most from being able to move to a scheme.
55. The new schemes being developed will represent the Council's "sales office" for future developments and as such will be high quality in every respect, not least to create vibrant, resilient communities. It is clear from engagement with potential residents over recent months that the single most pertinent issue raised by most people is that they want to move for the social life and community aspect of these schemes. It is evident that people are buying into the concept of 'community' that is being created as the Council's Independent Living offer.
56. The Council's journey to create Independent Living has several facets, which the new Policy supports:
  - Provide as well as stimulate the market to provide a Better Offer of ordinary, accessible and specialist accommodation for older people
  - Provide high quality, tailored advice and accessible information that is relevant to older people, as well as the support they need to deal with practical difficulties
  - Improve the offer to customers, developing new areas of service in response to customer demand, at a fair market price
  - Encourage community spirit, good neighbour and voluntary support as the cornerstone of the Independent Living offer.

## **Appendices**

**Appendix A** Allocations Policy for Independent Living in Central Bedfordshire

**Appendix B** Consultation response report

**Appendix C** Equality Assessment

## **Background Papers**

None.





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# Central Bedfordshire Council

## Independent Living in Central Bedfordshire

'... a better offer for older people known as New Generation Housing ...'

**Allocation Scheme** for apartments available to rent and purchase on a shared ownership basis within affordable Independent Living schemes in Central Bedfordshire.

### Appendix A

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## FOREWORD

As the Council's Executive member responsible for Social Care and Housing, I would like to welcome you to the Council's new Policy for allocations to our new **Independent Living** schemes. The objectives of the Policy are to ensure that homes are sold for shared ownership and let for rent in a fair and transparent way, with local people who will benefit most from Independent Living schemes having the highest priority to move in.



Independent Living Schemes offer the independence, privacy and security of self-contained apartments with a range of communal facilities and support services designed to meet the needs of older people. As well as providing homes for local people our first scheme, Priory View, also provides them with access to activities, restaurant facilities and support and care services.

We want older people who choose to live in an Independent Living scheme to benefit from being part of a vibrant and active community. Each scheme will have a Community Charter, which residents will sign up to as their commitment to making a positive contribution to the community spirit of the scheme, by supporting their neighbours to enjoy life, staying healthy through participation in an active lifestyle and enjoying all that the scheme has to offer.

The Allocations Policy will be kept under review to ensure that the objectives are being met. The first review will take place within six months of the first occupation of Priory View, and will take into account the experience of everyone who is interested in this new and improved offer for older people, which we call **New Generation Housing**. The key ingredients are –

- Attractive, high quality, accessible homes, nice places to live
- Well located schemes, close to all that town centres have to offer
- Positive lifestyle choice – healthy, active, enjoyable – full of opportunity
- Good neighbours with the strength of community and mutual support

Councillor Mrs Carole Hegley

Executive Member responsible for Social Care and Housing

## Policy Context – Allocations Scheme

This policy is one of several that are complimentary to each other and together represent an overall Allocations Scheme for all affordable housing in Central Bedfordshire. This covers housing owned by the Council and also housing where the Council has Nomination Rights. This Policy is similar to the Council's Local Lettings Policy for Rural Exception homes, both of which are appendices to the Council's main Allocation Policy.

### 1. Application process for Independent Living Schemes

The Council will apply the criteria described in this document when allocating homes in all of the Independent Living Schemes in Central Bedfordshire, whether the homes are being sold on a shared ownership basis, or the allocation of apartments to rent.

The Council will hold an **Independent Living Expression of Interest Register**. This list shall be maintained for schemes managed by the Council as well as schemes managed by Housing Associations. The list is described on page 5 and shall be maintained for persons interested in renting a home and applicants interested in shared ownership options.

Further on in the Policy (page 17) there is an example that illustrates how all applications will be prioritised, across both shared ownership and rental apartments and for different levels of Care and Housing Need. All eligible applicants will be categorised, first on the basis of their "local connection" to Central Bedfordshire, then their Care Needs and thirdly their Housing Need, as a "whole assessment" of the person.

To underpin a fair and transparent process, applications for both the shared ownership apartments and the rental apartments will have separate lists where applications are prioritised, with an applicant's position on a list determined by their local connection, care need and housing need. People wishing to apply for Shared Ownership of apartments are required to register their interest with the Help to Buy Agent before completing the Central Bedfordshire Council application form.

The ordering of an applicant's priority will be further informed by:

- Three categories of "local connection" (creating three separate lists), See page 9.
- Three levels of assessed Independent Living Care Need (ILC) – Low, Medium and High (by which each list is divided). See page 12.
- Three levels of assessed Housing Need, by which each list is ordered. See pp 13
- Finally, in the event that two or more applicants having the same priority, we will decide which applicant is offered an apartment on the basis of the distance that the person lives from the scheme.

It is very likely that Independent Living Schemes will be over-subscribed and we therefore need a relatively complex and detailed prioritisation process to ensure that our policy objectives are met and that overall, the process is seen to be fair. There are more details later on in the Policy explaining how the process will be managed.

Advice and information will be provided to all persons on request, to enable them to make informed decisions about the options available, including specialist as well as ordinary accommodation, with and without care and support services provided.

The process for lettings and sales when a scheme is first occupied will be different from the process for re-lets and re-sales, once a scheme is operational and fully occupied. However, the principles and criteria that are set out within this Policy, supported by the criteria contained within the Council's main Allocations Policy, shall be consistently applied, whether the apartment is being let or sold for the first time or on subsequent occasions.

### **Application process – when the Scheme is being occupied for the first time**

The process to apply for an apartment is comprised of four stages, which are –

- Expression of Interest
- “Application period” when a scheme is first being “advertised”
- Application
- Assessment and allocation
- Offer of an apartment, or waiting list

### **Expression of Interest**

The Council will maintain an **Expression of Interest Register** for all persons who have an interest in a particular scheme or wish to be kept informed more generally about future developments. This list will hold basic information and its primary purpose will be to understand the potential demand for Independent Living across Central Bedfordshire, as well as to keep people informed about our progress. Joining the Expression of Interest list does not mean that a person is submitting an application for a particular scheme. The Council will provide advice and information at any time, on request.

### **Application Period – when a scheme is first being “advertised/promoted”**

When apartments are available to let or be sold at a particular Independent Living Scheme, the Council will write to every person on the Expression of Interest Register and information will be made available locally and on the Council's website, to say that applications are being invited for a particular scheme.

Applications will be invited within a set timescale, known as the **Application Period**.

At the end of the Application Period, every application for the rented and shared ownership apartments will be assessed by the **Independent Living Panel** (see page 13) based on the applicant's eligibility, potential to make a positive contribution to the scheme, their Care Needs, their Housing Needs, and overall with regard to the Balanced Care Profile of the scheme. A summary of these criteria is provided below and a more detailed explanation of these assessment criteria is provided further on in the Policy.

### Assessment and allocation process

Once an application has been made, the assessment process will begin. If you are not successful – but are eligible for Independent Living in Central Bedfordshire – your name will be placed on a Waiting List. If you are not successful and you are not eligible, you will be informed promptly that your application was not successful. We will also offer to provide advice and information about other options that are available to you.

The process to assess your application is described in full within this Policy. It is not possible to say where you rank in terms of priority until the process has been undertaken in full, as your ranking will depend on a number of factors –

- The strength of your local connection to the Central Bedfordshire area
- Whether you wish to rent or part buy and how many applicants there are overall and how many there are for a specific type of property. Examples include 1 or 2 bed, rent or part buy.
- Your Care Needs
- Your Housing Needs

These are all variable factors and a great deal will depend on demand overall from eligible applicants, as to how long the assessment process will take. We will keep you informed during the process and advise you promptly if your application is unsuccessful. That said, we recognise that needs and circumstances do change and therefore, being unsuccessful does not mean outright refusal. On the contrary, your interest in the scheme is recorded and we will contact you when an apartment is available, to ask whether you wish to update your information and be re-assessed.

The Waiting List is **not maintained in date order because date of application is not considered as a priority criteria**. The date of all applications received during the application period shall be the same. Thereafter, on subsequent letting and re-sales, the **date of application shall be immaterial**.

Eligible applicants will receive a home visit as part of the assessment process, where they are of sufficiently high priority on the basis of information provided within their application, that they may be offered an apartment to rent or part buy.

### Offer of an apartment

An offer of an apartment will lead either to the sale of a property or a tenancy agreement for your new home. These processes are not described within this Policy.

### Shared ownership sales

Applicants with an interest in shared ownership apartments are required to register their interest with the Help to Buy Agent before completing the Central Bedfordshire Council application form. Applicants applying for Shared Ownership apartments should be aware that a Financial Assessment will be undertaken to establish whether the applicant can afford to purchase a shared ownership apartment.

## Application process – re-lets and re-sales once a scheme is fully occupied

The re-let and re-sale process will depend on several factors and will be developed following the first occupation of Priory View in Dunstable, taking advantage of the feedback of both the new residents of Priory View and also applicants who were not successful in being able to purchase or rent an apartment. New schemes are likely to be over-subscribed and therefore we want to learn from the experience of all applicants in developing a fit for purpose process for all re-lets and re-sales.

At this stage, we do not know what the demand will be and so the process is being designed to manage any situation where the number of applications far exceeds the number of apartments available.

Development of future re-let processes will be communicated and consulted on as required, following an evaluation of the Policy, including customer feedback and a review of the outcomes.

## 2. An overview of eligibility and priority

**Eligibility criteria** determine whether an applicant can or cannot apply.

**Priority criteria** establish the order or ranking of applicants on the waiting list, relative to other applicants. An offer of an apartment will be made on the basis of an applicant's priority.

The table below presents an overview of both eligibility and priority criteria, in a summary form that is also sequential to reflect the decision making process that will take place. This table enables anyone reading this Policy to see the relationship between eligibility and priority and also the step by step approach that is taken, to first establish eligibility and then, to determine the order in which applications shall be placed, whether an applicant seeks to rent or purchase an apartment.

**Local Connection** for Independent Living (LCIL) criteria are used first to determine eligibility to join the Waiting List and secondly to establish priority on the Waiting List. There are three criteria used to measure the strength of a local connection to Central Bedfordshire. These are detailed on page 9.

### Summary: the assessment process is sequential 1 to 9

Applicants will be notified at the earliest opportunity if they are not eligible.

	Main criteria	Brief explanation
1	<b>Eligibility</b>	All applicants must first satisfy the eligibility criteria listed below, including age, local connection and eligibility for social housing
2	<b>Financial Assessment</b>	All applicants must be in need of affordable housing. Please refer to sections 4 and 5 below, relating to ineligibility and financial assessment. It is possible to apply for both shared ownership and rental apartments, depending on your individual circumstances.



3	<b>Community Charter</b>	Applicants must sign a Community Charter, as all residents are expected to make a positive contribution to the life and community spirit of the scheme, in their own way.
4	<b>Local connection – Independent Living (LCIL)</b>	Applications will be listed according to the three criteria on page 9, which relate to the strength of an applicant’s connection to the Central Bedfordshire area.
5	<b>Balanced Care Profile</b>	All lettings and all sales shall support a balanced care profile (BCP) at the scheme and over time, shall ensure that the BCP is maintained. See illustrative example on page 10.
6	<b>Assessed Independent Living Care Needs (ILC Needs)</b>	The assessment of Independent Living Care Needs shall be undertaken by Adult Social Care and shall be categorised as either high, medium, or low care needs. The assessment of care needs shall take place in parallel with the assessment of housing need, as being a “whole person” assessment to achieve a balanced care profile.
7	<b>Specific priority, to promote independence</b>	An applicant who lives permanently in a residential or nursing care setting, who is able (on the recommendation of Adult Social Care) to move to an Independent Living scheme, shall have priority in relation to all other applicants with a high level of need.
8	<b>Assessed Housing Needs</b>	Housing Need is assessed as being one of three categories, the lowest category being ‘no housing need’ because the applicant is adequately housed, then band 2 (“in need”) and band 1 (“a pressing need to move”). Applicants will be ranked in order of their housing need and it is possible that several applicants will have the same level of need.
9	<b>Distance living from the Scheme</b>	In the event of two or more applicants having equal priority, then it shall be the applicant whose permanent residence is closest to the scheme that shall have priority to purchase or rent an apartment.

### 3. Eligibility Criteria

Eligibility for Independent Living Schemes is based on a requirement to meet the criteria listed below. There are additional eligibility criteria for shared ownership sales which require an additional Financial Assessment.

#### Age criteria

An age criteria is applied to Independent Living Schemes as the accommodation is specifically designed for older people. The schemes require the provision of care and support, as well as social activities which are provided on site and which are geared specifically towards older people.

The applicant, and where applicable a partner or joint sharer must be aged over 55. There is no restriction on the composition of the household. For example, an application could be made up of an older person and an adult child, two siblings, two adult sharers or an applicant and a live in carer, provided they are aged over 55.



### Local Connection for Independent Living (LCIL) criteria – one, two, three

All applicants must have a local connection to the Central Bedfordshire area. This can be established by one of the following grounds. However, priority shall then be determined by local connection on the basis of criteria 1, followed then by criteria 2, and then 3 (in strict order below). In effect, three separate lists will be created.

#### Criteria One

Applicants with a local connection to Central Bedfordshire as a result of their continuous residence in the council area during the **3 years prior to the application** as a result of their primary/sole residence in the area throughout this period.

#### Criteria Two

Applicants who have been resident for less than three years or are not currently resident, who have a local connection to the area through a close family association by way of a mother or father, son or daughter, sister or brother or some other special reason where the applicant **has previously been resident** in Central Bedfordshire Council area for a period of **not less than 5 years**.

#### Criteria Three

Applicants who have not previously been resident in the Central Bedfordshire Council area and have a local connection to the area through a family association made by having a mother or father, son or daughter, sister or brother living in the area for **three or more years** or by way of some other special reason.

**Applicants who do not have a local connection of the kind described above are not eligible for Independent Living schemes within the Central Bedfordshire area. The Council is providing these homes primarily to benefit local residents.**

In certain circumstances, where a property is being re-sold on a shared ownership basis, there shall be a cascade mechanism, whereby a home owner with a mortgage on their property may be able to sell a property to a market that is wider than Central Bedfordshire. This concession shall only apply in the event that the home owner or their family are unable to sell the property within a reasonable period of time. This policy is not detailed here. However, guidance may be obtained upon request.

### Contribution towards sustaining a strong and vibrant community and avoiding loneliness and social isolation

All applicants to Independent Living Schemes will also be assessed for their ability and willingness to make a positive contribution towards community life. That assessment will relate to each individual person and the contribution that they feel able to make, on their own terms.

In terms of **eligibility**, the single requirement is that each applicant shall sign the Community Charter. We recognise that some applicants may feel disadvantaged possibly through a lack of social interaction over a period of time, or loneliness, ill health or bereavement. These circumstances will not prevent you from being eligible to move to an Independent Living scheme.

On the contrary, we will listen to your concerns and aspirations and, providing you are willing to sign the Community Charter, knowing that the scheme is right for you, we will help you in every way possible to enjoy life to the full. Every resident will stand to benefit from a thriving, active and supportive community.

#### 4. Ineligibility for Independent Living Schemes

Applicants will not be eligible to apply for Independent Living Schemes if they are in breach of the general principals of the Central Bedfordshire Council Housing Allocations Scheme (i.e. the main Allocations Policy) as set out below:-

- A poor tenancy record including factors such as debts, poor rent payment record, anti-social behaviour or other behaviour not compatible with living in a community of older people.
- Outstanding debts to the Council or to Housing Associations.
- Care and/or support needs are such that they cannot be reasonably or practically met by an Independent Living Scheme.
- Prohibited by law as ineligible under Part VI of the Housing Act 1996 and associated statutory instruments, on the grounds of immigration control, habitual residency in the UK or are an EU national with no leave to remain in the UK.

#### 5. Financial and affordability assessment

In order to be eligible to purchase an apartment under a **shared ownership scheme** applicants need to meet the following criteria:

- Must satisfy an affordability assessment to establish that they can afford to purchase a leasehold interest in an Independent Living Scheme but would be unable to afford similar accommodation on the open market in the Central Bedfordshire area.
- The household income (if in employment) does not exceed £60,000 a year.
- Not own or have an interest in another property either in the UK or abroad.
- Are a first time buyer or previously owned a home but cannot afford to buy in a privately run Independent Living scheme with care.

In order to be eligible to **rent an apartment** within an Independent Living Scheme applicants need to meet the following criteria:

- Household income that does not exceed £24,000 per annum.
- An applicant has savings and or assets of less than £50,000.

It is possible to apply for both shared ownership and rental apartments, depending on your individual circumstances. Also, you may initially apply for a shared ownership option, but having undertaken a financial assessment, you may consider that a rental option is best suited to your financial position.

## 6. Balanced Care Profile

An Independent Living Scheme is designed to support care needs which range from low level needs such as assistance with cleaning, to high level Care Needs such as day and night care, where a person requires assistance due to mobility problems.

Our primary aim is to foster wellbeing within the scheme and encourage a ‘good neighbour’ community spirit. We will also encourage an active lifestyle to enable residents to maintain their independence and their health.

To achieve this aim, we will create a community where there is a mix of residents with differing levels of care needs, across a spectrum from high to low needs. It is highly likely that residents care needs will increase over time. Therefore we believe that a balance of differing Care Needs will ensure that the overall Care Needs of the Scheme can be met.

This approach is known as the **Balanced Care Profile** and it is the single most important theme that will ensure the success of an Independent Living scheme, over time. The **Balanced Care Profile** aims to achieve the following mix of residents:

- 40% of residents with High Care Needs
- 30% of residents with Medium Care Needs
- 30% of residents with Low Care Needs

The three levels of Care Need are determined by the assessed hours of care need as shown below.

Balance	Independent Living Care Need per week – assessed number of hours
Low or No care needs	0 to 10 hours per week.
Medium care needs	11 to 20 hours per week
High care needs	21 hours per week, or above

The Independent Living Allocation Scheme is designed to let apartments and to sell shared ownership properties with the intention of maintaining the Balanced Care Profile. This is illustrated in the diagram on page 17. If the proportion of people with high care needs greatly exceeds 40% the Independent Living environment will diminish and the scheme could become less effective because the contribution of a vibrant active community to support wellbeing is reduced. The balance will be closely monitored, as a key determinant of priority when apartments are re-let or re-sold.

The minimum level of care and/or support needs for an applicant to be eligible to move into an Independent Living scheme is 0 to 10 hours within the “Low or No needs” category.

## 7. Prioritising applications – priority criteria

Eligible applications will be assessed and prioritised based on the following criteria – at all times, having regard for the Balanced Care Profile.

- Strength of their local connection to the Central Bedfordshire area (3 criteria)
- Independent Living Care Needs (assessed)
- Housing Need (assessed)
- Distance the applicant is living from the scheme, as their permanent / sole residence, in the event of two or more applicants having equal priority. This criteria is effectively a “tie-breaker”, should all other things be equal.

These criteria are specified in more detail below.

### Local Connection for Independent Living (LCIL) criteria

Once an application has been determined as eligible due to a local connection, the details of the local connection are then used to inform the prioritisation of the application. Applications are placed into three separate ranked lists, according to which of the three local connection criteria the applicant meets.

All subsequent prioritisation shall take place (for shared ownership sales and rental apartments) on the basis that sales/lettings are first made to applicants with the strongest local connection to Central Bedfordshire (criteria 1, page 9) prior to lettings/sales to applicants having a connection defined by criteria 2 and then criteria 3 (also page 9).

The Council intend that local people who will benefit most from Independent Living schemes shall have the highest priority to move in.

### Assessed Independent Living Care (ILC) Need

An Independent Living Care Needs Assessment is carried out by Adult Social Care. The Care Assessment is based on the level of risk to the applicant and the level of care required to reduce the risk. Adult Social Care Services reserves the right to decide which level of risk will be eligible for care. Examples of Care Needs include help with:-

- Cleaning their home
- Getting out of bed and going to bed
- Washing and bathing
- Dressing
- Toileting
- Specialist help with communication and mobility

The applicant's Care Need will be assessed as High, Medium or Low (see page 11), to reflect the number of hours per week that are required to enable the person to be independent and safe in their home. This is illustrated on page 15 where an example is provided.

### Assessed Housing Need

All applicants will be assessed in terms of their housing need, meaning the “unsuitability of their current accommodation”. The law sets out what a housing need is and it includes living in overcrowded accommodation, lacking basic facilities, having a property in serious disrepair, or having a medical need to move. Where this is NOT the case, applicants will be defined as being “adequately housed”, although it will be recognised that there is a wish to move into one of the Independent Living schemes.

Typical examples of an applicant in housing need are set out below

- The care needed by the applicant, or facilities including aids and adaptations cannot readily, practically or economically be provided in their current accommodation. Their current home is therefore unsuitable.
- Current accommodation may be too large or too small or the internal/external arrangements may be detrimental to the health of the household.
- Current accommodation is too large and moving to smaller accommodation will provide an opportunity to make the current home available to a household in housing need. For example, to make available family sized accommodation.
- Cost of heating their home is causing exceptional hardship.
- Applicant is waiting for discharge from residential care, a nursing home or hospital or other care settings.

### Prioritisation of Housing Need

The levels of assessed housing need are as follows –

- Specific priority related to applicants currently living in a residential care setting
- Band 1
- Band 2
- Adequately housed

#### Specific priority

There is a specific priority, which is designed to promote the independence of people who are resident in Residential Care or Nursing homes, who are able to move to an Independent Living scheme. These applicants shall have the highest priority in relation to all other applicants with a high level of need, where the application is supported by a recommendation from Adult Care Services that the move is in the applicant’s best interests.

### Independent Living Bands One and Two

Applicants with an identified housing need will be allocated into one of three Bands. Most applicants will be placed in Independent Living (IL) Band Two and this will cover applicants who are overcrowded, lack basic facilities, or who have a medical or welfare need to move.

**Independent Living (IL) Band One** is for applicants who are in housing need (as above) but who have an extremely urgent and pressing need to move, or are under-occupying family sized accommodation, or their home requires major adaptation, or

their home is substantially unsuitable for their current needs and there is a risk to health. This will be verified with other professionals. Band One cases will be reviewed every month or as appropriate from the date of being awarded to ensure there is still an urgent need to move.

### **Adequately housed**

Applicants who do not have an identified housing need will not be placed in a Band and will be identified as being adequately housed.

An applicant who is adequately housed, who does not have a Care Need, is unlikely to be offered an apartment within an Independent Living Scheme.

## **8. Independent Living Panel (ILP)**

### **Transparency**

It is imperative that the process is fair and seen to be fair by all applicants.

The assessments being undertaken are “relative”, in terms of the competing needs of (quite probably) a great number of applicants who would like to live at a particular scheme, each of whom will have differing needs that are not easily compared on a ‘like for like’ basis. There are a number of variable factors to be considered that can change from day to day. In particular, the assessment of Care Needs can vary. Similarly, the assessment of Housing Need can also change over time. Applicants should keep the Council informed about any changes to their circumstances or changes to their personal needs or situation. Advice can be provided at any time.

The Balanced Care Profile relates to the whole scheme, whereas an applicant will often see the process from the perspective of their own application. The process has been designed to be objective in their consideration of each individual applicant. However, all applications will be considered having regard to the whole scheme and therefore to the objective overall of creating a balanced, vibrant community.

The allocation of both rented and shared ownership apartments for all Independent Living Schemes (managed by the Council and Housing Association partners) will be undertaken by the **Independent Living Panel (ILP)**. The panel will be composed of a Manager from the Housing Service, a Manager from Adult Social Care, the Scheme Manager, an Occupational Therapist, and a representative of the Care Provider, or any other person considered by the Council to be suitably qualified.

The Independent Living Panel has the remit to –

- Be consistent and fair in the application of this Policy
- To consider all applications on the merit of the application and to ask any questions which are necessary to establish the factual accuracy of any application or assessment undertaken by a professional of an applicant.
- Monitor the success and the outcomes of the process
- Ensure the Balanced Care Profile is maintained for the scheme, over time
- Ensure that all decisions are based on factual information, are fair, reasonably transparent and that applicants are informed of the reasons for an ILP decision



The Independent Living Panel will give consideration to each application received from an eligible applicant. The ILP shall undertake the following assessment:

- Take account of the assessed Care Needs of an applicant.
- Take account of the assessed Housing Need of an applicant
- Consider any additional supporting information from the Health Service or other agencies to ensure that Independent Living is the most suitable option.
- Use the Balanced Care Profile for the Independent Living Scheme and any other relevant information to draw up a short list of applicants to fulfil the 40% requirement for High Care needs, the 30% Medium Care needs and the 30% Low Care needs.
- Give consideration to the balance of the applicant needs between the shared ownership properties and the rented apartments.

The assessment process referred to above is focused on those areas of an application that are open to interpretation and require discussion about the merits of the individual case, relative to other applications. In addition, the ILP must ensure that the process is robust in terms of the accuracy of information related to –

- Eligibility
- An applicant's local connection to the area
- Distance an applicant is living from the scheme (should this criteria be applied)

The example provided on page 15 illustrates how the process of categorising a range of applications will be undertaken by the Independent Living Panel.

All applicants will be advised of the reason for a decision, where an application is unsuccessful.

## **9. Reviews and appeals**

An applicant has the right to request a review of decisions made under part VI of the Housing Act 1996, in particular:

- Decisions about the facts of the applicant's case which are likely to be, or have been taken into account in considering whether to allocate housing accommodation to the applicant;
- Ineligibility for an allocation or lack of any reasonable preference based on previous unacceptable behaviour;
- Ineligibility for an allocation due to immigration status.

Decision letters issued in respect of housing applications will advise the applicant of their right to request a review and provide appropriate guidance on how to do this.

A request for a review of a decision can be made in writing or verbally to a member of staff. The request must be made within 21 days of the notification of the decision. Reviews will be considered within 28 days of the request being received and the applicant will receive a written response outlining the result of the review.

An applicant will only be entitled to one internal review. If an applicant disagrees with the outcome of the review, on the basis that the material facts have not been taken into account, s/he can appeal to the Court.

If an applicant disagrees with the handling of any aspect of their application or review s/he can make a complaint through the Council's complaints procedure (see below), contact the Local Government Ombudsmen usually once the complaints procedure has been exhausted or seek to challenge the decision via a judicial review.

Disagreements with aspects of the policy itself will be noted and considered as part of the annual Policy review process.

Reviews will be carried out by an officer who was not involved in the original decision made by the Independent Living Panel. This will normally be the Head of Housing Solutions, but in exceptional circumstances may be a senior manager of the Council, at Head of Service level or above.

## 10. Illustrative Example – allocation/sales of apartments

The example below (page 17) illustrates how apartments for rent / shared ownership will be allocated. The example is for Priory View in Dunstable, where there are 83 apartments, of which 31 will be sold on a shared ownership basis and 52 are available to rent. To manage both the Balanced Care Profile and the split between rented and shared ownership, apartments are placed into six 'pots', each pot being ring fenced according to a level of care need and tenure. Applicants can only be considered for one pot based on their level of 'care need'. However where an applicant has applied for both rented and shared ownership properties, they can switch from rent to a shared ownership option (and vice versa) depending on their financial assessment.

Applications are considered first in terms of eligibility, to exclude ineligible applicants.

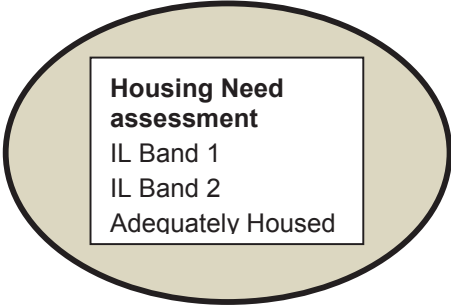
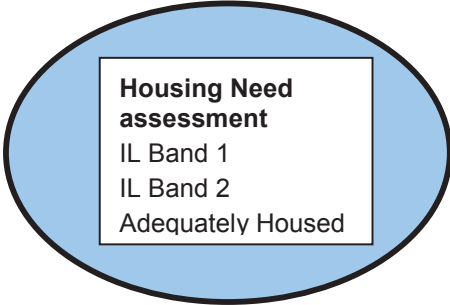
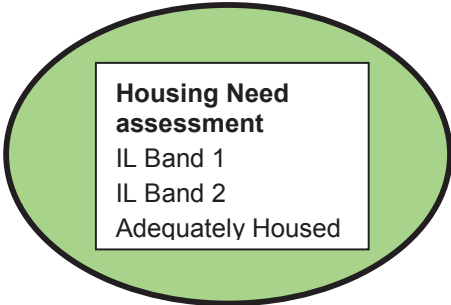



Then, all eligible applicants are prioritised into three separate lists according to the **strength of their local connection to the Central Bedfordshire area**. Applicants on the first list (strongest local connection) are then grouped into the three levels of Care Need – High, Medium and Low/No Care Need and their interest in either a rented or purchase a shared ownership property. It is possible to apply for both shared ownership and rental apartments, depending on individual circumstances.

At all times, the Balanced Care Profile will be maintained and properties are pre-selected for each group ("pot") and ring fenced to that that group of people. This can only change if the assessed care need of an applicant were to change. This process is applied across shared ownership and rental properties.

Once all of the properties are allocated at each level/for each pot, then no further allocations will be made to people with that level of care need.

A matching process is undertaken by the Independent Living Panel (ILP) who will first use Care Needs information to match applicants to an apartment. Housing Needs information will be taken into account but this will be secondary to the Care Needs information. Other relevant information, including the 'sign up' to the Community Charter will also be considered.



<p><b>Local Connection to Central Bedfordshire (LCIL)</b></p>	<p>All eligible applicants will first be prioritised into three separate lists according to the <b>strength of their local connection to the Central Bedfordshire area</b>. See the Local connection criteria on page 9. The allocation process below will be applied first to list one, then list two and then list three, whilst there are apartments remaining to be allocated.</p>	
<p><b>Balanced Care Profile</b></p>	<p><b>Rent – 52 apartments</b></p>	<p><b>Shared Ownership – 31 apartments</b></p>
<p>(ILC Needs) <b>Level one</b>  <b>High</b> Care Needs 40% 21 hours and above</p>	<p><b>20 apartments</b></p> 	<p><b>12 apartments</b></p> 
<p><b>Level two</b>  <b>Medium</b> Care Needs – 30% 11 to 20 hours</p>	<p><b>16 apartments</b></p> 	<p><b>10 apartments</b></p> 
<p><b>Level three</b>  <b>Low or No</b> Care Needs – 30%  0 to 10 hours</p>	<p><b>16 apartments</b></p> 	<p><b>9 apartments</b></p> 

Note. There is also a ‘specific priority’ referred to on page 8 and 13. The number of cases within this priority group are expected to be small, therefore we have not illustrated this criteria on the diagram above.

In the event that there are apartments remaining unsold or to let after the initial prioritisation process has taken place, those applicants with the strongest local connection shall be prioritised in the same way, in relation to lists two and three (according to the strength of the local connection). See page 9 for detail of the Local Connection criteria.

### **Consistency between the sales process and the allocation of rental apartments**

Within this process, there is clear distinction between apartments available for rent and shared ownership and also a clear distinction between the levels of assessed housing need (i.e. IL band one, two or “adequately housed”) and the assessed levels of care needs. The distinction in process is made to ensure that overall the balance within the scheme is achieved across tenures and across differing levels of care need, in line with the Balanced Care Profile.

### **Consistency – unexpected outcomes**

The allocation and sale of apartments will depend on the demand overall. It is possible, for example, that a person with a high care need may be allocated a home, even though that person is adequately housed and does not have any housing need. Similarly, it is also possible that an applicant with a pressing housing need is not allocated a place, because they do not require any care, at the time they are assessed by Adult Social Care.

The key point is that a **whole person assessment** is undertaken, the aim being to promote wellbeing and to ensure that local people who will benefit most from our Independent Living schemes have the highest priority to move to them. Therefore a person’s Care Need is the initial assessment criteria, followed by an applicant’s Housing Need, as a secondary consideration within the filtering process. We describe the assessment as “whole person” because we see the applicant as an individual.

### **Discretion**

On **first letting and on first sale of apartments**, there shall be no discretion exercised with regard to the minimum age of applicants, which is 55 years. The reason is that the scheme should be established as being for older people, as a new community. There is no discretion when a scheme is being first occupied, with regard to the minimum age.

However, on subsequent re-sale of properties or re-letting, the Council does reserve the right – once the community is established, to exercise discretion. This does not mean that the minimum age no longer applies. On the contrary, it does. However, in some circumstances the Council may invite adult applicants who are under the age of 55 to apply. Adults who have a disability including learning, physical or sensory disabilities or with mental health problems or dementia may be considered in exceptional circumstances.

The decision to open an Independent Living Scheme to a wider range of applicants than people over the age of 55 will be made by the Independent Living Panel. The decision of the Independent Living Panel will be justified on the basis of best use of the accommodation in the Central Bedfordshire area. The proposed sale or letting shall be considered and approved by the Assistant Director Housing, should the Independent Living Panel recommend that discretion be exercised.

## 11. Complaints

The Council has a Customer Relations Team who can advise you on how to complain and log your complaint. You can make a complaint to any member of staff over the phone, face-to-face, using the freepost form on one of our comment, compliment, complaint leaflets, writing to the manager of the service, or email Customer Relations.

You can make a comment with a suggestion on how we can improve the service. Comments are recorded to help us review the services we provide. We will write to you and tell you if there is anything we can do.

**Contact us** by telephone or email – [customer.relations@centralbedfordshire.gov.uk](mailto:customer.relations@centralbedfordshire.gov.uk)  
0300 300 6077 or 0300 300 4995

You can also contact us by **Post**: Customer Relations, Central Bedfordshire Council, Priory House, Monks Walk, Chicksands, Shefford, Beds SG17 5TQ

A complaint will be acknowledged in 3 working days. We will tell you how we plan to deal with your complaint, who will be dealing with your complaint and how long it will take. We will offer to discuss this plan with you.

A **review of a decision is not the same as a complaint** about the way a decision was made or your experience of the service that has been provided to you. If you are in any doubt, please contact the Customer Relations team who will advise you whether to appeal or complain. You will be provided with support to ensure that the issue is resolved, if at all possible.

## 12. Confidentiality, data protection, access to information

### Applicant's right to Information

Applicants have the right to request such general information as will enable them to assess:

- How their application is likely to be treated under the Allocations Scheme, including whether they are likely to be given reasonable preference.
- Whether housing accommodation appropriate to their needs is likely to be made available to them.
- Details of any decision about the facts of their case which is likely to be, or has been, taken into account in considering whether to allocate housing accommodation to them.

Applicants will also have rights to information as provided for under the Data Protection Act 1998 e.g. to know what information the Council holds on them and how it is processed (see below).

## Data Protection

When an applicant applies to the **Expression of Interest List** or applies for a particular scheme, the Council will seek only information that they require to assess the applicant's application in terms of their Care and Housing needs.

The data protection principles which underpin the Data Protection Act 1998, are that data must be:

- Fairly and lawfully processed
- Processed for limited purposes
- Adequate, relevant and not excessive
- Accurate
- Not kept longer than necessary
- Processed in a way which maintains the data subject's rights to privacy
- Not transferred to countries without adequate protection.

## Confidentiality

Confidential information held about applicants will not be disclosed to third parties –

- Where the individual who is the subject of the confidential information has consented to the disclosure
- Where the Council is required by law to make such disclosures
- Where disclosure is made in accordance with the Data Protection Act 1998

## 13. Equality and Diversity

The allocations scheme aims to recognize and support diversity to ensure that no sections of society are excluded and that the service meets the needs of those who may require additional care and support. This policy seeks to meet the needs of all applicants regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation and to comply with all relevant legislation.

Use, operation and outcomes will be monitored to ensure no sections of the community are excluded or disadvantaged.

## 14. Who to contact to ask questions about this Policy?

Carole Commosioug  
Implementation Manager - Independent Living  
Central Bedfordshire Council Housing Services  
Watling House, High Street North  
Dunstable  
Bedfordshire  
LU6 1LF  
[carole.commosioug@centralbedfordshire.gov.uk](mailto:carole.commosioug@centralbedfordshire.gov.uk)

Telephone 0300 300 5379

Charlotte Gurney  
Locality Manager (North)  
Central Bedfordshire Council Housing Solutions  
Priory House, Monks Walk  
Chicksands, Shefford  
Bedfordshire  
SG17 5TQ  
[charlotte.gurney@centralbedfordshire.gov.uk](mailto:charlotte.gurney@centralbedfordshire.gov.uk)

Telephone 0300 300 5345

## 15. How to join the Expression of Interest Register?

Please visit our website and fill out an expression of interest form. On receipt of your details we will acknowledge your contact and send an update on current and planned future developments:

[www.centralbedfordshire.gov.uk](http://www.centralbedfordshire.gov.uk)

Or:

Contact us via e-mail:

[independentliving@centralbedfordshire.gov.uk](mailto:independentliving@centralbedfordshire.gov.uk)

Persons who wish to express an interest in Priory View, Dunstable should contact:

[prioryview@centralbedfordshire.gov.uk](mailto:prioryview@centralbedfordshire.gov.uk)

Or:

Telephone us to speak to one of our team:

0300 300 8000 Customer Service Centre

0300 300 5904 Priory View Team

0300 300 8302 Housing Solutions (Register) Team

## 16. Tailored advice and information:

### **Accommodation for older people – specialist and ordinary accommodation as an alternative to an Independent Living scheme.**

The Council will provide advice and information to enable people to make an informed decision. Our advice will include ordinary housing, as well as specialist accommodation and also supported housing, where care and support services are also provided. We can provide information about all of the Independent Living schemes within Central Bedfordshire and if you are not from the area, we will try and identify the right information for you, or the right person to contact.

We recognise that the decision to move from your current home is not straightforward, especially when you have care and support needs. Our advice to you will be tailored to your personal circumstances and we will involve your family in the discussion, if you wish us to. Alternatively, we may assist you to identify a person who is able to advocate for you, in making an informed decision.

We also recognise that the decision to move can come at a time of crisis, due to ill health, an accident or a particular difficulty. Whatever your circumstances, whether you are planning ahead or struggling to cope, the Council will provide you with –

- Advice tailored to your personal circumstances about your housing options
- Support to enable you to make an informed decision
- Our commitment to deliver more housing that is suitable for older people or to adapt your home so that it is accessible and safe for you to live at home.



## A great place to live and work

### Contact us...

by telephone: 0300 300 5904

by email: [customer.services@centralbedfordshire.gov.uk](mailto:customer.services@centralbedfordshire.gov.uk)

on the web: [www.centralbedfordshire.gov.uk](http://www.centralbedfordshire.gov.uk)

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

## Appendix B



# Central Bedfordshire Council Independent Living in Central Bedfordshire Consultation

Response to Formal Consultation      June 2015

## 1. Introduction

### 1.1 Background

Central Bedfordshire Council wants the best possible quality of life for all its residents and is committed to developing and improving accommodation with care and support for older people. The Council has begun development of Independent Living Schemes offering the independence, privacy and security of self-contained apartments with a range of communal facilities and support services designed to meet the needs of older people.

We are immensely proud of our first Independent Living Scheme, Priory View, Dunstable which will open in January 2016. It is a flagship scheme providing affordable accommodation for older people who wish to rent or part buy their home. As well as providing homes for local people, our first scheme will provide access to activities, restaurant facilities and care/support services. The scheme will be established on the basis of a strong, vibrant community.

### 1.2 Draft Allocation Policy for Independent Living in Central Bedfordshire.

The Council has drafted the proposed new Policy for Allocations to our new Independent Living schemes. The Council has undertaken a consultation to hear your views on whether the Policy is fair overall and likely to achieve the objectives.

The objectives of the Policy are to ensure that homes sold for shared ownership and for rent are allocated in a fair and transparent way, with local people who will benefit most from Independent Living schemes having the highest priority to move in.

There was a 4 week formal consultation period from 20th May 2015 to 15<sup>th</sup> June 2015.

Consultation forms were sent to the following:-

- 774 customers who have already expressed an interest in the scheme
- Members of Older Peoples Reference Group (O.P.R.G.)
- Members of Sheltered Tenants Action Group (S.T.A.G.)
- Members of Way Forward Panel

The formal consultation was managed via a formal consultation document. This was available in paper format; downloadable from the Central Bedfordshire Council's website, or was obtainable by telephoning or writing to the contact details provided in the letters to stakeholders.

Members of Central Bedfordshire Council and its staff were informed about the formal consultation and press releases were issued to the media to raise awareness of the consultation with Central Bedfordshire residents.

This report includes a summary of the feedback received via the consultation questionnaires which ended on 15<sup>th</sup> June 2015.

Further feedback has been received from stakeholders in addition to the formal consultation document. Please see appendix 3



## 2. Engagement

### 2.1 Events

Central Bedfordshire Council held two engagement events on 10<sup>th</sup> & 12<sup>th</sup> June; this was by invitation only and sent to 774 people who were on the Expression of Interest Register for Independent Living schemes in Central Bedfordshire.

There were presentations on:

- The building work so far
- Help to Buy Agent
- Allocation Policy
- Meeting the Scheme Manager

There were over 200 attendees at the event; these consisted of invitees and their family members. Visitors to both event days were encouraged to complete the Independent Living Allocation Consultation form. A consultation and Engagement Officer was available to assist visitors with access to the paper version or a laptop to do-it-online.

Comments received from the day are in appendix 2

## 3. Results of survey: Demographic profile

### 3.1 Consultation

The formal consultation was designed to capture both quantitative and qualitative data from respondents, with results summarised as follows.

**244** people responded to the formal consultation.

Type of respondent:-

Housing Register Applicant (Older Person)	51	21.7%
Housing Register Applicant (General)	4	1.7%
Council or Housing Association Tenant	38	16.2%
Professional	13	5.5%
Town and Parish Council	2	0.9%
Resident of Central Bedfordshire (none of the above)	101	43.0%
Other	26	11.1%

Respondents in age groups

18-24	0	0.0%
25-34	1	0.4%
35-44	6	2.6%
45-54	16	6.8%
55-64	39	16.7%
65-74	69	29.5%
75+	99	42.3%
Preferred not to say or did not answer	4	1.7%

35.3% (82) of respondents stated that they had a disability, 59.5% (138) of respondents stated they did not have a disability and 5.2% (12) preferred not to say or did not answer.

90.6% (221) of respondents were White: British, 4.5% (11) of Respondents stated "Other Ethnic type" and 7.4% (18) of respondents preferred not to state or did not answer.

Note: Some respondents ticked more than one box.

Appendix 1 provides a full demographic statistical profile of respondents

## 4. Results of Consultation

### 4.1 Question Responses

The formal consultation was designed to capture both quantitative and qualitative data from respondents, with results summarised as follows (percentages are rounded up or down as appropriate):

**Q1a. The Council propose that for initial occupancy, the minimum level of assessed Care Needs is 5 - 10 hours per week to be eligible to move into an Independent Living Scheme.**

**Do you agree with this minimum level of care/support?**

Yes	131	53.7%
No	76	31.1%
Don't Know	37	15.2%

**Q1b. Please explain your answer:**

53.7% (131) respondents agreed with the proposed minimum level of assessed care needs. However, there is overwhelming support for the Council to adopt a more preventative approach to people; this implies a preference to provide accommodation to those people who do not have immediate care need in line with the preventative approaches for example:

*"...at the moment my husband and I do not need any care at all but in the future who knows..."*

*"...Seems OK but how easy is it to be assessed to this level of care? I have heard from friends and acquaintance that it is extremely difficult to get assessed and to achieve ..."*

This view is also consistent with those expressed during stakeholder events and in discussion with officers prior to the formal consultation.

Qualitative comments provided at '1b', by 37 of the respondents answering 'Yes' to Question '1a' seem to contradict the respondents' agreement with the proposed minimum assessed Care Needs. It appears that these respondents either misunderstood the question, or qualified their response to such an extent that they cannot reasonably be deemed to be in agreement.

Adjusting the results for the 37 respondents who are unclear produces the following breakdown:-

94 (38.5) Yes  
76 (31.1%) No  
74 (30.3%) Don't know

This high proportion of 'Don't know' responses suggests that the question was not well understood.

Face to face feedback received during two full days of engagement at the Incuba with potential residents, is strongly indicative of broad support for the principle of a vibrant community, where some people do not have care needs, and instead have been drawn to the scheme as a lifestyle choice.

Having considered all of the free format responses to consultation, the proposed approach is that minimum Care / Support needs for the Low/No category should be set at 0-10 hours per week, on the basis that

- a) needs in this category are likely to average five hours per week, which is sufficient to achieve efficiency savings;
- b) that Housing Need criteria will allow officers to manage demand effectively; and
- c) that prospective residents support this.

**Q1c. As per Q1a, the Council propose that the minimum requirement for support shall apply to the initial occupancy i.e. first sales and first letting. The Council propose that on subsequent re-lets and re-sales to an Independent Living Scheme that the minimum number of assessed care and support hours within the Low Need Category shall be 0 - 10 hours.**

**Do you agree with this proposal or would you suggest alternative minimum criteria?**

Yes	148	60.7%
No	64	26.2%
Don't know	32	13.1%

**Q1d. Please explain your answer:**

60.7% (148) agreed with the proposal although a small proportion of respondents suggest that the criteria should remain the same as for initial occupancy.

Central Bedfordshire is a largely rural area with a high proportion of residents aged 65 years and over. We acknowledge and recognise that a majority of respondents are concerned that we, as a council continue to ensure that any policy safeguards prevention and is at the forefront of delivering our better offer for older people.

We recognise that there is a significant possibility that a resident's care needs may increase or fluctuate during their time at an Independent Living Scheme. We are committed to ensuring that the schemes maintain their vibrant community appeal, therefore all allocations will ensure that maintaining the balanced care profile of any scheme remains paramount.

The Draft Independent Living Allocation Scheme includes 3 criteria for Local Connection for Independent Living (LCIL) as set out below:-

**Q2a. Do you agree with the following?**

**Criteria One:**

Applicants with a local connection to Central Bedfordshire as a result of their continuous residence in the council area during the 3 years prior to the application as a result of their primary/sole residence in the area throughout the period.

Yes	183	75.0%
No	38	15.6%
Don't know	23	9.4%

**Q2a1. Please explain your answer:**

75% (183) respondents agreed with the local connection to Central Bedfordshire as a result of their continuous residency in the area, However, some respondents felt that 3 years was too low and suggested that this should be 5 years or more across all the local connection criteria

The Council will focus on the balanced care profile, during allocation, in recognition of the requirement to support our growing older population. These criteria mean that we are able to ensure the needs of as many residents as possible are met.

**Q2b Do you agree with the following:**

**Criteria Two:**

Applicants who have been resident for less than three years or are not currently resident, who have a local connection to the area through a close family association by way of a mother or father, son or daughter, sister or brother or some other special reason where the applicant has previously been resident in Central Bedfordshire Council area for a period of not less than 5 years.

Yes	154	63.1%
No	51	20.9%
Don't know	39	16.0%

**Q2b1. Please explain your answer:**

63.1% (154) agreed with Criteria Two and the 5 years suggested. Many respondents felt that family connections are very important. A small number of respondents suggested that this broadens the criteria too widely and that schemes should be for Central Bedfordshire residents only.

The Council recognise that family and community are often at the heart of maintaining good health and can support wellbeing. The policy states that priority will be given to those applicants resident in Central Bedfordshire for more than 3 years

**Q2c Do you agree with the following:**

**Criteria Three:**

Applicant who have not previously been resident in the Central Bedfordshire Council area and have a local connection to the area through a family association made by having a mother or father, son or daughter, sister or brother living in the area for three or more years or by way of some other special reason.

Yes	119	48.8%
No	75	30.7%
Don't know	50	20.5%

**Q2c1. Please explain your answer.**

48.8% (119) respondents agree that there should be a local connection to the area by family association; however, some respondents have stated that the qualifying length should be for 5 years or more across all the local connection criteria. Most respondents agreed that priority should be given to residents of Central Bedfordshire and in particular Dunstable.

The Council recognise that family and community are often at the heart of maintaining good health, and can support wellbeing. This criteria has the least priority, those applicants currently living in Central Bedfordshire will have precedence.

**Q3 Section 3, page 9 of the Draft Independent Living Policy refers to applicants having a Local Connection to Central Bedfordshire, if you do not have a Local Connection you will be unable to live at Priory View.**

Do you agree with this?

Yes	199	81.6%
No	28	11.5%
Don't know	17	7.0%

81.6% (199) respondents agreed with applicants having a Local Connection to Central Bedfordshire

The Council recognises the need for a Local Connection criteria related to eligibility.

**Q3a. If you have answered No or don't know, please explain your answer:**

Some respondents suggest allocations should be 'care needs', led and applicants should be resident in Central Bedfordshire.

We recognise the need for a local connection and the importance of the balanced care profile when allocating.

**Q4. In the event that two or more applicants have equal priority, a decision will be made based on the distance each applicant is living from the Scheme. The applicant living closest to the Scheme will be offered the property; do you agree that the decision should be made on this basis?**

<b>Yes</b>	<b>136</b>	<b>55.7%</b>
<b>No</b>	<b>76</b>	<b>31.1%</b>
<b>Don't know</b>	<b>32</b>	<b>13.1%</b>

**Q4a. Please explain your answer.**

55.7% (136) respondents agreed with using proximity to the scheme as final criteria where more than one applicant is eligible and their level of needs are identical. Some respondents suggested an alternative method based on length of residency in Central Bedfordshire and current housing with regard to possible isolation, together with care needs. Other respondents felt that there are a disproportionate number of sheltered schemes in Dunstable which they felt could lead to limited availability to others.

The Council recognises the value and benefits of remaining within the local community; this is something that stakeholders advised was important when developing the wider allocations policy, especially in relation to accommodation for older people. This criteria is consistent with allocating older persons accommodation in rural areas, which is set out in the current wider allocations policy

**Q5. Do you feel that the balanced care profile suggested is the correct balance to ensure a vibrant community for all?**

<b>Yes</b>	<b>182</b>	<b>74.6%</b>
<b>No</b>	<b>33</b>	<b>13.5%</b>
<b>Don't know</b>	<b>29</b>	<b>11.9%</b>

75.6% (182) agree that balance care profile will ensure a vibrant community for the 55 plus.

**Q5a. If you have answered no or don't know, please could you tell us what you feel the profile should be?**

A majority of respondents felt the principle of a balanced care profile is reasonable, but felt this would be difficult to maintain in practice. Some respondents felt there may be increasing care needs as residents grow older, inevitably shifting the balance to the higher needs criteria; and that it may prove difficult to maintain the ratios stated.

It is positive that over 75% of respondents supported the proposed balanced care profile, however we recognise that care needs may change. As stated within the document, this policy does not deal with re-lets/re-sales. When developing the re-let/re-sales allocations policy, the balanced care profile will be at the forefront of the process

## 5. Summary

### 5.1 In Summary

The majority of the 244 respondents agreed with the proposed Allocation Scheme for Independent Living in Central Bedfordshire.

Respondents agreed with the minimum assessed care needs, but felt it is important to have flexibility to allow for changing care needs.

Respondents also agree with the initial occupancy of first sales and first letting. Some also felt that the criteria should remain the same for subsequent re-lets or re-sales.

There was an overall positive response to having a local connection to Central Bedfordshire and that a minimum of 5 years or more should be applied across the criteria, to offer consistency.

Although respondents agreed with the distance suggestion, they felt that there were too many schemes near Priory View. Respondents suggested alternative criteria could also be how long a resident has lived in Central Bedfordshire, their care needs and also residents living in rural villages.

**Appendix 1:**

**Results of Consultation: Demographic Profile of Respondents**

<b>Q: Type of Respondent</b>	<b>No</b>	<b>Percentage</b>
Housing Register Applicant (Older Person)	51	21.7%
Housing Register Applicant (General)	4	1.7%
Council or Housing Association Tenant	38	16.2%
Professional	13	5.5%
Town and Parish Council	2	0.9%
Resident of Central Bedfordshire (none of the above)	101	43.0%
Other	26	11.1%

<b>Q: Are you male or female? (please select one option)</b>	<b>No</b>	<b>Percentage</b>
Male	81	35.1%
Female	147	63.6%
No Response	3	1.3%

<b>Q: What is your age? (please select one option)</b>	<b>No</b>	<b>Percentage</b>
18-24	0	0.0%
25-34	1	0.4%
35-44	6	2.6%
45-54	16	6.8%
55-64	39	16.7%
65-74	69	29.5%
75+	99	42.3%
Preferred not to say or did not answer	4	1.7%

<b>Q: To which of these groups do you consider you belong?</b>	<b>No</b>	<b>Percentage</b>
<b>White / White British</b>		
British	221	90.6%
Irish	4	1.6%
Any other White background	1	0.4%
<b>Black/ Black British</b>		
Caribbean	2	0.8%
African	3	1.2%
Any other black background		
<b>Mixed Race</b>		
White and Black Caribbean	0	0
White and Black African	0	0
White and Asian	0	0
Any other mixed background		
<b>Asian / Asian British</b>		
Indian	1	0.4%
Pakistani	0	0



Bangladeshi	0	0
Any other Asian Background	0	0
<b>Chinese or other ethnic group</b>		
Chinese	0	0
Any other ethnic background	0	0

<b>Q: What is your religion?</b>	<b>No</b>	<b>Percentage</b>
None	23	10.1%
Christian (All denominations)	170	74.6%
Buddhist	1	0.4%
Hindu		
Jewish		
Muslim		
Sikh		
Any other religion		
Prefer not to say	34	14.9%

<b>Q: Do You consider yourself to be disabled</b>	<b>No</b>	<b>Percentage</b>
Under the Equality Act 2010 a person is considered to have a disability if he/she has a physical or mental impairment which has a sustained and long-term adverse effect on his/her ability to carry out normal day to day activities.		
Yes	82	35.3%
No	138	59.5%
Preferred not to say or did not answer	12	5.2%

## Appendix 2

Key Messages from Priory View Events 10<sup>th</sup> & 12<sup>th</sup> June 2015 held at the Incuba Business Centre, Brewers Hill Road, Dunstable, Bedfordshire.

- Q** 7 attendees ask - Why do people need to have 5 hours care need per week as a minimum?
- A** **This is a draft** allocation scheme – please take your opportunity to comment via the consultation
- Q** How will the “distance” criteria work in allocation process?
- A** The ‘distance criteria will be used as a last resort tie-breaker where all other aspects of more than one applicants application are the same and there are no mitigating factors for the Independent Living Panel (ILP) to consider
- Q** Can I still have my current person come and do the washing and ironing for me?
- A** We have worked hard to ensure a value for money care provider on site, we would encourage residents to discuss their needs with them, before deciding.
- Q** I can't do my mum's garden anymore and the Council say that maintaining the garden is part of the rental agreement. What can I do?
- A** Customer referred to the Housing Estates Team to see what can be done.
- Q** Will my mum need an assessment for care? She had one a while ago for Home Care.
- A** If your mum is successful and offered a property, there will be an assessment as part of the allocations process to make sure the care provided is the type of care she will require at Priory View
- Q** Will my mum get financial help?
- A** There will be a financial assessment within the allocations process and help available from money advisers at upcoming events.
- Q** When will I know more about the costs?
- A** We are currently undertaking a valuation exercise which is being carried out by independent surveyors; we will advise you further once we have an answer.
- Q** I get care now and have been financially assessed. Will that assessment transfer if I move to Priory View?
- A** Assessment outcomes can vary depending on environment and circumstance. All applicants who may be offered a property at an Independent Living Scheme will need to be reassessed to ensure that they receive the right care, following their move.
- Q** I live in Luton, just on the border of Central Bedfordshire by the Hospital, what are my chances of getting a place?
- A** This will depend on the final agreed allocation policy. At present the proposal is that all applicants must have a local connection.

## Appendix 3

### Response from a Housing Association:

#### Eligibility

The eligibility criteria appears to be reasonable in terms of determining who can proceed with an application. The age limit is standard for retirement living accommodation. The local connection criteria 1, 2 and 3 appear reasonable in terms of giving priority to local people.

#### Financial Assessment

This area causes considerable concern. If the draft criteria is applied it is difficult to see who will be able to buy these flats. It appears that the shared ownership flats are to be kept for people on a very low income who do not currently live in their own homes. I do not understand why it would not be acceptable for existing home owners to be able to sell their homes and move in to the development as long as they have care needs. The service charges for a development like this will be high and only people with sufficient funds could even consider buying one.

I suspect that most of those interested in purchasing will have a home of their own which they will need to sell in order to purchase. I cannot see that there is a pool of older people who are currently renting, have care needs but want to buy a shared ownership property. There are no other similar schemes for wealthier home owners to purchase on the open market should they need care in this type of development so denying them the right to be considered is unfair. Will the family members be able to purchase on their elderly parents' behalf under a deed of covenant?

I think that the criteria set out will cause problems in selling your shared ownership units initially and in subsequent sales.

The financial assessment is designed to restrict access to those who can just about afford to live there. This will have an impact on the long term community where residents live in an exceptional building with a concentration of older people poorer people. The funding of the development may depend upon housing benefit to cover the costs.

#### Response:

There will be provision for current homeowners to sell their existing property and purchase a shared ownership property. Indeed, the Council will work closely to support people to enable them to downsize and sell their property, where they have a Care and/or Support Need.

The draft policy stipulates that applicants cannot own a property in addition to the property they own in an Independent Living Scheme. There is also currently no limit in the amount of savings a shared ownership applicant can possess, although the current HCA guidelines stipulate that those applying for shared ownership should not be able to purchase a similar property on the private open market. Independent Living Schemes are classed as affordable home ownership.

Any property purchased must be registered in the name/s of the resident/s living at the scheme. There are no barriers to family members purchasing on an applicant's behalf, however these restrictions apply.

### **Balanced Care Profile**

I understand the BCP and feel that is well planned although potentially difficult to manage. It would appear that over time, there is a strong likelihood that places available for those with HIGH needs looking to move in will become more difficult to access as existing residents will inevitably move into the HIGH needs category. Therefore, there is a greater chance that newer residents are likely to have LOW to MEDIUM needs; this could impact upon the 'community'.

#### **Response:**

The Council acknowledge these concerns, together with those other stakeholders have raised around prevention.

### **Discretion**

There is mention of changing the age for those renting and buying. As I understand it, once the lease says 55+ this cannot be changed? Will you really have this flexibility? Will this be written in to the lease agreements?

#### **Response:**

The issues around age restriction and discretion are currently under consultation. These could vary from scheme to scheme and are restricted by the initial purpose set out for each scheme. Where possible, discretion may only be applied in exceptional circumstances.

At first sight it appears terribly complicated and long winded. I can see that this bureaucracy is to try to ensure that those with the local connection and the care need are given priority. However, as a result, people who were interested in this development have decided that they are unlikely to even be considered for a property.

My understanding was that the initial publicity indicated that these properties might be available for those planning for their future needs but they now feel that there is no scope to plan as you can only be considered once you have a need. This will have long term implications for the 'thriving, active and supportive community' you are trying to achieve. For this to be sustainable I believe that you need to have a proportion of residents who are still fit and well and without specific care needs. There is a danger that the vision of 'independent living' will be lost if this policy is applied, given the emphasis on the care needs of the applicants.

#### **Response:**

The Council is committed to increasing the supply of Independent Living in Central Bedfordshire to meet the aspirations of those residents who wish to plan for the future. However, at this time, it is important that the local connection criteria are applied to all Independent Living Schemes. We acknowledge the concerns around care needs, together with those concerns that other stakeholders have raised around prevention.

A number of interested parties have said that they will not be eligible because they already have their own property. It is highly likely that anyone interested in the shared ownership properties will have a property to sell and will not meet your 'Housing Need' criteria. This is the area that causes me the greatest concern and I suspect that you

will have difficulty in releasing your shared ownership units unless you revise the criteria to enable current home owners to apply.

I also fear that the shared owner sales process may become inordinately long while a suitable applicant is found during which time debts will accrue to the owner or their estate. Leaseholders want to sell quickly to whoever meets the criteria and they will need the process to be swift and streamlined.

**Response:**

*The eligibility relating to housing need is varied and current homeowners are eligible to apply under the proposed policy. We recognise that there will be applicants who may have a property to sell and the process will include support and guidance on how to achieve this.*

An applicant may not have any housing need, but be able to move to a scheme because they have a Care Need. This point is explained at section “consistency – unexpected outcomes” on page 18 of the Policy. However, this will depend on the level of demand overall, and potentially on the level of demand at each level of care and/or support Needs, related to properties for rent and separately to properties for shared ownership.

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## Allocation Policy EIA

### Appendix Independent Living Schemes in Central Bedfordshire

#### Human Rights

The UN Principles for Older Persons includes:

- Older persons should be able to live in environments that are safe and adaptable
- Consideration of personal preferences and changing capacities

#### National Research

Key issues for older and disabled people include:

- Older people can live in some of the worst housing in the country, often inappropriate to their changing needs
- There is a serious shortage of accessible housing for disabled people, leading to a lack of choice and inappropriate housing
- Health and well-being is critical for this age group, to prevent or delay deterioration into ill-health and social isolation. Social isolation can lead to deterioration in health
- 180,000 people over 65 report having gone for a whole week without speaking to friends, neighbours or family.
- Around 25% of people over 65 years living in the community have symptoms of depression which warrant intervention.

#### Local Consultation - Sheltered Housing Standard 2013

Further consideration should be given to matching / placing tenants in schemes where the profile and circumstances of existing tenants more closely mirrors their own.

#### Local Consultation Allocations - Policy Independent Living 2015

Consultation forms were sent to the following:-

- 774 Who are on the Expression of Interest Register?
- Members of Older Peoples Reference Group (O.P.R.G.)
- Members of Sheltered Tenants Action Group (S.T.A.G.)
- Members of Way Forward Panel

The majority of the 244 respondents agreed with Independent Living Allocation Scheme proposal.

Respondents agreed with the minimum assessed care needs, but felt it is important to have flexibility to allow for changing care needs.

Respondents also agree with the initial occupancy of first sales and first letting. Some also felt that the criteria should remain the same for subsequent re-lets or re-sales.

There was an overall positive response to having a local connection to Central Bedfordshire and that a minimum of 5 years or more should be applied across the criteria, to offer consistency.

Although respondents agreed with the distance suggestion, they felt that there were too many schemes near Priory View. Respondents suggested an alternative criteria could also be how long a resident has lived in Central Bedfordshire, their care needs and also residents living in rural villages.

## Conclusion

Consideration of national and local research and consultation findings highlights the following **Positive Equality Impacts**:

- Older / disabled people will be supported to move to better quality, more accessible housing
- Facilities will be highly responsive to changing care and support needs
- Ethos will enhance community spirit and interaction, reducing isolation and vulnerability
- Charter protects and promotes rights to independence, respect and being treated fairly
- Wider community benefits by opening up access to greater variety of local housing stock

## Issues for Further Consideration

### 1) Assessment of Mental Health Needs

*“There are socially isolated older people living in the community and some with mild to severe depression, These people would not meet the criteria to apply as they do not have any care input.”*

It would be advisable to ensure that the assessment process for care needs, captures mental health needs as fully as physical disability care needs. Older people experiencing depression are likely to find the community spirit and interaction of developments such as Priory View helpful in combatting depression and as a result in also maintaining physical wellbeing. Depression in older people is often under diagnosed.

### 2) Older People Living in Rural Areas

The distance criteria may disadvantage older people living in rural areas and so it would be advisable to closely monitor this potential impact of the policy and to continue to develop options for older people living in rural areas.

### 3) Local Connection

Whilst consultees supported an approach which increased the length of residency criteria, such an approach would not be advisable in terms of sustaining equality of opportunity across different ethnic minority communities. It is therefore recommended that the length of residency criteria mirrors that of the main allocation policy.

**Clare Harding**

**Corporate Policy Advisor (Equality & Diversity)**



Central Bedfordshire Council

EXECUTIVE

7 July 2015

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**Update Report on the Transfer of Children's Public Health (0-5 years)  
Commissioning to Local Authorities**

Report of Councillor Maurice Jones, Executive Member for Public Health  
([Maurice.jones@centralbedfordshire.gov.uk](mailto:Maurice.jones@centralbedfordshire.gov.uk))

Advising Officers: (Muriel Scott), Director of Public Health  
([Muriel.Scott@centralbedfordshire.gov.uk](mailto:Muriel.Scott@centralbedfordshire.gov.uk))

**This report relates to a non-Key Decision**

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**Purpose of this report**

1. From 1 October 2015 local authorities will take over responsibility from NHS England for the commissioning of public health services for children aged 0 to 5, which incorporates the Health Visiting Service and The Family Nurse Partnership Programme. This report sets out the arrangements for the transfer and makes proposals on the way ahead.

**RECOMMENDATIONS**

The Executive is asked to:

1. **acknowledge the current position in that SEPT Community Services are the provider to 31 March 2016;**
2. **approve, in principle, that from 1 April 2016 the Service continues to be a joint service with Bedford Borough Council, with Central Bedfordshire Council as the Lead Commissioner on behalf of both Councils; and**
3. **with regard to (2) above, delegate authority to the Director of Public Health in consultation with the Portfolio Holder, for the procurement and commissioning arrangements from 1 April 2016.**

**Overview and Scrutiny Comments/Recommendations**

1. This report has not been to the Overview and Scrutiny Committee.

## Issues

2. **Change in commissioning responsibilities:**

From 1 October 2015, local authorities will build on current co-commissioning arrangements and take over full responsibility from NHS England for commissioning public health services for children aged 0-5, which incorporates the Health Visiting Service and the Family Nurse Partnership (FNP) targeted services for teenage parents and their children. The Department of Health (DH) has recommended that there is clear join-up with the commissioning of the 5-19 School Nursing Service, which became the commissioning responsibility of Public Health in local authorities in April 2013. The local 5-19 School Nursing Service is currently commissioned by Public Health in Central Bedfordshire on behalf of Bedford Borough and Central Bedfordshire, as part of a Service Level Agreement between the two Councils.
3. **Current provision – 0-5 Health Visiting Service:**

The local 0-5 Health Visiting Service is currently delivered as part of an integrated 0-19 years' service across Bedford Borough and Central Bedfordshire, by South Essex Partnership Trust (SEPT). This is contracted until 31 March 2016 and will transfer to the two local authorities on 1 October 2015. Service provision is through a community based model in line with a national service specification. There are four Locality Based Teams staffed by the Health Visiting Service in Central Bedfordshire. These teams are aligned to, and work closely with Maternity Services; General Practices; Children's Centres; Early Years settings and school communities.
4. **The Family Nurse Partnership Programme (FNP):**

The FNP Programme is also delivered by SEPT with 50 places available for Central Bedfordshire with effect from March 2015. It is a targeted, home visiting programme for first time young mothers and their families, from early pregnancy to the child's second birthday. It provides intensive support and improves outcomes for some of the most vulnerable children and families, including a healthy pregnancy, child health and development and maternal health.
5. **Mandated Elements of the Health Visiting Service:**

The Government's aim is to enable local services to be shaped and commissioned to meet local needs, but some 0-5 services will be provided in the context of a national, standard format, to ensure universal coverage in order that the nation's health and wellbeing overall is improved and protected. The following universal elements of the 0-5 Health Visiting Service have now become mandatory:

  - Antenatal health promoting visits when the mother is 28-32 weeks pregnant;
  - New baby review when the baby is 10-14 days old;
  - 6-8 week assessment, incorporating a Maternal Moods Assessment;
  - 1 year review;

- 2/2½ year review – ideally integrated with Early Years to support the child to be ‘ready for school’.

6. **New opportunities:**

The change in commissioning responsibilities provides an opportunity for local authorities to strengthen and develop a more integrated, partnership approach to ensure improved outcomes for children and their families – giving every child the best start in life and building resilience for the future. There will also be increased opportunities for innovation, strengthened impact on the 6 Early Years High Impact Areas (see **Appendix A**), and on tackling ‘The Toxic Trio’ of parental mental health, drug and alcohol abuse, and domestic abuse.

7. **Integrated Commissioning:**

Local authorities will need to ensure that commissioning for children aged 0-5 years is joined up with commissioning for those aged 5-19 years so that the needs of everyone aged 0-19 are comprehensively addressed (and up to age 25 for young people with Special Educational Needs and disability [SEND]). This will ensure improved continuity and outcomes for children and their families across the life course. (NICE, 2014).

8. **Joint Commissioning:**

It will have been noted from this report that it is for this Council to determine its procurement and commissioning arrangements from 1 April 2016. An opportunity exists to build on the model where Central Bedfordshire lead on the commissioning of the 5-19 School Nursing Service on behalf of both Bedford Borough and Central Bedfordshire and thus reflect national guidance. Clearly, this will have to be on the basis of the Council achieving value for money from this joint service.

9. **Future service delivery:**

At this stage the detailed work to identify the best option for service delivery i.e. in-house or continue with an external provider has not been finalised so as to determine the best model for Central Bedfordshire. Accordingly, it is recommended that Executive approve in principle, a joint service with Bedford Borough – the commissioning of which to be led by Central Bedfordshire - subject to achieving value for money, and that the Director of Public Health be given delegated authority in consultation with the Portfolio Holder to determine the delivery method from 1 April 2016.

### **Reason/s for decision**

10. Delays in progress of agreed commissioning and procurement plans could have a de-stabilising effect on the retention of staff, following a period of successful growth, expansion and development of the workforce in both the Health Visiting and School Nursing Services in Central Bedfordshire. The full quota of staff has now been recruited into both local services, which is extremely positive compared with many other areas, where recruitment and retention still present a challenge. Staff currently rate Central Bedfordshire as a place where they want to work, as the local authority is fully committed to, and supports the ongoing development and delivery of high quality, community health services for children, young people and their families.

### **Council Priorities**

11. The proposed recommendations support specifically the following Council priority:
  - promote health and well being and protect the vulnerable.

### **Corporate Implications**

#### **Legal Implications**

12. The transfer of the Public Health Services for children aged 0-5 is a statutory transfer of service. The policy issue for the Council is how, from 1 October 2015, the service is delivered having regard to the existing contractual arrangements and shared services with Bedford Borough Council.

#### **Financial Implications**

13. The Department of Health has confirmed 0-5 Public Health Services grant funding (including Family Nurse Partnership) to Central Bedfordshire for the part year 1 October 2015 to 31 March 2016 of **£1,902,000**. In respect of the 5-19 School Nursing Service the funding for 1 April 2015 to 31 March 2016 is **£771,404** and is already included in the 2015/2016 approved revenue budget.

#### **Equalities Implications**

14. There are no equalities implications arising from this report.

### **Conclusion and next Steps**

15. Agreement with the recommendations in this report will ensure the smooth transfer of commissioning responsibilities to local authorities for public health services for children aged 0-5, and that commissioning arrangements for children's public health services (0-19 years) 2016/2017 will provide the best outcomes for children, young people and families in Central Bedfordshire having regard to value for money.

### **Appendices**

16. The following Appendix is attached - **Appendix A: 6 High Impact Areas for Health Visiting – Delivery Lead on the 0-5 years Healthy Child Programme Integrated Partnership Pathways.**

### **Background Papers**

17. The following background papers, not previously available to the public, were taken into account and are available on the Council's website: None

Appendix A

**6 High Impact Areas for Health Visiting –  
Delivery Lead on the 0-5 years Healthy Child Programme  
Integrated Partnership Pathways**

The Department of Health (2014), alongside its partners (Public Health England, LGA, NHS England, the Early Intervention Foundation, Health Education England) has also identified **6 High Impact Areas** (see below), where Health Visitors have the most impact on the health and well-being of children aged 0 to 5 years, and where future development and innovation should be focused.

<b>6 High Impact Areas for Health Visiting (DH, 2014)</b>	<b>Context</b>
<b>1. Transition to Parenthood and the Early Weeks</b>	Transition to parenthood and the first 1001 days from Conception to age 2 is widely recognised as a crucial period that will have an impact and an influence on the rest of the life course. It is the key driver behind the government commitment to increase and transform health visiting services and expand Family Nurse Partnerships.
<b>2. Maternal Mental Health (perinatal depression)</b>	Maternal mental health is a key Government focus following robust evidence on the impact of maternal mental health during pregnancy and the first 2 years of life, on infant mental health and future adolescent and adult mental health.
<b>3. Breastfeeding (Initiation and Duration)</b>	Breastfeeding contributes to the health of both the mother and child in the short and long term. This underpins the Marmot recommendations, in particular to give every baby the best start in life.
<b>4. Healthy Weight, Healthy Nutrition and Physical Activity</b>	Children who are overweight are at increased risk of poor health outcomes such as type 2 diabetes and poor mental health.
<b>5. Managing Minor Illness and Reducing Hospital Attendance and Admission</b>	Illnesses such as gastroenteritis and upper respiratory tract infections, along with injuries caused by accidents in the home, are the leading causes of attendances at A & E and hospitalisation amongst the under 5s. Unintentional injuries are the major cause of morbidity and premature mortality for children and young people.
<b>6. Health, Wellbeing and Development of the 2–2½ Year Review (Integrated) and support to be ‘Ready for school’</b>	Age 2-2½years is a crucial stage when problems such as speech and language delay or behavioural issues etc. become visible and can be addressed.

Central Bedfordshire Council

EXECUTIVE

7 July 2015

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**March 2015 Provisional Outturn Revenue Budget Monitoring  
(subject to audit)**

Report of **Cllr Richard Wenham, Executive Member for Corporate Resources** ([cllr.richard.wenham@centralbedfordshire.gov.uk](mailto:cllr.richard.wenham@centralbedfordshire.gov.uk))

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

**This report relates to a Non Key Decision**

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**Purpose of this report**

1. The report sets out the provisional financial outturn position (subject to audit) for 2014/15 as at the end of March 2015. It excludes the Housing Revenue Account which is subject to a separate report.

**RECOMMENDATIONS**

The Executive is asked to:

1. **consider the provisional revenue outturn position which is an underspend against budget of £0.2m; and**
2. **Approve the creation of new proposed earmarked reserves as set out in paragraph 8 below and detailed in Appendix B.**

**Issues**

2. The full year provisional outturn position as at March 2015 is an underspend of £0.2M.
3. The provisional underspend includes a £2.1M release of contingency costs which were not called upon during the year. This has been offset by a proposal to create £2.7M of new Earmarked Reserves.
4. Total general CBC sales debtors for March amounted to £13.5M (£10.7M in February). Of this £4.7M (35%) is over 61 days (£3.8M, 36% February).
5. Of the Over 61 days - £1.3M is in respect of house Sales, £0.4M is being dealt with through legal channels, £0.1M have instalment arrangements in place. The balance of £2.9M is managed through the directorates or being actively chased by the Debt Recovery Team.

6. The table below details provisional outturn position directorate:

Year - March P13			
Directorate	Budget £m	Actual £m	Variance £m
SCHH	62.9	64.4	1.5
Childrens Services	44.7	44.8	0.1
Community Services	36.7	36.8	0.0
Regeneration	5.1	4.2	(0.9)
Public Health	0.0	0.0	0.0
Improvement & Corporate Services	21.4	21.2	(0.1)
Corporate Resources	5.0	3.9	(1.1)
Corporate Costs	10.2	10.5	0.3
<b>Total Excl Landlord Business</b>	<b>186.0</b>	<b>185.8</b>	<b>(0.2)</b>
Schools	0.0	0.0	0.0
Landlord Business	0.0	0.0	0.0
<b>Total</b>	<b>186.0</b>	<b>185.8</b>	<b>(0.2)</b>

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

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

7. The opening balance of General Fund Earmarked Reserves (EMR) is £24.7M (Excluding HRA and Schools). The current position proposes:
8. Planned use of £6.0M EMR (used to offset expenditure).
9. Proposed creation of new EMR £2.7M (see below). The sum of £0.350M is to fund the shortfall in Sandy Upper school's budget due to the exceptional circumstances created by the DFE withdrawal of an agreed academy sponsor part way through the acadamisation process. The school is preparing a financial recovery plan and is being closely monitored by the local authority.



<b>Proposed New EMR</b>	<b>£M</b>
Sandy Upper School	0.350
Apprentices	0.200
Rationalisation of Accommodation	0.500
Cost Reduction including Capital	
Financing Costs	0.680
Community Resilience	0.500
Tackling Safety and Vulnerability	0.500
<b>Total EMR</b>	<b><u>2.730</u></b>

10. Technical accounting adjustments £5.6M of which £2.4M relates to retained business rates and £0.65M relates to an increase in the Insurance reserve. Within that are also grants received in advance of £1.5M (includes Public Health ringfence £0.6M).
11. This results in a forecast closing position of £27.0M. The total net movement in EMR is therefore an increase of £2.3M. See Appendix B for details.

### **General Reserves**

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

### **Council Priorities**

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

### **Corporate Implications**

#### **Legal Implications**

14. None

#### **Financial Implications**

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

#### **Equalities Implications**

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

**Appendices**

Appendix A – Detailed Directorate Commentary

Appendix B – Earmarked Reserves

Appendix C – Debt Management

Appendix D – Treasury Management

## APPENDIX A – DIRECTORATE COMMENTARY

### Social Care, Health and Housing

1. The directorate General Fund provisional outturn position at March 2015 is an overspend of £1.5M (£1.7M February) after the use of reserves.

Month: March 2015	Year (2014/15)			
Director	Budget	Actual	Net Use of Earmarked Reserves	Variance
	£000	£000		£000
<b>Social Care Health and Housing</b>				
Director of Social Care, Health, Housing	193	420	(203)	24
Housing Solutions (GF)	1,324	1,404	(73)	7
Adult Social Care	57,460	61,717	(995)	3,262
Commissioning	11,121	11,074	(133)	(180)
Resources - SCH&H	(7,196)	(8,780)	(78)	(1,662)
<b>Total Social Care and Health</b>	<b>62,902</b>	<b>65,835</b>	<b>(1,482)</b>	<b>1,451</b>

2. The Adult Social Care service is overspent by £3.262M after the use of reserves. Within this division is the risk of increases in the Older People, Physical and Learning Disability package costs. People are living longer and the costs of dementia are on the increase. Demographic pressure of £1.5M has been built into the budget to reflect this, however, efficiency targets for this area total just over £2.0M.
3. Within the Older People 65+ package budgets, there were overspends on residential and nursing placements of £2.4M partially offset by additional customer income which exceeded the budget by £0.8M. There was also an overspend on non-residential packages of £0.346M largely offset by additional Fairer Charging income of £0.297M.
4. In respect of former self funders, these continued to exert pressure on residential and nursing placements budgets. Seventeen have required Council support during 2014/15 at a net cost of £0.176M.
5. Within Learning Disabilities, the outturn position is an overspend after use of reserves of £1.5M. Additional budget of £0.8M was provided to cover the impact of new transitions in 2014/15 and the full year effect of new transitions in 2013/14 Challenging efficiency targets were also been set for this area amounting to £1.3M.
6. The Learning Disability service experienced increasing costs due to family carer breakdown as 42% of customers with a Learning Disability are supported by carers who are 65+ years old. In addition, the service had to use more expensive out of county respite due to lack of provision in the Council area resulting in an overspend of £0.258M. It also seeing increased costs as a result of the Winterbourne View

programme.

7. Both the Ordinary Residence (OR) and the Campus Closure reserves have now been fully utilised. There have, however, also been significant OR gains which have contributed towards the over-achievement of the packages efficiency.
8. The Commissioning service has underspent by £0.180M. The key variances after reserves are an overspend on the S75 Mental Health Agreement of £0.114M (due to an efficiency shortfall), offset by an underspend of £0.154M on the Dementia Quality Mark budget, £0.124M on the Rapid Intervention and Intermediate Care Contract, and a range of smaller value under spends against various contracts and against staff costs.
9. The Resources division is showing an under spend of £1.7M, the majority of which relates to an over achievement of customer contributions.
10. HRA is subject to a separate report.

### **Children's Services**

11. The Children's Services provisional outturn position (after use of and proposed transfer to reserves for unspent revenue grants) for 2014/15 is £135K overspend.

Month: March 2015	Year (2014/15)			
Director	Budget	Actual	Net Use of Earmarked Reserves	Variance
	£000	£000		£000
<b>Children's Services</b>				
Director of Children's Services	410	502	(142)	(50)
Children's Services Operations	32,207	33,310	227	1,330
Learning & Strategic Commissioning	4,434	2,525	1,487	(422)
Joint School Commissioning Service (Transport)	7,640	7,214	-	(426)
Partnerships	601	585	8	(8)
School Improvement (incl Music)	1,260	48	1,027	(185)
<b>Total Children's Services (ex Schools / Overheads)</b>	<b>46,552</b>	<b>44,184</b>	<b>2,607</b>	<b>239</b>
DSG Contribution to Central Support	(719)	(720)	-	(1)
ESG Contribution to Central Support	(1,157)	(1,260)	-	(103)
<b>Total Children's Services (excluding Schools)</b>	<b>44,676</b>	<b>42,204</b>	<b>2,607</b>	<b>135</b>

12. The provisional outturn of £135K overspend is a combination of an overspend in the Operations Directorate (£1.327M) offset by efficiencies in Transport (£426k), Commissioning and Partnerships (£421K), Access and Inclusion and Out of County

placements (£141K), savings in discretionary spend (£50K) and a reduction in the number of schools transferring to Academy status (£103K), leading to a smaller reduction than anticipated in the Education support Grant.

13. The overspend in the Operations Directorate is mainly due to the following:

- Children in Care & Care Leavers and Intake & Family Support (£946K) increased agency covering substantive posts and increases in placements and allowances on Looked after Children.
- Fostering and Adoption (£724K) increased Special Guardianship Orders (£429K), Residential Orders (£101K) and Adoption costs offset by savings in Independent Foster Agency (£87K).
- Assistant Director Operations (£197K) due to the use of agency staff and an advertising campaign to attract newly qualified and experienced social workers.

Offset by savings in Children with Disabilities (£352K) and Early Intervention & Prevention (£268K).

14. The tables below reflects the increased number of looked after children.

	<b>March 2014</b>		<b>March 2015</b>		<b>% increase / (decrease)</b>
<b>Number of LAC :</b>		268		272	1.5%
In House Foster Placements	99		105		6%
Independent Foster Placements	108		90		(17%)
Residential Homes & Schools (both in & out of County)	26		18		(28%)
Semi - Independent Living including Unaccompanied Asylum Seeking Children	14		26		85%
Placed for Adoption/ with Parents	14		26		85%
Children with Disabilities (CWD)	6		4		(33%)
Secure Accommodation, Young Offenders & NHS	1		1		n/a
Mother & Baby Units	0		2		n/a
<b>Non care placements :</b>					
Special Guardianship Orders		81		114	41%
Residential Orders		45		46	2%
<b>Other information:</b>					
Child Protection Plan		196		165	(15.8%)
Children in Need		1508		1446	(4.1%)
Number of Referrals (YTD)		2598		2439	(6.1%)

	<b>Movement YTD</b>
LAC (April 271)	+1
In House Placements (April 92)	+13
Independent Foster Placements (April 110)	-20
Special Guardianship Orders (April 85)	+29

15. The pressure attributed to the use of agency staff covering substantive posts across Children Services Operations is demonstrated in the table below.

	Staff FTE	No. of Perm	Vacant	No. of Agency	% of Agency	% change quarter
Children in Care & Care Leavers	54	36	0	18	33%	-7%
Intake & Family Support	120.2	76.4	9	34.8	29%	+2%
CWD	57.3	46.5	7.4	3.4	6%	0%
Quality Assurance	22.9	17.0	1.5	4.4	19%	-9%
Fostering & Adoption	42.0	31.6	1.5	8.9	21%	0%
Early Intervention & Prevention	67.2	56.5	8.7	2	3%	0%

The % change quarter is the % movement between the proportion of agency staff in a particular service between December 2014 (Q3) and March 2015 (Q4).

### **Community Services**

16. Community Services' provisional outturn is £44K over budget (£251K over in February) after net use of earmarked reserves of £348K for one-off specific projects.

Month: March 2015	Year (2014/15)			
Director	Budget	Actual	Net Use of Earmarked Reserves	Variance
	£000	£000		£000
<b>Community Services</b>				
Community Services Director	345	274	-	(71)
Highways Transportation	13,081	13,466	(330)	55
Environmental Services	23,293	23,371	(18)	60
<b>Total Community Services</b>	<b>36,719</b>	<b>37,111</b>	<b>(348)</b>	<b>44</b>

17. Community Services Director cost centre underspent by £71K due to salary savings.

#### Highways and Transport

18. Highways and Transport was overspent by £55K. Within that is an underspend of £268k in Highways Contracts. This is due to one off income from Bonds, electricity rebate & third parties; an underspend on the maintenance of The Busway which is still relatively new and the first full year of operations maintenance was less than anticipated and achieving an agreed underspend in the works undertaken by the highways provider. There was an overspend on winter maintenance due to the snow event requiring ploughing and the subsequent re-allocation of resources on to the secondary network.
19. There is a underspend of £37k in transport strategy and countryside. This is due to additional income from the following sources: developer s38 and s106 payment contributions, highway search enquiry charges, reimbursement from assets for County Farm work and credits from salary capitalisation.
20. These are offset by an overspend of £348k in Passenger Transport as a result of issues with engaging permanent and bank drivers in the south of the area in addition to long term staff sickness which resulted in an increased reliance on agency staff. A number of the bus stops and shelters have required maintenance and replacement historically there hasn't been a budget for these works. This has now been addressed.

#### Environmental Services

21. Community Safety underspent by £200k due to a variety of factors. Some of the underspend is from salary related budgets due to vacancies, take up of superannuation and protected salaries ending. Reserves have also been used to cover domestic abuse and IOM costs. CCTV budgets have also seen underspends for the first time, which is linked to reducing some contract costs and changes in billing arrangements from providers.
22. Waste Services saw a large increase in waste for disposal (over 1,300 tonnes more than 13/14) collected from kerbside collections, illegal encampment clearance and additional street cleansing undertaken for the Street Scene project. The income received from recycling collected from the kerbside was lower than expected due to the quality of the material. The resulting overspend was £191k.
23. There was an underspend of £56K in libraries mainly due to staffing costs Throughout the year the service carried a number of vacancies due to staff turnover and maternity. National Insurance and superannuation budgets were also underspent.
24. A shortfall in Parking income was the main cause of the £256k overspend in the Parking service. This was partly due to a change in the interpretation of VAT rules.

#### **Regeneration and Business Support**

25. Regeneration and Business Support's provisional outturn is £0.937M below budget (£0.851M in February) after net use of earmarked reserves of £169K for one-off specific projects.

Month: March 2015	Year (2014/15)			
Director	Budget	Actual	Net Use of Earmarked Reserves	Variance
	£000	£000		£000
<b>Regeneration and Business Support</b>				
Director	453	421	-	(32)
Economic Growth Skills & Regeneration	883	1,009	(131)	(5)
Planning	3,757	2,895	(38)	(900)
Programme Delivery	-	-	-	-
<b>Total Regeneration and Business Support</b>	<b>5,093</b>	<b>4,325</b>	<b>(169)</b>	<b>(937)</b>

26. The Planning Division is underspent by £900K (£880K in February). The major elements of this are in three areas:
- On salaries there is an underspend of £172K due to vacancies and maternity leave.
  - There has been an overachievement of planning income; nearly £303K was a result of unexpected solar farm applications and the remainder reflects market improvements.
  - There is an underspend of £55K in professional services due to a decision to put some projects (Aerial monitoring of minerals & waste sites) on hold.

### **Public Health**

27. Public Health provisional outturn is to achieve a balanced budget after proposed reserves. The Public Health grant is currently ringfenced so any under/overspend results in a movement against the carried forward reserve from 2013/14.

The provisional outturn before reserves is an underspend of £569K, a combination of Bedford Borough Council, Shared Service and CBC activities.

The outturn position of £569K underspend has arisen due to vacancy savings throughout the service, savings on general expenses within the Assistant Director cost centre, savings on the South Essex Partnership Trust (SEPT) contract within Children & Young People, and savings on the Shared Services led by Bedford Borough Council including Obesity Programmes, Healthchecks and Tobacco Services.

Offsetting this has been overspends on Public Health activities in other Directorates (funded by savings/reserve), the Drug Intervention Programme (funded by 2013/14 underspend) and Sexual Health Shared Service.



Month: March 2015	Year (2014/15)			
Director	Budget	Actual	Net Use of Earmarked Reserves	Variance
	£000	£000		£000
<b>Public Health</b>				
Director of Public Health	(9,458)	(9,539)	81	-
Assistant Director of Public Health	9,458	8,970	488	-
<b>Total Public Health (Excl overheads)</b>	-	<b>(569)</b>	<b>569</b>	-
Contribution to Central Support	-	-		-
<b>Total Public Health</b>	-	<b>(569)</b>	<b>569</b>	-

### Improvement and Corporate Services (ICS)

28. The Improvement and Corporate Services (ICS) outturn position is an underspend of £135K, largely as a result of higher than budgeted Housing Revenue Account (HRA) recharges of £164K (income to General Fund).

Month: March 2015	Year (2014/15)			
Director	Budget	Actual	Net Use of Earmarked Reserves	Variance
	£000	£000		£000
<b>Improvement and Corporate Services</b>				
Improvement and Corporate Services Leadership	247	255	-	8
Communications and Insight	764	891	(110)	17
Customer Services	1,813	2,055	(19)	223
Programme and Performance	427	391	(42)	(78)
Policy & strategy	189	175	-	(14)
Customer & Community Insight	-	-	-	-
Procurement	80	60	-	(20)
People	2,528	2,451	(137)	(214)
Information Technology	6,848	7,097	(62)	187
Legal & Democratic Services	3,886	3,631	103	(152)
Assets	4,597	4,594	(89)	(92)
<b>Total Improvement and Corporate Services</b>	<b>21,379</b>	<b>21,600</b>	<b>(356)</b>	<b>(135)</b>

29. Customer Services overspent by £223K, a combination of an unachievable efficiency related to Customer First (£150K), an overspend of £96K due to lower than budgeted capitalising of staffing costs & delays in generation of income from joint Job Centre Plus working partly offset by a £56K underspend as a result of higher than budgeted recharges to HRA.
30. IT overspent by £187K, a combination of minor under and overspends across numerous cost centres.
31. People underspent by £214K, largely due to higher than budgeted recharges to HRA.
32. Legal & Democratic Services underspent by £152K with overspends in Legal relating to external child protection court and staff costs, offset by higher than budgeted income.

**Corporate Resources and Costs**

33. The full year budget of £15.2M is made up of:
- Corporate Resources £5.0M
  - Corporate Costs £10.2M

The provisional outturn is an underspend of £762K (£404K in February).

Month: March 2015	Year (2014/15)			
Director	Budget	Actual	Net Use of Earmarked Reserves	Variance
	£000	£000		£000
<b>Corporate Resources</b>				
Chief Executive	302	290	-	(12)
Finance	5,217	4,915	71	(231)
Housing Benefit Subsidy	(477)	(1,342)	-	(865)
<b>Total Corporate Resources</b>	<b>5,042</b>	<b>3,863</b>	<b>71</b>	<b>(1,108)</b>
<b>Corporate Costs</b>				
Debt Management	12,592	11,776	-	(816)
Premature Retirement Costs	2,855	2,711	(14)	(158)
Corporate Public Health Recharges	(631)	(631)	-	-
Corporate HRA Recharges	(90)	(120)	-	(30)
NDR Levy	-	99	(99)	-
Efficiencies	244	(89)	-	(333)
Contingency and Reserves*	(4,811)	(5,858)	2,730	1,683
<b>Total Corporate Costs</b>	<b>10,159</b>	<b>7,888</b>	<b>2,617</b>	<b>346</b>
<b>Total Corporate</b>	<b>15,201</b>	<b>11,751</b>	<b>2,688</b>	<b>(762)</b>

#### Corporate Resources

34. There is a net saving in Finance of £231K, largely in Revenues and Benefits relating to savings due to higher than budgeted costs recovered from Revenue court cases, an underspend on staffing mainly as a result of unbudgeted grants received from Central Government to fund additional workload caused by welfare reforms, and further underspends due to planned Single Person Discount Review being delayed until 2015/16.
35. Housing Benefit (HB) Subsidy is underspent by £865K. This is made up of a number of elements including:
- £1.112M overspend due to lower than budgeted HB Subsidy claimed from Central Government.
  - £1.326M underspend due to higher than budgeted recovery of overpaid HB.
  - £371K underspend due to a provision for Department for Work & Pensions (DWP) accrued last year end no longer required (reflected in the final HB Subsidy Claim).

#### Corporate Costs

36. Debt management costs are forecast to be £816K lower than budgeted, largely as a result of lower borrowing and Minimum Revenue Provision costs following prior year underspends against the Capital Programme. The cash position continues to be tightly managed to reduce borrowing costs further.
37. Efficiencies includes a reduced requirement for the superannuation past service deficit, a saving of £589K, offset by an unachievable element of the Passenger Transport Review efficiency, £250K. This has been addressed in the 2015/16 budget.
38. Contingency & Reserves is overspent by £1.683M. The main components of this include:
- Following a ruling in the “Isle of Wight” case, it has been determined that VAT is payable for off street car parking charges. Due to the prompt and full disclosure of this issue to Her Majesties Revenue & Customs (HMRC), the Council has not incurred any penalty charges. The cost has been accounted for within Corporate Costs for all the prior year charges (£779K), with the current year element allocated to Community Services (£108K). The proposed Budget for 2015/16 has been adjusted to reflect the change.
  - New proposed Earmarked Reserves due to be recommended to Executive on the 7<sup>th</sup> July 2015 total £2.7M.
  - Offset by the release of the £2.1M contingency which was budgeted, and for which there was no call in 2014/15.

## Appendix B – Earmarked Reserves

Description	Opening Balance 2014/15 £000	Spent £000	Technical Movements (Grants in Advance) £000	Balance before new transfers £000	New Proposed transfers	Proposed Closing Balance 2014/15 £000	MEMO: Net movement after proposals	Description of EMR
<b>Social Care Health and Housing Reserves</b>								
Social Care Reform Grant	157	(157)		-		-	(157)	Balance of previous specific grant to implement Personalisation in ASC
Deregistration of Care Homes	281	(281)		-		-	(281)	Funding to address costs of residents moving into the area and becoming the financial responsibility of CBC - base budget provision in 15/16
LD Campus Closure	345	(345)		-		-	(345)	Reserve for transitional costs of capital reversion of former Campus Homes - CBC schemes now completed
Deprivation of Liberty Safeguards	881	(262)		619		619	(262)	New legislation from March 2014 - additional assessment and legal costs
Winter Pressure 12/13 "Care Act"	50	(50)	20	20		20	(30)	Residual DoH funding - re-badged to fund Care Act implementation
Winter Pressure 13/14 "Care Act"	103	(48)		55		55	(48)	Residual DoH funding - re-badged to fund Care Act implementation
Mental Health Action Plan	115	(55)		60		60	(55)	Reserve to address outstanding improvements re personalisation, refund of charges to S117 customers
Outcome Based Commissioning	3,505	(266)		3,239		3,239	(266)	Residential Futures programme - funds the development team and will also fund transitional costs of re-provision i.e. double running costs, site security etc
Step Up /Step Down	490		(20)	470		470	(20)	Required for 15/16 one-off efficiency
NHS Grant 2013/14 - Better Care Fund	280	(14)	219	485		485	205	balance of unapplied NHS grant due to underspends including delayed schemes. Underspend earmarked and to be used for risk mitigation in 15/16 re BCF efficiencies
Welfare Reform - local welfare provision grant	340			340		340	-	Required in 16/17 after expected withdrawal of Govt funding
Zero Base Review grant	59	(15)		44		44	(15)	Grant to support revised performance and financial reporting for 14/15 - spend mainly on systems development and report writing - ongoing
NHS Grant - Strategic Transitions Project underspend	86	(86)		-		-	(86)	Project concluded
<b>Total Social Care, Health and Housing</b>	<b>6,692</b>	<b>(1,579)</b>	<b>219</b>	<b>5,332</b>	<b>-</b>	<b>5,332</b>	<b>(1,360)</b>	
<b>Children's Services Reserves</b>								
Fostering & Adoption	998	-499		499		499	(499)	Foster Carer's Fee Scheme
Childrens Homes Co-location	232	-116		116		116	(116)	
Performance Reward Grant	144			144		144	-	
LSP Sustainable Neighbourhoods	47			47		47	-	
"Working Together" - new National Guidance	50	(40)		10		10	(40)	LSCB
CWD	70	(61)		9		9	(61)	Refurbishment of flat at Maythorn & South Hub settlement costs, delays therefore balance needed 15/16
Transformation Challenge Award	150	(95)		55		55	(95)	
Support and Aspiration Grant	65	(58)	301	308		308	243	SEN Reform Grant unspent income
Children's Services Unspent Grant Income	311	(1)	84	394		394	83	AYSE and Supporting Troubled Families
Assets of Community Value	13		8	21		21	8	New Burdens Grant
Supporting Disadvantaged Children			18				-	Pupil Premium Grant
Parent Partnership (QA)			29				-	Grant from National Children's Bureau
The Central Bedfordshire Academy of Social Work and Early Intervention	118	(67)		51		51	(67)	Additional Practice Educator to support an increased cohort of newly qualified social workers, project support and leadership qualification funding
Children's & Families Act	200	(29)		171		171	(29)	Development of communications and implementation materials to present whole of CBC's offer to families
<b>Total Children's Services</b>	<b>2,398</b>	<b>(966)</b>	<b>439</b>	<b>1,824</b>	<b>-</b>	<b>1,824</b>	<b>(574)</b>	

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

Description	Opening Balance 2014/15 £000	Spent £000	Technical Movements (Grants in Advance) £000	Balance before new transfers £000	New Proposed transfers	Proposed Closing Balance 2014/15 £000	MEMO: Net movement after proposals	Description of EMR
<b>Social Care Health and Housing Reserves</b>								
	-			-		-	-	
<b>Community Services Reserves</b>	0			0		0		
Leisure Centre Reinvestment Fund	179	-		179		179	-	Contractual requirement for share of profits from leisure contracts in North area for the reinvestment in building and worn out equipment. The reserve does hold a one off of £26k for an insurable risk assessment fund which in 13/14 is being funded by the base budget
Integrated consumer protection	116	-		116		116	-	This money is being held to assist with additional costs associated with protection of consumers either through specialist investigation costs or costs for legal proceedings. Without these monies specialist investigations will be extremely limited which may result in the inability to achieve a successful outcome in relation to consumer protection
Transport Fund	125			125		125	-	Parking income directed to transport infrastructure improvements.
Libraries Greenhouse	-		4	4		4	4	
Community Safety partnership fund	100	(6)		94		94	(6)	Contributions from community safety partners. Home Office (IOM), and money held on behalf of HMCS relating to cash seizures.
Bedford & Luton Resilience Forum	65			65		65	-	Contributions from partners with CBC acting as treasurer to Forum and arising from subscriptions made by each of the partnership organisations to fund work undertaken by BLLRF
Financial Investigation Unit	237	(183)	780	834		834	597	now earmarked reserve not RIA/ GIA
Community Safety Grant	204	(85)		119		119	(85)	now earmarked reserve not RIA/ GIA (additional income from probation that they had over in 2013/14 for work in 2014/15)
Biggleswade wind farm	23			23		23	-	ringfenced income
countryside access grant	16		7	23		23	7	Linslade Wood income for Phone Masts and Grant of Easement for Sheffield – both Ring fenced income
Woodside connection options appraisal	50	(11)		39		39	(11)	
Rural Payments	-		3	3				
flood recovery - highways	296	(296)		-		-	(296)	allocation from central government received late march - part rev part capital in relation to work needed as result of bad weather
<b>Total Community Services</b>	<b>1,411</b>	<b>(581)</b>	<b>794</b>	<b>1,624</b>	<b>-</b>	<b>1,621</b>	<b>210</b>	
<b>Regeneration Reserves</b>								
Career Development framework	33			33		33	-	This reserve is to fund 2 two year planning trainee 'apprenticeship' posts in partnership with Westminster University . These posts sit in Development Management division .
External Funded Regeneration reserve	340	(30)		310		310	(30)	
Local Development Framework	365	(38)		327		327	(38)	To support the examination hearings of development strategy, gypsy and traveller and CIL which had been due to take place in 2013/14. The 2014/15 budget had been reduced in the MTFP process to reflect this.
Pre-application service development	302	(302)		-		-	(302)	This reserve is used to resource and support Planning Performance Agreements specifically enabling external technical expertise to be secured to deliver against the milestones set out in the signed agreements. PPAs are entered into by Developers for an assured level of service and bring income into the Authority. Failure to deliver the levels of service set out in the agreement will result in reductions in income levels from PPAs and loss of reputational issues for the Council
Minerals and Waste partnership funds	104			104		104	-	
NIRAH	34	(2)		32		32	(2)	
Business growth grants	51			51		51	-	
Flood Defence	315		240	555		555	(240)	now earmarked reserve not RIA/ GIA
Natural England	10	(10)		-		-	(10)	now earmarked reserve not RIA/ GIA
Building control	205		91	296		296	91	Previously this has been treated as a receipt in advance - however as building control is a trading account it needs to be treated as an earmarked reserve
Unauthorised Development	159			159		159	-	Previously this has been set up as a provision but the correct treatment is as an earmarked reserve.
Broadband	-			-		-	-	To support the second phase of the broadband project for additional coverage within the area as match funding is required
arts and theatre review	-			-		-	-	
neighbourhood planning grant	30		30	60		60	30	ringfenced grant
<b>Total Regeneration</b>	<b>1,948</b>	<b>(382)</b>	<b>361</b>	<b>1,927</b>	<b>-</b>	<b>1,927</b>	<b>(21)</b>	
<b>Public Health Reserves</b>								
Public Health Grant Reserve	927		569	1,496		1,496	569	
Risk reserve	-			-		-	-	
<b>Total Public Health</b>	<b>927</b>	<b>-</b>	<b>569</b>	<b>1,496</b>	<b>-</b>	<b>1,496</b>	<b>569</b>	

Appendix B – Earmarked Reserves (Cont)

Description	Opening Balance 2014/15 £000	Spent £000	Technical Movements (Grants in Advance) £000	Balance before new transfers £000	New Proposed transfers	Proposed Closing Balance 2014/15 £000	MEMO: Net movement after proposals	Description of EMR
<b>Improvement and Corporate Services Reserves</b>								
Pan Public Sector Funding	28	-		28		28	-	Partnership Funding to facilitate the successful delivery of the Implementation of Total Place in Luton and Bedfordshire through Projects.
Customer First	35	(22)		13		13	(22)	Support allocated to Customer First Revenue activities
Elections Fund	94		54	148		148	54	Build sufficient reserve over four years to run council election
Individual Electoral Registration	19	(19)	68	68		68	49	
Assets	40	(40)		-		-	(40)	Transition - Reduce reliance on Consultants & fund transitional period in staff restructure.
ICT Webcasting	150	(95)		55		55	(95)	
ICS - HR (Apprentices & Graduates)	150	(12)		138		138	(12)	
<b>Total Improvement &amp; Corporate Services</b>	<b>516</b>	<b>(188)</b>	<b>122</b>	<b>450</b>	<b>-</b>	<b>450</b>	<b>(66)</b>	
<b>Finance</b>								
Housing Benefit Subsidy Audit Reserve	500			500		500	-	Reserve to cover outcome of Housing Benefit Subsidy audits
NNDR Discretionary Relief & NNDR Bad Debts	502		444	946	-	946	444	Receipt of new accounting guidance - will impact 14/15 collection fund
<b>Total Finance</b>	<b>1,002</b>	<b>-</b>	<b>444</b>	<b>1,446</b>	<b>-</b>	<b>1,446</b>	<b>444</b>	
<b>Corporate Reserves</b>								
Redundancy/Restructure Reserve	2,414	(927)	-	1,487		1,487	(927)	Reserve to cover redundancy and actuarial costs
Insurance reserve	4,404	(775)	649	4,278	-	4,278	(126)	Reserve to cover insurance costs based on actuarial assessment
Welfare Reform	460	(14)		446		446	(14)	The Government has introduced a range of changes to benefits and other welfare payments, with effect from 1 April 2013. This includes abolition of Council Tax Benefit, replaced with a localised Council Tax Support system and the Under Occupancy Charge for those benefit claimants deemed to be occupying a greater number of bedrooms than is required. There have also been changes in the transfer of the former Social Welfare Fund payments to local authorities. The Council has budgeted for these changes but is aware that the full implications and the impact on vulnerable groups of people has yet to be fully understood. This Earmarked Reserve has been created to provide scope to support any additional initiatives which the Council may wish to take as the position develops during the financial year.
Teachers Pensions	201	(14)		187		187	(14)	Reserve to cover authority's potential liability following historic scheme records issue
s31 NNDR Income to offset NNDR discounts	1,018	(99)	2,003	2,922	-	2,922	1,904	
Planning Decisions Legal Challenge	300	-		300		300	-	
Sandy Upper School	-			-	350	350	350	The sum of £0.350M is to fund the shortfall in Sandy Upper school's budget due to the exceptional circumstances created by the DFE withdrawal of an agreed academy sponsor part way through the acadamisation process. The school is preparing a financial recovery plan working and is being closely monitored by the local authority.
Apprentices	-			-	200	200	200	
Rationalisation of Accommodation	-			-	500	500	500	
Cost Reduction including Capital Financing Costs	-			-	680	680	680	
Community Resilience	-			-	500	500	500	
<b>Tackling Safety and Vulnerability</b>								
Weed Spraying	200	(25)		175		175	(25)	Great Places in Central Bedfordshire
Grass Cutting	200	(77)		123		123	(77)	Great Places in Central Bedfordshire
Additional street cleansing / deep cleansing, footpath clearance, spot weed control, graffiti removal / painting, emergency 'streetscene'	300	(283)		17		17	(283)	Great Places in Central Bedfordshire
Street sweeping	130	-		130		130	-	Great Places in Central Bedfordshire
Town Centre jet wash	100	(73)		27		27	(73)	Great Places in Central Bedfordshire
Road Marking Line renewal	70	-		70		70	-	Great Places in Central Bedfordshire
<b>Total Corporate Reserves</b>	<b>9,797</b>	<b>(2,287)</b>	<b>2,652</b>	<b>10,162</b>	<b>2,730</b>	<b>12,892</b>	<b>3,095</b>	
<b>Total Earmarked Reserves (General Fund)</b>	<b>24,691</b>	<b>(5,983)</b>	<b>5,600</b>	<b>24,262</b>	<b>2,730</b>	<b>26,989</b>	<b>2,297</b>	

### Appendix C - Debtors

- Total general CBC sales debtors for March amounted to £13.5M (£10.7M in February). Of this £4.7M (35%) is over 61 days (£3.8M, 36% February).

Of the Over 61 days - £1.3M is in respect of house Sales, £0.4M is being dealt with through legal channels, £0.1M have instalment arrangements in place.

The balance of £2.9M is managed through the directorates or being actively chased by the Debt Recovery Team.

### March Total Debt

Debtors March 2015														
DIRECTORATE	1 to 14 Days		15 to 30 Days		31 to 60 Days		61 to 90 Days		91 to 365 days		1 year and over		Total Debt	
	£k	%	£k	%	£k	%	£k	%	£k	%	£k	%	£k	%
Social Care Health & Housing	1,461	28%	800	15%	166	3%	1,399	27%	321	6%	1,095	21%	5,242	100%
Children's Services	268	37%	359	50%	27	4%	28	4%	43	6%	-2	0%	723	100%
Community Services	524	24%	1,022	46%	52	2%	6	0%	217	10%	404	18%	2,225	100%
Regeneration	949	23%	1,651	39%	890	21%	70	2%	418	10%	216	5%	4,194	100%
I.C.S	123	19%	205	32%	15	2%	3	0%	164	26%	127	20%	637	100%
Finance	17	12%	23	16%	9	6%	-1	-1%	26	19%	66	47%	140	100%
Public Health	201	52%	7	2%	0	0%	0	0%	4	1%	172	45%	384	100%
Unallocated & Non Directorate	0	0%	-5	7%	-3	4%	-14	19%	-24	33%	-27	37%	-73	100%
<b>GRAND TOTAL</b>	<b>3,543</b>	<b>26%</b>	<b>4,062</b>	<b>30%</b>	<b>1,156</b>	<b>9%</b>	<b>1,491</b>	<b>11%</b>	<b>1,169</b>	<b>9%</b>	<b>2,051</b>	<b>15%</b>	<b>13,472</b>	<b>100%</b>
<b>PREVIOUS MONTH</b>	<b>2,605</b>		<b>2,672</b>		<b>1,605</b>		<b>689</b>		<b>1,332</b>		<b>1,816</b>		<b>10,719</b>	

### Month on Month Change in Debt over 61 Days £k

DIRECTORATE	March >61 days	February >61 days	Movement
Social Care Health & Housing	2,815	1,649	1,166
Children's Services	69	78	(9)
Community Services	627	638	(11)
Regeneration	704	887	(183)
I.C.S	294	344	(50)
Finance	91	95	(4)
Public Health	176	176	0
Unallocated & Non Directorate	(65)	(30)	(35)
<b>GRAND TOTAL</b>	<b>4,711</b>	<b>3,837</b>	<b>874</b>

- The largest items of note within the total debt are:
  - SCHH debt at the year end was £5.2M of which £0.2M is HRA related (reported separately in the HRA report). Of the £5.0M General Fund debt, £3.6M is Health Service debt. Of the remaining general debt of £1.4M, £0.915M (66%) is more than 61 days old. Of this, all is under active

management (with solicitors, payable by instalments etc). with none under query or scheduled to be written off. Excluding Health and house sales debt, there are 28 debtors whose outstanding balance is greater than £0.010M.

- Health Service debt at the year end was £3.6M of which £1.8M or 48% is more than 61 days. Just over £1M of the outstanding debt was settled in early April 2015.
- Total debt for Children’s Services is £723k of which £654k is debt over 61 days.
- Community Services total debt is £2.22M. About 28% of debt is over 61 days. All debt recovery is in accordance with Council policy.
- Regeneration total debt at the end of March was £4.194M of which about 84% is less than three months old. Invoices relating to developer contributions secured through planning obligations associated with new developments account for 78% of debt. There is an active programme to recover all outstanding amounts but there are particular cases where developers / clients have gone into liquidation where the ability to recover the outstanding amounts are particularly difficult.
- Overall Corporate debt (ICS & Finance) is £777K. Of which £385K is over 61 days All debt is under active management.
- Public Health debt is £384K of which £176K is over 61 days old.

### 3. Debts Written off 2014/15

#### SUMMARY Q4 Jan - Mar

WRITE OFF	NUMBER	VALUE
£0 - £5,000	112	£ 19,088.32
£5,000 - £10,000	1	£ 8,400.94
£10,000 - £50,000	2	£ 66,788.83
>£50,000	0	£ -
<b>TOTAL</b>	<b>115</b>	<b>£94,278.09</b>

(of which legacy £40,723.37)



## Appendix D – Treasury Management

### Borrowing

- As at 31 March 2015 the Council's total borrowing was £312.6M. Of this amount, £278.1M was with the Public Works Loan Board (PWLB), £21.0M was short-term fixed rate borrowing from other local authorities and £13.5M was Market Debt from banks. The table below shows the split between the General fund and HRA.

	PWLB Fixed £M	PWLB Variable £M	Temporary Fixed £M	Market (LOBO) £M	Total £M
General Fund	97.0	16.1	21.0	13.5	147.6
HRA	120.0	45.0	0.0	0.0	165.0
<b>TOTAL</b>	<b>217.0</b>	<b>61.1</b>	<b>21.0</b>	<b>13.5</b>	<b>312.6</b>

The profile of debt is split so that overall the Council has 69% Fixed PWLB debt, 20% Variable PWLB debt, 7% Temporary Fixed debt, and 4% Fixed Market (LOBO) debt; this is shown in A1 on the Treasury Management Performance Dashboard.

Based on the latest available annual benchmark analysis conducted by the Chartered Institute of Public Finance and Accountancy (CIPFA), A2 of the dashboard shows that at an average interest rate of 2.9% as at 31 March 2014 the Council's cost of borrowing is significantly lower than the 4.3% interest rate faced by other local authorities, which is mainly due to a higher proportion of variable rate debt.

In line with the Council's borrowing strategy, new debt of £21.0M was taken during the last quarter based on an identified cash flow requirement on a short term fixed interest rate of 0.4% (inclusive of brokerage fees). Final repayment of this will be made in June 2015.

### 2. Investments

When investing, the Council gives priority to security and liquidity and aims to achieve a yield commensurate with these principles. To diversify its investment portfolio, the Council continues to invest in a range of funds such as notice accounts, call accounts and Money Market Funds as well as using a number of different financial institutions.

B1 of the dashboard shows the breakdown by investment counterparty as at 31 March 2015. It is important to note that as cash investments are maintained at minimal levels for operational purposes, the long term investment in the UK property-based Lime Fund now represents a higher proportion of total investments even though the cash amount invested in it has not changed.

3. The latest available CIPFA Treasury Management benchmarking results which cover the quarter ended 31 December 2014 compare the Council's performance against 24 other local authorities. B2 of the dashboard shows that the Council's average rate of return on investments of 1.08% is higher than the benchmarked local authority average of 0.82% (which is largely due to the Lime Fund).

The Council holds its investments in highly liquid form to readily recall funds when these are required, such as to fund the Council's capital expenditure programme. As at 31 March 2015, the Council held £13.3M of its total cash investments in instant access call accounts and Money Market Funds (MMF) and £0.5m in a 100-day notice account.

In addition to the Lime Fund investment, the Council has cash deposits placed on varying interest rates ranging between 0.4% and 0.8%.

#### 4. **Cash Management**

The average cash balance the Council holds is considerably lower than other benchmarked authorities. The 12-month rolling average cash balance for the Council was £41M compared to a benchmark average of £119M. This reflects the Council's long-standing strategy of holding low cash balances to reduce investment counterparty risk and contain its borrowing costs by utilising internal cash balances in lieu of borrowing externally.

Following the 2008 financial crisis, governments injected hundreds of billions to bail-out the banks. Bail-outs of failing banks in Greece, Portugal and Iceland were primarily financed by taxpayers. As time has passed and the cost of government bail-outs has risen, the appeal of asking private-sector investors to suffer a greater proportion of losses has increased. A bail-in forces the bank's bondholders and depositors to bear some of the burden by having part of the debt they are owed written off.

The UK is implementing the final bail-in provisions of the EU Bank Recovery and Resolution Directive over the next few months, a year ahead of most other countries. This is expected to lead to credit rating downgrades for a number of UK banks and building societies to reflect the reduction in likely Central Government support.

Aside from maintaining minimal cash levels for operational purposes, the Council also mitigates the higher risk arising from the introduction of the new bank bail-in provisions by spreading its cash balance across a diversified range of investment counterparties.

#### 5. **Outlook**

The Council's treasury advisers, Arlingclose, do not expect the Bank of England to raise its Base Rate until Quarter 2 of 2016 and the short-term return on cash investments will continue to remain at very low levels. Indeed, the risks to this forecast remain weighted to the downside; in particular, signs of more widespread deflation could prompt a further downward revision to the forecast.

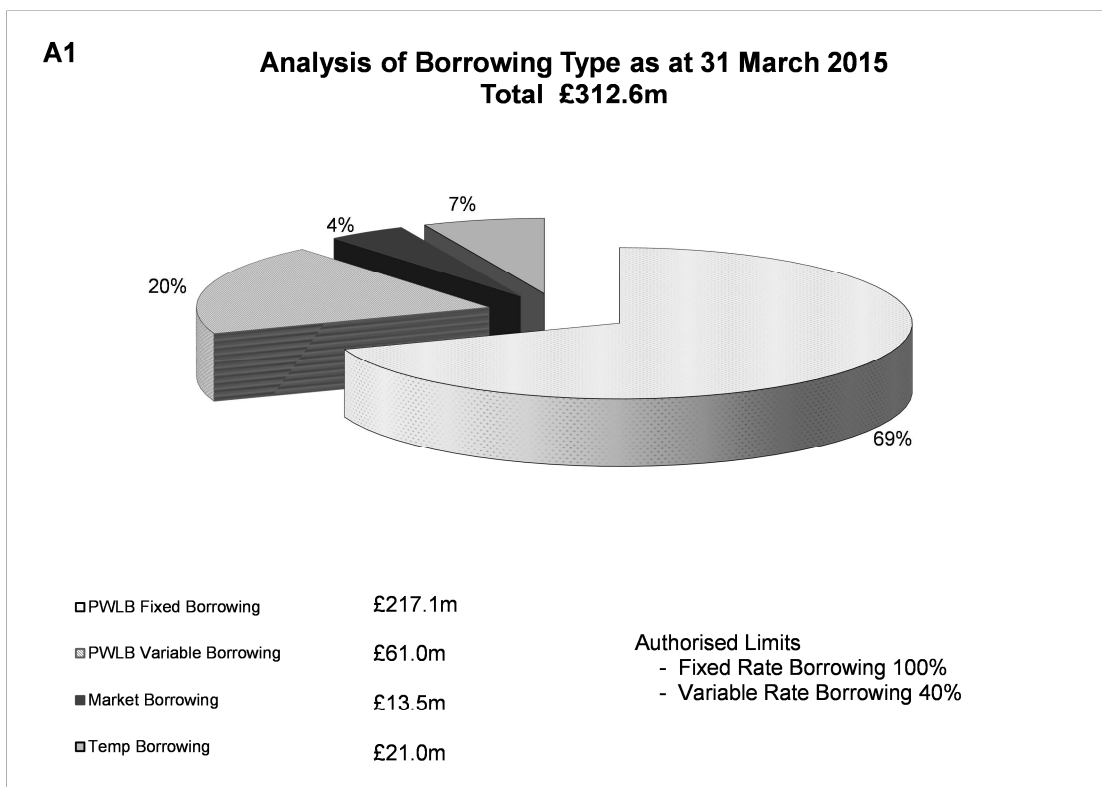
Over the coming financial year, the Council plans to source its borrowing needs from other local authorities on a short-term rolling basis in order to achieve significant revenue cost savings over the more traditional route of borrowing long term from the PWLB. This borrowing strategy assumes that interest rates will continue to remain low for longer than previously envisaged.

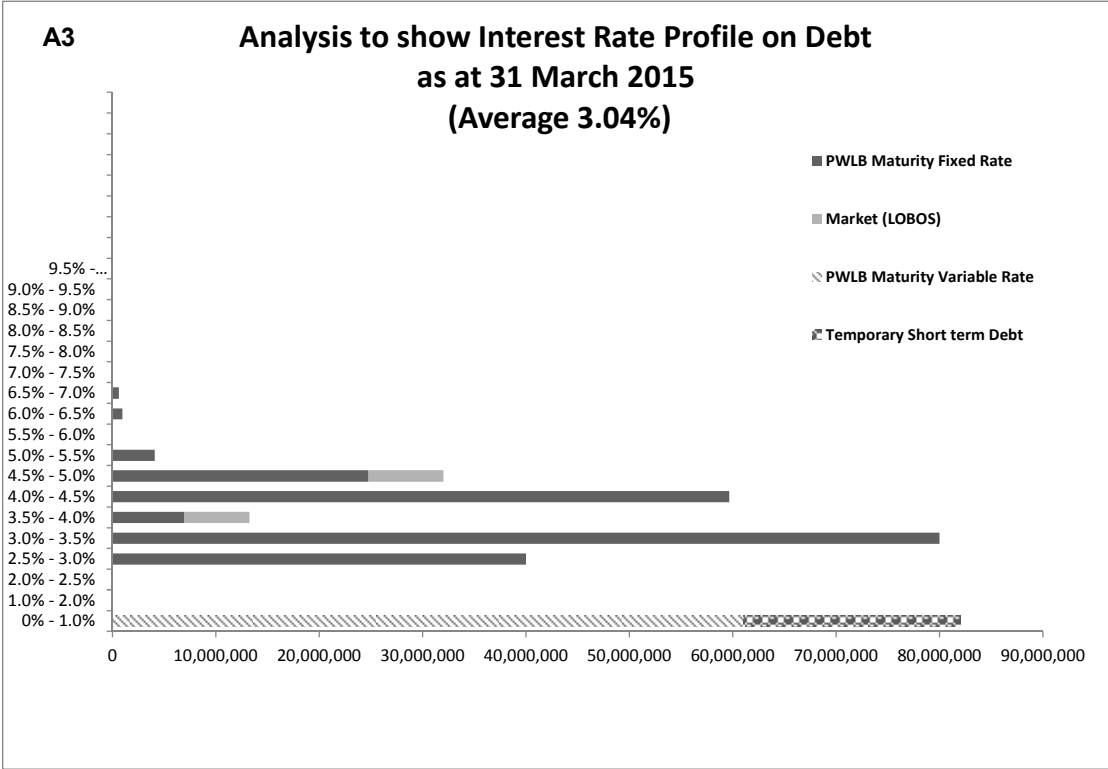
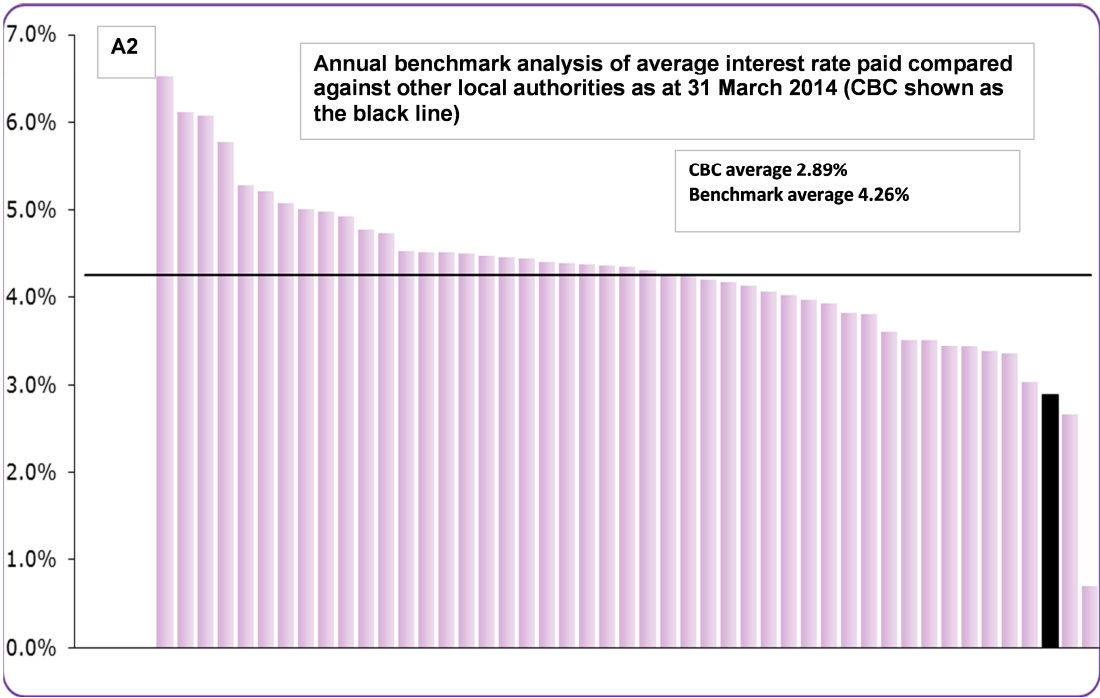
However, the Council will continue to monitor long term rates with a view to fixing a portion of its borrowing if rates are favourable.

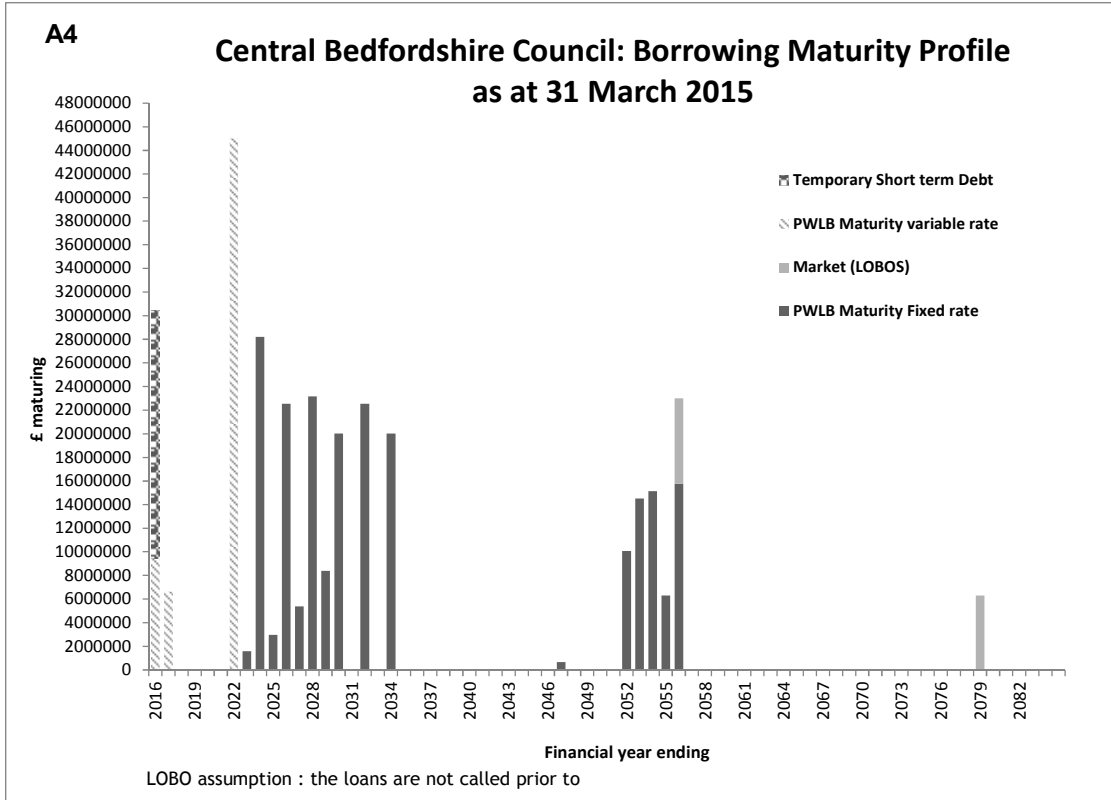
The Council made a saving in 2014/15 of £529K on its interest debt costs compared to budget which was partly offset by an under-recovery of £67K on its investment interest income budget.

## TREASURY MANAGEMENT PERFORMANCE DASHBOARD - 31 MARCH 2015

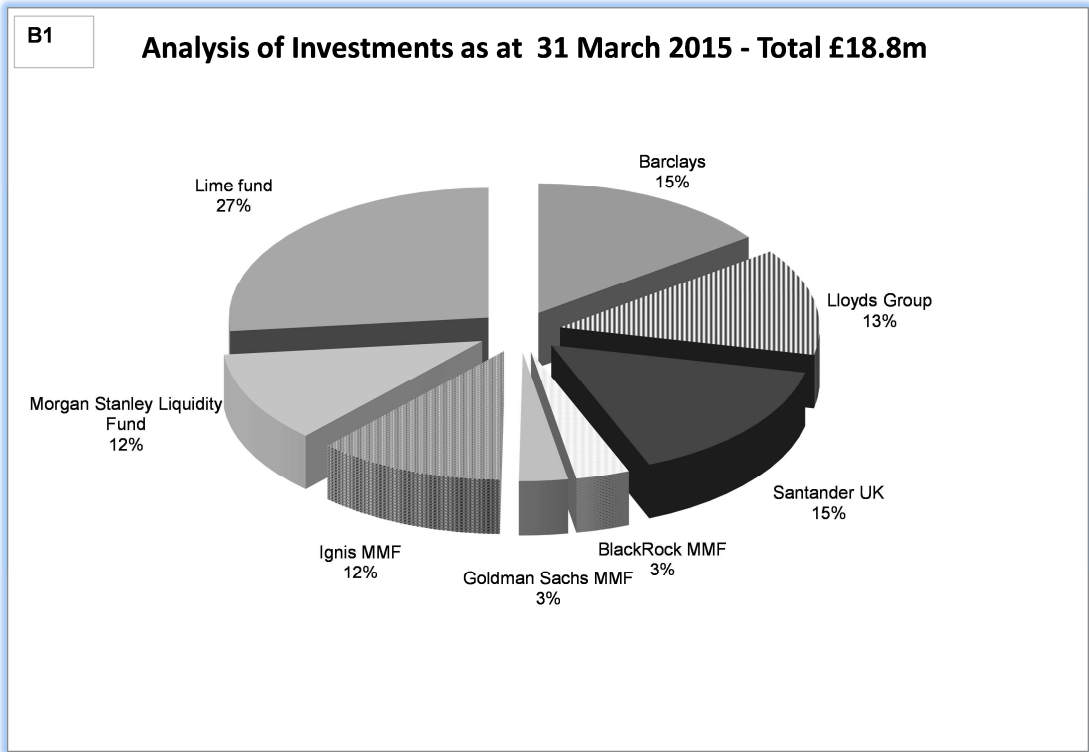
### SECTION A: DEBT INFORMATION

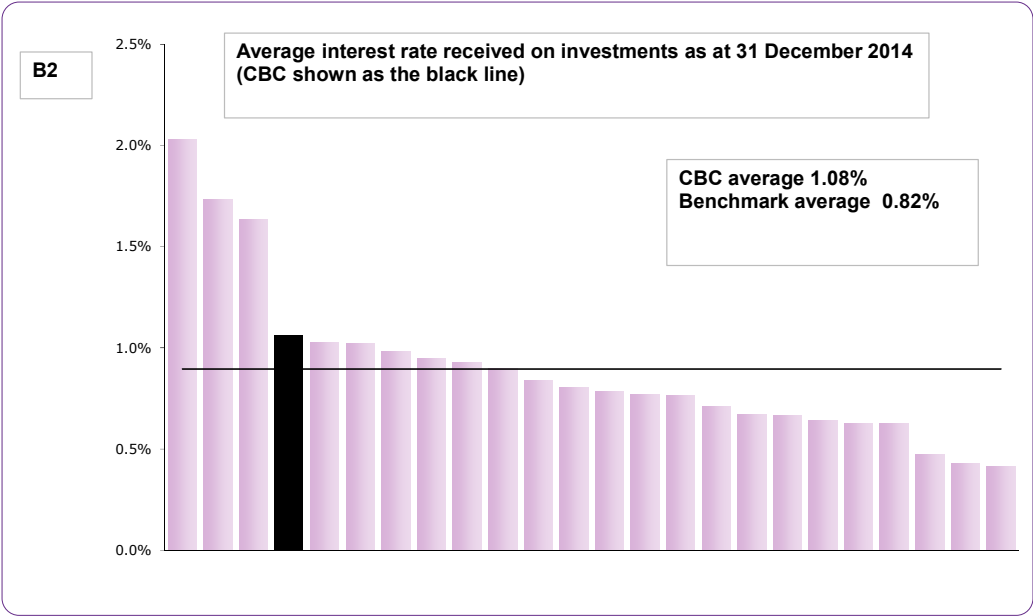






**SECTION B: INVESTMENT INFORMATION**





Central Bedfordshire Council

EXECUTIVE

7 July 2015

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**March 2015 Provisional Outturn Capital Budget Monitoring  
(subject to audit)**

Report of Cllr Richard Wenham, Executive Member for Corporate Resources  
([cllr.richard.wenham@centralbedfordshire.gov.uk](mailto:cllr.richard.wenham@centralbedfordshire.gov.uk))

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

**This report relates to a Non Key Decision**

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**Purpose of this report**

1. The report provides information on the provisional capital outturn for 2014/15 as at March 2015 (subject to audit). It excludes the Housing Revenue Account which is subject to a separate report.

**RECOMMENDATIONS**

The Executive is asked to:

1. **Note that the overall outturn is to spend £87.5M (£87.2M in February) vs. budget of £116.8M. The variance of £29.3M (£29.6M February) includes proposed deferred spend of £25.5M.**
2. **Approve the proposed deferred spend from 2014/15 to 2015/16 as detailed at Appendix B.**

**Issues**

2. The capital budget (including deferred spend) for 2014/15 excluding HRA is £116.8M (£70.3M net). The main issues to note are:
3. Provisional outturn gross spend is £87.5M (£87.2M in February) vs. budget of £116.8M.
4. The variance of £29.3M includes proposed deferred spend of £25.5M. Of this £15M relates to major schemes where conscious decisions were taken to defer expenditure for operational reasons, these include
  - Woodside Link £7.5M
  - Enhanced Waste Disposal Facilities £4.7M
  - Luton & Dunstable Busway £2.0M

- Review of Sheltered Accommodation £1.1M
5. £87.6M (75%) of the gross budget relates to 20 of the top value schemes. £65.0M (74%) of the gross spend outturn relates to these schemes.
  6. Provisional outturn capital receipts are £947K compared to budget of £7.45M. The provisional outturn includes the transfer of a property to the HRA (£210K).
  7. A summary of the position is in the table below.

Directorate	Full Year 2014/15 Gross			Full Year 2014/15 Net		
	Gross Budget £m	Forecast Outturn £m	Gross Variance £m	Net Budget £m	Forecast Outturn £m	Net Variance £m
CS	25.7	27.7	2.0	0.6	0.6	0.0
Community Service	67.8	44.1	(23.7)	53.9	30.5	(23.5)
Improvement & Corporate Services	11.7	8.1	(3.5)	11.7	8.1	(3.5)
Regeneration	3.4	2.2	(1.2)	1.4	0.3	(1.0)
ASCHH	8.2	5.3	(2.9)	2.7	1.7	(1.0)
<b>Total Exc HRA</b>	<b>116.8</b>	<b>87.5</b>	<b>(29.3)</b>	<b>70.3</b>	<b>41.2</b>	<b>(29.0)</b>
HRA	18.1	14.5	(3.6)	18.1	13.4	(4.7)
<b>Total</b>	<b>134.9</b>	<b>102.0</b>	<b>(32.9)</b>	<b>88.4</b>	<b>54.6</b>	<b>(33.8)</b>

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

### Reasons for decision

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

### Council Priorities

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



**Corporate Implications**

**Legal Implications**

10. None

**Financial Implications**

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

**Equalities Implications**

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

**Appendices**

Appendix A – Detailed Directorate Commentary

Appendix B – Proposed Deferred Spend to 2015/16

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## Appendix A – Directorate Detail

### Social Care Health and Housing

1. The year end provisional outturn is below budget by £2.9M Gross, £1.0M net.

The table below highlights the areas of spend

<b>SCHH Full Year Gross Budget and Provisional Outturn</b>					
Scheme Categories	Gross Budget	Gross Provisional Outturn	Variance	Deferred Spend	Over / (Under) spend
	£k	£k	£k	£k	£k
NHS Campus Closure	3,073	2,375	(698)	(698)	0
Disabled Facilities Grants Scheme	2,700	2,086	(614)	(250)	(364)
Timberlands and Chiltern View Gypsy and Traveller Sites	324	323	(1)	0	(1)
Additional Gypsy and Traveller Sites	240	3	(237)	(237)	0
Review of Accommodation/Day Support	1,089	0	(1,089)	(1,089)	0
Adult Social Care ICT Projects	300	11	(289)	(289)	0
Empty Homes	300	189	(111)	(100)	(11)
Renewal Assistance	172	257	85	0	85
<b>Total</b>	<b>8,198</b>	<b>5,244</b>	<b>(2,954)</b>	<b>(2,663)</b>	<b>(291)</b>
<b>% of Budget</b>					<b>64.0%</b>

<b>SCHH Full Year Net Budget and Provisional Outturn</b>					
Scheme Categories	Net Budget	Net Provisional Outturn	Variance	Deferred Spend	Over / (Under) spend
	£k	£k	£k	£k	£k
NHS Campus Closure	0	0	0	0	0
Disabled Facilities Grants Scheme	2,112	1,329	(783)	(250)	(533)
Timberlands and Chiltern View Gypsy and Traveller Sites	79	79	(0)	0	(0)
Additional Gypsy and Traveller Sites	90	3	(87)	(87)	0
Review of Accommodation/Day Support	0	0	0	0	0
Adult Social Care ICT Projects	0	0	0	0	0
Empty Homes	300	147	(153)	(100)	(53)
Renewal Assistance	122	141	19	0	19
<b>Total</b>	<b>2,703</b>	<b>1,699</b>	<b>(1,004)</b>	<b>(437)</b>	<b>(567)</b>
<b>% of Budget</b>					<b>62.8%</b>

### **NHS Campus Closure Programme**

- 2 The programme has now almost completed for Central Bedfordshire with the scheme at Lancot Drive in Dunstable opening in January 2015.
- 3 The final scheme, Beech Close, is the refurbishment of an existing site in Dunstable. Capital receipts of c.£700K from the sale of two former Campus properties are held by PropCo (formerly NHS Estates). The Directorate is considering how best to use the funds to support new developments.

- 4 Central Bedfordshire, as the lead authority for the capital grant, has also been responsible for distributing the funds for two other local authority's schemes. The final Bedford Borough scheme is Orchard House. The scheme completed in April 2015.
- 5 The Campus Closure schemes are 100% externally financed – slippage of £0.7M expenditure and income is included in the outturn.

**Disabled Facilities Grants (DFG)**

- 6 The grants provided to residents through the DFG programme assist some of the poorer and most vulnerable members of the community. Without these grants in many cases the properties involved would be unsuitable for the needs of the occupiers who may then be unable to remain in their own homes. This also reduces pressure on health service resources and residential care, as without these improvements more residents would require emergency or longer term care solutions.
- 7 Information on the types of DFGs and the number completed are reported on a quarterly basis. The table below provides details for the 2014/15 Provisional Outturn and 2013/14.

Type of adaptation	2014/15 Outturn	2013-14	Council tenants (funded by HRA) 14/15	Other 14/15
Level access shower/wet room	163	225	41	122
Straight stair lift	44	40	7	37
Curved stair lift	25	24	1	24
Toilet alterations	49	22	10	39
Access ramps	29	27	2	27
Dropped kerb and hard standing	4	1	1	3
Wheelchair/step lift	5	1	1	4
Through Floor lift	4	3	0	4
Major extension	16	16	2	14
Kitchen alterations	7	8	2	5
Access alterations (doors etc)	56	43	6	50
Other	33	48	4	29
<b>Total</b>	<b>435</b>	<b>458</b>	<b>77</b>	<b>358</b>

- 8 There were 435 referrals in 2014/15, an average of 36 per month compared with an average of 38 per month in 2013/14. As a result £2.086M of grant payments (including fees) have been made, offset by an increase in grant income and client contribution resulting in a net positive variance of £0.783M.

The average time from referral to approval was 10.9 weeks, compared to an average of 10.5 weeks in 2013/14.

### Review of Accommodation/Day Support project

- 9 The project relates to an expected capital grant to a block residential care provider. The funding is now linked to the Older People's Care Homes Transfer project and work is under way to profile the capital maintenance requirements associated with those properties. Spend is expected to be incurred in 2015/16.

### Children's Services

- 10 Children's Services annual capital expenditure budget for 2014/15 is £25.7M (including deferred spend from 2013/14 of £4.757M). The income budget is £25.084M, a net expenditure capital budget of £600K. All but two projects, Schools Access and Temporary Accommodation, are funded wholly by grant receipts that have no expenditure deadline.

The table below highlights the areas of spend

<b>Children's Services Full Year Gross Budget and Provisional Outturn</b>					
Scheme Categories	Gross			Deferred Spend £k	Over / (Under) spend £k
	Gross Budget £k	Provisional Outturn £k	Variance £k		
CS Commissioning & Partnerships	24,559	26,908	2,349	0	2,349
CS Operations	986	736	(250)	0	(250)
Partnerships	139	34	(105)	0	(105)
<b>Total</b>	<b>25,684</b>	<b>27,678</b>	<b>1,994</b>	<b>-</b>	<b>1,994</b>
% of Budget		<b>107.8%</b>			

<b>Children's Services Full Year Net Budget and Provisional Outturn</b>					
Scheme Categories	Net			Deferred Spend £k	Over / (Under) spend £k
	Net Budget £k	Provisional Outturn £k	Variance £k		
CS Commissioning & Partnerships	600	600	(0)	0	0
CS Operations	0	0	0	0	0
Partnerships	0	0	0	0	0
<b>Total</b>	<b>600</b>	<b>600</b>	<b>0</b>	<b>-</b>	<b>0</b>
% of Budget		<b>99.9%</b>			

- 11 The provisional outturn position for 2014/15 is £27.7M, £2.0M above the original Council's capital programme approved in February 2014. The large variance is mainly due to the original programme being based on the Council's School Organisation Plan of September 2013, which used the latest validated data available for forecasting at that point, which was from early 2012. (School census, health and housing trajectories). This also reflected the need for a £1M Council contribution to New School Places (NSP) in 2016/17.
- 12 The detailed capital business cases subsequently submitted and approved at

the end of January 2014 were updated and based on data from early 2013 and the latest Department for Education (DfE) announcement on its basic need allocations through to 2016/17. The business case for NSP identified a further requirement for Council contributions to the programme in 2015/16 of £2.0M and an increased 2016/17 contribution of £6.0M. The Council's capital programme was not updated to reflect this and remained at the position based on data from early 2012.

- 13 The 14/15 New Schools Places programme included expenditure on 22 separate capital projects, most of which span more than a single financial year. These projects include the provision of 975 new lower school places on new school sites, also 975 new lower school places as expansions to existing schools on their current sites, 548 middle school places as expansions to existing schools and 1,000 new upper school places as expansions to existing schools.

These places have been commissioned to serve the communities of Leighton Linlade, Fairfield, Stotfold, Shefford, Arlesey, Ampthill, Flitwick, Marston, Cranfield, Biggleswade and Silsoe

All of the Council's New School Places are commissioned from Ofsted Good and Outstanding schools and academies. All of these new places have been provided local to the area of demographic demand, ensuring a sense of community belonging, supporting community use and promoting sustainable modes of transport. The addition of these new places as expansions to existing schools ensures their financial and therefore educational viability. All have been briefed and designed by Council officers and school leaders to provide teaching and non teaching school facilities that are recommended by DfE guidance and complement good and outstanding teaching.

- 14 With fixed levels of DfE Basic Need Grant through to 2016/17 and demographic increases due to a combination of population growth (birth rates) and housing growth, it is likely that the financial impact of the additional school places will require significant additional funding by the Council through borrowing or use of its own capital reserves. The refreshed forecasts and financial impact informed an update to the Council's capital MTFP through to 2018/19 which confirmed the Council's contributions required of:

£2.0M in 2015/16  
£7.0M in 2016/17

and forecasts of:

£18.0M in 2017/18  
£12.0M in 2018/19.

### **Community Services**

- 15 The directorate spent £44,114K and received external income of £13,646K, leaving net spend below budget in 2014/15 of £23,453K. The majority of this variance is due to Waste, Woodside Link and Leisure schemes.

The table below highlights the areas of spend

<b>Community Services Full Year Gross Budget and Provisional Outturn</b>					
Scheme Categories	Gross			Deferred Spend	Over / (Under) spend
	Gross Budget	Provisional Outturn	Variance		
	£k	£k	£k	£k	£k
Environmental Services	12,544	1,644	(10,900)	(4,963)	(5,937)
Libraries	167	19	(148)	(148)	0
Leisure	9,856	8,881	(975)	(1,097)	122
Transport	45,242	33,570	(11,672)	(12,155)	483
<b>Total</b>	<b>67,809</b>	<b>44,114</b>	<b>(23,695)</b>	<b>(18,363)</b>	<b>(5,332)</b>
<b>% of Budget</b>		<b>65.1%</b>			

<b>Community Services Full Year Net Budget and Provisional Outturn</b>					
Scheme Categories	Net			Deferred Spend	Over / (Under) spend
	Net Budget	Provisional Outturn	Variance		
	£k	£k	£k	£k	£k
Environmental Services	11,421	1,281	(10,140)	(5,006)	(5,134)
Libraries	167	19	(148)	(148)	0
Leisure	9,256	7,458	(1,798)	(1,798)	0
Transport	33,077	21,710	(11,367)	(11,367)	(0)
<b>Total</b>	<b>53,921</b>	<b>30,468</b>	<b>(23,453)</b>	<b>(18,319)</b>	<b>(5,134)</b>
<b>% of Budget</b>		<b>56.5%</b>			

## Environmental Services

### 16 Waste

- a) Sundon - Soil importation and grass sowing has been completed on first two phases. Trees and shrubs also planted on these two phases. Additional gas infrastructure almost completed.
- b) Waste & Recycling Containers (Provision of Replacement Bins & Containers) – expenditure incurred on waste & recycling containers for new domestic properties, replacement waste & recycling containers, and installation of recycle on the go bins, litter bins and dog bins as required.

### 17 Libraries

The main expenditure on this capital budget was on Leighton Buzzard Library Theatre for new theatre lighting and for the refurbishment of the bar and box office. Other expenditure related to the refurbishment of the upper room at Potton Library and minor works at Amptill, Flitwick and Shefford

### 18 Leisure

Overall leisure schemes came in on budget. Whilst there were individual overspends (Tiddenfoot, Flitwick football pitches, Saxon leisure centre and Stotfold football development centre), these were offset by underspends on stock condition survey and the invest to save project scheme.

- a) Redevelopment of Flitwick Leisure Centre is progressing well, and the building steel frame is up to roof level, with block and brick work in place and the car park established.
- b) Tiddenfoot Leisure Centre refurbishment included a dance studio, a new reception area and café, and a new first floor gym. The facility is proving to be very popular and the operation of the facility is now showing a profit.
- c) Saxon Leisure Centre - the refurbishment included a new reception area, a new two court sports hall and an extended car park.
- d) Houghton Regis Leisure Centre - refurbishment included a new roof over the pool, a new reception and wet side changing room. This has allowed the reopening of the pool which was extremely well received by the public.
- e) In partnership with the local community, the Football Association and Football Foundation, Flitwick Community Football Centre was provided with new pitches along with changing area and community facilities. Stotfold Football Centre was also provided new football pitches, car park and WC facilities.
- f) A complete feasibility study and surveys were carried out to understand the options for refurbishment of Dunstable Leisure Centre.

## 19 Highways and Transport

- a) 83 carriageway schemes have been completed giving a total of 39.2km of roads being resurfaced, 17 footway schemes and 6.2km of paths have been resurfaced. The structural maintenance programme ensures that we maintain our £1.6 billion highway asset in a safe and useable condition.
- b) A total of 320 street lighting columns and 3,925 lanterns have been replaced. These lanterns have replaced the SOX orange lighting with highly efficient LED white lighting which gives an on going saving in our energy usage and carbon footprint.
- c) The replacement deck for Stratton Street Railway Bridge, Biggleswade has been designed. The contractor has been appointed and rail track possessions are booked for Christmas 2015 and Easter 2016.
- d) 48 Integrated Transport schemes have been implemented. Including the Stotfold Town Centre improvement scheme where we brought safer routes to school, national cycling route improvements, structural maintenance, bridge replacement and lighting improvements into one scheme.
- e) The A1 Biggleswade Southern Roundabout scheme was 4 months ahead of our committed deadline. The scheme was required to improve



the access from the strategic road network to the developments east of Biggleswade.

- f) Speed cameras were installed in Poynters Road, Dunstable; Soulbury Road, Leighton Buzzard, on the A600 at Deadmans Cross and at 5 other locations. In addition we upgraded the existing cameras on the A505 Leighton Bypass.
- g) A5 – M1 Link Road scheme is being delivered by the Highways Agency to address shortfalls in the trunk road network it will, with the Woodside Link also enable growth to the north of Houghton Regis and Dunstable. To allow the scheme to be brought forward a contribution of £45M has been made by the developers and £5M of growth area funds by Central Bedfordshire Council.
- h) Woodside Link - The Woodside Link will reduce traffic congestion and improve capacity by providing a more direct route for traffic between the primary road network (the M1 motorway and the A5) and the Woodside area of Dunstable / Houghton Regis. The scheme runs between a new M1 junction 11a and the local road network. Construction has begun.
- i) The following structures have been strengthened Ouzel Bridge, Leighton Linslade; Clay End Farm, Sutton; Church End Culvert, Eversholt; Kings Bridge, Southill and Ford Bridge, Stotfold a further 4 have been designed for future construction. Work has continued on the parapet strengthening programme and railway anti incursion measures.

## 20 **Sustainable Transport**

This the third year of the programme of measures financed through the Local Sustainable Transport Funded in Dunstable, Houghton Regis and Leighton Buzzard, capital works implemented this year designed to improve accessibility and travel choice for local residents include:

- Toucan crossing and footway widening - Park Road north, Houghton Regis.
- The introduction of a shared use cycle path linking National Cycle Network Route 6 to the Incuba centre at Brewers Hill, Dunstable.
- Pedestrian route improvements between Sundon Road and Hammersmith Gardens, Houghton Regis, linking the local residential area to schools and the University Technical College at Parkside Drive.
- Cycle and walking route enhancements at Dog Kennel Path/ National Cycle Network Route 6 Dunstable, through to Houghton Regis including the installation of CCTV linking to the CBC control room in Watling House.
- College Drive, Dunstable – Construction of pedestrian route linking the Dunstable Asda store to the Luton Dunstable busway at White Lion

Retail Park.

- Cycle route enhancements – Brewers Hill road to National Cycle Network Route 574 via Weatherby, Dunstable connecting to the busway corridor.
- Beech Road, Dunstable, shared use path linking Lowther/Langdale cycling corridor to Manshead campus in Caddington.
- Corridor development work - Capron Road, Dunstable to Luton Dunstable busway. Works included upgrading the surface on the Busway 'Plot 9' cycleway and improvements to the cycleway entrance from Capron including landscaping works, replacement of access barriers and provision of CCTV surveillance.
- Works to create shared use path on Drury Lane, Houghton Regis.
- Cycle network signage including Downside area of Dunstable to the town centre and Creasey Park, Dunstable to Town centre.
- Bus stop improvements including new stops and real time on Stanbridge Road/ Soulbury Road corridor in Leighton Buzzard to serve the Arriva busway service between Dunstable and Milton Keynes.
- Sewell Greenway corridor enhancements, Dunstable to Leighton Buzzard section of National Cycle Network Route 6.
- New access control barriers along the length of the National Cycle Network in Dunstable and Houghton Regis improving accessibility for all.
- Pedestrian crossing improvements, Court Drive, Dunstable as part of town centre enhancements.
- Constructing both a ramped and stepped link between the National Cycle Network Route 6 and the open space area off College Drive, Dunstable serving the adjacent leisure and sports facilities including the new skate park.

21 **Countryside Access Transport Schemes**

- Rights of Way and Countryside Sites achievements include bank repairs at: Clipstone Brook, Leighton Buzzard and on the River Ivel adjacent to Biggleswade Footpath 21 near Jordans Mill.
- Surfacing works have been completed on Houghton Regis Footpath 18, Maulden Bridleway 19, Stotfold Footpath 11 and Sandy Lane, Aspley Heath.
- Path improvements have taken place on Biggleswade Footpath 21 at Back Meadows and Marston Moretaine Footpath 72.

- New bridges have been installed on Harlington BOAT 28 (Byway Open to All Traffic), Aspley Guise FP 3, Shillington FP 56.
- Funds have been spent on the new toilet building at Rushmere Country Park and tree works at Bossington Lane, Leighton Buzzard.

## 22 **Countryside Access Leisure and Culture Schemes**

- Development work has been completed on Stage 1 of the Renaissance and Renewal Project, creating detailed plans for the restoration and improvement of Houghton Hall Park in Houghton Regis. The Stage 2 Parks for People bid for £2.2M of funding was submitted in August 2014. This has been successful with work on this exciting project due to commence in spring 2015.
- The construction of an extension to the car park at Houghton Hall Park has been completed. The extended car park will be jointly used by Whitbreads bringing in valuable income to financially sustain the park.
- Outdoor Access and Greenspace Improvement Projects achievements included completion of the bridleway road crossings at Stoke Road and Soulbury Road, Leighton Buzzard and completion of the new Biggleswade cycle path to the west of the A1 which forms part of the Biggleswade Green Wheel, providing safe access from Biggleswade under the A1 to Jordans Mill and Shuttleworth College.
- Surfacing improvements have taken place on Route 51 (National Cycle Route), Bossington Lane, Leighton Buzzard and Holywell Lane, Cranfield and path stabilisation works have taken place on Marston Moretaine FP 72.
- Sandy BW8 has also been surfaced with new railings installed (part of Sandy Green Wheel) and landscaping and improvement works have taken place at Rushmere visitor centre.
- £100K was paid to the Shuttleworth Trust as match funding towards the delivery of the £2.6M Stage 2 Heritage Lottery funded improvements to the Swiss Garden. Restoration works are now complete and the Garden was officially re-opened to the public in August 2015. Further approved expenditure will occur on interpretation and developing the outreach programme.

## **Regeneration & Business Support**

- 23 The provisional outturn is below budget by £1.2M (gross), of which £0.9M is proposed to be deferred to 2015/16. The main projects with proposed deferred spend are Dunstable Town Centre Regeneration Phase 2 (£620K) and Cranfield Technology park, £300K (this is a project which requires the Council to work in partnership with Cranfield University to acquire four parcels of land to assist in the implementation of highway improvement works which would be required to enable the development of the Cranfield Tech Park).
-

The table below highlights the areas of spend

<b>Regeneration &amp; Business Support Full Year Gross Budget and Provisional Outturn</b>					
Scheme Categories	Gross Budget	Gross Provisional Outturn	Variance	Deferred Spend	Over / (Under) spend
	£k	£k	£k	£k	£k
Local Broadband Infrastructure	1,748	1,899	151	0	151
Dunstable Town Centre Regeneration Phase 2	684	12	(672)	(489)	(183)
Local Flood Defence Scheme	466	293	(173)	(45)	(128)
Other	511	13	(498)	(387)	(111)
<b>Total</b>	<b>3,409</b>	<b>2,217</b>	<b>(1,192)</b>	<b>(921)</b>	<b>(271)</b>
<b>% of Budget</b>	<b>65.0%</b>				

<b>Regeneration &amp; Business Support Full Year Net Budget and Provisional Outturn</b>					
Scheme Categories	Net Budget	Net Provisional Outturn	Variance	Deferred Spend	Over / (Under) spend
	£k	£k	£k	£k	£k
Local Broadband Infrastructure	11	0	(11)	0	(11)
Dunstable Town Centre Regeneration Phase 2	684	12	(672)	(489)	(183)
Local Flood Defence Scheme	466	293	(173)	(45)	(128)
Other	211	(1)	(212)	(387)	175
<b>Total</b>	<b>1,372</b>	<b>304</b>	<b>(1,068)</b>	<b>(921)</b>	<b>(147)</b>
<b>% of Budget</b>	<b>22.2%</b>				

### Local Broadband Infrastructure

- 24 This project is on target following an initial remodelling, due to securing an additional £600K external funding for the project. The project is now well into the deployment phase. To the end of March over 7000 premises in Central Bedfordshire have been supported to receive new superfast broadband services, through the deployment of 25 new cabinets and hundreds of km of new fibre connections. The Council is the lead partner for the Central Superfast Partnership (covering Milton Keynes and Bedford Councils. The wider project has supported almost 17,000 premises).

### Dunstable Town Centre Regeneration Phase 2

- 25 Acquisition of Dorchester Close properties - Negotiations have continued throughout the year with the owners of the 8th and final property and it is anticipated that agreement will be reached early in 2015/16.

### Local Flood Defence

- 26 This effective partnership project has improved the flood risk protection level for 31 houses adjacent to the Clipstone Brook up to 1 in 100 years event or a 1% probability, the costs have been shared on a 50/50 basis between CBC and the Environment Agency and are much reduced from the planned project which became financially unviable according to Defra grant requirements. The project has satisfied the concerns of those residents that were subjected to flooding in

the winter of 1991/92 and subsequent near misses of later winter flood events.

- 27 Additional works have been undertaken by CBC to further improve the efficiency of the Clipstone Brook by reducing both tree self sets and dense undergrowth in the channel to provide a more manageable drainage system. Also areas of bank scouring have been protected to prevent bank slippage and blockage of the watercourse using redistributed funds from the cancelled project contribution. Further works using the contribution have been undertaken on the Pix Brook to replace and improve CBC assets, plus flood risk reduction project at Grovebury Road, Leighton Buzzard which has a severe surface water flooding issue impacting on the highway system.

### Improvement & Corporate Services

- 28 The capital outturn position for 2014/15 for Corporate Resources is a spend of £11.671M, below budget by £3.535M.

The table below highlights the areas of spend

Improvement & Corporate Services Full Year Gross/Net Budget and Provisional Outturn					
Scheme Categories	Gross/Net			Deferred Spend	Over / (Under) spend
	Gross/Net Budget	Provisional Outturn	Variance		
	£k	£k	£k		
Assets	7,905	5,607	(2,298)	(2,338)	40
Information Assets	3,528	2,314	(1,214)	(1,214)	0
Others	238	214	(24)	(5)	(19)
<b>Total</b>	<b>11,671</b>	<b>8,136</b>	<b>(3,535)</b>	<b>(3,557)</b>	<b>22</b>
<b>% of Budget</b>	<b>69.7%</b>				

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

### Assets

- 29 The Capital Programme for Assets is £7.905M. The major projects are:
- 2014/15 Corporate Property Rolling Programme (£1.5M)
  - 2013/14 Corporate Property Rolling Programme spend deferred from 2013/14 (£1.290M)
  - Ivel Medical Centre spend deferred from 2013/14 (£0.991M)
  - Stratton Phase 4 Access (£0.750M)
  - Acquisition of land in Leighton Buzzard (£0.638M)
  - Local Development Framework (LDF) related costs (£0.636M).
- 30 The outturn position for Assets was a spend of £5.607M. Due to various timing changes to project delivery schedules and specification there is a proposed deferral of £2.338M to 2015/16:
- Ivel Medical Centre £0.866M. This is due to negotiations in finalising terms. This has now been resolved, the lease terms have been agreed and the build project can commence.
  - Stratton Phase 4 £0.75M. This is due to reconsideration of the

approach to the deal with the existing contract for the disposal of the site and the requirements of other occupants and infrastructure for the site.

- Thorn Turn £150K. As a result of planning delays.
- LDF Programme £134K. Delays to some of the minor schemes.
- Arlesey East of High Street £109K. This is due to delay in access for survey work on site and negotiations required to agree a settlement with the tenant for intrusive survey works to proceed.
- TFCloud Asset system £133K. Delayed, which has affected the delivery of the Farms condition works resulting in deferred spend of £86K.
- Carbon Reduction Improvements £88K. Due to the energy assessments coming in late the lighting upgrades at Priory House will now be done in 2015/16.
- Land at South of Leighton Buzzard High Street £0.022M. Minor deferred spend.

### Information Technology

- 31 The net capital programme for IT is £3.528M. The major projects are 2014/15 ICT Strategic Investment (£0.342M), Customer First Phase 2 (£0.622M), PSN Re-Architecture Phase 2 (£0.5M) & IT Infrastructure Rolling Programme 2014/15 (£0.5M).
- 32 Of the £3.528M budget in IT there is £1.214M of cost expected to be incurred in future financial years. Capital budget is proposed to be deferred from the current year to cover this. The proposed slippage by scheme is:
- There is £622K of spend for the Customer First Phase 2 project as a result of delays in the implementation of Customer First Phase 1.
  - £323K due to delays around the tendering process for a Mobile Technology solution.
  - A number of small projects within the IT Rolling Programme 2014/15 are expected to be completed early in the 2015/16 financial year. There is deferred budget of £208K proposed to cover this.
  - £37K for the Enterprise Content Management (ECM) project. This is to cover the final costs expected to be incurred early in the 2015/16 financial year.
  - £24K due to re-assessment of the scope of Applications Architecture Phase 2.
- 33 There were some schemes that were in an overspend position, £267K against the Customer First scheme, as previously notified, and a £117K overspend on the PSN Re-Architecture and Compliance projects. This was due to XP replacement work required (as per Business Case) and requirement to bring additional applications into the Blue Network; Cabinet Office requirements on the PSN project have changed since the early stages of this project.

34 **Other ICS Projects**

The outturn position for Other ICS Projects is £214K. Your Space 2 project has a final underspend of £11K after completion of the project. The Performance/Complaints Management System is proposing to defer spend of £5K to 2015/16 for a final 3 days of consultancy support to adapt the system design. The remaining £8K was not required.

**CAPITAL RECEIPTS**

35 The budget for Capital receipts is £7.450M. Total receipts of £325K were received in March, contributing to a total receipt of £947K for the year.

A number of key strategic development projects, such as land at Arlesey, land at Biggleswade, Stratton Business Park and Thorn Turn, as well as larger disposal projects, are not programmed to deliver receipts until 2015/16 or beyond. New projects, such as the sale of redundant and under utilised barns and residential and plot sales are being progressed through planning or preparation for sale as required in order to add to the pipeline for future years.

36 This month saw the completion of the transfer of Kennel Farmhouse (£265K), following last month's auction and the easement at Sunderland Rd, Sandy (£10K).

37 A detailed review of the 2015/16 capital receipts programme has been undertaken in order to prioritise the programme. The redundant and under utilised barns on the farm estate are being progressed for survey work prior to planning, or via other preparation for sale to ensure that some of these sites are available to deliver receipts in 2015/16. Two additional houses, are now being progressed through preparation of sale. Alongside driving ahead with the key strategic development projects, some additional plot sales and restrictive covenant releases have been identified in order to add to the programme.

**Appendix B – Proposed Deferred Spend to 2015/16**

Directorate	Scheme Title	Proposed Deferred Spend to 2015/16		
		Gross Expenditure	External Funding	Net Expenditure
		£'000	£'000	£'000
Community Services	Cemeteries Grant to Town & Parish Councils	32	0	32
Community Services	Ridgmont Bypass Residual Costs	245	0	245
Community Services	Community Safety Partnership Grant	99	0	99
Community Services	Integrated Environmental Management System (Slippage only)	32	0	32
Community Services	Leisure Strategy Implementation Invest to Save Project	913	701	1,614
Community Services	Libraries Remodelling	148	0	148
Community Services	Flitwick Leisure Centre Redevelopment	152	0	152
Community Services	Highways Flooding & Drainage (includes flood damaged roads)	(212)	172	(40)
Community Services	Fleet replacement programme	348	0	348
Community Services	Additional Local Highways Maintenance Funding	54	0	54
Community Services	Highways Integrated Schemes	349	(372)	(23)
Community Services	Integrated Transport Unit ICT System	117	0	117
Community Services	Highways Structural Maintenance Block	(549)	388	(161)
Community Services	Highways Street Lighting (Efficiency)	13	0	13
Community Services	Stratton Street Railway Bridge	15	0	15
Community Services	Highways Improving Walking Routes to Schools	482	0	482
Community Services	Highways Structural Maintenance Additional Expenditure	(100)	0	(100)
Community Services	A1 South Roundabout (Biggleswade)	1,081	(600)	481



**Appendix B – Proposed Deferred Spend to 2015/16 (cont)**

Directorate	Scheme Title	Proposed Deferred Spend to 2015/16		
		Gross Expenditure	External Funding	Net Expenditure
		£'000	£'000	£'000
Community Services	Luton Dunstable Busway	1,950	50	2,000
Community Services	Woodside Link	7,540	57	7,597
Community Services	Dunstable A5/M1 Link Road Strategic Infrastructure	(43)	0	(43)
Community Services	Rights of Way Network and Countryside and Heritage Sites - Structural Renewal and Improvement Works	1	0	1
Community Services	Outdoor Access and Greenspace Improvement Projects	(46)	90	44
Community Services	Houghton Hall Urban Country Park	67	(47)	20
Community Services	West Street Car Park Leighton Buzzard	110	0	110
Community Services	Enhanced Waste Disposal Facilities (includes BEaR)	4,650	0	4,650
Community Services	Biggleswade Parking Improvements	125	(125)	0
Community Services	CCTV	160	0	160
Community Services	Speed Camera Upgrades to Digital enforcement	(4)	15	11
Improvement & Corporate Services	South of High Street Leighton Buzzard- Acquisition of Cattle Market and Parkridge Land.	22	0	22
Improvement & Corporate Services	LDF related costs for land in Arlesey, North of Houghton Regis, North of Luton and Stratton Park Biggleswade.	134	0	134
Improvement & Corporate Services	Arlesey East of High Street (Includes Arlesey Phase 1 line 111)	109	0	109
Improvement & Corporate Services	Ivel Medical Centre (Biggleswade)	866	0	866

**Appendix B – Proposed Deferred Spend to 2015/16 (cont)**

Directorate	Scheme Title	Proposed Deferred Spend to 2015/16		
		Gross Expenditure	External Funding	Net Expenditure
		£'000	£'000	£'000
Improvement & Corporate Services	Carbon Reduction Improvements	88	0	88
Improvement & Corporate Services	Integrated Asset Management System	133	0	133
Improvement & Corporate Services	Stratton Phase 4 Access	750	0	750
Improvement & Corporate Services	Thorn Turn	150	0	150
Improvement & Corporate Services	Farm Estate Capital Works	86	0	86
Improvement & Corporate Services	IT Infrastructure Rolling Programme 14/15	208	0	208
Improvement & Corporate Services	Enterprise Content Management (KEY ECM) Implementation	37	0	37
Improvement & Corporate Services	ICT Strategic Investment	323	0	323
Improvement & Corporate Services	Customer First Phase 2	622	0	622
Improvement & Corporate Services	Applications Architecture Phase 2	24	0	24
Improvement & Corporate Services	Performance / Complaints Management System	5	0	5
Regeneration	Dunstable Town Centre Regeneration Phase 2	489	0	489
Regeneration	Flitwick Land Purchase Further land assembly for the Town Centre Regeneration Scheme.	81	14	95
Regeneration	Historic Building Grant Aid Scheme	8	0	8
Regeneration	Local Flood Defence Scheme	45	0	45
Regeneration	Cranfield Technology Park Acceleration	298	(300)	(2)

**Appendix B – Proposed Deferred Spend to 2015/16 (cont)**

Directorate	Scheme Title	Proposed Deferred Spend to 2015/16		
		Gross Expenditure	External Funding	Net Expenditure
		£'000	£'000	£'000
Community Services	East West Rail (Western Section)	30	0	30
Community Services	Biggleswade Transport Interchange	450	(230)	220
Community Services	Leighton Buzzard Transport Interchange	150	(150)	0
Social Care, Health & Housing	NHS Campus Closure	698	(698)	0
Social Care, Health & Housing	Disabled Facilities Grants Scheme	250	0	250
Social Care, Health & Housing	Empty Homes	100	0	100
Social Care, Health & Housing	Adult Social Care ICT Projects	289	(289)	0
Social Care, Health & Housing	Review of Accommodation/Day Support, "New Approaches to Outcome"	1,089	(1,089)	0
Social Care, Health & Housing	Additional Gypsy and Traveller Sites	237	(150)	87
	<b>Children's Services</b>	0	0	0
	<b>Community Services</b>	18,363	(44)	18,319
	<b>Environmental Services</b>	4,963	43	5,006
	<b>Libraries</b>	148	0	148
	<b>Leisure</b>	1,097	701	1,798
	<b>Transport</b>	12,155	(788)	11,367
	<b>Improvement &amp; Corporate Services</b>	3,557	0	3,557
	<b>Regeneration</b>	921	(286)	635
	<b>Social Care, Health &amp; Housing</b>	2,663	(2,226)	437
	<b>CBC 2014/15 Capital Programme</b>	<b>25,504</b>	<b>(2,556)</b>	<b>22,948</b>

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Central Bedfordshire Council

EXECUTIVE

7 July 2015

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**March 2015 Housing Revenue Account Provisional Outturn Budget Monitoring report (subject to audit)**

Report of Cllr Carole Hegley, Executive Member for Social Care and Housing ([cllr.carole.hegley@centralbedfordshire.gov.uk](mailto:cllr.carole.hegley@centralbedfordshire.gov.uk)) and Cllr Richard Wenham, Executive Member for Corporate Resources ([cllr.richard.wenham@centralbedfordshire.gov.uk](mailto:cllr.richard.wenham@centralbedfordshire.gov.uk))

Advising Officers: Julie Ogley, Director of Social Care, Health and Housing ([julie.ogley@centralbedfordshire.gov.uk](mailto:julie.ogley@centralbedfordshire.gov.uk)) and Charles Warboys, Chief Finance Officer ([charles.warboys@centralbedfordshire.gov.uk](mailto:charles.warboys@centralbedfordshire.gov.uk))

**This report relates to a Non Key Decision.**

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**Purpose of this report**

1. The report provides information on the 2014/15 Housing Revenue Account (HRA) Provisional Outturn Revenue and Capital position as at March 2015 (subject to audit).

**RECOMMENDATIONS**

The Executive is asked to note:

1. **That the provisional Revenue outturn has achieved a balanced budget with a contribution to HRA Reserves of £6.590M, thus strengthening the Council's ability to invest and improve its stock of Council Houses.**
2. **That Right to Buy sales are at a similar level to the previous financial year, resulting in a year end balance of unapplied capital receipts of £3.451M.**
3. **As part of the funding of the Capital Programme there was a contribution of £6.744M from the Independent Living Development Reserve to fund spend at Priory View.**
4. **The net decrease in reserves is £0.154M, so that, at the year end, the HRA will have £20.556M of reserves available, of which £2.0M is identified as a minimum level of HRA Balances.**

## **Issues**

2. The provisional outturn enables a transfer to reserves of £6.590M.
3. Due to the changes in Right to Buy discounts, the Council achieved a higher level of capital receipts (£1.805M against a revised budget of £1.5M), which has enabled a year end balance of unapplied capital receipts of £3.451M. This figure is net of a £0.7M contribution to the HRA Capital Programme.
4. The provisional outturn for the Capital Programme is £13.394M (original budget £18.120M).
5. The provisional outturn indicates a year end balance in reserves of £20.556M. HRA Balances will remain at a contingency level of £2.0M, with the Independent Living Development Reserve reducing to £11.962M, the Strategic reserve remaining at £6.394M, and the Major Repairs Reserve (MRR) remaining at £0.2M.

## **Council Priorities**

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

## **Corporate Implications**

### **Legal Implications**

7. None

### **Financial Implications**

8. The financial implications are contained in the report.

### **Equalities Implications**

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

## **Appendices**

### **Appendix A – Housing Revenue Account Detailed Commentary**

## Appendix A – HRA Detailed Commentary

1. The provisional outturn provides for a transfer to reserves of £6.590M.
2. Due to the changes in Right to Buy discounts, the Council achieved a higher level of capital receipts (£1.805M against a revised budget of £1.5M), which has enabled a year end balance of unapplied capital receipts of £3.451M. This figure is net of a £0.7M contribution to the HRA Capital Programme.
3. The provisional outturn for the Capital Programme is £13.394M (original budget £18.120M), a positive variance of £4.726M against the original budget. The majority of this variance (£4.009M) is accounted for by reduced spend at the Priory View development, where the projected completion date has slipped from the end of August to October 2015. The rest of the variance reflects the Housing Asset Management Strategy (HAMS), which incorporates a greater element of analysis and asset sweating.
4. The provisional outturn indicates a year end balance in reserves of £20.556M. HRA Balances will remain at a contingency level of £2.0M, with the Independent Living Development Reserve reducing to £11.962M, the Strategic reserve remaining at £6.394M, and the Major Repairs Reserve (MRR) remaining at £0.2M.

### HRA REVENUE ACCOUNT

5. The HRA annual expenditure budget is £22.389M and income budget is £28.580M, which allows a contribution of £6.191M to reserves to present a net budget of zero. A subjective breakdown of budget and provisional outturn is shown in Table 1 below.

**Table 1**

	2014/15 Budget	2014/15 Provisional Outturn	Variance Provisional Outturn to Budget
	£m	£m	£m
<b>Total Income</b>	<b>(28.580)</b>	<b>(28.486)</b>	<b>0.094</b>
Housing Management	4.642	4.662	0.020
Financial Inclusion	0.220	0.235	0.015
Asset Management	1.045	1.175	0.130
Corporate Resources	1.610	1.699	0.089
Maintenance	4.473	4.455	(0.018)
Debt related costs	0.119	0.102	(0.017)
Direct Revenue Financing	6.667	5.950	(0.717)
Efficiency Programme	(0.395)	(0.395)	0
Interest repayment	4.008	4.013	0.005
Principal repayment	0	0	0
<b>TOTAL Expenditure</b>	<b>22.389</b>	<b>21.896</b>	<b>(0.493)</b>
Surplus	(6.191)	(6.590)	(0.399)
Contribution to / (from) reserves	6.191	6.590	0.399
<b>Net Expenditure</b>	<b>0</b>	<b>0</b>	<b>0</b>

6. Due to the restructure of Asset Management, there has been additional redundancy related spend of £0.108M. This accounts for the majority of the provisional outturn adverse variance of £0.130M.
7. The outturn position indicates a reduction in Direct Revenue Financing of £0.717M, due to the reduction in spend on HRA Capital projects. A further explanation is presented below.
8. There was an adverse variance for income of £0.094M (0.3%), accounted for by reduced recharges to Housing General Fund for services provided by HRA staff.

#### **HRA CAPITAL PROGRAMME**

9. The provisional outturn for the HRA's Capital Programme indicates expenditure of £13.394M against an original budget of £18.120M.



10. The overall position for the year reflects increased demand for paths and fences work, and significantly increased roof replacement works which have been identified through increased intelligence in the housing stock. This is in line with the Housing Asset Management Strategy (HAMS), which incorporates a greater element of analysis and asset utilisation. There was also an increase in structural repairs during the year, which by their nature are difficult to predict.
11. At Priory View the original cash flow projection has been revised to reflect actual works undertaken and the latest timetable for the remaining works. This has resulted in a provisional outturn of £6.744M against an original budget of £10.753M. Slippage will be proposed for the £4.009M under spend, with the project due to complete in the Autumn of 2015.
12. A contract to build 4 new homes at Creasey Park Drive, Dunstable has been entered into; the contractor took possession of the site on the 11 May 2015. The homes are due for completion by the end of 2015.
13. Other sites, primarily garage (and some recently identified infill) sites are being evaluated in detail. The initial options appraisal indicates that these sites could produce 153 units, including 15 units in the north of the area. Following consultation on the strategy the next steps will be the buy back of privately owned garages and securing of planning consent, in preparation for future development or sale.

**Table 2**

Scheme Title	2014/15 Capital Budget	2014/15 Provisional Outturn	Variance	Slippage to 2015/16
	Net Expenditure	Net Expenditure		Net Expenditure
	£'000	£'000	£'000	£'000
General Enhancements	100	94	(6)	0
Garage Redurbishment	31	15	(16)	0
Paths & Fences Siteworks	80	229	149	0
Estate Improvements	250	273	23	0
Energy Conservation	800	926	126	0
Roof Replacement	250	672	422	0
Central Heating Installation	1,000	663	(337)	0
Rewiring	372	441	69	0
Kitchens and Bathrooms	1,099	1,033	(66)	0
Central Heating communal	77	7	(70)	0
Secure Door Entry	281	300	19	0
Structural Repairs	156	244	88	0
Aids and Adaptations	905	610	(295)	0
Capitalised Salaries	357	400	43	0
Asbestos Management	150	358	208	0
Stock Remodelling	1,000	360	(640)	0
Drainage & Water Supply	51	25	(26)	0
Stock Refurbishment	408	0	(408)	0
Sheltered Housing Re provision	10,753	6,744	(4,009)	(4,009)
<b>HRA</b>	<b>18,120</b>	<b>13,394</b>	<b>(4,726)</b>	<b>(4,009)</b>

14. Planning approval has been obtained, and Architects Project Management have been appointed to complete designs, on refurbishing the Croft Green sheltered scheme to take the project to practical completion. Start on site is expected to be May 2016 with a completion of August 2017. Options appraisals are being drawn up for 4 other sheltered schemes that offer potential development opportunities. These options will need the support of residents and will form the basis of a larger development programme to improve the Landlord's housing offer for older people.
15. Savills have been appointed to undertake a feasibility and options study review for three potential regeneration sites within Dunstable. The draft report was received in December 2014 and observations were sent back. A final version of the report has been received and the options are being considered as part of the overall development strategy.
16. 10 Schemes are being progressed as part of a jointly funded project to provide improvements to parking in Dunstable, Houghton Regis and Leighton Buzzard. These schemes are designed to improve parking, reduce the use of green spaces being used for unauthorised parking and to improve traffic flow in areas that have been identified. Currently 1 scheme is in for planning permission, with a further 4 being designed in detail for planning permission to be obtained.

17. The challenges in bringing forward some of the projects identified above, while concurrently taking over the delivery of Priory View and restructuring the Service, have resulted in a deferment in starting some schemes. This has resulted in a projected under spend of £1.048M within the Stock Refurbishment and Stock Remodelling programmes.
18. Importantly all stock protection work has been completed. Increased spend on asbestos management is a result of improved management processes to identify and remove the risk asbestos presents. Reduced spend on central heating results from application of asset utilisation and replacing boilers when they are at the end of their useful life, rather than predicted life.
19. As agreed by Council the programme will be financed by the use of the Independent Living Development Reserve (£6.744M), direct revenue financing (£5.950M), and capital receipts (£0.7M).

### **HRA EFFICIENCY PROGRAMME**

20. Since 2010 the Housing service has been using Housemark to provide a benchmarking service. The analysis provided has assisted in identifying the areas where HRA budgets are higher relative to other stock retained authorities.
21. The HRA revenue budget for 2014/15 was reduced by £0.395M, as part of the Council's efficiency programme. The Housing Service has made savings in its external decorations contract costs, generated more income by recouping more service charge costs, and reduced void loss.
22. The provisional outturn indicates that the HRA will have exceeded its efficiency target, saving £0.322M on external decoration costs, generating £0.046M of increased service charge income, and reducing void loss by £0.231M. Efficiencies from asset utilisation have not been included as the process is one of re-profiling spend rather than a reduction to the bottom line.

### **HRA ARREARS**

23. Total current and former tenant arrears were £0.926M at the year end (£0.950M in 2013/14). Current arrears are £0.5M or 1.70% of the annual rent debit of £29.370M (£0.565M or 1.97% in 2013/14). The figure of 1.70% is a 0.3% positive variance against a target of 2.0%.
24. Performance on former tenant arrears is 1.45% of the annual rent debit, against a target of 1.0%, leaving a balance of £0.426M (1.34% with a balance of £0.384M in 2013/14). A total of £0.051M of tenant arrears were written off in 2014/15 (£0.064M in 2013/14). The proportion of rent funded by Housing Benefit in 2014/15 is 57%.
25. In light of welfare reform housing management have implemented a pro-active approach to managing the impact on rent arrears. This includes early intervention, downsizing where necessary, increased contact with our residents, supporting tenants in making the right decisions regarding payment of rent and strong enforcement action when all other options have been

exhausted.

26. The outturn position for arrears represents a significant achievement when considered in the context of the welfare reform measures which took effect from 1 April 2013. This reflects both the strategic approach described above and the commitment of staff within Housing Management.
27. At the year end there is £0.124M of non tenant arrears (£0.175M 2013/14), which comprises the following: rents at shops owned by the HRA, service charges and ground rent relating to leaseholders who purchased flats via the Right to Buy scheme, and property damage relating to existing and former tenants. Recovery of these debts is not undertaken by the Landlord Service.

**Table 3**

Debt Analysis - Tenant Arrears							
Description of debt	0-4 weeks	4-8 weeks	8-13 weeks	13-52 weeks	Over 1 yr	TOTAL	
	£M	£M	£M	£M	£M	£M	
Current Tenant	0.161	0.129	0.099	0.111	0	0.500	
Former Tenant						0.426	
						<b>0.926</b>	
Debt Analysis - Other Arrears							
Description of debt	From 15 to 30 days	From 31 to 60 days	From 61 to 90 days	From 91 to 365 days	Over 1 yr but not over 2 yrs	Over 2 yrs	TOTAL
	£M	£M	£M	£M	£M	£M	£M
Shops	0.006	0	0	0.006	0	0.006	0.018
Leaseholders	0	0	0.008	0.002	0.007	0.032	0.049
Void recoveries	0	0	0	0.006	0.018	0.025	0.049
Misc recoveries	(0.006)	(0.003)	(0.003)	(0.007)	0.002	0.025	0.008
	<b>0.000</b>	<b>(0.003)</b>	<b>0.005</b>	<b>0.007</b>	<b>0.027</b>	<b>0.088</b>	<b>0.124</b>

### PROMPT PAYMENT INDICATOR

28. The performance target for payment to suppliers, where there is no dispute over the amount invoiced, is 90% of invoices paid within 30 days of invoice receipt date. The HRA performance for the year was 69% of 2,551 invoices paid on time.
29. Actions are being implemented to improve this aspect of the service but have not yet taken effect. Work to improve the process has identified invoices that are included in the overdue report but are outside of the service's control. There is a Self Billing project in progress to automate payment of invoices. This project is progressing well and will significantly improve timescales for making payment.

### HRA CAPITAL RECEIPTS

30. New Right to Buy (RtB) discounts and proposals for re-investing the capital receipts came into effect from April 2012. From July 2014 the maximum discount available increased to 70% or £77K on all property types.
31. As of the 1 April 2014 there was a bought forward balance of £2.346M in HRA Useable Capital Receipts, of which £1.078M was reserved for investment in new build.

32. During the financial year 2014/15, 28 properties have been sold compared to 30 in 2013/14, resulting in retained capital receipts of £1.805M.
33. £0.197M of this income relates to receipts modelled in the self-financing calculations, and will contribute to the financing of the HRA Capital programme. This leaves £1.608M of receipts received as a result of the higher level of sales achieved following the changes to RtB discounts.
34. The sum of £1.608M includes £0.036M of transaction cost. £0.868M is a compensation for the debt attributable to the extra properties sold, and reflects the loss to the HRA of disposing of these properties. Whilst this amount is calculated as a proportion of self-financing debt there is no requirement to make debt repayment from it.
35. The remainder of £0.704M represents the proportion that is reserved for investment in new build. The Council has entered into an agreement with the Secretary of State to invest these receipts in new build.
36. When added to the amount brought forward from 2013/14, there is a total of £1.781M retained for new build. The retained receipt can represent no more than 30% of the cost of the replacement properties, so the Council is committed to spend at least £5.937M on new build by 31 March 2018.
37. The use of these receipts is restricted to schemes that do not receive Homes and Communities Agency (HCA) funding. The Priory View project has been awarded £1.703M from the HCA, therefore the retained receipts from RtB sales reserved for new build cannot be used on this scheme.
38. The HRA's Budget proposals for the period of the Medium Term Financial Plan (MTFP) propose significant investment in new build (in excess of £10.5M by 31 March 2018, excluding spend on Priory View).
39. The retained receipts for the year referred to above result in a balance of £4.151M. £0.7M is earmarked to fund part of the 2014/15 capital programme, leaving a balance carried forward of £3.451M. These funds will further enhance the resources available for the HRA's capital programme.
40. Current projections suggest RtB sales will not have a negative impact on the Business Plan, particularly if the number of new build properties exceeds the properties sold. However if annual RtB sales were to make up a significant percentage of the Housing Stock, such that it diminished by 10% (equivalent to approximately 500 properties) or more over the period to 31 March 2019, then this would pose a threat to the surpluses predicted both in the medium and longer term.
41. If additional sales continue to represent a small percentage of the Council's stock, there is a significant benefit as retained receipts will provide the Council with additional funds for reinvestment.

## RESERVES

42. The total reserves available as at April 2014 were £20.710M, comprising £2.0M in HRA Balances, £12.116M in the Independent Living Development Reserve, £6.394M in the Strategic Reserve and £0.2M in the Major Repairs Reserve.
43. The provisional outturn indicates a year end balance in reserves of £20.556m. HRA Balances will remain at a contingency level of £2.0M, with the Independent Living Development Reserve reducing to £11.962M, the Strategic reserve remaining at £6.394M, and the Major Repairs Reserve (MRR) remaining at £0.2M.
44. In total this equates to a forecast contribution to reserves for the year of £6.590M, offset by spend from reserves of £6.744M to result in a net decrease of £0.154M.
45. An Investment Strategy has been formulated, that sets out proposals for the use of the reserves that are forecast to materialise in the short to medium term. This strategy was referred to in the HRA Budget Report that was approved by Council in February 2015.

**Table 4**

Reserves	Provisional Outturn 2014/15				
Description	Opening Balance 2014/15	Spend against reserves	Release of reserves	Proposed transfer to Reserves	Proposed Closing Balance 2014/15
	£000	£000	£000	£000	£000
HRA Balances	2,000	-	-	-	2,000
Independent Living Development Reserve	12,116	(6,744)	-	6,590	11,962
Strategic Reserve	6,394	-	-	-	6,394
Major Repairs (HRA)	200	-	-	-	200
	<b>20,710</b>	<b>(6,744)</b>	<b>-</b>	<b>6,590</b>	<b>20,556</b>

**Table 5**

Net Revenue Position Full Analysis

<b>Service</b>	<b>Budget</b>	<b>Provisional Outturn</b>	<b>Variance</b>	<b>Transfers to/(from) reserves</b>	<b>Variance after use of earmarked reserves</b>
	<b>£000</b>	<b>£000</b>	<b>£000</b>	<b>£000</b>	<b>£000</b>
Assistant Director Housing Service	19,532	19,429	(106)	-	(106)
Housing Management (HRA)	(24,914)	(24,895)	20	-	20
Asset Management (HRA)	5,244	5,315	72	-	72
Financial Inclusion	138	151	14	-	14
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

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Central Bedfordshire Council

EXECUTIVE

7 July 2015

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## 2014/15 Quarter 4 Performance Report

Report of Cllr Richard Wenham, Executive Member for Corporate Resources ([Richard.Wenham@centralbedfordshire.gov.uk](mailto:Richard.Wenham@centralbedfordshire.gov.uk))

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

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### This report relates to a non-Key Decision

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#### Purpose of this report

1. To report Quarter 4 2014/15 performance for Central Bedfordshire Council's Medium Term Plan (MTP) indicator set. This report comprises the following sections:
  - overall summary for the Quarter 4 and the year end (see paragraph 7 -11 below).
  - the Executive report scorecard (see page 2 of this report)
  - performance as at end of quarter 4 2014/15 (page 4)
    - Green performance
    - Amber performance
    - Red performance
  - Directorate summaries (pages 7 to 12 of this report).

#### RECOMMENDATIONS

The Executive is asked to:

1. Acknowledge the continuing good performance for those indicators currently being used to help support the monitoring of progress against the Medium Term Plan priorities, and to ask officers to further investigate and resolve underperforming indicators as appropriate.

#### Overview and Scrutiny Comments/Recommendations

2. During the August cycle of meetings, relevant sections of this report will be presented to the Overview and Scrutiny committees.

**Executive report scorecard - Quarter 4**

Enhance your local community						
	Performance will be reported	Latest Actual	Last Reported	Direction of Travel	Current Status	
A1 MTP	Percentage of Central Bedfordshire residents satisfied with the local area as a place to live	91 %	Sep 14	↑	★	
A2 MTP	Number of people in employment aged (16 to 64) (% above national average)	9.1 %	Dec 14	↑	★	
A3 MTP	% of approved residential developments achieving CABE excellent status	100 %	Mar 15	→	★	
A4 MTP	Number of Serious Acquisitive Crimes (Rate for 1,000)	3.0	Mar 15	→	★	
A5 MTP	Number of recorded anti-social behaviour incidents	1,731	Mar 15	→	N/A	
Improved educational attainment						
B1 MTP	Achievement of 5 or more A*-C grades at GCSE or equivalent including English & Maths - ranking	72	Dec 14	↑	▲	
B2 MTP	Young People who are not in education, employment or training-Ranking	42	Feb 15	↑	●	
B3 MTP	Number of education and training opportunities made available in the Autumn.	5,278	Dec 14	↑	★	
B4 MTP	Published Ofsted School & College classifications (% good/outstanding)	84 %	Mar 15	→	★	
Promote health and wellbeing and protect the vulnerable						
C1 MTP	Protecting Vulnerable Adults	Green	Mar 15	→	★	
C2 MTP	Additional 'Extra Care' flats provided	Red	Mar 15	→	▲	
C3 MTP	Percentage of decent homes (Council stock)	99.6 %	Mar 15	→	●	
C4a MTP	Village Care Scheme % Coverage	100 %	Mar 15	→	★	
C5a MTP	Percentage of council commissioned dementia classed as 'good' or 'excellent'	84.1 %	Mar 15	→	★	
C6 MTP	% clients receiving self directed support	74.9 %	Mar 15	→	▲	
C7 MTP	Percentage of 40 to 74 year olds offered a health check	106.7 %	Mar 15	→	★	
C8a MTP	% of referrals of children leading to the provision of a social care service (Cumulative)	84.5 %	Mar 15	↑	★	
C9a MTP	% of children's social care assessments within 45 working days of start (Cumulative)	96.2 %	Mar 15	↑	★	
C10 MTP	% child protection cases due to be reviewed during that year were reviewed	100 %	Mar 15	→	★	
C11 MTP	Average time in days between a child entering care and moving in with its adoptive family	539	Mar 15	→	▲	
Better infrastructure						
D1a MTP	Percentage resident satisfaction with road maintenance	35 %	Sep 14	↑	●	
D1b MTP	Percentage resident satisfaction with pavement maintenance	45 %	Sep 14	→	●	
D2 MTP	Percentage of Central Bedfordshire with access to superfast broadband	76.8 %	Mar 14	↑	★	
D3 MTP	Percentage of Central Bedfordshire with access to at least 2Mb broadband	91.4 %	Mar 14	↑	N/A	
Great universal services						
E1 MTP	% of household waste sent for reuse, recycling & composting (Rolling 4 Quarters)	49.3 %	Dec 14	→	●	
E2 MTP	Percentage of adults in Central Bedfordshire taking part in sport or active recreation (APS)	23.3 %	Dec 14	→	●	
E3 MTP	Percentage Satisfaction of adults with library services	95 %	Mar 13	↑	★	
E4 MTP	Number of visits to libraries	993,971	Mar 14	↑	N/A	
Value for money						
F1 MTP	Percentage increase in Council Tax	0 %	Mar 15	→	★	

3. There are 29 indicators in the current MTP basket. 26 have agreed targets and a RAG status and direction of travel and for the other three indicators we only report a direction of travel.
4. Arrows in the scorecard show the performance 'direction of travel' and the RAG symbols shows whether or not agreed targets are being met.

Performance Judgement		
Direction of travel (DoT)	RAG score	
Performance is reducing		Target missed – Performance at least 10% below the required level of improvement
Performance remains unchanged		Target missed – Performance less than 10% below the required level of improvement
Performance is improving		Target achieved

5. In this report the latest data for all the Council's MTP indicators is shown, even if new data is not being reported this quarter, so that a complete picture of overall performance is given.
6. During 2014/15, quarterly performance reports were presented to Executive and over the year the 29 MTP indicators were reported as follows:
  - 17 indicators every quarter
  - four twice yearly
    - i. two in Q1 & 2
    - ii. two in Q1 & 3
  - seven annually
    - i. one in Q1
    - ii. one in Q3
    - iii. five in Q4 (or as soon after when data is available)
 and
  - one indicator is only measured every three years and will next be reported in Q1 2016/17.

#### Quarterly 4 Summary

7. Of the 26 indicators which are RAG scored, twenty reported new data in Quarter 4. In the main performance reported in the last quarter has been sustained:
  - 13 are GREEN;
  - 4 are AMBER; and
  - 3 are RED.

The following tables show the current RAG Status for all indicators at the end of 2014/15.

**Quarter 4 – Green**

Green Performance						
Indicator	Latest data	Target (Period)	Actual (Period)	Current Status		
A1 MTP Percentage of Central Bedfordshire residents satisfied with the local area as a place to live	Sep 14	84 %	91 %	★		
A2 MTP Number of people in employment aged (16 to 64) (% above national average)	Dec 14	5.0 %	9.1 %	★		
A3 MTP % of approved residential developments achieving CABE excellent status	Mar 15	100 %	100 %	★		
A4 MTP Number of Serious Acquisitive Crimes (Rate for 1,000)	Mar 15	3.2	3.0	★		
B3 MTP Number of education and training opportunities made available in the Autumn.	Dec 14	5,211	5,278	★		
B4 MTP Published Ofsted School & College classifications (% good/outstanding)	Mar 15	75 %	84 %	★		
C1 MTP Protecting Vulnerable Adults	Mar 15	Green	Green	★		
C4a MTP Village Care Scheme % Coverage	Mar 15	100 %	100 %	★		
C5a MTP Percentage of council commissioned dementia classed as 'good' or 'excellent'	Mar 15	60.0 %	84.1 %	★		
C7 MTP Percentage of 40 to 74 year olds offered a health check	Mar 15	100.0 %	106.7 %	★		
C8a MTP % of referrals of children leading to the provision of a social care service (Cumulative)	Mar 15	75.0 %	84.5 %	★		
C9a MTP % of children's social care assessments within 45 working days of start (Cumulative)	Mar 15	90.0 %	96.2 %	★		
C10 MTP % child protection cases due to be reviewed during that year were reviewed	Mar 15	100 %	100 %	★		
D2 MTP Percentage of Central Bedfordshire with access to superfast broadband	Mar 14	76.8 %	76.8 %	★		
E3 MTP Percentage Satisfaction of adults with library services	Mar 13	93 %	95 %	★		
F1 MTP Percentage increase in Council Tax	Mar 15	0 %	0 %	★		

**Quarter 4 – Amber**

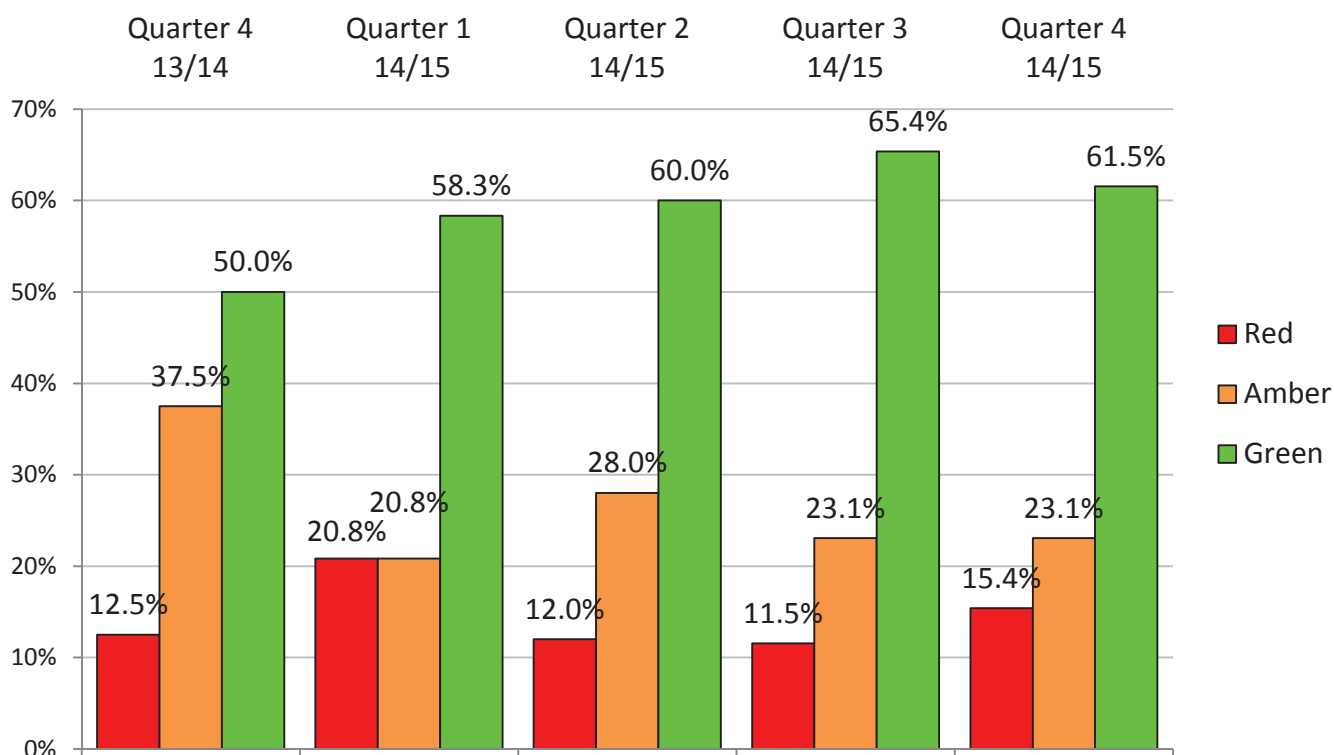
Amber Performance						
Indicator	Latest data	Target (Period)	Actual (Period)	Current Status		
B2 MTP Young People who are not in education, employment or training-Ranking	Feb 15	38	42	●		
C3 MTP Percentage of decent homes (Council stock)	Mar 15	100.0 %	99.6 %	●		
D1a MTP Percentage resident satisfaction with road maintenance	Sep 14	36 %	35 %	●		
D1b MTP Percentage resident satisfaction with pavement maintenance	Sep 14	50 %	45 %	●		
E1 MTP % of household waste sent for reuse, recycling & composting (Rolling 4 Quarters)	Dec 14	51.0 %	49.3 %	●		
E2 MTP Percentage of adults in Central Bedfordshire taking part in sport or active recreation (APS)	Dec 14	24.2 %	23.3 %	●		

**Quarter 4 – Red**

Red Performance						
Indicator	Latest data	Target (Period)	Actual (Period)	Current Status		
B1 MTP Achievement of 5 or more A*-C grades at GCSE or equivalent including English & Maths -ranking	Dec 14	38	72	▲		
C11 MTP Average time in days between a child entering care and moving in with its adoptive family	Mar 15	487	539	▲		
C2 MTP Additional 'Extra Care' flats provided	Mar 15	Green	Red	▲		
C6 MTP % clients receiving self directed support	Mar 15	100.0 %	74.9 %	▲		

8. While the same indicators are not reported every quarter, the following chart shows there has been improvement since the start of the year when 79% were reported as Green or Amber rising to 89% in Quarter 3 and ending the year at 84%.

9. While the same indicators are not reported every quarter, the following chart shows there has been improvement since the start of the year when 79% were reported as Green or Amber rising to 89% in Quarter 3 and ending the year at 84%.



### Year end position

10. At year end, of the 26 indicators which we RAG score, sixteen indicators were meeting or exceeding agreed targets (GREEN), six narrowly missed targets (AMBER) and four missed their target and were scored as RED. Three of our 29 MTP indicators are not scored as there are no targets set for these.

*(Note: the 2014/15 actuals for 3 indicators - E1MTP cumulative % of waste sent for recycling, reuse and composting and Broadband D2 & D3 MTP are still awaited).*

11. Importantly, within each of the RED, AMBER and GREEN categories there are indicators showing significant improvement when compared to 2013/14. Where we can directly compare actuals for 2014/15 with those reported in 2013/14, it is pleasing to report that:

- 12 show improved performance. While the improvement made no change to the RAG status of nine of these, both C8a the cumulative percentage of referrals of children leading to the provision of a social care service and C9a the cumulative percentage of children’s social care assessments undertaken within 45 working days of start have moved from AMBER to GREEN.

- 10 maintained performance in line with 2013/14 levels, with six continuing to achieve the maximum level of performance (100% or above);
- 2014/15 saw an increase for A4 MTP serious acquisition crime rate; however this is still reporting GREEN as at 3.0 it is better than the 3.2 target; and
- only one indicator, C11 MTP the rolling three year average for the length of time a child entering care takes to move in with its adoptive family reported a downturn from GREEN at the end of March 2014 to RED.

12. Overall, this is encouraging and shows that real progress has been made in 2014/15, with performance remaining strong across the priorities in the Medium Term Plan with only a small number of indicators scored as red.

# Directorate Summaries

Social Care, Health & Housing						
Promote health and wellbeing and protect the vulnerable	Performance will be reported	Actual	Latest Data	Direction of Travel	Current Status	
C1 MTP Protecting Vulnerable Adults	Quarterly	Green	Mar 15	→	★	
C2 MTP Additional 'Extra Care' flats provided	Quarterly	Red	Mar 15	→	▲	
C3 MTP Percentage of decent homes (Council stock)	Quarterly	99.6 %	Mar 15	→	●	
C4a MTP Village Care Scheme % Coverage	Quarterly	100 %	Mar 15	→	★	
C5a MTP Percentage of council commissioned dementia classed as 'good' or 'excellent'	Quarterly	84.1 %	Mar 15	→	★	
C6 MTP % clients receiving self directed support	Quarterly	74.9 %	Mar 15	→	▲	

## Summary - Social Care, Health & Housing

### Quarter 4 (January to March 2015)

The Directorate continues to perform well against the Medium Term Plan priority "Promote health and wellbeing and protecting the vulnerable". The proportion of people who receive self-directed support (C1 MTP) decreased slightly in March 2015, however the 2014-15 outturn shows a slight improvement from the previous year and it is anticipated that the proportion of people receiving self directed support locally will continue to exceed both regional and national averages.

C2 MTP Additional Extra Care Flats will move to green when the Priority View development is completed in Autumn 2015.

People across all wards in Central Bedfordshire have access to Village Care schemes, with 818 volunteers. 620 residents used the schemes between January and March 2015.

Progress has been maintained in the other targets.



# Directorate Summaries

Public Health					
Promote health and wellbeing and protect the vulnerable	Performance will be reported	Actual	Latest Data	Direction of Travel	Current Status
C7 MTP Percentage of 40 to 74 year olds offered a health check	Quarterly	106.7 %	Mar 15	↓	★

## Summary - Public Health

### Quarter 4 (January to March 2015)

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.

At the end of 2014/15 the percentage of Health Checks offered exceed target and was 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.

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. In addition Quest Browser software (which can directly interrogate and pull data direct from GP systems), will now be used in the majority of practices from Q1 15/16, as well as ensuring the quality of the health check, this 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.



# Directorate Summaries

Children's Services						
Improved educational attainment	Performance will be reported	Actual Data	Latest Data	Direction of Travel	Current Status	
B1 MTP Achievement of 5 or more A*-C grades at GCSE or equivalent including English & Maths - ranking	Annual (Dec)	72	Dec 14	↑	▲	
B2 MTP Young People who are not in education, employment or training-Ranking	Annual Average (Nov - Jan)	42	Feb 15	↑	●	
B3 MTP Number of education and training opportunities made available in the Autumn.	Annual (School Yr)	5,278	Dec 14	↑	★	
B4 MTP Published Ofsted School & College classifications (% good/outstanding)	Quarterly	84 %	Mar 15	→	★	
Promote health and wellbeing and protect the vulnerable						
C8a MTP % of referrals of children leading to the provision of a social care service (Cumulative)	Quarterly	84.5 %	Mar 15	↑	★	
C9a MTP % of children's social care assessments within 45 working days of start (Cumulative)	Quarterly	96.2 %	Mar 15	↑	★	
C10 MTP % child protection cases due to be reviewed during that year were reviewed	Quarterly	100 %	Mar 15	→	★	
C11 MTP Average time in days between a child entering care and moving in with its adoptive family	Quarterly	539	Mar 15	↓	▲	

## Summary - Children's Services

### Children's Services Quarter 4 (January - March 2015)

The percentage of young people not in education, employment or training (NEET) remains low and Central Bedfordshire continues to perform well at 3.7% - better than the national average 4.7% and the regional average 4.5%. An Amber rating has been given as the target of being in the top quartile has been missed by 0.2% (or 17 young people). Central Bedfordshire remains in the 2nd quartile of all Local Authorities and is currently 42nd out of 152 Authorities. To be in the top quartile Central Bedfordshire needs to be in the top 38 performing authorities.

The number of education and training opportunities made available during the Autumn for young people in Central Bedfordshire has increased to 5278 from 5211 in the previous year.

84% of schools and colleges are good or outstanding - which is good performance. Ofsted publish a similar indicator which does not include colleges or sponsored Academies which are yet to be inspected. This shows Central Bedfordshire compares well to statistical neighbours and national averages - as at 31 December 2014, 84% of Central Bedfordshire Schools are good or better and the Statistical Neighbour Average was 81% and England 81%.

Performance data across safeguarding measures is good at the end of Quarter 4 2014/15, with three measures achieving target. Child protection reviews completed

The new Access and Referral Hub has added greater stability to the referral process. 84.5% of referrals have led to the provision of a social care service - achieving the 75% target. This indicator reflects the proportion of referrals that go on to further social care input, in most cases this will be to start an assessment. Detailed analysis of completed referrals has shown that assessments are started where needed and continue to focus correctly on the right children who need our services. within timescales continue to achieve the 100% target.

The ambitious 90% target for assessments completed within 45 days has been achieved, the Q4 figure 96.2% demonstrates that performance is good. The new processes are now well established with good performance expected to continue through 2015/16.

Children are placed in their permanent home without undue delay which is particularly important in enabling very young children to form positive emotional attachments. The average timescales from entering care and moving in with adoptive family for the 3 years ending 31 March 15 was 539 days. Whilst this is 52 days above the nationally set target the timings were in the best interests of the child and the adoptive family and is 3 days lower than our 2011/14 outturn. Central Bedfordshire continues to compare well to other local authorities. With more adoptions planned and shorter timescales in most cases it is expected that improvements will be apparent in the coming year. This indicator is based on a rolling 3 year cohort.

# Directorate Summaries

Community Services						
Enhance your local community	Performance will be reported	Actual	Latest Data	Direction of Travel	Current Status	
A1 MTP Percentage of Central Bedfordshire residents satisfied with the local area as a place to live	Resident's Survey (Bi-Annual)	91 %	Sep 14	↑	★	
A5 MTP Number of recorded anti-social behaviour incidents	Quarterly	1,731	Mar 15	↓	N/A	
A4 MTP Number of Serious Acquisitive Crimes (Rate for 1,000)	Seasonal Quarterly	3.0	Mar 15	↓	★	
Better infrastructure						
D1a MTP Percentage resident satisfaction with road maintenance	Resident's Survey (Bi-Annual)	35 %	Sep 14	↑	●	
D1b MTP Percentage resident satisfaction with pavement maintenance	Resident's Survey (Bi-Annual)	45 %	Sep 14	↓	●	
Great universal services	Seasonal					
E1 MTP % of household waste sent for reuse, recycling & composting (Rolling 4 Quarters)	Quarterly	49.3 %	Dec 14	↓	●	
E2 MTP Percentage of adults in Central Bedfordshire taking part in sport or active recreation (APS)	Bi-Annual	23.3 %	Dec 14	↓	●	
E3 MTP Percentage Satisfaction of adults with library services	Every 3 years (Mar)	95 %	Mar 13	↑	★	
E4 MTP Number of visits to libraries	Annual (March)	993,971	Mar 14	↑	N/A	

## Summary - Community Services

### Quarter 4 (January to March 2015)

There has been an increase in Serious Acquisitive Crime (5.5%) in Central Bedfordshire during 2014/15, compared to the previous 12 months. However, robbery offences have remained stable and there were 34 less domestic burglary offences recorded in 2014-15 than the previous year, a decrease of 3.5%.

Increases were seen in vehicle crimes which have been linked to an organised crime group, and the Community Safety Partnership is working closely with Bedfordshire Police to target this group.

There were 3,278 incidents of domestic abuse (both crime and non crime) reported to Bedfordshire Police during 2014/15, an increase of 580 incidents when compared to the previous 12 months. The increase seen in incidents reported is due to recording changes in Bedfordshire Police. These changes will enable crimes to be recorded more accurately and means that domestic abuse victims will receive the specialist response and support that they require.

Anti-Social Behaviour incidents reported to Bedfordshire Police have remained fairly stable when compared to the previous 12 months. There were 255 more incidents reported in 2014-2015 than in the previous 12 months, an increase of 3.7%. Reports of nuisance motorcycles continue to be a significant percentage of incidents reported and the CSP is continuing to work closely with partners and Town Councils to tackle this issue.

Satisfaction with road maintenance has dropped from 35% in September 2014 to 31% in April 2015. However, longer term analysis shows a seasonal fluctuation, with spring results always coming below autumn results. Satisfaction compared to April 2014 shows a slight increase of 1%. Satisfaction with pavement maintenance has increased from 45% in September to 48% in April 2015.

The latest Active People Survey data (October 2014) showed a small decrease (0.8%) in the percentage of adults participating in sport or active recreation, which at 23.3% is 2.4% below the national average. Although rates in CBC are relatively stable at the moment, participation will increase once the delivery of the Physical Activity Strategy is implemented and facilities are improved.

End of year figures for Waste and for number of visits to libraries were not available in time for publication in the Q4 report. The number of visits to libraries will be available in the next reporting period, and Waste full end of year outturn figures are due to be released at the end of July 2015.

# Directorate Summaries

Regeneration						
Enhance your local community	Performance will be reported	Actual	Latest Data	Direction of Travel	Current Status	
A2 MTP Number of people in employment aged (16 to 64) (% above national average)	Quarterly	9.1 %	Dec 14	↑	★	
A3 MTP % of approved residential developments achieving CABE excellent status	Quarterly	100 %	Mar 15	→	★	
Better infrastructure						
D2 MTP Percentage of Central Bedfordshire with access to superfast broadband	Annual (March)	76.8 %	Mar 14	↑	★	
D3 MTP Percentage of Central Bedfordshire with access to at least 2Mb broadband	Annual (March)	91.4 %	Mar 14	↑	N/A	

## Summary - Regeneration

### Quarter 4 (January to March 2015)

654 Affordable Homes were provided by the end of 2014/15, exceeding the target of 300, and representing a 50% increase on the number provided in the previous year. This is the highest since the creation of Central Bedfordshire Council in 2009.

Employment has continued to increase and the level of unemployment has fallen, reflecting signs of a strengthening local labour market and providing support for Central Bedfordshire's vision of being a 'great place to live and work'. Central Bedfordshire now has an employment rate of 81.6%, which is 9.1% above the national employment rate, and exceeds the target for Central Bedfordshire to remain 5% above the national rate.

The level of unemployment has also fallen, and the number of out of work benefits claimants and Youth Unemployment rates have also continued to show a steady decrease throughout the year, and remains significantly below comparator areas.

Skill levels amongst adults in Central Bedfordshire have also increased during 2014 compared to 2013. The number of adults qualified to NVQ Level 4 or above has increased to 35.1% and is now higher than SEMLEP and East of England levels. The number of adults qualified to NVQ Level 2 or above has increased to 74% and is above all comparator areas.

End of year outturn figures were not available for Broadband coverage for publication in the Q4 report, but will be available for the next reporting period.

We will continue to build on this good performance into 2015/16 as we actively work to encourage the growth of suitable businesses in Central Bedfordshire: influencing this through effective use of our assets, sector development and a package of support from Central Bedfordshire Council aligned to our key businesses, sectors and potential investors.

# Directorate Summaries

Finance					
Value for money	Performance will be reported	Actual Data	Latest Data	Direction of Travel	Current Status
F1 MTP Percentage increase in Council Tax	Annual (March)	0 %	Mar 15	➔	★

## Summary - Finance

### Quarter 4 (January to March 2015)

At Full Council on 26 February, the Council agreed for the fifth consecutive year not to increase the Council Tax charges it makes; so there will be no increase for the 2015/16 year arising from CBC charges.

This has only been possible through very careful financial management which has seen some £70m removed from the annual running costs of the council since 2009. Whilst no increase in Council Tax required a further saving of £13.7m to be made in the 2015/16 financial year for a balanced budget, this is being carefully planned so that front line services are protected as much as possible.

The 2015/16 budget provides for £186.5m to be invested in day-to-day services across our area in the next year. Council also agreed a four-year programme of spending from capital and housing budgets to invest in services such as leisure, new and improved accommodation to help people to live independently and improvements to the area's roads.

## **Council Priorities**

12. The high proportion of indicators scored as Green evidences that the Council continues to perform well across a wide range of services and the MTP indicator basket underpins the delivery of the Council's Medium Term Plan priorities:
- enhancing your local community – creating jobs, managing growth,
  - protecting our countryside and enabling businesses to grow.
  - improved educational attainment
  - promote health and well being and protect the vulnerable
  - better infrastructure – improved roads, broadband reach and transport
  - great universal services – bins, leisure and libraries
  - value for money – freezing council tax.

## **Corporate Implications**

### **Legal Implications**

13. None directly, however any areas of on-going underperformance would be a risk to both service delivery and the reputation of the Council.

### **Financial Implications**

14. None directly, although the MTP indicator set monitors the percentage increase in Council Tax.

### **Equalities Implications**

15. This report highlights performance against a range of indicators which measure how the Council is delivering against its Medium Term Plan priorities. It identifies specific areas of underperformance which can be highlighted for further analysis. Whilst many of the indicators deal with information important in assessing equality, it is reported at the headline level in this report.
16. To meet the Council's stated intention of tackling inequalities and delivering services so that people whose circumstances make them vulnerable are not disadvantaged, performance data for indicators in this set is supported by more detailed performance data analysis at the service level and this is used to support the completion of equality impact assessments. These impact assessments provide information on the underlying patterns and trends for different sections of the community and identify areas where further action is required to improve outcomes for vulnerable groups.

### **Public Health**

17. The MTP indicator set includes an indicator monitoring the percentage of 40 to 74 year olds offered a health check.

### **Sustainability:**

18. A broad range of indicators relating to sustainability including those covering employment, access to broadband, library usage, active recreation and waste are included in the MTP indicator set.

### **Community Safety:**

19. The levels of serious acquisitive crime and anti-social behaviour are included in the MTP indicator set.

### **Risk Management:**

20. Effective monitoring of performance indicators mitigates the risk of failing to deliver the Council's priorities, reputational risks and the risk of failing to deliver statutory responsibilities.

**Appendix A – LG Inform comparators**

**Background Papers** None

21. Of the 29 indicators used to monitor our Medium Term Plan commitments, eleven have comparator data available through LG Inform web based tool comparing our performance with national averages and an overview is presented in Appendix A to this report to show how well we compare overall.
22. Currently we can only report on these eleven indicators as the metrics and the data held in LG Inform differ slightly from those reported in our quarterly performance reports - either in terms of the currency of the data as much of this is historical, or because the exact definition of the measure is slightly different, and whenever indicators we measure in our Medium Term Plan indicator basket become available within the LG Inform web-based tool we continue to integrate this into our performance reporting.



## Central Bedfordshire Council - MTP indicators reported in LG Inform

The Council's Medium Term Plan (MTP) 'Delivering Your Priorities' sets out this Council's priorities and the way in which we measure performance in delivering these. There are a total of 29 indicators used to monitor these MTP commitments of which eleven have comparator data available through LG Inform. These eleven indicators are presented in this report which enables an understanding of how we compare to other areas.

While not all the indicators we measure in our Medium Term Plan indicator basket have comparator information available within the LG Inform web-based tool, where this is available we are now integrating this into our performance reporting framework.

In some cases the metrics and the data held in LG Inform differ slightly from those reported in our quarterly performance reports - either in terms of the currency of the data as much of this is historical, or because the exact definition of the measure is slightly different. However, the charts and text give a high level overview of how CBC performance for these eleven measures compare with national averages.

### How to interpret the charts

The report contains a series of horizontal bullet charts comparing recent Central Bedfordshire performance against the national average across eleven different indicators. Each chart is followed by some summary text which provides a brief overview.

On each chart the purple dot represents the Central Bedfordshire figure and the blue dot shows the national (England) average.

Polarity is based upon Central Bedfordshire's performance relative to 'All English authorities'. The polarity colours are separated into three (green, amber, red) with green representing better performance. Arrows down the right hand side reflect the direction of travel in Central Bedfordshire for that indicator compared to the previous year/quarter. Note that for some metrics a lower figure represents better performance.

Two of the charts present data that LG Inform considers to have no polarity (ie. there is no definition as to whether a high or low figure is considered better performance) - this is clearly stated in the text following each chart. Therefore the colours of these charts are less relevant. In these charts yellow represents higher values and black reflects lower values.

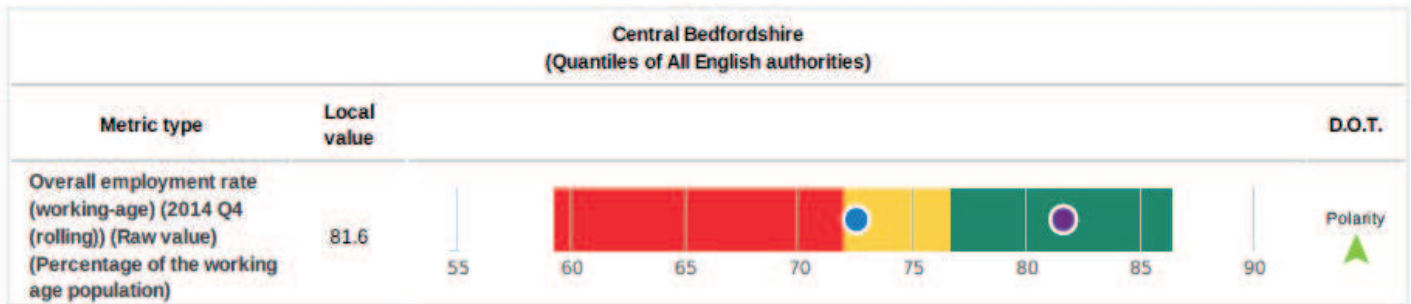
Please note that the time period covered by each indicator varies, with the date listed in the heading down the left hand side.



### LG Inform

LG Inform is an online tool developed by the Local Government Association (LGA) that brings together publically available information for easy comparison.

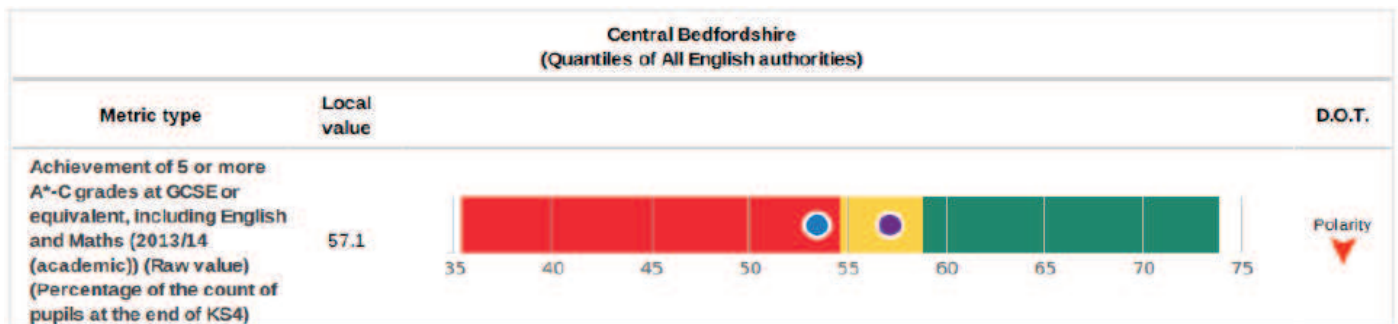
## Central Bedfordshire Medium Term Plan Indicators



The employment rate in Central Bedfordshire stood at 81.6% in December 2014, compared to the national figure of 72.5%.

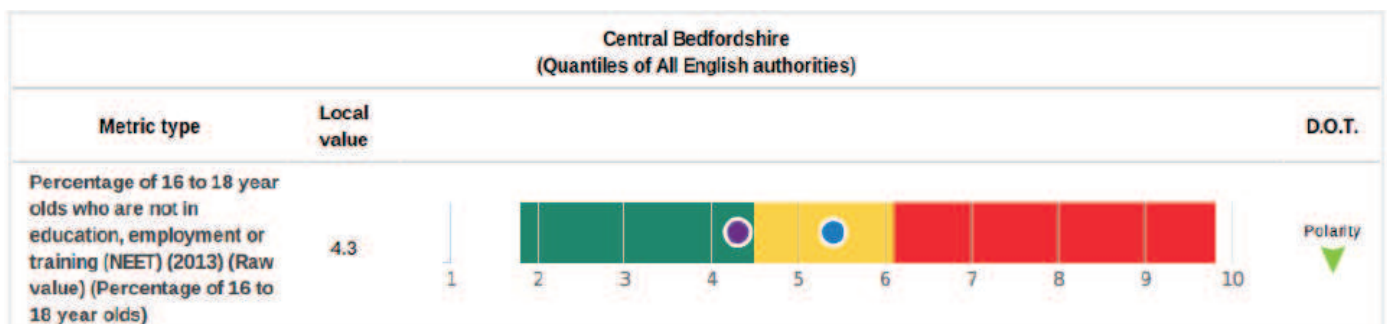
Our medium term plan commitment is to remain 5% above the national average - and CBC is currently 9.1% points above the England average for the most recent December 2014 data.

This is a significant improvement over recent quarters, and the highest percentage above the national figure for over 5 years.



In 2013/14, 57.1% of pupils at the end of Key Stage 4 in Central Bedfordshire achieved 5 or more A\*-C grades at GCSE or equivalent, including English and Maths, compared to the national average of 53.4% .

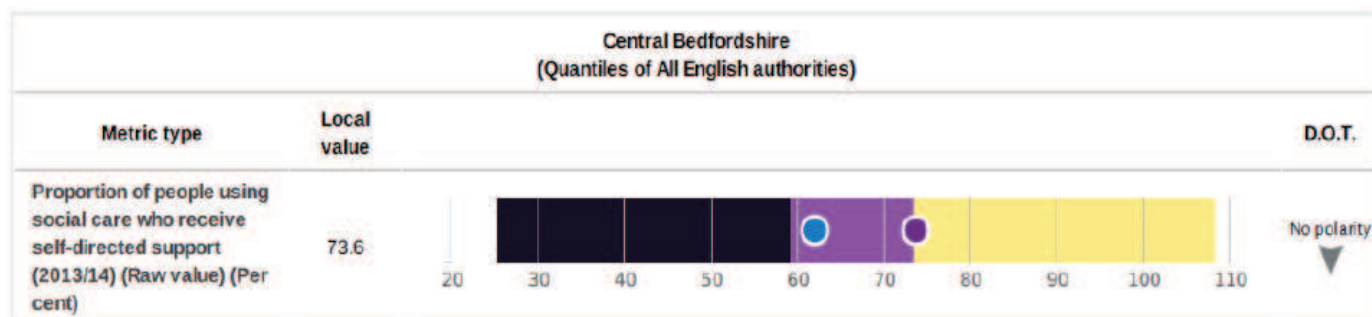
Our MTP commitment is to be in the top 25% by 2016 (ie. ranked in the top 38). The 2013/14 results position Central Bedfordshire's ranking as 72 of 151 local authorities - this is a major improvement from 114th in the previous year.



The rate of NEETs in Central Bedfordshire has decreased from 4.6% in 2012/13 to 4.3% in 2013/14 and remains well below the national average of 5.4%. 2014/15 results indicate a further improvement for CBC to 3.7%, compared to an England average of 4.7%.

Our MTP commitment is to be in the top quartile (ie. ranked in the top 38) and reduce the numbers year on year. The 2014/15 results position Central Bedfordshire ranking as 42 of 152 local authorities, a slight improvement from 43rd in the previous year.

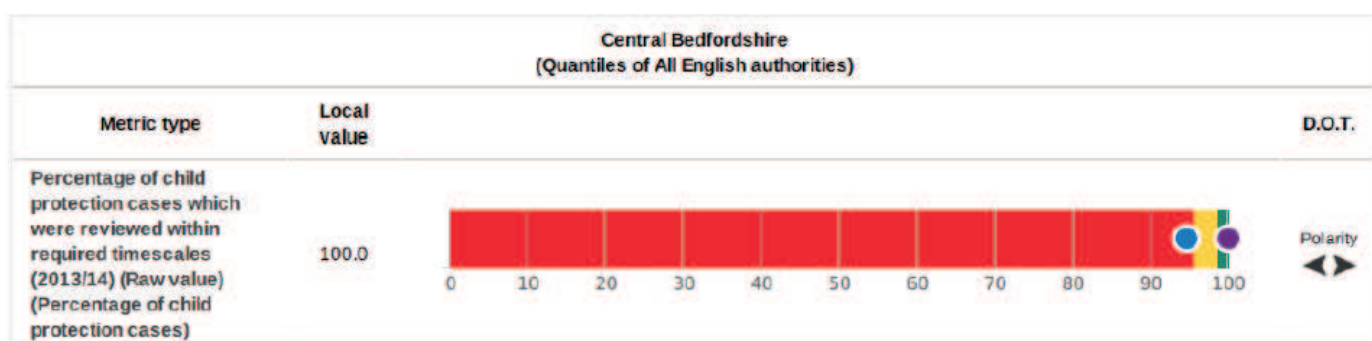




Our MTP commitment was to achieve 100% performance, which was a challenging stretch target set locally.

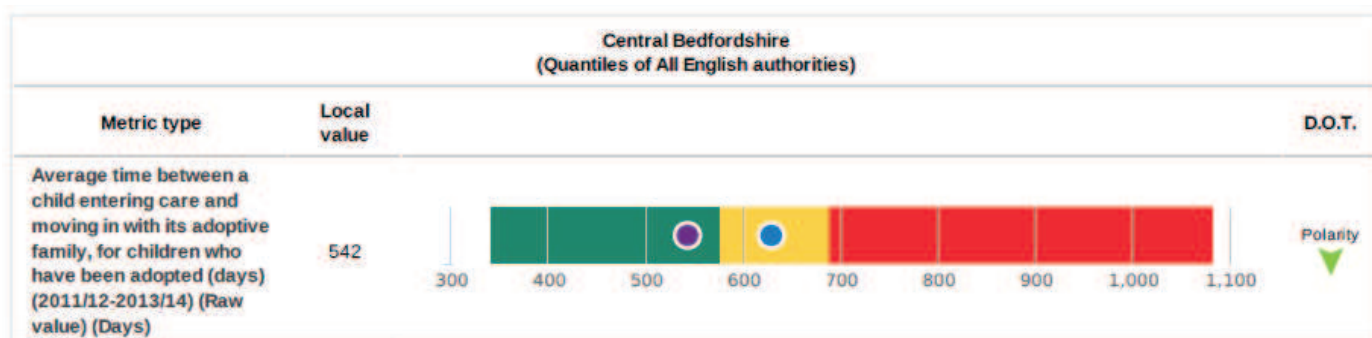
The proportion of people in 2013/14 using social care who receive self-directed support in Central Bedfordshire was 73.6%, significantly greater than the national rate of 61.9%. Provisional data for 2014/15 suggests a Central Bedfordshire rate of 74.9%.

*Note that this metric has no polarity.*



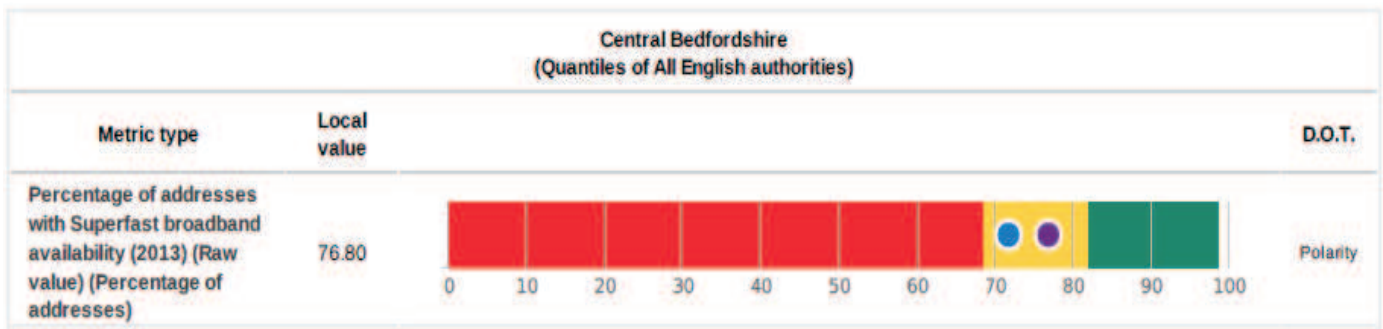
Our MTP commitment is to ensure 100% of child protection places are reviewed within the required timescales and we monitor and report this performance on a quarterly basis, whereas LG Inform reports on an annual basis.

100% of child protection cases were reviewed within the required timescales in Central Bedfordshire in 2013/14, compared to the England average of 94.6%. Central Bedfordshire has also achieved 100% in 2014/15.



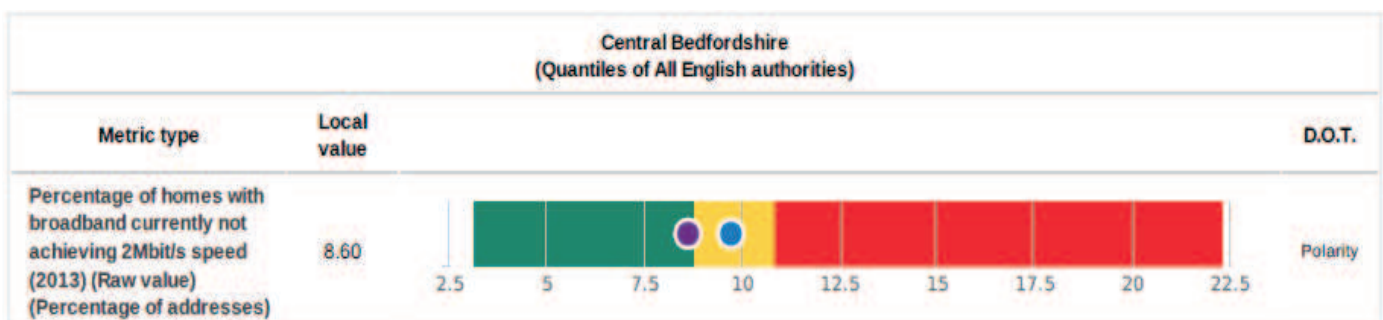
Our MTP commitment is to meet government targets and the chart above shows that in 2011/12-2013/14 Central Bedfordshire, at 542 days over a rolling 3 year target, was well ahead of the national average (628 days) for the average time taken between a child entering care and moving in with its adopted family.

Our latest MTP Quarter 4 report for March 2015 shows a decline to 539 days, though this is still better than the national and statistical neighbour averages.



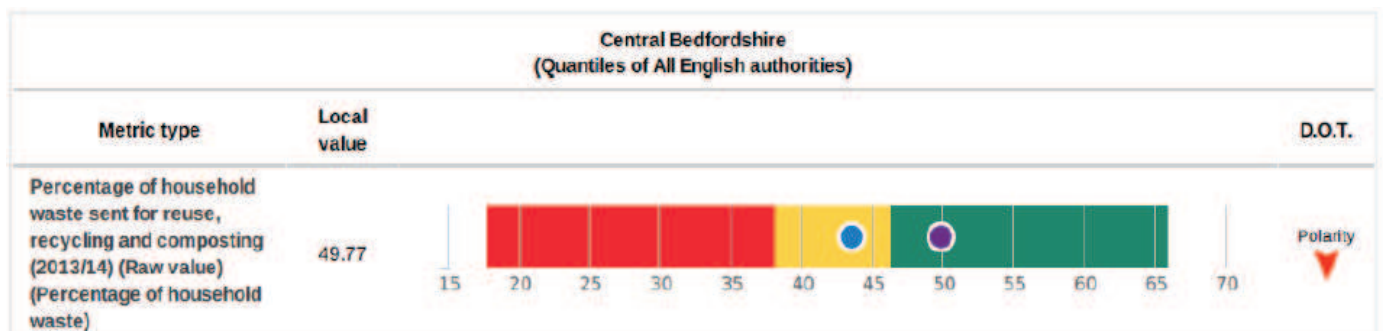
Our MTP target is for 95% of households in Central Bedfordshire to have access to superfast broadband by 2016.

By the end of 2013/14 Central Bedfordshire was on target with 76.8% households having access to superfast broadband, compared to the England rate of 71.7%.



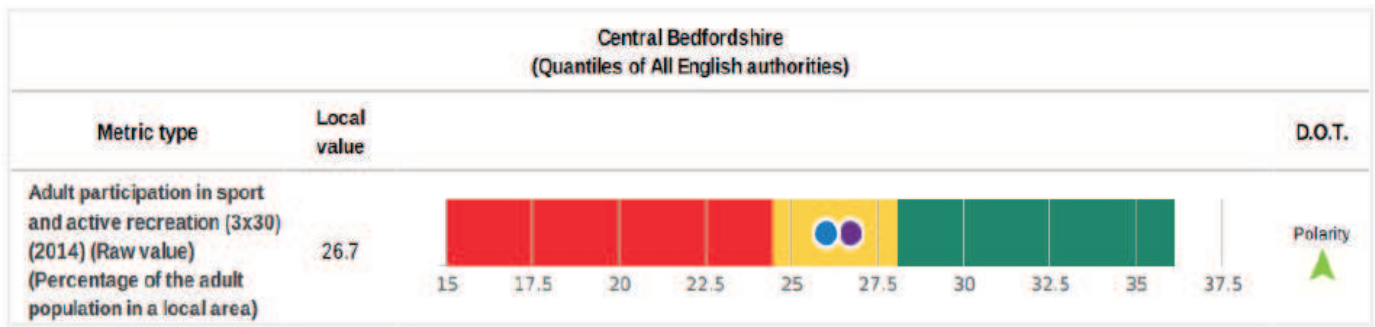
Our MTP commitment is for all Central Bedfordshire households to have access to at least 2mb broadband by 2016.

The above chart shows that by the end of 2013/14, 8.6% of Central Bedfordshire homes were yet to reach this standard (91.4% already have access to at least 2mb broadband), slightly better than the national average of 9.7%.



Our MTP commitment is to achieve a 60% reuse, recycling or composting rate by 2020.

By the end of 2013/14, 49.77% of waste arising from Central Bedfordshire's households was sent for reuse, recycling or composting, compared to the lower national rate of 43.45%.

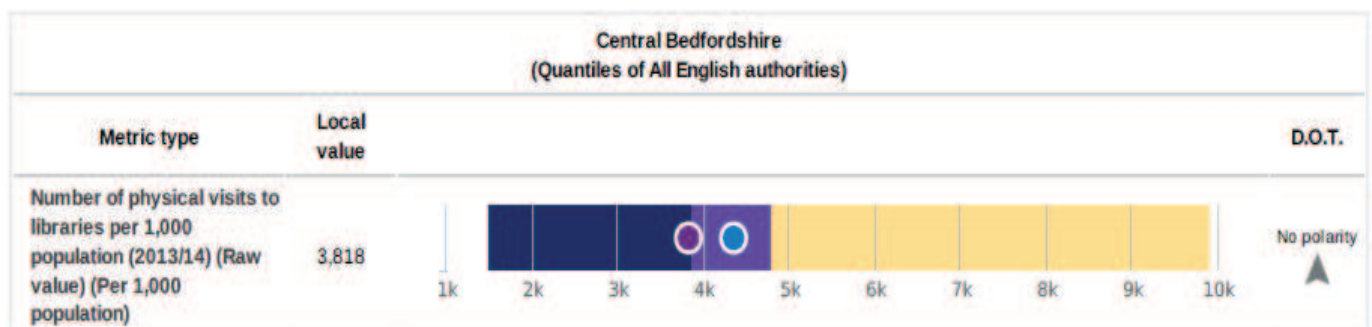


Our MTP commitment is to ensure Central Bedfordshire's adult participation in sport and physical activity remains above the national average.

The Active Sport Survey records participation with two measures informing on those who participate in the equivalent of at least 3 sessions of 30 minutes sport or recreation per week.

The measure reported in LG Inform recorded a 26.7% participation in Central Bedfordshire which was slightly higher than the England average of 26.0% .

The measure we use in the MTP shows we were 2.4% below the national average for the period October 2012-October 2014 as 23.3% of CBC adults participated, compared to a national average of 25.7%.



Our MTP commitment is to achieve a 20% increase in the usage of libraries by 2016 from the 2011/12 baseline to around 1.3 million visits in a year.

The above chart records the number of visits per 1,000 people for 2013/14 with Central Bedfordshire at 3,818 performing below the national average of 4,344.

The actual number of visits to Central Bedfordshire libraries recorded for 2013/14 is 993,971, an increase of 5,000 compared with 2012/13.

*Note that this metric has no polarity*

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