

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** 21 July 2016

## **NOTICE OF MEETING**

### **EXECUTIVE**

Date & Time

**Tuesday, 2 August 2016 at 9.30 a.m.**

Venue

**Council Chamber, Priory House, Monks Walk, Shefford**

Richard Carr  
**Chief Executive**

To: The Chairman and Members of the EXECUTIVE:

Cllrs	J Jamieson	–	Chairman and Leader of the Council
	M Jones	–	Deputy Leader and Executive Member for Health
	S Dixon	–	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

All other Members of the Council - on request

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

**\*This meeting may be filmed by the Council for live and/or subsequent broadcast online at**

**<http://www.centralbedfordshire.gov.uk/modgov/ieListMeetings.aspx?Committeeld=577>.**

**You can view previous meetings there starting from May 2015.**

**At the start of the meeting the Chairman will confirm if all or part of the meeting will be filmed by the Council. The footage will be on the Council's website for six months. A copy of it will also be retained in accordance with the Council's data retention policy. The images and sound recording may be used for training purposes within the Council.**

**By entering the Chamber you are deemed to have consented to being filmed by the Council, including during any representation you might make, and to the possible use of the images and sound recordings made by the Council for webcasting and/or training purposes.**

**Phones and other equipment may also be used to film, audio record, tweet or blog from this meeting by an individual Council member or a member of the public. No part of the meeting room is exempt from public filming unless the meeting resolves to go into exempt session. The use of images or recordings arising from this is not under the Council's control.**

# 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 7 June 2016.

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 following petitions will be presented:-

- Campaign for a new build leisure centre for Dunstable – 257 signatures.
- The continued provision of an indoor bowls facility at the newly designed Dunstable Leisure Centre/Community Hub for the use of bowls clubs, the local general public, organisations for the disabled and the older generation of the area – 478 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 September 2016 to 31 August 2017.

<b>Decisions</b>
------------------

<b>Item</b>	<b>Subject</b>	<b>Page Nos.</b>
8.	<p><b>Budget Strategy and Medium Term Financial Plan</b></p> <p>The report proposes the Medium Term Financial Planning framework for 2017-18 through 2020-21.</p>	37 - 52
9.	<p><b>The Integration of Health and Social Care in Central Bedfordshire</b></p> <p>This report describes the emerging vision for the integration of health and social care in Central Bedfordshire. It sets out the approach for delivering integrated services focused around locality based integrated health and care hubs across the four localities in Central Bedfordshire.</p>	53 - 64
10.	<p><b>Healthy Child Programme Contract and wider Community Health Services: Authorisation to Proceed with Procurement</b></p> <p>To seek support for the proposed commissioning arrangements for the procurement of a Community Health Services Contract for children and young people which includes the Healthy Child Programme. <b>Appendix B, Memorandum of Understanding is 'to follow'.</b></p>	65 - 72
11.	<p><b>Commissioning of New School Places in Biggleswade for September 2017</b></p> <p>To consider the outcome of the consultations by Biggleswade Academy Trust and the Governing Body of St Andrews Lower School, Biggleswade, each to expand by one form of entry (30 places in each lower school year group) by September 2017.</p>	73 - 112
12.	<p><b>Central Bedfordshire Housing Assistance Policy</b></p> <p>To adopt the Council's Policy for Housing Assistance 2016 – 2020 for providing households with financial assistance to improve the homes of the most vulnerable households.</p>	113 - 168
13.	<p><b>Excess Weight Partnership Strategy</b></p> <p>To review and endorse the Excess Weight Partnership Strategy 2016-2020 and understand the actions required of the Council to ensure successful implementation.</p>	169 - 194

14. **A421 Dualling Project - Memorandum of Understanding and Compulsory Purchase Order** 195 - 214

This report ask the Executive to approve the A421 Memorandum of Understanding between Central Bedfordshire Council, Milton Keynes Council and South East Midlands Local Enterprise Partnership that sets out how the parties will work together (including funding contributions) to deliver the scheme and seeks permission to pursue Compulsory Purchase Order powers.

15. **Procurement and Award of Waste Treatment and Disposal Contracts** 215 - 220

To seek delegated authority for the Director of Community Services, in consultation with the Executive Member for Community Services, to award contracts for various waste treatment and disposal lots following the completion of the EU procurement process.

**Monitoring Matters**

- | <b>Item</b> | <b>Subject</b>                              | <b>Page Nos.</b> |
|-------------|---------------------------------------------|------------------|
| 16.         | <b>2016/17 Quarter 1 Performance Report</b> | 221 - 230        |

To report Quarter 1 2016/17 performance for Central Bedfordshire Council's Medium Term Plan (MTP) indicator set.

17. **Exclusion of the Press and Public**

To consider whether to pass a resolution under section 100A of the Local Government Act 1972 to exclude the Press and Public from the meeting for the following items of business on the grounds that the consideration of the items is likely to involve the disclosure of exempt information as defined in Paragraph 3 of Part I of Schedule 12A of the Act.

**Exempt Report**

- | <b>Item</b> | <b>Subject</b>                        | <b>Exempt Para.</b> | <b>Page Nos.</b> |
|-------------|---------------------------------------|---------------------|------------------|
| 18.         | <b>Stratton Phase IV, Biggleswade</b> | 3                   | To follow        |

To consider the next steps for Stratton Phase IV.

19. **Disposal of Former Shefford Lower School** 3 231 - 234

To obtain approval for the disposal of the former Shefford Lower School, off Robert Bloomfield Drive, Shefford.

**Exempt Appendix**

<b>Item</b>	<b>Subject</b>	<b>Exempt Para.</b>	<b>Page Nos.</b>
20.	<b>Healthy Child Programme Contract and Wider Community Health Services: Authorisation to Proceed with Procurement</b>	3	235 - 236

To receive the exempt Appendix.

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

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

**CENTRAL BEDFORDSHIRE COUNCIL**

At a meeting of the **EXECUTIVE** held in the Council Chamber, Priory House, Monks Walk, Shefford on Tuesday, 7 June 2016.

**PRESENT**

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

Executive Members:	Cllrs	Mrs C Hegley B J Spurr	Cllrs	R D Wenham J N Young
Deputy Executive Members:	Cllrs	A D Brown Mrs S Clark K M Collins I Dalgarno	Cllrs	Mrs A L Dodwell E Ghent Mrs T Stock B Wells

Apologies for Absence:	Executive Member	Cllr S Dixon
	Deputy Executive Member	Cllr Ms C Maudlin

Members in Attendance:	Cllrs	R D Berry M C Blair D Bowater C C Gomm Mrs S A Goodchild	Cllrs	P Hollick D McVicar T Nicols D Shelvey A Zerny
------------------------	-------	----------------------------------------------------------------------	-------	------------------------------------------------------------

Officers in Attendance	Mrs D Broadbent-Clarke	Director of Improvement and Corporate Services
	Mr R Carr	Chief Executive
	Mr M Coiffait	Director of Community Services
	Ms M Damigos	Corporate Lawyer
	Mrs S Harrison	Director of Children's Services
	Mrs S Hobbs	Committee Services Officer
	Ms L Kitson	Green Infrastructure Co-ordinator
	Mr J Longhurst	Director of Regeneration and Business
	Mrs J Ogley	Director of Social Care, Health and Housing
	Mrs M Scott	Director of Public Health
Mr C Warboys	Chief Finance Officer	

E/16/1. **Minutes**

**RESOLVED**

**That the minutes of the meeting held on 5 April 2016 be confirmed as a correct record and signed by the Chairman.**

E/16/2. **Members' Interests**

None were declared.

E/16/3. **Chairman's Announcements**

The Director of Improvement and Corporate Services was leaving the Council at the end of June and the Chairman took the opportunity to thank her for her hard work during her time with the authority.

E/16/4. **Petitions**

No petitions had been received.

E/16/5. **Public Participation**

No members of the public had registered to speak.

E/16/6. **Forward Plan of Key Decisions**

**RESOLVED**

**that the Forward Plan of Key Decisions for the period 1 July 2016 to 30 June 2017 be noted.**

E/16/7. **Housing Strategy 2016-2021**

The Executive considered a report from the Executive Member for Regeneration that explained the purpose of the Housing Strategy. The proposed Strategy set out the strategic framework that would shape planning and housing policies and help deliver the Council's housing priorities. The Council was strongly committed to providing affordable housing to meet local need and work with partners to increase the amount and quality of new housing.

Reason for decision: To enable the Council to set out the housing vision for Central Bedfordshire. The Housing Strategy would be used to inform the housing policies in the Local Plan and deliver affordable housing.

***RECOMMENDED to Council***

- 1. that the Central Bedfordshire Housing Strategy, attached at Appendix 1 to the Executive report, be endorsed; and***



2. ***to authorise the Director of Regeneration and Business, in consultation with the Executive Member for Regeneration, to make any future minor amendments that may be required to the Housing Strategy.***

E/16/8. **The Environmental Framework**

The Executive considered a report from the Executive Member for Regeneration that set out the proposed Environmental Framework that would be used to shape policies in the emerging Local Plan.

The Framework provided an overview of the existing local environmental evidence base, which was made up of studies, associated strategies and plans. It would be used to inform the Local Plan on environmental policies including green infrastructure, climate change adaptation and sustainable buildings.

Reason for decision: To bring together the environmental evidence to support sound and justifiable decision making across a range of areas, particularly development management decisions, the emerging Local Plan and other Council plans and strategies.

**RESOLVED**

1. **that the Environmental Framework be endorsed as technical guidance to provide an interpretation of the Council's environmental evidence base; and**
2. **to authorise the Director of Regeneration and Business, in consultation with the Executive Member for Regeneration, to approve of any future minor amendments that may be required to the Environmental Framework.**

E/16/9. **Market Town Regeneration Fund**

The Executive considered a report from the Executive Members for Corporate Resources and Regeneration that sought approval for the Market Town Regeneration Fund (MTRF) programme.

A total of 11 bids had been received from the Town Councils and assessed by the MTRF Assessment Panel and an independent external assessor. The Panel recommended that eight of the bids be supported and that £1M be set aside for a High Street Improvement Scheme.

In response to questions, the Executive Member for Regeneration confirmed that the High Street Improvement Scheme would be pursued as quickly as possible. Shops and landlords in Market Towns would be able to apply for funding through participating Town Councils, although they would be required to provide 40% match funding up front, with the remaining 60% coming from the High Street Improvement Scheme. The Council would also be looking into enforcement action, where necessary, to help improve high streets.

Reason for decision: The Executive was required to approve the MTRF High Street Improvement Scheme and enter into funding agreements with the Town Councils due to the value of the MTRF.

## **RESOLVED**

- 1. that the progress on the Market Town Regeneration Fund (MTRF) programme and MTRF Assessment Panel recommendations be noted;**
- 2. that funding agreements be entered into with eight Town Councils (Amphill, Dunstable, Flitwick, Houghton Regis, Leighton Linlade, Potton, Sandy and Shefford), to enable the MTRF scheme to commence and projects to begin delivery;**
- 3. that a new £1M High Street Improvement Scheme be developed by Central Bedfordshire Council as part of the MTRF programme and delivered by the Town Councils;**
- 4. to authorise the Director of Regeneration and Business, in consultation with the Executive Members for Regeneration and Corporate Resources, to make decisions on individual awards under the High Street Improvement Scheme; and**
- 5. to authorise the Director of Regeneration and Business, in consultation with the Executive Members for Regeneration and Corporate Resources, to re-allocate funding within the MTRF to effectively manage programme spend.**

## **E/16/10. The Day Offer for Older People and Adults with Disabilities**

The Executive considered a report from the Executive Member for Social Care and Housing on the challenges facing day services. The report also sought approval to begin an engagement process with stakeholders to help shape the future of day services for older people and disabled adults that would then formally be consulted upon prior to being presented to a future meeting of the Executive.

In response to questions, the Executive Member for Social Care and Housing advised that no plans for the future of the service had been made and that was why this engagement process was so important to enable the Council to develop a clear understanding of requirements. Customers and relatives would be fully supported through this process. There had been a decline in adults with disabilities using the day centres as they were now using their personal budgets to participate in other activities.

Reason for decision: To enable the Council to seek the views of customers, their relatives and other stakeholders to develop the day offer for older people and adults with disabilities before going out to formal consultation prior to presenting a proposal to the Executive.

**RESOLVED**

1. **to authorise the commencement of Stage 1 of the process to improve the day offer for older people and adults with disabilities, as set out in paragraphs 31 to 34 of the report; and**
2. **that a report be presented to a future Executive meeting detailing the outcome of the processes set out in paragraphs 31 to 34 of the report, and requesting approval of the future offer.**

E/16/11.

**Sustainable and Transformation Plan**

The Executive considered a report from the Executive Member for Health that set out the requirement for every health and care system to come together to create an ambitious local blueprint for responding to the NHS's Forward View. The NHS Shared Planning Guidance for 2016/17 – 2020/21 required local areas to produce a five year, place-based Sustainability and Transformation Plan (STP).

Central Bedfordshire was part of the Bedfordshire, Luton and Milton Keynes footprint and would be working with neighbouring local authorities, Clinical Commissioning Groups, the three acute hospitals and other significant NHS providers. The STP would address the aims as set out in the Five Year Forward View:

- the health and wellbeing gap;
- the care and quality gap; and
- the finance and efficiency gap.

The Chief Executive Officer of the Luton and Dunstable University Hospital was leading the development of the STP with the Council's Chief Executive as her deputy.

Reason for decision: The STPs are an opportunity to develop a local route map to an improved, more sustainable health and care system which would require system leadership to develop a shared vision to reduce inequalities in health, improve the quality of care and create a sustainable health and care system.

**RESOLVED**

1. **that the requirement for a place-based health and care Sustainability and Transformation Plan be noted; and**
2. **that the approach to developing the Sustainability and Transformation Plan for the Bedfordshire, Luton and Milton Keynes Footprint be endorsed.**

E/16/12. **2015/16 Revenue Outturn Report**

The Executive considered a report from the Executive Member for Corporate Resources that set out the provisional outturn financial position for 2015/16 (subject to Audit). The provisional outturn position was an underspend compared to budget of £51,000.

In response to questions, the Director of Children's Services confirmed that the use of agency staff was being reduced and this was monitored on a monthly basis. She agreed to meet with the relevant Member to provide a briefing on Special Guardianship Orders. The Director of Social Care, Health and Housing agreed to provide the relevant Member with an explanation of the overspend within residential homes for older people in relation to the harmonisation of salaries and a continuing use of agency staff to cover staff vacancies.

Reason for decision: To facilitate effective financial management and planning.

**RESOLVED**

1. **that the provisional revenue outturn position for 2015/16, which was an underspend against budget of £51k, be noted;**
2. **to note that the budget included £2.1M of contingency costs, which were not used; and**
3. **that the creation of new Earmarked Reserves, as listed in Table 2 in the report, be approved.**

E/16/13. **2015/16 Capital Financial Outturn Report**

The Executive considered a report from the Executive Member for Corporate Resources that set out the capital provisional outturn for 2015/16 (subject to audit). The provisional gross outturn position was a spend of £94.2M which was below the budget by £45.1M.

There was an overspend on the Stratton Street Railway Bridge scheme due to the requirement for additional works necessitated by inclement weather and the need to access a railway line.

In response to a question, the Director for Community Services explained that the income from safety cameras was retained by the Police, but negotiations were taking place to redirect some of this funding for the maintenance of the cameras themselves.

Reason for decision: To facilitate effective financial management and planning.

**RESOLVED**

1. **that the capital gross provisional outturn position which was a spend of £94.2M demonstrating significant capital investment by Central Bedfordshire to support its community, be noted;**

2. that the net overspends between £150K and £500K, as listed at Appendix B to the report, be approved; and
3. that the proposed deferred gross spend of £41.8M (£33.2M net) from 2015/16 to 2016/17, as detailed at Appendix C to the report, be approved.

**RECOMMENDED to Council**

1. that the net overspend on the Stratton Street Railway Bridge scheme of £1.3M be approved.

E/16/14. **2015/16 Housing Revenue Account Financial Outturn (Revenue & Capital)**

The Executive considered a report from the Executive Member for Corporate Resources that set out the 2015/16 Housing Revenue Account (HRA) provisional outturn financial position (subject to audit). The report set out the spend against the revenue and capital budgets and provided an explanation for variations.

Reason for decision: To facilitate effective financial management and planning.

**RESOLVED**

1. that the provisional Revenue outturn be noted, including a balanced budget with a contribution to Housing Revenue Account (HRA) Reserves of £7.488M, thus strengthening the Council's ability to invest and improve its stock of Council Houses;
2. that the Capital provisional outturn, which is £5.736M lower than budget, be noted;
3. that the deferred spend of £4.280M, as detailed in Table 2 of Appendix A, be approved. These works relate to Future Investment (£3.888M) and Stock Protection (£0.392M);
4. that it be noted that Right to Buy (RtB) sales are at a similar level to the previous financial year, resulting in a year end balance of unapplied capital receipts of £2.996M;
5. that it be noted that as part of the funding of the Capital Programme there was a contribution of £7.074M from the Independent Living Development Reserve to fund spend at Priory View (£6.778M) and Houghton Regis Central (£0.296M); and
6. that it be noted that the net decrease in reserves is £1.104M, so that, at the year end, the HRA will have £19.452M of reserves available, of which £2.0M is identified as a minimum level of HRA Balances.

E/16/15. **Payment Card Industry Data Security Standard and Tender in respect of Payment Services**

The Executive considered a report from the Executive Member for Corporate Resources that explained the actions proposed to achieve practical compliance with the Payment Card Industry – Data Security Standard.

Reason for decision: Due to the overall value of the potential contracts arising from the Payment Services tender, the Executive was required to authorise the award of any relevant contracts arising from the tender to ensure that the Council can progress any new arrangements in a timely manner.

**RESOLVED**

**to authorise the Chief Information Officer and Chief Finance Officer, in consultation with the Executive Member for Corporate Resources, to make contract awards in respect of the tender for payment services.**

E/16/16. **Corporate Asset Management Strategy**

The Executive considered a report from the Executive Member for Corporate Resources that set out the Corporate Asset Management Strategy.

Reason for decision: To enable the Council to have in place a strategy to manage, develop and utilise the property and land assets portfolio to ensure that it made an increasingly significant contribution to the successful delivery of the Council's strategic priorities, vision and values over the next four years.

**RESOLVED**

**that the Corporate Asset Management Strategy be approved.**

E/16/17. **Maintaining a Sustainable Land Holding**

The Executive considered a report from the Executive Member for Corporate Resources that set out a proposed policy for land acquisition to enable the Council to replenish its estate through judicious purchases.

Reason for decision: Currently over 200 acres of ex-agricultural land was being sold and whilst disposing of this land made good financial and business sense it meant that the Council's agricultural asset base was shrinking significantly. Including funding within the capital programme would allow, as and when appropriate, the Council to replenish its estate.

***RECOMMENDED to Council***

***that a new item be added to the Capital Programme to cover land purchases up to a maximum combined total of £8M for the financial year 2016/17, subject to the revenue impact being containable within the existing budget and the completion and sign off of a suitable business case.***

E/16/18. **Commissioning of New School Places in Arlesey for September 2017**

The Executive considered a report from the Executive Member for Education and Skills that set out the outcome of the consultation by Bedfordshire East Multi Academy Trust (BEMAT) on behalf of Etonbury Academy, Arlesey to expand by 1 form of entry (30 places in Year groups 5-8 and 80 places in Year groups 9-11) from September 2017 to provide a total of 180 places in each year group 5-11.

The consultation undertaken on the proposal had complied with the 2016 Department for Education's Guidance for making significant changes to an existing Academy and supported the Council's Policy Principle of investment in successful schools.

Reason for decision: To ensure that the Council continues to meet its statutory obligations to secure sufficient school places for children in the area.

**RESOLVED**

1. **that the response received to the consultation by Bedfordshire East Multi Academy Trust (BEMAT) on behalf of Etonbury Academy, Arlesey, to expand by one form of entry (30 places in Year groups 5-8 and 80 places in Year groups 9-11) from September 2017 to provide a total of 180 places in Year groups 5-11, be noted; and**
2. **that the commencement of capital expenditure, as set out in the report, be approved, subject to the approval of the proposal by the Education Funding Agency and subject to the grant of planning permission under Part 3 of the Town and County Planning Act 1990.**

E/16/19. **Tender Award for the Redevelopment of Croft Green, Dunstable**

The Executive considered a report from the Executive Member for Social Care and Housing that recommended the award of part A of a two part contract for the demolition of part of an existing sheltered housing scheme and the design and construction of a new 23 unit Independent Living Scheme at Croft Green, Dunstable. The planning application was being revisited to seek construction of 24 units.

Following the conclusion of part A of the contract a further report would be submitted to the Executive for consideration of part B, the construction works, with regards to appointing a preferred tenderer.

In response to a question, the Director of Social Care, Health and Housing would respond to the relevant Member on how market rent was calculated.

Reason for decision: Due to the value of the contract Executive approval was needed.

**RESOLVED**

1. to award part A of a two part contract (A&B) to bidder B for the demolition (of part) of an existing sheltered housing scheme and the design and construction of a new 24 unit Independent Living Scheme at Croft Green, Dunstable, be approved. Part A comprises the detail design and agreement of the contract sum for the works; and
2. to note that a further report on the award of Part B of the contract will be presented to the Executive at a later date following the satisfactory conclusion of successful negotiations with the preferred tenderer. Part B comprises the construction works.

E/16/20. **Tender Award for the Contract for Kitchen and Bathroom Replacements to Council Housing 2016-2020**

The Executive considered a report from the Executive Member for Social Care and Housing that recommended the award of the contract for kitchen and bathroom replacements to the Council's dwellings for 2016-2020. The Council's existing contract for kitchen and bathroom replacement ended in March 2016.

Reason for decision: The new contract would help to meet priority 6 of the Housing Asset Management Strategy to ensure the housing stock is kept in good repair and met tenants' current and future expectations.

**RESOLVED**

**that the award of the most economically advantageous tender to contractor A for the replacement of Kitchen & Bathrooms to Council homes be approved.**

E/16/21. **Exclusion of the Press and Public**

**RESOLVED**

**to exclude the press and public from the meeting for the following item of business on the grounds that its consideration was likely to involve the disclosure of exempt information as defined in paragraph 3 of Part 1 of Schedule 12A of the Local Government Act 1972.**



**E/16/22. Disposal of Land at Sorrel Way and East of Saxon Drive, Biggleswade**

The Executive considered a report from the Executive Member for Corporate Resources that sought delegated authority to pursue option b to dispose of 8.41 hectares of Council owned land at Sorrel Way and East of Saxon Drive, Biggleswade. The proposed sale would deliver an independent living scheme on Sorrel Way and housing on land east of Saxon Drive, subject to achieving necessary planning permission.

In response to a question, the Director of Community Services would ensure that Jubilee Wood would be taken into account.

Reason for decision: There was an established need for affordable independent living accommodation in Biggleswade.

**RESOLVED**

**to authorise the Director of Community Services, in consultation with the Executive Member for Corporate Resources, to dispose of 8.41 hectares (20.8 acres) of land on a conditional contract basis, subject to planning permission and delivery of an independent living housing scheme.**

**E/16/23. Disposal of Land at Steppingly Road, Flitwick**

The Executive considered a report from the Executive Member for Corporate Resources that set out a proposal to change the previous Executive decision to dispose of land at the old leisure centre on Steppingly Road, Flitwick for housing development, to include provision for a Care Home site in order to help meet wider Council objectives.

In response to questions, the Director of Community Services would ensure that the site was secured. The Director of Social Care, Health and Housing explained that there was a need for a care home within this area.

Reason for decision: By including a care home site in the development it would be possible to meet gaps in the needs of Central Bedfordshire's older people's accommodation and meet the Council's aspirations for the area.

**RESOLVED**

**that a change in delegated authority for the disposal of the old Flitwick leisure centre site from being solely for housing development to include the provision of a care home thereby meeting policy objectives for older people's accommodation whilst also delivering a capital receipt, be approved.**

E/16/24. **Purchase of a Regeneration Site in Leighton Buzzard**

The Executive considered a report from the Executive Member for Corporate Resources that sought authority to purchase a site in Leighton Buzzard that would enable regeneration within the town.

Reason for decision: The site offers an opportunity for the Council that would help deliver wider regeneration in the town.

**RESOLVED**

**that the purchase of the land and buildings in Leighton Buzzard be authorised, as set out in the exempt report.**

E/16/25. **Tender Award for the Re-development of Croft Green, Dunstable**

See Minute E/16/19 for details.

E/16/26. **Tender Award for the Contract for Kitchen and Bathroom Replacements to Council Housing 2016-2020**

See Minute E/16/20 for details.

(Note: The meeting commenced at 9.30 a.m. and concluded at 11.06 a.m.)

Chairman .....

Dated .....

**Central Bedfordshire Council**  
**Forward Plan of Key Decisions**  
**1 September 2016 to 31 August 2017**

- 1) During the period from **1 September 2016 to 31 August 2017**, 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 Steven Dixon	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

- 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 June 2016	26 May 2016
2 August 2016	21 July 2016
11 October 2016	29 September 2016
6 December 2016	24 November 2016
10 January 2017	22 December 2016
7 February 2017	26 January 2017
4 April 2017	23 March 2017

Central Bedfordshire Council

Forward Plan of Key Decisions for the period 1 September 2016 to 31 August 2017

Key Decisions

Date of Publication: 21 July 2016

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.	Passenger Transport Strategy - Public Transport -	The report will seek approval for the adoption of the Passenger Transport Strategy – Public Transport.	11 October 2016	Members, Town and Parish Councils, residents, commercial operators, community transport operators, neighbouring local authorities, relevant CBC services Formal Consultation with all stakeholders.	Open  Passenger Transport Strategy	Executive Member for Community Services Comments by 11/09/2016 to Contact Officer: Susan Childerhouse, Head of Public Protection (North) Email: <a href="mailto:susan.childerhouse@centralbedfordshire.gov.uk">susan.childerhouse@centralbedfordshire.gov.uk</a> Tel: 0300 300 4394
2.	All Age Skills Strategy -	To approve the All Age Skills Strategy.	11 October 2016		Open	Executive Member for Education and Skills, Executive Member for Regeneration Comments by 11/09/2016 to Contact Officer: Jodie Yandall, Head of Investment and Employment Email: <a href="mailto:jodie.yandall@centralbedfordshire.gov.uk">jodie.yandall@centralbedfordshire.gov.uk</a> Tel: 0300 300 6288

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.	Consultation on the Council's Admission Arrangements for the Academic Year 2018/19 -	Consultation on the Council's admission arrangements for the academic year 2018/19.	11 October 2016		Open	Executive Member for Education and Skills Comments by 11/09/2016 to Contact Officer: Jessica Mortimer Email: <a href="mailto:jessica.mortimer@centralbedfordshire.gov.uk">jessica.mortimer@centralbedfordshire.gov.uk</a> Tel: 0300 300 4766
4.	Corporate Accommodation Plan -	To approve a Corporate Accommodation Plan.	11 October 2016		Open  Corporate Accommodation Plan	Executive Member for Corporate Resources Comments by 11/09/16 to Contact Officer: Steven Girling Email: <a href="mailto:steven.girling@centralbedfordshire.gov.uk">steven.girling@centralbedfordshire.gov.uk</a> Tel: 0300 300 5246

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.	Stratton Street Railway Bridge -	Additional capital funding required to complete the reconstruction of Stratton Street Railway Bridge, Biggleswade due to adverse weather delaying site operations.	11 October 2016		Open  Stratton Street Railway Bridge	Executive Member for Community Services Comments by 11/09/16 to Contact Officer: Paul Mason, Head of Highways Email: <a href="mailto:paul.mason@centralbedfordshire.gov.uk">paul.mason@centralbedfordshire.gov.uk</a> Tel: 0300 300 4708
6.	Parking Strategy -	To approve the Parking Strategy consultation approach.	6 December 2016		Open	Executive Member for Community Services Comments by 06/11/2016 to Contact Officer: Geri Davies, Principal Strategic Transport Officer Email: <a href="mailto:geraldine.davies@centralbedfordshire.gov.uk">geraldine.davies@centralbedfordshire.gov.uk</a> Tel: 0300 300 4854

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.	Determination of the Council's Admission Arrangements for the Academic Year 2018/19 -	Determination of the Council's admission arrangements for the academic year 2018/19.	7 February 2017		Open	Executive Member for Education and Skills Comments by 07/01/2017 to Contact Officer: Jessica Mortimer Email: <a href="mailto:jessica.mortimer@centralbedfordshire.gov.uk">jessica.mortimer@centralbedfordshire.gov.uk</a> Tel: 0300 300 4766
<b>NON KEY DECISIONS</b>						
8.	Period 3 (Quarter 1) – 2016/17 Revenue Budget Monitoring -	The report sets out the financial position for 2016/17 as at the end of June 2016.	11 October 2016		Open  Period 3 (Quarter 1) – 2016/17 Revenue Budget Monitoring	Executive Member for Corporate Resources Comments by 11/09/2016 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)
9.	Period 3 (Quarter 1) – 2016/17 Capital Budget Monitoring -	The report sets out the Capital financial position for 2016/17 as at the end of June 2016. It excludes the Housing Revenue Account (HRA) which is subject to a separate report.	11 October 2016		Open  Period 3 (Quarter 1) – 2016/17 Capital Budget Monitoring	Executive Member for Corporate Resources Comments by 11/09/2016 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
10.	Period 3 (Quarter 1) – 2016/17 Housing Revenue Account Budget Monitoring -	The report sets out the financial position for 2016/17 as at the end of June 2016.	11 October 2016		Open  Period 3 (Quarter 1) – 2016/17 Housing Revenue Account Budget Monitoring	Executive Member for Social Care and Housing, Executive Member for Corporate Resources Comments by 11/09/2016 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)
11.	Fees & Charges 2017 -	To consider the price changes for 2017.	11 October 2016		Open  Fees & Charges 2017	Executive Member for Corporate Resources Comments by 11/09/2016 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
12.	Schools Trading 2017/18 -	To consider the updated charges for 2017/18.	11 October 2016		Open  Schools Trading 2017/18	Executive Member for Education and Skills, Executive Member for Corporate Resources Comments by 11/09/2016 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)
13.	Children's Services Transformation Programme -	To consider a transformation programme for Children's Services.	11 October 2016		Open  Children's Services Transformation Programme	Executive Member for Social Care and Housing Comments by 11/09/2016 to Contact Officer: Sue Harrison, Director of Children's Services Email: <a href="mailto:sue.harrison@centralbedfordshire.gov.uk">sue.harrison@centralbedfordshire.gov.uk</a> Tel: 0300 300 4229
14.	Consultation to Change the School Age Range of Everton Lower to Enable it to Extend to Year 5 and Year 6 Pupils -	This report will seek Executive's support for commencement of a consultation to change the school age range of Everton Lower School to enable it to extend to Year 5 and Year 6 pupils.	11 October 2016		Open  Consultation to change the school age range of Everton Lower to enable it to extend to Year 5 and Year 6 pupils	Executive Member for Education and Skills Comments by 11/09/2016 to Contact Officer: Victor Wan, Senior Education Officer (Planning) Email: <a href="mailto:victor.wan@centralbedfordshire.gov.uk">victor.wan@centralbedfordshire.gov.uk</a> Tel: 0300 300 5574

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)
15.	Period 6 (Quarter 2) – 2016/17 Revenue Budget Monitoring -	The report sets out the financial position for 2016/17 as at the end of September 2016.	6 December 2016		Open  Period 6 (Quarter 2) – 2016/17 Revenue Budget Monitoring	Executive Member for Corporate Resources Comments by 06/11/2016 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
16.	Period 6 (Quarter 2) – 2016/17 Capital Budget Monitoring -	The report sets out the Capital financial position for 2016/17 as at the end of September 2016. It excludes the Housing Revenue Account (HRA) which is subject to a separate report.	6 December 2016		Open  Period 6 (Quarter 2) – 2016/17 Capital Budget Monitoring	Executive Member for Corporate Resources Comments by 06/11/2016 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)
17.	Period 6 (Quarter 2) – 2016/17 Housing Revenue Account Budget Monitoring -	The report sets out the financial position for 2016/17 as at the end of September 2016.	6 December 2016		Open  Period 6 (Quarter 2) – 2016/17 Housing Revenue Account Budget Monitoring	Executive Member for Corporate Resources, Executive Member for Social Care and Housing Comments by 06/11/2016 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
18.	Draft Budget & Medium Term Financial Plan 2017/18 – 2020/21 -	The report proposes the Budget for 2017/18 and updates the Medium Term Financial Plan (MTFP) approved by Council in February 2016.	10 January 2017		Open  Draft Budget & Medium Term Financial plan 2017/18 – 2020/21	Executive Member for Corporate Resources Comments by 10/12/2016 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)
19.	Draft Capital Programme 2017/18 – 2020/21 -	The report proposes the Capital Programme for the four years from April 2017. It excludes the Housing Revenue Account (HRA) which is subject to a separate report.	10 January 2017		Open  Draft Capital Programme 2017/18 – 2020/21	Executive Member for Corporate Resources Comments by 10/12/2016 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
20.	Draft Budget for the Housing Revenue Account 2(Landlord Service) 2017/18 - 2020/21 and Business Plan -	The report sets out the financial position of the Housing Revenue Account (HRA) and the Budget for 2017/18.	10 January 2017		Open  Draft Budget for the Housing Revenue Account 2(Landlord Service) 2017/18 - 2020/21 and Business Plan	Executive Member for Social Care and Housing, Executive Member for Corporate Resources Comments by 10/12/2016 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)
21.	Quarter 2 Performance Monitoring -	To receive the quarter 2 (July - September 2016) performance monitoring report.	10 January 2017		Open  Quarter 2 Performance Monitoring	Executive Member for Corporate Resources Comments by 10/12/2016 to Contact Officer: Tobin Stephenson, Programme Manager Email: <a href="mailto:tobin.stephenson@centralbedfordshire.gov.uk">tobin.stephenson@centralbedfordshire.gov.uk</a> Tel: 0300 300 4098
22.	Final Budget & Medium Term Financial Plan 2017/18 – 2020/21 -	The report proposes the Budget for 2017/18 and updates the Medium Term Financial Plan (MTFP) approved by Council in February 2016.	7 February 2017		Open  Final Budget & Medium Term Financial plan 2017/18 – 2020/21	Executive Member for Corporate Resources Comments by 07/01/2017 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)
23.	Final Capital Programme 2017/18 – 2020/21 -	The report proposes the Capital Programme for the four years from April 2017. It excludes the Housing Revenue Account (HRA) which is subject to a separate report.	7 February 2017		Open  Final Capital Programme 2017/18 – 2020/21	Executive Member for Corporate Resources Comments by 07/01/2017 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
24.	Final Budget for the Housing Revenue Account (Landlord Service) 2017/18 - 2020/21 and Business Plan -	The report sets out the financial position of the Housing Revenue Account (HRA) and the Budget for 2017/18.	7 February 2017		Open  Final Budget for the Housing Revenue Account 2(Landlord Service) 2017/18 - 2020/21 and Business Plan	Executive Member for Corporate Resources, Executive Member for Social Care and Housing Comments by 07/01/2017 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)
25.	Period 9 (Quarter 3) – 2016/17 Revenue Budget Monitoring -	The report sets out the financial position for 2016/17 as at the end of December 2016.	4 April 2017		Open  Period 9 (Quarter 3) – 2016/17 Revenue Budget Monitoring	Executive Member for Corporate Resources Comments by 04/03/2017 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
26.	Period 9 (Quarter 3) – 2016/17 Capital Budget Monitoring -	The report sets out the Capital financial position for 2016/17 as at the end of December 2016. It excludes the Housing Revenue Account (HRA) which is subject to a separate report.	4 April 2017		Open  Period 9 (Quarter 3) – 2016/17 Capital Budget Monitoring	Executive Member for Corporate Resources Comments by 04/03/2017 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)
27.	Period 9 (Quarter 3) – 2016/17 Housing Revenue Account Budget Monitoring -	The report sets out the financial position for 2016/17 as at the end of December 2016.	4 April 2017		Open  Period 9 (Quarter 3) – 2016/17 Housing Revenue Account Budget Monitoring	Executive Member for Social Care and Housing, Executive Member for Corporate Resources Comments by 04/03/2017 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
28.	Quarter 3 Performance Monitoring -	To receive quarter 3 (October to December 2016) performance monitoring report.	4 April 2017		Open  Quarter 3 Performance Monitoring	Executive Member for Corporate Resources Comments by 04/03/2017 to Contact Officer: Tobin Stephenson, Programme Manager Email: <a href="mailto:tobin.stephenson@centralbedfordshire.gov.uk">tobin.stephenson@centralbedfordshire.gov.uk</a> Tel: 0300 300 4098

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>Period of Plan</b>	<b>Date of Publication</b>
1 May 2016 – 30 April 2017	1 April 2016
1 June 2016 – 31 May 2017	29 April 2016
1 July 2016 – 30 June 2017	26 May 2016
1 August 2016 – 31 July 2017	24 June 2016
1 September 2016 – 31 August 2017	21 July 2016
1 October 2016 – 30 September 2017	2 September 2016
1 November 2016 – 31 October 2017	29 September 2016
1 December 2016 – 30 November 2017	28 October 2016
1 January 2017 – 31 December 2017	24 November 2016
1 February 2017 – 31 January 2018	22 December 2016
1 March 2017 – 28 February 2018	26 January 2017
1 April 2017 – 31 March 2018	24 February 2017
1 May 2017 – 30 April 2018	23 March 2017

This page is intentionally left blank

Central Bedfordshire Council

Executive

2 August 2016

---

## **Budget Strategy and Medium Term Financial Plan (including the Capital Programme and Housing Revenue Account)**

Report of Cllr Richard Wenham, Executive Member for Corporate Resources  
([richard.wenham@centralbedfordshire.gov.uk](mailto:richard.wenham@centralbedfordshire.gov.uk))

Advising Officer: Charles Warboys, Chief Finance Officer and s151 Officer  
([charles.warboys@centralbedfordshire.gov.uk](mailto:charles.warboys@centralbedfordshire.gov.uk))

**This decision relates to a non-key decision.**

---

### **Purpose of this report**

1. This report starts the formal process that sets a framework for 2017/18 – 2020/21 MTFP with updated planning assumptions. It also considers the impact of changes in Local Government financing and how these may be addressed leading to the setting of a budget for 2017/18 and Council Tax rate in February 2017.
2. The report also proposes the process for consultation.

### **RECOMMENDATIONS:**

#### **The Executive is asked to:**

1. **recognise the risks and uncertainty surrounding the MTFP;**
2. **endorse the proposed framework for the updating of the Medium Term Financial Plan 2017/18 – 2020/21 and the preparation of a Budget for 2017/18; and**
3. **approve the approach to the consultation this year.**

*Reason for Recommendation(s): To put in place a framework to meet the financial challenges faced by Central Bedfordshire Council over the medium term.*

### **Introduction**

3. This report sets out the framework for updating of the MTFP, so that it covers the period to 2020/21 including setting the Council's 2017-18 Budget.

4. The process and timetable for setting updating the MTFP and the budget up to its approval by Council on 23 February 2017 is also included in this report for consideration.

### **Policy**

5. The Council's constitution and related financial procedures guide the approach to budget setting. In addition, the Council is required to consult on its budget proposals.

### **Background**

6. The Budget for 2016/17, which was agreed by Council in February 2016, was set in an environment of tough economic conditions and the continuation of Government's public spending reductions. The MTFP identified a budget 'gap' (that is, a requirement for further savings as yet unspecified, in addition to those already identified) of some £8.1 million for 2017/18 and £2.8 million over the following 2 years to 2019/20.
7. The MTFP will need to address this and the Council will be required to make further efforts to find savings through service efficiencies in order to avoid service reductions.
8. In the last settlement (2016/17 MTFP), the Government announced the phasing out of the Revenue Support Grant (RSG) and provided a projection of the amount that CBC will receive. This Grant reduces substantially each year and is phased out entirely by 2019/20.
9. Council Tax freeze Grant has also been subsumed into RSG and so is lost as a source of income to CBC.
10. The current plan assumes a council tax increase (for General Fund purposes) of 1.75% increase for 2017/18 and 1.55% for the following two years. This means there is limited scope to increase Council Tax any further and so any significant increase in Council tax funding will need to be delivered through growth in the tax base. The plan currently assumes that the Council Tax base will increase by 1.85% per annum.

The plan also assumes a 2% Social Care Precept in every year of the plan period.

The funding currently built into the last iteration of the MTFP is therefore effectively already close to the upper limit of what can be achieved.

11. In addition the current plans for National Non Domestic rates (NNDR) are already very demanding and will need to be considered carefully at a time of considerable economic uncertainty which may impact on the growth plans of businesses.

## Issues

12. The financial plan will address the following issues:
  - (a) the priorities of the Council and more specifically the outcomes it wants to achieve over the medium term under those priorities and the allocation of resources to deliver them;
  - (b) changes to the MTFP (revised economic, financial and demographic assumptions and facts);
  - (c) the Revenue Budget for 2017-18, including the required level of General Fund reserves;
  - (d) the Capital Programme for 2017-18 through to 2020-21;
  - (e) the Housing Revenue Account budget (Landlord Business Plan) for 2017-18.

## MTFP as per 2016/17 Budget Report

13. The Council agreed a MTFP on 25 February 2016 which took account of the economic conditions and continuing austerity measures by Government in allocating funding for local authorities.
14. The key figures from this current MTFP are shown in the table below:

Medium Term Financial Plan	2016/17	2017/18	2018/19	2019/20
	£'000	£'000	£'000	£'000
<b>Funding</b>				
Revenue Support Grant (RSG)	20,150	10,601	4,683	0
Retained Business Rates	32,014	37,738	39,504	43,369
Council Tax :				
Council Tax Increase 1.95% in 16/17, 1.75% Increase in 17/18 and 1.55% Increase in 18/19 & 19/20.	2,448	2,368	2,220	2,334
2% Social Care Precept Council Tax Increase	2,511	2,702	2,854	3,013
Total Council Tax	134,575	137,874	145,421	153,367
Use of / (Contribution to) Reserves	219	(2,486)	(2,193)	0
Transitional Funding 2016/17	2,234	-		
Transitional Funding 2017/18		2,226	-	
<b>Total Funding</b>	<b>189,192</b>	<b>185,953</b>	<b>187,415</b>	<b>196,736</b>
Growth (%)		-1.74%	0.78%	4.74%
<b>Planned Revenue Budget</b>				
Base Revenue Budget Expenditure	375,871	378,552	375,313	376,775
Net Inflation	2,660	2,714	2,714	2,714
Pressures	15,279	9,608	7,983	7,431
Base Income	(189,360)	(189,360)	(189,360)	(189,360)
<b>Total Planned Spending before savings</b>	<b>204,448</b>	<b>201,513</b>	<b>196,649</b>	<b>197,559</b>
Growth before Savings (%)		-1.46%	-2.47%	0.46%
Efficiency Savings	(15,257)	(7,000)	(5,968)	(5,832)
Efficiency Savings yet to be allocated	-	(8,113)	(2,545)	(219)
<b>Total Planned spending after savings</b>	<b>189,192</b>	<b>186,401</b>	<b>188,136</b>	<b>191,508</b>
Growth after Savings (%)		-1.50%	0.92%	1.76%
<b>Budget Gap / (Surplus)</b>	<b>0</b>	<b>448</b>	<b>721</b>	<b>(5,228)</b>

15. This Plan enables the Council to achieve and maintain a sustainable level of General Fund reserves over the life of the MTFP. The level of General Fund Reserves at 31 March 2016 was £15.5m (subject to audit).

All of the above projections and in particular Retained Business Rates were based on assumptions that were current at that time and will need to be refreshed as part of this MTFP. The level of Revenue Support Grant for the next three years was set as part of last year's Settlement, but is still subject to the four year settlement "certainty" offer for which terms are still not yet clear.



16. A minimum prudent level of reserves, based on assumptions contained in the agreed MTFP is a range between £11.5m and £25m. This takes into account the Council's expenditure levels, increasing risk profile and investment plans. The strategy for maintaining reserves is set out in paragraph 46 below and the minimum prudent level will be reviewed as part of the final budget setting process, to reflect changes such as 100% retention of business rates, business rates revaluation in 2017, the Better Care Fund and integration with the NHS.

The current uncertainty economically also means we may need to revisit our view of prudent reserves.

### **Current Economic Outlook**

17. The referendum vote to leave the European Union has created significant political and economic uncertainty. It is difficult to assess what the implications will be for both the United Kingdom and in particular the Public Sector.
18. On the 24 June 2016 the Bank of England Governor, Mark Carney, issued a press release which he summed up as follows:
- 19.
- *Some market and economic volatility can be expected as this process unfolds. But we are well prepared for this.*
  - *The Bank will not hesitate to take additional measures as required as markets adjust and the UK economy moves forward. These adjustments will be supported by a resilient UK financial system – one that the Bank of England has consistently strengthened over the last seven years.*
20. Following Brexit, the former Chancellor announced that eliminating the budget deficit by the end of this parliament was no longer a target. This has subsequently been confirmed by the newly appointed Chancellor.
21. Although these are uncertain times, both the above announcement and also a potential focus on growth rather than austerity, alongside the new trade agreements that may be put in place over time could provide significant economic benefits for the United Kingdom, and so a balanced view of the impact of Britain's exit from the European Community needs to be taken.
22. The MTFP will need to assess the overall implications for CBC based on the information available at the time that we look to finalise our plans for the next four years.

## Strategic and Directorate Plans

23. The Council's high level priorities have been reflected in its Medium Term Plan, which identifies specific service outcomes by each Directorate. These defined priorities which are themselves being reviewed as part of the development of a new 5 year Plan for the Council, will become the driver behind the financial assumptions within the MTFP. They will also determine where the efficiencies are to be found and identify cost pressures.

## Areas of Focus

24. Although still at an early stage of the process, a number of areas for further efficiencies have been identified, which build on the four year efficiencies programme outlined in the 2016/17 MTFP. These include:

- Income from assets
- Recruitment
- Shared services
- Waste
- Digitisation
- Review of Commissioning
- Review of Learning & Development
- Financial Transactions
- Customer Pathways

Some of these workstreams address the medium to longer term, whilst some should contribute in 2017/18.

Plans are currently under development to firm up on the likely financial benefits, and how these will, be achieved.

## Consultation and Communication

25. The planned consultation process and timelines are as follows:

26. Phase 1: Market Research

- Residents Survey research is commissioned August 2016 with fieldwork commencing first week of September 2016.
- This is a full survey based on a weighted sample of 1200 residents. It covers a range of issues such as satisfaction with the Council and services.
- A Budget section will be included covering council tax, local priorities and saving options.
- Results will be available by mid to late October 2016.

27. Phase 2: Budget Consultation
- Sign off consultation questionnaire, supporting documentation by the 9 December 2016.
  - Consult 4 January 2017 – 8 February 2017 (5 weeks).
  - A survey limited to council tax, local priorities and saving options. Available to every household (unweighted sample) online and paper.
  - Interim results will be presented to 7 February 2017 Executive followed by analysis of full results and presentation to Council on the 23 February 2017.
28. A plan for consultation with businesses will also be drawn up.
29. It is not envisaged that there will be any material changes to the Council Tax Support Scheme so such consultation as required will be covered as part of the main budget consultation.
30. Consultation on any individual proposals that result from the MTFP will follow the appropriate route.

### **Budget Assumptions**

31. The current MTFP as agreed at Council in February 2016 includes a number of assumptions that will need to be reviewed and revised as appropriate for the new MTFP. The key factors are detailed in the paragraphs below. The Plan will also be extended a year to include projections for 2020-21.
32. The MTFP included an assumption that reserves would exceed the minimum prudent level at 31 March 2016 and that there will be no further material transfers to General Fund Reserves. General Fund Reserves stood at £15.5m at 31 March 2016 (subject to audit) and will be kept under constant review to ensure that there is adequate protection against adverse risks from economic, financial and other factors.
33. Detailed modelling of projected NNDR receipts is currently underway and will inform the MTFP process. Plans will need to be robustly tested using sensitivity analysis given the economic uncertainty.
34. Inflation levels for the current MTFP are set at the rates detailed in the table below:

**Table 2 – Current MTFP inflation assumptions**

	<b>2017-18 and future years</b>
Employees:	
Pay	1.0%
Increments	0.0%
NI	0.0%
Prices	1.0%
Contracts	1.0%
Income	1.0%

35. These inflation factors will be subject to review, including taking account of new economic data, particularly in light of the referendum decision and supplier contract terms.
36. A number of known service pressures have been included in the MTFP, such as those arising from increased demand for care services and an ageing population, pensions strain and capital financing. The impact of any interest rate changes, consequent on the turmoil in the financial markets, will be of particular concern. Other pressures will emerge as the budget process develops. This will in turn increase the level of savings required.

### **Capital Programme**

37. The financing costs of the current Capital Programme is putting a significant strain on the General Fund revenue budget . By the end of the current MTFP period, the cost of capital financing will be £19.1M, which equates to 10% of the Council’s total net revenue budget.
38. During this budget process, consideration should be given to the sustainability of the current planned levels of capital spend and every effort needs to be made to keep the Capital Programme affordable given the demographic and funding pressures that the Council faces.

### **Housing Revenue Account (HRA)**

39. Following legislative changes taking effect on 1 April 2012, the Council now ‘self finances’ the Housing Revenue Account. Central Bedfordshire now retains all rental income from its housing stock, whilst in return, on 1 April 2012, the Council received an allocation of the national housing debt. The Current MTFP includes rental income of c£28m to £29m for each of the three years to 2019/20, fully offset by revenue and capital spending, and debt repayment costs.

40. The impact of the Housing and Planning Act 2016 will need to be closely monitored. Housing association tenants will have their right to buy discounts extended to come in line with those offered to Council tenants. In order to fund this, Councils will need to sell 5% of their most valuable housing once it becomes vacant and build more affordable housing with the proceeds in order to increase the national housing supply.

### **Financial Settlement – December 2015**

41. The Financial Settlement announced on the 17 December 2015 and subsequently amended on the 23 December 2015 was very significantly worse for Central Bedfordshire than had been anticipated both in absolute and comparative terms.
42. Whilst the removal of Revenue Support Grant (RSG) had been signalled previously, it had been indicated that there would be compensatory increases in retained business rates (NNDR).
43. In a major change of policy direction, Government has now applied a Comparative Spending Power methodology to determine which authorities could replace lost RSG with local Council Tax increases.
44. It is clear from guidance issued by DCLG that Government has made the assumption in its financial modelling that upper tier councils will raise council tax by both a 2% precept earmarked for adult social care and an assumed 1.75% for inflation in each of the next four years.
45. As a result of this methodology, RSG for Central Bedfordshire has been removed entirely over the life of the MTFP which includes all of the Council Tax Freeze Grants previously earned and also the Care Act funding.
46. The Financial Settlement contained the following key issues for Central Bedfordshire:
47. Revenue Support Grant/NNDR Retention
- RSG phased out by 2019/20. It had previously been assumed this would be broadly neutral over the length of the Parliament as councils as a whole would retain 100% of NNDR income.
  - It is likely that any income the Council receives from the NNDR retention scheme will be at least matched by a transfer of additional responsibilities such as funding administration of Housing Benefit for pensioners, funding Public Health from retained NNDR and so losing the Public Health Grant. Confirmation of the specific transfer of additional responsibilities is still awaited.
  - There is currently a major exercise underway being led jointly by DCLG and LGA, examining the way in which 100% retention of NNDR will work. This includes looking at the way NNDR appeals are handled, the operation of the current levy, top ups and tariffs, re-modelling the baseline and reset periods and the frequency of revaluations.

48. New Homes Bonus

- The cash value of New Homes Bonus (NHB) has been significantly reduced by £800M nationally from 2018/19 in order to fund the Better Care Fund.
- NHB will also be reviewed and is subject to a consultation which is looking at proposals such as:
  - Restricting it to 4 years or less (currently 6 years).
  - Linking payment to the existence of an adopted Local Plan.
  - Setting housing growth percentage thresholds below which NHB will not be earned.
  - No NHB payment if planning approval is granted on appeal.
- The Council is partially protected from reductions in NHB through the adopted policy of recognising only the 2014/15 grant level in the Budget. Any increase over this level has been allocated to an earmarked reserve. The reserve currently stands at £6.8m at the end of 2016/17.

49. Social Care Precept

- The introduction of an option to raise a 2% Council Tax Precept to help fund adult social care. This is not one off and would be 2% compounded each year. This is entirely separate from a general increase in Council Tax, where the referendum cap is still 2%.
- This is not new additional funds to the Council as Government factored this into their calculations when they considered the phasing out of RSG and the timing of that phasing.

50. Public Health Grant

- A reduction in the current Public Health Grant nationally was announced as 2.2% 2016/17, 2.5% 2017/18, 2.6% 2018/19 and 2019/20.

51. Four Year Funding Offer

- Government has announced that a four year settlement will be available to those authorities that wish to take up this offer and can demonstrate robust efficiency plans.
- Further details are not yet known, but this is likely to be restricted to the RSG element only as NNDR and NHB are subject to further consultations.

**Budget Process – Revenue & Capital**

52. The budget process will deliver alignment of the revenue and capital budgets, with a detailed review of the capital programme leading to a realistic budget over the planning timeframe.

53. Budgets will be built up during June to the end of August. This will include a full assessment of pressures and efficiencies which will then be the subject of formal review at Overview and Scrutiny meetings during January 2017. Following this process there will be further adjustments as required, leading to the preparation of a Final Budget Report with a balanced budget. The timetable allows for comments and recommendations from Scrutiny to be incorporated into the final Budget proposals.
54. Directorates will review their strategies for the next 4 years as part of the MTFP.
55. Directorates will undertake a rigorous review of existing MTFP pressures & efficiencies across all 4 years. If existing pressures increase or efficiencies can no longer be delivered, compensatory efficiencies need to be found. New pressures and efficiencies should be reviewed.
56. Directorate strategies will include a rigorous review of the current Capital Programme and it should be updated to include 2020/21.
57. In summary, the recommended process is:
- 1. Review existing pressures and efficiencies.
  - 2. Review new emerging pressures and efficiencies and key themes.
  - 3. Directorate budget reviews (late September/early October).
  - 4. Consolidation (mid/late October).
58. The baseline for the 2017/18 Budget will be the 2016/17 Budget. At this stage it is anticipated that the final outturn for the year will be close to Budget overall.

### **Budget Process – Fees & Charges**

59. For the 2017/18 budget process, Council approval to Fees & Charges price increases will be sought at November 2016 Council.
60. Most Fees & Charges prices will change on the 1 January 2017.

## **CORPORATE IMPLICATIONS**

### **Council Priorities:**

A sound understanding of the financial climate, a robust plan for the medium term and proper awareness and mitigation of risks are key to enable the Council to further its objectives for the community.

61. **Financial:**

The planning process this year takes place against an increasingly complex background.

### **Political/Economic**

On the 23 June 2016, a referendum took place on whether or not the United Kingdom should leave the European Union. The vote, though close, was in favour of leaving. Following this result, the Prime Minister announced his resignation, a leadership contest commenced and as a result a new Prime Minister is now in place.

This brings political and economic uncertainty, both in terms of possible changes in Government Policy and also as the financial markets react to the referendum result and also the ensuing political issues relating to exiting the European Union.

### **Funding**

During the last MTFP, as part of the December 2015 Financial Settlement, Department for Communities and Local Government (DCLG) announced an offer of a four year settlement subject to certain (as yet not fully defined) conditions.

Local Authorities have until 14 October 2016 to take up this offer, and work is currently underway supported by the LGA to define those conditions. At best the “certainty deal” will apply only to part of the Council’s funding and will not include the element of business rates retention.

The future of National Non Domestic Rates (NNDR) is also uncertain as a result of a revaluation rebasing due to take in 2017, and the move toward 100% retention by the local government sector of locally raised NNDR (again with conditions attached).

The DfE also announced that the Education Services Grant would be reviewed with the aim of reducing this by £600m nationally. This is subject to consultation but puts up to £2.1M at risk for CBC. The consultation will be launched in summer 2016.

This means that incoming resources (Formula Funding and other grants) for the next Medium Term Financial Plan (MTFP) are highly uncertain at this stage and significant downward pressure can be anticipated.

What also needs to be considered is the Chancellor’s recent announcement that he is no longer pursuing his objective of the public finances being in surplus over the life of the Parliament. The implications of this are also not known at present, but potentially could reflect an easing of the funding pressures in the short term.

### **Legal:**

62. Nothing specifically arising from this report, but the Council is required to set a balanced budget and to undertake consultation on its proposals. See also Equalities and Consultation sections below.



**Risk Management:**

63. The implications of the referendum to leave the European Union will have far reaching consequences which will have to be closely monitored.

Prudent estimates of known factors will be built into the MTFP, along with reasonable estimates where no firm data exists.

**Staffing (including Trades Unions):**

64. None arising directly from this report.

**Equalities/Human Rights:**

65. To ensure that any decision does not unfairly discriminate, public authorities must be rigorous in reporting to Members the outcome of an equality impact assessment and their legal duties.

Public authorities must ensure that decisions are made in a way which minimises unfairness and without a disproportionately negative effect on people from different ethnic groups, disabled people, women and men. It is important that Councillors are aware of this duty before they take a decision. When decisions are made, decision makers must have access to the relevant data, including the results of equality impact assessment, and of consultation and involvement, to ensure they reach an informed decision.

**Overview and Scrutiny:**

66. This report will be considered by the Corporate Resources OSC at their meeting on 23 August 2016.

**Timetable**

67. The key milestones for setting the 2017/18 budget are:

Pressures & Efficiencies Build	Mid June – August 2016
Budget Framework Report to Executive	2 August 2016
Budget Framework Report to Corporate Resources Overview & Scrutiny Committee	23 August 2016
Commence Residents Survey	First week of September 2016
Directorate Budget Reviews	20 September – 6 October 2016
Residents Survey results available	Mid to late October 2016
First Cut MTFP	26 October 2016
Initial Draft MTFP	23 November 2016
Settlement (estimate)	15 – 16 December 2016
Budget consultation	4 January - 8 February 2017 (5 weeks)
Draft MTFP to Executive	10 January 2017
Draft MTFP to OSC's	12 – 24 January 2017
Final MTFP to Executive	10 February 2017
Final MTFP to Council	23 February 2017

**Appendix A – Timeline**

**Background Papers:** None

This page is intentionally left blank

Appendix A

	Jul-16	Aug-16	Sep-16	Oct-16	Nov-16	Dec-16	Jan-17	Feb-17	Mar-17
Directorates Planning	←=====→								
Budget Framework Executive Report		● 02-Aug							
Budget Framework Corporate Resources OSC Report			● 23-Aug						
Consolidated budget planning & development of proposals				←=====→					
Draft Budget Executive Report							● 10-Jan		
OSC Scrutiny of Draft Budget							←=====→		
Business/Others Budget Consultation							←=====→		
Executive Budget Recommendations								● 10-Feb	
Council Approves Budget								● 23-Feb	

This page is intentionally left blank

Central Bedfordshire Council

EXECUTIVE

2 August 2016

---

## The Integration of Health and Social Care in Central Bedfordshire

Report of:

Cllr Maurice Jones, Executive Member for Health  
([Maurice.Jones@centralbedfordshire.gov.uk](mailto:Maurice.Jones@centralbedfordshire.gov.uk))

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))

**This report relates to a Key Decision**

---

### Purpose of this report

1. This report describes the emerging vision for the integration of health and social care in Central Bedfordshire. It sets out the approach for delivering integrated services focused around locality based integrated health and care hubs across the four localities in Central Bedfordshire.
2. To seek Executive endorsement for this approach which aims to redesign how the local population access health and care services in the future.

### RECOMMENDATIONS

**The Executive is asked to:**

1. endorse the emerging vision for integrating services and the continuing engagement with stakeholders;
2. require a further report to Executive, following consideration and involvement by the Overview and Scrutiny Committee that sets out the approach to integration; and
3. require a further report to Executive that details a potential delivery and investment plan for the integrated health and care hubs in Central Bedfordshire.

### **Overview and Scrutiny Comments/Recommendations**

3. This item has not yet been to the Social Care, Health and Housing Overview and Scrutiny Committee. It will form part of a report on our emerging approach to integration of health and care services in Central Bedfordshire to a future meeting of the Committee.

### **Introduction and Background**

4. The Government's Spending Review in 2015 set out the requirement for local areas to produce a whole system integration plan by 2017. The Council's approach to integration was set out in the two Better Care Fund Plans 2015/16 and 2016/17 for Central Bedfordshire. The requirement to develop a more integrated approach to the delivery of health and care services was further reinforced in the call for local areas to develop a Sustainability and Transformation Plan (STP).
5. The template for the STP was set out in the NHS Planning Guidance, Delivering the Five Year Forward View (FYFV) 2016/17 – 2020/21 which focuses on the development of new models of care which support the shift of care from hospitals to settings closer to people's homes.
6. A transformation footprint for the STP has been defined locally covering Bedfordshire, Luton and Milton Keynes. STPs are a whole systems place plan which requires system leadership to develop a shared vision to reduce inequalities in health, improve the quality of care and create a sustainable health and care system. It must also cover better integration between health and social care services and have a strong focus on prevention and reflect local Health and Wellbeing strategies.
7. This requires officers to engage with partners to firm up the emerging vision for Health and Social Care integration. Officers have been working with health colleagues to develop the integrated health and social care approach. Bedfordshire Clinical Commissioning Group has submitted an application to support the delivery of two integrated health and care hubs in Central Bedfordshire.
8. The STP was submitted on 30 June 2016 and is being reviewed at a national level. The emerging priorities of the STP are set out in Appendix A. The Executive received a report on the STP at its meeting in June.
9. The concept of Integrated Health and Social Care Hubs first emerged when the Council submitted a position statement, in 2014 to the Strategic Review of Health and Care Services in Bedfordshire and Milton Keynes. The position statement set out the ambition for an integrated health and care hub in each of the four localities/Quadrants of the Council in Central Bedfordshire.

These are:

- Ivel Valley – focused on Biggleswade, Sandy and Shefford
- West Mid Beds – focused on Ampthill and Flitwick.
- Leighton Buzzard
- Chiltern Vale – focused on Dunstable and Houghton Regis

### **Delivering Integration**

10. National guidance is anticipated to assist areas in preparing for integration. There have been a number Pioneer and Vanguard sites but unfortunately Central Bedfordshire was not successful in its application to be one of these sites. However learning from those sites is being incorporated into our planning. Of particular interest are Cheshire East and West and more locally Hertfordshire's Vanguard programme on Enhanced Care in Care Homes.
11. To deliver integration, colleagues that work in adult social care, community health services, mental health and primary care need to work more closely together to deliver joined up outcomes for local people. This is likely to include a single point of contact, co-location of staff; shared health and care records; further pooling of budgets and further joint/integrated commissioning.
12. In Central Bedfordshire, discussions are underway with SEPT Community Health Services and the BCCG around closer alignment /joint working around occupational therapy services, and, early discussions are taking place to bring together social care, community and mental health colleagues to work to a cluster of GPs in the Ivel Valley Locality. This should deliver a speedier and better coordinated access to health and care services for customers.
13. In brief, an integrated health and care hub will see the co-location of primary care, community health, mental health and social care colleagues and provide access for a range of diagnostic services and assessments. The Hubs will be structured according to local need but are likely to include:
  - Co-locating several General Practitioner Services.
  - Basic Diagnostics – phlebotomy, ultrasound scans, small plain x-ray and mobile MRI.
  - GP led Complex Care Services – Planned, Urgent, Home Care and Care Home Support.
  - Higher Volume, non-complex outpatient clinics.
  - Extended Access Primary Care Services for the locality, 7 days per week.
  - Out of hours GP services.
  - Community Nursing staff.

- Social Care and Housing staff (potentially including children's services staff).
  - Rehabilitation, Reablement/Enablement Services.
  - Community Mental Health Services.
  - Community Pharmacy.
  - Voluntary and Community Services staff.
14. The two Better Care Fund Plans (2015/16 and 2016/17) submissions under the auspices of the Health and Wellbeing Board have continued to develop the concept of the integrated health and care hubs.
  15. Given the pace of change with the advent of the STP footprint, it is timely to seek Executive approval so that officers from across the council can continue to develop integrated health and care hubs with partners. The initial discussions are focused on Chiltern Vale (Dunstable) and Ivel Valley (Biggleswade).
  16. The Council's emerging approach to integration for adults is in line with national thinking about how integration will look going forward. The current proposal, within this report, relates specifically to adults and older people. The dialogue will continue to explore opportunities for Children and Young Peoples services.
  17. The likely configuration of the integrated health and care hubs and services proposed are detailed in Appendix B.

### **Next Steps**

18. The Council and its partners will continue to refine what services can be potentially delivered through the integrated health and care hubs and how this approach might be funded.
19. Officers will continue to work with health partners to maximise the advantages provided through procurement of community health services for 2018. In the meantime, work with health partners to begin to transform how community health services are currently provided. The delivery of the BCF Plan 2016/17 will assist in this journey towards integration.
20. Given the approach to integration is emerging, it is timely to engage with members, partners, staff, customers and other key stakeholders to further develop the vision.
21. As part of the development of the council's approach to integration it is intended to schedule a member session on integration.



### **Reason/s for decision**

22. National policy and legislation on the delivery of health and social care services strongly emphasises the need for local integration of services and the avoidance of fragmented and isolated provision. This is further emphasised by the national strategic intent **for Sustainable Health and Social Care Services**. The response to a growing and ageing population is for local areas to establish a broader range of integrated out of hospital services closer to home. An Integrated Care Hub in each of our localities, with supporting District General Hospitals linking with their nearest localities and community hubs and offering outreach and access to out of hospital services, will contribute to meeting the challenges of demographic and financial sustainability. Hence the recommendations to Executive.

### **Council Priorities**

23. The emerging vision for integration and the development of locality based integrated health and care hubs will contribute to the achievement of the following Council priorities:
- Enhancing your local community
  - Promote health and well-being and protect the vulnerable.

### **Corporate Implications**

#### **Risk Management**

24. The Better Care Fund Plan includes a risk sharing agreement with the Bedfordshire Clinical Commissioning Group. This will be included in the Section 75 Agreement.

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

25. There are no specific staffing issues arising from this report at this point.

#### **Legal Implications**

26. The legal implications at this stage is centred on ensuring an appropriate governance framework is in place and in line with the Council's constitution.

#### **Financial Implications**

27. The Sustainability and Transformation Plan requires local footprints to set out how the health and care system will achieve financial balance over the next 5 years. This will subsequently form the basis of the application process to access transformational funding for 2017/18 onwards.

28. Currently, the Better Care Fund holds a pooled budget of £20.5m across Central Bedfordshire's health and social care system for 2016/17. A risk sharing agreement setting out how financial risks are shared across the whole system has been agreed.

### **Equalities Implications**

29. 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. Ensuring better outcomes under CHS and HCP should be for the benefit of all residents and equality duties should be considered and embedded in the context of any joint working to avoid discrimination.

### **Appendices**

Appendix A : Sustainability and Transformation Plan briefing

Appendix B: Proposed model for integrated health and care hubs.

## Appendix A

# Bedfordshire, Luton and Milton Keynes Sustainability and Transformation Plan

Supporting NHS England's triple aim - **improved** health and wellbeing, transformed quality of care delivery, and sustainable finances.

## Partner Briefing: 12<sup>th</sup> July 2016

**This briefing may be disseminated internally to staff in STP partners, or provided as a paper to boards and governing bodies or committees held in private or in public.**

### Introduction to the Bedfordshire, Luton and Milton Keynes Sustainability and Transformation Plan

Bedfordshire, Luton and Milton Keynes (BLMK) health and care communities have come together to formulate a Sustainability and Transformation Plan (STP), as part of a national drive to improve health and well-being, care quality, and affordability across the NHS.

The BLMK STP is one of 44 health and care 'footprints' in England, bringing organisations together to develop plans to support the delivery of the NHS Five Year Forward View.

The plans will show how local services will evolve, develop and become clinically and financially sustainable over the next five years (to 2020/21).

Sixteen different organisations are formally part of the BLMK STP planning footprint. This includes all four councils who, like NHS organisations, play a vital role in the health and well-being of local people.

The BLMK STP is led by Pauline Philip, chief executive of Luton and Dunstable University Hospital NHS Foundation Trust and national lead for urgent and emergency care.

### Submitting the draft BLMP STP footprint plan on 30 June 2016

All 44 STPs were required to submit a draft plan on 30 June 2016. These draft plans explore ideas and possibilities for transformational change to support improved health and well-being, service quality and affordability.

The BLMK draft plan sets out the STP's priorities in delivering the triple aim. These priorities are:

**Priority 1: illness prevention and health improvement:** Preventing ill health and improving good health by giving people the knowledge and tools,

individually and through local communities, to manage their own health effectively

**Priority 2: primary, community and social care:** Delivering high quality and resilient primary, community and social care services across Bedfordshire, Luton and Milton Keynes

**Priority 3: secondary care:** Delivering high quality and sustainable secondary (hospital) care services across Bedfordshire, Luton and Milton Keynes

**Priority 4: digitisation:** Working together to create a digital platform across BLMK, maximising the use of information and communication systems and technology. Enabling health and social care professionals to share care records so that all relevant information is available to inform clinical and care practice, whether in hospital, in the community or at home.

**Priority 5: demand management and commissioning:** Working together to make sure the right services are available in the right place, at the right time for everyone using health and social care in Bedfordshire, Luton and Milton Keynes

It is important to note that these are exploratory draft plans that will be subject to discussion with, amongst others, NHS England and NHS Improvement in the coming weeks. Whilst the plans have already benefitted from the involvement of a number of stakeholders, they will be released locally for the full involvement of local communities, staff and other stakeholders once those discussions are complete.

Because the plans are draft, they will not be published at this stage, but will be in the future. All BLMK partners (listed below) agreed the submission of the draft plan.

### **The Health Care Review in Bedfordshire and Milton Keynes**

There is an ongoing Health Care Review in Bedfordshire and Milton Keynes, examining potential service configurations between Bedford Hospital and Milton Keynes University Hospital. Discussions are currently underway to ensure the direction of travel for this Review is consistent with the STP.

### **Next Steps**

Following submission on 30 June 2016, the draft plans from all 44 STPs across the country will be reviewed and considered by NHS England and NHS Improvement, amongst others. National leads will discuss the principles and priorities outlined in the draft plans with local STP leads.

The plans will continue to be developed locally, with the involvement of local communities, staff and other stakeholders. The timeframe for this is not currently confirmed.

Regular briefings will be issued to all BLMK partners.

The STP's nine current work streams (health promotion and illness prevention; urgent and emergency care; primary, community and social care; workforce; shared care records, digitisation and assistive technology; new models of care; clinical support services; back office services and health and social care estate), will continue and will consider potential next steps in supporting the development of the five key priorities over the coming weeks.

### **BLMK Partners**

The following health and local authority bodies are members of the BLMK STP:

1. Bedford Hospital NHS Trust
2. Luton and Dunstable University Hospital NHS Foundation Trust
3. Milton Keynes University Hospital NHS Foundation Trust
4. Bedfordshire Clinical Commissioning Group
5. Luton Clinical Commissioning Group
6. Milton Keynes Clinical Commissioning Group
7. Bedford Borough Council
8. Central Bedfordshire Council
9. Luton Borough Council
10. Milton Keynes Council
11. South Essex Partnership NHS Foundation Trust (community health services provider for Bedfordshire)
12. Central and North West London NHS Foundation Trust (community and mental health services provider for Milton Keynes)
13. Cambridgeshire Community Services NHS Trust (community health services provider for Luton)
14. East London NHS Foundation Trust (mental health services provider for Bedfordshire and Luton)
15. East of England Ambulance Service NHS Trust
16. South Central Ambulance Service NHS Trust

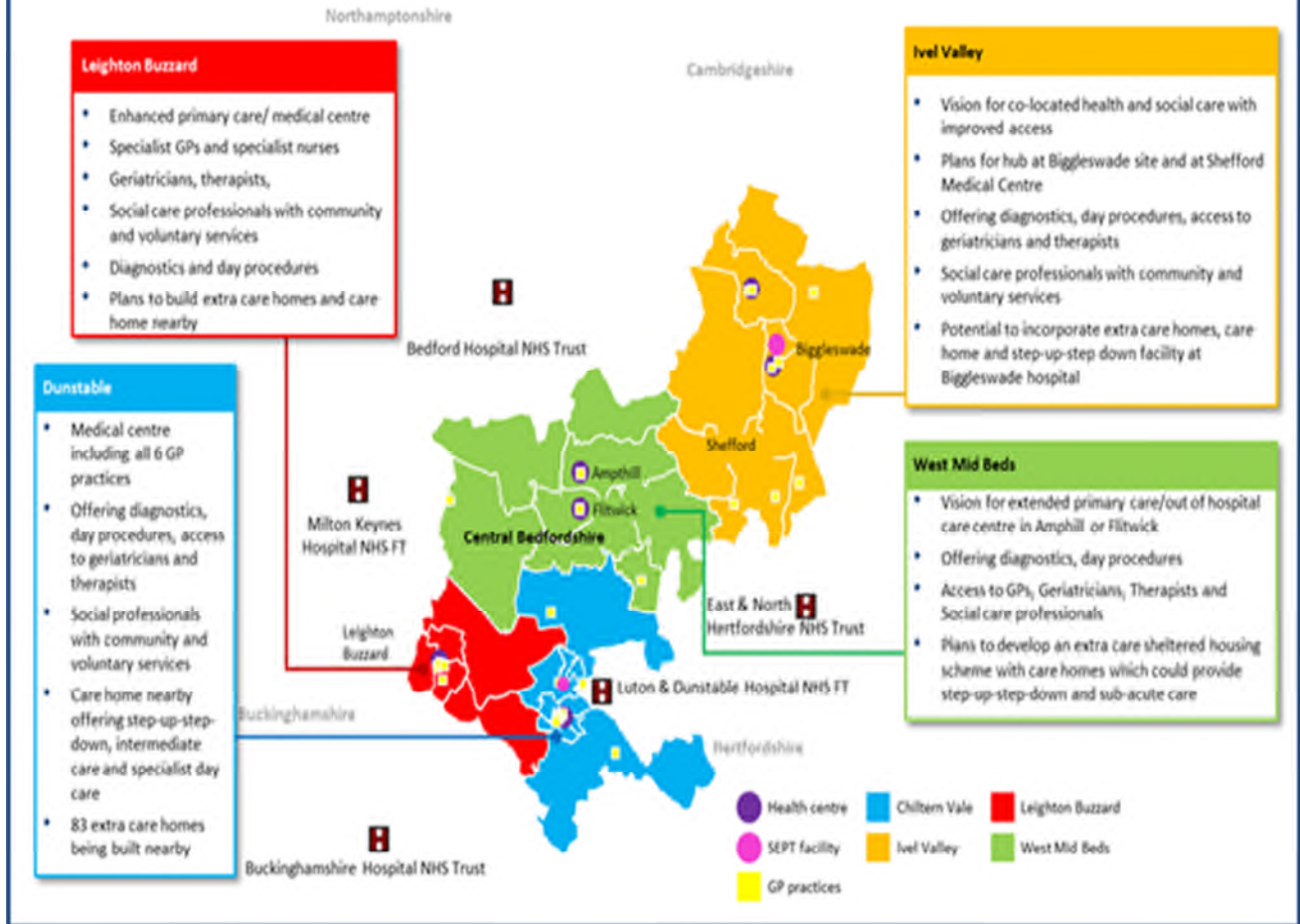
### **Contact**

To contact the STP please email [communications@mkuh.nhs.uk](mailto:communications@mkuh.nhs.uk)

This page is intentionally left blank

Appendix B

**A Proposed Model and Locations for Integrated Care Hubs in Central Bedfordshire**



This page is intentionally left blank



Central Bedfordshire Council

EXECUTIVE

2 August 2016

---

**Healthy Child Programme Contract and wider community health services: Authorisation to Proceed with Procurement**

Report of Councillor Maurice Jones, Executive Member for 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)), Julie Ogley Director of Adult Social Care, Health and Housing ([Julie.Ogley@centralbedfordshire.gov.uk](mailto:Julie.Ogley@centralbedfordshire.gov.uk)) and Sue Harrison Director of Children's Services  
([Sue.Harrison@centralbedfordshire.gov.uk](mailto:Sue.Harrison@centralbedfordshire.gov.uk))

**This report relates to a Key Decision**

---

**Purpose of this report**

1. This report seeks support for the proposed commissioning arrangements for the procurement of a Community Health Services Contract for children and young people which includes the Healthy Child Programme.
2. The report also seeks the support of the Executive for the proposed commissioning arrangements for CBC associated with Bedfordshire Clinical Commissioning Group's (BCCG) procurement of Community Health Services Contract for adults.

**RECOMMENDATIONS**

**The Executive is asked to:**

1. **approve the proposal that CBC, Bedford Borough Council and BCCG, enter into a partnership arrangement for the procurement of Community Health Services for children and young people;**
2. **given the intention to include CBC adult social care funding covering rehabilitation/rapid intervention within the procurement of Community Health Services, to authorise a Section 75 agreement with the CCG, if necessary;**
3. **note the current assumption, prior to soft market testing, that the contract term is likely to five years with a maximum extension of two years, commencing in 2018;**

4. **Adopt the Memorandum of Understanding between Central Bedfordshire Council, Bedford Borough Council and Bedfordshire Clinical Commissioning Group that sets out how the parties will work together to deliver the procurement of Community Health Services for children and young people**
5. **Agree that the Director of Public Health, in consultation with the Executive Member for Health, is given delegated authority to proceed with the re-procurement of the Healthy Child Programme once the Memorandum of Understanding has been agreed by all parties.**

### **Overview and Scrutiny Comments/Recommendations**

3. The proposal was considered by Children's Services Overview and Scrutiny Committee (OSC) on the 21 June and by Social Care, Health & Housing OSC on 27 June.
4. **Children's Services OSC recommended**
  - a) That there is an aligned commissioning process with the CCG.
  - b) That a direct correlation between the conclusions and recommendations from the Health Needs Assessment and the re-procurement process be made apparent in the report.
  - c) The Executive assure themselves of the working arrangements with the CCG.
  - d) That adequate monitoring control of the contract be put in place and that the role of parents be correctly balanced and referred to in the model of service.
5. The response to the recommendations from Children's OSC is that the Health Needs Assessment is directly informing the re-procurement and that future documents will make this link more apparent. The role of the parents will be included in the model of service and will be directly informed by the planned work to engage with and obtain the voice of parents and children.
6. **Social Care Health and Housing OSC recommended**

The Committee supports the principle of a joint arrangement for procuring and commissioning community health services with a view to providing a better integrated service recognising the principles for the design for community services.

## **Introduction and background**

7. In 2013 the NHS separated the of children's health services by transferring the commissioning of the 5-19 Healthy Child programme (HCP) to Local Authorities and transferring commissioning of Children's Community Health Services (CHS) to the newly created Clinical Commissioning Groups.
8. In October 2015, responsibility for commissioning the 0-5 Healthy Child Programme transferred to Local Authorities. The contract for the HCP is currently commissioned by Public Health on behalf of both the Council and BBC.
9. In Bedfordshire the HCP is currently provided by South Essex Partnership Trust (SEPT) and the CHS by SEPT and Cambridgeshire Community Services.
10. Specialist community services for children include Community Paediatricians, Looked After Children's Health Team, Special Schools School Nursing Service and Allied Health Professionals such as Speech and Language Therapists.
11. Community Health Services for adults include a number of CCG funded services including Multi-Disciplinary Teams, Specialist Nursing, Allied Health Professionals, Community Geriatricians, Rapid Response and Rehabilitation, Self-Management and Step up / Step down beds.
12. The contract for CHS is currently commissioned by Bedfordshire Clinical Commissioning Group (BCCG). There is a Section 75 agreement between the Council and BCCG as a contribution to the Rapid Intervention and Rehabilitation Service part of the Better Care Fund arrangements. The CHS are a significant component of the delivery of the Better Care Fund and the broader integration agenda, so whilst the current financial contribution to the contract is limited, it is of significant strategic importance.
13. All the above contracts were recently extended until 31 March 2018 and require re-commissioning. The re-procurement of these services provides an excellent opportunity to improve outcomes and deliver person-centred services, and the contract extension permits sufficient time for re-procurement and contract mobilisation.

## **Pre-procurement Preparation**

14. To provide the essential preparatory work for the re-procurement a number of activities have taken place. These include Health Needs Assessments, a re-refresh of the Joint Strategic Needs Assessment, several stakeholder events and workshops and the development of high level outcome based specifications.

### **Principles for Service Delivery**

15. Principles for service delivery have been developed in collaboration with stakeholders such as local residents, clinicians and the community and voluntary sector. The principles for children and adults were developed in parallel, and while there are similarities, there are also differences that reflect the needs of individuals at different stages of life.
16. The principles for Children's CHS are to:
  - Be child and family focused
  - Focus upon prevention and early intervention
  - Be integrated
  - Provide accessible and flexible service
  - Communicate and share information
  - Be evidence based and best value
17. The principles for adult's CHS are to deliver:
  - Care that is co-ordinated around the needs of patients, carers and service users
  - A workforce that is empowered, skilled and has the right competencies
  - Patients who have confidence to take control of their situation
  - Services that can be flexible to meet individual needs
  - Information shared across organisations to support patient care and good commissioning
  - Prevention through all services

### **Transformation of Services prior to Re-procurement**

18. The contract for the current provider of the Healthy Child Programme was extended until March 2018 and included the requirement to transform services prior to re-procurement.
19. The five areas agreed for Children and Young People are:
  - Special Educational Needs and Disability
  - Autism
  - Integration
  - Services for children with complex needs
  - Admission avoidance
20. The areas proposed for adults are:
  - Implementation of the complex rehabilitation pathway including early supported discharge for stroke patients
  - Multi-disciplinary team working around the 9 clusters of GP practices and the use of risk stratification
  - Improved access to community services for care homes
  - Integration of the rapid response element of care (2017/18)

21. Learning from the transformation of services will be used to inform the final specifications for service delivery.

### **Joint Arrangements**

22. Evidence from around the country has provided some support for the conclusion that joint working between Health Providers and local authorities on the provision of services has the potential to provide benefits in terms of service quality and cost efficiency. It is noted that the most successful partnerships have a common thread of clear and transparent structures and governance.
23. In light of the evidence of the potential benefits which may arise from partnership working in this context, BCCG, BBC and CBC have begun to develop a draft vision for a local model for community services which is likely to result in the need for substantial change in the way services are currently modelled and delivered and there may be a need for investment in new services.
24. Against this background, it would seem appropriate in principle to pursue the establishment of partnership arrangement, such as a Memorandum of Understanding (MOU) (Appendix B) between this Council, Bedfordshire Clinical Commissioning Group and Bedford Borough Council to jointly procure the range of community health services.
25. Joint arrangements in this field are increasingly popular both nationally and locally: for example during 2015/16, 60% of the adults' community services budget is already included within the Better Care Funds covering the three organisations. In addition, new Better Care Fund arrangements announced last autumn require integrated health and social care systems to be developed for the future.
26. The re-procurement of community health services for children, young people and adults has the potential to present an opportunity to reconfigure and deliver services which are more person-centred and improve outcomes. Care will be delivered closer to home, support the best start in life for children, and promote self-management and independence, ultimately reducing unnecessary admissions to acute or residential care. It is considered that that there is a likelihood that overall joint arrangements for health and care services will improve patient experience, help to provide efficiencies of scale, improve the quality of care by avoiding duplication and creating seamless care and also create opportunities to address local workforce challenges.
27. It is envisaged that new models will allow joint working within different parts of community health to be extended in the future where appropriate and subject to agreement and governance.

### **Issues for Consideration**

28. Any joint procurement arrangements should be subject to the establishment of appropriate governance mechanisms which need to include the consideration and approval of appropriate options for service delivery and procurement approach. Thereafter decision making process, implementation and management of the service will require similar governance considerations and establishment.
29. The governance mechanisms could include a partnership agreement or Memorandum of Understanding which records the basis of the partnership i.e. the objective of procuring better outcomes for community health and the structure of the partnership including how, by whom and in what forum decisions are made both in relation to the procurement process and to the subsequent management of the service delivery post implementation. Experience has shown that the most successful partnerships are those in which there is clarity of purpose and status of the partnership, scope of any powers or decision making and governance.
30. There are a number of options for how the partnership might be structured and these are matters which will need to be considered and agreed in due course. Each of the parties must have an appropriate input into the design of the partnership and an appropriate level of influence in the ongoing operation of the arrangement.

### **Reason/s for decision**

31. The re-procurement of CHS for Children, Young People and Adults, presents an excellent opportunity to deliver services which are person-centred, improve outcomes and deliver maximum efficiency, therefore it is recommended that the Committee supports the joint arrangement for procuring and commissioning community health services.

### **Council Priorities**

32. Full and effective delivery of Community Health Services including the Healthy Child Programme will contribute to the achievement of the following Council priorities:
  - Enhancing your local community
  - Improved educational attainment
  - Promote health and well-being and protect the vulnerable

## Corporate Implications

### Risk Management

33. The process requires sound and timely management to ensure decisions can be taken at the appropriate time based on all viable options and the decision process is open and transparent.

### Staffing (including Trades Unions)

34. There are no specific staffing issues arising from this report.

### Legal Implications

35. The legal implications at this stage centre around setting up appropriate governance mechanisms in line with requirements in the Constitution to ensure open and transparent decision making at all stages.

### Financial Implications

36. The financial implications are set out in the exempt Appendix A.

### Equalities Implications

37. 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. Ensuring better outcomes under CHS and HCP should be for the benefit of all residents and equality duties should be considered and embedded in the context of any joint working to avoid discrimination.
38. BCCG will undertake an Equalities Impact Assessment as part of the procurement process.

### Procurement

39. The Executive Committee and the Executive Member for Health will be briefed on the progress of the procurement.

The timetable is expected as follows:

<b>Event</b>	<b>Timescale</b>
Procurement Process	September 2016 – September 2017
Mobilisation	October 2017 – March 2018
Contract start	April 2018

**Appendices**

Appendix A – Exempt Financial Information

Appendix B - MOU – to follow



Central Bedfordshire Council

EXECUTIVE

2 August 2016

---

**Commissioning of New School Places in Biggleswade for September 2017**

Report of: Cllr Steve Dixon, Executive Member for Education and Skills  
([steven.dixon@centralbedfordshire.gov.uk](mailto:steven.dixon@centralbedfordshire.gov.uk))

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

**This report relates to a Key Decision**

---

**Purpose of this report**

1. To provide Executive with the outcome of the consultations by Biggleswade Academy Trust and the Governing Body of St Andrews Church of England VC Lower School, Biggleswade, each to expand by 1 form of entry (30 places in each lower school year group) by September 2017.
2. To seek the Executive's approval of each proposal to expand, subject in respect of Biggleswade Academy Trust to approval also by the Department for Education (DfE), and for the Council's commitment to required capital expenditure.
3. The schools referred to within the report serve the Wards of Biggleswade North and Biggleswade South.

**RECOMMENDATIONS**

1. **Note the responses received to the consultations by Biggleswade Academy Trust and the Governing Body of St Andrews Church of England VC Lower School, Biggleswade, each to expand by 1 form of entry (30 places in each lower school year group) by September 2017.**
2. **Approve the commencement of capital expenditure as set out in the report, subject in respect of Biggleswade Academy Trust to the approval of the proposal by the Education Funding Agency, and subject to the grant of planning permissions under Part 3 of the Town and Country Planning Act 1990.**

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

4. A report was presented to Children's Services Overview and Scrutiny Committee at its meeting on 15 March 2016 and the Committee indicated its support for the proposals outlined in this report and for the commencement of the recommended consultations, the outcomes of which are set out within this report.

## **Pupil place planning for Middle and Upper School places in Biggleswade**

5. On 5 April 2016 the Council's Executive approved the recommendation of the report to support consultations by Biggleswade Academy Trust and the Governing Body of St Andrews Church of England VC Lower School, Biggleswade, each to expand by one 1 form of entry (30 places in each lower school year group) by September 2017.

The April report can be viewed as Agenda Item 11 at:

<http://centralbeds.moderngov.co.uk/ieListDocuments.aspx?CId=577&MId=4923&Ver=4>

6. The proposals were made with the support of the Council and its need to commission new school places as a result of its 2015/16 demographic forecasts for the Council's School Place Planning pyramid area covering Biggleswade and the surrounding rural area. The forecasts confirmed a sustained 2 form entry (60 places per year group) deficit in Lower School provision in the town by 2018/19 with pressure building from Sept 2016.
7. With the support of the Council each school's consultation commenced on 14 April 2016 and concluded on 12 May 2016 including public meetings. The consultations were undertaken to comply with DfE guidance published for making prescribed alterations to LA Maintained Schools and for Academies wishing to make significant changes.
8. The consultation materials and a summary of responses received by Biggleswade Academy Trust are attached at Appendix A to this report.
9. Issues arising through the consultation have been reflected upon in the summary report provided by Biggleswade Academy Trust within Appendix A. A total of eleven responses were received to the consultation with the majority in support of the proposal.
10. The consultation materials and a summary of responses received by St Andrews Church of England VC Lower School are attached at Appendix B to this report.

11. Issues arising through the consultation have been reflected upon in the summary report provided by St Andrews Church of England VC Lower School within Appendix B. A total of nine responses were received to the consultation with the majority in support of the proposal.
12. Where concerns were raised in response to each proposal these related to the design and layout of the expanded premises, potential highways and noise implications and the accuracy of the pupil forecasting of the need for further new school places in the Town, which are addressed in the town planning application and in the appendix. Concerns were also raised of the revenue impact on existing school budgets of school expansions, which is addressed under the financial implications.
13. Each proposal has been subject of feasibility studies and early engagement with the Council's planning and highways officers to inform further design work to ensure that the required expansion of buildings and reconfiguration of external areas on each site can be implemented following the necessary submission and approval of planning applications with mitigating measures agreed where necessary.
14. The planning applications will be subject of separate consultations with the local community and will be informed by reviews of each school's travel plans to reflect the increased intake to each site and the need to ensure a continued focus on the promotion of the use of sustainable modes of transport to school, recognising the potential for increased traffic movement at peak times around school sites.
15. The April 2016 report to Executive set out clearly that since 2013 the Council has commissioned an additional 300 lower school places in Biggleswade. The strategic need for those additional places to be provided by September 2015 was initially reported to the Council's Executive in March 2013 and was informed by projection data included within the Council's 2012 School Organisation Plan.
16. The Council's School Organisation Plan is reviewed and updated on an annual basis and provides a five year projection. The need for further expansion of lower school places to be provided from September 2017/18 is the result of significant further demographic growth in Biggleswade that was not evident in the forecasts that justified the Council's 2013 commissions but has now been confirmed by the July 2015 demographic forecasts and school admission data.
17. It is highly likely that further significant new housing developments in the Town, planned or proposed beyond the current five year forecast period, will increase the likely need for further new school places to be provided. The Council will continue to ensure that all opportunities are taken to seek sites for new build and expansions of existing school buildings within such developments.

18. In order to support expansions commissioned by the Council, the senior leadership teams of Schools and Academies can apply for additional revenue support for related costs funded through the Dedicated School Grant Growth Fund established by the Schools Forum.
19. The business case that Biggleswade Academy Trust has prepared is attached at Appendix C and articulates how the proposal is aligned with the Council's Policy Principles on Pupil Place Planning in Schools.
20. Biggleswade Academy Trust has considered the outcome of its consultation and has agreed that it wishes to proceed with the proposal. As a result, a significant change application will be submitted by the Trust to the Department for Education's Education Funding Agency to secure approval for the expansion of the Academy. The Trust has also continued to work with the Council in developing the design proposals for the new facilities required if the expansion is approved.
21. The business case that St Andrews Church of England VC Lower School has also prepared is attached at Appendix D and articulates how the proposal is aligned with the Council's Policy Principles on Pupil Place Planning in Schools.

### **Design and procurement of the new provision**

22. Working with their appointed education capital consultant and with support from the Council, Biggleswade Academy Trust has commissioned design studies for the school's expansion. These have referenced Building Bulletin 103 which provides area guidelines for mainstream schools.
23. The resulting cost estimates have indicated that the project is affordable within the total capital budget established by the Council. The Academy intend with the support of the Council, to directly procure the project. This will follow a procurement exercise which will be undertaken when planning approval has been secured, if the Executive approves the recommendations contained within this report.
24. The governance of the project will be provided through a board that will include Council officers from the School Organisation & Capital Planning Team who will control the release of capital funding aligned with the achievement of key project milestones.
25. The Council will procure the capital works required for the expansion of St Andrews CofE VC Lower School and will utilise the procurement framework that enabled delivery of the original school.

### **Reasons for decision**

26. The consultation undertaken on the proposal to expand Biggleswade Academy Trust has complied with DfE Guidance for making significant changes to an existing Academy, published in March 2016.
27. The consultation undertaken on the proposal to expand St Andrews Church of England VC Lower School has complied with the January 2014 DfE Guidance for making prescribed alterations to LA maintained Schools.
28. The proposals support the Council's Policy Principle of investment in successful schools. St Andrews Church of England VC Lower and Biggleswade Academy are both rated Good by Ofsted.
29. As set out in detail in the April report to the Council's Executive, the completion of the proposed projects outlined within this report will ensure that the Council continues to meet its statutory obligations to secure sufficient school places for children in the Biggleswade area.
30. Each school has submitted a business case which has been evaluated by Council officers and is provided at Appendices C and D attached to this report. The proposals comply with the Council's Policy Principles for Pupil Place Planning in Schools and each school's ambition is aligned with the Council's Partnership Vision for Education 2015-2019.
31. Ward Councillors have received briefings on the Council's forecasts of demographic growth and the need to plan for additional school places in the Biggleswade area and are supportive of both proposals.

### **Council Priorities**

32. The report supports Central Bedfordshire's Five Year Plan 2015- 2020 and the specific priority of Improving Education and Skills.

### **Legal Implications**

33. 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.
34. 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.

35. Department for Education (DfE) Guidance for Academies wishing to make significant changes, including enlargement of their premises, was published in March 2016.
36. The Guidance can be viewed at:  
  
<https://www.gov.uk/government/publications/making-significant-changes-to-an-existing-academy>
37. Academy Trusts are to exercise their own judgments in deciding whether a change is significant although the proposal set out in this report by Biggleswade Academy Trust would come within the definition of 'fast track significant change' as set out by 2016 DfE Guidance.
38. The process is overseen by the Education Funding Agency on behalf of the DfE and requires an Academy to undertake consultation, to obtain consent on behalf of the Secretary of State for Education from the Regional Schools Commissioner, advised by his Head Teacher Board, and to secure any capital required by the proposal before implementation.
39. The application submitted by Biggleswade Academy Trust 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 2016 DfE Guidance.
40. The main legislation governing school organisation of LA maintained schools is found in sections 6A-32 of the Education and Inspections Act 2006, The School Organisation (Establishment and Discontinuance of Schools) Regulations 2013 and the School Organisation (Prescribed Alterations to Maintained Schools) (England) Regulations 2013.
41. Department for Education Guidance for proposers and decision makers regarding school organisation in maintained schools is published to support the School Organisation (Prescribed Alterations to Maintained Schools) (England) Regulations 2013.
42. DfE Guidance published in January 2014 was in force on the 5 April 2016 when the Council's Executive approved the recommendation of the report to support the consultation by the Governing Body of St Andrews Church of England VC Lower School, Biggleswade.
43. As a consequence of changes introduced by the 2013 Regulations and the January 2014 Statutory Guidance, Governing Bodies were able to propose to make a range of changes to their schools without following a formal statutory process. These included significant expansion such as that proposed to St Andrews C of E VC Lower School.

44. As a result, and with the Council's support, the Governing Body of St Andrews CofE VC Lower School has complied with the requirements of that guidance and has undertaken effective consultation with parents and other interested parties, to gauge demand for the proposed change and provide consultees with sufficient opportunity to give their views.
45. On 8 April 2016 the DfE published revised guidance. This guidance can be viewed at: <https://www.gov.uk/government/publications/school-organisation-maintained-schools> and has reversed the majority of the freedoms previously available to Governing Bodies of LA Maintained Schools to make certain changes.
46. New expansion proposals that would increase a school's capacity by more than 30 pupils and 25% or 200 pupils whichever is the lesser, must now follow a statutory process as defined within the revised guidance.

### **Financial Implications**

47. The New School Places Programme is majority funded by developer contributions and Basic Need grant income from the Department for Education (DfE) but further supplemented by funding from a number of other sources. The Council's MTFP was approved with gross expenditure of £18.2M (£0.7M net) in 16/17, £25M (net nil) in 2017/18 and £17.2M (net nil) in 2018/19 and £15M (£3.4M net) in 2019/20.
48. The DfE will not announce its allocation of Basic Need grant for 2019/20 until February 2017 at the earliest so the forecast net contribution in that year could be revised significantly.
49. On planning assumptions revised following approval of the Council's MTFP, the programme now forecasts gross expenditure of £18.3M (£4.3M net) in 16/17. The significant variance between the Council's MTFP and the revised forecast is the increase in net cost to the Council in 2016/17. This is a result of the impact of two factors; an unachievable £2M net efficiency built into the 2016/17 programme in the MTFP and reduced or delayed S106 income to the Council totalling £1.68M across the whole of its New School Places Programme in 2016/17.
50. S106 income has contributed significantly to the programme as one source of income in the past although the latest forecasts from Monitoring Officers of reduced S106 income now reflects the removal of contributions below £10k due to changes in the CIL regulations, the removal of a number of planning permissions that have now expired and most significantly a number of large developments that have been delayed, or have disputes over S106 contributions.

51. The Council's rolling five year new school places programme is dynamic with perpetual changes in forecasts of income and expenditure across financial years including those arising from variances in S106 totals and trigger points and in the timing and therefore cost profile of many projects.
52. Given the volatility in forecasts of S106 income the School Organisation and Capital Planning Team will now meet each quarter with the S106 Monitoring Officer and the outcome of these reviews and the impact on established forecasts within the MTFP will be reported through the Council's capital monitoring report.
53. All new school and expansion projects are briefed to provide buildings that are designed in line with DfE area guidelines for mainstream schools but are subjected to value engineering with resulting final construction costs at or below the national benchmarked average for new school places.
54. The capital financial implications arising from approval of the recommendations of this report are contained within the 2016/17 Gross budget approved in the MTFP. Deferring schemes to avoid or reduce the net cost to the Council in 2016/17 is not an option as it would mean delaying the provision of places that are forecast to be needed by September 2017. In 2017/18 the programme will be holding an in year unallocated balance of £13.4M and in 2018/19 it will be £8.2M. This could be utilised to offset the Council's borrowing requirements elsewhere in its capital programme in those years.
55. 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.
56. 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.
57. 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.
58. 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 Education and Skills, in consultation with the Director of Children's Services as required by the Council's Constitution.



## Equalities Implications

59. 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.
60. 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.
61. 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.
62. As proposer of the enlargement of the premises of Biggleswade Academy Trust, the Trust has considered that there are no adverse impacts on any people due to their protected characteristics from the change being proposed. Likewise, as proposer of the enlargement of the premises of St Andrews CofE VC Lower School, the School's Governing Body has considered that there are no adverse impacts that arise from the change being proposed. In fact the enlargements of the two schools will have a positive impact in terms of equality of access to education for young people.

## Risk Management

63. The proposal to commission new 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.
- Reputational risks associated with the non delivery of required
- 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 A – Consultation materials and summary of responses - Biggleswade Academy Trust

Appendix B – Consultation materials and summary of responses - St Andrews Church of England VC Lower School

Appendix C – Business Case - Biggleswade Academy Trust

Appendix D – Business Case - St Andrews Church of England VC Lower School



### **Purpose of this consultation document**

The purpose of this document is to provide information relating to the proposal by the Directors of Biggleswade Academy Trust to expand Biggleswade Academy for each 'lower school' aged year group, from 2 forms of entry (60 children) for children aged 5–9, to 3 forms of entry (90 children) for children aged 5–9 on a permanent basis, via an expansion to the Academy facilities, with a phased intake from September 2017.

This would eventually increase the academy's published admission number for 'lower school' year groups (Years R-4) from a maximum of 60 pupils per year to a maximum of 90 pupils per year on a permanent basis.

### **Background**

Biggleswade Academy was opened in 2012 following the closure of its predecessor school, Holmemead Middle School. In July 2013, Southlands Lower School also converted to become part of Biggleswade Academy and on 1<sup>st</sup> September 2013 the newly merged school (also incorporating the former Brigham pre-school) opened in its current form - providing education and wrap-around care for children aged 2 to 13, 51 weeks of the year, across a single extended campus.

In order to help address the demand for lower school places in Biggleswade, St Andrews Church of England Voluntary Controlled Lower School has already been expanded to provide a total of 150 Reception places per year. This expansion was achieved via a new second campus, which opened in September 2015 on Bantock Way. Further expansion of this second campus is also required and is currently subject to consultation by the school's governing body.

Despite this expansion, the demand for lower school places is forecast to exceed the number of places available locally and, if the proposal to expand Biggleswade Academy is approved by the Department for Education (who must be consulted for all proposed changes to academies) the Directors of Biggleswade Academy Trust have indicated its willingness to accommodate an additional new class per 'lower school aged' year group.

### **Proposal**

In July 2015 the demographic forecasts for the Council's School Place Planning pyramid area covering Biggleswade and the surrounding rural area were revised with refreshed data as part of the annual review of the Council's School Organisation Plan.

The outcome indicates a further sustained forecast deficit in Lower School provision in the town. This is as a result of additional local housing developments, including the area off Potton Road in Biggleswade, that are now reflected in the Council's current housing trajectory.

Following discussions with Central Bedfordshire Council, the Directors of Biggleswade Academy Trust have agreed to consult on a proposed expansion of Biggleswade Academy's facilities to house the provision of an additional 150 'lower school' aged places from September 2017, the increase in pupils phased over a five year period.

**School capacity**

The current capacity of Biggleswade Academy, for pupils entering through the Kitelands Road entrance, is 300 children from Reception to Year 4 and from the Mead End entrance is 560.

The majority of pupils and parents access the site either from Kitelands Road or from Mead End. However, some pupils and parents also utilise the school entrance from Kitelands Park (situated in the middle of these two entrances) to access both parts of the site.

The proposed expansion would provide additional accommodation for up to 150 pupils aged 3- 9 and it is proposed that such accommodation would be most easily accessed from this third entrance – directly from Kitelands Park.

This will allow the current classroom configuration at the Kitelands Road end of the site to be adapted slightly to accommodate pupils from Year R – Year 2 (Early Years and Key Stage 1 pupils, in addition to the 4+ Nursery class also situated here), whilst creating a more specifically 'Key Stage 2' area for years 3, 4 & 5 from a combination of new and existing accommodation accessed most directly from Kitelands Park.

**Objectives of proposal**

- To meet local demographic demand for school places in the future
- To meet parental demand for Biggleswade Academy evident in sustained levels of over subscription
- To expand an already highly regarded, Ofsted 'good with outstanding features' academy.

**Timeline**

Following approval by Central Bedfordshire Council's Executive Committee on 5 April 2016 for the Governing Body's consultation on the proposed expansion to commence, the timetable for the consultation process is as follows-

Action	Date –
Consultation starts	14 April 2016
Drop in meeting for staff, parents, carers and other interested parties	27 <sup>th</sup> April 2016
Consultation ends	12 May 2016
Outcome of consultation considered by the Governing Body and decision regarding whether to proceed advised to Council	By 27 May 2016
Governing Body submit application to DfE for approval to expand – if applicable	By 27 May 2016
Council Executive consider consultation outcome and determine funding for proposed expansion- if applicable	2 August 2016
Proposed implementation – if applicable	1 September 2017

Attached to this proposal is a Consultation Response Form (pages 5-7). Please complete the form and return it to the address provided. Alternatively, responses to the consultation can be made by e-mail to [enquiries@biggleswadeacademy.org](mailto:enquiries@biggleswadeacademy.org)

.....

Below is a list of 'Frequently Asked Questions' that may help to address some immediate concerns that you have.

**Frequently asked questions –**

**Q – My child currently attends Biggleswade Academy, how can I be assured that standards and provision would be maintained and improved if the academy is expanded?**

A – The Governors and staff of Biggleswade Academy are proud of their Ofsted rating of 'good with outstanding features' for the main Academy and 'Outstanding' for the Pre-School.

Both of these reports graded the Leadership and Management of the Academy to be 'Outstanding' validating the fact that the Academy is well placed to grow further to support the needs of the town. In addition, the Academy are fully committed to continuing to provide a curriculum that is well designed and matched to the needs, abilities, interests and aspirations of all of their children and are confident in their ability to do so for an extended number of children.

**Q - Would Biggleswade Academy be able to continue to provide a full and varied curriculum on the expanded campus?**

A – The curriculum taught across Biggleswade Academy is well designed and matched to the needs, abilities, interests and aspirations of all children, also being commented positively upon during the school's last inspection. Staff regularly review this curriculum and would simply continue to plan this to meet the needs of the additional children. The academy also already has an extremely well developed extra-curricular programme and extended school activities which would be able to be accessed by all new children joining the Academy.

**Q – What are you proposing to build and what facilities would be available?**

A –Proposals are being developed which would provide accommodation for an additional 150 pupils, also allowing the more logical re-grouping of pupils across the Academy site into their related Key Stages. All building will be to the recognised standards for our size and type of school.

There will be a town planning application process for the propose expansion and therefore there will be a separate opportunity to comment on the plans as part of that process.

**Q – When would the new facilities open?**

A - Subject to obtaining all the necessary consents it is likely that the new facilities would be operational from September 2017 with the Academy gaining an additional class per year group (YR-4) from this point. An additional class could also be accommodated from September 2016 utilising alternative accommodation.

**Q – Does the Council have the funds to provide this expansion for Biggleswade Academy??**

A –The costs for building the extension to the academy and fitting it out would be paid for by developer's contributions and the Department for Education's basic need grant via the Council's New School Places Programme.

**Q – How would admissions to the expanded campus be managed? Would there be an intake from across the age range?**

A –. The same admissions arrangements and criteria would remain in place for the expanded campus and the catchment area for the academy would remain unchanged. The only difference would be that a total of 90 places would eventually be available per year group from Years R-4.

As always, the Council and Biggleswade Academy would work very closely together to plan for specific numbers and year groups in more detail as parental preferences are known and admission numbers are confirmed.

**Q – Would this expansion impact upon the existing staff at the academy?**

A – The academy would need to recruit new teaching and support staff to enable the larger academy to operate effectively.

**– Have any alternative solutions been considered, other than the expansion of Biggleswade Academy?**

A – Yes. A number of options were considered by the Council including the possible creation of a completely new school. However, by asking Biggleswade Academy to expand, the Council is following its Policy Principles for Pupil Place Planning, which underpin all council decisions regarding new school places. These policy principles include -

1. the need to provide local schools for local children, ensuring a sense of community belonging and also promoting sustainable modes of travel
2. the need to create schools that are of sufficient size to be financially and educationally viable
3. the ability to support the expansion of local popular and successful schools or to link expanding schools with popular and successful schools
4. the potential to further promote and support robust partnerships and learning communities



# Biggleswade Academy

## Consultation Response Form

Please read the consultation document and tell us what your views are.  
If you prefer not to use this form, you can put your views in a letter or email.

Letters or completed forms should be returned to -  
Biggleswade Academy, Kitelands Road, Biggleswade, Beds SG18 8NX  
or responses can be sent by e-mail to [enquiries@biggleswadeacademy.org](mailto:enquiries@biggleswadeacademy.org)

**All responses must be received by 3.30 pm on Thursday 12<sup>th</sup> May 2016**

**How much do you agree with the following statement?** Please tick as appropriate.

- I support the proposed expansion of Biggleswade Academy

Strongly agree	Agree	Neither agree nor disagree	Disagree	Strongly disagree	Don't know

Do you have any comments/concerns regarding the proposed expansion? If so, please list them here -

**Are you responding as an individual or on behalf of an organisation?**

	<b>Please tick</b>
<b>Individual</b>	
<b>Organisation – please specify</b>	

Optional information -

Name	
Address	
Postcode	

**If you are responding as an individual, please tell us a little bit about yourself.**

The following information will help us when considering your opinions and to make sure that we are getting views from all sections of the community. All the questions are optional, and you can give as little or as much information as you wish.

**Please tell us if you fall into any of the following categories (please select all that apply)**

Please tick all categories that apply	√	Additional information
Pupil - please state which school/academy and which year group		
Parent/ carer of child / children - please state which school/academy		
Parent/ carer of preschool child / children		
School Governor - please state which school/academy		
School Staff - please state which school/academy		
Other please specify		

**Gender**

Male	Female	Transgender	Prefer not to say



**Age**

Under 18	18 - 24	25- 34	35- 44	45- 54	55- 64	65 and over

	<b>Yes</b>	<b>No</b>
Do you consider yourself a disabled person		

<b>Ethnic Group</b>	<b>Please tick as appropriate</b>
White British	
White Irish	
White other – please specify	
Black or Black British Caribbean	
Black or Black British African	
Black or Black British other – please specify	
Mixed White and Black Caribbean	
Mixed White and Black African	
Mixed White and Asian	
Mixed other – please specify	
Asian Indian	
Asian Pakistani	
Asian Bangladeshi	
Asian other – please specify	
Chinese	
Other – please specify	

Data Protection Act 1998 - please note that your personal details supplied on this form will be held and/or computerised by Biggleswade Academy for the purpose of the consultation. Summarised information from the forms will be shared with Central Bedfordshire Council and 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.



Biggleswade Academy Trust  
Mead End  
Biggleswade  
Bedfordshire  
SG18 8JU

Tel: 01767 660515  
Fax: 01767 310848

Web: [www.biggleswadeacademy.org](http://www.biggleswadeacademy.org)  
E-mail: [enquiries@biggleswadeacademy.org](mailto:enquiries@biggleswadeacademy.org)

To:  
Head of School Organisation, Admissions & Capital Planning  
Central Bedfordshire Council  
Watling House  
High Street North  
Dunstable  
Bedfordshire  
LU6 1LF

24th May 2016

Dear Sir,

### **Proposed Expansion of Biggleswade Academy**

The Board of Directors of Biggleswade Academy met on Thursday 19th May to discuss the results of the recent consultation carried out regarding the proposed expansion of the Academy.

The consultation ran from 14th April to 12th May and included a public consultation and drop-in meeting, held on date 27th April, which was attended by approximately 10 parents/staff/and other stakeholders.

A total of 11 responses were submitted to the consultation, either via email or were handed into reception. These are summarised below -

#### Total responses –

- 4 - Strongly agree with the proposed expansion
- 2 – Agree with the proposed expansion
- 3 Neither agree nor disagree

Positive comments centred on the need for the school to expand to meet the needs of the community whilst some concerns were also raised. These centred around ensuring measures were in place to control the number of cars in the vicinity, noise levels from more children on the playground and frustrations surrounding the accurate forecasting pupil numbers within the town.

The Board of Directors are keen to work closely with the Council in order to address these concerns, and therefore:

- Fully support the current involvement of the Highways and Planning department to identify ways to encourage and support more children in walking to school, whilst identifying and developing measures to mitigate the potential hazards of greater traffic in the area.
- Provide further that the current number of children who access the Kitelands Road playground will not be increased as a result of the expansion, mitigating concerns of increased noise levels. The building proposed will be located behind the current 'Japan' block located closer to the Mead End area of the site and is planned to have its own play area, with pupils being able to access the additional facilities already in place within the Mead End area of the site.

All Directors and staff are very excited by the opportunity to work with additional families and extend the very positive ethos and high standards of the existing school and we have been delighted with the overwhelmingly positive response to the consultation from staff, parents and the local community.

I am therefore pleased to confirm that the Board of Directors have agreed unanimously with the proposal to expand Academy and we look forward to a positive outcome for this proposal and a successful working partnership with your team.

Yours sincerely



M Topley

Chair of Board of Directors

This page is intentionally left blank



Dear parents, carers and other stakeholders

**Proposed Permanent Expansion of  
St Andrews Church of England Voluntary Controlled Lower School,  
Biggleswade – East Site**



As you will be aware, St Andrews C of E VC Lower School was expanded onto a second site in Bantock Way, Biggleswade in order to serve the new housing on the King's Reach development, on land east of Biggleswade, and other smaller local developments. The new site opened in September 2015.



In view of the increased number of children that now require school places within the catchment area, the governing body propose to expand the eastern site of St Andrews Church of England Voluntary Controlled Lower School, on Bantock Way, Biggleswade, from two form of entry to three form of entry, from 300 places to 450 places, for Year Reception to Year 4.



It is proposed that building works would be completed to allow the extra facilities to be available from September 2017.



For a proposed permanent school expansion the Department for Education requires the school's governing body to consult with all interested parties and provide sufficient opportunity for them to give their views. The attached consultation document details the proposal and gives you the opportunity to respond. It also lists some 'frequently asked questions' which we hope will answer many of the concerns that you may have regarding the proposal.



**Please respond to this consultation** by completing the response form on pages 5 - 7 of the consultation document and returning this to the school **by 3.00 pm on 12 May 2016**. All of the responses received by the close of the consultation will be considered by the Governing Body when deciding whether or not to pursue the proposed expansion.



If the School's Governing Body decides to proceed, a summary of the outcome of the consultation will be provided to the Council who would subsequently decide on 2 August 2016 whether to commit the funding required.



If you have any queries regarding the proposed expansion please contact us via the School Office or the school email: [standrews@cbc.beds.sch.uk](mailto:standrews@cbc.beds.sch.uk)

Yours sincerely

Head Teacher

Chair of Governors



**Aspire, Believe, Celebrate**



Agenda item 11

Page 94

St. Andrew's VC Lower School  
Brunts Lane, Biggleswade, Beds. SG18 0LY  
Headteacher: Mrs. S. Rolfe

Tel: 01767 312311 Fax: 01767 600531

Email: [standrews@cbc.beds.sch.uk](mailto:standrews@cbc.beds.sch.uk)

[www.standrewslowerschool.co.uk](http://www.standrewslowerschool.co.uk)



**Consultation on the proposed expansion of  
St Andrews Church of England Voluntary Controlled Lower School, East  
Site, Bantock Way, Biggleswade.**



**Purpose of this consultation document**

The purpose of this document is to provide information relating to the Governing Body's proposal to expand the East site of St Andrews C of E VC (Church of England Voluntary Controlled) Lower School, at Bantock Way, Biggleswade, from a two form of entry (300 place) to a three form of entry (450 place) school for children aged 4 – 9.



This would eventually increase the school's published admission number for the Bantock Way site from 60 to 90.

**Background**

St Andrews C of E VC Lower School was expanded onto a second site which opened in Bantock Way, Biggleswade in September 2015 in order to serve the new housing on the King's Reach development, on land east of Biggleswade, and other smaller local developments. Up to 2500 new dwellings are being provided within the Kings Reach development and the original plans for the development included the new site for additional lower school provision to serve the area and also provided capital contributions towards the cost of the new provision. The school's expansion onto the second site had the support of the St Alban's Diocese and mirrored federation arrangements elsewhere in Central Bedfordshire where schools are managed in a similar way and governed across two or more sites.

Other Biggleswade schools are also being expanded to meet demographic growth, via Central Bedfordshire Council's New School Places Programme, these include: Edward Peake C of E VC Middle School where 120 additional places are to be provided at by September 2016 and the Academy of Stratton Upper School which is to be expanded from its current capacity of 1250 places to provide 1650 places with a phased implementation date. Work is also underway to plan for further growth and the need for school places in the area.

**Proposal**

In July 2015 the demographic forecasts for the Council's School Place Planning pyramid area covering Biggleswade and the surrounding rural area were revised with refreshed data as part of the annual review of the Council's School Organisation Plan.

The outcome indicates a further sustained forecast deficit in Lower School provision in the town. This is as a result of additional local housing developments, including the area off Potton Road in Biggleswade, that are now reflected in the Council's current housing trajectory.





An option to purchase an area of land adjacent to the new Lower School site within the Kings Reach development was approved by the Council in December 2015 to enable further expansion and accommodate pupils arising from other developments in the area. The area of this land is sufficient to provide a further 1 form (30 places per year group) of accommodation as an expansion to the existing school.

Following discussions with Central Bedfordshire Council, the Governing Body of St Andrews C of E VC Lower School has agreed to consult on a proposed expansion of the school's Bantock Way site by the provision of an additional 150 lower school places from September 2017, the increase in pupils phased over a five year period.

The Governing Body always understood that there was a possibility that the new East site would need to expand in order to meet the growing demand from not only the Kings Reach development but from other smaller local developments in Biggleswade.

### School capacity

The current capacity of St Andrews C of E VC Lower School, across both sites, is 750 children from Year Reception to Year 4. The proposed expansion would provide additional accommodation for up to 150 pupils. The proposed total capacity for St Andrews C of E VC Lower School, across both campuses, is therefore 900 children from Year Reception to Year 4.

### Objectives of proposal

- To meet local demographic demand for school places in the future
- To meet parental demand for places at St Andrews C of E VC Lower School
- To expand an already highly regarded, Ofsted 'good' school

### Timeline

Following support expressed by Central Bedfordshire Council's Executive Committee on 5 April 2016 for the commencement of the Governing Body's consultation on the proposed expansion, the timetable for the consultation process is as follows-

Action	Date –
Consultation starts	14 April 2016
Informal drop-in event in school – between 3.30 pm and 7.00 pm	<i>To be agreed</i>
Consultation ends	12 May 2016
Outcome of consultation considered by the Governing Body and decision regarding whether to proceed advised to Council	By 27 May 2016
Council Executive consider consultation outcome and determine funding for proposed expansion	2 August 2016
Proposed implementation	1 September 2017

On pages 5 – 7 there is a Consultation Response Form. Please complete this and return it to the address provided. Alternatively, responses to the consultation can be made by e-mail to [standrews@cbc.beds.sch.uk](mailto:standrews@cbc.beds.sch.uk)





Below is a list of '**Frequently Asked Questions**' which may help to address some immediate concerns that you have.

**Q – My child currently attends St Andrews C of E VC Lower School, how can I be assured that standards and provision would be improved or maintained if the school is expanded?**

A – The Governors and staff of St Andrews C of E VC Lower School are proud of their 'good' Ofsted rating and are committed to continuing to provide a curriculum that is well designed and matched to the needs, abilities, interests and aspirations of all of their children. With the economies of scale of a larger organisation, there would be more resources available for a good standard of teaching and a good quality curriculum. A larger organisation would also be able to spread subject leadership roles which would have a positive impact on future curriculum development.

**Q – What are you proposing to provide for the school within the planned expansion?**

A – Proposals are being developed for a building that which would provide for up to 150 pupils (aged 4 - 9) There will be a town planning application process for the new building and there will be a separate opportunity to comment on the plans as part of that process. Design proposals for the new buildings are being developed in parallel with this consultation exercise.

**Q – Does the Council have the land and the funds to provide this expansion to the school?**

A – Yes, the land is owned by the council. The costs for the building the school and fitting it out would be funded through the Council's New School Places Programme.

**Q – Would changes be made to the admission arrangements for the school?**

A – The admissions arrangements would remain as they are for the two school sites, other than an increase in the admission number by the additional 30 places per year group for the East site. The catchment area for each site would remain unchanged and a total of 900 places would eventually be available across the two sites

**Q – What provision would be made for early years and 'wrap around' care?**

A – The current consultation is specifically related to provision for statutory aged pupils. The provision of extended school activities would be the subject of further discussions between the school and community to establish the type of provision and/or activities which are to be sought or needed and could be provided within the available accommodation. In terms of pre school provision, this is not currently part of the consultation and is not subject to the same legal process. Pre school provision was proposed within the original planning approvals for the development to be provided through the establishment of an external provider in new premises to be constructed by the developer of the Kings Reach site. As this has been delayed, the school has made arrangements with a pre-school to provide early years education, as well as wrap around care and holiday care, for school age children on site.

**Q – Would this expansion impact upon the existing staff at the school?**

A – The school would need to recruit new teaching and support staff to enable the larger school to operate effectively in the long term.



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

A - The Executive of Central Bedfordshire Council will consider the proposal to expand St Andrews C of E VC Lower School at their meeting in August 2016, following the outcome of the Governing Body's consultation. If the Executive give their approval for the proposal, the Governing Body has indicated its willingness, if necessary, to accommodate a new reception class from September 2016, on the existing school site and utilising a spare classroom, ahead of the availability of the new school buildings in September 2017.

**Q – Have any alternative solutions been considered, other than the expansion of St Andrews C of E VC Lower School?**

A – Yes. A number of options were considered by the Council including the possible creation of a completely new school. A number of alternatives are being taken forward, of which the further expansion of St Andrews is one. However, by asking St Andrews C of E VC Lower School to consider expansion, the Council is following its Policy Principles for Pupil Place Planning, which underpin all Council decisions regarding new school places. These policy principles include -

1. the need to provide local schools for local children, ensuring a sense of community belonging and also promoting sustainable modes of travel
2. the need to create schools that are of sufficient size to be financially and educationally viable
3. the ability to support the expansion of local popular and successful schools or to link expanding schools with popular and successful schools
4. the potential to further promote and support robust partnerships and learning communities



**St Andrews C of E VC Lower School Consultation Response Form**

Please read the consultation document and tell us what your views are. If you prefer not to use this form, you can also put your views in a letter or email.

Letters and completed forms should be returned to St Andrews C of E VC Lower School, Bantock Way, Biggleswade, Bedfordshire, SG18 8UQ or responses can be sent by e-mail to: [standrews@cbc.beds.sch.uk](mailto:standrews@cbc.beds.sch.uk)

**All responses must be received by 3.00 pm on Thursday 12<sup>th</sup> May 2016**

**How much do you agree with the following statement? Please tick as appropriate.**

I support the proposed expansion of St Andrews C of E VC Lower School.

Strongly agree	Agree	Neither agree nor disagree	Disagree	Strongly disagree	Don't know

Comments/concerns:



**Are you responding as an individual or on behalf of an organisation?**

	Please tick
<b>Individual</b>	
<b>Organisation – please specify</b>	

Optional information -

Name	
Address	
Postcode	

**If you are responding as an individual, please tell us a little bit about yourself.**

The following information will help us when considering your opinions and to make sure that we are getting views from all sections of the community. All the questions are optional, and you can give as little or as much information as you wish.

**Please tell us if you fall into any of the following categories (please select all that apply)**

Please tick all categories that apply	√	Additional information
Pupil - please state which school and which year group		
Parent/ carer of child / children - please state which school/s		
Parent/ carer of preschool child / children		
School Governor - please state which school		
School Staff - please state which school		
Other please specify		

**Gender**

Male	Female	Transgender	Prefer not to say



**Age**

Under 18	18 - 24	25- 34	35- 44	45- 54	55- 64	65 and over

	<b>Yes</b>	<b>No</b>
Do you consider yourself a disabled person		

**Ethnic Group**

	<b>Please tick as appropriate</b>
White British	
White Irish	
White other – please specify	
Black or Black British Caribbean	
Black or Black British African	
Black or Black British other – please specify	
Mixed White and Black Caribbean	
Mixed White and Black African	
Mixed White and Asian	
Mixed other – please specify	
Asian Indian	
Asian Pakistani	
Asian Bangladeshi	
Asian other – please specify	
Chinese	
Other – please specify	

Data Protection Act 1998 please note that your personal details supplied on this form will be held and/or computerised by St Andrews C of E VC Lower School for the purpose of the consultation. Summarised information from the forms will be shared with Central Bedfordshire Council and 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.



Head of School Organisation, Admissions & Capital Planning

Central Bedfordshire Council

Watling House

High Street North

Dunstable

Bedfordshire

LU6 1LF



Thursday, 26 May 2016

Dear Sir,

Proposed Expansion of St. Andrew's Lower School, East

The Governing Body of St. Andrew's VC Lower School met on Wednesday 25 May 2016 to discuss the results of the recent consultation carried out regarding the proposed expansion of the East Site of the school.

The consultation ran from 14 April 2016 to 12 May 2016 and included a drop-in meeting, held on 21 April 2016, which was attended by 13 parents and six members of staff.

A total of nine responses were submitted to the consultation, either via email, at the drop-in meeting or were handed into reception. These are summarised below -

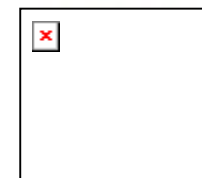
- Two strongly agreed with the proposed expansion
- Five agreed with the proposed expansion
- One neither agreed or disagreed with the proposed expansion
- One disagreed with the proposed expansion

Positive comments included -

- The design looks super.

The following concerns were raised -

- Could there be more trees?
- Could the covered walkway be enclosed?
- Could there be a crossing on Herschel Way as parking congestion is bad?
- Could the staff car park be bigger?
- Is this extra expansion enough?



- Why wasn't it built this big in the first place?
- If planned better it would have been a more efficient use of tax payer's money.
- The capacity of the Leadership Team - recruitment and retention has already proved difficult with the first expansion.
- Will the East Site have more of the finances when the West Site building needs money spent on it?
- The question and answer about Wrap Around Care was difficult to understand.

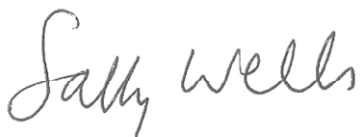
The Governing Body are keen to work closely with the Council in order to address these concerns. We will:

- a) Seek to improve with the CBC team the planting around the site, the design of the walkway and the size of the staff car park.
- b) Continue to liaise with the Consortium and CBC regarding safe routes to school including roads and footpaths.
- c) Keep the planned staff structure under review and keep parents informed.
- d) Explain to parents about the separate funding for expansion that ensures operational school finances are not diverted.
- e) Ensure that the provision for Wrap Around Care is clearly explained to parents.
- f) Seek feedback from Victor Wan at CBC as to whether this expansion is sufficient for the rapidly growing town.

Both Governors and staff are very excited by the opportunity to work with additional families and extend the very positive ethos and high standards of the existing school.

I am pleased to confirm therefore, that the Governing Body have agreed unanimously with the proposal to expand the school and we look forward to a positive outcome for this proposal and a successful working partnership with your team.

Yours sincerely,



Sally Wells  
Chair of Governors

This page is intentionally left blank



**Biggleswade Academy Trust**

1	<p>The need to provide local schools for local children, ensuring a sense of community belonging and also promoting sustainable modes of travel.</p> <p>Biggleswade Academy was opened in 2012 following the closure of its predecessor school, Holmemead Middle School. In July 2013, Southlands Lower School also converted to become part of Biggleswade Academy and on 1<sup>st</sup> September 2013 the newly merged school (also incorporating the former Brigham pre-school) opened in its current form - providing education and wrap-around care for children aged 2 to 13, 51 weeks of the year, across a single extended campus.</p> <p>In order to help address the demand for lower school places in Biggleswade, St Andrews Church of England Voluntary Controlled Lower School has already been expanded to provide a total of 150 Reception places per year. This expansion was achieved via a new second campus, which opened in September 2015 on Bantock Way. Further expansion of this second campus is also required and is currently subject to consultation by the school's governing body.</p> <p>Despite this expansion, the demand for lower school places is forecast to exceed the number of places available locally and, if the proposal to expand Biggleswade Academy is approved by the Department for Education (who must be consulted for all proposed changes to academies) the Directors of Biggleswade Academy Trust have indicated its willingness to accommodate an additional new class per 'lower school aged' year group.</p> <p>The School has always worked hard to be at the very centre of our community and to provide services that reflect its needs. As Biggleswade becomes increasingly inhabited by commuters we are noticing an increased uptake for our before and after school club 'wrap-around care' services which operate from 7.30am – 6pm 51 weeks of the year, services which all new parents will be able to access.</p> <p>We also have a wealth of clubs that enrich the lives of our pupils from many sporting pursuits, art, cooking, D&amp;T, music, drama, dance, gardening among many more.</p> <p>In addition our facilities are regularly let in the evening and weekends, bringing large numbers of our local community onto our premises.</p> <p>Biggleswade Academy runs annual 'Bikeability' programmes for large numbers of children and has this year added 'Scooterbility' to this well established programme to encourage children and their parents to abandon Motor Transport in favour of other forms of travel.</p> <p>In addition, as part of this project the school has committed to working closely with CBC Highways in order to refresh and renew a number of traffic calming and 'safer routes to school' facilities in order to ensure fewer pupils feel the need to come to school by car, and feel safe to choose alternative methods of transport.</p>
2	<p>The need to create schools that are of sufficient size to be financially and educationally viable.</p>

	<p>Biggleswade Academy has seen significant financial and educational benefits from its formation in its current form from its 3 (now 4 including the Lawns Nursery School) predecessor schools.</p> <p>Even at it's current size of 860 pupils on roll (+ Pre-School age children) it is clear that there are further economies of scale which could be gained through further expansion however.</p> <p>Biggleswade Academy is currently extremely well led and managed, having received 'Outstanding' L&amp;M judgements from it's last full Academy and Academy Pre-School inspections.</p> <p>It has successfully navigated the minefields of Academy conversions and mergers to create an extremely successful and efficient organisation that is well placed to take advantage of further expansion for the benefit of its current and future pupils.</p> <p>As it has grown clear benefits have been seen in terms of recruiting and retaining staff and governors who are attracted by the success, ambition and resolute determination to improve the quality of provision for Children and Young People.</p>
3	<p>The ability to support the expansion of local popular and successful schools or to link expanding schools with popular and successful schools.</p>
	<p>In terms of external validation Biggleswade Academy Currently comprises of:</p> <ul style="list-style-type: none"> <li>• The Lawns Nursery School - Rated <i>Ofsted Outstanding</i> all areas.</li> <li>• Biggleswade Academy Pre-School - Rated <i>Ofsted Outstanding</i> all areas.</li> <li>• Biggleswade Academy (Years N-8) - Rated <i>Ofsted Outstanding</i> for Leadership and Management &amp; Pupil Behaviour and Safety &amp; <i>Good</i> overall.</li> <li>• Biggleswade &amp; District Children's Centre - Rated <i>Ofsted Good</i></li> </ul> <p>In terms of current academic performance the Academy has seen significant improvements since its formation in 2012:</p> <ul style="list-style-type: none"> <li>• Year 1 phonics results improved from 19% in May 2012 (BA became involved in Southlands in January that year) through 57% in 2013 to 90% for the past 2 years.</li> <li>• Key Stage 1 results improved from significantly below National Average (sig-) in Reading, Writing and Mathematics at level 2b, 2a and L3+ in 2011, to significantly above the National Average (sig+) in all areas in 2014 and 2015.</li> <li>• Key Stage 2 English results traditionally moved between the 75-85% L4+ whilst Maths was the school's historic weakness, sitting at 60% just 4 years ago. 2014 results were all within 1% or above of the National averages at L4 and L5+ and 2015s Reading, Writing, Maths and Phonics results all sat comfortably in the 90's.</li> <li>• Y8 results are consistently in line or above National KS3 (Y9) standards, and are set to rise yet further as the 'wave' of higher achievement from our structural reform works its way through our age range.</li> </ul> <p>The Academy and its Board of Directors has previously delivered the successful implementation of an new ASD provision within the school and more recently</p>

	<p>successfully delivered a £500k CIF roofing programme at the same time as managing a 3 classroom block being built to accommodate additional pupils from the Town’s special school – Ivel Valley. There is therefore a good track record of managing and delivering programmes of this nature and no issues in managing this £1.5m building project alongside usual Academy business would be anticipated.</p>
<p>4</p>	<p>The potential to further promote and support robust partnerships and learning communities</p>
	<p>Biggleswade Academy is a found member of BCUS (Biggleswade Community Union of Schools) and works collaboratively with all other 13-member schools to deliver a seamless 0-19 curriculum across this organisation.</p> <p>The current Town expansion being experienced by Biggleswade is the largest influx of new pupils in its history and collaborative partnerships are key to our work of ensuring new pupils are fully integrated into all of our schools in as smooth a manner as possible. BA is therefore fully committed to maintaining such partnership work into the future to ensure this remains so.</p> <p>The Academy also has an excellent track record of providing school-to-school support for other schools in the area, and indeed its current ‘make-up’ comes from having provided such support to the Governing Bodies of Southlands Lower School and The Lawns Nursery School on the retirement of their previous Headteachers.</p> <p>In addition the Academy Directors have recently resolved to move towards a full Multi-Academy Trust (MAT) model and have therefore put a number of measures in place for September 2016 to support this.</p> <ol style="list-style-type: none"> <li>1- The current role of Principal and CEO has been split, with the current Principal moving into a solely CEO role and a separate Principal being appointed to focus more exclusively on the needs of the school.</li> <li>2- This move has been accompanied by a change of Trust name (not the school which remains Biggleswade Academy) From Biggleswade Academy Trust to LIFE Academies Trust (<i>Learn, Innovate, Flourish, Excel</i>) in order to be less place specific.</li> <li>3- Following an approach from the DFE the Directors have also agreed to submit an Academy Sponsor application to allow us to further share our successful practice more widely within this structured framework.</li> </ol>
<p>5</p>	<p>The ambition to achieve a single phase of education 0 -19 and reduce school transfer points</p>
	<p>Biggleswade Academy has worked to this philosophy for many years now and the improvement seen in educational standards since its creation as a 2-13 school is evidence that limiting the number of transition points has significant educational benefits.</p> <p>Expanding the Academy in the manner outlined will allow more pupils to access this high level of education support.</p> <p>Biggleswade Academy has 2 integrated Early Years provisions – The Lawns Nursery School (Outstanding) and Biggleswade Academy Pre-School (Outstanding) both of whom offer high quality 2, 3 &amp; 4 year old provision. We therefore already fully support the Council’s aspirations in this area.</p>

<p>6</p>	<p>The need to support the Raising of the Participation Age (RPA).</p> <p>Biggleswade Academy aims to provide all children with a lifelong love of learning.</p> <p>Staff have very high expectations and children are encouraged to achieve their very best. Outcomes are very good across the School at all key points – EY, Y1, Y2, Y4, Y6 and Y8.</p> <p>The Academy believes that achieving at a consistently high level will have a positive impact on the aspirations of children and young people for their future learning as they leave aged 13 and beyond.</p> <p>An exciting rich curriculum provides many opportunities for this and this is supplemented by a wide range of extra-curricular activities and opportunities.</p> <p>The addition of Project such as a 1-1 iPad learning project across Y5-8, the introduction of AQA Accredited Options in Years 7&amp;8 and a number of foreign, team building and sporting residential trips all strive to ensure children and young people have an exceptional experience to take with them to the next stage of their education.</p> <p>Biggleswade Academy also work closely with Stratton Upper school whose pupils support learning at BA through attending and delivering learning sessions to pupils in areas such as Sport and Music, thereby offering aspirations to our pupils of staying on in education to attain professional jobs.</p>
<p>7</p>	<p>To seek opportunities to create inspirational learning environments for the school and to maximise community use.</p> <p>Biggleswade Academy has a wide range of premises within its portfolio and works hard to maximise the benefits of them, irrespective of their age or design.</p> <p>As a 2-13 school BA have been able to ensure that children as young as 2 can have regular access to specialist facilities (such as Technology and Science rooms) as well as ensuring that IT infrastructure is able to support 21st Century learning aspirations for fixed and handheld technologies.</p> <p>To ensure maximum value is obtained from this extended suite of buildings BA have recently appointed a dedicated Facilities Manager to take the lead on ensuring a preventative programme of maintenance and development is in place to ensure best value for money from each area of Facilities operations. The impact of this appointment is being seen already.</p> <p>In addition to internal areas the Academy is fortunate to boast a total site of around 24 Acres with a large portion of playing field, garden, wildlife and outdoor play area.</p> <p>Many internal and external areas are utilised regularly by class teachers and support staff across our age range as well as by members of our local community outside of school hours. These uses range from 'University of the Third Age' attendees to weekly 'Boot Camp' sessions, 'Ivel Flicks' attendees and wholesale use for the annual Biggleswade Carnival.</p> <p>The Academy therefore utilises its premises for the benefits of the community at every available point.</p>
<p>8</p>	<p>To promote the diversity of provision offered in Central Bedfordshire to increase</p>

	opportunities for parental choice
	<p>Biggleswade Academy reflect this system through an intake which is becoming ever more diverse with the growth of the town.</p> <p>Biggleswade Academy has consistently operated within these principles, developing its provision in innovative ways which better meets the needs of our community. The Academy will continue to operate in this way.</p>
9	To support vulnerable learners in Area Special Schools and integrate appropriate Special Educational Needs provision within mainstream schools
	<p>In 2010 Biggleswade Academy added a provision for pupils with Autistic Spectrum Disorders and are in the process of supporting the development of 2 more purpose built SEN classrooms to accommodate Ivel Valley children, allowing them to also follow the 2-13 journey at Biggleswade Academy experienced by their peers.</p> <p>This work builds on the long-standing arrangement between the Academy (previously Holmemead Middle School) and Ivel Valley (previously Sunnyside Special School) for the provision of an integrated satellite class for MLD pupils on the Academy's site.</p>

This page is intentionally left blank

**St Andrews C of E VC Lower School, Biggleswade**

Please insert how the proposed expansion of your school meets each of Central Bedfordshire Council's 9 policy principles for pupil place planning - below . As a guide, please consider and delete the explanatory grey text provided in each section before inserting your text

1	The need to provide local schools for local children, ensuring a sense of community belonging and also promoting sustainable modes of travel.
	St. Andrew's Lower School opened its East Site in September 2015. Parents are very pleased with the new school provision, but CBC's revised forecasts show that more is needed to accommodate the new families in Kings Reach. CBC have some extra land near the school so our site can accommodate the extra building. This means families in the local area can send their young children to the local lower school, which is near enough to walk to safely.
2	The need to create schools that are of sufficient size to be financially and educationally viable.
	This expansion would mean that St. Andrew's would have two sites, each with three forms of entry and a capacity of 450. This fits with CBC's principle on school sizes. The financial viability of the school has been confirmed by Central Bedfordshire Council Finance Department.
3	The ability to support the expansion of local popular and successful schools or to link expanding schools with popular and successful schools.
	St. Andrew's VC Lower School was judged to be good in its last three Ofsted Inspections. Children leave the school at higher than expected levels and make good progress from their starting points. Current improvement targets are focused on the improvement of phonics and spelling, raising expectation in line with new curriculum requirements and ensuring consistency of assessment across new and established staff. The recent Ofsted letter (May 2016) states: a) Pupils in KS1 and 2 achieve well. b) Extra programmes are taught to all disadvantaged pupils and evaluated to ensure they are making a difference, achieving value for money and are narrowing gaps in progress and attainment.
4	The potential to further promote and support robust partnerships and learning communities
	St. Andrew's is part of the Biggleswade Community Union of Schools (BCUS). This includes all the Biggleswade schools and the schools in the outlying villages. BCUS collaborates well at Head Teacher, teacher and governor level, working to ensure continuity and for all our children. The schools support each other on individual development priorities, and work together on joint priorities that are reviewed each year. St. Andrew's is also part of the Pilgrim Partnership School Centred Initial Teacher Training Scheme, helping to recruit and train good quality primary and early years teachers. Through our proposed expansion more children will be able to benefit from the result of these partnerships.
5	The ambition to achieve a single phase of education 0 -19 and reduce school transfer points
	Through its work in BCUS St. Andrew's works particularly well with Edward Peake Middle School and Biggeswade Academy to ensure a smooth transition for pupils between years four and five. The teachers in Years Four and Five work

	<p>collaboratively on developing accurate assessment to ensure high expectations are made of children as they change schools.</p> <p>St. Andrew's also works closely with Rainbow Pre-school and other Early Years Providers locally to ensure a smooth and effective transition between Early Years and Reception. St. Andrew's also has an agreement with rainbow pre-school to provide before and After School Care and Holiday Care for our children.</p>
6	The need to support the Raising of the Participation Age (RPA).
	N/A
7	To seek opportunities to create inspirational learning environments for the school and to maximise community use.
	<p>St. Andrew's staff and governors have been consulted on the design of the possible alterations and expansion, and the provisional plans complement the current building well.</p> <p>St. Andrew's has already had community use of its hall, e.g. a cheerleaders group, and there are plans to use the site in the summer for sports sessions. Expanding the building will provide more opportunities for community use.</p>
8	To promote the diversity of provision offered in Central Bedfordshire to increase opportunities for parental choice
	<p>More families will be able to choose St. Andrew's when we are larger. We were over-subscribed for Sept. 2016, so some families were disappointed.</p> <p>St. Andrew's is a good church school, with a strong ethos and sense of mission. It contributes to the development of the profession through its work in initial teacher training. It supports the local authorities SEND provision with a Language Provision based at the school.</p>
9	To support vulnerable learners in Area Special Schools and integrate appropriate Special Educational Needs provision within mainstream schools
	The school houses one of the local authorities Language Provisions and provides well for these children and children with other SEND. The school works with Ivel Valley Special School where appropriate.



Central Bedfordshire Council

EXECUTIVE

Tuesday 2 August 2016

---

**Central Bedfordshire Housing Assistance Policy**

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: Director of Social Care, Health and Housing,  
([julie.ogley@centralbedfordshire.gov.uk](mailto:julie.ogley@centralbedfordshire.gov.uk) and Nick Costin, Head of Housing  
Service, [nick.costin@centralbedfordshire.gov.uk](mailto:nick.costin@centralbedfordshire.gov.uk), Tel: 0300 300 5219

**This report relates to a Key Issue**

---

**Purpose of this report**

1. This report presents the reviewed and revised Central Bedfordshire Housing Assistance Policy to Executive for adoption. The revised Policy has been subject to consultation and an equalities impact assessment.

**RECOMMENDATIONS**

**The Executive is asked to:**

1. **note the generally positive feedback provided from the public consultation and the equality impact assessment; and**
2. **adopt the draft Central Bedfordshire Housing Assistance Policy for implementation by the Housing Service**

**Overview and Scrutiny Comments/Recommendations**

2. The item was presented to Social Care, Health and Housing Overview and Scrutiny on 27 June 2016. Overview and Scrutiny Committee provided the following recommendations:

The Committee:

- Recognises the need to be able to respond to present and future housing needs in homes which are decent, affordable and safe.
- Notes the need to make some significant improvements in some aspects of housing condition and the need to determine priorities as set out at para 4.2.1 for discretionary financial assistance.

- Expects to see that advice is accessible and understandable to all to enable those requiring financial assistance to seek such.

### **Issues**

3. Legislation requires local authorities to develop a policy for providing households with financial assistance to improve their homes. Every local authority is required to adopt and publish such a policy. The Council's current (second) Renewal Policy was approved by Executive in July 2012.
4. The current policy has been operating relatively successfully over the last three years. The policy is very much Loan Assistance based, which has resulted in funding returning to the Council enabling further improvement work. £0.093M was returned to the Council in 2014/15 and £0.125M in 2015/16. Appendix C provides a summary of the types of assistance provided over recent years. Customer satisfaction is measured at the end of the work and remains high.
5. Housing assistance is popular since the promotion of the Warm Homes Healthy People scheme and demand normally exceeds the budget. Returned funding can help the programme be extended to assist further customers. In general, the policy is working well and relatively minor changes are recommended with no changes to overall policy intent. There is, however, closer alignment with the aims of the Better Care Fund in provision of assistance to help prevent hospital and care home admissions and facilitate earlier discharge.
6. The types of assistance set out in the reviewed and revised policy are broadly similar and are aimed at preventing negative health impacts. Research in 2013 indicated that the highest proportions of health hazards in Central Bedfordshire homes are fall/trip hazards and excess cold.

### **Options for consideration**

7. Whilst the Council has the option of not providing any assistance, the eligibility criteria within the policy helps ensure a basic safety net for the most vulnerable households living in poor or unsafe housing conditions. If there was no Housing Assistance, some cases would result in costly enforcement work in order to remedy health hazards that pose a risk to residents. The Council has a duty to take action in respect of category 1 hazards.
8. The Council has to provide mandatory Disabled facilities Grants (DFGs) and receives funding through the Better Care Fund. The Council would be legally challenged if DFGs were not provided. There would also be cost impacts in some cases where discretionary funding is not provided, for example, funding for discretionary adaptation work would be required for customers meeting Care Act eligibility.

9. The public consultation did not recommend a significantly different policy for Central Bedfordshire. There were comments concerning the need to develop good quality and accessible homes through the Development strategy.

### **Reason/s for decision**

10. There are no perceived negative impacts of the revised policy as it improves assistance for older people in Park Homes and disabled residents with assessed needs that don't qualify for mandatory DFG. The revised policy aligns with the aims of the Better Care Fund and provides more opportunity to work with landlords and empty property owners where they want to work with the Council to meet urgent affordable housing need.
11. Public consultation was undertaken from late March to early May and resulted in more than 50 responses. The consultation report is attached as Appendix B. Respondents were generally supportive and in agreement with the revised policy. 78% agreed with the priorities, 74% agreed with additional assistance to Park Home residents, 80% agreed with additional assistance to empty homes owners where they help the Council meet affordable housing need, and only 8% were dissatisfied with the policy.

### **Council Priorities**

- Enhancing Central Bedfordshire
  - Protecting the vulnerable; improving wellbeing
12. The policy improves the quality of homes and helps enhance residential environments. Assistance provides a safety net for vulnerable households living in unsafe, cold or unsatisfactory homes. The policy helps improve the health and well being of customers receiving assistance to improve their homes.

### **Corporate Implications**

### **Legal Implications**

13. The Regulatory Reform (Housing Assistance) (England and Wales) Order 2002 requires local authorities to develop a policy for providing households with financial assistance to improve their homes if the authority wishes to use its powers under the Order. The Order removed previous prescriptive legislation (apart from DFG legislation) and provides authorities with more freedom to develop innovative forms of financial assistance to meet local needs.

### **Financial and Risk Implications**

14. The capital programme in 2015/16 was £0.15M gross (£0.1M net) but increases to £0.25M gross (£0.15M net) for 2016/17, and £0.3M gross (£0.2M net) for the remainder of the MTPF period. Repaid Loan Assistance is the main form of income that offsets the gross expenditure but is not predictable.
15. The programme is monitored and reported upon monthly through Capital Budget reports. This helps ensure sound forecasting and identifies risks or potential over or underspends of the programme.
16. The policy has established working procedures and systems in place to ensure a fair and consistent service and programme administration. The revised policy will require appropriate amendments to those working procedures and practice notes.
17. The policy mitigates the risks of:
  - Failing to deliver the Council's priorities and addressing the key private sector housing issues,
  - Failing to prevent negative health impacts, and
  - Failing to meet statutory requirements.

### **Public Health Implications**

18. The policy looks to improve the health and well being of vulnerable residents in poor housing conditions. Living in cold damp homes can have negative health impacts. Falls and trips are a cause of hospital admissions. Unsafe and inaccessible homes occupied by disabled people can have multiple negative impacts on residents and their carers.

### **Equalities Implications**

19. An equalities impact assessment (EIA) has been completed as part of the policy development process, and it is available as a background document. The EIA assesses whether the draft policy supports Central Bedfordshire's legal duty to:
  - Eliminate unlawful discrimination, harassment, and victimisation, and other conduct prohibited by the Act,
  - Advance equality of opportunity between people who share a protected characteristic and people who do not share it,
  - Foster good relations between people who share a protected characteristic and people who do not share it.

20. The EIA concludes that the revised policy will contribute to ensuring that all users and potential users of services, and employees are treated fairly and respectfully with regard to the protected characteristics of age, disability, gender, reassignment, marriage or civil partnership, pregnancy and maternity, race, religion, sex and sexual orientation.
21. The assistance set out in the policy is targeted at those made most vulnerable by poor quality or unsuitable housing. This includes people with disabilities that struggle to live independently in their home because of physical barriers, Park Home residents that are most commonly older people that are at increased risk of fuel poverty, and older frail people that are at most risk of falls at home.
22. Poor housing conditions have a disproportionate impact on vulnerable households as they may have poorer health and access to financial resources to remedy the situation may be limited. The range of assistance advances equality of opportunity by giving those most at risk or poor/unsuitable housing financial assistance to improve their housing situation and thereby their health and well being.

### **Implications for Work Programming**

23. None

### **Conclusion and next Steps**

24. The revised Central Bedfordshire Housing Assistance Policy looks to build upon the success of the existing policy but develops further assistance for some vulnerable groups; older people in park homes and residents with disabilities who cannot be assisted (partly or at all) by DFG assistance. The revised policy also enhances assistance to empty homes owners where they the help the Council meet affordable housing need.
25. The revised policy also provides opportunities to use funding allocated through the Better Care Fund to facilitate early discharge from hospital or prevent admission to a hospital or care homes where such assistance is recommended by health or social care professionals. This is new to Council policy and should provide more speedy solutions for vulnerable residents in this position.
26. The revised policy is attached at appendix A and is recommended for adoption by Executive.

## **Appendices**

The following Appendices are attached:

27. Appendix A Revised Central Bedfordshire Housing Assistance Policy
28. Appendix B Public Consultation report
29. Appendix C Summary of assistance provided

## **Background Papers**

30. The following background papers, not previously available to the public, were taken into account and are available on the Council's website:
  - (i) Equalities Impact Assessment



# Central Bedfordshire Council's Housing Assistance Policy

2016

<b>Directorate</b>	Social Care Health and Housing		
<b>Service</b>	Housing Solutions		
<b>Author</b>	Nick Costin, Head of Housing Solutions		
<b>Approved by</b>		<b>Version</b>	1.0
<b>Approval date</b>		<b>Review date</b>	September 2020

## Version Control

Version no.	Date issued	Author	Change reference	Issued to
0.1	23/02/16	Nick Costin	First draft	Cheryl Stimson & Joanne Bellamy
0.2	25/02/16	Joanne Bellamy	Various amendments recommended for clarity.	Nick Costin
0.3	01/03/16	Nick Costin	Amendments reviewed.	Joanne Bellamy
0.4	02/03/16	Joanne Bellamy	Transferred to SCHH Policy template.	Nick Costin
0.5	07/03/16	Joanne Bellamy	Fairer charging clarification from Katherine Quail	Nick Costin
0.6	08/03/16	Nick	Minor changes (financial	Joanne Bellamy

NOT PROTECTED

		Costin	clarification)	
0.7	10/03/16	Joanne Bellamy	Inclusion of Better Care Fund (BCF) following Departmental Management Team (DMT).	Patricia Coker
0.8	14/03/16	Patricia Coker	Amendment to BCF reference	Joanne Bellamy and Nick Costin
0.9	16/05/16	Nick Costin	Amendment following consultation	Joanne Bellamy, Patricia Coker, Cheryl Stimson
1.0	17/05/16	Terry Gilbey	Minor amendments to App B	Joanne Bellamy and Nick Costin

**Equality Impact Assessment:**

<b>EIA Version</b>	V2
<b>Date EIA Tested:</b>	Due May 2016
<b>Date EIA Signed-Off:</b>	24 <sup>th</sup> May 2016
<b>EIA Author:</b>	Joanne Bellamy



## Contents

i.	Foreword .....	3
ii.	Executive Summary.....	4
1	Introduction.....	6
2	Purpose.....	6
3	Scope, definitions and related policies.....	7
4	Policy details .....	7
5	Legal and regulatory framework .....	12
6	Equality and Diversity .....	12
7	Monitoring and reporting arrangements .....	12
8	Training .....	13
9	Responsibilities.....	13
10	Evaluation and review.....	13
	Appendix A - Private Sector Housing Assistance Analysis .....	14
	Appendix B - Summary of assistance.....	21

### i. Foreword

#### **Councillor Carole Hegley – Executive Member for Social Care and Housing**

I am pleased to welcome you to this third Central Bedfordshire Council Private Sector Housing Assistance Policy, previously known as Private Sector Housing Renewal Policy. This policy builds upon the principles of the policy that was approved by the council's Executive in March 2010 and July 2012 but incorporates measures that reflect the financial constraints facing the council and new challenges of the Care Act.

We recognise the impact that poor housing conditions have on the health of vulnerable households. This policy sets out how poor housing should be tackled through the targeting of available resources.

We need to have the ability to re-use and recycle resources where we can, which is why we have remained in a position of generally providing Loan Assistance. However, we also recognise that many vulnerable households will be unable to repay loans in the traditional sense, so we have set our policy to ensure that repayment is tied in most cases to the sale of the property concerned. This will reduce pressures on vulnerable households that need such assistance.

Although our aim is for vulnerable households to live in safe, warm and decent homes, this policy recognises that we can only provide assistance where we have available resources. We will continue to explore external funding options, however provision of assistance under this policy is always discretionary and dependant upon resources being available within the council.

## ii. Executive Summary

The suitability and quality of a home can have a substantial impact on people's lives. For example there are educational benefits to a teenager studying in a warm, damp-free room; financial benefits to an older person living in a home that they can afford to heat in the winter and health benefits to a disabled person living in an adapted home that gives them more independence.

The council has a range of options available to support people to live in decent and suitable properties for their needs. These options are set out in this Private Sector Housing Assistance Policy which is required under the Regulatory Reform (Housing Assistance) Order 2002.

The 2013 Building Research Establishment Housing Stock Projections (HSP) report showed that compared to England, housing in Central Bedfordshire on the whole is better quality. However, there are still a high proportion of households living in poor quality housing:

- 15% of all stock in Central Bedfordshire contains a category 1 hazard. This is 6% lower than the national (England) average, but still represents 15,700 dwellings
- 20% of private rented dwellings have category 1 hazards
- The most common hazards found are fall hazards (all types), with 8% of the private housing stock containing a cat' 1 fall hazard.
- The next most common hazard is excess cold, which is found in 7% of the private sector stock, reduction from 11% in 2009.
- The rate of fuel poverty in the private stock has, however, increased from 8% in 2009 to 12% in 2013 (and 17% in private rented accommodation).

To tackle these problems the council needs to use its limited funds as fairly and effectively as possible. To achieve this, the council is mainly providing loans rather than grants so that the funds can still have the same positive impact on residents' lives but also be recovered and recycled at some point in the future to benefit more residents. The council will continue to focus on bringing empty homes back into occupation, which helps meet housing needs and has the added benefit of attracting the New Homes Bonus. The council will also continue to provide an Options and Advice service to help homeowners make decisions about improvements to their homes.

The council has agreed the following as the key private sector housing issues that need to be addressed in Central Bedfordshire. In times of budget pressure grant/loan assistance will be prioritised having regard to the date of enquiry but also the following priorities:

- A – The safety and security of older persons and other vulnerable groups, living in their home,
- B - Reducing cases of fuel poverty,
- C - Reduction of category 1 hazards, (with associated health related benefits) & major adaptations for people with disabilities (see below)
- D - Reducing the number of non decent homes, primarily with loan assistance that can be recycled
- E - Reduction of empty homes,
- F - The improvement in the thermal efficiency of the housing stock,

G - The maximising of opportunities for external funding of all types for the benefit of meeting the above priorities,

The grant/loan assistance available is:

**Safety, Security and Emergency Repair Grant**

A grant of up to £500 for emergency works, which can be administered quickly to remedy urgent situations.

**Home Improvement Loan Assistance**

Loan Assistance of up to £15,000 (with repayment conditions on the sale of the house) to remedy Category 1 hazards and serious disrepair.

**Affordable Warmth Assistance**

Council assistance will work alongside appropriate and available national initiatives and funding opportunities to help tackle fuel poverty. Council loan assistance of up to £5,000 will be targeted to tackle fuel poverty.

**Empty Homes Loan Assistance**

Loan assistance of up to £15,000 for owners of long term empty homes that require works to be made habitable so that empty homes can be brought back in to use.

**Home Loan Support Assistance**

Assistance to clients to obtain private funding (loan or equity release), through a reputable source, to remedy a Category 1 Hazard, or make the home decent or accessible.

**Relocation Assistance**

A loan or grant of up to £4,000 for the costs of relocating to a more suitable property that could alleviate overcrowding, reduce under occupation to increase the supply of larger properties, enable a disabled resident to move to a ready adapted or adaptable property.

**Disabled Facilities Grant (mandatory)**

Grants of up to £30,000 for adaptations to homes for people with disabilities. To use the funding as effectively as possible we have charges placed upon the property where the grant exceeds £5,000, up to a charge limit of £10,000. If the property is sold within ten years of the grant completion, the cost of the adaptation will be recovered.

**Disabled Facilities Grant (discretionary top up loan assistance)**

Some clients are unable to afford DFGs if the works exceed the £30,000 limit or a contribution is required following a test of resources. To remove this barrier the council will provide Discretionary Loan Assistance to “top up” the DFG or help where the council has responsibility to assist under the Care Act.

**Prevention assistance**

Discretionary assistance to prevent admission to a hospital or care home where such assistance is recommended by health or social care professionals as urgent.

## 1 Introduction

- 1.1 The Regulatory Reform (Housing Assistance) (England and Wales) Order 2002 requires local authorities to develop a policy for providing households with financial assistance to improve their homes.
- 1.2 This policy sets out what assistance the council is able to offer to support residents to live in decent and suitable properties for their needs. Assistance is available to develop disabled facilities, make homes safer for vulnerable people, improve substandard homes and improve heating and energy efficiency.
- 1.3 Due to the financial pressures facing the council, assistance provided in this policy will mostly be as loan assistance that can be recovered and re-used at some point in the future. This policy sets out how applications will be prioritised when the availability of funds is low so that the council can continue, where possible, to assist those that are most vulnerable due to their housing condition.
- 1.4 This policy updates and replaces the second Private Sector Housing Renewal Policy approved by Executive on 3<sup>rd</sup> July 2012.

## 2 Purpose

- 2.1 The Regulatory Reform (Housing Assistance) (England and Wales) Order 2002 requires local authorities to develop a policy for providing households with financial assistance to improve their homes. Every local authority is required to adopt and publish such a policy. This policy contains the loan and grant assistance that Central Bedfordshire Council provides together with the key conditions and eligibility criteria associated. Specific Housing Assistance Eligibility and Conditions are available separately on request from the Housing Service.
- 2.2 The aim of this policy is to support residents to improve their health and wellbeing by addressing problems with substandard and/or unsuitable homes that do not meet individual needs. The Housing Assistance function has a role in supporting the wider adult social care prevention agenda; specifically those aims of the Care Act 2014 to promote wellbeing, independence and prevent or delay care and support needs.
- 2.3 This policy also supports the priorities of the Better Care Fund Plan for Central Bedfordshire. A key part of the plan is to promote independence, enabling people to remain in their own homes for as long as possible as well as helping to return people to their homes following a spell in hospital by providing the necessary and timely adaptations which help to reduce length of stay in hospital. This policy also provides assistance to remedy fall hazards in the home and to provide adaptations to allow safe access in and around the home.
- 2.4 Guidance advises that the policy should have regard to local housing conditions, local and national priorities, extent of deprivation, the availability of capital and other resources, and other relevant matters. Research to support the development of this policy is included in Appendix A.

### 3 Scope, definitions and related policies

#### 3.1 Scope

- 3.1.1 Legislation does not restrict policy or its forms of assistance to just private sector homeowners. However, no forms of discretionary assistance (other than Relocation assistance in exceptional circumstances) is available for council or housing association tenants, as other funding arrangements are in place to improve their homes.

#### 3.2 Definitions

- 3.2.1 A decent home is one that meets the following requirements:
- It is free of category 1 hazards.
  - It is in a reasonable state of repair.
  - It has reasonably modern facilities and services.
  - It provides a reasonable degree of thermal comfort.
- 3.2.2 Category 1 hazards are the most serious risks and hazards to health and safety from any deficiencies identified in dwellings. Local authorities use the housing health and safety rating system (HHSRS) risk-based evaluation tool to identify and categorise these hazards.

#### 3.3 Related policies

- Empty Homes Strategy
- CBC Minor works policy
- CBC Landlord Services' Aids and Adaptations Policy

### 4 Policy details

#### 4.1 Policy Principles

- 4.1.1 Central Bedfordshire Council will meet its mandatory requirements in respect of Disabled Facilities Grant and will seek to maximise resources to assist as many eligible clients as possible in obtaining the necessary and appropriate adaptations to their homes. To meet this objective, we will place charges upon the property where the grant exceeds £5,000, up to a charge limit of £10,000. This only applies to owner occupied households and the charge will last for 10 years.
- 4.1.2 Having regard to the local house condition issues outlined in Appendix A, the council will provide discretionary assistance to meet priorities outlined below. However the availability of discretionary assistance from Central Bedfordshire Council will always be dependant upon resources being available.

#### 4.2 Policy priorities

4.2.1 The following priorities are set out in order, so that if difficult decisions had to be made, the council would help address the highest priorities first. The order of priority is as below with A being the highest:

A – The safety and security of older persons and other vulnerable groups, living in their home,

B - Reducing cases of fuel poverty,

C - Reduction of category 1 hazards, (with associated health related benefits) & major adaptations for people with disabilities (see below)

D - Reducing the number of non decent homes, primarily with loan assistance that can be recycled

E - Reduction of empty homes,

F - The improvement in the thermal efficiency of the housing stock,

G - The maximising of opportunities for external funding of all types for the benefit of meeting the above priorities,

4.2.2 Discretionary disabled facilities assistance for major adaptations is equivalent to removing hazards in the home for people with disabilities so this priority also sits at C above.

4.2.3 Where the net capital programme (at any point in time) is less than £30,000, new customer enquiries will be placed onto a waiting list. Enquiries will, however, be assessed against the priorities above. Customers meeting Priorities A, B, & C may be prioritised within the waiting list, if there appears to be risk to health and safety.

### **4.3 Housing Assistance summary**

4.3.1 A summary of the specific forms of assistance within this policy is detailed in a table in Appendix B. The table is an outline of the aims and outcomes of the assistance proposed; specific Housing Assistance Eligibility and Conditions are available separately on request from the Housing Service. The key loan and grant conditions are detailed below.

### **4.4 Loan and grant conditions**

4.4.1 All types of assistance will be provided as loan assistance due to significant financial pressures facing the council as financial assistance can be recovered or recycled. Loan assistance of up to £8,000 will have a repayment condition period of 10 years, and larger levels of assistance will have a repayment condition period of 30 years (virtually lifetime for many cases).

4.4.2 The repayment conditions are at zero % interest rate, in the form of a land registry charge where possible. Financial assistance is normally returned to the council when the applicant is in a better position to do so, such as through the sale of the property. There would be exemptions to repayment conditions, where the property is sold to enable the client to move into a care home or with relative carers.

NOT PROTECTED

- 4.4.3 There are two exceptions to the repayment of loan assistance. Firstly, where the council provides funding for the most urgent cases to help the most vulnerable households resolve safety or security issues. This is in the form of Safety, Security and Emergency Repair Grant as set out in Appendix B.
- 4.4.4 Secondly, grants of up to £5,000 are available for eligible households on Park Homes (or Houseboats). Loans cannot be charged to Park Homes and as most Park Homes are occupied by older people, the council is concerned that this policy does not have a detrimental impact on older people. By providing this grant the council is ensuring that it has the required due regard to advance equality of opportunity between people who share a protected characteristic such as age. Although charges cannot be placed against Park Homes (or Houseboats), recipients of assistance will be required to sign an undertaking to repay the funding provided, if they sell their home within 5 years. There are exemptions where moving for health or care reasons.
- 4.4.5 To administer all types of assistance under this policy, fees are charged for the assistance provided. In most cases, fees are included in the assistance monies as a percentage of the assistance amount. Fees are reviewed periodically and included in the council's published Fees and Charges schedule. In 2015/16, DFG fees were 12% of the grant, and other assistance attracts a fee of 10%. Land registry fees are also included in the assistance monies.
- 4.4.6 To help ensure that customers maintain their properties after improvement/repair works have been carried out with council assistance, the council will encourage customers to ensure that they obtain and maintain sufficient Buildings Insurance to resolve future issues where appropriate.

#### **4.5 Capital Resources**

- 4.5.1 The success of this policy will be influenced by the capital resources available. Although this policy should influence budget planning, the implementation and success of the policy will be dependant upon resources.
- 4.5.2 The availability of assistance (grants/loans) from the council will always be dependant upon the finite resources available. These resources are available from the Housing Assistance Policy Budget and the Mandatory Disabled Facilities Grant Budget.

#### **4.6 Housing Assistance Policy Budget**

- 4.6.1 The council have approved the following programmes for provision of Renewal Assistance;

2012/13 – net £150,000  
2013/14 – net £100,000  
2014/15 – net £100,000  
2015/16 – net £100,000  
2016/17 – net £150,000

- 4.6.2 These programmes are subject to review by the council. They may be increased with external funding or funding returned to the council due to repayment conditions. The programme may be reduced to meet other business needs of the Council.

- 4.6.3 The council will continue to utilise all appropriate types of external funding for energy conservation, fuel poverty measures, and other housing improvement activities.
- 4.6.4 Due to the financial pressures facing the council, assistance provided in this policy will generally be as loan assistance that can be recovered and re-used at some point in the future. This includes the potential recovery of some DFG funding (see 4.7 below).

#### **4.7 Mandatory Disabled Facilities Grant Budget**

- 4.7.1 Legislation enables some recovery of DFG assistance in specific circumstances under the provisions of Disabled Facilities Grants (Maximum Amounts and Additional Purposes) (England) Order 2008. Under this legislation, the council imposes a charge upon the property for ten years in all owner occupation cases where the grant exceeds £5,000 (for the part of the grant that exceeds £5,000), up to a charge limit of £10,000.
- 4.7.2 Upon sale of the property within ten years of the grant completion, the presumption will be to recover the cost of the adaptation. However, in accordance with formal Government guidance, we will consider the individual circumstances of the owner. In reality the costs are most likely to be recovered on the death of the applicant.

#### **4.8 Applicant Support**

- 4.8.1 The council provides an Options and Advice service to help homeowners make decisions about improvements to their homes. This will include development of existing and new partnerships to provide greater options at early stages of enquiry.
- 4.8.2 The council provides a good level of client support in helping complete the various forms required for financial assistance. Many applicants are vulnerable and/or elderly and officers will look to provide an appropriate level of support to ensure that the process for applying for assistance progresses in a satisfactory manner. Fees are normally attached to the assistance provided to go towards the administration and support costs associated with the granting of such assistance. Customers are asked to complete a satisfaction questionnaire upon completion of the works so that the Housing Service can review the support provided.
- 4.8.3 Where financial assistance is not available under this policy, the Housing Service will look to assist a customer in other ways, such as advice on property defects or possible adaptations or alterations. Sometimes more significant support can be provided where the customer has to fund the works completely but this may be subject to fees being paid. This type of work might include sourcing quotations and monitoring works as they progress.

#### **4.9 Review of decision**

- 4.9.1 Most cases or enquiries will be dealt with in the Housing Solutions Service. Any unusual cases should be discussed between officers and team managers and considered on the merits of the case presented, recognising the need for consistency of decision making.



- 4.9.2 In some cases the relevant team manager will require Head of Service review and opinion on the case. Where this is requested, the Head of Housing Solutions will consult with a second team manager and make a decision based upon the merits of the case, or present the case with a recommended option to the Assistant Director of Housing where the case is significant, i.e. it has an anticipated assistance value of more than £10,000.
- 4.9.3 Decisions by the Head of Housing Solutions and/or the Assistant Director for Housing Services will be recorded in case notes for transparency.
- 4.9.4 Examples of situations that would be dealt with by the Head of Housing Solutions and/or Assistant Director for Housing Services are:
- Consideration of requests for assistance to help an empty property back into use, including the amount or rate of assistance and any special conditions to be attached in each case. This includes enhanced levels of assistance where nomination rights are provided and/or rents capped at affordable levels.
  - Considering requests for assistance to be provided as an exception to general policy, although any such assistance would have to be authorised by the Assistant Director for Housing Services.

#### **4.10 Appeals about Decisions in Individual Cases**

- 4.10.1 Appeals about how the policy is operated in individual cases, for example, where an enquiry or application for assistance is refused, will be considered initially by the Head of Service. Where this does not resolve the case in question to the satisfaction of the person concerned, the appeal case will subsequently be considered by the Housing Services Management Team, which is chaired by the Assistant Director of Housing Services and consists of at least two Housing Heads of Service.
- 4.10.2 Appeals must be set out in writing and sent to the Assistant Director of Housing Services, Central Bedfordshire Council, Watling House, High Street North, Dunstable, Bedfordshire, LU6 1LF or email: [tony.keaveney@centralbedfordshire.gov.uk](mailto:tony.keaveney@centralbedfordshire.gov.uk)
- 4.10.3 The appeal submission must include the specific grounds on which the appeal is based. Appeals will be considered only on the following grounds:
- That the policy has not been applied correctly in the case in question, for example there has been a mistake, or
  - That the case in question is exceptional in some way that justifies an exception to the general policy. This may include situations where there are missing essential facilities, where there is structural instability, or serious hazards.
- 4.10.4 Appeals will not be considered on the grounds that the appellant simply disagrees with the policy. However, any written comments and complaints about the policy will also be considered by the Housing Services management team Panel, as described above. The decision of the Appeal

Panel is final. Decisions will be notified to appellants in writing within 14 days from receipt of the written appeal.

- 4.10.5 The appeals process does not preclude individuals from taking a formal complaint through the council's Corporate Complaints process, but the appeals process may be a speedier way of receiving a review of a case.

## **5 Legal and regulatory framework**

- 5.1.1 The Regulatory Reform (Housing Assistance) (England and Wales) Order 2002 requires local authorities to develop a policy for providing households with financial assistance to improve their homes.
- 5.1.2 The Housing Act 2004 introduced the housing health and safety rating system (HHSRS) to help local authorities identify and protect against potential risks and hazards to health and safety from any deficiencies identified in dwellings.
- 5.1.3 The Housing Grants, Construction and Regeneration Act 1996 is the main legislative framework governing Disabled Facilities Grants.
- 5.1.4 The Care Act 2014 guidance states that the care and support system must actively promote wellbeing and independence and aim to prevent need. This includes targeted interventions aimed at individuals who have an increased risk of developing needs, where the provision of services, resources or facilities may help slow down or reduce further deterioration or prevent other needs from developing.

## **6 Equality and Diversity**

- 6.1 Central Bedfordshire Council is committed to equality and diversity and both embraces and promotes the Equality Duty which requires public bodies to have due regard to the need to:
- Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Act.
  - Advance equality of opportunity between people who share a protected characteristic and people who do not share it.
  - Foster good relations between people who share a protected characteristic and people who do not share it.
- 6.2 This policy will contribute to ensuring that all users and potential users of services and employees are treated fairly and respectfully with regard to the protected characteristics of age, disability, gender, reassignment, marriage or civil partnership, pregnancy and maternity, race, religion, sex and sexual orientation.
- 6.3 The policy will have been consulted on and an Equality Impact Assessment completed to inform Executive of equality implications prior to adoption.

## **7 Monitoring and reporting arrangements**

- 7.1 The success of this policy is monitored through performance indicators relating to category 1 hazards and empty homes that are reported to the Social Care, Health and Housing Performance Board monthly.
- 7.2 Satisfaction surveys are also sent to clients to understand the quality of the service provided, outcomes achieved and to monitor the diversity of clients.

## **8 Training**

- 8.1 Training is provided to Housing Solutions staff within teams.

## **9 Responsibilities**

- 9.1 The Head of Housing Solutions is responsible for the effective implementation of this policy.
- 9.2 The Assistance Director of Housing Services is responsible for appeals to decisions made on the allocation of Housing Assistance.

## **10 Evaluation and review**

- 10.1 This policy will be reviewed when the council's priorities change, as a result of external influences such as changing legislation or in 2020, which ever is sooner.

## Appendix A - Private Sector Housing Assistance Analysis

### 1 National Policy Context

#### 1.1 Legal Context

- 1.1.1 The Regulatory Reform (Housing Assistance) (England and Wales) Order 2002 requires local authorities to develop a policy for providing households with financial assistance to improve their homes. The Order removed previous prescriptive legislation.
- 1.1.2 Guidance advises that the policy should have regard to local housing conditions, local and national priorities, extent of deprivation, the availability of capital and other resources, and other relevant matters. The policy also contains advice on the appeals process if individuals feel that the policy is not being followed, however there can be no appeal against the content of the policy itself. The policy will have been consulted upon and approved by Executive prior to adoption..
- 1.1.3 There is no definitive lifespan for an adopted policy, which should be reviewed when the council's priorities change or as a result of external influences such as changing legislation, or in 2020, which ever is sooner.
- 1.1.4 Legislation does not restrict policy or its forms of assistance to private sector homeowners. However, no forms of discretionary assistance (other than Relocation assistance in exceptional circumstances) is available for council or housing association tenants, as other funding arrangements are in place to improve their homes.

### 2 National Private Sector Housing Drivers

- 2.1 There have been significant changes in national drivers and Government priorities during recent years. The most recent and relevant is the consultation undertaken in August 2015 entitled Tackling Rogue Landlords and Improving the Private Rental Sector. The Government's response to this consultation was published in November 2015. The priorities were focused on the private rented sector and intended to provide additional safeguards to private tenants.
- 2.2 The Government introduced the Housing and Planning Bill in Parliament on 13 October 2015. The Bill, which completed 2nd reading on 2 November 2015, covers a wide range of issues, including the following provisions:
- the introduction of a database of landlords and letting agents who have been convicted of certain criminal offences;
  - banning landlords and letting agents from renting out property where they have been convicted of particularly serious offences;
  - a more stringent 'fit and proper' person test for landlords letting out licensed properties, such as Houses in Multiple Occupation, to help ensure that they have the appropriate skills to manage such properties and do not pose a risk to the health and safety of their tenants;

- enabling local authorities to issue civil penalty notices as an alternative to prosecution for certain breaches of housing legislation, with revenue from penalties to be retained by the local authority;
- extending Rent Repayment Orders to cover situations where a tenant has been illegally evicted, the landlord has breached a banning order or has failed to rectify a serious health and safety hazard in the property. Local authorities would be permitted to retain that money for housing purposes where the rent was paid through Housing Benefit or Universal Credit; and
- a data sharing power to require Tenancy Deposit Protection schemes to make available data to local authorities to help them to develop a better picture of the size and scale of the private rented sector in their area and help identify and tackle rogue landlords.

2.3 The council will review the exact provisions of a resulting Housing and Planning Act but having regard to the Bill, the issues are not likely to impact on this policy, which is generally intended to provide a safeguard to vulnerable owner occupiers needing housing assistance.

### **3 Private Sector Housing Assistance – Local Policy Context**

#### **3.1 Contribution towards Vision and Priorities of Central Bedfordshire Council**

- 3.1.1 This policy supports the council's Medium Term vision to be 'A great place to live and work'. Assistance provided under this strategy should always aim to improve the quality of life of eligible clients within their home environment.
- 3.1.2 This policy most closely supports the Medium Term Plan priority; *Promote health and well being and protect the vulnerable*. However, it also contributes towards the priority; *Value for money*.

#### **3.2 Local Housing Stock Characteristics**

- 3.2.1 Central Bedfordshire Council commissioned Building Research Establishment (BRE) Housing Stock Projections (HSP) data in January 2013, which builds upon Census data of 2011. BRE produce estimates of local private sector housing conditions using the BRE Housing Stock Models. They combine local and national data to provide these estimates down to census output area (COA) level. In 2013 BRE made use of Experian UK Consumer Dynamic Database of dwelling and household indicators as additional inputs to the models.
- 3.2.2 Central Bedfordshire has a population of approximately 260,000 living in approximately 108,000 households (2013).
- 3.2.3 Information and evidence on stock condition and its effects on residents is primarily based upon the BRE (HSP) data. The following table gives a summary of the Housing Stock Projection (HSP) report headline indicators, with comparison to national (England) indicators and previous HSP reports from 2007:

**Building Research Establishment Housing Stock Projections (2013)**

Criteria/Indicator	Central Beds	England	Comment
% Private Rented Sector (PRS) homes	14%	19% <sup>1</sup>	The PRS has increased by more than 1,600 dwellings since the 2011 census (increasing from 13% to 14%). This is in line national trends in the growth of the PRS market.
Proportion of homes with disrepair	4%	6%	This has increased locally from 3% in 2010.
% of low income households	15%	22%	The proportion of low income households is much higher in the PRS (26%) and social rented sector (54%).
Simple SAP (thermal efficiency) score average	53	53	Social Housing Stock is much higher at 68, due to more investment in recent years.
% of homes with Category 1 hazards	15%	21%	Central Bedfordshire is better than the national average, but there are still significant numbers. There has been a 5% improvement from 20% locally in 2010.
% of homes with Excess cold Category 1 hazard	7%		This has reduced since 2010 (11%). The most common hazard now is Falls at 8% of the private housing stock.
Proportion of households in fuel poverty	Overall 13% (and 17% in private rented accommodation).	18%	There is significant variation between wards in the local authority area, with higher proportions in some rural wards. There has been a reduction overall since 2010 but the % is still higher than 8% in 2007.

3.2.4 Although there are indications of improvements in some aspects of house condition criteria since 2010, there are still significant improvements to make in housing conditions. Whilst the council will not have the resources to

<sup>1</sup> English Housing Survey 2013-14: Household report, <https://www.gov.uk/government/statistics/english-housing-survey-2013-to-2014-household-report>

address all these improvements, the above information will help to determine priorities and where to target resources.

### **3.3 Fuel Poverty**

- 3.3.1 The definition of fuel poverty has changed since the 2013 BRE HSP report so more recent comparisons are difficult. The impacts of living in accommodation that is not affordable to keep warm was captured in National Energy Action's (NEA) report for Children's Trust Policy Co-ordinators in 2010.
- 3.3.2 NEA produced a briefing note in 2010 for Children's Trust Policy Co-ordinators, which highlighted the adverse affects on children including:
- Physical ill health (proven links to respiratory disease, and increased accident risk).
  - Psychological health (cold damp homes are linked with depression, fatigue and nervousness).
  - Educational attainment (cold damp housing is not conducive to study and educational attainment, and resulting ailments lead to missed school attendance).
  - Social exclusion (the home does not provide a welcoming environment for friends to visit and there may be insufficient income to allow external social activities).
- 3.3.3 The assessment of fuel poverty includes three variables:
- the energy characteristics and performance of the dwelling,
  - the income of the household in the dwelling, and
  - the energy costs to keep the dwelling reasonably warm for the household.
- 3.3.4 The Government's Warm Front grant (aimed at tackling fuel poverty) ended in 2013. The council actively promoted the Warm Front scheme and in 2011/12, 116 Central Bedfordshire households obtained Warm Front grants to the value of £276,000, the 6th highest value of funding amongst the 47 local authorities in the East of England.
- 3.3.5 The Green Deal scheme meant to replace Warm Front has failed to attract any interest locally or nationally and has been disbanded, leaving only an unco-ordinated set of individual Energy Supplier schemes. There are initial proposals to develop a UK domestic energy efficiency policy during the course of 2016/17.

### **3.4 Contribution to Health and Well Being**

- 3.4.1 The Housing Health and Safety Rating System (HHSRS) is the method of determining the "severity" or risk of hazards in the home. The methodology is closely aligned to Government statistics relating to injury, ill health and accidents caused in and around the home. The intention of HHSRS is to make the home a safer place and consequently reduce the burden of admissions to hospitals and other health services; a true "prevention" strategic tool.
- 3.4.2 HHSRS covers 29 specific hazards. A hazard assessed as high risk is classed as a Category 1, giving the council a statutory duty to address.

3.4.3 This policy contributes towards the following health outcomes, in the context of HHSRS:

- prevention of ill health caused by living in damp conditions,
- prevention of cold related illnesses,
- prevention of accidents caused by trips, falls, etc,
- prevention of food and water-borne diseases caused by poor sanitation,
- prevention of electric shocks,
- prevention of incidences of poisoning, through gases (inc carbon monoxide), lead, asbestos, radiation, etc,
- prevention of burns, scalds, and effects of fire.

3.4.4 However, remedying a Hazard, or reducing it to below Category 1 may sometimes give a short term solution only. For example, mending a hole in a roof, which is old and dilapidated, may solve an immediate damp problem in the bedroom below but another hole or defect is likely to occur in the near future. In this example, it is more cost effective to go beyond just remedying the (damp) hazard and undertaking more significant works to the roof, making the home “decent” also.

### **3.5 Empty Homes**

3.5.1 The council has adopted an Empty Homes Strategy with the aim of bringing long term empty homes back into occupation. This policy intends to support the Empty Homes Strategy through provision of loan assistance.

3.5.2 The existing Empty Homes Strategy can be found on the council’s website at the following link but is due to be reviewed in 2016/17:  
[http://www.centralbedfordshire.gov.uk/Images/EmptyHomesStrategy\\_tcm6-6375.pdf#False](http://www.centralbedfordshire.gov.uk/Images/EmptyHomesStrategy_tcm6-6375.pdf#False)

3.5.3 It is financially beneficial to the council to reduce the number of long term empty homes with the payment of the New Homes Bonus. In effect, a reduction in empty homes has the same effect as building new homes. Each empty home brought back into use results in the same bonus or “reward” (on average £1,400 per year) for 6 years. New Homes Bonus may, however, be reviewed during 2016/17.

3.5.4 Data in summer 2015 indicates that there were still more than 1,280 long term empty homes (6 months or longer) in Central Bedfordshire. The council’s focus under the Empty Homes Strategy is on those in the worst condition or empty for the longest.

### **3.6 Loan Assistance**

3.6.1 Loan Assistance was introduced to increase the repayment of money to the council so that recycled funds can be used for further housing improvement. Households are guided through the Loan Assistance process to ensure a successful outcome.

3.6.2 Costs of registering a charge are included in the loan so the client does not have initial fees to pay and the council will have these repaid when the house is sold and the loan repaid.



3.6.3 This policy continues the provision of loan assistance from the 2012 policy.

### **3.7 Disabled Facilities Grant (DFG)**

3.7.1 In 2014/15 the council spent £2.08 million to adapt the homes of people with disabilities. During the course of 2014/15 and 2015/16, there was approximately £2.2 million worth of DFG works in progress. The council are committed to improving the quality of life for residents with disabilities but in the longer term, many more accessible homes have to be developed as part of housing growth in Central Bedfordshire.

3.7.2 Where a DFG does not cover the full cost of essential works (i.e. where they exceed the maximum grant of £30,000), some customers with high needs are unable to progress their required adaptations.

3.7.3 Some DFG customers have a partial contribution to make towards the costs of adaptations, determined from the statutory test of resources. In some cases customers will be in financial hardship and unable to find their required contribution. Local Authorities have a responsibility under the Care Act to ensure identified need at the assessment is met where customers are assessed as having no contribution under Adult Social Care's "Fairer Charging" regime.

3.7.4 Consequently, for those clients in financial hardship but not able to progress a DFG, the Council will consider discretionary Loan Assistance to "top up" or fund the major adaptation in certain circumstances.

### **3.8 Urgent Homecare and Falls Response Services (UHFRS)**

3.8.1 UHFRS is a recently developed service that is jointly commissioned between Health and Social Care and viewed as an important preventive service. The UHFRS team operates in rotas to ensure service coverage throughout Central Bedfordshire 24 hours a day, 7 days a week.

3.8.2 The Falls Support Service offer advice, guidance and support to individuals who have fallen in their own homes. Falls referrals are made via the East of England Ambulance Trust following an assessment of the customer by ambulance staff. Falls Response Staff then attend (within an anticipated 2 hours) and assess the individual support needed and provide low level support through supplying aids and equipment (such as walking frames or bath boards) and guidance and training in their use, and signposting for further support through services such as physiotherapists, chiropodists or social workers. As well as provided the type of support required by the customer, the team will also undertake risk, environmental, mobility and equipment assessments with all individuals.

### **3.9 Minor aids and adaptations**

3.9.1 The council has a statutory duty under the Care Act 2014 to provide a minor works service that provides minor aids and adaptations up to the value of £1,000 free of charge. The Adult Social Care Occupational Therapy (ASCOT) team is responsible for the delivery of this service through carrying out assessments, liaising with housing providers where applicable and appointing contractors to deliver the works.

- 3.9.2 The ASCOT team are responsible for carrying out assessments relating to the social care needs of adults and children based in the community. A separate Health OT team is responsible for carrying out assessments on health related needs.
- 3.9.3 The aims of the minor works service complements those of the Housing Assistance Policy.

### **3.10 Care Act 2014**

- 3.10.1 Prevention is critical to the vision of the Care Act. The Care Act 2014 Statutory Guidance states that the new care and support system must actively promote wellbeing and independence and aim to prevent need and home adaptations can achieve this.
- 3.10.2 The guidance states that 'Housing plays a critical role in enabling people to live independently and in helping carers to support others more effectively. Poor or inappropriate housing can put the health and wellbeing of people at risk, where as a suitable home can reduce the needs for care and support and contribute to preventing or delaying the development of such needs'.

### **3.11 Better Care Fund Plan**

- 3.11.1 The Better Care Fund Plan sets out a shared vision for health and social care in Central Bedfordshire. The Plan recognises the importance of shifting resources from hospital-based care to more community-based care in order to secure improved health and care experience and more cost effective use of resources. Housing support, through adaptations is a key part of the BCF Plan for reducing delayed transfers of care and enabling people to remain in their own homes for as long as possible.
- 3.11.2 The four priority programmes outlined in the plan are:
  1. Reshaping our prevention and early intervention model – through an integrated approach to primary, secondary and tertiary prevention to stop or reduce deterioration in health.
  2. Supporting people with long term conditions through multi-disciplinary working – focusing services around General Practice in locality networks and helping people to manage their own conditions in the community
  3. Expanding the range of services which support older people with frailty and disabilities – integrating the range of housing, mobility, carers and other services which wrap around older people with specific conditions and issues
  4. Restructuring our integrated care pathways for those with urgent care needs – ensuring that these are seamless, clear and efficient to help deliver the clinical shift required moving care away from acute settings, where appropriate.
- 3.11.3 Housing Assistance supports the intentions of the Better Care Fund by making homes safe and healthy, preventing admissions to hospital, enabling people to be discharged early and helping residents remain independent and safe at home. The policy, in particular, provides assistance to remedy fall hazards in the home and adaptations to allow safe access in and around the home.

## Appendix B - Summary of assistance

A summary of the specific forms of assistance within this policy is in the table below. The table does not include detailed aspects of recommended assistance; the aim here is to just outline the aims and outcomes of the assistance proposed. The table states which priority (A to F as listed in 4.2.1) would be targeted through the specific type of assistance. Specific Assistance Eligibility Conditions will be available from the Housing Service.

Name and type of proposed assistance	Aim of such assistance	Priority	Eligibility & conditions summary
<p><b>Safety, Security and Emergency Repair Grant.</b> A grant of up to £500 for emergency works, which can be administered quickly to remedy an urgent situation.</p>	<p>A limited safety net for those people most in need with the most immediate problems and clearly urgent/distressing circumstances. This includes older/disabled people whose homes have been broken into and left insecure.</p>	<p>Primarily A, but also C.</p>	<p>Anyone over the age of 60 in receipt of an income related benefit, (including both forms of Pension Credit and Council Tax Support) or disabled people in receipt of Disability Living Allowance, Personal Independence Payment or Attendance Allowance, who are also in receipt of income related benefits. There are no repayment conditions. Some private tenants (those in Almshouses on peppercorn rents, or tenants living in properties owned by relatives or charities) may be eligible.</p>
<p><b>Home Improvement Loan Assistance.</b> Loan Assistance of up to £8,000 (with 10 year condition), or Loan Assistance for between £8,000 and £15,000 (or £20,000 in exceptional circumstances where approved by Assistant Director Housing Services) with 30 year repayment condition  For clarity, all assistance would be subject to relevant repayment condition period, for example. £9,000 assistance, all £9,000 would be subject to 30 year repayment condition period.</p>	<p>Assistance to remedy Cat 1 hazards, non decent homes (disrepair, inadequate facilities etc)  This includes some provision of grant assistance of up to £5,000 to eligible clients on Park Home sites or Houseboats for repairs to the home itself, subject to a lifetime condition assessment of the home and further conditions. Note – HHSRS cannot be applied to a Park Home.</p>	<p>Primarily A, C and D, but also B and F.</p>	<p>Any homeowner can apply, provided they have owned and been resident in the property for three years prior to an application and intend to reside in the property for at least five years.  Private landlords may be eligible for Loan Assistance only, where they propose improvement works “over and above” the minimum required under the Housing Act 2004 (Cat 1 Hazard remedy), or where the property is entering the council’s Property Accreditation/Lets Rent scheme and where nomination rights are offered to the council and rent is at a local housing allowance</p>

			<p>level.</p> <p>For owner occupiers, this assistance is subject to a test of financial resources, and 10 or 30 year repayment conditions depending upon amount of assistance. Private landlords would not be subject to a test of resources. Loan assistance would normally be 60% of the agreed eligible works but may be higher in certain circumstances where acute housing need is being met. Landlords Loan assistance has a 10 year repayment condition for assistance of between £1 and £8,000, and 30 years for assistance over £8,000.</p> <p>Landlords applying under the council's Property Accreditation Scheme will be provided with further details of eligibility for assistance to remedy category 1 hazards.</p> <p>Due to the administration involved in making a charge, it is unlikely that subsequent applications would be allowed within a three year period.</p>
<p><b>Affordable Warmth Assistance.</b> This is loan assistance that is intended to remedy fuel poverty. This assistance can be provided alongside external funding. The limit is £5,000 and provided as loan assistance. Innovative works that attract external funding may exceed this limit on a case by case basis.</p>	<p>To remedy fuel poverty and/or poor thermally efficient homes.</p>	<p>Primarily B, but also C, D and F.</p>	<p>Eligibility will not be constrained to those in receipt of means tested benefits but will include those where fuel poverty can be assessed as likely or a risk (through determination of fuel costs, thermal efficiency, and income). Repayment conditions are consistent with Home Improvement Assistance above.</p> <p>A more detailed, specific set of eligibility conditions will be provided separately as appropriate for externally funded schemes, which may</p>

			<p>complement Affordable Warmth assistance.</p> <p>Affordable Warmth Assistance can be provided as a top up to any home owner requiring energy efficiency/fuel poverty remediation works who cannot obtain, in part or total, external funding or assistance from appropriate schemes.</p>
<p><b>Empty Homes Loan Assistance.</b>                  Loan assistance of up to £15,000 for owners of long term empty homes that require works to be made habitable. Loan assistance is 75% of costs, up to maximum assistance of £15,000.</p> <p>Where empty home owners form an agreement with the council in terms of nomination rights and rents at affordable levels, funding will be assessed on a case by case basis, depending upon the extent that local housing needs are met.</p>	<p>To renovate and bring long term empty homes back into use and help deliver the Empty Homes Strategy.</p>	<p>Primarily E, but also C and D.</p>	<p>Any owner of long term (1 year or longer) empty homes who undertakes to bring the property back into use once renovated. This is not means tested but a 10 or 30 year repayment condition applies. Nomination agreements are not normally required but where agreements are formed, alternative assistance levels may be offered. This will be in association with the council's Lets Rent scheme and at affordable rent levels.</p> <p>Option to withhold 25% of assistance amount until property is actually occupied (as incentive for owner to let and not leave empty), This assistance may compliment any potential externally funded schemes to bring empty homes back into use, which may or may not include nomination right requirements.</p>
<p><b>Home Loan Support Assistance.</b>                  A loan of up to £3,000 to assist clients to obtain private funding for eligible works.</p> <p>Eligible works will be those necessary to carry out essential work which otherwise cannot be funded through Home Improvement Assistance, or (in exceptional</p>	<p>To provide assistance to clients to obtain private funding (loan or equity release), through a reputable source, to remedy a cat 1 Hazard, or undertake essential works.</p>	<p>Primarily G, but also A, B, C, D, and F.</p>	<p>Applicants must be:-</p> <ul style="list-style-type: none"> <li>• over 60 or</li> <li>• in receipt of Disabled Living Allowance, Personal Independence Payment, or in receipt of Attendance Allowance;</li> </ul> <p>The property must be considered sustainable by the council, and, in the opinion of an independent</p>

<p>cases) works to adapt a property for the needs of a disabled person where DFG is not available. a 10 year repayment condition applies.</p>			<p>financial advisor, the applicant must have sufficient resources or property equity to support the raising of necessary finance for the eligible work.</p>
<p><b>Relocation Assistance.</b> A loan of up to £4,000 for costs of relocating to a more suitable property.</p> <p>This type of assistance would not be restricted to particular Estate Agents, Conveyances etc.</p> <p>In cases where negative equity is potentially a barrier, a grant may be considered.</p> <p>Funding might also be available to assist a tenancy move for a vulnerable tenant to move to a more suitable property, where without such assistance the move is at risk. Assistance in such cases would also be as a grant and would be determined on a case by case basis.</p>	<p>To alleviate overcrowding where the problem cannot be alleviated by the applicant remaining at the dwelling.</p> <p>To respond to under occupation and increase the supply of larger properties.</p> <p>Where remaining in the property is not feasible due to the cost or complexity of the works required.</p> <p>Where the dwelling does not meet the needs of a disabled occupant, and/or where adaptation will not meet that need.</p>	<p>A and C.</p>	<p>To assist the applicant to meet the costs associated with purchase, sale and relocation, the following eligibility conditions should apply:</p> <ul style="list-style-type: none"> <li>• The property is overcrowded and the applicant does not have the financial resources to carry out the necessary alterations, or extension to alleviate the overcrowding; or</li> <li>• the house cannot be adapted to accommodate the needs of a disabled person. Where an adaptation of the property has proved not reasonably practical, and where suitable alternative accommodation has been identified (which in itself may require adaptation); or</li> <li>• the house requires essential work such that it cannot be reasonably financed by the current owners even with the help of Home Improvement Loan assistance; or</li> <li>• the house is under occupied; and the applicant is vulnerable,</li> </ul> <p>Assistance will be considered to enable a tenancy allocation/transfer of a vulnerable person into a suitable property. Normally this is to a property that requires adaptation before occupation and assistance can help towards reasonable costs associated with the re-location. Assistance is</p>

			<p>considered on a case by case basis.</p> <p>This assistance is subject to a test of financial resources and for owner occupiers a local land charge would be registered on the new property.</p>
<p><b>Disabled Facilities Grant (mandatory).</b> Grants of up to £30,000. Mandatory Disabled Facilities Grants will be assessed and paid under the provisions of Chapter 1 of the Housing Grants Construction and Regeneration Act 1996 as amended.</p>	<p>A DFG is provided to adapt the home of a disabled person to meet their specific needs. The need for an adaptation is determined by an Occupational Therapist (OT) from council's Adult Social Care Service. Adaptations must be deemed necessary and appropriate. The grant incorporates recommendations made by the OT, providing the works are also reasonable and practicable.</p>	C	<p>The DFG is subject to a test of financial resources. This test is prescribed in detail by legislation. The grant for the adaptation is a maximum of £30,000, less any contribution to reflect that the contribution counts towards the maximum of £30,000.</p> <p>Grant repayment conditions apply, in particular where the grant is for more than £5,000 but only for a maximum charge of £10,000.</p>
<p><b>Disabled Facilities – discretionary/top up loan assistance</b></p>	<p>This is discretionary loan assistance to top up mandatory DFG for the provision of aids and adaptations for owner occupiers with disabilities.</p> <p>Loan assistance will also be considered for applicants (owner occupiers) that fall outside of the DFG eligibility but have no or small contributions assessed under the Fairer Charging regime.</p>	C	<p>This is loan funding of up to £20,000 for cases where the £30,000 mandatory limit are exceeded and where the client was originally assessed as having a "nil contribution" from the DFG test of resources. As child applications will not have undergone a DFG Test of Resources such cases will require such a ToR for a discretionary DFG to be considered. Assistance will only be available for owner occupiers.</p> <p>Loan assistance may also be available for applicants who have an assessed contribution under the DFG test of resources but are assessed as having no contribution under Adult Social Care's Fairer Charging regime. Again, this assistance will</p>

		<p>only be available for owner occupiers. The level of assistance will be determined by the specific circumstances of each case and may be used to fund a proportion of the contribution determined for a Mandatory DFG (e.g. where a client who would under normal circumstances be entitled to Housing Benefit is not eligible due to being in respite care)</p>
<p><b>Prevention Assistance</b></p> <p>Discretionary assistance to facilitate early discharge from hospital or prevent admission to a hospital or care home where such assistance is recommended by health or social care professionals as urgent.</p>	<p>Assistance will be considered for customers at risk of being admitted to hospital or residential care where provision of an adaptation or home improvement will help prevent that admission. These cases will require a Social Care or Health Professional referral to the extent that urgent works/measures are required to directly prevent a hospital or care home admission.</p>	<p>Assistance is intended to prevent a hospital or care home admission (or facilitate early release from hospital or a care home) where no other form of funding is possible or appropriate. Assistance might be provided in addition to other forms of longer term funding for more major adaptations or home improvements to meet needs of the customer (for example a DFG).</p> <p>Eligibility is normally restricted to those eligible for assistance under the Care Act and as the assistance is intended for urgent works/measures to prevent a hospital/care admission, assistance will normally be provided as a grant. Prevention assistance is intended to be under £4,000 in most cases and where provided by a specialist provider, there may be exemptions to normal procurement requirements. These cases are to be considered by the service management team.</p> <p>The type of measures and improvements provided by this assistance is not prescriptive but will be recommended as required to prevent a hospital or care admission. In some cases, the assistance might be provided for a home related service, as long as it is related to adapting or improving the</p>



NOT PROTECTED

			living accommodation. Examples of such services could include Handy Van type services.
--	--	--	----------------------------------------------------------------------------------------

This page is intentionally left blank



have  
**your**  
say...

## ...on Central Bedfordshire Council's Private Sector Housing Assistance Policy Consultation 2016

Feedback received on the grants and loans available  
for those most in need to repair or improve their home

**Central  
Bedfordshire**

Find Central Bedfordshire Council online at



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

## 1. INTRODUCTION

### Background - Reviewing the Private Sector Housing Assistance Policy

The Council is reviewing its Private Sector Housing Assistance Policy (previously known as Central Bedfordshire's Private Sector Housing Renewal Policy). The Policy contains details of grants and loans the council can provide to help those most in need to repair or improve their homes. The review seeks to recognise the impact that poor housing conditions have on the health of vulnerable households and sets out how poor housing should be tackled through the targeting of available resources.

This policy also supports the intentions of the Better Care Fund in terms of making homes safe and healthy, to prevent admissions to hospital and help residents remain independent and safe at home. In particular, the policy provides assistance to remedy fall hazards in the home and to provide adaptations to allow safe access in and around the home

To tackle these problems the council needs to use its funds as fairly and effectively as possible. We, Central Bedfordshire Council, need to have the ability to re-use and recycle resources where we can, and in this instance, offer a Loan Assistance in place of the more traditional grants. However, we also recognise that many vulnerable households will be unable to repay loans in the traditional sense, so we have set our policy to ensure that repayment is tied in most cases to the sale of the property concerned. This will reduce pressures on vulnerable households that need such assistance. In 2014/15, £91k was returned to the Council. To date in 2015/16, £81k has been returned to the Council.

Central Bedfordshire Council (CBC) formally consulted on its draft Private Sector Housing Assistance Policy from Monday 21<sup>st</sup> March 2016 to Friday 6<sup>th</sup> May 2016. To ensure our policies are fair and transparent the Council is keen to include the views of key partners and stakeholders in shaping the policy and gain their feedback on our recommendations as part of the review.

A formal consultation was managed via a formal consultation document. This was available in paper format; downloadable from the CBC website, CBC main offices & promoted via the Council's communications. Social media was utilised and press releases were issued to the media to raise awareness of the consultation with Central Bedfordshire residents along with sharing in various newsletters. The survey has also been shared through networks including Just Ask project, Town & Parish Councils, forums and partnership boards and via the voluntary sector

The outcome of the response will be published on our web site following Executive Committee in August 2016.

## 2. RESULTS OF SURVEY: DEMOGRAPHIC PROFILE

- 2.1 In total, 51 people responded to the draft Private Sector Housing Assistance Policy formal consultation.
- 2.2 57% of respondents were male, 29% were female, 2% preferred not to say, and 12% did not answer.
- 2.3 51% of respondents were aged 60 years or over.
- 2.4 20% of respondents stated that they had a disability.
- 2.5 84% of respondents were White: British, 6% White: European, 2% were Black or Black British: African: 2% were other and 4% respondents preferred not to state their ethnicity with 2% who did not answer.
- 2.6 Appendix 1 provides a full demographic statistical profile of respondents.
- 2.7 Appendix 2 provides a full account of the qualitative feedback received

**3. RESULTS OF SURVEY: QUESTION RESPONSES**

The formal consultation was designed to capture both quantitative and qualitative data from respondents, with results summarised as follows:

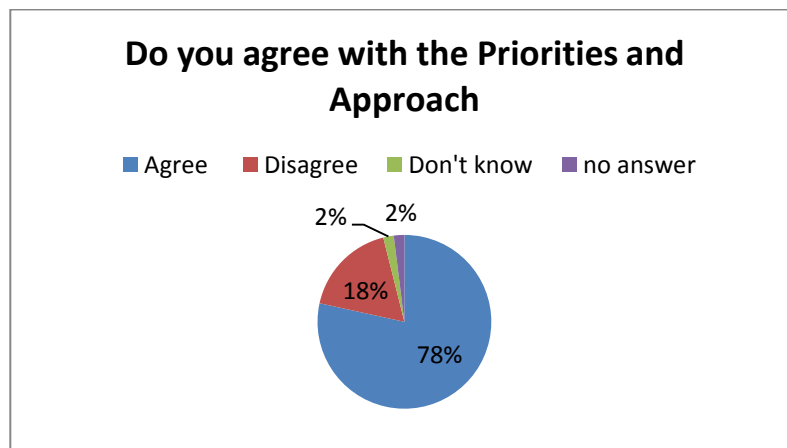
**3.1 Q1. The council has agreed the following as the key private sector housing issues that need to be addressed in Central Bedfordshire. In times of budget pressure grant/loan assistance will be prioritised taking into account the date of application but also the following priorities:**

- A - The safety and security of older persons and other vulnerable groups, living in their home. This is the highest priority,**
- B - Reducing cases of fuel poverty,**
- C - Reduction of category 1 hazards and major adaptations for people with disabilities,**
- D - Reduction of empty homes,**
- F - Improvement in the thermal efficiency of the housing stock,**
- G - Maximising opportunities for external funding of all types for the benefit of meeting the above priorities**

We asked if people agreed with the priorities and approach outlined in the policy.

Agree	40	78%
Disagree	9	18%
Don't Know	1	2%

40 respondents (78% of respondents) agree with the priorities and approach. 9 respondents (18% of respondents) disagree, 1 respondent (2% of respondents) don't know and 1 respondent (2% of respondents) did not answer.



**3.2 Q.2. We asked if people disagreed with the priorities and approach to provide more feedback to explain why.**

In summary, whilst 78% of respondents agreed with the priorities and approach outlined in the policy from the feedback received there were varying opinions on the order of priority. It was also highlighted bullet point E was missing and fails to mention the 'Reducing Non-Decent homes' category mentioned in 4.2.1

The feedback emphasises the council's idea is acceptable in principle to have a priority list however there are mitigating factors that require further investigation as each priority can be agreed as having priority over the other or a standalone issue outside of the key private sector list as set above.

Other feedback suggests there could be a consideration for private landlords to be exempt from council tax whilst properties undergo modernisation and to date council housing.

The Better Care Fund Board recommended that consideration be given as to how some Disabled Facilities Grant funding can be used differently to reduce hospital and care home admissions and that the draft policy be amended in accordance with this recommendation before being presented to Members.

**CBC Response:**

Bullet point E missing from the consultation document was an error but it was included in the main policy that was being consulted upon.

The feedback concerning the priorities is agreed, which is why the new policy has a simpler “waiting list” proposal based upon time of enquiry as well as consideration of the priority involved.

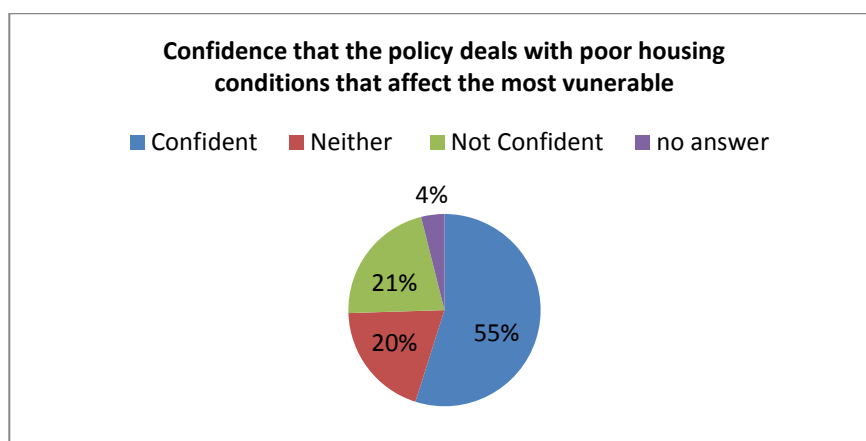
The comment concerning exemption from Council Tax is understood as current Council Tax policy can be seen as a disincentive for landlords to modernise their accommodation. It is not within the ability of this policy to change Council Tax policy but the assistance proposed might help “make up” for having to pay Council tax during periods of modernisation. Comments relating to Council Tax will be forwarded to the Council Tax team.

The draft policy is to be amended to contain availability of assistance directly aimed at preventing hospital and care home admissions.

**3.3 Q3. We asked how confident people felt the policy deals with the poor housing conditions that affect the most vulnerable households in Central Bedfordshire**

Confident	28	55%
Neither	10	20%
Not Confident	11	21%
No Response	2	4%

28 respondents (55% of respondents) were confident that the policy deals with the poor housing conditions that affect the most vulnerable households. 10 respondents (20% of respondents) were neither, 11 respondents (21% of respondents) were not confident and 2 respondents (4% of respondents) did not answer



**We asked if people were neither or not confident to provide more feedback to explain why.**

In summary some respondents suggest more awareness of the assistance loans / grants needs to be considered and to ensure the process is not complex with a clear criteria and process in place which highlights how people are assessed and whether it is means tested.

There were a number of comments received to say more information is required to be able to comment.

There were differing opinions on whether people who can afford private properties should have access to grants where other feedback highlighted private landlords are not incentivised, particularly given national changes from April 2016.

Some respondents suggest park homes require priority due to the demographic of its residents and the homes are poorly insulated and do not receive funding / grants for insulation as more conventional houses would.

Respondent also suggested that there is insufficient new-build social/affordable housing & older housing stock is in poor condition. Inadequate & out-of-date "Local Plan" - with consequential failure on housing land allocations.

**CBC Response:**

Awareness of the policy and assistance available is something that the Council has to ensure is targeted to prevent raising expectations that the Council cannot deliver. Demand is always higher than resources available, which means that awareness must be targeted towards customers most likely to need such assistance.

Some people owning properties incur financial deprivation and the policy seeks to target potential assistance to those who cannot afford to remedy defects to their homes themselves.

Assistance for Park Home residents has been increased with the draft new policy.

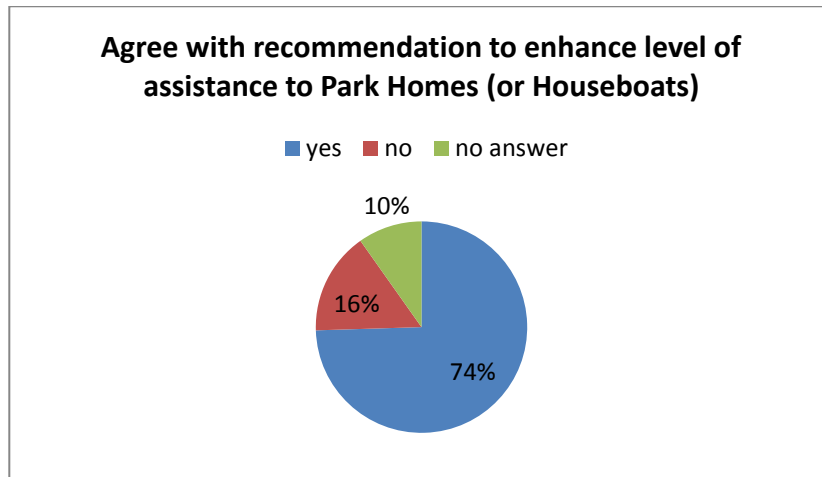
The comments concerning insufficient new build social housing/affordable housing are noted and agreed with but are outside the scope of this particular policy.

**3.4 Q4. Following the Park Home Offer which was adopted by Executive in March 2015, a recommendation for the review is to enhance the level of assistance to £5000 made available with a commitment that the owner will repay the Council if the property is sold within 5 years**

**We asked if people agreed with the recommendation to enhance the level of assistance to Park Homes (or Houseboats) with the commitment that the owner will repay the Council if the property is sold within 5 years.**

Yes	38	74%
No	8	16%
No answer	5	10%

38 respondents (74% of respondents) said yes they did agree. 8 respondents (16% of respondents) said no and 5 respondents (10% of the respondents) did not answer



In summary 74% of respondents agree to enhance the level of assistance to Park Homes (or Houseboats) with the commitment that the owner will repay the Council if the property is sold within 5 years. Further comments suggest it is necessary and should it be 7 years however other feedback questions why would the level need to be increased, should it be paid back sooner and if privately owned should they self fund?

**CBC Response:**

The repayment period of 5 years was felt fair as Park Homes do not have as long a life as traditional bricks and mortar homes. Assistance is aimed at those residents who don't have the ability to self fund.

It is possible for grant recipients to repay the funding within the five years should they wish to.

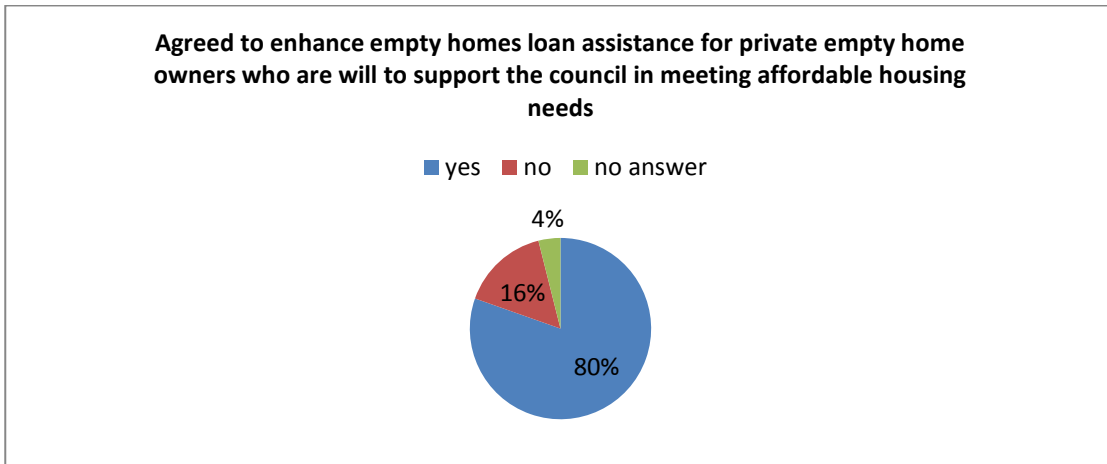
**3.5 Q5. Where empty home owners form an agreement with the council in terms of nomination rights and rents at affordable levels, funding will be assessed on a case by case basis, depending upon the extent that local housing needs are met.**

**We asked if people agreed with the offer to enhance Empty Home Loan Assistance for private empty home owners who are willing to support the Council in meeting affordable housing needs.**

Yes	41	80%
No	8	16%
No answer	2	4%

41 respondents (80% of respondents) said they agreed. 8 respondents (16% of respondents) said no and 4 respondents (4% of respondents) did not answer





In summary there were 80% of respondents who agreed with the offer to enhance Empty Home Loan Assistance with further feedback stating how this will support with affordable housing.

With some of the feedback received concerns were raised to suggest this is closely monitored to ensure the property is maintained and rent does not increase once the work has taken place. Other feedback suggests that private owners could self fund and the rent can be agreed once the work is completed and that empty properties should be taxed.

**CBC Response:**

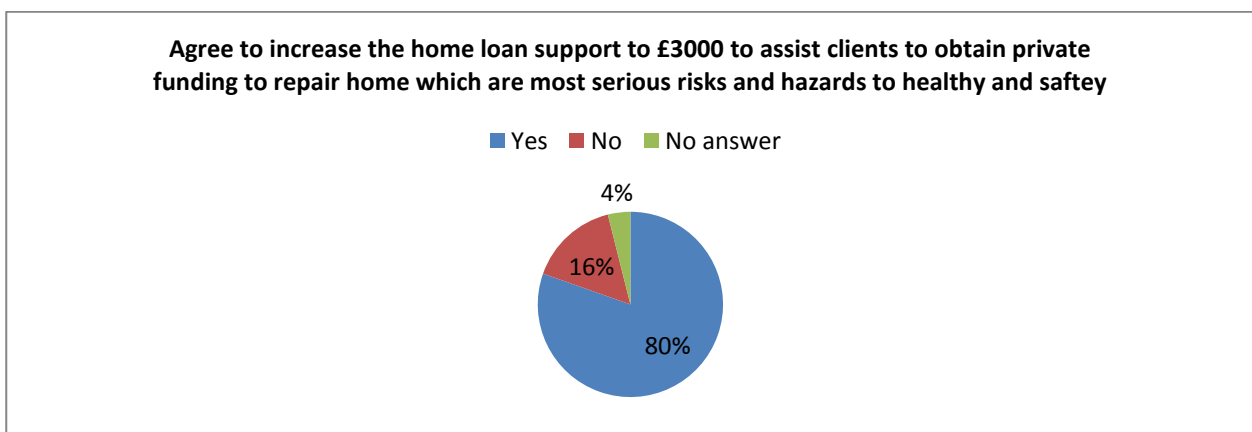
The feedback is supportive and agreed with. The Council will aim to closely monitor those cases where rent is intended to be affordable and will look to ensure that nominations agreements established with empty home owners are sound.

**3.6 Q6. The Council has proposed to increase the Home Loan Support Assistance to £3000 to assist clients to obtain private funding to repair homes which are the most serious risks and hazards to health and safety**

**We asked if people agreed with the increase the Home Loan Support Assistance to £3000 to assist clients to obtain private funding to repair homes which are the most serious risks and hazards to health and safety**

Yes	41	80%
No	8	16%
No answer	2	4%

41 respondents (80% of respondents) said they agreed. 8 respondents (16% of respondents) stated no and 2 respondents (4% of respondents) did not answer



In summary although 80% agreed with the increase respondents who provided further comments did raise other options to be considered:

- Council Tax waived whilst properties are empty and undergoing modernisation
- The amount should be increase / up to £5000 in special circumstances
- The money should be repaid only if sold within 5 years

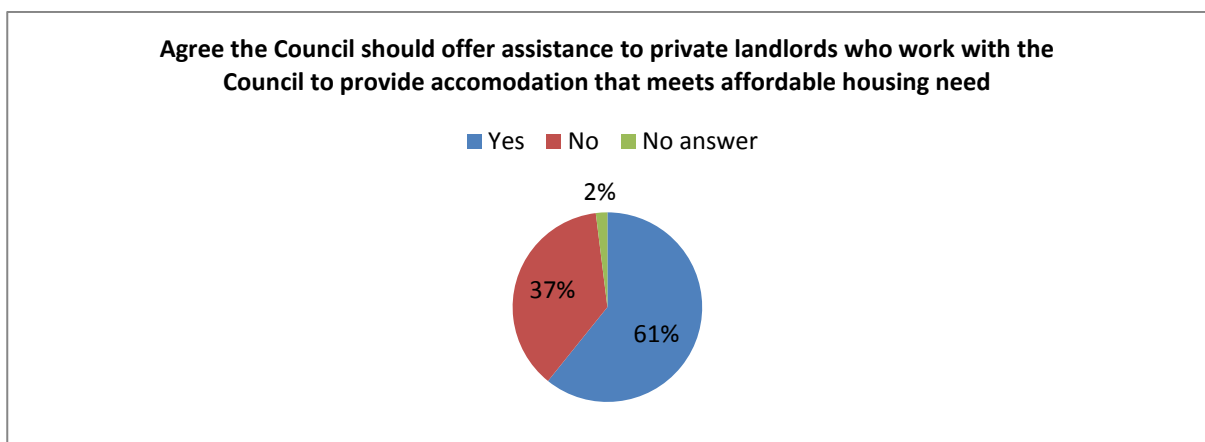
**CBC Response:**

This assistance is not intended to pay for the works but help towards the cost of private finance, which is used to fund the necessary works. In most cases £3,000 should be sufficient for loan set up costs but where more than £3,000 is needed and can be justified, exceptional circumstances provisions might be applied as per the policy.

**3.7 Q7. We asked if people agreed that the Council should offer assistance to private landlords who work with the Council to provide accommodation that meets affordable housing need**

Yes	31	61%
No	19	37%
No answer	1	2%

31 respondents (61% of respondents) said yes they agreed. 19 respondents (37% of respondents) said no and 1 respondent (2% of respondents) did not answer



In summary although a majority 61% agreed there were some questions raised as to whether private landlords should receive assistance.

- Too broad a spectrum
- Needs to be managed and monitored
- Could councils agree rent on completion
- Should it be time limited, loan basis and have agreements in place i.e. cap on rent, not be sold within 10 years without full payment
- Questions whether private landlords are a business and benefit from increased property value and via rent received

**CBC Response:**

Agree that this needs monitoring and will be through the Let's Rent scheme. The Council will look to agreeing the rent before assistance is approved. Normal repayment conditions will apply in addition to those associated with capping the rent for the agreed period. It is

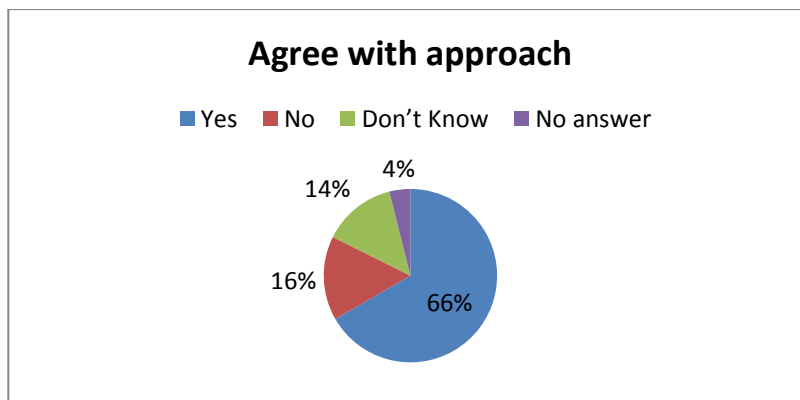
agreed that private landlords are a business but this assistance is aimed at encouraging landlords to work with the Council and provide more affordable accommodation to meet local housing needs.

- 3.8 Q8. Disabled facilities grants (DFGs) are grants provided by your local authority to help meet the cost of adapting a property for the needs of an eligible disabled person. There are two ways this can be provided via Disabled Facilities Grant (mandatory) or Disabled Facilities - discretionary/top up loan assistance in certain instances. Details can be found on p25 of the policy The Council proposes that the discretionary loan assistance will continue to only be available for owner occupiers and may be available for DFG applicants that require works costing more than the £30,000 DFG limit or applicants that have fallen outside the DFG eligibility but are assessed as having no (or a small) contribution under Adult Social Care's "Fairer Charging" assessment**

**We asked if people agreed with the approach**

Yes	34	66%
No	8	16%
Don't Know	7	14%
No answer	2	4%

34 respondents (66% of respondents) said yes they agreed. 8 respondents (16% of respondents) said no, 7 respondents (14% of respondents) said they did not know and 2 respondent (4% of respondents) did not answer



**We asked people to provide more feedback to explain their answer.**

In summary 66% of respondents agreed with the approach with additional feedback which highlighted the need to remove jargon as difficult to understand, need to make simpler with clear criteria / and assessment process in place and to speed up the process.

Other comments expressed consideration for non owner occupiers, people with disabilities who do not own their own home and persons who are living alone.

There was emphasis on the new "Local Plan" providing opportunity to incorporate any necessary changes and ensure new social/affordable builds should include DDA – compliant

**CBC Response:**

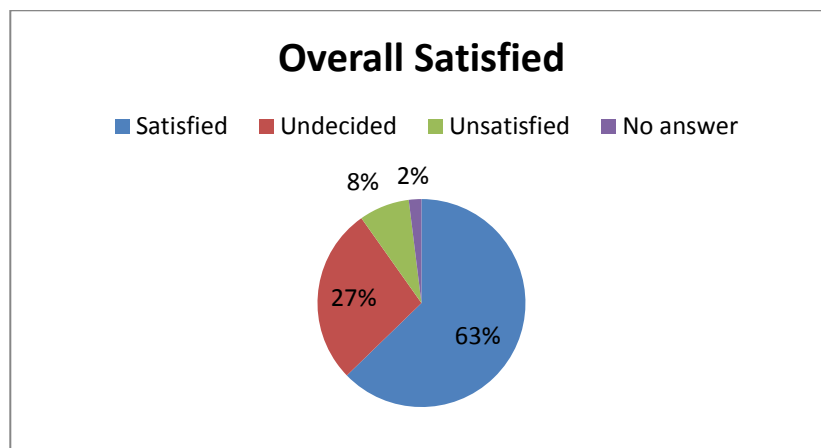
The draft policy will be reviewed having regard to removing jargon and it is recognised that this particular area of assistance might be difficult to understand. It is intended that there will be a speedy process within the Council, which is consistent with provision of Disabled Facilities Grants.

Unfortunately, loan assistance cannot be provided to anyone other than the home owner. There might be other assistance available within the Care Act duties for Central Bedfordshire Council and Housing Association tenants, depending upon their circumstances. Housing Associations may assist their tenants in some way with discretionary funding but this will vary according to housing association policies.

**3.9 Q9. Overall how satisfied are you with the Draft Central Bedfordshire Council Private Sector Housing Assistance Policy**

Satisfied	32	63%
Undecided	14	27%
Unsatisfied	4	8%
No answer	1	2%

32 respondents (63% of respondents) were satisfied with the policy. 14 respondents (27% of respondents) were undecided, 4 respondents (8% of respondents) stated they were unsatisfied and 1 respondent (2% of respondents) did not answer



**3.10 Q10. Feedback and further comments received**

Summary of feedback provided by respondents included the following:

- A fairly administered policy will prevent profiteering
- The policy is too wordy and contains "Council talk"
- One respondent has implied that some elements have not been considered i.e Council Tax support and Mandatory DFG contributions
- The impact of providing funding to PSL [Private Sector Landlords] on tenants (will improved housing lead to increased rent)
- A balanced approach to support people who may require some financial assistance

Need to ensure it is fairly administered, with safeguards in place and to consider the review date.

**CBC Response:**

The policy is intended to prevent “profiteering” opportunities, mainly through provision as loans.

The policy has been jointly drafted with “non professionals” to limit the use of jargon but this will be reviewed again.

The Housing Assistance Policy has no hold over private rents, which are generally market based. However, the intention is to cap rents to affordable levels where landlords want to work with the Council to meet local housing needs.

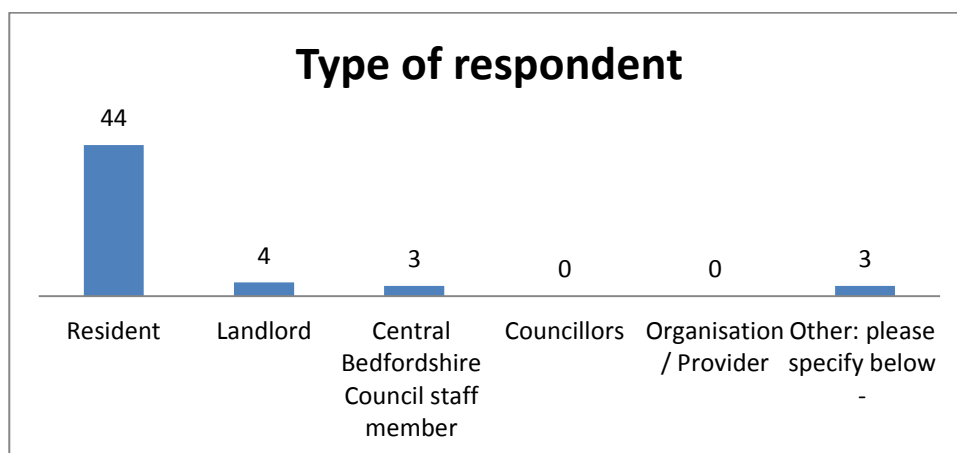
The policy will be delivered by the Housing Solutions service, which offers a good level of support to ensure eligible customers are successful in their applications for assistance. Housing Solutions also works alongside Gateway Housing Support, who can provide a higher level of support to customers where needed.

**3.10 Q11. What type of respondent**

See feedback below, some respondent’s ticked more than one box

Resident	44	86%
Landlord	4	8%
Central Bedfordshire Council staff member	3	6%
Councillors	0	0%
Organisation / Provider	0	0%
Other: please specify below -	3	6%

1. 1 respondent was a member of Park Home Association
2. 1 respondent said they were a Home owner
3. 2 respondents said they were tax payers



#### 4. SUMMARY

There were 51 people who responded to the survey

In summary 78% of respondents (40 respondents) agree with the priorities and approached outlined in the policy.

Overall 63% of respondents (32 respondents) were satisfied with the policy

There were 51% of respondents (26 respondents) that were aged 60 years or over and 20% of respondents stated that they had a disability.

55% of respondents (28 respondents) were confident that the policy deals with the poor housing conditions that affect the most vulnerable households

There was an emphasis throughout the survey to ensure the assistance is simplified and easy to understand along with more awareness required of the loans / grant available.

There were differences of opinion concern the order of priorities. To ensure all groups are included and that it does not discriminate any particular group. Need to ensure it is fairly administered, with safeguards in place.

Areas have been highlighted of options to explore other alternatives that could be considered within the policy:

- Whether it is a grant or a loan
- Use of other income to complete works required: rent, profit from increased property value
- How council tax is administered: whether homes should be taxed whilst empty or exempt whilst work is undergo to modernise
- Rent to be capped / approved once works carried out

There was emphasis on the new “Local plan” providing opportunity to incorporate any necessary changes and ensure new social/affordable builds should include DDA – compliant

**Appendix 1: Results of Survey: Demographic Profile of Respondents**

**12. Please tell us your gender**

Male	29	57%
Female	15	29%
Prefer not to say	1	2%
No answer	6	12%

**13. Please tell us your age**

Under 16	0	0%
16-19 years	0	0%
20-29 years	0	0%
30-44 years	7	14%
45-59 years	15	29%
60-64 years	3	6%
65-74 years	22	43%
75+	1	2%
Prefer not to say	2	4%
No answer	1	2%

**14. 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	10	20%
No	35	68%
Prefer not to say	5	10%
No answer	1	2%

**16. Please tell us your ethnicity**

White: British	43	84%
White: Irish	0	0.0%
White: European	3	6%
White: other background (please specify below)	0	0.0%
Mixed: White and Black Caribbean	0	0.0%
Mixed: White and Black African	0	0.0%
Mixed: White and Asian	0	0.0%
Mixed: other background (please specify below)	0	0.0%
Asian: Indian	0	0%
Asian: Pakistani	0	0.0%
Asian: Bangladeshi	0	0.0%
Asian: Chinese	0	0%
Asian: other background (please specify below)	0	0.0%
Black or Black British: Caribbean	0	0.0%
Black or Black British: African	1	2%
Black or Black British: other background (please specify below)	0	0%
Other (please specify below)	1	2%
Prefer not to say	2	4%
No answer	1	2%

## Appendix 2: Results of Consultation: Qualitative Feedback

### QUESTIONS:

1. The council has agreed the following as the key private sector housing issues that need to be addressed in Central Bedfordshire. In times of budget pressure grant/loan assistance will be prioritised taking into account the date of application but also the following priorities:

- A - The safety and security of older persons and other vulnerable groups, living in their home. This is the highest priority,
- B - Reducing cases of fuel poverty,
- C - Reduction of category 1 hazards and major adaptations for people with disabilities,
- D - Reduction of empty homes,
- F - Improvement in the thermal efficiency of the housing stock,
- G - Maximising opportunities for external funding of all types for the benefit of meeting the above Priorities

### Do you agree with the priorities and approach?

Agree  Disagree  Don't know

### 2. If you disagree please explain why.

*but, this Executive Summary is missing a bullet point "E" and fails to mention the "Reducing Non-Decent homes" category mentioned in 4.2.1*

*F should be second item. Particularly for Park Homes where the energy companies will do nothing and supply nothing. They will only deal with brick built properties whereas the insulation in Park Homes is totally inadequate and needs to be a Council Priority.*

*Need to update council housing not private*

*Landlords should not have to pay Council Tax on empty properties which are undergoing modernisation & improvements.*

*Reduction of empty homes seems very low on the list.*

*Priority order should be: C, D, B, A, F, G.*

*I think priorities C, D, and E are the highest priority issues*

*In order to bring properties up to a reasonable standard & make them thermally efficient, this can often only be carried out while they are empty. If this is the case & a landlord is prepared to modernise & upgrade, then the property should be exempt from council tax while the work is being carried out.*

*Under C. If the adaption means that disabled people will not receive their full benefits, then I'm questioning this point as it more 'disabling' in the long run and might be 'cheaper' for the person to carry out the repairs than losing benefits.*

*B & F are effectively the same thing. If you apply F then B will follow. There is no mention in here of those living with long term chronic conditions or those with social care needs as well as health care needs*

*The Better Care Fund Board met on 22<sup>nd</sup> April 2016 as part of the consultation process. The board recommended that consideration be given as to how some Disabled Facilities Grant funding can be used differently to reduce hospital and care home admissions. The board required the draft policy to be amended in accordance with this recommendation before being presented to Members.*

3. How confident do you feel the policy deals with the poor housing conditions that affect the most vulnerable households in Central Bedfordshire? (Please tick one)

Confident  Neither  Not Confident



If you are neither or not confident please explain your answer:

*Are the public aware that this assistance is available?*

*Park Homes are occupied by people over age 50, normally much over this age, so they need priority for insulation grants or funding.*

*Think the Council say one thing and further down the line say another*

*Why should people who can afford private property have access to grants.*

*Private Landlords not incentivised, particularly given national changes from April 2016.*

*I am aware of some social housing occupied by people who could afford to pay market rent. Hence, I am not convinced that CBC is doing the best possible job it can.*

*Not enough information to answer with certainty.*

*Policy is passive. Vulnerable households are particularly apathetic.*

*Would need to know more*

*I do not think I know enough about the issues to comment*

*Insufficient new-build social/affordable housing & older housing stock in poor condition. Inadequate & out-of-date "Local Plan" - with consequential failure on housing land allocations.*

*Can't see how people are going to be assessed and how do they find out that there is assistance? Is this going to be means tested? Does this mean their benefits will be cut? So much trust has been lost with the government's reassessment of disability benefits. People are struggling more than ever. If there is funding, why is it not going to the ones that need it and can't actually exist and are evicted from their homes?*

*Who knows about your policy's and how complex is it to apply  
Have no information on which to base an opinion.*

*Park Homes are very poorly insulated and Energy Companies will not provide cavity wall insulation OR improve loft insulation as they do, free of charge, for conventional houses. The council needs to provide adequate Grants to replace this omission.*

*Sounds good, not sure how much funding is in place to fulfil the policy*

4. Following the Park Home Offer which was adopted by Executive in March 2015, a recommendation for the review is to enhance the level of assistance to £5000 made available with a commitment that the owner will repay the Council if the property is sold within 5 years

**Do you agree with the recommendation to enhance the level of assistance to Park Homes (or Houseboats) with the commitment that the owner will repay the Council if the property is sold within 5 years?**

Yes  No

Any comments:

*I think it should be 7 years*

*PRIVATELY OWNED, SHOULD SELF FUND.*

*Definitely*

*Unsure*

*Should pay back money sooner*

*Why would the level of assistance need to be increased?*

*Very necessary.*

5. Where empty home owners form an agreement with the council in terms of nomination rights and rents at affordable levels, funding will be assessed on a case by case basis, depending upon the extent that local housing needs are met.

**Do you agree with the offer to enhance Empty Home Loan Assistance for private empty home owners who are willing to support the Council in meeting affordable housing needs?**

Yes  No

Any Comments:

*PRIVATELY OWNED CAN SELF FUND,ARRANGE THERE OWN LOAN AND PAY BACK FROM RENTAL INCOME. COUNCIL CAN AGREE TO RENT ON COMPLETION OF WORK*

*This will mean can rent and stay in an affordable houses.*

*just tax them more for leaving it empty, they will soon get it occupied*

*Affordable rents do NOT meet the costs of private Landlords renovation & modernising older properties.*

*Once a property has been modernised & upgraded, after that level of expenditure, a landlord will expect a rental increase!*

*This needs to be continuously monitored as private landlords don't maintain their properties on a regular basis and will put the rent up on a whim.*

6. The council has proposed to increase the Home Loan Support Assistance to £3000 to assist clients to obtain private funding to repair homes which are the most serious risks and hazards to health and safety

**Do you agree with the increase the Home Loan Support Assistance to £3000?**

Yes  No

Comments

*It should be £3000 to £5000 in special circumstances they should do it themselves, why should I pay for it?*

*Home Loan support may be unnecessary if Council Tax payments are waived whilst properties are empty undergoing renovations/modernisation.*

*Only if they don't have to pay it back unless they sell their property.*

*The amount is inadequate and should be at least £5,000.*

*Perhaps as above the money should be repaid if the house is sold within 5 years.*

7. **Do you agree that the Council should offer assistance to private landlords who work with the Council to provide accommodation that meets affordable housing need?**

Yes  No

Comments

*Yes but in Limited time period to make available..then not to be sold for 10 years with out full repayment*

*its not needed,funds can be arranged by landlords,council can help by agreeing to rent on completion of works,no funding needed.*

*Provided it's managed properly and fairly*

*The landlords benefit from the rents so should pay for their own improvements.*

*too broad a spectrum*

*You are only encouraging second rate landlords*

*Yes if rentals are set at realistic levels.*

*If they can't afford to maintain the property they should sell it, not have repairs paid for by the council*

*Surely that is the role of CBC & the Housing Associations across the unitary authority!*

*What does offer assistance mean? Pay them to make property available, deal with the rent, maintain property?*

*On a loan basis only. To be repaid by landlord, repayment not passed on to tenant.*

*Private landlords are effectively a business, and thus run at a profit. These 'profits' should be used to maintain properties. There are, or should be, legal devices in place to ensure there is sufficient affordable rental stock available.*

*Private landlords are benefiting from the increased property value and rents and should therefore demonstrate that they have exhausted all private funding opportunities before being offered council assistance. There also needs to be long term assurances that if council support is provided that the property stays affordable until the loan is repaid.*

*Does that 'assistance' mean loans or grants? Loans - yes. Grants - No.*

*Not really, landlords who provide such accommodation are still profiting from such rentals. If there a way of making landlords provide affordable housing, ie a cap on what they can legally charge?*

**8. Disabled facilities grants (DFGs) are grants provided by your local authority to help meet the cost of adapting a property for the needs of an eligible disabled person. There are two ways this can be provided via Disabled Facilities Grant (mandatory) or Disabled Facilities - discretionary/top up loan assistance in certain instances. Details can be found on p25 of the policy The Council proposes that the discretionary loan assistance will continue to only be available for owner occupiers and may be available for DFG applicants that require works costing more than the £30,000 DFG limit or applicants that have fallen outside the DFG eligibility but are assessed as having no (or a small) contribution under Adult Social Care's "Fairer Charging" assessment**

**Do you agree with the approach?**

Yes  No  Don't Know

Please explain your answer:

*This is littered with JARGON,very difficult to understand what your trying to say...make it simple.*

*Priority should be applied to persons living alone.*

*whilst agreeing with this point, the council needs to speed up the process of awarding DFGs, it currently takes several months for these to be approved causing a long delay before adaptations can begin, people who need these adaptations need them now not 6+ months time, this can result in people having to remain in hospital 'bed blocking' whilst awaiting essential alterations to their home to allow them to be discharged.*

*Seems a bit discriminating against non owner occupiers*

*more than £30,000 is obviously excessive*

*Implication is that Housing Associations & other providers, including CBC, need to supply more DDA compliant properties. New "Local Plan" provides the opportunity to incorporate any necessary changes.*

*What about people with disabilities who do not own their own home?*

*New social/affordable build should include DDA-compliant properties.*

*It seems balanced and fair.*

*What happens when that person will be reassessed and deemed 'not disabled'. Do they have to pay back the loan or grant?*

*Don't really understand the criteria decision process. Would have thought that £30,000 would cover any alteration, so DFG would cover it.*

*Providing it is a loan.*

*Any help that will assist disabled people to stay in their own home is worth the cost. i.e. Our Home is in need of Wall Installation to keep the heat in ( as we live in a Park Home).*

*This is unclear! Why only for work above £30,000. discretionary top ups are a lifeline for disabled people and should be kept for those in most need.*

**9. Overall how satisfied are you with the Draft Central Bedfordshire Council Private Sector Housing Assistance Policy?**

Satisfied  Undecided  Unsatisfied

**10. Please use this space to provide any further Comments**

*Still not sure exactly what it means. Too much wording but not enough specifics.*

*too much 'council talk', and waffle jargon!!!*

*good example of a poorly prepared policy, again money down the drain*

*Again it must be fairly administered, with safeguards in place to prevent unscrupulous profiteering*

*In addition to my comments in Q2 around the priorities. I have the following comments to make: 4.4.5 - Is it practicable to review fees annually with all other competing pressures on time. I would imagine that circumstances do not change annually to require review. Would it be more appropriate to replace this annual review with "reviewed periodically"? 4.6.2 - states "or reduced with funding returned to the Council". Does "the funding returned to the Council" mean that the Council will reduce funding in this area for some reason or does it instead relate to previous clients repaying grants/loans in which case it would be increased rather than decreased. 4.10.3 - I don't understand the example of the exception given in the 2nd bullet point. Appendix B - SSER, Eligibility & Conditions Summary - In the bracket containing "including Pension Credit" could you please add "and Council Tax Support" Appendix B - Discretionary DFG Loan Assistance, Eligibility & Conditions Summary - Can you please add to the end of the final sentence "and may be used to fund a proportion of the contribution determined for a Mandatory DFG".*

*Think the Council have not thought about all walks of life on all of the options.*

*Radical reform necessary. Tinkering at the edges will not deliver reform, nor remove "subsidy" - which ultimately has to be met by those paying full Council Tax.*

*It seems a balanced approach to people that need financial assistance without the authority being in danger of financially over stretching because of targeted resource allocation.*

*Government directive can interfere with this policy and make it very dangerous for the end user or receiver. There are so many factors that have not been taken into consideration. Also, if money has spent to make a house saver for a disabled person and the house will be sold, who will get the money back when all the adaptions will be removed?*

*There is no indication that where funding is provided to private landlords that the property will remain affordable for the duration of the loan. There is also no mention of those living with chronic long term health problems who may technically be classed as disabled but whose living conditions have a detrimental affect on their health.*

*We found the Park Home Forum very informative and have attended both meetings.*

*Many people own their own homes but are not in a position to maintain them, it seems fair that rather than force them from these homes, in particular the elderly and severely disabled that the Council attempts to assist them. Putting such people into Council accommodation is not possible or practical.*



**A great place to live and work**

**Contact us...**

by telephone: 0300 300 8303

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 C - Discretionary Cases completed 2015/16 and previous years**

<b>Type of assistance</b>	<b>2015/16</b>	<b>2014/15</b>	<b>2013/14</b>	<b>2012/13</b>	<b>2011/12</b>
Safety Security Emergency Repair grant	12	15	19	17	15
Home Improvement Assistance (see below)	20	32	32	56 (£245,257)	27
Affordable Warmth Assistance	3	7	12	14	5
Relocation Assistance	0	1	2	0	0
Disc DFG	1(7 in progress)	4	5	0	0
Empty Homes Loan Assistance (separate capital programme)	7	5	5	2	0

*Home Improvement Assistance* – from 2011 to March 2015, the Council had access to historic regional funding known as Bedfordshire and Luton Energy Scheme (BALES), which enabled the Council to help provide replacement heating systems, particularly for older people. This funding has ended.

This page is intentionally left blank



Central Bedfordshire Council

EXECUTIVE

2 August 2016

---

**Excess Weight Strategy**

Report of Cllr Maurice Jones, Executive Member for 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**

---

**Purpose of this report**

1. This report provides the Executive with an opportunity to review and endorse the Excess Weight Strategy which has been developed with partners to tackle this important public health issue.

**RECOMMENDATIONS**

**The Executive is asked to:**

1. **endorse the Excess Weight Partnership Strategy for Central Bedfordshire which provides the basis for partnership actions to tackle excess weight in children, young people and adults.**

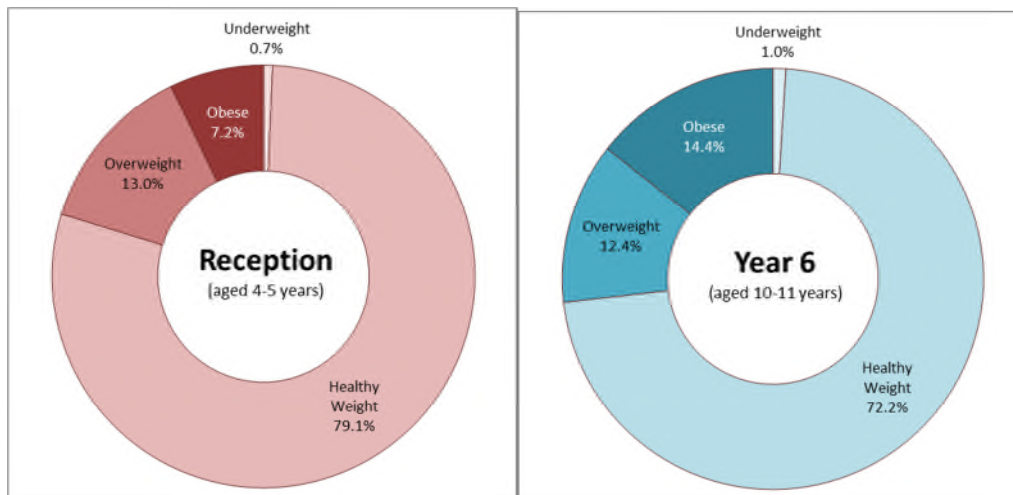
**Overview and Scrutiny Comments/Recommendations**

2. The Strategy was considered at the Social Care, Health and Housing Overview and Scrutiny Committee on 21 March 2016.
3. The recommendations were:
  - a) That the Committee recognised it is the responsibility of all (including parents in respect of their children) to ensure a good diet and exercise are the foundations for a healthy life.
  - b) That the Executive Member encourages schools to be even more proactive in tackling excess weight through the curriculum and sport.
  - c) That a further report be submitted in 12 months in relation to whether the Council has achieved success.
  - d) That the Strategy be shared with the Bedfordshire Clinical Commissioning Group (BCCG).
  - e) That Town and Parish Councils be informed about this work.

## Key Points

### Prevalence of Excess Weight

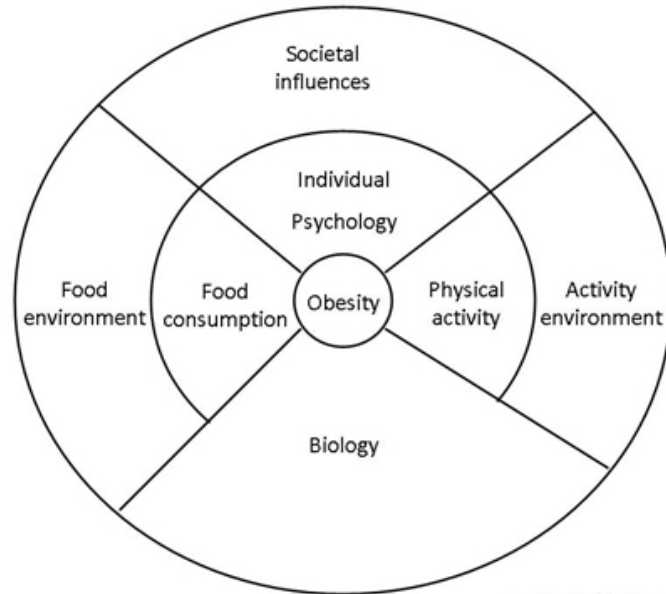
4. The prevalence of overweight and obesity is increasing in virtually every country in the world and among virtually all age groups. Obesity rates in England have more than doubled in the last 25 years with almost two thirds of the adult population now overweight or obese. Central Bedfordshire is no exception.
5. The detailed location picture and trends are outlined in the strategy attached but in summary 69% (145,000 adults) in Central Bedfordshire are estimated to be either overweight or obese.
6. The latest position for children (academic year 2014/15) is illustrated in the figures below.



7. Whilst the cost to the wider community has not yet been established at Local Authority level, in 2008 obesity cost NHS Bedfordshire £98.8 million, and this is predicted to have risen to £136 million by 2015.

### How are we tackling Excess Weight in Central Bedfordshire?

8. There are a number of programmes in place and the contract for excess weight was re-commissioned in 2015, the new provider, Bee Zee Bodies commenced in September 2015.
9. However a wider partnership approach is also required because the causes of excess weight are complex and multifactorial, and wider determinants including the so-called 'obesogenic environment' must also be addressed. The following diagram below broadly identifies the issues surrounding weight:



10. Tackling excess weight requires a 'whole systems' approach, creating strong links with other directorates, and internal and external services such as Environmental Health, Planning, Transport, the 0-19 team and the voluntary sector; and developing a shared strategy for tackling the causes of excess weight is essential.
11. These plans have been formalised in the Excess Weight Partnership Strategy 2016-2020. The priorities identified in the strategy are:
  - Creating environments which actively promote and encourage a healthy weight.
  - Giving all children and families the best start in life and supporting them in achieving a healthy weight and lifestyle.
  - Empowering adults and older people to attain and maintain a healthy weight.
  - Enabling practitioners working in Central Bedfordshire to have a meaningful discussion about weight in a confident and effective manner.

**Reason/s for decision**

12. The Excess Weight Strategy brings together the current position on excess weight and outlines the priorities for tackling the issue. Endorsing it as a strategy for action provides increased recognition and support.

### **Council Priorities**

13. The proposed action supports the following Council's priorities:
- Enhancing Central Bedfordshire – Creating positive environments which actively promote and encourage a healthy weight.
  - Protecting the vulnerable; improving wellbeing – Develop programmes to support families and communities most at risk of excess weight.

### **Corporate Implications**

#### **Legal Implications**

14. None.

#### **Financial Implications**

15. The current programme is funded through the ring fenced public health grant. However central government has made significant cuts to the public health allocation putting at risk future funding of public health prevention programmes. Therefore all programmes are being reviewed to ensure that the best outcomes are achieved with the resource available.

#### **Equalities Implications**

16. Commissioned weight management services are delivered in line with Central Bedfordshire's Equality and Diversity Policy. An Equalities Impact Assessment was completed for the draft Excess Weight Partnership Strategy.
17. Following the EIA, no major changes were required to the Excess Weight Partnership Strategy, as no potential or actual discrimination was identified.

#### **Conclusion and next Steps**

18. Tackling Excess Weight is a key priority due to the health, social and economic costs associated with being overweight and obese. However, the scale of the challenge should not be underestimated. Good foundations are in place, but a partnership approach is required to impact on population levels of excess weight. Excess weight is 'everybody's business'.

### **Appendices**

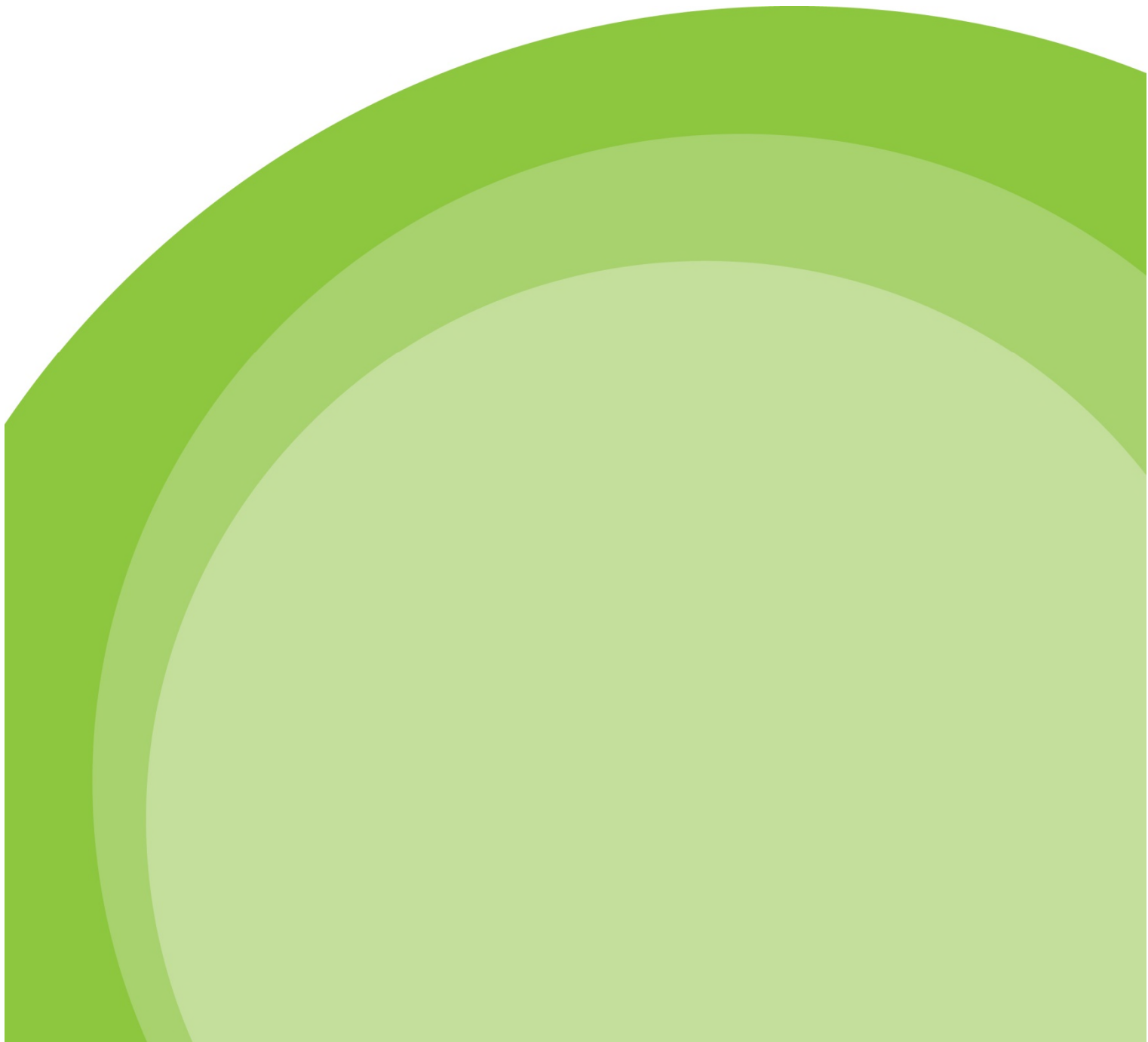
Appendix A - Excess Weight Partnership Strategy



**Appendix A**

# **Excess Weight Partnership Strategy**

**2016-20**



## Foreword

There are many things that affect our health, but for many people trying to achieve or stay a healthy weight is a challenge.

In Central Bedfordshire, one in five 4-5 year olds and 3 out of 5 adults are overweight or obese. Being overweight or obese in childhood is associated with poor educational attainment and a range of health problems including childhood diabetes. Overweight and Obesity in Adults is associated with a range of health problems including type 2 diabetes, heart disease and cancer.

However, the size of the challenge should not be underestimated. The causes of overweight and obesity are a complex mix of individual, societal and environmental factors: we live in a society where high-energy foods are readily available, and modern life encourages us to be less and less active. While it is important that national government takes action, and we look forward to the new national strategy; individuals, families, communities, schools, businesses, health services and the Council all have a part to play in tackling obesity.

Central Bedfordshire's Excess Weight Partnership Strategy has been developed to support the National ambition to turn things around and achieve a downward trend in levels of excess weight in children and adults by 2020<sup>1</sup>. The strategy supports a coordinated approach to providing a healthier environment that encourages and supports children and adults to be more active and eat healthily. It is ambitious, but by working in partnership, we will tackle excess weight across the population of Central Bedfordshire.



**Cllr Maurice Jones**  
*Executive Member for Health  
Central Bedfordshire Council*



**Dr Chris Marshall**  
*Assistant Clinical Deputy Chair and  
Chair of the Leighton Buzzard Locality  
Bedfordshire Clinical Commissioning Group*

---

<sup>1</sup> Department of Health (2011) Healthy Lives, Healthy People; A Call to Action on Obesity.

## Introduction

### i) Why do we need to tackle excess weight?

In Central Bedfordshire, levels of excess weight (overweight and obesity combined) in both children and adults are a concern for health and social care professionals:



Being overweight or obese in childhood can lead to lower self-esteem, poor educational attainment and a range of health problems including childhood diabetes. Overweight and obese children and young people are also more likely to become obese adults. Overweight or obese adults are at a much greater risk of developing health problems including heart disease, cancer and type II diabetes and require more intensive social care support in older age. In 2015, the estimated cost of obesity to NHS Bedfordshire was £136 million. The costs of obesity to families, social care and the wider economy are substantial but hard to quantify.

**The complex mix of causes and the potential impact on society make tackling excess weight ‘everybody’s business’.**

A whole-system response is required in order to reduce the current levels seen across Central Bedfordshire; everyone has a part to play.

## **ii) What we want to achieve**

The aim of the strategy is to bring together, coordinate and focus the contributions of all Local Authority departments and partner organisations. By aligning our efforts we will work to create an environment across Central Bedfordshire which supports every child, young person, adult and older person to achieve and maintain a healthy weight.

## **iii) Our Priorities**

Our four priorities for tackling excess weight are:

**1. Creating positive environments which actively promote and encourage a healthy weight.**

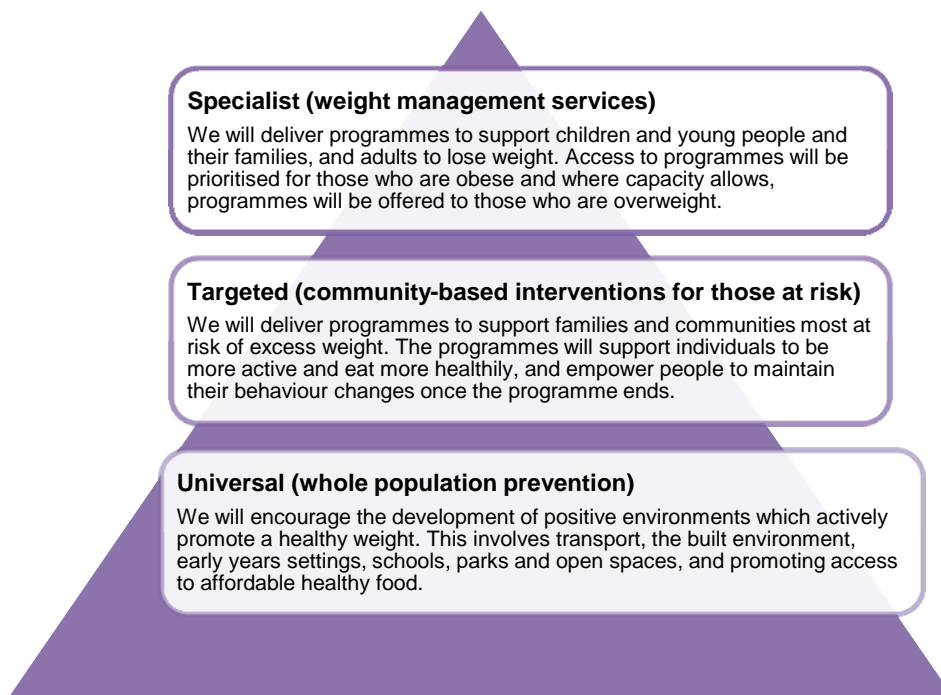
**2. Giving all children and families the best start in life and supporting them in achieving a healthy weight and lifestyle.**

**3. Empowering adults and older people to attain and maintain a healthy weight.**

**4. Enabling practitioners working in Central Bedfordshire to have a meaningful discussion about weight in a confident and effective manner.**



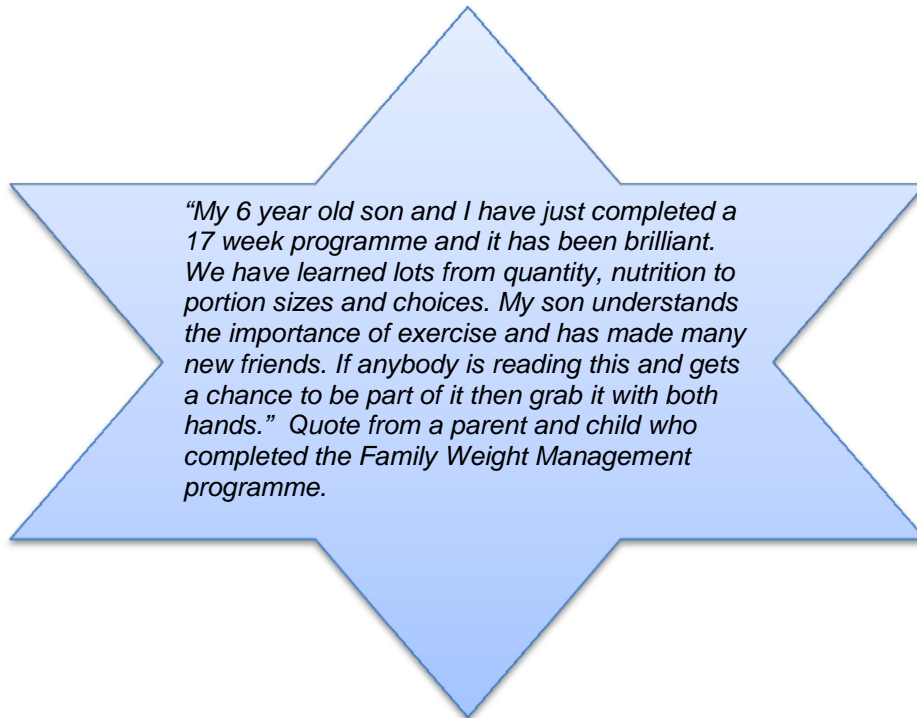
Actions to address the priorities will be taken at three levels:



To ensure a smooth transition between programmes and services we will develop a single pathway for preventing and managing excess weight in children, young people, families and adults in accordance with the aims of this strategy.

#### iv) What will success look like?

As well as being able to demonstrate success for the individuals and families enrolled in our targeted and specialist prevention and management programmes, a successful Excess Weight Partnership Strategy will deliver sustained reductions in population levels of excess weight in children, young people and adults.



The Healthy Weight Strategic Group will continue to steer the implementation and evaluation of the strategy and action plan. Progress against actions will be monitored by the Health and Wellbeing Board.

## The Four Priority Areas

### 1. Creating positive environments which actively promote and encourage a healthy weight

#### Why it's important:

- The Environment in which we live has been shown to have a significant impact on our health. By improving the environment in which residents live, work and play, we can make the healthy choice the easy choice;
- The Government released a briefing in 2014 which outlined the importance of action on obesity, with a specific focus on fast food takeaways, and outlined the regulatory and other approaches that can be taken at a local level;
- Personal responsibility for diet and physical activity levels plays a crucial part in weight gain, so does the 'obesogenic' environment in which we live, with its abundance of energy dense food, motorised transport and sedentary lifestyles (Foresight 2007).

Key challenges	What We Will Do in Partnership
1. Building new housing developments which promote health, leisure and active transport.	Ensure the new local plan includes planning policies which identify and prioritise the inclusion of the key principles of Healthy Environments in the design of new developments, i.e. provision of open space, physical activity opportunities, ensuring accessibility to local services and creating opportunities for active travel.
2. Quality and choice of food in food establishments.	Engage with food businesses to support the development of healthy food choices in new and existing environments, for example, Environmental Health working with businesses to encourage healthier food options in hot food takeaways and restaurants.
3. Provision of safe and aesthetically pleasing environments which encourage physical activity.	<p>Encourage partnership working between a range of departments and agencies including highways, parks, leisure, rights of way, to ensure environments are conducive to encouraging physical activity.</p> <p>Encourage employers to create aesthetically pleasing, safe opportunities for physical activity and accessing healthy food choices, for example, through senior level endorsement of walking meetings, the provision of standing work areas and healthier food options in work canteens.</p> <p>Ensure that sustainable travel choices that are accessible and actively encouraged across communities and in workplaces by providing secure cycle racks, information and cycle route maps.</p>

**What will success look like?**

1. Increased access to healthier food establishments, particularly around schools and workplaces.
2. All local planning and policy decisions have a focus on preserving and creating healthier environments which provide opportunities for physical activity and healthier food choices.
3. An increase in the provision of healthier food options in new and existing food establishments, for example, premises, workplaces, and leisure facilities.
4. An increase in the use of sustainable modes of travel including walking and cycling, both for leisure and commuting.

Baselines to be established in 2016/17.

**How will we know if we are starting to make a difference?**

1. Working groups developed to take forward actions, establish baselines and report progress.

## 2. Giving all children and families the best start in life and supporting them in achieving a healthy weight and lifestyle

### Why it's important:

- The early years lay down the foundations for future health and wellbeing, promoting a child's physical, emotional, cognitive and social development to ensure all children have a fair chance to succeed at school and in later life
- Early intervention is key to ensuring that all children have the best start in life and in addressing the inequalities in health and life chances that exist between children living in disadvantaged circumstances and those living in better off families.
- Parents of young children are more likely to be receptive to healthy weight and lifestyle behaviour changes when they are delivered through Health professionals or an evidence based programme like HENRY.
- Achieving the best start in life also benefits educational achievement and economic status later in life.

Key challenges	What We Will Do in Partnership
1. Lifestyle choices in pregnancy:- obese pregnant women have an increased risk of complications at birth, and their children are often overweight also.	<ul style="list-style-type: none"> <li>• Ensure that the discussion of excess weight and signposting to appropriate services is part of the core offer of midwives and health visitors.</li> </ul>
2. Sharing data at the 2 ½ year check across professional groups including Commissioned Services.	<ul style="list-style-type: none"> <li>• Develop data sharing agreements to ensure a smooth transfer of patient data for families who need support from a number of professionals.</li> </ul>
3. There is an upward trend in very overweight rates in children aged 10-11 years (school year 6) as shown in National Child Measurement Programme (NCMP) 13/14 figures.	<ul style="list-style-type: none"> <li>• Target interventions to the areas of greatest need using the ward level data.</li> </ul>

### What will success look like?

1. A reduction in the number of pregnant women at booking with i) a BMI > 30 and ii) 25-29.9 from a baseline of approximately 200.
2. A reduction in the number of children starting school who fall into the excess weight category, from a baseline of 20.2% (NCMP 2014/15)
3. A reduction in the prevalence of excess weight in school-aged children and young people, from a baseline of 26.8% (NCMP 2014/15)
4. An increase in the number of families walking and cycling to work/school and for leisure, walking, tracked using 'Bike It' data and data from Travel hub.

**How will we know if we are starting to make a difference?**

1. Data sharing agreements in place.
2. Interventions in place in targeted areas.
3. Training schedule for professionals to 'Raise the issue of weight' agreed.

### 3. Empowering adults and older people to attain and maintain a healthy weight

#### Why it's important:

- Life expectancy in Central Bedfordshire is increasing, but we need to ensure that those extra years are lived in good health;
- The best way to help people live longer and healthier lives is to prevent illness in the first place, through action on common risk factors including diet and physical inactivity.
- Overweight and obesity in adults is predicted to reach 70% nationally by 2034 (NOO, 2015); based on modelled estimates local levels have already reached 69%.
- There are significant financial implications for CBC due to the additional costs associated with housing adaptations which may be required for obese adults; additional care costs linked to support that may be required in the home including shopping, cleaning and cooking due to mobility restrictions.

Key challenges	What We Will Do in Partnership
1. 69% of adults in Central Bedfordshire are overweight or obese, which is higher than the England average.	<ul style="list-style-type: none"> <li>• Ensure the provision of consistent information regarding healthy weight by promoting 'Change4life', 'One You' and commissioned services to professionals who work with adults.</li> </ul>
2. Engaging with and supporting vulnerable groups including men, pregnant women, and BME groups.	<ul style="list-style-type: none"> <li>• Ensure all partners with access to target groups are engaged with and contribute to the development of the action plan.</li> </ul>

#### What will success look like?

1. A 1% year on year reduction in the prevalence of excess weight in all adults from a baseline of 69.1% to bring us in line or below the England average. (currently 64.6%)
2. A reduction in the prevalence of excess weight in specific groups of vulnerable adults (BME, men, pregnant women).

#### How will we know if we are starting to make a difference?

1. An increase in the number of safe and accessible opportunities to be active and eat healthily.
2. Healthy weight and lifestyle advice and communications are consistent and accurate.





**4. Ensure Excess Weight is everybody’s business by working in partnership, and by developing a workforce which is confident and competent in addressing excess weight.**

**Why it's important:**

- Studies have shown that after receiving appropriate training, practitioners feel more confident in raising the issue of weight and signposting to the appropriate services.

Key Challenges	What We Will Do in Partnership
<p>1. Changing the culture. Senior buy in – ‘Everyone's business’</p>	<ul style="list-style-type: none"> <li>• Engage senior managers across the Local Authority to act as workplace champions to inspire colleagues to be active during their working day and to support them in making healthy eating choices through, for example, the encouragement/participation in walking/standing meetings; healthier food choices in staff restaurants and removing high fat, high sugar produce from till points.</li> </ul>
<p>2. Varied skills and abilities in engaging and active listening of professionals who have contact with children, young people and their families including older adults.</p>	<ul style="list-style-type: none"> <li>• Training for professionals to raise the issue of weight.</li> <li>• Evaluate the impact of the Lifestyle Hub in Dunstable focusing on Physical activity and Healthy eating.</li> <li>• Ensure that all professionals who have contact with children, young people and their families have access to training on ‘Raising the issue of weight’ and can signpost/refer as appropriate.</li> </ul>

**What will success look like?**

1. A healthier active workforce, with fewer sickness absences.
2. An increase in the workforce who are competent and confident to raise the issue of weight.

Baselines established in 2016/17 for each success measure

**How will we know if we are starting to make a difference?**

1. Senior managers are engaged as workplace champions and participate in workplace initiatives to encourage physical activity and healthy eating.
2. Employees are supported by their workplace to make positive changes to improve their health and wellbeing.

## Appendix 1: Current Partnership Activity across the 4 Priority Areas

### 1. Creating positive environments which actively promote and encourage a healthy weight

#### Prevention

- 400 metre zone opening time restriction on Hot Food Takeaways near Upper Schools (previously included in Development Framework – plans to include in the new document)
- Consultation in place between Public Health and Environmental health department regarding HFTs in areas of high obesity levels
- 25% healthy snack options to be introduced in all vending machines in all 6 LCs from 2015.
- PH representation on Leisure Strategy/PA Network
- Change4Life. One YOU national social marketing campaigns

### 2. Giving all children and families the best start in life and supporting them in achieving a healthy weight and lifestyle

#### Prevention

- HENRY healthy lifestyle programme run in children's centres;
- Change 4 Life Sports Club pilot (5 schools in CB) for Year 5 and 6.
- School games and physical activity - run through the County Sports Partnership
- Change4Life and Start4Life
- Whole School Review for schools to maintain their Health in Education status and identify their provision and any gaps in Health and Wellbeing across the school and in the wider community.

#### Management

- Beezee Bodies as provider of all lifestyle weight management programmes.
- Bike IT' delivered in 27 schools across CBC to pupils and for family leisure and travel, commissioned by Public Health.

### 3. Empowering adults and older people to attain and maintain a healthy weight

#### Prevention

- Walk 4 Health – led by PH Team/Sustrans across CB – Leisure Strategy
- Change4Life
- Health and Wellbeing SWAP (Staff and Wellbeing Action Programme) - led by HR with cross departmental support. Next 12 months includes Health Checks/Health Walks/Yoga, Mental health and wellbeing and advice on Non-sedentary working practices.
- Heartbeat Award (healthy eating) in Leisure Centre cafes - joint programme between Public Health and Leisure Services. Public Protection is keen to promote

this with restaurants and HFT.

- Pride in Days – Community initiative in areas identified with specific issues. i.e. excess weight, high levels of smoking, drinking, youth crime etc.
- Healthy eating workshops to support programmes run by The Stroke Association, Carers Association and by the Workplace Health team.

#### **Management**

- BeeZee Bodies CIC: HENRY, Gutless, BeeZee Bumps, BZ Chat and Believe.
- Lifestyle Hub
- Maternal Obesity programmes: BHT and L&D delivered by BeeZeeBodies.

#### **4. Enabling practitioners working in Central Bedfordshire to have a meaningful discussion about weight in a confident and effective manner**

##### **Prevention**

- 'Making the Most of Me' – 'Train the Trainers' course, run and commissioned by Public Health
- Training 0-19 team and support to SNs via SN Forum meetings
- Excess Weight Resource Packs – for SNs/Pupils/PSHE body
- BZB as provider will support 0-19 teams by training in 'raising the issue of weight'.

## Appendix 2: Detailed Local Excess Weight Picture

### i) Definition

'Excess weight' is used to describe an individual's body weight which is above the healthy range and encompasses both overweight and obese. Above the healthy weight range there are increasingly adverse effects on health and wellbeing. Weight gain can occur gradually over time when energy intake from food and drink is greater than energy used through the body's metabolism and physical activity.

### ii) Measurement of 'Excess Weight'

#### a) Adults

The recommended measure of both overweight and obesity in adults is body mass index (BMI). BMI is calculated by dividing body weight (kilograms) by height (metres) squared.

Having a higher than recommended BMI in adulthood, increases the risk of chronic diseases.

Table 1: BMI classification for Adults

BMI range (KG/m <sup>2</sup> )	Classification
<18.5	Underweight
18.5-24.9	Healthy weight (white European)
18.5-23	Healthy weight (Asian )
25-29.9 23-27.5	Overweight (white European) Overweight (Asian)
30-34.9 27.5+	Obesity I (white European) Obesity I (Asian)
35.9-39.9	Obesity II
>40	Obesity III (Morbidly obese)

The measurement of waist circumference in adults is also important, especially for those with a BMI of <35kg/m<sup>2</sup>, due to the association between intra-abdominal fat (on the waist) and diabetes, raised blood lipids and raised blood pressure. Levels of risk associated with waist circumference are identified in the table below:

Table 2: Waist circumference measurement and risk of co-morbidities

	Increased risk	Substantial risk
Men (white European) Men (Asian)	Greater than 94cms (37")	Greater than 102cms (40")  Greater than 90cms (35")
Women (white)	Greater than 80 cms	Greater than 88cms

European)	(32")	(35")
Women (Asian)		Greater then 80cms (31.5")

### b) Children and Young People

In children BMI is adjusted for age and gender and referred to as a BMI centile<sup>2</sup>.

Table 3: UK National BMI percentile classification for population monitoring<sup>3</sup> of Children and Young People

Classification	BMI Centile
Very underweight	≤0.4th centile
Low weight	≤2nd centile
Healthy weight	>2 but <85th centile
Overweight	≥85th but <95th centile
Obese	≥95th centile

### iii) Prevalence of 'Excess Weight'

The prevalence of overweight and obesity is increasing in virtually every country in the world and among virtually all age groups. Obesity rates in England have more than doubled in the last 25 years with almost two thirds of the adult population now overweight or obese.

Trends in child obesity are a particular cause for concern. Obesity has been rising rapidly in children in England over the past 20 years: the proportion of children classified as obese has nearly doubled for children aged 4-5 years and increased more than threefold for children aged 10-11 years. However this increase may be starting to level off, as the rate of increase in child obesity has slowed compared to the increases observed between 1995 and 2004.

Local prevalence data for children and young people and adults is shown below:

### a) Prevalence: Children and Young People

The latest NCMP data (14/15)<sup>4</sup> is shown in the table below:

Categories	Age	Central Bedfordshire	East of England	England
Very Overweight (Obese)	Year R	7.2%	8.2%	9.1%
	Year 6	14.4%	16.9%	19.1%

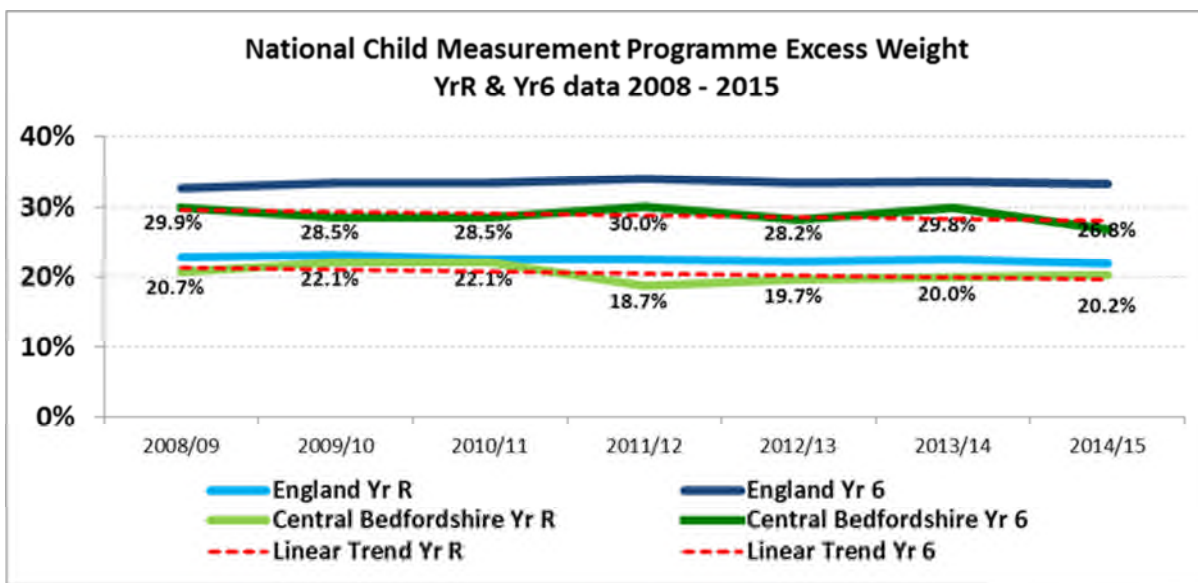
<sup>2</sup> This is a complex calculation based on height, weight, and appropriate age and sex reference charts. In England, the British 1990 (UK90) growth reference charts are used to determine the weight status of an individual child and population of children.

<sup>3</sup> The thresholds identified in Table 3 are population monitoring, they are not the same as those used in a clinical setting for individuals (where overweight is defined as a BMI of ≥91st but <98th centile and obese is defined as a BMI ≥ 98th centile).

<sup>4</sup> based on postcode of residence

Overweight	Year R	13.0%	12.4%	12.8%
	Year 6	12.4%	13.8%	14.2%
Excess Weight (Very Overweight & Overweight combined)	Year R	20.2%	20.7%	21.9%
	Year 6	26.8%	30.7%	33.2%
Healthy Weight	Year R	79.1%	78.5%	77.2%
	Year 6	72.2%	68.0%	65.3%
Underweight	Year R	0.7%	0.8%	1.0%
	Year 6	1.0%	1.4%	1.4%

Trend data over a 7-year period from 2008 shows a downward trend for Year R and Year 6 for excess weight as shown below:



The current ward data available (2014/15) shows the wards with the highest levels of excess weight are:

- Year R:- Parkside, Houghton Conquest/Haynes, Dunstable Central.
- Year 6:- Manshead, Northill, Aspley/Woburn.

**b) Prevalence: Adults**

The latest data, based on the Active People Survey (2012), is shown in the table below:

Categories	Central Bedfordshire	East of England	England
Obesity	23.7%	23.2%	23.0%
Overweight	45.3%	41.9%	40.8%
Excess Weight (Overweight & Obesity combined)	69.0%	65.1%	63.8%
Healthy Weight	30.0%	33.8%	35.0%
Underweight	0.7%	1.0%	1.2%

In terms of excess weight, this equates to approximately **145,000** adults in Central Bedfordshire.

Ward level data is available for 'obesity' only, based on modelled estimates. The five wards in Central Bedfordshire with the highest prevalence are as follows; with clear similarities to the ward level data for children and young people:

	<b>Ward of residence</b>	<b>% Obese</b>
<b>1.</b>	Parkside	28.9%
<b>2.</b>	Tithe Farm	28.4%
<b>3.</b>	Houghton Hall	27.4%
<b>4.</b>	Dunstable Icknield	27.3%
<b>5.</b>	Dunstable Northfields	27.0%

Prevalence of obesity in pregnancy is also a significant issue. For women in the first trimester, 37% of pregnant women are obese (BMI  $\geq$  30) (BHT-17%; L&D-20%).

#### **iv) Causes of Excess Weight**

Physiological, psychological, social and environmental factors all contribute to overweight and obesity in individuals, communities and wider society. Although personal responsibility in relation to diet and physical activity levels, plays a crucial part in weight gain, so does the 'obesogenic'<sup>5</sup> environment in which we live, with its abundance of energy dense food, motorised transport and sedentary lifestyles (Foresight, 2007).

#### **v) Risks associated with 'Excess Weight'**

##### **a) Children and Young People**

Being overweight or obese in childhood has consequences for their health and emotional well-being, in both the short and long term. Type 2 diabetes, previously considered an adult disease, has increased dramatically in overweight children as young as five, and referred to as 'diabesity'<sup>6</sup>. Raised blood pressure and cholesterol can also be identified in obese children and adolescents. In addition, overweight and obese children and young people are more likely to become obese adults. The emotional and psychological effects of being overweight including teasing and discrimination by peers; low self-esteem; anxiety and depression. Obese children may also suffer disturbed sleep and fatigue.

##### **b) Adults**

Overweight and Obesity are associated with a range of health problems including type 2 diabetes, heart disease and cancer. The risk of type 2 diabetes for obese women is 13 times greater and 5 times greater for obese men compared to those who are not obese (HSCIC, 2011). There is also an increased risk of other diseases, including angina, gall bladder disease, liver disease, osteoarthritis and stroke. One third of obese adults in England have a limiting long-term illness compared to a quarter of adults in the general population. It is estimated that life expectancy is reduced by an average of 2 to 4 years for those with a BMI of 30 to 35 kg/m<sup>2</sup> and 8 to 10 years for those with a BMI of 40 to 50 kg/m<sup>2</sup> (NOO, 2010).

In both men and women, BMI generally increases with age although the patterns of obesity differ amongst ethnic groups. Although there are people in all population groups who are overweight or obese, obesity is related to social disadvantage.

<sup>5</sup> obesity promoting

<sup>6</sup> ([http://www.noo.org.uk/NOO\\_about\\_obesity/child\\_obesity/Health\\_risks](http://www.noo.org.uk/NOO_about_obesity/child_obesity/Health_risks))

A systematic review of the childhood predictors of adult obesity showed that maternal obesity and weight gain during pregnancy are related to higher BMI in childhood and subsequent obesity in adulthood. Women who have diabetes during pregnancy are likely to have obese offspring<sup>7</sup>.

---

<sup>7</sup> independent of genetic factors





**A great place to live and work**

**Contact us...**

by telephone: 0300 300 5569

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

This page is intentionally left blank

Central Bedfordshire Council

Executive

Tuesday 2 August 2016

---

**A421 Dualling Project - Memorandum of Understanding and Compulsory Purchase Order**

Joint Report of Cllr Brian Spurr, Executive Member for Community Services ([brian.spurr@centralbedfordshire.gov.uk](mailto:brian.spurr@centralbedfordshire.gov.uk)), and Cllr Nigel Young (Executive Member for Regeneration ([nigel.young@centralbedfordshire.gov.uk](mailto:nigel.young@centralbedfordshire.gov.uk)))

Advising Officers: Director of Community Services, Marcel Coiffait ([marcel.coiffait@centralbedfordshire.gov.uk](mailto:marcel.coiffait@centralbedfordshire.gov.uk)) and Steve Brewer, Project Manager, [steve.brewer@centralbedfordshire.gov.uk](mailto:steve.brewer@centralbedfordshire.gov.uk)

**This report relates to a Key Issue**

---

**Purpose of this report**

1. The dualling of the section of the A421 between the new Eagle Farm Roundabout and M1/J13 will complete the upgrading of the A421 between Bedford and Milton Keynes. This report seeks the relevant authorisations from the Executive to move forward to the next stage of the project.

**RECOMMENDATIONS**

The Executive is asked to:

1. delegate to the Director of Community Services, in consultation with the Executive Members for Community Services and Regeneration, to negotiate the terms of the Memorandum of Understanding between Central Bedfordshire Council (CBC), Milton Keynes Council (MKC) and South East Midlands Local Enterprise Partnership (SEMLEP) that sets out how the parties will work together to deliver the A421 dualling scheme and adopt once all parties are in agreement;
2. agree that council officers continue preparatory work for the acquisition of the land required for the scheme, including compulsory purchase if that proves necessary. If a Compulsory Purchase Order (CPO) is required, this will be reported to Full Council at a later date;
3. recommend to Full Council that £3m be added to the Capital Programme for this scheme; and

4. **instruct Officers as part of MTFP process to identify options to reduce the Capital Programme by £3m such that the addition of this project does not increase the overall net capital spend of the Council.**

### **Overview and Scrutiny Comments/Recommendations**

2. This paper has not been submitted to overview and scrutiny Committee.

### **Background**

3. The A421 project will dual a section of the A421 (between the new Eagle Farm Roundabout and M1/J13) which traverses the administrative boundary between Central Bedfordshire Council and Milton Keynes Council. The scheme will complete the upgrading of the A421 between Bedford and Milton Keynes, thereby improving strategic linkages between Central Bedfordshire and Milton Keynes.
4. The Department for Transport (DfT) allocated the A421 scheme £22.5m from the Local Growth Fund administered by South East Midlands Local Enterprise Partnership (SEMLEP). A further £1m was awarded by the Local Transport Board to support the development of the scheme.
5. The DfT have now re-designated the scheme as a 'Portfolio Scheme' initiative, overseen by DfT under the 'Large Transport Project Portfolio'. This means that a full business case must be signed off by the DfT in order to release the £22.5m funding.
6. The DfT require a number of elements to be completed before the final business case can be submitted including: planning permissions secured for the structures, all land transfer agreements to be in place and the Memorandum of Understanding (MOU) setting out funding contributions to be agreed. This report seeks authorisation to adopt the MOU and begin a CPO process if necessary.

### **Scheme Benefits**

7. The A421 scheme will provide much-needed extra traffic capacity, journey reliability and safety; ease the access at planned developments; and complete the overall A421 dual carriageway route standard across the sub-region; so as to enable better highway connectivity between Milton Keynes, M1, Bedford and A1.
8. The scheme will also help to strengthen the positive outcomes of wider initiatives, which aim to improve economic and community prosperity across the South East Midlands, by providing greater resilience, durability and congestion relief on the strategic transport network.

## **Funding**

9. The initial cost of the scheme was estimated at £23.5m. However, this estimate was prepared before the outline design had been completed and did not include significant elements such as the necessary structures. Following the development of the outline design the scheme estimate was reviewed by both Amey and AECOM and is now £29.14m.
10. Current funding contributions identified for the scheme are £1m from the Local Transport Board that was awarded to support the development of the scheme design and £22.5m from DfT, leaving a shortfall of £5.64m.
11. The Memorandum of Understanding (MoU) proposes that Central Bedfordshire Council and Milton Keynes Council meet costs above £23.5m up to a total of £29.5m or a contribution of £3m each based on a 50/50 split.
12. The Executive is asked to delegate authority to the Director of Community Services, in consultation with the Executive Members for Community Services and Regeneration, to adopt the MoU (Appendix A).

## **Land**

13. Negotiations are ongoing with the landowners within Central Bedfordshire. It is hoped that the land will be secured through negotiation. However, due to the project timescales it may prove necessary to secure the land by compulsory purchase.
14. The Executive is asked to make a resolution to start the process to pursue compulsory powers to secure the land required to dual the A421. This route will run in parallel to current ongoing negotiations and will only be fulfilled if the land is not secured through negotiation. Should a CPO be required a further report will be submitted to the Executive for approval.
15. The approximate costs associated with compulsory purchase process ranges from £30k to £100k (if a public enquiry is required), these costs will be met from the project budget 2016/17. DfT have authorised the release of a £1m front funding from their contribution to enable CBC to move the project on, including the cost of any CPO required and to ensure the project remains within the current total scheme cost.
16. In the event that the compulsory purchase process is required, then the timescale will range between 6 and 12 months, which may have a significant risk on the overall programme for this project.

## **Reason/s for decision**

17. This decision is required to authorise the project to move to the next stage

### **Council Priorities**

18. The A421 scheme supports the Council's priorities to enhance Central Bedfordshire and provide great resident services by delivering improved infrastructure that will open opportunities to employment, leisure activities and housing.

### **Corporate Implications**

#### **Legal Implications**

19. The MoU sets out how the local authorities will work together to deliver the project, however, the document is not a legally binding contract. Once the MoU has been agreed a separate formal Funding Agreement will be created to set out the details of the funding contributions including payment plans and duties and obligations.

#### **Financial and Risk Implications**

20. The degradation of the road is such that if the MoU is not agreed and the A421 dualling scheme does not go ahead the costs associated with the required works to reconstruct the existing carriageway are estimated at £5.85m. Therefore, by investing up to a maximum of £3m in the dualling scheme the Council will save £2.85m and gain improved infrastructure.

#### **Equalities Implications**

21. 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
22. An Equalities Impact Assessment (EIA) will be produced as part of the project. This will focus on the general requirements of people with disabilities ensuring that these are taken into account within government guidance and design standards appropriate to the A421 Dualling project. The specific needs of different groups of local people will be sought through public consultation.
23. Publicity and information associated with the project will be offered and available in alternative formats and languages, statements to this effect will be included on any literature or correspondence. Additionally, publicity and information will be clear, concise and in simple language.

### **Conclusion and next Steps**

24. Following the adoption of the MoU and authorisation to pursue a Compulsory Purchase Order (CPO), a funding Agreement will be prepared and CPO proceedings will begin. Once the necessary land orders and funding agreement are in place the final business case will be submitted to the Department for Transport (DfT).
25. A request for the early release of £1m of the £22.5m has been made to the DfT. If this request is granted the detailed scheme design will be completed and a contractor will be procured. If this funding is not released the Council will procure a 'design and build' contract for the scheme.
26. Scheme construction will begin following DfT approval of the business case and the release of the scheme funding. Scheme construction is estimated to take 18 months.

### **Appendices**

Appendix A: Memorandum of Understanding

This page is intentionally left blank



**APPENDIX A**

**DATED**

-----

**MEMORANDUM OF UNDERSTANDING**

between

**CENTRAL BEDFORDSHIRE COUNCIL**

and

**MILTON KEYNES COUNCIL**

**AND**

**SOUTH EAST MIDLANDS LOCAL ENTERPRISE PARTNERSHIP**

**CONTENTS**

---

**CLAUSE**

1. Background..... 1  
2. Key objectives for the project ..... 1  
3. Principles of collaboration..... 1  
4. Project governance..... 2  
5. Roles and responsibilities ..... 3  
6. Escalation ..... 4  
7. Intellectual property..... 5  
8. Term and termination ..... 5  
9. Variation ..... 5  
10. Charges and liabilities..... 5  
11. Status..... 6  
12. Governing law and jurisdiction..... 6

**ANNEX**

ANNEX A. THE PROJECT ..... 8  
ANNEX B. INFORMATION SHARING PROTOCOL ..... 9  
ANNEX C. SPONSORS' BOARD TERMS OF REFERENCE ..... **ERROR! BOOKMARK NOT DEFINED.**  
ANNEX D. [CONTRIBUTIONS] ..... 11

**THIS AGREEMENT** is dated [DATE]

**PARTIES**

- (1) Central Bedfordshire Council of Priory House, Chicksands, Bedfordshire (**Party One and Lead Party**).
- (2) Milton Keynes Council of [ ] (**Party Two**).
- (3) South East Midlands Local Enterprise Partnership ("SEMLEP") of [ ] (**Party Three**)

**Each the Party and together the Parties**

**1. BACKGROUND**

- 1.1 The Parties have agreed to work together on the project detailed in Annex A (**Project**).
- 1.2 The parties wish to record the basis on which they will collaborate with each other on the Project. This Memorandum of Understanding (**MoU**) sets out:
  - (a) the key objectives of the Project;
  - (b) the principles of collaboration;
  - (c) the governance structures the parties will put in place; and
  - (d) the respective roles and responsibilities the parties will have during the Project.

**2. KEY OBJECTIVES FOR THE PROJECT**

- 2.1 The parties shall undertake the Project to achieve the key objectives set out in Annex A to this MoU (**Key Objectives**).
- 2.2 The parties acknowledge that the current position with regard to the Project and the contributions already made (financial and otherwise) are as detailed in the Annex A to this MoU.

**3. PRINCIPLES OF COLLABORATION**

The parties agree to adopt the following principles when carrying out the Project (**Principles**):

- (a) collaborate and co-operate. Establish and adhere to the governance structure set out in this MoU to ensure that activities are delivered and actions taken as required;

- (b) be accountable. Take on, manage and account to each other for performance of the respective roles and responsibilities set out in this MoU;
- (c) be open. Communicate openly about major concerns, issues or opportunities relating to the Project;
- (d) learn, develop and seek to achieve full potential. Share information, experience, materials and skills to learn from each other and develop effective working practices, work collaboratively to identify solutions, eliminate duplication of effort, mitigate risk and reduce cost;
- (e) adopt a positive outlook. Behave in a positive, proactive manner;
- (f) adhere to statutory requirements and best practice. Comply with applicable laws and standards including EU procurement rules, data protection and freedom of information legislation. In particular the parties agree to comply with the requirements of the Information Sharing Protocol attached to this MoU in Annex B;
- (g) act in a timely manner. Recognise the time-critical nature of the Project and respond accordingly to requests for support;
- (h) manage stakeholders effectively;
- (i) deploy appropriate resources. Ensure sufficient and appropriately qualified resources are available and authorised to fulfil the responsibilities set out in this MoU. In particular the parties agree to make the contributions detailed in Annex D to this MoU; and
- (j) act in good faith to support achievement of the Key Objectives and compliance with these Principles.

#### **4. PROJECT GOVERNANCE**

##### **4.1 Overview**

The governance structure defined below provides a structure for the development and delivery the Project.

##### **4.2 Guiding principles**

The following guiding principles are agreed. The Project's governance will:

- (a) provide strategic oversight and direction;
- (b) be based on clearly defined roles and responsibilities at organisation, group and, where necessary, individual level;
- (c) align decision-making authority with the criticality of the decisions required;

- (d) be aligned with Project scope and each Project stage (and may therefore require changes over time);
- (e) leverage existing organisational, group and user interfaces;
- (f) provide coherent, timely and efficient decision-making; and
- (g) correspond with the key features of the Project governance arrangements set out in this MoU.

#### 4.3 **Project board**

- (a) The Project Board will provide strategic management at Project and work stream level. It will provide assurance to the Sponsors' Board that the Key Objectives are being met and that the Project is performing within the boundaries set by the Sponsors' Board.
- (b) The Project Board consists of representatives from each of the parties, including at least one senior representative from each of the Parties and from the scheme Project Manager. The Project Board shall have responsibility for the creation and execution of the project plan and deliverables, and therefore it can draw technical, commercial, legal and communications resources as appropriate into the Project Board. The core Project Board members are:

[NAMES OF PROJECT BOARD MEMBERS].

The Project Board shall meet [monthly].

The Project Board shall report progress to both Party One and Party Two monthly.

#### 4.4 **Reporting**

Project reporting shall be undertaken at three levels:

- (a) **Project Board:** Minutes and actions will be recorded for each Project Board meeting. Any additional reporting requirement shall be at the discretion of the Project Board.
- (b) **Organisational:** the Project Board members shall be responsible for drafting reports into their respective sponsoring organisation as required for review by the Project Board before being issued.

### 5. **ROLES AND RESPONSIBILITIES**

- 5.1 The parties shall undertake the following roles and responsibilities to deliver the Project:

Activity	Party One	Party Two	Party Three
[DETAILS]	[Lead <b>OR</b> Assure]	[Lead <b>OR</b> Assure]	[Lead OR Assure]

5.2 For the purpose of the table above:

- (a) **Lead:** the party that has principal responsibility for undertaking the particular task, and that will be authorised to determine how to undertake the task. The Lead must act in compliance with the Objectives and Principles at all times, and consult with the other party in advance if they are identified as having a role to Assure the relevant activity;
- (b) **Assure:** the party that will defer to the Lead on a particular task, but will have the opportunity to review and provide input to the Lead before they take a final decision on any activity. All assurance must be provided in a timely manner. Any derogations raised must be limited to raising issues that relate to specific needs that have not been adequately addressed by the Lead and/or concerns regarding compliance with the Key Objectives and Principles.

5.3 Within 2 months of the date of this MoU the party with the lead role for any aspect of the Project shall develop a delivery plan for that part of the Project which shall identify the following:

- (a) the key milestones for the delivery the Key Objectives;
- (b) what employees (other than employees identified in this MoU) will be required to work on the project;
- (c) whether any staff will need to be seconded from one party to the other;
- (d) what staff will require access to the premises of the other party;
- (e) [INSERT OTHERS].

Each delivery plan must be approved by the Project Board prior to being implemented.

## 6. ESCALATION

6.1 If either party has any issues, concerns or complaints about the Project, or any matter in this MoU, that party shall notify the other party and the parties shall then seek to resolve the issue by a process of consultation. If the issue cannot be resolved within a reasonable period of time, the matter shall be escalated to the Project Board, which shall decide on the appropriate course of action to take. If the matter

cannot be resolved by the Project Board within [28] days, the matter may be escalated to the Chief Executives of the Parties for resolution.

- 6.2 If either party receives any formal inquiry, complaint, claim or threat of action from a third party (including, but not limited to, claims made by a supplier or requests for information made under the Freedom of Information Act 2000) in relation to the Project, the matter shall be promptly referred to the Project Board (or its nominated representatives). No action shall be taken in response to any such inquiry, complaint, claim or action, to the extent that such response would adversely affect the Project, without the prior approval of the Project Board (or its nominated representatives).

**7. INTELLECTUAL PROPERTY**

- 7.1 The parties intend that any intellectual property rights created in the course of the Project shall vest in the party whose employee created them (or in the case of any intellectual property rights created jointly by employees of both parties in the party that is lead party noted in clause 5 above for the part of the project that the intellectual property right relates to, save where it is deemed to vest in the Lead Party noted in clause (1)).

- 7.2 Where any intellectual property right vests in either party in accordance with the intention set out in clause 7.1 above, that party shall grant an irrevocable licence to the other party to use that intellectual property for the purposes of the Project.

**8. TERM AND TERMINATION**

- 8.1 This MoU shall commence on the date of signature by both parties, and shall expire on completion of the Project **OR** by decision of any party to withdraw from the Project

- 8.2 Either party may terminate this MoU by giving at least three months' notice in writing to the other party at any time.

**9. VARIATION**

This MoU, including the Annexes, may only be varied by written agreement of the Sponsor's Board.

**10. CHARGES AND LIABILITIES**

- 10.1 Except as otherwise provided, the parties shall each bear their own costs and expenses incurred in complying with their obligations under this MoU.

- 10.2 The parties agree to share the costs and expenses arising in respect of the Project between them in accordance with the Contributions Schedule [set out in Annex D to this MoU.
- 10.3 Both parties shall remain liable for any losses or liabilities incurred due to their own or their employee's actions and neither party intends that the other party shall be liable for any loss it suffers as a result of this MoU.

**11. STATUS**

- 11.1 This MoU is not intended to be legally binding, and no legal obligations or legal rights shall arise between the parties from this MoU. The parties enter into the MoU intending to honour all their obligations.
- 11.2 Nothing in this MoU is intended to, or shall be deemed to, establish any partnership or joint venture between the parties, constitute either party as the agent of the other party, nor authorise either of the parties to make or enter into any commitments for or on behalf of the other party.

**12. GOVERNING LAW AND JURISDICTION**

This MoU shall be governed by and construed in accordance with English law and, without affecting the escalation procedure set out in clause 6, each party agrees to submit to the exclusive jurisdiction of the courts of England and Wales.

Signed for and on behalf of Central  
Bedfordshire Council

Signature: .....

Name: .....

Position: .....

Date: .....

Signed for and on behalf of Milton Keynes  
Council

Signature: .....

Name: .....

Position: .....

Signed for and on behalf of [SEMLEP] .....

Signature:

Name:

Position:



Date:

CONTACT POINTS

Central Bedfordshire Council

Name: .....  
Office address: .....  
.....  
Tel No: .....  
E-mail Address: .....

Milton Keynes Council

Name: .....  
Office Address: .....  
.....  
Tel No: .....  
E-mail Address: .....

SEMLEP

Name:  
Office Address:  
  
Tel No:  
E-mail Address

## **Annex A. The Project**

### **Project overview**

The Parties have resolved to work together to deliver the improvement works to the A421 between J13 M1 and Eagle Farm Roundabout (“the improvement Scheme”). Each party recognises that the Improvement Scheme will improve strategic linkages between Central Bedfordshire and Milton Keynes.

**Annex B. Information Sharing Protocol**

[INSERT]

**Annex C. NOT USED**

**Annex D. Contributions**

[INSERT DETAILS OF CONTRIBUTIONS (INCLUDING FINANCIAL, STAFFING, PREMISES, USE OF IT ETC) THAT THE PARTIES ARE WILLING TO COMMIT. THIS SHOULD ALSO INCLUDE ANY ARRANGEMENTS FOR CROSS-CHARGING AND OTHER PROJECT COSTS (FOR EXAMPLE ANY CONSULTANT'S COSTS THAT MAY NEED TO BE PAID)]

In furtherance of this Project the Parties are making applications to the Local Transport Body for £1,000,000 for design and feasibility and Department for Transport through the local Growth Fund to assist the Parties in delivering the Improvement Scheme in the total sum of £22,500,000.

In addition to the above central government funding both MKC and CBC shall each severally provided funding of *up to* £3,000,000 from their own resources.

This page is intentionally left blank

Central Bedfordshire Council

EXECUTIVE

2 August 2016

---

**Procurement and Award of Waste Treatment and Disposal Contracts**

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

Advising Officers: Marcel Coiffait, Director of Community Services  
([marcel.coiffait@centralbedfordshire.gov.uk](mailto:marcel.coiffait@centralbedfordshire.gov.uk)) and Tracey Harris, Assistant  
Director Environmental Services ([tracey.harris2@centralbedfordshire.gov.uk](mailto:tracey.harris2@centralbedfordshire.gov.uk))

**This report relates to a Key Decision**

---

**Purpose of this report**

1. The report proposes the Executive approve the provision of delegated authority to the Director of Community Services, in consultation with the Executive Member for Community Services, to award contracts for various waste treatment and disposal lots following the completion of the EU procurement process.

**RECOMMENDATIONS**

**The Executive is asked to:**

1. **grant delegated authority to the Director of Community Services, in consultation with the Executive Member for Community Services, to award contracts for the waste treatment and disposal lots identified within this report in order to meet the required timescales allowing contracts to be operational by October 2016.**

**Overview and Scrutiny Comments/Recommendations**

1. A presentation on the wider waste procurement strategy was taken to Overview and Scrutiny on the 17 March 2016 where it was fully supported.

**Issues**

2. This report sets out the strategy to deliver several residual waste treatment and disposal contracts for the Council to allow the provision of waste treatment and disposal services to be maintained.

### **Background Information**

3. The Council's current contracts for the management of some types of waste are due to end on 30 September 2016. These include kerbside collected black bin waste; bulky waste from kerbside collections and Household Waste Recycling Centres and glass from kerbside collections and bring sites.
4. The Council is in the final stages of agreeing a new waste disposal contact with a waste management company in a neighbouring authority to treat and dispose of the Council's kerbside black bin waste and street cleansing residual waste. An EU procurement is currently underway to secure treatment and disposal of the remaining materials.

### **Proposal/ Procurement Strategy**

5. The Council has approached the market to secure the following services:
  - Disposal/ treatment of excess/additional kerbside residual waste and street cleansing for tonnage over and above the maximum capacity available through the disposal contract currently being progressed.
  - Disposal/ treatment of street sweepings.
  - Disposal/ treatment of bulky HWRC residual waste and kerbside collected bulky waste.
  - Disposal/ treatment of mixed glass.
6. Each waste stream being tendered has been allocated a separate lot. Tenderers have been invited to bid any combination of lots or just one lot. The Council has chosen this approach to allow for flexibility and to encourage specialist providers to bid on specific lots. Full details of each lot are outline below.
7. This is an EU procurement and will follow the restricted process, with a Pre Qualification Stage, with successful Bidders being invited to submit a tender. Based on current timescales it is anticipated that evaluation of tenders will be completed by the first week in September. This will allow contracts to commence on the 1 October. To allow the contracts to be operational by this date delegated authority to award the contracts is required.
8. The Contract will be awarded on the basis of the most Economically Advantageous Tender (MEAT) with 40% of available scores being allocated to resources/quality and 60% to cost.



**Lot 1 - Excess Kerbside Residual Waste and Street Cleansing**

Contract Term – 1 Year only

Description – The Council is progressing a disposal contract for the treatment of up to 45,000 tonnes of kerbside and street cleansing residual waste (35,000t in Year 1). To cover the entire requirements of the authority area the Council is seeking to secure 14,000 to 16,000t of residual waste capacity in year 1 of the contract only.

Estimated Lot Value - £1.1 to £1.4 million (1 Year excluding haulage)

**Lot 2 - Additional Kerbside Residual Waste and Street Cleansing**

Contract Term – 5 Years

Description – Central Bedfordshire Council is progressing a disposal contract for the treatment of up to 45,000 tonnes of kerbside and street cleansing residual waste (35,000t in year 1). To ensure the best value for money the Council is seeking to secure additional capacity of up to 11,250 to accommodate waste growth in the Authority area.

Estimated Lot Value - £3.5 to £4.9 million over 5 years (excluding haulage)

**Lot 3 - Street Sweepings Disposal**

Contract Term – 5 Years

Description – Provision of street sweeping treatment/ disposal for an estimated 1,500 – 2,000 tonnes per annum. The materials collected include litter such as cigarette butts and food packaging, leaf litter and weeds and grit

Estimated Lot Value – £520,000 to £700,000 over 5 years (excluding haulage)

**Lot 4** – Street Sweeping Lot for Bedford Borough (not applicable to this report)

**Lot 5 - HWRC Residual and Kerbside Bulky Residual Waste Disposal**

Contract Term – 5 Years

Description – The provision of bulky waste treatment/disposal. The Council is seeking an outlet for 5,000 to 7,000 tonnes of non reusable/recyclable bulky waste collected at the Household Waste Recycling Centres as well as bulky waste collected at the kerbside.

Estimated Lot Value - £2.4 million to £3.7 million over 5 years (excluding haulage)

### **Lot 6 – Mixed Glass (disposal)**

Contract Term – 5 Years

Description – The provision of mixed glass treatment/disposal for 4,500 – 5,500 tonnes of kerbside collected glass (from approximately 13,000 homes in the south of the authority area) and bring bank mixed glass.

Estimated Lot Value - £200,000 to £275,000 over 5 years (excluding haulage)

### **Reason/s for decision**

9. The Council has a statutory responsibility to dispose of household waste collected within its administrative area. The tender of the services above will allow the Council to meet its statutory obligations. The contract lengths have been selected provide the Council with a degree of flexibility and ensure value for money is achieved for these services.

### **Council Priorities**

10. The recommendations of this report support Central Bedfordshire in delivering the following priorities:
  - Great universal services – by providing disposal services to enable the continued collection of waste in Central Bedfordshire.
  - Value for money: The procurement will secure the most economically advantageous solutions for the services ensuring the budget can be managed within the current provision of the Medium Term Financial Plan (MTFP).

### **Corporate Implications**

### **Legal Implications**

11. Central Bedfordshire is a Waste Disposal Authority (WDA) under Sections 51 and 55 of the Environmental Protection Act 1990 and is under a duty to dispose of household waste collected within its administrative area. Undertaking this proposal will allow CBC to contract for the services to meet these duties.
12. In delivering this procurement the Council are acting in accordance with EU Procurement Directives and ensure that all procurement activity is conducted in compliance with the Public Contracts Regulations 2015.

### **Financial Implications**

13. The Council is facing significant financial pressures in the coming years and in light of this it is essential that value for money is a key deliverable of this procurement alongside environmental and performance considerations.
14. As ongoing statutory services, adequate financial provision is made in base budgets for these services. It is anticipated that the proposal will secure services in line with the costs identified within the current MTFP.

### **Risk Management**

15. The Council has a statutory responsibility to dispose of the waste collected within its administrative area under Sections 51 and 55 of the Environmental Protection Act 1990 and Section 1 of the Refuse Disposal Amenity (RDA) Act 1978. This procurement will mitigate the risk of not discharging its statutory responsibilities.
16. The other key risks to the Council that will be mitigated through the delivery of this procurement include
  - i. Procurement risk challenge
  - ii. Current contracts expiring with only high cost emergency provision of services available.

### **Staffing**

17. There would be no impact on staffing as a result of this recommendation.

### **Equalities Implications**

18. 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. As part of the procurement process, organisations submitting bids will be asked to provide information demonstrating an understanding of equality legislation as it relates to residents and employees.

### **Public Health**

19. The health and well being of residents would be negatively impacted if waste disposal services were not in place for an extended period of time impacting on collections. The recommendation ensures that the Council fulfils its statutory duties in relation to Public Health.

### **Community Safety**

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

### **Procurement**

21. In delivering this procurement, the Council will act in accordance with the EU Procurement Directives and ensure that all procurement activity is conducted in compliance with the Public Contracts Regulations 2015.
22. The internal procurement team have been fully engaged during the process and will remain engaged until contract award. A full audit trail is in place covering the entire exercise which will be kept as a full record of the process for the required period.

### **Sustainability**

23. Landfilling waste leads to the release of substantial amounts of methane, a potent greenhouse gas with over twenty times the climate change potential of carbon dioxide. Through this project the Council is seeking to maintain high landfill diversion performance and where possible further minimise the tonnages of waste being landfilled.

### **Conclusion and next Steps**

24. Should the recommendation in this report be agreed, once the procurement process has been completed the Council will award the lots identified above as appropriate. This will allow for the new contracts to be operational from the 1 October 2016 and ensure continued disposal services for the Council.

### **Appendices**

None

### **Background Papers**

None

Central Bedfordshire Council

EXECUTIVE

August 2016

---

## 2016/17 Quarter 1 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: Richard Carr, Chief Executive ([Richard.Carr@centralbedfordshire.gov.uk](mailto:Richard.Carr@centralbedfordshire.gov.uk))

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

---

#### Purpose of this report

1. To report Quarter 1 2016/17 performance for Central Bedfordshire Council's Medium Term Plan (MTP) indicator set.

#### RECOMMENDATIONS

The Executive is asked to:

- Endorse the new 5 year plan indicators
2. Since the Council was created in 2009, it has strived to strengthen Central Bedfordshire as a great place to live and work. For us this means delivering great value and services to our residents, making sure that both businesses and individuals have great prospects for the future, in terms of education, skills and employment and enhancing Central Bedfordshire as a place.
  3. In 2015, the Council updated its plans for delivering its ambitions. This culminated in the new Five Year Plan 2015-2020 being adopted by Council in November 2015, based on six key priorities:
    - Enhancing Central Bedfordshire
    - Delivering Great Resident Services
    - Improving Education and Skills
    - Protecting the Vulnerable; Improving Well-being
    - A More Efficient and Responsive Council
    - Creating Stronger Communities
  4. This report represents the first view of a new suite of indicators that will be reported throughout the lifetime of this Plan. As this is a new set of measures, over time, comparative data will be made available in order that the Executive can monitor progress.

## Our Five Year Plan

Since the Council was created in 2009, it has strived to strengthen Central Bedfordshire as a great place to live and work. For us this means delivering great value and services to our residents, making sure that both businesses and individuals have great prospects for the future, in terms of education, skills and employment and enhancing Central Bedfordshire as a place.

In 2015, the Council updated its plans for delivering its ambitions. This culminated in the new Five Year Plan 2015-2020 being adopted by Council in November 2015, based on six key priorities:

### Enhancing Central Bedfordshire

	Performance will be reported	Last Reported	Latest Data	
Percentage of Central Bedfordshire residents satisfied with the local area as a place to live	Res./Staff Survey	Sep 15	89 %	of respondents
% feel safe when outside in their local area during the day	Res./Staff Survey	Sep 15	96 %	of respondents
% feel safe when outside in their local area after dark	Res./Staff Survey	Sep 15	75 %	of respondents
Number of new jobs	Annual (Dec)	Dec 14	3,400	new jobs
People in employment aged 16 to 64 (% above national average)	Quarterly	Dec 15	5.5 %	above national average
Average Earnings for Workers	Annual (Dec)	Dec 15	£478.5	average earnings
New Homes completions (cumulative)	Quarterly	Jun 16	443	new homes
Town Centre Vacancy Rates	Quarterly (Feb,May,Aug,Nov)	May 16	9.1 %	town centre vacancies

### Enhancing Central Bedfordshire Summary

We will retain the character of Central Bedfordshire whilst continuing to improve the prosperity of residents by:

- Investing in our core infrastructure
- Supporting the creation of jobs
- Providing the quantity and type of housing we need
- Improving our town centres

It is also important that our residents feel safe and are happy living in their local areas. We will therefore monitor how satisfied our residents are with their local areas as places to live, and also that they feel safe, both during the day and after dark, through our annual Residents Survey.

The measure of **new jobs** created in central Bedfordshire is a statistic obtained from the British Register and Employment Survey (BRES), and indicates the level of increase in prosperity of our residents. The latest data reported 3,400 **new jobs** were created during 2014, which is more than double the Council's target of 1,350 new jobs per annum, and represents a long term job growth rate of 1,700 new jobs each year (2009-14).

The increase in jobs and prosperity of our residents is reflected in the number of **working-age people in employment**, which was reported in December 2015 to have increased to 79.4% of the total working-age population (134,700). This is a higher level than the Council's target of maintaining the number of people in employment at 5% above the national average (currently 5.5% above average). In addition to this, the Council also monitors average earnings for workers, which is currently reported at £478.50 and have remained stable over the last two years.

A vital element of ensuring the enhancement of Central Bedfordshire is to facilitate the provision of quality homes. The number of **new homes** completed in Central Bedfordshire has consistently increased year-on-year, with 1,625 new homes completed in 2016/17. Numbers and quality of housing will continue to be monitored, and targets set to increase this further over the next five years.

A thriving town centre is vital for our communities, and the council is working hard to improve town centres across Central Bedfordshire, with many plans already being carried out to support this. **Town centre vacancy rates** are a good way of indicating their success and prosperity, and will be monitored closely so that we can be certain the work we are doing is effective. The vacancy rate in our town centres currently stands at 9.1%, with Dunstable currently showing the highest vacancy rate.

To support the Council's commitment to enhancing Central Bedfordshire, we will actively work to encourage the growth of suitable businesses, 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.

## Delivering Great Resident Services

Perception of Council - Good quality services	Res./Staff Survey	Sep 15	73 %	of respondents
Percentage of Central Bedfordshire residents satisfied with living environment	Biennial (Sept)			New
Kg/household of black bin waste	Quarterly	Dec 15	135	kg of waste per household
Satisfaction with highways maintenance	Annual (Oct)	Oct 15	54 %	of respondents
CBC's relative position re condition of roads (principal)	Annual (March)	Mar 15	99 %	not requiring maintenance
CBC's relative position re condition of roads (non principal)	Annual (March)	Mar 15	97 %	not requiring maintenance
Leisure facility usage rates	Quarterly			New
Libraries facility usage rates	Annual (March)	Mar 16	925,041	visitors
Customer Services - numbers of service failures reported	Quarterly			New

## Delivering Great Resident Services Summary

We will make sure that our universal services, such as rubbish collection and recycling, road maintenance, Libraries and Leisure are of great quality.

We'll do this by:

- Increasing access to our parks and open spaces
- Revamping our household waste recycling centres
- Improving the condition of our roads and pavements
- Transforming our leisure centres.

The Council is currently making progress with all of these services, but to make sure we continue to improve we have developed a number of new measures that we will monitor closely.

The amount of **Black Bin Waste per Household** is a measure that has been developed to show how well we are doing with reducing waste to landfill and increasing the amount recycled. The latest data reported in December 2015 showed each household produced an average of 134.67 kg of black bin waste. Work has been underway to improve Household Waste Recycling Centres across Central Bedfordshire to ensure they are easy to use and equipped to meet future demands of a growing population. Biggleswade Household Waste Recycling Centre reopened to the public on Monday 15 February after a 6 month redevelopment to provide a modern split-level design, allowing residents to more easily dispose of their waste into containers from an elevated platform. Feedback from residents using the new site has been very positive. Ampthill, which was the second site to be redeveloped, will reopen to residents on 18th July 2016 followed by the closure of Leighton Buzzard. A new site for Dunstable will be delivered in 2017 on the Thorn Turn site.

**Satisfaction with highways maintenance** will be determined through the National Highways & Transport annual survey, which will allow Central Bedfordshire to compare its performance with other local authorities. The satisfaction rate published in October 2015 was 54.1%, which is an increase from 52% in 2014, and we will strive to improve this further over the next five years.

We will also monitor the condition of our roads. **Road condition statistics** were most recently published by the Department of Transport in March 2016 (for the year 2014/15). This showed that principal and non-principal roads in Central Bedfordshire requiring maintenance were reported as 1% and 3% respectively.

**Libraries facility usage rates** in 2015/16 have remained stable, even with the introduction of more opportunities for residents to use remote access, for example through library and theatre apps or online bookings. Quarterly figures for **leisure facility usage rates** are not yet available, but the annual figures for 2015/16 topped 2.4m.

## Improving Education and Skills

School readiness - % of children achieving a good level of development at the Early Years Foundation	Annual (Sept)	Sep 15	64 %	of children
Achievement of 5 or more A*-C grades at GCSE or equivalent including English & Maths -ranking	Annual (Dec)	Dec 15	57	out of 151
% of Schools rated Good or Better (Quarterly)	Quarterly	Jun 16	85 %	of 136 schools
% of young people aged 16-18 who are in education, employment or training (EET)	Annual (Feb)	Feb 16	90.4 %	of 16-18 year olds in EET
Employer Skills Gaps	Annual (Dec)	Dec 15	29 %	of businesses reporting skills gaps

## Improving Education and Skills Summary

We will support the academic and social success of our children and young people as well as their physical wellbeing. And we'll support adult learning too, so that everyone will have access and incentives to work, either in Central Bedfordshire or elsewhere.

We'll do this by:

- Working in partnership with schools, parents and communities
- Building new schools and expanding existing ones
- Creating a range of routes to work such as apprenticeships and specialist schemes for older employees

Our education measures help us to consider whether there are good outcomes for younger children (aged 4-5), and as they develop (aged 15-16).

The 2015 results for Central Bedfordshire show that 64% of children were classed as having a '**Good Level of Development**'. This is a 7% improvement from 2014 but Central Bedfordshire remains below the National (66%) and Statistical Neighbour (68%) averages. Positive action is being taken to ensure that children in Central Bedfordshire are school ready.

The 2015 results for Central Bedfordshire also show that 58.3% of young people achieved **5 or more A\*-C grades or equivalent including English and Maths**. This is an improvement of 1.2% from 2014 and Central Bedfordshire has gone up 15 places in the ranking of local authorities (from 72/151 in 2014, to 57/151 in 2015).

Performance with regard to schools in Central Bedfordshire judged to be '**Good or Outstanding** (85%) remains stable. Ofsted publish a similar indicator which does not include sponsored academies yet to be inspected. At March 2016 it shows Central Bedfordshire to be on a par with both National and Statistical Neighbour averages (86%).

And learning new skills doesn't stop when we leave school, so the Council will support adults to obtain the skills they need to succeed, and will also ensure we match the provision of skills with those that are needed by employers.

To monitor how well we are doing, two further measures have been included. The first is the **percentage of young people aged 16-18 who are in education or employment or training (EET)** where, in 2015/16, the percentage in Central Bedfordshire improved to 90.4% (from 88.5% in 2014/15). This is as a result of effective support and interventions from the Council.

The second new measure looks at **Employer skills gaps** so that we can be sure people have the right skills, linked to employment sectors. Data reported in December 2015 showed an 8% decrease in employer skills gaps compared to the previous year, down from 37% to 29%.



## Protecting the Vulnerable; improving well-being

Children's Safeguarding - Referrals as a percentage of the child population	Quarterly	Jun 16	1 %	referrals
Percentage of referrals of children leading to the provision of a social care service	Quarterly	Jun 16	86.4 %	provision of social care service
LAC - School attendance (when entering care and registered at school)	Annual (July)			New
% of care leavers at age 17-21 who are engaged in education, training or employment	Quarterly	Jun 16	70.6 %	care leavers in EET
Proportion of adults subject to a safeguarding enquiry of those known to adult social care	Quarterly	Jun 16	1.9 %	adults with a safeguarding enquiry
Total non-elective admissions in to hospital (general & acute), all-age, per 100,000 population	Quarterly	Mar 16	2,447	admissions
Avoiding admissions to Care Homes	Quarterly			New
Average age of customers admitted to a residential care home	Quarterly	Jun 16	87.65	average age
Delivery of new dwellings suitable for older people	Quarterly	Jun 16	83	dwellings
Premature Deaths (persons per 100,000)	Annual (Dec)	Dec 14	283	out of 100,000
Hate crime	Quarterly	Jun 16	26	incidents reported
No. of Domestic Abuse incidents reported	Quarterly	Jun 16	845	incidents reported

## Protecting the Vulnerable; improving well-being Summary

We will strive to protect anyone who may be at risk of exploitation, abuse or suffering, regardless of their age or disability. And we'll work to improve the health and wellbeing of all Central Bedfordshire residents.

We'll do this by:

- Identifying children and families who may be in vulnerable situations and intervene early where necessary to make sure our youngsters have the best start in life
- Developing social care and housing services so that people are able to live independently for as long as possible
- Working beyond our organisational boundaries, particularly with our partners in the health service, to offer joined up services that are available in the right place and at the right time

The **referrals as a % of the child population** and **% of referrals leading to the provision of a social care service** are in line with expectations based on previous activity. These measures give the Council an indication of the volume of referrals to social services that come from partners and the public.

**Looked After Children (LAC) school attendance** information is not available at the time of reporting. A new methodology has been developed to provide this information at the end of July 16. Any comparisons to historic measures would not be accurate.

The **% of care leavers engaged in Education, Employment or Training** has continued to improve (from 50% in June 2015) to 70% in June 2016. This performance is in the top quartile nationally. This shows that the Council is supporting vulnerable young people to continue to gain new skills and qualifications and long term employment as they become young adults.

A number of new performance indicators have been developed and will be closely monitored to support the Five Year Plan priority of protecting the vulnerable and improving well-being. During the first quarter of 2016/17 we have established the **average age of customers admitted to residential care** is eighty six and that less than 2% of **adults known to Adult Social Care were subject to a safeguarding enquiry**.

**Reducing non-elective admissions** is a priority of the Better Care Plan. The Council is working collaboratively with a range of partners to enhance out of hospital care, expand preventative services and to protect social services.

The Council is working hard to enhance the **provision of accommodation** by delivering affordable rental and shared ownership dwellings. During quarter one 53 affordable rental Extra Care / Assisted Living units and 30 shared ownership Extra Care / Assisted Living units were released at Priory View.

An important measure of how well we are doing to improve the health of residents is the number of people who **die prematurely** (defined as before the age of 75 years) To reduce this our focus is to support people to make healthy lifestyle choices around smoking, physical activity, alcohol and weight as well as encouraging people to attend when invited for screening. Whilst Central Bedfordshire Council is ranked 20th out of 150 authorities (with 1st being best) we are ambitious to improve this further to ensure that we are as good as other similar authorities.

The Council is working hard to tackle **domestic abuse** in Central Bedfordshire, and levels have remained fairly stable. An average of 282 incidents were reported during the first three months of 2016/17, up by 3% on the average number reported in 2015/16. The Council encourages the reporting of domestic abuse and monitors numbers as part of its commitment to protecting the vulnerable.

A new performance indicator to measure **hate crimes** has also been developed and will be closely monitored to support the Five Year Plan priority of protecting the vulnerable and improving well-being. During the first quarter of 2016/17, a total of twenty-six hate crimes were reported, which is three more than the same period last year.

## A more efficient and responsive Council

Perception of Council - Value for money	Res./Staff Survey	Sep 15	53 %	of respondents
Perception that Council acts on the concerns of residents	Res./Staff Survey	Sep 15	40 %	of respondents
Time taken to process Housing Benefit, Council Tax Benefit, new claims & change events - Days	Quarterly	Jun 16	26.7	days
Call wait times average - (seconds)	Quarterly	Jun 16	156	seconds
% of Customer contact by the web	Quarterly	Jun 16	3.2 %	of customer contact
Repeat issues (2nd calls or more to contact centre)	Quarterly			New

## A more efficient and responsive Council Summary

We will be focused on cost effectiveness and efficiency in all that we do. Our customers, the residents and businesses of Central Bedfordshire, will help us to determine whether we are successful in this ambition. We will listen to their opinions, views and preferences in shaping our plans.

We do this by:

- Maximising the value for money we achieve for every pound of Council Tax payer's money that we spend
- Improving the productivity of our workforce by continuing to listen and engage with them in developing our organisation
- Making use of technology to make it easier for customers to contact and do business with us on line
- Modernising our way of working so that we reduce organisational costs on overheads such as office accommodation, travel costs and paper

We recognise the need to ensure that vulnerable residents are paid their benefit entitlements as quickly as possible. This is why the average speed of processing claims is important to us. In line with being an efficient Council, we have introduced a number of e-claims which will enable us to speed up our processing times. Claimants will be supported in making their claims in this way. Already 35% of new claims are coming into the Council via this route.

**Customer wait times**, when a telephony queue forms in the Contract Contact Centre, continues to hold steady at 2 ½ minutes. The technology refresh within the Centre will be completed in August at which time emphasis will be placed on shortening the queues even further.

**Customer Contact via the web** continues to be an area of emphasis for further development and is seeing improvement in the area of reporting highway issues.

Measures are being put in place during a technology refresh to capture the number of **Resident repeat calls**.

## Creating stronger communities

Perception that people can influence decisions in their own area	Res./Staff Survey	Sep 14	36 %	of respondents
Perception that people in the local area pull together to improve the local area	Res./Staff Survey	Sep 15	68 %	of respondents
Volunteering measure	Biennial (Sept)			New
Number of volunteers engaged within the community (currently the village care schemes)	Quarterly	Mar 16	897	people
Number of customers supported within the community (currently by the village care schemes)	Quarterly	Jun 16	703	people
Town and parish survey satisfaction	Biennial (Sept)			New

## Creating Stronger Communities Summary

We will do all we can to strengthen community spirit in our towns and villages, nurturing a sense of place and belonging to build resilience and reduce social isolation.

We will do this by:

- Creating more opportunities for community participation in local affairs and services
- Supporting voluntary activity so that local people are helped to help themselves
- Making all of the assets the Council owns in our towns and villages (parks, open spaces, buildings etc.) more available to local people for community events and activities
- Working with town and parish councils so that more services are provided at a local level

The inclusion of 2 measures from our survey of residents will help us to understand how people feel about the area in which they live. We want to know whether our communities feel that they are able to influence decisions and that people pull together to improve their area.

Creating strong, more resilient communities remains a priority for the Council. During 2016/17 Central Bedfordshire Council will continue to work with the Bedfordshire Rural Communities Charity to increase the number of **customers supported** by and **volunteers engaged** with the village care schemes across Central Bedfordshire.

### **Quarter 1 Summary**

5. There are 46 indicators in the MTP suite of indicators. The majority of indicators are reported in the attached scorecards. There are however 8 indicators which are in development. Once the necessary development work has been completed data for these indicators will be included in future reports.
6. This report includes the latest available data for all the Council's MTP indicators (except for those where data is unavailable at this time), even if new data is not being reported this quarter, so that a complete picture of overall performance is given.
7. Performance against targets and direction of travel will begin to be reported from Q2.
8. Work is underway to consider the presentation of measures on the Council's website. This has the potential to deliver improvements that will help residents to see current performance at a glance and view progress to date.

## **Council Priorities**

9. The measures selected for the reporting of performance reflect the Council's priorities. Measures are reported under the headings in Central Bedfordshire Council's 5 year plan.

### **Corporate Implications** **Legal Implications**

10. None directly, however any areas of on-going underperformance would reflect a risk to both service delivery and the reputation of the Council.

### **Financial Implications**

11. None directly, although the Medium Term Plan indicator set provides a view of the value for money delivered by the council.

### **Equalities Implications**

12. 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.
13. 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**

14. The Medium Term Plan indicator set includes measures on premature deaths and use of leisure centres.

### **Sustainability:**

15. A broad range of indicators relating to sustainability including those covering employment, library usage, active recreation and waste are included in the Medium Term Plan indicator set.

### **Community Safety:**

16. The measures included cover perception of safety both during the day and at night.

### **Risk Management:**

17. 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.

Document is Restricted

This page is intentionally left blank



Document is Restricted

This page is intentionally left blank