

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 23 March 2017

NOTICE OF MEETING

EXECUTIVE

Date & Time

Tuesday, 4 April 2017 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
	R Wenham	– Deputy Leader and Executive Member for Corporate Resources
	I Dalgarno	– Executive Member for Community Services
	S Dixon	– Executive Member for Education and Skills
	C Hegley	– Executive Member for Social Care and Housing and Lead Member for Children's Services
	B Spurr	– Executive Member for Health
	N Young	– Executive Member for Regeneration

All other Members of the Council - on request

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

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AGENDA

1. **Apologies for Absence**

To receive apologies for absence.

2. **Minutes**

To approve as a correct record, the Minutes of the meeting of the Executive held on 7 February 2017.

3. **Members' Interests**

To receive from Members any declarations of interest.

4. **Chairman's Announcements**

To receive any matters of communication from the Chairman.

5. **Petitions**

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

6. **Public Participation**

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

7. **Forward Plan of Key Decisions**

To receive the Forward Plan of Key Decisions for the period 1 May 2017 to 30 April 2017.

Decisions

Item	Subject	Page Nos.
8.	Council Responsiveness (Recommendations from the Overview and Scrutiny Enquiry)	41 - 54

To receive the recommendations of a Corporate Resources Overview and Scrutiny Committee enquiry into Council Responsiveness.

- | | | |
|-----|--|-----------|
| 9. | School Parking (Recommendations from the Overview and Scrutiny Enquiry) | 55 - 100 |
| | To receive the recommendations of a Sustainable Communities Overview and Scrutiny Committee enquiry into School Parking. | |
| 10. | Neighbourhood Planning | 101 - 106 |
| | To provide an update on the latest situation for Neighbourhood Planning in Central Bedfordshire, to set out the statutory processes involved and to seek delegated authority to process Neighbourhood Plans through Examination and Referendum and to make them at the end of the process. | |
| 11. | CCTV Review | 107 - 132 |
| | To consider the options and recommendations for the future development of public space CCTV in Central Bedfordshire. | |
| 12. | Superfast Broadband Extension Project | 133 - 140 |
| | To support the award of contracts for £3.48m of externally secured funding and additional funding as secured, to extend superfast broadband infrastructure across Central Bedfordshire as part of the Council's goal to maximise superfast broadband coverage by 2020. | |
| 13. | Children's Services Transformation Programme | 141 - 150 |
| | To consider an update on the transformation programme for Children's Services. | |
| 14. | Commissioning of New School Places in Barton-Le-Clay and Marston Moretaine for September 2018 | 151 - 180 |
| | To provide the outcome of the consultation by Arnold Academy, Barton-Le-Clay and Church End Lower School, Marston Moretaine to expand by one form of entry (30 places in each year group) by September 2018. | |
| 15. | Commissioning of New School Places in the Ward of Cranfield and Marston Moretaine for September 2018 | 181 - 190 |
| | To seek support for the proposed consultation by Holywell Middle School (academy), Cranfield, to expand by 1 form of entry (30 places in each middle school year group) by September 2018. | |

16. **Prescribed Alteration to Robert Peel, St Swithuns VC and John Donne CofE Lower Schools** 191 - 204

To consider the responses to statutory consultation and determine the proposal for the prescribed alterations of Robert Peel Lower School, Sandy, John Donne CofE Lower School, Blunham and St Swithuns VC Lower School, Sandy.

17. **Determination of a Statutory Notice for a Change of Age Range at Shillington Lower School from 4-9 to 2-9 years of age** 205 - 212

To seek approval to a change in age range at Shillington Lower School (SLS) from 4-9 to 2-9 years of age, to integrate a pre school provision.

18. **The Day Offer for Older People and Adults with Disabilities** 213 - 262

This report sets out the outcome of the consultation on the future Day Offer for vulnerable adults and older people, requests that the Day Offer is adopted and proposes the next steps.

19. **A421 Dualling M1/J13 - Milton Keynes, Magna Park - Compulsory Purchase Order 2017** To follow

The report proposes that the Executive give approval to for the CPO to be made and issued to secure the land that is required to enable the project to move forward to the next stage.

20. **Flitwick Station Site and Car Park** 263 - 286

To seek agreement to further progress work on a mixed-use development scheme for the Flitwick station area site for the purpose of securing strong commercial interest in the scheme and enabling its delivery.

Monitoring Matters

- | Item | Subject | Page Nos. |
|-------------|---|------------------|
| 21. | Revenue Budget Monitoring Provisional Forecast Outturn December 2016 (Quarter 3) | 287 - 318 |

The report sets out the provisional forecast outturn financial position for 2016/17 as at the end of December 2016.

22. **December 2016 Quarter 3 Capital Budget Monitoring Forecast Outturn Report** 319 - 336

The report sets out the Capital projected outturn for 2016/17 as at the end of December 2016.

23. **Period 9 (Quarter 3) – 2016/17 Housing Revenue Account Budget Monitoring** 337 - 352

The report sets out the financial position for 2016/17 as at the end of December 2016.

24. **Quarter 3 Performance Monitoring** 353 - 366

To consider quarter 3 performance monitoring.

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

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

Exempt Appendix

Item	Subject	Exempt Para.	Page Nos.
26.	Flitwick Station Site and Car Park	3	367 - 382

To receive the exempt information.

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 February 2017.

PRESENT

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

Executive Members:	Cllrs	Cllr S Dixon Cllr 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 Ms C Maudlin Mrs T Stock B Wells
Apologies for Absence:	Cllrs	E Ghent G Tubb		
Members in Attendance:	Cllrs	R D Berry M C Blair D Bowater P A Duckett F Firth	Cllrs	Mrs S A Goodchild Ms A M W Graham P Hollick D Shelvey A Zerny
Officers in Attendance		Mr Q Baker Miss M Brooks Mr R Carr Mr M Coiffait Ms S Griffin Mrs S Harrison Mrs S Hobbs Ms K McFarlane Mrs J Ogley Mrs M Scott Mr C Warboys		AD Legal Services (Monitoring Officer) Committee Services Officer Chief Executive Director of Community Services Committee Services Officer Director of Children's Services Committee Services Officer Business Investment Group Manager Director of Social Care, Health and Housing Director of Public Health Director of Resources

E/16/95. **Minutes**

RESOLVED

that the minutes of the meeting held on 10 January 2017 be confirmed as a correct record and signed by the Chairman.

E/16/96. **Members' Interests**

None were declared.

E/16/97. **Chairman's Announcements**

The Executive held a one minute silence in memory of Councillor Lewis Birt.

E/16/98. **Petitions**

No petitions were received.

E/16/99. **Public Participation**

No members of the public had registered to speak.

E/16/100. **Forward Plan of Key Decisions**

RESOLVED

that the Forward Plan of Key Decisions for the period 1 March 2017 to 28 February 2018 be noted.

E/16/101. **Budget 2017/18 and Medium Term Financial Plan**

The Executive considered a report that set out the proposed budget for 2017/18 and updated the Medium Term Financial Plan. The Executive Member for Corporate Resources drew attention to the comments and recommendations from the Overview and Scrutiny Committees on the proposals and summarised the outcome of the public consultation. He also referred to the addendum to Appendix F as this provided additional exemplification of the legal considerations for certain specific efficiencies (Category C – Withdrawing Services). The Local Government Finance Settlement was unlikely to be finalised until after Council on 23 February 2017, so any adverse implications from the final Settlement would need to be accommodated within the contingency contained within the proposed budget. The General Fund reserves were continually being assessed to maintain a prudent minimum level to respond to unforeseen impacts. The proposed revenue budget for 2017/18 included a contingency of £2.1m. The reserve policy had been updated as set out at Appendix G to the report. To deploy reserves to offset efficiencies would be to compromise the Council's financial sustainability.

The report identified the efficiencies required to produce a balanced budget in the light of the ongoing reduction in funding from the Government and other pressures. £15.2m of efficiencies were identified for 2017/18. Following consideration of the responses from the consultation, it was proposed that the Council's element of the Council tax should be increased by 1.549% and a 3% precept earmarked for adult social care.

In response to questions, the Executive Member for Corporate Resources explained that councils would be permitted to apply a social care precept of up to 6% over a three year period. In view of the pressures in this area, it was proposed that the Council include a 3% precept for 2017/18 and 2018/19.

New Homes Bonus (NHB) was used to support frontline services and any growth above a baseline figure held in an earmarked reserve to fund infrastructure costs incurred as a result of growth. The Provisional Local Government Finance Settlement confirmed a reduction in the number of payment years for NHB from 6 years to 5 years in 2017/18 and to 4 years in 2018/19.

The Executive Member welcomed the feedback from an Independent Member who was pleased with the comprehensive and numerous briefings provided to Members to influence the budget proposed by the Executive.

Reason for decision: To enable the Council to approve the budget for 2017/18 and Medium Term Financial Plan 2017/18 – 2020/21.

RESOLVED

1. to note the response to consultation with the Overview and Scrutiny Committees as set out in Appendix J and the response to consultation with the public and stakeholders as set out in Appendix A(i);
2. to note the Council Tax Base as set out in Appendix H; and
3. to note that certain efficiency proposals identified in Appendix D(ii) will be subject to formal consultation and Equality Impact Assessment in the coming months and instruct the Corporate Management Team to propose alternative compensatory savings if it appears, following a review of the outcome of the consultation and Equality Impact Assessment, that any specific proposal cannot be delivered.

RECOMMENDED to Council

1. ***that the Revenue Budget for 2017/18 and the Medium Term Financial Plan for 2017/18 to 2020/21, be approved;***
2. ***that in line with Government guidance, the following increases in Council tax (CBC element) for residents of Central Bedfordshire:***
 - (a) ***a Band D increase of £21.07, representing a 1.549% increase on the charge for 2016/17; and***

(b) a Band D increase of £40.80, representing a 3.0% increase on the charge for 2016/17, reflecting a precept of this amount to help fund adult social care costs.

In total the Band D increase would be £61.87, representing a 4.549% increase on the charge for 2016/17. The CBC element of Band D Council tax for 2017/18 would therefore be £1,421.88.

[Note: Councillor Zerny arrived at the beginning of this item.]

E/16/102. Capital Programme 2017/18 – 2020/21

The Executive considered a report from the Executive Member for Corporate Resources setting out the proposed capital programme for the period 2017/18 to 2020/21.

The capital programme continued to feature some large schemes, including the requirement to provide New School Places, the M1/A421 Junction 13 – Milton Keynes Magna Park road, M1/A6 Phase 1 and 2, Highways Structural Maintenance, Dunstable Leisure Centre and Library and Broadband infrastructure.

In response to a question, the Executive Member for Corporate Resources explained that £1.5m had been allocated in the programme for the de-trunking of the A5. At this stage a feasibility study would be carried out to establish the precise requirements of the work and external funding would be sought to support the outcome of the feasibility study. Additional provision was made as a reserve scheme.

Reason for decision: To enable Council to consider the proposed capital programme for 2017/18 to 2020/21 to help deliver the priorities contained in the Council's Five Year Plan.

RECOMMENDED to Council

that the capital programme for 2017/18 to 2020/21 be approved.

E/16/103. Budget for the Housing Revenue Account (Landlord Business Plan)

The Executive considered a report of the Executive Member for Corporate Resources and the Executive Member for Social Care and Housing setting out the financial position of the Housing Revenue Account (HRA) and the proposed budget for 2017/18. The proposals:

- responded to legislative changes;
- made best use of the investment potential;
- accounted for the rent reduction; and
- aligned to the debt strategy in the context of long term business planning for the landlord services.

Reason for decision: To enable Council to approve the budget for the Housing Revenue Account.

RECOMMENDED to Council

that the Housing Revenue Account (HRA) budget proposals for 2017/18 be approved and:

- 1. that the recent legislative changes relating to Housing Finance and their impact on the Landlord Business Plan, be noted;***
- 2. that the HRA's debt portfolio and interest payments due in 2016/17, be noted;***
- 3. that the intention to commence principal debt repayments from 2017/18, as approved previously by Council in February 2016, be noted;***
- 4. that the Landlord Business Investment Plan, which proposes HRA investment throughout the Council area, be approved;***
- 5. that the HRA Revenue Budget for 2017/18 and the Landlord Business Plan summary at Appendices A and B to the Executive report, be approved;***
- 6. that the 2017/18 to 2020/21 HRA Capital Programme at Appendix C to the Executive report, be approved; and***
- 7. that the average rent decrease of 1% for Council tenancies for 2017/18 in line with the national rental decrease as per Government direction, be approved.***

E/16/104. Social Care, Health & Housing Fees & Charges 2017/18

The Executive considered a report from the Executive Member for Corporate Resources that proposed the revised Social Care, Health and Housing fees and charges for 2017/18, identified new services for which it was proposed that fees and charges would be levied and identified those charges where proposed increases were significantly different from the 1% advisory increase envisaged within the 2017/18 Budget Strategy.

Following a representation by a member of the public at the Social Care, Health and Housing Overview and Scrutiny Committee on 23 January 2017, concerning the proposed charges for the guest rooms and meeting space at Priory View, Dunstable, the Executive Member for Corporate Resources moved the following amendment to recommendation 2:

“That the new fees and charges to be introduced for 2017/18 (Appendix C to the Executive report), be approved subject to the Director of Social Care, Health and Housing and the Director of Resources, in consultation with the Executive Members for Social Care and Housing and Resources, being authorised to determine the fees and charges for the hire of guest rooms and meeting space at Priory View, Dunstable, including arrangements for a ‘Friends of Priory View’ association to be established, prior to 1 April 2017.”

Reason for decision: To enable the Council to agree the price of the fees and charges for 2017/18 as part of delivering a balanced budget for 2017/18.

RECOMMENDED to Council

1. ***that the prices of the fees and charges for 2017/18 (Appendices A and B to the Executive report), be approved;***
2. ***that the new fees and charges to be introduced for 2017/18 (Appendix C to the Executive report), be approved subject to the Director of Social Care, Health and Housing and the Director of Resources, in consultation with the Executive Members for Social Care and Housing and Resources, being authorised to determine the fees and charges for the hire of guest rooms and meeting space at Priory View, Dunstable, including arrangements for a ‘Friends of Priory View’ association to be established, prior to 1 April 2017; and***
3. ***that the comments from the Overview and Scrutiny Committees (Appendix D to the Executive report), be noted.***

E/16/105. **Treasury Management Strategy and Treasury Policy**

The Executive considered a report from the Executive Member for Corporate Resources that set out the Treasury Management Policy, Treasury Management Strategy Statement, Minimum Revenue Provision Policy and the Prudential Indicators for 2017/18.

Reason for decision: To retain an effective treasury management framework for the Council and to adopt a more consistent approach to the calculation of Minimum Revenue Provision (MRP) in respect of debt financed capital expenditure which pre-dates 1 April 2011. The proposal was in line with guidance issued by the National Audit Office and met the criteria for prudence.

RECOMMENDED to Council

1. ***that the Treasury Management Policy, Treasury Management Strategy Statement and Prudential Indicators for 2017/18, be approved;***

2. ***that subject to the Council's external auditor's opinion the MRP policy, as set out at Appendix D (Option 4) to the Executive report, be approved to replace the policy approved by Council on 25 February 2016, in order to allow the change in approach to MRP to be applied with effect from the financial year ending 31 March 2017; and***
3. ***that the MRP policy, as outlined in Appendix D (Option 4), be adopted in respect of the Council's financial year ending 31 March 2018, subject to the Council's external auditor's opinion.***

E/16/106. **Improving Care Home Provision for Older People in Central Bedfordshire**

The Executive considered a report from the Executive Member for Social Care and Housing that set out a new opportunity in Ivel Valley to further improve care home provision.

Oak Manor, Shefford was due to open in September/October 2017 and 30 places were available to the Council's customers. The report sought approval to authorise the commencement of consultation on the closure of The Birches Older Persons Home (OPH), Shefford and find suitable alternative accommodation for the existing residents. One of the options available to residents at The Birches OPH was to relocate to Oak Manor, if they so wished. This would provide the residents with improved living conditions.

Reason for decision: To ensure that prior to making a decision about the future of the home, the Executive would have as much information as possible about the options available and the view of the interested parties.

RESOLVED

1. to recognise and respond to the opportunities to improve care home provision for older people in Ivel Valley by authorising the commencement of formal consultation on proposals for the future of The Birches OPH, as set out in paragraphs 38 to 48 of the report; and
2. to request that a report be submitted to a future meeting of the Executive advising on the outcome of the consultation and making recommendations about the future of the home.

[Note: Councillor Bowater arrived at the beginning of this item.]

E/16/107. **Proposal to make a Prescribed Alteration to Robert Peel Foundation Lower School, Sandy, St Swithuns VC Lower School, Sandy and John Donne C of E Lower School, Blunham**

The Executive considered a report from the Executive Member for Education and Skills that sought approval to commence the statutory consultation for the prescribed alterations to the accommodation at Robert Peel Foundation, St Swithuns Voluntary Controlled and John Donne Church of England Lower Schools. All three schools had consulted on a proposed change of age range for each school from 3-9 years to 3-11 years, to be implemented from September 2017, following the agreement of the schools, governors and parents. The Department for Education (DfE) required that the local authority carry out a statutory consultation for those schools that were required to physically enlarge their premises, due to an increase in capacity beyond a threshold as determined by the DfE.

In response to a question, the Executive Member for Education and Skills confirmed that there were no capital implications for the Council arising as a result of the proposal. However the schools and their governing bodies would need to manage their budgets especially carefully to accommodate the impact of the physical alterations.

Reason for decision: To ensure that the Council was able to meet all of the legal requirements placed on the Council by the Education and Inspection Act 2006.

RESOLVED

that the commencement of the statutory consultation process for the proposed prescribed alterations for Robert Peel Foundation Lower School, St Swithuns VC Lower School, Sandy and John Donne C of E Lower School, Blunham, be approved.

[Note: Councillor Zerny left the meeting after this item.]

E/16/108. **Proposed Change of Age Range for Shillington Lower School from 4-9 to 2-9 years of age**

The Executive considered a report from the Executive Member for Education and Skills that sought approval to commence a statutory consultation for the proposal to change the age range of Shillington Lower School, to integrate a pre-school provision following the closure of the previous pre-school on the last day of the Autumn school term 2016.

Reason for decision: To ensure that the village of Shillington has an early years facility.

RESOLVED

that the statutory process for the proposal to change the age range of Shillington Lower School from 4-9 years to 2-9 years be approved by integrating a pre-school provision from September 2017, namely:

- (i) that publication of the statutory notice be approved;**
- (ii) that the commence of formal consultation of at least four weeks be authorised; and**
- (iii) that the proposal following the representation period of the statutory notice be determined by the Executive on the 4 April 2017.**

E/16/109.

Determination of the Council's Admission Arrangements for the Academic Year 2018/19

The Executive considered a report from the Executive Member for Education and Skills that sought approval to determine the Admission Arrangements for 2018/19 for community and voluntary controlled schools for which the Council was responsible. There were proposed changes to the following two schools:

- Shefford Lower School – proposal to move the measuring point of the school; and
- Fairfield Park Lower School – proposal for the creation of priority areas within the catchment area of the school and moving the measuring point.

Concerns had been raised through the consultation about the safety of children walking to the new site at Fairfield Park Lower School. The Executive Member explained that as part of the planning approval for the new site, conditions had been put in place that included measures to mitigate traffic and road safety issues. The Executive Member for Community Services confirmed that he would follow up on the road safety measures. Also there had been concerns about the priority for catchment siblings being split over two sites. The school's governing body had amended the school's catchment sibling criterion to mitigate these concerns.

Reason for decision: To enable the Council to meet its statutory obligations to determine its admission arrangements for the academic year 2018/19.

RESOLVED

that the admission arrangements for community and voluntary schools for the academic year 2018/19, including the authority's co-ordinated scheme and religious affiliation supplementary information form, be approved.

E/16/110. **European Structural Investment Funds (ESIF) - ESF SEaMLESS Programme**

The Executive considered a report from the Executive Member for Education and Skills that provided further detail on the status of the SEaMLESS Consortium European Social Funds (ESF) bid. A programme had been planned to commence in January 2017 for completion on 31 December 2019, subject to approval by the Department for Work and Pensions (DWP). The bid was still currently under consideration by the DWP which would mean the commencement date would be delayed.

Reason for decision: To enable funding to be secured for SEaMLESS as it provided an excellent opportunity to lever in external funding to support vulnerable residents back into employment.

RESOLVED

1. **that the further detail provided about the SEaMLESS Consortium ESF funding bid, including the budget, outputs, results and targets, and associated impacts and risks to the Council, be noted;**
2. **to authorise the Council entering into the funding agreement, subject to approval by the DWP for the programme; and**
3. **to authorise the Director of Regeneration and Business and the Section 151 Officer to approve any minor amendments to this funding agreement, in consultation with the Executive Member for Regeneration and the Executive Member for Education and Skills.**

E/16/111. **Approval to Continue to Fund Healthwatch Central Bedfordshire from 1 April 2017 to 31 March 2021**

The Executive considered a report from the Executive Member for Social Care and Housing that sought approval to continue to fund Healthwatch Central Bedfordshire for the next 3 years.

Reason for decision: On the basis that Healthwatch Central Bedfordshire had performed satisfactorily against the Service Level Agreement since 2013, it was proposed that funding continued and that the Service Level Agreement was reviewed and updated to reflect current and future priorities.

RESOLVED

that the funding of Healthwatch Central Bedfordshire be approved for a further period of 3 years from 1 April 2017 to 31 March 2020.

E/16/112. Approval to Procure a New and Enhanced Domiciliary Care Framework Agreement and to Extend the Current Framework Agreement for a Period of 5 Months

The Executive considered a report from the Executive Member for Social Care and Housing that sought approval for the procurement of a new domiciliary care framework and domiciliary care contract/s for four courts for a period of 5 years (3 years plus up to 2 one year extensions) and to approve an extension to the current domiciliary care framework contract by 5 months to 30 September 2017.

Reason for decision: The current domiciliary care framework contract for adults and older people ended in April 2017 and the Council needed to procure a new framework contract to ensure that customers who needed care and support at home were able to access these services.

RESOLVED

- 1. that the procurement of a new domiciliary framework contract be approved, with the new arrangement to start on 1 October 2017 with a contract term of 3 years, plus up to 2 one year extensions;**
- 2. that the extension to the current domiciliary care framework contract for a period of 5 months be approved; and**
- 3. that the procurement of domiciliary care contract/s for four Extra Care Courts be approved and that the new contract/s to start on 1 October 2017 with a contract term of 3 years, plus up to 2 one year extensions.**

E/16/113. 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/16/114. Leisure Management Contract

The Executive considered a report from the Executive Member for Community Services on the future leisure management contract arrangements at Dunstable and Tiddenfoot Leisure Centres and The Grove Theatre.

Reason for decision: To ensure the provision of leisure and cultural services at Dunstable and Tiddenfoot Leisure Centres and The Grove Theatre offer best value in commercial terms and benefits for the community.

RESOLVED

that the recommendations contained in the exempt report, be approved.

E/16/115.

Tender Award for the Contract for Central Heating and Boiler Replacements to Council Housing 2017-2020

The Executive considered a report from the Executive Member Social Care and Housing that sought approval of the award of a 3 year contract, extendable by up to a further 3 years, for the Central Heating and Boiler Replacements 2017-2020. The existing contract ended in March 2017.

Reason for decision: The contract would help to ensure that the housing stock was kept in good repair and met tenants' current and future expectations.

RESOLVED

that the award of the most economically and qualitative advantageous tender to contractor A for the replacement of Central Heating Installations and Boilers to Council homes be approved.

(Note: The meeting commenced at 9.30 a.m. and concluded at 11.09 a.m.)

Chairman

Dated

**Central Bedfordshire Council
Forward Plan of Key Decisions
1 May 2017 to 30 April 2018**

1) During the period from **1 May 2017 to 30 April 2018**, 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 Richard Wenham	Deputy Leader and Executive Member for Corporate Resources
Councillor Ian Dalgarno	Executive Member for Community Services
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 Brian Spurr	Executive Member for Health
Councillor Nigel Young	Executive Member for Regeneration

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
4 April 2017	23 March 2017
6 June 2017	25 May 2017
1 August 2017	20 July 2017
10 October 2017	28 September 2017
5 December 2017	23 November 2017
9 January 2018	21 December 2017
6 February 2018	25 January 2018
3 April 2018	22 March 2018

Central Bedfordshire Council

Forward Plan of Key Decisions for the period 1 May 2017 to 30 April 2018

Key Decisions

Date of Publication: 23 March 2017

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.	Review of the 2011 Preliminary Flood Risk Assessment (PFRA) -	The Council as Lead Local Flood Authority for the area is required to provide a review of its 2011 'Preliminary Flood Risk Assessment'. This is a national requirement on all unitary and top tier authorities under the Flood Risk Regulations 2009 and needs to be completed by June 2017.	6 June 2017		Open Review of the 2011 Preliminary Flood Risk Assessment (PFRA)	Executive Member for Community Services Comments by 06/05/2017 to Contact Officer: Alys Bishop, Senior Engineer Email: alys.bishop@centralbedfordshire.gov.uk Tel: 0300 300 4215

Ref No.	Issue for Key Decision by the Executive	Intended Decision	Indicative Meeting Date	Consultees and Date/Method	Documents which may be considered	Portfolio Holder and Contact officer (method of comment and closing date)
2.	Re-development of Croft Green, Dunstable -	To award the tender for the construction phase of the re-development of Croft Green, Dunstable.	6 June 2017		Part exempt Appendix will contain commercially sensitive information. Re-development of Croft Green, Dunstable	Executive Member for Social Care and Housing Comments by 06/05/2017 to Contact Officer: Michelle Tsvakai, Housing Development Officer Email: michelle.tsvakai@centralbedfordshire.gov.uk Tel: 0300 300 6505
3.	Award of Contract - Development of Biggleswade South Gypsy and Traveller Site -	Tender evaluation submission for Executive approval for the construction of a new Gypsy and Traveller Site at Biggleswade South.	6 June 2017		Part exempt Award of Contract - Development of Biggleswade South Gypsy and Traveller Site	Executive Member for Social Care and Housing Comments by 06/05/2017 to Contact Officer: Ian Johnson, Housing Asset Manager Email: ian.johnson@centralbedfordshire.gov.uk Tel: 0300 300 5202

Ref No.	Issue for Key Decision by the Executive	Intended Decision	Indicative Meeting Date	Consultees and Date/Method	Documents which may be considered	Portfolio Holder and Contact officer (method of comment and closing date)
4.	The Integration of Health and Social Care in Central Bedfordshire (recommendations of Overview and Scrutiny enquiry) -	To provide the Executive with the Council's emerging vision for the integration of Health and Social care in Central Bedfordshire.	6 June 2017	Social Care Health and Housing Overview and Scrutiny Committee and Task and Finish Group	Open The Integration of Health and Social Care in Central Bedfordshire	Executive Member for Health, Executive Member for Social Care and Housing Comments by 06/05/2017 to Contact Officer: Jonathon Partridge, Head of Governance Email: jonathon.partridge@centralbedfordshire.gov.uk Tel: 0300 300 4634
5.	Central Bedfordshire Local Plan -	To consider the next steps in the development of the Central Bedfordshire Local Plan.	6 June 2017		Open	Executive Member for Regeneration Comments by 06/05/2017 to Contact Officer: Sue Frost, Interim Head of Place Delivery Email: sue.frost@centralbedfordshire.gov.uk Tel: 0300 300 4952

Ref No.	Issue for Key Decision by the Executive	Intended Decision	Indicative Meeting Date	Consultees and Date/Method	Documents which may be considered	Portfolio Holder and Contact officer (method of comment and closing date)
6.	Shared Lives Scheme Management Service for Adults with Learning Disabilities -	To seek approval to commission a Shared Lives Scheme Management Service for adults with learning disabilities.	6 June 2017	Consultation with Provider Forum 22 November 2016; Shared Lives Carers and Customers 13 December 2016 and January 2017. Internal working group set up to develop specification through procurement to award of contract.	Open Shared Lives Scheme Management Service for Adults with Learning Disabilities	Executive Member for Social Care and Housing Comments by 06/05/2017 to Contact Officer: Jane Moakes, Head of Strategic Commissioning Email: jane.moakes@centralbedfordshire.gov.uk Tel: 0300 300 5441
7.	Assumptions for Pupil Yield arising from Housing Development and Section 106 Contributions -	To provide an update on the assumptions around pupil yield arising from housing development and impact on S106 contribution calculation methodology.	6 June 2017		Open Assumptions for Pupil Yield arising from Housing Development and Section 106 Contributions	Executive Member for Education and Skills Comments by 06/05/2017 to Contact Officer: Victor Wan, Senior Education Officer (Planning) Email: victor.wan@centralbedfordshire.gov.uk Tel: 0300 300 5574
8.	Proposed Temporary Expansion of Henlow Church of England Academy -	To seek approval of additional middle school places in the Ward of Arlesey through the temporary expansion of Henlow Church of England Academy for September 2017	6 June 2017		Open Proposed Temporary Expansion of Henlow Church of England Academy	Executive Member for Education and Skills Comments by 06/06/17 to Contact Officer: Victor Wan, Senior Education Officer (Planning) Email: victor.wan@centralbedfordshire.gov.uk 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)
9.	Ivel Valley Quadrant Accommodation Plan -	To adopt the Ivel Valley Quadrant Accommodation Plan, which forms part of a new suite of documents to establish and articulate the Council's holistic approach to managing, developing and utilising its property and land assets portfolio.	6 June 2017		Open Ivel Valley Quadrant Accommodation Plan	Executive Member for Regeneration Comments by 06/05/2017 to Contact Officer Bernard Carter, Head of Facilities Management & Maintenance Email: bernard.carter@centralbedfordshire.gov.uk Tel: 0300 300 4175
10.	Central Bedfordshire Foster Carers and Adopters Policy -	To approve the implementation of a policy for Central Bedfordshire Council foster carers and adopters to apply for loans for extensions and adaptations to their homes.	6 June 2017		Open Central Bedfordshire Foster Carers and Adopters Policy	Executive Member for Social Care and Housing Comments by 06/05/2017 to Contact Officer: Annie Craig, Practice Manager, Fostering Email: annie.craig@centralbedfordshire.gov.uk

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.	Parking Strategy -	To receive the outcome of the consultation and adopt the Parking Strategy.	1 August 2017	Sustainable Communities Overview and Scrutiny Committee on 16 March 2017. 12 weeks public consultation commencing in November 2016.	Open Parking Strategy	Executive Member for Community Services Comments by 01/07/2017 to Contact Officer: Gerri Davies, Principal Strategic Transport Officer Email: geraldine.davies@centralbedfordshire.gov.uk Tel: 0300 300 4854
12.	Commissioning of New Middle School Places in Cranfield by September 2018 -	To consider the outcome of consultation by Holywell CoE (middle academy) and to seek approval of the proposal.	1 August 2017		Open	Executive Member for Education and Skills Comments by 01/07/2017 to Contact Officer: Victor Wan, Senior Education Officer (Planning) Email: victor.wan@centralbedfordshire.gov.uk 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)
13.	Highways Asset Management Plan -	The Highways Asset Management Plan (HAMP) sets out our approach to highways asset management in Central Bedfordshire. The HAMP will form part of the Incentive Fund Bid 2018.	1 August 2017		Open Highways Asset Management Plan	Executive Member for Community Services Comments by 01/07/2017 to Contact Officer: David Leverington, Rights of Way Team Leader Email: david.leverington@centralbedfordshire.gov.uk Tel: 0300 300 6107
14.	Homelessness Reduction -	Approve an updated Homelessness Strategy Action Plan, to take account of new duties proposed within the Government's Homelessness Reduction Bill.	1 August 2017		Open Homelessness Reduction	Executive Member for Social Care and Housing Comments by 01/07/2017 to Contact Officer: Nick Costin, Head of Housing Service Email: nick.costin@centralbedfordshire.gov.uk Tel: 0300 300 5219

Ref No.	Issue for Key Decision by the Executive	Intended Decision	Indicative Meeting Date	Consultees and Date/Method	Documents which may be considered	Portfolio Holder and Contact officer (method of comment and closing date)
NON KEY DECISIONS						
15.	Provisional Revenue Outturn Report 2016/17 (subject to audit) -	The report sets out the provisional revenue outturn financial position for 2016/17 (subject to audit) as at the end of March 2017. It sets out spend against the approved budget and it excludes the Housing Revenue Account which is subject to a separate report.	6 June 2017		Open Provisional Revenue Outturn Report 2016/17 (subject to audit)	Deputy Leader and Executive Member for Corporate Resources Comments by 06/05/2017 to Contact Officer: Denis Galvin, Head of Financial Performance Email: denis.galvin@centralbedfordshire.gov.uk Tel: 0300 300 6083
16.	Provisional Capital Outturn Report 2016/17 (subject to audit) -	The report sets out the Capital projected outturn for 2016/17 (subject to audit) as at the end of March 2017. It excludes the Housing Revenue Account (HRA) which is subject to a separate report.	6 June 2017		Open Provisional Capital Outturn Report 2016/17 (subject to audit)	Deputy Leader and Executive Member for Corporate Resources Comments by 06/05/2017 to Contact Officer: Denis Galvin, Head of Financial Performance Email: denis.galvin@centralbedfordshire.gov.uk 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.	Provisional Housing Revenue Account Outturn Report 2016/17 (subject to audit) -	The report sets out the Housing Revenue Account (HRA) 2016/17 provisional outturn revenue and capital position as at March 2017 (subject to audit).	6 June 2017		Open Provisional Housing Revenue Account Outturn Report 2016/17 (subject to audit)	Deputy Leader and Executive Member for Corporate Resources, Executive Member for Social Care and Housing Comments by 06/05/2017 to Contact Officer: Denis Galvin, Head of Financial Performance Email: denis.galvin@centralbedfordshire.gov.uk Tel: 0300 300 6083

Ref No.	Issue for Key Decision by the Executive	Intended Decision	Indicative Meeting Date	Consultees and Date/Method	Documents which may be considered	Portfolio Holder and Contact officer (method of comment and closing date)
18.	Budget Strategy and Medium Term Financial Plan (including the Capital Programme and Housing Revenue Account) -	This report starts the formal process that sets a framework for 2018/19 – 2021/22 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 2018/19 and Council Tax rate in February 2018.	1 August 2017		Open Budget Strategy and Medium Term Financial Plan (including the Capital Programme and Housing Revenue Account)	Deputy Leader and Executive Member for Corporate Resources Comments by 01/07/2017 to Contact Officer: Denis Galvin, Head of Financial Performance Email: denis.galvin@centralbedfordshire.gov.uk Tel: 0300 300 6083
19.	Fees & Charges Policy 2018 - 2021 -	The paper proposes the Fees & Charges Policy covering the three years 2018 to 2021.	10 October 2017		Open Fees & Charges Policy 2018 - 2021	Deputy Leader and Executive Member for Corporate Resources Comments by 10/09/2017 to Contact Officer: Denis Galvin, Head of Financial Performance Email: denis.galvin@centralbedfordshire.gov.uk Tel: 0300 300 6083

Ref No.	Issue for Key Decision by the Executive	Intended Decision	Indicative Meeting Date	Consultees and Date/Method	Documents which may be considered	Portfolio Holder and Contact officer (method of comment and closing date)
20.	Fees and Charges 2018 -	The report proposes the revised Fees and Charges prices for 2018; identifies new services for which it is proposed that Fees or Charges will be levied; and identifies those charges where proposed increases are significantly different from the advisory increase as per the 2017/18 Budget Strategy.	10 October 2017		Open Fees and Charges 2018	Deputy Leader and Executive Member for Corporate Resources Comments by 10/09/2017 to Contact Officer: Denis Galvin, Head of Financial Performance Email: denis.galvin@centralbedfordshire.gov.uk Tel: 0300 300 6083
21.	Quarter 1 2017/18 Revenue Budget Monitoring -	The report sets out the provisional outturn financial position for 2017/18 as at the end of June 2017. It sets out spend against the approved budget and it excludes the Housing Revenue Account which is subject to a separate report.	10 October 2017		Open Q1 2017/18 Revenue Budget Monitoring	Deputy Leader and Executive Member for Corporate Resources Comments by 10/09/2017 to Contact Officer: Denis Galvin, Head of Financial Performance Email: denis.galvin@centralbedfordshire.gov.uk Tel: 0300 300 6083

Ref No.	Issue for Key Decision by the Executive	Intended Decision	Indicative Meeting Date	Consultees and Date/Method	Documents which may be considered	Portfolio Holder and Contact officer (method of comment and closing date)
22.	Quarter 1 2017/18 Capital Budget Monitoring -	The report sets out the Capital projected outturn for 2017/18 as at the end of June 2017. It excludes the Housing Revenue Account (HRA) which is subject to a separate report.	10 October 2017		Open Q1 2017/18 Capital Budget Monitoring	Deputy Leader and Executive Member for Corporate Resources Comments by 10/09/2017 to Contact Officer: Denis Galvin, Head of Financial Performance Email: denis.galvin@centralbedfordshire.gov.uk Tel: 0300 300 6083
23.	Quarter 1 2017/18 Housing Revenue Account Budget Monitoring -	The report provides information on the 2017/18 Housing Revenue Account (HRA) projected outturn revenue and capital position as at June 2017.	10 October 2017		Open Q1 2017/18 Housing Revenue Account Budget Monitoring	Deputy Leader and Executive Member for Corporate Resources, Executive Member for Social Care and Housing Comments by 10/09/2017 to Contact Officer: Denis Galvin, Head of Financial Performance Email: denis.galvin@centralbedfordshire.gov.uk Tel: 0300 300 6083

Ref No.	Issue for Key Decision by the Executive	Intended Decision	Indicative Meeting Date	Consultees and Date/Method	Documents which may be considered	Portfolio Holder and Contact officer (method of comment and closing date)
24.	Quarter 2 2017/18 Revenue Budget Monitoring -	The report sets out the provisional outturn financial position for 2017/18 as at the end of September 2017. It sets out spend against the approved budget and it excludes the Housing Revenue Account which is subject to a separate report.	5 December 2017		Open Q2 2017/18 Revenue Budget Monitoring	Deputy Leader and Executive Member for Corporate Resources Comments by 05/11/2017 to Contact Officer: Denis Galvin, Head of Financial Performance Email: denis.galvin@centralbedfordshire.gov.uk Tel: 0300 300 6083
25.	Quarter 2 2017/18 Capital Budget Monitoring -	The report sets out the Capital projected outturn for 2017/18 as at the end of September 2017. It excludes the Housing Revenue Account (HRA) which is subject to a separate report.	5 December 2017		Open Q2 2017/18 Capital Budget Monitoring	Deputy Leader and Executive Member for Corporate Resources Comments by 05/11/2017 to Contact Officer: Denis Galvin, Head of Financial Performance Email: denis.galvin@centralbedfordshire.gov.uk 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)
26.	Quarter 2 2017/18 Housing Revenue Account Budget Monitoring -	The report provides information on the 2017/18 Housing Revenue Account (HRA) projected outturn revenue and capital position as at September 2017.	5 December 2017		Open Q2 2017/18 Housing Revenue Account Budget Monitoring	Executive Member for Social Care and Housing, Deputy Leader and Executive Member for Corporate Resources Comments by 05/11/2017 to Contact Officer: Denis Galvin, Head of Financial Performance Email: denis.galvin@centralbedfordshire.gov.uk Tel: 0300 300 6083
27.	Draft Budget 2018/19 and Medium Term Financial Plan -	The report proposes the draft Budget for 2018/19 and updates the Medium Term Financial Plan (MTFP) approved by Council in February 2017.	9 January 2018		Open Draft Budget 2018/19 and Medium Term Financial Plan	Deputy Leader and Executive Member for Corporate Resources Comments by 09/12/2017 to Contact Officer: Denis Galvin, Head of Financial Performance Email: denis.galvin@centralbedfordshire.gov.uk Tel: 0300 300 6083

Ref No.	Issue for Key Decision by the Executive	Intended Decision	Indicative Meeting Date	Consultees and Date/Method	Documents which may be considered	Portfolio Holder and Contact officer (method of comment and closing date)
28.	Draft Capital Programme 2018/19 To 2021/22 -	The purpose of this report is to seek Member approval for a draft Capital Programme for the Medium Term Financial Plan (MTFP) period 2018/19 to 2021/22 to facilitate effective financial management and planning.	9 January 2018		Open Draft Capital Programme 2018/19 To 2021/22	Deputy Leader and Executive Member for Corporate Resources Comments by 09/12/2017 to Contact Officer: Denis Galvin, Head of Financial Performance Email: denis.galvin@centralbedfordshire.gov.uk Tel: 0300 300 6083
29.	Draft Budget for the Housing Revenue Account (Landlord Business Plan) 2018/19 -	The report sets out the Draft Housing Revenue Account (HRA) Landlord Business Plan Budget for 2018/19, with proposals that respond to legislative changes; make best use of the investment potential; account for the rent reduction; and align to the debt strategy in the context of long term Business Planning.	9 January 2018		Open Draft Budget for the Housing Revenue Account (Landlord Business Plan) 2018/19	Deputy Leader and Executive Member for Corporate Resources, Executive Member for Social Care and Housing Comments by 09/12/2017 to Contact Officer: Denis Galvin, Head of Financial Performance Email: denis.galvin@centralbedfordshire.gov.uk Tel: 0300 300 6083

Ref No.	Issue for Key Decision by the Executive	Intended Decision	Indicative Meeting Date	Consultees and Date/Method	Documents which may be considered	Portfolio Holder and Contact officer (method of comment and closing date)
30.	Treasury Management Strategy and Treasury Policy -	The report proposes the Treasury Management Strategy and Treasury Policy for 2018/19.	6 February 2018		Open Treasury Management Strategy and Treasury Policy	Deputy Leader and Executive Member for Corporate Resources Comments by 06/01/2018 to Contact Officer: Denis Galvin, Head of Financial Performance Email: denis.galvin@centralbedfordshire.gov.uk Tel: 0300 300 6083
31.	Traded Services to Schools & Academies – Proposed Charges for 2018/19. -	The report proposes the revised 2018/19 charges for Traded Services to Schools & Academies for non statutory services.	6 February 2018		Open Traded Services to Schools & Academies – Proposed charges for 2018/19.	Executive Member for Education and Skills, Deputy Leader and Executive Member for Corporate Resources Comments by 06/01/2018 to Contact Officer: Denis Galvin, Head of Financial Performance Email: denis.galvin@centralbedfordshire.gov.uk 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)
32.	Fees and Charges - Social Care Health & Housing – April 2018 -	The report proposes the revised Fees and Charges prices for April 2018; identifies new services for which it is proposed that Fees or Charges will be levied; and identifies those charges where proposed increases are significantly different from the advisory increase as per the 2018/19 Budget Strategy.	6 February 2018		Open Fees and Charges - Social Care Health & Housing – April 2018	Executive Member for Social Care and Housing, Deputy Leader and Executive Member for Corporate Resources Comments by 06/01/2018 to Contact Officer: Denis Galvin, Head of Financial Performance Email: denis.galvin@centralbedfordshire.gov.uk Tel: 0300 300 6083
33.	Final Budget 2018/19 and Medium Term Financial Plan -	The report proposes the Final Budget for 2018/19 and updates the Medium Term Financial Plan (MTFP) approved by Council in February 2017.	6 February 2018		Open Final Budget 2018/19 and Medium Term Financial Plan	Deputy Leader and Executive Member for Corporate Resources Comments by 06/01/2018 to Contact Officer: Denis Galvin, Head of Financial Performance Email: denis.galvin@centralbedfordshire.gov.uk Tel: 0300 300 6083

Ref No.	Issue for Key Decision by the Executive	Intended Decision	Indicative Meeting Date	Consultees and Date/Method	Documents which may be considered	Portfolio Holder and Contact officer (method of comment and closing date)
34.	Final Capital Programme 2018/19 to 2021/22 -	The purpose of this report is to seek Member approval for a Capital Programme for the Medium Term Financial Plan (MTFP) period 2018/19 to 2021/22 to facilitate effective financial management and planning.	6 February 2018		Open Final Capital Programme 2018/19 TO 2021/22	Deputy Leader and Executive Member for Corporate Resources Comments by 06/01/2018 to Contact Officer: Denis Galvin, Head of Financial Performance Email: denis.galvin@centralbedfordshire.gov.uk Tel: 0300 300 6083
35.	Final Budget for the Housing Revenue Account (Landlord Business Plan) 2018/19 -	The report sets out the Final Housing Revenue Account (HRA) Landlord Business Plan Budget for 2018/19, with proposals that respond to legislative changes; make best use of the investment potential; account for the rent reduction; and align to the debt strategy in the context of long term Business Planning.	6 February 2018		Open Final Budget for the Housing Revenue Account (Landlord Business Plan) 2018/19	Deputy Leader and Executive Member for Corporate Resources, Executive Member for Social Care and Housing Comments by 06/01/2018 to Contact Officer: Denis Galvin, Head of Financial Performance Email: denis.galvin@centralbedfordshire.gov.uk Tel: 0300 300 6083

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

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

For the Municipal Year 2017/18 the Forward Plan will be published on the following dates:

Period of Plan	Date of Publication
1 May 2017 – 30 April 2018	4 April 2017
1 June 2017 – 31 May 2018	3 May 2017
1 July 2017 – 30 June 2018	25 May 2017
1 August 2017 – 31 July 2018	30 June 2017
1 September 2017 – 31 August 2018	20 July 2017
1 October 2017 – 30 September 2018	1 September 2017
1 November 2017 – 31 October 2018	28 September 2017
1 December 2017 – 30 November 2018	2 November 2017
1 January 2018 – 31 December 2018	23 November 2017
1 February 2018 – 31 January 2019	21 December 2017
1 March 2018 – 28 February 2019	25 January 2018
1 April 2018 – 31 March 2019	2 March 2018
1 May 2018 – 30 April 2019	22 March 2018

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Central Bedfordshire Council

Executive

Tuesday, 04 April 2017

Council Responsiveness (Recommendations of Overview and Scrutiny Enquiry)

Report of Cllr Paul Duckett, Chairman of the Corporate Resources Overview and Scrutiny Committee (paul.duckett@centralbedfordshire.gov.uk)

Advising Officers: Jonathon Partridge, Head of Governance,
jonathon.partridge@centralbedfordshire.gov.uk

This report relates to a Key Issue

Purpose of this report

1. To provide Members with the outcomes of the scrutiny enquiry into Council Responsiveness as reported to the Corporate Resources Overview and Scrutiny Committee.

RECOMMENDATIONS

That the Executive

1. **consider the report and recommendations of the enquiry at Appendix 1; and**
2. **respond to the report within two months indicating what action, if any, it proposes to take and if it decides to take no action, the reasons for that decision.**

Overview and Scrutiny Comments/Recommendations

2. This report and its recommendation were ratified by the Corporate Resources OSC on 24 January 2017 at which the Committee also sought a further report setting out proposals for additional joint committees at a future meeting.

Background

3. In February 2016 the Corporate Resources Overview and Scrutiny Committee (CROSC) agreed to undertake an enquiry to support the Council to deliver one element of the Five Year Plan relating to being a “responsive Council”.

4. The enquiry involved Cllrs Duckett (Chairman), Chatterley and Kane and throughout the course of the review met with officers from a range of services including Communications, Knowledge & Insight, Customer Services and Partnerships & Community Engagement.
5. The review focused on two specific aspects of council responsiveness as detailed in the attached report. Firstly a review of customer experience when contacting the Council and secondly a review of the extent to which residents could influence council decision-making for which the enquiry commissioned some independent research to be undertaken by Public Perspectives, the outcomes of which have informed this report.
6. The detailed report attached contains a summary of the findings of the enquiry and recommendations that are proposed to be provided to the Executive to enhance performance with regard to council responsiveness.

Council Priorities

7. The recommendations of the enquiry aimed to support the Council's approach to be a more efficient and responsive Council.

Corporate Implications

Legal Implications

8. The report contains recommendations to the Executive and as such on one level it might be concluded that no legal implications are necessary within this report on the basis that this could be included at a later stage should the list of proposals receive the backing of Executive. However, there is an alternative view which suggests that an early engagement with and awareness of legal issues or their absence is a good thing in helping to direct the project.
9. In the list of recommendations there is reference to expanding the significance of the Joint Committees (JCs). JCs are governed by a complex set of regulations and clarity around the proposed structure will be necessary in any future paper.
10. Constitutional changes such as those to the JC's is a Council function and as such the Executive will need to make recommendations via General Purposes Committee to amend the Constitution if these recommendations are supported.

Financial and Risk Implications

11. Many of the recommendations of the enquiry, if implemented, can be delivered within existing budgets.

12. There are however some recommendations that propose additional resources to support Members' engagement with the local community and giving further consideration for match funding Joint Committees to stimulate local participation.
13. The exact financial implication of the recommendations would depend upon the extent of their implementation but match funding the Joint Committees would result in an additional cost to be determined.

Equalities Implications

14. 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. This includes identifying opportunities to encourage people with protected characteristics to participate in public life or in other activities where their participation is low.
15. The recommendations of the enquiry aim to enhance the accessibility of the Councils' decision making process. If implemented it is envisaged that the proposals would provide additional channels through which residents of Central Bedfordshire could communicate with the Council in both a formal and informal manner.

Conclusion and next Steps

16. The Executive are asked to consider these recommendations and determine what action, if any, is necessary.
17. If the recommendations are agreed it is suggested that an update is provided to the Corporate Resources Overview and Scrutiny Committee within 2 months of their implementation.

Appendices

Appendix 1 Detailed report of the enquiry

Background Papers

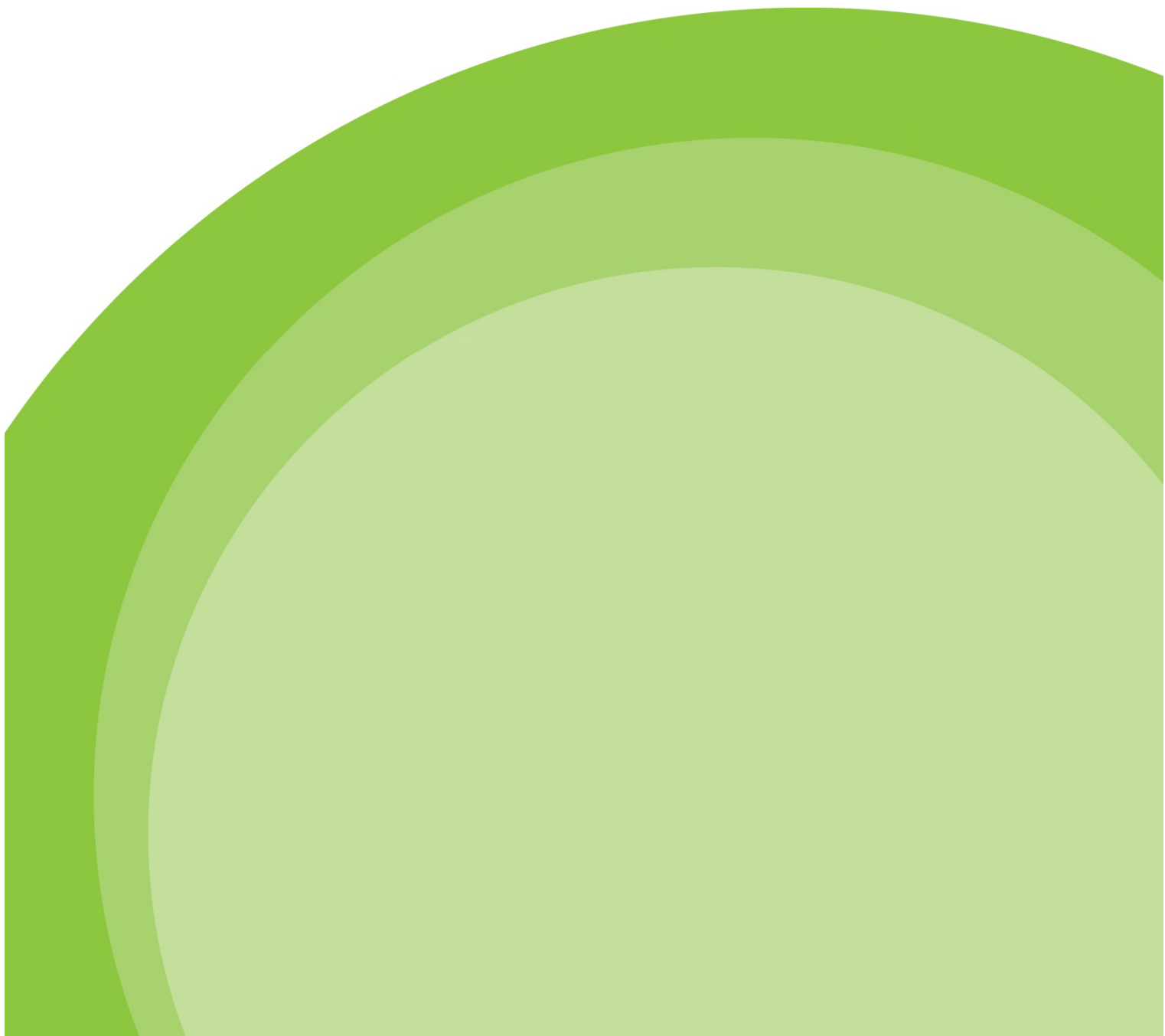
None

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Appendix 1

Outcomes of the scrutiny enquiry of Council responsiveness (2016)



Background

In February 2016 the Corporate Resources Overview and Scrutiny Committee (CROSC) agreed to undertake an enquiry to support the Council to deliver one element of the Five Year Plan relating to “responsive Council”. This priority relates to improving perceptions of the Council and more specifically the extent to which residents feel they can influence decisions affecting their local area and the extent to which residents were satisfied with the way any enquiries to the Council were handled and the outcomes that were achieved.

The enquiry involved Cllrs Duckett (Chairman), Chatterley and Kane and throughout the course of the review met with officers from a range of services including Communications, Knowledge & Insight, Customer Services and Partnerships & Community Engagement.

The review focused on two specific aspects of council responsiveness. Firstly a review of customer experience when contacting the Council. This included an analysing repeat callers, understanding where existing processes already worked well within the Council and site visits to the customer service centre to develop a understanding of the current practice.

Secondly the review focused on the extent to which residents could influence council decision-making for which the enquiry commissioned some independent research to be undertaken by Public Perspectives, the outcomes of which have informed and are cited throughout this report. Through the use of focus groups this research provided insight to understand resident experience in Central Bedfordshire their expectations, areas for improvement and helped to identify opportunities that have informed the enquiries recommendations.

National context and performance

Customer experience

Previous residents’ surveys tell us that about two-thirds of residents are satisfied with the way their enquiries were handled and the final outcome; that good quality, responsive customer services are important to influence perceptions of the Council; and that residents expect a quicker and easier resolution to their query when making contact through via email.

	Sep-12	Sep-13	Sep-14	Apr-15	Apr-16
Acts on the concerns of residents	39%	47%	44%	45%	55%
Satisfaction with council contact	71%	67%	68%	69%	70%
Satisfaction with the outcome of enquiries	60%	59%	62%	59%	63%

Influencing decisions

The residents’ survey also tells us that approximately one in three residents in Central Bedfordshire feels they are able to influence the Council’s decisions. This is likely to be influenced by personal experience of a specific decision affecting their local community but there is also a direct correlation the extent to which residents feel the Council is well run, the extent to which residents feel informed and the extent to which residents feel the Council provides value for money.

	2009	2011	2014	2016	National (2009)
% who feel they are able to influence decisions affecting their local area	31%	34%	38%	39%	39%

Findings of enquiry

Customer experience

To better understand existing customer experience Members received a demonstration of the existing Customer Portal and the functionality it provided to track complaints that had been logged with the Council. There had been positive feedback from customers on the new online reporting system but Members felt more work was necessary to ensure that the portal was used for a range of services and that in particular it was used to provide localised updates to Members on the key issues and complaints underway within their wards.

Members were encouraged to see that mechanisms were being implemented that would allow tracking of customer complaints but were keen to see improvements in the timescales for rolling out this mechanism and that this should provide customers with regular update on progress. However in some services Members were concerned that auto-replies were provided to residents that set an expectation a response might not be received for up to 90 days, which did not present a very responsive approach to customers.

On meeting to discuss their conclusions Members discussed that several of these issues had now been resolved and recommendations that might have been provided were no longer necessary.

RECOMMENDED that the council invest in a mechanism through which customer intelligence and customer complaints can be recorded centrally and that this mechanism allows Members to follow progress in dealing with complaints. Whilst it was noted that this mechanism was currently being rolled out in some areas it was recommended that this needed to happen more quickly and in as many Council services as possible.

RECOMMENDED that the Council fully embed a set of customer standards and a customer charter, ensuring that customer contact is logged appropriately and that a consistent approach to call backs and auto-replies was undertaken so as to embed a more responsive culture. This process should enable the council to determine performance standards across the Council so as to address areas that were less responsive.

RECOMMENDED that the Council continue to provide localised updates to Members on the key matters and complaints underway within their wards and that this be rolled out for other council services where appropriate.

Members also specifically discussed the number of Council Tax and Benefits forms, many of which were made available online during 2016 as a result of engaging with partners to ensure a streamlined and joined up service. The enquiry were informed of some concerns with the quality of service that could be provided within customer services in relation to Council Tax and Benefits as a specialist response was often required. Queries were often prioritised within customer

services according to officer judgement and there were no set response timescales other those provided to respond to telephone queries.

RECOMMENDED that the Council ensure residents are made aware that they can get support to complete online forms in hard copy if needed.

Members discussed the existing telephony system within customer services and agreed that this was a positive, fiscally responsible, efficient method of managing call flow and that it was likely to support an improved customer experience. Members were made aware that a call-back service and online survey were to be introduced and welcomed this as a way of improving customer perceptions around influencing change. Members did however query the levels of expertise within contact centre and the ease with which residents could access specialist advice as there was a perception that delays were caused when calls were passed to front-line teams and responses were not provided.

RECOMMENDED that in the future the Council review the accessibility of experts in different departmental areas to customer services, whether that be within the customer services team or in the front-line teams.

Finally Members discussed engagement with the business community in light of concerns relating to the extent which businesses were able to influence council decisions. Members were advised that the Council liaised closely with businesses in order to improve engagement. A dedicated account manager had been appointed to focus on business plans, business needs and strengthening partnerships and the Regeneration & Business Directorate were promoting consultation on the budget setting process.

Due to the nature of the account manager approach that was already being implemented the enquiry did not feel any recommendations were necessary in this area.

Influencing Council decision-making

To help Members understand the views of local residents and the factors that influence the extent to which people feel they can engage in Council decision making the enquiry commissioned Public Perspectives to undertake some detailed research into resident perceptions. The outcomes of this research relate to a number of key themes that were discussed by Members as follows:-

Accessibility of the Council's Governance

Residents said that they felt the Council needed to do more to make residents more aware of opportunities to raise issues and get involved in consultations. Ultimately, participants said they felt the Council could and should do more to promote opportunities to raise issues and get more involved in decision making. There were also views that due to the formal nature of many of the Council's meetings there was a need to strike a better balance between the formal Committee meetings at which decisions were taken and the informal opportunities to engage people in the decision making process.

"Can they create some sort of 'how to' guide to help you know how to get in touch and make things happen. That's my main problem, I don't really know where to start. They need to make that easier and clearer."
Central Beds resident

From the perspective of residents providing opportunities to engage was more to do with the Council having a greater willingness to involve residents in decision making as oppose to the actual methods employed, which they considered fairly straightforward. However, it was noted that most participants said they did not want to see the Council spending a fortune on promoting opportunities to get involved, they wanted to see it done in a proportional way and making best use of existing resources.

"You get the feeling that they sometimes don't want you to get involved, to know what's going on so that you can't try and influence their decisions. It's more about a lack of commitment to engaging residents, not about poor communications in general."
Central Beds resident

The enquiry reviewed several examples of best practice at a government and local authority level of the ways that others make residents aware of the opportunities to engage in decision making in determining the recommendations below.

RECOMMENDED that the Council develop and consult on a clear set of guides to the Council's decision making and governance structures that can ultimately be shared on the website and with Town and Parish Councils and other existing local publications to promote the role of local members as advocates on behalf of their communities.

RECOMMENDED that a clearly referenced section titled "influencing council decisions" be added to the website that draws together information on public engagement in the Council's governance arrangements.

RECOMMENDED that the Council lead a bottom-up approach to agenda-setting by making use of annual surveys, community intelligence reports and MP/Councillor enquiries and that feedback be

provided to those who propose items by updating them on the way in which they have informed the agendas of Council committee.

RECOMMENDED that the use of online methods of communication and social media be enhanced as an informal channel to more proactively engaging with local communities on agenda items and matters of local concern.

RECOMMENDED that webcasts and social media be used more proactively as a means of engaging with residents in a formal setting.

Community engagement

Several participants said they felt Central Bedfordshire Council was remote to them and their communities, both in terms of representativeness and geography. Similarly residents said that they felt their local Councillors should be more visible, accessible and do more for them.

“I think the Council, and Councillors, should be more pro-active. They need to get out in to the communities and local villages. They could do roadshows, telling residents how to get involved and what hot issues are happening for them to get involved in.”
Central Beds resident

Residents also felt the Council as a whole should be more pro-active and get out into the community more, promoting current issues (including current consultations around major housing developments, infrastructure projects, budget and spending priorities) and ways to get involved.

RECOMMENDED that the Council Support Members to be leaders of their community by providing regular briefings that outline decisions to be taken and opportunities for residents to engage in council decision making as a way of sharing this information with the local community.

RECOMMENDED that council resources be enhanced to support Members’ engagement with the local community, including through the use of Joint/Partnership Committees, and to help Members to use online channels (social media, blogs, online debates/forums) as a way of engaging with the community.

RECOMMENDED that the use of social media and online channels be enhanced to encourage a more transparent way of undertaking community engagement.

RECOMMENDED that a greater number of formal and informal meetings take place within local communities as a way of engaging with residents on decisions that are important to their local area.

RECOMMENDED that the Council proactively identify opportunities for local or devolved decision making to stimulate community action and local resilience.

Creating a focal point with Parish/Town Councils

Building on the feedback that some residents felt they were remote from the Council and the desire to increase the visibility of Councillors and the Council, some residents also said they felt Parish/Town Councils could do more for them. Several residents also provided examples of where their Parish/Town Council had acted very positively on their behalf and had been their voice in

engaging with Central Bedfordshire Council. Consequently, some residents said that this could be another way for local residents to engage with Central Bedfordshire Council.

“I think the Parish Council could be used more. They’re required to raise issues with Central Beds Council and get a response. So I’d like to see the Parish Council engaging with local residents more and local residents using them more to raise issues. . . Central Beds have a role in that too, they could do more to build closer relationships with the Parish Councils and encourage and support them to go out there and be the voice of local people.”
Central Beds resident

Specifically related to planning and housing development consultations, participants said they wanted more involvement. In short they wanted planning and housing development to be community led. This means involving the community at the outset in trying to address the challenge of meeting housing need and placing community interests at the heart of the process.

RECOMMENDED that the remit of Joint Committees as a focal point for two-way information sharing, sharing ownership of matters and consultation on issues that directly affect the town be enhanced, rolling it out to other parts of Central Bedfordshire, encouraging parishes and smaller towns to collaborate and work together in clusters with clear links to the Council’s existing decision making committees and overview and scrutiny.

RECOMMENDED that further consideration be given to match funding for Joint Committees to stimulate local participation.

RECOMMENDED to encourage the use of community planning with the Council supporting Parish/Town Councils to use this as a vehicle to identify their aspirations for their local areas and influence overarching policy (through the use of *presentations and provision of officer support*) at a parish and a quadrant level.

Focusing on consultation and co-production

Most residents said they wanted to be consulted as early as possible in any given process. This was mainly in relation to planning and housing development consultations, but the principle extended to all forms of consultation. Participants said that it often felt like they were being consulted late in the process, that decisions had already been made and that the consultation was a tick box exercise to rubber stamp a decision.

“As a principle I’d like to be consulted at the start, when a decision hasn’t been made. It always feels like you’re getting involved late on in the process and the consultation is not meaningful. It’s like they don’t want you to get involved early on when the decisions are still to be made. They seem more happy to get your view later on, just so they can say they consulted.”
Central Beds resident

Participants strongly said they wanted more feedback about the outcomes of consultations and other forms of engagement with the Council. A lack of feedback both frustrated residents and meant they were not able to see if their involvement had influenced decision making. They also said that even if a decision went against them, that receiving feedback explaining the decision was important to provide for transparency in decision making and help them understand why a decision had been made.

“Feedback is really important. It’s all well and good coming to an event like this [a discussion group], but what happens next? How do you know if you’re able to influence decision making if you don’t get feedback . . . I’ve been involved before in a consultation where they totally went against what local residents wanted, but they didn’t explain their decision. If they’d explained it then maybe we could have understood.”

Central Beds resident

Ultimately, most participants said they wanted to see the Council become more resident or customer focussed. This is more of a cultural/attitudinal change as oppose to doing anything specific. As mentioned, most residents said they currently feel the Council is not necessarily listening to them or on their side, especially when it comes to major housing developments. Consequently, they feel that consultations are not meaningful and that they are not able to influence decisions easily.

RECOMMENDED to invest in forward planning to identify big change programmes to provide the opportunity for co-production of change in a meaningful and timely way on the principles and direction of change with local communities, including both residents and Parish/Town Councils

RECOMMENDED that consultations manage the expectations of residents and make it clear the elements that residents can realistically influence.

RECOMMENDED the Council more proactively publish decisions and outcomes of its meetings including providing feedback on the reasons for decisions where there is significant public interest.

Getting involved

The residents of Central Bedfordshire are Overview and Scrutiny's most useful resource for finding out what the key issues are. Residents, community groups, local businesses and others that live or work in the area can make valuable contributions to much of the work Overview and Scrutiny does.

The work programme of Overview and Scrutiny can be flexible, so if there is an issue that you would like to see tackled or if you would just like to find out more about Overview and Scrutiny at Central Bedfordshire Council please contact the Overview and Scrutiny team at the following address:-

Overview and Scrutiny
Central Bedfordshire Council
Priory House
Monks Walk
Chicksands
Shefford
SG17 5TQ

0300 300 4634

scrutiny@centralbedfordshire.gov.uk

Alternatively you can suggest an item via the Council's website at the following address:-

<http://www.centralbedfordshire.gov.uk/council/consultations/overview-scrutiny-survey.aspx>

Details regarding forthcoming meetings, including copies of the reports and a list of future meeting dates can be obtained from the Overview and Scrutiny website at the following link:

<http://www.centralbedfordshire.gov.uk/council/overview-scrutiny/overview.aspx>

All OSC meetings are open to the public and a list of future meeting dates is available from the Council's website. Residents are also welcome to come and speak and provide their views at meetings. If you would like to attend a meeting and speak please contact us in advance.



A great place to live and work

Contact us...

by telephone: 0300 300 8301

by email: scrutiny@centralbedfordshire.gov.uk

on the web: www.centralbedfordshire.gov.uk

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

Central Bedfordshire Council

Executive

4 April 2017

School Parking (recommendations of Overview and Scrutiny enquiry)

Report of Councillor D McVicar, Chairman of the Sustainable Communities Overview and Scrutiny Committee
(david.mcvicar@centralbedfordshire.gov.uk)

Advising Officers: Rebecca Preen, Scrutiny Policy Adviser
(rebecca.preen@centralbedfordshire.gov.uk)

This report relates to a Key Decision

Purpose of this report

1. To provide Members with the outcomes of the scrutiny enquiry into School Parking as reported to the Sustainable Communities Overview and Scrutiny Committee.

RECOMMENDATIONS

That the Executive

1. **consider the report and recommendations of the enquiry at Appendix 1; and**
2. **respond to the report within two months indicating what action, if any, it proposes to take and if it decides to take no action, the reasons for that decision**

Overview and Scrutiny Comments/Recommendations

2. This report and its recommendations were ratified by the Sustainable Communities OSC on 12 January 2017, suggesting that each agreed recommendation be assigned to the appropriate directorate for delivery and that a copy of the report be circulated to all schools within the region.

Background

3. At their meeting on 1 July 2016 the Sustainable Communities Overview and Scrutiny Committee (SCOSC) requested a review of parking issues outside of schools in light of concerns raised by Members.

4. An enquiry was formed of Cllrs K Matthews, C Gomm, A Graham, M Versallion and T Swain, who undertook to review the subject and report back to the SCOSC with their findings.
5. Throughout the enquiry evidence was received from officers in the Council's Highways, Development Management (DM), Schools Planning, Travel Planning and Parking Enforcement Teams. Evidence was also received from schools and parents.
6. The purpose of the enquiry was to determine the best possible solutions with regards to car parking and vehicular access at schools to ensure the free movement of traffic around schools, particularly in light of the implications of school expansion.
7. Members were keen to deliver a cost-neutral policy which set out in an open and transparent manner how the Council would plan for transport and access to schools when planning an extension to an existing school, or developing a new school.
8. Members acknowledged the need to address where possible the current challenges experienced at some schools.
9. Members noted the importance of ensuring that any recommendations should support the objectives detailed within the Council's 5 year plan and the need to consider the most appropriate solutions to invest in to tackle parking problems isolated to very short periods within the day.
10. The detailed report attached contains a summary of the findings of the enquiry and recommendations that are proposed to be provided to the Executive to support improvements with regards to problems experienced by parking outside of schools.

Council Priorities

11. The recommendations of the enquiry aimed to support the Council's priority of Enhancing Central Bedfordshire and ensuring it is a 'Great Place'.

Legal Implications

12. The Highway Authority has a wide discretion as to the circumstances in which they can make Traffic Regulation orders. Whether any new Orders will be required to prevent vehicles waiting/parking will depend upon the individual site circumstances. Where parking takes place outside schools and controls may already exist then enforcement of those controls can be prioritised. A strengthening of the staff engaged could achieve this but will give rise to an additional cost.

13. The introduction of new areas where control can be enforced will require the making and publishing of Orders Under the Road Traffic Regulation Act 1984 there is a requirement to consult and take into account objections. The procedures are prescribed by regulation. The publicity requirements and order making procedure will generate a cost but once confirmed the orders can be enforced. There will be some additional costs in respect of road marking and signage that explain the extent and nature of the restriction which could be imposed at specific times rather than throughout the day.
14. The possibility of varying the local speed limit for traffic in the vicinity of schools is also available to the Highway Authority. The Road traffic Regulation Act 1984 specifies that restricted roads, ones that have lamp posts spaced no more than 200 yards apart would normally be subject to a 30 mph speed limit. The status of the road can be varied by the traffic authority and by the making a further regulation order a speed limit restriction can be varied. It will depend on local circumstances but these sites are likely to be located in the urban area and within an existing 30mph area.
15. The use of planning Conditions to limit local congestion or reduce parking must meet the tests of reasonableness, relate to the development, be appropriate and be enforceable. Conditions that seek to limit the use of the highway by particular users are illegal so they have to approach the issue by promoting change in behaviours and good practice for example advocating routing plans or promoting sharing of vehicles and the minimising of car use in connection with locating development at sustainable locations.

Financial and Risk Implications

16. There are four recommendations that may incur additional costs: 3, 5, 7 and 8. During the course of the review it was confirmed that any costs would be met within existing budgets and the remaining recommendations use existing resources and will therefore not impact budgets.

Equalities Implications

17. 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. Throughout the course of the enquiry, efforts have been made to ascertain and understand the complexities relating to the differing needs of parents / carers, children of different ages and local residents.

A range of balanced and proportionate recommendations have been identified which will support the development of flexible and locally focused solutions.

Conclusion and next Steps

18. The Executive is asked to consider the recommendations of the review and determine what action, if any, is necessary.

Appendices

Appendix 1 Detailed report of the enquiry

Background Papers

None

Central Bedfordshire Council**Sustainable Communities Overview and Scrutiny Committee****12 January 2016**

TITLE OF REPORT: Outcomes of the scrutiny enquiry of school's parking**Report of:** Cllr Ken Matthews, Chairman of the Enquiry

Advising Officers: Ann Rowland, Team Leader Highways Development Management (ann.rowland@centralbedfordshire.gov.uk) Paul Mason, Assistant Director, Highways (paul.mason@centralbedfordshire.gov.uk) Victor Wan, Head of School Organisation, Admissions & Capital Planning (victor.wan@centralbedfordshire.gov.uk) and Rebecca Preen, Scrutiny Policy Adviser (rebecca.preen@centralbedfordshire.gov.uk)

Purpose of this report

1. To summarise the findings of the school's parking enquiry and to provide recommendations in order to facilitate future improvements.

RECOMMENDATIONS

The Committee is asked to consider and support the recommendations to be provided to the Executive resulting from the enquiry, as detailed in the body of the report, subject to any additional input as may be necessary.

Background

2. At their meeting on 01 July 2016 the Sustainable Communities Overview and Scrutiny Committee (SCOSC) requested a review of parking issues outside of schools in light of concerns raised by Members.
3. An enquiry was formed of Cllr K Matthews, C Gomm, A Graham, M Versallion and T Swain, who undertook to review the subject and report back to the SCOSC with their findings.

4. Throughout the enquiry evidence was received from officers in the Council's Highways, Development Management (DM), Schools Planning, Travel Planning and Parking Enforcement Teams. Evidence was also received from schools and parents.
5. The purpose of the enquiry was to determine the best possible solutions with regard to car parking and vehicular access at schools to ensure the free movement of traffic around schools, particularly in light of the implications of school expansion.
6. Members were keen to deliver a cost-neutral policy which set out in an open and transparent manner how the Council would plan for transport and access to schools when planning an extension to an existing school, or developing a new school.
7. Members acknowledged the need to address where possible the current challenges experienced at some schools.
8. Members noted the importance of ensuring that any recommendations should support the objectives detailed within the Council's 5 year plan and the need to consider the most appropriate solutions to invest in to tackle parking problems isolated to very short periods within the day.

National Context

9. Central Government guidelines provide a framework to assist Local Authorities in shaping their policies with regards to school travel planning. In considering any possible changes to existing policies, the local authority should have regard to the Education Act 1996 which states:-

“Section 508A of the Act places a general duty on local authorities to promote the use of sustainable travel and transport. The duty applies to children and young people of compulsory school age who travel to receive education or training in a local authority's area.

The Act defines sustainable modes of travel as those that the local authority considers may improve the physical well-being of those who use them, the environmental well-being of all or part of the local authority's area, or a combination of the two.”

10. Central Bedfordshire Council's current policies in relation to travel and parking around schools are in line with Central Government directives and research supports that many other Local Authorities have similar policies in place. 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. It states:-

“We will encourage the development of positive environments which actively promote a healthy weight. This involves transport, the built environment, early years settings, schools...an increase in the number of families walking and cycling to work/school... all local planning and policy decisions have a focus on preserving and creating healthier environments which provide opportunities for physical activity...and an increase in the use of sustainable modes of travel including walking and cycling, both for leisure and commuting.”

11. The remainder of this report sets out the findings of this review in light of which recommendations that are aimed at improving existing performance.

Enquiry Findings and Recommendations

School Travel Plans

12. School's Travel Plans are the direct responsibility of schools and are actively encouraged and promoted by Council Officers. However, the evidence received from the School's Travel Plan Officer found that there is no longer a dedicated resource to carry out this function, instead it is absorbed as part of a wider workload. As a result some school travel plans are several years old, have not been updated nor actively promoted by the school.
13. Every year a classroom 'hands up' survey is carried out to determine how each child usually travels to school. Based on the return of the past 3 years data, figures of 20-37% were cited as 'core drivers' in any given area. Core drivers are the percentage of children who are usually driven to school on their own and not part of a car sharing scheme or any other method of car 'pooling', also termed 'single occupancy vehicle'. During the review Members were keen to understand measures taken to address and reduce these numbers, whether travel plans were effective due to their 'soft touch' nature and whether schools implemented and promoted them effectively. It was also noted that public transport in a variety of locations, particularly rural, did not match school timetables, yet were cited as appropriate means of travel within travel plans.
14. Working closely with schools had proved very effective in the past, with schools taking the initiative to minimize parking breaches outside of their premises.

- 1. RECOMMENDED that officers work closely and proactively with schools, taking into account current resources and staffing levels to regularly promote school travel plans and**

existing health programmes that encourage active and sustainable travel for children within catchment.

- 2. RECOMMENDED that every school be encouraged to produce an active and regularly updated travel plan, maintaining the relationship with Council officers when providing travel data.**

Information sharing

15. Members discussed the use of technology, social media, email and the inclusion of school's parking information on the Council and school websites, with the possibility of drafting communications to be shared with all Head Teachers as frequently as necessary. This would encourage regular contact with schools and the promotion of sustainable solutions that would reinforce the importance of safety and responsible parking in the vicinity of schools.
16. During the review Members were appraised of other local authority practices and solutions, one of which was an online leaflet, which members felt could be replicated by Central Bedfordshire Council. (See Appendix F)

- 3. RECOMMENDED the production of a school's parking leaflet similar to that of a neighbouring authority with distribution electronically where possible to schools, parents and via the Council's website and social media outlets.**
- 4. RECOMMENDED regular (termly) communication between Council Officers and Head Teachers, reinforcing the promotion of school travel plans and sustainable travel solutions.**

Minimising risk and prioritising safety

17. The numbers of accidents, incidents and collisions around schools, in Central Bedfordshire are relatively low at 25 incidents out of a total of 18,765 pupils (see Appendices A and B). As a result the enquiry felt that the Council's current policy was effective in minimising risks and prioritising the safety of school children.
18. There is no current policy in place in Central Bedfordshire with regards to parking enforcement outside of schools but breaches are prioritized on a case by case basis. The future appointment of an additional enforcement officer would enable a focus specifically on this area.

19. ANPR vehicles can be used outside of schools but it had proved cost prohibitive to utilise them in isolation as the Council are bound by restrictions on their use. For example, the cost of camera maintenance per year is currently £9,820.00 with the cost recouped from Penalty Charge Notices (PCN's) issued to drivers directly outside of schools during 2014-15 at approximately £5,075 resulting in the Council running at a loss.
20. Data provided in relation to PCN's included the following:-
 - That 40 PCN's had been issued for school contraventions from April 2015 to March 2016.
 - To date 21 PCN's had been issues for school contraventions from April 2016 to September 2016.

- 5. RECOMMENDED that the Council fully enforce inappropriate parking on yellow 'zig zags' which are placed along the entire frontage of all schools, ensuring they are always positioned to the maximum enforceable length.**
- 6. RECOMMENDED that where parking restrictions exist, current measures are robustly deployed and enforced, taking into account existing resources.**
- 7. RECOMMENDED that visible signage be displayed outside all schools where deemed necessary, prohibiting parking and waiting between the hours of approximately 8-9am and 3-4pm, acknowledging that individual schools may have differing opening times, taking into account the impact of any restrictions upon residents within the area and existing budget constraints.**
- 8. RECOMMENDED the introduction of 20mph zones outside of new schools and existing schools, assessing the most appropriate radius to place them in.**

Partnership working

21. The evidence received from the Council's Highways, DM and Schools Planning departments demonstrated that although they did work closely together when determining school expansions, Members felt more could be done to strengthen partnership working and ensure planning conditions were applied where necessary.
22. Members acknowledged that each area had its own unique set of problems and that one solution would not fit all, with a need to consider whether existing Council policies went far enough in ensuring developers contributed to parking mitigations where necessary.

23. It is important to bear in mind that Council policy does not currently encourage or dictate that conditions should be applied to developments which allow for parking mitigations to be included within planning conditions. Members discussed whether policy could be amended to allow for this where appropriate, taking into account that this principle goes against the primary policy of promoting active and sustainable travel and that a built solution such as drop off zones may encourage parents to drive their children to school unnecessarily.
24. Having researched the evidence in relation to statutory government guidelines it became clear that there were no national or other local authority benchmarking policies which supported a 'built' solution, for example drop off zones. However, Members were keen to ascertain whether the evidence gathered could mitigate a solution of providing more parking provision for parents.
25. An example was provided of a recent development within Cranfield whereby conditions were successfully applied using current policy and officers suggested that it was likely this process could be replicated in future where necessary, without the need to amend policy (see Appendix C).

9. RECOMMENDED that planning conditions already within the Council's remit be applied when considering school expansions and new builds, without the need to amend current policy.

26. The evidence identified some cases of good practice within other area schools, which could be promoted by the Council when reviewing current practices, particularly in relation to partnership working with schools and encouraging them to introduce or enhance measures to tackle parking problems outside of the school premises (see Appendix D).

10. RECOMMENDED that lower and primary schools be encouraged to allocate a designated member of staff to manage collection and drop off of children at the start and end of the school day.

Design principles

27. Based on known reported problems in relation to schools parking, evidence suggested that many of the problems were located directly to the front of school gates or on the road immediately outside of the school (see Appendix E and Table 1, Head Teacher, parent and resident survey results). In response Members considered whether a design principle could be introduced whereby new school builds

precluded roads being built outside of the front of a school, with staff accessing a gated entrance to the rear of the site. It was agreed that safety and access to the school should be of paramount importance and that a design principle such as this may be difficult to implement, but that any design should include provision for school buses where necessary.

11. RECOMMENDED that new schools and expansions include provision for school buses, access and turning wherever possible.

Head Teacher, Parent and Resident Engagement

28. To support the enquiry, Members discussed the importance of engaging with the local community to gain insight into the problems schools, parents and residents were experiencing. Four school areas were identified as having existing problems in relation to parking outside of schools and had been subject to or were in the process of applying for further expansion. Those schools were Arnold Academy in Barton-le-Clay, Cranfield Church of England Academy, Church End Lower School including the Forest End site in Marston Moretaine and the Potton Federation of schools, Lower and Middle.
29. Officers contacted the Head Teachers of each school and carried out a telephone survey, securing agreement that the school would in turn consult with parents. A bespoke survey was then forwarded to Head Teachers with a similar version for parents. The evidence demonstrated that community facilities such as village hall car parks were often not made available to schools. Were they to be made available it could aid a 'park and stride' or walking bus solution.
30. Residents living directly outside of the schools were contacted highlighting the problems experienced by those living within the vicinity of the school and the suggested solutions they would like to see introduced.

A summary table of the resident's survey results can be found below with the complete evidence from all 3 groups located in Appendix E (i-vii):-

Table 1 – Resident survey results (Combined data)

Problem faced	Percentage of residents who cited this as an issue
Blocked resident driveways at school drop off and pick up times	70%
Safety issues connected with parking	62%
Poor parking	49%
Narrow roads or pathways outside of the school	38%

31. Members carefully considered all the responses received from each of the three groups, weighing each problem and proposed solution against current Council policy, budget constraints and resources, acknowledging the impact of the problems faced by the public and the need to support improvement measures. Members were mindful of the fact that some parents drive their children to school due to a lack of public transport in particular areas. There is also more choice as to where parents are able to send their children to school, with many attending out of catchment schools. Working parents also often travelled to work immediately after having dropped children to school.

32. In response to the survey results the School Planning Officer highlighted that any funds allocated to parking mitigations, although seemingly providing an immediate solution, would need to be sourced from the overall education budget which could impact the number of school places available. Planning Officers also detailed the difficulties in securing Section 106 and CIL contributions from developers to provide parking mitigations, due to the fact that the Council had a statutory duty to promote sustainable travel solutions in the first instance.

12. RECOMMENDED that schools promote a staggered start and finish time where a number of schools are in close proximity to one another in order to alleviate the pressure on parents needing to drop off children of differing ages to different schools.

13. RECOMMENDED that schools promote walking buses where practical, further strengthening schemes to encourage walking, cycling, scooting and other means of sustainable travel.

14. RECOMMENDED that middle and upper schools be encouraged to work with local transport providers to facilitate

subsidised travel for out of catchment children, where practical.

- 15. RECOMMENDED that schools work closely with catchment area children and parents to minimise as much as possible any unnecessary short distance car journeys, taking into account the time constraints faced by working parents.**
- 16. RECOMMENDED that schools be encouraged to work closely with the local community in order to maximise shared resources including utilising village hall car parks, local supermarkets, park and stride solutions and liaison with parish councils in order to support improvements and closer partnership working.**

Reason/s for recommendations

33. The evidence considered by this enquiry highlighted the need to review whether the Council's existing policies went far enough in mitigating parking issues in known problem areas. Due to concerns raised by Members, residents, parents and schools it is important that the Council supports the community in relation to schools parking where possible. The recommendations detailed in this report will support improved conditions, consideration given to expanding and new schools with parking mitigations for the future.
34. The majority of Members agreed that existing powers within current policies in relation to the application of planning conditions went far enough in allowing parking mitigations to be included where necessary, as long as they were consistently and robustly applied. It was therefore deemed unnecessary to recommend amending policy, instead strengthening current measures and ensuring a close working relationship between Council officers and schools in order to address the current issues faced and minimise their occurrence when building new schools or agreeing the expansion of existing schools.

Council Priorities

35. The improvement of parking problems outside of schools directly addresses the Council's priority of Enhancing Central Bedfordshire and ensuring it is a 'Great Place'.

Legal Implications

36. The Highway Authority has a wide discretion as to the circumstances in which they can make Traffic Regulation orders. Whether any new Orders will be required to prevent vehicles waiting/parking will depend upon the individual site circumstances. Where parking takes place

outside schools and controls may already exist then enforcement of those controls can be prioritised. A strengthening of the staff engaged could achieve this but will give rise to an additional cost.

37. The introduction of new areas where control can be enforced will require the making and publishing of Orders Under the Road Traffic Regulation Act 1984 there is a requirement to consult and take into account objections. The procedures are prescribed by regulation. The publicity requirements and order making procedure will generate a cost but once confirmed the orders can be enforced. There will be some additional costs in respect of road marking and signage that explain the extent and nature of the restriction which could be imposed at specific times rather than throughout the day.
38. The possibility of varying the local speed limit for traffic in the vicinity of schools is also available to the Highway Authority. The Road Traffic Regulation Act 1984 specifies that restricted roads, ones that have lamp posts spaced no more than 200 yards apart would normally be subject to a 30 mph speed limit. The status of the road can be varied by the traffic authority and by the making of a further regulation order a speed limit restriction can be varied. It will depend on local circumstances but these sites are likely to be located in the urban area and within an existing 30mph area.
39. The use of planning Conditions to limit local congestion or reduce parking must meet the tests of reasonableness, relate to the development, be appropriate and be enforceable. Conditions that seek to limit the use of the highway by particular users are illegal so they have to approach the issue by promoting change in behaviours and good practice for example advocating routing plans or promoting sharing of vehicles and the minimising of car use in connection with locating development at sustainable locations.

Financial Implications

40. There are four recommendations that may incur additional costs: 3, 5, 7 and 8. During the course of the review it was confirmed that any costs would be met within existing budgets and the remaining recommendations use existing resources and will therefore not impact budgets.

Equalities Implications

41. 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. Throughout the course of the enquiry, efforts have been made to ascertain and understand the complexities relating to the differing needs of parents / carers, children of different ages and local

residents. A range of balanced and proportionate recommendations have been identified which will support the development of flexible and locally focused solutions.

Conclusion and next Steps

42. The Committee are asked to review the recommendations detailed in the report and support that they be presented to the Executive and implemented.

Appendices

Appendix A – Incident and accident statistics

Appendix B – All Saints Academy Accident Model

Appendix C – Example - Cranfield Planning conditions, application number CB/15/02292 Link:-

<http://www.centralbedfordshire.gov.uk/portal/searchresult.asp?appnumber=CB/15/02292>

Appendix D – Best practice examples – school drop off zones

Appendix E (i-vii) – Public surveys and results

Appendix F – School Gate Parking Leaflet

Background Papers

A – Government Paper, Home to School Travel and Transport statutory Guidance <https://www.gov.uk/government/publications/home-to-school-travel-and-transport-guidance>

B – National Institute for Health and Care Excellence (NICE) Guidelines on Walking and Cycling <https://www.nice.org.uk/guidance/ph41>

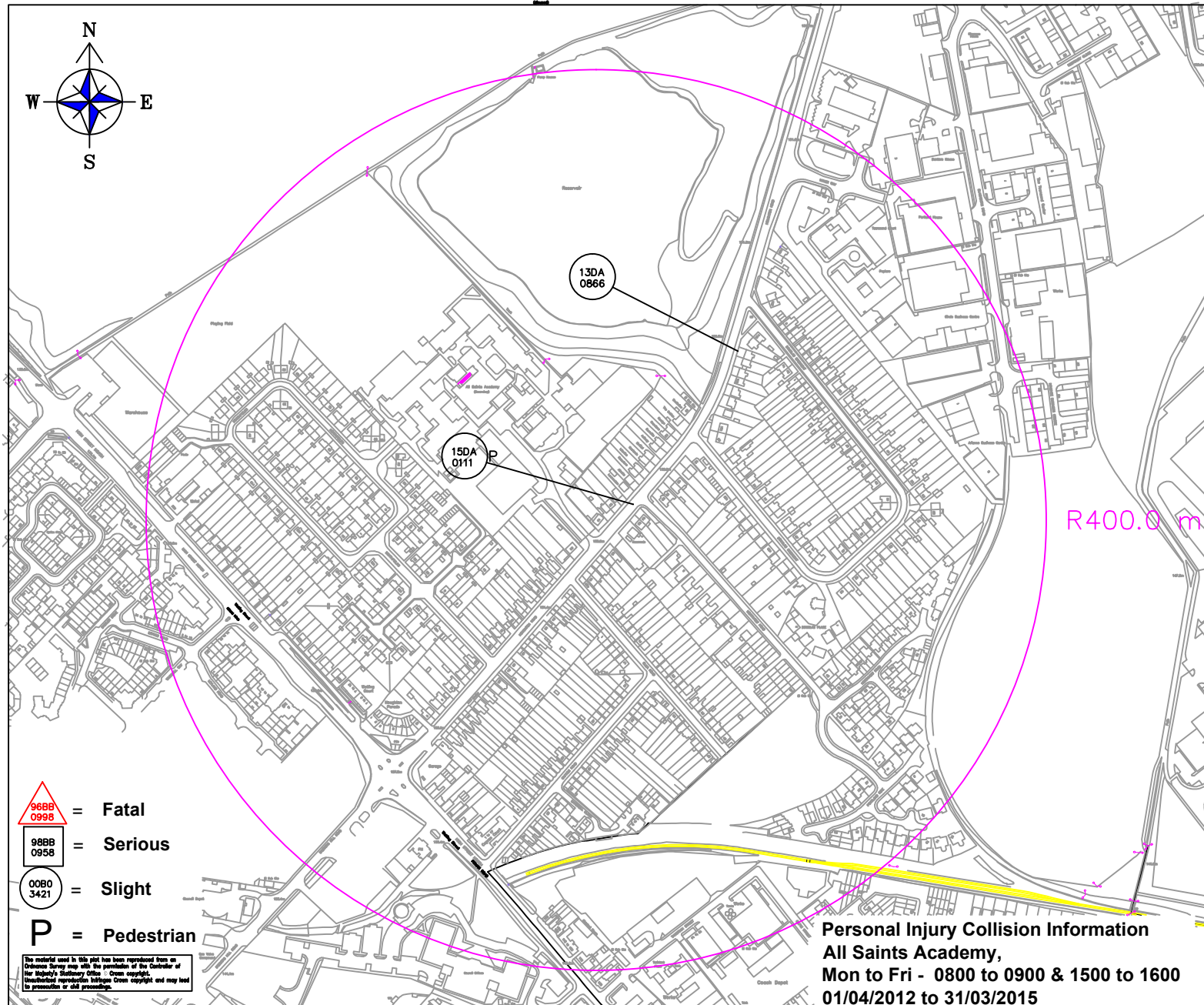
C – Government Paper – Active Travel Briefing for Local Authorities <https://www.gov.uk/government/publications/active-travel-a-briefing-for-local-authorities>

D – Central Bedfordshire Council's Transport Strategy <http://www.centralbedfordshire.gov.uk/transport/strategy/overview.aspx>

Vandyke Upper School and Community College	Leighton Buzzard	925	0
Central Bedfordshire College	Dunstable	90	0
Harlington Upper School	Harlington	1355	0
Arnold Academy	Barton-le-Clay	600	0
Holywell CofE VA Middle School	Cranfield	540	1 SL
Robert Bloomfield Academy	Shefford	920	0
Samuel Whitbread Academy	Shefford	1665	0
Stratton Upper School	Biggleswade	1180	0
Biggleswade Academy inc.	Biggleswade	805	1 SL
Caddington Village School	Caddington		
The Vale Academy	Dunstable		
UTC Central Bedfordshire	Houghton Regis		
			Total incidents = 25, SL =24, SR = 1, FT = 0
		Total NOR 18765	Percentage of incidents across 18765 pupils = 0.1%

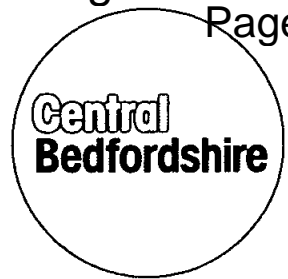
NOTES:**NOR = Pupil numbers on role****Safety: Slight (SL), Serious (SR) , and Fatal (FT) .**

Establishment Name	Town	NOR - Summer 2015	Child personal injury accidents within 400 m; based on nos & severity 1.04.2012-31.3.2015
Priory Academy	Dunstable	535	3 SL
All Saints Academy Dunstable	Dunstable	820	2 SL
Leighton Middle School	Leighton Buzzard	475	4 SL
Brooklands Middle School	Leighton Buzzard	345	1 SL
Etonbury Academy	Arlesey	535	0
Queensbury Academy	Dunstable	640	2 SL
Streetfield Middle School	Caddington, Luton	190	1 SL
Ashton CofE VA Middle School	Dunstable	270	0
Manshead School	Caddington, Luton	1185	1 SL
Houghton Regis Academy	Houghton Regis	240	1 SR
Brewers Hill Middle School	Dunstable	135	0
Gilbert Inglefield Academy	Leighton Buzzard	450	0
Henlow Church of England Academy	Henlow	490	0
Linslade Academy Trust	Leighton Linslade	585	2 SL
Sandye Place Academy	Sandy	485	1 SL
Cedars Upper School	Leighton Buzzard	1155	2 SL
Fulbrook Middle School	Woburn Sands MK	415	0
Woodland Middle School	Flitwick	570	0
Edward Peake CofE VC Middle School	Biggleswade	385	2 SL
Alameda Middle School	Amphill	620	0
Burgoyne Middle School	Potton	175	0
Parkfields Middle School	Toddington	465	0
Redborne Upper School and Community College	Amphill	1490	1 SL
Sandy Upper School	Sandy	550	



Development Management

Central Bedfordshire Council
 Priory House, Monks Walk
 Chicksands, Shefford
 Bedfordshire SG17 5TQ
 www.centralbedfordshire.gov.uk



Mr N Turner
 Hunters South Architects
 Sussex Business Village
 Lake Lane
 Barnham
 West Sussex
 PO22 0AA

Contact Annabel Robinson
Direct Dial 0300 300 4158
Email planning@centralbedfordshire.gov.uk
Your Ref
Date 21 August 2015

Town and Country Planning Act 1990
Town and Country Planning (Development Management Procedure) (England)
Order 2015

NOTICE OF GRANT OF PLANNING PERMISSION

Application Number: CB/15/02292/FULL
Application Site: Land at Braeburn Way, Cranfield
Proposed Development: The provision of a new single storey 1 Form Entry Lower School with Nursery. The school will accommodate 150 pupils together with 45 Nursery places.
Submitted Plan Numbers (to which this decision relates): 11527-CIV-200A, Z0111 PL02 11, Z0111 PL03 11, Z0111 PL04 10, Z0111 PL05 10, Z0111 PL06 10, Z0111 PL08 11, Z0111 PL07 10, Z0111 PL09 11, LLD864/01 04, LLD864/02 01, LLD864/03 00

Statement required by the Town and Country Planning (Development Management Procedure) (England) Order 2015 - Part 5, Article 35

Planning permission has been granted for this proposal. The Council acted pro-actively through early engagement with the applicant at the pre-application stage which led to improvements to the scheme. The Council has therefore acted pro-actively to secure a sustainable form of development in line with the requirements of the Framework (paragraphs 186 and 187) and in accordance with the Town and Country Planning (Development Management Procedure) (England) Order 2015.

The Council as the Local Planning Authority hereby gives notice of its decision to **GRANT PERMISSION** for the development specified above and shown on the submitted plans, subject to the following conditions:

- 1 The development hereby permitted shall begin not later than three years from the date of this permission.

Reason: To comply with Section 91 of the Town and Country Planning Act 1990 as amended by Section 51 of the Planning and Compulsory Purchase Act 2004.

- 2 All external works hereby permitted shall be carried out in materials as shown on plan number X0111 PL09 11 unless otherwise approved in writing by the Local Planning Authority.

Reason: To safeguard the appearance of the completed development by ensuring that the development hereby permitted is finished externally with materials to match the existing building in the interests of the visual amenities of the locality. (Policy 43, DSCB)

- 3 The building shall not be occupied until a detailed design scheme and noise management plan for protecting neighbouring residential occupiers from noise arising from the use of the external MUGA and sports pitches and associated car park has been submitted and approved by the local planning authority. The scheme shall include details of the design and construction of the MUGA, proposed hours of use for the external sports facilities, the provision of acoustic barriers where appropriate and other suitable measures as necessary to mitigate and control the impact of noise from these sources. The MUGA and sports pitches shall not be brought into use until the scheme and noise management plan has been implemented in accordance with the approved details, and shall be operated in accordance with those details thereafter.

Reason: To protect the residential amenity of neighbouring residential occupiers from noise associated with the use of the external sports facilities.

- 4 The building shall not be occupied until a scheme setting out the type, design, lux levels and measures to control glare and overspill light from external lighting on the site (including the car park and external sports facilities), and measures to ensure lights to the external sports facilities are switched off when not in use, has been submitted to and approved in writing by the Local Planning Authority. After commencement of use of the external sports facilities the lighting to these areas and external car park shall be operated in accordance with the approved scheme.

Reason: To balance illuminating the external areas and sports facilities of the site for optimum use with the interest of protecting neighbouring residential amenity and sustainability

- 5 Prior to the occupation of the site a plan identifying the mandatory road markings associated with the construction of the school access shall be submitted to and approved in writing by the Local Planning Authority. The approved scheme shall be implemented before first occupation of the premises.

Reason: In the interests of highway safety.

- 6 The proposed development shall be carried out and completed in all respects in accordance with the access siting and layout illustrated on the approved plan and defined by this permission and, notwithstanding the provision of the Town and Country Planning General Permitted Development Order 1995, (or any Order revoking or re-enacting that Order) there shall be no variation without the prior approval in writing of the Local Planning Authority.

Reason: To ensure that the development of the site is completed insofar as its various parts are interrelated and dependent one upon another and to provide adequate and appropriate access arrangements at all times.

7 **No development shall take place until the following details have been submitted to and approved in writing by the Local Planning Authority.**

- A Construction Traffic Management Plan detailing access arrangements for construction vehicles, routing of construction vehicles, on-site parking and loading and unloading areas.**
- Materials Storage Areas.**
- Wheel cleaning arrangements.**

Reason: In order to minimise danger, obstruction and inconvenience to users of the highway and the site.

Justification: The condition is require pre-commencement as it relates to ensuring that all the construction work is undertaken in a suitable manner, to ensure minimal disturbance to residents and the public highway.

8 All planting, seeding or turfing comprised in the approved details of landscaping as shown on plan numbers LLD864/01 04, LLD864/02 01 and LLD864/03 00 shall be carried out in the first planting and seeding seasons following the occupation of the buildings or the completion of the development whichever is the sooner; and any trees or plants which within a period of 5 years of completion of the development die, are removed or become seriously damaged or diseased shall be replaced in the next planting season with others of similar size and species unless the Local Planning Authority give written consent to any variation.

Reason: In the interests of the visual amenities of the site and the area generally.

9 The development and use of the school site shall be carried out in accordance with the measures set out within the submitted Travel Plan (June 2015).

Reason: To ensure sustainable forms of transport to and from the school site.

10 The development hereby permitted shall not be carried out except in complete accordance with the details shown on the submitted plans, numbers 11527-CIV-200A, Z0111 PL02 11, Z0111 PL03 11, Z0111 PL04 10, Z0111 PL05 10, Z0111 PL06 10, Z0111 PL08 11, Z0111 PL07 10, Z0111 PL09 11, LLD864/01 04, LLD864/02 01, LLD864/03 00.

Reason: For the avoidance of doubt.

NOTES TO APPLICANT

Any conditions in bold must be discharged before the development commences. Failure to comply with this requirement could invalidate this permission and/or result in enforcement action.

The application form for approval of details reserved by a condition, guidance notes and fees (i.e. £28.00 for householder applications and £97.00 for all other applications, per submission) can be found on our website www.centralbedfordshire.gov.uk or alternatively call Customer Services on 0300 300 8307 for hard copy forms.

- 1 This permission relates only to that required under the Town & Country Planning Acts and does not include any consent or approval under any other enactment or under the Building Regulations. Any other consent or approval which is necessary must be obtained from the appropriate authority.

- 2 The applicants attention is drawn to their responsibility under The Equality Act 2010 and with particular regard to access arrangements for the disabled.

The Equality Act 2010 requires that service providers must think ahead and make reasonable adjustments to address barriers that impede disabled people.

These requirements are as follows:

- Where a provision, criterion or practice puts disabled people at a substantial disadvantage to take reasonable steps to avoid that disadvantage;
- Where a physical feature puts disabled people at a substantial disadvantage to avoid that disadvantage or adopt a reasonable alternative method of providing the service or exercising the function;
- Where not providing an auxiliary aid puts disabled people at a substantial disadvantage to provide that auxiliary aid.

In doing this, it is a good idea to consider the range of disabilities that your actual or potential service users might have. You should not wait until a disabled person experiences difficulties using a service, as this may make it too late to make the necessary adjustment.

For further information on disability access contact:

The Centre for Accessible Environments (www.cae.org.uk)
Central Bedfordshire Access Group (www.centralbedsaccessgroup.co.uk)

Andrew Davie

Andrew Davie
Development Infrastructure Group Manager

Date of Issue: 21 August 2015

Drop off zone – Valley End C of E Infant School, Surrey

- The Drop Off Zone operates from 8.40 – 8.55 a.m. managed by volunteer parents – Friends of Valley End (FOVE) – who are committed to providing a good start for you and your children.
- Volunteers receive safety training in procedures and you'll know who they are as they'll be wearing high visibility jackets, operating in pairs at the Drop off Zone.
- Pull up in your vehicle – with your passenger side to the pavement outside the Drop off Zone – with your child ready with belongings.
- As you stop at the Drop off Zone you'll be greeted by a FOVE volunteer who will help your child out of your vehicle.
- Each child is given a flag to hold as soon as they are handed over into FOVE responsibility.
- Once a group of up to 6 children are gathered with flags, one FOVE volunteer will lead those children to the school entrance where they will be handed over to a member of staff one by one – the flags are counted in and checked by both staff member and volunteer.
- This valuable service has won the school a safety award but can only continue with the support of volunteers. Please feel free to use the service but also consider volunteering to help – contact the school office for more information.

Drop off zone – Athelstan Primary School, Kingston Upon Thames

- Historically, the area outside our school had been used illegally as a drop off and pick up zone, where some parents and carers continued to ignore road markings, signage and even the involvement of Parking Attendants.
- The lives of our pupils were endangered every day by illegal parking outside of school at both the beginning and end of the day. Not only was this damaging the local environment and causing ill feeling with the local residents but more importantly, it posed a significant safeguarding issue which we wanted to eradicate.
- In an ideal world, we would have had Parking Attendants and PCSOs outside the school every morning, but this was obviously not possible and even with this intervention, we were still not able to stop parents parking on the double yellow lines. The resulting build-up of traffic that this caused in the local area was a health and safety risk for everyone and so we decided to do something about it!
- A couple of years ago, we worked together with parents, the local authority and our Safer Neighbourhood Team to run a trial of a drop off zone. It was incredibly successful and as a result, we now offer this service every morning.

- Each morning, between 8.15 and 8.45 am, there is a dedicated area for drop off. This is on the outer edge of the turning circle, in front of the bus stop. The area is large enough to accommodate 3-4 vehicles. Before and after these times, the drop off is not in operation and there are no staff to supervise the children.
- Parents drive up to the area and stop. The children get out of the car on the side of the pavement, helped by our staff or parent helpers. We encourage them not to get out of the car on the side of the road and the idea is that parents remain in the car at this time.
- The children wait on the pavement with our staff/volunteers and the parent then leaves. Once we have approximately 5-10 pupils waiting, a member of staff escort the children onto the school grounds via the Junior Playground.
- We have members of staff waiting in the playground to supervise them until the bell rings. Children in Reception, Year 1 and Year 2 are kept under close supervision by staff in a specific section, whereas KS2 pupils may play elsewhere in the playground.
- When the bell rings, pupils in Reception, Y1 and Y2 are escorted to their classrooms by staff.
- NOTE:- Very few problems are experienced at the end of the school day due to after school clubs and a staggered release of pupils, hence no drop off zone solution at circa 3.30pm.



School Parking Questionnaire

Central Bedfordshire Council's Sustainable Communities Overview and Scrutiny Committee have recently commissioned a Member and Officer Task Force to undertake a review of parking outside of schools in order to understand and tackle problems schools, parents and the wider community may experience.

At this stage we are undertaking an evidence gathering exercise and to support the collation of data we're asking Head Teachers to provide us with as much information as possible, using the framework below. Please could we ask that you fill out the document and submit the details no later than Tuesday 25 October, after which we will analyse the detail and use it to help shape recommendations going forward.

Q1 Name:

Q2 School:

Q3 Does your school have a School Travel Plan (STP)?

Yes

No

Q4 Who has been consulted on the development of the STP? (Tick all that apply)

Parents

Governing Body

Pupils

Teachers

Local residents

Other

No one

If Other, please state:

Q5 Have you undertaken a Pupil Travel Survey?

- Yes
- No

Q6 Who is the School Travel Plan co-ordinator for your school?

Q7 How often do you update your STP?

- Weekly
- Monthly
- Termly
- Yearly
- Other

If Other, please state:

Q8 Please indicate how regularly your STP (if you have one) is publicised to parents:

- Weekly
- Monthly
- Termly
- Yearly
- Other

If Other, please state:

Q9 In your opinion, how successful is your STP about ensuring road safety?

- Very successful
- Successful
- Average
- Unsuccessful
- Very unsuccessful

Please provide details as to why you feel this way:

Q10 Please provide details of any problems the school experiences with regards to parking outside or in the vicinity of the school.

Q11 What measures does the school take to tackle parking issues outside of school hours?

Q12 Please tell us what other measures or support the school would benefit from or anything else you feel is relevant.

Thank you.

Please click submit.

Data Protection Act 1998

Please note that your personal details supplied on this form will be held and/or computerised by Central Bedfordshire Council for the purpose of the Overview and Scrutiny Priorities 2016/17 survey. The information collected may be disclosed to officers and members of the Council and its' partners involved in this consultation. Summarised information from the forms may be published, but no individual details will be disclosed under these circumstances. Your personal details will be safeguarded and will not be divulged to any other individuals or organisations for any other purposes.

Listed below is a table relating to Head Teachers who responded to the survey, detailing current problems experienced in relation to parking outside of schools and the action they would like to see taken to remedy the situation.

Question	Answer - Arnold Academy, Barton-le-Clay	Answer – Church End Lower School, Marston Moretaine
Does your school have a School Travel Plan (STP)?	Yes	Yes
Who has been consulted on the development of the STP?	Governing Body Pupils Teachers	Governing Body Parents Pupils Teachers
Have you undertaken a Pupil Travel Survey?	Yes	Yes
Who is the School Travel Plan co-ordinator for your school?	Deputy Head Teacher	Staff Member
How often do you update your STP?	Yearly	Other – Last updated 2013
Please indicate how regularly your STP (if you have one) is publicised to parents	Not published to parents but reminders about specifics are sent home every other week in the newsletter	In some aspects, for example parking reminders or safety strap line, every half-term
In your opinion, how successful is your STP about ensuring road safety?	Unsuccessful - There is limited flexibility in modes of travel for my school as we take from a wide catchment. An increasing number of pupils from out of catchment has significantly impacted safe travel to and from school.	Average - Some aspects have worked brilliantly such as adopting a 15 minute staggered start to the school day. This allows parents to drop their child and leave rather than everyone arriving at the same time. This is much safer and has reduced parking problems and congestion in the morning. The end of the school day is still problematic as the overwhelming number of children go home at 3.30 p.m. This is despite the school providing an after school care facility and various after school enrichment activities on most days.

<p>Please provide details of any problems the school experiences with regards to parking outside or in the vicinity of the school.</p>	<p>There are daily issues with parking, particularly at the end of the day. The car park is blocked and access in and out is often dangerously restricted too. In addition to the safety elements, this results in school buses not being able to get into the school and delays for other road users as the single carriage highway outside the school is very congested.</p>	<p>A minority of drivers park inconsiderately; double parking, blocking school gates and residents driveways. Some drive dangerously, too fast and without due care. We have had a number of near misses and minor bumps. This is reflected at both school sites. At Forest End the roads are yet to be adopted by the LA which means accessing the school is extremely difficult especially for parents with disabled children or toddlers, the elderly and parents with push chairs. As the housing is still being built, the dangers are exacerbated still further by the large number of contractor vehicles including specialist building vehicles, diggers etc, large lorries and numerous white vans most of which consider the 20 mph speed limit not to apply to them!</p>
<p>What measures does the school take to tackle parking issues outside of the premises?</p>	<p>Regular reminders and requests for considerate driving and parking by parents. Promotion of other means of getting to school (walking, car share, cycling etc) We have tried to put our own traffic management systems in place by coning off the worst affected areas. We have also posted members of staff outside at the end of the school day.</p>	<p>At both school sites we have developed our policy to promote a staggered early morning start, numerous after school activities which take place every evening all year round, the creation of designated scooter and bike areas, the school encourages all Y4 children to participate in the bikability scheme, the use of road safety directional banners, road safety through PSHE lessons and special assemblies and police involvement when necessary. In addition at Church End we use traffic cones to separate the road from the designated safe route to school and at Forest End we have asked the Marston Safety Group to monitor our traffic problems and advise parents.</p>
<p>Please tell us what other measures or support the school would benefit from or anything else you feel is relevant.</p>	<p>Some parents whose children could use school transport choose not to because of safety/reliability concerns. We have been working alongside CBC and the bus company to address this recently. Enforcement officers being present at the end of the day would be a good deterrent. Better</p>	<p>At both sites Yellow Zig Zags and lines to be installed and reinstated, a village wide 20 mph speed limit, further traffic calming measures, identified cycle and scooter routes and improved signage.</p>

signage might help. Ultimately, our current access and car park facilities are inadequate and are insufficient for the volume of traffic. Increasing the car parking facilities and improving flow for buses would help. Traffic control measures on Hexton Road would also help, but I am not sure what they might be.

Note: No responses were received from Cranfield Lower School or the Potton Federation but information was provided when Officers spoke with Head Teachers directly. Much of the information captured above was reinforced by these other schools, with concerns raised regarding the safety of children, the difficulties in encouraging catchment parents to walk their children to school and the lack of enforcement with regards to parking contraventions.



School Parking Questionnaire



Central Bedfordshire Council's Sustainable Communities Overview and Scrutiny Committee have recently commissioned a Member and Officer Task Force to undertake a review of parking outside of schools in order to understand and tackle problems schools, parents and the wider community may experience.

At this stage we are undertaking an evidence gathering exercise and to support the collection of data we're asking PTA's to help us gather as much information as possible on behalf of parents, using the framework below. Please could we ask that the survey is completed and the details submitted back to your head teacher no later than 25th October, after which we will analyse the detail and use it to help shape recommendations going forward.

Our current focus is on shaping future policy for school expansions and new builds which we hope mitigate future problems currently faced at some schools.

Q1 What year group is your child in?

Q2 School:

Q3 How does your child usually travel to school?

- Walk
- Car
- School bus
- Public bus
- Taxi
- Other

If Other, please state:

Q4 Do you live within the catchment area?

- Yes
- No
- Don't know

Q5 What is your approximate distance from the school?

- Less than 1/2 mile (approx 800m)
- A mile
- More than 1 mile
- More than 2 miles
- More than 5 miles
- More than 10 miles

Q6 Are you aware if the school has a School Travel Plan (STP)?

- Yes
- No

Q7 How regularly does the school promote their STP to parents?

- Weekly
- Monthly
- Termly
- Other
- Don't know

If Other please provide details:

Q8 To what extent do you agree or disagree that parents are substantially involved in the development of the STP?

- Strongly agree
- Agree
- Neither agree nor disagree
- Disagree
- Strongly disagree

Q9 Please provide details of any problems the school experiences with regards to parking outside or in the vicinity of the school.

Q10 Does the school regularly promote sustainable methods of school travel such as walking/cycling, car share etc.

Q11 Please tell us what other measures or support parents would benefit from or anything else you feel is relevant.

Q12 If you regularly drive your child to school, please tell us in your own words why this is often your preferred option.

Thank you.

**Please return your completed form to:
FREEPOST RSJS GBBZ SRZT (you do not need a stamp)**

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

Data Protection Act 1998

Please note that your personal details supplied on this form will be held and/or computerised by Central Bedfordshire Council for the purpose of the Overview and Scrutiny Priorities 2016/17 survey. The information collected may be disclosed to officers and members of the Council and its' partners involved in this consultation. Summarised information from the forms may be published, but no individual details will be disclosed under these circumstances. Your personal details will be safeguarded and will not be divulged to any other individuals or organisations for any other purposes.

Listed below is a table relating to parents who responded to the survey, detailing current problems experienced in relation to parking outside of schools and the action they would like to see taken to remedy the situation.

Question	Answer – Church End Lower School, Marston Moretaine	Answer - Arnold Academy, Barton-le-Clay
What year group is your child in?	Parent 1:Y4 Parent 2: Y1 Parent 3: Y2 Parent 4: YR	Parent 1:Y8 Parent 2: Y6 Parent 3: Y6
How does your child usually travel to school?	Parent 1: Walk Parent 2: Walk Parent 3: Car Parent 4: Walk	Parent 1: School bus Parent 2: School bus Parent 3: School bus
Do you live within the catchment area?	Parent 1:Yes Parent 2: Yes Parent 3: Yes Parent 4: Yes	Parent 1: Yes Parent 2: Yes Parent 3: Yes
What is your approximate distance from the school?	Parent 1:A mile Parent 2: Less than half a mile Parent 3: More than 5 miles Parent 4: Less than half a mile	Parent 1:More than 2 miles Parent 2: More than 2 miles Parent 3: More than 2 miles
Are you aware if the school has a School Travel Plan (STP)?	Parent 1: No Parent 2: No Parent 3: No Parent 4: No	Parent 1: No Parent 2: No Parent 3: No
How regularly does the school promote their STP to parents?	Parent 1: Don't know Parent 2: Don't know Parent 3: Don't know Parent 4: Don't know	Parent 1: Don't know Parent 2: Don't know Parent 3: Don't know

<p>To what extent do you agree or disagree that parents are substantially involved in the development of the STP?</p>	<p>Parent 1: Agree Parent 2: Neither agree nor disagree Parent 3: Neither agree nor disagree Parent 4: Neither agree nor disagree</p>	<p>Parent 1: Strongly disagree Parent 2: Strongly disagree Parent 3: Strongly agree</p>
<p>Please provide details of any problems the school experiences with regards to parking outside or in the vicinity of the school.</p>	<p>Parent 1: Too many cars - families could walk more. Parents arriving very late to drop off at school in a car as they can then drive closer but as late they are speeding. Parking - people could park and walk a short distance but instead park dangerously</p> <p>Parent 2: Congestion and difficulty crossing road near school.</p> <p>Parent 3: No designated parking spaces. School is on a building site with trucks and digger regularly passing through. In the middle of a busy residential estate.</p> <p>Parent 4: Sometimes parents park on the junction near the school which can cause problems for other drivers and crossing the road.</p>	<p>Parent 1: The road outside the school is busy and if parents park there it becomes congested. The car park is too small for the number of parents that park there/school staff. The bus lanes can sometimes become congested too!</p> <p>Parent 2: The car park is too small for the number of children attending/parents who drop off/pick up. The bus lane can also get congested.</p> <p>Parent 3: The parking at Arnold is horrendous. My children use the school bus to help with the already heavily congested dropping off/picking up. I don't like them getting the school bus and neither do they as there is often name calling and teasing and generally bad behaviour which both my girls dislike as they are both quite sensitive and just liked to be left alone. However as the parking is so terrible at Arnold, they have to go by bus as I couldn't cope with the stress of parking there. Parents block anywhere and are often abusive when asked to move their cars (i.e. bus lane parked) If Arnold was to expand, it would need more parking for the new teachers which would leave even less places for parking. Trying to drive along Hexton Road is a nightmare already as the road is blocked one way with the cars which already adds ten extra minutes just to reach the school.</p>
<p>Does the school regularly promote sustainable methods of school travel? e.g. walking/cycling, car share etc.</p>	<p>Parent 1: Yes Parent 2: Posters on school gates - Cars + children don't mix. Parent 3: NA Parent 4: NA</p>	<p>Parent 1: Yes - not that people follow their suggestions</p> <p>Parent 2: Yes, but parents don't follow!!</p> <p>Parent 3: It wouldn't be practical as most children are out of catchment and can't reach the village unless they drive so to</p>

		be fair it would be a pointless exercise to do it.
Please tell us what other measures or support parents would benefit from or anything else you feel is relevant.	<p>Parent 1: Parents need to take responsibility for themselves. The school is very good at making parents aware of the dangers.</p> <p>Parent 2: NA</p> <p>Parent 3: Designated parking. A crossing near school with a lollipop lady.</p> <p>Parent 4: NA</p>	<p>Parent 1: NA</p> <p>Parent 2: NA</p> <p>Parent 3: More school transport available would be good. Harlington offer a (payable) bus service from Luton but as its pricey, parents still drive but a free service like we have in the villages would help, however there should be chaperones on all buses, villages and any others. The children get hyped up, especially on the journey home. Last year a child was throwing full water bottles at the other kids. If that had hit the driver, there could've been a serious accident. So more free buses for out of catchment children and chaperones please.</p>
If you regularly drive your child to school, please tell us in your own words why this is often your preferred option.	<p>Parent 1: NA</p> <p>Parent 2: NA</p> <p>Parent 3: No other timely or affordable option. School is 10 minutes away from home and I'm currently on my way to work. Age of daughter. No bus routes available to my knowledge and no other car sharing options.</p> <p>Parent 4: NA</p>	<p>Parent 1: NA</p> <p>Parent 2: NA</p> <p>Parent 3: NA</p>

Note – No responses were received from parents at the Potton Federation of Schools or Cranfield CofE Academy.

Dear resident,

Central Bedfordshire Council's Sustainable Communities Overview and Scrutiny Committee have commissioned a task force to review issues regarding car parking outside of schools and any problems residents may be experiencing within your area.

In light of this we would like to obtain your views and would very much appreciate your input into the attached **resident survey**, in order to help us determine the content of our recommendations.

At this stage the task force are gathering information rather than proposing immediate remedies but we hope the information will assist in providing long term solutions for new schools and potential expansions on existing school sites in particular.

Your Ward Members, Cllr Ken Matthews, Cllr Sue Clark and Cllr Robert Morris are fully aware of this evidence gathering exercise and would be more than happy to answer any questions you may have for them directly. They can be contacted at ken.matthews@centralbedfordshire.gov.uk
Sue.clark@centralbedfordshire.gov.uk or robert.morris@centralbedfordshire.gov.uk

Please return your survey to the freepost address below by the 14th December 2016 to:-

FREEPOST RSJS GBBZ SRZT, Consultations, Central Bedfordshire Council, Priory House, Monks Walk, Shefford, Bedfordshire, SG17 5TQ. **Alternatively if you wish to scan and email your response, please do so to:-** rebecca.preen@centralbedfordshire.gov.uk

The final report and task force recommendations will be submitted to the Sustainable Communities Overview and Scrutiny Committee on the 12th January 2017, to be held in the Council Chamber at Priory House and will also be accessible via the Council's website at www.centralbedfordshire.gov.uk

If you have any further queries regarding the survey or the content of this letter please contact Rebecca Preen on 0300 300 4193 or rebecca.preen@centralbedfordshire.gov.uk

The evidence we receive from you will be vital in helping the Council shape future policies and will add value to the recommendations the task force make in relation to this issue, so we thank you in advance for your time in assisting us with this exercise and very much look forward to hearing from you by the 14th December.

Yours faithfully

Cllr Ken Matthews

Chairman of the Task Force

Central Bedfordshire Council

Priory House

Monks Walk

Shefford

Bedfordshire

SG17 5TQ



School Parking Questionnaire



Central Bedfordshire Council's Sustainable Communities Overview and Scrutiny Committee have recently commissioned a Member and Officer Task Force to undertake a review of parking outside of schools in order to understand and tackle problems schools, parents and the wider community may experience.

At this stage we are undertaking an evidence gathering exercise and to support the collation of data we're asking residents to provide information, using the framework below. Please could we ask that the survey is completed and the details submitted back to the Council no later than 14th December 2016, after which we will analyse the detail and use it to help shape recommendations going forward.

Our current focus is on shaping future policy for school expansions and new builds which we hope will minimise future problems residents may currently experience.

Name:

Street:

Q1 Are you aware of any ongoing problems with parking in the vicinity of the school in your area?

Yes

No

Q2 What is the name of the school in your area?

Q3 What is your approximate distance to the school?

Q4 Are you aware of any of the following parking problems outside or in the vicinity of the school? (Tick all applicable)

- Blocked resident driveways at school drop off and pick up times
- Safety issues connected with parking (please provide further details)
- Narrow roads or pathways outside of the school
- Other

If other, please state:

Q5 Have you approached any of the following with concerns you may have?

- School
- Parish Council
- Local Ward Member
- Central Bedfordshire Council
- Police
- Other

If other, please state:

Q6 Do you feel there are any measures that have or could be taken by the school, parents, residents or other public bodies to help minimise current problems you may be experiencing?

**Please return your completed form to:
FREEPOST RSJS GBBZ SRZT (you do not need a stamp)
Consultations
Central Bedfordshire Council
Priory House, Monks Walk
Chicksands, Shefford
SG17 5TQ**

Data Protection Act 1998

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

Listed below is a table relating to residents who responded to the survey, detailing current problems experienced in relation to parking outside of schools and the action they would like to see taken to remedy the situation.

Issue	Percentage of residents who cited this as a problem (Church End Lower School, Marston Moretaine)	Percentage of residents who cited this as a problem (Cranfield CofE Academy)	Percentage of residents who cited this as a problem (Arnold Academy, Barton-le-Clay)	Percentage of residents who cited this as a problem (The Potton Federation)
Blocked resident driveways at school drop off and pick up times	75%	100%	54%	72%
Safety issues connected with parking	67%	100%	63%	45%
Poor parking	58%	100%	27%	27%
Narrow roads or pathways outside of the school	50%	50%	45%	27%
Speeding	17%	NA	18%	9%
Damage to property	8%	NA	NA	NA
Concerns regarding impact of parking restrictions on residents	NA	NA	9%	NA
Action:	Percentage of residents who requested action detailed below (Church End Lower School, Marston Moretaine)	Percentage of residents who requested action detailed below (Cranfield CofE Academy)	Percentage of residents who requested action detailed below (Arnold Academy, Barton-le-Clay)	Percentage of residents who requested action detailed below (The Potton Federation)
Increased enforcement measures and action	33%	50%	9%	54%
To increase designated school parking places	33%	NA	9%	9%
To encourage walking to school	17%	50%	9%	63%
To introduce signage (parking restrictions)	8%	NA	NA	NA

To encourage the use of community parking facilities (ie village hall car park)	8%	NA	NA	NA
Regular reminders sent to parents regarding responsible parking	8%	NA	NA	9%
Designated school staff monitoring parking outside of schools	8%	NA	NA	NA
To introduce parking zones	NA	NA	36%	NA
To introduce park and stride/more school buses	NA	NA	9%	NA
To introduce traffic calming measures	NA	50%	9%	NA
To design schools with rear access only, preventing parking at the front	NA	NA	NA	9%
To introduce safety measures	NA	NA	NA	9%

How ever you take your child to school it can sometimes be a stressful and chaotic journey.

This leaflet provides advice on how you can help to reduce the stress and in turn make the area around schools a safer place at drop off and pick up times.

Parking dangerously or inconsiderately around schools at drop off and pick up times, not only endangers other road users (particularly pedestrians crossing the road), it can create stress for all concerned.

**Dont create a problem...
...be part of the solution!**



Finding Out More

-  Road Safety Team
Bedford Borough Council
Borough Hall
Bedford MK42 9AP
-  01234 228336
-  road.safety@bedford.gov.uk
-  www.bedford.gov.uk

Safer Parking at the School Gate



What can **you do** to help keep everyone safe around the school gates?

How you can do your bit to make it safer outside school?



You can help by...

- ✓ Keeping your speed low
- ✓ Always letting your child out of your vehicle on to the pavement - never on to the road
- ✓ Checking for pedestrians and cyclists before you or your child open the car door
- ✓ Always stopping for the school crossing patrol
- ✓ Setting a good example to your child
- ✓ Parking further away from the school to reduce the congestion



Please don't...

- ✗ Block the road - emergency vehicles and other traffic may need access
- ✗ Park on yellow lines, zig-zags or block the school entrance
- ✗ Park on the pavement, across dropped kerbs or residents' driveways
- ✗ Park opposite or within 10 metres of a junction
- ✗ Park where you will cause inconvenience to other road users
- ✗ Leave your vehicle with the engine still running
- ✗ Stop in the middle of the road to drop your child off, even for a few seconds.

All the above can result in a penalty charge notice being issued



Have you thought about...

- ! The health benefits of walking or cycling one (or more) days a week?
- ! Setting up a walking bus with other parents and the school?
- ! Car sharing?
- ! Using public transport?
- ! Parking nearby and then walking the rest of the way?

These changes make a real difference to the congestion around schools, making the school run less stressful and far safer for everyone. Not only that but **they will help your child's education**. Research has shown that children who walk or cycle to school are more receptive to learning at the start of the school day than those who travel to school by car.

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Central Bedfordshire Council

EXECUTIVE

4 April 2017

Neighbourhood Planning

Report of Cllr Nigel Young, Executive Member for Regeneration and Business
(Nigel.young@centralbedfordshire.gov.uk)

Advising Officers: Jason Longhurst, Director of Regeneration and Business
(Jason.longhurst@centralbedfordshire.gov.uk)

Sally Chapman, Development Plan Process Manager
(sally.chapman@centralbedfordshire.gov.uk)

This report relates to a non-Key Decision

Purpose of this report

1. To update Members on the latest situation for Neighbourhood Planning in Central Bedfordshire and set out the statutory processes involved..
2. To seek delegated authority to process Neighbourhood Plans through Examination and Referendum and to make them at the end of the process.

RECOMMENDATIONS

The Executive is asked to delegate authority to the Director of Regeneration and Business in consultation with the Executive Member for Regeneration and Business to:

1. publishing submitted Neighbourhood Plans and Neighbourhood Development Orders for comment;
2. appointing an Examiner in conjunction with the relevant body;
3. submitting the documentation for Examination;
4. following Successful Examination, proceeding to carry out a referendum; and
5. to 'Make' the Plan or Order.

Overview and Scrutiny Comments/Recommendations

3. This item has not been considered by Overview and Scrutiny as it does not refer to proposals or policies.

Issues

4. Neighbourhood Planning was introduced by the Localism Act in 2011. A Neighbourhood Plan is a document which will set out local policies and allocations, and a Neighbourhood Development Order deals with a specific planning proposal on a specific site, or grants planning permission for a type of development such as change of use. Orders have been rarely used nation-wide and it is not envisaged that any will be forthcoming in Central Bedfordshire.
5. Neighbourhood Plans can establish a vision for an area along with general planning policies relating to the development and use of land in a neighbourhood. They should be about local issues and should focus on guiding development rather than stopping it. If 'made' a Neighbourhood Plan will become a statutory plan and be used in making decisions on planning applications.
6. Town and Parish Councils are the 'qualifying bodies' who can produce the Neighbourhood Plan. The plans can cover the whole town or parish, or even just part of it, and two or more parishes can work together to produce a joint plan if they wish to do so. A Neighbourhood Area has to be designated by the Council to allow Neighbourhood Plans to be drawn up by the Town or Parish Council.
7. The statutory processes for advancement of Neighbourhood Plans are set out in the Neighbourhood Planning (General) Regulations 2012. The statutory stages are as follows
 - a. A Neighbourhood Area is formally designated.
 - b. The Draft Plan is publicised by the Qualifying Body who then take into account any comments received and change the Plan accordingly.
 - c. The Plan and accompanying documents are submitted to the Council for checking against the development plan, National Planning Policy and European Directive requirements.
 - d. The Plan is publicised for a 6 week period to enable any comments to be made for the Examiner to consider.
 - e. An independent Examiner is appointed and examination carried out.

- f. If the Examiner recommends so, the Neighbourhood Plan is subject to Referendum within the Neighbourhood Area.
 - g. If the referendum is successful the Neighbourhood Plan is 'made' by the Council.
8. Twenty one Neighbourhood Areas have been designated so far and at least six parishes are well advanced in the initial stages. Three draft plans have been published by Parish Councils in the last few months and two have been submitted formally for the Council to take through examination and referendum (Arlesey and Fairfield). Ward Members will generally be involved in the process by the Parish and Town Councils and also have two opportunities to comment formally on the content of Neighbourhood Plans.

Reason for decision

9. Once a Plan has been supported by a majority of those voting following a referendum, the Council has no other option than to 'make' the Plan under section 38A (A)(4) of the Planning and Compulsory Purchase Act 2004. The Council is not subject to this duty if (and only if) the making of the plan would breach, or otherwise be incompatible with, any EU obligation or any of the Convention rights (within the meaning of the Human Rights Act 1998). However, it is extremely unlikely that a non-compliant plan would have progressed to this stage. There are therefore no options open to the Council other than to 'make' the plan so that it will form part of the Development Plan.

Council Priorities

10. The relevant Priority is "Enhancing Your local Community - creating jobs, managing growth, protecting our countryside and enabling businesses to grow". Neighbourhood Plans will be able to allocate land for particular land uses and address locally specific planning issues.

Corporate Implications

11. The Localism Act 2011 and the Neighbourhood Planning (General) Regulations 2012 place new duties on local planning authorities in relation to Neighbourhood Planning. These new duties have considerable implications for staff resources and include taking decisions at key stages in the process; being proactive in providing advice to communities about neighbourhood planning; providing advice or assistance to a parish or town council, neighbourhood forum or community organisation that is undertaking neighbourhood planning.

12. The Council is also required to resource the Examination and Referendum both in terms of personnel and finance
13. The 'making of' the plan will not require any significant staffing implications in addition to those already employed by the Council. Officers in Development Management will be required to use the plan in decision making for planning proposals, but this will not add any significant resource pressures.
14. The risks are the Council failing to discharge its statutory responsibilities and failing to deliver the Council's priorities.

Legal Implications

15. Once the Neighbourhood Plan is adopted, it will become part of the Development Plan and will constitute a material planning consideration to be taken into account when determining applications made in respect of the Neighbourhood Area.

Financial Implications

16. In recognition of the additional burdens that these duties place on local planning authorities, DCLG has made available grants to local planning authorities of £20,000 for each neighbourhood plan.
17. Grant income of £5,000 previously received through the designation of neighbourhood areas will contribute towards the first neighbourhood plans that are put through examination and referendum. The grant income is not confined to each specific plan therefore expenditure can be spread across several plans. The balance of the grant income currently stands at £65,000.
18. Neighbourhood Plans will vary in cost from a simple plan from £6,000 to £20,000 for a more complex plan covering a larger area. The formal costs include Examination and Referendum costs. These formal costs exclude staff time, support for technical work and mapping, training for groups and publicity/printing costs. There is no pay back requirement if the formal costs are under £20,000, but there is no opportunity to claim additional grants for formal costs exceeding £20,000.

Equalities Implications

19. 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.

20. Neighbourhood Plans are required to conform to the requirements of the Human Rights Act 1998. This includes protection from discrimination. Information can be provided to Town and Parish Councils setting out the equality issues that need to be considered as part of the planning process.

Sustainability

21. Neighbourhood Plans are required to support sustainable development as set out in the National Planning Policy Framework. Plans including major developments or in very sensitive areas will be assessed under the European Strategic Environmental Assessment requirements. Neighbourhood plans present local communities with the opportunity to shape and steer sustainable development that benefits their area.

Conclusion and Next Steps

22. It is likely that an increasing number of Neighbourhood Plans will be formally submitted in 2016/17 and that the number will steeply rise over time. Giving delegated powers to the Director of Regeneration and Business in consultation with the Executive Member for Regeneration and Business to sign off the formal stages without having to take a report to Executive for each Plan at each stage will enable officers to bring these plans into place as soon as possible therefore saving time and resources.

Appendices

None

Background Papers

None

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Central Bedfordshire Council

EXECUTIVE

4 April 2017

CCTV Review

Report of Cllr Ian Dalgarno, Executive Member for Community Services
(ian.dalgarno@centralbedfordshire.gov.uk)

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

This report relates to a Key Decision

Purpose of this report

1. The report sets out proposals and recommendations for the future of Central Bedfordshire Councils public space CCTV system.

RECOMMENDATIONS

The Executive is asked to:

1. **agree that the Council invests in a new multi-functional CCTV control room at Priory House, procures new HD cameras utilising wireless technology to improve image quality and reduce signal transmission costs, whilst also offering other complimentary services to generate whole Council efficiencies and increase income.**

Overview and Scrutiny Comments/Recommendations

2. The CCTV review was considered by the Sustainable Communities Overview and Scrutiny Committee on 16 March 2017. The Committee recommended:

That the Council invests in a new multi-functional CCTV control room at Priory House, procures new HD cameras utilising wireless technology to improve image quality and reduce signal transmission costs, whilst also offering other complimentary services to generate whole Council efficiencies and increase income.

Reasons for Decision

3. The Council's Public Space Surveillance CCTV provision includes 129 cameras operating and monitored from the control room based at Watling House, Dunstable.
4. The 129 cameras (both fixed and re-deployable) include those operated and monitored on behalf of town councils and other third parties and there are also 10 cameras monitored around the Watling House offices.
5. A further 19 cameras are recorded locally at the Leighton Buzzard Multi-Storey car park. In addition 12 cameras are monitored by the Hertfordshire CCTV Partnership in Stevenage on behalf of Central Bedfordshire Council (CBC) for CBC and for Biggleswade, Sandy and Shefford Town Councils.
6. The CCTV system has developed in stages since 1995. The last significant investment in the system was prior to the formation of Central Bedfordshire Council in 2009, with some spend on camera replacements, including re-deployable cameras, and essential replacements in more recent years.
7. CCTV is monitored by 4 CCTV Operators but not on a 24/7 basis. The system does record on a 24/7 basis and live CCTV images can be forwarded by an operator to Bedfordshire Police HQ to assist the police in responding to an on-going incident.
8. The system is now at full capacity and key elements of the system are nearing the end of their useful life, with manufacturers indicating they will be withdrawing technical support from some in the near future.
9. CCTV technology has advanced considerably in recent years and these advances offer opportunities to develop the existing system to maintain the current provision and support future opportunities to develop services offered by CCTV.
10. Advances in technology also give the Council the potential to reduce its reliance on third party transmission supplied by BT/Virgin Media and migrate suitable cameras, where there is Line of Sight (LOS), to the use of wireless equipment to transmit images to the CCTV control room. Cameras that do not meet LOS criteria would remain on the BT or Virgin Media fibre optic network.
11. Discussions about the longer term future of Watling House continue and decisions about its future may well impact on the location of the CCTV control room. But in view of the end of life challenges, the decisions about the CCTV systems future need to be made outside of any timescales for decisions about Watling House.

12. CCTV acts as a 'capable guardian' both in terms of identifying disorder and criminality as well as providing evidence to support prosecution. It also supports the Council's response to safeguarding, general public safety and emergency incidents in the locations where it operates.
13. CCTV works with colleagues across the Council providing advice and a camera monitoring service. Recent collaborations include the provision in the last 18 months of CCTV for the Priory View independent living development in Dunstable and the refurbished Household Waste Recycling Centres (HWRC) at Leighton Buzzard, Ampthill and Biggleswade.
14. Due to system capacity being at maximum and not compatible with High Definition (HD) technology, recent collaborations have utilised separate stand-alone systems (computer processors and monitors) located around the CCTV control room.
15. In May 2017 plans are in place to accept new cameras from the Thorn Turn HWRC and depot, and when built from the Council's new independent living development in Houghton Regis.
16. CCTV is fully funded by the Council and receives income from CCTV monitoring from third parties.

Consultant Review

17. In 2016 Global MSC Security was commissioned to examine and report on the options available to the Council to migrate the CCTV system from hard wired system using BT and Virgin fibre optic circuitry to a system:
 - using wireless connectivity to link cameras together within each of the towns and for the wireless backhaul of data to the control room
 - using wireless connectivity to link cameras together within each of the towns and either wireless back haul of data or use of the corporate Wireless Area Network
 - consider the removal of the complete CCTV camera and control system and the associated costs.
18. The consultants approach was to:
 - Review the as-is state, including core functions and services, staff operations, spatial requirements and relationships, and technology
 - Define a broad operational vision for the Council service delivery with a view to "future proofing" affected systems and services

- Develop an architectural and technological concept for the facility whether it is retained at Watling House or moved to Priory House.
19. The full set of review recommendations are set out in Appendix A with the key development recommendations being:
- Migrate existing CCTV cameras to wireless transmission where this is feasible in preference to existing fibre optic cabling and reduce annual revenue costs
 - Where it is possible, the CBC IT network is used for the transmission of CCTV images
 - Purchase of new CCTV Command and Control software/hardware and Network Video Recorders
 - Enhance the CCTV control room to provide additional services

Options for consideration

20. Having considered the detail of the review, current status of the CCTV system and potential changes at Watling House three options have been identified for consideration:
- a. **Invest in a new multi-functional CCTV control room at Priory House, procuring new HD cameras utilising wireless technology to improve image quality and reduce signal transmission costs, whilst also offering other complimentary services to generate whole Council efficiencies and increase income**

This option proposes investing in wireless and digital transmission of CCTV images for a fully digital system. Linking cameras wirelessly using LOS technology (instead of fibre optic cable) significantly reduces signal transmission costs as there is little on-going cost in ownership e.g. the typical rental of a fibre cable for one camera per year is £1000. Wireless transmissions can be fully encrypted for network security, do not need expensive civil works i.e. digging trenches for cables, and allow for system extension quickly and with little disruption. A feasibility study by a specialist wireless network installer confirms that a majority of current camera locations would support wireless technology.

A wireless system links cameras to a hub points locally where images are stored. Potential hub locations – mostly existing Council buildings - have been identified in all the major towns where cameras are currently located.

Storing information locally allows for only data actually needed at a particular moment to be transmitted back to the control room, thereby reducing costs. Where data from the hub location cannot be sent wirelessly a single fibre optic cable with may be utilised. Alternatively, with agreement of the ICT department and where the bandwidth demands are minimal, use could be made of the Council's own data network.

HD cameras capture significantly more detail than standard analogue cameras. Images can be magnified up to four times which has benefits when trying to confirm vehicle index numbers or identify a suspect.

New control room hardware and software creates the opportunity for a 24/7 Council CCTV Operations Centre, providing benefits and new services for a range of other users, both internal and external:

- It would allow for all of the Council's public space cameras to be centralised and monitored in one place – Council cameras in Sandy and Biggleswade are currently monitored by Hertfordshire CCTV Partnership in Stevenage
- The opportunity to consolidate and centralise other remote Council CCTV systems across the area into one control room e.g. libraries, Priory House, and some Housing facilities
- Out-of-hours call handling
- School CCTV and alarm monitoring
- Care Line vulnerable persons alarm monitoring – currently outsourced to Wealden and Eastbourne Lifeline
- Streaming of HD evidential images to police custody suites removing the need to produce DVDs and the time taken for police officers to travel to collect
- Monitoring of Council staff using Body Worn Video (BWV)

b. **Continue operating the CCTV control room without additional investment until the system reaches the end of its life and cannot be technologically supported**

The existing CCTV control room software and hardware is over 8 years old and nearing the end of its useful life.

The software is no longer supported by the manufacturer as it has been superseded by newer versions, and the recording equipment is now deemed 'End of Life' and should it fail spare parts may be difficult to source although our current maintenance contactor has assured us that he would expect to be able to locate any required for the next 2 years.

The ability to grow the system by monitoring additional cameras or offering additional services is severely restricted by the age, size and inflexibility of the hardware and software. It is an analogue based system set in the context of new products and solutions that are fully digital.

Where system growth has occurred in the last 2 years it has been through the use of stand alone technology working completely independently from the main system. This lack of technological integration is very inefficient from a monitoring perspective for the CCTV operator i.e. having to view different monitors located around the control room, as well as being more costly.

c. **Cease public space CCTV monitoring, decommission the CCTV control room and remove the camera infrastructure**

The provision of public space CCTV supports the following statutory requirements:

- Crime and Disorder Act 1998 requires local authorities to do all they can to reduce crime and disorder and promote community safety
- Anti-Social Behaviour, Crime and Policing Act 2014 provides local authorities alongside the police with new tools and powers to tackle anti-social behaviour
- Environmental Protection Act 1990 creates offences in relation to waste management e.g. fly-tipping, householder duty of care for disposal of waste, and littering, for which the local authority are the enforcement body not the police

Although the removal of the Council’s CCTV capability would provide a significant saving, the service commands wide public support and withdrawal of it would be detrimental to our communities’ sense of safety and security.

In the last two years the service has developed its in-house camera monitoring capability e.g. Priory View and HWRCs. If the Council was not able to offer camera monitoring internally, there would be significant extra cost in finding an alternative commercial solution.

Bedfordshire Police’s Chief Superintendent for Crime and Community strongly supports the continuation of CCTV as both a deterrent for potential criminals and a valuable investigative tool. The police would be opposed to the Council removing CCTV in Central Bedfordshire.

Removing the system would involve decommissioning the CCTV Control Room, removing each camera and camera column, disconnecting power supplies and fibre connections, and civil works to restore the ground to its original condition. The cost to do so is significant and once removed would be prohibitive to restore.

Costs

Estimated Capital Costs

Option	Capital cost	10% contingency	Total including contingency
1 Design and build a new CCTV Control Room at Priory House with new HD cameras utilising a mainly wireless transmission system	£640,090	£64,009	£704,099
2. Continue operating the current CCTV facility at Watling House with existing camera infrastructure	Unknown and dependent on the cost of a particular replacement part	N/A	Unknown
3. Decommission the CCTV Control Room and remove the camera infrastructure	£208,000	£20,800	£228,800

Revenue costs

Option	2016/17 CCTV net revenue budget (including salaries)	Estimated Revised net CCTV Budget (including salaries)	Potential Revenue Saving per annum
1. Fitted new Control Room at Priory House, CCTV operating hardware & software, new HD cameras , with wireless & BT transmission	£251k	£171k	£80k
2. Continue operating the current CCTV facility at Watling House with existing camera infrastructure	£251k	£251k	Nil
3. Decommission the CCTV Control Room and remove the camera infrastructure	£251k	£0	£251k

Recommendation

21. The Councils infrastructure is now at the end of its useful life and needs to be replaced. Trying to maintain the current system poses a significant risk of an unexpected catastrophic failure that we cannot make any realistic contingency plans for.
22. If replacing the system is not approved the only other possible option is for the Council to stop providing CCTV in Central Bedfordshire and begin plans for decommissioning the entire system within the next 12 to 18 months.
23. Terminating the Councils CCTV provision poses unknown risks in terms of the impact on crime and disorder, safeguarding and general community safety.

24. Investing in CCTV will deliver revenue savings, utilise more flexible technology allowing for a CCTV service to be delivered in any area across Central Bedfordshire where there is a pressing need, and open up the opportunity to develop new services leading to additional income streams which may, over time, enable the service to become self funding.
25. As such it is recommended that:

The Council invests in a new multi-functional CCTV control room at Priory House, procuring new HD cameras utilising wireless technology to improve image quality and reduce signal transmission costs, whilst also offering other complimentary services to generate whole Council efficiencies and increase income.

Council Priorities

26. The proposed action will support the following Council priorities:
- Enhancing Central Bedfordshire
 - Great resident services
 - Protecting the vulnerable; improving wellbeing
 - Creating stronger communities
 - A more efficient and responsive Council

Legal Implications

27. The Surveillance Camera Commissioner has issued a Surveillance Camera Code of Practice under the Freedoms Act 2012. It provides guidance on the appropriate and effective use of surveillance camera systems by relevant authorities. The Council is defined as a relevant authority by Section 33 of the Act, and as such must have regard to the code when exercising any functions to which the code relates.
28. The stated purpose of the Surveillance Camera Code of Practice is to ensure that individuals and wider communities have confidence that surveillance cameras are deployed to protect and support them, and ensure there is no misuse or abuse. That wherever overt surveillance cameras are in a public place, the cameras are placed in pursuit of a legitimate aim, necessary to meet a pressing need, and compliant with legislation.
29. The code of practice sets out 12 guiding principles, creating a framework to ensure operators and users of surveillance camera systems do so in a proportionate and transparent manner, and systems are, whilst capable of providing good quality images and other information which is fit for purpose, consistent with a legitimate aim and pressing need. Any system should achieve the most appropriate balance between public protection and individual privacy.

Adherence to the code significantly supports legal obligations under the Protection of Freedoms Act 2012, to protect personal data under the Data Protection Act 1998 and to adherence of Article 8 of the Human Rights Act 1998– right to respect for private and family life.

30. Upgrading the CCTV control room, systems and equipment can offer the opportunity for greater security and more flexibility, both in terms of accessibility for e.g. the police and in terms of cameras being only deployed where necessary (and so can be easily withdrawn where there is no longer a necessity). However, to comply with the Code and the legislation, consideration must be given to:

- The effect any new technology has on individuals and their privacy.
- Expanding the use of a new camera system must always be for a specified purpose which is in pursuit of a legitimate aim and necessary to meet an identified pressing need.
- For the Council to retain operational, technical and competency standards, consideration should be given to updating:
 - security systems (particularly for storage of data) as any security must be accredited to a level of at least 'RESTRICTED' under the Government Protective Marking Scheme (GPMS) (which CBC currently use) as well as in accordance with guidance from the Association of Chief Police Officers;
 - protocols particularly regarding accessibility, data protection, and ensuring accuracy of systems in cross referencing data;
 - procedures (and to take account of contingencies if the new system has a problem e.g. atmospheric conditions on wireless connections can slow download speeds);
 - and training operators and officers.

It is also recommended that a Privacy Impact Assessment is completed as part of assessing what upgrades are appropriate under the Data Protection Act 1998.

31. One of the 12 principles of the Code concerns the effectiveness of the system i.e. “it should then be used in the most effective way to support public safety and law enforcement with the aim of processing images and information of evidential value”. Keeping an ageing system which is going to result in equipment no longer being maintained to manufacturer standards puts the Council at risk of no longer operating at a capacity to capture, process, and store images and information at a quality which is suitable for its intended purpose.

If the purpose of a system includes crime prevention, detection and investigation, keeping an ineffective system also puts at risk any action taken by the police or other enforcement authorities (including the Council) because any captured images may no longer meet criminal evidence standards.

32. Although there is no specific law requiring a Council to have CCTV, it supports the Councils statutory duty under Section 17 of the Crime and Disorder Act 1998 to do all that it reasonably can to prevent crime and disorder in its area. CCTV is particularly useful for prevention of crime and disorder and removing CCTV may make it difficult to demonstrate the Council is doing all it reasonably can. It may also impact on the ability of the police or other enforcing bodies (including the Council) to investigate crime and, as CCTV will be seen to be withdrawn, there would be a risk that removal causes an increase in crime in the area. If it was considered by the Committee that the Council should remove all CCTV, it is recommended that consultation is undertaken with those people affected by it, particularly members of the public, but also residents, business owners, and employees which CCTV currently covers. It would also be recommended to consult partners such as the police and housing associations. Such consultation may need to identify whether other measures can be put in place where there is a pressing need to be addressed to support prevention of crime and disorder e.g. part removal of CCTV.

Financial and Risk Implications

33. There is a capital budget of £200k in 2016/17 capital budget for CCTV development. £15k of this funding was used for the feasibility study. It was also agreed that £48k of the slippage for the CCTV development would be used for purchasing new car park payment machines for the Council. The remaining £137k has been flagged for slippage into 2017/18 for CCTV development.
34. A further £560k, £360k in 2017/18 and £200k in 2018/19 are included in the capital MTFP which is due to be approved subject to budget approval. An Outline Business Case has been submitted for this additional capital funding which is for further feasibility work.
35. The revenue MTFP includes an efficiency saving for CCTV which starts in 2018/19 at £100k increasing to £140k in 2020/21. The proposed development generates revenue saving estimated at £80k per year and the remaining saving will be generated through additional income streams from using it to deliver other services. Services that could potentially offer income streams:
- CareLine/Social/Community Alarms
 - Sheltered Housing response
 - Coordinating first responders
 - Floodline/Snowline
 - Car parks – barrier monitoring

- Lone worker monitoring
 - Control of rising bollards
 - Intruder/fire alarm response
 - Out of hours call handling
 - School CCTV/Alarm monitoring
 - Environmental monitoring stations
36. Any new development would, as far as possible, be 'future proofed' to ensure that capital investment of £697k is maximised and it is anticipated that the system would not need any further significant investment for approximately 10 years if well maintained. The revenue expenditure savings made over a 10 year period are estimated at £800k without the addition of alternative income streams.
37. CCTV cameras with ANPR (Automatic Number Plate Recognition) capability may be utilised to support public safety and law enforcement. Potential exists for the Council, where it can be reasonably justified and subject to legal advice, use ANPR cameras to enforce decriminalised road traffic offences e.g. bus lane enforcement, HGV weight restriction, and stopping within school keep clear areas.
38. The proposal mitigates the risks of:
- Catastrophic failure of the current system, resulting in
 - Failure to deliver the Council's priorities, and
 - Failure to discharge statutory responsibilities.

Equalities Implications

39. The 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.
40. CCTV monitoring provides evidential support to potential or actual victims of hate crime in public areas, where crimes or incidents are motivated by prejudice, hostility or hatred based upon a protected characteristic. It can also provide important evidential support relating to the night time economy where there may be incidences of violent crime (a greater risk for young men) and rape and sexual assault (a greater risk for women)
41. Young people and vulnerable adults can be subject to more anti-social behaviour and crime than other members of the community. National evidence highlights that there is also an under reporting of anti-social behaviour, domestic abuse and serious acquisitive crime by vulnerable members of the community. Changes to camera numbers, and the levels of pro-active monitoring and recording, are likely to have an impact on the experience of crime.

Priorities for pro-active monitoring need to take into account the safety of vulnerable groups and those at greatest risk such as taxi drivers.

42. Changes affecting Council staff including changes to shift patterns and work location, should be made in accordance with legal requirements and HR policy and procedure.

Implications for Work Programming

43. None noted.

Conclusion and next Steps

44. The Council's infrastructure is now at the end of its useful life and needs to be replaced. Trying to maintain the current system poses a significant risk of catastrophic failure that we cannot make any contingency plans for.
45. If replacing the system is not approved the only other possible option is for the Council to stop providing CCTV in Central Bedfordshire and begin plans for decommissioning the entire system within the next 12 to 18 months.
46. It is recommended that the Committee supports the recommendation to invest in a new CCTV system for Central Bedfordshire Council.
47. The Committee's recommendations will be included in the CCTV report going to Executive in April 2017.

Appendices

Appendix A – Key and supplementary recommendations from Global MSC CCTV consultants

Appendix B – CCTV revenue budget 2016/17

Appendix C – Supporting information for consultants' recommendations

Background Papers

None

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Appendix A

Key recommendations from Global MSC consultants

- 1 Migrate existing CCTV cameras to wireless transmission where this is feasible in preference to existing fibre optic cabling and reduce annual revenue costs
- 2 Where it is possible, the CBC IT network is used for the transmission of CCTV images
- 3 Purchase of new CCTV Command and Control software/hardware and Network Video Recorders
- 4 Enhance the CCTV Control Room to provide additional services

Supplementary recommendations from Global MSC consultants

- 5 One Director is responsible for all CCTV matters for the Council
- 6 Adopt a standard recording policy for all CCTV systems
- 7 Obtain Wayleave Agreements for 'Hub' points
- 8 Provision of remote CCTV viewing facility at Luton Police Station and Kempston Police HQ
- 9 Memorandum of Understanding between the Council and Bedfordshire Police
- 10 Third party monitoring costs of CBC and town council alarms are investigated
- 11 Traffic enforcement using CCTV is considered
- 12 CBC describes accurately in its DPA registration the use of the CCTV systems in the Council area
- 13 CBC undertakes to carry out CCTV Operational Requirements and Pressing Needs together with a Privacy Impact Assessment
- 14 CBC add sufficient signs to its camera estate

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Appendix B

CCTV Revenue Budget 2016/17

Staff training	£1040
Electricity	£2500
Telephones	£1000
General expenses	£3990
Private Contractors	£178,860
Expenditure	£187,390
Income	(£98,570)
Net Operating Budget	£88,820
CCTV Staff Salaries *	£162,128
Total CCTV revenue costs	£250,948

* CCTV staff salary costs are budgeted from the Community Safety Service salary budget. There is an ongoing restructure in the Community Safety Service, which includes CCTV, and it is anticipated that salary costs will reduce by an estimated £15k.

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Appendix C

Supporting information for consultant's recommendations:

Recommendation 1: Migrate existing CCTV cameras to wireless transmission where this is feasible in preference to existing fibre optic cabling and reduce annual revenue costs

Where there is LOS and it is cost effective and feasible, it is recommend that the Council adopts the alternative wireless transmission option in preference to existing fibre optic cabling and reduce its annual revenue costs.

MSC in conjunction with a specialist wireless provider UK Broadband has carried out an initial Wireless CCTV survey to determine budgetary prices for switching the cameras using BT and Virgin fibre to wireless transmission solution. Once a wireless transmission system is in place all images arriving in the Control Room will be digital/IP even if it is reliant on the use of fibre optic cabling for the long 'back-haul'. It should be noted that where there is no 'Line of Sight' (LOS) for wireless links, it would be necessary if the cameras were to continue to be transmitted and monitored, for these cameras to remain on BT or Virgin Media and revenue charges to continue to be paid.

Advantages and Disadvantages of Wireless Transmission

Wireless CCTV systems have a number of advantages and disadvantages compared to the current fibre optic transmission service from BT and Virgin Media, which are based on direct point-to-point links. It is important to understand these benefits and risks associated with the use of wireless for the transmission of CCTV images.

Advantages of Wireless

There are a number of key benefits: -

- a) Reduced cost of deployment and removal of annual rental costs from BT and Virgin Media
- b) Ability to install an IP network enabling High Definition (HD) and IP cameras
- c) Able to easily relocate whole/part system when/if requirement at that location ceases (linking into the wireless network)
- d) Extend CCTV system at various locations with fast lead times and little disruption
- e) Provide additional camera locations on existing network with little or no extra transmission costs
- f) No expensive Civil Works/duct installation which can later become redundant
- g) Little on-going cost of ownership

- h) Able to relocate Control Room and its receiving equipment 'relatively' easily without major disruption

In addition other benefits include: -

- a) Ability to offer a segregated Wi-Fi service to residents and public in camera 'hot-spots' and combine capital contributions with various departments
- b) Ability to add other "IP" connected devices such as alarm systems, PA systems, Radio Link extensions (shop/pub watch, wardens)
- c) Ability to share service and offer capacity to IT Dept.
- d) Ability to charge third parties for the provision of this transmission service

Disadvantages of Wireless

There are some issues with wireless that need to be considered when choosing to reduce transmission revenue costs: -

- a) With wireless systems cameras are linked to each other in clusters (often 'daisy-chained') where Camera 1 is linked to Cameras 2, which is linked to Cameras 3, etc. If Camera 3 has a power failure or an equipment failure, images from Camera 1 and 2 will also be lost.

The problem can be reduced by: -

- a. Building wireless 'resilient rings' (especially on the 'main trunk routes) so that one break in the wireless network does not cause loss of any camera
- b. Ensuring engineers have spare parts and are on a responsive call-out maintenance package to restore failing services reduces this risk
- b) The cost effective wireless links operate on unlicensed radio frequencies. This means that another user of wireless could, by accident or intentionally, cause interference on the camera images by using their own wireless equipment in the same area.

The problem can be reduced by: -

- a. Using directional antennas and equipment that can select between a wide-range of available frequencies reduces this risk. It can also be reduced through remote access from engineers who can login and re-tune equipment remotely if needed

- b. For critical, major trunk 'back-haul' routes, the wireless units used are generally licensed frequencies (with an annual cost) to avoid interference
- c) Latency of control can be a further disadvantage (time between move of joystick to actual movement of the camera) without careful engineering consideration
- d) Initial deployment expensive
- e) More 'in line' equipment to go wrong
- f) Line of sight (LOS) generally required
- g) Trees/foliage and scaffolding require managing and keeping under control

Wireless Security

Of course the security of any network that could be eavesdropped is very important and the Council needs to be convinced that the data in its systems will be secure and not be susceptible to cyber crime and hacking. The wireless network security is therefore of paramount importance in the selection of radio equipment and the network design.

The primary considerations are summarised below, all of which contribute to ensure the highest level of security: -

- All radio's deployed will have encryption capability that satisfy the requirements of the COAD document for Civil Traffic Enforcement, understood to be AES128 or higher
- The radios use their unique custom protocol (as distinct to a universal Wi-Fi 802.11 standard) and therefore it would require a radio of the same type to be able to eavesdrop. There are then additional levels of security within the product such as password protection and encryption to ensure those with the same units cannot access the radios.
- For radio propagation directional antenna is used and installed at rooftop level; this has the added security benefit of making it much less possible for anyone to even detect the radio signals
- If anyone were to attempt to eavesdrop the radio signal they would have to position another radio within the path – this would have the effect of causing the radio link to stop working (and therefore preventing any transmission from being detected)
- Typical product security features include:
 - AES encryption
 - Storm / flood protection
 - Password protection
 - Secure command-line access via SSH protocol

Recommendation 2: Where it is possible, the CBC IT network is used for the transmission of CCTV images

Coupled with the use of wireless transmission, the council will need to use hub points at various locations where recording of camera images will take place; these will need to be linked either to an IP circuit using the council LAN or the BT RS1000d service to enable a 'trunk' route to the control room location to enable viewing and copying.

The Councils IT Team are not confident there will be sufficient bandwidth between the routes/towns that we may require. Although we have shown the use of the Council IP network on the schematics, we have also sought prices from BT for the provision of up to 100 Mbs of bandwidth. Of course, if the Council IP network already exists and CCTV data/traffic can share the 'pipe', this will be much more cost effective than having to install new links supplied by BT which will incur on-going annual costs.

In our estimation, if we use the council's IT networks, we will need the maximum following bandwidths (if we stream all cameras and don't record locally. The actual requirement will be less than this if as intended, NVR's are situated close to the cameras and data only 'requested' and transmitted when viewing or downloading takes place.

- Houghton Regis Public Library – 70Mbps
- Leighton Buzzard Public Library (if we can establish LOS between that and the MSCP) – 30Mbps
- Sandy Public Library – 30Mbps
- Shefford Public Library – 10Mbps

The BT 100 Mbs service costs to link the hub sites will be circa £52,000 capital and £8,000 p.a. revenue costs, but does include the £17,000 capital and £2,000 revenue to link to the two police stations to enable the downloading of images by officers investigating offences. These costs are in addition to those already paid for an analogue service but which we hope to replace the majority with wireless where there is LOS. Where this LOS is not possible, even with 'hops', we will need to retain the existing fibre optic circuits which will need to be upgraded to an IP circuit if the council wishes to embrace HD camera technology.

If the Councils network cannot be used for whatever reason, the BT fibre optic service of RS1000d (100Mbps) will be used and be connected at the following sites: -

- Dunstable – Grove Theatre
- Leighton Buzzard – Multi-Storey Car Park
- Houghton Regis – Public Library
- Biggleswade – Street cabinet close to lamppost camera number 526
- Sandy – Public Library

- Shefford – Public Library

Clearly, if the Council network can be used where this is available close to the CCTV recording and 'hub' points, it will support and complement the use of the cameras without duplicating transmission paths and capital and revenue costs.

It is recommended that the Council investigates its network bandwidth capacity and where, with an agreed Quality of Service (QoS) it is possible to transmit CCTV images, this network is adopted in preference to purchasing third party data circuits.

Recommendation 3: Purchase of new CCTV Command and Control software/hardware and Network Video Recorders

The existing CCTV control software solution is a 7-year old Synectics Control and Digital Recording Systems installed at Dunstable. The mixture of Analogue Matrix Switching Digital Recording and Synergy Pro graphical user 'front end' (controller interface/GUI) provide the main technical 'building blocks' to the integrated CCTV solution. The systems' hardware and software are nearing the end of life; some of the functionality aspects of the Synectics equipment is no longer supported, such as with some Microsoft products. The existing Synectics Synergy Pro software is version is no longer produced and has been superseded by Synergy 3, which continues to be developed with additional, functionality. It is also important to understand that this Synectics recording equipment is now End of Life and should it fail, spare parts may not be available to repair the system.

The Council does not necessarily need to adopt the Synectics software and recording option with the future upgrade of system. It will be up to the shortlisted integrators/installers to propose a solution based on the councils' operational requirements and to propose a software and recording platform that meets the council's needs.

We are proposing that the recording of CCTV data from each of the cameras is carried out remotely in order that images are not sent to the control room if they are not to be viewed or copied. There will be restrictions due to the bandwidth capacity on how many simultaneous camera streams can be transmitted to the control room but in our experience, not all cameras need to be viewed at the same time; some are used more during daylight hours for dealing with incidents such as following shoplifting offenders and others during the hours of darkness which generally might be dealing with public disorder incidents.

We are also be proposing that where possible, the control room will be fitted with display wall drivers, which will make it easier for one operator to control what is displayed on the video wall in front of them and this can be changed by just one click of the mouse on the Graphic User Interface (GUI).

We are also proposing to record images for all cameras in 'real-time' of 25 images per second (ips). Although the current recording of the PSS CCTV images on the Council system is retained for 21 days before being overwritten, due to the guidelines issued in the National CCTV Strategy this recommends a minimum of 31 days retention. This of course is subject to the council's justification that images will be kept no longer than necessary.

Recommendation 4: Enhance the CCTV Control Room to provide additional services

The upgrade of the PSS CCTV hardware/software, the migration of transmission from fibre optic cabling to wireless (with the potential 'add-on' benefit of public Wi-Fi) and the relocation of the Council CCTV control room will enable the Council to: -

- Act on better and faster management information
 - The proposed upgraded Control Centre managing many council and stakeholder CCTV systems and coordinating various responses on behalf of the Council would provide it with the opportunity to make better, quicker and faster strategic and tactical decisions by: -
 - Creating a more holistic, integrated and simplified view of the service delivery picture within the Council
 - Improving situational awareness leading to actionable insights and co-ordinated approach
 - Placing a range of information at the fingertips of decision-makers
 - Being better able to share knowledge across the councils' departments
 - Reducing costs for the installation of public Wi-Fi
- Provision and management of a coherent and efficient organisational and operational unit
 - The upgrade of systems and the management of all CCTV systems will facilitate the co-ordination of resources (including staff and hard assets)
 - Interoperability will increase efficiency
 - Peaks in operations (if CareLine is introduced), complement rather than conflict with each other enabling resources and systems to be used more efficiently
- Foster collaboration amongst stakeholders/partners, including the Bedfordshire Police and neighbouring local authorities

The co-location of other council services to any control room would create the following opportunities to improve efficiency and effectiveness for the following categories: -

Resources	Efficiency/Effectiveness
Property	<ul style="list-style-type: none"> Rationalisation of the property portfolio/space by consolidating and co-locating operational entities Opportunity to:- <ul style="list-style-type: none"> Drive open data standards
Technology	<ul style="list-style-type: none"> Consolidating corporate and operational technology Collaboration through virtual integration Efficiency gains by leveraging emerging technology Achieve service resilience Install 'FOC' public Wi-Fi at a fraction of the cost
People	<ul style="list-style-type: none"> Opportunity to optimally utilise and up-skill the staff complement

A compilation of the type of service benefit and opportunities the new, enhanced control room could offer are suggested below.

Service	Opportunities
Control/CCTV Centre	<ul style="list-style-type: none"> Able to obtain geographic Central Bedfordshire Council-wide Public Space Surveillance CCTV images to make informed decisions from across the council area; Dunstable, Leighton Buzzard (& MSCP), Houghton Regis, Sandy, Biggleswade, Shefford, etc. Opportunities for technology development for internal and external clients, potential income from offender tagging, GPS tracking and CareLine, 24/7 co-ordination centre, Reduced costs for other local authority services (alarm monitoring)
Traffic	<ul style="list-style-type: none"> Opportunity to consider the use of CCTV for Traffic Enforcement purposes Provide traffic information for the end users via various platforms (RTPI, web, mobile, SMS)
Customer Service	<ul style="list-style-type: none"> An enhanced "out of hours" customer service
Environment and Leisure	<ul style="list-style-type: none"> Potential to monitor 'other' CBC CCTV systems; Traffic Depots, Waste Recycling Centres, Leisure Centres, Libraries
Body Worn Video (BWV)	<ul style="list-style-type: none"> Potential to monitor live BWV from personnel at Waste Recycling Centres, Civil Enforcement Officers (CEO's), gypsy/traveller enforcement officers, etc.

We believe irrespective of the final choice of CCTV control room, consideration is made to enhance the provision of services with a 24/7/365 service to maximise potential benefits.

ShopWatch/PubWatch radio system is operated to enable CCTV operators to be alerted to activities that other radio users think they should focus their cameras on to surveille. Should it be decided to relocate the CCTV control room to Priory House, it will be essential to ensure any radio signals currently used at the Dunstable and Leighton Buzzard can be operated without the loss of this vital aspect that maximises the use and benefit of PSS CCTV. The

Council may wish to adopt a more advanced ShopWatch IP digital radio system, the costs of about £3,500 are applicable. There will be minor costs associated with the relocation of the police Airwave radio system.

The Biggleswade ShopWatch system is currently monitored at Stevenage and this system would need to be integrated into the CBC control system wherever this is located.

Central Bedfordshire Council

EXECUTIVE

4 April 2017

Superfast Broadband Extension Project

Report of Cllr Richard Wenham, Deputy Leader and Executive Member for Corporate Resources, Richard.wenham@centralbedfordshire.gov.uk

Advising Officers: Jason Longhurst, Director of Regeneration and Business
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James Cushing, Head of Investment
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This report relates to a Key Decision

Purpose of this report

1. To support the award of contracts for £3.48m of externally secured funding and additional funding as secured, to extend superfast broadband infrastructure across Central Bedfordshire as part of the Council's goal to maximise superfast broadband coverage by 2020.
2. To support the Council's continued engaged with the Central Superfast Broadband partnership.

RECOMMENDATIONS

The Executive is asked to:

1. **approve the award of contracts for £3.48m of externally funded resources, with scope to extend this by up to an additional £3m, if additional external funding is secured to extend Superfast broadband coverage as part of the Central Superfast Partnership covering Central Bedfordshire, Bedford, Luton and Milton Keynes;**
2. **approve that the Council continues with the existing priorities set out through the previous BDUK procurement, through the procurement process:**
 - **Maximising overall superfast broadband coverage**
 - **Subject to maximising superfast, seek a balance between residential and business premise coverage and**
 - **Subject to maximising superfast coverage, achieve a reasonable geographic spread across Central Bedfordshire**

- 3. approve a delegation to the Director of Regeneration and Business, in consultation with the Executive Member for Corporate Resources to select contractors to deliver superfast broadband infrastructure based on the Council's priorities and the successful completion of the procurement process and BDUK state aid approval. Furthermore that the Director of Regeneration and Business, in consultation with the Executive Member for Corporate Resources may vary the contract/delivery programme as required during the lifetime of the contract, including reinvesting savings and efficiencies and additional external funding secured through the project; and**
- 4. approve the Council's continued participation with the existing Central Superfast Broadband Partnership arrangements, updating the collaboration agreement as required. Furthermore, that the Executive Member for Corporate Resources, in consultation with the Director of Regeneration and Business, approves any proposed changes to the membership and terms of reference to the partnership.**

Overview and Scrutiny Comments/Recommendations

3. The Broadband project has been considered previously by the Sustainable Communities overview and Scrutiny board on the 27.10.15 and 13.11.14. The Chairman of the Sustainable Communities OSC was consulted and did consider it necessary to consider the report at this stage, given previous scrutiny and extension nature of this activity. Furthermore, the broadband project will report back to the committee on progress at a later stage.

Issues

4. The Government has a target of 95% of all premises to receive superfast broadband, defined as speeds of at least 24 megabits per second (Mbps), by 2017. As part of this the Government set up Broadband Delivery UK (BDUK) as its delivery arm.
5. BDUK required the Council to form a partnership with other local authorities to deliver the broadband project. As such, the Council entered into a formal collaboration agreement with Bedford Borough and Milton Keynes Councils and Luton Borough Council, and formed a joint Broadband Partnership, Central Superfast. The Council is the lead body in the Central Superfast partnership and the accountable body for the projects. Given that the funding has been awarded by South East Midlands Local Enterprise Partnership (SEMLEP) and BDUK across the partnership it is recommended that the Council continues to engage with the partnership and again is the accountable body for the project.

6. The partnership has already contracted with BT to deliver two broadband projects, which will have supported over 25,000 premises in Central Bedfordshire and mean that over 97% of premises will have access to infrastructure enabling them to receive superfast services by March 2019.
7. The Council has contributed £3.1m over the previous two broadband projects, securing £3.775m from BDUK as match funding, and significant further private sector investment from BT.
8. The Council has successfully secured an additional £1.732m for the Central Superfast Partnership from the South East Midlands Local Enterprise Partnership Local Growth Fund to extend superfast broadband coverage and realise the economic benefits (additional business productivity, access to markets, new business start ups, employment opportunities and better access to services and information for residents) such infrastructure enables. Further to this an additional £1.75m of match funding against the SEMLEP funding has been secured from BDUK. Of the total of £3.48m external funding secured, funding Central Bedfordshire can expect £1.39m.
9. In line with BDUK guidance and the new National broadband State Aid notification 2016, the Council has undertaken an Open Market Review and State Aid public Consultation. The new State Aid notification now utilises a minimum speed criteria of 30 Mbps. These processes test commercial infrastructure providers plans over the next three years to identify eligible investment areas for public funds, based on the principle that private networks that provide superfast coverage should not be overbuilt. These processes have identified a total eligible intervention area in Central Bedfordshire of 17,802 premises. However, within this 3,856 premises have been verified as not being able to access infrastructure than could deliver services of 30 mbps. The remainder are under review by commercial providers and or providers do not have records for the premises. These premises could be brought into scope for public funding in the future if it becomes clear they will not receive services and if funding is available.
10. The Council will undertake a competitive Official Journal of The European Union procurement process to award a contract to a private supplier. As with previous projects this will utilise a 'Gap Funded model' to invest the available funds to extend coverage to the identified 3,856 premises in Central Bedfordshire (11,853 across the wider Central Superfast partnership) that will not be covered by commercial investment. This will mean that the minimum public subsidy required will be awarded to the maximum number of available premises and that the private sector will also invest their funds. This contract will be inline with BDUK guidance, and will include clauses for 'gainshare' such that high levels of take up of services will result to funding back into the council to reinvest and extend coverage further where possible.

Likewise the contract will be project managed to seek delivery efficiencies, to ensure maximum value for money and possible reinvestment of such savings to maximise coverage, where practical and value for money. The state aid process and procurement process allow for up to an additional £3m to be reinvested through the contract, subject to securing additional funds, and at no net budget impact to the Council.

11. In line with previous procurements the Council can set local priorities within the procurement. It is recommended that the Council continues with the principles and priorities set out through the previous BDUK procurement, through the procurement process:
 - Maximising overall superfast broadband coverage
 - Subject to maximising superfast, seek a balance between residential and business premise coverage and
 - Subject to maximising superfast coverage, achieve a reasonable geographic spread across central Bedfordshire.
12. This is based on aligning with the Council's corporate priorities, supporting the maximum number of residents and businesses with available resources ensuring that the tender is attractive to private sector investors.
13. Inline with BDUK guidance, it is currently envisioned that a 'lot process' will be undertaken within the procurement process. Subject to the procurement process, this may result in two separate contracts covering the Central Superfast area. This is to ensure that the tender achieves a balance of attractiveness to the market, stimulates competition, realises best value and is also deliverable and manageable.
14. In order to comply with BDUK timescales and focus on accelerated delivery, it is recommended that a delegation is sought to the Director of Regeneration and Business, in consultation with the Executive Member for Corporate Resources , to select contractors to deliver the additional superfast broadband infrastructure based on the above priorities and the successful completion of the BDUK procurement process, and vary the contract/ delivery programme as required during the lifetime of the contract.

Reason/s for decision

15. Extending Superfast Broadband coverage is a priority for the Council, with significant ongoing resident and business demands for services. Evidence highlights the considerable economic benefit and return on investment in high speed digital infrastructure can have on the local economy in terms of job creation and business growth, in addition to opportunities for residents.

16. The new external funding secured, combined with previous projects and efficiencies secured through these constitute the Council's approach to achieving the Local broadband Goal of 100% coverage by 2020.

Council Priorities

17. The rollout of superfast broadband is a priority in the Council's Medium Term Plan. The delivery of superfast broadband directly addresses the Council's priority of Better Infrastructure – improved roads, broadband reach and transport and the delivery of the Council's Joint Broadband Plan. Additionally, the provision of superfast broadband also contributes to a range of wider Council objectives including Enhancing Central Bedfordshire – particularly creating jobs and enabling businesses to grow. The provision of superfast broadband services will also support the Council's priority of Delivering Great Services and Value for Money, through enabling residents and businesses improved access to online services.

Corporate Implications

Legal Implications

18. The Council has the power to support broadband deployment under Section 1 of the Localism Act 2011. There are no statutory requirements for the Council to undertake improved broadband works. The Council is able to secure a private sector partner and undertake delivery activities utilising a competitive procurement route complying with Official Journal of the European Union requirements and a national BDUK State Aid notification. Council legal, financial and procurement rules will also be adhered to throughout delivery of the plan. The Council's Audit team have been an active partner in the project to ensure compliance from a Council perspective.
19. A binding collaboration agreement between the Council and other Local Authorities has been developed to ensure that funding is directed according to each local authority's requirements and in line with BDUK contractual requirements, ensuring a proportionate bearing of risk. This has been updated inline with project requirements and will continue to be reviewed over the lifetime of the project.

Financial Implications

20. While no additional funding is being sought for the new contract, and the full value of the external funding is already considered in the Medium Term Financial Plan, it is likely there will be the need to reprofile the existing Council funding allocated to the BDUK 2 project due to the requirement to utilise SEMELP funding in 2016/17 and any new revised deployment plans emerging from the procurement.

The total project value for the broadband project over the three phases will be £17,943m. Central Bedfordshire funding over the phases is laid out below.

Table 1: Total Central Bedfordshire Area contracted spend

	Gross Expenditure	External Funding	Net Expenditure
	£ 000	£ 000	£ 000
BDUK phase 1	2,485	1,485	1,000
BDUK Phase 2	4,140	2,290	2,100
BDUK Phase 3	1,386	1,386	0
Total scheme	8,011	5,161	3,100

21. The Approved Capital Programme outlines the profiled future spend on the Broadband project (covering all Central Superfast partner authorities, with central Bedfordshire as the Accountable body) totalling £11.029 gross expenditure and £8.663m of external funding(including the additional £3.48m of external funding), with total net expenditure of £2.366m. As noted it is likely that this profile will need to be updated depending on the outcome of the procurement exercise. Additionally, through efficiency savings and ‘gainshare’ mechanisms there is likely to be additional resources arising within the project. The tender and state aid process include the capacity for an additional £3m of investment from such sources and external funding if secured, to be reinvested in extending coverage where this is practical and delivers value for money.

Table 2: Approved Capital Plan

2017/18 Capital Budget			2018/19 Capital Budget			2019/20 Capital Budget		
Gross Expenditure £000	External Funding £000	Net Expenditure £000	Gross Expenditure £000	External Funding £000	Net Expenditure £000	Gross Expenditure £000	External Funding £000	Net Expenditure £000
4,579	(4,491)	88	5,407	(3,519)	1,888	1,043	(653)	390

22. The model utilised is a GAP funding solution, meaning the Council will not own the asset, but ‘gainshare’ conditions will be included within the contract to ensure that there is the potential for the Council to benefit for high levels of take up of services.
23. While no additional Council funds are sought for this project, the possible letting of two contracts may increase project management costs. The joint collaboration agreement has in place a requirement to share such costs and this will be reviewed to minimise the need for additional resources from the Council. However, depending on this and the timescales for delivery, following selection of a provider, there may be a need for ongoing project management support, beyond the £250k already committed by the Council.

Risk Implications

24. The project is subject to procurement and state aid risks. The compliance with and use of BDUK State Aid framework mitigates these, with BDUK acting as a national competency centre and undertaking assurance/checkpoint assessments of the project. The Council will follow internal procurement procedures to ensure compliance with legislation and is also utilising BDUK guidance on the procurement, in line with BDUK assurance processes. Likewise, the currently envisaged two lot/ contract procurement may increase contractual complexity and risk. This will be regularly reviewed at the joint programme board and the joint collaboration agreement will be updated to reflect any increased risks.

Equalities Implications

25. 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.
26. No potential beneficiaries from the broadband rollout programme are excluded on the grounds of their protected characteristics.
27. In developing the Local Broadband Plan consideration of the need to improve access for all has been a core principle. Analysis of options for intervention, while meeting state aid guidelines, has included mapping access to areas of deprivation and found very little correlations. Likewise through the deployment process the Council will work with suppliers to ensure that broadband services are available to the maximum number of people and that access is not discriminated against in anyway.

Sustainability

28. Delivery of the extended coverage of superfast broadband will positively impact on a number of sustainability considerations, including reducing the need to travel (by increasing access to online services and opportunities for home working) and resulting emission reductions. Further to this, the provision of superfast broadband will support economic growth through enabling new business and access to markets and delivery of jobs growth aspirations for the area, by supporting growth in existing businesses productivity and ensuring the area remains attractive to new inward investment.

Implications for Work Programming

29. The Sustainable Communities Overview and Scrutiny committee will continue to review the progress of the Broadband projects and are likely to consider this at a future meeting.

Conclusion and next Steps

30. The Council has already supported over 17,500 premises to receive superfast broadband services and has an agreed plan in place to take this figure up to 25,000 by March 2019, enabling 97% coverage.
31. Following securing £3.48m external funding for the Central Superfast Partnership (of which the Council can expect £1.39m), it is recommended to award a new contract to a private sector infrastructure provider to focus on delivering infrastructure to those premises not able to receive services will allow the Council to continue to make progress as part of its goal to provide superfast access for all by 2020 and to realise the significant economic benefits that this will enable for residents and businesses.

Appendices

32. None

Background Papers

33. The following background papers, not previously available to the public, were taken into account and are available on the Council's website:
None
34. Reports previously considered

Joint Local broadband Plan:

http://www.centralbedfordshire.gov.uk/Images/Joint%20Local%20Broadband%20Plan_tcm6-41719.pdf#False

Current BDUK project and rollout plans:

www.centralbedfordshire.gov.uk/broadband

Central Bedfordshire Council

Executive

04 April 2017

Children's Services Transformation Programme

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

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

This report relates to a non Key Decision

Purpose of this report

1. To provide an update on the current Children's Transformation Programme including key timelines for proposed implementation.
2. To provide Members with an overview of key implications for the broader council directorates in supporting and implementing the changes proposed.

RECOMMENDATIONS:

The Executive is asked to:

1. **consider the information contained in the report; and**
2. **champion the Children's Transformation programme.**

Overview and Scrutiny Comments/Recommendations

3. An overview of the Transformation Programme was presented to Children's Services Overview and Scrutiny Committee on 15 March 2016. At the request of the Overview and Scrutiny Committee, a further briefing was arranged for members on 8 July 2016.

Background

4. Central Bedfordshire is a high performing council and aspires to be 'outstanding' across all areas for services to children.

5. To achieve this goal, the Director of Children's Services (DCS) has launched an ambitious Transformation Programme with a focus on responding to needs earlier in the lives of children and families, reducing demand on statutory specialist services, getting families back to work, improving longer term outcomes and raising standards and aspirations for our children.
6. The Transformation Programme is following an evidence based approach, using data and system analysis to inform the actions required to achieve the programmes vision. A variety of analysis was completed in the first phase of the programme last summer, with the findings and evidence from this demonstrating the need for a more integrated and targeted approach to early intervention in Central Bedfordshire (key findings included in Appendix A).
7. The Transformation Programme is designed to support the Council and partners to help children and families realise their full potential whilst also enabling services to be redesigned and recommissioned in the most effective and efficient way.

The Case for Change

8. Through detailed analysis, we have found that the key causal factors leading to children's needs escalating come from their parents, particularly parental drug and alcohol misuse, domestic abuse, parental criminality and parental mental ill health.
9. We also recognise that children in Central Bedfordshire are not achieving as well academically as their peers in other similar areas, both at Key Stage 2 and Key Stage 4.
10. Although 89% of our schools are graded as Good or Outstanding by OFSTED, only 29% (186 children) of our disadvantaged children achieved the expected standard in Key Stage 2 in Reading Writing and mathematics last year. This is compared with 57% of all other children in Central Bedfordshire. This performance is in the lower quartile of performance of all Councils nationally (142/150).
11. A similar pattern follows at Key Stage 4 where disadvantaged children under perform compared to their peers by 1.5 grades per GCSE exam. This performance also places Central Bedfordshire in the lower quartile nationally (131/149).
12. Traditionally our services and the skills of our workforce have concentrated on tackling and responding to the issues of children. The findings outlined in Appendix A demonstrate that a radical re-think of the skill set of our staff, the interventions that we use to support parental behaviour change and deeper integration of adult focused services (such as specialist drug and alcohol services, adult mental health support, housing and police) are critical changes being pursued as part of the programme.

13. We are also rethinking how services can be targeted and delivered with a more local focus to reflect the specific needs that are presented in each area of the Council.
14. Our Transformation Programme cannot be delivered by the council alone. The factors driving demand for our services are the same as those for our partner agencies; these are mainly adult centric.
15. Our ambition is that this becomes a Children's Transformation Programme in its broadest sense – to improve the outcomes for children by changing the whole system; not just Children's Services.
16. We are committed to delivering a family centric 'one family, one worker, one plan' approach. This approach will empower our staff to be professionally curious and innovative with their work with children and families.
17. We embrace a strengths based approach to working with families. We will continue working with families for as long as it takes to overcome the key challenges in their lives and to build their capacity to effect lasting change.

System Governance

18. We have established the Children's Leadership Board (CLB) to lead this programme and have council and partner agency system leaders working alongside us to re-design our locality model. Appendix B includes the governance structure for the programme.
19. We are working with children and families to test and refine the emerging thinking from the workstreams.
20. We have worked with key partners to develop the plans for the Transformation Programme; there has been positive feedback and great commitment from partners so far.

The Transformation Programme

21. We will be integrating our current children's services offer into five locality teams from June 2017. This will see the Council's early help and social care teams working differently and more embedded in the localities. The five localities are:
 - Dunstable
 - Houghton Regis
 - Leighton Buzzard
 - West Mid Beds
 - Ivel Valley

In addition, the ambition of the programme is to integrate (at the first opportunity) more of the council's broader 'early help' services, including strengthening links with services such as libraries and housing.

22. The model we will implement will have a 'one family, one worker, one plan' approach; with families having a key contact who can provide or coordinate most of their support. Our support will be focused on building family and community resilience and capacity, adopting a strengths-based approach and this includes teams proactively reaching out to develop 3rd sector provision and building social capital.
23. Workers in these teams will be trained in the core areas that lead to family breakdown, including domestic abuse and parental mental health with specialist support increasingly based in these locality teams over time.

Prototype Multi Agency Locality Model

24. The Children's Services teams will 'go-live' in all five areas from June 2017. The Dunstable locality will be a multi-agency prototype. In practice this will mean that we will no longer have multiple teams delivering 'parts' of early help across Central Bedfordshire with our teams will be integrated and based in local areas – this could be in council buildings, or in schools, or with the police. Further detail about this model is shown in Appendix C.
25. The prototype model in Dunstable has a specific focus on Domestic Abuse. The demand for support from families affected by Domestic Abuse remains high and we know that Central Bedfordshire has higher levels of repeat offenders than Luton and Bedford.
26. Our prototype Dunstable model work over the summer of 2017 includes two different approaches; a preventative approach and targeted input. The preventative approach will be multi-agency work with schools to develop the offer of Personal Social Health Education (PSHE) focusing on Domestic Abuse. Our targeted approach will be to identify 10-15 families within the local area where there are concerns about the risk of Domestic Abuse. Our multi-agency 'one family, one worker, one plan' strategy will provide intensive support to the children, families and perpetrators.
27. Both the approaches within the prototype model will be thoroughly evaluated to inform how our developing model could be rolled out across other localities and sustained within the Transformation Programme.

Reasons for Decision

28. Members of the Executive are asked to fully support the Transformation programme to deliver whole system, whole Council approach to improving outcomes for children and families.

Council Priorities

29. The Transformation Programme will contribute to all the Councils key priorities:
- Enhancing Central Bedfordshire
 - Great Resident Services
 - Improving Education and Skills
 - Protecting the Vulnerable; Improving Wellbeing
 - Creating Stronger Communities
 - A More Efficient and Responsive Council

Legal Implications

30. The Transformation Programme will support the Council to provide its statutory duties relating to safeguarding children.

Financial and Risk Implications

31. The Transformation Programme is the vehicle by which Children's Services efficiencies, as detailed in the medium term Financial Plan will be delivered. Should the plan not be successful, there is a risk that the efficiencies will not be met.
32. The detailed service models that will be needed to fully implement the programme are being costed based on the multi-agency footprints across the Central Bedfordshire Council area.

Equalities Implications

33. An Equality Impact Assessment is being developed with the Corporate Policy Advisor (Equality & Diversity) to consider the impact of the Transformation Programme on all children and families. The EIA will be presented to the CLB.

Risk Management

34. The CLB are leading the implementation of the programme and consider all risks.
35. The demand management approach for services to children and families will be carefully monitored to ensure that we continue to keep children safe.

Conclusion and Next Steps

36. The transformation programme is on track to deliver the integration of our internal Childrens Services early help and social care teams from June 2017.

To make the progress necessary to meet the ambitions of the programme, including raising school standards, improving outcomes for our vulnerable groups and meeting the challenges of our MTFP will require a step change in the make-up and scale of the integrated teams.

37. Securing partner commitment to providing staff and resources is vital to the longer term sustainability of our model. The positive commitment from partner agencies to co-construct the model to date has demonstrated that this is achievable
38. Further updates will be provided to Children's Services Overview and Scrutiny Committee and the Executive about the programme at appropriate key milestones.

Appendices

The following appendices are attached:-

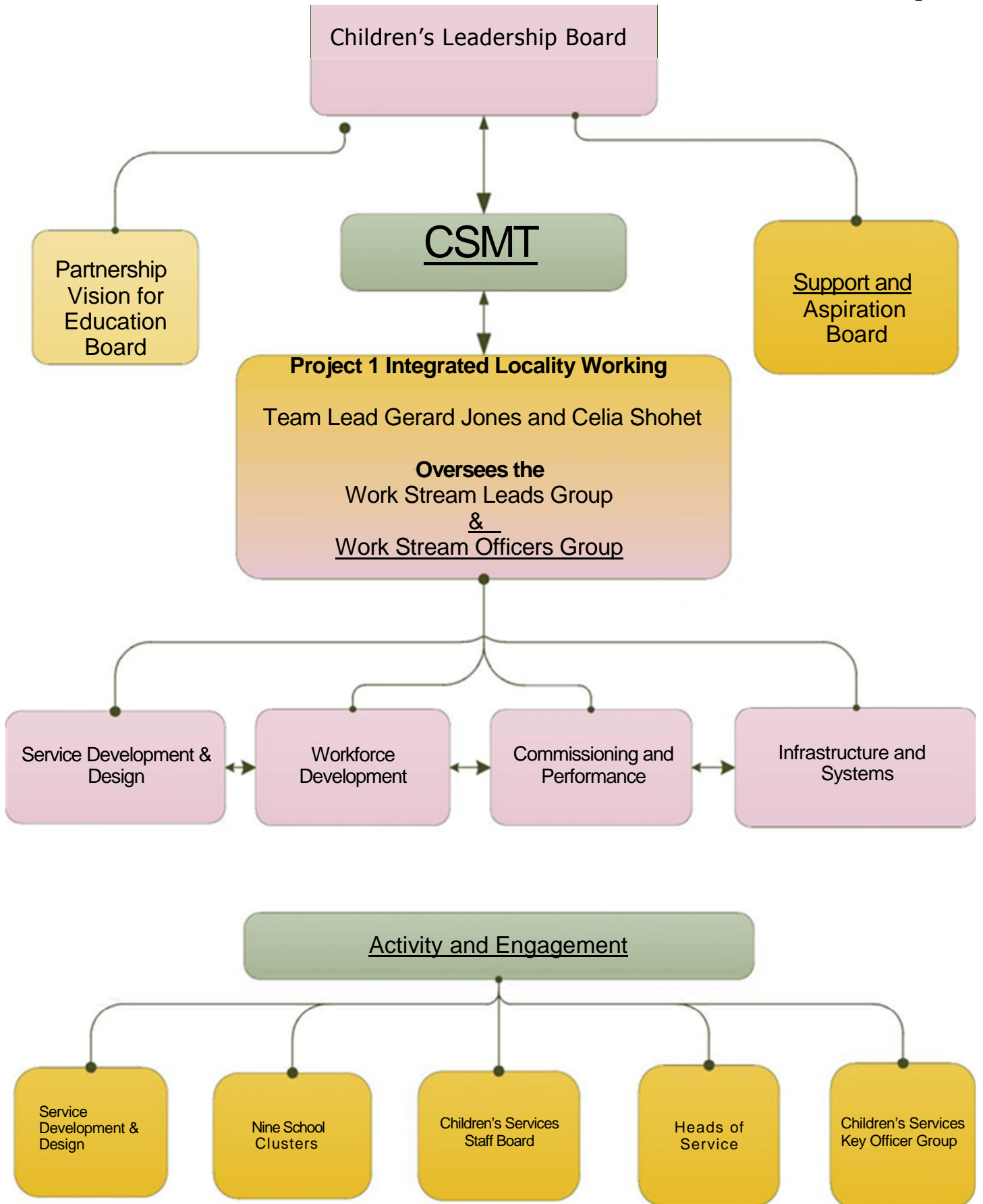
Appendix A – key findings from initial research/analysis

Appendix B – Governance structure for the Transformation Programme

Appendix C - Proposed model of Locality based working

Appendix A – Key findings from phase 1 of Transformation

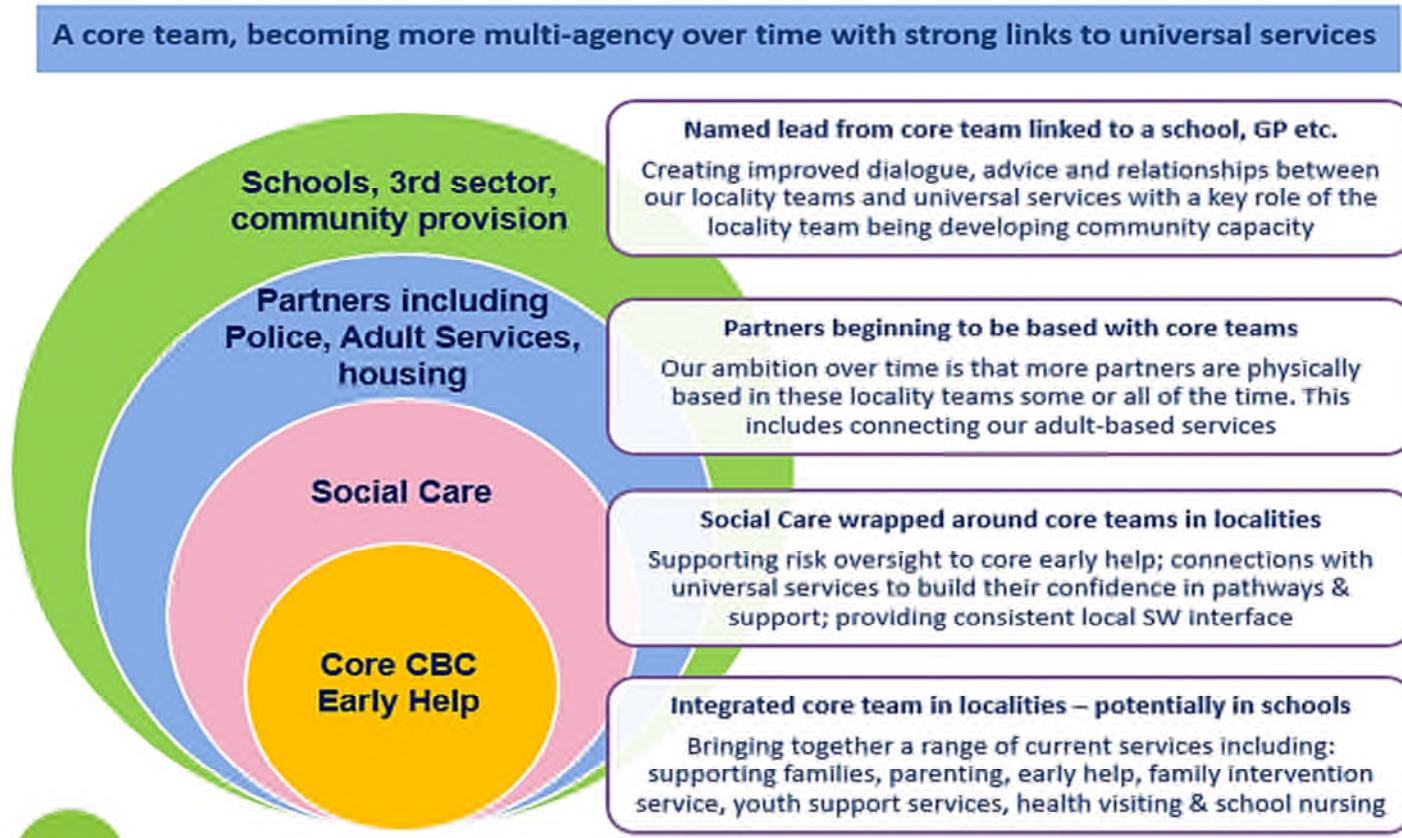
1. The first stage of the Transformation Programme was to fully understand the current demand for services, and the current system wide approach to supporting children and families. Below are some of the key findings from this analysis:
 - a. The Council has consistently reduced demand for Children in Need (12% reduction) and Child Protection (44% reduction) plans over the last 4 years despite an under 18 population growth of 3%
 - b. Reduced the number of Looked After Children (LAC) by 6% despite a 12% national increase and a 5% under 18 population growth (2010-2015)
 - c. Our overall prevention spend across the wider council is still strong but it lacks a common aim and purpose and needs re-focusing
 - d. We are not utilising our spend appropriately on the core issues in families – for example the % of Council budget spent on tackling domestic abuse
 - e. Domestic abuse, criminality, substance misuse and parental engagement are key issues we need to tackle in more targeted ways
 - f. There are key cohorts that are driving demand and we need to target these more – particularly 0-1 and 14+ young people
 - g. Our reviews of 25% of LAC cases demonstrate there are opportunities to prevent children becoming looked after. However, to do so requires deeper integration and targeting of our offer
 - h. A relatively high number of our social work assessments aren't necessary and we need to improve feedback across the system
 - i. Our new Early Help approach is having an impact (as evidenced through our overall demand reductions) but partners are still confused about pathways
 - j. There is evidence this is leading to inappropriate demand, some of which we can tackle
 - k. Our analysis has shown there remains confusion at times about the early help offer in localities and that there can still be multiple services involved around families experiencing some kind of crisis – with families telling us they cannot engage with so many services all at once.



Appendix C - Proposed model of Locality based working

- An overview of the proposed locality based model is shown below. This demonstrates the core teams based in localities that will be further complemented by statutory services and partners as the model develops.

What do we hope our locality teams will look like?



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Central Bedfordshire Council

EXECUTIVE

4 April 2017

Commissioning of New School Places in Barton-Le-Clay and Marston Moretaine for September 2018

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

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

This report relates to a Key Decision

Purpose of this report

1. To provide the Executive with the outcome of the consultation undertaken by the Governors of Arnold Academy Trust, Barton Le Clay and the outcome of the official Council proposal published for Church End Lower School (Forest End campus), Marston Moretaine, regarding the proposal to expand each school by 1 form of entry (30 places in each school year group) by September 2018.
2. To seek the Executive's approval of each proposal to expand, subject in respect of Arnold 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 Marston Moretaine and Barton Le Clay.

RECOMMENDATIONS

The Executive is asked to:

1. **note the responses received to the consultation by the Governors of Arnold Academy Trust, Barton Le Clay and the Council's official proposal published for Church End Lower School, Marston Moretaine, each to expand by 1 form of entry (30 places in each school year group) by September 2018; and**

2. **approve the commencement of capital expenditure as set out in the report, subject in respect of Arnold Academy Trust to the approval of the proposal by the Department of Education, and subject to the granting 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 22 November 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 Lower and Middle School places in Marston Moretaine and Barton Le Clay

5. On 6 December 2016 the Council's Executive approved the recommendation of the report to support a consultation by the Governors of Arnold Academy Trust, Barton Le Clay and the publication of an official proposal (statutory notice) for Church End Lower School, Marston Moretaine, each to expand by one 1 form of entry (30 places in each school year group) by September 2018.

The December report can be viewed as Agenda Item 10 at:

<http://centralbeds.moderngov.co.uk/ieListDocuments.aspx?CId=577&MId=5134&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 the 2016/17 demographic forecasts for the Council's School Place Planning pyramid area covering Barton Le Clay and Marston Moretaine and the surrounding area. The forecasts confirmed up to a sustained 1 form entry (30 places per year group) deficit in Middle School provision in Barton Le Clay by 2017/18 and a forecast deficit of up to 1 form of entry (30 places per year group) lower school places in Marston Moretaine in 2018/19 with pressure building again for school places in September 2020.
7. With the support of the Council the consultation for Arnold Academy commenced on 4 January and closed on 1 February. The official proposal (statutory notice) for Church End Lower School was published on 5 January and closed on 2 February. The consultations included a public meeting at Arnold Academy on the 19 January 2017 and a public meeting at Church End Lower (Forest End) on the 18 January 2017. 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. A summary of the consultation responses received by Arnold Academy Trust and support from the governing body for the expansion are attached in Appendix A to this report.
9. Issues arising through the consultation have been reflected upon in the summary provided by Arnold Academy Trust within Appendix A. A total of 86 responses were received to the consultation with 67 responders in support of the expansion.
10. Arnold Academy has agreed through the request of the authority to temporarily admit pupils over its planned admission number in 2017 in Year 5 to meet a local demographic need. The school has supported the council's principles to provide additional school places at a local popular and successful school.
11. The consultation materials and a summary of responses received by the Council for Church End Lower School are attached in Appendix B to this report.
12. Issues arising through the consultation have been reflected upon in the summary report within Appendix B. A total of 28 responses were received to the consultation with nearly 68% in support of the proposal.
13. Where concerns were raised in response to each proposal these related to the potential highways implications, size of the school, consideration for additional places at Middle and Upper schools and lower school places available at other local schools. Concerns were also raised by the Parish Council on parking and congestion and places available in neighbouring schools.
14. 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 on each site can be implemented following the necessary submission and approval of planning applications with mitigating measures agreed where necessary.
15. 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.
16. The Forest End site of Church End Lower School is currently a 1 form entry school and has been future proofed to enable it to expand to be a 2 form entry school.

Additional land has been secured through s106 for the expansion and will be secured as part of this proposed expansion. A 2 form entry school will enable the school to provide a broader curriculum, offer staff opportunities for development and is financially more sustainable.

17. Church End Lower School (Forest End) is in the greatest area of need and the proposed expansion supports the Council's policy principle of local schools for local children. The forecast need exceeds the forecast available places and where other schools currently have places it is not forecast to be sufficient to meet all the projected need.
18. 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 and middle school places to be provided from September 2018/19 is the result of significant further demographic growth in Barton Le Clay and its surrounding areas and Marston Moretaine that was not evident in the forecasts that justified the Council's 2016 commissions but has now been confirmed by the latest demographic forecasts and school admission data.
19. It is highly likely that further significant new housing developments in the school planning areas, 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.
20. 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.
21. The business case that Arnold 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.
22. Arnold 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.
23. The business case for Church End Lower School has also been prepared by the school and 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

24. Working with their appointed education capital consultant and with support from the Council, Arnold Academy Trust has commissioned design studies for the school's expansion. These have referenced Building Bulletin 103 which provides area guidelines for mainstream schools.
25. 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.
26. 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.
27. The Council's Asset Team will procure the capital works required for the expansion of Church End Lower School and will utilise the full procurement options to enable the delivery of a new school facility.

Reasons for Decision

28. The consultation undertaken by the Governors on the proposal to expand Arnold Academy Trust has complied with DfE Guidance for making significant changes to an existing Academy, published in March 2016.
29. The consultation undertaken by the Council on the proposal to expand Church End Lower School has complied with the April 2016 DfE Guidance for making prescribed alterations to LA maintained Schools.
30. The proposals support the Council's Policy Principle of investment in successful schools. Church End Lower School (November 2016) and Arnold Academy (December 2013) are both rated Good by Ofsted.
31. As set out in detail in the December 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 surrounding areas of Barton Le Clay and Marston Moretaine.
32. 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.

33. Ward Councillors have received briefings on the Council's forecasts of demographic growth and the need to plan for additional school places in both the school planning areas and are supportive of both proposals.

Council Priorities

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

Legal Implications

35. 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.
36. 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.
37. The main legislation governing school organisation is found in sections 6A-32 of the Education and Inspections Act 2006, The School Organisation (Establishment and Discontinuance of Schools) Regulations 2013 and the School Organisation (Prescribed Alterations to Maintained Schools) (England) Regulations 2013.
38. Department for Education Guidance for proposers and decision makers regarding school organisation in maintained schools was published in April 2016 to support the School Organisation (Prescribed Alterations to Maintained Schools) (England) Regulations 2013.
39. This guidance can be viewed at:
<https://www.gov.uk/government/publications/school-organisation-maintained-schools>
40. The guidance for prescribed alterations, published by the Department for Education (DfE) in April 2016, requires local authorities to undertake a statutory process for proposed expansions of maintained schools that meet a specified threshold. Although the requirement for a 2 stage consultation process has been removed (ie both pre statutory and statutory) the DfE expects that the local authority will consult interested parties to develop the statutory proposal prior to publication.

41. The local authority is expected to ensure that there is 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.
42. The Council will need to ensure that the new accommodation is suitable and the necessary capital funding and planning permission have been secured before the expansion can be implemented.
43. Department for Education (DfE) Guidance for Academies wishing to make significant changes, including enlargement of their premises, was published in March 2016.
44. The Guidance can be viewed at:
<https://www.gov.uk/government/publications/making-significant-changes-to-an-existing-academy>
45. Academy Trusts are required to exercise their own judgments in deciding whether a change is significant, although it is anticipated that the proposals set out in this report for Arnold Academy would come within the definition of 'fast track significant change' as set out by 2016 DfE Guidance.
46. The process is overseen by the Education Funding Agency on behalf of the DfE and requires an academy to undertake consultation, to obtain consent of the Secretary of State and to secure any capital required by the proposal before implementation.
47. The business case submitted to the Education Funding Agency by an academy 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.
48. In both cases there are statutory and processes for consultation and applications which, if the proposals are agreed, must be followed to ensure the proposals can be implemented when required.

Financial and Risk Implications

49. The New School Places Programme is funded by developer contributions and Basic Need grant income from the Department for Education (DfE) and on current planning assumptions the programme 2016/17 to 2019/20 is gross expenditure of £18.2M (£4.0M net) in 16/17, £25M (net nil) in 2017/18, £17.2M (net nil) in 2018/19 and £15M (£3.4M net) in 2019/20.
50. At the time of writing this report the DfE have not announced the allocation of Basic Need grant for 2019/20. The announcement is expected in spring 2017 at the earliest so the forecast net contribution in that year could be revised significantly.

51. The additional middle school places at Arnold Academy will receive a total of £451,530 from s106 developer contributions. The expansion at Church End has already received all the allocated developer contributions from phase 1 of the expansion. The combined expenditure envisaged in the report is £4m and this is contained within the current approved NSP capital allocation.
52. 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.
53. Given the volatility in forecasts of S106 income the School Organisation and Capital Planning Team 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.
54. 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.
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 maintained schools and academies requires an evaluation on a project by project basis of any equalities and human rights issues that might arise.
60. 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.
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. The proposed consultations are not envisaged to have an adverse impact on any of the listed groups below:-
- | | |
|--|---|
| I. Sex | N/A |
| II. Gender Reassignment | N/A |
| III. Age | Lower and Middle aged pupils will have access to sufficient school places |
| IV. Disability | N/A |
| V. Race & Ethnicity | N/A |
| VI. Sexual Orientation | N/A |
| VII. Religion or Belief (or No Belief) | N/A |
| VIII. Pregnancy & Maternity | N/A |
| IX. Human Rights | N/A |
| X. Other Groups (rural isolation etc) | N/A |

Risk Management

63. The proposal set out in this report has been developed and evaluated against the key criteria for decision makers that are outlined in guidance. Likewise the proposal has followed the procedures set out in regulation. This mitigates the risk on the Council of failing to comply with the relevant statutory requirements.

64. The key risks mitigated by the process that has been followed include:
- I. Failure to discharge legal and statutory duties/guidance.
 - II. Failure to deliver the Council's strategic priorities.
 - III. Reputational risks associated with the non delivery of required school places.
65. If approved, the Council and the Governing Body and Trustees of the schools will develop and implement change management plans that will include risk assessment and management criteria to ensure the effective delivery of the objectives set out in the proposal document.

Conclusion and Next Steps

66. Subject to approval by the Council's Executive, Arnold Academy will expand by 1 form of entry for September 2018. The expansion is also subject to the approval by the Department of Education and to the granting of planning permission under Part 3 of the Town and Country Planning Act 1990. There will be a further town and country planning public consultation.
67. Church End Lower if approved will also be subject to the granting of planning permission under Part 3 of the Town and Country Planning Act 1990.

Appendices

The following appendices are attached:

Appendix A –Summary of responses - Arnold Academy Trust

Appendix B – Consultation materials and summary of responses - Church End Lower School

Appendix C – Business Case - Arnold Academy Trust

Appendix D – Business Case – Church End Lower School



ARNOLD ACADEMY

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Email: admin@arnoldacademy.org.uk Website: www.arnoldacademy.org.uk

Headteacher: Steve Kelly

'The best we can be in all that we do'

Appendix A

24th February 2017

Sue Barrow
Information Officer
School Organisation, Admissions and Capital Planning, Children's Services
Central Bedfordshire Council
Watling House
High Street North
Dunstable
Bedfordshire
LU6 1LF

Dear Sue

I am writing to inform you that Arnold Academy's governing body has completed the consultation process for the proposed expansion of the Academy. The governing body consulted parents and staff between 4th January and 1st February 2017 and held a drop-in evening for interested parties on 19th January 2017.

A total number of 86 responses were received, 67 were in favour. The main concerns raised were around traffic congestion, parking and road safety and also the possible disruption to the pupils during the school day whilst building work is taking place. The governing body will address these by working with the local authority with regards to traffic flow and new road safety measures; creating additional parking provision as part of the overall development plan and by minimising the amount of building work scheduled during term time.

After consideration of the responses received the governing body considered the proposal at their meeting on 6th February 2017 and unanimously agreed to support the expansion

Yours sincerely

Owen Flack
Chair of Governors

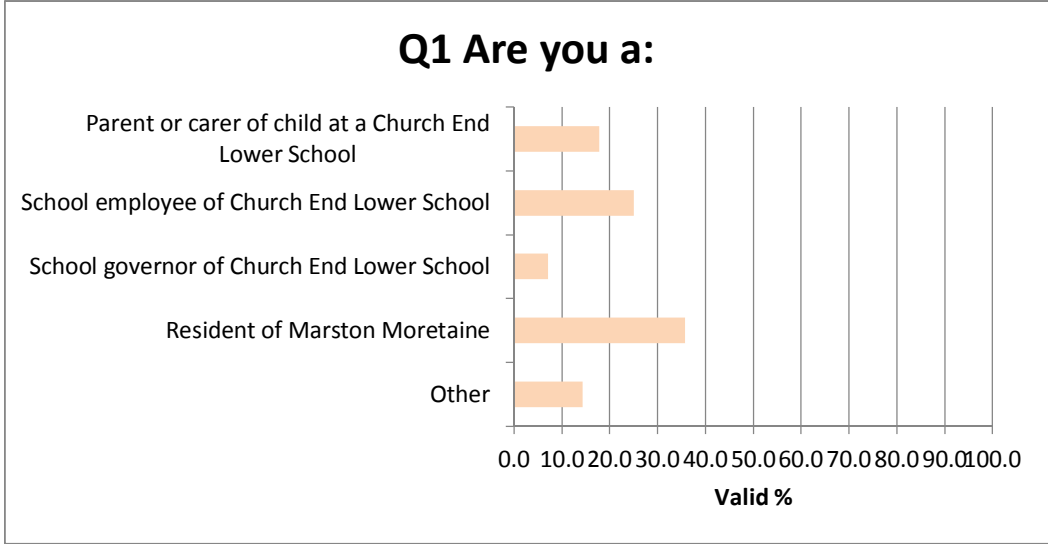


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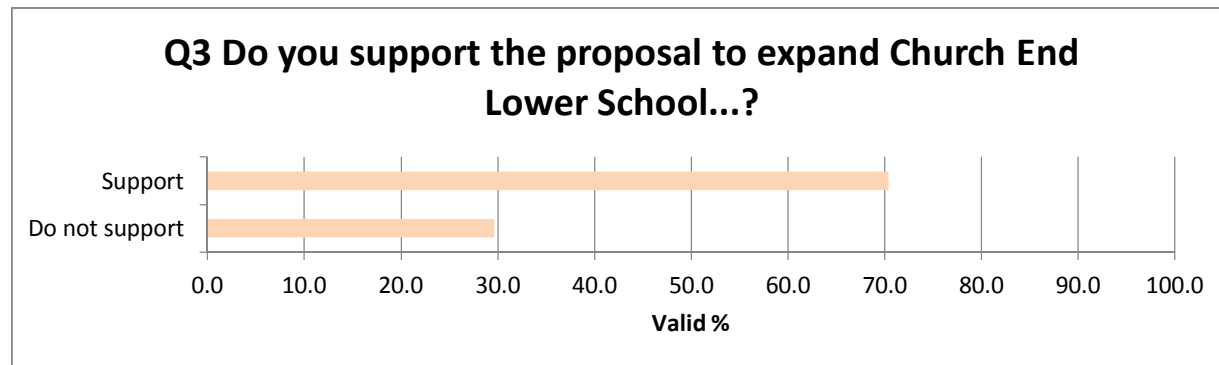
Church End Lower School - responses to statutory proposal for expansion

Statutory notice published 05/01/17 to 02/02/17

Q1 Are you a:	Frequency	Percent	Valid Percent
Parent or carer of child at a Church End Lower School	5	17.9	17.9
School employee of Church End Lower School	7	25.0	25.0
School governor of Church End Lower School	2	7.1	7.1
Resident of Marston Moretaine	10	35.7	35.7
Other	4	14.3	14.3
Total	28	100.0	100.0

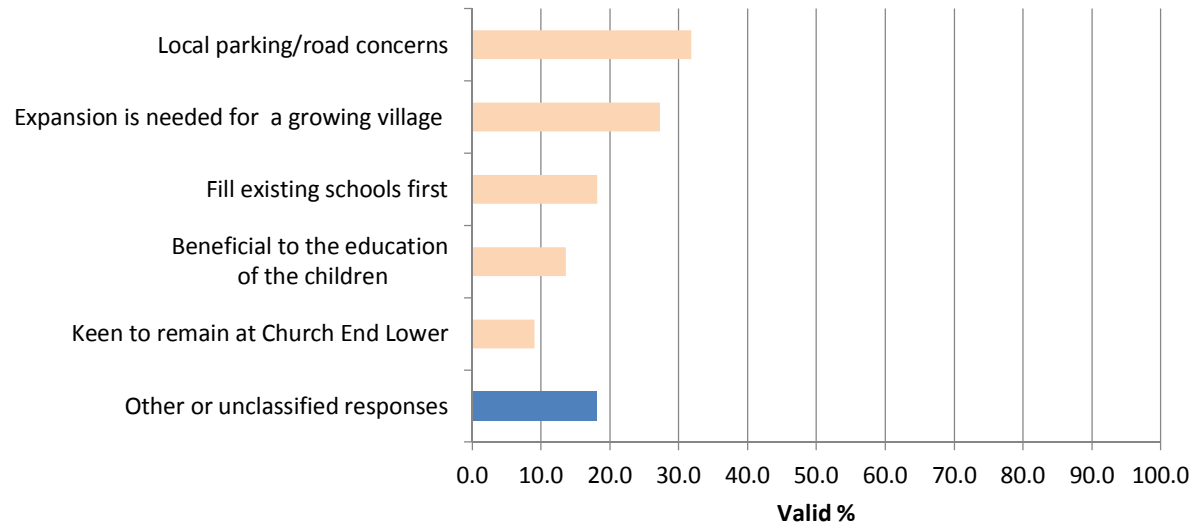


Q3 Do you support the proposal to expand Church End Lower School in order to provide the additional lower school places required in Marston Moretaine?	Frequency	Percent	Valid Percent
Support	19	67.9	70.4
Do not support	8	28.6	29.6
Total	27	96.4	100.0
Missing	1	3.6	
Total	28	100.0	

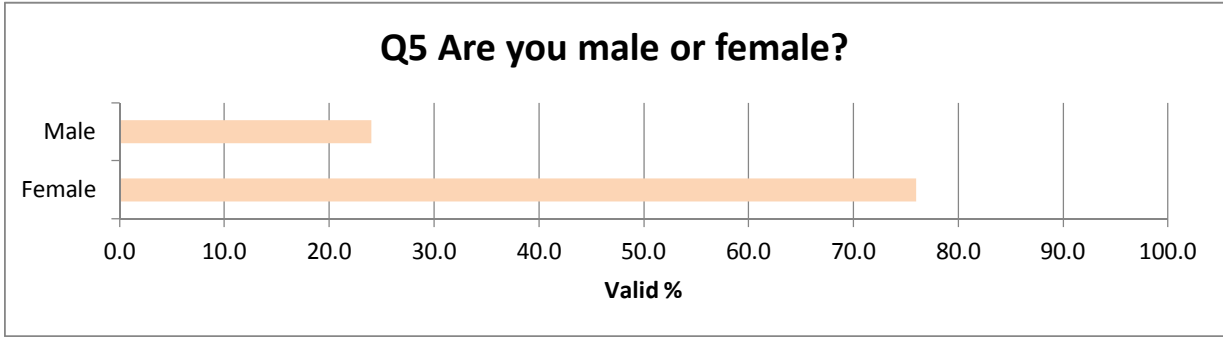


Q4 Are there any comments you would like to make about this proposal? Analysis of repeat themes	No. of responses	Percent	Valid Percent
Local parking/road concerns	7	25.0	31.8
Expansion is needed for a growing village	6	21.4	27.3
Fill existing schools first	4	14.3	18.2
Beneficial to the education	3	10.7	13.6
Keen to remain at Church End Lower	2	7.1	9.1
Other or unclassified responses	4	14.3	18.2
Total No. of respondents	22	78.6	100.0
Missing	6	21.4	
Total	28	100.0	

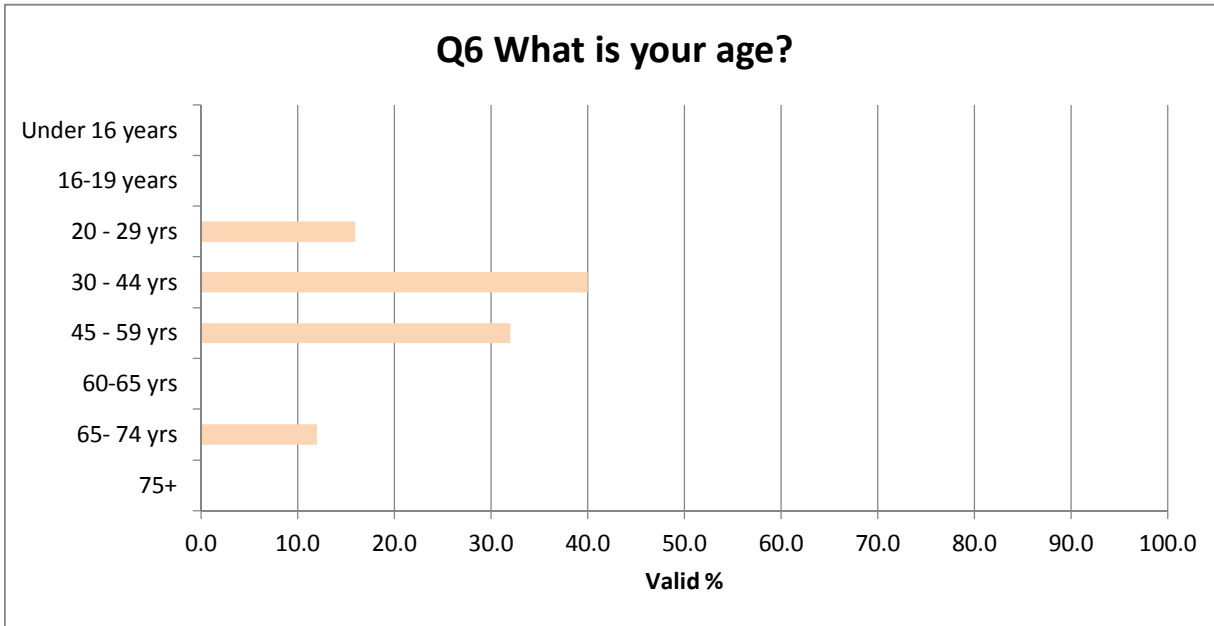
Q4 Are there any comments you would like to make about this proposal?



Q5 Are you male or female?			
	Frequency	Percent	Valid Percent
Male	6	21.4	24.0
Female	19	67.9	76.0
Total	25	89.3	100.0
Missing	3	10.7	
Total	28	100.0	



Q6 What is your age?		Frequency	Percent	Valid Percent
Under 16 years		0	0.0	0.0
16-19 years		0	0.0	0.0
20 - 29 yrs		4	14.3	16.0
30 - 44 yrs		10	35.7	40.0
45 - 59 yrs		8	28.6	32.0
60-65 yrs		0	0.0	0.0
65- 74 yrs		3	10.7	12.0
75+		0	0.0	0.0
Total		25	89.3	100.0
Missing		3	10.7	
Total		28	100.0	

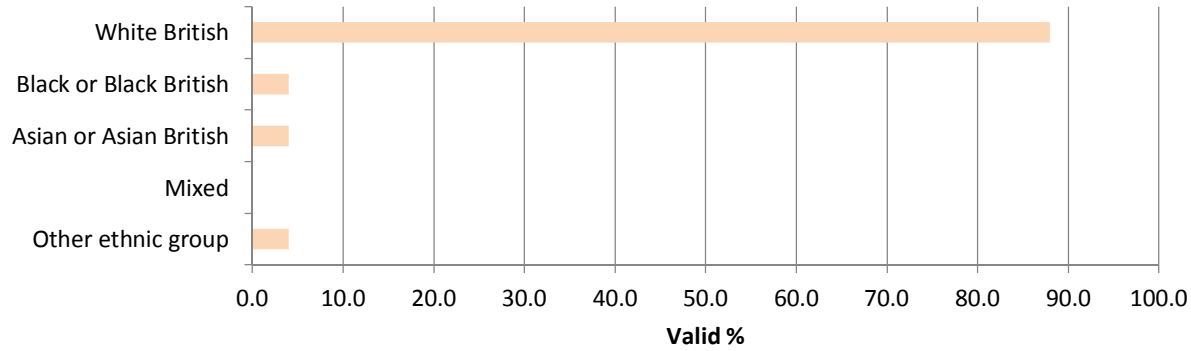


Q7 Do you consider yourself to be disabled? Under the Equality Act 2010 a person is considered to have a disability if he/she has a physical or mental impairment which has a sustained and long-term adverse effect on his/her ability to carry out normal day to day activities.	Frequency	Percent	Valid Percent
Yes	1	3.6	4.2
No	23	82.1	95.8
Total	24	85.7	100.0
Missing	4	14.3	
Total	28	100.0	



Q8 To which of these ethnic groups do you consider you belong?	Frequency	Percent	Valid Percent
White British	22	78.6	88.0
Black or Black British	1	3.6	4.0
Asian or Asian British	1	3.6	4.0
Mixed	0	0.0	0.0
Other ethnic group	1	3.6	4.0
Total	25	89.3	100.0
Missing	3	10.7	
Total	28	100.0	

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



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Business Case for proposed school and academy expansion for September 2018 implementation.

ARNOLD ACADEMY

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>A school serving the local community has existed on the Academy site since 1958. Arnold Middle School became Arnold Academy in July 2011. Since then its pupil numbers have risen year on year and now stand at 596, just 4 places below the current published admission number of 600. Arnold Academy provides education for children aged 9-13, breakfast club and numerous after school activities. The pupils transfer from the feeder lower schools in Barton and the surrounding villages. Central Bedfordshire Council contract with the local bus companies to provide the transport service from and back to the surrounding villages. Arnold Academy regularly reviews its Travel Plan Policy in conjunction with this. In addition, as part of this project, the Academy has committed to working closely with CBC Highways in order to refresh and renew a number of traffic calming and parking relief measures. Local children are encouraged to walk to school. A bus escort, at the expense of the Academy is provided in order to ensure that fewer pupils feel the need to come to school by car.</p> <p>Arnold Academy has already agreed to admit up to a further 30 Year 5 children in September 2017, without increasing its PAN. On completion of the building expansion, a further 30 children per year will be admitted, rising to a maximum of 720 by 2020, to meet the needs of the local demographic. The Academy site currently provides a venue for a wide range of extra-curricular clubs, activities and events both after school and during school holidays. Arnold supports and participates in the local events such as the Christmas Tree Festival, Carol Service, Parish Council Activity Days, Summer Festival, encouraging community belonging. It also supports and participates in events organised for the children and parents of the other 12 schools within the pyramid. The proposed expansion is an exciting opportunity to develop community cohesion and foster a coherent community identity.</p>
2	<p>The need to create schools that are of sufficient size to be financially and educationally viable.</p>
	<p>The financial viability of the academy has been confirmed by Central Bedfordshire Council Finance Department.</p> <p>Independently audited accounts are submitted to the Education Funding Agency annually, which include a statement from the trustees and assurance from the Auditor that Arnold Academy continues to be a viable going concern. Budget forecasts are submitted in July each year, establishing that the Academy has considered its income and expenditure and can continue to operate in surplus. The effects of increased pupil numbers, income and expenditure were examined on the longer term budget forecast before the Trust agreed to proceed with the proposed expansion. More detailed evidence of this will be submitted to the E.F.A. when permission is sought to proceed.</p>

	<p>Arnold Academy has seen significant financial and educational benefits as it has evolved from a maintained school to a fully funded foundation school and then successfully navigating the conversion to Academy Trust status. Pupil numbers have consistently increased during this period of change. Strong, experienced leadership, committed Governors and staff have created a 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>Providing the ideal 6 forms of entry (720 pupils) in terms of recommended middle school size, enhances the Academy's ability to achieve further economies of scale, particularly when negotiating contracts based on roll numbers. The Academy is committed to its broad curricular offer whilst maintaining the ethos and values appropriate for KS2 and KS3. It actively seeks to employ and retain sufficiently qualified staff to deliver this. Staff and Governors are attracted by the success, ambition and resolute determination of the Academy to improve the quality of education and whole school experience of the children and further the benefits of collaborative arrangements with the other schools in the HAST pyramid.</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>Arnold Academy, a single academy trust is also a member of the Harlington Area Schools Trust (HAST), consisting of one upper school, two middle schools and ten lower schools. All the schools in the pyramid have 'Good' or 'Outstanding' Ofsted ratings. The pyramid has been working collaboratively for a number of years at all levels.</p> <p>Arnold Academy's most recent KS2 results were amongst the highest in the County. Pupils leave Arnold in Year 8 at a consistently higher than expected level and go on to achieve better GCSE levels than their peers. Arnold will continue to strive to improve standards and results in value added achievement, at primary and secondary key stages, based on its already proven sound educational plan and vision.</p> <p>A full breakdown of data is available on request.</p>
4	<p>The potential to further promote and support robust partnerships and learning communities</p>
	<p>As one of 13 schools in HAST, the Academy is aware that the education 'offer' is significantly superior due to inter-school effective collaboration. Arnold's capacity for self-improvement, recruitment, training and retention of highly effective staff has been enhanced by the support systems in place. It provides for a seamless education with common goals throughout the pyramid to age 18.</p> <p>Arnold is fully committed to maintaining the partnership, its staff meeting regularly at a variety of levels from Trust Directors to Subject Liaison. Currently the HAST Board is investigating formalising the relationship by becoming a Multi Academy Trust. There is an excellent track record of supporting schools in the pyramid through the sharing of both support and teaching staff to fill temporary gaps, through shared training, collaboration of ideas and shared future planning by attending the HAST conference. Our headteacher has been nominated as the cluster representative on the local authority Partnership Vision Board.</p>

	<p>From a financial, business and administrative perspective, the Business Managers from each of the schools meet termly to collaborate, share best practice, resources, benchmark costs, identify savings and economies of scale, thereby contributing to efficiency and increasing the money available for the learning community.</p>
5	<p>The ambition to achieve a single phase of education 0 -19 and reduce school transfer points</p>
	<p>Arnold Academy commences its transition planning early in the school year. The KS2 Leader works in collaboration with all the feeder lower schools to establish visits and pre-transfer days for children to visit Arnold and for Arnold staff and children to visit the pupils who will be moving to the Academy. Early information evenings and visits for Year 8 pupils moving to Harlington Upper School are also embedded in the HAST diary. SENCo's meet and take children to their destination schools to spend time and familiarise themselves with their new environments and teaching staff. Similar arrangements are in place for the ASD Provision at Arnold.</p> <p>Arnold Academy has received outstanding feedback from parental surveys in regard to the transition arrangements. The alignment of curriculum, policies, assessment, values and ethos through the pyramid eases the path of change for all pupils in the transition process. This will be further enhanced as the pyramid moves toward forming a multi academy trust.</p>
6	<p>The need to support the Raising of the Participation Age (RPA).</p>
	<p>Arnold Academy aims to provide all children with a lifelong love of learning. Staff have very high expectations and children are encouraged to achieve their very best. Outcomes are very good at all key points, KS2 and Year 8.</p> <p>The Academy believes that achieving at a consistently high level will have a positive impact on the aspirations of children for their future learning. An exciting rich curriculum provides many opportunities for this. The Options curriculum offers a variety of additional subjects for the children to try outside of the normal lessons studied, providing a broader and enhanced experience, giving them the confidence to explore other subjects in the future.</p> <p>A number of foreign, team building and residential trips arranged by Arnold and other cross-phase events in sport, music, maths and drama strive to ensure the children have an exceptional experience to take with them to the next stage of their education and beyond.</p>
7	<p>To seek opportunities to create inspirational learning environments for the school and to maximise community use.</p>
	<p>Arnold Academy has a range of buildings and works hard to maximise the benefits of them, irrespective of their age and design. The Academy employs its own Site Manager, Caretaker and cleaning team and has a preventative programme of maintenance and development to ensure the best value for money is gained from the facilities available. There are dedicated facilities for art, design & technology, drama, science, music and physical education, used by pupils and wherever possible, the community.</p> <p>Expansion will enable the Academy to maximise its current facility use for sports, extra-curricular activities and local events. The aim is to improve and provide additional inspirational learning environments, for example the relocation of the library with inside and outside learning space.</p>

	<p>To promote physical and mental wellbeing and healthy lifestyles by providing a sports facility to meet the needs of 720 children that will also be available for community use. To provide more dedicated facilities for science and creative arts together with flexible learning spaces that are adaptable for a variety of subject learning, optimising the opportunities available.</p>
8	<p>To promote the diversity of provision offered in Central Bedfordshire to increase opportunities for parental choice</p>
	<p>Arnold Academy supports this objective and it is reflected through an intake which is becoming ever more diverse as the local communities change. The school has also become a popular choice for parents.</p> <p>The Academy is committed to developing its education provision in innovative ways to meet need, provide opportunity and support the CBC principle.</p>
9	<p>To support vulnerable learners in Area Special Schools and integrate appropriate Special Educational Needs provision within mainstream schools</p>
	<p>Arnold Academy has a dedicated ASD Provision which currently provides six places, is fully subscribed and has been consistently rated as Outstanding.</p> <p>Comprehensive support is offered to other vulnerable groups by a qualified SEN department, a dedicated Pastoral Team and Hub, Learning Mentors. The Academy provides full access for disabled learners, all upper floors accessible via designated lifts.</p> <p>Arnold has a successful track record for providing SEN support within the mainstream.</p>
10	<p>Capacity to Deliver the proposed expansion.</p>
	<p>The Academy has practical experience in delivering building projects within scope and budget. As a middle school, the learning space was significantly expanded with a two storey extension. As an Academy, disabled access was provided to the upper floors of the original building, incorporating additional administrative space.</p> <p>Arnold most recently completed a Safeguarding Project, improving its CCTV, Alarm System, emergency lights and replacement internal doors to meet fire safety standards, using funds successfully bid from the Condition Improvement Fund.</p> <p>Following the recommendation by C.B.C., that various feasibility studies should be completed, AMR Consult Ltd was appointed to act on the Academy's behalf to explore how the school could address the key issues relevant to the expansion and organisational arrangement. They have proposed that a design build approach would be beneficial and that this has been the preferred method with a number of other CB projects. Assuming the project were to proceed professional project management services would be employed to administer any building works.</p> <p>AMR are engaged to assist with EFA applications in addition.</p> <p>School Governors and Trustees include persons with significant experience in property construction, project management and finance and a sub committee engaging those skills is established to support the Academy Senior Leadership Team.</p>

Business Case for proposed school and academy expansion for September 2018 implementation.

Church End Lower School: Forest End Campus, Marston Moretaine

1	The need to provide local schools for local children, ensuring a sense of community belonging and also promoting sustainable modes of travel.
	<p>Section 76 of the Education and Inspections Act 2006 places a duty on local education authorities to promote the use of sustainable modes of travel to meet the school travel needs of their area. Ensuring the sufficiency of provision local to the areas of demographic demand supports this duty by reducing the need for car journeys and also limits potential growth in the cost of providing school transport on distance criteria to qualifying pupils to meet the Council's statutory responsibilities.</p> <p>Section 38 of the Education and Inspections Act 2006 also places a duty on governing bodies of maintained schools in England to promote community cohesion. Promoting local schools enables children living in the same local community to attend the same school fostering a coherent community identity and enabling community ownership to build around a range of extracurricular activities.</p> <p>The expansion of Church End to a second school site, Forest End, has been managed extremely well as noted in the school's recent inspection report (November 2016). The school is committed to meeting local needs and is highly inclusive. As such, the school is in a strong position to ensure that the proposed second phase expansion at Forest End is equally successful.</p> <p>As the Marston Park housing development concludes, Forest End has grown to near capacity. In September 2017 it will be fully operational catering for the needs of over 170 pupils aged between 3 and 9. The larger Church End site having a capacity of 300 pupils, will be required to accommodate any additional pupils moving into the village until it also reaches capacity. It is anticipated that Church End will reach capacity in most Year Groups during the next academic year; 2017/18.</p> <p>If this situation becomes reality then the school will once again be declining admission applications from catchment children. The proposed expansion at Forest End would prevent this from happening.</p>
2	The need to create schools that are of sufficient size to be financially and educationally viable.
	<p>The financial viability of the school/academy has been confirmed by Central Bedfordshire Council Finance Department.</p> <p>Church End has grown considerably over the past four years. This growth has included absorbing an 'inadequate' independently managed pre-school and, in October 2015, the opening of the Forest End campus. Pupil numbers have grown from approximately 275 to 466, as recorded in the January 2017 School Census. This growth was noted by Ofsted as being managed 'extremely well!' This was because of the experience of the team involved in implementing the expansion. The same team is still in place to ensure that this second phase of expansion will be implemented equally as smoothly.</p> <p>The school is committed to providing the best possible service to its local community. The recent growth in pupil numbers has enabled the school to provide enhanced services to our community which has included employing a Play Therapist, an ICT Technician and Speech and Language Therapist. In particular, this has enabled the school to develop interventions to support our most vulnerable families.</p> <p>Having a growing staff has empowered the school in developing innovative approaches to school organisation and curriculum development which are efficient and highly cost effective. This, alongside working with a range of partners, has made the school an attractive place to work; helping to overcome the national difficulty in teacher recruitment and retention.</p>

The Governing Body is established and demonstrates the range of skills and attributes necessary to ensure that the school as a whole continues to thrive! Given the national agenda, it is the intention of the Governing Body to convert to Academy Status within the next academic year, 2017/18. They recognise that there are potential benefits and economies of scale by working closely with other local schools and so the longer term plan will be to join a Church of England Multi-Academy Trust.

Once the expansion is complete the school will operate four forms of admission, two forms at both school sites, providing a whole school capacity of 600 places – 300 at each site. In addition we will continue to provide pre-school provision of approximately 72 FTE places, although this will probably equate to 100+ part-time places.

Being such a large school will require the Headteacher and senior staff to spend much of their time developing key issues known to promote school improvement in driving the ethos of the school towards raising attainment and promoting high standards.

3 The ability to support the expansion of local popular and successful schools or to link expanding schools with popular and successful schools.

Church End has been at the heart of the village of Marston Moretaine since 1847. As the village has grown so too has the school. Our ethos is grounded in inclusion and access for all. We provide a traditional, yet innovative and creative curriculum, based on core values and high academic standards. Our focus on community and on providing each child the opportunity to experience a childhood centred in responsibility, curiosity, wonder and memorable experiences has helped the school to be remarkably popular. This was again demonstrated in our recent Ofsted inspection where an overwhelming number of parents recommended the school. This was endorsed further by a wholly positive response to the staff questionnaire.

The expansion of the Forest End campus will be allowing a successful and popular school to expand. This success is demonstrated in pupil outcomes at the end of Key Stage 1 and at the end Year 4. In both areas outcomes exceed both the CBC and National average for 2016.

4 The potential to further promote and support robust partnerships and learning communities

The school is committed to working alongside other local schools. This has included supporting the induction programme of Newly Qualified Teachers, sharing expertise and developing CPD opportunities and mentoring and supporting newly appointed Headteachers.

As previously stated, it is the school's intention to convert to Academy School status by the end of the next academic year (2017/18). The process for this conversion has been initiated and a consultant appointed. Initially, this will be as a 'stand-alone' academy but it is highly likely that we will join a Multi-Academy Trust within the next few years and this is likely to be a Church of England MAT.

The school has always worked in close partnership with all aspects of CBC's Children's Services. This includes, the Headteacher currently representing Education on the CBC LSCB, the Deputy Headteacher taking a major role on the Voice of the Child Sub-Group, supporting the work of Relay, The Intake and Assessment Team, The Family Support Team, The Access and Inclusion Team, releasing staff to support other CBC schools as LA Moderators, Acting Headteacher, Headteacher Mentors etc.

In addition the school is committed to working in partnership with all other agencies, service providers and charities – such as, the CBC LSCB, Jigsaw, The School Nursing Team, the NSPCC, The Ormiston Trust, CHUMS, and Aquarius (formally CAMH).

The rapid expansion of the school over the last few years has brought with it significant opportunity to develop innovative management structures which have proved to be highly effective and efficient.

The school's willingness to adapt and embrace technology has helped to transform curriculum delivery. The fibre optic connectivity between the two school sites has enabled the school to access technologies which have supported cost efficiencies in communication, printing and accounting. Having a larger staff has provided the opportunity to develop effective leadership of the curriculum and the teams required to deliver it. Robust accountability has ensured the high standards are maintained

and any areas of identified weakness are supported and rectified quickly.

Working closely with the University of Bedfordshire and other Initial Teacher Training providers has helped the school to develop quality first teaching approaches to all that we do. This has ensured that as the school has grown we have been able to attract and retain a high quality teaching staff. Through close working with the Central Bedfordshire Teaching School we supported the development of our existing team as they assume inspirational leadership roles within the school.

5 The ambition to achieve a single phase of education 0 - 19 and reduce school transfer points

The geographical location of Marston Moretaine brings with it 'cross border complications'. Church End Lower School is part of the Wootton Upper School Community and as such, the majority of our pupils move on to the Marston Vale Academy, which is located in Bedford Borough and part of the Multi Academy Trust operated by the Chiltern Learning Trust. Upon leaving Marston Vale Academy the majority of former Church End pupils move on to Wootton Upper School which is proposing to join The Sharnbrook Academy Federation.

Added to this geographical complication is the political decision by Bedford Borough to support schools in moving from a three tier structure to a two tier structure. Although both Marston Vale and Wootton Upper School have no short term plans to amend their current admission arrangements to reflect Bedford Borough policy, it seems likely, not least because of the growing demographic pressures within the Wootton Pyramid catchment area, that a clear educational journey is certain.

Population growth within the Vale of Marston will inevitably require viable answers to be found to some very difficult educational questions.

As demonstrated in previous responses Church End has a strong sense of community and a desire to work in close professional partnership. These long established values are reflected in our working relationships with the two schools almost all of our children attend when leaving us at the end of Year 4; Marston Vale Academy, in Stewartby (80%) and Holywell Academy in Cranfield (16%).

In line with Central Bedfordshire policy the school will need to continue to develop integrated early years provision. Currently we have sufficient preschool provision to support the equivalent of 72 places; 48 at the Church End site and 24 at Forest End. It is important to ensure that sufficient provision is made available for Forest End to increase capacity from the current 24 places to match the 48 places that are provided at Church End. This would enable the school to offer parents more flexibility and the potential to offer the Government aim of 30 hour entitlement per week.

'Wrap around' before, after and holiday childcare is provided at both Church End and Forest End for children aged 4 – 11 ensuring that all parents, requiring it, have access to an extended and flexible early years offer so that they can access training or work.

The ambition to create one 0 -19 phase is incredibly challenging. Our motivation in bringing a failing pre-school under the management of the school was borne out of a desire to make the transition to school as smooth as possible. Having one policy, management, administration and curriculum has brought considerable benefits and improvements. Our desire to ensure that all schools benefit from working together can be demonstrated through a number of successful initiatives and projects covering areas as diverse as multi-cultural celebration to the development of pyramid wide approach to assessment.

The transition to middle school is challenging for most children. To assist with this we have benefitted from numerous approaches with both Middle Schools to support the transfer process.

This includes ...

- Middle School staff visits to our Year 4 provision
- Numerous Middle School based Sports Festivals and Inter School Competitions – starting from Year 1
- Bespoke transitional arrangements for vulnerable pupils
- 1:1 staff liaison between SEND and Safeguarding Staff
- Year 5 staff attending termly Year 4 Curriculum Liaison meetings
- Shared CPD opportunities

	<p>This promotion of close collaboration amongst schools impacts on such issues as continuity of pedagogy, curriculum, expectations, progress, behaviour and ethos. Ultimately, it will have a positive impact on outcome and standards!</p>
<p>6 The need to support the Raising of the Participation Age (RPA).</p>	
	<p>The school works closely with colleges and upper schools in ensuring that a significant number of older pupils are offered work experience and work based placements. Feedback suggests that Church End provides such students with a valuable and worthwhile experience. It helps to prepare young people for work places challenges such as taking responsibility and being accountable.</p>
<p>7 To seek opportunities to create inspirational learning environments for the school and to maximise community use.</p>	
	<p>It is encouraging to know that Central Bedfordshire will adopt a high standard of design and community engagement as part of its evaluation of the proposals for major new and expanding school provision.</p> <p>Through close collaboration with Central Bedfordshire colleagues we hope to create a spacious and flexible learning environment which will complement the exemplary accommodation currently provided. It is anticipated that the new provision will enable teachers to provide children with learning experiences which maximise the potential of new technologies and latest research in how children learn.</p> <p>Through the application of the same principles which shaped the concept of the original building, the school will continue to maximise the potential to be fully inclusive in meeting individual learning needs; whether they be Physical and Sensory, Communication and Interaction, Behavioural, Social and Emotional or Cognitive!</p> <p>By working very closely with other educational professionals, staff have acquired numerous skills in supporting children with a range of additional needs. This offers parents of SEND children with a genuine choice of what best meets the needs of their children.</p> <p>As stated previously, the school is at the heart of, and committed to, the local and wider community. The existing school currently hosts the Marston Gymnastics Club, The Marston Park Residents Group, The Parish Council, a Community Choir and Vale Community Church. All of these organisations are inclusive and help to make the Vale of Marston an even better place to live.</p> <p>The school's commitment to supporting our wider community extends to organising training to the benefit of numerous schools which covers areas as diverse as Safeguarding Children, Inference and Understanding, Forest Schools and The Cornerstone Curriculum.</p>
<p>8 To promote the diversity of provision offered in Central Bedfordshire to increase opportunities for parental choice</p>	
	<p>Church End Lower School is committed to providing educational opportunities for all its pupils and recognises, supports and encourages the principle of parental choice.</p> <p>The school was inspected by Ofsted in November 2016. The report states that the leadership team and Governing Body 'managed this rapid expansion extremely well' when referring to the Forest End expansion. Having a 'split site' school brings huge advantages as well as challenges. Some of these advantages have included considerable economies of scale meaning that the school is able to ...</p> <ul style="list-style-type: none"> • provide enhanced learning opportunities – considerable investment in ICT provision for example • retain and recruit high calibre staff to key positions • develop innovative forms of communication – such as the extensive use of cloud based technologies • promote the school as being truly community focussed – hosting a growing and vibrant church community • become even more inclusive offering more specialist interventions for our more vulnerable pupils

- offer a more intimate feel to a child's education whilst providing the service that only a school can offer.

It is the desire of the Church End Governing Body to recommend that the school becomes a Church of England Academy within the diocese of St Albans. A consultant has been assigned to support the transition process and it is anticipated that formal consultation will begin in the Spring of 2017. It is anticipated that the school will ultimately join a Multi-Academy Trust with other local schools with the aim of finding innovative and viable solutions to accommodating the expected pupil growth in our local area.

It is our aim and ambition to continue to provide an excellent and fully inclusive education for every child in our care.

9 To support vulnerable learners in Area Special Schools and integrate appropriate Special Educational Needs provision within mainstream schools

Church End is a friendly and welcoming school. We invite all to share in our educational vision and journey. We have established strong professional partnerships which support our inclusive ethos. Our staff have the skills, and personal attributes, necessary to support children with a variety of needs. Partnerships with services such as Jigsaw are seen as vital in supporting some of our most vulnerable pupils.

Seeking advice and adopting creative solutions has enabled pupils with challenging behaviour to experience success and improve their chances of continuing that success as they transfer to their respective middle schools. Working closely with the Access and Inclusion Team has ensured that children at risk of missing education have experienced a more fulfilling childhood which will lead to improved 'life chances'.

Services supporting children most at risk such as Relay, The Intake and Assessment Team and Family Support Team have developed a wholly positive relationship with the school's designated safeguarding leads. The school is empathetic to those experiencing complex situations but is insistent that each child has the right to attend and access a good education.

Brian Storey
Headteacher,
Church End Lower School,
Marston Moretaine, Bedford

21st February 2017

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Central Bedfordshire Council

EXECUTIVE

4 April 2017

Commissioning of New School Places in the Ward of Cranfield and Marston Moretaine for September 2018

Report of Cllr Steven Dixon, Executive Member for Education and Skills,
(steven.dixon@centralbedfordshire.gov.uk)

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

This report relates to a key decision

Purpose of this report

1. This report seeks support for the proposed consultation by Holywell Middle School (academy), Cranfield, to expand by 1 form of entry (30 places in each middle school year group) by September 2018.
2. The school referred to within the report serves the Ward of Cranfield and Marston Moretaine.

RECOMMENDATIONS

The Executive is asked to:

1. **support the proposed commencement of consultation by Holywell Middle School (academy), Cranfield, to expand by 1 form of entry (30 places in each year group) by September 2018. This is phase 2 of the expansion of the school, taking the school from a 5 form entry school to a 6 form entry school; and**
2. **if supported, consider the results of the consultation and determine the proposal at the Executive in August 2017.**

Overview and Scrutiny Comments/Recommendations

3. This report was presented to Children's Services Overview and Scrutiny Committee at its meeting on the 14 March 2017 and the Committee was asked to indicate its support for the recommendations set out within the report. The Committee recommended that they support the proposed changes and endorse the report to the Executive.

Pupil Place Planning for Middle School Places in Cranfield from September 2018

4. In July 2016 the demographic forecasts for the Council's School Place Planning pyramid area covering Cranfield and the surrounding area were revised with refreshed data as part of the annual review of the Council's School Organisation Plan.
5. The Councils revised School Organisation Plan was published in September 2016 and can be found at, <http://www.centralbedfordshire.gov.uk/school/organisation/plan.aspx>
6. The outcome of the revision is a forecast deficit in middle school provision in the village from 2017/18. This is a sustained deficit of up to 1 form entry (30 places per year group).
7. The forecast deficit for Cranfield from the Councils School Organisation Plan for the next 5 years is as follows:-

	Total PAN, Sept 16	Total year 5, Jan 16	Forecast				
			2016-17	2017-18	2018-19	2019-20	2020-21
PAN/ forecast year 5	150	157	160	161	172	179	187
Balance of places at YR 5			-10	-11	-22	-29	-37

8. There is up to a forecast deficit of 0.5 forms of entry in 2017-18. The deficit increase to nearly an additional 1 form of entry between 2018 - 2020. The need for additional school places is sustained beyond 2020.
9. In December 2013 Executive approved phase 1 of the expansion of Holywell School from its capacity of 544 places to its current capacity of 600 places with an implementation date of September 2015.
10. As a result of delayed housing development at Home Farm in Cranfield the original proposed expansion of the school was not required. Although the scale of expansion to a 6 form entry school by September 2015 was not necessary, additional places were required to accommodate the forecast growth in pupil numbers in the middle school age range in the local area. Phase 1 of the expansion of the school from its capacity of 544 places, to provide 600 places from September 2015 was therefore determined by Executive in December 2013.
11. Executive were also informed in December 2013 that a further phased expansion would be required at Holywell School and this would be subject to the rate of house building.

The additional proposed expansion would be presented to Executive to seek support for a consultation and determination. This report forms part of the next phase, seeking support from the Executive for the school to proceed with its consultation.

12. There is only 1 middle school in Cranfield (Appendix A: Map) and in October 2014, Holywell School was rated by OFSTED as a “Good” school in all areas.
13. There is currently no new middle school site secured through the S106 in the village. The solution to manage the further growth in the demand for school places is therefore through the proposed expansion of Holywell School.
14. The governors of the school and head teacher are in principle supportive of the permanent proposed expansion by 1 form of entry, taking the school to a planned admission number of 180 pupils per year (6 form entry school).
15. Holywell School is a popular school and converted to an academy in October 2012. The Council has a duty to ensure adequate school places are provided to everyone that wants a place and can commission these additional places at academies and maintained schools as long as they meet the Council’s policy principles for pupil place planning.
16. The Council can only invite and not direct Academies to expand and proposals are subject to the Secretary of State’s or Regional Schools Commissioners approval and may require amendments to funding agreements and other of the Academy’s legal documents. This differs to Council maintained schools where the Council is decision maker for proposals to expand maintained schools.
17. Proposals to enlarge Academies by a significant proportion require a consultation to be undertaken, as set out in the Guidance for ‘Making Significant Changes to an Open Academy’. Academies are also required to submit a detailed report to the Education Funding Agency as part of their approval process for the Secretary of State.
18. Each proposal in the New School Places Programme is required by the Council’s Policy Principles for Pupil Place Planning in Schools to be supported by a business case in a format set by the Council that establishes a measure of the quality of the new places being added to the system. Each business case is subject to evaluation against these Principles and the results are considered as part of the final Executive approval of any proposal and before approval to commence expenditure are given.

19. In all instances where new school places are required and proposals are approved the Council is responsible for committing the relevant capital funding to implement required expansions and new build.

Guidance for Making Significant Changes to an Open Academy

20. The guidance for academies differs to the guidance for prescribed alteration to a maintained school. Academy trusts need to confirm that a fair and open local consultation has been undertaken, with all those who could be affected by the proposed change, and that the proposal takes account of all responses received.
21. For Academies there is no requirement to publish a statutory notice. An assessment of the proposal will be made before the Regional Schools Commissioner (RSC) or Secretary of State, as appropriate.

Conclusion

22. The proposed expansion of Holywell School is supported in principle by the governors and head teacher. The additional school places will meet a demand in the areas of greatest basic need.
23. As an academy, Holywell School can propose an enlargement of their premises. It is a requirement of the Department for Education that they must consult with stakeholders and prescribed organisations and persons on their proposal.
24. The consultees for the proposal will include staff at the school and their feeder schools, the head teacher and governing bodies of all other Central Bedfordshire schools, all members of Central Bedfordshire Council, local diocese, local town and parish councils and local residents and all other prescribed consultees.
25. The outcome of the consultations, along with a business case submitted by the school to illustrate the alignment of their proposal with the Council's Policy Principles for Pupil Place Planning in Schools, will be reported to the Council's Executive for final approval.
26. The Executive will be asked to determine the outcome of the proposals and the accompanying business case in August 2017.
27. Executive approval, in August 2017, will enable the school to continue to work in partnership with Council officers to influence the design and delivery of the new provision, funded through developer contributions and Department for Education basic need grant, within the Council's New School Places Programme.

Legal Implications

28. 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.
29. 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.
30. The main legislation governing school organisation is found in sections 6A-32 of the Education and Inspections Act 2006, The School Organisation (Establishment and Discontinuance of Schools) Regulations 2013 and the School Organisation (Prescribed Alterations to Maintained Schools) (England) Regulations 2013.
31. The local authority is expected to ensure that there is 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.
32. The Council will need to ensure that the new accommodation is suitable and the necessary capital funding and planning permission have been secured before the expansion can be implemented.
33. Department for Education (DfE) Guidance for Academies wishing to make significant changes, including enlargement of their premises, was published in March 2016.
34. The Guidance can be viewed at:
<https://www.gov.uk/government/publications/making-significant-changes-to-an-existing-academy>
35. Academy Trusts are required to exercise their own judgments in deciding whether a change is significant, although it is anticipated that the proposals set out in this report for Holywell School would come within the definition of 'fast track significant change' as set out by 2016 DfE Guidance.
36. The process is overseen by the Education Funding Agency on behalf of the DfE and requires an academy to undertake consultation, to obtain consent of the Secretary of State and to secure any capital required by the proposal before implementation.

37. The business case submitted to the Education Funding Agency by an academy 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

Council Priorities

38. The support to launch the proposed consultations for new school places within the ward of Cranfield and Marston Moretaine meets the Council priorities to 'Improving education and skills in Central Bedfordshire'. This is in addition to the council's statutory obligations to provide adequate school places and the Council's 9 Policy Principles for Pupil Place Planning.

Financial and Risk Implications

39. The New School Places Programme is funded by developer contributions and Basic Need grant income from the Department for Education (DfE) and on current planning assumptions the programme is forecasting a gross expenditure of £18.3M (£4.1M net) in 16/17, £10M (net nil) in 2017/18, £12.6M (net nil) 2018/19 and £37.5M (£15.2M net) in 2019/20.
40. 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.
41. 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.
42. 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.
43. Capital expenditure within the New School Places Programme is subject to the Council's Code of Financial Governance.
44. There are no financial implications arising out of a decision to support the commencement of consultations as outlined in this report.
45. The new school places if approved will be funded through a combination of s106 contributions from local developments and the Basic Need grant received from the DfE. The expenditure will be reported to Executive in August 2017.

Equalities Implications

46. The consultation and decision making process set out in regulation for proposals to maintained schools and academies requires an evaluation on a project by project basis of any equalities and human rights issues that might arise.
47. 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.
48. 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.
49. The proposed consultations are not envisaged to have an adverse impact on any of the listed groups below and are likely to have a positive impact on young people:-
- | | | |
|-------|------------------------------------|--|
| I. | Sex | N/A |
| II. | Gender Reassignment | N/A |
| III. | Age | Middle school aged pupils will have access to sufficient school places |
| IV. | Disability | N/A |
| V. | Race & Ethnicity | N/A |
| VI. | Sexual Orientation | N/A |
| VII. | Religion or Belief (or No Belief) | N/A |
| VIII. | Pregnancy & Maternity | N/A |
| IX. | Human Rights | N/A |
| X. | Other Groups (rural isolation etc) | N/A |

Risk Management

50. The proposal set out in this report has been developed and evaluated against the key criteria for decision makers that are outlined in guidance. Likewise the proposal has followed the procedures set out in regulation. This mitigates the risk on the Council of failing to comply with the relevant statutory requirements.

51. The key risks mitigated by the process that has been followed include:
 - I. Failure to discharge legal and statutory duties/guidance.
 - II. Failure to deliver the Council's strategic priorities.
 - III. Reputational risks associated with the non delivery of required school places.
 - IV. Financial risks, no capital investment from the council and all consequential additional running costs will be borne by the school
52. If approved, the Council and the Governing Body of the school will develop and implement change management plans that will include risk assessment and management criteria to ensure the effective delivery of the objectives set out in the proposal document.

Conclusion and Next Steps

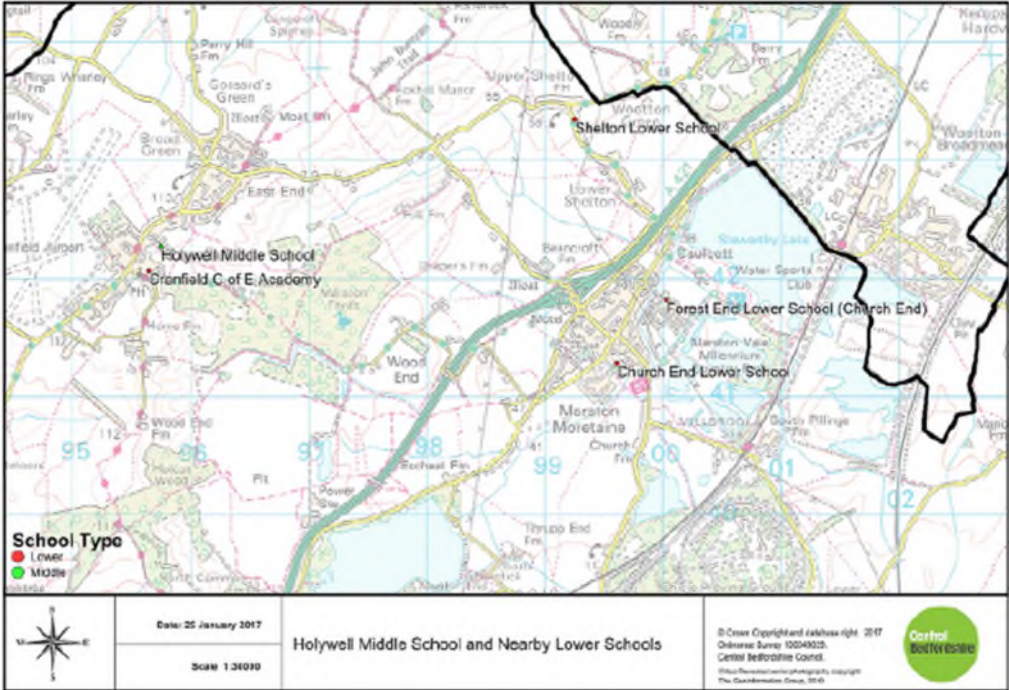
53. If approved, Holywell School will launch the proposed consultation and draft a business case for the expansion. The academy will also seek the DfE approval to expand.
54. The responses to the consultations will be presented at Executive in August 2017 for determination and approval for capital expenditure.

Appendixes

55. The following appendixes are attached:

Appendix A: Map indicating the location of the Holywell School.

Appendix A: Map of Holywell School



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Central Bedfordshire Council

Executive

4 April 2017

Determination of a Prescribed Alteration to Robert Peel Foundation Lower School, Sandy, St Swithuns VC Lower School, Sandy and John Donne C of E Lower School, Blunham

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

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

This report relates to a non Key Decision

Purpose of this report

1. To seek Executive approval for prescribed alterations for Robert Peel Foundation Lower School, St Swithuns VC Lower School and John Donne C of E Lower School. This proposal was the subject of a statutory notice procedure which is now complete.
2. The schools referred to within the report serve the Ward of Sandy.

RECOMMENDATION

The Executive is asked to:

approve the proposed prescribed alterations for Robert Peel Foundation Lower School, Sandy, St Swithuns VC Lower School, Sandy and John Donne C of E Lower School, Blunham, as set out in Appendices A-C.

Overview and Scrutiny Comments/Recommendations

3. This report was presented to the Children's Services Overview and Scrutiny Committee at its meeting on the 17 January 2017 and the Committee was asked to indicate its support for the recommendation set out within the report.
4. The Committee recommended that they support the proposed changes and endorse the report to the Executive, recognising the need to ensure a coordinated approach led by the Authority in order to effectively communicate with all partners and address parental concerns.

5. A comprehensive communication strategy was implemented, following recommendation from Overview and Scrutiny where parents and schools were written to and kept informed of the changes proposed in all the schools in Sandy.

Background

6. Executive considered a report on the 11 October 2016 for the proposed change of age range at Everton Lower School in the ward of Potton. In the report the Executive were also informed that the following three schools in the same school planning area were also considering a change to their age range, Robert Peel Foundation Lower School, St Swithuns VC Lower School and John Donne C of E Lower School. These three schools have consulted on their proposal and determined their change of age range, from lower to primary and as a result were required to make a prescribed alteration by following a statutory consultation, which is the subject of this report.
7. The report to the Executive on the 11 October 2016 also highlighted that Moggerhanger Lower School and Sandy Upper School were considering a change of age range but with no significant additional accommodation required on each school site. These two schools are therefore not proceeding with a statutory consultation process for a prescribed alteration.
8. Prior to April 2016 as a consequence of changes introduced by the 2013 Regulations and Statutory Guidance, Governing Bodies were able to propose a range of changes to their schools without following a formal statutory process.
9. In April 2016, the Department of Education (DfE) revised the guidance. This can be viewed at: www.gov.uk/government/publications/school-organisationmaintained-schools
10. The new guidance states that governing bodies of foundation and voluntary schools can still propose, consult upon and determine a change of age range of up to 2 years (except for adding or removing a sixth-form) by following the non-statutory process. A change in age range of 1 year or more for a community school would require a statutory process.
11. In light of the revised guidance, the governing bodies of Robert Peel Foundation Lower School, St Swithuns VC Lower School and John Donne C of E Lower School consulted on a proposed change of age range for each school from 3-9 years to 3-11 years, to be implemented from September 2017.

12. The three schools proposed and determined their own consultations which ran from October 2016 to November 2016 and included meetings for parents and stakeholders.
13. Following the close of the three consultations, the majority of the responses received were in favour of the proposals. The governing bodies of Robert Peel Foundation Lower School, St Swithuns VC Lower School and John Donne C of E Lower School determined to proceed with the change of age range for their school.
14. As a result of this determination, Robert Peel Foundation Lower School, St Swithuns VC Lower School and John Donne C of E Lower School will become primary schools with effect from September 2017, enabling their current Year 4 children to remain at the school and move into Year 5 and later to Year 6.

Proposal

15. The proposed enlargement as a result of the increased capacity means that Robert Peel Foundation Lower School, St Swithuns VC Lower School and John Donne C of E Lower meet the DfE's threshold which requires the local authority to carry out a statutory consultation for the 'prescribed alteration to the school premises'.
16. All three schools will be able to accommodate the additional children that choose to stay on to Year 5 from September 2017. However, the schools will not have the required long term accommodation for the children who stay on to Year 6. Additional accommodation will be required to provide for Year 6 children from September 2018. The schools will manage the building and risks associated with the construction of the additional accommodation.
17. The revised guidance published by the DfE in April 2016 requires the local authority to carry out a statutory consultation for those schools that are required to physically enlarge their premises due to an increase in capacity beyond a threshold as determined by the DfE.
18. Moggerhanger Lower School and Sandy Upper School who also consulted on a proposed change of age range during the same period have determined to proceed but will not require additional accommodation to trigger a prescribed alteration. These schools will not be required to carry out a statutory consultation for the 'prescribed alteration to the school premises'.
19. The statutory consultations for the prescribed enlargements of Robert Peel Foundation Lower School, St Swithuns VC Lower School and John Donne C of E Lower were launched on 9 February 2017 and ran until 16 March 2017.

20. The responses to the consultation are as follows:-
Robert Peel Lower – 63% in favour of the proposal
St Swithuns Lower – 85% in favour of the proposal
John Donne Lower –100% in favour of the proposal
21. Robert Peel received 9 objections and St Swithuns received 2 objections to the proposals siting concerns around traffic and congestion in the school vicinity, lack of clarity of fund available for the building of the additional accommodation and concerns on the change to a 3 tier education system.
22. If the determination is to approve the enlargement of each school, the governing bodies will manage the building project and be required to apply for planning permission for their proposed development, where necessary and also consider whether DfE approval is required for the change of use for school land. The three schools will manage the building programme and all related risks.

Reasons for decision

23. Under the School Organisation (Prescribed alternations to Maintained Schools) (England) Regulations 2013 it is a requirement of the local authority to act in accordance with the relevant legislations. The prescribed enlargements of Robert Peel Foundation Lower School, St Swithuns VC Lower School and John Donne C of E Lower meet the DfE thresholds and require a statutory consultation.
24. The governing bodies of Robert Peel Foundation Lower School, St Swithuns VC Lower School and John Donne C of E Lower have determined to change their age range, from lower to primary, from September 2017. The prescribed enlargements are required to accommodate Year 6 children from September 2018. Without the additional accommodation the schools would not be able to adequately house the additional cohorts.
25. The three schools have consulted on the change of age range and provided evidence of the support for the proposal. The requirement to consult interested parties ahead of the publication of the statutory consultation for the prescribed alteration of each school has therefore been met.
26. The statutory consultations will ensure that the Council continues to meet its statutory obligation to ensure that there are adequate school places and also to meet all of the legal requirements placed on the Council by the Education and Inspections Act 2006.

Council Priorities

27. The proposal supports the following Council priority:

- Improving Education and Skills.

Legal Implications

28. The main legislation governing school organisation is found in sections 7 -32 of the Education and Inspections Act 2006, The School Organisation (Establishment and Discontinuance of Schools) (England Regulations 2013 and the School Organisation (Prescribed Alterations to Mainstream Schools) (England) Regulations 2013.

29. DfE regulations and guidance outline the requirements and process for proposals to enlarge premises which meet the DfE threshold at Council maintained schools and these include full public consultation, the publication of statutory proposals and the decision making process. The Council is the decision maker for proposals relating to maintained schools, which are set out in this report.

30. As decision maker the Council must be satisfied that the proposals have followed due process and must also have regards to statutory guidance. Members must determine whether to

- Reject the proposal
- Approve the proposal
- Approve the proposal with a modification (e.g. the implementation date)
- Approve the proposal subject to them meeting a certain condition.

31. In any case the proposal must be determined within 2 months of the close of the determination period, otherwise the proposal will be referred to the schools adjudicator.

Financial and Risk Implications

32. There are no capital implications for the Council arising as a result of the proposals set out in this report. Each school has undertaken to fund the additional accommodation required from their own school budget and cover the lagged revenue funding.

33. The day to day running costs of the school are met through revenue funding which is made available to each school as part of the dedicated schools grant, calculated on a per pupil basis. Nationally, school and academy revenue budgets are set in line with the School and Early Years Finance Regulations 2013 which uses October school census data of pupil numbers accommodated at that moment in time to calculate the budget for the following financial year, for Council maintained schools, and the following academic year for Academies.

34. Following determination by the governing bodies to change the age range of the schools, additional teaching staff will be required. The schools will recruit and advertise for new class teachers.
35. There will be a lag in funding provision to the schools for September 2017. This funding 'lag' can have a significant impact on those schools and academies that are implementing changes in age range and retaining or admitting pupils into new year groups in the following September without the corresponding revenue funding that should ordinarily follow the child which only begins to flow into the schools budget in the following April.
36. Additional funding will not be due to the schools until 2018/19 and will result in an inevitable shortfall in revenue during the transition period which the schools will have to manage.

Equalities Implications

37. The consultation and decision making process set out in regulation for proposals to maintained schools requires an evaluation on a project by project basis of any equalities and human rights issues that might arise.
38. 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.
39. This statutory duty includes requirements to:
 - Remove or minimise disadvantages suffered by people due to their protected characteristics.
 - Take steps to meet the needs of people from protected groups where these are different from the needs of other people.
 - Encourage people from protected groups to participate in public life or in other activities where their participation is disproportionately low.
40. The proposed prescribed enlargements of the three schools are not envisaged to have an adverse impact on any of the listed groups below:-

a) Sex	N/A
b) Gender Reassignment	N/A
c) Age	Primary aged pupils will have access to sufficient school places
d) Disability	N/A

e) Race & Ethnicity	N/A
f) Sexual Orientation	N/A
g) Religion or Belief (or No Belief)	N/A
h) Pregnancy & Maternity	N/A
i) Human Rights	N/A
j) Other Groups	(Rural isolation - John Donne is a rural designated school which provides school places in a village.

Risk Management

41. The proposal set out in this report has been developed and evaluated against the key criteria for decision makers that are outlined in guidance. Likewise the proposal has followed the procedures set out in regulation. This mitigates the risk on the Council of failing to comply with the relevant statutory requirements.
42. The key risks mitigated by the process that has been followed include:
 - a) Failure to discharge legal and statutory duties/guidance.
 - b) Failure to deliver the Council's strategic priorities.
 - c) Reputational risks associated with the non delivery of required school places.
 - d) Financial risks, no capital investment from the council and all consequential additional running costs will be borne by the school.

Conclusion and Next Steps

43. The recommendation is for the Executive to approve prescribed alterations for Robert Peel Foundation Lower School, St Swithuns VC Lower School and John Donne C of E Lower School to enlarge the premises. The additional construction of the accommodation is likely to require further consultations through the town planning process which will be managed by the schools.

Appendices

The following appendices are attached:-

- Appendix A: Statutory Notice for St Swithuns Lower School
- Appendix B: Statutory Notice for Robert Peel Lower School
- Appendix C: Statutory Notice for John Donne Lower School

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Proposal to enlarge the premises of St Swithun's Voluntary Controlled Lower School, Sandy to provide additional accommodation

Notice is given in accordance with section 19(1) of the Education and Inspections Act 2006 and the statutory guidance for proposers and decision makers 'Making prescribed alterations to maintained schools, April 2016' that Central Bedfordshire Council, Priory House, Monks Walk, Chicksands, Shefford, Beds SG17 5TQ intends to make a prescribed alteration to the St Swithun's Voluntary Controlled Lower School, Ivel Road, Sandy, Beds SG19 1AX from 1 September 2018.

The proposal is to enlarge the premises of St Swithuns Voluntary Controlled Lower School by building a new learning area to help accommodate year 6 children.

The school is to convert from a lower school, for ages 3 (nursery) to 9 (year 4), to a primary school, for ages 3 (nursery) to 11 (year 6) from 1 September 2017.

The current admission number for St Swithuns Voluntary Controlled Lower School is 30. The admission number will remain at 30 following the school's conversion to primary status and enlargement.

The current capacity of the school is 150 plus nursery aged children. Following conversion to primary status the capacity of the school will be 210 plus nursery aged children. The current number of pupils registered at the school is 180.

This Notice is an extract from the complete proposal. Copies of the complete proposal can be obtained from: The Information Manager, Central Bedfordshire Council, Room DC2, Watling House, High Street North, Dunstable, Beds LU6 1LF. It can also be viewed on the Council's website at

<http://www.centralbedfordshire.gov.uk/council/consultations/overview.aspx>

Within 4 weeks from the date of publication of these proposals, any person may object to or make comments on the proposal by using the on-line response facility available on the website <http://www.centralbedfordshire.gov.uk/council/consultations/overview.aspx> or by sending them to the Director of Children's Services, Central Bedfordshire Council, Priory House, Chicksands, Shefford, Beds SG17 5TQ.

Signed: Sue Harrison

Director of Children's Services, Central Bedfordshire Council

Publication Date: 9 February 2017

Explanatory notes:

In December 2016 the Governing Body of St Swithun's Voluntary Controlled Lower School agreed to extend the age range of the school from 3 to 9 years (nursery to year 4) to 3 to 11 years (nursery to year 6) with effect from September 2017.

This is to be implemented in 2 stages: year 4 children will have the opportunity to move up into year 5 in September 2017 and then into year 6 in September 2018.

The school requires additional accommodation from September 2018 for the children moving up into year 6.

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Proposal to enlarge the premises of Robert Peel Foundation Lower School, Sandy to provide additional accommodation

Notice is given in accordance with section 19(1) of the Education and Inspections Act 2006 and the statutory guidance for proposers and decision makers 'Making prescribed alterations to maintained schools, April 2016' that Central Bedfordshire Council, Priory House, Monks Walk, Chicksands, Shefford, Beds SG17 5TQ intends to make a prescribed alteration to the Robert Peel Foundation Lower School, Dapifer Drive, Sandy, Beds SG19 1QJ from 1 September 2018.

The proposal is to enlarge the premises of Robert Peel Foundation Lower School by 2 classrooms to help to accommodate year 6 children.

The school is to convert from a lower school, for ages 3 (nursery) to 9 (year 4), to a primary school, for ages 3 (nursery) to 11 (year 6) from 1 September 2017.

The current admission number for Robert Peel Foundation Lower School is 60. The admission number will remain at 60 following the school's conversion to primary status.

The current capacity of the school is 300 plus nursery aged children. Following conversion to primary status the capacity of the school will be 420 plus nursery aged children. The current number of pupils registered at the school is 240 children plus 58 Nursery age children.

This Notice is an extract from the complete statutory proposal. A copy of the complete statutory proposal can be obtained from: The Information Manager, Central Bedfordshire Council, Room DC2, Watling House, High Street North, Dunstable, Beds, LU6 1LF. It can also be accessed online at

<http://www.centralbedfordshire.gov.uk/council/consultations/overview.aspx>

Within four weeks from the date of publication of these proposals, any person may object to or make comments on the proposal by using the on-line response facility available on the website or by sending them to the Director of Children's Services, Central Bedfordshire Council, Priory House, Chicksands, Shefford, Beds, SG17 5TQ.

Signed: Sue Harrison

Director of Children's Services, Central Bedfordshire Council

Publication Date: 9 February 2017

Explanatory notes:

In December 2016 the Governing Body of Robert Peel Foundation Lower School agreed to extend the age range of the school from 3 to 9 years (nursery to year 4) to 3 to 11 years (nursery to year 6) with effect from September 2017.

This is to be implemented in 2 stages: year 4 children will have the opportunity to move up into year 5 in September 2017 and then into year 6 in September 2018.

The school needs to enlarge its premises to help accommodate the additional children from September 2018.

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Proposal to enlarge the premises of John Donne Church of England Voluntary Aided Lower School, Blunham to provide additional accommodation

Notice is given in accordance with section 19(1) of the Education and Inspections Act 2006 and the statutory guidance for proposers and decision makers 'Making prescribed alterations to maintained schools, April 2016' that Central Bedfordshire Council, Priory House, Monks Walk, Chicksands, Shefford, Beds SG17 5TQ intends to make a prescribed alteration to the John Donne Church of England Voluntary Aided Lower School, High Street, Blunham, Beds MK44 3NL from 1 September 2018.

The proposal is to enlarge the premises of John Donne Church of England Voluntary Aided Lower School by 1 classroom plus additional toilets to help accommodate year 6 children.

The school is to convert from a lower school, for ages 3 (nursery) to 9 (year 4), to a primary school, for ages 3 (nursery) to 11 (year 6) from 1 September 2017.

The current admission number for John Donne Church of England Voluntary Aided Lower School is 24. The admission number will remain at 24 following the school's conversion to primary status.

The current capacity of the school is 120 plus nursery aged children. Following conversion to primary status the capacity of the school will be 168 plus nursery aged children. The current number of pupils registered at the school is 62 plus 20 nursery children.

This Notice is an extract from the complete proposal. Copies of the complete proposal can be obtained from: The Information Manager, Central Bedfordshire Council, Room DC2, Watling House, High Street North, Dunstable, Beds LU6 1LF. It can also be viewed on the Council's website at

<http://www.centralbedfordshire.gov.uk/council/consultations/overview.aspx>

Within 4 weeks from the date of publication of these proposals, any person may object to or make comments on the proposal by using the on-line response facility available on the website or by sending them to the Director of Children's Services, Central Bedfordshire Council, Priory House, Chicksands, Shefford, Beds SG17 5TQ.

Signed: Sue Harrison

Director of Children's Services, Central Bedfordshire Council

Publication Date: 9 February 2017

Explanatory notes:

In December 2016 the Governing Body of John Donne Church of England Voluntary Aided Lower School agreed to extend the age range of the school from 3 to 9 years (nursery to year 4) to 3 to 11 years (nursery to year 6) with effect from September 2017.

This is to be implemented in 2 stages: year 4 children will have the opportunity to move up into year 5 in September 2017 and then into year 6 in September 2018.

The school needs to enlarge its premises to help accommodate the additional children from September 2018.

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Central Bedfordshire Council

EXECUTIVE

4 April 2017

Determination of a statutory notice for a change of age range at Shillington Lower School from 4-9 to 2-9 years of age

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

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

This report relates to a non Key Decision

Purpose of this report

1. To seek Executive approval to a change in age range at Shillington Lower School (SLS) from 4-9 to 2-9 years of age, to integrate a pre school provision. This proposal was the subject of a statutory notice procedure which is now complete.
2. If approved the proposal would be implemented from 1 September 2017.
3. The school referred to within the report serves the Wards of Silsoe and Shillington.

RECOMMENDATION

That the Executive approves a change in age range for Shillington Lower School from 4-9 to 2-9 with effect from 1 September 2017 as set out in the statutory notice attached as Appendix A.

Children's Services Overview and Scrutiny

1. This report was presented to Children's Services Overview and Scrutiny Committee at its meeting on the 17 January 2017 and the Committee supported the recommendations set out within the report.

Background

2. On the 7 February the Councils Executive approved the commencement of a statutory consultation for the proposal to change the age range of Shillington Lower School, to integrate a pre-school provision following the closure of the previous pre-school.

3. The pre-school previously provided by a registered charity, 'Shillington under Fives', out of premises on the same site as the school, closed on the last day of the autumn school term 2016. Joint efforts were made by the pre school and the governing body of Shillington Lower School to enable the pre school to continue but the lack of staff made this untenable and the pre school was forced to close.
4. The Council was first approached by Shillington Lower School on 21 April 2016, following a meeting of the Governing Body at which the proposal was discussed. The proposal is for the school to incorporate the running and management of the nursery provision by the school itself, whilst continuing to fulfil the statutory education obligations of both nursery and lower phases.
5. The DfE published revised guidance on 8 April 2016 which removed the ability for governing bodies of maintained community schools to propose, consult and determine a change of age range for their school without the local authority's approval.
6. The revised guidance requires the Council to undertake a statutory process for a proposed change of age range for a community school:-
 - i. Approve publication of the statutory notice
 - ii. Commence formal consultation of at least four weeks
 - iii. Determination, following the representation period of the statutory notice
7. Whilst there is no longer a statutory 'pre-publication' consultation period for prescribed alteration changes, there is a strong expectation that schools and local authorities will consult interested parties, in developing their proposal prior to publication, as part of their duty under public law to act rationally and take into account all relevant considerations. The Council therefore advises all schools to carry out a preliminary consultation in order to gauge the level of support for their proposal before submitting it for consideration.

Preliminary Consultation Responses

8. SLS submitted a draft proposal for the initial preliminary consultation to the Council on 16 May 2016 for comments. Suggested amendments to the proposal were supplied to SLS by return.
9. SLS launched the preliminary consultation on 19 May 2016. The Central Bedfordshire Council (CBC) Ward Member, CBC officers and all CBC schools were advised of the consultation and invited to respond. The preliminary consultation ran for 5 weeks (including half term) until 23 June 2016. SLS provided the responses to this consultation on the 16 October 2016 to the Council.

10. The preliminary consultation responses were reported to Executive on the 7 February 2017. A total of 52 responses to the preliminary consultation were received by the school. All the responses were in favour of the proposed change of age range.

Statutory Notice Responses

11. On 8 February 2017 a statutory notice was published on the Council's web site (Appendix A) setting out the proposal to change the age range from 4-9 to 2-9 years of age from 1 September 2017. This was displayed as required on the school gates and circulated to all interested parties, the same as those consulted at the preliminary consultation stage. The statutory notice period ended on the 15 March 2017.
12. A total of 45 responses to the notice were received before the closing date. 43 of the responders' were in support of the proposal, with 2 objecting to the change of age range. An objection was recorded on the basis that schools should not be seen as operating pre schools.

Reasons for Decision

13. The Council's Early Years Team confirms that Shillington continues to need its own pre-school provision and being part of the school would make it sustainable for the future. There is no other formal provision in the village, other than local childminders who have little capacity to take on extra children.
14. Without the school taking on the pre-school, the village will be without an early years facility. There would potentially be a sufficiency issue, especially with the new 30 hours programme due to roll out in September 2017.
15. The proposal does not remove the requirement for parents to apply for a Reception place and as such, it does not remove the transition point of nursery to lower. However, for those children who apply and are successful in achieving a Reception place at Shillington, it improves the child's learning journey, in line with Central Bedfordshire Council's ambition to "reduce school transfer points". This should have a positive impact on educational standards and allow a more seamless transition from the nursery unit to school.
16. The next nearest pre-school is in Gravenhurst and is currently almost at capacity and with the potential increase in funded hours for working parents (the 30 hour offer). There is likely to be an increased demand for pre-school hours in the area.

17. Shillington under Fives closed at the end of the autumn term 2016 leaving the village and parents without a local formal provision. Subject to a favourable response to the statutory consultation SLS propose to launch the pre school provision in September 2017.

Council Priorities

18. The proposal supports the following Council priority:
 - Improving Education and Skills

Legal Implications

19. The Childcare Act 2006 places duties on English local authorities, as far as reasonably practical, to secure sufficient childcare for working parents (Section 6) and early years provision (Section 7, a substituted by section 1 of the Education Act 2011).
20. The main legislation governing school organisation is found in sections 6A-32 of the Education and Inspections Act 2006, The School Organisation (Establishment and Discontinuance of Schools) Regulations 2013 and the School Organisation (Prescribed Alterations to Maintained Schools) (England) Regulations 2013.
21. Department for Education Guidance for proposers and decision makers regarding school organisation in maintained schools was published in January 2014 to support the School Organisation (Prescribed Alterations to Maintained Schools) (England) Regulations 2013.
22. This guidance can be viewed at:
<https://www.gov.uk/government/publications/school-organisation-maintained-schools>
23. The DfE revised guidance published on 8 April 2016 removes the ability for governing bodies of Community schools to propose, consult and determine a change of age range for their school without the local authority's approval.

Financial Implications

24. There are no capital implications for the Council arising as a result of the proposal set out in the report.
25. The day to day running costs of early years and childcare provision is met through revenue funding which is made available to each setting as part of the Dedicated Schools Grant and Central Bedfordshire's Nursery Education funding.

26. The accommodation previously used by Shillington under Fives was funded through Sure Start. The Councils Early Years team will seek the accommodation to be transferred to the school. The governing body of SLS propose to ring fence residual funds for the nursery unit. The governing body plan to invest to improve the condition of the building from the schools current surplus funds.
27. The governing body of the school have forecast that once the numbers of pre-school children have built up, a small operating profit from the nursery unit is anticipated. SLS have been cautious with the projections and the school will promote the nursery unit to strive to bring the break-even point forward.
28. The school will use school funds to refurbish the pre-school building (and to create a group room in the pre-school building, which will also be used by the school). The anticipated increase in the number of local pupils coming through nursery unit in future will result in a stronger financial base for the school. The project will also deliver a secure and sustainable future for pre-school provision in Shillington.
29. The Council has received a revised budget for the proposal which shows an improved financial position for the school going forward and is satisfied that the proposed age range change appears to be financially viable.
30. If the Councils Executive determines the proposal to a change of age range at the school there will be financial implications for the school and the governing body.

Equalities Implications

31. 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.
32. 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.

33. 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.
34. The proposal is not envisaged to have an adverse impact on any of the listed groups below:-
- | | |
|--|--|
| I. Sex | N/A |
| II. Gender Reassignment | N/A |
| III. Age | Pre school children will have access to sufficient pre school places |
| IV. Disability | N/A |
| V. Race & Ethnicity | N/A |
| VI. Sexual Orientation | N/A |
| VII. Religion or Belief (or No Belief) | N/A |
| VIII. Pregnancy & Maternity | N/A |
| IX. Human Rights | N/A |
| X. Other Groups (rural isolation etc) | N/A |
35. As commissioner of pre-school and nursery provision that will be provided through the proposal set out in this report the Council has considered that there are no specific discrimination issues that arise from the change being proposed.

Risk Management

36. The proposal to change the age range of Shillington Lower School set out in this report mitigates the risk on the Council of failing in its statutory duty to secure sufficient childcare for working parents and early years provision.
37. Key risks include:
- Failure to discharge legal and statutory duties/guidance.
 - Failure to deliver the Council's strategic priorities
 - Reputational risks associated with the non delivery of required childcare and early year's places.
 - Risk of not achieving forecast numbers of pre school children impacting the financial viability of the main school budget.

Appendices

The following appendices are attached:
Appendix A – Statutory Notice



**Proposal to change the age range
of Shillington Community Lower School
from 4 – 9 years to 2 – 9 years**

Notice is given in accordance with section 19(1) of the Education and Inspections Act 2006 and the statutory guidance for proposers and decision makers 'Making prescribed alterations to maintained schools, April 2016' that Central Bedfordshire Council, Priory House, Monks Walk, Chicksands, Shefford, Beds SG17 5TQ intends to make a prescribed alteration to Shillington Community Lower School, Greenfields, Shillington, Bedfordshire SG5 3NX from 1 September 2017.

The proposal is to change the age range of Shillington Community Lower School from 4 – 9 years to 2 – 9 years.

The admission number for the school is 30 for each year group and the admission number is to remain at 30 for each year group.

The current capacity of the school for statutory school aged children is 150. Following implementation the capacity for statutory school aged children will remain at 150. The current number of pupils registered at the school is 131.

This Notice is an extract from the complete statutory proposal. A copy of the complete statutory proposal can be obtained from: The Information Manager, Central Bedfordshire Council, Room DC2, Watling House, High Street North, Dunstable, Beds, LU6 1LF. It can also be accessed online at

<http://www.centralbedfordshire.gov.uk/council/consultations/overview.aspx>

Within four weeks from the date of publication of these proposals, any person may object to or make comments on the proposal by using the on-line response facility available on the website or by sending them to the Director of Children's Services, Central Bedfordshire Council, Priory House, Chicksands, Shefford, Beds, SG17 5TQ.

Signed: Sue Harrison

Director of Children's Services, Central Bedfordshire Council

Publication Date: 8 February 2017

Explanatory notes:

The preschool provision 'Shillington Under 5's' closed in December 2016. This was a registered charity that operated out of premises within the grounds of Shillington Community Lower School.

The proposed change of age range is to enable Shillington Community Lower School to open a preschool provision within the former premises of 'Shillington Under 5's'.

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Central Bedfordshire Council

EXECUTIVE

4 April 2017

The Day Offer for Older People and Adults with Disabilities

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

Advising Officers: Julie Ogley, Director of Social Care, Health and Housing, julie.ogley@centralbedfordshire.gov.uk, Tim Hoyle, MANOP Head of Service, tim.hoyle@centralbedfordshire.gov.uk and John King, System Redesign Officer, john.king@centralbedfordshire.gov.uk.

This report relates to a Key Issue

Purpose of this report

This report sets out the outcome of the consultation on the future Day Offer for vulnerable adults and older people, requests that the Day Offer is adopted and proposes the next steps.

RECOMMENDATIONS

The Executive is asked to:

- 1. note the outcome of the public consultation on the Day Offer as set out in paragraphs 4 to 20 and Appendix 1 of this report;**
- 2. adopt the revised Day Offer set out in Appendix 2 of this report as the Council's approach to the delivery of day services in the future; and**
- 3. agree the timescale and approach to the delivery of the new Day Offer as set out in paragraphs 21 to 25 of this report.**

Overview and Scrutiny Recommendations

1. This matter was considered by Social Care, Health and Housing Overview and Scrutiny Committee at its meeting on 23 January 2017 and made the following recommendations:
2. The Committee:
 - 2.1. Recognises the need to bring our day offer, including our buildings, up to date.

- 2.2. Welcomes the positive move towards a personalised service promoting the independence and other needs of our residents.
- 2.3. Particularly welcomes the proposal to amend the day offer with reference to dementia clients.
- 2.4. Recognises the need to ensure that transport needs can be met to get clients to the right place at the right time.
- 2.5. Expects the Council to seize any opportunities to work with other bodies to create an integrated pathway for our clients.
- 2.6. Looks to see that our clients varied needs can be met in a realistic manner.

Background

3. At its meeting on 7 June 2016 the Executive approved recommendations set out in a report on the Day Offer for Older People and Adults with Disabilities. The report described the current offer provided, challenges and opportunities facing this service area whilst acknowledging the important contribution that day services make in supporting vulnerable adults and their carers. It proposed a two-stage approach to the development of a new day offer for these groups of people.
4. At its meeting on 11 October 2016 the Executive approved the commencement of a public consultation on a new Day Offer and requested that the outcome of the consultation was reported to a future meeting.
5. A consultation process was undertaken from 24 October 2016 to 23 January 2016 and this report sets out the outcome of that consultation and proposes the next steps.
6. During the engagement with customers, family carers and centre staff that had taken place prior to the consultation, a co-production approach had been adopted and representatives of all of these had taken part in a group that steered the actions of officers. This group continued to meet during the consultation phase and made valuable contributions to the process.
7. Whilst the focus of this activity was the day service delivered directly by the Council it was acknowledged that the Day Offer should apply equally to any day services that are commissioned by the Council.

Consultation Process

8. The consultation was posted on the council website on 24 October. All customers and their families received a consultation pack which included the 'Have Your Say' document which provides an overview of the Future Day Offer and both a paper and online survey were produced. An easier read version of the paper survey and 'Have Your Say' document was also developed.

9. Consultation meetings were held for family members/carers at each of the day centres to provide them with the opportunity for face-to-face conversation to provide feedback on the consultation. Meetings were open for family members across the service; they did not have to attend the centre their relative attends. The meetings for relatives were attended by 32 relatives and family carers, some of whom had been unable to attend meetings that were arranged during the engagement stage.
10. Day centre staff also discussed the consultation with individual customers using the easier read version, helping some to respond and also providing reassurance when needed.
11. Wider meetings with customers of centres for adults with learning disabilities were also organised and supported by Right Track and Pohwer Advocacy services. The general consensus was that the future offer should include greater choice of activities and more well-trained staff that have experience. Customers also said they value continuity of staff members and that they would like to stay with the friends they had made at centres.
12. Additional stakeholders and organisations were also contacted directly and invited to respond to the consultation. This included independent providers of day services commissioned by the Council.

Consultation Outcome

13. The Council received 102 responses (including 1 respondent who has completed the survey on 2 occasions and 1 response completed jointly by 2 people). Some 34% of respondents were day centre customers, 38% were relatives of carers using day services, and 27% were other respondents including provider organisations or staff.
14. In summary, the majority of the 102 respondents support the key principles and components proposed as part of the future day offer. Promoting independence, including gaining employment and supporting more access to community facilities have been identified important areas to respondents. However concerns around a 'one size fits all' approach were raised, with requests for reassurance that customer need will be central to any future developments. Further investigation into services for people affected by dementia was also suggested.
15. Other comments received included the request for ongoing communication between the Council and affected stakeholders as well as clarification and reassurance over possible impact on customers, the cost implications and the future of the sites of the current centres.
16. There was also feedback about some of the language used in both the offer and the consultation documents which suggested that in future consultations 'plain language' should be used more and, if this is not possible, then any terms used which may not be understood by all should be defined and explained.

17. The full results of the consultation along with the Council's response to the issues raised in it appears in Appendix 1 to this report. This has been considered and reviewed by the co-production group.
18. In response the matters raised by the consultation the proposed day offer has been amended as follows:
 - 18.1. The offer now places additional emphasis on suitable provision for people with dementia provision including staff training and suitable facilities.
 - 18.2. The offer now places additional emphasis on providing opportunities for people of working age to learn life skills including routes to employment.
19. In addition it was noted by the co-production group that the statements in relation to family carers that appeared in the 'Components' section were better located in the 'Principles' section. Moving them allowed the number of components to be reduced from five to four, simplifying the offer without losing any aspects.
20. The updated Day Offer appears in Appendix 2.

Phase 2 – Delivery of changes to existing services

21. The challenges facing the Council's existing centres were articulated prior to the engagement and these were reiterated during the consultation period. The intention in developing and adopting the Day Offer is to use it to shape current and future services.
22. It has been observed that this is the first time in a generation that all services have been reviewed in this way and that this is therefore an important opportunity. From this perspective it is also felt to be important that whatever replaces the existing services is more flexible and person-centred than the current ones and that the ability for the new services to constantly adapt is designed into them.
23. From the co-production process has emerged a set of principles which can be used to provide a framework for reviews of the existing centres. These are:
 - 23.1. The need to keep up the momentum that the engagement and consultation process has engendered. The future of the Council's centres has been the subject of debate for many years and customers and family carers have experienced a number of 'false starts' especially in the Learning Disability centres. It is therefore felt to be important that once the Day Offer have been adopted then further work is planned to set out a clear process and timescale to deliver change.

- 23.2. The need to be able to make use of new facilities that offer the opportunity to deliver services in an integrated way. The Council (and others) are planning to develop facilities such as new care homes, independent living schemes, health and care hubs and leisure centres. It will be important to ensure that reviews of and decisions about the future of centres matches up with the timescales for specification and delivery of potential replacement facilities otherwise opportunities may be missed.
- 23.3. The need to have a pace to change that is realistic. Whilst the pace of change needs to be managed to ensure that customers and family carers feel able to participate and contribute meaningfully this needs to be considered alongside the other principles.
- 23.4. The need to continue the open engagement with and participation of customers and family carers. It is considered important that the open engagement and transparent debate that has been the feature of 'Phase 1' should continue. It is felt that many customers and family carers will be keen to participate in the reviews of centres.
- 23.5. The need to continue with the co-production approach. It is felt that the co-production process has been helpful and is likely to be even more important during Phase 2. It is likely that service-level or centre-based co-production arrangements will be set up, overseen by the existing co-production group.
- 23.6. The need to conduct reviews of some centres in parallel. It is felt that there are benefits of reviewing centres at the same time. This was felt most keenly in relation to the centres for adults with learning disabilities as (a) some customers attend more than one centre and (b) there are potential dependencies between the services offered by the three centres. These issues are less significant for older people's services where a more pragmatic and resource-driven approach may be required.
- 23.7. The need to be able to test out alternative service arrangements without jeopardising the existing ones. The work done so far has started to produce a wide range of ideas about the shape of future day service and there will be a need to experiment with and pilot ideas and initiatives. There will also be a need to co-ordinate these and to capture and share learning from such activities. It is envisaged that whilst use can be made of existing resources within centres and elsewhere in the Council there is likely to be a need for resources in addition to this.

- 23.8. The need to undertake further consultation before making irrevocable changes to the existing centres. It was acknowledged that there are legal, governance and good practice requirements that dictate that the Council will need to go through a formal consultation and decision-making process before any significant and irrevocable changes are made to any centre (such as closure).
24. Whilst a detailed timetable for activities will be developed as part of Phase 2, it is reasonable to set a target timescale for the completion of the programme of change. Given the Council's current plans for alternative provision a target of the end of 2020 is realistic, although it is expected that much can be accomplished well before this date.
25. During Phase 2 it is also envisaged that opportunities will be taken to review commissioned day services and this will be integrated with the principles and processes set out above.

Council Priorities

26. The proposed action supports all the Council's priorities, listed below:
- Great resident services
 - Protecting the vulnerable; improving wellbeing
 - Creating stronger communities
 - A more efficient and responsive Council.

Corporate Implications

27. Whilst the staff who deliver the Council's day services are managed through the Social Care, Health and Housing directorate there is considerable involvement of staff from other directorates such as Community Services which manages the transport arrangements and the repair and maintenance of the buildings. Changes to services may well have impacts on these areas.
28. Steps have been taken to involve staff and managers from these areas in work thus far and this will continue in Phase 2.

Legal Implications

29. The Care Act 2014 confers on the Council the duty to meet the care and support needs of eligible people either by commissioning services from independent organisation or by providing the service directly. The Council's day services form part of this provision. The Care Act also places duties on the Council to carry out an assessment of any carer's needs, which may include taking part in education, training and recreation.
30. Where a Council is contemplating changes to care and support services it has a public law duty to consult with those who would be affected and there is clear guidance and precedent about how consultation should be conducted and the part they would play in future decision-making.

31. Central Bedfordshire Council has a duty under the Human Rights Act 1998 to ensure that its actions are not incompatible with the Rights under the European Convention on Human Rights, 'The Convention'. The Council will therefore need to consider whether the proposed Day Offer is likely to breach any of the service user's rights under Articles 8, 3, and 2. If the decision is likely to breach the Convention, the Council will need to explore any particular facts and determine if such a breach is proportionate and justified.

Financial and Risk Implications

32. As stated in paragraph 23.7 there may be a requirement for additional revenue expenditure during Phase 2. It is proposed that this would be funded from expenditure from the reserve identified for Social Care Transformation. This expenditure would be controlled and managed through the arrangements that are put in place for this reserve.
33. No significant unmanaged risks have been identified. A project management approach will be taken to the process and this will include the identification, assessment, mitigation and management of risks associated with the activities.

Equalities Implications

34. Central Bedfordshire Council has a statutory duty to promote equality of opportunity and have due regard to the need to 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.
35. An Equality Impact Assessment (EIA) has been completed as part of the development process, and it is available as a background document. Members should read and consider the EIA before coming to a decision on the recommendations in this report.
36. The EIA has identified that the main protected characteristics that define users of day opportunities are age and disability. A change to existing day centres and day opportunities could therefore have the potential to have a disproportionate effect on these groups, especially people that are older, have a physical disability, have a learning disability, dementia, autism and those suffering from anxiety or depression.
37. However, it is also recognised that the day offer's key components and principles provide a good basis for the development of personalised services that meet both carer's and clients' needs. As part of this process the EIA has highlighted that thought will need to be given to ways of designing services that:

- 37.1. Reflect individual preferences as to how care and support needs can be met.
 - 37.2. Maximise stability and familiarity where appropriate to help those with the transition to new services.
 - 37.3. Maintain friendship groups.
 - 37.4. Ensure there is a specific carer's offer for each service.
38. During Phase 2 the EIA will be regularly reviewed and it will be updated prior to any future decisions of the Executive about changes to services or individual centres.

Implications for Work Programming

39. As set out in paragraph 23.2 there is a need to ensure that reviews of centres and any agreed changes are timetabled to take account of other development plans.

Next Steps

40. If the recommendations in this report are agreed officers (guided by the co-production group) will start to plan the review process in line with the principles set out in paragraph 23.

Background Documents

Equality Impact Assessment



Appendix 1

Central Bedfordshire Council Future Day Offer for Older People and Adults with Disabilities

Response to Formal Consultation

Consultation closed 23 January 2017

DRAFT

1. INTRODUCTION

- 1.1 Central Bedfordshire Council wants the best possible quality of life for all its residents and is committed to developing the services it provides. The Council operates eight day centres for adults, the majority of which were built in the 1970's and 1980's. Five are primarily for older people, and three for people with learning disabilities. A smaller service for people with dementia has recently opened in Dunstable, located in Priory View, and this has been excluded from this consultation.
- 1.2 The Council recognises that the provision of day opportunities to all client groups needs to be modernised. This has been part of the core strategy set in terms of improving outcomes for vulnerable people and moving from institutional to personal solutions.
- 1.3 Around 300 older residents attend four larger day centres throughout the area, and 350 access day opportunities at three centres for adults with learning disabilities. These centres are under-utilised, with the older people's centres achieving around 70% in 2014/15 and the learning disability centres around 30%, and numbers declining steadily year-on-year.
- 1.4 In addition, the buildings themselves are outdated, costly to maintain and no longer fit for purpose to meet the needs of customers who are increasingly frail (in the case of older people) or increasingly favour community-based provision (in the case of people with learning disabilities).
- 1.5 This project is proposing exciting opportunity for customers and their carers, the Council and its partners to improve this service to deliver "the right offer, in the right place, at the right time using the right model" – it aims to involve residents and key stakeholders in developing a personalised service that focuses on the outcomes customers want to achieve and meets their needs in a way that is right for them.
- 1.6 Pre-consultation engagement activities commenced in May 2016, this included meeting with current customers, their families and carers to gain an understanding of what is important to them and how they would like to see day services provided in the future. We have also engaged with wider stakeholders, including potential future users to get their views. Over 800 responses were received from a wide range of people include over 300 customers and over 60 carers (full report is available on request).
- 1.7 The future day offer is based on the key components and principles (identified below) that have been developed following the engagement activities by a coproduction group.

Key Components:

- Meet customer outcomes for social interaction, physical activity and mental stimulation.
- Meet carer outcomes for respite and peace of mind.
- Meet customers' care and support needs.

Principles:

- Promote and maintain independence in a way which is personalised, flexible and responsive
- Promote learning in a stimulating and supportive environment
- Aim for integration and local community cohesion
- Maximise and support existing community capacity
- Maximise the use of community facilities that can be accessed by older people and adults with disabilities

1.8 A formal consultation on the Future Day Offer for Older People and Adults with a disability began on 24th October 2016 and lasted 13 weeks, ending on 23rd January 2017.

1.9 To ensure all customers and their families are offered the opportunity to respond to the consultation, a consultation pack which included the 'Have Your Say' document which provides an overview of the Future Day Offer and both a paper and online survey were produced. An easier read version of the paper survey and 'Have Your Say' document was also developed.

1.10 Additional consultation meetings took place with relatives and carers. A summary of feedback from these meetings is provided within this report. More detailed information is in appendix 4.

1.11 Full details of dissemination of the consultation pack is included in appendix 6 of this report.

2. RESPONSE RECEIVED

2.1 The formal consultation was designed to capture both quantitative and qualitative data from respondents, with results summarised as follows (percentages are rounded up or down as appropriate).

2.2 The Council has received 102 responses (including 1 respondent who has completed the survey on 2 occasions and 1 response completed jointly by 2 people).

2.3 34% of respondents are customers of Central Bedfordshire Council day services, 38% are relatives of carers using day services, and 27% are other respondents including provider organisations or staff.

2.4 37 (36%) respondents were male, 58 (57%) were female, 7 (7%) respondents did not answer or are joint responses.

2.5 Respondents in age groups

16 – 24	1	(1%)
25 – 44	12	(12%)
45 – 64	33	(32%)
65+	52	(51%)
Did not answer	4	(4%)

2.6 Appendix 1 provides a full demographic statistical profile of respondents

3. RESULTS OF CONSULTATION: QUESTION RESPONSES

3.1 Key Components:

Three key components have been identified which are important to the day offer. These are:

- a. Meet customer outcomes for social interaction, physical activity and mental stimulation.
- b. Meet carer outcomes for respite and peace of mind.
- c. Meet customers' care and support needs.

3.2 Q1. To what extent do you think that the key components in the document incorporate what the day offer should be achieving?

Fully	72%	73
Partially	25%	25
Hardly at all	0	0
Not at all	1%	1
Did not answer	3%	3

97% of respondents felt that the key components at least partially covered what a day offer should achieve. Further qualitative information was not asked as part of this question.

3.3 Q2. Are there any additional key components that you think should be added?

50 respondents provided feedback to this question. This is summarised below:

4 respondents referred to use of local services and support to access other services
5 respondents felt that education and employment support should be available within the offer/at day centres, one respondent identified they work at Silsoe.
3 carers referred to additional support for family carers including travel and respite.
2 respondents felt that there needed to more focus on dementia and support for people affected by dementia.
4 respondents suggested access to alternative activities within the day centre.
3 respondents felt that there needed to be a focus on staffing including availability and communications.
5 respondents said that the customer's needs should be considered in the offer.
4 respondents raised concerns of sustainability of services and wanted reassurance that consideration of peoples opinions are considered in any future policy change.
19 respondents stated they had nothing to add and/or the document covered 'it all'

3.4 Q3. Are there any aspects of the key components section that you think should be amended?

37 respondents provided feedback to this question. This is summarised below:

2 respondents made reference to more access to local communities.
4 respondents said the key components should focus on customer need and ability and that the building/facilities should meet those needs.
1 respondent said that dementia support needs to be improved in day centres.
1 respondent stated employment support should be key for people of a working age.
1 respondent referenced financial implications
1 respondent suggested improving the facilities for staff
1 respondent said that the key components could be expanded but did not provide further detail
1 respondent commented on the level information provided in the consultation documents
1 respondent included a more detailed response on additional sheets
24 respondents stated they had nothing to add and/or the document covered 'the important points'

3.5 Principles:

Five principles have been identified which are important to the day offer

3.6 Q4. Principle 1: Promote and maintain independence in a way which is personalised, flexible and responsive.

How important is it to you that the future day offer should achieve the points in Principle 1 in the document?

Very important	89%	91
Quite important	9%	9
Not very important	2%	2
Not important at all	0	0
Did not answer	0	0

98% of people responding felt that promoting independence flexibly and in a personalised way an important principle for the future day offer. Further qualitative feedback was not asked as part of this question.

3.7 Q5. Principle 2: Promote learning in a stimulating and supportive environment.

How important is it to you that the future day offer should achieve the points in Principle 2 in the document?

Very important	71%	72
Quite important	21%	21
Not very important	5%	5
Not important at all	2%	2
Did not answer	2%	2

92% of respondents felt that promoting learning in a stimulating environment was an important principle in the future day offer. Further qualitative information was not asked as part of this question.

3.8 Q6. Principle 3: Aim for integration and local community cohesion.

How important is it to you that the future day offer should achieve the points in Principle 3 in the document?

Very important	65%	66
Quite important	24%	25
Not very important	4%	4
Not important at all	3%	3
Did not answer	4%	4

89% of respondents felt that integration and community cohesion is an important principle in the future day offer.

Further qualitative information was not asked as part of this question.

3.9 Q7. Principle 4: Maximise and support existing community capacity.

How important is it to you that the future day offer should achieve the points in Principle 4 in the document?

Very important	70%	70
Quite important	24%	24
Not very important	6%	6
Not important at all	0	0
Did not answer	2%	2

94% of respondents stated that maximising and supporting community capacity is an important principle in the future day offer.
Further qualitative information was not asked as part of this question.

3.10 Q8. Principle 5: Maximise the use of community facilities that can be accessed by older people and adults with disabilities

How important is it to you that the future day offer should achieve the points in Principle 5 in the document?

Very important	74%	75
Quite important	18%	18
Not very important	3%	3
Not important at all	1%	1
Did not answer	5%	5

92% of respondents said that accessing community facilities is an important principle within the future day offer.
Further qualitative information was not asked as part of this question.

3.11 Q9. Are there any additional principles that you think should be added?

40 respondents provided feedback to this question. This has been summarised below:

- 2 respondent stated education activities to support life skills should be included.
- 3 respondents referred to different types of activities and transport to be included in the future offer
- 6 respondents questioned how the changes will be initiated and offered solutions of engagement
- 2 respondents suggested alternative approached to gaining customer feedback

2 responses stated that the day centres work well as they are
1 respondent said that day opportunities support carers and services
1 respondent made reference to financial implications
23 respondents stated they had nothing to add and/or the 'everything is fully covered'

3.12 Q.10 Are there any aspects of the principles section that you think should be amended?

32 respondents provided feedback to this question. This has been summarised below:

1 respondent stated staff training would be required to achieve the principles
1 person suggested outreach for customer unable to attend day services i.e. home visits
1 respondent suggested employment support should be key for people with learning disabilities
2 respondents referred to additional activities including daily life skills such as finances, cooking etc.
1 respondent said they agreed in principle but felt dementia support needed to be included
1 respondent's feedback is detailed in the addendum below
1 respondent suggested re-allocating funding to support disabled people
24 respondents stated they had nothing further to add.

3.13 Q.11 Do you have any further comments on the proposal?

48 respondents provided feedback to this question. This has been summarised below:

3 respondents raised concerns over sustainability of the new proposal and if they were 'realistic'.
5 people said that they liked the day centres as they are or suggested improvements and access to community facilities
3 respondents stated more training and support is needed for people affected by dementia
1 person has suggested the use of alternative services/supported accommodation.
2 respondents offered suggestions around coproduction and commissioning approaches.
1 person questioned the term 'day centre'
3 respondents said they didn't understand the paperwork or needed more space – additional feedback on the addendum below.
3 respondents highlighted the need for transport to access day opportunities
2 respondents stated that reassurance through and change in services is important for customers

- 1 respondent said that more day opportunities are needed
- 1 respondent suggested raising the profile of adults with learning disabilities and access to mentors.
- 1 response was made on behalf of the customer that more information is needed to provide thoughts of future options
- 23 respondents stated they had no further comment or they were very happy with what has been proposed

3.14 Details of the qualitative information can be seen in appendix 2 & 3 of this report.

4. SUMMARY

- 4.1 In summary, the majority of the 102 respondents support the key principles and components proposed as part of the future day offer. Promoting independence, including gaining employment and supporting more access to community facilities have been identified important areas to people responding to the consultation. However concerns around a 'one size fits all' approach have been raised, with requests for reassurance that customer need will be central to any future developments. Further investigation into services for people affected by Dementia has also been suggested.
- 4.2 Other comments received included the request for ongoing communication between the Council and affected stakeholders as well as clarification and reassurance over possible impact on residents, cost implications and the redevelopment of existing sites.
- 4.3 In addition, to enable effected people to contribute feedback to the consultation further consideration should be made in relation to the audience when developing consultation materials. This should include the methods and channels used.

5. Central Bedfordshire Council Response:

- 5.1 The Council is grateful for all of the comments received and is pleased with the level of engagement of current customers and their relatives and will continue to dialogue closely with them as the future of each centre is considered.
- 5.2 The Council notes the amount of feedback that states that services are really valued by customers and play a vital role in supporting carers.
- 5.3 The Council acknowledges that for some respondents the documents were too corporate in their language and the questions were hard to

grasp. An easier to read version of the day offer was produced and customers were helped to respond by staff who went through the offer and the questions with them. The Council will ensure that a wide range of methods are used to help everyone to participate, and that future documents are written as simply as possible.

- 5.4 Some common themes emerged around dementia, training in life skills including employment, and increasing the range of activities on offer. The Council will ensure that the Day Offer is revised to more clearly include these elements.
- 5.5 The Council agrees that staff working with older people should be trained to deal with dementia, and that the physical environment needs to be designed appropriately with activities suitable for customers and will revise the Day Offer accordingly.
- 5.6 The Council agrees that for working age adults, learning and developing new skills that may open up wider opportunities is very important and we will revise the Day Offer accordingly.
- 5.7 Customers highly value activities, along with the social aspects, irrespective of age or disability. Any future offer needs to consider how to expand the range of activities on offer along with associated support and transport arrangements.
- 5.8 Although they were purpose-built the Council does not agree that current buildings are suitable to meet the needs of current and future customers as the needs and aspirations of the customers as a group have changed.
- 5.9 The Council does not agree that because change might be more difficult for some customers and carers that this is a reason to avoid change. What is clear from the response of many customers is that they want the opportunity to develop and try new things. The Council does recognise that future changes need to be managed carefully and sensitively and be mindful of the needs of customers both individually and as a group.
- 5.10 The Council does not intend to impose a 'one size fits all' solution and recognises the wide spectrum of customers using current day services. It believed that the principles of personalisation should apply to each customer.
- 5.11 A number of other comments have been made as part of the consultation that relate to the detail of how the Day Offer may be implemented once it has been agreed. These comments will be borne in mind and will provide a starting point to the reviews of individual centres or services.

Appendix 1:

Results of Consultation: Demographic Profile of Respondents

	No.	Percentage
Q12: Are you a: (please select one option)		
Customer using Central Bedfordshire Council day services	34	34%
Carer/Relative (provide unpaid support to someone With an illness or disability)	39	39%
I am a customer using other day services	1	1%
I am a relative of someone who uses day services (not carer)	5	5%
Staff (Central Bedfordshire Council)	3	3%
Provider Organisation	2	2%
Other*	14	14%
No Response	2	2%

* Other respondents include resident of Central Bedfordshire, potential user of day services in the future, college representatives

Q13: Are you male or female? (please select one option)

Male	37	36%
Female	58	57%
No response/Joint response	7	7%

Q14: What is your age? (please select one option)

Under 16	0	0%
16-24	1	1%
25-44	12	12%
45-64	33	32%
65+	52	51%
Preferred not to say or did not answer	4	4%

Q15: Do you have any longstanding illness, disability or informality (long standing means anything that has troubled you over a period of time or that is likely to affect you over a period of time)?

Yes	54	53%
No	40	39%
Preferred not to say or did not answer	8	8%

Appendix 2 - Results of Consultation: Full Qualitative Feedback

Q2. Are there any additional key components that you think should be added?

- No
- Yes. When staff are on holiday staff should be able to cover so that the service is not short-staffed
- None
- No
- Offering activities such as art or pottery and a daily quiz to keep one's mind active
- I think we must talk to one another more and also to the staff
- No, I think the document covers it fully
- No
- I like work at Silsoe
- No
- I think the day centre my Mother attends in LB is certainly helping her. It would be good to encourage guests to bring pictures etc. She opens up when she visits the past and enjoys other peoples stories
- Form sub-committee
- No
- Have open days (6 monthly) to enable carers to meet staff and receive briefings. How about a day out for those able? Discuss costing
- No
- No
- For customers to have and be supported to gain paid sustainable employment
- Use this consultation as a platform to bring attention to the fact that there is very little respite accommodation available
- No
- No
- No
- No
- Basic education may be established in day centres such as time, day of week, money and its worth, interaction with others in society
- No
- Support for independent advice and accessing services
- Sustainability
- No
- No
- Local services being used.
- Improve quality of care
- No
- Support with travel and support for carers
- Ensure those providing the care have the capacity to do so and continue to
- No doing all right

- It would be nice if there was something on helping older people on trips e.g. garden centres and places of interest. My husband cannot walk very well so cannot go on public transport so other than the day centre he doesn't go out.
- Less money for older people as they voted for Brexit even though they are the biggest drain on the public finances
- More staffing
- Dementia sufferers are not mentioned. To date day care for people with dementia is to say the least poor. Due to lack of trained staff and staffing levels in general.
- Ability to deliver this consistently- no good setting the sky and then not being able to maintain it
- Get outside organisations like the W.I. members to give ladies a helping hand with sewing, knitting and helping by contributing to their charity as well
- Any health or physical disabilities would be determined when planning any new activity.
- As an older person with physical disabilities, I don't want to socialise with people with mental disabilities or dementia. I'm very uncomfortable with them. I would be very happy to meet carers to get their feelings on how people like myself can help to improve their*
- Guarantee from the council that any change of policy's are fully discussed with all party's, as day centres for adults who are mentally or physically handicapped are an absolute life line for carers.
- I feel it is important for training in the understanding of dementia in places where dementia customers are cared for. Very difficult condition to understand.
- I think for some people the need for a routine and familiar place and the provision of nutrition is important
- I think that day centres are boring because there are no activities there
- Links with adult education groups.
- Provide services that are easily understood by their customers including taster sessions
- Some sort of simple scoring system that identifies progress or regress per individual. That would help to give the right sort of required care

* data/information missing from response

Q3. Are there any aspects of the key components section that you think should be amended?

- No
- No
- Considering community and individual assets, how can people service users and carers connect with their local communities.
- How about links with local businesses, cafe's etc.
- No
- We must get to meet the customers and get more care and support when needed

- Again, I think the document covers the important information
- No
- No
- Nothing comes to mine
- Yes
- No
- No
- No
- Employment should be a key component, whilst we accept this is not necessarily a key component for older people it is for those of working age
- No, I agree with everything that it states should happen
- No
- No
- Some customers like to talk quietly to their friends and find this worse in large rooms and/or continuous music difficult. It is also difficult to engage with some of the more challenging customers and they may feel they don't get the best value for their money
- No
- No
- No
- No
- No
- It would be easier if the Q numbers on the questionnaire corresponded to those in the Have Your Say document
- No
- No
- None.
- The key component section should be positioned/make emphasis to the needs of an individual (e.g. based on nature of disability) and not just a 'one size fits all' approach
- No
- No
- See previous
- Small building
- You can't meet carer peace of mind if your centres can't take proper care of people with dementia.
- Yes, by engaging more staff and improving their wages. To get better results by ladies to come into the centres. Better results all round for everyone.

Q9. Are there any additional principles that you think should be added?

- No
- No
- No
- No

- Everything is fully covered and I feel it is doing well
- No
- No. If these principles are achieved then progress can be made
- I don't feel qualified to add to what is being done. There are so many variables in guests that the staff have very challenging work which they do very well
- Flower arranging
- No
- No
- No
- That a strategic approach should be utilised to identify and shape services for customers with LD using their EHEP which should state what they would like from real services
- No
- No
- Ref. principle 2 - it may be better to have quizzes in smaller groups rather than all customers together
- No
- Life skills education and relationships with others in the community
- No
- Aids to help improve communication between carers and the services
- Fairness and transparency are very important. It is obvious that major changes are envisaged so developing trust is essential at each step of the way as this consultation is the first building block in a long process.
- For us, transport to and from day care is very important
- No
- No
- Due to insufficient space on this form and a 'word limit' online an addendum has been attached
- Education and more activities
- No
- No
- None.
- Less money for the older generation as they voted for Brexit
- More different things to do
- These are all fine statements which mean nothing. Setting targets is one thing; actually doing something to achieve a result is not so easy.
- Try to get people to look forward to what is on offer for them on same days every week. I am sure you will get a better response if they concentrate on the same day every week.
- No
- This could be discussed at meetings rather than on these forms, which, although the intention is excellent, they are very tiring for old eyes and tired brains. Good ideas come about by discussion and chat.
- That the services should be tested for their appropriateness to their customers before they are commissioned and frequently(at least annually) thereafter

- Not at present
- No
- Day centres in their current form should continue to exist - they are a proven benefit to communities (x2 – duplicate response)

Q.10 Are there any aspects of the principles section that you think should be amended?

- No
- No
- No
- No
- No
- As above
- No
- Pottery clay making
- No
- No
- No
- Employment and shaping through EHEP for customers with LD
- I agree with all the principles set out
- No
- No
- Principle 5 - visits in the past were much appreciated, especially by customers who do not get out much but I understand that risk assessments are difficult
- No
- No
- No
- Not especially.
- None
- No
- Due to insufficient space on this form and a 'word limit' online an addendum has been attached
- No its fine
- No
- None
- Give the money saved on the older generation to the disabled exclusively
- First of all you need competent staff in the day centres and enough suitably trained staff before making far reaching principles.
- No
- I agree in principal with 2.2 A, but the dementia customers need different care as making decisions is usually the most difficult thing for them and are actually not usually able to make a decision that is good for them.
- Not at present
- Promote learning - add 'reinforce existing life skills'. Encourage clients to

improve reading, number, money and cooking skills. Adult 'life skills' college courses are very difficult to access.

Q.11 Do you have any further comments on the proposal?

- Excellent in principle, wish you all the very best and success in its implementation
- I would like to keep it as a day centre to still be able to meet friends and be part of a group
- Ensuring the understanding and importance of an asset based approach to enable people to recognise their contribution of their own care and support.
- A step in the right direction
- The proposals are comprehensive and well thought out providing a matrix for ongoing action.
- In 'c' and 'vi' day centre in Leighton Buzzard is only offered Monday to Friday 10-3, not 9-4 as stated. Why can't clients in Leighton Buzzard have day care from 9-4?
- No
- I am very happy with the proposals and excited to hear more about them
- No
- As above
- No
- Trips to Dunstable downs and Woburn park
- No
- My concern is with dementia, if the person writing this has never encountered dementia they have no idea of the problem. But I applaud you all for trying, many never bother
- I can't help but think this will have higher cost implications. However I am in favour of improvements if possible
- No
- I am pleased that CBC are doing this, I think it may have been worth asking people for perhaps more radical ideas whilst being clear about financial constraints
- Has consideration been given to the "name" of a future day care service?
- It is important for them to feel valued and promote reassurance and support them when facing new experiences
- No
- No
- No
- More day centres are required in the area with possible interaction between them for the clients to interact with skills
- R uses Potton buses to the centre and his part time voluntary job and the council is going to cut this service so he will be really depressed if he cannot get to and from Biggleswade
- Transport is a key issue, particularly for people with a physical disability. The venues next to take into consideration the areas for supporting people (adults) with personal hygiene to ensure there is enough space if someone

is physically disabled.

- No
- The quality of the new day offer is paramount. The co-production in designing the method of evaluation of both the commissioning process and the delivery of the services forming the new day offer would assist this.
- This is a difficult questionnaire to fill in! There are aspects of each principle that are relevant and most that aren't
- No
- No
- Due to insufficient space on this form and a 'word limit' online an addendum has been attached
- Services should be sustainable not offered and withdrawn when budgets are cut
- Very good
- I do not fully understand the paperwork
- None
- Making activities different and fun for users. Not having extremely repetitive activities every time
- No
- It sounds like pie in the sky. Central Bedfordshire is out of touch with the reality of what goes on at their day centres.
- Aim to raise the profile of adults with learning disabilities by using not only local facilities but also business and general workplaces where suitable mentors might be sought.
- The day centres with the right staff,, could make a huge difference to adults with learning an physically disability, help the ones that are able move in to shared supported living or a house with 24/7 staff, all houses should have no more than 5/6 bedrooms.
- The proposals seem very good to me. Mixing the customers with different needs seems to be what many people think is good but if that happens then the spread of staff with all the relevant training is important.
- No
- No
- Yes. For older people 65+ and those with dementia, integration into universal services is not an acceptable solution. Particularly for those with dementia the current thinking is that specialist services must be provided with specialist staff and environment (x2 – duplicate response)
- There is scope to build the capacity of the local voluntary sector to provide a wider range of day activities for people. This includes making more use of community assets such as Village Halls; and providing small grants to seed fund activities and grow the market
- Note from Carer: please note that after due consideration and having chatter to P about "Day Care Services", we have not completed questions 6 - 11 inclusive. Although P thoroughly enjoys sometimes accessing the community from the centre at Biggleswade and Silsoe, your definition and degree of 'care in the community' at present does not seem clear. It would be more appropriate for him to make these choices when we know exactly what the options are.

- Accessing the community will probably involve more staff and transport to get them there. Will the funds be there to meet this?

DRAFT

Appendix 3 – Individual Customer/Carer Feedback (surveys)

Addendum information provided by Mr V received via email on 13 January 2017 – feedback above stated insufficient space on the survey to provide full feedback:

This addendum accompanies my response form for the consultation – Day Offer for Older People and Adults with Disabilities.

This addendum has been used as the response form does not [allow] sufficient space to reply and the on-line form has a character limit.

General Comments:

The requirements of older individuals and those with severe learning difficulties are in some cases extremely different – therefore I would suggest that two be viewed under separate lenses and not attempt to find a ‘one size fits all’ solution. With this in mind, the key components section of this consultation should make greater emphasis of the ‘needs of an individual (i.e. based on the level of disability).

Q9: See comments below.

Q10: Comments should be requested separately for each of the subprinciples as it is difficult to provide a generic response where there may be some of the sub-principles that a respondent strongly disagrees with. The key with these principles is based on ‘how’ as the ‘what’ largely makes sense. Families and carers will be extremely interested in the ‘how’ as should the ‘how’ not be effective then it’s the individual users of the services and their family and carers that will suffer and the quality of care may be jeopardised.

Further comments on each of the sections of this consultation paper are provided below:

Section 2.1A (ii) – ‘wanting to make new friends’. This may be the case for individuals with less severe learning difficulties but it does not apply to all individuals especially those that are more restricted. Increasing friendships can be achieved using day trips into the community (i.e. leisure facilities and other services) and not by solely relocation.

Section 2.1A (v) – not for all individuals as it depends on the nature of the disability.

Section 2.1A (iii) – and Section 2.1A (vii) – both recognise that change (i.e. location/environment) may not be beneficial and in some cases extremely disruptive for users that need routine and structure.

Section 2.1A (viii) – this is generalising statement, misleading and misinformed. As an individual that has ‘difficulty communicating and/or taking part in activities’

the crucial point is the type of activities that this statement alludes to. For example, it has been suggested that it may be appropriate to relocate to the leisure centre and participate in activities on site. With the exception of swimming which is beneficial and physically therapeutic and can be achieved by an excursion from the current day centre, the other activities in which participation/benefits are available (e.g. sports, boiling [sic] *bowling*, theatre) are very limited.

Section 2.1B (ii) – this is essential. However, the proposed location of the leisure centre does not service or improve the proposed built day care building. Such public locations with high traffic of users may create an unsafe environment and may not serve the needs of the individual.

Section 2.1B (iii) and Section 2.1B (iv) – agree entirely. More focus should be placed on attracting and employing such staff that go above and beyond and are not entrenched in their ways. Consistency of staff is important to ensure that a better understanding of individual needs and likes/dislikes. Staff should always communicate effectively and take the lead from families / primary carers whose knowledge of individuals is undisputed and unquestionable. This is an area which needs much more improvement. Perhaps families/primary carers should be involved in choosing/selecting 'key workers'.

Section 2.1B (v) – concur. Perhaps the council should assist in setting up a regular forum so that families/primary carers can continue to interact and feel they have a voice. This would be of great support to families/primary carers who often feel isolated and unheard regarding any concerns that they must have. It is important that appropriate action is taken when concerns are raised,

Section 2.1C (i) – see comments for Section 2.1B (iii) and Section 2.1B (iv). In addition, training and qualifications is essential but a deep understanding of an individual and compassion is not something that training courses can provide.

Section 2.1C (ii) and Section 2.1C (iv) – agree and therefore would suggest that the leisure centre proposal would not facilitate this.

Section 2.2(A-C) – agree. However, these sub-principles are generic and should be based on individual capabilities.

Section 2.2D (1 and iii) – see comments above for Section 2.1B (iii), Section 2.1B (iv) and Section 2.1C (i).

Section 2.2D (ii) – providing that this does not replace staff made in reference to feedback in relation to Section 2.1B (iii) and Section 2.1B (iv).

Section 2.2D (iv) – yes but within reason as it is also acknowledged in these principles that families/ primary carers require respite.

Section 2.2E – the fulfilment of this principle should be undertaken first considering how to better use pre-existing facilities (e.g. Townsends centre) that where constructed in a 'fit for purpose' manner. Capacity could be expanded so

long as there are appropriate staffing levels. This facility has a canteen/kitchen which is unused and large spaces for which individuals to participate in many activities. In addition, excursions could be organisation to use other 'council-owned' facilities such as the leisure centre for those individuals that could benefit from the activities offered.

Should an alternative site be proposed, then this must meet the needs of all individuals without the exclusion of a few. Continuity is important for all individuals with learning difficulties and a 'base' which is fit for purpose, is safe, does not have excessive human traffic and provides activities beyond that of the leisure centre is vital. For some individuals who are less able to participate in some of the activities prescribed during our meeting, consideration should be afforded to ensure that their needs are met.

Q11: The 'principle and drivers' prescribed in the section 'What is behind this consultation?' are broadly fine. However, the sub-principle under 'We want to deliver better value for money' states that some of the facilities are 'old-fashioned, institutional buildings that are increasingly not right for the people who use them'. Although this may be the case for some services it is important to note that this does not apply to all. Some buildings are purpose built and provide the space needed to ensure a safe environment for its users. This is particularly true of the Townsend centre, which although not used to its fullest potential, it does have the space in which users can move freely and undertake a number of activities (when offered). This level of continuity is very important for some of its users.

Another sub-principle in this same section states that the aim is to 'focus resources more on providing good care and support'. This statement is by virtue be aligned with the preceding paragraph and more focus should be applied to providing more personalised care in purpose built surroundings that can accommodate the needs of its users.

In addition, 'good care and support' can be improved by the staff employed – those that are enthusiastic and view caring as a vocation. Many times staff are entrenched in their views and so not free to receive or use feedback of concerns from users and their families. Although day care centres are not regulated by the QCA, formal reviews/inspections with the participation of users and their families should be applied. This will ensure that the use of council proceeds is maximised to create a service of a higher standard.

Given the comments and made above in relation to this consultation being very broad in terms of the individual's effected (i.e. the requirements of older individuals and those with severe learning difficulties are in some cases extremely different) therefore I would suggest that two be viewed under separate lenses and not attempt to find a 'one-size fits all' solution. It is therefore important for families and users to be involved in the formulation of any Executive decision (well in advance of any decision) so that more detailed proposals can be tested based on the requirements of the abilities of the users concerned.

Addendum information provided by Mr & Mrs B received on 19 January 2017

We do appreciate the consideration which has been given to cover all aspects of this project; however we do have some concerns which we hope you will be able to allay.

Q7, Principle 4:

We all hope that our relatives will integrate as well as they are able into society, but still believe that they need a permanent purpose built or adapted building as a base. By ticking the box and thus agreeing with 'maximising and supporting community capacity' we are concerned that we would be going away from having a base building.

It would seem that engaging more in the community would require more staff and extra transport to get them to and from these community activities.

(ii) VOLUNTEERS – volunteers would provide a welcome addition to existing staff where appropriate, but with work or family commitments in today's society, securing the people on a regular basis may be difficult.

(iv) ENCOURAGE CARERS TO PARTICIPATE IN SERVICES – it is unclear as to what this means. You have already mentioned in point (iii) about communication links with carers and relative so are you asking them to be more active in this day care support as well – they may not be in a position to do this.

For these reason we have not completed questions 7 and 8.

GATEWAY CLUB

Biggleswade Gateway provides evening activities every Thursday for many clients with learning difficulties. For them to lose this facility would be detrimental to their well-being.

We do hope that you will give consideration to the points in which we have raised, and alleviate the concerns which her have about our relatives future.

Appendix 4 - Customer and Relatives meetings:

Meetings were held for family members/carers at each of the day centres to provide them with the opportunity for face to face conversation provide feedback on the consultation.

Meetings were open for family members across the service; they did not have to attend the centre their relative attends.

Details of meetings are available on request

Venue	Date	No of Attendees
Silsoe Horticultural Centre	Friday 2 nd December 2016 2:00pm – 3:30pm	4
Leighton Buzzard Centre	Wednesday 7 th December 10:00am – 12:00pm	9
Houghton Regis Centre	Friday 9 th December 10:30am – 12:30pm	4
Biggleswade Older Peoples Centre	Tuesday 13 th December 10:00am -12:00pm	0
Biggleswade Learning Disability Centre	Wednesday 14 th December 10:00am – 12:00pm	8
Amphill Day Centre	Thursday 15 th December 2:00pm – 4:00pm	0
Townsend Centre	Friday 16 th December 10:00am – 12:00pm	7

Silsoe Horticultural Centre - summary of the points raised include:

- Having routine is very important; having to go somewhere different would disrupt customer's routine and not help their development.
- The day centre encourages our relative to be more independent and staff at the centre are excellent at supporting this.
- What do customers in other day centres do?
- Silsoe Horticultural Centre provides an important service, without it the family would struggle.

Houghton Regis Day Centre - summary of the points raised include:

- There needs to be consideration of the impact of change on people with dementia
- We need for 'weekend support', that is something that is not available at the moment
- What are the alternative venues/activities?
- The future offer needs to include more joined up services, at the moment everything is fragmented

- Has there been any thought on refurbishing current centres?

Townsend Day Centre - summary of the points raised include:

- Would transport still be provided if the location of the centre changes?
- It is important to recognise that not everyone can participate in the activities available at leisure centres, so what benefit would they get from being based at this kind of place?
- Will other venues have appropriate (changing) facilities?
- Keeping things the same will keep customers happy, changing this could disrupt them and cause upset.
- Will the same staff move to where the new day services are based?
- Where would all the customers go if Townsend closed down?
- Why would you want to get rid of this building? Why not keep it as it is?
- Are these changes because of budget cuts?

Biggleswade LD Day Centre - summary of the points raised include:

- Some expressed that they liked things as they were, and were worried that any change will be disruptive both to their relatives and to them.
- For people with mild dementia it is important for them to be integrated with other older people to retain skills, but for people with advanced dementia it may not be.
- Discussion around various options if building had to close, ranging from repurposing some of building to rebuilding totally and where it would be.

Leighton Buzzard OP Day Centre - summary of the points raised include:

- Some people were worried that any change will be disruptive both to their relatives and to them.
- One person said her son had just started at Silsoe this summer and he really loves it, he spends 2-3 days at college and 2 at Silsoe, hopes it will continue.
- Concern was raised if centres close there would be nothing in its place.
- One relative was concerned that the family were not involved or consulted when a review was carried out at the centre. The relative had dementia so they did not get a true picture of their capabilities.
- Concern was raised that if centres became too small there wouldn't be enough stimulation for those with lower levels of dementia.

NB. Ampthill and Biggleswade OP Day Centres – no attendance

Additional meetings were held between day centre staff and customers to discuss the consultation:

Staff have been discussing the consultation and providing reassurance when needed.

There has been minimal feedback from customers accessing the older people's day centres via these meetings. It is possible that family members are taking the lead on commenting on the consultation via the survey or attendance at Carer meetings.

Meetings have also been held at centres for adults with learning disabilities. These meetings have been supported by Right Track and Pohwer Advocacy services. The general consensus is that the future offer should include more choice and more well trained staff that have experience. Customers also said they want the same staff and stay with their friends.

In additional to this, customer found the easy read version of the questionnaire a bit easier to understand but still needed the staff to explain it to them.

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Appendix 5 – Response from Representative Group(s)

The consultation was discussed at the Learning Disabilities Delivery Partnership Board – 22 December 2016

Voice Group Feedback – Sandra Pearce (Pohwer) gave feedback:

Sandra at Pohwer told us about the feedback from groups on the Future Day Offer for Older People and Adults with Learning Disabilities:

- Everyone agreed with the Council's idea to do this
- People wanted more sports/community centre activities rather than being in a day centre all day
- Housing – everyone wants different things. Some people would prefer a flat or bungalow. Some people like a garden and some do not. Everyone agreed, though, on things like being independent, having good transport links or being near a town/village and having a comfortable home.

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Questions and Answers asked by received from Ruth Featherstone, Co-Chair of the Older Peoples Network, Central Bedfordshire and responded to by the Future Day Offer Project Group - 24 August 2016

1. Why offer day opportunities at all? Is it a statutory duty?

Day services as such are not a statutory service. However, the provision of necessary care and support following an assessment is a duty. The way some local authorities meet this need is through the offer of day opportunities, or day services. These can be run by local authorities or by other providers including voluntary groups. Some people may be offered a personal budget or direct payment and use this to access a more personalised or individual opportunity.

2. Who will have the opportunity of a day opportunity?

Currently this is an assessed service so people need to be referred by a social worker following a care and support assessment. It may be that part of a future day offer is to open up this provision to people with lower levels of need that don't meet current eligibility criteria. If we did this we would need to work out how the costs of providing such a service would be met.

3. Who can refer people to day opportunities:

- **Self-referral?**
- **G.P?**
- **Social worker?**
- **Carer?**
- **Falls service?**
- **O.Ts?**
- **Emergency services: police, fire, ambulance?**
- **Advocate?**
- **Age UK?**
- **Faith group leader?**
- **Community Nurse?**
- **Community Agent?**
- **Chiropodist?**
- **Food bank?**

Anyone can refer but all are dealt with through an assessment of need conducted by adult social care.

4. Will the day opportunities be local so I can get there easily without a tiring journey?

We would like future services to be as local as possible to minimise travel time.

5. Who pays?

As with all assessed care and support services, day services are chargeable, with a means-tested client contribution. This process is called Fairer Charging. Depending on their means some people pay the full cost, some a proportion and some nothing at all.

6. How will I get there?

Currently most people use transport provided by the council, but some make their own arrangements using family or friends or taxis.

7. How often can I go there?

As part of the social care assessment and the planning of services to meet your needs there would be a care and support plan agreed with you. This would include the number of days that you would be attending a centre.

8. Will I still have to pay if I can't attend because I am ill or have other appointments or family events?

No. People are currently only charged for days they attend.

9. Will the day opportunities be tailored to my needs?

We are in the process of collating responses from current day centre customers and their relatives. This feedback and similar future feedback will be used to create a more varied programme of activities for the day centre and pin-point any extra care people believe should be available at the centres so we can help tailor opportunities to individual needs.

10. May I be part of suggesting the array of day opportunities offered, now and over time?

Yes customers are consulted about what is offered and we would encourage this. We would like this to be at the core of what we offer in the future.

11. Will the providers know about me and keep me safe?

Yes they are given information about you through the care and support plan, and safety and safeguarding is a priority.

12. I live alone and can feel lonely; will I be eligible as there is nothing physically wrong with me?

Social isolation is one of the criteria we use to assess care and support needs so this would be taken into account.

13. If there is something troubling me can someone at a day opportunity help signpost me to other services that may be able to help?

Yes the staff are a valuable source of information.

14. Will I have to pay for refreshments at the day opportunities and miss out if I don't have money on me?

Meals and snacks are available and charged over and above any charge for attendance. Many people pay these through a regular invoice, others prefer to pay at the centre; the choice is yours.

15. I am not good at making friends; will you help me make a few friends at the day opportunity?

We want to encourage friendships and the meeting of new people at the day centres. In recent feedback we have received the idea of the day centre being successful at giving people opportunities for company and to make new friends was widely praised. Staff can help introduce customers to each other and during activity times individuals can meet and chat with others on their table easily.

16. Will my carer be able to attend sometimes or every time or if they don't/can't attend can they be involved in discussions about my preferences, medical care etc.?

Yes carers are welcome to visit. When your needs are discussed it is up to you whether you want a carer or friend there as well.

17. Sometimes my disability or frailty makes it awkward for me to do things, will you preserve my dignity and encourage me to try?

In the day centres we want to encourage people to maintain their independence however this will be done in a safe environment and where appropriate. At the day centre staff are on hand to offer the care and support which people may not otherwise get in their own home.

18. Can I do taster sessions before deciding which day opportunity is for me?

Yes. People usually attend or visit on a trial basis to see if the service is for them.

19. If I try a day opportunity but don't like it is the system flexible enough for me to change to another seamlessly?

New customers often take while to settle in as it can be a daunting experience. If a service is not right for somebody we will look at the alternatives available.

20. What happens around holiday times? Do the day opportunities still happen? (E.g. around Christmas, New Year, Easter etc.)

Most services are closed on public bank holidays but are open for the rest of the year.

21. Will staff, helpers and volunteers have badges like the Kate Grainger (e.g. 'Hello my name is...') so I know their names and role?

This is a good idea.

22. Who will make sure the quality is good and sustained?

Services carry out their own quality checks, and they are also checked out by the managers and our contracts team. This should involve finding out from attendees directly what they think.

23. Can I do activities that give back to a community some way so I feel useful?

Yes there are usually opportunities to help out during the day

24. Will staff, helpers and volunteers have demonstrated a 'values based approach'? (I.e. will they have shown they 'have a heart' for the work/helping/volunteering?)

Staff are appointed following an interview process which checks out why they want to work in this setting.

25. How much informality is acceptable in a day opportunity offering? For example, if I belonged to a walking group but I can't walk far now and can't join in as I used to, would you support an ex-walkers group to meet to maintain the friendships we have made in the walking group-maybe meeting for a coffee at the starting/finishing point the walkers use at the same time as they are there?

There is nothing to stop this happening either informally or by arrangement. Many of our centres are used by community groups outside the normal day centre hours.

26. What is the safety net for people who drop off the grid and stop going to a day opportunity? Would anyone check with the person directly why this is?

Yes the staff will always try to make contact with the person and notify the social work team if someone stops attending unexpectedly.

27. Will the format of the day opportunity have a good balance of familiarity and novelty i.e. not the same old, same old each time?

We are looking to gain feedback from customers in order to see what they like doing at the day centre and what activities they would like made available. This feedback will help us shape future day centre use and help provide a varied programme to cater for different needs.

28. Can charities (including local charities), businesses, groups of fund raisers, events (such as O.P. Festival), 'sponsor' a place/places even if they are not the provider of the day opportunity? (n.b. sponsor a place not a named person)

As part of the review we are happy to look at how other organisations can be involved to enhance the service offered. The sponsorship of places may be the difficult to deliver on a long term basis but there are other opportunities such as private organisations offering space from which to deliver day services or by providing specialist staff, equipment or outings.

29. Will day opportunities include a choice of activities aimed at enhancing my fitness, resilience, strength and balance, independence, security, sociability and confidence in a reasonably fun way?

We want day centres to offer a range of activities to meet different needs and appreciate feedback and activity suggestions. Typical activities include bingo, dominoes, arts and crafts and musical games. There is also the opportunity to go for walks and participate in fitness sessions. Staff will support the customer in choosing their activities and support them appropriately.

30. Could you consider some day opportunities coming to me instead of me going there? (E.g. museum at home, reminiscence, book clubs etc.)

Yes. We would normally achieve this via a budget or direct payment.

31. Can you work towards removing the stigma of ‘I am going to a day centre’ compared with the reaction “I am going to Pilates and having lunch with friends afterwards”?

Yes, we think this is important and we think the best way to do this is to delivery day services in the future integrated with and alongside other services that everyone uses. We want to provide activities that stimulate people and encourage customers to do things that they may not otherwise do.

32. If I go to a day opportunity what steps will be taken to protect me from catching infections?

Staff are trained in hygiene procedures and will wear protective clothing when needed to minimise the risk of infections including cross contamination. Customers are encouraged to practice personal hygiene such as washing hands correctly.

33. If I have transport to a day opportunity will you ensure I am safely in my home before you drive away?

The Council-provided transport uses escorts as well as a driver to ensure that people are escorted safely to and from their home to the bus.

34. What have you done to accommodate the needs of people (including younger people) with early onset dementia-an often forgotten group?

There are people attending our centres with early onset dementia and this number has been growing.

APPENDIX 6 – Consultation Communication & Engagement Activities:

Consultation Communications and engagement Activities				
Stakeholder:	Type	How?	When?	Responsible
Customers	Communication	Letters / Consultation Pack	21/10/2016	Project team
Customers	Engagement	Day Centre meetings	November/December 2016	Project team/ Day Centre Staff
Carers	Communication	Letters / Consultation Pack	21/10/2016	Project team
Carers	Engagement	Day Centre meetings	02/12/16 - 16/12/16	Project team
ASC Staff	Communication	Staff Briefing via managers	25/10/2016	Project team
ASC Managers	Communication	ASC Managers meeting	11/11/2016	Project team
Customer Services	Communication	Staff Briefing	25/10/2016	Project team
Day Centre Staff	Communication	Letters / Consultation Pack	26/10/2016	Project team
Transport	Communication	Letters / Consultation Pack	25/10/2016	Project team
Members	Communication	MIB	21/10/2016	Project team
Commissioning Teams	Communication	Staff Briefing	25/10/2016	Project team
Private Day Care	Communication	Letters / Consultation Pack / Email	17/11/2016 & 13/01/17	Project team
Supported Living Providers	Communication	Letters / Consultation Pack / Email	17/11/2016 & 13/01/17	Project team
Residential Care Providers	Communication	Letters / Consultation Pack / Email	17/11/2016 & 13/01/17	Project team
Service Providers	Engagement	Letters / Consultation Pack / Email	06/12/2016 & 13/01/17	Project team
Learning Disability Provider Forum	Engagement	Provider Forum	22/11/2016	Project team

Transitions Coordinators - SEND	Communication	Letters / Consultation Pack	17/11/2016	Project team
Schools	Communication	Article - Central Essentials	01/12/2016	Project team
Wider SCHH	Communication	Article - Connect	27/10/2016	Project team
Health/CCG	Communication	Letters / Consultation Pack / Email	17/11/2016	Project team
STAG	Communication	Consultation Pack	24/11/2016	Project team
Carers in Bedfordshire	Communication	Consultation Pack	24/11/2016	Project team
Wider CBC	Communication	Article - Staff Central	October 16 - January 17	Project team
Wider Community	Communication	Social Media Activiti	October 16 - January 17	Project team
OPN	Engagement	Meeting	30/11/2016 & 13/01/2017	Project team
Passenger Transport Board	Engagement	Board	30/11/2016 & 13/01/2017	Project team
Disability Resource Centre	Communication	Email	30/11/2016 & 13/01/2017	Project team
Carers in Beds	Communication	Email	30/11/2016 & 13/01/2017	Project team
Healthwatch Central Bedfordshire	Communication	Email	30/11/2016 & 13/01/2017	Project team
Voluntary Community Action	Communication	Email	30/11/2016 & 13/01/2017	Project team
Autism Bedfordshire	Communication	Email	30/11/2016 & 13/01/2017	Project team
Age UK	Communication	Email	30/11/2016 & 13/01/2017	Project team
SNAP	Communication	Email	30/11/2016 & 13/01/2017	Project team
Kids in Action	Communication	Email	30/11/2016 & 13/01/2017	Project team
BRCC	Communication	Email	30/11/2016 & 13/01/2017	Project team
Beds and District Cerebral Palsy Society (BDCPS)	Communication	Email	30/11/2016 & 13/01/2017	Project team
Beecroft Club	Communication	Email	30/11/2016 & 13/01/2017	Project team

Dega Club	Communication	Email	30/11/2016 & 13/01/2017	Project team
Toddington Lunch Club	Communication	Email	30/11/2016 & 13/01/2017	Project team
Biggleswade Lunch Club	Communication	Email	30/11/2016 & 13/01/2017	Project team
Headway Bedford	Communication	Email	30/11/2016 & 13/01/2017	Project team

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**Central
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Appendix 2

Central Bedfordshire Council

The Day Offer for Older People and Adults with Disabilities in Central Bedfordshire

1. Scope of the Day Offer

Central Bedfordshire Council is committed to offering a wide ranging day offer to older people and adults with disabilities focussing on those who are assessed as having eligible care and support needs. The overall aim is to secure better outcomes for current and future customers within Central Bedfordshire, encompassing older people and adults with disabilities, which includes people from the age of 18 with a physical and/or learning disability.

Typically day opportunities and day services are terms used to describe a range of activities and support services. Day Services are delivered outside people's own homes and are generally building-based, and include day Centres. Central Bedfordshire Council directly provides eight day centres. Five of these are for older people and adults with physical disabilities and three for people with learning disabilities. The term 'day opportunities' is generally used to describe other day activities which may or may not be building-based, and although commissioned by Central Bedfordshire are delivered by other providers. Customers may access such services through personal budgets or direct payments. The day offer encompasses all of these.

2. New Day Offer:

The new day offer is based on the key components and principles outlined below. They have been developed following a period of engagement and formal consultation with current day centre customers, carers and wider stakeholders. These key components and principles will be used as a basis on which to commission and deliver services in the future. This will include the councils' own services. The offer takes into account best practice examples from other areas. Implicit in the transition from the current to the new day offer is the need to effectively manage council resources and deliver improved value for money whilst achieving the transformation objectives.

2.1 Key Components

These have been identified as important outcomes that should be achieved through a future day offer both for customers and their carers.

A. Meet customer outcomes for social interaction and physical and mental stimulation.

- i. The importance of the social aspects and maintaining social interactions with others in counteracting isolation is the major component for most customers.
- ii. For the adults with learning disabilities, it was clear that many had attended centres for a long time and had formed friendships that were important to them. However, some commented that they would also like to make new friends. Older people also developed friendships and enjoyed meeting the same people through regular attendance.
- iii. The routine was seen to be important for some people with dementia, and adults with autism, enabling them to maintain existing skills and abilities.
- iv. Meals were an important element in the current day especially for older people who live alone or for people with dementia. Carers felt this was a vital part of the day ensuring that people's needs for hydration and food were met.

- v. For adults with learning disability, the meals had a wider value in terms of attendees preparing basic snacks which gave them skills as well as a role to play.
- vi. The activities provided featured highly for both groups of attendees and carers, and was an area where it was felt more could be provided.
- vii. It was recognised that for some people anything new was daunting, so the chance to learn new skills needed to include the encouragement to try something new, promoting learning and enabling environments and positive risk enablement.
- viii. For adults with learning disabilities it was felt important to be able to learn new skills that could lead to wider opportunities including employment.
- ix. The belief that even those who have the most difficulty communicating and/or taking part in activities, or with behaviours that may challenge, still derive benefit from interacting with others in an environment where activity is taking place.

B. Meet carer outcomes for respite and peace of mind.

- i. Nearly every carer described the important respite role that services play in providing a vital chance to catch up with tasks or allow for personal space without the worry of caring.
- ii. Additionally, the importance for carers that services provide a safe environment where customers' care needs are being met.
- iii. Staff who were consistent and knew their loved one was also valued, especially where people had dementia, profound needs or lacked cognitive skills.
- iv. Carers expressed the need to improve communication between themselves and the service in the future, and some would be keen in taking part in activities in the centres alongside their loved ones.
- v. They also valued meeting other carers and interacting with staff at the centres as part of this process, being listened to and said they would like regular opportunities to continue meeting.

C. Meet care and support needs.

- i. It was recognised that care and support needs are increasing over time, necessitating well trained staff to deliver the care and support needed. For services for older people this includes training in dementia.
- ii. This included the provision of suitable facilities to cater for those with profound physical care needs and those with dementia.
- iii. The staff play a vital role in creating and maintaining a happy, friendly atmosphere.
- iv. The offer should be flexible and person-centred, recognising the wide spectrum of customers and carers needs, including their capacity.
- v. For frailer people, a local service to minimise time on transport was important. For others, transport didn't seem to be a problem as it enabled them to maintain ongoing friendships.
- vi. Widening the current Monday to Friday 9 to 4 offer should be considered, as we plan for future needs and aspirations.

- vii. The centres provide the opportunity to promote health and wellbeing and positive lifestyle choices, linking to wider health services.

2.2 Key Principles:

These have been developed based on the outcomes identified within the key components and provide an overarching set of principles through which the day offer should be delivered.

A. Promote and maintain independence in a way which is personalised, flexible and responsive.

- i. Encourage people to have choice, make decisions, feel involved and valued and able to make a meaningful contribution where able.
- ii. Have an individual focus with identified and agreed goals.
- iii. Recognise and respond to current and changing care and support needs.

B. Promote learning in a stimulating and supportive environment

- i. Create an ethos of continuous learning and improvement, by encouraging people to try new things and develop new skills, including life and employment skills.
- ii. Use a wide range of sensory stimuli.
- iii. Access a wide range of expertise to provide learning, including experts by experience (potentially customers) and external partners where required.
- iv. Pioneer the use of emerging technologies

C. Deliver greater integration and partnership with local communities

- i. Deliver opportunities as close to peoples homes as possible.
- ii. Utilise existing local services and support the development of new services.
- iii. Encourage involvement of a wider range of people including across generations and the community.
- iv. Develop opportunities that bring people together with a variety of needs and interests where possible and desirable.
- v. Deliver services in ways that integrate with NHS services.
- vi. Develop stronger links with voluntary sector and other partners in the local community.
- vii. Actively promote volunteering.

D. Maximise the use of community facilities that can be accessed by older people and adults with disabilities

- i. Where possible create dedicated space in facilities such as leisure centres, libraries, care homes and other community spaces.
- ii. Where possible day services should facilitate customers to access universal, non-specialist services.
- iii. Aim to use more local facilities.
- iv. Proactively work with planners and developers to ensure new developments are future proofed, integrated and can provide accessible and flexible community use.

Central Bedfordshire Council

EXECUTIVE

4 April 2017

Flitwick Station Site and Car Park

Report of Cllr Nigel Young, Executive Member for Regeneration
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Advising Officers:

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This report does not relate to a Key Decision

Purpose of this report

1. To seek Executive agreement to further progress work on a mixed-use development scheme for the Flitwick station area site for the purpose of securing strong commercial interest in the scheme and enabling its delivery.

RECOMMENDATIONS

The Executive is asked:

1. to note the specific place making objectives identified for Flitwick, the options appraisal undertaken for the Flitwick Station site and the identification of a mixed-use development option as the preferred option at this stage;
2. to note progress in work to date with interested parties, including securing confirmed interest in anchoring a mixed-use scheme from a major national retailer. Recognising that this time limited interest may help to unlock investment from potential scheme partners, the Homes and Communities Agency and private sector investors and developers;
3. to ask officers to continue to develop a mixed-use development option and specifically to:
 - negotiate provisional heads of terms with the potential retail anchor in order to urgently secure their participation in the scheme;

- negotiate provisional heads of terms as required with the Homes and Communities Agency (subject to due diligence) in order to secure time limited investment funding;
 - undertake a local consultation on the proposal and the mix of uses;
 - prepare an outline development brief;
 - undertake an options appraisal of the delivery options available to the Council, and take appropriate market soundings to assess market interest in the options;
 - further refine the financial appraisal, including specific consideration of the implications for the Council in terms of income generated from the interim car parking on the site;
 - review, consider and cost any further remedial works required to ensure safe operation of the temporary car park in the period up to construction commencing; and
 - undertake a lessons learned exercise of other similar mixed-use schemes which have been successfully implemented.
4. To support a business case for £60,000 from the balance of the existing 2016/17 capital budget (allocated to this site) of £1.057M to fund this further work.
5. To ask officers to provide a further report in Autumn 2017, to enable Executive's further consideration of the mixed-use development option.

Background

2. The background information provided in this report is structured into the following parts:
- **Part 1: Flitwick today and in the future** – this first part sets out the corporate strategy driving consideration of the Flitwick station site, together with a summary of key socio-economic and geographic data.
 - **Part 2: Station site options appraisal** – this second part assesses four potential options for the site, and provides a comparative options appraisal assessing the socio economic benefits, risks, delivery timescales and a financial appraisal for each option. On the basis of this appraisal, the mixed-use development option is identified as the preferred option, subject to further detailed appraisal work.

- **Part 3: Mixed-use development** – the third part sets out some further appraisal work that has been done, and confirms that key partners have now formally registered their interest in working with the Council to progress such a scheme, subject to the scheme being progressed in a reasonable timescale.
- **Part 4: Recommended next steps** – the fourth part sets out the recommended next steps to further develop the mixed-use option, such that Executive is able to fully consider this option in Autumn 2017.
- **Part 5: Interim car parking review** – the fifth, and final part, sets out a recommendation that a review be undertaken to consider whether or not remedial works will be required to the temporary car park on the station site, such that it can continue to operate safely prior to the commencement of construction of a mixed-use scheme, should that be the scheme that the Council decides to pursue.

Part 1: Flitwick today and in the future

Flitwick today

3. The town of Flitwick today has a population of 13,180, making it the fifth largest town in Central Bedfordshire. Flitwick is situated immediately adjacent to Ampthill. When considered together, the Ampthill/Flitwick conurbation is the third largest settlement in Central Bedfordshire with a population of over 20,000 residents.
4. Appendix 1 provides a map of Flitwick identifying each of the key locations in this report including broader projects and housing growth.
5. The key socio-economic and geographic features of Flitwick are as follows:
 - a. There is no clear single 'town centre', rather the town has three main axis of activity – the station area; the Tesco superstore area with the library area; and the original High Street.
 - b. The town acts as a major transport gateway to Central Bedfordshire, with 1.5m passenger journeys to and from the station during 2015, an increase of 250,000 journeys on 2011. This represents 114 journeys per capita, which is high compared with Luton, Leagrave and Luton Parkway Stations which combined generated 36 journeys per capita during 2015/16.

- c. Train travellers commute from a wide area around Flitwick taking in a considerable number of towns and satellite villages. The station also provides the key transport hub for some of Central Bedfordshire's most significant and well known employers including Lockheed Martin, Millbrook Proving Ground and Center Parcs Woburn.
- d. Users of Flitwick Rail Station are primarily (80%) commuters and aged between 46 and 64, and currently travel to the station mostly by car or walking. There has been a notable recent increase in those cycling to the station following investment by the Council and Govia Thameslink Rail in new cycle storage facilities. Currently, bus services are not considered to be frequent enough or sufficiently connected to the rail timetable to encourage significant usage to and from the station.
- e. A transport assessment of the area carried out in relation to scheme development indicates that there is available capacity within key transport junctions serving central areas of the town centre. Traffic junctions, near or in the vicinity of the Tesco Supermarket and Flitwick Station including Steppingley Road, Coniston Road and the A5120 are, however, perceived to be congested at peak hours by some local residents. Consequently, the efficient operation of these junctions will need to be carefully considered as part of a more detailed scheme assessment and development.
- f. The Tesco superstore acts as a 'pull' for shoppers beyond the town, however, the overall number of retail or service outlets is low as a proportion of the population as other towns in Central Bedfordshire. For every 1,000 residents there are 3 retail or service units in Flitwick. By comparison, in Biggleswade there are 8 retail/service units per 1000 residents. In Ampthill, there are 7 retail/service units per 1000 residents.
- g. The local library benefits from the station traffic and Tesco shoppers and is the third busiest library in Central Bedfordshire after Leighton Buzzard and Dunstable. During 2015/16 there were 116,986 visitors to Flitwick Library, which was an increase of 23,301 visits or 20% on the previous year. Flitwick Library attracts a significant number of users from a wide geographical area taking in not only Flitwick and surrounding settlements but as far east as Clophill, to Lidlington in the north, west to Potsgrove and to Harlington further south.

- h. The local retailers are predominantly independent shops, as opposed to national chains, with some exceptions, most notably Tesco and Costa (which has recently opened). There are a significant number of estate agents in primary shopping areas which serves to limit the range and choice of retail. There are currently zero retail unit vacancies.
- i. House prices are slightly below the UK average at £280,000 as opposed to £290,000. There is a high proportion of young couple or family households and fewer low income families. Deprivation is not considered a general issue with the exception of one area in the east of the town which has high levels of children and older people living in income deprived households.
- j. Flitwick has 3,800 jobs, 4% of the Central Bedfordshire total (2012 data). 100 business bank accounts open consistently annually. The overall unemployment rate is lower in Flitwick than England and Central Bedfordshire levels. Major employers in the Flitwick area include Massmould, Center Parcs Woburn and Tesco. Located close by is the Millbrook Technology Park which has permissions in place for growth in R&D and office floorspace of 25,000sqm. Flitwick is also home to a significant Industrial Park at Maulden Road, for which a major 18 hectare expansion is proposed (subject to allocation within the emerging Local Plan).
- k. In the most recent residents surveys, carried out during 2014, the main priorities for residents in order of preference and perceived importance were: 1) road and pavement repairs 2) clean streets 3) crime and anti-social behaviour 4) public transport 5) country parks and open spaces 6) facilities and activities for young people 7) shopping facilities 8) education 9) affordable decent housing 10) refuse collection 11) improved parking.

Flitwick in the future

- 6. The Council's five year plan 2015 – 2020 identifies the enhancement of Central Bedfordshire's town centres including Flitwick as a key area of work for the Council. In particular, the council wishes to ensure that the projected population growth of Central Bedfordshire is supported with vibrant enhanced local town centres, preserving their own particular character.

7. Over 400 homes are currently being developed in north western Flitwick and it is anticipated that further significant housing and employment growth will occur in the future. The Call for Sites process conducted as part of the Council's preparation of a new Local Plan concluded in December 2016. As part of this Flitwick received submissions for residential development totalling 84.45 hectares (equating to 2,100 new homes at average England density) and employment allocations of 17.8 hectares. Clearly not all of these submissions will be brought forward, however, it does provide an indication of the potential scale of future growth.
8. Network Rail's demand forecast for passengers along the Thameslink line into London St Pancras, in the morning peak is expected to rise by 49% between 2010 and 2031. Existing data for Flitwick backs up (and exceeds) the projected growth and already shows an increase of passengers of 23% over the period 2009/10 to 2014/15, with an extra 275,000 per year using the station in this period of time.
9. Recent conversations with Network Rail indicate that an increase in numbers is likely to be particularly acute in Flitwick as timetable changes are due to be implemented which will increase the number of peak trains attracting residents from the new residential developments in the town and wider area.
10. The Council is already progressing a range of investments itself and with partners in Flitwick, to deliver against its corporate plan and to respond to the anticipated growth:
 - **Flitwick Leisure Centre** – the Council has invested £14.7m towards the new Flitwick Leisure Centre, which has been open for 12 months. In this year, it has welcomed 480,000 through its doors, which is double the number of the old Leisure centre's final year.
 - **Flitwick Old Leisure Centre site** – the Council will release this site onto the open market for residential development.
 - **Market Town Regeneration Fund** – £920,000 of Council funding has been allocated and matched by a further £920,000 by the Town Council. The allocation for Flitwick is the single biggest allocation within the overall c. £4m regeneration fund. The Flitwick scheme focuses on the High Street, Station Road and Kings Road areas. It will link to the Station area through improved public realm and a greatly decluttered environment, including art based public realm works to the bridge. It is anticipated that this scheme will improve connectivity and amenity in the area, making the High Street more appealing for local residents and commuters.

- **Station Road (Flitwick Town Council)** – The Town Council is planning to develop replacement community facilities for the Royal British Legion and Flitwick Scouts and potentially a replacement seed store at this site for the Flitwick Garden Association. The remainder of the site would provide extra care accommodation with the possibility of some provision for health care facilities alongside a new play area for children. Existing allotments would not be affected. These activities will be delivered in parallel to Central Bedfordshire Council’s Market Town Regeneration Fund. The inclusion of extra care accommodation within this scheme meets the Council’s policy objective of improving housing options for older people.
 - **Flitwick Country Park** – The Town Council also has plans to develop a new Country Park on land located adjacent to A507 and Maulden Road. The Park will include a dedicated visitor centre.
 - **High Street Improvement Scheme** – £1m of Central Bedfordshire Council funding has been made available to retailers within key market towns for the replacement and upgrade of shop fronts across the Council area. The businesses involved from Flitwick are in key locations within the High Street, and will therefore have a wider impact on the quality of the High Street than just their own shops.
 - **Library ‘after hours’ programme** – Given the popularity of the library, a programme of evening and weekend cultural activities is being delivered, to encourage the visitor economy and enhance the already high community interest in this valuable amenity.
11. In addition to these investments, in 2010 the Council received £3.6m from the Government’s Growth Area Fund – Round 3. These funds were used to purchase the former warehouses (Unit A and part of Units B &C) and a fast food retail unit adjacent to Flitwick Station.
12. During 2012 further acquisitions of land were completed for the purpose of better enabling a comprehensive regeneration scheme. The properties acquired were No 10 Steppingley Road and Franklins House which were purchased for a combined £1.7m. These acquisitions were funded directly by the Council.

13. While the work already in progress by both the Council and the Town Council will already provide local benefit, enhancing the vibrancy of the town centre, in order to ensure that both the population growth and the growth of passenger numbers at the station is supported, as set out in the Council's strategic plan, the specific place making objectives for the council moving forward are:
- To improve the **connectivity** and footfall between the three distinct axis of activity, providing a more integrated sense of place and linking the existing planned investment being delivered by both the Council and the Town Council.
 - To improve **commuter and other rail traveller amenities**, providing an improved gateway to the wider Central Bedfordshire area, enhancing transport connectivity and linkages between different transport modes (car, bus and bike).
 - To generate new **employment** opportunities.
 - To increase **retail choice and diversity**, generating increased footfall to local business, an increased draw for new residents in planned residential developments locally and ensuring that the retail vibrancy matches that of other comparable town centres in Central Bedfordshire.
 - To respond to the specific issues raised by residents through resident surveys and other direct engagement exercises.

Part 2: The Station Road Site options appraisal

14. The Station Road Site in Flitwick includes the Council's most significant land holdings in the locality. The total site has an area of c. 1.63ha. 1.23ha. of the site is owned by Central Bedfordshire Council with Network Rail in control of 0.4ha (not including the existing NR owned station car park). The Council's landholdings are divided into three separate plots, which are:
- CBC car park / demolished warehouses – former units B&C (2 acres/1.05 ha.)
 - Former bungalow at 10 Steppingley Road (0.22 acres/ 0.08ha)
 - Franklin house (0.26 acres/0.10 ha.)

15. The existing station has limited amenity for rail travellers, when compared to other similar commuter stations. The station does offer reasonable value car parking, with the Council car parking being £5.00 per day during the week and £1.00 at the weekend (with £7.60 being the average fee payable along the Thameslink line on which Flitwick is located and £3.50 per day being payable in Arlesey). Aside from car parking, the site has a single mobile refreshment provider, with the High Street, Tesco and the Library being within a 5 to 10 minute walk.

16. An options appraisal has been undertaken on the following potential development options for the site:
 - Do nothing – existing capacity (192 spaces approx.) on a mixture of rough untarmacked surface and concrete slabs (former internal surface of warehouse building).

 - Car park upgrade at grade, existing capacity (192 spaces approx.) – resurfacing of car parking areas, pedestrian access enhanced, lighting columns installed as appropriate, cycle lane constructed to run through adjacent residential areas into the station forecourt.

 - Car parking upgraded to include a multi-storey car park (MSCP) and external at grade parking spaces both delivering increased capacity (280 spaces in total), new access into car park created, new pedestrian walkways to station platforms introduced, cycle lane constructed to run from adjacent residential areas into station forecourt.

 - Mixed-use development scheme – comprehensive redevelopment of station area including existing station forecourt and council landholding. Mix of uses to be introduced will include residential (145 flats/mixture of 1 & 2 bedrooms) , retail and commercial floorspace (up to 6,530 sqm), a transport interchange centred on the station forecourt and new car parking provision to be provided within a MSCP (total of 269 spaces of which 59 will be reserved to integral retail unit). Substantial improvements to public spaces including new amenity spaces, improved pedestrian walkways and cycle link via neighbouring residential areas into the new Transport Interchange (It should be noted that this is the option that is consistent with the development envisaged in the Council's Local Plan).

17. The options have been subject to comparative socio-economic benefit, risk, delivery timescale and financial analysis.

Part 2a: Socio-economic benefit analysis

18. The socio-economic benefits of each option are set out in Table 1 and were assessed against the five specific place making objectives set out in Part 1 above. The criteria are:
- **Connectivity** – to what extent does the option provide an opportunity to increase the connectivity and the flow of footfall between the three distinct axis of activity, and link with other investment in the area being made by the Council and the Town Council?
 - **Commuter amenities** – to what extent does the option provide additional commuter amenities (improved/additional car parking, improved buses, cycle parking) which would equal provision at other commuter hubs at similar distances from central London?
 - **Flitwick employment** – to what extent will the option provide additional employment?
 - **Retail offer** – to what extent does the option increase the retail vibrancy within the town, and therefore provide an increased draw for new residents in planned residential developments locally and equate to the retail vibrancy of other town centres?
 - **Resident priorities** – to what extent does the option contribute to addressing issues or priorities as set out in the most recent Flitwick resident survey?
19. Each benefit has been given a comparative score out of (5), with an option deemed to provide a very high level of a particular type of benefit being scored a 5, and an option deemed to provide a very low level of particular benefit being scored a 1. Where an option does not provide any additional benefit then it has been scored a 0. This provides for a total benefit assessment score for each option out of 25. The higher the score the more benefit, and therefore the more a particular option aligns with the Council's strategic objectives set out in its corporate plan and the priorities expressed by residents.
20. Analysis of the options against the criteria concludes that Option 4, the mixed-use development offers most benefit, as it scores well against all criteria. The enhanced car parking provision and car parking upgrade would provide additional commuter amenity, but would not provide material benefit with regard the other criteria.

Part 2b: Risk analysis

21. The key risks inherent in each option have been identified and are also summarised in Table 1. The key risks are:

- **Construction risk** – to what extent does the project include some form of construction, with a level of risk associated with it?
- **Sales or occupation risk/ operations risk** – to what extent does the scope include sales risk (i.e. of residential units), occupation risk (e.g. of retail or rental units), operations or management risk (e.g. of car parking or rental units)?
- **Planning risk** – will the option require planning consent and to what extent will it be a major scheme, requiring significant detailed and robust work to secure?
- **Site risks** – to what extent does the option include a scale of works that could be impacted by existing utilities and other site development risks, in addition to any standard construction risk, and to what extent is the project contingent on partnership with third parties?
- **Vacant possession risk** – to what extent will the option require vacant possession of existing users, i.e. existing car park users and tenants?

Each risk has been given a comparative score out of (5), on the following basis:

- Score of 0 – Nil – this risk is not present for this option
- Score 1 – Low – the risk is small and easily managed for this option
- Score 2- Low – Medium – this risk is present but is easily and routinely managed in similar projects
- Score 3 – Medium – this risk is material but there is reasonable precedent that it can be successfully mitigated and managed
- Score 4 – Medium – High – the risk on this site would require careful management, to ensure that it was successfully mitigated and managed
- Score 5 – High – the risk on this site is high and unlikely to be manageable, could result in the option not being implementable.

22. Analysis of the options against these criteria indicates that all of the options have a risk profile which could be managed (based on information currently available). The car parking upgrade at grade represents the most 'risk-free' option, while the mixed-use option presents the most complex risk profile that would need to be carefully managed in any future development of this nature.

Part 2c: Delivery pace

23. The third part of the options appraisal assessed the likely delivery timescales, based on alternative comparable schemes and professional advice for the different schemes. Two aspects of the programme were assessed, the pre-build period (based on the current status of project development work undertaken) and the construction period. This information is provided in Table 2. As would be expected, the mixed-use scheme would take the longest to implement, both in terms of the pre-build period and the build period, while the parking at grade offers the 'quickest' win development for the town.
24. It should be noted that in a mixed-use scheme it may be that elements of the scheme are completed and open ahead of the final completion of the scheme. For example, it could be that car parking and retail are opened and in use after 18 months of build, while residential elements continue in the build phase for a further period of time. Furthermore, it should be noted that the pre-build periods for all projects, and particularly for mixed-use projects, can be highly variable. Their overall duration depending on procurement, planning, consultation, design, technical and contract negotiation processes. The inclusion of multiple uses, public sector bodies and commercial parties, can lead to extended timescales which cannot be controlled fully by the landowner. In addition, timescales will also be affected by resources and capacity of all parties involved.

Part 2d: Financial appraisal

25. Financial appraisals of each option have been carried out such that the options can be compared based on three key financial assessments:
- Build cost – this is the raw capital construction cost of build
 - Annual operating income – this is the annual gross income that would be generated through car parking and retail leases on the site.
 - Residual financial position – this is the residual financial appraisal of each scheme, including all costs and income generated.
26. Details on the financial appraisal are provided in the Closed Report. Table 2 provides a financial ranking of each option, alongside the total benefit and risk scores, and the delivery timescale for each option.

27. As would be expected, the car parking upgrade at grade provides for the most economic build cost option, while the mixed-use option is the most costly. However, the residual financial position is different, while the car parking options have reasonable residual financial benefit to the Council, the mixed-use option is anticipated to have a potentially stronger residual. This is due to the fact that the higher build costs are offset by the increase in income that can be generated from the range of uses.
28. The challenge is to finance the higher upfront build cost investment and the risks associated with this scheme such that the residual financial benefit is realised over the lifetime of the projects. A further challenge would be to manage the loss of income during the construction period where this income is of operational significance, as it is for Central Bedfordshire.

Part 2e: Options appraisal conclusion - Preferred Option

29. On the basis of the options appraisal presented in this report, the mixed-use development option is identified as the preferred option. The regeneration of Flitwick Station area through the development of a comprehensive mixed use scheme comprising residential, retail and improvements to transport infrastructure would help to positively transform Flitwick town centre for the better, for both the town's residents, neighbouring communities, and railway passengers. The regeneration of Flitwick station area, would complement the other improvements being implemented in the area, such as the High Street improvement project delivered as part of the Market Town's programme. Together, these projects will help to address the physical constraints of the '3 axis' town centre caused in large part by the division of the centre by the railway line, the scheme will provide improved public spaces and a genuine focal point for the town centre.
30. The development of new homes in a sustainable and central location would provide greater footfall for the town centre and its businesses. The new homes would contribute to Central Bedfordshire's 5 year housing supply. Improved car parking facilities in the station would help to ensure commuters are parked in the most appropriate areas rather than on local streets. A new Public Transport Interchange would also help to improve the connectivity between bus and rail services and provide a genuine alternative to traveling to the station by car.
31. New retail and service units included would substantially improve the overall quality and range of offer to town centre users generating additional footfall for existing businesses. This aspect of the scheme has the potential to directly and indirectly create between 100 and 200 new jobs in the town centre.

32. In addition to these strong socio-economic benefits, the anticipated operational income and residual financial position are also strongest for the mixed use development. However, it does have a more complex risk profile than the other options, and further work is required to ensure that these can be managed effectively. In particular, it is necessary to ensure that the Council and /or its partners have the appetite to invest in the upfront build costs and are aware of the likely implementation timescales, which are longer than the other options due to the increased complexity and involvement of a greater number of parties.
33. Further work is also recommended to refine the proposed mix of uses and commercial floor space provided within the mixed-use development option based on market testing with prospective investors, developers and other potential partners or end users.
34. It should be noted that information used to support the options appraisal is based on a range of external professional advice and internal assessments from relevant departments across the Council. The indicative costs and build durations have been assessed at an appropriate level of detail for strategic decision making, based on feasibility studies and benchmark data. They should therefore not be treated as 'final' or 'fixed'.

Part 3: Mixed-use development option – further appraisal

35. Following the options appraisal, further appraisal work has been undertaken and market soundings taken regarding the mixed-use option. In summary:
 - Network Rail (the other landowning party in the Station Site), have confirmed their interest in the mixed-use scheme including a transport interchange. This has followed two necessary internal national approval processes to ensure business and operational clearance.
 - Feasibility studies, supported by technical surveys, undertaken by Central Bedfordshire Council's Assets team and external architects indicate that a mixed-use scheme is feasible on the site.
 - A detailed residual appraisal of the site undertaken by Aspinall Verdi has concluded that the scheme is viable and has the potential to generate a surplus land value for the Council.

- A highways capacity study undertaken by JMP has modelled the traffic impact associated with the mixed-use development, and concluded that there is sufficient capacity in the local road network to support the scheme (subject to usual highways works associated with any major scheme).
- A major national retail operator, who would be interested in anchor tenancy within the development, has confirmed their formal interest to the Council, subject to the scheme proceeding in a reasonable timescale.
- The Homes and Communities Agency have confirmed their formal interest in participating in the mixed-use development subject to due diligence, such that the site could be part of the government's Starter Home initiative, which seeks to provide additional supply of affordable housing by 2020. Again this would require the scheme proceeding in a reasonable timeframe. Homes and Communities involvement would be in the form of an equity share in exchange for forward funding up to £3m of necessary infrastructure works, e.g. access road and transport interchange. If the residential element of the mixed use scheme were brought forward as a Starter Home it would provide significant new opportunities for first time buyers between the ages of 23 and 40 to get on the housing ladder.
- Aspinal Verdi and CBRE (acting for one of the retail operators) are of the view that mixed-use developers would be interested in leading this scheme, which would provide a means of transferring significant delivery risk to the private sector.

Part 4: Recommended next steps

36. Given the potential benefits that the mixed-use scheme could bring to Flitwick in line with the Council's corporate plan; the formal interest received from key partners (Network Rail, a major retail operator, and the Homes and Communities Agency); and the likely interest from mixed-use developers in working with the Council to manage the residual risk profile, it is recommended that further work be undertaken to further develop this option. It is recommended that:

- Work is undertaken with the interested key partners to agree provisional heads of terms for a mixed-use development on the Flitwick Station area site.
 - A local consultation exercise be undertaken to ascertain the views of the local communities of the options and potential uses within the mixed-use option on the site.
 - Existing businesses within the Council's landholding (Franklins House and separate fast food unit) be engaged and consulted on the scheme options with the purpose of identifying opportunities to retain and improve their business position within Flitwick town centre.
 - Adjacent property owners are also engaged and consulted to identify if additional benefits could be realised through partnership working.
 - A draft outline development brief is prepared for the site and feedback sought from partners and interested mixed-use developers, such that this could subsequently be finalised and considered by the Planning Committee.
37. In addition, it is recommended that further appraisal of delivery options be undertaken for the scheme, such that the Council is able to decide on the preferred delivery route. To this end, it is recommended that the following factors be considered:
- Sale of the land to a developer, with the Council taking no further role other than planning.
 - The Council acting as a mixed-use developer, funding and self-delivering the scheme through standard construction contracts.
 - The Council establishing a development partnership with a mixed-use developer, with or without the council acting as a part funder.
38. In assessing and considering each option, it is recommended that the following factors be considered:
- **Investment** – who will provide the funding for the development? Does the Council have the ability and/or interest in providing the investment required?

- **Risk** – who is managing all of the risks, to what extent is the Council able and willing to take specific risks? Does the Council wish to manage or occupy any of the development?
 - **Return** – what level of return or land value will likely be generated? Could this be a balance of initial capital receipt and/or ongoing revenue (such that it currently received from the car parking)?
 - **Control** – what level of control will the Council have over timescales and the development scope? Is the Council satisfied with the level of influence that it will exert through its Planning function, and through any contracts, through the development period and/or into operations? (Where a partner is providing investment and taking risk, they will need to have the benefit of greater control over the project).
 - **Likely market interest** – what other parties would be required? What level of market interest / competition would there be for such a scheme?
 - **Timescale** – how long will the pre-contract work take, what control / certainty will there be?
39. To this end, it is recommended that formal market soundings and expressions of interest be sought from mixed-use developers to ascertain the level of likely market interest in the scheme, the delivery options being considered and the mix of uses that would be anticipated by these partners.
40. It is also recommended that officers be asked to refine the financial residual appraisal and cash-flow for the scheme, and as part of this work to assess the likely duration and impact of the loss of the car parking income for the Council, and the extent to which the generation of ongoing income from the scheme is feasible and necessary for the Council, in taking the scheme forward.
41. Finally, it is recommended that lessons be captured from other similar schemes that have been developed successfully elsewhere by other local authorities working in partnership with rail bodies, the Department for Transport and a range of private sector partners. Key comparable schemes already identified for this purpose include Hatfield Station, the Luton Transport Interchange and Guildford Station. It is recommended that examples also be sought where the different delivery options being considered by the Council have been used, and that factors affecting timescales and delivery pace are understood.

Part 5: Interim car parking review

42. The station site is currently being operated as a temporary car park, providing approximately 192 car parking spaces. The facility is well used with between 95 and 100% occupation typically during the week. In conjunction with considering whether or not to proceed with a mixed-use scheme, it is recommended that the Council review, consider and cost any further remedial works required to ensure safe operation of the temporary car park in the period up to construction commencing. Noting that, in the case of the mixed-use development, the time period to the commencement of construction and the extent to which that is in the full control of the Council, will be dependent on the delivery option selected.

Measures of success in Central Bedfordshire

43. The ultimate measure of success to be applied to this project and its subsequent implementation is the enhancement of Flitwick town centre in line with the principles adopted by the Council's five year plan, namely a town centre positioned to thrive and prosper with improved facilities and services. The preferred option of a mixed-use development presented in this report would positively contribute to this, as assessed through the socio-economic benefit appraisal presented above.

Council Priorities

44. The successful progression of this project will support the Council's objective of enhancing Central Bedfordshire by better enabling Flitwick town centre to thrive and prosper with an improved town centre and facilities for the benefit of residents, employees and visitors. It will also help to create a stronger local community by providing a greater sense of place with the town centre at the heart of this.

Corporate Implications

Legal Implications

45. The report is updating Executive on the progress made so far in reviewing /appraising options for the future use and development of Flitwick Station site and the nearby CBC car park and asking for approval to further develop the preferred mixed use option that incorporates transport improvements.

46. If the mixed use scheme is taken forward legal consideration will need to be given to the selection of partners to provide a strong retail presence and to the heads of terms to be prepared with interested parties such as the Homes and Community Agency who will be involved in any housing element and Network Rail as a promoter of improved transport facilities and an interchange on the Flitwick Station Site.
47. Decisions on what legal powers and consents will be required to achieve the redevelopment will need to be made. As these discussions develop it may be appropriate to leave the lead on securing powers to one of the interested parties thus transferring delivery risk. These matters will need to be reported back to Executive in the report proposed in the Autumn of 2017.
48. In the meantime the preparation of a development brief and a proposed consultation will seek to inform both the Council, its partners and the public about what types of scheme would be preferred and support the provision of transport improvements and delivery of starter or other types of housing.

Financial Implications

49. There are significant financial implications concerning all of the options available to the Council in relation to its landholding within the Flitwick station regeneration area.
50. This includes both existing income from rents generated from Franklins House and also parking income generated by the Council's temporary car park. Balancing the potential loss of this current income against future income sources (both revenue and capital) that could be generated from a mixed-use redevelopment will be an important consideration once we are in a position to present final recommendations.
51. It should be noted that the Council has an existing allocation of funding within its Medium Term Financial Plan of £1,057M.

Risk Implications

52. If a comprehensive mixed-use regeneration scheme centered on Flitwick Station area is not pursued, the Council is potentially at risk of having to repay Government Growth Area Fund regeneration grants totaling £3.6m. These funds were used for the acquisition of a substantial part of the Council's current landholding in this location.

53. In terms of the development options available to the Council there is a broad range of risks and level of exposure that varies considerably across the options available. These risks are summarised in part in the main body of this report, however they will be fully explored as part of the development of the final recommended options further to this report.

Equalities Implications

54. 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.
55. Good planning can improve environments and opportunities for communities experiencing disadvantage. Planning which does not adequately engage with, or consider the needs of, local communities is unlikely to improve their life chances and may further entrench area-based disadvantage.
56. The redevelopment of Flitwick Station area, with input from the local community, provides a unique opportunity to radically improve access to this important infrastructure so that it provides a genuinely enhanced service for all station users, residents, employees and visitors.

Sustainability Implications

57. Whichever option is taken forward there will be considerable implications concerning sustainability. A mixed-use development will provide improvements to transport infrastructure which will encourage and promote greater use of public transport whilst growing the number of local jobs closer to communities. This would thereby reduce out-commuting and increase local prosperity and the growth of the local economy. If the Council does not proceed with a mixed-use scheme it will still be in a position to enhance local infrastructure in terms of improved car parking facilities thereby supporting forecasted passenger growth at Flitwick Station.

Appendix

Flitwick development and growth – site plan

Table 1: Benefits and risk appraisal

	Benefit appraisal						Risk appraisal					
	Connectivity	Commuter amenity	Flitwick employment	Retail offer	Resident priorities	Total benefit score	Construction risk	Sales / end use / occupation / operations risk	Planning risk	Site risks	Vacant possession risk	Total risk score
Do nothing existing car park	None (0)	None (0)	None (0)	None (0)	Low (1)	1/25	None (0)	None (0)	None (0)	None (0)	None (0)	0 / 25
Car park upgrade at grade, existing capacity	Low (1)	Medium (2)	None (0)	None (0)	Low (1)	4 / 25	Low (1)	Low (1)	Low (1)	Low (1)	Low (1)	5 / 25
Car park upgrade multi-storey, enhanced capacity	Low – Medium (2)	Medium (3)	Low – Medium (2)	None (0)	Low (1)	8 / 25	Low - Medium (2)	Low - Medium(2)	Medium (2)	Medium (2)	Low (1)	9 / 25
Mixed use development	Medium – High (4)	High (5)	High (5)	High (5)	Medium - High (4)	23 / 25	Medium (3)	Medium plus (4)	Medium (3)	Medium plus (4)	Low-Medium (2)	16 / 25

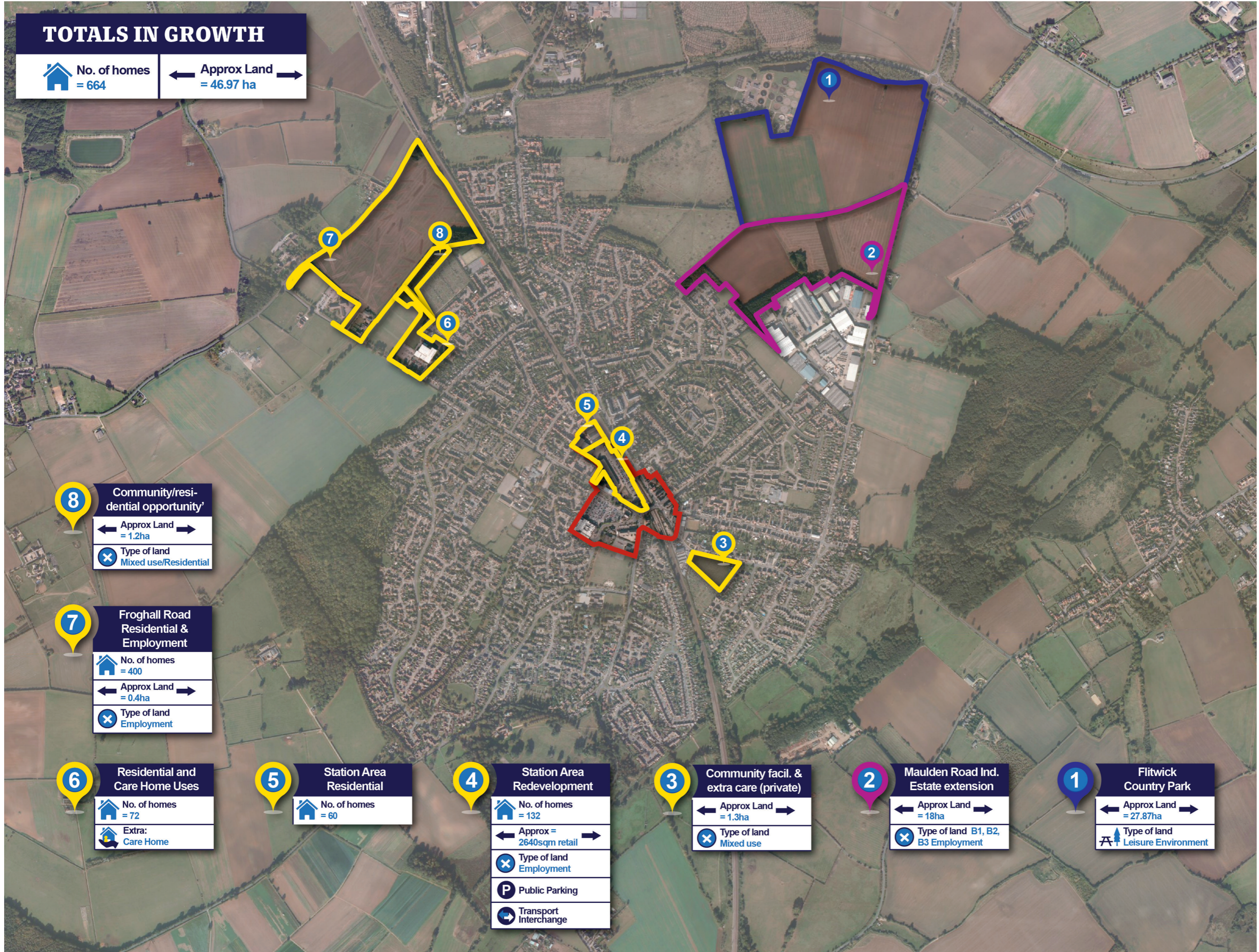
Table 2: Summary options appraisal outcome -

	Benefit score	Risk score	Indicative pre-build / project preparation duration	Indicative build duration	Build cost	Annual operating gross income	Residual financial position
Do nothing existing car park	1/ 25	0/ 25	Nil	Nil	No cost (Rank 1)	Third highest income (Rank 3)	Third highest income (Rank 3)
Car park upgrade at grade, existing capacity	4/ 25	5/ 25	6 – 8 months (assuming no planning consent required)	10 – 12 months (typically 4 – 6 months for car park but retaining wall will take longer).	Third highest cost (Rank 2)	Third highest income (Rank 3)	Second highest residual (Rank 2)
Car park upgrade multi-story, enhanced capacity	8/ 25	9/ 25	12 months (planning consent would be required)	12 – 18 months (typically 10 - 12 months for car park but retaining wall will take longer).	Second highest cost (Rank 3)	Second highest income (Rank 2)	Third highest residual (Rank 3)
Mixed use development	23/ 25	16/ 25	12 – 24 months (depending particularly on delivery option and procurement approach)	36 – 48 months (but with the potential for interim handovers of particular elements)	Highest cost (Rank 4)	Highest income (Rank 1)	Highest residual (Rank 1)

TOTALS IN GROWTH

No. of homes
= 664

Approx Land
= 46.97 ha



8 Community/residential opportunity'
 ← Approx Land →
 = 1.2ha
 Type of land
 Mixed use/Residential

7 Froghall Road Residential & Employment
 No. of homes
 = 400
 ← Approx Land →
 = 0.4ha
 Type of land
 Employment

6 Residential and Care Home Uses
 No. of homes
 = 72
 Extra:
 Care Home

5 Station Area Residential
 No. of homes
 = 60

4 Station Area Redevelopment
 No. of homes
 = 132
 ← Approx =
 2640sqm retail →
 Type of land
 Employment
 Public Parking
 Transport Interchange

3 Community facil. & extra care (private)
 ← Approx Land →
 = 1.3ha
 Type of land
 Mixed use

2 Maulden Road Ind. Estate extension
 ← Approx Land →
 = 18ha
 Type of land
 B1, B2, B3 Employment

1 Flitwick Country Park
 ← Approx Land →
 = 27.87ha
 Type of land
 Leisure Environment

Key:

- Residential- Mixed Use
- Employment
- Town Centre
- Country Park

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EXECUTIVE

4 April 2017

Revenue Budget Monitoring Provisional Forecast Outturn December 2016 (Q3)

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

Advising Officers: Charles Warboys, Director of Resources & S151 Officer
(charles.warboys@centralbedfordshire.gov.uk)

This report relates to a Non Key Decision

Purpose of this report

1. The report sets out the provisional forecast outturn financial position for 2016/17 as at the end of December 2016. It sets out spend against the approved budget and it excludes the Housing Revenue Account which is subject to a separate report. Explanations for the variances are set out below in Appendix A.
2. This report enables the Executive to consider the overall financial position of the Council.

RECOMMENDATIONS

The Executive is asked to:

1. **note the current forecast revenue outturn position which is an overspend of £1.2M;**
2. **request that officers continue to look for compensatory savings in order to deliver a balanced budget;**
3. **delegate authority to approve the 2016/17 revenue, capital and HRA provisional financial outturn positions, subject to audit, to the Chief Executive and the Director of Resources (s.151 Officer) in consultation with the Leader and Executive Member for Corporate Resources. The requirement for the delegation is set out in paragraphs 3 – 5 below the recommendation section; and**
4. **this delegation is subject to the final outturn position not being more than 1% over/under net budget.**

Provisional Financial Outturn 2016/17 (subject to audit)

3. In previous years a report has been taken to Executive in June to formally agree the provisional financial outturn for the previous financial year, subject to audit. This year the Council is voluntarily working towards a shorter timescale for the approval of the Statement of Accounts (SoA), aiming to complete the draft set by end of May. The following year this timescale becomes compulsory but it is important for both the Council and its external auditors to try to achieve this timescale in 2017 in order to validate the process.
4. The schedule for Executive meetings does not match this aspiration, with 4 April 2017 being too early for the results to be made available and 6 June 2017 being too late to meet the desired sign off of the SoA.
5. The Recommendation is therefore that delegated authority is given to the Chief Executive and Director of Resources (s.151 Officer), in consultation with the Leader and Executive Member for Corporate Resources to agree the provisional financial outturns for revenue, capital and HRA accounts. There will still be a report to Executive in June on the outturn position, thus bringing the figures into the public domain.

Issues

6. Forecast outturn position as at December 2016 is £1.2M over budget (£0.5M in November, £0.1M under budget last year). The year to date spend is £1.9M under budget (£2.1M in November) and so the rest of year forecast is effectively over by £3.1M.
7. SCHH forecast overspend is £1.8M (£1.9M in November). This forecast overspend is mainly due to flow through of overspends from 2015/16 and unachievable efficiencies against Care Act funding (£0.75M) and Care Packages (£0.7M).
8. Children's Services are under budget by £0.3M (£0.3M under in November). The variance is spread across numerous cost centres.
9. Community Services are over by £0.2M (£0.3M under in November) YTD is £1.2M under budget so rest of year is forecast to overspend by £1.4M. Risks relating to School/Special Education Needs transport have now been factored into the forecast (see paragraph 24 in Appendix A).
10. Regeneration are under budget by £0.1M (£0.1M under in November). YTD is £0.9M under so rest of year is an overspend of £0.8M. This is due to income received earlier than budgeted which is expected to slow down over the rest of the year.

11. CEO Team is over budget by £0.5M due to increased IT costs (£0.2M over in November).
12. There is currently further risk in the IT revenue forecast which is still being quantified. Work is ongoing reviewing the software and support contracts to identify how much of the costs incurred to date relate to future years (paid in advance). Until this is complete there is uncertainty as to how much of the current spend relates to 2016/17.
13. In addition within IT there are currently double running costs as a result of 'old' systems being run in parallel with the implementation of new technologies.
14. Resources are under by £0.2M (£0.2M under in November). Corporate Costs are under by £0.7M (£0.7M under in November) due to lower than budgeted Minimum Revenue Provision and interest costs due to capital slippage and interest rate reductions.
15. We are holding a contingency of £2.1M against which no call has yet been made. If this contingency is released then this results in an underspend of £0.9M. However, there are a number of risks which if they materialise could reduce this further.
16. Overall debt in December is £8.8M, November was £8.7M. Debt over 61 days is £4.1M (42%), November was £4.1M (47%). Work is continuing to analyse the debt and ensure effective and efficient recovery procedures are followed.
17. The Table below details the full year variances by directorate:

Directorate	Year to Date - December P9			Full Year			Rest of Year Variance £m
	Budget £m	Actual £m	Variance £m	Budget £m	Forecast Outturn £m	Variance £m	
SCHH	52.0	53.2	1.2	69.3	71.1	1.8	0.6
Childrens Services	27.6	27.2	(0.4)	36.6	36.3	(0.3)	0.1
Community Services	34.8	33.6	(1.2)	46.7	46.9	0.2	1.5
Regeneration	4.3	3.4	(0.9)	5.9	5.8	(0.1)	0.8
Public Health	0.0	(0.1)	(0.1)	0.0	0.0	0.0	0.1
Chief Executive's	5.6	5.9	0.3	7.5	8.0	0.5	0.2
Resources	8.5	8.1	(0.3)	11.7	11.4	(0.2)	0.1
Corporate Costs	6.4	5.9	(0.5)	11.5	10.7	(0.7)	(0.2)
Total Excl Landlord Business	139.2	137.4	(1.9)	189.2	190.4	1.2	3.1

RESERVES POSITION

18. The general fund full year forecast position includes a net £2.1M increase in reserves (excluding Schools).
19. In terms of use of general fund earmarked reserves, SCHH are forecast to use £1.0M, Children's Services £0.5M, Community Services £1.6M, Public Health £0.1M, and Regeneration £0.2M. Note that these reserves are being used for the purpose for which they were set aside last year.
20. This is offset by the creation of a £4.7M EMR for the New Homes Bonus (NHB) which we will receive in 2016/17. This was a conscious decision within the MTFP to both reduce reliance on NHB and to build a fund for investment. This leaves the NHB reserve at £6.8M including carry forward from 2015/16.
21. There is also a budgeted transfer to EMR of £0.5M to top up the Redundancy Reserve.
22. See Appendix B for details of which EMR have been used (note that Corporate Costs shows a number of reserves that are reflected in the Directorate outturns, for example the use of the redundancy reserve).

General Reserves

23. The opening position for 2016/17 is £15.5M. There are no further uses or contributions planned this year.

Council Priorities

24. Sound financial management contributes to the Council's Value for Money and enables the Council to successfully deliver its priorities. The recommendations will contribute indirectly to all 6 Council priorities.

Corporate Implications

Legal Implications

25. None

Financial Implications

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

Equalities Implications

27. Equality Impact Assessments were undertaken prior to the allocation of the 2016/17 budgets and each Directorate was advised of significant equality implications relating to their budget proposals.

Appendices

- Appendix A – Detailed Directorate Commentary
- Appendix B – Earmarked Reserves.
- Appendix C – Debt Management
- Appendix D – Treasury Management

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APPENDIX A – DIRECTORATE COMMENTARY

Social Care, Health and Housing (SCHH)

1. The Directorate General Fund outturn position is an overspend of £1.843M.

Month: December 2016	Year to date				Year				
	Budget	Actual	Proposed (use of) / contribution to Earmarked reserves	Variance	Approved Budget	Forecast Outturn	Forecast Variance	Proposed (use of) / contribution to Earmarked reserves	Forecast Variance after use of earmarked reserves
	£000	£000	£000	£000	£000	£000	£000	£000	£000
Social Care Health and Housing									
Director of Social Care, Health, Housing	186	553	(356)	11	247	731	484	(474)	10
Procurement and Customer Services	1,069	1,135	-	66	1,426	1,541	115	-	115
Housing Solutions (GF)	2,731	2,568	-	(163)	3,642	3,457	(185)	-	(185)
Care and Support	9,461	9,799	(94)	244	12,615	13,106	491	(115)	376
OPPD - Care Management	21,665	23,868	(146)	2,057	28,866	31,312	2,446	(196)	2,250
LD Care Management & MH Packages	16,036	16,035	-	(1)	21,376	21,512	136	-	136
Head of Integrated Services + Other IS	710	572	-	(138)	946	848	(98)	-	(98)
Commissioning	6,662	7,121	-	459	8,883	9,250	367	-	367
Resources	(6,525)	(7,708)	(105)	(1,288)	(8,701)	(9,649)	(948)	(180)	(1,128)
Total Social Care and Health	51,995	53,943	(701)	1,247	69,300	72,108	2,808	(965)	1,843

2. The Adult Social Care service (Care & Support, OPPD, Learning Disabilities/Mental Health and Integrated Services) is forecast to overspend by £2.664M (excluding customer contributions).
3. This division has to absorb the risk of increasing Older People, Physical and Learning Disability package volumes and costs. People are living longer and the costs of dementia are on the increase. Demographic pressure of £4.1M has been built into the budget to reflect the impact of both an ageing population and the additional costs associated with the transition of younger people with disabilities into Adult Social Care. There are, however, significant efficiency targets for this area totalling just short of £4.2M.
4. Within the Older People 65+ external package budgets, there are projected overspends on residential and nursing placements of £1.561M offset by additional customer income which is forecast to exceed the budget by £1.115M. There is a projected overspend on non-residential packages of £1.789M (this includes new extra care contract costs at Priory View and Greenfields). For non-residential services there is a projected overachievement of customer income of £0.527M. This leaves Older People package expenditure projecting a net £1.708M overspend compared to budget. This is after allowing for the recovery of backdated funding of £0.500M regarding long standing disputes regarding health and other local authority funding. Additional placement costs of £0.196M relating to the Greenacre re-provision are being funded from the Integrated Approaches reserve.
5. The Directorate continues to track the impact of former self funders who exert pressure on residential and nursing placements budgets. Seventeen have required Council support during 2016/17 compared to seven that required support for the same period in 2015/16. The full year cost is estimated to be £0.527M.
6. Within Learning Disabilities, additional budget of £1.4M has been provided to cover the impact of transitions in 2016/17 which includes the full year effect of 2015/16 new customers and the part year effect of 2016/17 new customers. The budget has also been

increased to reflect carer breakdown costs for mid life customers estimated at £0.7M.

Efficiency targets for this service area amount to £1.1M. There is a projected overspend on packages of £0.090M. There is also a risk (of £0.363M) associated with transitions from Children's Services not reflected in the outturn forecast for 2016/17.

7. There remain risks relating to the funding of customers being reviewed under the Winterbourne View national programme.
8. To support the pressure around temporary accommodation and the usage of Bed & Breakfast (B&B) accommodation, the Council agreed to invest £2.5M in purchasing temporary accommodation. To December 2016 eight purchases have been completed. Approval has been requested for a further £1.2M of funding from the HRA to purchase additional properties in this financial year. In addition, lower cost "leasing" options are being progressed to provide further bed spaces for temporary accommodation.
9. The service is also using private self contained accommodation on a nightly let basis where the net cost is significantly lower than B&B accommodation but still costly. The Council are utilising an additional 13 "satellite" properties and five Aragon properties as temporary accommodation, as well as specific supported accommodation in Houghton Regis and Leighton Buzzard. The previous peak of January 2016, when there were 99 households in temporary accommodation, has been exceeded in December 2016 at 110 (an increase from 108 at the end of November). The increase is due to the number of households approaching the Council for housing advice in December (82), many of whom are approaching as homeless and many with complex needs.
10. The Commissioning Service is projecting an overspend of £0.367M. The key variances are overspends within various contracts partly offset by Contracts and Commissioning Teams' employment costs.
11. The Resources division is showing a projected underspend of £1.128M the majority of which relates to a projected over achievement of customer contributions.

Better Care Fund (BCF)

12. The overall funding for 2016/17 is set out below: There has been a mandated increase in the Bedfordshire Clinical Commissioning Group (BCCG) contribution compared to last year.

13.

Funding Stream	2016/17 Plan £M
BCCG	15.276
CBC Disabled Facility Grant	1.315
CBC Additional Contribution	3.417
Under spend from 2015/16	0.586
TOTAL	20.534

14. The focus for 2016/17 will be on Out of Hospital Care, Prevention and on Protecting Social Services.

15. The BCCG funding stream includes funding paid over to CBC of £4.038M.

16. HRA is subject to a separate report.

Children's Services

17. The Directorate outturn position for 2016/17 is a £0.312M underspend.

Month: December 2016	Year to date				Year				
	Budget	Actual	Proposed (use of) / contribution to Earmarked reserves	Variance	Approved Budget	Forecast Outturn	Forecast Variance	Proposed (use of) / contribution to Earmarked reserves	Forecast Variance after use of earmarked reserves
Director	£000	£000	£000	£000	£000	£000	£000	£000	£000
Children's Services									
Director of Children's Services	753	735	(8)	(26)	1,012	1,004	(8)	(10)	(18)
Children's Services Operations	16,835	16,243	(5)	(597)	22,306	21,666	(640)	(9)	(649)
LAC Placement Costs	6,724	7,475	(71)	680	8,973	9,663	690	(95)	595
Commissioning & Partnerships	2,591	2,303	(17)	(305)	3,637	3,467	(170)	(23)	(193)
Partnerships	389	465	(87)	(11)	555	671	116	(116)	-
Education Services	1,310	1,403	(209)	(116)	1,516	1,747	231	(278)	(47)
Total Children's Services (ex Schools / Overheads)	28,602	28,624	(397)	(375)	37,999	38,218	219	(531)	(312)
DSG + ESG Contribution to Central Support	(1,017)	(1,021)	-	(4)	(1,356)	(1,356)	-	-	-
Total Children's Services (excluding Schools)	27,585	27,603	(397)	(379)	36,643	36,862	219	(531)	(312)

18. Mitigating action and one off compensatory savings have been identified and achieved to cover the underlying overspend which relates to three main areas in Children's Services Operations and Commissioning and Partnerships:

- £0.663M Independent Fostering & Adoptions (IFA's) and In-House Fostering where

the budget only allowed for 58 IFA's and there are currently 65 (non Unaccompanied Asylum Seeking Children (UASC)).

- £0.288M Children with Disabilities, and is due to an additional five out of area placements made since the budget build took place for 2016/17. Out of area placements are made as a last resort when a high level of short break provisions can no longer meet the need and safeguard the child and/or their family.
- £0.201M pressure on the Youth Offending Service budget in Commissioning and Partnerships, mostly due to the increase in Remand Costs, which have significantly increased this year (£0.214M compared with £0.109M last year). This assumes no more remands in 2016/17.

19. One off compensatory savings and part year efficiencies achieved (full year effect is included in the 2017/18 MTFP), mitigate the overspend areas and include:

- £0.176M reduction in the number of residential care home payments, leaving care placements and salary savings.
- £0.379M in Fostering & Adoption from a reduction in the number of allowances being paid, salary savings and increased Inter-agency income.
- £0.334M Intake & Family Support and Early Intervention & Prevention from salary savings and discretionary spend budgets.
- £0.224M in Commissioning and Partnerships mainly from increased income generation through the Academy of Social Work and Early Intervention including from a decrease in the number of subsidised courses and qualifications, increased learner contributions, increases in the number of learners, staffing restructuring and alignments and changes to terms and conditions. This includes £0.089M in Youth Support Services to offset Remand costs including holding staff vacancies and reducing the full time equivalent of posts, reduction in commissioning Not in Education Employment or Training training given the DfE changes to tracking guidelines for those older than 18 years.

20. The tables below reflect the increased number of Looked After Children (LAC) and non care placements.

	Dec 2015		Dec 2016		% change	Average £ per child/mnth
Number of LAC :		253		241	(4.7%)	
In House Foster Placements	114		109		(4.4%)	1,423
Independent Foster Placements	77		65		(15.6%)	3,404
Residential Homes & Schools	10		6		(40%)	17,445
St Christopher's (Clophill & Bunyan Road)	7		7		n/c	11,635
St Christopher's (Stewartby)	1		1		n/c	13,750
Semi - Independent Living (aged 16 & 17)	11		12		9.1%	3,072
Placed for Adoption/ with Parents	24		26		8.3%	0
Children with Disabilities (CWD Maythorn and Residential School)	6		9		50%	9,334 - 20,957
Young Offenders serving custodial sentences /Temp Accom / Youth Offending	3		4		33.3%	0
Parent & Baby Units	0		2		n/a	15,080

Unaccompanied Asylum Seeking Children:		41		60	46.3%	
In House Foster Placements	5		10		100%	1,327
Independent Foster Placements	13		7		(46.2%)	3,250
Semi Independent Living (aged 16 & 17)	23		43		87%	1,487
Total Number of LAC:		294		301	2.4%	

	Dec 2015	Dec 2016	% change
Non care placements :			
Special Guardianship Orders	131	139	6.1%
Residential Orders	41	41	n/c
Adoption Allowances	46	49	6.5%
Other information:			
Child Protection Plan	194	172	-11.3%
Children in Need	1331	1350	1.4%
Number of Referrals (YTD)	1792	1354	-24.4%

	Movement YTD Inc. UASC
LAC (29 th April 302)	-1
In House Placements (April 123)	-4
Independent Foster Placements (April 79)	-7
Semi Independent Living (April 38)	+17
Special Guardianship Orders (April 132)	+7

21. There are currently 24fte agency staff across Children's Services Operations covering 22fte vacant posts and 1.8 agency Social Workers mitigating for the Additional Years Supported Employment's in the Intake & Assessment and Family Support teams due to leavers and secondments in the teams.

Community Services

22. The full year outturn position for Community Services is an overspend of £0.236M.

Month: December 2016	Year to date				Year				
Director	Budget	Actual	Proposed (use of) / contribution to Earmarked reserves	Variance	Approved Budget	Forecast Outturn	Forecast Variance	Proposed (use of) / contribution to Earmarked reserves	Forecast Variance after use of earmarked reserves
	£000	£000	£000	£000	£000	£000	£000	£000	£000
Community Services									
Community Services Director	245	189	-	(56)	327	187	(140)	-	(140)
Highways Transportation	13,201	13,692	(173)	318	17,874	19,467	1,593	(212)	1,381
Environmental Services - Waste	14,484	13,903	(76)	(657)	19,117	19,072	(45)	(577)	(622)
Environmental Services - Other	3,632	3,319	(262)	(575)	4,966	5,002	36	(373)	(337)
Assets (including Working Smarter)	3,276	3,397	(373)	(252)	4,368	4,780	412	(458)	(46)
Total Community Services	34,838	34,500	(884)	(1,222)	46,652	48,508	1,856	(1,620)	236

Community Services Director

23. Community Services Director is forecasting an underspend of £0.140M with the majority of this relating to staffing. The staffing budget includes budget relating to the restructure which will be transferred to the appropriate service once this has been concluded.

Highways Transportation

24. Highways and Transportation is forecasting an overall overspend of £1.381M. This is explained further in paragraphs 25 – 29.
25. AD Highways & Transportation is forecasting an on budget position. The year to date is also showing on budget.
26. Educational Transport are forecasting an overspend of £1.034M, this is mostly due to increase in Special Education Needs costs where the number of routes have increased from 120 in 2015/16 to 210 this year and the overall costs per route have also increased. Extended Rights to travel are also showing £0.290M expenditure over and above the £0.167M government grant received.
27. Highways Contracts are forecasting a £0.091M underspend.

The year to date figures are showing a £0.496M underspend. It is expected third party spend will be on budget as winter maintenance works continues.

28. Passenger Transport Services – forecasting an overspend of £0.438M of which £0.139M relates to the contract hire of vehicles as the Council owned vehicles are not suitable. Staffing costs are forecasting an overspend of £0.327M due to delays in recruitment. Additional income from vehicle hire of £0.032M has slightly offset the above overspends.
29. Transport strategy is now being reported in the highways contract figures and the remainder of the service has moved to the Regeneration and Business Support Directorate.

Environmental Services

30. Environmental Services is forecasting an overall underspend of £0.959M. This is explained further in paragraphs 31 – 37.
31. Libraries – forecasting a £0.204M underspend. There is a staffing underspend of £0.324M due to a combination of staff vacancies due to the restructure of hours within the library service which has meant that vacant positions are not currently being recruited. There is forecast a £0.097M reduction in income against both Leighton Buzzard Theatre (£0.053M) due to lower ticket sales and bar receipts, and the library service and fines (£0.044M).
32. Emergency Planning – is forecasting a £0.029M underspend . There is a £0.074M staffing underspend due to long term sickness and vacancies offset by income of £0.040M no longer being received.
33. Public Protection – is forecasting a £0.205M overspend is due to overspends on staffing costs due to a delayed restructure; this is now underway.
34. Community Safety – is forecasting an £0.093M underspend, this is due to salary costs in respect of vacancies.
35. Waste Service is forecasting a £0.622M underspend, which is a £0.090M underspend on staff costs, due to vacancies, reduced hours and the net cost of secondment of staff. There has been lower indexation of £0.426M than budgeted on collection costs and a £0.158M underspend on Household Waste Recycling Centres due to the temporary closure of Ampthill and Leighton Buzzard. These are partially offset by underachievement of recycle income of £0.122M due to contamination and contract disputes.
36. Leisure & Active Lifestyles – is forecasting an on budget position.
37. Parking – is forecasting a £0.216M underspend, this is due to additional income of £0.169M and an underspend on salaries. These have been partially offset by overspends on costs at Flitwick car park.
38. **Assets** are forecasting to be £0.046M under budget.

Regeneration and Business Support

39. The full year projected outturn position for 2016/17 is a £0.064M underspend.

Month: December 2016	Year to date				Year				
Director	Budget	Actual	Proposed (use of) / contribution to Earmarked reserves	Variance	Approved Budget	Forecast Outturn	Forecast Variance	Proposed (use of) / contribution to Earmarked reserves	Forecast Variance after use of earmarked reserves
	£000	£000	£000	£000	£000	£000	£000	£000	£000
Regeneration and Business									
Director	650	506	-	(144)	867	761	(106)	-	(106)
Business & Investment	510	456	(4)	(58)	881	1,032	151	(21)	130
Planning	3,156	2,616	(132)	(672)	4,161	4,238	77	(165)	(88)
Programme Delivery	-	-	-	-	-	-	-	-	-
Total Regeneration and Business	4,316	3,578	(136)	(874)	5,909	6,031	122	(186)	(64)

40. The Director's group is forecasting underspend of £0.106M which relates to staff salaries due to vacancies. This has been partially offset by an overspend within Professional services of £0.060M due to costs for assessment and analysis work.

41. Business and Investment is forecasting an overspend of £0.130M. Of this £0.173M relates to staffing costs which are forecast to exceed budget once vacancies have been filled. The staffing budget is being managed across the whole Directorate, there are staffing underspends in other areas and the Directorate management team are working together to ensure that in total the staffing costs do not exceed the budget.

A restructure is planned and once this has been completed the staffing budgets for the whole Directorate will be adjusted accordingly.

42. The Development Infrastructure Division now includes areas of transport strategy is forecasting an underspend of £0.087M. The underspend is a result of the following, additional income of £0.269M due to higher levels of planning applications, underspends against staffing of £0.490M which is the net result of vacancies across the division (there are currently 12 vacant positions) some of which have been covered through agency. These underspends are offset by overspends on Professional services of £0.503M part of which is due to £0.200M spend on Local plan being met from underspends within the Directorate rather than drawing on the earmarked reserve.

The one-off pieces of work include Transport modelling (£0.046M), Houghton Regis work (£0.050M), Parking Strategy (£0.046M) Cornerstone work (£0.060M) and CBC match funds to the Sustainable transport grant (£0.025M). Legal costs are overspending by £0.104M due to the costs of counsel representation in a number of cases and £0.070M for private contractors due to drainage and flood risk costs.

Public Health

43. Public Health's forecast outturn is to achieve a balanced budget after proposed use of reserves. The Public Health grant is currently ringfenced so any under/overspend results in a movement against the carried forward reserve from 2015/16.

Month: December 2016	Year to date				Year				
Director	Budget	Actual	Proposed (use of) / contribution to Earmarked reserves	Variance	Approved Budget	Forecast Outturn	Forecast Variance	Proposed (use of) / contribution to Earmarked reserves	Forecast Variance after use of earmarked reserves
	£000	£000	£000	£000	£000	£000	£000	£000	£000
Public Health									
Director of Public Health	(9,045)	(9,222)	-	(177)	(12,060)	(12,294)	(234)	234	-
Assistant Director of Public Health	9,071	9,151	-	80	12,095	12,415	320	(320)	-
Total Public Health (Excl overheads)	26	(71)	-	(97)	35	121	86	(86)	-
Contribution to Central Support	-	-	-	-	-	-	-	-	-
Total Public Health	26	(71)	-	(97)	35	121	86	(86)	-

Chief Executive

44. The Chief Executive Team is forecasting an overspend of £0.498M

Month: December 2016	Year to date				Year				
Director	Budget	Actual	Proposed (use of) / contribution to Earmarked reserves	Variance	Approved Budget	Forecast Outturn	Forecast Variance	Proposed (use of) / contribution to Earmarked reserves	Forecast Variance after use of earmarked reserves
	£000	£000	£000	£000	£000	£000	£000	£000	£000
Chief Executive's									
Chief Executive	229	224	-	(5)	306	306	-	-	-
Communications	841	867	-	26	1,121	1,119	(2)	-	(2)
IT	4,534	4,841	-	307	6,045	6,545	500	-	500
Total Chief Executive's	5,604	5,932	-	328	7,472	7,970	498	-	498

45. The forecast In the Chief Executive's team is an overspend of £0.498M which relates to IT. This is mainly due to contract and software expenses, recruitment of contract staff and the purchase of professional services increasing to meet the demands of the Council's Digital Transformation programme. There is a currently further risk in the IT revenue forecast which is still being quantified. Work is ongoing reviewing the software and support contracts to identify how much of the costs incurred to date relate to future years (paid in advance). Until this is complete there is uncertainty as to how much of the current spend relates to 2016/17.

Resources

46. The Resources Directorate is forecasting an underspend of £0.248M.

Month: December 2016	Year to date				Year					
	Director	Budget	Actual	Proposed (use of) / contribution to Earmarked reserves	Variance	Approved Budget	Forecast Outturn	Forecast Variance	Proposed (use of) / contribution to Earmarked reserves	Forecast Variance after use of earmarked reserves
	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000
Resources										
Finance	3,622	3,482	-	(140)	5,172	5,085	(87)	-	(87)	
Housing Benefit Subsidy	(448)	(448)	-	-	(597)	(597)	-	-	-	
ICS Director	85	144	(63)	(4)	113	144	31	(62)	(31)	
Legal Services	1,520	1,421	-	(99)	2,026	1,895	(131)	-	(131)	
Governance	1,766	1,870	(54)	50	2,413	2,338	(75)	85	10	
People	1,926	1,828	(33)	(131)	2,568	2,596	28	(37)	(9)	
Total Resources	8,471	8,297	(150)	(324)	11,695	11,461	(234)	(14)	(248)	

47. Finance are underspent by £0.087M mainly as a result of higher than previously forecast Housing Benefit Admin Subsidy (-£0.128M); the reduction in this funding from Department for Works and Pensions was lower than expected for 2016/17. This impact of this has been reduced in part by higher than previously forecasted agency costs. This is as a result of a drive to improve performance following high staff turnover (£0.099M) in Revenues & Benefits. There are also smaller savings in other areas of Finance amounting to £0.058M.
48. There is an unachievable efficiency within the former Director ICS cost centre relating to merging of common functions (£0.100M). This has been mitigated by savings from Director of ICS post (£0.135M).
49. Within Governance - Coroner Services there is an overspend of £0.108M as a result of increase of mortuary fees charged from Luton & Dunstable Hospital and increase in costs resulting from the transfer in of coroner's officers from Bedfordshire Police, these pressures are CBC's share of the total additional costs.
50. There is an overspend in Governance - Registration Services due to CBC share of one off dilapidation charges relating to exiting the Pilgrim Centre (£0.027M) and revision of income forecast as a result of fewer than previously expected ceremonies (£0.015M).
51. Local Land Charge (LLC) provision for legal costs which was not required in full (-£0.070M) and savings against the Members' budget (-£0.057M) which partly offsets the overspends in Governance.
52. There are underspends in the Legal Services Budget of £0.131M.

Corporate Costs

Corporate Costs

53. Overall Corporate Costs is forecasting to be £0.743M underspent after movements to and from reserves. The £5.210M contribution to reserves relates to the New Homes Bonus and also the Redundancy reserves mentioned in the main report.

Month: December 2016	Year to date				Year					
	Director	Budget	Actual	Proposed (use of) / contribution to Earmarked reserves	Variance	Approved Budget	Forecast Outturn	Forecast Variance	Proposed (use of) / contribution to Earmarked reserves	Forecast Variance after use of earmarked reserves
	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000
Corporate Costs										
Debt Management	10,235	9,710	-	(525)	13,646	12,946	(700)	-	(700)	
Premature Retirement Costs	1,990	1,991	-	1	2,756	2,756	-	-	-	
Corporate Public Health Recharges	(473)	(454)	-	19	(631)	(631)	-	-	-	
Corporate HRA Recharges	(90)	(90)	-	-	(120)	(120)	-	-	-	
Efficiencies	(60)	(92)	-	(32)	130	87	(43)	-	(43)	
Contingency and Reserves*	(5,210)	(8,714)	3,504	-	(4,297)	(9,478)	(5,181)	5,181	-	
Total Corporate Costs	6,392	2,351	3,504	(537)	11,484	5,560	(5,924)	5,181	(743)	

54. The Corporate Costs underspend of £0.7M is due to lower than budgeted interest payments and also Minimum Revenue Provision following lower spend on 2015/16 Capital Programme than budgeted.

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Appendix B – Earmarked Reserves

Description	Opening Balance 2016/17	Spent	Technical Movements	Balance before new transfers	New Proposed transfers	Proposed Closing Balance 2016/17	MEMO: Net movement after proposals
	£000	£000	£000	£000	£000	£000	£000
Social Care Health and Housing Reserves							
Deprivation of Liberty Safeguards	426			426		426	-
Winter Pressure 12/13 "Care Act"	20			20		20	-
Winter Pressure 13/14 "Care Act"	55			55		55	-
Mental Health Action Plan	60			60		60	-
Outcome Based Commissioning	2,484	(710)		1,774		1,774	(710)
Integrated Approaches	505	(140)		365		365	(140)
Better Care Fund	43			43		43	-
Support and Aspiration Grant	50			50		50	-
Welfare Reform - local welfare provision grant	112			112		112	-
Zero Base Review grant	18			18		18	-
Total Social Care, Health and Housing	3,773	(850)	-	2,923	-	2,923	(850)
Children's Services Reserves							
Fostering & Adoption	95	(95)		(0)		(0)	(95)
Childrens Homes Co-location	-			-		-	-
Partnership Reserves inc Performance Reward Grant, LSP Sustainable Neighbourhoods and Assets of Community Value	198	(25)		173		173	(25)
SEN Reserves inc. Support and Aspiration Grant and Children's & Families Act	185	(102)		83		83	(102)
Children's Services Unspent Grant Income	403			403		403	-
Total Children's Services	880	(222)	-	659	-	659	(222)
Community Services Reserves							
Leisure Centre Reinvestment Fund	179	(32)		147		147	(32)
Integrated consumer protection	116			116		116	-
Transport Fund	92	(1)		91		91	(1)
Community Safety partnership fund	94	(42)		52		52	(42)
Community Safety Grant	119			119		119	-
Bedford & Luton Resilience Forum	65			65		65	-
Financial Investigation Unit	579	(246)		333	83	416	(163)
Biggleswade wind farm	23			23		23	-
countryside access grant	23			23		23	-
Woodside connection options appraisal	39			39		39	-
Rural Payments	3			3		3	-
Sundon Landfill	421			421		421	-
Facilities Security	100			100		100	-
Street Scene Improvements	500	(500)		-		-	(500)
Community Safety	500			500		500	-
Total Community Services	2,853	(821)	-	2,032	83	2,115	(738)

Appendix B – Earmarked Reserves (Cont)

Description	Opening Balance 2016/17	Spent	Technical Movements	Balance before new transfers	New Proposed transfers	Proposed Closing Balance 2016/17	MEMO: Net movement after proposals
	£000	£000	£000	£000	£000	£000	£000
Regeneration Reserves							
Career Development framework	33			33		33	-
External Funded Regeneration reserve	270			270		270	-
Local Development Framework	327	(119)		208		208	(119)
Minerals and Waste partnership funds	104			104		104	-
NIRAH	49			49		49	-
Business growth grants	40	(40)		-		-	(40)
Flood Defence	555	(85)		470		470	(85)
Building control	327			327	50	377	50
Unauthorised Development	159			159		159	-
Neighbourhood planning grant	65			65		65	-
Food Enterprise Zone	29			29		29	-
Albion Archaeology	25			25		25	-
Total Regeneration	1,983	(244)	-	1,739	50	1,789	(194)
Public Health Reserves							
Public Health Grant Reserve	1,546	(86)		1,460		1,460	(86)
Risk reserve	-			-		-	-
Total Public Health	1,546	(86)	-	1,460	-	1,460	(86)
Chief Executive's							
Pan Public Sector Funding	28			28		28	-
Customer First	13			13		13	-
ICT Webcasting	55			55		55	-
Total Chief Executive's	96	-	-	96	-	96	-
Resources							
Housing Benefit Subsidy Audit Reserve	500			500		500	-
NNDR Discretionary Relief & NNDR Bad Debts	946			946		946	-
Elections Fund	132			132	90	222	90
Individual Electoral Registration	59	(59)		-	54	54	(5)
ICS - HR Apprentices & Graduates (£0.2m held in Corporate at year end)	297	(28)		269		269	(28)
Total Resources	1,934	(87)	-	1,847	144	1,991	57

Appendix B – Earmarked Reserves (Cont)

Description	Opening Balance 2016/17	Spent	Technical Movements	Balance before new transfers	New Proposed transfers	Proposed Closing Balance 2016/17	MEMO: Net movement after proposals
	£000	£000	£000	£000	£000	£000	£000
Corporate Reserves	-			-		-	
Redundancy/Restructure Reserve	663	(482)		181	500	681	18
Insurance reserve	4,052			4,052		4,052	-
Welfare Reform	400	(90)		310		310	(90)
Teachers' Pensions	241	(9)		232		232	(9)
s31 NNDR Income to offset NNDR discounts	2,532			2,532		2,532	-
Planning Decisions Legal Challenge	300			300		300	-
Weed Spraying	93			93		93	-
Grass Cutting	77	(77)		-		-	(77)
Town Centre jet wash	27			27		27	-
Road Marking Line renewal	35			35		35	-
Rationalisation of Accommodation	243	(243)		-		-	(243)
Community resilience	500	(42)		458		458	(42)
Tackling Safety and Vulnerability	385	(14)		371		371	(14)
New Homes Bonus	2,055			2,055	4,681	6,736	4,681
Impact of Funding Deficits	1,200	(38)		1,162		1,162	(38)
Smoothing MRP payments/Financing Charges	926			926		926	-
Transformation (Invest to save, Transforming service delivery)	700			700		700	-
Transforming lives	250			250		250	-
Independent careers service	250			250		250	-
Planning enforcement	200	(17)		183		183	(17)
Business Operations	200			200		200	-
Total Corporate Reserves	15,329	(1,012)	-	14,318	5,181	19,499	4,170
Total Earmarked Reserves (General Fund)	28,395	(3,321)	-	25,074	5,458	30,532	2,137

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Appendix C - Debtors

- Overall debt in December is £8.8M in line with last month. Of this £4.7M is less than 30 days old. Debt over 61 days is £3.7M (42%).

Of the Over 60 days - £2.9M is actively being chased, £0.3M have instalment arrangements in place. £0.3M is being dealt with through legal channels. A further £1.3M is in respect of house Sales.

DIRECTORATE	1 to 14 Days		15 to 30 Days		31 to 60 Days		61 to 90 Days		91 to 270		271 to 365		1 year and		Total Debt		Over 61		MoM
	£k	%	£k	%	£k	%	£k	%	£k	%	£k	%	£k	%	£k	%	£k	%	
Social Care Health & Housing	820	17%	1,364	29%	117	2%	189	4%	649	14%	537	11%	1,057	22%	4,733	89%	2,432	51%	44
Children's Services	27	11%	120	48%	3	1%	70	28%	20	8%	4	2%	5	2%	249	98%	99	40%	65
Community Services	190	16%	436	36%	57	5%	26	2%	184	15%	39	3%	291	24%	1,223	97%	540	44%	-103
Regeneration	215	9%	1,508	61%	203	8%	35	1%	215	9%	67	3%	247	10%	2,490	97%	564	23%	-245
Corporate	0	0%	11	7%	49	33%	3	2%	5	3%	5	3%	76	51%	149	97%	89	60%	-221
Public Health	0	0%	0	0%	6	100%	0	0%	0	0%	0	0%	0	0%	6	100%	0	0%	0
Unallocated & Non Directorate	0	0%	0	0%	-7	11%	-1	2%	-4	6%	-7	11%	-44	70%	-63	89%	-56	89%	7
GRAND TOTAL	1,252	14%	3,439	39%	428	5%	322	4%	1,069	12%	645	33%	1,632	19%	8,787		3,668	42%	-453
PREVIOUS MONTH	1,264		2,620		709		583		1,459		1,183		896		8,714				
House Sales	0		17		29		33		205		135		968		1,387				

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

- SCHH debt at the end of December was £4.733M of which £0.062M is HRA related (reported separately in the HRA report). Of the £4.672M General Fund debt (£3.800M for November), £2.551M is Health Service debt (£1.564M for November). Of the remaining general debt of £2.121M, £1.372M (65%) is more than 60 days old. Of this, all is under active management (with solicitors, payable by instalments etc.) with none under query or scheduled to be written off.
- Health Service debt at the end of December was £2.551M of which £1.014M or 40% is more than 60 days. All debts are under active management. A schedule of all outstanding debts is being shared and discussed regularly with the Bedfordshire CCG.
- Total debt for Children's Services is £0.249M of which £0.099M (40%) is debt over 61 days.
- Community Services total debt is £1.223M of which £0.540M (44%) is debt over 61 days and is being actively pursued.
- Regeneration total debt is £2.490M of which £1.723M is less than 30 days old. £0.564M (23%) is over 61 days.

- Overall Corporate debt (Chief Executive and Finance) is £0.149M. Of this there is £0.089M (60%) is over 61 days old.
- Public Health debt is zero.

Appendix D - Treasury management

Borrowing

As at 31 December 2016 the Council's total borrowing was £341.2M. Of this amount, £268.7M was with the Public Works Loan Board (PWLB), £59.0M was short-term temporary debt from other local authorities and £13.5M was market debt from banks. The table below also shows the split between the General Fund and HRA.

	PWLB Fixed £M	PWLB Variable £M	Temporary Debt £M	Market (LOBO) £M	Total £M
General Fund	97.0	6.7	59.0	13.5	176.2
HRA	120.0	45.0	0.0	0.0	165.0
TOTAL	217.0	51.7	59.0	13.5	341.2

To manage interest rate risk, the profile of debt is split so that overall the Council has 64% fixed rate PWLB debt, 15% variable rate PWLB debt, 17% short-term temporary debt and 4% fixed rate market (LOBO) debt; this is shown in A1 on the Treasury Management Performance Dashboard.

Based on the latest available annual benchmark analysis conducted by the Chartered Institute of Public Finance and Accountancy (CIPFA), A2 of the Dashboard shows the Council's cost of borrowing is significantly lower than the 4.4% average annual interest rate paid by other local authorities. The average annual interest rate paid by the Council was 2.8% as at 31 March 2016, which is mainly due to a higher proportion of variable rate and short-term temporary debt.

In line with the Council's borrowing strategy, new short-term temporary borrowing was taken out during Quarter 3 at a cost of between 0.23% p.a. and 0.40% p.a. (inclusive of brokerage fees).

The Council's underlying need to borrow as measured by its Capital Financing Requirement (CFR) was £475.8M at 31 March 2016. Given external borrowing of £353.8M (inclusive of a £15.7M PFI outstanding liability), deferred borrowing was £122.0M at 31 March 2016 using internal resources to fund the capital programme. In line with the approved treasury strategy, the Council used internal resources in lieu of borrowing to the full extent as this has continued to be the most cost effective means of funding capital expenditure. The CFR is expected to increase to £520.9M at 31 March 2017, with deferred borrowing estimated to be £110.2M (assumes £10M estimated reduction in working capital and no increase in usable reserves).

Investments

When investing, the Council prioritises security and liquidity and aims to achieve a yield commensurate with these principles. To diversify the investment portfolio, the Council continues to invest in a range of funds such as notice accounts, call accounts and Money Market Funds as well as using a number of different financial institutions. B1 of the Dashboard shows the breakdown by investment counterparty as at 31 December 2016. It should be noted that as cash investments are maintained at minimal levels for operational purposes, the £5.3M long-term investment in the UK commercial property-based Lime Fund now represents a higher proportion of total investments even though the cash amount invested in it has not changed.

The latest available CIPFA Treasury Management benchmarking results are as at 30 September 2016. B2 of the Dashboard shows that the Council's average rate of return on investments was 1.7% which was higher than the benchmarked local authority average of 0.9% – this was due to the relatively high investment return on the Lime Fund (inclusive of capital appreciation).

In addition to the Lime Fund investment, the Council has cash deposits placed on varying interest rates ranging between 0.15% and 0.55%. The Council holds the majority of its investments in liquid form so it is available for cash flow purposes. As at 31 December 2016, the Council held cash investments of £14.8M (exclusive of the £5.3M Lime Fund investment). Of the total cash investment balance, £11.3M was held in liquid form in instant access call accounts and Money Market Funds (MMFs); and the remaining £3.5M was equally split between a notice account and a fixed term deposit which matures in February 2016.

Cash Management

The average cash balance the Council holds is considerably lower than other benchmarked authorities. The 12-month rolling average cash balance as at the 30 September 2016 for the Council was £26.3M compared to a benchmark average of £125.9M. This reflects the Council's long-standing strategy of holding low cash balances to reduce investment counterparty risk and contain borrowing costs by utilising internal cash balances in lieu of external borrowing to fund capital expenditure.

Outlook

The Council's treasury advisers, Arlingclose, do not expect the Bank of England to raise the Bank Rate from its current level of 0.25% over the next three years. The currency-led rise in CPI inflation (1.6% in the year to December 2016) will continue, breaching the Bank of England's 2.0% target in 2017. However, the Bank is expected to look through inflation overshoots over the course of 2017 when setting interest rates so as to avoid derailing the economy given the pressure on household spending and business investment.

Over the financial year, the Council has continued to source its new borrowing requirements from other local authorities on a short-term temporary basis. The low market interest rates for temporary debt offer revenue cost savings relative to borrowing on a long-term basis from the PWLB. This borrowing strategy assumes that interest rates will continue to remain at historically low levels for the medium term.

However, the Council advised by Arlingclose will continue to monitor long-term rates with a view to fixing a portion of any borrowing requirement if rates available are viewed as favourable.

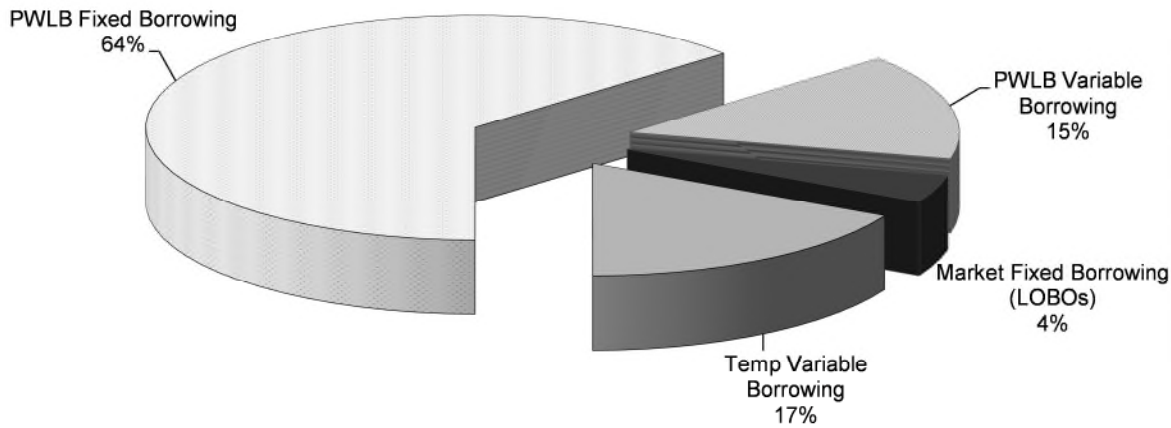
A budget underspend of £0.700M with a further potential upside of £0.050M is forecasted in 2016/17 in respect of Treasury Management activities reflecting:

- the Bank of England Base Rate cut to 0.25% in August 2016, whereas the budget had been based on an assumption of official interest rate rises to commence in the third quarter of 2016 and an average Base Rate of 0.6% in 2016/17;
- a budget saving arising from the clearance of early debt repayment premia costs;
- a budget saving on the Minimum Revenue Provision (MRP) for 2016/17;
- Capital Programme slippage has been higher than originally assumed in the interest payable budget, leading to a lower level of overall borrowing than assumed in the 2016/17 budget; and
- new borrowing being taken out at short-term fixed rates from other public bodies at very low rates.

SECTION B: INVESTMENT INFORMATION

A1

**Analysis of borrowing type as at 31 December 2016
Total £341.2M**

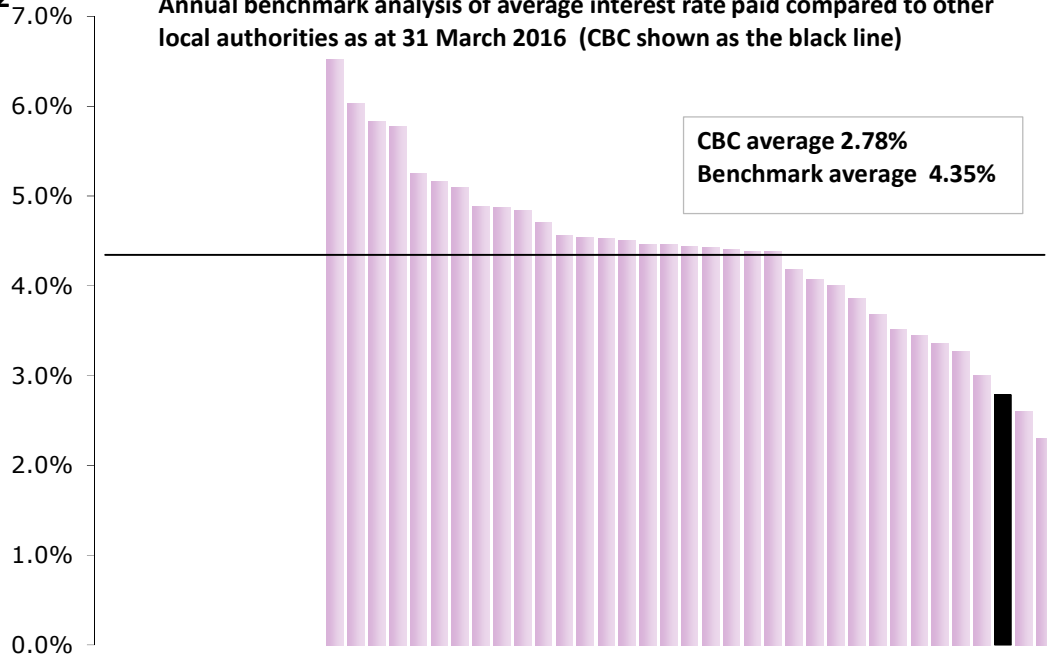


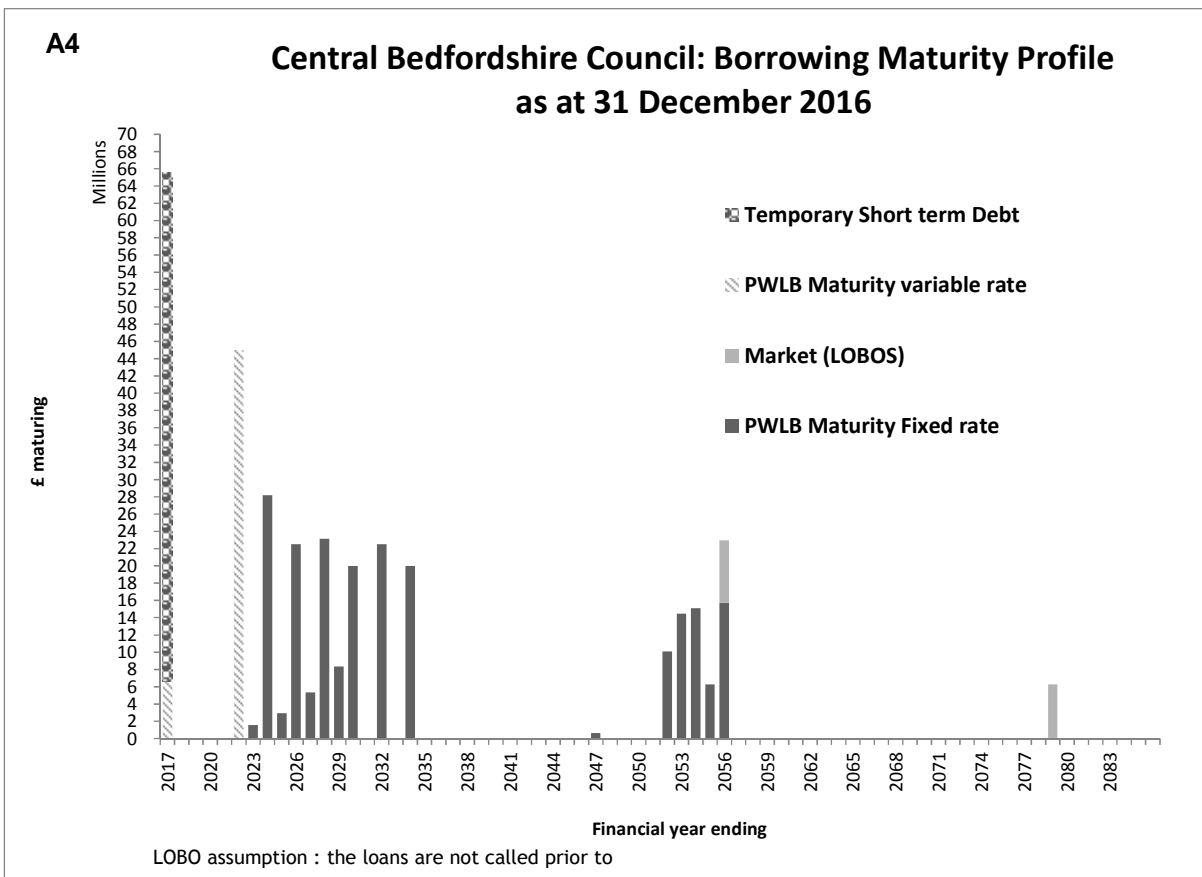
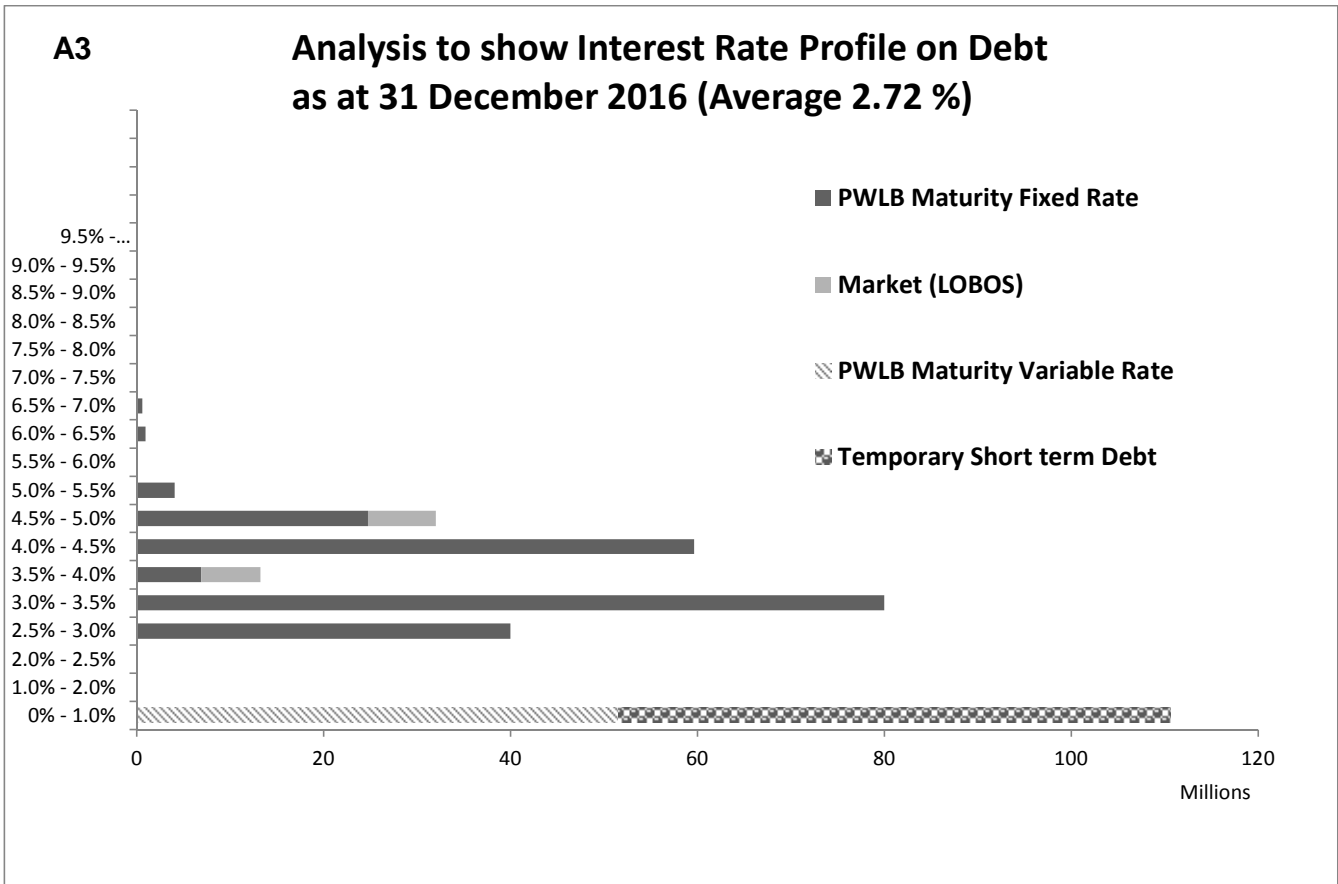
□ PWLB Fixed Borrowing	£217.0M
□ PWLB Variable Borrowing	£51.7M
■ Market Fixed Borrowing (LOBOs)	£13.5M
□ Temp Variable Borrowing	£59.0M

Authorised Limits
 - Fixed Rate Borrowing 100%
 - Variable Rate Borrowing 40%

A2

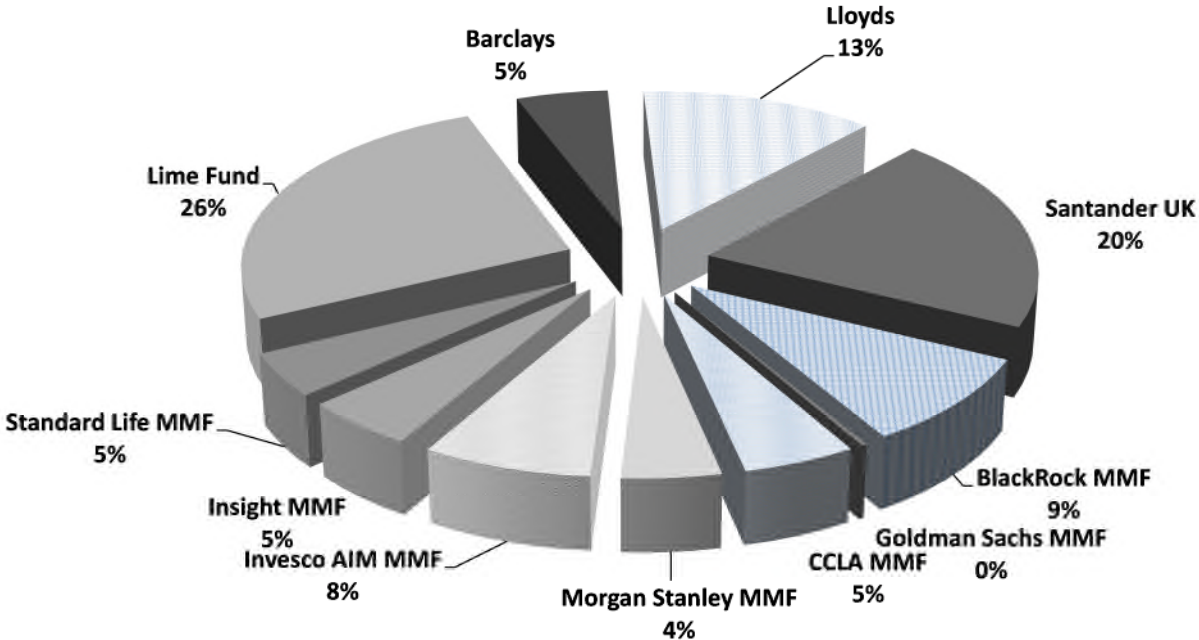
Annual benchmark analysis of average interest rate paid compared to other local authorities as at 31 March 2016 (CBC shown as the black line)



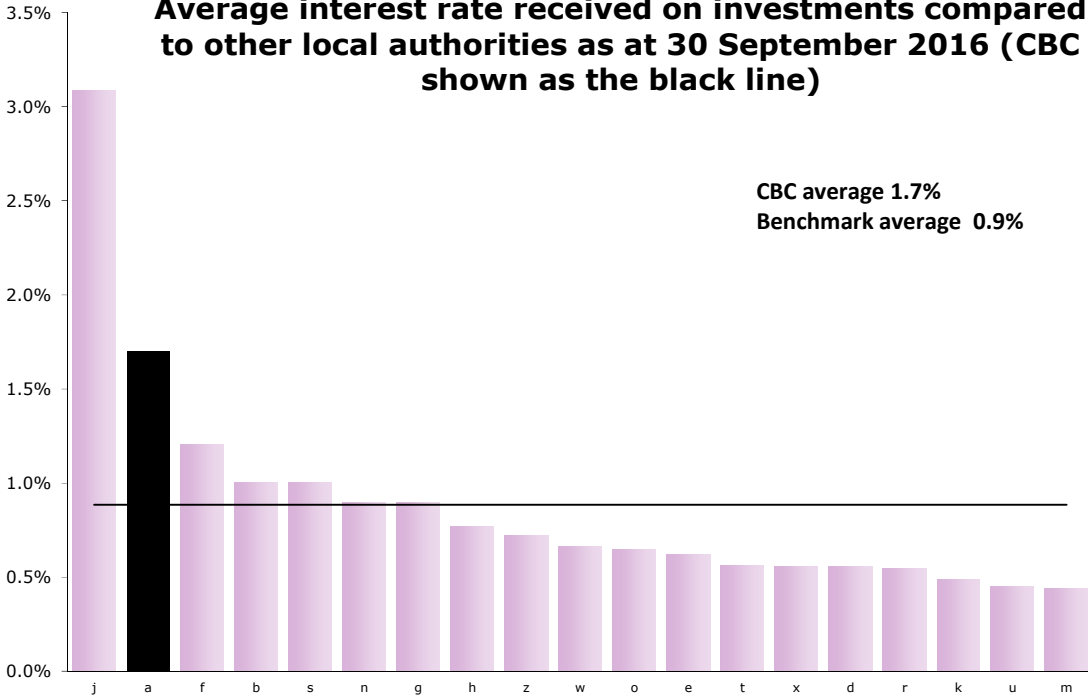


SECTION B: INVESTMENT INFORMATION

**B1 Analysis of investments as at 31 December 2016
Total investments £20.1M**



B2 Average interest rate received on investments compared to other local authorities as at 30 September 2016 (CBC shown as the black line)



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EXECUTIVE

4 April 2017

December 2016 Q3 Capital Budget Monitoring Forecast Outturn Report

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

Advising Officers: Charles Warboys, Director of Resources & S151 Officer
(charles.warboys@centralbedfordshire.gov.uk)

This report relates to a Non Key Decision

Purpose of this report

1. The report sets out the Capital projected outturn for 2016/17 as at the end of December 2016. It excludes the Housing Revenue Account (HRA) which is subject to a separate report.

RECOMMENDATIONS

The Executive is asked to:

1. **note that the gross forecast outturn of £107.8M, excluding HRA but including deferred spend from 2015/16, is below the approved budget by £24.8M (£42.5M below last year against a higher budget of £139.2M). The net forecast is £8.5M below budget (£32.9M below last year).**

Background Information

2. This report is based on the 2016/17 budget approved by Council at its 25 February 2016 meeting. The reported budget also includes deferred spend from 2015/16 which was approved by the Executive on the 7 June 2016 and a further £8M approved at Council in July 2016 for Strategic Acquisitions. The approved budget excluding HRA and including deferred spend from 2015/16 is £132.6M (gross).

Financial and Other Options: These are covered in the report

3. Forecast Outturn

i) Principal variances

- Community Services are forecasting £1.5M spend against the £7.2M budget for the A421 project until the position regarding the external funding is clearer. Luton & Dunstable Busway is currently forecast to be £3.6M under budget.

- Woodside Link are forecasting £8.453M over budget variance of which formal approval to bring forward 2017/18 budget is being sought. Of the remaining £5.453M, £3.702M is external funding which will not be received along originally expected timescales and £1.751M expenditure overspend. This is a result of additional works being required on site.
- Thorn Turn Waste Park is currently £4.8M under budget and the North Depot and Salt barn is £4.9M under budget. Both are proposed to be slipped into 2017/18.
- Children's Services are also expecting to spend £3.1M (net) more than the DfE allocation in January 2016 on New School Places. This is due to a combination of less than expected S106 contributions and a £2.0M reduction to the budget which was due to be mitigated through value engineering but that has not yet identified cost reductions.
- The £4M of the £8M budget for new acquisitions is currently forecast to be spent, with the remaining £4M proposed to slip to 2017/18. However, there are no current plans for new acquisitions, so this may also become additional proposed slippage into 2017/18.

Year to Date (YTD)

- YTD Gross Spend is £21.2M below budget (£20.7M last year). Actual spend is £66.2M (last year (£61.8M)).

Capital Receipts

- The overall budget for Capital receipts is £10.5M. The forecast is now £9.480M.
- To date we have received £2.463M which is the deposit of £1.2M for Fairfield, £0.110M for the properties that were auctioned at the end of the last financial year, deposits of £1.153M in respect of Stratton Phase 5 development and for land Kings Reach, Biggleswade.
- The remaining receipt of £2.8M for Fairfield was received in early February 2017.

ii) A summary of the position is in the table below.

Directorate	Year to Date P9			Full Year 2016/17			Year to Date P9			Full Year 2016/17		
	Gross Budget	Gross Actual	Gross Variance	Gross Budget	Gross Forecast	Gross Variance	Net Budget	Net Actual	Net Variance	Net Budget	Net Forecast	Net Variance
	£m	£m	£m	£m	£m	£m	£m	£m	£m	£m	£m	£m
CS	19.6	18.7	(0.9)	21.7	24.8	3.1	0.4	2.5	2.1	1.7	4.6	2.9
Community Service	52.6	39.3	(13.3)	90.2	69.6	(20.6)	32.0	29.5	(2.5)	60.4	52.7	(7.8)
Chief Executive's	3.3	3.8	0.4	4.5	4.5	0.0	3.3	3.8	0.4	4.5	4.5	0.0
Resources	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Regeneration	5.0	1.1	(3.9)	6.8	3.9	(2.9)	3.0	(0.4)	(3.4)	4.1	2.3	(1.8)
ASCHH	6.9	3.3	(3.6)	9.4	5.0	(4.5)	3.7	1.8	(1.9)	5.0	3.2	(1.8)
Total Exc HRA	87.3	66.2	(21.2)	132.6	107.8	(24.8)	42.3	37.2	(5.1)	75.7	67.3	(8.5)

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

Reasons for decision

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

Council Priorities

- Sound financial management contributes to the Council's Value for Money and enables the Council to successfully deliver its priorities. The recommendations will contribute indirectly to all 6 Council priorities.

Corporate Implications

Legal Implications

- None.

Financial Implications

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

Equalities Implications

- Equality Impact Assessments were undertaken prior to the allocation of the 2016/17 budgets and each Directorate was advised of significant equality implications relating to their budget proposals.

Appendices

Appendix A – Detailed Directorate Commentary

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Appendix A - DIRECTORATE COMMENTARY

Social Care Health and Housing

1. The directorate outturn forecast is under budget by £4.460M (gross) and under budget by £1.804M (net).
2. The tables below highlights the areas of spend :

SCHH Full Year Gross Budget and Forecast					
Scheme Categories	Gross Budget	Gross Forecast	Variance	Deferred Spend	Over / (Under) spend
	£k	£k	£k	£k	£k
Disabled Facilities Grants Scheme	2,380	2,400	20	0	20
Empty Homes	302	218	(84)	92	8
Renewal Assistance	281	281	0	0	0
Additional Gypsy and Traveller Sites	1,575	50	(1,525)	1,525	0
MANOP Care Home Reprovision	2,000	1,000	(1,000)	1,000	0
MANOP Non-HRA Extra Care Schemes	50	50	0	0	0
NHS Campus Closure	638	121	(517)	517	0
Adult Social Care ICT Projects	280	0	(280)	280	0
Review of Accommodation/Day Support, "New Approaches to Outcome"	1,906	0	(1,906)	1,806	(100)
Care Homes internal works	0	100	100	0	100
Better Care Fund Capital Grant	0	732	732	0	732
Total	9,412	4,952	(4,460)	5,220	760
% of Budget					52.6%

SCHH Full Year Net Budget and Forecast					
Scheme Categories	Net Budget	Net Forecast	Variance	Deferred Spend	Over / (Under) spend
	£k	£k	£k	£k	£k
Disabled Facilities Grants Scheme	1,712	1,712	0	0	0
Empty Homes	292	200	(92)	92	0
Renewal Assistance	181	181	0	0	0
Additional Gypsy and Traveller Sites	675	50	(625)	625	0
MANOP Care Home Reprovision	2,000	1,000	(1,000)	1,000	0
MANOP Non-HRA Extra Care Schemes	50	50	0	0	0
NHS Campus Closure	143	0	(143)	143	0
Adult Social Care ICT Projects	68	0	(68)	68	0
Review of Accommodation/Day Support, "New Approaches to Outcome"	(124)	0	124	(124)	0
Care Homes internal works	0	0	0	0	0
Better Care Fund Capital Grant	0	0	124	0	0
Total	4,997	3,193	(1,804)	1,804	0
% of Budget					63.9%

3. **Disabled Facilities Grants (DFG)**

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

The number and type of adaptations to Q3 2016/17 compared to Q3 2015/16 is below:

4. Type of adaptation	Total Q3 2015/16	Total Q3 2016/17
Level access shower/wet room	91	115
Straight stair lift	21	29
Curved stair lift	18	28
Toilet alterations	39	48
Access ramps	22	27
Dropped kerb and hard standing	6	7
Wheelchair/step lift	2	3
Through floor lift	1	2
Major extension	8	12
Kitchen alterations	4	11
Access alterations (doors etc)	40	54
Heating improvements	1	3
Garage conversions/minor additions	4	5
Safety repairs/improvements	5	5
Other	18	23
Total	280	372

5. Requests for Occupational Therapist (OT) Assessments provide an indication of demand. In the year to date there have been 404 referral requests (715 to December 2015/16). At the end of December the waiting list decreased to 51 from 150 at the end of November. The extent to which these convert into DFG referrals will be closely monitored.

6. In terms of OT referral to Housing to make adaptations, there have been 235 year to date, an average of 26 per month, compared with 254 referrals at an average of 28 per month for the same period in 2015/16. As a result £1.610M of grant payments have been made to date. If this rate continues for the rest of the year this would result in a total of 313 referrals. See table below.

OT Referrals at December										
2016										
Previous years										
2009/10	2010/11	2011/12	2012/13	2013/14	2014/15	2015/16				
367	606	508	533	437	343	329				
Current Year										
2016/17										
Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec		
35	21	41	17	27	30	15	24	25		
Referrals YTD		235								
Referrals FYF		313								
Referrals Average		26								

7. Expenditure on **Empty Homes** relates to Empty Dwelling Management Orders (EDMOs) and Empty Homes Loans. A number of Empty Homes loans are being considered for long term empty homes. Empty Homes Loan assistance is an alternative for owners of empty homes willing to work with the Council. There are 8 Empty Homes Loan cases at enquiry stage and 10 approved and in progress. There is one major scheme in Dunstable that might provide several units of accommodation.
8. Work has completed on one property in Houghton Regis at a cost of £0.048M. Work is in progress on one property in Leighton Buzzard. If the final EDMO is approved the total cost is expected to be around £0.100M.
9. Most **Renewals Assistance** is provided as Loan Assistance. The repayment of Loan Assistance is on change of ownership of the property that has been improved with such assistance.

For the year to date, repayment is £0.088M allowing the Council to progress some of the cases being held on the waiting list. The net renewals budget of £0.181M includes slippage from 2015/16 of £0.031M. Current forecasts suggest an outturn on budget.

10. **Gypsy & Travellers** - A full planning application for Biggleswade South was determined and approved at the 29 June 2016 Development Management Committee meeting.

The decision was referred to DCLG and final notification of granting of planning permission was received on 20 July 2016. This approval will provide for a new Gypsy and Traveller site at Biggleswade South (12 pitches). This will be part funded by the General Fund and Housing Community Agency financial contributions.

11. The proposed scheme was subject to a judicial review submission made by a local resident in August 2016. However, the claim has been rejected by a Judge

at a pre-application stage and will not now be heard in the High Court. Revised design changes to the site are currently being reviewed by the planning officer and will be subject to a Non Material Amendment application. The current forecast assumes that only contract preparation work will occur in this financial year, to leave a net spend of circa £0.050M, with a net balance of £0.625M to be deferred to 2017/18.

12. The **MANOP** programme includes strategic acquisitions to develop the care home market and facilitate the provision of new modern residential homes for older people and of extra care schemes. A site in Leighton Buzzard for care home re-provision was acquired in October 2016. The remaining budget was to support the acquisition of a site in the Ivel valley locality but likely to need to be moved into the 2017/18 financial year.
13. The **NHS Campus Closure programme** has one potential remaining project for Central Bedfordshire. This is subject to the release of capital receipts by NHS Estates/PropCo to ensure that the Campus Closure Programme remains 100% externally funded. In the current financial year, final schemes costs has been incurred in respect of a Bedford Borough scheme. Slippage of £0.143M is reported on the remaining budget.
14. The **Adult Social Care ICT project** will support the procurement of a new Adult Social Care case management system. A business case is being developed by the Directorate and soft market testing took place in November 2016 before a structured approach is taken to the replacement the current system. Accordingly the Adult Social Care ICT budget is proposed to slip into 2017/18
15. The **Review of Accommodation/Day Support project** relates to the Older People's Care Homes Re-provision project and any capital equipment and maintenance requirements for the seven older people's homes transferred to local authority management in August 2014. The current forecast includes £0.100M relating to the fabric and furniture within the homes, capital enhancements, repairs to extend the useful life of boilers and lifts.
16. **Single Capital Pot.** Additional capital grant of £0.732M has been provided in 2016/17 through the DFG route to allow authorities to invest in broader strategic capital projects allied to the Better Care Fund (BCF) plan. Capital Grant for BCF of £0.482M has also been carried forward from 2015/16. Further work to determine the use of this funding will take place through the BCF Programme Delivery Team. At this point it is expected to be spent in 2016/17.

Children's Services

17. The directorate outturn forecast is above budget by £3.104M (gross) and above budget by £2.929M (net).
18. The forecast expenditure outturn position for 2016/17 is £24.8M, £3.1M above the budgeted Capital Programme. The forecast income remains at £20M requiring a net contribution of £4.6M, £2.9M above planned Council contributions for 2016/17. The increased contribution is as a result of the annual review of projects within the New School Places programme.

19. All but three projects within Children's Services; New School Places, Schools Access and Temporary Accommodation, are funded wholly by grant receipts that have no expenditure deadline.
20. The table below highlights the areas of spend :

Children's Services Full Year Gross Budget and Forecast					
Scheme Categories	Gross Budget	Gross Forecast	Variance	Deferred Spend	Over / (Under) spend
	£k	£k	£k	£k	£k
New School Places	18,601	18,285	(316)	0	(316)
Schools Capital Maintenance	2,000	2,268	268	0	268
Schools Devolved Formula Capital	450	450	0	0	0
Special Schools Provision	0	2,402	2,402	0	2,402
Temporary Accommodation	400	400	0	0	0
Schools Access Initiative	200	200	0	0	0
LPSA & LAA Grant payout	0	750	750	0	750
Total	21,651	24,755	3,104	0	3,104
% of Budget		114.3%			

Children's Services Full Year Net Budget and Forecast					
Scheme Categories	Net Budget	Net Forecast	Variance	Deferred Spend	Over / (Under) spend
	£k	£k	£k	£k	£k
New School Places	1,054	3,983	2,929	0	2,929
Schools Capital Maintenance	0	0	0	0	0
Schools Devolved Formula Capital	0	0	0	0	0
Special Schools Provision	0	(0)	(0)	0	(0)
Temporary Accommodation	400	400	0	0	0
Schools Access Initiative	200	200	0	0	0
LPSA & LAA Grant payout	0	0	0	0	0
Total	1,654	4,583	2,929	0	2,929
% of Budget		277.1%			

21. New School Places (NSP)

This programme provides the capital investment to deliver new school places required by population growth in areas of limited surplus capacity within our schools. The Council's School Organisation Plan is the evidence base that supports the commissioning of these new school places over a rolling five year period. The programme is funded by a combination of sources including Department for Education basic need grant, developer contributions and Council borrowings and capital receipts.

22. The rolling five year 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.

23. In February 2016 the Council approved the programme for 2016/17 to 2019/20 with gross expenditure of:
- £18.2M (£0.7M net) in 2016/17
 - £25M (net nil) in 2017/18
 - £17.2M (net nil) in 2018/19
 - £15M (£3.4M net) in 2019/20.
24. S106 has contributed significantly to the programme as one source of income in the past. However, S106 income will fall short of the MTFP target by £1.1M. This is due to a combination of factors that include the removal of contributions below £10k due to changes in the Community Infrastructure Levy (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.
- Given the volatility in forecasts of S106 income the School Organisation Team will now meet each quarter with the Regeneration team to review the forecast.
25. The revised forecast for the NSP programme for 2016/17 is gross expenditure of:
- £18.3M (£4M net) in 2016/17
 - £10M (net nil) in 2017/18
 - £12.6M (net nil) 2018/19
 - £37.5M (£15.2M net) in 2019/20.
26. The 2016/17 NSP programme includes expenditure on 20 separate capital projects, most of which span more than a single financial year.
27. These projects include the provision of 1,695 new lower school places, 720 new middle school places and 1,000 new upper school places as expansions to existing schools or new school sites. These places have been commissioned to serve the communities of Leighton Linlade, Fairfield, Stotfold, Arlesey, Ampthill, Flitwick, Marston, Cranfield, Biggleswade, Barton and Silsoe.
28. Key points to take account of are that in 2017/18 the programme will be holding an in year unallocated balance of £15M and in 2018/19 it will be £15.5M. This could be utilised to offset the Council's borrowing requirements in those years. The DfE will not announce its allocation of Basic Need for 2019/20 until February 2017 at the earliest so the forecast net contribution in that year may be revised.

Schools Capital Maintenance

29. This rolling programme is externally funded by DfE grant but does require schools to contribute to the cost of works, as set out in a formula contained within the Central Bedfordshire Council's Scheme for Financing Schools. These contributions are invoiced once planned works are complete. The initial indications are that income from schools contributions will be circa £0.180M in

2016/17.

30. In February 2016 the DfE announced the 2016/17 allocation of school condition funding to the Council for strategic capital maintenance of its school buildings. The allocation for 2016/17 is £1.994M. In addition to the grant, £0.268M unallocated funds from 2015/16 are to be utilised, making a total confirmed forecast spend budget of £2.27M for the 2016/17 Schools Capital Maintenance Programme.
31. The schools capital maintenance programme for 2016/17 is funding projects including kitchen ventilation and gas safety improvements; roof repairs, boiler and heating replacement; emergency lighting, fire alarms, window replacements and renewal of electrical distribution boards. The 2016/17 Programme is also funding identified works at Leighton Middle School in collaboration with the new schools places programme.
32. The results of the Councils schools condition surveys in 2015 and the multi year indicative allocation of the DfE grant have enabled a three year programme of works to be developed, improving the ability to prioritise and communicate those priorities to schools for their own asset management planning.

To date, all original projects are complete on site except one which is programmed for completion by end March 2017. One project has been postponed as a result of a feasibility study and another postponed due to the school's refusal to contribute and allow access to carry out the works – the issues have now been resolved. Replacement projects have been identified, approved and programmed for completion by end of February 2017.

33. **SEND Capital Programme (Special Schools Provision)**

The Council's Special Educational Needs and Disabilities Capital Programme has been approved by Executive.

In 2016/17 this will be funding projects at Toddington St Georges Lower School and Parkfields Middle School to provide new spaces for children with hearing impairments. It is also funding the expansion of Oak Bank special school in Leighton Buzzard and also providing a new Autistic Spectrum Condition provision at Ardley Hill Academy in Dunstable.

34. The Secretary of State approved the application to capitalise the final underspend in the 2015/16 High Needs block of £0.784M in order to provide funding to expand the Academy of Central Bedfordshire on its Stotfold site and Ivel Valley Special School's primary phase, on its secondary site in Biggleswade. The forecast spend for 2016/17 is £2.4M.

Community Services

35. The directorate forecast outturn is below budget by £20.564M (gross) and below budget by £7.754M (net).

The table below highlights the areas of spend.

Community Services Full Year Gross Budget and Forecast					
Scheme Categories	Gross Budget	Gross Forecast	Variance	Deferred Spend	Over / (Under) spend
	£k	£k	£k	£k	£k
Assets	18,773	13,218	(5,555)	5,556	1
Environmental Services	15,591	9,827	(5,764)	5,815	51
Libraries	0	0	0	0	0
Leisure	1,781	1,856	75	88	163
Transport	54,057	44,737	(9,320)	11,957	2,637
Total	90,202	69,638	(20,564)	23,416	2,852
% of Budget					77.2%

Community Services Full Year Net Budget and Forecast					
Scheme Categories	Net Budget	Net Forecast	Variance	Deferred Spend	Over / (Under) spend
	£k	£k	£k	£k	£k
Assets	17,850	12,294	(5,556)	5,556	0
Environmental Services	13,622	8,574	(5,048)	5,048	(0)
Libraries	0	0	0	0	0
Leisure	(1,290)	1,234	2,524	(2,524)	0
Transport	30,265	30,591	326	6,081	6,407
Total	60,447	52,693	(7,754)	14,161	6,407
% of Budget					87.2%

Assets

36. The major projects are;

- 2016/17 Corporate Property Rolling Programme (£2.135M)
- Thorn Turn Infrastructure (£2.000M)
- Stratton Park Phase 5 Infrastructure (£3.012M)
- Enhancement work for disposals (£0.972M)
- Strategic Acquisitions (£0.200M)
- Energy Efficiencies (£0.300M)
- Farm Compliance (£0.302M)
- Westbury Phase 2 Industrial Units (0.175M)

37. Due to the delay in approval of the Accommodation strategy there is a deferral of (£0.212M) on the Corporate Rolling Programme. The business case for the roofing works at Westbury (£0.175M) is still being refined so costs have been slipped. Similarly, various options for the Working Smarter programme are being assessed causing a delay of (£0.250M) for the Working Smarter project.

There has been a delay in the Thorn Turn waste project due to the re-design of the drainage works. Consequently this has had an impact on the delivery of the infrastructure works and (£0.919M) has been slipped to next financial year.

Environmental Services

38. Environmental Services are forecasting a £5.048M underspend, this is proposed to be slipped into the next financial year as follows:

39. Thorn Turn Waste park is proposing slippage of £4.763M which is due to delays in the scheme going forward. This is as a result of undertaking a value engineering exercise to reduce the cost of the scheme.
40. CCTV is forecasting a variance of £0.137M which is proposed to be slipped as the project is not expected to start this year. A report on the future of CCTV is going to Sustainable communities Overview and Scrutiny Committee in March 2017 and the Executive in April 2017 setting out the options and a recommendation for development of CCTV.
41. Houghton Hall Park (£0.086M), Sundon Landfill (£0.050M) and Integrated Environmental Management System (£0.012M) are all proposing to be slipped into the next financial year.

Major Achievements - Environmental Services (updated quarterly)

42. Sundon Landfill Restoration – Haul road removal completed with land surrendered to land owner. Final trimming of levels and creation of footpaths and tracks completed. Site seeded with growth becoming established. Tidying up of infrastructure and ditches ongoing. Maintenance undertaken on phase 1-4 landscaped areas. Working through the final snagging with the soil importation contractor.
43. Waste & Recycling Containers, provision of replacement Bins & Containers – Successful procurement and provision of 100 x 120 litre, 704 x 140 litre, 4,932 x 240 litre, 1,032 x 360 litre, 16 x 660 litre, 131 x 1100 litre, 1960 x 23 litre food caddies, 2,592 x 7 litre food caddies, 60 x dog waste, 50 x plastic street litter bins, 20 x metal street litter bins, 34 x dual recycle/litter bins.
44. Household Waste Recycling Centres (HWRC) Redevelopment – During financial year 2016/17, the second refurbished HWRC at Ampthill has been completed. The third and final site at Leighton Buzzard is nearing completion and is due to re-open to public at the end of January 2017. All three sites are now split level, with increased customer parking, safety and bin availability which is expected to deal with rising demand and improve our recycling rates.
45. Houghton Hall Park – Phase one of the landscape restoration works has been completed. This includes the kitchen garden (walls, raised beds, fruit trees and working area), formal garden (paths, circular beds, box hedging, ornamental planting), estate fencing and new accessible paths around the park with new bins and benches. Phase two will take place in Feb/March 2017 with parkland tree planting and installation of new kitchen garden fencing and gates. Work has commenced on the construction of the Visitor Centre following the award of contract at the end of September 2016.

Leisure

46. Leisure is forecasting a £2.524M variance over budget, this is due to the external funding of 3.037M for the old Flitwick leisure centre now not expected until the next financial year and £0.517M of proposed slippage against Dunstable leisure centre due to reprofiling of the project as construction is not expected to start until summer 2017.

Major Achievements – Leisure (updated quarterly)

47. Library & Leisure Centre Renewal Dunstable – the planning application was submitted, a Building contractor has been appointed, work is continuing on the second stage of tender.
48. Leisure Strategy – The Shefford play area equipment was replaced following arson attack. Supply and installation of a hammer/throwing cage for Sandy Athletics.
49. Countryside Sites – The commissioned partnership to deliver ‘Green Wheel’ identified projects have successfully been completed. Partners have secured match funding approval for contribution towards the kitchen extension at Rushmere Country Park and works will commence in January. Tree safety works at various sites are underway to ensure works are completed before we reach the bird nesting season end of February.

Transport

50. Transport is forecasting to be £0.326M overspent. This is due to an overspend of £6.407M and £6.081M of net expenditure being slipped to the next financial year.
 - Woodside Link are forecasting £8.453M over budget variance of which formal approval to bring forward 2017/18 budget is being sought. Of the remaining £5.453M, £3.702M is external funding which will not be received along originally expected timescales and £1.751M expenditure overspend. This is a result of additional works being required on site.
 - Luton and Dunstable Busway is forecasting slippage of £3.645M into 2017/18. A board meeting is due in February 2017 which is when final figures for the project should be known.
 - North Depot is forecasting to slip £4.894M as completion of the site purchase and therefore work on the site is not expected until April 2017.
 - Stratton Street Railway Bridge is forecasting a £0.836M overspend which was approved in a report to Executive in October 2016.
 - New Highways Contract Mobilisation is forecasting an overspend of £0.301M, this is the residual payment to the highways contractor to cover an interim depot solution. The overspend will be partially offset by an £0.150M underspend in Highways Fixed Cost Services. Work is continuing to mitigate the remaining overspend.
 - Tree backlog works (conditions surveys, location plotting) are now forecasting slippage of £0.460M into the next financial year. This is due to a vacancy in the post that undertakes the work which is in the process of being addressed.
 - Fixed Cost services are forecasting an underspend of £0.150M as a

result of fewer hours being booked. This underspend is being used to offset the overspend within the New Highways Contract Mobilisation.

Major Achievements – Transport (updated quarterly)

51. Woodside Link – The scheme is in the final phase of delivery; earthworks, the majority of surfacing operations and street lights are all completed. The scheme is on track for opening in March 2017.
52. Structural Maintenance – 38 carriageway resurfacing schemes have been completed covering 37.5 kms and 7 footway resurfacing schemes completed covering 1.97 kms.
53. Stratton Railway Bridge – The bridge deck has been replaced and the bridge is open to traffic. Temporary barriers remain in place as the final work required on the parapets has yet to be completed.
54. Luton and Dunstable Busway – While the scheme has been up and running since September 2013 work has continued on settling the final account, land and compensation claims (valid for 7 years after opening) along with busway land transfer to CBC (areas within CBC). This work is progressing well with expectations that a substantial part of this will be accomplished this financial year.
55. A421-M1 Junction 13 – Milton Keynes Magna Park – A detailed design has been commissioned and is underway, modelling and the businesses cases for DfT are underway with submission expected in spring 2017. Planning applications and land negotiations are also on-going.
56. Southern Highways Depot (Thorn Turn) – Earthworks and groundworks phases are complete, all building foundations are in place and the steel frames are in the process of being assembled. Payments made to UKPN have enabled works to complete which ensure the site is ready to receive power and the connection to the national grid. The main office building, is of modular construction and being assembled on site. The surfacing of internal roads and parking areas has also begun. We remain on programme for handover in July 2017.
57. Northern Highways Depot (Sandy) – Designs have been agreed and an application for planning permission will be submitted in February. Land purchase is agreed but is subject to planning permission. The construction phase of the project is now set for August 2017 with completion and hand over in April 2018.

Regeneration & Business Support

58. The directorate forecast outturn is under budget by £2.922M (gross) and under budget by £1.837M (net).
59. The table below highlights the areas of spend :

Regeneration & Business Full Year Gross Budget and Forecast					
Scheme Categories	Gross Budget	Gross Forecast	Variance	Deferred Spend	Over / (Under) spend
	£k	£k	£k	£k	£k
Strategic Infrastructure	3,079	954	(2,125)	1,685	(440)
Other	3,734	2,937	(797)	797	(0)
Total	6,813	3,891	(2,922)	2,482	(440)
% of Budget	57.1%				

Regeneration & Business Full Year Net Budget and Forecast					
Scheme Categories	Net Budget	Net Forecast	Variance	Deferred Spend	Over / (Under) spend
	£k	£k	£k	£k	£k
Strategic Infrastructure	2,102	854	(1,248)	957	(291)
Other	2,005	1,416	(589)	589	(0)
Total	4,107	2,270	(1,837)	1,546	(291)
% of Budget	55.3%				

60. The net underspend relates to the Development Site Promotion project (£0.140M) and Leighton Buzzard Transport Interchange (£0.150M) which are proposed to slip into 2017/18.
61. Within Strategic Infrastructure, the net slippage of relates to the Flitwick station area car park £1.050M where options for delivering a commercial and residential scheme are currently being developed; the Flitwick transport interchange £0.200M which is being developed alongside the Station Area Car Park. Dunstable High Street Regeneration is forecasting an overspend of £0.450M for the new signage on Dunstable High street with £0.250M of external funding that will not be received until 2017/18. This is proposed to be slipped to 2017/18 and a negative slippage of £0.2M is also proposed in order to reduce spend next year.
62. Within Other, the net slippage of £589K mainly relates to the current broadband scheme of £0.288M, which has now completed but in accordance with the contract the money is being slipped for future schemes broadband. Market Towns are slipping £0.321M due to delays in the programs.

Major Achievements Strategic Infrastructure (updated Quarterly)

63. Cranfield Technology Park Acceleration – Negotiations to acquire two pieces of land in Cranfield to enable highway improvements to be carried out are progressing well with one site agreed and with Legal Services.
64. Market Towns Regeneration Fund (MTRF) - A total of 7 bids from Amptill, Dunstable, Flitwick, Leighton Linlade, Sandy and Shefford town councils are progressing in the MTRF programme. Business Cases were approved in October 2016, enabling the Grant Agreements to be distributed to the Town Centres (TC's) for signing. All TC's returned their signed documents, and these

have been sealed by LGSS. Now that the Grant Agreements are in place, TC's will be encouraged to quickly start delivering their outputs. Dunstable TC had started their programme of works at risk to keep to programme timescales, their architectural lighting scheme is in place. Timescales have not currently been raised as a issue for the other TC's, however many are only now beginning their programme of activities but confidence is high for commencing their works in January 2017 now legal documents are in place.

65. High Street Improvement Schemes (HSIS) – Round One on 1st September 2017 achieved 14 shopfront Expression of Interest (EOI) applications approved by the TC panels. These businesses are currently going through the full application process supported by our appointed architect. The Round two deadline was on 1st November 2016, with 16 EOI applications received. Panels were held, and 6 were approved to go to Full Application.

There is a further date for applying of Friday 1st February 2017 (round three) and 1st May 2017 (round four). Our architect is creating designs which will enable the project to gain true costings for the works proposed. We expect the Full Application scoring panels to be completed in January 2017. This scoring panel will ensure that the business is committed to the project, from a monitoring perspective and financially. The tender for the HSIS building contractor is planned to be appointed by end February 2017, with a view for the contract to start 1st April 17 until March 18. Once appointed, they will work with the architect, who will project manage this design and build contract for the shop fits. The first shop front will start April 2017.

66. East West Rail (EWR) is now one of the Governments national transport priorities. The National Infrastructure Commission Interim Report and Autumn Statement announced £100M towards the 'accelerated' delivery of the Western Section. Network Rail will be looking to provide further clarity over the timetable for delivery of EWR in February 2017. The Detail Business Case has been submitted and is going through the approval process with survey, design and legal works on Ridgmont Interchange works due to start in early 2017.
67. Dunstable High Street Regeneration – the project will deliver physical appearance infrastructure only in order to make the High St more attractive for community use, examples being – replacement street lighting, gateway treatment including planting, on street parking and associated carriageway narrowing, pedestrian guardrail removal, provision for cyclists. Works must commence shortly after the opening of the A5-M1 link and complete by March 2018

Public engagement commenced with a report being published in January/February. The engagement was warmly welcomed within Dunstable and in general the wishes of the community reflect the authorities ambitions. The exercise did make it clear that there is a continued need for public engagement and a plan is being drafted to reflect this.

Major Achievements Other (updated Quarterly)

68. Broadband – The second BDUK project is delivering to spend and outputs profiles with over 2,000 additional premises already supported to receive superfast broadband. Take up of services also continues to rise, at 38% of

eligible premises. This is considered best in class.

The subsidised satellite broadband service which ensures that all premises are able to receive speeds of at least 2 Mega Bits per second continues, although take up of this is low, as it is nationally.

Identified efficiencies through project one will be reinvested to support over 1500 additional premises to receive services across the partnership area (with over 600 in Central Bedfordshire).

Following the securing of an additional £3.48M from the South East Midlands Local Enterprise Partnership and Broadband Delivery UK, a state aid public consultation has been launched to identify eligible investment areas, as part of the Council's policy for full superfast broadband coverage.

69. Dunstable Town Centre Regeneration Phase 2 – The final Dorchester Close property was acquired on 22nd June 2016 and the complete Dorchester Close land and premises is now in the control of CBC.

Chief Executives Team

70. There are three major projects which are Digitisation (£2.0M), ICT Strategic Investment (£1.695M) & IT Infrastructure Rolling Programme (£0.828M). All are forecasting to achieve budget.

Chief Executive's Full Year Gross Budget and Forecast					
Scheme Categories	Gross/Net Budget	Gross/Net Forecast	Variance	Deferred Spend	Over / (Under) spend
	£k	£k	£k	£k	£k
Information Assets	4,523	4,523	0	0	0
Total	4,523	4,523	0	0	0
% of Budget		100.0%			

Central Bedfordshire Council

EXECUTIVE

4 April 2017

December Q3 Housing Revenue Account Budget Monitoring

Report of Cllr Carole Hegley, Executive Member for Social Care and Housing (carole.hegley@centralbedfordshire.gov.uk) and Cllr Richard Wenham, Executive Member for Corporate Resources (richard.wenham@centralbedfordshire.gov.uk)

Advising Officers: Julie Ogley, Director of Social Care, Health and Housing (julie.ogley@centralbedfordshire.gov.uk) and Charles Warboys, Director of Resources and s151 Officer (charles.warboys@centralbedfordshire.gov.uk)

This report relates to a Non Key Decision.

Purpose of this report

1. The report provides information on the 2016/17 Housing Revenue Account (HRA) projected outturn revenue and capital position as at December 2016.

RECOMMENDATIONS

The Executive is asked to note and approve:

1. That the Revenue forecast position is to achieve a balanced budget with a contribution to HRA Reserves of £23.314M, thus strengthening the Council's ability to invest and improve its stock of Council Houses.
2. That the Capital forecast position indicates a net outturn of £11.837M, against a budget of £15.589M. It is proposed that £2.586M of future investment works are deferred to 2017/18.
3. That General Fund (GF) assets at Havelock Road in Biggleswade and Greenacres in Dunstable are transferred to the HRA, generating the equivalent of a capital receipt of £1.575M to the GF and enabling the HRA to provide accommodation solutions that will avoid temporary accommodation costs.
4. That Right to Buy (RtB) sales will be monitored for the possible impact on predicted surpluses in the medium to longer term.

Issues

2. The revenue forecast position as at the end of December 2016 projects a year end surplus of £6.578M compared to a budgeted surplus of £5.363M, an increase of £1.215M.
3. There is a forecast of reduced expenditure within Maintenance (£0.781M), due to a combination of procurement and contract efficiencies, and an under spend in Housing Operations (£0.177M), due to reduced spend on electronic file management, efficiency savings achieved by bringing project work in house and utilising existing resources, and tenancy sustainment work. The forecast under spend in the Financial Inclusion service (£0.108M) is due to reduced spend on downsizing and the slower than anticipated roll out of Universal Credit. Further savings (£0.092M) have been achieved as a result of reduced interest payments on the HRA debt, due to reductions in interest rates.
4. The forecast position for the HRA capital programme indicates a net outturn below budget at £11.837M; this includes deferred works of £4.280M from 2015/16. It is proposed that £2.586M of future investment works are deferred to 2017/18.
5. Land with the potential to deliver 2 units, previously owned by Corporate Assets, has been identified at Havelock Road, Biggleswade. It is proposed that the land is transferred from the GF to the HRA, for the agreed land value of £0.075M. It is also proposed to transfer Greenacres, the former care home in Dunstable, from the GF into the HRA. The site has recently been independently valued at £1.5M, which would be funded from existing HRA Reserves and provide the equivalent of an immediate capital receipt for the GF. In the short to medium term this could provide flexible bedsit accommodation for up to 50 people, addressing demands for Temporary Accommodation (TA) or Supported accommodation.
6. The approach being taken is to create “system resilience” for the future, establishing flexible provision across Central Bedfordshire, to be managed intensively as either TA and/or supported housing. As part of the approach, the Housing Service is creating an Intensive Property Management Team (within the HRA) that will manage all of the properties and rooms that are used for Supported/Temporary Accommodation on a hotel style basis, in part to maximise income; but more importantly, to avoid cost to the General Fund at the level seen in neighbouring local authorities.
7. The 2016/17 budget for the HRA anticipates a contribution to the Independent Living Development Reserve (ILDR) of £5.2M and contribution to the strategic reserve of £0.163M. The year end forecast suggests a contribution to reserves of £6.578M, an increase of £1.215M, with a contribution of £6.578M to the ILDR. This equates to a predicted total reserve balance of £23.314M (not including the proposed cost of transferring the Havelock Road and Greenacre sites).

Council Priorities

8. Sound financial management contributes to the Council's Value for Money and enables the Council to successfully deliver its priorities. The recommendations will contribute indirectly to all 6 Council priorities.

Corporate Implications

Legal Implications

9. None

Financial Implications

10. The financial implications are contained in the report.

Equalities Implications

11. Equality Impact Assessments were undertaken prior to the allocation of the 2016/17 budgets and each Directorate was advised of significant equality implications relating to their budget proposals.

Conclusion and next Steps

12. The report presents the 2016/17 HRA financial position as at the end of December 2016. It sets out spend to date against the profiled revenue and capital budgets, the forecast financial outturn, and provides explanations for any variations. This report enables the Executive to consider the overall financial position of the HRA.

Appendices

Appendix A – Housing Revenue Account Detailed Commentary

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APPENDIX A

HRA REVENUE ACCOUNT (HRA)

1. The HRA annual expenditure budget is £23.561M and income budget is £28.924M, which allows a contribution of £5.363M to reserves to present a net budget of zero.
2. As a result of a restructure within the Housing Service, the Asset Management service has been split to create a new team called the Housing Investment Team. Capital related works are now managed within Housing Investment whilst the management and maintenance of properties and tenants, forms the Housing Operations Team. A subjective breakdown of budget, year to date position and forecast outturn is shown in Table 1 below.

Table 1

	2016/17 Budget	Budget YTD	Actual YTD	Variance YTD	Full Year Forecast	Variance Full Year Forecast to Budget
	£m	£m	£m	£m	£m	£m
Total Income	(28.924)	(21.709)	(21.688)	0.021	(28.972)	(0.048)
Housing Operations	6.851	5.159	4.807	(0.352)	6.674	(0.177)
Financial Inclusion	0.596	0.447	0.364	(0.083)	0.488	(0.108)
Housing Investment	0.107	0.080	0.062	(0.018)	0.102	(0.005)
Corporate Resources	2.047	1.532	1.532	0	2.043	(0.004)
Maintenance	5.506	3.945	3.524	(0.421)	4.725	(0.781)
Debt related costs	0.119	0.089	0.102	0.013	0.119	0
Direct Revenue Financing	5.121	3.841	3.841	0	5.121	0
Efficiency Programme	(0.853)	(0.640)	(0.640)	0	(0.853)	0
Interest repayment	4.067	3.050	2.981	(0.069)	3.975	(0.092)
Principal repayment	0	0	0	0	0	0
TOTAL Expenditure	23.561	17.503	16.573	(0.930)	22.394	(1.167)
Surplus	(5.363)	(4.206)	^(5.115)	(0.909)	(6.578)	(1.215)
Contribution to / (from) reserve (at year end)	5.363	4.206	^5.115	0.909	6.578	1.215
Net Expenditure	0	0	0	0	0	0
^ Included for balancing and illustrative purposes only						

3. Income received in the year to date has an adverse variance of £0.021M, with a full year favourable variance of £0.048M. As part of the General Fund's efficiencies for 2016-17 it was agreed that a reduced Supported Housing contribution to the HRA would be made, saving the General Fund £0.150M. The Housing Service set itself the target of balancing this pressure within the HRA by achieving an efficiency of the same value. Work is underway to explore new charging methods for the Supported Housing service provided by HRA staff. Savings are not likely to fully materialise in this financial year resulting in a forecast reduction in income, and under achievement of this efficiency of £0.128M. This is offset by additional rental income achieved through the purchasing of new properties and increased income from leasehold recharges.
4. The Housing Operations Team is underspent in the year to date by £0.352M, with a full year favourable variance of £0.177M. The project to transfer information on to an electronic file management system completed earlier than expected, saving £0.084M. There have also been efficiency savings of £0.064M achieved by bringing project work in house and utilising existing resources; further savings have been achieved in relation to tenancy sustainment work, resulting in an underspend of £0.034M. Part of the in year favourable variance relates to underspends on insurance related repairs works (£0.056M). This provision is earmarked for situations where insurance related costs are below the policy excess and the Council has to self fund. Other favourable variances in the year to date are accounted for by utility costs, which will increase over the winter period.
5. The Financial Inclusion service is under spent in the year to date by £0.083M, with a full year favourable variance of £0.108M. The roll out of Universal Credit has been slower than anticipated, so additional provision made in the budget build has not been required. In addition the Council has not spent as much enabling people to Rightsize to new homes, or incentivising tenants to move, as it did in the early years of welfare reform, when more tenants were subject to the Spare Room Subsidy.
6. Maintenance expenditure is underspent in the year to date by £0.421M with a full year favourable variance of £0.781M. The reprocurement of the Central Heating Maintenance Contract including domestic and commercial appliances has led to an expected outturn of £0.5M, providing a favourable variance of £0.125M. Fire Safety works are forecast to outturn at £0.125M yielding a saving of £0.142M from controls introduced in previous years.
7. Placing more specialist maintenance work through the electrical and day to day contractors has resulted in a full year forecast favourable variance of £0.060M. Working closely with the routine maintenance contractor to reduce the number of maintenance visits to each property will provide a further saving of £0.217M against the full years forecast. Overall, good progress is being made and the efficiency savings being achieved will feature within the HRA Efficiency programme for 2017 - 2021, with a view to creating a new Repairs Delivery model by bringing together several contracts and considering a range of delivery options.
8. The starting point is to implement a 'self serve' customer interface using First

Touch apps aligned to ‘end to end’ system integration between contractor and Council systems, all of which is in progress. By 2018, the aim is to create a Repairs Delivery model that is better able to respond to the problems within the labour market, so as to retain a sustainable, skilled workforce, in terms of repair and maintenance type operations. The project is therefore ‘two stage’; to create a lean, fit for purpose, mainly self service, customer interface across all repairs type operations; aligned to the creation of a sustainable model to deliver high quality repairs and servicing in tenants and leaseholders homes.

HRA CAPITAL PROGRAMME

9. The HRA Capital budget is £15.589M which includes slippage from 2015/16 of £4.280M. Across the HRA Capital Programme there is a year to date favourable variance of £2.948M.
10. The full year forecast within Stock Protection is for an outturn of £6.215M, a favourable variance of £0.928M. Projects relating to Future Investment are forecast to outturn at £5.622M, an under spend of £2.824M.
11. An analysis of forecast spend, and variance to year to date profile, for each HRA scheme is presented at Table 2. The proposed funding of the programme is shown at Table 3.

Table 2

	Budget 2016/17	Full Year Forecast	Variance	Monthly Budget Monitoring December 2016		
				Profiled YTD	Actual YTD	Variance
Stock Protection	£'000	£'000	£'000	£'000	£'000	£'000
General Enhancements	100	100	0	75	88	13
Lift Replacement	100	108	8	0	4	4
Fire Safety & Alarm Systems	194	194	0	146	109	(37)
Garage Refurbishment	109	60	(49)	68	3	(66)
Paths & Fences siteworks	110	110	0	83	22	(61)
Estate Improvements	200	180	(20)	94	27	(67)
Green Space Improvement	60	0	(60)	0	0	0
Energy Conservation	750	550	(200)	300	225	(75)
Roof Replacement	550	600	50	550	543	(7)
Assisted Living Technology	65	0	(65)	0	0	0
Central Heating Installation	710	710	0	533	478	(55)
Rewiring	565	410	(155)	424	292	(132)
Kitchens and Bathrooms	900	700	(200)	490	348	(142)
Central Heating communal	25	25	0	19	1	(18)
Door Replacement	292	292	0	219	189	(30)
Structural repairs	250	120	(130)	187	26	(161)
Aids and adaptations	450	450	0	338	316	(22)
Drainage and Water Supply	35	50	15	26	45	19

Capitalised salaries	500	500	0	375	375	(0)
Asbestos management	360	310	(50)	270	175	(95)
Communal/PIR Lighting	660	660	0	465	384	(81)
Targeted door Replacement	20	20	0	20	47	27
Window Replacement	138	66	0	46	0	(46)
Sub Total	7,143	6,215	(928)	4,728	3,697	(1,031)

	Budget 2016/17	Full Year Forecast	Variance	Monthly Budget Monitoring December 2016		
				Profiled YTD	Actual YTD	Variance
Future Investment						
Stock remodelling	130	130	0	97	146	49
Parking Schemes	125	125	0	50	0	(50)
Investment Panel Programme	69	69	0	0	0	0
Houghton Regis Central	295	295	0	207	243	36
Garage Site Assembly	229	0	(229)	162	0	(162)
Garage Site Development	318	100	(218)	243	57	(186)
Croft Green	2,439	300	(2,139)	185	99	(86)
Sheltered Refurbishment	400	300	(100)	100	(2)	(102)
New Homes	3,310	3,310	0	2,484	2,015	(469)
Major Renewal Schemes	125	0	(125)	90	0	(90)
Priory View	1,006	1,006	0	756	(72)	(828)
Creasey Park New Homes	0	(13)	(13)	0	(30)	(30)
Sub Total	8,446	5,622	(2,824)	4,373	2,457	(1,917)
TOTAL HRA	15,589	11,837	(3,752)	9,101	6,154	(2,948)

Table 3

Proposed Funding of HRA Capital Programme

Source	£'000
Revenue Contributions	5,121
Useable Capital Receipts	4,000
Independent Living Development Reserve	1,301
Strategic Reserve	1,415
Total	11,837

STOCK PROTECTION

12. Within Stock Protection there is a year to date favourable variance of £1.031M; this is primarily due to out of profile expenditure relating to Structural Repairs (£0.161M), Estate Improvements (£0.067M), Rewiring (£0.132M), Asbestos Management (£0.095M), Energy conservation (£0.075M), Kitchen and Bathrooms (£0.142M), Garage Refurbishment (£0.066M), Paths & Fences siteworks (£0.061M), Communal/PIR Lighting

(£0.081M) and other minor variances.

13. Full year under spends are forecast for the Rewiring programme (£0.155M), Structural Repairs (£0.130M), Energy Conservation (£0.200M), Kitchens and Bathrooms (£0.200M), Assisted Living Technology (£0.065M), Asbestos Management (£0.050M) and Garage Refurbishment (£0.049M).
14. Savings have been made during the year by undertaking partial rewires and repairs to installations in order to bring the installation up to standard and increase the life of the installation rather than undertaking full rewires. A decision was made to replace existing technology and door entry systems only on failure, while we review the “offer” from the Council in relation to Assisted Living Technology (Telecare).
15. While Asbestos and Structural works are both capital expenditure, they are not based upon a planned programme and therefore expenditure is called off when works of this nature are required. To date, this year has seen a significant reduction in the need for these type of works compared to previous years. The underspend in the Garage Refurbishment programme is a result of an ongoing review of our Garage Strategy.
16. The underspend in Assisted Living Technology is due to a review being undertaken on the service offer and ensuring that any such technology is future proofed rather than take on the traditional approach.

FUTURE INVESTMENT

17. Major construction work at the Croft Green Development is forecast to commence in April 2017 with completion forecast for the spring of 2018. A preferred bidder has been identified and the decision to award Part A of the contract was taken at the June 2016 Executive. The contractor has now been appointed to progress the Part A works. When complete, the development will provide 24 self-contained apartments and communal facilities. Current forecasts suggest that, from a budget of £2.439M, an outturn of £0.300M spend will occur in 2016/17 with the balance proposed to be deferred to 2017/18.
18. The combined Garage Site Development/Assembly programmes have identified 30 sites that have the potential to deliver 123 new homes of mixed type and tenure. The budget will be used to progress land and garage buy-backs and planning consent on those sites. A financial business case for alternative uses will be prepared for consideration as part of the scheme development. Current forecasts suggest an outturn of £0.100M with proposed slippage of £0.447M to 2017/18.
19. The Housing Service has worked with colleagues in other areas of the Council to identify land that is suitable for housing and within the Council's ownership. The objective is to extend the supply of affordable housing throughout the authority area, rather than just in the south of the area. Land with the potential to deliver 2 units, previously owned by Corporate Assets, has been identified at Havelock Road, Biggleswade. It is proposed that the land is transferred from the GF to the HRA, for the agreed land value of

£0.075M. A planning application for two new semi detached properties has recently been approved.

20. The purchase of dwellings within the New Homes project is progressing ahead of profile with the completion in the current year of 7 properties. These properties will be used to help address the demand for Temporary Accommodation and supported accommodation. By creating additional tenancies in the HRA, the cost to the Council's General Fund (GF) of supplying emergency accommodation is significantly reduced as the rent falls within Housing Benefit levels, compared to expensive Bed and Breakfast or 'Nightly Lets' accommodation where the Council has to bridge the gap between the rent and the amount that Housing Benefit will fund.
21. To date £2.015M has been spent against an original total budget of £3.310M. Having considered the savings delivered to the Council's GF by purchasing these properties, at December 2016 meeting Executive approved a proposal to vire £1.2M of the budget allocated to the Croft Green project in 2016/17 to enable the purchase of further properties throughout the Council area. This will enhance the asset base of the HRA, offset the increase in Right to Buy sales (please see the section on HRA Capital Receipts), and reduce revenue expenditure in the GF.
22. There are increasing homelessness pressures, which are impacting upon GF temporary accommodation (TA) budgets. The approach being taken is to create "system resilience" for the future, establishing flexible provision across Central Bedfordshire, to be managed intensively as either TA and/or supported housing. The Housing Service is creating an Intensive Property Management Team (within the HRA) that will manage all of the properties and rooms that are used for TA on a 'hotel-style' basis, in part to maximise income; but more importantly, to avoid cost at the level seen in neighbouring local authorities.
23. Over time, it is envisaged that this provision will increase to circa 250 units (homes, single rooms, shared accommodation). The use of this 'circa 250 units' will function flexibly, as both TA and accommodation based supported housing, the main aim being to avoid cost to the system. Whilst management and maintenance costs are significantly higher for this type of accommodation, the greater concentration of tenancies will also generate additional income for the HRA. More importantly, this approach directly facilitates the Housing GF efficiencies, to reduce TA Budget provision over a three year period.
24. As part of this approach it is proposed to transfer Greenacres, the former care home in Dunstable, from the GF into the HRA. The site has recently been independently valued at £1.5M, which would be funded from existing HRA Reserves and provide the equivalent of an immediate capital receipt for the GF. In the short to medium term this could provide flexible bedsit accommodation for up to 50 people, addressing demands for TA or Supported accommodation. In the longer term the site could be regenerated to provide new housing supply and would certainly enhance the HRA's portfolio of assets.

25. There is no anticipated expenditure within the Major Renewal Schemes project code, as the regeneration project works originally considered are not likely to emerge in the short to medium term.
26. The Priory View development achieved practical completion on 22 April 2016. The Council's employer's agent recommended withholding monies from the contractor relating to outstanding snagging works, resulting in a year to date underspend of (£0.828M). Some of the snagging and non compliant works are still outstanding, and a final account is pending from the main contractor. Works to the value of £1.006M were deferred from 2015/16 and are forecast to outturn on budget.

HRA EFFICIENCY PROGRAMME

27. Since 2010 the Housing Service has been using Housemark to provide a benchmarking service. The analysis provided has assisted in identifying the areas where HRA expenditure is high relative to other stock retained authorities. Benchmarking has indicated, for example, that we should review the Repairs Delivery model, the result of which has been the achievement of 'in year' savings and further proposals for HRA efficiencies going forward.
28. The HRA revenue budget for 2016/17 was reduced by £0.853M, as part of the Council's efficiency programme.
29. This year's HRA efficiency target comprises mainly of reduced Day to Day and Void maintenance costs (£0.680M). The overall efficiency target for 2016/17 is forecast to be fully achieved.

HRA ARREARS

30. Table 4 shows a breakdown of the HRA debt position at December.

Table 4

Debt Analysis - Tenant Arrears						
Description of debt	0-4 weeks	4-8 weeks	8-13 weeks	13-52 weeks	Over 1 yr	TOTAL
	£M	£M	£M	£M	£M	£M
Current Tenant	0.184	0.155	0.107	0.083	0	0.529
Former Tenant	0.017	0.015	0.002	0.068	0.392	0.494
						1.023
Debt Analysis - Other Arrears						
Description of debt	From 1 to 30 days	From 31 to 60 days	From 61 to 90 days	From 91 to 365 days	Over 1 yr	TOTAL
	£M	£M	£M	£M	£M	£M
Leaseholders	0	0	0	0	0.001	0.001
Misc recoveries	0	0	0	0.001	0.005	0.006
Shops	0.009	0	0	0.008	0.009	0.026
Void recoveries	0.005	0	0	0.003	0.019	0.027
	0.014	0.000	0.000	0.012	0.034	0.060

31. Total tenant debt amounted to £1.023M compared to £1.077M at the end of November 2016. Current Tenant Arrears (CTA) are £0.529M or 1.67% (£0.585M or 1.85% at November) of the annual rent debit of £31.622M, against a target of 1.8%, whilst Former Tenant Arrears (FTA) are at 1.56% with a balance of £0.494M against a target of 1.56% (1.75% with a balance of £0.492M at November).
32. In light of welfare reform Housing Operations have implemented a pro-active approach to managing the impact on rent arrears. This includes early intervention, downsizing where necessary, increased contact with our residents, supporting tenants in making the right decisions regarding payment of rent and strong enforcement action when all other options have been exhausted.
33. Contacts with other Registered Providers of social housing have enabled us to benchmark, research good practice, and ensure genuine unrecoverable debts are presented for write off quarterly. This ensures the FTA officer is concentrating their time on cases with the highest probability of recovery. Since 2015 recovery of FTA debt has taken on a completely different approach from previous years as research has shown that the probability of recovery can actually increase with the age of the debt. For example, if a family is evicted from one of our properties it can take between 3 to 12 months for the family to resettle, enabling a trace to be made and thus the debt can be pursued.
34. Debt recovery plans may be put in place and take several years to settle. An affordable payment plan reviewed on a regular basis increases the probability of full recovery. Where contact is maintained, debt can be recovered up to 6 years after becoming an FTA, however where a period of 2 to 3 years has elapsed and no contact or trace has been possible the debt will be put forward for write off.
35. The current approach to FTA debt has resulted in recovery in the previous year exceeding £0.130M, compared to the previous two years total recovery not exceeding £0.020M. The service is confident with the current approach and anticipates further improvements in recovery rates.
36. There are currently £0.060M of non tenant arrears (£0.049M November), which comprises the following: rents at shops owned by the HRA, service charges and ground rent relating to leaseholders who purchased flats via the Right to Buy scheme, and property damage relating to existing and former tenants.

PROMPT PAYMENT INDICATOR

37. The performance target for payment to suppliers, where there is no dispute over the amount invoiced, is 90% of invoices paid within 30 days of invoice receipt date. The HRA performance for December was 93% of 244 invoices (71% of 281 invoices in November) paid on time. Work is ongoing to create 'end to end' system integration between SAP and the QL system, so as to improve performance overall. There is known as the Self Billing project, the aim being to automate (or migimise manual processes) to pay our invoices.

This project is progressing well and will significantly improve timescales for making payment.

38. Actions are being implemented to improve this aspect of the service but have not yet taken full effect. It is apparent that some delays are caused by the way invoices are sent to the Council and how they eventually get to Housing. Managers and team leaders are reviewing the late payment list each month to investigate whether the service is at fault and what remedial action is necessary to improve performance.

HRA CAPITAL RECEIPTS

39. New Right to Buy (RtB) discounts and proposals for re-investing the capital receipts came into effect from April 2012, which increased the maximum discount available to tenants from £0.034M to their current level of £0.078M.
40. Up to the end of December 2016, 62 RtB applications were received with 19 properties being sold, compared to 55 Applications and 31 sales over the same period in 2015/16. It is currently projected that the number of RtB sales will be between 25 and 30 for the year, resulting in a residual receipt for the year of approximately £2.8M.
41. The Council has a balance at Quarter 3 2016/17 of useable capital receipts of £8.902M, of which £2.977M is reserved for investment in new social housing. The Council has entered into an agreement with the Secretary of State to invest these receipts in new social housing. The use of these receipts is restricted to schemes that do not receive Homes and Communities Agency (HCA) funding.
42. The retained receipt from RtB sales can represent no more than 30% of the cost of the replacement properties. Since the agreement was signed in 2012, £3.347M has been spent on replacement properties up to 31 December 2016. The Council is committed to spend a further £9.924M on replacement properties by 31 December 2019.
43. The HRA's Budget proposals for the period of the Medium Term Financial Plan (MTFP) propose significant investment in new build (in excess of £10.3M by 31 December 2019).
44. Current projections suggest RtB sales will not have a negative impact on the Business Plan, particularly if the number of new build properties exceeds the properties sold. However if annual RtB sales were to make up a significant percentage of the Housing Stock, such that it diminished by 10% (equivalent to approximately 500 properties) or more over the period to 31 December 2019, then this would pose a threat to the surpluses predicted both in the medium and longer term.
45. If additional sales continue to represent a small percentage of the Council's stock, there is a significant benefit as retained receipts will provide the Council with additional funds for reinvestment.

46. The sale of apartments at Priory View has generated £4.253M of capital receipts. These funds being available to fund further new build projects in the years to follow. As at 1 April 2016 the balance of HRA Usable Capital receipts was £2.996M. It is anticipated that £2.8M of RtB receipts will be retained in the current year; when the Priory view sales income is taken into account this delivers a subtotal of £10.049M. It is proposed to use £4.0M of usable receipts to part fund the Capital programme, so the balance carried forward is forecast to be £6.049M.

RESERVES

47. The total reserves available as at year end 2015/16 were £19.452M, comprising £2.0M in HRA Balances, £9.004M in the Independent Living Development Reserve, £8.248M in the Strategic Reserve and £0.200M in the Major Repairs Reserve.
48. The current position indicates a year end balance in reserves of £23.314M. HRA Balances are projected to remain at a contingency level of £2.000M, with the Independent Living Development Reserve increasing to £14.281M, the Strategic reserve reducing to £6.833M, and the Major Repairs Reserve (MRR) remaining at £0.200M.
49. In total this equates to a forecast contribution to reserves for the year of £6.578M, offset by spend from reserves of £2.716M to result in a net increase of £3.862M.
50. It is proposed to use part of the balance in the Strategic Reserve to finance the transfer of the Havelock Road and Greenacre sites from the GF. The value of these sites is £1.575M. Should the proposed transfer be approved, the Strategic Reserve balance would drop to £5.258M and total reserves would equate to £21.739M.
51. An Investment Strategy has been formulated, that sets out proposals for the use of the reserves that are forecast to materialise in the short to medium term. This strategy is referred to in the HRA Budget Report that is going before Council in February 2017, and continues to be refined as part of the Council's Medium Term Financial Plan.

Table 5

HRA Reserves

Description	Opening Balance 2016/17	Spend against reserves	Release of reserves	Proposed transfer to Reserves	Proposed Closing Balance 2016/17
	£000	£000	£000	£000	£000
HRA Balances	2,000	-	-	-	2,000
Independent Living Development Reserve	9,004	(1,301)	-	6,578	14,281
Strategic Reserve	8,248	(1,415)	-	-	6,833
Major Repairs (HRA)	200	-	-	-	200
	19,452	(2,716)	-	6,578	23,314

Table 6

Net Revenue Position Full Analysis

Month: December 2016	Year to date				Year				
Director	Budget	Actual	Use of Reserves	Variance	Approved Budget	Provisional Outturn	Variance	Transfers to/(from) reserves	Variance after use of earmarked reserves
	£000	£000	£000	£000	£000	£000	£000	£000	£000
Assistant Director	13,361	13,887	-	526	17,815	18,571	756	-	756
Housing Operations	(18,281)	(18,324)	-	(44)	(24,374)	(24,251)	123	-	123
Repairs and Business Management	4,474	3,874	-	(600)	5,965	5,192	(773)	-	(773)
Financial Inclusion	365	266	-	(99)	487	386	(101)	-	(101)
Housing Investment	80	62	-	(18)	107	102	(5)	-	(5)
Total	0	(235)	0	(235)	0	0	0	0	0

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Central Bedfordshire Council

EXECUTIVE

April 2017

2016/17 Quarter 3 Performance Report

Report of Cllr Richard Wenham, Executive Member for Corporate Resources (Richard.Wenham@centralbedfordshire.gov.uk)

Advising Officer: Richard Carr, Chief Executive (Richard.Carr@centralbedfordshire.gov.uk)

This report relates to a non-Key Decision

Purpose of this report

1. To report Quarter 3 2016/17 performance for Central Bedfordshire Council's Medium Term Plan (MTP) indicator set.

RECOMMENDATIONS

The Executive is asked to:

- Note performance against the indicators currently being used to help support the monitoring of progress against the Medium Term Plan priorities, and to ask officers to further investigate and resolve underperforming indicators as appropriate.
2. Since the Council was created in 2009, it has strived to strengthen Central Bedfordshire as a great place to live and work. 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 third view of a new suite of indicators that will be reported throughout the lifetime of this Plan. As this is still a new set of measures, over time, comparative data will be made available in order that the Executive can monitor progress.

5. Starting later this year, performance against these 46 indicators will be delivered via a new Central Bedfordshire Council Performance Portal. This will provide the end user with access to historic performance alongside current, access to the data itself and an improved reporting experience. Future reports to Executive will continue to provide commentary and analysis of the performance data that will be reported via the portal.

The Council's 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 the Council 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 a 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	Direction of Travel	Current Status	
Percentage of Central Bedfordshire residents satisfied with the local area as a place to live	Resident's Survey	Sep 16	90 %	↓	★	of respondents
% feel safe when outside in their local area during the day	Resident's Survey	Sep 16	97 %	↓	n/a	of respondents
% feel safe when outside in their local area after dark	Resident's Survey	Sep 16	81 %	↑	n/a	of respondents
Number of new jobs	Annual (Dec)	Dec 15	500	↓	▲	new jobs
People in employment aged 16 to 64 (% above national average)	Quarterly	Sep 16	4.8 %	↑	●	above national average
Average Earnings for Workers	Annual (April)	Apr 16	£487.0	↑	★	average earnings
New Homes completions (cumulative)	Quarterly	Dec 16	1,387	↑	★	new homes
Town Centre Vacancy Rates	Quarterly (Feb,May,Aug,...)	Nov 16	7.1 %	↑	n/a	town centre vacancies

Enhancing Central Bedfordshire Summary

The Council will retain the character of Central Bedfordshire whilst continuing to improve the prosperity of residents by:

- Investing in core infrastructure
- Supporting the creation of jobs
- Providing the quantity and type of housing we need
- Improving Central Bedfordshire's town centres

It is also important that Central Bedfordshire's residents feel safe and are happy living in their local areas. The Council will therefore monitor how satisfied residents are with their local areas as places to live, and also that they feel safe, both during the day and after dark, through the annual Residents Survey.

The proportion of residents who are **satisfied with Central Bedfordshire as a place to live** remains very high, with 90% of respondents to the survey being positive. Whilst the direction of travel indicates a decline, this response was 1% less than the 2014 return and is therefore not statistically relevant. The Central Bedfordshire response on satisfaction with the area is also 8% above the national average response level for this question.

Whilst a smaller proportion of **residents feel safe after dark** (81%), 97% of **residents feel safe outside during the day** and this return represents a 4% increase on the 2014 result.

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 500 **new jobs** were created during 2015. This represents a growth rate of 0.54%, a lower growth rate compared to the previous years' data but subject to revision. Concerns have been raised with The Office for National Statistics (ONS) as this figure has been revised considerably previously and does not match market conditions during the period. The long term job growth is 2,180 jobs per annum (2010-15) average.

In September 2016 there were 141,100 **people aged 16-64 in employment**. Central Bedfordshire remains above comparator areas, and is 4.8% above the national rate of employment, up from the previous quarter and only 0.2% below the Council's target of remaining 5% above comparator areas. The Council also monitors **average earnings for workers**, which was reported at £487 per week (April 2016), up from the previous year's data but still below national and local comparators.

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

Enhancing Central Bedfordshire Summary

increased year-on-year. By December 2016, there had been 1,387 new homes completed in 2016/17, and the number is set to exceed the Council's annual target of 1,475 new homes by the end of Quarter 4.

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 the Council can be certain the work it is doing is effective. The vacancy rate in our town centres currently stands at 7.1% (November 2016), which is an improvement on 7.7% that was previously reported for August 2016.

To support the Council's commitment to enhancing Central Bedfordshire, it will actively work to encourage the growth of suitable businesses, influencing this through effective use of its assets, sector development and a package of support from Central Bedfordshire Council aligned to its key businesses, sectors and potential investors.

Delivering Great Resident Services

	Performance will be reported	Last Reported	Latest Data	Direction of Travel	Current Status	
Perception of Council - Good quality services	Resident's Survey	Sep 16	70 %	↓	n/a	of respondents
Percentage of Central Bedfordshire residents satisfied with living environment	Resident's Survey	Sep 16	84 %		n/a	of respondents
Kg/household of black bin waste	Quarterly	Sep 16	134	↑	★	kg of waste per household
Satisfaction with highways maintenance	Annual (Oct)	Oct 16	52 %	↓	●	of respondents
CBC's relative position re condition of roads (principal)	Annual (March)	Mar 15	99 %	↑	n/a	not requiring maintenance
CBC's relative position re condition of roads (non principal)	Annual (March)	Mar 15	97 %	→	n/a	not requiring maintenance
Leisure facility usage rates	Quarterly	Dec 16	453,954	↓	★	visitors
Libraries facility usage rates	Annual (March)	Mar 16	925,041	↓	n/a	visitors
Customer Services - numbers of service failures reported	Quarterly					New

Delivering Great Resident Services Summary

The Council will make sure that Central Bedfordshire's universal services, such as rubbish collection and recycling, road maintenance, Libraries and Leisure are of great quality.

It will do this by:

- Increasing access to parks and open spaces
- Revamping household waste recycling centres
- Improving the condition of roads and pavements
- Transforming leisure centres.

The Council are currently making progress with all of these services, but to make sure improvement continues a number of new measures have been developed that the Council will monitor closely.

The proportion of residents who agree the Council provides **quality services** overall has increased by 26% between 2011 and 2016, albeit that there was a slight reduction in satisfaction between 2014 and 2016 (of 4%).

A new indicator, relating to resident **satisfaction with their living environment**, was introduced in 2016. For the first time the Council asked residents how satisfied or dissatisfied they were with the outdoor space around their local area, (e.g. in terms of how clean, tidy and pleasant the environment is) and 84% of respondents indicated that they were either very or fairly satisfied compared to 8% suggesting that they were either fairly or very dissatisfied.

Kg/household of black bin waste - Whilst this total reflects an increase in the amount of residual waste produced per household compared to the previous quarter, there is a seasonal fluctuation in the amount of waste produced per household, peaking in the summer months. Performance compared to the same period the previous year is an improvement with 5kg less waste per household being produced.

Satisfaction with highways maintenance - There has been a slight decline in satisfaction with highways maintenance although the long term trend continues to be an improvement. This year has seen the start of a new contract and contractor and this, together with the impact of the highways grass cutting failures, are likely to have been the primary reasons for the decline. The grass cutting contract has been re-tendered and as the new highways maintenance contract gets embedded this decline should be reversed.

Leisure Facilities usage rates - Whilst there has been a decline in leisure facility usage compared to the previous quarter, this reflects an established seasonal pattern. Usage rates remain well above targets and represent an increase over the same period last year of almost 90,000 visits with comparative increases seen at Flitwick, Dunstable and Tiddenfoot centres.

Customer Services - numbers of service failures reported - Will be reported 2017/18.

Improving Education and Skills

	Performance will be reported	Last Reported	Latest Data	Direction of Travel	Current Status	
School readiness - % of children achieving a good level of development at the Early Years Foundation	Annual (Sept)	Sep 16	68.5 %	↑	▲	of children
Attainment 8 - ranking	Annual (Dec)	Dec 16	90	↓	▲	out of 151
% of Schools rated Good or Outstanding (Quarterly)	Quarterly	Dec 16	89 %	→	●	of 136 schools
% of young people aged 16-18 who are in education, employment or training (EET)	Annual (Feb)	Feb 16	90.4 %	↑	n/a	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

The Council will support the academic and social success of Central Bedfordshire's children and young people as well as their physical wellbeing. And the Council will support adult learning too, so that everyone will have access and incentives to work, either in Central Bedfordshire or elsewhere.

It will 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

The Council's education measures help it to consider whether there are good outcomes for younger children (aged 4-5), and as they develop (aged 15-16).

School readiness - The 2016 results for Central Bedfordshire show that 68.5% of children were classed as having a 'Good Level of Development'. This is a 5% improvement from 2015 but Central Bedfordshire remains below the National (69.3%) and Statistical Neighbour (71.6%) averages. Central Bedfordshire Council remains in the third quartile nationally.

The national measure for GCSE attainment has changed this year. This measure has been replaced with 'Attainment 8 Ranking'.

Attainment 8 is the new national measure that shows the average grade of a pupil across 8 DfE defined subject (English, Maths, 3 English Baccalaureate Subjects and 3 other DfE approved subjects). The performance measure included in this report is the average for all pupils across Central Bedfordshire.

In line with what was reported previously for the GCSE measure, this new measure continues to report on Central Bedfordshire's ranking against all other local authorities.

The average overall Attainment 8 score per Pupil in Central Bedfordshire is 49.3; this has increased by 0.9 points from last year (48.4). This means in 2016 Central Bedfordshire Pupils have achieved nearly an average C grade for each of their Attainment 8 subjects.

Central Bedfordshire is 1.4 points below the statistical neighbour average (50.7) and 0.8 points above the national average (48.5).

Central Bedfordshire is ranked 10/11 against the statistical neighbours; the same as last year.

Central Bedfordshire is ranked 90/151 against the national ranking; compared to a ranking of 77/150 last year, Central Bedfordshire remains in the 3rd quartile nationally.

% schools rated Good or Outstanding - The % of Central Bedfordshire schools judged to be good or outstanding by OFSTED remains stable at 89%. (Data reported includes inspection outcomes published up to and including 31st December 2016.) This performance remains slightly below our target of 90%.

OFSTED publish a similar indicator which does not include colleges or sponsored Academies which are yet to be inspected. This shows Central Bedfordshire compares well to statistical neighbours and national averages - as at 31 August 2016, 90% of Central Bedfordshire schools are good or outstanding and the Statistical Neighbour Average was 89% and England 89%.

The School Intervention Strategy continues to play a part in the improvement of Central Bedfordshire judgement grades.

Protecting the Vulnerable; improving well-being

	Performance will be reported	Last Reported	Latest Data	Direction of Travel	Current Status	
Children's Safeguarding - Referrals as a percentage of the child population	Quarterly	Dec 16	2.3 %	↑	n/a	referrals
Percentage of referrals of children leading to the provision of a social care service	Quarterly	Dec 16	91.8 %	↑	★	provision of social care service
LAC - School attendance (when entering care and registered at school)	Annual (July)	Jul 16	92.7 %	↓	n/a	attendance
% of care leavers at age 17-21 who are engaged in education, training or employment	Quarterly	Dec 16	70.1 %	↓	★	care leavers in EET
Proportion of adults subject to a safeguarding enquiry of those known to adult social care	Quarterly	Dec 16	1.80 %	↑	★	adults with a safeguarding enquiry
Total non-elective admissions in to hospital (general & acute), all-age, per 100,000 population	Quarterly	Dec 16	2,543	↓	▲	admissions
Avoiding admissions to Care Homes	Quarterly					New
Average age of customers admitted to a residential care home (65+)	Quarterly	Dec 16	84.1	↓	★	average age
Delivery of new dwellings suitable for older people	Quarterly	Dec 16	164	→	n/a	dwellings
Premature Deaths (persons per 100,000)	Annual (Dec)	Dec 15	280	↑	●	out of 100,000
Hate Crime incidents reported	Quarterly	Dec 16	20	↓	n/a	incidents reported
No. of Domestic Abuse incidents reported	Quarterly	Dec 16	789	↓	n/a	incidents reported

Protecting the Vulnerable; improving well-being Summary

The Council will strive to protect anyone who may be at risk of exploitation, abuse or suffering, regardless of their age or disability. And the Council will work to improve the health and wellbeing of all Central Bedfordshire residents.

It will do this by:

- Identifying children and families who may be in vulnerable situations and intervene early where necessary to make sure Central Bedfordshire's 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 organisational boundaries, particularly with the Council's partners in the health service, to offer joined up services that are available in the right place and at the right time

Referrals as a % of the child population - The Council's performance in this measure remains in line with previous performance which meant that the Council was in the top quartile nationally. This is a cumulative measure and shows a stable increase from previous quarters. This demonstrates that the appropriate levels of referrals are received by the Council which shows that partners know how to safely make contact with the Council if they have a safeguarding concern about a child.

% of referrals of children leading to the provision of a social care service - The Council's current performance (91.8%) continues to be well above target (85%). This measure demonstrates the effectiveness of the Council's triage processes and whether it is ensuring that all vulnerable children receive appropriate support.

% of care leavers in EET - 70.1% of care leavers are engaged in Education, Employment or Training. Performance for this measure continues to be above target (65%) and the Council remains in the top quartile nationally. This demonstrates the levels of support provided to young people as they leave care and progress into adulthood.

Proportion of adults subject to a safeguarding enquiry of those known to adult social care - There has been a slight movement from 1.9% in Quarter 2, (July -September), compared to 1.8% in Quarter 3. (October - December). Quarter 3 - Of the 6,110 customers with an open referral or service, 111 have an open safeguarding enquiry. There has been little change over the last three quarters on this measure.

Total non-elective admissions in to hospital (general & acute), all-age, per 100,000 population - No significant improvement. The target remains challenging. Work is on-going through the Accident and Emergency delivery boards to address unplanned admissions. Critical appraisals of Better Care Fund projects are also being undertaken, particularly in relation to falls and End of Life partnerships.

Avoiding admissions to Care Homes - This measure remains a work in progress. The measure will help evidence how Central Bedfordshire Council is assisting residents to remain at home. This measure is complex to calculate and evidence due to the many sources of data.

Average age of customers admitted to a residential care home (65+) - The average age of admission to a care home has decreased by 1.6 years during Quarter 3 (October 2016 - December 2016). To ensure the measure is clear the measure title has been revised to clearly state that this measure relates only to residents 65 and over.

Delivery of new dwellings suitable for older people - No new specialist schemes are now expected to be delivered during the remainder of 2016/17.

The **rate of premature mortality** (defined as being before 75 years of age) has fallen slightly but remains just above the target for statistical neighbours. The main causes of premature deaths are cardio-vascular disease (CVD), cancer and respiratory disease. Therefore action needs to continue to reduce modifiable risk factors and prioritise the following:

- Reducing smoking prevalence.
- Increasing physical activity.
- Reducing the proportion of people that are overweight or obese.
- Encouraging people to stay within the safe limits for alcohol.

To ensure that people at high risk of premature death are identified early by increasing the uptake of Healthchecks and Cancer screening.

To ensure that good clinical outcomes for CVD are achieved consistently across General Practices, particularly for hypertension and diabetes.

Hate Crime incidents reported - A new performance indicator to measure hate crimes has been developed and continues to be closely monitored. The number of hate crime incidents reported has declined from the previous quarter and is also lower than the same period in the previous year. There is no target for this measure as although a lower number of incidents is our goal, this is an under-reported crime and therefore the Council would seek to increase the level of incidents reported and a higher number is better.

Number of domestic abuse incidents reported - The Council encourages the reporting of domestic abuse and monitors numbers as part of its commitment to protecting the vulnerable. The Council is working hard to tackle domestic abuse in Central Bedfordshire, and levels have remained fairly stable. A total of 789 incidents were reported during the third quarter of 2016/17. This is less than the previous quarter but follows the same pattern as last year. The Council continue to work with partners to ensure we are doing all we can to encourage victims to come forward. There is no target as the Council seeks to encourage and therefore increase reporting but at the same time reduce the number of incidents.

A more efficient and responsive Council

	Performance will be reported	Last Reported	Latest Data	Direction of Travel	Current Status	
Perception of Council - Value for money	Resident's Survey	Sep 16	58 %	↓	★	of respondents
Perception that Council acts on the concerns of residents	Resident's Survey	Sep 16	55 %	↑	n/a	of respondents
Time taken to process Housing Benefit, Council Tax Benefit, new claims & change events - Days	Quarterly	Dec 16	21.4	↑	▲	days
Call wait times average - (seconds)	Quarterly	Dec 16	148	↑	★	seconds
% of Customer contact by the web	Quarterly	Dec 16	0 %	↓	n/a	No longer reported
Repeat issues (2nd calls or more to contact centre)	Quarterly					New

A more efficient and responsive Council Summary

The Council will be focused on cost effectiveness and efficiency in all that it does. Customers, the residents and businesses of Central Bedfordshire, will help to determine whether it is successful in this ambition. The Council will listen to their opinions, views and preferences in shaping its plans.

It will do this by:

- Maximising the value for money achieved for every pound of Council Tax payer's money that is spent
- Improving the productivity of its workforce by continuing to listen and engage with them in developing the organisation
- Making use of technology to make it easier for customers to contact and do business with the council on line
- Modernising its way of working so that organisational costs are reduced on overheads such as office accommodation, travel costs and paper

58% of residents agree that Central Bedfordshire Council provides **value for money**. Whilst this is a decline of 4% from the 2014 result, the Council compares positively to the national average position of 52%. The survey included a question about perceptions of the Council being efficient and well run. Positive responses to this question increased by 9% since 2014 with 58% of residents agreeing that this is the case.

A majority of residents (55%) agree that the **Council acts on the concerns of residents**, which represents an increase of 4% since 2014.

The Quarter 3 speed of **processing housing benefits** came in at 21.4 days against a target of 15 days. Whilst the target has still not been achieved, this was a 60% improvement on Quarter 2 performance. The last 3 months have seen steady improvement. This improved performance should continue for the remainder of 2016/17 due to the retention of the additional resource that was taken on earlier in the year and the impact of the 7 trainees who joined the Council in November.

The new telephone system, STORM, went live in the Contact Centre in July 2016. However work was required to build a robust management information process and iron out technical issues. This work has been completed, and accurate data has been reported from November 2016, which means that the Quarter 3 data for **call waiting times** only represents 2 months.

% of Customer contact by the web - Whilst the Contact Centre is no longer measuring customer contacts via the web (as a result of system changes such as the switch to the new Ringway Jacobs reporting tool), the Council remains committed to enabling digital access to services and new mechanisms for monitoring and reporting on these will be explored.

Repeat issues (2nd calls or more to contact centre) - Will be reported from 2017/18.

Creating stronger communities

	Performance will be reported	Last Reported	Latest Data	Direction of Travel	Current Status	
Perception that people can influence decisions in their own area	Resident's Survey	Sep 16	39 %	↑	n/a	of respondents
Perception that people in the local area pull together to improve the local area	Resident's Survey	Sep 16	75 %	↑	n/a	of respondents
Percentage that volunteer	Resident's Survey	Sep 16	35 %	↓	n/a	of respondents
Number of volunteers engaged within the community (currently the village care schemes)	Quarterly	Sep 16	969	↑	●	people
Number of customers supported within the community (currently by the village care schemes)	Quarterly	Sep 16	717	↓	▲	people
Town and parish survey satisfaction	Res./Staff Survey					New

Creating Stronger Communities Summary

The Council will do all it can to strengthen community spirit in Central Bedfordshire's towns and villages, nurturing a sense of place and belonging to build resilience and reduce social isolation.

It 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 Central Bedfordshire's 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

Overall, 39% of residents agree that they can influence decision making, but 47% do not. Whilst the proportion of respondents agreeing with this has increased since 2014, it is by 1% only and is not therefore statistically representative. Since 2011, the proportion of residents who agree that they **can influence decisions** has increased by 5%.

In terms of social cohesion, the proportion of residents who agree that **people pull together** to improve the local area has increased significantly since 2014, with 9% more respondents (75%) agreeing.

Whilst the number of **volunteers engaged with village care schemes** has increased, there has been a 3% reduction in the proportion of survey respondents who indicate that they give unpaid, voluntary help.

Number of volunteers engaged within the community (currently the village care schemes) - During Quarter 2 (July 2016 - September 2016) 969 volunteers were engaged within the community (925 volunteers during Quarter 1), an increase of 44. A new scheme was launched in the Leighton Buzzard locality (Eaton Bray). It is interesting to note that there are a greater number of volunteers engaged from villages with modest populations than in the larger towns across Central Bedfordshire. The Council is considering a range of new approaches to increase the number of volunteers engaged in the larger towns.

Number of customers supported within the community (currently by the village care schemes) - During Quarter 2 (July 2016 - September 2016) 717 customers were supported within the community (767 customers during Quarter 1). Quarter 2 data by locality: Chiltern Vale - 222, Ivel Valley - 242, Leighton Buzzard - 89, West Mid Beds -164. The number of customers supported fluctuates as individual circumstances change. During Quarter 2 (July 2016 - September 2016) demand has decreased with fewer residents requiring support.

Town and parish survey satisfaction - To be reported 2017/18.

Quarter 3 Summary

6. There are 46 indicators in the MTP suite and the majority of these are reported in the accompanying scorecard. There are however 4 indicators which are in development and once the necessary development work has been completed data for these will be included in future reports.
7. The information includes an indication of when data is due to be reported. For those indicators that are identified as 'Res./Staff Survey' these are reported every even numbered year eg. 2012, 2014, 2016, etc.
8. 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.
9. In this report performance against agreed targets is shown and the direction of travel where data has become available.
10. Arrows in the scorecard show the performance 'direction of travel' and the RAG symbols shows whether or not agreed targets are being met.

Performance Judgement	
Direction of travel (DoT)	RAG score
 Performance is reducing	 Target missed – Performance at least 10% below the required level of improvement
 Performance remains unchanged	 Target missed – Performance less than 10% below the required level of improvement
 Performance is improving	 Target achieved

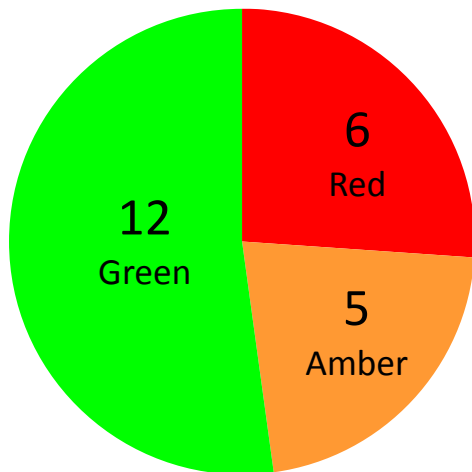
11. Work is continuing to consider the presentation of measures on the Council's website. This has the potential to deliver improvements that will help residents to see current performance at a glance and view progress to date.

Performance Against Targets and Direction of Travel

12. Of those measures that currently have targets set:
 - 12 are reporting as green
 - 5 are reporting as amber
 - 6 are reporting as red

Commentary is provided in each section of the scorecard to explain performance against target

Diagram – RAG status including totals



13. Of those measures that currently have a Direction of Travel (DoT) set:

- 20 are reporting DoT in a positive direction
- 3 are reporting DoT as neither positive or negative
- 18 are reporting DoT in a negative direction

Commentary is provided in each section of the scorecard to explain performance against Direction of Travel.

14. As historic information is built up for this relatively new set of indicators, further analysis of performance compared to previous data will be made available.

Council Priorities

15. 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

16. 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

17. None directly, although the Medium Term Plan indicator set provides a view of the value for money delivered by the council.

Equalities Implications

18. 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.
19. 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

20. The Medium Term Plan indicator set includes measures on premature deaths and use of leisure centres.

Sustainability:

21. 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:

22. The measures included cover perception of safety both during the day and at night.

Risk Management:

23. 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.

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