

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

**This meeting
may be filmed.***



**Central
Bedfordshire**

please ask for Rebecca Preen

direct line 0300 300 4193

date 04 August 2016

NOTICE OF MEETING

SUSTAINABLE COMMUNITIES OVERVIEW & SCRUTINY COMMITTEE

Date & Time

Thursday, 18 August 2016 10.00 a.m.

Venue at

Council Chamber, Priory House, Monks Walk, Shefford

Richard Carr
Chief Executive

To: The Chairman and Members of the SUSTAINABLE COMMUNITIES OVERVIEW & SCRUTINY COMMITTEE:

Cllrs D McVicar (Chairman), B Saunders (Vice-Chairman), D Bowater,
Ms A M W Graham, J Kane, K C Matthews, R Morris and G Perham

[Named Substitutes:

Mrs C F Chapman MBE, P Hollick, R W Johnstone, I Shingler and
M A G Versallion]

All other Members of the Council - on request

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AGENDA

1. **Apologies for Absence**

Apologies for absence and notification of substitute members

2. **Members' Interests**

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

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

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

4. **Minutes**

To approve as a correct record the Minutes of the meeting of the Sustainable Communities Overview and Scrutiny Committee held on 01 July 2016 and to note actions taken since that meeting.

5. **Petitions**

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

6. **Questions, Statements or Deputations**

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

7. **Call-In**

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

8. **Requested Items**

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

REPORTS

Item	Subject	Page Nos.
9	Executive Members Updates To receive a brief verbal update from the Executive Member for Community Services and the Executive Member for Regeneration.	* Verbal
10	Update from SEMLEP To receive information outlining the future direction of travel for SEMLEP, providing Members with the opportunity to comment on proposals where appropriate.	* Verbal
11	Central Bedfordshire Council All Age Skills Strategy The aim of Central Bedfordshire Council's All Age Skills Strategy is to enable the delivery of a flexible and responsive workforce that meets the needs of employers, ensuring that our residents have the opportunities to develop the skills they need for work. This strategy has a critical role to play in enabling Central Bedfordshire to achieve its full economic potential and in delivering the Council's 5 Year Plan priorities to support education and skills and business growth and prosperity. The strategy is currently in draft and undergoing engagement with key partners and stakeholders.	* 15 - 40
12	2015/16 Annual Parking Report for Central Bedfordshire To receive information regarding proposals in relation to the Parking Strategy as requested by Members at a previous meeting and to review the annual report.	* 41 - 68
13	Passenger Transport Update To receive information regarding proposed changes to the passenger transport provision following a public consultation and the impact upon residents.	* To Follow
14	Fees & Charges 2017 To receive the directorate's relevant fees and charges information, noting the Executive proposals and influencing where appropriate changes to fees and charges prior to Council.	* To Follow

15 **Q1 Performance Report** * 69 - 86

To receive a report on the latest performance monitoring information.

16 **Work Programme 2016/17 and Executive Forward Plan** * 87 - 92

Members of the Committee will receive information regarding the Work Programme 2016/17 and Executive Forward Plan.

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CENTRAL BEDFORDSHIRE COUNCIL

At a meeting of the **SUSTAINABLE COMMUNITIES OVERVIEW & SCRUTINY COMMITTEE** held in Council Chamber, Priory House, Monks Walk, Shefford on Friday, 1 July 2016.

PRESENT

Cllr D McVicar (Chairman)
Cllr B Saunders (Vice-Chairman)

Cllrs	Ms A M W Graham	Cllrs	R Morris
	J Kane		G Perham
	K C Matthews		

Apologies for Absence: Cllrs D Bowater
Ms C Maudlin

Substitutes: Cllrs Mrs C F Chapman MBE
M A G Versallion

Members in Attendance:	Cllrs	A D Brown	Deputy Executive Member for Community Services
		I Dalgarno	Deputy Executive Member for Community Services
		B Wells	Deputy Executive Member for Community Services
		J N Young	Executive Member for Regeneration

Officers in Attendance:	Miss C Ashley	– Administration Officer
	Mr S Barrett	– Community Safety Operations Manager
	Chief Inspector N Lyll	– Bedfordshire Police
	Ms Michelle Marley	– ASB and statutory nuisance team leader
	Mr M Coiffait	– Director of Community Services
	Mrs R Preen	– Scrutiny Policy Advisor
	Chief Inspector R Quinn	– Bedfordshire Police
	Ms S Templeman	– Senior Finance Manager

Public 0

SCOSC/16/1 Members' Interests

None.

SCOSC/16/2 Chairman's Announcements and Communications

The Chairman informed the Committee that the Children's Services Overview and Scrutiny Committee (CS OSC) had requested that parking concerns around schools be considered by the Sustainable Communities OSC and the Committee discussed measures to address the issues.

A Member of the Committee and the Chairman of the CS OSC expressed concern that the issue had been raised several months prior with no action to date and suggested it would be productive if an Executive Member could oversee a cross directorate working group to produce proposals to amend the current policy.

The Executive Member for Regeneration highlighted that the current policy encouraged sustainable methods of transport to school, the need to liaise with head teachers and cited concerns with the cost of additional ground to provide parking.

Members agreed that a small task force be responsible for considering measures to address the concerns raised, the findings of which would be reported back to the CS OSC at a future meeting.

SCOSC/16/3 Minutes

RESOLVED that the Minutes of the meeting of the Sustainable Communities Overview and Scrutiny Committee held on 17 March 2016 be confirmed and signed by the Chairman as a correct record.

SCOSC/16/4 Petitions

None.

SCOSC/16/5 Questions, Statements or Deputations

None.

SCOSC/16/6 Call-In

None.

SCOSC/16/7 Requested Items

None.

SCOSC/16/8 Executive Members Updates

The Chairman announced apologies for the Executive Member of Community Services and agreed that an explanation would be provided at the next meeting

with regards to a recent traffic management decision relating to Downs Road in Dunstable.

The Executive Member for Regeneration informed the Committee that the draft sustainability criteria for the Local Plan was out to public consultation and that an all Member briefing had been arranged for 13 July 2016. The Gypsy and Traveller (G&T) accommodation aspects were an integral part of the Local Plan and were out to separate consultation and there was also a Green Belt review underway. It was confirmed that the Directorate were seeking to appoint an enforcement officer with regards to managing G&T unlawful encampments which were becoming an increasing problem across the region impacting time, officer resource and the local community. The Director reinforced the need for a sustainable and long term solution to the problem.

The Deputy Executive Member for Community Services informed the Committee that teams were working hard to deal with asbestos at Dunstable Library and that the consultation with regards to Dunstable Leisure Centre was still ongoing, but so far the response had been wholly positive. The outcome of the consultation would be delivered at a future Committee meeting.

The Deputy Executive Member for Community Services updated the Committee on progress to works at the Household Waste Recycling Centres (HWRC's) across the region and confirmed that problems with grass cutting were being addressed, that contractors were revisiting areas to treat them again and that where cutting had not been carried out to the required standard, measures had been taken to ensure equipment was appropriate for the task. The Chairman requested an update to be provided at the next Committee meeting.

SCOSC/16/9 **Police Restructure Update**

The Chief Inspector for Bedfordshire Police provided the Committee with an update to the recent Police restructure which included information setting out the delegation of the responsibilities of each Chief Inspector for the North and South of the region, increases in community police officers to include a community PCSO, acting as a point of contact for local partners, a rural crimes officer, traveller liaison officer and the creation of an investigative community crime team. The Chief Inspector acknowledged that in recent years concerns had been raised with regards to rural and community policing and that this restructure would address this.

In response to a Member query the Chief Inspector thought it unlikely that the new Police and Crime Commissioner (PCC) would commission another restructure but instead assign more resource the force which had been lacking in previous years.

The Chief Inspector informed the Committee that six volunteers had been appointed, one function being to improve and reinstate communications with Town and Parish Councils. Crime statistics would again be provided and they would engage in local meetings as they had in previous years. A recent seminar had been held with Town and Parish Councils in the North of Central Bedfordshire with a meeting to be held in the South in the very near future.

Members agreed that these developments were very welcome and were pleased with the direction of travel and focus for the force.

The Chairman queried whether there was a focus on prevention of ASB given that a recent HMIC report found Bedfordshire to be a largely reactive force and queried the level of coordination with partners, particularly the Community Safety Partnership. In response the Chief Inspector confirmed that the new structure would lend itself to preventative policing, the force were making improvements at recognising the cross cutting nature of service delivery and were always willing to proactively engage with other agencies where necessary.

In response to a Member query the Chief Inspector confirmed that the force encouraged local neighbourhood watch schemes, volunteer groups and that it would be beneficial for Members to link in with these groups, creating a conduit to assist with the dissemination of information. The Chief Inspector confirmed that he and his colleague would be the primary liaison officers for Members of the Authority and could be contacted whenever necessary.

NOTED the update and acknowledged the positive direction of travel for the Police Force.

SCOSC/16/10 **ASB Overview & Scrutiny Presentation 1 July 2016**

The Community Safety Operations Manager delivered a presentation which set out the Council's approach to managing Anti Social Behaviour (ASB), explaining that the focus was victim led, and outlined recent changes to legislation including the ASB Case Review (Community Trigger), Civil Injunction, Public Space Protection Order (PSPO), and the Community Protection Notice. He encouraged Members to consider promoting the ASB Case Review when in discussion with constituents who are unsatisfied about the way their reports of ASB have been dealt with (full details on the Council website including application form).

The ASB and Statutory Nuisance team leader briefed Members on the resource make-up of her team and the range of issues that they investigate and case manage: domestic statutory nuisance (noise, smoke, and light), fly-tipping, ASB e.g. neighbours and youth nuisance, fly-tipping, littering, graffiti, fly-posting, and unauthorised advertising of vehicles.. The team highlighted the proactive approach used when dealing with cases of fly tipping, the close relationship with the rural liaison officer and the importance of educating the public with regards to passing waste to unlicensed carriers and the subsequent penalties involved.

Members queried the process for investigating statutory nuisance. In response the ASB and Statutory Nuisance team leader confirmed that cases could be reopened if necessary and that complainants could also take their own action against offenders under legislation within the Environmental Protection Act.

In response to a Member query about the large case load of the ASB and Statutory Nuisance – approx.. 900 cases per year – the ASB and Statutory

Nuisance team leader advised that comparisons with other authorities were problematic due to varying structures and recording practices.

The Committee requested liaison with the Magistrates Court in order to understand the level of sanctions imposed which often appeared too low in relation to the offence committed, with many of the penalties levied at the originator of the waste and not the carrier disposing of it. A discussion arose around the ease by which the public could dispose of waste and it was conceded that it would be difficult to prevent people who refused to use the HWRC's and instead chose to fly tip, with Members concluding that in these instances penalties needed to be prohibitive so as to discourage such activity as much as possible.

Members expressed concern at the level of nuisance cyclists in the South of the region and that measures to tackle the problem had not yielded results. The Environmental Protection Officer confirmed methods used to identify offenders, the close liaison with schools and parents as many offenders were under the age of 16, but acknowledged ongoing difficulties in improving the situation.

The Chief Inspector for Bedfordshire Police delivered a presentation which set out the Force's approach to dangerous motorcycles in the region, in particular the South of Central Bedfordshire, titled Operation Meteor. The Chief Inspector explained the difference between those legally riding motorcycles who required education with regards where to ride safely and those deliberately breaking the law, with little regard for the consequences or the impact upon local communities. The police were ensuring pressure was applied to those adults responsible for the young people involved in nuisance motorcycle activity, with sanctions including a possible risk to tenancy agreements due to the anti social nature of the offences. The police force were working proactively to educate young people, family and friends of offenders with regards to the dangers posed when riding unsafely and the associated impact upon the local community. Additional officers were being trained in the use of motorcycles which would help remedy the situation over time.

In response to a Member query the Chief Inspector confirmed that Go Pro cameras were used which allowed officers to capture events as they occurred and that CCTV data was often of a high enough quality to support the identification of offenders. A discussion arose regards the use of tracking devices being fitted to motorcycles but it was conceded that this would be down to the owners with the cost often prohibitive.

A presentation was provided which detailed the work of the Community Alcohol Partnership which has been formed in Biggleswade. The CAP sees the Community Safety Team working alongside partners, local retailers and the community to reduce alcohol related youth ASB and Street Drinking in Biggleswade. The CAP aims to look at longer term prevention opportunities rather than reactive enforcement options.

The presentation explained the outcomes expected from the CAP which included a reduction in the number of alcohol related ASB and Crime, an improvement relationship between local agencies and the retailers, an increase

in the education of young people around the effects of alcohol and improved wellbeing for the identified street drinkers.

The CAP to date has provided retailers and local licensees with free training of the responsible sale of alcohol and has seen a significant decrease in the number of complaints regarding the street drinking issue in Biggleswade.

The Committee went on to assess information with regards to street drinking across the region and Members were keen to understand any correlation between mental health issues and a rise in street drinking, associated offences and alcoholism as a whole. Nationally collated evidence suggested a decrease in happiness in children and young people and Members were keen to understand any holistic measures being taken to address this and wider issues. The Community Safety Analyst explained that there was no local data to support a correlation between street drinking and mental health, that surveys suggested young people sought fun and diversion, pre-loading their drinking due to the largely responsible sale of alcohol locally. Officers acknowledged the importance of providing and publicising positive and healthy activities for the mid-teen age group who were at an increased risk of developing negative behaviours in relation to drinking habits.

RECOMMENDED:-

- 1. That a report be delivered at a future meeting highlighting reasons for an increase in fly tipping.**
- 2. To invite a written response from the Magistrates Court explaining the rationale behind the levels of penalties imposed upon offenders.**
- 3. That the Directorate ensure costs be kept to a minimum with regards to waste disposal in order to encourage responsible management of waste and deter fly tipping.**

SCOSC/16/11 Provisional Outturn 2015/16 Presentation - Community Services and Regeneration & Business Support

The Senior Finance Manager delivered a presentation detailing the provisional outturn position for 2015/16. Members queried levels of underspend and whether there was an agreed level of slippage and in response the Senior Finance Manager confirmed that an agreed distribution of monies would be allocated to projects over the coming year and carried forward into 2016/17.

NOTED the presentation.

SCOSC/16/12 Q4 Performance Report

The Director for Community Services highlighted the overall positive outturn for the Directorate at the end of Quarter 4 although there had been an increase in overall crime figures. Close liaison with the police was continuing with confidence that the increase in resource for community policing would help alleviate any future pressures and in time would have an impact on current figures. Satisfaction with Bedfordshire highways was good, with a RAG rating of green for the first time and there had been a marked increase in adults participating in sports and recreation.

Members discussed costs in relation to recycling targets and agreed the benefits in encouraging residents to recycle in order to minimise levies in relation to landfill tax

NOTED the report.

SCOSC/16/13 Work Programme 2016/17 and Executive Forward Plan

AGREED the Committee Work Programme for 2016/17.

(Note: The meeting commenced at 10.00 a.m. and concluded at 1.30 p.m.)

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Central Bedfordshire Council

**Sustainable Communities OVERVIEW AND SCRUTINY COMMITTEE 18
August 2016**

CENTRAL BEDFORDSHIRE COUNCIL ALL AGE SKILLS STRATEGY

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

Drafting Officer: Jodie Yandall, Jodie.yandall@centralbedfordshire.gov.uk

This report relates to a Key Decision

Purpose of this report

1. To provide an overview and seek comments on the refreshed draft All Age Skills Strategy 2016 to 2020 which has been developed with engagement from key partners and stakeholders.

RECOMMENDATIONS

That the Sustainable Communities Overview and Scrutiny Committee:

1. Comment on the approach and focus detailed in the draft All Age Skills Strategy.

Background

2. In an increasingly competitive world, skills have a critical role to play. Individuals require skills to enable them to secure and progress in employment; businesses need a skilled workforce to stimulate productivity, encourage competitiveness and innovation; and collectively skills are required to support the local economy to compete nationally and internationally.
3. Central Bedfordshire Council's (CBC) first All Age Skills Strategy 2012 was approved by Executive on 27th March 2016. The refreshed All Age Skills Strategy 2016 – 2020 has a critical role to play in enabling Central Bedfordshire to achieve its full economic potential and in delivering the Council's 5 Year Plan priorities to support education and skills, and business growth and prosperity.
4. The aim of the strategy is to enable the delivery of a flexible and responsive workforce that meets the needs of employers, ensuring that our residents have the opportunities to develop the skills they need for work.

5. This Council wide strategy responds to the need to better align skills provision, provide employer-informed careers advice and progression pathways for young people and adults of all ages with routes into employment. It seeks to move away from an approach that has been developed around each directorate to one that is built around local demand and need for services.
6. Key partners and stakeholders have been engaged in reviewing the strategy, including local employers through the private sector Employment and Skills Board, Jobcentre Plus, South East Midlands Local Enterprise Partnership (SEMLEP) Skills Forum, CBC Welfare Reform Board, leaders from schools at the CBC Not in Employment, Education and Training (NEET) Strategy Group and the Herts and Beds Provider Network.
7. The aspiration of the All Age Skills Strategy is “To provide the best possible opportunities for our residents to develop their skills and reach their potential so that local businesses can prosper and grow.”
8. The Aims and objectives of the strategy are:

Aim 1: Working Together

Objective 1: Bringing together partners to ensure that the skills needs of employers, schools, individuals and the growing economy are understood and met. We will:

- Share local economic intelligence to inform local evidence based commissioning and provision
- Establish a Central Bedfordshire Employment and Skills Partnership to share intelligence and shape local provision
- Maximise opportunities for funding
- Work in partnership with SEMLEP and engage with wider partnership networks
- Build on evidence of area based reviews and develop sufficiency statements for 16-19 provision

Objective 2: Responding to employer skills and employment needs and building employer ownership. We will:

- Facilitate an employer-led Employment and Skills Board to provide critical intelligence on business skills requirements
- Develop an in-depth understanding of our Key Growth and employment sector skills’ needs
- Use local intelligence to inform commissioning priorities
- Work with partners to develop skills packages and pathways tailored to employer requirements
- Encourage local Skills Champions and Business Skills Ambassadors

- Develop a new local offer to schools to improve effectiveness of 14-19 provision

Aim 2: Raising Individuals' Aspirations and Achievements

Objective 3: Supporting careers advice to incorporate local labour market intelligence to better equip young people and adults to make better informed decisions. We will:

- Encourage schools to sign up to the Minimum Standards for Careers Education, Information Advice and Guidance (CEIAG)
- Work in partnership with SEMLEP Careers Enterprise Company to maximise benefits for local schools
- Work with partners to influence impartial careers advice in schools
- Embed employer informed Information Advice and Guidance in our adult skills provision
- Raise the awareness of the provision available through publicity and targeted communications

Objective 4: Supporting the access and provision of learning opportunities that are appropriate to the needs of all, recognising the needs of our vulnerable residents. We will:

- Develop a new commissioning framework for bespoke learning opportunities for young people with complex needs
- Promote careers pathways for young people who are (or are becoming) NEET
- Facilitate work based opportunities for vulnerable adults and young people
- Deliver tailored programmes to unemployed, those with low skills and those impacted by welfare reform
- Develop a personalised and holistic approach for those facing barriers to employment, supporting pathways into employment
- Target support in our most deprived areas, and in locations which engage vulnerable residents

Aim 3: Developing the Workforce

Objective 5: Ensuring that Central Bedfordshire businesses can improve their competitiveness through investment in the workforce. We will:

- Raise employer awareness of the qualifications and skills opportunities available, showcasing best practice
- Work with our partners to provide flexible responses that address the higher level skills needs identified by our businesses
- Facilitate employer / provider partnerships to develop skills progression pathways into employment

- Deliver basic and functional skills training to existing and future employees
- Provide guidance to employers on the financial incentives for investment in training

Objective 6: Maximising work based learning particularly Apprenticeships and Traineeships. We will:

- Support employers in maximising opportunities through the Apprenticeship Levy
 - Ensure Information, Advice and Guidance includes signposting to work-based learning
 - Support national apprenticeship programme events in partnership with schools, highlighting higher and degree level apprenticeships
 - Refresh the Council's apprenticeship and work experience programme to respond to the new levy and targets
 - Pilot a Traineeship programme with local employers
 - Maximise recruitment and training opportunities through planning obligations
9. The Strategy will be refreshed after two years to ensure it keeps pace with the needs of employers and residents, along with the changes in the skills provision landscape including the anticipated changes to apprenticeships, the impact of Brexit and the SEMLEP Area Based review of further education and sixth form colleges to ensure that there is the right capacity to meet the needs of students and employers provided by institutions that are financially stable.

Measures of success in Central Bedfordshire

10. The following measures will be used to assess the impact of CBC's approach:
- Reduced level of reported business skills gaps from 29% in 2015 to 20% by 2020
 - Employment rate maintained to at least 5% above the national average
 - Increased % of working age residents with level 2 or above qualifications
 - Reduced % of working age residents with no qualifications
 - Reduced % of out of work benefit claimants
 - Increased participation of 16-18 year olds and 19+ year olds in Apprenticeships
 - The % of EETs (in education, employment or training) and % of those who remain NEET or unknown to the local authority – to ensure we remain in the top quartile of national performance
 - The following indicators will be monitored annually to measure the impact that the All Age Skills Strategy, the integrated approach and

its accompanying actions are having on skills and the local economy.

11. The strategy sets out the high level activities over the next two years and measures of success. A detailed performance monitoring framework will track performance against actions to support the activities identified in the Action Plan. Performance will be reported through the Council's Five Year Plan monitoring arrangements and reviewed by the Employment and Skills Scrutiny Board who meet on a quarterly basis.

Reasons for decision

12. Central Bedfordshire's first All Age Skills Strategy was produced in 2012. Building on the good work to date, this Strategy refresh sets out our priorities and actions for the next 4 years.

Council Priorities

13. The Council's 5 Year Plan sets out our vision for Central Bedfordshire to be a great place to live and work, with six 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.
14. The All Age Skills Strategy supports all of these priorities, but particularly the priority for improving education and skills through creating opportunities for lifelong learning with routes into employment for all ages.

Corporate Implications

15. This Council wide strategy responds to the need to provide employer-informed careers advice and progression pathways for young people and adults with routes into employment for all ages.
16. In order to have the desired impact, we have to work with a range of external partners to ensure a coordinated approach that maximise delivery of agreed outcomes. Key partners and stakeholders have been engaged as part of the Strategy development.
17. The implementation of the All Age Skills Strategy will require the local authority to have an enhanced role as a local employer, commissioner

and direct provider of services. This includes its own offer of Apprenticeships, internships and work experience.

Legal Implications

18. There are no statutory requirements for CBC to produce an All Age Skills Strategy however in doing so CBC is able to underline its leadership and commitment to not only the skills agenda, but wider promotion of sustainable growth across Central Bedfordshire.
19. The local authority holds a number of statutory duties in relation to securing employment and skills for young people, including:

Education and Skills Act 2008:

- holding a strategic overview of 14-19 provision in order to secure participation of young people
- Make available to all young people aged 13-19 and to those up to age 25 with an LDA or EHC plan, support that will encourage, enable or assist them to participate in education or training
- identifying young people who are not participating and take steps to ensure their participation in Education, Employment and Training (e.g. an identification and tracking system)

Apprenticeship, Skills and Children and Learning Act 2009

- Secure sufficient suitable education and training provision for all young people aged 16 to 19 and for those up to age 25 with a learning difficulty assessment (LDA) or Education, Health and Care (EHC) plan in their area

Education Act - 2011:

- Local authorities retain their duty to encourage, enable or assist young people's participation in education or training. They are required to assist the most vulnerable young people and those at risk of disengaging with education or work

Financial Implications

20. CBC is dependent on external grant funding to support the delivery of skills and employment related activity for adults, including a Skills Funding Agency (SFA) allocation of £1,163,800 in 15/16 and bidding for £2M European funding for Central Bedfordshire for 2017-2020. If this funding reduces, this will impact upon the level of delivery.

21. To ensure we can meet the needs of vulnerable groups, we will need to retain the capacity to commission bespoke learning opportunities that are not provided by schools, colleges and training providers. For example, pre-entry level learning for looked after children that would provide a stepping stone to an Apprenticeship. This should be taken into account in future financial planning.

Risk Implications

22. The All Age Skills Strategy mitigates the risk of not achieving the Council's objectives and discharging our legal responsibilities. The delivery is dependent upon effective partnership working.

Equalities Implications

23. 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.
24. The All Age Skills Strategy supports targeted and tailored approaches to meet the specific needs of groups who are vulnerable to exclusion, particularly:
 - those furthest from the labour market, particularly Employment Support Allowance claimants
 - those living in areas of deprivation
 - NEET young people
 - looked after children and young people leaving care
 - those with special educational needs or disabilities (SEND)
 - those in the Criminal Justice System
 - those with learning difficulties or disabilities
 - those with mental health issues
 - black and minority ethnic groups (BME)
 - asylum seekers – including unaccompanied children
 - those aged 50yrs+
 - lone parents

Conclusion and next Steps

25. A detailed work programme with clear outcomes and measures will be developed.
26. Governance will be via the Employment and Skills Scrutiny Board with performance reported through the Council's Five Year Plan

monitoring arrangements. Progress will be reported to the Overview and Scrutiny Board where appropriate.

Appendices

27. Appendix A - Draft All Age Skills Strategy 2016-20

Background Papers

28. Central Bedfordshire All Age Skills Strategy 2012
http://www.centralbedfordshire.gov.uk/Images/all-ages-skills-strategy_tcm3-14688.pdf

All Age Skills Strategy Refresh 2016 to 2020

Making Central Bedfordshire a great place to live and work

Foreword

In an increasingly competitive world, skills have a critical role to play. Individuals require skills to enable them to secure and progress in employment; businesses need a skilled workforce to stimulate productivity, encourage competitiveness and innovation; and collectively skills are required to support the local economy to compete nationally and internationally.

The aim of Central Bedfordshire Council's All Age Skills Strategy is to enable the delivery of a flexible and responsive workforce that meets the needs of employers, ensuring that our residents have the opportunities to develop the skills they need for work.

This strategy has a critical role to play in enabling Central Bedfordshire to achieve its full economic potential and in delivering the Council's 5 Year Plan priorities to support education and skills, and business growth and prosperity.

Our first All Age Skills Strategy was produced in 2012 and much has been achieved since then. For example, a sustained reduction in the number and % of young people who are Not in Education, Employment and Training (NEET) and a re-focusing of the Council's adult skills service to deliver the priorities of the strategy with provision such as our work clubs ensuring a focus on employment support. Building on the good work to date, this Strategy refresh sets out our priorities and actions for the next 4 years.

We recognise that we cannot achieve this alone and we will work with a range of partners to ensure a coordinated approach, including schools, colleges and universities, Jobcentre Plus, business organisations and the South East Midlands Local Enterprise Partnership (SEMLEP). Most importantly, we will need to work with our residents to ensure they can achieve their potential.

This strategy sets out what we as an organisation will do to support this agenda and how we will work with our partners to put businesses at the heart of employment and skills provision in Central Bedfordshire, in order to make a real difference for our businesses and residents.

Cllr Steven Dixon, Executive Member for Education and Skills
Cllr Nigel Young, Executive Member for Regeneration

Introduction

Central Bedfordshire has an economy of £5.3B with over 11,600 businesses¹, providing 91,800 jobs². Skills are vital to our future and are at the heart of successfully growing Central Bedfordshire's economy to deliver sustainable growth, build stronger communities and promote social mobility. In this time of increasing pressures on budgets and changes to funding, it is critical that investment in skills provision generates the best possible return. The system is, however, not working as effectively as it should, and whilst Central Bedfordshire's employment rate of 79.4%³ compares well with the national average (73.9%), businesses still cite skills gaps as the predominant reason for recruitment difficulties (47%)⁴.

Our Aspiration is:

“To provide the best possible opportunities for our residents to develop their skills and reach their potential so that local businesses can prosper and grow”

The All Age Skills Strategy sets out how the Council will work with its partners in Central Bedfordshire to engage with employers to better understand employer needs, align skills provision and strengthen career pathways. It will seek to help our residents to navigate the skills system and progress into employment.

“The business need for people with the right talent and skills continues to grow. The positive picture on hiring shows the need to close the skills gap which is having a direct impact on UK firms' ability to compete, particularly in high-growth sectors”

Neil Carberry, Director for employment and skills policy, Confederation of Business Industry, January 2016

Policy context

The Council's 5 Year Plan sets out our vision for Central Bedfordshire to be a great place to live and work, with six 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.

The All Age Skills Strategy supports all of these priorities, but particularly the priority for improving education and skills through creating opportunities for lifelong learning with routes into employment for all ages.

¹ UK Business Counts 2015, IDBR (ONS), via NOMIS, April 2016

² UK Business Counts 2015, IDBR (ONS), via NOMIS, April 2016

³ Annual Population Survey, NOMIS, April 2016

⁴ Business Survey 2015, BMG Research Agency on behalf of Central Bedfordshire Council and SEMLEP

The local authority also holds a number of statutory duties in relation to securing employment and skills, including:

- securing sufficient suitable education and training provision for all young people
- identifying young people who are not participating and take steps to ensure their participation in Education, Employment and Training
- holding a strategic overview of 14-19 provision in order to secure participation of young people

The All Age Skills Strategy also links to the:

- Employment and Skills Plan 2016-20.
- Partnership Vision for Education 2015-17: Workstream 5 'Young people have the skills to be work ready'
- Children and Young Peoples Plan 2015-17: Improved Educational Attainment and Progress
- Central Bedfordshire anti-poverty strategy, part of the Welfare Reform approach

A Sector Approach

Central Bedfordshire's skilled local workforce has attracted and retained world-class organisations and international businesses including Amazon, AS Watson, Cranfield University, Signature Flatbreads, Jordans Ryvita, Kier, Lockheed Martin, Millbrook Proving Ground, Nissan Technical centre, Vinci and Whitbread. Our skilled population also provides an ideal resource base for small and growing businesses.

The All Age Skills Strategy will focus on the skills needed by those sectors identified as particularly important to Central Bedfordshire's economy. We will channel our efforts on strengthening the Key Growth Sectors that have been identified as specific to Central Bedfordshire due to their growth potential:

- Agrifood
- Visitor Economy
- High Performance Technologies
- Transport and Logistics

In addition, we will target our significant employment sectors of construction and health and social care where there are identified skills and performance challenges. Both sectors lose out to competing sectors where work is more stable and pay is more competitive, and they face challenges in skills shortages, hard to fill vacancies, an aging workforce and growing sector requirements.

The Picture in Central Bedfordshire

Supporting the economy

Central Bedfordshire's employment levels fare well against national and SEMLEP levels. 81.6%⁵ of Central Bedfordshire's population are economically active and almost half (48.8%) are employed in managerial or professional occupations. However, with a growing economy (91,800 jobs⁶ and 11600⁷ enterprises), the demand for a strong local workforce is ever increasing, particularly in higher level occupations.

Sectors with the most growth potential in terms of employee numbers, output and investment have been identified as Agrifood (7,900 jobs in 2014, an increase of 41% from 2013 to 2014); Visitor Economy (10,700 jobs in 2014, an increase of 16% since 2013) High Performance Technologies (3,000 jobs in 2014, a slight reduction from the 3,400 in 2013 but key in terms of output); and Transport and Logistics (8,500 jobs in 2014, an increase of 400 jobs since 2013). The two most populous industry sectors are wholesale and retail trade (21%) and professional, scientific and technical activities (18%), with a further 14% of businesses operating in construction⁸. In order to grow, our business sectors will be reliant on the ability to access the right skills along with a pool of readily available staff to fill vacancies ranging from entry level through to higher level jobs.

Overall, Central Bedfordshire performs well in respect of qualifications with the proportion of the resident working age population qualified to NVQ Level 4, above the SEMLEP average (35.1% in 2014). However, this is slightly below the national average, with some of our statistical neighbours significantly outperforming Central Bedfordshire. 74% of the working age population are qualified to Level 2 NVQ, this is marginally above national levels. There also remains a segment of the population with no qualifications (6.1% in 2014)⁹. A total of 58% of Young People in Central Bedfordshire achieved 5 GCSEs at A* - C (including English and Maths)¹⁰. This is higher than the national average but lower than our statistical neighbours.

We have a comparatively low job density, with approximately two jobs for every three people of working age, however of those businesses seeking to recruit in the last 12 months, the predominant reason for recruitment difficulties has been the low number of applicants with the required skills (47%)¹¹.

Three in ten Central Bedfordshire businesses report skill gaps within their existing workforce (29% in 2015; although an improvement on 37% in 2014)¹². Poor quality staff is most frequently cited as a reason for skill gaps (17% of those with skill gaps), while lack of investment in staff training and development and insufficient time to train also feature relatively strongly (both cited by 12%). Employers in Central Bedfordshire are also more likely to report that young people (aged 17/18) are 'poorly' or 'very poorly' prepared for work (34% in Central Bedfordshire compared to 29% across England - 2013)¹³.

Supporting our residents

⁵ Annual Population Survey, NOMIS, April 2016

⁶ UK Business Counts, 2015 IDBR (ONS), via NOMIS

⁷ UK Business Counts 2015, IDBR (ONS), via NOMIS

⁸ Business Register and Employment Survey, via NOMIS, July 2016

⁹ Annual Population Survey, NOMIS, April 2016

¹⁰ DfE National assessments of KS4, 2015

¹¹ Business Survey 2015, BMG Research Agency on behalf of Central Bedfordshire Council and SEMLEP

¹² Business Survey 2015, BMG Research Agency on behalf of Central Bedfordshire Council and SEMLEP

¹³ Business Survey 2015, BMG Research Agency on behalf of Central Bedfordshire Council and SEMLEP

Central Bedfordshire has continuing pockets of deprivation with five Lower Super Output Areas in the 10-20% most deprived nationally and eight in most deprived 10% for Education, Skills and Training Domain (2015 IMD)¹⁴. Overall the most deprived areas are found in Parkside (x2), Manshead, Tithe Farm and Sandy, mirroring education deprivation. These pockets of deprivation face a multitude of challenges with cyclical and generational unemployment, child poverty, health inequalities and higher crime rates.

It is therefore not only important to support businesses with a pool of available staff, but also to ensure our residents are supported to fulfil their full potential, engaging fully in society to create resilient and sustainable communities. This requires a particular focus on our most vulnerable residents such as those living in our most deprived areas, those who are long term unemployed, our young people who are NEET (not in education, employment or training) or who are Looked After Children (LAC) and our over 50's.

Our unemployment rate currently stands at 3.3% (4,700 individuals)¹⁵, having fallen by 1,100 people from December 2014, with 5.4% (9,270 individuals) claiming Main Out of Work Benefits in August 2015¹⁶. The area has seen a continuing fall in those claiming Job Seekers Allowance with 0.8% of the working population in March 2015, a fall from 0.7% in March 2015. However, Employment Support Allowance/Incapacity Benefit claimant numbers remain stubbornly higher than other claimant groups, remaining at 3.6% from November 2014 to November 2015.

Central Bedfordshire is seeing an increase in the number of people aged 50-64 years in employment (67.6% in March 2013 to 71.2% in March 2016). A similar trend is being seen for the 65+ in employment, from 4,300 people (9.9%) in March 2013, to 5,200 in March 2016. Despite this, long-term unemployment is one of the most serious challenges facing the over 50s with large numbers of people aged 50+ claiming Employment and Support Allowance (ESA), 2590 (44.9%) in November 2015¹⁷. This can be for a variety of reasons, for example ageism among employers, outdated qualifications, and for some people a lack of IT skills or declining self-confidence.

Of those Young People eligible for Free School Meals, 29.6% achieved 5 GCSE's at A* - C (including English and Maths)¹⁸. This is slightly lower than both the national and statistical neighbour averages.

Our young people aged 16-19 who are Not In Education, Employment and Training (NEET) in Central Bedfordshire continues to fall. For example, in 2012/13 there were 390 young people who were NEET which accounted for 4.6%. In 2014/15, this fell to 320 young people (3.7%) and reduced further in 2015/16 to 270 young people (3.1%)¹⁹.

IN 2015, of those Young People who were NEET:

- 45% were aged 18 to 19
- 35% were living in Dunstable and Houghton Regis. However, the ward that consistently has the highest number and % of Young People is Leighton Buzzard North. This population accounts for 10% of the overall NEET population.

¹⁴ Indices of Multiple Deprivation (IMD)

¹⁵ Annual Population Survey, NOMIS, April 2016

¹⁶ DWP benefit claims, via NOMIS, February 2016

¹⁷ DWP benefit claims, via NOMIS, July 2016

¹⁸ DfE National assessments of KS4, 2015

¹⁹ NCCIS returns, 2013, 2014, 2015, 2016

- There has been a significant rise in Young People ‘unavailable’ to the labour market due to emotional health/illness – with this group now making up a third of the NEET cohort²⁰.

In January 2016, there were 184 looked after children and care leavers who were supported by Central Bedfordshire. At any one time, we support 120 of this group who live in Central Bedfordshire or neighbouring authorities, including a growing number of unaccompanied asylum seeking children²¹ to help them make the transition into independent lives.

Encouraging work based learning

With a move away from state funded training and individuals remaining in the workforce longer, there is a need for employers to invest in the skills of their current and future workforce in order to remain competitive. Three in ten Central Bedfordshire businesses report skill gaps within their existing workforce, however, despite an improving trend, 90% of people in Central Bedfordshire (both employed and unemployed) had not received any form of job related training in the last four weeks (average to March 2014-16)²².

The most popular education destination for young people in Central Bedfordshire is School Sixth Form, 54% of the total cohort choosing to stay in a school setting. This is much higher than the national average of 39%²³. Anecdotal evidence from local employers indicates their preference for more vocational pathways into employment.

Around one in twenty businesses in Central Bedfordshire (6%) currently employ someone on an Apprenticeship programme (cf. 7% in 2014). This proportion is slightly lower than the South East Midlands average (9%). Of those businesses that do not currently employ an apprentice, 41% would consider taking one on²⁴. The Apprenticeship Levy offers further incentives for employers to engage in this agenda.

“It is crucial to the long term sustainability of economic expansion that training for the right types of skills is provided, and for the stock of human capital is increased – a longstanding area of weakness for the UK economy”

Federation of Small Business, June 2014

²⁰ Local Authority NEET analysis, 2015

²¹ Youth Support Service LAC/CL report from CCIS, January 2016

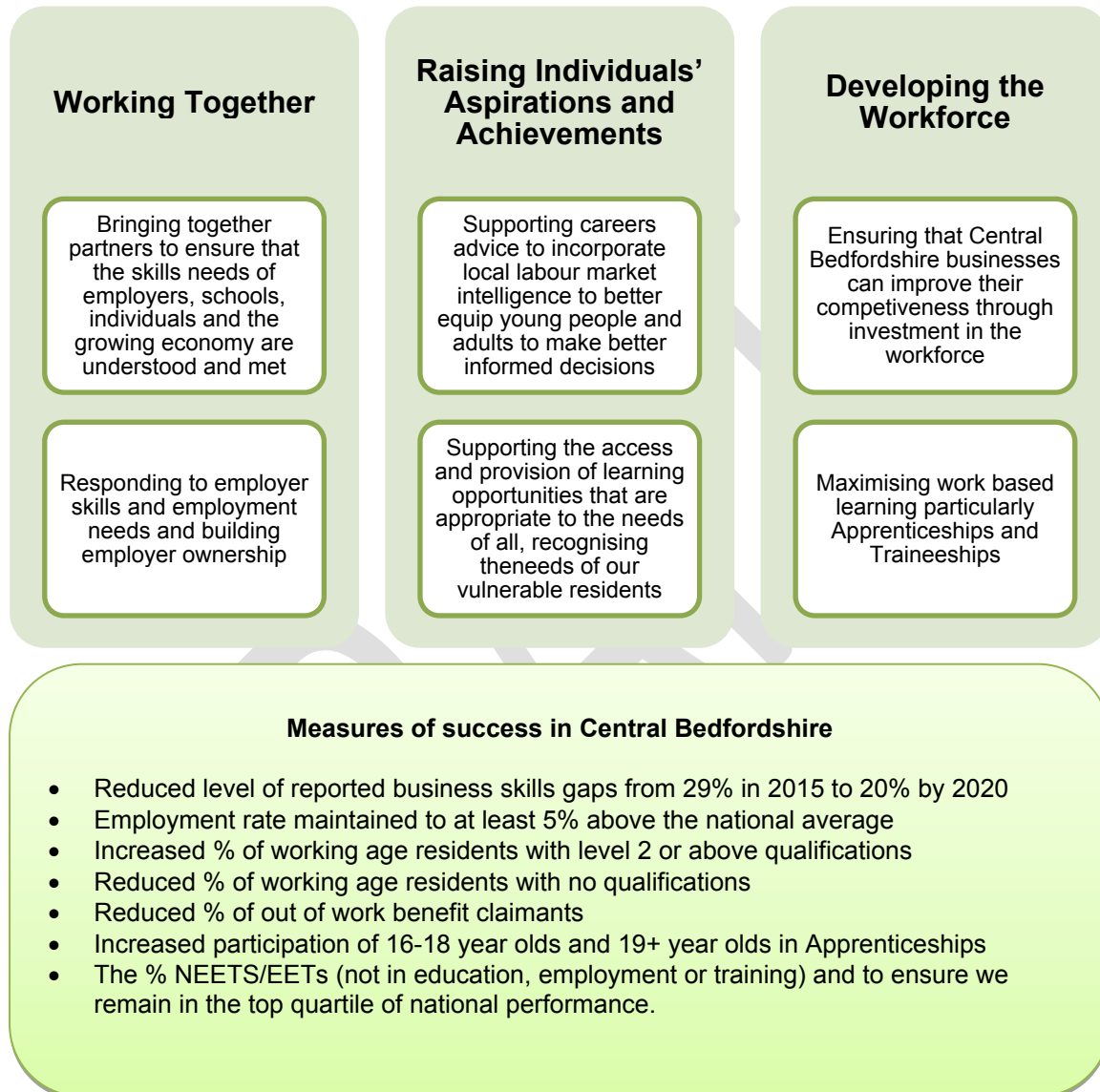
²² Annual Population Survey, NOMIS, July 2016

²³ DfE Destination measure reports, 2014

²⁴ Business Survey 2015, BMG Research Agency on behalf of Central Bedfordshire Council and SEMLEP

Aims and objectives of the All Age Skills Strategy

The All Age Skills Strategy outlines how we will bring together the skills that businesses and the Central Bedfordshire economy need now and in the future. This needs to be balanced with provision delivered by local providers that meet the needs of individuals and local communities. The strategy will seek to achieve this by:



Working Together

Objective 1: Bringing together partners to ensure that the skills needs of employers, schools, individuals and the economy are understood and met

To provide an efficient demand-led skills system and ensure that our residents are best placed to progress into and through employment, we need to improve the co-ordination and effectiveness of our dialogue with employers.

In the council's role as an enabler and facilitator, we will continue to bring together partners to ensure that the skills needs of employers, individuals and the growing economy are understood and met. We will work in partnership to establish whether we have sufficient opportunities for local residents and to influence the planning of provision and funding opportunities.

We will establish an employment and skills partnership involving the key partners in delivering the skills agenda. This will facilitate the sharing of information and make it easier for skills partners and schools to learn of current and future opportunities to support new collaborations on flexible responses for employers.

This will be supported by an annual update to the SEMLEP Skills Forum and Beds & Herts Provider Network which bring together provider networks and partnerships to share labour market intelligence, good practice and strategic direction.

As a key partner in SEMLEP, we will continue to work in partnership on the shared commitment to supporting business investment and driving economic success for the South East Midlands. We will support the development and coordination of externally funded projects in Central Bedfordshire, maximising opportunities for these to be informed by local intelligence.

Objective 2: Responding to employer skills and employment needs and building employer ownership

We must develop better ways of listening to employers and guiding them through the available support. As funding reduces and the flexibilities held by training providers increase, we must become more responsive to the needs of local employers, providing skills packages tailored to employer requirements.

We will develop and facilitate an employer-led Employment and Skills Board based on our key sectors to provide critical labour market intelligence to inform and guide local provision.

Our wider engagement with businesses will include a focus on their growth ambitions and skills needs. We will work with our key sectors to develop an in-depth understanding of their needs and to create packages of skills provision to support these. We will support businesses in navigating through the skills system to ensure their needs are met and encourage collaborations with providers through jobs brokerage activities, combined academic and vocational pathways into employment, apprenticeships, traineeships and work experience.

We will tap into and support those employers who are willing to act as skills champions or strategic partners in Central Bedfordshire, ensuring connections are made with the local skills infrastructure and encouraging greater interaction with schools. This will include work with SEMLEP to embed the work of the Careers and Enterprise Company in Central Bedfordshire.

Raising Individuals' Aspirations and Achievements

Objective 3: Supporting careers advice to incorporate local labour market intelligence to better equip young people and adults to make better informed decisions

We want our residents to have the work skills to secure and maintain employment, providing clear progression routes into the next level of training/learning and into work. Underpinning this is the need for high quality careers advice and progression pathways based on economic intelligence that will guide and inspire people about the opportunities available to them.

We will provide information, advice and guidance that allows all learners to make an informed choice – whether a young person wanting to choose a career or an employee wishing to switch to a more rewarding career. We will do this through our Information Advice and Guidance (IAG) services, National Careers Service (NCS), learning providers and tutors.

We will work with partners to define more clearly the nature of the interventions required to strengthen careers advice to young people, and to influence impartial careers advice in schools to ensure that this incorporates labour market intelligence. We will encourage interaction between employers and young people, their parents and teachers and we will support linkages between schools and businesses to develop opportunities for work experience, employability skills and employer-led careers sessions. We will explore the use of mentors, for example from businesses, to offer specific information, acting as role models and inspiring young people.

We will encourage all middle, upper and secondary schools to sign up to the Minimum Standards for Careers Education, Information Advice and Guidance (CEIAG) and we will support national analysis of post-16 learning provision with schools and further education providers. This will inform whether we are making the best use of resources to meet the needs, aspirations and realistic goals of young people and the emerging requirements of the local labour market.

We recognise that individuals may seek information, advice and guidance from a number of sources and in a number of formats. Through partnership working with children's centres, schools, family learning and the community and voluntary sector we will ensure that learning is promoted and information, advice and guidance is available to individuals of all ages.

Objective 4: Supporting the access and provision of learning opportunities that are appropriate to the needs of all, recognising the needs of our vulnerable residents

We will work with employers in our key sectors to understand their current and future skills needs, translating this into local skills provision and sector based skills initiatives. Working with our partners, we will support quality careers advice that is responsive to employer needs and develop appropriate career progression pathways.

The continuing trend towards higher skilled jobs means that there will be significant changes in the demand for labour. In Central Bedfordshire, there is a particular demand for high-level and mid-tier technical skills, along with job specific or practical skills. We will use our employer-intelligence to inform and influence provision of higher level skills. We will encourage providers to respond to this and to work in partnership to deliver a central core of universally required skills which can be used as a basis for more targeted/bespoke skills training by providers and/or employers.

The benefits of economic growth may not reach everyone. Although Central Bedfordshire has a generally highly skilled workforce and relatively low unemployment rate, many people remain economically inactive or are caught in a low wage, low skills cycle. We will support those who do not have the basic skills and qualifications needed in the workplace, as well as raise the skill levels of those currently low skilled. This will include the delivery of basic and functional skills, employability skills, building confidence and addressing barriers. We will support and resource skills training and recruitment initiatives aligned to the current and future needs of employers in our key sectors, with 'step into' courses, providing progression routes into further learning and employment.

We will target initiatives towards our most vulnerable residents such as those living in our most deprived areas, those who are long term unemployed, our young people who are NEET (not in education, employment or training) or who are Looked After Children (LAC) and our over 50's.

Where appropriate, we will deliver a targeted and tailored approach to meet the specific needs of groups who are vulnerable to exclusion such as:

- those furthest from the labour market
- those living in areas of deprivation
- young people not in employment, education or training (NEET)
- looked after children and young people leaving care
- those with special educational needs or disabilities (SEND)
- those in the Criminal Justice System
- those with learning difficulties or disabilities
- those with mental health issues
- black and minority ethnic groups (BME)
- asylum seekers – including unaccompanied children
- those aged 50+
- lone parents

We will work with our partners to address barriers to employment, including childcare, transport, poor health and confidence. We will work closely with providers to ensure that support is maximised locally, including through Jobcentre Plus programmes, the Work Programme and externally funded schemes.

We will seek to externally review our approach to delivery of the Post-16 agenda based on emerging national policy and local evidence of best practice.

Developing the Workforce

Objective 5: Ensuring that Central Bedfordshire businesses can improve their competitiveness through investment in the workforce

With a move away from state funded training and individuals remaining in the workforce longer, there is a need for employers to invest in the skills of their current and future workforce in order to remain competitive.

Combined with upskilling our residents, we will promote the advantages of investing in training to employers through our direct engagements and through the use of business skills champions. We will encourage employers to explore opportunities to invest in their staff, from progressing those in lower level roles through to higher level management. This will include raising employer awareness of the number of ways that skills and qualifications can

be obtained, through academic study, vocational opportunities, work based learning, apprenticeships and appropriate and relevant sector based progression pathways. We will bring together schools, colleges, universities and other training providers to carry out this delivery in partnership with employers.

We will provide guidance to employers who are prepared to invest in their staff with workforce development planning, links to possible financial incentives and connections to local providers. We will work with our partners to provide flexible responses that address the higher level skills needs identified by our businesses.

We will raise awareness amongst future and existing employees of the progression pathways into employment, and the skills requirements of employers. We will support employees with a low skills base (below level 2), by providing basic and functional skills training such as ICT, communications, literacy and numeracy.

Objective 6: Maximising work based learning particularly Apprenticeships and Traineeships

Building on the future Employer Apprenticeship Levy, we will promote the value of apprenticeships and work with partners to encourage high quality and employer responsive provision. We will support employers in their understanding of the apprenticeship levy and encourage larger employers to share training opportunities with smaller SME and micro-businesses. We will encourage an increase in traineeships and work placement opportunities, with connections to local schools and colleges. This will include a new offer from Central Bedfordshire Council as a large local employer.

We will seek to put in place policies through the emerging Local Plan to support local recruitment and training opportunities through new strategic developments, working with developers and investors in the area to maximise opportunities for our residents.

Achieving our aims and objectives

Table 1 below sets out our high level activities that will be delivered over the next two years to support the All Age Skills Strategy.

Detailed actions will be developed to ensure the delivery of these. Our prioritisation of these will be informed and honed by a FIBO exercise (fact, insight, behaviour change, output). This is a rolling plan that will be refreshed after two years to ensure it keeps pace with the needs of employers and residents, along with the changes in the skills provision landscape.

AIM: WORKING TOGETHER	CBC LEAD
Objective 1. Bringing together partners to ensure that the skills needs of employers, individuals and the growing economy are understood and met	
<ul style="list-style-type: none"> - Establish an Employment and Skills Partnership - Maintain our connection with SEMLEP and the intelligence and engagement that SEMLEP is leading - Provide an annual update to the SEMLEP Skills Forum, the Head teachers' Forum and the Beds & Herts Provider Network - Publish a bi-annual Local Economic Assessment and quarterly online Economic Monitoring Reports - Build on the evidence from the national area review and develop regular sufficiency statements for 16-19 provision - Maximise opportunities for funding informed by local intelligence 	E&S B&I E&SI / YSS B&I YSS E&S
Objective 2. Responding to employer skills and employment needs and building employer ownership	
<ul style="list-style-type: none"> - Develop a private sector-led Employment and Skills Board and an associated employer-led action plan - Use local intelligence to inform our commissioning priorities - Include a skills review in business visits as part of our key account management - Encourage local Skills Champions and make linkages with SEMLEP Business Skills Ambassadors - Work with the SEMLEP Careers and Enterprise Company to maximise opportunities in Central Bedfordshire - Work with partners to translate employer skills needs into local skills provision and sector based academic and vocational pathways - Develop sector based skills initiatives such as sector specific 'step into' courses - Encourage employers and providers to identify and develop new standards to meet current and emerging needs - Encourage employer collaborations by joining up skills provision and training costs where there are commonalities - Develop a new local offer to schools to improve the effectiveness of 14-19 provision – including a shared plan to ensure young 	E&S B&I / YSS B&I B&I YSS B&I / YSS E&S B&I E&S

people secure the best possible qualifications at Key Stage 4 and 5	YSS
AIM: RAISING INDIVIDUALS' ASPIRATIONS AND ACHIEVEMENTS	CBC LEAD
Objective 3. Supporting careers advice to incorporate local labour market intelligence to better equip young people and adults to make better informed decisions	
<ul style="list-style-type: none"> - Encourage schools to sign up to the CEIAG Minimum Standards, and a commitment to give the same support to employment searches as they do to higher education opportunities - Define more clearly the nature of the interventions required to strengthen careers advice to young people - Work in partnership with the SEMLEP Careers Enterprise Company (CEC) to maximise the benefits of the programme for local schools, including <ul style="list-style-type: none"> o Employer informed careers advice plans and employer-led careers sessions o Dissemination of clear labour intelligence for teachers, parents and young people o Employer toolkits for school engagement and work experience, making reference to safeguarding o Opportunities for businesses to 'adopt a school' - Raise awareness of the provision available through the wide dissemination of publicity and targeted communications - Embed employer informed Information Advice and Guidance (IAG) in all adult skills provision in a variety of settings 	<p>YSS</p> <p>YSS YSS</p> <p>E&S / YSS E&S</p>
Objective 4. Supporting the access and provision of learning opportunities that are appropriate to the needs of all, recognising the needs of our vulnerable residents	
<ul style="list-style-type: none"> - Ensure schools have access to regular and timely data of Young People who are at risk of becoming NEET - Deliver and review approaches to delivery of the September Guarantee and Activity Survey requirements - Commission bespoke training opportunities for young people to meet identified gaps in provision, including support for traineeships - Work with partners to respond to higher level skills needs (Objective 2) - Develop a new commissioning framework for bespoke learning opportunities for young people with complex needs, including Looked After Children, Care Leavers and young people in the Criminal Justice System - Promote careers pathways and progression routes through the Information Advice and Guidance service for young people aged 16-19 who are NEET, or becoming NEET, or who are aged 13-25 having complex needs - Develop local capacity to offer supported internships for young people with SEND - Facilitate work based opportunities for vulnerable adults, Looked After Children and Care Leavers - Deliver tailored programmes to unemployed and low skilled residents and those impacted by welfare reform - Develop a personalised and holistic approach for those facing barriers to employment, supporting pathways into employment 	<p>YSS YSS YSS E&S YSS / VS</p> <p>YSS</p> <p>YSS YSS / VS / CSC E&S / SCHH E&S / SCHH</p>

<ul style="list-style-type: none"> - Target support in our most deprived areas and in locations which engage job seekers/low skilled residents - Deliver adult skills provision and IAG in community locations such as Children’s Centres, libraries, family learning and the community and voluntary sector 	<p>E&S E&S</p>
AIM: DEVELOPING THE CURRENT AND FUTURE WORKFORCE	CBC LEAD
Objective 5. Ensuring that Central Bedfordshire businesses can improve their competitiveness through investment in the workforce	
<ul style="list-style-type: none"> - Facilitate partnerships that allow employers and local providers to work together to develop appropriate skills packages and progression pathways into employment - Deliver basic and functional skills training such as ICT, communications, literacy and numeracy to existing and future employees - Deliver a communications campaign on the local skills provision that is available for employers - Publish a portfolio of employer case studies to showcase best practice - Promote benefits of skills investment through SEMLEP and local Business Skills Champions - Provide guidance to employers on the financial incentives for investment in training 	<p>B&I / E&S E&S B&I B&I B&I E&S / B&I</p>
Objective 6: Maximising work based opportunities particularly Apprenticeships and Traineeships	
<ul style="list-style-type: none"> - Support employers in maximising opportunities through the future Employer Apprenticeship Levy - Use existing communication resources to highlight the apprenticeship levy and the opportunities this brings - Ensure Information, Advice and Guidance includes signposting to work-based learning - Support national apprenticeship events in partnership with schools, highlighting higher & degree level apprenticeships as an option - Refresh the Council’s apprenticeship programme to respond to the new levy and targets - Pilot a Traineeship programme with local employers - Facilitate a range of work experience opportunities including from the local authority - Maximise recruitment and training opportunities through planning obligations 	<p>B&I / E&S B&I / E&S E&S / YSS YSS HR E&S / YSS HR / YSS B&I</p>

- Key:**
- B&I Business & Investment Service
 - CSC Children’s Social Care
 - E&S Employment and Skills Service
 - HR Human Resources
 - SCHH Social Care, Health and Housing
 - VS Virtual School
 - YSS Youth Support Service

Monitoring Impact

The following indicators will be monitored annually to measure the impact that the All Age Skills Strategy, the integrated approach and its accompanying actions are having on skills and the local economy.

This will be supported by a detailed performance monitoring framework that will track performance against actions to support the activities identified in the Action Plan.

Performance will be reported through the Council's Five Year Plan monitoring arrangements and reviewed by the Employment and Skills Scrutiny Board who meet on a quarterly basis.

Measures of success in Central Bedfordshire	Current status	Source
<ul style="list-style-type: none"> Reduced level of reported business skills gaps from 29% in 2015 to 20% by 2020 	29%	Business Survey 2015, BMG Research Agency on behalf of Central Bedfordshire Council and SEMLEP
<ul style="list-style-type: none"> Employment rate maintained to at least 5% above the national average 	5.5% higher	Annual Population Survey, NOMIS April 2016
<ul style="list-style-type: none"> Increased % of working age residents with level 2 or above qualifications 	74% level 2 or above	Annual Population Survey, NOMIS April 2016
<ul style="list-style-type: none"> Reduced % of working age residents with no qualifications 	6.1% with no qualifications	Annual Population Survey, NOMIS April 2016
<ul style="list-style-type: none"> Reduced % of Main Out of Work Benefit claimants 	5.4%	DWP benefit claims, via NOMIS February 2016
<ul style="list-style-type: none"> Increased participation of 16-18 year olds and 19+ year olds in Apprenticeships 	2014/15 under 19 years 620 starts 2014/15 19years + 1450 starts	Apprenticeships: Equality and Diversity, Further Education and Skills
<ul style="list-style-type: none"> Performance of EETs/NEETs (not in education, employment or training) to be in the top quartile of national figures 	NEETs 3.1 EETs 90.4%, ranked 56 in the country or the second quartile. 2015/16	NCCIS returns

Glossary:

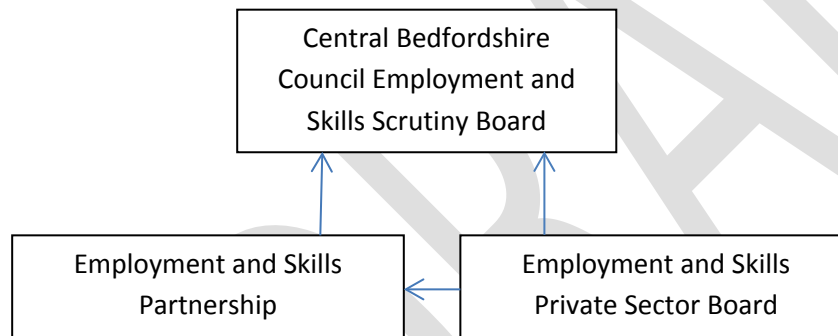
BME	Black and Minority Ethnic
CEC	Careers Enterprise Company
CEIAG	Careers Education, Information, Advice and Guidance
IAG	Information Advice and Guidance
NCS	National Careers Service
NEET	Not in Education, Employment and Training
SEMLEP	South East Midlands Local Enterprise Partnership
SEND	Special Educational Needs and Disability
SME	Small and Medium Size Enterprise

DRAFT

Governance and partnership arrangements

The Central Bedfordshire Council Employment and Skills Scrutiny Board will be accountable for the All Age Skills Strategy with progress being monitored through the Council's Five Year Plan corporate reporting mechanism. The Scrutiny Board will receive updates on the Central Bedfordshire Employment and Skills Partnership activities, which will be shaped by engagement with the Employment and Skills Private Sector Board.

In order to share intelligence, progress and develop appropriate links, the Scrutiny Board will work closely with and provide updates to the Partnership Vision Education Board, Upper and Secondary Headteacher's Group, Welfare Reform Board, SEMLEP Skills Forum, SEMLEP Careers and Enterprise Board, Beds and Herts Provider Network and the Careers Education Network.



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Central Bedfordshire Council

SUSTAINABLE COMMUNITIES OVERVIEW & SCRUTINY COMMITTEE

Thursday 18 August 2016

2015/16 Annual Parking Report for Central Bedfordshire Council

Report of (Executive Member for Community Services, Executive Member for brian.spurr@centralbedfordshire.gov.uk

Advising Officers: Director of Community Services, marcel.coiffait@centralbedfordshire.gov.uk and Parking Enforcement Manager, christian.proto@centralbedfordshire.gov.uk, 0300 300 5639

Purpose of this report

1. To inform the Committee about the draft 2015/16 Annual Parking Report.

RECOMMENDATIONS

The Executive or Committee is asked to:

1. To consider and discuss the draft 2015/16 Annual Parking Report for Central Bedfordshire.

Overview and Scrutiny Comments/Recommendations

Background

The Council is required to publish an Annual Parking Report setting out its parking activities. The report must be published no later than six months after the end of the financial year.

The draft 2015/16 Annual Parking Report (See Appendix A) sets out information on the Parking Enforcement Service and its approach to enforcement in Central Bedfordshire. The report also includes financial information and information on enforcement activity.

Options for consideration

N/A

Reason/s for decision

N/A

Council Priorities

Indicate how the proposed action supports at least one of the Council's priorities, listed below:

- Enhancing Central Bedfordshire
- Great resident services
- Improving education and skills
- Protecting the vulnerable; improving wellbeing
- Creating stronger communities
- A more efficient and responsive Council.

Parking and its enforcement is a significant concern for the residents of Central Bedfordshire. The effective and efficient management of parking tackles traffic congestion and improves safety for road users and pedestrians in Central Bedfordshire. This supports our infrastructure and the delivery of the Councils priorities.

Community Safety

1. The Council has a statutory duty to do all that it reasonable can to reduce crime and disorder, including environmental crime. Effective parking enforcement supports safety on the roads and reduces the potential for resident disputes about parking. Civil Enforcement Officers are also able to gather information and intelligence that support investigation into criminal activity, potential safeguarding issues and anti social behaviour.

Legal Implications

2. The Traffic Management Act 2004 imposes an explicit duty on local authorities to manage their network so as to reduce congestion and disruption. The Act also provides additional powers to do with parking, including increased scope to take over the enforcement of driving and parking offences from the police.

The Council is required under the Local Government Transparency Code issued by the Secretary of State for Communities and Local Government and a Code of Recommended Practice (the Code) to publish information about the discharge of their functions and some other related matters. This report is issued to comply with the Code and following consultation in accordance with the Code and related legislation.

Financial and Risk Implications

3. The Annual Parking Report sets out financial information for the Parking Enforcement Team for 2015/16

Local Authority operating guidance for parking services sets out that an annual parking plan should be published no later than 6 months after the end of the financial year.

The Local Government Transparency Code 2015 sets out that the Council must publish information about its parking account.

Equalities Implications

4. 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.

Effective parking enforcement helps keep pavements and highways clear, which helps promote accessibility especially for older and disabled residents. Enforcement also supports fair use of the available parking spaces for example overseeing the provision of dedicated Disabled Bays.

Implications for Work Programming

N/A

Conclusion and next Steps

Subject to the committees recommendations the draft 2015/16 Annual Parking Plan is finalised and published in line with the guidance set out in the report.

Appendices

Appendix A - Draft 2015/16 Annual Parking Report for Central Bedfordshire Council

Background Papers

N/A

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Central Bedfordshire Council
www.centralbedfordshire.gov.uk



**Central
Bedfordshire**

2015/16 Annual Parking Report for Central Bedfordshire Council

Published October 2016



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Introduction

Welcome to Central Bedfordshire Council's Annual Parking Report. The aim of this report is to look at the work undertaken by the Parking Enforcement Team during 2015 / 2016. This year's report will be made available at www.centralbedfordshire.gov.uk and at publicly accessible Council offices and libraries.

We hope that this report will highlight that the Parking Enforcement Team is not solely about issuing Parking Tickets (or Penalty Charge Notice as they are officially known), but is about having a positive influence on road safety and traffic flow, and ensuring the fair use of the available parking spaces.

Whilst parking (and in particular parking enforcement) can be an emotive and contentious issue, the key objective of the Parking Enforcement Team is to maintain the balance of needs of all road users, including pedestrians. This results in the parking needs of some being restricted for the benefit of others e.g. the provision of dedicated Disabled Bays.

Central Bedfordshire Council is committed to providing a Parking Service that operates in a fair, consistent and transparent manner. It is also committed to providing a service that is for the overall benefit of the residents, visitors and businesses of Central Bedfordshire, ensuring that the area is one that is safe and accessible for all road users.

1. Civil Parking Enforcement in Central Bedfordshire

Aims and Objectives

Unfortunately, the demand for parking in Central Bedfordshire exceeds the supply of available On-street parking places. This is particularly exacerbated by the layout of the historic road network, geographical constraints and the higher than average level of car ownership due to the rural nature of Central Bedfordshire. The Authority's challenge is to manage the needs of all users and in some cases this does result in the needs of some being restricted for the benefit of others.

The Traffic Management Act 2004 places a duty on Central Bedfordshire Council to manage the road network and to ensure the expeditious movement of all traffic. Civil Parking Enforcement is one tool used by the Authority to fulfil this duty. In addition, Civil Parking Enforcement is a tool that aims to support local, regional and national transport plans and achieve the following outcomes:

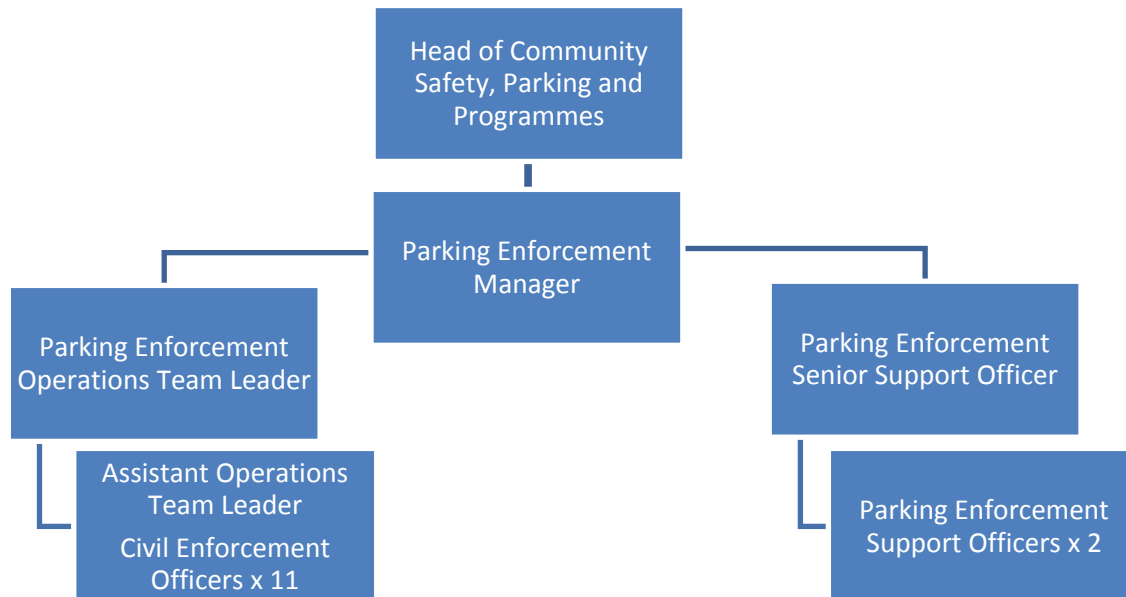
1. Improve road safety,
2. Reduce congestion,
3. Improve access to public transport,
4. Improve access to services for all road users, including pedestrians, and
5. Support the local economy by ensuring a turnover of the free time limited parking spaces available.

The overall aim of the Authority is to provide a Parking Service that operates in a fair, consistent and transparent manner, for the overall benefit of the residents, visitors and businesses of Central Bedfordshire.

No one will appreciate being issued with a Penalty Charge Notice; however the Authority will continue to work towards improving the general community support for the Parking Enforcement Team and its activities. The team is an important public facing service and is a significant contributor to the overall view of residents, businesses and visitors of the Authority.

2. The Parking Enforcement Team

The Parking Enforcement Team is made up of 17 Full Time Officers and the team is responsible for On-street and Off-street parking enforcement and Notice Processing across the whole of Central Bedfordshire.



The team is structured to be flexible and mobile, and is operational 6 days a week.

Civil Enforcement Officers (CEOs) are deployed across Central Bedfordshire with patrols concentrated in those locations where parking related issues (road safety, congestion or accessibility to shops and services) are most prevalent.

In addition, the team also responds to specific concerns / requests received for parking enforcement, from members of the public, Local Councillors, Town and Parish Councils and other agencies such as the Police, Fire and Ambulance services.

All CEOs have been trained to the standards set out in Department for Transport guidance, including completing a City and Guilds or WAMITAB qualification in Civil Parking Enforcement or equivalent and a range of generic training (such as Personal Safety). All CEOs carry identification, wear recognisable uniform, and are issued with the appropriate equipment to carry out their duties, in accordance with statutory guidelines.

The main aims of the CEOs are to promote the free flow of traffic and encourage compliance with parking restrictions. This compliance plays an active role in maintaining road safety for drivers as well as pedestrians. Whilst part of their role the CEOs will issue Penalty Charge Notices (PCNs) to vehicles parked in contravention of parking restrictions On and Off street, the majority of their time is actually spent observing and advising members of the public. This advice includes local information in addition to parking related matters.

CEOs follow the procedure for issuing PCNs as set out in Department for Transport Operating Guidance for Local Authorities as well as being compliant with the Traffic Management Act 2004.



3. Off-Street parking facilities

In addition to the On-street parking capacity in Central Bedfordshire the Authority operates 14 pay and display car parks, including a Multi Storey Car Park in Leighton Buzzard. 4 permit holder only car parks and a further 4 free public car parks. Whilst the Authority does not have a statutory duty to provide Off-street parking, car parks play a significant role in the management of traffic within towns and villages, contributing to reductions in congestion and the expeditious movement of all traffic.

The Authority provides a combination of long and short stay Off-street parking spaces to balance the needs of commuters and all day visitors, and those only making a short trip to a town or village. Parking charges are variable and designed to reflect both the nature of the car park and its location. Variable charging is a tool that enables the Authority to encourage use of particular car parks, especially by commuters and all day visitors. Daily and weekly tickets are available in addition to annual and 6 month business permits for specified long stay car parks.



For more information on parking charges and permits in Council car parks please visit: www.centralbedfordshire.gov.uk



4. Education

Central Bedfordshire Council's Parking Enforcement Team is one that is supported by enforcement and not led by enforcement. Contrary to popular belief, a significant proportion of Central Bedfordshire's Civil Enforcement Officers' time is spent engaging with motorists and advising them where not to park, and consequently, how to avoid being issued with a Penalty Charge Notice.

It is hoped that this education work will help to make drivers more aware of the parking restrictions that are in place in Central Bedfordshire, the reasons why these restrictions are in place and how they can avoid being issued with a Penalty Charge Notice.



5. Penalty Charge Notices

Types of Penalty Charge Notices

Penalty Charge Notices are issued where a Civil Enforcement Officer has reason to believe that a parking contravention has occurred.



There are two bands that Penalty Charge Notices fall into - higher (£70) and lower (£50). There are two bands because it is acknowledged that some contraventions are more serious than others. Generally a contravention will be classed as a higher band if you should not have been parked there in the first instance e.g. parked in a dedicated disabled bay without displaying a valid blue badge or parked on yellow lines when they are in force. Lower rate contraventions are generally those where you are initially permitted to have parked there but have then not complied with the parking restriction e.g. parked longer than you were allowed in a limited waiting bay or car park.

If the recipient of a Penalty Charge Notice pays within 14 days, then they can take advantage of a 50% discount which reduces the Penalty Charge to £35 for higher band and £25 for lower band contraventions.

Some Penalty Charge Notices are issued instantly e.g. where a vehicle is parked where waiting and loading is not allowed, whilst others have an observation period before a Penalty Charge Notice is issued e.g. vehicles parked in a car park without displaying a valid pay and display ticket or permit. During 2015/16 Penalty Charge Notices issued were either affixed to a vehicle or handed to the person who appeared to be in charge of the vehicle.

The following pages provide information in relation to the number of Penalty Charge Notices issued during 2015/16, where they were issued and why they were issued.



Penalty Charge Notices issued by contravention type

The top three contraventions in 2015/16 in Central Bedfordshire were:

1. Parked in a restricted street during prescribed hours.
2. Parked in a car park without clearly displaying a valid pay and display ticket or voucher or parking clock.
3. Parked for longer than permitted.

6. Payment of Penalty Charge Notices

There are two bands that Penalty Charge Notices fall into - higher (£70) and lower (£50). If the recipient of a Penalty Charge Notice pays within 14 days, then they can take advantage of a 50% discount which reduces the Penalty Charge to £35 for higher band and £25 for lower band contraventions. Penalty Charge Notice may be paid by telephone, online or by post.

If the recipient or registered keeper fails to pay or appeal within 28 days of the service of the Notice to Owner of the registered keeper, a Charge Certificate is issued. A Charge Certificate increases the penalty by 50% to £105 for higher band and £75 for lower band contraventions. Further failure to pay will result in the Authority seeking to register the debt with the Traffic Enforcement Centre (TEC) and an additional £7 being applied to the outstanding penalty amount.

	Number of PCNs	On Street	Higher	Lower	Off Street	Higher	Lower	Not Cancelled	Cancelled
Apr 2015	728	384	281	103	344	95	249	575	153
May 2015	777	428	294	134	349	99	250	646	131
Jun 2015	780	445	309	136	335	90	245	645	135
Jul 2015	810	380	276	104	430	99	331	647	163
Aug 2015	698	337	255	82	361	89	272	573	125
Sep 2015	607	272	203	69	335	62	273	497	110
Oct 2015	749	386	242	144	363	94	269	614	135

	Number of PCNs	On Street	Higher	Lower	Off Street	Higher	Lower	Not Cancelled	Cancelled
Nov 2015	736	414	240	174	322	66	256	611	125
Dec 2015	672	414	361	53	258	73	185	592	80
Jan 2016	765	488	420	68	277	54	223	669	96
Feb 2016	790	485	415	70	305	80	225	664	126
Mar 2016	716	452	365	87	264	45	219	622	94
Total	8828	4885	3661	1224	3943	946	2997	7355	1473

Of the total Penalty Charge Notices cancelled 80 were as a result of Civil Enforcement Officer error. There are a range of reasons for cancellation of the remaining Penalty Charge Notices which include Council decision, vehicle breaking down, mitigating circumstances, provision of evidence to support cancellation, foreign vehicle driver, ticket machine fault, valid permits not displayed and evidence provided. The percentage of Penalty Charge Notices cancelled will be used as a benchmark for future performance by the Authority.

These statistics relate to Penalty Charge Notices issued in 2015/2016. Payments recorded on the Authority's Parking Account for 2015/2016 include only those payments received up to the 31/03/2016. Any payments for Penalty Charge Notices issued in 2015/2016 but paid after the 31/03/2016 will appear in the Authority's 2016/2017 Parking Account.

7. Notice to Owner

3428 Notice to Owners were issued by the Authority, for unpaid Penalty Charge Notices issued in 2015/16, 28 days after issue of the Penalty Charge Notice. As of 31/3/16 Penalty Charge Notices issued in 2015/16 were cancelled or written off. Examples of some of the reasons why these were cancelled are shown below:

- 1. Informal Challenge,**
- 2. Notification of mitigating circumstances falling outside the normal appeal process,**
- 3. Civil Enforcement Officer Error identified during quality assurance checks.**
- 4. Processing Errors.**

	Cancelled before NTO stage	Cancelled after NTO issued	Cancelled after Charge Certificate stage	Cancelled after Debt Registration	Cancelled after warrant issued.
Apr 2015	116	10	23	0	4
May 2015	109	9	10	0	3
June 2015	122	7	3	0	3
July 2015	153	6	4	0	0
Aug 2015	118	6	1	0	0
Sept 2015	108	2	0	0	0
Oct 2015	129	6	0	0	0
Nov 2015	114	10	1	0	0
Dec 2015	78	2	0	0	0

Jan 2016	91	4	1	0	0
Feb 2016	122	4	0	0	0
March 2016	91	3	0	0	0
	1,351	69	43	0	10

8. Appeals to the Adjudicator

If an appellant is unhappy with the response of the Council to their formal representations, they have the opportunity to appeal to the independent adjudication service - the Traffic Penalty Tribunal. This appeal must be made within 28 days of the rejection letter sent by the Council. Only where there are significant mitigating circumstances, will an appeal application that has been submitted late be considered by the Tribunal.

An appeal will be allowed by an Adjudicator if, after considering the evidence of the appellant and the Council, they determine that the contravention either did not occur or that the Penalty Charge Notice was not issued correctly.

During 2015/16, **6** of the Authority's Penalty Charge Notices were appealed to the Traffic Penalty Tribunal. To date **4** cases have been refused by an Adjudicator, withdrawn by the appellant or a Consent Order has been granted (appellant and Council agree for payment of the Penalty Charge at discounted rate before hearing). In addition, to date, **2** Central Bedfordshire appeals have been allowed by an Adjudicator.

The Authority aims to ensure that it only rejects appeals to Penalty Charge Notices, where it considers that the notice has been issued appropriately and there are no grounds for cancellation - ultimately, only valid Penalty Charge Notices can be upheld by an independent Adjudicator.

The Authority will continue to strive to ensure that the consideration of appeals is conducted appropriately, fairly and consistently. These figures will be used as a benchmark for the future performance of the Civil Parking Enforcement scheme operated in Central Bedfordshire.

9. What happens if a Penalty Charge Notice or result of an Appeal is ignored

In fairness to those that park legally and those that pay their Penalty Charge Notices, the Authority looks to recover unpaid Penalty Charge Notices.

If a Penalty Charge Notice is not paid the Authority will apply to the Traffic Enforcement Centre (TEC) for a warrant to enable the collection of the unpaid debt to the Authority. These warrants are then issued to bailiffs to recover the outstanding debt.

Further information about the TEC can be found at:

<http://www.justice.gov.uk/courts/northhampton-bulk-centre/traffic-enforcement-centre>



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hmcs

It is important that a Penalty Charge Notice, and any paperwork sent in relation to it, is not ignored, as it will not go away. What started out as a £25 (lower) or £35 (higher) penalty (if paid within 14 days) will increase to £82 (lower) or £112 (higher) debt to the Authority. This debt can escalate quickly to in excess of £500 with recovery fees imposed by a bailiff, particularly if an individual also chooses to ignore the communications of the bailiff.

In 2015/2016 the Authority had **449** cases at bailiff stage where **274** of these cases relate to on street offences and **175** of these cases relate to off Street offences. Out of these **449** cases **165** cases have been paid whilst **284** still remain open and outstanding.

10. Financial information

The income and expenditure of local authorities in connection with their On-street charging and their On-street and Off-street enforcement activities are governed by Section 55 (as amended) of the Road Traffic Regulation Act 1984. Central Bedfordshire Council financial report covers income and expenditure in relation to On-street and Off-street parking income and income from enforcement activities.

The Civil Parking Enforcement budget is mainly comprised of income from Penalty Charge Notices, car park income and income from resident, employee and business permits (both on street and off street parking) and dispensations, less any expenditure on enforcement, administration, parking enforcement infrastructure and debt recovery.

On-Street and Off-Street Parking Income by Source	2015/16 Budget	2015/16 Actuals
Car Park Income		-£1,049,174
Penalty Charge Notices		-£250,749
Permits		-£55,122
On Street		-£15,384
Total	-£1,312,289	-£1,370,430

Civil Parking Enforcement Expenditure	2015/16 Budget	2015/16 Actuals
Employee Costs		£435,063
Buildings Costs		£88,222
Vehicle Costs		£11,522
Contracts and Repairs		£304,793
Refunds		-£3,206
Supplies and Services (Other)		£11,988
Total	£1,034,567	£848,382

Parking Account Summary	2015/16 Budget	2015/16 Actuals
Income	-£1,312,289	-£1,370,430
Expenditure*	£1,034,567	£848,382
Balance	-£277,722	-£522,048

*NB Expenditure costs do not include corporate overheads

The 2015/16 expenditure budget variance of £186,185 was the result of staff vacancies, superannuation and an in year refund of car park site rates following rateable re-evaluations.

The 2015/16 income budget variance of -£58,141 will have been impacted by the increase in car parking fees and charges introduced in February 2016 in addition to increased car park usage and reduced compliance leading to Penalty Charge Notices being issued.

Department of Transport Operational Guidance to Local Authorities for Parking Policy and Enforcement clearly sets out that Local Authorities should never use parking charges just to raise revenue or as a local tax. However, where the demand for parking is high, the delivery of transport objectives with realistic demand management prices for parking may result in surplus income. In such cases local authorities must ensure that any on-street revenue not used for enforcement is used for legitimate purposes only and that its main use is to improve, by whatever means, transport provision in the area so that road users benefit.

11. Where to find further information and how to contact us

You are likely to encounter Civil Enforcement Officers out and about while they are doing their work across Central Bedfordshire. As part of their duties they will be happy to advise and respond to any queries or comments you may have.

However, any matters relating to paying or appealing a ticket should be dealt with as advised on the rear of the Penalty Charge Notice and any subsequent correspondence sent to you.

For more information about Civil Parking Enforcement in Central Bedfordshire visit:
www.centralbedfordshire.gov.uk/parking

Any general queries or comments regarding Civil Parking Enforcement in Central Bedfordshire can be made via:

Email: parking@centralbedfordshire.gov.uk

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

Telephone: 0300 300 6014

12. Appendices

Appendix A

On Street

Code	Type	Alleged Contravention
1	Higher	Parked in a restricted street during prescribed hours
2	Higher	Parked or loading/unloading in a restricted street where waiting and loading/unloading restrictions are in force.
4	Lower	Parked in a meter bay when penalty time is indicated
5	Lower	Parked after the expiry of paid for time
6	Lower	Parked without clearly displaying a valid pay and display ticket or voucher
7	Lower	Parked with payment made to extend the stay beyond initial time
8	Lower	Parked at an out-of-order meter during controlled hours
9	Lower	Parked displaying multiple pay & display tickets where prohibited
10	Lower	Parked without clearly displaying two valid pay and display tickets when required
11	Lower	Parked without payment of the parking charge
12	Higher	Parked in a residents' or shared use place/zone without clearly displaying either a permit or voucher or pay and display ticket issued for that place
14	Higher	Parked in an electric vehicles' charging place during restricted hours without charging
16	Higher	Parked in a permit space without displaying a valid permit
18	Higher	Using a vehicle in a parking place in connection with the sale or offering or exposing for sale of goods when prohibited
19	Lower	Parked in a residents' or shared use parking place/zone displaying an invalid permit, an invalid voucher or invalid pay and display ticket
20	Higher	Parked in a loading gap marked by a yellow line
21	Higher	Parked in a suspended bay/space or part of bay/space
22	Lower	Re-parked in the same parking place/zone within one hour (or other specified time) of leaving
23	Higher	Parked in a parking place or area not designated for that class of vehicle

24	Lower	Not parked correctly within the markings of the bay or space
25	Higher	Parked in a loading place during restricted hours without loading
26	Higher	Vehicle parked more than 50cm (or other specified distance) from the edge of the carriageway and not within a designated parking place
27	Higher	Parked adjacent to a dropped footway
30	Lower	Parked for longer than permitted
34	Higher	Being in a bus lane
35	Lower	Parked in a disc parking place without clearly displaying a valid disc
36	Lower	Parked in a disc parking place for longer than permitted
40	Higher	Parked in a designated disabled person's parking place without clearly displaying a valid disabled person's badge.
41	Higher	Parked in a parking place designated for diplomatic vehicles
42	Higher	Parked in a parking place designated for police vehicles
45	Higher	Parked on a taxi rank
46	Higher	Stopped where prohibited (on a red route or clearway)
47	Higher	Stopped on a restricted bus stop/stand
48	Higher	Stopped in a restricted area outside a school
49	Higher	Parked wholly or partly on a cycle track or lane
55	Higher	A commercial vehicle parked in a restricted street in contravention of the Overnight Waiting Ban
56	Higher	Parked in contravention of a commercial vehicle waiting restriction
57	Higher	Parked in contravention of a coach ban
61	Higher	A heavy commercial vehicle wholly or partly parked on a footway, verge or land between two carriageways
62	Higher	Parked with one or more wheels on any part of an urban road other than a carriageway (footway parking)
63	Lower	Parked with engine running where prohibited
99	Higher	Stopped on a pedestrian crossing and/or crossing area marked by zigzags

Off Street

Code	Type	Alleged Contravention
70	Higher	Parked in a loading area during restricted hours without reasonable excuse
73	Lower	Parked without payment of the parking charge
74	Higher	Using a vehicle in a parking place in connection with the sale or offering or exposing for sale of goods when prohibited
80	Lower	Parked for longer than the maximum period permitted
81	Higher	Parked in a restricted area in a car park
82	Lower	Parked after the expiry of paid for time
83	Lower	Parked in a car park without clearly displaying a valid pay & display ticket or voucher or parking clock
84	Lower	Parked with additional payment made to extend the stay beyond time first purchased
85	Higher	Parked in a permit bay without clearly displaying a valid permit
86	Lower	Parked beyond the bay markings
87	Higher	Parked in a disabled person's parking space without clearly displaying a valid disabled person's badge.
89	Higher	Vehicle parked exceeds maximum weight and/or height and/or length permitted in the area
90	Lower	Re-parked within one hour of leaving a bay or space in a car park
91	Higher	Parked in a car park or an area not designated for that class of vehicle
92	Higher	Parked causing an obstruction
93	Lower	Parked in car park when closed
94	Lower	Parked in a pay and display car park without clearly displaying two valid pay and display tickets when required
95	Lower	Parked in a parking place for a purpose other than the designated purpose for the parking place
96	Lower	Parked with engine running where prohibited

Appendix B

Overview

If an individual receives a Penalty Charge Notice and they feel it should not have been issued, they may submit an appeal. The appeals process is designed to be accessible to all and does not require legal counsel.

All appeals must be submitted in writing to Imperial Civil Enforcement Solutions (ICES) at <https://parking.centralbedfordshire.gov.uk/live-3sc-user/> or by writing to Central Bedfordshire Council, PO Box 597, Northampton, NN4 7XN who administer the processing of correspondence in relation to Penalty Charge Notices. Details of how to appeal can be found on the back of the Penalty Charge Notice.

There are three stages of appeal that are open to the recipient of a Penalty Charge Notice:

1. Informal Challenge -

These must be made within 28 days of the service of the Penalty Charge Notice.

2. Formal Representation -

If the Penalty Charge is not paid within 28 days a Notice to Owner is sent out to the Registered Keeper of the vehicle. The Notice to Owner sets out the grounds under which a Formal Representation can be made. If the recipient wishes to make a Formal Representation they must complete the Notice to Owner and return it within 28 days of receipt of the Notice to Owner documentation.

3. Appeal to the Traffic Penalty Tribunal -

If a Formal Representation is rejected by the Council, included with the notice of rejection of the representation, will be details on how, if the appellant is unhappy with the decision of the Council, they can appeal to the Independent Adjudication service - the Traffic Penalty Tribunal. In order for the Traffic Penalty Tribunal to consider an appeal, it must be made directly to them within 28 days of the service of the rejection of the Formal Representation by the Council.

Each appeal received to a Penalty Charge Notice is considered on its own merits. The Authority will consider carefully the details provided by the appellant but if it considers that Penalty Charge Notice was issued correctly, and there are no other grounds for cancellation an appeal will be rejected. Sometimes the Authority will ask for further evidence to be supplied by an appellant e.g. when it is claimed a vehicle has broken down, and following receipt of the further evidence it will reconsider the appeal.

Where it is determined that a Penalty Charge Notice has been issued incorrectly then the Authority will cancel the Penalty Charge Notice. In addition, cancellation may also result where there are significant mitigating circumstances which are supported by evidence e.g. unexpected medical emergency or unexpected vehicle breakdown (this does not include running out of petrol).

13. Glossary

Charge Certificate	The notice served 28 days after the service of the Notice to Owner if the Penalty Charge Notice remains unpaid. This notice increase the Penalty Charge by 50%.
Civil Enforcement Officer (CEO)	The name given to the Officers that enforce parking restrictions for the Authority.
Civil Parking Enforcement (CPE)	The name given to the type of enforcement of parking restrictions by a Local Authority under the Traffic Management Act.
Contravention	Where a motorist does not comply with a parking regulation (formally referred to as an offence under the previous Police enforcement regime).
Dispensation	A dispensation is where permission to park in contravention of a parking restriction given. A dispensation may be requested by applying for a parking waiver in line with the Council's parking
Exemption	A provision contained within a Traffic Regulation Order to allow a specific type of vehicle to park in contravention for a specific reason e.g. emergency service vehicles whilst attending an emergency.
Formal Representation	An appeal made within 28 days of the service of the Notice to Owner to the Registered Keeper.
Highway	A road over which the public has a right of way. A highway may be maintainable at public expense or maybe maintained privately. Parking Regulations can apply on both privately maintained highways and highways maintainable at public expense. The extent of the highway includes the road surface and any pavement, verge or island up to the building line of a property.
Informal Challenge	An appeal made within 28 days of the service of the Penalty Charge Notice
Notice to Owner (NTO)	The statutory notice issued to the Registered Keeper of the vehicle if a Penalty Charge Notice is not paid within 28 days of the date of service. The recipient may either pay in full or make a Formal Representation within 28 days of the service of the Notice to Owner.
Off-Street	This relates to facilities and enforcement at Council managed Car Parks.
On-Street	This relates to facilities and enforcement on the Highway.
Parking Regulations / Parking Restrictions	The rules that motorists must follow. These can be a result of Traffic Regulation Orders or national legislation.
Penalty Charge Notice (PCN)	The notice issued to a vehicle believed to be parked in contravention of a parking

regulation.

Registered Keeper

The person who is deemed responsible for the payment of a Penalty Charge Notice irrespective of whether they were driving at the time of the contravention. These details are obtained from the Driver and Vehicle Licensing Agency (DVLA).

Traffic Management Act 2004 (TMA 2004)

The legislation under which the Authority operates its Civil Parking Enforcement Scheme.

Traffic Penalty Tribunal (TPT)

The independent body that considers appeals in relation to Penalty Charge Notices where the appellant is unhappy with the Authority's response to their Formal Representation. This is the final stage of appeal for the motorist and their decision is binding on both the Authority and the motorist.

Traffic Regulation Order (TRO)

The legal basis for the majority of parking regulations. Traffic Regulation Orders may only be introduced following public consultation.

Waiver

An official notice issued by the Authority to a specific vehicle that has applied for a dispensation to park in contravention of a parking restrictions at a specified location, on a specified date, for a reason that meets the Authority's criteria for issuing a Waiver.



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by telephone: 0300 300 8000

by email: customer.services@centralbedfordshire.gov.uk

on the web: www.centralbedfordshire.gov.uk

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

Meeting: Sustainable Communities Overview and Scrutiny Committee
Date: 18 August 2016
Subject: Quarter 1 Performance Report
Report of: Cllr Nigel Young , Executive Member for Sustainable Communities – Strategic Planning and Economic Development and
Cllr Brian Spurr, Executive Member for Sustainable Communities – Services
Summary: The report highlights the Quarter 1 performance from Community Services and Regeneration and Business

Advising Officer: Marcel Coiffait, Director of Community Services
Jason Longhurst, Director of Regeneration and Business
Contact Officer: Heather Price – Head of Business Performance
Public/Exempt: Public
Wards Affected: All
Function of: Council

CORPORATE IMPLICATIONS

Council Priorities:

1. The quarterly Five Year Plan performance report underpins the delivery of all Council priorities.

Financial:

2. The indicator set monitors a wide range of indicators, which help to provide an understanding of the Council's effective use of resources.

Legal:

3. None.

Risk Management:

4. Any areas of ongoing underperformance would be a risk to both service delivery and the reputation of the Council.

Staffing (including Trades Unions):

5. None.

Equalities/Human Rights:

6. This report highlights performance in respect of how the Council and its services impact across all communities within Central Bedfordshire, so the specific areas of underperformance can be highlighted for further analysis/drilling down as necessary.

Public Health:

7. None.

Community Safety:

8. The levels of Hate Crime and Domestic Abuse incidents are included in the indicator set.

Sustainability:

9. Included in the indicator set are a broad range of indicators relating to sustainability including those covering employment, library usage and waste.

Procurement:

10. None.

RECOMMENDATION(S):

The Committee is asked to acknowledge the continuing overall strong performance in Quarter 1 for the indicators being used to help support monitoring of progress against the Five Year Plan priorities and to recommend officers to further investigate and resolve underperforming indicators as appropriate.

Background

11. This report focuses on a set of indicators that support the monitoring of progress against the priorities in the Councils Five Year Plan.
12. The Directors' Summaries for Quarter 1 are set out below. Appendix A provides the detailed performance data.

Enhancing Central Bedfordshire

13. We will retain the character of Central Bedfordshire whilst continuing to improve the prosperity of residents by:
- Investing in our core infrastructure
 - Supporting the creation of jobs
 - Providing the quantity and type of housing we need
 - Improving our town centres

It is also important that our residents feel safe and are happy living in their local areas. We will therefore monitor how satisfied our residents are with their local areas as places to live, and also that they feel safe, both during the day and after dark, through our annual Residents Survey.

14. The measure of new jobs created in central Bedfordshire is a statistic obtained from the British Register and Employment Survey (BRES), and indicates the level of increase in prosperity of our residents. The latest data reported **3,400 new jobs** were created during 2014, which is more than double the Councils target of 1,350 new jobs per annum, and represents a long term job growth rate of 1,700 new jobs each year (2009-14).

15. The increase in jobs and prosperity of our residents is reflected in the number of **working-age people in employment**, which was reported in December 2015 to have increased to 79.4% of the total working-age population (134,700). This is a higher level than the Council's target of maintaining the number of people in employment at 5% above the national average (currently 5.5% above average). In addition to this, the Council also monitors average earnings for workers, which is currently reported at £478.50 and have remained stable over the last two years.
16. A vital element of ensuring the enhancement of Central Bedfordshire is to facilitate the provision of quality homes. The number of **new homes** completed in Central Bedfordshire has consistently increased year-on-year, with 1,625 new homes completed in 2016/17. Numbers and quality of housing will continue to be monitored, and targets set to increase this further over the next five years.
17. A thriving town centre is vital for our communities, and the council is working hard to improve town centres across Central Bedfordshire, with many plans already being carried out to support this. **Town centre vacancy rates** are a good way of indicating their success and prosperity, and will be monitored closely so that we can be certain the work we are doing is effective. The vacancy rate in our town centres currently stands at 9.1%, with Dunstable currently showing the highest vacancy rate.
18. To support the council's commitment to enhancing Central Bedfordshire, we will actively work to encourage the growth of suitable businesses, influencing this through effective use of our assets, sector development and a package of support from Central Bedfordshire Council aligned to our key businesses, sectors and potential investors.

Delivering Great Resident Services

19. We will make sure that our universal services, such as rubbish collection and recycling, road maintenance, Libraries and Leisure are of great quality.

We'll do this by:

- Increasing access to our parks and open spaces
- Revamping our household waste recycling centres
- Improving the condition of our roads and pavements
- Transforming our leisure centres.

The council are currently making progress with all of these services, but to make sure we continue to improve we have developed a number of new measures that we will monitor closely.

18. The amount of **black bin waste per household** is a measure that has been developed to show how well we are doing with reducing waste to landfill and increasing the amount recycled. The latest data reported in December 2015 showed each household produced an average of 134.67 kg of black bin waste.

Work has been underway to improve Household Waste Recycling Centres across Central Bedfordshire to ensure they are easy to use and equipped to the meet future demands of a growing population. Biggleswade Household Waste Recycling Centre reopened to the public on Monday 15 February after a 6 month redevelopment to provide a modern split-level design, allowing residents to more easily dispose of their waste into containers from an elevated platform. Feedback from residents using the new site has been very positive.

Amphill, which was the second site to be redeveloped, reopened to residents on 18 July 2016, followed by the closure of Leighton Buzzard.

19. We will also monitor the condition of our roads. The National Highways and Transport survey reported its annual results in October 2015, showing **satisfaction with highways maintenance** at 54%, up from 48.3% in 2014.

Road condition statistics were most recently published by the Department of Transport in March 2016 (for the year 2014/15). This showed that principal and non-principal roads in Central Bedfordshire requiring maintenance were reported as 1% and 3% respectively, i.e.

- Only 1% of principal roads were requiring maintenance; **99% were not requiring maintenance**
- 3% of non-principal roads were requiring maintenance; **97% were not requiring maintenance**

20. **Libraries facility usage rates** in 2015/16 have remained stable, even with the introduction of more opportunities for residents to use remote access, for example through library and theatre apps or online bookings. Quarterly figures for **leisure facility usage rates** are not yet available, but the annual figures for 2015/16 topped 2.4m.

Improving Education and Skills

21. Learning new skills doesn't stop when we leave school, so the council will support adults to obtain the skills they need to succeed, and will also ensure we match the provision of skills with those that are needed by employers.

22. **Employer skills gaps** are being reported so that we can be sure people have the right skills, linked to employment sectors. Data reported in December 2015 showed an 8% decrease in employer skills gaps compared to the previous year, down from 37% to 29%.

Protecting the vulnerable and improving well-being

23. The council is working hard to tackle **domestic abuse** in Central Bedfordshire, and levels have remained fairly stable. An average of 282 incidents were reported during the first three months of 2016/17, up by 3% on the average number reported in 2015/16. The council encourages the reporting of domestic abuse and monitors numbers as part of its commitment to protecting the vulnerable.
24. A new performance indicator to measure **hate crimes** has also been developed and will be closely monitored to support the Five Year Plan priority of protecting the vulnerable and improving well-being. During the first quarter of 2016/17, a total of twenty-six hate crimes were reported, which is three more than the same period last year.

Hate crime is another case of historical under-reportage, and so the Community Safety Team regards an increase in reportage as a positive indicator.

Conclusion and next steps

26. Sustainable Communities Overview and Scrutiny Committee consider this report and make any recommendations to Executive.

Appendices:

Appendix A – (Quarter 1 Performance Indicators)

Background papers and their location: (open to public inspection)

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Appendix A - Quarterly Performance Report

Medium Term Plan Indicators

Quarter 1 2016/17

Report comparison - Depends on the nature of the indicator		Performance Judgement			
		Direction of travel (DoT)		RAG score (Standard scoring rules unless the indicator specifies alternative scoring arrangements)	
Seasonal	Compared to the same time period in the previous year	↓	Performance is reducing	R	RED - target missed / off target - Performance at least 10% below the required level of improvement
Quarter on quarter	Compared to the previous quarter	↔	Performance remains unchanged	A	AMBER - target missed / off target - Performance less than 10% below the required level of improvement
Annual	Compared to one fixed point in the previous year	↑	Performance is improving	G	GREEN - Target achieved or performance on track to achieve target

Overview of performance

Indicator	Performance will be reported:	Performance information being reported this quarter		
		Time period	Performance	
Enhancing Central Bedfordshire				
Percentage of Central Bedfordshire residents satisfied with the local area as a place to live	Annually	Quarter 2 2015/16	↓	Monitor only
Percentage who feel safe when outside in their local area during the day	Annually	Quarter 2 2015/16	↓	Monitor only
Percentage who feel safe when outside in their local area after dark	Annually	Quarter 2 2015/16	↓	Monitor only
New jobs	Annually	Quarter 3 2014/15	↑	G
People in employment aged 16 to 64 (% above national average)	Quarterly	Quarter 3 2015/16	↑	G
Average earnings for workers	Quarterly	Quarter 3 2015/16	↔	Monitor only
New homes	Quarterly	Quarter 1 2016/17	↑	G
Town centre vacancy rates	Quarterly	May 2016	↓	Monitor only
Delivering great resident services				
Perception of Council – good quality services	Annually	Quarter 2 2015/16	↔	Monitor only
Percentage of Central Bedfordshire residents satisfied with living environment	Annually	New	-	Monitor only
Kg / household of black bin waste	Quarterly	Quarter 3 2015/16	↑	Monitor only
Satisfaction with highways maintenance	Annually	NHT Survey Autumn 2015	↑	A
CBC's relative position re condition of roads (principal)	Annually	Quarter 4 2014/15	↑	G
CBC's relative position re condition of roads (non-principal)	Annually	Quarter 4 2014/15	↔	A
Leisure facility usage rates	Quarterly	Quarter 1 2016/17	↑	Monitor only
Libraries facility usage rates	Annually	Quarter 4 2015/16	↓	Monitor only
Improving education and skills				
Employer skills gaps	Annually	Quarter 3 2015/16	↑	Monitor only
Protecting the vulnerable				
Hate crime	Quarterly	Quarter 1 2016/17	↑	G
Domestic abuse incidents reported	Quarterly	Quarter 1 2016/17	↑	G

Enhancing Central Bedfordshire

Percentage of Central Bedfordshire residents satisfied with the area as a place to live

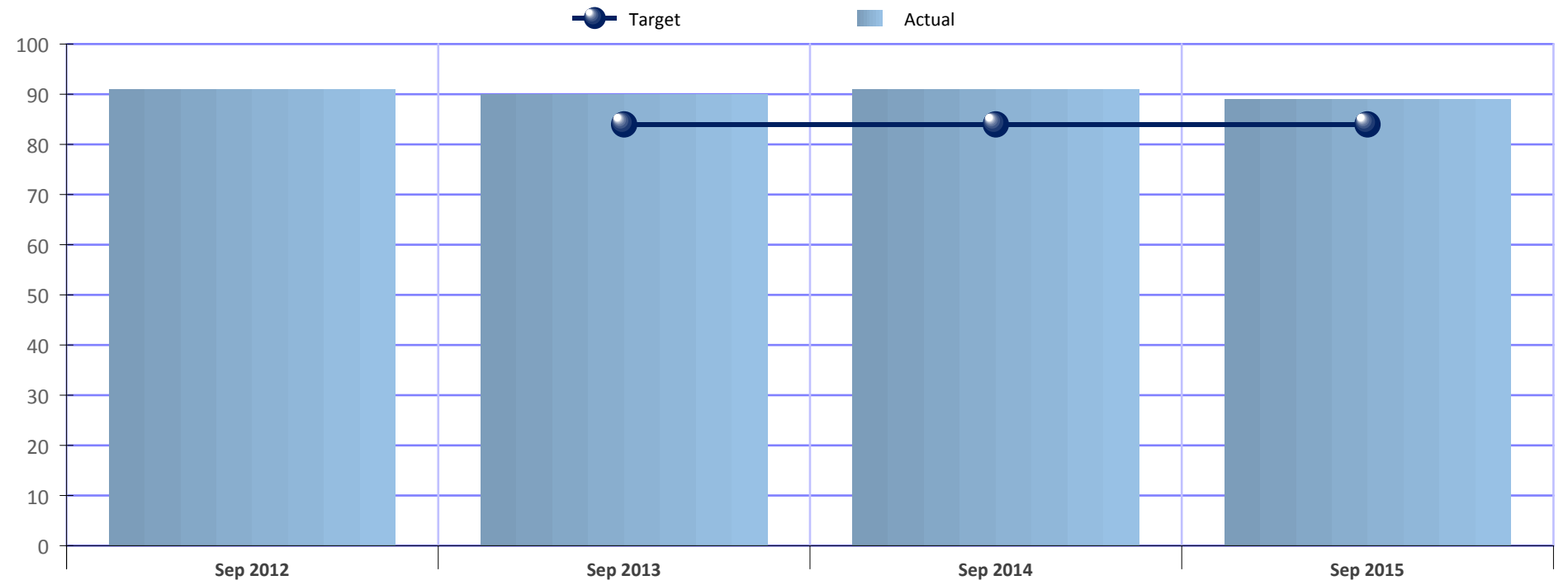
Good is:	High	Unit	%	Latest group comparator average	84% (national)	Report comparison	Annual	Performance judgement	↓	Monitor only
Date	Sep 13	Sep 14	Sep 15							

Performance	90%	91%	89%
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Current Performance:
89% of residents responding to the Autumn 2015 Residents Tracker Survey are satisfied with the local area as a place to live.

The national average is 84%.

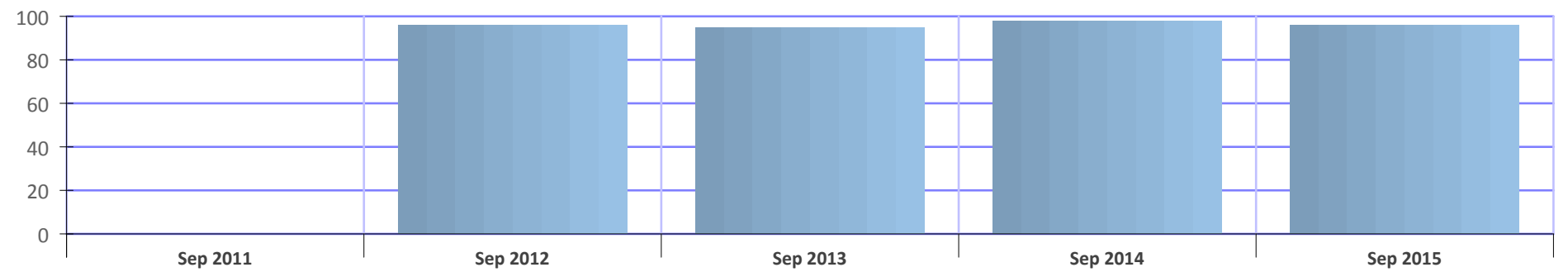
Tracker results are based on a small sample, and therefore only changes of 10% or more are likely to be a “real” shift in perception.



Percentage who feel safe when outside in their local area during the day

Good is:	High	Unit	%	Latest group comparator average	Report comparison	Annual	Performance judgement	↓	Monitor only
Date	Sep 13	Sep 14	Sep 15						

Performance	95%	98%	96%
--------------------	-----	-----	-----



Percentage who feel safe when outside in their local area after dark

Good is:	High	Unit	%	Latest group comparator average	Report comparison	Annual	Performance judgement	↓	Monitor only
Date	Sep 13	Sep 14	Sep 15						
Performance	74%	76%	75%						

Year	Percentage
Sep 2011	0%
Sep 2012	74%
Sep 2013	76%
Sep 2014	75%
Sep 2015	75%

New jobs

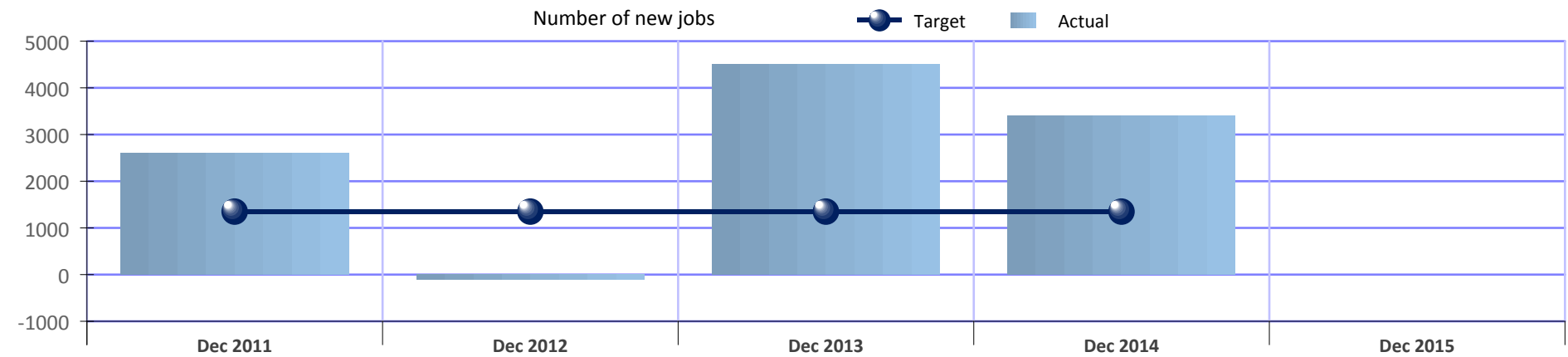
Good is:	High	Unit	Number	Latest group comparator average	Report comparison	Annual	Performance judgement	↑	G
Date	Dec 2012	Dec 2013	Dec 2014						
Performance	-100	4,500	3,400						
Target	1,350	1,350	1,350						

Current performance: The 3,400 jobs growth in Central Bedfordshire represents a growth rate of 3.8%, which is again greater than national and SEMLEP levels. This does represent a fall compared to the previous years' data, though it must be noted that this data has been revised downwards (to 4,500 growth) in line with ONS procedures.

The 3,400 job growth represents a rate of more than double the previous development strategy target of 1,350 jobs per annum (2009-14 average).

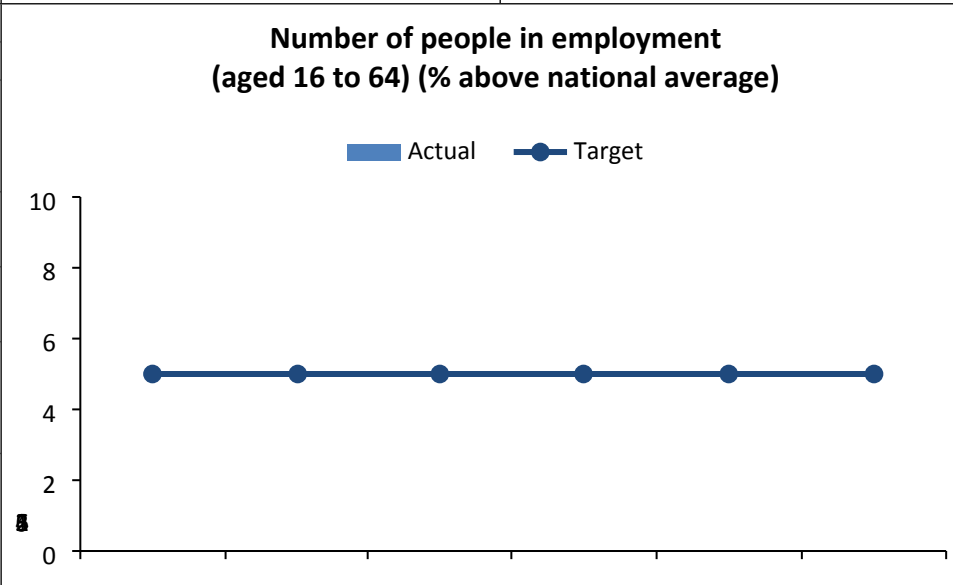
The top five growth sectors in Central Bedfordshire were:

- Accommodation (+1700)
- Manufacture of food products (+800)
- Computer programming, consultancy and related activities (+700)
- Activities of head offices; management consultancy activities (+600)
- Wholesale trade, except of motor vehicles and motorcycles (+600)



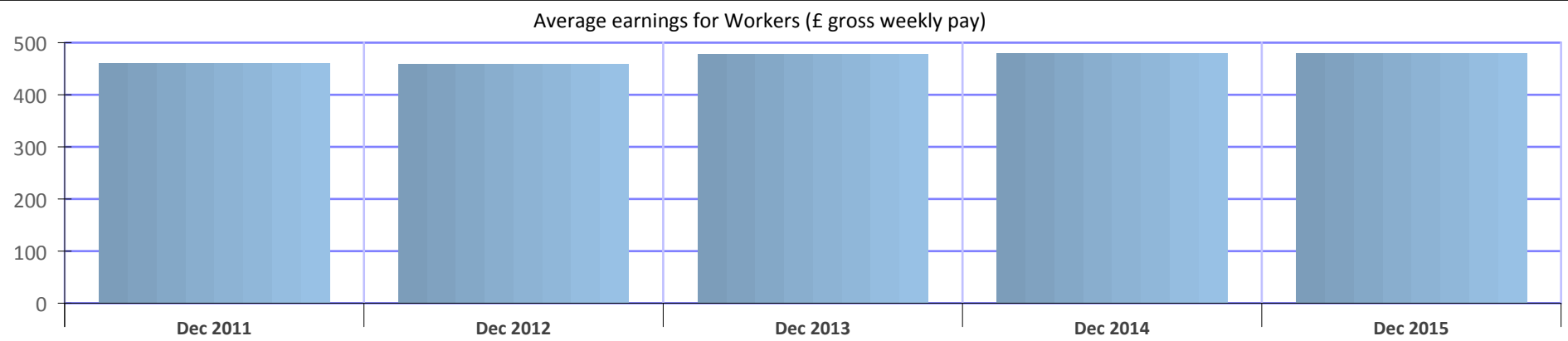
People in employment aged 16 to 64 (% above national average)

Good is:	High	Unit	%	Latest group comparator average	73.9% (national)	Report comparison	Quarterly	Performance judgement	↑	G	
Date	2014/15				2015/16				Number of people in employment (aged 16 to 64) (% above national average) Actual Target		
	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4			
% above national average	6.7%	7.9%	9.1%	5.7%	4.9%	5.0%	5.5%				
Central Beds %	78.9%	80.2%	81.6%	78.6%	78.2%	78.6%	79.4%				
National average %	72.2%	72.5%	72.5%	72.9%	73.3%	73.6%	73.9%				
Central Beds number in employment	131,300	133,900	137,300	133,000	132,000	132,800	134,700				
<p>Current performance: In December 2015 there were 134,700 people aged 16-64 in employment, 1,900 up from the previous period. Central Bedfordshire remains above comparator areas, and at 5.5% above the national rate of employment, exceeded the Council's 5% target.</p> <p>Planned actions: This indicator will be closely reviewed to monitor future changes.</p>											



Average earnings for workers

Good is:	High	Unit	£/week	Latest group comparator average		Report comparison	Annual	Performance judgement	↔	Monitor only
Date	Dec 2013	Dec 2014	Dec 2015							
Performance	£478.00	£478.50	£478.50							
<p>Current performance: There has been no annual change as the level has remained the same, following a revision to the previous year's estimate.</p> <p>Planned actions: Ongoing promotion of the area to attract new investment and high value jobs; a sector focus including the Food Enterprise Zone to attract new high value employment opportunities to the area.</p>										



Enhancing Central Bedfordshire

New homes

Good is:	High	Unit	Number		Latest group comparator average	Report comparison	Quarterly	Performance judgement	↑	G
Date	2015/16				2016/17					
	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4		
Quarterly	498	336	359	432	443					
YTD Cumulative	498	834	1193	1625	443					

Current performance: There were 443 new homes completed in Quarter 1 (April to June) which is above target to deliver the revised number of required new homes of 1,475 per annum following the Objectively Assessed Need which is 29,500 for the period 2011-2031. This figure is published in our Strategic Housing Market Assessment (Summer 2015). There were 1,625 new homes completed in 2015/16.

New Homes (Quarterly / Year to Date)

Quarter	New Homes (quarterly)	Quarterly Target	YTD	YTD target
Sep-15	~330	~380	~230	~230
Dec-15	~350	~380	~350	~350
Mar-16	~440	~380	~440	~440
Jun-16	~440	~380	~440	~440

Town centre vacancy rates

Good is:	Low	Unit	%	Latest group comparator average	8.7% (national, January 2016)	Report comparison	Quarterly	Performance judgement	↓	Monitor only
Date	2015/16				2016/17					
	May	Aug	Nov	Feb	May	Aug	Nov	Feb		
%	7.7%	7.3%	7.6%	8.6%	9.1%					

Current performance: The increase in the number of new vacant units is due to an increase of 1 for Biggleswade, 3 in Dunstable and 3 in Leighton Buzzard. It is apparent that 2 of Leighton Buzzard's vacant units may soon be filled, having let or sold signs, and the 1 empty retail unit in Houghton Regis is due to open very soon. Both Ampthill and Flitwick have no empty retail units.

Town Centre Vacancy Rates

Month	Vacancy Rate (%)
Feb 2015	~8.7%
May 2015	~7.7%
Aug 2015	~7.3%
Nov 2015	~7.6%
Feb 2016	~8.6%

Delivering Great Resident Services

Perception of Council – good quality services

Good is:	High	Unit	%	Latest group comparator average		Report comparison	Annual	Performance judgement	↔	Monitor only												
Date	Sep 13	Sep 14	Sep 15	Latest group comparator average		Report comparison	Annual	Performance judgement	↔	Monitor only												
Performance	74%	73%	73%																			
<p>Current performance: 73% of residents responding to the Autumn 2015 Residents' Tracker Survey agreed that the Council provides good quality services, similar to the spring 2015 result.</p> <p>Tracker results are based on a small sample, and therefore only changes of 10% or more are likely to be a "real" shift in perception.</p>				<table border="1"> <caption>Performance Data for Perception of Council</caption> <thead> <tr> <th>Month</th> <th>Performance (%)</th> </tr> </thead> <tbody> <tr> <td>Sep 2011</td> <td>74%</td> </tr> <tr> <td>Sep 2012</td> <td>73%</td> </tr> <tr> <td>Sep 2013</td> <td>73%</td> </tr> <tr> <td>Sep 2014</td> <td>73%</td> </tr> <tr> <td>Sep 2015</td> <td>73%</td> </tr> </tbody> </table>							Month	Performance (%)	Sep 2011	74%	Sep 2012	73%	Sep 2013	73%	Sep 2014	73%	Sep 2015	73%
Month	Performance (%)																					
Sep 2011	74%																					
Sep 2012	73%																					
Sep 2013	73%																					
Sep 2014	73%																					
Sep 2015	73%																					

Percentage of Central Bedfordshire residents satisfied with living environment

Good is:	High	Unit	%	Latest group comparator average		Report comparison	Annual	Performance judgement	NEW	Monitor only
Date	Sep 16	Unit		Latest group comparator average		Report comparison	Annual	Performance judgement	NEW	Monitor only
Performance	-									
<p>Current performance: This is a new measure for which no performance data has yet been logged.</p>										

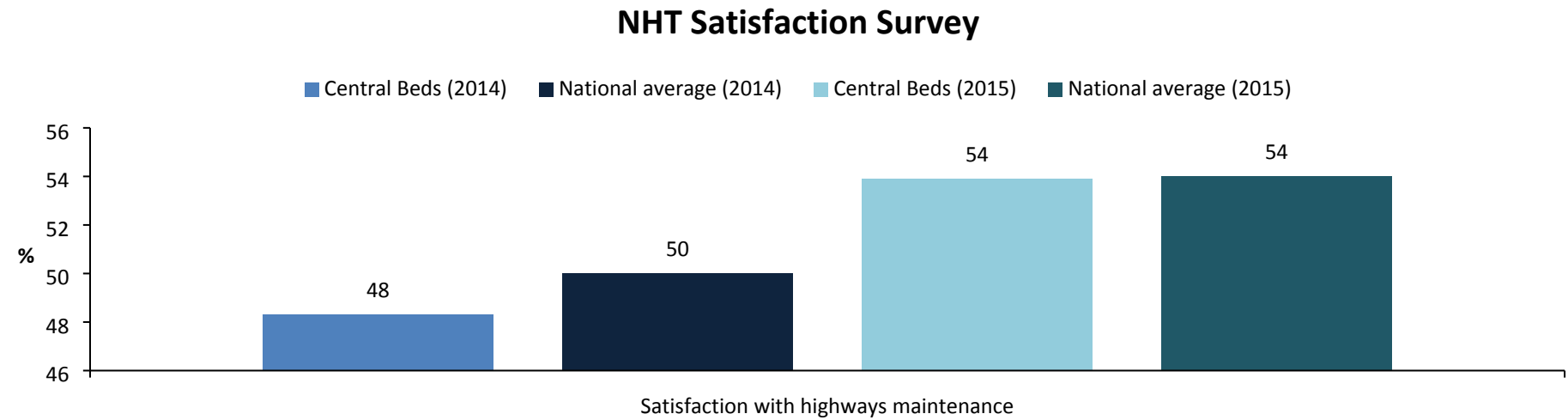
Kg / household of black bin waste

Good is:	Low	Unit	Kg	Latest group comparator average		Report comparison	Quarterly	Performance judgement	↑	Monitor only								
Date	2015/16				2016/17													
	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4										
Kg	147.09	137.79	134.67															
<p>Current performance: The amount of black bin waste per household is a measure that has been developed to show how well we are doing with reducing waste to landfill and increasing the amount recycled. The latest data reported in December 2015 showed each household produced an average of 134.67 kg of black bin waste.</p>																		
									<table border="1"> <caption>Quarterly Performance Data for Black Bin Waste</caption> <thead> <tr> <th>Quarter</th> <th>Performance (Kg)</th> </tr> </thead> <tbody> <tr> <td>Jun 2015</td> <td>147.09</td> </tr> <tr> <td>Sep 2015</td> <td>137.79</td> </tr> <tr> <td>Dec 2015</td> <td>134.67</td> </tr> </tbody> </table>		Quarter	Performance (Kg)	Jun 2015	147.09	Sep 2015	137.79	Dec 2015	134.67
Quarter	Performance (Kg)																	
Jun 2015	147.09																	
Sep 2015	137.79																	
Dec 2015	134.67																	

Satisfaction with highways maintenance

Good is:	High	Unit	%	Latest group comparator average	54% (national)	Report comparison	Annual	Performance judgement	↑	Monitor only
Date	Oct 14	Oct 15	October 16							
Performance	48%	54%								

Current performance: The National Highways and Transport survey reported its annual results in October 2015, showing satisfaction with highways maintenance at 54%, up from 48.3% in 2014.



Relative position re: condition of roads (principal)

Good is:	Low	Unit	%	Latest group comparator average	96% (England)	Report comparison	Annual	Performance judgement	↑	G
Date	2012/13	2013/14	2014/15							
Performance	98	98	99							

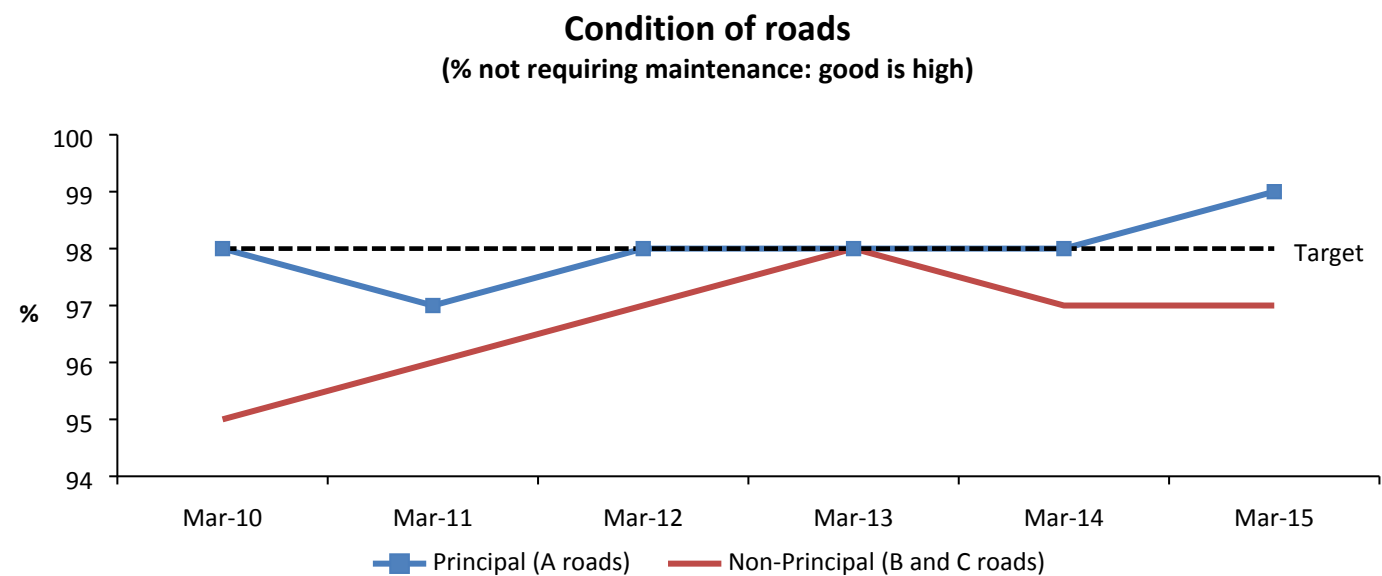
Relative position re: condition of roads (non-principal)

Good is:	Low	Unit	%	Latest group comparator average	97% (England)	Report comparison	Annual	Performance judgement	↔	A
Date	2012/13	2013/14	2014/15							
Performance	98	97	97							

Current performance: The Department for Transport's latest figures were released on 24 March 2016.

99% of Central Bedfordshire's principal roads and 97% of the non-principal roads do not require maintenance.

The historic target is that only 2% of roads should require maintenance.



Delivering Great Resident Services

Leisure facility usage rates										
Good is:	High	Unit	Number	Latest group comparator average	Report comparison	Quarterly	Performance judgement	NEW	Monitor only	
Date	Jun 16	Sep 16	Dec 16							
Performance				<p>Current performance: This is an indicator being newly reported, Quarterly figures for leisure facility usage rates are not yet available, but the annual figures for 2015/16 topped 2.4m.</p>						

Libraries facility usage rates																				
Good is:	High	Unit	Number	Latest group comparator average	Report comparison	Annual	Performance judgement	↓	Monitor only											
Date	Mar 14	Mar 15	Mar 16																	
Performance	993,971	932,865	925,041	<p style="text-align: center;">Library facilities usage rates</p> <table border="1"> <caption>Library facilities usage rates</caption> <thead> <tr> <th>Year</th> <th>Usage Rate</th> </tr> </thead> <tbody> <tr> <td>Mar-13</td> <td>988,893</td> </tr> <tr> <td>Mar-14</td> <td>993,971</td> </tr> <tr> <td>Mar-15</td> <td>932,865</td> </tr> <tr> <td>Mar-16</td> <td>925,041</td> </tr> </tbody> </table>							Year	Usage Rate	Mar-13	988,893	Mar-14	993,971	Mar-15	932,865	Mar-16	925,041
Year	Usage Rate																			
Mar-13	988,893																			
Mar-14	993,971																			
Mar-15	932,865																			
Mar-16	925,041																			
<p>Current performance: Footfall dropped by 7,824 from 2014/15 to 2015/16 (0.8%). Footfall increased in Flitwick, Shefford and Potton Libraries. The largest decreases in footfall were at Leighton Buzzard, Dunstable, Houghton Regis and Barton.</p> <p>In addition to the physical footfall there were 12,698 visits to online library resources and 4,618,439 page hits on the Virtual Library. The first full year of online bookings for the theatre will have had an impact on Leighton Buzzard Library footfall. 2015/16 has also seen the introduction of library and theatre Apps, opening up more opportunities for residents to interact with the service remotely.</p>																				

Improving Education and Skills

Employer Skills Gaps				Latest group comparator average	Report comparison	Annual	Performance judgement	↑	Monitor only										
Good is:	Low	Unit	%																
Date	Dec 13	Dec 14	Dec 15																
Performance	54%	37%	29%																
<p>Current performance: Employers reporting skills gaps decreased by 8% on the previous year.</p>				<p style="text-align: center;">Employer skills gaps (smaller is better)</p> <table border="1"> <caption>Employer Skills Gaps Data</caption> <thead> <tr> <th>Year</th> <th>Skills Gaps (%)</th> </tr> </thead> <tbody> <tr> <td>Dec-12</td> <td>29.0</td> </tr> <tr> <td>Dec-13</td> <td>54.0</td> </tr> <tr> <td>Dec-14</td> <td>37.0</td> </tr> <tr> <td>Dec-15</td> <td>29.0</td> </tr> </tbody> </table>						Year	Skills Gaps (%)	Dec-12	29.0	Dec-13	54.0	Dec-14	37.0	Dec-15	29.0
Year	Skills Gaps (%)																		
Dec-12	29.0																		
Dec-13	54.0																		
Dec-14	37.0																		
Dec-15	29.0																		

Protecting the vulnerable

Hate crime										
Good is:	High	Unit	Number	Latest group comparator average	Report comparison	Quarterly	Performance judgement	↑	Monitor only	
Date	Mar 16	Jun 16	Sep 16							
Performance	16	29		<p style="text-align: center;">Hate crime (high is good)</p> <p style="text-align: center;">Hate crime has historically been under-reported. The Community Safety Team therefore regards an increase in reportage of such incidents as a positive indicator.</p>						
<p>Current performance: Incidents of domestic abuse and hate crime have been historically under-reported. The Community Safety Team therefore regards an increase in reporting as a positive indicator, as opposed to other types of crime.</p> <p>In Q1 2016/17 there were 26 hate crime offences reported in Central Bedfordshire. This is an increase of 3 offences when compared to Q1 2015/16, a 13% increase.</p>										

Domestic abuse incidents reported										
Good is:	High	Unit	Number	Latest group comparator average	Report comparison	Quarterly	Performance judgement	↑	Monitor only	
Date	Mar 16	Jun 16	Sep 16							
Performance	773	845		<p style="text-align: center;">Domestic abuse incidents reported (high is good)</p> <p style="text-align: center;">Domestic abuse has historically been under-reported. The Community Safety Team therefore regards an increase in reportage of such incidents as a positive indicator.</p>						
<p>Current performance: Incidents of domestic abuse and hate crime have been historically under-reported. The Community Safety Team therefore regards an increase in reporting as a positive indicator, as opposed to other types of crime.</p> <p>845 domestic abuse incidents were reported in the quarter to June 2016, 9% up on the previous quarter. In 40% of these cases a crime was committed.</p> <p>Planned actions: The council continues to work on an internal Council strategy with regards to tackling domestic abuse in Central Bedfordshire. The Strategic Group will review and carry forward recommendations from the SafeLives report reviewing the Council's response to Domestic Abuse.</p>										

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Central Bedfordshire Council

Sustainable Communities OVERVIEW AND SCRUTINY COMMITTEE

18 August 2016

Work Programme & Executive Forward Plan

Advising Officer: Rebecca Preen Scrutiny Policy Adviser
rebecca.preen@centralbedfordshire.gov.uk

Purpose of this report

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

RECOMMENDATIONS

The Committee is asked to:

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

Overview and Scrutiny Work Programme

1. Throughout June and July 2016 residents were encouraged to propose items to be considered by the Council's overview and scrutiny committees.
2. In addition a workshop took place in June 2016 at which Members and partners were invited to propose additional items and to indicate the priorities that they would like to consider throughout 2016/17.
3. Throughout this process Members have been encouraged to adopt several key principles relating to ways of working that were previously agreed by the Overview and Scrutiny Co-ordination Panel, namely:-
 - Minimising duplication
 - Focusing on requested items
 - Focusing on outcomes and the 5-year plan
4. A long-list of items has been proposed, many of which have been included in the work programme of the relevant overview and scrutiny

committee and can be seen at the **Appendix**. There are several items that were proposed as part of this process that have not yet been included in the work programme as they are subject to further scoping.

5. This work programme aims to provide a balance of those items on which the Executive would be grateful for a steer in addition to those items that the Overview and Scrutiny Committee (OSC) wishes to proactively scrutinise.
6. The Committee is requested to consider the work programme and the indicated outcomes and to amend or add to it as necessary.

Overview and Scrutiny Task Forces

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

Executive Forward Plan

8. Listed below are those items relating specifically to this Committee's terms of reference contained in the latest version of the Executive Forward Plan. The full Executive Forward Plan can be viewed on the Council's website at the link at the end of this report.

Item	Indicative Exec Meeting date
Passenger Transport Strategy – Public Transport	11 October 2016
All Age Skills Strategy	11 October 2016
Parking Strategy	11 October 2016
Non Key Decisions	Indicative Exec Meeting date

Corporate Implications

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

Conclusion and next Steps

10. Members are requested to consider and agree the attached work programme, subject to any further amendment/additions they may wish to make and highlight those items within it where they may wish to establish a Task Force to assist the Committee in its work. This will

allow officers to plan accordingly but will not preclude further items being added during the course of the year if Members so wish and capacity exists.

Appendices

Appendix: Sustainable Communities OSC work programme.

Background Papers

Executive Forward Plan (can be viewed at any time on the Council's website) at the following link:-

<http://centralbeds.moderngov.co.uk/mgListPlans.aspx?RPId=577&RD=0>

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Appendix A – SC OSC Work Programme 2016/17

OSC Date	Report Title	Outcomes we are seeking to achieve
20 October 2016	Water Efficiency Report/ Environmental Strategy	To receive a report detailing the Council's proposed methods to manage water efficiency within the wider Environmental Strategy and influencing where appropriate policies and future direction of travel
20 October 2016	Local Plan Engagement Strategy	To receive a report regarding the Local Plan Engagement Strategy, providing Members with the opportunity to scrutinise the plan, consider the Engagement Strategy and offer recommendations to the Executive
20 October 2016	The Local Plan Technical Site Assessment Criteria	To receive a report regarding the updated Local Plan for Central Bedfordshire, providing Members with the opportunity to scrutinise the plan, consider the technical site assessment criteria for the Plan and offer recommendations to the Executive
20 October 2016	Q1 Budget Monitoring Report	To receive a report on the relevant Budget Monitoring Information
20 October 2016	Planning Enforcement Performance Monitoring Report	To receive a report as requested at an earlier meeting in order to facilitate the scrutiny of measures introduced to improve the Planning Enforcement Service.
24 November 2016	Items to be confirmed	
12 January 2017	Q2 performance and budget reports	To receive a presentation on the relevant quarterly performance and budget information

12 January 2017	Draft Budget, Capital and Medium Term Financial Plan 2017/18-20/21	To consider the draft Budget, updated Medium Term Financial Plan and Capital Programme pertaining to the Regeneration and Community Services Directorate only. Information that is relevant to the other directorates will be considered in the other relevant OSC meetings. Members are requested to submit their comments, observations and recommendations in respect of the Executive's proposals with particular reference to the Regeneration and Community Services Directorate proposals, to the meeting of the Executive.
16 March 2017	Items to be confirmed	