

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

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



**Central  
Bedfordshire**

**please ask for** Sandra Hobbs

**direct line** 0300 300 5257

**date** 31 May 2018

## **NOTICE OF MEETING**

### **EXECUTIVE**

Date & Time

**Tuesday, 12 June 2018 at 9.30 a.m.**

Venue at

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

Richard Carr  
**Chief Executive**

To: The Chairman and Members of the EXECUTIVE:

|       |            |   |
|-------|------------|---|
| Cllrs | J Jamieson | – Chairman and Leader of the Council  |
|       | R Wenham   | – Deputy Leader and Executive Member for Corporate Resources                                    |
|       | I Dalgarno | – Executive Member for Community Services   |
|       | S Dixon    | – Executive Member for Families, Education and Children and Lead Member for Children's Services |
|       | E Ghent    | – Executive Member for Assets and Housing Delivery  |
|       | C Hegley   | – Executive Member for Adults, Social Care and Housing Operations (HRA)                         |
|       | B Spurr    | – Executive Member for Health   |
|       | N Young    | – Executive Member for Regeneration   |

All other Members of the Council - on request

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

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**<https://centralbedfordshire.public-i.tv/core/portal/home>.**

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

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

## AGENDA

1. **Apologies for Absence**

To receive apologies for absence.

2. **Minutes**

To approve as a correct record, the Minutes of the meetings of the Executive held on 3 April 2018 and 10 May 2018.

3. **Members' Interests**

To receive from Members any declarations of interest.

4. **Chairman's Announcements**

To receive any matters of communication from the Chairman.

5. **Petitions**

To consider petitions received in accordance with the Public Participation Procedure as set out in Part 4G of the Constitution.

6. **Public Participation**

To respond to general questions and statements from members of the public in accordance with the Public Participation Procedure as set out in Part 4G of the Constitution.

7. **Forward Plan of Key Decisions**

To receive the Forward Plan of Key Decisions for the period 1 July 2018 to 30 June 2019.

**Decisions**

**Item      Subject**

8. **Temporary Accommodation Placement Policy**

To approve the Temporary Accommodation Placement Policy.

9. **Executive Response in Respect of Your Health, Your Social Care – the Way Forward (An Examination of Good Practice)**

To agree the response of the Executive to the outcomes of the scrutiny enquiry into Integration of Health and Social Care II as received at the previous Executive meeting on 3 April 2018.

10. **Task Force Enquiry, Pupil Attainment in Central Bedfordshire**

To provide Members with the outcomes of the scrutiny enquiry into pupil attainment in Central Bedfordshire as reported to the Children's Services Overview and Scrutiny Committee.

11. **Proposed Change to Designation of Church End Lower School, Marston Moretaine from a Foundation School to a Church of England Voluntary Controlled School**

To seek Executive support for the application from Church End Lower School, Marston Moretaine to the Department for Education, under Section 10 of the Education and Inspections Act 2006, as amended by the Education Act 2011, for a change of designation from a Foundation School to a Church of England Voluntary Controlled School.

12. **Quadrant Accommodation Plan**

To adopt the Quadrant Accommodation Plan.

13. **Farm Estate Plan**

To seek approval the consultation on the emerging draft Farm Estate Plan.

14. **Cranfield Community Building**

To approve the transfer of the Cranfield Community Building when built, on the Home Farm development in Cranfield, to Cranfield Parish Council.

15. **Stratton 5a Industrial Unit, Biggleswade**

To authorise the Director of Community Services, in consultation with the Executive Member for Assets and Housing Delivery, to tender and award the contract for construction of Stratton 5a industrial unit, Biggleswade.

**Monitoring Matters**

**Item Subject**

16. **Revenue Budget Monitoring Provisional Outturn March 2018**

The report sets out the provisional outturn financial position for 2017/18 as at the end of March 2018 (subject to audit).

17. **March 2018 Capital Budget Monitoring Outturn Report**

To report the provisional capital outturn for 2017/18 as at the end of March 2018 (subject to audit).

18. **2017/18 Housing Revenue Account Budget Management Outturn Report**

To report the provisional Housing Revenue Account outturn for 2017/18 as at the end of March 2018 (subject to audit).

19. **Quarter 4 Performance Monitoring 2017/18**

To receive the quarter 4 2017/18 performance monitoring report.

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## CENTRAL BEDFORDSHIRE COUNCIL

At a meeting of the **EXECUTIVE** held in the Council Chamber, Priory House, Monks Walk, Shefford on Tuesday, 3 April 2018.

### PRESENT

Cllr J G Jamieson (Chairman)  
Cllr R D Wenham (Vice-Chairman)

|                           |       |  |       |   |
|---------------------------|-------|--|-------|---|
| Executive Members:        | Cllrs | I Dalgarno<br>S Dixon<br>Mrs C Hegley  | Cllrs | B J Spurr<br>J N Young  |
| Deputy Executive Members: | Cllrs | A D Brown<br>K M Collins<br>Mrs A L Dodwell<br>Ms C Maudlin  | Cllrs | Mrs T Stock<br>G Tubb<br>B Wells  |
| Apologies for Absence:    | Cllrs | Mrs S Clark  |       | E Ghent   |
| Members in Attendance:    | Cllrs | Mrs A Barker<br>R D Berry<br>C C Gomm<br>Ms A M W Graham<br>Mrs D B Gurney   | Cllrs | P Hollick<br>K C Matthews<br>B Saunders<br>A Zerny  |
| Officers in Attendance    |       | Mr R Carr<br>Mr M Coiffait<br>Ms M Damigos<br>Mr A Davie<br><br>Mr D Galvin<br>Ms S Griffin<br>Mrs S Harrison<br>Mr J Longhurst<br><br>Mrs J Ogley<br><br>Mrs M Scott<br>Ms M Brooks |       | Chief Executive<br>Director of Community Services<br>Corporate Lawyer<br>Assistant Director Development Infrastructure<br>Assistant Director of Finance<br>Committee Services Officer<br>Director of Children's Services<br>Director of Regeneration and Business<br>Director of Social Care, Health and Housing<br>Director of Public Health<br>Committee Services Officer |

E/17/124 **Minutes**

### RESOLVED

**that the minutes of the meeting held on 6 February 2018 be confirmed as a correct record and signed by the Chairman.**

E/17/125 **Members' Interests**

None were declared.

E/17/126 **Chairman's Announcements**

E/17/127 **Petitions**

None were received.

E/17/128 **Public Participation**

One member of public had registered to speak on item 8 'Potton Hall for All'.  
See minute E/17/130 for further details.

E/17/129 **Forward Plan of Key Decisions**

**RESOLVED**

**that the Forward Plan of Key Decisions for the period 1 May 2018 to 30 April 2019 be noted.**

E/17/130 **Potton Hall for All**

The Executive considered a report from the Executive Member for Regeneration that sought approval to transfer up to 0.52 ha of serviced land owned by the developer for a community building to Potton Town Council as set out in the S106 Agreement for the development of land on the east side of Biggleswade Road. The report also set out the anticipated costs of the proposed community building and the proposed funding package.

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

Ms Gutteridge, spoke on behalf of the Potton Hall for All charity. She explained that the S106 agreement monies available would only fund the build of a small Hall which she felt would not be useful nor viable option in the long term. She confirmed that Potton Town Council's neighbourhood plan included support for the Hall for All project.

However, Potton Hall for All was concerned that the capital funding required to build the larger community building was three times greater than the available in the S106 monies. In Ms Gutteridge's opinion, Potton Town Council could raise sufficient funds in order to build the proposed Hall on their own. Potton Hall for All could raise the funds, provided that they were named as the lead



body for receipt of S106 monies. This would then guarantee the match funding which was needed for other grants.

She asked that the Executive amend recommendation two in report to allow the S106 funding to be allocated directly to the Potton Hall for All charity upon receipt of evidence showing that the full funding had been secured.

Ms Gutteridge explained that Potton Hall for All have been advised in relation to recommendation three that further conditions on Potton Town Council were advisory and not. She confirmed that in relation to recommendation five the Town Council, Ward members and Potton Hall for All charity were in full support of the project.

In response to questions, the Executive Member for Regeneration responded as follows:-

- the Council was not minded to transfer S106 monies directly to the Potton Hall for All charity but rather to the town council, which was an elected body likely to remain in existence in perpetuity.
- He confirmed that recommendation three was not a binding request to the Executive, but the Executive Member requested that Potton Town Council confirm a greater commitment to the realisation of the community building by using its precept to make a financial contribution towards the construction of the Hall.
- that Potton Town Council should be encouraged to give serious consideration to relocating to the Community Hall once it has been constructed.
- confirmed that the Council was supportive of the project.

The Executive Member moved an amendment to recommendation two in the report to clarify that the S106 funding will be secured to 'part fund the Hall for All community building'. This was duly seconded.

The Leader made reference to recommendation three indicating that there was flexibility to make any minor technical adjustments to accommodate various funding requirements.

The local Members were each invited to confirm the degree of priority they attached the proposed Hall for All proposal. Councillor Zerny confirmed that he was supportive of the project but was unwilling for it to be a priority for future 106 funds. Councillor Gurney confirmed her full support for the project.

Reason for decision: To assist the Potton Hall for All and Potton Town Council with the development of a community building.

## **RESOLVED**

- 1. on receipt of a transfer notice from the developer, and to the timescale described in the S106 Agreement for land on the east side of Biggleswade Road, Potton, that the receipt of up to 0.52 ha of the community hall land on behalf of Potton Town Council for the**

**purpose defined in the 2014 S106 Agreement for land east of Biggleswade Road, Potton, be approved;**

- 2. subject to Potton Town Council and the Hall for All group confirming that the community building was fully funded, allocate the S106 funding which had been secured for the purposes of developing a Community Building from the Land east of Biggleswade Road (£579,132) and 64, Biggleswade Road (£179, 859) developments, to Potton Town Council, to part fund the Hall for All community building;**
- 3. request Potton Town Council to confirm greater commitment to the realisation of the community building. Authorise the Directors of Regeneration and Community Services, in consultation with the relevant Executive Members, to make any further decisions regarding the transfer of the Community Hall Land and S106 funding to Potton Town Council. This should include ensuring a restrictive covenant was placed on the land for a community building or use as public open space; and**
- 4. that the S106 funding to Potton Town Council, upon receipt of evidence showing the full funding had been secured, be approved. This evidence must be provided within 2 years of the last S106 payment being received and the S106 money must be profiled in a Funding Plan to fund the final construction phase of the community building. This shall also apply to any further S106 funding secured for the purposes of the community building in Potton secured from future developments in Potton; and**
- 5. To request that Potton Town Council and the CBC ward Members for Potton confirm to Central Bedfordshire Council that the reallocation of S106 funding detailed in the report to fund the Potton Hall for All community building is in line with their priorities for the use of S106 for the Town.**

The decision was unanimous.

E/17/131

### **Your Health, Your Social Care, the Way Forward (An Examination of Good Practice)**

The Executive considered a report from the Chairman of the Overview and Scrutiny Enquiry that presented the outcome of the phase II enquiry into integration of health and social care in Central Bedfordshire. The second phase of the enquiry had investigated additional examples of good practice.

In response to questions, the Executive Member for Health confirmed that the ultimate intention was to develop spokes as well as Health Care Hubs to meet the needs of the rural communities.

Reason for decision: To enable the Executive to review the recommendations emerging from the enquiry before determining its response.

### **RESOLVED**

- 1. that the report and recommendations of the enquiry, set out at Appendix 1 to the report, be noted; and**
- 2. that a response to the report be submitted to the Executive for consideration within two months indicating what action, if any, it proposed to take and if it decided to take no action, the reasons for that decision.**

The decision was unanimous.

E/17/132

### **Procurement of a Hybrid Mail Solution**

The Executive considered a report from the Deputy Leader and Executive Member for Corporate Resources that set out the options for improved efficiency in the printing and mailing of bulk items, most notably Council Tax bills and Benefit letters. Hybrid mail would be delivered using a combination of electronic and physical delivery and offered a cost-effective, flexible alternative to on-site print and mailing provision. This process would act as a trial with the intention to widen its application to other parts of the Council.

Reason for decision: Hybrid mail solutions provide best value for the residents, business and users of Central Bedfordshire Council services.

### **RESOLVED**

- 1. that the procurement of a Hybrid Mail Solution be approved;**
- 2. that the approach of initially implementing the solution within the Revenues and Benefits Service with a view to widening it to encompass all Council services at a future date be endorsed; and**
- 3. to authorise the Director of Resources, in consultation with the Executive Member for Corporate Resources, to award the contract for a Hybrid mail solution, following completion of a Crown Commercial Services Framework procurement process.**

The decision was unanimous.

E/17/133

### **Award of Leisure Management Contract**

The Executive considered a report from the Executive Member for Community Services that recommended the award of contract for the operation and management of the new Dunstable Centre and The Grove Theatre, Dunstable, and Tiddenfoot Leisure Centre, Leighton Buzzard.

In response to questions, the Executive Member for Community Services responded as follows:-

- confirmed that the current contract with Stevenage Leisure ended in August 2018 and the contractor would take over from September 2018 which would allow for appropriate hand over arrangements and their involvement in the setting up of the new Leisure Centre in Dunstable.
- He would explore the scope for employment opportunities at the Leisure Centres for people with learning disabilities.

Reason for decision: To ensure the provision of leisure and cultural services at the Dunstable Centre, Tiddenfoot Leisure Centre and The Grove Theatre that offers best value in commercial terms and outcomes for the community.

### **RESOLVED**

**that the leisure management contract for the new Dunstable Centre and The Grove Theatre, Dunstable, and Tiddenfoot Leisure Centre, Leighton Buzzard be awarded to bidder A.**

The decision was unanimous.

E/17/134

### **Tender Award for SAP4/Hana Implementation Partner**

The Executive considered a report from the Deputy Leader and Executive Member for Corporate Resources that recommended the award of a contract for an implementation partner to work with the Council to upgrade the current EEC6 SAP financial applications, which included finance, procurement and HR Payroll to bring in line with SAP4/Hana Enterprise Cloud. The upgrade was part of the SAP Optimisation Programme and would provide more rapid and more directive financial reporting.

Reason for decision: To ensure resource and technical knowledge was secured to work with the Council for the upgrade of the SAP financial applications and that preferred contractor be appointed as implementation partner on the basis of best value in commercial terms and outcomes for the Council.

### **RESOLVED**

**that the contract for an implementation partner for the upgrade of the current SAP financial applications from EEC6 to SAP4/Hana Enterprise Cloud (HEC) be awarded to contractor C.**

The decision was unanimous.

E/17/135

### **Award of Contract - Cleaning Contract for General Needs, Independent Living, Gypsy & Traveller Sites, Transitional Accommodation & Sheltered Schemes**

The Executive considered a report from the Executive Member for Adults, Social Care and Housing Operations that recommended the award of a contract for the Cleaning Services of Housing Properties 2018 – 2023.

Reason for decision: To ensure that housing accommodation owned by Central Bedfordshire Council was maintained in an acceptable condition.

### **RESOLVED**

**that the Cleaning Services Contract for the Council's housing properties be awarded to Contractor C.**

The decision was unanimous.

#### **E/17/136 Revenue Budget Monitoring Provisional Forecast Outturn (Quarter 3)**

The Executive considered a report from the Deputy Leader and Executive Member for Corporate Resources that set out the forecast outturn financial position for 2017/18 as at December 2017.

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

### **RESOLVED**

- 1. that the revenue forecast outturn position which was currently an overspend of £2.2m, be noted;**
- 2. to note that the budget includes £2.1m of contingency against which no call has yet been made. If this contingency was released then this results in an overall net overspend of £0.1m;**
- 3. that officers continue to look for compensatory savings in order to deliver a balanced budget;**
- 4. to authorise the Chief Executive and the Director of Resources (s.151 Officer), in consultation with the Leader and the Deputy Leader and Executive Member for Corporate Resources, to approve the 2017/18 Revenue, Capital and Housing Revenue Account provisional financial outturn positions, subject to audit; and**
- 5. that the above delegation was subject to the final revenue outturn position not being more than 1% over/under net budget.**

The decision was unanimous.

#### **E/17/137 Capital Budget Monitoring Forecast Outturn Report (Quarter 3)**

The Executive considered a report from the Deputy Leader and Executive Member for Corporate Resources that set out the Capital forecast outturn for 2017/18 at as December 2017. The forecast outturn was a substantial under

spend against budget. Primarily this was due to a number of schemes which were dependent on the award of external funding, such as:

- A421 dualing.
- M1/A6 Link Road
- East / West Rail.

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

## **RESOLVED**

1. that the gross forecast outturn of £79.8m, excluding HRA, but including deferred spend from 2016/17 which was currently below the approved budget by £30.9m (£6.1m below last year against a higher budget of £132.6m), be noted; and
2. that the new forecast is £18.0m below budget (£9.5m below budget at the same stage last year) be noted.

## **RECOMMENDED TO COUNCIL**

***that the budget for the Stratton Phase 5 project be increased from £2.7m in the 2018/19 Capital Programme to £4.8m, as set out in paragraphs 54 and 55 in Appendix A to the Executive report.***

The decision was unanimous.

E/17/138

## **Housing Revenue Account Budget Monitoring (Quarter 3)**

The Executive considered a report from the Deputy Leader and Executive Member for Corporate Resources that set out the Housing Revenue Account (HRA) 2017/18 projected outturn revenue and capital position as at December 2017.

Overall, the forecast position for the capital budget showed an underspend as a result of delays in the delivery of key projects such as Houghton Regis Central.

The Executive Member for Adults, Social Care and Housing Operations commented on the strong performance within Housing.

In response to questions, the Executive Member for Adults, Social Care and Housing Operations confirmed that a process of value engineering was taking place for Houghton Regis Central but the Council was committed to the scheme. The Council was also exploring a new build scheme in Windsor Drive in Houghton Regis for transitional accommodation although some concerns have been raised by local residents.

The Executive Member for Adults, Social Care and Housing Operations explained the approach to funding improvements on housing estates which contained properties in both Council and in private ownership.

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

### **RESOLVED**

- 1. that the Revenue forecast position to achieve a balanced budget with a contribution to HRA Reserves of £5.861m, thus strengthening the Council's ability to invest and improve its stock of Council houses, be approved;**
- 2. that the Capital forecast position indicates a net outturn of £10.881m, against a budget of £14.342m, be approved. It was proposed that £3.344m of works be deferred to 2018/19;**
- 3. that Right to Buy sales be monitored for the possible impact on predicated surpluses in the medium to longer term; and**
- 4. to note that the Executive approved on 5 December 2017, the virement of the underspend at Croft Green (£3.725m) to the new build and acquisitions budget line, to enable further purchases of properties that would partly address the increasing transitional accommodation pressures in the General Fund.**

The decision was unanimous.

#### **E/17/139 2017/18 Quarter 3 Performance Report**

The Executive considered a report from the Deputy Leader and Executive Member for Corporate Resources that set out the 2017/18 Quarter 3 performance update for the Council's Medium Term Plan indicator set.

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

### **RESOLVED**

- 1. that the performance against the indicators currently being used to help support the monitoring of progress against the Medium Term Plan priorities be noted; and**
- 2. that officers be requested to investigate and resolve underperforming indicators as appropriate.**

The decision was unanimous.

#### **E/17/140 Award of Leisure Management Contract**

See minute E/17/133 for further details.

E/17/141 **Tender Award for SAP4/Hana Implementation Partner**

See minute E/17/134 for further details.

E/17/142 **Award of Contract - Cleaning Contract for General Needs, Independent Living, Gypsy & Traveller Sites, Transitional Accommodation & Sheltered Schemes**

See minute E/17/135 for further details.

(Note: The meeting commenced at 9.31 a.m. and concluded at 11.01 a.m.)

Chairman .....

Dated .....



## CENTRAL BEDFORDSHIRE COUNCIL

At a meeting of the **EXECUTIVE** held in the Council Chamber, Priory House, Monks Walk, Shefford on Thursday, 10 May 2018.

### PRESENT

Cllr J G Jamieson (Chairman)  
Cllr R D Wenham (Vice-Chairman)

|                    |       |                                  |       |  |
|--------------------|-------|----------------------------------|-------|--|
| Executive Members: | Cllrs | I Dalgarno<br>S Dixon<br>E Ghent | Cllrs | Mrs C Hegley<br>B J Spurr<br>J N Young |
|--------------------|-------|----------------------------------|-------|--|

|                           |       |                                 |       |                        |
|---------------------------|-------|---------------------------------|-------|------------------------|
| Deputy Executive Members: | Cllrs | Mrs A L Dodwell<br>Ms C Maudlin | Cllrs | Mrs T Stock<br>B Wells |
|---------------------------|-------|---------------------------------|-------|------------------------|

|                        |                                   |   |
|------------------------|-----------------------------------|---|
| Apologies for Absence: | Deputy Executive Members<br>Cllrs | A D Brown<br>Mrs S Clark<br>K M Collins<br>G Tubb |
|------------------------|-----------------------------------|---|

|                        |       |  |       |  |
|------------------------|-------|--|-------|--|
| Members in Attendance: | Cllrs | R D Berry<br>F Firth<br>C C Gomm<br>Mrs S A Goodchild<br>Ms A M W Graham | Cllrs | P Hollick<br>K C Matthews<br>B Saunders<br>S Watkins |
|------------------------|-------|--|-------|--|

|                        |  |   |
|------------------------|--|---|
| Officers in Attendance | Mr R Carr<br>Mr M Coiffait<br>Ms T Harris<br><br>Mrs S Hobbs<br>Mrs J Ogley<br><br>Mr S Rix<br>Mr C Warboys<br>Mr M Westerby | Chief Executive<br>Director of Community Services<br>Assistant Director - Environmental Services<br>Senior Committee Services Officer<br>Director of Social Care, Health and Housing<br>Deputy Monitoring Officer<br>Director of Resources<br>Head of Public Health |
|------------------------|--|---|

E/17/143      **Members' Interests**

None were declared.

E/17/144      **Public Participation**

No members of the public had registered to speak.

E/17/145

## **Waste Collection & Street Cleansing - Service Design and Delivery Method**

The Executive considered a report and presentation from the Executive Member for Community Services on the options for the kerbside collection of household waste in Central Bedfordshire. The report also outlined the options for the commissioning of the kerbside collection of household waste and street cleansing services, taking account of the outcome of the public consultation and recommended a preferred commissioning route.

In response to questions, the Executive Member for Community Services explained the approaches that had been taken to seeking the views of residents. The Council was keen to build on the level of public engagement and to support residents in maximising their recycling to help decrease residual waste. In addition, the packaging industry was taking steps to increase the use of recyclable materials in its products.

In response to a question, the Director of Community explained that the Council was not proposing to impose fines on residents, but to support them in understanding what materials could be recycled. Officers were also considering the option of the contractor not only collecting the waste but also being responsible for its disposal. He confirmed that the harmonisation of services across Central Bedfordshire would itself deliver savings.

The proposals had been considered by scrutiny which was supportive of the suggested way forward.

Reason for decision: To enable the Council to tender for the waste collection and street cleansing services to commence in 2019.

### **RESOLVED**

- 1. that the Council offers a harmonised waste collection service across the whole of Central Bedfordshire;**
- 2. that the Council commits to increasing recycling rates to meet targets of 50% by 2020 and 55% by 2025;**
- 3. to achieve the above commitments, the Council will:**
  - Introduce a weekly food waste collection to the south of Central Bedfordshire.**
  - Maintain a free green (garden) waste collection service to all residents, where possible offering the choice of a bin or reusable bags.**
  - Approve the separate collection of glass as a desired future additional service to residents and include as an optional item in the procurement of the services.**

- **Support residents to maximise recycling by the use of proactive, targeted officer and contractor support particularly to those having difficulties.**
  - **Following the introduction of the new recycling services and initiatives across the whole of Central Bedfordshire, recycling rates should improve and the residual waste volumes decrease; when this has been achieved, a further report will be considered by the Executive seeking authority to implement a three-weekly residual collection service.**
4. **to authorise the Assistant Director – Environmental Services, in consultation with the Executive Member for Community Services, and working in conjunction with procurement officers to commence and carry out a full procurement process compliant with the Public Contracts Regulations 2015 to out-source the services to a third-party supplier in order to maximise cost efficiencies.**

The decision was unanimous.

E/17/146

**Purchase of Transitional Accommodation**

The Executive considered a report from the Executive Member for Adults, Social Care and Housing Operations that sought approval for the Council to purchase residential accommodation, as identified in the exempt papers, funded by the Housing Revenue Account..

Reason for decision: The Council had a statutory obligation to provide accommodation and purchasing additional accommodation would provide transitional homes to residents that become homeless.

**RESOLVED**

**to authorise the Director of Community Services, in consultation with the Executive Member for Assets and Housing Delivery, to approve the acquisitions identified in the exempt papers.**

E/17/147

**Purchase of Transitional Accommodation**

See minute E/17/146.

(Note: The meeting commenced at 9.30 a.m. and concluded at 10.16 a.m.)

Chairman .....

Dated .....

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**Central Bedfordshire Council  
Forward Plan of Key Decisions  
1 July 2018 to 30 June 2019**

- 1) During the period from **1 July 2018 to 30 June 2019**, Central Bedfordshire Council plans to make key decisions on the issues set out below. “Key decisions” relate to those decisions of the Executive which are likely:
- to result in the incurring of expenditure which is, or the making of savings which are, significant having regard to the budget for the service or function to which the decision relates\*; or
  - to be significant in terms of their effects on communities living or working in an area comprising one or more wards in the area of Central Bedfordshire.

\*Savings are significant if they exceed £200,000 per annum (revenue) or £5000,000 whole life cost (capital). Expenditure is significant if it exceeds, in respect of revenue contracts: (i) £300,000 per annum; and (ii) £1m total cost; and (iii) 5 years duration (including contract extension periods); or £750,000 financial commitment (capital).

There are exceptions to these criteria which is set out in Part 2 Article 12 paragraph 1.3 in the Council’s Constitution. Specifically, expenditure which is identified in the approved Council revenue and capital budgets are not key decisions.

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

|                           |   |
|---------------------------|---|
| Councillor James Jamieson | Leader of the Council   |
| Councillor Richard Wenham | Deputy Leader and Executive Member for Corporate Resources                                    |
| Councillor Ian Dalgarno   | Executive Member for Community Services   |
| Councillor Steven Dixon   | Executive Member for Families, Education and Children and Lead Member for Children’s Services |
| Councillor Eugene Ghent   | Executive Member for Assets and Housing Delivery  |
| Councillor Carole Hegley  | Executive Member for Adults, Social Care and Housing Operations (HRA)                         |
| Councillor Brian Spurr    | Executive Member for Health   |
| Councillor Nigel Young    | Executive Member for Regeneration   |

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

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

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

| Meeting Date    | Publication of Agenda |
|-----------------|-----------------------|
| 3 April 2018    | 22 March 2018         |
| 12 June 2018    | 31 May 2018           |
| 7 August 2018   | 26 July 2018          |
| 9 October 2018  | 27 September 2018     |
| 4 December 2018 | 22 November 2018      |
| 8 January 2019  | 20 December 2018      |
| 5 February 2019 | 24 January 2019       |
| 2 April 2019    | 21 March 2019         |

Central Bedfordshire Council

Forward Plan of Key Decisions for the period 1 July 2018 to 30 June 2019

Key Decisions

Date of Publication: 31 May 2018

| Ref No. | Issue for Key Decision by the Executive                       | Intended Decision   | Indicative Meeting Date | Consultees and Date/Method | Documents which may be considered | Contact officer (method of comment and closing date)  |
|---------|---|---|-------------------------|----------------------------|-----------------------------------|---|
| 1.      | Highways Service Improvement Review and Incentive Fund Bid. - | To note progress against the Service Improvement Plan and adopt a suite of policies required to meet the criteria for the Incentive Fund Bid for Highways capital funding in 2019/20. | 7 August 2018           |                            | Open                              | Community Services - Executive Member<br>Comments by 07/07/2018 to Contact Officer:<br>Nick Shaw, Sustainable Transport Officer<br>Email:<br><a href="mailto:nick.shaw@centralbedfordshire.gov.uk">nick.shaw@centralbedfordshire.gov.uk</a><br>Tel: 0300 300 6581 |

| Ref No. | Issue for Key Decision by the Executive                                   | Intended Decision   | Indicative Meeting Date | Consultees and Date/Method | Documents which may be considered | Portfolio Holder and Contact officer (method of comment and closing date)  |
|---------|---|---|-------------------------|----------------------------|-----------------------------------|--|
| 2.      | Executive Response to Overview and Scrutiny Enquiry on Pupil Attainment - | To agree the response of the Executive to the outcomes of a scrutiny enquiry into Pupil Attainment as received at the previous Executive meeting on 12 June 2018. | 7 August 2018           |                            | Open                              | Families, Education and Children - Executive Member and Lead Member for Children's Services<br>Comments by 07/07/2018 to Contact Officer:<br>Leo Jones, Assistant Director for Education and Transformation<br>Email:<br><a href="mailto:leo.jones@centralbedfordshire.gov.uk">leo.jones@centralbedfordshire.gov.uk</a><br>Tel: 0300 300 4218  |
| 3.      | Schools for the Future -  | To consider the future of Central Bedfordshire schools.   | 7 August 2018           |                            | Open                              | Families, Education and Children - Executive Member and Lead Member for Children's Services<br>Comments by 09/09/2018 to Contact Officer:<br>Amanda Coleman, Partnership and Performance Officer<br>Email:<br><a href="mailto:amanda.coleman2@centralbedfordshire.gov.uk">amanda.coleman2@centralbedfordshire.gov.uk</a><br>Tel: 0300 300 4650 |



| Ref No. | Issue for Key Decision by the Executive                            | Intended Decision   | Indicative Meeting Date | Consultees and Date/Method   | Documents which may be considered  | Portfolio Holder and Contact officer (method of comment and closing date)  |
|---------|--|---|-------------------------|--|--|--|
| 4.      | Improving the Day Offer for Older People in Central Bedfordshire - | To commence a consultation on the future of Ampthill Older Persons Day Centre in the context of the Council's new Day Offer for Older People and Vulnerable Adults. | 7 August 2018           | Customers, members of the public, statutory organisations, voluntary organisations.<br>This report will propose the nature and extent of the consultation process. | Open<br><br>Improving the Day Offer for Older People in Central Bedfordshire | Adults, Social Care & Housing Operations (HRA) - Executive Member<br>Comments by 07/07/2018 to Contact Officer:<br>Tim Hoyle, MANOP Head of Service<br>Email:<br><a href="mailto:tim.hoyle@centralbedfordshire.gov.uk">tim.hoyle@centralbedfordshire.gov.uk</a><br>Tel: 0300 300 6065  |
| 5.      | Recommissioning Support Services for Children and Young People -   | To secure provision and delivery of in scope support services for children and young people.  | 7 August 2018           | Stakeholder engagement January – May 2018.<br>Public consultation to take place July – September 2018.   | Part exempt<br>Financial<br>Sensitivity                                      | Families, Education and Children - Executive Member and Lead Member for Children's Services<br>Comments by 07/09/2018 to Contact Officer:<br>Jody Nason, Head of Commissioning & Performance<br>Email:<br><a href="mailto:jody.nason@centralbedfordshire.gov.uk">jody.nason@centralbedfordshire.gov.uk</a><br>Tel: 0300 300 4512 |

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|---------|--|--|-------------------------|--|--|---|
| 6.      | Arrangements for the Supply of Agency Staff to the Council -   | To determine the future contractual arrangements and procurement process.  | 7 August 2018           |  | Part exempt Appendices will be exempt due to commercial sensitivity.   | Corporate Resources - Executive Member and Deputy Leader of the Council<br>Comments by 06/07/2018 to Contact Officer:<br>Tim Hoyle, MANOP Head of Service<br>Email:<br><a href="mailto:tim.hoyle@centralbedfordshire.gov.uk">tim.hoyle@centralbedfordshire.gov.uk</a><br>Tel: 0300 300 6065 |
| 7.      | The Future of Westlands Older Persons Home - The Outcome of the Consultation and Procurement Processes - | To advise on the outcome of the public consultation into the future of Westlands Older Persons Home and to determine its future. To advise on the outcome of the process to identify a provider for a new care home in Leighton Buzzard and to agree a preferred provider. | 7 August 2018           | Residents, relatives, stakeholder groups and any other interested parties.<br>Full public consultation - August to November 2017 | Part exempt<br>Some information relating to the procurement process may be commercially sensitive.<br>The Future of Westlands Older Persons Home - The outcome of the consultation and procurement processes | Adults, Social Care & Housing Operations (HRA) - Executive Member<br>Comments by 07/07/2018 to Contact Officer<br>Tim Hoyle, MANOP Head of Service<br>Email:<br><a href="mailto:tim.hoyle@centralbedfordshire.gov.uk">tim.hoyle@centralbedfordshire.gov.uk</a><br>Tel: 0300 300 6065        |

| Ref No. | Issue for Key Decision by the Executive | Intended Decision  | Indicative Meeting Date | Consultees and Date/Method | Documents which may be considered | Portfolio Holder and Contact officer (method of comment and closing date)  |
|---------|---|--|-------------------------|----------------------------|-----------------------------------|--|
| 8.      | Development Company -                   | To seek approval to the establishment of a wholly owned Development Company.   | 7 August 2018           |                            | Part exempt                       | Assets and Housing Delivery - Executive Member<br>Comments by 12/05/2018 to Contact Officer:<br>Elaine Bradbury, Development Manager<br>Email:<br><a href="mailto:elaine.bradbury@centralbedfordshire.gov.uk">elaine.bradbury@centralbedfordshire.gov.uk</a><br>Tel: 0300 300 4026   |
| 9.      | Land North of Luton -                   | To approve the Heads of Terms for the Land North of Luton development and agree to consider the structure of the developer contribution from this and the potential Sundon Rail Freight Interchange towards the balance of delivering the new M1-A6 link road. | 7 August 2018           |                            | Fully exempt                      | Regeneration - Executive Member<br>Comments by 07/07/2018 to Contact Officer:<br>Andrew Gordon, Head of Estate Management, Stephen Mooring, Environmental Policy Manager<br>Email:<br><a href="mailto:andrew.gordon@centralbedfordshire.gov.uk">andrew.gordon@centralbedfordshire.gov.uk</a> ,<br><a href="mailto:stephen.mooring@centralbedfordshire.gov.uk">stephen.mooring@centralbedfordshire.gov.uk</a><br>Tel: 0300 300 5882, Tel: 0300 300 6241 |

| Ref No. | Issue for Key Decision by the Executive               | Intended Decision   | Indicative Meeting Date | Consultees and Date/Method  | Documents which may be considered                               | Portfolio Holder and Contact officer (method of comment and closing date)   |
|---------|---|---|-------------------------|---|---|---|
| 10.     | Discharge of Duty to Provide a Suitable Home Policy - | To approve the Discharge of Duty to Provide a Suitable Home Policy. | 9 October 2018          | Social Care, Health and Housing Overview and Scrutiny Committee on 17 September 2018. | Open<br><br>Discharge of Duty to Provide a Suitable Home Policy | Adults, Social Care & Housing Operations (HRA) - Executive Member<br>Comments by 09/09/2018 to Contact Officer:<br>Nick Costin, Head of Housing Service<br>Email:<br><a href="mailto:nick.costin@centralbedfordshire.gov.uk">nick.costin@centralbedfordshire.gov.uk</a><br>Tel: 0300 300 5219 |
| 11.     | Farm Strategy -                                       | To adopt a Farm Strategy for Central Bedfordshire.                  | 9 October 2018          | Corporate Resources Overview and Scrutiny Committee on 31 May 2018.                   | Open  | Assets and Housing Delivery - Executive Member<br>Comments by 09/09/2018 to Contact Officer:<br>Andrew Gordon, Head of Estate Management<br>Email:<br><a href="mailto:andrew.gordon@centralbedfordshire.gov.uk">andrew.gordon@centralbedfordshire.gov.uk</a><br>Tel: 0300 300 5882            |

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|---------|--|---|-------------------------|---|-----------------------------------|---|
| 12.     | Consultation on the Council's Admission Arrangements for the Academic Year 2020/21 - | To approve the commencement of the Council's consultation on admission arrangements to ensure the statutory requirement for admissions consultation is met. The Council is the admissions authority for Community and Voluntary Controlled schools. | 9 October 2018          |   | Open                              | Families, Education and Children - Executive Member and Lead Member for Children's Services<br>Comments by 09/09/2018 to Contact Officer:<br>Jessica Mortimer<br>Email:<br><a href="mailto:jessica.mortimer@centralbedfordshire.gov.uk">jessica.mortimer@centralbedfordshire.gov.uk</a><br>Tel: 0300 300 4766     |
| 13.     | Flitwick Station Area Regeneration -   | To confirm the delivery mechanism and approve the progression.  | 9 October 2018          | Flitwick Town Council – September 2018. | Open                              | Regeneration - Executive Member, Assets and Housing Delivery - Executive Member<br>Comments by 09/09/18 to Contact Officer:<br>Sam Caldbeck, Major Projects Officer<br>Email:<br><a href="mailto:samuel.caldbeck@centralbedfordshire.gov.uk">samuel.caldbeck@centralbedfordshire.gov.uk</a><br>Tel: 0300 300 4410 |

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|---------|---|---|-------------------------|----------------------------|--|--|
| 14.     | Independent Living Scheme at Houghton Regis Central - | To award the contract for the construction of an Independent Living Scheme at Houghton Regis Central. | 9 October 2018          |                            | Part exempt Appendices will be exempt due to commercial sensitivity. Independent Living Scheme at Houghton Regis Central | Adults, Social Care & Housing Operations (HRA) - Executive Member<br>Comments by 09/09/2018 to Contact Officer:<br>Ian Johnson, Housing Asset Manager<br>Email: <a href="mailto:ian.johnson@centralbedfordshire.gov.uk">ian.johnson@centralbedfordshire.gov.uk</a><br>Tel: 0300 300 5202             |
| 15.     | Repairs Maintenance and Capital Works -               | To award the contract for repair, maintenance and capital works to the Council's housing stock.       | 9 October 2018          |                            | Part exempt  | Adults, Social Care & Housing Operations (HRA) - Executive Member<br>Comments by 09/09/2018 to Contact Officer:<br>James Yeomans, Routine Maintenance Manager<br>Email: <a href="mailto:james.yeomans@centralbedfordshire.gov.uk">james.yeomans@centralbedfordshire.gov.uk</a><br>Tel: 0300 300 5957 |

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|---------|--|---|-------------------------|---|--|---|
| 16.     | The Future of Ampthill Day Centre for Older People - | To consider the outcome of the consultation on the options for Ampthill Day Centre for Older People and make a decision about its future. | 4 December 2018         | Customers, carers, members of the public, statutory organisations, voluntary organisations. Formal public consultation. | Open<br><br>The Future of Ampthill Day Centre for Older People | Adults, Social Care & Housing Operations (HRA) - Executive Member<br>Comments by 04/11/2018 to Contact Officer:<br>Tim Hoyle, MANOP Head of Service<br>Email:<br><a href="mailto:tim.hoyle@centralbedfordshire.gov.uk">tim.hoyle@centralbedfordshire.gov.uk</a><br>Tel: 0300 300 6065 |

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|---------|---|---|-------------------------|----------------------------|-----------------------------------|--|
| 17.     | Community Safety Partnership Priorities 2019-2022 - | To consider the emerging priorities identified by the Community Safety Partnership. | 8 January 2019          |                            | Open                              | Community Services - Executive Member<br>Comments by 08/12/2018 to Contact Officer:<br>Lisa Scott, Community Safety Strategy Officer<br>Email:<br><a href="mailto:lisa.scott@centralbedfordshire.gov.uk">lisa.scott@centralbedfordshire.gov.uk</a><br>Tel: 0300 300 5733 |

**NON KEY DECISIONS**



| Ref No. | Issue for Key Decision by the Executive         | Intended Decision   | Indicative Meeting Date | Consultees and Date/Method  | Documents which may be considered | Portfolio Holder and Contact officer (method of comment and closing date)  |
|---------|---|---|-------------------------|---|-----------------------------------|--|
| 18.     | Budget Framework 2019/20 -                      | To set out the formal process that sets a framework for 2019/20 – 2022/23 Medium Term Financial Plan. | 7 August 2018           | Corporate Resources Overview and Scrutiny Committee on 20 September 2018. | Open                              | Corporate Resources - Executive Member and Deputy Leader of the Council<br>Comments by 07/07/2018 to Contact Officer:<br>Denis Galvin, Assistant Director of Finance<br>Email:<br><a href="mailto:denis.galvin@centralbedfordshire.gov.uk">denis.galvin@centralbedfordshire.gov.uk</a><br>Tel: 0300 300 6083 |
| 19.     | Revenue Budget Monitoring 2018/19 - Quarter 1 - | To receive the 2018/19 quarter 1 revenue budget monitoring report.                                    | 7 August 2018           | Corporate Resources Overview and Scrutiny Committee on 20 September 2018. | Open                              | Corporate Resources - Executive Member and Deputy Leader of the Council<br>Comments by 07/07/2018 to Contact Officer:<br>Denis Galvin, Assistant Director of Finance<br>Email:<br><a href="mailto:denis.galvin@centralbedfordshire.gov.uk">denis.galvin@centralbedfordshire.gov.uk</a><br>Tel: 0300 300 6083 |

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|---------|--|--|-------------------------|---|-----------------------------------|--|
| 20.     | Capital Budget Monitoring - Quarter 1 -                        | To receive the 2018/19 quarter 1 capital budget monitoring report.                 | 7 August 2018           | Corporate Resources Overview and Scrutiny Committee on 20 September 2018. | Open                              | Corporate Resources - Executive Member and Deputy Leader of the Council<br>Comments by 07/07/18 to Contact Officer:<br>Denis Galvin, Assistant Director of Finance<br>Email:<br><a href="mailto:denis.galvin@centralbedfordshire.gov.uk">denis.galvin@centralbedfordshire.gov.uk</a><br>Tel: 0300 300 6083   |
| 21.     | Housing Revenue Account Budget Monitoring Report - Quarter 1 - | To receive the 2018/19 quarter 1 housing revenue account budget monitoring report. | 7 August 2018           | Corporate Resources Overview and Scrutiny Committee on 20 September 2018. | Open                              | Corporate Resources - Executive Member and Deputy Leader of the Council<br>Comments by 07/07/2018 to Contact Officer:<br>Denis Galvin, Assistant Director of Finance<br>Email:<br><a href="mailto:denis.galvin@centralbedfordshire.gov.uk">denis.galvin@centralbedfordshire.gov.uk</a><br>Tel: 0300 300 6083 |

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|---------|--|--|-------------------------|---|-----------------------------------|--|
| 22.     | Quarter 1 Performance Report 2018/19 -                                 | To receive the 2018/19 quarter 1 performance monitoring report.  | 7 August 2018           |   | Open                              | Corporate Resources - Executive Member and Deputy Leader of the Council<br>Comments by 07/07/2018 to Contact Officer:<br>Tobin Stephenson, Programme Manager<br>Email:<br><a href="mailto:tobin.stephenson@centralbedfordshire.gov.uk">tobin.stephenson@centralbedfordshire.gov.uk</a><br>Tel: 0300 300 4098 |
| 23.     | Fees and Charges (Excluding Social Care, Health and Housing) 2019/20 - | To approve the Central Bedfordshire Charging Policy and the proposed fees and charges pricing schedule for January 2019. | 9 October 2018          | Corporate Resources Overview and Scrutiny Committee on 20 September 2018. | Open                              | Corporate Resources - Executive Member and Deputy Leader of the Council<br>Comments by 09/09/2018 to Contact Officer:<br>Denis Galvin, Assistant Director of Finance<br>Email:<br><a href="mailto:denis.galvin@centralbedfordshire.gov.uk">denis.galvin@centralbedfordshire.gov.uk</a><br>Tel: 0300 300 6083 |

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|---------|---|---|-------------------------|--|-----------------------------------|--|
| 24.     | Council Tax Support Scheme 2019/20 -            | To recommend to Council the approval of the Local Council Tax Support Scheme 2019/20. | 4 December 2018         | Corporate Resources Overview and Scrutiny Committee on 20 November 2018. | Open                              | Corporate Resources - Executive Member and Deputy Leader of the Council<br>Comments by 04/11/2018 to Contact Officer:<br>Gary Muskett, Head of Revenues & Benefits<br>Email:<br><a href="mailto:gary.muskett@centralbedfordshire.gov.uk">gary.muskett@centralbedfordshire.gov.uk</a><br>Tel: 0300 300 4097   |
| 25.     | Revenue Budget Monitoring 2018/19 - Quarter 2 - | To report the quarter 2 revenue budget monitoring 2018/19 report.                     | 4 December 2018         | Corporate Resources Overview and Scrutiny Committee on 31 January 2019.  | Open                              | Corporate Resources - Executive Member and Deputy Leader of the Council<br>Comments by 04/11/2018 to Contact Officer:<br>Denis Galvin, Assistant Director of Finance<br>Email:<br><a href="mailto:denis.galvin@centralbedfordshire.gov.uk">denis.galvin@centralbedfordshire.gov.uk</a><br>Tel: 0300 300 6083 |

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|---------|---|---|-------------------------|---|-----------------------------------|--|
| 26.     | Capital Budget Monitoring 2018/19 - Quarter 2 -                 | To report the quarter 2 capital budget monitoring 2018/19 report.                 | 4 December 2018         | Corporate Resources Overview and Scrutiny Committee on 31 January 2019. | Open                              | Corporate Resources - Executive Member and Deputy Leader of the Council<br>Comments by 04/11/2018 to Contact Officer:<br>Denis Galvin, Assistant Director of Finance<br>Email:<br><a href="mailto:denis.galvin@centralbedfordshire.gov.uk">denis.galvin@centralbedfordshire.gov.uk</a><br>Tel: 0300 300 6083 |
| 27.     | Housing Revenue Account Budget Monitoring 2018/19 - Quarter 2 - | To report the quarter 2 housing revenue account budget monitoring 2018/19 report. | 4 December 2018         | Corporate Resources Overview and Scrutiny Committee on 31 January 2019. | Open                              | Corporate Resources - Executive Member and Deputy Leader of the Council<br>Comments by 04/11/2018 to Contact Officer:<br>Denis Galvin, Assistant Director of Finance<br>Email:<br><a href="mailto:denis.galvin@centralbedfordshire.gov.uk">denis.galvin@centralbedfordshire.gov.uk</a><br>Tel: 0300 300 6083 |

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|---------|---|--|-------------------------|---|-----------------------------------|---|
| 28.     | Quarter 2 Performance Report 2018/19 -  | To receive the 2018/19 quarter 2 performance report.                                       | 4 December 2018         |   | Open                              | Corporate Resources - Executive Member and Deputy Leader of the Council<br>Comments by 04/11/18 to Contact Officer:<br>Tobin Stephenson, Programme Manager<br>Email:<br><a href="mailto:tobin.stephenson@centralbedfordshire.gov.uk">tobin.stephenson@centralbedfordshire.gov.uk</a><br>Tel: 0300 300 4098  |
| 29.     | Draft Revenue Budget 2019/20 -          | To set out the draft revenue budget for 2019/20 and update the Medium Term Financial Plan. | 8 January 2019          | Corporate Resources Overview and Scrutiny Committee on 31 January 2019. | Open                              | Corporate Resources - Executive Member and Deputy Leader of the Council<br>Comment by 08/12/2018 to Contact Officer:<br>Denis Galvin, Assistant Director of Finance<br>Email:<br><a href="mailto:denis.galvin@centralbedfordshire.gov.uk">denis.galvin@centralbedfordshire.gov.uk</a><br>Tel: 0300 300 6083 |

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|---------|--|--|-------------------------|---|-----------------------------------|--|
| 30.     | Draft Capital Budget 2019/20 -                 | To set out the draft capital budget for 2019/20.                 | 8 January 2019          | Corporate Resources Overview and Scrutiny Committee on 31 January 2019. | Open                              | Corporate Resources - Executive Member and Deputy Leader of the Council<br>Comments by 08/12/2018 to Contact Officer:<br>Denis Galvin, Assistant Director of Finance<br>Email:<br><a href="mailto:denis.galvin@centralbedfordshire.gov.uk">denis.galvin@centralbedfordshire.gov.uk</a><br>Tel: 0300 300 6083 |
| 31.     | Draft Housing Revenue Account Budget 2019/20 - | To set out the draft housing revenue account budget for 2019/20. | 8 January 2019          | Corporate Resources Overview and Scrutiny Committee on 31 January 2019. | Open                              | Corporate Resources - Executive Member and Deputy Leader of the Council<br>Comments by 08/12/2018 to Contact Officer:<br>Denis Galvin, Assistant Director of Finance<br>Email:<br><a href="mailto:denis.galvin@centralbedfordshire.gov.uk">denis.galvin@centralbedfordshire.gov.uk</a><br>Tel: 0300 300 6083 |

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|---------|---|--|-------------------------|---|-----------------------------------|--|
| 32.     | Final Revenue Budget 2019/20 -          | To recommend the final revenue budget for 2019/20 to Council for approval on 21 February 2019. | 5 February 2019         |   | Open                              | Corporate Resources - Executive Member and Deputy Leader of the Council<br>Comments by 05/01/2019 to Contact Officer:<br>Denis Galvin, Assistant Director of Finance<br>Email:<br><a href="mailto:denis.galvin@centralbedfordshire.gov.uk">denis.galvin@centralbedfordshire.gov.uk</a><br>Tel: 0300 300 6083 |
| 33.     | Final Capital Budget 2019/20 -          | To recommend the final capital budget for 2019/20 to Council on 21 February 2019.              | 5 February 2019         | Executive on 8 January 2019.<br>Corporate Resources Overview and Scrutiny Committee on 31 January 2019. | Open                              | Corporate Resources - Executive Member and Deputy Leader of the Council<br>Comments by 05/01/2019 to Contact Officer:<br>Denis Galvin, Assistant Director of Finance<br>Email:<br><a href="mailto:denis.galvin@centralbedfordshire.gov.uk">denis.galvin@centralbedfordshire.gov.uk</a><br>Tel: 0300 300 6083 |



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|---------|--|---|-------------------------|---|-----------------------------------|--|
| 34.     | Final Housing Revenue Account Budget 2019/20 -             | To recommend the final housing revenue account budget for 2019/20 to Council for approval on 21 February 2019.                    | 5 February 2019         | Executive on 8 January 2019.<br>Corporate Resources Overview and Scrutiny Committee on 31 January 2019. | Open                              | Corporate Resources - Executive Member and Deputy Leader of the Council<br>Comments by 05/01/2019 to Contact Officer:<br>Denis Galvin, Assistant Director of Finance<br>Email:<br><a href="mailto:denis.galvin@centralbedfordshire.gov.uk">denis.galvin@centralbedfordshire.gov.uk</a><br>Tel: 0300 300 6083 |
| 35.     | Social Care, Health and Housing Fees and Charges 2019/20 - | To recommend to Council on 21 February 2019 the approval of the fees and charges for social care, health and housing for 2019/20. | 5 February 2019         | Corporate Resources Overview and Scrutiny Committee on 31 January 2019.                                 | Open                              | Corporate Resources - Executive Member and Deputy Leader of the Council<br>Comments by 05/01/2019 to Contact Officer:<br>Denis Galvin, Assistant Director of Finance<br>Email:<br><a href="mailto:denis.galvin@centralbedfordshire.gov.uk">denis.galvin@centralbedfordshire.gov.uk</a><br>Tel: 0300 300 6083 |

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|---------|---|---|-------------------------|---|-----------------------------------|--|
| 36.     | Proposed Charges for Traded Services to Schools and Academies 2019/20 - | To recommend to Council on 21 February 2019 the approval of the charges for traded services to schools and academies for 2019/20.   | 5 February 2019         | Corporate Resources Overview and Scrutiny Committee on 31 January 2019. | Open                              | Corporate Resources - Executive Member and Deputy Leader of the Council<br>Comments by 05/01/2019 to Contact Officer:<br>Denis Galvin, Assistant Director of Finance<br>Email:<br><a href="mailto:denis.galvin@centralbedfordshire.gov.uk">denis.galvin@centralbedfordshire.gov.uk</a><br>Tel: 0300 300 6083 |
| 37.     | Treasury Management Strategy and Treasury Management Policy 2019/20 -   | To recommend to Council on 21 February 2019 the approval of the Treasury Management Strategy Statement, Prudential Indicators and Minimum Revenue Provision Policy for 2019/20. | 5 February 2019         | Corporate Resources Overview and Scrutiny Committee on 31 January 2019. | Open                              | Corporate Resources - Executive Member and Deputy Leader of the Council<br>Comments by 05/01/2019 to Contact Officer:<br>Denis Galvin, Assistant Director of Finance<br>Email:<br><a href="mailto:denis.galvin@centralbedfordshire.gov.uk">denis.galvin@centralbedfordshire.gov.uk</a><br>Tel: 0300 300 6083 |

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|---------|---|---|-------------------------|---|-----------------------------------|--|
| 38.     | Capital Strategy 2019/20 -                              | To recommend to Council the approval of the Capital Strategy for 2019/20.         | 5 February 2019         | Corporate Resources Overview and Scrutiny Committee on 31 January 2019. | Open                              | Corporate Resources - Executive Member and Deputy Leader of the Council<br>Comments by 05/01/2019 to Contact Officer<br>Denis Galvin, Assistant Director of Finance<br>Email:<br><a href="mailto:denis.galvin@centralbedfordshire.gov.uk">denis.galvin@centralbedfordshire.gov.uk</a><br>Tel: 0300 300 6083  |
| 39.     | Housing Revenue Budget Monitoring 2018/19 - Quarter 3 - | To report the quarter 3 housing revenue account budget monitoring 2018/19 report. | 2 April 2019            | Corporate Resources Overview and Scrutiny Committee on 30 May 2019.     | Open                              | Corporate Resources - Executive Member and Deputy Leader of the Council<br>Comments by 02/03/2019 to Contact Officer:<br>Denis Galvin, Assistant Director of Finance<br>Email:<br><a href="mailto:denis.galvin@centralbedfordshire.gov.uk">denis.galvin@centralbedfordshire.gov.uk</a><br>Tel: 0300 300 6083 |

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|---------|---|---|-------------------------|---|-----------------------------------|--|
| 40.     | Capital Budget Monitoring 2018/19 - Quarter 3 - | To report the quarter 2 capital budget monitoring 2018/19 report. | 2 April 2019            | Corporate Resources Overview and Scrutiny Committee on 30 May 2019. | Open                              | Corporate Resources - Executive Member and Deputy Leader of the Council<br>Comments by 02/03/2019 to Contact Officer:<br>Denis Galvin, Assistant Director of Finance<br>Email:<br><a href="mailto:denis.galvin@centralbedfordshire.gov.uk">denis.galvin@centralbedfordshire.gov.uk</a><br>Tel: 0300 300 6083 |
| 41.     | Revenue Budget Monitoring 2018/19 - Quarter 3 - | To report the quarter 3 revenue budget monitoring 2018/19 report. | 2 April 2019            | Corporate Resources Overview and Scrutiny Committee on 30 May 2019. | Open                              | Corporate Resources - Executive Member and Deputy Leader of the Council<br>Comments by 02/03/2019 to Contact Officer:<br>Denis Galvin, Assistant Director of Finance<br>Email:<br><a href="mailto:denis.galvin@centralbedfordshire.gov.uk">denis.galvin@centralbedfordshire.gov.uk</a><br>Tel: 0300 300 6083 |

| Ref No. | Issue for Key Decision by the Executive | Intended Decision   | Indicative Meeting Date | Consultees and Date/Method | Documents which may be considered | Portfolio Holder and Contact officer (method of comment and closing date)  |
|---------|---|---|-------------------------|----------------------------|-----------------------------------|--|
| 42.     | Quarter 3 Performance Report 2018/19 -  | To receive the 2018/19 quarter 3 performance monitoring report. | 2 April 2019            |                            | Open                              | Corporate Resources - Executive Member and Deputy Leader of the Council<br>Comments by 02/03/19 to Contact Officer:<br>Tobin Stephenson, Programme Manager<br>Email:<br><a href="mailto:tobin.stephenson@centralbedfordshire.gov.uk">tobin.stephenson@centralbedfordshire.gov.uk</a><br>Tel: 0300 300 4098 |

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

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

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

| <b>Period of Plan</b>              | <b>Date of Publication</b> |
|------------------------------------|----------------------------|
| 1 May 2018 – 30 April 2019         | 22 March 2018              |
| 1 June 2018 – 31 May 2019          | 3 May 2018                 |
| 1 July 2018 – 30 June 2019         | 31 May 2018                |
| 1 August 2018 – 31 July 2019       | 2 July 2018                |
| 1 September 2018 – 31 August 2019  | 26 July 2018               |
| 1 October 2018 – 30 September 2019 | 31 August 2018             |
| 1 November 2018 – 31 October 2019  | 27 September 2018          |
| 1 December 2018 – 30 November 2019 | 1 November 2018            |
| 1 January 2019 – 31 December 2019  | 22 November 2018           |
| 1 February 2019 – 31 January 2020  | 20 December 2018           |
| 1 March 2019 – 28 February 2020    | 24 January 2019            |
| 1 April 2019 – 31 March 2020       | 1 March 2019               |
| 1 May 2019 – 30 April 2020         | 21 March 2019              |

## Central Bedfordshire Council

Executive

12 June 2018

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### Transitional Accommodation Placement Policy

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

Responsible Director: Julie Ogley, Director of Social Care, Health and Housing ([julie.ogley@centralbedfordshire.gov.uk](mailto:julie.ogley@centralbedfordshire.gov.uk))

**This report relates to a decision that is Key**

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#### Purpose of this report

1. To present the draft Transitional Accommodation Placement Policy to Executive for approval.

#### RECOMMENDATIONS

**The Executive is asked to:**

1. **consider and approve the draft Transitional Accommodation Placement Policy.**

#### Overview and Scrutiny Comments/Recommendations

2. The draft policy was presented to Overview and Scrutiny on 4 June 2018, the Executive Member will provide a verbal update on comments/recommendations at the Executive meeting.

#### Issues

3. The Council has seen a significant increase in the use of transitional accommodation (TA) since 2014, when numbers of homeless households in TA was around 30 to 40. In December 2017, a peak of 208 households in TA was recorded. A concerted team effort has seen a reduction to just under 170 households in April 2018. The increase in 2017 has led to a need for the Council to have a transparent policy with the rationale and context behind the placement of households in TA.

4. The increase in demand has necessitated the use of “Nightly Let” accommodation, including accommodation outside of Central Bedfordshire, due to a shortage of available supply within the area. Nightly Lets are unlike other private rented accommodation as they are available more quickly and on a nightly basis, meaning that the Council does not have to form a 6 or 12-month agreement. Nightly Let’s outside of Central Bedfordshire have to be used due to the relatively unpredictable nature of the need for TA. 55% demand is “on the day” and a 23% is where 2 to 5 days’ notice is known
5. The Homelessness Reduction Act 2017 (implemented 3 April 2018) and recent case law on “vulnerability” will likely increase the need for TA. Statutory Guidance requires that TA is provided for those applicants thought to be Priority Need as part of the duty to relieve homelessness, and other households have to be “offered help” to secure TA during the 56 days period where the Council tries to relieve their homelessness. If homelessness cannot be relieved, the final step is to determine whether the household is owed a re-housing duty
6. The draft policy (appendix A) recognises the legislation, Code of Guidance and case law related to the suitability of TA. Whilst there are many aspects of what constitutes suitable accommodation, the issue of location is one that can cause most challenge and is specifically mentioned in the Housing Act 1996, which states *“So far as reasonably practicable a local housing authority shall, in discharging their housing functions under this Part, secure that accommodation is available for the occupation of the applicant in their district”*.
7. There is, however, as much challenge from households placed within Central Bedfordshire but away from the original place of residence, due to the large geographical nature of the area. To place a household from, say, Caddington into TA in Potton is likely to cause greater distress than a placement in Luton. In addition, around 15% of TA residents originate from out of area, due primarily to having a local family connection or resulting from domestic violence. Consequently, in terms of location, the policy considers (where all other suitability criteria are met) a location in “close proximity” to Central Bedfordshire, is considered as Central Bedfordshire.

### **Options for Consideration**

8. The draft policy has been presented at staff workshops, giving a range of Officers from across the Council the opportunity to influence the draft, including a desire to offer support to households that don’t receive support from other agencies, particularly when the household moves to a new area. Following staff engagement, the draft policy has been subject to consultation, including with residents currently in TA. The Consultation report is included in Background papers below but respondents were generally supportive of proposals.



9. The draft policy is a Placement policy, not a TA procurement policy. Whilst the intention of the Council is to increase its portfolio of suitable TA stock, supported by proposals in the MTPF and budget, the Placement policy sets out how the Council will prioritise TA placements regardless of the exact quantum of CBC owned/managed accommodation available at any point in time. This Placement policy should influence TA procurement in defining what the Council deems as “suitable accommodation”.
10. The draft policy sets out who the Council will prioritise for accommodation in, or in close proximity to Central Bedfordshire. Accommodation in close proximity to Central Bedfordshire can be as, or more, suitable than accommodation within Central Bedfordshire that is far from the applicant’s previous home and support network. Officers should consider whether a placement is suitable in all respects for the household concerned and not be restricted on using suitable accommodation that is just over the border.
11. An equality impact assessment is produced to ensure the provisions of the draft policy are not discriminatory to any protected group or person. The criteria for prioritising placements in/out of Central Bedfordshire are intended to support the Council’s equality duties.

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

12. The draft Transitional Accommodation policy provides the rationale and clarity for how the Council will make temporary and interim accommodation placements to suitable properties. The draft policy outlines what is considered a suitable property, which includes locations in close proximity to Central Bedfordshire where all other suitability criteria are met.
13. The draft policy outlines how homelessness applicants will be prioritised to locations within (or close proximity to) Central Bedfordshire, to areas neighbouring Central Bedfordshire (but not in close proximity), and further afield. The health of the applicants and their household, is a key factor when prioritising location of a placement within (or close proximity to) Central Bedfordshire.
14. Overall, the Council have received a positive response to the consultation, with 69 -79 % of respondents supporting each area of the proposals. Many respondents acknowledged support to maintain people’s health and wellbeing as being important. The most prevalent being the wellbeing of any children effected by homelessness and helping people to retain/maintain access to school and employment.

### **Council Priorities**

15. The draft policy supports the Council priority “Protecting the vulnerable; improving well-being. Homeless applicants approaching the Council are assessed, in particular in terms of whether they are vulnerable in some way and have a priority need. The Council has a duty to provide temporary or interim accommodation if applicants are considered to have a priority need.

### **Corporate Implications**

16. The policy includes the criteria to determine the suitability of Transitional Accommodation. The rationale about how households are placed in accommodation looks to prevent placements where there may be health, public health or community safety issues for the applicants.

### **Legal Implications**

17. Under the Housing Act 1996, Part VII, the Council may have a legal duty to provide transitional accommodation, if there is reason to believe that the applicant may be homeless, eligible for assistance and have a priority need. Section 206(1) provides that the authority may discharge their housing functions only by securing “suitable” accommodation, albeit by a variety of routes. Section 208(1) provides that: “So far as reasonably practicable a local housing authority shall, in discharging their housing functions under this Part, secure that accommodation is available for the occupation of the applicant in their district”.
18. The Housing Act 1996 Section 208 requires that a placing local authority should notify the host local authority when placing a homeless household in their area within 14 days of the accommodation being offered to the household.
19. The Children Act 2004, Section 11 requires that local authorities have a particular duty to have regard to the need to safeguard and promote the welfare of children.
20. The Homelessness (Suitability of Accommodation) Order 2012 sets out the following criteria: In determining whether accommodation is suitable for a person, the local housing authority must take into account the location of the accommodation, including:
  - where the accommodation is situated outside the district of the local housing authority, the distance of the accommodation from the district of the authority;

- the significance of any disruption which would be caused by the location of the accommodation to the employment, caring responsibilities or education of the person or members of the person's household;
  - the proximity and accessibility of the accommodation to medical facilities and other support which—
    - (i) are currently used by or provided to the person or members of the person's household; and
    - (ii) are essential to the well-being of the person or members of the person's household; and
    - (iii) the proximity and accessibility of the accommodation to local services, amenities and transport.
21. The Supreme Court case judgment in Nzolameso v Westminster City Council 2015 had significant ramifications for local authorities, who are advised to adopt policies as to the procurement and allocation of temporary accommodation. Care should be taken to ensure that the policies reflect the obligations under section 208, the 2012 Order and the associated statutory guidance and under section 11 of the Children Act 2004.
22. The Homelessness Reduction Act 2017, Section 206(1) provides that all accommodation provided under Part 7 of the 1996 Act must be suitable for the applicant and their household, and the suitability requirements under section 210 apply.
23. Homelessness Code of Guidance for Local Authorities (2018), 17.46 provides further guidance about the suitability of the location of accommodation. The code consolidates the existing legislation, case law and good practice.

### **Financial and Risk Implications**

24. The draft TA Placement policy is focused on what is considered as "suitable accommodation", which includes the requirement for the accommodation to be affordable to applicants. Consequently, lower cost accommodation out of area might be considered as cost effective for the Council to procure if all other aspects of suitability are met. This policy provides a safeguard to ensure that cost is not the sole driver to procurement but is a factor as to whether applicants are placed out of area. For example, a Nightly Let in Hertfordshire at net £40/night is more cost effective than a hotel in Dunstable at net £70/night.

25. Whilst budget pressures are included in TA budgets for 2018/19 due to the increasing demand, the service is striving towards a situation where as much accommodation as possible is provided at no net cost to the Council and within or in close proximity to Central Bedfordshire.
26. Net pressure of £0.55M was provided for in the budget for 2018/19, to give a total net budget of £0.961M. This compares to a net outturn in 2017/18 of £1.242M. Given the additional requirements of the Homelessness Reduction Act, this is therefore a very challenging target, but Housing have embarked upon a strategy of purchasing properties in the Housing Revenue Account for use as TA. This strategy includes transferring assets from the Council's General Fund (with 2 Care Homes already transferred for this purpose). This is only 1 facet of an action plan that seeks to tightly manage the whole housing system locally, by focusing on casework, initial assessment, decision making, policy, ICT systems, staff training, recruitment, and a "right first time" approach.
27. The Directorate's performance framework will closely monitor use of and cost of TA, during 2018/19.

### **Equalities Implications**

28. 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.
29. Whilst homeless applicants are often vulnerable due to the nature of their housing situation, the Council has to consider any particular additional issues when considering placing the household into transitional accommodation. The draft policy aims to consider the most aspects of the households needs that safeguard their welfare and health.
30. An equalities impact assessment is developed to explore any potential impacts of this draft policy.

### **Conclusion and next Steps**

31. The draft policy has had regard to legislation, practice guidance and local circumstances. There is a desire to place all homeless households in suitable properties within, or in close proximity to Central Bedfordshire but where that is not possible the policy clarifies how the Council will prioritise households to Central Bedfordshire, neighbouring areas, or further afield, recognising that there are instances where a placement out of area is beneficial.

32. It is proposed that the draft policy is approved by Executive. This will provide all residents and homelessness applicants with a clear policy position for how the Council places households into Transitional Accommodation.

## **Appendices**

**Appendix A:** Draft Transitional Accommodation policy

## **Background Papers**

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

- (i) Consultation report  
<https://centralbedfordshire.box.com/s/6m982t67xzgsj4df996y3p3r1lup1fnh>
- (i) Equality impact assessment  
<https://centralbedfordshire.box.com/s/172dm1ay64izyzjcbpv2ksge5wqx9boc>

Report author(s): Nick Costin, Head of Service,  
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## Appendix A

# Transitional Accommodation Placement Policy

|                                |  |                       |           |
|--------------------------------|--|-----------------------|-----------|
| <b>Directorate:</b>            | Social Care, Health, and Housing (SCHH)    |                       |           |
| <b>Division &amp; Service:</b> | Housing                                    |                       |           |
| <b>Author:</b>                 | Ramone Nurse, Policy & Performance Officer |                       |           |
| <b>Owner</b>                   | Nick Costin                                |                       |           |
| <b>Issue date:</b>             | April 2018                                 |                       |           |
| <b>Approved By:</b>            | Directorate Management Team (DMT)          | <b>Approved Date:</b> | 15/2/2018 |
| <b>Version No.</b>             | 1.5  |                       |           |

## 1. INTRODUCTION

- 1.1 This document sets out our approach to the placement of households in transitional accommodation, both in and out of the Central Bedfordshire area.
- 1.2 Taking into account all known and relevant facts the Council will endeavour to place all households within or as close as possible to Central Bedfordshire. This policy outlines which households will have priority for the differing units of accommodation that become available

## 2. SCOPE, DEFINITIONS AND RELATED POLICIES

### 2.1 Scope

The policy and the associated guidance details how applicants will be prioritised for transitional accommodation in Central Bedfordshire, and out of area.

This policy does not cover the council's approach to discharging its homelessness duty or the placement into permanent social housing as a secure or assured tenant.

## 2.2 Definitions

Homelessness applicant – This is a person who completes an application to be assessed as homeless. The definition of legally homeless is set out in the 1996 Housing Act. This policy refers to a homelessness applicant as ‘the applicant’.

## 2.3 Related policies

- Discharge Homelessness Duty to a Suitable Home Policy (Currently being reviewed)
- Central Bedfordshire Council Housing Allocation Scheme

## 3. POLICY STATEMENT

- 3.1 As far as reasonably practicable Central Bedfordshire Council will aim to house homeless people within the local area. The Council will only make out of area placements when no accommodation in the local area can be procured or where there are good reasons for an out of area placement, such as to reduce risk to a household.
- 3.2 If accommodation cannot be procured in the local area, then the principal needs of the individual household will be acknowledged, including adults and children, and assessed both individually and collectively when determining the location of accommodation.

## 4. LEGAL AND REGULATORY FRAMEWORK

- **Housing Act 1996 Part VII**
  - The Council may have a legal duty to provide transitional accommodation, if there is reason to believe that the applicant may be homeless, eligible for assistance and have a priority need.
  - Section 206(1) provides that the authority may discharge their housing functions only by securing “suitable” accommodation, albeit by a variety of routes.
  - Section 208(1) provides that: “So far as reasonably practicable a local housing authority shall, in discharging their housing functions under this Part, secure that accommodation is available for the occupation of the applicant in their district”.
- **Housing Act 1996 (S208)**
  - A placing local authority should notify the host local authority when placing a homeless household in their area within 14 days of the accommodation being offered to the household.
- **The Children Act 2004 (s11)** Local authorities have a particular duty under act to have regard to the need to safeguard and promote the welfare of children.



- **The Homelessness (Suitability of Accommodation) Order 2012** sets out the following criteria: In determining whether accommodation is suitable for a person, the local housing authority must take into account the location of the accommodation, including—
  - where the accommodation is situated outside the district of the local housing authority, the distance of the accommodation from the district of the authority; the significance of any disruption which would be caused by the location of the accommodation to the employment, caring responsibilities or education of the person or members of the person's household;
  - the proximity and accessibility of the accommodation to medical facilities and other support which—
    - (i) are currently used by or provided to the person or members of the person's household; and
    - (ii) are essential to the well-being of the person or members of the person's household; and
    - (iii) the proximity and accessibility of the accommodation to local services, amenities and transport.
- **Nzolameso V Westminster City Council 2015**  
The Supreme Court case judgment in Nzolameso v Westminster City Council 2015 had significant ramifications for local authorities, who are advised to adopt policies as to the procurement and allocation of temporary accommodation. Care should be taken to ensure that the policies reflect the obligations under section 208, the 2012 Order and the associated statutory guidance and under section 11 of the Children Act 2004.

#### **Homelessness Reduction Act 2017**

Section 206(1) provides that all accommodation provided under Part 7 of the 1996 Act must be suitable for the applicant and their household, and the suitability requirements under section 210 apply.

#### **Homelessness Code of Guidance for Local Authorities (2018)**

Section 17.46 provides further guidance about the suitability of the location of accommodation. The code consolidates the existing legislation, case law and good practice.

## **5. EQUALITY AND DIVERSITY**

- 5.1 The Council has a statutory duty to have due regard to the need to promote disability, race and gender equality.
- 5.2 The Council should also be proactive about putting in place arrangements to ensure that they do not unfairly discriminate against individuals on the grounds of their age, religion, personal relations or living and caring arrangements, or whether they live in an urban or rural area. Equality should be integral to the way in which social care is prioritised and delivered.

- 5.3 The potential impact of this policy on the various protected characteristics has been identified and addressed through an Equality Impact Assessment.

## **6. MONITORING AND REPORTING ARRANGEMENTS**

- 6.1 Monitoring will be included within the performance framework of the Social Care Health and Housing Directorate; officers will monitor the outcomes of transitional accommodation placements to help assess the success of the policy.
- 6.2 The Council continuously monitors the number of households in transitional accommodation to ensure that budgetary pressures can be monitored and reported upon. The analysis of housing data will be used to procure appropriate transitional accommodation, so that adjustments can be made to the annual lettings plan to ensure that appropriate provision is made in respect of long term housing options.

## **7. RESPONSIBILITIES**

- 7.1 The Head of Housing Solutions is responsible for overseeing the delivery and monitoring the policy.

## **8. REVIEW**

- 8.1 The Transitional Accommodation Placement Policy will be reviewed after 2 years.

## 9. POLICY DETAILS

- 9.1 This document sets out our approach to the placement of households in transitional accommodation (TA), both in and out of the Central Bedfordshire area.
- 9.2 It covers both interim placements made under Section 188 Housing Act 1996 (HA96), while homelessness enquiries are undertaken, and longer term transitional accommodation placements for households accepted as homeless under section 193 HA96 (referred to in the Act as temporary accommodation).
- 9.3 The Approach takes into account the statutory requirements on local authorities in respect of the suitability of accommodation, including the Suitability of Accommodation Orders, the Homelessness Code of Guidance 2006, and the Supplementary Guidance issued in 2012. It has also been formulated having regard to the need to safeguard and promote the welfare of children, as required by section 11 of the Children Act 2004.
- 9.4 As per section 208 of HA96, and paragraph 16.7 of the Homelessness Code of Guidance, so far as reasonably practicable the Council seeks to accommodate homeless households in the Central Bedfordshire area and always considers the suitability of the accommodation, taking into account the circumstances of the individual household.
- 9.5 The purpose of this Policy is to clarify what the term 'reasonably practicable' usually means in terms of the suitability of offers made within and outside of the Central Bedfordshire area. Whilst it is not possible to provide a definitive position, this guidance is intended to frame the decisions made in each individual case, having regard to the: –
- Accessibility of the TA location, including transport links to shops and local facilities (e.g. healthcare)
  - Proximity of the TA location (and distance to travel) to a place of current employment
  - Proximity of the TA location (and distance to travel) to schools, which children are currently attending
  - The significance of any disruption which would be caused by the location of the accommodation to the employment, caring responsibilities or education of the person or members of the person's household.
- 9.6 The criteria above will be applied on the basis of reasonableness in deciding whether an offer of TA is made inside or outside of the Central Bedfordshire area. There will be locations in close proximity to (but outside of) Central Bedfordshire which are suitable and accessible to settlements within Central Bedfordshire. However, it will also be the case (given its large geographical area) that an offer of TA within the area is unsuitable, for example Potton is very distant from say Caddington. Yet an offer of TA in a neighbouring local authority area may be suitable due to good transport links and the proximity to current places of employment, schools etc.
- 9.7 There is an acute shortage of affordable housing available locally, mainly due to rising rental costs and substantial demand. There are also a substantial

number of applicants (during most years) who approach the Council seeking assistance who do not originate or have not recently been resident within Central Bedfordshire. It may not be reasonably practicable to provide TA to every applicant within the Central Bedfordshire area, although this depends on current demand and where the household has been living recently. There are some applicants whose local ties are not strong, where they can reasonably be pragmatic as to where they stay for a relatively short period of time (typically 4-6 months), whilst their Homelessness application is assessed or they secure permanent settled accommodation. The important point is that every case will be considered individually, on the basis of risk and suitability, having regard to the criteria above. Whilst the majority of households will be offered TA in Central Bedfordshire, there is likely to be a significant number of households who are likely to be placed in suitable accommodation outside of the Central Bedfordshire area.

- 9.8 When determining whether it is reasonably practicable to secure accommodation in Central Bedfordshire, as opposed to simply what is reasonable, the cost of the accommodation is a relevant and proper consideration given the significant pressures on the local supply of affordable housing in Central Bedfordshire, as well as the high demand for a range of suitable accommodation.
- 9.9 The Local Housing Allowance (LHA) is used to work out how much Housing Benefit a tenant will receive to pay their rent. LHA rates depend on who lives in the household, and the area they are making their claim in. These areas are called Broad Market Rental Areas (BMRA). Central Bedfordshire is included within four BMRAs, which are used to calculate LHA rates in the area. The four areas can be seen on the Council's website from the following link: <http://www.centralbedfordshire.gov.uk/benefits/housing/rates.aspx>
- 9.10 Due to the limited supply of affordable, suitable Transitional Accommodation in Central Bedfordshire, it may be necessary to procure accommodation out of area. Where possible, this accommodation will be in areas neighbouring Central Bedfordshire, including areas of Bedfordshire, Cambridgeshire, Hertfordshire, and Buckinghamshire. At times of high demand and limited supply, or where specific circumstances require (for example, to reduce risk), it may be necessary to secure accommodation further away, such as Northamptonshire or London. Such units of accommodation will only be sourced when all other reasonable options have been exhausted or to reduce risk. Prior to placing a household into such accommodation, an assessment will be undertaken to determine that the placement is affordable in cases where travel and employment is a relevant factor.
- 9.11 The Council endeavours to place most affected applicants in locations in the neighbouring boroughs with access to services and reasonable travelling distance by public transport to Central Bedfordshire is available. However, there may be cases where applicants may have to be placed further away due to lack of suitable properties or to reduce risk. Where this happens, the placement will be reviewed regularly and no less than each month. Where possible, an applicant who is initially placed outside of Central Bedfordshire will be considered a priority to be offered TA within Central Bedfordshire, when accommodation becomes available.
- 9.12 The Council will notify the host local authority when placing a homeless household in their area within 14 days.

## 10. TRANSITIONAL ACCOMMODATION OFFER AND REFUSALS

- 10.1 Homeless applicants who are housed under the interim duty to accommodate pursuant to Section 188 HA96 may be placed into accommodation with shared facilities. For urgent or out of hours situations, Bed and Breakfast accommodation might be used, but in most circumstances for a short period only, until alternative accommodation can be found.
- 10.2 Wherever possible, the Council will avoid placing: families with dependent children; pregnant women; and, young people aged 16/17 in bed and breakfast accommodation. Where no other suitable accommodation exists and such placements are necessary, the Council will endeavour to move these households to more suitable accommodation within six weeks.
- 10.3 The council will seek to provide self-contained accommodation to families with children, but where this is not reasonably practicable at the time of a household need for interim accommodation, then TA with shared facilities will be provided/offered. In most cases, accommodation with shared facilities is council owned/managed and there is no restriction on the length of time a household can spend in council owned accommodation with shared facilities.
- 10.4 It is possible that families will be moved to Private Sector 'Nightly Let' self-contained accommodation. This accommodation may be outside of the Central Bedfordshire area. If the council decides it has a duty to provide accommodation to a household, they may be moved to accommodation on a longer-term basis, such as a council owned hostel or satellite accommodation, Housing Association leased, or other leased accommodation. However, in such cases, the council would prefer to meet its permanent re-housing duty with an offer of suitable accommodation in line with the Council's Discharge of Duty to a Suitable Home Policy.
- 10.5 Where the council determines that applicants housed under Section 188 HA96 are not owed the main homelessness duty, they will be asked to leave following reasonable notice, after being notified of the decision. The reasonable notice period is generally 7 to 14 days for single applicants and 28 days for families (having regard to the need to safeguard and promote the welfare of any children in the family). The cessation of transitional accommodation will always be notified to Children's Services in cases where there are dependent children.
- 10.6 Applicants will be given one offer of suitable interim or longer term transitional accommodation and they will be asked to accept it straight away. Council Officers will ascertain applicants "preferences" but in most situations, the offer of accommodation will be limited to what is available and whether the offer is 'reasonably practicable', having regard to the criteria above. There is no obligation upon the council to enable applicants to view the accommodation prior to acceptance. In making the offer, the household's individual circumstances will be considered, taking into account the factors set out in section 11 of this document and the council's criteria on out of area placements (section 12).
- 10.7 If an applicant refuses an offer of TA, they will be asked to provide their reasons for refusal and to sign a pro-forma confirming that they understand the consequences of the refusal. Failure to agree to sign the refusal pro-forma will be noted. This applies to new applicants to whom the council has an interim

duty to provide accommodation under Section 188 HA96, as well as those being transferred to alternative transitional accommodation. The council will consider the reasons given and undertake further enquiries if necessary. If the council accepts the reasons for refusal as valid, the offer will be withdrawn and a further offer will be made.

- 10.8 Where applicants refuse an offer of suitable emergency (interim) accommodation (which may be out of area) and the council does not accept their reasons for refusal, and considers that the offer is suitable, applicants will not be offered further accommodation. The applicant will be required to make their own arrangements. There is no right of internal review against the suitability of accommodation offered to applicants under Section 188 HA96 (although applicants can apply for judicial review through the courts). For applicants where the council has accepted a rehousing duty under section 193 HA96, (Section 193 duty) there is a right to request an internal review of the suitability decision, pursuant to Section 202 HA96.
- 10.9 In cases where the applicant refuses a suitable offer of accommodation, the homelessness duty will be discharged. If the applicant is residing in emergency accommodation, they will usually be asked to vacate the property and advised that no further assistance will be provided. If they are already in longer-term temporary accommodation not owned or managed by the council, the relevant housing provider will be advised that the duty has been discharged so that they can commence proceedings to regain possession of the property.
- 10.10 Where applicants (towards whom the council has accepted a Section 193 duty), refuse a suitable offer and submits a review request, they will only continue to be accommodated during the review period in exceptional circumstances. Each case will be considered on an individual basis, taking into account the overall merits of the review request, any new information or evidence that may affect the original decision, and the personal circumstances of the applicant and the potential impact of loss of accommodation.

## **11. SUITABILITY OF ACCOMMODATION – FACTORS TO CONSIDER**

- 11.1 In offering transitional accommodation, the council will consider the suitability of the offer, considering the following factors.
- 11.2 Location –If suitable, affordable accommodation is available within the Central Bedfordshire area, applicants will be housed within this area, allowing them to maintain their established links with services and social/support networks. Central Bedfordshire is however, a relatively large geographical area and the council cannot guarantee the exact location of the offer will be the same part of the area of Central Bedfordshire where the applicant has most connection with. Where the supply of suitable affordable accommodation is limited or there are higher priority households needing accommodation in the area, out of area placements will be used to meet the council's duty to provide accommodation (see section 12 on priority for local accommodation below). In these circumstances, suitable accommodation (in all other respects) in an area immediately adjoining Central Bedfordshire will be considered as Central Bedfordshire, where the location is reasonable having regard to the principles at 9.0.

- 11.3 If no suitable accommodation is available in Central Bedfordshire or the immediately adjoining local authority areas, attempts will be made to source accommodation within other areas which are in reasonable proximity to Central Bedfordshire.
- 11.4 Size, condition and facilities – accommodation must provide adequate space and room standards for the household and be fit to inhabit. Households in transitional accommodation will often be placed in units with one bedroom less than they would be entitled to on a permanent basis, with the expectation that the living room provides dual purpose as a living room and sleeping area. In deciding on the fitness of the property, consideration should be given to the length of time needed to complete any necessary repairs and whether it is reasonable to complete these works while the property is occupied. The quality of the accommodation, provision of parking, and lack of access to a garden are extremely unlikely to be acceptable reasons for a refusal.
- 11.5 Health factors – the council will consider health factors, such as an ability to get up the stairs, care and support provided by other statutory agencies or the need to access any specialist medical services that are only available in Central Bedfordshire. If the applicant or a member of the resident household is citing medical grounds that were not identified during the initial assessment, the applicant will be asked to submit medical information within 24 hours. The key test in determining the impact of medical issues is whether the condition itself makes the housing offered unsuitable. Problems such as depression, asthma, diabetes, or back pain would not normally make a property unsuitable, as the problems would persist in any sort of accommodation.
- 11.6 Education – attendance at local schools will not be considered a reason to refuse an offer of accommodation, although some priority will be given to special educational needs and students who are close to taking public examinations in determining priority placements in Central Bedfordshire.
- 11.7 Employment – the Council will consider the needs of applicants, who are in paid employment, to reach their normal workplace from the accommodation that is secured. This will include having regard to both travelling time and the costs associated with this travel (see Section 12).
- 11.8 Proximity to schools and services – the Council will consider the proximity to schools, public transport, primary care services, and local services in the area in which the accommodation is located.
- 11.9 Safeguarding and promoting the welfare of any children in the household – insofar as not already identified, the Council will seek to identify any particular needs of the children in the household. It will have regard to the need to safeguard and promote their welfare in making decisions on whether the offer is suitable (although it must be borne in mind that almost all families seeking temporary accommodation are families with children).
- 11.10 Any special circumstances – the Council will consider any other reasons put forward by the applicant and come to an overall view about whether the offer is suitable.

## **12. CRITERIA FOR PRIORITISING PLACEMENTS INSIDE/OUTSIDE CENTRAL BEDFORDSHIRE**

- 12.1 As a number of applicants are likely to be housed outside of Central Bedfordshire, it will increasingly be necessary to make decisions about the suitability of out of area placements for individual households and balance these against the type and location of transitional accommodation that can be offered.
- 12.2 In some cases, housing out of area can be more sustainable for the household in the longer term, with lower rents allowing them to better meet their subsistence and household costs, and avoid rent arrears. Attempts will be made to find a suitable alternative as close as possible to where the household were previously living. Evidence of this search will be recorded.
- 12.3 If accommodation cannot be sourced in or immediately adjoining Central Bedfordshire, the principal needs of the individual household must be acknowledged, including adults and children, and assessed both individually and collectively when determining the location of accommodation.
- 12.4 Written evidence and explanation should be recorded and given on a case – by - case basis when making out of area placements, acknowledging each household’s collective and individual needs.
- 12.5 Households must be given sufficient time to decide on an out of area offer, when no alternatives are available and thorough information regarding the proposed area must be provided.
- 12.6 Priority for accommodation within, or in areas immediately adjoining Central Bedfordshire will be given to:
- a) An applicant or a member of their household with a severe and enduring health condition requiring intensive and specialist medical treatment where a move from Central Bedfordshire would disrupt that treatment and continuity of care.
  - b) An applicant or a member of their household who are in receipt of a significant package and range of health care options that cannot easily be transferred.
  - c) An applicant or a member of their household with a severe and enduring mental health problem who is receiving psychiatric treatment and aftercare provided by community mental health services and have an established support network where a transfer of care would severely impact on their wellbeing.
  - d) Applicants who have as part of their household a child registered on the Child Protection Register in Central Bedfordshire, who are linked into local services, and where it is confirmed that a transfer to another area would adversely impact on their welfare.
  - e) Applicants who have as part of their household a child with special educational needs who is receiving education or educational support in Central Bedfordshire, where change would be detrimental to their well-being.
  - f) An applicant or a member of their household who have a longstanding arrangement to provide care and support to another family member in



Central Bedfordshire who is not part of the resident household and would be likely to require statutory health and social support if the care ceased.

- g) An applicant or a member of their household who have a formal arrangement to receive housing related or other support, including addiction help or recovery, and where a move from Central Bedfordshire would disrupt that support.
- h) Any other special circumstances will also be taken into account (including any particular needs of the children in the household not already identified in a) to g) above).

12.7 Whilst priority will be given for these placements, this is dependent on such accommodation being available.

12.8 Priority for placements within neighbouring areas in locations that might not be immediately adjoining Central Bedfordshire, will be given to:

- a) Applicants who have as part of their household, a child or children who are enrolled in GCSE, AS, or A level courses or post 16 vocational qualifications (for example BTEC) in Central Bedfordshire, with exams to be taken within the academic year. Wherever practicable, we will seek to place such households within 60 minutes' travelling distance of their school or college.
- b) Wherever practicable, an applicant or a member of their household who works for more than 16 hours a week will not be placed more than 90 minutes travelling distance, from the place of their employment. Consideration will also be given to the affordability of the travel arrangements needed to reach the place of employment. This will include women who are on maternity leave from employment.
- c) An applicant or a member of their household who is in higher or adult education, vocational or professional training, a recognised apprenticeship, self-employed with a business predominantly in Central Bedfordshire, have a confirmed start date to commence employment in Central Bedfordshire or are enrolled in a Central Bedfordshire work readiness programme.
- d) Any other special circumstance will be taken into account (including and particular needs of the children in the household not already identified).

12.9 Applicants who meet none of the above criteria may be offered properties outside of Central Bedfordshire. Efforts will be made to reduce the distance from Central Bedfordshire to a minimum but the supply of accommodation at any point in time will vary considerably.

12.10 If placed outside of Central Bedfordshire or immediately adjoining areas, the council will provide as much detail as possible about the accommodation that they are being offered.

12.11 To support the transition to a new area, the council will check whether the family has any involvement with other services. Where no existing support has been identified, the council may offer support to people after their move for a reasonable period, on a case by case basis. This may include:

- Information about their new local area, for example details regarding local authority services, health services, access to places of worship, or the ethnic and religious make-up of that area.

- Information on places where parents can get involved with community groups, social activities for their children, and other groups or networks of support.
- Information on travel and transport, especially back to their home area
- Identifying and arranging schools
- Health, for example signing up with a local GP,
- Council links, for example Council Tax, electoral register,
- Welfare benefits,
- Removals and assistance with identifying appropriate storage,
- Financial assistance with immediate resettlement costs, possibly through Local Welfare Provision.

12.12 The package of support will be kept under review and amended as required to ensure the provision of appropriate support.

### 13. MINIMUM SIZE CRITERIA

- 13.1 Accommodation must provide adequate space and room standards for the household and be fit to inhabit, containing no category 1 hazards within the meaning of the Housing Act 2004 Housing Health and Safety Rating System. Households in temporary accommodation will often be placed into units with less than they would be entitled to on a permanent basis, with the expectation that the living room provides dual purpose as a living and sleeping area. Section 210 of the Housing Act 1996 requires that local authorities should have regard to Part 10 of the Housing Act 1985 and accommodation should not be statutorily overcrowded. Accommodation will vary in terms of the furniture and equipment provided. The Council are not obliged to provide furnished accommodation and most will be unfurnished.
- 13.2 The following minimum size criteria apply although larger, *family sized shared accommodation* units in council owned/managed accommodation might be considered differently on a short-term basis.

#### Studio or non self-contained accommodation

- Single applicants
- couples
- Lone parents with one, or two children under the age of 10
- Lone parents with one or two children (of the same sex as the parent if any children are aged over 10 years). If two children, family sized accommodation is normally provided if possible.
- Couple with one child under 10 years, family sized accommodation is normally provided if possible.

#### One bedroom accommodation

- Couples with 1 child over the age of 10 years (no upper age limit)
- Lone parent with a child aged over 10 and of the opposite sex to the parent.
- Couples with 2 children of the same sex (no upper age limit)
- Couples with 2 children of opposite sexes where both children are under the age of 10 years.

- Lone parents with two children of opposite sexes where one is over the age of 10 years

#### Two bedroom accommodation

- Couples with 2 children of opposite sexes where one is over the age of 10 years.
- Lone parent with two children of opposite sexes where both are aged over 10 years.

#### Three bedroom accommodation

- Lone parents and couples with between 3 and 6 children

#### Four bedroom accommodation

- Lone parents or couples with more than 6 children

### **14. CRITERIA FOR PRIORITISING MOVES BETWEEN TEMPORARY ACCOMMODATION**

14.1 There are circumstances under which existing temporary accommodation may become unsuitable or unavailable and the Council will have to find alternative accommodation for existing applicants who need to move.

14.2 To ensure that available resources are effectively managed, the following priority will be applied:

- Serious emergency needs where the accommodation is found to be in serious disrepair that poses a threat to life, or there is an urgent need to move because of domestic violence, critical safeguarding issues or an evidenced serious health or medical need is presented
- Transfer from non-council owned shared accommodation for families who have been in occupation for at least 5 weeks.
- Transfer from TA because of evidenced critical medical need, for example TA accessed by stairs and the applicant is unable to negotiate the stairs
- Unsuitability - where the temporary accommodation has become unsuitable following a review
- Private sector leased property handback - where the landlord has requested the property to be handed back following the end of the lease or other agreement.
- Disrepair – where the temporary accommodation is found to be in serious disrepair that cannot be rectified while the tenant is in situ
- Under occupation
- Overcrowding

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## Central Bedfordshire Council

EXECUTIVE

12 June 2018

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### **Executive Response in Respect of Your Health, Your Social Care – the Way Forward (An Examination of Good Practice)**

Report of: Cllr Brian Spurr, Executive Member for Health and Cllr Carole Hegley, Executive Member for Adults, Social Care and Housing Operations  
[Brian.spurr@centralbedfordshire.gov.uk](mailto:Brian.spurr@centralbedfordshire.gov.uk)  
[Carole.hegley@centralbedfordshire.gov.uk](mailto:Carole.hegley@centralbedfordshire.gov.uk)

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

**This report relates to a decision that is Key**

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#### **Purpose of this report**

1. To agree the response of the Executive to the Phase 2 recommendations of Social Care, Health and Housing Overview and Scrutiny enquiry into Integration of Health and Social Care in Central Bedfordshire. The report on Phase 2 of the Enquiry was received at the previous Executive meeting on 3 April 2018.

#### **RECOMMENDATIONS**

**The Executive is asked to:**

1. **agree the response appended to this report including the proposed actions to be taken in light of the recommendations of the enquiry.**

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

2. This report and its recommendations were ratified by the Social Care, Health and Housing OSC on 19 March 2018 at which the Committee supported the additional recommendations in the report and wished to re-emphasise the following areas:
  - That in light of the further detailed evidence and best practice outlined in the report, the Council seek to urgently implement the principles and recommendations outlined in the original report in order to achieve the most positive outcomes for residents of Central Bedfordshire.

- That an integration conference be organised during 2018 for Members in order to enhance awareness and highlight the importance of integrating health and social care.
- That the Meeting the Accommodation Needs of Older People (MANOP) Team liaise with the Local Plan service and the planning team in order to promote the Birmingham model of social housing detailed in the report.
- That a 'clarity of purpose' or 'joint vision' document that sets out the range of services that can be delivered in a community setting be produced that steers Central Bedfordshire residents away from hospitals and towards on the integrated health and care hubs provided. Require officers to work with health partners to establish a clear vision for integrated services and joint commissioning for CBC in light of the STP, within the framework of the new accountable care system (Integration Care System).

## **Background**

3. In September 2016 the Social Care Health and Housing Overview and Scrutiny Committee agreed to undertake an enquiry to support the Council to deliver one element of the Five-Year Plan relating to Protecting the Vulnerable; Improving Wellbeing.
4. The Executive at their meeting in August 2017 requested that the Enquiry Team provide additional evidence to support their findings and recommendations.
5. Members of the Enquiry Team researched the NHS England lead new models of care and visited Vanguard sites providing remodelled services which are detailed in the report.
6. The Enquiry Team is satisfied it has carried out a thorough investigation and calls for the Executive to accept this second report as its final piece of work in this area.
7. The Constitution requires that the Executive consider the report and respond within two months indicating what action, if any is proposed to take and if it decides to take no action the reasons for that decision.

## **Summary of the recommendations and Executive response**

8. A summary of the recommendations of the Overview and Scrutiny Committee and Executive response including proposed actions are set out in Appendix 1.

9. The proposed actions include some indicative delivery timescales. There is still opportunity to reflect on the proposed dates for delivery.

### **Council Priorities**

10. The recommendations of the enquiry are aimed to support the Council's approach to protecting the vulnerable and improving Wellbeing.

### **Corporate Implications**

### **Legal Implications**

11. There are no legal implications arising directly from this report although should proposals be prepared in light of the recommendations contained in this report on the integration of services, a full review will be necessary to include governance and contract issues and compliance with new data protection legislation.

### **Financial and Risk Implications**

12. There are significant cost implications for the delivery of integrated health and care hubs but anticipate that some of these could be mitigated through partnership engagement on the developments. Currently officers have secured One Public Estate Funding and additional funding from the NHS to pay for the development of Business cases. Individual costs of the Hubs will be derived from the Business cases.

### **Equalities Implications**

13. Central Bedfordshire Council has a statutory duty to promote equality of opportunity, eliminate unlawful discrimination, harassment and victimisation and foster good relations in respect of nine protected characteristics; age disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation. This includes identifying opportunities to encourage people with protected characteristics to participate in public life or in other activities where their participation is low.

14. Research indicates that vulnerable groups struggle to understand and navigate the complexity of health and social care services. Closer working across agencies and improved locality working provides potential opportunities to improve access to services. There will also be a need for services to be proactive in identifying and targeting sections of the community experiencing poorer health outcomes who may not be accessing preventative and early intervention services.

### **Conclusion and next Steps**

15. The Executive are asked to consider the response to the recommendations and determine what further action is required.

### **Appendices**

**Appendix A:** Executive response to the overview and scrutiny enquiry

Report author(s):

Patricia Coker

Head of Partnerships and Performance

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## Appendix A

### Executive response in respect of Integration of Health and Social Care in Central Bedfordshire Overview and Scrutiny Enquiry

Date received by Executive: **03/04/18**

Date of response to Executive: **12/06/18**

Lead Member(s) responsible for preparing response:

Cllr Carole Hegley

Cllr Brian Spurr

Lead Director(s) responsible for supporting preparation of response:

Julie Ogley

Marcel Coiffait

| No. | Recommendations of O&S enquiry  | Is the R'n accepted by Exec? | Response including proposed action(s)   | Lead(s)   | Deadline for delivery |
|-----|---|------------------------------|---|---|-----------------------|
| 1.  | That in light of the further detailed evidence and best practice outlined in the report, the Council seek to urgently implement the principles and recommendations outlined in the original report in | Yes                          | Executive members agree with this recommendation. The principles set out by the Enquiry remain central to delivering improved and integrated outcomes for our residents and are also reflected in Central | Director of Social Care, Health and Housing (CBC) | 01/04/19              |

| No. | Recommendations of O&S enquiry  | Is the R'n accepted by Exec? | Response including proposed action(s)  | Lead(s)   | Deadline for delivery |
|-----|---|------------------------------|--|---|-----------------------|
|     | order to achieve the most positive outcomes for residents of Central Bedfordshire.  |                              | <p>Bedfordshire's Integration and Better Care Fund Plan. The Delivery of Out of Hospital Services, and a locality based approach is one of the priorities for the Integrated Care System across Bedfordshire, Luton and Milton Keynes.</p> <p>Multidisciplinary working based on Locality teams is now in place across Central Bedfordshire and is now being expanded to align with the new Primary Care Home model.</p> | Director for Out of Hospital and Primary Care (BCCG)            |                       |
| 2.  | That an integration conference be organised during 2018 for Members in order to enhance awareness and highlight the importance of integrating health and social care. | Yes                          | <p>Executive members agree and will, in conjunction with officers, support Enquiry Members, in leading a conference.</p> <p>External partners will also be invited to continue to build on the shared vision.</p>  | Scrutiny Policy Adviser<br>Head of Partnerships and Performance | 30/11/18              |

| No. | Recommendations of O&S enquiry   | Is the R'n accepted by Exec? | Response including proposed action(s)   | Lead(s)   | Deadline for delivery |
|-----|--|------------------------------|---|---|-----------------------|
| 3.  | That the MANOP Team liaise with the Local Plan service and Planning Team in order to promote the Birmingham model of social housing detailed in the report   | Yes                          | Ongoing<br>MANOP Team will continue to work with Planning Colleagues to secure appropriate accommodation for older people across all tenures.   | AD Strategic Commissioning (CBC)  | 01/04/19              |
| 4.  | That a 'clarity of purpose' or 'joint vision' document that sets out the range of services that can be delivered in a community setting – away from the hospitals and centred on the integrated health and care hubs provided. | Yes                          | The Integration and Better Care Fund Plan 2017/19 sets out the vision for delivery of out of hospital services centred on integrated health and care hubs in each locality across Central Bedfordshire. The vision sees integrated Health and Care Hubs as a mechanism for shifting the balance of care from hospital to appropriate community settings. This approach has also been adopted by the STP as a key mechanism for delivering out of hospital services. | Director of Social Care, Health and Housing (CBC)<br>Director of Community Services (CBC) | 01/04/20              |

| No. | Recommendations of O&S enquiry   | Is the R'n accepted by Exec? | Response including proposed action(s)  | Lead(s)  | Deadline for delivery |
|-----|--|------------------------------|--|--|-----------------------|
|     | <p>Place as part of the STP officers to work with health partners to establish a clear vision for integrated services and joint commissioning for CBC in light of STP within the framework of the new accountable care system.</p> |                              | <p>The Directors of Social Care, Health and Housing and Director of Community Services are leading on the delivery of Integrated Health and Care Hubs.</p> <p>The Director of Social Care, Health and Housing (CBC) and the Director for Out of Hospital and Primary Care (BCCG) are taking this forward as part of the wider STP initiated reconfigurations of commissioning across the three CCGs, incorporating the four local authority areas.</p> | <p>Director of Social Care, Health and Housing (CBC)<br/>                     Director for Out of Hospital and Primary Care (BCCG)</p> |                       |

## Central Bedfordshire Council

Executive

12 June 2018

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### Task Force Enquiry, Pupil Attainment in Central Bedfordshire

Report of Cllr Tom Nicols (Enquiry Chairman)

Advising Officers: Rebecca Preen, Scrutiny Policy Adviser  
([rebecca.preen@centralbedfordshire.gov.uk](mailto:rebecca.preen@centralbedfordshire.gov.uk)), Leo Jones, AD Education  
([leo.jones@centralbedfordshire.gov.uk](mailto:leo.jones@centralbedfordshire.gov.uk))

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#### Purpose of this report

1. To provide Members with the outcomes of the scrutiny enquiry into pupil attainment in Central Bedfordshire as reported to the Children's Services Overview and Scrutiny Committee.

#### RECOMMENDATIONS

The Executive is asked to:

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

#### Overview and Scrutiny Comments/Recommendations

2. The Children's Services Overview and Scrutiny Committee considered the report and recommendations on 22 May 2018 and recommended that the Committee support the recommendations as detailed within the report and refer them to the Executive, with a focus on prioritising those recommendations relating to the work of the new school improvement team.

#### Background

3. At their meeting on 11 July 2017 the Children's Services Overview and Scrutiny Committee (CSOSC) requested a review of pupil attainment within Central Bedfordshire in light of concerns raised by Members.

The purpose of the enquiry was to determine the best possible solutions and support with regards to improving pupil attainment across the region and improve the long term life chances of children and young people within Central Bedfordshire.

4. Members of the enquiry gathered evidence from a range of sources including officers from the Council's Children's Services directorate, Governor Training, Planning, Partnerships and Performance and Data Management. Evidence was also received from other Members, schools, head teachers and Governors, with national data and best practice processes and procedures researched in order to support the enquiry findings.
5. Members initially agreed that the scope of the enquiry be broken down into 4 separate elements, each of which would be investigated in turn, acknowledging the cross cutting nature on occasion. These were:-
  - Minimising the impact of deprivation on children, specifically speech and language difficulties and the use/management of the pupil premium.
  - The recruitment and retention of good quality teaching staff.
  - Governor training.
  - The educational journey of the child in Central Bedfordshire.
6. The Enquiry Team is satisfied it has carried out a thorough investigation and calls for the Executive to accept this report as its final piece of work in their area.

### **Council Priorities**

7. The recommendations of the enquiry are aimed to support the Council's approach to improving education and skills.

### **Corporate Implications**

#### **Legal Implications**

8. All recommendations have been checked and are lawful. There are no immediate legal implications arising from this report.

#### **Financial Implications**

9. There are no financial implications directly as a result of this report, but a number of the recommendations would give rise to financial implications if approved at the appropriate Committee at a future point following more detailed proposals.

## **Equalities Implications**

10. Central Bedfordshire Council has a statutory duty to promote equality of opportunity, eliminate unlawful discrimination, harassment and victimisation and foster good relations in respect of nine protected characteristics; age disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation. This includes identifying opportunities to encourage people with protected characteristics to participate in public life or in other activities where their participation is low.
11. In considering ways of minimising the impact of deprivation on children, specifically speech and language difficulties and the use/management of the pupil premium, issues relating to factors such as gender, ethnicity, special educational needs and disability have been taken into account and are summarised in the enquiry report.

## **Conclusion and next Steps**

12. The Executive are asked to consider the recommendations and determine what action is necessary.
13. If the recommendations are agreed it is suggested that an update is provided to the Children's Services OSC within 6 months of their consideration.

## **Appendices**

14. Appendix A – Outcomes of the Scrutiny Enquiry of Pupil Attainment Report

## **Background Papers**

1. <http://www.headteacher-update.com/best-practice-article/pupil-premium-a-gap-thats-proving-hard-to-shift/149691/>
2. <https://publications.parliament.uk/pa/cm201516/cmselect/cmpubacc/327/32705.htm>
3. <https://www.suttontrust.com/research-paper/class-differences-ethnicity-and-disadvantage/>
4. <http://www.parliament.uk/business/committees/committees-a-z/commons-select/education-committee/inquiries/parliament-2010/white-working-class-underachievement/>
5. <https://epi.org.uk/report/closing-the-gap/>
6. <http://www.schoolreaders.org/>
7. [www.FlurriishEd.co.uk](http://www.FlurriishEd.co.uk).

8. <https://www.gov.uk/government/statistics/initial-teacher-training-trainee-number-census-2017-to-2018>  
<https://www.teachers.org.uk/edufacts/teacher-recruitment-and-retention>
9. <https://www.gov.uk/government/publications/newly-qualified-teachers-nqts-annual-survey-2016>
10. [https://www.luton.gov.uk/Education\\_and\\_learning/Teaching/TeachersPack/Benefits%20for%20teachers%20in%20Luton/Pages/Key%20worker%20housing.aspx](https://www.luton.gov.uk/Education_and_learning/Teaching/TeachersPack/Benefits%20for%20teachers%20in%20Luton/Pages/Key%20worker%20housing.aspx)
11. <https://www.islington.gov.uk/housing/finding-a-home/housing-options-for-key-workers>
12. <http://www.sec-ed.co.uk/best-practice/case-study-recruitment-retention-and-cpd/>
13. <http://www.sec-ed.co.uk/best-practice/case-study-recruitment-retention-and-cpd/>
14. <http://centralbeds.moderngov.co.uk/ieListDocuments.aspx?CId=650&MId=5602&Ver=4>
15. <https://www.gov.uk/government/publications/improving-governance>





# **Outcomes of the scrutiny enquiry of Pupil Attainment (2018)**



## Background

At their meeting on 11 July 2017 the Children's Services Overview and Scrutiny Committee (CSOSC) requested a review of pupil attainment within Central Bedfordshire in light of concerns raised by Members. The purpose of the enquiry was to determine the best possible solutions and support with regards to improving pupil attainment across the region and improve the long term life chances of children and young people within Central Bedfordshire.

The enquiry involved Cllrs T Nicols (Chairman), T Swain (Vice Chairman), B Saunders, J Chatterley and Parental Co-optee G Deans and throughout the course of the review gathered evidence from a range of sources including officers in the Council's Children's Services directorate, Governor Training, Planning, Partnerships and Performance and Data Management. Evidence was also received from other Members, schools, head teachers and Governors, with national data and best practice processes and procedures researched in order to support the enquiry findings.

Central Bedfordshire has a very mixed economy by way of school structure with a range of local authority maintained schools, academies, lower, middle and upper schools, along with primary and secondary schools. Members were cognizant of the challenge this presented, but from the outset of the enquiry were keen to understand how the relationship between the local authority and all schools could be strengthened.

Members initially agreed that the scope of the enquiry be broken down into 4 separate elements, each of which would be investigated in turn, acknowledging the cross cutting nature on occasion. These were:-

- Minimising the impact of deprivation on children, specifically speech and language difficulties and the use/management of the pupil premium.
- The recruitment and retention of good quality teaching staff.
- Governor training.
- The educational journey of the child in Central Bedfordshire. As the enquiry commenced Members were advised that a wider piece of work was being undertaken by the Council, supported by consultants Openbox and so the panel agreed to allow this come to its conclusion and instead focus on the other 3 areas of scope in order to minimise any duplication. Members agreed that they would support whichever mechanism the Executive adopted in order to address the future landscape of education within Central Bedfordshire, stressing the importance of ensuring schools were fully supported in any transition they chose to implement.

The table below highlights the performance of Central Bedfordshire schools over the past 3 academic years. Although there are several schools within the region performing at or above the national average, overall Central Bedfordshire has remained in the third quartile nationally at Key Stage 4.

**(Table one) Key stage 4 - Average achievement of pupils in GCSE (or Equivalent) qualifications**

| 2015 (5 A*-C including E&M)      | 2016 ( Attainment 8 Score)     | 2017 ( Attainment 8 Score)     |
|----------------------------------|--------------------------------|--------------------------------|
| 58.3% - 2 <sup>nd</sup> Quartile | 49.3- 3 <sup>rd</sup> Quartile | 45.5- 3 <sup>rd</sup> Quartile |
| Stat Neighbour rank: 8/11        | Stat Neighbour rank: 10/11     | Stat Neighbour rank: 10/11     |
| National Rank: 57/151            | National Rank: 90/151          | National Rank: 88/151          |

The disparity between Key Stage 1 and Key stage 2 results was an element Members were keen to understand, particularly given the desire to close the attainment gap in disadvantaged pupils. In 2016, only 29% of disadvantaged children achieved the expected standard in KS2 compared to 57% of other children across Central Bedfordshire. Gaps between pupils registered for free school meals (FSM) – a proxy for social deprivation – and other pupils are wide at every stage of education and by the end of Key Stage 4, FSM pupils underperform by 1.5 grades relative to other pupils in every subject they take at GCSE.

In addition, Central Bedfordshire schools have historically received good or outstanding OFSTED ratings due to robust teaching methods and pupil progress which conflicts with the attainment outcomes at Key Stages 2 and 4, so this was another element Members of the panel were keen to explore.

A number of Head Teachers contributing to the enquiry findings stated that the current structure of schools within Central Bedfordshire brought some unique advantages but also some challenges in relation to pupil progress and Key Stage results due to individual schools unable to take full responsibility for the educational journey of the child. There were also challenges in keeping up with myriad changes to exam structures and assessment procedures, particularly in recent years and so Members acknowledged the difficulty in making a robust assessment of the performance of any Local Authority. However it was recognised that many areas nationally faced the same challenges as Central Bedfordshire but still performed at or well above the national average so Members were keen to understand why this was not the case locally and the possibility of structure affecting overall performance.

In its most recent report ‘State of the Nation 2016: Social Mobility in Great Britain’, the Social Mobility Commission stated:-

‘...Meanwhile, ten local authorities now account for one in five of the country’s children who are in failing schools: Blackpool, Knowsley, Northumberland, Doncaster, Reading, Stoke-on-Trent, Oldham, Bradford, Telford and Wrekin and Central Bedfordshire. A new approach is needed in those parts of the country where educational disadvantage is most concentrated, building on the recent Government decision to create Opportunity Areas.’

It became clear to the panel throughout the course of the enquiry that concerns which had been expressed over a number of years merited further exploration. It was also

apparent that there was no one solution to improving the educational outcomes of children in Central Bedfordshire, instead a range of measures, in partnership with schools, parents, healthcare and other professionals, charity and volunteer groups and learning from national best practice would provide short, medium and long term measures to increase attainment for pupils within our region.

## Minimising the impact of deprivation on children, specifically speech and language difficulties and the use/management of the pupil premium - National context

Following the introduction of the Pupil Premium (PP) in 2011, nationally the gap between pupils on free school meals and other pupils reaching the expected standard had been closing at Key Stage 1. Recent data<sup>1</sup> released in 2016 suggested that the gap had widened again to 18% in maths.

The increase in difficulty of the key stage tests has been cited as a cause for a decrease in overall results. However, that this difficulty should have disproportionately affected disadvantaged children is a worrying trend.

National Audit Office (NAO)<sup>2</sup> data suggests that 47% of schools were using the Pupil Premium to support pupils with Special Educational Needs (SEN), including those with speech and language difficulties. The NAO suggests that the Pupil Premium is replacing, rather than supplementing funding for Special Education Needs (SEN). Up to 77% of schools were using some of the Pupil Premium funding for activities which supported all pupils rather than just those who were disadvantaged, including the employment of extra teaching assistants which is recognised as a costly option, only effective when resource is used appropriately.

It is not the case that all disadvantaged pupils fall behind their advantaged peers, with poverty having a varying effect on different communities. According to the Sutton Trust's research<sup>3</sup> Chinese, Bangladeshi and African pupils' GCSE results have improved by 20 percentage points since 2006, despite English as a second language to many of those pupils. For pupils with a Chinese background there is only a three percentage point difference between the GCSE results of disadvantaged and advantaged pupils. This contrasts starkly with that for white working-class<sup>4</sup> pupils whose score is the lowest of all

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<sup>1</sup> <http://www.headteacher-update.com/best-practice-article/pupil-premium-a-gap-thats-proving-hard-to-shift/149691/>

<sup>2</sup> <https://publications.parliament.uk/pa/cm201516/cmselect/cmpubacc/327/32705.htm>

<sup>3</sup> <https://www.suttontrust.com/research-paper/class-differences-ethnicity-and-disadvantage/>

<sup>4</sup> *The Government has expressed difficulty in defining 'working class' and has agreed that those in receipt of free school meals broadly meet the definition when assessing attainment within different ethnic groups*

ethnic groups along with Gypsy and Traveller pupils. Nationally only a quarter of White working class boys and a third of White working class girls achieved five good GCSE's.

In 2017 the Education Policy Institute<sup>5</sup> highlighted within its report 'Closing the Gap' that overall, disadvantaged pupils were the equivalent of 18.9 months behind their non-disadvantaged peers by the end of Key Stage 4, however in Central Bedfordshire pupils were on average 22 months behind their non-disadvantaged peers by the end of KS4.

### **Best Practice**

The 2016 National Pupil Premium Awards saw a range of schools from across the country recognised for their work in closing the gap for disadvantaged pupils, outlining a range of initiatives to ensure the most effective use of the funding. These included raising the profile of reading, the effective tracking of disadvantaged pupils, provision of targeted support in all key stages, employment of specialist teachers within the curriculum, Mathematics and the use of other online assessment tools and employing speech and language therapists via charity funding.

The winning finalist highlighted the focus on the emotional and psychological welfare of their children in addition to their educational provision, employing a family support worker to help support parents, carers and families, engaging them in "family learning" sessions where the children and parents completed courses together such as phonics, story-telling, cookery, art, healthy eating, improving sleeping routines for children and card-making. Emotional and psychological needs were also met through specialist counsellors, play therapists and learning mentors with counselling, behavioural and emotional support also offered to parents and carers.

As a result of the approach two disadvantaged pupils from the school received targeted support and subsequently passed their 11-plus in 2015 resulting in their acceptance into grammar school. In comparison during the previous year no children from a disadvantaged background had passed the exam.

Transforming the aspirations of children and their families was cited by the award winning school as the biggest driver to academic success, with the effective use of the Pupil Premium supporting this outcome.

## **Findings of the enquiry**

### **The Local Picture**

The enquiry heard evidence from Central Bedfordshire Head Teachers which echoed the national challenges in relation to a lack of parental engagement with schools, school

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<http://www.parliament.uk/business/committees/committees-a-z/commons-select/education-committee/inquiries/parliament-2010/white-working-class-underachievement/>

<sup>5</sup> <https://epi.org.uk/report/closing-the-gap/>

readiness, the impact of exclusions, low aspiration, the lack of funding for those with English as a second language, the increasing impact of psychological and mental health needs in pupils and the need to promote reading outside of school.

Head teachers advised that difficulties in language barriers were rising within secondary age pupils due to recent influxes from Eastern European (EEA) countries, but unlike many of their British peers, EEA families were often very aspirational, with pupils achieving well above average once the language barrier had been overcome.

Particular schools experienced pressures due to the lack of funding received for many Gypsy and Traveller children due to an absence of the relevant parental paperwork and documentation. The absence of this documentation meant that they appeared not to be eligible for additional funding despite meeting the necessary criteria. Council officers continue to work proactively with all schools to ensure funding is applied for and used appropriately for every cohort and notwithstanding the impact on those schools experiencing difficulties, it was recognised that these particular challenges were generally isolated to certain schools and it was not a widespread issue across the region.

Latest national Census data indicated that the highest proportion of residents identifying as Gypsy and Irish Traveller were located in the South East of the UK with Basildon, Maidstone, Swale, Fenland and Ashford each having 0.5 percent of their population identifying with this ethnic group. Central Bedfordshire is a unitary authority serving a population of around 274,000 with Gypsies and Travellers accounting for 0.2% of the Central Bedfordshire population (478 people) which is slightly higher than the England and Wales average of 0.1% and Central Bedfordshire's regional neighbours Hertfordshire, Bedford and Luton also at or below 0.1%. School cluster data indicates that there are 302 pupils within Central Bedfordshire identifying with this ethnic group which equates to 1.08% of the overall pupil cohort. The highest proportion of these pupils are located within the Dunstable cluster of schools (1.94% of all pupils within that cluster), LC2 – Leighton, Linslade, Woburn and Woburn Sands (1.18%) and SB – Sandy, Biggleswade (1.17%). Members were keen that in addition to the pupil premium, local schools access other national funding available to them including the Vulnerable Children Grant and The Children's Fund which are both particularly useful in providing innovative support to those Gypsy and Traveller children and families who are at risk of educational and social exclusion. Due to the challenges facing some local schools Members expressed the importance that the new school improvement team proactively ensure targeted support in securing the funding available for those schools experiencing difficulties in this regard.

The Council continues to enforce attendance through national measures available to them, including the robust sanctioning of those parents whose children regularly miss school. With a clear correlation between school attendance and attainment, as demonstrated in the table below and with evidence suggesting that disadvantaged children were more likely to be absent from school than their non-disadvantaged peers, **Members recommended that the school improvement team encourage schools to regularly publicise school attendance data to parents at half termly intervals in order that the impact of poor attendance be understood and that all schools within their respective clusters be encouraged to apply a consistent and robust approach regarding school attendance.** In addition **that any**

*sanctions in relation to school attendance levied via the Council be reported via quarterly performance monitoring reports.*

**(Table two) School attendance – summary findings:-**

| <b>2014 Key Stage 4 results by Attendance Bands</b>             |   |                       |
|---|---|-----------------------|
| <b>Pupils attendance record:</b>                                | <b>5+ A*-C inc. English &amp; mathematics</b> | <b>5+ A*-C Grades</b> |
| 100% Attendance Record  | 78.0  | 87.8                  |
| 95% or more Attendance Record                                   | 70.4  | 80.1                  |
| 90% or more Attendance Record                                   | 51.7  | 62.9                  |
| 85% or more Attendance Record                                   | 37.8  | 45.7                  |
| less than 85% Attendance Record                                 | 19.2  | 23.5                  |
| <i>Unmatched</i>  | 3.3   | 6.6                   |
| <b>Central Bedfordshire Total (of pupil attainment overall)</b> | <b>57.1</b>                                   | <b>66.3</b>           |

**(Table three) School attendance – summary findings:-**

| <b>2016 Key Stage 4 by Autumn 15/Spring 16 Attendance</b> |                         |  |
|---|-------------------------|--|
| <b>Pupils attendance record:</b>                          | <b>Number in Cohort</b> | <b>Average of Attainment 8 score per pupil</b> |
| 100% Attendance Record                                    | 313                     | 56.3   |
| 95% or more Attendance Record                             | 1367                    | 53.2   |
| 90% or more Attendance Record                             | 526                     | 47.9   |
| 85% or more Attendance Record                             | 160                     | 41.3   |

|   |             |             |
|---|-------------|-------------|
| less than 85% Attendance Record                                 | 156         | 30.8        |
| <i>Unmatched</i>  | 74          | 12.8        |
| <b>Central Bedfordshire Total (of pupil attainment overall)</b> | <b>2596</b> | <b>49.3</b> |

**(Table three) Penalty Notices for irregular school attendance**

| Academic Year                 | Number of referring Schools | Penalty Notices Issued for Unauthorised Holidays | Penalty Notices issued for general unauthorised absence |
|-------------------------------|-----------------------------|--|---|
| Academic Year 15/16           | 63                          | 456  | 348   |
| Academic Year 16/17           | 65                          | 815  | 428   |
| Academic Year 17/18 (to date) | 73                          | 571  | 282   |

Schools and Academies may request that Local Authorities issue Penalty Notices on their behalf in cases of Unauthorised Absence in line with their school Attendance Policy. The only person who can decide to authorise an absence from school is the Headteacher or someone they designate to do so. Parents can supply evidence to support the Headteacher in making this decision such as an appointment card, hospital letter etc. Not all schools choose to issue Penalty Notices as part of their school attendance policy.

**(Table four) Legal Action**

| Academic Year            | Prosecution Cases Initiated Re Non School Attendance by Access and Inclusion Services |
|--------------------------|---|
| Academic 15/16           | 185   |
| Academic 16/17           | 224   |
| Academic 17/18 (to date) | 142   |

The above are cases which occur where either parent have chosen not to pay a penalty notice for the following reasons

- Casework by an School Attendance Officer (SAO) has been unsuccessful or
- The child does not appear to be being educated and parents have failed to comply with a School Attendance Order.



The enquiry panel discussed the various mechanisms whereby school readiness could be strengthened in order to minimise the attainment gap in disadvantaged children. Head Teachers expressed the view that where schools were within an effective pyramid structure, incorporating schools from a range of lower, primary, middle, upper and secondary schools, therefore offering 0-19 education provision within a single model, there was a clear and traceable pathway, with all schools taking joint responsibility for the educational journey of the child. In addition, those schools which had taken the decision to widen their early years provision, it had aided school readiness and the speech and language development of very young children, reducing the need for additional and costly intervention at a later date. Notwithstanding the ongoing work of the Health and Wellbeing Board in relation to school readiness and a review of children's centres in Central Bedfordshire, **Members recommended that all schools be supported to strengthen their pyramid structures in order to enable the seamless transition of pupils through the different stages of education, also ensuring clear accountability in relation to pupil progress and attainment.** In addition **that schools be supported where possible to increase their age range to include 2 year olds and early years provision, taking into account any financial implications and capital investment requirements, particularly with regards to new school builds.**

National and local evidence supported the need to promote reading outside of school as many children only had the opportunity within the classroom. Head teachers advised that these children often fell significantly behind their peers who regularly read and were read to outside of school, widening the attainment gap further. Members were advised that many schools within the region had additional funding to support reading outside of school but did not have the resource or staff capacity to deliver extra sessions during the school holidays. It was recognised that much more could be done to actively market and enhance the existing offer available to schools and as a result **Members recommended that schools be supported by the Council to engage with charity and volunteer groups<sup>6</sup> in order to promote reading challenges and activities during the school holidays, effectively utilising social media and online platforms in partnership with schools to support the promotion of these events.**

During the course of the enquiry Members were appraised of the online Maths App Flurrish<sup>7</sup> which had been used with great effect at one local school, enabling a 100% pass rate at Key Stage 2. Keen that this was a demonstration of best practice as recognised nationally, **Members recommended that all schools within the region be supported to roll out and promote the use of appropriate online tools and apps in order to support higher pupil attainment in Maths.**

Members were appraised of the mechanism whereby those children requiring a Statement of Special Educational Need (SEN) were assessed. It was the responsibility of schools to complete the requisite paperwork in order for an assessment to be undertaken, but in the interim many children were often presenting with violent and disruptive behaviour towards staff and other children, which for some led to temporary

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<sup>6</sup> *schoolreaders.org* being a national organisation accessible to all schools <http://www.schoolreaders.org/>

<sup>7</sup> [www.FlurrishEd.co.uk](http://www.FlurrishEd.co.uk).

and permanent exclusions. In order to minimise any delays in the assessment process ***Members recommended that special educational needs coordinators (SENCO's) be further supported in their role to work proactively with schools in order that the necessity of completing the relevant paperwork at the earliest opportunity be understood, reducing the need to exclude pupils and that progress and improvements be scrutinised via quarterly performance monitoring reports.***

It was also the view of many Head Teachers that some, particularly very young children, often presented with challenging behaviour due to a lack of school readiness and behavioural boundaries outside of school. An emergence in recent years of exclusions in very young children had increased at an alarming rate and so in order to combat this several pilot initiatives had been introduced. Some schools had identified a safe and quiet space on the school site in order to support those children presenting with challenging behaviour and in many instances this had resulted in minimising disruption in the classroom, allowing pupils to remain on school premises, in education and preventing permanent exclusions. The impact on staff resourcing was high due to a lack of additional funding to support this approach but all Head Teachers involved in the enquiry agreed that the outcomes were worth the additional effort. Members considered whether it would be possible to include this element at the design stage of any new school development, however it became clear that any additional building works would need to be sourced out of developer contributions and could potentially impact the levels of funding available for education. As a result ***Members recommended that schools be encouraged to identify a range of interventions in relation to minimising exclusions in very young children, including where possible an appropriate annex or building in order to provide a safe and quiet area on school premises, taking into account any impact on funding for education.*** In addition ***that schools be encouraged to replicate recognised national best practice and utilise the Pupil Premium to employ family support workers or pastoral staff in order to support those children identified as requiring additional intervention.*** With the effective use of the Pupil Premium, the wider school's budget would not be affected by employing extra staff.

Given the reported lack of aspiration in some areas, poor parental engagement with schools and a lack of school readiness in some children which many professionals felt had a detrimental impact on early years progress and pupil attainment, Members, Head Teachers and Officers felt that a wider piece of work was required which would benefit from a focus from a social care, children's health and early years perspective and currently outside of the scope of this task force. With the timely delivery in 2018 of The First 1001 Days of a Child's Life to the Children's Services Overview and Scrutiny Committee (CS OSC), as part of the wider Children and Young People's Development Plan, Members were keen that the Committee seek information from Executive Members on those areas specified and that ongoing measures be monitored in order to address these challenges. Head Teachers contributing to the enquiry also stated that a closer working relationship between schools and children's centres would be beneficial in supporting improved parental engagement and school readiness and so Members of the task force were supportive that the CS OSC include this element as part of their scrutiny of this area of work.

## The Recruitment and Retention of teachers - National context

The national challenges in teacher recruitment and retention are widely acknowledged, with excessive workload and pay disputes cited as driving away teachers and deterring new recruits according to the National Union of Teachers (NUT). Initial Teacher Training (ITT) figures<sup>8</sup> for 2016/17 show a decrease in the overall number of recruits compared with 2015/16, with only 93% of places being filled.

In 2016/17, the only subjects where the recruitment target was met were biology, geography, history and PE. All other secondary subjects were under-recruited, with the greatest problem areas in Maths, science and English.

Large numbers of pupils are being taught by teachers who do not have a relevant qualification in the subject and in November 2016 there were 1400 more teachers in service without qualified teacher status than there had been the year before. DfE figures<sup>9</sup> show that in the 12 months to November 2016 over 50,000 qualified teachers in England left the state sector and the Government confirmed that nearly a third of teachers who joined the profession in 2010 had left teaching within five years.

### **Best Practice**

Nationally it is agreed that there are several elements which can enhance the recruitment and retention of teachers, with no one aspect providing a single solution. Members were keen to understand whether areas of best practice could be implemented locally and these included continuous professional development and support for teaching staff, the local teacher training provision, along with key worker housing, acknowledging that teachers were not the only professionals who would benefit from this support.

The enquiry heard evidence of Luton's offer to teachers, which included information publicised on their website regarding how to access affordable housing and information guidance on the government's HomeBuy Direct (mortgage) Scheme which directly benefits key workers<sup>10</sup>. A key worker housing scheme offered by Islington Borough Council<sup>11</sup> whereby 15 one bedroom flats were available every year for Newly Qualified Teachers (NQT's) working in the immediate area had increased teacher recruitment and

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<sup>8</sup> <https://www.gov.uk/government/statistics/initial-teacher-training-trainee-number-census-2017-to-2018>  
<https://www.teachers.org.uk/edufacts/teacher-recruitment-and-retention>

<sup>9</sup> <https://www.gov.uk/government/publications/newly-qualified-teachers-nqts-annual-survey-2016>

<sup>10</sup>

[https://www.luton.gov.uk/Education\\_and\\_learning/Teaching/TeachersPack/Benefits%20for%20teachers%20in%20Luton/Pages/Key%20worker%20housing.aspx](https://www.luton.gov.uk/Education_and_learning/Teaching/TeachersPack/Benefits%20for%20teachers%20in%20Luton/Pages/Key%20worker%20housing.aspx) <https://jobs.luton.gov.uk/nqt/>

<sup>11</sup> <https://www.islington.gov.uk/housing/finding-a-home/housing-options-for-key-workers>

retention and Members were keen to explore how both of these offers could be replicated in Central Bedfordshire.

A case study carried out at Neale-Wade Academy in Cambridgeshire<sup>12</sup> highlighted continuous professional development (CPD) as a vital and effective method for recruiting and retaining good quality teachers, with the school's CPD procedures leading to significant appointments and rapid career progression. Additional measures included positive relationship building, ensuring clear outcomes, succession planning and identifying strong future leaders.

### **The Local Picture**

Forty five schools responded to a teacher recruitment survey carried out by Central Bedfordshire Council in 2017 and were from a range of Head Teachers from lower, primary, middle, secondary and upper schools. A summary of responses indicated that 78% of respondents had experienced difficulty in recruiting good quality teaching staff during the past three years and that during that same period 48% asserted that the quality of recruited appointees had deteriorated.

During the academic year 2015-16 46% of respondents did not manage to recruit to a particular specialism with the primary challenges in English, Maths and Science and although in 2016-17 this had improved to 36%, the challenges remained in the same subjects.

Whilst it became clear that each school had its individual challenges to consider due to location, cohort and structure, each Head Teacher who contributed to the enquiry agreed that teacher recruitment and retention was influenced by the national challenges affecting the profession, along with local issues. This included good quality and qualified teaching staff, the need for continuous professional development, the offer to attract teachers into the area and a lack of information and support via the Council's website, outdated and cost prohibitive methods of advertising teaching posts, the lack of general 'profile' of Central Bedfordshire both online and in the wider public domain and the overall school structure within the region. Head teachers stated that many Newly Qualified Teachers (NQT's) chose to apply for schools in Luton, Hertfordshire and the surrounding area despite having completed their training in Central Bedfordshire.

In 2010, Central Bedfordshire Council, noting the level of subsidy for services, made a decision to reduce the level of traded services offered to schools, delivering instead only those statutory functions required of the local authority and staffed those services accordingly. This resulted in many areas, including HR and payroll, being contracted separately by each individual school or group of schools to commercial providers or via neighbouring authorities. Members of the task force were keen that this decision be revisited in order to enhance the relationship and partnership working with schools in the region but were cognizant of the cost implications and resource requirements needed in order to market the Central Bedfordshire brand and work with schools to

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<sup>12</sup> <http://www.sec-ed.co.uk/best-practice/case-study-recruitment-retention-and-cpd/>

transition them back to the Council if that was their preference. It would require a substantial investment in time and staff resource along with work to ensure the cost modelling of traded services was accurate to prevent the historic situation of significant subsidy. As part of the ongoing SAP optimisation programme, HR services are currently upgrading their existing payroll system. Offering HR services including payroll to schools at the present time would lead to a notable increase in development costs as the existing payroll system would require technical development given that the contract retendering process for an implementation partner for the upgrade was focused only on those existing staff on payroll and not the wider schools staffing pool within Central Bedfordshire. Any addition of staff would result in a change to the tendering scope as it would be outside of the agreed parameters and would lead to additional programme costs for the development of the new systems and its implementation. Members were advised that any consideration to bring HR and payroll services to schools back within the remit of Central Bedfordshire Council be revisited after April 2019 when the current exercise came to its conclusion and when a more thorough options assessment could be explored. As a result **Members recommended that the Executive include a review of traded services to schools and academies within their work programme during 2019/20 in order to specifically assess the implications of re-introducing HR and payroll services to schools.**

The Children's Services directorate are currently expanding resources in the school improvement team which had been reduced in previous years. It is envisaged that the introduction of three school improvement advisers and a Head of Service will support improvements and enhance the Council's relationship with all schools. It became apparent during the course of the enquiry when reviewing comparative data that the school improvement team had been under capacity since the inception of Central Bedfordshire Council, with surrounding authorities continuing to benefit from a full quota of staff. Head Teachers contributing to the enquiry highlighted the definitive change in support services offered to them at the time of the reported changes to staffing levels within the school improvement team and expressed the view that it had resulted in a deterioration in the relationship between the Local Authority and schools. They welcomed any increase in support services in the near future and felt that it would enhance and rebuild partnership working between the Council and schools.

The current budget allows for the extra school improvement provision for a period of two years, after which a review of the service will be undertaken. Members were clear in their assessment that they would not support a future reduction in the school improvement team as it was deemed a necessary and critical resource in the support of schools and improved educational outcomes. Two years was not considered by Members a sufficient period of time to realise significant change and instead they asserted that a longer term model for a period of up to five years would be more appropriate. As a result **Members recommended that through the Medium Term Financial Planning process, the Executive support the retention of the current school improvement capacity for five years instead of two, only reducing it after that period with a clear business case setting out an evidenced rationale behind any such decision.**

All those Head Teachers who contributed to the enquiry supported the ethos of mentoring and developing staff but it became clear that methods were inconsistent across the region, with some schools supporting staff development much better than

others. It was also clear that support was required in order to ensure schools evaluated the training requirements and use of their teaching assistants, particularly for pupils requiring additional support. **Members recommended that the new school improvement team work proactively with clusters to evaluate the skills, use and impact of Teaching Assistants and mirroring recognised best practice in the continuous professional development of all teaching staff<sup>13</sup> which would support recruitment and retention.**

In relation to Central Bedfordshire's reported lack of 'profile' within the immediate and surrounding area, Head Teachers stated that it was difficult to attract teachers who knew nothing about the region and what it had to offer. Although some schools were proactive in attracting new recruits, it was acknowledged that traditional and often cost prohibitive methods of advertising such as via newspapers were no longer effective. Recently a neighbouring local authority had embarked on a teacher recruitment drive by hosting a recruitment fair, the outcomes of which had yielded some quality candidates, many of whom had subsequently secured teaching positions within that region. Members were keen to replicate this but were aware of the complexities around the extent to which the local authority could host such events given that unlike many other local authorities the responsibility for recruiting teachers within Central Bedfordshire fell solely under the remit of schools, with HR and the wider support of schools and teachers historically outsourced to other local authorities and private contractors. However it was acknowledged that close partnership working and the support of recruitment events was necessary, as was a full rebranding of Central Bedfordshire in relation to the recruitment of teachers and so **Members recommended that the school improvement team work closely with all schools to actively participate in recruitment events and that the promotion of such events be publicised via the council's website, social media outlets and in partnership with schools.** Members felt that this approach would strengthen the promotion of the Central Bedfordshire brand and profile, recognising that the broader marketing of the Council would benefit other areas of the organisation.

Research also highlighted that presently there was no information, guidance and support for teachers or other key workers available via the Local Authority in relation to those housing and mortgage schemes available to them, nor any information regarding the schools in the region. Head Teachers unanimously agreed that far more was required in relation to the support packages available to teachers and that any provision with regards to housing options would have a positive effect in the recruitment package available to teachers, also highlighting the benefits of working in Central Bedfordshire schools, with 89% of them rated as Good or Outstanding by Ofsted. The rural location of much of Central Bedfordshire would be an attraction to many professionals and again this was something which Members and outside contributors agreed required 'selling' via the website and other channels, in collaboration with schools. As a result **Members recommended that those national mortgage and housing schemes available to teachers be publicised via the Council's website at the earliest opportunity, mirroring and expanding upon the information provided by other local authorities in order to support the vision that Central Bedfordshire was a 'Great Place' by highlighting the**

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<sup>13</sup> <http://www.sec-ed.co.uk/best-practice/case-study-recruitment-retention-and-cpd/>

***excellent schools within the region and the attractive location.*** This recommendation would provide a cost neutral support platform to encourage more teachers to work within Central Bedfordshire schools and could be implemented with immediate effect.

Officers from the Council's Planning department confirmed that there were no direct key worker houses available within Central Bedfordshire and that any such initiative would include those wider professions defined under the title of 'key worker'. Members acknowledged that whilst many upper or secondary school teachers may not necessarily wish to live within the immediate catchment area of their school, any offer of affordable housing would be welcome. Head Teachers expressed the view that teachers of lower and primary school children would be more inclined to welcome the addition of housing in the immediate vicinity of the school and Members were keen to understand whether modular housing could be provided at the design stage of any new school build and in identified areas of growth. Officers from the Council's school planning team confirmed that in order to propose key worker housing on school sites it would require the Executive to agree for Education to secure over and above current BB103 land requirements. A challenge may be presented from developers in terms of financial viability, but if the school site was able to meet the Section 106 requirements for social/key worker housing then it may appear more attractive. It was anticipated that any safeguarding issues could be easily overcome.

The Education Act 2011 changed the arrangements for establishing new schools and introduced section 6A (the free school presumption) to the Education and Inspections Act 2006. Where a local authority thinks there is a need for a new school in its area it must seek proposals to establish an academy (free school). Section 6A came into effect on the 1 February 2012 for new schools other than pupil referral units and on the 1 September 2012 for new pupil referral units. Any on site housing leased to an academy would be the same way as for maintained schools (125 years) provided it was within the red delineation of the site and once the academy used the accommodation legally they would be entitled to it for the entire lease period. In order to prevent a change of use, a clause in the lease could be introduced that no alternative use would be considered unless specifically made in writing.

The Government provides a list of identified key workers which local authorities can use as a guide in order to support those living and working within their areas. It is not a prescriptive list and Councils have autonomy in selecting those they feel require housing support under the title of key worker and prioritising those professions where there is an identified need for recruitment. Members of the task force were keen that an agreement be reached with regards to a local list of key workers at the earliest opportunity, using research to indicate the highest areas of need. Given that educational attainment was so low within Central Bedfordshire the task force findings could evidence that the Council was not meeting its Five Year Priority of improving education and skills, so in order to strengthen the offer to teachers and attract the best quality staff, Members expressed the view that teachers should be placed on the key worker list as a matter of priority. As a result ***Members recommended that the Executive agree a definitive key worker list as a matter of urgency, prioritising those professions which evidence suggested required the most support in relation meeting the priorities within the Five Year Plan.*** In addition and recognising that housing is a key issue within Central Bedfordshire, ***Members recommended that due to the timely delivery of the Local Plan, the Executive explore***

***ways in which affordable and designated key worker housing could be delivered within the Housing Strategy.***

In relation to a wider approach to key worker housing Members were advised that in order for any such approach to be of minimal risk to the Council it would need to be cost neutral in the long term. The Council could borrow to finance key worker housing at low interest rates with the capital and interest covered fully by rental payments. Land would ideally need to be within the Council's current ownership with good links to the transport network and leisure facilities in order to attract teachers to the area. A current project is underway whereby land owned by the Council is being assessed for modular housing, a proportion of which could be used for key worker homes. Members of the task force expressed the view that the progress of this initiative continue to be monitored via the Children's Services and Sustainable Communities Overview and Scrutiny Committees over the coming months.

Members considered whether the Executive could reconsider the lettings plan within the housing allocations policy in order that key worker housing could be provided, delivering direct lets to teachers where there was an identified need. Officers stated that due to existing challenges in meeting demand, placing teachers within the pool accessing social housing would increase current pressures and their view was that promoting a shared ownership approach would be a more effective way of meeting housing demand for teachers and the wider key worker community. However ***Members recommended that the Executive reconsider the lettings plan within the housing allocations policy in order that key worker housing could be provided, with any pilot scheme to be targeted in the most deprived areas in the region, with a view to incentivise new teacher recruits.***

Officers from the Council's planning department highlighted several options which would enhance the key worker housing offer, with the Rent Plus Scheme providing the opportunity to rent a property for up to five years at the local Housing Allowance rate, with an option to purchase the property at the end of that period. Many mortgage lenders were supportive of the scheme and case studies showed that this approach had been successful in both Plymouth and Bicester<sup>14</sup>. An online Facebook poll carried out by Rent Plus indicated that 65% of Central Bedfordshire respondents were supportive of any offer of affordable housing, with many contributors identified as nurses, teachers, health professionals, fire fighters and police officers, therefore meeting the Government's broad definition of key worker. Members expressed the view that this scheme would not only support New Qualified Teachers (NQT's) but also those still progressing their career and due to its structure would not put additional pressure on current social housing demand as it was a wholly separate scheme. As a result ***Members recommended that the Executive endorse the Rent Plus scheme in order that Newly Qualified Teachers (NQT's) and a wider pool of identified key workers had access to affordable housing, providing an attractive recruitment package to those considering working within Central Bedfordshire.***

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<sup>14</sup> Case studies contained within <http://centralbeds.moderngov.co.uk/ieListDocuments.aspx?CId=650&MId=5602&Ver=4>



**Historic pupil funding and statistical neighbour comparisons:-**

In April 2006, the Department for Education and Skills (DfES) commissioned the National Foundation for Educational Research (NFER) to develop a single "statistical neighbour" model. This single model aimed to enable local authorities to identify other authorities similar to themselves in terms of the socio-economic characteristics of their area. The 10 Councils that have the "closest" averages to Central Bedfordshire are considered neighbours.

Additionally Central Bedfordshire sometimes uses the CIPFA Nearest Neighbour model. The model adopts a scientific approach to measuring the similarity between authorities taking into account a range of economic, social and physical characteristics.

**(Table five) The table below provides details of the Block Unit of Funding per pupil:-**

| <b>Schools Block Unit of Funding 'Amount per pupil' received for 2017/18 (as at July 2017)</b> |               |
|--|---------------|
| <b>Statistical Neighbours</b>  |               |
| Leicestershire   | <b>£4,623</b> |
| West Berkshire   | <b>£4,348</b> |
| Essex  | <b>£4,347</b> |
| Cheshire East  | <b>£4,340</b> |
| Worcestershire   | <b>£4,319</b> |
| Central Bedfordshire   | <b>£4,314</b> |
| Warwickshire   | <b>£4,293</b> |
| Hampshire  | <b>£4,265</b> |
| West Sussex  | <b>£4,202</b> |
| South Gloucestershire  | <b>£4,190</b> |
| Bracknell Forest   | <b>£4,167</b> |
| Hertfordshire*Not a statistical neighbour  | <b>£4,416</b> |
| Bedford Borough*CIPFA neighbour  | <b>£4,402</b> |
| Cambridgeshire*Not a statistical neighbour   | <b>£4,311</b> |

Whilst Members accepted the methodology behind the statistical and CIPFA neighbour models, concerns were expressed throughout the course of the enquiry with regards to Central Bedfordshire's proximity to London and the attraction teachers living in the region would have in securing higher wages just outside of the area and a relatively short commute away. The only other statistical neighbour with such close proximity to London was Essex with comparable house prices and a relative cost of living.

However the block funding per pupil in Essex in 2017-18 was £4347 whilst in Central Bedfordshire it was £4314 meaning that potentially teachers were offered higher wages in that area. Members were also keen to understand the impact of regionally close neighbours and with Bedford categorised as a CIPFA comparator and Hertfordshire, whilst not a statistical or CIPFA neighbour, their extremely close proximity to Central Bedfordshire and the considerably higher block funding per pupil they received meant that they were potentially able to offer higher wages to teachers within the immediate region, along with a school structure new graduates would be familiar with. Many areas within Hertfordshire and Essex also receive the London Weighting Allowance, with some teachers expressly stating when applying for jobs that they could secure higher wages in those areas.

Newly qualified teachers in the Central Bedfordshire region were broadly paid the national minimum of £22917 in 2017/18 whereas in Hertfordshire and Essex they were paid £24018 which included the London Fringe allowance. Teachers choosing to commute to outer London were paid £26662 and in inner London wages started at £28660 and although for the first few years it was acknowledged that any additional funds might be used for commuting costs, career progression for many teachers could be rapid, particularly within the London area with some realising wages in the region of £45000 within just 5 years. Members were aware that this was a historic element affecting the recruitment and retention of quality teachers within the Central Bedfordshire region.

It was anticipated that the new national funding formula for schools being introduced in April 2018 would address the historic disparity between the amount of block funding received per pupil compared with statistical and neighbouring authorities, however some professionals had raised concerns that the new formula could have a negative impact on lower schools. There were also historic issues to consider in relation to widespread under funding for 6<sup>th</sup> form provision, with the need for schools to use a proportion of their overall budget to ensure ongoing support, impacting funding levels for the wider school. As a result of these concerns Members of the task force were keen that the impact of the new schools funding formula be included within the work programme of the Children's Services Overview and Scrutiny Committee at the earliest opportunity in order to assess its implications.

## Governor Training - National context

The key findings of a 2016 Ofsted report<sup>15</sup> indicated that many Governors across the UK lacked the expertise needed in an increasingly complex education system to hold school leaders to account. Overall it was expressed that governance required improved access to highly skilled individuals who had the educational expertise to help them meet the increased demands of their role, with the recruitment and retention of governors recognised as a serious national challenge, particularly in some of the poorest areas of the country. Weak governance was at risk of going undetected until the school was inspected by Ofsted and clarity was required around lines of accountability, roles and responsibilities of Governors, recognising the essential contribution Governors made to their local schools and wider communities, particularly in areas of deprivation.

School governance is the only mechanism whereby school leadership is held to account, a judgement of which is included within every Ofsted inspection, often impacting a school's rating. Those schools judged by Ofsted to be Good or Outstanding could evidence that recognised best practice governance procedures were in place, that individual Governor skills and knowledge was relevant and that the Governing body could provide assurance of robust processes and challenge to the senior leadership of their schools.

## Findings of the enquiry

### The Local Picture

Central Bedfordshire Council fully acknowledges that Governors play a vital role as strategic leaders to help meet the shared vision and priorities in the Partnership Vision for Education. When Ofsted makes a judgement about the effectiveness of leadership and management, it will consider the role of Governors in discharging their core statutory functions and how committed they are to their own development in order to improve their school's performance.

Central Bedfordshire Council offers a range of comprehensive training packages to school Governors which includes free clerks' support, finance and data training for maintained schools, health and safety, along with improving school attendance and reducing the need to exclude. In addition, there is a comprehensive induction programme for new and existing Governors which sets out their strategic role, holding the head teacher to account for educational performance, safeguarding and child protection, the use of the Pupil Premium and other funding and the support of SEND and vulnerable learners.

Members of the task force were appraised of mechanisms whereby local officers supported schools with scoping audits prior to an Ofsted inspection, with this yielding some very positive results. By the time the official inspection occurred, schools knew

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<sup>15</sup> <https://www.gov.uk/government/publications/improving-governance>

which areas required improvement, methods were implemented soon afterwards, the outcomes of which invariably led to a positive Ofsted rating.

In addition, Ofsted inspectors will recommend an external review if governance is weak. Schools which are in the Local Authority's Red, Amber or Light Green category will receive a governance review as part of the Local Authority's support package to help schools prepare for their next inspection. Schools have found this proactive and recognised best practice approach very helpful in supporting their self-evaluation processes and outcomes have resulted in only a very small minority of schools requiring a formal governance review following an Ofsted inspection.

Bespoke training for a full governing board or clusters of schools and academies can be arranged on request which is designed to support the individual needs of the school and at a time which suits them. There is also a comprehensive e-learning programme available as the time constraints and pressures on Governors is fully appreciated, with many expressing that on occasion ease of access to e-learning packages facilitated training far better than face to face sessions.

In addition, officers are currently in the process of identifying the scope for an online forum for clerks in Central Bedfordshire. This would enable clerks to share their governance queries, best practice and to support each other in delivering effective school governance.

Upon examination of the offer available to Governors, it became clear to Members that despite a full restructure in 2009 which removed the Governor support team entirely, leaving only one officer responsible for commissioning services, the training package and support was still of an extremely high standard with 98% judging the training to be good or excellent. However due to the reduction in the number of officers responsible for the delivery of training and support, very little resource was available to encourage the take up of training, particularly with academies. Given that the Governor role is voluntary and that training is not mandatory, the remaining team have found that at times, although attendance figures were reasonable, the offer of training was not taken up to the extent to which it could be. Officers contributing to the enquiry panel's findings expressed a keenness to improve this as training was considered vital in ensuring robust and high quality governance.

Head teachers contributing to the enquiry expressed the view that whilst their Governors were clearly committed individuals, on occasion they did not feel that the appropriate challenge was presented, particularly around the need for further understanding of the requirements in relation to scoping and skills audits and that additional training would reinforce this area of knowledge. Several Governors from Central Bedfordshire schools contributed to the enquiry with many expressing the view that maximising the time available would increase the potential for participation in training sessions. They also indicated that it would be helpful if it was made clear that training was available to all Governors, not just lead Governors or Chairs, with a suggestion that where possible training sessions were included at the beginning or end of scheduled Governor and school cluster meetings. As a result ***Members recommended that the new school improvement team liaise with schools to enable the delivery of training sessions at the***

***same time as scheduled Governor and school cluster meetings wherever practicable, specifically reinforcing the importance of scoping and skills audits for all schools.***

The local picture reflected national challenges and it was reported that in some areas of Central Bedfordshire it had been increasingly difficult to recruit skilled and committed Governors. Members of the Council were encouraged at the beginning of their tenure to become school Governors however it became clear throughout the course of the enquiry that a substantial number had not taken up a post at local schools which Members of the task force felt needed addressing. In the past senior officers had also been recruited to the role, with many bringing with them the requisite skills required to fulfil their duties effectively, with Members expressing the view that foster carers could also be encouraged to take up roles as Governors, particularly bringing with them skills in relation to additional needs, the psychological support of children and SEN. In addition, available to every local authority was access to SGOSS, a national database of individuals who wanted to become school Governors, the details of which were published regularly in the local circulation, Governors Essentials. As a result of this information ***Members recommended that a local Governor recruitment drive be undertaken at the earliest opportunity, encouraging all Council officers, foster carers and those Members who were not yet Governors to take up a role at a local school and reminding schools of their access to SGOSS in order to improve the numbers and quality of Governors in Central Bedfordshire.***

Expanding the pool of Governors further was an area Members of the task force were keen to explore and assessed whether liaising with local businesses would yield members of the local workforce with the necessary skills to enhance the Governor role. Officers expressed the view that this had had a positive effect in the past and so ***the task force recommended that the Executive Member for Regeneration champion a campaign to engage business partners to encourage their workforce, where appropriate to put themselves forward as Governors, allowing time off work when necessary. A range of communication methods, including the targeted use of social media would support this initiative.***

Due to ongoing difficulties in recruiting clerks to governing bodies, many were already directly employed by schools as administrative staff or in some instances the Head Teacher's PA or secretary which did not support an independent approach. ***Members recommended that the local authority seek to provide a professional pool of clerks for school governing bodies to access, ensuring their independence of the school wherever possible in order to minimise any conflict of interest.***

Members were keen to understand the remit and scope provided to new Governors and whether their roles and responsibilities were always fully understood. It became apparent that despite a definitive 'job description' being made available to new Governors and regularly publicised via Governor Essentials, many still did not understand that which was required of them. It was determined that this was due to some not taking up the offer of training, nor regularly reading circulations and information. Members were keen that the additional school improvement staff resource be used to evaluate how best to enhance and broaden the relationship with schools and Governing bodies,

reiterating the need for them to appraise themselves of their roles and access training which was available to them.

**Summary of recommendations:-**

- 1. Members recommended that the school improvement team encourage schools to regularly publicise school attendance data to parents at half termly intervals in order that the impact of poor attendance be understood and that all schools within their respective clusters be encouraged to apply a consistent and robust approach regarding school attendance.** (Cost neutral using existing officer resource)
- 2. That any sanctions in relation to school attendance levied via the Council be reported via quarterly performance monitoring reports.** (Cost neutral using existing officer resource)
- 3. Members recommended that all schools be supported to strengthen their pyramid structures in order to enable the seamless transition of pupils through the different stages of education, also ensuring clear accountability in relation to pupil progress and attainment.** (Cost neutral using existing officer resource)
- 4. That schools be supported where possible to increase their age range to include 2 year olds and early years provision, taking into account any financial implications and capital investment requirements, particularly with regards to new school builds.** (Costs to be assessed when proposals are put before the Executive as is standard process)
- 5. Members recommended that schools be supported by the Council to engage with charity and volunteer groups in order to promote reading challenges and activities during the school holidays, effectively utilising social media and online platforms in partnership with schools to support the promotion of these events.** (Cost neutral using existing officer resource)
- 6. Members recommended that all schools within the region be supported to roll out and promote the use of appropriate online tools and apps in order to support higher pupil attainment in Maths.** (Cost neutral using existing officer resource although there may be a cost to schools accessing the App)
- 7. Members recommended that special educational needs coordinators (SENCO's) be further supported in their role to work proactively with schools in order that the necessity of completing the relevant paperwork at the earliest opportunity be understood, reducing the need to exclude pupils and that progress and improvements be scrutinised via quarterly performance monitoring reports.** (Cost neutral using existing officer resource)
- 8. Members recommended that schools be encouraged to identify a range of interventions in relation to minimising exclusions in very young children, including where possible an appropriate annex or building in order to provide a safe and quiet area on school premises, taking into account any impact on funding for education.** (costs to be assessed as necessary and when new school builds are proposed)

9. ***That schools be encouraged to replicate recognised national best practice and utilise the Pupil Premium to employ family support workers or pastoral staff in order to support those children identified as requiring additional intervention.***  
(With the effective use of the Pupil Premium, the wider school's budget would not be affected by employing extra staff.)
10. ***Members recommended that the Executive include a review of traded services to schools and academies within their work programme during 2019/20 in order to specifically assess the implications of re-introducing HR and payroll services to schools.*** (Additional costs to be assessed at the time of the review, they would be substantial but as yet unknown)
11. ***Members recommended that through the Medium Term Financial Planning process, the Executive support the retention of the current school improvement capacity for five years instead of two, only reducing it after that period with a clear business case setting out an evidenced rationale behind any such decision.***  
(Current staffing costs would increase by x2.5)
12. ***Members recommended that the new school improvement team work proactively with clusters to evaluate the skills, use and impact of Teaching Assistants and mirroring recognised best practice in the continuous professional development of all teaching staff which would support recruitment and retention.*** (Cost neutral using existing officer resource and with schools recruiting to current vacancies as staff progress)
13. ***Members recommended that the school improvement team work closely with all schools to actively participate in recruitment events and that the promotion of such events be publicised via the council's website, social media outlets and in partnership with schools.*** (Cost neutral using existing officer and Council resource)
14. ***Members recommended that those national mortgage and housing schemes available to teachers be publicised via the Council's website at the earliest opportunity, mirroring and expanding upon the information provided by other local authorities in order to support the vision that Central Bedfordshire was a 'Great Place' by highlighting the excellent schools within the region and the attractive location.*** (Cost neutral using existing officer and Council resource)
15. ***Members recommended that the Executive agree a definitive key worker list as a matter of urgency, prioritising those professions which evidence suggested required the most support in relation to meeting the priorities within the Five Year Plan.*** (Cost neutral using existing officer and Council resource)
16. ***Members recommended that due to the timely delivery of the Local Plan, the Executive explore ways in which affordable and designated key worker housing could be delivered within the Housing Strategy.*** (This recommendation would involve capital investment costs assuming that the Council would buy a quota of houses from the developer to manage within its own estate and rent to key workers at an agreed affordable housing rate. Capital costs would be recouped over time from rent paid)
17. ***Members recommended that the Executive reconsider the lettings plan within the housing allocations policy in order that key worker housing could be provided, with any pilot scheme to be targeted in the most deprived areas in the region, with a view to incentivise new teacher recruits.*** (Costs unknown)

18. **Members recommended that the Executive endorse the Rent Plus scheme in order that Newly Qualified Teachers (NQT's) and a wider pool of identified key workers had access to affordable housing, providing an attractive recruitment package to those considering working within Central Bedfordshire.** (Cost neutral to the Council with developers and Rent Plus responsible for the cost)
19. **Members recommended that the new school improvement team liaise with schools to enable the delivery of training sessions at the same time as scheduled Governor and school cluster meetings wherever practicable, specifically reinforcing the importance of scoping and skills audits for all schools.** (Cost neutral using existing officer and Council resource)
20. **Members recommended that a local Governor recruitment drive be undertaken at the earliest opportunity, encouraging all Council officers, foster carers and those Members who were not yet Governors to take up a role at a local school and reminding schools of their access to SGOSS in order to improve the numbers and quality of Governors in Central Bedfordshire.** (Cost neutral using existing officer and Council resource)
21. **The task force recommended that the Executive Member for Regeneration champion a campaign to engage business partners to encourage their workforce, where appropriate to put themselves forward as Governors, allowing time off work when necessary. A range of communication methods, including the targeted use of social media would support this initiative.** (Cost neutral using existing officer and Council resource)
22. **Members recommended that the local authority seek to provide a professional pool of clerks for school governing bodies to access, ensuring their independence of the school wherever possible in order to minimise any conflict of interest.** (Significant resource implications which will need to be assessed)





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Central Bedfordshire Council

EXECUTIVE

12 June 2018

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**Proposed Change of Designation to Church End Lower School from a Foundation School to a Church of England Voluntary Controlled School**

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

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

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

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**Purpose of this report**

1. To seek Executive support for the application from Church End Lower School, Marston Moretaine to the Department for Education (DfE), under Section 10 of the Education and Inspections Act 2006, as amended by the Education Act 2011, for a change of designation from a Foundation school to a Church of England Voluntary Controlled School.
2. If supported the Section 10 application will be submitted by the school to the DfE for consideration. If approved by the DfE a further statutory consultation by the school will commence.
3. The school referred to within the report serves the Ward of Cranfield and Marston Moretaine.

**RECOMMENDATIONS**

**The Executive is asked to:**

1. **note the favourable responses to the preliminary consultation carried out by the school and support the application from Church End Lower School to the DfE for the consideration of a change of designation from a Foundation school to a Voluntary Controlled school;**
2. **subject to approval by the DfE, Executive are asked to support the statutory process to be carried out by the school, which will require publication of a statutory notice followed by formal consultation of at least four weeks; and**

- 3. approve that determination for the proposed change of designation be made by the Executive Member for Families, Education and Children, if responses to the formal consultation are favourable. If responses to the formal consultation are not favourable determination to be made by the Executive.**

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

4. This report was presented to Children's Services Overview and Scrutiny Committee at its meeting on the 22 May 2018 and recommended:-
- That the Committee support the application from Church End Lower School to the DfE for the consideration of a change of designation from a Foundation school to a Voluntary Controlled school and note the favourable responses to the preliminary consultation carried out by the school.
  - Subject to approval by the DfE, the Committee support the statutory process to be carried out by the school, which will require publication of a statutory notice followed by formal consultation of at least four weeks.
  - Support that determination for the proposed change of designation be made by the Executive Member for Families, Education and Children, if responses to the formal consultation are favourable. If responses to the formal consultation are not favourable determination to be made by the Executive.

### **Background**

5. In January 2018 Church End Lower School submitted a Section 10 request to Central Bedfordshire Council to support its application to the DfE for a change of designation from a Foundation School to a Voluntary Controlled School, as part of the Diocese of St Albans Board of Education (Appendix A). The Section 10 application, part 6, requires the school to seek the support of the local authority for the change, before consideration by the DfE.
6. The DfE usually expects changes to a school to be in the form of an academy conversion. However, the governors of Church End Lower School have considered that there is no significant demand for the school to seek Academy status from any stakeholder group. The school has met with Academy Headteachers and Governors and it was concluded that becoming an Academy was not right for the school at this stage.

7. For the school to change designation it will need to close as Church End Lower School (Foundation) and open on the following day as a new voluntary controlled school. The Governors of the school propose the new school to be named Marston Moretaine Voluntary Controlled Church of England School. The date for the proposed changes are subject to the DfE's timetable for a decision regarding the Section 10 application, a further statutory consultation and Executive approval if the responses are not favourable. The school have indicated a preference for closure of Church End Lower School (Foundation) on the 31 December 2018 and to open as Marston Moretaine Voluntary Controlled Church of England School on the 1 January 2019.
8. Church End Lower School operates over two school sites, Church End and Forest End. The school was expanded by 1 form of entry in September 2014 at the new Forest End site and as part of phase 2 it is currently being expanded by a further 1 form of entry for September 2018. The school's total capacity in September 2018 will be 600 pupils for Reception Year to Year 4.
9. The expansion of the school over two sites is the result of Marston Moretaine seeing a considerable level of housing growth. The school does not plan to change its catchment which will remain as Marston Moretaine and the immediate surrounding area. The admissions policy for the school will remain unchanged. Any future changes proposed in the admissions policy will need to undertake a further consultation as outlined in the Schools Admission Code.
10. If the proposal is implemented for 1 January 2019, the school will cease to be a Foundation school with the staff group employed by the Governing Body and become a Voluntary Controlled School with the staff group employed by Central Bedfordshire Council. The school buildings and the school playing fields will transfer from the Governing Body to the Diocese. The school will remain as a maintained school and Religious Education will continue to follow the Local Authority Agreed Syllabus.
11. The key differences for Church End Lower as a Foundation School and a Voluntary Controlled School are:-

| Foundation School   | Voluntary Controlled School  |
|---|--|
| Playing fields and buildings owned by the School/governing body | Playing field and buildings owned by the Church of England Diocese |
| School staff employed by the Foundation                         | School staff employed by the Council                               |
| Admissions Authority is the governing body                      | Admissions authority is the Council                                |

| Foundation School  | Voluntary Controlled School  |
|--|--|
| Governance - 5 parent governors, 1 LA governor, 1 staff governor, 1 headteacher, 4 co-opted governors and 2 partnership governors. | Governance - governing board will cease to have partnership governors and, instead, will be required to have at least two foundation governors but not more than a quarter of the total. |

### Preliminary consultation responses

12. Church End Lower School launched a preliminary consultation between November and December 2017. (Appendix B) Consultees included parent/carers, staff, the wider community and a range of stakeholders (as per DfE guidance) including Members and Officers of Central Bedfordshire Council. All Central Bedfordshire schools were also advised of the consultation and invited to respond.
13. The school facilitated four public meetings as part of the preliminary consultation and representatives of the Diocese and school governors addressed key stakeholders.
14. The school received a total of 86 responses to the preliminary consultation of which:-

| Responses                     | Percentage |
|-------------------------------|------------|
| Support the proposal          | 91%        |
| Opposed the proposal          | 2%         |
| Neither supported or objected | 7%         |

15. Those in support of the proposal felt it would a '*positive step for the school and children*' and that '*the school should not academise*'. A summary of the responses is in Appendix A.
16. Those who objected to the change of designation stated they did not believe in church based schools and preferred the school to remain as a foundation school.

### Reasons for decision

17. Church End Lower School is a successful school, Ofsted inspected on the 4 December 2016 and judged it as a good school. Currently pupils progress is good for almost all groups.

18. The school has been expanded over 2 phases and remains popular with parents and carers in the catchment and further afield. Housing around the school continues to be built and occupied and the school is likely to fill, subject to the rate of housing completions.
19. The preliminary consultation indicated a favourable response to the proposal. The school is currently a feeder school for Holywell Church of England Academy which is part of the Diocese of St Albans.
20. The school governors have been considering this proposal since 2011 and weighed the benefits of a change of designation against academisation.
21. The pupil yield from the new housing developments within the area is likely to increase demand for school places and the need for school places is unlikely to change over the next 5 years.
22. Subject to support from the DfE for the Section 10 application, favourable responses to the school's statutory consultation, and subsequent approval from either the Executive Member for Families, Education and Children or the Executive, the Governing Body propose to change designation on the 1 January 2019.

### **Council Priorities**

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

### **Legal Implications**

24. It is not possible for an existing school to make any change to its religious character. Instead the local authority or governing body must publish a proposal, via a statutory notice, to close the existing school, and a faith organisation, as proposer, must issue a 'related' proposal, via a statutory notice, to establish a new voluntarily school with a religious character. This can be done by either gaining the Secretary of State's consent under Section 10 or as a special case under Section 11 of EIA 2006.
25. The main legislation governing school organisation is found in sections 6A-32 of the Education and Inspections Act 2006, The School Organisation (Establishment and Discontinuance of Schools) Regulations 2013 and the School Organisation (Prescribed Alterations to Maintained Schools) (England) Regulations 2013.
26. Department for Education Guidance for proposers and decision makers regarding school organisation in maintained schools was published in April 2016 to support the School Organisation (Prescribed Alterations to Maintained Schools) (England) Regulations 2013.

27. This guidance can be viewed at:  
<https://www.gov.uk/government/publications/school-organisation-maintained-schools>
28. All decisions on proposals to either open or close a maintained school must be based on the factors within the guidance as set out in the link in paragraph 26, following the statutory 5 stage process.

### **Financial Implications**

29. There are no financial implications for the Council arising out of a decision to support the applications from the school to the DfE. If the DfE approve the Section 10 application and the responses to the statutory notice are favourable and the Council's Executive Member for Families, Education and Children determines the proposal to a change in designation, there will be financial implications for the school and the governing body.
30. There are no additional pension costs arising from a change of designation as the school will continue to be Maintained by the Council and employee will remain eligible to contribute to the LGPS and Teachers' Pension Schemes. The Council will continue to be responsible for the monthly return of Teachers' Pension service.
31. The school will continue to receive Payroll and HR provision from external providers.
32. The staff, who are currently employed by the Governing Body of Church End Lower School, will need to be transferred to the employment of the Council. This will need to be managed in accordance with the Transfer of Undertakings (Protection of Employment) Regulations 2006 (as amended 2014). This process will need to be managed by the Governing Body of the School (the Transferor) and the Council (the Transeree) and supported by each organisations HR provision.
33. As a Maintained Voluntary Controlled School any reductions in staffing will be managed in accordance with the CBC Redundancy Policy for Schools (as adopted by the Governing Body of the School).
34. Redundancy payments for Maintained Voluntary Controlled schools are calculated based on actual weekly pay as opposed to calculated in accordance with statutory maximum weekly pay (currently £508 per week) for Foundation Schools, therefore the change of designation will result in an increase in redundancy liability cost to the Council should staffing reductions be required after a change of designation.



35. Any dismissals made by the school (for redundancy or other reasons) will be a dismissal from CBC as the employer and therefore has the same associated employer risk as all CBC Maintained Community and Voluntary Controlled Schools.
36. There are no envisaged capital costs to the Council arising from this application and if approved the change in designation. The school buildings and the school playing fields will transfer from the Governing Body to the Diocese.
37. Although there are no pensions issues specifically arising, any transfer of staff to the Council would potential leave the Council liable for any future redundancy costs.

### **Equalities Implications**

38. The consultation and decision-making process set out in regulation for schools requires an evaluation on a project by project basis of any equalities and human rights issues that might arise.
39. Public authorities have a statutory duty to promote equality of opportunity, eliminate unlawful discrimination, harassment and victimisation and to foster good relations in respect of the following protected characteristics: age, disability, gender re-assignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.
40. This statutory duty includes requirements to:
  - i. Remove or minimise disadvantages suffered by people due to their protected characteristics.
  - ii. Take steps to meet the needs of people from protected groups where these are different from the needs of other people.
  - iii. Encourage people from protected groups to participate in public life or in other activities where their participation is disproportionately low
41. The proposal is not envisaged to have an adverse impact on any of the listed groups below:-

|                       |     |
|-----------------------|-----|
| • Sex                 | N/A |
| • Gender Reassignment | N/A |
| • Age                 | N/A |
| • Disability          | N/A |
| • Race & Ethnicity    | N/A |
| • Sexual Orientation  | N/A |

- |                                       |   |
|---------------------------------------|---|
| • Religion or Belief (or No Belief)   | Parents of children will have the option to opt out of religious activities at the school |
| • Pregnancy & Maternity               | N/A   |
| • Human Rights                        | N/A   |
| • Other Groups (rural isolation etc.) | N/A   |

## **Risk Management**

42. Key risks include:

- Failure to discharge legal and statutory duties/guidance.
- Failure to deliver the Council's strategic priorities
- Reputational risks associated with the non-delivery of required school places.

## **Appendices**

The following appendices are attached:

### **Appendix A**

Section 10 application form

### **Appendix B**

Consultation on Church End Lower School gaining a designation as a Church of England School and becoming a Church of England Voluntary Controlled Lower School

## **Background papers**

None

Report author(s):

Victor Wan, Head of School Organisation, Admissions and Capital Planning (interim); [victor.wan@centralbedfordshire.gov.uk](mailto:victor.wan@centralbedfordshire.gov.uk)

## APPENDIX A

### Section 10 Application Form

**APPLICATION FORM TO APPLY TO THE SECRETARY OF STATE FOR CONSENT TO THE PUBLICATION OF PROPOSALS FOR A NEW MAINTAINED MAINSTREAM OR SPECIAL SCHOOL UNDER SECTION 10 OF THE EDUCATION AND INSPECTIONS ACT 2006, AS AMENDED BY THE EDUCATION ACT 2011.**

**Please complete all relevant sections and submit to the School Organisation Team mailbox at: [schoolorganisation.notifications@education.gov.uk](mailto:schoolorganisation.notifications@education.gov.uk)**

| <b>1. Details of proposer and proposed school including:</b>   |   |
|--|---|
| <b>Title of proposing body</b>   | Church End Lower School Governing Body and the Diocese of St Albans Board of Education  |
| <b>Local authority area:</b>   | Central Bedfordshire  |
| <b>Site details</b> (e.g. single/split site, freehold/leasehold tenure):   | Split Site  |
| <b>Postal address:</b>   | Site 1 Church End Lower School<br>Church Walk<br>Marston Moretaine<br>Bedford MK 43 0NE<br><br>Site 2 Forest End<br>Great Linns<br>Marston Moretaine<br>Bedford MK 43 0DD |
| <b>Age range:</b>  | 3 – 9   |
| <b>Number of pupils to be provided for, including details of any nursery (full-time equivalent places), SEN, boarding or sixth form provision:</b> | Total Capacity 600 pupils<br>(Year R to Year 4)<br><br>+ 96 FTE Nursery places  |
| <b>Category</b> (Community/Community Special/Foundation/Foundation Special/Voluntary Controlled):  | Current – Foundation<br><br>Proposed – Voluntary Controlled   |
| <b>Proposed opening date:</b>  | 01 January 2019   |
| <b>Proposer other than the LA</b>  | Church End Lower School Governing Body and the Diocese of St Albans   |
| <b>Proposed religious category (if any):</b>   |   |

|  |   |
|--|---|
|  | Church of England Voluntary Controlled School |
| <b>Ethos:</b>  | Anglican VC Community School                  |
| <p><b>2. Please give the reason(s) why you feel an Academy cannot meet the need for the new provision:</b></p>   |   |
| <p>Church End Lower School is a successful and expanding school located in the Central Bedfordshire village of Marston Moretaine. At the end of Year 4 pupils move on to their respective middle school; the majority attending Marston Vale Academy and a significant minority, Holywell Church of England Academy.</p> <p>The Central Bedfordshire educational landscape is based on a three tier structure. Over the past few years this has started to fragment as a number of schools have chosen to expand their age range, preferring a two tier primary/secondary structure. Included in this are a number of Multi-Academy Trusts as well as stand-alone academies. In our particular nine school pyramid, four schools are academies, either independent or part of a MAT, one school is hard federated with a school located in another pyramid with the remainder all community or foundation schools. This, combined with four of our pyramid schools located within the Borough of Bedford, makes our local context complicated.</p> <p>School Governors have spent considerable time since 2011 considering the best future direction for the school; this has included becoming an Academy. School Governors do not consider that there is any significant demand for the school to seek Academy status from any stakeholder group. Having met with Academy Headteachers and Governors, it was concluded that becoming an Academy was not right for the school at this stage.</p> <p>During the Autumn 2017, the Governing Body took the decision to propose, and consult on becoming a Church of England Voluntary Controlled School.</p> |   |
| <p><b>3. Would you consider converting the school to an Academy in the future if it satisfied the relevant criteria?</b></p>   |   |
| <p>Of the five Central Bedfordshire Schools within our pyramid, the two largest are stand-alone Church of England Academies. It is anticipated that housing growth in this area will be considerable; potentially resulting in capacity issues at nearly all schools. It is anticipated that this growth will result in the expansion of existing schools, possibly onto second school sites, following the model that has so successfully been applied to Church End. Therefore, Governors have a strong desire to be part of the solution to on-going structural problems which ultimately impact on standards and the life chances of the pupils in our care.</p> <p>Church End is committed to developing local solutions and believes that this is best achieved through close partnership with other schools. To achieve this aim Governors have not ruled out the possibility of working with other schools, which share our vision, in creating a MAT primarily supporting our local community. It is our firm belief that being</p>   |   |

part of a bigger educational family enables our pupils, their families and school staff access to advice, support and resources which will add to the educational experience we are able to provide. By joining the Church of England family of schools we will be working with other local schools which share our educational vision and promote our values.

**4. (Local Authority only) Statement on any consultation carried out to ascertain interest by an Academy provider, or justification for not carrying out such consultation:**

In November 2017 the Governing Body of Church End Lower School and The Diocese of St Albans Board of Education began a six week consultation process.

Stakeholders included ... parents and carers; all employees; all Central Bedfordshire Schools; all pyramid schools and the wider local community.

This process included four public meetings providing opportunity to all concerned to ask questions, seek clarification and express their views.

**5. Evidence of levels of parental demand for this category of school as opposed to an Academy:**

The response to our proposal was overwhelmingly positive...

91% of respondents supported the proposal

2% of respondents opposed the proposal

7% of respondents neither supported nor objected to the proposal

**6. Brief details of main reason for the proposed new school (e.g. new housing development, population growth, amalgamation/reorganisation, falling roles/surplus places, head teacher(s) retiring) including any particular local circumstances appropriate to the application and local authority support:**

The past few years has seen considerable housing growth within, and around the village. It is anticipated that this will continue for the foreseeable future.

The 'new' school would have a ...

Total Capacity 600 pupils  
(Year R to Year 4)

+ 96 FTE Nursery places

**7. Will the school replace an existing school or schools? If so, provide details of the closing school(s) (e.g. Postal address; Number of Pupils; Age range; Category) and proposed date for closure:**

Yes.

The closing school will be Church End Lower School (Foundation)

Site 1 Church End Lower School  
Church Walk  
Marston Moretaine  
Bedford MK 43 0NE

Site 2 Forest End  
Great Linns  
Marston Moretaine  
Bedford MK 43 0DD

It currently has a total capacity of 450 pupils (Year R to Year 4)  
+ 72 FTE Nursery Places

**The proposed date of closure is 31<sup>st</sup> December 2018**

The proposed name of the new school is **Marston Moretaine Voluntary Controlled Church of England School**. It would continue to operate as a split site school occupying the same site mentioned previously.

It is proposed to open on 01<sup>st</sup> January 2019

**8. Statement on how the school will contribute to raising standards, including how it is proposed it will network with other schools in the area:**

The new school would primarily continue to serve the village of Marston Moretaine and the immediate surrounding area. It would replace Church End Lower which would close on 31<sup>st</sup> December 2018.

By joining the Church of England family of schools we will be working with other local schools which share our educational vision and promote our values. In so doing, it is our belief that this will provide our pupils with the best opportunity to thrive, aspire to the very highest possible standards and go on to successfully contribute to their local and wider community.

Our existing school was inspected by Ofsted in November 2016. The report recognises that our leadership team 'plan for continuous improvement and are outward-looking and visionary'. The report recognises that attainment is above average.

The school already works closely with our pyramid of schools; encouraging and developing innovative approaches to liaison and assessment moderation. The school has an 'open door' policy in all aspects ranging from supporting Governance and Headteacher Mentoring to Initial Teacher Training. The school is actively involved in working with The University of Bedfordshire and both the Headteacher and the Deputy Headteacher are part of the Central Bedfordshire LSCB.

The school is looking forward to developing a strong and successful partnership from within the Diocesan family of schools.

**10. Views of local community - evidence of informal or statutory consultation, copies of any consultation documents, notes of meetings and feedback received (please list any documents attached):**

The consultation process ran for six weeks between November and December 2017. Consultation documents were sent to all existing families, all staff and the immediate and wider community. The school received 86 responses of which ...

91% of respondents supported the proposal;  
2% of respondents opposed the proposal;  
7% of respondents neither supported nor objected to the proposal.

In addition the school hosted four public meetings which were attended by parents, staff, residents, School Governors and the Director of Education from the Diocesan Board of Education.

The school employs 83 members of staff the majority of which were supportive of the proposal.

Some of the comments made by respondents were as follows ...

*'I think this would be a very positive move for the school and the children within it'.*

*'I fully support the school in seeking designation as a Church of England School'.*

*'I strongly agree with this proposal and believe this would be so beneficial to the children and community'.*

*'Definitely! Fabulous idea'.*

*'I don't think that the school should academise either'.*

#### 11. Contact details:

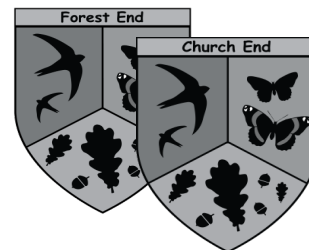
|                 |   |
|-----------------|---|
| <b>Name:</b>    | Brian Storey  |
| <b>Address:</b> | Church End Lower School<br>Church Walk<br>Marston Moretaine<br>Bedford MK43 0NE |
| <b>Date:</b>    | 10.01.2018  |
| <b>Tel No:</b>  | 01234 768271  |
| <b>Email:</b>   | <a href="mailto:churchend@cbc.beds.sch.uk">churchend@cbc.beds.sch.uk</a>        |

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## APPENDIX B

Church End Lower School  
Marston Moreteyne School  
Church Walk  
Marston Moreteyne  
Bedford MK43 0NE



Tel: 01234 768271

E.mail: [churchend@cbc.beds.sch.uk](mailto:churchend@cbc.beds.sch.uk)

Website: [www.churchend.beds.sch.uk](http://www.churchend.beds.sch.uk)

**1847**

Headteacher: Mr Brian Storey  
the Month: **Curiosity**

Value of

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### Consultation on Church End Lower School gaining a designation as a Church of England School and becoming a Church of England Voluntary Controlled Lower School

Dear Parent/Carer

The Governing Body of Church End Lower School and The Diocese of St Albans Board of Education are writing to you to seek your views as to whether Church End Lower School should seek designation as a Church of England School.

As you may be aware the educational landscape in England has changed dramatically over the past six years with the rapid expansion of the Academy programme, including Multi-Academy Trusts and the introduction of state funded Free Schools. This change has coincided with a dramatic decline in the ability of Local Authorities to support and influence their schools, with services previously offered, being considerably diminished with the squeeze on public sector finances. Over this period the Church End Governing Body, has considered these options and concluded, for a variety of reasons, that becoming an Academy or joining a Multi-Academy Trust is not the right future direction for our school.

It is our firm belief that being part of a bigger educational family enables our pupils, their families and school staff access to advice, support and resources which will add to the educational experience we are able to provide. By joining the Church of England family of schools we will be working with other local schools which share our educational vision and promote our values based ethos.

The implications for Church End Lower School of assuming a designation as a Church of England School are as follows:

- The school will be designated as a Church of England School, under the umbrella of the Diocese of St Albans;
- The school will be subject to an additional inspection process, as a church school, under SIAMS (Statutory Inspection of Anglican and Methodist Schools);
- The school buildings will transfer from the current ownership of the Local Authority to the Diocese whilst school land will transfer from the Governing Body to the Diocese;
- Religious education will continue to follow the Local Authority Agreed Syllabus;
- Collective Worship will continue to be broadly and mainly Christian;
- 2 Foundation Governors will be appointed to represent the Church of England on the Governing Body alongside existing Parent, Staff Community and Local Authority Governors;
- The admissions policy will remain unchanged;
- The School will have access to support, advice, courses and professional advice from the Diocesan Schools team and its team of 25 educational consultants;
- The School will continue to have a close working relationship with the Local Authority who will continue to maintain the school;
- The School will become part of a network of 136 Church Schools across Hertfordshire, Bedfordshire, Luton, Barnet and Buckinghamshire.

The Diocese of St Albans Board of Education has been in discussion with the school governing body for a period of 18 months exploring what it would be like for Church End Lower to assume a religious designation and become a Voluntary Controlled Church of England School. The Board of Education is committed to providing community focussed schools that serve the common good where education is delivered in a caring context and through shared Christian values.

The purpose of this document is to seek your view on whether Church End Lower School should seek designation as a Church of England Lower School. Apart from this consultation letter, there will be the opportunity to attend consultation events where the process and implications can be explored in more detail. These will be held on:

**Tuesday 7<sup>th</sup> November at Forest End at 2.00 p.m. and 6.00 p.m.**  
**Thursday 9<sup>th</sup> November at Church End at 2.00 p.m. and 6.00 p.m.**

It would be helpful if you could either email or return the attached slip in order for us to prepare appropriately. The meetings will last for approximately an hour.

We look forward to hearing your views,

Yours sincerely

Mr P Neale  
**Chair of Governors**

Mr B Storey  
**Headteacher**

It would be helpful if, when you have gathered all the information you require, you could respond to the following question:

|   |  |           |  |                   |  |
|---|--|-----------|--|-------------------|--|
| <b>'Should Church End Lower School seek designation, as a Church of England School, becoming a Voluntary Controlled Lower School?'</b>  |  |           |  |                   |  |
| <b>YES</b>  |  | <b>NO</b> |  | <b>DON'T KNOW</b> |  |
| <p><b>Comments:</b></p><br><br><br><br><br><br><br><br><br><br><p>Please provide contact details only if you would like someone to contact you to discuss your query/question further.</p> <p>Name: ..... Contact details: .....</p> <p>.....</p> |  |           |  |                   |  |

Please return your response to the school as soon as you feel able to respond, but no later than Friday 8<sup>th</sup> December when the consultation period ends.

.....  
.....

|   |
|---|
| <b>Consultation on Church End Lower School gaining a designation as a Church of England School and becoming a Church of England Voluntary Controlled Lower School</b> |
|---|

It is our intention to attend the meeting as shown.  
(Please circle/delete as appropriate and return to the school as soon as possible)

Tuesday 7<sup>th</sup> November at **Forest End** at either 2.00 p.m.  
or 6.00 p.m.

and/or

Thursday 9<sup>th</sup> November at **Church End** at either 2.00 p.m.  
or 6.00 p.m.

Name: ..... Please reserve ..... seats.

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## Central Bedfordshire Council

Executive

12 June 2018

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### Quadrant Accommodation Plan

Report of: Cllr Eugene Ghent, Executive Member for Assets and Housing Delivery ([eugene.ghent@centralbedfordshire.gov.uk](mailto:eugene.ghent@centralbedfordshire.gov.uk))

Responsible Director: Marcel Coiffait, Director Community Services ([marcel.coiffait@centralbedfordshire.gov.uk](mailto:marcel.coiffait@centralbedfordshire.gov.uk))

**This report relates to a decision that is Key**

---

#### Purpose of this report

1. To present the quadrant Accommodation Plan and to seek approval from Executive.

#### RECOMMENDATIONS

**The Executive is asked to:**

1. **approve the Quadrant Accommodation Plan.**

#### Overview and Scrutiny Comments/Recommendations

2. Verbal updates were provided to the Corporate Resources Overview and Scrutiny Committee on the 27 July 2017 and 22 March 2018. This report will be reviewed by the Corporate Resources Overview and Scrutiny Committee on the 31 May 2018 and comments from the Committee will be circulated.

#### Issues

3. The Quadrant Accommodation Plan is part of a suite of plans that form the Council's Asset Management Strategy. Together with the Corporate Accommodation Plan it sets out a holistic approach to the management of the Council's corporate accommodation.
4. This draft Quadrant Accommodation Plan is designed to address two of the Asset Management objectives to:
  - a) Review and revise the Council's operational estate to optimise ways of working, optimise operational space, achieve revenue savings and focus on service provision;

- b) Ensure that operational properties are appropriately located, fit for purpose, provide flexible accommodation, in good condition, within an efficient cost envelope that is appropriately accessible to customers.

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

5. Property is expensive to procure, run and maintain, especially when budgets are under ever increasing pressure. As a result, accommodation needs to be carefully managed over its life to ensure best value in terms of use, maintenance and financial return, whilst still ensuring quality in service delivery.
6. This draft Quadrant Accommodation Plan will support better management of the Council's corporate accommodation and will provide a solution to the issues highlighted above.

### **Council Priorities**

7. The draft Quadrant Accommodation Plan sets out the planned changes in each quadrant to provide the accommodation required to deliver services in a modern, efficient and customer friendly way. This includes a combination of rationalisation of space and co-location of services to deliver efficiencies, support locality working and easier access by customers, releasing estate to support wider regeneration plans, and bringing together health and social care services.

### **Corporate Implications**

8. ICT – Due to the office moves that are described in the Quadrant Accommodation Plan there will be a requirement to relocate staff and appropriate ICT infrastructure to alternative sites. This will have resource implications that will need to be addressed with the ICT team.

### **Legal Implications**

9. The proposals contained in the Quadrant Accommodation Plan concern the rationalisation of the Council's own assets. There are no specific legal implications arising at present, however, some of the proposals contained in the Plan when proposed to be implemented may require subsequent reports to and approval of the relevant committee. At that stage any specific legal implications will be considered.
10. The Council has the power to decide how it makes use of its own assets providing it complies with any relevant legislation when doing so.



## **Financial and Risk Implications**

11. The present MTFP has a total of £51.4M capital spend and £4.045M revenue efficiencies relating to this plan. This does not address all the proposed schemes contained in the plan, including some 'Business as Usual' schemes that will be met from revenue budgets, and some where further work is required before budget requirements can be identified.
12. As individual schemes become more advanced, budgets will be reviewed and if necessary further requests will be made as part of the MTFP process.
13. The Council has a target in the MTFP to deliver a further £10M, £10M, £8M and £8M from all CBC estate over the next four years. Any disposal of surplus corporate estate resulting from this plan will form part of achieving this target.

## **Equalities Implications**

14. Central Bedfordshire Council has a statutory duty to promote equality of opportunity, eliminate unlawful discrimination, harassment and victimisation and foster good relations in respect of nine protected characteristics; age disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.
15. The Quadrant Accommodation Plan includes a focus on delivering an improved offer for residents with them accessing more cohesive and joined up services. This includes supporting wider regeneration plans, bringing together services and meeting spaces, incorporating a variety of uses and co-locating health and social care services. The plan also includes consideration of provision for older and disabled people and future educational requirements.

## **Conclusion and next Steps**

16. It is requested that the Executive Committee endorses the Quadrant Accommodation Plan as to provide accommodation that supports delivering services in a modern, efficient and customer friendly way; through a combination of rationalisation of space and co-location of services to deliver efficiencies, support locality working and easier access by customers, releasing estate to support wider regeneration plans, and bringing together health and social care services

## **Appendices**

**Appendix A:** Quadrant Accommodation Plan

## **Background Papers**

None

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Central Bedfordshire Council

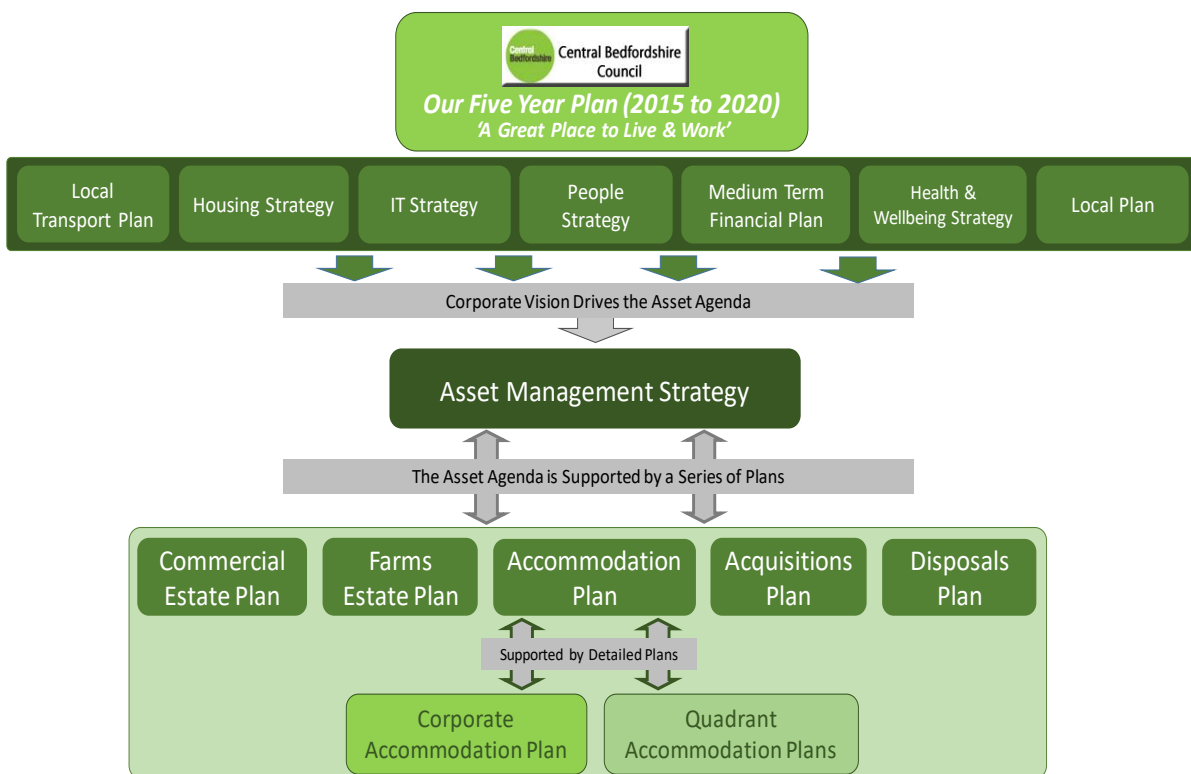
# **Quadrant Accommodation Plan**

## Contents

1. [Introduction](#)
2. [The Asset Management Strategy – Setting the Corporate Accommodation Plan in context](#)
3. [The Council's current corporate accommodation](#)
4. [Meeting the accommodation needs of a modern and efficient Council](#)
5. [West Mid Bedfordshire accommodation plan](#)
6. [Ivel Valley accommodation plan](#)
7. [Leighton Linlade accommodation plan](#)
8. [Chiltern Vale accommodation plan](#)
9. [Summary of planned accommodation changes](#)

## 1. Introduction

- 1.1. This document, Central Bedfordshire Council's (the Council's) Quadrant Accommodation Plan (QAP), is part of a suite of documents developed by the Council, to establish and articulate its holistic approach to asset management.
- 1.2. The purpose of this suite of documents is to establish how the Council's asset portfolio will become better aligned to support the delivery of its corporate aims and objectives.
- 1.3. The QAP is a specific element of Central Bedfordshire's Accommodation Plan. It sits alongside the Council's Corporate Accommodation Plan (CAP) and together they explain how staff and resources are accommodated in a co-ordinated manner to best support the delivery of the Council's vision.



- 1.4. It shares a common purpose with the Corporate Accommodation Plan to rationalise to ensure the Council's accommodation:
  - Is of the appropriate scale, in the right location and in the right condition for the delivery of services;
  - Is flexible enough to manage future changes in requirements resulting from changing workforce needs;
  - Aligns with and facilitates the implementation of the Working Smarter project;
  - Delivers the best value for money solution considering both quality and cost.

- 1.5. When reviewing the accommodation options as part of the development of this plan a number of elements needs to be considered including:
  - Does the asset allow staff to work in a modern and effective way?
  - Do Assets hold greater value to CBC being used in ways other than office accommodation?
- 1.6. The QAP seeks to bring together the Council service requirements across Directorates and with relevant partners to work collaboratively and creatively across the Public Sector.
- 1.7. The QAP complements the Corporate Accommodation Plan (CAP) and relevant local masterplans to ensure a joined-up approach in each quadrant.
- 1.8. Achieving this will require targeted investment by the Council in the quality of the local environment and maximising the potential of its own land and property assets in each quadrant.
- 1.9. A strong partnership with the private sector and other public agencies will also be required to ensure an effective approach is developed that does not cease at the boundary of where the Council interacts with other agencies.
- 1.10. The key objectives of the Quadrant Accommodation Plan are to achieve:
  - An improved offer for residents with them accessing more cohesive and joined up services. In part through reducing silo working and the potential for duplication of services;
  - Council's assets and services are delivered in a more efficient manner working across Directorate and other partners;
  - Support the successful implementation of Town Centre Masterplans and wider regeneration plans.
  - Bringing together services and meeting spaces for customers and the public, incorporating a variety of uses and enabling good service delivery; and
  - Bringing together health and social care services incorporating GP's, Social Workers and Community Clinics.
- 1.11. This plan will be updated every year following the Council's annual workforce planning exercise.

## 2. The Asset Management Strategy - Setting the Quadrant Accommodation Plan in context

### ***Why produce an Asset Management Strategy?***

- 2.1. The Council has developed an Asset Management Strategy to provide a template and framework for how the Council will seek to utilise its property and land assets as a corporate resource.
- 2.2. Property is expensive to procure, run and maintain, especially when budgets are under ever increasing pressure. As a result, assets need to be carefully managed over their lives to ensure best value in terms of use, maintenance and financial return, whilst still ensuring quality in service delivery.
- 2.3. The Asset Management Strategy provides an overarching asset management approach enabling delivery of the corporate priorities and service objectives, whilst ensuring the Council remains compliant with legislative requirements.
- 2.4. The Asset Management Strategy incorporates the Council's key principles, which guide the corporate approach to asset management generally. How the property portfolio will play a vital role in the provision of these services is the key output of the Asset Management Strategy. This incorporates the Council's approach to its corporate accommodation.

### ***Asset Management Strategy objectives***

- 2.5. The Council's asset portfolio plays a key role in supporting the delivery of the Council's vision and key priorities. The Council's overriding aim for its asset base is:  
  
*'To promote the best use of the Council's assets for service delivery, deliver an optimum return from our commercial and agricultural investments, and facilitate regeneration and development'*
- 2.6. Through the development and successful implementation of the Asset Management Strategy, the Council's asset portfolio is assessed and reviewed such that balanced and strategic decisions can be made on its future composition.
- 2.7. Reflecting the Council's asset management aim, eight asset management objectives have been adopted:
  1. Develop a five-year vision and strategic approach to managing the Council's property assets that supports the Council's Corporate Plan;
  2. Review and revise the Council's operational estate to optimise ways of working, optimise operational space, achieve revenue savings and focus on service provision;
  3. Ensure that operational properties are appropriately located, fit for purpose, provide flexible accommodation, in good condition, within an efficient cost envelope that is appropriately accessible to customers;
  4. Deliver cost effective and efficient acquisition, disposal and management of property and land to meet safe service delivery, community benefit and investment needs;

5. Maximise the delivery of capital returns from the disposal of property and land to support the Council's capital programme (this may include the Council acting as a promoter and/or developer of its sites in order to maximise receipts and income);
  6. Where appropriate utilise assets to kick start, enhance or underpin economic regeneration;
  7. Actively consider and implement innovative use of assets to address specific financial, housing, service and development challenges, building on innovative models being developed across the local government sector; and
  8. Maximise revenue income from the rents, leases and 'traded' services.
- 2.8. These Asset Management Strategy objectives are key in shaping the Council's approach to its accommodation requirements and underpin the approach to its corporate accommodation and the operational properties situated within the four quadrants of the Council.

### ***Strategy for Corporate Accommodation***

- 2.9. The key commitments articulated in objectives 2 and 3 above are crucial in underpinning the Corporate Accommodation Plan and Quadrant Accommodation Plan, to ensure that the Council's operational estate is optimised to deliver Council services as efficiently as possible in the challenging financial environment in which the Council operates, and to ensure that the Council is accessible to its varied customers.

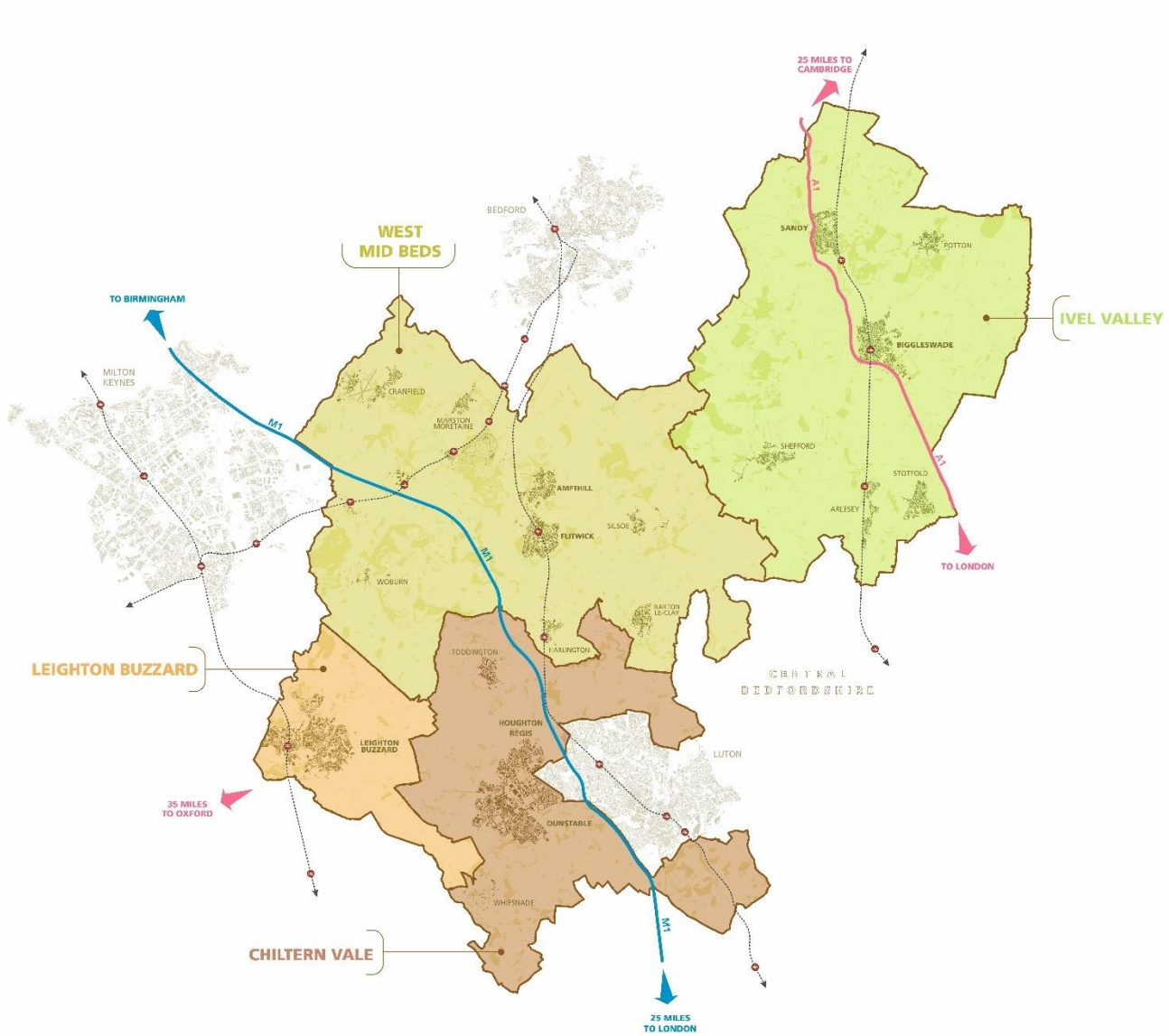
### ***Corporate Accommodation and Quadrants***

- 2.10. The Council is approaching its operational assets portfolio in an holistic way across the Council area through the Corporate Accommodation Plan and Quadrant Accommodation Plan addressing four defined geographical quadrants of Central Bedfordshire (based upon Bedfordshire Clinical Commissioning Group Localities):
- West Mid Bedfordshire
  - Ivel Valley
  - Leighton Linlade
  - Chiltern Vale



- 2.11. The Quadrant Accommodation Plan seeks to develop an approach where the Council works closely with relevant stakeholders across the quadrants of the Council area to work collaboratively and creatively both internally with Directorates, and with the broader public sector.
- 2.12. The Council is seeking to utilise accommodation within an efficient and effective corporate function delivered from appropriate locations and hubs located within each of the quadrants that are tailored to the local needs of its customers in these localities.

**Map to show quadrants**



### 3. The Council's Current Accommodation

- 3.1. Interviews and questionnaires were completed across all service areas seeking understanding of the current property use in terms of numbers of staff supported, levels of customer and staff satisfaction, and suitability of the property for the services being delivered.
- 3.2. A rolling programme of building condition surveys is carried out as part of the Authority's Asset Management Plan. This informs a five year Built Asset Improvement Programme (BAIP) for capital investment that is reviewed annually.
- 3.3. The Council has agreed to adopt a Corporate Landlord model to bring responsibility for Council assets together, but has not yet been implemented. This means there are some gaps in information held about the Council's current accommodation that need to be addressed. Where there are gaps in information these will be stated.

#### ***Current staff accommodation***

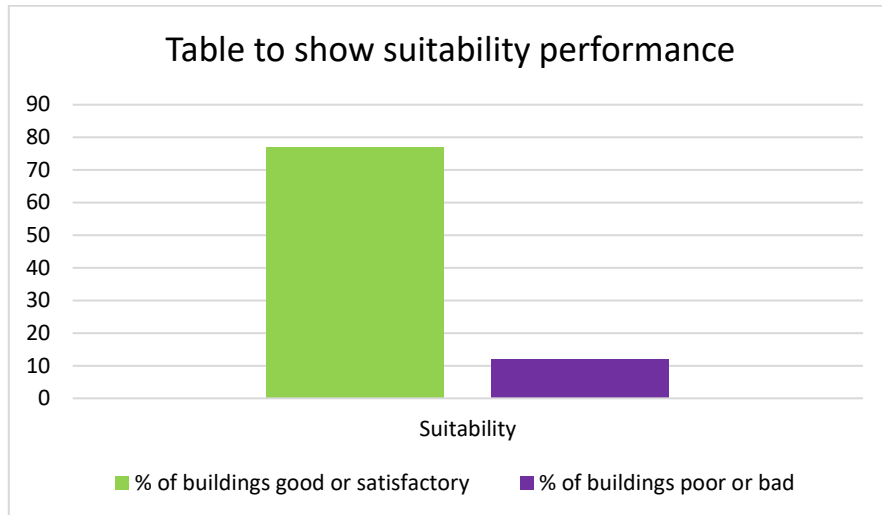
- 3.4. Staff have been assigned work bases at the following main building types (this is not measure of utilisation of space).

| <b>Building type</b>   | <b>Number of staff (FTE)</b> | <b>% of staff in each type</b> |
|--|------------------------------|--------------------------------|
| <b>Office (Priory House, Watling House and Houghton Lodge)</b> | 1,490                        | 63%                            |
| <b>Office (Other)</b>  | 340                          | 13%                            |
| <b>Care Homes</b>  | 190 <sup>1</sup>             | 8%                             |
| <b>Day Centres</b>   | 125                          | 5%                             |
| <b>Depot</b>   | 65                           | 3%                             |
| <b>Library, Leisure and Theatres</b>                           | 65                           | 3%                             |
| <b>Sheltered Accommodation</b>                                 | 40                           | 2%                             |
| <b>Independent living schemes</b>                              | 40                           | 2%                             |
| <b>Step Up Step Down</b>                                       | 20                           | 1%                             |
| <b>Total</b>   | <b>2,325</b>                 | <b>100%</b>                    |

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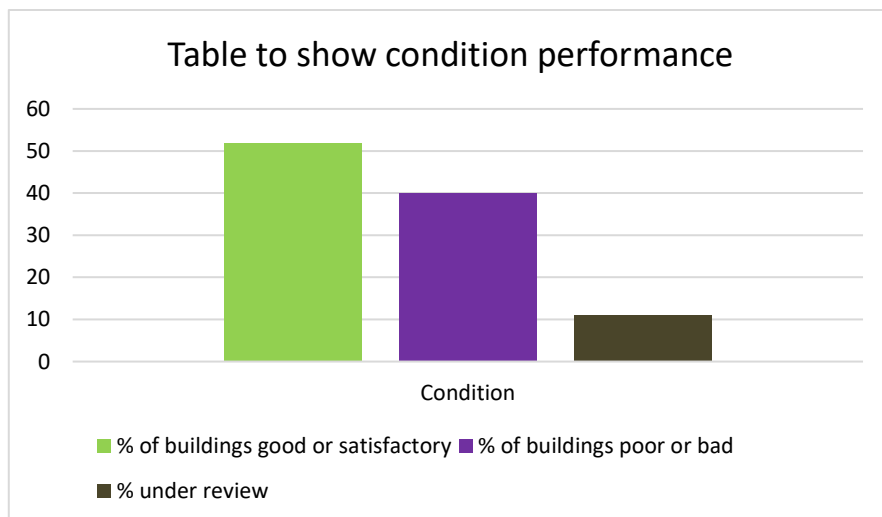
<sup>1</sup> The Birches closed after this data was collected.

### ***Suitability of accommodation***



- 3.5. Buildings were assessed by service areas for their suitability for use scoring functionality, accessibility, environmental conditions, safety and security and fixed furniture and fittings. Buildings or sites that were vacant were not scored for suitability.

### ***Condition of accommodation***



- 3.6. It should be noted that condition data is not held for buildings that the Council leases in, and has no liability for condition; and is not renewed for buildings where there are active plans to vacate. Properties maintained through the Housing Revenue Account (HRA) are out of scope.
- 3.7. There are plans in place for all buildings in poor or bad overall condition. This could be to carryout works through the Built Asset Improvement Plan (BAIP), or are part of other schemes to redevelop or dispose of the site as outlined further in this plan.

**Overall performance**

|                   |             |                 |             |          |         |
|-------------------|-------------|-----------------|-------------|----------|---------|
| Suitability Grade | D (Bad)     | 0               | 0           | 0        | 0       |
|                   | C (Poor)    | 1%              | 6%          | 7%       | 3%      |
|                   | B (Satis'y) | 2%              | 18%         | 18%      | 2%      |
|                   | A (Good)    | 23%             | 16%         | 6%       | 0       |
| % of buildings    |             | A (Good)        | B (Satis'y) | C (Poor) | D (Bad) |
|                   |             | Condition Grade |             |          |         |

**Satisfaction with accommodation**



3.8. Buildings were assessed by service areas for perceived levels of staff satisfaction.

### **Utilisation of accommodation**

3.9. A utilisation exercise was conducted for two weeks. Workstation and meeting room usage was assessed three times a day for 10 working days. This was outside of any school holiday period. A further exercise was carried out to provide greater validation of data for Priory House and Watling House where there are higher levels of occupation.

| <b>Building</b>                | <b>Number of desks</b> | <b>Peak occupation</b> | <b>Average occupation</b> |
|--------------------------------|------------------------|------------------------|---------------------------|
| <b>Priory House</b>            | 582                    | 392 (67%)              | 319 (55%)                 |
| <b>Watling House</b>           | 735                    | 353 (48%)              | 291 (40%)                 |
| <b>Houghton Lodge</b>          | 182                    | 90 (49%)               | 79 (43%)                  |
| <b>Biggleswade Area Office</b> | 46                     | 26 (57%)               | 23 (50%)                  |
| <b>Rufus Centre</b>            | 45                     | 25 (56%)               | 20 (44%)                  |
| <b>The Coach House</b>         | 30                     | 16 (53%)               | 12 (40%)                  |
| <b>39 Oakwood Av</b>           | 18                     | 15 (83%)               | 7 (47%)                   |

3.10. In comparison with the 2015 data, Priory House peak utilisation has decreased from 413 (75%)<sup>2</sup> to 67%; Watling House peak utilisation decreased from 278 (52%)<sup>3</sup> to 48%; Houghton Lodge peak utilisation reduced from 82 (60%)<sup>4</sup> to 49%.

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<sup>2</sup> The number of workstations has increased by 67. On average 41 less workers are using Priory House than in 2015.

<sup>3</sup> The number of workstations has increased by 129. On average 50 more workers are using Watling House than in 2015.

<sup>4</sup> The number of workstations has increased by 45. On average 13 more workers are using Houghton Lodge than in 2015.

## 4. Meeting the accommodation needs of a modern and efficient Council

- 4.1 There are several themes, strategies and priorities emerging from future service delivery models and work to deliver the Council's vision that can be applied to each quadrant.
- 4.2 [Section 5](#) of this document onwards sets out the planned changes for each quadrant, but these are still subject to the Council's normal decision making processes for disposals, acquisitions and capital schemes.

### ***Local plan***

- 4.3 The Central Bedfordshire Local Plan is the key strategic planning document for Central Bedfordshire and will guide and support the delivery of new infrastructure, homes and jobs. It sets out the long-term vision and objectives for the area, what is going to happen, where and when and how this will be achieved and delivered up to 2035. The Local Plan, currently known as the pre-submission Plan, was formally submitted at the end of April 2018.
- 4.4 The lifespan of the Local Plan is 20 years, but it is anticipated that once adopted, elements will have to be reviewed earlier in able to respond to a number of emerging strategies; notably the Cambridge- Milton Keynes- Oxford Arc.
- 4.5 The pre-submission Plan seeks to deliver around 39,350 new homes (this includes 23,845 homes already planned for) through new villages and moderate extensions to existing towns (varying in size from 11 – 650 homes) located across Central Bedfordshire.
- 4.6 In Marston Vale new villages will accommodate up to 5,000 homes and East of Biggleswade around 1,500 homes. Around 4,000 homes will be allocated North of Luton and around 2,000 homes East of Arlesey. Housing delivery will be phased across several years, the expectation is new homes will come forward in Marston Vale from 2021/22, North of Luton from 2022/23 and East of Biggleswade and East of Arlesey from 2023/24.
- 4.7 The Council will continue to seek external funding such as the Housing Infrastructure Fund (HIF) to support the delivery of new homes and associated infrastructure.

### ***Workforce planning***

- 4.8 For the Council to achieve our strategic goals and objectives both now and in the future, we need to maximise the use of all our resources, particularly our people.
- 4.9 The Council has undertaken a consistent workforce planning exercise across all directorates to ensure the right numbers of people are employed in the right places with the right skills and abilities, at the right time and for the right cost.
- 4.10 This has considered issues such as the impact of digitalization and channel shift of how we interact with our customers, as well as different ways of work for our staff, referred to as Working Smarter.
- 4.11 The implications of workforce planning on accommodation requirements have been considered in this Quadrant Accommodation Plan.

### ***Accommodation for older people***

- 4.12 The Council wants today's older residents and future generations to have access to a choice of modern living environments which delivers the independence that people desire and the care they need.
- 4.13 Through the Meeting the Accommodation Needs of Older People programme (MANOP) the Council is replacing the capacity in care homes owned by the Council, delivering new schemes of housing-with-care (extra care) and housing-with-support (modern sheltered housing) as well as promoting the delivery of mainstream housing suitable for older people.
- 4.14 The Council-owned care homes for older people were all constructed in the 1960's and 70's and are approaching the end of their economic life. As of May 2018, the Council has decommissioned three of seven homes and is pursuing options for the replacement of capacity in the remaining four.
- 4.15 The Council set a target of delivering six housing-with-care schemes. Two have been delivered and another three are in the planning stages.
- 4.16 In line with its overall strategy, the Council is delivering (or planning the delivery of) other services from within housing-with-care schemes and care homes, such as day care and reablement.

### ***Locality based integrated Health and Social Care services***

- 4.17 The Better Care Fund Plan sets out a joint plan between Central Bedfordshire Council and local health services to improve the ways adult social care and health services work together. The plan sets out our shared vision for health and social care in Central Bedfordshire, rooted in a locality-based delivery model.
- 4.18 Integrated Health and Care Hubs are crucial to shifting the balance of care from acute hospitals to a more community-led approach as well as helping to reshape the primary model which delivers primary care at scale. A locality based integrated health and care hub approach improves cooperation and joined up working which improves the access and quality of care provision. It also leads to a reduction of inappropriate hospital admissions and importantly supports the vision for integrated primary and community services at scale as set out in the General Practice Forward View.
- 4.19 The emerging model sees healthcare being delivered through a number of integrated health and care hubs based on the four localities in Central Bedfordshire. These would provide a focal point for the provision of out of hospital care services in each locality. Within each locality there will be an integrated multidisciplinary approach, with 'one team' working across organisational boundaries.
- 4.20 As a minimum these hubs are expected to serve as a base for the multi-disciplinary teams (adults and children's) being established as part of the community services redesign programme, including general medical services where possible.

### ***The Day Offer for Adults and Older People***

- 4.21 The Council has defined a new Day Offer designed to support the needs and aspirations of vulnerable adults and older people. The Day Offer acknowledges the importance of day services in the provision of care and the combating of social isolation – the latter being a significant contributor to mental and physical ill-health. Day services also offer the opportunity for people to keep active and to learn and retain skills.
- 4.22 The Council-run day services are closely tied to large, institutional, single-purpose buildings that are costly to run and maintain. The aim is, over the coming years, to transfer, reprovide or reshape these services in multi-purpose buildings which are part of the community and nearer to where customers live. Many of these buildings already exist (such as extra care and sheltered housing schemes) and some are in the process of being developed (such as Houghton Regis Central and Dunstable Leisure Centre). This model of service delivery is likely to be more flexible and would not be confined to buildings owned or managed by the Council.

### ***Shaping of the future educational landscape***

- 4.23 The Council has established a project to develop a coherent and transparent plan for our future educational landscape that is shaped by all our schools, mapping out where existing schools can expand, what additional schools we will require and the structure our schools will take over the next 15 –20 years.
- 4.24 This plan will help to ensure we achieve the best educational outcomes possible for our children making best use of public money.
- 4.25 This plan will be developed through 2018 working with schools, parents and young people; to be published for consultation in 2019. For this reason, schools will be reflected in future revisions of this Quadrant Accommodation Plan.

### ***Future special school and resource provision***

- 4.26 As a Council, we have seen significant growth in the number of children becoming subject to Education, Health and Care Plans and as a result a rise in the number of children in special schools and resource provisions. Whilst this mirrors a national trend since the introduction of the SEND (Special Educational Needs and Disability) reforms, we are working with partners to better understand this growth as well as implementing additional earlier intervention approaches to reduce some of this demand in the future.
- 4.27 However, it is important that we have clarity over the needs of our children and the specialist provision required as our population grows. We are working with our neighbouring boroughs to develop a pan Bedfordshire strategy for future provision requirements. Included in this will be the outcomes of our consultation on the potential capital investment we can access to support specialist provision, subject to sufficient consultation, announced by the Department for Education in 2017.



- 4.28 In the first part of 2018, as part of the 'Shaping of the educational landscape work', we have engaged with all our schools in considering the expansions and adaptations required to meet our rising mainstream pupil numbers. We have also discussed with schools the potential for them to have resource provisions attached to them. Our analysis of any new schools that may be required as new homes are delivered also includes analysis on the potential to have resource provision attached to them, if the need suggests this would be required.
- 4.29 We envisage the pan Bedfordshire strategy being completed by the summer 2018 and the outcomes, including any capital requirements would then be subject to review by Executive as required. For this reason, future special school and resource provision will be reflected in future revisions of this Quadrant Accommodation Plan.

### ***Leisure strategy***

- 4.30 Central Bedfordshire Council has a Leisure strategy that aims to plan and provide a network of high quality, accessible and affordable indoor community sporting and recreation facilities to meet the needs of Central Bedfordshire residents both now and into the future, through the combined efforts of the Council and other providers, and ensure that facilities remain fit for purpose, by refurbishment or replacement.
- 4.31 The Leisure Strategy will support Central Bedfordshire Council's responsibility for public health by ensuring sustainable, high quality sport and physical activity infrastructure and opportunities are provided to enable residents to live active lives, prevent ill health, improve overall health & wellbeing, and reduce care costs. The strategy also seeks to ensure that the number of adults taking part in sport and physical activity remains above the national average.

### ***Greater use of existing service delivery buildings for locality presence and to support Smart Working***

- 4.32 Customer Services are trialling provision of Face-to-Face customer service provision from Libraries, and there is a desire from other service areas such as the Registrations Services to have a readily accessible space within local communities to meet with Customers.
- 4.33 Libraries are closed two days a week (Sunday and Monday) which presents an opportunity for use of the buildings for meeting or other workspace.
- 4.34 Housing and independent living schemes, and Leisure and Countryside sites are located across Central Bedfordshire have spaces that can be used to support Smart Working staff who are mobile and working in communities. We plan to make these spaces more readily accessible to enable more options for staff to work in local community on an ad-hoc and in some cases more regular basis.

***Recommissioning of services for Children***

- 4.35 The Council has started a project to review several commissioned services supporting children and families in Central Bedfordshire, with a view to identifying opportunities to jointly commission services working with schools, health and third sector to meet the needs of local families and children in the most cost-effective way.
- 4.36 The project started in November 2017, with a view to any new contracts starting in the summer of 2019.
- 4.37 The accommodation requirements of the review are currently unknown, and therefore their needs will be met as this plan is developed in future years.

## 5. West Mid Bedfordshire accommodation plan

### ***Locality based integrated Health and Social Care services***

- 5.1. There is a requirement to provide c85 workspaces in the West Mid Beds Integrated Health and Social Care hub. These will accommodate staff currently located in Houghton Lodge (c60 staff) and in leased space in the Rufus Centre (c25 staff).
- 5.2. One Public Estate funding is in place to develop business case for the West Mid Beds Health and Social Care hub which will set out timescales for its delivery.
- 5.3. Until the Integrated Health and Social Care hub is operational, options will be sought to enable CBC locality teams to move closer to their customers providing benefits of greater understanding of local issues and connection to community networks as well as efficiency benefits reducing financial and productivity cost by reducing mileage/travel time.
- 5.4. The Corporate Accommodation Plan concluded:  
  
*“Close the offices at Houghton Lodge as they are no longer fit for purpose and do not provide value for money. The site has also been identified as having potential to provide better value uses through redevelopment. Staff to be re-located to other CBC office locations”.*
- 5.5. A project to relocate staff from Houghton Lodge, including the Music Service, Emergency Duty Team as well as Adult Social Care services to other CBC office locations is underway targeting a move by the end of May 2019.
- 5.6. Utilisation data shows that the space is underutilised in the Rufus Centre. The project to relocate staff from Houghton Lodge will consider the most suitable location for staff to work from and prioritise space in the Rufus Centre for staff working in locality teams. Any locality teams unable to be accommodated in the Rufus Centre will be allocated space at Watling House or Priory House.

### ***The Day Offer for Adults and Older People***

#### **Amphill Day Centre, Houghton Close**

- 5.7. The space at Amphill Day Centre is underutilised. Because of the desire to exit the Houghton Lodge site, the work on the new Day Offer is focussing on finding alternative venues for the activities currently conducted from Amphill Day Centre, which forms part of the site.
- 5.8. Pilot schemes started in April 2018 ahead of a public consultation on the future of the centre. Should the pilots be successful a decision about the future of day centre is expected to be made in the latter part of 2018.
- 5.9. In the longer-term, day services are likely to be delivered from the new scheme being planned for Steppingley Road (on the site of the former leisure centre) but interim options are being explored utilising communal facilities in sheltered housing schemes and other centres.

- 5.10. There are currently c13 staff from Adult Social Care and Passenger Transport Services that are based at Ampthill Day Centre, on the Houghton Lodge site – along with overnight storage of some Passenger Transport vehicles.
- 5.11. Passenger Transport staff and storage of vehicles will be relocated to the Northern Depot, Sandy which has been designed to accommodate them. This is scheduled to be operational from September 2018. [See section 6 of this document – Ivel Valley accommodation plan.](#)

### **Silsoe Horticultural Centre, Silsoe**

- 5.12. The centre provides horticultural activities for adults with Learning Disabilities and a community café. The future use of the centre and the wider site will be reviewed during the Day Offer project. This review is likely to take place once the outcome of reviews of the future of other centres is known.

### ***Accommodation for older people***

- 5.13. A multi-function scheme focussing on providing accommodation for those over 55 is being progressed on the former Flitwick Leisure Centre site, Steppingley Road, Flitwick.
- 5.14. This scheme is expected to deliver a care home for older people, short term care for adults with Learning Disabilities, housing-with-care, wheelchair standard houses and downsizer dwellings. Day services could be delivered in conjunction with some of these uses.
- 5.15. The Council will seek planning consent for the scheme during 2018 with delivery in the subsequent two years.
- 5.16. The Council has one care home in West Mid Beds that it intends to re-provide, which is Ferndale Residential Home in Flitwick. This would be subject to consultation with those potentially affected at an appropriate point in time, and is currently programmed for 2021.

### ***Greater use of Ampthill Courthouse, Registrations and Coroners offices***

- 5.17. Ampthill Courthouse, Ampthill is a customer facing building where residents can register births and deaths, give notice of marriage or civil partnership. Settlement Checking and European Passport Return Service appointments are also held at this building. Marriage and citizenship ceremonies in the ceremony room which also doubles up as a Coroner's Court so is in use every day of the week.
- 5.18. There is also office accommodation for the staff in this building and it supports c16 members of staff, who also deliver services from Grove House in Dunstable, The Limes in Biggleswade and Bossard House in Leighton Linlade.
- 5.19. The service area has highlighted that, with redesigning/reconfiguration, there is capacity to provide additional flexible workspace in the building to accommodate a new requirement for a medical examiner mid-2019.

### ***Greater use of Flitwick Library***

- 5.20. Customer Services are carrying out analysis of demand for face-to-face presence in West Mid Bedfordshire. Consideration will be given to provide a Customer Service presence in Flitwick Library should there be sufficient demand with a view to making any changes summer 2018.

### ***Library provision in Cranfield***

- 5.21. A gap in library provision has been identified in Cranfield. This will need to be reviewed considering the emerging Local Plan.

### ***Provision of a new Crematorium***

- 5.22. The Council is considering building a new crematorium facility on a site in West Mid Bedfordshire, to deliver a centrally located and well-resourced cremation service to residents and to provide ongoing revenue generation from the receipt of cremation fees.
- 5.23. As part of the Detailed Business Case for the scheme various delivery models will be considered, such as direct delivery or partnership with private sector provider.
- 5.24. Subject to approvals the Crematorium is programmed to be operational in 2020.

### ***Former Highways storage compounds***

- 5.25. The Highways storage compounds at Millbrook, Sharpenhoe and Cranfield are no longer used and surplus to Highways requirements.
- 5.26. Scoping will be carried out to determine whether the compounds could be used in a different way to support service delivery or should be disposed of.

## 6. Ivel Valley accommodation plan

- 6.1. There are currently c70 staff from Adult Social Care and Passenger Transport Services that are based on the London Road 'campus' site, which contains the Biggleswade Area Office, Day Centre for Older people and Adult Centre – along with overnight storage of some Passenger Transport vehicles.

### ***Locality based integrated Health and Social Care services***

- 6.2. There is a requirement to provide c35 workspaces for CBC staff in the Ivel Valley Integrated Health and Social Care hub. These will accommodate staff currently located at the Biggleswade Area Office, London Road and the Ivel Valley Medical Centre.
- 6.3. The Ivel Valley Integrated Health and Social Care hub is in the MTFP Capital Programme and scheduled to be operational in 2021, in Biggleswade. Once the hub is occupied, it is expected that the Area Office and Medical Centre will not be required for Health and Social Care purposes and can be considered for other uses.
- 6.4. As part of the progression of the multidisciplinary approach in Ivel Valley, community, mental health and social care colleagues have expressed a wish to co-locate to enhance joint working and arrangements are being explored for an interim co-location of the teams as a precursor for when the Integrated Health and Care Hub is in place.

### ***The Day Offer for Adults and Older People***

#### **Biggleswade Day Centre for Older People**

- 6.5. Biggleswade Day Centre is part of the London Road 'campus' site. The building performs poorly against suitability measures, with low staff and customer satisfaction.
- 6.6. The future of this building will be reviewed as part of the Day Offer. The affordable housing-with-care scheme for Ivel Valley is being delivered on the Sorrel Way site in Biggleswade which, along with the Integrated Health and Social Care Hub are expected to provide alternative locations for the services currently delivered from Biggleswade Day Centre. The current timescale for this is 2021.

#### **Biggleswade Adult Centre**

- 6.7. Biggleswade Adult Centre is part of the London Road 'campus' site. The building performs poorly against suitability measures, with low staff and customer satisfaction. The building is very underutilized.
- 6.8. The future of this building will be reviewed as part of the Day Offer. Proposals for its replacement will be formulated, and are likely to follow the general approach of sharing facilities with other community uses.

### ***Accommodation for older people***

- 6.9. An affordable housing-with-care scheme for older people is planned for delivery by a housing association in the next 2-3 years. This will also offer the opportunity to replace some of the day care for older people currently being delivered on the London Road 'campus' site.
- 6.10. The Council has two care homes which it intends to reprovide. Abbotsbury on the London Road site in Biggleswade and Allison House on Swan Lane in Sandy.
- 6.11. A third home – The Birches – has been reprovided and it is planned to repurpose this building as transitional accommodation as part of a package of measures to tackle homelessness. c15 staff will be based there, including some staff currently based at Priory House. Planning consent for the change of use is being sought and, subject to consent being given, the building should be operational in the spring of 2019.
- 6.12. Replacement options for Abbotsbury are being considered, with potential for redevelopment of the Biggleswade Hospital Site, London Road 'campus' site as well as other options.
- 6.13. No replacement option has been agreed for Allison House and there are very few alternative sites in Sandy. For this reason the most feasible option at present is rebuilding on the same site. No timescale has been set for this and it is not likely to take place before a replacement for Abbotsbury is in place.
- 6.14. Once consultations have concluded and firm plans put in place for the services currently delivered from the London Road 'campus' site; and once the Ivel Valley Integrated Health and Social Care hub has been delivered, then consideration can be given to the future of the London road site.

### ***Northern Depot, Sandy***

- 6.15. A new highways depot is being constructed in Sandy to act as a satellite to the southern Highways Depot and Waste Park at Thorn Turn, Dunstable. This project is live and the depot is expected to be operational in September 2018.
- 6.16. The Northern Depot when operational will accommodate c60 staff from Highways and Passenger Transport, as well as providing space for storage of vehicles from Highways, Waste and Passenger Transport.
- 6.17. The Highways storage compound at Sutton is no longer used and surplus to Highways requirements.
- 6.18. Scoping will be carried out to determine whether the compound could be used differently to support service delivery or disposed of.

### ***Reprovision of Maythorn Childrens Home***

- 6.19. Maythorn is a residential home which provides both long term and shared care accommodation for young people aged 8 to 18 with autism, learning difficulties and associated complex needs.
- 6.20. Maythorn works in close partnership with Ivel Valley special school for those pupils who attend the school. All educational programmes and personal targets are shared with care staff to enable continuity of provision across both settings. Proximity makes getting to school easier for children, and enables close working with school.
- 6.21. The home is becoming expensive to operate and maintain, and has been identified for reprovision to ensure any such provision better meets the needs of children with complex needs, is cheaper to run and can support the local authority in keeping children in local provision wherever possible to do so.
- 6.22. Because of the need to be close to Special Educational Needs (SEN) school provision, there is a dependency on the strategy being developed around our Special Educational Needs (SEN) schools and Resource provisions, to understand where and when Maythorn should be re-provided. It is anticipated that this strategy will be completed by the Summer of 2018.
- 6.23. This is also linked to the small amount of capital investment from Department for Education with a need for the council to publish firm plans on how it is proposed to spend this investment by the summer of 2018. To access this investment, the council must demonstrate that they have consulted with local schools and parents on proposals, and this is currently underway.

### ***Greater use of Biggleswade and Sandy Libraries***

- 6.24. Biggleswade Customer Services currently lease space at the Job Centre plus location on the High Street in Biggleswade for provision of face-to-face customer service.
- 6.25. Following a review of the pilot in Shefford which relocated Shefford Customer services from Priory House to Shefford Library, Biggleswade customer service is scheduled to be provided from Biggleswade and Sandy libraries by June 2018.
- 6.26. Registration services are currently delivered from The Limes, on the London Road site in Biggleswade. It is anticipated the service will need to be delivered from another location to align with timescales for other changes on the London Road 'campus' site, by 2021.
- 6.27. Consideration will be given to locating Registration services in Libraries subject to being able to meet service requirements.



### **Greater use of Priory House**

6.28. The Corporate Accommodation Plan concluded that

*“Intensify the use of the Priory House facility to accommodate a significant proportion of the 641 FTEs that are currently supported through Watling House, Houghton Lodge and Stephenson Court. Priory House then to become the principal corporate office building.”*

6.29. Staff from Stephenson Court moved into Priory House summer 2017, without displacing any further staff. Plans to intensify use of Priory House included construction of a Mezzanine, however further modelling allowing for Integrated Health and Social Care hubs and using updated utilisation studies has shown this is no longer required.

6.30. The latest utilisation studies show that workstations and meeting rooms at Priory House are still significantly underutilised. Car Park utilisation shows that at peak, there is in excess of 100% occupancy.

6.31. Key conclusions from this are:

- That different ways of working are adopted at Priory House to release underutilised space to accommodation required staff numbers from Houghton Lodge, and future accommodation needs. This includes replacing team areas with unallocated DSE workstations, and digitalising paper record to free space.
- That intensification work outlined in the Corporate Accommodation Plan at Priory House is adjusted to reflect recommendation the latest modelled but continues and is enhanced. In particular:
  - Sewerage and fire exit work.
  - Scoping of further car park provision.
  - Reconfiguration of public ground floor areas at Priory House – including Customer Services, Café and Chamber to support Smart Working.
  - Trial of desk booking system.

6.32. This work will be carried out to support the vacation of Houghton Lodge by the end of May 2019.

## **7. Leighton Linslade accommodation plan**

### ***Locality based integrated Health and Social Care services***

- 7.1. There is a requirement to provide c30 workspaces in the Leighton Linslade Integrated Health and Social Care hub. These will accommodate staff currently located in Watling House (c12 workspaces) and in leased space in The Coach House (c15 workspaces).
- 7.2. One Public Estate funding is in place to develop business case for the Leighton Linslade Health and Social Care hub which will set out timescales for its delivery.
- 7.3. Until the Health and Social Care hub is operational, options will be sought to enable CBC locality teams to move closer to their customers providing benefits of greater understanding of local issues and connection to community networks as well as efficiency benefits reducing financial and productivity cost by reducing mileage/travel time.
- 7.4. In particular, investigation of The Coach House which is underutilised and may be suitable for co-location of other services/integration with health, or whether The Coach House offers best value for the space required. This will include considering use of The Moorings, a vacant Council owned property in this quadrant.

### ***Accommodation for older people***

- 7.5. Greenfields affordable housing-with-care scheme opened in 2016. This is operated by Aldwyck Housing Association. The development of the Clipstone Park urban extension includes the provision of further housing-with-care for older people.
- 7.6. The Council intends to re-provide Westlands care home onto the site of the former Police Station in Leighton Buzzard through disposal of the site with a development agreement to deliver a new care home. Once the development is complete ownership of the land and facility will transfer.
- 7.7. If this approach is successful, then it is expected that the development will be completed by the second half of 2020.
- 7.8. When complete consideration can be given as to how the current site could contribute to redevelopment plans for land South of High Street.

### ***The Day Offer for Adults and Older People***

- 7.9. Adjacent to Westlands care home is Westlands Day Centre for older people. Although it is relatively well-used, a similar service could be delivered in a smaller space.
- 7.10. Its future will be considered as part of the Day Offer project and it is likely that the new care home will be able to be part of the provision of alternative locations for this activity.

***Bossard House***

- 7.11. Bossard House provides a face-to-face Customer Service presence, and registrations of births and deaths.
- 7.12. Building performance is satisfactory, however there is suitable accommodation within existing customer facing estate in the locality, such as Leighton Buzzard Library and Theatre. By relocating services consideration can then be given as to whether Bossard House could be used differently to other support service delivery or should be disposed of.
- 7.13. It is planned to relocate Customer Services in September 2018, and Registrations services in October 2018.

***Riverside Centre***

- 7.14. The Riverside Centre is a Council owned building currently used by a third party delivering a Capital Scheme at the adjacent school.
- 7.15. Future uses of the building to support service delivery is under active consideration in anticipation of it becoming vacant.

## **8. Chiltern Vale accommodation plan**

### ***Locality based integrated Health and Social Care services***

- 8.1. There is a requirement to provide c40 workspaces for CBC staff in the Chiltern Vale Integrated Health and Social Care hub. These will accommodate staff currently located at Watling House.
- 8.2. The Chiltern Vale Integrated Health and Social Care hub is in the MTFP Capital Programme and scheduled to be operational in 2022 in Dunstable.
- 8.3. There is a requirement to provide c12 workspaces for CBC staff in the Houghton Regis Integrated Health and Social Care hub. This will accommodate staff currently located at Watling House.
- 8.4. One Public Estate funding is in place to develop business case for the Houghton Regis Health and Social Care hub which will set out timescales for its delivery.

### ***Accommodation for older people***

- 8.5. Priory View opened in 2016 as a housing-with-care scheme for older people and the larger scheme at Houghton Regis Central is planned for delivery in the next 2-3 years.
- 8.6. As well as delivering accommodation these schemes provide (or in the case of Houghton Regis Central will provide) day care services for older people.
- 8.7. The Council's care homes in this locality have been reprovided.

### ***The Day Offer for Adults and Older People***

#### **Houghton Regis Day Centre for Older People**

- 8.8. Houghton Regis Day Centre is relatively well utilised although the service could be delivered in a smaller space. The future of this building will be reviewed as part of the Day Offer. Houghton Regis Central is expected to provide an alternative location for the services currently delivered from Houghton Regis Day Centre. The current timescale for this is 2021/22.

#### **Townsend Adult Centre**

- 8.9. Townsend Adult Centre is located on an industrial estate. The building performs poorly against suitability measures, with low staff and customer satisfaction. The building is also very underutilized.
- 8.10. The future of this building will be reviewed as part of the Day Offer. The provision of facilities at the new Dunstable Leisure Centre, which could fully or largely replace those at Townsend Centre, is being planned.

### ***Future of Watling House***

8.11. The Corporate Accommodation Plan concluded that:

*“A 200 workstation office would be required in [the Dunstable/Houghton Regis location], and identified four principle options to be subject to more detailed assessment through the Quadrant Accommodation Plan process”.*

8.12. Revised modelling to take into account Integrated Health and Social Care hubs and the latest utilisation indicates that a 150 workstation office to accommodate staff with a need to be based in the South; Housing Services, Revenues and Benefits and Customer Services. Other staff would be based at an Integrated Health and Care Hub or Priory House.

8.13. Key conclusions are:

- To consider a 150 and 200 workspace office in Dunstable/Houghton Regis.
- To carryout feasibility for the following options:
  - Dunstable Leisure Centre – New build office building adjacent to new Leisure Centre.
  - Watling House – Adaptation and use of existing facility creating a smaller CBC office and either a commercial office space for lease or an Integrated Health and Social Care Hub.
  - Lease Model – Lease existing space within the area.
  - Consideration of other CBC Assets such as vacant schools.

8.14. A programme is being produced to determine the timeline for this work.

### ***Franklin House – agile working space***

8.15. Following the closure of the Greenacre older persons home, the site is being reused primarily to provide transitional accommodation. In addition to this, c30 housing staff are expected to relocate from Watling House to Franklin House, as agile working and ‘touchdown’ office space to support community-based working.

8.16. Subject to successful planning, this is expected to be operational in winter 2018.

### ***Industrial Unit – housing repair hub***

8.17. The Housing Property Team of c20 staff will have their main base located with the repair contractor as a Repair Hub supported by agile working. This is likely to be in a CBC-owned building in Houghton Regis.

### ***New Leisure Centre and Library***

8.18. The new Dunstable Leisure Centre and Library is expected to open early 2019. The library at Vernon Place will stay open whilst the redevelopment of the leisure centre takes place and will move across to the new building when it opens.

- 8.19. It is anticipated the library at Vernon Place will become surplus to requirements and be considered for redevelopment, along with the former Area Office and Education Youth Service buildings at Vernon Place.

### ***Southern Depot, Thorn Turn***

- 8.20. The site developed at Thorn Turn includes a new, bigger and better household waste recycling centre (tidy tip), a reuse shop, a salt barn for storing the salt used on roads in the winter highways depot for vehicles and equipment and offices.
- 8.21. The new household waste recycling centre (tidy tip) open in May 2018 replaced the facility at Frenchs Avenue in Dunstable and the highways depot that opened in January 2018 replaced the depot on Brewers Hill in Dunstable. Moving the tidy tip and highways depot out of town reduces traffic in the town as well as making the household waste recycling centre (tidy tip) easier to get to for everyone.
- 8.22. The Highways storage compound at Caddington is no longer used and surplus to Highways requirements.
- 8.23. The sites no longer in use will be safely decommissioned and secured whilst scoping is carried out to determine options for their future use.

### ***Kingsland***

- 8.24. Kingsland is a 22-hectare site in Houghton Regis. The site is approximately 50% unused green open space. The site includes various education establishments (former University Technical College, Central Bedfordshire College, Houghton Regis Academy, Chiltern Special School, Academy of Central Bedfordshire, Priory Parkside, Kingfishers, the council's Employment and Skills Service) and Houghton Regis Leisure Centre.
- 8.25. Future redevelopment of Kingsland is at the heart of wider Houghton Regis regeneration plans. S106 funding from future development will, in part trigger new provision of the facilities currently on the Kingsland site to meet future need- however additional funding is required from Central Government to make this happen. Consideration will also be given to provision of the Houghton Regis Integrated Health and Social Care Hub.
- 8.26. Building performance for Employment and Skills Service office is poor, with low levels of staff satisfaction and poor suitability rating. Options for provision at Watling House or other locations in advance of Kingsland redevelopment are to be explored.

### ***Former Brewers Hill middle school and Streetfield middle school***

- 8.27. Brewers Hill and Streetfield Middle Schools closed in August 2016. These were Community Schools with land and buildings which returned to the Council. The Council is incurring significant costs to keep the vacant schools secure.
- 8.28. The education strategy for Houghton Regis and Dunstable proposed the school sites to be used for accommodating alternative education provisions including relocating school sites in constrained locations and creating sixth form provisions. However, there is a dependency with the Schools educational landscape work, and the future redevelopment of Kingsland to understand whether these are required.
- 8.29. The use of these sites will now fall into the Houghton Regis / Dunstable cluster plans including regeneration proposals for the Houghton Regis area with initial suggestions anticipated by the autumn.

### ***Grove House, Dunstable***

- 8.30. Grove House is a leased space used for carrying out registration of births and deaths, and conducting wedding and civil partnership ceremonies.
- 8.31. Office space performance is poor with low levels of staff satisfaction and poor suitability rating.
- 8.32. Consideration is to be given to providing office space for registration services from other Council owned buildings in the locality such as Dunstable Leisure Centre and Library, and Watling House, whilst retaining use of the ceremony room.

### ***Former Toddington Youth Centre***

- 8.33. The former Youth centre is vacant and surplus to service need. The building is boarded up as there are defects with the building that are not economical to repair and potentially dangerous and a proposal will be brought forward to dispose of the site.

## 9. Summary of planned accommodation changes

|    | Change  | Quadrant  | Timescale  |
|----|---|---|--|
| 1  | Biggleswade Customer Services to be relocated to Biggleswade and Sandy Libraries.   | Ivel Valley                                     | June 2018  |
| 2  | Provision of Customer Services face-to-face presence in Flitwick Library.   | West Mid Beds                                   | September 2018   |
| 3  | Vacation of teams from Bossard House to be relocated to Leighton Buzzard Library and Theatre (subject to scoping).<br><br>Review of whether to retain Bossard House to be carried out.  | Leighton<br>Linslade                            | September 2018<br>(Customer Services)<br><br>October 2018<br>(Registration Services) |
| 4  | Scope the relocation of Adult Skills Service from Kingsland to Watling House, and identify options and timescales for any change.   | Chiltern Vale                                   | September 2018   |
| 5  | Northern Depot, Sandy opens and is operational.   | Ivel Valley                                     | September 2018   |
| 6  | Review of whether The Coach House is suitable for co-location of other services/integration with health, and whether it offers best value. To include consideration of The Moorings, identifying options and timescales for any change. | Leighton<br>Linslade                            | October 2018   |
| 7  | Outcome of public consultation on future of Ampthill Day Centre for older people.   | West Mid Beds                                   | December 2018  |
| 8  | Dunstable new Leisure Centre and Library opens, Vernon Place library closes.  | Chiltern Vale                                   | Winter 2018/19   |
| 9  | Franklin House (former Greenacres) operational. Move of repairs function from Watling House to Franklin House.  | Chiltern Vale                                   | Winter 2018/19   |
| 10 | Determine options for future of Brewers Hill highways depot and associated timescales for implementation.   | Chiltern Vale                                   | Winter 2018/19   |
| 11 | Determine options for future of Frenches Avenue HWRC, and associated timescales for implementation.   | Chiltern Vale                                   | Winter 2018/19   |
| 12 | Determine options for future of former Highways compounds, and associated timescales for implementation.  | Ivel Valley, West<br>Mid Beds,<br>Chiltern Vale | March 2019   |



|    | <b>Change</b>   | <b>Quadrant</b>      | <b>Timescale</b> |
|----|---|----------------------|------------------|
| 13 | Disposal of former Toddington Youth Centre.   | Chiltern Vale        | March 2019       |
| 14 | The Birches Transitional Accommodation open and operational, move of staff from Priory House.                                       | Ivel Valley          | March 2019       |
| 15 | Houghton Lodge offices closed and staff relocated to Priory House and Watling House.  | West Mid Beds        | May 2019         |
| 16 | Intensification works completed at Priory House.  | Ivel Valley          | May 2019         |
| 17 | Relocation of Registrations Service from Grove House to Dunstable Leisure Centre and Library or Watling House (subject to scoping). | Chiltern Vale        | 2019 (summer)    |
| 18 | Intensification works completed at Ampthill Courthouse.   | West Mid Beds        | 2019 (summer)    |
| 19 | Review of Biggleswade Adult Centre.   | Ivel Valley          | 2020             |
| 20 | New Crematorium open and operational.   | West Mid Beds        | 2020             |
| 21 | Review of Westlands Day Centre.   | Leighton<br>Linslade | 2020             |
| 22 | Reprovision of Westlands Care Home  | Leighton<br>Linslade | 2020 (summer)    |
| 23 | Registration Services to be relocated from The Limes. Location to be determined.  | Ivel Valley          | 2021             |
| 24 | Ivel Valley Integrated Health and Social Care Hub open and operational.   | Ivel Valley          | 2021             |
| 25 | Review of Biggleswade Day Centre for older people.  | Ivel Valley          | 2021             |
| 26 | Reprovision of Abbotsbury Care Home.  | Ivel Valley          | 2021             |
| 27 | Reprovision of Allison House Care Home.   | Ivel Valley          | 2021             |
| 28 | Reprovision of Ferndale Care Home.  | West Mid Beds        | 2021             |
| 29 | Review of Houghton Regis day for older people.  | Chiltern Vale        | 2021             |
| 30 | Chiltern Vale Integrated Health and Social Care Hub open and operational.   | Chiltern Vale        | 2022             |
| 31 | Houghton Regis Integrated Health and Social Care Hub open and operational.  | Chiltern Vale        | 2022 TBC         |
| 32 | West Mid Bedfordshire Integrated Health and Social Care Hub open and operational.   | West Mid Beds        | 2022 TBC         |

|    | <b>Change</b>   | <b>Quadrant</b>   | <b>Timescale</b>  |
|----|---|-------------------|---|
|    | Vacation of the Rufus Centre.   |                   |   |
| 33 | Leighton Linslade Integrated Health and Social Care Hub open and operational.   | Leighton Linslade | 2022 TBC  |
| 34 | Co-location of community, mental health and social care colleagues in advance of Ivel Valley Integrated Health and Social Care hub. | Ivel Valley       | TBD   |
| 35 | Reprovision of office accommodation currently provided at Watling House.  | Chiltern Vale     | TBD   |
| 36 | Reprovision of Maythorn Childrens Home.   | Ivel Valley       | TBD (following strategy Summer 2018)  |
| 37 | Repurposing of Riverside Centre to support service delivery.  | Leighton Linslade | TBD (dependency on third party)   |
| 38 | Reprovision of services currently located on Kingsland.   | Chiltern Vale     | TBD   |
| 39 | Scope the alternative use for vacant schools, and identify options and timescales for any change.                                   | Chiltern Vale     | TBD autumn 2018   |
| 39 | Review of future use of Silsoe Horticultural Centre and wider site.   | West Mid Beds     | TBD (This review is likely to take place once the outcome of reviews of the future of other centres is known) |

# **Central Bedfordshire in contact**

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## Central Bedfordshire Council

Executive

12 June 2018

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### Farm Estate Plan

Report of: Cllr Eugene Ghent, Executive Member for Assets and Housing Delivery ([eugene.ghent@centralbedfordshire.gov.uk](mailto:eugene.ghent@centralbedfordshire.gov.uk))

Responsible Director: Marcel Coiffait, Director Community Services ([marcel.coiffait@centralbedfordshire.gov.uk](mailto:marcel.coiffait@centralbedfordshire.gov.uk))

**This report relates to a decision that is Key**

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### Purpose of this report

1. To present the draft Farms Estate Plan and to seek approval from Executive.

#### RECOMMENDATIONS

**The Executive is asked to:**

1. **approve the draft Farms Estate Plan; and**
2. **approve commencing a public consultation on the draft Farms Estate Plan.**

### Overview and Scrutiny Comments/Recommendations

2. Verbal updates were provided to the Corporate Resources Overview and Scrutiny Committee on the 27 July 2017 and 22 March 2018. This report will be reviewed by the Corporate Resources Overview and Scrutiny Committee on the 31 May 2018 and comments from the Committee will be circulated.

### Issues

3. There is no current Farms Estate plan, and Central Bedfordshire Council has not held one since its formation. There is no strategy detailing the Council's ambitions for its Farm Estate. For example, why retain farms, what size they should be, how many farms is optimal to hold etc to direct work so the Council can be effective in managing, maintaining, acquiring and disposing of farms.

## Options

### 4. Options considered when drafting the plan included:

- a. Outright sale – sale of whole estate in a single offering in lots to the open market. Including all houses, cottages, buildings and non-agricultural part of the estate, income projected is c£62M (sales would be subject to future development clawback clauses).

*Reasons discounted:*

Loss of annual income of c£900k pa, loss of influence over the countryside, recreational opportunities, environmental control, ability to influence development.

- b. Phased sale – retain only the land that enables influence over development. Sell the remaining land holding by holding at the optimum time to maximise receipts with vacant possession when tenancies come to an end.

*Reasons discounted:*

Loss of majority of current c£900k pa income, greatly reduced estate over time losing significant influence over the countryside, providing recreational opportunities and exercising environmental control. Any further ability to influence development would be lost. Estate would fall well below what is considered a minimum viability level of 2000 ha.

- c. Retention and rationalisation – reduce and simplify the number of holdings. Dispose of land at optimum time to achieve strong capital receipts without replacing land sold.

*Reasons discounted:*

Estate is already slightly below the viability level at 1900 ha, meaning the management cost of holding the estate is proportionally higher as land is sold off, and provides less opportunity and flexibility to both the Council and tenants to create suitable holdings.

- d. Retention and proactive management – retaining land to meet wider Council objectives and generate revenue income, through fewer but larger holdings, with a diversified mix of farming.

*Reason recommended:*

Proactive management of an estate retained at a viable size, with acquisition of land as required to achieve this will ensure the Council meets the priorities set out below and provide an improved framework to meet the challenges and opportunities within the rural economy over the next 10 years.

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

5. To enable the Council to adopt a plan that directs how the Council will manage its Farms Estate.

### **Council Priorities**

6. The draft Farms Estates plan outlines how holding Farms Estate can provide greater access to the Countryside for residents; can provide more control over the pace and type of development that takes place to meet local housing and employment needs; contributes to the supply of minerals to meet national and regional supply, and local development needs; provides greater influence and control over the environment; and provides the Council with a source of income.

### **Corporate Implications**

### **Legal Implications**

7. Section 120 of the Local Government Act 1972 ('LGA') permits the Council to acquire land for any of their statutory functions, or for the benefit, improvement or development of their area, and the land may lie within the boundary of another authority.
8. Section 123 LGA permits the Council to dispose of any of their land as they choose but, except in the case of a short tenancy, the consent of the Secretary of State is required if it is intended to dispose of land at less than the best consideration that can reasonably be obtained. A failure to obtain ministerial consent under this section (or under s.32(2), Housing Act 1985) may make an agreement for the disposal of land ultra vires. If the land is open space within the meaning of the Town and Country Planning Act, the disposal is subject to the requirements in subs.123(2A).
9. The draft Plan refers to lettings being made up of 15 Agricultural Holdings Act agreements, 42 farm Business Tenancies and 7 other agreements. Each tenant will have certain protections set out in their written tenancy agreement (if there is one) and implied by statute. If and when the Plan is adopted officers will need to take into account the individual tenants contractual and implied statutory rights when implementing the Plan insofar as it affects an individual tenant.
10. With regard to the proposed public consultation there is no general obligation at common law to consult. The obligation will arise either as a result of express statutory requirement or as a result of a legitimate expectation. In this case the consultation is non-statutory.

11. Once a decision is taken to consult the obligation to consult comprises the following:
12. The essence of the exercise is the communication of a genuine invitation to the consulted body to give advice, and a genuine receipt of that advice by the consulting body, at a time when proposals are still at their formative stage.
13. Accordingly, the duty of consultation requires the provision to the consulted body of sufficient information to enable it to consider the proposals intelligently and to tender an intelligent response, or helpful advice, in sufficient time for it to do so.
14. There must then be sufficient time for the product of consultation to be taken into account before reaching the relevant decision.

### **Financial and Risk Implications**

15. This paper is seeking authorisation to start a public consultation. There are no specific financial implications arising at present.
16. The Farms Estate has delivered £50M gross of capital receipts from land sales over the last five years. The Council has a target in the MTFP to deliver a further £10M, £10M, £8M and £8M from all CBC estate over the next four years.
17. The Council made provision for £8M of capital to be available of which £7.870M remains for the acquisition of land to replenish Council Farms Estate that has been disposed of.
18. If additional works on the Farms Estate are required over and above the existing capital budget then a proposal for increasing this will be submitted as part of the Medium Term Financial Plan (MTFP) process.
19. The proposed approach to move to a smaller number of holdings of a larger size with more proactive management should reduce the risk of bad debt.
20. It should be noted that Central Bedfordshire Council and Bedford Borough Council entered a Disaggregation Agreement from the 1st of April 2009 to 2030 which apportions of net rental income and net capital receipts from identified disposals 63% to Central Bedfordshire Council and 37% to Bedford Borough Council. From 2030 to 2050 Central Bedfordshire Council's proportion increases incrementally over time to 81.5% with a corresponding reduction to Bedford Borough Council. From 2050, Central Bedfordshire Council will receive 100%.



### **Equalities Implications**

21. Central Bedfordshire Council has a statutory duty to promote equality of opportunity, eliminate unlawful discrimination, harassment and victimisation and foster good relations in respect of nine protected characteristics; age disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.
22. Through the consultation the extent to which there are any potential equality implications arising from the proposals will be identified.

### **Conclusion and next Steps**

23. It is requested that the Executive Committee approves starting an eight-week public consultation on the draft Farms Estate plan as presented. The consultation will be published through the Councils consultation webpages and consultation meetings will be arranged with key stakeholders during this period.
24. The outcome of the consultation will be presented back to Executive Committee in October 2018 for consideration and adoption.

### **Appendices**

**Appendix A:** Farms Estate Plan

### **Background Papers**

None

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Central Bedfordshire Council

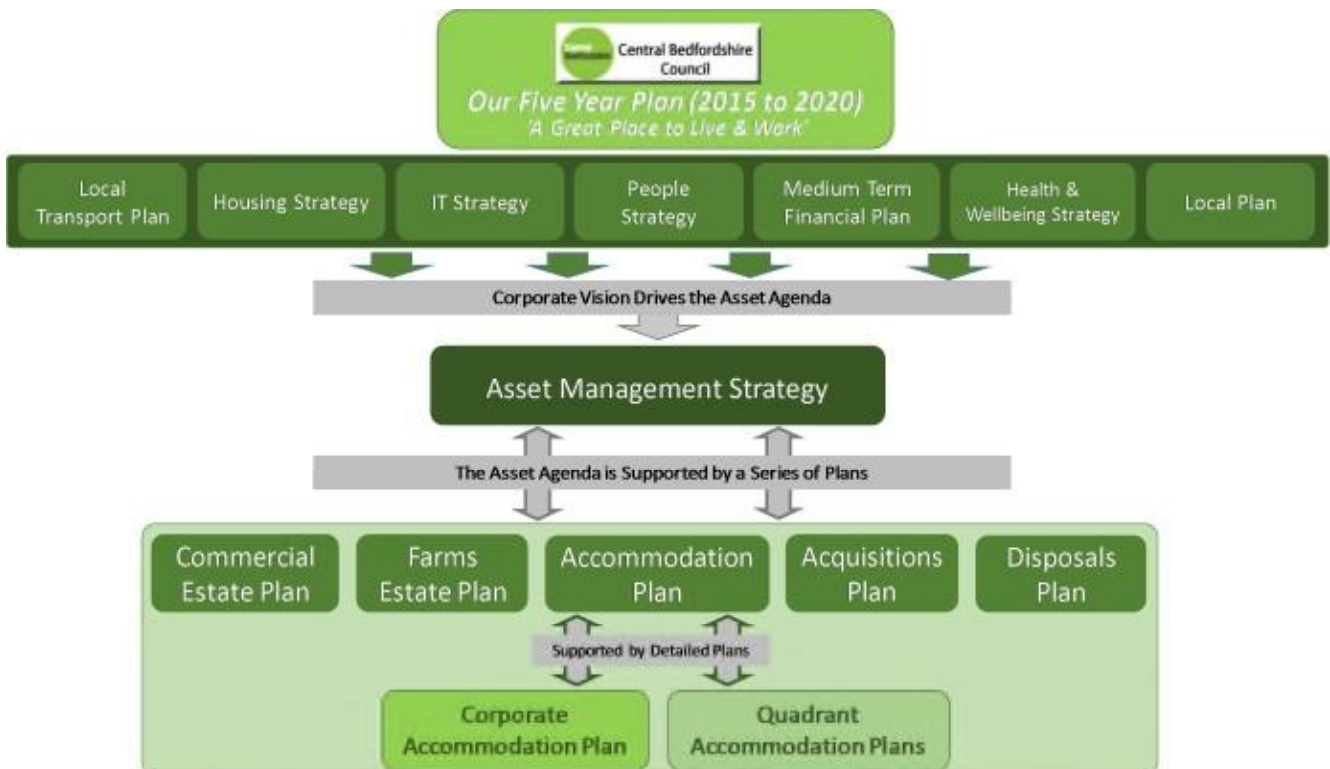
# Farms Estate Plan

## Contents

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2. [The Asset Management Strategy - Setting the Farms Estate Plan in context](#)
3. [The Councils current Farms Estate](#)
4. [Strategic themes](#)
5. [Central Bedfordshire's Farms Estate plan](#)

## 1. Introduction

- 1.1. This document, Central Bedfordshire Council's (the Council's) Farms Estate Plan, is part of a new suite of documents developed by the Council, to establish and articulate its holistic approach to asset management.
- 1.2. The purpose of this suite of documents is to establish how the Council's asset portfolio will become better aligned to support the delivery of its corporate aims and objectives.
- 1.3. The Farms Estate Plan is a specific element of Central Bedfordshire's Asset Management Strategy (AMS) and articulates the Council's approach to its farm estate.



- 1.4. The Farms Estate Plan outlines how the Council will effectively and efficiently manage and develop its farms estate over a 10-year Plan period and beyond. Its scope extends to all the building and land assets owned or leased by the Council in the performance of its role as a smallholdings authority.
- 1.5. Farms owned and managed by Local Authorities are an important strategic and national asset. These farms can assist Local Authorities in meeting wider regional economic, countryside and environmental objectives and provide an essential route into farming for new entrants.

- 1.6. This Farms Estate Plan provides a plan for the effective management of the farm estate over a 10-year period by enabling:
- Opportunities for new entrants and established farmers to contribute to the food chain, rural business and providing access to the countryside on an estate of not less than 2,000 hectares (ha).
  - Occupation of around 30 land holdings of well equipped, well maintained holdings with modern tenancy terms, at market rents.
  - Best environmental practice in accordance with the new Government's 25-year Environmental Policy – to provide 'public goods' and supplementing farm returns with payments under agricultural and environmental support schemes.
  - A network of holdings through the Council's area that enhance the environment, enjoyment of the countryside, recreation, health and wellbeing and the visitor economy.
  - Retain and acquire land that meets the Council's wider objectives for place making.
- 1.7. These objectives may not apply equally in every case. The Council will balance these key objectives by taking them into account in its decision-making regarding re-letting, acquisition and disposal of parts of its estate.

## 2. The Asset Management Strategy - Setting the Farms Estate Plan in context

### **Why produce an Asset Management Strategy**

- 2.1. The Council has developed an Asset Management Strategy to provide a template and framework for how the Council will seek to utilise its property and land assets as a corporate resource.
- 2.2. Property is expensive to procure, run and maintain, especially when budgets are under ever increasing pressure. As a result, assets need to be carefully managed over their lives to ensure best value in terms of use, maintenance and financial return, whilst still ensuring quality in service delivery.
- 2.3. The Asset Management Strategy provides an overarching asset management approach enabling delivery of the corporate priorities and service objectives, whilst ensuring the Council remains compliant with legislative requirements.
- 2.4. The Asset Management Strategy incorporates the Council's key principles, which guide the corporate approach to asset management generally. How the property portfolio will play a vital role in the provision of these services is the key output of the Asset Management Strategy. This incorporates the Council's approach to its farm estate.

### **Asset Management Strategy Objectives**

- 2.5. The Council's asset portfolio plays a key role in supporting the delivery of the Council's vision and key priorities. The Council's overriding aim for its asset base is:  
  
*'To promote the best use of the Council's assets for service delivery, deliver an optimum return from our commercial and agricultural investments, and facilitate regeneration and development'*
- 2.6. Through the development and successful implementation of the Asset Management Strategy, the Council's asset portfolio is assessed and reviewed such that balanced and strategic decisions can be made on its future composition.
- 2.7. Reflecting the Council's asset management aim, eight asset management objectives have been adopted:
  1. Develop a five-year vision and strategic approach to managing the Council's property assets that supports the Council's Corporate Plan;
  2. Review and revise the Council's operational estate to optimise ways of working, optimise operational space, achieve revenue savings and focus on service provision;
  3. Ensure that operational properties are appropriately located, fit for purpose, provide flexible accommodation, in good condition, within an efficient cost envelope that is appropriately accessible to customers;

4. Deliver cost effective and efficient acquisition, disposal and management of property and land to meet safe service delivery, community benefit and investment needs.
  5. Maximise the delivery of capital returns from the disposal of property and land to support the Council's capital programme (this may include the Council acting as a promoter and/or developer of its sites in order to maximise receipts and income);
  6. Where appropriate utilise assets to kick start, enhance or underpin economic regeneration;
  7. Actively consider and implement innovative use of assets to address specific financial, housing, service and development challenges, building on innovative models being developed across the local government sector; and
  8. Maximise revenue income from the rents, leases and 'traded' services.
- 2.8. The Council's approach to managing its farms estate takes account of:
- The provision of farms to enable new entrants to develop a career in agriculture and amalgamate holdings to create more viable farm lettings;
  - Statutory requirement;
  - Income generation;
  - Capital receipts generation and commercial management;
  - Leisure and Community facilities for Central Bedfordshire;
  - Environmental responsibilities and Statutory Requirements.
- 2.9. When reviewing the farm estate, a number of elements needed to be considered including:
- Why does the Council hold a farm estate?
  - Does the farm estate add value by supporting the Council's wider objectives?
- 2.10. Flexibility is important, and the Council's Farms Estate Plan must be able to adapt to and support changes in the Council's policies, legislation and the effects of Brexit.



### 3. The Councils current Farms Estate

- 3.1. The Councils Farms Estate has a current asset value of circa £62 million<sup>1</sup>, and comprises 1,900 ha (4,700 acres) of land. The estate has generated in excess of £50 million in land sales in the past 5 years.
- 3.2. The history to the 'accumulation' of a farm estate stems from the Smallholdings and Allotments Acts 1907 and 1908. As a consequence, all Councils had a duty to meet the demand of applications by young persons to enter into farming. The Agriculture Act 1970 replaced the Smallholdings legislation and sets the framework for Councils to provide opportunities to people with agricultural experience to farm in their own right.
- 3.3. Central Bedfordshire Council's Farms Estate is formed from 92% of the legacy Bedfordshire County Council farms estate. Central Bedfordshire Council and Bedford Borough Council entered into a Disaggregation Agreement from the 1<sup>st</sup> of April 2009 to 2030 which apportions of net rental income and net capital receipts from identified disposals between the authorities.
- 3.4. The Bedfordshire County Council estate was rationalised in the late 1990's with core holdings located near main population holdings being retained and surplus or non-core property being sold.
- 3.5. The current Farms Estate is situated throughout the area of Central Bedfordshire Council. Smallholdings are generally close to three areas around the market towns or settlements of Flitwick, Maulden and Ampthill and the outlying settlements to the east and south of Biggleswade and Sandy and to the south of Arlesey and Stotfold. There are a number of smaller isolated holdings throughout the Central Bedfordshire area.

<sup>1</sup> Based on 2015 full estate valuation - including all houses, cottages and buildings, and non-agricultural parts of the estate - and allowing for recent land sales.

**Map to show Farms estate**



**Size and Tenancy Type**

3.6. The farms estate is let under 64 separate lettings to 58 different tenants. The lettings are made up of 15 Agricultural Holdings Act agreements, 42 Farm Business Tenancies and 7 other agreements. 24 lettings include one or more houses and 30 include farm buildings.

**Table to show lettings by lease type**

| Lease Type                | Number    |
|---------------------------|-----------|
| AHA                       | 15        |
| Allotment Agreement       | 2         |
| FBT - More than two years | 31        |
| FBT - Two years or less   | 11        |
| Grazing Agreement         | 2         |
| Grazing Licence - Agr     | 2         |
| Grazing Licence - Non Agr | 1         |
| <b>Total</b>              | <b>64</b> |

- 3.7. The number of Agricultural Holdings Act Tenancies are decreasing as these tenants retire. There are two AHA tenancies with specific retirement clauses, where the tenancies will end when the tenant reaches age 65. There are an increasing number of Farm Business Tenancies with a term of two years or less.

**Table to show when tenancies are expected to end**

| Vacant Possession within | %          |
|--------------------------|------------|
| 5 years                  | 65         |
| 10 years                 | 14         |
| Not within 5 or 10 years | 21         |
| <b>Total</b>             | <b>100</b> |

- 3.8. There are a number of other non-agricultural tenancies within the portfolio, including fishing licences, grazing licences and agreements, allotment agreements, access agreements, garden agreements and shooting licences. The time periods to gain vacant possession on these varies between the agreements.
- 3.9. The tenancies range in size from 0.31 ha (0.76 acres – smaller than a football pitch) to 130 ha (321 acres – equivalent of around 320 football pitches), with the majority being between 12 ha (29 acres) and 100 ha (247 acres).
- 3.10. Most holdings are small by modern farming standards which reduces their commercial viability<sup>2</sup>. Having a greater number of smaller holdings also increases the cost to the Council to maintain and run them in comparison with a smaller number of larger holdings.

<sup>2</sup> In the UK most agricultural farm holdings are over 100 ha (250 acres). 400 ha (1,000 acres) is considered the optimum size for viable arable production in the East of England.

## ***Built Farm Assets***

### **Farmhouses**

- 3.11. Farmhouses range from traditional three or four-bedroom farmhouses to the more modern council-built three-bedroom detached houses typical of those built in the 1950s. The majority of these properties require some updating and maintenance; with some lacking central heating systems, insulation and double glazing. Some properties are listed, so are governed by more restrictive planning conditions and levels of upkeep with associated costs.
- 3.12. Examples of the different types of farmhouses within the portfolio are shown below:



***Top left: Five-bedroom house, split into two properties, Top right: Detached three-bedroom farmhouse, Bottom left: Detached three-bedroom farmhouse, Bottom right: Grade II listed two-bedroom farmhouse***

### Agricultural Buildings

- 3.13. The following table shows the number of lettings with buildings (30), with most of these benefitting from modern type buildings.

| Type of building       | Count of Modern/Traditional |
|------------------------|-----------------------------|
| Modern                 | 11                          |
| Modern and traditional | 16                          |
| Traditional            | 3                           |
| <b>Total</b>           | <b>30</b>                   |

- 3.14. The farm buildings range from traditional brick-built farmyards with little use for modern agriculture, to more modern buildings with asbestos clad roofs. There are a very few newer agricultural buildings, and these have generally been provided where development or other land uses have taken buildings from the farm tenancies and necessitated the replacement of the building.
- 3.15. Most of the traditional buildings have fallen into disrepair due to their limited use for modern agricultural practices and lack of maintenance, however these are generally still in use by tenants for storage purposes.
- 3.16. The more modern buildings range in condition depending on the tenant, their lease terms and method of farming.

### Total Repairs and Maintenance Costs

- 3.17. A rolling programme of building condition surveys is carried out as part of the Council's Asset Management Plan. This informs a programme for capital investment that is reviewed annually to prioritise work.
- 3.18. The farm estate is carrying a backlog of capital works of circa £300,000 (to be completed in 2018/19 financial year) and has an annual revenue budget of circa £50,000 - £70,000 per annum for ongoing repair and maintenance.

## **Financials**

### **Value of Farmed Estate**

- 3.19. The whole estate was valued in 2015 and one fifth of the estate is valued annually on a rolling programme. The value of the whole estate in 2015 was an average value for the estate of £29,600 per hectare (£11,978 per acre). Allowing for recent disposals, this places the value of the Farms Estate at circa £62m.
- 3.20. This value includes:
- Land with development opportunity 36%
  - Residential elements 10%
  - Farmland 48%
  - Other (including minerals, business, woodland etc.) 5%
- 3.21. Capital receipts in excess of £50m have been generated from the sale of surplus or redundant land and buildings and land sold for development in the last 5 years.

### **Income**

- 3.22. Gross income for the estate in 2017 was £900,000. The rental income is approximately £700,000 pa, with a further £150,000 - 250,000 income from minerals per annum which could be sustained for a further 2 years.
- 3.23. Rent from the farms is related to the following:
- The residential element, i.e. the benefit of the house to the tenancy or the subletting income from this; these are not equivalent to, but are indirectly linked to, rental values on the open market and it will broadly follows trends in residential letting values.
  - Farmland, the value of which is linked to profitability and agricultural commodity prices. For Agricultural Holdings Act tenancies, the rent is directly related to profit via the statutory review formula; for Farm Business Tenancies rent reflects the demand for land which is greater if there are higher profits.
- 3.24. Rental income from the estate can be broken down into 3 core elements and has traditionally comprised; approximately 11% residential, 7% buildings and non-agricultural income and 82% land.
- 3.25. By contrast a recent new letting for a small diversified holding; including a farm shop, comprises; approximately 35% residential, 17% buildings and non-agricultural income and 48% land. Shifting the balance away from the land makes the income more resilient to world food prices which in turn makes the holding more sustainable.

### **The Common Agricultural Policy and Brexit**

- 3.26. A payment of approximately £200 per hectare is made to to all farmers under the Common Agricultural Policy in addition to any environmental scheme payment. The UK is withdrawing from the European Union and therefore the Common Agricultural Policy. Direct payments are likely to be phased out and replaced (post Brexit) by a scheme of payments based on delivering 'public goods'.
- 3.27. Most of the Council's Farms Estate tenants appear to rely on their basic payment to pay their rent or to live on as profit from the holdings. It will be important as the UK leaves the Common Agricultural Policy to ensure flexibility within Farm Business Tenancies to deal with any new regimes that will provide future support.
- 3.28. Higher performing farms that have focused on improving output and minimising costs will be more resilience to changes, and those that are able to deliver enhanced environmental and health benefits should be better placed to capitalise on the new regime.

## 4. Strategic themes

- 4.1. There are several themes, strategies and priorities that emerge from work to deliver the Council's vision, as well as government policy that relate to the Farms Estate.

### ***Access to the Countryside***

- 4.2. The Council aims to make countryside and open space as accessible as possible. Countryside and open space ranges from large areas of woodland and public managed grassland on the outskirts of settlements, to smaller and isolated areas of woodland often in remote locations. Residents tell us they visit these sites to walk and exercise, relax, for children to play, to walk the dog and for peace and tranquillity.
- 4.3. The strategy for Green Space and Countryside Access areas is under review and it is intended there will be rationalisation of ownership and management of sites, with the intention of concentrating on larger more accessible sites better related to settlements to provide more access for more people. The development outlined in the Local Plan will create a demand for extended green space. The Council has established Green Wheel routes around settlements to encourage exercise and healthy living.
- 4.4. By providing public rights of way through farmland, the Farms Estate can form part of a broader network joining up Countryside sites, parks and open space. Collaboration between holdings, neighbours and National bodies such as the Greensand Trust, RSPCA, National Trust can also provide opportunities for development of rural businesses and employment; providing facilities such as outdoor leisure and recreation, rural retail and catering and leisure accommodation.

### ***The Local Plan***

- 4.5. The Central Bedfordshire Local Plan is the key strategic planning document for Central Bedfordshire and will guide and support the delivery of new infrastructure, homes and jobs. It sets out the long-term vision and objectives for the area, what is going to happen, where and when and how this will be achieved and delivered up to 2035. The Local Plan, currently known as the pre-submission Plan, was formally submitted at the end of April 2018.
- 4.6. The lifespan of the Local Plan is 20 years, but it is anticipated that once adopted, elements will have to be reviewed earlier in able to respond to a number of emerging strategies; notably the Cambridge- Milton Keynes- Oxford Arc.
- 4.7. The pre-submission Plan seeks to deliver around 39,350 new homes (this includes 23,845 homes already planned for) through new villages and moderate extensions to existing towns (varying in size from 11 – 650 homes) located across Central Bedfordshire.



- 4.8. In Marston Vale new villages will accommodate up to 5,000 homes and East of Biggleswade around 1,500 homes. Around 4,000 homes will be allocated North of Luton and around 2,000 homes East of Arlesey. Housing delivery will be phased across several years, the expectation is new homes will come forward in Marston Vale from 2021/22, North of Luton from 2022/23 and East of Biggleswade and East of Arlesey from 2023/24.
- 4.9. The Farms Estate has significant land holdings around major settlements. By holding this land the Council has more control and influence over the Countryside, and more control over the pace and type of development that takes place to meet local housing and employment need.
- 4.10. Disposals of estate over the last five years has enabled significant job creation, increasing NNDR income to the Council as well as providing Capital Receipts. But it has also reduced the size of the Farms Estate by around 360 ha which will need to be replenished to maintain a viable holding.

### ***Supply of Minerals***

- 4.11. Central Bedfordshire, Bedford Borough and Luton Borough Councils have joint Minerals and Waste plan to make sure there is a steady and adequate supply of minerals to meet the needs of national and regional supply policy, and local development needs; and that Minerals are obtained from the most sustainable sources, and extraction sites will be planned, located and operated so as to protect the environment.
- 4.12. In Central Bedfordshire there are two safeguarded land classification areas; sand and gravels in the river (principally the Ouse) valleys and building sand on the Greensand ridge. Demand for building sand is increasing through residential development but there are limited reserves and a limited processing capacity in this sector.
- 4.13. The Council has land subject to sand quarrying at Potton and land at Willington Lock is subject to an option for working a reserve of approximately 0.5 million tonnes from circa 2030.
- 4.14. Any land located in a safeguarded area will considered for its future mineral potential as a key factor in any long-term decision regarding the land. This will enable an opportunity for mineral working to contribute to supply needs and generate income for the Council. Acquisition of land adjacent to existing holdings that unlocks the mineral potential will also be considered.

### ***Environmental responsibilities***

- 4.15. The Council has responsibilities under the Natural Environment and Rural Communities Act (2006) where all public authorities have to have regard to conserving biodiversity, for example by creating ecological networks, and buffering biodiversity sites and in 2018 the UK Government published "A Green Future" setting a series of goals and policy objectives.
- 4.16. The Farms Estate provides greater influence and control to maximise environmental benefits to Central Bedfordshire, whether this be improved ecological activity and biodiversity, protecting key landscapes or mitigation of flooding.

## 5. Central Bedfordshire's Farms Estate plan

- 5.1. This Farms Estate Plan provides a plan for the effective management of the farm estate over a 10-year period by enabling:
- Farming opportunities for new entrants, established tenants and contract farmers to contribute to the food chain and rural business on an estate of not less than 2,000 hectares.
  - Occupation of around 30 well-equipped and well-maintained holdings, on modern tenancy terms at market rents generating enhanced income from farm diversification.
  - Best environmental practice in accordance with the new Government 25-year environmental policy providing 'public goods' and supplementing farm returns with payments under agricultural and environmental support schemes.
  - A network of holdings through the Council's area that enhance the environment, enjoyment of the countryside, recreation, health and wellbeing and the visitor economy.
  - Retain and acquire land that meets the Council's wider objectives for place making.
- 5.2. These objectives may not apply equally in every case. The Council will balance these key objectives by taking them into account in its decision-making regarding re-letting, acquisition and disposal of parts of its estate.

### ***Farming opportunities for new entrants, established tenants and contract farmers to contribute to the food chain and rural business on an estate of not less than 2,000 hectares.***

- 5.3. Small 'agricultural only' holdings are not viable, although Farms Estate tenants should be able to benefit from delivery of public goods that will unlock continuing support payments.
- 5.4. Lettings will focus on diversified holdings with residential, agricultural, food chain, rural retail or recreational facilities as they may be more resilient, but will also be offered as equipped farms and or bare land (suitable for contract farming).
- 5.5. This will provide opportunities for smallholders and established farmers to have viable rural businesses.
- 5.6. The Estate is currently c. 1900 hectares following recent and impending development sales. A small estate is less cost effective and efficient to run and would be too small to make meaningful contributions to the rural economy or viable farming opportunities.
- 5.7. The Council will retain a Farms Estate of not less than 2,000 hectares to deliver a sustainable return from a range of diversified holdings.
- 5.8. To achieve this will require ongoing acquisition of appropriate landholdings to replace land that is disposed of.

***Occupation of around 30 well-equipped and well-maintained holdings, on modern tenancy terms at market rents generating enhanced income from farm diversification***

- 5.9. Within 10 years the majority of traditional tenancies and long term farm business tenancies will have ended and will be replaced by lettings on modern tenancies at market rents.
- 5.10. New lettings will amalgamate existing holdings to create fewer, but larger holdings. These will be offered on fixed term farm business tenancies; the term reflecting the principal purpose of the land holding.
- 5.11. New entrants will be offered a short term 'start up' tenancy of not less than 5 years to establish themselves. Lettings to existing tenants may be for a longer term but unlikely to exceed 12 years.

***Best environmental practice in accordance with the new Government 25-year environmental policy providing 'public goods' and supplementing farm returns with payments under agricultural and environmental support schemes***

- 5.12. Government environmental policy is focussing on improving natural capital and specific environmental goals, much of which will be delivered through management of rural land and the environment.
- 5.13. Holding Farm Land enables the Council to meet environmental objectives and will encourage tenants that wish to provide public goods, and benefit from the income streams that may emerge from them (eg Carbon credits scheme, health and well-being, sustainable development).

***A network of holdings throughout the Central Bedfordshire Area that enhance the environment, enjoyment of the countryside, recreation, health and wellbeing, and the visitor economy***

- 5.14. The Council will work towards establishing networks of holdings throughout the Central Bedfordshire Area that enhance the environment, enjoyment of the countryside, recreation, health and wellbeing and the visitor economy.
- 5.15. When new tenancies are let they will safeguard and enhance public access to the Countryside, allowing more visitors to support diversified holdings with rural retail or recreational facilities.
- 5.16. When acquiring land consideration will be given to the existing countryside and open spaces and the opportunity to provide a connected recreational network between them.

***Retain and acquire land that meets the Council's wider objectives for place making***

- 5.17. Holding these assets allows the Council to achieve the other objectives of the Farms Estate plan whilst also retaining more control and influence over the Countryside, and more control over the pace and type of development that takes place to meet local housing and employment need.

# **Central Bedfordshire in contact**

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## Central Bedfordshire Council

Executive

12 June 2018

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### Cranfield Community Building

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

Responsible Director: Marcel Coiffait, Director of Community Services  
[marcel.coffiat@centralbedfordshire.gov.uk](mailto:marcel.coffiat@centralbedfordshire.gov.uk)

**This report relates to a decision that is Key**

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#### Purpose of this report

1. To set out a proposal and rationale for the transfer of Cranfield Community Building comprising a community hall, meeting rooms, community space, reception area, changing rooms, junior football pitch and cricket pitch, kitchen and other ancillary facilities, and all future liabilities and responsibilities for the building, from Persimmon Plc to Cranfield Parish Council (CPC).

#### RECOMMENDATIONS

The Executive is asked to:

1. **accept the offer of the Cranfield Community Building, comprising a community hall, meeting rooms, community space, reception area, changing rooms, junior football pitch and cricket pitch, kitchen and other ancillary facilities, from Persimmon Plc on behalf of our nominee, Cranfield Parish Council. This being subject to the submission of a satisfactory Building Management Plan by Cranfield Parish Council indicating how it will manage all future responsibilities and liabilities associated with the community building;**
2. **invite Cranfield Parish Council to prepare a Community Building Management Plan and delegate responsibility to the Director of Community Services in consultation with Executive Member for Corporate Resources to decide whether to approve the Community Building Management Plan when submitted;**

3. **subject to 1) and 2) above approve the payment of the community building commuted sum to Cranfield Parish Council and the Parish Council be invited to consider the need to raise their precept to contribute towards the operation of the building; and**
4. **to note that the approved draft transfer deed of the Cranfield Community Building will contain a restrictive covenant to protect the use of the site for the purposes of a community hall and that all future responsibilities and liabilities associated with the community building lie with Cranfield Parish Council.**

### Overview and Scrutiny Comments/Recommendations

It is requested that the decision be taken at Executive on 12 June 2018 due to the imminent completion of the building by the developer, Persimmon Homes.

### Issues

2. The Cranfield Community Building forms part of the Home Farm development and is associated with Planning Application CB/16/01192/FUL.
3. The Section 106 Agreement requires the developer (Persimmon) to provide, a community building. Construction of the community building began in January 2018 and is due to complete in August /September 2018.
4. On completion and fitting out, the Community Building will be offered to Central Bedfordshire Council (CBC) to accept on its own behalf or its nominee e.g. Cranfield Parish Council (CPC).
5. The developer was granted planning permission for a Community Building in July 2017 together with 10 dwellings. The Home Farm development provides 381 dwellings. Officers have worked alongside CPC and the developer for the last 18 months to shape the specification. The detailed specification for the building is included in the Section 106 Agreement and is attached in Appendix 1. In summary the building will comprise:

| Internal Use                          | Size m <sup>2</sup> (minimum) |
|---------------------------------------|-------------------------------|
| Community Hall                        | 155.4m                        |
| Reception office                      | 24m                           |
| Entrance Foyer                        | 60m                           |
| Meeting room inc kitchenette          | 67.8m                         |
| Bar                                   | 12m                           |
| Kitchen                               | 20m                           |
| Plant room                            | 12.7m                         |
| Store room                            | 25.9m                         |
| Cleaners cupboard and caretakers sink | 2.7m                          |
| Other store cupboards                 | (3) x<br>1x 4.5m              |

|  |                                     |
|--|-------------------------------------|
|  | 1x 2.4m<br>1x 4.6m                  |
| Toilets (Male and Female)  | 24.3 m (1x 12.3m<br>and 1x 12m)     |
| WC and shower room (Disabled access)   | 7.4m                                |
| Changing facilities (Male and Female)  | 2x 40m<br>Sport England<br>standard |
| Changing facilities (Referee)  | 7.8m<br>Sport England<br>standard   |
| Corridor with external access  | Sport England<br>standard           |
| <b>External Use</b>  | <b>Size m<sup>2</sup> (minimum)</b> |
| Paved area to rear of building with external lighting and external landscaping | 25m                                 |
| Pedestrian routes around the building  |                                     |
| External lighting  |                                     |
| Wall clock   |                                     |
| Junior football pitch 68.25x42.9m (exc run off) 71.9 x 45.6 (inc run off)      |                                     |
| <b>LEAP (not to be transferred to CPC)</b>                                     |                                     |
| Parking to side of community building  | 58 spaces and 8 disabled spaces     |
| 2x coach bays  |                                     |
| Cycle rack   |                                     |
| Outside tap  |                                     |
| Outside electrical point   |                                     |
| Landscaping to the site as set out in Plan                                     |                                     |

6. The Section 106 Agreement also requires submission of a Management Plan for the Councils approval to ensure that the building is managed to a standard at least as high as the standard to which the Council maintains community buildings that it owns or manages.
7. On transfer of the building the developer must also pay a community building commuted sum towards the maintenance of the building. Paragraph 3.5 of the Section 106 Agreement indicates that this must be paid to the Council or its nominee on transfer of the community building. The Community Building Maintenance Sum is calculated at £17.18 per m2 for 20 years and is based on the built area (excludes parking).
8. In the event that the Owner (Persimmon) is unable to make the transfer e.g if neither CBC or CPC wish to accept the offer of the building, then the Section 106 Agreement provides that a management company will take responsibility for managing and maintaining the building.

### **Options for the transfer, ownership and management of the Community Building**

9. Options for the future ownership and management of the Community Building are set out briefly in paragraphs 10-12 below:

10. **Option 1 (the recommended option): Cranfield Parish Council holds the freehold and is entirely responsible for the Community Building.** Under this arrangement CBC would accept the building on behalf of its nominee, CPC, which would have full responsibility for the building including all future liabilities. As the new building includes office space for CPC they would manage and operate it on a day to day basis. CPC will need to prepare a Building Management Plan to demonstrate aims and objectives, community / market need, forecast operational profit and loss, identify users and activities and set out governance arrangements.
11. The Council would be required to pay to CPC the community building commuted sum for future maintenance referred to in paragraph 7. above to CPC.
12. **Option 2: The Council holds the freehold and grants a lease to CPC to manage and operate the site on a day to day basis.** Under this option CBC would accept the building on its own behalf and grant a lease to CPC. Assets have confirmed that they are content for the building to be transferred to CPC.
13. **Option 3: The Council does not accept the offer of the building either on its own behalf or on behalf of CPC.** In the event that the Owner (Persimmon) is unable to make the transfer, a management company will take responsibility for managing and maintaining the building. The Section 106 Agreement provides that a Community Building Management Plan must be submitted by the Management Company to the Council for its approval, to ensure that it is managed to a standard at least as high as the Council manages community buildings. The Management Plan would need to demonstrate community / market need, forecast operational profit and loss, identify users and activities and set out governance arrangements.

### **Recommended option**

14. **Option 1 is the recommended option.** Executive has previously considered and approved the transfer of community buildings which have been built as part of new developments to Silsoe Parish Council, Biggleswade Town Council, Stotfold Town Council and Marston Moretaine Parish Council. Local management of these new facilities is working well, for example Silsoe Community Sports Centre can boast over 400 members whilst the Orchard Centre at Biggleswade (Kings Reach) is a venue for many local groups including local business networking and training events.
15. CPC have invested considerable time particularly over the last eighteen months working closely with the developer to shape the specification for the community building to ensure it meets local need. CPC have engaged the services of a surveyor to represent their interests during construction of the building, who has visited the site on several occasions to review progress and report back to the Parish Council.



16. CPC are in the process of engaging Bedfordshire Rural Communities Charity (BRCC) to assist them to prepare a Building Management Plan and are also engaging legal advice to oversee the legal aspects of the transfer process.
17. At their meeting held on 4 April 2018 CPC resolved the following *'the Parish Council unanimously agreed to accept the freehold of the community building built on the Home Farm estate, subject to a satisfactory report from the surveyor working on behalf of the Parish Council. The Parish Council accepts future responsibilities and liabilities associated with the building, subject to a confirmed and agreed red line drawing. The build work is progressing well with completion expected in August, DB and SC are still spending a lot of time ensuring the fixtures and fittings are of an agreeable standard. The Council agreed that a solicitor is to be appointed to manage the legal transfer, the Clerk to seek a quotation from Palmers, with more information to come to the next Council meeting. Given that BRCC have the expertise to do a business case plan for the facility it was asked that the Clerk enquire with them as to their fees for such work, also to be brought to the next meeting'*
18. Management of the building by a third party, being an off-site management organisation, does not meet local aspiration and would add a layer of bureaucracy and complexity e.g when booking use of the building and /or the pitches. Furthermore, it would be inconsistent with previous community building transfers to town / parish councils referred to above and would not support the Councils priority to encourage strong and resilient communities.

### **Reasons for decision**

19. CPC's aspiration is to own and manage the building. CPC has contributed significant amounts of time and skill to ensure the development brings forward a community facility that significantly enhances the settlement as a sustainable community and a focal point for existing and new residents of the settlement.
20. The new building will provide office space and a community presence for the Parish clerk and thus improve access to services for existing and new residents.
21. One junior football pitch and a cricket pitch are included in the transfer and complement the community building facility. CPC will be responsible for the management and maintenance of the football and cricket pitches.
22. A community building commuted sum is included for future maintenance. CPC is also invited to consider the need to raise their precept given the experience elsewhere.
23. The new building complements the existing Village Hall facility and provides much needed additional community space to the village.

## Timescales

24. Construction of the community building began in January 2018 and is due to complete in August /September 2018.
25. An Offer Notice is expected at this time and the Council must execute the transfer of the building within 12 weeks of receipt of an Offer Notice.

## Council Priorities

26. The recommended option described above meets the Council priorities listed below:

- ***Creating Stronger Communities.***

Accepting and transferring the community building to CPC will ensure that the facility is managed in accordance with local need and used as a village asset and a focal point for new and existing residents. Additional space is needed to meet needs of an expanding population and accommodate opportunities for new social networks to develop. More people will require access to community facilities to develop social networks and participation in a range of social activities and informal community groups. Local ownership and management of the asset is a positive contribution towards creating a strong, resilient and sustainable community.

- ***Great resident services***

Whilst the offer to the residents of Cranfield is significantly enhanced, this is achieved at no cost or liability to the Council. Additional community space will provide opportunities for local service delivery and volunteer activity.

## Corporate Implications

27. In respect of the need to provide support to manage the construction of the building, some CBC staff time may be required in the short term.

## Legal Implications

28. The offer, transfer and ongoing liabilities for the Community Building will be governed by the Section 106 Agreement.
29. The S106 property provisions dealing with the Community Hall include the requirement for a restrictive covenant to protect the use of the site for the purposes of a community hall and this has been addressed in the draft transfer deed. In addition an arrangement could be put in place between the Council and CPC to ensure the land would revert to the Council should there be a need to do so in the future.

30. Section 1 of the Localism Act 2011 provides the Council with a general power of competence that empowers the Council to do anything that individuals generally may do. The Council can therefore decide not to accept ownership of the Cranfield Community Building site and instead nominate Cranfield Parish Council to be the owner. The section 106 agreement makes an express allowance for this scenario.

## **Financial and Risk Implications**

### **Option 1**

31. Risk to CBC is minimised as all future responsibilities and liabilities associated with the building are transferred to CPC. CPC are engaging expert advice and support including a surveyor to act on their behalf during the construction of the community building. They are in the process of engaging legal expertise and the services of BRCC to assist them to prepare a Building Management Plan. The commuted sum is payable on transfer of the building minimising so that the risk of non payment by the developer in the future is mitigated.
32. The production of a robust Building Management Plan will ensure that the building is managed appropriately and all risks identified and mitigated. If in the future CPC wish the Council to accept a transfer from them of the Community Building there could be stamp duty land tax costs to the Council as well as ongoing capital and revenue costs.
33. There are no ongoing costs (capital or revenue) to CBC.

### **Option 2**

34. CBC would be the owner of the building and would therefore be responsible for future liabilities associated with the building. CBC Assets have confirmed they are content for the Community building to be transferred to Cranfield Parish Council.

### **Option 3**

35. There would be no financial risk to the Council or CPC. However local ownership and therefore influence as to its use and the activities on offer would be reduced as would local resident and volunteer input reducing the positive contribution local ownership of the facility can deliver towards creating a sustainable community.

## **Equalities Implications**

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

The development of Cranfield Community Building and the proposal to transfer it to CPC will create a variety of positive opportunities for the community.

### **Conclusion and next Steps**

37. The development at Home Farm will increase the size of the village. CPC's aspiration is that the new Community Building will provide a focal point for new and existing residents to come together and encourage community cohesion. The Community Building needs to be seen to be a local asset that thrives on local resident volunteer input. As such accepting the building on behalf of CPC and the transfer of ownership of the community building to CPC is appropriate.
38. The Council will continue to work with the developer and CPC during construction and to conclude the transfer.

### **Appendices**

**Appendix A Community Building Specification Parts 1 and Part 2**

**Appendix B Red line drawing of building to be transferred**

### **Background Papers**

39. None

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# Persimmon Homes Ltd

## Specification for Cranfield Community Centre

Associated with Planning  
Application  
CB/16/01192/FUL

This specification should be  
read with CBC Community  
Building Specification and  
Drawings CRAN-PH3-02A –  
Community Building &  
CRAN-PH3-PAV-01N –  
External Layout

Rev A – 06.06.2017

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## 1. BUILDING SPECIFICATION – COMMUNITY CENTRE

### Design life

The building is to have a designed life as defined in ISO 15686 Part 1 Buildings and Constructed Assets – Service Life Planning, General Principles. As such the design life of the building elements shall be:  
Substructure 60 years.

1. Substructure 60 years
2. Frame 60 years
3. Roof structure 60 years
4. Roof covering 30 years
5. External walls / cladding 40 years
6. Windows and external doors 25 years
7. Internal partitions 25 years
8. Internal finishes 15 years
9. Ceilings 25 years
10. Internal doors 25 years
11. Internal fixtures and fittings 15 years
12. Sanitary and catering facilities 20 years
13. Engineering services (major components) 25 years
14. Underground drainage 60 years
15. External finishes 25 years
16. External fences 25 years
17. External services 25 years
18. Site works 25 years

### External works

Drainage and civil engineering to Civil Engineers details.

Hard and soft Landscaping to Landscape Architects details  
reference CRAN/PH3/PAV/01 Rev M

### Substructures

Design of foundations is subject to SI Report and Structural engineers design.

Floor to be either suspended concrete floor or power floated ground bearing slab to structural engineer's details & specifications.

Floor insulation to be provided and incorporated into floor construction to achieve a minimum 'U' value to improve by 10% Building Regulation requirements at time of construction subject to Building Regulations current Part L compliance

Internal solid partitions (non load bearing) to be built off structural slab which is to be thickened where required.

Loadbearing partitions founding to be as specified by Structural Engineer **Superstructure – Shell and Core**

Thermal performance – TER – to be in line with Building Regulations Part L2A 2013 edition.

### **Structure –**

The superstructure is to be formed in either loadbearing masonry with trussed rafter roof or a steel frame with purlins supporting roof and walls.

### **External Walls -**

The construction of the external walls is to be of cavity wall construction with smooth matt render and 100mm block work outer leaf to BS EN 771-3, cavity to suit a “moderate” location as defined in Approved Document C, insulation and 140mm block work inner leaf BS EN 771-3 with a min compressive strength of 7N/mm<sup>2</sup>, density of 1900 –2100 kg/m<sup>3</sup> and weigh no more than 20kg.

Where brickwork is shown, these are to be Clumber Red mixture with blue engineering brickwork below DCP. Refer to drawing CRAN-PH3-PAV-02 for external finishes.

In areas of external elevations external face of the wall are to receive a ‘through colour render system’ smooth matt factory prepared dry pre-mixed building mortar (render) comprising 2-4mm polymer basecoat and 12-14mm polymer flat top coat. Ensure substrate is suitably prepared with bonding agent to receive render finish at low level. Changes in render colour are to be separated by SS bead. Render Colour to be agreed.

Anti-graffiti paint to all applied to all external render wall finish surfaces

A controlled sample panel is to be built so that the standard of finish, jointing and decoration may be set and agreed with the local Planning Authority as the specification.

The external wall construction is to achieve a minimum ‘U’ value to improve by 10% Building Regulation requirements at time of construction subject to Building Regulations current Part L compliance

Cavity wall Insulation: Mineral fibre batts to BS EN 13162: Part 1 or Agreement certified (Rockwool) mineral fibre batts or Rigid phenolic foam boards to BS EN 13166. All Insulation is to be stored on site in accordance with the manufacturer’s instructions.

External wall details will be developed as part of the detailed design stage. Proprietary insulated cavity closers are to be installed to manufacturer’s recommendations to all



openings in masonry cavity walls. Ensure that closers fit tightly to each other. The closer at the jamb must completely lap the closer at the cill.

The design of the details and construction measures are to be co-ordinated to achieve acceptable levels of air permeability. The air permeability is not to exceed 10m<sup>3</sup> per hour / per m<sup>2</sup> at 50Pa.

Reinforcing/fixing accessories: Movement joints with cellular polyethylene filler and low modulus silicone sealant in accordance with BS 5628-3. Provide proprietary plastic weep holes at the base of the cavity, above DPC/tray, above all door and window openings at max 900mm c/c (colour to closely match substrate). All wall/fixing ties to be stainless steel in accordance with BS EN 845-1 and lintels above openings to be prefabricated stainless steel to BS EN 845-2.

Flexible horizontal and vertical damp proof courses/cavity trays in accordance with BS 8000: Part 3, section 3.3, BS5628: Part 3 1985 and BS8215:1991.

Flashings: To be provided as required.

Internal face of Blocks to have a hardwall plaster finish and cement render in shower areas

### **Internal Walls -**

Subject to fire and acoustic requirements:

#### **Option 1**

All internal walls to be 100/140mm block work as Structural Engineer's drawings and comply with BS6073 Pre-cast Concrete Masonry Units Parts 1 and 2. The Minimum density of blocks is to be 1900 - 2100kg/m<sup>3</sup>. Minimum compressive strength of blocks shall be 7N/m<sup>2</sup>; the compressive strength shall be increased where structural considerations dictate and in accordance with Structural Engineer's requirements.

Reinforcement is to be provided to walls as required by structural engineer.

Blocks to have a hardwall plaster finish and cement render in shower areas

#### **Option 2 for internal walls apart from shower areas:**

Internal walls to be constructed in severe duty (defined in BS 5234-2: table 1) drywall construction. With board types and thicknesses determined by fire, acoustic strategy and partition heights

### **Lintels -**

Internal metal lintels to be sheet pressed, welded, insulated and post galvanised to BS EN ISO 1461 method but with a minimum zinc coating of 1420g/m<sup>2</sup> (sum of both sides) from IG range or equivalent.

External metal lintels are to be stainless steel from IG range or equivalent.

**General glazing -**

External glazed components are to be double-glazed with clear/cavity/low emissivity glass, achieve a minimum 'U' value to improve by 10% Building Regulation requirements at time of construction subject to Building Regulations current Part L compliance and shall have a daylight factor of 0.73 unless stated otherwise. Windows to be fitted with laminated inner and toughened outer panes.

Safety glass is to be used in all locations below a height of 800mm above finished floor level and in all glazing to doors and adjacent panes to comply with Approved Document N.

Permanent manifestations are to be included in all glazing to comply with Approved Document M.

Windows: Grey powder coated aluminium, thermally broken, double-glazed, windows. Extruded powder coated aluminium cills. Trickle vents to supply 4000mm<sup>2</sup> of ventilation and ironmongery including security locks and restrictors. Weather tightness is to be in accordance with BS6375-1. Operation and strength characteristics are to be in accordance with BS6375-2.

All openable windows and doors are to be fitted with security locks and restrictors. Locking handles to each opening light to have an espagnolette mechanism and include restrictors to limit opening to 100mm. Teleflex gear is to be provided as required to meet the requirement of the Building Regulations (where opening handles are above 1.9m or 1.7 if obstructed). Trickle ventilation to be provided to meet Building Regulation standards.

**External Doors -**

External plant room to be steel doors, complete with 1 1/2 pair's stainless steel butt hinges, threshold seal, factory fitted hardware including 5 lever or profiled cylinder.

Main entrance doors and French doors from community hall to be double glazed in PPC aluminium frames with integrated finger guard protection (Pivot hinges). Main entrance door to have pivot hinges and need one leaf to provide 1m clear opening with automated opening via electronic push pad internally and externally. Provision should be made for a letterbox.

External doors are to achieve a minimum 'U' value to improve by 10% Building Regulation requirements at time of construction subject to Building Regulations current Part L compliance.

Doors and frames are to be compatible with both window and curtain walling systems. PPC finish is to match window system.

The ironmongery for all external doors shall be PPC aluminium. Suiting will be individual locks with one common master. All ironmongery is to be approved prior to fitting.

The specification for the Biofold doors needs to be added to include quality and width of each door. (NB these doors will take a lot of wear and tear and need to be robust and high quality.)

**Roof -**

Roof covering to be Mini Stonewold Mockbond Grey tiles on battens to suit rafter centres on breather felt on counterbattens on insulation set over rafters and insulation layer set between rafters to manufacturer's instructions and to meet current Building Regulations. Roof to be completed as a total insulated roof including flashings and other accessories.

Roof penetrations will be waterproofed code 4 lead upstands and soakers.

Lightning protection is to be provided where determined necessary in accordance with current EN standards. This will need to be detailed by the M&E contractor during the detailed design stage.

The design of the details and construction measures are to be co-ordinated to achieve acceptable levels of air permeability. The air permeability is not to exceed 10m<sup>3</sup> per hour / per m<sup>2</sup> at 50Pa. This is to be tested post construction at the contractor's expense, in accordance with the CIBSE Technical Memoranda TM23:2000 'Testing buildings for air leakage'.

Gutters & RWP are to be rectangular section (anti climb) in UPVC external eaves gutters, sized to suit roof area and RWP locations.

Are Solar Panels required on the roof to meet environmental specifications.

**Fit-out****Internal Doors -**

Internal doors to be ply faced solid core flush doors for painted finish: lipped 44mm thickness solid core with 150 x 1500mm glazed vision panels hardwood glazing beads, clear non wired acoustic / FR glazed where applicable to all fire resistant doorsets. All internal doors to be complete with integral finger guards.

Wooden faced doors to main public areas.

The ironmongery for all external doors shall be satin anodised aluminium finish. Suiting will be individual locks with one common master. All ironmongery is to be designed to withstand severe use. Kickplates 150mm high to both faces.

**WC Cubicles –**

WC partitions shall be proprietary solid compact grade laminate as Petal Action Range or similar approved. Toilet Cubicles to be provided with doorstop, coat hook and toilet roll holders. WC cubicles shall be compatible with an integrated plumbing panelling system (IPS).

**Integrated Plumbing System -**

With the exception of the disabled toilet and the changing room toilets, an integrated plumbing system (IPS) panelling shall be provided to conceal all cisterns and pipework to sanitary appliances. The IPS shall be proprietary solid compact grade as Petal Action Range or similar approved with associated timber frames and sub-frames. (Colour TBA)

**Sanitary ware –**

All fittings shall be in white vitreous china and are to include necessary cisterns and associated plumbing fittings (Armitage Shanks or Twyfords, or equal approved). All waste discharge pipework, SVP's etc, is to be PVC-U.

WC flushing cisterns located behind IPS panelling shall have push button operation located to front of panelling.

WC cisterns will be low volume flush type incorporating 4/2.6l flushing volumes.

Accessible WCs are to be of a system to match the above and to incorporate all relevant grab rails and suitable tap fittings etc. to meet the requirements of Approved Document M.

Fused spur to be provided with adjacent warm air hand driers in each changing room and toilet areas.

Hand driers to be Dyson air blades.

**Kitchen – 20m<sup>2</sup>**

Provide 2 no. double drainer 1200 wide sink units complete with mixer tap and drainage. Additional hand wash basin to be provided. Each sink will require H+C running water.

Provide water boiler above all sink drainer - Heatrae Sadia Streamline 10 Litre Oversink Water Heater 3KW or equivalent. (is this above each sink?)

Provide Howden contract kitchen cupboard and drawer units, with metal drawer construction, arrangement to perimeter of kitchen two walls with space for hob, oven, fridge, dishwasher, work surfaces. & freezer. Cupboard specification to be agreed.

Heat resistant work surfaces to be agreed with the Parish Council.

Include mechanical extract hood above cooker

**Bar –**

Provide 1 no. double drainer 1200 wide sink units complete with mixer tap and drainage. Each sink will require H+C running water and 1 x handwashing sink

Provide water boiler above all sink drainer - Heatrae Sadia Streamline 10 Litre Oversink Water Heater 3KW or equivalent

Provide Howden contract kitchen cupboard and drawer units, with metal drawer construction, Cupboard and work surfaces specification to be agreed.

Serving hatch to hall and kitchen

Bar storage with lockable door.

**Kitchenette (within meeting room) –**

Provide 1 no. double drainer 1200 wide sink units complete with mixer tap and drainage. Each The sink will require H+C running water.

Provide Howdon contract kitchen cupboard and drawer units, with metal drawer construction, Cupboard and work surfaces specification to be agreed.

**Cleaners -**

Provide Belfast sink complete with lever taps and drainage

**Mirrors –**

Polished edge mirrors (toughened glass) shall be provided in all WC areas, with concealed fixings across full width of basins and 1050mm high. A mirror of similar quality shall be provided within the Accessible WCs in accordance with regulations covering accessible mirror provision. A full height (toughened glass) mirror is to be provided in each of the changing rooms, 1800mm high x 600mm wide.

**Showers -**

Accessible shower facility to be provided to official / disabled changing room and to be designed in accordance with the appropriate Sports England guidance.

Showerhead fittings to all changing rooms to be Rada Vandal Resistant VR115 or equivalent

**Internal Signage –**

Internal building signage shall be provided to satisfy the requirements of Building Regulations for WC locations and fire exiting purposes and all necessary hazard warnings. Door labels to identify rooms shall be provided - to be agreed with the client.

Fire exit signage is to conform to the Health and Safety (Safety Signs and Signals) Regulations 1996 using the EU Directive 92/58 EEC design.

Firefighting equipment: to be supplied and installed by end users as required by Local Fire Authority.

**External signage –**

Allow for PPC aluminium individual letters secret fixed to the external wall adjacent to the main entrance. Wording/style subject to confirmation – Cranfield Community Centre. In 300 high lettering

Wall Clock as shown on CRAN-PH3-PAV-02A to be agreed.

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Add -

Accoustic modelling should be allowed for – appropriate acoustic dampening within all spaces in the building

**Finishes**

All internal walls (except plant room) to be plastered and to receive one coat of Dulux Trade Block filler and two coats of Dulux Diamond Eggshell (2 Coats)

**Wet Areas -**

Full height glazed ceramic plain white wall tiling to shower areas of changing rooms. Adhesives and grout are to be suitable for a wet environment. 300mm high tiled splash backs to WHB's and cleaner's sink to be provided. Contrasting tiles band pattern.

**Plant/stores –**

All plant areas/stores are to have a dust inhibiting clear sealer (Uni-bond PVA sealer or equal or approved) to walls.

**Window boards –**

Cill boards in all areas are to be pre-painted pencil rounded leading edge profile moisture resistant MDF, with additional site painted gloss finish. Wooden cill boards to be used in wet areas.

**Ceilings to Shower areas –**

Moisture resistant plasterboard ceilings fixed to trussed rafters to be painted and receive 2 full coats of Dulux Bathroom washable paint finish. Ceilings shall incorporate recessed down lights and extract grilles.

**Ceilings to Toilets & Changing areas –**

Moisture resistant plasterboard ceilings fixed to trussed rafters system to be painted and receive 2 full coats of Dulux Bathroom washable paint finish. Ceilings shall incorporate recessed down lights and extract grilles

**Ceiling to Entrance Lobby & Corridors –**

Plasterboard ceiling with paint finish

**Ceiling in Community Meeting room and Reception/Office -**

Plasterboard ceiling with paint finish

**Hall Ceiling**

Inclined ceiling following rafter line: Armstrong Dune Supreme 15 mm thick tiles 600x600 tegular edge in 24mm white grid. Shadow gap detail to surrounding walls.

**Floor to Hall and Stores served from hall**

Gerflor Creation 55 Luxury Vinyl Tiles, or similar approved – colour to be agreed.

**Floor to Changing rooms and Officials Floors –**

Sheet vinyl slip resistant heavy duty safety flooring, with heat welded seams, sealed edges and coved skirting. Polyflor Hydro Evolve sheet Vinyl safety flooring suitable for barefoot wet areas or similar approved (Colour TBA)

**Floor to public WC's; kitchen, bar, internal store & Corridor area (19).**

Sheet vinyl slip resistant safety flooring, with heat welded seams, sealed edges and sit on PVC skirting. Polyflor Modena sheet vinyl safety flooring or similar approved (Colour TBA)

**Floor to changing rooms –**

Slip & Stud resistant safety flooring, with heat welded seams, sealed edges and coved skirting in shower and sit on skirting elsewhere. Polyflor Hydro Vinyl Flooring or similar approved (Colour TBA)

**Floor to external plant room and external store -**

Epoxy paint finish with slip resistant paint finish. (Range and colour TBA)

**Floor to Meeting Room, Reception/Office, Circulation areas & Entrance Foyer**

– Heckmondwike Supacord range broadloom carpet or equivalent and approved. Skirting in wood MDF with paint finish.

Flooring to Hall / Foyer/Office / meeting room

Do not want carpet.

Parish Council preference is for ALTRO flooring

**Barrier matting –**

2m walk off inside entrance doors shall have a durable primary entrance barrier mat of a type that prevents surface accumulation of dust and dirt, whilst allowing for its easy and efficient cleaning and removal. Gradus Barrier Mat or similar approved (Colour TBA)

**Skirting & architraves –**

MDF: 18mm x 100mm high pencil round skirting and 18mm x 50mm wide architraves, primed, 2 coats undercoat and gloss finish. All water based paint.

**Shutter to Kitchen & Bar –**

Provide 1 x PPC roller grille 2.0m wide to the Kitchen & Bar opening into the community hall. Include stainless steel capping to base of opening. Shutter to be 1/2 hour fire rated and to automatically close on activation of fire alarm. Lockable and with 2 roller grilles

Provide 1 x PPC roller grille 1.0m wide between the kitchen and bar. Include stainless steel capping to base of opening. Shutter to be 1/2 hour fire rated and to automatically close on activation of fire alarm. This is to be lockable.

**Cleaners/Caretaker cupboard –**



Provide 4 rows of 350 deep heavy duty spur shelving across far end of room

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**Changing Rooms –**

Perimeter Broxap or equivalent HW timber slatted benching finished with clear varnish and 20 no coat hooks per room. Bench unit to be floor supported and fixed.

Include for:

All softwood or MDF joinery is to be pre-primed and shall be finished with three coats water based gloss paint.

Metal fittings, joinery, sundry fixings, supports etc. shall be finished with three coats water based gloss paint.

Items to receive paint finish shall be pre-primed. Wherever practicable, factory applied finishes shall be preferred to site applied finishes, where a superior quality of finish is required

Lockers – 15 in each changing room Number, type, Locking system,  
construction and finish to be agreed. **Samples –**

The following material samples will be produced by the contractor for inspection and approval by the client's agent:

- Block work
- External windows
- Render
- External doors
- Roofing
- Internal door sets
- Worktops
- Ironmongery
- Floor finishes
- Ceramic wall tiling
- Roof tiles

### **Health and Safety**

The Principle Designer is to prepare the Pre - Construction Phase (Health and Safety) Plan prior to commencing work on site. The Principle Contractor will prepare all health

& safety documentation in line with Construction (Design & Management) Regulations 2015.

The contractor should be registered with the Considerate Constructors Scheme.

The contractor is to monitor and report CO2 and energy arising from site activities; water consumption from site activities; transport to and from site; construction waste on site. The contractor is to sort and recycle construction waste on site. The contractor is to adopt best practice policies in respect of air and water pollution.

### **Commissioning**

Provide evidence that commissioning will be carried out. Provide evidence that seasonal commissioning will be carried out in the first year.

Provide simple guide to operation and environmental performance of building.

## 2. MECHANICAL SPECIFICATION

Any reference to manufactures if applicable within the specification is to be used as a guide only.

Passive ventilation system requires confirmation of Mechanical

Engineer. PARTICULAR SPECIFICATION

This particular specification relates to the design, supply installation, testing and commissioning of the: -

Boiler Plant and Heating

Domestic Services

Ventilation Systems

Sanitary Ware and Plumbing

Commissioning

### INSTALLATION STANDARDS

The complete engineering services installation and all related equipment will comply with this specification and the following standards:-

This specification represents design intent. The installation is to be designed in accordance with the following standards:

This list is not exhaustive and the systems are to be design in compliance with other current and relevant standards to the works

British Standard Specifications and Codes of Practice.

The latest issue of the CIBSE Guide to Current Practice and Commissioning Codes.

The HVCA Standard Specification with Specific regard to TR20 and DW142.

Local Authority Byelaws and Recommendations.

Manufacturers Stipulations and Recommendations for Installation and Testing.

British Gas Regulations and Recommendations.

Guidance Note EH48 from the Health and Safety Executive.

IEE Wiring Regulation, Latest Edition.

Electricity at Work Act.

Employers Requirements Standard Specification

#### MAIN INCOMING SUPPLIES

Liaise with Public Utilities and members of the Contractors Design Team to ensure complete co-ordination between new services and existing services to be routed below ground including gas supplies, water supplies and foul and storm water network.

#### ELECTRICITY SUPPLY

Incoming power to include a minimum of 25% spare capacity above the buildings requirements to allow for future proofing and to provide for community events

#### FUTURE SERVICE DUCTS

Provide 2 underground ducts to allow for future incoming service requirements

#### GAS SUPPLY

Liaise with Transco Gas or the client's nominated shipper and will co-ordinate and fully integrate any works required by them into the main building programme.

#### WATER SUPPLY

Liaise with local water company and will co-ordinate and fully integrate any works required by the company into the main building programme. Ensure the capacity of the rising main is adequate to enable all showers to work at full capacity at the same time.

#### BUILDING FABRIC

Thermal insulation will be included to comply with Building Control requirements plus 10% improvement.

#### METERING & SUB METERING

Install energy metering systems in compliance with requirements of Building Regulations Part L2A

#### STATUTORY AND OTHER REGULATIONS

The contractor will initiate action with all external authorities and will obtain all approvals, pay all fees, give all notices for and in connection with and ensure compliance with the latest revisions of the following:-

Current Building Regulations

Public Health Acts.

Office, Shops and Railway Premises Act.

Fire Precautions Act/Fire Officer.

Controls of Pollution Regulations.

In addition to the above, the works will be designed and constructed in accordance with and to satisfy the following:-

Health and Safety at Work Act.

Requirement of the Local Building Control Department.

Requirement of the Local Fire Authority.

Requirement of the Local Licensing Authority.

Requirement of the Local Water, Electricity and Gas Authorities.

Local Water Byelaws.

Gas Safety Regulation.

IEE Wiring Regulations, 17th Edition.

Clean Air Acts.

CDM Regulations

The construction operations will be carried out in strict conformity with the latest relevant statutory and other Regulations. These include:-

The Construction Regulations, (General Provision and Lifting

Operations). The Construction Regulations, (Health and Welfare and

Working Places) ENVIRONMENTAL PARAMETERS

The temperatures listed will be a minimum requirement and will be used for the computation of heat losses.

When calculating plant duties all CIBSE recommended adjustments for height of space, intermittent heating, etc. will be included.

DESIGN CRITERIA

|                                   |  |
|-----------------------------------|--|
| External Winter Design Conditions | -5°C db  |
| Internal Winter Design Conditions |  |
| Hall                              | Set point to vary from 12 to 16 degC db subject to level of activity played in hall. |
| Toilets                           | 19-21degC  |
| Changing Rooms                    | 22-24degC db   |
| Showers                           | 22-24degCdb  |
| Meeting Room                      | 21-23degCdb  |
| Entrance/Lobby                    | 19-21degCdb  |
| Corridors                         | 19-21degCdb  |
| Office                            | 21-23degC db   |
| Internal Summer Design Conditions | uncontrolled   |

## PIPEWORK/DUCTWORK SIZING:

Limiting Water Velocities in pipework.

| Pipe Diameter (mm) | Water Velocity (m/s) |
|--------------------|----------------------|
| 50 and Below       | 1.0                  |
| Above 50           | 2.0                  |

Maximum pressure loss per unit length will be 300 pa/m.

Limiting Air Velocities in Ductwork.

| Branch   | Main     |
|----------|----------|
| 3-4.5m/s | 5-6.5m/s |

Maximum pressure loss per unit length will be 1 pa/m.

### LEGIONELLA

Attention will be made to 'Health Guidance' notes on minimising potential micro bacterial growth in water storage or pipework systems. General consideration will be given to compliance with Approved Code of Practice (ACoP)(L8 Rev 4)

Legionella risk assessment to be carried out prior to handover by an approved company

### BOILER PLANT & HEATING

Heating to be provided in agreed rooms to effect dry resultant design temperatures when outside air is at -5degC with building heat loss calculations carried out to recommendations of CIBSE Guide to Current Practice.

Internal rooms with a fabric loss of less than 300 watts will not be provided with a space heating appliance.

Heat loss calculation will be based on the thermal insulation of the building to meet current Building Regulations.

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### Boiler Plant

Provide centralised gas fired boiler plant sized to accommodate all system loads. Provide flue from boiler plant to discharge externally at suitable and agreed height. Flue system to be complete with all necessary fittings in accordance with good practice.

Boilers to be rated at 110% of connected load.

Pumped circulation is to be provided for the general heating circuits and the underfloor circuit and sized to achieve design temperature drop. . All necessary valves and fittings are to be provided in accordance with good design practice and as manufactured by Crane. Valved supplies will be provided in the ceiling void for future extension to serve the proposed future classrooms.

Feed and expansion is to be achieved by the provision of sealed expansion vessel and fill set, suitably sized and complete with fill point and high and low pressure cut out switches.

Connect to incoming gas supply and extend to serve boiler plant, domestic water heating plant and kitchen; providing isolation cock locally to each appliance. A Solenoid isolation shut off valve will be provided on the incoming gas supply and controlled to shut upon fire alarm activation. The valve will be manually re-settable and further activated by an emergency push button located on exit from the Plant Room.



### Under Floor Heating

Under floor heating system is to be provided of the Wirsbo (or equal) type. The system design would initiate low temperature mains from the Boiler Plant serving controlled coils installed below the screed on an insulated base. The floor surface temperature would be at approximately 21°C (3°C above room temperature) to achieve self balance with any load variance.

Provide centralised gas fired boiler plant sized to accommodate all system loads. Provide flue from boiler plant to discharge externally at suitable and agreed height. Flue systems are to be complete with all necessary fittings in accordance with good practice.

Pumped circulation is to be provided for the general heating circuits, and the underfloor circuit is to be sized to achieve design temperature drop. All necessary valves and fittings are to be provided in accordance with good design practice. Valved supplies will be provided in the ceiling void for future extension to serve the proposed future classrooms.

Feed and expansion is to be achieved by the provision of sealed expansion vessel and fill set, suitably sized and complete with fill point and high and low pressure cut out switches.

Connect to incoming gas supply and extend to serve boiler plant, domestic water heating plant and kitchen; providing isolation cock locally to each appliance. A Solenoid isolation shut off valve will be provided on the incoming gas supply and controlled to shut upon fire alarm activation. The valve will be manually re-settable and further activated by an emergency push button located on exit from the Plant Room.

The heating installations are to be zoned with two separate zones, as a minimum, for the Hall and associated accommodation or as agreed

### Thermal Insulation

Thermal insulation will be provided to all pipework in Plant Rooms, concealed ducts and in roof spaces in compliance with mandatory requirements.

Generally heating mains exposed at high level in rooms will not be insulated and pipe losses used as heat gains to the space.

## DOMESTIC SERVICES

### Cold Water Supply

Mains Cold water will connect to the pressure boosting pumpset where the system is designed to meet the peak demand of all showers being used simultaneously. The

pumpset will be located in the plantroom and generally consist of duty/assist pumps, control vessel and control panel. A boosted CWS supply will emanate from the pumpset and distribute to serve the hot water generator and non-potable cold water draw-offs around the building. A valved supply will be provided in the kitchen for final connection to equipment. The provision of isolation valves and drain points will be in accordance with good design practice building requirements and system installed to comply with BS EN 806-5.

#### Mains Cold Water Supply

A connection will be made to the incoming cold water supply and extend to serve all drinking water points and all remaining cold water outlets

Pipework will generally distribute throughout the building in ceiling voids and service routes and drop locally to serve individual items or groups of ware. Stopcocks will be provided at point of connection for each range of fittings. A valved supply will be provided in the Kitchen for final connection to equipment.

#### Hot Water Supply

A direct gas fired water heater will be located in the Plant Room and will be of the unvented pattern and provided will all necessary safety features. A supply will extend from the heater and distribute to serve all hot water draw-offs. An electrical trace heating system will be employed to reduce dead leg branches. A valved supply will be provided in the Kitchen for final connection to equipment.

Hot water to outlets to incorporate thermostatic blending valves as required.

Thermostatic blending valves will be provided to all necessary hot water draw-offs to reduce delivery temperatures to 43°C and prevent the risk of scolding. Blending valves will incorporate isolation valves, check valves and strainers and installed with a tamper proof setting device. Consideration will be given in the design to take precautions to eliminate the circumstances thought to contribute to the growth of the bacterium known as Legionella Pneumophillia.

The provision of isolating valves and drain points to be in accordance with good design practice and system installed to comply with BS EN 806-5. All necessary pipework to be insulated with mineral fibre pre-formed sections backed with aluminium foil. Seal joints with matching foil tape to maintain vapour barrier. Fit aluminium servicing bands and identification arrows to BS: 1710.

#### VENTILATION SYSTEMS

Mechanical ventilation will be provided to serve the following areas and will be designed in accordance with the CIBSE recommendations and full compliance with Building Regulations. Careful Consideration will be given to reducing noise levels from mechanical plant to within acceptable limits. In general, areas not provided with mechanical systems will be ventilated by openable windows or natural building leakage.

Mechanically ventilated rooms: Toilets, Changing rooms, Officials rooms and Cleaner Cupboard

Each room will be provided with an independent extract fan, mounted on the wall or ceiling with discharge ductwork routed to atmosphere via a wall/roof terminal. . Fans will be linked to the respective light circuit or PIR and provided with integral overrun timers to enable fans to continue running for pre-set periods when lights are switched off. Replacement air will be provided from adjoining areas via undercut doors or door mounted air transfer grilles.

## PLUMBING INSTALLATION

### Sanitary Ware

Sanitary ware will be provided generally in accordance with current issue building drawings and room data sheets. Installation will be fully compliant with manufacturers recommended fixing procedures and good practice. Connection will be made to local domestic services, tested and adjustments made to controls, ball valve etc.

### Soil and Ventilating Pipework

Provide internal soil and ventilating pipework connecting to builders drain and rising through roof with weathering slate and terminal or to high level with anti-vac valves. Provide branches as necessary and extend to serve W.C.'s provide bosses to receive wastes.

Soil pipework will be carried out in UPVC and will comply with BS EN 1329-1:2000 with compatible solvent weld fittings.

Access will be provided where necessary either by means of purpose made door at a fitting or by two-piece clamp type door fitted into the pipe runs.

Generally the system design shall comply with BS EN 12056-2:2000 and installations tested for soundness and performance on completion.

### Waste Pipework

Provide a waste system to serve Basins, Sinks and Urinals and extend to connect to internal drain gullies and soil pipework. Waste pipework shall be carried out in UPVC and will comply with BS5255:1989 with compatible solvent weld fittings.

Access and cleaning points will be provided where necessary by means of purpose made fittings.

All sanitary appliances will be trapped. Traps will be of moulded white polypropylene manufacture having universal compression outlets to comply with BS3943:1979.

Generally the systems design will comply with BS5572:1978 and installations tested for soundness and performance on completion.

#### Overflows

Provide PVC overflows from all cisterns to run and discharge external to building, where practicable. Alternative methods are to be in accordance with relevant water authority Byelaws.

#### COMMISSIONING

All equipment and plant will be fully commissioned prior to handover. Commissioning report for boilers and other specialist equipment will be included in the Operating Manuals that will be handed to the Client on contract completion.

Commissioning training to be provided based on a four season programme for the first year to ensure the building performs efficiently.

All pipe circulation systems will be balanced as appropriate and domestic systems flushed out and purity checks carried out by Public Health Laboratory testing with reports handed to Client prior to use.

Demonstration of the systems and operating procedures will be given to the Clients staff.

### **3. ELECTRICAL SPECIFICATION**

The electrical installation consists of the following elements:

Mains distribution  
Sub main distribution and local distribution boards.  
Cable management  
Small power  
Lighting  
Emergency lighting  
Data  
External lighting  
Security installation  
Fire alarm system  
Closed circuit television  
Lightning protection  
Mechanical services wiring

This specification represents design intent. The installation is to be designed in accordance with the following standards:  
This list is not exhaustive and the systems are to be design in compliance with other current and relevant standards to the works

CIBSE guidance notes  
CIBSE L2A Guide 4  
BS EN 12193:2007  
BS 7671: 2011 Seventeenth edition  
BS 5839: Part 1 2013 – Fire detection and fire alarm systems for buildings  
BS 5266: Part 1 2011 – Emergency Lighting  
BS EN 62305-1 - 4:2006  
Sport England Artificial Sports Lighting Updated guidance for 2012

#### **MAINS DISTRIBUTION**

The new supply will be T.N.C.S. system 400 volt three phase and neutral 50HZ.

The new supply will be terminated into a new MCCB board located in the electrical switch room, s.

#### **SUB MAIN DISTRIBUTION AND LOCAL DISTRIBUTION BOARDS**

The sub main distribution consists of XLPE/SWA/PVC/cu cables either fixed direct to the building fabric or on galvanized cable tray run at high level.

.

Distribution boards will be provided in the positions to be

agreed. CABLE MANAGEMENT

All cable containment will consist of cable baskets for lighting, small power, fire alarm cabling and security..

### SMALL POWER

The small power installation power points will either been installed as flush on the dado trunking installation or surface mounted in areas where there is no dado trunking. Cabling for the small power installation consists of Twin and Earth cables.

Circuits supplying socket outlets in classrooms and other vulnerable areas are to be protected with MCB/RCD's with the RCD's set at 30mA.

| Room  | Sockets (all switched)  |
|---|---|
| Kitchen   | 6xtwin above worktop  |
|   | 1 cooker unit and socket (Hob & oven)   |
|   | 1 single at LL for fridge with isolator above worktop   |
|   | 1 single at LL for freezer dishwasher with isolator above   |
|   | 1 Cleaner socket at LL  |
| Kitchenette   | 2 x twin sockets above work top   |
| Hall  | 1 at HI for agreed TV position  |
|   | 1 Aerial point  |
|   | 1 Cleaner socket at LL  |
|   | 8 twin sockets placed evenly around room at 450mm AFFL  |
| Meeting room  | dado trucking on one wall with 6 power sockets ( 2x twin sockets) and phone point. 1 Wireless system data point. Position to be agreed. |
| Reception / Office  | dado trucking on one wall with 6 power sockets and phone point. 1 Wireless system data point. Position to be agreed                     |
|   | 1 twin socket at low level for broadband server by others   |
| Lobby   | 2 twin sockets (for cleaning)   |
| Foyer   | 2 twin sockets (for cleaning)   |
| Officials rooms   | 1 twin socket (for cleaning)  |
| Changing rooms  | 1 twin socket (for cleaning)  |
| Cleaners/caretaker  | 1 twin socket   |
| Bar   | 4 twin sockets  |
| Bar Storage Room  | 2 twin sockets  |
| Hall, Office, Reception Room & Foyer area Throughout the building | Cat 6 network cabling throughout Broadband installed that gives 100% wifi coverage throughout the building                              |

|  |             |                            |
|--|-------------|----------------------------|
|  | Pation area | 1 external lockable socket |
|--|-------------|----------------------------|

Hearing loop to be installed throughout. Specification to be agreed.

---

## LIGHTING

All lighting is to be designed in compliance with Building Regulations

The lighting installation will consist of a recessed and surface fixed linear luminaries.

Cabling for the lighting installation is to consist of twin and earth cables.

Switching of the local circuits will generally consisting of surface mounted local switches ganged to suit the local switching arrangement. PIR switching to be provided where appropriate.

All lighting to be low energy efficient LED lighting



All switches are to be rated at 20 amps.

All lamps selected are to be from the manufacturers most energy efficient range.

### EMERGENCY LIGHTING

The emergency lighting installation is to consist of mainly modified normal light fittings which are to be modified to give emergency operation. These are to be fitted with the necessary inverters ballast and batteries to give three hours operation in the event of a loss of power supply.

The emergency lighting installation is to be installed in accordance with BS5266.

Cabling for the emergency lighting installation is to consist of |Twin and Earth cables, sizes as indicated on the schedules these are to be wired as part of the normal lighting circuit.

At positions as indicated on the drawings secret key switches are to be provided to give local test facilities for the emergency lighting installation.

### PHONE LINE & INTERNET BROADBAND

Provide services ducts and allow for connections for incoming phone and internet lines (ordered and paid for by end user) to phone point in Reception / office and Meeting Room. Cat 6 network cabling to be installed in hall, office, reception and reception for wifi. Broadband system that gives 100% coverage throughout the building. Point of exit is the same as point of entry.

### EXTERNAL LIGHTING

The external lighting installation will consist of a mixture building mounted and remote lighting columns to cover the immediate building perimeter and the car park.

Cabling for the external lighting installation is to consist of 6491B/cu cables, sizes as indicated on the schedules for the building mounted luminaries; these are to be wired as part of the normal lighting circuit. The remote fittings are to be cabled using PVC/SWA/PVC/cu cables buried direct in the ground.

Control of the remote fittings is to be via a time clock and photocell combination, which will operate the coil of the external lighting contractor. The controls are to be located in the electrical switch room.

### SECURITY INSTALLATION

A specialist security installer will install a security system consisting of door contacts and dual technology detectors. The system will be installed by a company on the official list of recognised firms of any UKAS accredited inspectorate body and will also appear on the local police force list of compliant companies. The system will be installed to BS4737: part 1: 1986, BSDD 243:2002 and in accordance with ABI/association of Chief Police Officers (ACPO) Policy Response to Security Systems 2000. Means of compliance with BS DD 243: 2002 will be confirmed with the employers' agent prior to installation.

The alarm should be sequentially confirmed unless agreed with the employers' agent prior to installation.

Local audible sounders will be configured to operate instantaneously and the system will incorporate the automatic transmission of alarm signals to an alarm receiving centre which conforms to BS 5979, by either CSL DualCom or RedCare GSM.

The alarm Company Specification will be issued to the employers' agent for approval prior to installation.

Cabling for the security system is to be contained within the dedicated compartment of the multi compartment trunking.

### FIRE ALARM SYSTEM

The fire alarm system is to be installed to points as indicated on drawings and will consist of a fire alarm control panel, break glass call points, smoke detectors, heat detectors and electronic sounders.

The system is to be designed to comply with BS5839 -1 2013 Category L2 and the Rules for Automatic Fire Detection and Alarm Systems for the Protection of Property (RLS1) issued by the Loss Prevention Council.

All equipment is to be supplied and commissioned by a specialist fire alarm company. The installing company should be a BAFE registered organisation certified to LPS 1014.

The system is to be wired using "Datwyler Lifeline" cable contained in the multi compartment trunking or clipped surface to the various items of equipment.

The fire alarm panel is to be a single loop analogue addressable which when configured will identify the location in text format on the panel display the location of the device which has either gone into fire or a fault developed with.

When the system goes into a fire situation all the sounders are to operate along with the interfaces to the mechanical services control panel.

Remote signalling to be incorporated either direct to the local fire brigade or to a permanently manned monitoring station conforming to BS5979.

### CLOSED CIRCUIT TELEVISION

Closed circuit television cameras will cover the front, side and rear elevations of the building and include the doors to be external store room and be linked by to a central recording unit situated in the office

The complete system is to be supplied and installed by a specialist CCTV installer as per the security system.

Within the Reception / office a monitor is to be installed to enable the office staff to review recorded information.

CCTV should be compatible for integration with CBC CCTV network LIGHTNING PROTECTION

A lightning protection system is to be installed if required following risk assessment in accordance with latest EN guidance.

The system is to consist of low level bonds to the building steel frame which are to link to ground mounted earth rods via test points. At high-level bonds are to be taken from the building frame to link to the sheet roofing and guttering.

#### MECHANICAL SERVICES WIRING

The complete mechanical services installation will be wired in accordance with the information provided by the mechanical services contractor.

The cable installation is to be contained in galvanized steel trunking and conduit installed surface within the plant room.

The mechanical services contractor will provide all the following equipment, extract fans, extract fan controllers, room stats, pipe stats etc, along with any equipment necessary for the mechanical services installation to function.

#### OTHER SPECIFICATION ITEMS / FIT OUT

Refer to legal agreement associated with CB/16/01192/FUL, CRAN-PH3-02A – Community Building & CRAN-PH3-PAV-01N – External Layout

#### External works (Refer to CRAN-PH3-PAV-01N

Paved area to rear of building with external lighting and landscaping (25m<sup>2</sup>) Paving and lighting to be agreed.

Main entrance is covered by a clear canopy (refer to AN-PH3-

02A) Outside Tap with internal stop cock (location to be agreed)

Outside lockable electrical point.

Parking to be laid out as per CBC Community Building Specification and CRAN-PH3-PAV-01N

4. Appendix A – Plans and Elevations

## Community Building Specification.

1. The Community building to be provided as specified on drawing **CRAN PH3 PAV 02A** to accord with the Planning permission for the scheme.
2. The Community Building shall be used for the following combination of uses ( the Specified uses). This includes:

|    | Internal Use  | Size m <sup>2</sup> (minimum)          |
|----|---|--|
| a. | Community Hall for social and community use to include a good quality floor (ALTRO) to the equivalent of but not a sprung floor.  | 155.4m                                 |
| b. | Reception office  | 24m                                    |
| c. | Entrance Foyer  | 60m                                    |
| d. | Meeting room inc kitchenette to include hot /cold water supply, work surface and underneath fitted units. Sink drainer and electrical points  | 67.8m                                  |
| e. | Bar to include storage area, sink, and lockable entry / exit hatch and access to kitchen, work surface, units, serving hatch to Hall , hot /cold water supply   | 12m                                    |
| f. | Kitchen (see also 10. Equipment) to include works surfaces, over and under fitted units, 2 serving hatches internal and external extractor fan, sinks , drainers hot/cold water supply  | 20m                                    |
| g. | Plant room  | 12.7m                                  |
| h. | Store room  | 25.9m                                  |
| i. | Cleaners cupboard and caretakers sink   | 2.7m                                   |
| j. | Other store cupboards   | (3) x<br>1x 4.5m<br>1x 2.4m<br>1x 4.6m |
| k. | Toilets ( Male and Female)<br>Male toilets to comprise <ul style="list-style-type: none"> <li>• 2 urinals + 2 toilets</li> <li>• 3 washbasins</li> </ul> Ladies toilets to comprise <ul style="list-style-type: none"> <li>• 3 toilets</li> <li>• 3 washbasins</li> </ul> | 24.3 m ( 1x 12.3m and 1x 12m)          |
| l. | WC and shower room (Disabled access)  | 7.4m                                   |
| m. | Changing facilities ( Male and Female) comprising each:   | 2x 40m<br>Sport England standard       |

|    |   |                                |
|----|---|--------------------------------|
|    | <ul style="list-style-type: none"> <li>• 3 toilets</li> <li>• 3 hand basins</li> <li>• Hand driers</li> <li>• 4 Showers / Dry off areas</li> <li>• Benches</li> <li>• 15 Lockers</li> <li>• Wet floor</li> <li>• Pegs</li> <li>• External access</li> </ul> |                                |
| n. | Changing facilities ( Referee) <ul style="list-style-type: none"> <li>• Toilet</li> <li>• Shower</li> <li>• Bench and peg</li> <li>• 2 lockers</li> <li>• Sink</li> <li>• Hand drier</li> <li>• Wet floor</li> <li>• External access</li> </ul>             | 7.8m<br>Sport England standard |
| o. | Corridor with external access and heavy duty washable flooring  | Sport England standard         |

3. The Community Building shall have the following external facilities as marked on **CRAN-PH3-PAV-01N**

| External Use   | Size m <sup>2</sup> (minimum)      |
|--|------------------------------------|
| Paved area to rear of building with external lighting and external landscaping | 25m as per <b>CRAN-PH3-PAV-01N</b> |
| External layout , orientation  | <b>CRAN-PH3-PAV-01N</b>            |
| Pedestrian routes around the building  | As marked                          |
| External lighting  |                                    |
| Wall clock   |                                    |
| Junior football pitch 68.25x42.9m (exc run off) 71.9 x 45.6 (inc run off)      |                                    |
| LEAP   |                                    |
| Parking to side of community building  | 58 spaces and 8 disabled spaces    |
| 2x coach bays  |                                    |
| Cycle rack   |                                    |
| <b>Outside tap</b>   |                                    |
| <b>Outside lockable electrical point</b>                                       |                                    |
| Landscaping to the site as set out in Plan                                     | <b>CRAN-PH3-PAV-01N</b>            |

4. All main services will be provided. The following incoming services will be made available:

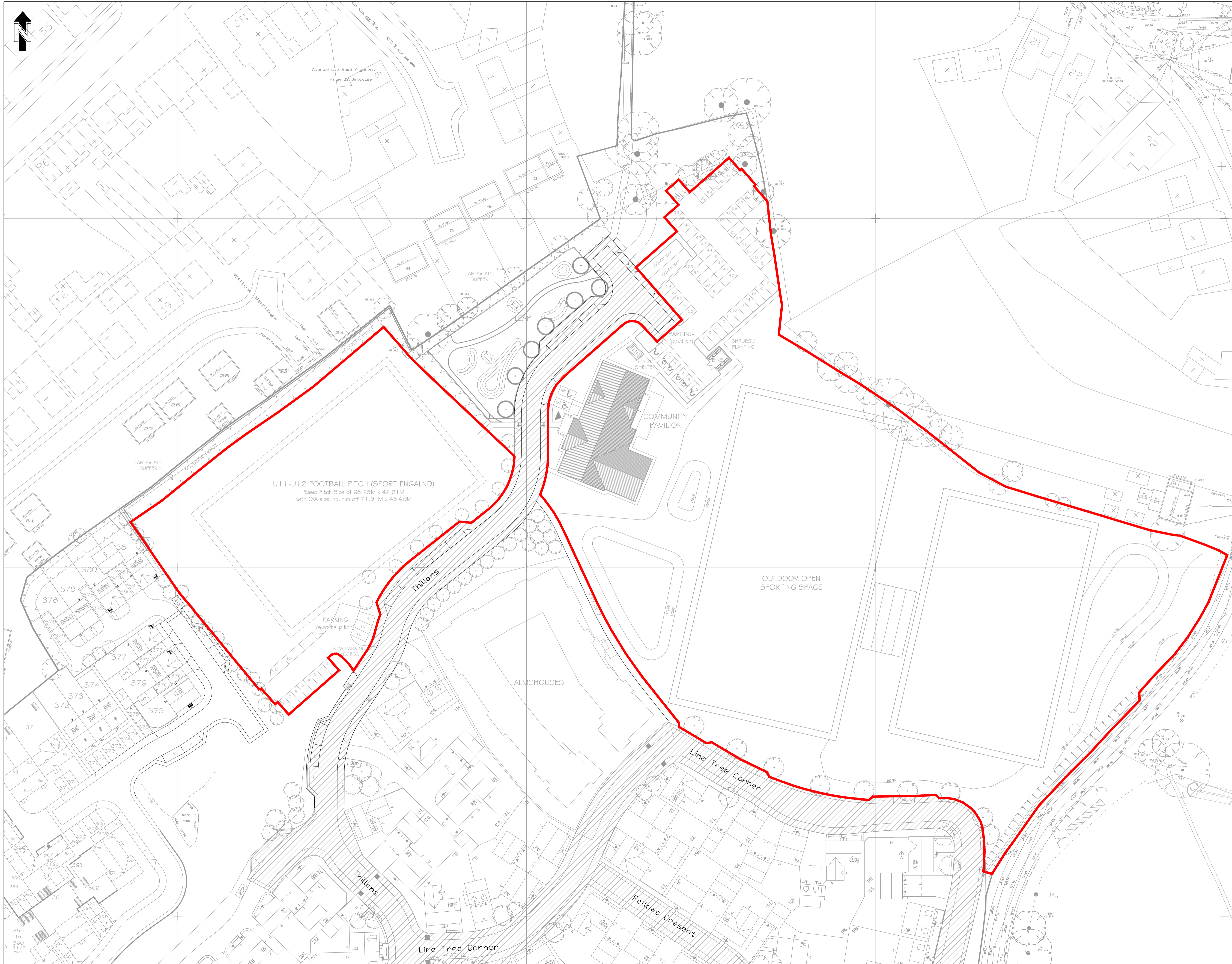
- Electricity
- Gas

- Cold water supply
  - Ducts for incoming telecom cables.
  - Telephone line
  - **100% Broadband coverage throughout the building**
  - outside tap and outside electrical point
5. Flooring and internal decoration and finishes to a suitable standard to be agreed between the owner and the Parish Council
  6. Materials to be used in the construction of the Community Building shall consist of brick and /or weatherboarding and / or render under a tiled roof or equivalent as included in the Plan CRAN-PH3-PAV-02
  7. Lighting, heating, air conditioning and internal wiring will be provided.
  8. A hearing loop system will be provided and installed.
  9. The Owners shall provide to the Parish Council a 5 (five) year warranty against structural building defects. Such warranties to commence on practical completion and transfer of the Community Building. Such warranty shall consist of cover not less than the costs for the reconstruction and fit out of the Community Building.
  10. The Community Building will be constructed and completed including fit out to a stage where a certificate of completion can be issued and shall comply with the Equality Act 2010.

|  | <b>Equipment</b>  | <b>Specification</b>  |
|--|---|---|
|  | <b>Kitchen</b> <ul style="list-style-type: none"> <li>• 4 Burner oven hob</li> <li>• Oven</li> <li>• Fridge</li> <li>• Freezer</li> <li>• Dishwasher</li> <li>• 3 sinks ( handwashing / food preparation)</li> <li>• Work surfaces</li> <li>• Units / Cupboards</li> <li>• Connecting hatch/access to bar</li> <li>• Serving hatch to Hall</li> </ul> | Make and Model to be agreed with the Parish Council up to a value of £3,000 index linked from date of original S106. Sinks , work surfaces and units to be provided and excluded from the £3,000<br>Final layout to be agreed with Parish Council |
|  | <b>Bar</b><br>Serving hatch to Hall<br>Storage - lockable<br>Sink<br>Work surface, units<br>Fixtures inc entry / exit hatch,  | Final layout to be agreed with the Parish Council   |
|  | <b>General</b> <ul style="list-style-type: none"> <li>• Telephone line with answerphone</li> <li>• CCTV cameras to monitor the building and its associated open</li> </ul>  |   |

|  |   |  |
|--|---|--|
|  | <p>space</p> <ul style="list-style-type: none"><li>• Two badminton posts and net</li><li>• Signage</li><li>• Two tennis tables</li><li>• One pool table</li><li>• Tables (30 / Chairs (120)</li><li>• Staging</li></ul> |  |
|--|---|--|





**Key:**

- Conveyance Line
- Area to be offered for adoption

| Revisions: |            |              |
|------------|------------|--------------|
| Rev:       | Date:      | Description: |
|            | 09.04.2018 | First Issue  |

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Development:  
**Land at Home Farm  
 Cranfield**

Drawing Title:  
**Conveyance Plan - Cranfield Parish Council**

|                            |                          |
|----------------------------|--------------------------|
| Drawing Size:<br><b>A1</b> | Drawn:<br><b>M.Grant</b> |
|----------------------------|--------------------------|

|                            |                        |
|----------------------------|------------------------|
| Date:<br><b>09.04.2018</b> | Scale:<br><b>1:500</b> |
|----------------------------|------------------------|

Drawing Ref:  
**1003 - 3003**

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## Central Bedfordshire Council

Executive

12 June 2018

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### Stratton 5a Industrial Unit, Biggleswade

Report of: Cllr Eugene Ghent, Executive Member for Assets and Housing  
(eugene.ghent@centralbedfordshire.gov.uk)

Responsible Director(s): Marcel Coiffait, Director Community Services  
(marcel.coiffait@centralbedfordshire.gov.uk)

**This report relates to a decision that is Key**

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#### Purpose of this report

1. The report proposes that the Executive authorise the Director of Community Services, in consultation with the Executive Member for Assets and Housing Delivery, to tender the contract for construction of Stratton 5a industrial unit, Biggleswade.
2. The report also proposes that the Executive delegates authority to the Director of Community services, in consultation with the Executive Member for Assets and Housing Delivery, to award the contract for the construction of Stratton 5a industrial unit, Biggleswade.

#### RECOMMENDATIONS

The Executive or Committee is asked to:

1. **authorise the Director of Community Services, in consultation with the Executive Member for Assets and Housing Delivery, to tender the contract for construction of Stratton 5a industrial unit, Biggleswade; and**
2. **authorise the Director of Community Services, in consultation with Executive Member for Assets and Housing Delivery, to award the contract for the construction of Stratton 5a industrial unit, Biggleswade.**

#### Overview and Scrutiny Comments/Recommendations

3. This has not been considered by Overview and Scrutiny Committee. The project has however been approved as part of the budget setting process, and recently been through Executive and Council to approve an increase in the project budget.

## **Issues**

4. Within the Stratton development at Biggleswade, there is one remaining plot at Stratton Phase 5 (all others sold to owner occupiers). An outline Business Case is already approved (included in MTFP) to build a new industrial unit, (Plot 5a - 25,000 sqft), with a corresponding efficiency from 2019/20 from rental income.
5. Specific negotiations are underway with a local business, who requires a larger unit (36,500 sqft), to build on a pre-let basis (subject to Agreement to Lease - minimal risk to CBC).
6. To meet the specific business needs of the proposed tenants, the project programme has no capacity for any delays.
7. Tender action is proposed to follow immediately Stage 4 Technical Design, on the provision that Heads of Terms with the proposal tenants have been agreed.
8. Award of the contract for construction is proposed to immediately follow submission and review of the Tender Report, assuming the tender sum is within agreed funding which will be set out in the Detailed Business Case.
9. Due to the need to ensure no delays, this paper is being submitted in advance of the Detailed Business Case, and tender action will only take place if the Detailed Business Case is approved.
10. Commercial terms with the proposed tenants are also subject to obtaining construction tender price at affordable level.
11. This proposal will increase the rental value as well as increasing NNDR (business rates).

## **Options for consideration**

12. To grant authorisation to proceed to Tender or not.
13. To delegate award of construction contract or not.

## **Reason/s for decision**

14. In order to secure the proposed tenants, we must maintain the programme. Any delay may risk the loss of the proposed tenants and delay the revenue income in the MTFP (assuming a new tenant could be secured).

### **Council Priorities**

15. The new development will help retain an existing employer and encourage the creation of new jobs.
16. The financial investment will deliver efficiencies in the MTFP.

### **Corporate Implications**

#### **Legal Implications**

15. Section 2 of the Local Authorities (Land) Act 1963 confers power upon local authorities to erect buildings and to construct or carry out works for the benefit or improvement of their area.
16. Section 123 of the Local Government Act 1972 provides that a local authority may dispose of any of their land as they choose but, except in the case of a short tenancy, the consent of the Secretary of State is required if it is intended to dispose of land at less than the best consideration that can reasonably be obtained. A short tenancy is defined as the grant of a lease not exceeding seven years, or the assignment of a lease which at the date of assignment has not more than seven years to run.
17. The cost of the proposed works is estimated at £4.89 m which is above the EU threshold for works contracts. To comply with the Council's Code of Procurement Governance it will be necessary to carry out a formal tender with advertisement and the inclusion of contract conditions. Five or more tenders should be invited where possible. The Council's Code of Procurement Governance will need to be followed at all stages of the procurement exercise, as will the relevant EU & UK procurement legislation which sets out the formal processes and procedures which must be adhered to.
18. Until an agreement for lease has been entered into with the proposed tenant there is no legal obligation on them to take the unit. Conversely, the Council are not obliged to grant the lease to the proposed tenant. Therefore, it is advisable not to "customise" the specification for the unit too much to ensure the unit is marketable should the proposed transaction with the proposed tenant fall through. Further, to keep expenditure to a minimum that relates specifically to the proposed tenant's proposed use of the unit until they sign an agreement for lease to take the unit.

#### **Financial and Risk Implications**

19. The project has been approved within the Medium Term Financial Plan and Council approval to extend the size of the unit at additional cost (and income) obtained.

### **Equalities Implications**

20. 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. There are no specific equality implications raised by this proposal.

### **Conclusion and next Steps**

21. Should the recommendations in this report be agreed, once the tender process has been completed the Council will award the contract as appropriate and proceed to construction, once the Detailed Business Case and terms with tenants are agreed.
22. This will enable the project programme to be maintained and the securing of the proposed tenants. Any delay may risk the loss of the proposed tenants and delay the revenue currently estimated in the MTFP (assuming a new tenant could be secured).

### **Appendices**

None

### **Background Papers**

None

## Central Bedfordshire Council

EXECUTIVE

12 June 2018

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### **Revenue Budget Monitoring Provisional Outturn March 2018 (Subject to audit)**

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

Advising Officers: Charles Warboys, Director of Resources & S151 Officer.  
([charles.warboys@centralbedfordshire.gov.uk](mailto:charles.warboys@centralbedfordshire.gov.uk))

**This report relates to a Non Key Decision**

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#### **Purpose of this report**

The report sets out the provisional outturn financial position for 2017/18 as at the end of March 2018 (subject to Audit). It sets out spend against the approved budget and it excludes the Housing Revenue Account which is subject to a separate report. Explanations for the variances are set out below in Appendix A.

This report enables the Executive to consider the overall financial position of the Council.

The outturn position was agreed by the Leader, Deputy Leader, Chief Executive and Director of Resources, under delegated authority from the Executive and this report bring the result into the public domain.

#### **RECOMMENDATIONS**

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

- 1. note the current provisional revenue outturn position for 2017/18 (subject to audit) which is an underspend of £0.078M;**
- 2. note that the provisional outturn position and new proposed earmarked reserves were approved by the Leader, Deputy Leader and Chief Executive and Director of Resources under a delegated approval granted by the Executive at its April 2018 meeting; and**
- 3. note the proposed new earmarked reserves at Table 2.**

#### **Issues**

1. The outturn position as at March 2018 is £0.078M below budget after use of existing, and creation of new, earmarked reserves.

2. SCHH were overspent by £0.443M. The Social Care element of the Directorate was underspent by £0.222M but this was offset by overspends in Procurement and Customer Services due to less than expected Comensura rebate (less usage of agency staff across the Council) and an unachieved efficiency in Customer Services. General Fund Housing also overspent by £0.285M due to the costs of increases in homelessness cases.
3. It should be noted that positive action within Housing has kept this overspend to a reasonable level when compared with neighbouring local authorities.
4. Community Services were over by £0.993M. The main reason was due to educational transport.
5. Resources are over by £0.912M. This is due to a combination of increased charges from LGSS (£0.533M) relating to an increase in use by Children's Services and more legal spend being channelled through LGSS rather than other legal providers and an overspend on Housing Benefit Subsidy (£0.785M). These were partly offset by underspends elsewhere within the Directorate.
6. Children's Services, Regeneration and Business Support and the CEO were all underspent.
7. Table 1 below details the full year variances by directorate:

**Table 1**

| Directorate                         | Provisional Outturn |                |                |
|-------------------------------------|---------------------|----------------|----------------|
|                                     | Budget<br>£m        | Actual<br>£m   | Variance<br>£m |
| SCHH                                | 72.850              | 73.293         | 0.443          |
| Childrens Services                  | 36.361              | 36.080         | (0.281)        |
| Community Services                  | 49.892              | 50.885         | 0.993          |
| Regeneration                        | 5.494               | 5.128          | (0.366)        |
| Public Health                       | 0.060               | 0.060          | 0.000          |
| Chief Executive's                   | 1.345               | 1.273          | (0.072)        |
| Resources                           | 11.533              | 12.445         | 0.912          |
| Corporate Costs                     | 12.048              | 10.341         | (1.707)        |
| <b>Total Excl Landlord Business</b> | <b>189.583</b>      | <b>189.505</b> | <b>(0.078)</b> |



## Reserves Position

8. Table 2 below highlights the New Earmarked Reserves created in 2017/18. These were created under the delegated authority approved by the Executive on the 3<sup>rd</sup> April 2018 in order to close the accounts.

**Table 2**

|  | £K             |
|--|----------------|
| <b>Available to be Allocated</b>                 | <b>(4,600)</b> |
| LGSS Process Improvement                         | 250            |
| Digitisation and Service Delivery Transformation | 2,614          |
| Street Scene /Pot Holes                          | 1,000          |
| Gypsy & Traveller Site Support                   | 236            |
| Waste Transformation                             | 500            |
| <b>Allocated</b>                                 | <b>4,600</b>   |
| <b>Balance</b>                                   | <b>0</b>       |

## Net Movement in Earmarked Reserves

9. Table 3 below shows the net movement in earmarked reserves during 2017/18

**Table 3**

|  | £M  | £M          |
|--|-----|-------------|
| <b>Opening 2017/18</b>                                 |     | <b>41.8</b> |
| Use of Reserves  |     | (10.5)      |
| <b>Receipts in Advance &amp; Technical Adjustments</b> |     |             |
| New Homes Bonus  | 4.0 |             |
| S31 Grant to offset NNDR Discounts                     | 3.3 |             |
| ASC Support Grant                                      | 0.9 |             |
| ASC Council Tax Precept carried forward                | 1.3 |             |
| iBCF   | 1.2 |             |
| ASC Transformation                                     | 1.7 |             |
| Increase to Insurance and Redundancy                   | 1.7 |             |
| Other  | 1.0 |             |
|  |     | 15.1        |
| Reserves Created at Outturn                            |     | 4.6         |
| <b>Closing Balance 2017/18</b>                         |     | <b>51.0</b> |

### **NNDR & Council Tax**

10. The total full year NNDR charge for 2017-18 was £89.5M. The collection rate was 98.53%, below the target of 99.04%
11. The total full year Council Tax charge for 2017-18 was £189.5M as at the end of September, after all discounts/exemptions but including Police, Fire and town and parish precepts, is £178.3M. The collection rate was 97.94% very slightly below the target of 98%.

### **General Reserves**

12. The opening position for 2017/18 is £15.6M. There will be a further contribution of £0.078M as a result of the net underspend.

### **Council Priorities**

13. Sound financial management contributes to the Council's Value for Money and enables the Council to successfully deliver its priorities. The recommendations will contribute indirectly to all 6 Council priorities.

### **Corporate Implications**

#### **Legal Implications**

14. None

#### **Financial Implications**

15. The financial implications are set out in the report.

#### **Equalities Implications**

16. Equality Impact Assessments were undertaken prior to the allocation of the 2017/18 budgets and Members were advised of significant equality implications relating to the budget proposals when setting the Council's Budget in February 2017.

### **Appendices**

- Appendix A – Detailed Directorate Commentary
- Appendix B - Debt Management
- Appendix C – Treasury Management

## APPENDIX A – DIRECTORATE COMMENTARY

### Social Care, Health and Housing (SCHH)

- The Directorate General Fund provisional outturn is above budget by £0.443M as at March 2018. The Social Care element of the Directorate (in total) was underspent by £0.222M but this was offset by overspends in Procurement and Customer Services due to less than expected Comensura rebate (less usage of agency staff across the Council) and an unachieved efficiency in Customer Services. General Fund Housing also overspent by £0.286M due to the costs of increases in homelessness cases.

| Month: March 2018                        |               | Outturn       |   |                                    |   |                 |                    |
|--|---------------|---------------|---|------------------------------------|---|-----------------|--------------------|
| Director                                 | Budget        | Actual        | Proposed Transfer to Earmarked Reserves | Proposed Use of Earmarked Reserves | Net (Use) of / Transfer to Earmarked Reserves | Revised Outturn | Variance to Budget |
|  | £000          | £000          | £000                                    | £000                               | £000  | £000            | £000               |
| <b>Social Care Health and Housing</b>    |               |               |   |                                    |   |                 |                    |
| Director of Social Care, Health, Housing | 260           | 728           | -                                       | (480)                              | (480)   | 248             | (12)               |
| Procurement and Customer Services        | 1,024         | 1,413         | -                                       | (7)                                | (7)   | 1,406           | 382                |
| Housing Solutions (GF)                   | 3,103         | 3,389         | -                                       | -                                  | -   | 3,389           | 286                |
| Adult Social Care                        | 69,023        | 70,693        | -                                       | (10)                               | (10)  | 70,683          | 1,660              |
| Commissioning                            | 9,894         | 8,310         | -                                       | -                                  | -   | 8,310           | (1,584)            |
| Resources                                | (10,454)      | (12,477)      | 2,928                                   | (1,194)                            | 1,734   | (10,743)        | (289)              |
| <b>Total Social Care and Health</b>      | <b>72,850</b> | <b>72,056</b> | <b>2,928</b>                            | <b>(1,691)</b>                     | <b>1,237</b>                                  | <b>73,293</b>   | <b>443</b>         |

- The Adult Social Care service is overspent by £1.660M after the use of reserves but excluding customer contributions.
- This division had to absorb the risk of increasing Older People, Physical and Learning Disability package volumes and costs. People are living longer and the costs of dementia are on the increase. Pressure of demographic changes and the cost of complex needs amounting to £4.038M had been built into the budget to reflect the impact of both an ageing population and the additional costs associated with the transition of younger people with disabilities into Adult Social Care. There were, however, significant efficiency targets for this area totalling just short of £1.264M.
- Within the Older People 65+ external package budgets, there was an overspend on residential and nursing placements of £0.642M offset by additional customer income which exceeded the budget by £0.419M. There was an over spend on non-residential packages of £1.474M. For non-residential services there was an overachievement of customer income of £0.683M. This left Older People package expenditure presenting a net £1.014M overspend compared to budget. Additional placement costs of £0.131M relating to The Birches re-provision were funded from the Outcome Based Commissioning Reserve.

6. Within Learning Disabilities, additional budget of £1.798M was provided to cover the impact of transitions in 2017/18 which included the full year effect from 2016/17 new customers and the part year effect of 2017/18 new customers. The budget was also increased to reflect carer breakdown costs for mid life customers. Efficiency targets for this service area amounted to £0.893M.
7. Housing General Fund budgets have a provisional overspend of £0.286M. To support the pressure around Transitional accommodation (TA) and the usage of private accommodation, the Council agreed to invest £3.7M in purchasing properties to use as TA over the last 3 years. 17 purchases have been completed, one of which is to be developed to provide multiple units. In addition, lower cost “leasing” options are being progressed to provide further bed spaces for TA. A “guaranteed rent” model is being trialled for private accommodation, which could save around £0.007M per property used per year.
8. The service is also using private self-contained accommodation on a nightly let basis where the net cost is significantly lower than Bed & Breakfast (B&B) accommodation but still costly. The Council are utilising an additional 28 “satellite” properties and 5 Aragon properties as TA, as well as specific supported accommodation in Houghton Regis and Leighton Buzzard. The previous peak of November 2017, of 205 households in TA, has decreased slightly at the end of March 2018 to 170. The reduction is welcome but the high number is due to the large number of households approaching the Council for housing advice, and also the limited supply of permanent affordable housing to move people into. 1,740 households have approached the Council for advice and assistance during 2017/18, many of whom are approaching as homeless on the day and many with complex needs.
9. The Commissioning Service was underspent by £1.584M. The key variances were an underspend within the Learning Disability Block Contract, an underspend against the Dementia Premium budget and underspends against both the Contract and Commissioning Teams’ staff budgets.
10. The Resources division was underspent by £0.289M due to higher than expected customer income.

### **Better Care Fund (BCF)**

11. The overall BCF pooled fund for 2017/18 is £22.900M including the iBCF and capital resources. The BCF Plan 2017-2019 was approved by NHS England on 21st December 2017. Previously agreed schemes are ongoing with the Clinical Commissioning Group paying on account based on 2016/17 contribution levels. The Section 75 Agreement is close to completion and signature. Health resources into the BCF have increased by 1.79% in 2017/18 and 1.9% in 2018/19 including continued protection for Adult Social Care and the Care Act elements of the BCF.
12. The improved BCF (iBCF) equated to £1.810M for 2017/18. Schemes progressed during the financial year whereby quarter three reporting to the DCLG showed schemes as being on track. The underspend in 2017/18 was £1.227M – this has been transferred to reserves and earmarked as a carry-forward to 2018/19.

13. HRA is subject to a separate report.

### **Children's Services**

14. The Directorate outturn position is £0.3M below budget as at March 2018.

15.

| Month: March 2018   |               | Outturn       |   |                                    |   |                 |                    |
|---|---------------|---------------|---|------------------------------------|---|-----------------|--------------------|
| Director  | Budget        | Actual        | Proposed Transfer to Earmarked Reserves | Proposed Use of Earmarked Reserves | Net (Use) of / Transfer to Earmarked Reserves | Revised Outturn | Variance to Budget |
|   | £000          | £000          | £000                                    | £000                               | £000  | £000            | £000               |
| <b>Children's Services</b>                                      |               |               |   |                                    |   |                 |                    |
| Director of Children's Services                                 | 241           | 273           | -                                       | (69)                               | (69)  | 204             | (37)               |
| Children's Services Safeguarding & Early Help                   | 23,077        | 21,859        | 533                                     | (291)                              | 242   | 22,101          | (976)              |
| LAC Placement Costs   | 8,988         | 9,873         | -                                       | (95)                               | (95)  | 9,778           | 790                |
| Education and Transformation                                    | 5,245         | 4,775         | 1,067                                   | (655)                              | 412   | 5,187           | (58)               |
| Partnerships  | 534           | 589           | -                                       | (55)                               | (55)  | 534             | -                  |
| Education Services (Now reported in Education & Transformation) | -             | -             | -                                       | -                                  | -   | -               | -                  |
| <b>Total Children's Services (ex Schools / Overheads)</b>       | <b>38,085</b> | <b>37,369</b> | <b>1,600</b>                            | <b>(1,165)</b>                     | <b>435</b>                                    | <b>37,804</b>   | <b>(281)</b>       |
| DSG + ESG Contribution to Central Support                       | (1,724)       | (1,821)       | 97                                      | -                                  | 97  | (1,724)         | -                  |
| <b>Total Children's Services (excluding Schools)</b>            | <b>36,361</b> | <b>35,548</b> | <b>1,697</b>                            | <b>(1,165)</b>                     | <b>532</b>                                    | <b>36,080</b>   | <b>(281)</b>       |

16. Looked After Children (LAC) Placement costs (£0.790M): this area includes all direct costs for looked after children (Fostering, Residential Care Homes, Secure Accommodation etc.) Special Educational Needs & Disabilities (SEND, £0.234M): the use of agency and locum staff filling vacant posts, additional plan writing and a complex case consultant for six months and £0.355M additional remand costs, due to seven young people having been on remand since April 2017.
17. The outturn overspend for LAC placement costs is mainly due to the non achievement of an ongoing efficiency related to the 'invest to save' pressure that was funded in 2015/16 to increase the number of in-house foster carers and reduce the expensive independent fees. Over a 3 year period, although there has been success in increasing the proportion of children in CBC in-house foster care which has reduced reliance on IFAs (Independent Fostering Agencies), the efficiency was to be achieved by moving IFA placements into in-house. This has not been possible either due to the individual needs of the child or sibling groups.
18. The overspends above are offset by the following in-year savings (£1.658M):
- 19.
- £0.325M Intake and family support salary savings.
  - £0.404M underspend in Fostering and Adoption; mainly due to fewer than expected Special Guardianship Orders (SGO) and Residential Orders and salary savings across the team.
  - £0.225M underspend in Early Intervention & Prevention as a result of salary savings across the team.

- £0.042M Deputy Director Education & Transformation, savings in staffing budget.
- £0.662M other savings across all of Children's Services, mainly additional income and/or salary savings.

20. The comparative data in the tables below show the summary of placements for March 2017 and March 2018. (As per Resource and Placement Report Panel 10th April 2018).

21.

|  | March 2017 |            | March 2018 |            | % change |
|--|------------|------------|------------|------------|----------|
| <b>Number of LAC :</b>   |            | <b>257</b> |            | <b>272</b> | 5.8%     |
| In House Foster Placements   | 124        |            | 122        |            | -1.6%    |
| Independent Foster Placements (Inc. Mother & Baby IFA's)                       | 69         |            | 81         |            | 17.4%    |
| Residential Homes & Schools  | 10         |            | 6          |            | -40.0%   |
| Parent & Baby (Inc. mother & baby IFA's)                                       | 3          |            | 3          |            | 0.0%     |
| St Christopher's (Clophill & Bunyan Road)                                      | 7          |            | 7          |            | 0.0%     |
| St Christopher's (Stewartby)   | 1          |            | 0          |            | -100.0%  |
| Semi - Independent Living (aged 16 & 17)                                       | 11         |            | 14         |            | 27.3%    |
| Supported Lodgings (16-18)   | 0          |            | 1          |            | 0.0%     |
| Placed for Adoption/ with Parents  | 19         |            | 27         |            | 42.1%    |
| Children with Disabilities (Maythorn, Children's homes and Residential School) | 5          |            | 6          |            | 20.0%    |
| Young Offenders serving custodial sentences /Temp Accom / Youth Offending/ NHS | 8          |            | 5          |            | -37.5%   |

22.

| <b>Unaccompanied Asylum Seeking Children:</b> |    | <b>50</b>  |    | <b>40</b>  | -20.0% |
|---|----|------------|----|------------|--------|
| In House Foster Placements                    | 10 |            | 9  |            | -10.0% |
| Independent Foster Placements                 | 6  |            | 3  |            | -50.0% |
| Semi Independent Living (aged 16 & 17)        | 34 |            | 28 |            | -17.6% |
| <b>Total Number of LAC:</b>                   |    | <b>307</b> |    | <b>312</b> | 1.6%   |

23.

| (including UASC)                         | <b>Movement YTD</b> |
|--|---------------------|
| LAC (28 <sup>th</sup> March Panel 307)   | +5                  |
| In House Placements (April 134 )         | -3                  |
| Independent Foster Placements (April 75) | +6                  |
| Semi Independent Living (April 45)       | -3                  |
| Special Guardianship Orders (April 136)  | +9                  |

### **Community Services**

24. The Directorate outturn position is above budget by £1.0M as at March 2018.

25.

| Month: March 2018               |               | Outturn       |   |                                    |   |                 |                    |
|---------------------------------|---------------|---------------|---|------------------------------------|---|-----------------|--------------------|
| Director                        | Budget        | Actual        | Proposed Transfer to Earmarked Reserves | Proposed Use of Earmarked Reserves | Net (Use) of / Transfer to Earmarked Reserves | Revised Outturn | Variance to Budget |
|                                 | £000          | £000          | £000                                    | £000                               | £000  | £000            | £000               |
| <b>Community Services</b>       |               |               |   |                                    |   |                 |                    |
| Community Services Director     | 280           | 218           | -                                       | (7)                                | (7)   | 211             | (69)               |
| Highways Transportation         | 16,165        | 19,457        | -                                       | (1,251)                            | (1,251)                                       | 18,206          | 2,041              |
| Environmental Services - Waste  | 19,528        | 20,236        | -                                       | (624)                              | (624)   | 19,612          | 84                 |
| Environmental Services - Other  | 4,513         | 7,804         | 88                                      | (3,900)                            | (3,812)                                       | 3,992           | (521)              |
| IT                              | 5,225         | 5,984         | -                                       | (951)                              | (951)   | 5,033           | (192)              |
| Assets                          | 4,181         | 4,151         | -                                       | (320)                              | (320)   | 3,831           | (350)              |
| <b>Total Community Services</b> | <b>49,892</b> | <b>57,850</b> | <b>88</b>                               | <b>(7,053)</b>                     | <b>(6,965)</b>                                | <b>50,885</b>   | <b>993</b>         |

### Highways Transportation

26. Highways Transportation have an overall overspend of £2.041M, the majority of this relates to overspends on Educational Transport of £2.396M, this concerns all areas of school transport and is due to both the cost and number of children that are being transported. There is an overspend on winter maintenance of £0.197M and on emergency response of £0.319M. These have been reduced by savings within Highways contracts including reducing revenue spend in the last month on contract work, increased income for Temporary Traffic Road Orders and Bonds and also savings within Passenger Transport of £0.235M, due to reductions on concessionary fares following the Passenger Transport Strategy.

### Environmental Services

27. Environmental Services – Waste have an overspend of £0.084M, this is mainly due to increased tonnages being sent to landfill and increased waste disposal costs due to changes in the haulage contract, these have been reduced by underspends on the Biffa contract for kerbside collection, street cleansing costs and costs for sacks and bags due to use of a new supplier.
28. Environmental Services – Other are underspent by £0.521M, the majority of this is due to underspends on staffing, mainly within the library service due to a restructure of hours in the service resulting in posts being vacant for most of the year.

### Assets

29. Community Services (Assets) has an actual underspend of £0.350M after use of reserves. The majority of the underspends relates to additional rental income for Commercial properties £0.275M, additional recharges to occupants of Kingsland £0.092M underspend on rates £0.286M, lower demand for online printing services £0.095M and postage £0.040M. The mild early part of winter has resulted in a reduction in the need for utility costs £0.106M. There was lower requirement for consultancy and legal costs £0.106M and increased external income £0.026M.

Lower webcasting and other Facilities Management underspends £0.014M and an Increased contribution from HRA £0.015M.

30. The main overspends are delays in vacating Corporate buildings £0.378M and additional landlord costs of £0.059M for the new premises of Houghton Hall and Thorn Turn depot. There was a net disaggregation payment due to Bedford Borough for Farms £0.036M. There were also one-off costs for security £0.069M resulting from break-ins and increased demand for emergency repairs £0.031M. There was a net overspend of £0.081M for the schools PFI contract. Lower staff capitalisation and increased agency costs £0.051M.

## IT

31. Community Services (IT) have a £0.192M underspend after use of reserves. The majority of the underspend relates to the schools network which has an underspend of £0.194M, this is due to a reduction in the service to schools which has resulted in lower data network costs. There have been underspends on salaries and multi-functional Devices which has offset the overspend on Data networks which are a result of unachievable efficiencies (PSN, networks and data centre), partly offset by use of reserves.

## Regeneration and Business Support

The Directorate outturn position is £0.4M below budget as at March 2018

| Month: March 2018                      | Outturn      |              |   |                                    |   |                 |                    |
|--|--------------|--------------|---|------------------------------------|---|-----------------|--------------------|
| Director                               | Budget       | Actual       | Proposed Transfer to Earmarked Reserves | Proposed Use of Earmarked Reserves | Net (Use) of / Transfer to Earmarked Reserves | Revised Outturn | Variance to Budget |
|  | £000         | £000         | £000                                    | £000                               | £000  | £000            | £000               |
| <b>Regeneration and Business</b>       |              |              |   |                                    |   |                 |                    |
| Director                               | 1,287        | 817          | 363                                     | (15)                               | 348   | 1,165           | (122)              |
| Business & Investment                  | 1,748        | 1,747        | 70                                      | (138)                              | (68)  | 1,679           | (69)               |
| Development Infrastructure Division    | 2,459        | 2,108        | 254                                     | (78)                               | 176   | 2,284           | (175)              |
| <b>Total Regeneration and Business</b> | <b>5,494</b> | <b>4,672</b> | <b>687</b>                              | <b>(231)</b>                       | <b>456</b>                                    | <b>5,128</b>    | <b>(366)</b>       |

33. The underspend (£0.363M) is mainly due to:
34. £0.613M Planning Delivery: additional income mainly due to two large applications that resulted from targeted income priority applications (developers in Biggleswade and Houghton Regis) in December where the team were encouraged to bring discussions forward, along with the 20% planning increase from January. There is a risk that planning applications that have been accelerated will impact income received in 2018/19 which the service is closely monitoring.



35. £0.140M underspend in Building Control: Whilst the number of applications is similar to 2016/17 the additional income (£0.108M) is as a result of a few larger applications, along with (£0.032M) net savings on expenditure budgets including staffing, building repairs, furniture and equipment and subscriptions. Underspends of £0.083M in Place Delivery: £0.070M grant income from Grand Union Housing Group for Estate Regeneration in Sandy, £0.038M Broadband income from other local authorities and savings due to salaries being capitalised. This is offset by £0.019M Professional Services payments for Public Consultation art workshop, strategic visioning study and strategic community engagement.
36. The £0.836M reported underspend is offset by a £0.453M overspend in Strategic Growth which includes expenditure in the support for Henlow, development of Oxford Cambridge growth deal, commissioning support for the local plan, Section 106 and East Of England Heartlands contribution.

### **Public Health**

37. Public Health's outturn is a balanced budget after proposed use of and contributions to reserves. The Public Health grant is currently ringfenced so any under/overspend results in a movement against the carried forward reserve from 2016/17.

38.

| Month: March 2018                   |           | Outturn      |   |                                    |   |                 |                    |
|-------------------------------------|-----------|--------------|---|------------------------------------|---|-----------------|--------------------|
| Director                            | Budget    | Actual       | Proposed Transfer to Earmarked Reserves | Proposed Use of Earmarked Reserves | Net (Use) of / Transfer to Earmarked Reserves | Revised Outturn | Variance to Budget |
|                                     | £000      | £000         | £000                                    | £000                               | £000  | £000            | £000               |
| <b>Public Health</b>                |           |              |   |                                    |   |                 |                    |
| Director of Public Health           | (11,309)  | (12,000)     | 691                                     | -                                  | 691   | (11,309)        | -                  |
| Assistant Director of Public Health | 11,369    | 11,883       | -                                       | (514)                              | (514)   | 11,369          | -                  |
| <b>Total Public Health</b>          | <b>60</b> | <b>(117)</b> | <b>691</b>                              | <b>(514)</b>                       | <b>177</b>                                    | <b>60</b>       | <b>-</b>           |

### **Chief Executive**

39. The Directorate outturn position is below budget by £0.1M as at March 2018.

40.

| Month: March 2018              |              | Outturn      |   |                                    |   |                 |                    |
|--------------------------------|--------------|--------------|---|------------------------------------|---|-----------------|--------------------|
| Director                       | Budget       | Actual       | Proposed Transfer to Earmarked Reserves | Proposed Use of Earmarked Reserves | Net (Use) of / Transfer to Earmarked Reserves | Revised Outturn | Variance to Budget |
|                                | £000         | £000         | £000                                    | £000                               | £000  | £000            | £000               |
| <b>Chief Executive's</b>       |              |              |   |                                    |   |                 |                    |
| Chief Executive                | 309          | 303          | -                                       | -                                  | -   | 303             | (6)                |
| Communications                 | 1,036        | 990          | -                                       | (20)                               | (20)  | 970             | (66)               |
| <b>Total Chief Executive's</b> | <b>1,345</b> | <b>1,293</b> | <b>-</b>                                | <b>(20)</b>                        | <b>(20)</b>                                   | <b>1,273</b>    | <b>(72)</b>        |

41. The underspend is mainly in Communications and is due to delays in recruiting to vacant posts.

## Resources

42. The Directorate outturn position is above budget by £0.912M as at March 2018.

43.

| Month: March 2018       | Year to date  |               |   |                                    |   |                 |                    |
|-------------------------|---------------|---------------|---|------------------------------------|---|-----------------|--------------------|
| Director                | Budget        | Actual        | Proposed Transfer to Earmarked Reserves | Proposed Use of Earmarked Reserves | Net (Use) of / Transfer to Earmarked Reserves | Revised Outturn | Variance to Budget |
|                         | £000          | £000          | £000                                    | £000                               | £000  | £000            | £000               |
| <b>Resources</b>        |               |               |   |                                    |   |                 |                    |
| Director and AD Finance | 3,534         | 3,993         | 33                                      | (508)                              | (475)   | 3,518           | (16)               |
| Housing Benefit Subsidy | (718)         | 67            | -                                       | -                                  | -   | 67              | 785                |
| Revs & Bens             | 1,761         | 1,454         | -                                       | -                                  | -   | 1,454           | (307)              |
| Audit                   | 581           | 478           | -                                       | -                                  | -   | 478             | (103)              |
| Legal Services          | 1,818         | 2,351         | -                                       | -                                  | -   | 2,351           | 533                |
| Governance              | 2,345         | 2,458         | 129                                     | (46)                               | 83  | 2,541           | 196                |
| People                  | 2,212         | 2,137         | -                                       | (101)                              | (101)   | 2,036           | (176)              |
| <b>Total Resources</b>  | <b>11,533</b> | <b>12,938</b> | <b>162</b>                              | <b>(655)</b>                       | <b>(493)</b>                                  | <b>12,445</b>   | <b>912</b>         |

44. Director of Resources and AD Finance is underspent by £0.016M. This is made up of two component parts; savings on discretionary spend and salary costs for the Director and AD, due to delays in recruitment (£0.147M), offset by an overspend in Financial Operations (£0.132M). There was an overspend mainly in Insurance Services which is due to lower than budgeted buyback income from Schools and higher than budgeted insurance premiums which has been mitigated in part by salary savings in the Brokerage & Direct Payments team due to recruitment difficulties.

45. There is an overspend in Housing Benefit Subsidy (HBS) of £0.785M due to the reduced level of subsidy being received and a decrease in overpayment debt recovery.

46. Subsidy is received against payments, and certain overpayments of Housing Benefit (HB). Correctly made payments are subsidised at 100%, however this is reduced where payment is made in error. Error is generally caused by late notification of changes by the DWP, to which the Council then has to respond. The budgeted HB expenditure of £60.6M assumes a 97.46% recovery. The recovery rate for 2017/18 is 96.9%.

47. Overpayment debt recovery income target (£2.1M) has also fallen short of expectation by £0.36M, this is mainly due to the declining level of debt outstanding, thus making a smaller "target" to be recovered.

48. The overspend in HBS is offset by additional admin subsidy grant income and savings as a result of staff vacancies within Revenue and Benefits (£0.306M).

49. Governance year end overspend of £0.196M is made up of a number of variances, mainly:

50. £0.172M overspend Democratic Services largely due to an unachievable efficiency on Local Land Charges income (£0.100M) and lower than budgeted in year Local Land Charge income (£0.077M).

£0.162M overspend Coroner Services due to lower than budgeted recovery for the shared service from Bedford and Luton. CBC is actively pursuing higher contributions to the Coroners Service from these authorities.

Offset by:

51. £0.089M underspend Members' Costs lower than budgeted allowances.
52. £0.066M underspend in Registration Services due to increased income (fees and charges determined by CBC increased on 1st January by 2.9%. Registration income is variable and customer led and includes increased certificate income from registrations and ceremonies and increased income from nationality related checking services. New 'products' which became available from January have been well taken up. Reduced rates costs have also contributed to the position. The savings on rates is one off refund on the Pilgrim Centre.
53. Legal Services are overspent by £0.533M, as a result of increased workloads across the organisation but mainly Children Services cases.
54. AD People is underspent by £0.176M which relates to additional capitalisation of salaries, unbudgeted contribution to staff costs and planned lower spend on Organisational Development and Corporate Training.
55. Audit are underspent by £0.103M due to vacancy savings from delayed recruitment (Audit Manager and Senior Auditor post £0.063M), refund from Public Sector Audit Appointments (PSAA) on Audit Fees (£0.030M) and professional services (£0.010M).

### **Corporate Costs**

56. The Corporate Costs outturn position is an underspend of £1.7M as at March 2018. See Table below for details.

57.

| Month: March 2018                 | Year to date  |            |   |                                    |   |                 |                    |
|-----------------------------------|---------------|------------|---|------------------------------------|---|-----------------|--------------------|
| Director                          | Budget        | Actual     | Proposed Transfer to Earmarked Reserves | Proposed Use of Earmarked Reserves | Net (Use) of / Transfer to Earmarked Reserves | Revised Outturn | Variance to Budget |
|                                   | £000          | £000       | £000                                    | £000                               | £000  | £000            | £000               |
| <b>Corporate Costs</b>            |               |            |   |                                    |   |                 |                    |
| Debt Management                   | 14,217        | 9,595      | -                                       | -                                  | -   | 9,595           | (4,622)            |
| Premature Retirement Costs        | 3,332         | 2,948      | -                                       | -                                  | -   | 2,948           | (384)              |
| Corporate Public Health Recharges | (631)         | (608)      | -                                       | -                                  | -   | (608)           | 23                 |
| Corporate HRA Recharges           | (120)         | (111)      | -                                       | -                                  | -   | (111)           | 9                  |
| Efficiencies                      | (924)         | (223)      | -                                       | -                                  | -   | (223)           | 701                |
| Contingency and Reserves*         | (3,826)       | (11,136)   | 9,876                                   | -                                  | 9,876   | (1,260)         | 2,566              |
| <b>Total Corporate Costs</b>      | <b>12,048</b> | <b>465</b> | <b>9,876</b>                            | <b>-</b>                           | <b>9,876</b>                                  | <b>10,341</b>   | <b>(1,707)</b>     |

58. Debt Management (including Minimum Revenue Provision (MRP), Interest Payable and Receivable) is below budget by £4.622M, and of this £4.550M relates to less than budgeted MRP as a result in the change to the policy made last year. The balance is due to Interest Payable being lower than budgeted owing to low borrowing rates and a short term borrowing strategy.
59. Premature Retirement costs £0.384M below budget due to reduced LGPS added years costs. Notification of this cost only comes at the end of the financial year.
60. Cross Cutting Efficiencies £0.701M overspend. The Medium Term Financial Plan for 2017/18 staff cost efficiency target of £1.0M held within Corporate Costs, but which was delivered by the Service Directorates. The compensatory savings are now all reflected in the Directorate outturns. Within this Cross Cutting Efficiencies there is a saving of £0.047M as a result of higher than budgeted uptake of additional week's annual leave buy back scheme for 2017/18, previous years unallocated income (£0.10M), £0.130M past service pension costs and £0.022M saving on the National Living Wage budget.
61. Contingency and Reserves is over by £2.566M. This is mainly due to the release of the contingency offset by the creation of new reserves reported at Table 2 above.

## Appendix B - Debtors

- Overall debt in March 2018 is 12.8M. March last year was £11.6M. The movement from February is within the accepted tolerance level at year end. Within that £8.4M is under 30 days (66%). Debt over 61 days is £4M (49%).

2.

| March                         |              |            |               |            |               |           |               |           |              |            |            |            |              |            |               |  |
|-------------------------------|--------------|------------|---------------|------------|---------------|-----------|---------------|-----------|--------------|------------|------------|------------|--------------|------------|---------------|--|
| DIRECTORATE                   | 1 to 14 Days |            | 15 to 30 Days |            | 31 to 60 Days |           | 61 to 90 Days |           | 91 to 270    |            | 271 to 365 |            | 1 year and   |            | Total Debt    |  |
|                               | £k           | %          | £k            | %          | £k            | %         | £k            | %         | £k           | %          | £k         | %          | £k           | %          | £k            |  |
| Social Care Health & Housing  | 1,358        | 30%        | 285           | 6%         | 141           | 3%        | 209           | 5%        | 605          | 14%        | 313        | 7%         | 1,545        | 35%        | 4,456         |  |
| Children's Services           | 130          | 29%        | 146           | 33%        | 73            | 16%       | 7             | 2%        | 66           | 15%        | 21         | 5%         | 4            | 1%         | 447           |  |
| Community Services            | 306          | 17%        | 406           | 23%        | 231           | 13%       | 190           | 11%       | 487          | 28%        | 17         | 1%         | 121          | 7%         | 1,758         |  |
| Regeneration                  | 374          | 7%         | 4,567         | 87%        | 56            | 1%        | 24            | 0%        | 97           | 2%         | 40         | 1%         | 120          | 2%         | 5,278         |  |
| Resources                     | 105          | 59%        | 1             | 1%         | 11            | 6%        | 0             | 0%        | 23           | 13%        | 6          | 3%         | 33           | 18%        | 179           |  |
| Public Health                 | 765          | 0%         | 0             | 0%         | 0             | 0%        | 0             | 0%        | 0            | 0%         | 0          | 0%         | 0            | 0%         | 765           |  |
| Unallocated & Non Directorate | 0            | 0%         | -28           | 34%        | -3            | 4%        | -1            | 1%        | -12          | 14%        | -14        | 17%        | -25          | 30%        | -83           |  |
| <b>GRAND TOTAL</b>            | <b>3,038</b> | <b>24%</b> | <b>5,377</b>  | <b>42%</b> | <b>509</b>    | <b>4%</b> | <b>429</b>    | <b>3%</b> | <b>1,266</b> | <b>10%</b> | <b>383</b> | <b>34%</b> | <b>1,798</b> | <b>14%</b> | <b>12,800</b> |  |
| <b>PREVIOUS MONTH</b>         | <b>1,854</b> |            | <b>1,316</b>  |            | <b>1,036</b>  |           | <b>787</b>    |           | <b>787</b>   |            | <b>555</b> |            | <b>1,939</b> |            | <b>8,274</b>  |  |
| House Sales                   | 49           |            | 3             |            | 33            |           | 35            |           | 173          |            | 89         |            | 905          |            | 1,287         |  |

- SCHH debt at the end of March 2018 was £4.459M of which £0.067M was HRA related (reported separately in the HRA report). Of the £4.388M General Fund debt, £1.365M is Health Service debt. Of the remaining general debt of £3.023M, £1.730M (57%) is more than 60 days old. Of this, all is under active management (with solicitors, payable by instalments etc.) with none under query or scheduled to be written off. Health Service debt at the end of March was £1.365M of which £0.885M or 65% is more than 60 days old.
- Community Services debt was £0.921M. Approximately 50% of the debt is less than 3 months old. All debt is being actively pursued.
- Children's Services, Regeneration and Public Health debt is mostly under 30 days old.
- Write Offs

### SUMMARY Apr - March

| WRITE OFF         | NUMBER     | VALUE               |
|-------------------|------------|---------------------|
| £0 - £5,000       | 103        | £ 67,956.71         |
| £5,000 - £10,000  | 2          | £ 12,112.09         |
| £10,000 - £50,000 | 0          | £ -                 |
| >£50,000          | 1          | £ 64,636.87         |
| <b>TOTAL</b>      | <b>106</b> | <b>£ 144,705.67</b> |

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## Appendix C- Treasury Management

### Borrowing

As at 31 March 2018, the Council's total borrowing was £301.7M. Of this amount, £262.0M was with the Public Works Loan Board (PWLB), £26.1M was short-term temporary debt from other local authorities and £13.6M was market debt from banks. The table below also shows the split between the General Fund and HRA.

|              | <b>PWLB<br/>Fixed<br/>£M</b> | <b>PWLB<br/>Variable<br/>£M</b> | <b>Temporary<br/>Debt<br/>£M</b> | <b>Market<br/>(LOBO)<br/>£M</b> | <b>Total<br/>£M</b> |
|--------------|------------------------------|---------------------------------|----------------------------------|---------------------------------|---------------------|
| General Fund | 97.0                         | 0.1                             | 26.1                             | 13.6                            | 136.8               |
| HRA          | 120.0                        | 44.9                            | 0.0                              | 0.0                             | 164.9               |
| <b>TOTAL</b> | <b>217.0</b>                 | <b>45.0</b>                     | <b>26.1</b>                      | <b>13.6</b>                     | <b>301.7</b>        |

To manage interest rate risk, the Council's debt is split between 71.9% fixed rate PWLB debt, 14.9% variable rate PWLB debt, 8.7% short-term temporary debt and 4.5% fixed rate market (LOBO) debt; this is shown in A1 on the Treasury Management Performance Dashboard.

Based on the latest available annual benchmark analysis conducted by the Chartered Institute of Public Finance and Accountancy (CIPFA), A2 of the Dashboard shows that the Council's cost of borrowing is significantly lower than the 4.06% average annual interest rate paid by other local authorities. The average annual interest rate paid by the Council was 2.57% as at 31 March 2017, which is mainly due to a comparatively higher proportion of variable rate and short-term temporary debt.

In line with the Council's borrowing strategy, new short-term temporary borrowing was taken out during Quarter 4 at a cost of between 0.30% p.a. and 0.85% p.a. (inclusive of brokerage fees).

### Investments

When investing, the Council prioritises security and liquidity and aims to achieve a yield commensurate with these principles. To diversify its investment portfolio, the Council continues to invest in a range of funds such as notice accounts, call accounts and Money Market Funds (MMFs) as well as using a number of different financial institutions. B1 of the Dashboard shows the breakdown by investment counterparty as at 31 March 2018. It should be noted that as cash investments are maintained at minimal levels for operational purposes, the £5.5M long-term investment in the UK commercial property-based Lime Fund now represents a higher proportion of total investments even though the cash amount invested in it has not changed.

The latest available CIPFA Treasury Management benchmarking results are as at 31 December 2017. B2 of the Dashboard shows that the Council's average rate of return on investments was 1.6% which was higher than the benchmarked local authority average of 0.7% – this was due to the relatively high investment return on the Lime Fund (inclusive of capital appreciation).

In addition to the Lime Fund investment, the Council has cash deposits placed on varying interest rates ranging between 0.2% and 0.8%. The Council holds a majority of its investments in liquid form so that it's available for cash flow purposes. As at 31 March 2018, the Council held cash investments of £9.9M (exclusive of the £5.5M Lime Fund investment). Of the total cash investment balance, £5.4M was held in liquid form in instant access call accounts and MMFs; and the remaining £4.5M was held in notice accounts.

### **Cash Management**

The average cash balance the Council holds is considerably lower than other benchmarked local authorities. The latest available 12-month rolling average investment balance as at the 31 December 2017 for the Council was £29.3M compared to a benchmark average of £131.8M. The rolling average cash balance between April and March 2018 was £21.6M, excluding the £5.5M Lime Fund investment holding. This reflects the Council's long-standing strategy of holding low cash balances to reduce investment counterparty risk and contain borrowing costs by utilising internal cash balances in lieu of external borrowing to fund capital expenditure.

### **Outlook**

The first estimate of Q1 Gross Domestic Product (GDP) showed the UK economy expanded by 0.1% over the quarter and 1.2% year-on-year. The annual Consumer Price Index (CPI) measure of inflation decreased to 2.5% as at the end of March 2018 (down from 3.0% in December 2017). CPI inflation is projected to continue to fall back, reaching the Bank of England's Monetary Policy Committee (MPC) 2.0% target in two years. The labour market saw the unemployment rate for the three months to 31 March 2018 fall to 4.2% from the previous quarter, down from 4.6% a year earlier and lowest since 1975. The employment rate was 75.6%, up from 74.8% a year earlier and the highest since comparable records began in 1971.

The Bank of England's MPC sets monetary policy to meet the 2.0% inflation target, and help sustain growth and employment. At its meeting ending on 9 May 2018, the MPC voted by a majority of 7-2 to maintain the Base Rate at 0.50%.

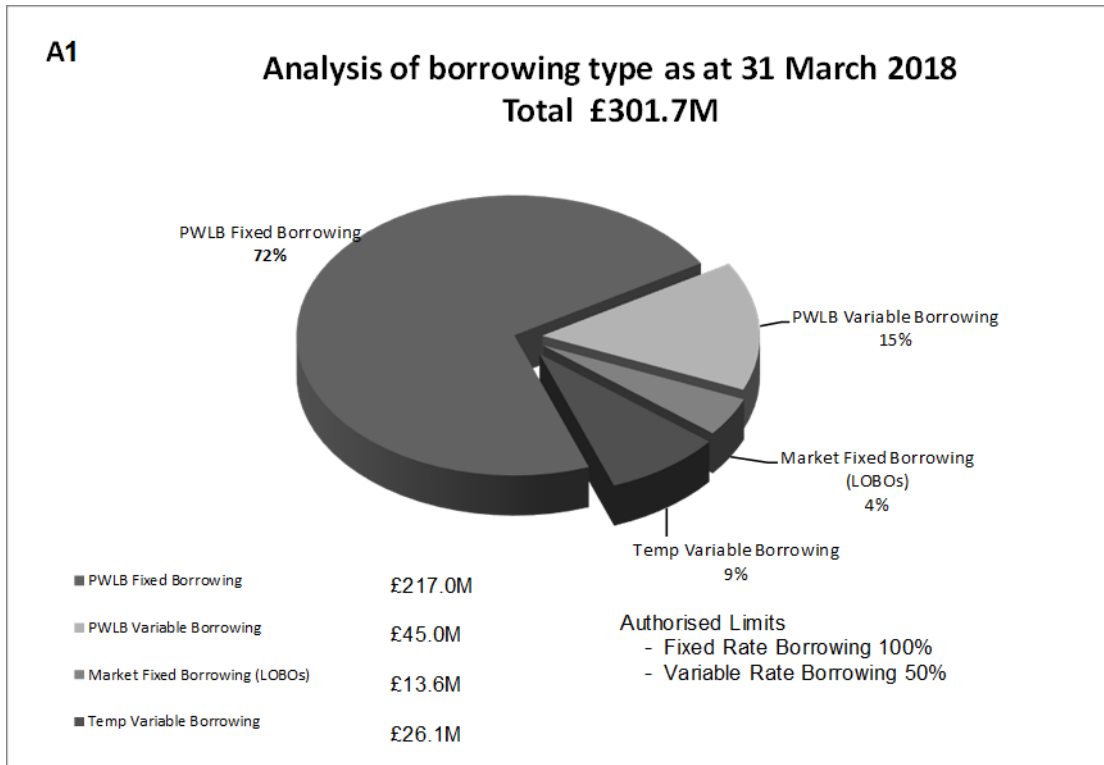
The Council has continued to source its new borrowing requirements from local authorities and other public sector bodies such as Police and Crime Commissioners on a short-term temporary basis. The low market interest rates for temporary debt offer revenue cost savings relative to borrowing on a long-term basis from the PWLB. This borrowing strategy assumes that interest rates will continue to remain at historically low levels for the medium term.

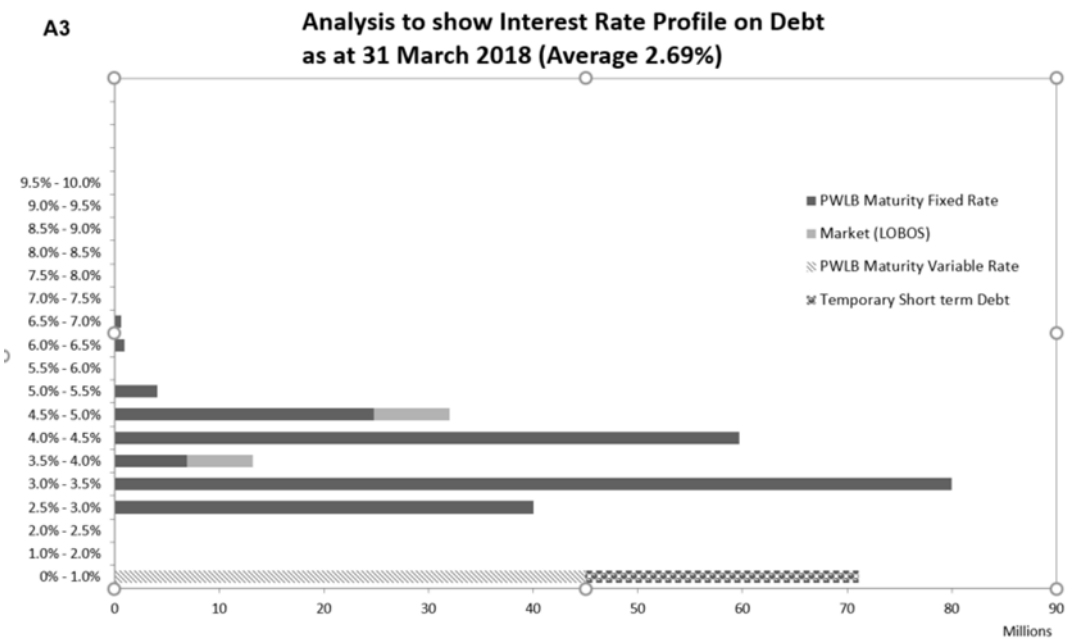
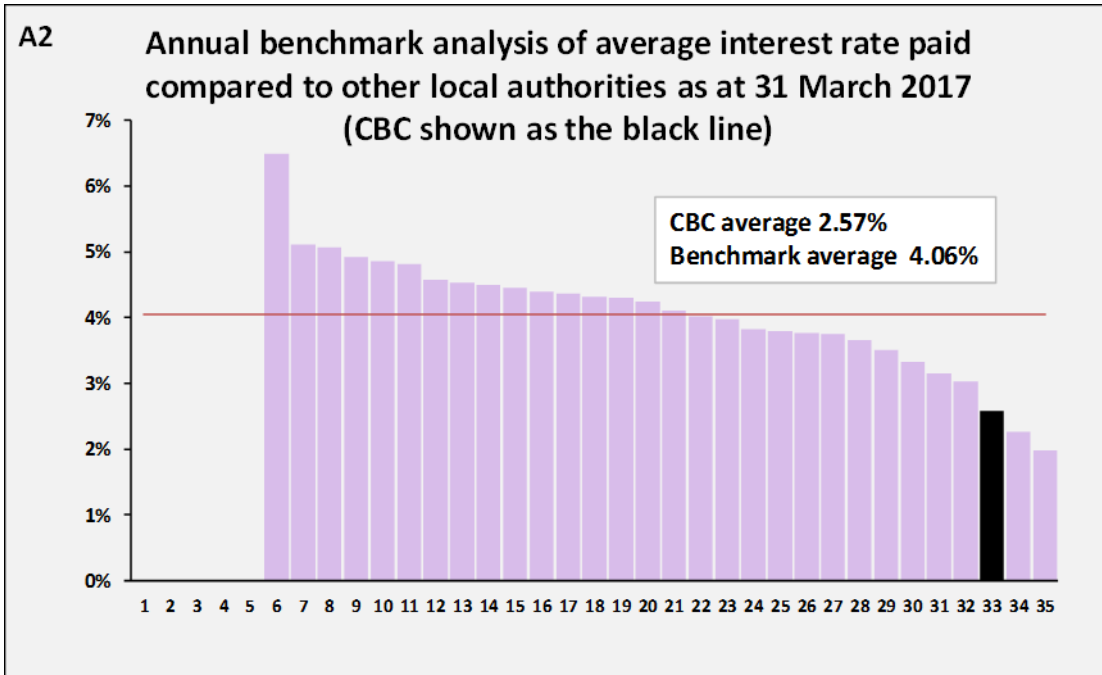


However, the Council advised by Arlingclose will continue to monitor long-term rates with a view to fixing a portion of any borrowing requirement if rates available are viewed as favourable.

**Appendices: Appendix – Treasury Management Performance Dashboard**

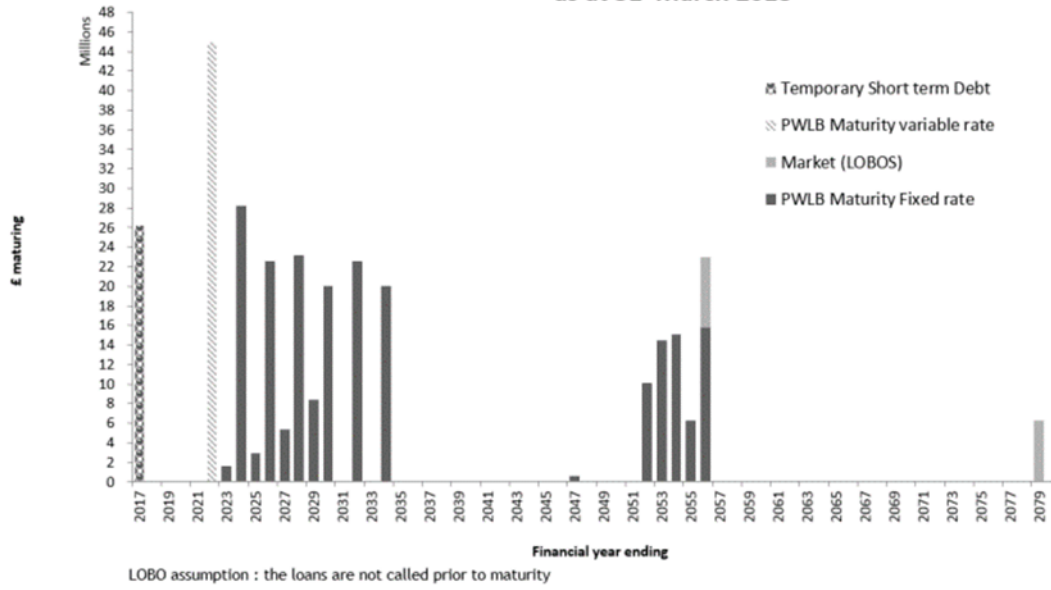
**Section A : Debt Information**





A4

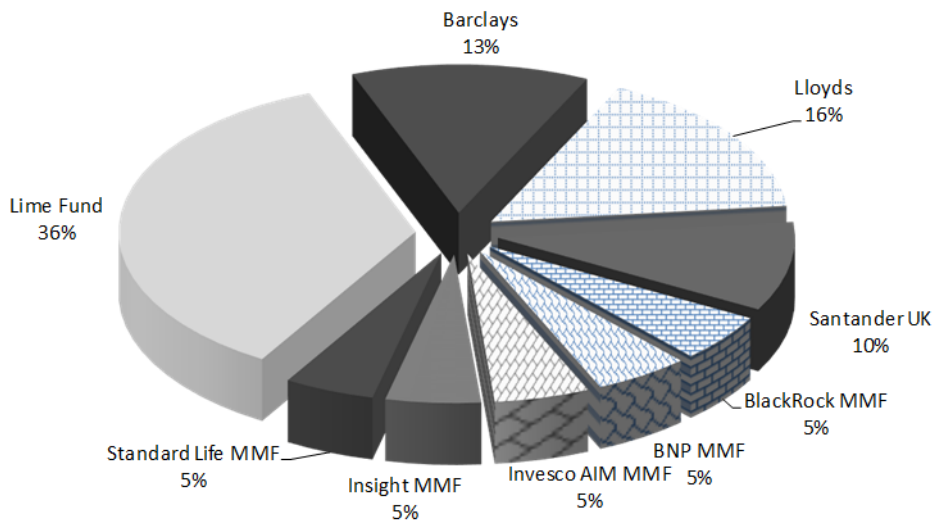
**Central Bedfordshire Council: Borrowing Maturity Profile  
as at 31 March 2018**



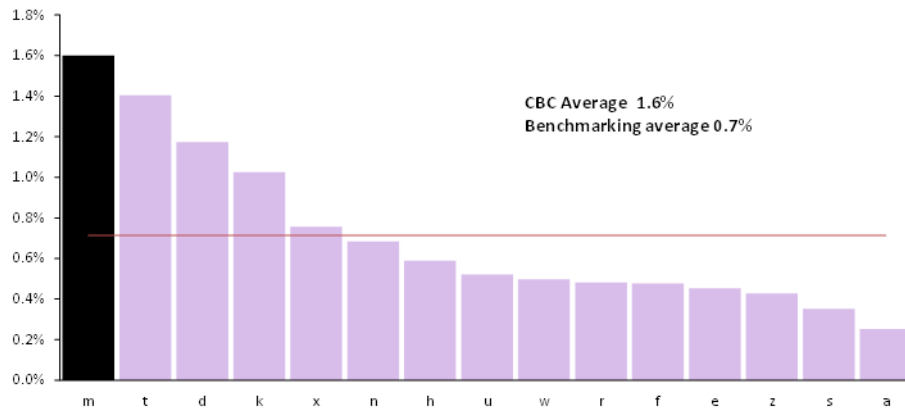
**Section B: Investment Information**

B1

**Analysis of investments as at 31 March 2018  
Total investments £15.4M**



**B2** Average interest rate received on investments compared to other local authorities as at 31 December 2017 (CBC shown as the black line)



## Central Bedfordshire Council

EXECUTIVE

12 June 2018

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### March 2018 Capital Budget Monitoring Outturn Report (Subject to Audit)

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

Advising Officers: Charles Warboys, Director of Resources & S151 Officer ([charles.warboys@centralbedfordshire.gov.uk](mailto:charles.warboys@centralbedfordshire.gov.uk))

**This report relates to a Non Key Decision**

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#### Purpose of this report

1. The report sets out the Capital outturn for 2017/18 as at the end of March 2018 (Subject to Audit). It excludes the Housing Revenue Account (HRA) which is subject to a separate report.
2. The outturn position was agreed by the Leader, Deputy Leader, Chief Executive and Director of Resources, under delegated authority from the Executive and this report bring the result into the public domain.

#### RECOMMENDATIONS

The Executive is asked to:

1. **note that the capital gross provisional outturn position (subject to audit) is a spend of £63.2M (£98.7M in 2017/18) demonstrating the continued significant capital investment made by Central Bedfordshire to support its community;**
2. **approve the net overspends between £150K and £500K as listed at Appendix B;**
3. **note the proposed gross deferred spend of £51.5M (£30.1M net) from 2017/18 to 2018/19 as detailed at Appendix C. This was approved by the Leader, Deputy Leader, Chief Executive Officer and Director of Resources under a delegated authority given by the Executive at its April 2018 meeting due to the accelerated timescale for the accounts closure;**
4. **Recommend to Council to approve the net overspend on:**
  - a) **Library and Leisure Centre renewal in Dunstable £1.596M (see paragraph 43 in appendix A)**
  - b) **Flitwick Leisure Centre Redevelopment £3.037M (para 43)**
  - c) **Woodside Link £1.101M (para 49)**
  - d) **Fleet replacement programme £0.624M (para 49).**

## **BACKGROUND INFORMATION:**

2. This report is based on the 2017/18 budget approved by Council at its 23 February 2017 meeting. The reported budget also includes deferred spend from 2016/17 which was approved under delegated authority and subsequently approved by the Executive on the 20 June 2017. The reported budget includes a further £8M approved at Council in July 2016 for Strategic Acquisitions. The approved budget excluding HRA and including deferred spend from 2016/17 is £110.7M (gross).

**ISSUES:** None

**FINANCIAL AND OTHER OPTIONS:** These are covered in the report

### **3. Outturn**

#### **Principal variances**

- The approved budget including deferred spend from 2016/17 is £110.6M (gross).
- Actual gross outturn was £63.2M (£98.7M last year), below budget by £47.4M (£33.9M under budget last year).
- Actual net outturn was £27.2M (£58.0M last year), below budget by £32.1M (£17.7M under budget in March 2017).
- Children's Services gross outturn was £18.6M, above budget £5.4M. Net outturn was £0.2M, below budget by £0.4M.
- Community Services gross outturn was £36.8M, below budget by £30.1M. The net outturn was £24.8M, below budget £17.7M. There are a number of schemes that this relates to, however the most significant schemes are :
  - £8.2M A421- M1 Junction 13
  - £7.8M Strategic Acquisitions
  - £3.4M Depot and Salt Barn - North
  - £2.1M Highways Structural Maintenance
  - £2.1M Luton & Dunstable Busway
  - £1.9M Crematorium
  - The Dunstable Library & Leisure is over by £2.0M in year but within budget over the life of the project (a timing difference).
- Regeneration and Business Support gross outturn was £4.7M, below budget by £15.0M. The net outturn was £1.0M, below budget £8.5M. This primarily relates to the:
  - £4.2M M1/A6 scheme, at present the forecast only reflects the confirmed funding

- £3.6M Market Towns Programme
  - £1.3M SEMLEP BDUK Extension
  - £1.3M Dunstable High Street Regeneration
  - £1.0M Local Broadband Infrastructure
  - £1.0M Flitwick Station Area Car Park Development
  - £0.6M Biggleswade Transport Interchange
- Social Care, Health and Housing gross outturn was £3.2M, below budget by £7.8M. The net outturn was £1.3M, below budget £5.5M. This primarily relates to the:
    - £2.5M MANOP Non HRA Extra Care Schemes
    - £1.9M Review of Accommodation project
    - £1.0M MANOP Care Home Re-provision
    - £0.9M forecast deferred spend for the additional gypsy and traveller sites

A summary of the position is in the table below.

| Directorate          | Full Year 2017/18 |                |                | Full Year 2017/18 |               |               |
|----------------------|-------------------|----------------|----------------|-------------------|---------------|---------------|
|                      | Gross Budget      | Gross Forecast | Gross Variance | Net Budget        | Net Forecast  | Net Variance  |
|                      | £m                | Outturn<br>£m  | £m             | £m                | Outturn<br>£m | £m            |
| CS                   | 13.1              | 18.6           | 5.5            | 0.5               | 0.2           | (0.4)         |
| Community Service    | 66.9              | 36.8           | (30.1)         | 42.5              | 24.8          | (17.7)        |
| Chief Executive's    | 0.0               | 0.0            | 0.0            | 0.0               | 0.0           | 0.0           |
| Resources            | 0.0               | 0.0            | 0.0            | 0.0               | 0.0           | 0.0           |
| Regeneration         | 19.6              | 4.7            | (15.0)         | 9.5               | 1.0           | (8.5)         |
| ASCHH                | 11.0              | 3.2            | (7.8)          | 6.8               | 1.3           | (5.5)         |
| <b>Total Exc HRA</b> | <b>110.6</b>      | <b>63.2</b>    | <b>(47.4)</b>  | <b>59.3</b>       | <b>27.2</b>   | <b>(32.1)</b> |

(Note: Any minor rounding differences are due to linking to detailed appendices)

### Capital Receipts

The overall budget for Capital receipts is £12.0M.

The outturn was £49.5M gross, cost of sales are forecast as £0.8M, so the net capital receipts outturn was £48.6M (rounded).

As a result, we have not had to borrow in 2017/18 to fund in year capital schemes.

### **Reasons for decision**

4. To complete schemes currently underway and facilitate effective financial management and planning.

### **Council Priorities**

5. Sound financial management contributes to the Council's Value for Money and enables the Council to successfully deliver its priorities. The recommendations will contribute indirectly to all 6 Council priorities.

### **Corporate Implications**

#### **Legal Implications**

6. None.

#### **Financial Implications**

7. The financial Implications are contained in the report.

#### **Equalities Implications**

8. Equality Impact Assessments were undertaken prior to the allocation of the 2017/18 budgets and Members were advised of significant equality implications relating to the budget proposals when setting the Council's Budget in February 2017.

### **Appendices**

Appendix A – Detailed Directorate Commentary

Appendix B – Schemes over budget between £150K and £500K

Appendix C - Capital Slippage Approved under delegated Authority



## Appendix A – Detailed Directorate Commentary

### Social Care Health and Housing

1. The directorate outturn is under gross budget by £7.8M and under net budget by £5.5M.
2. The tables below highlight the areas of spend:

| <b>SCHH Full Year Gross Budget and Forecast</b>                  |                     |                      |                 |                       |                             |
|--|---------------------|----------------------|-----------------|-----------------------|-----------------------------|
| <b>Scheme Categories</b>   | <b>Gross Budget</b> | <b>Gross Outturn</b> | <b>Variance</b> | <b>Deferred Spend</b> | <b>Over / (Under) spend</b> |
|  | <b>£k</b>           | <b>£k</b>            | <b>£k</b>       | <b>£k</b>             | <b>£k</b>                   |
| Disabled Facilities Grants Scheme                                | 2,453               | 1,640                | (813)           | 300                   | (513)                       |
| Empty Homes  | 210                 | 220                  | 10              | 74                    | 84                          |
| Renewal Assistance   | 386                 | 196                  | (190)           | 100                   | (90)                        |
| Additional Gypsy and Traveller Sites                             | 1,770               | 869                  | (901)           | 901                   | 0                           |
| MANOP Care Home Reprovision                                      | 1,026               | 48                   | (978)           | 978                   | (0)                         |
| MANOP Non-HRA Extra Care Schemes                                 | 2,550               | 0                    | (2,550)         | 2,550                 | 0                           |
| NHS Campus Closure   | 374                 | 0                    | (374)           | 374                   | 0                           |
| Adult Social Care ICT Projects                                   | 280                 | 90                   | (190)           | 190                   | 0                           |
| Old People's Homes   | 0                   | 9                    | 9               | 0                     | 0                           |
| Review of Accommodation/Day Support, "New Approaches to Outcome" | 1,906               | 0                    | (1,906)         | 1,906                 | 0                           |
| Better Care Fund Capital Grant                                   | 0                   | 98                   | 98              | 0                     | 98                          |
| <b>Total</b>   | <b>10,955</b>       | <b>3,171</b>         | <b>(7,784)</b>  | <b>7,373</b>          | <b>(420)</b>                |
| <b>% of Budget</b>   |                     | <b>28.9%</b>         |                 |                       |                             |

| <b>SCHH Full Year Net Budget and Forecast</b>                    |                   |                    |                 |                       |                             |
|--|-------------------|--------------------|-----------------|-----------------------|-----------------------------|
| <b>Scheme Categories</b>   | <b>Net Budget</b> | <b>Net Outturn</b> | <b>Variance</b> | <b>Deferred Spend</b> | <b>Over / (Under) spend</b> |
|  | <b>£k</b>         | <b>£k</b>          | <b>£k</b>       | <b>£k</b>             | <b>£k</b>                   |
| Disabled Facilities Grants Scheme                                | 1,785             | 748                | (1,037)         | 300                   | (737)                       |
| Empty Homes  | 200               | 126                | (74)            | 74                    | 0                           |
| Renewal Assistance   | 286               | 155                | (131)           | 100                   | (31)                        |
| Additional Gypsy and Traveller Sites                             | 870               | 194                | (676)           | 676                   | 0                           |
| MANOP Care Home Reprovision                                      | 1,026             | 48                 | (978)           | 978                   | (0)                         |
| MANOP Non-HRA Extra Care Schemes                                 | 2,550             | 0                  | (2,550)         | 2,550                 | 0                           |
| NHS Campus Closure   | 0                 | 0                  | 0               | 0                     | 0                           |
| Adult Social Care ICT Projects                                   | 68                | 22                 | (46)            | 46                    | 0                           |
| Old People's Homes   | 0                 | 9                  | 9               | 0                     | 9                           |
| Social Care Single Capital Pot                                   | 0                 | 0                  | 0               | 0                     | 0                           |
| Review of Accommodation/Day Support, "New Approaches to Outcome" | 0                 | 0                  | 0               | 0                     | 0                           |
| Better Care Fund Capital Grant                                   | 0                 | 0                  | 0               | 0                     | 0                           |
| <b>Total</b>   | <b>6,785</b>      | <b>1,303</b>       | <b>(5,482)</b>  | <b>4,724</b>          | <b>(758)</b>                |
| <b>% of Budget</b>   |                   | <b>19.2%</b>       |                 |                       |                             |

### Housing General Fund (GF)

3. The grants provided to residents through the Disabled Facility Grant programme assist some of the poorer and most vulnerable members of the community. Without these grants in many cases the properties involved would be unsuitable for the needs of the occupiers who may then be unable to remain in their own homes. This also reduces pressure on health service resources and residential care, as without these improvements more residents would require emergency or longer term care solutions.
4. The table below provides details of adaptations for 2017/18 compared to the previous year.

| Type of adaptation                 | Total 16/17 | Total 17/18 |
|------------------------------------|-------------|-------------|
| Level access shower/wet room       | 140         | 73          |
| Straight stair lift                | 27          | 14          |
| Curved stair lift                  | 26          | 20          |
| Toilet alterations                 | 57          | 37          |
| Access ramps                       | 34          | 24          |
| Dropped kerb and hard standing     | 0           | 9           |
| Wheelchair/step lift               | 5           | 1           |
| Through floor lift                 | 6           | 4           |
| Major extension                    | 17          | 10          |
| Kitchen alterations                | 10          | 6           |
| Access alterations (doors etc)     | 43          | 41          |
| Heating improvements               | 5           | 7           |
| Garage conversions/minor additions | 6           | 9           |
| Safety repairs/improvements        | 6           | 4           |
| Other                              | 26          | 31          |
| <b>Total</b>                       | <b>408</b>  | <b>290</b>  |

5. There have been 275 referrals to Housing in 2017/18, an average of 23 per month, compared with 309 referrals at an average of 26 per month for the same period in 2016/17. As a result, £1.64M of grant payments (including fees) were made, offset by grant income and client contributions of £0.892M to deliver a net outturn of £0.748M. This equates to a net positive variance from the budget of £1.037M.
6. There were 760 requests for OT Assessments in 2017/18 (574 in 2016/17). At the end of March, the waiting list had reduced to 255 from 278 at the end of February. The extent to which these convert into DFG referrals will be closely monitored.

7. The Renewals Assistance programme includes Safety Security Emergency Repair assistance, which is an “emergency” type of assistance for the most vulnerable households, for example dangerous wiring, a condemned boiler, etc.
8. Renewals work completed in the financial year 2017/18 was as follows:

9.

| <b>Type of assistance</b>              | <b>16/17</b> | <b>17/18</b> |
|--|--------------|--------------|
| Safety Security Emergency Repair grant | 16           | 15           |
| Home Improvement Assistance            | 19           | 16           |
| Affordable Warmth Assistance           | 2            | 5            |
| Relocation assistance                  | 0            | 0            |
| Discretionary DFG                      | 6            | 3            |
| Empty Homes Loan Assistance            | 2            | 6            |
| Prevention Assistance                  | 0            | 2            |
| <b>Total</b>                           | <b>45</b>    | <b>47</b>    |

10. Most Renewals Assistance is provided as Loan Assistance. The repayment of Loan Assistance is on change of ownership of the property that has been improved with such assistance. In 2017/18 demand was not as high as in previous years and the assistance had not been heavily promoted due to competing work within Homelessness and Housing Options.
11. Expenditure on Empty Homes relates to Empty Dwelling Management Orders (EDMOs) and Empty Homes Loans. Several Empty Homes loans are being considered for long term empty homes. Empty Homes Loan assistance is an alternative for owners of empty homes willing to work with the Council. There are 30 Empty Homes Loan cases at enquiry stage and 12 approved and in progress.
12. A full planning application for a new Gypsy and Traveller site was approved at the June 2016 Development Management Committee meeting; the decision was referred to DCLG and final notification of granting of planning permission was received in July 2016. This approval will provide for a new site at Biggleswade South (12 pitches). This will be part funded by the General Fund and Homes England (formerly the Homes & Communities Agency) financial contributions.

13. The proposal for additional funding following the tendering process was put forward to Executive in June 2017 and has been approved for an additional £0.195M of funding. There is a provisional net outturn of £0.194M with proposed slippage into 2018/19 of £0.676M; this is due to a delay in the planning process and a revised start on site date of November 2017. The estimated completion date is Autumn 2018.
14. The Review of Accommodation/Day Support project includes provision for capital costs arising from the Adult Social Care Transformation Programme as well as funding for fabric and furniture within the residential homes for older people, capital enhancements to those homes and repairs to extend the useful life of boilers and lifts. The budget for this project was re-profiled to align with the Transformation Programme.
15. In respect of care home re-provision the current budget included slippage of £1.026M to support the acquisition of a site in West Mid Beds to facilitate the replacement of capacity in the Ferndale Older Persons Home (OPH) and a smaller amount in respect of Westlands OPH where a replacement site (in Leighton Buzzard) was acquired in 2016/17. The proposal for Ferndale is for a new residential home via the development of the former Flitwick Leisure Centre site. For the Leighton Buzzard site, the process to procure an operator to purchase the site and fund the development commenced in January 2018 and will conclude by the middle of 2018/19. Further costs will be incurred in respect of site demolition. Slippage into 2018/19 of £0.978M is now forecast which allows for demolition works on the Leighton Buzzard site and funds to purchase one further site for residential care.
16. The Expenditure on the Non-HRA Extra Care Schemes planned for 2017/18 included slippage of £0.050M in respect of professional fees in bringing forward a scheme for Ivel Valley (Sorrel Way, Biggleswade) and £2.500M for a scheme in West Mid Beds. The Sorrel Way scheme is now being taken forward in conjunction with the disposal of Saxon Drive and should progress to a start on site during 2018/19. The West Mid Beds scheme will now be included in the redevelopment of the former Flitwick Leisure centre site This frees up the capital funding originally approved for the West Mid Beds Scheme, although it this needs to be viewed in relation to the capital receipt foregone from the non-disposal of the former Flitwick Leisure Centre. Should the lack of capital receipt not create a funding problem, then a significant underpend can be reported in 2018/19.
17. In the draft Capital Programme 2018/19 – 2021/22, a sum of £2.600M has been included to conclude the Extra Care Scheme re-provision programme. Due to development sites having being identified from other existing Central Bedfordshire assets, it is now estimated that the final scheme will only require £1.600M.

## Children's Services

18. The directorate outturn is £18.6M, above budget by £5.5M (gross) and £0.4M below net budget (net). The increased expenditure is funded wholly by grant and S106 receipts and as a result of the annual review of projects within the New School Places programme.
19. All but two projects within Children's Services Schools Access and Temporary Accommodation are funded wholly by grant receipts that have no expenditure deadline.
20. The tables below highlight the areas of spend:

| <b>Children's Services Full Year Gross Budget and Forecast</b> |               |               |               |                |                      |
|--|---------------|---------------|---------------|----------------|----------------------|
| Scheme Categories  | Gross Budget  | Gross Outturn | Variance      | Deferred Spend | Over / (Under) spend |
|  | £k            | £k            | £k            | £k             | £k                   |
| New School Places  | 10,094        | 14,287        | 4,193         | 0              | 4,193                |
| Schools Capital Maintenance                                    | 2,000         | 2,050         | 50            | 0              | 50                   |
| Schools Devolved Formula Capital                               | 450           | 1,878         | 1,428         | 0              | 1,428                |
| Special Schools Provision                                      | 0             | 20            | 20            | 0              | 20                   |
| Temporary Accommodation  | 360           | 55            | (305)         | 305            | 0                    |
| Schools Access Initiative                                      | 180           | 117           | (63)          | 0              | (63)                 |
| LPSA & LAA Grant payout  | 0             | 0             | 0             | 0              | 0                    |
| 2 year old entitlement grant                                   | 0             | 175           | 175           | 0              | 175                  |
| <b>Total</b>   | <b>13,084</b> | <b>18,582</b> | <b>5,498</b>  | <b>305</b>     | <b>5,803</b>         |
| % of Budget  |               |               | <b>142.0%</b> |                |                      |

| <b>Children's Services Full Year Net Budget and Forecast</b> |            |             |              |                |                      |
|--|------------|-------------|--------------|----------------|----------------------|
| Scheme Categories  | Net Budget | Net Outturn | Variance     | Deferred Spend | Over / (Under) spend |
|  | £k         | £k          | £k           | £k             | £k                   |
| New School Places  | 0          | 0           | 0            | 0              | 0                    |
| Schools Capital Maintenance                                  | 0          | 0           | 0            | 0              | 0                    |
| Schools Devolved Formula Capital                             | 0          | 0           | 0            | 0              | 0                    |
| Special Schools Provision                                    | 0          | 0           | 0            | 0              | 0                    |
| Temporary Accommodation                                      | 360        | 55          | (305)        | 305            | 0                    |
| Schools Access Initiative                                    | 180        | 115         | (65)         | 0              | (65)                 |
| LPSA & LAA Grant payout                                      | 0          | 0           | 0            | 0              | 0                    |
| 2 year old entitlement grant                                 | 0          | 0           | 0            | 0              | 0                    |
| <b>Total</b>   | <b>540</b> | <b>170</b>  | <b>(370)</b> | <b>305</b>     | <b>(65)</b>          |
| % of Budget  |            |             | <b>31.4%</b> |                |                      |

21. The New Schools Places programme provides capital investment to deliver new school places required by population growth in areas of limited surplus capacity within our schools. The Council's School Organisation Plan is the evidence base that supports the commissioning of these new school places over a rolling five year period. The programme is funded by a combination of sources including DfE basic need grant, developer contributions and Council borrowings and capital receipts.

22. The rolling five year programme is dynamic with perpetual changes in forecasts of income and expenditure across financial years including those arising from variances in S106 totals and trigger points and in the timing and therefore cost profile of many projects.
23. Expenditure for the Edward Peake expansion has increased in 2017/18 through S106 received, but not previously profiled.
24. Costs to deliver the Arnold Academy expansion have increased from the original high level estimate as a result of abnormal works required for car park and turning space remodelling works. The expansion also needs to remove and relocate the SEN temporary unit, which was not in the original high level plans.
25. Costs to deliver the Church End Phase 2 expansion have been revised at Stage 4 Technical Design and have increased, this includes the addition of a contingency figure and highways costs which were not included in the original estimate.
26. The expansion project completion at Leighton Middle has slipped from September 2016 to November 2017, as a result of continued issues with the contractor. A partial handover of the new build was undertaken on 25 August 2017. Forecast costs have been re-profiled with expenditure decreasing in 2017/18 and slipping into 2018/19. However additional items for all instructions and variations are still to be added. There is an ongoing dispute between Assets and the contractor on the designs and costs, which are likely to increase the overall costs of the expansion. The handover of the expansion is under review and the programme for this is in dispute.
27. Forecast expenditure costs for the expansions at Clipstone Brook Lower, Roecroft Lower and Silsoe Lower have been re-profiled by the Project Manager and have decreased slightly.
28. Original costs for the expansion of Henlow Academy were based on a high level cost estimate. Following tender, the payment schedule has been re-profiled. Forecast for 2017/18 and 2018/19 have increased. Any unused contingency will be clawed back. The capital costs will be increased to allow for additional furniture, fittings and equipment which was not in the original profile.
29. The 17/18 NSP programme includes expenditure on 16 separate capital projects, most of which span more than a single financial year. These projects include the provision of 1,500 new lower school places, 720 new middle school places and 285 new upper school places as expansions to existing schools or new school sites.
30. These places have been commissioned to serve the communities of Amptill, Fairfield, Flitwick, Biggleswade, Barton, Cranfield, Henlow, Leighton Linlade, Marston Moretaine, Shefford, Silsoe and Stotfold.

### **Schools Capital Maintenance**

31. This rolling programme is externally funded by DfE grant but does require schools to contribute to the cost of works, as set out in a formula contained within the Central Bedfordshire Council's Scheme for Financing Schools. These contributions are invoiced once planned works are complete. The contributions in 2017/18 total £0.083M. This is less than previously reported due to the postponement of two projects because the schools concerned cannot fund their contributions. For 2018/19 three schools have already confirmed that they will not be able to make a contribution for the maintenance works: - Potton Lower (radiators, electrical distribution boards and lighting), Shelton Lower (rooflights, bell tower stone brackets, fire alarm and lighting) , Southill Lower (roofs and chimney stack). Watling Lower School are awaiting confirmation of their financial position before they can commit.
32. The schools capital maintenance programme for 2017/18 is funding projects including kitchen ventilation; roof repairs; boiler and heating replacement; lighting; fire alarms and renewal of electrical distribution boards.
33. The results of the Councils schools condition surveys in 2015 and the multi year indicative allocation of the DfE grant have enabled a five year programme of works to be developed, improving the ability to prioritise and communicate those priorities to schools for their own asset management planning.
34. All programmed projects are now complete. The forecast spend has been reduced by £0.100M to account for the fact that there are not any Invest to Save Projects committed this financial year.

### **School Devolved Formula Capital**

35. The allocation to Schools is for use on capital condition / improvement works on their buildings in line with the priorities in their School Improvement Plan. The schools have three years to spend the grant. The budgeted gross expenditure for 2017/18 is £0.450M. The outturn for 2017/18 is £1.878M, wholly funded by grants.

### **Temporary Accommodation**

36. The capital budget allocation for 2017/18 is £0.360M which was forecast to be fully utilised on the replacement of temporary accommodation which has reached its design life with permanent build. Priority projects were identified based on condition survey data and school site visits. It has not been possible to confirm a project for delivery within the timescale available and the funding has not now been fully spent.

The priority report has highlighted the fact that in any given year there is insufficient budget to replace temporary accommodation with permanent build for even just one project. Currently £0.305M remains unallocated in the Programme and is proposed to slip to 2018/19.

37. Two temporary units have reached the end of their design life and Planners have indicated that planning renewal for the retention of the units will not be granted. To replace the units with a modular build will cost in the region of £0.600M. It will not be possible to complete the replacement with the 2018/19 budget allocation of £0.400M and phasing the replacement is not an option. Therefore, there is a need to carry forward the unallocated funding from 2017/18 to 2018/19 to allow the project to go ahead.

### **Community Services**

38. The directorate outturn is below budget by £30.1M (gross) and below budget by £17.7M (net).

39. The table below highlights the areas of spend:

| <b>Community Services Full Year Gross Budget and Forecast</b> |               |               |                 |                |                      |
|---|---------------|---------------|-----------------|----------------|----------------------|
| Scheme Categories   | Gross Budget  | Gross Outturn | Variance        | Deferred Spend | Over / (Under) spend |
|   | £k            | £k            | £k              | £k             | £k                   |
| Assets  | 18,201        | 4,589         | (13,612)        | 13,247         | (365)                |
| Environmental Services  | 1,742         | 924           | (818)           | 1,050          | 232                  |
| Libraries   | 0             | 0             | 0               | 0              | 0                    |
| Leisure   | 7,008         | 8,635         | 1,627           | (1,458)        | 169                  |
| Transport   | 36,471        | 19,258        | (17,213)        | 17,611         | 398                  |
| IT  | 3,500         | 3,380         | (120)           | 123            | 3                    |
| <b>Total</b>  | <b>66,922</b> | <b>36,786</b> | <b>(30,136)</b> | <b>30,573</b>  | <b>437</b>           |
| <b>% of Budget</b>  |               | <b>55.0%</b>  |                 |                |                      |

| <b>Community Services Full Year Net Budget and Forecast</b> |               |               |                 |                |                      |
|---|---------------|---------------|-----------------|----------------|----------------------|
| Scheme Categories   | Net Budget    | Net Outturn   | Variance        | Deferred Spend | Over / (Under) spend |
|   | £k            | £k            | £k              | £k             | £k                   |
| Assets  | 18,201        | 4,006         | (14,195)        | 13,247         | (948)                |
| Environmental Services                                      | 1,247         | 561           | (686)           | 628            | (58)                 |
| Libraries   | 0             | 0             | 0               | 0              | 0                    |
| Leisure   | 2,947         | 7,405         | 4,458           | (4,495)        | (37)                 |
| Transport   | 16,613        | 9,434         | (7,179)         | 7,250          | 71                   |
| IT  | 3,500         | 3,380         | (120)           | 123            | 3                    |
| <b>Total</b>  | <b>42,508</b> | <b>24,786</b> | <b>(17,722)</b> | <b>16,753</b>  | <b>(969)</b>         |
| <b>% of Budget</b>  |               | <b>58.3%</b>  |                 |                |                      |



## Environmental Services

Environmental Services have a £0.686M underspend.

40.
  - CCTV is to slip £0.492M into the next financial year. Work is continuing on developing the specification and once complete procurement will commence.
  - Integrated Environmental Management System is to slip £0.032M into the next financial year and the tender for this work is due mid-May.
  - Sundon /Bluewater Landfill sites are to slip £0.050M due to lower costs this financial year.
  - Pix Brook Flood Alleviation is underspent by £0.080M. A full flood study is being undertaken and service will bid for funding if work is needed.

## Major Achievements

41. Sundon Landfill Restoration – Final snagging with soil importation contractor and planting of trees and shrubs has been completed. Fencing has been installed on the western side of the railway by Network Rail. Gates have been installed across haul road bridge to the site by CBC. Work commenced on final landscaping and internal fencing is out to tender; both of which are due for completion in 2018/19. Monitoring visits by Environment Agency regarding permits and CBC Planners continue with positive feedback from both.
42. Waste & Recycling Containers, provision of replacement Bins & Containers – Successful procurement and provision of 508 x 140 litre, 11,058 x 240 litre, 1,834 x 360 litre, 59 x 660 litre, 160 x 1100 litre, 7,560 x 23 litre food caddies, 3,888 x 7 litre food caddies, 85 x dog waste, 60 x plastic street litter bins, 31 x metal street litter bins, 31 x dual recycle/litter bins.

## Leisure

43. Leisure have a £4.458M variance over budget.
  - Flitwick Leisure Centre will not receive the external funding of £3.037M for the old Flitwick leisure centre site until the next financial year following the decision to consider the site for an independent living scheme.
  - Dunstable Leisure Centre is £1.956M over the 2017/18 budget allocation (but within budget over the life of the project) as work has progressed more planned for this this financial year. This does not impact overall cost of the project.
  - Leisure Centre Stock Condition is slipping £0.338M into financial year 2018/19 due to lack of resources in 2017/18. This will be used for wet side changing at both Tiddenfoot and Saxon where work is planned.
  - Houghton Hall Park is to slip £0.090M as some outside works have yet to complete.

- Outdoor Access & Countryside works are to slip £0.131M. There has been a delay on bridge and path work at Southern Meadow due to a legal issue and other work is due to be completed in 2018/19.

### **Major Achievements**

44. Library & Leisure Centre Renewal Dunstable – Wates Construction Ltd was officially appointed and took responsibility of the building in June 2017, which has since been closed to the public and secured. Planning Application and pre-commencement conditions have been discharged. Asbestos has been removed from the building and the demolition works are complete. Groundworks on the foundations and works to extend the steel roof support structure are also complete. The floor decking over the Library has been installed. The steel frame is practically complete with final connections to the retained building taking place, and bricklayers are raising the foundations to a level so to form the ground floor slabs. This project is on track for opening in winter 2018.
45. Houghton Hall Park – The new visitor centre was successfully completed and handed over to CBC at the end of September 2017, and opened to the public in October 2017. The visitor centre has been well received by visitors to the park who appreciate the onsite café, toilets and events that are now on offer. The meeting rooms are also proving to be very popular with internal staff, local organisations and businesses. The building has been shortlisted in four categories in the LABC Building Excellence Awards 2018. The landscaping around the park and visitor centre have been completed and the large natural play features have been installed. The formal and kitchen garden restoration works won a National Award at the 2017 BALI Awards.
46. Leisure Strategy – Delivery with Stakeholders – The Sandy Athletics Track has been successfully resurfaced and the project completed. The track now meets the International Association of Athletics Federation (IAAF) specification requirements.
47. Leisure Strategy – Stock Condition – Final works successfully completed to Houghton Regis Leisure Centre male & female changing areas and The Grove Theatre including the installation of a semi-sprung floor, door adjustment and decoration in the conference room to provide greater accessibility for a wider range of activities. Both projects support Dunstable Leisure Centre closure and add capacity to our assets.
48. Countryside –Works have started on installation of a new mains water supply at Rushmere Park and should be complete and ready for connection in the next couple of weeks. Start up costs provided to fund new Parkrun and Junior Parkrun equipment and car park works at Houghton Hall Park. Tree felling work at Flitwick Wood completed. Tree safety work completed at Gault Pit. New interpretation and noticeboards installed at Marston Thrift.

Fencing works and tree safety works completed at Campton Wood.  
'Etonbury Green Wheel' masterplan has successfully been completed.  
Woodland surveys completed at Kings Wood (Houghton Conquest),  
Kings Wood (Heath & Reach) and Shire Oak.

## Transport

49. Transport has out-turned at £7.179M net under budget, this is due to an underspend of £0.071M and £7.250M slipping into financial year 2018/19.

The variance includes some of the following projects;

- Tree backlog is slipping £0.274M this is due to a backlog of work
- Highways Structural Maintenance has an under budget position of £2.066M, this relates to an underspend of £0.399M and slippage of £1.667M which relates to 5 large tasks and some pre-surface dressing. The slippage is due to weather conditions in the latter part of the financial year and availability of road space. The underspend covers overspends on other highways schemes.
- Highways Planned Maintenance is showing an overspend of £0.224M, which is covered by the underspend on Structural Maintenance.
- Fleet Replacement programme has brought forward £0.600M from future years.
- Highways Flooding & Drainage is to slip £0.320M which relates to a property which needs to be purchased in order for the work to be undertaken.
- Luton and Dunstable Busway is slipping £1.5M which is being held for possible compensation payments which can take up to 7 years to materialise, the remaining budget of £0.629M has been released.
- Woodside Link is showing a net variance of £1.101M. There is slippage of £0.716M gross expenditure to cover final works and settlement of the contract. There is slippage of £0.919M external funding which reflects the S106 monies due in 2018/19 and future years. The net overspend of £0.898M reflects the exclusion of a S106 contribution that has yet to be secured. As S106 contributions are secured and received these will be set against the cost of the scheme.
- North Depot is showing a net variance of £3.379M under budget where work will slip into 2018/19 due to delays in acquiring the land and design work.
- A421 is showing slippage of £0.054M, DfT approval has now been given and work on delivering the road has started.
- Walking routes to schools are showing slippage of £0.461M, over 20 routes have been assessed and school transport and Highways team are working together on coordination and deliver of the agreed schemes.

- HRA Match Funding budget has been released.

#### Major Achievements

50. Woodside Link – Woodside Link opened to traffic in early April 2017. Work has been completed on the foot/cyclepaths and the planting areas which releases the final SEMLEP payment. The project has won a Green Apple Award for Environmental Best Practice 2017.
51. A421-M1 Junction 13 – Milton Keynes Magna Park – A421-M1/J13, Milton Keynes, Magna Park – The Full Business Case was submitted to the DfT and has been approved which secures the funding of £22.5M.
52. Structural Maintenance – Nine carriageway resurfacing schemes completed including Steppingley Road and A5120 High Street / Tesco roundabout in Flitwick, A507 Baldock Road in Stotfold and A6 Bedford Road in Clophill. There were four textureblasting schemes completed including Marston Hill in Cranfield, Hockliffe Road in Toddington and work in Houghton Conquest. There were eleven pre-patching schemes completed including A4012 Hockliffe Road in Battlesden and B1040 Gamlingway road in Potton. There were also seven footway schemes completed.
53. Highways Flooding & Drainage – There was one construction scheme completed in Biggleswade. In addition, five design schemes were completed and work on design and investigation continued on three other schemes.
54. Integrated Transport – Four construction schemes were completed with design completed on four more with work on Wire Train Bus (WTB) schemes in progress.
55. South Depot – The completion of the construction of the new Highways Depot, Passenger Transport facilities and Household Waste Recycling Centre (HWRC) has been completed. The office facility was occupied in January 2018 and all other facilities were open in April 2018.
56. North Depot – Following the purchase of the land, work commenced on site in March 2018 to provide facilities for use by CBC Highways and Passenger Transport and Ringway Jacobs. This is programmed for completion in Autumn 2018.
57. Fleet - New fleet was purchased for the Civil Enforcement Officers (parking team), Environmental Protection Team, Library Service and Environmental Services. The purchase of the 360 diggers for Environmental services have ensured that the costs were kept to a minimum and that the newly refurbished HWRC were able to operate efficiently from day one. Fleet Services have replaced 23 vehicles used for the transport of vulnerable adults and children.

This is resulting in efficiencies on fuel, repair and maintenance and road fund licences. Users and staff have commented on the quality of the vehicles and for the clients it enhances their time on transport which means pupils arrive at school ready to learn and the whole day experience for adults is improved.

### **Assets**

58. Assets have outturned at £4.006M, significantly below budget. Of this there is slippage of £13.247M and underspend of £1.608M and overspend of £0.660M.

59. The schemes and details of slippage are:-

Strategic acquisitions is to slip £7.870M as they have been unable to find a suitable land or property that meet the requirements.

Crematorium is to slip £1.924M as options are being considered.

Westbury industrial units is to slip £0.800M and a report on the future of the units is being drafted for consideration in June 2018.

Carpark project is to slip £0.650M where the option study is being updated to ensure that it is still relevant before proceeding to feasibility options.

The Local Development Fund is proposing to slip £0.304M to fulfil planning conditions for Stratton 5. An order has been placed for the footpaths £0.214M and tree planting is being planned. This relates to the capital receipt received in 2017/18.

Farm Compliance is to slip £0.486M. This relates to a new cattle building and replacement silage clamp £0.300M where surveys have been undertaken and design is in progress and due to be completed in November 2018. There are roofing works £0.126M in progress and due to complete in June 2018. Electrical improvements £0.060M have been procured through a Mechanical and Electrical framework and due to complete in September 2018.

Built Asset Programme is to slip £1.068M of which £0.489M relates to several projects where orders have been placed and work is in progress and due to complete by end of September 2018. Slippage is also on five major projects totalling £0.579M; £0.217M is for the Priory House landing extension which will be added to the budget allocated as part of the MTFP process.

The Grove re-roofing works of £0.120M and the Arlesey Community centre heating £0.084M are both anticipated to be completed in September 2018. The toilet refurbishment for Stockgrove Country Park £0.074M is scheduled to complete in October 2018 with improvement to the heating and electrics of £0.084M for Stotfold library due to completed in February 2019.

There is an underspend of £1.608M. This is mainly due to release of £1.000M budget for Biggleswade Property Regeneration (Century House) which has being given up as spend is on hold as it forms part of the Quadrant Accommodation Plan. Due to a lack of resources there is £0.368M unspent from the Built Asset Programme. Underspend of £0.238M has been released from the Energy Programme where a strategy needs to be developed.

There is an overspend of £0.660M and this mainly relates to payment to Highways England on the A1 Biggleswade junction improvements for Stratton and infrastructure works at Thorn Turn. However, there are compensating income for the sale of these sites.

### **Major Achievements**

60. Built Asset Programme – Major schemes were the demolition of Dunstable Court House, parking improvements at Priory House, Rushmere shed replacement, entrance doors to Bedford Square and the segregation of Tiddenfoot Leisure Centre to ensure safeguarding of the adjoining school. There were also health and safety works including various fire door replacements, work on the retainer wall at Greenways in Flitwick, emergency lighting improvements at Clipstone Brook Lower School, work at West Street car park and glazing compliance at various schools and corporate buildings.

There is ongoing refurbishment of the investment properties at West Street and Ashton Square to fulfil Landlord obligations.

New purchases include a projector replacement for The Grove theatre.

61. Thorn Turn Infrastructure –. The construction of the roads and infrastructure enabled the development of the surrounding site and the subsequent capital receipt.
62. Capital Receipts - Total net Capital Receipts of £48.640M was received from 12 major sites and overage from Clipstone Park and Land East of Biggleswade plots sales. Key projects included the sale of a strategic development site at Thorn Turn and commercial development plots at Stratton Business Park.

## Information Technology

63. The full year outturn for IT is £0.120M underspend. For ICT Strategic Investment there is an overspend of £1.06M as a result of desktop project and a overspend of £0.081M on Infrastructure Rolling Programme as a result of overspends on critical device refreshing and the roll out of MFDs within libraries. There is an underspend of £1.261M on Digital Transformation of which £0.123M is to be slipped for Learning Management System (LMS) where work on this project continues into 2018/19 and the remainder offsets the overspends on the projects above.

## Regeneration

64. The directorate outturn is under gross budget by £15.0M and under net budget by £8.5M.
65. The table below highlights the areas of spend:

| Regeneration & Business Full Year Gross Budget and Forecast |               |               |                 |                |                      |
|---|---------------|---------------|-----------------|----------------|----------------------|
| Scheme Categories   | Gross Budget  | Gross Outturn | Variance        | Deferred Spend | Over / (Under) spend |
|   | £k            | £k            | £k              | £k             | £k                   |
| Strategic Infrastructure                                    | 9,779         | 946           | (8,833)         | 7,994          | (839)                |
| Other   | 9,852         | 3,712         | (6,140)         | 5,221          | (919)                |
| <b>Total</b>  | <b>19,631</b> | <b>4,658</b>  | <b>(14,973)</b> | <b>13,215</b>  | <b>(1,758)</b>       |
| % of Budget   |               | 23.7%         |                 |                |                      |

| Regeneration & Business Full Year Net Budget and Forecast |              |             |                |                |                      |
|---|--------------|-------------|----------------|----------------|----------------------|
| Scheme Categories   | Net Budget   | Net Outturn | Variance       | Deferred Spend | Over / (Under) spend |
|   | £k           | £k          | £k             | £k             | £k                   |
| Strategic Infrastructure                                  | 5,804        | 160         | (5,644)        | 5,418          | (226)                |
| Other   | 3,708        | 823         | (2,885)        | 2,870          | (15)                 |
| <b>Total</b>  | <b>9,512</b> | <b>983</b>  | <b>(8,529)</b> | <b>8,288</b>   | <b>(241)</b>         |
| % of Budget   |              | 10.3%       |                |                |                      |

66. East West Rail will see the delivery of a train route from Oxford to Cambridge via Milton Keynes. The western section of the route will follow the Bletchley to Bedford line. In the context of the capital programme this project focuses solely on this element and the delivery of improved station facilities, namely a new carpark, at Ridgmont. The Council is one of a number of Local Authority stakeholders along the route with the project being delivered by the EWR Company and Network Rail.

67. The project is reporting a £0.527M underspend, proposed slippage. This is due to short-term staffing capacity which has now been resolved through the Regeneration & Business Restructure. This will now move forward in 2018/19.
68. Dunstable High Street Regeneration – the project will deliver physical appearance infrastructure only in order to make the High St more attractive for community use, examples being – replacement street lighting, gateway treatment including planting, on street parking and associated carriageway narrowing, pedestrian guardrail removal, provision for cyclists. This will be delivered in two phases with phase 1 being funded through £1.5m Highways England Grant. External funding will be secured for phase 2.
69. These projects are reporting a gross expenditure underspend of £1.62M, of which £1.27M (High Street Regeneration) is externally funded. The net variance of 0.3M is £0.1M slippage and £0.2M underspend. The slippage of £0.1M is linked to the wider High Street legacy improvements work, phase 1 of which is funded by Highways England which was only received at the end of March (£1.5M). The impact of this is that it has delayed the programme.
70. The M1/A6 scheme comprises the provision of a new 4.4km dual 2-lane carriageway link between the new M1 junction 11a in the west and the A6 in the east, to effectively form a northern bypass for Luton and open up land for the potential development of up to 4,000 dwellings, up to 20ha of employment land, community facilities and open spaces, and provision of a new sub-regional rail freight interchange incorporating around 40ha of associated employment land.
- The current estimated scheme cost is £67M.
  - Department for Transport (DfT) have confirmed that this will be a retained scheme due to being above the £20M threshold.
  - Central Bedfordshire Council (CBC) have been awarded £11M and £21.75M from Local Growth Fund 2 and Local Growth Fund 3 respectively. It should be noted that this element of funding must be spent by end March 2021 and it is a requirement to demonstrate to DfT that we have a programme to achieve this.
  - The funding 'gap' is approximately £34.25m and is likely to be found from developer contributions – Rail Freight Interchange/Housing Development.



71. DfT has granted £1M upfront development funding from the £32.75M. The project is reporting a gross expenditure of £0.31M for 2017/18 with deferred spend of £4.2M. This is due to the work to develop the programme in supporting the submission of the full business case and progression of the project having a delayed start in August 2017. This is largely due to workload and resource being focused on the A421 scheme. This is now moving forward with additional capacity being provided by Ringway Jacobs who has been commissioned to develop the project, including: Design, Transport Planning, Planning and Environmental Assessment Impact.
72. Leighton Buzzard and Biggleswade Transport Interchange.  
The scheme to remodel the Leighton Buzzard Station forecourt to provide an enhanced bus-rail interchange has slipped into 2018/19 (£0.18M). Discussions are to be held with Network Rail and West Midlands Trains on the outline proposal. The scheme to deliver a bus interchange at Biggleswade Station has slipped into 2018/19 (£0.26M) in response to renewed interest from Network Rail. The original Business Case will be reviewed. The capital funding allocation falls a long way short of what would be needed to deliver the envisaged proposals. This includes the limited S106 contribution towards the scheme cost from east of Leighton Buzzard, given the expected increase in services visiting the station.
73. The Flitwick Interchange/ station redevelopment project is moving forward, with the April 2017 Executive agreeing the mixed use regeneration of the site. A report went to Executive in December 2017 with agreement for the next stages of delivering the scheme now in place. £1.15M will slip into 2018/19 when delivery commences.
74. The Local Broadband Infrastructure schemes are reporting £2.9M gross expenditure funded by grant, and a net underspend variance of £0.39M. In accordance with the contractual terms any underspends are ringfenced and therefore will be re-invested into future projects.
- The broadband project continues to deliver to contractual targets. Through the BDUK 2 project 13,383 premises have been supported to receive superfast broadband services, 6,683 of which are in Central Bedfordshire. This builds on 16,700 premises supported through Project 1.
- The Council is the lead authority in the wider Central Superfast Partnership. Take up of broadband services continues to be considered as best in class, at 55%.

Having secured an additional £3.48m external funding from SEMELP and BDUK, the third procurement round was launched, the tender evaluation process is now complete, with the hope of finalising the contract in early May 2018. The April 2017 Executive approved a delegated decision to the Deputy Leader and Director for Regeneration and Business to award the contract.

75. The Market Towns Programme is made up of two funding streams: the Market Town Regeneration Fund (MTRF), which works directly with town Councils to deliver improvements to their town Centres and the High Street Improvement Scheme (HSIS), which provides 60% grant funding for improvement to shop fronts.
76. The MTRF has identified the need to extend some elements of delivery into 2018/19, forecasting £3.22M to roll into the next financial year. This is largely in relation to the elements being delivered by Ringway Jacobs, these have taken longer to develop than anticipated, with the majority of delivery scheduled for completion in Q1 2018/19. The HSIS programme will now begin delivery in Q1 2018/19, with completion in Q3. This slippage is due to resolution of contractual issues, protracted engagement with some shop owners in signing off designs/costings, along with some requiring specific timeslots for the works to take place. The MTRF Board continues to meet quarterly to review progress.
77. MTRF – A total of 7 bids from Ampthill, Dunstable, Flitwick, Leighton Linlade, Sandy and Shefford town councils are progressing well in the MTRF programme. All the Town Councils are moving swiftly towards delivering their final outputs by end of Summer 2018, with the Ringway Jacobs public realm themed works to begin in Ampthill, Sandy and Shefford in Q1 of 2018/19, with all elements being delivered by Q2 of 2018/19.
78. Leighton Linlade Town Council has been working with Highways to confirm the exact locations for the three electronic signage panels. The panels have been ordered, and scheduled for fitting in Q1 2018/19.
79. Shefford Town Council's work to improve Drivers Spinney are progressing and all are due for completion Q1. The public realm works with Highways has had final costing, and costs approved by Shefford TC and works will commence for completion in Q1.
80. Dunstable Town Council continues delivering its final projects, but this does not include their public realm works which are linked to the wider Highways A5 detrunking programme. All architectural lighting will be installed by the end of Q1. The refurbishment to the entrance for Priory Gardens will be completed at the same time.

81. Flitwick Town Council's Barclay Bank "triangle" public realm improvements are progressing. Highways are awaiting the final design for sign off to allow for costings to be fixed, and then construction date (planned Q1/Q2, 2018/19).
82. High Street Improvement Schemes (HSIS) – 21 businesses are now currently involved in the HSIS with several that could not progress dropping out of the scheme. The tender appointed building contractors, BRAC, are working with these businesses and the CBC project team to schedule the works which are now due to start in Q1. Planning permissions have been granted, enabling businesses to receive their contracts and trigger payment of their 40% contribution.
83. A project to create digital layers of Central Bedfordshire Council's aerial photographs is now complete. The images are currently hosted on an external server and are being used by the HER and Archaeology teams. Investigative work is being undertaken to make them available via a Web Mapping Service (WMS) so they can be used in both Cadcorp and the Web-based GIS, meaning all staff in the authority will be able to view them, as will members of the public. The project outturn reports a £0.043M gross expenditure and £0.012M underspend. The project is now complete.
84. The Innovation Bridge programme is funded through The European Regional Development Fund which works directly with Council as project lead and three university partners, Bedfordshire, Anglia Ruskin and Suffolk, to award grant funding to Small and Medium sized enterprises (SMEs) to achieve business growth. The capital grant element of the programme acts as an enabler to SMEs by providing support to purchase capital equipment.
85. The Local Enterprise Partnerships (LEP) areas covered by the programme are South East Midlands Local Enterprise Partnership (SEMLEP), Greater Cambridgeshire Greater Peterborough (GCGP) and New Anglia Local Enterprise Partnership (NALEP) with coverage provided by the three university partners. Innovation Bridge provides a first connection between SMEs and universities to facilitate a longer-term knowledge exchange. A company's innovation requirements are assessed followed by research time with an academic to achieve business growth. It is the award of innovation grants which then support this. The key outputs of the project include number of new enterprises (62), number of business grants (116), number of new to the firm (94) and new to the market (45) products and employment increases to enterprises supported (87).
86. ERDF provides 30% grant funding toward capital projects with any single grant award capped at £15k. The remaining balance of funding is provided by the SMEs.

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## **Appendix B**

### **Schemes over budget between £150K and £500K**

1. Stratton Park Phase 5 & 6 Additional Infrastructure works - 2nd phase of delivery (includes Ph5 infrastructure & Ph4 Access) - £0.313M. see paragraph 59 at Appendix A)
2. Highways Planned Maintenance £0.224M (para 49)
3. Thorn Turn Infrastructure £0.346M (para 59)

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## Appendix C

### Capital Slippage Approved under delegated Authority

| Directorate         | Scheme Title  | BUDGET Slippage to 2018/19 |                  |                 |
|---------------------|---|----------------------------|------------------|-----------------|
|                     |   | Gross Expenditure          | External Funding | Net Expenditure |
|                     |   | £'000                      | £'000            | £'000           |
| Children's Services | Temporary Accomodation  | 305                        |                  | 305             |
| Community Services  | Energy Efficiency measures / Carbon Reduction Improvements  | 50                         |                  | 50              |
| Community Services  | Farm Compliance Work (includes Farm Estate Capital Works)   | 486                        |                  | 486             |
| Community Services  | CBC Built Asset Improvement Programme (Corporate Property Rolling Programme)  | 1,068                      |                  | 1,068           |
| Community Services  | Westbury Phase 2 Industrial Units   | 800                        |                  | 800             |
| Community Services  | Integrated Asset Management System  | 45                         |                  | 45              |
| Community Services  | Strategic Acquisitions  | 7,870                      |                  | 7,870           |
| Community Services  | LDF related costs for land in Arlesey, North of Houghton Regis, North of Luton and Stratton Park Biggleswade (includes enhancement work to prepare for disposals) | 304                        |                  | 304             |
| Community Services  | Arlesey East of High Street (Includes Arlesey Phase 1 line 111)   | 10                         |                  | 10              |
| Community Services  | Sundon / Bluewater Landfill Sites   | 472                        | (422)            | 50              |
| Community Services  | Crematorium   | 1,924                      |                  | 1,924           |
| Community Services  | Rights of Way Network and Countryside and Heritage Sites - Structural Renewal and Improvement Works   | 54                         | 0                | 54              |
| Community Services  | Tree backlog  | 274                        | 0                | 274             |
| Community Services  | CCTV  | 492                        | 0                | 492             |
| Community Services  | Integrated Environmental Management System (Slippage only)  | 32                         | 0                | 32              |
| Community Services  | Houghton Hall Park P4P Renaissance and Renewal (includes Urban Country Park)  | 90                         |                  | 90              |
| Community Services  | Outdoor Access and Countryside Works  | 95                         | 0                | 95              |
| Community Services  | Library and Leisure Centre renewal in Dunstable   | (1,956)                    | 0                | (1,956)         |
| Community Services  | Flitwick Leisure Centre Redevelopment   | 0                          | (3,037)          | (3,037)         |
| Community Services  | Leisure Centre Stock Condition/Asset Management Plan  | 313                        | 0                | 313             |
| Community Services  | Highways Structural Maintenance Block (includes additional expenditure)   | 1,667                      | 0                | 1,667           |
| Community Services  | Highways Integrated Schemes   | 829                        | (829)            | 0               |
| Community Services  | Highways Planned Maintenance  | (356)                      | 356              | 0               |
| Community Services  | Highways Bridge Assessment and Maintenance  | 323                        | 0                | 323             |
| Community Services  | Fleet replacement programme   | (600)                      |                  | (600)           |
| Community Services  | Highways Flooding & Drainage  | 320                        |                  | 320             |
| Community Services  | National Productivity Investment  | 836                        | (836)            | 0               |

Appendix C (Cont)

| Directorate                   | Scheme Title   | BUDGET Slippage to 2018/19 |                  |                 |
|-------------------------------|--|----------------------------|------------------|-----------------|
|                               |  | Gross Expenditure          | External Funding | Net Expenditure |
|                               |  | £'000                      | £'000            | £'000           |
| Regeneration                  | East West Rail (Western Section)   | 527                        | 0                | 527             |
| Community Services            | Luton Dunstable Busway   | 1,500                      | 0                | 1,500           |
| Community Services            | Woodside Link  | 716                        | (919)            | (203)           |
| Community Services            | Depot and Salt Barn - North  | 3,379                      | 0                | 3,379           |
| Regeneration                  | Dunstable Highway/High Street Feasibility  | 100                        |                  | 100             |
| Regeneration                  | M1-A6 Phase 1 and 2  | 4,227                      | (1,207)          | 3,020           |
| Regeneration                  | Strategic infrastructure schemes B   | 179                        | 0                | 179             |
| Community Services            | A421-M1 Junction 13- Milton Keynes Magna Park  | 8,187                      | (8,133)          | 54              |
| Community Services            | Parking Equipment  | 42                         | 0                | 42              |
| Regeneration                  | Leighton Buzzard Transport Interchange   | 177                        | 0                | 177             |
| Regeneration                  | Biggleswade Transport Interchange  | 262                        | 0                | 262             |
| Community Services            | Integrated Transport Unit ICT System   | 33                         | 0                | 33              |
| Community Services            | Highways Improving Walking Routes to Schools   | 461                        |                  | 461             |
| Community Services            | New Car Parks  | 650                        |                  | 650             |
| Community Services            | IT   | 123                        |                  | 123             |
| Community Services            | Office Rationalisation (Assets and IT elements)  | 40                         |                  | 40              |
| Regeneration                  | F10 BDUK2  | 250                        | (170)            | 80              |
| Regeneration                  | Local Broadband Infrastructure   | 1,032                      | (745)            | 287             |
| Regeneration                  | Market Towns Programme   | 2,669                      | (194)            | 2,475           |
| Regeneration                  | Dunstable High Street Regeneration (includes highway detrunking & development)   | 1,269                      | (1,269)          | 0               |
| Regeneration                  | SEMLEP BDUK Extension  | 1,253                      | (1,225)          | 28              |
| Regeneration                  | Flitwick Station Area Car Park Development (includes Flitwick Land Purchase Further Land Assembly for the Town Centre Regeneration Scheme) | 1,253                      | (100)            | 1,153           |
| Regeneration                  | Land Drainage Work Flood Defence (includes Non-Highways)   | 17                         | (17)             | 0               |
| Social Care, Health & Housing | Disabled Facilities Grants Scheme  | 300                        | 0                | 300             |
| Social Care, Health & Housing | Empty Homes  | 74                         | 0                | 74              |
| Social Care, Health & Housing | Renewal Assistance   | 100                        | 0                | 100             |



Appendix C (Cont)

| Directorate                   | Scheme Title   | BUDGET Slippage to 2018/19 |                  |                 |
|-------------------------------|--|----------------------------|------------------|-----------------|
|                               |  | Gross Expenditure          | External Funding | Net Expenditure |
|                               |  | £'000                      | £'000            | £'000           |
| Social Care, Health & Housing | Additional Gypsy and Traveller Sites                             | 901                        | (225)            | 676             |
| Social Care, Health & Housing | MANOP Care Home Reprovision                                      | 978                        | 0                | 978             |
| Social Care, Health & Housing | MANOP Non-HRA Extra Care Schemes                                 | 2,550                      | 0                | 2,550           |
| Social Care, Health & Housing | NHS Campus Closure   | 374                        | (374)            | 0               |
| Social Care, Health & Housing | Adult Social Care ICT Projects                                   | 190                        | (144)            | 46              |
| Social Care, Health & Housing | Review of Accommodation/Day Support, "New Approaches to Outcome" | 1,906                      | (1,906)          | 0               |
|                               | <b>CBC 2017/18 Capital Programme</b>                             | <b>51,466</b>              | <b>(21,396)</b>  | <b>30,070</b>   |

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Central Bedfordshire Council

EXECUTIVE

12 June 2018

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**2017/18 Housing Revenue Account (HRA) Budget Management Outturn Report as at March 2018 (subject to audit)**

Report of Cllr Carole Hegley, Executive Member for Social Care and Housing ([carole.hegley@centralbedfordshire.gov.uk](mailto:carole.hegley@centralbedfordshire.gov.uk)) and Cllr Richard Wenham, Deputy Leader and Executive Member for Resources ([richard.wenham@centralbedfordshire.gov.uk](mailto:richard.wenham@centralbedfordshire.gov.uk))

Advising Officers: Julie Ogle, Director of Social Care, Health and Housing ([julie.ogley@centralbedfordshire.gov.uk](mailto:julie.ogley@centralbedfordshire.gov.uk)) and Charles Warboys, Director of Resources and s151 Officer ([charles.warboys@centralbedfordshire.gov.uk](mailto:charles.warboys@centralbedfordshire.gov.uk))

**This report relates to a Non Key Decision.**

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**Purpose of this report**

1. The report presents the 2017/18 HRA outturn financial position as at the end of March 2018 (subject to audit). It sets out spend against the revenue and capital budgets, and provides explanations for any variations. This report enables Executive to consider the overall financial position of the HRA.
2. The outturn position was agreed by the Leader, Deputy Leader, Chief Executive and Director of Resources, under delegated authority from the Executive and this report brings the result into the public domain.

**RECOMMENDATIONS**

**The Executive is asked to:**

1. **approve the provisional Revenue outturn position of a surplus of £8.23M, thus strengthening the Council's ability to invest and improve its stock of Council Houses;**
2. **approve the provisional Capital outturn of £7.519M and the proposed slippage of £4.944M, deferred to 2018/19. These works relate to Future Investment (£4.797M) and Stock Protection (£0.147M). See table 2;**

3. **note that the provisional outturn position and new proposed earmarked reserves were approved by the Leader, Deputy Leader and Chief Executive and Director of Resources under a delegated approval granted by the Executive at its April 2018 meeting;**
4. **note that Right to Buy (RtB) sales are slightly higher than previous financial years, with retained receipts totalling £3.928M, resulting in a year end balance, after funding of the Capital programme, of unapplied capital receipts of £8.145M;**
5. **note that as part of the funding of the Capital Programme there was a contribution of £0.194M from the Independent Living Development Reserve to fund spend at Houghton Regis Central. A further contribution of £2.837M has been made from the Strategic Reserve, towards the Capital programme (£2.741M) and the transfer of assets from the General Fund (£0.096M); and**
6. **note that the net increase in reserves is £5.199M, so that, at the year end, the HRA will have £28.97M of reserves available, of which £2.0M is identified as a minimum level of HRA Balances.**

### **Issues**

3. The provisional revenue outturn position results in a year end surplus of £8.23M compared to a budgeted surplus of £6.115M, an increase of £2.115M.
4. The key variances are increased income (£0.306M), reduced expenditure on Housing Operations and Financial Inclusion (£0.472M) and reduced principal debt repayment (£1.36M).
5. The provisional outturn position for the HRA **capital** programme indicates a net outturn below budget at £7.519M; this includes deferred works of £4.009M from 2016/17. It is proposed that £4.944M of works are deferred to 2018/19.
6. The 2017/18 budget for the HRA anticipated a net contribution to Reserves of £2.109M, with a contribution to the Independent Living Development Reserve (ILDR) of £3.796M and a contribution from the Strategic Reserve of £1.687M. The year end outturn suggests a net contribution to Reserves of £5.199M, an improvement against budget of £3.09M, comprising £5.602 to the ILDR, a contribution of £0.532M from the Strategic Reserve and £0.129M to the Life Cycle Reserve. This equates to a total Reserve balance of £28.97M.

### **Council Priorities**

7. Sound financial management contributes to the Council's Value for Money and enables the Council to successfully deliver its priorities. The recommendations will contribute indirectly to all 6 Council priorities.

### **Corporate Implications**

#### **Legal Implications**

8. None

#### **Financial Implications**

9. The financial implications are contained in the report.

#### **Equalities Implications**

10. Equality Impact Assessments were undertaken prior to the allocation of the 2017/18 budgets and each Directorate was advised of significant equality implications relating to their budget proposals.

### **Conclusion and next Steps**

11. The report presents the provisional 2017/18 HRA outturn position (subject to audit) as at the end of March 2018, and provides explanations for any variations. This report enables the Executive to consider the overall financial position of the HRA.

### **Appendices**

#### **Appendix A – Housing Revenue Account Detailed Commentary**

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## APPENDIX A

### HRA REVENUE ACCOUNT (HRA)

1. The HRA annual expenditure budget is £22.524M and income budget is £28.639M, which allows a contribution of £6.115M to reserves to present a net budget of zero.
2. A subjective breakdown of the provisional outturn position is shown in **Table 1** below.

|  | 2017/18 Budget | Full Year Forecast | Variance Full Year Forecast to Budget |
|--|----------------|--------------------|---------------------------------------|
|  | £m             | £m                 | £m                                    |
| <b>Total Income</b>                            | (28.639)       | (28.945)           | (0.306)                               |
| Housing Operations                             | 7.696          | 7.386              | (0.310)                               |
| Financial Inclusion                            | 0.461          | 0.299              | (0.162)                               |
| Housing Investment                             | 0.123          | 0.124              | 0.001                                 |
| Corporate Resources                            | 2.063          | 2.105              | 0.042                                 |
| Maintenance                                    | 5.084          | 5.039              | (0.045)                               |
| Debt related costs                             | 0.119          | 0.148              | 0.029                                 |
| Direct Revenue Financing                       | 2.327          | 2.327              | -                                     |
| Efficiency Programme                           | (0.750)        | (0.750)            | -                                     |
| Interest repayment                             | 3.941          | 3.937              | (0.004)                               |
| Principal repayment                            | 1.460          | 0.100              | (1.360)                               |
| TOTAL Expenditure                              | 22.524         | 20.715             | (1.809)                               |
| Surplus  | (6.115)        | (8.230)            | (2.115)                               |
| Contribution to / (from) reserve (at year end) | 6.115          | 8.230              | 2.115                                 |
| <b>Net Expenditure</b>                         | -              | -                  | -                                     |

3. There is a favourable provisional outturn variance for income of £0.306M (1%) against a full year budget of £28.639M. The positive variance is a combination of reduced void loss on rents (£0.083M) and additional rental and service charge income from properties used for flexible supported accommodation (£0.216M).
4. The provision outturn for Housing Operations shows a favourable variance of £0.310M (4%) against a full year budget of £7.696M. This is a result of salary related savings due to vacancies (£0.226M) and saving on landscaping costs (£0.073M).
5. The provisional outturn position for the Financial Inclusion service shows a favourable variance of £0.162M against a full year budget of £0.461M. The Council has received approval from Government to fund Discretionary Housing Payments (DHP) for Council tenants from the HRA. These payments occur where tenants are under occupying (referred to as the Spare Room Subsidy), resulting in a reduction in the amount of Housing Benefit they receive towards their rent, but where the Council assesses that it would not be appropriate for the tenant to be disadvantaged in this way. This could occur where a disabled tenant requires an extra room for a carer (who may for example be their partner).
6. Spend on DHP was kept to a minimum by assisting tenants to downsize, and thereby free up under occupied Council homes. As a result, the £0.070M budgeted in the HRA for DHP was not required. A further £0.106M of savings within Financial Inclusion were achieved as a result of lower tenant incentive and removal costs.
7. Executive agreed at its February 2018 meeting to reduce principal debt repayment to £0.1M for the financial year 2017/18. This will enable the HRA to purchase properties in the short term to mitigate the demand for Transitional Accommodation (TA). The original budget envisaged a £1.46M repayment of debt in 2017/18, so this decision has resulted in an under spend of £1.36M, and is the largest factor in the overall positive variance of £2.115M.

#### **HRA CAPITAL PROGRAMME**

8. Across the HRA Capital Programme there is a provisional year end outturn of £7.519M against a budget of £14.342M. It is proposed that committed works within Stock Protection projects to the value of £0.147M and £4.797M of Future Investment projects are deferred to 2018/19. The net provisional outturn after proposed slippage is £1.879M below budget.
9. Analyses of the outturn position and variance, for each HRA scheme, is presented at **Table 2** below. The proposed funding of the programme is shown at **Table 2**



|                                   | <b>Budget<br/>2017/18</b> | <b>Provisional<br/>Outturn</b> | <b>Variance</b> | <b>Slippage<br/>to 2018/19</b> | <b>Variance<br/>net of<br/>slippage</b> |
|-----------------------------------|---------------------------|--------------------------------|-----------------|--------------------------------|---|
| <b>Stock Protection</b>           | £'000                     | £'000                          | £'000           | £'000                          |   |
| General Enhancements              | 105                       | 110                            | 5               | 0                              | 5                                       |
| Fire Safety & Alarm Systems       | 104                       | 9                              | (95)            | 0                              | (95)                                    |
| Garage Refurbishment              | 115                       | 110                            | (5)             | 0                              | (5)                                     |
| Paths & Fences Siteworks          | 110                       | 259                            | 149             | 0                              | 149                                     |
| Estate & Green Space Improvements | 326                       | 179                            | (147)           | (147)                          | 0                                       |
| Energy Conservation               | 538                       | 359                            | (179)           | 0                              | (179)                                   |
| Roof Replacement                  | 555                       | 485                            | (70)            | 0                              | (70)                                    |
| Assisted Living Technology        | 13                        | 13                             | 0               | 0                              | 0                                       |
| Central Heating Installation      | 738                       | 352                            | (386)           | 0                              | (386)                                   |
| Rewiring                          | 233                       | 248                            | 15              | 0                              | 15                                      |
| Kitchens and Bathrooms            | 777                       | 693                            | (84)            | 0                              | (84)                                    |
| Central Heating communal          | 26                        | 29                             | 3               | 0                              | 3                                       |
| Door Replacement                  | 290                       | 192                            | (98)            | 0                              | (98)                                    |
| Structural Repairs                | 221                       | 147                            | (74)            | 0                              | (74)                                    |
| Aids and Adaptations              | 425                       | 450                            | 25              | 0                              | 25                                      |
| Drainage and Water Supply         | 36                        | 65                             | 29              | 0                              | 29                                      |
| Capitalised Salaries              | 510                       | 421                            | (89)            | 0                              | (89)                                    |
| Asbestos Management               | 258                       | 255                            | (3)             | 0                              | (3)                                     |
| Parking Schemes                   | 236                       | 6                              | (230)           | 0                              | (230)                                   |
| Investment Panel Programme        | 50                        | 0                              | (50)            | 0                              | (50)                                    |
| Communal/PIR Lighting             | 73                        | 34                             | (39)            | 0                              | (39)                                    |
| Targeted Door Replacement         | 6                         | 4                              | (2)             | 0                              | (2)                                     |
| Sheltered Housing Refurbishment   | 150                       | 148                            | (2)             | 0                              | (2)                                     |
| New Windows                       | 150                       | 148                            | (2)             | 0                              | (2)                                     |
| <b>Sub Total</b>                  | <b>6,045</b>              | <b>4,716</b>                   | <b>(1,329)</b>  | <b>(147)</b>                   | <b>(1,182)</b>                          |
| <b>Future Investment</b>          |                           |                                |                 |                                |   |
| Stock Remodelling                 | 130                       | 537                            | 407             | 0                              | 407                                     |
| Houghton Regis Central            | 2,000                     | 194                            | (1,806)         | (1,806)                        | 0                                       |
| Site Development                  | 315                       | 5                              | (310)           | (310)                          | 0                                       |
| Garage Site Development           | 269                       | 9                              | (260)           | (260)                          | 0                                       |
| Croft Green                       | 170                       | 32                             | (138)           | (138)                          | 0                                       |
| New Build & Acquisitions          | 4,742                     | 1,744                          | (2,998)         | (1,848)                        | (1,150)                                 |
| Crescent Court                    | 313                       | 16                             | (297)           | (297)                          | 0                                       |
| Havelock Road                     | 200                       | 246                            | 46              | 0                              | 46                                      |
| Windsor Drive                     | 158                       | 20                             | (138)           | (138)                          | 0                                       |
| <b>Sub Total</b>                  | <b>8,297</b>              | <b>2,803</b>                   | <b>(5,494)</b>  | <b>(4,797)</b>                 | <b>(697)</b>                            |
| <b>TOTAL HRA</b>                  | <b>14,342</b>             | <b>7,519</b>                   | <b>(6,823)</b>  | <b>(4,944)</b>                 | <b>(1,879)</b>                          |

**Table 3**

**Proposed Funding of HRA Capital Programme**

| <b>Source</b>                          | <b>£'000</b> |
|--|--------------|
| Revenue Contributions                  | 2,327        |
| Useable Capital Receipts               | 2,257        |
| Independent Living Development Reserve | 194          |
| Strategic Reserve                      | 2,741        |
| <b>Total</b>                           | <b>7,519</b> |

**STOCK PROTECTION**

10. There is a favourable provision outturn variance of £1.182M after proposed slippage of £0.147M. The majority of the variances are favourable, with the most significant variances as follows: Central Heating Installation (£0.386M), Parking Schemes (£0.230M), Energy Conservation (£0.179M), Door Replacements (£0.098M), Fire Safety & Alarm Systems (£0.095M), Capitalised Salaries (£0.089M), Kitchen and Bathrooms (£0.084M), Structural Repairs (£0.074M) and Roof Replacements (£0.070M). There is one significant adverse variance, with Paths & Fences Siteworks delivering a £0.149M over spend.
11. Central Heating Installation has delivered a favourable outturn variance of £0.386M, due to saving made through procurement of a new contractor in 2017; the cost of installation has reduced and radiators are now only replaced when required. Parking Schemes show a favourable outturn position of £0.230M. This is a result of delays through the consultation, design and planning process. Seven projects have been planned for completion in 2018/19.
12. Energy Conservation has delivered a favourable outturn variance of £0.179M; this is a result of delaying the Air Source heat pump installation programme towards the end of 2017 due to a concern about product and installation specification, which has now been resolved. Door Replacements has delivered a favourable outturn position of £0.098M; this is due to delays in the design and procurement of the replacement of the communal entrance doors programme.
13. Fire Safety & Alarm works have resulted in a positive outturn variance of £0.095M. The upgrade works to the fire alarms systems in sheltered accommodation are planned to happen during 2018/19; the approach to these works has changed as seven alarm systems have been identified as obsolete in the last year and now require full replacement.
14. A reduced spend of £0.089M on Capitalised Salaries has occurred due to lower salary costs resulting from vacancies in the Housing Development team. There is a favourable outturn variance on Kitchen and Bathroom projects of £0.084M, due

to a higher level of refusal of works from customers than expected. Also, in the latter part of the year there were delays in kitchen design and achieving asbestos surveys before commencement of works.

15. The Structural Repairs budget is responsive to situations as they occur at Council properties, rather than being planned in advance, and is therefore difficult to predict. It has delivered a favourable outturn variance of £0.074M as a result of low demand for structural repairs within the last 12 months. Roof Replacement shows a favourable outturn variance of £0.070M due to a move towards demand led replacement. Roofs are replaced when they become substandard or beyond economical repair instead of replacement on a predicted life expectancy without considering of condition, quality or exposure. Paths & Fences Sitework has resulted in an adverse outturn variance of £0.149M due to higher than expected demand against this budget, which is also largely responsive in nature, in 2017/18.
16. It is proposed that's £0.147M of works are to be slipped into 2018/19 within the Estate and Green Space Improvements programme which has been delayed by the resident consultation process. 15 of the 27 proposed works have been completed and the completion of the remainder will be slipped into 2018/19.
17. Savings have been made by changing the approach to stock protection works. Building components are no longer identified for replacement based on age; stock condition surveys are completed identifying component replacement based upon condition and future maintenance costs.

## **FUTURE INVESTMENT**

18. Houghton Regis Central is a site comprising the vacant former Co Op site, the Grade II listed Red House and Red House Court in Houghton Regis town centre. The project will involve re-development in two stages, with construction initially taking place on the Co Op site to allow the current Red House Court residents to move to new apartments. This would enable the existing building (Red House Court) to be demolished, to then provide homes and new facilities on the existing site. The scheme will comprise 168 independent living apartments on a mixed tenure basis together with 8 re-ablement suites and a number of commercial Units.
19. The scheme received planning consent in November 2016 and it is anticipated that construction will start on site in February 2019. The reason for the revised start date is due to re-programming following the establishment of new governance structures. This will enable a comprehensive tender pack to be prepared and a robust procurement process to be followed. As a result, the provisional outturn shows that, from a budget of £2M, an outturn of £0.194M spend occurred in 2017/18; it is proposed that the remainder is slipped into 2018/19.

20. Major construction work at the Croft Green Development was forecast to commence in summer 2017 with completion forecast for the winter of 2018. The contract sum that has been received from the contractor was significantly higher than anticipated and means that the project in its current form is not financially viable. In the circumstances it is proposed instead to undertake a remodelling of the accommodation at Croft Green, which would take place during 2018/19. The cost of these works is estimated at £0.5M, and this expenditure has been approved in the new HRA Medium Term Financial Plan (MTFP). It is proposed that £0.138M of works be deferred to 2018/19.
21. It is proposed that £1M of works be slipped into 2018/19 for Site Development, Garage Site Development, Crescent Court and Windsor drive. This is due to a combination of delays in planning process and awaiting decisions to progress with development.
22. There are increasing homelessness pressures, which are impacting upon General Fund (GF) Transitional Accommodation (TA) budgets. The approach being taken is to create “system resilience” for the future, establishing flexible provision across Central Bedfordshire, to be managed intensively as either TA and/or supported housing. The Housing Service has created an Intensive Property Management Team (within the HRA) that will manage all the properties and rooms that are used for TA on a ‘hotel-style’ basis, in part to maximise income; but more importantly, to avoid cost at the level seen in neighbouring local authorities.
23. Over time, it is envisaged that this provision will increase to circa 250 units (homes, single rooms, shared accommodation). The use of this circa 250 units will function flexibly, as both TA and accommodation based supported housing, the main aim being to avoid cost to the system. Whilst management and maintenance costs are significantly higher for this type of accommodation, the greater concentration of tenancies will also generate additional income for the HRA. More importantly, this approach directly facilitates the Housing GF efficiencies, to reduce TA Budget provision over a three year period.
24. As part of this approach Greenacre, the former care home in Dunstable, was transferred from the GF into the HRA in March 2017. In the short to medium term this can provide flexible bedsit accommodation for up to 42 households, addressing demands for TA or Supported accommodation. In the longer term the site could be regenerated to provide new housing supply and would certainly enhance the HRA’s portfolio of assets. During 2017/18 the site was refurbished on a phased basis, and has been renamed Franklin House, with the first phase of 8 bedsits completed at the end of November. The other 34 units are now complete and will be occupied early in the new financial year. The total cost was £0.381M,

which was allocated to the Stock Remodelling project code, and was the main factor in the overspend of £0.407M for that project code.

25. Further to this approach, of reducing GF expenditure, the proposal to vire the underspend at Croft Green (£3.725M) to the new build and acquisitions budget line, to enable further purchases of properties that will address the increasing transitional accommodation pressure, was approved by Executive in December 2017. This increased the budget for acquisitions to a total of £4.742M. Principal debt repayment has also been reduced to free up further funding of property acquisitions in 2018/19.
26. As part of the MTFP process it has been agreed that a further care home, The Birches in Shefford, will be transferred to the HRA at a value of £1.15M, to provide circa 20 units of flexible bedsit accommodation to further mitigate pressure for transitional accommodation. As this will be an internal transfer it will be funded by Reserves rather than the HRA Capital programme. This reduced the amount available for acquisitions in year to £3.592M. It has not been possible to complete on sufficient purchases to spend the full amount, so it is proposed that £1.848M will be slipped into 2018/19.

#### **HRA EFFICIENCY PROGRAMME**

27. Since 2010 the Housing Service has been using Housemark to provide a benchmarking service. The analysis provided has assisted in identifying the areas where HRA expenditure is high relative to other stock retained authorities. Benchmarking has indicated, for example, that we should review the Repairs Delivery model, the result of which has been the achievement of in year savings and further proposals for HRA efficiencies going forward.
28. The HRA revenue budget for 2017/18 was reduced by £0.750M, as part of the Council's efficiency programme.
29. This year's HRA efficiency target comprised mainly increased service charge income within Supported Housing (£0.150M), reduced Day to Day and Void maintenance costs (£0.130M), and savings resulting from the tenancy sustainment approach (£0.110M). The remaining £0.360M was made up of: savings related to Business Process Review and Management rationalisation, reduction in cost relating to Sheltered Housing and reduced communications costs resulting from use of new media. The overall efficiency target for 2017/18 has been fully achieved.

## HRA ARREARS

30. **Table 4** shows a breakdown of the HRA debt position at March

| <u>Debt Analysis - Tenant Arrears</u> |                   |                    |                    |                     |              |              |
|---------------------------------------|-------------------|--------------------|--------------------|---------------------|--------------|--------------|
| Description of debt                   | 0-4 weeks         | 4-8 weeks          | 8-13 weeks         | 13-52 weeks         | Over 1 yr    | TOTAL        |
|                                       | £M                | £M                 | £M                 | £M                  | £M           | £M           |
| Current Tenant                        | 0.150             | 0.123              | 0.077              | 0.087               | 0.000        | 0.437        |
| Former Tenant                         | 0.003             | 0.002              | 0.001              | 0.021               | 0.598        | 0.625        |
|                                       |                   |                    |                    |                     |              | <u>1.062</u> |
| <u>Debt Analysis - Other Arrears</u>  |                   |                    |                    |                     |              |              |
| Description of debt                   | From 1 to 30 days | From 31 to 60 days | From 61 to 90 days | From 91 to 365 days | Over 1 yr    | TOTAL        |
|                                       | £M                | £M                 | £M                 | £M                  | £M           | £M           |
| Misc recoveries                       | 0.000             | 0.000              | 0.000              | 0.000               | 0.000        | 0.000        |
| Shops                                 | 0.010             | 0.000              | 0.005              | 0.010               | 0.008        | 0.033        |
| Void recoveries                       | 0.000             | 0.000              | 0.000              | 0.010               | 0.022        | 0.032        |
|                                       | <u>0.010</u>      | <u>0.000</u>       | <u>0.005</u>       | <u>0.020</u>        | <u>0.030</u> | <u>0.065</u> |

31. Total tenant debt amounted to £1.062M compared to £1.218M at the end of February 2018. Current Tenant Arrears (CTA) are £0.437M or 1.4% (£0.601M or 1.8% at February) of the annual rent debit of £32.095M, against a target of 1.8%, whilst Former Tenant Arrears (FTA) are at 1.9% with a balance of £0.625M against a target of 1.75% (1.9% with a balance of £0.617M at February). £0.022M of tenant debt was written off in 2017/18. Housing Benefit payments account for 53.01% of the rent and service charge income received.

32. In light of welfare reform Housing Operations have implemented a pro-active approach to managing the impact on rent arrears, and promoting a payment culture. This includes early intervention, rightsizing where necessary, increased contact with our residents, supporting tenants in making the right decisions regarding payment of rent and strong enforcement action when all other options have been exhausted. A new Tenant App has now been launched so that tenants will find it even easier to engage with staff and access more information, for example the balance on their rent account. It is hoped that this new service will have a similarly positive impact on maximising income, and will assist the Service in driving channel shift wherever possible, thereby freeing up resources for other needs. This will be the first tangible step that the Housing Service has taken for its tenants to positively drive forward access to more services electronically. This is a significant milestone, and one that is now an enabler for more channel shift activities, and improving productivity levels and efficiencies.

33. Contacts with other Registered Providers of social housing have enabled us to benchmark, research good practice, and ensure genuine unrecoverable debts are presented for write off quarterly. This ensures the FTA officer is concentrating their time on cases with the highest probability of recovery. Since 2015 recovery of FTA debt has taken on a completely different approach from previous years as research has shown that the probability of recovery can actually increase with the age of the debt. For example, if a family is evicted from one of our properties it can take between 3 to 12 months for the family to resettle, enabling a trace to be made and thus the debt can be pursued. This is a true invest to save measure as by reducing arrears the provision for bad debts is also reduced, as is the likelihood of having to write off bad debts. It is also a powerful message linked to our payment culture.
34. Debt recovery plans may be put in place and take several years to settle. An affordable payment plan reviewed on a regular basis increases the probability of full recovery. Where contact is maintained, debt can be recovered up to 6 years after becoming an FTA, however where a period of 2 years has elapsed and no contact or trace has been possible the debt will be put forward for write off.
35. There is currently £0.065M of non tenant arrears (£0.059M at February), which comprises the following: rents at shops owned by the HRA, service charges and property damage relating to existing and former tenants.

### **PROMPT PAYMENT INDICATOR**

36. The performance target for payment to suppliers, where there is no dispute over the amount invoiced, is 90% of invoices paid within 30 days of invoice receipt date. The HRA performance for March was 93% of 257 invoices (94% of 252 invoices in February paid on time). Work is ongoing to create 'end to end' system integration between the SAP financial system and the QL Housing system, so as to improve performance overall. This project is progressing well and has significantly improved timescales for making payment. Internal audit are currently reviewing new processes so they can sign off our new approach.
37. Since the beginning of the financial year, actions that have been implemented to improve this aspect of the service have resulted in a dramatic improvement to the extent that performance has been consistently above 90%. This new process will be built on to ensure that all contractors use the same process for invoicing. Avoiding variance in approach ensures that a consistent performance level can be maintained. In addition, all invoicing for all repairs has moved to the Rents Team so that a consistent and tightly managed process ensures that performance is maintained.

## **HRA CAPITAL RECEIPTS**

38. New Right to Buy (RtB) discounts and proposals for re-investing the capital receipts came into effect from April 2012, which increased the maximum discount available to tenants from £0.034M to their current level of £0.079M.
39. During 2017/18, 58 RtB applications were received with 33 properties being sold, compared to 79 Applications and 29 sales in 2016/17, resulting in a retained capital receipts of £3.928M.
40. At the end of 2017/18, the Council has a balance of £10.402M of useable capital receipts, before funding of the HRA Capital Programme (balance bought forward from 2016/17 £6.474M), of which £5.268M is reserved for investment in new social housing. The Council has entered into an agreement with the Secretary of State to invest these receipts in new social housing. The use of these receipts is restricted to schemes that do not receive Homes England (formerly the Homes and Communities Agency - HCA) funding.
41. The retained receipt from RtB sales can represent no more than 30% of the cost of the replacement properties. Since the agreement was signed in 2012, £5.996M has been spent on replacement properties up to 31 March 2018. The Council is committed to spend a further £17.559M on replacement properties by 31 March 2021.
42. The HRA's Budget proposals for the period of the Medium Term Financial Plan (MTFP) propose significant investment in new build (in excess of £21M by 31 March 2021).
43. Current projections suggest RtB sales will not have a negative impact on the Business Plan, particularly if the number of new build properties exceeds the properties sold. However, if annual RtB sales were to make up a significant percentage of the Housing Stock, such that it diminished by 10% (equivalent to approximately 500 properties) or more over the period to 31 March 2021, then this would pose a threat to the surpluses predicted both in the medium and longer term.
44. If additional sales continue to represent a small percentage of the Council's stock, so there is no material impact on the Business Plan, there is a significant benefit as retained receipts will provide the Council with additional funds for reinvestment.
45. As at 1 April 2017 the balance of HRA Usable Capital receipts was £6.474M. £3.928M of RtB receipts have been retained in the current year, which delivers a



subtotal of £10.402M. It is proposed to use £2.257M of usable receipts to part fund the Capital programme, so the total Useable Capital receipts to be carried forward into 2018/19 is £8.145M.

## **RESERVES**

46. The total reserves available as at year end 2016/17 were £23.771M, comprising £2M in HRA Balances, £14.898M in the Independent Living Development Reserve, £6.673M in the Strategic Reserve and £0.200M in the Major Repairs Reserve.
47. A new earmarked Reserve has been created, for Life Cycle costs at Priory View. Leaseholders at Priory View make a monthly contribution to capital replacement works, but as the building was only completed in 2016 these costs are unlikely to materialise for a number of years so a Reserve is required. This is often referred to as a “Sinking Fund”, and enables leaseholder contributions to be set aside so they can be matched against the cost of works as they are required in future years.
48. As part of the MTFP, approval has been granted for a development at Potton Road, Wrestlingworth, of 8 units (a mixture of shared ownership and affordable rent). The land was owned by Assets but has been transferred to the HRA at a cost of £0.096M. This cost will be financed from the Strategic Reserve, so the total contribution from that Reserve will be £2.837M, comprised of £2.741M contribution to the Capital programme and £0.096M to finance the transfer of the Potton Road site from the GF.
49. The provisional outturn position indicates a total balance on Reserves of £28.970M. HRA Balances are to remain at a contingency level of £2M, with the Independent Living Development Reserve increasing to £20.5M, the Strategic reserve reducing to £6.141M, the LifeCycle Reserve being created with a balance of £0.129M, and the Major Repairs Reserve (MRR) remaining at £0.200M.
50. In total this equates to an outturn contribution to reserves for the year of £8.230M, offset by spend from reserves of £3.031M to result in a net increase of £5.199M.
51. An Investment Strategy has been formulated, that sets out proposals for the use of the reserves that are forecast to materialise in the short to medium term. This strategy is referred to in the HRA Budget Report that has been approved by Council in February 2018, and continues to be refined as part of the Council’s Medium Term Financial Plan.



## Central Bedfordshire Council

EXECUTIVE

June 2018

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### 2017/18 Quarter 4 Performance Report

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

Advising Officer: Charles Warboys, Director of Resources  
([Charles.Warboys@centralbedfordshire.gov.uk](mailto:Charles.Warboys@centralbedfordshire.gov.uk))

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

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#### Purpose of this report

1. To report Quarter 4 2017/18 performance for Central Bedfordshire Council's Medium Term Plan (MTP) indicator set.

#### RECOMMENDATIONS

The Executive is asked to:

- Note performance against the indicators currently being used to help support the monitoring of progress against the Medium Term Plan priorities, and to ask officers to further investigate and resolve underperforming indicators as appropriate.

2. Since the Council was created in 2009, it has endeavoured to strengthen Central Bedfordshire as a great place to live and work. This means delivering great value and services to residents, making sure that both businesses and individuals have great prospects for the future, in terms of education, skills and employment, and enhancing Central Bedfordshire as a place.
3. In 2015, the Council updated its plans for delivering its ambitions. This culminated in The Five Year Plan 2015-2020 being adopted by Council in November 2015, based on six key priorities:
  - Enhancing Central Bedfordshire
  - Delivering Great Resident Services
  - Improving Education and Skills
  - Protecting the Vulnerable; Improving Well-being
  - A More Efficient and Responsive Council
  - Creating Stronger Communities
4. This report represents the Quarter 4 2017/18 view of the Council's suite of key indicators, which are reported together with the previous year's performance.

5. Performance data and additional commentary is also available through the Central Bedfordshire Performance Portal at:  
<http://centralbedfordshireperformance.inphase.com>

## **Quarter 4 2017/18 Summary**

6. The Council has identified 46 key performance indicators, four of which are in development.
7. Data on these indicators is collected at a variety of intervals (some annually, others on a quarterly or monthly basis) and in each case the most recent available data is included.
8. The appendix to this report includes the latest available data for all indicators.
9. Where specific targets have been agreed for key indicators, the performance is highlighted by direction of travel arrows, which show if things have improved or deteriorated.
10. Additionally, performance is highlighted by a Red/Amber/Green system with green symbolising a positive position and red symbolising a negative position.
11. Some data is subject to future revisions.

## **Overall Performance Against Targets and Direction of Travel**

### **Quarter 3 2017/18 to Quarter 4 2017/18**

12. Of those measures that currently have targets set:
  - 8 are reporting as green
  - 11 are reporting as amber
  - 4 are reporting as red

This compares to reporting in Quarter 3 2017/18 of:

- 10 reported as green
- 8 reported as amber
- 4 reported as red

13. Of those measures that currently have a Direction of Travel (DoT) set:
  - 18 are reporting DoT in a positive direction
  - 4 are reporting DoT as neither positive nor negative
  - 13 are reporting DoT in a negative direction

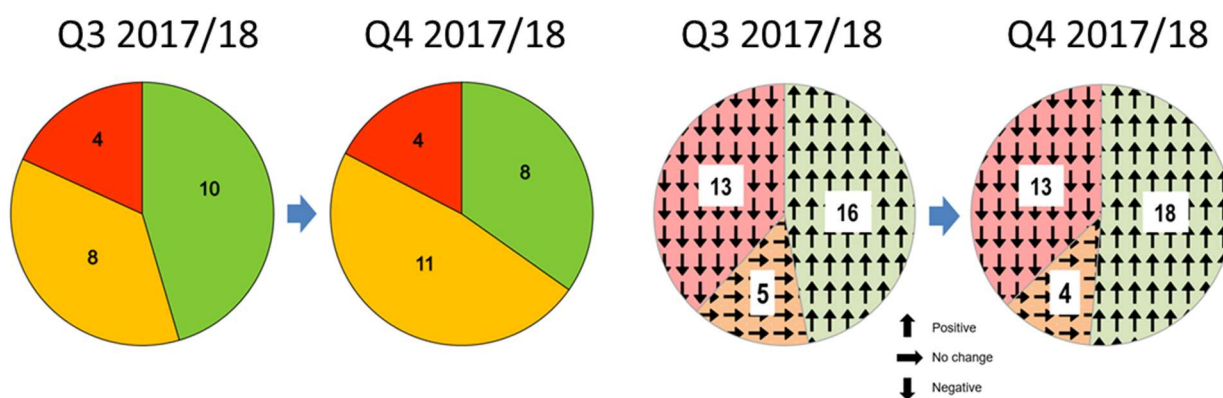
This compares to reporting in Quarter 3 2017/18 of:

- 16 were reporting DoT in a positive direction
- 5 were reporting DoT as neither positive nor negative
- 13 were reporting DoT in a negative direction

14. Quarter 4 2017/18 saw a rise in the number of measures reporting as Amber from eight to eleven when compared to Quarter 3 2017/18. At the same time, Red stayed static at four while Green decreased from ten to eight. One more measure now has a RAG rating (% of young people aged 16-17 who are in education, employment or training).
15. Since Quarter 3 2017/18, the net movement is positive with two more measures reporting DoT in a 'positive' direction and the same number (three) in a 'negative' direction. One more measure now has a DoT (% of young people aged 16-17 who are in education, employment or training).

Commentary is provided later in this report to explain performance for measures reporting new data.

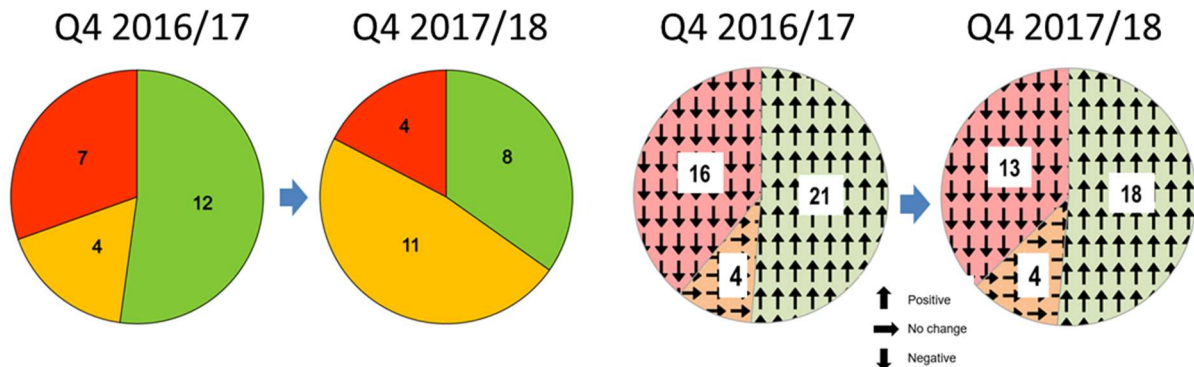
### Charts illustrating quarterly comparison of performance



### Quarter 4 2016/17 to Quarter 4 2017/18

16. Annual comparisons of performance provide a longer view of progress and remove seasonal variations.
17. Since Quarter 4 2016/17, there has been a decrease in the number of indicators reporting as green (from twelve to eight). Whilst the number of indicators reporting as red has also decreased (from seven to four), there has been a more significant shift in the number of indicators reporting as amber which have increased from four to eleven. Commentary is provided later in this report to explain performance for measures reporting new data.
18. Since Quarter 4 2016/17, three fewer measures are reporting DoT in a 'positive' direction and three fewer in a 'negative' direction. Four more measures are reporting as neither positive nor negative. Measures which were mistakenly reporting Direction of Travel have had the DoT removed. Commentary is provided later in this report to explain performance against Direction of Travel.

**Charts illustrating annual comparison of performance**



19. Most measures experience fluctuations over time. In some cases, the sum of these fluctuations results in a trend either up or down and the following are examples of measures that have seen a significant trend:

- Town Centre Vacancy Rates – decreased by 23% since November 2013. Smaller is better for this measure so this represents a welcome improvement.
- Percentage of referrals of children leading to the provision of a social care service – increased by 37% since March 2014. Bigger is better for this measure as this indicates that early help is reducing the number of children being referred to social care. So the increase represents a significant improvement.
- Total non-elective admissions in to hospital (general & acute), all-age, per 100,000 population – increased by 16.5% since June 2015. Smaller is better for this measure so this is a decline.
- Number of customers supported within the community (currently by the village care schemes) – increased 19% since December 2015. Bigger is better for this measure so this is an improvement.

*Note – not all of these measures have reported new data this time.*

**Specific Performance Reporting on Indicators with New Data**

**Enhancing Central Bedfordshire**

20. **Number of People in Employment (in Central Bedfordshire) aged 16 to 64.**

**Target: 5% above national average**

For the latest reported figures (December 2017), the national employment rate for people aged 16-64 was 75.1 %. Central Bedfordshire exceeded this rate by 7.6% (2.6% above target and an increase on last quarter).

21. **New Homes Completions.**  
**Target: 1,600 by end March 2018**  
January to March 2018 saw 633 New Homes completed in Central Bedfordshire. This brings the cumulative total to 2,103 for 2017/18. This both exceeds target for a third year and is a record result for CBC.

22. **Town Centre Vacancy Rates.**  
**No Target**  
Only 6.6% of Central Bedfordshire's town centre units are now vacant (a 0.1% reduction on the previous quarter). The Council will continue to support businesses through the use of our own assets and packages of support.

### **Delivering Great Residents Services**

23. **Leisure facility usage rates.**  
**Target: 555,945 visitors per quarter**  
Leisure Centres across Central Bedfordshire saw another year of increased usage during 2017/18. While the usage figures reported appear to show a downturn in attendances, this is a result of Dunstable Leisure Centre being closed for refurbishment and therefore not being included in results. Central Bedfordshire Council is committed to increasing leisure facility usage across its multiple sites and aims to improve on the same period during the previous financial year.

Although the January-March 2018 result (535,304) was lower than the same period last year (555,945) this actually shows an upturn in usage when Dunstable Leisure Centre figures are removed.

### **Improving Education and Skills**

24. **% of schools rated Good or Outstanding.**  
**Target: 90%**  
Performance as at the end of March 2017 was slightly lower at 86%. The Council's School Improvement Service has recently been strengthened with the appointment of two school improvement advisors, with a further advisor joining soon. An interim head of school improvement has been recruited pending the appointment of a permanent post holder. The service has sought to sharpen the focus of all schools on pupils from disadvantaged backgrounds through the 'diminishing the difference' initiative. Our broader school improvement strategy will also be launched this term.
25. **% of young people aged 16-17 who are in education, employment or training (EET).**  
**Target: 96%**  
The 3-month average between December and February shows that 93.4% of young people were engaged in Education Employment or Training. This was slightly lower than the national average (94%) but the same as our statistical neighbour average. Central Bedfordshire ranked 107th across all authorities nationally and placed in the third quartile.



### **Protecting the Vulnerable; Improving Wellbeing**

26. **Children's Safeguarding - Referrals as a percentage of the child population.**  
**No Target**  
Performance is continuing in line with last year demonstrating that additional support is continuing to have a positive effect.
27. **Percentage of referrals of children leading to the provision of a social care service.**  
**Target: 98.4%**  
Performance from January to March 2018 was identical to the previous 6 months at 99.6% and continues to be above the 98.4% target.
28. **Looked After Children school attendance (when entering care and registered at school)**  
**No Target**  
The figure for July 2017 was a significant improvement on previous years at 97.1%. Breakdown for the most recent data shows that from Reception to Year 9 (age 5-14), attendance is good and in some year groups better than children who are not looked after by the Council. The area for improvement remains with children in Years 10 and 11. Both the Council's Virtual School and Social Care staff closely monitor any pupil whose attendance has been identified as a concern. Where attendance is a concern, a multi-professional meeting is called and action is taken by the council to re-engage pupils in learning. This may include, for example, tutor assistance.
29. **% of care leavers at age 17-21 who are engaged in education, training or employment.**  
**Target: 70%**  
This measure has seen a small fall of 3.6% to 66.7%. This figure is still considerably above historic performance (2015) and also around 10% above the national average.
30. **Proportion of adults subject to a safeguarding enquiry of those known to adult social care.**  
**No Target**  
As at March 2018, of the 6,256 adults known to Adult Social Care 131 were subject to a safeguarding enquiry (2.09%). Safeguarding activity continues to increase, largely as a result of better awareness by all internal and external partners.
31. **Average age of customers admitted to a residential care home (65+).**  
**No Target**  
The average age of admissions to residential care from January to March 2018 was 83.4 and this is lower than the figure for the previous 3 months (86.7). The average age of residential admissions for the whole of 2017/18 was 84.6.

32. **Delivery of new dwellings suitable for older people.**

**Target: 212 dwellings by end March 2018**

Schemes at Langford (Warden Developments) and Biggleswade (McCarthy and Stone) have properties that are now being released so are counted as fully delivered between January and March of 2018. The schemes provide 65 dwellings that fully meet the Council's standards for accommodation for older people. In addition, the Langford scheme is designated for people over 55 and a further 30 dwellings there partially satisfy the Council's standard. Total delivery to the end of March 2018 is 229 dwellings which is ahead of the target of 212.

33. **Hate Crime incidents reported.**

**No Target**

Hate crimes have historically been under-reported and so, for this measure, it is considered that increasing reports are perceived to be positive. The numbers of hate crimes reported has fluctuated over the last two years, though the highest reported figure was in June 2017 which the Home Office has attributed to the London Bridge attacks. Figures have not reached the same levels since.

Between January and March 2018, 51 hate crimes were reported. This is a decrease of 8 incidents on the previous quarter. Of those incidents reported, 39 were confirmed as hate crimes and 12 were not. While this is a decrease on the figure for October to December, this remains high when compared to historical figures for Central Bedfordshire.

34. **No. of Domestic Abuse incidents reported.**

**No Target**

As part of its commitment to protecting the vulnerable, the Council encourages the reporting of domestic abuse and monitors the numbers closely. Therefore, as with hate crimes, increased reporting is perceived to be positive.

There were 1,032 domestic abuse incidents reported between January and March 2018 which was a further increase on the previous report. Work to deliver against the domestic abuse strategy continues and the Council is committed to ensuring a whole organisation response to this issue.

**A More Efficient and Responsive Council**

35. **Time taken to process Housing Benefit, Council Tax Benefit, new claims & change events.**

**Target: 8.6 days**

The overall benefits speed of processing during 2017/18 has shown an improvement with an out turn of 15.4 days against a target of 13.9 days for the processing of new claims and changes in circumstance. This is an improvement of almost 7 days compared to the out turn for 2016/17.

Performance in 2017/18 stayed fairly consistent throughout the year, with new claims being processed on average in under 30 days for the first time since the creation of the Council. Processing of changes in circumstances averaged 14.1 days which was the best performance for 3 years. This improvement from last year has been due to the service being able to maintain a consistent level of processing resource for most of the year and the increasing take up of intelligent on-line claim forms by claimants.

The benefits speed of processing for January to March 2018 was 11.9 days against a target of 8.6 days. The overall time taken to process benefits was an improvement on the previous 3 months (October to December) when an average of 18.4 days was taken, albeit against a higher target of 15 days.

36. **Call wait times average (seconds).**

**Target: 180 seconds**

Performance has exceeded the target of 180 seconds during each month of the most recent quarter (January 2018 - 260 seconds, February 2018 - 324 seconds & March 2018 - 474 seconds). Accordingly, the average wait time for January to March was 339 seconds.

Recent call waiting times have been impacted by further staff turnover in the Contact Centre, which was partially addressed in March 2018 with three new Customer Service Advisors. More advisors will be joining throughout April 2018 which will have a further positive impact. Due to the loss of advisors, mainly to internal recruitment by other areas of the business, the improvements seen between October and December 2017 have not been sustained during January to March 2018.

37. **Number of web visitors.**

**No Target**

Web visitors from January-March 2018 were up by 28% compared to the same period in 2017. We had 3 major consultations during January-March 2018 – Budget 2018, Local Plan and changes to waste collection, which contributed to this growth. We also had sustained cold weather/snow at the end of Feb/early March which drives visitors to the site for information on school closures, gritting and general council services affected by weather. Council Tax bills going out in mid-March also caused a slight spike in web traffic.

**Creating Stronger Communities**

38. **Number of volunteers engaged within the community (currently the village care schemes).**

**Target: 1,041 volunteers**

Despite a dip in the number of volunteers in December 2017, there has been an increase in average volunteers engaged of 3% over 2017/18. The original target of 5% does not reflect the more recent focus of the schemes on providing more varied support to people rather than pure growth of schemes. Varied support expands beyond the traditional activities which include travel, collections, housework and friendship activities. We anticipate the volunteers involved in the village care schemes will remain stable at its current level, particularly as there are a growing

number of volunteering opportunities available to local people, including those through the recent grant funded local schemes.

39. **Number of customers supported within the community (currently by the village care schemes).**

**Target: 915 customers**

The number of customers in 2017 represents a 15% increase on 2016. Like the target for volunteers, the figure does not reflect the shift towards varied support which expands beyond traditional activities, rather than scheme growth. We would anticipate a more stable level of customers over future months with more limited levels of growth. This will be due to a wider variety of local community schemes funded by recent grants and other opportunities than previously, offering more choice for customers to participate in their community. We would expect similar levels of transport-related support being provided by the good neighbour/village care schemes until it is possible for routine hospital diagnostics to be done in the home using assistive technology.

## **Council Priorities**

40. The measures selected for the reporting of performance reflect the Council's priorities. Measures are reported under the headings in Central Bedfordshire Council's Five Year Plan.

## **Corporate Implications**

### **Legal Implications**

41. None directly, however any areas of ongoing underperformance would reflect a risk to both service delivery and the reputation of the Council.

### **Financial Implications**

42. None directly, although the Medium Term Plan indicator set provides a view of the value for money delivered by the Council.

### **Equalities Implications**

43. This report highlights performance against a range of indicators which measure how the Council is delivering against its Medium Term Plan priorities. It identifies specific areas of underperformance which can be highlighted for further analysis. Whilst many of the indicators deal with information important in assessing equality, it is reported at the headline level in this report.
44. To meet the Council's stated intention of tackling inequalities and delivering services so that people whose circumstances make them vulnerable are not disadvantaged, performance data for indicators in this set is supported by more detailed performance data analysis at the service level and this is used to support the completion of equality impact assessments. These impact assessments provide information on the underlying patterns and trends for different sections of the community and identify areas where further action is required to improve outcomes for vulnerable groups.

### **Public Health**

45. The Medium Term Plan indicator set includes measures on premature deaths and use of leisure centres.

### **Sustainability**

46. A broad range of indicators relating to sustainability including those covering employment, library usage, active recreation and waste are included in the Medium Term Plan indicator set.

### **Community Safety**

47. The measures included cover perception of safety both during the day and at night.

### **Risk Management**

48. Effective monitoring of performance indicators mitigates the risk of failing to deliver the Council's priorities, reputational risks and the risk of failing to deliver statutory responsibilities.

49. Arrows in the scorecard show the performance 'direction of travel' and the RAG symbols show whether or not agreed targets are being met.

| Performance Judgement   |   |   |
|---|---|---|
| Direction of travel (DoT)   | RAG score   |   |
|  Performance is reducing       |  | Target missed – Performance at least 10% below the required level of improvement  |
|  Performance remains unchanged |  | Target missed – Performance less than 10% below the required level of improvement |
|  Performance is improving      |  | Target achieved   |

| Enhancing Central Bedfordshire   |                              |               |             |                     |                |
|--|------------------------------|---------------|-------------|---------------------|----------------|
|  | Performance will be reported | Last Reported | Latest Data | Direction of Travel | Current Status |
| Percentage of Central Bedfordshire residents satisfied with the local area as a place to live        | Resident's Survey            | Sep 16        | 90 %        | ↓                   | ★              |
| % feel safe when outside in their local area during the day  | Resident's Survey            | Sep 16        | 97 %        | ↓                   | n/a            |
| % feel safe when outside in their local area after dark  | Resident's Survey            | Sep 16        | 81 %        | ↑                   | n/a            |
| Number of new jobs   | Annual (Dec)                 | Dec 16        | 11,500      | ↑                   | ★              |
| People in employment aged 16 to 64 (% above national average)  | Quarterly                    | Dec 17        | 7.6 %       | ↑                   | ★              |
| Average Earnings for Workers   | Annual (April)               | Apr 17        | £523.6      | ↑                   | n/a            |
| New Homes completions (cumulative)   | Quarterly                    | Mar 18        | 2,103       | n/a                 | ★              |
| Town Centre Vacancy Rates  | Quarterly (Feb,May,Aug,...)  | Feb 18        | 6.6 %       | ↑                   | n/a            |
| Delivering Great Resident Services   |                              |               |             |                     |                |
| Perception of Council - Good quality services  | Resident's Survey            | Sep 16        | 70 %        | ↓                   | n/a            |
| Percentage of Central Bedfordshire residents satisfied with living environment                       | Resident's Survey            | Sep 16        | 84 %        | n/a                 | n/a            |
| Kg/household of black bin waste  | Quarterly                    | Sep 17        | 142         | ↑                   | ●              |
| Satisfaction with highways maintenance   | Annual (April)               | Apr 17        | 52 %        | →                   | ●              |
| Condition of the roads: Principal roads not requiring maintenance                                    | Annual (March)               | Mar 16        | 99 %        | →                   | ★              |
| Condition of the roads: Non-principal roads not requiring maintenance                                | Annual (March)               | Mar 16        | 97 %        | →                   | ●              |
| Leisure facility usage rates   | Quarterly                    | Mar 18        | 535,304     | ↑                   | ●              |
| Libraries facility usage rates   | Annual (March)               | Mar 17        | 833,071     | ↓                   | n/a            |
| Customer Services - numbers of service failures reported   | Quarterly                    |               |             |                     |                |
| Improving Education and Skills   |                              |               |             |                     |                |
| School readiness - % of children achieving a good level of development at the Early Years Foundation | Annual (Sept)                | Sep 17        | 71.7 %      | ↑                   | ▲              |
| Attainment 8 - ranking   | Annual (Dec)                 | Dec 17        | 88          | ↑                   | ▲              |
| % of Schools rated Good or Outstanding (Quarterly)   | Quarterly                    | Mar 18        | 86 %        | ↓                   | ●              |
| % of young people aged 16-17 who are in education, employment or training (EET)                      | Annual (Feb)                 | Feb 18        | 93.4 %      | ↑                   | ●              |
| Employer Skills Gaps   | Annual (Dec)                 | Dec 16        | 27 %        | ↑                   | n/a            |

| Protecting the Vulnerable; improving well-being   |                   |        |         |     |     |
|---|-------------------|--------|---------|-----|-----|
| Children's Safeguarding - Referrals as a percentage of the child population                     | Quarterly         | Mar 18 | 3.0 %   | n/a | n/a |
| Percentage of referrals of children leading to the provision of a social care service           | Quarterly         | Mar 18 | 99.6 %  | →   | ★   |
| LAC - School attendance (when entering care and registered at school)                           | Annual (July)     | Jul 17 | 97.1 %  | ↑   | n/a |
| % of care leavers at age 17-21 who are engaged in education, training or employment             | Quarterly         | Mar 18 | 66.7 %  | ↓   | ●   |
| Proportion of adults' subject to a safeguarding enquiry of those known to adult social care     | Quarterly         | Mar 18 | 2.10 %  | n/a | n/a |
| Total non-elective admissions in to hospital (general & acute), all-age, per 100,000 population | Quarterly         | Dec 17 | 2,699   | ↓   | ●   |
| Avoiding admissions to Care Homes   | Quarterly         |        |         |     |     |
| Average age of customers admitted to a residential care home (65+)                              | Quarterly         | Mar 18 | 83.4    | n/a | n/a |
| Delivery of new dwellings suitable for older people   | Quarterly         | Mar 18 | 229     | n/a | ★   |
| Premature Deaths (persons per 100,000)  | Annual (Dec)      | Dec 16 | 277     | ↑   | ●   |
| Hate Crime incidents reported   | Quarterly         | Mar 18 | 51      | ↓   | n/a |
| No. of Domestic Abuse incidents reported  | Quarterly         | Mar 18 | 1,032   | ↑   | n/a |
| A more efficient and responsive Council   |                   |        |         |     |     |
| Perception of Council - Value for money   | Resident's Survey | Sep 16 | 58 %    | ↓   | ★   |
| Perception that Council acts on the concerns of residents                                       | Resident's Survey | Sep 16 | 55 %    | ↑   | n/a |
| Time taken to process Housing Benefit, Council Tax Benefit, new claims & change events Days     | Quarterly         | Mar 18 | 11.9    | ↑   | ▲   |
| Call wait times average - (seconds)   | Quarterly         | Mar 18 | 339     | ↓   | ▲   |
| Number of web visitors - Quarterly  | Quarterly         | Mar 18 | 691,038 |     | n/a |
| Repeat issues (2nd calls or more to contact centre)   | Quarterly         |        |         |     |     |
| Creating stronger communities   |                   |        |         |     |     |
| Perception that people can influence decisions in their own area                                | Resident's Survey | Sep 16 | 39 %    | ↑   | n/a |
| Perception that people in the local area pull together to improve the local area                | Resident's Survey | Sep 16 | 75 %    | ↑   | n/a |
| Percentage that volunteer   | Resident's Survey | Sep 16 | 35 %    | ↓   | n/a |
| Number of volunteers engaged within the community (currently the village care schemes)          | Quarterly         | Dec 17 | 942     | ↓   | ●   |
| Number of customers supported within the community (currently by the village care schemes)      | Quarterly         | Dec 17 | 862     | ↓   | ●   |
| Town and parish survey satisfaction   | Res./Staff Survey |        |         |     |     |