

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 26 July 2018

NOTICE OF MEETING

EXECUTIVE

Date & Time

Tuesday, 7 August 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

***This meeting will be filmed by the Council for live and/or subsequent broadcast online and can be viewed at**

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

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

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

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

AGENDA

1. **Apologies for Absence**

To receive apologies for absence.

2. **Minutes**

To approve as a correct record, the Minutes of the meeting of the Executive held on 12 June 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:

- To request the Council for better infrastructure for Shefford before more homes are developed.

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 September 2018 to 31 August 2019.

Decisions

Item Subject

8. **Proposal to Close Shelton Lower School, Marston Moretaine, Bedfordshire**

The report proposes the closure of Shelton lower school, as sharply falling pupil numbers over the last two years, and projected reducing pupil numbers in future, mean the school is unviable.

9. **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.

10. **Central Area Growth Board**

To seek endorsement for Central Bedfordshire Council to adopt the Central Area Growth Board Terms of Reference and become a full member of the Growth Board.

11. **Highways Service 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.

12. **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.

13. **Schools for the Future**

To secure sufficient school places to meet increasing pupil numbers.

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

To set out the formal process that sets a framework for 2019/20 – 2022/23 Medium Term Financial Plan.

15. **The Day Offer for Older People and Adults with Disabilities**

To consider the options for the future of Ampthill Day Centre for Older People and to authorise the commencement of consultation on the proposals contained within this report.

16. **Arrangements for the Supply of Agency Staff to the Council**

To advise of the requirement to re-procure the contract for agency workers and proposes a timescale and approach to doing so.

17. **Insurance Retender**

To give delegated authority to the Director of Resources, in consultation with the Deputy Leader and Executive Member of Corporate Resources, to conduct the tender process and award appropriate contracts.

Monitoring Matters

- | Item | Subject |
|-------------|---|
| 18. | Revenue Budget Monitoring 2018/19 - Quarter 1
To receive the 2018/19 quarter 1 revenue budget monitoring report. |
| 19. | Capital Budget Monitoring - Quarter 1
To receive the 2018/19 quarter 1 capital budget monitoring report. |
| 20. | Housing Revenue Account Budget Monitoring Report - Quarter 1
To receive the 2018/19 quarter 1 housing revenue account budget monitoring report. |

This page is intentionally left blank

CENTRAL BEDFORDSHIRE COUNCIL

At a meeting of the **EXECUTIVE** held in the Council Chamber, Priory House, Monks Walk, Shefford on Tuesday, 12 June 2018.

PRESENT

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

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

Deputy Executive Members:	Cllrs	A D Brown Mrs S Clark Mrs A L Dodwell	Cllrs	Ms C Maudlin Mrs T Stock B Wells
---------------------------	-------	---	-------	--

Members in Attendance:	Cllrs	R D Berry J Chatterley P A Duckett K Ferguson F Firth C C Gomm	Cllrs	P Hollick K C Matthews D McVicar T Nicols A Zerny
------------------------	-------	---	-------	---

Officers in Attendance	Mr R Carr Mr M Coiffait Mr D Galvin Mrs S Harrison Mrs S Hobbs Mr J Longhurst Mrs J Ogley Mr S Rix Mrs M Scott	Chief Executive Director of Community Services Assistant Director of Finance Director of Children's Services Senior Committee Services Officer Director of Regeneration and Business Director of Social Care, Health and Housing Interim Monitoring Officer Director of Public Health
------------------------	--	---

E/18/1 **Minutes**

RESOLVED

that the minutes of the meetings held on 3 April 2018 and 10 May 2018 be confirmed as a correct record and signed by the Chairman.

E/18/2 **Members' Interests**

None were declared.

E/18/3 **Chairman's Announcements**

Item 14 'Cranfield Community Building' had been withdrawn.

E/18/4 **Petitions**

None were received.

E/18/5 **Public Participation**

No members of the public had registered to speak.

E/18/6 **Forward Plan of Key Decisions**

RESOLVED

that the Forward Plan of Key Decisions for the period 1 July 2018 to 30 June 2019 be noted.

E/18/7 **Temporary Accommodation Placement Policy**

The Executive considered a report from the Executive Member for Adults, Social Care and Housing Operations that set out the draft Transitional Accommodation Placement Policy. There was a desire to place all homeless households in suitable properties within, or in close proximity to Central Bedfordshire, but where that was not possible the policy clarified how the Council would prioritise households for placement in Central Bedfordshire, neighbouring areas, or further afield, recognising that there were instances where a placement out of area was beneficial.

Reason for decision: To provide a rationale and clarity on how the Council would make temporary and interim accommodation placements to suitable properties.

RESOLVED

that the Transitional Accommodation Placement Policy be approved.

The decision was unanimous.

E/18/8

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

The Executive considered a report from the Executive Members for Health and for Adults, Social Care and Housing Operations that set out the Executive's response to Phase 2 of the Social Care, Health and Housing Overview and Scrutiny enquiry into integration of health and social care in Central Bedfordshire.

In response to a question, the Executive Member for Health explained that West Mid Bedfordshire had been identified as a future location for an integrated health and care hub. It was unlikely that the hub would be developed until the major housing developments in the area had been built. In the meantime, consideration would be given to developing a 'spoke' in the Cranfield area.

Reason for decision: To enable the recommendations, where applicable, to be implemented.

RESOLVED

that the Executive's response to the enquiry into Integration of Health and Social Care in Central Bedfordshire, as set out in Appendix A to the report, be approved.

The decision was unanimous.

E/18/9

Task Force Enquiry, Pupil Attainment in Central Bedfordshire

The Executive considered a report from Councillor Nicols that set out the outcomes of the scrutiny enquiry into pupil attainment in Central Bedfordshire, as reported to the Children's Services Overview and Scrutiny Committee. The enquiry considered the following elements:

- minimising the impact of deprivation on children, speech and language difficulties and the use/management of the pupil premium;
- the recruitment and retention of good quality teaching staff;
- governor training; and
- the education journey of the child in Central Bedfordshire.

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 in Appendix A 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 decisions.**

The decision was unanimous.

E/18/10

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

The Executive considered a report from the Executive Member for Families, Education and Children that sought support for the application from Church End Lower School, Marston Moretaine to the Department for Education (DfE) for a change of designation from a Foundation school to a Church of England Voluntary Controlled school.

Reason for decision: Following the favourable response to the school's statutory consultation, to support the application to the DfE for the Church End Lower School to change its designation to become a Church of England Voluntary Controlled school.

RESOLVED

1. **that the favourable responses to the preliminary consultation carried out by the school be noted and that 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, be supported;**
2. **that subject to approval by the DfE, the statutory process to be carried out by the school, which would require publication of a statutory notice followed by formal consultation of at least four weeks, be supported; and**
3. **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 were favourable. If responses to the formal consultation were not favourable, the determination to be made by the Executive.**

The decision was unanimous.

E/18/11

Quadrant Accommodation Plan

The Executive considered a report from the Executive Member for Assets and Housing Delivery that presented the proposed Quadrant Accommodation Plan. The Plan was part of a suite of documents developed to establish and articulate a holistic approach to the management of the Council's assets.

The Executive Member for Assets and Housing Delivery moved a revised recommendation, which was duly seconded:-

‘to approve the Quadrant Accommodation Plan as a direction of travel’.

In response to a question, the Executive Member for Assets and Housing Delivery reassured that services would continue to be delivered in a way that was accessible to residents in the south of Central Bedfordshire.

Reason for decision: To enable the Council to manage effectively its corporate accommodation.

RESOLVED

that the Quadrant Accommodation Plan be approved as a direction of travel.

The decision was unanimous.

E/18/12

Farm Estate Plan

The Executive considered a report from the Executive Member for Assets and Housing Delivery that set out the draft Farm Estates Plan. The Plan was part of a suite of documents developed to establish and articulate a holistic approach to the management of the Council’s assets. The Plan was a specific element of the Asset Management Strategy and articulated the Council’s approach to its farm estate.

In response to a question, the Executive Member for Assets and Housing Delivery explained that the Council’s Farms Estate comprised 4,700 acres made up of various tenancies. As these tenancies came to an end, the Council would reassess the future of the land in question, with a view to consolidating land to improve viability of farms. This would be after appropriate consultation.

In response to a question, the Director of Community Services explained that there was still an intention to utilise the funding in the Capital Programme for land purchases to add to the Estate.

Reason for decision: To enable the Council to manage its Farms Estate.

RESOLVED

that the draft Farms Estate Plan be approved for the purposes of public consultation.

The decision was unanimous.

E/18/13

Cranfield Community Building

This item was withdrawn.

E/18/14 **Stratton 5a Industrial Unit, Biggleswade**

The Executive considered a report from the Executive Member for Assets and Housing that set out the proposal to tender and award a contract for construction of Stratton 5a industrial unit, Biggleswade.

Reason for decision: To enable the Council to secure a tenant; any delays might risk the loss of the proposed tenants and delay the revenue income in the Medium Term Financial Plan.

RESOLVED

- 1. to 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. to 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.**

The decision was unanimous.

E/18/15 **Revenue Budget Monitoring Provisional Outturn March 2018**

The Executive considered a report from the Deputy Leader and Executive Member for Corporate Resources that set out the provisional outturn position for 2017/18 as at the end of March 2018.

In response to a question, the Deputy Leader and Executive Member for Corporate Resources explained that the overspend in Corporate Resources was due to higher legal costs associated with greater calls on LGSS Law by Children's Services and more legal spend being channelled through LGSS Law rather than other legal providers.

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

RESOLVED

- 1. that the provisional revenue outturn position for 2017/18, which was an underspend against budget of £0.078M, be noted;**
- 2. to note that the provisional outturn position and new proposed earmarked reserves were approved by the Leader, Deputy Leader, Chief Executive and Director of Resources under a delegated approval granted by the Executive on 3 April 2018; and**
- 3. that the proposed new earmarked reserves, as set out in Table 2 in the report, be noted.**

The decision was unanimous.

E/18/16

March 2018 Capital Budget Monitoring Outturn Report

The Executive considered a report from the Deputy Leader and Executive Member for Corporate Resources that set out the provisional capital outturn for 2017/18 as at the end of March 2018.

The reason for decision: To facilitate effective financial management and planning.

RESOLVED

1. that the capital gross provisional outturn position, which was a spend of £63.2M (£98.7M in 2017/18) be noted, demonstrating the continued significant capital investment made by Central Bedfordshire to support its community;
2. that the net overspends between £150K and £500K as listed at Appendix B to the report, be approved; and
3. that the proposed gross deferred spend of £51.5M (£30.1M net) from 2017/18 to 2018/19 as detailed at Appendix C to the report, be noted. This was approved by the Leader, Deputy Leader, Chief Executive and Director of Resources under a delegated authority given by the Executive on 3 April 2018 due to the accelerated timescale for the accounts closure.

RECOMMENDED to Council

that the net overspend be approved on:

- a) ***Library and Leisure Centre renewal in Dunstable £1.596M (paragraph 43*)***
- b) ***Flitwick Leisure Centre Redevelopment £3.037M (paragraph 43*)***
- c) ***Woodside Link £1.101M (paragraph 49*)***
- d) ***Fleet replacement programme £0.624M (paragraph 49*).***

****Appendix A to the Executive report.***

The decision was unanimous.

E/18/17

2017/18 Housing Revenue Account Budget Management Outturn Report

The Executive considered a report from the Deputy Leader and Executive Member for Corporate Resources that set out the provisional Housing Revenue Account outturn for 2017/18 as at the end of March 2018.

The reason for decision: To facilitate effective financial management and planning.

RESOLVED

- 1. that 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 be approved;**
- 2. that the provisional capital outturn of £7.519M and the proposed slippage of £4.944M deferred to 2018/19 be approved. These works relate to Future Investment (£4.797M) and Stock Protection (£0.147M) as set out in table 2 in the report;**
- 3. noted 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 on 3 April 2018;**
- 4. to note that Right to Buy sales were 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. to 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 had 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. to note that the net increase in reserves was £5.199M, so that, at the year end, the HRA would have £28.97M of reserves available, of which £2.0M was identified as a minimum level of HRA Balances.**

The decisions was unanimous.

E/18/18

Quarter 4 Performance Monitoring 2017/18

The Executive considered a report from the Deputy Leader and Executive Member for Corporate Resources that set out the quarter 4 2017/18 performance for Central Bedfordshire'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 be noted against the indicators currently being used to help support the monitoring of progress against the Medium-Term Plan priorities; and**

- 2. that officers be requested to further investigate and resolve underperforming indicators as appropriate.**

The decisions was unanimous.

(Note: The meeting commenced at 9.30 a.m. and concluded at 10.28 a.m.)

Chairman

Dated

This page is intentionally left blank

**Central Bedfordshire Council
Forward Plan of Key Decisions
1 September 2018 to 31 August 2019**

- 1) During the period from **1 September 2018 to 31 August 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 September 2018 to 31 August 2019

Key Decisions

Date of Publication: 26 July 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.	Independent Living Scheme at Houghton Regis Central -	To award the contract for the construction of an Independent Living Scheme at Houghton Regis Central.	11 September 2018 (Special Meeting)		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 Comments by 11/08/2018 to Contact Officer: Ian Johnson, Housing Asset Manager Email: ian.johnson@centralbedfordshire.gov.uk Tel: 0300 300 5202

Ref No.	Issue for Key Decision by the Executive	Intended Decision	Indicative Meeting Date	Consultees and Date/Method	Documents which may be considered	Portfolio Holder and Contact officer (method of comment and closing date)
2.	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 Discharge of Duty to Provide a Suitable Home Policy	Adults, Social Care & Housing Operations (HRA) - Executive Member Comments by 09/09/2018 to Contact Officer: Nick Costin, Head of Housing Service Email: nick.costin@centralbedfordshire.gov.uk Tel: 0300 300 5219
3.	Dunstable Place Shaping - Phase 1 Delivery -	Approval of Housing Infrastructure Funded Place Shaping Strategy for Dunstable.	9 October 2018		Open	Regeneration - Executive Member Comments by 09/10/2018 to Contact Officer: Beverley Gaynor, Place Programme Manager Email: beverley.gaynor@centralbedfordshire.gov.uk Tel: 0300 300 5111

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.	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 Comments by 09/09/2018 to Contact Officer: Andrew Gordon, Head of Estate Management Email: andrew.gordon@centralbedfordshire.gov.uk Tel: 0300 300 5882
5.	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 Comments by 09/09/2018 to Contact Officer: Jessica Mortimer Email: jessica.mortimer@centralbedfordshire.gov.uk Tel: 0300 300 4766

Ref No.	Issue for Key Decision by the Executive	Intended Decision	Indicative Meeting Date	Consultees and Date/Method	Documents which may be considered	Portfolio Holder and Contact officer (method of comment and closing date)
6.	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 Comments by 09/09/18 to Contact Officer: Sam Caldbeck, Major Projects Officer Email: samuel.caldbeck@centralbedfordshire.gov.uk Tel: 0300 300 4410
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.	9 October 2018	Residents, relatives, stakeholder groups and any other interested parties. Full public consultation - August to November 2017	Part exempt Some information relating to the procurement process may be commercially sensitive. The Future of Westlands Older Persons Home - The outcome of the consultation and procurement processes	Adults, Social Care & Housing Operations (HRA) - Executive Member Comments by 09/09/2018 to Contact Officer Tim Hoyle, MANOP Head of Service Email: tim.hoyle@centralbedfordshire.gov.uk 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.	Recommissioning Support Services for Children and Young People -	To secure provision and delivery of in scope support services for children and young people.	9 October 2018	Stakeholder engagement January – May 2018. Public consultation to take place July – September 2018.	Part exempt Financial Sensitivity	Families, Education and Children - Executive Member and Lead Member for Children's Services Comments by 09/09/2018 to Contact Officer: Jody Nason, Head of Commissioning & Performance Email: jody.nason@centralbedfordshire.gov.uk Tel: 0300 300 4512
9.	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 Comments by 09/09/2018 to Contact Officer: James Yeomans, Routine Maintenance Manager Email: james.yeomans@centralbedfordshire.gov.uk Tel: 0300 300 5957

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.	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.	9 October 2018		Fully exempt	Regeneration - Executive Member Comments by 09/09/2018 to Contact Officer: Stephen Mooring, Environmental Policy Manager, Andrew Gordon, Head of Estate Management Email: stephen.mooring@centralbedfordshire.gov.uk , andrew.gordon@centralbedfordshire.gov.uk Tel: 0300 300 6241, Tel: 0300 300 5882
11.	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 The Future of Ampthill Day Centre for Older People	Adults, Social Care & Housing Operations (HRA) - Executive Member Comments by 04/11/2018 to Contact Officer: Tim Hoyle, MANOP Head of Service Email: tim.hoyle@centralbedfordshire.gov.uk 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)
12.	Adult Social Care Business System -	To approve the award of contract for the Adult Social Care Business system.	4 December 2018	Business stakeholders consulted throughout 2016 and re-engaged from April 2018.	Part exempt Commercial Sensitivity	Corporate Resources - Executive Member and Deputy Leader of the Council, Adults, Social Care & Housing Operations (HRA) - Executive Member Comments by 04/11/2018 to Contact Officer: Nick Murley, Assistant Director Resources Email: nick.murley@centralbedfordshire.gov.uk Tel: 0300 300 4605
13.	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 Comments by 08/12/2018 to Contact Officer: Lisa Scott, Community Safety Strategy Officer Email: lisa.scott@centralbedfordshire.gov.uk Tel: 0300 300 5733

Ref No.	Issue for Key Decision by the Executive	Intended Decision	Indicative Meeting Date	Consultees and Date/Method	Documents which may be considered	Portfolio Holder and Contact officer (method of comment and closing date)
NON KEY DECISIONS						
14.	Quarter 1 Performance Report 2018/19 -	To receive the 2018/19 quarter 1 performance monitoring report.	9 October 2018		Open	Corporate Resources - Executive Member and Deputy Leader of the Council Comments by 09/09/2018 to Contact Officer: Jackie Woods, Head of Knowledge and Insight Email: jackie.woods@centralbedfordshire.gov.uk Tel: 0300 300 5655
15.	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 Comments by 09/09/2018 to Contact Officer: Denis Galvin, Assistant Director of Finance Email: denis.galvin@centralbedfordshire.gov.uk Tel: 0300 300 6083

Ref No.	Issue for Key Decision by the Executive	Intended Decision	Indicative Meeting Date	Consultees and Date/Method	Documents which may be considered	Portfolio Holder and Contact officer (method of comment and closing date)
16.	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 Comments by 04/11/2018 to Contact Officer: Gary Muskett, Head of Revenues & Benefits Email: gary.muskett@centralbedfordshire.gov.uk Tel: 0300 300 4097
17.	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 Comments by 04/11/2018 to Contact Officer: Denis Galvin, Assistant Director of Finance Email: denis.galvin@centralbedfordshire.gov.uk Tel: 0300 300 6083

Ref No.	Issue for Key Decision by the Executive	Intended Decision	Indicative Meeting Date	Consultees and Date/Method	Documents which may be considered	Portfolio Holder and Contact officer (method of comment and closing date)
18.	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 Comments by 04/11/2018 to Contact Officer: Denis Galvin, Assistant Director of Finance Email: denis.galvin@centralbedfordshire.gov.uk Tel: 0300 300 6083
19.	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 Comments by 04/11/2018 to Contact Officer: Denis Galvin, Assistant Director of Finance Email: denis.galvin@centralbedfordshire.gov.uk Tel: 0300 300 6083

Ref No.	Issue for Key Decision by the Executive	Intended Decision	Indicative Meeting Date	Consultees and Date/Method	Documents which may be considered	Portfolio Holder and Contact officer (method of comment and closing date)
20.	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 Comments by 04/11/18 to Contact Officer: Jackie Woods, Head of Knowledge and Insight Email: jackie.woods@centralbedfordshire.gov.uk Tel: 0300 300 5655
21.	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 Comment by 08/12/2018 to Contact Officer: Denis Galvin, Assistant Director of Finance Email: denis.galvin@centralbedfordshire.gov.uk Tel: 0300 300 6083

Ref No.	Issue for Key Decision by the Executive	Intended Decision	Indicative Meeting Date	Consultees and Date/Method	Documents which may be considered	Portfolio Holder and Contact officer (method of comment and closing date)
22.	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 Comments by 08/12/2018 to Contact Officer: Denis Galvin, Assistant Director of Finance Email: denis.galvin@centralbedfordshire.gov.uk Tel: 0300 300 6083
23.	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 Comments by 08/12/2018 to Contact Officer: Denis Galvin, Assistant Director of Finance Email: denis.galvin@centralbedfordshire.gov.uk Tel: 0300 300 6083

Ref No.	Issue for Key Decision by the Executive	Intended Decision	Indicative Meeting Date	Consultees and Date/Method	Documents which may be considered	Portfolio Holder and Contact officer (method of comment and closing date)
24.	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 Comments by 05/01/2019 to Contact Officer: Denis Galvin, Assistant Director of Finance Email: denis.galvin@centralbedfordshire.gov.uk Tel: 0300 300 6083
25.	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. Corporate Resources Overview and Scrutiny Committee on 31 January 2019.	Open	Corporate Resources - Executive Member and Deputy Leader of the Council Comments by 05/01/2019 to Contact Officer: Denis Galvin, Assistant Director of Finance Email: denis.galvin@centralbedfordshire.gov.uk Tel: 0300 300 6083

Ref No.	Issue for Key Decision by the Executive	Intended Decision	Indicative Meeting Date	Consultees and Date/Method	Documents which may be considered	Portfolio Holder and Contact officer (method of comment and closing date)
26.	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. Corporate Resources Overview and Scrutiny Committee on 31 January 2019.	Open	Corporate Resources - Executive Member and Deputy Leader of the Council Comments by 05/01/2019 to Contact Officer: Denis Galvin, Assistant Director of Finance Email: denis.galvin@centralbedfordshire.gov.uk Tel: 0300 300 6083
27.	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 Comments by 05/01/2019 to Contact Officer: Denis Galvin, Assistant Director of Finance Email: denis.galvin@centralbedfordshire.gov.uk Tel: 0300 300 6083

Ref No.	Issue for Key Decision by the Executive	Intended Decision	Indicative Meeting Date	Consultees and Date/Method	Documents which may be considered	Portfolio Holder and Contact officer (method of comment and closing date)
28.	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 Comments by 05/01/2019 to Contact Officer: Denis Galvin, Assistant Director of Finance Email: denis.galvin@centralbedfordshire.gov.uk Tel: 0300 300 6083
29.	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 Comments by 05/01/2019 to Contact Officer: Denis Galvin, Assistant Director of Finance Email: denis.galvin@centralbedfordshire.gov.uk Tel: 0300 300 6083

Ref No.	Issue for Key Decision by the Executive	Intended Decision	Indicative Meeting Date	Consultees and Date/Method	Documents which may be considered	Portfolio Holder and Contact officer (method of comment and closing date)
30.	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 Comments by 05/01/2019 to Contact Officer Denis Galvin, Assistant Director of Finance Email: denis.galvin@centralbedfordshire.gov.uk Tel: 0300 300 6083
31.	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 Comments by 02/03/2019 to Contact Officer: Denis Galvin, Assistant Director of Finance Email: denis.galvin@centralbedfordshire.gov.uk Tel: 0300 300 6083

Ref No.	Issue for Key Decision by the Executive	Intended Decision	Indicative Meeting Date	Consultees and Date/Method	Documents which may be considered	Portfolio Holder and Contact officer (method of comment and closing date)
32.	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 Comments by 02/03/2019 to Contact Officer: Denis Galvin, Assistant Director of Finance Email: denis.galvin@centralbedfordshire.gov.uk Tel: 0300 300 6083
33.	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 Comments by 02/03/2019 to Contact Officer: Denis Galvin, Assistant Director of Finance Email: denis.galvin@centralbedfordshire.gov.uk Tel: 0300 300 6083

Ref No.	Issue for Key Decision by the Executive	Intended Decision	Indicative Meeting Date	Consultees and Date/Method	Documents which may be considered	Portfolio Holder and Contact officer (method of comment and closing date)
34.	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 Comments by 02/03/19 to Contact Officer: Jackie Woods, Head of Knowledge and Insight Email: jackie.woods@centralbedfordshire.gov.uk Tel: 0300 300 5655

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

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

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

Period of Plan	Date of Publication
1 May 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

This page is intentionally left blank

Central Bedfordshire Council

Executive

7 August 2018

Proposal to Close Shelton Lower School, Marston Moretaine, Bedfordshire

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

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

This report relates to a decision that is key

Purpose of this report

The report proposes the closure of Shelton Lower School, as sharply falling pupil numbers over the last two years, and projected reducing pupil numbers in future, mean the school is unviable.

RECOMMENDATIONS

Executive is asked to agree the closure of Shelton Lower School on 31 August 2019.

Overview and Scrutiny comments/recommendations

Children's Services Overview and Scrutiny Committee on 25 July 2018 will be considering the Director of Children's Services proposal to close Shelton Lower School. Recommendations from this meeting will be provided to the Executive.

1 Introduction

- 1.1 Shelton Lower School is a small, rural lower school in the village of Upper Shelton in Central Bedfordshire. It is a foundation school, which means that the school is funded by the Council but employs its own staff. The school is a member of the Vale of Marston's School Trust and the land therefore belongs to the Trust. It is also federated with Southill Lower School: the two schools share a governing body and a head teacher.
- 1.2 The school has a pre-school nursery, a reception year and pupils from year 1 to 4. The total capacity of the school is 75 pupils, from reception to year 4, with an intake capacity (published admission number) of 15 pupils per year.

- 1.3 This proposal is stage 3 of the five stage process for closing a maintained school. If Executive, having considered the recommendations and any representations, determines that the school should be closed, that will be the commencement of stage 4 of the process, which lasts four weeks, during which time 'permitted appeals' may be made. Stage 5 is the implementation of the closure, which must be on the date Executive states the school must be closed.

2 Evidence for proposed closure

- 2.1 Schools are allocated funding based primarily upon the number of pupils they have. There is a point at which schools cannot continue to operate due to inadequate funding. Shelton Lower School has not been full for a number of years, and the decline in the number of pupils entering the school is forecast to continue. Only five reception-age pupils are due to start at the school in September 2018, out of a total admission number of 15.
- 2.2 Due to the low number of pupils in the school, the school has gone into a budget deficit position, which is predicted to worsen between the current and 2020/21 school years. It is projected that by September 2018 there will only be 35 pupils on roll at the school (a reduction of four from the numbers at the end of March 2018). Projecting forward from these numbers, assuming four year R entries each year and no pupil leaving before the end of year 4 each year, there would only be 25 pupils in the school year 2021/22, which is 33 per cent of the school's capacity. It is estimated that the school needs 60 pupils on roll in order to be viable.
- 2.3 In February 2018 it was apparent that by the end of that month the school would have insufficient funds to pay its staff and an outstanding pension contributions invoice. The Council has provided a cash advance to the school of £50,000 to ensure the school could meet its financial obligations and ensure pupils continued to have full access to the curriculum.
- 2.4 The governing body has, since February, also attempted to address the decline in numbers by increasing efforts to market the school to prospective parents of children in all lower school ages, including the nursery.
- 2.5 These efforts have not been successful and as a consequence the pupil projections for the next four years are likely to represent a 'best case' scenario. Since there is no prospect of recovery, the Council is therefore proposing to close the school.

3 Results of the informal consultation regarding the proposed closure

- 3.1 An informal consultation was launched on 23 April 2018 to gather views from parents, local residents and all other stakeholders on the future of Shelton Lower School. The consultation ran for seven weeks, during which two meetings were held; one for staff and one for parents and the public. The informal consultation document is attached as appendix 1.

3.2 The consultation responses were analysed by the Knowledge and Insight team. The report is attached as appendix 2. In summary, 118 responses were received during the consultation: 20 per cent supported the closure of the school, 72 per cent objected to the possible closure and 7 per cent expressed no view. The majority of respondents believed the school was (financially) viable, although several respondents said that the school should close if it was not financially viable.

3.3 Respondents suggested alternative solutions, such as: waiting for development in the local area (Marston, Cranfield, Wootton) to increase pupil numbers; improving promotion of the school; exploring possibilities for partnership with other schools; and securing further investment to increase viability. The consultation report sets out nine 'themes' with regard to objections, which are summarised, with comments, in the bulleted points below:

- *Building in the local area will increase pupil numbers:* the consultation report (see appendix 1) projects pupil numbers reducing at the school over the next four years, moreover there is the capacity to take more pupils in all year groups in the four other local lower schools, while Bedford Borough Council is planning to accommodate future pupil growth in its area.
- *Promote the school more:* the difficulty with promotion, however well done, is that there is a significant surplus number of places in the area, with good and sustainable schools that are highly popular with parents – it is highly unlikely that many parents will move their children from schools where standards at key stage one are higher than Shelton Lower to the school.
- *The consultation contains inaccurate information:* there were two main areas of concern relating to accuracy – one was the difference between the financial deficit forecasts presented at an initial, informal meeting with parents: the reason for this is that at the initial meeting, the financial forecast of the school was used, which was, when Council officers examined it, inaccurate – so at the informal consultation, the Council's projections, which were much lower, but still unsustainable, were presented.
- *The second complaint:* referred to the pupil number total projected for October 2019, where the year group numbers was greater than the total, and that this resulted in inaccurate budget information – in fact, it was only one year group number that was wrongly transcribed, and the overall pupil number was correct, and parents were informed about this after the consultation meeting, by letter.
- *Consideration of another / extended federation:* officers have approached a number of local maintained schools, and other maintained schools whose governing bodies have said they are interested in talking to other schools about federating – there has been no interest from local schools, and other schools considering joining or forming federations do not want to do so with a school in severe financial difficulties.

- *Joining an academy trust:* no academy trust with multi-academy or similar status has expressed an interest in taking the school into its trust – it must be noted that all academy trusts must undertake due diligence for new proposals and in light of Shelton’s financial position and outlook, it is understandable that academy trusts will be unlikely to take the risk.
 - *Investment:* schools in England are funded by a formula, which is, by law, mainly through pupil numbers, and there is no scope to vary this formula, other than time-limited funding for schools fitting certain criteria, which the school does not meet.
 - *Other local schools are too large:* there are only two ‘large’ lower schools in the area – one is an academy, and therefore not in the control of the authority, and another is a popular maintained lower school that has been expanded. There are no plans to reduce the PAN of a popular school that has very good pupil outcomes, and where the evidence is that a two form entry or above lower school provides the delivery of a broader education curriculum and use of a wider staff skill set for teaching children.
 - *Change the age range:* while there are discussions with the Cranfield cluster about the movement to a two-tier system, this requires discussion with, and agreement by, all schools. This discussion has just started, and in any case would not help the school as there is sufficient primary capacity in the lower and middle schools.
 - *Change the catchment areas:* it is difficult to see why the Council would want to do this, or that there would be any effect on the school if it did – since three of the four local schools, including Shelton, do not reach their planned number in year R, and thus children from anywhere outside the catchment area can get their child a place in the school.
 - *Get developers to fund existing schools:* there is no legal curb on agreeing the funding of existing schools to developers, but there are no plans for new schools in this area in the foreseeable future, or developer-funded expansions. The Council will seek funding in an area for education provision when the forecast for additional school places as a result of a development means more places are required, which is not the case here.
- 3.4 Parents have said at the public meeting, and subsequent to it, that given time, pupil numbers will increase. However, the pupil numbers projected for the next four years show a decline every year, leading to annual budget reductions and making it impossible for the federated governing body to submit a recovery plan to Council officers.

4 How the proposal would affect standards, parental preference and the area

- 4.1 The closure of Shelton Lower School would not affect educational standards in the area. Parents would be able to apply for a school place at one of three lower schools within the immediate area: Church End Lower School in Marston Moretaine, Cranfield Church of England Academy in Cranfield and Thomas Johnson Lower School in Lidlington.

- 4.2 All three of these schools currently have vacancies and all are rated by Ofsted as 'good', with the potential to be 'outstanding' as assessed by the Council's school improvement service. The two key measures of achievement in lower schools are the early years foundation stage and key stage one standard assessment tests (SATs). Pupils at the three schools all achieved well, with attainment above the national and local averages, and those of Shelton Lower School.

PROPOSED ADMISSION ARRANGEMENTS FOR ALTERNATE SCHOOLS

- 4.3 If the decision is taken to close Shelton Lower School, the Council will contact the parents and carers of pupils who are currently on roll at the school and who are due to join the school in September 2018, to advise how to submit an application for a place at an alternative school. All parents and carers will be told that their child can remain at the school until the end of the summer term 2019, if that is their wish.

COMMUNITY SERVICES AND COHESION

- 4.4 The lack of use of the school by the local community would mean that the closure of Shelton Lower School would have minimal effect on local community services or cohesion.

RURAL SCHOOLS AND THE PRESUMPTION AGAINST CLOSURE

- 4.5 There is a presumption against the closure of rural schools. This does not mean that a rural school will never close, but the Department for Education requires a case for closure to be strong and for a proposal to be clearly in the best interests of educational provision in the area. Because Shelton Lower is a rural school, the Department for Education requires the Council to consider a range of different factors before there is any proposal to close it. These factors are as follows:

- i) the likely effect of closure of the school on the local community;
- ii) educational standards at the school and the likely effect on standards at neighbouring schools;
- iii) the availability, and likely cost to the Council, of transport to other schools;
- iv) any increase in the use of motor vehicles which is likely to result from the closure of the schools and the likely effects of any such increase; and
- v) any alternatives to the closure of the school.

- 4.6 The Council has considered these and believes that the case for closure remains strong. To address the five factors directly:

- i) The local community does not use the school facilities for community activities. The closure would therefore have minimal effect on the local community.
- ii) There are three lower schools in the immediate area: Church End, Cranfield Academy and Thomas Johnson. All three schools currently have vacancies. The other lower school in the area, although further away, is Houghton Conquest Lower School. The three neighbouring schools also have provision for pre-school nursery children and can accommodate the children currently at Shelton Lower.

The standards and most recent regulator assessment of the three schools is set out in paragraph 4.2 above, and in the table on page 4 of the informal consultation document.

- iii / iv As nearly all pupils attending the school come from outside of the village, the effect of the use of motor vehicles in the area, if the school closes, would be negligible. Council officers have assessed the travelling distance of the Central Bedfordshire resident current (year R to year 3) pupils, plus the pupils due to start year R in September 2018. The total mileage is 34 to Shelton, and 39 to prospective schools. It is very hard to assess the extra CO2 emissions exactly, but they are highly likely to be very small, and significantly less than the carbon footprint of Shelton Lower School.

In the event of closure, pupils on the school roll at the end of the summer term 2019 may be eligible for assistance with travel costs, in line with Central Bedfordshire Council's home to school transport policy. Parents would be notified of any school transport eligibility at the time of making an application for an alternative school place.

- v) The Council has considered all possible alternatives to the closure of the school, including those submitted during the preliminary consultation, but none are believed to be viable. Officers note the comments of many respondents questioning the lack of viability as they believe the places will be needed in the area in future. However, there are sufficient planned places in the area until the 2022, and there is potential for additional places being provided by other schools. Central Bedfordshire's school organisation plan shows that the expansion of Church End lower school with effect from September 2018 will ensure there are sufficient places, taking account of the birth rate and local housing plans within the (2017-2022) planning period.

EARLY YEARS PROVISION

- 4.7 The Council is also required to consider whether the alternative provision that is available for early years will integrate pre-school education with childcare services and/or with other services for young children. All three neighbouring schools to Shelton Lower, ie Church End, Cranfield Academy and Thomas Johnson, have provision for pre-school nursery children and can accommodate the children currently at Shelton Lower. All three are also rated 'good' by Ofsted.

SCHOOL PREMISES AND PLAYING FIELDS

- 4.8 Shelton Lower School is a member of The Vale of Marston's Schools Trust. If the school closes the future use of the land and building will be the responsibility of the Trust.

PROPOSED STAGES FOR IMPLEMENTATION

- 4.9 It is the Council's proposal to close Shelton Lower School on 31 August 2019. Staffing levels at the school would have to be reviewed if there is a fall in the number of pupils on roll before that date.

5 Options for consideration

- 5.1 There are two options – to close or not to close the school. The recommendation of the director of children’s services is to close the school.
- 5.2 To determine not to close the school would mean the Council funding the school outside the dedicated schools grant (DSG), as it is not acceptable to use the contingency budget to support a school other than in the short term, or the costs of closing the school. If the Council’s executive determines not to close the school, and the situation continues to deteriorate, then the Council would have to start a closure process again. The earliest date for closure would be 31 August 2020, and there is a risk the Council would need to contribute resources to the DSG if schools forum – as it is entitled to do – decides it is not a reasonable use of the contingency.

6 Reason for decision

- 6.1 The proposed closure is being considered because the school is not financially viable. It has a budget deficit, which is projected to increase between now and 2021/22, and there is no possibility of the school’s governors providing a credible recovery plan.

7 Council priorities

- 7.1 The proposed action supports two of the Council’s priorities, listed below:
- a) **Improving education and skills:** the closure of the school has the potential to improve the education offer to parents of children in the local area, as other schools in the area show better pupil attainment in the main standardised tests for pupils in lower schools.
 - b) **A more efficient and responsive Council:** the Council’s efficiency, while technically not affected by the schools block of the dedicated schools grant (DSG), a failure to address the viability issues within a reasonable timescale could lead to schools forum rejecting the current use of the DSG’s contingency. This is currently being used to fund the deficit of Shelton Lower School, in circumstances where the governing body is unable to produce a recovery plan.

8 Corporate implications

- 8.1 There are no implications for the Council aside from the financial risk if the school does not close and is unable to submit a recovery plan.

9 Legal Implications

- 9.1 A local authority can propose the closure of all categories of maintained school, following the five-stage statutory process in [part 4](#) of the government’s statutory guidance from the Department of Education on opening and closing maintained schools dated April 2016.

9.2 The Council's constitution provides at Part 3E that the exercise of the Council's functions for the establishment and discontinuance of schools maintained by the Council in accordance with the relevant provisions of the Education and Inspections Act, 2006, the School Standards and Framework Act, 1998 and regulations made under those Acts is delegated to the director of children's services subject to consultation with the relevant executive member and the monitoring officer, to take particular account of: statutory and non-statutory guidance; the admissions code; and full consideration of the budget implications.

9.3 The Executive is recommended to take the decision because of its significance.

10 Financial and risk implications

10.1 Should the school close, the Council would be required to meet any closing deficit balance from school contingency.

10.2 The school contingency balance currently stands at £123,000.

11 Equalities implications

11.1 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. During the consultation process some respondents have highlighted the positive contribution the school makes in supporting children with additional needs. The Council has identified that places are available at good schools in the local area in all year groups, and there are no pupils in key vulnerable groups, for example, pupil with education, health and care plans, or children looked after.

12 Conclusion and next steps

12.1 There are two separate scenarios to be considered. The first is if the executive determines to close the school. In this scenario:

- following the decision, there is a four week period, which ends on 5 September, within which appeals, if permitted, must be made (an interested party can apply for judicial review of the decision, and certain parties – in this case, the governing body or the local diocesan bodies – can appeal to the Schools Adjudicator);
- if there is a successful appeal using either of the means available, the closure does not go ahead, and must be re-started should the local authority still want to close the school; and
- if there is no appeal, or an unsuccessful appeal, the closure must be implemented on the prescribed date.

12.2 The second scenario follows an Executive decision not to close the school. In this scenario:

- on the pupil numbers currently projected, the school will require cash allocation totalling about £111,000 between March 2018 and March 2022;
- this allocation must come from Council and not school budgets;
- even if there were another 15 pupils on roll by the October 2021 roll count, there would still be a £30,000 deficit, without accounting for the extra costs of the extra pupils;
- on current pupil projections, there will be surplus school places in the area until the end of the 2021/22 financial year, and it cannot be foreseen that the school will achieve a roll of 60 that is the minimum number of pupils required if the school is to move to a balanced budget; and
- even in this highly optimistic scenario, the school's governing body would not be able to produce a recovery plan – that is, repay the cumulative deficit built up by that date.

Appendices

Appendix 1: Shelton Lower School consultation, 23 April 2018

Appendix 2: Shelton Lower School: summary of responses to the consultation, June 2018

Appendix 3: Updated projected pupil numbers for Shelton Lower School (23 July 2018)

Appendix 4: Summary of the Consultation

Background papers

Presentation to the Children's Services Overview and Scrutiny Committee

Report author

Chris Kiernan, interim head of school improvement

chris.kiernan@centralbedfordshire.gov.uk tel: 0330 300 5391

This page is intentionally left blank



have
your
say...

...on the future of Shelton Lower School

Find Central Bedfordshire Council online at



www.centralbedfordshire.gov.uk/consultations

**Central
Bedfordshire**

Summary

Shelton Lower School is a small rural lower school in the village of Upper Shelton.

The school has an overall pupil capacity of 75 pupils but has not been full for a number of years and unfortunately this decline is forecast to continue. Only five children's parents have requested a place in the September intake out of a total admission number of 15.

Shelton Lower School has, this year, gone into a budget deficit position and this looks set to worsen.

The governors alerted the council to the deteriorating financial situation in February 2018. The council has been providing financial support to the school and exploring possible options. At present there seems to be no prospect of recovery and therefore we must consider the future of the school.

The council has to follow statutory guidance in any circumstance where closure of a school might result. We are consulting on all options, and are inviting parents, local residents and stakeholders to give us their views on the future options for the school. It is only after this stage that any proposal to close the school will be considered.

This consultation document sets out the rationale for considering the future of the school, how you can have your say and the decision-making process.

Introduction

Councils (or local authorities) have a duty to ensure there are enough suitable school places for children aged 5-16. As part of delivering this role councils can open new schools and close existing schools.

Shelton Lower School is a Foundation school. As such it is overseen and funded by the council and follows the national curriculum, but is the employer of its staff. The governing body and head teacher are responsible for running the school, including recruitment, marketing and financial management.

About the school

Shelton Lower School is a small rural lower school in Lower Shelton Road, in village of Upper Shelton in Central Bedfordshire.

The school is a Foundation school, federated with Southill Lower School (this means they share a governing body and head teacher) and the land belongs to The Vale of Marston Schools Trust.

The school has a good reputation, being rated as Good in the latest Ofsted inspection.

The school has a pre-school nursery, a reception year and pupils from year 1 to year 4. No pupils have an education, health and care (EHC) plan.

The total capacity of the school is 75 pupils (years 1-4 and Reception year) with an intake capacity of 15 pupils a year.

About 40 per cent of pupils at the school will live outside the school's catchment area in September 2018 with only three living in the village of Upper Shelton.

Rationale for considering the future of the school

The school has not been full for a number of years and only five children are due to start in the September year R intake out of a total admission number of 15.

Taking account of these pupils, and pupils whose parents have taken places in other schools, the number of pupils on roll in September will be 39, which is 52 per cent of Shelton lower school's capacity. In addition, there are currently 11 children attending the pre-school nursery but no new applicants for September 2018, and the head teacher is currently reviewing its viability.

Despite the governing body making a significant effort over the years to increase pupil numbers through publicity, providing a pre-school nursery and federating with another school, and undertaken marketing activity, there has been a steady decline in pupil numbers and this decline is forecast to continue.

At the point of producing this document it is predicted that by September 2018 there will be only 39 pupils on roll. The projected pupil numbers for the school are provided below. These projections take account of the planned housing growth in the local area. The numbers show a continued decline with the school expected to be operating at under a half of capacity (41 per cent) by 2020 and around a third by 2021.

Year group	Oct-18	Oct-19	Oct-20	Oct-21
Reception	5	4	4	4
Year 1	8	5	4	4
Year 2	9	8	5	4
Year 3	5	9	8	5
Year 4	8	5	9	8
Total	35	31	30	25
Percentage of capacity	47%	41%	40%	33%

Schools are allocated funding based on the number of pupils they have. There is a point at which schools cannot continue because they have too few pupils and therefore inadequate funding to keep operating. Shelton Lower School has gone into a budget deficit position and this looks set to worsen.

The table below shows the forecast financial position for the school based on the predicted pupil numbers. This information was accurate at the point of producing this document. Given the projected decline in pupil numbers, the deficit cannot be repaid and is projected to increase.

Forecast school budget, March 2018 to March 2021				
	31.3.2018	31.3.2019	31.3.2020	31.3.2021
Income	£338,712	£285,680	£268,078	£252,702
Expenditure	£348,680	£303,822	£301,939	£292,554
In year revenue deficit	(£9,968)	(£18,142)	(£33,861)	(£39,852)
Deficit brought forward	(£8,786)	(£18,754)	(£36,896)	(£70,757)
Cumulative revenue deficit	(£18,754)	(£36,896)	(£70,757)	(£110,609)

It will be increasingly difficult with reducing budget year on year for the school to sustain the broad and balanced curriculum required by the national curriculum, which is a legal requirement.

The governors alerted the council to the deteriorating financial situation in February 2018. The council has been providing financial support to the school and exploring possible options. At present there seems to be no prospect of recovery and therefore we must consider the future of the school as its financial viability is in question.

Therefore, in the best educational interests of pupils, the council has started the statutory process to consider the future of the school and possible closure.

Impact of closure

Shelton Lower is a rural school and therefore the council must consider;

1. the effect of closure on the local community
2. educational standards at the school and likely effect on neighbouring schools
3. the availability, and cost, of transport to other schools
4. any increase in motor vehicle use as a result of closure and the effects of any increase
5. any alternatives to closure.

Below provides an initial view on the potential impact of closure but this consultation gives you an opportunity to raise any other issues that you feel should be considered.

Impact on community

The local community does not use the school facilities for community activities.

Impact on schools

Parents of pupils currently attending the school may express a preference to send their children to neighbouring schools in the area, or outside it. There are three lower schools in the immediate area: Church End, Cranfield Academy and Thomas Johnson. All three schools currently have vacancies. The other lower school in the area, although further away, is Houghton Conquest Lower School. The three neighbouring schools also have provision for pre-school nursery children and can accommodate the children currently at Shelton.

With regard to standards in alternative schools, they are all rated by Ofsted as good, with all (including Shelton) assessed by the council's School Improvement Service to have the potential to be 'outstanding'. The table below shows the current Ofsted rating, foundation stage profile, key stage one assessment outcomes for 2016 and 2017 and pupil characteristics of all the schools in the area.

Ofsted, attainment and pupil data of lower schools in the area								
School	Ofsted	2016		2017		English as additional Language	Free school meals	Special Educational Needs
		FS	KS 1 RWM	FS	KS 1 RWM			
Church End	Good	66	78	70	76	11%	7%	17%
Cranfield Academy	Good	72	70	79	68	22%	4%	7%
Houghton Conquest	Good	79	78	78	88	0%	5%	8%
Shelton	Good	70	70	80	66	3%	10%	5%
Thomas Johnson	Good	84	70	79	86	8%	7%	13%

Travel

As nearly all pupils attending the school come from outside of the village, the effect of the use of motor vehicles in the area, if the school closes, would be negligible.

In the event of closure, pupils on the school roll at the end of the summer term 2019 may be eligible for assistance with travel costs, in line with Central Bedfordshire Council's home to school transport policy. If the council proposes to close the school (stage 2), there will be a detailed assessment of current travel distances to the nearest other suitable school. Parents would be notified of any school transport eligibility at the time of making an application for an alternative school place.

Process for decision making

The council is required to follow a prescribed process to close a school. The process has five stages and the process for this is set out below.

We are currently at stage 1 – informal consultation. We are inviting parents, local residents and stakeholders to give us their views on the future of the school before we propose closure.

Statutory process	Action	Date/time
Stage 1 – Informal consultation	Six-week consultation starts	23 April 2018
	Staff meeting	30 April 2018, 3.30pm (Shelton Lower school)
	Public meeting	30 April 2018, 6.00pm (Shelton Lower school)
	Consultation closes	8 June 2018
Stage 2 – Proposal to close	Director of Children’s Services decision	22 June 2018
Stage 3 – Representations	Four-week representation period starts	25 June 2018
	Representation period closes	23 July 2018
	Overview and scrutiny committee consideration	30 July 2018, 10.00am (Priory House)
Stage 4 - Decision	Executive make a decision	7 August 2018, 9.30am (Priory House)
Stage 5 – Implementation	School to close if this is the decision	31 August 2019

It should be noted that time process and timetable is illustrative after stage 1. No decision has been made about closure, and no decision will be made until careful consideration and due process following this informal consultation.

We understand that the possibility of closure is very unsettling for parents and they want to know more about what would happen if the school does close. We have therefore prepared a separate factsheet to explain the process for allocating new school places for Shelton Lower School pupils.

Have your say

You can have your say online at www.centralbedfordshire.gov.uk/consultations or you can pick up a paper response form from the school.

All responses should be received by **5pm Friday 8 June 2018**.

We will also hold a public meeting at the school on 30 April at 6pm to answer your questions. You do not need to register to attend the meeting.

**Central
Bedfordshire**

Central Bedfordshire in contact

Contact us...

by telephone: 0300 300 5700

by email: school.organisation@centralbedfordshire.gov.uk

on the web: www.centralbedfordshire.gov.uk/consultations

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

The Future of Shelton Lower School

Consultation results

By
Knowledge & Insight

Purpose of consultation

Shelton Lower School is a small rural lower school in the village of Upper Shelton. The school has an overall pupil capacity of 75 pupils but has not been full for a number of years and unfortunately this decline is forecast to continue. Only four children’s parents have requested a place in the September intake out of a total admission number of 15. Shelton Lower School has, this year, gone into a budget deficit position and this looks set to worsen.

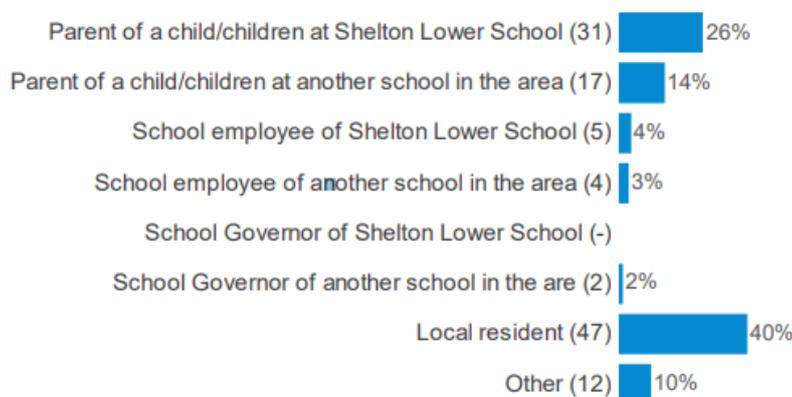
The governors alerted the council to the deteriorating financial situation in February 2018. The council has been providing financial support to the school and exploring possible options. At present there seems to be no prospect of recovery and therefore the future of the school must be considered.

The council has to follow statutory guidance if consideration is being given in relation to the possible closure of a school. The consultation on the future of the school is the first step in the process. Parents, local residents and stakeholders were invited to give their views on the future options for the school.

Feedback on proposal

A total of 118 responses were received. The greatest number of responses, 47, were from local residents (40%). This was followed by 31 responses from parents with children at the school (26%). A small number of responses, 4, came from parents whose children would be joining the school (3%).

Are you a: (Please tick one)



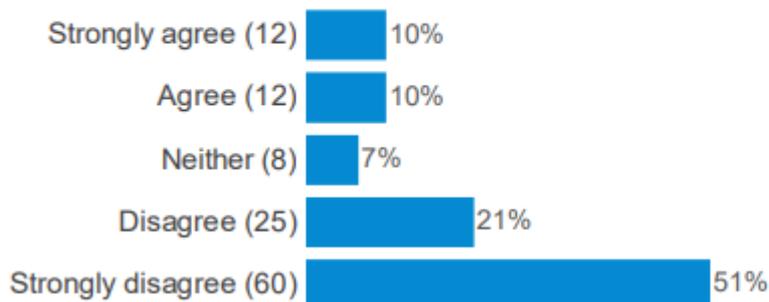
If other, please specify:

Parent of child applying to start in September 2018 and another child September 2019
I have my child in the robin nursery
I used to live in the area
Worked at the school many years ago as a nursery nurse. The school was the best I had ever worked at
Central Bedfordshire Resident
Ratepayer
Parent of child due to start school next year
Parent of 2 children who attended Shelton Lower School
Resident of next village
local resident with a young child who would be joining the school
ex-pupil
Parent of former pupils

If you are the parent of a child/children at another school or the employee or governor of another school, please specify:

Church End Lower School
Forest End (Church End)
Cranfield and wootton
Marston Vale Middle
Church end
Marston Vale middle
Church end
Southill
Wootton Upper School
Church end lower
Church End
Wootton Lower
Church end lower
Southill lower school
Southill
Parent of a child at another school but looking to transfer my son to Shelton in September.
Employee at Church End Lower School
I have a son at Wootton Lower school
Wootton lower
None of these
School in Leicester
Pippins and Bramleys
Thomas Johnson Lower school, Lidlington
Church End
pupil at Marston Vale Middle
St Marys C of E, Clophill
N/A
No
Wootton Lower
I am the parent of a pupil currently in year 1

To what extent do you agree or disagree that the current situation at Shelton Lower School is increasingly unviable?



The majority of respondents 85 (72%) disagreed that Shelton Lower school was becoming increasingly unviable.

Do you have any suggestions or alternative solutions to closing Shelton Lower School?

Theme	No of comments
Don't shut yet - building in the local area (Marston, Cranfield, Wootton) will increase numbers*	22
Promote it more	13
Consultation contains inaccurate information	11
Multi academy trust / merger / partnership with other schools	9
Invest to make it viable / fund it properly	8
Other schools too large (taking pupils away)	5
Change age range to include years 5&6	4
Change catchment areas of local schools	3
Get developers to fund existing schools, not just new ones	1
Other	27
Total comments	83

35 respondents did not leave a comment.

* It should be noted that that some of the comments refer to development in Wootton, such as Berry Wood which is in another local authority area.

Comments included:

Given the new housing developments planned for the immediate area local to Upper Shelton, Berry woods for one example, the school should be promoted, and reinvested in by the new housing developers.

Keep the school open and advertise it to residents I. Marston Moretaine. My son is in reception at church end and I was not aware of Shelton when I was choosing his school. If people don't know it is there they won't use it.

My understanding is that the numbers and finances have been wrongly calculated and the school's financial situation is far less serious than was projected.

It would appear that mistakes have been made leading to the original deficit figure being incorrect. This has led to some parents worrying that they will not find a suitable local alternative for their child and moving them already, before any decision has been made about closure. The school is now in a worse position due to these mistakes being shown at the original parents meeting.

Has the council considered a partnership arrangement with local schools? Has the council considered whether changing from a lower school to a R to 6 school could help to restore growth?

I believe that capital funding should be given to the school to make it more viable, as I believe this is the case, and that the school has not received any capital funding to invest in the school to make it more attractive to potential parents.

Do you have any other comments regarding the future of Shelton Lower School?

Theme	No of comments
Don't close it	28
Shelton will be needed with the planned expansion locally	27
School is part of the community	18
It's a good / lovely school which supports pupils	17
Impact on current pupils / parents	9
Inaccurate information in report	9
Increase in commuting	7
School should close if not economically viable	5
Work with other schools / Multi Academy Trust	2
Other	16
Total comments	87

31 respondents did not leave a comment.

Comments included:

Pupil numbers are going to increase given all the new building going on in the vicinity. With a short sighted intention, a much bigger problem is created. I am aware that councils now get the builders to build the schools as part of their planning conditions on the new estates, but surely it does not relinquish them from the responsibilities of their existing schools.

It would seem logical to me that the school remain open and a decision not be looked at until the surrounding areas development plans and schedules are finalised.

I think it will take away a part of the Shelton community. We were cut off from the main village by the bypass leaving us with no easy access to shops etc. and now the school may be taken away as well. With all the new developments locally surely given time the numbers of

pupils in the other local schools will increase and Shelton would be relevant to take the overflow

This small rural school accommodates children from families at Cranfield University, where English is not their first language, and children with disabilities as it is a small school who can accommodate individual needs. The closure of this school would be utterly detrimental to the children and the local community. This school is loved - listen to us before disregarding our recommendations and ideas.

This could be ideal for children who require small classroom sizes due to additional needs.

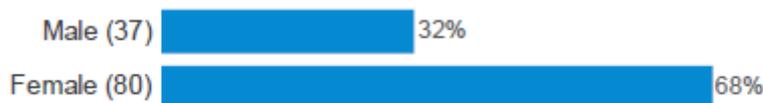
Both of my children are thriving here, the nursery has helped my son in so many ways - he struggles with his speech and confidence, since going to Shelton that has improved, more than you'll ever know. My daughter has come on leaps and bounds since starting reception here.

It would be a shame if the school has to close. It was a good school when my children were there and from what I hear it still is. Children tend to learn better in smaller classes where they can have individual attention when needed. But I understand the need for it to be financially viable.

I live across the road from Shelton Lower School, my son is 2 years old and I was planning on him starting at Shelton School in September 2020. It will take me less than 1 minute to walk him to our lovely village school, if you close it we will be in the car for 10-20 minutes driving to another school.

If the school is not economically viable then it should close. These children and the funding they attract would be better served in schools that are attracting students. Money should not be frittered away trying to save a school which only attracts a small proportion of children, many of which don't even live in Lower Shelton. In my view the benefits of closing out weight any benefits from keeping it open

About you

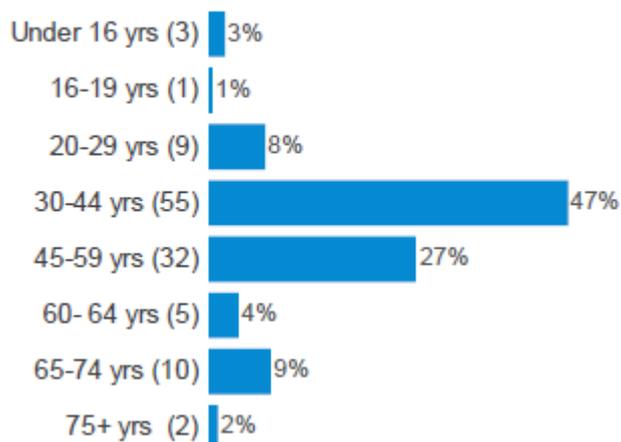


Do you consider yourself disabled?

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



What is your age?



To which of these groups do you consider you belong?



If other, please specify:

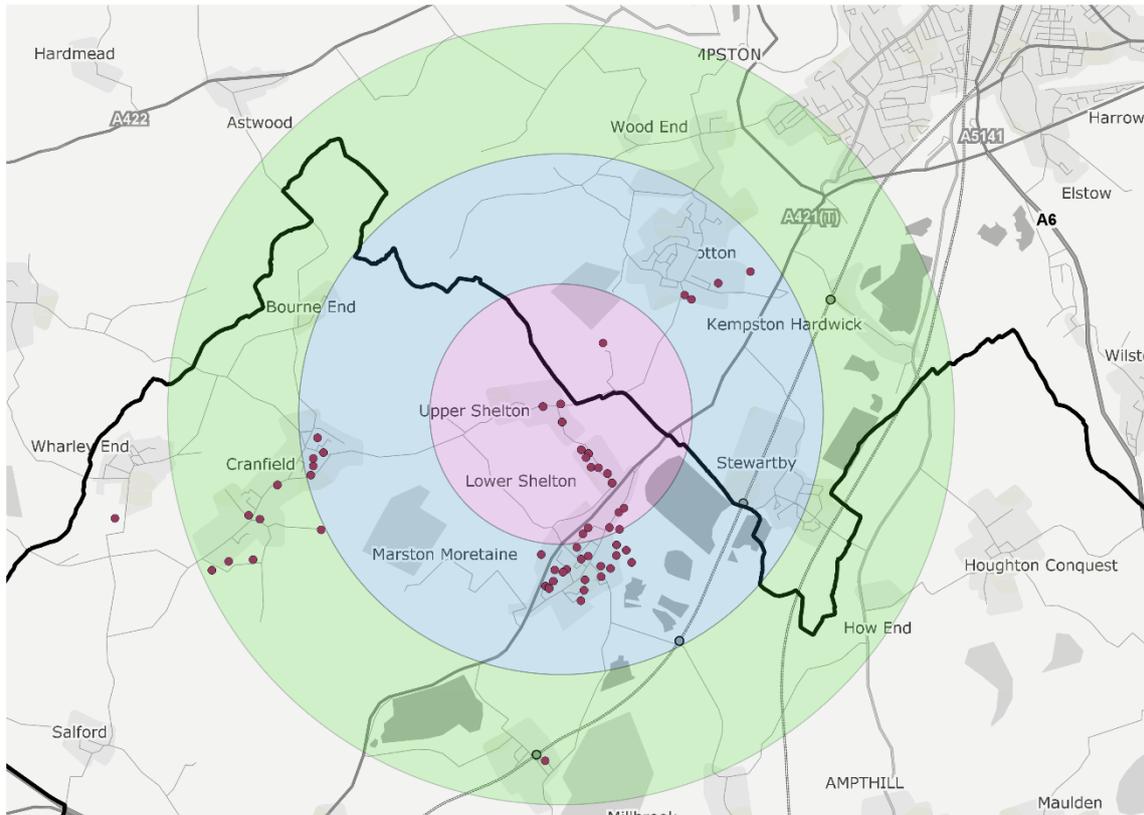
White European
white French

Postcode analysis

A review of postcodes indicates that the majority of respondents were from the local area around Shelton, ensuring those most affected by the proposal were able to have their say.

Location of respondent	Respondents
Central Bedfordshire	98
Cranfield and Marston Moretaine ward	86
Other Central Bedfordshire wards	12
Bedford and Luton	8
Unidentifiable	12
Grand Total	118

This is confirmed by the map below, which shows that most of the respondents to the consultation lived within two miles of Shelton Lower School.

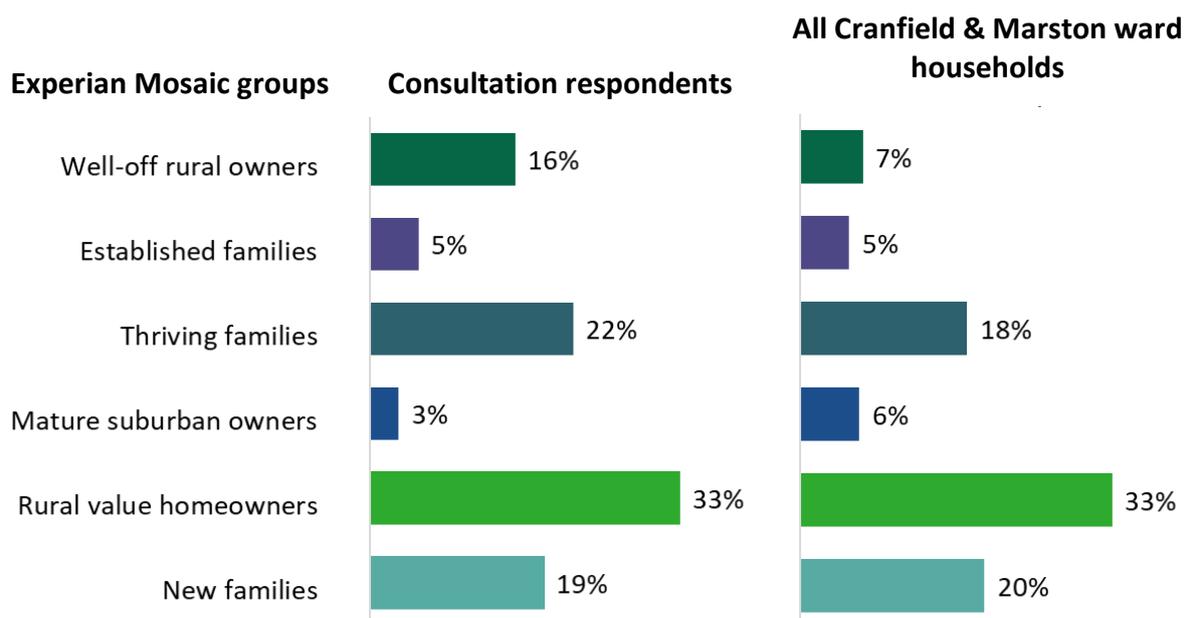


© Crown Copyright and database right 2018. Ordnance Survey 100049029. Central Bedfordshire Council

Each coloured circle on the map represents a distance of 1 mile from the school. The thick black line is the Central Bedfordshire Council area boundary. Note that there were also respondents from outside the area shown on the map.

- 49 respondents (42%) lived within 1 mile of the school
- 31 respondents (26%) lived within 1-2 miles of the school
- 10 respondents (8%) lived within 2-3 miles of the school
- 16 respondents (14%) lived more than 3 miles from the school
- 12 respondents (10%) did not give a full postcode.

In addition to the location of respondents, we also looked at the profile of respondents. This showed that the profile of respondents was similar to the profile of residents within Cranfield and Marston ward, and included people from less well off rural households, as well as more affluent families.



Note 1: the chart for consultation respondents only shows those responses that had a full valid postcode. This includes 80% of all respondent to the consultation. Most of those not included did not give a full valid postcode.

Note 2: the chart for all Cranfield & Marston ward households only displays those groups that also had respondents to the consultation. As a result, some of the smaller groups within Cranfield and Marston ward are not shown. However, the groups shown in the chart account for 93% of all households within the ward.

The largest group of respondents was 'Rural value households'. These are less well off rural households, and they are the biggest group within the ward as a whole. They are therefore reflective of the local community. Many of the responses also came from affluent families and from 'New families', who are young families in new build housing.

Conclusions

The majority of the 118 respondents were from the local area. The profile of respondents was similar to the profile of residents within Cranfield and Marston ward, including people from less well-off rural households, as well as more affluent families.

The greatest number of responses, 47, were from local residents (40%), followed by 31 responses from parents with children at the school (26%).

The majority of respondents, 85, (72%) disagreed that Shelton Lower School is becoming unviable.

Respondents suggested alternative solutions such as waiting for development in the local area (Marston, Cranfield, Wootton) to increase pupil numbers, improving promotion of the school, exploring possibilities for partnership with other schools and securing further investment to increase viability.

Other comments highlighted the potential impact on the local community in terms of the loss of a valuable community asset, the positive contribution the school makes in supporting children with additional needs and the likely increase in driving children to school.

A few comments highlighted that the school should close if it was not economically viable.

**Central
Bedfordshire**

Central Bedfordshire in contact

Find us online: www.centralbedfordshire.gov.uk/consultations

Email: consultations@centralbedfordshire.gov.uk

Updated projected pupil numbers for Shelton Lower School (23 July 2018)

1 Background

1.1 Central Bedfordshire council commenced an informal consultation on the future of the school on 23 April 2018. The consultation contained a table showing projected pupil numbers, and a budget and expenditure table based on this.

1.2 Several individuals and bodies have asked whether pupil numbers have changed since the informal consultation, and whether any changes affect council officers' view that the school is not financially viable. Accordingly, this update shows the original pupil number forecasts and the projected budget, expenditure, and in year and cumulative deficits between March 2019 and March 2022.

2 The original pupil number forecasts and projected budget and expenditure

2.1 The pupil numbers presented originally are shown below. The complaint that the 2019 total was incorrect was because of a transcription error in the year 4 number that year. The overall pupil total on which the budget and expenditure forecasts were based, was correct.

Year group	Oct-18	Oct-19	Oct-20	Oct-21
Reception	5	4	4	4
Year 1	8	5	4	4
Year 2	9	8	5	4
Year 3	5	9	8	5
Year 4	8	5	9	8
Total	35	31	30	25
% capacity	47%	41%	40%	33%

2.2 The table setting out financial projections based on the above pupil numbers is set out below. Each year, the in-year deficit is projected to increase, so that the cumulative deficit reaches £110,609 by 2022.

Forecast school budget, March 2018 to March 2021				
	31.3.2019	31.3.2020	31.3.2021	31.3.2022
Income	£338,712	£285,680	£268,078	£252,702
Expenditure	£348,680	£303,822	£301,939	£292,554
In year revenue deficit	(£9,968)	(£18,142)	(£33,861)	(£39,852)
Deficit brought forward	(£8,786)	(£18,754)	(£36,896)	(£70,757)
Cumulative revenue deficit	(£18,754)	(£36,896)	(£70,757)	(£110,609)

3 Updated pupil forecasts and projected budget and expenditure

3.1 Since April, the numbers of pupils whose parents have been offered a reception place for September 2018, and accepted it, and the pupils in year groups 1-4, have changed. The table below shows the changes, and the amended pupil number projections. The projected roll for October 2018 is likely to be fairly accurate, unless more pupils in years 1-4 leave, and year R parents for whom Shelton was not a first preference do not get an offer of a place at their preferred school.

Year group	Oct-18	Oct-19	Oct-20	Oct-21
Reception	10	4	4	4
Year 1	7	10	4	4
Year 2	4	7	10	4
Year 3	2	4	7	10
Year 4	6	2	4	7
Total	29	27	29	29
% capacity	39%	36%	39%	39%

3.2 The table above shows a significant (projected) drop in pupil numbers in the October pupil count – from 39 to 29 (26 per cent fewer pupils). This is despite the increased projected year R roll increasing from 5 to 10. The key issue is whether this number of pupils might be expected in future years, and should be included in pupil number forecasts. This year, there were only 2 ‘on-time’ first preferences, 5 late first preferences, 2 late second preferences and one late third preference. Of the 10 pupils, three are Central Bedfordshire first preferences (one of which was a late application), six are from Bedford Borough and one is from Hertfordshire.

3.3 Bedford Borough officers have advised that:

- both Broadmead Lower (Stewartby) and Wootton Lower are at capacity for September 2018. As a result of applicants who have now moved into the catchment area or late catchment applications both schools have catchment children on their waiting list;
- the next nearest school with vacancies is in Kempston but some parents have asked for and been offered a place at Shelton;
- there are plans to expand Wootton in 2019; and
- it is likely that section 106 resources will be available to expand Broadmead lower school by September 2019.

3.4 The table below shows the likely financial implications of the revised pupil projections.

Forecast school budget, March 2018 to March 2021				
	31.3.2019	31.3.2020	31.3.2021	31.3.2022
Income	£338,712	£255,680	£247,078	£258,702
Expenditure	£348,680	£303,822	£301,939	£292,554
In year revenue deficit	(£9,968)	(£48,142)	(£54,861)	(£33,852)
Deficit brought forward	(£8,786)	(£18,754)	(£66,896)	(£121,757)
Cumulative revenue deficit	(£18,754)	(£66,896)	(£121,757)	(£155,609)

3.5 In summary, on the latest pupil projections, the overall deficit increases by £35,000 to £155,609 by March 2022, principally because the numbers in years 1-4 now have reduced from 34 to 19, and the effects of these numbers going forward for three years.

3.6 Even if there is an assumption that pupil numbers in year R between 2019 and 2021 are between 5 and 10 – say, between 7 and 8, this would be four more pupils in 2019 and 7 more in 2020. However, overall pupil numbers are three fewer than the original forecast in 2019, and only 5 more in 2020. While this reduces the projected deficit by over £20,000 by the end of March 2022 compared with the table above (£155,609), it is still £134,609, which is £24,000 more than the original forecast of £110,609.

This page is intentionally left blank

The Future of Shelton Lower School – Statutory Notice

Consultation results

By
Knowledge & Insight

Purpose of consultation

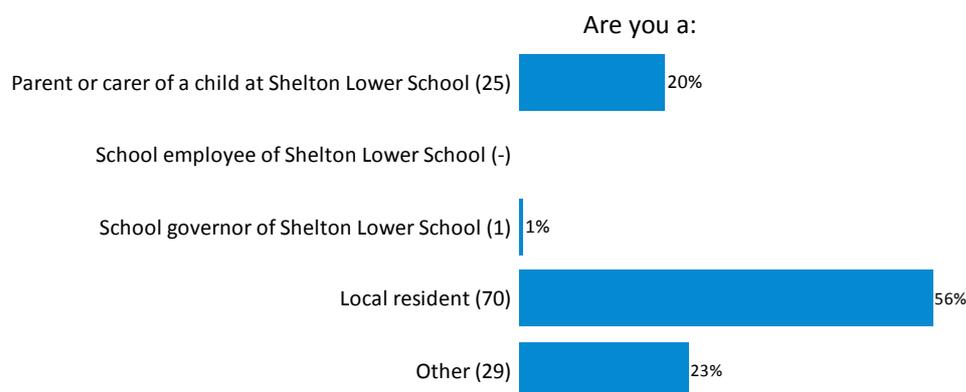
Shelton Lower School is a small rural lower school in the village of Upper Shelton. The school has an overall pupil capacity of 75 pupils but has not been full for a number of years and unfortunately this decline is forecast to continue. Only four children's parents have requested a place in the September intake out of a total admission number of 15. Shelton Lower School has, this year, gone into a budget deficit position and this looks set to worsen.

The governors alerted the council to the deteriorating financial situation in February 2018. The council has been providing financial support to the school and exploring possible options. At present there seems to be no prospect of recovery and therefore the future of the school must be considered.

The council has to follow statutory guidance if consideration is being given in relation to the possible closure of a school. The statutory notice consultation is the second stage in the process. Parents, local residents and stakeholders were invited to give their views.

Feedback on proposal

A total of 125 responses were received. The greatest number of responses, 70, were from local residents (56%), followed by 25 responses from parents with children at the school (20%). There were also 29 respondents (23%) who marked 'Other'.



The other responses are primarily from other family members of children either at, or of an age to be at Shelton Lower, or residents in the area around Shelton Lower. They were as follows:

If other, please specify:

Parent of pupils at federated school

Resident of Flitwick

Live in C Beds

Council tax payer

Headteacher

Grandmother of two pupils and mother of an employee

Relative of pupil

Childminder
Parent of child not at Shelton
I live in Wootton
Close friend of a parent of a child at Shelton Lower School
My niece goes to this school
grandparent
Ex local resident
Parent of children within next village
Used to reside in Marson Moretaine and have family and friends still in and around the area
Live in Kempston
Childminder
Resident of Marston Moretaine with a child whom we are looking for a school place for September 2019
Resident of wootton
Parent in Bedfordshire
Parent of a child due to start september 2018
Grandparent of child at the school
Parent of ex-pupil
I live nearby so any closure will affect the numbers of the school I use
Child about to turn three
A friend of a mother whose children attend the school!

If you are a parent or carer of a child or pupil currently at another lower school, please tell us which school:	No. of responses
Southill lower school	1
Parent of a pre-school child	1
Shelton lower	1
Bizzy bees preschool wootton , starting shelton in september 18	1
NA	1
Marston forest and Kempston Rural	1
Forest End Lower School	1
Thomas Johnson Lower School	1
no	1
Irthlingborough Junior	1
My child was at Shelton until May 2018	1
N/A	1
Boxmoor Primary	1
Houghton conquest	1
We have considered chimneytots/forest end	1
Wootton Lower	6
Church End Lower	5
Broadmead	2

Do you support the proposal to close Shelton Lower School, Marston Moretaine?



The level of support for closure has lowered from the previous stage – 91% disagree in this stage, 72% disagreed the school was unviable in the first stage.

The questionnaire asked for comments about the proposal to close Shelton Lower school. 91 comments were received. 34 respondents chose not to leave a comment. The key themes discussed were:

Theme	Number of Comments
Don't shut yet - building in the local area (Marston, Cranfield, Wootton) will increase numbers	49
Other local schools are at/near capacity	33
Flawed consultation/contains inaccurate information	15
Valuable asset to the community	14
Concern about disrupting children's education	8
General agreement with the proposal	5
Promote the school more	5
Closure will increase traffic for commuting	4
Other	22
Total no. of comments	91

The most common themes were around not shutting the school due to future housing development in the area (this was the most common theme in the initial consultation stage), followed by comments about other local schools being close to (or at) capacity.

Comments about the consultation documents providing incorrect information were addressed during the initial stage of consultation and the school was informed.

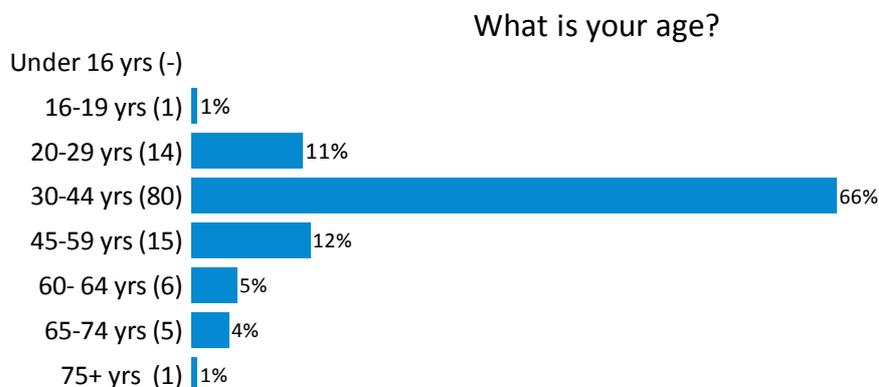
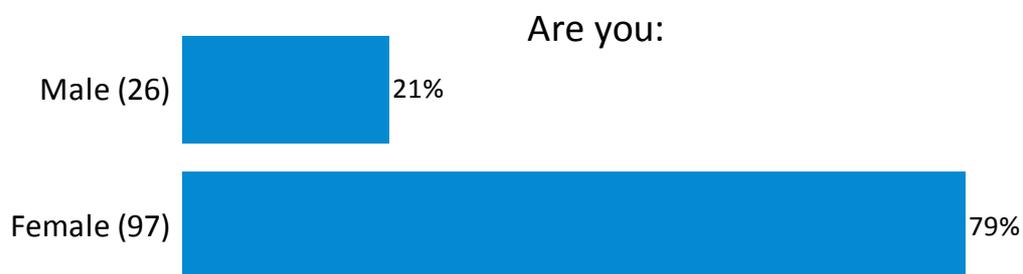
“With increasing housing development in the cranfield/marston area I seriously question if you have got your sums right. Central Bedfordshire is a growth area - surely we need more schools not less. It would be foolish to close a school and then find yourself in a situation in a couple of years where there are a lack of pupil places.”

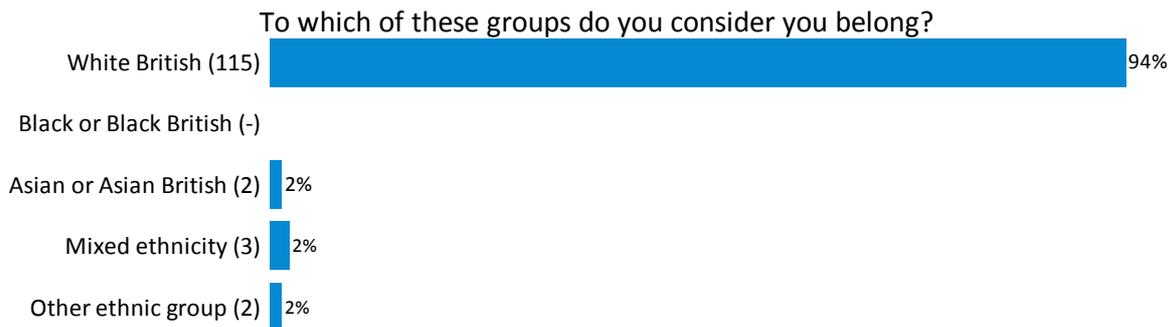
“The area is going through enormous change with a resulting increase in population and therefore children local schools are already bursting more school places are needed not less. Losing the school will also tip the heart out of the village”

“At no point have you spoken about the damage that you are doing to the childrens education. or the way you will deal with the children that remain in the school they have become numbers being paid for on a spread sheet. they are watching their friends go on a daily basis the staff are doing everything they can but they are also about to loose their jobs you decided to shut the school solely on finance with no regard for the childrens welfare”

“The consultation papers State 5 in Reception when in actual fact there is 8 signed up. The consultation papers state 4 pupils for future years when the historical basis is 8 so the projected numbers are demonstrably skewed towards closure. The community use statement is incorrect as the school facilities are being used for community use. Closure would severely impact the community as the other location (the methodist church) has now been given over for private housing. In contacting the local schools they tell us as parents there are no spaces to offer.our children. With regard to travel the consultation statement is incorrect as a good proportion (about half) live locally and can/do walk to school”

About you





If other, please specify:

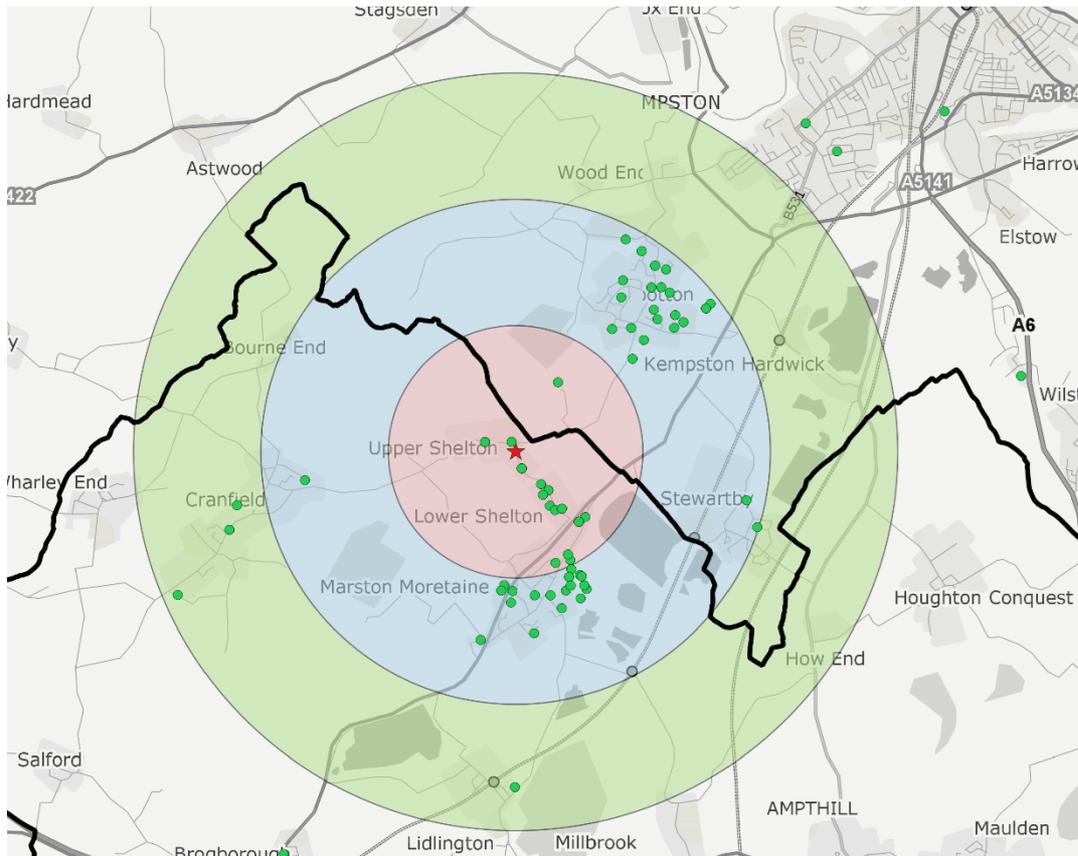
white america

Postcode analysis

A review of postcodes indicates that around half of respondents were from the local area around Shelton, ensuring those most affected by the proposal were able to have their say. Just over a quarter of responses were from residents of Bedford Borough. Most of these (26) were from Wootton ward, which borders Upper Shelton.

Location of respondent	Respondents
Central Bedfordshire	66
Cranfield and Marston Moretaine ward	61
Other Central Bedfordshire wards	5
Bedford	34
Other LAs	8
Unidentifiable	17
Grand Total	125

This is confirmed by the map below, which shows that most of the respondents to the consultation lived within two miles of Shelton Lower School.



© Crown Copyright and database right 2018. Ordnance Survey 100049029. Central Bedfordshire Council

Each coloured circle on the map represents a distance of 1 mile from the school. The thick black line is the Central Bedfordshire Council area boundary. Note that there were also respondents from outside the area shown on the map.

- 36 respondents (29%) lived within 1 mile of the school
- 48 respondents (38%) lived within 1-2 miles of the school
- 5 respondents (4%) lived within 2-3 miles of the school
- 19 respondents (15%) lived more than 3 miles from the school
- 17 respondents (14%) did not give a full postcode.

Conclusions

Overall, the response to the statutory notice questionnaire broadly followed the initial stage of consultation – there is limited support for the proposal to close. Many of the key themes discussed are similar to the previous consultation stage, with the main topic of discussion around the amount of development in the area and the need for future school places. The main difference is the strength in feeling – more respondents are *less* supportive of closure at this point. There are also more comments this time around capacity of other schools – perhaps in part, due to parents having investigated options for their children should Shelton Lower school close.

It's important to state that the demographics of those that have responded are representative of the main group accessing lower schools and that the majority of respondents live in an area where they could (or do) access Shelton Lower school.

Central Bedfordshire in contact

Find us online: www.centralbedfordshire.gov.uk/consultations

Email: consultations@centralbedfordshire.gov.uk

Executive – 7 August 2018

**Recommendation from the Children’s Services Overview and Scrutiny Committee
held on 25 July 2018**

RECOMMENDED:-

- 1. That the Committee acknowledge the thorough report and the decision of the Director for Children’s Services (DCS) to close Shelton Lower school.**
- 2. That a comprehensive financial analysis and breakdown be provided to the Executive based on the projected income and expenditure of the school, including the specifics in relation to revenue per pupil.**
- 3. That the DCS consider the impact and possible precedent to other schools in a similar situation and that more support be provided to those schools at an earlier stage via the school improvement and finance team.**

This page is intentionally left blank

Central Bedfordshire Council

Executive

7 August 2018

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

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

This report relates to a decision that is Key

Purpose of this report

To set out a proposal for the transfer of Cranfield Community Building comprising a community hall, meeting rooms, community space, reception area, changing rooms, 1 junior football pitch, 2 intermediate size football pitches and cricket square and outfield, 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. **nominate Cranfield Parish Council to accept the offer of the Cranfield Community Building, comprising a community hall, meeting rooms, community space, reception area, changing rooms, 1 junior football pitch, 2 intermediate size football pitches and cricket square with outfield, kitchen and other ancillary facilities, from Persimmon Plc. This being subject to the following:**
 - a. **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;**
 - b. **approval by CBC of the football and cricket pitch construction specifications;**
 - c. **satisfactory completion of the construction of the sports pitches named in b); and**
 - d. **satisfactory completion of the car park.**
2. **delegate responsibility to the Director of Community Services in consultation with Executive Member for Corporate Resources to consider the Community Building Management Plan for approval when submitted by Cranfield Parish Council;**

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

This is not a decision that falls within the remit of the Overview and Scrutiny function. It is requested that the decision be taken at Executive on 7 August 2018 due to the imminent completion of the building by the developer, Persimmon Homes.

Issues

1. The Cranfield Community Building forms part of the Home Farm development and is associated with Planning Application CB/16/01192/FULL.
2. Drawing CRAN-PH3-PAV-01N attached to the Section 106 Agreement and Planning conditions requires the developer (Persimmon) to provide, a community building and sports pitches. Construction of the community building began in January 2018 and is due to complete in August /September 2018.
3. On completion and fitting out, the Community Building and the land will be offered to Central Bedfordshire Council (CBC) to accept on its own behalf or its nominee, in this case Cranfield Parish Council (CPC). Executive is asked to nominate CPC to receive the Offer Notice.
4. 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 ² (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 1x 4.5m 1x 2.4m 1x 4.6m
Toilets (Male and Female)	24.3 m (1x 12.3m and 1x 12m)
WC and shower room (Disabled access)	7.4m
Changing facilities (Male and Female)	2x 40m Sport England standard
Changing facilities (Referee)	7.8m Sport England standard
Corridor with external access	Sport England standard
External Use	Size m² (minimum)
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)
2 Intermediate size football pitches	
1 cricket square with outfield	
<i>LEAP Play Area (to be transferred to Persimmon's Management Company)</i>	
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	

5. 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.
6. 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 (£186,918 to be index linked) for 20 years and is based on the built area of 544m² (excludes parking).
7. 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

8. Options for the future ownership and management of the Community Building and Sports Pitches are set out briefly in paragraphs 9-12 below:
9. **Option 1 (the recommended option): Cranfield Parish Council holds the freehold and is entirely responsible for the Community Building and Sports Pitches.** 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.
10. The Council would be required to pay to CPC the community building commuted sum for future maintenance referred to in para 9. above to CPC.
11. **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.
12. **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

13. **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.

14. 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.
15. 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.
16. 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'*
17. 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

18. CPC's aspiration is to own and manage the building and sports facilities. 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.
19. 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.
20. One junior football pitch, a cricket square and outfield, and two intermediate size football pitches 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.

21. 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.
22. The new building complements the existing Village Hall facility and provides much needed additional community space to the village.

Timescales

23. Construction of the community building began in January 2018 and is due to complete in August /September 2018.
24. 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

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

- ***Creating Stronger Communities.***

Accepting and transferring the community building and sports pitches to CPC will ensure that the facilities are 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

26. 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

27. The offer, transfer and ongoing liabilities for the Community Building will be governed by the Section 106 Agreement.

28. 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.
29. 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

30. 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 the risk of non payment by the developer in the future.
31. 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.
32. There are no ongoing costs (capital or revenue) to CBC.

Option 2

33. CBC would be the owner of the building and would therefore be responsible for future liabilities associated with the building.
34. CBC Assets has 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 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 and pitches to be transferred

Background Papers

39. None

Sarah Hughes Community Engagement Manager
sarah.hughes@centralbedfordshire.gov.uk

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

CONTENTS

1. Building Specification - Changing Rooms 3
2. Mechanical Installation Specification 13
3. Electrical Installation Specification 23

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/mm², density of 1900 –2100 kg/m³ 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 10m³ per hour / per m² 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/m³. Minimum compressive strength of blocks shall be 7N/m²; 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/m² (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 4000mm² 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 10m³ per hour / per m² 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 – 20m²

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.

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

Item 9
Page 21

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.

.

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 consist 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 (25m²) 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 locakable 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 ² (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 1x 4.5m 1x 2.4m 1x 4.6m
k.	Toilets (Male and Female) Male toilets to comprise <ul style="list-style-type: none"> • 2 urinals + 2 toilets • 3 washbasins Ladies toilets to comprise <ul style="list-style-type: none"> • 3 toilets • 3 washbasins 	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 Sport England standard

	<ul style="list-style-type: none"> • 3 toilets • 3 hand basins • Hand driers • 4 Showers / Dry off areas • Benches • 15 Lockers • Wet floor • Pegs • External access 	
n.	Changing facilities (Referee) <ul style="list-style-type: none"> • Toilet • Shower • Bench and peg • 2 lockers • Sink • Hand drier • Wet floor • External access 	7.8m 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 ² (minimum)
Paved area to rear of building with external lighting and external landscaping	25m as per CRAN-PH3-PAV-01N
External layout , orientation	CRAN-PH3-PAV-01N
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	
Outside tap	
Outside lockable electrical point	
Landscaping to the site as set out in Plan	CRAN-PH3-PAV-01N

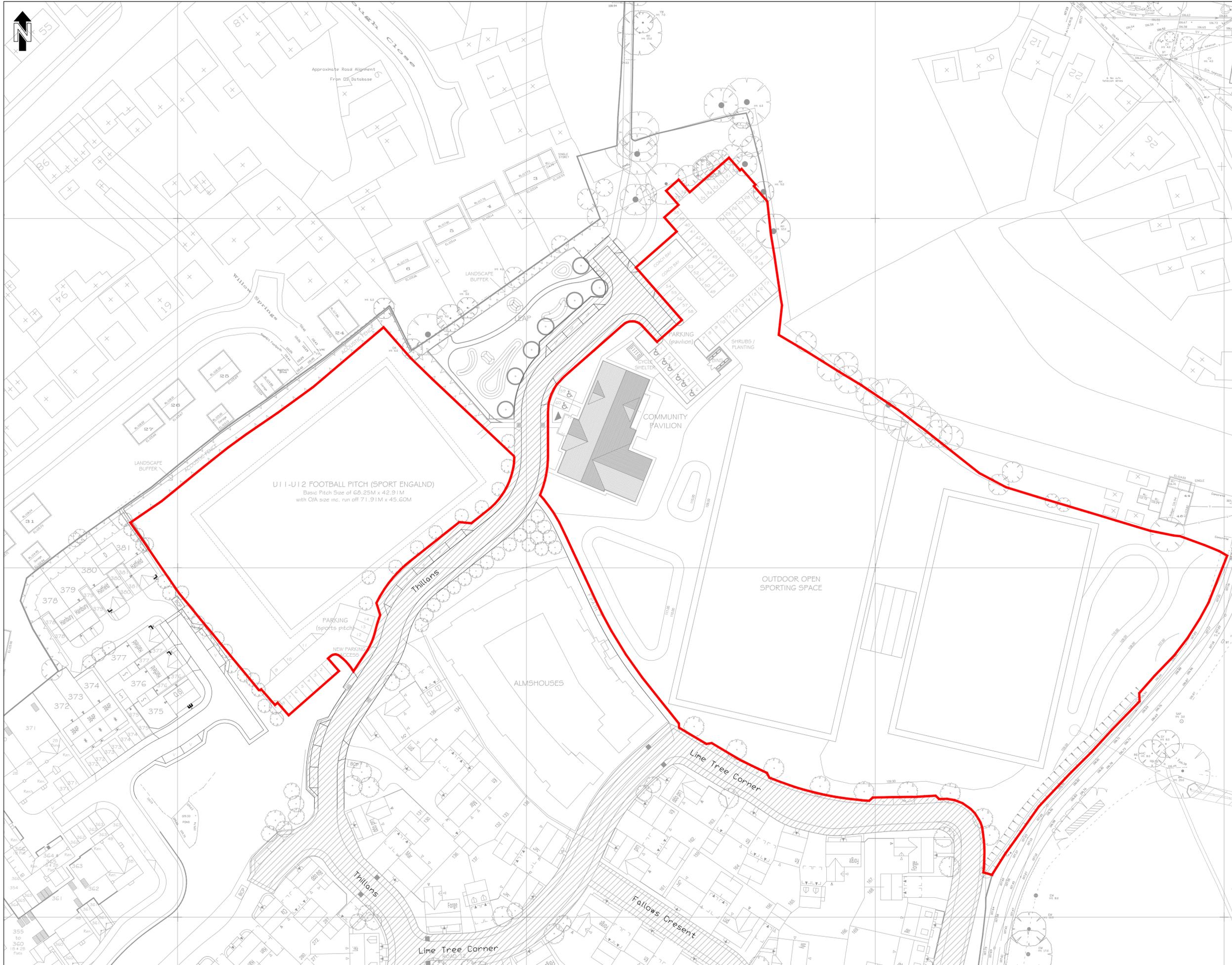
4. All main services will be provided. The following incoming services will be made available:

- 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.

	Equipment	Specification
	Kitchen <ul style="list-style-type: none"> • 4 Burner oven hob • Oven • Fridge • Freezer • Dishwasher • 3 sinks (handwashing / food preparation) • Work surfaces • Units / Cupboards • Connecting hatch/access to bar • Serving hatch to Hall 	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 Final layout to be agreed with Parish Council
	Bar Serving hatch to Hall Storage - lockable Sink Work surface, units Fixtures inc entry / exit hatch,	Final layout to be agreed with the Parish Council
	General <ul style="list-style-type: none"> • Telephone line with answerphone • CCTV cameras to monitor the building and its associated open 	

	<p>space</p> <ul style="list-style-type: none">• Two badminton posts and net• Signage• Two tennis tables• One pool table• Tables (30 / Chairs (120)• Staging	
--	---	--



Key:

 Conveyance Line

 Area to be offered for adoption

Revisions:		
Rev:	Date:	Description:
	09.04.2018	First Issue

PERSIMMON

PERSIMMON HOMES MIDLANDS LTD
 3 Waterside Way
 Bedford Road
 Northampton
 NN4 7XD

Tel: 01604 884600
 Fax: 01604 884601
www.persimmonhomes.com



Development:
**Land at Home Farm
 Cranfield**

Drawing Title:
Conveyance Plan - Cranfield Parish Council

Drawing Size: A1	Drawn: M.Grant
----------------------------	--------------------------

Date: 09.04.2018	Scale: 1:500
----------------------------	------------------------

Drawing Ref:
1003 - 3003

This page is intentionally left blank

Central Bedfordshire Council

Executive

Date 12 June 2018

Central Area Growth Board

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

Responsible Director(s): Jason Longhurst, Director Regeneration & Business
(Jason.Longhurst@centralbedfordshire.gov.uk)

This report relates to a decision that is Key

Purpose of this report

1. To seek endorsement for Central Bedfordshire Council to adopt the Central Area Growth Board Terms of Reference and become a full member of the Growth Board.
2. To underline Central Bedfordshire's commitment to collaborative working and to being an active partner within the Cambridge-Milton Keynes-Oxford corridor.

RECOMMENDATIONS

The Executive is asked to:

1. **note the significance of the National Infrastructure Commission and Government focus on the Cambridge - Milton Keynes - Oxford corridor;**
2. **commit to associated contribution of £5k of ongoing revenue to support the work of the Central Area Growth Board;**
3. **recommend to Full Council to:-**
 - **approve the Council becoming a full member of the Central Area Growth Board adopting the Terms of Reference (Appendix A);**
 - **approve the creation of the Central Area Growth Board as a joint committee under Section 101 (5), 102 Local Government Act 1972 and section 9EB of the Local Government Act 2000 and pursuant (where applicable) to the Local Authorities (Arrangement for the Discharge of Functions) (England) Regulations 2012;**

- **approve the additions to the Constitution as set out in Appendix B; and**
- **appoint the Executive Member for Regeneration as the Council’s representative on the Central Area Growth Board.**

Overview and Scrutiny Comments/Recommendations

3. This paper has not been to Overview and Scrutiny. It is scheduled to go to General Purposes Committee on 23 August 2018 as it relates to future governance arrangements. The General Purposes Committee will be asked to recommend to Full Council the approval of the proposed additions to the Constitution as set out in Appendix B.

Background

4. Since last summer Central Bedfordshire Council has been actively engaging in closer collaborative working with the 17 local authorities within the South East Midlands and Buckinghamshire Thames Valley Local Enterprise Partnerships (LEP) footprints that are locally defined as being within the Cambridge - Milton Keynes - Oxford corridor, with the exception of Buckinghamshire County Council. Partners have agreed in principle to formally establish a Central Area Growth Board, constituted as a joint committee, to coordinate cross-boundary working within the Central Area.
5. In March 2016 the Government commissioned the National Infrastructure Commission (NIC) to consider how to maximise the growth potential of the Cambridge – Milton Keynes - Oxford corridor.
6. The National Infrastructure Commission’s (NIC) Interim report on the Cambridge-MK-Oxford growth corridor, published in November 2016, identified that one factor holding the area back from achieving its full potential as the UK’s ‘Silicon Valley’ is the lack of joined-up planning of housing, jobs and infrastructure across traditional local authority boundaries. Specifically, **“Current governance mechanisms are not sufficient to deliver the step-change in strategic leadership and collaboration needed... and will require a fundamental shift in the scale at which local authorities collaborate on planning and infrastructure.”**
7. In its final report on the Cambridge – Milton Keynes - Oxford growth corridor, published in November 2017, ‘Partnering for Prosperity: a new deal for the Cambridge – Milton Keynes - Oxford arc’, the NIC encouraged all authorities within the central section of the arc to **“strengthen structures for collaborative governance and collective decision making”** and referenced the work ongoing in the central area to establish a growth board.

The authorities within the central section, also known as the Central Area are:

- Aylesbury Vale District Council,
 - Bedford Borough Council,
 - Central Bedfordshire Council,
 - Cherwell District Council,
 - Chiltern District Council,
 - Corby Borough Council,
 - Daventry District Council,
 - East Northamptonshire District Council,
 - Kettering Borough Council,
 - Luton Borough Council,
 - Milton Keynes Council,
 - Northampton Borough Council,
 - Northamptonshire County Council,
 - South Bucks District Council,
 - South Northamptonshire District Council,
 - Borough of Wellingborough Council
 - Wycombe District Council
8. Government, in its initial vision for the Corridor published as part of the Autumn Budget 2017, stated that “it will be necessary for authorities to work together much more closely going forwards.”
9. Within the Cambridge – Milton Keynes - Oxford corridor, formalised stronger regional working arrangements have been established at either ‘end’ of the corridor through the Cambridgeshire and Peterborough Combined Authority and the Oxfordshire Growth Board. Establishing a Growth Board for the ‘Central Area’ allows Central Bedfordshire Council and its partner authorities within the Central Area to meet the challenge of councils working together closely in the future. These Terms of Reference directly responds to the challenge set.
10. The establishment of a Central Area Growth Board in the heart of the Cambridge-Milton Keynes- Oxford corridor will also allow the Central Area to be an active participant in the wider cross corridor working arrangements currently being established.
11. The Central Area Growth Board will be a single coordinating voice for the region with central government. No powers are being ceded from member authorities to the Growth Board. If members of the Growth Board agree to vest powers into it, this would be agreed by individual councils via their decision making processes. Hence Central Bedfordshire Council will only cede powers to the Central Area Growth Board if it and all other member authorities choose to.

12. In the visioning document 'Helping the Cambridge, Milton Keynes and Oxford corridor reach its potential' published at Autumn Budget 2017, government announced its ambition to work with the Central Area on housing and growth deals throughout 2018. Whilst any potential housing and growth deals will not cover the whole geography of the Central Area, the relationship and role of the Growth Board will have to be established through any such deal.

Options for consideration

13. Central Bedfordshire Council and all 16 other Local Authorities within the Central Area have two options to consider:
 - a. Do Nothing
 - b. Become a Full member of the Central Area Growth Board.

Reason/s for decision

14. Establishing joint working at the two ends of the corridor (i.e. Oxford and Cambridge) has played a significant role in securing additional investment, flexibilities and commitments from government. Doing nothing would mean that Central Bedfordshire Council would not have a voice in such formal regional discussions.
15. By becoming a full member of the Central Area Growth Board, Central Bedfordshire Council will be an active participant in contributing to shaping and driving the agenda on strategic planning, economic development and infrastructure planning at the sub-regional level.
16. Collaborating and proactively planning for growth through the forum of the Central Area Growth Board will allow all partners to proactively shape the future growth of their places, rather than having growth imposed from above.
17. By joining the Central Area Growth Board, Central Bedfordshire Council is committing to an ongoing annual £5k commitment to support its work and to fund officer roles to support its operation. Further contributions may be sought for specific pieces of work.

Council Priorities

18. Central Bedfordshire Council engagement in the Oxford to Cambridge Corridor through the Central Area Growth Board supports the council priority of "Enhancing Central Bedfordshire" as great place to live and work through planning for the new homes, jobs and infrastructure the area needs while protecting the countryside. It will also help contribute to creating stronger communities, improved educational attainment and promoting health and wellbeing.

Corporate Implications

Legal Implications

19. The Terms of Reference provide that the Central Area Growth Board will be set up as a joint committee under Section 101 (5), 102 Local Government Act 1972 and section 9EB of the Local Government Act 2000 and pursuant (where applicable) to the Local Authorities (Arrangement for the Discharge of Functions) (England) Regulations 2012.
20. They further provide that the Growth Board will exercise the powers which its members have agreed to vest in it on a unanimous basis under Section 1 of the Localism Act 2011 insofar as they relate to the promotion of development or economic growth or matters ancillary to this. These powers will be exercised concurrently with the constituent members and members will unanimously decide the voting mechanism for exercising powers. This excludes ceding the decision making powers on planning matters, which will remain vested with the Local Planning Authorities, as set out in the Planning and Compulsory Purchase Act 2004.
21. Further, the terms of reference provide that any questions to be decided by the Growth Board will be decided by way of two thirds majority of constituent members present and voting.
22. In the event formal decision making powers are vested in the Growth Board its terms of reference may require amendment to comply with paragraph 39(1) of Schedule 12 of the Local Government Act 1972 which requires that decisions be made on a simple majority basis. If the joint committee has formal decision making powers vested in it and the Board takes a decision other than by simple majority then it risks being successfully legally challenged as occurred in the case of R V South Norfolk District Council ex parte the friends of Hethel [2010].
23. The process to amend the Terms of Reference, if required, will require full Members to agree to a variation of the Terms of Reference. A variation document could then be drafted that reflects the agreed variations. In respect of voting, it would seem that simple majority voting could be adopted by the Growth Board if all members agreed.
24. With the Central Area Growth Board acting as a Joint Committee under the relevant legislation, meetings will be publicly held, and subject to legislation ensuring meeting documents are published in a timely manner. The work of the Central Area Growth Board at the point of formal establishment will be subject to FOI legislation.

Financial and Risk Implications

25. It is deemed that there will be no significant financial implications to the Council adopting the Central Area Growth Board Terms of Reference other than the ongoing revenue support of £5,000 per annum to support the Growth Board.

Equalities Implications

26. 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.
27. Good planning and effective regeneration can improve environments and opportunities for communities experiencing disadvantage. Planning which does not adequately engage with, or consider the needs of, local communities is unlikely to improve their life chances and may further entrench area-based disadvantage.

Conclusion and next Steps

28. Executive formally recommends that Central Bedfordshire Council becomes a full member of the Central Area Growth Board to Full Council and adopts the Terms of Reference.

Appendices

Appendix A: Central Area Growth Board Terms of Reference

Appendix B: Additions to the Constitution

The following Appendices are attached.

Background Papers

The following background papers, are available on the Council's website:

- (i) XX NIC, *Partnering for Prosperity: a new deal for the Cambridge – Milton Keynes - Oxford arc* [link](#)
- (ii) *NIC Cambridge - Milton Keynes - Oxford Corridor Interim report* [link](#)
- (iii) *Helping the Cambridge, Milton Keynes and Oxford corridor reach its potential, HM Government* [link](#)

Report author(s): Anna Bosworth, Programme Enabling Manager,
anna.bosworth@centralbedfordshire.gov.uk

Central Area Growth Board – Terms of Reference

These Terms of Reference are not legally binding but are intended to lead to a legal agreement in due course.

Central Area Growth Board

1. Governance

1.1 The Central Area Growth Board (the Joint Committee) includes at commencement the following local authorities:-

Full Members

- Aylesbury Vale District Council,
- Bedford Borough Council,
- Central Bedfordshire Council,
- Cherwell District Council,
- Chiltern District Council,
- Corby Borough Council,
- Daventry District Council,
- East Northamptonshire District Council,
- Kettering Borough Council,
- Luton Borough Council,
- Milton Keynes Council,
- Northampton Borough Council,
- Northamptonshire County Council,
- South Bucks District Council,
- South Northamptonshire District Council,
- Borough of Wellingborough Council and
- Wycombe District Council.

1.2 The Central Area Growth Board is a Joint Committee under s101 (5), 102 Local Government Act 1972 and s9EB Local Government Act 2000 and pursuant (where applicable) to the Local Authorities (Arrangement for the Discharge of Functions) (England) Regulations 2012.

Each member authority must take the Terms of Reference through its internal processes.

1.3 The Growth Board will exercise the powers which its members have agreed to vest in it on a unanimous basis under Section 1 of the Localism Act 2011 insofar as they relate to the promotion of development or economic growth or matters ancillary to this. These powers will be exercised concurrently with the constituent members and members will unanimously decide the voting mechanism for exercising powers. This excludes ceding the decision making powers on planning matters, which will remain vested with the Local Planning Authorities, as set out in the Planning and Compulsory Purchase Act 2004.

1.4 The Growth Board will also include associate members, who will be able to participate in meetings but not be able to vote. The LEPS that operate in the area are entitled to be associate members.

1.5 It will also include other co-opted non-voting named members from those organisations listed at 4.4 below.

2. Accountable Body and Host

2.1 The Accountable Body for the Growth Board is Milton Keynes Council which will provide the Section 151 officer role to the Growth Board.

2.2 Milton Keynes Council's Chief Finance Officer (Section 151 Officer) will provide the Growth Board with a quarterly financial report. This report will provide the Board with an overview of the funds spent, funds committed against funds allocated.

2.3 Programme management will be provided by dedicated growth board officer support and will include milestones and outcomes achieved and where necessary, ensure that action plans are put in place to address any concerns.

2.4 The Growth Board will be hosted under local government arrangements and this will be rotated in accordance with the arrangements for the Chair (see Section 8). Committee services are provided by the Host in accordance with the Local Government Act 1972, as outlined in paragraph 8.3.

3. Purpose of the Central Area Growth Board

3.1 To provide the strategic leadership that will enable us to plan for, and realise an economic transformation across the central area, speaking to Government and its Agencies with one co-ordinated voice and encouraging private sector investment.

3.2 To seek to establish Common Planning Areas to produce an integrated and holistic approach to strategic planning for employment, housing and infrastructure that builds on Local Plans, Local Transport Plans and Strategic Economic Plans.

3.3 To accelerate and increase the delivery of planned growth across the area, where this is enabled by investment in infrastructure and services.

3.4 To work together to influence the route planning options, in order to realise the opportunity for the area in the Cambridge-Milton Keynes- Oxford growth corridor, "Expressway" (road and rail) and other associated linkages that may be delivered.

3.5 To approve and monitor the implementation of a Central Area programmes of work including those flowing from any Place Deals, Strategic Economic Plans and transport strategies and other relevant infrastructure programmes as agreed. This is not an exhaustive list and may be expanded at agreement of the Growth Board.

3.6 To bid for and secure investment, including from Government and external sources of resources to support the above purposes.

3.7 To contribute and be an active member of the Cambridge- Milton Keynes-Oxford Corridor cross corridor governance arrangements.

4. Membership

4.1 As the Growth Board is (where applicable) discharging executive functions then the appointed person must (where applicable) be from the Executive. In authorities where the committee system is

in operation the Leader should be the representative. There shall be one member from each constituent body.

4.2 Each constituent authority/body shall appoint a substitute (also being an executive member or in the case of councils using the committee system, another senior member). The substitute member shall have the same rights of speaking and voting at the meetings as the member for whom the substitution is made.

4.3 Subject to the legal right of the Growth Board to appoint a Chair and Vice Chair of its choice each year, the proposed protocol is that there will be a rotating Chair and Vice Chair as set out in 8.2 below.

4.4 Other non-voting members as required for good linkages shall be a single named-position representative from the bodies as detailed below:

- England's Economic Heartlands
- Universities Representative
- Further Education Colleges
- DCLG/BEIS/Department for Transport
- Homes and Communities Agency Representative for South East
- Buckinghamshire County Council

4.5 The Growth Board can agree to allow other authorities/parties outside of the initial members (listed in 1.1, 1.4 and 4.4 above) to have either full or associate membership of the Central Area Growth Board and agree the terms on which this is to be permitted. Associate members would not have voting rights.

4.6 The Growth Board can also invite other relevant observers to meetings of the Board.

5. Voting

5.1 One member one vote for each constituent authority member. The Chair will have an original but not a casting vote.

5.2 Normal rules as to declarations of interest and conflicts of interest to be applied to Local Authority members in accordance with the respective Council's Code of Conduct and LEP members in respect of the LEP Assurance Framework.

5.3 Any questions to be decided by the Growth Board will be decided by way of two thirds majority of constituent members present and voting.

5.4 Members votes are only valid when they have paid the annual subscription (see 10.0 below). Each member must pay their contribution before the agreed date for the year, if the subscription is not paid on the agreed date, the Local Authority will only be entitled to observe Growth Board meetings.

6. Quorum

6.1 The quorum for a Growth Board meeting shall be 2/3rds of (12) constituent members, including the Chair.

7. Functions

7.1 The Members have agreed that the main function of the Growth Board is to focus on growth related matters. The Members have agreed that there are four key outcomes it wishes the Growth Board for the Central Area to focus on, namely to;

- a) Accelerate the delivery of planned growth across the area, where this is enabled by investment in infrastructure and services.
- b) Provide the strategic leadership that will enable existing mechanisms and processes to plan for, and realise an economic transformation across the area.
- c) Secure long-term benefits and opportunities for local communities and
- d) Attract increased private sector investment

7.2 The Growth Board will, in relation to matters of general importance to the Central Area

- Represent the Central Area as a whole
- Respond to consultations, express views and make recommendations to Government and others, including partners, on matters of general importance to the Central Area. This will include on:
 - i. Proposals for major development, including local plans.
 - ii. Proposals for major infrastructure.
 - iii. Funding submissions to Government or its agencies.
 - iv. Strategic Economic Plans.

7.3 Coordination of whether spatial planning, infrastructure and public services are integrated and make recommendations to encourage this.

7.4 Advise partners on matters of collective interest.

7.5 Commission and share research and analysis in support of the preparation of statutory and non-statutory plans and strategies (including local plans and strategic economic plans). This will include work designed to assist compliance with the duty to cooperate in connection with plan-making.

7.6 Lead and coordinate the Homes and Communities Agency (HCA) liaison process on Central Area wide regeneration and housing issues and contribute to any related interaction with Government agencies.

7.7 The Growth Board will also:

- i. Provide a forum for partnership working and collaboration on spatial planning, economic development, housing, transport, and general infrastructure issues.
- ii. Input into development of a Local Industrial Strategy for the Central Area.
- iii. Engage with and represent the Central Area to the Sub-national Transport Body covering the Central Area.
- iv. Wherever possible, the Growth Board will aim to streamline existing processes

8. Meetings

8.1 The Chair and Vice-Chair of the Growth Board will be elected at the first meeting and subsequently at the start of each municipal year (i.e. the first meeting after local government elections are or would usually be held).

8.2 It is expected that the role of Chair and Vice Chair will rotate on a municipal year basis (except in the first year which will be slightly longer than a municipal year), and that the Vice-Chair will serve as the Chair in the following year. It is expected that there will be a rotation of those positions to ensure that each constituent member and geographic area of the Central Area has the opportunity to serve, over time.

8.3 Meetings will be convened by the Chair or on the written request of five or more constituent members. Meetings shall normally be held on a bi-monthly basis at the host authority (that of the Chair), but meetings may be called as and when required to ensure that important timescales are met. Papers will be published in line with the Local Government Act 1972 to ensure statutory timescales are met .

8.4 Proposals for decisions by the Growth Board may be put forward by the Chair or by any member of the Growth Board.

8.5 Local Authority Chief Executives will attend in support of the political attendees at the meetings. Local Enterprise Partnership Chief Executives will attend in support of their LEP Chair.

9. Secretariat and Support

9.1 The secretariat and support for the Growth Board will be established. Primarily the support will be led by dedicated growth board officer support and an Executive Officer Group, the Central Corridor Group (CCoG). CCoG will drive the technical and operational elements and the preparation of advice and recommendations to the Growth Board.

9.2 Dedicated Growth Board officer support will be established. Support will be provided by lead executive officers at each constituent member and LEP, each of whom will link into the CCoG.

9.3 Other investment partners will be involved as appropriate, again connecting directly to the Programme Manager and linking to CCoG as the lead co-ordination group for matters of general importance to the Central Area including the Homes and Communities Agency, Environment Agency, Highways England, Network Rail and England's Economic Heartlands Transport Forum/Sub-national Transport Body. These will advise on the investment and work programme.

10. Funding Contributions

10.1 The budget of the Growth Board will be agreed each year by the Growth Board not later than 1st December of the preceding financial year. The cost of meeting the expenditure planned in the budget shall, to the extent not met from other sources, be divided equally among the members (both constituent and associate) of the Growth Board. This shall be their subscription. At the time of establishment of the growth board, the annual contribution will be £5k. If the Growth Board wishes to seek additional contributions for any further work, proposals will be referred to partners for decision making.

10.2 If the proposed subscription is higher than the preceding year's subscription plus CPI, if any constituent or associate member is unwilling to pay the subscription so determined they may give written notice to the Host on behalf of the Growth Board no later than 1st January preceding the financial year to which the budget will apply. Unless they withdraw in writing that notice they shall cease to be a member from 1st April of that year (and the normal notice period given in Section 11 will not apply).

10.3 Any member which has not given due notice under 10.2 (and whose membership has not come to an end under Section 11) shall be obliged to pay its subscription for the year.

11. Withdrawal

11.1 Any member may give written notice to the Host, on behalf of the Growth Board, of its intention to withdraw from the Growth Board.

11.2 Such notice, unless withdrawn in writing, shall come into effect on the first 1st April which occurs after 12 months after the notice is given.

12. Joining

12.1 Any English local authority may apply to become a consistent member of the Growth Board. The Growth Board may approve such an application if it is satisfied that the applicant's area is closely economically linked to the existing Central Area, and that its joining would not render the governance of the Central Area unreasonably difficult.

12.2 Any English Local Enterprise Partnership may apply to become an associate member of the Growth Board. The Growth Board may approve such an application if it is satisfied that the applicant's area is closely economically linked to the existing Central Area, and that its joining would not render the governance of the Central Area unreasonably difficult.

12.3 On the application to join being approved, the new member shall take on the rights and obligations of the existing members of the Growth Board, including paying the appropriate proportion of the subscription due from members for the financial year in which it joins.

13. Scrutiny Arrangements

13.1 Decisions made by the Growth Committee shall be subject to the usual scrutiny arrangements of each constituent authority.

Appendix B

Additions to the Constitution

Part 2 Article 10 – Joint Arrangements

Paragraph 2. Joint Arrangements

In the table headed “Description of Joint Arrangements”

Add “Central Area Growth Board”

Part 3D – Delegations to Joint Committees

In the table headed “Delegations to joint committees are set out in the following table:-“

Add “Central Area Growth Board” under Description of Joint Arrangements

Add Appendix A the Central Area Growth Board – Terms of Reference under Delegations

This page is intentionally left blank

Central Bedfordshire Council

EXECUTIVE

7 August 2018

Highways Service Incentive Fund Bid

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

Responsible Director: Marcel Coiffait, Director of Community Services
marcel.coiffait@centralbedfordshire.gov.uk

This report relates to a decision that is Key

Purpose of this report

1. In order to secure the maximum possible Highways Maintenance Capital Funding from the Department for Transport's 'Incentive Fund' the Highways Service needs to put in place efficiency measures so that Central Bedfordshire Council maintains its assessment level as a 'Band 3' authority in 2019/20. This requires a renewed commitment at senior level to the principles of Asset Management, resilience, efficiency and customer focus. This paper sets out our plan to achieve Band 3 and requests that the Executive endorses our approach.

RECOMMENDATIONS

The Executive is asked to:

1. adopt the following key documents:
 - Highways Service Communications Strategy set out in Appendix A
 - Highways Asset Management Framework set out in Appendix B
 - Highways Service Trees Policy set out in Appendix C
2. delegate powers to the Director for Community Services in consultation with the Portfolio holder for Sustainable Communities to adopt the following documents that are currently being prepared:
 - Highways Asset Condition Survey Regime
 - Network Maintenance Management Plan (NMMP)
 - Highways Asset Performance Management Framework.

Overview and Scrutiny Comments/Recommendation

- This report has not been considered by the Sustainable Communities Overview and Scrutiny Committee as it is primarily an update of an annual report which was considered by Overview and Scrutiny on 25 May 2017.

Background to the Incentive Fund

- In order to secure Highways Maintenance Capital Funding from the Department for Transport's 'Incentive Fund' each local highway authority in England (excluding London) must complete a self-assessment questionnaire.
- Local authorities are not competing with each other for funding, but are demonstrating that efficiency measures are being pursued in order to receive their full share of the funding. Each authority scores themselves against 22 questions, and place themselves into one of 3 Bands on the basis of the available evidence. The incentive funding awarded to each local highway authority is based on their score in this questionnaire, and will be relative to the amount received through the needs-based funding formula.
- The Incentive Fund Bid for 2018/19 was submitted in January 2018, Central Bedfordshire Council had been Band 2 since 2016/17 and Band 3 for the current financial year. This means that for 2018/19 the Highways Service received 100% of our allocated share of the incentive fund.

Table 1: Incentive Fund Share based on Banding

Year	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21
Band 1	100%	90%	60%	30%	10%	0%
Band 2	100%	100%	90%	70%	50%	30%
Band 3	100%	100%	100%	100%	100%	100%

- If we do not maintain our place at Band 3 in 2019/20 and dropped down into Band 2 the Highways Service will only receive 50% of our share of the incentive fund, a loss of £0.373M. The effect over the next two years of dropping to a Band 2 is set out in Table 2 and would equal a total loss of £0.896M.

Table 2: Future Incentive Fund Share based on Banding

Year	2018/19	2019/20	2020/21
Needs formula allocation	£3.586M	£3.586M	£3.586M
Total available for Band 1	£3.810M	£3.661M	£3.586M
Total available for Band 2	£4.109M	£3.960M	£3.810M
Total available for Band 3	£4.333M	£4.333M	£4.333M

7. The Incentive Fund Assessment requires a focus on five key areas; asset management, resilience, customers, benchmarking and efficiency, and operational service delivery. The Highways Team have developed a plan to put efficiency measures in place so that the bid submission for funding for the financial year 2019/20 to be submitted in January 2019 will ensure Central Bedfordshire Council maintains its status as a Band 3 authority. The following paragraphs set out our five key areas for development.

Area 1: Highways Asset Management

8. One of the central themes of the Incentive Fund questionnaire is Highways Asset Management; to maintain Band 3 Central Bedfordshire Council must have an adopted Asset Management Framework in addition to the policy and strategy that are already in place.
9. UK Roads Liaison Group defines Asset Management as: “A systematic approach to meeting the strategic need for the management and maintenance of highway infrastructure assets through long term planning and optimal allocation of resources in order to manage risk and meet the performance requirements of the authority in the most efficient and sustainable manner.”
10. Asset Management enables targeted maintenance to avoid more expensive replacement costs. This is commonly referred to as “preventative maintenance” and can be compared to the difference between servicing one’s car or allowing it to break down, and being more expensive to fix as a result.
11. The benefits of an asset management approach are; better decision-making by supplementing instinctive engineering judgment and supposition with financial, economic and engineering analysis. It thereby enables an authority to better understand and manage the relationship between cost and performance.

Specific benefits of an asset management approach are:

- Reduced life-cycle costs over time;
- Intervention at the right time, with the right technique;
- The ability to track performance of the network over time;
- Increased transparency, for scrutiny purposes;
- The ability to predict the consequences of funding decisions;
- Decreased financial, operational and legal risk; and
- Ability to discharge statutory valuation and financial reporting responsibilities.

12. On 14 October 2014 the Executive Committee approved the continuation of an Assets Management approach for Central Bedfordshire and the preparation of a new Highways Asset Management Plan. Having mobilised the new Term Services Contract with Ringway Jacobs we developed a Highways Asset Management Policy. This policy was presented to Overview and Scrutiny Committee who endorsed the policy and recommended we utilise the principles set out in the policy to draft a Communications Strategy (Appendix A). In addition, a Highways Asset Management Framework (Appendix B) has been developed as an overarching document that provides a structure for managing Central Bedfordshire's Highway assets. A Highways Trees Policy (Appendix C) has been written to set out how trees will be managed with regards to conservation, biodiversity, risk and how service requests are dealt with.
13. The Committee is asked to adopt the Highways Asset Management Framework (Appendix B) that sets our strategic direction for highways maintenance moving forward, and the Highways Trees Policy (Appendix C) that sets out how Highway trees are managed.
14. The Committee is also asked to delegate powers to the Director of Community Services to adopt the Highways Asset Performance Management Framework and Highways Asset Condition Survey Regime that are currently being prepared.

Area 2: Resilience

15. In order to maintain Band 3 status the Highways Team has updated the Network Maintenance Management Plan (NMMP) (first adopted by Executive in 2014). The updated NMMP has been reviewed internally by Highways staff, Customer Services and Ringway Jacobs. The update will concentrate on the Plan's network hierarchy (including carriageways, footways, cycle routes, structures, lighting and rights of way) taking into consideration expected use, resilience as well as local economic and social factors (schools, industry, healthcare and amenities).
16. The Committee is asked to delegate powers to the Director of Community Services to adopt the updated NMMP that is currently being prepared.

Area 3: Customer Focus

17. The Highways Service is currently Band 3 for Customer Focus. In order to maintain this status the Communications Strategy for Highways sets out how the service engages with customers has been developed and a review of the online 'Report It' tool work is being undertaken to improve customer responsiveness.

Area 4: Benchmarking and Efficiency

18. The benchmarking and efficiency section of the Incentive Fund Bid requires the Highways Service to develop and share case studies and examples of efficient practice relevant to benchmarking performance with other club members and/or with the sector generally via HMEP Connect & Share, or a similar mechanism. The Highways Service will utilise data from the first two years of the Highways Term Services Contract to prepare case studies and share then through our membership of the Eastern Highways Alliance Benchmarking Group. The Highways Service will also continue to measure and report efficiency of operations annually using Customer Quality Cost methodology.

Area 5: Operational Service Delivery

19. Collaboration is a key element of the Incentive Fund Bid. The Highways Service works collaboratively with our Term Services provider Ringway Jacobs and their subcontractors. In order to maintain Band 3 status, the Highways Service has formalised the mechanism for collaborative working by having recently becoming accredited as working at the nationally recognised BSI Standard - ISO 44001.
20. In order to maintain Band 3 the Highways Service must undertake a documented transformation type programme such as a Lean service review or systems thinking on the highway maintenance service or aspect of it. The Service must then implement the findings of the review and regularly monitor progress to document clear evidence of service improvement, efficiency savings and/or improved customer satisfaction achieved through these reviews. This has been programmed to commence later in this financial year.

Reason/s for decision

21. The reasons for the decisions set out in this paper is to enable the Highways Service to maintain its status as a Band 3 authority, secure Incentive Funding and become a more efficient and resilient service.

Council Priorities

22. The recommendations within this paper will facilitate a more efficient and responsive highways service that provides great resident services and enhances Central Bedfordshire.

Corporate Implications

Legal Implications

23. As the local highway authority Central Bedfordshire Council is responsible for the maintenance and improvement of the public highways within its administrative area under the Highways Act 1980.
24. The report focusses on the five areas that the incentive fund will scrutinise when considering the Councils position in the DfT funding hierarchy. Those areas are “asset management, resilience, customers, benchmarking and efficiency, and operational service delivery”
25. Focused Asset management will allow targeted maintenance and help the Council in its duty to maintain its highway network in a good state of repair and make evidence led interventions to the highways asset to manage risk, meet performance requirements and the most cost efficient and sustainable manner.

Equalities Implications

26. 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. The Highways Asset Management Policy and associated documentation will ensure that due regard is given to the requirements of equality legislation.

Financial and Risk Implications

27. The Incentive Fund Bid for 2018/19 was submitted in January 2018, Central Bedfordshire Council is currently Band 3; this means that for 2018/19 the Highways Service will receive 100% of our share of the incentive fund. If we do not maintain our status as a Band 3 Authority in 2019/20 the Highways Service will only receive 50% of our share of the incentive fund, a loss of £0.373M. The MTFP for 2019/20 and 2020/21 assumes the Highways Service will remain at Band 3. The effect over the next two years of remaining at Band 3 is set out in Table 2 (repeated from earlier in the paper) and would equal a total loss of £0.896M of the available funding.

Table 2: Future Incentive Fund Share based on Banding

Year	2019/20	2020/21
Needs formula allocation	£3.586M	£3.586M
Total available for Band 1	£3.661M	£3.586M
Total available for Band 2	£3.960M	£3.810M
Total available for Band 3	£4.333M	£4.333M

Next Steps

Event	Date
Executive – adopt Highways Communications Strategy	07/08/2018
Executive - adopt Highways Assets Management Framework	07/08/2018
Executive – adopt Highways Service Trees Policy	07/08/2018
Submit Incentive Fund Bid	January 2019

Appendices

- Appendix A:** Highways Service Communications Strategy
Appendix B: Highways Asset Management Framework
Appendix C: Highways Service Trees Policy

Report author:

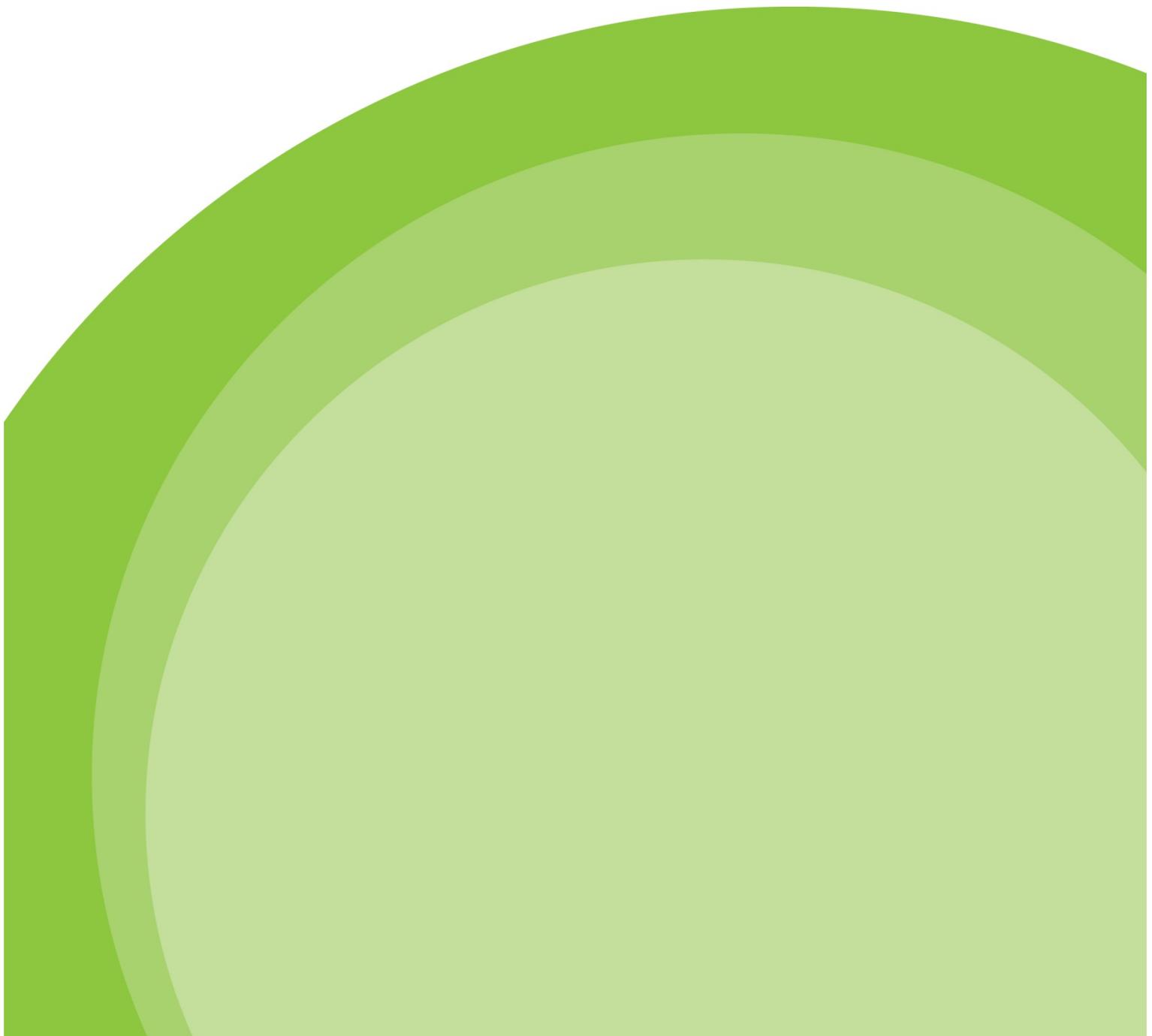
Nick Shaw, Highways Team Leader- Business Support
nick.shaw@centralbedfordshire.gov.uk

This page is intentionally left blank

Appendix A

Central Bedfordshire Highways

Communications and Consultation Strategy



Version	Revision Date	Author
Draft	25/05/2018	JB
Draft	03/07/2018	NS (inc. comments from CH)

Introduction

This communications and consultation strategy will set out how we will communicate with our stakeholders and how they can help us to shape our service through consultation and engagement opportunities.

The communications and consultation strategy supports our Central Bedfordshire Highways Asset Management Plan which in turn sets out how we are supporting the overall vision of the council.

Our highways network is the most valuable and visible community asset that Central Bedfordshire Council is responsible for. The network is used every day by most of the council's residents for walking, cycling, and of course travelling by car, bus or taxi. The Highways network and effective management of it is essential to the economic, social and environmental well-being of all members of the community.

Our highways team is responsible for maintaining and keeping over 1400km of roads safe. This includes looking after the road surface itself, but also the footways, over 220 bridges and structures, over 23,000 streetlights, pedestrian crossings, drainage, traffic lights and signs along the road network. The Highways team also manage a wide range of improvement schemes including speed limits, traffic calming measures and parking services. Other public rights of way, such as footpaths and bridleways are also looked after by the highways service.

Other responsibilities of the service include managing third-party roadworks and closures on the highway, winter salting operations, and public road safety campaigns.

Residents, businesses or organisations that can be affected by the decision or policies of Central Bedfordshire Highways Team are all stakeholders. Effective engagement with stakeholders is key to mutual understanding, meeting legal obligations, managing expectations and therefore improving the satisfaction of the highways service.

The National Highways and Transport Survey showed that the condition of our highways network is one of the biggest issues local people are concerned about. This was confirmed in our 2016 residents' survey where 28% of CBC residents said that roads and pavements were in need of repair. This figure was the highest out of all council services which were in need of improvement.

The surveys also show that the asset management approach to managing and maintaining the highway needs to be clearly understood. So that is why, as set out in this document, we are committed to communicate and engage with our stakeholders keeping them informed about how we are managing the condition of our highways network.

This strategy sets out how we:

- Communicate our approach to highways asset management.

- Open up a two-way communication with our stakeholders.
- Consult with residents and other stakeholders
- Ensure that customers and stakeholders are kept informed about highways maintenance.
- Manage and respond to customer feedback, including complaints.

Communications and Consultation Objectives

The overall aim of this strategy is to ensure that stakeholders know what works we are doing, where we are investing our money and how they can have their say. To successfully do this, we have identified the following communications and consultation objectives.

- To give residents and stakeholders the opportunity to have their say and help shape our service and projects.
- To work in an open and collaborative way with our partners to ensure works are carried out on time and to a high standard.
- To ensure stakeholders have an understanding of the duties and constraints on our service, including how we focus resources.
- To raise awareness of the asset management approach of our service and outlining how, why and where we spend money.
- To communicate issues relating to significant schemes, which will have an impact on communities, in a timely way that is easy to understand
- Use regular communication to publicise works programmes and signpost to these.
- To regularly communicate key messages and positive stories to demonstrate the value of the highway to the public.
- To communicate the round-the-clock work our team does especially during the winter months
- To use multiple communication channels to reach target audiences with relevant messages.
- For residents to stay up to date with local highways information

Highways Key Messages

Below are some of our **key messages** which we will communicate regularly through our different channels to stakeholders.

- As the highways authority we have a statutory duty to maintain, operate and improve the highway network.
- We are focused on safety, with the safety of the public, stakeholders and our own staff central to all the work we do.
- We are focused on running a serviceable and sustainable highway network.

- Highways are one of the council's most valuable assets and are vital to the economic, social and environmental well-being of the area.
- The highways team is responsible for keeping over 1400km of roads safe. We are not the only ones working on the highways – utility companies have to make repairs to their pipes and cables and these are often under our roads and pavements.

As well as our key messages, it is important for us to have specific **highways asset management messages** so stakeholders can understand how we prioritise our works.

- Asset management helps promote a more business-like approach to highways maintenance. It makes better use of limited resources and delivers efficient and effective highways maintenance.
- It takes a long term view of how the highway network can be managed, focusing on outcomes by ensuring that funds are spent on activities that prevent expensive short term fixes.
- Research shows that reactive repairs are much more expensive than preventative treatments.
- We respond to reports according to risk. This approach is expanded upon and explained so customers have a greater understanding of this.
- Emergency faults are made safe as soon as possible.
- We work hard to ensure that maintenance and improvements to our roads, pavements, structures and streetlights are carried out as part of a carefully planned programme of works.

Central Bedfordshire Council Highways Stakeholders

Stakeholders are considered during the planning of works, consultation on works and during the construction. The table below shows our stakeholders and the most appropriate means of communication.

Stakeholder group	Includes	Communication Method
CBC Executive Members	<ul style="list-style-type: none"> • Leader of the council • Deputy Leader of the council • Chairman of the council • Portfolio holder and deputies for Community Services • MP's 	<ul style="list-style-type: none"> • Email • Face-face meetings • Council meetings (traffic management meetings) • Reports via the online system • Consultations
CBC Ward Members	<ul style="list-style-type: none"> • All other CBC Councillors including leader of the opposition 	<ul style="list-style-type: none"> • Email • Face-face meetings • Council meetings (traffic management meetings) • Reports via the online system • Consultations
The Public	<ul style="list-style-type: none"> • All CBC residents who use highway services • All visitors to the area who use the highway services 	<ul style="list-style-type: none"> • Reports via the online system • Consultations
Town and Parish Councillors	<ul style="list-style-type: none"> • All Town and Parish Councillors 	<ul style="list-style-type: none"> • Partnership meetings • Reports via the online system • Consultations
Ringways Jacobs staff	<ul style="list-style-type: none"> • Ringway Jacobs staff working in partnership with CBC 	<ul style="list-style-type: none"> • Email • Telephone • Meetings
Other CBC staff	<ul style="list-style-type: none"> • CBC Highways • All other CBC staff using road/highways services 	<ul style="list-style-type: none"> • Email • Telephone
Neighbouring authorities	<ul style="list-style-type: none"> • Luton Borough Council • Bedford Borough Council • Hertfordshire Council • MK Council • Cambridge Council • Buckingham County Council 	<ul style="list-style-type: none"> • Email • Telephone • Reports via the online system • Consultations
Emergency services	<ul style="list-style-type: none"> • Police • Ambulance • Fire 	<ul style="list-style-type: none"> • Email • Telephone
Utility Companies	<ul style="list-style-type: none"> • Gas • Electric 	<ul style="list-style-type: none"> • Email to streetworks team

	<ul style="list-style-type: none"> • Telecoms • Water 	
Local Businesses	<ul style="list-style-type: none"> • Businesses in Central Bedfordshire • Chamber of commerce 	<ul style="list-style-type: none"> • Reports via the online system • Consultations
Schools and colleges	<ul style="list-style-type: none"> • All schools and colleges in Central Bedfordshire 	<ul style="list-style-type: none"> • Email • Telephone • Reports via the online system • Consultations
Transport Operators	<ul style="list-style-type: none"> • Bus companies • Railway companies • Taxi firms 	<ul style="list-style-type: none"> • Email • Telephone • Consultations

Communication channels

We use different channels to enable us to communicate with our stakeholders. We understand that people prefer to get their information in different ways; some prefer letters and emails whilst there are people who like to get their information on social media and websites.

Below are the channels that we use to communicate through.

Channel	Includes
<p>Council Publications</p> <p>We have a number of publications we use to reach different stakeholders including residents, members and council staff.</p>	<ul style="list-style-type: none"> • Highways Quarterly Newsletter (residents and members) • Highways Herald (staff) • Staff Central (staff) • Members Information Bulletin (members) • Info Central (residents)
<p>Website</p>	<ul style="list-style-type: none"> • Report it System • Highways webpages • Members Portal
<p>Email alerts</p> <p>We have different topics on our email communication system to help us reach different audiences. The box to the right shows how many followers each topic has. These topics were decided by customers in our 2015 email communications survey.</p>	<ul style="list-style-type: none"> • Highways Updates (8,000 subscribers) • Roadworks and road closures (12,000) • Road Safety News (6,000) • A421 (5,000) • Winter Weather (22,000)
<p>Print Media</p>	<ul style="list-style-type: none"> • Dunstable Gazette • Luton on Sunday

<p>There are lots of publications in Central Bedfordshire which provide a great platform to reach our residents and other key stakeholders. Some of these publications have an online edition of the paper too.</p>	<ul style="list-style-type: none"> ● Bedford Times and Citizen ● Biggleswade Chronicle ● Biggleswade Comet ● The Comet ● Leighton Buzzard Observer ● The Villager ● MK Times and Citizen
<p>Social Media</p> <p>Social Media provides us with a good platform to reach a different audience in real time. We have a specific Highways Twitter but also use the council's main channels. We also set up project specific accounts for major works.</p>	<ul style="list-style-type: none"> ● Twitter (@CBC_Highways 500 followers) ● Twitter (@LetsTalkCentral 10k followers) ● Facebook (LetsTalkCentral 6k followers) ● Facebook (Woodside Link 2k followers) ● Instagram (@CentralBeds 500 followers) ● YouTube (Lets Talk Central 200 followers) ● Snapchat (Lets Talk Central 50 followers)
<p>Community/Parish Magazines</p> <p>It's important to have a voice in the community so we often send news and information to smaller town and parish council magazines. This provides a great platform to reach our older rural residents.</p>	<ul style="list-style-type: none"> ● We have access to over 100 local community publications
<p>Radio Media</p> <p>Radio channels are the voice of the community so it's important we have a good relationship with them to respond to questions as well as providing our own news.</p>	<ul style="list-style-type: none"> ● BBC Three Counties ● Heart FM ● Biggles FM ● MK FM ● BOB FM
<p>Broadcast Media</p> <p>For major projects and issues TV broadcast media can be important as it can help to get the message out to a wider audience</p>	<ul style="list-style-type: none"> ● BBC Look East ● ITV East Anglia
<p>Other methods of communication</p> <p>These are the other main ways we communicate with our stakeholders.</p>	<ul style="list-style-type: none"> ● Email ● Phone ● Town and Parish Council meetings ● Face-to-face meetings ● Public Council Meetings

Two-way communication and consultation

Our stakeholders play an important role in helping to shape our service; therefore, it is important to open and maintain a two-way communication.

Communication and consultation with Councillors, residents, businesses and other organisations is important to us as it allows us to understand and address key issues to consider in our programme of works. The comments from these groups can influence when we carry out works, for example whether we carry out work in the day or night, or during school holidays as well as specific local issues that can be addressed and add value to the development and delivery of schemes.

Through our Twitter account, @CBC_Highways, we constantly keep the public updated on road closures and travel condition across the transport network. We actively respond to comments on this channel too, making it an effective way to have two way communications. Although the account is relatively new we have over 600 followers and have sent more than 2,500 tweets in the past year.

We also use our email alerts with over 18,000 subscribers, to keep residents up to date with major road schemes, news stories, consultations and more.

In addition, we use more traditional methods to communicate and consult with our stakeholders such as , letter drops, phone calls and placing information on notice boards.

In the next part of this strategy we will outline how communications and consultation differ from day-to-day work, cyclical work, extreme weather and major works. This helps us ensure that timely communication is planned before, during and after the works.

Day-to-day communication

Routine inspections of the highway are carried out daily which includes responding to enquiries and reports through the online system and routine observation.

How we communicate	How stakeholders can have their say
<ul style="list-style-type: none"> Highways officers talk to councillors, residents and other stakeholders daily. Our Area Teams are at the forefront of the service following up enquiries, carrying out investigative work and logging work 	<ul style="list-style-type: none"> Stakeholders can contact the service by reporting issues online. These online reports go straight to the area team meaning inspections are carried out quicker.

<p>which is needed. Our Area Teams will often communicate with Councillors, Town and Parish Councillors and residents.</p> <ul style="list-style-type: none"> • Our Liaison Team will communicate daily with customers and other stakeholders providing information about the service. 	<ul style="list-style-type: none"> • If stakeholders are unable to report issue online they can contact us via email or phone. • All key stakeholders are given the chance to have their say on road closure notices for any work on the highway.
<ul style="list-style-type: none"> • The Customer Contact Centre will advise customers at the outset what the duration for inspecting and responding to reports on the highway network. 	<ul style="list-style-type: none"> • The report it portal on the Central Bedfordshire Council website is available 24/7 for customers to report issues to the highways team. • There is also the option for customers to provide feedback to the service through the website

Minor works communication and consultation

For some works such as installing a new pedestrian crossing, resurfacing footways and constructing a new cycleway we may need to communicate and consult with more stakeholders than we do on a day-to-day basis.

How we communicate and consult	How stakeholders can have their say
<ul style="list-style-type: none"> • We inform stakeholders before, during and after minor works by email, letter, on the phone or by face-to-face meetings. • To get the view from the community we liaise with local Councillors and Town and Parish Councils about new schemes or significant changes to something already on the highways. • Advance warning signs inform drivers of the imminent work and notifications are sent out on our Highways Twitter. 	<ul style="list-style-type: none"> • The level of consultation varies from scheme to scheme. We adopt a proportionate approach, the more controversial schemes will provide more opportunity for local residents to have their say. • When maintenance work is due to take place on the highways, key stakeholders are notified and letters are posted to residents of houses in the nearby area.

Statutory Consultation

For highways improvement schemes where the council intends to implement vertical traffic calming; Traffic Regulation Orders (restricting access, waiting or parking); or to alter the speed limit under the Highways Act 1980 the council has a statutory duty to communicate and consult specific stakeholders.

These statutory consultees include: The Police and other emergency services; public transport operators, Haulage and freight operator associations, Town/Parish Councils, local Ward Members and the Executive Member for Community Services.

Although not a requirement under the Highways Act, in order to meet other statutory requirements such as the Public Sector Equality Duty, letters are sent to households that are directly adjacent to or potentially impacted by the proposed improvements.

The consultation notices are published on the council website at <http://www.centralbedfordshire.gov.uk/council/public-statutory/notices.aspx>. In addition, where possible improvement notices are often communicated using parish magazines, websites and noticeboards.

The period for consultation is not less than 21 days. At the discretion of the council this is often extended during holiday periods.

It is a requirement that the notices of the consultation are published in a newspaper circulating in the area in which the highway concerned is situated. Also, that notices are placed at appropriate points on that highway.

Our usual procedure for Statutory Consultation includes:	There are a variety of ways our stakeholders can have their say including:
<ul style="list-style-type: none"> • Email – we email our statutory consultees listed above. • Public Notices – we display the consultation available for the public in locations on the highway adjacent to the proposed improvements. • Website – we display statutory consultations the Central Bedfordshire Council website • Newspaper Adverts – We advertise notices in all local newspapers • Letters to households in immediate vicinity as appropriate 	<ul style="list-style-type: none"> • Responses to letters – people have the option of responding by letter • Public meetings – people can register to speak at the Traffic Management Meeting to have their objections • Emails – stakeholders can email their thoughts and responses to the consultation

Major Scheme Communication and Consultation

New road construction or major alteration such as the construction of the Woodside Link will generate more communication and consultation than minor works.

How we communicate and consult	How stakeholder can have their say
<ul style="list-style-type: none"> Resources are dedicated to keeping residents, drivers, businesses and other stakeholders informed about major highways schemes. Any major project will have its own communications plan and structure to ensure stakeholders are kept up to date. Communication for major schemes will be led by the project team with the communications support through a variety of channels including phone, email, online, face-to-face and traditional media. Customer insight data is used wherever possible to find the best channel to contact the affected community. Major maintenance schemes are not usually subject to public consultation, although we do provide early warnings to the community and liaise with Councillors and Town and Parish Councils as well as emergency services. 	<ul style="list-style-type: none"> New road constructions or essential maintenance will include a 12 week consultation period with all stakeholders. Stakeholders can respond to this consultation. Residents have an opportunity to contribute to the maintenance programme by reporting any concerns about the highway online. Residents can also influence the approach to maintenance that the Council has adopted. They can register their feedback about policy decisions through their local councillor as their elected representative. For major schemes, we will set up a dedicated mail box for customers to have their say.

Cyclical works

Cyclical works include gully emptying, surface dressing seasonal works such as cutting back vegetation and pruning trees, patching work and winter weather maintenance. Cyclical works are of interest to customers so warrant a great deal of communication.

How we communicate	How stakeholder can have their say
<ul style="list-style-type: none"> • These cyclical works will have their own communications plan which will be carried out by the highways communications team. The works are communicated by email, social media, online and traditional media. • We liaise closely with local Councillors and Town and Parish Councils before, during and after our cyclical works. 	<ul style="list-style-type: none"> • Report via online Highways Portal • Residents can also have their say on these by emailing us, contacting us on social media or by contacting their local councillor.

Permit Scheme – coordinating utility works

Central Bedfordshire Highways are responsible for coordinating and monitoring around 6,500 schemes undertaken by other parties each year on our network.

Companies have the right to carry out work on our network to maintain utility supplies such as water, gas, electricity and telecoms services. As the highways authority we have a duty to facilitate these work.

How we communicate daily	How stakeholder can have their say
<ul style="list-style-type: none"> • Issuing notices about the planned works to stakeholders and placing advertisement of some works in the local papers, on social media and our website. • Advance warning signs • We send out regular email alerts to people who have subscribed for road closure updates • We publish information on the national website roadworks.org to let people know that there will be road closures. 	<ul style="list-style-type: none"> • We write to residents, businesses and organisation in the affected area so resident can contact us by email or phone to raise any concerns.

Emergency Works

There are times when emergency works are needed. They may need to take place because of a traffic collision or during times of severe weather or if there is an issue with utilities on our roads.

How we communicate daily	How stakeholder can have their say
<ul style="list-style-type: none"> • Issuing notices advising of the emergency works to stakeholders via our streetworks team • Updates on our online channels • We publish information on the national website roadworks.org to let people know that there will be road closures. 	<ul style="list-style-type: none"> • Stakeholders can report emergencies such as fallen trees and flooding at any time by calling our emergency number 0300 300 8049

Internal Communications

It's important to keep our internal staff and stakeholders up-to-date with the latest news within the Highways Service so we ensure that we speak to them regularly through a variety of channels.

How we communicate with internal staff	How internal stakeholders can have their say
<ul style="list-style-type: none"> • Highways Herald • Away Days • Bulletins • Staff Central • Highways quarterly newsletter • All staff emails • Notice Boards 	<ul style="list-style-type: none"> • Email • Staff Survey • Talking to their line-managers • Away Days • Workshops

Customer Feedback and Complaints

As a front line and customer focused service, the quality of our contact and communication with the residents of Central Bedfordshire is important.

The online Highways Reporting Portal has been designed to offer a high standard of customer service. It allows residents to interact with the Council conveniently, simply and quickly, at a time that is most convenient. It is the most efficient way of reporting an issue. It plays a big part in setting realistic expectation. Residents can also contact us by letter.

However, there are occasions when customers are unhappy with the service they have received and the best way to resolve that is by investigating their complaints.

Definition of a complaint

A complaint is... *“an expression of dissatisfaction about the standard of service, actions or lack of action by the council or their staff affecting an individual customer or group of customers”.*

A report is not a complaint. If a resident tells us about a pothole, we should respond to the pothole and communicate effectively with the customer. If we fail to respond according to our policy standards, or fail to tell the customer what we are doing, they are entitled to make a complaint and have it investigated.

Who can complain?

Anyone receiving or seeking a service from the council or anyone acting for those unable to complain personally can make a complaint. A representative can complain on behalf of somebody.

Making a complaint

A complaint can be made to any elected member or member of staff, verbally or in writing. When a person makes a complaint they should be sent details of the complaints procedure, including the role of Customer Relations team. The complaint should be registered with the Customer Relations team and a copy of correspondence sent to them. Councillors should be kept informed of the progress of any complaint that affects them or that was referred by them.

Withdrawing a complaint

A complaint can be withdrawn verbally or in writing at any time by the complainant or representative. The withdrawal will be acknowledged in writing. If at any time a complainant decides not to pursue a complaint further the service must decide if the matter has been satisfactorily concluded.

The Complaint Procedure

The complaints procedure has three stages:

- **Stage 1 – local resolution**
- **Stage 2 – Service Investigation**
- **Stage 3 – Independent Investigation**

The council may decide to combine stages to give the view of a senior officer without unnecessary delay. They may decide not to escalate through the stages of the complaints procedure where the complaints are fully upheld or the issues are no longer in dispute. If the complainant is dissatisfied purely because of the proposed remedy (and the complaint has been upheld) the remedy will be reviewed by the investigator's line manager. Any decision not to escalate the decision will be put into writing with the reasons why.

Stage 1 – local resolution

The council will take all reasonable steps to resolve the complaint at Stage 1. **The timescales for stage 1 responses are five working days from the receipt of the complaint.** Where this is not possible the complainant should be kept updated regularly.

Complainants will be notified in writing of the outcome of the authority's consideration of the complaint; whether the complaint has been upheld or not; the reasons why and the complainants right to further investigation where appropriate.

Stage 2 – Service Investigation

Complaints will process to stage 2:

- At the complainants request where the complaint has not been resolved at stage 1 OR
- The complainant and council are in agreement that the complaint should not be considered at stage 1.

The timescales for stage 2 complaints are 15 working days after the date on which the record of the complaint was agreed. If the council are unable to meet the timescale the complainant will be informed of the reason for delay and a date they can expect a full response.

Complainants will be notified in writing of the outcome of the stage 2 consideration of the complaint; whether the complaint has been upheld or not; the reasons why and the complaints right to independent investigation.

Stage 3 – Independent Investigation

The complaint will be investigated by a senior officer or manager outside of line management of the service complained about.

The investigator will draw up a statement of the complaint for agreement by the complainant. The statement must be signed by the complainant or their representative.

The timescale for responding to Stage 3 complaints is 15 working days after the date on which the record of the complaint was agreed. If the Council cannot meet the timescale the complainant will be informed of the reason for delay and a date when they can expect a full response.

Complainants will be informed of their right to refer their complaint to the Local Government Ombudsman if they remain dissatisfied with the response to the stage 3 complaint.

For more information about the complaints procedure please visit our [website](#).

Evaluation

Delivery of the objectives in this strategy will be regularly evaluated in the following ways:

- Annual NHT satisfaction survey results
- Monthly monitoring of all media channels – what we have communicated and the engagement generated.
- Site-specific and scheme-specific feedback from councillors and residents – making sure we learn from successful and unsuccessful communication
- Assessment of customer feedback
- Residents survey feedback conducted in every two years
- Staff cultural survey



A great place to live and work

Contact us...

by telephone: 0300 300 8000

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

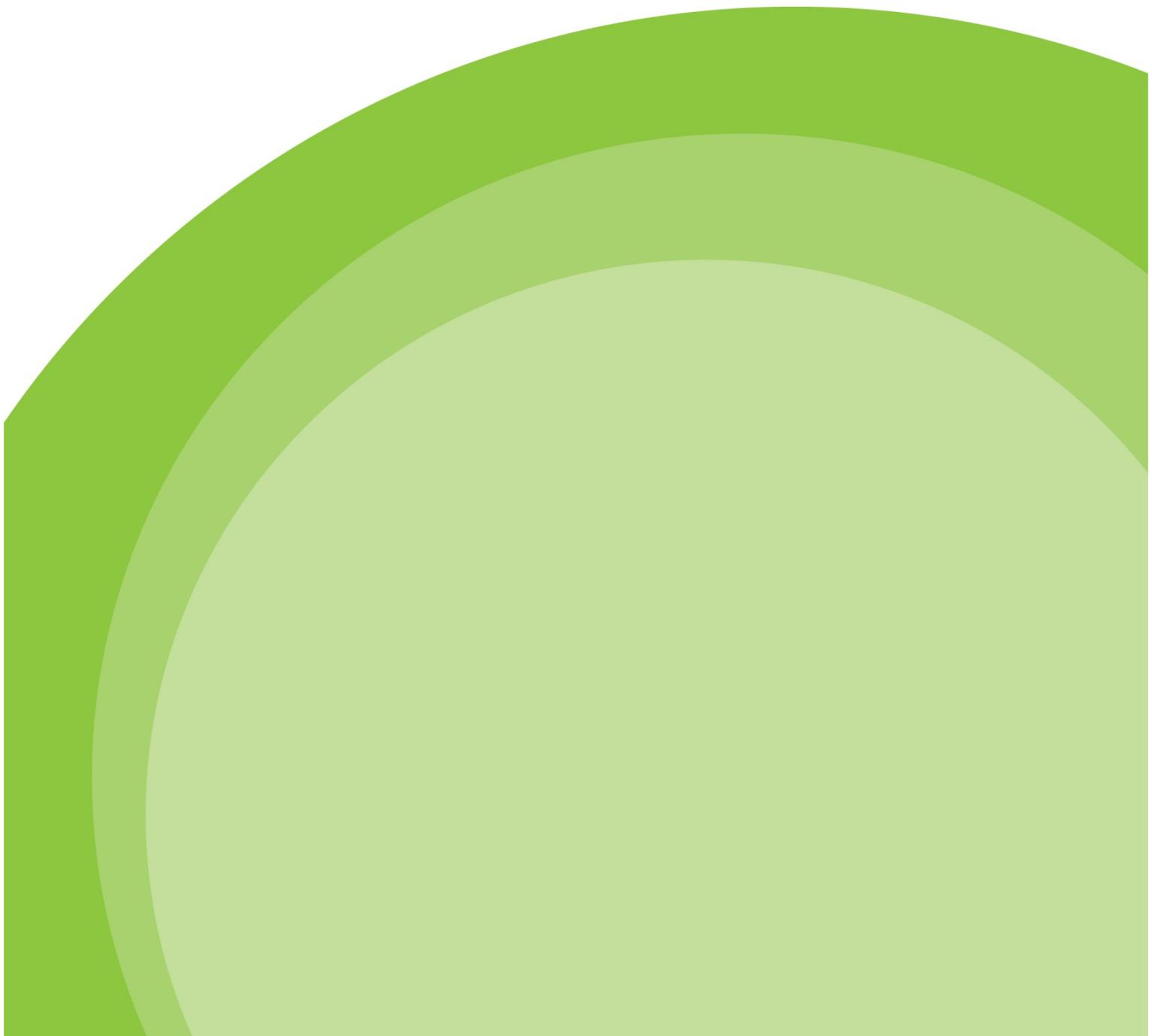
on the web: www.centralbedfordshire.gov.uk

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

Appendix B

Central Bedfordshire Highways

Asset Management Framework



Version	Revision Date	Author

Introduction

The Asset Management Strategy is one of the key strategic documents relating to the Council's Highway Services. Within the structure of the Asset Management Strategy sits the Asset Management Framework as detailed below. The Asset Management Framework encompasses key documents and illustrates the local and national influences and dependencies that are in place to deliver these services.

As well as linking in with the Council's own vision and objectives, the framework shows the link with the wider objectives from the DfT.

A key element of the Asset Management Framework are the operational procedures, policies and guidance, service standards and interventions that reflect the Highway Authority's legal requirements.

The Asset Management Framework ensures that all factors are considered when delivering the Highway Services.

Context

Stakeholder Expectations

Requirements

guidance

Policies

Planning

Highways Asset Management Strategy

Maintainability

Asset Management, Traffic Management and Network Management

Enablers

Budget

Performance

Data

Data

Delivery

Delivery

Communication Strategy

Procedure, Process, Management Systems, Supporting Information, Service Levels,
Procurement



A great place to live and work

Contact us...

by telephone: 0300 300 8000

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

on the web: www.centralbedfordshire.gov.uk

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

This page is intentionally left blank

Highways Service

Trees Policy

2018

Document Review

Review Date	Reviewer

Terms and Definitions

Definitions	

The Management of Central Bedfordshire Council Highway Trees

1. Scope
2. Aim
3. Responsibility
4. Public Safety
5. Problem Trees near the Highway
6. Response to Tree Issues
 - 6.1. Emergency Tree Work
 - 6.2. Routine Tree Work
 - 6.3. Non-Routine Tree Work
7. Approved Contractors
8. Highway Tree Management Strategy
9. Tree Survey Programme
10. Survey Coverage and Management of Risk
11. Condition Assessment and Remedial Work– Principles and Timescales
12. Risk Assessment
13. Felling Licences
14. Tree Habitat and Ecology
15. Veteran Trees
16. Tree Preservation Orders (TPO)
17. Protected Areas
18. Planting
19. Recycling
20. Subsidence

1. Scope

This policy sets out a Tree Management Strategy for controlling risk, responding to tree related incidents and service requests and for preserving and enhancing the Council's highway tree stock.

Although the policy relates specifically to trees on or adjacent to the public highway there are many common themes with tree management practice elsewhere in the Authority.

2. Aim

To set out the Council's policy on retaining, managing and improving the highway tree stock, and to encourage the positive management of privately owned trees.

3. Responsibility

- There may be as many as 500,000 trees situated on or beside the public highway in Central Bedfordshire Council.
- Trees situated inside the boundaries of the public highway are generally the responsibility of the highway authority.
- The Highways England is responsible for trees along motorways and trunk roads
- The Council's Highway Service is responsible for trees along 'County' Roads, Public Rights of Way and Cycleways
- Trees on private roads and other private rights of way are the responsibility of the land owner/occupier.
- Trees in hedges and boundaries are usually the responsibility of the land owner/occupier whose property abounds the highway.
- Trees on private property adjoining the Public Highway are the responsibility of the owner/occupier BUT the Highway Authority has a duty, and powers of enforcement, to ensure that such trees do not endanger the Highway or its users under Section 154 of the Highways Act.

- The Highways Act 1980 requires that trees and other vegetation do not obstruct the passage of users. The height required to be clear is not specified in this Act.

Clearance Heights

Highway status	Height to be kept clear of vegetation.
Category 2, 3a, 3b and 4a roads and any other roads that are on Bus Routes	5.2m across the Full width of the Road
Category 4b and 5 roads except those on bus routes.	5.2m measured at the centreline.
1 Public Bridleways, cycleways and other Public footpaths and Footways with some cycle use.	3.4m
Footways and Public Footpaths with no cycleway use	2.4m

- The responsibility for cutting back trees and other vegetation that overhangs the public highway from neighbouring land rests with the owners/occupiers of the land on which they are growing.
- Maintenance of trees in parks and public open spaces, which are not part of the public highway, is a generally Town, Parish, District Council responsibility.

4. Public Safety

Unstable trees, weakened limbs or branches may fail suddenly. Severe weather may also cause trees to fall or fail. In either event, there is a risk of damage or injury to highway users and property. The fallen debris may also block roads and delay traffic.

Overhanging trees and low branches can also present a direct hazard to vehicles or pedestrians, and foliage may obscure signs or adversely affect forward visibility along a road.

Tree-related problems may be identified during highway inspections, following a report from a member of the public, or as a result of specialist Arboricultural surveys.

5. Problem Trees near the Highway

Wherever possible, the Council will advise adjoining landowners/occupiers of any problems relating to their trees and will seek to negotiate a remedy.

Where this is not possible, formal Notice to rectify the problem may be served on the owner or occupier of the land on which the tree is growing. If necessary, the Council may undertake the necessary work and reclaim costs back.

6. Response to Tree Issues

Once a problem has been identified, action will be taken by the CBC Highway according to the nature of the problem and the associated risk.

If there is a serious hazard reported and a threat to Health and Safety, Tree Officers will inspect within 5 days.

Tree Officers will not inspect trees during this period where the complaint relates to the topping, lopping or felling of otherwise healthy trees that would otherwise need no maintenance, to: alleviate problems such as the build-up of leaves, seeds, berries or other minor debris on a neighbouring property or allow more light to a property, where the trees in question would not otherwise require any surgery to improve television or satellite reception prevent roots entering already broken pipes.

For all inspections relating to Ash Dieback, Acute Oak Decline and other diseases, please refer to the Forestry Commission.

6.1 Emergency Tree Work

If the highway is obstructed by fallen trees or other debris, the Council will clear the obstruction as soon as reasonably practicable.

If there is an immediate threat, work will be carried out as quickly as practicable. If necessary, the road may be temporarily closed in the interests of public safety until the danger is averted or problem resolved. Less urgent matters will be prioritised according to the assessed level of risk.

6.2 Routine Tree Work

Tree works will be carried out from time to time and as necessary to maintain overhead and side clearance, to preserve forward visibility of the Highway.

Vegetation affecting areas around signs, streetlights and other highway apparatus clear of obstruction and also forms part of the routine highway safety inspection regime by the area Highways inspector.

Foliage affecting street lighting and illuminated traffic signs and bollards forms part of the routine highway safety inspection regime by the Area team.

General highway basic tree inspection forms part of the routine highway safety inspection regime by the area Highways inspector.

On adopted highway land, the Council's Development Management team should arrange commuted sums in respect of the ongoing tree and landscape maintenance under Section 38 of the Highways Act (1980).

6.3 Non-Routine Tree Work

With the exception of fallen and damaged trees that obstruct the highway and/or endanger highway users, non-specialist officers shall always obtain advice from Qualified Experienced Arboriculturalists, or approved consultants or contractors, regarding any work on trees which need specialist attention or which have advanced signs of disease, damage or injury.

Where trees are in Conservation Areas, or are subject to Tree Preservation Order designation (TPO) or are apparently in need of removal, advice must always be sought from Planning Tree Officers; approved contractors will be used for all non-routine tree works on the public highway.

Contractors are responsible for the signing and guarding of all works and for all other operational health and safety issues. Particular attention is required when felling trees close to the carriageway, and when working in the proximity of overhead power lines.

Contractors may need to make arrangements with power companies to cut-off electricity supplies for the duration of the works.

7. Approved Contractors

Contractors/sub-contractors must be appropriately trained and qualified for the type of tree work to be undertaken. For example, they must be certified in the use of mechanical cutting, sawing and lifting equipment and in the implementation of traffic management measures. Climbing certificates are also a requirement.

Contractors must have adequate public liability insurance. Contractors undertaking planned specialist tree surgery work must provide evidence of their competence to carry out such work, supported by generic and site-specific risk assessments.

8. Highway Tree Management Strategy

The aim of the strategy is to promote the proactive management of highway trees within Central Bedfordshire:

- To control risks to highway users and property
- To enhance the overall condition of the Authority's tree stock
- To produce environmental benefits through programmes of tree planting and landscaping

Highway trees can provide effective visual screening, as well as enhancing the quality of the streetscape. They may also provide screening from road noise and help to improve air quality. However, fallen leaves and sap can cause inconvenience and make surfaces slippery. Tree roots can form a tripping hazard, lead to deterioration of surfaced areas, or exceptionally, subsidence problems in buildings or other structures.

The highways tree budget is not sufficient to sustain the level of resource required to deal with temporary or seasonal tree-related problems, nor is there

any legal obligation for the Council to deal with these matters in most circumstances. Furthermore, unnecessary pruning work can have a detrimental effect on the health and appearance of trees which otherwise could provide tangible amenity benefits to the community as a whole.

Consequently, the Council will not carry out work solely to alleviate problems such as:

- Falling leaves, sap, fruit, nuts, seeds, bird droppings or blossom.
- Leaves and other debris falling into gutters, drains or onto roofs
- Moisture variations in gardens and lawns
- Suckers or germinating seedlings in gardens
- To alleviate TV or satellite signal disruption
- To increase the amount of sunlight reaching a property

Trees blocking light

A householder has no right to light or a view. A nuisance does not include an obstructed view. We will look each request to prune trees for extra light individually. The householder may be assisted where appropriate, if this is possible without excess injury to or removal of healthy trees or branches. We do not undertake the topping, lopping or felling of otherwise healthy trees that would otherwise need no maintenance, simply to allow more light to a property, where the trees in question would not otherwise require any surgery.

Ivy on trees

Ivy causes no direct damage to trees. We only remove ivy from trees if it aids visual tree health assessment.

In woodland, ivy has a variety of conservation benefits and forms an integral part of the natural habitat. It is a climbing, scrambling plant abundant as a groundcover shrub in the under storey of many rural woodlands.

In the urban environment, there is the need to balance three main considerations for its retention: tree safety, conservation, and aesthetics.

However, in some situations, it may be considered unsightly and more importantly can create problems for efficient management by obscuring structural defects and fungal fruiting bodies. It also increases the weight of a tree's crown and the 'sail' effect during the wet, windier, winter months, when deciduous trees have shed their leaves.

Trees causing poor satellite and TV reception

There is no requirement in law to television reception. Existing trees growing on neighbouring land, which are thought to interfere with television reception, are unlikely to be regarded as a nuisance in law (especially with satellite transmissions).

Trees and utility services

It is unusual for roots to break drains and pipework. However, tree roots can attack old pipes with poor joints. When repairs are required, a proliferation of tree roots often leads to the blame being placed with a nearby tree.

We do not undertake the topping, lopping or felling of otherwise healthy trees that would otherwise need no maintenance simply to prevent roots entering already broken pipes. The replacement of faulty drains / pipes with modern materials will usually eliminate the leak and stop problems from reoccurring. Contact your buildings insurance company if you feel roots are responsible for any damage. However, necessary structural/safety related works may help in alleviating such problems -action should be taken if there is a likely risk of damage to property.

Nuisance trees

A nuisance tree must cause significant interference to a resident's convenience and comfort.

We do not undertake the topping, lopping or felling of otherwise healthy trees that would otherwise need no maintenance to solve problems such as the build-up of leaves, seeds, berries or other minor debris on a neighbouring property.

Trees overhanging boundaries

You can prune back overhanging branches back to your boundary without gaining the permission from the neighbouring landowner. However, we do recommend speaking to them first. All cuttings from the tree must then be offered back (not simply thrown over the fence) to the owner of the tree. If the owner does not want the cuttings (they are not obliged to take them back), then it will be your responsibility to dispose of the cuttings.

Unless public safety is a factor, it is not practical for the Council to carry out work to control seasonal inconveniences such as shade or leaf fall, other than in exceptional circumstances. Rather, targeted tree work and an ongoing programme of routine cyclic tree maintenance should lead to improved control of risks and nuisance, and re-generation of the highway tree-stock countywide.

Successful implementation of the Highway Service Tree Management Strategy requires an accurate assessment of the highway tree stock in terms of quantity, species and condition, and the identification and prioritised management of tree-related hazards and problems. It must also contribute positively to corporate environmental and sustainability objectives.

9. Tree Survey Programme

There are over 4,000 kilometres of roads 1,100 kilometres of verges, and 1340 kilometres of Rights of Way in Central Bedfordshire many of which are tree-lined. The intention is to survey and catalogue all highway trees on a rolling 5-year programme. The survey data is stored in an electronic map-based system that registers their location, species, dimensions, condition, treatment history, and timescales for future cyclic tree maintenance and inspection. As the programme gains momentum, a detailed inventory of the highway-tree stock will be compiled.

Standard inventory data comprises:

- Individual species
- Maturity/Age
- Height
- Diameter of trunk at breast height (DBH)
- Crown spread
- Identified hazards
- Hazard rating
- Tree condition
- Remedial work required
- Survey date
- Tree reference number
- Tree location. Embankment, paved area, grass verge etc.
- Site constraints i.e. lamp post, utility wires etc.
- Photographs where relevant

10. Survey Coverage and Management of Risk

The initial sequence of survey work has been established on a risk management basis so that locations with the greatest concentrations of people and trees are tackled first.

Similarly, the busiest routes and those carrying high speed traffic will be surveyed earlier in the programme.

The survey work will be focussed initially in the main urban centres (within the 30mph speed limit), and along Principal roads. The work will then extend progressively around the County and along the lower categories of road. Trees along footways and other pedestrian areas, Rights of Way that are situated away from the carriageway will not form part of the initial highway tree survey programme.

After the initial survey, it will be possible to schedule re-inspections, and allocate resources, according to objectively assessed risks.

11. Condition Assessment and Remedial Work - Principles and Timescales

Assessment of tree condition and the specification of any remedial works resulting from these planned inspections will be undertaken by experienced Arboriculturalists or other suitably qualified personnel. This is a discrete activity and is not to be confused with emergency works or the minor tree and vegetation management works that are routinely commissioned by Area-based staff. However, Arboriculturalists should always be consulted on more complex tree matters, where feasible.

Structural defects are considered in relation to the likelihood of failure, and the potential consequences that the failure could have. Tree work is then categorised, prioritised and programmed accordingly:

Work Category	Timescale	Comment
Category 0	2 to 24 hours	Emergency response. Stabilise, remove, protect or isolate.
Category 1	Up to 5 days	Urgent works. Causing hazard or obstruction (non-threatening).
Category 2		All other defects. These should be prioritised and considered for repair within planned programmes of work, may be routine or cyclic.

Higher risk sites will be attended to first.

12. Risk Assessment

Programmed tree survey and inventory data is logged in an electronic map-based system called KaarbonTech.

The Arboricultural Officer applies a methodology called Quantified Tree Risk or Hazard Evaluation process.

Assessment that formalises the process of evaluating risk

Tree Risk Assessment provides a framework for the assessment of the three components of tree failure risk – Failure Potential, Impact Potential and Target Value. By allocating quantifiable values to each of these components, it is possible to assess tree-failure hazards with sufficient accuracy, and to balance the possibility of significant harm from tree failure against a level of reasonable or acceptable risk. Actions can then be specified that reduce the overall risk in the most cost efficient or appropriate manner.

Alternative methodologies are also available, and are being assessed corporately. The preferred methodology will be applied to all programmed highway tree survey work from April 2019. Methods of theoretical and quantified risk assessment cannot predict tree related damage to buildings by shrinkage of clay soils (i.e. subsidence); however, this is the subject of ongoing research. The contribution of a tree to the amenity of the area is also a considered factor.

In order to protect the health, safety and amenity of trees the Council will normally only carry out works for reasons of good tree husbandry, or to resolve significant hazards or serious nuisance, or if the Council would otherwise incur legal liability. Where the amenity or wildlife value of a tree outweighs the risks, the Council will seek to retain the tree in a natural condition. In these circumstances monitoring or minor works will help to control the identified risks.

13. Felling Licences

These are required if more than 5 cubic metres of timber are felled, or if over 2 cubic metres are to be sold, in any calendar quarter. The Council will not normally need a felling licence from the Forestry Commission because it is complying with its duties under the Highways Act and is therefore exempt from these regulations, but it is necessary to check before saleable timber is felled.

14. Tree Habitat and Ecology

Non-emergency/non-urgent tree works will be deferred until the end of the nesting season (April to September inclusive). In hazardous circumstances where work cannot be deferred, it may be possible survey the trees to identify whether or not there are birds nesting in that tree or to reduce the impact on the nesting birds by undertaking the minimum work necessary to ameliorate the hazard.

Trees displaying evidence of roosting bats or evidence of badger sets within the proximity will be referred to the Authority Ecologist before work commences. Any trees confirmed to be supporting roosting bats or live Badger sets will not be worked on until Natural England is consulted.

15. Veteran Trees

Veteran trees have very high environmental value aesthetically and culturally, and also biologically because of the mature and diverse ecology they support. Veteran trees on highway land will be managed as sympathetically as possible and preserved for as long as it remains safe and practicable to do so. Where safe and practicable, old highway trees will be reduced and retained, with a view to their developing into veteran trees, rather than being felled.

16. Tree Preservation Orders (TPO)

TPO's prohibit felling or other unauthorised tree work. They are made by Central Bedford Council as the Local Planning Authority, under the Town and Country Planning Act 1990. They may apply to individual trees or to groups of trees. The Council endorses the use of TPO's to protect trees of high amenity, cultural or environmental value.

CBC Highways will give 5 days' notice before any works are carried out.

17. Protected Areas

Some areas of the Central Bedfordshire have special rules that apply to tree management – these include Areas of Outstanding Natural Beauty (AONB)

Conservation Areas, and other areas of high amenity value such as the Dunstable Downs.

18. Planting

Provided the site is suitable, a replacement tree will usually be planted in place of any tree that has been removed. The replacement will normally be a young tree or trees of appropriate species. Replacements will normally be planted as close to the original(s) as possible. Examples of sites that may be unsuited to re-planting include those with ongoing safety, visibility or clearance issues, or a history of nuisance-related complaints.

Decisions not to re-plant, or to provide alternative species or locations, rest with the Arboricultural Officer.

The Arboricultural Officer must approve planting proposals on new development sites where they will form part of the adopted highway. The Council's Development Control team should arrange commuted sums in respect of the ongoing tree and landscape maintenance under section 38. Annual programmes of landscape maintenance and planting will be undertaken across Central Bedfordshire to help enhance and replenish the roadside soft estate.

19. Recycling

Legally, timber belongs to the owner of the tree. Therefore, prior to carrying out works, notice must be given to tree owners advising that the timber will be disposed of by the Council unless the owner advises promptly to the contrary. Timber from highway tree works usually becomes the property of the relevant contractor, as quoted rates will normally include an item for its removal or disposal. The timber may be put through a chipper on site then spread back over the ground as mulch, or processed and sold as fuel. Good quality timber may be salvaged and used for a range of purposes. Other material will go to landfill.

The Council is keen to explore re-cycling initiatives with contractors and will look to develop these as the survey and tree management programme evolves.

20. Subsidence

Trees situated close to property do not normally cause subsidence problems. However, each site is different, and the reasons for subsidence damage may be complex. The Council will carefully consider any relevant claims for subsidence damage, but does not accept as a matter of course that nearby highway trees are likely to cause or contribute to a subsidence problem.

Early investigation is recommended, since early action can limit the potential for damage. Subsidence claims relating to highway trees are administered by the Council's Insurance Team. The claimant must provide positive evidence to demonstrate that highway trees have caused the subsidence. Where appropriate, the Council will obtain an independent third-party opinion.

The following information is required:

- Plan, showing location of property and trees
- Age of property
- Depth and type of foundations
- Details of relevant property extensions
- Drainage details and location of other services
- Extent of damage
- Tree root data
- Soil and subsoil analysis
- Seasonal movement monitoring
- Level distortion survey

Central Bedfordshire in contact

Find us online: www.centralbedfordshire.gov.uk

Call: 0300 300 8000

Email: customers@centralbedfordshire.gov.uk

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

This page is intentionally left blank

Central Bedfordshire Council

EXECUTIVE

7 August 2018

Executive Response to the Children and Young People Scrutiny Committee Report Inquiry on Pupil Attainment

Report of: Cllr Steven Dixon, Executive Member for Families, Education and Children, steven.dixon@centralbedfordshire.gov.uk

Responsible Director: Sue Harrison, Director of Children's Services
sue.harrison@centralbedfordshire.gov.uk

This report relates to a decision that is not key

Purpose of this report

The report responds to the 21 recommendations made by the pupil attainment task force, a sub-committee of the council's children and young people scrutiny committee.

RECOMMENDATIONS

The executive is asked to agree the response appended to this report, including the proposed actions to be taken in light of the recommendations of the inquiry.

Overview and Scrutiny Recommendations

1. The children and young people scrutiny committee approved the report of its pupil attainment task force on 22 May 2018. The report made 21 recommendations. These are set out in summary in the appendix to this report, along with proposed action, lead officer / member and deadline dates for the completion of actions.

Background

2. In July 2017 the children and young people scrutiny agreed to undertake an inquiry into the attainment of pupils attending schools in Central Bedfordshire. It set up a working group, the pupil attainment task force, which completed its work in April 2018, reporting its recommendation to the full committee on 22 May 2018.

Summary of the Recommendations and Executive Response

3. There are three services that are accountable for 14 of the 21 recommendations, while seven are the responsibility of the executive, as follows:

service	Recommendation numbers
School improvement	3, 4, 5, 6, 7, 9, 12, 13*, 18
Access and inclusion	1, 2, 8,
Human resources	13*, 14
Executive	10, 11, 15, 16, 17, 18, 20

*Joint accountability (school improvement / HR).

4. All the recommendations aside from 10, 11, 14, 15, 16, 17, 18 and 20 have been inserted into the education service's implementation / action plan for 2018/19. The recommendations are summarised in the appendix to this report in column 2, with proposed actions, lead service and deadlines for delivery in columns 4-6 respectively.

Council priorities

5. The proposed action supports one of the council's priorities – **improving education and skills**. The actions proposed address comprehensively the recommendations made by the pupil attainment task force.

Corporate implications

6. There are no implications for the corporate services aside from the actions required by the human relations service and for the executive, which will consider the recommendations as a part of its work programme.

Legal implications

7. The local authority has statutory powers and duties relating to schools and education. The recommendations for action by the school improvement, access and inclusion and HR services and the executive are all within scope of powers and / or duties of local authorities for maintained schools.

Financial and risk implications

8. There are no financial cost arising from most of the actions proposed. Most will be undertaken using existing service budgets. Recommendations that have potential cost implications (recommendations 11 and 16) will be assessed against other priorities by the Executive.

Equalities implications

9. 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. At least 12 of the 20 recommendations address the needs of vulnerable pupils and their families.

Conclusion and next steps

10. The task force's recommendations have been important in the strengthening of the education service's action plan. Members of the executive are invited both to comment on the proposed actions and deadline dates, and to receive reports on progress towards achieving the required outcomes.

Appendix: Executive response to the overview and scrutiny inquiry

Report author: Chris Kiernan, interim head of school improvement
chris.kiernan@centralbedfordshire.gov.uk

This page is intentionally left blank

Appendix to the executive's response to the children and young people scrutiny committee report

Date received by executive: **17/07/18**

Date of response to executive:

07/08/18

Lead member(s) responsible for preparing response:

Cllr Steven Dixon

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

Sue Harrison

No	Recommendations of O&S enquiry	accepted by exec?	Response including proposed action(s)	Lead(s)	Deadline for delivery
1	Publicise school attendance data to parents half-termly (when the government releases data)	y	<ul style="list-style-type: none"> In addition to the work that already exists in this area we will :- Collect attendance data termly in arrears for all maintained and academy schools; Publish termly data on the council website; Publicise the data and provide hyperlinks. 	CS	ONGOING
2	Publish in performance monitoring reports sanctions on parents for their child's non-attendance at school	y	<ul style="list-style-type: none"> In addition to the work that already exists in this area we will :- Collect data in advance of deadlines; Amend performance monitoring reports for publication; Publish data in performance monitoring reports. 	CS	ONGOING
3	Support schools to strengthen pyramids to improve transition between education stages	y	<ul style="list-style-type: none"> In addition to the work that already exists in this area we will :- Establish transition as a priority issue in pyramids; Encourage lower / middle schools to undertake end of phase assessment. 	CS	8/19

No	Recommendations of O&S enquiry	accepted by exec?	Response including proposed action(s)	Lead(s)	Deadline for delivery
4	Support lower and primary schools to increase age ranges to include two-year olds	y	<ul style="list-style-type: none"> Identify schools where there is the capacity and local demand; Discuss the possibility of EY provision with the head / MAT 	CS	8/19
5a	Support schools to engage with charities promoting holiday reading challenges	y	<ul style="list-style-type: none"> In addition to the extensive offer currently available through our library service, additional capacity will be considered; Identify relevant charities; Disseminate to all head teachers. 	CS	8/19
5b	Utilise social media and online platforms to support the promotion of these events	y	<ul style="list-style-type: none"> Set up social media accounts; Publicise events on social media and CBC website. 	CS	9/18
6	Roll out and support the app Flurrish in order to support pupil attainment in mathematics	y	<ul style="list-style-type: none"> Many school use mathematics apps – LA school improvement advisers can research and QA apps and make this information available to schools. 	CS	8/19
7	Support SENDCOs to understand and disseminate in their schools the importance of early intervention (EI)	y	<ul style="list-style-type: none"> Liaise with EI and SEN colleagues to ensure that identify lower and primary schools where there has been comprehensive information is provided; Provide SENDCOs with successful examples of EI. 	CS	12/18
8	Assist head teachers to identify a range of interventions to minimise exclusions from school of very young children	y	<ul style="list-style-type: none"> Identify lower and primary school that have had exclusions in the last three years; Work with identified schools to implement early intervention programmes. 	CS	9/18
9	Recognise best practice in addressing the needs pupil premium children	y	<ul style="list-style-type: none"> Information about in-service training. 	CS	9/18

No	Recommendations of O&S enquiry	accepted by exec?	Response including proposed action(s)	Lead(s)	Deadline for delivery
10	<i>Executive should include a review of traded services (TSs) to schools within the executive's work programme during 2019/20 (assessing the implications of reintroducing payroll and HR services)</i>	y	<ul style="list-style-type: none"> Undertake a review of traded services. 	CR / CS	12/19
11	<i>Executive should support the retention of the current school improvement capacity for five years</i>	y	<ul style="list-style-type: none"> Consider the proposal against other priorities in the MTFP. 	EXEC	12/18
12	Work with clusters on CPD for teachers and teaching assistants to support recruitment and retention	y	<ul style="list-style-type: none"> Work with CB teaching schools and other training providers to ensure that schools have comprehensive information about in-service training. 	CS	9/18
13	Work with schools and council communication colleagues to maximise participation in recruitment events	y	<ul style="list-style-type: none"> Publicise all major sub-regional, regional and national recruitment events. 	CS	9/18
14	Publicise national mortgage and housing schemes available for teachers	y	<ul style="list-style-type: none"> Signposting through hyperlinks the leisure and countryside pages on the council website to schools; Providing schools with relevant documentation for recruitment packs. 	CE/CS	9/18
15	Executive agree a definitive key worker list as a matter of urgency	y	<ul style="list-style-type: none"> Executive are mindful of the need to offer attractive housing options to a wide range of individuals, that work in key sectors in Central Bedfordshire; 	EXEC	

No	Recommendations of O&S enquiry	accepted by exec?	Response including proposed action(s)	Lead(s)	Deadline for delivery
16	Executive explore ways in which affordable and designated key worker housing could be delivered within the housing strategy	y	<ul style="list-style-type: none"> Accordingly, plans are being developed alongside the emerging Local Plan and particularly through the Housing Enabling Strategy, to assist in respect of all of the points raised in items 15-18. Executive are mindful of the need to offer attractive housing options to a wide range of individuals, that work in key sectors in Central Bedfordshire; Accordingly, plans are being developed alongside the emerging Local Plan and particularly through the Housing Enabling Strategy, to assist in respect of all of the points raised in items 15-18. 	EXEC	2/19
17	Executive reconsider the lettings plan within the housing allocations policy to provide key worker housing in deprived areas	y	<ul style="list-style-type: none"> Executive are mindful of the need to offer attractive housing options to a wide range of individuals, that work in key sectors in Central Bedfordshire; Accordingly, plans are being developed alongside the emerging Local Plan and particularly through the Housing Enabling Strategy, to assist in respect of all of the points raised in items 15-18. 	EXEC	2/19
18	Executive endorse the rent plus scheme in order that newly qualified teachers and other identified key workers have access to affordable housing	y	<ul style="list-style-type: none"> Executive are mindful of the need to offer attractive housing options to a wide range of individuals, that work in key sectors in Central Bedfordshire; Accordingly, plans are being developed alongside the emerging Local Plan and particularly through the Housing Enabling Strategy, to assist in respect of all of the points raised in items 15-18. 	EXEC	2/19

No	Recommendations of O&S enquiry	accepted by exec?	Response including proposed action(s)	Lead(s)	Deadline for delivery
19	Liaise with head teachers and governors to schedule training coterminously with scheduled events	y	<ul style="list-style-type: none"> • Arrange for training opportunities to be available alongside cluster and governor meetings. 	CS	9/18
20	Launch and carry out a governor recruitment drive, encouraging council officers, foster carers and members to become governors	y	<ul style="list-style-type: none"> • Following on from current work with all of the school clusters, a campaign of Governor recruitment from a variety of sectors within Central Bedfordshire will be developed, to assist the schools with their current and future Governor requirements. 	CS	2/19
21	Executive member for regeneration champion a campaign to engage business partners to encourage their workforce, where appropriate to put themselves forward as Governors	y	<ul style="list-style-type: none"> • Following on from current work with all of the school clusters, a campaign of Governor recruitment from a variety of sectors within Central Bedfordshire will be developed, to assist the schools with their current and future Governor requirements. 	CS	2/19

Key to abbreviations

EXEC	Executive
CS	Children's Services
CR	Corporate Resources
CE	Chief Executive

This page is intentionally left blank

Central Bedfordshire Council

Executive

7 August 2018

Schools for the Future

Report of: Cllr Steven Dixon, Executive Member for Families, Education and Children, steven.dixon@centralbedfordshire.gov.uk

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

This report relates to a decision that is Key

Purpose of this report

1. This report sets out the approach being taken to consider long term school place planning (15 – 20 year period).

RECOMMENDATIONS

The Executive is asked to:

1. **consider the position reached on planning for schools for the future; and**
2. **agree the policy as set out in paragraph 29 of this report.**

Overview and Scrutiny Comments/Recommendations

2. The Committee acknowledged the position reached on planning for schools for the future.
3. That the Committee support the policy as set out in paragraph 21 of the report to be presented to Executive on 7 August 2018.

Background

4. Central Bedfordshire is an area that will grow; with some 40,000 new homes expected by 2035.
5. As a local authority, we have always met our statutory responsibility for planning for school places on a five year basis through the development of our School Organisation Plan.

However, in the context of our local plan and the extent of growth expected across Central Bedfordshire, we now need to consider longer-term, strategic planning for education to ensure our children will have access to the right schools, in the right places and delivering the best education possible.

6. Our current forecasts suggest there will be an additional 9,700 children attending school in Central Beds over the next 5 years. Some of the additional places required to meet this increasing demand are already in place but we need to plan for more places as this growth develops.
7. Historically, Central Bedfordshire was made up of lower, middle and upper schools in a '3-tier' model. However, this has been changing more recently because individual schools have had more freedom to change the age range they cater for and effectively becoming a 'primary' or 'secondary' school.
8. This has resulted in a mixed school landscape as set out in **Appendix A** which shows Central Bedfordshire has*:
 - 72 lower schools
 - 15 middle schools
 - 7 upper schools
 - 24 primary schools
 - 4 secondary schools
 - 1 lower / middle combined school
 - 2 extended secondary schools

(*excludes nurseries, pre-schools, special or alternative schools)

9. There is an added complexity as changes in legislation have reduced the role of the council. Schools can now choose to become independent of a council by becoming an academy. These schools are funded directly by Central Government. As of 10 July 2018, 43% of schools within Central Bedfordshire are academies and 57% are council-maintained schools.
10. Governing Bodies of foundation and voluntary aided schools can propose an age range change of up to 2 years (except for adding or removing a sixth form) by following the non-statutory process.
11. The current hybrid model can be confusing for parents and where changes occur to the age ranges of schools without coordination, this can negatively affect the viability of other schools in a local area.
12. The Council has the power to make age range changes for community schools only, and a duty under statute to ensure sufficient school places.

13. Given the growth we are anticipating locally, coordination will be more important than ever before. As a result, we are now seeking to develop a longer-term school organisation plan with our schools, mirroring the timescale of our local plan, to ensure suitable school places are secured in line with our housing growth.

Schools for the Future project

14. The Schools for the Future project has been set up to consider this pupil place planning for the longer term. We have set out a clear objective for this work which we have shared with local schools, Multi-Academy Trusts, the Diocese and with colleagues at the Department of Education:

We want 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. This plan will help to ensure we achieve the best educational outcomes possible for our children making best use of public money

15. We have also shared and signed up to commitments which will form the basis of this plan:
 - The plan will be in the best interests of our children and their education.
 - We will work collaboratively with other schools in each cluster in its development.
 - We will ensure we are 'joined up' and considering the impact on other schools through any potential change.
 - We will be coherent and transparent.
 - We will strive to achieve best value.
16. Given the alignment we are seeking to make with our local plan, the achievement of this work will require cross council support. As such, the project is being overseen by the 'Schools for the Future Project Board – chaired by Central Bedfordshire Council's Chief Executive and supported by other directorates.
17. Engagement with local schools in the creation of this plan is critical. Our schools meet in a number of local clusters (8 in total) to consider how they can work together to provide the best education for children. These local clusters in the main mirror our local planning area and we have therefore been working with them to model future school place requirements in each of these areas, in line with our expected housing trajectory.

18. The clusters are as follows:

- Ampthill and Flitwick
- Biggleswade
- Cranfield
- Dunstable and Houghton Regis
- Harlington
- Leighton and Linslade
- Sandy
- Shefford and Stotfold

19. The Schools for the Future team have worked closely with clusters and individual schools to understand their views and ambitions for the future, including where schools may expand, where new schools would be built and the structure of schools in the local area.

Our desired outcome will be to co-produce a coherent local plan for each school cluster area that is 'collectively' owned and supported by schools to prevent uncoordinated change.

Schools for the Future Work Programme

20. An intensive programme of work has been taking place to understand the school place provision required across Central Bedfordshire, in line with the growth in our Local Plan.

21. The following work has already taken place:

Analysis of housing growth and school place planning implications for each cluster

- Working alongside the planning team, we have been forecasting longer term school place planning requirements alongside local plan growth.
- This has included considerations for new schools and opportunities for expansions of current provision.

Engaging with schools in their cluster groups

- The local cluster level analysis of housing growth and school place requirements has been shared with all schools in their local cluster meetings.
- This approach has ensured all schools are aware of the work taking place and are able input together.

Individual dialogue with schools and multi academy trusts

- The project team has offered to meet all local schools (head teachers and chairs of governors) to understand individual views and ambitions for the future. To date we have met with 111 schools.

- We have also met with our local Multi Academy Trusts (MAT's) as well as the Diocese to understand their ambitions as we seek to secure coordinated plans for providing future school places.

Following this work, a well-attended 'Schools for the Future' briefing session for members was also held on 17th May 2018 to update on work to date and anticipated next steps in the programme.

22. As the end of the 2017/18 academic year approached, the findings of all the engagement and analysis work has been reported back in a series of cluster meetings.

Options for consideration

23. A number of themes have emerged from our engagement with schools for consideration as we work with them to develop our longer-term plan for schools for the future in Central Bedfordshire. This has included
 - A recognition that greater coordination is needed, with schools driven by what is in the best interests of children and broadly welcoming the council taking more of a leadership role.
 - An understanding that there can be uncertainties over exact timings and scale of housing growth.
 - A willingness to discuss options for the rising number of children with Special Educational Needs and future provision in this area.
 - Some anxiety over change but important reflections from schools that have gone through or are going through expansions or age range changes that coordination is needed.
24. The scale of growth that we are expecting means that we will have to build a large number of new schools for both primary and secondary age children over the course of the Local Plan. The type of schools that are to be built depends on the structure of education that exists in a local area.
25. Therefore, one of the key areas of discussion with our schools has been to understand schools' ambitions for the future on expansions or age range changes. Engagement to date has included discussions with schools on whether they want to change age ranges towards a primary / secondary model, or explore options to do so, as housing growth develops and new schools are required.
26. Whilst there are some schools that do not wish to explore this change, the majority of schools have stated that they have either changed age ranges already, would like to do so if possible or are open to working collaboratively with other schools in a local area and the council in exploring options to do so.
27. Several of the local clusters have stated an ambition to explore the potential of a change of age range in line with local housing growth.

Educational landscape within Central Bedfordshire

28. When planning new school places, 9 principles are applied:
- The need to provide local schools for local children, ensuring a sense of community belonging whilst also promoting sustainable modes of travel.
 - The need to create schools that are of sufficient size to be financially and educationally viable.
 - The ability to support the expansion of local popular and successful schools, or to link expanding schools with popular and successful schools.
 - The potential to further promote and support robust partnerships and learning communities.
 - The ambition to achieve a single phase of education 0 to 19 and reduce school transfer points.
 - The need to support the raising of the participation age.
 - To seek opportunities to create inspirational learning environments for the school, and to maximise community use.
 - To promote the diversity of provision offered in Central Bedfordshire to increase opportunities for parental choice.
 - To support vulnerable learners in area special schools and integrate appropriate special educational needs provision within mainstream schools.
29. In response to the engagement that has taken place with schools, and in line with the principles above, Executive is being asked to agree the following:
- (i) **To support schools and clusters that want to work towards a primary and secondary model, considering that:**
- *the appropriate resources are in place to do so;*
 - *change is coordinated; and*
 - *change supports improvements in educational outcomes.*
- (ii) **To actively promote that any new schools that will be built will be primary or secondary**

Next steps in the Schools for the Future programme

30. Initial engagement with all schools has taken place and we have now attended the 8 school cluster meetings to provide initial analysis of housing growth and school place requirements. Feedback on the one to one engagement with schools was provided to 6 of the 8 clusters in June.

31. The following next steps have been identified:
- Facilitating a number of local cluster working groups to begin to develop local cluster plans (Autumn 18)
 - Further 1-1s with schools as required to consider any individual implications (Autumn 18)
 - Cluster workshops to go through proposals (Autumn 18)
32. Subject to agreement by Executive on 7 August, and the support as outlined in paragraph 29 above, a phased approach would be taken to considering change at individual cluster level, taking into account the timing of housing development. This would include further engagement with schools and stakeholders, and with the community.
33. The New School Places programme will continue to operate until cluster plans are agreed, in order to ensure the Council meets its school place planning statutory duty as well as policy principles. Where possible, provision for new school places will be future proofed for any changes that may take place within the cluster.

Reason/s for decision

34. To develop a longer term coherent and transparent plan for our future educational landscape - shaped by our schools. Ensuring the Council is best placed to deal with the growth agenda.

Council Priorities

35. Delivery of the Schools for the Future project supports the following Council priority:
- Improving education and skills

Corporate Implications

Legal Implications

36. There will be statutory obligations to consult and a requirement to comply with the relevant statutory requirements for changes to individual schools which will emerge in due course.
37. The Executive Member for Families, Education and Children has the delegated power to exercise the Council's duty to determine proposals to alter the upper and lower age range of pupils in schools as prescribed by School Organisation (Prescribed Alterations to Maintained Schools) (England) Regulations 2013. The Director of Children's Services has the delegated authority to be responsible for the administration and planning of the review of organisation of schools within the Council's area.

In view of the significance of the proposed decision, it is recommended that Executive consider and take the decision.

Financial and Risk Implications

38. Preliminary work has been carried out as the work is not without financial implication (which includes revenue implications). Costing can only be established once the intention for each cluster area is known – with detail being considered further after the next cluster meetings.
39. The New School Places Programme is funded by developer contributions and Basic Need grant income from the Department for Education (DfE) and on current planning assumptions the programme gross expenditure is £14.1M (net nil) in 2017/18, £4M (net nil) in 2018/19, £8.5M (net nil) in 2019/20 and £12.3M (net nil) in 2020/21.

Equalities Implications

40. 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.
41. So as to consider local needs and implications, an Equality Impact Assessment will be carried out alongside the development of cluster plans – subject to agreement by Executive on 7 August, and the support of schools and clusters.

Conclusion and next Steps

42. The Schools for the Future project is taking place to assist the Council in ensuring it is best placed to consider the growth agenda in respect of long term pupil place provision. The policy decisions as set out in paragraph 29 of this report are intended to support the planning of the future educational landscape - shaped by schools.

Appendices

Appendix A: Diagram of Central Bedfordshire current school landscape

Background Papers

- (i) School Organisation Plan
<http://www.centralbedfordshire.gov.uk/school/organisation/place.aspx>
- (ii) Schools for the Future information – available on the Council website
<http://www.centralbedfordshire.gov.uk/school/schools-future/overview.aspx>

(ii) Children's Services Overview and Scrutiny Committee 'Schools for the Future' Item 10 July 2018.

<https://centralbeds.moderngov.co.uk/ieListDocuments.aspx?CId=650&MId=5603&Ver=4>

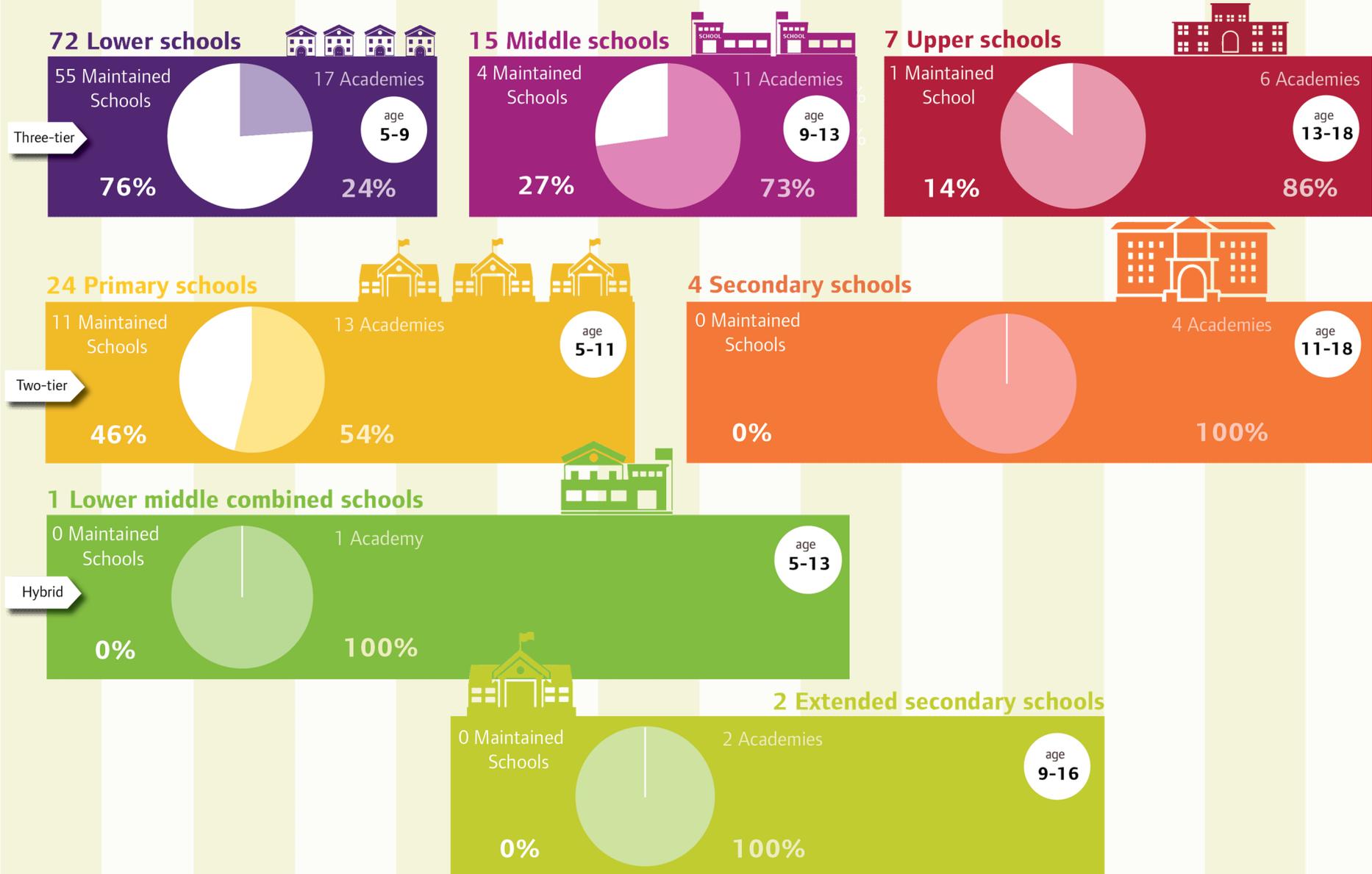
Report author(s): Peter Fraser, Assistant Director – Partnerships and Youth Services, peter.fraser@centralbedfordshire.gov.uk

This page is intentionally left blank

School year

Appendix A: Central Bedfordshire School Landscape

R 1 3 5 7 9 11 13



This page is intentionally left blank

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

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

Advising Officer: Charles Warboys, Director of Resources and s151 Officer (charles.warboys@centralbedfordshire.gov.uk)

This decision relates to a non-key decision

Purpose of this report

1. This report starts the formal process that sets a framework for 2019/2020 – 2022/23 Medium Term Financial Plan (MTFP) with updated planning assumptions. It also considers the impact of changes in Local Government financing and how these may be addressed, leading to the setting of a budget and Council Tax rate for 2019/20 in February 2019. The report also proposes the approach to consultation.

RECOMMENDATIONS:

The Executive is asked to:

1. **endorse the proposed framework for the updating of the Medium Term Financial Plan 2019/20– 2022/23 and the preparation of a Budget for 2019/20; and**
2. **approve the approach to consultation this year.**

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

Overview and Scrutiny Comments/Recommendations

2. The Corporate Resources Overview and Scrutiny Committee will consider the Budget Framework report at its 20 September 2018.

Introduction

3. This report sets out the framework for updating of the MTFP, so that it covers the period to 2022/23, including setting the Council's 2019-2020 Budget.
4. The process and timetable for updating the MTFP and preparing the budget up to its approval by Council on 21 February 2019 is also included in this report for consideration.

Policy

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

Background

6. The Budget for 2018/19, which was agreed by Council in February 2018, was set in an environment of tough economic conditions and the continuation of Government's public spending reductions. The MTFP was balanced for 2018/19 with a small surplus in 2019/20 (£0.2M) and a small shortfall in 2020/21 (£0.2M) but then identified a budget 'gap' (that is, a requirement for further savings as yet unspecified, in addition to those already identified) of £2.2M for 2021/22.
7. The MTFP will need to address this and the Council will be required to make further efforts to find savings through service efficiencies in order to avoid service reductions.
8. In the financial settlement for 2016/17, the Government announced the phasing out of the Revenue Support Grant (RSG) and provided a projection of the amount of support that the Council will receive in each year through to 2019/20. RSG ceases completely for this Council in 2019/20.
9. The initial assumption for Council Tax is to maintain the position as of the last MTFP with no increase in 2019/20 and 1.95% the following two years.
10. The Plan also currently assumes that the Council Tax base will increase by 1.85% per annum. The Plan does not assume any further Social Care Precepts as no announcements have been made at this stage.
11. In addition, the planned income for National Non Domestic Rates (NNDR, also referred to as Retained Business Rates) is already demanding and will need to be considered carefully at a time of considerable economic uncertainty which may impact on the growth plans of businesses.

Issues

12. The financial plan will address the following issues:
 - (a) the priorities of the Council and more specifically the outcomes it wants to achieve over the medium term under those priorities and the allocation of resources to deliver them;
 - (b) changes to the MTFP (revised economic, financial and demographic assumptions and facts) for the period 2019/20 to 2022/23
 - (c) the Revenue Budget for 2019-20, including the required level of General Fund reserves;
 - (d) the Capital Programme for 2019-20 through to 2022-23;
 - (e) the Housing Revenue Account budget (Landlord Business Plan) for 2019-20.

MTFP as per 2018/19 Budget Report

13. The Council agreed a MTFP on 22 February 2018 which took account of the economic conditions and continuing austerity measures by Government in allocating funding for local authorities.
14. The key figures from this current MTFP are shown in the table below:

Medium Term Financial Plan	2018/19	2019/20	2020/21	2021/22
	£'000	£'000	£'000	£'000
Funding				
Revenue Support Grant (RSG)	4,683	0	0	0
Retained Business Rates	36,105	40,599	43,502	50,225
Council Tax	148,569	151,262	157,057	163,073
Use of / (Contribution) to reserves	-	(1,500)	(1,882)	(635)
Renewable Energy NNDR Income	408	421	434	448
Total Funding	189,765	190,782	199,111	213,111
Growth (%)		0.53%	4.18%	6.57%
Planned Revenue Budget				
Base Revenue Budget Expenditure	379,662	379,846	380,671	389,409
Net Inflation	3,917	3,997	3,038	3,141
Pressures	10,084	11,097	17,324	19,290
Base Income	(190,081)	(190,081)	(190,081)	(190,081)
Total Planned Spending before savings	203,582	204,859	210,952	221,759
Growth before Savings (%)		0.62%	2.89%	4.87%
Efficiency Savings	(13,817)	(14,269)	(11,624)	(6,229)
Closure of Prior Year Gap	-	(0)	-	(217)
Total Planned spending after savings	189,765	190,590	199,328	215,313
Growth after Savings (%)		0.43%	4.38%	7.42%
Budget Gap / (Surplus)	0	(192)	217	2,202

15. This Plan enables the Council to achieve and maintain a sustainable level of General Fund reserves over the life of the MTFP. The level of General Fund Reserves at 31 March 2018 was £15.7M (subject to audit).

All of the above projections and in particular Retained Business Rates were based on assumptions that were current at that time and will need to be refreshed as part of this MTFP.

16. A minimum prudent level of reserves, based on assumptions contained in the agreed MTFP is a range between £11.5M and £25M. This takes into account the Council's expenditure levels, the increasing uncertainty and therefore risk profile and investment plans. The strategy for maintaining reserves is set out in paragraph 34 below and the minimum prudent level will be reviewed as part of the final budget setting process, to reflect changes such as 100% retention of business rates, the impact of the business rates revaluation in 2017 as this becomes clearer and the Better Care Fund and integration with the NHS.

The current economic uncertainty also means the Council may need to revisit what constitutes a "prudent" level of reserves.

Current Economic Outlook

17. The referendum vote to leave the European Union and subsequent political events has created significant economic uncertainty. It is difficult to assess what the implications will be for the United Kingdom as a whole and in particular the Public Sector.
18. The Bank of England's Monetary Policy Committee (MPC) sets monetary policy to meet the 2% inflation target, and in a manner that helps to sustain growth and employment. At its meeting in June 2018, the Committee voted to maintain Bank Rate at 0.5%. This will need to be carefully monitored as the MTFP progresses.
19. CPI inflation fell to 2.5% in March (having been over 3.0% at the end of last year). The Inflationary impact of sterling's depreciation following the 2016 referendum has now worked its way through the economy.
20. Taking external and domestic influences together, CPI inflation is projected to fall back slightly more quickly than previously thought, reaching the target of 2.0% in two years. These projections are conditioned on a gently rising path for the interest base rate over the next three years.
21. The MTFP will need to assess the overall implications for the Council, based on the information available at the time that plans for the next four years are finalised.

Strategic and Directorate Plans

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

Budget Strategy

23. The MTFP built for 2018/19 – 2021/22 was a four year plan, based upon a holistic Council-wide strategy.

The key elements of this strategy are :

- Delivering operating efficiencies, including through digitisation (those things that are essentially internal arrangements and will not impact adversely on the public. This includes internal restructures).

- Generating income (some based on capital investments).
- Intervening early to reduce demand (where we are looking to reduce the need to provide a service by prevention actions “upstream”).
- Determining the Council’s offer (areas where we are looking to limit the Council’s financial exposure but in some cases residents could opt to make their own contributions to “top up” the service they receive).
- Withdrawing services where the continued need for them is not apparent.

24. That strategy still remains valid and so this year’s MTFP will be a refresh of current plans rather than a bottom up re-build. In keeping with the “refresh not re-build” approach, it is not intended that a detailed exercise will be carried out to identify any new pressures and efficiencies on an individual Directorate basis and the focus will be on delivering the existing plan plus incorporating a limited number of new/emerging issues (see paragraph 27).

25. The MTFP will also be extended to cover 2022/23.

26. The MTFP already includes demanding efficiencies to offset pressures, particularly in Adult Social Care, and these need to continue to be addressed in order to manage costs. However, in addition to those existing Pressures and Efficiencies, the MTFP will also focus on the following key areas:
- Special Educational Needs (SEN) and SEN Transport. Understanding the costs, what drives the costs, how the Council improves outcomes, encourages more self sufficiency and what options exist to reduce costs further.
 - Waste – The MTFP currently has £0.3M of efficiencies against green waste in 2018/19 and £1.1M in 2020/21 which will need to be addressed, as well as a change in the market conditions for recycle income which is likely to be significantly overspent in 2018/19.
 - LGSS spend due to an increase in the Children’s Services legal caseload.
 - Housing Benefit Subsidy as a result of legislative changes and the complexity of the benefit recovery system.
 - Homelessness, whilst not necessarily an additional pressure due to the mitigating action already taken and due to be put in place, still warrants attention.
 - High Needs Block, which although a Dedicated Schools Grant (DGS) issue, might require difficult decisions in order to keep costs within the budget envelop.

In addition to the issues above, there are new opportunities that will also be factored into the MTFP, these include:

- Increased Leisure Centre Income
- Increased fees & Charges (some already in the MTFP)
- Further changes to refuse collection
- Further Digitisation

Consultation and Communication

27. The Council has statutory responsibilities to consult local residents and stakeholders on its budget and Council tax implications. The proposed approach for doing so this year is as follows:
28. The Council will enable the community to scrutinize and provide feedback on its updated MTFP and budget proposals for 2019/20.
29. It will collect and collate this feedback which is provided through a range of mechanisms including an on line survey and bespoke engagement events, for example with the business community.
30. A summary of feedback will be presented to Executive in early 2019 to support the process of formulating recommendations to Council.
31. Consultation on any individual proposals that result from the MTFP will follow the appropriate route as required and subsequent to the approval of the overall budget by full Council in February 2019

Budget Assumptions

32. The current MTFP as agreed at Council in February 2018 includes a number of assumptions that will need to be reviewed and revised as appropriate for the new MTFP. The key factors are detailed in the paragraphs below. The Plan will also be extended a year to include projections for 2022/23.
33. The MTFP included an assumption that reserves would exceed the minimum prudent level at 31 March 2018 and that there will be no further material transfers to General Fund Reserves. General Fund Reserves stood at £15.7M at 31 March 2018 (subject to audit) and will be kept under constant review to ensure that there is adequate protection against adverse risks from economic, financial and other factors. CIPFA have a recommended methodology to determine the minimum and maximum level of general fund reserves that an authority should hold and CBC will use that approach.
34. Detailed modelling of projected NNDR receipts is currently underway and will inform the MTFP process. Plans will need to be robustly tested using sensitivity analysis given the economic uncertainty.
35. Inflation levels for the proposed MTFP are set at the rates detailed in the table below:

Table 2 – Proposed MTFP inflation assumptions (Average over the MTFP Period)

	2019-20 and future years
Employees:	
Pay	2.0%*
Increments	0.0%
NI	0.0%
Prices	2.5%
Contracts	2.5%
Income	2.5%

*This applies to pay generally, in addition we have made provision for the impact of the National Living Wage.

36. These (Consumer Price Index) inflation factors which are as of May 2018 will be subject to review, including taking account into new economic data and supplier contract terms.

37. A number of known service pressures have been included in the MTFP, such as those arising from increased demand for care services and an ageing population, pensions strain and capital financing. The impact of any interest rate changes will be of particular concern.
38. Government have held public sector pay increases to 1% for a number of years, however, this was increased to 2% for 2018/19 and is reflected in the MTFP for 2019/20. Future years are included at 1% and so this might need to be reviewed if inflation continues to run above the Bank of England's target of 2% which results in a real terms cut in employees' spending power.

Capital Programme

39. The financing cost of the current Capital Programme puts a strain on the General Fund revenue budget. By the end of the current MTFP period (2021/22), based on the existing MTFP, the likely cost of capital financing will be c.£13.9M, which equates to 6.5% of the Council's total net revenue budget.
40. During this budget process, consideration will be given to the sustainability of the current planned levels of capital spend and every effort will be made to keep the Capital Programme affordable given the demographic and funding pressures that the Council faces.
41. The Capital Programme will also take account of any forecast slippage before finalising in order to avoid the situation where a large amount of slippage is rolled over to the following year on top of a full year's spend, thereby creating an unrealistic adjusted budget and so unrealistic expectations.

Housing Revenue Account (HRA)

42. Following legislative changes which took effect on 1 April 2012, the Council now 'self finances' the Housing Revenue Account (HRA). Central Bedfordshire now retains all rental income from its housing stock, whilst in return, on 1 April 2012, the Council received an allocation of the national housing debt (£164.995M). The Current MTFP includes rental and service charge income of c£29M to c£32M for each of the four years to 2021/22, fully offset by revenue and capital spending, debt repayment costs and transfers to Reserves. To date £0.1M of the debt has been repaid. The latest HRA Business Plan projects full debt repayment by year 26 (2043/44).

43. The impact of the Housing and Planning Act 2016 will need to be closely monitored. The Right to Buy is to be extended to Housing Association tenants, potentially to give them the same level of discount offered to Council tenants. Currently this approach is being piloted, with costs for 2018/19 being financed by Government. The statute allows for local authorities to be charged in order to fund this policy, using a formula that assumes each Council will sell its higher value properties as they become void. However, councils will not be required to sell any properties and could fund the cost from surpluses or reserves. The formula, or details of any payments that will be due, has yet to be announced.

MHCLG are currently considering allowing councils to bid for an increase in their debt cap for the HRA in order to stimulate further housing growth. CBC would be keen to take advantage of that and are currently considering how we would best respond should that opportunity arise.

Financial Settlement – December 2017 (confirmed in February 2018)

44. The main issues announced in the Provisional Financial Settlement in December 2017 include:
- Increased council tax referendum principle from 2% to 3% for 2018/19 and 2019/20.
 - Confirmation of the continuation of the Adult Social Care precept including the additional flexibility to raise the precept to 3% in 2018/19 but by no more than 6% over the 2017/18 to 2019/20 period.
 - Announcement of the Government's "aim" to localise 75% of business rates from 2020/21 and implementation of the new needs assessment.
 - Consultation in the Spring on "fair and affordable options" to tackle negative RSG in 2019/20.
 - In addition to those already announced; ten 100% business rates retention pilots have been accepted for 2018/19.
 - No further Transition Grant.
 - £946M paid in New Homes Bonus. Further reduction in the number of payment years from 5 years in 2017/18 to 4 years in 2018/19. NHB will continue to be paid on housing growth above 0.4% (0.4% in 2017/18). No further changes, as per the consultation, in 2018/19.
 - Savings from the New Homes Bonus in 2017/18 ("top slicing") were allocated to local authorities as the £241M Adult Social Care Support Grant. Nothing was announced in regards to the 2018/19 savings.
 - Continuation of capital receipts flexibilities for a further 3 years.

Spring Budget - March 2017.

45. The Spring Budget announced in March 2017 also provide for additional one off funding for the purposes of Adult Social Care as follows:
46. £2 billion grant funding over the next three years with £1billion in 2017/18, £674M in 2018/19 and £337M in 2019/20.

90% of the funding will be allocated based on the Improved Better Care Fund (iBCF) formula with the remaining 10% according to the Adult Social Care Relative Needs Formula.
47. The funding is pooled in the iBCF but will be for councils to spend on unmet pressures on older people and stabilising the care market. The Government also advised the sign off requirements for Section 151 Officers to confirm how the money has been spent.
48. For this Council the allocation for 2019/20 is £1.2M.

Budget Process – Revenue & Capital

49. The budget process will deliver alignment of the revenue and capital budgets, with a detailed review of the Capital Programme leading to a realistic budget over the planning timeframe.
50. Budgets will be built up during July to early September. This will include a full assessment of the key areas of focus which will then be the subject of formal review at the Corporate Resources Overview and Scrutiny meeting in January 2019. Following this process there will be further adjustments as required, leading to the preparation of a Final Budget Report with a balanced budget. The timetable allows for comments and recommendations from Scrutiny to be incorporated into the final Budget proposals.
51. Directorates will refresh their strategies for the next 4 years as part of the MTFP.
52. If existing pressures increase or efficiencies can no longer be delivered, compensatory efficiencies need to be found. Directorates must meet their existing budgets.
53. Directorate strategies will include a rigorous review of the current Capital Programme which will be updated to include 2021/22.
54. In summary, the recommended process is:
 - 1. Review existing pressures and efficiencies and mitigate where necessary.
 - 2. Review key areas of focus and any new opportunities.
 - 3. Directorate budget reviews to major on the key areas of focus identified in paragraph 27 and also integrate Workforce Plans (late September/early October).
 - 4. Consolidation (mid/late October to November).

55. The baseline for the 2019/20 Budget will be the 2018/19 Budget. At this stage it is anticipated that the final outturn for the year will be close to Budget overall.

Budget Process – Fees & Charges

56. For the 2019/20 budget process, Council approval to Fees & Charges price increases will be sought in November 2018.
57. Most Fees & Charges prices will change on the 1 January 2019.
58. Some Fees & Charges and also Schools Trading will be considered at the February Executive and Council for those services subject to an increase from April 2019.

CORPORATE IMPLICATIONS

Council Priorities:

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

Financial:

59. The planning process will identify the financial risks and opportunities.

Legal:

60. The Council is required to set a balanced budget and to undertake consultation on its proposals. It must also consider the legislation relating to the provision of services that are subject to efficiency proposals.

See also the Equalities and Human Rights section below.

Risk Management:

61. The Council reviews risks on a regular basis and tracks both Strategic and Operational risks along with appropriate mitigation. This is reported to the Audit Committee through the Corporate Risk Register.

In addition, the Annual Governance Statement identifies significant governance issues and, where appropriate, these have been identified in the Council's Corporate Risk Register, together with mitigating action to reduce the level of the risk.

In terms of recent financial risks, the implications of the referendum to leave the European Union will have far reaching consequences which will have to be closely monitored. Both risks and opportunities will result and so the planning process will need to carefully assess these.

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

Staffing (including Trades Unions):

62. None arising directly from this report.

Equalities/Human Rights:

63. 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.

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

Public authorities must ensure that decisions are made in a way which minimises unfairness and without a disproportionately negative effect on people from different groups, The Council screens all budget proposals for relevance to equality and undertakes equality impact assessments where necessary.

Overview and Scrutiny:

64. This report will be considered by the Corporate Resources OSC at their meeting on 20 September 2018 meeting. Scrutiny of this report will enable the Scrutiny Committees to determine if there are areas that they would like more detailed reviews on during the development of the MTFP.

Timetable

65. The key milestones for setting the 2019/20 budget are:

Review of Pressures & Efficiencies	July – August 2018
Budget Framework Report to Corporate Resources Overview & Scrutiny Committee	20 September 2018 Between October and January, OSC's may wish to carry out reviews on focus areas.
Budget Framework Report to Executive	7 August 2018
Directorate Budget Reviews	18 September 2018 – 4 October 2018
Settlement (estimate)	14 – 15 December 2018
Budget consultation	January 2019 - February 2019
Draft MTFP to Executive	8 January 2019
Draft MTFP to Corporate Resources OSC	31 January 2019
Final MTFP to Executive	5 February 2019
Final MTFP to Council	21 February 2019

Background Papers: None

This page is intentionally left blank

Central Bedfordshire Council

EXECUTIVE

7 August 2018

The Day Offer for Older People and Adults with Disabilities

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

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

This report relates to a Key Issue

Purpose of this report

For the Executive to consider the options for the future of Ampthill Day Centre for Older People and to authorise the commencement of consultation on the proposals contained within this report.

RECOMMENDATIONS

The Executive is asked to:

1. consider the work under way to explore improvements in the variety, flexibility and sustainability of day services for older people in West Mid Beds in line with the new Day Offer adopted by the Council;
2. authorise the commencement of formal consultation on proposals for the future of Ampthill Day Centre for Older People as set out in paragraphs 17 to 27 of this report; and
3. request that a report is submitted to a future meeting of the Executive advising of the outcome of the consultation and making recommendations about the future of the Centre.

Overview and Scrutiny Recommendations

1. This matter has not been considered by Social Care, Health and Housing Overview and Scrutiny Committee at this stage but it is intended that the Committee will be involved as part of the consultation process and that the outcome of the consultation will be reported to this committee prior to a decision being made by the Executive on the future of Ampthill Day Centre.

Background

2. At its meeting on 4 April 2017 the Executive approved the Day Offer for Older People and Adults with Disabilities as the shape of future services. The Executive also approved moving into Stage 2 of the project where options for the future of each centre would be developed.
3. The Day Offer was developed following extensive engagement and a formal consultation period. The challenges facing the Council's existing centres were articulated prior to the engagement and these were reiterated during the consultation period.
4. It has been observed that this is the first time in a generation that all services have been reviewed in this way and that this is therefore an important opportunity. From this perspective it is also felt to be important that whatever replaces the existing services is more flexible and person-centred than the current ones and that the ability for the new services to constantly adapt is designed into them.
5. Two development officers have been appointed to deliver on the next stage of reviewing each centre and service area, one with a focus on older people the other on adults with a learning disability.
6. Focused day centre review meetings with customers, carers and staff have been held and detailed mapping has been undertaken identifying where existing customers live and what community spaces could be available for future day services. The views of customers have been collated listing the types of interests and activities that are important to them.
7. The review of Ampt Hill Day Centre for Older People is at the most advanced stage and has reached the point where a formal consultation on its future can commence.

Ampt Hill Day Centre

8. The Ampt Hill Day Centre for Older People is located on the Houghton Lodge site and was built about 40 years ago to provide a social meeting place for older people and adults with a physical disability. The centre is very large and can easily accommodate 80 people, but the facilities are now no longer fit for purpose to cater for the current care and support needs of customers. In particular the changing room facilities for those customers who need a hoist are inadequate.
9. The service has evolved over time as care and support needs have increased, associated with longer life expectancy. The Council has responded to this increased demand in recent years by limiting access to the services available at Ampt Hill Day Centre to those who have eligible Care Act needs that can be met there. This has meant that attendance averages 25 customers per day, Monday to Friday, resulting in underutilisation of the centre, indicating that the services are not meeting many residents' assessed needs.

10. The future of the whole site is currently being considered and having a decision on the future of the Day Centre would assist with this.
11. In line with the agreed Day Offer, activities in Stage 2 thus far have focussed on the looking at the options for alternative venues for the activities currently conducted from Ampthill Day Centre, as well as testing out new activities and making them more person centred.
12. In order to develop these, an analysis of current customers has been undertaken focussing on their home address and their care needs.
13. Some 60 customers attend Ampthill Day Centre for 125 days per week, averaging 25 per day, from a wide area encompassing all of the West Mid-Beds locality and part of the Ivel Valley locality.
14. As expected attendance tends to be proportional to the population in a settlement. The majority of customers live in Ampthill and Flitwick, the two largest towns, and there is a cohort of people who live in Barton and another group from the area in and around Shefford.
15. Customers have a wide spectrum of care and support needs. Some are more able physically and attend because of social isolation, others require a small level of assistance and some require two carers and specialist hoisting equipment to meet their needs. Around half have some degree of dementia, and 20% require a walking frame or wheelchair for mobility.
16. This analysis has led to the conclusion that there will be an ongoing need for the council to provide a five day a week provision to cater for those with greater care and support needs. These customers may require specialist changing facilities with hoists and larger toilets which are not normally available in other community settings. Others with dementia or other cognitive impairments may require the consistency of the same venue each day. For those customers with fewer support needs, more local settings would be more suitable.
17. This has led to the development of a 'hub and spoke' model where it is envisaged that the 'hub' for people with higher needs would operate on five days a week, and the 'spokes' for those with lower needs would operate across the five days between them. Thus, on any given weekday the same number of customers that currently attend Ampthill Day Centre, could attend either a hub or a spoke depending on their needs or preferences or the activities on offer. Each base would thus be smaller offering a more flexible and personalised programme.
18. To test this model, suitable sheltered housing schemes were identified which could act as smaller settings. These are Gale Court, Barton-le-Clay, which is owned by CBC Housing, Wingfield Court in Ampthill, Ellenshaw Court in Flitwick, The Gardens in Henlow and Orchard House in Harlington all owned by the Grand Union Housing Group. These schemes have community lounges which are underused during the day, with adjacent kitchen facilities.

Some are limited in size and toilet provision which determines the numbers and dependency levels of people who are able to safely attend.

19. Pilots have been undertaken in Gale Court and Wingfield Court following engagement with and approval of existing tenants, on one day a week for a period of 10 weeks, for 6 and 12 customers respectively. This has enabled the concept to be tested operationally, and to obtain customers and tenants views. Feedback from customers and their family carers has been very positive. Customers are enjoying meeting new people and being in more comfortable and homely surroundings. Scheme tenants who participated have enjoyed taking part in the activities and having a hot meal. Here are some of the comments from customers and relatives,

“Basing the service at Gale Court reduces the travel time for [my relative]. Everyone there is so friendly, and the activities and entertainment have been more personalised”.

“The proposed offer is very personalised, and Gale Court is a lovely environment to base the service from”

“The environment in Wingfield works well, and I have made some new friends”

“I really like the smaller room and being with a smaller group encourages more socialisation”

“Mum loves [Wingfield Court]. They have so much going on and the ladies are so caring. Mum’s mood has changed so much since going to Wingfield Court.”

20. As part of improving the day offer, customers’ wishes - to experience a wider range of activities as well as occasional outings - have been considered. The pilots have been able to offer a wider range of activities, in addition to the existing ones, for customers and housing tenants which have been easier to facilitate in smaller settings. These have ranged from card making, exercise classes, flower arranging, visiting birds of prey, as well as a virtual reality session. Some centre customers have also enjoyed going out to lunch locally, and some have visited the community café at Silsoe Horticultural Centre.
21. Details of the pilot evaluation reports will be made available during the proposed consultation period. The conclusion from the pilots is that the concept of a more local base works well for the majority of our customers and delivers a better personalised offer. In order to provide at least 25 places per day across two bases each base needs to have at least two accessible toilets and to cater for up to 15 customers. This will rule out the use of Gale Court as a permanent future base.

22. A challenge for the project has been to identify a suitable alternative venue which can act as a hub in the 'hub and spoke' model. This would be required to meet the needs of at least twelve people who have greater care and support needs due to physical or mental frailty. In the longer term there are plans to establish such facilities as part of new care home and extra care schemes but in the shorter term an interim solution was needed.
23. Investigation of suitable facilities in the locality led to the identification of Silsoe Horticultural Centre as an option for 'the hub'. The Centre currently provides day care for up to 20 adults with a learning disability each weekday. Customers undertake a variety of activities involving horticulture, jam and pickle making and supporting the weekly coffee morning which is open to the public.
24. Parts of the building are under-utilised, and it was established that by carrying out some minor internal work, it would be possible to reconfigure the existing building to enable both the existing facility and 'the hub' to operate on the same site.
25. In order to achieve this part of the toilet facilities have been redesigned to create a changing space which will enable both current and future disabled adults and older people and any visitors to the site to be cared for in a safe and dignified manner. As well as enabling older people with greater care needs to use the facility, it will open up the centre to adults with higher care needs who until now have not been able to participate in what the site has to offer.
26. A separate lounge area has also been created by providing additional secure storage on site.
27. This report was drafted prior to the conclusion of a 10-week pilot of customers from Ampthill Day Centre using the new facilities at Silsoe but a verbal update will be provided to members at the meeting of the Executive. So far customers have been very happy at Silsoe.
28. On the basis of the outcome of the mapping, planning and pilot activity set out in the report it will be possible to undertake a public consultation on the future of Ampthill Day Centre with the Council's preferred option being the replacements of the facility with 'hub and spoke' arrangements as set out in the paragraphs above. This option will constitute a better more local offer building on the agreed standards set out in Stage1.

Consulting with day care customers, relatives, staff and other stakeholders

29. The proposals for the future of the Day Centre require a programme of communication, engagement and consultation. The planned phases of this process and timescales are set out below.
30. An initial series of communications and meetings will be organised with day care customers, relatives and staff to explain the background to the consultation, the timescales and how they can be involved.

31. Following this there will be a consultation period which is planned to commence on 20 August 2018 and end on 11 November 2018. This period is 12 weeks and can be extended if required.
32. During the consultation all those affected will be provided with written details of the proposals along with other options and asked their views. A series of events to do this will take place during the consultation period and will facilitate day care customers and their relatives to input into the process in a way that best suits them. This could be through an individual consultation, as part of a small group, or as part of a larger group. Independent advocacy support will be available for all who need it. Consultation will take place in an atmosphere that aims to provide service-users, their representatives and/or their relatives with support and reassurance.
33. The building is used by wider community groups during the evenings such as weight watchers, Alcoholics Anonymous and the Jigsaw Club. These have been informed of the process and assurances given that we will assist with finding alternative accommodation should that be needed. The Jigsaw Club for example has already secured the use of the Flitwick Football Club should it be required.
34. The proposals will also be publicised, published on the Council's website and made available to stakeholders and relevant organisations for their feedback. These would include Older Person's Network, Healthwatch Central Bedfordshire, Town Councils, Age UK and Alzheimer's Society. Individual members of the public and other interested parties would also be able to participate.
35. As well as setting out the detail of the Council's preferred option the proposal document will identify other options considered in the development of the proposals and the reasons why they are not preferred. Consultees will also be able to propose alternatives and these will be considered.
36. Where possible, questions and options that arise during the consultation period will be responded to before the end of the consultation and made public. Where responses lead to additional options being considered then further feedback will be sought from consultees.
37. During the consultation period the Council will seek to obtain the views of day care customers (and their representatives and/or relatives) about the proposals and also their own preferences as this will help to focus in on preferred options. However, it will be emphasised to customers (and their representatives) that they are not being asked to make any personal decision about their future during the consultation.
38. All consultation feedback will be collated. Where questions are raised during the consultation period these will be responded to if possible in the time frame. The aim is to be as transparent and responsive as possible so feedback will be made public whilst preserving individual confidentiality.

39. The response to the consultation will be used to compile a report for the Executive in December 2018 with recommendations about the future of Ampthill Day Centre. This report will be considered by the Social Care Health and Housing Overview and Scrutiny Committee prior to consideration by the Executive.

Council Priorities

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

Corporate Implications

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

Legal Implications

43. The Care Act 2014 confers on the Council the duty to meet the care and support needs of eligible people either by commissioning services from independent organisation or by providing the service directly. The Council's day services form part of this provision. The Care Act also places duties on the Council to carry out an assessment of any carer's needs, which may include taking part in education, training and recreation.
44. Where a Council is contemplating changes to care and support services it has a public law duty to consult with those who would be affected and there is clear guidance and precedent about how consultation should be conducted and the part they would play in future decision-making.
45. The Council has a duty under the Human Rights Act 1998 to ensure that its actions are not incompatible with the Rights under the European Convention on Human Rights, 'The Convention'. The Council will therefore need to consider whether the proposed changes are likely to breach any of the service user's rights under the Articles of the Convention. If the decision is likely to breach the Convention, the Council will need to explore any particular facts and determine if such a breach is proportionate and justified.

46. The Equality Act 2010 also imposes a 'Public Sector Equality Duty' on Councils to consider how they may positively contribute to the advancement of equality and good relations, requiring equality considerations to be reflected in the design of policies and delivery of services and to be kept under review. This duty should be considered with information gathered during the consultation process and from the Equality Impact Assessment.

Financial and Risk Implications

47. The development of pilot activities at the same time as continuing to run operate Ampthill Day Centre as normal has resulted in some additional running costs. These have been met from budget identified for this purpose.
48. The works undertaken at Silsoe Horticultural Centre to enable the pilot to proceed cost less than £20k. If there is a decision to use this centre as a 'hub' on a permanent basis then further work will be required but this is not likely to exceed £25k. The works will make it possible to use the space in the centre more flexibly and to better be able to meet the needs of people with a range of disabilities.
49. The delivery of the service through the proposed 'hub and spoke' model would lead to significant cost reductions through the transfer of a service from an existing single-purpose building to facilities that are shared with other uses. There may also be reductions in transport costs of customers are travelling to more local centres. The staffing levels and consequent staffing costs for the 'hub and spoke' model are being evaluated. Whilst this may lead to a small increase in staff costs it is envisaged that overall this model will be significantly more efficient than current arrangements.
50. The full financial implications will be set out in the future Executive report detailing the outcome of the consultation and recommending a decision on the future of the Centre.
51. No significant unmanaged risks have been identified. A project management approach will be taken to the process and this will include the identification, assessment, mitigation and management of risks associated with the activities.

Equalities Implications

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

53. An Equality Impact Assessment (EIA) has been completed as part of the development process, and it is available as a background document. Members should read and consider the EIA before coming to a decision on the recommendations in this report.
54. The EIA has identified that the main protected characteristics that define users of day opportunities are age and disability. A change to existing day centres and day opportunities could therefore have the potential to have a disproportionate effect on these groups, especially people that are older, have a physical disability, have a learning disability, dementia, autism and those suffering from anxiety or depression.
55. However, it is also recognised that the day offer's key components and principles provide a good basis for the development of personalised services that meet both carer's and clients' needs. As part of this process the EIA has highlighted that thought will need to be given to ways of designing services that:
 - a) Reflect individual preferences as to how care and support needs can be met.
 - b) Maximise stability and familiarity where appropriate to help those with the transition to new services.
 - c) Maintain friendship groups.
 - d) Ensure there is a specific carer's offer for each service.
56. The EIA will be regularly reviewed and it will be updated and be available to decision-makers prior any decision on the future of Ampthill Day Centre.

Background Documents

Equality Impact Assessment

This page is intentionally left blank

Central Bedfordshire Council

Executive

7 August 2018

Arrangements for the Supply of Agency Staff to the Council

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

Responsible Director(s): Charles Warboys, Director of Resources
(charles.warboys@centralbedfordshire.gov.uk)

This report relates to a decision that is key

Purpose of this report

This report advises the Executive of the requirement to re-procure the contract for agency workers and proposes a timescale and approach to doing so.

RECOMMENDATIONS

The Executive is asked to:

- 1. approve the award of an interim contract for the supply of agency staff to the current supplier for a period not exceeding nine months as set out in paragraphs 21 to 23 below;**
- 2. note that a report detailing the options for procurement will be taken to Corporate Resources Overview and Scrutiny Committee before the delegated authorities below are exercised;**
- 3. delegate to the Director of Resources in consultation with the Deputy Leader and Executive Member for Corporate Resources the decision to determine the most appropriate consortium framework from within which to procure agency services to follow on from the interim arrangements set out in Recommendation 1;**
- 4. delegate to the Director of Resources in consultation with the Deputy Leader and Executive Member for Corporate Resources the decision to undertake a procurement process to select a supplier from within the consortium framework agreed in Recommendation 3; and**
- 5. delegate to the Director of Resources in consultation with the Deputy Leader and Executive Member for Corporate Resources the decision to award a contract to the supplier selected as a result of the process set out in Recommendation 4.**

Overview and Scrutiny Comments/Recommendations

This matter has not yet been considered by Overview and Scrutiny Committee. It is proposed to take a detailed report on the procurement options to the Corporate Resources OSC during the period of the new interim contract and prior to the long-term procurement activities, as set out in Recommendations 3 to 5 above, being commenced.

Background

1. The Council's current contract for the employment of agency staff was awarded in 2014 using the Eastern Shires Purchasing Organisation (ESPO) MSTAR framework contract. This comes to an end on 2nd November 2018.
2. The Council has made very significant reductions in its use of agency staff during that period. In 2013/14 the expenditure was in the region of £14M per annum and this has reduced steadily to around £7.5M in 2017/18. This downward trend is likely to continue as initiatives such as workforce planning take effect.
3. The spend on agency staff for 2017/18 can be broken down by Directorate and the analysis appears in the table below:

Directorate	Agency Spend (£k)	Percentage of Total
Chief Executive	82	1%
Children's Services	1578	21%
Community Services	850	11%
Public Health	1	0%
Regeneration	344	5%
Resources	429	6%
Social Care Health and Housing	4274	57%
Total	7559	

Contract Types

4. The contractual models for the supply of temporary staff to large organisations have evolved. With all types there are individual employment agencies both large and small, some with business across all employment areas, others focussing on specialisms such as IT or accountancy. Dealing on a day-to-day basis with a multiplicity of competing agencies is generally not seen as effective and within the public sector also presents challenges in respect of procurement law. Two models have emerged to address these challenges – the 'neutral vendor' and the 'master vendor' solutions.

5. With the neutral vendor arrangement, the organisation has the relationship with the provider who does not provide any staff directly but sources them from a range of employment agencies. In the master vendor arrangement, the provider is the primary source of agency workers but will subcontract to other agencies in areas of speciality or in other circumstances where they cannot meet demand directly. More recently hybrid arrangements have emerged with providers offering a neutral vendor model for some types of staff and a master vendor model for others.
6. Within each of these arrangements there can be variations. The degree of support from the provider can be varied from a purely transactional arrangement (where the hiring manager does most of the work in terms of identifying requirements and selecting workers) to ones where the provider offers advice and support these areas. The latter arrangement is significantly more expensive than the former.

Procurement

7. Whilst local authorities are free to specify and procure contracts for this type of provision through the normal procurement processes, this is an area in which central purchasing consortia like ESPO, North East Procurement Organisation (NEPO), Yorkshire Purchasing Organisation (YPO) and Crown Commercial Services (CCS) have procured framework contracts that councils can access. Some of these frameworks have a single vendor but most contain a number of suppliers and councils can run a 'mini-procurement' to select a vendor from within a framework in the knowledge that procurement regulations have been satisfied and the contractual terms agreed.
8. The consortia charge a small premium on the hourly rate (typically around £0.02p) to cover their costs in preparing and supporting the framework.

The Current Arrangements

9. The Council currently has a neutral vendor contract with Comensura. This is primarily a 'low cost' transactional arrangement. It delivers the bulk of the Council's requirements, but temporary workers are also sometimes contracted with directly or through employment agencies outside of the contract.
10. During the course of the contract there has been further progress made in reducing transaction costs by integrating Comensura's systems with the Council's SAP system and by giving hiring managers access to the Comensura system to request and select staff and to authorise timesheets.

11. The current contract was sourced using the ESPO MSTAR framework. The contract comes to an end on 2nd November 2018 having been extended to the maximum extent specified when it was originally procured. ESPO subsequently replaced the MSTAR framework with an updated version (MSTAR2) but the Council's contract has retained the original MSTAR arrangements.
12. The MSTAR2 framework itself is being replaced in early 2019 by a revised framework (MSTAR3) but this will not be in place for November.

The Rebate

13. The current contract includes a rebate system whereby a proportion of the agency spend is refunded to the Council. The rebate is calculated on a 'per timesheet' basis and for 2017-18 averaged 9.3% of the total spend.
14. The income from the rebate has been incorporated into the Council's MTFP with forecasts for the rebate as set out below. The reducing income forecast year-on-year is based on an assumption about the reduction in the use of agency workers.

Financial Year	2018-19	2019-20	2020-21	2021-22	Total
Rebate Efficiency in MTFP	£695k	£645k	£595k	£545k	£2480k

15. The rebate system was introduced when the current contract commenced. This was possible because the new contract reflected a change in the underlying arrangement for the placement of agency staff – moving to the transactional model that required fewer resources within Comensura to deliver and thus reducing overall costs. Hiring managers were able to employ agency workers at a similar overall cost to previously whilst overall the costs to the Council were reduced. The receipt of a rebate was used to evidence the savings and focus them into a single budget line instead of the saving being spread across the whole organisation.
16. However, this arrangement also means that the true cost of the use of agency workers is not transparent to budget managers. This will affect the ability of managers to compare the costs of different solutions for meeting their needs for temporary staff. In addition, any reduction in the use of agency staff in excess of the forecast creates a budget pressure within Procurement where the income from the rebate is accounted for.

17. It is therefore proposed that the replacement arrangements do not include a rebate arrangement and that the charges to budget managers for agency workers reflect the true cost. Whilst this change in isolation will not have any net impact on the cost to the Council, there will need to be an adjustment to the Council's MTFP from 2018/19 onwards to remove the rebate income and redistribute this across the appropriate cost centres.

Spend Outside the Framework Contract

18. Although it is clearly the expectation of the Council that hiring managers will use the Comensura contract it is possible for managers to use other options. Analysis indicates that spend outside of the current contract represents only around 2.5% of the total spend on agency staff.
19. It is proposed that this would be one of the areas for discussion with hiring managers during the engagement period with the aim of getting an understanding of the extent to which other arrangements are being used and the reasons for this.

Key Objectives

20. In delivering the new arrangements the following key objectives have been identified:
 - a. Maintaining or improving the supply of appropriately vetted, qualified and skilled agency workers to meet current and future business requirements across the Council.
 - b. Delivering contractual arrangements for the use of agency staff that better meet the needs of hiring managers in terms of cost and quality.
 - c. Avoiding undue burdens on managers appointing and managing agency workers.
 - d. Reducing transaction costs whilst maintaining visibility of and accountability for expenditure.
 - e. A smooth and effective transition to the contractual arrangements that will replace the current ones.
 - f. Delivering total cost savings compared with the current contract.

Proposed Approach

21. Whilst there is an option to go forward either with a full OJEU procurement or a procurement through one of the current frameworks in time for a new contract to commence in November 2018, the preferred approach is to wait until MSTAR3 is available. To do this the Council could continue the arrangement with the current supplier past November 2018 by moving the contract across to the MSTAR2 framework and retaining them on the current terms.

This would be for a period of around eight months and would have negligible impact on the rest of the organisation as the current systems, processes and costs could be retained for that period.

22. The aim is to make a choice between MSTAR3 and other frameworks early in 2019 and to undertake a 'mini-procurement' within a chosen framework with the intention of having determined a new provider by 31st March 2019. It is estimated that a subsequent mobilisation period of approximately three months would be required to ensure a smooth transition to the new contract/provider and to develop the integration between the provider's system(s) and the Council's.
23. Prior to the letting of the new contract it is proposed that engagement is undertaken with managers across the Council to get their feedback and to clarify their needs and experiences. The proposed timescale allows the opportunity to do this in a meaningful way.

Legal Implications

24. The Council can make a direct award from MSTAR2 for the interim period of 9 months as the competitive process has already been undertaken in the procurement of the Framework. Comensura are on Lots 1 and 3.
25. MSTAR2 has been extended to 10 April 2019 and provided the Council has a call off in place before that date, that call off can run to its end, even if that end is past the end of the Framework.
26. The intention is to keep current systems, processes and costs retained for the interim period under MSTAR2. It is recommended that officers check the user guidance carefully and information about direct awards and the Lot so officers are clear that what they wish to happen can. An access agreement will need to be completed and then the pricing information will be sent out by way of response. There is no guarantee that the pricing will be the same as MSTAR1.
27. During the interim call off a decision can be taken as to the procurement of the next contract, via other frameworks.
28. The Council can make a direct award on MSTAR2 with little risk of challenge, given the framework has been in place since April 2015 and all providers on the framework are aware a direct award can be made.
29. The proposals set out in the report take into account the requirements of the Public Contracts Regulations 2015.

Financial and Risk Implications

30. The approach proposed is intended to deliver agency arrangements at a lower cost than under the current contract. However given that the Council has already moved to a 'low-cost' transactional system any savings are likely to be modest.
31. As noted in paragraph 17 the move away from the rebate system will require reconfiguration of budgets from 2018/19 onwards to reflect this.
32. The risks associated with this decision are being managed through a project management approach. A project board chaired by the Director of Resources has been convened to provide overall governance for the project, with project management support being delivered by the Social Care Health and Housing Directorate. The board also includes representation from HR along with input from Procurement, Finance and Communications. During the project it is planned to form a reference group of managers from across the Council to provide challenge and feedback on proposals.
33. Throughout the project the objectives set out in paragraph 20 will be used to guide decision-making.

Equalities Implications

34. 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.
35. Thus far no implications have been identified that would impact on people with protected characteristics. This matter will be kept under review and prior to the letting of a new contract any impacts identified will be reported to decision-makers.

Appendices

None

This page is intentionally left blank

Central Bedfordshire Council

Executive

7 August 2018

Insurance Retender

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

Advising Officers: Charles Warboys, Director of Resources & S151 Officer (charles.warboys@centralbedfordshire.gov.uk)

This report relates to a Key Decision

Purpose of this report

To outline the approach to the Insurance Retender for April 2019.

RECOMMENDATIONS

Executive is asked to:

- 1. approve the approach and to give delegated authority to the Director of Resources, in consultation with the Deputy Leader and Executive Member for Corporate Resources to conduct the tender process and award appropriate contracts.**

Overview and Scrutiny Comments/Recommendations

It is not planned to take this matter to Overview and Scrutiny, as there is an existing delegation to the Director of Resources to make appropriate arrangements for insurance – see paragraph number 2 below. However, given the value of expenditure it is thought appropriate to bring the matter to the attention of Executive prior to entering into a new procurement exercise.

Issues

1. An organisation's insurance arrangements reflect a number of factors including any statutory requirements, the capacity to fund deductibles (the amount that must be paid out of pocket by the policy holder before an insurance provider will pay any expenses), the consideration of various risks and the availability of insurance products in the market.
2. The Scheme of Delegation by the Council to Senior Officers delegates to the Director of Resources the responsibility to make appropriate insurance arrangements for the Council.

3. The Council's current insurance arrangements were contracted from 1 April 2014, following an OJEU tender process, with Long Term Agreements (LTAs) with a number of insurers allowing for commitments of up to five years. The table below sets out the current insurers in place for the financial year ending 31 March 2019.

Risk	Brief Explanation	Lots (items that link to each other)
Material Damage General Properties including farms	Cover in respect of the perils to which buildings may be exposed. The Council insures the perils of Fire, Lightning, Explosion, Aircraft, Storm, Tempest, Flood, Burst Pipes, Subsidence, Earthquake. Perils not covered include: Malicious Damage, theft and accidental damage.	1
Material Damage Housing Properties	As for general properties, however this relates to housing stock.	1
Priory View	Specific property cover for Priory View.	1
Business Interruption – Loss of Revenue	Covers the loss of income that a business suffers after a disaster.	1 (needs to be with property)
Business Interruption – Additional Expenditure	Covers additional expenditure incurred after a disaster.	1 (needs to be with property)
St Mary's Church and Maulden Mausoleum	Specific property and contents cover.	1
Work in Progress	Specific cover for assets under construction.	1
Money	Specific cover for money in transit or held in the safe.	1
All Risks	Covers items such as artworks and sculptures.	1
Computer	Covers some computer items and musical instruments.	1
Contractors' Plant	Cover for damage to contractors' plant also known as hired in plant. Additional cover is incorporated for items of plant retained at Household Waste Reclamation Centres.	1
Debris Removal and Professional Fees*	*Currently included within the material damage policies, however there are potential savings to be made if this is separated out.	1
Education Properties	As for general property however this relates to local authority maintained schools.	2
Foundation Schools	As for general property, however this relates to voluntary aided/controlled schools	2
Commercially Leased Properties	As for general property, however this relates to commercial buildings. Cover also provides for loss of rent.	3

Risk	Brief Explanation	Lots (items that link to each other)
Residential Leased and Mortgaged Properties	As for general property, however this relates to leasehold property.	3
Employers' Liability	Cover in respect of claims for personal injury suffered by employees of the Council, resulting from the negligence of the Council, other employees or any volunteers assisting in the carrying out of its functions.	4
Public / Products' Liability	Cover for claims for personal injury or damage to property suffered by third parties, resulting from the negligence of the Council, its employees or any volunteers assisting in the carrying out of its functions.	4
Public Liability XoL (£10M XoL)	This is an excess of loss policy and provides additional cover above the primary liability policy.	4
Pollution Liability	This is an extension to the public liability cover.	4
Libel and Slander	Cover for claims made against the Council, its employees and Members by a third party alleging libel or slander.	4
Officials Indemnity	Cover for claims for financial loss suffered by third parties as a result of any negligent error or omission by an employee of the Council whilst carrying out their duties.	4
Professional Indemnity	Cover against financial loss arising from an error or omission, suffered by a third party as a result of advice given or reliance placed on calculations made, where there is a contractual relationship between the claimant and plaintiff. It is particular relevance now that some Directorates provide services under contract to, for instance Academies, Colleges and other external bodies.	4
Land Charges	Specific cover which is an extension of the Public Liability policy.	4
Public Health Act	Specific cover which is an extension of the Public Liability policy.	4
Hirer's Liability	Specific cover which is an extension of the Public Liability policy.	4
Theft by Employee (Fidelity Guarantee)	Cover against losses of property and money resulting from fraudulent acts and dishonesty of employees. It is a statutory requirement for Local Authorities to affect this cover	5
Motor Fleet General Vehicles	Cover in respect of risks relating to Motor Vehicles owned or operated by the Council. Any liability risk relating to Motor Vehicles has to be insured under a Motor Vehicle policy, being specifically excluded under a Public Liability.	6

Risk	Brief Explanation	Lots (items that link to each other)
	The Council does not have any cover for vehicles belonging to employees.	
Motor Fleet Leased Cars	As with general vehicles however this is specific to leased vehicles.	6
Uninsured Loss Recovery – plan to change to Motor Legal Expenses	Covers the legal costs involved in reclaiming uninsured losses after an accident that was not our fault.	7
Personal Accident / Travel	Provides cover for costs arising from unexpected events during business travel.	8
Schools' Personal Accident - onsite / off site cover	Personal accident cover for pupils, members of teaching and support staff at participating schools and designated volunteers/assistants. This includes incident that occur whilst on organised trips and within the school boundary.	9
Engineering Statutory Inspection	Provides for inspections of boilers, lifts, hoists and other plant to comply as required under Health and Safety legislation and other Statutes. This renewal is not due until 1 May 2020, however the contract will be awarded so that this will be coterminous with the other policies.	10
Claims Handling	Contract for dealing with claims – includes investigating and repudiating. This is instead of an inhouse claims' department.	11
Commercial Legal Expenses for Local Authority Schools	Cover for legal expenses associated with items such as contract disputes, construction contract disputes, employment disputes and criminal prosecution.	12

4. Possible additional policies to consider for the 2019 tender:

Risk	Brief Explanation	Lot
Terrorism	More refined state than previously, covers lone wolf attacks	13
Cyber, GDPR	Contract pays fines in line with GDPR	14

Costs

5. In total the cost of external insurance premiums, Insurance Premium Tax and claims handling for 2018/19 is £1.156m and includes insurance for both the Council and all the Maintained Schools, all of which opt into the arrangements. The annual overall cost of insurance to the Council will include both the deductible amounts, usually up to £100k per claim, for Liability and Material damage incidents in addition to the cost of premiums. Employers' and Public Liability claims can materialise many years after the cause of the claim.

6. CBC claims arising under the Employers' and Public Liability policies are currently handled by B4 Legal, an external claims handling company, whilst property damage claims within the £100k per claim deductible are managed in house by the Finance team. Significant property claims would be referred to the relevant insurer.
7. CBC currently enjoys access to the insurance market via a trusted advisor with FCA registration, rather than using a broker, which enables access to all appropriate and available markets. This avoids the in-built broker earnings (commission) and generates a transparent and efficient competition with conflict of interests designed out of the process. We will continue to use this service. This will include designing the tender documents as well as reviewing current arrangements and ensuring that what is being asked of the market is fit for purpose.

Insurance Premium Tax

8. Since the last tender in 2013 Insurance Premium Tax has doubled from 6% in 2015 to 12% from 1 June 2017. At present it is not anticipated that there will be such an increase over the tender award period however this uncontrollable element needs to be considered in budget implications.

State of the Market

9. The UK insurance market is largely stable although there have been some significant events resulting in certain insurers reviewing ratings. The change of Ogden Rates (a discount rate used to calculate damages payable to claimants suffering long term disability) has resulted in the deterioration of insurers' profits and the need to inject capital to meet FCA capital requirements. This resulted in some insurers swiftly increasing all relevant pricing by margins of around 10% whilst others are waiting to see a longer-term impact on profits before altering rates. This impacts upon all liability covers including motor insurance.
10. The Grenfell Tower incident has had an impact upon insurers' consideration of local authority housing risks although the medium-term impact on rating is yet to be seen. Therefore, presentation of the Council's risk and identification of building materials in high rise structures is paramount for tender purposes.
11. The Grenfell Tower incident has had an impact upon insurers' consideration of local authority housing risks although the medium-term impact on rating is yet to be seen. Therefore, presentation of the Council's risk and identification of building materials in high rise structures is paramount for tender purposes.

Insurance Act 2015

12. This is the first tender since the Insurance Act 2015 came into force, which requires a true representation of the authority and its activities for insurers. The onus legally now lies upon the authority to proactively provide information relating to our services and prospective activities at the time of the tender, rather than on the insurer to ask appropriate questions.

This will involve cross departmental levels of communication and understanding and far more data being captured prior to the tender being advertised.

13. The division of the insurance portfolio into individual Lots per policy type allows the Council to take advantage of specialist insurers offering 'best of breed' policy wordings and rates. It also prevents cross subsidy of policy premiums where a more competitive individual premium might have been available but couldn't be taken as the cover is bundled into a larger Lot.

Lot Distribution

14. At any tender process, the structure of Lots should be re-visited to ensure that the structure is correct considering the developments of products in the market place. This way the right balance can be struck of covers which should sit together to avoid gaps in cover; whilst allowing opportunities for specialist insurers to offer superior cover and pricing. The structure has been indicated in the first table at paragraph 3 within this report.
15. Other types of insurance are available for the Council to consider purchasing. These include items such as terrorism and cyber risks. Policy wordings have been developed in both areas since the last tender. Prices of these two covers will be obtained so that an informed decision can be made as to whether to purchase them.

Length of Term

16. To maximise the response, terms on 3 plus 2 years will be requested and alternate extensions to this period will be invited which can then be evaluated.
17. It is anticipated that the overall costs will increase for insurance premiums, however the lots have been devised so as to attract more competition and hopefully lead to more cost effective premiums.
18. Tenderers will be invited to consider the use of LGSS Law with regards litigation.

Council Priorities

19. A sound approach and management of insurance 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

20. None

Financial Implications

21. The financial implications are set out in the report.

Equalities Implications

22. None

Conclusions and Next Steps

23. Due to the specialist nature of the insurance market, we will work with Procurement and a specialist Insurance Advisor to prepare the tender documents.
24. A more detailed and thorough review of Council services and proposed activities than in previous tender rounds will be required upfront for the tender documents, in line with the requirements of the Insurance Act 2015.
25. This work has already identified that in order to ensure best value for money, the insurance lots are procured on the basis set out above and for a 3+2 year term, although alternate options for contract length will also be sought.

This page is intentionally left blank

Central Bedfordshire Council

EXECUTIVE

7 August 2018

Revenue Budget Monitoring June (Q1) 2018

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

Advising Officers: Charles Warboys, Director of Resources & S151 Officer (charles.warboys@centralbedfordshire.gov.uk)

This report relates to a Non Key Decision

Purpose of this report

The report sets out the forecast outturn financial position for 2018/19 as at the end of June 2018. 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.

RECOMMENDATIONS

Executive is asked to:

- 1. note the current revenue forecast outturn position for 2018/19 which is an overspend of £0.8M;**
- 2. note that the budget includes £2.1M of contingency costs against which no call has yet been made. If this contingency is released then this results in an underspend of £1.3M; and**
- 3. request that officers continue to look for compensatory savings in order to deliver a balanced budget.**

Issues

1. The forecast outturn position as at June 2018 is £0.8M over budget (£0.2M under budget June 2017).

2. Community Services is forecasting an overspend of £0.8M which mainly relates to the changes in the market for recycle materials. Previously we sold recycle materials and gained an income, but this is now a cost to dispose. Market conditions are fluctuating so this will need careful monitoring throughout the year.
3. SCHH are forecasting £0.25M over budget which relates to increased mental health package costs.
4. All other service directorates are forecasting to budget.
5. Corporate costs is under by £0.4M due to lower than budgeted pensions costs and reduced interest costs.
6. We are holding a contingency of £2.1M against which no call has yet been made. If this contingency is released then this results in an underspend of £1.3M.
7. The table below details the full year variances by directorate:

Directorate	Year to Date - June P03			Full Year		
	Budget £m	Actual £m	Variance £m	Budget £m	Forecast Outturn £m	Variance £m
SCHH	18.8	19.2	0.5	75.0	75.2	0.3
Childrens Services	8.8	8.9	0.1	35.4	35.4	0.0
Community Services	13.5	13.9	0.4	50.9	51.7	0.8
Regeneration	0.6	0.1	(0.4)	5.3	5.3	0.0
Public Health	0.0	0.0	(0.0)	0.1	0.1	0.0
Chief Executive's	0.3	0.4	0.0	1.3	1.3	(0.1)
Resources	3.1	3.2	0.1	12.4	12.5	0.1
Corporate Costs	1.2	1.1	(0.1)	9.3	8.9	(0.4)
Total Excl Landlord Business	46.2	46.9	0.6	189.8	190.5	0.8

Reserves Position

8. The table below shows the forecast net movement in earmarked reserves during 2018/19. All movements were budgeted in the MTFP.

	£M	£M
Opening 2018/19		51.0
Use of Reserves		
SCHH	(1.4)	
Children's Services	0.0	
Community Services	(3.3)	
Regeneration	0.0	
Corporate Costs	(0.4)	
		(5.1)
Receipts in Advance & Technical Adjustments		
New Homes Bonus	2.0	
S31 Grant to offset NNDR Discounts	2.2	
Increase to Redundancy	0.5	
		4.7
Closing Balance 2018/19		50.6

General Reserves

9. The opening position for 2018/19 is £15.7M. There are no further planned additions.

Council Priorities

10. 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

11. None.

Financial Implications

12. The financial implications are set out in the report.

Equalities Implications

13. Equality Impact Assessments were undertaken prior to the allocation of the 2018/19 budgets and Members were advised of significant equality implications relating to the budget proposals when setting the Council's Budget in February 2018.

Appendices

Appendix A – Detailed Directorate Commentary

Appendix B - Debt Management

Appendix C – Treasury Management

APPENDIX A – DIRECTORATE COMMENTARY

Social Care, Health and Housing (SCHH)

- 1 The Directorate General Fund provisional outturn is above budget by £0.250M as at June 2018.

Month: June 2018	Year								
	Approved Gross Budget Expenditure	Approved Gross Income Budget	Approved Gross Budget - Net spend	Forecast Outturn Gross Spend	Forecast Outturn Income	Forecast Outturn - Net Spend	Forecast Variance	Proposed use of Earmarked reserves	Forecast Variance after use of earmarked reserves.
	£000	£000	£000	£000	£000	£000	£000	£000	£000
Social Care Health and Housing									
Director of Social Care, Health, Housing	211	(534)	(324)	483	(425)	57	381	(381)	0
Procurement and Customer Services	2,271	(961)	1,310	2,188	(878)	1,310	-	-	0
Housing Solutions (GF)	6,458	(2,921)	3,537	6,515	(2,978)	3,537	-	-	0
Care and Support	15,735	(2,407)	11,685	14,490	(2,697)	11,793	109	(109)	0
OPPD - Care Management	46,712	(2,815)	34,968	38,180	(3,212)	34,968	-	-	0
LD Care Management & MH Packages	27,433	(1,781)	24,812	26,586	(1,524)	25,062	250	-	250
Head of Integrated Services + Other IS	881	(404)	881	1,367	(486)	881	-	-	0
Commissioning	14,136	(4,720)	9,320	13,797	(4,477)	9,320	0	-	0
Resources	(9,110)	(13,208)	(11,212)	3,542	(13,873)	(10,331)	881	(881)	0
Total Social Care and Health	104,725	(29,749)	74,976	107,148	(30,550)	76,597	1,621	(1,371)	250

- 2 Customer Services is forecast to spend to budget in 2018/19.
- 3 Procurement is forecast to spend to budget in 2018/19. However, the Comensura rebate within Procurement Services could be at risk to the Directorate outturn as a consequence of reduced overall Council spend which is good news for the Council as a whole. The Procurement transactional hub efficiencies of £0.234M are also forecast on budget.
- 4 The Housing General Fund service outturn is forecast to budget.
- 5 The Care and Support service area outturn forecast is to budget. However, staff vacancies and the continued use of interim staff and overtime to cover shortfalls continues to be a challenge in 2018/19; one which external providers also experience.
- 6 Also within Care & Support, the Safeguarding of Vulnerable Adults service outturn is forecast to budget. However, legal costs or damages arising from challenges to Best Interest Assessments are estimated at £0.109M for 2018/19 and will be funded from the Deprivation of Liberty in Hospitals and Supreme Court Judgement Reserve to alleviate the impact of this pressure.
- 7 The Older People with Physical Disabilities (OPPD) Care Packages service area's outturn is forecast to budget.
- 8 The Learning Disability service is forecast to budget, however packages are forecast to underspend by £0.336M and SEN Transport is forecast to incur an additional £0.038M cost compared to budget. This relates to transport to college for young adults with a Learning Disability. A review of eligibility to funding has reduced the actual costs. Customer income is forecast to overachieve by £0.383M.

The Working Age Mental Health and Physical Disability service forecast is a £0.250M overspend. This is, primarily, a consequence of the full year costs associated with the 2017/18 care assessments and the part year cost of 2018/19 assessments.

- 9 The Integrated Services, Commissioning Service and the Resources service outturn is forecast to budget.
- 10 The HRA is reported separately.

Children's Services

- 11 The Directorate outturn position is £0.03M above budget as at June 2018.

Month: June 2018	Year								
	Approved Gross Budget Expenditure	Approved Gross Income Budget	Approved Gross Budget - Net spend	Forecast Outturn Gross Spend	Forecast Outturn Income	Forecast Outturn - Net Spend	Forecast Variance	Proposed use of Earmarked reserves	Forecast Variance after use of earmarked reserves.
	£000	£000	£000	£000	£000	£000	£000	£000	£000
Children's Services									
Director of Children's Services	798	(100)	698	798	(100)	698	-	-	-
Children's Services Safeguarding & Early Help	24,641	(3,119)	21,523	24,656	(3,120)	21,537	14	-	14
LAC Placement Costs	11,019	(1,586)	9,433	11,019	(1,586)	9,433	-	-	-
Education and Transformation	27,353	(22,769)	4,584	27,490	(22,893)	4,597	13	-	13
Partnerships	512	-	512	517	-	517	5	-	5
Total Children's Services (ex Schools / Overheads)	64,323	(27,573)	36,749	64,480	(27,699)	36,781	32	-	32
DSG + ESG Contribution to Central Support	-	(1,331)	(1,331)	-	(1,331)	(1,331)	-	-	-
Total Children's Services (excluding Schools)	64,323	(28,905)	35,418	64,480	(29,030)	35,450	32	-	32

- 12 There are no material variance as at June.

Looked After Children

- 13 The table below highlights the year on year movement for Looked After Children.

	June 2017		June 2018		% change
Number of LAC :		259		275	+6.2%
In House Foster Placements	119		122		+2.5%
Independent Foster Placements (Inc. Mother & Baby IFA's)	70		81		+12.9%
Residential Homes & Schools	8		6		-12.5%
Parent & Baby (Inc. mother & baby IFA's)	1		3		+200%
St Christopher's (Clophill & Bunyan Road)	6		7		+16.7%
St Christopher's (Stewartby)	0		0		N/A
Semi - Independent Living (aged 16 & 17)	10		14		+80.0%
Supported Lodgings (16-18)	0		1		N/A
Placed for Adoption/ with Parents	32		27		-15.6%
Children with Disabilities (Maythorn, Children's homes and Residential School)	8		6		-25.0%
Young Offenders serving custodial sentences /Temp Accom / Youth Offending/ NHS	5		5		0.0%
Unaccompanied Asylum Seeking Children:		42		36	-14.3%
In House Foster Placements	9		9		0.0%
Independent Foster Placements	6		3		-50.0%
Semi Independent Living (aged 16 & 17)	27		24		-11.1%
Total Number of LAC:		301		311	+3.3%
(including UASC)	Movement YTD				
LAC (10 th April Panel 308)	+3				
In House Placements (April 131)	0				
Independent Foster Placements (April 84)	-2				
Semi Independent Living (April 38)	+4				
Special Guardianship Orders (April 140)	+4				

Note the UASC YTD movement shows the last quarter only.

Community Services

- 14 The Directorate forecast outturn position is above budget by £0.791M as at June 2018.

Month: June 2018	Year								
Director	Approved Gross Budget Expenditure	Approved Gross Income Budget	Approved Gross Budget - Net spend	Forecast Outturn Gross Spend	Forecast Outturn Income	Forecast Outturn - Net Spend	Forecast Variance	Proposed use of Earmarked reserves	Forecast Variance after use of earmarked reserves.
	£000	£000	£000	£000	£000	£000	£000	£000	£000
Community Services									
Community Services Director	287	-	287	226	-	226	(61)	-	-61
Highways	6,930	(3,229)	3,702	6,918	(3,216)	3,702	0	-	0
Transport	13,238	(1,549)	11,688	13,446	(1,604)	11,842	153	-	153
Waste	21,061	(508)	20,553	21,673	(278)	21,395	842	-	842
Leisure	4,761	(1,931)	2,829	4,802	(2,199)	2,603	(227)	-	-227
Community Safety	2,358	(1,835)	523	2,358	(1,836)	522	(1)	-	-1
Public Protection	2,065	(1,296)	769	1,991	(1,097)	894	125	-	125
Corporate Assets	1,354	(2,509)	(1,155)	1,480	(2,655)	(1,174)	(20)	-	-20
Capital Construction	355	(79)	276	347	(79)	268	(8)	-	-8
Facilities Management	8,720	(3,704)	5,015	8,942	(3,760)	5,182	167	(180)	-13
IT	8,169	(1,763)	6,406	7,758	(1,353)	6,406	(0)	-	0
Total Community Services	69,297	(18,404)	50,894	69,940	(18,076)	51,865	971	(180)	791

15 Highways Transportation

The forecast outturn for Highways is as per budget, but there are compensating variances:

- reduction in S106 income of £13K which was being received for school crossing patrols.
- £58K overspend on Emergency Response reflecting the year to date position and prior years profiling for rest of the year. Emergency response covers expenditure such as fallen trees, emergency pot holes and clearance of objects on highways.
- £88K overspend on traffic signals:- £62K based on the costs from Luton BC for the costs of managing and maintaining the traffic signals and £22K for BT costs.
- £85K underspend across the Highways network. This is due to management action to stop discretionary spend to ensure that Highways Transportation as a whole comes in on budget.
- £74K underspend on staffing of which £182K is due to vacancies and maternity leave but offset by £108K agency spend to cover key posts.

16 Transport

Passenger transport are forecasting an overspend of £153K:

- £259K is staffing overspends of which £100K is due to agency spend to cover vacant posts and ensuring routes are staffed.
- £161K non achievement of efficiency in concessionary fares.
- £59K underspend due to new fuel supplier and use of bunker at Thorn Turn.
- £175K underspend on bus subsidy. The forecast is in line with last years actuals.
- £48K under on community transport.

School transport forecast on budget.

17 **Waste**

Waste are forecasting a £843K overspend after the use of reserves of £829K

- £928K overspend for waste disposal, this is a result of loss of recycle income of £245K as we are now having to pay for the disposal of recycle and increased disposal costs of £683K to dispose of the recycle waste.
- £64K underspend on kerbside collection due to actual and expected 3% increase (due Oct 18) on indexation.
- £24K underspend due to a vacant position for part of the year.

18 **Leisure**

Leisure are forecasting a £226K underspend:

- £114K underspend on staffing due to vacancies within the library service where there are currently 15 vacant posts, which are expected to start being filled from September.
- £21K underspend on Library Link where shorter routes and a newer vehicle have resulted in savings on repairs and fuel.
- £91K additional income on the leisure management contracts due to inflationary rises.

19 **Corporate Assets**

Corporate Assets are forecasting a £20K underspend:

- £35K additional costs for the renewal of software licences for Technology Forge Asset database.
- £26K increased cost of the premises maintenance.
- £32K underspend on security costs due to reduction in number of vacant land/ premises.
- £20K underspend on rates also due to reduction in number of vacant business units.
- £16K underspend due to increased staff capitalisation.
- £13K which is the net of additional farm and mineral income £146K offset by disaggregation costs £133K.

20 **Capital Construction Team**

Forecasting an £8K underspend on salaries.

21 **Facilities Management**

Forecasting a £13K underspend.

- £46K overspend Samange (Helpdesk software) licences to implement online Assets helpdesk facilities.
- £5K overspend due to Energy Data collection.
- £35K overspend due to increased security at Bedford Square Kingsland and libraries.

- £24K overspends on running costs at Houghton Hall & Thorn Turn.
- £13K increased cleaning contract costs due to cost of living increase.
- £101K underspend on utility costs due to reduced use.
- £37K lower Kingsland service charges.

Regeneration and Business Support

22 The Directorate outturn position is on budget as at June 2018.

Month: June 2018	Year								
Director	Approved Gross Budget Expenditure	Approved Gross Income Budget	Approved Gross Budget - Net spend	Forecast Outturn Gross Spend	Forecast Outturn Income	Forecast Outturn - Net Spend	Forecast Variance	Proposed use of Earmarked reserves	Forecast Variance after use of earmarked reserves.
	£000	£000	£000	£000	£000	£000	£000	£000	£000
Total Community Services	69,297	(18,404)	50,894	69,940	(18,076)	51,865	971	-	971
Regeneration and Business									
Director	404	-	404	404	-	404	-	-	0
Client Development Services	5,116	(3,927)	1,188	4,966	(3,809)	1,156	(32)	33	1
Business Performance	648	-	648	648	-	648	(0)	-	0
Business & Support	3,636	(2,169)	1,467	4,337	(2,869)	1,468	1	-	1
Development Infrastructure	5,156	(3,517)	1,640	5,558	(3,918)	1,640	0	-	0
Total Regeneration and Business	14,960	(9,613)	5,347	15,913	(10,597)	5,316	(31)	33	2

Public Health

23 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 2017/18.

Month: June 2018	Year								
Director	Approved Gross Budget Expenditure	Approved Gross Income Budget	Approved Gross Budget - Net spend	Forecast Outturn Gross Spend	Forecast Outturn Income	Forecast Outturn - Net Spend	Forecast Variance	Proposed use of Earmarked reserves	Forecast Variance after use of earmarked reserves.
	£000	£000	£000	£000	£000	£000	£000	£000	£000
Public Health									
Director of Public Health	1,838	(12,264)	(10,426)	837	(12,267)	(11,430)	(1,004)	922	-82
Assistant Director of Public Health	15,293	(4,783)	10,510	15,310	(4,718)	10,592	82	-	82
Total Public Health	17,131	(17,047)	84	16,147	(16,985)	(838)	(922)	922	(0)

Chief Executive

24 The Directorate outturn position is below budget by £0.06M as at June 2018.

Month: June 2018	Year								
Director	Approved Gross Budget Expenditure	Approved Gross Income Budget	Approved Gross Budget - Net spend	Forecast Outturn Gross Spend	Forecast Outturn Income	Forecast Outturn - Net Spend	Forecast Variance	Proposed use of Earmarked reserves	Forecast Variance after use of earmarked reserves.
	£000	£000	£000	£000	£000	£000	£000	£000	£000
Chief Executive's									
Chief Executive	300	-	300	300	-	300	-	-	0
Communications	1,122	(88)	1,033	1,073	(103)	970	(64)	-	-64
Total Chief Executive's	1,422	(88)	1,333	1,373	(103)	1,270	(64)		(64)

25 The underspend is in Communications and is due to delays in recruiting to vacant posts.

Resources

26 The Directorate outturn position is above budget by £0.118M as at June 2018.

Month: June 2018	Year								
Director	Approved Gross Budget Expenditure	Approved Gross Income Budget	Approved Gross Budget - Net spend	Forecast Outturn Gross Spend	Forecast Outturn Income	Forecast Outturn - Net Spend	Forecast Variance	Proposed use of Earmarked reserves	Forecast Variance after use of earmarked reserves.
	£000	£000	£000	£000	£000	£000	£000	£000	£000
Resources									
Director of Resources	236	(216)	20	236	(216)	20	-	-	0
Finance Performance and Control	4,646	(1,275)	3,371	4,611	(1,154)	3,458	87	(27)	60
Housing Benefit Subsidy	60,596	(61,324)	(728)	60,596	(61,324)	(728)	-	-	0
Revs & Bens	3,587	(1,857)	1,730	3,260	(1,530)	1,730	-	-	0
Audit	561	(33)	528	560	(33)	527	(0)	-	0
Legal Services	1,986	(277)	1,709	1,986	(277)	1,709	-	-	0
Governance	3,961	(1,619)	2,343	4,061	(1,654)	2,406	64	(4)	60
People	4,022	(578)	3,444	4,215	(773)	3,443	(1)	-	-1
Total Resources	79,596	(67,178)	12,417	79,526	(66,960)	12,566	149	(31)	118

27 The forecast outturn for Resources is £0.118M overspent due to:

- £0.060M unachievable Customer Finance income, lower than expected schools insurance buy-back, Optical Character Recognition annual maintenance costs above budget offset by savings in salaries.
- £0.113M Coroners costs due to the national pay award for Coroners, Judicial review and post mortem pressures offset by (£0.055M) additional MHCLG funding for local land charges work.

Corporate Costs

28 The Corporate Costs outturn position is an underspend of £0.419M as at June 2018.

Month: June 2018	Year								
Director	Approved Gross Budget Expenditure	Approved Gross Income Budget	Approved Gross Budget - Net spend	Forecast Outturn Gross Spend	Forecast Outturn Income	Forecast Outturn - Net Spend	Forecast Variance	Proposed use of Earmarked reserves	Forecast Variance after use of earmarked reserves.
	£000	£000	£000	£000	£000	£000	£000	£000	£000
Corporate Costs									
Debt Management	10,144	(250)	9,894	10,069	(250)	9,819	(75)	-	-75
Premature Retirement Costs	4,553	-	4,553	4,253	-	4,253	(300)	-	-300
Corporate Public Health Recharges	-	(631)	(631)	-	(631)	(631)	-	-	0
Corporate HRA Recharges	-	(120)	(120)	-	(120)	(120)	-	-	0
Efficiencies	603	-	603	558	-	558	(44)	-	-44
Contingency and Reserves*	2,734	(6,447)	(3,713)	2,734	(6,447)	(3,713)	-	-	0
Total Corporate Costs	18,034	(7,448)	10,586	17,615	(7,448)	10,167	(419)		(419)

29 For Corporate Costs there is a forecast underspend of £0.420M relating to:

- (£0.075M) Less than budgeted Interest payable and Increased interest receivable as a result of effective treasury management.
- (£0.300M) Central Pension costs currently forecast to be less than originally anticipated.
- (£0.045M) Increased purchase of annual leave.

Appendix B – Debtors

- Overall debt in June was £8.4M (May was £11.1M). Within that £4.1M is under 30 days (49%). Debt over 61 days is £4.3M (51%). Of the Over 61 days - £3.6M is actively being chased, £0.252M have instalment arrangements in place. £0.485M is being dealt with through legal.
- The table below details the spread of age of debt.

June																
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	762	17%	930	21%	89	2%	359	8%	610	14%	119	3%	1,494	34%	4,363	97%
Children's Services	65	12%	263	48%	36	7%	41	7%	101	18%	22	4%	24	4%	552	96%
Community Services	612	28%	627	28%	218	10%	28	1%	552	25%	54	2%	127	6%	2,218	98%
Regeneration	265	22%	514	43%	225	19%	48	4%	42	4%	4	0%	92	8%	1,190	100%
Resources	28	14%	19	10%	81	41%	4	2%	16	8%	10	5%	38	19%	196	95%
Public Health	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%
Unallocated & Non Directorate	0	0%	-25	22%	-1	1%	-1	1%	-23	20%	-10	9%	-54	47%	-114	91%
GRAND TOTAL	1,732	21%	2,328	28%	648	8%	479	6%	1,298	15%	199	2%	1,721	20%	8,405	
PREVIOUS MONTH	2,329		4,406		955		219		1,189		339		1,652		11,089	

- Social Care (SCHH)**
SCHH outstanding debt is £2.829M and is under active management (with solicitors, payable by instalments etc.).

Within SCHH, Health Service debt at the end of June was £1.534M of which £0.936M or 61% is more than 60 days old. All debts are under active management. A schedule of all outstanding debts is being shared and discussed regularly with the Bedfordshire CCG.
- Children's Services**
Overall Children's Services debt is £0.552M, of which £0.328M (59%) is current and not due.
- Community Services**
The total debt for Community Services is £2.218M of which £1.239 (56%) is current and not due. All due debt is under active management (with solicitors, payable by instalments etc.)
- Regeneration**
The total debt for Regeneration is £1.190M of which £0.779 (65%) is current and not due. All due debt is under active management (with solicitors, payable by instalments etc.).
- Resources**
Resources total debt is £0.196M of which £0.047M (24%) is current and not due. All due debt is under active management (with solicitors, payable by instalments etc.)

This page is intentionally left blank

Appendix C- Treasury Management

Borrowing

- 1 As at 30 June 2018 the Council's total borrowing was £393.5M. Of this amount, £261.9M was with the Public Works Loan Board (PWLB), £18.0M 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.

	PWLB Fixed £M	PWLB Variable £M	Temporar y Debt £M	Market (LOBO) £M	Total £M
General Fund	97.0	0.0	18.0	13.6	128.6
HRA	120.0	44.9	0.0	0.0	164.9
TOTAL	217.0	44.9	18.0	13.6	293.5

- 2 To manage interest rate risk, the Council's debt is split between 74.0% fixed rate PWLB debt, 15.3% variable rate PWLB debt, 6.1% short-term temporary debt and 4.6% fixed rate market (LOBO) debt; this is shown in A1 on the Treasury Management Performance Dashboard.
- 3 Based on the latest available annual benchmark analysis conducted by the Chartered Institute of Public Finance and Accountancy (CIPFA), A2 of the Dashboard shows the Council's cost of borrowing is significantly lower than the 4.06% 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 higher proportion of variable rate and short-term temporary debt. (CIPFA's debt benchmarking analysis as at 31 March 2018 will not be available until October 2018).
- 4 In line with the Council's borrowing strategy, new short-term temporary borrowing was taken out during Quarter 1 at a cost of between 0.35% p.a. and 0.48% p.a. (inclusive of brokerage fees).

Investments

- 5 When investing, the Council prioritises security and liquidity and aims to achieve a yield commensurate with these principles. To diversify the investment portfolio, the Council continues to invest in a range of funds such as notice accounts, call accounts and Money Market Funds as well as using a number of different financial institutions. B1 of the Dashboard shows the breakdown by investment counterparty as at 30 June 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 investment 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).

- 6 In addition to the Lime Fund investment, the Council has cash deposits placed on varying interest rates ranging between 0.4% and 0.7%. The Council holds the majority of its investments in liquid form so it is available for cash flow purposes. As at 30 June 2018, the Council held cash investments of £14.6M (exclusive of the £5.5M Lime Fund investment). Of the total cash investment balance, £10.1M was held in liquid form in instant access call accounts and Money Market Funds (MMFs); and the remaining £4.5M was held in notice accounts.

Cash Management

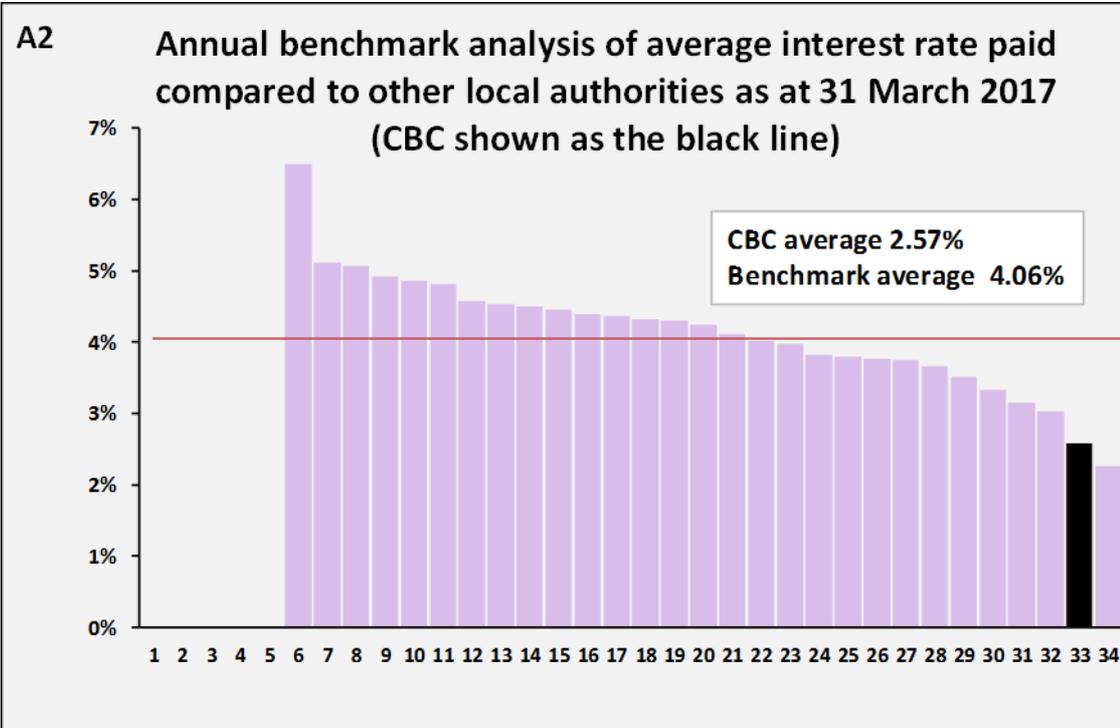
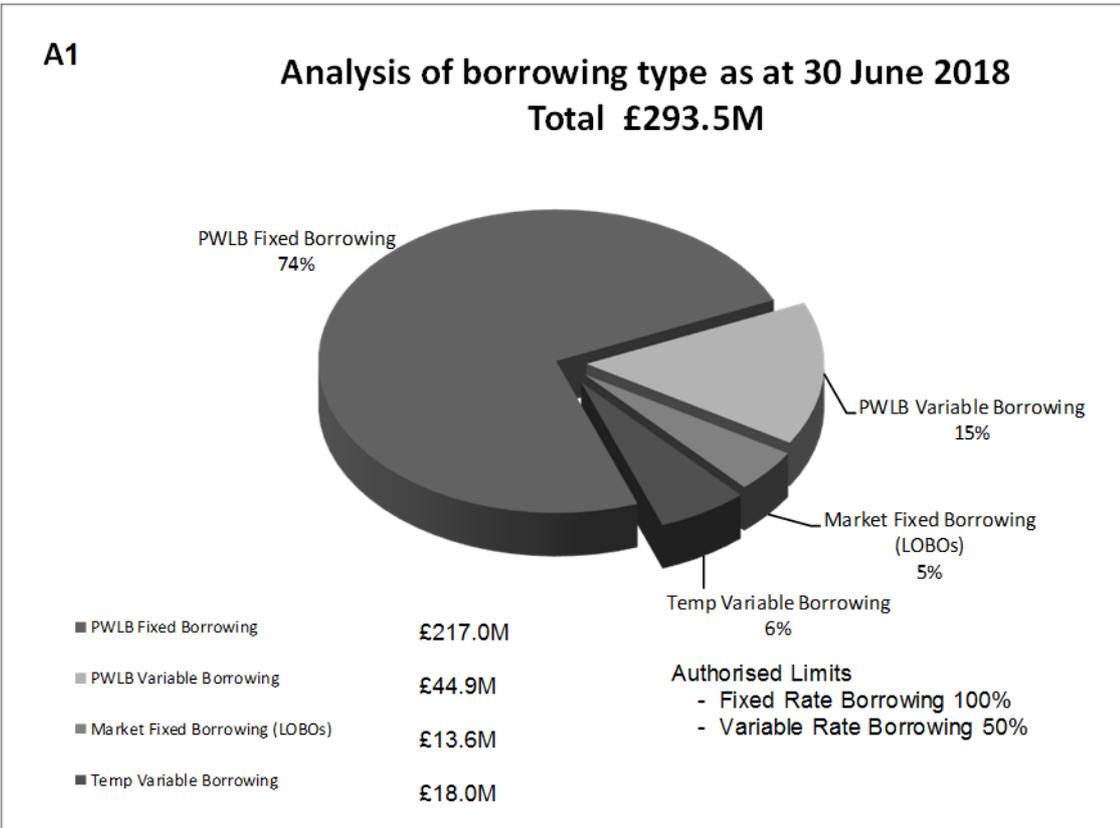
- 7 The average cash balance the Council holds is considerably lower than other benchmarked local authorities. The 12-month rolling average investment balance as at the 30 June 2018 for the Council was £21.0M. The rolling average cash balance between April and June 2018 was £20.5M, excluding the £5.5M 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.

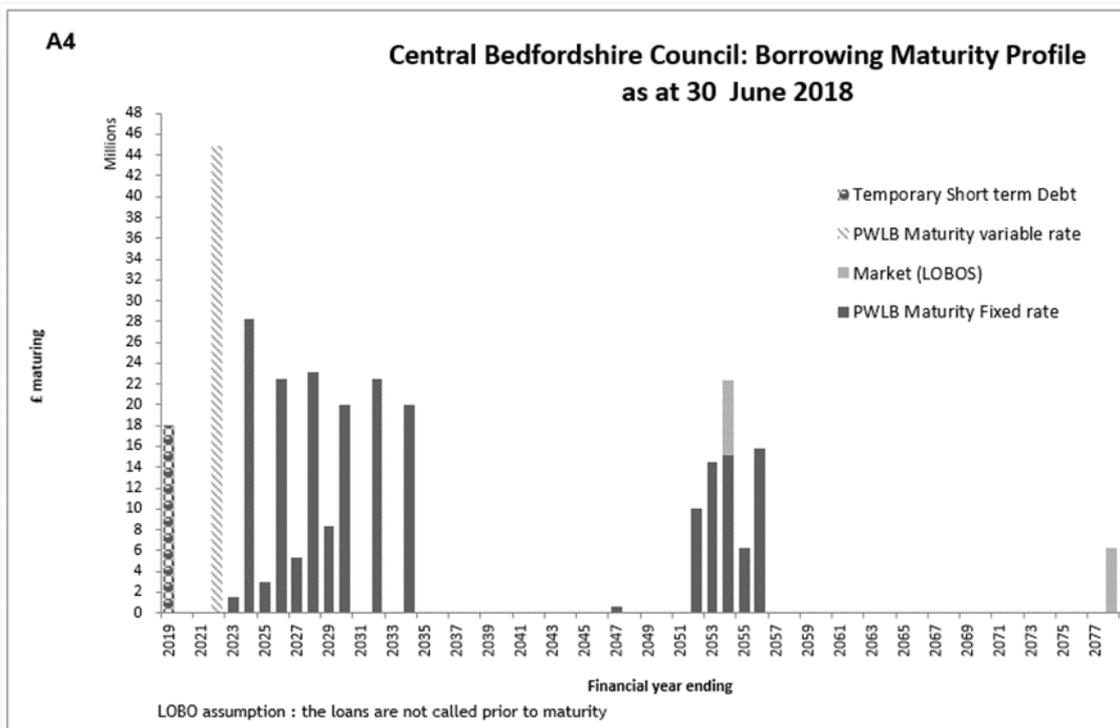
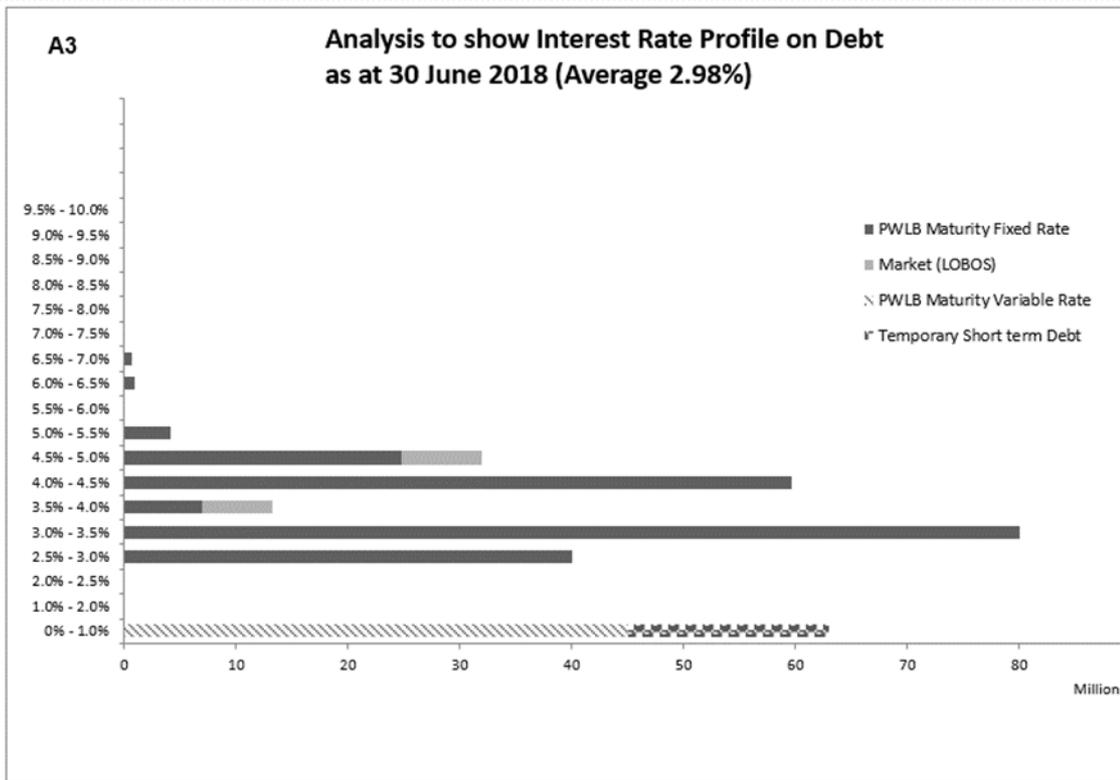
Outlook

- 8 The third estimate of Q1 2018 Gross Domestic Product (GDP) showed the UK economy expanded by 0.2% over the quarter and 1.7% year-on-year. The annual Consumer Price Index (CPI) measure of inflation was 2.4% as at the end of May 2018 (unchanged from the previous month). 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.
- 9 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 20 June 2018, the MPC voted by a majority of 6-3 to maintain the Base Rate at 0.50%.
- 10 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.

Treasury Management Performance Dashboard

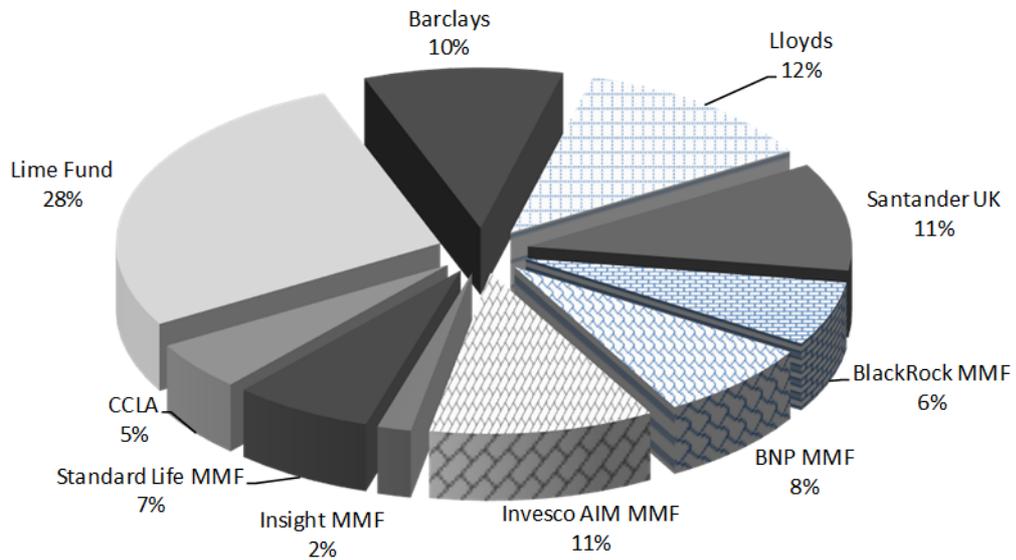
Section A : Debt Information



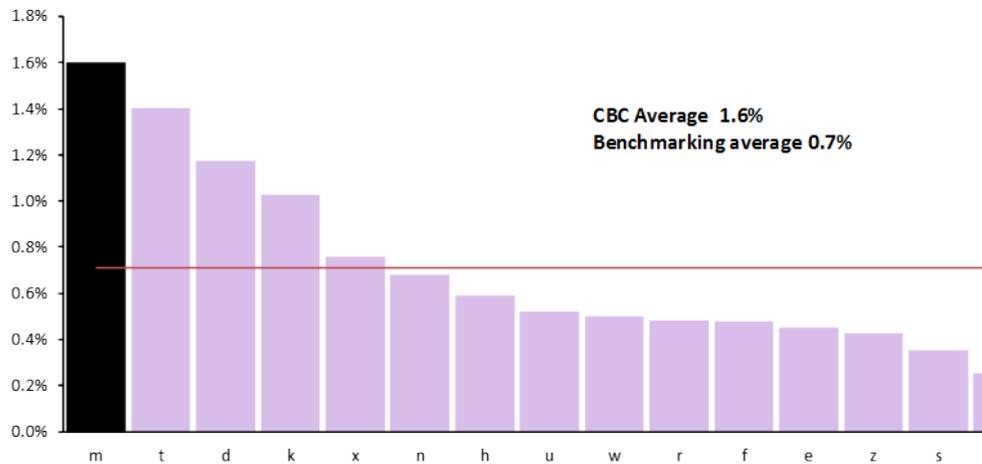


Section B: Investment Information (note: Interest rate benchmarks only available as at December 2017)

B1 **Analysis of investments as at 30 June 2018**
Total investments £20.1M



B2 **Average interest rate received on investments compared to other local authorities as at 31 December 2017 (CBC shown as the black line)**



This page is intentionally left blank

Central Bedfordshire Council

EXECUTIVE

7 August 2018

June 2018 (Q1) Capital Budget Monitoring Report

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

Advising Officers: Charles Warboys, Director of Resources & S151 Officer (charles.warboys@centralbedfordshire.gov.uk)

This report relates to a Non Key Decision

Purpose of this report

1. The report sets out the Capital forecast outturn for 2018/19 as at the end of June 2018. It excludes the Housing Revenue Account (HRA) which is subject to a separate report.

RECOMMENDATIONS

The Executive is asked to:

1. **note that the capital gross forecast outturn position is a spend of £109.7M (£63.2M in 2017/18) demonstrating the continued significant capital investment made by Central Bedfordshire to support its community.**

BACKGROUND INFORMATION:

2. This report is based on the 2018/19 budget approved by Council at its February 2018 meeting. The reported budget also includes deferred spend from 2017/18 which was approved under delegated authority and subsequently approved by the Executive in June 2018. The approved budget excluding HRA and including deferred spend from 2017/18 is £139.6M (gross), £89.2M net.

ISSUES

None

FINANCIAL AND OTHER OPTIONS

These are covered in the report

Principal Variances

1. The gross forecast is below budget by £29.9M. The net forecast is £20.4M below budget.

This is driven by Community Services and SCHH.

Community Services are forecasting to be below budget by £25.8M (gross) and below budget by £17.7M (net). Proposed slippage is £26.0M gross. There are a number of schemes that this relates to, however the most significant schemes (gross) are:

- £8.2M A421- M1 Junction 13
- £7.6M Purchase of the Waste Fleet.
- £3.1M Integrated Health & Care Hub (Biggleswade)
- £2.4M Crematorium
- £1.5M Stratton Industrial Units
- £1.1M New Car Parks

2. SCHH are forecasting to be below budget by £5.9M gross, £3.6M net.

- £3.5M MANOP Non-HRA Extra Care Schemes
- £1.9M Review of Accommodation/Day Support, "New Approaches to Outcomes"

Capital Receipts

3. The overall budget for Capital receipts is £10M. The forecast is £18.2M. To date we have received £8.9M most of which relates to Fairfield.

4. A summary of the position is in the table below.

Directorate	Year to Date P03			Full Year 2018/19			Year to Date P03			Full Year 2018/19		
	Gross Budget	Gross Actual	Gross Variance	Gross Budget	Gross Forecast	Gross Variance	Net Budget	Net Actual	Net Variance	Net Budget	Net Forecast	Net Variance
	£m	£m	£m	£m	£m	£m	£m	£m	£m	£m	£m	£m
CS	1.5	1.9	0.4	6.4	8.5	2.1	0.2	0.1	(0.1)	1.4	1.4	0.0
Community Service	12.3	9.5	(2.9)	103.8	78.0	(25.8)	7.2	5.4	(1.9)	71.4	53.6	(17.7)
Chief Executive's	0.0	0.0	0.0	0.0	0.0	0.0	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	0.0	0.0	0.0	0.0	0.0	0.0
Regeneration	0.6	0.6	(0.0)	16.0	15.6	(0.3)	0.5	0.5	(0.0)	7.4	8.4	1.0
ASCHH	2.7	1.0	(1.7)	13.4	7.5	(5.9)	1.2	(0.7)	(1.9)	9.0	5.4	(3.6)
Total Exc HRA	17.2	13.0	(4.3)	139.6	109.7	(29.9)	9.1	5.3	(3.9)	89.2	68.9	(20.4)

(Note: Any minor rounding differences are due to linking to detailed appendices)

Reasons for decision

5. To complete schemes currently underway and facilitate effective financial management and planning.

Council Priorities

6. Sound financial management contributes to the Council's Value for Money and enables the Council to successfully deliver its priorities. The recommendations will contribute indirectly to all 6 Council priorities.

Corporate Implications

Legal Implications

7. None.

Financial Implications

8. The financial Implications are contained in the report.

Equalities Implications

9. Equality Impact Assessments were undertaken prior to the allocation of the 2018/19 budgets and Members were advised of significant equality implications relating to the budget proposals when setting the Council's Budget in February 2018.

Appendices

Appendix A – Detailed Directorate Commentary

This page is intentionally left blank

Appendix A – Detailed Directorate Commentary

Social Care Health and Housing

- The directorate forecast outturn is under gross budget by £5.9M and under net budget by £3.6M.
- The tables below highlight the areas of spend:

SCHH Full Year Gross Budget and Forecast					
Scheme Categories	Gross Budget	Gross Forecast	Variance	Deferred Spend	Over / (Under) spend
	£k	£k	£k	£k	£k
Additional Gypsy and Traveller Sites	901	901	0	0	0
Adult Social Care ICT Projects	190	100	(90)	90	0
Better Care Fund Capital Grant	992	992	0	0	0
Disabled Facilities Grants Scheme	2,212	2,212	0	0	0
Empty Homes	374	374	0	0	0
MANOP Care Home Reprovision	978	900	(78)	0	(78)
MANOP Non-HRA Extra Care Schemes	5,100	1,600	(3,500)	0	(3,500)
NHS Campus Closure	374	0	(374)	374	0
Old People's Homes	0	50	50	0	0
Renewal Assistance	400	400	0	0	0
Review of Accommodation/Day Support, "New Approaches to Outcome"	1,906	20	(1,886)	1,836	(50)
Total	13,427	7,549	(5,878)	2,300	(3,628)
% of Budget		56.2%			

SCHH Full Year Net Budget and Forecast					
Scheme Categories	Net Budget	Net Forecast	Variance	Deferred Spend	Over / (Under) spend
	£k	£k	£k	£k	£k
Additional Gypsy and Traveller Sites	676	676	0	0	0
Adult Social Care ICT Projects	46	0	(46)	46	0
Better Care Fund Capital Grant	0	0	0	0	0
Disabled Facilities Grants Scheme	1,544	1,544	0	0	0
Empty Homes	354	354	0	0	0
MANOP Care Home Reprovision	978	900	(78)	0	(78)
MANOP Non-HRA Extra Care Schemes	5,100	1,600	(3,500)	0	(3,500)
NHS Campus Closure	0	0	0	0	0
Old People's Homes	0	0	0	0	0
Renewal Assistance	300	300	0	0	0
Total	8,998	5,374	(3,624)	46	(3,578)
% of Budget		59.7%			

3. MANOP HRA Non Care Schemes

The MANOP Care Home Reprovision is ongoing with major capital works/upgrades being progressed in respect of the In House Care Homes. It is anticipated that the bulk of the spend will be in future years. The budget for this needs reprofiling in the next Capital Programme.

4. Review of Accommodation/Day Support

The Review of Accommodation (including Day Centre provision, Linsell House and Digitisation) is linked to the Transformation Programme where potential (suitable) alternatives to the existing provision are being trialled with the use of alternative sites and/or use of Community Hubs to be assessed and reported to Executive before progressing to consultation and eventual implementation. No significant outcomes are expected in 2018/19.

5. Disabled Facility Grants

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.

The table below provides details of adaptations for Q1 2018/19 compared to last year.

Type of adaptation	Q1 2017/18	Q1 2018/19
Level access shower/wet room	12	21
Straight stair lift	2	5
Curved stair lift	6	3
Toilet alterations	8	4
Access ramps	4	3
Dropped kerb and hard standing	0	1
Wheelchair/step lift	0	0
Through floor lift	2	0
Major extension	0	0
Kitchen alterations	1	0
Access alterations (doors etc)	7	7
Heating improvements	1	2
Garage conversions/minor additions	1	1
Safety repairs/improvements	0	1
Other	7	4
Total	51	52

Children's Services

6. The directorate forecast outturn is above gross budget by £2.1M, and on net budget.
7. The tables below highlight the areas of spend:

Children's Services Full Year Gross Budget and Forecast					
Scheme Categories	Gross Budget	Gross Forecast	Variance	Deferred Spend	Over / (Under) spend
	£k	£k	£k	£k	£k
2 year old entitlement grant	0	0	0	0	0
Children's Home and Assessment Centre	500	500	0	0	0
LPSA & LAA Grant	0	0	0	0	0
New School Places	4,034	6,132	2,098	0	2,098
Schools Access Initiative	200	200	0	0	0
Schools Devolved Formula Capital	450	450	0	0	0
SEND 1&2	541	541	0	0	0
Temporary Accomodation	705	705	0	0	0
Total	6,430	8,528	2,098	0	2,098

% of Budget

132.6%

Children's Services Full Year Net Budget and Forecast					
Scheme Categories	Net Budget	Net Forecast	Variance	Deferred Spend	Over / (Under) spend
	£k	£k	£k	£k	£k
2 year old entitlement grant	0	0	0	0	0
Children's Home and Assessment Centre	500	500	0	0	0
LPSA & LAA Grant	0	0	0	0	0
New School Places	0	0	0	0	0
Schools Access Initiative	200	200	0	0	0
Schools Devolved Formula Capital	0	0	0	0	0
SEND 1&2	1	1	0	0	0
Temporary Accomodation	705	705	0	0	0
Total	1,406	1,406	0	0	0

% of Budget

100.0%

8. New Schools Places

This 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, Council borrowings and capital receipts. 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.

9. Schools Access Initiative

Central Bedfordshire Council provides capital funding to enable pupils with disabilities access to mainstream education. All Central Bedfordshire maintained schools (except for Voluntary Aided Schools and Academies who access funding through an alternative mechanism) can apply for funding on an application basis. In exceptional circumstances where an Education, Health and Care Plan has named an academy or Voluntary Aided school an application may be considered. The application must be based on the specific needs of a child who has been, or is due to be, admitted to that school. Applications are assessed by a Panel, comprising of Council officers and representatives from Central Bedfordshire Special and Maintained Schools, who sit in April and October of each financial year. Funding is awarded on a priority basis, as identified in the Council's Accessibility Strategy.

10. The budget allocation for 2018/19 is £0.200M and is forecast to be fully utilised. Demand has been high again this year and much of the funding (£0.162M) was allocated at the first Panel meeting held on 26 April 2018. The Leighton Middle and Moggerhanger Lower projects were deferred from the 2017/18 Programme and the Thomas Johnson Lower School project was approved in principle at the April Panel. These schools have commissioned the Council's Assets Team to deliver the projects and the projects at Leighton Middle and Thomas Johnson Lower cannot progress until confirmed costs are provided.

11. School Devolved Formula Capital

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 2018/19 is £0.450M. The forecast outturn for 2018/19 is on budget, wholly funded by grants.

12. Temporary Accommodation

The primary purpose of the Council's temporary accommodation programme is to meet either short term needs at schools where there is a small, or temporary rise in numbers which cannot be physically accommodated through alternative means, but for which an alternative funding stream, e.g. S106 capital investment/Basic Need grant is unavailable and/or where this results in the need for organisational changes in structure to meet Key Stage 1 class size legislation.

13. The secondary purpose of the programme is to replace temporary accommodation, which is reaching the end of its design life, with permanent build to meet a permanent need for places. The capital budget allocation for 2018/19 is £0.400M, plus slippage of £0.305M which is forecast to be fully utilised on the replacement of temporary accommodation which has reached the end of its design life with permanent build. Priority projects have been identified based on condition survey data and school site visits.

Community Services

14. The directorate outturn is below budget by £25.8M (gross) and below budget by £17.7M (net).
15. The table below highlights the areas of spend:

Community Services Full Year Gross Budget and Forecast					
Scheme Categories	Gross Budget	Gross Forecast	Variance	Deferred Spend	Over / (Under) spend
	£k	£k	£k	£k	£k
Major projects	65,643	42,159	(23,484)	23,708	224
Minor projects	14,861	12,403	(2,458)	2,336	(122)
Rolling programme - Assets	5,391	5,391	0	0	0
Rolling programme - IT	1,500	1,500	0	0	0
Rolling programme - Highways	15,716	15,816	100	0	100
Rolling programme - Other	680	723	43	0	43
Total	103,791	77,992	(25,799)	26,044	245
% of Budget		75.1%			

Community Services Full Year Net Budget and Forecast					
Scheme Categories	Net Budget	Net Forecast	Variance	Deferred Spend	Over / (Under) spend
	£k	£k	£k	£k	£k
Major projects	45,554	30,203	(15,351)	15,575	224
Minor projects	11,599	9,216	(2,383)	1,875	(508)
Rolling programme - Assets	3,391	3,391	0	0	0
Rolling programme - IT	1,500	1,500	0	0	0
Rolling programme - Highways	8,670	8,670	0	0	0
Rolling programme - Other	665	665	0	0	0
Total	71,379	53,645	(17,734)	17,450	(284)
% of Budget		75.2%			

16. Major Projects

This programme provides capital investment to a number of major schemes delivering benefits to the community. The overall net budget is £45.6M and the current forecast is £30.2M. There is variance of £15.4M as detailed below.

- Health Care Hub is to provide an integrated medical service. The project is at the feasibility stage which will continue until March 2019. The current forecast is £0.2M and the remaining £3.0M of the £3.2M budget will be spent in 19/20 to complete the construction.
- Stratton 5a is to construct a unit for rental to increase revenue income. Feasibility has been completed and next stage is to get approval to award the contract to proceed to concept design. The current forecast is £3.3M and the remaining £1.5M of the £4.8M budget will be spent in 2019/20 to complete the build.
- The construction of a new crematorium. – which now excludes Mortuary. The feasibility is complete and the next stage is to gain planning approval which includes design work which will incur costs of £0.47M in 2018/19. The remaining £2.5M will be spent in 2019/20, along with the 2019/20 budget for build costs.
- There is a plan to either refurb or dispose of the Westbury Units. The net budget is £0.8M and this has been slipped to next year. A report will be going to the Exec in December 2018 for a decision.
- The major scheme of widening of the A421-M1 at junction 13. Preliminary works and planning have commenced and £7.0M is forecast to be spent in 2018/19, all of which is externally funded. The remaining £8.0M gross expenditure budget will be spent in 2019/20 in accordance with project plan.
- There is a forecast overspend of £0.2M for completion of the Highways depot south - this is for completion of work to Thorn Road and corrals and signage to the bridleway
- There is slippage of £7.6M for the Waste Fleet where the contract start date has been deferred to 2019/20 which means that it isn't appropriate to purchase so far in advance.

17. Minor projects

This programme provides capital investment for a number of minor schemes including the A5 residual works, Footway Improvements, Schools Compliance works, Enhancement and Preparation for Disposal, Carparks and Highways Surface Dressing programme. There is slippage of £1.9M of the £11.6M budget and main variances as detailed below.

- The carpark project is in the feasibility stage and the design element has been slipped to next year £1.1M
- Slippage for the CCTV programme £0.6M
- Energy Efficiency project has been slipped due to lack of resources £0.050M
- Sundon Landfill slipped £0.050M

18. Rolling Programme

There are ongoing annual programmes that deliver benefits in assets, IT and highways. The forecast is as per the overall net budget of £14.2M.

19. Major Projects

- A421
Land deals are being concluded to facilitate the carriageway widening and utility diversion works are being planned. Final discussions taking with preferred contactor.
- Crematorium
Work is progressing with planning application process.
- Depot north
Phase 1 of the project, the road, is nearing completion. Work on the site is progressing well and it is hoped to be operational ahead of programme
- Library and Leisure Centre Renewal Dunstable
Rendering works in the pool area is complete. Work is progressing on electrical and ventilation work above both pools and on external and internal brickwork. Work has commenced on curtain walling and soffit works. The project is on track for opening in winter 2018.

20. Minor Projects

- Houghton Hall Park
Minor works to the visitor centre and play area have been completed. The visitor centre won the regional LABC award for best commercial project and will go forward to the LABC finals in November.
- Sundon
Work on final landscaping is progressing and tender for internal fencing is due to be awarded shortly and both elements are due for completion this financial year. Engagement with Parish Councils and Greensands Trust continue.

21. Rolling Programme Assets

- Work has been completed on roofing works at Ashton Square and 12 farms, upgrading fire doors at Watling house and Leighton Buzzard library and electrical works at Sandy Upper School.

22. Rolling Programme Highways

- Schemes completed on the highways includes 2 major schemes, 5 carriageway resurfacing, 16 footway resurfacing, 12 pre patching, 6 flooding and drainage, 1 bridge, 16 lighting columns replaced and 2 integrated schemes. The tree backlog scheme is progressing with requests for work on over 1,500 trees raised in 2018/19.

23. Rolling Programme Other

- Purchase of 637 bins of 3 different sizes, 30 dog waste bins and 60 street litter bins.
- Fencing work completed at Campton Wood.

Regeneration and Business Support

24. The Regeneration and Business Support annual gross expenditure budget approved by Council for 2018/19 is £2.553M, a net expenditure budget for the Council of £1.029M. Slippage from 2017/18 revises the gross expenditure budget to £15.954M and net £7.445M.
25. The June forecast position for 2018/19 is £1M over net budget and relates to the need to bring forward funding from 2019/20 for the M1/A6.
26. The tables below highlights the areas of spend:

Regeneration & Business Full Year Gross Budget and Forecast					
Scheme Categories	Gross Budget	Gross Forecast	Variance	Deferred Spend	Over / (Under) spend
	£k	£k	£k	£k	£k
Strategic Infrastructure	6,959	6,635	(324)	0	(324)
Other	8,995	8,978	(17)	0	(17)
Total	15,954	15,613	(341)	0	(341)
% of Budget			97.9%		

Regeneration & Business Full Year Net Budget and Forecast					
Scheme Categories	Net Budget	Net Forecast	Variance	Deferred Spend	Over / (Under) spend
	£k	£k	£k	£k	£k
Strategic Infrastructure	2,833	3,833	1,000	(1,000)	0
Other	4,612	4,612	0	0	0
Total	7,445	8,445	1,000	(1,000)	0
% of Budget			113.4%		

27. **Strategic Infrastructure**

28. **East West Rail**

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 Ridgemont. 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.

Budget £0.527M Gross Expenditure

29. **Dunstable High Street / Regeneration**

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, with work due to be carried out between August and November 2018. External funding will be secured for phase 2.

Budget £1.369M Gross Expenditure with External Funding £1.269M

30. **M1 - A6**

The scheme comprises the provision of a new 4.4km dual and 2-lane carriageway link road 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, we currently 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.
- The issue of an overage charge from Network Rail also needs to be concluded to assess the financial impact.

The Department for Transport has granted £1M upfront development funding from the £32.75M.

Budget £2.707M Gross Expenditure with External Funding £2.707M.

Forecast reduction in Expenditure £2.3M with External Funding £1.3M, need to bring forward £1M of the 2019/20 planned council contribution.

31. Leighton Buzzard and Biggleswade Transport Interchange

The scheme is to remodel the Leighton Buzzard Station forecourt to provide an enhanced bus-rail interchange. Discussions are to be held with Network Rail and West Midland Trains on the outline proposal.

The Biggleswade Station scheme is to deliver a bus interchange. The original Business Case will be reviewed in response to renewed interest from Network Rail.

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.

Budget £0.177M Gross Expenditure - Leighton Buzzard
Budget £0.262M Gross Expenditure – Biggleswade

32. Other

33. Broadband

OpenReach has, for the first time in 5 years, failed to meet its contractual quarterly target for the broadband project. Delivery targets are predicated on a service being available and ready for order. This quarter, OpenReach have failed to deliver 2,075 of the anticipated premises. Although around 660 of those premises are 'build complete' but were not finally commissioned and live in time for quarter-end. It must be noted that the Central Superfast Project has also been awaiting, for several months, a Change Impact Assessment from OpenReach in respect of 7 separate change requests. A number of these change requests have been raised with a view to descoping structures, *and therefore premises*, out of the contract, due to either duplication or alternative commercial investment.

The number of descoped premises is currently believed to be in the order of around 800 premises, final numbers are due to be confirmed mid-July. A remedial plan is also due to be supplied by 10th July, which will outline OpenReach's approach to recovering and delivering the shortfall from Quarter 1 as well as how they intend to see us through the last 6 months of the project and contract closure at the end of December 2018.

Take up of broadband services continues to be considered as best in class, at 56%. Having secured an additional £3.48M external funding from SEMELP and BDUK, the third procurement round was launched. The third contract was awarded to BT and signed on 25th May 2018. Discussions are ongoing to finalise the deployment plans. It is anticipated that these details will be finalised at the end of the Summer.

Budget £6.123M Gross Expenditure with External Funding £4.172M

34. Market Towns Programme

The Market Towns Programme is made up of two funding streams the Market Town Regeneration Fund (MTRF), which works directly with town Councils to delivery improvements to their town Centres and the High Street Improvement Scheme (HSIS), which provides 60% grant funding for improvement to shop fronts.

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 with phase 1 works (Dunstable and Leighton Buzzard) currently well underway. All works should be completed by November 2018.

The MTRF Board continues to meet quarterly to review progress.

Budget £2.669M Gross Expenditure with External Funding £0.194M

35. Flitwick Redevelopment

The Flitwick Interchange/ station redevelopment project is moving forward, with the 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.

Budget £1.653M Gross Expenditure with External Funding £0.150M

36. European Regional Development Fund

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 Small and Medium Enterprises by providing support to purchase capital equipment.

Forecast spend for 2018/19 £0.076M fully funded by grant

Central Bedfordshire Council

EXECUTIVE

7 August 2018

June (Quarter 1) Housing Revenue Account Budget Monitoring

Report of: Cllr Richard Wenham, Deputy Leader and Executive Member for Corporate Resources (richard.wenham@centralbedfordshire.gov.uk) and Cllr Carole Hegley, Executive Member for Adults, Social Care and Housing Operations (carole.hegley@centralbedfordshire.gov.uk)

Advising Officers: Julie Ogley, Director of Social Care, Health and Housing (julie.ogley@centralbedfordshire.gov.uk) and Charles Warboys, Director of Resources and s151 Officer (charles.warboys@centralbedfordshire.gov.uk)

This report relates to a Non Key Decision

Purpose of this report

1. The report provides information on the 2018/19 Housing Revenue Account (HRA) projected outturn revenue and capital position as at June 2018.

RECOMMENDATIONS

The Executive is asked to note and approve

1. that the Revenue forecast position is to achieve a balanced budget with a contribution to HRA Reserves of £6.493M, thus strengthening the Council's ability to invest and improve its stock of Council Houses;
2. that the Capital forecast position indicates a net outturn on budget of £25.130M; and
3. that Right to Buy (RtB) sales will be monitored for the possible impact on predicted surpluses in the medium to longer term.

Issues

2. The **revenue** forecast position as at the end of June 2018 projects a year end surplus of £6.493M compared to a budgeted surplus of £6.501M, a decrease of £0.008M. This is presented as a nil variance after movements to reserves.
3. The forecast position for the HRA **capital** programme indicates net outturn on budget of £25.130M; this includes deferred works of £4.944M from 2017/18.

4. The 2018/19 budget for the HRA anticipates a contribution to the Independent Living Development Reserve (ILDR) of £1.156M and a contribution to the Strategic Reserve of £5.345M. The year end forecast currently suggests a contribution to Reserves of £6.493, comprising £1.156M to the ILDR, £5.267M to the Strategic Reserve and £0.070M to the Life Cycle Reserve. This equates to a predicted total Reserve balance of £22.337M.

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 2018/19 budgets and each Directorate was advised of significant equality implications relating to their budget proposals.

Conclusion and next Steps

9. The report presents the 2018/19 HRA financial position as at the end of June 2018. It sets out spend to date against the profiled revenue and capital budgets, the forecast financial outturn, and provides explanations for any variations. This report enables the Executive to consider the overall financial position of the HRA.

Appendices

Appendix A – Housing Revenue Account Detailed Commentary

APPENDIX A

HRA REVENUE ACCOUNT (HRA)

1. The HRA annual expenditure budget is £22.168M and income budget is £28.669M, which allows a contribution of £6.501M to reserves to present a net budget of zero.
2. A subjective breakdown of the provisional outturn position is shown in **Table 1** below.

	2018/19 Budget	Budget YTD	Actual YTD	Variance YTD	Full Year Forecast	Variance Full Year Forecast to Budget
	£m	£m	£m	£m	£m	£m
Total Income	(28.669)	(7.185)	(7.046)	0.139	(28.564)	0.104
Housing Operations	8.647	2.180	1.993	(0.187)	8.608	(0.039)
Financial Inclusion	0.543	0.136	0.101	(0.035)	0.508	(0.035)
Housing Investment	0.094	0.024	0.035	0.007	0.072	(0.022)
Corporate Resources	2.008	0.502	0.502	0.000	2.008	-
Maintenance	5.047	1.262	1.268	0.006	5.047	-
Debt related costs	0.103	0.026	0.026	-	0.103	-
Direct Revenue Financing	3.154	0.788	0.788	-	3.154	-
Efficiency Programme	(1.681)	(0.420)	(0.420)	-	(1.681)	-
Interest repayment	4.053	1.013	1.013	-	4.053	-
Principal repayment	0.200	0.050	-	(0.050)	0.200	-
TOTAL Expenditure	22.168	5.560	5.301	(0.259)	22.072	(0.096)
Surplus	(6.501)	(1.625)	^(1.746)	(0.121)	(6.493)	0.008
Contribution to / (from) reserve (at year end)	6.501	1.625	^1.746	0.121	6.493	(0.008)
Net Expenditure	-	-	-	-	-	-
^ Included for balancing and illustrative purposes only						

3. The year to date variances across the HRA show an favourable variance of £0.121M, whilst the full year forecast shows a slight adverse variance of £0.008M, resulting in a full year surplus of £6.493M.

4. The full year forecast variance is showing a favourable variance of £0.096M on expenditure which is a result of vacant posts identified in the Medium Term Financial Plan (MTFP) that have not been filled.
5. The full year forecast variance is showing an adverse variance of £0.104M on income which is a result of reduced rental income due to delays in occupying Franklin House and other properties recently acquired for use as Transitional Accommodation (TA).

HRA CAPITAL PROGRAMME

6. The HRA Capital budget is £25.13M which includes slippage from 2017/18 of £5.499M. Across the HRA Capital Programme there is a year to date adverse variance of £0.655M due to expenditure being ahead of profile for New Build & Acquisitions with 9 purchases to date.
7. The full year forecast within Stock Protection is on budget at £5.938M. Projects relating to Future Investment are also forecast to outturn in line with budget at £19.192M.
8. 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 3.

Table 2

	Budget 2018/19	Full Year Forecast	Variance	Monthly Budget Monitoring June 2018		
				Profiled YTD	Actual YTD	Variance
Stock Protection	£'000	£'000	£'000	£'000	£'000	£'000
General Enhancements	107	107	0	5	5	0
Fire Safety & Alarm Systems	108	108	0	5	4	(1)
Garage Refurbishment	115	115	0	6	5	(1)
Paths & Fences Siteworks	112	112	0	32	32	0
Estate & Green Space Improvements	361	361	0	18	16	(2)
Energy Conservation	459	459	0	0	0	0
Roof Replacement	566	566	0	15	13	(2)
Assisted Living Technology	51	51	0	12	11	(1)
Central Heating Installation	724	724	0	39	47	8
Rewiring	240	240	0	48	47	(1)
Kitchens and Bathrooms	882	800	(82)	36	35	(1)
Central Heating communal	28	250	222	3	3	0
Door Replacement	296	296	0	49	54	5
Structural Repairs	204	204	0	59	67	8
Aids and Adaptations	434	434	0	32	14	(18)
Drainage and Water Supply	39	39	0	4	4	0
Capitalised Salaries	420	380	(40)	105	79	(26)
Asbestos Management	245	245	0	70	86	16
Parking Schemes	50	25	(25)	0	0	0
Investment Panel Programme	50	50	0	0	0	0
Communal/PIR Lighting	0	0	0	0	0	0
Targeted Door Replacement	6	2	(4)	2	1	(1)
Sheltered Housing Refurbishment	300	270	(30)	13	12	(1)
New Windows	141	100	(41)	5	5	0
Sub Total	5,938	5,938	0	558	540	(18)
Future Investment						
Stock Remodelling	985	985	0	0	0	0
Houghton Regis Central	2,588	2,588	0	50	51	1
Site Development	422	422	0	0	1	1
Garage Site Development	260	260	0	0	12	12
Croft Green	638	638	0	0	1	1
New Build & Acquisitions	11,813	11,813	0	2,952	3,608	656
Crescent Court	297	297	0	0	0	0
The Brook Houghton Regis	1,547	1,547	0	0	2	2
Potton Road Wrestlingworth	642	642	0	0	0	0
Sub Total	19,192	19,192	0	3,002	3,675	673
TOTAL HRA	25,130	25,130	0	3,560	4,215	655

Table 3

Proposed Funding of HRA Capital Programme	
Source	£'000
Revenue Contributions	3,154
Useable Capital Receipts	10,000
Independent Living Development Reserve	2,588
Strategic Reserve	9,388
Total	25,130

STOCK PROTECTION

9. At this early stage in the year it is anticipated that Stock Protection will outturn on budget at £5.938M.
10. There are a number of minor year to date variances across Stock Protection due to expenditure being either marginally behind or ahead of profile on various projects, resulting in an overall favourable variance of £0.018M.

FUTURE INVESTMENT

11. It is also anticipated that Future Investment will outturn on budget at £19.192M. Future Investment has an overall adverse year to date variance of £0.673M which is predominantly a result of expenditure being ahead of profile for the New Build and Acquisitions programme with 9 purchases to date. Of the 9 purchases in the current year, 1 is a former hotel which will quickly be converted into a 17 unit homeless hostel. Another is a site comprising 8 one bed flats, which requires only limited refurbishment. Both these schemes will be used to supply TA and therefore reduce cost to the Council's General Fund (GF).
12. 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.

13. The scheme received planning consent in November 2016. Subsequent evaluation of the scheme cost suggested that in its original design it would exceed the approved budget envelope, therefore a limited value engineering exercise has been undertaken with the target of delivering the project within the overall expenditure budget of £34.848M over the MTFP period. Tenders for the capital construction project are due to be received in early August, with a potential start on site (subject to contract approval by Executive in September) in February 2019.
14. Croft Green is intended to be refurbished to provide seven units (four 1 beds and three 2 beds). The tender documents are being prepared to award the contract for the works in August 2018, and it is expected that the cost will be in line with the budget of £0.638M.
15. The Stock Remodelling 2018/19 programme will fund redevelopment of The Red House, The Birches in Shefford, and Puddlehill (formerly known as the Vicarge) in Houghton Regis. Puddlehill will be extended to provide an additional 8 self contained bedrooms to provide support to 16 to 25 year olds who require supported transitional accommodation. Work on site is forecast to commence in September 2018. The continuing works to The Red House are to ensure this important Grade II listed building is protected.
16. The budget of £11.813M for New Build & Acquisitions will be used to continue the approach of reducing GF expenditure by purchasing properties for use as TA. Principal debt repayment was reprofiled in the HRA Budget approved by Council in February 2018 to allow a budget of £9.965M, which was increased by slippage of £1.848M from the 2017/18 capital programme. In the first quarter a total of £3.608M has been spent, adding 32 units of urgently required new stock (1,2,3 and 4 bed) to the HRA. There are seven further purchases going through legal process with LGSS Law and work is continuing to identify, appraise, survey and offer on suitable properties at pace.
17. 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.

18. 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.
19. As part of this approach Franklin House (the former care home previously known as Greenacre), was transferred from the GF into the HRA in March 2017, and is now fully occupied. 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.
20. As part of the MTFP process it was agreed that a further care home, The Birches in Shefford, will be transferred to the HRA at a value of £1.15M. The Birches is to provide 17 units (comprising of a variety of flats, micro flats and mobility standard units all with shared lounge and kitchen). As this will be an internal transfer it will be funded by Reserves rather than the HRA Capital programme.

HRA EFFICIENCY PROGRAMME

21. 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.
22. The HRA revenue budget for 2018/19 was reduced by £1.681M, as part of the Council's efficiency programme.
23. This year's HRA efficiency target comprised mainly increased growth of rental and service charge income within Homeless Hostel (£1.245M) and increased Supported Housing service charge income (£0.150M). The remaining £0.286M was made up of: savings related to Business Process Review and Management rationalisation, changes to the repairs delivery model and contract management and reduced communications costs resulting from use of new media. The overall efficiency target for 2018/19 is forecast to be fully achieved.

HRA ARREARS

24. Table 4 shows a breakdown of the HRA debt position at June.

<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	0.197	0.147	0.077	0.100	0.000	0.521
Former Tenant	0.010	0.002	0.007	0.005	0.617	0.641
						1.162
<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	0.006	0.000	0.000	0.018	0.008	0.032
Void recoveries	0.000	0.000	0.000	0.000	0.031	0.031
	0.006	0.000	0.000	0.018	0.039	0.063

25. Total tenant debt amounted to £1.162M compared to £1.025M at the end of May 2018. Current Tenant Arrears (CTA) are £0.521M or 1.7% (£0.406M or 1.4% at May) of the annual rent debit of £30.408M, against a target of 1.8%, whilst Former Tenant Arrears (FTA) are at 2.1% with a balance of £0.641M against a target of 1.75% (2% with a balance of £0.619M at May). No tenant debt was written off in Q1 of 2018/19. Housing Benefit payments account for 51.57% of the rent and service charge income received.

26. There is currently £0.063M of non tenant arrears (£0.058M at May), 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

27. 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 June was 80.8% of 323 invoices (92.2% of 385 invoices in May 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.

HRA CAPITAL RECEIPTS

28. 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 £0.081M.
29. Up until the end of June 2018, 15 RtB applications were received with 4 properties being sold, compared to 18 Applications and 6 sales over the same period in 2017/18. It is currently projected that the number of RtB sales will be approximately 25 to 30 for the year, resulting in a residual receipt for the year of circa £3M.
30. The Council has a balance as at quarter 1 of useable capital receipts of £8.507M of which £4.111M 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.
31. 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, £9.604M has been spent on replacement properties up to 30 June 2018. The Council is committed to spend a further £14.651M on replacement properties by 30 June 2021.
32. The HRA's Budget proposals for the period of the Medium Term Financial Plan (MTFP) propose significant investment in new build (in excess of £18.7M by 30 June 2021).
33. 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 30 June 2021, then this would pose a threat to the surpluses predicted both in the medium and longer term.
34. 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.
35. As at 1 April 2018 the balance of HRA Usable Capital receipts was £8.145M. It is anticipated that £3M of RtB receipts will be retained in the current year, to deliver a subtotal of £11.145M. It is proposed to use £10M of usable receipts to part fund the Capital programme, so the balance carried forward is forecast to be £1.145M.

RESERVES

36. The total reserves available as at year end 2017/18 were £28.970M, comprising £2M in HRA Balances, £20.5M in the Independent Living Development Reserve, £6.141M in the Strategic Reserve, £0.129M in the Life Cycle Reserve and £0.200M in the Major Repairs Reserve.
37. A new earmarked Reserve has been created at the end of 2017/18, 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.
38. As part of the MTFP, approval has been granted for the transfer of The Birches in Shefford into the HRA. The building was owned by Assets but has been transferred to the HRA at a cost of £1.15M. This cost will be financed from the Strategic Reserve, so the total contribution from that Reserve will be £10.538M, comprised of £9.388M contribution to the Capital programme and £1.15M to finance the transfer of The Birches from the GF.
39. The current position indicates a year end balance in Reserves of £22.337M. HRA Balances are to remain at a contingency level of £2M, with the Independent Living Development Reserve reducing to £19.068M, the Strategic reserve reducing to £0.870M, the LifeCycle Reserve increasing to £0.199M, and the Major Repairs Reserve (MRR) remaining at £0.200M.
40. In total this equates to a forecast contribution to reserves for the year of £6.493M, offset by spend from reserves of £13.126M to result in a net decrease of £6.633M.
41. 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.

Table 5 – Reserves

Reserves Month: June 2018

Description	Opening Balance 2018/19	Spend against reserves	Release of reserves	Proposed transfer to Reserves	Proposed Closing Balance 2017/18
	£000	£000	£000	£000	£000
HRA Balances	2,000	-	-	-	2,000
Independent Living Development Reserve	20,500	(2,588)	-	1,156	19,068
Strategic Reserve	6,141	(10,538)	-	5,267	870
Life Cycle Reserve	129	-	-	70	199
Major Repairs (HRA)	200	-	-	-	200
	28,970	(13,126)	-	6,493	22,337

Table 6 – Directorate Summary

Month: June 2018	Year to date				Year					
	Director	Budget	Actual	Use of Reserves	Variance	Approved Budget	Provisional Outturn	Variance	Transfers to/(from) reserves	Variance after use of earmarked reserves
	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000
Assistant Director	4,342	4,216	-	(126)	17,367	17,056	(311)	-	(311)	
Housing Operations	(5,670)	(5,815)	-	(145)	(22,679)	(23,281)	(602)	-	(602)	
Repairs and Business Management	1,567	1,545	-	(22)	6,267	6,223	(44)	-	(44)	
Financial Inclusion	(262)	(29)	-	233	(1,049)	(70)	979	-	979	
Housing Investment	24	(19)	-	(43)	94	72	(22)	-	(22)	
Total	0	(102)	0	(102)	0	0	0	0	0	