

Service Schedules – Head of Service Budget 2010/11 and Narratives

Directorate/Service	£m	Narrative
Corporate Management Team	0.311	Responsible for the day-to-day running of the Council. Working closely with members, partners and government bodies to manage the services delivered by the authority.
Business Transformation	8.667	
Policy, Partnerships and Performance	2.120	The Policy, Partnership and Performance area of the Directorate will interpret the policy landscape, enable the development and delivery of the strategic plan for both Central Bedfordshire Council and its public service partners across the area, will ensure the Council has a strong grip on performance management and support the Council in engaging purposefully and effectively with its communities.
Customer Service & Business Transformation (including Revenues & Benefits)	5.649	<p>The Customer Service & Business Transformation area of the Directorate will be one of the first points of contact for customers, via the customer contact functions, use of the registrars, coroners and the revenues and benefits services.</p> <p>The Business Transformation team will drive service transformation across the whole of the authority, making sure that the quality of services provided by Central Beds are improved in the most cost effective manner.</p>
Communications	0.663	The team are to manage and protect the reputation of the council through media relations, internal communications, brand management, marketing and web development.
Children, Families & Learning	39.313	
Policy, Planning and Commissioning	10.102	Policy, Planning and Commissioning supports the Children's Trust planning and decision making structures and is responsible for the development of the Children & Young People's Plan. It leads on developing and implementing the Children's communication strategy. The team has a cross-Directorate responsibility for strategic commissioning and also commissions services to support children and families in need on behalf of Children's Specialist Services. The team supports the development and implementation of all children's services strategies, policies and

		procedures and supports the democratic process. It is also responsible for the provision of Home to School Transport.
Learning & School Support	8.077 excl DSG	The Learning and School Support section of the Children, Families and Learning Directorate has a key role to play in ensuring that children achieve their true potential and have the best possible start in life. The services within this area work closely with schools providing support and challenge to ensure the delivery of quality educational provision. Schools are at the heart of our planning and service delivery and creating a joint sense of high expectation of high achievement. We want schools serving each community to work together in the closest possible way and to be the base for delivering a wide range of services to their communities.
Children's Specialist Services	20.487	Specialist services bring together education and social care professionals to provide services that support children in need, children in need of protection, children in public care and children with disabilities or special educational needs. Children referred to specialist services will, in the main, be those with complex needs requiring Specialist intervention or targeted preventative services.
Integrated Services	7.411	The Service will bring together a range of professionals from a variety of disciplines to deliver early intervention & prevention and targeted youth services to children, young people and families in Central Bedfordshire. It includes a diverse range of services that ensures access to Children's Centre services, supports Private, Voluntary and Independent (PVI) providers of free nursery education, supports schools to meet all the elements of the core offer entitlement of Extended Services and provides core training, continual professional development to Central Bedfordshire's children's workforce.
Leisure & Culture	8.847	The Leisure & Culture service brings together service areas which provide a range of services/activities to the residents of Central Bedfordshire: <i>Adult & Community Learning</i> - providing learning opportunities for adults including vocational skills and leisure and social activities. <i>Libraries</i> - providing 12 libraries, a Community Resource centre, 2 mobile library services and 5 homework centres. <i>Music</i> - providing music opportunities to over 50,000 children and the wider community

Arts Development - including Leighton Buzzard Theatre and the Arts Development service
Countryside Access - the management, promotion and development of over 800 hectares of countryside sites.
Archives SLA
Leisure Centres Management
Sports Development & Positive Activities for Young People
Play & Open Space
Community Grant Scheme
Outdoor Education Service SLA

Corporate Resources 17.535

Audit, Risk and Health & Safety	0.550	Internal Audit Provide assurance to the section 151 Officer that CBC has proper administration of their financial and internal control environment. Risk Management ensure that the systems and mechanisms are in place for CBC to effectively manage its strategic and operational risks, assessing the risks for likelihood and impact, identifying mitigating controls, allocating responsibility for mitigating controls and complying with its corporate risk management strategy.
Financial Services	2.611	The service is responsible for ensuring effective financial control, submission of statutory reports and returns, support to the business in managing its resources and advice and support on procurement.
Human resources & Organisational Development	1.642	Human Resources build people management systems, processes and procedures that are fit for purpose and, most importantly, establish a motivated, high quality, professional team that can carry HR forward in Central Bedfordshire.
Information & Communication Technology	6.476	Manages all aspects of Information and Communications Technology, including support (infrastructure and applications), software and application development, and telephony.
Legal & Democratic Services	2.098	Legal Services support the statutory functions of the Council and provides legal professional advice to Officers and Members. They also support the Monitoring Officer in their role. Local Land Charges support the statutory function to maintain local land charges register and to process searches. Committee Services support the administration of the democratic process. Member Services support all Members, and an Executive Support Team support the Leader, Deputy Leader and Executive Members.

		Electoral Registration Services produce an electoral register and consider electoral arrangements and boundaries.
Property & Asset Management	4.319	Property & Asset Management is responsible for the strategic development of the Central Bedfordshire property portfolio and the delivery of associated professional support services. The Team is also responsible for the management and operation of the corporate buildings.
Social Care, Health & Housing	50.995	
Adult Social Care:	42.277	Provides assessment and care management and purchase of social care for adults and older people, additionally it supports directly managed social care services, for older people, people with a learning disability, physical disability and sensory impairment.
Business and Performance	1.322	Business and Performance coordinates the directorates housing and social care performance management and business support systems.
Commissioning	5.357	Co-ordinates joint commissioning strategies, provides analysis of market needs, implementation of personalisation of social care and working with external partners and contracts.
Housing	1.949	Provides a housing management service maintaining social housing to decent home standards. Providing private sector housing enforcement and improvement with housing options and choice based lettings.
Sustainable Communities	39.858	
Strategic Planning	2.873	The Strategic Planning, Housing Strategy and Transportation division is responsible for influencing the development of the national and regional strategy and for the production of those strategies specific to Central Bedfordshire.
Waste	17.457	This division will work to deliver a sustainable waste management system, which minimises waste generation and the use of landfill, whilst maximising the re-use, recycling and composting of waste. We will maintain high standards of cleanliness, and provide an effective response to incidents of fly tipping, littering and graffiti.
Highways	11.719	This division's prime purpose is to enable delivery of a wider range of sustainable travel options and increased capacity to support the growth of the District. The role of the division extends from

		the strategic to the operational. With significant cross boundary working to improve transportation routes and deliver major schemes through to maintenance of highways and pavements.
Economic Growth	1.320	This division will work to ensure that the area is prosperous with a range of job opportunities and skills training to support the growing population as a significant contribution to the corporate priority of “managing growth effectively”. Thorough Economic Assessment, a strong evidence base and analysis of the District will be used to inform the Sustainable Community Strategy and secure government funding and inward investment.
Development Management	2.281	This division is concerned with managing the delivery of development in Central Bedfordshire in accordance with the strategic vision set out in the Local Development Framework Core Strategies as they replace existing local plans. This is achieved through consideration and determination of all types of planning and related applications. Defending the decisions of the authority on appeal and enforcement of planning controls.
Community Safety	2.916	The prime responsibility of this division is to work towards the achievement of cohesive, strong and safe communities, thereby enhancing the attractiveness of the area to people and businesses. It also will strive to provide a regulatory environment that is supportive to business growth whilst protecting public health and consumers. In terms of the Council’s priorities, this division takes the corporate lead for priority “creating safer communities”.
Central Budgets	17.535	This area covers the costs of External Audit fees, centrally provides for Council’s insurance costs, includes an amount for education pension costs, member expenses, debt liabilities (interest and repayment) and investment income.