

## **Finance and Property Committee**

**Monday, 17 December 2012 at 10:30**

**County Hall, County Hall, West Bridgford, Nottingham NG2 7QP**

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### **AGENDA**

- |    |  |         |
|----|--|---------|
| 1  | Minutes of the last meeting held on 12 November 2012   | 5 - 10  |
| 2  | Apologies for Absence  |         |
| 3  | Declarations of Interests by Members and Officers:- (see note below)<br>(a) Disclosable Pecuniary Interests<br>(b) Private Interests (pecuniary and non-pecuniary) |         |
| 4  | Financial Monitoring Report 2012-13  | 11 - 24 |
| 5  | Council Tax Leaflet - Presentation by Paul Simpson.  |         |
| 6  | Joint Notts Public Sector CIPFA Training Scheme  | 25 - 32 |
| 7  | Asbestos Code of Practice  | 33 - 36 |
| 8  | Decisions Taken Outside the Committee Cycle to October 2012  | 37 - 44 |
| 9a | Latest Estimated Cost - Heymann Primary School   | 45 - 48 |
| 9b | Latest Estimated Cost - Schools Basic Need Programme 2013  | 49 - 56 |
| 9c | Latest Estimated Cost - Archive Building   | 57 - 62 |

10a	Land to the West of Church Street, Eastwood	63 - 66
10b	Land between West Carr Road and Ordsall Road, Retford	67 - 70
10c	Commercial/Employment Site, Top Wighay Farm, Annesley Road Hucknall	71 - 78
10d	Gilstrap Centre, Castle Gate, Newark - Proposed Lease in	79 - 84
10e	Mansfield Bus Station - Retail Unit 1	85 - 88
10f	Mansfield Bus Station - Retail Unit 2	89 - 90
10g	Bowbridge Primary School, Newark - Conversion to Academy	91 - 96
11	Work Programme	97 - 100
12	Exclusion of the Public	

The Committee will be invited to resolve:-

“That the public be excluded for the remainder of the meeting on the grounds that the discussions are likely to involve disclosure of exempt information described in paragraph 3 of the Local Government (Access to Information) (Variation) Order 2006 and the public interest in maintaining the exemption outweighs the public interest in disclosing the information.”

### **Note**

If this is agreed, the public will have to leave the meeting during consideration of the following items.

### **EXEMPT INFORMATION ITEMS**

### 13 Exempt Appendices to Property Transaction Reports

- (a) Land to the west of Church Street, Eastwood
- (b) Land between West Carr Road and Ordsall Road, Retford
- (c) Disposal of 3.6ha Commercial Development Site, Top Wighay Farm, Annesley Road, Hucknall
- (d) Gilstrap Centre, Castle Gate, Newark - Proposed Lease in
- (e) Mansfield Bus Station - Retail Unit 1
- (f) Mansfield Bus Station - Retail Unit 2

### **Notes**

- (1) Councillors are advised to contact their Research Officer for details of any Group Meetings which are planned for this meeting.
- (2) Members of the public wishing to inspect "Background Papers" referred to in the reports on the agenda or Schedule 12A of the Local Government Act should contact:-

Customer Services Centre 0300 500 80 80

- (3) Reports in colour can be viewed on and downloaded from the County Council's website ([www.nottinghamshire.gov.uk](http://www.nottinghamshire.gov.uk)), and may be displayed at the meeting.
- (4) Persons making a declaration of interest should have regard to the Code of Conduct and the Council's Procedure Rules. Those declaring must indicate the nature of their interest and the reasons for the declaration.

Councillors or Officers requiring clarification on whether to make a declaration of interest are invited to contact Paul Davies (Tel. 0115 977 3299) or a colleague in Democratic Services prior to the meeting.

- (5) Councillors are reminded that Committee and Sub-Committee papers, with the exception of those which contain Exempt or Confidential Information, may be recycled.



## minutes

Meeting	FINANCE AND PROPERTY COMMITTEE
Date	12 November 2012 (commencing at 10.30 am)

### **Membership**

Persons absent are marked with `A`

### **COUNCILLORS**

Reg Adair (Chairman)  
Eric Kerry (Vice-Chairman)  
Chris Barnfather  
Steve Carroll  
John Clarke  
Kay Cutts  
Stephen Garner  
Darrell Pulk  
Ken Rigby  
Mel Shepherd  
Martin Suthers

### **OFFICERS IN ATTENDANCE**

Ian Brearley, Estates Specialist  
Paul Davies, Democratic Services Officer  
David Ebbage, Liberal Democrat Administrator/Researcher  
Tim Gregory, Corporate Director, Environment and Resources  
Jas Hundal, Service Director, Transport, Property and Environment  
Ivor Nicholson, Service Director, ICT  
Paul Simpson, Service Director, Finance and Procurement  
Nigel Stevenson, Group Manager, Financial Strategy and Compliance  
Michelle Welsh, Labour Group Research Officer

### **PRESENTATION - CIVIC BUILDING OF THE YEAR 2012**

The Chairman presented a certificate to Simon Hurt, Jarrod Tandy, Stuart Risk and Giri Kanagasabai in recognition the County Council being awarded Civic Building of the Year 2012 for myplace@Westfield Folkhouse by the Society of Chief Architects of Local Authorities (SCALA).

### **MINUTES**

The minutes of the last meeting held on 15 October 2012 were confirmed and signed by the Chair.

### **DECLARATIONS OF INTEREST**

There were no declarations of interest.

## **INITIAL COUNTY COUNCIL BUDGET AND CAPITAL PROGRAMME PROPOSALS 2013/14 TO 2016/17**

Paul Simpson introduced the report. He added that the County Council and the seven district councils had recently agreed to pool the repatriated National Non-Domestic Rate. He also pointed out that the Government was expected to announce the Local Government Financial Settlement no earlier than 20 December 2012. He would update the committee in the New Year.

### **RESOLVED: 2012/069**

That the budget proposals and Council Tax implications set out in the report be issued for consultation, with a consultation deadline of 25 January 2013.

## **FINANCIAL MONITORING REPORT**

### **RESOLVED: 2012/070**

- (1) That the current position regarding the monitoring of revenue expenditure be noted;
- (2) That the use of contingency for the Olympic and Paralympic Legacy Fund as approved by Policy Committee on 17 October 2012 be noted;
- (3) That the recent performance of the Procurement Team be noted;
- (4) That the current position regarding the monitoring of capital expenditure be noted;
- (5) That it be noted that the level of borrowing is expected to remain within the Council's prudential limits.

## **ICT PROGRAMMES AND PERFORMANCE UPDATE 2012/13**

### **RESOLVED: 2012/071**

That the progress against the key programme and performance measures for ICT Services be noted.

## **PROPERTY SERVICES PERFORMANCE 2012/13**

In response to a request from members, it was agreed to provide details of the County Council's property holdings to a members.

### **RESOLVED 2012/072**

That the report be noted, and details of the County Council's property holdings be provided to members.

## **PROPERTY TRANSACTIONS**

### **DISPOSAL OF FORMER CLARBOROUGH PRIMARY SCHOOL**

#### **RESOLVED: 2012/073**

- (1) That the sale by auction of the former Clarbrough Primary School, Church Lane, Clarbrough be approved;
- (2) That Savills be appointed as auctioneers;
- (3) That the Service Director, Transport, Property and Environment be authorised, in consultation with the Chairman of the Committee (or Vice-Chairman in his absence) and also in consultation with the auctioneers shortly prior to the auction date, to set the reserve price.

### **DISPOSAL OF ADVANCE FACTORY NO 1, KING'S MILL WAY, MANSFIELD**

#### **RESOLVED: 2012/074**

- (1) That approval be given to the joint disposal by auction with Mansfield District Council of Advance Factory No 1, King's Mill Way, Mansfield, with a 85/15% split of the capital receipt in favour of the County Council;
- (2) That Savills be appointed as auctioneers;
- (3) That the Service Director, Transport, Property and Environment be authorised, in consultation with the Chairman of the Committee (or Vice-Chairman in his absence) and also in consultation with the auctioneers shortly prior to the auction date, to set the reserve price.

### **DISPOSAL OF LAND AT BROOMHILL FARM, NOTTINGHAM ROAD, HUCKNALL**

#### **RESOLVED: 2012/075**

That approval be given to enter into a conditional contract for sale of approximately 12.5 acres at Broomhill Farm, Nottingham Road, Hucknall on terms outlined in the exempt appendix to the report.

### **DISPOSAL OF THE FORMER YOUTH SERVICES OFFICE, MISTERTON**

#### **RESOLVED: 2012/076**

- (1) That approval be given to the disposal by auction of the former Youth Services Office at the Old School House, High Street, Misterton;
- (2) That Mark Jenkinson and Son be appointed as auctioneers;
- (3) That the Service Director, Transport, Property and Environment be authorised, in consultation with the Chairman of the Committee (or

Vice-Chairman in his absence) and also in consultation with the auctioneers shortly prior to the auction date, to set the reserve price.

### **TUXFORD PRIMARY SCHOOL, TUXFORD**

#### **RESOLVED: 2012/077**

- (1) That approval be given to the grant of a 125 year lease on the standard terms set out in the appendix to the report to the Academy Trust for Tuxford Primary School, Newark Road, Tuxford;
- (2) That the Service Director, Transport, Property and Environment be authorised, in consultation with the Chairman of the Committee (or Vice-Chairman in his absence) be authorised to approve the site specific details and specific conditions.

### **CHILDREN'S CENTRES: PRINCIPLE OF OFFERING ALL INCLUSIVE LEASES (FULLY SERVICED PREMISES) TO DAYCARE PROVIDERS**

#### **RESOLVED: 2012/078**

That approval be given to the principle of granting generic all inclusive leases (fully serviced premises) at the rental figure set out in the exempt appendix to the report to all the private daycare providers who occupy space in Children's Centre buildings.

### **COUNCILLORS' DIVISIONAL FUND**

#### **RESOLVED: 2012/079**

- (1) That the arrangements for the Councillors' Divisional Fund be temporarily amended;
- (2) That all applications for Councillors' Divisional Fund be submitted to Democratic Services by 1 March 2013 and that no further applications be accepted after this date until after the May 2013 elections.

### **WORK PROGRAMME**

#### **RESOLVED: 2012/080**

That the work programme be noted.

### **EXCLUSION OF THE PUBLIC**

#### **RESOLVED: 2012/081**

That the public be excluded from the remainder of the meeting on the grounds that discussions are likely to involve the disclosure of exempt information described in paragraph 3 of the Local Government (Access to Information) (Variation) Order 2006 and the public interest in maintaining the exemption outweighs the public interest in disclosing the information.



## **EXEMPT INFORMATION ITEMS**

### **DISPOSAL OF FORMER CLARBOROUGH PRIMARY SCHOOL**

**RESOLVED: 2012/082**

That the information in the exempt appendix be noted.

### **DISPOSAL OF ADVANCE FACTORY NO 1, KING'S MILL WAY, MANSFIELD**

**RESOLVED: 2012/083**

That the information in the exempt appendix be noted.

### **DISPOSAL OF LAND AT BROOMHILL FARM, NOTTINGHAM ROAD, HUCKNALL**

**RESOLVED: 2012/084**

That the information in the exempt appendix be noted.

### **DISPOSAL OF THE FORMER YOUTH SERVICES OFFICE, MISTERTON**

**RESOLVED: 2012/085**

That the information in the exempt appendix be noted.

### **CHILDREN'S CENTRES: PRINCIPLE OF OFFERING ALL INCLUSIVE LEASES (FULLY SERVICED PREMISES) TO DAYCARE PROVIDERS**

**RESOLVED: 2012/086**

That the information in the exempt appendix be noted.

The meeting closed at 11.50 am.

**CHAIRMAN**



## **REPORT OF THE SERVICE DIRECTOR – FINANCE & PROCUREMENT FINANCIAL MONITORING REPORT**

### **Purpose of the Report**

- 1.1 To provide a summary of the financial position of the County Council for the year to date including year-end forecasts.
- 1.2 To note the use of contingency as approved outside of this Committee, and approve the new requests as reported here.
- 1.3 To provide an update on the progress being made by the Procurement team in contributing to the County Councils savings plans.
- 1.4 To note the Capital Programme expenditure and latest forecasts.

### **Information and Advice**

#### **2. Background**

- 2.1 This report is part of the regular financial monitoring reporting cycle and follows the update to Finance and Property Committee in November.

#### **3. Summary Financial Position**

- 3.1 Table 1 sets out the summary revenue position of the County Council.

**Table 1 – Summary Financial Position**

Previously reported Variance	Committee	Annual Budget £'000	Actual to Period 7 £'000	Year-End Forecast £'000	Latest Forecast Variance £'000
9,482	Children & Young People	162,683	58,262	171,731	9,048
2,100	Adult Social Care & Health	194,359	106,435	196,459	2,100
144	Transport & Highways	59,618	26,456	59,023	(595)
594	Environment & Sustainability	26,610	13,625	26,974	364
0	Community Safety	4,177	1,699	4,177	0
235	Culture	12,583	8,275	12,981	398
(88)	Policy	25,923	14,587	26,023	100
379	Finance & Property	27,426	16,378	27,139	(287)
(329)	Personnel	5,581	8,059	5,581	0
0	Economic Development	762	660	762	0
12,517	<b>Net Committee (under)/overspend</b>	519,722	254,436	530,850	11,128
(16,200)	Central items	(22,798)	(23,296)	(37,898)	(15,100)
<b>(3,683)</b>	<b>Forecast prior to use of reserves</b>	<b>496,924</b>	<b>231,140</b>	<b>492,952</b>	<b>(3,972)</b>
(2,602)	Transfer to / (from) reserves	(2,690)	(1,675)	(5,292)	(2,602)
0	Transfer to / (from) General Fund	4,930	0	4,930	0
<b>(6,285)</b>	<b>Net County Council</b>	<b>499,164</b>	<b>229,465</b>	<b>492,590</b>	<b>(6,574)</b>

3.2 The Committees are currently forecasting a net overspend of £11.1m, which is largely attributable to an overspend in Children and Young People (CYP). It is important to stress that the position of CYP is largely offset by a Corporate Contingency of £4m and earmarked reserves of £1m, ie a net Committee overspend of £4m. Based upon the County Council's financial performance in recent years, the level of savings achieved in year is expected to increase. The commentary below provides a further detailed explanation to the major variances.

3.3 After the budgeted contribution to the General Fund of £4.9m, the forecast out-turn position overall for the County Council is a saving of £6.6m. This is an increase in the expected saving of £0.3m since the last monitoring report.

#### **4. Committee and Central Items**

The main variations that have been identified since the start of the financial year are explained below.

##### **Children and Young People (forecast £9m net overspend)**

4.1 This Committee forecast has reduced by £0.4m since last month - the main variance between forecast outturns is within the Early Years and Early Intervention Service where savings are expected due to new commissioning arrangements. As previously reported, an overspend due to non-achievement of the Business Support Services Review (BSSR) business case offsets this making a net minor underspend in Youth Families and Culture. £0.6m has been set aside in a reserve for the BSSR incase it is required at the end of the financial year.

- 4.2 Children's Social Care division is forecasting an overspend of £5m, of which £2.4m is due to the number of external placements which continue to be forecast to increase, in net terms, by an average of 9 children each month until the end of the financial year. In addition, the cost of agency staff is now predicted to overspend by £1.6 million with continuing problems around filling vacancies, particularly in social work teams and the Safeguarding and Independent Review Service. A further £0.9 million overspending is now anticipated on legal fees in the light of the latest activity data.
- 4.3 The overall Committee variance, is largely offset by the £4m of contingency that was set aside at the beginning of the financial year. It is also reduced by the application of a number of earmarked reserves, which were established to meet some of the known pressures. The Corporate outturn has factored in the use of £1m of these reserves. The Corporate Director will continue to review the position and a recommendation as to whether the contingency should be permanently returned to CYP will be made in the new year. However, this will impact on the resources available to the authority over the Medium Term.

#### **Adult Social Care & Health (forecast £2.1m net overspend)**

- 4.4 The estimated forecast is based on expenditure/savings in previous years, proposed savings, commitments and budget pressures.
- 4.5 As previously reported the Think Local, Act Personal programme will result in £2.6m additional expenditure being incurred, but this will be funded by reserves, as shown in the transfer to/from reserves line in Table 1 above and detailed in the reserves section at 4.18.
- 4.6 The remainder forecast, £0.5m underspend, is based on an underspend in Older Adults, offset by several smaller overspends across client contribution income, supported employment income and Integrated Community Equipment Service (ICES).
- 4.7 The Younger Adults Learning Disability budget (£62 million) is being closely monitored as current commitments suggest substantially higher spend than in the previous year.

#### **Transport & Highways (forecast £0.6m net underspend)**

- 4.8 The main variance within this Committee relates to underspends in Highways due to vacant posts creating salary savings, and the receipt of additional Section 38 income.

#### **Finance & Property (forecast £0.3m net underspend)**

- 4.9 The net variance within this Committee comprises small savings across Finance, IT and Property.

#### **Central Items (forecast £15.1m net saving)**

- 4.10 Corporate Budgeting primarily consists of interest and payments on cash balances and borrowing, together with various grants and contingency.
- 4.11 Interest payments are currently forecast to be £4.3m less than the original budget. This is primarily due to slippage on the capital programme in 2011/12 which reduced the need to borrow. In addition, the level of expected cash balances during 2012/13 means that the Council is less likely to need to borrow than had been predicted in the original budget.

- 4.12 As previously reported the Local Services Support Grant (LSSG) allocation is £0.4m less than budgeted. This is partially offset by additional grants, primarily the Community Rights to Challenge grant.
- 4.13 The 2012/13 Contingency budget was originally set at £15.6m, of which, £10.0m has been earmarked for redundancy. In addition, at the start of this financial year, the following departmental transfers to/from the contingency were agreed:
- £8m from ASCHPP into the corporate contingency
  - £4m from CFCS into the corporate contingency
  - £1m from E&R into the corporate contingency
  - £0.75m into T&H from the corporate contingency
  - £3m into Procurement from the corporate contingency
- 4.14 Redundancy payments made in the current financial year to date total £3.8m. A further £6.5m is expected to be paid in the remainder of the year, taking the total forecast, including pension strain, to £10.3m. £5.3m of this will be met by the 2011/12 provision. Of the remaining £5m, £3.7m relates to pension strain costs and £1.3m relates to schools becoming academies. These figures are currently included within the central items in Table 1 and as such are currently forecast to be contained within the current year's budget. This negates the need to utilise the £3.1m Redundancy Reserve which will continue to be earmarked for future years' costs.
- 4.15 A new Section 188 notice was published on 31 October 2012 and the consultation period for this will run to 29 January 2013. Although the related costs are likely to fall in the following financial year, the County Council will have to make a provision in 2012/13 for the expected redundancy costs of 2013/14. The size of the provision is based on the number of posts affected and the average redundancy cost in 2012/13. An initial estimate equates this to £5m and this figure has been included in the current forecast. Should the final figure vary from this, the balance will be met or transferred to the Redundancy Reserve as appropriate.
- 4.16 Since the previous financial monitoring report, two requests for contingency have been approved as follows:
- Staffing to support Economic Growth and Tourism £34,000 in 2012/13, with the full year costs of £138,000 being taken into account in the Medium Term Plan (approved at Policy Committee 14 November 2012).
  - Replacement of the mosaic outside County Hall £30,000 (approved Full Council 1 November 2012). Note, this will be transferred to an earmarked reserve to ensure funding remains available should completion of the scheme fall after the end of the current financial year.
- 4.17 Further requests have been submitted and require approval as follows:
- Care Home refurbishment – an additional £300,000 has been requested, on top of the £600,000 provision made at the end of 2011/12.
  - Retford Day Services £750,000.
  - Continued support for the non-statutory debt recovery project £17,000
- 4.18 Taking these requests into account, the total contingency budget is forecast to be underspent by £11.2m.

## Transfer to/from Reserves (forecast £2.6 net underspend)

- 4.19 As previously reported - an underspend in Adult Social Care & Health Committee will result in £1m reduction in use of reserves – showing against this line as an overspend. Offset against this, is the application of £1m of a number of earmarked reserves in CFCS. In addition, Members have also approved the use of £2.6m of reserves to deliver the Think Local, Act Personal programme. In the first instance, the remaining uncommitted Social Care Grant Reserve of £2.1m will be utilised with the balance being met from other departmental reserves.

## Transfer to/from General Fund (forecast in line with budget)

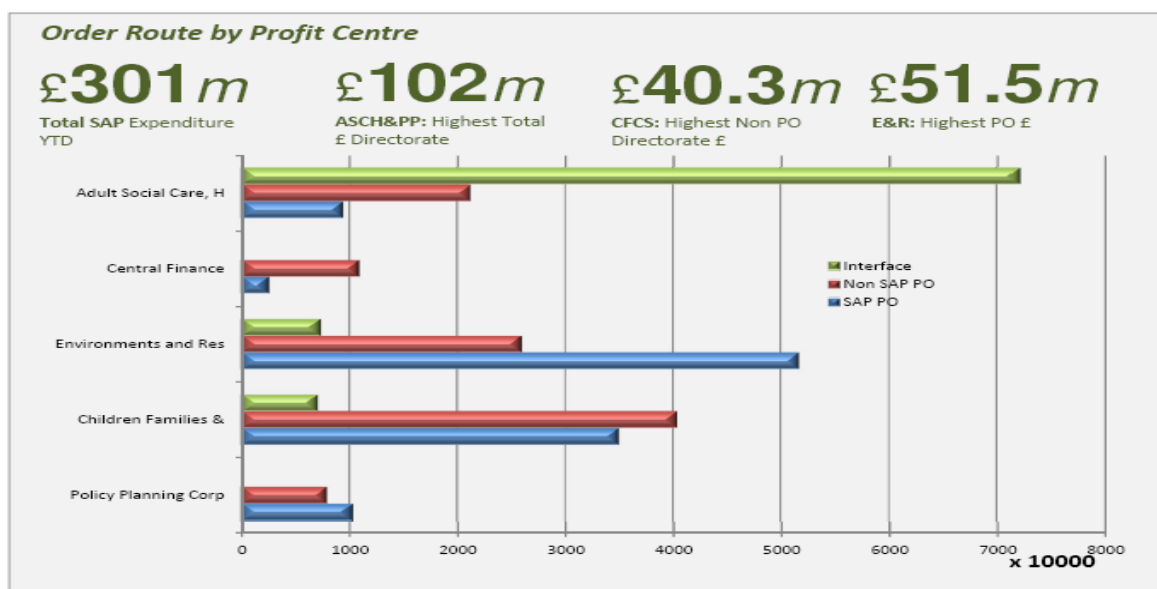
- 4.20 The latest forecast includes the budgeted £4.9m contribution to General Fund balances. Should the forecast underspend occur, a further contribution to General Fund balances will be made.

## 5. Progress with savings and risks to the forecast

- 5.1 The Council is now in its second full year of the savings programme having successfully delivered over £70m in 2011/12. The target for the current financial year is £34.8m. Officers are currently reviewing the deliverability of individual schemes and targets as part of the Medium Term Planning process. Should schemes be identified as at risk, short term delays could be offset by the current year underspend, allowing sufficient time for schemes to be in place, or alternative savings to be identified as permanent base budget reductions. Where alternatives cannot be found, the contingency budget will need to be used. Progress with this exercise will be reported through future budget monitoring reports.

## 6. Procurement Team Performance

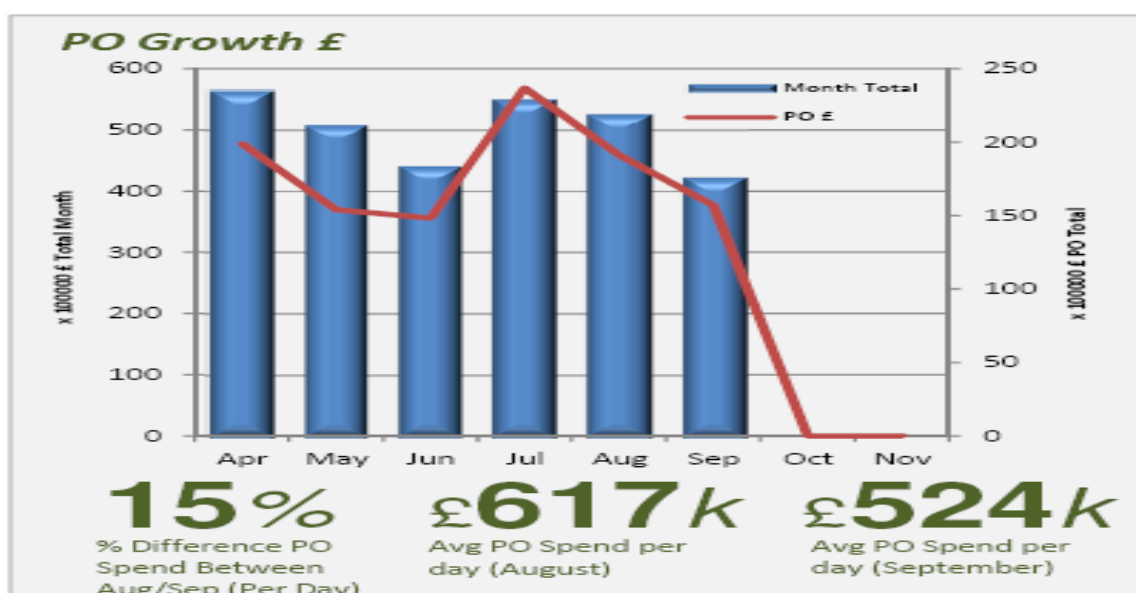
- 6.1 The progress of the new corporate Procurement Team continues to be monitored. The graph below shows the order routes for spend across each of the Council's departments.



- 6.2 The graph shows that up to the end of September 2012, the County Council has spent £301m. Of this total, ASCH&PP account for £102m or 34% of the Council's spend, and of this spend over £70m is processed via legacy interface systems. Legacy interface systems transfer sufficient data to BMS to enable payments to be made, however this limits the quality of the data, for example no commitments are recorded in BMS.

6.3 In contrast, CFCS have the highest value of non-purchase order (Non-PO) spend at £40.3m. Without a purchase order the Council risks using non contracted suppliers, price control is difficult and supplier due diligence is unlikely to be have been carried out potentially resulting in contractual disputes.

6.4 The following graph shows the trend in the number and value of Purchase Orders in BMS since the start of the financial year.



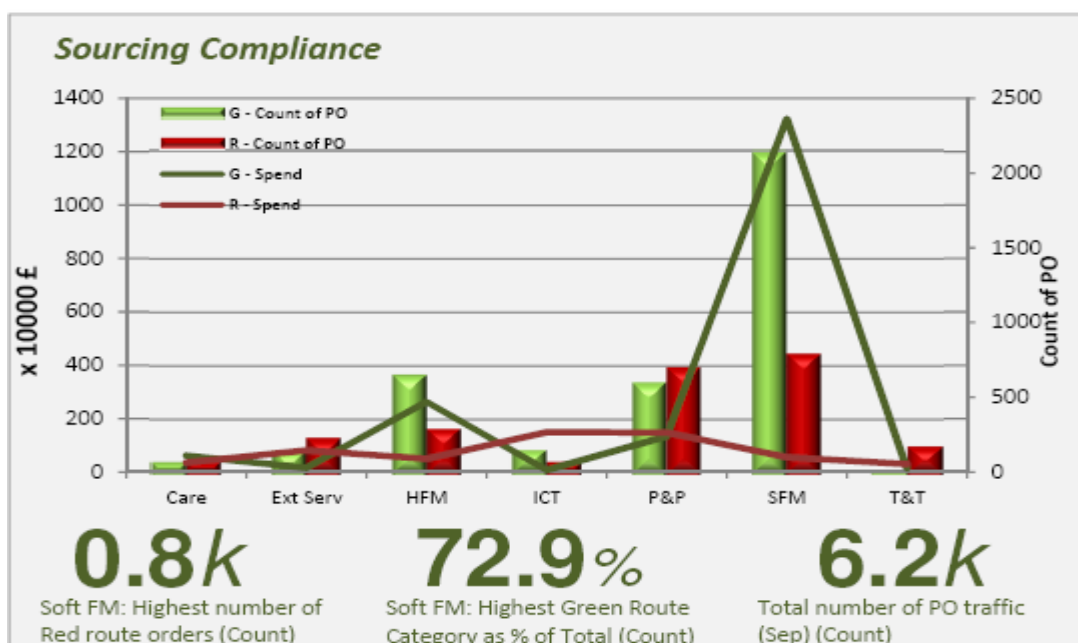
6.5 Over the course of the year the mean average monthly value for Purchase Orders raised is £15.8m. However, seasonal demands result in fluctuations, as can be seen in the graph above. The peak in July is primarily due to the Council's annual insurance premium being paid and higher than average agency costs (in line with backfilling annual leave the following month). Over the summer months the number of Purchase Orders declined by comparison, partly due to fewer working days in these months, but figures are still in line with the overall average expected. The procurement team continue to work with colleagues to migrate from Non-PO to PO transactions.

6.6 Over time the data is also expected to show:

- An increase in value but a decrease in volume, through consolidated billing.
- A decrease in PO value and volume, through planned adoption of P Cards.
- A decrease in volume, through vendor rationalisation.
- A decrease in value and volume, through utilisation of Invoice Plans.

6.7 The following graph differentiates between Green and Red Route Purchase Orders by value, volume and procurement category. The soft facilities management (SFM) category had the highest value of Red Route purchase orders despite having a relative low number of red route purchase orders.





## 7 Capital Programme

### Approved Capital Programme

- 7.1 Table 2 summarises changes in the gross Capital Programme for 2012/13 since approval of the original programme in the Budget Report (Council 23/02/12):

**Table 2 – Revised Capital Programme for 2012/13**

	2012/13	
	£000	£000
<b>Approved per Council (Budget Report 2012/13)</b>		<b>118,622</b>
<b>Variations funded from County Council Allocations:</b>		
Net slippage from 2011/12 and financing adjustments	13,568	
Variations noted at Finance & Property Committee (18/06/12)	(1,688)	
Variations approved at Policy Committee (17/10/12)	900	
Other approved variations (Finance & Property Portfolio)	500	
Other approved variations/re-phasing	(583)	
		<b>12,697</b>
<b>Variations funded from other sources:</b>		
Net slippage from 2011/12 and financing adjustments	67	
Variations noted at Finance & Property Committee (18/06/12)	1,239	
Other approved variations (Finance & Property Portfolio)	190	
Other approved variations/re-phasing	832	
		<b>2,328</b>
<b>Revised gross Capital Programme</b>		<b>133,647</b>

## Capital Monitoring

7.2 Table 3 shows the latest capital expenditure and forecast estimates.

**Table 3 – Latest Capital Expenditure and Forecasts**

Committee	Revised Capital Programme £'000	Actual Expenditure £'000	Forecast Outturn £'000	Expected Variance £'000
Children & Young People	46,683	14,714	46,372	(311)
Adult Social Care & Health	6,140	2,595	4,140	(2,000)
Transport & Highways	39,855	18,712	42,408	2,553
Environment & Sustainability	5,543	1,740	5,556	13
Community Safety	300	1	300	0
Culture	8,089	1,927	5,954	(2,135)
Policy	8,944	3,548	8,651	(293)
Finance & Property	12,572	4,368	11,900	(672)
Personnel	70	52	70	0
Contingency	5,451	0	5,451	0
<b>TOTAL</b>	<b>133,647</b>	<b>47,656</b>	<b>130,802</b>	<b>(2,845)</b>

- 7.3 In Children & Young People Committee, projects funded by the Department for Education continue to be closely monitored with expenditure on the Schools Capital Refurbishment Programme forecast to be £5.0m higher than budgeted. This will be offset by slippage on the Schools Basic Need Programme (£3.6m), Section 106 projects (£0.6m) and an underspend on the Westfield Folk House grant (£0.5m).
- 7.4 As a result of the revised timing of the tendering process for the Aiming for Excellence (Mixed Care) Programme in Adult Social Care & Health Committee, it is likely that the anticipated 2012/13 capital expenditure of £2.0m will slip to 2013/14.
- 7.5 In Transport & Highways Committee, there is planned over-programming on Roads Maintenance and Renewals schemes. Although a corresponding overspend is currently forecast, the programme will be monitored closely throughout 2012/13 and it is anticipated that the expenditure forecast will reduce during the course of the year.
- 7.6 In Culture Committee, £0.7m slippage is anticipated against the Archives Building as the project has been revised to enable the new British Standards for Archives to be met. Also, minimal expenditure is expected against the National Water Sports Centre whilst the procurement process continues resulting in slippage of £1.4m.
- 7.7 In Policy Committee, slippage of £0.3m is anticipated on the Ways of Working Programme.
- 7.8 In Finance & Property Committee, an underspend of up to £0.2m is anticipated on sites previously identified in the Sun Volt programme, although options to use the remaining funding for further PV installations, subject to sufficiently high returns, are currently being explored. Although Property Acquisition and Disposal costs are expected to be incurred at the budgeted level of £0.5m, these are expected to be of a revenue nature and will therefore not be reported as Capital Programme expenditure.

7.9 Overall, actual capital expenditure to date is £47.7m, which amounts to 35.7% of the gross programme. This is below profiled spend (based on an average for the last five years) and suggests that slippage in the approved 2012/13 Capital Programme is likely.

7.10 Net acceleration of £1.3m of expenditure funded by capital allocations has been identified in departmental capital monitoring returns, offset by slippage/reduction in the Capital Programme of £0.9m of expenditure funded from other sources.

7.11 Based on profiles and previous years' figures, it is forecast that a further £24m of slippage/reductions will be identified before year end. The mix of funding sources in the revised 2012/13 Capital Programme, together with historic slippage patterns, suggests that around 45% of the forecast further scheme slippage/reductions will relate to borrowing, corresponding to a reduction in borrowing of £10.8m in 2012/13. These figures are best estimates based on latest information and will be subject to revision over the remaining periods of the year.

### **Financing the Approved Capital Programme**

7.12 Table 4 summarises the financing of the overall approved Capital Programme for 2012/13.

**Table 4 – Financing of the Approved Capital Programme for 2012/13**

<b>Committee</b>	<b>Capital Allocations £'000</b>	<b>Grants &amp; Contributions £'000</b>	<b>Revenue £'000</b>	<b>Reserves £'000</b>	<b>Gross Programme £'000</b>
Children & Young People	24,753	21,714	50	166	<b>46,683</b>
Adult Social Care & Health	3,994	1,973	0	173	<b>6,140</b>
Transport & Highways	13,095	26,016	0	744	<b>39,855</b>
Environment & Sustainability	3,943	550	1050	0	<b>5,543</b>
Community Safety	300	0	0	0	<b>300</b>
Culture	5,417	1,465	7	1,200	<b>8,089</b>
Policy	8,944	0	0	0	<b>8,944</b>
Finance & Property	10,949	0	0	1,623	<b>12,572</b>
Personnel	0	0	0	70	<b>70</b>
Contingency	5,451	0	0	0	<b>5,451</b>
<b>TOTAL</b>	<b>76,846</b>	<b>51,718</b>	<b>1,107</b>	<b>3,976</b>	<b>133,647</b>

7.13 It is anticipated that borrowing in 2012/13 will increase by £3.2m from the forecast in the Budget Report 2012/13 (Council 23/02/12). This increase is a consequence of:

- £13.6m of net slippage of expenditure from 2011/12 to 2012/13 and financing adjustments funded by capital allocations; and
- net acceleration in 2012/13 of £2.2m of expenditure funded by capital allocations, identified in departmental capital monitoring returns;

offset by:

- variations, including re-phasing of schemes, resulting in a net reduction of £1.8m of capital expenditure funded by capital allocations; and
- approximately £10.8m of forecast further slippage/reductions funded by capital allocations.

- 7.14 Taking into account the adjustments set out above, the revised projection of borrowing for 2012/13 is £67.3m, which is £3.2m higher than the Budget Report 2012/13 figure of £64.1m.

### **Prudential Indicator Monitoring**

- 7.15 Performance against the Council's Prudential Indicators is regularly monitored and, to date during 2012/13, external debt has remained within both the Operational Boundary and the Authorised Limit.

### **Capital Receipts Monitoring**

- 7.16 Anticipated capital receipts are regularly reviewed. Forecasts are based on estimated sales values of identified properties and prudently assume 30% slippage of future receipts to the following year. They also include an estimated £50k of vehicle receipts.
- 7.17 The forecasts for 2012/13 and 2013/14 are significantly below the budgeted figures incorporated in the Budget Report 2012/13. This is due mainly to slippage and reduced estimates of some particularly large receipts for development sites. Expert advice is taken on such sites and decisions to delay sales take into account the Council's objective of maximising the value of receipts.
- 7.18 The number and size of large anticipated receipts increase the risk that income from property sales will be even lower than the revised forecasts over the next three years. Although the revised forecasts incorporate 30% year-to-year slippage, a delay in receiving just two or three large receipts could result in sales being lower than these forecasts. For example, a scenario in which £7m of capital receipts are realised in 2012/13 and £12m of capital receipts are realised in 2013/14 would not be considered unlikely. This would represent a reduction of £30m from the budgeted level of capital receipts for 2012-14.
- 7.19 Council policy (Budget Report 2012/13) is to set capital receipts against the principal of previous years' borrowing. This reduces the amount of Minimum Revenue Provision (MRP) to be set aside each year. The lower than anticipated level of 2012/13 capital receipts is expected to result in a £0.3m increase in the amount of MRP to be set aside from revenue in 2012/13. It will also tend to increase interest payable, although the actual level of this will also depend on a range of other factors. The revenue impact of capital receipts slippage will be offset by any slippage in capital expenditure funded by borrowing.
- 7.20 As highlighted in the Budget Report 2012/13, the Council's medium-term forecasts were predicated on an ambitious level of capital receipts. Given current concerns about further revenue reductions, it is important to regularly monitor capital receipt forecasts and their effect on the overall revenue impact of the Capital Programme. The implication of the significantly reduced capital receipt forecasts for 2012/13 and 2013/14 reiterate the importance of the Council keeping tight control of capital expenditure.

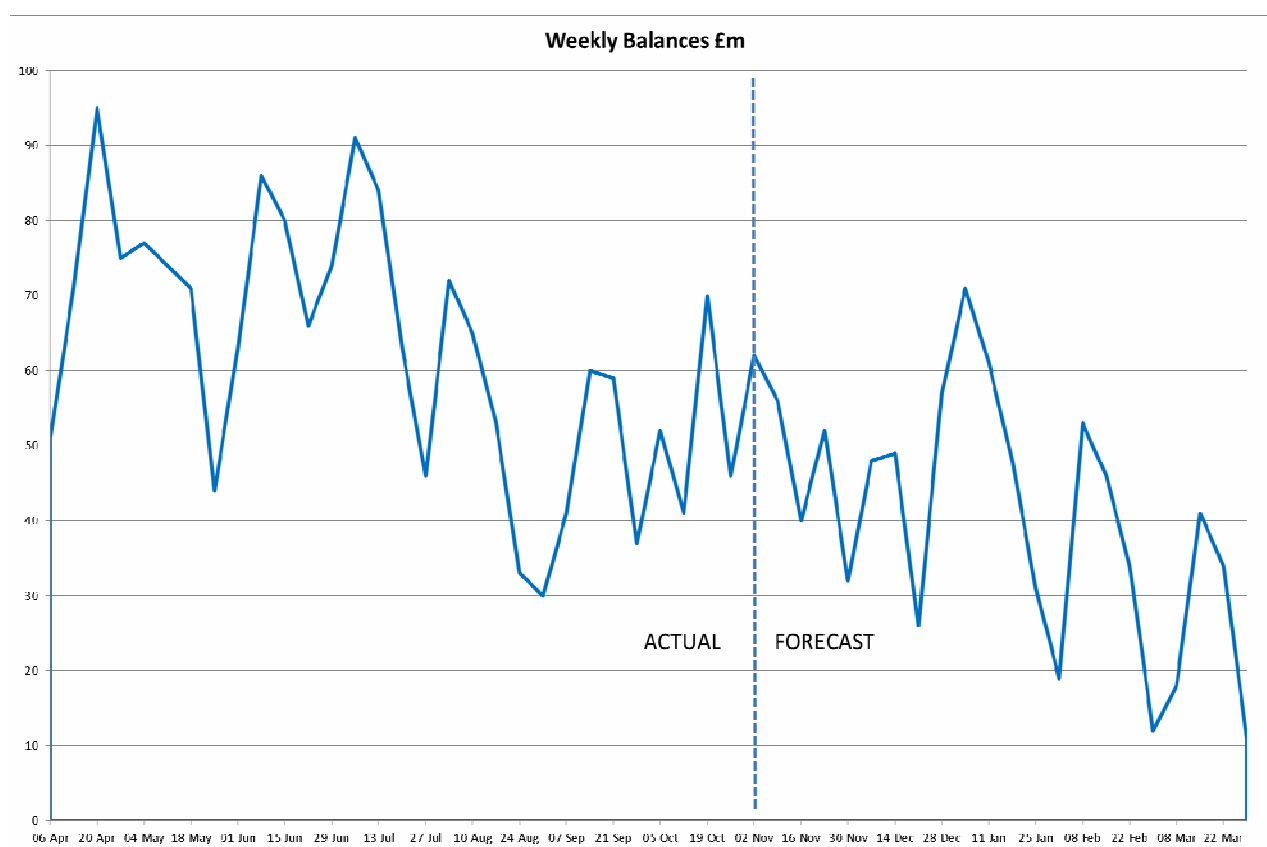
## 8 Balance Sheet

### Impact on County Fund Balances

- 8.1 The Final Accounts Report for 2011/12 showed that County Fund Balances stood at £29.7m at 31/3/12. The 2012/13 budget planned to contribute £4.9m to balances which would increase County Fund Balances to £34.6m, around 7% of the Budget Requirement.
- 8.2 Latest forecasts include the planned contribution of £4.9m, which could be increased further depending on the predicted in-year savings. This may be used in the short term to balance the Council's budget from 2013/14 onwards, as the Council faces further financial challenges.

### Cash Flow

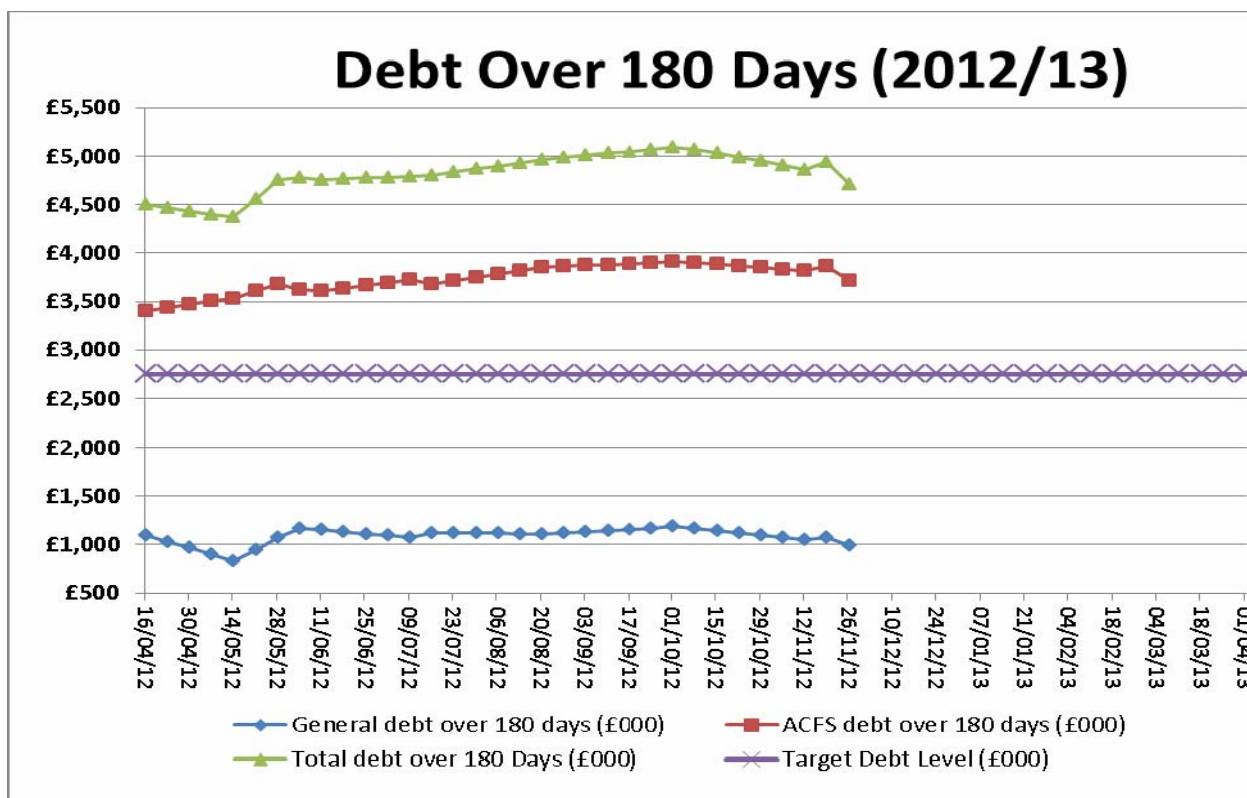
- 8.3 Cash flow is kept under constant monitoring by the Investment Manager with the overall position reviewed quarterly by the Treasury Management Group. The following graph shows the actual cash balances to date and the forecasts for the remainder of the year. Cash inflows are typically higher at the start of the year due to the front loading receipt of Central Government grants, and the payment profile of precepts. However, cash outflows, in particular capital expenditure, tend to occur later in the year. The peaks and troughs in the graph reflect the temporary investment and repayment of surplus cash balances.



- 8.4 Current forecasts therefore suggest that resources are being managed effectively and cash flow shortfalls will be avoided. This is in line with the Treasury Management Strategy approved at full Council on 23rd February 2012.

## Debtors

- 8.5 The Council monitors outstanding debt with particular attention to longer term debt, defined as debts overdue by 180 days or more. As can be seen in the graph below, long term debt had reduced to £4.7m at 26<sup>th</sup> November 2012, a reduction of over 7% since the previous monitoring report.

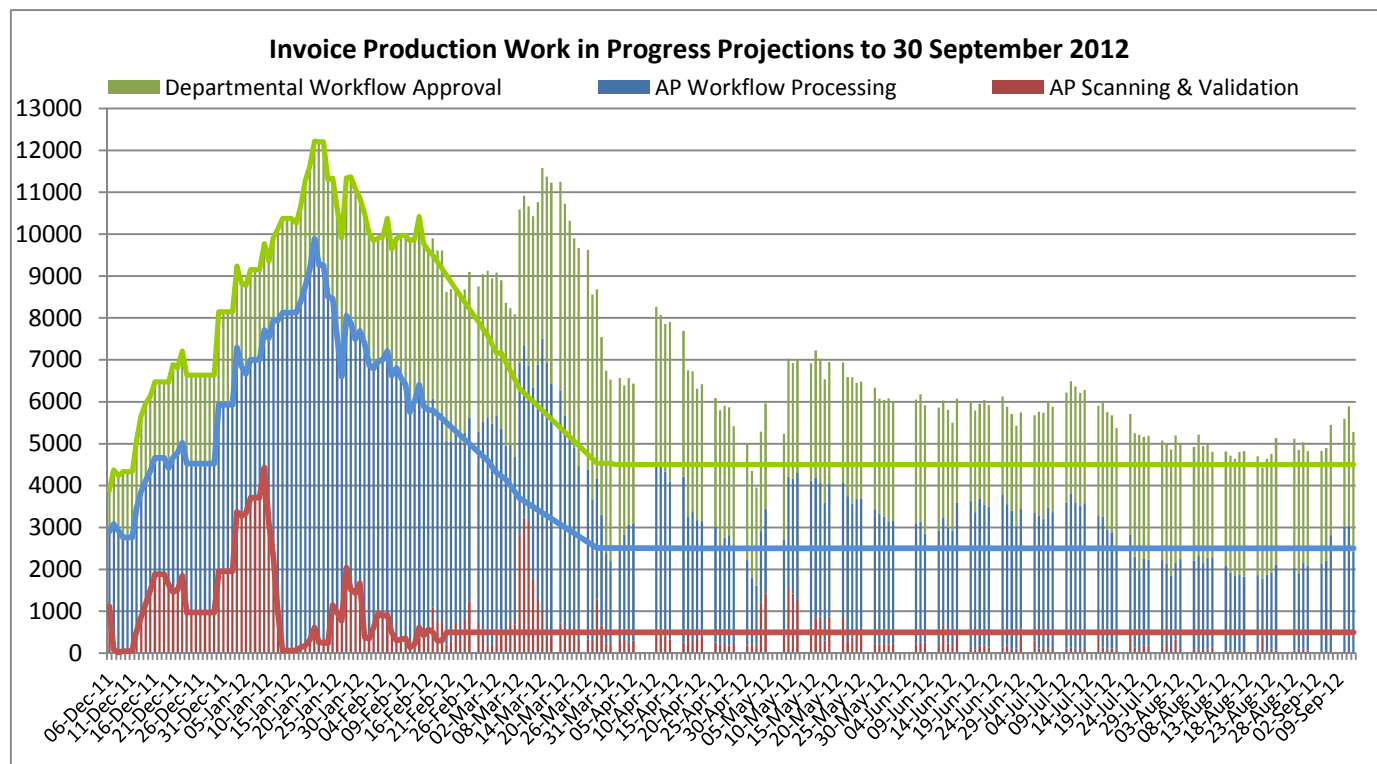


- 8.6 The improvements are due to several factors. When BMS first went live, manual dunning was undertaken by the Income and Credit Control Section for ACFS debt. This was due to a system issue with the BMS disputes module not functioning correctly. This issue has now been resolved and the normal cycle of monthly dunning is now in place and actively being monitored.
- 8.7 The write off process was unavailable until July 2012 as this is linked to the BMS disputes module. Write offs of more than £200,000 have now been processed.
- 8.8 A project to review the end to end business processes for the recovery of non statutory debt has commenced. The objectives of the project are to develop and implement a common end to end process, improve the invoicing process and develop and implement a debt recovery policy including corporate invoicing standards and payment channel strategy. The lessons learned from this project will be used to support the review of other debt types.



## Creditors

- 8.9 The Accounts Payable function has recently transferred to the Business Support Centre. As such, activity is being reviewed and performance data is being developed to improve the management information that is available. Existing analysis of the volume of transactions in the system, illustrating the net movement, is presented in the graph below.



## 9 Future developments & strategic issues

- 9.1 The implementation of the Business Management System has presented challenges to financial operations within the Council. Issues with the Budgeting and Forecasting process are currently being addressed through both system improvements and training. The system will be re-launched for December 2012 and allow managers to input forecasts directly into the system for period 8 budget monitoring.
- 9.2 A number of major initiatives to improve financial awareness and accountability across the Authority are also progressing. The first phase of the restructure of the finance function has now completed with all Group and Team Managers now in post. In addition, financial training to managers and the Base Budget Review are also taking place.
- 9.3 The 2013/14 initial budget proposals are currently subject to public consultation and officers will update Members on funding pressures as central government announcements are made over the coming weeks.

## Statutory and Policy Implications

- 10 This report has been compiled after consideration of implications in respect of finance, equal opportunities, human resources, crime and disorder, human rights, the safeguarding of children, sustainability and the environment and those using the service and where such implications are material they are described below. Appropriate consultation has been undertaken and advice sought on these issues as required.

## **RECOMMENDATIONS**

- 11.1 To note the current position regarding monitoring of revenue expenditure.
- 11.2 To note and approve, the use of contingency as reported in sections 4.16 and 4.17 respectively.
- 11.3 To note the recent performance of the Procurement team.
- 11.4 To note the current position regarding monitoring of capital expenditure.
- 11.5 To note that the level of borrowing is expected to remain within the Council's prudential limits.

**Paul Simpson**  
**Service Director – Finance & Procurement**

**For any enquiries about this report please contact:**  
**Pauline Moore**  
**Senior Accountant – Accounting and Budgeting**

**Constitutional Comments (KK 05/12/12)**  
The proposals in this report are within the remit of the Finance & Property Committee

**Financial Comments (PM 05/12/12)**  
The financial implications are stated in the report.

### **Background Papers**

Nil

### **Electoral Division(s) and Member(s) Affected**

Not applicable



17 December 2012

Agenda Item: 6

## **REPORT OF SERVICE DIRECTOR – FINANCE & PROCUREMENT**

### **A JOINT NOTTINGHAMSHIRE PUBLIC SECTOR FINANCIAL MANAGEMENT TRAINING SCHEME**

#### **Purpose of the Report**

1. The purpose of this report is to seek approval to the establishment of a graduate financial training scheme that will ensure there is a suitable pool of local talent, to meet the future needs of local authorities and other public sector organisations across Nottinghamshire.

#### **Information and Advice**

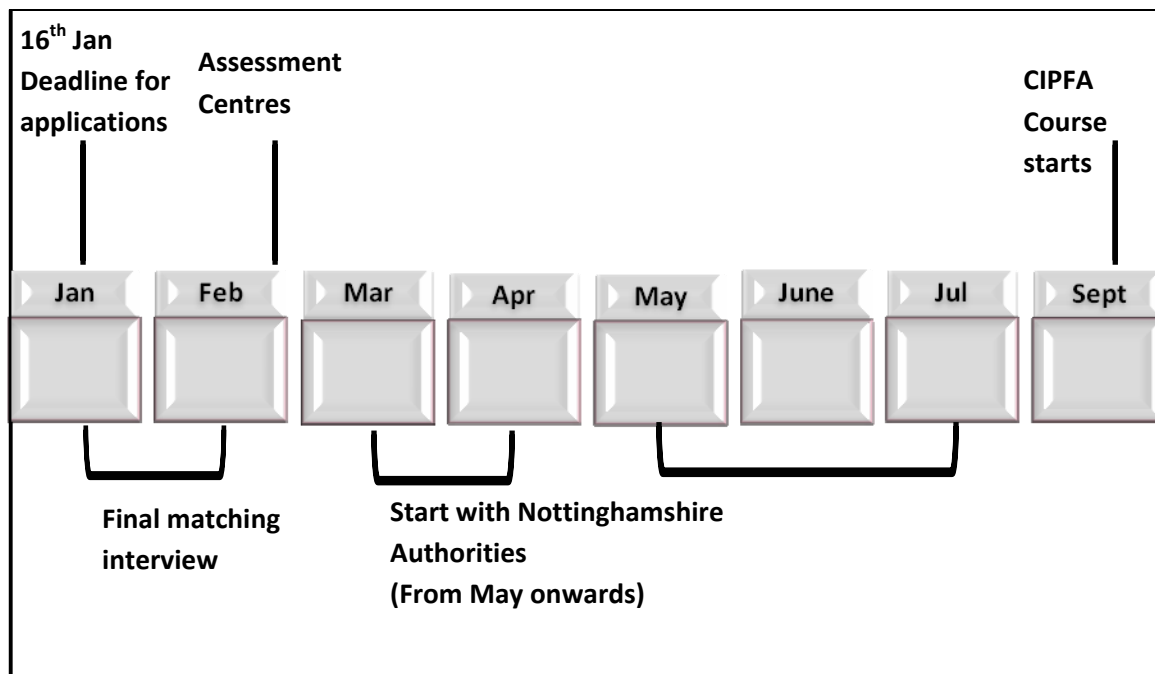
2. The current financial challenges facing the public sector generally, and local government specifically, has highlighted the need for high quality financial management support. Such support will play a crucial role in shaping the local authority response to managing with reduced resources, whilst at the same time continuing to deliver high quality services to local taxpayers. Key considerations for local authorities are the routes to ensuring that there are sufficient numbers of suitably qualified finance managers coupled with the recognition that, in practice, this will mean smaller yet more skilled finance teams
3. The Chartered Institute of Public Finance and Accountancy (CIPFA) is the professional body for people in public finance. 14,000 members work throughout public services, in local and central government, the NHS, national audit agencies, major accountancy firms and in other bodies where public money needs to be effectively and efficiently managed.
4. The County Council has traditionally supported CIPFA training and a significant number of the qualified finance staff, including the 3 most senior members of the Finance team, are CIPFA members. Dedicated trainee posts have all but disappeared from many local authorities, including Nottinghamshire County Council, and those who have recently undertaken the qualification have tended to be existing members of staff who want to pursue a professional qualification. However, in the recent Finance and Procurement restructure 2 CIPFA trainee posts were created in recognition of the need to address this matter.
5. Unfortunately there has not been a rigorous assessment of individual's suitability to undertake what is an extremely demanding and rigorous test of professional competence. In particular, at a cost of £9,000 per trainee in studying costs alone, this is not an insignificant investment and a decision to support a member of staff to pursue CIPFA training should not be taken lightly, particularly in the current financial climate.

6. Key facts facing a public sector which wishes to ensure a sufficient source of suitably qualified, skilled and experienced staff to become financial managers and Directors of Finance of the future include:
  - across the 84 local authorities in the east and west midlands, there are over 700 active CIPFA members employed. Of these over half are 45 years of age and over, which means that over the next 10 years a significant number of experienced, qualified staff are likely to leave through retirement, voluntary redundancy etc. particularly in light of the on-going spending pressures
  - all public sector organisations will be required to do more with less in future. In the past, a high number of finance staff have studied the CIPFA qualification but this high number has not translated into actual qualified individuals due to poor pass rates; in other words any future investment in finance training needs to be better targeted at people with the aptitude, self-discipline and motivation to undertake and fulfil the requirements of a professional qualification
  - due to budget pressures, financial support for training is often amongst the first areas of reduced expenditure. This can be short-sighted as, whilst in the short term it might save money, in the long term it often results in higher costs. This occurs where, further down the line, organisations with insufficient permanent staff to fill posts resort to employing very expensive temporary/agency staff or using significant financial incentives to attract new employees and this can have an inflationary impact on staffing costs
  - some authorities, notably district councils, do not necessarily have the means to fully fund or support a full time trainee post yet depend on suitably qualified staff to fulfil their key roles.
7. In order to address these challenges a different approach to finance training is necessary. The Nottinghamshire Finance Officers Group (whose membership includes the Chief Financial Officers of all Nottinghamshire local authorities, as well as Nottinghamshire Police and Nottinghamshire Fire and Rescue Service) has recognised this as a priority and recent discussion, led by the County Council have worked towards a collaborative solution.
8. The Service Director - Finance & Procurement gave a joint presentation to the Group in collaboration with CIPFA and Nottingham Trent University (the local CIPFA training provider). The presentation offered a number of options towards establishing a collaborative training scheme. The Group agreed to co-operate with a joint scheme already in operation across a large number of London boroughs.
9. The Society of London Treasurers (SLT), in conjunction with an award winning recruitment specialist GradWeb and CIPFA itself, have for the past 9 years worked together to develop a joint recruitment scheme.
10. This scheme has been very successful in attracting high-quality graduates into a career in public finance. Since its inception in 2003, the scheme has:
  - helped participating organisations recruit 247 high calibre graduates onto the programme using robust assessment and selection methodology

- achieved CIPFA pass rates that have consistently been around 90%, compared to CIPFA's national average of 55-65%
- there has been a 97% staff retention rate within participating employers.

11. The SLT scheme is only focused on joint-recruitment; once appointed, individual authorities employ the successful applicants and there is, as yet, no further co-operation. The aim of the Nottinghamshire scheme is to take this a step further and provide trainees with the opportunity to gain experience of working across a range of different employers i.e. during their training programme they would rotate between the County Council, Nottinghamshire Police and/or Nottinghamshire Fire and Rescue and one or more of the district councils. The potential timetable for the recruitment of the trainees is shown in the diagram below:

### **CIPFA Trainee Recruitment Timetable**



Online test &  
telephone  
interviews

12. This not only has huge benefits to the trainees in terms of building deeper knowledge and importantly practical experience of working within different organisations, but also crucially allows recruitment and training costs to be shared amongst employers, thereby also allowing for a greater number of trainees. Other benefits are:

- trainees experiences quality placements across the whole of Nottinghamshire

- development of greater understanding and working practice for the trainee and the partners involved in the scheme
  - keeps the best talent in Nottinghamshire: keeps the best talent in Public Sector organisations.
13. Nottingham City Council currently has its own training programme, but they too have signalled that they may well be interested in joining in the near future. Attracting other local public sector organisations to the scheme, such as the NHS and HMRC may also be possible. It is hoped that such a scheme will help build the talented finance leaders of the future with Nottinghamshire at the heart of that experience.

## **Operation of the Scheme**

14. Following discussion at the NFOG, the Group is recommending the recruitment of an initial 6 trainees on a 3 year contract. The County Council would employ all trainees, to ensure consistent terms and conditions but the trainees would work across different organisations. In practice this would mean that, over the 3 years, 2FTE would work at the County Council, with the other 4FTE working at the Nottinghamshire Police, Nottinghamshire Fire and Rescue, Ashfield District Council, Gedling Borough Council and Bassetlaw District Council (each of whom have signalled a need for a trainee and have also agreed to support and share the cost of the trainees, which will be reimbursed to the County Council).
15. An existing member of staff within the Environment and Resources Business Support team, working closely with the Service Director – Finance & Procurement, will be responsible for the day-to-day management of the scheme. Trainees will be provided with a mentor, regular supervision, personal performance reviews and a detailed programme of work experience (in areas such as financial planning, corporate accountancy, audit and corporate projects) which will enable them to fulfil the work-place training requirements of the qualification. The trainees will attend Nottingham Trent University on a day release basis to equip them with the necessary learning to enable them to successfully pass the professional examinations.
16. Trainees will be expected to sign a form of undertaking which details the specific circumstances where there would be the requirement to pay back the costs incurred where they decide to leave the scheme before completion. The form of undertaking will also specify the circumstances where financial support will be given to retake failed examinations and where repeat exam failures would result in the trainee being dismissed.

## **Financial Implications**

17. GradWeb have, along with the support of the Society of London Treasurers (SLT), agreed to the Nottinghamshire scheme joining the proven and recognised recruitment process designed for SLT's purpose, but with specific targeting at Nottinghamshire. Given a large number of employers (and therefore trainees) the recruitment costs per trainee for the Nottinghamshire Scheme is greatly reduced by this relationship and offers Nottinghamshire the opportunity to be part of a

larger successful scheme without the cost of an independent drive that would have seen significantly higher cost in start-up, marketing and recruitment.

18. The table below sets out the projected costs of the scheme, including the employee costs and training costs over a 3 year period. It also shows the anticipated contributions from each of the partner authorities, which would mean the actual cost to the County Council would be an estimated £216,808 over 3 years. When compared to a daily rate for a qualified accountant from an agency of £400\* per day, (£104,000 per year per FTE and £1.87m for 6 FTE over 3 years) this cost is clearly significantly lower. \*Accounting and Finance 2012 Salary Guide. Hudson Europe.

**Table One – Estimated Costs of a CIPFA Training Programme**

	<b>Year 1 £</b>	<b>Year 2 £</b>	<b>Year 3 £</b>	<b>Total £</b>
Initial Recruitment Costs <sup>1</sup>	3,413	-	-	3,413
One-of website charges	2,000	-	-	2,000
Salary and on costs	26,287	29,958	36,306	92,551
Professional Training	2,600	4,200	2,240	9,040
Course Materials	1,000	1,000	1,000	3,000
<b>Total costs per FTE</b>	<b>33,633</b>	<b>35,158</b>	<b>39,546</b>	<b>108,404</b>
Total costs 6 FTE <sup>2</sup>	201,800	201,948	237,276	650,024
Total recharge <sup>3</sup>	134,533	140,632	158,184	433,349
<b>Total Cost to NCC</b>	<b>67,267</b>	<b>70,316</b>	<b>79,092</b>	<b>216,675</b>

Notes:

1. Recruitment costs include - Marketing on-line and via mail / press; University milk-rounds; Website; On-line application system; Application form screening (approx. 1800 applicants); On-line tests (approx. 540); Telephone interviews (approx. 250); Assessment centres (5 days); Venue and catering costs (35 applicants)
2. Should other local authorities join the scheme costs would be adjusted and further economies of scale realised. The contribution from the County Council will not exceed the amount included in this report.
3. The cost to members of the scheme - based on 12 month placement at each – the cost of shorter placements will be apportioned accordingly.

## **Other Options Considered**

19. The County Council could “go it alone” and only recruit trainees to be employed directly. This would detract from the ability to work in partnership and would also see significantly higher start-up, advertising and recruitment costs.

20. Lack of professional training of new finance staff would create a significant long term challenge for the future financial stability of the County Council, and would result in unnecessary costs being incurred through the contracting in of staff from other organisations that would not necessarily have the requisite skills and experience of working in local government.

## **Reasons for Recommendations**

21. A Nottinghamshire scheme would offer significant cost savings and increased employer profile of the participating organisations and would attract the highest calibre applicants. The scheme will support the important task of developing the future finance leaders within Nottinghamshire.

## **Statutory and Policy Implications**

22. This report has been compiled after consideration of implications in respect of finance, equal opportunities, human resources, crime and disorder, human rights, the safeguarding of children, sustainability and the environment and those using the service and where such implications are material they are described below. Appropriate consultation has been undertaken and advice sought on these issues as required.

## **RECOMMENDATIONS**

1. That Finance and Policy Committee approve the establishment of a Joint CIPFA training scheme with other local and public authorities across Nottinghamshire.
2. That the Committee approve the establishment of 5 trainee posts that will be supported by contributions from the participating organisations.
3. That the Committee agree to delegate the decision to allow other organisations to join the scheme, subject to there being no increase in cost to the County Council, to the Service Director – Finance and Procurement, in consultation with the Chairman of the Finance and Property Committee.

## **REPORT OF SERVICE DIRECTOR – FINANCE & PROCUREMENT**

**For any enquiries about this report please contact:**

**Moira Whelan 0115 977 2439**

### **Constitutional Comments (NAB 30.11.12)**

Finance and Property Committee has authority to approve the recommendations set out in this report.

### **Financial Comments (PDS 4.12.12)**

The financial implications of the proposals are contained in Paragraph 18/Table 1 of the report. The new Finance Division structure includes funding for 2 CIPFA trainee posts and the County Council training costs will be met from current training budgets.

The additional costs of recruiting/supporting other trainees will be recharged to the other participating organisations.

#### **Human Resources Comments (CD 4.12.12)**

Human Resources issues are identified within the body of the report and recruitment processes will follow normal corporate procedures.

#### **Trade Unions Comment**

The trade unions have also been consulted on the proposals and have received a copy of the draft report.

#### **Background Papers**

None

#### **Electoral Division(s) and Member(s) Affected**

None directly.





17<sup>th</sup> December 2012

Agenda Item: 7

**REPORT OF CORPORATE DIRECTOR, ENVIRONMENT & RESOURCES****ASBESTOS CODE OF PRACTICE****Purpose of the Report**

1. To seek endorsement of the Finance & Property Committee for the management of Asbestos new Code of Practice.

**Information and Advice****Asbestos Risk**

2. Asbestos is the single largest cause of work-related deaths in the UK, responsible for around 4500 deaths a year. Breathing in high levels of asbestos fibres can result from working on or near badly damaged and disturbed asbestos-containing materials. Exposure to asbestos can increase the chances of developing an asbestos-related disease which in many instances can lead to death.
3. The Committee should be aware that materials containing Asbestos were widely used in the construction of post-war public sector buildings. In addition to possessing excellent fire-retardant properties, asbestos was cheap, plentiful and light to transport. Construction companies were inclined to see asbestos as the building material of choice. Asbestos was therefore widely used in a range of ways in the form of cement, sprayed coatings, lagging and asbestos insulation board.
4. Asbestos cement materials were commonly used as sheeting on walls and roofs, slates, tiles, cold-water tanks, gutters, pipes and for a wide range of other uses. Asbestos materials of this type are commonly found in system-buildings often referred to generically as CLASP buildings. A significant proportion of the buildings in the County Council's property portfolio are of CLASP construction as a consequence of which there is a greater risk of asbestos. It is therefore extremely important that this risk is effectively managed.

**Regulations**

5. The Control of Asbestos at Work Regulations 2012 apply to anyone at work who has responsibility for maintenance and repair of non-domestic premises, either through a contract or tenancy agreement or because they own the premises. The regulations require action to proactively manage asbestos containing materials in buildings.

6. If any work involving asbestos is carried out in a building, duties imposed on employers to protect their employees are also extended to anyone else who may be affected by the works, including members of the public.

## **Reasons for Recommendations**

7. The recent closure of Cwmcarn School in Caerphilly as a result of asbestos disturbance provides a timely reminder of what can happen when asbestos is not effectively managed. This situation arose from maintenance works when asbestos contamination levels found during a survey were such that the school was closed and the 900 pupils in this school had to be transferred to another school.
8. Given the prevalence of system buildings as well as the age and condition of the County Council's property estate, it is essential to ensure that effective procedures are maintained to avoid exposure to asbestos. The County Council has therefore reviewed current practice and identified a number of improvements to strengthen processes and procedures, and ensure that the authority provides support to staff commissioning building work. The Code of Practice and the 5 form can be accessed from the log-in page of P2 (<http://nottshorison.nottscc.gov.uk>).
9. The key changes being that the Property group in the Environment & Resources department in the County Council will be involved, right from the planning stage, in any work with the potential to disturb asbestos containing materials. Property Group will directly manage **all** work on the Authority's property portfolio that involves removal or disturbance of asbestos. The Property Group will police and enforce the implementation of the new Code of Practice which will require new notification processes. The new approach introduces additional support mechanisms, provided by Property Group, which enables managers to contact Property Careline at the planning stage for advice.
10. The Code of Practice is not enforceable in locally maintained schools, as they have the delegated budgets and freedom to carry out works themselves. However, the new Code of Practice very clearly emphasises their accountability, should schools decide to proceed without the involvement of County Council's Property Group. However, it should be noted that the need for schools to adhere to the Code of Practice has been clearly stressed in order to ensure that asbestos risks are effectively managed by schools in accordance with the prevailing regulations and recommended good practice.
11. The new approach is considered to be more onerous than current arrangements. However, it is essential that new procedures to lead and guide those responsible for the management of asbestos to take appropriate action at each stage of any works that they plan to undertake. This includes completion of notification forms and risk assessments at each stage.
12. The proposals involve implementation of the new Code of Practice, following a launch which is planned to take place in December and which will be supported by a range of training to be provided jointly by Property and Health & Safety Groups. The implementation plan is also available as a background paper.

13. As the proposals involve potentially significant changes for some areas and activities of the Authority, it is felt to be appropriate to require a further review to take place six months after implementation. This will provide an opportunity to further develop and ensure that the new procedures are effective and as practicable as possible for all concerned.

## **RECOMMENDATION/S**

- 1) The Finance and Property Committee is asked to endorse the new Code of Practice.
- 2) A further report is brought to Finance & Property Committee once the review of the new procedures has been undertaken as set out in paragraph 13 of the report.

**Tim Gregory**  
**Corporate Director**  
**Environment & Resources**

**For any enquiries about this report please contact:**  
**Bob Watt – Property Asbestos/Condition Specialist (0115 9774858)**  
**Or**  
**Peter Roddis – Health and Safety Manager (0115 9773445)**

### **Constitutional Comments (HD 7/12/12)**

The decision falls within the remit of this Committee.

### **Financial Comments ()**

To follow

### **Background Papers**

- 1) Asbestos Code of Practice
- 2) Asbestos Code of Practice - Implementation Plan

### **Electoral Divisions and Members Affected**

All



17 December 2012

Agenda Item: 8

**REPORT OF SERVICE DIRECTOR - TRANSPORT, PROPERTY &  
ENVIRONMENT****DECISIONS TAKEN OUTSIDE THE FINANCE AND PROPERTY  
COMMITTEE CYCLE TO OCTOBER 2012****Purpose of the Report**

1. To inform the Finance & Property Committee of Delegated and Operational Decisions taken outside the Finance & Property Committee Cycle between April and October 2012.

**Information and Advice**

2. Finance & Property Committee at the meeting on 9 July 2012 (Resolution No. 2012/025) resolved to note and support the property strategy and its contingent plans and programmes as set out in the report.
3. Authorisation was thus given to the Service Director (Transport, Property & Environment) to make operational estate management decisions as listed in the report.
4. Appendix 1 summarises the operational decisions taken by the Service Director in accordance with the Committee resolution as above and requirement of the County Council's Financial Regulations.

**Academy conversions & property transactions during the summer Committee recess**

5. Finance & Property Committee at the meeting on 9 July 2012 (Resolution No. 2012/033 & 2012/034) resolved that Academy Conversions and agreed terms for any project or transaction previously agreed by the Committee should be signed off by the Corporate Director, Environment and Resources, in consultation with the Chairman (or Vice-Chairman in his absence) of the Finance and Property Committee, if required before the next Finance & Property Committee meeting.
6. This report seeks to inform Committee Members of the decisions taken over the summer recess. A number of such decisions were previously reported to Committee on 15th October, and details of further decisions taken are shown below: -

**taken**

3 September 2012	01299 Harry Carlton Comprehensive School, Lantern Lane, East Leake	sp2287
24 September 2012	UPRN 01744 01745 01746 01747 02627 White Hills Park Federation Trust - Bramcote Park and Alderman White	sp2306
26 October 2012	UPRN 06690 The Grove Comprehensive School London Road, Newark	sp2333

Please see attached appendix 1.

**Other Options Considered**

7. This report is for information only.

**Reason/s for Recommendation/s**

8. This report is for information only.

**Statutory and Policy Implications**

9. This report has been compiled after consideration of implications in respect of finance, equal opportunities, human resources, crime and disorder, human rights, the safeguarding of children, sustainability and the environment and those using the service and where such implications are material they are described below. Appropriate consultation has been undertaken and advice sought on these issues as required.

**RECOMMENDATION/S**

1. The Committee is requested to note the report.

If further information is required on the decisions made this will be provided upon request.

**Jas Hundal**

**Service Director, Transport, Property and Environment**

**For any enquiries about this report please contact: Jas Hundal 0115 977 4257**

**LEGAL COMMENTS**

10. n/a for noting only.

**FINANCE COMMENTS**

11.n/a for noting only.

File ref.: /SL/SL/  
Ward(s): <NA>  
Member(s):  
SP: 2340  
Properties affected: 09998 - Various NCC Properties/non-property item





## **Appendix 1**

### **sp Wayleave/Easement**

2222 Proposed BT Wayleave - Woods Court, Newark  
 2258 Electricity Sub Station Renewal - Robert Miles Junior School  
 2270 Proposed Alteration to Underground Cables - Land off Mill Lane, Huthwaite, Notts  
 2286 Wayleave Consent - Proposed Electrical Service to New Domestic Dwelling at 3 Hall Park Road/23a Mansfield Rd  
 2324 Easement over Rufford Colliery Branch Line, Clipstone (Operational Decision)

### **Farm Business Tenancy**

2244 Grant of Farm Business Tenancy 0.886 Hectares Land off Moor Lane, East Stoke  
 2279 Farm Business Tenancy – Land at Stragglethorpe Road, Cotgrave

### **Lease/ Licence**

2247 Proposed Garden Licence to the rear of 45 The Drift, Hucknall, Nottingham. NG15 8DT  
 2265 Annesley Allotment Project - Land between Moseley Road & Byron Road, Annesley  
 2267 Gateford Park Primary School - Lease to Puddle Ducks Pre School  
 2271 Renew Existing Licence - Grove Street, Retford (Chapelgate Hall & Kitchen)  
 2276 Short Licence to use land at Lincoln Avenue , Worksop (adj Westwood Care Home) Contractor's Compound (Operational Decision)  
 2294 Lease Renewal Electricity Sub Station - Garibaldi Comprehensive School  
 2295 Licence for an Office within Kimberley Leisure Centre  
 2298 Grant of New Lease, The Undercroft, Huthwaite library (operational decision)  
 2302 Proposed Garden Licence to the rear of 40 Norwood Gardens, Southwell, Notts, NG25 0DS  
 2308 Lease of Travel Information Centre, Hardy Street, Worksop

### **UPRN**

06262 - Woods Court  
 01502 - Robert Miles Junior School  
 07032 - Sutton in Ashfield Tip / Landfill site  
 01749 - Eastwood Comprehensive School  
 07341 - Refuse Disposal Site - Rufford Colliery  
  
 00051 - Fosse Farm  
 62176 - Former Cotgrave Closed Colliery Tip Site  
  
 70054 - Highway Land to South of Linby  
 07537 - Land between Byron Road and Moseley Road  
 02995 - Gateford Park Primary School  
 06417 - Stephen House  
 01057 - Vacant Site off Lincoln Street  
 01660 - Garibaldi Comprehensive School  
 01751 - The Kimberley School  
 03029 - Huthwaite Library  
 03184 - Southwell Trail and Car Park  
 07588 - Travel Information Centre

2312 Lease surrender and renewal, Heron Lake, Cotgrave Country Park

2316 Proposed Garden Licences to the rear of 7, 9 & 11/15 Parkgate, Hucknall, Nottingham. NG15 8FS

2321 New Lease - Unit 3, Mansfield Advance Factory No2

2322 New Lease - Land West of Regatta Way

2323 New Lease - Unit 3, Woodland Court, Shireoaks Triangle

2319 Proposed Deed of Surrender of existing Lease & new 20 year lease – Daneshill Travellers Site, Daneshill Road, Lound, Retford, Notts, DN22 8RB

2326 New Lease - Elston Playing Fields

2334 Sir John Robinson House, Sir John Robinson Way - Grant of Licence (operational decision)

2335 Shirebrook Colliery Tip - Grant of Lease (operational decision)

2337 New Lease - Killisick Children's Centre

2343 Licence for Two Footpaths at Jeffries Detached Playing Field

2307 Proposed Waste Transfer Station, Shireoaks Road, Worksop

### **Compulsory Purchase Order (CPO)**

2249 A617 MARR, LCA 1973 PART 1 CLAIMS (24th Report)

2266 A612 GTIS, LCA 1973 Part 1 Compensation Claims

2280 A612 GTIS, LCA 1973 Part 1 Compensation Claim

2297 A617 MARR, LCA 1973 Part 1 Compensation Claim

2313 A612 GTIS, LCA 1973 Part 1 Compensation Claims

2314 LCA 1973 Part 1 Compensation Claim, Kirkby in Ashfield

2315 A617 MARR, LCA 1973 Part 1 Compensation Claim, 10 Woburn Road.

62176 - Former Cotgrave Closed Colliery Tip Site

70054 - Highway Land to South of Linby

07636 - Unit 3 - Mansfield Advance Factory No.2

00105 - Land west of Regatta Way, Adbolton

07748 - Shireoaks Triangle - Unit 3

07285 - Daneshill Travellers Site

00275 - Land for playing field

00263 - Sir John Robinson House

62183 - Shirebrook Colliery Tip

01958 - Killisick Children's Centre

02622 - Jeffries Playing Fields

07587 - Waste Transfer Site

62208 - Mansfield/Ashfield Regeneration Route

70055 - A612 Gedling Transport Improvement Scheme

70055 - A612 Gedling Transport Improvement Scheme

62208 - Mansfield/Ashfield Regeneration Route

70055 - A612 Gedling Transport Improvement Scheme

00276 - S.278 Pt 1 claim for Bovis Studfold Farm

62208 - Mansfield/Ashfield Regeneration Route

## **Rent Review**

2255 Blyth Highways Sub-Depot – Rent Review 13 July 2011

2290 Mansfield Community Arts Centre (Mansfield Old Library) Rent Review 1 Jan 2010

## **Disposal**

2272 Woodland at Gaunt's Hill, Bestwood Country Park (54001): Disposal - Method of Disposal (Operational Decision)

2275 Disposal of Land off Carlton Road, Nottingham (Operational Decision)

2278 Sale of 70 yards of Land at Calverton (Operational Decision)

2301 Disposal of garden land adjacent to 59 Cropwell Road

2327 Disposal of Car Parks Adjacent to the Shopping Precinct Calverton

2332 Disposal of Garden Land at Kirkby Hardwick

07012 - Blyth Highways Sub-Depot

03125 - The Old Library(Mansfield Comm Arts Ctr)

54001 - Woodland At Gaunts Hill

52043 - Upper Plateau Playing Field

00175 - Calverton Central Area

70025 - Land to South of A52 Grantham Road

00175 - Calverton Central Area

62037 - Garden at Kirkby Hardwick Farm



17 December 2012

Agenda Item: 9(a)

## **REPORT OF THE SERVICE DIRECTOR - TRANSPORT, PROPERTY & ENVIRONMENT**

### **LATEST ESTIMATED COST: HEYMANN PRIMARY SCHOOL (KEY STAGE 1)**

#### **Purpose of report**

1. The purpose of this report is to approve the latest estimated cost for Heymann Primary School (Key Stage 1).

#### **Information and advice**

##### **Project details**

2. The proposed works consist of a new Key Stage 1 (KS1) annexe for the Heymann Primary School providing 270 places plus a 39 place nursery provision. The existing Key Stage 2 (KS2) school will be improved as part of the capital refurbishment programme.
3. The project includes associated site works, services and landscaping works. At the time of drafting this report, a planning application for the works has been submitted, and the outcome is expected during December 2012. Any delay in the receipt of planning approval may have an effect on the timing and cost of the project.
4. The new annexe will be constructed on the site of the former West Bridgford House office accommodation.
5. The project will be managed using best practice project management methodology with project reviews at key milestones, which meet the Gateway Review standards.
6. The works element of the proposed scheme will be built using the empa (East Midlands Property Alliance) intermediate projects framework, set up with three contractors for intermediate projects, which became operational in July 2012. This framework is a successor to the Nottinghamshire Construction Framework, which has been used to deliver major capital projects since 2006. Under this empa framework, Design and Operations will work with the contractor to develop a design. The construction will be carried out by Wates, on a target cost basis.
7. It is anticipated that the building works will start on site in January 2013 and be completed in November 2013.

8. The latest estimated cost of the building works is set out below and the fees shown are for all professions involved in the project.
9. The professions involved in this project are:-
- Architect
  - Landscape Architect
  - Mechanical Engineer
  - Electrical Engineer
  - Quantity Surveyor
  - CDM Co-ordinator
  - Structural Engineer
  - Project Manager

### Capital budget implications

10. This project is being funded as follows:	£
Key Stage 1 and adaptations to existing school	6,754,000
Capital Refurbishment Programme Works to existing KS2 School	195,229
Temporary mobile classroom works	<u>220,000</u>
Total	<u>7,169,229</u>

11. The latest estimated costs are as follows:

	<u>Latest Estimated Cost</u> <u>(Outturn Prices)</u> £
Building Works (inc D&B fees)	6,574,762
Professional fees	120,584
Feasibility & Site Investigation	103,883
Furniture and Equipment	150,000
Temporary mobile classroom works	220,000
	<hr/>
Total	<u>7,169,229</u>

### Anticipated cash flow

12.	Capital	2011/12	2012/13	2013/14	2014/15	Totals
	Payments	£	£	£	£	£
	Building Works	0	1,297,373	5,277,389	0	6,574,762
	Professional Fees	0	55,000	65,584	0	120,584
	Feasibility & Site Investigation	0	103,883	0	0	103,883
	Furniture & Equipment	0	0	150,000	0	150,000
	Mobile Classroom	0	220,000	0	0	220,000
		0	1,676,256	5,492,973	0	7,169,229
	Totals					

### Revenue budget implications

13. Any additional premises cost arising from these proposals will be met from the existing Capital programme.

### Other Options Considered

14. Other potential solutions were considered as reported to Cabinet on 14 March 2012.

### Reason/s for Recommendation/s

15. The expansion of the existing Heymann Primary School facilitated by this development provides the best solution to meet the County Council's statutory responsibility to provide primary school places in the central area of West Bridgford within a defined and tight timeframe.

### Statutory and Policy Implications

16. This report has been compiled after consideration of implications in respect of finance, equal opportunities, personnel, crime and disorder and those using the service. Where such implications are material, they have been described in the text of the report. Attention is however drawn to the following:

### Implications for Service Users

17. There will be sufficient permanent primary school places for children living in West Bridgford.

### Financial Implications

18. These are set out in the report.

## **Equalities Implications**

19. In accordance with County Council policy, the design of this building incorporates access and facilities for people with disabilities.

## **Crime and Disorder Implications**

20. Consultations will take place with the Nottinghamshire Police Liaison Officer and the Risk and Insurance Manager to ensure the scheme meets with their approval.

## **RECOMMENDATION**

- 1) This latest estimated cost report for the building works at the Heymann Primary School (Key Stage 1) is noted.

**Jas Hundal**

**Service Director - Transport, Property & Environment**

**For any enquiries about this report please contact:**

John Hannam  
Project Manager  
T: 0115 9774602  
E: j.hannam@nottscc.gov.uk

## **Constitutional Comments (SG 19/11//12)**

21. As this report is for noting only, no Constitutional Comments are required.

## **Financial Comments (NDR xx/11/12)**

- 22.

## **Background Papers**

None.

## **Electoral Division(s) and Member(s) Affected**

West Bridgford West: Councillor Gordon Wheeler

C0131



17 December 2012

Agenda Item: 9(b)

## **REPORT OF THE SERVICE DIRECTOR - TRANSPORT, PROPERTY & ENVIRONMENT**

### **LATEST ESTIMATED COST: SCHOOLS BASIC NEED PROGRAMME 2013**

#### **Purpose of the Report**

1. The purpose of this report is to approve the latest estimated cost for the above programme.

#### **Information and Advice**

##### **Project details**

2. Children, Families and Cultural Services department has approved the feasibility investigation for the provision of schools' Basic Need requirements for 2013/14.
3. An analysis has therefore been completed, by area, to evaluate which schools would best fulfil the requirements for the increase in intake numbers to accommodate the forecasted increase in pupil numbers. For each area the total number of available classrooms was less than the projected requirement.
4. From this analysis it was identified that the following schools would be best suited to fulfil the Basic Need increase and that each would require a mixture of increases in the required statutory classroom and/or foundation unit number and/or provision of facilities (e.g. toilets). Generally, these would be for the commencement of the new school year in September 2013 (the exception being Lambley Primary School where the requirement is for Christmas 2013):

##### **Ashfield**

Croft Primary School, Sutton Road, Sutton-in-Ashfield, NG17 5FJ

Dalestorth Primary & Nursery School, Hill Crescent, Sutton-in-Ashfield, NG17 4JA

Leen Mills Primary School, Leen Mills Lane, Hucknall, NG15 8BZ

##### **Bassetlaw**

Ordsall Primary School, Ordsall Road, Retford, DN22 7SL

Sir Edmund Hillary Primary School, Kingsway, Worksop, S81 0AN

### **Gedling**

Arnold Mill Primary School, Cross Street, Arnold, NG5 7AX

Richard Bonington Primary & Nursery School, Calverton Road, Arnold, NG5 8FQ

Ernhale Infant School, Derwent Crescent, Arnold NG5 6TA

Lambley Primary School, Catfoot Lane, Lambley, NG4 4QF

### **Mansfield**

King Edward Primary School, St Andrews Street, Mansfield, NG18 2RQ

Berry Hill Primary & Nursery School, Black Scotch Lane, Mansfield, NG18 4JW

Mansfield Primary Academy, Newgate Lane, Mansfield, NG18 2LB

St Peter's C of E Primary School, Bellamy Road, Mansfield, NG18 4LN

Sutton Road Primary & Nursery School, Moor Lane, Mansfield, NG18 5SF

Rosebrook Primary & Nursery School, Townroe Drive, Mansfield, NG19 6JN

### **Newark & Sherwood**

Barnby Road Academy, John Gold Ave., Newark, NG24 1RU

Holy Trinity Roman Catholic Primary, Boundary Rd., Newark, NG24 4AU

### **Rushcliffe**

Carnarvon Primary School, Nursery Road, Bingham NG13 8EH

5. As Academies, Mansfield Primary Academy, Newgate Lane, Mansfield, NG18 2LB and Barnby Road Academy, John Gold Ave., Newark, NG24 1RU are independent of the County Council but the County Council retains the statutory responsibility to provide sufficient school places. For these two Basic Need locations, the County Council will contract with and subsequently fund the Basic Need accommodation which the academy trusts will procure. The County Council will provide funding for these projects on the basis of valuation certificates as works are progressed/completed.
6. Holy Trinity Roman Catholic Primary is a Voluntary Aided school for which its Diocese is already progressing an extension project. The County Council is negotiating with the Diocese to incorporate and fund the Basic Need accommodation required within their project. (The funding for these three Basic Need cases will be the subject of a separate report to this Committee when negotiations are complete).
7. A feasibility study was commissioned at each of the remaining schools to fully investigate the viability and practicality of the addition of the required facilities. These studies have concentrated on providing the required Basic Need solutions whilst also ensuring that the proposed solutions are compliant with all current legislation, central government guidance and good practice. The output from these studies is a specific construction project for each school.
8. The individual construction projects will be managed using best practice project management methodology (Prince 2) with project reviews and sign-off at key milestones with all key stakeholders which meet the Gateway Review standards. The projects making up the programme will be managed by a Programme Board that will ratify all decisions on Scope, Cost and Timing management.
9. The works element of the proposed schemes will be built using a number of delivery platforms and will be, wherever possible, based on a modular solution whereby the

classroom block is prepared within a factory and then erected on site. This is to reduce both cost and the on-site element of the works in an effort to minimise disruption to the individual school.

10. In total four different delivery solutions will be utilised:
  - for the simple additional classroom solution on a relatively straightforward site environment then the Scape (Local Authority owned building solutions provider of which Nottinghamshire is a co-owner) Connect system will be utilised
  - for medium complexity projects where a modular solution can be provided on a site of relatively easy access and site environment then the solution will be provided by competitive tender utilising the central government GPS framework
  - for more complex projects whereby the works required involve a more complicated solution which could include additions to and/or alterations to existing buildings or on a more complex site environment then the EMPA (East Midlands Properly Alliance) framework contractors will be used
  - for the simpler internal reordering only projects then the solution will be provided by the in-house operations team.
11. It is anticipated that the building works will start on site from June 2013 and be completed in August 2013, with the exception of Lambley Primary School which will complete in December 2013.
12. The latest estimated cost of the building works are set out below and the fees shown are for all professions involved in the project.
13. The professions involved in this project are:-
  - Architect
  - Mechanical Engineer
  - Electrical Engineer
  - Quantity Surveyor
  - Structural Engineer
  - CDM Co-ordinator
  - Project Manager

### Capital budget implications

14. This project is being funded as follows:
 

	£
Capital Allocation	8,280,498
S106 contributions	816,195
Other funding sources	141,152
Total	9,237,845
15. The business case has been submitted to the Corporate Asset Management Group and has been approved for submission.

16. The latest estimated costs are as follows:

	<u>Latest Estimated Cost</u> <u>(Outturn Prices)</u> £
Building Works	7,542,248
Professional fees	947,597
Furniture and Equipment	248,000
Programme Contingency	500,000
	<hr/>
Total	9,237,845
	<hr/>

Individual project detail:

	£
<b>Ashfield</b>	
Croft Primary School	796,534
Dalestorth Primary & Nursery School	927,753
Leen Mills Primary School	188,564
<b>Bassetlaw</b>	
Ordsall Primary School	236,506
Sir Edmund Hillary Primary School	588,768
<b>Gedling</b>	
Arnold Mill Primary School	508,710
Richard Bonington Primary & Nursery School	450,000
Ernhale Infant School	400,000
Lambley Primary School	342,562
<b>Mansfield</b>	
King Edward Primary School	826,741
Berry Hill Primary & Nursery School	385,577
St Peter's C of E Primary School	1,030,310
Sutton Road Primary & Nursery School	689,805
Rosebrook Primary & Nursery School	64,000
<b>Rushcliffe</b>	
Carnarvon Primary School	344,015
<b>Contributions to Academies and Voluntary Aided Schools</b>	
Mansfield Primary Academy, Barnby Road Academy & Holy Trinity Roman Catholic Primary	710,000

### **Anticipated cash flow**

Capital Payments	2011/12 £	2012/13 £	2013/14 £	Total £
Building Works	100,000	6,687,823	1,254,425	8,042,248
Professional Fees	300,000	647,597	0	947,597
Furniture & Equipment	0	248,000	0	248,000
Totals	400,000	7,583,420	1,254,425	9,237,845

### **Revenue budget implications**

17. Any additional premises costs arising from these proposals will be met from the individual site's budget.

### **Basic Need Programme – 2014 Onwards**

18. Committee should note that a review of the Basic Need requirement for 2014 and onwards is currently underway under the auspices of the Children & Young People's Committee. Once this has been approved it will be brought to this Committee to secure funding approval. This is expected in the early part of 2014.

### **Other Options Considered**

19. Whilst surrounding schools were considered, the projects listed represent the optimum solutions to the need for school places in each particular area.

### **Reason/s for Recommendation/s**

20. Local authorities have a statutory duty to ensure sufficient school places are available for every child in the local area that needs one.

### **Statutory and Policy Implications**

21. This report has been compiled after consideration of implications in respect of finance, equal opportunities, human resources, crime and disorder, human rights, the safeguarding of children, sustainability and the environment and those using the service and where such implications are material they are described below. Appropriate consultation has been undertaken and advice sought on these issues as required.

### **Implications for Service Users**

22. The upgraded buildings and facilities will provide the extra requirements for the pupil numbers to be increased.

## **Financial Implications**

23. These are set out in the report.

## **Equalities Implications**

24. In accordance with County Council policy, the design of the buildings will incorporate access and facilities for people with disabilities.

## **Crime and Disorder Implications**

25. The proposed sites are within existing school security boundaries and as such are relatively straightforward to secure. As a result, risk of crime from theft or vandalism will be minimised. Additional measures which will be considered to further minimise risk of crime will include the provision of overnight security systems during the construction period.
26. Consultation with local residents and other interested parties will be undertaken as part of the planning process and this should effectively negate risk of disruption through protest or the like.

## **RECOMMENDATION/S**

That:

- 1) the latest estimated cost report for the building works programme as set out in the report be approved.

**Jas Hundal**

**Service Director, Transport, Property and Environment**

**For any enquiries about this report please contact:**

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Team Manager, Property Strategy and Development  
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## **Constitutional Comments (CEH 23/11/12)**

27. Finance and Property Committee can approve the recommendation in the report.

## **Financial Comments (NDR 04/12/12)**

28. The financial implications are set out in paragraph 23 and throughout the report.

## **Background Papers**

None.

## **Electoral Division(s) and Member(s) Affected**

Hucknall:	Coun Rev Tom Irvine Coun Mick Murphy Coun Kevin Rostance
Sutton in Ashfield East:	Coun Steve Carroll
Sutton in Ashfield North:	Coun Jason Zadrozny
Retford East:	Coun Wendy Quigley
Worksop East:	Coun Glynn Gilfoyle
Arnold North:	Coun Ged Clarke Coun Carol Pepper
Arnold South:	Coun Rod Kempster Coun Melvyn Shepherd
Calverton:	Coun Mark Spencer
Mansfield East:	Coun Bob Cross Coun Martin Wright
Mansfield South:	Coun Stephen Garner Coun Chris Winterton
Mansfield West:	Coun Victor Bobo Coun June Stendall
Newark East:	Coun Stuart Wallace
Newark West:	Coun Keith Girling
Bingham:	Coun Martin Suthers

C0136





**17 December 2012****Agenda Item: 9(c)****REPORT OF THE SERVICE DIRECTOR, TRANSPORT, PROPERTY AND  
ENVIRONMENT****LATEST ESTIMATED COST: ARCHIVE BUILDING****Purpose of the Report**

1. The purpose of this report is to seek approval for the latest estimated cost for the above project including a variation to the Capital Programme.

**Information and Advice****Project details**

2. Nottinghamshire Archives is situated at Castle Meadow Road, Nottingham, is of CLASP Mark 6 construction and was completed and opened to the public in 1992. From this building the Archives team provide a service to the public of the County and City, granting controlled and supervised access to the archive stock for individual and group research and investigation. The storage of the historical archives is contained within the building, within a temperature and humidity controlled area. The service employs 19.1 FTE staff. The Archives holds some 5 miles of historic archives. The average usage of the building by the public is 50 users per day.
3. It is estimated that Nottinghamshire Archives will reach the physical limit of its capacity for storage within the next year. In addition the requirements of the storage facility are changing with a move away from the more traditional paper storage (though this requirement still remains), towards modern multi-media storage requirements which require even more specialist temperature and humidity control systems. The equipment used for the control of the archive storage environment has now reached the end of its designed working life and over the past few years the number and frequency of breakdowns and therefore out-of-control parameter instances on temperature and humidity has increased to the current unsatisfactory level. The current layout of the public access areas reflects the requirements of the 1990s and not the modern expectations of a public used to access within a suitably comfortable and secure environment.
4. This project was therefore commissioned to fully investigate the viability of upgrading the Archive building to comply with the increased storage requirement (20 years) alongside the public access offering. During the feasibility phase of the project a new British Standard (PD5454:2012) came into force and to ensure that Nottinghamshire retains its accredited status as an Archive Centre the requirements of this standard have been taken into account. This has decreased the breadth of tolerance of the control

parameters for the humidity and temperature controlled environment as well as increasing the requirements for the overall building security.

5. Options were considered to relocate the Archive into other buildings owned by the County Council; however these options were rejected based on the national importance of the Archive and therefore its required central City position close to the public transport hubs i.e. tram, train and bus and prohibitive conversion costs to provide the required security, environmental control and floor loading.
6. The building works include the provision of an extension to the Archive storage room across two floors, the extension of the public access area on a single floor to include a public meeting area, also available for out of hours use, the upgrading of the layout of the public access areas, the addition of a first storey plant room extension to facilitate the required new temperature and humidity control equipment, the internal reordering of the room layout to generate controlled storage rooms for photographic and computer media data storage along with enhanced fire detection, fire suppression and security systems.
7. The project will be managed using best practice project management methodology (Prince 2) with project reviews and sign-off at key milestones with all key stakeholders which meet the Gateway Review standards.
8. The works element of the proposed scheme will be built using the EMPA (East Midlands Property Alliance) framework. Under this framework Environment & Resources Property technical staff will undertake the detail design work and the construction will be carried out by the successful contractor on a target cost basis, for which the Quantity Surveyor will control costs by arriving at a target cost.
9. It is anticipated that the building works will start on site in March 2013 and be completed in March 2014.
10. The latest estimated cost of the building works is set out below and the fees shown are for all professions involved in the project.
11. The professions involved in this project are:-
  - Architect
  - Mechanical Engineer
  - Electrical Engineer
  - Quantity Surveyor
  - Structural Engineer
  - CDM Co-ordinator
  - Project Manager

## Capital budget implications

12. This project is being funded as follows: £
- |   |           |
|---|-----------|
| Capital Allocation                            | 2,100,000 |
| Maintenance allocation for Humidity equipment | 100,000   |
| Capital Allocation (variation)                | 368,600   |
|   | <hr/>     |
| Total   | 2,568,600 |
|   | <hr/>     |
13. The business case has been submitted to the Corporate Asset Management Group and has been approved for submission, subject to a Committee decision being required on the variation to the Capital Programme.
14. The latest estimated costs are as follows:

	<u>Latest Estimated Cost</u> <u>(Outturn Prices)</u> £
Building Works	2,223,324
Professional fees	214,200
Furniture and Equipment	131,076
	<hr/>
Total	2,568,600
	<hr/>

## Anticipated cash flow

Capital Payments	2012/13 £	2013/14 £	2014/15 £	Total £
Building Works	0	1,973,324	250,000	2,223,324
Professional Fees	20,000	180,000	14,200	214,200
Furniture & Equipment	0	131,076	0	131,076
	<hr/>	<hr/>	<hr/>	<hr/>
Totals	20,000	2,284,400	264,200	2,568,600
	<hr/>	<hr/>	<hr/>	<hr/>

## **Revenue budget implications**

15. Any additional premises cost arising from these proposals will be met from the Archive Revenue budget.

## **Other Options Considered**

16. Other options were considered as follows:

To move to another existing County Council building: as previously noted, this option was rejected as the Archive building needs to be centrally located with good transport links for users' ease of access and any conversion costs would be prohibitive.

To close the facility: the Archive provides a nationally recognised repository for the Nottinghamshire and City archive stock. It is a requirement of the County Council to retain this facility.

## **Reason/s for Recommendation/s**

17. The existing Archive Building will be future proofed for a further 20 years, meet the new British Standard for Archives, allow the County Council to meet its Archive responsibilities, improve the user's experience and allow the service to offer a wider availability of access to new types of media and provide an out-of-office hours meeting facility available for hire.

## **Statutory and Policy Implications**

18. This report has been compiled after consideration of implications in respect of finance, equal opportunities, human resources, crime and disorder, human rights, the safeguarding of children, sustainability and the environment and those using the service and where such implications are material they are described below. Appropriate consultation has been undertaken and advice sought on these issues as required.

## **Implications for Service Users**

19. The upgraded building will provide purpose built storage and access facilities to benefit all users of the service across the whole of the County and City.

## **Financial Implications**

20. These are set out in the report.

## **Equalities Implications**

21. In accordance with the County Council policy, the design of this building incorporates access and facilities for people with disabilities.

## **Crime and Disorder Implications**

22. The proposed site is relatively straightforward to secure by the addition of exterior security fencing. As a result, risk of crime from theft or vandalism will be minimised. Additional measures which will be considered to further minimise risk of crime will include the provision of overnight security systems during the construction period.
23. Consultation with local residents and other interested parties will be undertaken as part of the planning process and this should effectively negate risk of disruption through protest or the like.

## **RECOMMENDATION/S**

That:

- 1) the latest estimated cost report for the building works as set out in the report be approved, including the variation to the Capital Programme.

**Jas Hundal**

**Service Director, Transport, Property and Environment**

**For any enquiries about this report please contact:**

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## **Constitutional Comments (SSR 12/11/12)**

24. This decision may be approved by the Finance and Property Committee.

## **Financial Comments (NDR 23/10/12)**

25. The capital and revenue budget implications are set out in paragraphs 12 to 15 of the report.

## **Background Papers**

Development Plan: Nottinghamshire Archives and Records Management Service for the 21<sup>st</sup> Century. Nottinghamshire County Council, October 2012.

Except for previously published documents, which will be available elsewhere, the documents listed here will be available for inspection in accordance with Section 100D of the Local Government Act 1972.

## **Electoral Division(s) and Member(s) Affected**

All.  
C0111



17 December 2012

Agenda Item: 10(a)

## **REPORT OF SERVICE DIRECTOR TRANSPORT, PROPERTY & ENVIRONMENT**

### **LAND TO THE WEST OF CHURCH STREET, EASTWOOD**

#### **Purpose of the Report**

1. To seek approval of the Committee to the sale of land to the west of Church Street, Eastwood subject to contract to the preferred bidder as set out in the attached appendix.

#### **Information and Advice**

2. Some information relating to this report is not for publication by virtue of paragraph 3 of Schedule 12A of the Local Government Act 1972. Having regard to the circumstances, on balance the public interest in disclosing the information does not outweigh the reason for exemption because divulging the information would significantly damage the Council's commercial position. The exempt information is set out in the exempt appendix.
  - a) The land to the west of Church Street in Eastwood comprises approximately 0.638 hectares (1.57 acres), being shown edged red on the attached plan, and located immediately to the south-west of the new Springbank Primary School.
  - b) The site has been marketed by Lambert Smith Hampton as for sale by informal tender, subject to contract and planning permission.
  - (c) On the 18<sup>th</sup> April 2012, following informal tenders, a report was approved by Cabinet for the land to be sold but the purchaser withdrew from the purchase at the legal stage.
  - (d) The site has been remarketed by Lambert Smith Hampton and further offers have now been received being as detailed in the attached exempt appendix.

#### **Other Options Considered**

3. Retention of the land for other purposes is not appropriate as the land is surplus to requirements.

#### **Reason/s for Recommendation/s**

4. To secure a capital receipt.

## **Statutory and Policy Implications**

5. This report has been compiled after consideration of implications in respect of finance, equal opportunities, human resources, crime and disorder, human rights, the safeguarding of children, sustainability and the environment and those using the service and where such implications are material they are described below. Appropriate consultation has been undertaken and advice sought on these issues as required.

## **RECOMMENDATION/S**

1. That approval is given to the sale, subject to contract and planning, of the land to the west of Church Street, Eastwood to the preferred bidder as set out in the attached appendix.

**Jas Hundal**

**Service Director, Transport, Property and Environment**

**For any enquiries about this report please contact: Peter Grinnell 07753 625269**

## **Constitutional Comments (CEH 23.11.12)**

6. Finance and Property Committee can approve the recommendations in the report. When disposing of its land the Council is required to obtain the best price reasonably obtainable on the open market and the Committee should satisfy itself of this.

## **Financial Comments (CS 27.11.12)**

7. The sale (detailed in the exempt appendix) would generate a capital receipt and would be used to help fund the Capital Programme.

## **8. Electoral Division(s) and Member(s) Affected**

Ward(s): Eastwood

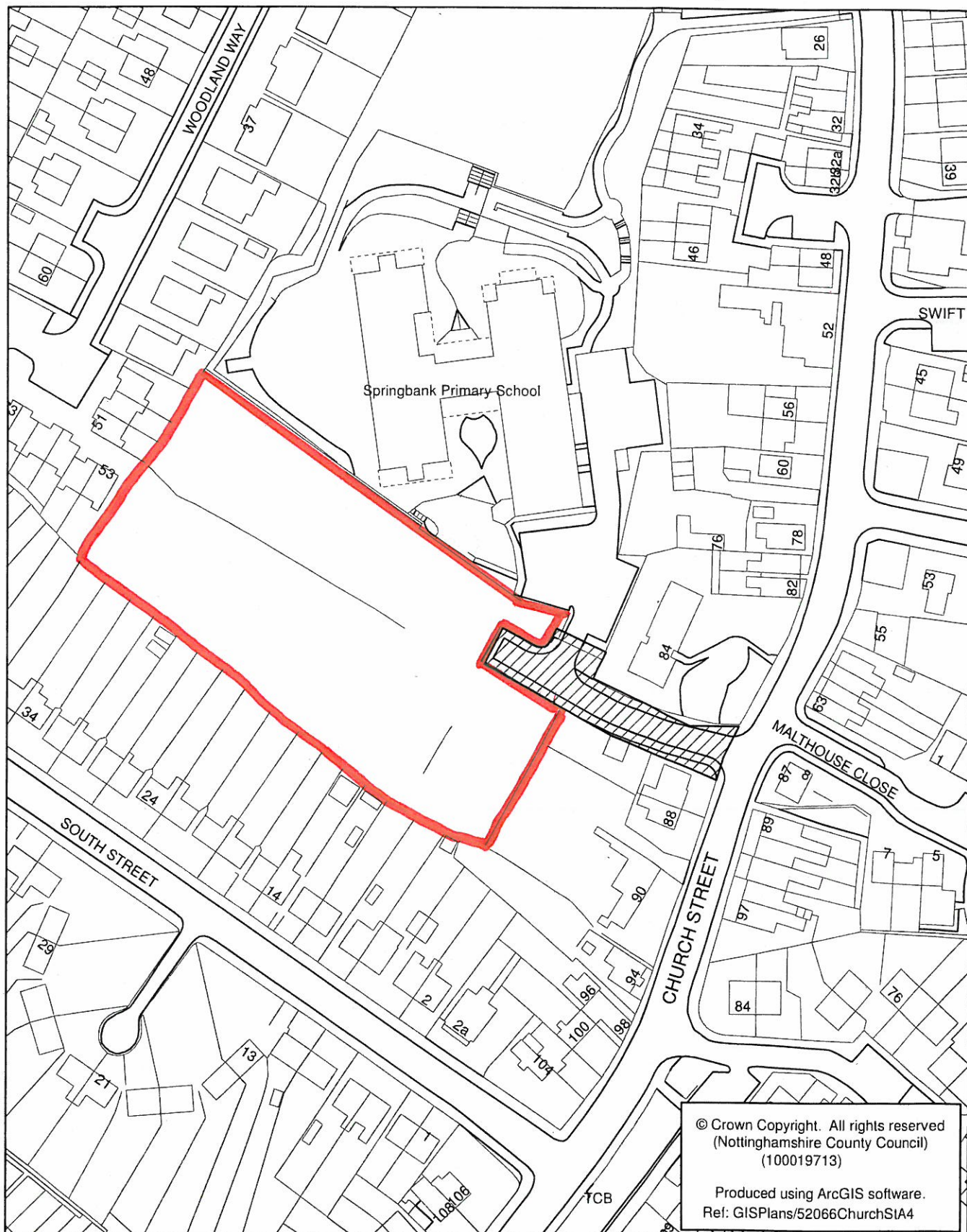
Member(s): Cllr Keith Longdon

File ref.: /PG/SL/52066

SP: 2355

Properties affected: 52066 - Land to west of Church Street







17 December 2012

Agenda Item: 10(b)

## **REPORT OF SERVICE DIRECTOR TRANSPORT, PROPERTY & ENVIRONMENT**

### **LAND BETWEEN WEST CARR ROAD & ORDSALL ROAD, RETFORD**

#### **Purpose of the Report**

1. To seek approval of the Finance & Property Committee to the sale, subject to contract and planning, of land between West Carr Road and Ordsall Road, Retford, DN22 7EA as set out in the attached appendix.
2. To authorise the Corporate Director, Environment & Resources, (or his nominee) in consultation with the Chair (or Vice Chair in his absence) of the Finance and Property Committee to approve a variation of the sale price linked to the extent of Affordable Housing that is agreed.

#### **Information and Advice**

3. Some information relating to this report is not for publication by virtue of paragraph 3 of Schedule 12A of the Local Government Act 1972. Having regard to the circumstances, on balance the public interest in disclosing the information does not outweigh the reason for exemption because divulging the information would significantly damage the Council's commercial position. The exempt information is set out in the exempt appendix.
  - a) The land between West Carr Road and Ordsall Road, Retford comprises approximately 5.21 hectares (12.87 acres), being shown edged red on the attached plan.
  - b) The site has been marketed since July 2011 by Lambert Smith Hampton as for sale by informal tender, subject to contract and planning permission.
  - c) Lambert Smith Hampton have negotiated an offer as detailed in the attached exempt appendix.

#### **Other Options Considered**

4. Retention of the land for other purposes is not appropriate as the land is surplus to requirements.

#### **Reason/s for Recommendation/s**

5. To secure a capital receipt.

## **Statutory and Policy Implications**

6. This report has been compiled after consideration of implications in respect of finance, equal opportunities, human resources, crime and disorder, human rights, the safeguarding of children, sustainability and the environment and those using the service and where such implications are material they are described below. Appropriate consultation has been undertaken and advice sought on these issues as required.

## **RECOMMENDATION/S**

1. That approval is given to the sale, subject to contract and planning, of the land offer as set between West Carr Road and Ordsall Road, Retford, DN22 7EA in accordance with the out in the attached appendix.
2. To authorise the Corporate Director, Environment & Resources, (or his nominee) in consultation with the Chair (or Vice Chair in his absence) of the Finance and Property Committee to approve a variation of the sale price linked to the extent of Affordable Housing that is agreed.

**Jas Hundal**

**Service Director, Transport, Property and Environment**

**For any enquiries about this report please contact: Peter Grinnell 07753 625269**

## **Constitutional Comments (CEH 23.11.12)**

7. Finance and Property Committee can approve the recommendations set out in the report. When disposing of its land, the Council is required to obtain the best price reasonably obtainable on the open market and Committee should satisfy itself of this.

## **Financial Comments (CS 28.11.12)**

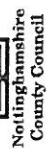
8. The sale (detailed in the exempt appendix) would generate a capital receipt and would be used to help fund the Capital Programme.

## **Electoral Division(s) and Member(s) Affected**

9. Ward(s): Retford West  
Member(s) Cllr Mike Quigley

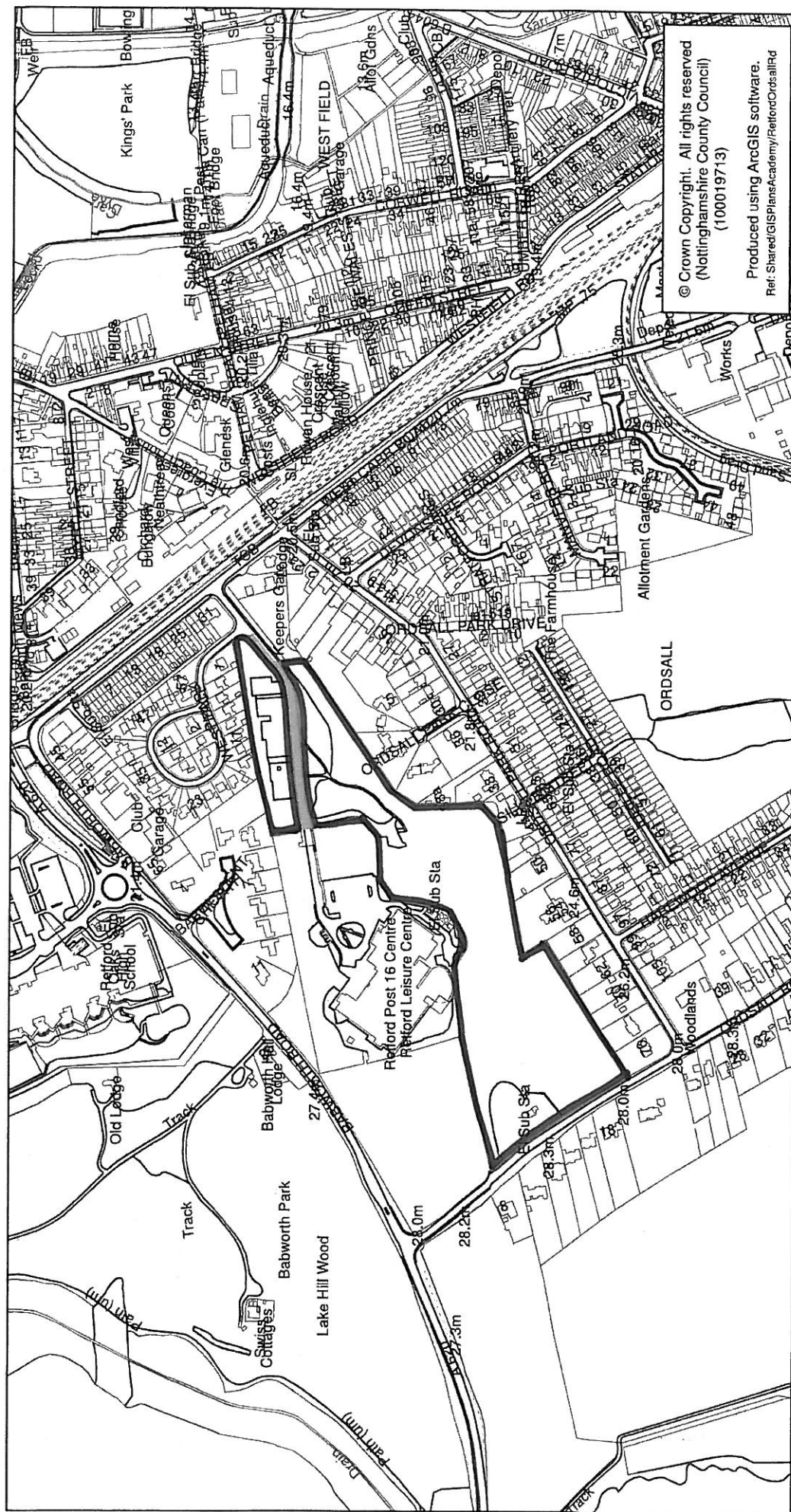
File ref.: /PG/SL/01965 SP: 2354 Properties affected: 01965 - Surplus site - prev Retford Post 16 Ctr





## Plan 2

Plan provided by: dlc

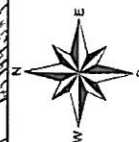


**Jas Hundal**  
**Service Director**  
**Environment, Transport & Property**  
**Environment & Resources Department**

Scale 1:5,000

Metres

0 20 40 80 120 160



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(Nottinghamshire County Council)  
(100019713)

Produced using ArcGIS software.  
Ref: Shared/GISPlansAcademy/RetfordOrdsallRd



17 December 2012

Agenda Item: 10(c)

## **REPORT OF SERVICE DIRECTOR TRANSPORT, PROPERTY & ENVIRONMENT**

### **COMMERCIAL / EMPLOYMENT SITE (3.6 HECTARES), TOP WIGHAY FARM, ANNESLEY ROAD, HUCKNALL - SALE BY CONDITIONAL CONTRACT**

#### **Purpose of the Report**

1. To approve the terms for the sale of an 3.6 hectare (8.8 acres) commercial/employment site by conditional contract

#### **Information and Advice**

2. Some information relating to this report is not for publication by virtue of paragraph 3 of Schedule 12A of the Local Government Act 1972. Having regard to the circumstances, on balance the public interest in disclosing the information does not outweigh the reason for exemption because divulging the information would significantly damage the Council's commercial position. The exempt information is set out in the confidential Exempt Annex.
3. At its meeting in September 2012, Finance and Property Committee approved the selection of a "preferred development partner" to work with the Council to deliver the development of part of the allocated commercial / employment site at Top Wighay Farm, north of Hucknall.
4. One objective in selecting a preferred developer at this stage was to allow a period of exclusive negotiations with the selected party to finalise the complex contractual terms for the conditional land sale to the developer. Those negotiations have now taken place and terms are agreed [subject to Committee approval]. These terms and conditions will allow solicitors to be instructed to conclude contracts with the development partner. Once this has occurred, the development partner will be in a position to bring forward a planning application for the development of the site in the joint names of the developer and the County Council.
5. The proposed terms of the conditional land contract are outlined in the Exempt Annex.
6. For information, targeted marketing has now commenced to find a development partner for the first of the residential development sites at Top Wighay Farm and a Report will be presented to a future meeting of the Committee on the terms of that disposal. It is likely that a planning application for this first phase housing development will run broadly in parallel with the forthcoming application for the development of the commercial site. Future phases of residential development land

will be brought to the market against a planned timetable aimed at matching likely developer demand for the release of sites.

### **Other Options Considered**

7. The selection objectives for the choice of preferred developer were outlined in the Report to Committee in September 2012, along with summaries of the various development and financial proposals submitted by each interested party.
8. The complex inter-relationship between commercial sensitivity, planning permission and land values makes a conditional contract the only realistic way forward for the sale of this site. Other methods of disposal, for example via auction, would not yield best value for the County Council.

### **Reason/s for Recommendation/s**

9. To ensure the disposal of part of the commercial site. Approval of the terms will allow appointment of solicitors, to work towards early exchange of contracts.

### **Statutory and Policy Implications**

10. This report has been compiled after consideration of implications in respect of finance, equal opportunities, human resources, crime and disorder, human rights, the safeguarding of children, sustainability and the environment and those using the service and where such implications are material they are described below. Appropriate consultation has been undertaken and advice sought on these issues as required.

### **RECOMMENDATION/S**

- 1) That the terms of the conditional contract for the sale of the site be approved.

**Jas Hundal**

**Service Director – Transport, Property & Environment**

**For any enquiries about this report please contact: Ian Brearley 07775 541 641**

### **Constitutional Comments (SSR 3-Dec-2012)**

11. This decision falls within the scope of decisions that may be approved by the Finance and Property Committee. The Council is required to obtain the best price that is reasonably obtainable for the sale of land under S123 of the Local Government Act, 1972, failing which it must comply with the General Disposal Consent Order. These are matters which the decision makers must be satisfied before approving the recommendation.

### **Financial Comments (CS 28.11.12)**



12. As reported earlier, this development should ultimately lead to significant capital receipts, which in turn would be used to help fund the Capital Programme.

The potential value of this particular area is contained within the exempt appendix. At this stage it is envisaged that the developers would incur the upfront costs for off-site highways and infrastructure etc. However, should it be later deemed more appropriate for the County Council to procure these directly then formal approval and funding for this outlay would be required. In this scenario, the County Council's capital receipt would increase and the net financial benefit would be broadly the same.

Provision will need to be made for any statutory compensation.

## **Background Papers**

13. None.

## **Electoral Division(s) and Member(s) Affected**

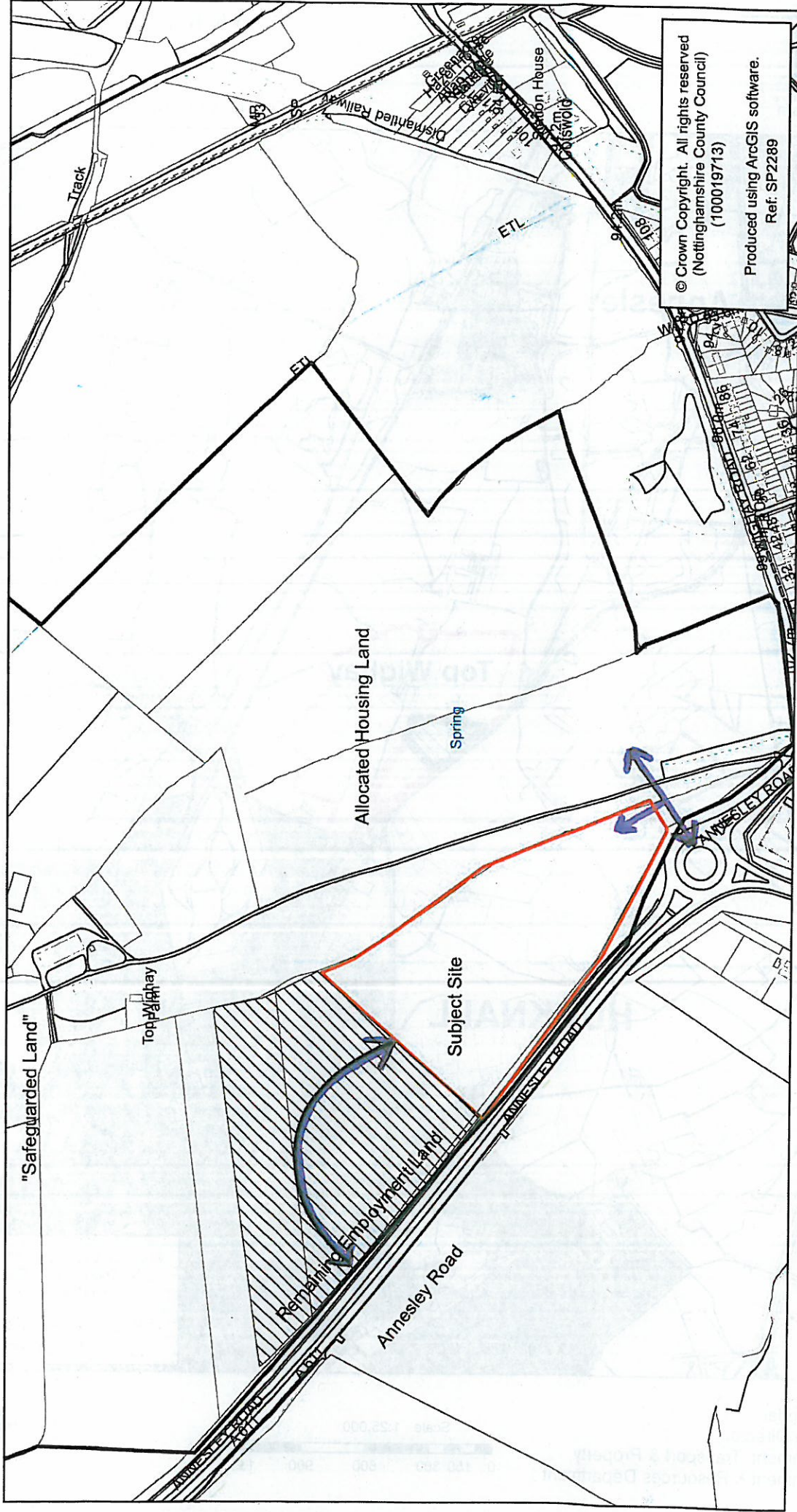
14. Ward(s): Newstead  
Member(s): Cllr Chris Barnfather

File ref.: /IB/SL/  
SP: 2347  
Properties affected: 00077 - Top Wighay Farm



# Commercial Site, Top Wighay Farm, Annesley Road, Hucknall - Selection of Preferred Developer

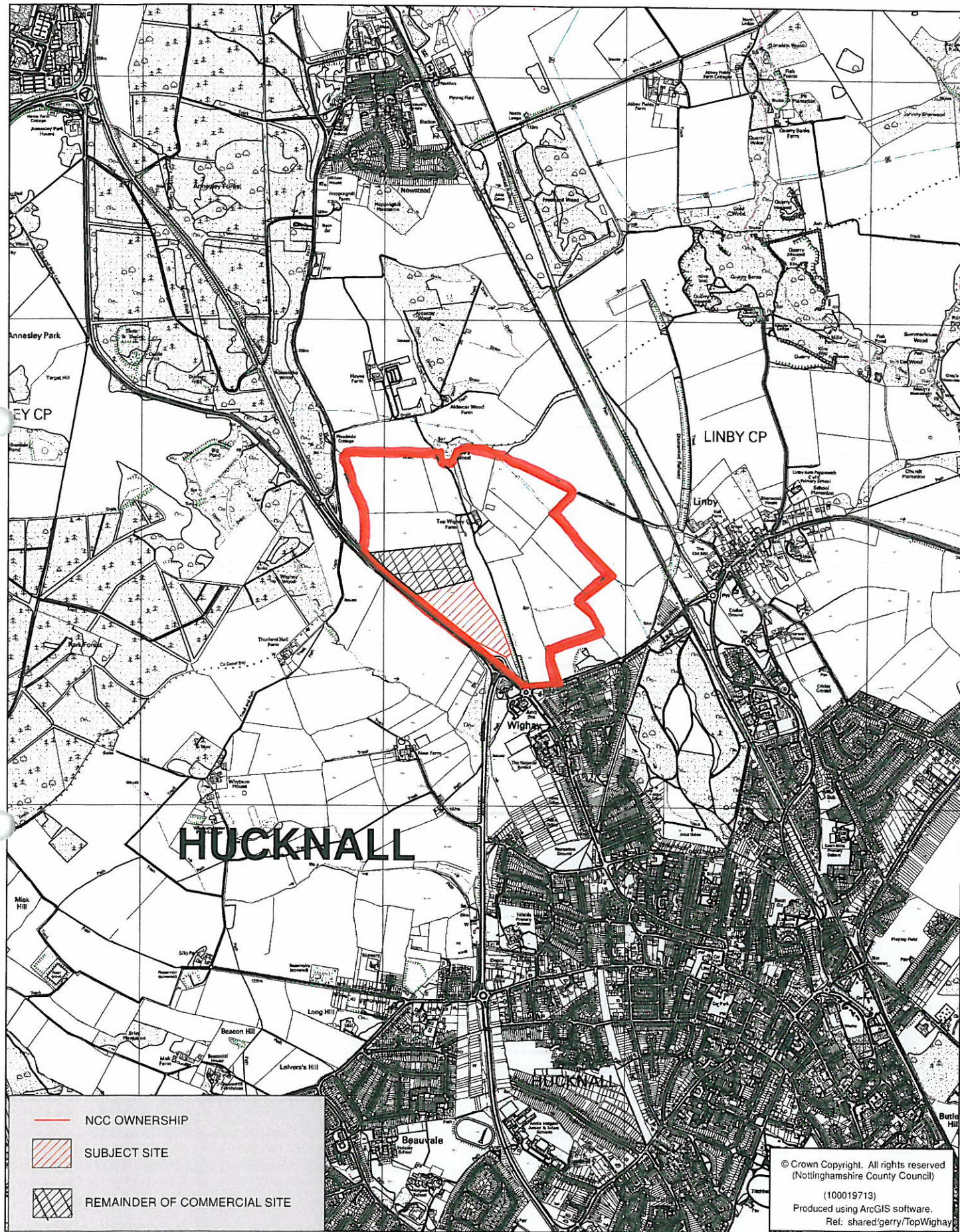
Plan provided by: dlc



Jas Hundal  
Service Director  
Environment, Transport & Property  
Environment & Resources Department













**17 December 2012**

**Agenda Item: 10(d)**

**REPORT OF SERVICE DIRECTOR TRANSPORT, PROPERTY &  
ENVIRONMENT**

**THE GILSTRAP CENTRE, CASTLE GATE, NEWARK - PROPOSED "LEASE  
IN"**

**Purpose of the Report**

1. To seek approval to the terms of a new "Lease In" of the Gilstrap Centre, Castle Gate, Newark, for use as Registrar's premises for the town.
2. To seek approval to minor variations to the terms of the existing "lease in" of the existing Registrar's Office at Balderton Gate, Newark.

**Information and Advice**

3. Some information relating to this report is not for publication by virtue of paragraph 3 of Schedule 12A of the Local Government Act 1972. Having regard to the circumstances, on balance the public interest in disclosing the information does not outweigh the reason for exemption because divulging the information would significantly damage the Council's commercial position. The exempt information is set out in the confidential Exempt Annex.
4. The Registrar's Service for Births, Deaths and Marriages for the Newark area currently operates out of premises leased from Newark and Sherwood District Council in Balderton Gate in the town. The service has been trying to secure relocation premises for some time in order to improve service provision to the public.
5. It is proposed to take a new "lease in" of the Gilstrap Centre, which is situated in the grounds of Newark Castle. The Gilstrap Centre is an ornate and elegant listed building dating principally from Victorian times, with a sympathetic 1930s extension. The Castle and its grounds are a Scheduled Ancient Monument. The building is owned by a charitable organisation, The Gilstrap Charity. Newark and Sherwood District Council [NSDC] are the sole Trustees of the Gilstrap Charity. The premises are currently used by NSDC [under lease from the Charity] as a Tourist Information Centre [TIC] and historical interpretation centre. It is understood that NSDC intend to relocate the TIC elsewhere in the town [location and timing uncertain] and some of the historical interpretation artefacts on display will be relocated to the town's new Civil War visitor attraction. NSDC intend to relocate those items more directly related to the castle itself elsewhere within the castle buildings. This will mean that the Gilstrap Centre will shortly be vacant, providing an ideal opportunity for its use by the County Council Registrar's Service.
6. In accordance with Charity Commission rules, the maximum lease available to the County Council for this building at the present time is 7 years. The terms of the proposed letting are outlined in the Exempt Annex. The income generated by the proposed lease to the

County Council will be used towards the charitable aims and objectives of The Gilstrap Charity.

7. Some adaptation / modernisation of the building will be needed to make the property fit for use by the Registrars service and this work will be carried out by the County Council, subject to all necessary statutory consents, including works to a Listed Building and [if required by English Heritage] works to the Scheduled Ancient Monument. These works are currently in their design stage, and a planning application can be expected by the turn of the year.
8. Assuming all necessary consents are in place by the end of March 2013, it is proposed that the lease will commence on 1st April 2013. This will allow the Registrar functions to be operational by 1st September 2013. NSDC will allow the County Council to have flexible occupation of the existing premises in Balderton Gate until the relocation is completed, ensuring continuity of the statutory functions of the Registrar's Service during the relocation. This will also allow for any slippage caused by possible delays to the statutory consents required before work can start at The Gilstrap Centre.
9. Once the relocation has taken place, the County Council will surrender its tenancy at Balderton Gate back to NSDC.

#### **Other Options Considered**

10. Operationally, The Gilstrap Centre represents the best available location for the Registrar's service in the town. The unique character and location of the building provide an outstanding opportunity to improve facilities to users of the Service, especially in the provision of wedding services.
11. Charity Commission rules make leasing the only realistic property solution for the building at this time, and a 7 year lease term is the maximum achievable under those rules

#### **Reason/s for Recommendation/s**

12. To allow relocation of the Registrar's Service to a new venue capable of delivering improved facilities for service users

#### **Statutory and Policy Implications**

13. This report has been compiled after consideration of implications in respect of finance, equal opportunities, human resources, crime and disorder, human rights, the safeguarding of children, sustainability and the environment and those using the service and where such implications are material they are described below. Appropriate consultation has been undertaken and advice sought on these issues as required.

#### **RECOMMENDATION/S**

- 1) That the terms for the new lease in of The Gilstrap Centre be approved. thus allowing the relocation of the Registrar's Service to this venue.
- 2) That the terms of the minor modifications to the lease on the existing lease at Balderton Gate be approved, so as to facilitate the relocation of the Registrar's service and the timely and orderly vacation of the existing premises.



**Jas Hundal**  
**Service Director – Transport, Property & Environment**

**For any enquiries about this report please contact: Ian Brearley 07775 541 641**

**Constitutional Comments (CEH 23.11.12)**

14. Finance and Property Committee can approve the recommendations set out in the report.

**Financial Comments (CS 28.11.12)**

15. The cost of the lease of the Gilstrap Centre (and associated running costs) would fall to the Registrar's Service.

Provision exists under the Way of Working Programme for dilapidations at Balderton Gate.

**Background Papers**

16. Except for previously published documents, which will be available elsewhere, the documents listed here will be available for inspection in accordance with Section 100D of the Local Government Act 1972.

**Electoral Division(s) and Member(s) Affected**

17. Ward(s): Newark West  
Member(s): Cllr Keith Girling

File ref.: /IB/SL/  
SP: 2345  
Properties affected: 03022 - Gilstrap Centre(formerly Newark Library)  
00011 - Balderton Gate





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Nottinghamshire County Council 180048713, 2012

The boundaries shown on the plan are as seen on site and are not the  
official ownership boundaries. For detailed and ownership boundaries  
please contact the Property Team Corporate Property. Tel 0115 9772090



**Nottinghamshire  
County Council  
Corporate Services**

Trent Bridge House, Fox Road,  
West Bridgford, Nottingham, NG2 6BJ  
Tel: 0115 9773262

Project		GILSTRAP CENTRE		Drawn	Date
				EW	JULY'12
				Ch'kd	Date
Property No.	Project No.			Auth	Traced
3022					
Title				Scale	
SITE PLAN				NTS	
Drawing No.				Rev.	
C.3022 - 1					



17 December 2012

Agenda Item: 10(e)

## **REPORT OF SERVICE DIRECTOR TRANSPORT, PROPERTY & ENVIRONMENT**

### **MANSFIELD BUS STATION – RETAIL UNIT 1**

#### **Purpose of the Report**

1. To seek approval of the Finance and Property Committee to the grant of a 10 year lease as set out in the attached appendix.

#### **Information and Advice**

##### **Background**

2. Some information relating to this report is not for publication by virtue of paragraph 3 of Schedule 12A of the Local Government Act 1972. Having regard to the circumstances, on balance the public interest in disclosing the information does not outweigh the reason for exemption because divulging the information would significantly damage the Council's commercial position. The exempt information is set out in the exempt appendix.
3. The new Mansfield Bus Station on Quaker Way is due to open in the Spring of 2013.
4. Two retail units are being formed inside the new bus station and a marketing exercise for these has taken place.
5. Following on from this exercise, terms for a 10 year lease have been provisionally agreed with an operator for Unit 1, and these are detailed in the appendix.

##### **Other Options Considered**

6. None.

##### **Reason/s for Recommendation/s**

7. To generate an annual return from the investment and provide a retail facility for users of the bus station.

##### **Statutory and Policy Implications**

8. This report has been compiled after consideration of implications in respect of finance, equal opportunities, human resources, crime and disorder, human rights, the safeguarding of children, sustainability and the environment and those using the service and where such implications are material they are described below. Appropriate consultation has been undertaken and advice sought on these issues as required.

## **Recommendation**

1. That approval is given to the grant of a 10 year lease as set out in the attached appendix.

**Jas Hundal**

**Service Director, Transport, Property and Environment**

**For any enquiries about this report please contact: Tim Slater 0115 977 2076**

## **Constitutional Comments (CEH 23.11.12)**

9. Finance and Property Committee has the authority to approve the recommendations in the report.

## **Financial Comments (CS 27.11.12)**

10. The income from the lease will accrue to the Transport & Highways Committee.

## **Background Papers**

11. None.

## **Electoral Division(s) and Member(s) Affected**

12. Ward(s): Mansfield South  
Member(s): Cllr Chris Winterton, Cllr Stephen Garner

SP: 2341

Properties affected: 07579 - Mansfield Public Transport Interchange









17 December 2012

Agenda Item: 10(f)

## **REPORT OF SERVICE DIRECTOR TRANSPORT, PROPERTY & ENVIRONMENT**

### **MANSFIELD BUS STATION – RETAIL UNIT 2**

#### **Purpose of the Report**

1. To seek approval of the Finance and Property Committee to the grant of a 10 year lease as set out in the attached appendix.

#### **Information and Advice**

##### **Background**

2. Some information relating to this report is not for publication by virtue of paragraph 3 of Schedule 12A of the Local Government Act 1972. Having regard to the circumstances, on balance the public interest in disclosing the information does not outweigh the reason for exemption because divulging the information would significantly damage the Council's commercial position. The exempt information is set out in the exempt appendix.
3. The new Mansfield Bus Station on Quaker Way is due to open in the Spring of 2013.
4. Two retail units are being formed inside the new bus station and a marketing exercise for these has taken place.
5. Following on from this exercise, terms for a 10 year lease have been provisionally agreed with an operator for Unit 2, and these are detailed in the appendix.

##### **Other Options Considered**

6. None.

##### **Reason/s for Recommendation/s**

7. To generate an annual return from the investment and provide a cafe facility for users of the bus station.

##### **Statutory and Policy Implications**

8. This report has been compiled after consideration of implications in respect of finance, equal opportunities, human resources, crime and disorder, human rights, the safeguarding of children, sustainability and the environment and those using the service and where such implications are material they are described below. Appropriate consultation has been undertaken and advice sought on these issues as required.

## **Recommendation**

1. That approval is given to the grant of a 10 year lease as set out in the attached appendix.

**Jas Hundal**

**Service Director, Transport, Property and Environment**

**For any enquiries about this report please contact: Tim Slater 0115 977 2076**

## **Constitutional Comments (CEH 23.11.12)**

9. Finance and Property Committee has the authority to approve the recommendations in the report.

## **Financial Comments (CS 28.11.12)**

10. The income from the lease will accrue to the Transport & Highways Committee.

## **Background Papers**

11. None.

## **Electoral Division(s) and Member(s) Affected**

12. Ward(s): Mansfield South  
Member(s): Cllr Chris Winterton, Cllr Stephen Garner

SP: 2342

Properties affected: 07579 - Mansfield Public Transport Interchange

17 December 2012

Agenda Item: 10(g)

**REPORT OF SERVICE DIRECTOR TRANSPORT, PROPERTY &  
ENVIRONMENT****BOWBRIDGE PRIMARY SCHOOL, BAILEY ROAD, NEWARK****Purpose of the Report**

1. To seek approval of the Finance and Property Committee to the grant of a 125 year lease on the standard terms set out in the attached appendix to the Academy Trust for Bowbridge Primary School, Bailey Road, Newark, NG24 4EP this being subject to subsequent approval of any site specific details .
2. To authorise the Corporate Director, Environment & Resources, (or his nominee) to approve site details and specific conditions in consultation with the Chair (or Vice Chair in his absence) of the Finance and Property Committee.

**Information and Advice****Background**

3. Councillors are probably aware that the Academies Act 2010 allows maintained schools to become Academies by applying to the Secretary of State for Conversion.
4. Once the conversion order has been granted it requires all parties to enter into a Transfer Agreement.
5. As a part of the Transfer Agreement the County Council is required to transfer the relevant assets currently held by the County Council or the existing governing body to the Academy Trust.
6. On a related matter, Councillors should note that other aspects of Academy Transfer will be reported to the Children & Young People's Committee as appropriate.
7. Bowbridge Primary School is shortly to acquire Academy status and as part of the conversion process, governing bodies of Academy Schools are entitled to 125 year full repairing and insuring leases at a peppercorn rent of any Council owned land, forming part of the principal operational School site subject to rights to be reserved and leaseback of Council facilities where appropriate.
8. This report seeks approval to the granting of a 125 year lease to the Academy Trust on the Heads of Terms set out in the *attached* Appendix.

## **Other Options Considered**

9. The Academies Act 2010 does not allow the Authority any options as regards the transfer and therefore no other options have been explored.

## **Reason/s for Recommendation/s**

10. To comply with statutory requirements.

## **Statutory and Policy Implications**

11. This report has been compiled after consideration of implications in respect of finance, equal opportunities, human resources, crime and disorder, human rights, the safeguarding of children, sustainability and the environment and those using the service and where such implications are material they are described below. Appropriate consultation has been undertaken and advice sought on these issues as required.

## **Recommendation**

That approval is given to: -

1. Seek approval of the Finance and Property Committee to the grant of a 125 year lease on the standard terms set out in the attached appendix to the Academy Trust for Bowbridge Primary School, Bailey Road, Newark, NG24 4EP.
2. Authorise the Corporate Director, Environment & Resources, (or his nominee) to approve site details and specific conditions in consultation with the Chair (or Vice Chair in his absence) of the Finance and Property Committee.

**Jas Hundal**

**Service Director, Transport, Property and Environment**

**For any enquiries about this report please contact: Peter Grinnell 0115 9772094**

## **Constitutional Comments (CEH 28.10.12)**

12. The Finance and Property Committee has the delegated authority to consider and approve the recommendations in the report.

## **Financial Comments (CS 28.11.12)**

13. Granting of a 125 year lease to an academy effectively creates a loss on disposal

but this is not a charge against Council Tax.

### **Background Papers**

14. None.

### **Electoral Division(s) and Member(s) Affected**

15. Ward(s): Newark West  
Member(s): Cllr Keith Girling

File ref.: /PG/SL/01011

SP: 2367pf

Properties affected: 01011 - Bowbridge Primary School

## **APPENDIX**

### **Heads of Terms**

#### **Demise:**

All that land to be shown as edged red on the Red Line Plans to be prepared for the school for subsequent approval as provided in item 2 above.

#### **Landlord:**

Nottinghamshire County Council  
County Hall  
West Bridgford  
Nottingham  
NG2 7QZ

#### **Tenant:**

The Academy Trust for Bowbridge Primary School

#### **Rent:**

A peppercorn

#### **Term:**

125 years (The lease to be contracted outside the security of tenure provisions of the 1954 Landlord & Tenant Act.).

#### **Outgoings:**

The Tenant will be responsible for the payment of all outgoing which are now or may during the term be payable in respect of the Property.

#### **Alienation:**

The Tenant will not part with or share the possession or occupation of the whole of the property nor hold the property or any part or parts of the property or this lease on trust for another.

#### **Repair:**

The Tenant will keep the Property clean and tidy and make good any damage it causes to the Property and/or any deterioration to the condition of the Property that may arise from the term commencement date.

#### **Signs and Advertisements**

The Tenant to notify the Landlord of the affixing or display on the boundaries of the Property other than signs which are required by law to be displayed, do not require planning permission or are necessary or usual for the authorised use of the Property.

#### **Use**

The permitted use will be for the purposes of the Academy Trust (as set out in any charitable objects, memorandum and articles of association of the Tenant from time to time) for the provision of educational services and for community, fundraising and recreational purposes which are ancillary to the provision of educational services.

#### **Insurance**

The Tenant will:

- Keep the Property insured with a reputable insurance office against loss or damage by the Insured Risks in the sum the tenant is advised represents the Reinstatement Value of the Property from time to time;
- Pay the premiums for insurance promptly as they become due and maintain in force the policies of insurance on the Property;
- Following damages or destruction and subject to obtaining all necessary consents and as soon as may be reasonably practicable, unless it will be impossible or impractical, reinstate the property and lay out all monies in reinstating and rebuilding the property.

**Alterations:**

The Tenant will not make any external or structural alterations or additions to any structures for the time being on the Property without the Landlord's prior written consent, submitting to the Landlord adequate plans and specifications describing the proposed alteration, addition or variation, consulting generally with the Landlord on the proposed alterations and dealing with any queries that the Landlord acting reasonably may raise.

**Statutory Obligations:**

Statutory obligations, health and safety and CDM regulations in this clause "regulations" means the construction (design and management) regulations 1994 and "client" "health and safety plan" health and safety file" "planning supervisor" and "principal contractor" have the same meanings as in the regulations;

The Tenant will comply with all laws (including the premises acts) affecting the property, the physical condition or the user of them or the use of any fixtures and fittings in them;

**Timescale:**

The Tenant will complete the Lease on receipt and agreement of the Legal documentation by their Solicitors.

**Legal Costs:**

Each party will bear their own legal costs involved in the granting the leases.

**Conditions**

The above remains subject to: -

- (a) Contract;
- (b) Confirmation that the financial status of the Tenant is acceptable to the Landlord; and
- (c) VAT





**17 December 2012****Agenda Item: 11****REPORT OF CORPORATE DIRECTOR, POLICY, PLANNING AND  
CORPORATE SERVICES****WORK PROGRAMME****Purpose of the Report**

1. To consider the Committee's work programme for 2012/13.

**Information and Advice**

2. The County Council requires each committee to maintain a work programme. The work programme will assist the management of the committee's agenda, the scheduling of the committee's business and forward planning. The work programme will be updated and reviewed at each pre-agenda meeting and committee meeting. Any member of the committee is able to suggest items for possible inclusion.
3. The attached work programme has been drafted in consultation with the Chairman and Vice-Chairman, and includes items which can be anticipated at the present time. Other items will be added to the programme as they are identified.
4. As part of the transparency introduced by the new committee arrangements, committees are expected to review day to day operational decisions made by officers using their delegated powers. It is anticipated that the committee will wish to commission periodic reports on such decisions. The committee is therefore requested to identify activities on which it would like to receive reports for inclusion in the work programme.

**Other Options Considered**

5. None.

**Reason/s for Recommendation/s**

6. To assist the committee in preparing its work programme.

**Statutory and Policy Implications**

7. This report has been compiled after consideration of implications in respect of finance, equal opportunities, human resources, crime and disorder, human rights, the safeguarding of children, sustainability and the environment and those using the service and where such

implications are material they are described below. Appropriate consultation has been undertaken and advice sought on these issues as required.

## **RECOMMENDATION/S**

- 1) That the committee's work programme be noted, and consideration be given to any changes which the committee wishes to make.

**Jayne Francis-Ward**  
**Corporate Director, Policy, Planning and Corporate Services**

**For any enquiries about this report please contact: Paul Davies, x 73299**

## **Constitutional Comments (HD)**

1. The Committee has authority to consider the matters set out in this report by virtue of its terms of reference.

## **Financial Comments (PS)**

2. There are no direct financial implications arising from the contents of this report. Any future reports to Committee on operational activities and officer working groups, will contain relevant financial information and comments.

## **Background Papers**

None.

## **Electoral Division(s) and Member(s) Affected**

All

## **FINANCE & PROPERTY COMMITTEE - WORK PROGRAMME**

<b><u>Report Title</u></b>	<b><u>Brief summary of agenda item</u></b>	<b><u>For Decision or Information ?</u></b>	<b><u>Lead Officer</u></b>	<b><u>Report Author</u></b>
<b>17<sup>th</sup> December 2012</b>				
Property	Review of delegated and operational decisions.	Info.	Jas Hundal	
Monthly Budget & Capital Monitoring Report 2012/13	Budget Capital Monitoring, Capital Receipts, Capital Variations	Decision	Paul Simpson	Pauline Moore
CIPFA Training Scheme	Joint Nottinghamshire Public Sector Training Scheme	Decision	Paul Simpson	Moira Wheelan
Asbestos Code of Practice	New asbestos Code of Practice for work in County Council buildings	Decision	Tim Gregory	Peter Roddis
Delegated and Operational Decisions	Delegated and operational decisions taken outside the committee	Info	Jas Hundal	
LEC Notts Archives	Latest Estimated Cost for Nottinghamshire Archives Building	Decision	Jas Hundal	Chris Higginson
LEC Heymann Primary School	Latest Estimated Cost for new classrooms at Heymann Primary School, West Bridgford	Decision	Jas Hundal	John Hannam
LEC Schools Basic Need Programme	Latest Estimated Cost for the schools basic need programme	Decision	Jas Hundal	Chris Higginson
<b>21<sup>st</sup> January 2013</b>				
Quarterly Progress Report	Review of performance (Oct – Dec).	Info.	Various	
Monthly Budget & Capital Monitoring Report 2012/13	Budget Capital Monitoring, Capital Receipts, Capital Variations –	Decision	Paul Simpson	Pauline Moore
Local Government Financial Settlement	Presentation to update committee on implications of the settlement	Info.	Paul Simpson	
Councillors' Divisional Fund	Interim report	Info.	Chris Holmes	Paul Davies
NNDR Business Rate Pooling	Arrangements for pooling the National Non-Domestic Rate	Decision	Paul Simpson	
<b>25<sup>th</sup> February 2013</b>				
Monthly Budget & Capital Monitoring Report 2012/13	Budget Capital Monitoring, Capital Receipts, Capital Variations	Decision	Paul Simpson	Pauline Moore
ICT Programmes and Performance	Update report after Q3	Info.	Ivor Nicholson	

<u>Report Title</u>	<u>Brief summary of agenda item</u>	<u>For Decision or Information ?</u>	<u>Lead Officer</u>	<u>Report Author</u>
<b>18<sup>th</sup> March 2013</b>				
Monthly Budget & Capital Monitoring Report 2012/13	Budget Capital Monitoring, Capital Receipts, Capital Variations	Decision	Paul Simpson	Pauline Moore
<b>22<sup>nd</sup> April 2013</b>				
Quarterly Progress Report	Review of performance (Jan – Mar).	Info.	Various	
Monthly Budget & Capital Monitoring Report 2012/13	Budget Capital Monitoring, Capital Receipts, Capital Variations	Decision	Paul Simpson	Pauline Moore
Insurance Tender	Follow up report on insurance tender process	Info.	Paul Simpson	Anne Hunt