

Finance and Property Committee

Monday, 21 March 2016 at 14:00

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

AGENDA

1	Minutes of the last meeting held on 22 Feb 2016	5 - 10
2	Apologies for Absence	
3	Declarations of Interests by Members and Officers:- (see note below) (a) Disclosable Pecuniary Interests (b) Private Interests (pecuniary and non-pecuniary)	
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9b	Disposal of Land at Broomhill Farm, Nottingham Road, Hucknall	83 - 88

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11 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.

12 EXEMPT INFORMATION ITEMS

12a Disposal of Land at Broomhill Farm, Nottingham Road, Hucknall EXEMPT

- Information relating to the financial or business affairs of any particular person (including the authority holding that information);

12b Disposal of Land at Sparken Hill, Worksop EXEMPT

- Information relating to the financial or business affairs of any particular person (including the authority holding that information);

12c HTCIS Land Acquisition - 180 sqm to rear of 48 High St, Hucknall EXEMPT

- Information relating to the financial or business affairs of any particular person (including the authority holding that information);

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) 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 Peter Barker (Tel. 0115 977 4416) or a colleague in Democratic Services prior to the meeting.

- (4) Councillors are reminded that Committee and Sub-Committee papers, with the exception of those which contain Exempt or Confidential Information, may be recycled.
- (5) This agenda and its associated reports are available to view online via an online calendar - <http://www.nottinghamshire.gov.uk/dms/Meetings.aspx>

Meeting FINANCE AND PROPERTY COMMITTEE

Date 22 February 2016 (commencing at 2pm)

Membership

Persons absent are marked with an 'A'

COUNCILLORS

Councillor David Kirkham (Chair)
Councillor Darren Langton (Vice-Chair)

A Reg Adair	Diana Meale
Chris Barnfather	Liz Plant
Richard Butler	Mike Pringle
Kay Cutts MBE	Darrell Pulk
Stephen Garner	Ken Rigby

A Ex-Officio: Alan Rhodes

OFFICERS IN ATTENDANCE

Pete Barker	Democratic Services
Ian Brearley	Senior Estates Officer, Property
Jayne Francis-Ward	Corporate Director, Resources
Jas Hundal	Service Director, Transport, Property & Environment
Ivor Nicholson	Service Director, IT
Keith Palframan	Group Manager, Finance
Nigel Stevenson	Service Director, Finance & Procurement

MINUTES OF THE LAST MEETING

The minutes of the last meeting held on 25 January 2016, having been circulated to all Members, were taken as read and were confirmed and were signed by the Chair.

APOLOGIES FOR ABSENCE

None.

MEMBERSHIP

Councillor Barnfather replaced Councillor Adair for this meeting only.

DECLARATIONS OF INTEREST

Councillor Barnfather declared a non-pecuniary interest in the item 'Arnot Hill House – Proposed Lease of Rooms' as he is a Member of Gedling Borough Council, which did not preclude him from speaking or voting on that item.

PETITION – KEEP OUR BLACK BINS CAMPAIGN

RESOLVED: 2016/012

That the proposed response detailed in paragraph15 be approved and sent to the lead petitioner.

PETITION - ORCHARD SPECIAL SCHOOL

RESOLVED: 2016/013

- 1) That Committee notes the petition and recognises that the Council alone is not in a position to rebuild the Orchard Special School on one site for the reasons detailed in the report.
- 2) That the Committee recognises that Children, Families & Cultural Services have commenced their SEN review and note that officers continue their discussions with the EFA to explore potential funding streams.
- 3) That Committee agrees a response to this effect be sent to the petitioner.

HEALTHWATCH NOTTINGHAMSHIRE EXTENSION OF CONTRACT AND FUNDING 2016/18

RESOLVED: 2016/014

That a request for £50,000 from contingency for 2016/17 be made to allow the continuation of NCC's contract with Heathwatch Nottinghamshire [HWN].

ICT PROGRAMMES AND PERFORMANCE QUARTER 3 2015-16

RESOLVED: 2016/015

That the progress against the key programme and performance measures for ICT Services and the priorities for the next 6 month period be noted.

FINANCIAL MONITORING REPORT: PERIOD 9 2015/2016

RESOLVED: 2016/016

- 1) That the revenue budget expenditure to date and year end forecasts be noted
- 2) That the contingency request be approved
- 3) That the Capital Programme expenditure to date and year end forecasts be noted and the variances to the Capital Programme be approved
- 4) That the Council's Balance Sheet transactions be noted

RESTRUCTURE OF THE INTERNAL AUDIT SECTION

RESOLVED: 2016/017

That the proposed new structure for the Internal Audit Section be approved.

PROPOSED CHANGES TO THE COUNCIL'S MINIMUM REVENUE PROVISION POLICY

RESOLVED: 2016/018

That Full Council be requested to approve the revised Minimum Revenue Provision Policy statement for 2016/17.

TREASURY MANAGEMENT – TRAINING NEEDS ANALYSIS

RESOLVED: 2016/019

That Members complete the training needs analysis by 31 March 2016.

COUNCILLORS' DIVISIONAL FUND MONITORING REPORT

RESOLVED: 2016/020

That the monitoring report on the Councillors' Divisional Fund be noted, and the outcome of the audits be reported in the next quarterly report.

PROPERTY TRANSACTIONS

RADCLIFFE ON TRENT INFANT SCHOOL – LAND ACQUISITION

RESOLVED: 2016/021

That approval be given to the acquisition of land adjacent to Radcliffe on Trent Infant School to facilitate a proposed site expansion on terms set out in the exempt appendix.

TOOT HILL YOUNG PEOPLE'S CENTRE, BINGHAM

Councillor Cutts confirmed that she had spoken to Councillor Suthers who was in favour of the proposals contained in the report.

RESOLVED: 2016/022

That approval be given for the surrender of the lease on the terms contained in the exempt appendix.

LAND (127 SQ M) AT THORESBY CLOSE, BIRCOTES - LEASE FROM BASSETLAW DISTRICT COUNCIL

RESOLVED: 2016/023

That approval be given to enter into a lease of 127 sq m land at Thoresby Close, Bircotes for the provision of a site for a pre-school building on the terms outlined in the exempt appendix.

ARNOT HILL HOUSE - PROPOSED LEASE OF ROOMS

RESOLVED: 2016/024

- 1) That approval be given to enter into a lease of the rooms within Arnot Hill House, Arnold on the terms outlined in the report; and
- 2) That the termination of the lease at Fairdale House also be approved.

WORK PROGRAMME

RESOLVED: 2016/025

That the Committee's work programme be noted.

EXCLUSION OF THE PUBLIC

RESOLVED: 2016/026

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

RADCLIFFE ON TRENT INFANT SCHOOL – LAND ACQUISITION

RESOLVED: 2016/027

That the information set out in the exempt appendix be noted.

TOOT HILL YOUNG PEOPLE'S CENTRE, BINGHAM

RESOLVED: 2016/028

That the information set out in the exempt appendix be noted.

LAND (127 SQ M) AT THORESBY CLOSE, BIRCOTES - LEASE FROM BASSETLAW DISTRICT COUNCIL

RESOLVED: 2016/028

That the information set out in the exempt appendix be noted.

The meeting closed at 3.10pm.

CHAIR

21 March 2016

Agenda Item: 4

REPORT OF THE CORPORATE DIRECTOR, ADULT SOCIAL CARE, HEALTH AND PUBLIC PROTECTION, NOTTINGHAMSHIRE COUNTY

BETTER CARE FUND POOLED BUDGET – Q3 RECONCILIATION APPROVAL OF POOLED FUND AGREEMENT

Purpose of the Report

1. This report sets out progress to date against the Nottinghamshire Better Care Fund (BCF) plan and the impact of recent policy changes. The Finance and Property Committee are requested to:
 - 1.1. Receive an overview presentation of the BCF as requested at their meeting on 7 December 2015.
 - 1.2. Note the findings of the reconciliation of the BCF Pooled Fund.
 - 1.3. Approve the variation to the Better Care Fund section 75 pooled budget for 2015/16 subject to amendments proposed by the Governing Bodies of the Clinical Commissioning Groups (CCG).
 - 1.4. Approve the variation to the Better Care Fund section 75 pooled budget for 2016/17 subject to amendments proposed by the Governing Bodies of the Clinical Commissioning Groups (CCG).

Information and Advice **Quarter 3 reconciliation**

2. Nottinghamshire County Council and the six Nottinghamshire Clinical Commissioning Groups (CCGs) contributing to the pooled fund undertook a reconciliation exercise of Quarter 3 2015/16 income and expenditure.
3. Expenditure is currently below plan, and an underspend of £173,000 is anticipated in 2015/16. The variance seen is due to re-phasing of schemes throughout the year. Table 1 shows the difference between payments received and money spent to period 9.

Table 1: Quarter 3 2015/16

Contributing partner	Nottinghamshire Clinical Commissioning Groups (CCGs)	Nottinghamshire County Council	Total
<i>£'000s</i>			
Payments made into pooled budget	£37,701	£5,168	£42,869
Payments received from pooled budget	£22,536	£20,333	£42,869

Total spend to period 9	£23,601	£17,580	£41,181
Under/(over) spend to period 9	(£1,065)	£2,753	£1,688

4. The Nottinghamshire County Council allocation is shown in Table 2. This table shows the difference between planned spend and actual spend to period 9. The planned profiles between income and expenditure were not matched and we expected to have spent less than we had received by period 9.

Table 2: Quarter 3 2015/16 Nottinghamshire County Council

£'000s	Planned Spend	Spend	Variance
Protecting Social Care	£12,125	£12,125	£0
Carers	£383	£233	-£150
Care Act Implementation	£1,459	£1,459	£0
Additional Support to Social Care	£656	£559	-£97
Social Care Capital	£0	£0	£0
Disabled Facilities Grant (District and Borough Councils)	£3,204	£3,204	£0

5. As outlined in the Pooled Fund Agreement, underspends in the pooled fund are managed at a Unit of Planning level and may be transferred to another scheme within the Pooled Fund or be carried forward.

Pooled Fund Agreement

6. It is nationally mandated that investment in the Better Care Fund (BCF) is operated under a pooled budget agreement under section 75 of the National Health Service Act (2006). This is the legislation that allows local authorities and NHS bodies to operate pooled budgets at a local level.
7. The section 75 agreement is a legally binding partnership agreement, in this instance between the commissioners of health and social care services in Nottinghamshire County. The signatories to the agreement are Nottinghamshire County Council and the six County Clinical Commissioning Groups (CCGs), namely Bassetlaw CCG, Mansfield and Ashfield CCG, Newark and Sherwood CCG, Nottingham North and East CCG, Nottingham West CCG and Rushcliffe CCG.
8. The basis of the agreement is a national form of a model contract to administer section 75 terms, prepared by external solicitors. In order to ensure local fit, both the County Council and the CCGs (acting jointly) have taken independent legal advice on the practical application in relation to the specific components of the Nottinghamshire plan. Nottinghamshire County Council has instructed its in-house legal team and the CCGs have collectively instructed an external solicitors firm.

9. At the November BCF Programme Board partners were asked to consider an extension of the 2015/16 agreement as outlined in the terms and conditions. External solicitors were instructed to vary the 2015/16 agreement to incorporate changes approved by the Health and Wellbeing Board in October 2015 to the 2015/16 agreement, and to extend the agreement to financial year 2016/17.
10. As agreed in March 2015, the pooled budget will continue to be hosted by Nottinghamshire County Council, with the accountable officer and named pooled budget holder (the section 151 officer) being the Council's Service Director for Finance, Procurement and Improvement who will be supported by the BCF Programme Manager.

Payments

11. Payment into and out of the pool will take place as in 2015/16:
 - 11.1. Payments are made on a monthly basis in accordance with the payment schedule set out in "Schedule 9 – Payment Protocol". CCGs will contribute into the pool on the first of the month an amount equal to one twelfth of the annual sum they have agreed to contribute. On the fourth working day of the month, the County Council will pay one twelfth of the annual scheme value to CCGs, less the amount contributing to the County Council's commissioned services.
 - 11.2. CCGs and the Council will pay providers directly to ensure that existing contractual payment mechanisms continue and to avoid providers receiving multiple payments from commissioners. This ensures no additional contracts are required to be set up and that no additional contract management falls to the County Council as pooled budget host.
 - 11.3. For the purposes of the agreement, District and Borough Councils are a provider and payment of the Disabled Facilities Grant (DFG) allocation will be made to the pooled budget via the County Council. The DFG allocation will then be transferred to the District and Borough Councils for ongoing payment to contractors. Transfers to the District and Borough Councils will be made according to receipt of the grant e.g. if the entire grant is received on 1st April this will be transferred across to the District Councils in one lump sum, if the grant is received monthly it will be paid across to the District Councils monthly.

Risk sharing

12. The risk share arrangements for any overspends and management of any underspends are set out in schedule 3 of the agreement.
13. The partners have agreed that risk sharing will initially remain at the organisation or unit of planning level in line with current practice. This means that any over/under spend will be managed by CCGs in the following units of planning:
 - 13.1. North Notts: Bassetlaw CCG; -
 - 13.2. Mid Notts: Mansfield and Ashfield CCG and Newark and Sherwood CCG;
 - 13.3. South Notts: Nottingham North and East CCG, Nottingham West CCG, Rushcliffe CCG.
14. It will be for the units of planning to determine apportionment of over/under spend. Nottinghamshire County Council will manage its own over/under spend. If the overspend

cannot be contained within the respective organisation or unit of planning then it will be escalated to the Programme Board for a decision.

Governance and reporting

15. CCGs and Nottinghamshire County Council are the accountable organisations with statutory responsibility for investment into the pooled budget and each has to satisfy its own statutory requirements for investment into BCF schemes. This is supported by a countywide governance structure for monitoring progress of the BCF plans including the pooled budget.
16. The BCG Finance, Planning and Performance subgroup will continue to be responsible for providing a monthly report on the pooled budget income and expenditure. This will be reported to the BCF Programme Board monthly and include details of performance against the outcome metrics, progress with scheme delivery and outstanding risks as recorded in the programme risk register.
17. The subgroup will undertake a quarterly reconciliation of actual income and expenditure against plan which will take into account any delays to scheme implementation and consequent payments to providers. Quarterly reconciliation reports will be presented to the Committee as agreed in March 2015.
18. There will be a quarterly report to the Health and Wellbeing Board in line with NHS England requirements. This will be accompanied by an exception report on scheme delivery, programme risks and delivery of the outcome metrics.
19. Any changes to planned schemes' financial values will be determined by the responsible statutory commissioner in the first instance, and will then be discussed through the programme governance structure with the Programme Board recommending changes in values to the Health and Wellbeing Board with the associated consideration of impact on overall programme delivery.
20. All organisations have agreed to share relevant information with each other's auditors to ensure transparent reporting of the BCF pooled fund. Additional external audit costs may be incurred by the County Council as the pooled budget host. If this is the case, a proposal to share costs across the partner signatories will be made to the Programme Board.

Reason/s for Recommendation/s

21. To ensure appropriate governance is in place to oversee the delivery of the pooled fund as the Host Organisation.

Statutory and Policy Implications

22. This report has been compiled after consideration of implications in respect of crime and disorder, finance, human resources, human rights, the NHS Constitution (public health services), the public sector equality duty, safeguarding of children and adults at risk, service users, sustainability and the environment and ways of working and where such implications are material they are described below. Appropriate consultation has been undertaken and advice sought on these issues as required.

Financial Implications

23. The financial implications are detailed in the Nottinghamshire BCF plan. The pooled budget amounts to a minimum of £56.2m in 2016/17. Subject to local and national policy developments, the agreement may be extended beyond 2016/17. This will be reported to the Health and Wellbeing Board on an ongoing basis as part of the Better Care Fund reporting process.

Legal Implications

24. The Care Act facilitates the establishment of the BCF by providing a mechanism to make the sharing of NHS funding with local authorities mandatory. The wider powers to use Health Act flexibilities to pool funds, share information and staff are unaffected.

RECOMMENDATION/S

That the Committee:

- 1) Note the findings of the reconciliation of the BCF Pooled Fund.
- 2) Approve the variation to the Better Care Fund section 75 pooled budget for 2015/16 subject to amendments proposed by the Governing Bodies of the Clinical Commissioning Groups (CCG).
- 3) Approve the variation to the Better Care Fund section 75 pooled budget for 2016/17 subject to amendments proposed by the Governing Bodies of the Clinical Commissioning Groups (CCG).

David Pearson, Corporate Director, Adult Social Care, Health and Public Protection, Nottinghamshire County Council

For any enquiries about this report please contact:

Joanna Cooper, Better Care Fund Programme Manager

Joanna.Cooper@nottsccl.gov.uk / 0115 9773577

Constitutional Comments (LM 29/5/16)

25. The recommendations in the report falls within the remit of the Adult Social Care and Health Committee and the Finance and Property Committee. It is appropriate that the recommendations in the report are considered by the Finance and Property Committee.

Financial Comments (AGW 10/03/2016)

26. The financial implications of this report are contained within paragraphs 3, 4 and 23.

Background Papers and Published Documents

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.

- 'Terms of Reference for BCF Programme Board and Finance, Planning and Performance sub-group.

- Section 75 Pooled Fund Agreement 2015/16
- Better Care Fund Pooled Budget March 2015
- Better care fund pooled budget – Q1 and Q2 reconciliation and planning for 2016/17. December 2015
- Section 75 Pooled Fund Agreement 2015/16 variation (draft)
- Section 75 Pooled Fund Agreement 2016/17 (draft)

Electoral Division(s) and Member(s) Affected

- All

21 March 2016**Agenda Item: 5****REPORT OF THE SERVICE DIRECTOR – FINANCE, PROCUREMENT AND
IMPROVEMENT****FINANCIAL MONITORING REPORT: PERIOD 10 2015/2016****Purpose of the Report**

1. To provide a summary of the revenue position of the County Council for the year to date with year-end forecasts.
2. Request approval for an additional contingency request.
3. To provide a summary of Capital Programme expenditure to date and year-end forecasts.
4. To inform Members of the Council's Balance Sheet transactions.
5. To provide Members with an update from the Procurement Team.
6. To provide Members with an update from the Accounts Payable and Accounts Receivable teams.

Information and Advice**Background**

7. The Council approved the 2015/16 budget at its meeting on 26 February 2015. As with previous financial years, progress updates will be closely monitored and reported to both management and Committee on a monthly basis.

Summary Revenue Position

8. Table 1 below summarises the revenue budgets and forecast outturn for each Committee. A £6.8m underspend position is currently predicted. In light of the Council's continuing financial challenges, the key message to effectively manage budgets and wherever possible deliver in-year savings is being reinforced.

Table 1 – Revenue Expenditure and Forecasts as at Period 10

Forecast Variance as at Period 9 £'000	Committee	Annual Budget £'000	Actual to Period 10 £'000	Year-End Forecast £'000	Latest Forecast Variance £'000
1,797	Children & Young People	139,858	117,381	141,969	2,111
(6,974)	Adult Social Care & Health	207,992	155,157	201,567	(6,425)
(144)	Transport & Highways	60,126	51,280	60,142	16
(246)	Environment & Sustainability	31,262	22,688	31,026	(236)
268	Community Safety	3,008	1,234	3,189	181
(313)	Culture	13,373	10,478	12,919	(454)
(1,071)	Policy	24,999	19,606	23,543	(1,456)
(869)	Finance & Property	34,624	29,378	33,710	(914)
(558)	Personnel	3,287	1,947	2,774	(513)
9	Economic Development	1,525	545	1,535	10
580	Public Health	5,217	(4,507)	5,568	351
(7,521)	Net Committee (under)/overspend	525,271	405,187	517,942	(7,329)
427	Central items	(10,508)	(36,392)	(10,681)	(173)
-	- Schools Expenditure	197	197	197	-
289	Contribution to/(from) Traders	165	2,580	60	(105)
(6,805)	Forecast prior to use of reserves	515,125	371,572	507,518	(7,607)
923	Transfer to / (from) Corporate Reserves	(6,363)	-	(5,779)	584
530	Transfer to / (from) Departmental Reserves	(15,497)	(802)	(15,280)	217
-	- Transfer to / (from) General Fund	(6,038)	-	(6,038)	-
(5,352)	Net County Council Budget Requirement	487,227	370,770	480,421	(6,806)

* The actual net expenditure for Public Health is skewed depending upon the timing of the receipt of grant.

Committee and Central Items

9. The main variations that have been identified are explained in the following sections.

Children & Young People (forecast £2.1m overspend)

10. The underlying overspend is £1.8m (after planned use of grant reserves and excluding redundancy costs). A range of mitigating actions have been developed and pursued which has included a letter from the Corporate Director to restrict all non-essential spend and to adhere to vacancy control procedures as part of budget control measures. The recruitment of all agency staff requires the explicit approval of the Service Director Children's Social Care.
11. The Children's Social Care Division is reporting a forecast net overspend of £2.5m (£2.1m after the planned use of grant reserves), the major contributing variances being:

- £1.5m overspend on staffing due to the continued use of agency staff to cover vacancies in social work and safeguarding teams;
 - £0.1m overspend on Provider Services (Looked after Children placements), compared with an underspend of £0.1m forecast in period 9. The £0.2m reduction in underspend is due to a forecast adjustment for payments relating to the previous financial year for external residential placements;
 - £0.2m overspend on transport, as demand continues to exceed the budget;
 - £0.2m overspend on the rest of Children's Disability Services (CDS) mainly due to flexible and targeted short breaks and associated childcare;
 - £0.2m overspend on the social work practice pilot which includes a forecast extension to the original timescale of 6 months to 31 March 2016. This includes the successful bid of £0.2m from the Strategic Development Fund.
12. The Education Standards and Inclusion Division is reporting a forecast overspend of £0.9m, mainly due to an overspend on Special Educational Needs and Disability Policy and Provision. There is a continued demand for home to school transport in excess of the budget.
13. The Youth, Families and Culture Division is forecasting an underspend of £1.4m (£1.6m underspend after the planned use of grant reserves) mainly due to an underspend on Early Years and Early Intervention relating to contract savings and pension refunds, together with savings in employee and support costs across the Family Service and Youth Justice budgets.
14. The Capital and Central Charges area is forecasting a £0.3m overspend due to insurance charges in excess of the budget allocated for this purpose which is the additional cost of premiums for historic abuse cases.
15. There is also an underspend of £0.5m in Business Support which relates to savings associated to the part year effect of fixed term contracts and holding vacancies in anticipation of future year's savings.

Adult Social Care & Health (forecast £6.4m underspend)

16. The underlying forecast position is an underspend of £5.2m (after the planned use of reserves and excluding redundancy costs).
17. The Strategic, Commissioning, Access and Safeguarding Division is currently reporting a net underspend of £1.3m (£1.2m underspend after the use of reserves). The main variances are:
- Client Contribution income is forecasting a shortfall of £0.9m.
 - The previous overspend of £0.1m relating to agency staff within the MASH and Intake Teams is now being offset by underspends on staffing within other Access & Safeguarding teams
 - Supporting People are forecasting a £1.6m underspend due to a reduction on the LD Contract spend;
 - There is now a forecast underspend of £0.3m on software costs within the Framework Team and the Market Development Team.
 - Business Support are showing an underspend of £0.3m against various non-staffing budgets.

18. The North Nottinghamshire Division is currently forecasting a net underspend of £1.2m (£0.9m underspend after the use of reserves) against the budget. This is comprised of the following:

- Residential Services are now forecasting an underspend of £0.4m, primarily due to staffing in the Care and Support Centres.
- Day Services and Employment are forecasting an underspend of £1.4m. This is comprised of a £1.8m underspend on staffing within Day Services and Supported Employment partly offset by £0.4m overspend on Transport Services
- Bassetlaw Community Care are forecasting an overspend of £0.5m due to overspends in Younger Adults.

19. The Mid and South Divisions are currently forecasting a £0.8m underspend (after reserves a £0.3m underspend). This is due to the continued pursuit of Continuing Health Care (CHC) funding from the NHS.

20. Across Mid, South and North Nottinghamshire the major variances on care package costs are:

- Older Adults across the County are currently forecasting an underspend of £4.2m. This is due to a net decrease in commitment of £0.7m since period 9 and is reflective of the continuing fall in commitments on Framework month on month;
- Younger Adults across the County are currently forecasting an overspend of £2.1m. This is a net increase of £0.9m in commitment since period 9 and is reflecting the continued increase in Framework commitments across most services;
- Expenditure under the remit of Service Directors and Principal Social Worker costs are currently forecasting an overspend of £1.8m, which represents a reduction of £0.2m since period 9.

21. Throughout the County, the service continues to experience difficulties recruiting to vacancies. This is having an impact on the number of assessments and reviews waiting to be done.

22. The Transformation Division is currently forecasting an underspend of £3.0m against the budget. This is due to the announcement that the County Council will not be required to repay the funding provided by the Government for Part 2 of the Care Act. Although this money was allocated to combat winter pressures, not all of it will now be spent this financial year.

Policy (forecast £1.5m underspend)

23. This forecast underspend is due to:

- £0.5m underspend in Legal Services due mainly to continuing improvements in electronic and digital working and an ongoing efficiency programme reducing operating costs where possible;
- £0.1m underspend relating to running costs in Democratic Services;
- £0.2m underspend relating to vacancy savings in the Business Support Centre;
- £0.2m reduction in running costs at the Customer Services Centre, together with an increase in income resulting from a small increase in blue badge applications;
- £0.3m underspend resulting from a detailed review of expenditure relating to the Programme and Project Team, this is matched by a reduction in the use of corporate reserves;

- £0.2m underspend against the Ways of Working Programme budget, this is matched by a reduction in the use of corporate reserves.

Finance & Property (forecast £0.9m underspend)

24. This forecast underspend is due to:

- £0.6m underspend in Property due to a staffing rationalisation and savings on county office building maintenance in advance of saving requirements in 2016/17, together with additional Estates income
- £0.2m underspend on county offices and facilities management due to reduced business rates payable on county offices;
- £0.2m underspend within Finance and Procurement relating to staff vacancies in advance of saving requirements in 2016/17

Personnel (forecast £0.5m underspend)

25. This forecast net underspend is due to vacancy savings across the Health and Safety Group and the Workforce Planning and Organisational Development Group, together with savings on running costs and additional income generation.

Central Items (forecast £0.2m underspend)

26. Central Items primarily consists of interest on cash balances and borrowing, together with various grants, contingency, capital charges and MRP.

27. Interest payments fluctuate depending on expectations of future rates and anticipated slippage on the capital programme. Current Treasury Management forecasts suggest a net overspend on interest of £0.5m.

28. At the time of setting the 2015/16 budget, several funding allocations had not been announced and therefore assumptions about certain grants were made, based on the best information available at the time. Throughout the year confirmations are received, and current forecasts suggest a net additional grant of £0.4m will be received in 2015/16.

29. The Minimum Revenue Provision (MRP) charge for 2015/16 is based upon the timing and level of capital expenditure and capital receipts. Current profiles and forecasts will result in an MRP charge which is £0.6m lower than budget. This is the main reason for the change in variance from that reported at Period 9.

30. The Council's original budget included a contingency of £5.1m to cover redundancy costs, slippage of savings and unforeseen events. Following base budget adjustments (£2.5m) being removed from Departmental budgets and contingency requests (£6.6m) approved at previous Finance and Property Committees, the remaining contingency balance stands at £0.5m, allowing for the new request below (para 32). Table 1 assumes that the full contingency allocation will be used before year end as new requests are likely to emerge.

31. Following the announcement of the section 188 notice on 1st December 2015 there is some work to be done to assess the impact of the provision created at the end of the last financial year, in year redundancies and the provision required for 2015/16.

Request for Contingency

32. On 22 February 2007, the County Council agreed to fund 50% of the financial assistance package created to support traders affected by the construction of the tram route. Claims for this assistance continue to be received and a contingency allocation of £0.5m was approved at the Finance and Property meeting held on 12 October 2015. This amount has already been exceeded and a further contingency request of up to £0.5m is now sought, dependent on the final 2015/16 outturn figures.
33. In spring 2015, the Social Work Support Officer (SWSO) pilot was introduced as part of a strategy to recruit and retain qualified Child Protection Social Workers. A report to the Children and Young People's Committee on 21 March 2015 will report that the SWSO pilot has already evidenced progress towards achieving the project's success criteria and recommend that the pilot continues until 31 March 2017. It is proposed that £0.3m contingency funding is made available to fund the SWSO pilot extension in 2016/17, subject to the approval of the report to Children and Young People's Committee.

Transfer to / (from) reserves

34. A review of reserves has been undertaken to identify surplus departmental reserves that may be released to support the budget. The outcome of this review resulted in £3.6m of departmental reserves being transferred to corporate reserves as part of the overall budget strategy.
35. As reported under Policy Committee, there is slippage in the Programme and Projects Team and Ways of Working which are funded by Corporate Reserves. To match the slippage there is a corresponding reduction in the use of reserves.

Progress with savings (forecast shortfall £4.7m in 2015/16)

37. Given the continued financial challenge that the Council is facing, savings schemes were approved as part of the 2015/16 budget process.
38. The review of Redefining Your Council (considered by Policy Committee in July 2015) noted that transformation is inherently risky to deliver and that the task of achieving significant budget savings becomes increasingly difficult over time, as change is overlaid upon change. Considerable lessons have been learned from savings projects which have been approved and delivered to date. Whilst programme and project management arrangements have been effective, a stronger approach to the identification and management of the assumptions which underpin projects is being put in place to ensure that they are evidenced and challenged prior to full implementation.

Capital Programme

39. Table 2 summarises changes in the gross Capital Programme for 2015/16 since approval of the original programme in the Budget Report (Council 26/02/15):

Table 2 – Revised Capital Programme for 2015/16

	2015/16	
	£'000	£'000
Approved per Council (Budget Report 2015/16)		112,039
Variations funded from County Council Allocations : Net slippage from 2014/15 and financing adjustments	(6,539)	
		(6,539)
Variations funded from other sources : Net slippage from 2014/15 and financing adjustments	(6,616)	
		(6,616)
Revised Gross Capital Programme		98,884

40. Table 3 shows actual capital expenditure to date against the forecast outturn at Period 10.

Table 3 – Capital Expenditure and Forecasts as at Period 10

Committee	Revised Capital Programme £'000	Actual Expenditure to Period 10 £'000	Forecast Outturn £'000	Expected Variance £'000
Children & Young People	35,247	19,646	35,524	277
Adult Social Care & Health	4,317	1,720	3,496	(821)
Transport & Highways	36,070	28,796	35,429	(641)
Environment & Sustainability	2,516	1,716	2,534	18
Community Safety	-	-	-	-
Culture	1,532	796	872	(660)
Policy	1,976	1,814	1,981	5
Finance & Property	10,237	6,100	9,371	(866)
Personnel	298	25	258	(40)
Economic Development	6,691	4,764	6,195	(496)
Contingency	-	-	-	-
Total	98,884	65,377	95,660	(3,224)

41. In the Children and Young People's Committee, additional Department for Education funding of £0.2m has been secured to carry out design works relating to the Scarlet Wing of Clayfields House.

It is proposed that the Children and Young People's Committee capital programme is varied to reflect the additional DfE external funding secured for design works at Clayfields House.

42. Also in the Children and Young People's Committee, it is proposed that £0.197m Planned Maintenance revenue budget is joined up with School Condition Refurbishment Programme funding to efficiently carry out works required at two Nottinghamshire schools.

It is proposed that the Children and Young People's Committee capital programme is varied to reflect the £0.197m contribution from the planned maintenance revenue budget.

43. In the Adult Social Care and Health capital programme there is a forecast underspend of £0.8m. This mainly relates to slippage against the Living at Home programme (£0.4m) and re-profiling of costs associated with the ASCH Strategy budget into 2016/17 (£0.3m).

44. Also in the Adult Social Care and Health Committee, it is proposed that £0.127m Planned Maintenance revenue budget is utilised to fund urgent capital maintenance works required at Brooke Farm.

It is proposed that the Adult Social Care and Health capital programme is varied to reflect the £0.127m contribution from the planned maintenance revenue budget.

45. In the Transport and Highways Committee capital programme there is a forecast underspend of £0.6m. This is mainly as a result of the delay in receipt of a number of vehicles ordered against the Transport and Travel Services and Highways Vehicle and plant budgets (£0.5m).

46. Also in the Transport and Highways capital programme a £0.250m contribution from Ashfield District Council has been secured to help part fund the completion of the Kirkby Town Centre capital project which is part of the Integrated Transport Measure capital programme.

It is proposed that the Transport and Highways capital programme is varied to reflect the £0.250m external funding received from Ashfield District Council.

47. In the Culture Committee capital programme there is a forecast underspend of £0.7m. This is as a result of the Sherwood Forest Visitor Centre project (£0.2m) being re-profiled into 2016/17 and minor slippage against a number of library capital projects.

48. In the Finance and Property Committee capital programme there is a forecast underspend of £0.9m. This is mainly as a result of re-profiling identified against the Customer Services Centre project (£0.4m) due to tender process delays which have slipped the occupation date to June 2016. The CLASP demolition and re-provision of services project (£0.3m) has also been re-phased into 2016/17.

Financing the Approved Capital Programme

49. Table 4 summarises the financing of the overall approved Capital Programme for 2015/16.

Table 4 – Financing of the Approved Capital Programme for 2015/16

Committee	Capital Allocations £'000	Grants & Contributions £'000	Revenue £'000	Reserves £'000	Gross Programme £'000
Children & Young People	16,894	17,988	100	265	35,247
Adult Social Care & Health	1,682	2,428	172	35	4,317
Transport & Highways	12,509	22,984	47	530	36,070
Environment & Sustainability	1,187	729	600	-	2,516
Community Safety	-	-	-	-	-
Culture	1,462	70	-	230	1,762
Policy	1,976	-	-	180	2,156
Finance & Property	9,957	50	-	-	10,007
Personnel	-	118	-	-	118
Economic Development	3,246	3,445	-	-	6,691
Contingency	-	-	-	-	-
Total	48,913	47,812	919	1,240	98,884

50. It is anticipated that borrowing in 2015/16 will decrease by £9.3m from the forecast in the Budget Report 2015/16 (Council 26/02/2015). This decrease is primarily a consequence of:

- £8.9m of net slippage from 2014/15 to 2015/16 and financing adjustments funded by capital allocations.
- Variations to the 2015/16 capital programme funded from capital allocations totalling £2.4m as approved to the February 2016 Full Council meeting.
- Net slippage in 2015/16 of £2.8m of capital expenditure funded by capital allocation identified as part of the departmental capital monitoring exercise.

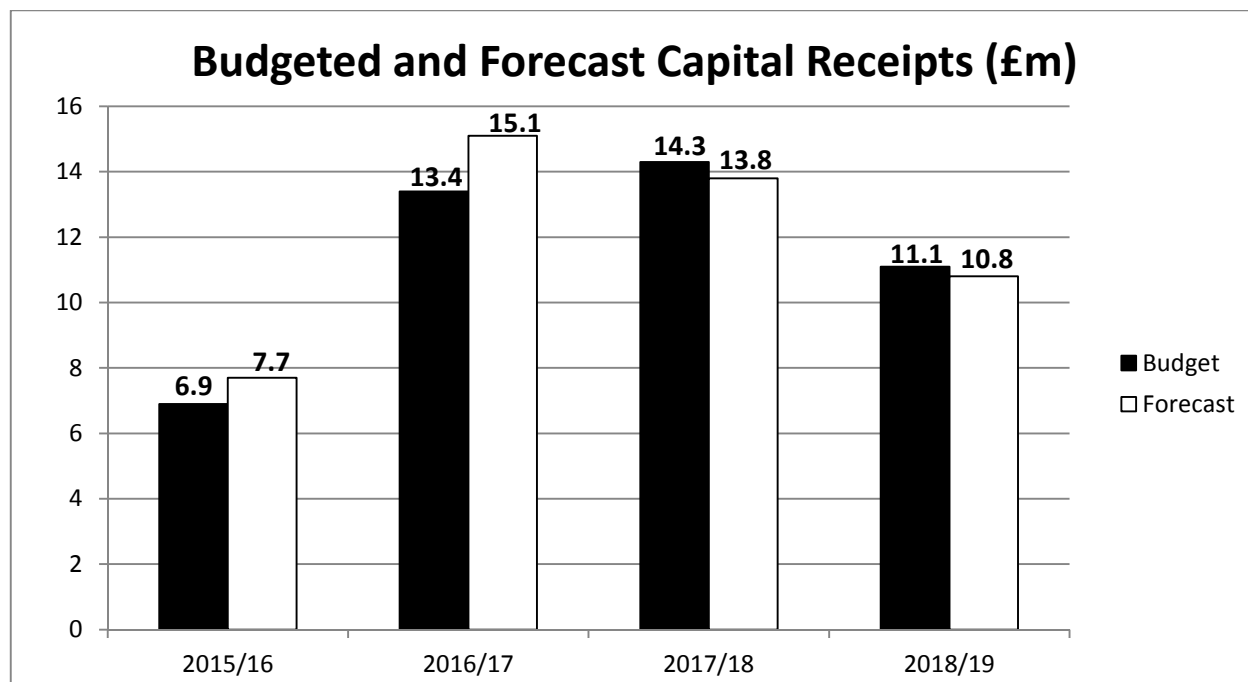
Prudential Indicator Monitoring

51. Performance against the Council's Prudential Indicators is regularly monitored to ensure that external debt remains within both the operational boundary and the authorised limit.

Capital Receipts Monitoring

52. Anticipated capital receipts are regularly reviewed. Forecasts are currently based on estimated sales values of identified properties and prudently assume a slippage factor based upon a review of risk associated with each property.

53. The chart below shows the budgeted and forecast capital receipts for the four years to 2018/19.



54. The dark bars in the chart show the budgeted capital receipts included in the Budget Report 2015/16 (Council 26/02/2015). These capital receipts budgets prudently incorporated slippage, giving a degree of “protection” from the risk of non-delivery.

55. The capital receipt forecast for 2015/16 is £7.7m. To date in 2015/16, capital receipts totalling £5.5m have been received.

56. The number and size of large anticipated receipts increase the risk that income from property sales will be below the revised forecasts over the next three years. Although the forecasts incorporate an element of slippage, a delay in receiving just two or three large receipts could result in sales being lower than the forecast.

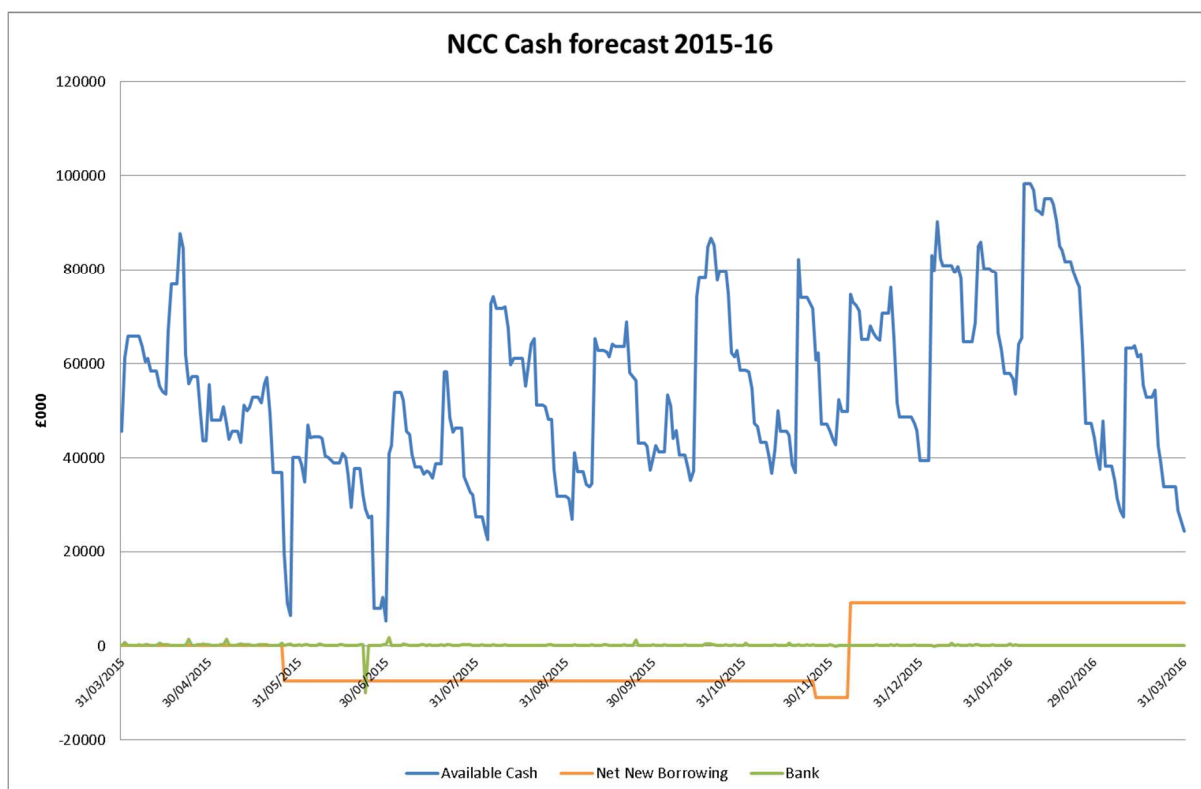
57. Current Council policy (Budget Report 2015/16) is to set capital receipts against the principal of previous years’ borrowing. This reduces the amount of Minimum Revenue Provision (MRP) to be set aside each year. It is important to regularly monitor capital receipt forecasts and their effect on the overall revenue impact of the Capital Programme.

Treasury Management

58. Daily cash management aims for a closing nil balance across the Council’s pooled bank accounts with any surplus cash invested in accordance with the approved Treasury Management Policy. Cash flow is monitored by the Senior Accountant (Pensions & Treasury Management) with the overall position reviewed quarterly by the Treasury Management Group. The Cash forecast chart below shows the actual cash flow position to date and 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 increase later in the year.

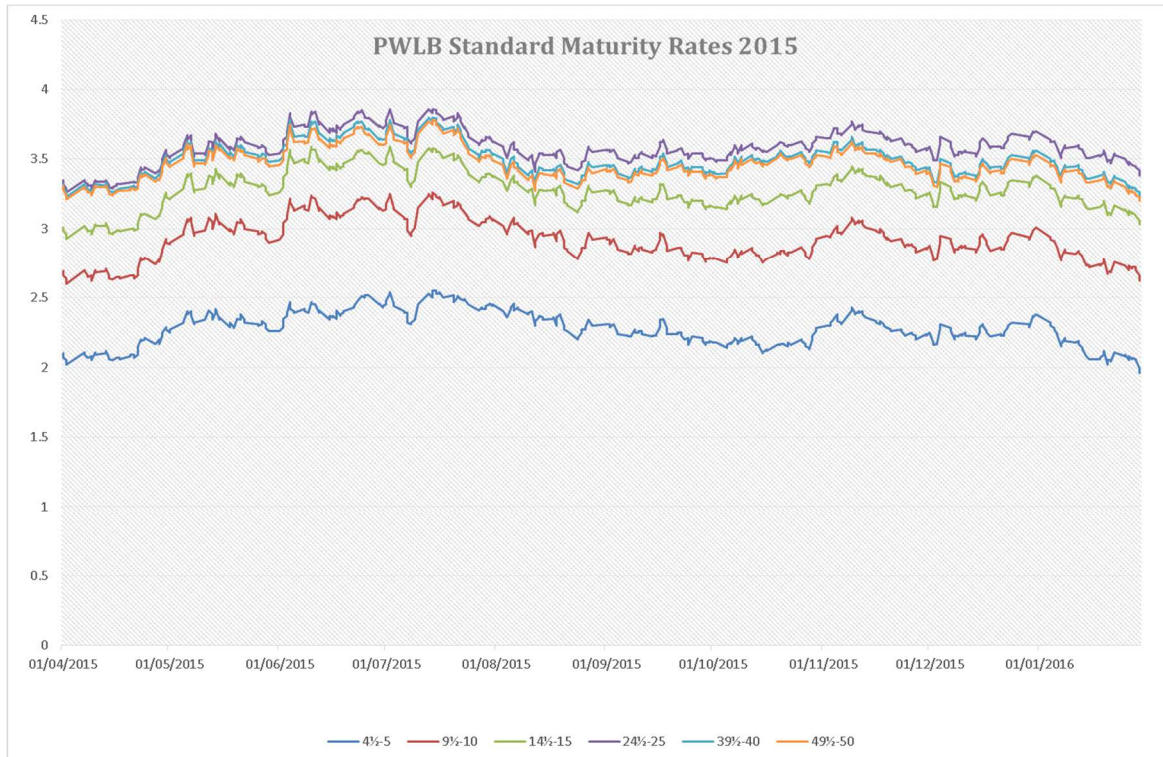
59. The chart below gives the following information:

Available cash	Surplus cash (invested in call accounts or money market funds) or a shortfall of cash indicating a need to borrow.
Net new borrowing	New loans taken during the year net of principal repayments on existing borrowing.
Bank	That element of surplus cash held in the Council's Barclays Bank account.



60. The Treasury Management Strategy for 2015/16 originally identified a need for additional borrowing of £78m to fund the capital programme, replenish internal balances and to replace maturing debt. This was later adjusted to nil, in line with the most recent capital monitoring and reserves forecast and the TM Mid-Year report. However, in-year cashflow analysis indicated a possible shortage of cash over the Christmas period, and so £20m long-term debt was borrowed from PWLB on 7 December. The forecast year-end under-borrowed position for 2015/16 is now £195m. In other words, the Council's reserves and working capital will allow some £195m of potential debt to be postponed to 2016/17 and beyond.

61. PWLB rates are monitored closely in order to feed into decisions on new borrowing. Longer term rates are currently where they were at the beginning of the year and it looks like they could fall further yet. This situation will be monitored and further borrowing might be undertaken before the year-end. The Council is able to take advantage of the PWLB "certainty rate" which is 0.2% below the standard rates. The chart below shows the movement in standard PWLB maturity rates during 2015/16.



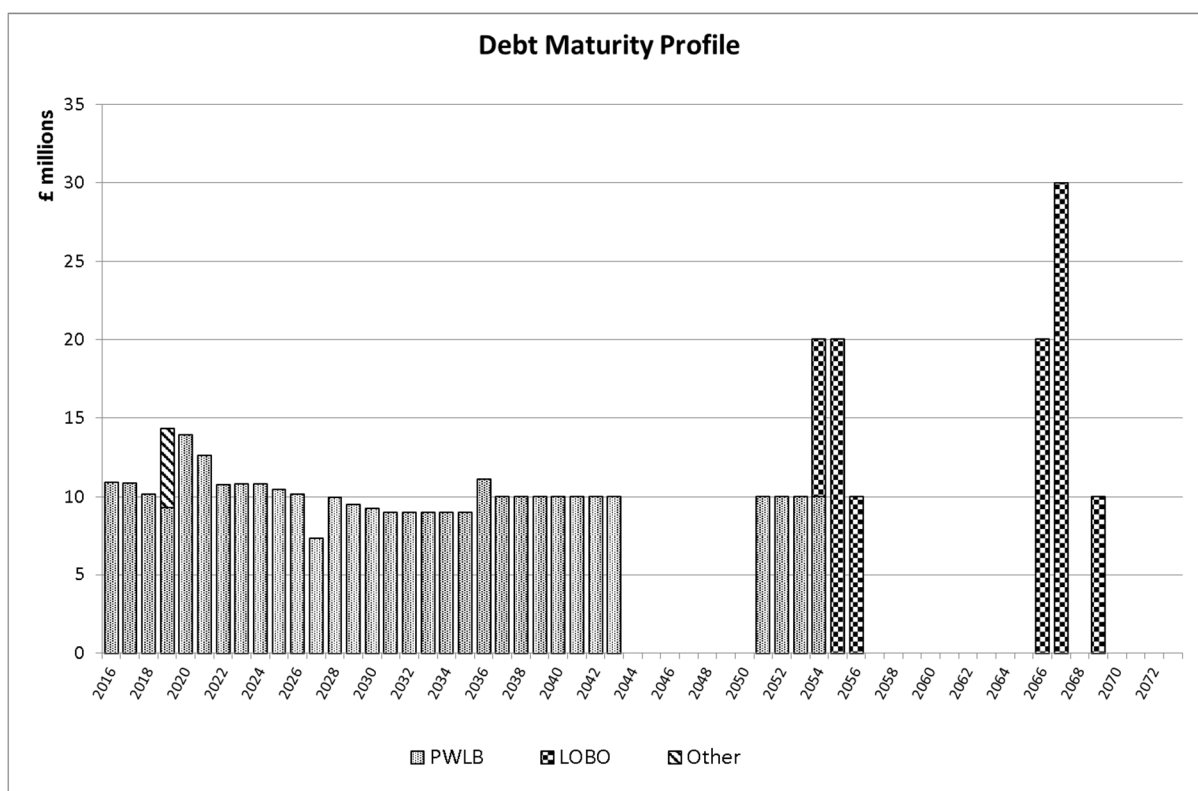
62. Borrowing decisions will take account of a number of factors including:

- expected movements in interest rates
- current maturity profile
- the impact on revenue budgets and the medium term financial strategy
- the treasury management prudential indicators

63. The maturity profile of the Council's debt portfolio is shown in the chart below. The PWLB loans are reasonably well distributed and have a maximum duration of 38 years.

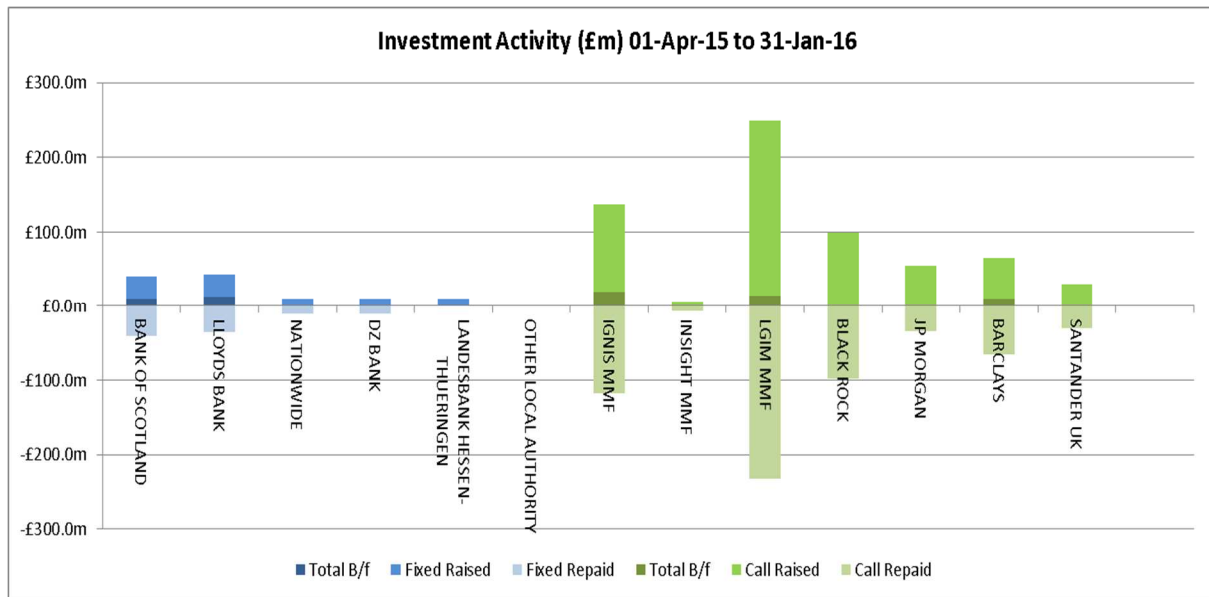
64. Longer-term borrowing (maturities up to 55 years) was obtained from the market some years ago in the form of 'Lender's Options, Borrower's Options' loans (LOBOs). These loans are treated as fixed rate loans (on the basis that, if the lender increases the rate at an option point, the Council will repay the loan) and were all taken at rates lower than the prevailing PWLB rate at the time. They are shown in the chart below at their latest maturity points, but could actually mature at various points before then, constituting a risk that the Council will have to then borrow at the prevailing interest rate.

65. The 'other' loan denotes more recent borrowing from the money markets where the main objective was to minimise interest costs. Refinancing of these loans has been factored into the Treasury Management Strategy.



66. The investment activity for 2015/16 to the end of December 2015 is summarised in the chart and table below. Outstanding investment balances totalled £70.2m at the start of the year and £77.5m at the end of the period. This is in line with the forecast cash flow profile for the year.

	Total B/f £ 000's	Total Raised £ 000's	Total Repaid £ 000's	Outstanding £ 000's
Bank of Scotland	10,000	30,000	(40,000)	-
Lloyds Bank	13,000	30,000	(35,000)	8,000
Nationwide	-	10,000	(10,000)	-
DZ Bank	-	10,000	(10,000)	-
Landesbank Hessen-Thuringen	-	10,000	-	10,000
Other Local Authority	1,500	-	-	1,500
IGNIS MMF	20,000	117,350	(117,350)	20,000
Insight MMF	-	6,700	(6,700)	-
LGIM MMF	14,550	234,450	(232,350)	16,650
Black Rock	500	98,850	(98,050)	1,300
JP Morgan	-	54,600	(34,600)	20,000
Barclays	10,650	54,600	(65,250)	-
Santander UK	-	29,500	(29,500)	-
Total	70,200	686,050	(678,800)	77,450



67. The majority of fixed term deals have been placed with Lloyds Bank or Bank of Scotland, both part of Lloyds Banking Group (LBG). Although LBG does not currently meet the minimum credit rating criteria required by the Council's Treasury Management Policy, both Lloyds Bank and Bank of Scotland individually do. As with all banks on the Council's lending list, the ratings of Lloyds Bank and Bank of Scotland are regularly monitored, and lending restrictions are placed accordingly

Procurement Performance

68. The latest benchmarking figures produced by CIPFA show that the Council's procurement costs as a percentage of spend is 0.20% compared with an average of 0.28% for all councils in the study, together with a median of 0.19%. In other words the cost of procurement in NCC is low compared with other councils.

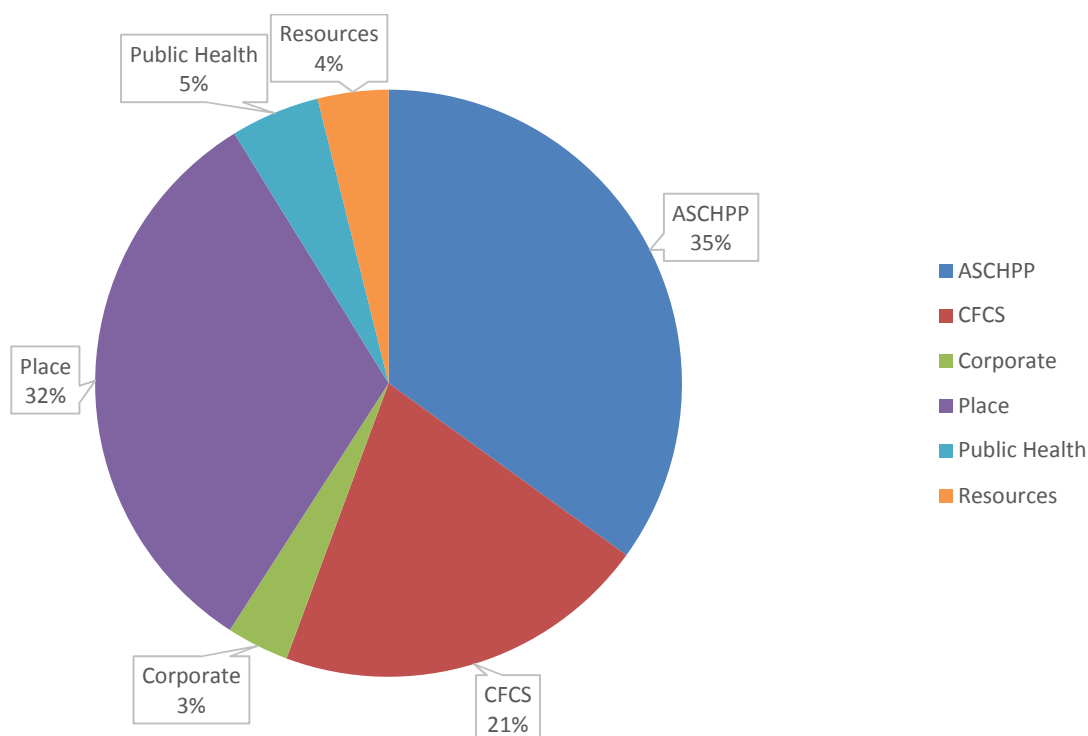
69. Each procurement exercise is conducted on the basis of a combination between price and quality so the outcome is not necessarily the cheapest offer, however we endeavour to reduce the baseline costs of all our tendering activity. Whilst the savings reported here are what is achievable from the contract through having run a tender the release of all the value is reliant on effective contract management and monitoring. The values shown below are the potential contract release over the life of the contract.

Service Area	No. tenders releasing savings	Baseline Value £	New Spend Value £	Value Saving £
ASC	4	£23,320,000	£22,391,923	£928,077
Public Health	2	£ 8,600,000	£6,342,000	£2,258,000
Place	11	£23,533,780	£21,786,167	£1,747,613
Resources	6	£9,336,848	£8,903,371	£433,477
Totals				£5,367,167.00

70. There are 38 completed tenders and 22 projects that are still running in this area.
71. We are also continually seeking additional savings from our supply chain. A piece of ongoing work is the negotiation of additional discounts through early payment of invoices and consolidated invoices as a consequence of greater information and management of our supply chain. To date this has realised annual savings of over £185,000.
72. As an organisation, NCC has spent £540m in the first 10 months of the financial year 2015/16 with external suppliers which is an increase of £15m from the same period of previous financial year.

The top 6% (388) of suppliers account for 80% (£432m) of the total supplier spend. The remaining 94% (6107 suppliers) have a total expenditure of £108m with an average spend of £17,600.

The chart below shows how the total amount spent, in the same period, is divided across Departments, almost 61% of all expenditure going through Care (ASCHPP, CFCS and Public Health) and 39% through Resources and Places).



73. The Council's preferred ordering route is through BMS. The team have been working with stakeholders to improve the way that we procure to ensure compliance.
- Orders that are processed through BMS are classified as Compliant Purchase Orders (Compliant)
 - Non Purchase Orders (or Non-Compliant) are those purchases that are made outside of any system
 - Retrospective orders – are non-compliant in that they have been raised following the delivery of the goods/services

- Interface Orders are those that are out of scope and are paid through another system e.g. Frameworki

74. Purchase Orders are beneficial to the organisation as they provide visibility of what we spend. Currently:-

- Compliant ordering (PO) has increased by 12% in the last 10 months from 35% to 47% of the total spent
- Non-compliant (**non PO**) ordering has decreased by 12% in the last 10 months from 42% to 30% of the total
- Interface has increased only 1% in the last 10 months from 22% to 23% of the total spent

75. Table below shows the number of retrospective orders in a monthly basis across portfolios with a reasonable decrease every month.

Portfolio	Apr-14	May-15	Jun-15	Jul-15	Aug -15	Sep-15	Oct-15	Nov-15	Dec-15	Jan-15
ASCHPP	457	349	360	377	346	287	306	277	219	195
Children, Families and Cultural Services	649	496	503	501	472	471	433	471	386	348
Corporate	3	9	0	2	0	2	2	0	0	4
Place	521	469	527	426	405	377	436	464	401	337
Resources	73	77	71	65	80	100	78	102	81	52
Public Health	2	1	0	5	1	1	6	3	3	1

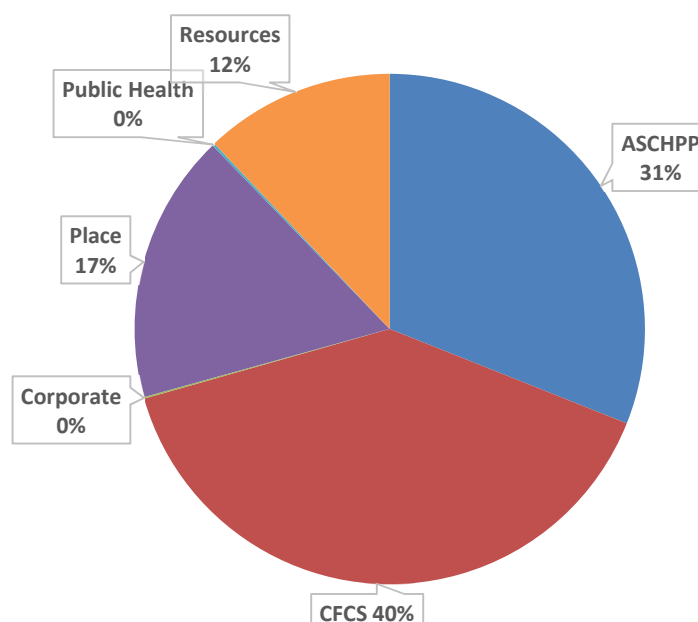
76. The table below shows the percentage of retrospective spent of each directorates to total spent in the last 3 months.

	Total Spend	Retrospective Spend	Percentage
ASCHPP	£71,857,686.23	£4,540,697.70	6.32%
Children, Families a	£54,184,298.20	£6,435,822.30	11.88%
Place	£45,460,579.73	£7,759,350.11	17.07%
Corporate	£5,207,746.20	£45,853.50	0.88%
Public Health	£8,393,157.66	£57,703.30	0.69%
Resources	£6,391,023.63	£714,321.85	11.18%
Grand total	£191,494,491.65	£19,553,748.76	10.21%

77. Purchase orders themselves are split into Green and Red orders. Green orders are those which are raised with the Procurement Centre's pre-arranged agreements or contracted suppliers. Red orders are those that do not have approved suppliers or contracts set up on BMS, and require additional work.

The chart below identifies the percentage of total Red orders by Directorate in the first quarter of 2015/16 financial year.

% of red orders by directorate of total red orders



Debt Recovery Performance

Invoices raised in quarter

	Qtr. 3	Year to date
Number	42,943	122,310
Value	£38,500,985	£114,722,476

Debt Position at 31/12/15

	Statutory	Non-Statutory	Total
Total	£6,836,681	£7,666,303	£14,502,984
Over 6 months	£4,161,946	£858,481	£5,020,427
% over 6 months	60.9%	11.2%	34.6%

78. The overall debt reduced by over £2.5m during December. The Statutory debt increased by £0.184m, which was mainly the result of the Personal Budget invoices being produced just prior to month end. The Non Statutory overall debt decreased by over £2.68m. The over 6 months debt increased by over £0.043m, with an increase in the over 6 months Statutory debt of £0.038m, and the Non Statutory over 6 month debt of £0.005m. The overall level of debt, and the percentage over 6 months, is very dependent on the timing of invoices around the month

end. It is expected that invoices and debt levels will increase in quarter 4 as a significant value of invoices are raised at the end of the year. There is still an amount of £0.180m which is waiting authorisation for write off.

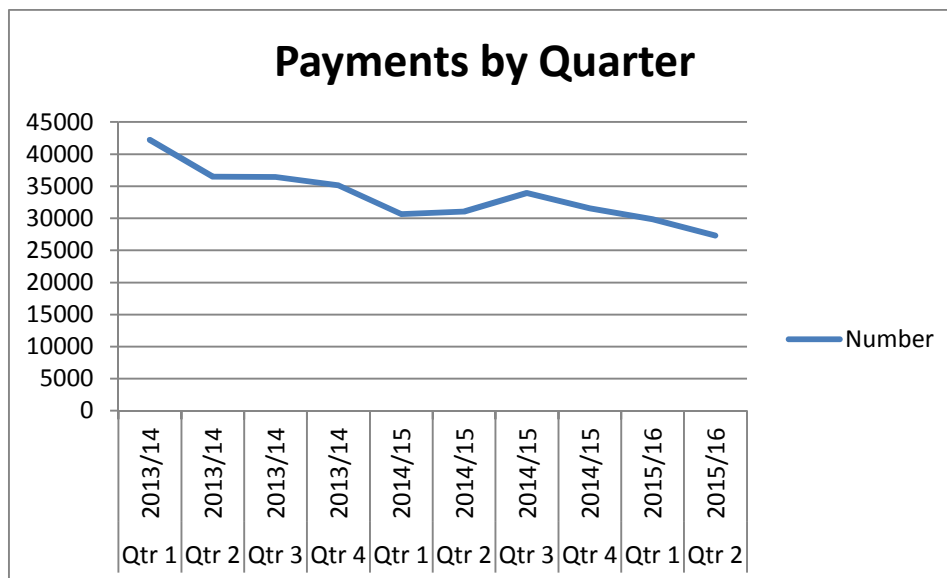
79. During the second quarter we have received repayment of £3,329 following High Court action, £254 from 3rd Party Debt Collection agencies and £12,715 following other legal action.

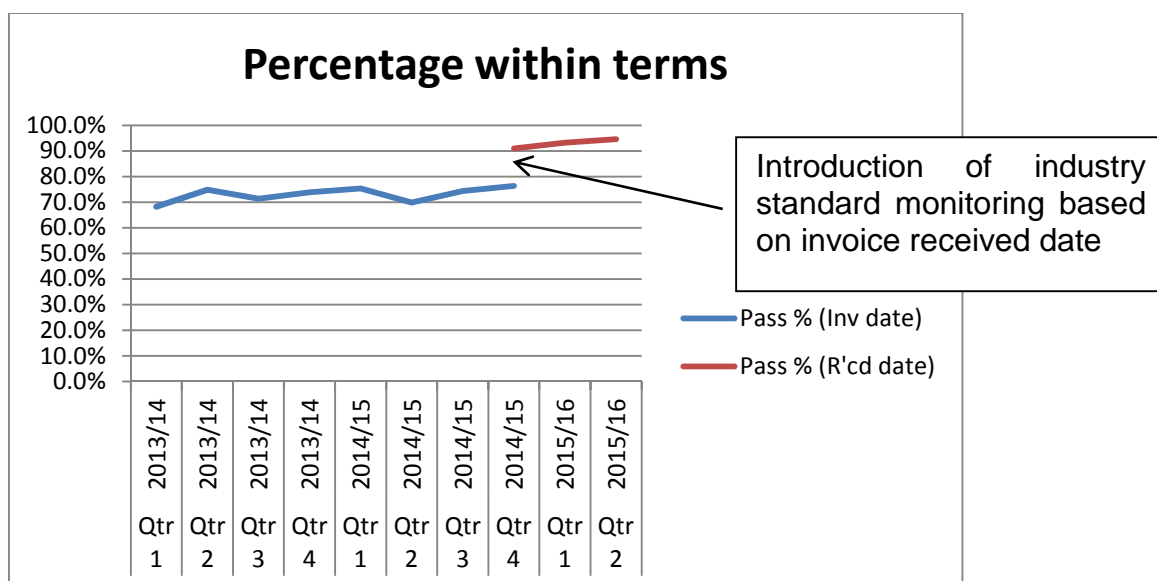
80. Debts of £42,454 were written off as unrecoverable in the quarter following all possible legal action.

Accounts Payable Performance

81. The overall performance in terms of invoices paid within terms has fallen very slightly to 93.8%. This continues to be a good performance. The graphs below show that the number of invoices processed by Accounts Payable has stabilised at around 10,000 per month (30,000 per quarter). The effect of the introduction of the Managed Service Provider (MSP) for Agency staff had previously caused a steady fall.

82. The two Procure to Pay pilot Hubs are still working well and a great deal of positive feedback has been received. The next steps in rolling out this new way of working is currently under consideration by the project group.





Statutory and Policy Implications

83. This report has been compiled after consideration of implications in respect of crime and disorder, finance, human resources, human rights, the NHS Constitution (Public Health only), the public sector equality duty, safeguarding of children and vulnerable adults, service users, sustainability and the environment and ways of working 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) To note the revenue budget expenditure to date and year end forecasts
- 2) To approve the contingency request
- 3) To note the Capital Programme expenditure to date and year end forecasts and approve variances to the Capital Programme
- 4) To note the Council's Balance Sheet transactions
- 5) To note the performance of the Procurement Team
- 6) To note the performance of the Accounts Payable and Accounts Receivable teams

Nigel Stevenson Service Director – Finance, Procurement and Improvement Division

For any enquiries about this report please contact:

Glen Bicknell - Senior Finance Business Partner, Senior Accountant

Simon Cunnington - Senior Accountant, Pensions and Treasury Management

Constitutional Comments (HD)

84. Committee has the authority to determine recommendations within the report.

Financial Comments (GB)

85. The financial implications are stated within the report itself.

Background Papers and Published Documents

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.

- 'Social Work Support Officers – Pilot Extension' report to Children and Young People's Committee 21st March 2016

Electoral Division(s) and Member(s) Affected

All

21 March 2016**Agenda Item: 5****REPORT OF THE SERVICE DIRECTOR – FINANCE, PROCUREMENT AND
IMPROVEMENT****FINANCIAL MONITORING REPORT: PERIOD 10 2015/2016****Purpose of the Report**

1. To provide a summary of the revenue position of the County Council for the year to date with year-end forecasts.
2. Request approval for an additional contingency request.
3. To provide a summary of Capital Programme expenditure to date and year-end forecasts.
4. To inform Members of the Council's Balance Sheet transactions.
5. To provide Members with an update from the Procurement Team.
6. To provide Members with an update from the Accounts Payable and Accounts Receivable teams.

Information and Advice**Background**

7. The Council approved the 2015/16 budget at its meeting on 26 February 2015. As with previous financial years, progress updates will be closely monitored and reported to both management and Committee on a monthly basis.

Summary Revenue Position

8. Table 1 below summarises the revenue budgets and forecast outturn for each Committee. A £6.8m underspend position is currently predicted. In light of the Council's continuing financial challenges, the key message to effectively manage budgets and wherever possible deliver in-year savings is being reinforced.

Table 1 – Revenue Expenditure and Forecasts as at Period 10

Forecast Variance as at Period 9 £'000	Committee	Annual Budget £'000	Actual to Period 10 £'000	Year-End Forecast £'000	Latest Forecast Variance £'000
1,797	Children & Young People	139,858	117,381	141,969	2,111
(6,974)	Adult Social Care & Health	207,992	155,157	201,567	(6,425)
(144)	Transport & Highways	60,126	51,280	60,142	16
(246)	Environment & Sustainability	31,262	22,688	31,026	(236)
268	Community Safety	3,008	1,234	3,189	181
(313)	Culture	13,373	10,478	12,919	(454)
(1,071)	Policy	24,999	19,606	23,543	(1,456)
(869)	Finance & Property	34,624	29,378	33,710	(914)
(558)	Personnel	3,287	1,947	2,774	(513)
9	Economic Development	1,525	545	1,535	10
580	Public Health	5,217	(4,507)	5,568	351
(7,521)	Net Committee (under)/overspend	525,271	405,187	517,942	(7,329)
427	Central items	(10,508)	(36,392)	(10,681)	(173)
-	- Schools Expenditure	197	197	197	-
289	Contribution to/(from) Traders	165	2,580	60	(105)
(6,805)	Forecast prior to use of reserves	515,125	371,572	507,518	(7,607)
923	Transfer to / (from) Corporate Reserves	(6,363)	-	(5,779)	584
530	Transfer to / (from) Departmental Reserves	(15,497)	(802)	(15,280)	217
-	- Transfer to / (from) General Fund	(6,038)	-	(6,038)	-
(5,352)	Net County Council Budget Requirement	487,227	370,770	480,421	(6,806)

* The actual net expenditure for Public Health is skewed depending upon the timing of the receipt of grant.

Committee and Central Items

9. The main variations that have been identified are explained in the following sections.

Children & Young People (forecast £2.1m overspend)

10. The underlying overspend is £1.8m (after planned use of grant reserves and excluding redundancy costs). A range of mitigating actions have been developed and pursued which has included a letter from the Corporate Director to restrict all non-essential spend and to adhere to vacancy control procedures as part of budget control measures. The recruitment of all agency staff requires the explicit approval of the Service Director Children's Social Care.
11. The Children's Social Care Division is reporting a forecast net overspend of £2.5m (£2.1m after the planned use of grant reserves), the major contributing variances being:

- £1.5m overspend on staffing due to the continued use of agency staff to cover vacancies in social work and safeguarding teams;
 - £0.1m overspend on Provider Services (Looked after Children placements), compared with an underspend of £0.1m forecast in period 9. The £0.2m reduction in underspend is due to a forecast adjustment for payments relating to the previous financial year for external residential placements;
 - £0.2m overspend on transport, as demand continues to exceed the budget;
 - £0.2m overspend on the rest of Children's Disability Services (CDS) mainly due to flexible and targeted short breaks and associated childcare;
 - £0.2m overspend on the social work practice pilot which includes a forecast extension to the original timescale of 6 months to 31 March 2016. This includes the successful bid of £0.2m from the Strategic Development Fund.
12. The Education Standards and Inclusion Division is reporting a forecast overspend of £0.9m, mainly due to an overspend on Special Educational Needs and Disability Policy and Provision. There is a continued demand for home to school transport in excess of the budget.
13. The Youth, Families and Culture Division is forecasting an underspend of £1.4m (£1.6m underspend after the planned use of grant reserves) mainly due to an underspend on Early Years and Early Intervention relating to contract savings and pension refunds, together with savings in employee and support costs across the Family Service and Youth Justice budgets.
14. The Capital and Central Charges area is forecasting a £0.3m overspend due to insurance charges in excess of the budget allocated for this purpose which is the additional cost of premiums for historic abuse cases.
15. There is also an underspend of £0.5m in Business Support which relates to savings associated to the part year effect of fixed term contracts and holding vacancies in anticipation of future year's savings.

Adult Social Care & Health (forecast £6.4m underspend)

16. The underlying forecast position is an underspend of £5.2m (after the planned use of reserves and excluding redundancy costs).
17. The Strategic, Commissioning, Access and Safeguarding Division is currently reporting a net underspend of £1.3m (£1.2m underspend after the use of reserves). The main variances are:
- Client Contribution income is forecasting a shortfall of £0.9m.
 - The previous overspend of £0.1m relating to agency staff within the MASH and Intake Teams is now being offset by underspends on staffing within other Access & Safeguarding teams
 - Supporting People are forecasting a £1.6m underspend due to a reduction on the LD Contract spend;
 - There is now a forecast underspend of £0.3m on software costs within the Framework Team and the Market Development Team.
 - Business Support are showing an underspend of £0.3m against various non-staffing budgets.

18. The North Nottinghamshire Division is currently forecasting a net underspend of £1.2m (£0.9m underspend after the use of reserves) against the budget. This is comprised of the following:

- Residential Services are now forecasting an underspend of £0.4m, primarily due to staffing in the Care and Support Centres.
- Day Services and Employment are forecasting an underspend of £1.4m. This is comprised of a £1.8m underspend on staffing within Day Services and Supported Employment partly offset by £0.4m overspend on Transport Services
- Bassetlaw Community Care are forecasting an overspend of £0.5m due to overspends in Younger Adults.

19. The Mid and South Divisions are currently forecasting a £0.8m underspend (after reserves a £0.3m underspend). This is due to the continued pursuit of Continuing Health Care (CHC) funding from the NHS.

20. Across Mid, South and North Nottinghamshire the major variances on care package costs are:

- Older Adults across the County are currently forecasting an underspend of £4.2m. This is due to a net decrease in commitment of £0.7m since period 9 and is reflective of the continuing fall in commitments on Framework month on month;
- Younger Adults across the County are currently forecasting an overspend of £2.1m. This is a net increase of £0.9m in commitment since period 9 and is reflecting the continued increase in Framework commitments across most services;
- Expenditure under the remit of Service Directors and Principal Social Worker costs are currently forecasting an overspend of £1.8m, which represents a reduction of £0.2m since period 9.

21. Throughout the County, the service continues to experience difficulties recruiting to vacancies. This is having an impact on the number of assessments and reviews waiting to be done.

22. The Transformation Division is currently forecasting an underspend of £3.0m against the budget. This is due to the announcement that the County Council will not be required to repay the funding provided by the Government for Part 2 of the Care Act. Although this money was allocated to combat winter pressures, not all of it will now be spent this financial year.

Policy (forecast £1.5m underspend)

23. This forecast underspend is due to:

- £0.5m underspend in Legal Services due mainly to continuing improvements in electronic and digital working and an ongoing efficiency programme reducing operating costs where possible;
- £0.1m underspend relating to running costs in Democratic Services;
- £0.2m underspend relating to vacancy savings in the Business Support Centre;
- £0.2m reduction in running costs at the Customer Services Centre, together with an increase in income resulting from a small increase in blue badge applications;
- £0.3m underspend resulting from a detailed review of expenditure relating to the Programme and Project Team, this is matched by a reduction in the use of corporate reserves;

- £0.2m underspend against the Ways of Working Programme budget, this is matched by a reduction in the use of corporate reserves.

Finance & Property (forecast £0.9m underspend)

24. This forecast underspend is due to:

- £0.6m underspend in Property due to a staffing rationalisation and savings on county office building maintenance in advance of saving requirements in 2016/17, together with additional Estates income
- £0.2m underspend on county offices and facilities management due to reduced business rates payable on county offices;
- £0.2m underspend within Finance and Procurement relating to staff vacancies in advance of saving requirements in 2016/17

Personnel (forecast £0.5m underspend)

25. This forecast net underspend is due to vacancy savings across the Health and Safety Group and the Workforce Planning and Organisational Development Group, together with savings on running costs and additional income generation.

Central Items (forecast £0.2m underspend)

26. Central Items primarily consists of interest on cash balances and borrowing, together with various grants, contingency, capital charges and MRP.

27. Interest payments fluctuate depending on expectations of future rates and anticipated slippage on the capital programme. Current Treasury Management forecasts suggest a net overspend on interest of £0.5m.

28. At the time of setting the 2015/16 budget, several funding allocations had not been announced and therefore assumptions about certain grants were made, based on the best information available at the time. Throughout the year confirmations are received, and current forecasts suggest a net additional grant of £0.4m will be received in 2015/16.

29. The Minimum Revenue Provision (MRP) charge for 2015/16 is based upon the timing and level of capital expenditure and capital receipts. Current profiles and forecasts will result in an MRP charge which is £0.6m lower than budget. This is the main reason for the change in variance from that reported at Period 9.

30. The Council's original budget included a contingency of £5.1m to cover redundancy costs, slippage of savings and unforeseen events. Following base budget adjustments (£2.5m) being removed from Departmental budgets and contingency requests (£6.6m) approved at previous Finance and Property Committees, the remaining contingency balance stands at £0.5m, allowing for the new request below (para 32). Table 1 assumes that the full contingency allocation will be used before year end as new requests are likely to emerge.

31. Following the announcement of the section 188 notice on 1st December 2015 there is some work to be done to assess the impact of the provision created at the end of the last financial year, in year redundancies and the provision required for 2015/16.

Request for Contingency

32. On 22 February 2007, the County Council agreed to fund 50% of the financial assistance package created to support traders affected by the construction of the tram route. Claims for this assistance continue to be received and a contingency allocation of £0.5m was approved at the Finance and Property meeting held on 12 October 2015. This amount has already been exceeded and a further contingency request of up to £0.5m is now sought, dependent on the final 2015/16 outturn figures.
33. In spring 2015, the Social Work Support Officer (SWSO) pilot was introduced as part of a strategy to recruit and retain qualified Child Protection Social Workers. A report to the Children and Young People's Committee on 21 March 2015 will report that the SWSO pilot has already evidenced progress towards achieving the project's success criteria and recommend that the pilot continues until 31 March 2017. It is proposed that £0.3m contingency funding is made available to fund the SWSO pilot extension in 2016/17, subject to the approval of the report to Children and Young People's Committee.

Transfer to / (from) reserves

34. A review of reserves has been undertaken to identify surplus departmental reserves that may be released to support the budget. The outcome of this review resulted in £3.6m of departmental reserves being transferred to corporate reserves as part of the overall budget strategy.
35. As reported under Policy Committee, there is slippage in the Programme and Projects Team and Ways of Working which are funded by Corporate Reserves. To match the slippage there is a corresponding reduction in the use of reserves.

Progress with savings (forecast shortfall £4.7m in 2015/16)

37. Given the continued financial challenge that the Council is facing, savings schemes were approved as part of the 2015/16 budget process.
38. The review of Redefining Your Council (considered by Policy Committee in July 2015) noted that transformation is inherently risky to deliver and that the task of achieving significant budget savings becomes increasingly difficult over time, as change is overlaid upon change. Considerable lessons have been learned from savings projects which have been approved and delivered to date. Whilst programme and project management arrangements have been effective, a stronger approach to the identification and management of the assumptions which underpin projects is being put in place to ensure that they are evidenced and challenged prior to full implementation.

Capital Programme

39. Table 2 summarises changes in the gross Capital Programme for 2015/16 since approval of the original programme in the Budget Report (Council 26/02/15):

Table 2 – Revised Capital Programme for 2015/16

	2015/16 £'000 £'000	
Approved per Council (Budget Report 2015/16)		112,039
Variations funded from County Council Allocations : Net slippage from 2014/15 and financing adjustments	(6,539)	
		(6,539)
Variations funded from other sources : Net slippage from 2014/15 and financing adjustments	(6,616)	
		(6,616)
Revised Gross Capital Programme		98,884

40. Table 3 shows actual capital expenditure to date against the forecast outturn at Period 10.

Table 3 – Capital Expenditure and Forecasts as at Period 10

Committee	Revised Capital Programme £'000	Actual Expenditure to Period 10 £'000	Forecast Outturn £'000	Expected Variance £'000
Children & Young People	35,247	19,646	35,524	277
Adult Social Care & Health	4,317	1,720	3,496	(821)
Transport & Highways	36,070	28,796	35,429	(641)
Environment & Sustainability	2,516	1,716	2,534	18
Community Safety	-	-	-	-
Culture	1,532	796	872	(660)
Policy	1,976	1,814	1,981	5
Finance & Property	10,237	6,100	9,371	(866)
Personnel	298	25	258	(40)
Economic Development	6,691	4,764	6,195	(496)
Contingency	-	-	-	-
Total	98,884	65,377	95,660	(3,224)

41. In the Children and Young People's Committee, additional Department for Education funding of £0.2m has been secured to carry out design works relating to the Scarlet Wing of Clayfields House.

It is proposed that the Children and Young People's Committee capital programme is varied to reflect the additional DfE external funding secured for design works at Clayfields House.

42. Also in the Children and Young People's Committee, it is proposed that £0.197m Planned Maintenance revenue budget is joined up with School Condition Refurbishment Programme funding to efficiently carry out works required at two Nottinghamshire schools.

It is proposed that the Children and Young People's Committee capital programme is varied to reflect the £0.197m contribution from the planned maintenance revenue budget.

43. In the Adult Social Care and Health capital programme there is a forecast underspend of £0.8m. This mainly relates to slippage against the Living at Home programme (£0.4m) and re-profiling of costs associated with the ASCH Strategy budget into 2016/17 (£0.3m).

44. Also in the Adult Social Care and Health Committee, it is proposed that £0.127m Planned Maintenance revenue budget is utilised to fund urgent capital maintenance works required at Brooke Farm.

It is proposed that the Adult Social Care and Health capital programme is varied to reflect the £0.127m contribution from the planned maintenance revenue budget.

45. In the Transport and Highways Committee capital programme there is a forecast underspend of £0.6m. This is mainly as a result of the delay in receipt of a number of vehicles ordered against the Transport and Travel Services and Highways Vehicle and plant budgets (£0.5m).

46. Also in the Transport and Highways capital programme a £0.250m contribution from Ashfield District Council has been secured to help part fund the completion of the Kirkby Town Centre capital project which is part of the Integrated Transport Measure capital programme.

It is proposed that the Transport and Highways capital programme is varied to reflect the £0.250m external funding received from Ashfield District Council.

47. In the Culture Committee capital programme there is a forecast underspend of £0.7m. This is as a result of the Sherwood Forest Visitor Centre project (£0.2m) being re-profiled into 2016/17 and minor slippage against a number of library capital projects.

48. In the Finance and Property Committee capital programme there is a forecast underspend of £0.9m. This is mainly as a result of re-profiling identified against the Customer Services Centre project (£0.4m) due to tender process delays which have slipped the occupation date to June 2016. The CLASP demolition and re-provision of services project (£0.3m) has also been re-phased into 2016/17.

Financing the Approved Capital Programme

49. Table 4 summarises the financing of the overall approved Capital Programme for 2015/16.

Table 4 – Financing of the Approved Capital Programme for 2015/16

Committee	Capital Allocations £'000	Grants & Contributions £'000	Revenue £'000	Reserves £'000	Gross Programme £'000
Children & Young People	16,894	17,988	100	265	35,247
Adult Social Care & Health	1,682	2,428	172	35	4,317
Transport & Highways	12,509	22,984	47	530	36,070
Environment & Sustainability	1,187	729	600	-	2,516
Community Safety	-	-	-	-	-
Culture	1,462	70	-	230	1,762
Policy	1,976	-	-	180	2,156
Finance & Property	9,957	50	-	-	10,007
Personnel	-	118	-	-	118
Economic Development	3,246	3,445	-	-	6,691
Contingency	-	-	-	-	-
Total	48,913	47,812	919	1,240	98,884

50. It is anticipated that borrowing in 2015/16 will decrease by £9.3m from the forecast in the Budget Report 2015/16 (Council 26/02/2015). This decrease is primarily a consequence of:

- £8.9m of net slippage from 2014/15 to 2015/16 and financing adjustments funded by capital allocations.
- Variations to the 2015/16 capital programme funded from capital allocations totalling £2.4m as approved to the February 2016 Full Council meeting.
- Net slippage in 2015/16 of £2.8m of capital expenditure funded by capital allocation identified as part of the departmental capital monitoring exercise.

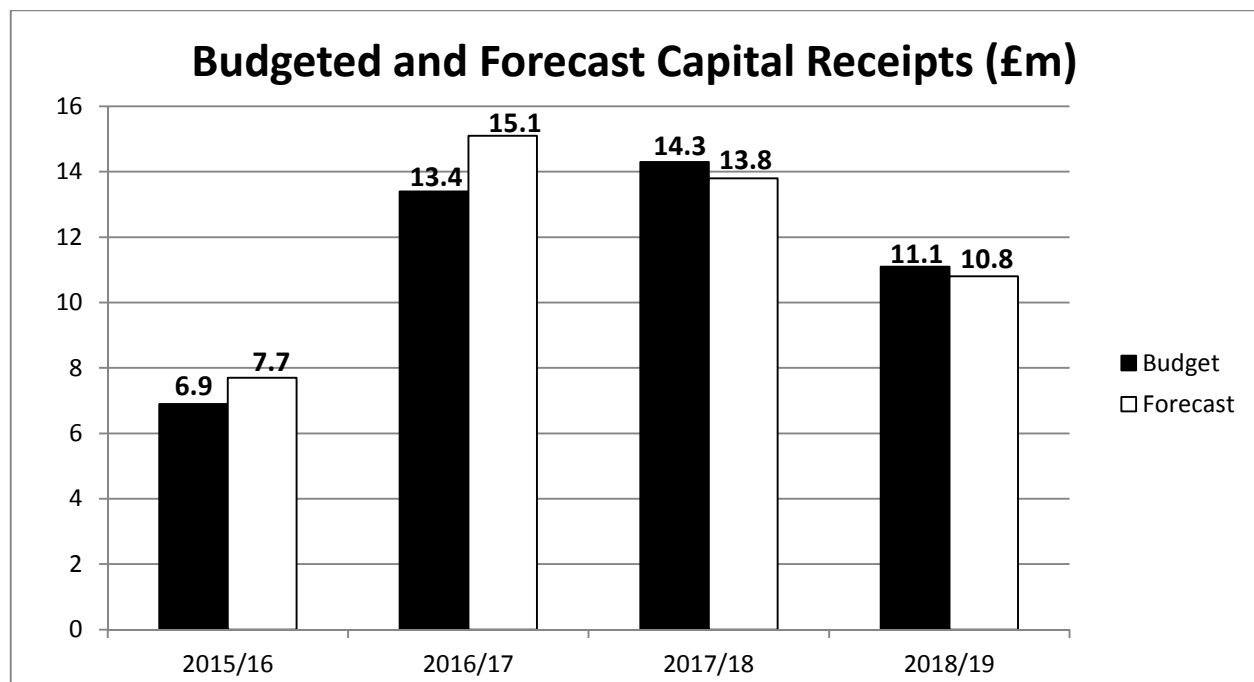
Prudential Indicator Monitoring

51. Performance against the Council's Prudential Indicators is regularly monitored to ensure that external debt remains within both the operational boundary and the authorised limit.

Capital Receipts Monitoring

52. Anticipated capital receipts are regularly reviewed. Forecasts are currently based on estimated sales values of identified properties and prudently assume a slippage factor based upon a review of risk associated with each property.

53. The chart below shows the budgeted and forecast capital receipts for the four years to 2018/19.



54. The dark bars in the chart show the budgeted capital receipts included in the Budget Report 2015/16 (Council 26/02/2015). These capital receipts budgets prudently incorporated slippage, giving a degree of “protection” from the risk of non-delivery.

55. The capital receipt forecast for 2015/16 is £7.7m. To date in 2015/16, capital receipts totalling £5.5m have been received.

56. The number and size of large anticipated receipts increase the risk that income from property sales will be below the revised forecasts over the next three years. Although the forecasts incorporate an element of slippage, a delay in receiving just two or three large receipts could result in sales being lower than the forecast.

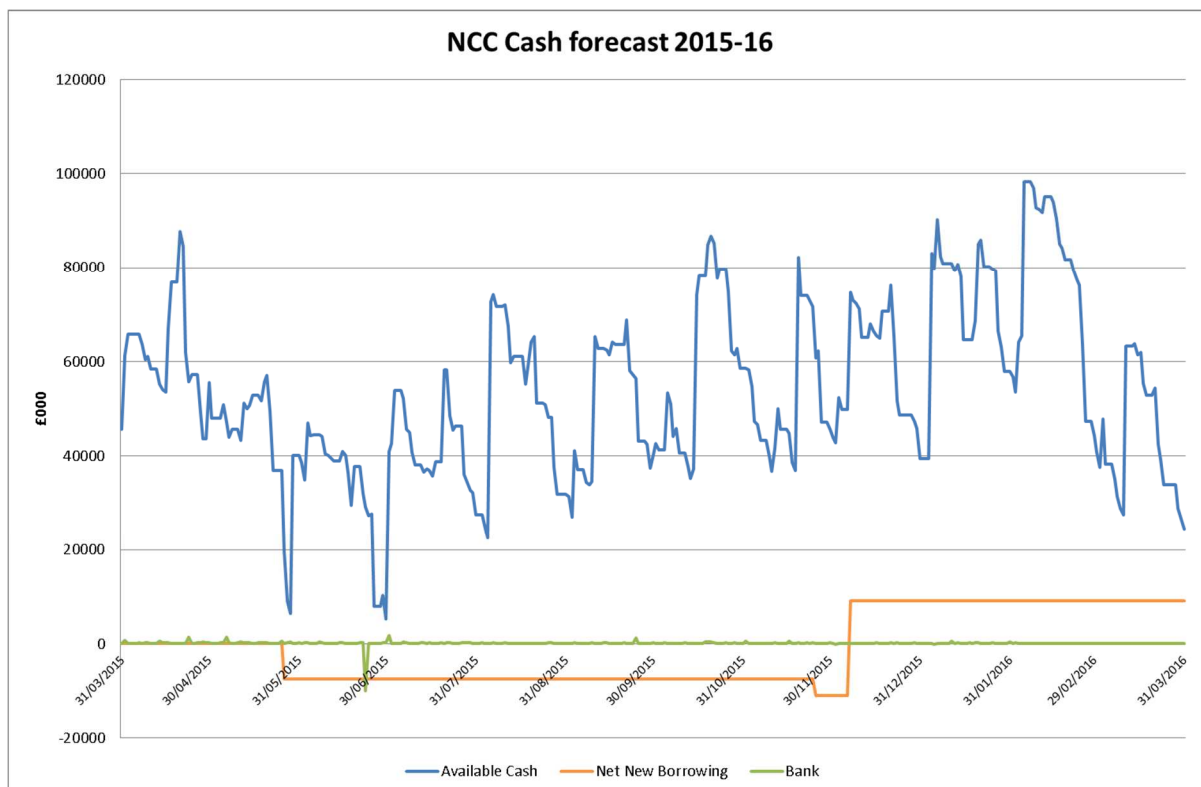
57. Current Council policy (Budget Report 2015/16) is to set capital receipts against the principal of previous years’ borrowing. This reduces the amount of Minimum Revenue Provision (MRP) to be set aside each year. It is important to regularly monitor capital receipt forecasts and their effect on the overall revenue impact of the Capital Programme.

Treasury Management

58. Daily cash management aims for a closing nil balance across the Council’s pooled bank accounts with any surplus cash invested in accordance with the approved Treasury Management Policy. Cash flow is monitored by the Senior Accountant (Pensions & Treasury Management) with the overall position reviewed quarterly by the Treasury Management Group. The Cash forecast chart below shows the actual cash flow position to date and 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 increase later in the year.

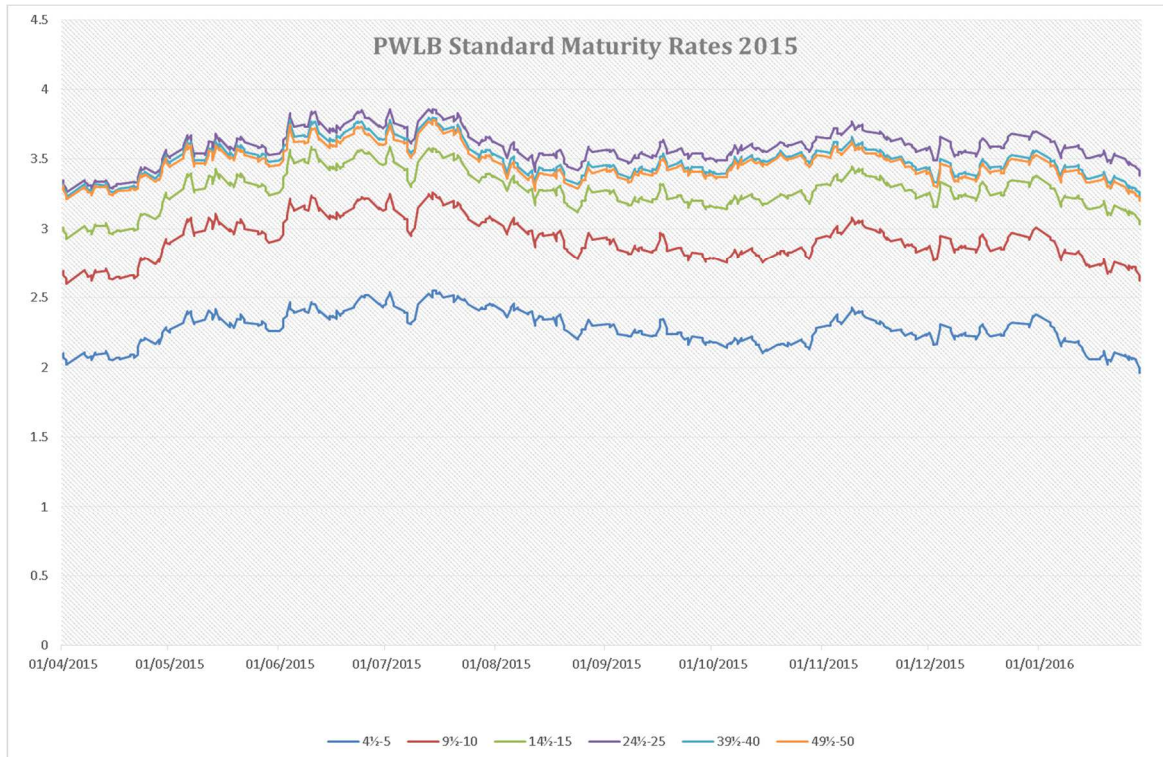
59. The chart below gives the following information:

Available cash	Surplus cash (invested in call accounts or money market funds) or a shortfall of cash indicating a need to borrow.
Net new borrowing	New loans taken during the year net of principal repayments on existing borrowing.
Bank	That element of surplus cash held in the Council's Barclays Bank account.



60. The Treasury Management Strategy for 2015/16 originally identified a need for additional borrowing of £78m to fund the capital programme, replenish internal balances and to replace maturing debt. This was later adjusted to nil, in line with the most recent capital monitoring and reserves forecast and the TM Mid-Year report. However, in-year cashflow analysis indicated a possible shortage of cash over the Christmas period, and so £20m long-term debt was borrowed from PWLB on 7 December. The forecast year-end under-borrowed position for 2015/16 is now £195m. In other words, the Council's reserves and working capital will allow some £195m of potential debt to be postponed to 2016/17 and beyond.

61. PWLB rates are monitored closely in order to feed into decisions on new borrowing. Longer term rates are currently where they were at the beginning of the year and it looks like they could fall further yet. This situation will be monitored and further borrowing might be undertaken before the year-end. The Council is able to take advantage of the PWLB "certainty rate" which is 0.2% below the standard rates. The chart below shows the movement in standard PWLB maturity rates during 2015/16.



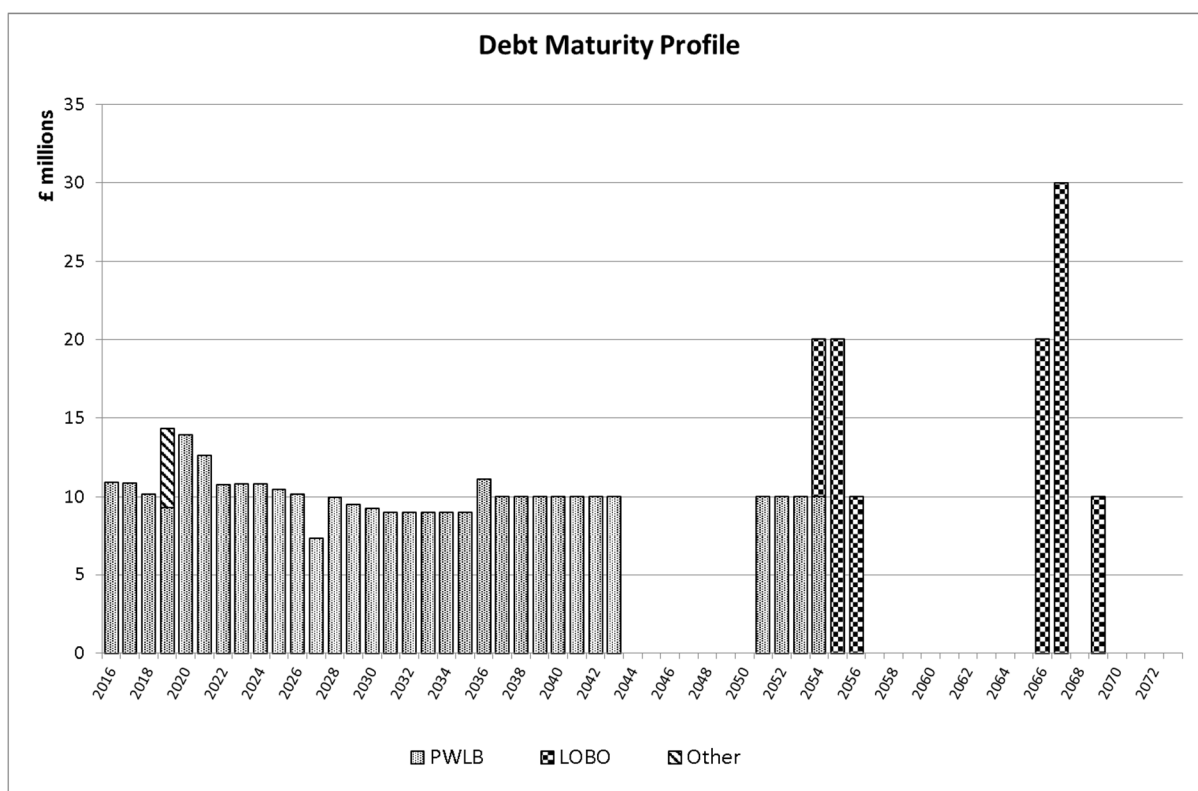
62. Borrowing decisions will take account of a number of factors including:

- expected movements in interest rates
- current maturity profile
- the impact on revenue budgets and the medium term financial strategy
- the treasury management prudential indicators

63. The maturity profile of the Council's debt portfolio is shown in the chart below. The PWLB loans are reasonably well distributed and have a maximum duration of 38 years.

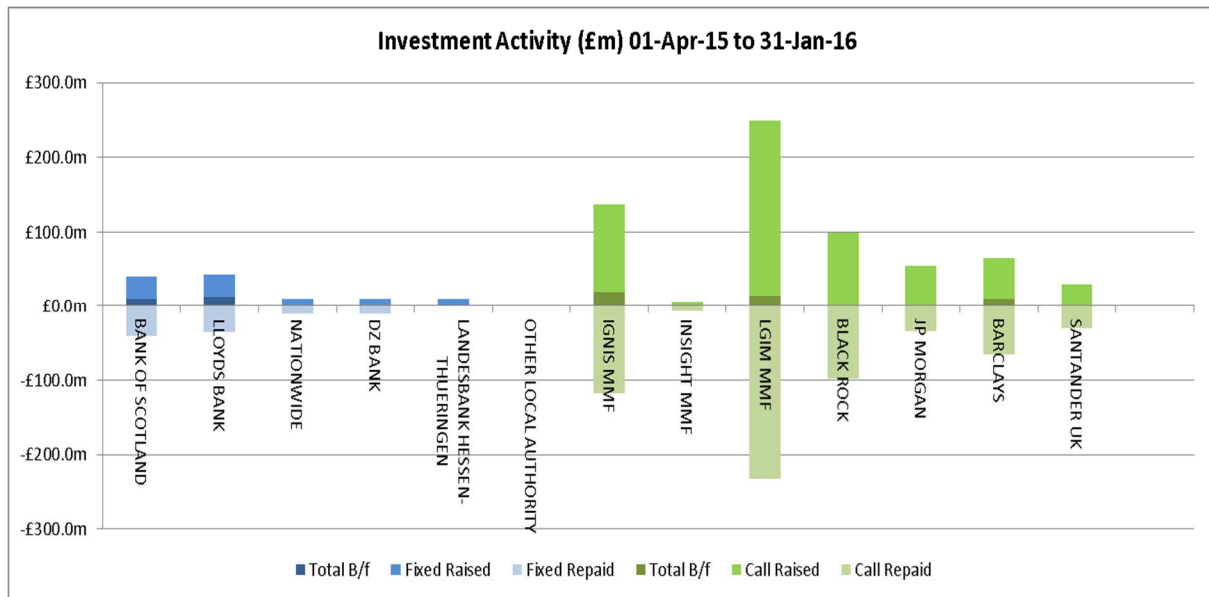
64. Longer-term borrowing (maturities up to 55 years) was obtained from the market some years ago in the form of 'Lender's Options, Borrower's Options' loans (LOBOs). These loans are treated as fixed rate loans (on the basis that, if the lender increases the rate at an option point, the Council will repay the loan) and were all taken at rates lower than the prevailing PWLB rate at the time. They are shown in the chart below at their latest maturity points, but could actually mature at various points before then, constituting a risk that the Council will have to then borrow at the prevailing interest rate.

65. The 'other' loan denotes more recent borrowing from the money markets where the main objective was to minimise interest costs. Refinancing of these loans has been factored into the Treasury Management Strategy.



66. The investment activity for 2015/16 to the end of December 2015 is summarised in the chart and table below. Outstanding investment balances totalled £70.2m at the start of the year and £77.5m at the end of the period. This is in line with the forecast cash flow profile for the year.

	Total B/f £ 000's	Total Raised £ 000's	Total Repaid £ 000's	Outstanding £ 000's
Bank of Scotland	10,000	30,000	(40,000)	-
Lloyds Bank	13,000	30,000	(35,000)	8,000
Nationwide	-	10,000	(10,000)	-
DZ Bank	-	10,000	(10,000)	-
Landesbank Hessen-Thuringen	-	10,000	-	10,000
Other Local Authority	1,500	-	-	1,500
IGNIS MMF	20,000	117,350	(117,350)	20,000
Insight MMF	-	6,700	(6,700)	-
LGIM MMF	14,550	234,450	(232,350)	16,650
Black Rock	500	98,850	(98,050)	1,300
JP Morgan	-	54,600	(34,600)	20,000
Barclays	10,650	54,600	(65,250)	-
Santander UK	-	29,500	(29,500)	-
Total	70,200	686,050	(678,800)	77,450



67. The majority of fixed term deals have been placed with Lloyds Bank or Bank of Scotland, both part of Lloyds Banking Group (LBG). Although LBG does not currently meet the minimum credit rating criteria required by the Council's Treasury Management Policy, both Lloyds Bank and Bank of Scotland individually do. As with all banks on the Council's lending list, the ratings of Lloyds Bank and Bank of Scotland are regularly monitored, and lending restrictions are placed accordingly

Procurement Performance

68. The latest benchmarking figures produced by CIPFA show that the Council's procurement costs as a percentage of spend is 0.20% compared with an average of 0.28% for all councils in the study, together with a median of 0.19%. In other words the cost of procurement in NCC is low compared with other councils.

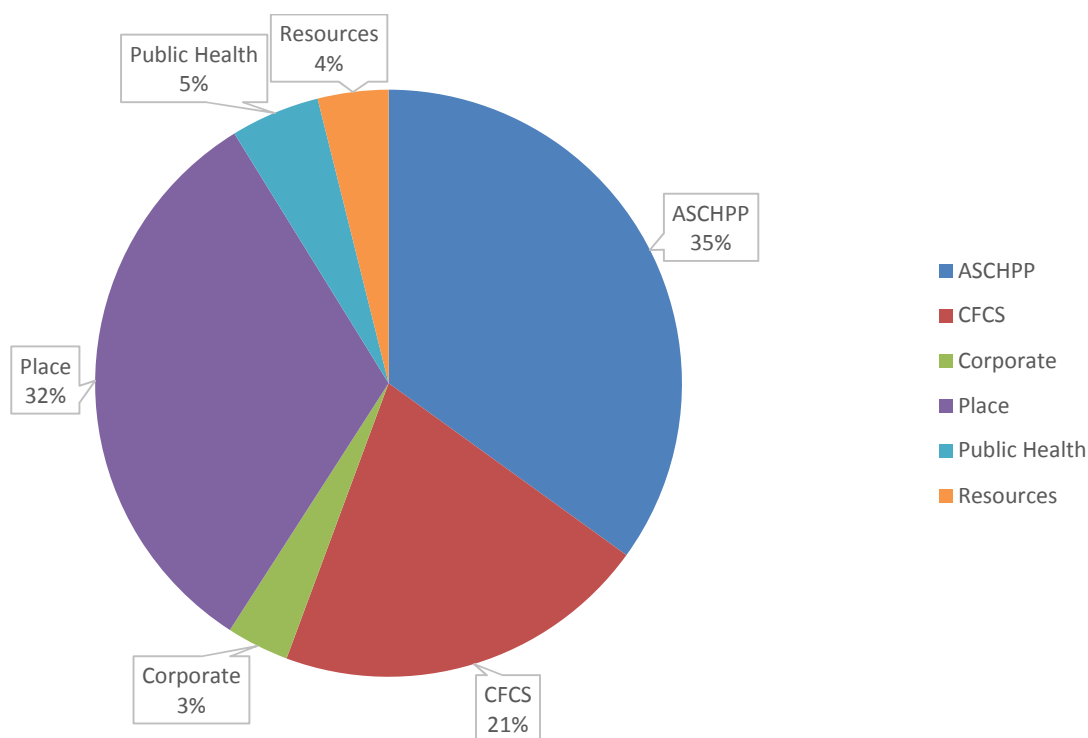
69. Each procurement exercise is conducted on the basis of a combination between price and quality so the outcome is not necessarily the cheapest offer, however we endeavour to reduce the baseline costs of all our tendering activity. Whilst the savings reported here are what is achievable from the contract through having run a tender the release of all the value is reliant on effective contract management and monitoring. The values shown below are the potential contract release over the life of the contract.

Service Area	No. tenders releasing savings	Baseline Value £	New Spend Value £	Value Saving £
ASC	4	£23,320,000	£22,391,923	£928,077
Public Health	2	£ 8,600,000	£6,342,000	£2,258,000
Place	11	£23,533,780	£21,786,167	£1,747,613
Resources	6	£9,336,848	£8,903,371	£433,477
Totals				£5,367,167.00

70. There are 38 completed tenders and 22 projects that are still running in this area.
71. We are also continually seeking additional savings from our supply chain. A piece of ongoing work is the negotiation of additional discounts through early payment of invoices and consolidated invoices as a consequence of greater information and management of our supply chain. To date this has realised annual savings of over £185,000.
72. As an organisation, NCC has spent £540m in the first 10 months of the financial year 2015/16 with external suppliers which is an increase of £15m from the same period of previous financial year.

The top 6% (388) of suppliers account for 80% (£432m) of the total supplier spend. The remaining 94% (6107 suppliers) have a total expenditure of £108m with an average spend of £17,600.

The chart below shows how the total amount spent, in the same period, is divided across Departments, almost 61% of all expenditure going through Care (ASCHPP, CFCS and Public Health) and 39% through Resources and Places).



73. The Council's preferred ordering route is through BMS. The team have been working with stakeholders to improve the way that we procure to ensure compliance.
- Orders that are processed through BMS are classified as Compliant Purchase Orders (Compliant)
 - Non Purchase Orders (or Non-Compliant) are those purchases that are made outside of any system
 - Retrospective orders – are non-compliant in that they have been raised following the delivery of the goods/services

- Interface Orders are those that are out of scope and are paid through another system e.g. Frameworki

74. Purchase Orders are beneficial to the organisation as they provide visibility of what we spend. Currently:-

- Compliant ordering (PO) has increased by 12% in the last 10 months from 35% to 47% of the total spent
- Non-compliant (**non PO**) ordering has decreased by 12% in the last 10 months from 42% to 30% of the total
- Interface has increased only 1% in the last 10 months from 22% to 23% of the total spent

75. Table below shows the number of retrospective orders in a monthly basis across portfolios with a reasonable decrease every month.

Portfolio	Apr-14	May-15	Jun-15	Jul-15	Aug -15	Sep-15	Oct-15	Nov-15	Dec-15	Jan-15
ASCHPP	457	349	360	377	346	287	306	277	219	195
Children, Families and Cultural Services	649	496	503	501	472	471	433	471	386	348
Corporate	3	9	0	2	0	2	2	0	0	4
Place	521	469	527	426	405	377	436	464	401	337
Resources	73	77	71	65	80	100	78	102	81	52
Public Health	2	1	0	5	1	1	6	3	3	1

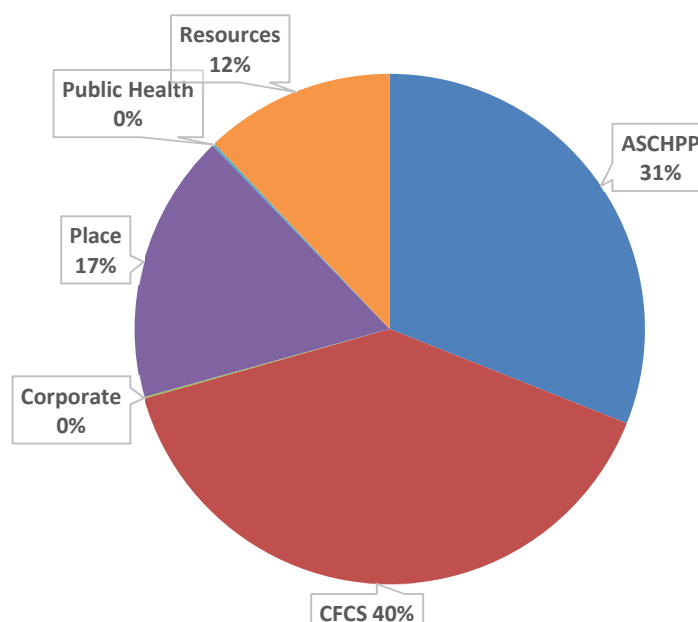
76. The table below shows the percentage of retrospective spent of each directorates to total spent in the last 3 months.

	Total Spend	Retrospective Spend	Percentage
ASCHPP	£71,857,686.23	£4,540,697.70	6.32%
Children, Families a	£54,184,298.20	£6,435,822.30	11.88%
Place	£45,460,579.73	£7,759,350.11	17.07%
Corporate	£5,207,746.20	£45,853.50	0.88%
Public Health	£8,393,157.66	£57,703.30	0.69%
Resources	£6,391,023.63	£714,321.85	11.18%
Grand total	£191,494,491.65	£19,553,748.76	10.21%

77. Purchase orders themselves are split into Green and Red orders. Green orders are those which are raised with the Procurement Centre's pre-arranged agreements or contracted suppliers. Red orders are those that do not have approved suppliers or contracts set up on BMS, and require additional work.

The chart below identifies the percentage of total Red orders by Directorate in the first quarter of 2015/16 financial year.

% of red orders by directorate of total red orders



Debt Recovery Performance

Invoices raised in quarter

	Qtr. 3	Year to date
Number	42,943	122,310
Value	£38,500,985	£114,722,476

Debt Position at 31/12/15

	Statutory	Non-Statutory	Total
Total	£6,836,681	£7,666,303	£14,502,984
Over 6 months	£4,161,946	£858,481	£5,020,427
% over 6 months	60.9%	11.2%	34.6%

78. The overall debt reduced by over £2.5m during December. The Statutory debt increased by £0.184m, which was mainly the result of the Personal Budget invoices being produced just prior to month end. The Non Statutory overall debt decreased by over £2.68m. The over 6 months debt increased by over £0.043m, with an increase in the over 6 months Statutory debt of £0.038m, and the Non Statutory over 6 month debt of £0.005m. The overall level of debt, and the percentage over 6 months, is very dependent on the timing of invoices around the month

end. It is expected that invoices and debt levels will increase in quarter 4 as a significant value of invoices are raised at the end of the year. There is still an amount of £0.180m which is waiting authorisation for write off.

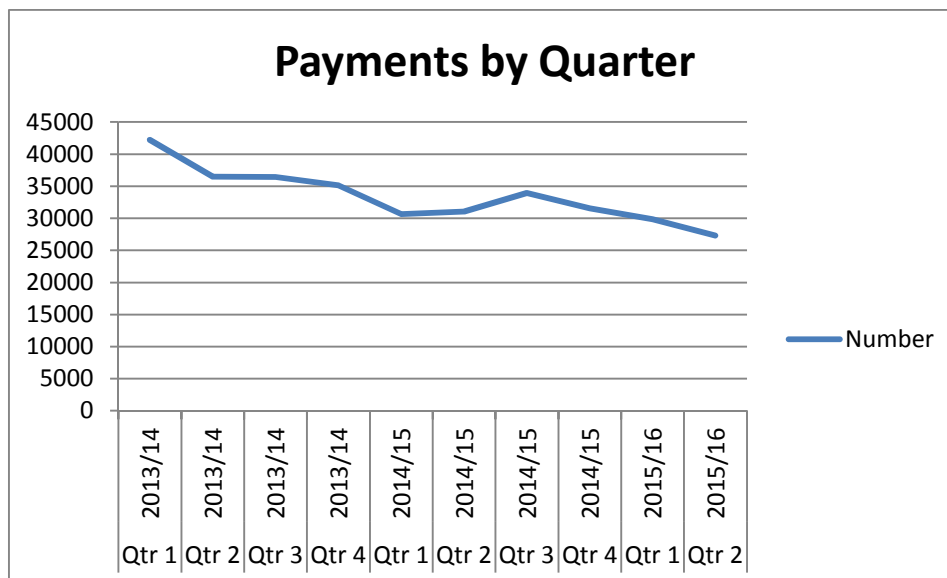
79. During the second quarter we have received repayment of £3,329 following High Court action, £254 from 3rd Party Debt Collection agencies and £12,715 following other legal action.

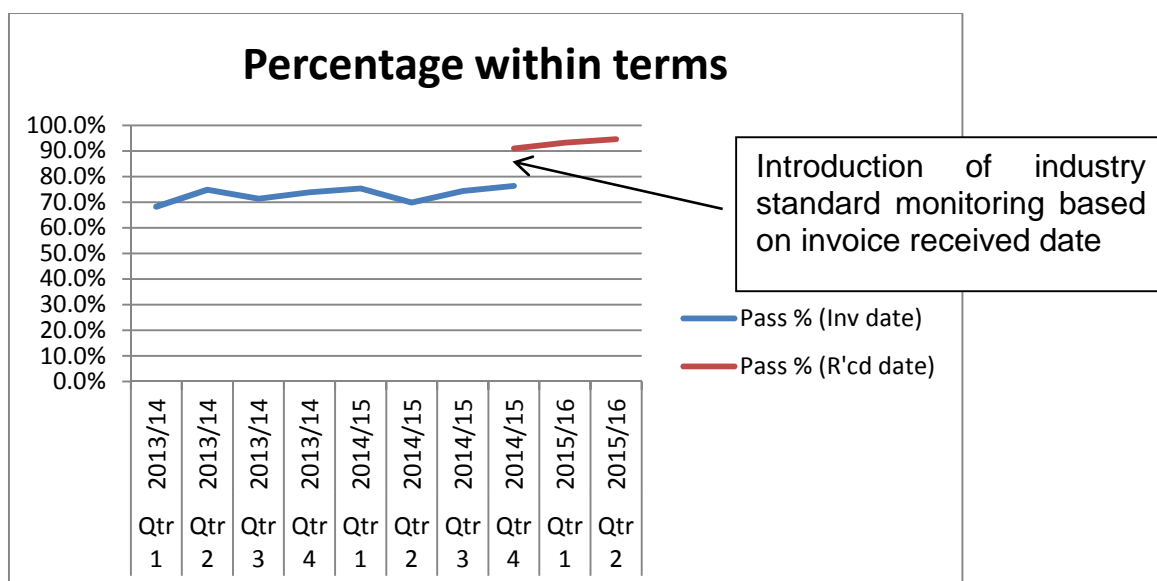
80. Debts of £42,454 were written off as unrecoverable in the quarter following all possible legal action.

Accounts Payable Performance

81. The overall performance in terms of invoices paid within terms has fallen very slightly to 93.8%. This continues to be a good performance. The graphs below show that the number of invoices processed by Accounts Payable has stabilised at around 10,000 per month (30,000 per quarter). The effect of the introduction of the Managed Service Provider (MSP) for Agency staff had previously caused a steady fall.

82. The two Procure to Pay pilot Hubs are still working well and a great deal of positive feedback has been received. The next steps in rolling out this new way of working is currently under consideration by the project group.





Statutory and Policy Implications

83. This report has been compiled after consideration of implications in respect of crime and disorder, finance, human resources, human rights, the NHS Constitution (Public Health only), the public sector equality duty, safeguarding of children and vulnerable adults, service users, sustainability and the environment and ways of working 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) To note the revenue budget expenditure to date and year end forecasts
- 2) To approve the contingency request
- 3) To note the Capital Programme expenditure to date and year end forecasts and approve variances to the Capital Programme
- 4) To note the Council's Balance Sheet transactions
- 5) To note the performance of the Procurement Team
- 6) To note the performance of the Accounts Payable and Accounts Receivable teams

Nigel Stevenson Service Director – Finance, Procurement and Improvement Division

For any enquiries about this report please contact:

Glen Bicknell - Senior Finance Business Partner, Senior Accountant

Simon Cunnington - Senior Accountant, Pensions and Treasury Management

Constitutional Comments (HD)

84. Committee has the authority to determine recommendations within the report.

Financial Comments (GB)

85. The financial implications are stated within the report itself.

Background Papers and Published Documents

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.

- 'Social Work Support Officers – Pilot Extension' report to Children and Young People's Committee 21st March 2016

Electoral Division(s) and Member(s) Affected

All

21 March 2016

Agenda Item: 6

REPORT OF THE SERVICE DIRECTOR – FINANCE, PROCUREMENT & IMPROVEMENT

JOINT CIPFA TRAINING SCHEME – EXAMINATION SUCCESS

Purpose of the Report

1. The purpose of this report is to invite Members to note the continued success of the Joint CIPFA Training Scheme and to recognise the performance by a prize winning candidate in recent examinations.

Information and Advice

2. 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.
3. At its meeting on 17 December 2012 the Finance and Property Committee approved the establishment of a Joint CIPFA Training Scheme in partnership with other local and public authorities across Nottinghamshire.
4. In establishing the Scheme the Committee acknowledged the ongoing financial challenges facing the public sector generally and local government specifically which has highlighted the need for high quality financial management support. The Scheme ensures there is a suitable pool of local talent to meet the future needs of local authorities and other public sector organisations across Nottinghamshire.
5. The aim of the Nottinghamshire Scheme is to provide trainees with the opportunity to gain experience of working across a range of different employers; during their training programme they rotate between the County Council, Nottinghamshire Police and/or Nottinghamshire Fire and Rescue, Grant Thornton and one or more of the district councils.
6. This not only has huge benefits to the trainees in terms of building deeper knowledge and 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 experience quality placements across the whole of Nottinghamshire;

- development of greater understanding and working practice for the trainee and the partners involved in the scheme;
 - keeping the best talent in Nottinghamshire and keeping the best talent in public sector organisations.
7. The pass rates in the December 2015 examinations are comparable to and, in some subjects, well above the national average.
 8. To exemplify this continued success, Brendan Hodson, one of the graduate trainees has been awarded a prize as one of the best performing candidates in CIPFA's Professional Qualification examinations for 2015. The Section 151 Officer has accepted an invitation to accompany him as a guest to the prize winners' ceremony and reception on 7 April 2016. Members may wish to recognise this achievement by way of a letter from the Chairman of the Finance & Property Committee to Mr Hodson passing on their congratulations on his tremendous success.

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. That the continuing success of the Joint CIPFA Training Scheme is noted.
2. That the Chairman of the Finance & Property Committee sends a letter of congratulation to Mr Hodson in recognition of his tremendous success.

Nigel Stevenson, Service Director – Finance, Procurement & Improvement

For any enquiries about this report please contact:

Neil Robinson – 0115 977 3578

Constitutional Comments (KK 09/03/2016)

The proposals in this report are within the remit of the Finance and Property Committee.

Financial Comments (NDR 26/02/2016)

There are no financial implications arising directly from the report.

Background Papers and Published Documents

None.

Electoral Division(s) and Member(s) Affected

All

21 March 2016

Agenda Item: 7

REPORT OF SERVICE DIRECTOR ENVIRONMENT, TRANSPORT & PROPERTY

ENERGY COSTS AND PROCUREMENT

Purpose of the Report

1. The purpose of this report is to:

- update Committee with regard to the procurement of energy for the Council's buildings and street lighting;
- update on projected costs of energy for this financial year and advise on estimated costs for the 2016-17 financial year;
- report on the Council's carbon emissions and costs associated with mandatory participation in the Carbon Reduction Commitment Energy Efficiency Scheme; and
- provide a brief update on current carbon and energy cost saving measures.

Information and Advice

Energy procurement

2. This report updates information reported to this Committee on 23 February 2015 and relates to energy and carbon management performance reported to Environment and Sustainability Committee on 19 November 2015.
3. Some of the Council's energy supplies, covering about 70% of its consumption for street lighting and buildings, are purchased under a flexible, variable procurement model, whereby energy is purchased in advance of and during the supply period (financial year). The remaining 30% is purchased prior to the supply period. This should be borne in mind when noting the predicted energy costs in the following section.
4. Procurement of gas and electricity takes place through the Council's appointed central purchasing body, Crown Commercial Service (CCS). The supply contracts for gas and electricity are also made available to state schools in Nottinghamshire through a participation agreement, which most schools take advantage of. The CCS performance review for 2014-15 shows that for the energy baskets from which the Council's supplies are procured, CCS continues to achieve better than average wholesale market prices, outperforming the market average by up to 8%.

Energy costs

5. Table 1, below, shows the predicted energy costs (electricity and gas combined) for this and next financial year, compared to actual costs for 2013-14 and 2014-15 for the current contract portfolio. Predictions for next financial year show an expected decrease for both gas and electricity costs, with an average decrease for gas of around 14% and for electricity of around 3%. Wholesale costs have fallen for both gas and electricity, however for electricity this drop is largely offset by significant increases in the non-commodity costs (including transportation and distribution), which now account for about 50% of the final bill.

Table 1. Summary of predicted electricity and gas costs for 2015-16 and 2016-17

	2013-14 actual	2014-15 actual	2015-16 predicted	2016-17 predicted	Difference compared to 2015-16 (% change in brackets)
Schools*	£8,587,281	£8,662,381	£8,854,877	£8,201,033	£-653,844 (-8%)
Traffic signals	£373,926	£317,155	£291,463	£287,092	£-4,371 (-1.5%)
Street lighting	£4,169,074	£4,111,757	£3,930,831	£3,797,618	£-133,213 (-3%)
Council buildings	£2,391,752	£2,359,015	£2,458,854	£2,298,653	£-160,201 (-7%)
Total cost excluding schools	£6,934,753	£6,787,927	£6,681,147	£6,383,363	£-297,784 (-4%)

*Schools meet their own energy costs

6. Members should be aware that these predicted costs are very much best estimate figures based on anticipated consumption, predicted prices and the limited amount of energy purchased in advance, with many variable factors that can influence actual costs. Street lighting and traffic signals comprise around 60% of the Council's combined electricity and gas costs, whilst schools meet their own costs.

Carbon Reduction Commitment Energy Efficiency Scheme (CRCEES)

7. Reducing emissions of carbon dioxide, including those from the Council's own estate and operations, is one of the Council's Strategic Plan priorities. Carbon emissions for the financial year 2014-15 arising from the use of energy in Council buildings (excluding schools) and street lighting, as declared in the Council's annual report under the Government's Carbon Reduction Commitment Energy Efficiency Scheme (CRCEES), amounted to 36,310 tonnes of carbon dioxide, representing a total cost of £566,436. This figure is the first reported under Phase 2 of the CRCEES, which now excludes emissions from our schools, but includes those from our street lighting, signs and signals. Phase 2 also allows participants to purchase allowances in advance at a reduced rate, which the Council has done, purchasing allowances for 2014-15 at

£15.60 per tonne as opposed to £16.40 per tonne purchased in arrears. Total emissions (without any weather correction) from all Council buildings (including schools) and street lighting fell 12% from 92,454 tonnes in 2013-14 to 81,685 tonnes in 2014-15.

8. Table 2 below shows the County Council's carbon emissions from its buildings and street lighting over the last 5 years, with those from its buildings also shown corrected to take account of the effect of warmer or colder than usual weather on energy consumption, making year on year comparisons more meaningful. This shows that when the effect of weather is taken into account (which the CRCEES does not do), a year on year decrease in emissions from County Council buildings has been achieved. Total emissions for street lighting and buildings are now 21% lower than they were in 2010-11. This sustained improvement in performance is likely due to a combination of Council investment in energy efficiency and renewable energy; changes to the Council's building portfolio; and, for Phase 2 of the CRCEES, favourable changes to the conversion factors used to convert energy consumption figures into tonnes of carbon dioxide, arising from the reduced carbon intensity of energy generation.

Table 2. County Council carbon emissions

County Council carbon emissions (tonnes)							
Year and phase of CRCEES	Buildings (weather corrected figures shown in brackets)				Street lighting	Total	Emissions reported under CRCEES
	Schools	Non-schools	Pension portfolio	Total			
2010-11 Phase 1	56,311 (54,918)	18,201 (17,751)	4,066 (3,966)	78,579 (76,635)	24,619	103,198	78,579
2011-12 Phase 1	48,983 (52,843)	15,693 (16,684)	2,777 (2,877)	67,453 (72,404)	24,515	91,968	67,453
2012-13 Phase 1	55,228 (52,503)	15,434 (14,875)	2,738 (2,671)	73,400 (70,030)	24,772	98,172	73,400
2013-14 Phase 1	51,809 (53,745)	13,837 (14,232)	2,825 (2,889)	68,473 (69,543)	23,981	92,454	68,471
2014-15 Phase 2	45,375 (48,519)	12,101 (13,735)	1,881 (1,941)	59,357 (64,195)	22,328	81,685	36,310

9. Table 3 summarises predicted costs of CRCEES up until 2017-18, excluding any further saving from forward purchasing beyond 2015-16 and assuming emissions remain at 2014-15 levels.

Table 3. Predicted costs under CRCEES

Predicted CRCEES costs (Based on 2014-15 emissions, assuming these remain constant)					
	2014-15 emissions (tCO ₂)	Year and cost per tonne			
		2014-15 (actual cost, purchased in advance at £15.60)	2015-16 (predicted, purchased in advance at £16.10)	2016-17 £17.40 (estimated)	2017-18 £17.90 (estimated)
Corporate buildings	12,101	£188,776	£194,826	£210,557	£216,608
Street lighting	22,328	£348,317	£359,481	£388,507	£399,671
Pensions portfolio	1,881	£29,344	£30,284	£32,729	£33,670
Total	36,310	£566,436	£584,591	£631,794	£649,949

Measures to reduce energy costs and carbon emissions

10. The Council has a number of key programmes in place to tackle energy consumption and reduce its carbon emissions. These include:

- (i) A revolving loan fund of £1.3million for investment in energy efficiency measures, of which £0.55million of funding has been provided by the Carbon Trust, via Salix Finance.

Up to the end of September 2015 this fund had invested over £2.4million in the Council's schools and other buildings, saving over 3,000 tonnes of carbon dioxide and £580,000 in energy costs per year. Measures funded include low energy lighting, energy management systems, improved heating controls and voltage optimisation, with the lifetime savings from investment in such measures amounting to over £6.7million and 37,000 tonnes of carbon dioxide.

- (ii) A substantial street lighting energy saving project approved by Policy Committee in September 2013.

This on-going project has so far seen around 24,000 LED lights installed county-wide, with plans approved for a further 8,000-10,000 a year for the next 3 years. Interest-free funding has been secured from Salix Finance totalling over £6 million with a further bid pending. This is a spend-to-save scheme, with the expenditure saved in the energy budget paying for the new infrastructure, therefore not costing the authority any additional money. To date the project is on target to reach its £1.5

million savings commitment, with additional savings being realised as the project progresses. Once the loans have been repaid, the street lighting energy budget should be reduced by a between £800k - £1m per year, with the added benefit of improved street lighting and more easily maintained stock throughout the County.

(iii) Investment in photovoltaic (PV) panels on the roofs of various Council properties.

By the end of 2014-15 the SunVolt programme was generating an annual income to the Council of over £75,000, with additional annual savings from avoided electricity costs worth more than £25,000. Further investment, bringing the total to over £1.4m, has now brought the number of PV installations on non-school Council buildings to 32, amounting to an installed capacity of about 750kW and providing a net, inflation-linked benefit of about £175,000 p.a. for the next 20 or so years.

(iv) A £2million programme to replace remaining ageing coal, oil and LPG boilers in Council properties with modern biomass heating systems.

This programme, completed in April 2015, utilises the Government's Renewable Heat Incentive (RHI) to repay the capital costs, and generates an income for the Council to cover boiler maintenance costs and fuel purchase. The annual income from the RHI, which is index-linked over 20 years, is estimated to be around £110,000. This programme follows on from previous activity, which has resulted in over 60 Council sites heated by modern biomass boilers, saving each year over 6,000 tonnes of carbon dioxide, and brings the Council's installed renewable heat capacity to over 10MW.

(v) An additional capital fund of £3million over 3 years to support energy efficiency measures and renewable energy projects in non-school buildings that fall outside of the funding criteria set for the Council's revolving loan fund.

Surveys and feasibility work have identified a healthy pipeline of projects, which include a number of interesting renewable heat projects utilising water source heat. This fund will be used to complement the Property capital maintenance programme to help reduce ongoing energy costs at Council offices, such as Sir John Robinson House, Arnold and Chancery Lane, Retford.

11. The Council will also be limiting its energy costs and carbon emissions through its continuing programme of property rationalisation and the creation of more energy efficient working environments. This has included the integration of energy efficiency measures into office refurbishments, energy efficient design for new Council buildings, and the use of low carbon technologies, such as ground source heat pumps.

12. All Council new build projects are designed to meet current building regulations and incorporate, where possible, daylight sensitive lighting controls, natural ventilation, sustainable drainage, rainwater harvesting, and other measures that save energy and reduce running costs. Use is increasingly being made of modular construction methods, which reduce time on site, help minimise waste and meet requirements for improved air tightness. Where refurbishments, such as the Schools Capital Refurbishment Programme, are being undertaken, every opportunity is taken to upgrade the buildings and services to meet the current regulations and reduce future energy use.

13. The Council is rolling out performance profiles for each of its property assets. These profiles bring together key information for each building, including running costs and energy performance ratings, and enable an assessment of each property's performance from both a building and service perspective. These profiles have already been actively used to provide information to support decisions regarding which assets to retain or sell, and allow target setting in respect of the performance of retained assets. Furthermore, they assist with more effective prioritisation of spending, including that on energy efficiency measures, thus optimising the use of available funds and supporting the drive towards reducing costs. In addition, high level indicators for the performance of the property portfolio have been developed and were approved by Finance and Property Committee in May 2014. These indicators include general energy performance information. The Council is also progressing with the 'One Property' central government initiative that seeks to promote the shared use of property. One of the direct effects of this is to reduce the carbon footprint of each sharing organisation. On-going and accelerating work to rationalise the property portfolio will continue to have a significant effect on reducing energy consumption and resultant costs.

Other Options Considered

14. Not applicable.

Reason/s for Recommendation/s

15. This report is for noting only.

Statutory and Policy Implications

16. This report has been compiled after consideration of implications in respect of finance, the public sector equality duty, 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.

Financial Implications

17. Energy costs to the Council are predicted to fall by about 4% in 2016-17. The Council has a number of programmes in place to tackle energy consumption and reduce carbon emissions. These will further help to reduce energy costs and militate against expected future price increases charge for the Council's carbon emissions under CRCEES.

RECOMMENDATIONS

- 1) Committee is recommended to note the contents of this report.

Jas Hundal

Service Director, Environment, Transport & Property

For any enquiries about this report please contact:

Phil Keynes, Team Manager, Energy & Carbon Management

Page 64 of 104

0115 9774623

Constitutional Comments (CEH 23.02.16)

18. The report is for noting only.

Financial Comments (SES 24.02.16)

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

Background Papers and Published Documents

20. None.

Electoral Division(s) and Member(s) Affected

21. Ward(s): all
Member(s): all

File ref.: /SL/SL/
SP: 3016
Properties affected: 09998 - Various NCC Properties/non-property item

21 March 2016

Agenda Item: 8

REPORT OF SERVICE DIRECTOR ENVIRONMENT, TRANSPORT & PROPERTY

PROPERTY GROUP- RETAINED STRUCTURE

Purpose of the Report

1. To seek Finance and Property Committee approval for the structure of the retained 'Client' posts within the Property Group following the establishment of the Property Joint Venture.

Information and Advice

2. Members will recall that at the 9 November 2015 Finance and Property Committee it was resolved to progress with the establishment of a property joint venture (JV) involving the SCAPE Group. Once established the design and operational activities of the Property Group would be transferred to the new JV.

There has been positive progress in the development of the JV. Notable areas of work advanced include:-

- Formal staff consultation between 11 December 2015 to 18 January 2016.
 - Draft documentation prepared for JV service contract.
 - Draft documentation prepared for Shareholders agreement and Articles of Association including reserved matters.
 - Agreed Key Performance Indicators.
 - New accommodation identified at City Gate East, Nottingham.
 - Agreement on new Company name – Arc Property Services Partnership Ltd; trading as Arc Partnership
 - Completion of 'health check' by Local Partnerships.
3. As part of the consultation exercise all staff were advised of the proposed positions that would be transferred to the JV and retained within the Property Group. There were only two minor comments received as part of the consultation feed-back and as a result the proposals for the transfer and retention of the positions remain unchanged.
 4. A copy of the existing structure chart for the Property Group is outlined in appendix 1.0 comprising of 124 occupied positions covering design and operations and strategic functions such as asset/estate management and property health and safety compliance. The proposal for the retained structure involves the posts outlined in appendix 2.0 comprising 44 positions broadly following the existing structure across the three teams.

Specific Changes

5. The retained structure has needed to adapt to reflect the changes in service delivery as a result of the transfer to the JV of the design and operational functions. Most notably:-
6. Value for Money: A senior Quantity Surveyor's (QS) position has been retained in order to assist commissioning Clients in establishing target budgets with the JV and monitor and assess value for money for completed schemes. It is intended the post is located within the Departmental Service Team which will take primary responsibility for monitoring the performance of suppliers such as the JV and who commission the major Basic Need School builds. These capital schemes will represent predominantly the core income flow for the JV in the early years of operation. Regardless of positioning of the post within the team, the remaining two teams within the Property Group will have access to the service offered by the QS. This post is fully funded currently within the property group and its retention will be cost neutral.
7. Group Business and commissioning - Currently there are two teams comprising 22 positions including two team managers which provide support for the operation of the whole of the Property Group, invoice and ordering; operation of the Careline reactive repair function; commissioning; data analysis; plan preparation etc. Under the new structure arrangements both of these teams will be disbanded and the positions transferred to the JV. However, there will remain a requirement for some support function particularly associated with monitoring/managing the performance of the JV; other ad-hoc suppliers including operation of the estate management computer system and invoice and ordering. A total of eight posts will be retained from these transferring teams and will be embedded within each of the three retained teams, positioned in order that they can best support the specialism of each of the teams. These posts are fully funded within the property group and are therefore cost neutral in terms of changes.
8. Space Planner - This post holder has been seconded over to the Transformation team for almost three years. The Transformation team has indicated the ongoing need for this resource as part of the Smarter Ways of Working project and will be fully funded from that services budget, for which provision has been confirmed. As a result this post will not transfer to the JV and will be de-established from the property group structure.
9. Compliance – Technical Support. The Compliance team has been the subject of a minor restructure during the last 12 months following the early retirement of the Team Manager. An opportunity was taken to transfer the planned building works programme to the strategy team to provide better joined up working arrangements and not replace the specialist post of fire risk assessor following the appointment of the post-holder to the revised position of Team Manager, Compliance. However, in view of these changes there is an identified need for some technical support and it is proposed to provide an additional 0.4 FTE post within the structure which will be a flexible role also supporting the property and strategy teams as required.
10. Property and Strategy Management: The team requires strengthening in two key areas; improved resilience and better ability to maintain the integrity of vacant sites

and buildings pending disposal or change of use.

Currently the team is struggling to resource additional strains caused by property changes as departments and the Council adapt to new service delivery models which impact on building needs. Similarly posts within the team are somewhat specialised and could cause business continuity issues if the post-holder for whatever reason is unable to perform the role. It is therefore proposed to remove the dedicated post of Property Analyst/Tenant liaison and replace with a more generalistic Estate Technician post with functions currently being undertaken by the post-holder being spread more evenly across the group of technicians. While predominantly cost neutral this change will also provide a degree of more usable resource to meet existing needs.

In addition, recent internal audit and external insurance audit reports have highlighted the need to improve the frequency of vacant building and land inspections. Given current resourcing within the team this is not possible without a detrimental impact on other priority work. To overcome this issue a new 2 year fixed term 0.5 full time equivalent post is proposed. The duties conducted by this post-holder will significantly assist in reducing health and safety claims that may arise due to unlawful occupation of property and potentially lower insurance cover premiums.

The above proposals are subject to formal consultation with staff and unions regarding the changes which are anticipated to be completed by the date of this committee meeting.

Minimising Changes for Staff

11. During the consultation exercise, there has been care taken to ensure that the eight staff who are being internally transferred within the property group to support the retained Client structure will experience minimal disturbance. The activities that they perform will remain wholly and mainly unchanged and as a result there will only be nominal changes required to job descriptions. As a result there is no anticipated changes to pay grading.

Budgetary Savings

12. The Property Group has challenging budget savings to achieve over and above any efficiency savings that will be achieved through the operation of the JV and the return of funds via the anticipated future payment of a dividend.
13. During the Period 2013/14 until 2017/18 the property group has been required to achieve budget savings of £1.46m of which £838,000 relate to staff budget savings. £280,000 of this target will need to be delivered during the next two years. All savings required to date have been achieved. The retained structure proposed continues this trend of achieving savings

Current Staffing budget= £2,175,538

Proposed retained staffing budget = £1,822,596

Other Options Considered

14. Alternative options for the delivery of property service functions were outlined in the report to Finance and Property Committee in November 2015. Following the resolution of that Committee there will be a need for a retained client function and the structure being proposed aligns with the committee resolution. Members will recall that changes in the delivery of property functions is a two stage approach, with design and operations representing the first phase with the remainder of the group being combined within a common property unit with other public sector partners. This work is on-going and will form the subject matter of a specific report at a later Committee.

Reason/s for Recommendation/s

15. To obtain approval of the Finance and Property Committee to the retained client structure following the establishment of the property JV.

Statutory and Policy Implications

16. This report has been compiled after consideration of implications in respect of crime and disorder, finance, human resources, human rights, the NHS Constitution (Public Health only), the public sector equality duty, safeguarding of children and vulnerable adults, service users, sustainability and the environment and ways of working 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 Finance and Property Committee approves the structure for the Property Group outlined in appendix 2.0.

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

**For any enquiries about this report please contact:
Andrew Stevens on 0115 977 2085**

Constitutional Comments (CEH 23.02.16)

17. The recommendation falls within the delegation to the Finance and Property Committee under its terms of reference.

Financial Comments (DK 07.03.16)

18. The structure has been fully costed, taking into account likely increases in Salary, NI and Pensions for both staff transferring to the JV and also those being retained by the Client function.
The cost of all staff is fully covered within the confines of the budget for 2016/17.

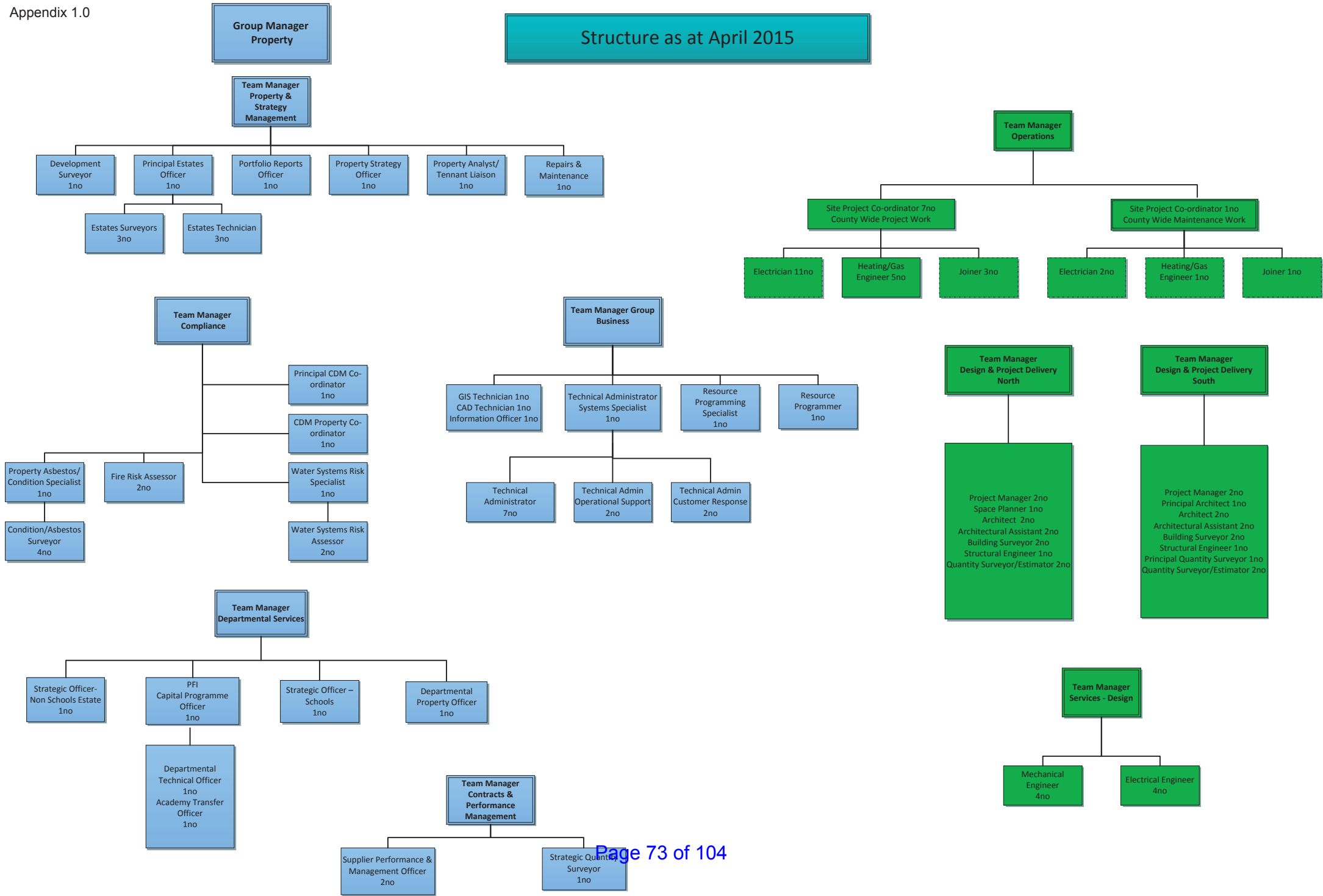
Background Papers and Published Documents

19. None.

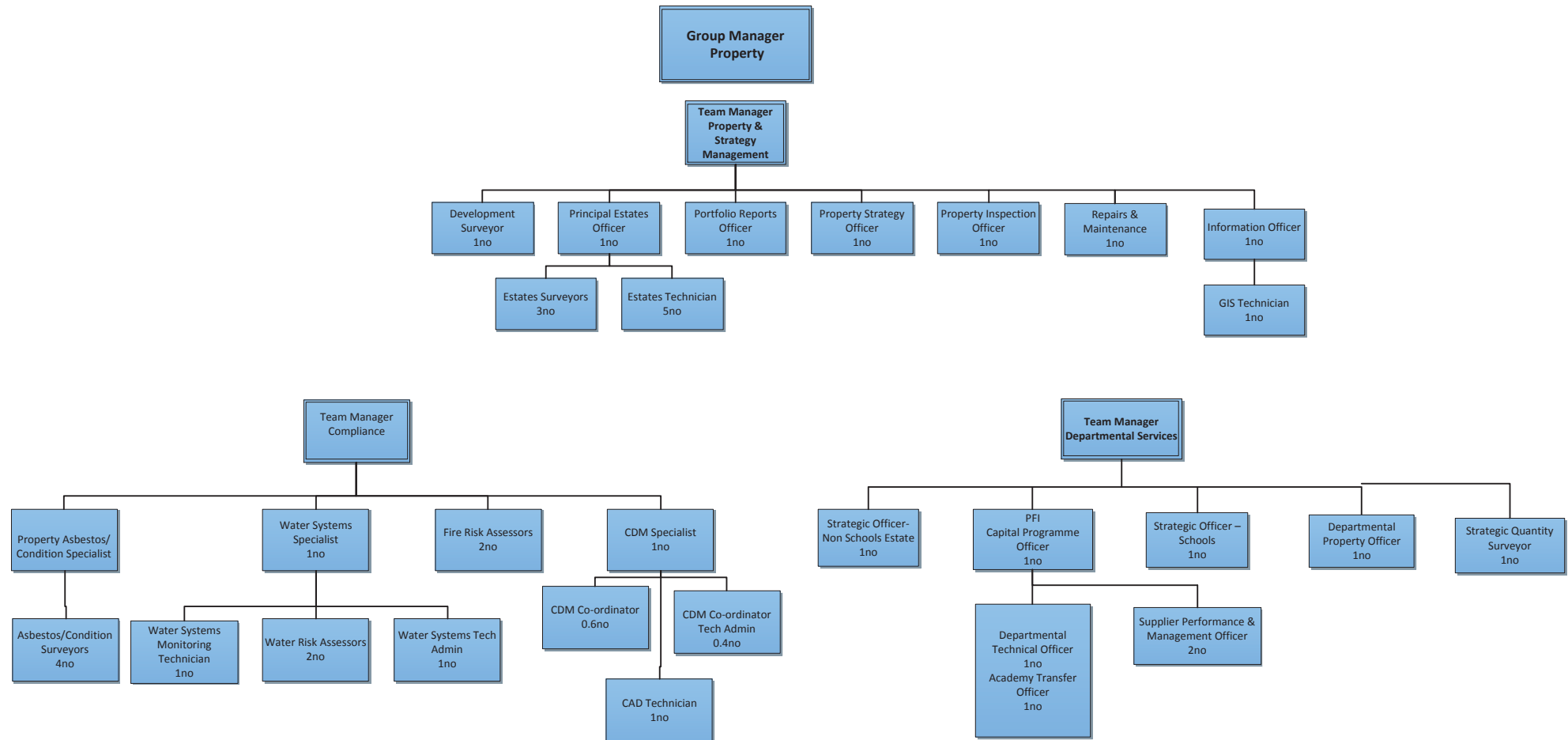
Electoral Division(s) and Member(s) Affected

20. Ward(s): all
Member(s): all

File ref.: /SB/SB/-
SP: 3001
Properties affected: 09996 – Staffing
As 20160301



Appendix 2.0: Retained Structure as at February 2016



Establishment: 44

21 March 2016

Agenda Item: 9a

REPORT OF SERVICE DIRECTOR ENVIRONMENT, TRANSPORT & PROPERTY

LATEST ESTIMATED COST: SCHOOLS PLACES PROGRAMME 2016

Purpose of the Report

1. The purpose of this report is to seek approval of the latest estimated cost for the above programme.
2. This is the second of three reports due for this programme of work. The first report was presented at the January 2016 committee meeting and the final report is planned for the April 2016 committee.

Information and Advice

Project details

3. There is a statutory provision placed on the County Council to annually identify and provide for any increases in required school places (previously known as Basic Need), throughout the County.
4. The strategy teams within Children, Families and Cultural Services (CFCS) complete an annual review through an area by area analysis and projection to evaluate which schools would best fulfil the requirements for the increase in intake numbers to accommodate any forecasted increase in pupil numbers.
5. As a result of this annual review a number of schools have been identified that meet the requirements set by the Department for Education (DfE) and would therefore be best suited to fulfil the schools' places increase through a mixture of space remodelling, classroom extensions and/or new classroom provision.
6. Feasibility studies have been carried out at the identified schools by Property, to identify the most cost effective provision, whilst ensuring that the proposals are compliant with current legislation, the latest Central Government guidance and good practice. The output is a specific construction proposal for each school.
7. These proposals if converted into actual projects would in the main be required for the commencement of the new school year in September 2016. The exception to this being King Edward Primary which will be phased to meet requirements from September 2016 through until early 2017.

8. The identified schools by area are:

Ashfield

Abbey Hill Primary and Nursery School, Kirkby-in-Ashfield, NG17 7NZ

Dalestorth primary and Nursery, Sutton-in-Ashfield, NG17 4JA

Mapplewells Primary and Nursery School, Sutton-in-Ashfield, NG17 1HU

Broxtowe

Horsendale Primary School, Nuthall, NG16 1AP

Mansfield

Crescent Primary School, Mansfield, NG19 7LF

King Edward Primary School, Mansfield, NG18 2RG

Sutton Road Primary and Nursery School, Mansfield, NG18 5SF

Rushcliffe

Lantern Lane Primary and Nursery School, East Leake, LE12 6QN

9. It should be noted that the first tranche of projects within this programme of work approved by committee in January 2016 had a value of £2,005,000.
10. A further report covering Radcliffe-on-Trent Infant & Nursery School, Radcliffe-on-Trent Junior School, Ordsall Primary School (Retford), St. Augustine's School (Worksop) and Farmilo Primary School (Pleasley) is currently under preparation.
11. The programme of works comprising the individual construction projects will be managed using best practice project management methodology (Prince 2) including project reviews with key stakeholders and sign-off at key milestones in accordance with the Gateway Review standards. The overall delivery will be monitored and managed by the Schools' Capital Programme Executive Group that will ratify all decisions on Scope, Cost and Timescale.
12. The construction elements for 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 and follows on from the successful use of this method of procurement and construction for the previous three programmes.
13. A number of the projects are also subject to planning application approval and approval via Children and Young People's committee for "Schools requiring expansion by 25% or more pupil places."
14. It is anticipated that three delivery solutions will be utilised, and that building works will start on site from July 2016 and be completed with the previously noted exceptions by September 2016:
- for those schools requiring internal modification only, then the NCC Property Operations team will carry out the necessary works.

- for the more complex projects whereby the works required involve a modular solution along with additions to and/or alterations to existing buildings or are within a complex site environment then a mixture of NCC property operations and the EMPA (East Midlands Property Alliance) framework contractors will be used (Robert Woodhead's, G.F. Tomlinson and Ashe Partnerships).
15. The latest estimated cost of the building works are set out below and the fees shown are for all professions involved in the project.
16. The professions involved in this project are:-
- Architect
 - Mechanical Engineer
 - Electrical Engineer
 - Quantity Surveyor
 - Structural Engineer
 - CDM Advisor
 - Project Manager

Capital budget implications

17.	This project is being funded as follows:	£
	Capital Allocation	9,569,000
	Section 106 Contributions	330,000
	Total	<u>9,899,000</u>

18. The business case has been submitted to the Corporate Asset Management Group and has been approved for submission. These projects were included within the budget proposals presented to full Council in February 2015.

19. The latest estimated costs are as follows:
Please note that Professional fees include all feasibility costs including site surveys and associated statutory fees, as well as Property Departmental fees.

	<u>Latest Estimated Cost</u> <u>(Outturn Prices)</u> £
Building Works	8,675,852
Professional fees	1,043,148
Furniture and Equipment	180,000

Total

Individual project detail: £

Ashfield

Abbey Hill Primary and Nursery School	620,000
Dalestorth Primary and Nursery School	287,000
Mapplewells Primary and Nursery School	954,000

Broxtowe

Horsendale Primary School	1,204,000
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Mansfield

Crescent Primary School	697,000
King Edward Primary School	2,761,000
Sutton Road Primary and Nursery School	2,261,000

Rushcliffe

Lantern Lane Primary and Nursery School	1,115,000
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Anticipated cash flow

	2015/16 £	2016/17 £	2017/18 £	Total £
Building Works	300,000	8,375,852	0	8,675,852
Professional Fees	160,000	838,991	44,157	1,043,148
Furniture & Equipment	0	180,000	0	180,000
Totals	460,000	9,394,843	44,157	9,899,000

Revenue budget implications

20. Any additional premises and human resources costs arising from these proposals will be met from the individual school's budget.

Other Options Considered

21. Whilst surrounding schools were considered, the projects listed represent the optimum solutions to the need for school places in each particular area.
22. Committee should note that a review of the School's Places requirement for 2017 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 2017.

Reason/s for Recommendation/s

23. 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

24. This report has been compiled after consideration of implications in respect of crime and disorder, finance, human resources, human rights, the NHS Constitution (Public Health only), the public sector equality duty, safeguarding of

children and vulnerable adults, service users, sustainability and the environment and ways of working 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

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

Financial Implications

26. These are set out in the report.

Equalities Implications

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

Crime and Disorder Implications

28. 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.
29. 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.

Implications for Sustainability and the Environment

30. Environmental and Sustainability requirements will be incorporated into the detailed design process for each of the individual buildings.

RECOMMENDATION/S

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

Jas Hundal
Service Director – Environment, Transport & Property

For any enquiries about this report please contact: Chris Higginson on Tel: 0115 9772490

Constitutional Comments (CEH 23.02.16)

31. The recommendation falls within the remit of the Finance and Property

Committee.

Financial Comments (GB 26.02.16)

32. The financial implications are set out within the report.

Background Papers and Published Documents

33. None.

Electoral Division(s) and Member(s) Affected

34. Ward(s): Kirkby in Asjfield North, Sutton in Ashfield North, Sutton in Ashfield West, Nuthall, Mansfield West, Mansfield South, Soar Valley
Member(s): Cllr John Knight, Cllr Jason Zadrozny, Cllr Tom Hollis, Cllr Philip Owen, Cllr Diane Meale, Cllr Darren Langton, Cllr Andy Sisson, Cllr Stephen Garner, Cllr Andrew Brown

File ref.: /SB/SL/2/2

SP: 3003

Properties affected: 09998 - Various NCC Properties/non-property item

21 March 2016

Agenda Item: 9b

REPORT OF SERVICE DIRECTOR ENVIRONMENT, TRANSPORT & PROPERTY

DISPOSAL OF LAND AT BROOMHILL FARM, NOTTINGHAM ROAD, HUCKNALL

Purpose of the Report

1. To seek approval to enter in to a conditional contract for the sale of approximately 16.5 acres (6.68 Hectares) at Broomhill Farm, Nottingham Road, Hucknall on terms outlined in the exempt 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.
3. The Broomhill Farm site was let as a smallholding until retirement of the tenant in 2002. Subsequently, the site was given a residential allocation in the Ashfield District Local Plan and placed on the market for sale.
4. Bids were received and a sale agreed for the whole site, however due to market conditions the sale did not complete.
5. A decision was then taken (based on advice received from appointed agents), for the site to be sold by the Authority in two phases. The first phase was then sold in 2013, and this report deals with the sale of the remaining second phase.
6. Marketing of the site commenced in late summer 2015 informal bids were sought.
7. Two bids were received are these are detailed in the exempt appendix. It should be noted that the disposal recommended is conditional on the purchaser being able to secure a suitable planning consent for its proposed development of the site.

Other Options Considered

8. The site is included in the Authority's Capital Receipts Programme. Consideration has been given to retention of the site pending an improvement in market

conditions, however there is no guarantee that the site will retain its allocation in a revised Ashfield Local Plan which is presently under review.

Reason/s for Recommendation/s

9. To accord with the Authority's approved Capital Receipts Programme.

Statutory and Policy Implications

10. This report has been compiled after consideration of implications in respect of crime and disorder, finance, human resources, human rights, the NHS Constitution (Public Health only), the public sector equality duty, safeguarding of children and vulnerable adults, service users, sustainability and the environment and ways of working 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 enter in to a conditional contract for the sale of approximately 16.5 acres (6.68 Hectares) at Broomhill Farm, Nottingham Road, Hucknall on terms outlined in the exempt appendix.

Jas Hundal

Service Director – Environment, Transport & Property

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

Constitutional Comments (CEH 23.02.16)

11. The recommendation falls within the delegation to the Finance and Property Committee. When disposing of its land the Council is required to obtain the best price reasonably obtainable in the open market.

Financial Comments (GB 26.02.16)

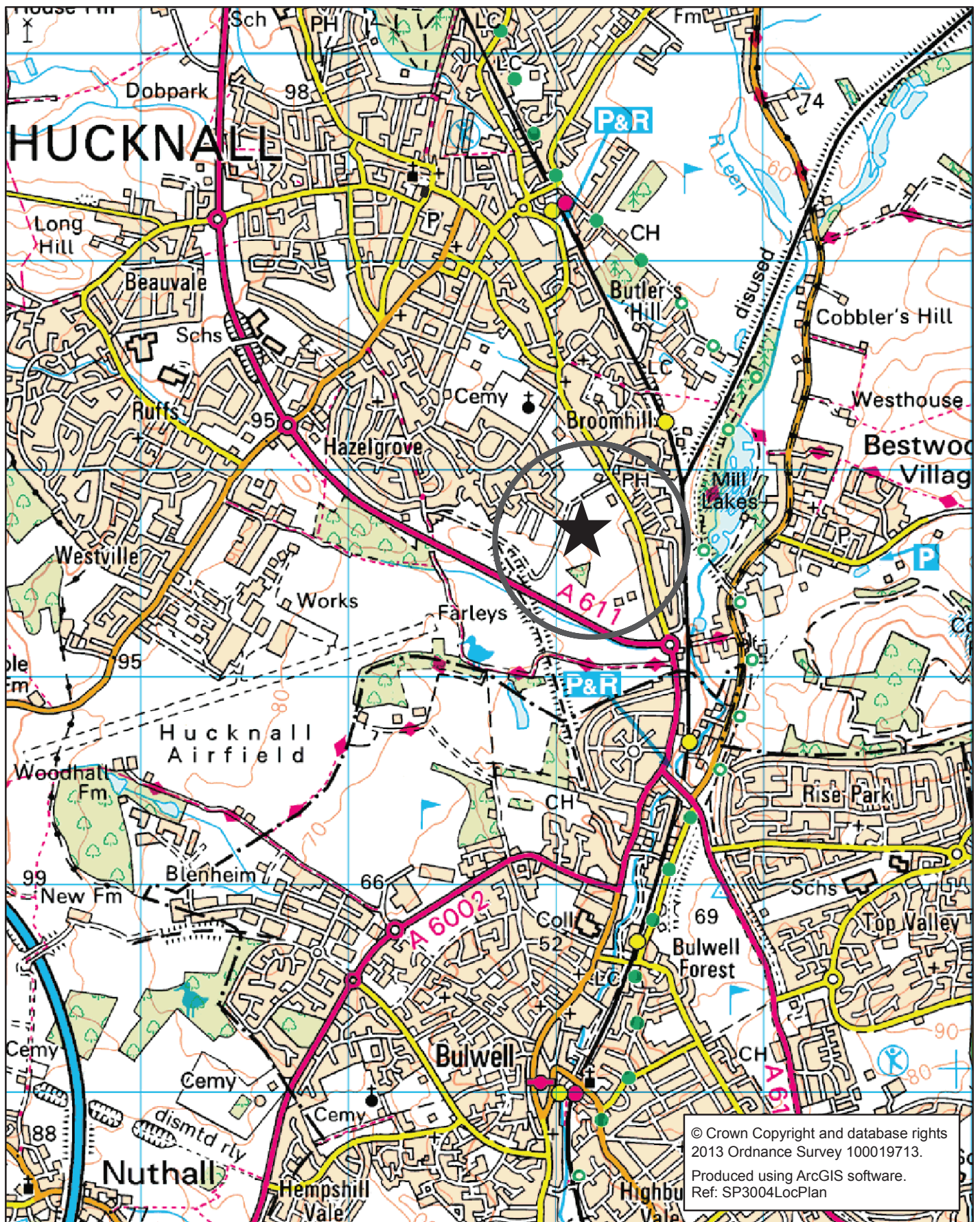
12. The financial implications are set out within the report and exempt appendix.

Background Papers and Published Documents

13. None.

Electoral Division(s) and Member(s) Affected

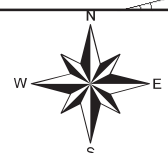
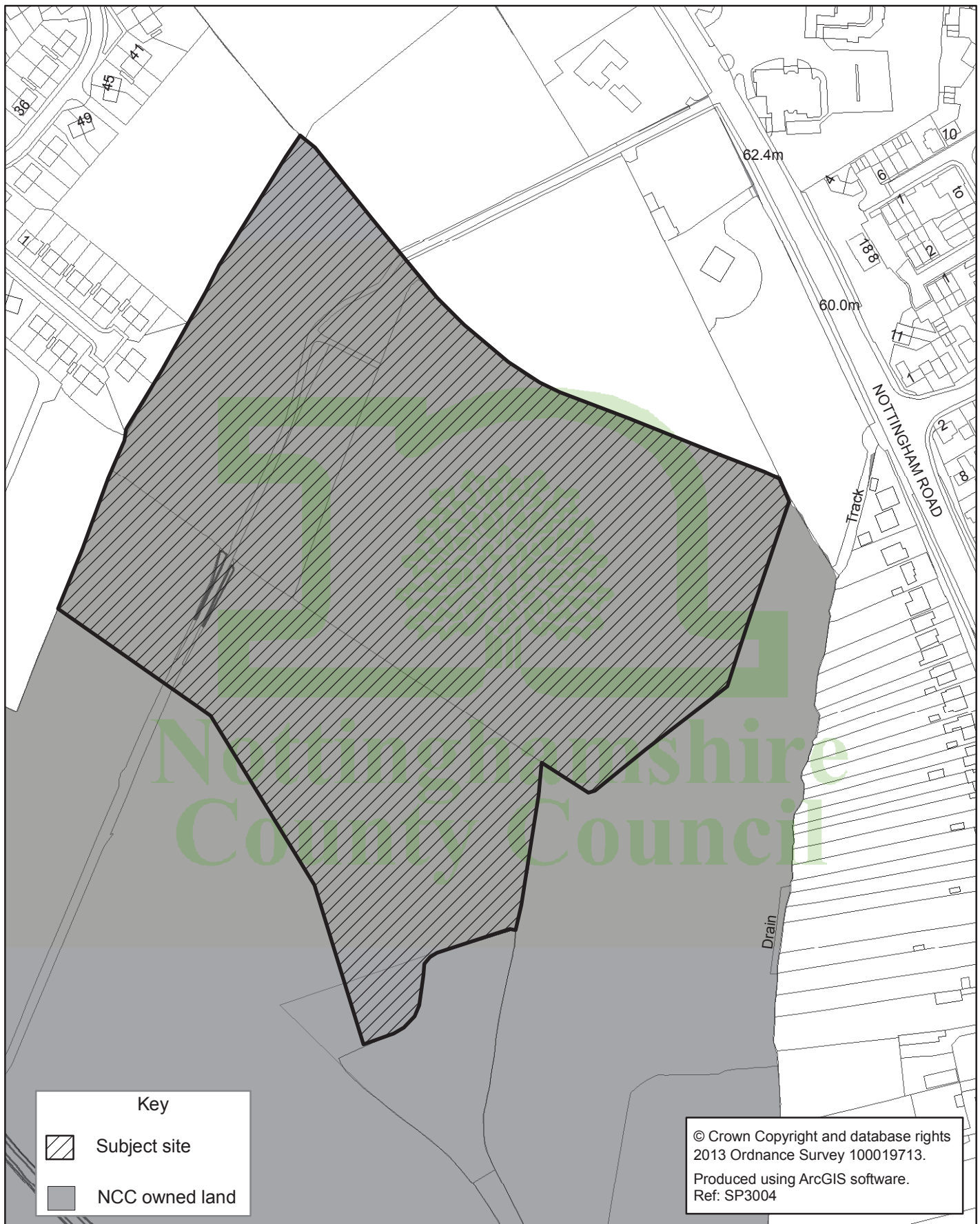
14. Ward(s): Hucknall
Member(s): Councillor John Wilmott, Councillor John Wilkinson, Councillor Alice Grice





DISPOSAL OF LAND AT BROOMHILL FARM,
NOTTINGHAM ROAD, HUCKNALL.

Plan provided by: dlc



21 March 2016

Agenda Item: 9c

REPORT OF SERVICE DIRECTOR ENVIRONMENT, TRANSPORT & PROPERTY

DISPOSAL OF LAND AT SPARKEN HILL, WORKSOP

Purpose of the Report

1. To seek approval of the Finance & Property Committee to the sale of a 4.75 acres site at Sparken Hill, Worksop

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.
3. The above 4.75 acres of land at Sparken Hill is the last remainder of a larger parcel of land (68.5 acres) purchased in 1948 for education purposes.
4. Adult Social Care Services have for many years used this 4.75 acres of land for horticultural purposes but vacated in September 2012.
5. The land to the rear is owned by Bassetlaw District Council (BDC) who purchased this from Nottinghamshire County Council in 1995 for use as a cemetery. BDC wish to increase the size of the existing cemetery and terms have been agreed.

Other Options Considered

6. Retention of the property for continued Council use. This has been looked at but no on-going use requirement exists. The property is surplus to the operational needs of the Council and represents an opportunity for disposal.

Reason/s for Recommendation/s

7. To secure the disposal of a surplus property.

Statutory and Policy Implications

8. This report has been compiled after consideration of implications in respect of crime

and disorder, finance, human resources, human rights, the NHS Constitution (Public Health only), the public sector equality duty, safeguarding of children and vulnerable adults, service users, sustainability and the environment and ways of working 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 by the Finance & Property Committee to the sale of a 4.75 acres of land at Sparken Hill.

Jas Hundal

Service Director – Environment, Transport & Property

For any enquiries about this report please contact: Gael Gamble 0115 977 2083

Constitutional Comments (CEH 23.02.16)

9. The recommendation falls within the delegation to the Finance and Property Committee under its terms of reference. Under the Constitution, when disposing of its land the Council is required to obtain the best price reasonably obtainable on the open market.

Financial Comments (GB 26.02.16)

10. The financial implications are set out within the report and exempt appendix.

Background Papers and Published Documents

11. None.

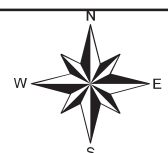
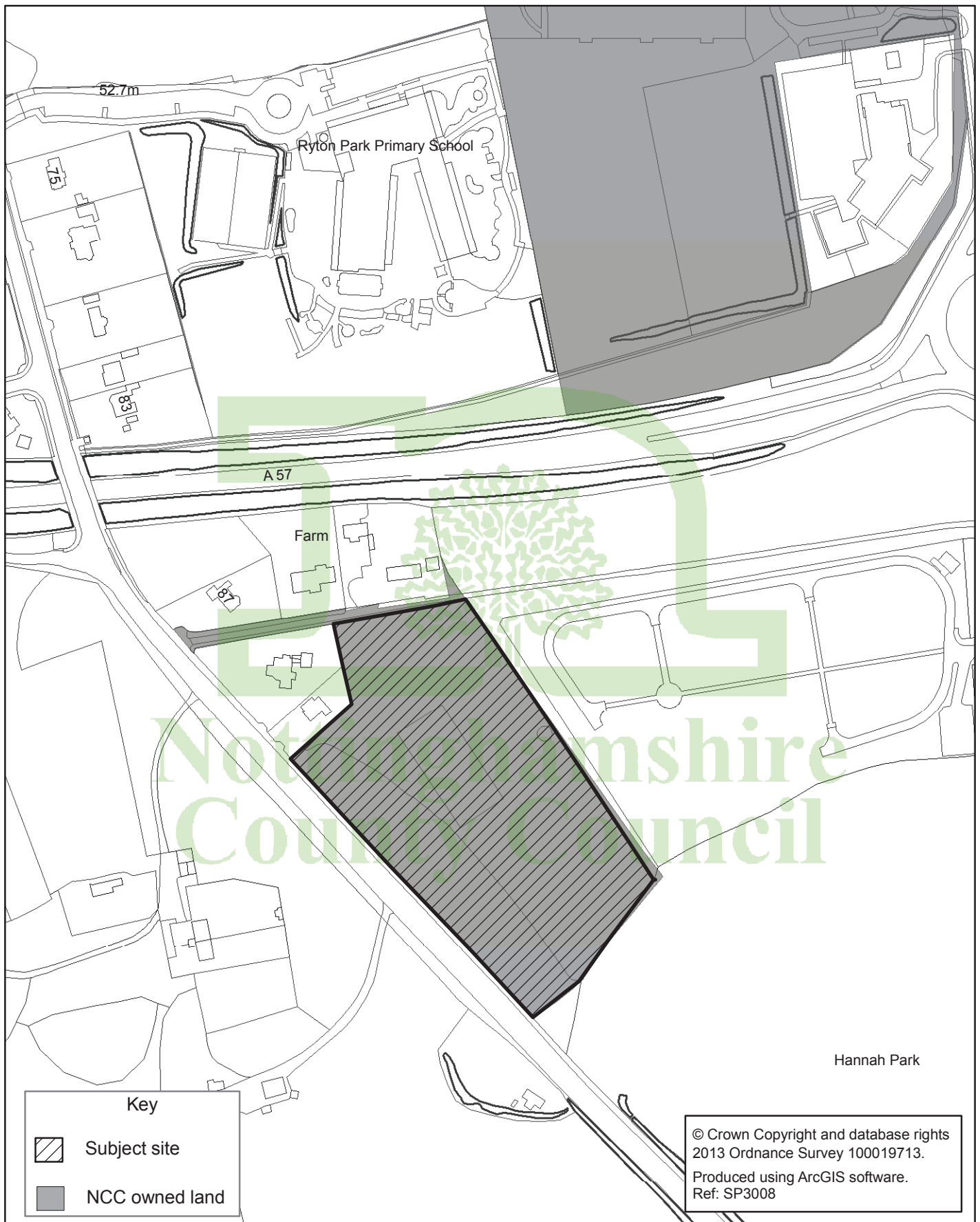
Electoral Division(s) and Member(s) Affected

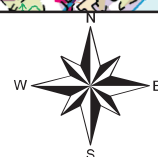
12. Ward(s): Worksop West
Member(s): Councillor Kevin Greaves

File ref.: /GG/SB/60012

SP: 3008

Properties affected: 60012 - Sparken Hill Horticultural Land





21 March 2016

Agenda Item: 9d

REPORT OF SERVICE DIRECTOR ENVIRONMENT, TRANSPORT & PROPERTY

HUCKNALL TOWN CENTRE IMPROVEMENT SCHEME (HTCIS) LAND ACQUISITION – 180 SQM TO REAR OF 48 HIGH STREET, HUCKNALL

Purpose of the Report

1. To seek approval to the acquisition of 180 Square metres of land at the rear of the 48 High Street, Hucknall for the HTCIS on terms set out in the exempt appendix.

Information and Advice

2. This report contains an exempt appendix, which is not for publication by virtue of paragraph 3 of Schedule 12A of the Local Government Act 1972 (as amended) (Information relating to any individual and the business affairs of a particular person (including the authority holding that information)). The exempt appendix provides details of the terms agreed. Disclosure of this information would prejudice the parties' commercial interests.
3. Transport & Highways Committee at the meeting on 18th October 2012 confirmed endorsement to continue to develop the HTCIS project including the acquisition of land by negotiation.
4. The subject land lies on the line of the proposed relief road and terms have been agreed for its acquisition as detailed in the exempt appendix attached to the report.

Other Options Considered

5. To leave remaining acquisitions until a Compulsory Purchase Order is announced. This would be a more time consuming and costly process also carrying the potential risk of delay due to public enquiry.

Reason/s for Recommendation/s

6. To secure the land necessary for the route of the proposed inner relief road connected with the HTCIS.

Statutory and Policy Implications

7. This report has been compiled after consideration of implications in respect of crime and disorder, finance, human resources, human rights, the NHS Constitution (Public Health only), the public sector equality duty, safeguarding of children and vulnerable adults, service users, sustainability and the environment and ways of working 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 purchase of 180 Square metres of land at the rear of the 48 High Street, Hucknall for the HTCIS on terms set out in the exempt appendix.

Jas Hundal

Service Director – Environment, Transport & Property

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

Constitutional Comments (CEH 23.02.16)

8. The recommendation is within the remit of the Finance and Property Committee by virtue of its terms of reference.

Financial Comments (GB 26.02.16)

9. The financial implications are set out within the report and exempt appendix.

Background Papers and Published Documents

10. None.

Electoral Division(s) and Member(s) Affected

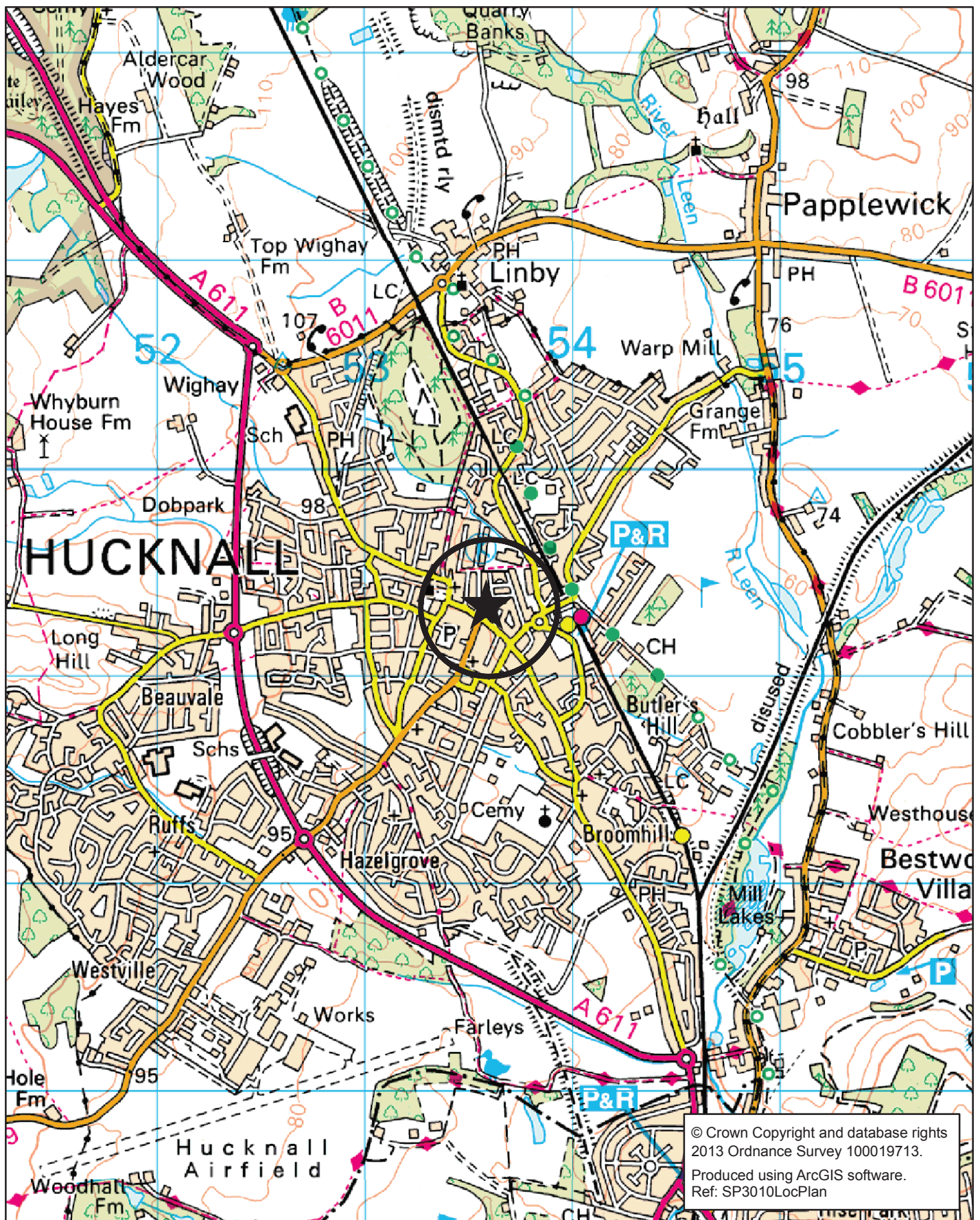
File ref.: /TS/SB/62214

Ward(s): Hucknall

Member(s): Councillor John Wilmott, Councillor John Wilkinson, Councillor Alice Grice

SP: 3010

Properties affected: 62214 - Hucknall Inner Relief Road



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2013 Ordnance Survey 100019713.
Produced using ArcGIS software.
Ref: SP3010LocPlan





**Hucknall Town Centre Improvement
Scheme Land acquisition – 180 sqm rear
48 High St, Hucknall**

Plan provided by: dlc



21 March 2016**Agenda Item: 10****REPORT OF CORPORATE DIRECTOR, RESOURCES****WORK PROGRAMME****Purpose of the Report**

1. To consider the Committee's work programme for 2016.

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 Chair and Vice-Chair, 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 revised committee arrangements from 2012, 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 crime and disorder, finance, human resources, human rights, the NHS Constitution (Public Health only), the public sector equality duty, safeguarding of children and vulnerable adults, service users, sustainability and the environment and ways of working 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, Resources

For any enquiries about this report please contact: Pete Barker, x 74416

Constitutional Comments (HD)

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

Financial Comments (NS)

9. 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

<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>
25 April 2016				
Monthly Budget & Capital Monitoring Report 2015/16	Budget Capital Monitoring, Capital Receipts, Capital Variations	Decision	Nigel Stevenson	Glen Bicknell
Local Authority Mortgage Scheme	Progress Report	Info	Nigel Stevenson	Glen Bicknell
Councillors Divisional Fund	Quarterly report on Councillors Divisional Fund	Info	Jayne Francis-Ward	Paul Davies
Latest Estimated Costs	Schools Places Programme 2016	Info	Jas Hundal	Chris Higginson
Operational Decisions	Quarterly report on operational property decisions	Info	Jas Hundal	Andrew Stevens
Property Transactions	Various	Decision	Jas Hundal	Various
23 May 2016				
Monthly Budget & Capital Monitoring Report 2015/16	Budget Capital Monitoring, Capital Receipts, Capital Variations	Decision	Nigel Stevenson	Glen Bicknell
ICT Programmes and Performance Quarter 4	Progress Report	Info	Ivor Nicholson	Ivor Nicholson
Property Transactions	Various	Decision	Jas Hundal	Various
20 June 2016				
Monthly Budget & Capital Monitoring Report 2015/16	Budget Capital Monitoring, Capital Receipts, Capital Variations	Decision	Nigel Stevenson	Glen Bicknell
Property Transactions	Various	Decision	Jas Hundal	Various

<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>
18 July 2016				
Better Care Fund	Quarter 4 Reconciliation	Info	Joanna Cooper	Joanna Cooper
Monthly Budget & Capital Monitoring Report 2015/16	Budget Capital Monitoring, Capital Receipts, Capital Variations	Decision	Nigel Stevenson	Glen Bicknell
Councillors Divisional Fund	Quarterly report on Councillors Divisional Fund	Info	Jayne Francis-Ward	Paul Davies
Property Transactions	Various	Decision	Jas Hundal	Various