

Finance and Property Committee

Date: Monday, 18 June 2012
Time: 14:00
Venue: County Hall
Address: County Hall, West Bridgford, Nottingham NG2 7QP

AGENDA

No.	<u>Minutes of the last meeting held on 28 May 2012</u>	3 - 8
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No.	<u>Apologies for Absence</u>	1-2
	Details	
No.	<u>Declarations of Interest</u>	1-2
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	(b) Prejudicial	
No.	<u>Draft Management Accounts 2011/12</u>	9 - 28
	Details	
No.	<u>Category Manager (Public Health) - Creation of Post</u>	29 - 32
	Details	
No.	<u>Revised Latest Estimated Cost - County Supplies</u>	33 - 38
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No.	<u>Grant of 125 Year Lease to Academy Trusts at Ethel Wainwright and Burton Joyce Primary Schools</u>	39 - 44
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No.	<u>Freehold Transfer of Land to Rushcliffe School</u>	45 - 48
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No.	<u>Chapel Farm Development Site, Elston</u>	49 - 56
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No.	<u>Work Programme</u>	57 - 62
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No. Exclusion of the Public

1-2

The Committee will be invited to resolve:-

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

Note

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

EXEMPT INFORMATION ITEMS

**No. Chapel Farm Development Site, Elston
Details**

1-2

minutes

Meeting	FINANCE AND PROPERTY COMMITTEE
Date	28 May 2012 (commencing at 10.30 am)

Membership

Persons absent are marked with 'A'

COUNCILLORS

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

OFFICERS IN ATTENDANCE

Carl Bilbey, Conservative Group Research Officer
Susan Blockley, Portfolio Reports Officer
Paul Davies, Policy, Planning and Corporate Services Department
Tim Gregory, Corporate Director, Environment and Resources
Jas Hundal, Service Director, Transport, Property and Environment
Daniel Reynafarje, Governance Support Officer
Paul Simpson, Service Director, Finance and Procurement
Michelle Welsh, Labour Group Research Officer

CHAIRMAN AND VICE-CHAIRMAN

The appointment by the County Council of Councillor Reg Adair as Chairman and Councillor Eric Kerry as Vice-Chairman was noted.

MEMBERSHIP

The membership of the committee, as set out above, was noted.

DECLARATIONS OF INTEREST (a) PERSONAL

Councillor Steve Carroll: Item 7b (as Governor at Sutton Centre Community College) and 7d (because partner is employed by Kirkby College)

Councillor John Clarke: Item 7e (as a member of Gedling Borough Council)

Councillor Darrell Pulk: Item 7e (as a member of Gedling Borough Council)

Councillor Martin Suthers: Item 7a (as Trustee of Torch Academy Trust)

(b) PREJUDICIAL

Councillor Ken Rigby: Item 7d (as Governor at Kimberley Comprehensive School).
Councillor Rigby left the room during discussion and voting on this item.

TERMS OF REFERENCE

RESOLVED: 2012/001

That the report be noted.

REVISED LATEST ESTIMATED COST: EDWINSTOWE RESPITE CENTRE

RESOLVED: 2012/002

- (1) That the variation to the Capital Programme as set out in the report be noted.
- (2) That the latest estimated cost report for the building works as set out in the report be approved.

PROPERTY TRANSACTIONS

GRANT OF 125 YEAR LEASE TO ACADEMY TRUSTS OF MEDEN SCHOOL AND TECHNOLOGY COLLEGE, CANDLEBY LANE PRIMARY SCHOOL AND RUSHCLIFFE COMPREHENSIVE SCHOOL

RESOLVED: 2012/003

- (1) That approval be given to the grant of a 125 year lease to the Academy Trust for each of the following schools on the standard terms set out in the appendix to the report:

Meden School and Technology College, Warsop
Candleby Lane Primary School, Cotgrave
Rushcliffe Comprehensive School, West Bridgford

- (2) That the Corporate Director, Environment and Resources (or his nominee) be authorised to approve site details and specific conditions in consultation with

the Chairman (or Vice-Chairman in his absence) of the Finance and Property Committee.

GRANT OF 125 YEAR LEASE TO ACADEMY TRUSTS OF SUTTON CENTRE COMMUNITY COLLEGE, GEDLING COMPREHENSIVE SCHOOL, NEWGATE LANE PRIMARY SCHOOL, DUKERIES COMPREHENSIVE SCHOOL AND HARRY CARLTON COMPREHENSIVE SCHOOL

RESOLVED: 2012/004

- (1) That approval be given to the grant of a 125 year lease to the Academy Trust for each of the following schools on the standard terms set out in the appendix to the report:

Sutton Centre Community College, Sutton-in-Ashfield
Gedling Comprehensive School, Gedling
Newgate Lane Primary School, Mansfield
Dukeries College, New Ollerton
Grove Comprehensive School, Newark
Harry Carlton Comprehensive School

- (2) That the Corporate Director, Environment and Resources (or his nominee) be authorised to approve site details and specific conditions in consultation with the Chairman (or Vice-Chairman in his absence) of the Finance and Property Committee.

GRANT OF 125 YEAR LEASE TO ACADEMY TRUSTS OF BRAMCOTE PARK AND ALDERMAN WHITE COMPREHENSIVE SCHOOLS

RESOLVED: 2012/005

- (1) That approval be given to the grant of a 125 year lease to the Academy Trust for each of the following schools on the standard terms set out in the appendix to the report:

Bramcote Park Comprehensive School, Beeston
Alderman White Comprehensive School, Beeston

- (2) That the Corporate Director, Environment and Resources (or his nominee) be authorised to approve site details and specific conditions in consultation with the Chairman (or Vice-Chairman in his absence) of the Finance and Property Committee.

FREEHOLD TRANSFER OF LAND AND PROPERTY ASSETS TO GOVERNING BODIES OF KIRKBY COLLEGE AND KIMBERLEY COMPREHENSIVE SCHOOL

RESOLVED: 2012/006

- (1) That approval be given to the freehold transfer of the land and property assets to the governing body of the following schools, subject to the subsequent approval of any site-specific terms:

Kirkby College, Kirkby-in-Ashfield
Kimberley Comprehensive School, Kimberley

- (2) That the Corporate Director, Environment and Resources (or his nominee) be authorised to approve site details and specific conditions in consultation with the Chairman (or Vice-Chairman in his absence) of the Finance and Property Committee.

A612 GEDLING TRANSPORT IMPROVEMENT SCHEME CPO 2004

RESOLVED: 2012/007

That approval be given to the compulsory purchase of land for the construction and use of the A612 Gedling Transport Improvement Scheme as set out in the report.

LAND AT THE FORMER KING EDWARD VI SCHOOL, RETFORD

RESOLVED: 2012/008

That approval be given to the sale of 1,065m² of land at the former King Edward VI School, London Road, Retford, as set out in the report.

OVERVIEW OF FINANCE AND PROCUREMENT WORK AREA

Paul Simpson gave a presentation on current activity in Finance and Procurement, and responded to members' comments.

RESOLVED: 2012/009

That the presentation be received.

EXCLUSION OF THE PUBLIC

RESOLVED: 2012/010

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

A612 GEDLING TRANSPORT IMPROVEMENT SCHEME CPO 2004

RESOLVED: 2012/012

That the information contained in the exempt appendix be noted.

LAND AT THE FORMER KING EDWARD VI SCHOOL, RETFORD

RESOLVED: 2012/013

That the information contained in the exempt appendix be noted.

The meeting closed at 11.25 am.

CHAIRMAN

18th June 2012**Agenda Item:**

REPORT OF THE SERVICE DIRECTOR FINANCE & PROCUREMENT

DRAFT MANAGEMENT ACCOUNTS 2011/12

Purpose of the Report

- 1.1 To inform the Committee of the 2011/12 year end position for the management accounts of the authority,
- 1.2 To request that the Committee:
 - a) Recommend the carry forward of £1.7m of savings into 2012/13 for approval by County Council.
 - b) Recommend the transfer to County Fund Balances of £1.4m, for approval by County Council.
- 1.3 To inform the Committee of the position on other reserves of the authority.

Information and Advice

2. Background

- 2.1 The financial position of the County Council has been monitored throughout the 2011/12 financial year. Monthly reports were prepared for CLT and the Portfolio Holder, to update against progress and ensure decision makers had access to financial information on a timely basis. In addition, quarterly budget monitoring reports were prepared for Cabinet, the most recent being the period 9 report which went to Cabinet on the 14th March. This report is the draft out-turn for 2011/12. The figures will be confirmed at the County Council meeting on the 5th July.

3. Summary Financial Position

- 3.1 Through prudent financial management and some acceleration of future savings plans, Portfolio budgets have achieved a net saving of £34m or 6.3% of net Portfolio budgets. After allowing for restructuring costs of £19.5m, additional resources will be earmarked to support the County Council's Capital programme, thereby reducing future borrowing costs, as well as providing further support for the County Council's on-going Improvement Programme.
- 3.2 Of the total £19.5m of restructuring costs, £16.5m relates to restructuring within the Portfolios, £2.5m is a contribution to School's restructuring costs, and the remainder relates to trading services. The amount of £19.5m includes the net costs incurred this financial year and £5.2m in respect of 2012/13 which must be included in the accounts for this financial year.

- 3.3 Carry Forward requests totalling £1.7m have been submitted to support key areas and future pressures in Portfolio budgets. These are detailed in Appendix B.
- 3.4 The overall Schools Reserve has increased by £7.4m to £39.2m. Within this total school accumulated balances have increased by £6.7m to £36.1m (see section 7.2).
- 3.5 The level of County Fund balances, subject to approval by County Council, will increase by £1.4m to £29.5m.
- 3.6 The relevant figures are summarised in Appendix A, showing details for Portfolio Budgets, Schools, Central items and Use of Reserves and Balances.
- 3.7 Table 1 shows the summary revenue position of the County Council.

Table 1 – Summary Financial Position

Portfolio	Final Budget £'000	Draft Out-turn £'000	Draft Variance £'000
Children & Young People's Services	165,087	158,038	(7,049)
Adult Social Care & Health	210,818	192,221	(18,597)
Transport & Highways	59,910	60,586	676
Environment & Sustainability	28,311	26,923	(1,388)
Community Safety	4,627	4,078	(549)
Culture & Community	15,485	15,099	(386)
Leader	7,154	6,634	(520)
Deputy Leader	16,566	11,115	(5,451)
Finance & Property	30,520	29,738	(782)
Personnel & Performance	5,931	5,794	(137)
Net Portfolio out-turn before restructuring costs	544,409	510,226	(34,183)
Portfolio Restructuring costs	0	16,535	16,535
Schools Budgets	1,122	(6,265)	(7,387)
Central Items	(33,513)	(49,213)	(15,700)
Forecast prior to use of reserves	512,018	471,283	(40,735)
Carry Forwards 2010/11	(39)	(39)	0
Carry Forwards 2011/12	0	1,689	1,689
School Statutory Reserve	0	7,387	7,387
Redundancy Reserve	(3,119)	0	3,119
Improvement Programme	(562)	9,441	10,003
East Leake PFI	201	184	(17)
Bassetlaw PFI	93	10	(83)
Waste PFI	2,840	2,693	(147)
Life Cycle Maintenance	(24)	0	24
Pay Review Reserve	1,000	0	(1,000)
Supporting People	(1,200)	0	1,200
DSO Capital Financing	517	597	80
Capital Projects Reserve	0	12,000	12,000
Transfer to / (from) reserves	(293)	33,962	34,255
Transfer to / (from) General Fund	(5,100)	1,380	6,480
Net County Council	506,625	506,625	0

4. Portfolio & Corporate Items

- 4.1 The overall net saving within the Portfolios is £34m, which is 6.3% of the net Portfolio budgets.

The principal reasons for the variations are:

4.2 Children & Young People's Services (£7.0m saving, 4.3% of Portfolio budget)

- The Portfolio has contributed £7.6m to the restructuring costs.
- Savings have been achieved in a number of areas as a result of strict budgetary control measures and vacancy savings.
- Youth, Families & Culture Division achieved savings as a result of Early Years and Early Intervention partners' commitment to reduce staffing costs.
- Children's Social Care also achieved savings due to the increase in the number of placements being less than anticipated and the costs associated with the adoption financial support scheme, children looked after projects and works at residential homes being lower than expected.

4.3 Adult Social Care and Health (£18.6m saving, 8.8% of Portfolio budget)

- The Portfolio has contributed £3.4m to the restructuring costs.
- The primary reason for the saving is an additional £8.5m of client contributions. This is a combination of £4.9m from people who are placed in residential and nursing homes, and £1.6m from charges for community based services and personal budgets as a result of introducing a 'Fairer Contributions Policy'. Some of this additional income was forecast and has been included in the savings proposals for 2012/13. A further £2.0m additional income for client contributions to residential and nursing care received in the previous financial year, has resulted in a one off favourable variance in 2011/12 only.
- There was an NHS allocation of £9.6m of which £4m has been used to offset demographic pressures, £1.5m has been used to support the Supporting People budget and £4.1m has been used to fund agreed priorities with the PCT to support pressures in the health service. A further allocation of £2m was received in January 2012 and Bassetlaw PCT transferred £0.5m to deal with winter pressures. This money was allocated to agreed priorities and assisted in delivering the level of savings in Council resources in 2011/12.
- The Younger Adults division have achieved savings of £4.1m as a result of lower spending on packages of care due to a number of factors including reduced numbers of new service users compared to those expected, further reductions in the cost of packages of care negotiated with providers and increased contributions from the Health Service towards jointly funded packages of care.
- The overall Portfolio savings, have been offset by overspends on Supporting People and Putting People First, which were budgeted to be met from reserves. The overall level of savings meant that these reserves were subsequently not required.

4.4 Transport & Highways (£0.7m overspend, 1.1% of Portfolio budget)

- The Portfolio has contributed £0.6m to the restructuring costs.
- The main area of overspend is in Highways as a result of Road Lighting energy costs. Savings of 30% were expected on the rates, but the actual savings have been in the order of 22%. There has also been an overspend on Carriageway Patching and on repairs following Accidents and Vandalism, due to unavoidable works being required.

- This has been partly offset by compensating savings across a number of other budgets, most notably in Employee and related expenses. There has also been a small saving in the Winter Maintenance budget following the milder than expected winter.
- Travel and Transport Services have achieved savings primarily as a result of a £1.1m refund of development costs from Nottingham City Council in relation to NET Line 2. This was in line with the termination agreement approved by Council in January 2011, with the final payment due on financial close, achieved 15th December 2011.
- This is offset by an overspend on the Concessionary Fare scheme as a result of increased passenger numbers, and funding of the discretionary element of the scheme. There has also been an overspend on local bus services, with some services re-instated to meet demand.

4.5 Environment and Sustainability (£1.4m saving, 4.9% of Portfolio budget)

- The Portfolio has contributed £1.5m to the restructuring costs.
- The Waste PFI contract has delivered savings of £1.7m due to lower than anticipated waste tonnages when compared to the expected position.
- Energy and Carbon Management have achieved savings of £0.6m. £0.2m of this is due to changes to street lighting tariffs with the remaining savings attributable to energy saving measures, and the milder than envisaged winter.
- Partnerships and Performance have achieved savings in employee costs and additional savings in the disposal of clinical waste from reduced tonnages.
- The Research and Strategic Analytical Unit have also achieved savings in employee expenses and costs have reduced in mapping services following the transfer of the Ordnance and Survey agreement from the County Council to a national level.

4.6 Community Safety (£0.5m saving, 11.9% of Portfolio budget)

- The Portfolio has contributed £0.4m to the restructuring costs.
- The primary saving is in Trading Standards where savings have been achieved across the whole of the service in addition to increased income.
- Staff savings have also been achieved in Stronger Communities, Safer Communities and Grant Aid.

4.7 Culture and Community (£0.4m saving, 2.5% of Portfolio budget)

- The Portfolio has contributed £1.2m to the restructuring costs.
- The primary saving is in Libraries, Archives & Information as a result of planned staffing savings being delivered from April rather than from June. In addition, there has been further savings in energy and running costs.

4.8 Leader (£0.5m saving, 7.3% of Portfolio budget)

- The Portfolio has contributed £0.3m to the restructuring costs.
- Savings have been achieved in employee expenses, County Hospitality, and travel and subsistence.
- In addition Communications and Marketing received additional income from printing and a saving on the printing of various publications.

4.9 Deputy Leader (£5.5m saving, 32.9% of Portfolio budget)

- The Portfolio has contributed £0.2m to the restructuring costs.
- Savings of £8.3m have been achieved in the Improvement Programme as a result of slippage on the Ways of Working (WOW) Programme of £2.2m, a revenue saving on BMS following the capitalisation of some costs and general savings across the remaining programme.
- In addition, savings have been achieved in the Customer Services Centre and Customer Management.
- There has been a shortfall of £3.0m on the Procurement savings, due to the focus of the Procurement Centre's efforts being primarily on supporting the delivery of approximately £40.0m savings across Portfolios.
- Procurement and Payments and Legal Services also overspent due to additional staff costs and reduced income respectively.

4.10 Finance and Property (£0.8m saving, 2.6% of Portfolio budget)

- The Portfolio has contributed £0.7m to the restructuring costs.
- Property Services saved £0.5m from reduced running costs and £0.2m due to lower water monitoring costs within Building Maintenance works.
- In addition IT services have achieved savings due to a delay in the equipment replacement programme, and employee savings have been delivered in Finance and Strategic Services through acceleration of budget reductions planned for 2012/13.

4.11 Personnel and Performance (£0.1m saving, 2.3% of Portfolio budget)

- The Portfolio has contributed £0.6m to the restructuring costs.
- Human Resources have achieved savings on Learning and Development budgets and Performance have made staff savings through the acceleration of planned 2012/13 savings.
- This has been offset by an overspend on the Business Support Centre due to additional employee costs incurred to support the introduction of BMS.

4.12 Carry Forwards

- The Council has a carry forward protocol which enables planned savings to be carried forward into the following financial year to support Committee priorities. This approach encourages rigorous financial management and budgetary control whilst at the same time providing a degree of flexibility for budget managers.
- In accordance with this protocol, carry forwards of £1.7m have been requested to support priority areas within Portfolio budgets in 2012/13. The details are set out in Appendix B.

5 Schools Budgets (£7.4m surplus)

5.1 Schools are transferring a net £7.4m surplus into the accumulated balances within the Schools Statutory Reserve. This is broken down as follows:

- £7.0(-)m from Standards Fund balances
- £13.8m into Schools balances
- £1.0(-)m from Schools Capital balances
- £1.5m into the Non-Individual Schools Budget (ISB) balances
- £0.2m in repayment of loans [Page 13 of 62](#)

6 Central Items (£15.7m saving)

6.1 General contingency (£16.1m saving)

The original budget included a contingency of £25.7m, of which £5.0m was earmarked for Children's Social Care and a further £4.1m was earmarked for Adult Social Care & Health. The total allocations, as set out in Appendix C, amount to £9.6m, resulting in a saving of £16.1m, primarily due to restructuring payments being funded by Portfolios. There are no additional contingency allocations awaiting approval.

6.2 Interest (£2.1m saving)

The saving is due to a net reduction in interest payable as a result of delays in the phasing of the capital programme, which has reduced the need to undertake additional borrowing.

6.3 Statutory Provision for Debt Redemption (£0.9m overspend)

The budget included an estimate of the Minimum Revenue Provision (MRP) that was based on the assumption that the mix of assets types on which capital expenditure would be incurred in 2010/11 would be similar to that of previous years. This was not the case and as a result MRP was higher than had been forecast.

6.4 Government grants (£0.9m saving)

The saving is primarily due to receiving additional Local Services Support Grant (LSSG).

6.5 Schools restructuring (£2.5m overspend)

Central funding of £2.5m has been used to meet one-off restructuring costs in 2011/12 relating to schools that have converted to academies, are due to convert or which have expressed an interest in doing so.

7 Movements on Balances and Reserves (see Appendix D)

7.1 County Fund Balances

County Fund Balances increased by £1.4m during the year due to the net savings set out above. The balance now stands at £29.5m.

7.2 Schools Reserve

The Schools Reserve has increased by £7.4m, which brings the balance at the end of 2011/12 to £39.2m, analysed as follows in Table 2:

Table 2 – Schools Statutory Reserve

Description	Balance £'000
Standards Fund balances held by schools	0
Accumulated net surplus' by schools	<u>36,076</u>
Total schools balances (held by Governors)	36,076
Adjustments:	
Balance carried forward for Building Schools for the Future	0
Non-Individual Schools Budget Balances	4,386
Internal borrowing against the Reserve (school loans scheme – repayable by schools)	<u>(1,311)</u>
Schools Statutory Reserve	<u>39,151</u>

The movement in school balances by sector is shown in Table 3.

Table 3 – School Balances by Sector

Sector	01/04/11 £'000	Movement £'000	31/03/12 £'000
Nursery	181	57	238
Primary	14,795	10,019	24,814
Secondary	5,933	3,045	8,978
Special	1,402	644	2,046
Total	22,311	13,765	36,076

The number of primary and secondary schools with budget deficits has decreased, largely due to some becoming Academies. The total amount owed by schools in deficit is £3.0m and recovery plans have been put in place to address these deficits. Where schools have surpluses above a level regarded acceptable for contingency purposes (5% for secondary schools and 8% for all other schools) these are also monitored and challenged.

7.3 Other Earmarked Reserves

At the end of 2011/12 the total of other 'earmarked' reserves stood at £132.3m, which consists of the following:

- **PFI Reserves**

£31.2m of reserves are held for PFI schemes, this equates to 23.6% of other earmarked reserves. The initial arrangements for calculating PFI grant meant that more grant was received in the early years of a PFI scheme than was needed to meet the payments to providers of the service. These surpluses need to be kept in an earmarked reserve to cover the corresponding deficits in later years. The amounts set aside at the end of 2011/12 are shown in Table 4 below.

Table 4 – PFI set aside 2011/12

PFI Scheme	£'000
East Leake Schools	2,960
Bassetlaw Schools	2,769
Waste	25,429
Net Line 1	-
Total	31,158

In 2011/12 Nottinghamshire County Council withdrew from the Tram PFI scheme. As a result, £4.0m of the Net Line 1 Reserve has been used to remove the debtor from the County Council's balance sheet and the remaining balance has been transferred to the Capital Projects reserve to be used on other capital projects.

Following the Council's withdrawal from the Tram PFI scheme, the balance of £1.8m on the Tram Phase 2 Reserve is no longer required and so has been transferred to the Capital Projects Reserve to be used for future capital projects.

- **Insurance Reserve**

The Authority operates a self-insurance scheme and covers risks up to a certain amount. External insurers cover risks in excess of this figure. The Insurance Reserve is set aside to cover possible insurance claims losses that are not yet known about.

As proposed in the County Council Budget report (23/02/12), and following an independent assessment of the amount required in this reserve, £10.0m has been transferred to the Capital Projects Reserve, leaving a balance of £10.6m as at the 31 March 2012.

- **Capital Projects Reserve**

The Budget Report to County Council (23/02/2012) proposed to increase the Capital Projects Reserve to support future capital commitments, thereby reducing reliance on borrowing and the associated repayment costs. As outlined above, contributions have been made from the Insurance Reserve, the PFI Reserve and £12m from in year revenue savings (negating the planned contribution from County Fund Balances). As at the 31 March 2012, the balance on the Capital Projects Reserve is £27.6m.

- **Improvement Programme**

Over the five years, the Improvement Programme has a revenue allocation of £21.3m. £8.3m of the 2011/12 allocation was not utilised due to slippage on the Ways of Working (WOW) Programme of £2.2m, a saving on BMS and general savings across the remaining programme. This has been transferred into the Improvement Programme Reserve along with an additional £1.1m for future BMS and Electronic Document Records Management System (EDRMS) costs, bringing the total in the reserve to £18.0m at the end of 2011/12.

- **Life Cycle Maintenance**

The Life Cycle Maintenance Reserve was established to spread the cost of maintaining new buildings. An annual contribution is usually made to the reserve in the earlier years which will be gradually offset by increasing maintenance costs as the new buildings become older. There was no budgeted contribution in 2011/12 due to savings required to balance the budget. Therefore the balance on the reserve remains at £3.7m. An annual budgeted contribution of £0.5m has been reinstated in the 2012/13 Budget.

- **Trading Activities**

The principal purpose of the Trading Activities Reserve is to accumulate funds for asset replacement, and after contributions to and uses of the reserve during 2011/12, there was £3.2m in this reserve at the year end.

- **Redundancy Reserve**

The Redundancy Reserve created in 2009/10 has not been used in 2011/12 and therefore remains £3.1m. This will be used to help meet restructuring costs in excess of the amount already held in contingency for future years.

- **Performance Reward Grant**

The balance of £1.1m brought forward has been fully shared with the District Councils.

- **Pay Review Reserve**

The Pay Review Reserve balance remains unchanged at £2.1m after savings in the Portfolios meant that the cost of the project team and the remaining costs associated with the Council's Job Evaluation Scheme could be funded without the use of the reserve. The remaining reserve is earmarked for the future costs of the job evaluation team and any additional costs associated with the Pay Review for Schools.

- **Departmental Reserves**

All departments have reserves for identified purposes. In addition, Financial Reporting Standards require grant income to be carried on the Balance Sheet until the conditions of the grant have been satisfied. During the year, these departmental balances increased by £0.8m to £31.2m. The original budget included the net use of £6.1m reserves, which has been avoided by the achievement of additional savings in the Portfolio revenue budgets.

8 Capital Expenditure

- 8.1 Capital Expenditure in 2011/12 totalled £91.1m. Table 5 shows the final 2011/12 Capital Programme broken down by Portfolio.

Table 5 – 2011/12 Capital Expenditure

Portfolio	Original Budget £'000	Revised Budget £'000	Total Out-turn £'000	Variance £'000
Children & Young People's Services	30,324	32,504	26,079	(6,425)
Adult Social Care & Health	1,905	2,089	1,324	(765)
Transport & Highways	33,984	42,179	39,839	(2,340)
Environment & Sustainability	4,146	5,747	4,805	(942)
Culture & Community	5,692	4,675	4,117	(558)
Deputy Leader	4,324	5,272	4,738	(534)
Finance & Property	9,721	13,204	9,640	(3,564)
Personnel & Performance	520	840	562	(278)
Contingency	22,744	47	0	(47)
Total	113,360	106,557	91,104	(15,453)

Note: These figures exclude any expenditure from the Schools Devolved Formula Capital Grant of £2.5m and schools' capital expenditure of £9.6m funded from their own revenue budgets.

- 8.2 Appendix E gives a more detailed breakdown of capital expenditure in 2011/12. Some major areas of investment in 2011/12 are listed in Table 6 below.

Table 6 – Major investment areas 2011/12

Portfolio	Scheme	2011/12 Capital Expenditure £'000
CYPS	Primary Capital Programme	5,663
	Schools Capital Refurbishment Programme	4,788
	Special Schools Programme	3,872
	Springbank	3,819
	Greasley Beauvale Infants and Junior	2,749
	Eastwood and Mansfield Young People's Centres	1,633
	School Access Initiative	939
ASCH	Day Services Modernisation	316
	Bassetlaw Specialist Day Centre	301
Transport & Highways	Road Maintenance & Renewals	16,911
	Local Transport Plan	7,344
	Highways Depots Rationalisation	6,543
	Street Lighting Renewal	2,000
	Mansfield Public Transport Interchange	1,644
	Flood Alleviation & Drainage	1,116
Environment & Sustainability	Local Improvement Schemes	3,685
Culture & Community	Mansfield Library	2,490
	West Bridgford Library	615
Deputy Leader	Business Management System	2,966
	Ways of Working Programme	1,619
Finance & Property	Building Works	4,072
	Various IT Capital Projects	3,262
	IT Data Centre	1,672

Capital Programme Variations

- 8.3 The changes in the gross Capital Programme for 2011/12, since its approval at Council (24/02/11) are summarised in Table 7 below.

Table 7 2011/12 Capital Programme

	2011/12	
	£'000	£'000
Approved per Council (Budget Book 2011/12)		113,360
Incorporated in Budget Report (Council 23/02/12)		
Net slippage from 2010/11 and financing adjustments	29,400	
Variations noted at Cabinet 14/03/12	(11,369)	
Re-phasing/slippage from 2011/12 to future years	(24,834)	
Subsequent to Budget Report (Council 23/02/12)		
Variations noted/approved by Finance & Property Portfolio	(2,958)	
Variations requiring F&P Committee approval (see below)	1,140	
Net re-phasing/slippage from 2011/12 to future years	(13,635)	
		(22,256)
Final revised gross Capital Programme		91,104

- 8.4 The following variations to the Capital Programme require approval by Finance & Property Committee.

- It is proposed that the 2011/12 Capital Programme for Transport & Highways is varied to allow the transfers of £0.554m of external funding from ITM to Roads Maintenance, £0.317m of capital allocations from Street Lighting to Flood Alleviation & Drainage and £0.508m of capital allocations from Street Lighting to Roads Maintenance. The management of these schemes is co-ordinated to allow for efficient delivery and to meet service outcomes, so it is proposed that, in future, budget variations between these four schemes may be made as required and without the need for approval, subject to the total budget for the four schemes being unchanged.
- Expenditure on capital elements of the Business Management System is forecast to exceed the previously approved capital budget by £1.146m. It is proposed that the Capital Programme is varied to incorporate capital allocations of £1.140m in 2011/12 and £0.006m in 2012/13 to cover the additional costs.
- The Department for Education has increased the Schools Basic Need Capital Grant by £1.239m in 2012/13 and it is proposed that this is incorporated into the Schools Basic Need Programme within the Capital Programme for 2012/13.

Slippage/re-phasing of Capital Schemes

- 8.5 In addition to the slippage and re-phasing of schemes incorporated into the Budget Report 2012/13 and previously notified to Cabinet (14/03/12), there has been £13.6m of further net slippage/re-phasing on a number of schemes, of which £8.5m relates to schemes funded by capital allocations (borrowing). The main areas of this further slippage/re-phasing are:

- Schools Capital Refurbishment Programme (£1.7m slippage)
- Schools Basic Need Programme (£0.9m)
- Transport & Travel Services Vehicle Replacements (£0.9m)
- Ways of Working Programme (£1.5m)
- Building Works (£1.3m).

Acceleration of £1.1m in the Roads Maintenance Programme has followed the planned over-programming of schemes.

Capital Financing

- 8.6 The following Table outlines how the 2011/12 capital expenditure has been financed.

Table 8 - 2011/12 Capital Financing

	Original Budget £'000	Revised Budget £'000	Actual Expenditure £'000
Funding Source:			
Prudential Borrowing	59,278	48,356	37,838
Capital Grants	52,746	54,071	53,266
Revenue/Reserves	1,336	4,130	0
Gross Capital Programme	113,360	106,557	91,104

- 8.7 Capital receipts for 2011/12 totalled £16.1m, which is close to the £17.0m originally anticipated. These capital receipts, together with £3.3m of revenue and reserves funding that had been earmarked to support the Capital Programme, have been set against the principal of borrowing in previous years. Analysis has determined that this application of funding sources is optimum in terms of reducing the impact of the Capital Programme on the revenue account.
- 8.8 Total borrowing for the year is £37.8m, which is £21.5m less than the original planned borrowing for 2011/12 of £59.3m. This is primarily as a result of the slippage/re-phasing of capital expenditure to be funded from prudential borrowing. The corresponding funding (capital allocations) will be carried forward and incorporated into the Capital Programme for 2012/13.
- 8.9 The Capital Programme for 2012/13 will be monitored to ensure that borrowing for 2012/13 is managed within the prudential limits for the year. Funding by borrowing in 2012/13 is now projected to be £77.6m. Although this is £13.5m more than the budgeted borrowing figure in the Budget Report 2012/13, any new capital expenditure slippage in 2012/13 will offset this and the Council's overall level of indebtedness is not expected to exceed previous forecasts. The size of the revised Capital Programme for 2012/13 is £134.5m.

9 Statement of Accounts

- 9.1 The pre-audited Statement of Accounts will be certified by the S151 Officer before 30th June to meet the statutory requirements, and then be presented to the County Council on 5th July. The external audit will take place over the summer months and therefore figures are provisional, pending the completion of the audit.

Statutory and Policy Implications

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

RECOMMENDATIONS

11.1 To note the 2011/12 year end revenue position.

11.2 To recommend the year-end carry forwards set out in section 4.12 and Appendix B to County Council.

11.3 To recommend the level of County Fund Balances set out in section 7.1 and Appendix A to County Council.

11.4 To note the movements in reserves as detailed in section 7 and Appendix D.

11.5 To approve the capital variations outlined in section 8.4.

11.6 To note the capital programme and its financing.

Paul Simpson
Service Director – Finance & Procurement

Constitutional Comments (KK 31/05/2012)

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

Financial Comments (PM 23/05/2012)

The financial implications are set out in the report.

Background Papers

None

Electoral Division(s) and Member(s) Affected

All

MANAGEMENT ACCOUNTS SUMMARY 2011/12

	2011/12 Final Budget £'000	2011/12 Draft Out-turn £'000	Variance £'000
Portfolios			
Children and Young People's Services	165,087	158,038	(7,049)
Adult Social Care and Health	210,818	192,221	(18,597)
Transport & Highways	59,910	60,586	676
Environment & Sustainability	28,311	26,923	(1,388)
Community Safety	4,627	4,078	(549)
Culture and Community	15,485	15,099	(386)
Leader	7,154	6,634	(520)
Deputy Leader	16,566	11,115	(5,451)
Finance and Property	30,520	29,738	(782)
Personnel and Performance	5,931	5,794	(137)
Net Portfolio Total before restructuring	544,409	510,226	(34,183)
Portfolio Restructuring	-	16,535	16,535
Schools Restructuring	-	2,488	2,488
Net Portfolio Requirements	544,409	529,249	(15,160)
Schools Budget (after Dedicated Schools Grant)	1,122	(6,265)	(7,387)
Traders	-	-	-
Central Items Managed through Finance Portfolio			
Flood Defence Levies	281	264	(17)
DSO Pension and NJE Costs	1,801	1,727	(74)
General Contingency	16,096	-	(16,096)
Capital Expenditure Financing	-	-	-
Capital Charges included in Portfolios	(49,060)	(48,988)	72
Interest etc	18,006	15,929	(2,077)
Statutory Provision for Debt Redemption	16,731	17,587	856
Local Services Support Grant	-	(780)	(780)
New Homes Bonus	(660)	(619)	41
Early Intervention Grant	(29,008)	(29,142)	(134)
Council Tax Freeze Grant	(7,700)	(7,679)	21
Expenditure before Use of Reserves	512,018	471,283	(40,735)
Reserves and Balances			
2010/11 Carry Forwards	(39)	(39)	-
2011/12 Carry Forwards	-	1,689	1,689
Schools' Statutory Reserve	-	7,387	7,387
Pay Review	1,000	-	(1,000)
Departmental Reserves	-	-	-
PFI Reserves:	-	-	-
East Leake PFI	201	184	(17)
Bassetlaw PFI	93	10	(83)
Waste PFI	2,840	2,693	(147)
Tram Net Line 1	-	-	-
Tram Phase 2	-	-	-
Capital Projects Reserve	-	12,000	12,000
Improvement Programme	(562)	9,441	10,003
Life Cycle Maintenance	(24)	-	24
Capital adjustment with Trading Activities	517	597	80
Corporate Redundancy	(3,119)	-	3,119
Supporting People Reserve	(1,200)	-	1,200
Transfer to/(from) County Fund	(5,100)	1,380	6,480
Funding Required	506,625	506,625	-
Funding			
Council Tax/Surplus on Collection	(307,898)	(307,898)	-
Revenue Support Grant/Business Rates	(198,727)	(198,727)	-
Total Funding	(506,625)	(506,625)	-

PROPOSED CARRY FORWARDS OF BUDGET PROVISION BY PORTFOLIOS 2011/12

	£'000	£'000
Children and Young People's Services		
Use a carry forward rather than charge the Schools budget for the Carbon Reduction Scheme.	350	
Support for the Richard Noble Education Programme	100	
Subtotal Children and Young People's Services		450
Adult Social Care and Health		
Refurbishment of the 6 remaining Care Homes		600
Transport & Highways		
Lengthmans Scheme		80
Culture and Community		
Creation of a Jubilee Fund		100
Deputy Leader		
National Graduate Development Programme 3 Posts		120
Finance and Property		
Under the rules set up for the Councillors Divisional Fund individual members are allowed to carry forward underspends of up to 10%		39
Personnel and Performance		
Council support for the Apprentice Scheme		300
Total proposed budget carry forward		1,689

ALLOCATIONS FROM CONTINGENCY

	£000	£000
Contingency Per Original Budget		25,662
Less Approved Allocations:		
Specialist Placements to CYP	5,000	
Schools Income Generation Saving to CYP	270	
DOH Grant Funded Expenditure to ASCH	4,124	
Gypsy Liaison Officer to Leader	25	
Governance Officer, Health & Wellbeing board to Leader	42	
I Pledge to CSP	30	
Citizens Advice Bureau to Deputy Leader	75	
		<hr/> 9,566
Unallocated (Net)		<hr/> 16,096 <hr/>

SUMMARY OF BALANCES AND RESERVES

	Actual 1/4/2011 £'000	Use (-) in in 2011/2012 £'000	Contrib'n (+) 2011/2012 £'000	Transfers 2011/2012 £'000	Actual 31/3/2012 £'000
County Fund Balances	28,124		1,380		29,504
Schools Reserves	31,764	(1,000)	8,387		39,151
Other Earmarked Reserves					
2010/11 Carry Forwards	39	(39)			-
2011/12 Carry Forwards	-		1,689		1,689
Pay Review	2,059				2,059
Departmental*	30,436	(4,794)	5,558	-	31,200
PFI Reserves:					-
East Leake	2,776		184		2,960
Bassetlaw Schools	2,759		10		2,769
Waste	22,736		2,693		25,429
Tram (NET Line 1)	4,016	(3,977)		(39)	-
Tram Phase 2	1,770			(1,770)	-
Capital Projects	4,293	(549)	12,000	11,809	27,553
Improvement Programme	8,556		9,441		17,997
Life Cycle Maintenance	3,705				3,705
Trading Activities	2,885	(167)	417	-	3,135
Redundancy Reserve	3,119				3,119
Performance Reward Grant	1,061	(1,061)			-
Insurance	20,640			(10,000)	10,640
Total Other Earmarked Reserves	110,851	(10,588)	31,992	-	132,255

DEPARTMENTAL RESERVES DETAIL

	Actual 1/4/2011 £'000	Use (-) in in 2011/2012 £'000	Contrib'n (+) 2011/2012 £'000	Transfers 2011/2012 £'000	Actual 31/3/2012 £'000
Environment & Resources					
Asset Replacement	1,316	(1,023)	323	-	616
Capital	1,210	-	-	-	1,210
Other	1,070	(161)	1,056	-	1,965
Revenue Grants	717	(396)	-	-	321
Children, Families & Cultural Services					-
Asset Replacement	451	-		(20)	431
Other Capital	1,057	(40)	296	174	1,487
Other	3,991	(605)	-	-	3,386
Revenue Grants	2,772	(509)	1,231	(322)	3,172
Policy, Planning & Corporate Services					-
Asset Replacement	200	-	459	(80)	579
Other			1	56	57
Revenue Grants	181	(50)	84	111	326
Adult Social Care and Health & Public Protection					-
Asset Replacement	593	-	-	-	593
Capital	60	-	-	-	60
Sheltered Employment	1,044	(67)	-	-	977
Other	8,372	-	2,000	80	10,452
Revenue Grants	7,402	(1,943)	109	-	5,568
Total Departmental Reserves	30,436	(4,794)	5,558	-	31,200

FINAL CAPITAL PROGRAMME 2011/12

CHILDREN AND YOUNG PEOPLE'S SERVICE PORTFOLIO CAPITAL PROGRAMME 2011/12					
	Original Budget Budget Report (Council 24/02/11) £'000	Approved Variations £'000	Revised Budget Budget Report (Council 23/02/12) £'000	Actual Expenditure £'000	Variance £'000
Primary Schools					
Primary Capital Programme	4,200	1,592	5,792	5,663	(129)
Springbank Primary	3,133	915	4,048	3,819	(229)
Greasley Beauvale Primary	1,365	1,480	2,845	2,749	(96)
Other Projects	3,176	(1,261)	1,915	912	(1,003)
Secondary Schools					
Secondary School Improvement	-	418	418	267	(151)
Other Projects	-	207	207	21	(186)
Special Schools					
Carlton Digby	6,027	(2,092)	3,935	3,872	(63)
Other Education Programmes					
Capital Refurbishment Programme	-	6,500	6,500	4,788	(1,712)
School Modernisation Programme	-	1,173	1,173	316	(857)
School Access Initiative	600	526	1,126	939	(187)
School Basic Need Programme	9,500	(9,000)	500	104	(396)
School Kitchens	-	300	300	187	(113)
Other Projects	-	512	512	39	(473)
Young People					
Eastwood Young People's Centre	398	723	1,121	1,029	(92)
Mansfield Young People's Centre	225	345	570	604	34
Other Projects	-	135	135	(20)	(155)
Children's Social Care					
Short Breaks Capital Fund	-	1,090	1,090	735	(355)
The Big House	1,700	(1,450)	250	54	(196)
Other Projects	-	67	67	1	(66)
Total Portfolio	30,324	2,180	32,504	26,079	(6,425)

**ADULT SOCIAL CARE AND HEALTH PORTFOLIO
CAPITAL PROGRAMME 2011/12**

	Original Budget Budget Report (Council 24/02/11) £'000	Approved Variations £'000	Revised Budget Budget Report (Council 23/02/12) £'000	Actual Expenditure £'000	Variance £'000
Personal Care and Support Older Adults					
Aiming for Excellence	-	-	-	-	-
Residential Homes (PCT Payment)	-	605	605	605	-
Personal Care and Support Younger Adults					
Short Breaks Schemes	309	(309)	-	34	34
Day Services Modernisation	-	498	498	316	(182)
Bassetlaw Specialist Day Centre	1,500	(751)	749	301	(448)
Joint Commissioning, Quality and Business Change					
Sheltered Employment	96	(9)	87	-	(87)
Promoting Independence and Public Protection					
Social Care Transformation Capital Grant	-	150	150	68	(82)
Total Portfolio	1,905	184	2,089	1,324	(765)

**TRANSPORT AND HIGHWAYS PORTFOLIO
CAPITAL PROGRAMME 2011/12**

	Original Budget Budget Report (Council 24/02/11) £'000	Approved Variations £'000	Revised Budget Budget Report (Council 23/02/12) £'000	Actual Expenditure £'000	Variance £'000
Major Schemes					
Major Schemes	2,171	2,352	4,523	3,932	(591)
Highways & Roads					
Highway Maintenance	12,039	2,706	14,745	16,911	2,166
Manage & Operate Partnerships-Terminate	-	200	200	20	(180)
Street Lighting Renewal	2,150	677	2,827	2,000	(827)
Flood Alleviation & Drainage	680	119	799	1,116	317
Road Safety	621	111	732	641	(91)
Highways Depot Rationalisation	5,712	703	6,415	6,568	153
Integrated Transport Measures					
ITM	6,345	2,054	8,399	7,344	(1,055)
Other Schemes					
Land Reclamation	1,110	33	1,143	845	(298)
Civil Parking Enforcement	-	112	112	-	(112)
Rights of Way	-	22	22	21	(1)
Vehicle Purchase-Gritters	-	240	240	186	(54)
Transport & Travel Services	1,156	40	1,196	257	(939)
Transport & Highways External Funding	2,000	(1,174)	826	(4)	(830)
Total Portfolio	33,984	8,195	42,179	39,837	(2,342)

**ENVIRONMENT AND SUSTAINABILITY PORTFOLIO
CAPITAL PROGRAMME 2011/12**

	Original Budget Budget Report (Council 24/02/11) £'000	Approved Variations £'000	Revised Budget Budget Report (Council 23/02/12) £'000	Actual Expenditure £'000	Variance £'000
Local Improvement Schemes					
Local Improvement Schemes	3,496	605	4,101	3,687	(414)
Environ & Sustainability External Funding	200	(4)	196	-	(196)
Carbon Management					
Carbon Management	450	160	610	405	(205)
Waste Management					
Waste Management	-	840	840	715	(125)
Total Portfolio	4,146	1,601	5,747	4,807	(940)

**CULTURE AND COMMUNITY PORTFOLIO
CAPITAL PROGRAMME 2011/12**

	Original Budget Budget Report (Council 24/02/11) £'000	Approved Variations £'000	Revised Budget Budget Report (Council 23/02/12) £'000	Actual Expenditure £'000	Variance £'000
Libraries					
Mansfield Library	1,743	760	2,503	2,490	(13)
West Bridgford Library	2,702	(2,002)	700	615	(85)
Worksop Library	-	283	283	174	(109)
Other Projects	222	354	576	357	(219)
Other Schemes					
National Watersports Centre	1,000	(676)	324	416	92
Sherwood Forest Visitor Centre	-	196	196	8	(188)
Other Projects	25	68	93	57	(36)
Total Portfolio	5,692	(1,017)	4,675	4,117	(558)

**DEPUTY LEADER PORTFOLIO
CAPITAL PROGRAMME 2011/12**

	Original Budget Budget Report (Council 24/02/11) £'000	Approved Variations £'000	Revised Budget Budget Report (Council 23/02/12) £'000	Actual Expenditure £'000	Variance £'000
Policy, Planning & Corporate Services					
Customer Services Centre	600	(380)	220	120	(100)
Strategic Communications Initiatives	53	91	144	33	(111)
Improvement Programme					
Business Management System	500	1,326	1,826	2,966	1,140
Ways of Working	3,171	(89)	3,082	1,619	(1,463)
Total Portfolio	4,324	948	5,272	4,738	(534)

**FINANCE AND PROPERTY PORTFOLIO
CAPITAL PROGRAMME 2011/12**

	Original Budget Budget Report (Council 24/02/11) £'000	Approved Variations £'000	Revised Budget Budget Report (Council 23/02/12) £'000	Actual Expenditure £'000	Variance £'000
Property					
Building Works	4,598	830	5,428	4,072	(1,356)
Corporate Fire Remedial Works	-	20	20	20	-
Gresham Park / Other	-	55	55	16	(39)
Sun Volt Programme	-	800	800	460	(340)
Property Acquisition & Disposal Costs	500	247	747	-	(747)
Risk Management					
Risk Management-Security	250	34	284	138	(146)
ICT Schemes					
Network Development	80	956	1,036	929	(107)
ICT Infrastructure	1,000	393	1,393	1,217	(176)
IT Data Centre	1,482	228	1,710	1,672	(38)
Microsoft Enterprise Agreement	1,061	(80)	981	888	(93)
ICT Disaster Recovery	300	-	300	15	(285)
Lotus Domino Migration	300	-	300	156	(144)
Fixed/Mobile Convergence	150	-	150	57	(93)
Total Portfolio	9,721	3,483	13,204	9,640	(3,564)

**PERSONNEL AND PERFORMANCE PORTFOLIO
CAPITAL PROGRAMME 2011/12**

	Original Budget Budget Report (Council 24/02/11) £'000	Approved Variations £'000	Revised Budget Budget Report (Council 23/02/12) £'000	Actual Expenditure £'000	Variance £'000
Environment & Resources Trading					
Highways - Vehicles and Plant	450	320	770	509	(261)
Landscape Services	70	-	70	53	(17)
Total Portfolio	520	320	840	562	(278)

18 June 2012**Agenda Item: 5****REPORT OF THE GROUP MANAGER, PROCUREMENT CENTRE****ESTABLISHMENT OF A CATEGORY MANAGER (PUBLIC HEALTH) TO
SUPPORT PUBLIC HEALTH & WELLBEING PROCUREMENT STRATEGY
AND ASSOCIATED SPEND ACTIVITY****Purpose of the Report**

1. To seek approval to the establishment of a Category Manager to undertake the procurement support associated with the transfer of responsibility for Public Health from the NHS to the County Council.

Information and Advice

2. As part of the Health and Social Care Bill the government is returning responsibility for improving public health to local government. The main drivers for this are:
 - Population focus
 - Ability to shape services to meet local needs
 - Ability to influence wider social determinants of health
 - Ability to tackle Health inequalities
3. In Nottinghamshire the authority will taking over responsibility for health and wellbeing from NHS Nottinghamshire. Annual spend within Public Health is circa £50m - £60m and covers the following areas:
 - tobacco control
 - alcohol and drug misuse
 - obesity, nutrition and physical activity
 - sexual health
 - dental public health
 - public mental health services
 - healthy living initiatives
 - accidental injury prevention
 - workplace health
4. The majority of the contracts are enveloped in larger NHS or Ministry of Justice frameworks. The contractual make up is therefore extremely complex and

requires considerable analysis and an understanding of novation and variation of contracts.

5. The procurement centre is currently engaged with senior public health and NHS Nottinghamshire stakeholders developing a prioritisation matrix identifying contracts that require activity prior to formal transfer from April 2013, so that utilisation of those contracts can be made from that date. This work is also driving category strategies for 2013 onwards.
6. Work is also being carried out on the remodelling of the Substance Misuse in Prisons Contract, as this expires earlier than formal transfer.

Other Options Considered

7. There is insufficient capacity to absorb this new responsibility into the existing structure, and the role is a specialist position where NHS experience would be an advantage.

Reason/s for Recommendation/s

8. The post is currently filled by an interim at a cost of £450.00 day rate (£108,000pa equiv).

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.

Financial Implications

10. The post of Category Manager (Public Health) has been evaluated by Hay on Band D (SCP 42 – 47). The mid point cost of this post is £37,642 per annum plus in-costs of 25%, which give a total cost of £47,052 pa.
11. This cost will be met from the NHS budget for Public Health transition to March 31st 2013 (part of the NHS financial grant for Public Health) and NHS Public Health Administrative allocation for Procurement support thereafter. It will therefore not require any financial support from existing County Council resources.

Human Resources Implications

12. The procurement activity that has supported Public Health within the NHS has been devolved amongst a number procurement functions and did not form a substantive part of any ones work load and as a consequence TUPE implications do not apply.

RECOMMENDATION/S

13. The Committee are asked to support the recommendation that the post of Category Manager (Public Health) is established to carry out and support the procurement activities and develop strategies in conjunction with the senior management of Public Health.

Name of Report Author(s)

Kevin Edwards

Title of Report Author(s)

Team Manager – Procurement (Care)

For any enquiries about this report please contact:

Kevin Edwards, Team Manager – Procurement (Care)

Constitutional Comments (KK 21/05/12)

14. The proposal in this report is within the remit of the Finance and Property Committee.

Financial Comments (PD 15/05/12)

15. The detailed financial implications are set out in detail in paragraph 10 and 11. The post will initially be funded in 2012-13 by resources provided by the NHS which have been transferred to the County Council from the Nottinghamshire PCT, under a section 256 agreement. From April 2013, the Government will pay to all upper tier local authorities a ring fenced grant to meet the costs of the new Public Health responsibilities. Current estimates are that this will be in the region of £30 million for Nottinghamshire. Part of this funding will be required to meet the costs of support services such as Finance, Procurement and HR to the Public Health Team.

Background Papers

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



PH contract info Dec
11.xls



PH Contract Info
Lindsay price.doc



Business
Case_Vacancy_Cateç

Electoral Division(s) and Member(s) Affected

All



18 June 2012

Agenda Item: 6

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

**REVISED LATEST ESTIMATED COST: COUNTY SUPPLIES
(ROLLESTON DRIVE)**

Purpose of the Report

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

Information and Advice

Project details

2. County Supplies are the internal ordering, warehousing and distribution service for consumable items within the County Council, schools and other external customers. The service employs 43 FTE staff, has a turnover of £5.8 million (70% of this is external) and continues to trade strongly contributing an annual surplus of £76,000. The warehouse holds some 6,000 lines of stock at any one time as part of a total portfolio of 12,000 items. The average stock turnover for the service is 8 times per annum.
3. County Supplies are currently the only remaining user on the campus at Rolleston Drive in Arnold. It is the intention of the County Council for all users to vacate the campus such that it can then be placed upon the market for sale by auction.
4. This project was therefore commissioned to fully investigate the future of County Supplies. The three options considered were to retain County Supplies on the existing Rolleston Drive campus, to close the facility and no longer operate an internal service provider and to investigate relocation opportunities and retain the current service.
5. The initial business case concluded the ongoing need to retain County Supplies. An internal review of available premises within the County Council concluded that there were no suitable premises available. An external review of premises available for sale or lease within the county boundary was therefore commissioned. This review concluded with two potential premises that fitted the requirements for the service, both of these are business units that are available for rent and are at Calverton and Bilsthorpe respectively.

6. The two potential sites were then evaluated against the on-going operational cost and the cost of conversion of the business unit to the requirements of the County Supplies operation. Though Bilsthorpe proved to be the cheaper capital option for conversion, the ongoing operation cost variance, following rent negotiations, concluded with Calverton being the cheapest option over the considered 10 year lease period (with appropriate release clauses). The Calverton site is also better located for the distribution function and better shaped for an efficient warehousing operation.
7. The building and fit out works include the addition of internal office space, warehouse operations facilities, pallet racking, a two floor mezzanine based minor materials storage system, the creation of order picking facilities, the creation of bulk pallet stacking facilities, external security fencing and external security CCTV. The requirement for the external security fencing will require the submission of a Planning Application, making the completion of this project therefore subject to Planning approval.
8. The project will be managed using best practice project management methodology (Prince 2) with project reviews and sign-off at key milestones with all key stakeholders which meet the Gateway Review standards.
9. The works element of the proposed scheme will be design and build by Interserve Construction Limited of Leicester, appointed through the East Midlands Property Alliance framework. The project will be managed by a Project Manager from NCC Property.
10. It is anticipated that the building works will start on site in October 2012 and be completed in April 2013. This completion date is critical to the phased workload of County Supplies and relates to a period of minimum disruption to the ongoing operation.
11. The latest estimated cost of the building works is set out below and the fees shown are for all professions involved in the project.
12. The professions involved in this project are:-
 - § Architect
 - § Landscape Architect
 - § Mechanical Engineer
 - § Electrical Engineer
 - § Quantity Surveyor
 - § Structural Engineer
 - § CDM Co-ordinator
 - § Project Manager

Only the CDM Co-ordinator and the Project Manager will be NCC Officers.

Capital budget implications

13. This project is being funded as follows: £
- | | |
|--------------------------------|---------|
| Capital Allocation (variation) | 630,499 |
| | <hr/> |
| Total | 630,499 |
| | <hr/> |
14. The business case has been submitted to the Corporate Asset Management Group and has been approved for submission. The funding requirement of £630,499 is a variation to the Capital Programme.
15. The latest estimated costs are as follows:

	<u>Latest Estimated Cost</u> <u>(Outturn Prices)</u> £	
Building Works	470,909	
	Professional fees	36,940
Furniture and Equipment	122,650	
	<hr/>	
Total	630,499	
	<hr/>	

Anticipated cash flow

Capital Payments	2012/13 £	2013/14 £	Totals £
Building Works	409,737	61,172	470,909
Professional Fees	32,184	4,756	36,940
Furniture & Equipment	106,578	16,072	122,650
	<hr/>	<hr/>	<hr/>
Totals	548,499	82,000	630,499
	<hr/>	<hr/>	<hr/>

16. The subsequent sale of the Rolleston Drive Campus will realise an estimated capital receipt of £2 million.

Revenue budget implications

17. Any additional premises cost arising from these proposals will be met from the County Supplies Revenue budget.

Other Options Considered

18. As previously noted options were considered as follows:

To retain County Supplies on the Rolleston Drive campus.

A thorough survey concluded that the cost to modernise the premises and make them fit for purpose (including fire damage to part of the offices) would be £1.2 million. It was also estimated that the capital receipt from any sale of the remaining parts of the Rolleston Drive campus would be £485,000 lower if County Supplies were not to move.

To close the facility.

The estimated redundancy cost associated with closure is £520,000 and the stock loss is estimated as £300,000. On an ongoing basis the service would not be contributing a surplus of £76,000 and would not be contributing £120,000 towards other County Council overheads (finance, ICT and HR type costs). The County Council might also not be able to achieve the procurement savings that County Supplies is able to leverage.

Reason/s for Recommendation/s

19. The existing County Supplies building should be vacated to release the Rolleston Drive campus for sale. Of the options investigated the best value for money option is to relocate to the Calverton Business Park.

Statutory and Policy Implications

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

Implications for Service Users

21. The new building will provide purpose built storage and distribution facilities to benefit all users of the service across the whole of the County Council including Schools.

Financial Implications

22. These are set out in the report.

Equalities Implications

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

Crime and Disorder Implications

24. The proposed site is relatively straightforward to secure by the addition of exterior security fencing and associated CCTV. 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 fit-out.

25. Consultation with local residents and other interested parties will be undertaken as part of the planning process and this should effectively negate risk of disruption through protest or the like.

RECOMMENDATION/S

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

Jas Hundal
Service Director - Transport, Property & Environment

For any enquiries about this report please contact: Patrick Robinson 0115 9772086

Constitutional Comments (CEH 23.05.12)

26. The recommendations in the report are within the remit of Finance and Property Committee. The Committee has the authority to approve additional schemes or variations to additional schemes in the capital programme of over £250,000 and up to £2 million.

Financial Comments (PB 24.5.12)

27. The financial implications are as outlined in the report.

Background Papers

28. Business case data sheet summary.

Electoral Division(s) and Member(s) Affected

29. Ward(s) Arnold North
Member(s): Cllr Ged Clarke, Cllr Carol Pepper

However, County Supplies provide a service that affects all Electoral Divisions.

File ref.: CH/SB/00027

SP: 2243

Properties affected: 00027 - Rolleston Drive Campus



18 June 2012

Agenda Item: 7a

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

- 1. ETHEL WAINWRIGHT PRIMARY SCHOOL, HARROP WHITE ROAD, MANSFIELD.**
- 2. BURTON JOYCE PRIMARY SCHOOL, PADLEY'S LANE, BURTON JOYCE.**

Purpose of the Report

1. To seek approval of the Finance and Property Committee to the grant of a 125 year lease on the standard terms set out in the attached appendix to the Academy Trust for the following schools:-
 - a) Ethel Wainwright Primary School, Harrop White Road, Mansfield, NG19 6TF.
 - b) Burton Joyce Primary School, Padley's Lane, Burton Joyce. Nottingham NG14 5EB
2. To authorise the Corporate Director, Environment & Resources, (or his nominee) to approve site details and specific conditions in consultation with the Chair (or Vice Chair in his absence) of the Finance and Property Committee.

Information and Advice

Background

3. Councillors are probably aware that the Academies Act 2010 allows maintained schools to become Academies by applying to the Secretary of State for Conversion.
4. Once the conversion order has been granted it requires all parties to enter into a Transfer Agreement.
5. As a part of the Transfer Agreement the County Council is required to transfer the relevant assets currently held by the County Council or the existing governing body to the Academy Trust.

6. On a related matter, Councillors should note that other aspects of Academy Transfer will be reported to the Children & Young People's Committee as appropriate.
7. Ethel Wainwright Primary School and Burton Joyce Primary School are shortly to acquire Academy status and as part of the conversion process, governing bodies of Academy Schools are entitled to 125 year full repairing and insuring leases at a peppercorn rent of any Council owned land, forming part of the principal operational School site subject to rights to be reserved and leaseback of Council facilities where appropriate.
8. This report seeks approval to the granting of a 125 year lease to the Academy Trust on the Heads of Terms set out in the *attached* Appendix.

Other Options Considered

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

Reason/s for Recommendation/s

10. To comply with statutory requirements.

Statutory and Policy Implications

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

Recommendation

That approval is given to: -

- 1 seek approval of the Finance and Property Committee to the grant of a 125 year lease on the standard terms set out in the attached appendix to the Academy Trust for each of the following schools:-
 - a) Ethel Wainwright Primary School, Harrop White Road, Mansfield, NG19 6TF.
 - b) Burton Joyce Primary School, Padley's Lane, Burton Joyce. Nottingham NG14 5EB
- 2 Authorise the Corporate Director, Environment & Resources, (or his nominee) to approve site details and specific conditions in consultation with the Chair (or

Vice Chair in his absence) of the Finance and Property Committee.

Jas Hundal
Service Director, Transport, Property and Environment

For any enquiries about this report please contact: Patrick Robinson 0115 977 2086

Constitutional Comments (CEH 23.05.12)

12 The recommendations fall within the remit of the Finance and Property Committee.

Financial Comments (PB 24.5.12)

13 Any financial implications are highlighted in the exempt appendix.

Background Papers

14. None.

Electoral Division(s) and Member(s) Affected

15. Ward(s): Mansfield West, Carlton East
Member(s): Cllr Vic Bobo, Cllr June Stendall
Cllr J Clarke, Cllr A Clarke

File ref.: /PG/SB/01082

SP: 2242

Properties affected: 01082 - Ethel Wainwright Primary
01445 – Burton Joyce Primary School

APPENDIX

Heads of Terms

Demise:

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

Landlord:

Nottinghamshire County Council
County Hall
West Bridgford
Nottingham
NG2 7QZ

Tenant:

The Academy Trust for Ethel Wainwright Primary School

Rent:

A peppercorn

Term:

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

Outgoings:

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

Alienation:

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

Repair:

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

Signs and Advertisements

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

Use

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

Insurance

The Tenant will:

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

Alterations:

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

Statutory Obligations:

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

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

Timescale:

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

Legal Costs:

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

Conditions

The above remains subject to: -

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

18 June 2012

Agenda Item: 7b

REPORT OF SERVICE DIRECTOR TRANSPORT, PROPERTY AND ENVIRONMENT

RUSHCLIFFE COMPREHENSIVE SCHOOL, BOUNDARY ROAD, WEST BRIDGFORD, NOTTINGHAM

Purpose of the Report

- 1 To seek approval of the Finance and Property Committee to the freehold transfer of the land and property assets to the Governing Body of the Rushcliffe Comprehensive School, Boundary Road, West Bridgford, Nottingham, NG2 7BW this being subject to subsequent approval of any site-specific terms; and
- 2 To authorise the Corporate Director. Environment & Resources, (or his nominee) to approve site-specific terms and the transfer date, in consultation with the Chair (or Vice Chair in his absence) of the Finance and Property Committee.

Information and Advice

Background

- 3 Councillors are probably aware that managed schools are able to acquire Foundation status.
- 4 The legislation and guidance governing such asset transfers require that all land and property held or used by the local authority for the purposes of the school should transfer to the governing body, with specific provision for sites, which are shared with other, non-school, users.
- 5 It is proposed to transfer to the school's governing body the County Council's freehold interest in the school site subject to site-specific details as referred to above.
- 6 The Rushcliffe Comprehensive School will shortly be confirmed as having acquired Foundation status with the land and property assets transferring to the school's governing body, from the date of Foundation Transfer subject to formal agreement on the extent of the site to transfer.

Other Options Considered

- 7 The County Council is under a statutory obligation to transfer the school site to the Governing Body of the Foundation School. In the event of the parties, failing to reach agreement then the matter is referred to the Office of the Schools Adjudicator for determination. It is considered unlikely that the Adjudicator would agree to a basis of transfer other than that outlined above.

Reason/s for Recommendation/s

- 8 To comply with statutory requirements.

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

That the Finance and Property Committee: -

- 1 approves the freehold transfer of the land and property assets to the Governing Body of Rushcliffe Comprehensive School, Boundary Road, West Bridgford, Nottingham, NG2 7BW this being subject to subsequent approval of any site-specific terms; and
- 2 authorises the Corporate Director, Environment & Resources (or his nominee) to approve site-specific terms and the transfer date, in consultation with the Chair (or Vice Chair in his absence) of the Finance and Property Committee.

Jas Hundal

Service Director, Transport, Property and Environment

For any enquiries about this report please contact: Patrick Robinson 0115 9772086

Constitutional Comments

10. The recommendation falls within the remit of the Finance and Property Committee. [CEH 31.05.12]

Financial Comments

11. The freehold transfer to the governing body effectively creates a loss on disposal but is not a charge against council tax. (CDS 31/5/2012)

Background Papers

12. None.

Electoral Division(s) and Member(s) Affected

13. Ward(s): West Bridgford West
Member(s): Cllr Gordon Wheeler

File ref.: /PG/SB/01822

SP: 2245

Properties affected: 01822 - Rushcliffe Comprehensive

18 June 2012**Agenda Item: 7c****REPORT OF SERVICE DIRECTOR – TRANSPORT, PROPERTY &
ENVIRONMENT****CHAPEL FARM DEVELOPMENT SITE, LOW STREET, ELSTON,
NEWARK, NG23 5PA****Purpose of the Report**

1. To seek approval of the Finance & Property Committee to: -
 - a) the sale by auction of Chapel Farm Development Site, Low Street, Elston, Newark, NG23 5PA;
 - b) the variation of a Deed of Surrender dated 4th November 2008 of Chapel Farm site and a Tenancy Agreement of same date in respect of adjoining land in order to facilitate the sale;
 - c) the grant of authority for the Service Director, Transport, Property & Environment, in consultation the Chair (or Vice Chair in his absence) of the Finance and Property Committee also in consultation with the Auctioneers shortly prior to the auction date, to set the reserve price.

Information and Advice

2. Some information relating to this report is not for publication by virtue of paragraph 3 of Schedule 12A of the Local Government Act 1972. Having regard to the circumstances, on balance the public interest in disclosing the information does not outweigh the reason for exemption because divulging the information would significantly damage the Council's commercial position. The exempt information is set out in the exempt appendix.
 - a) This property has been declared surplus and is in the Capital Programme for disposal. It comprises part of the former Chapel Farm incorporating a barn, sheds and part derelict house. To enable the Council to realise a capital receipt it was considered strategically advantageous to the Council to negotiate a surrender of this part of the tenancy in order to secure planning permission for development and sell the land with the benefit of this planning permission.
 - b) Planning permission was secured on the 19th October 2011 for the demolition of the existing agricultural buildings and the construction of three two-storey

houses with attached garages. The existing two-storey house in the south-west corner of the site is to be retained and refurbished.

- c) The planning permission is subject to various conditions including an Environmental Study in part to consider ground contamination (desktop study carried out) and revised proposals for fencing.
- d) Prior to seeking planning permission the site was tenanted and a surrender agreement was entered in to with the tenant (who holds a tenancy, comprising in part, the adjoining Council owned house) imposing conditions which require the Council to erect boundary fencing of an agreed form and to construct a single garage plus store on the adjoining property. The obligations imposed on the Council by the surrender agreement are not fully compatible with the planning permission granted on the Chapel Farm Development Site and it has been agreed to vary the agreement, together with the tenancy of the adjoining land, to ensure consistency with the planning permission and to enable transfer of the obligations on to the purchaser.
- e) On the 31st January 2012, a report to the Cabinet Member of Finance and Property approved the marketing of the land for sale by auction with a further report to be submitted to seek approval for officer to set the reserve price in consultation with the Auctioneers shortly prior to the auction date.

Other Options Considered

- 3. Consideration had been given to sale of the site by Private Treaty but it was concluded that since the site already had planning permission and was well located that the best value and greatest interest would be secured by an auction sale and that this was also the quickest route to securing a capital receipt.

Reason/s for Recommendation/s

- 4. To achieve the early disposal of this land.

Statutory and Policy Implications

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

RECOMMENDATION/S

- 1. That the Finance & Property Committee approve: -
 - a) the sale by auction of Chapel Farm Development Site, Low Street, Elston, Newark, NG23 5PA;

- b) the variation of a Deed of Surrender dated 4th November 2008 of Chapel Farm site and a Tenancy Agreement of same date in respect of adjoining land in order to facilitate the sale;
- c) the grant of authority for the Service Director, Transport, Property & Environment, in consultation the Chair (or Vice Chair in his absence) of the Finance and Property Committee also in consultation with the Auctioneers shortly prior to the auction date, to set the reserve price.

Jas Hundal
Service Director – Transport, Property & Environment

For any enquiries about this report please contact: Patrick Robinson 0115 977 2086

Constitutional Comments (CEH 24.05.12)

- 8. The recommendations within the report fall within the remit to the Finance and Property Committee.

Financial Comments (PB 24.5.12)

- 9. Any sale will generate a capital receipt, which will be used to finance the Capital Programme. The auction costs will be funded from the Land Bank Budget within the Finance and Property Budget.

Electoral Division(s) and Member(s) Affected

- 10. Ward(s): Farndon and Muskham
Member(s): Cllr Sue Saddington

File ref.: /PG/SB/00052
SP: 2241
Properties affected: 00052 - Chapel Farm





18 June 2012**Agenda Item: 8****REPORT OF CORPORATE DIRECTOR, POLICY, PLANNING AND
CORPORATE SERVICES****WORK PROGRAMME****Purpose of the Report**

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

Information and Advice

2. The County Council requires each committee to maintain a work programme. The work programme will assist the management of the committee's agenda, the scheduling of the committee's business and forward planning. The work programme will be updated and reviewed at each pre-agenda meeting and committee meeting. Any member of the committee is able to suggest items for possible inclusion.
3. The attached work programme has been drafted in consultation with the Chairman and Vice-Chairman, and includes items which can be anticipated at the present time. Other items will be added to the programme as they are identified.
4. As part of the transparency introduced by the new committee arrangements, committees are expected to review day to day operational decisions made by officers using their delegated powers. It is anticipated that the committee will wish to commission periodic reports on such decisions. The committee is therefore requested to identify activities on which it would like to receive reports for inclusion in the work programme. It may be that the presentations about activities in the committee's remit will help to inform this.
5. Administration Committee has decided that there are no outside bodies which require regular reporting to Finance and Property Committee.

Other Options Considered

6. None.

Reason/s for Recommendation/s

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

Statutory and Policy Implications

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

RECOMMENDATION/S

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

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

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

Constitutional Comments (SLB 30/04/2012)

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

Financial Comments (MA 27/04/2012)

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

Background Papers

None.

Electoral Division(s) and Member(s) Affected

All

FINANCE & PROPERTY COMMITTEE - WORK PROGRAMME

<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>
18th June 2012				
Draft Management Accounts for 2011/12	Provisional Management Accounts for 2011/12	Decision	Paul Simpson	Pauline Moore
9th July 2012				
IT	Overview of work area.	Info.	Ivor Nicholson	
Property Disposal 2012/13	Planned building disposals for 2012/13	Decision	Patrick Robinson	
METRO	Introduction of new software package	Info.	Ivor Nicholson	
BMS	Progress Report	Info.		
Monthly Budget & Capital Monitoring Report 2012/13	Budget/Capital Monitoring, Capital Receipts, Capital Variations – Period 2	Decision	Paul Simpson	Pauline Moore
Councillors' Divisional Fund	Annual monitoring report	Info	TM Dem Serv	Dawn Lawren
17th September 2012				
Monthly Budget & Capital Monitoring Report 2012/13	Budget/Capital Monitoring, Capital Receipts, Capital Variations – Period 4	Decision	Paul Simpson	Pauline Moore
Property	Overview of work area.	Info.	Patrick Robinson	
Quarterly Progress Report	Review of performance (Apr – Jun).	Info.	Various	
Medium Term Financial Strategy - Update	MTFS Update pre-consultation	Decision	Paul Simpson	Pauline Moore
Quarterly Review of Treasury Management Activity	Quarterly Review of Treasury Management Activity	Information	Paul Simpson	Simon Cunningham
15th October 2012				
Finance / Procurement	Review of Officer Decisions.	Info.	Paul Simpson	
Monthly Budget & Capital Monitoring Report 2012/13	Budget/Capital Monitoring, Capital Receipts, Capital Variations – Period 5	Decision	Paul Simpson	Pauline Moore
F & P Committee Budget Proposal 2013/14	Initial F & P Committee Budget proposals for 2013/14+	Decision	Mike Atkinson	Mike Atkinson

<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>
12th November 2012				
Quarterly Progress Report	Review of performance (Jul – Sept).	Info.	Various	
IT	Review of Officer Decisions.	Info.	Ivor Nicholson	
Monthly Budget & Capital Monitoring Report 2012/13	Budget/Capital Monitoring, Capital Receipts, Capital Variations – Period 6	Decision	Paul Simpson	Pauline Moore
Initial County Council Budget & Capital Programme Proposals	Initial County Council Budget & Capital Programme Proposals 2013/14	Decision	Paul Simpson	Pauline Moore
Quarterly Review of Treasury Management Activity	Quarterly Review of Treasury Management Activity	Info	Paul Simpson	Simon Cunningham
10th December 2012				
Property	Review of Officer Decisions.	Info.	Patrick Robinson	
Monthly Budget & Capital Monitoring Report 2012/13	Budget/Capital Monitoring, Capital Receipts, Capital Variations – Period 7	Decision	Paul Simpson	Pauline Moore
Update on Budget consultation & Resource Allocations	Update on Budget 2013/14 consultation & Resource Allocations	Info.	Paul Simpson	Pauline Moore
21st January 2013				
Quarterly Progress Report	Review of performance (Oct – Dec).	Info.	Various	
Monthly Budget & Capital Monitoring Report 2012/13	Budget/Capital Monitoring, Capital Receipts, Capital Variations – Period 8	Decision	Paul Simpson	Pauline Moore
F & P Committee Budget Proposals 2013/14	Committee Budget Proposals 2013/14	Decision	Mike Atkinson	Mike Atkinson
25th February 2013				
Monthly Budget & Capital Monitoring Report 2012/13	Budget/Capital Monitoring, Capital Receipts, Capital Variations – Period 9	Decision	Paul Simpson	Pauline Moore

<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>
18th March 2013				
Monthly Budget & Capital Monitoring Report 2012/13	Budget/Capital Monitoring, Capital Receipts, Capital Variations – Period 10	Decision	Paul Simpson	Pauline Moore
22nd April 2013				
Quarterly Progress Report	Review of performance (Jan – Mar).	Info.	Various	
Monthly Budget & Capital Monitoring Report 2012/13	Budget/Capital Monitoring, Capital Receipts, Capital Variations – Period 11	Decision	Paul Simpson	Pauline Moore

Awaiting Scheduling – schools capital programm

