

Finance and Property Committee

Monday, 14 October 2013 at 14:00

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

AGENDA

- | | | |
|----|--|---------|
| 1 | Minutes of the last meeting held on 9 September 2013 | 3 - 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) | |
| 4 | Financial Monitoring Report Period 5 2013-14 | 11 - 32 |
| 5 | Dealing with Illegal and Unauthorised Encampments | 33 - 58 |
| 6 | Clayfields House - Additional Scheme to Capital Programme | 59 - 62 |
| 7a | Highways Act 1980 Acquisition of Land Act 1981 | 63 - 74 |
| 7b | Mansfield Bus Station Kiosk Unit 2 | 75 - 80 |
| 7c | Arnbrook Primary and Nursery School - Academy Conversion | 81 - 88 |
| 8 | Work Programme | 89 - 94 |

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 item.

10 Exempt appendices to property reports

(a) Highways Act 1980, Acquisition of Land Act 1981: A46 Newark to Widmerpool Improvement - Land Compensation

(b) Mansfield Bus Station - Kiosk Unit 2

Notes

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

Customer Services Centre 0300 500 80 80

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

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

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

Meeting FINANCE AND PROPERTY COMMITTEE

Date 9 September 2013 (commencing at 10.30 am)

Membership

Persons absent are marked with an 'A'

COUNCILLORS

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

| | |
|----------------|--------------|
| Reg Adair | Diana Meale |
| Nicki Brooks | Liz Plant |
| Richard Butler | Darrell Pulk |
| Kay Cutts | Ken Rigby |
| Stephen Garner | |

A Ex-Officio: Alan Rhodes

OFFICERS IN ATTENDANCE

Carl Bilbey, Conservative Group Research Officer
Paul Davies, Democratic Services Officer
Tim Gregory, Corporate Director, Environment and Resources
Jas Hundal, Service Director, Transport, Property and Environment
Sue Milburn, Group Manager, Strategy, Change and Information Management
Ivor Nicholson, Service Director, ICT
Paul Simpson, Service Director, Finance and Procurement
Gurdev Singh, Interim Team Manager, Category Management
Andrew Stevens, Group Manager, Property Strategy and Compliance
Nigel Stevenson, Group Manager, Corporate Accounting
Michelle Welsh, Labour Group Research Officer

MINUTES OF THE LAST MEETING

The minutes of the meeting held on 7 August 2013 were confirmed and signed by the Chair.

COMMITTEE MEMBERSHIP

It was reported that Councillors Nicki Brooks and Liz Plant had been appointed in place of Councillors Alan Bell and Yvonne Woodhead.

DECLARATIONS OF INTEREST

There were no declarations of interest.

PRESENTATION ON PROCUREMENT

Gurdev Singh gave a presentation on the procurement strategy, and responded to questions and comments.

RESOLVED 2013/115

That the presentation be received.

FINANCIAL MONITORING REPORT, PERIOD 4, 2013/14

RESOLVED 2013/116

- (1) That the current position regarding the monitoring of revenue expenditure be noted.
- (2) That the use of contingency as requested at paragraph 4.19 of the report be noted.
- (3) That the current Procurement Team performance be noted.
- (4) That the current position regarding the monitoring of capital expenditure be noted.
- (5) That the capital programme variations outlined in section 7 of the report be approved.
- (6) That it be noted that the current level of borrowing is expected to remain within the Council's prudential limits.
- (7) That the Balance Sheet update be noted.
- (8) That the future developments be noted.

LOCAL AUTHORITY MORTGAGE SCHEME UPDATE

Given that members expressed views in support of the Nottinghamshire Local Authority Mortgage Scheme (LAMS), and that full details of the Government's "Help to Buy" Scheme were awaited, the Chair moved an amended recommendation (3) below.

RESOLVED: 2013/117

- (1) That the success of the Local Authority Mortgage Scheme (LAMS) in Nottinghamshire be noted.

- (2) That support be given to continued investment in LAMS, particularly the joint working with district councils in LAMS, and all approvals obtained through Policy Committee on 12 December 2012 with regard to the eligibility criteria continue to apply.
- (3) That a decision on any additional investment in LAMS after the launch of the Government's "Help to Buy" Scheme in 2014 be postponed until a further report has been presented to the Finance and Property Committee.
- (4) That a further report be brought to Finance and Property Committee on the progress of the Nottinghamshire scheme(s).

REVIEW OF ICT STRATEGY: PRESENTATION

Ivor Nicholson gave a presentation on the review of the ICT strategy and the actions arising from it.

RESOLVED: 2013/118

That the presentation be received.

ICT PROGRAMMES AND PERFORMANCE, QUARTER 1, 2013/14

RESOLVED: 2013/119

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

PROPERTY TRANSACTIONS

LICENCE OF TEMPORARY ACCOMMODATION FOR REGISTRAR'S SERVICE

RESOLVED: 2013/120

That approval be given to the taking of a licence of the Welbeck Hall at West Bridgford Masonic Lodge to provide temporary accommodation for the Registrar's Service (Marriage and Civil Partnerships) in the Rushcliffe District on the terms set out in the exempt appendix to the report.

SALE OF FORMER EASTWOOD PRIMARY SCHOOL, DEVONSHIRE DRIVE, EASTWOOD

RESOLVED: 2013/121

That approval be given to the sale, subject only to contract, of the former Eastwood Primary School, Devonshire Drive, Eastwood, as set out in the exempt appendix to the report.

SALE OF ROLLESTON DRIVE CAMPUS SITE, ARNOLD

RESOLVED: 2013/122

That approval be given to the sale, subject to contract and planning, of the Rolleston Drive Campus site, Arnold, as set out in the exempt appendix to the report.

KINGS MILL ADVENTURE BASE – LEASE OF ADJACENT FIELD FOR ECOLOGY TRAIL

RESOLVED: 2013/123

That approval be given to taking a lease from Ashfield District Council of the adjacent field to Kings Mill Adventure Base for the development of an ecology trail on the terms set out in the exempt appendix to the report.

TIN HAT CENTRE, SELSTON – GRANT OF SUPPLEMENTAL LEASE AND THEREAFTER ENTER INTO AN UNDERLEASE

RESOLVED: 2013/124

That approval be given to granting a supplemental lease to the trustees of the Tin Hat Centre and thereafter approval also be given to the County Council taking an underlease from the Trustees to occupy part of the Tin Hat Centre for use as a children's centre, on the terms set out in the exempt appendix to the report.

CROPWELL BISHOP PRIMARY SCHOOL – LEASE TO BJ WRAP-AROUND COMMUNITY INTEREST COMPANY

RESOLVED: 2013/125

That approval be given to the grant of a lease for BJ Wrap-Around Community Interest Company at Cropwell Bishop Primary School as set out in the exempt appendix to the report.

SALE OF FORMER HIGHWAYS DEPOT, KELHAM ROAD, NEWARK

RESOLVED: 2013/126

That approval be given to the disposal of the former Highways Depot at Kelham Road/Great North Road, Newark on the terms set out in the exempt appendix to the Report.

HUCKNALL TOWN CENTRE IMPROVEMENT SCHEME (HTCIS) PROPERTY ACQUISITION – 26 WOOLLATON STREET, HUCKNALL

RESOLVED: 2013/127

That approval be given to the purchase of 26 Woollaton Street, Hucknall as per the Heads of Terms set out in the exempt appendix to the report.

ST PATRICK'S CATHOLIC PRIMARY AND NURSERY SCHOOL, MANSFIELD – ACADEMY CONVERSION

RESOLVED: 2013/128

- (1) That approval be given to the grant of a 125 year lease on the standard terms set out in the appendix to the report to the Academy Trust for St Patrick's Catholic Primary and Nursery School, Mansfield, this being subject to subsequent approval of any site specific details.
- (2) That the Corporate Director, Environment and Resources (or his nominee) be authorised to approve any site specific details and specific conditions in consultation with the Chair (or Vice-Chair in his absence) of the Finance and Property Committee.

HOLY TRINITY CATHOLIC PRIMARY AND NURSERY SCHOOL, NEWARK – ACADEMY CONVERSION

RESOLVED: 2013/129

- (1) That approval be given to the grant of a 125 year lease on the standard terms set out in the appendix to the report to the Academy Trust for Holy Trinity Catholic Primary and Nursery School, Mansfield, this being subject to subsequent approval of any site specific details.
- (2) That the Corporate Director, Environment and Resources (or his nominee) be authorised to approve any site specific details and specific conditions in consultation with the Chair (or Vice-Chair in his absence) of the Finance and Property Committee.

WORK PROGRAMME

RESOLVED: 2013/130

That the work programme be noted.

EXCLUSION OF THE PUBLIC

RESOLVED: 2013/131

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.

LICENCE OF TEMPORARY ACCCOMMODATION FOR REGISTRAR'S SERVICE

RESOLVED: 2013/132

That the information in the exempt appendix to the report be noted.

SALE OF FORMER EASTWOOD PRIMARY SCHOOL, DEVONSHIRE DRIVE, EASTWOOD

RESOLVED: 2013/133

That the information in the exempt appendix to the report be noted.

SALE OF ROLLESTON DRIVE CAMPUS SITE, ARNOLD

RESOLVED: 2013/134

That the information in the exempt appendix to the report be noted.

KINGS MILL ADVENTURE BASE – LEASE OF ADJACENT FIELD FOR ECOLOGY TRAIL

RESOLVED: 2013/135

That the information in the exempt appendix to the report be noted.

TIN HAT CENTRE, SELSTON – GRANT OF SUPPLEMENTAL LEASE AND THEREAFTER ENTER INTO AN UNDERLEASE

RESOLVED: 2013/136

That the information in the exempt appendix to the report be noted.

CROPWELL BISHOP PRIMARY SCHOOL – LEASE TO BJ WRAP-AROUND COMMUNITY INTEREST COMPANY

RESOLVED: 2013/137

That the information in the exempt appendix to the report be noted.

SALE OF FORMER HIGHWAYS DEPOT, KELHAM ROAD, NEWARK

RESOLVED: 2013/138

That the information in the exempt appendix to the report be noted.

**HUCKNALL TOWN CENTRE IMPROVEMENT SCHEME (HTCIS) PROPERTY
ACQUISITION – 26 WOOLLATON STREET, HUCKNALL**

RESOLVED: 2013/139

That the information in the exempt appendix to the report be noted.

The meeting closed at 12.15 pm.

CHAIR

REPORT OF THE SERVICE DIRECTOR – FINANCE & PROCUREMENT**FINANCIAL MONITORING REPORT: PERIOD 5 2013/2014****Purpose of the Report**

- 1.1 To provide a summary of the revenue position of the County Council for the year to date with year-end forecasts.
- 1.2 To provide a summary of the Procurement Team's current performance.
- 1.3 To provide a summary of Capital Programme expenditure to date and year-end forecasts.
- 1.4 To request approval of proposed variations to the capital programme.
- 1.5 To inform Members of the Council's in year Balance Sheet transactions.

Information and Advice**2. Background**

- 2.1 The Council's budget was approved at the Full Council meeting 28 February 2013. As with the previous financial year, progress updates will be reported to Committee each month.

3. Summary Financial Position

- 3.1 The use of £15.1m of General Fund balances was included when the budget was approved. The current forecast is presented on the basis that this will be the case at year end, and projects a minor overspend of £0.2m as summarised in Table 1 below. General Fund balances will be used to cover this if it should remain at final outturn.

Table 1 – Summary Revenue Position

| Forecast Variance as at Period 4 £'000 | Committee | Annual Budget £'000 | Actual to Period 5 £'000 | Year-End Forecast £'000 | Latest Forecast Variance £'000 |
|---|--|---------------------------|--------------------------------|-------------------------------|---|
| 984 | Children & Young People | 166,227 | 48,870 | 166,249 | 22 |
| 5,256 | Adult Social Care & Health | 215,139 | 95,979 | 218,982 | 3,843 |
| (534) | Transport & Highways | 63,038 | 23,220 | 62,475 | (563) |
| (217) | Environment & Sustainability | 28,925 | 7,426 | 28,776 | (149) |
| 195 | Community Safety | 4,044 | 288 | 4,148 | 104 |
| 82 | Culture | 15,301 | 6,571 | 15,334 | 33 |
| (178) | Policy | 32,102 | 13,029 | 32,015 | (87) |
| (644) | Finance & Property | 29,228 | 15,114 | 28,981 | (247) |
| 6 | Personnel | 2,589 | 845 | 2,670 | 81 |
| 1 | Economic Development | 1,224 | 358 | 1,224 | - |
| (3,293) | Public Health | - | (9,387) | (3,293) | (3,293) |
| 1,658 | Net Committee (under)/overspend | 557,817 | 202,313 | 557,561 | (256) |
| (2,100) | Central items | (15,933) | (2,724) | (18,797) | (2,864) |
| (442) | Forecast prior to use of reserves | 541,884 | 199,589 | 538,764 | (3,120) |
| - | Transfer to / (from) Corporate reserves | (14,782) | (1,350) | (14,782) | - |
| 3,293 | Transfer Public Health underspend to earmarked Public Health reserve | - | - | 3,293 | 3,293 |
| - | Transfer to / (from) General Fund | (15,138) | - | (15,138) | - |
| 2,851 | Net County Council | 511,964 | 198,239 | 512,137 | 173 |

Note:

Public Health expenditure is funded in full by a ring-fenced grant of £35.1m. The grant was previously shown separately within Central Items. Given the forecast underspend, it is proposed to transfer the balance to a reserve at year end, to ensure the full grant is spent on Public Health priorities.

4. Committee and Central Items

4.1 The main variations that have been identified are explained in the following section.

Children and Young People (minor overspend)

4.2 Children's Social Care Division

The Division is reporting a forecast overspending of £0.6 m, an improvement in the reported variance at period 4 of £0.8 m. The major contributing variances & changes being:

- £1.7m overspend on social work staffing due to the use of agency staff to cover vacancies – an increase of £0.1m on period 4

- £0.3m overspend on home to school transport for looked after children
- £0.3m overspend in the Fostering Service as efforts are made to increase in-house capacity
- Minor overspend in the Adoption Service this is a decrease of £0.4m on the forecast reported at period 4 as part of the Adoption Reform Grant will now be used to fund this expenditure.
- The above are partially offset by a £1.4m underspend on Child Placements due to lower numbers of children requiring these places than anticipated to date. This is an increase of £0.2m on last month's forecast underspend largely due to data cleansing which will continue into period 6
- The Children's Disability Service is now forecasting an underspend of £0.4m across its services. £0.2m of which on flexible short breaks and £0.2m on Community Services.

4.3 Education Standards, & Inclusion Division

The Division is reporting a small forecast underspending, the main variances being:

- £0.3m overspend on Special Educational Needs & Disability, the majority of which is on transport
- £0.2m overspend on departmental overheads
- £0.1m overspend on Business Support
- £0.4m underspend on Support to Schools Service
- £0.2m underspend on the Preferred Travel Scheme

4.4 Youth, Families, & Culture Division

The forecast reflects a net underspending of £0.5m (an improvement of £0.2m on the position on period 4) consisting of:

- A £0.2m overspend on the Supporting People budget which is to be funded from an earmarked reserve set aside for this purpose
- £0.1m overspend on Libraries & Archives largely due to premises costs
- A net £0.9m (£0.4m at period 4) underspend across the division, largely due to staff vacancies, though £0.1m of the increased underspend due to spending controls and unallocated commissioning within the Planning, Performance and Quality Assurance Group

Adult Social Care & Health (forecast £3.8m net overspend)

4.5 Younger Adults Division

The Division is currently forecasting an overspend of £3.9m against the base budget. This is primarily due a forecast overspend of £1.2m on Learning Disability Campus, a shortfall on Learning Disability Continuing Health Care income of £1.0m and an overspend of £4.6m on Learning Disability Community Care. This is partially offset by an underspend of £1.8m on Physical Disability and smaller underspends on Day Services and Short breaks.

The overspend has reduced by £2.4m since last month. This is primarily due to a budget virement of £0.9m into Learning Disability and £0.6m into Physical Disability to cover the Promoting Independence Workers.

The Younger Adults division are currently exploring a number of options to reduce the additional costs, through management action and the utilisation of earmarked reserves. An independent review of Continuing Care Assessments is also planned to ensure that the contribution of costs is fair and reasonable from the Health Service towards care packages.

4.6 Joint Commissioning Division

The Division is currently forecasting an overspend of £2.5m against the base budget. This is due to an anticipated shortfall of £2.6m on Client Contribution Income. As the shortfall in client contributions is an on-going budget pressure, with a reported shortfall of £2.0m in 2012/13, the 2014/15 budgets will be rebased to ensure that the budget for client contributions reflects the expected income. This is partially offset by several small underspends across the division.

4.7 Older Adults Division

The Division is currently forecasting an overspend of £0.8m against the base budget. This is due to an overspend of £2.7m on Direct Payments, a £0.4m overspend on Fieldwork budgets and a £0.3m overspend on the Integrated Discharge Scheme. Within Community Care, there are also overspends of £0.3m against Long Term Care, £0.4m against Short Term Care and £0.2m against Other Community Care.

These are offset by an underspend of £1.5m on NHS Support to Social Care, in year savings on the dementia quality mark of £1.0m and an underspend of £0.7m on Care and Support Centres. In addition the utilisation of both £1.0m of Carers income due and £0.5m of the NHS reserve has been factored into the forecast. The Older Adults division are currently exploring a number of options to reduce the additional costs.

4.8 Promoting Independence Division

The Division is currently forecasting an underspend of £0.7m against the base budget. This is due to an overspend of £0.4m on the use of agency and overtime within the Reablement service, offset by a £1.0m underspend on the National Welfare Assistance Fund and a £0.1m underspend in Customer Access.

4.9 Transfer to / from reserves

This forecast includes the anticipated use of £6.8m of earmarked reserves.

Transport & Highways (forecast £0.6m net underspend)

- 4.10 There is an in-year saving on Concessionary Fares (£0.4 m) due to Premiere going into administration in January 2013 with the services provided by this company being reallocated to a number of alternative transport operators.

Finance & Property (forecast £0.3m net underspend)

- 4.11 The forecast reflects an under-spending of £0.2m against the budget due to staff vacancies within Finance & Procurement (£0.6 m) as a result of the on-going reorganisation. IT Services are forecasting an overspend of £0.3m which is due

to the acceleration of the CERP (equipment replacement programme) £0.2 m; Insurances and Schools Trading (combined £0.1 m).

Environment & Sustainability Committee (forecast £0.1m underspend)

- 4.12 The Waste and Energy Division is reporting an underspend of £0.3m. This is mainly due to additional income relating to energy rebates as a result of the increased rebate received rising from 1p to 2p per Kilowatt hour of energy used and the Eastcroft Incinerator maintenance shutdown completing to schedule this year, resulting in a movement of costs between the PFI and Non-PFI lines. This is offset by an overspend (£0.2 m) in Development Management and Local Plans.

Public Health (forecast £3.3m underspend)

4.13 Proposed development funding

A forecast underspend of £2.5m relates to the proposed developments being put on hold for 2013/14 while a full review of current and future years budgets takes place. The following policy areas are affected:

- | | |
|--------------------------|-------|
| • Sexual Health | £0.5m |
| • Health Check Programme | £0.5m |
| • Obesity | £0.5m |
| • Smoking and Tobacco | £0.8m |
| • Community Safety | £0.2m |

The forecast underspend in the policy areas of Sexual Health and Smoking & Tobacco are partially offset by contract costs that were not included in the original budget. The additional contract costs are £0.2m for Sexual Health and £0.3m for Smoking and Tobacco. This reduces the forecast development funding underspend across the above policy areas to £2.0m.

4.14 Public Health Directorate

The Policy area is reporting a forecast underspend of £1.3m. £1.2m relates to a predicted underspend on the Public Health transition contingency and £0.1m relates to forecast salary savings arising from unfilled vacancies.

Central Items (forecast £2.8m net underspend)

- 4.15 Central Items primarily consists of interest and payments on cash balances and borrowing, together with various grants, contingency and movements on reserves.
- 4.16 Interest payments are currently forecast to be £2.3m less than the original budget. This is primarily due to slippage of the 2012/13 capital programme, resulting in a reduction in the Council's borrowing requirement.
- 4.17 The 2012/13 contingency budget was originally set at £5m, of which, £3m was earmarked for redundancy. As in previous years, and in accordance with accounting practice, a provision was set aside in 2012/13 to meet the costs of expected redundancies that will fall in 2013/14. This was based on outstanding

Section 188 notices at the time and totalled £1.3m. Redundancy payments made in the current financial year to date total £1.0m. It is expected that the remaining provision will be required later in the year.

- 4.18 As yet, it is not possible to estimate the current year's redundancy costs, but should the budget not be required in full, it is likely that approval will be sought to transfer the underspend to the Councils redundancy reserve. Therefore the figures included in Table 1 assume nil variance against this budget.
- 4.19 In relation to the general contingency no schemes have been identified for contingency funding since the last monitoring report.
- 4.20 The balance of contingency is currently £3.6m. It is likely that further contingency requests will be made throughout the year, and the figures in Table 1 assume that the allocation for general contingency will be required in full. However, should further requests not materialise, this budget could be used to the offset the reported committee overspend.
- 4.21 At the time of setting the 2013/14 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. Since then, confirmations have been received, resulting in a net increase of £0.5m in 2013/14.

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

- 4.22 The latest forecast assumes the budgeted £15.1m contribution from General Fund balances will be drawn upon in full.

5. Progress with savings and risks to the forecast

- 5.1 Since 2010/11 the Council has delivered savings of over £100m with a further £10m expected in the current year. The base budget review identified some movement in the savings and realignments were made to 2013/14 budgets where appropriate. Officers monitor the deliverability of individual schemes and targets as part of the budget monitoring process and reflect achievability in the forecast outturn. The funding shortfall over the medium term will require further savings to be found and work has commenced in drafting proposals to deal with this as part of the Council's Medium Term Financial Strategy refresh.

6. Procurement Performance

- 6.1 As an organisation, the Council has spent £290m with external suppliers for the year to date, which is an increase of £30m from the same period in 2012/13.
- 6.2 The diagram below shows how the total amount spent is divided across the Committees, with 60% of all expenditure going through ASCHPP and CFCS and 33% through Highways and Property (E&R).



6.3 Operational Purchasing is responsible for activities that enable the organisation to order and pay for goods and services. These activities control the efficiency with which items are procured and also ensure compliance with Council Financial Regulations as well as EU and UK Directives and Law. This leads to greater savings and reduced risk. The following sections describe key measures for this aspect of Procurement activity.

6.4 Payment and Ordering routes are defined by the way the business raises orders with suppliers. The preferred route is to use BMS which has been a major investment in the last few years. Orders which use BMS are classified as Compliant Purchase Orders (Compliant), Non Purchase Orders (Semi or Non-Compliant) and Interface (Out of Scope - integrated systems that make payment only e.g. Framework – no other order details are retained on SAP).

6.5 Purchase Orders are beneficial to the organisation as they provide visibility of what we spend which in turn provides a financial benefit through savings and maximises return on investment in SAP.

Currently:-

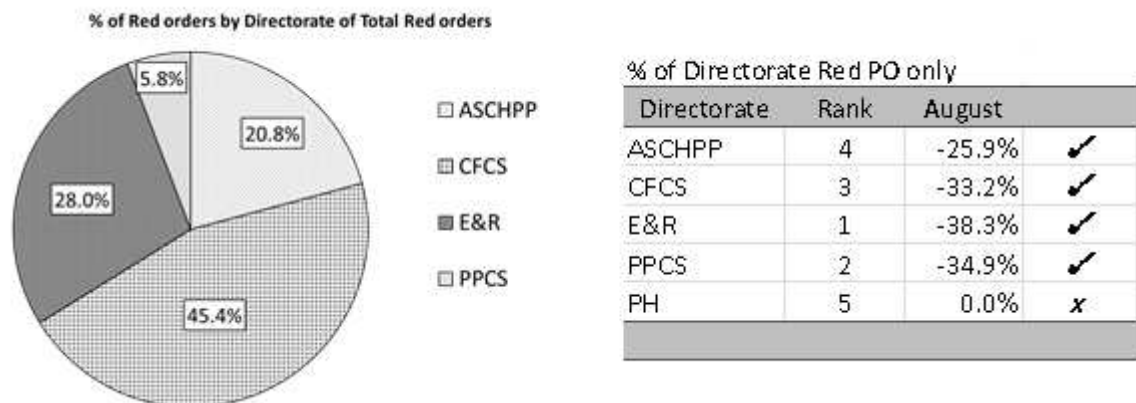
- Compliant ordering has decreased (Aug 44.6% of the total)
- Non-compliant ordering is decreasing
- Interface has increased (Aug 28.8% vs Jul 28.1%)

6.6 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.

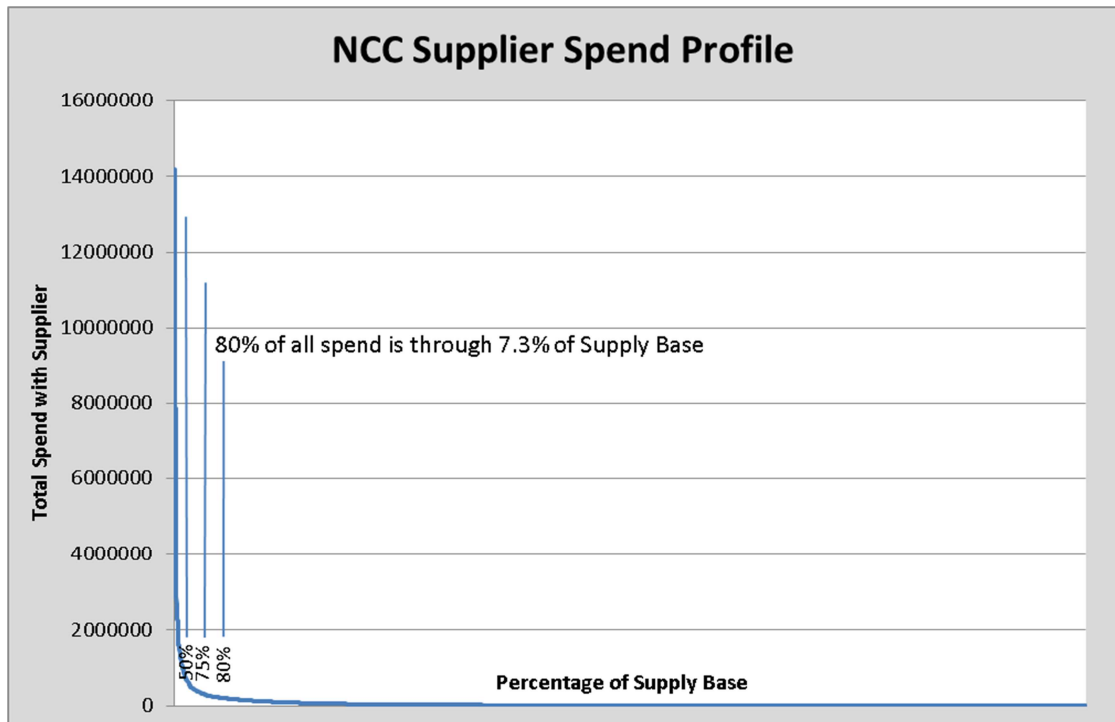
6.7 An increase in Green ordering leads to:

- A reduction in the average number of days taken to raise an order with suppliers
- Reduced lead time to order and receive delivery of goods/ services
- Reduction in supply chain risk
- Increased department productivity
- Decreased processing costs

- 6.8 The chart below identifies the percentage of total Red orders monthly by Directorate. CFCS has the highest number of Red orders for the month at 45.4% of the total, E&R has the greatest reduction, down 2.2% from 30.1% in July to 28.0% in August. Table 1.0 demonstrates the performance of Red order volume by Directorate against the Directorate's previous months Red order figure; E&R as a department, has reduced the total number of Red orders by 38.3% in August compared to July.



- 6.9 The chart below shows suppliers ranked by the amount NCC spends with them. There are a high number of suppliers with whom NCC spends less than £5,000.
- 6.10 The top 7.3% (444) of suppliers account for 80% of the total supplier spend. The remaining 92.7% (5,626 suppliers) have a total expenditure of £58.2m with an average spend of £10,337. A high number of suppliers with a low average order value can create several distinct issues:-
- Reduced control over purchasing activity
 - Higher processing costs (the cost of raising an order or processing an invoice remains the same regardless of order value)
 - High risk to the organisation due historical lack of commercial auditing i.e. continuity of supply and financial robustness
- 6.11 Reducing the number of suppliers will allow more efficient ordering, fewer staff hours processing the orders, reduced risk to the organisation and greater control of spend. The Procurement Centre has worked extensively with departments to reduce these risks/issues by implementing catalogues and contracts and 'vetting' suppliers to ensure the widest possible product/ service availability to the organisation.



6.12 The strategy for the Procurement Centre is based on the Balanced Scorecard approach. This has four aspects:

- Financial: this looks at how we can create value by working with internal stakeholders and supply markets – cost savings is just one measure
- Customer: to achieve our vision, how should we appear to the departments that we work with?
- Internal business processes: to satisfy our stakeholders and customers we need to focus on the things that add value and eliminate or streamline the rest
- Learning and growth: to achieve our vision, how will we sustain our ability to change and improve?

6.13 The following is an outline of the projects to be implemented as defined by the Balance Scorecard.

Customer Focus

- Customer Satisfaction - feedback from our client base on our performance
- Marketing plan - marketing what we will do and how we will do it
- Communications plan - How are we to communicate with our customers

Learning and Growth

- Skills audit and gap analysis - to identify a structured and tailored training programme
- Renew and rationalise policies and procedures - optimising the way the department works
- Enhance the expertise of the Procurement Centre and the wider organisation in commercial skills

Business Processes

- Vendor Performance Management - Understand supply chain risks, market analysis
- Supplier spend analysis - improve knowledge of spend and analytics
- Design/improve processes - process improvement, making the department more efficient

Financial Objectives

- Cost savings - make transformational savings to support corporate objectives
- Demand Management - understanding and challenging the demand and the need for goods and or services
- Risk management - more consistent approach to analysing supply chain failure

7. Capital Programme

Approved Capital Programme

- 7.1 Table 2 summarises changes in the gross Capital Programme for 2013/14 since approval of the original programme in the Budget Report (Council 28/02/13):

Table 2 – Revised Capital Programme for 2013/14

| | 2013/14 | |
|--|---------|----------------|
| | £000 | £000 |
| Approved per Council (Budget Report 2013/14) | | 132,956 |
| Variations funded from County Council Allocations: Net slippage/variatioins from 2012/13 and financing adjustments. | 11,081 | |
| Variations approved to F&P Committee (15/07/13) | (1,318) | |
| Variations approved to F&P Committee (09/09/13) | (4,559) | |
| | | 5,204 |
| Variations funded from other sources: Net slippage/variatioins from 2012/13 | 1,551 | |
| Variations approved to F&P Committee (15/07/13) | 2,453 | |
| Variations approved to F&P Committee (09/09/13) | 592 | |
| | | 4,596 |
| Revised Gross Programme | | 142,756 |

Capital Monitoring

- 7.2 Table 3 shows actual capital expenditure to date against the forecast outturn at Period 5.

Table 3 – Capital Expenditure and Forecasts as at Period 5

| Committee | Revised Capital Programme £'000 | Actual Expenditure to Period 4 £'000 | Forecast Outturn £'000 | Expected Variance £'000 |
|------------------------------|--|---|---------------------------------------|--|
| Children & Young People | 61,196 | 18,893 | 59,761 | (1,435) |
| Adult Social Care & Health | 4,500 | 137 | 4,500 | (0) |
| Transport & Highways | 41,611 | 18,675 | 42,590 | 979 |
| Environment & Sustainability | 4,682 | 922 | 4,870 | 188 |
| Community Safety | 289 | 161 | 289 | 0 |
| Culture | 7,526 | 412 | 6,569 | (957) |
| Policy | 6,376 | 1,461 | 6,361 | (15) |
| Finance & Property | 15,429 | 3,824 | 15,429 | 0 |
| Personnel | 68 | 0 | 68 | 0 |
| Contingency | 1,079 | 0 | 1,079 | 0 |
| TOTAL | 142,756 | 44,485 | 141,517 | (1,239) |

7.3 A capital programme review is currently underway to ensure that the County Council's capital programme is aligned as closely as possible to the new administration's priorities. The outcome of the capital programme review will be reported in due course. Out-turn variations identified by Departments at Period 4 are highlighted below:-

7.4 In the Children and Young People's Committee, a number of variations to the capital programme are proposed as follows:-

7.5 There is a forecast underspend of £0.835m against the Edwinstowe Respite Centre to reflect project slippage whilst the project is still awaiting the purchase of the CISWO building and land.

It is proposed that the Children and Young People's capital programme is varied to reflect the identified slippage.

7.6 There is a forecast underspend of £0.600m against the Rushcliffe Children's Centre budget following the identification of programme savings.

It is proposed that the Children and Young People's capital programme is varied to reflect the identified programme savings.

7.7 The Children's Social Care Division is proposing to use £0.800m of their reserves to carry out capital improvement works at Clayfields House. More details with regard to this project are detailed elsewhere in the agenda.

It is proposed that the Children and Young People's capital programme is varied to incorporate the capital improvement project at Clayfields House.

- 7.8 A section 106 contribution totalling £0.339m has been received for a project at Joseph Whitaker School. It is proposed that the funding is paid over to the Academy to part fund capital works.

It is proposed that the Children and Young People's capital programme is varied to incorporate the Section 106 contribution received for works at Joseph Whitaker School.

- 7.9 In the Transport and Highways Committee, there is a forecast overspend of £1.150m as a result of over-programming in the Local Transport Plan and Road Maintenance and Renewal programme. Work is on-going to drive the forecast overspend down and to manage within approved budgets.

- 7.10 In the Culture Committee, there is a forecast underspend of £0.957m against the Nottinghamshire Archives Extension as a result of slippage caused by project design issues.

It is proposed that the Culture Committee's capital programme is varied to reflect the identified slippage.

- 7.11 In the Policy Committee, there is a forecast underspend of £0.208m against the EDRMS project as a result of the project being delivered within budget.

It is proposed that the Policy Committee's capital programme is varied to reflect the identified project saving.

Also in the Policy Committee, there is a forecast overspend of £0.193m against the Ways of Working programme as a result of funding adjustments and minor cost increases.

Financing the Approved Capital Programme

- 7.12 Table 4 summarises the financing of the overall approved Capital Programme for 2013/14.

Table 4 – Financing of the Approved Capital Programme for 2013/14

| Committee | Capital Allocations £'000 | Grants & Contributions £'000 | Revenue £'000 | Reserves £'000 | Gross Programme £'000 |
|------------------------------|--------------------------------------|---|--------------------------|---------------------------|----------------------------------|
| Children & Young People | 38,593 | 21,863 | 0 | 740 | 61,196 |
| Adult Social Care & Health | 2,472 | 1,891 | 45 | 92 | 4,500 |
| Transport & Highways | 7,966 | 21,685 | 0 | 11,960 | 41,611 |
| Environment & Sustainability | 3,682 | 500 | 500 | 0 | 4,682 |
| Community Safety | 289 | 0 | 0 | 0 | 289 |
| Culture | 2,365 | 1,465 | 7 | 3,689 | 7,526 |
| Policy | 6,376 | 0 | 0 | 0 | 6,376 |
| Finance & Property | 14,826 | 0 | 0 | 603 | 15,429 |
| Personnel | 0 | 0 | 0 | 68 | 68 |
| Contingency | 1,079 | 0 | 0 | 0 | 1,079 |
| TOTAL | 77,648 | 47,404 | 552 | 17,152 | 142,756 |

7.13 It is anticipated that borrowing in 2013/14 will increase by £4.0m from the forecast in the Budget Report 2013/14 (Council 28/02/13). This increase is a primarily as a consequence of:

- £11.1m of net slippage from 2012/13 to 2013/14 and financing adjustments funded by capital allocations.
- Variations to the 2013/14 capital programme funded from capital allocations totalling £5.9m as approved to September Finance & Property Committee.
- net slippage/reduction in 2013/14 of £1.2m of capital expenditure funded by capital allocation identified as part of the departmental capital monitoring exercise.

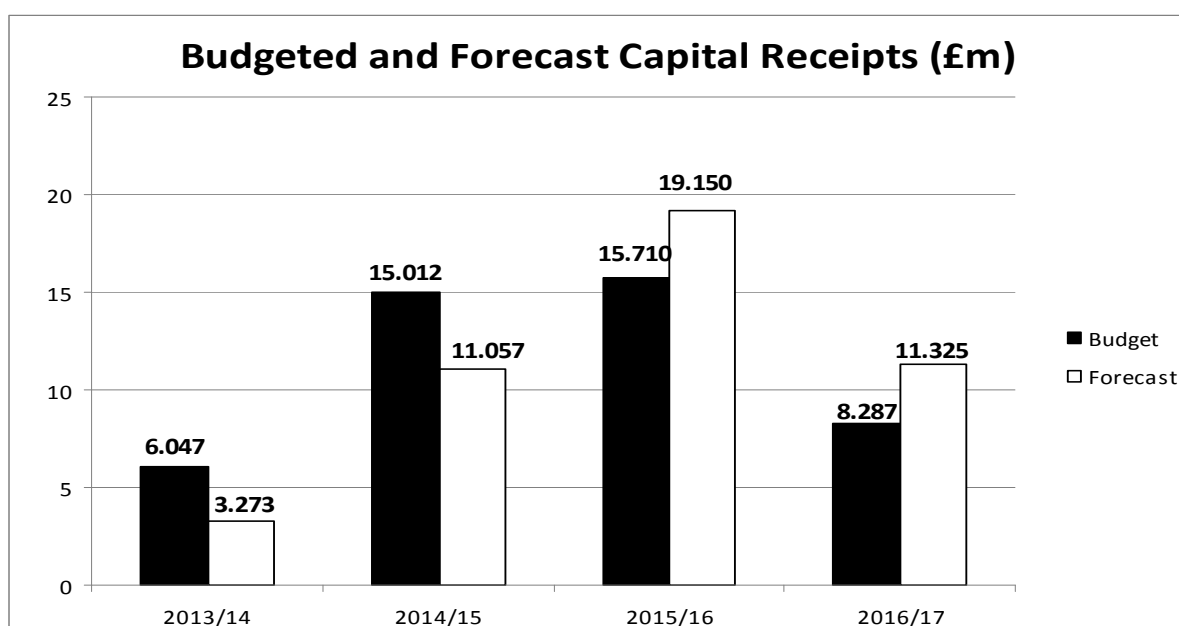
Prudential Indicator Monitoring

7.14 Performance against the Council's Prudential Indicators will be regularly monitored to ensure that external debt remains within both the Operational Boundary and the Authorised Limit.

Capital Receipts Monitoring

7.15 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. They also include an estimated £50k of vehicle receipts.

7.16 The chart below shows the budgeted and forecast capital receipts for the four years to 2016/17.



- 7.17 The dark bars in the chart show the budgeted capital receipts included in the Budget Report 2013/14 (Council 28/02/2013). These capital receipts budgets prudently incorporated slippage, giving a degree of “protection” from the risk of non-delivery. The bars also incorporate anticipated slippage.
- 7.18 The forecast for 2013/14 is currently estimated to be £2.774m less than the budgeted capital receipts as a result of slippage.
- 7.19 The number and size of large anticipated receipts increase the risk that income from property sales will be even lower than the revised forecasts over the next three years. Although the revised forecasts incorporate an element of slippage, a delay in receiving just two or three large receipts could result in sales being lower than these forecasts. For example, a scenario in which £4m of capital receipts are realised in 2012/13 and £9m of capital receipts are realised in 2013/14 would not be considered unlikely. This would represent a reduction of £36m from the budgeted level of capital receipts for 2012-14.
- 7.20 Current Council policy (Budget Report 2013/14) 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.
- 7.21 As highlighted in the Budget Report 2013/14, the Council’s medium-term forecasts were predicated on an ambitious level of capital receipts. Given current concerns about further revenue reductions, it is important to regularly monitor capital receipt forecasts and their effect on the overall revenue impact of the Capital Programme.

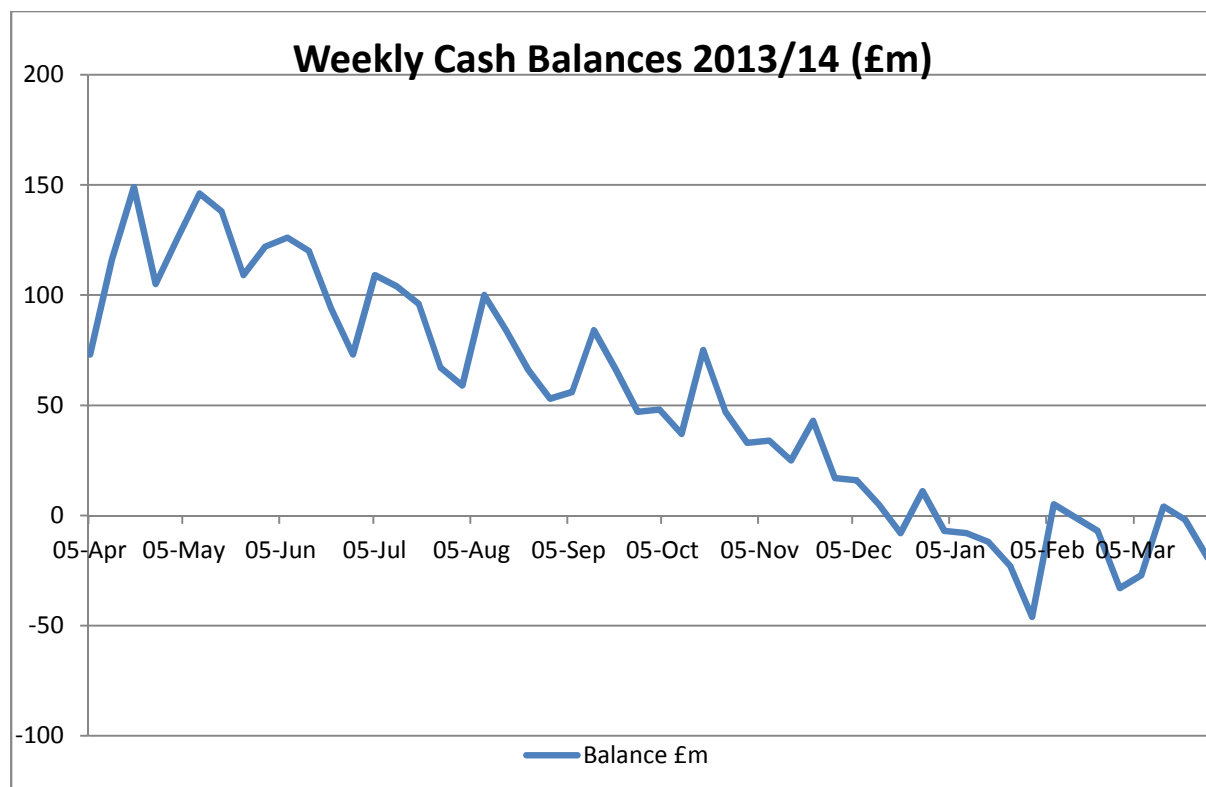
8. Balance Sheet

Impact on General Fund Balances

- 8.1 Members approved the 2012/13 closing General Fund Balance of £42.1m (Council 11 July 2013). The 2013/14 budget approves utilisation of £15.1m of balances which will result in a closing balance of £27m at 31/03/2014, which is just over 5% of the Budget Requirement.

Treasury Management

- 8.2 Cash flow is kept under constant monitoring by the Senior Accountant (Pensions & Treasury Management) with the overall position reviewed quarterly by the Treasury Management Group. The following graph shows the actual cash balances to date and the forecasts for the remainder of the year. Cash inflows are typically higher at the start of the year due to the front loading receipt of Central Government grants, and the payment profile of precepts. However, cash outflows, in particular capital expenditure, tend to occur later in the year.

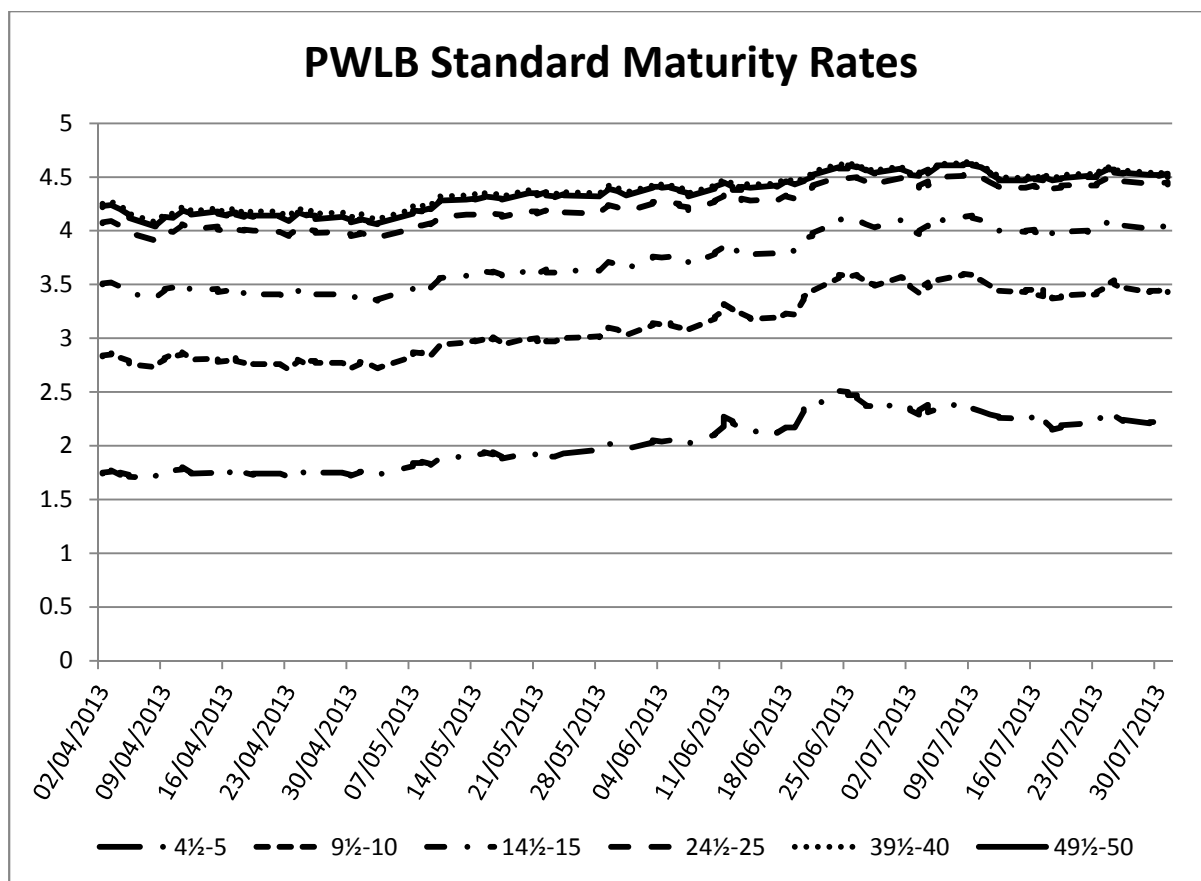


8.3 The treasury strategy for 2013/14 identified a need for additional borrowing of £10m to replenish cash reserves and £30m to fund the capital programme. The chart above indicates that sufficient cash balances will be maintained for much of the year but that external borrowing will be required towards the end of 2013.

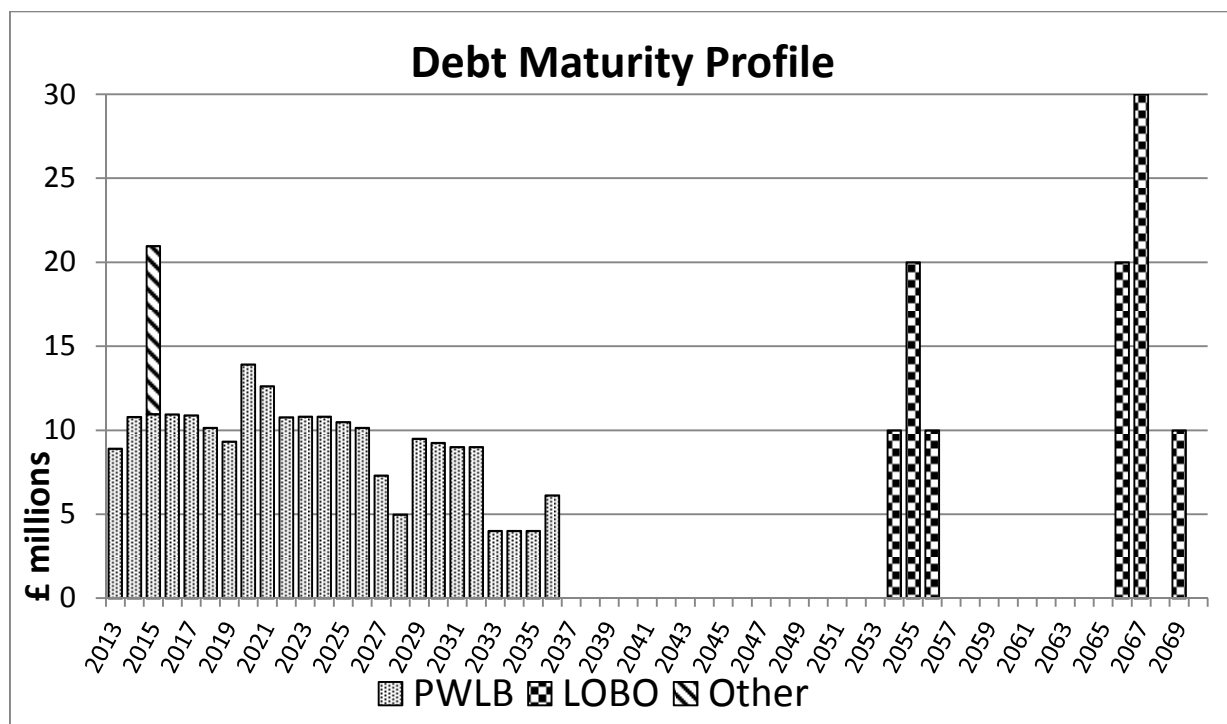
8.4 Borrowing decisions take account of a number of factors including:

- Current interest rates and recent trends
- The impact of new debt on revenue budgets
- The maturity profile of existing debt

8.5 The chart below shows the movement in standard PWLB interest rates during 2013/14 to date. Improving economic data combined with comments from the US Federal Reserve about the possible removal of quantitative easing caused gilt yields to move sharply higher during the quarter and this is reflected in PWLB rates.

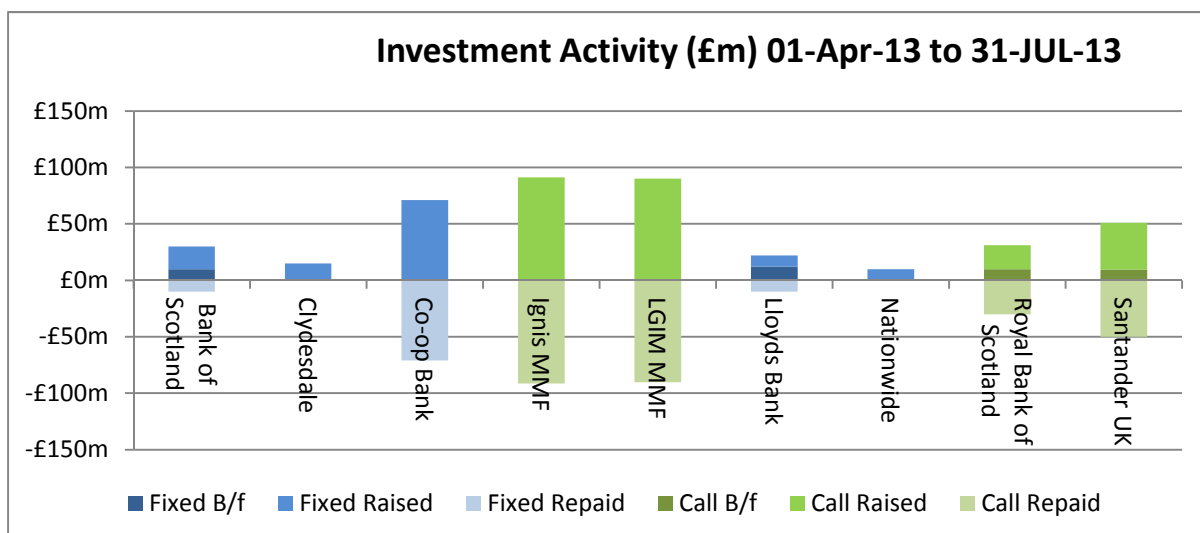


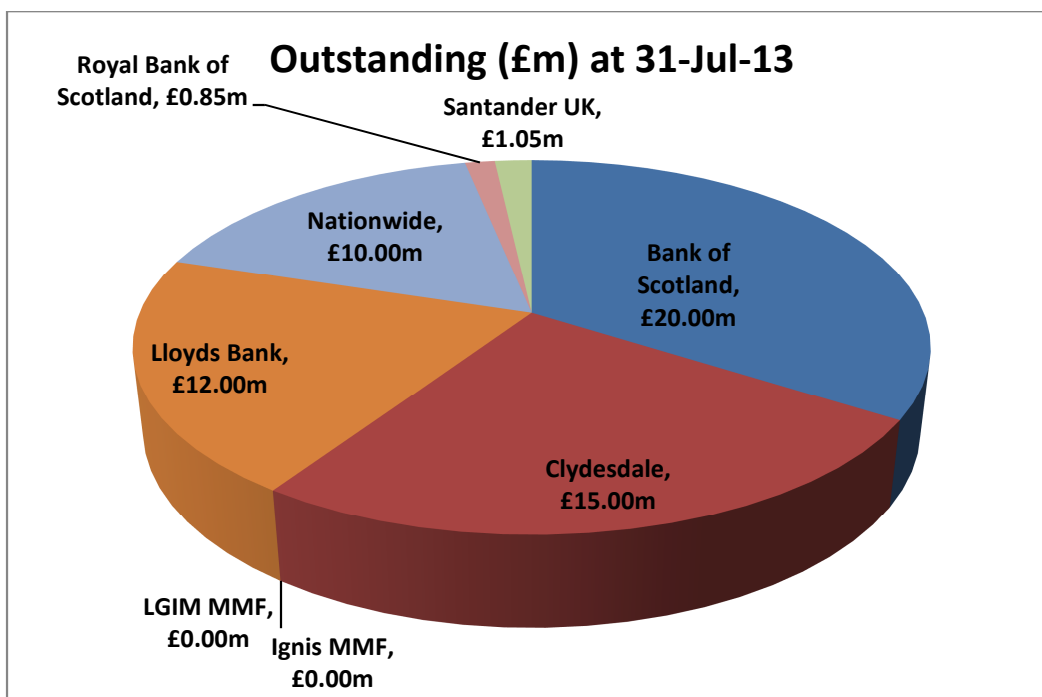
- 8.6 The maturity profile of the Council's debt portfolio is shown in the table below. The PWLB loans are reasonably well distributed and have a maximum duration of 23 years. Longer-term borrowing (maturities up to 56 years) was obtained from the market some years ago in the form of 'Lender's Options, Borrower's Options' loans (LOBOs). The 'other' loans denote the recent borrowing from the money markets where the main objective was to minimise interest costs. These loans will be refinanced in the coming years for terms of up to 2 years, provided short-term rates continue to look favourable.



Investments

- 8.7 The Council's TM policy includes criteria for assessing counterparties for investment. Treasury Management Group approves a lending list based on these criteria and also market availability of institutions. The investment activity for 2013/14 to the end of July 2013 is shown in the charts below. Outstanding investment balances totalled £41.55 million at the start of the year and £58.9 million at the end of the period. In light of the forecast cash flow profile for 2013/14, a number of fixed term deals have been placed to take advantage of higher rates available for periods up to 364 days.





Debt Recovery Performance

- 8.8 The overall debt level has remained steady at just over £17m. The debt over 6 months has increased slightly and the percentage over 6 months has also shown a slight increase.

Table 5 - Invoices raised Period 5 2013/14

| | Pd 5 | Year to date |
|--------|-------------|--------------|
| Number | 16,345 | 58,327 |
| Value | £11,924,108 | £53,832,086 |

Table 6- Debt Position

| | Residential & Domiciliary Care | All other | Total |
|-----------------|--------------------------------|------------|-------------|
| Total | £8,654,049 | £8,647,724 | £17,301,773 |
| Over 6 months | £4,629,907 | £731,159 | £5,361,066 |
| % over 6 months | 53.5% | 8.5% | 29.8% |

- 8.9 Work to reduce debt levels and to target older debt includes:-

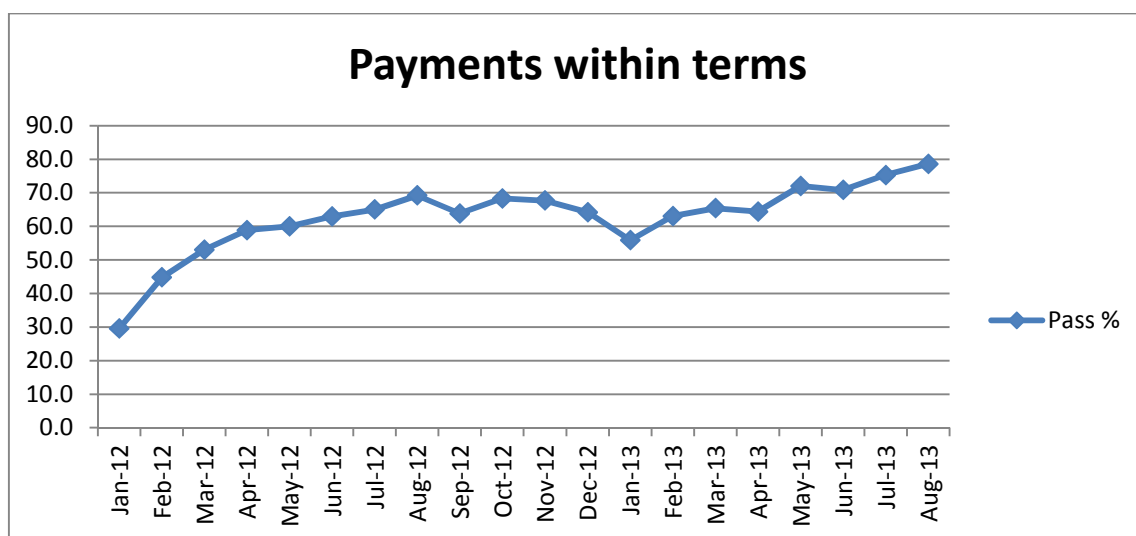
- A dedicated team focusing on non-statutory debt recovery
- Dunning cycle has now been reduced from 21 to 14 days overdue for initial reminder and from 42 to 28 days for second reminder.
- New methods of enforcement, such as the use of Third Party Debt Collection Agencies & Small Claims Court Work is being carried out within the Debt Recovery Team. This includes the recent transfer of enforcement work the issuing of legal proceedings from Legal Services to the Debt Recovery team.

- £92k of non-statutory debt has been referred to the High Court to be enforced via execution warrants. Marstons (the agency dealing with these) have levied on a number of debts resulting in payments towards old debts.
- Development of corporate invoicing standards to ensure all NCC invoices are clear as to what is being billed and how payment can be made.
- Debt Recovery team are also piloting working through to 7pm on a Wednesday to contact debtors who are working during the day. Wednesday working has taken place during the period and the outcome of this is being reviewed.
- Third Party Debt Collection Agencies are now actively pursuing debt on behalf of the Authority and some remittances have been received recently with more expected to be received next period reducing old debt.
- A Debt Recovery and Enforcement page has been designed for the Authority's website. This provides a range of details –
 - Helping firms and individuals who can't pay an invoice
 - Taking action against firms and individuals who refuse to pay an invoice
 - Collection money owed following road traffic accidents
 - Resolving disputed invoices and charges.

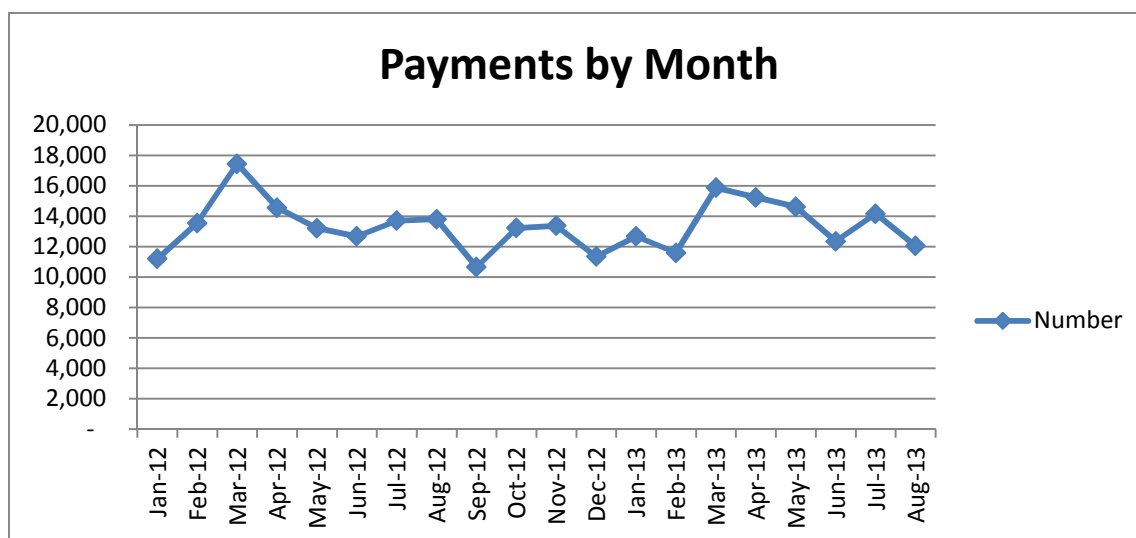
8.10 As part of the Channel Shift Project and the Debt Prevention and Recovery Project a workshop has been held to review the functionality used within the Civica system for moving more services to online pre-payment as well as providing an e-shop facility. The aim of moving more services to pre-payments is to avoid a debt situation arising in the first place. The outcomes of this workshop are being reviewed and NCC are working with Civica to increase the use of the system.

Accounts Payable (AP) Performance

8.11 The headline Payment within Terms percentage has increased again to 78.6% in August and exceeds the current target of 75%. This is the highest level since the introduction of SAP in November 2011.



8.12 The number of invoices paid was just over 12,000 in the month.



8.13 Work continues to improve the number of invoices paid within contractual terms including the following:-

- Significant rollout of No Purchase Order / No Pay policy. Guidance notes and improved NCC website pages have been finalised which will assist suppliers in preparing and submitting invoices. Key to this is ensuring that suppliers obtain an NCC Purchase Order number before completing work, supplying goods or raising invoices. No PO No Pay is being rolled out to all SAP only procurement suppliers. Compliance with the policy should improve the speed of payment. Rejection of non-compliant invoices for the pilot suppliers will commence shortly.
- An on-going programme to move suppliers to providing email invoices rather than sending by post. This is subject to ensuring they only send one copy and that it is in an agreed format
- On-going review and updating of all payment terms on SAP and confirmation that these agree to contractual terms per contracts.
- Regularly update business users with details of invoices in their worklists for action and request feedback on issues / problems. Specific plans are in place to review and clear old worklist items for CFCS and ASCHPP utilising additional departmental resources to assist AP in chasing outstanding items. Ensure business users have SAP substitutes set up so that other staff can provide cover for absences. This is particularly important at present as previously the Payment within Terms percentage has seen a decline after a holiday period (January and September).

9. Future developments & strategic issues

- 9.1 Initiatives to improve financial awareness and accountability across the Authority are continuing. The finance restructure has completed, pending a small number of vacancies which are being dealt with in line with the Council's vacancy protocol.

- 9.2 The Council continuously reviews the systems that support the budgeting and forecasting process. Plans are in place to design and implement a new budgeting and forecasting process in the Business Management System (BMS) with the aim to roll out, with appropriate training, in the autumn. Progress on this will be reported on a regular basis.
- 9.3 The Base Budget Review enabled all managers to engage in setting their own budgets for 2013/14 and a provisional outturn exercise will take place in October with all managers. This will aid understanding and ensure accurate projections for both 2013/14 and 2014/15.
- 9.4 The 2013/14 budget report highlighted funding shortfalls over the medium term and options to balance the Council's Medium Term Financial Strategy are being drafted for Member consideration. Public consultation has commenced and a report to November Policy Committee will outline the proposals.

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 current position regarding monitoring of revenue expenditure.
- 11.2 To note the latest procurement team performance.
- 11.3 To note the current position regarding monitoring of capital expenditure.
- 11.4 To approve the capital variations as outlined in section 7.
- 11.5 To note the Balance Sheet update and future developments.

Paul Simpson Service Director – Finance & Procurement

For any enquiries about this report please contact:

Pauline Moore - Senior Accountant, Financial Strategy and Accounting
Glen Bicknell - Senior Finance Business Partner, Capital and External Funding
Simon Cunnington – Senior Accountant, Pensions and Treasury Management

Constitutional Comments (KK 27/09/2013)

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

Financial Comments (PM 20/09/2013)

The financial implications are stated in the report and will be taken into account during the refresh of the Council's Medium Term Financial Strategy.

Background Papers - Nil

Electoral Division(s) and Member(s) Affected - All

14 October 2013

Agenda Item: 5

**REPORT OF SERVICE DIRECTOR TRANSPORT, PROPERTY &
ENVIRONMENT****DEALING WITH ILLEGAL AND UNAUTHORISED ENCAMPMENTS:
A SUMMARY OF AVAILABLE POWERS****Purpose of the Report**

1. To bring to the attention of the Committee, a guidance document that was circulated by the Department of the Communities and Local Government (DCLG) during the summer regarding illegal and unauthorised encampments.

Information and Advice

2. A letter dated 9 August, 2013 was circulated by DCLG to all leaders and Chief Executives of local councils, providing guidance on the powers available to deal with illegal and unauthorised encampments.
3. A copy of the guidance document is outlined in appendix 1.0. As will be noted the paper provides initial guidance on the process and procedures that a Council should have in place for dealing with encampments and highlights a range of numerous statutory powers that may be used both by the Local Authority and the Police. In addition there is a concluding section on powers that may be invoked to deal with the clean-up of land post occupation.
4. The Council has an established guidance protocol to follow, which is shown in appendix 2.0, when a report is received of an unauthorised encampment. This aligns with DCLG guidance of:-

"Developing a clear notification and decision making process to respond to instances of unauthorised encampments"

5. During the last 12 months NCC has experienced 15 occurrences of unauthorised encampments on land. When the Council takes legal proceedings it relies on its common law power as landowner and pursues a possession order through the County Courts. Any landowner, whether a local authority or not, could seek a possession order this way. In most cases the occupiers of the land move on immediately prior to the hearing date. As an example outlined below is a time line for events on the most recent occupation at Gresham Fields, West Bridgford: -

| Date Notified | Notice Served | Court Hearing | Outcome |
|---------------|---------------|---------------|-------------------------|
| 30/07/2013 | 01/08/2013 | 06/08/2013 | Moved on before hearing |

Other Options Considered

6. This report is for information only.

Reason/s for Recommendation/s

7. In order that members of the committee may have an appreciation of central government's view on how unauthorised encampments should be resolved and be able to compare DCLG guidance to the procedures that are followed at Nottinghamshire County Council.

Statutory and Policy Implications

8. 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.

RECOMMENDATION/S

- 1) The committee is requested to note the report that outlines central government guidance on resolving illegal and unauthorised encampments.

Jas Hundal

Service Director- Transport, Property and Environment

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

Constitutional Comments (SB 28.08.13)

9. As this report is for noting only, constitutional comments are not required

Financial Comments (TR 4.9.13)

10. As this report is for noting only, financial comments are not required.

Background Papers and Published Documents

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

Electoral Division(s) and Member(s) Affected

12. Ward(s): n/a
Member(s): n/a

File ref.: /SL/SL/

SP: 2503 Properties affected: 09998 - Various NCC Properties/non-properties

Page 34 of 94



**Department for
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To – All Council Leaders/Chief Executives

www.gov.uk/dclg

09/08/2013

Dear Colleagues,

The establishment of illegal and unauthorised campsites can be a general nuisance and problematic for both public and private landowners. Many of you will have observed an increase in illegal and unauthorised campsites around bank holidays, a time when local officials are on an extended break. Ahead of this summer's August bank holiday it is timely to be advised of the powers available to your officials. Attached is the latest version of *Dealing with illegal and unauthorised encampments: a summary of available powers*. The document, which includes the recent amendment to Temporary Stop Notices. A version of this document can be found online here - <https://www.gov.uk/government/news/councils-can-quickly-stop-illegal-encampments>.

The latest version of the document now reflects removal of the previous Administration's restrictions on the use of Temporary Stop Notices against caravans used as a main residence. This gives planning authorities the freedom, backed up by potentially heavy fines, to nip unauthorised sites in the bud, which will reduce the costs associated with protracted enforcement proceedings and help to safeguard valuable local landscapes and environments, including the Green Belt.

I hope there is little need to use these powers, but when they are required officials can, with confidence, take action in a swift and decisive action against the small minority of travellers who choose to ignore planning rules and fuel community tensions by setting up unauthorised sites.

BRANDON LEWIS MP



Department for
Communities and
Local Government

Dealing with illegal and unauthorised encampments

A summary of available powers

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August 2013

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Dealing with illegal and unauthorised encampments: a summary of available powers

This guide sets out the robust powers councils and landowners now have to clamp down quickly on illegal and unauthorised encampments.

As part of the Government's commitment to protecting the nation's green spaces, these powers will help protect Green Belt land and the countryside from illegal encampments. In addition to the powers which are available to councils to remove unauthorised traveller sites, protest camps and squatters from both public and private land, new Temporary Stop Notices now give councils powers to tackle unauthorised caravans, backed up with potentially unlimited fines. With the powers set out in this guide available to them, councils should be ready to take swift enforcement action to tackle rogue encampments and sites.

Recent experience has shown us the problems that can be caused for communities by the illegal occupation of land. It is often thought that local authorities and other enforcement bodies have limited powers available to tackle illegal and unauthorised encampments and the nuisance that they can cause. In fact there are extensive powers which are summarised below.

Whilst there is a clear leadership role for local authorities in tackling illegal and unauthorised encampments, they will some times need to work collaboratively with others, such as the police or the Highways Agency, depending on where the most appropriate powers sit.

This summary of powers is primarily aimed at local authorities but also intended to be helpful to land owners and others involved with illegal and unauthorised encampments.

Being prepared and acting swiftly: Questions local authorities will want to consider:

- Is there land particularly vulnerable to unlawful occupation/trespass?
 - What is the status of that land? Who is the landowner?
 - Do any special rules apply to that land (e.g. byelaws, statutory schemes of management, etc) and, if so, are any of those rules relevant to the occupation/trespass activity?
 - Has a process been established for the local authority to be notified about any unauthorised encampments?
- If the police are notified of unauthorised encampments on local authority land, do they know who in the local authority should be notified?
- If the power of persuasion by local authority officers (wardens/park officers/enforcement officers) does not result in people leaving the land/taking down tents, is there a clear decision making process, including liaison with local police forces, on how to approach unauthorised encampments? At what level of the organisation will that decision be made? How will that decision-maker be notified?

To plan and respond effectively, local authorities should consider:

- Working with local police to identify vulnerable sites.
- Working with landowners to physically secure vulnerable sites where possible.
- Preparing any necessary paperwork, such as applications for possession orders or injunctions, in advance.
- Working with private landowners to inform them of their powers in relation to unauthorised encampments, including advance preparation of any necessary paper-work.
- Developing a clear notification and decision-making process to respond to instances of unauthorised encampments.
- The prudence of applying for injunctions where intelligence suggests there may be a planned encampment and the site of the encampment might cause disruption to others.
- Working to ensure that local wardens, park officers or enforcement officers are aware of who they should notify in the event of unauthorised encampments.
- Working to ensure that local wardens or park officers are aware of the locations of authorised campsites or other alternatives.
- Working with the police to identify sites where protests could be directed / permitted.

A summary of the powers available to local authorities and the police to tackle unauthorised encampments is set out below:

| Local Authority Powers | |
|--|---|
| Power | When can the power be applied? |
| Temporary Stop Notice | <p>Section 171E of the Town and Country Planning Act 1990 stops any activity that breaches planning control for a period of 28 days. This allows the local planning authority time to decide whether further enforcement action, such as issuing an enforcement notice, possibly with a stop notice, should be taken. Penalty for non-compliance is a fine of up to £20,000 on summary conviction or an unlimited fine on indictment (section 171G).</p> <p>A temporary stop notice differs from a stop notice (see below) in that it does not have to wait for an enforcement notice to be issued and the effect of the temporary stop notice is immediate.</p> <p>The Town and Country Planning (Temporary Stop Notice) (England) Regulations 2005 were revoked on 4 May 2013. The revocation removes a previous restriction on the use of Temporary Stop Notices; this allows Local Planning Authorities to decide if enforcement action against a caravan, used as a main residence, is necessary and proportionate in the circumstances.</p> |
| Injunctions to protect land from unauthorised encampments | <p>If a local site is particularly vulnerable and intelligence suggests it is going to be targeted for unauthorised camping, causing disruption to others going about their day-to-day lives, local authorities could consider applying to the courts for a pre-emptive injunction preventing unauthorised camping (and/or protests) in a defined geographical area.</p> |

| | |
|-----------------------------------|---|
| | <p>The local authority will be required to point to an underlying claim on which the injunction application is based. The following are examples of possible bases:</p> <ol style="list-style-type: none"> 1. the relief from trespass or public nuisance; 2. the prevention of obstruction of the highway (see “Public Highway” section); 3. the prevention of a breach of planning control (section 187B, Town and Country Planning Act 1990); and 4. the prevention of environmental damage. |
| Licensing of caravan sites | <p>The Caravan and Control of Development Act 1960 prohibits the use of land as a caravan site unless the occupier holds a site licence issued by the local authority. A caravan site includes anywhere a caravan (including mobile or 'park' home) is situated and occupied for human habitation including touring sites and single sites. However, it does not include sites where caravans are kept for storage only (driveways, retailers, storage parks) or where a caravan is used as additional accommodation for an existing dwelling. Violation of licensing terms brings a £100 fine for a first offence, and a £250 fine for any subsequent offence.</p> |
| Tent site licence | <p>Section 269 of the Public Health Act 1936 gives the local authority powers to control the use of movable dwellings and to license the use of land as a site for such as a dwelling. If the land is to be used for more than 28 days in total in any calendar year, planning permission must be obtained. A site which is used for more than 42 days consecutively or 60 days in total in any consecutive 12 months, must have a site licence for the area concerned. The local authority may also decide to license tented areas on existing sites which operate within the 28 day planning allowance period. Violation of licensing terms brings a £2 fine per day.</p> |
| Possession Orders | <p>A possession order under Part 55 of the Civil Procedure Rules can be obtained by both local authorities and private landowners who require the removal of trespassers from property including land. The claim must be issued in a County Court which has jurisdiction over the affected land/property. A claim can be issued in the High Court in exceptional circumstances where there is a risk of public disturbance and harm to persons or property that requires immediate determination. Local authorities should also be prepared to advise private landowners about their rights to recover land from trespassers through the courts or using common law powers. It is also possible that local authorities may be called upon to assist other Government bodies such as the Highways Agency.</p> <p>The “ordinary” possession order may be used regardless of whether the property is a building or open land, and regardless of the type of squatter or trespasser. The landlord may combine the application for the possession order with suing the squatter for damages and/or an occupation rent for the period of squatting as well as the court fees. A possession order may be secured quickly against trespassers (a</p> |

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| | <p>minimum of 2 days' notice before a hearing can take place if the property is non-residential, or 5 days for residential property), but not as quickly as an interim possession order, and is not backed up by criminal sanctions, unlike the interim possession order (see below).</p> |
| Interim Possession Order | <p>If trespassers have occupied premises (rather than open land), a local authority or private landowner could also consider applying (under Section III of Civil Procedure Rules Part 55) for an interim possession order, an accelerated process for regaining possession of property. Once the court has granted such an order and it has been served, trespassers who fail to leave within 24 hours of service of the order or return to the premises within the currency of the order are guilty of an offence under section 76 of the Criminal Justice and Public Order Act 1994.</p> <p>The interim possession order has the obvious advantages of speed and being backed up by the criminal law. It is, however, not a final order, and there is a return date at which the court will decide whether to make the order final. If the court decides that the interim order was not justified, the landlord may have to pay damages. The interim possession order is also more restricted in that it may only be used where the property is or includes a building, not open land, and may not be used where the landlord also wishes to claim damages and/or an occupation rent.</p> |
| Local Byelaws | <p>Section 235 of the Local Government Act 1972 enables the local district council or London borough council to make byelaws for the good rule and governance of the whole or any part of the district or borough and for the suppression and prevention of nuisances. Such byelaws include noise in streets and other public places, urinating in a public place etc.</p> <p>Section 150 (2) of the Police Reform and Social Responsibility Act 2011 enables local authorities to attach powers of seizure and retention of any property (which could include tents and sleeping equipment) in connection with any breach of a byelaw made under section 235 and enables the courts to order forfeiture of any such property on conviction for contravention of any byelaw. Local authorities could use this byelaw as a pre-emptive tool to prohibit encampments, if the local authority considers it has an area at risk of encampment protest. This will save having to go through costly injunctions after any encampments have been set up. Local authorities should consider this option as part of their local risk assessment and mitigation plan; as such a byelaw would still be required to go through the normal processes for amending or introducing new byelaws. Westminster City Council has already introduced such a byelaw, which came into force for a specified area around Parliament Square on 30 March 2012.</p> |
| Power of local authority to direct unauthorised | <p>Where people are residing in vehicles (including caravans) on land the section 77 of the Criminal Justice and Public Order Act 1994 gives local authorities in England and Wales power to give a direction to leave the land. The power applies only to land forming part of a highway, any</p> |

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| <p>campers to leave land</p> | <p>other unoccupied land or occupied land on which people are residing without the consent of the occupier.</p> <p>It is an offence to fail to comply with such a direction. If the direction is not complied with, the local authority can apply to a magistrates' court for an order requiring the removal of vehicles and any occupants from the land (section 78). Responsibility for eviction lies with the local authority. Officers or agents of the local authority may use reasonable force to evict. It is usually recommended that the police attend such evictions in order to prevent a breach of the peace. Please note this power does not apply to other campers i.e. those sleeping under canvas.</p> |
| <p>Addressing obstructions to the Public Highway</p> | <p>If tents are erected on the public highway, so as to constitute a "nuisance", the relevant highway authority may serve a notice requiring their removal under the Highways Act 1980 (England and Wales only). If the recipient fails to comply, the highway authority can apply to the Court for a removal and disposal order. The key issue is the need to demonstrate that the tents etc that are deposited on the highway are causing a clear, actual obstruction (a "nuisance").</p> <p>The Highways Act provides other grounds on which highway authorities may take action in relation to protest activity on the highway.</p> <p>For example, under sections 1 and 263 of the Act, the freehold title of a highway maintained at public expense is vested in the highway authority. This means that, in some circumstances they could seek a possession order through the courts.</p> <p>Under section 137, it is the duty of the highway authority to protect the rights of the public regarding the use and enjoyment of the highway and to prevent the obstruction of the highway. This allows the authority to seek an injunction in relation to protests on the highway that restrict public use or create an obstruction.</p> <p>Normally a highway authority would take the time to initiate a dialogue with any party that is potentially causing an obstruction and would only use court procedures if it was obvious the party causing the obstruction won't back down. However, as with section 149 of the Highways Act 1980 (Removal and disposal orders) if the object, e.g tents, was causing a danger then there is a provision for their immediate removal.</p> <p>The power won't be effective where the obstruction is temporary and formal proceedings are likely to be frustrated by the voluntary removal of the object before any court proceedings can bite. In these circumstances liaison and persuasion are the best option.</p> |

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| <p>Planning contravention notice</p> | <p>Section 171C of the Town and Country Planning Act 1990 provides the power to serve a planning contravention notice. This may be used where it appears that there may have been a breach of planning control and the local planning authority require information about the activities on the land or to find out more about the nature of the recipient's interest in the land.</p> <p>A notice can therefore be used to invite its recipient to respond constructively to the local planning authority about how any suspected breach of planning control may be satisfactorily remedied.</p> <p>These notices enable local planning authorities to take action quickly following complaints and may be sufficient to reach a solution to the problem without taking any further formal action. Penalty for non-compliance is a maximum £1,000 on summary conviction (section 171D). A second conviction for continuing non-compliance can be penalised by a daily fine. A false or misleading response to a planning contravention notice (either deliberately or recklessly) is subject to a maximum fine of £5,000.</p> |
| <p>Enforcement Notice and Retrospective Planning</p> | <p>Section 172 of the Town and Country Planning Act 1990 is the power to issue an enforcement notice, requiring steps to be taken to remedy the breach of planning control within a given period. The steps can include demolition and restoration of a site or alterations to a building. There is a right of appeal to the Secretary of State against an enforcement notice (section 174). If the notice is upheld, the penalty for failure to comply is a fine of up to £20,000 on summary conviction or an unlimited fine on indictment (section 179).</p> <p>An enforcement notice should be written in plain English and should enable every person who receives a copy to know –</p> <ul style="list-style-type: none"> • exactly what, in the local planning authority's view, constitutes the breach of planning control; and • what steps the local planning authority require to be taken, or what activities are required to cease to remedy the breach. <p>If an enforcement notice has been issued, the local planning authority may decline to determine a retrospective planning application for development that would grant planning permission for any of the matters specified in the enforcement notice (section 70C of the Town and Country Planning Act 1990 as inserted by section 123 of the Localism Act 2011).</p> |
| <p>Stop Notice</p> | <p>Section 183 of the Town and Country Planning Act 1990 This has the effect of quickly stopping any activity which contravenes planning control guidelines and where there are special reasons which justify doing this: for example to prevent further environmental damage or to stop the construction of an unauthorised building. A stop notice may only be served with or after an enforcement notice relating to the same activity. Penalty for non-compliance is a fine of up to £20,000 on</p> |

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| | summary conviction or an unlimited fine on indictment (section 187). |
| Breach of Condition Notice | Section 187A of the Town and Country Planning Act 1990 enables a breach of condition noticed to be served where there is a failure to comply with any condition or limitation imposed on a grant of planning permission. Penalty for non-compliance is a fine of up to £2,500 on summary conviction. |
| Powers of entry onto land | Sections 196A, 196B and 196C of the Town and Country Planning Act 1990 provides powers of entry for authorised officers of the local planning authority for them to obtain information required for enforcement purposes. This may be without a warrant at any reasonable hour (with 24 hours' notice for a dwelling house), or with a warrant if access has been or is expected to be refused, or it is an emergency. Wilful obstruction of an authorised person is an offence: penalty is a fine of up to £1,000 on summary conviction. |
| Police Powers | |
| Power | When can the power be applied? |
| Power of the Police to direct unauthorised campers to leave land | <p>Should trespassers refuse to adhere to a request to leave the land, sections 61- 62 of Criminal Justice and Public Order Act 1994 gives the police discretionary powers to direct trespassers to leave and remove any property or vehicles they have with them. The power applies where the senior police officer reasonably believes that two or more people are trespassing on land with the purpose of residing there, that the occupier has taken reasonable steps to ask them to leave, and any of the following:</p> <ol style="list-style-type: none"> 1. that any of the trespassers have caused damage to land or property; 2. that any of the trespassers have used threatening, abusive or insulting words or behaviour towards the occupier, a member of the occupier's family or an employee or agent of the occupier; or 3. that the trespassers have between them six or more vehicles on the land. <p>Failure to comply with the direction by leaving the land as soon as reasonably practicable is an offence. Similarly it is an offence for a trespasser who has left the land in compliance with an order to re-enter it as a trespasser within three months of the direction being given.</p> |
| Police Powers to direct trespassers to an alternative site | Police have powers under sections 62 A-E of Criminal Justice and Public Order Act 1994 to direct both trespassers and travellers to leave land and remove any vehicle and property from the land where there is a suitable pitch available on a caravan site elsewhere in the local authority area. |

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| Offence of squatting in a residential building | <p>The offence of squatting in a residential building, which comes into force on 1 September 2012, was created by section 144 of the Legal Aid, Sentencing and Punishment of Offenders Act 2012. The offence will be committed where a person is in any residential building as a trespasser, having entered as a trespasser, knows or ought to know he or she is a trespasser, and is living in the building or intends to live there for any period.</p> <p>Although the new offence does not cover squatting in non-residential buildings or on land, squatters who have broken into those premises, removed items or caused damage might be guilty of other offences such as criminal damage or burglary and should be reported to the police.</p> |
| Post site clean up powers | |
| Power | When can the power be applied? |
| To act in respect of Fly-tipping | <p>Fly-tipping is the illegal deposit of waste on land that does not benefit from an appropriate environmental permit contrary to section 33 of the Environmental Protection Act 1990 and local authorities and the Environment Agency may prosecute for the offence. There is an associated offence relating to the unlawful deposit of waste from a motor vehicle whereby the person who controls or is in a position to control the vehicle shall be treated as knowingly causing the waste to be deposited whether or not he gave any instructions for this to be done.</p> <p>Prosecution may be taken by the local authority or in more serious cases by the Environment Agency where there is evidence that a person either deposited the waste or knowingly caused or permitted the deposit.</p> <p>This power is ineffective where it is uncertain whether the waste is controlled waste under Environmental Protection Act 1990. Such uncertainty might arise where the waste is not considered household, commercial or industrial.</p> |
| Removal of waste from land | <p>Local authorities are under an obligation to remove fly-tipped waste from public land, but on private land it is the responsibility of the landowner to remove the waste and dispose of it legally. Landowners are therefore often the victims of fly-tipping. Local authorities should advise landowners what local facilities are available to enable them to clear fly-tipped waste. Section 59 of the Environmental Protection Act 1990 allows local authorities and the Environment Agency to require owners or occupiers of land to remove waste they <i>knowingly</i> caused or permitted to be deposited illegally. If the waste is not removed, the local authority or the Environment Agency can enter onto the land to clean up the waste and can charge the landowner the costs incurred.</p> <p>This power is effective where a person is still in occupation of land or where a landowner has refused to take steps to prevent fly-tipping or has allowed fly-tipping to occur (in most cases the landowner is the victim). However, it cannot be used against the offender unless they are</p> |

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| | the occupier or landowner or where there is doubt whether the deposit is an illegal deposit. |
| Power to remove any thing abandoned without lawful authority | Section 6 of the Refuse Disposal (Amenity) Act 1978 provides a general power for local authorities to remove “any thing in their area, other than a motor vehicle, [which] is abandoned without lawful authority on any land in the open air or on any other land forming part of a highway”, provided that they have given notice to the occupier of the land and they have not objected within 15 days, in accordance with the Removal of Refuse Regulations 1967. The local authority may be entitled to recover the costs of removal from the person who deposited the articles. |
| Harm to public health | <p>Local authorities have certain duties and powers to control “statutory nuisances” pursuant to sections 79 to 81 of the Environmental Protection Act 1990 (as amended). Various matters constitute “statutory nuisances” under this legislation. These include any premises and land that are in such a state as to be prejudicial to health or a nuisance. Something will be ‘prejudicial to health’ if it is ‘injurious or likely to cause injury to health.’ A ‘nuisance’ is unacceptable interference with the personal comfort or amenity of the nearby community.</p> <p>The statute requires local authorities to inspect their areas for statutory nuisances and to take such steps as are reasonably practicable to investigate complaints of statutory nuisance made by residents in their areas. A local authority has a duty to serve an abatement notice if it is satisfied that a statutory nuisance exists, or is likely to occur or recur. The abatement notice should generally be served on the person responsible for the statutory nuisance but can be served on the owner of the land if the person responsible (e.g. a tenant or leaseholder) cannot be found or if the nuisance has not yet occurred or recurred. If the abatement notice is not complied with, the local authority has the power to take further steps to deal with the nuisance (but it not obliged to take these steps). A local authority may abate the nuisance itself. In doing so the local authority may do whatever may be necessary in execution of the notice and may be able to recover expenses from the landowner, if necessary through a charge on the land. A local authority also has the power to take criminal proceedings against a person who fails to comply with an abatement notice if it considers that doing so is in the interests of the inhabitants in its area. If the local authority considers that the criminal procedure is inadequate (e.g. in an emergency) it has a power to seek an injunction in the High Court to deal with the statutory nuisance.</p> <p>Overall this power is effective in tackling statutory nuisance issues that may arise from illegal occupation (e.g., noise, smells, accumulation of material, fumes, dark smoke). The statutory nuisance regime cannot be used to require people who are responsible for a statutory nuisance to move from a site, even if they are occupying the site illegally.</p> |

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| <p>Clearing of land</p> | <p>The scope of works under section 215 of the Town and Country Planning Act 1990 enables a local authority to make good the loss of public amenity. If it appears that the amenity of an area is being adversely affected by the condition of neighbouring land and buildings these powers allow local authorities to serve a notice on the owner requiring that the situation be remedied.</p> |
| <p>Power to deal with accumulations of rubbish in the open air</p> | <p>The Public Health Act 1961 gives local authorities powers to deal with accumulations of rubbish in the open air. In particular, section 34 of the Public Health Act creates a power for local authorities to remove rubbish on land in open air which is seriously detrimental to the amenity of the neighbourhood. For the power to be exercised a number of conditions must be met:</p> <ol style="list-style-type: none"> 1. There must be rubbish. "Rubbish" is defined to mean "rubble, waste paper, crockery and metal, and any other kind of refuse (including organic matter)", however "any material accumulated for, or in the course of, any business" will not fall under this definition. 2. The rubbish must be on "land in the open air" in the local authority's area. 3. The presence of the rubbish must be "seriously detrimental to the amenities of the neighbourhood." 4. The local authority must have given 28 days prior notice to the owner and occupier of the land requiring the removal of the specified rubbish. 5. The recipient of a notice has the right to serve a counter-notice stating that they will remove the rubbish themselves. If a counter-notice is served the local authority must not remove the rubbish unless the person who served the counter-notice fails to take or complete the steps in the counter-notice within a reasonable time. 6. The recipient of a notice may appeal to the magistrates' court on the grounds that the authority should not take action under section 34 (for example, if they allege the rubbish is not seriously detrimental to the amenity of the neighbourhood) or the steps proposed in the notice are unreasonable. If an appeal is brought against the notice, the local authority must not remove the rubbish unless and until the appeal is finally determined its favour or withdrawn. <p>This power could be used to deal with the accumulation of rubbish on land resulting from illegal occupation. This power does not extend to removing "material accumulated, for or in the course of, any business." Therefore, where illegal occupants are carrying on a business careful consideration will need to be given to whether the items the local authority wishes to remove fall under this exclusion.</p> <p>This power could not be used to evict the occupants from the unauthorised encampment.</p> |

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| Power to seize a vehicle | <p>Where a vehicle has been used in the commission of an offence relating to the illegal deposit of waste or other waste offences a local authority or the Environment Agency on application to a court may seize a vehicle and its contents in accordance with the provisions of the Control of Pollution (Amendment) Act 1989 and the Controlled Waste (Registration of Carriers and Seizure of Vehicles) Regulations 1991.</p> <p>This power is effective where a vehicle is known to have been involved in the commission of an offence e.g fly-tipping, but there is insufficient information concerning who committed the offence. It can also be used to 'flush out' owners where it is unclear who is the registered keeper. This power is ineffective if there is no link between the vehicle and a waste offence.</p> |
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Contacts

Illegal Occupation issues

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Traveller issues

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Planning Enforcement issues

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Good Practice Protocol

Managing Unauthorised Encampments on Nottinghamshire County Council Land

The Good Practice Protocol is a working document designed to ensure that correct procedures are used when managing unauthorised encampments.

- Follow this protocol to make clear, consistent and appropriate decisions on unauthorised encampments
- Ensure that a balance is struck between the needs of all parties
- Keep accurate records of all actions and decision
- Keep the Police, the relevant district/borough council and the County Councillor for the area informed

Scope

The Protocol applies to unauthorised encampments by **all** groups or individuals on land which Nottinghamshire County Council either owns or has responsibility over.

A. What to do if you receive information about an encampment

| Action | Responsible Person/area | Date action completed | Comments/ Follow up required |
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| If a serious breach of the peace is reported refer to the Police immediately 01 for any other enquiries. | Any member of staff who receives information | | |
| 1. Notify Property Management Team: Steve Rippey 0115 97 72089 Mobile 07920 818743 Gael Gamble 0115 97 72083 | Any member of staff who receives information | | |

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| All requests and contacts from the media to go through Nottinghamshire County Council Communications (if relevant) | Instructing Service area | | |
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B. Actions for Property Management Team on receipt of notification

| Action | Responsible Person/area | Date action completed | Comments/ Follow up required |
|--|-------------------------|-----------------------|------------------------------|
| 1. Confirm accurate location and ownership of land | Property Services | | |
| Non NCC Land | | | |
| a. If District or Borough Council land refer matter to their appropriate officer b. If ownership unclear or if private landowner seeking advice refer caller to Citizens Advice | Property | | |
| NCC Land | Property | | |
| c. If NCC Highways land notify the appropriate Highways District Manager | | | |

C. Actions for Property Management Team or Highways District Manager on confirmation of NCC ownership (or Highways responsibility) of land

| Action | Responsible Person/area | Date action completed | Comments/ Follow up required |
|---|-------------------------|-----------------------|------------------------------|
| 1. Confirm whether land is on what would normally be an unacceptable location (Refer to Appendix A) | Property/ Highways | | |

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| 2. Unacceptable location | | | |
| <p>a Seek further advice from Legal Services on options for eviction</p> <p>b Inform Gypsy Traveller Liaison Officer (<i>responsible for Welfare Assessments on unauthorised encampments for all groups or individuals</i>) and discuss relevant welfare issues</p> <p>c Inform County Councillor for the area concerned.</p> | <p>Kram Kasbia or Lauren Adamiecki 0115 9774661</p> <p>Lorinda Liversidge 07931 404633</p> | | |
| 3. Other location | | | |
| <p>a. instruct Gypsy and Traveller Liaison Officer (GTLO) to visit site and undertake Welfare Assessment on all NCC land in all districts</p> <p>b. Inform County Councillor for the area concerned</p> | <p>Lorinda Liversidge 07931 404633</p> | | |

D. Actions for the Gypsy and Traveller Liaison Officer (or nominated cover)

| Action | Responsible Person/area | Date action completed | Comments/ Follow up required |
|---|---|-----------------------|------------------------------|
| <p>1. Within 3 working days or whenever possible of the notification visit the encampment to assess situation and complete a Welfare Assessment. This includes the Education Assessment occasionally asked for in court</p> <p>Advise people of any alternative sites</p> | <p>GTLO Lorinda Liversidge 07931 404633</p> | | |
| <p>2. Contact appropriate service areas depending on information collected, e.g. Achievement and Equality, Social Care, Health, Homelessness Service, Environmental Health and supporting people floating support</p> <ul style="list-style-type: none"> Any feedback/ concerns raised from relevant service area(s) to be included in Welfare Assessment | <p>GTLO Lorinda Liversidge 07931 404633</p> | | |
| <p>3. Provide an electronic copy of Welfare Assessment form to instructing department (Property Management Team or Highways)</p> <p>a. Assessment should contain information highlighting any social welfare considerations that should be taken into account and that may be factors against eviction, e.g. advanced pregnancy, ill health, need to access domiciliary services, pending requests for housing services, educational needs.</p> <p>b. Assessment should include a clear recommendation based upon available information on whether any welfare issues arise that preclude eviction.</p> | <p>GTLO Lorinda Liversidge 07931 404633</p> | | |

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| 4. Where relevant, provide any other reports obtained from other service areas or welfare professionals that support the recommendation provided in the welfare assessment | GTLO Lorinda Liversidge 07931 404633 | | |
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E. Actions to enable decision making

| Action | Responsible Person/area | Date action completed | Comments/ Follow up required |
|--|---|-----------------------|------------------------------|
| 1. Collate information including: <ul style="list-style-type: none"> Welfare assessment provided by GTLO Copies of any complaints received Other relevant information, such as: <ul style="list-style-type: none"> whether there is an unreasonable level of nuisance by reason of size, location, nature, behaviour that cannot reasonably be tolerated, a hazard to road safety or any other health and safety hazard (e.g. inappropriate disposal of waste) an intolerable impact on neighbouring properties/land or the effective management and use of the land itself damage, or likely damage, to the Council's land or property The availability and suitability of alternative sites | Instructing Service area | | |
| 2. Taking a decision <ul style="list-style-type: none"> Decisions should be reasonable, balanced and proportionate taking into consideration all available information including factors for and against eviction Decisions should be made wherever possible within 3 working days on receipt of completed Welfare Assessment When making a decision to defer an eviction, which | Property Management Officer or District Highways Manager, or Highways Group Manager if decision against | | |

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| <p>might be justified on the grounds outlined in Appendix A, based on a recommendation in the Welfare Assessment (appendix B) – the welfare need must be more immediate and/or of a fixed term</p> <ul style="list-style-type: none"> Decision not to evict should be kept under regular review | GTLO recommendation | | |
| <p>3. Additional considerations when GTLO has highlighted welfare concerns</p> <ul style="list-style-type: none"> Consider whether it would be appropriate not to proceed to eviction at the present time but to keep the matter under review. Consider whether it is appropriate to exclude a single person or family with welfare need from eviction action being taken against a larger group | Highways or Property Group Manager | | |
| <p>4. Inform County Councillor for area concerned</p> <p>5. Inform GTLO of final decision</p> <ul style="list-style-type: none"> Inform/ co-ordinate with other service areas or welfare professionals as necessary, including Education professionals.. | Instructing Service area | | |

F. If decision not to evict at the present time

| Action | Responsible Person/area | Date/s action completed | Comments/ Follow up required |
|---|--|-------------------------|------------------------------|
| <p>1. Visit site weekly to assess changes to welfare considerations or wider characteristics , including those which would normally trigger eviction proceedings, and provide updates to relevant service area(s)</p> | GTLO Lorinda Liversidge 07931 404633 | | |
| <p>2. Property/Highways monitor site as appropriate</p> <ul style="list-style-type: none"> If situation changes re-consider eviction proceedings Notify County Councillor for area of any changes | Instructing Service area | | |

G. If decision to evict

| Action | Responsible Person/area | Date action completed | Comments/ Follow up required |
|--|--------------------------|-----------------------|------------------------------|
| 1. Responsible officer in Property Management Team or Highways Team to instruct Legal Services to commence proceedings and <ul style="list-style-type: none"> • Provide proof of ownership and plan • Provide copies of all background information including decision to evict | Instructing Service area | | |
| 2. Wherever possible Legal Services to commence proceedings within 2 working days | Legal Services | | |
| 3. Responsible officer in Property Management Team or Highways Team to alert relevant services of eviction arrangements and Police to ensure all appropriate services attend eviction | Instructing Service area | | |
| 4. Responsible officer in Property Management Team or Highways Team to arrange clearance and securing of site <ul style="list-style-type: none"> • Inform District Council if appropriate | Instructing Service area | | |
| 5. Notify County Councillor for area | Instructing Service area | | |
| 6. Notify Gypsy Traveller Liaison Officer who will liaise with Travellers regarding alternative site availability | Instructing Service area | | |

Appendix A

Some examples of types of site where unauthorised camping would normally be unacceptable.

Source : ODPM/Home Office Guidance 2004 – Guidance on Managing Unauthorised Encampments

- A site of Special Scientific Interest (SSSI)
- School car park or playing fields, especially in term time
- An urban park
- Car parks, including leisure facility car parks
- Recreation ground and public playing fields
- A site where pollution from vehicles or dumping could damage ground water or water courses
- A derelict area of toxic waste or other serious ground pollution
- A village green or other open area within a residential area
- The verge of a busy road where fast traffic is a danger to any children on the encampment

14 October 2013

Agenda Item: 6

REPORT OF THE SERVICE DIRECTOR, CHILDREN'S SOCIAL CARE**CLAYFIELDS HOUSE – ADDITIONAL SCHEME TO THE CAPITAL
PROGRAMME****Purpose of the Report**

1. To seek approval for an additional scheme to the capital programme in respect of capital projects at Clayfields House.

Information and Advice

2. Clayfields House is a secure children's home for children and young people with a national remit. There are 18 beds, 14 of which are contracted to the Youth Justice Board for young people on remand or serving sentences and four of which are purchased by local authorities for the most vulnerable young people who need to be secured for their own safety.
3. As a trader, Clayfields House holds reserves generated from in-year surpluses for the purpose of maintaining and improving the site, and covering against in-year deficits. Due to previous successful bids for external funding of capital works, and above target income generation from sale of beds, the reserves have not been utilised in recent years, resulting in the current balance of £1.059 million.
4. The latest full Ofsted inspection of the home (25 June 2013) recommended that Clayfields House *'ensure children are provided with appropriate education in the home particularly with regards to improving the vocational offer to ensure all young people can prepare for and experience the world of work and develop practical skills to improve their life chances when they leave'*. It is proposed that a vocational workshop is built and equipped which will provide the opportunity to do this. Ofsted inspectors have consistently pointed out inadequacies in the visitor experience at Clayfields House. The main reasons for this stem from the fact that visitors (e.g. residents' families) mix with visiting professionals, contractors and Clayfields House staff all in one small area. Privacy is therefore impossible and there is the ever-present risk of a breach of confidentiality. The changes to the reception area will address this and provide appropriate waiting and meeting facilities.
5. The external capital funding secured in the past for such works is no longer available. The number of secure homes for young people is set to reduce nationally and Clayfields

House needs to ensure that it is in the best possible shape to meet the challenges of the future.

6. The proposals for the planned works have been made in consultation with the Property Group. The proposals do not prejudice or duplicate any future planned works for the property and there are no current proposals for the property to be vacated in the immediate future.
7. As well as meeting the requirements of Ofsted, the vocational training facilities may be used to secure additional income through partnerships with local schools and colleges.

Other Options Considered

8. The requirements cannot be met within existing buildings on the site.

Reason/s for Recommendation/s

9. The works are necessary in order to meet Ofsted requirements and ensure the home is financially viable in the future.

Statutory and Policy Implications

10. This report has been compiled after consideration of implications in respect of finance, 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

11. The estimated costs of the projects are as follows:
 - construction of new reception block - £0.5 million
 - construction and fit-out of Vocational Training Workshop - £0.3 million.
12. The costs would be met from the Clayfields Reserve (current balance £1.059 million).
13. The use of reserves has already been agreed through the appropriate departmental mechanism.
14. The additional income generation from the new facilities is being looked at as part of the plans to address future financial pressures on the Council, and if appropriate an income target will be set for the home.

Crime and Disorder Implications

15. Most of the young people at Clayfields House have broken the law. The rehabilitation received at Clayfields House, which will be enhanced by the proposals outlined in this paper, aims to ensure that their life chances are improved and they do not reoffend.

RECOMMENDATION/S

- 1) That an additional scheme to the capital programme in respect of capital projects at Clayfields House, as set out in the report, be approved.

Steve Edwards
Service Director, Children's Social Care

For any enquiries about this report please contact:

Rachel Coombs
Group Manager, Access to Resources
T: 0115 9774153
E: rachel.coombs@nottsccl.gov.uk

Constitutional Comments (LM 04/10/13)

16. Finance and Property Committee has delegated authority within the Constitution to approve the recommendations in the report.

Financial Comments (GB 02/09/13)

17. The financial implications are stated in the report.

Background Papers and Published Documents

None.

Electoral Division(s) and Member(s) Affected

All.

C0301

14 October 2013

Agenda Item: 7(a)

REPORT OF SERVICE DIRECTOR TRANSPORT, PROPERTY & ENVIRONMENT

HIGHWAYS ACT 1980 ACQUISITION OF LAND ACT 1981 A46 NEWARK TO WIDMERPOOL IMPROVEMENT – LAND COMPENSATION

Purpose of the Report

1. To notify the Committee of the land compensation payments which are to be made by the Highways Agency in connection with the land take for the new A46 dual carriageway as set out in the exempt appendix to this report.

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 annex.
3. The A46 improvement consists of a 17 mile two-lane dual carriageway from the A606 junction at Widmerpool to an improved roundabout at Farndon, just south of Newark.
4. The main construction works began in July 2009 and the road opened officially to traffic on 15 June 2012.
5. The new road resulted in approximately 6 Hectares of the Authority's land being lost to the Scheme, all of which was previously within the farms estate. The land lies within the Parishes of Cropwell Bishop, East Bridgford, East Stoke and Thorpe.
6. Compensation for the land take has been agreed and this is detailed in the exempt appendix which is annexed to the report.

Other Options Considered

7. There are no other options to negotiated compulsory purchase claims other than through lengthy and expensive references to Lands Tribunal in the event of serious dispute between parties.

Reason for Recommendation

8. To allow the various land transfers to complete and payment be received for the Authority's loss.

Statutory and Policy Implications

9. 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.

RECOMMENDATION

- 1) That the Committee note the land compensation payment to be made by the Highways Agency as set out in the exempt appendix to this report.

Jas Hundal

Service Director, Transport, Property and Environment

For any enquiries about this report please contact: Tim Slater 0115 9772076

Constitutional Comments (CEH 11.9.13)

10. The report is for noting purposes only.

Financial Comments (TR 4.9.13)

11. The financial implications are set out in the exempt appendix to the report.

Background Papers and Published Documents

12. None.

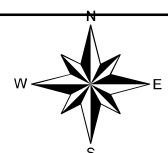
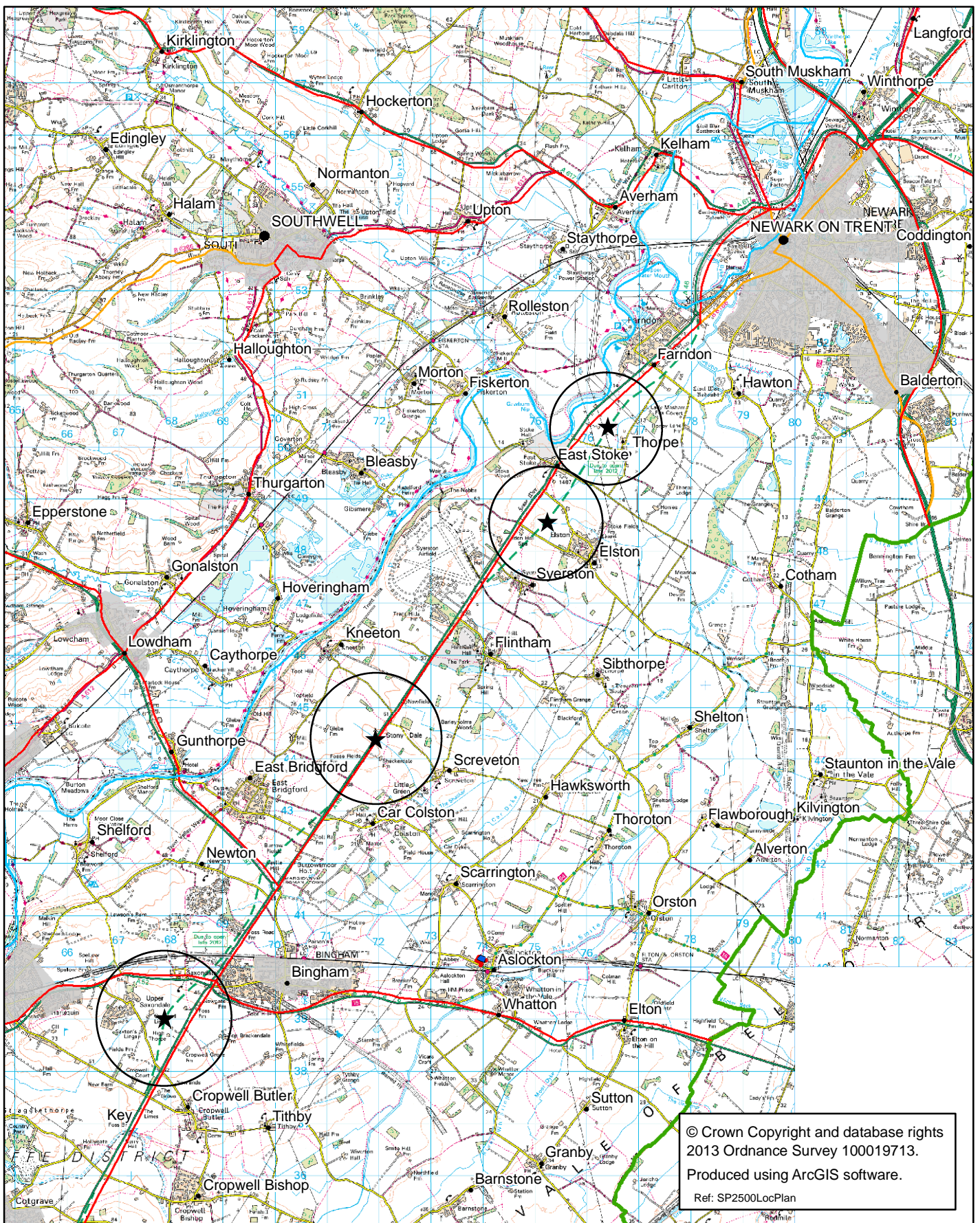
Electoral Division(s) and Member(s) Affected

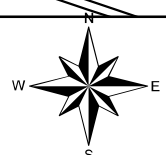
13. Ward(s): Keyworth
Member(s): Councillor John Cottee

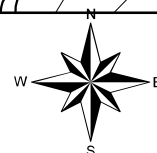
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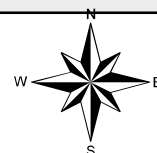
SP: 2500

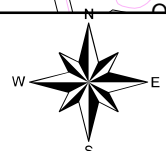
Properties affected: 70086 - A46 Leicestershire border











14 October 2013

Agenda Item: 7(b)

REPORT OF SERVICE DIRECTOR TRANSPORT, PROPERTY & ENVIRONMENT

MANSFIELD BUS STATION – KIOSK UNIT 2

Purpose of the Report

1. To seek approval of the Finance and Property Committee to the granting of a five year lease as set out in the exempt appendix to this report.

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 new Mansfield Bus Station on Quaker Way opened to the public at Easter 2013. Two retail kiosks are located within the premises.
4. A previous marketing exercise by Savills LLP invited competitive bids for leases of the units. This resulted in the larger unit being let (now open and trading).
5. Terms were also agreed for a lease of the smaller unit (café kiosk), however the proposed tenant withdrew from the transaction after the unit was completed following scoping of the potential turnover. In effect, he had overbid for the kiosk.
6. Consequently, interested under bidders were asked to submit revised offers and this has resulted in only one proposal being received.
7. Terms for a five year lease have thus been provisionally agreed as detailed in the exempt appendix.

Other Options Considered

8. Consideration has been given to installing vending machines in the unit as an interim measure prior to letting, however the vending machine companies require 12 month contracts.

Reason/s for Recommendation/s

9. The café kiosk forms an integral part of the Bus Station and, in conjunction with the other unit, provides a holistic experience for users of the facility and creates a revenue stream.

Statutory and Policy Implications

10. 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.

RECOMMENDATION/S

- 1) That approval is given to the grant of a five year lease as set out in the exempt appendix to this report.

Jas Hundal

Service Director – Transport, Property & Environment

For any enquiries about this report please contact:

Constitutional Comments (CEH 10.9.13)

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

Financial Comments (TR 4.9.13)

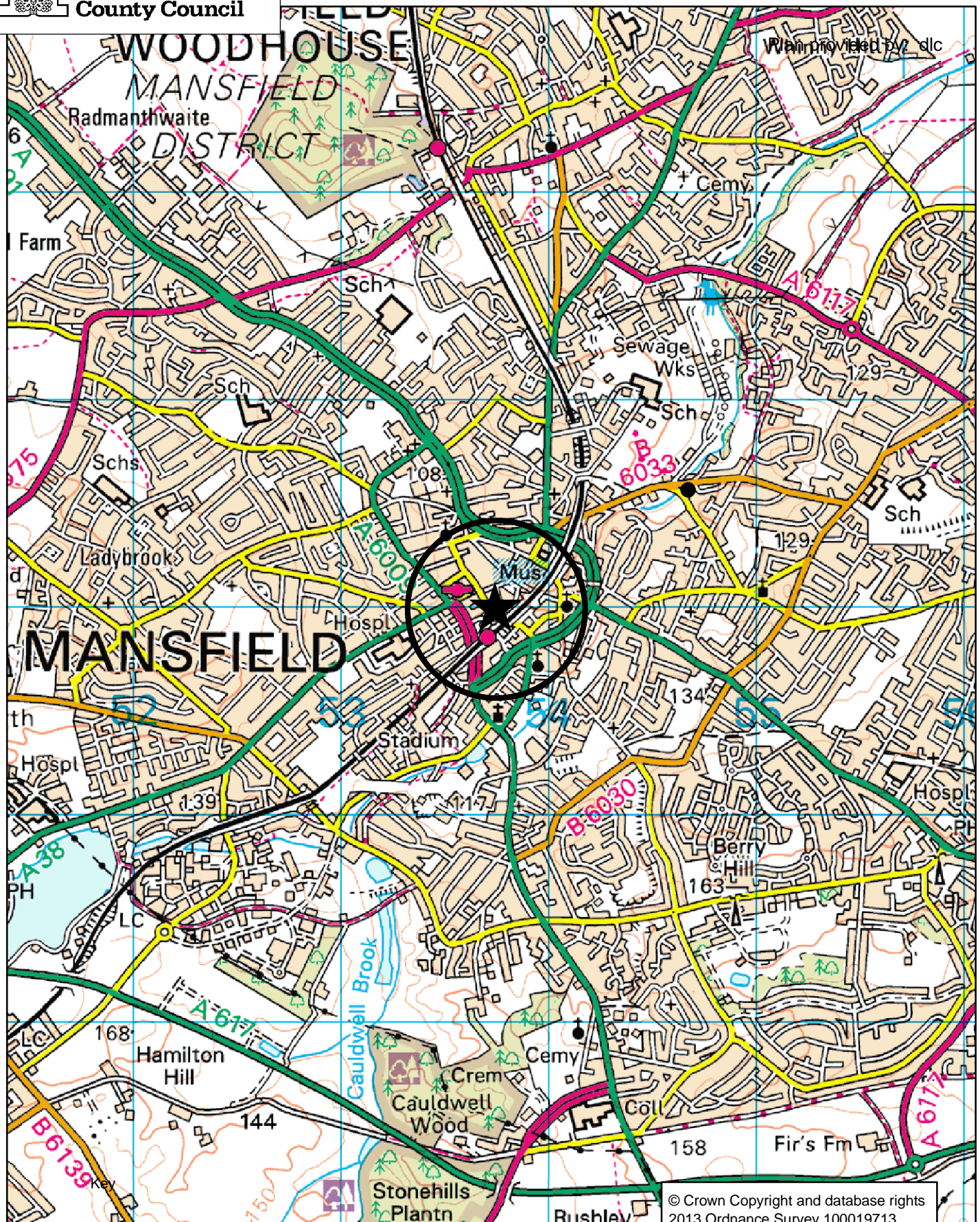
12. The financial implications are set out in the exempt appendix to the report.

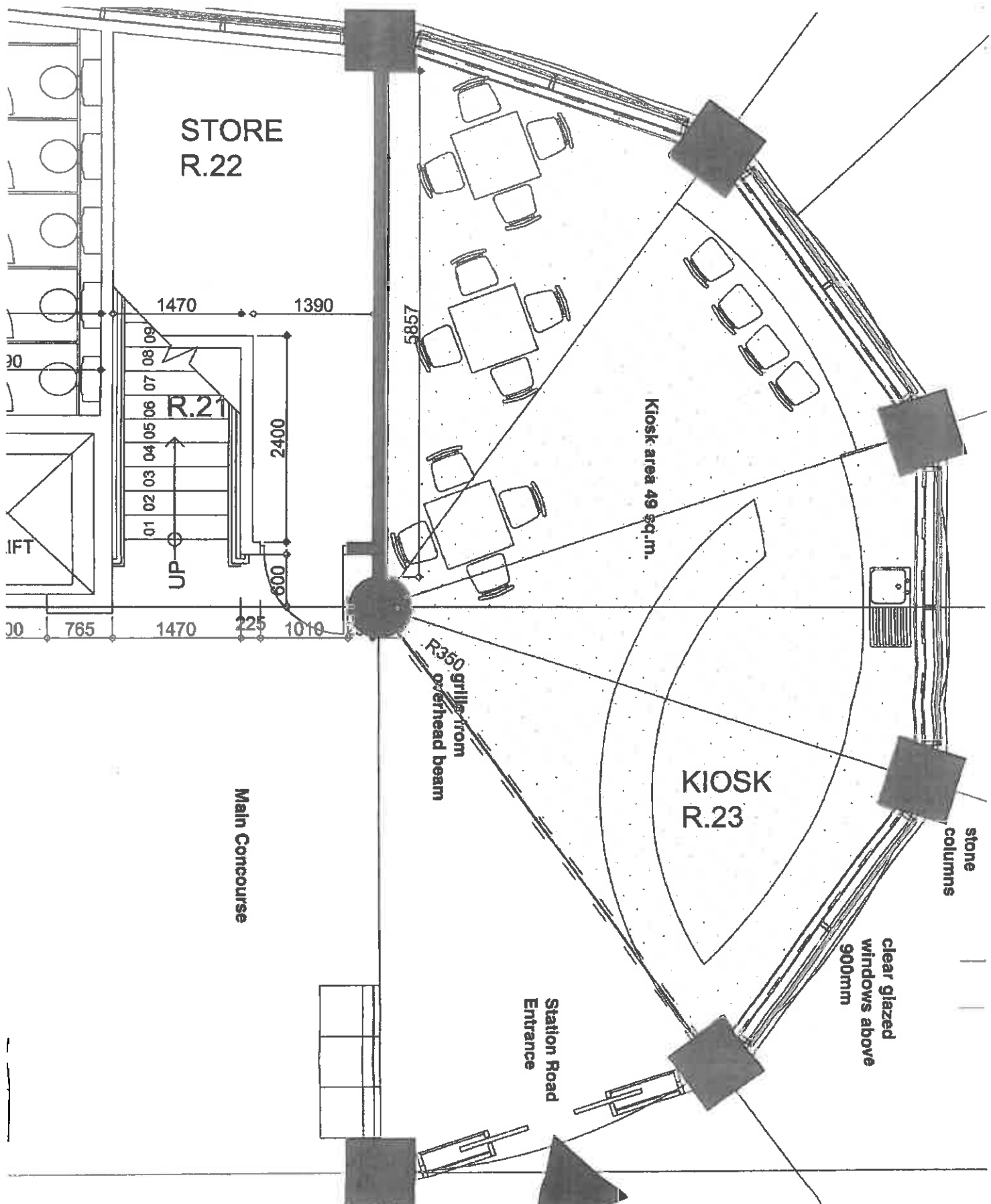
Background Papers and Published Documents

13. None.

Electoral Division(s) and Member(s) Affected

14. Ward(s): Mansfield South
Member(s): Councillor Andy Sissons, Councillor Stephen Garner





REVISIONS

| No. | Description | Date |
|-----|--------------------------|----------|
| 1 | Issue for tender | 12/06/01 |
| 2 | Revise to include tender | 12/06/01 |
| 3 | Revise to include tender | 12/06/01 |
| 4 | Revise to include tender | 12/06/01 |
| 5 | Revise to include tender | 12/06/01 |
| 6 | Revise to include tender | 12/06/01 |
| 7 | Revise to include tender | 12/06/01 |
| 8 | Revise to include tender | 12/06/01 |
| 9 | Revise to include tender | 12/06/01 |
| 10 | Revise to include tender | 12/06/01 |

- LANDING ITEMS**
- background heating
 - general lighting
 - ceramic tile floor
 - downlights for water, drainage, electricity, ceiling height 3.0m
 - security grille from overhead beam
- TRAVELLER ITEMS**
- counter fittings
 - signage
 - furniture

MANFIELD PUBLIC TRANSPORT INTERCHANGE

| Item | Quantity | Unit | Value |
|------|----------|-------|--------|
| 1 | 1 | sq.m. | 131.55 |

KIOSK LAYOUT

| Item | Quantity | Unit | Value |
|------|----------|-------|--------|
| 1 | 1 | sq.m. | 131.55 |



Nottinghamshire County Council
District Council
Mansfield
12/06/01

14 October 2013

Agenda Item: 7(c)

REPORT OF SERVICE DIRECTOR TRANSPORT, PROPERTY & ENVIRONMENT

ARNBROOK PRIMARY AND NURSERY SCHOOL, BESTWOOD LODGE DRIVE, ARNOLD

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 Arnbrook Primary and Nursery School, Bestwood Lodge Drive, Arnold, Nottingham, NG5 8NE this being subject to subsequent approval of any site specific details .
2. To authorise the Corporate Director, Environment & Resources, (or his nominee) to approve site details and specific conditions in consultation with the Chair (or Vice Chair in his absence) of the Finance and Property Committee.

Information and Advice

Background

3. Councillors are probably aware that the Academies Act 2010 allows maintained schools to become Academies by applying to the Secretary of State for Conversion.
4. Once the conversion order has been granted it requires all parties to enter into a Transfer Agreement.
5. As a part of the Transfer Agreement the County Council is required to transfer the relevant assets currently held by the County Council or the existing governing body to the Academy Trust.
6. On a related matter, Councillors should note that other aspects of Academy Transfer will be reported to the Children & Young People's Committee as appropriate.
7. Arnbrook Primary and Nursery School is to shortly 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.
9. The Ward Councillors have been informed of this report.

Other Options Considered

10. 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

11. To comply with statutory requirements.

Statutory and Policy Implications

12. 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.

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 Arnbrook Primary and Nursery School, Bestwood Lodge Drive, Arnold, Nottingham, NG5 8NE this being subject to subsequent approval of any site specific details.
2. Authorise the Corporate Director, Environment & Resources, (or his nominee) to approve site details and specific conditions in consultation with the Chair (or Vice Chair in his absence) of the Finance and Property Committee.

Jas Hundal
Service Director, Transport, Property and Environment

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

Constitutional Comments (CEH 10.9.13)

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

by virtue of their terms of reference.

Financial Comments (TR 4.9.13)

14. The granting of the lease to an academy effectively creates a loss on disposal but is not a charge against council tax.

Background Papers and Published Documents

15. None.

Electoral Division(s) and Member(s) Affected

16. Ward(s): Arnold South
Member(s): Councillor Muriel Weisz, Councillor Roy Allan

File ref.: /PG/SL/01439

SP: 2499

Properties affected: 02047 - Arnbrook Children's Centre, 01439 - Arnbrook Primary and Nursery School, 01484 - Caretakers Property (Arnbrook Primary)

APPENDIX

Heads of Terms

Demise:

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

Landlord:

Nottinghamshire County Council
County Hall
West Bridgford
Nottingham
NG2 7QZ

Tenant:

The Academy Trust for Arnbrook Primary and Nursery 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.

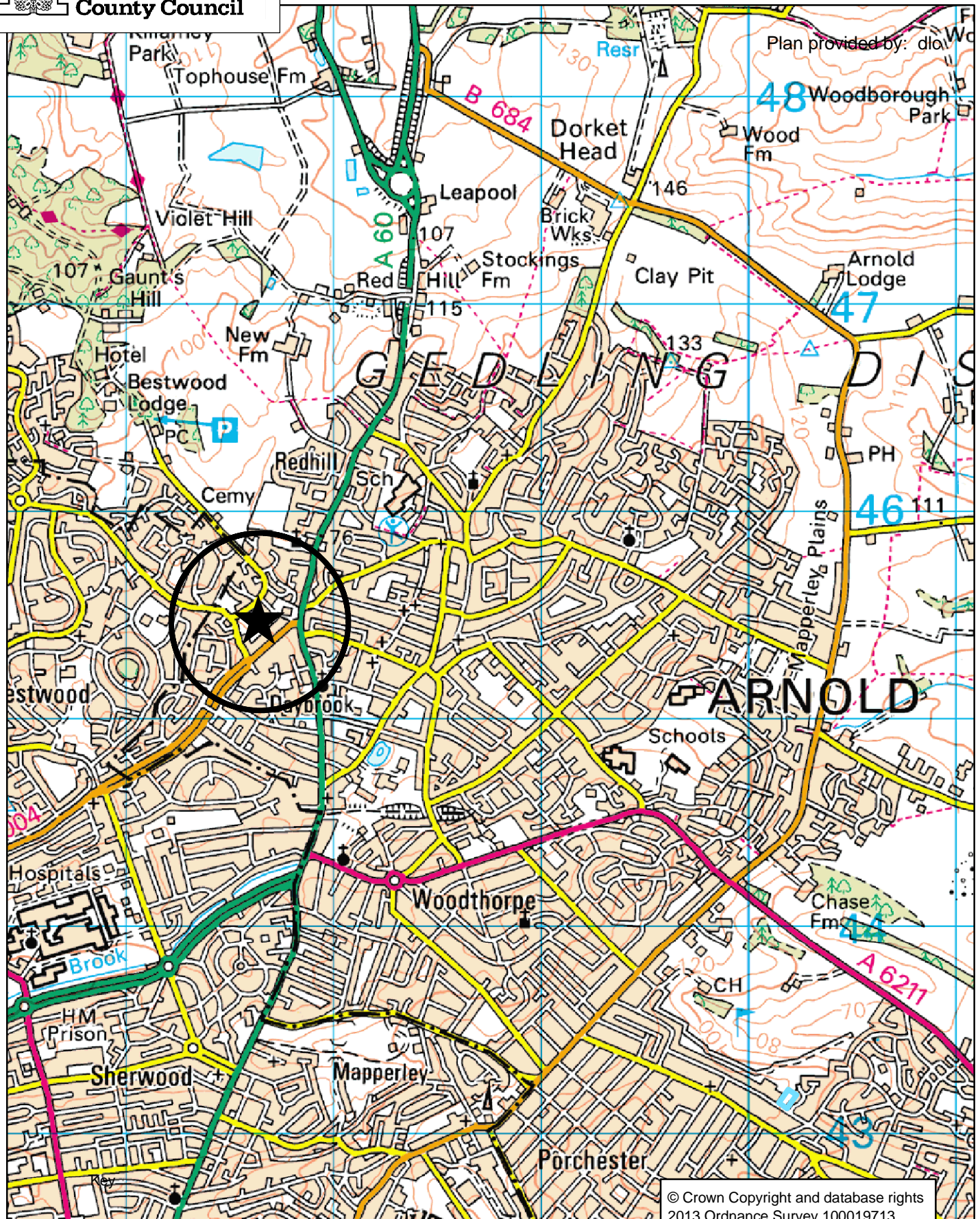
Legal Costs:

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

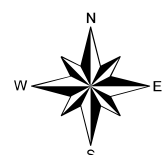
Conditions

The above remains subject to: -

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



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2013 Ordnance Survey 100019713.
Produced using ArcGIS software.
Ref: SP2499LocPlan



14 October 2013**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 2013/14.

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

RECOMMENDATION/S

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

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

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

Constitutional Comments (HD)

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

Financial Comments (PS)

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

Background Papers

None.

Electoral Division(s) and Member(s) Affected

All

FINANCE & PROPERTY COMMITTEE - WORK PROGRAMME

| <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> |
|--|---|---|----------------------------|-----------------------------|
| | | | | |
| 14 October 2013 | | | | |
| | | | | |
| Monthly Budget & Capital Monitoring Report 2013/14 | Budget Capital Monitoring, Capital Receipts, Capital Variations | Decision | Paul Simpson | Pauline Moore |
| Dealing with Unauthorised Encampments | Summary of available powers | Info | Jas Hundal | Andrew Stevens |
| Clayfields House | Additional Scheme for Capital Programme | Decision | Steve Edwards | Rachel Coombs |
| Property Transactions | Various | Decision | Jas Hundal | Various |
| | | | | |
| 11 November 2013 | | | | |
| | | | | |
| Monthly Budget & Capital Monitoring Report 2013/14 | Budget Capital Monitoring, Capital Receipts, Capital Variations | Decision | Paul Simpson | Pauline Moore |
| Property Transactions | Various | Decision | Jas Hundal | Various |
| | | | | |
| 16 December 2013 | | | | |
| | | | | |
| Monthly Budget & Capital Monitoring Report 2013/14 | Budget Capital Monitoring, Capital Receipts, Capital Variations | Decision | Paul Simpson | Pauline Moore |
| Property Transactions | Various | Decision | Jas Hundal | Various |
| ICT Programmes and Performance | Update on projects and performance for Q2 | Info | Ivor Nicholson | |
| | | | | |
| 20 January 2014 | | | | |
| | | | | |
| Monthly Budget & Capital Monitoring Report 2013/14 | Budget Capital Monitoring, Capital Receipts, Capital Variations | Decision | Paul Simpson | Pauline Moore |
| 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> |
|--|---|--------------------------------------|---------------------|----------------------|
| 24 February 2014 | | | | |
| | | | | |
| Monthly Budget & Capital Monitoring Report 2013/14 | Budget Capital Monitoring, Capital Receipts, Capital Variations | Decision | Paul Simpson | Pauline Moore |
| Property Transactions | Various | Decision | Jas Hundal | Various |
| ICT Programmes and Performance | Update on projects and performance for Q3 | Info | Ivor Nicholson | |
| | | | | |
| 24 March 2014 | | | | |
| | | | | |
| Monthly Budget & Capital Monitoring Report 2013/14 | Budget Capital Monitoring, Capital Receipts, Capital Variations | Decision | Paul Simpson | Pauline Moore |
| Property Transactions | Various | Decision | Jas Hundal | Various |
| | | | | |
| 28 April 2014 | | | | |
| | | | | |
| Monthly Budget & Capital Monitoring Report 2013/14 | Budget Capital Monitoring, Capital Receipts, Capital Variations | Decision | Paul Simpson | Pauline Moore |
| Property Transactions | Various | Decision | Jas Hundal | Various |
| | | | | |
| 19 May 2014 | | | | |
| | | | | |
| Monthly Budget & Capital Monitoring Report 2013/14 | Budget Capital Monitoring, Capital Receipts, Capital Variations | Decision | Paul Simpson | Pauline Moore |
| Property Transactions | Various | Decision | Jas Hundal | Various |
| ICT Programmes and Performance | Update on projects and performance for Q4 | Info | Ivor Nicholson | |
| | | | | |
| 16 June 2014 | | | | |
| | | | | |
| Monthly Budget & Capital Monitoring Report 2013/14 | Budget Capital Monitoring, Capital Receipts, Capital Variations | Decision | Paul Simpson | Pauline Moore |
| Property Transactions | Various | Decision | Jas Hundal | Various |
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