

Finance and Property Committee

Monday, 19 May 2014 at 14:00

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

AGENDA

- 1 To note the appointment by the County Council on 15 May 2014 of the Chair and Vice-Chair
To note the appointment by the County Council on 15 May 2014 of Councillor David Kirkham as Chair of the Committee and Councillor Darren Langton as Vice-Chair.
- 2 To note the membership of the Committee.
- 3 Minutes of the last meeting held on 28 April 2014 5 - 6
- 4 Apologies for Absence
- 5 Declarations of Interests by Members and Officers:- (see note below)
(a) Disclosable Pecuniary Interests
(b) Private Interests (pecuniary and non-pecuniary)
- 6 Draft Management Accounts 2013-14 7 - 26
- 7 ICT Programmes and Performance Report Quarter 4 2013-14 27 - 38
- 8 Repairs and Maintenance 39 - 48
- 9 Property Services Performance Update 2013-14 49 - 76
- 10 Gamston Development Options - Rushcliffe Core Strategy 77 - 80

11a	Beardall Street Primary and Nursery School, Hucknall	81 - 88
11b	Sherwood Energy Village, Ollerton South Tip: Proposed Acquisitions and Disposal	89 - 92
11c	County Farm Estate, Sutton-cum-Lound - Proposed Village Community Site	93 - 100
11d	Lease Renewal - Eastwood Community Resource Centre 1	101 - 106
11e	Lease Renewal - Eastwood Community Resource Centre 2	107 - 108
11f	Lease Renewal - Eastwood Community Resource Centre 3	109 - 110
12	Work Programme	111 - 114
13	EXCUSION OF THE PUBLIC The Committee will be invited to resolve:- “That the public be excluded for the remainder of the meeting on the grounds that the discussions are likely to involve disclosure of exempt information described in paragraph 3 of the Local Government (Access to Information) (Variation) Order 2006 and the public interest in maintaining the exemption outweighs the public interest in disclosing the information.” Note If this is agreed, the public will have to leave the meeting during consideration of the following items.	
14	Exempt Appendix to Item 9, Property Services Performance Update 2013/14.	
15	Exempt Appendix to Item 10, Gamston Development Options – Rushcliffe Core Strategy.	
16	Exempt Appendices to Item 11, Property Transaction Reports: (a) Beardall Street Primary and Nursery School, Beardall Street, Hucknall (b) Sherwood Energy Village/Ollerton South Tip, New Ollerton: Proposed Acquisitions and Disposal (c) County Farm Estate: Sutton-cum-Lound, Proposed Village Community Site (d) – (f) Lease Renewals – Eastwood Community Resource Centre	

Notes

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

Customer Services Centre 0300 500 80 80

- (3) Persons making a declaration of interest should have regard to the Code of Conduct and the Council's Procedure Rules. Those declaring must indicate the nature of their interest and the reasons for the declaration.

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

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

Meeting FINANCE AND PROPERTY COMMITTEE

Date 28 April 2014 (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 MBE	Ken Rigby
Stephen Garner	

A Ex-Officio: Alan Rhodes

OFFICERS IN ATTENDANCE

Paul Davies, Democratic Services Officer
Tim Gregory, Corporate Director, Environment and Resources
Jas Hundal, Service Director, Transport, Property and Environment
Paul Simpson, Service Director, Finance and Procurement
Andrew Stevens, Group Manager, Property Strategy and Compliance
Nigel Stevenson, Group Manager, Corporate Accounting

MINUTES OF THE LAST MEETING

The minutes of the meeting held on 24 March 2014 were confirmed and signed by the Chair.

DECLARATIONS OF INTEREST

None.

FINANCIAL MONITORING REPORT: PERIOD 11, 2013/14

In introducing the report, Paul Simpson indicated that there would be a presentation to a future meeting about debt recovery.

RESOLVED: 2014/030

- (1) That the current position regarding the monitoring of revenue expenditure be noted.
- (2) That the current position regarding the monitoring of capital expenditure be noted.
- (3) That the capital programme variations outlined in section 5 of the report be approved.
- (4) That the Balance Sheet update and future developments be noted.

LOCAL AUTHORITY MORTGAGE SCHEME – PROGRESS REPORT**RESOLVED: 2014/031**

- (1) That the success of the Local Authority Mortgage Scheme (LAMS) in Nottinghamshire, in particular the successful partnership arrangements with district councils be noted.
- (2) That the continued investment in LAMS be supported, in particular the joint working with district councils in LAMS. All approvals obtained through Policy Committee on 12 December 2012 with regard to the eligibility criteria will continue to apply.
- (3) That the implication from the extension of the Government's 'Help to Buy' scheme on the future of the LAMS and the current suspension to future investment in LAMS be noted.
- (4) That a further report be brought to Finance and Property Committee on the progress of the Nottinghamshire scheme(s), including any update on the situation with the Lloyds Banking Group's suspension of their involvement with LAMS.

PROEPRTY GROUP – VALUE FOR MONEY**RESOLVED: 2014/032**

- (1) That the overall positive results of the value for money exercise conducted by CIPFA on the Property Group be noted.
- (2) That a further report be presented to Members covering those activity areas highlighted in the report that require additional and more detailed investigation.

WORK PROGRAMME**RESOLVED: 2014/033**

That the Committee's work programme be noted.

The meeting closed at 11.10 am.

CHAIR

REPORT OF THE SERVICE DIRECTOR - FINANCE & PROCUREMENT

DRAFT MANAGEMENT ACCOUNTS 2013/14

Purpose of the Report

- 1.1 To inform the Committee of the year end position for the 2013/14 draft Management Accounts
- 1.2 To request that the Committee:
 - a) Recommend the carry forward of £2.2m of underspends into 2014/15 for approval by County Council
 - b) Recommend the transfer from County Fund Balances of £13.0m, for approval by County Council
- 1.3 To inform the Committee of the position on other reserves of the authority
- 1.4 To inform the Committee on the year end position for the 2013/14 capital programme and its financing
- 1.5 To request approval of variations to the capital programme.

Information and Advice

2. Background

- 2.1 The financial position of the County Council has been monitored throughout the financial year, with monthly reports to Corporate Leadership Team and this Committee providing an update of progress, thus ensuring decision makers had access to financial information on a timely basis. At the Finance and Property Committee meeting of the 28 April 2014, Members were informed of the forecast as at period 11. This report is the draft out-turn for 2013/14; the final figures will be confirmed at the County Council meeting on the 11 July.

3. Summary Financial Position

- 3.1 Through continued prudent financial management, Committee budgets have achieved a net underspend of £3.7m or 0.7% of net Committee budgets (corresponding figures for 2012/13 were £3.8m and 0.7%). This compares to a period 11 forecast of £11.8m, the major variance is that departments have now been allocated the costs of redundancy, which had previously been reported under Central Items. Carry Forward requests totalling £2.2m have been submitted to support key areas as detailed in Appendix B (£1.4m in 2012/13).
- 3.2 The net total for restructuring costs is £10.1m (of which 0.9m relates to trading activity). In line with accounting practice, each year a provision is made for estimated costs that are due to fall in the following year based on published Section 188 notices. The provision that was released for 2012/13 into 2013/14 was £1.3m, the corresponding figure set aside for in 2013/14 is £6.6m.

- 3.3 In the budget report to County Council in February, there was an assumption that a contribution to the Council's Capital Projects Reserve of £3m would be made. This will help to reduce future borrowing costs.
- 3.4 The level of County Fund balances, subject to approval by County Council, will reduce by £13.0m to £29.1m, this is £2.2m higher than originally planned.
- 3.5 The detailed figures are summarised in the appendices to this report, Table 1 shows the summary revenue position of the County Council.

Table 1 – Summary Financial Position

Committee	Final Budget £'000	Draft Out-turn £'000	Draft Variance £'000
Children & Young People	158,125	156,820	(1,305)
Adult Social Care & Health	215,199	215,413	214
Transport & Highways	64,038	64,726	688
Environment & Sustainability	29,287	29,172	(115)
Community Safety	4,070	3,930	(140)
Culture	15,589	15,319	(270)
Policy	32,477	29,726	(2,751)
Finance & Property	29,811	30,228	417
Personnel	3,152	2,876	(276)
Economic Development	1,724	1,592	(132)
Public Health *	-	-	-
Net Committee total	553,472	549,802	(3,670)
Schools Budgets	1,010	(8,672)	(9,682)
School Statutory Reserve	-	9,682	9,682
Net Schools total	1,010	1,010	-
Trading Services	(634)	(634)	-
Central Items	(12,591)	(22,370)	(9,779)
Net expenditure prior to Corporate reserves	541,257	527,809	(13,448)
Carry Forwards from 2012/13	(1,350)	(1,350)	-
Proposed C/Fwds to 2014/15	-	2,218	2,218
PFI Reserves	872	496	(376)
Improvement Programme	(6,226)	(4,557)	1,669
Pay Review Reserve	(1,000)	(269)	731
Earmarked Reserves	(4,476)	(4,518)	(42)
Trading Activity capital adjustment	1,318	2,296	978
Capital Projects Reserve	-	3,000	3,000
Redundancy Reserve	(3,119)	-	3,119
Net transfer to/(from) Corporate reserves	(13,981)	(2,684)	11,297
Transfer to / (from) General Fund	(15,138)	(12,987)	2,151
Net County Council	512,138	512,138	-

*Public Health expenditure is funded in full by a ring-fenced grant of £35.1m. The underspend (£4.9m) will be transferred to an earmarked reserve at year end, to ensure the full grant is spent on Public Health priorities.

4. Committee & Central Items

The overall net underspend within the Committees is £3.7m, which is 0.7% of the net Committee budgets. The principal reasons for the variations are detailed below.

4.1 Children & Young People (£1.3m underspend, 0.8% of Committee budget)

The Committee has funded £3.2m of redundancy costs that had previously been reported under Central Items in the monthly budget monitoring forecasts. The net underspend consists of the following major variances:

- £4.8m on external placements for Looked After Children (LAC) due to estimated growth not materialising
- £0.5m on Children's Disability Service
- £0.6m on Support to Schools
- £0.4m on School Transport Policy
- £0.2m on Joint Use resulting from reduced demand, primarily due to academies
- £0.5m in Early Years and Early Years Intervention due to savings in pre-contract costs, transition budgets, NCFP pensions costs and NCC staffing
- £0.4m in Targeted Support and Youth Justice predominantly due to vacancies

This is offset by the following significant overspends:

- £1.5m on staffing in social work fieldwork staffing, due to the need to use agency staff to cover vacancies
- £0.8m Home to School Transport due to budgets not increasing in line with growth in the LAC population and additional Special Education Needs requirement
- £0.4m within Financial Support to Special Guardian budgets as the growth in these placements exceeded estimates
- A net overspend of £0.3m across all other areas of the division

4.2 Adult Social Care and Health (£0.2m overspend, 0.1% of Committee budget)

The Committee has funded £3.0m of redundancy costs that had previously been reported under Central Items in the monthly budget monitoring forecasts. The net overspend consists of the following major variances:

- The Corporate Director Division has reported an underspend of £0.5m due to additional Community Voices Reform grant.
- The Promoting Independence Division has reported a net underspend of £0.3m, due to £1.7m underspend on the National Welfare Assistance Fund, offset by £1.4m of overspends across the Adult Access Service, Reablement & Intermediate Care and Emergency Night Response Service.
- The Joint Commissioning Division has reported an overspend of £2.6m. This is comprised of a shortfall of £3.0m in Client Contribution Income, offset by underspends on Joint Commissioning and in Business Change and Support.
- The Younger Adults Division has reported a net underspend of £1.4m. This is primarily due to a £1.6m underspend in Day Services due to underspends on staffing and running costs, a £1.5m surplus on Continuing Health Care income due to a concerted effort to chase outstanding agreements, and a £0.6m underspend in the Short break units due to underspends on staffing and increased income. This is offset by a £2.3m overspend on Community Care budgets for Disability Services, primarily Long Term Care and Direct Payments.

- The Older Adults Division has reported a net underspend of £0.2m. This is comprised of an underspend of £1.7m in the Care and Support Centres, a £0.3m surplus on Continuing Health Care income due to a concerted effort to chase outstanding agreements and a continued underspend of £0.5m across Day Care and Supported Accommodation. This has been offset by an overspend of £2.2m on Direct Payments and £0.1m on Short Term Care.

Earmarked Reserves

The budget contained a planned net use of £8.4m of earmarked reserves to fund specific projects and posts within the department. There has been some delay and slippage with these projects and posts, so the actual use of these reserves is £4.2m.

In addition the County Council received additional income of £10.1m from Health partners in the form of Section 256 agreements for specific purposes. This has been transferred into earmarked reserves, resulting in an overall net addition of £5.9m into earmarked reserves.

4.3 Transport & Highways (£0.7m overspend, 1.1% of Committee budget)

The Committee has funded £0.6m of redundancy costs that had previously been reported under Central Items in the monthly budget monitoring forecasts.

4.4 Environment and Sustainability (£0.1m underspend, 0.4% of Committee budget)

The Committee has funded £0.1m of redundancy costs that had previously been reported under Central Items in the monthly budget monitoring forecasts.

4.5 Community Safety (£0.1m underspend, 3.4% of Committee budget)

The Committee has funded £0.2m of redundancy costs that had previously been reported under Central Items in the monthly budget monitoring forecasts. The net underspend is mainly due to underspends in Trading Standards due to staffing vacancies and reduced spend on books and subscriptions.

4.6 Culture (£0.3m underspend, 1.7% of Committee budget)

The Committee has funded £0.4m of redundancy costs that had previously been reported under Central Items in the monthly budget monitoring forecasts. The net underspend consists of the following major variances:

- £0.3m underspend in the Sports & Arts in the Community service, a carry forward request for Olympic Legacy funding has been submitted
- £0.3m underspend on Country Parks, largely due to increased income (resulting from good weather at key times of year) and a vacant Group Manager post.

4.7 Policy (£2.8m underspend, 8.5% of Committee budget)

The Committee has funded £0.7m of redundancy costs that had previously been reported under Central Items in the monthly budget monitoring forecasts. The net underspend consists of the following major variances:

- £0.7m due to staff vacancies in Business Support and Customer Services Centres;
- £0.7m due to staff vacancies and reduced expenditure on publications and printing costs in Corporate Strategy and Communications & Marketing;
- £0.2m underspend regarding members allowances and hospitality;

- An underspend of £1.7m in the Improvement Programme relating to slippage in the Ways of Working programme and ICT spend being less than anticipated (£0.5m), together with underspends due to project delays and slippage on the Schools Phase 2, and some departmental transformation projects. The Improvement Programme has always been funded by an earmarked reserve and as such this slippage will be carried forward into 2014/15.

4.8 Finance and Property (£0.4m overspend, 1.4% of Committee budget)

The Committee has funded £0.9m of redundancy costs that had previously been reported under Central Items in the monthly budget monitoring forecasts. The net underspend is mainly due to staffing savings within Finance & Procurement, following the restructure.

4.9 Personnel (£0.3m underspend, 8.7% of Committee budget)

The Committee has funded £0.1m of redundancy costs that had previously been reported under Central Items in the monthly budget monitoring forecasts.

4.10 Economic Development (£0.1m underspend, 7.7% of Committee budget)

No redundancy costs have been incurred within this Committee. A report regarding the Youth Employment Strategy was considered by the Economic Development Committee on 17 October 2013. This recommended the re-programming of £0.5m to 2014/15 and 2015/16 and an earmarked reserve has been created. In addition, there has been some slippage on some projects and initiatives.

4.11 Public Health net nil ringfenced grant

The responsibility for providing Public Health services transferred to the County Council from 1 April 2013. Expenditure in this area is met in full by a government grant of £35.1m, however an underspend against this funding of £4.9m has occurred. This has primarily arisen as the contingency that was set aside to provide for the transition was not required, and several of the proposed developments were put on hold whilst a review of the budget was completed. As previously reported, the balance will transfer to an earmarked reserve to ensure the full grant is spent on Public Health priorities.

5 Carry Forwards

The Council has a carry forward protocol which enables planned savings to be carried forward into the following financial year to support Committee priorities. This approach encourages rigorous financial management and budgetary control whilst at the same time providing a degree of flexibility for budget managers. In accordance with this protocol, carry forwards of £2.2m have been requested to support priority areas within Committee budgets in 2014/15. The details are set out in Appendix B.

6 Central Items (£9.8m underspend)

Central Items primarily consists of interest and payments on cash balances and borrowing, together with various grants and contingency. Key variances are outlined below.

6.1 Contingency (£6.2m underspend)

The 2013/14 contingency budget was originally set at £5.0m, split between redundancy (£3.0m) and general contingency (£2.0m). During the 2014/15 budget challenge process, one-off surplus budget was identified which related to previous years budget pressures that had not materialised. This was transferred to the general contingency. Requests of £0.5m received approval in year through the budget monitoring report. A full list of

individual schemes is included at Appendix C. The costs of redundancy are included within the Committees in Table 1 above.

6.2 Interest (£1.9m underspend)

The underspend is partly caused by a net reduction in interest payable, due to a reduced need to undertake additional borrowing in the current year, as a result of delays in the phasing of the capital programme.

In addition, close monitoring of interest rates throughout the year has ensured borrowing was undertaken at appropriate points of interest rate fluctuations. Similarly, careful management of cash flow, has ensured that the Council has achieved an investment rate of 0.9%. This is above the benchmark 7 day LIBID rate of 0.4%.

6.3 Statutory Provision for Debt Redemption (£1.2m overspend)

The budget included an estimate of the Minimum Revenue Provision (MRP) that was based on the assumption that the mix of assets types on which capital expenditure would be incurred would be similar to that of previous years. This was not the case and as a result MRP was £1.2m more than had been forecast.

6.4 Government Grants (£2.3m underspend)

Several non-ring fenced grants sit centrally, but values are not normally confirmed until after the budget is set in the February of each year.

The Education Services Grant was a new funding stream in 2013/14, replacing the previous grant structure of Local Authority Central Spend Equivalent Grant (LACSEG). An estimated rate, per estimated pupil numbers, reduced by assumed academy conversions was included in the budget. However, the final funding received was a reduction of £1.5m from what had been anticipated. This has been reflected in the 2014/15 budget and the Council's Medium Term Financial Strategy (MTFS).

The Local Services Support Grant is only confirmed on a year by year basis and is not anticipated when the budget is set. An additional £0.6m was received in year, contributing to the overall underspend reported.

Following the changes to Council Tax Benefit and the new Localised Council Tax Support scheme, a transition grant was awarded to authorities where the policy of the billing authorities met certain national criteria. As this was outside of the control of the County Council, no expectation was included in the budget report, and therefore the £0.9m grant has also contributed to the overall underspend reported.

As reported in the budget monitoring report, the establishment of the new Business Rates mechanism has led to additional one-off income in the current year of £1.5m.

On 27th March 2014, the Department for Communities and Local Government (DCLG) made a payment of £0.8m to the Council. This was a reallocation of money that had originally been topsliced from the national Revenue Support Grant, for authorities to bid for. Bids had not been as high as DCLG had originally estimated, and therefore the balance has been redistributed. As this was announced late in the year this receipt has not been expected in the budget monitoring or reported to Members before now.

7 Movements on Balances and Reserves (for detail please refer to Appendix D)

7.1 General Fund Balances

The Council meeting on 28th February 2013 approved the use of £15.1m of General Fund Balances. Given the underspend that has been achieved, it is recommended that £13.0 is drawn down. Subject to Council approval, the closing balance of the Councils General Fund will reduce from £42.1m to £29.1m.

7.2 Other Earmarked Reserves

At the end of 2013/14 the total of other 'earmarked' reserves stood at £140.9m, a reduction of £7.3m since 31 March 2013. This consists of the following:

- **PFI Reserves**

£32.3m of reserves are held for PFI schemes, this equates to 23.3% of other earmarked reserves. The arrangements for calculating PFI grant result in more grant being received in the early years of a PFI scheme than is needed to meet the payments to providers of the service. These surpluses need to be kept in an earmarked reserve to cover the corresponding deficits in later years. The amounts set aside at the end of 2013/14 are shown in Table 2 below.

Table 2 – PFI set aside as at 31/03/2014

PFI Scheme	£'000
East Leake Schools	3,079
Bassetlaw Schools	620
Waste	28,648
Total	32,347

- **Insurance Reserve**

The Authority operates a self-insurance scheme and covers risks up to an agreed amount. External insurers cover risks in excess of this figure. The Insurance Reserve is set aside to cover possible insurance claims losses that are not yet known about. The closing balance of this reserve is expected to be £10.8m.

- **Capital Projects Reserve**

The Capital Projects Reserve has been built up over a number of years to support current and future capital commitments, thereby reducing reliance on borrowing and the associated repayment costs. As identified in Table 1 above, a contribution of £3.0m has been made in line with the proposals contained in the Council's Budget report. £11.9m has been used to finance the current years capital programme. As at the 31 March 2014, the balance on the Capital Projects Reserve is therefore £21.2m.

- **Improvement Programme (including Ways of Working)**

When it was initially approved, the Improvement Programme had a revenue allocation of £21.3m over the five years between 2009/10 and 2013/14. Since then additional funding has been set aside for one off schemes, primarily Ways of Working, and the spending profile of the Programme was extended.

Expenditure for 2013/14 totalled £5.2m, an underspend against the budget of £1.7m. For this reason, there was a reduction in the use of the Improvement Programme reserve. The closing balance on the reserve for 2013/14 would therefore be £6.8m, made up of £3.8m

for the Improvement Programme itself, and £3.0m for Ways of Working. However, the Budget Report (Council, 27/2/2014) approved the establishment of a Strategic Development Fund (SDF), funded in part by the remaining balance of this reserve. The £3.8m has therefore been transferred into the new SDF reserve, the £3.0m Ways of Working reserve will be utilised in 2014/15 and 2015/16.

- **Life Cycle Maintenance**

The Life Cycle Maintenance Reserve was created to spread the cost of maintaining new buildings. However, due to the Council's savings requirement, other priorities have taken precedence in subsequent budget setting processes. In the Budget Report (Council, 27/2/2014) approval was given to re-designate this reserve to support the newly established Strategic Development Fund. The balance of £4.2m was therefore transferred and this reserve is now closed.

- **Trading Activities**

The principal purpose of the Trading Activities Reserve is to accumulate funds for asset replacement, and after contributions to, and uses of the reserve during 2013/14, there was £2.8m in this reserve at the year end.

- **Pay Review Reserve**

The planned use of the Pay Review Reserve has only partly been required to meet the cost of claims made in year. Given the diminishing value of claims paid in year, the requirement for this reserve has been reviewed and the reserve subsequently closed, with the balance transferring to the Corporate Redundancy Reserve. Should any future claims become payable, this will be met by resources in year.

- **Redundancy Reserve**

A Redundancy Reserve of £3.1m was created in 2009/10, and a further contribution of £2.8m was made from underspends in 2012/13. In addition a redundancy contingency was provided in each budget to help meet the costs of restructuring. Prudent financial management has ensured that the reserve has not yet been required although future years contingency allocation has reduced. As reported above, pay review reserves have been reviewed (including the funds the Council had set aside to fund schools pay review claims), and surplus balances have transferred into this reserve. The closing balance for 2013/14 is therefore £10.0m.

- **Departmental Reserves**

All departments have reserves for identified purposes. In addition, Financial Reporting Standards require grant income to be carried on the Balance Sheet until the conditions of the grant have been satisfied. During the year, these departmental balances increased by a net £9.7m to £48.4m. This is primarily due to £10.1m being received from Health partners in the form of Section 256 agreements for specific purposes.

8 Capital Expenditure

- 8.1** Capital Expenditure in 2013/14 totalled £106.283m. Table 3 shows the final 2013/14 Capital Programme broken down by Committee.

Table 3 – 2013/14 Capital Expenditure

Committee	Original Budget £'000	Revised Budget £'000	Total Out-turn £'000	Variance £'000
Children & Young People's Services	54,294	61,227	43,651	(17,576)
Adult Social Care & Health	6,104	373	127	(246)
Transport & Highways	43,324	40,956	41,411	455
Environment & Sustainability	4,853	4,473	5,091	618
Culture	6,930	4,000	2,933	(1,067)
Policy	5,075	5,785	4,031	(1,754)
Finance & Property	11,180	10,420	8,619	(1,801)
Community Safety	297	289	369	80
Personnel & Performance	70	145	52	(93)
Contingency	829	0	0	0
Total	132,956	127,668	106,283	(21,385)

Note: These figures exclude any expenditure incurred directly by schools.

8.2 The major areas of investment in 2013/14 are listed in Table 4 below.

Table 4 – Major investment areas 2013/14

Committee	Scheme	2013/14 Capital Expenditure £'000
CFCS	School Capital Refurbishment Programme	24,357
	School Basic Need Programme	13,754
	Beardall Street Primary	1,569
Transport & Highways	Road Maintenance & Renewals	15,639
	A453 Widening	10,000
	Local Transport Plan	6,402
	Street Lighting Renewal	2,139
	Highways Vehicles and Plant	1,033
Environment & Sustainability	Local Improvement Schemes	3,805
Culture	National Watersports Centre	1,723
Policy	Ways of Working Programme	3,712
Finance & Property	Building Works	4,841
	Various IT Capital Projects	1,920

Capital Programme Variations

- 8.3** The changes in the gross Capital Programme for 2013/14, since its approval at Council (28/02/13) are summarised in Table 5 below.

Table 5 2013/14 Capital Programme

	2012/13 £'000	£'000
Approved per Council (Budget Book 2013/14)		132,956
Incorporated in Budget report (Council 27/02/14)		
Net slippage from 2012/13 and financing adjustments	12,632	
Approved variations to February Council	(16,119)	
Variation approved at F&P Committee (April 2014)	(1,801)	
Subsequent to Budget Report (Council 27/02/14)		
Net re-phasing/slippage from 2013/14 to future years	(21,385)	
		(26,673)
Final revised gross Capital Programme		106,283

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

- It is proposed that the 2013/14 Capital Programme for Transport & Highways is varied to reflect that:-
 - Additional works at both the Highways Depot Rationalisation Programme (£0.053m) and the Gamston Depot Salt Barn (£0.078m) have been funded from capital allocations that were originally approved against the Termination of MOPs project.
- It is proposed that the 2013/14 Capital Programme for Environment and Sustainability is varied to reflect that:-
 - Revenue funding required to fund expenditure on the Eastcroft Incinerator was £0.117m less than estimated.
 - £0.446m more external funding than forecast was received for Environment and Highways scheme.

- It is proposed that the 2013/14 Capital Programme for Finance and Property Committee is varied to reflect that:-
 - £0.198m revenue funding was used to part fund costs associated with the planned maintenance programme.
 - £0.164m revenue funding was used to part fund costs associated with the Business Management System programme.
 - £0.079m Departmental reserves were used to fund increased costs associated with the County Supplies project.
- It is proposed that the 2013/14 Capital Programme for Children and Young People's Committee is varied to reflect a £0.034m revenue contribution to fund final costs associated with the Samworth Academy project.

8.5 Maximising the use of grants in 2013/14

Sometimes when there is slippage on a scheme funded by grant, rather than slipping the grant funding for use in the next year, it is possible to use the grant to finance the expenditure on a different scheme in the current year. This does not affect the total expenditure on individual schemes, nor their phasing, but delays the use of prudential borrowing and the consequent impact on the revenue budget of having to set aside a minimum revenue provision (MRP).

Grant funding unapplied totalling £1.9m has been used to fund capital expenditure on the School Capital Refurbishment Programme in 2013/14 that would otherwise have been funded from borrowing.

Slippage/re-phasing of Capital Schemes

- 8.6** In addition to the slippage and re-phasing of schemes incorporated into the Budget Report 2013/14 there has been £21.4m of further net slippage/re-phasing on a number of schemes, of which £15.4m relates to schemes funded by capital allocations (borrowing). The main areas of this further slippage/re-phasing are:

Slippage

- Schools Capital Refurbishment Programme (£8.0m slippage)
- School Places Programme (£4.2m)
- Edwinstowe Respite Centre (1.3m)
- Ways of Working Programme (£1.7m)
- Business Management System (£1.5m)

The main reasons for slippage on the Schools Capital Programme are:-

- Contributions to condition works at Academies have not been made as the works have not completed.

- Schools increasingly are insisting that works are undertaken in holidays or out of school hours.
- Difficulty in gaining access for asbestos related works has had a knock on effect on start dates for the main works.
- Further delays with regard to surveys, design and accommodating complementary projects.

Despite slippage on the main schools capital programmes it is still expected that the programmes will be delivered as agreed and within approved budgets.

Acceleration

Acceleration of £1.8m in the main Transport and Highways programmes has followed the planned over-programming of schemes. This has been partially offset by minor slippage in other areas of the Transport and Highways capital programme.

Capital Financing

8.7 The following Table outlines how the 2013/14 capital expenditure has been financed.

Table 6 - 2013/14 Capital Financing

	Original Budget £'000	Revised Budget £'000	Total Out- turn £'000	Variance £'000
Funding Source:				
Prudential Borrowing	72,444	63,732	48,261	(15,471)
Capital Grants	44,351	47,247	42,674	(4,573)
Revenue/Reserves	16,161	16,689	15,348	(1,341)
Gross Capital Programme	132,956	127,668	106,283	(21,385)

8.8 Capital receipts for 2013/14 totalled £2.8m, which exceeds the £2.0m receipts anticipated in the 2014/15 budget report. These capital receipts have been set against the principal of borrowing in previous years. Analysis has determined that this application of funding sources is optimum in terms of reducing the impact of the Capital Programme on the revenue account.

8.9 Total borrowing for the year is £48.3m, which is £15.4m less than the revised borrowing for 2013/14 of £63.7m. This is primarily as a result of the slippage/re-phasing of capital expenditure to be funded from prudential borrowing. The corresponding funding (capital allocations) will be carried forward and incorporated into the Capital Programme for 2014/15.

8.10 The Capital Programme for 2014/15 will be monitored to ensure that borrowing for 2014/15 is managed within the prudential limits for the year. Funding by borrowing in 2014/15 is now projected to be £67.8m, although this is £17.8m more than the budgeted

borrowing figure in the Budget Report 2014/15, any new capital expenditure slippage in 2014/15 will offset this and the Council's overall level of indebtedness is not expected to exceed previous forecasts. The size of the revised Capital Programme for 2014/15 is £137.1m.

9 Statement of Accounts

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

Statutory and Policy Implications

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

RECOMMENDATIONS

- 11.1 To note the provisional 2013/14 year end revenue position.
- 11.2 To recommend the year-end carry forwards set out in section 5 and Appendix B to County Council.
- 11.3 To recommend the level of County Fund Balances set out in section 7.1 and Appendix D to County Council.
- 11.4 To note the movements in reserves as detailed in section 7 and Appendix D.
- 11.5 To approve the capital variations outlined in section 8.4.
- 11.6 To note the capital programme and its financing.

Paul Simpson

Service Director – Finance & Procurement

For any enquiries about this report please contact:

Pauline Moore - Senior Accountant, Financial Strategy & Accounting

Glen Bicknell - Senior Finance Business Partner, Capital & External Funding

Constitutional Comments (HD 08/05/2014)

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

Financial Comments (PM 30/04/2014)

The financial implications are set out in the report.

Background Papers

None

Electoral Division(s) and Member(s) Affected

All

MANAGEMENT ACCOUNTS SUMMARY 2013/14

	2013/14 Final Budget £'000	2013/14 Draft Out-turn £'000	Variance £'000
Committee			
Children & Young People	158,125	156,820	(1,305)
Adult Social Care & Health	215,199	215,413	214
Transport & Highways	64,038	64,726	688
Environment & Sustainability	29,287	29,172	(115)
Community Safety	4,070	3,930	(140)
Culture	15,589	15,319	(270)
Policy	32,477	29,726	(2,751)
Finance & Property	29,811	30,228	417
Personnel	3,152	2,876	(276)
Economic Development	1,724	1,592	(132)
Public Health	-	-	-
Net Committee Total	553,472	549,802	(3,670)
Schools Budget (after Dedicated Schools Grant)	1,010	(8,672)	(9,682)
Schools' Statutory Reserve	-	9,682	9,682
Net Schools total	1,010	1,010	-
Trading Services	(634)	(634)	-
Central Items Managed through Finance & Property Committee			
Capital Charges included in Committees	(41,077)	(41,499)	(422)
Statutory Provision for Debt Redemption	18,708	19,900	1,192
Interest	18,019	16,105	(1,914)
Contingency	6,196	-	(6,196)
Flood Defence Levies	273	272	(1)
Pension Enhancements	1,842	2,194	352
Write Offs	(100)	(626)	(526)
New Homes Bonus	(2,438)	(2,461)	(23)
Education Services Grant	(10,907)	(9,420)	1,487
Council Tax Freeze Grant	(3,107)	(3,124)	(17)
Reallocated RSG	-	(754)	(754)
Localised Council Tax Support Transition Grant	-	(891)	(891)
Local Services Support Grant	-	(585)	(585)
Small Business Rate Relief	-	(456)	(456)
Additional business Rate Growth due to pooling	-	(1,024)	(1,024)
Expenditure before Use of Reserves	541,257	527,809	(13,448)

Reserves and Balances

Carry Forwards from 2012/13	(1,350)	(1,350)	-
Proposed Carry Forwards to 2014/15	-	2,218	2,218
PFI Reserves:			
East Leake PFI	267	183	(84)
Bassetlaw PFI	383	2	(381)
Waste PFI	222	311	89
Improvement Programme	(6,226)	(4,557)	1,669
Pay Review	(1,000)	(269)	731
Earmarked Underspendings	(4,476)	(4,518)	(42)
Capital adjustment with Trading Activities	1,318	2,296	978
Capital Projects Reserve	-	3,000	3,000
Corporate Redundancy	(3,119)	-	3,119

Transfer to/(from) County Fund	(15,138)	(12,987)	2,151
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Funding Required	512,138	512,138	-
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Funding

Council Tax/Surplus on Collection	(274,009)	(274,009)	-
Revenue Support Grant/Business Rates	(238,129)	(238,129)	-

Total Funding	(512,138)	(512,138)	-
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PROPOSED BUDGET CARRY FORWARDS BY COMMITTEE 2013/14

	£'000	£'000
Adult Social Care and Health		
Homecare Smartcards and Market Development	195.0	
National Welfare Assistance Fund	31.6	
Care & Support Centres	400.0	
Business Support	151.0	
Social Care Adult Access Service	29.7	
Subtotal Adult Social Care and Health		807.3
Transport & Highways		
Lengthmans Scheme	38.0	
Street Lighting works	600.0	
Subtotal Transport & Highways		638.0
Culture		
Olympic Legacy Funding		277.7
Policy		
Business Support Centre - System Developments	63.1	
Customer Service Centre - Face to Face work	26.0	
Apprentices Scheme	62.6	
Publications - County Life	24.4	
Members Divisional Fund	13.3	
Subtotal Policy		189.4
Finance and Property		
Property Contingency Allocation		109.4
Personnel		
Leadership Development Programme	150.0	
Corporate HR - Occupational Health & Safety Assessment Standard	16.8	
Subtotal Personnel		166.8
Economic Development		
Economic Development Projects		29.0
Total proposed budget carry forward		<u><u>2,218</u></u>

ALLOCATIONS FROM CONTINGENCY

	2013/14	
	£000	£000
Redundancy Contingency Budget	3,000	
General Contingency Budget	2,281	
Net Contingency Budget		5,281
Add on departmental transfers:		
Budget Challenge process CFCS	2,094	
Subtotal additional transfers		2,094
Total contingency budget		7,375
Less approved requests:		
Olympic Legacy	(700)	
Rufford Country Park	(60)	
Funding of Development Sites	(97)	
Lindhurst Scheme	(250)	
Lord Lieutenant	(10)	
Records Management System	(62)	
Subtotal contingency schemes approved in year		(1,179)
Reported underspend on contingency		6,196

SUMMARY OF REVENUE RESERVES

	Brought Forward 01/04/2013 £'000	Movement 2013/14 £'000	Carry Forward 31/03/2014 £'000
County Fund Balances	42,118	(12,987)	29,131
Schools Reserves (2013/14 transactions to be confirmed)	32,973	-	32,973
Other Earmarked Reserves			
2012/13 Carry Forwards	1,350	(1,350)	-
2013/14 Carry Forwards	-	2,218	2,218
Earmarked for Services	3,642	(2,467)	1,175
Corporate Pay Review	6,744	(5,942)	802
Departmental	38,680	9,724	48,404
PFI Reserves:			
East Leake	2,983	96	3,079
Bassetlaw Schools	862	(240)	622
Waste	28,336	311	28,647
Capital Projects	30,127	(8,945)	21,182
Improvement Programme	11,450	(8,404)	3,046
Life Cycle Maintenance	4,205	(4,205)	-
Strategic Development Fund	-	8,052	8,052
Trading Activities	3,526	(760)	2,766
Corporate Redundancy Reserve	5,918	4,135	10,053
Insurance	10,361	470	10,831
Subtotal Other Earmarked Reserves	148,184	(7,307)	140,877
Total Usable Revenue Reserves	223,275	(20,294)	202,981

19 May 2014**Agenda Item: 7****REPORT OF THE SERVICE DIRECTOR, ICT****ICT PROGRAMMES AND PERFORMANCE QUARTER 4 2013-14****Purpose of the Report**

1. To provide the Finance and Property Committee with a 4th quarter progress update on key projects and performance measures for ICT Services and to outline the major planned activities over the next 6 month period.

Information and Advice**Programmes Update**

2. The main themes from the ICT review are shaping a lot of the activities within ICT Services, which are covered in the progress and planning sections of the report (paragraphs 3 and 4). The main themes from the review are:
 - i. ICT reliability: so that day to day ICT services remain fit for purpose, are appropriately supported and meet the needs of users.
 - ii. Focus on transformation: a switch of focus of the ICT direction from modernisation to transformation activities (particularly on workforce mobilisation and a move to web based self-serve solutions) to support the business in driving out financial savings and new service delivery models.
 - iii. Renewed governance: recognising the growth in demand for ICT resources necessitates clear and agreed cross-County Council prioritisation and an underlying process for considering the competing “Run” (day to day upgrades) and “Change” (transformation) proposals.
 - iv. Technology investment: funding will be required, for example, to support the channel shift to using web based self-serve options that match public expectations; to support the mobilisation of staff so that services are delivered more efficiently and effectively, and to support shared working with partners.
 - v. Revised operating model: a revamp of the in-house and external ICT team composition will be required to facilitate and support the changing emphasis in direction.

3. Significant progress has been made in most of the priority areas over the last quarter. A summary of progress is as follows:
- i. A new operating model and staffing structure for ICT Services was approved by Finance and Property Committee at its meeting of 20th January 2014. ICT Services are now into the implementation phase of enabling staff into posts, and recruiting to vacant posts. It is intended to operate the new arrangements from June 2014.
 - ii. An ICT Strategy for 2014-17 and supporting investment proposal has been produced for consideration by the Policy Committee at its meeting of 7th May 2014. The key business drivers for the new ICT strategy are shaped by the "ICT Review" that was undertaken by Atos Consulting and Technology Services in 2013, the County Council's Strategic Plan and new operating model, plus the ongoing financial challenges and the ICT market place. The focus of the strategy is to deploy a range of technologies (referred to as the transformational platform) that will support five key business themes: workforce mobilisation, customer channel shift, business performance reporting, partnership working, and reliability and compliance. The Policy Committee report and ICT Strategy 2014-17 is available as a background paper.
 - iii. The ICT equipment replacement programme and deployment of Windows 7 and Office 2010 has successfully completed 96% of planned installations. ICT staff are working with the Ways of Working team and users to confirm whether some of the outstanding laptops require like for like replacement or if alternate working arrangements are more appropriate.
 - iv. The transfer of all user e-mail, complex group e-mail and system embedded e-mail accounts from Lotus Domino to the Microsoft Exchange platform is complete.
 - v. The systems mobilisation pilot projects in ASCH&PP and CFCS departments ran through to the end of February 2014. Feedback from users has on the whole been very positive and the findings from these pilots have informed the ICT Strategy 2014-2017. A study carried out by Vodafone identified areas of potential savings and work with departmental and Improvement Programme teams will ratify and build on these findings. A larger, 70 user, cohort will be provided with mobile devices and access to back office systems early in quarter one 2014/15 as part of the deployment and scalability testing.
 - vi. The procurement of a replacement portal for the Multi Agency Safeguarding Hub (MASH) has been awarded to CoreLogic. The implementation is targeted for June 2014, but is subject to the detailed planning that is currently under way.
 - vii. A new module of the Customer Relationship Management system (Lagan) used by the Customer Service Centre (CSC) was implemented successfully. The new SVC (Single View of the Customer) module consolidates and de-duplicates our customer information and enabled us to delete 17,000 duplicate records.
 - viii. A planned upgrade to Rostrvm, the telephone call handling system used at the CSC, MASH, the Business Support Centre and the ICT Service Desk, was successfully implemented to improve performance reliability.

- ix. Transitioned to a hosted BlackBerry mobile platform and hosted secure e-mail service through Vodafone.
 - x. Migration of the data for groups of Highways, Finance and Transport staff to the redesigned Microsoft Active Directory (provides the authentication and authorisations for all connecting computers and users) has been completed with significant improvement in access times being experienced.
 - xi. The Cryptshare product, which supports secure e-mail transfer with non-PSN (Public Services Network) partners, has been successfully piloted within Legal Services. It will be implemented to other corporate e-mail users during May 2014.
 - xii. The procurement process for the replacement home based care services electronic monitoring system has reached the point of contract signature. The next steps are to work with the supplier to embed the technology and processes into the management of the service.
 - xiii. Extended the provision of the County Council's WiFi availability further across the public sector, with the technology now in place to offer this service from Nottingham City Council offices. Work with City ICT staff is under way to explore the best option for making this service live.
 - xiv. The technology solution that enables the Children's Centres provider to use the County Council ICT network to connect to their own network has continued to be implemented with the core infrastructure requirements now in place. Roll-out of the service will commence in April 2014 to the 50+ sites affected.
 - xv. The annual planned "patching" of our Business Management System (BMS) went smoothly and according to plan. This provides system updates and any "fixes".
4. Over the next 6 month period the major planned activities will include the following:
- i. Completion of the migration to a new staffing structure and implementation of the new operating model.
 - ii. Presentation of the ICT Strategy 2014-17 to Policy Committee and, subject to approval, development of the key work programmes to support the various design, build and implementation phases.
 - iii. Completion of the audit process and supporting upgrade programme to secure the annual PSN (Public Services Network) compliance and approval, which is due in June 2014. PSN compliance enables the County Council to use the network for secure connectivity with other public sector organisations and systems. The audit standards have been substantially more onerous from 2013 when considerable activity was required to achieve compliance. Following on from the 2013 audit some enhanced security arrangements will be needed for BlackBerry and iPad devices, and our arrangements for managing devices with the unsupported Microsoft XP operating system will be reviewed. There is also a national expectation that we will continue to strengthen parts of our internal ICT network (through network segmentation) to further

secure access to the more sensitive data and systems, and this is built into the ICT Strategy 2014-17.

- iv. Completion of the roll-out of the ICT equipment replacement programme and printer replacement programme, and provide support for the office moves associated with the Ways of Working programme.
- v. Establish a project to review corporate and school network connectivity and internet service requirements and proposals beyond the current contract with Capita, which expires in October 2015.
- vi. Design and deliver the mobilisation ICT platform to enable wider scale deployment of mobile technology in line with corporate priorities.
- vii. Continue to build an electronic rostering and scheduling solution to improve the efficiency of front line resource planning.
- viii. As part of the Channel Shift project two new products will be deployed. The first is Achieveforms, which is a cloud-based eForms solution enabling the ability to offer online self-service options on the County Council's website. The second is eStore (online shop), which is a part of the Civica provided income management suite of systems (that we already make use of), to support recurring card payments and linkages to third party systems. This will enable the County Council to offer the option for the public to pay for goods and services online (this is currently available only for invoice-related payments).
- ix. The Civica pensions ICT system has been selected to replace the current pensions system (Heywoods AXISe) which becomes unsupported from the end of December 2014. The new solution will be internally hosted by the County Council and is planned to be implemented in November 2014.
- x. Implementation of the replacement portal for the Multi Agency Safeguarding Hub, which is planned for June 2014.
- xi. Implementation of the Cryptshare secure e-mail solution (for use with non PSN partners) to all corporate users.
- xii. Implementation of a new externally hosted e-recruitment solution which will also support redeployment during April 2014.
- xiii. Provide input into collaborative working with Health service colleagues in line with the requirements of the Care Bill.

Performance Update

- 5. To provide a balanced assessment of performance, ICT Services measures four groups of indicators that cover business activities, customers, staff and finance. Performance for the year 2013-14 is attached as an Appendix.

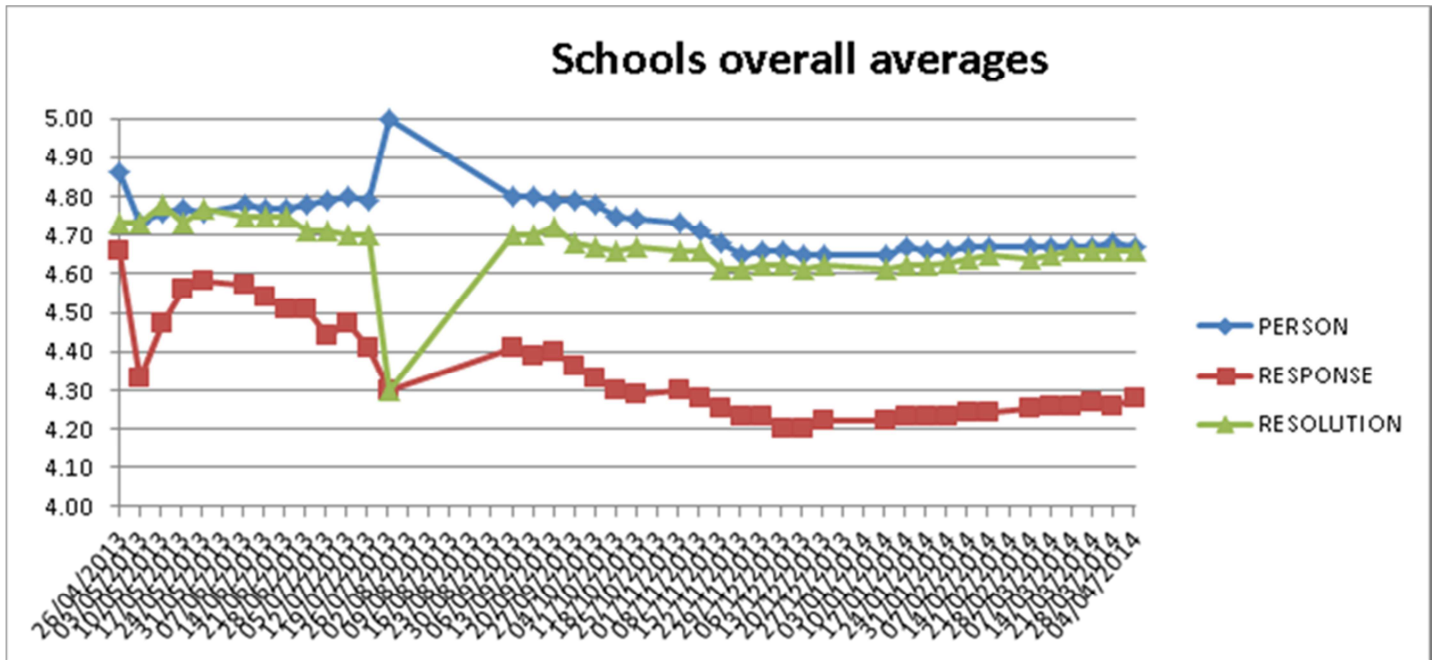
Business Activity Indicator

6. The business activity indicators measure some of the key day to day operational performance areas, with the two most significant being systems availability and incident resolution. The focus is to ensure that business critical systems are operational during business hours and that any incidents are resolved speedily and within service level agreement (SLA). Systems availability for business critical systems has remained at high levels throughout 2013-14, with 99.97% achieved in the quarter. The performance target has been raised in 2013-14 for the third year running, now 99.5%, and there is sufficient confidence for this to be further increased for 2014-15.
7. Incident resolution against SLA targets has been steadily improving during the year, climbing to 89.9% in the 3rd quarter and 90.8% this quarter. This reflects the changes made to the service desk and to a number of processes. The greater capability to handle calls has led to increased call volumes but the team has adjusted well to deal with these. The current focus is on the “third line” element of the desk which passes and manages calls between the various external suppliers. It is anticipated that strengthening this vendor management part of the service will help raise the overall ongoing performance and this is planned as part of the current staffing restructure.
8. The change management process adopted by ICT Services has also worked very effectively throughout 2013-14 with most changes to ICT systems and components delivered successfully and without service interruptions. Indeed there have been fewer major incidents in 2013-14 than in the previous 12 month period. As the County Council is increasingly reliant on its ICT provision disruptions to services need to be avoided wherever possible. During this quarter there were two major service disruptions. The first related to the corporate print service that is designed and supported by Konica Minolta which resulted in print queues and slow access to printed documents. This was initially attributed to the design, as the print queues quickly disappeared as the database was resized. However, this was subsequently identified as a “bug” in the print software. The second major incident resulted from an upgrade to the Highways Asset Management System as the software was incorrectly configured to back-up data during peak usage time. A re-configuration of the back-up process resolved this.
9. The business activity indicators include the two project performance indicators that are used by CIPFA (Chartered Institute of Public Finance and Accountancy). The project delivery index is used to measure conformance to good project management standards e.g. adoption of PRINCE 2 methodology, business case produced, delivery to timelines, business benefits achieved etc. Performance against this indicator remains good. The second indicator is related to project milestones, and measures the overall percentage of milestones delivered by the planned timelines. Progress has been good here too with 81% of milestones delivered and this is reflected in the update outlined in paragraph 3.

Customer Indicator

10. The access channel into ICT Services is the Service Desk which receives and handles the incidents, service requests and enquiries. The efficiency and effectiveness of this function is crucial for the user perception of the whole range of services provided. During this year ICT Services have been collecting information regarding customer's satisfaction (score 1- poor, 5-excellent) of the ICT incident management process for both corporate and school

users (weekly sample sizes are approximately 30 corporate users and 20 school users), with encouraging results as seen from the tables below.



Staff Indicator

11. The average number of staff sick days within ICT Services remains around the annual County Council target of seven days per staff member. Training activity for ICT Services staff is crucial to ensuring that the relevant and required skills are available. The training statistics collected are based on staff correctly completing and coding timesheets and, given the new technologies being deployed, we are currently still showing less training and development activity delivered than planned. There will be a re-emphasis on skills training as part of the staffing re-structure process, particularly in relation to Microsoft products.

Financial Indicator

12. Capital spending is in line with budget plans for the year, apart from some planned slippage with the Infrastructure Replacement programme as technical resources were diverted to the PSN activities between September and December 2013. Revenue spending for 2013-14 is in line with budgets. ICT Services also provides very favourable cost comparisons with other public sector bodies with each of the financial indicators within the top quartile of the 2013 annual CIPFA benchmarking.

Reason for Recommendation

13. To raise awareness of progress on the key ICT programmes and performance indicators for 2013-14.

Statutory and Policy Implications

14. 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

To note the progress against the key programme and performance measures for ICT Services and the priorities for the next 6 month period.

Ivor Nicholson
Service Director - ICT

For any enquiries about this report please contact: Ivor Nicholson on 0115 9774006

Constitutional Comments:

This report is for noting only so no constitutional comments are required.

Financial Comments: (SEM 01/05/14)

The financial implications are set out in the report.

Background Papers








ICT Strategy 2014-17 and associated report to Policy Committee on 7th May 2014





Electoral Division(s) and Member(s) Affected







All




ICT Services Overall Performance: Quarter 4 2013-14





Key symbols table:













Status	Indicators	Trend	Base this on change from same period last year
	Below target by more than 10%		Improving trend
	Below target by up to 10%		Deteriorating trend
	On or above target		No change
	No reported data or no target		

Business Activity Indicator	Performance 2013/14							Comments
	Q1 Actual	Q2 Actual	Q3 Actual	Q4 Actual	Target	Status	Trend	
Average availability to users of NCC's business critical services during business hours	99.85%	99.86%	99.63%	99.97%	99.5%			<p>There are now 41 services identified as Business Critical to the County Council e.g. e-mail, internet, Framework, BMS, Capita ONE etc.</p> <p>Contributory factors to this high level of availability are the investment in the ICT infrastructure (such as the network, servers and cabling, the refurbished data centre and use of Node 4), a proactive approach to infrastructure alerts and monitoring (taking pre-emptive action where necessary) and the rapid response of our technical staff should issues occur.</p> <p>The target has been increased in 2013-14 from 99% to 99.5%.</p>
% Incidents resolved within agreed service levels	83.8%	87.3%	89.9%	90.8%	92%			<p>This indicator assesses the performance of the ICT function in restoring service and responding to incidents within our Service Level Agreement (SLA). We have reduced the target this year from 95% to 92% to reflect a more realistic position from where</p>

								we are. As we go through a transition stage with the service desk we are now performing much better at call taking which has increased the volume of recorded incidents. Focus is now on tier 3 of the service desk function and how we handle incidents with our external suppliers. In this quarter there were 8,136 incidents reported (7,823 last quarter).
% of ICT changes successfully completed	99.64%	98.52%	98.87%	98.77%	98%			<p>The ICT change management process aims to ensure that upgrades and new services are implemented without any negative impact on service provision and ensure that all changes to business critical services have been comprehensively planned, tested and authorised before being carried out. In this quarter there were 469 changes (452 last quarter).</p> <p>The target has been increased in 2013-14 from 97% to 98%.</p>
Compliance to CIPFA project delivery index	7.0	7.8	7.95	7.8	8			<p>This indicator assesses the effectiveness of ICT project management and delivery by assessing approved projects completed in the quarter against a set of 9 defined criteria established by CIPFA and based around PRINCE 2.</p>
% of project milestones delivered	75%	82%	94%	81%	80%			<p>Each project incorporates a series of milestones (both for ICT Services and the business) that are the basis for assessing progress. These can be updated by Project Boards to reflect revisions to scope, priorities etc. Progress has been made against all priorities outlined in paragraph 3. Major reasons for slippage related to technology issues (PSN impacted the Mobilisation project) and customer delays (Children's Centres project).</p>

Customer Indicator	Performance 2013/14				Comments
	Actual	Target	Status	Trend	
User satisfaction feedback					The access channel into ICT Services is the Service Desk which receives and handles the incidents, service requests and enquiries. The efficiency and effectiveness of this function is crucial for the user perception of the whole range of IT services provided, as they all contribute to the resolution of the calls. The Service Desk collates user feedback regarding customer satisfaction (score 1-poor, 5-excellent) of the ICT incident management process for both corporate and school users (weekly sample sizes are approximately 30 corporate users and 20 school users). This performance information is shown in the charts within the report (see paragraph 10) and remains encouraging.

Staff Indicator	Performance 2013/14				Comments
	Actual	Target	Status	Trend	
Average number of sick days per staff member	6.82	7			This average level of staff sickness remains within the profile of the annual county council target of 7 days per member of staff.
Average number of professional training days per member of staff	2.2	3			The annual target is 3 days per member of staff. We now undertake significant levels of computer based training activities, rather than traditional classroom courses, covering more activity in less time. The actual figures are based on completed timesheets and are lower than expected. The basis for capturing development and training activity is therefore being reviewed.

Financial Indicator	Performance 2013/14				Comments
	Actual	Target	Status	Trend	
Expenditure against revenue	100%	100%			Planned budget reductions of £650k have been delivered for 2013-14 which includes the deletion of 12FTE posts (£3 million of annual savings over the last 4 years). Spending was in line with budgets.
Expenditure against capital	90%	100%			Capital spending is aligned to the current ICT Strategy and was fully in line with plans for the ICT equipment replacement programme, OneSpace project and Microsoft licensing. There was planned slippage of £300k in the Infrastructure replacement programme in quarter 3 as technical staff were diverted between September and December 2013 to PSN (Public Services Network) activities to achieve compliance with the new standards. This £300k of planned slippage is why spend is only 90%.
Cost of ICT support per user	£208	£220			The current cost of £208 per user puts the county council in the top quartile of CIPFA 2013 benchmarking. The target of £220 is based on remaining within the top quartile.
Cost of ICT support per workstation	£174	£200			The current cost of £174 per workstation puts the county council in the top quartile of CIPFA 2013 benchmarking. The target of £200 is based on remaining within the top quartile.
Acquisition cost of desktop PC	£293	£400			This includes the cost of procurement and installation as well as the cost of the device and software. The county council currently performs at the top quartile of CIPFA 2013 benchmarking.
Acquisition cost of laptop	£556	£600			This includes the cost of procurement and installation as well as the cost of the device and software. The county council currently performs at the top quartile of CIPFA 2013 benchmarking.

19 May 2014**Agenda Item: 8****REPORT OF SERVICE DIRECTOR TRANSPORT, PROPERTY &
ENVIRONMENT****REPAIRS AND MAINTENANCE****Purpose of the Report**

1. This report provides members with an overview on the condition of the property estate; outlines the need for a repairs and maintenance plan and makes recommendations for interim targets for expenditure on property pending the development of a new corporate plan for the property estate.

Information and AdvicePurpose of a Repairs and Maintenance Plan

2. To provide an understanding of:-
 - the condition of the property portfolio
 - the future trend for back-log maintenance
 - the gap between budget provision and repairs and maintenance need and to consider
 - what level of condition for the property estate is sustainable
 - implications for strategic asset management planning
3. The condition of the property portfolio is monitored by undertaking a 5 year rolling programme of condition surveys, which seeks to survey approximately 20% of the estate annually. This is in accordance with the Royal Institution of Chartered Surveyors (RICS) established guidance and practice. It should be noted this is a snap shot in time of the estate and it will be appreciated that between surveys, the condition of the stock continues to deteriorate which in some cases is balanced by works of repair, improvement and replacement being undertaken. In providing future information on the back-log of repairs and maintenance, estimates will be made to take account of any expenditure undertaken that may mitigate back-log maintenance in between surveys.
4. An accurate understanding of the condition of the property estate is a fundamental element within an over- arching strategic asset management plan. In recognition of this, a review of current condition surveys was undertaken. As required new surveys were commissioned between August and December, 2013 which involved either a desk top review or a full resurvey on site. In total 223 properties were

resurveyed.

5. It is important to highlight this repair and maintenance plan is focusing on the non-school estate, although it does include historic data on schools to provide a broad perspective of the estate. Due to the on-going capital refurbishment works that are taking place on Schools, a separate exercise will be conducted on this asset category when the current programme of works are completed in 2016/17 .

Measuring Condition

6. NCC has adopted the Chartered Institute of Public Finance and Accountancy (CIPFA) RICS guidance in categorising buildings and their elements when performing condition surveys. A rating assessment is used as follows: -

Condition Rating	
A	Good - Performing as intended and operating efficiently.
B	Satisfactory - Performing as intended but showing minor deterioration.
C	Poor - Showing major defects and/or not operating as intended.
D	Bad - Life expired and/or serious risk of imminent failure.

Priority Rating	
P1	Urgent work that will prevent immediate closure of premises and/or remedy a serious breach of legislation and/or high risk to health and safety.
P2	Essential works required within two years that will prevent serious deterioration of fabric or service and/or remedy to minor breaches of legislation and/or minor risks to health & safety.
P3	Desirable work required within 3 to 5 years that will prevent deterioration of fabric or service and/or address a low risk minor breach of legislation and/or minor risks to health & safety.
P4	Planned work for replacement beyond 5 years

Repairs and Maintenance Budget and Expenditure

7. The Repairs and Maintenance (R & M) budget consists of two elements revenue and capital which combined equates to £7.4m per annum (2014/15). Due to budget savings this amount will be reduced by £0.519m by 2016/17.
8. Deducted from this combined sum is an allocation to cover general servicing of plant and equipment that is required to meet health and safety requirements and to ensure the continued efficient operation of the estate. The remaining sum of £6.22m (of which £1m is presently used to support SCRP) is available for tackling back-log maintenance. In reality the majority is spent on remedial works associated with preventing fire risks and Legionella or otherwise designated as priority 1 works **This budget represents Planned Maintenance** although an element of this sum approximately £1m (17 %) is utilised for unforeseen events **Reactive Maintenance**.

9. In addition there are repair budgets that are not managed by the Property Group due to the Corporate Landlord arrangements at the County Council. Departments are responsible for day to day maintenance as a Tenant. The Property Group does not monitor this expenditure and only an imprecise estimate can be made based on financial budget allocations that may underestimate the level of expenditure as other budgets are used to supplement works. During 2013/14 the level of expenditure is estimated at approximately £4.5m a high proportion of this work can be assumed to represent **Reactive Maintenance**.

Summary

Planned repair and Maintenance spend (non-Schools)		
	Planned	Reactive
Property Group Repair and Maintenance Budget	£6.22m	£1m
Departmental spend		£4.5m
Total	£ 6.22m	£5.5m

10. RICS guidance is to achieve a ratio of planned to reactive maintenance of 70:30 to provide for a more effective targeting of expenditure. Although the above figures are general estimates it is clear the NCC ratio contains a high element of reactive repairs.

A Profile of Condition Back- Log

11. Adopting the National Property Performance Management Initiative indicators (NaPPMI) advocated by CIPFA, the overall condition of the estate is outlined as below and detailed in appendix 1.0

Property Condition based on Cost (Table 1a)

12. The bulk of NCC property is identified within condition categories B & C
When including schools the profile shows an increased improvement with a bias towards category B.
13. The overall back- log cost of the non- school estate represents a relatively small proportion of overall back-log around 25% of overall back- log cost.
14. Removing categories A by assuming no expenditure would be targeted on already good performing buildings and removing category D by assuming over time these buildings could be sold then back-log cost reduces by approximately £2.6m or just over 6% and if schools are included, by just over £15m. ***This action alone will not significantly reduce the condition back-log.***

Property Condition based on Floor Area (Table 1b)

15. This table reveals surprisingly a predominance of category A properties within the corporate estate (36%). Including schools provides a more even spread of condition across the portfolio in each category condition. Compared to a CIPFA benchmark

average* a typical profile would show a significant predominance of category B properties at 53%. ***This result suggests that expenditure is not being spread evenly across the estate with no targeted focus on particular categories of condition.***

Property Condition based on Priority (Table 2)

16. Predominantly NCC property is within the optimal priority 3 category, yet of concern is that 14% of cost is within priority 1 equating to circa £5.6m. Including all Properties the priority 1 figure increases to 19% and £26m.
17. Compared with CIPFA benchmarking information* that is available the average priority 1 figure is around 10% with a higher priority 2 figure of around 40%.
These results may suggest that we are incorrectly targeting our expenditure concentrating too much expenditure on priority 3s.

Property Condition - Average cost based on floor area (Table 3)

18. As will be noted currently the cost of back-log maintenance when compared to floor area equates to £204/sqm increasing to £247/sqm when school properties are included. This compares to the benchmarked CIPFA average of around £130/sqm.
The cost of NCC back-log maintenance is 90% higher.

Conclusions

19. At present given the size of the estate, budgets available and how the budget is used, ***the portfolio is unsustainable.*** There will be a continuing decline in the property condition with ***greater reliance on reactive spend*** to keep the premises operating. NCC is spending approximately 5%(R&M budget/overall back-log) of monies compared to need on tackling the issue compared to a benchmarked CIPFA average of 17%. While this ratio is variable depending on how it is calculated the percentage spend is quite clearly low compared to need.
20. The method of spend seems unfocused except on addressing health and safety issues. It does not adequately seek to ration the limited sums of monies available to achieve a particular target condition.
21. The R & M budget managed by the property group is insufficient to maintain the current estate. However, if other departmental expenditure is included the amount actually being spent on property is almost doubled. This additional expenditure is not corporately managed and will as a result address departmental need as opposed to corporate need.

Options

22. It is apparent that the current R & M budget provision with or without the Schools included is insufficient to tackle the back-log repairs that are faced. The situation is improved if departmental budgets are included in the calculation although the estate will still remain unsustainable. It is acknowledged that the significant capital investment into schools has yet to feed through fully into these results and this will improve the overall position yet will not resolve the primary back-log maintenance issue that NCC faces. Given the current challenging budgetary pressures, there is

unlikely to be any internal growth in funding, in the foreseeable future. The assumption should be at best that R& M provision remains constant. With this variable fixed there are three broad options available to the County Council:-

- Option A : Reduce the quantity of the property portfolio generally
- Option B: Identify an appropriate property condition. This will target expenditure more effectively and when combined with suitability modelling identify those assets that should be sold.
- Option C: Source external methods of funding to supplement current provision (this includes asset sharing).

Consideration of Option A

23. The size of the property portfolio is generally a strategic asset management planning issue, reflecting corporate needs and aspirations; service delivery requirements and budgetary provision. As such it draws together a number of policy and strategy decisions and objectives to provide an overall focus for management of the property estate in the long term. Option B is interlinked with this strategic decision. It is recommended that the condition of the estate should be one of the primary supporting documents which steers the strategic AMP.
24. At present the Council is responding to the need for budgetary cuts and is actively examining how Services are best delivered. Once this exercise is concluded this will provide the necessary steer for determining the type and quantity of accommodation and its location. Until this steer is available it is important the Council has an interim plan for managing repairs and maintenance.

Consideration of Option B

25. The table below outlines the combination of the property condition and priority for repair for the estate excluding schools. As will be noted, a number of assets are categorised as A or B, P1, P2... Given the current financial challenges this standard of property condition may be unsustainable. Depending on the type of property condition selected will determine the level of funding required to maintain that condition.

	P1	P2	P3	P4
A	8,107	23,252	215,942	157,368
B	175,831	1,245,399	19,393,005	1,178,556
C	3,316,536	12,414,655	1,107,673	8,666
D	2,137,597	28,419	14,667	4,840

26. Predominantly organisations seek not to achieve an A rated standard and opt for a typical category of B3. If this was selected for the NCC property portfolio then expenditure would be targeted *initially* to those condition categories falling within C & D 1 & 2. As resources permit this could eventually be extended to B1 & B2 works.
27. It is recommended that if category B priority 3 is approved as the interim targeted property condition, then any requirements to maintain to a higher standard would

need additional funding that would form the subject of capital or revenue bids submitted by the Corporate Tenant and initially scrutinised by the Corporate Asset Management Group (CAMG). Similarly, proposals not to maintain an asset to this overall standard would require the approval of CAMG.

28. To support this type of targeted approach to property maintenance, the property group is rolling out a corporate wide suitability model. While suitability modelling is not new to NCC, it has not been used consistently in the past or directly related to repairs and maintenance. Suitability will help identify under-performing assets and provide guidance on why an asset is under-performing. The suitability model has been designed in a manner that provides for a repair and maintenance assessment. Property decision makers will be able to combine an R & M strategy objective very easily with a suitability assessment to provide clear guidance on whether to expend monies on a particular asset. It is proposed that the **category B standard should only be applied to properties that are classed as suitable or mainly suitable**. Properties that are below this standard should have minimal work undertaken to maintain their operational capability, effectively critical health and safety works and work that would keep the property 'wind and water tight' This prioritisation of spend to be maintained until the future of the property has been considered and either additional investment is approved or the property is to be sold. This is to avoid expenditure occurring on property that cannot be made suitable for service use or is likely to be sold in the near future, potentially representing wasted expenditure.

Consideration of Option C

29. Alternative means of funding may be achieved as required via external grants or via the consideration of alternative means of usage and management. As an example additional asset sharing with other partners should provide a contribution to the outgoings associated with the building including repairs and maintenance which has recently been evidenced by the sharing of Sir John Robinson House with Gedling Borough Council. Sale and leaseback arrangements could be considered whereby the freehold of the asset is sold in return for the long term lease of the property on conditions that removed repair and maintenance liability. These types of considerations are best addressed through the AMP.
30. As per the statement under option A, first consideration should be the standard of property condition that is required. The subsequent strategic asset management plan should outline among other issues how that condition is delivered.

Other Options Considered

31. An internal audit report on the management of the Council's property estate dated December, 2013 identified deficiencies in NCC asset management planning processes. It is worth highlighting that the audit report was published after the property group had embarked on re-introducing good asset management planning principles within NCC. The failure to agree an R & M plan would primarily increase risk that expenditure is not being targeted where it is most needed and also would not align with Audit recommendations and good practice guidance.
32. The R & M strategy could be delayed until corporate decisions are made that help shape the future of the property estate. This will out of necessity take time to

conclude. To avoid any potential wasted expenditure on properties that may be unsuitable for service provision it is beneficial to have an interim plan approved that can be reviewed once a corporate AMP is developed.

Reason/s for Recommendation/s

33. To provide interim targets for focused repair and maintenance expenditure and suggested means of pooling financial budgets to maximise expenditure.

Statutory and Policy Implications

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

RECOMMENDATION/S

- 1) That a Condition category B3 is adopted for the corporate non-school estate as a whole.
- 2) That requests to vary from the B3 target should require the prior approval of CAMG.
- 3) That properties classed as unsuitable should have minimal works undertaken as outlined in the report.
- 4) That Departmental property budgets which are used for the repair and maintenance of premises are identified annually and expenditure which is of a non-reactive/emergency nature is first approved by the Property Group to ensure expenditure aligns with the B3 target and can be justified via suitability results.
- 5) That to support recommendations 1-3 that a target ratio of 70:30 for planned/reactive maintenance should be set.
- 6) That this Repair and Maintenance Plan is reviewed when a new corporate asset management plan is prepared.

Jas Hundal
Service Director – Transport, Property & Environment

For any enquiries about this report please contact: Andrew Stevens

Constitutional Comments (CEH 09.05.14)

35. The recommendations fall within the remit of the Finance and Property Committee. Any future/new Asset Management Plan will need to be recommended to Council.

Financial Comments (TR 23/4/2014)

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

Background Papers and Published Documents

37. None

Electoral Division(s) and Member(s) Affected

38. All

File ref.: /SB/SB/09998

SP: 2619

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

Condition Categories

Table 1a	Corp estate need	As % of total
A	£404,669	1
B	£21,992,791	53
C	£16,847,530	41
D	£2,185,523	5
Corp Est Total	£41,430,513	

Table 1a (incl historic costs on Schools)	Corporate estate need	As % of total
A	7,255,757	5
B	92,607,820	58
C	52,930,413	33
D	7,806,515	5
Total	160,600,505	

Condition based on Floor Area

Table 1b	Corporate Estate (exc schools)			
	No. of sites	GFA (m ²)	% of Corp. Est. GFA	% of total GFA
A	114	88918	36.1	12.6
B	65	53359	21.7	7.6
C	60	43679	17.7	6.2
D	41	17682	7.2	2.5

Condition based on Priority

Table 2	Corporate estate need	As % of total
P1	£5,638,071	14
P2	£13,711,725	34
P3	£20,731,287	52
Corp Est Total	£40,081,083	

Table 2 (incl historic school costs)	Corporate estate need	As % of total
P1	26,422,198	19
P2	50,231,219	36
P3	64,539,851	46
Total	141,193,268	

Condition cost per sqm

Table 3	
Total need	£41,430,513
Total GFA	203,936sqm
No. of Sites	263
£/m2	203.15

19 May 2014

Agenda Item: 9

**REPORT OF SERVICE DIRECTOR, TRANSPORT, PROPERTY &
ENVIRONMENT****PROPERTY SERVICES PERFORMANCE UPDATE 2013/14****Purpose of the Report**

1. This report provides information to the Committee on key action areas identified within the previous performance report in December 2013; a review of new and existing performance indicators and an update on the current capital disposal programme including the level and timing of potential capital receipts.

Background

2. Some information relating to this report is not for publication by virtue of paragraph 3 of Schedule 12A of the Local Government Act 1972. Having regard to the circumstances, on balance the public interest in disclosing the information does not outweigh the reason for exemption because divulging the information would significantly damage the Council's commercial position. The exempt information is set out in the exempt appendix.

Property Reviews

3. It was previously reported that as part of a continuing drive to assist with service delivery improvement a number of reviews had been commissioned :-

CIPFA Assessment of Value for Money: This review has been completed and formed the subject of a separate report to the Finance and Property Committee on 28 April, 2014. Conclusions were generally positive. Further research is required on the delivery of the estate management function, the findings of which will be reported back to this committee.

4. Internal lean review: The Property Group volunteered for the Council's internal improvement team to a process review on repair and maintenance from identification of need to completion of work. The objective was to ensure that work flow is as efficient as possible. Members will be aware that the repairs and maintenance budget is strained due to repairs back-log and with a cut to the budget of circa £500k in financial year 2016/17, it is essential that all monies spent is used efficiently.
5. The results of the review are still awaited however; early indications are that the process is operating satisfactorily. It has been identified that better use could be made of the main contractor's electronic work tracking system, removing the need to provide duplicity of resource at NCC. Concerns have also been raised regarding the operation

of the Council's corporate business management system which is proving resource intensive for data inputting and extraction. Actions are already being taken to review these two areas in advance of the formal completion of the review.

6. Project Review: The Council is a shareholder in SCAPE and as a result was able to utilise some of the benefits offered by the organisation at nil cost. As the property group is significantly involved in delivering a variety of high value property projects, independent consultants are undertaking a review of project management. This will identify areas of strength and weaknesses and assist the Group in responding to new best practices that are emerging. The review is expected to be completed shortly.

Property High Level Indicators:

7. The previous report highlighted the need to consider the introduction of high level property indicators. The objective being that indicators should be reported upon that are purposeful and capable of being responsive to management.
8. Government best practice guidance on property Asset Management Plans recommends a series of high level property indicators that were established under the National Property Performance Initiative (NPPMI) and promoted by the Chartered Institute of Public Finance and Accountancy (CIPFA). In summary these currently cover the following:-

Condition and required Maintenance
Environmental/Energy Usage
The Suitability of Buildings
Office property within the portfolio
The Efficiency in utilising space

The benefit of adopting these performance measures is that it enables the Service to:

- a. Evaluate trends in key performance over time.
 - b. Use objective data to actually measure property performance.
 - c. Benchmark with other organisations to determine respective property performance.
 - d. Use measures that have been approved as good practice and provide consistency of measurement across organisations.
9. A variation of these performance measures were extensively used across the full public sector estate prior to the onset of the financial crisis. With the reduction of property staff some public sector bodies have abandoned AMP principles including performance monitoring. There is now an increasing realisation that at a time of significant change, it is vitally important that an organisation has a thorough understanding on the performance of the property estate and from this information undertake effective management.
 10. The results presented within this report will provide an initial benchmark from which targets can be set, trend analysis undertaken and measures adopted to improve

portfolio performance. Due to the physical characteristics of property, rapid change is difficult to achieve. To reflect this, it is proposed that these high level indicators are *reported upon annually* and these are supplemented by the local service indicators that are routinely reported upon to this committee.

Current Performance

11. The performance of the estate is outlined in the property indicators within appendix 1.0 that includes the most current benchmarking information.

12. Indicator 1: Condition and Required Maintenance

The details of this indicator have been extensively analysed as part of the development of the Repairs and Maintenance Plan (R & M) that it is anticipated will be presented to Members in May 2014.

Review Comment

The primary objective of the R & M Plan is to seek a greater alignment of the property estate to the agreed standard. This will be evidenced by the gradual removal of the priority works that fall below this standard and over time a better alignment of the planned to reactive repairs ratio of 70:30. The use of suitability modelling will assist in achieving this objective as those properties that are unsuitable for improvement are removed from the estate portfolio.

13. Indicator 2: Environmental/Energy usage

It is worth highlighting that due to organisational arrangements energy management is not a function of NCC's property group and is instead located within Waste and Energy Management. However, in terms of overall management of the estate and for completeness it is recommended that these high level indicators are included within this annual reporting process. Any additional reporting to this committee will be provided by the Waste and Energy Management team throughout the year.

Review Comment

Water consumption at present is not actively managed. Despite this it will be noted that consumption is significantly below the Local Authority average. Part of this may be due to water efficient appliances being installed as part of refurbishments etc. It is recommended that water consumption management is brought more into alignment with how energy is managed.

Energy and associated Co2 is above the benchmarked average. In order to facilitate an improvement the Council has in place the following initiatives:-

- A £1.3million recycling energy efficiency fund supporting investment in quick payback energy efficiency measure.
- A £1.8 million programme investing in solar PVs on county council buildings
- A £2million programme investing in new wood pellet boilers in county council buildings.
- A £1.8million Salix loan investment in a dimming programme and an LED replacement programme in street lighting.
- Considering energy efficiency as part of ongoing property rationalisation, management, design and refurbishment.

During the next 2 years (due to time lag for measures to take effect) the Authority should witness a reduction in energy consumption. Further initiatives will be presented to this Committee later in the year in order to accelerate this trend.

14. **Indicator 3:** Suitability

As part of the foundation work necessary to prepare a corporate asset management plan, the Property Group has developed a corporate suitability model that is shown in appendix 4.0. This model has been trialled and approved by the Corporate Asset Management Group for use. The aim is to have all non- school properties suitability assessed by June 2014.

The suitability information will identify those properties that are considered unsuitable and identify the reasons for that assessment. It will provide a key steer to whether it is economically viable to invest further in the property in order to achieve a required suitability standard or whether the property should be sold.

It is worth highlighting that the R & M strategy restricts R & M spend on those properties assessed as unsuitable to works that are essential to keep the property open and safe to use. This is to avoid excessive expenditure on properties if they are to be sold.

Review Comment

Until the suitability assessments have been completed it is not possible to determine a benchmark. However, the overall objective for a high performing estate is to only hold property that is considered suitable or mainly suitable. The CIPFA benchmark average for this standard is **75% of properties** within the portfolio.

15. **Indicator 4:** Office property Content

This involves three measures:-

(a) Office property as a % of the overall size of the portfolio

The assumption is that it is desirable to occupy a low proportion of office accommodation in order to deliver effective services i.e. overhead costs are minimised

(b) Average office floor space per FTE

This measure is linked to 4 (a). Office space should be used efficiently avoiding relatively expensive floor space being used for office storage and excessive circulation areas

(c) Annual property cost per workstation

Many organisations are unaware of the cost of providing desk space for employees. A better understanding of costs promotes more active consideration of alternatives such as home or flexible working and assists in removing surplus accommodation, lowering property overhead property costs

Review Comment

The results indicate that the Council occupies slightly below average percentage of its overall portfolio as office space yet provides a relatively large area of office space per

full time employee (FTE). This tends to suggest that NCC holds a relatively large percentage of non- office property and office space is not being maximised.

The **space occupied is in excess of the standard being achieved in other areas** of the public and private sector. Densities of 7-8 sqm are being achieved in the financial services sector and it is common for public sector bodies to impose a desk ratio of 7 or 8 desks to 10 staff. NCC through the Ways of Working (WoW) programme has refurbished offices using a 7:10 desk ratio. Failure as an organisation to address these space standards throughout the estate means the organisation is losing the opportunity to rationalise desk space and accommodation costs.

The average cost of providing a work station is proving problematic to calculate with some degree of confidence. Work is ongoing with the WoW programme to establish the correct figure for NCC property. It is proposed that this figure is reported within the next Property Performance report.

Action Point: The Council is currently in the process of developing a new operating model that will, as part of the process, review accommodation need. As appropriate there will be a challenge to service departments to operate from the minimum amount of accommodation in order to deliver the service to meet need. This is likely to result in a refreshed ways of working programme that will place an emphasis on efficient office space planning and the use of IT. The net result should be the rationalisation of accommodation and the down-sizing of the property estate. This action point represents work in progress.

16. **Indicator 5**: Sharing of Space

Section 21 of this report outlines in detail actions that are being taken to promote the sharing of NCC property assets

Review Comment

NCC has previous success in encouraging joint usage such as the Multi- Agency Safe Guarding hub at Mercury House and the more recent sharing of Sir John Robinson House with Gedling Borough Council. With the drive to achieve budgetary savings, it is appropriate that the sharing of property is recognised as a means of securing potential savings and progress is monitored through an annual high level indicator. While the percentage of space shared appears relatively low this should be considered in the context of the size of the estate.

- (a) % of corporate office space shared 1% (1040 sq.m)
- (b) % of all space shared across the whole portfolio 4% (60,500sqm)

Action Point: Continue with the asset sharing initiatives and review effectiveness in 12 months. It should be noted that at present there is no benchmarking information available to compare performance against other Local Authorities (LAs). During the next 12 months, the Property Group will consult with CIPFA and other LAs to seek to establish comparative information. However, the indicator alone is a useful 'tool' for trend and improvement analysis.

Local Existing Performance Indicators

17. The indicators reflecting the performance of the Group are outlined in appendix 2 and 3 and include a commentary explaining the reasons for the relevant out-turn. Particular points to note are:-

Customer Satisfaction

18. An excellent end of year out-turn has been achieved with all targets being significantly exceeded with a considerable upward improvement trend noticeable during the second part of the reporting year. It is suggested that some of this improvements is due to work undertaken since the last report that has focused on ensuring there is improved communication between client, end user and the service delivery team to resolve early any issues.

Project Management

19. Predictability against Constructing Excellence Indicators reflect a mixed performance.

PROP04b- These figures continue to track below the target because of the ongoing effect of the abortive costs around the Edwinstowe Respite Centre project. A further cumulative effect is the change of design and procurement route on the Schools Basic Need 13 programme which drove costs below target. In a number of instances (Gilstrap Centre as an example) approved changes to scope after commit to invest have driven costs up.

PROP06b- These figures are below the target because of the effect of a relatively small number of projects. In particular the effect of the Edwinstowe Respite Centre project that has been through a number of redesigns and reviews along with the Archive refurbishment and Bingham Library projects that were redesigned to reduce capital costs, have all contributed to driving the keeping Design time below the target.

Health and Safety

20. There are two areas for concern that relate to Legionella monitoring and Asbestos reporting. The main cause for under- performance in both of these areas is due to the transition from the previous electronic property management system known as P2 to the Corporate BMS system. The new system is causing a resourcing issue and the ability to extract required information is proving problematic. System improvement is being investigated however this is unlikely to occur within the next 3 months. In the meantime measures are being introduced within the property teams to minimise risk associated with health and safety in these areas due to the back-log of information.

Asset Management Planning and asset sharing

21. One of the core improvement areas of work for the Property Group is the development of Asset Management practices to ensure the corporate property estate is managed as effectively as possible to meet strategic and corporate objectives.

A two year work plan has been established that will lead to the development of a strategic long term asset management plan. This period of time will be necessary to effectively work up key components that will help inform the AMP. The first stages that required progressing and completing by spring 2014 were:-

Resurvey of non-school properties to develop accurate and up to date condition survey information from which property condition and back-log repair information can be established- **Completed December, 2013**

Development of a corporate wide and consistent suitability assessment model that will be trialled with property holding departments- **Completed December 2013**

Development of a repairs and maintenance strategy- **Completed April 2014**

2nd stage covering the next 6 months

Completion of suitability assessments for all non- school properties **by June 2014**

Agree new suite of property performance and service delivery indicators- **High level indicators established local indicators require further development**

Identify asset categories that require urgent review **by August 2014**

Complete area mapping of partner assets **by September 2014**

22. Traditionally asset management has been undertaken in isolation with neighbouring partners. This often results in missed opportunities to improve joined up local service delivery and maximise occupancy of buildings. The Property Group will be aiming to explore and promote joint asset management planning. The One Public Estate pilot scheme which was formally announced by Central Government in the March 2013 Budget, and given added impetus in the June Spending Review provides an opportunity to progress this principle. The aim of the initiative is to encourage local councils to work with central government and other public sector organisations to share buildings and re-use or release surplus property and land. The City Council has been selected as a pilot however; the City has recognised the benefits of extending the initiative county wide and as result NCC is a key participant. The County Council is leading on mapping all partner properties to assist in identifying hot spot groupings which identify opportunities to merge the use of assets. An initial sample trial on this exercise was completed last month. Partners will now be asked to export their data to the system for uploading.

23. In addition as part of this work, property officers are meeting with partners on a monthly cycle to directly explore and progress any opportunities for asset sharing. The results of this work will be reported to committee as part of the future property update reports.

Design and Delivery

24. Design technology (Building Information Management system BIM) has now been updated which going forward will give clearer information for clients to view completed projects which will have electrical and mechanical design details overlaid. Training in the new technology is being delivered on a phased basis across the team and in future all larger projects will be delivered using the new technology. Basic-Need programme design fees continue to be 5% lower than projects previously delivered by traditional design methods. The operations team are delivering larger projects in addition to day works which has increased the efficiency of the team and the delivery of many excellent projects. Recent examples of successful projects are Newark Library and Willoughby on the Wolds Primary School.

Schools Basic Need Programme12/13

25. All projects scheduled for delivery by September 2013 have now been completed. The majority of the works on other projects in this programme have been invoiced and early indications are that the programme has been delivered within the targeted time and cost. The design team are continuing their work on standardised design which has to date delivered savings from reduced fee levels in the region of £400k. Fifteen projects form the 13/14 School Places programme which includes Chuter Ede/Fernwood phase 2 and Pierrepont Gamston.

Schools Capital Refurbishment Programme

26. All projects from year 1 are now complete. There are 3 projects from year 2 still to conclude with approval from the programme executive board. The programme for year 3 has been re-profiled in order to accommodate the requirements of a number of schools who for various reasons are only able to make the building available during school closures. The programme for year 1 and 2 have expended 94% of the budget to date and 74% of the year 3 budget has been utilised.

Capital Projects

27. In addition to the main school programmes the Group has a number of significant capital schemes that are being progressed and these are detailed below:-

- Heyman Annexe: Budget estimate £6m, commenced 21st January 2013. West Bridgford House has been demolished, the key stage 1 building and Multi Use Games Area were handed over 1st October and the main site handed-over on 14th January, 2014. The refurbishment works are now ongoing in the original school building.
- The Big House: £2.7m project to build a new respite care centre for children, the start has delayed but work recommenced on site week commencing 31st March 2014. During the interim period enabling works on bat and amphibian rehousing and knotweed control commenced. The build duration will be 11 months. Works required to the existing Big House which are imposed via a planning condition will involve an expenditure of approximately £280,000. A separate capital funding bid will need to be submitted to cover this anticipated expenditure. At present there is no budget allocation.
- Worksop Bus Station: £2.9m project for construction of a new bus station estimated start time June 2014 with an anticipated end date of February 2015. Planning drawings have commenced.
- Archive Centre: £2.6m project to extend existing archives building with improvements to existing air conditioned storage and the addition of cold and frozen storage facilities and improved new facilities. The start was delayed due to target cost issues but these are now resolved and the project commenced on site April 7th.
- Clayfields: £0.8m external Design and Build project to construct a training building which is being delivered by Gelders. The works are on site and running to plan and the additional work to the reception will commence shortly.

- Bingham Library: £760K project for the provision of a children's centre and library refurbishment. The enabling works to decommission the old Health Centre has concluded. The application for planning permission has been submitted and work is progressing well for building Regulations.
- Beardall Street: £5.1m new build primary school to replace existing school with increased capacity to absorb additional pupils from the new housing development in the East of Hucknall. Commenced 15th October 2013 with completion due on the 29th August 2014.
- Fernwood: £2.1m second phase of the new school. Phase 2 of a 3 phase project commenced 14th October 2013, to be completed 18th August 2014 revisions to Planning Conditions approved.

All of the above projects with the exception of the Big House are on Schedule.

Capital Disposals

28. As part of the budget setting process each year, a target is established for the amount of capital receipts it is anticipated will be achieved from the sale of surplus land and buildings during the next financial year. The target is set by considering the total number of properties that will be marketed during the next 12 months and based on various factors such as market conditions, the strength of demand for particular types of property etc. an assessment is then made of the likelihood of these properties being sold during this period. The target is then set for each year based on the assessment of risk and an estimated sale value of each asset. As Members will appreciate for various reasons the actual number of properties that are sold within the 12 month period will, despite this assessment process, almost certainly change during the year. Prospective purchasers may for example withdraw for a variety of reasons or attempt to renegotiate the terms of the sale in which case the sale may be delayed or one or other party withdraws and the property has to be remarketed. Some sites which are sold for development are complex and in order to maximise the receipts most are sold subject to planning permission being obtained and various surveys being carried out, this can however, also impact on the estimated timescale for completion of the sale.
29. Development sites represent in value and number terms, the largest source of capital receipt generation. Property has on-going, regular and very positive dialogue with all the District Councils, in order to promote its strategic land holdings. As a result of this on-going planning work, the Council has achieved significant success in both bringing forward valuable sites to sell for development and protecting the Council's long term interests. Future projections therefore rely heavily on the successful disposal of a small number of large development sites. In the event that the estimated timeframe for the disposal of any of these key sites slips it can have a disproportionate effect on the capital receipt projection.
30. Capital receipts are therefore monitored closely throughout the year during regular monthly meeting between property and finance and the revised estimate of receipts for the year is regularly reported to Finance and Property Committee as part of the budget monitoring process. In addition to further improve the accuracy of the capital receipt projections, key disposals are more actively monitored with regular reports being presented to the Capital and Asset Management Group on progress with measures identified and agreed to mitigate risk, such as considering alternative methods of sale

and the payment of non- returnable deposits once a draft contract is issued.

31. The capital receipts out-turn for year 2013/14 along with future year projections is shown below. Additional detail on some of the key asset disposals is set out in the exempt section of this report with an explanation on the reasons why the variation from target occurred.

	2013/14	2014/15	2015/16	2016/17
MTFS Target	2,511 (6,047 original)	15,012*	15,710*	8,287*
Max Projected Potential Receipts	2,461 (Actual achieved)	5,948	11,800	19,765
Balance	-50	-9,064	-3,910	11,478

Initial Budget Book target for 2013/14:

£6,047,000

Total Sales Achieved 2013/14:

£2,461,000

* Will be subject to revision following new forecasting

Compliments and Complaints

32. During the last two quarters four complaints were received. Three of the complaints related to insufficient contact by the project team and one related to the standard of the finished product. In both cases there was a general concern expressed that Officers are not easily contactable after the project has been finished should issues arise. Customer care post completion is being emphasised amongst the teams involved to seek improvement in this area. In the same period ten compliments were received these ranged from the ability to the project teams to problem solve to thanks for projects being well delivered.

Reason/s for Recommendation/s

33. To provide an initial view on the performance of the property portfolio and service delivery and to provide Members with an update on the capital receipt projections together with details regarding progress with individual key sales and the reasons for any variation to the disposals programme.

Statutory and Policy Implications

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

RECOMMENDATION/S

- 1) That the information set out in the report on the Property Groups performance is noted.
- 2) It is recommended that the high level property indicators are reported upon annually and local indicators half yearly.
- 3) That a further report is submitted to the Members on the conclusions of the project review outlined in section 6 of this report

Jas Hundal
Service Director – Transport, Property & Environment

For any enquiries about this report please contact: Andrew Stevens

Constitutional Comments (CEH 25.04.14)

35. The recommendation at number 2 falls within the remit of the Finance and Property Committee by virtue of their terms of reference. Recommendations 1 and 3 are for noting only.

Financial Comments (TR 23/4/2014)

36. The report is for noting

Background Papers and Published Documents

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

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

File ref.: /SL/SL/
Ward(s): Other
Member(s): n/a Outside Nottinghamshire
SP: 2647

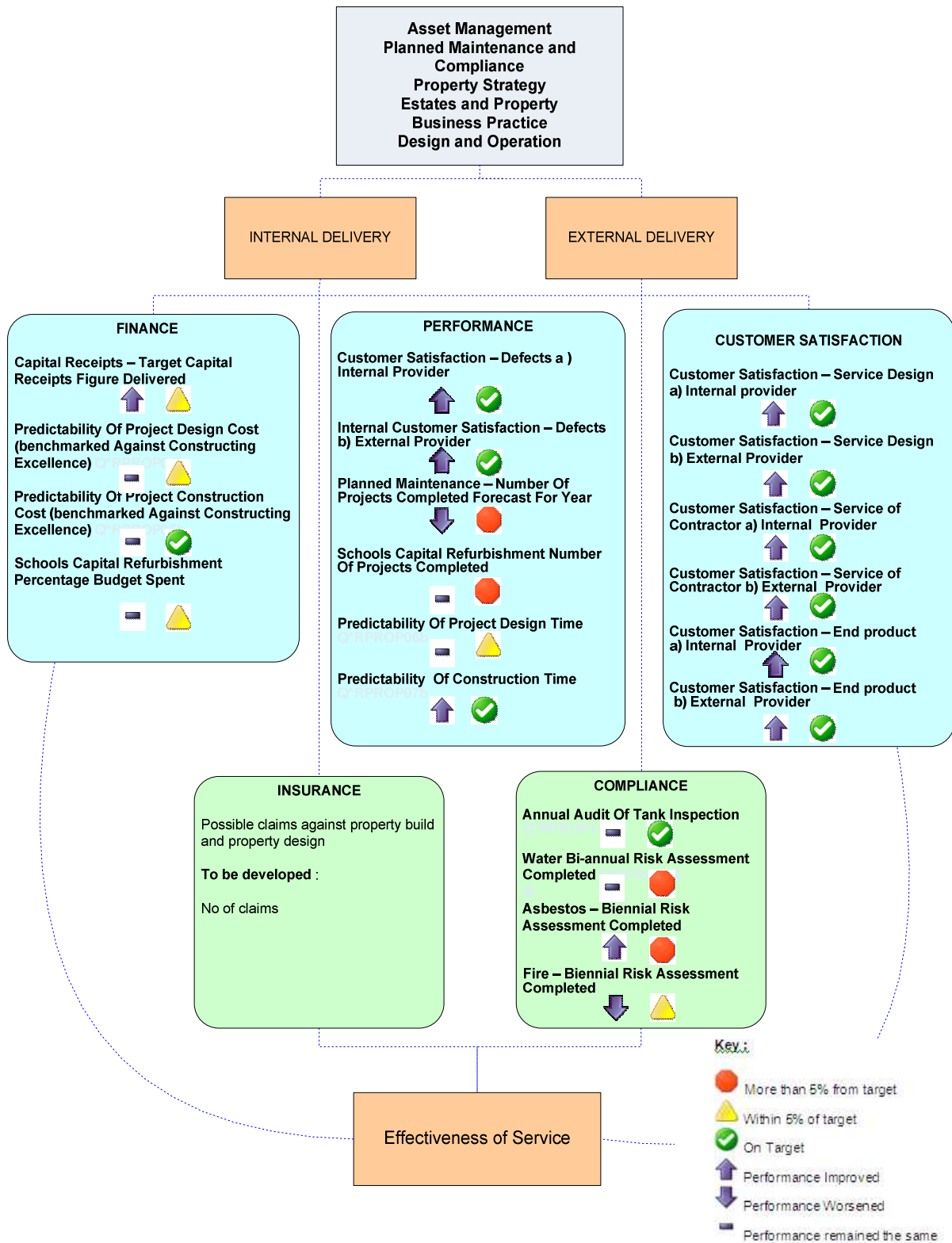
Indicator 2

		<i>NCC 12/13</i>	<i>Average Other Las 10/11</i>
ENERGY	Consumption	243.38/sqm kwh	192
WATER	Consumption	0.513cubic/sqm	0.80
CO²		0.085 tonnes/sqm	0.065

Indicator 4

	<i>NCC 12/13</i>	<i>Average Other LAs 10/11</i>
% of office property	7.59%	8.0 %
Average office floorspace /FTE	17.11sqm	11.84sqm
Annual property cost /workstation	To be reported upon when available	£1,151


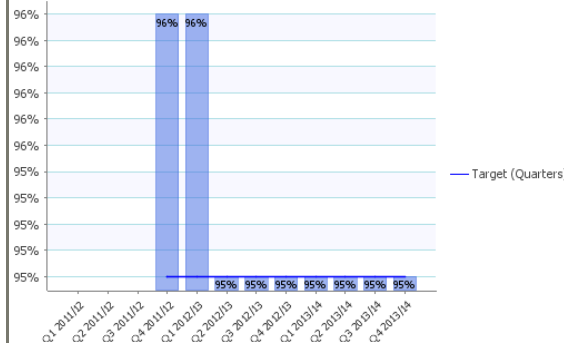
Property
Committee Report Quarter 4 2013/14




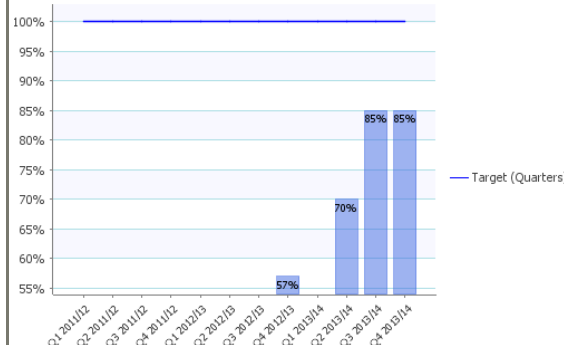
Appendix 3 Property Committee Report 2013/14


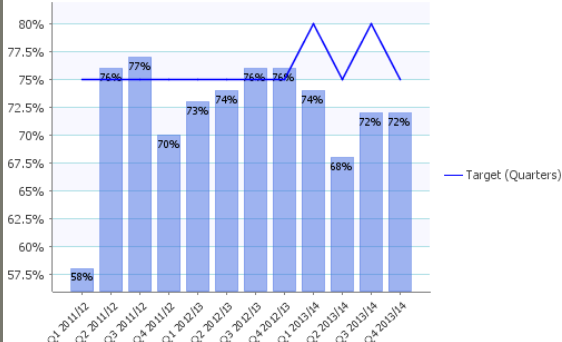

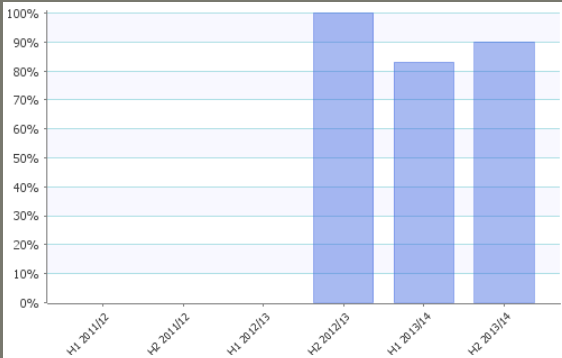

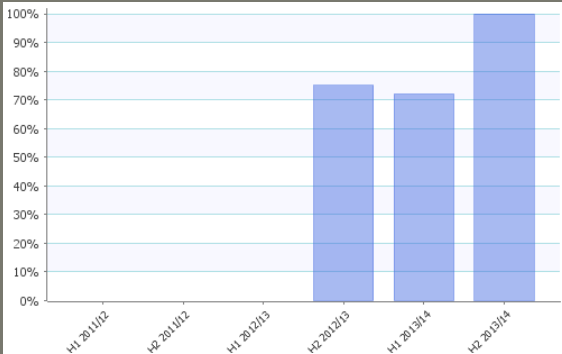
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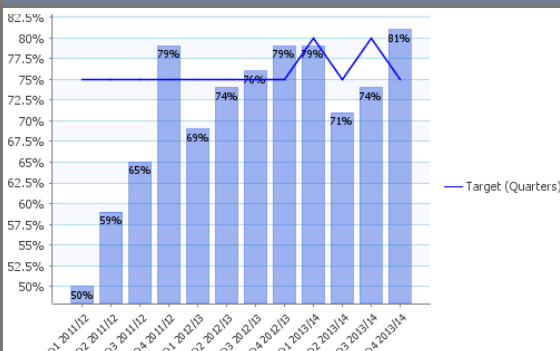
PI Short Name	Maximise or Minimise	Actual Vs Target	Trend Chart	Improvements
Capital Receipts - target capital receipts figure delivered	Aim to Maximise	<p>Actual 98%</p> <p>Target 100%</p> 	 <p>Income = £2,461,000 out of £2,511,000 = 98% at Year End- see further details within main body of the report</p>	
Predictability of Project Design Cost (benchmarked against Constructing Excellence)	Aim to Maximise	<p>Actual 89%</p> <p>Target 95%</p> 	 <p>See details within main body of report</p>	
Schools Capital Refurbishment Percentage Budget Spent	Aim to Maximise	<p>Actual 94%</p> <p>Target 100%</p> 	 <p>The completion of some projects have been slipped with the approval of the SCRPs Board into the first qtr of 2014 in order to carry out works during the Easter holiday as requested by the Schools</p>	

PI Short Name	Maximise or Minimise	Actual Vs Target	Trend Chart	Improvements																																							
Predictability of Project Construction Cost (benchmarked with Constructing Excellence)	Aim to Maximise	<div><div>Actual</div><div>95%</div><div>Target</div><div>95%</div><div></div></div>	 <table><thead><tr><th>Quarter</th><th>Actual (%)</th><th>Target (%)</th></tr></thead><tbody><tr><td>Q1 2011/12</td><td>96%</td><td>95%</td></tr><tr><td>Q2 2011/12</td><td>96%</td><td>95%</td></tr><tr><td>Q3 2011/12</td><td>95%</td><td>95%</td></tr><tr><td>Q4 2011/12</td><td>96%</td><td>95%</td></tr><tr><td>Q1 2012/13</td><td>95%</td><td>95%</td></tr><tr><td>Q2 2012/13</td><td>95%</td><td>95%</td></tr><tr><td>Q3 2012/13</td><td>95%</td><td>95%</td></tr><tr><td>Q4 2012/13</td><td>95%</td><td>95%</td></tr><tr><td>Q1 2013/14</td><td>95%</td><td>95%</td></tr><tr><td>Q2 2013/14</td><td>95%</td><td>95%</td></tr><tr><td>Q3 2013/14</td><td>95%</td><td>95%</td></tr><tr><td>Q4 2013/14</td><td>95%</td><td>95%</td></tr></tbody></table>	Quarter	Actual (%)	Target (%)	Q1 2011/12	96%	95%	Q2 2011/12	96%	95%	Q3 2011/12	95%	95%	Q4 2011/12	96%	95%	Q1 2012/13	95%	95%	Q2 2012/13	95%	95%	Q3 2012/13	95%	95%	Q4 2012/13	95%	95%	Q1 2013/14	95%	95%	Q2 2013/14	95%	95%	Q3 2013/14	95%	95%	Q4 2013/14	95%	95%	
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Performance


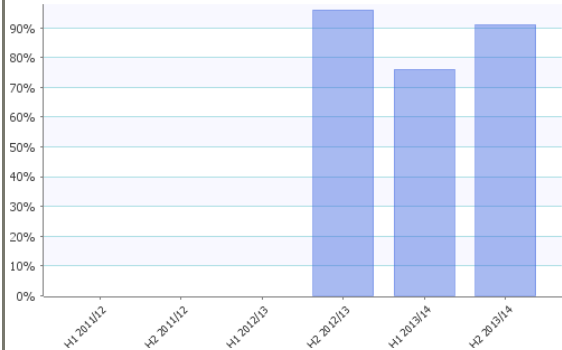

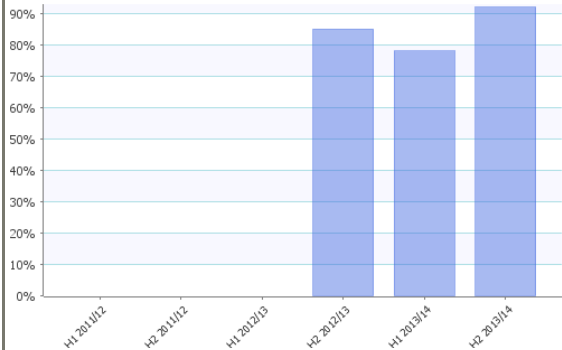

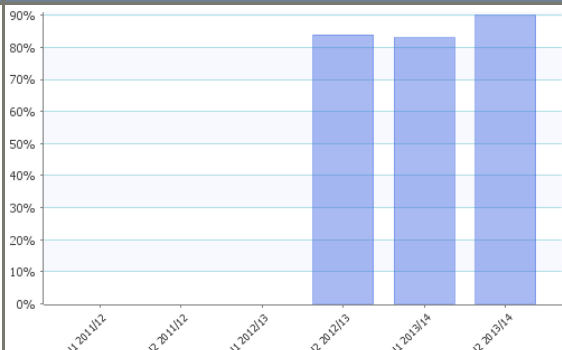
PI Short Name	Maximise or Minimise	Actual Vs Target	Trend Chart	Improvements																																							
Schools Capital Refurbishment Number of Projects Complete	Aim to Maximise	<div><div>Actual</div><div>85%</div><div>Target</div><div>100%</div><div></div></div>	 <table><thead><tr><th>Quarter</th><th>Actual (%)</th><th>Target (%)</th></tr></thead><tbody><tr><td>Q1 2011/12</td><td>100</td><td>100</td></tr><tr><td>Q2 2011/12</td><td>100</td><td>100</td></tr><tr><td>Q3 2011/12</td><td>100</td><td>100</td></tr><tr><td>Q4 2011/12</td><td>100</td><td>100</td></tr><tr><td>Q1 2012/13</td><td>100</td><td>100</td></tr><tr><td>Q2 2012/13</td><td>100</td><td>100</td></tr><tr><td>Q3 2012/13</td><td>100</td><td>100</td></tr><tr><td>Q4 2012/13</td><td>100</td><td>100</td></tr><tr><td>Q1 2013/14</td><td>57</td><td>100</td></tr><tr><td>Q2 2013/14</td><td>70</td><td>100</td></tr><tr><td>Q3 2013/14</td><td>85</td><td>100</td></tr><tr><td>Q4 2013/14</td><td>85</td><td>100</td></tr></tbody></table>	Quarter	Actual (%)	Target (%)	Q1 2011/12	100	100	Q2 2011/12	100	100	Q3 2011/12	100	100	Q4 2011/12	100	100	Q1 2012/13	100	100	Q2 2012/13	100	100	Q3 2012/13	100	100	Q4 2012/13	100	100	Q1 2013/14	57	100	Q2 2013/14	70	100	Q3 2013/14	85	100	Q4 2013/14	85	100	The number of projects completed is on target with the revised dates agreed with the end user and Executive board. Some projects have been re-profiled in order to meet the need of individual schools.
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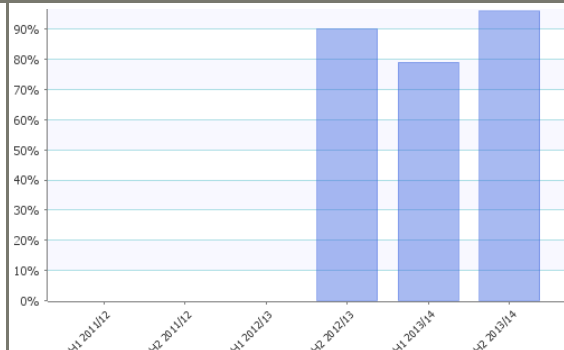
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Predictability of Project Design Time	Aim to Maximise	Actual 72% Target 75% 	 <table><caption>Actual Performance Data for Predictability of Project Design Time</caption><thead><tr><th>Quarter</th><th>Actual Performance (%)</th></tr></thead><tbody><tr><td>Q1 2011/12</td><td>58%</td></tr><tr><td>Q2 2011/12</td><td>76%</td></tr><tr><td>Q3 2011/12</td><td>77%</td></tr><tr><td>Q4 2011/12</td><td>70%</td></tr><tr><td>Q1 2012/13</td><td>73%</td></tr><tr><td>Q2 2012/13</td><td>74%</td></tr><tr><td>Q3 2012/13</td><td>76%</td></tr><tr><td>Q4 2012/13</td><td>76%</td></tr><tr><td>Q1 2013/14</td><td>74%</td></tr><tr><td>Q2 2013/14</td><td>68%</td></tr><tr><td>Q3 2013/14</td><td>72%</td></tr><tr><td>Q4 2013/14</td><td>72%</td></tr></tbody></table>	Quarter	Actual Performance (%)	Q1 2011/12	58%	Q2 2011/12	76%	Q3 2011/12	77%	Q4 2011/12	70%	Q1 2012/13	73%	Q2 2012/13	74%	Q3 2012/13	76%	Q4 2012/13	76%	Q1 2013/14	74%	Q2 2013/14	68%	Q3 2013/14	72%	Q4 2013/14	72%	Big House issue, awaiting purchase of CISWD owned land and Archive Building issue due to delayed target costs caused by supplier going out of business
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Customer Satisfaction - defects a) internal provider	Aim to Maximise	Actual 90% Target 80% 	 <table><caption>Actual Performance Data for Customer Satisfaction - defects a) internal provider</caption><thead><tr><th>Period</th><th>Actual Performance (%)</th></tr></thead><tbody><tr><td>H1 2011/12</td><td>0%</td></tr><tr><td>H2 2011/12</td><td>0%</td></tr><tr><td>H1 2012/13</td><td>0%</td></tr><tr><td>H2 2012/13</td><td>100%</td></tr><tr><td>H1 2013/14</td><td>85%</td></tr><tr><td>H2 2013/14</td><td>90%</td></tr></tbody></table>	Period	Actual Performance (%)	H1 2011/12	0%	H2 2011/12	0%	H1 2012/13	0%	H2 2012/13	100%	H1 2013/14	85%	H2 2013/14	90%													
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Predictability of Construction Time	Aim to Maximise	Actual 81% Target 75% 	 <table><caption>Actual Performance Data for Predictability of Construction Time</caption><thead><tr><th>Quarter</th><th>Actual (%)</th></tr></thead><tbody><tr><td>Q1 2011/12</td><td>50%</td></tr><tr><td>Q2 2011/12</td><td>59%</td></tr><tr><td>Q3 2011/12</td><td>65%</td></tr><tr><td>Q4 2011/12</td><td>79%</td></tr><tr><td>Q1 2012/13</td><td>69%</td></tr><tr><td>Q2 2012/13</td><td>74%</td></tr><tr><td>Q3 2012/13</td><td>76%</td></tr><tr><td>Q4 2012/13</td><td>79%</td></tr><tr><td>Q1 2013/14</td><td>79%</td></tr><tr><td>Q2 2013/14</td><td>71%</td></tr><tr><td>Q3 2013/14</td><td>74%</td></tr><tr><td>Q4 2013/14</td><td>81%</td></tr></tbody></table>	Quarter	Actual (%)	Q1 2011/12	50%	Q2 2011/12	59%	Q3 2011/12	65%	Q4 2011/12	79%	Q1 2012/13	69%	Q2 2012/13	74%	Q3 2012/13	76%	Q4 2012/13	79%	Q1 2013/14	79%	Q2 2013/14	71%	Q3 2013/14	74%	Q4 2013/14	81%	
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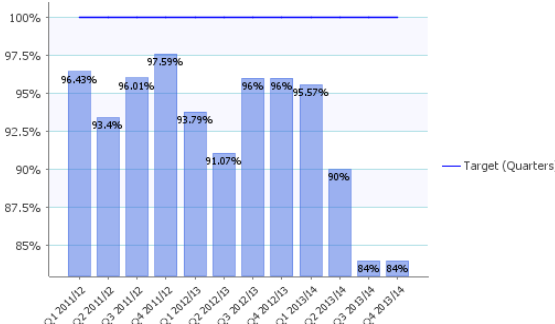
Customer Satisfaction

PI Short Name	Maximise or Minimise	Actual Vs Target	Trend Chart	Improvements														
Customer satisfaction - Service Design a) Internal provider	Aim to Maximise	Actual 91% Target 80% 	 <table><caption>Actual Performance Data for Customer satisfaction - Service Design a) Internal provider</caption><thead><tr><th>Period</th><th>Actual (%)</th></tr></thead><tbody><tr><td>H1 2011/12</td><td>80%</td></tr><tr><td>H2 2011/12</td><td>80%</td></tr><tr><td>H1 2012/13</td><td>80%</td></tr><tr><td>H2 2012/13</td><td>80%</td></tr><tr><td>H1 2013/14</td><td>80%</td></tr><tr><td>H2 2013/14</td><td>91%</td></tr></tbody></table>	Period	Actual (%)	H1 2011/12	80%	H2 2011/12	80%	H1 2012/13	80%	H2 2012/13	80%	H1 2013/14	80%	H2 2013/14	91%	
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H2 2013/14	91%																	
PI Short Name	Maximise or Minimise	Actual Vs Target	Trend Chart	Improvements														
Customer satisfaction - Service Design b) External provider	Aim to Maximise	Actual 100% Target 80% 	 <table><caption>Actual Performance Data for Customer satisfaction - Service Design b) External provider</caption><thead><tr><th>Period</th><th>Actual (%)</th></tr></thead><tbody><tr><td>H1 2011/12</td><td>80%</td></tr><tr><td>H2 2011/12</td><td>80%</td></tr><tr><td>H1 2012/13</td><td>80%</td></tr><tr><td>H2 2012/13</td><td>80%</td></tr><tr><td>H1 2013/14</td><td>80%</td></tr><tr><td>H2 2013/14</td><td>100%</td></tr></tbody></table>	Period	Actual (%)	H1 2011/12	80%	H2 2011/12	80%	H1 2012/13	80%	H2 2012/13	80%	H1 2013/14	80%	H2 2013/14	100%	
Period	Actual (%)																	
H1 2011/12	80%																	
H2 2011/12	80%																	
H1 2012/13	80%																	
H2 2012/13	80%																	
H1 2013/14	80%																	
H2 2013/14	100%																	

PI Short Name	Maximise or Minimise	Actual Vs Target	Trend Chart	Improvements
Customer satisfaction - Service of Contractor a) Internal provider	Aim to Maximise	Actual 91% Target 80% 		
Customer satisfaction - Service of Contractor b) External provider	Aim to Maximise	Actual 92% Target 80% 		
Customer satisfaction - End Product a) Internal provider	Aim to Maximise	Actual 90% Target 80% 		

PI Short Name	Maximise or Minimise	Actual Vs Target	Trend Chart	Improvements								
Customer satisfaction - End Product b) External provider	Aim to Maximise	<div>Actual 96%</div> <div>Target 80%</div> <div></div>	 <table><caption>Customer satisfaction - End Product b) External provider</caption><thead><tr><th>Period</th><th>Value</th></tr></thead><tbody><tr><td>H1 2011/12</td><td>90%</td></tr><tr><td>H2 2011/12</td><td>80%</td></tr><tr><td>H2 2013/14</td><td>96%</td></tr></tbody></table>	Period	Value	H1 2011/12	90%	H2 2011/12	80%	H2 2013/14	96%	
Period	Value											
H1 2011/12	90%											
H2 2011/12	80%											
H2 2013/14	96%											

Compliance

PI Short Name	Maximise or Minimise	Actual Vs Target	Trend Chart	Improvements																										
Water -Biennial Risk Assessment	Aim to Maximise	<div><div>Actual</div><div>84%</div><div>Target</div><div>100%</div><div></div></div>	 <table><caption>Water -Biennial Risk Assessment</caption><thead><tr><th>Period</th><th>Value</th></tr></thead><tbody><tr><td>Q1 2011/12</td><td>96.43%</td></tr><tr><td>Q2 2011/12</td><td>93.4%</td></tr><tr><td>Q3 2011/12</td><td>96.01%</td></tr><tr><td>Q4 2011/12</td><td>97.59%</td></tr><tr><td>Q1 2012/13</td><td>93.79%</td></tr><tr><td>Q2 2012/13</td><td>91.07%</td></tr><tr><td>Q3 2012/13</td><td>96%</td></tr><tr><td>Q4 2012/13</td><td>96%</td></tr><tr><td>Q1 2013/14</td><td>95.57%</td></tr><tr><td>Q2 2013/14</td><td>90%</td></tr><tr><td>Q3 2013/14</td><td>84%</td></tr><tr><td>Q4 2013/14</td><td>84%</td></tr></tbody></table>	Period	Value	Q1 2011/12	96.43%	Q2 2011/12	93.4%	Q3 2011/12	96.01%	Q4 2011/12	97.59%	Q1 2012/13	93.79%	Q2 2012/13	91.07%	Q3 2012/13	96%	Q4 2012/13	96%	Q1 2013/14	95.57%	Q2 2013/14	90%	Q3 2013/14	84%	Q4 2013/14	84%	Unchanged from Quarter 4 : See main report for further details
Period	Value																													
Q1 2011/12	96.43%																													
Q2 2011/12	93.4%																													
Q3 2011/12	96.01%																													
Q4 2011/12	97.59%																													
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Q1 2013/14	95.57%																													
Q2 2013/14	90%																													
Q3 2013/14	84%																													
Q4 2013/14	84%																													

PI Short Name	Maximise or Minimise	Actual Vs Target	Trend Chart	Improvements
Asbestos -Biennial Risk Assessment completed	Aim to Maximise	<p>Actual 62% Target 100%</p> 		<ul style="list-style-type: none"> • The Condition Survey review work linked to the development of the repairs and maintenance strategy was prioritised and completed by the deadlines. This has been the primary cause for the missed target. All 4 remaining team members are now focussed full time on Asbestos Register Updates. It is anticipated that they will complete the 2013/14 workload by end of June 2014. • There are additional issues associated with the functioning of the BMS system which is hindering the efficient use of staff time. Further details are provided in the main body of the report.
Fire -Biennial Risk Assessment completed	Aim to Maximise	<p>Actual 99% Target 100%</p> 		Performance within acceptable parameters
Annual audit of tank inspections	Aim to Maximise	<p>Actual 100% Target 100%</p> 		

NOTTINGHAMSHIRE COUNTY COUNCIL CORPORATE SUITABILITY AND SUFFICIENCY ASSESSMENT					
Property name: Number: Street: UPRN: Service Area/s: Purpose of the Building: Service Dept/s: Contact Details of Nominated Property Officer: Ward: Names of County Councillors:	DRAFT				
Rating 1 Good 2 Satisfactory 3 Fair 4 Poor	Results of Score 1 Suitability for Current Service Good 2 Suitability for Current Service Satisfactory - may require minor works/alterations 3 Suitability for Current Service Not Satisfactory 4 Suitability for Current Service Poor				
Heading	Aspect	Score Achieved	Average Score	Total Average Score	Comments / Problems / Solutions
Location	1 Is the building in the right location for those who need to access the current service use	1			
		1	1.00		
Accessibility	1 Is the property DDA compliant?				
	2 Is car parking for the public adequate for current use				
	3 Is car parking for staff adequate for current use	1			
	4 Is the property accessible by public transport				
	5 How accessible is the site for pedestrians and / or cyclists				
	6 Are the routes from car park and public transport drop off points safe and well lit?				
	7 Is Internal signage and External signage adequate	1	1.00		
Security & Safety	1 External				
	2 Internal staff security				
	3 Internal customer security				
	4 To protect equipment, data & building	1			
		1	1.00		
Building / Site	1 Right configuration for service delivery	4			
	2 Is the property flexible / adaptable?				
	3 Suitability of fixtures and fittings				
	4 Are the number, size & location of interview & meeting rooms adequate?				
	5 Storage facilities				
	6 Are external areas adequate for service delivery? (outdoor play areas / garden etc.)				
	7 Is the site layout suitable for service delivery (access/ deliveries etc.)?	4	4.00		
Environment	1 Lighting, incl emergency lighting				
	2 Temperature				
	3 Ventilation				
	4 Acoustics				
	5 Internal Décor				
	6 Power / IT / telephone points	2			
	7 Does the building have any sustainability features?	2	2.00		
Staff / Support Facilities	1 Touchdown facilities				
	2 Personal staff storage				
	3 Toilets and washing facilities	2			
	6 Rest area / eating area				
		2	2.00		
Customer Facilities	1 Does the property adequately satisfy customer needs?				
	2 Reception				
	3 Does the property have a hearing loop system?				
	4 Kitchen	4			
	5 Laundry				
	4 Are rooms available for quiet reflection?	2			
	5 Nursing Mother's room / baby changing / Changing Places				
	6 Toilets				
		6	3.00		
Image	1 Standard and general appearance of accommodation	1			
	2 Is the appearance appropriate having regard to current use?	1	1.00		
			15.00	1.88	

Overall Assessment

2.00

To Be Completed by Property From Condition Survey

Repair / Condition	Estimated Cost	Condition Grade	Notable expenditure over last three years
Priority 1			
Priority 2			
Priority 3			
Priority 4			
	Total P1-P4	0	
		3.00	

Overall Assessment

3.00

Sufficiency / Utilisation	Rating	Enter Relevant Rating	Comments / Problems / Solutions
Sufficiency	Existing building has sufficient space for the current or anticipated (within 2 years) need	1	
	Existing building is bigger than required for the current or anticipated (within 2 years) need	2	2
	Existing building is too small for the current or anticipated (within 2 years) need	3	
Utilisation	1 How many days per week is the property used. Please state which days the property is open on in comments box.		
	2 How many hours per day is the property open / used. Please set out opening times in comments box		
	3 Is the space fully utilised		
	4 Are the premises shared, if so who with		
	5 Could surplus space be shared - Yes/No		
	6 Is the building used by the local community? Yes/No If yes how important is this to your service?		
	7 Is the building adjacent to other services or partner agencies? Yes/No If yes how important is this to your service?		

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Overall Assessment

7.00

Cumulative Suitability Condition and Sufficiency

Results of Score

3 to 5 Good

NOTTINGHAMSHIRE COUNTY COUNCIL CORPORATE PROPERTY PERFORMANCE ASSESSMENT

Property Details		Planning Designation
DDA Compliance		
Site Area sqm		
Gross Internal Area m2		
Multi Service Building		
Shared with Partners		
Property Type		
Property Sub-Type		

Property Performance Information		
Energy Costs per m2		
Running Costs per m2		
Costs per FTE		
Carbon Footprint		
Energy Performance Rating		
Required Maintenance (P1-P3) per m2		
Maintenance Spend (2009-10 year)		

Other Service outlets within 250m

Condition Survey scoring matrix NCC

NCC					
Grade	A	Good Condition.			
	B	Satisfactory Condition.			
	C	Poor Condition.			
	D	Bad Condition – urgent work required.			
Priority	1	Urgent within 1 year.			
	2	Essential within 2 years.			
	3	Desirable within 3 - 5 years.			
	4	Beyond 5 years.			
Scoring Matrix		A	B	C	D
	1			4	4
	2	2	3	3	4
	3	1	2	3	
	4	1			

NOTE

From the text, I hope it is understandable why we have taken the approach of excluding some combinations of grade and priority. For example, it is not logical to award a Grade D (Bad Life expired and/or serious risk of imminent failure) in combination with a Priority 3 (Desirable work required within 3 - 5 years that will prevent deterioration) or 4 (Long term work outside the 5 year planning period).

Notable Items of Repair

19 May 2014**Agenda Item: 10****REPORT OF SERVICE DIRECTOR TRANSPORT, PROPERTY &
ENVIRONMENT****GAMSTON DEVELOPMENT OPTIONS – RUSHCLIFFE CORE STRATEGY
2013/14****Purpose of the Report**

1. To inform the Finance & Property Committee of the issues and options available relating to the ongoing planning, promotion and disposal of potential development land East of Gamston.
2. To seek approval to pursuing Option 6, as detailed in the exempt appendix to this report, subject to further review on a quarterly basis.
3. Details of any proposed development agreement between Nottinghamshire County Council and respective landowners will be reported to the Committee for prior approval at the appropriate time.

Information and Advice

4. 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.
5. As reported to Committee on 7 August 2013 the Council made a joint response with other landowners on the Rushcliffe Borough Council's (RBC) Core Strategy consultation document dated June 2013.
6. In October 2012 RBC submitted part 1 of its Local Plan (the Rushcliffe Core Strategy) to the Secretary of State for examination by a Planning Inspector. The Rushcliffe Core Strategy is the Council's strategic planning policy document which includes proposals for major development sites in a number of locations across Rushcliffe.
7. RBC's earlier Local Plan was that around 9,600 new houses should be built by 2026. The Inspector has however concluded that this plan does not identify enough new homes to meet the identified housing needs of the Borough and in addition, a comprehensive review of the Green Belt should be undertaken.

8. In order to enable RBC to undertake the additional work required to address these issues, the Inspector suspended the examination of the Core Strategy until October 2013. As a consequence, RBC published its revised proposals for consultation, including at least a further 3,550 houses (in addition to the original 9,600) to be planned by 2028.
9. RBC's revised proposals include a large site east of Gamston extending to over 300 Ha, as a new strategic mixed use development allocation, including the delivery of around 2,500 homes by 2028, and with capacity to provide around a further 1,500 homes post 2028.
10. The County Council owns part of the land within the wider site area initially proposed by RBC for consultation. The Council's ownership extends to approximately 55 Ha of land immediately to the south of the Grantham Canal. The remaining land area is owned and/or controlled by five principle parties. In accordance with the approval of Finance and Property Committee at its meeting on 7th August 2013, the Council has worked with other landowners and has submitted a joint submission to RBC which demonstrated how proposed development in this area could be delivered.
11. The Council also owns approximately 16 hectares of land to the north of the canal which has been included in the joint land owners' submission to RBC for potential incorporation into a revised proposal.
12. In summary, the proposal comprises mixed use development scheme comprising up to 4000 new houses, 20ha business areas, schools, shops, community facilities, open space and woodland with corresponding infrastructure within a defined area.
13. The proposed development will be a significant boost to the local economy during the construction phase and in the longer term the proposed employment land will facilitate the creation of new jobs along with the other anticipated community facilities etc.
14. Work is ongoing jointly with the other landowners to contribute to the evidence base to inform the allocation decision in order to optimise the chances of securing an allocation in the adopted RLP Core Strategy. This work includes highway/transportation modelling, and heritage issues relating to Pill boxes and a review of infrastructure/services.
15. Rushcliffe Borough Council will then submit the relevant information to the Inspector for a final examination. If successful the site will be formally allocated for development in the adopted Rushcliffe Local Plan Core Strategy estimated to be published around summer 2014. The next stage would be to prepare a planning application following the adoption of the Core Strategy.
16. The stages and timescales of the project are as follows (future dates are best current estimates):

Stage 1 – Planning and Feasibility	July - August 2013
Stage 1A Inception	31 October 2013
Stage 1B Rushcliffe Local Plan	Autumn/Winter 2014
Stage 1C Outline planning/EIA	Spring/Summer 2015

Stage 2 – Pre-development
Stage 2A Phasing, design and reserved matters
Stage 2B Pre-construction

Stage 3 - Implementation

17. The Council has a number of options available in terms of participating in and progressing this project with the ultimate aim to deliver the most economically advantageous benefit to the Council, balanced appropriately against all identified risks to the Authority. The options are set out in the exempt appendix. The various options have been considered by both Finance and Legal Services and their comments are given below.
18. Finance comments: Initial work has been undertaken to identify the cash flows associated with options 4, 5 and 6 - these are detailed in the exempt appendix. There are risks associated with the estimated cash flows from both a timing and value perspective. As such, they will need to be updated and refined as the scheme progresses. It should be noted that all proposals for capital expenditure requiring additional resources to be found by the County Council will need to be considered initially by the Corporate Asset Management Group. Formal approval will then be required through Finance and Property Committee.

Other Options Considered

19. As detailed in the exempt appendix.

Reason/s for Recommendation/s

20. To promote the Council's land for a potential development allocation.

Statutory and Policy Implications

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

RECOMMENDATION/S

1. That Finance and Property Committee note the issues and options available relating to the ongoing planning, promotion and disposal of potential development land East of Gamston.
2. That Option 6, as detailed in the exempt appendix, be approved subject to further review on a quarterly basis.
3. That the details of any proposed development agreements between

Nottinghamshire County Council and respective landowners are reported to the Committee for prior approval.

Jas Hundal
Service Director – Transport, Property & Environment

For any enquiries about this report please contact: Ian Brearley 0115 977 4840

Constitutional Comments (CEH 28.04.14)

22. The recommendations fall within the remit of the Finance and Property Committee by virtue of its terms of reference. When disposing of its land the Council is required to obtain the best price reasonably obtainable on the open market.

Financial Comments (GB 25.04.14)

23. The financial implications are stated within the report.

Background Papers and Published Documents

24. 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

25. Ward(s): Ruddington, West Bridgford Central and South
Member(s): Councillor Steve Calvert, Councillor Liz Plant, Councillor Reg Adair

File ref.: /IB/SB/

SP: 2627

Properties affected: 50025 - Tollerton Airport, 07040 - Gamston Depot, 00086 - Hill Farm (Land only), 50026 - Vacant Field off Bassingfield Lane

19 May 2014**Agenda Item: 11(a)****REPORT OF SERVICE DIRECTOR TRANSPORT, PROPERTY &
ENVIRONMENT****BEARDALL STREET PRIMARY AND NURSERY SCHOOL, BEARDALL
STREET, HUCKNALL, NG15 7JU****Purpose of the Report**

1. To seek approval of the Finance & Property Committee to declare Beardall Street Primary and Nursery School, Beardall Street, Hucknall, NG15 7JU surplus to the Authority's requirements and offer the property for sale on a long leasehold interest.

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.

Reason for Disposal

3. The existing school site on Beardall Street, Hucknall comprises approximately 0.20 hectares (0.51 acres).
4. The site and buildings will continue to be used by the school until they transfer to their new school building. The intention is to commence marketing now with a view to securing offers on an informal tender basis subject to planning and contract.
5. The Pro forma contained within the appendices confirms that Nottinghamshire County Council has identified that there is no alternative use by any NCC department in the foreseeable future.

Special Characteristics of the Building

6. It will be noted from the comments in the appendix from the Heritage Officer that the building is considered to have notable heritage value.

7. In addition the Planning Approval obtained for the new primary school (condition 29) refers to the disposal of this site and states:

“A planning brief that reflects the desirability of sustaining and enhancing the significance of the heritage asset, shall be developed in consultation with Nottinghamshire County Council Historic Buildings Officers and Planning Officers of Ashfield District Council, and submitted to the County Planning Authority not later than 1 June 2014. The planning brief shall be approved prior to the disposal of the existing Beardall Street School by Nottinghamshire County Council, and subject to the provisions of the approved planning brief, or in accordance with amendments or variations that may first be approved in writing by the CPA.”

Reason: In recognition to the significance of the heritage asset and in accordance with National Planning Policy Framework Paragraph 131.

8. County Council officers are liaising with Ashfield District Council Conservation Officer to produce a planning brief in consultation with the planning policy of Ashfield District Council and are seeking completion of this in June.
9. The Property & Strategic management section of the Property Group has consulted with other public sector partners to ascertain if they have any requirement to occupy the site and buildings and some interest has been received. None the less this is not certain to come to fruition and it is recommended that the property will be dealt with as follows if this interest is not carried forward.

Method of Disposal

10. If agreement is reached in principle with a public sector partner then a further report detailing the proposals will be submitted for consideration to the committee.
11. If however an agreement with a public sector partner is not agreed in principle by late spring then the following process will commence
12. A suitable agent will be appointed via a competitive process to market the property via informal tender. This will allow bids to be scrutinised so that the best overall option for the property may be secured.
13. Rather than a freehold sale, it is proposed to grant a 125 year lease of the premises at a premium. This will allow the Authority to retain some control over the buildings and protect their considerable heritage and architectural interests into the future.
14. The above planning brief will be attached to the marketing particulars and all interested parties made aware the sale is on the basis of 125 year lease.
15. It is anticipated that marketing will commence in early summer with this process being completed by the autumn. A further report detailing the offers will be submitted at this point.
16. The holding costs for this site are anticipated to be high and there are concerns it will become a social nuisance without a security presence on site.

17. The above strategy is dependent on a section 77 application being approved by the Department of Education. Section 77 concerns replacement of playgrounds and playing fields and other external areas where these are lost due to school closures. An application will be submitted in the near future, following consultation with the Department of Education regarding the new Guidance that has been issued in relation to Section 77 applications.

Holding Costs

18.

Rates payable per annum (should qualify for empty business for first 3 months)	£8,100
Security (estimated)	£12,000
Utilities (gas, electric, water)	£13,000

Total	£33,100 excluding repair costs per annum

19. The anticipated handover date to Property is September 2014 however the above actions carried out in advance should ensure that the property remains vacant for the shortest possible period.

Other Options considered

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

21. Market the property for short term let unfortunately the buildings heating is provided by an expensive mobile boiler as a temporary measure to keep the school going until they relocate. This mobile unit will be removed when the school vacates and will be used elsewhere, this will obviously limit potential use of the building temporary.

Reason/s for Recommendation/s

22. To secure the disposal of a surplus property and to enable a capital receipt by the County Council.

Statutory and Policy Implications

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

RECOMMENDATION/S

1. That the Finance & Property Committee declare Beardall Street Primary and Nursery School, Beardall Street, Hucknall, NG15 7JU surplus to the authority's requirements and market land by way of long leasehold.

2. That a long leasehold interest in the property is offered for sale by informal tender.

Jas Hundal

Service Director, Transport, Property and Environment

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

Constitutional Comments (CEH 28.04.14)

24. The recommendations fall within the remit of the Finance and Property Committee by virtue of its terms of reference. When disposing of its land the Council is required to obtain the best price reasonably obtainable on the open market and Members should satisfy themselves that these recommendations achieve that requirement should they wish to approve them.

Financial Comments (TR 3.4.14)

25. The sale will generate a capital receipt which will be used to help fund the Capital Programme.

Background Papers and Published Documents

26. None.

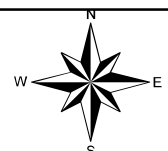
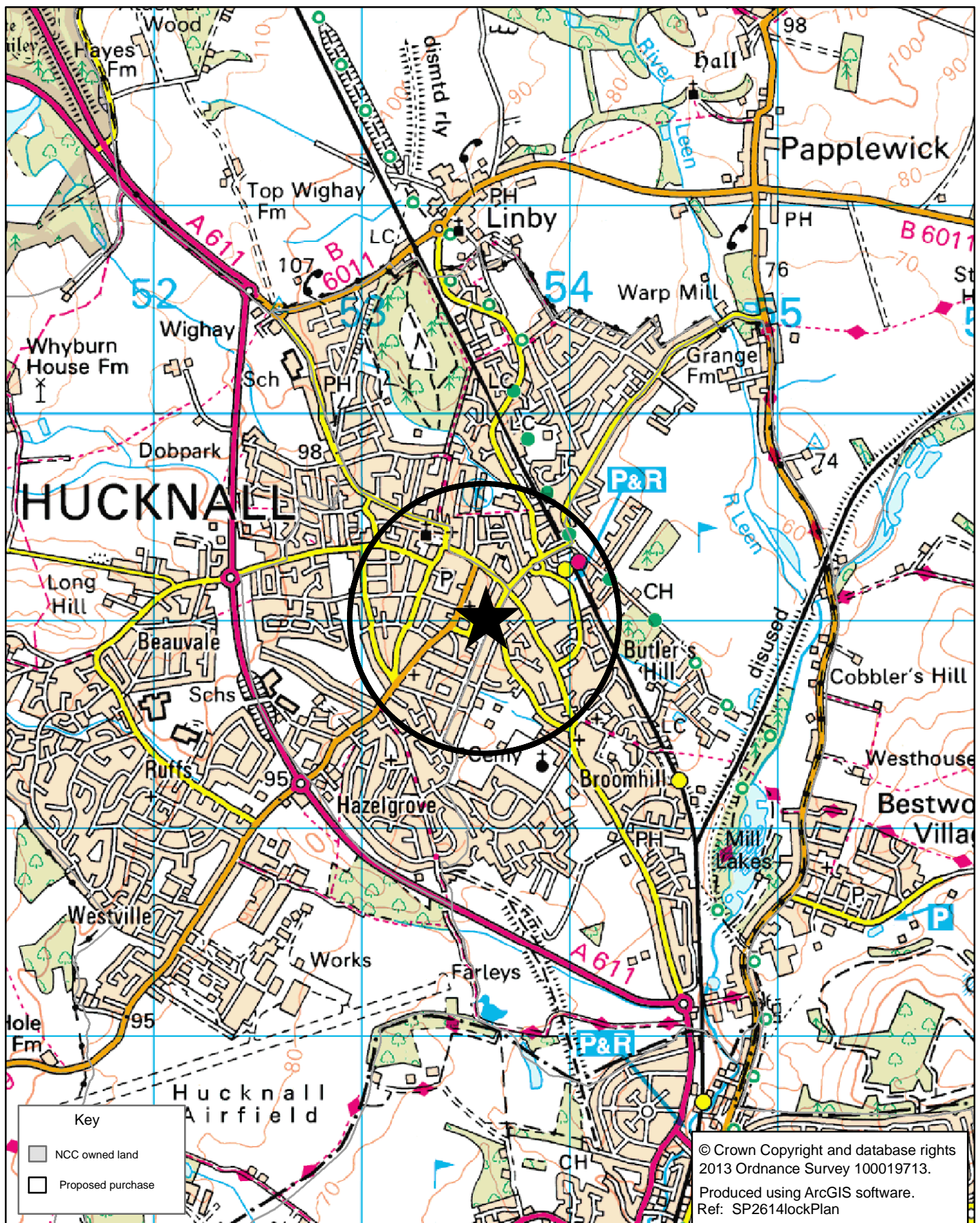
Electoral Division(s) and Member(s) Affected

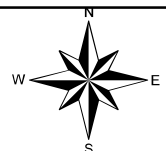
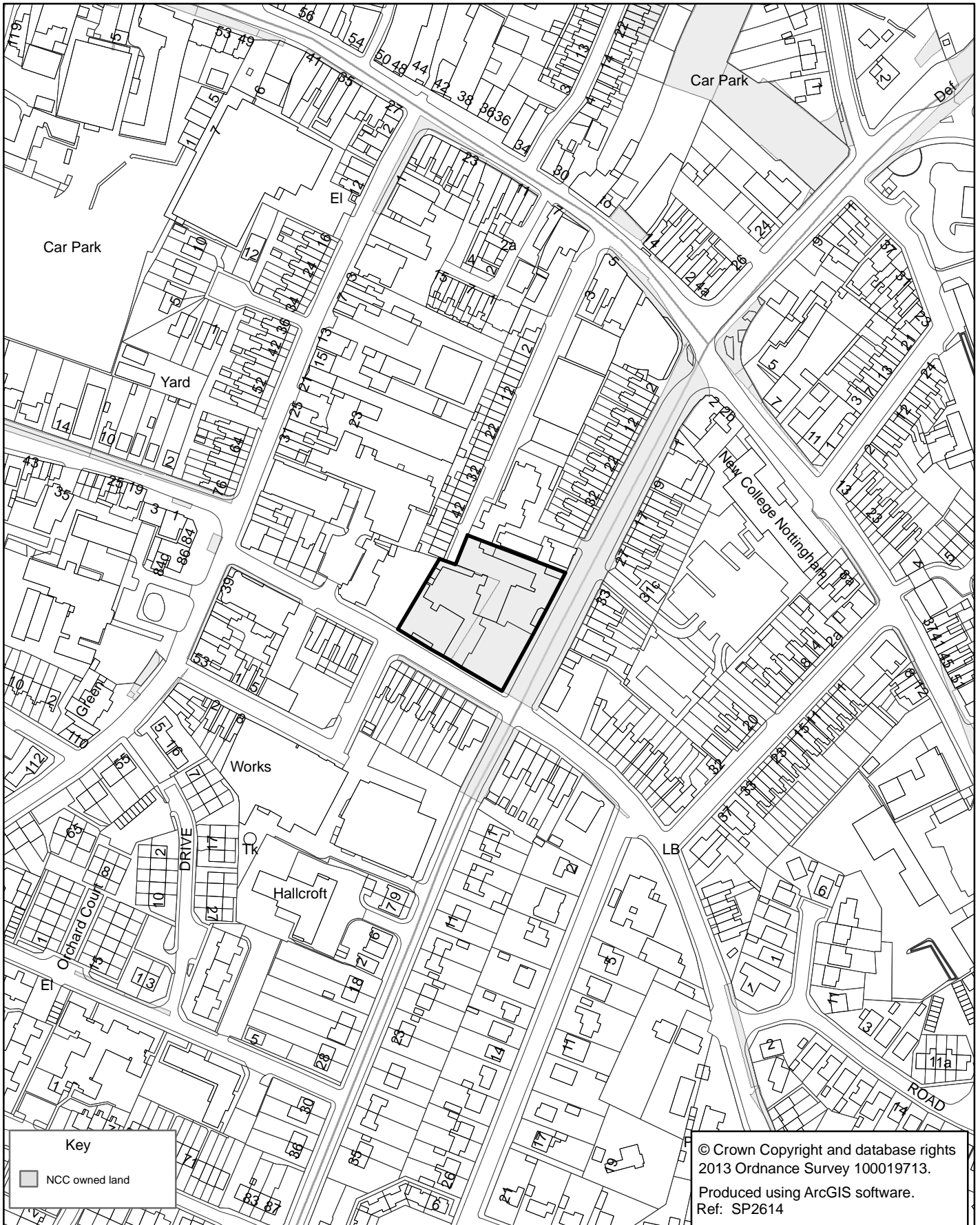
27. Ward(s): Hucknall
Member(s): Councillor John Wilmott, Councillor John Wilkinson, Councillor Alice Grice

File ref.: /GG/SB/01238

SP: 2614

Properties affected: 01238 - Beardall Street Primary and Nursery





19 May 2014**Agenda Item: 11(b)****REPORT OF SERVICE DIRECTOR TRANSPORT, PROPERTY &
ENVIRONMENT****SHERWOOD ENERGY VILLAGE / OLLERTON SOUTH TIP, NEW
OLLERTON: PROPOSED ACQUISITIONS AND DISPOSAL****Purpose of the Report**

1. To seek approval to a land contract at Sherwood Energy Village and Ollerton South Tip, involving land acquisitions and disposal, on terms outlined in the exempt appendix.

Information and Advice

2. Some information relating to this report is not for publication by virtue of paragraph 3 of Schedule 12A of the Local Government Act 1972. Having regard to the circumstances, on balance the public interest in disclosing the information does not outweigh the reason for exemption because divulging the information would significantly damage the Council's commercial position. The exempt information is set out in the exempt appendix.
3. Several years ago, Sherwood Energy Village was constructed on the site of the former Ollerton Colliery. Nottinghamshire County Council was heavily involved in the original remediation of the site, in partnership with East Midlands Development Agency (now The Homes and Communities Agency) and the original developer, Sherwood Environmental Village Ltd. Sherwood Environmental Village Ltd later went into Liquidation and the freehold of the (largest part of the) Energy Village was acquired from the Liquidator by a company called Pathfinding (SEV) Ltd.
4. Prior to the Liquidation, Nottinghamshire County Council had taken assignments of long leases on a total of four office blocks from an associated company of Pathfinding (SEV) Ltd. These office blocks are known as Ollerton House, Bevercotes House, Welbeck House and Thoresby House. These properties are held on 125 year leases, granted in 2004 and 2007 respectively.
5. Nottinghamshire County Council has significant freehold land ownership to the south of Sherwood Energy Village, known as Ollerton South Tip. These areas comprise the reclaimed colliery spoil heaps of the former Ollerton Colliery.
6. A transaction is proposed between the County Council and the owners of the Sherwood Energy Village (Pathfinding (SEV) Ltd) which will rationalise and improve the County Council's landholdings in the area. The background to the transaction, and the terms of the proposed transaction, are detailed in the exempt appendix, but the key elements of the proposed transaction are summarised below:-

Transaction Element	Description
Purchase of Freehold Reversions in Welbeck House, Ollerton House, Bevercotes House and Thoresby House, Sherwood Energy Village	County Council to acquire freehold reversionary interests in the office blocks known as Thoresby House, Welbeck House, Ollerton House, Bevercotes House. This transaction will merge the Council's freehold and leasehold property interests at this location. The transaction will include grant of rights of way over estate roads and rights for the County Council, to discharge surface water in to the swales. The County Council will pay an annual Estate Charge towards the upkeep of the drainage swales, along with other building owners.
Deed of Grant	To permit the County Council, as highway authority, to discharge surface water in to Swales at Sherwood Energy Village. .
Highways Adoptions	The owner of Sherwood Energy Village to dedicate land at the Energy Village to allow the County Council to adopt the estate roads as public highways maintainable at public expense
Traffic Regulation Order	Following adoption of the Estate Roads as public highways, the County Council will promote a Traffic Regulation Order aimed at reducing congestion on the highways at the Energy Village.
"The Boulevard", Sherwood Energy Village	The existing pedestrian link between New Ollerton town centre (at Wellow Avenue) and the Energy Village (at Darwin Drive) is known locally as "The Boulevard." The owners of the Energy Village will grant rights for the general public to use The Boulevard as a pedestrian route in perpetuity.
Land Transfer (1)	The County Council will sell its freehold interest in PART of its land ownership at the former Ollerton South Tip to the owners of the Energy Village. It is anticipated that this will facilitate an extension to the Energy Village.
Land Transfer (2)	The owners of Sherwood Energy Village will transfer the freehold interest of a small part of the Energy Village site to the County Council. This will provide a regular and sensible boundary between the Energy Village and the Council's retained land to the south of the Energy village.
Right of Way	The owners of the Energy Village will grant the County Council a revised right of access through the Energy Village to the Council's retained land at Ollerton South Tip.

7. Highways Comments:

- a. It has always been the County Council's intention to offer to adopt the roads associated with Sherwood Energy Village as highway. However, negotiations stalled due to the wider issues relating to the County Council's interests in the site as set out in the committee report and the Owner not being prepared to treat the highway adoption as a separate matter. Should this now be resolved, it is considered that the roads are in a reasonable state of repair for an estate of this age and that they can now be adopted. However, there are issues with the street lighting that will require repair and on street parking needs to be controlled by the use of a Traffic Regulation Order to ensure that this is undertaken in a sensible manner. Funding to facilitate both will be needed and is detailed in the Exempt Appendix.
- b. A deed of dedication will be required from the Owner of the estate such that the County Council can then adopt the roads as highway. This will require supporting by a deed of grant to allow the discharge of highway water into the estate's

privately maintained sustainable drainage system. (This is provided for in the proposed transaction)

- c. Pedestrian access rights will also need to be secured between Darwin Drive and Rufford Avenue, “the Boulevard” to ensure an appropriate pedestrian connection is always available to the town centre. (This is provided for in the proposed transaction). This will incur some legal fees and there are already outstanding fees that have yet to be charged for that will need to be met.

8. Rail Officer’s Comments: The County Council has a long-standing public transport aspiration to see the railway line to the south of Ollerton reopened to passenger traffic (as an extension to the Robin Hood Line). This aspiration is contained in the Nottinghamshire Local Transport Plan 2011-2026 (Paragraph 4.4.1). The proposed transaction is consistent with this Policy objective, and on that basis the transaction is strongly supported.

Other Options Considered

9. There are realistically no other options available which would achieve the improvement and rationalisation of the County Council’s landholdings in and around the site of the former Ollerton Colliery.

Reason/s for Recommendation/s

10. To improve and rationalise the County Council’s landholdings in and around the former Ollerton Colliery, as detailed in the exempt appendix.

Statutory and Policy Implications

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

RECOMMENDATION/S

- 1) That approval is given to a land contract at Sherwood Energy Village and Ollerton South Tip, involving land acquisitions and disposal, on terms outlined in the exempt appendix.

Jas Hundal

Service Director – Transport, Property & Environment

For any enquiries about this report please contact: Ian Brearley 0115 977 4840

Constitutional Comments (CEH 09.05.14)

12. The recommendation involves agreements which include land acquisition and disposal, highway adoptions and rights of way which come under the remit of more than one committee. It has been deemed that the most appropriate committee to present to and determine the report is Finance and Property Committee.

Financial Comments (TR 23/4/2014)

13. A report to secure funding for this acquisition will be considered at the next Capital Asset Management Group meeting.

Background Papers and Published Documents

14. None.

Electoral Division(s) and Member(s) Affected

15. Ward(s): Ollerton
Member(s): Councillor Stella Smedley

File ref.: /IB/SB/

SP: 2626

Properties affected: 00758 - Bevercotes House, 00759 - Thoresby House, 00761 - Ollerton House, 62230 - Ollerton South Pit, 00760 - Welbeck House

19 May 2014**Agenda Item: 11(c)****REPORT OF SERVICE DIRECTOR TRANSPORT, PROPERTY &
ENVIRONMENT****COUNTY FARMS ESTATE: SUTTON-CUM-LOUND PROPOSED VILLAGE
COMMUNITY SITE 1.84 ACRES (0.7447 HA)****Purpose of the Report**

1. To seek the approval of the Finance & Property Committee to the renewal of a previous Delegated Powers approval for a lease of land at Sutton cum Lound.

Information and Advice

2. Delegated Powers approval was given in July 2009 for the grant of a 99 year lease of a 1.84 acre field at Sutton cum Lound to a charitable community group. A copy of the approved report is contained in the exempt appendix.
3. Both parties are now in a position to complete the lease, and approval to the renewal of the 2009 decision is therefore sought.

Other Options Considered

4. None.

Reason/s for Recommendation/s

5. To enable the lease to be completed.

Statutory and Policy Implications

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

RECOMMENDATION/S

- 1) That the previous Delegated Powers approval is renewed by the Finance & Property Committee.

Jas Hundal

Service Director – Transport, Property & Environment

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

Constitutional Comments (CEH 23.04.14)

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

Financial Comments (TR 23/4/2014)

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

Background Papers and Published Documents

8. None.

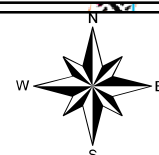
Electoral Division(s) and Member(s) Affected

9. Ward(s): Misterton
Member(s): Councillor Liz Yates

File ref.: /TS/SB/00045

SP: 2629

Properties affected: 00045 - Sutton-cum-Lound Farm (Land only)



NOTTINGHAMSHIRE COUNTY COUNCIL CORPORATE SUITABILITY AND SUFFICIENCY ASSESSMENT					
Property name:	DRAFT				
Number:					
Street:					
UPRN:					
Service Area/s:					
Purpose of the Building:					
Service Dept/s:					
Contact Details of Nominated Property Officer:					
Ward:					
Names of County Councillors:					
Rating	Good	Results of Score			
1	Satisfactory	1 Suitability for Current Service Good			
2	Fair	2 Suitability for Current Service Satisfactory - may require minor works/alterations			
3	Poor	3 Suitability for Current Service Not Satisfactory			
4		4 Suitability for Current Service Poor			
Heading	Aspect	Score Achieved	Average Score	Total Average Score	Comments / Problems / Solutions
Location	1 Is the building in the right location for those who need to access the current service use	1			
		1	1.00		
Accessibility	1 Is the property DDA compliant?				
	2 Is car parking for the public adequate for current use				
	3 Is car parking for staff adequate for current use	1			
	4 Is the property accessible by public transport				
	5 How accessible is the site for pedestrians and / or cyclists				
	6 Are the routes from car park and public transport drop off points safe and well lit?				
	7 Is Internal signage and External signage adequate	1	1.00		
Security & Safety	1 External				
	2 Internal staff security				
	3 Internal customer security				
	4 To protect equipment, data & building	1			
		1	1.00		
Building / Site	1 Right configuration for service delivery	4			
	2 Is the property flexible / adaptable?				
	3 Suitability of fixtures and fittings				
	4 Are the number, size & location of interview & meeting rooms adequate?				
	5 Storage facilities				
	6 Are external areas adequate for service delivery? (outdoor play areas / garden etc.)				
	7 Is the site layout suitable for service delivery (access/ deliveries etc.)?	4	4.00		
Environment	1 Lighting, incl emergency lighting				
	2 Temperature				
	3 Ventilation				
	4 Acoustics				
	5 Internal Décor				
	6 Power / IT / telephone points	2			
	7 Does the building have any sustainability features?	2	2.00		
Staff / Support Facilities	1 Touchdown facilities				
	2 Personal staff storage				
	3 Toilets and washing facilities	2			
	6 Rest area / eating area	2	2.00		
Customer Facilities	1 Does the property adequately satisfy customer needs?				
	2 Reception				
	3 Does the property have a hearing loop system?				
	4 Kitchen	4			
	5 Laundry				
	6 Are rooms available for quiet reflection?	2			
	6 Nursing Mother's room / baby changing / Changing Places Toilets	6	3.00		
Image	1 Standard and general appearance of accommodation	1			
	2 Is the appearance appropriate having regard to current use?	1	1.00		
		15.00	1.88		

Overall Assessment

2.00

To Be Completed by Property From Condition Survey

Repair / Condition	Estimated Cost	Condition Grade	Notable expenditure over last three years
Priority 1			
Priority 2			
Priority 3			
Priority 4			
	Total P1-P4	0	
		3.00	

Overall Assessment

3.00

Sufficiency / Utilisation	Rating	Enter Relevant Rating	Comments / Problems / Solutions
Sufficiency	Existing building has sufficient space for the current or anticipated (within 2 years) need	1	
	Existing building is bigger than required for the current or anticipated (within 2 years) need	2	2
	Existing building is too small for the current or anticipated (within 2 years) need	3	
Utilisation	1 How many days per week is the property used. Please state which days the property is open on in comments box.		
	2 How many hours per day is the property open / used. Please set out opening times in comments box		
	3 Is the space fully utilised		
	4 Are the premises shared, if so who with		
	5 Could surplus space be shared - Yes/No		
	6 Is the building used by the local community? Yes/No If yes how important is this to your service?		
	7 Is the building adjacent to other services or partner agencies? Yes/No If yes how important is this to your service?		

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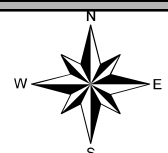
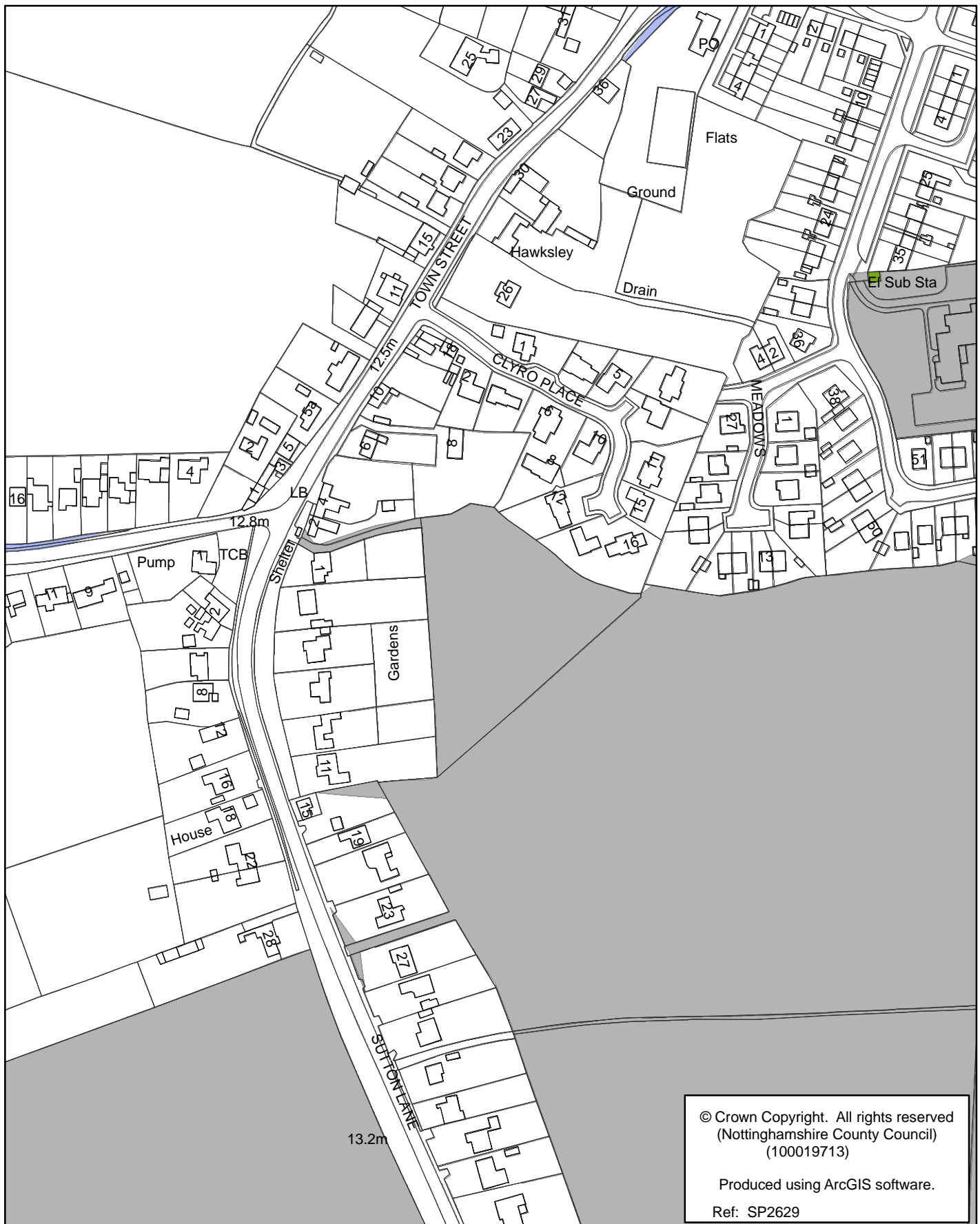
Overall Assessment

7.00

Cumulative Suitability Condition and Sufficiency

Results of Score

3 to 5 Good





19 May 2014

Agenda Item: 11(d)

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

LEASE RENEWAL – EASTWOOD COMMUNITY RESOURCE CENTRE

Purpose of the Report

1. To seek approval of the Finance & Property Committee to the renewal of a lease at the Eastwood Community Resource Centre (ECRC) to the existing tenant.

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. ECRC lies to the rear of, and is physically connected to Eastwood Library. It was constructed and opened in 2002 using various grant monies which were in part secured by the tenants (Community based groups).
4. Ten year leases were granted by the Authority to the three community groups, and these leases have now expired.
5. Following negotiations, terms for renewal of the leases have been agreed, and the renewal of the Citizen's Advice Bureau lease is detailed in the exempt appendix.

Other Options Considered

6. No other options were considered because the ECRC was built as a community building and with all of the existing tenants expressing a desire to remain in occupation the approach has been to agree new leases based on a percentage increase on their existing rent together with a clearer methodology to ensure that all of the running costs are recovered from the tenants.

Reason/s for Recommendation/s

7. To regularise the occupation of the premises and ensure that costs attributable to the property are fully recharged to the tenants.

Statutory and Policy Implications

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

RECOMMENDATION/S

- 1) That approval is given to the renewal of the lease at the Eastwood Community Resource Centre (ECRC) to the existing tenant, as detailed in the exempt appendix.

Jas Hundal

Service Director, Transport, Property and Environment

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

Constitutional Comments (CEH 23.4.14)

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

Financial Comments (TR 23/4/2014)

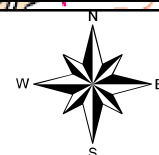
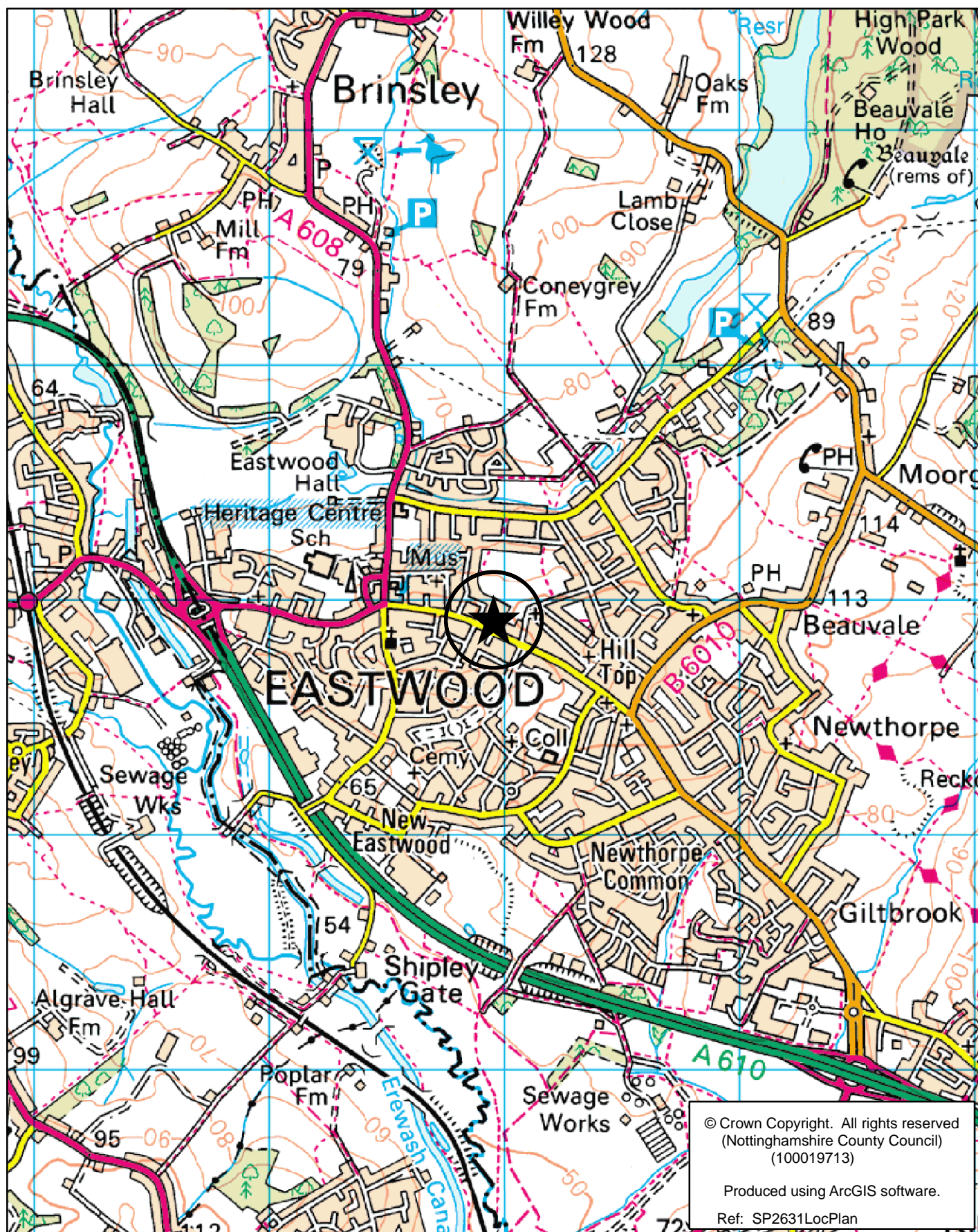
10. The financial implications are set out in the exempt appendix to the report.

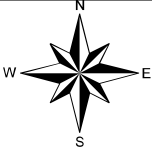
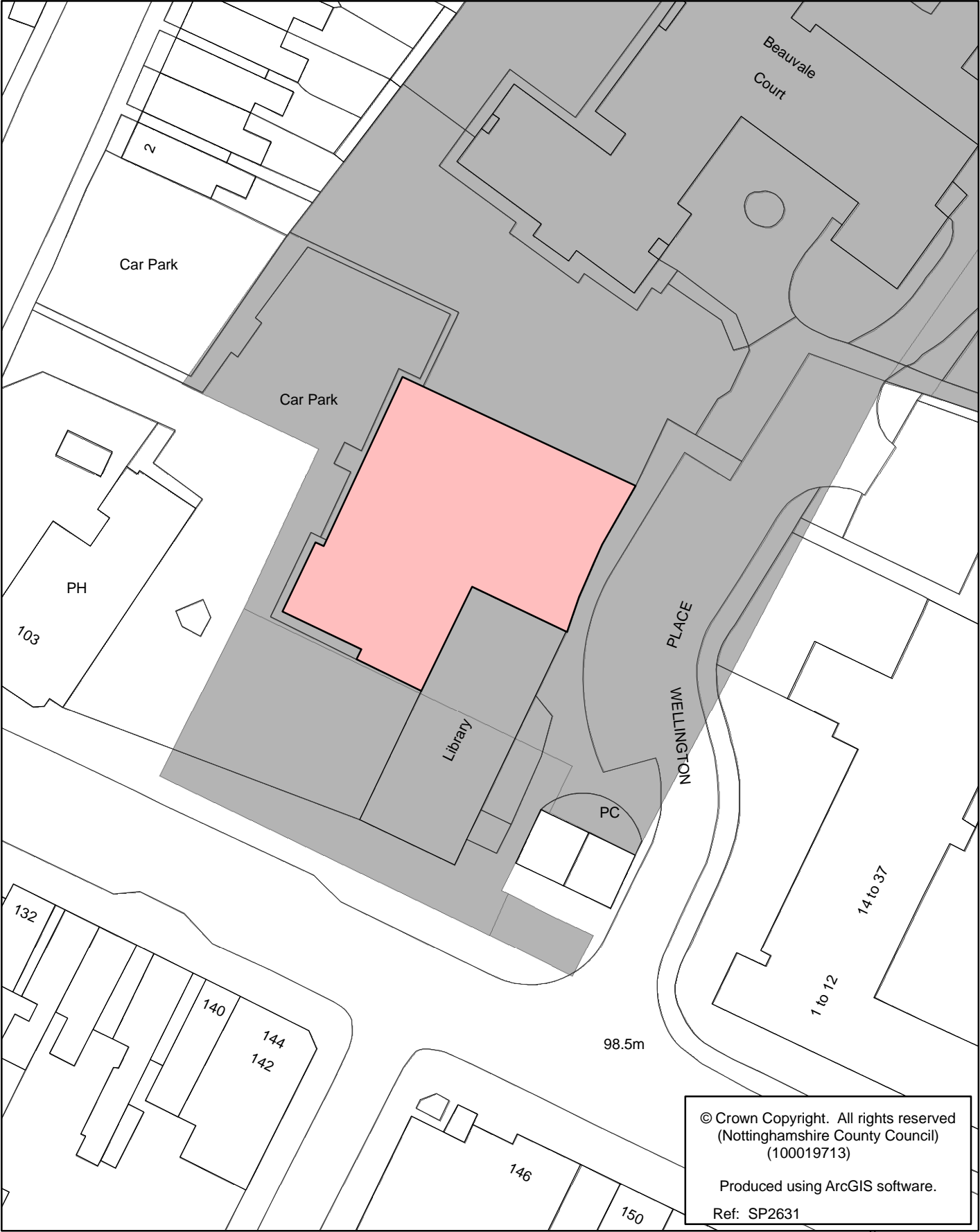
Background Papers and Published Documents

11. None

Electoral Division(s) and Member(s) Affected

12. Ward(s): Eastwood
Member(s): Councillor Keith Longdon







19 May 2014

Agenda Item: 11(e)

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

LEASE RENEWAL – EASTWOOD COMMUNITY RESOURCE CENTRE

Purpose of the Report

1. To seek approval of the Finance & Property Committee to the renewal of a lease at the Eastwood Community Resource Centre (ECRC) to the existing tenant.

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. ECRC lies to the rear of, and is physically connected to Eastwood Library. It was constructed and opened in 2002 using various grant monies which were in part secured by the tenants (Community based groups).
4. Ten year leases were granted by the Authority to the three community groups, and these leases have now expired.
5. Following negotiations, terms for renewal of the leases have been agreed, and the renewal of the Crossroads Care lease is detailed in the exempt appendix.

Other Options Considered

6. No other options were considered because the ECRC was built as a community building and with all of the existing tenants expressing a desire to remain in occupation the approach has been to agree new leases based on a percentage increase on their existing rent together with a clearer methodology to ensure that all of the running costs are recovered from the tenants.

Reason/s for Recommendation/s

7. To regularise the occupation of the premises and ensure that costs attributable to the property are fully recharged to the tenants.

Statutory and Policy Implications

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

RECOMMENDATION/S

- 1) That approval is given to the renewal of the lease at the Eastwood Community Resource Centre (ECRC) to the existing tenant, as detailed in the exempt appendix.

Jas Hundal

Service Director, Transport, Property and Environment

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

Constitutional Comments (CEH 23.4.14)

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

Financial Comments (TR 23/4/2014)

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

Background Papers and Published Documents

11. None

Electoral Division(s) and Member(s) Affected

12. Ward(s): Eastwood
Member(s): Councillor Keith Longdon

File ref.: /TS/SL/3322

SP: 2632

Properties affected: 03322 - Eastwood Community Resource Centre

19 May 2014**Agenda Item: 11(f)****REPORT OF SERVICE DIRECTOR TRANSPORT, PROPERTY &
ENVIRONMENT****LEASE RENEWAL – EASTWOOD COMMUNITY RESOURCE CENTRE****Purpose of the Report**

1. To seek approval of the Finance & Property Committee to the renewal of a lease at the Eastwood Community Resource Centre (ECRC) to the existing tenant.

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. ECRC lies to the rear of, and is physically connected to Eastwood Library. It was constructed and opened in 2002 using various grant monies which were in part secured by the tenants (Community based groups).
4. Ten year leases were granted by the Authority to the three community groups, and these leases have now expired.
5. Following negotiations, terms for renewal of the leases have been agreed, and the renewal of the Eastwood Volunteer Bureau lease is detailed in the exempt appendix.

Other Options Considered

6. No other options were considered because the ECRC was built as a community building and with all of the existing tenants expressing a desire to remain in occupation the approach has been to agree new leases based on a percentage increase on their existing rent together with a clearer methodology to ensure that all of the running costs are recovered from the tenants.

Reason/s for Recommendation/s

7. To regularise the occupation of the premises and ensure that costs attributable to the property are fully recharged to the tenants.

Statutory and Policy Implications

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

RECOMMENDATION/S

- 1) That approval is given to the renewal of the lease at the Eastwood Community Resource Centre (ECRC) to the existing tenant, as detailed in the exempt appendix.

Jas Hundal

Service Director, Transport, Property and Environment

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

Constitutional Comments (CEH 23.4.14)

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

Financial Comments (TR 23/4/2014)

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

Background Papers and Published Documents

11. None

Electoral Division(s) and Member(s) Affected

12. Ward(s): Eastwood
Member(s): Councillor Keith Longdon

File ref.: /TS/SL/3322

SP: 2633

Properties affected: 03322 - Eastwood Community Resource Centre

19 May 2014**Agenda Item: 12****REPORT OF CORPORATE DIRECTOR, POLICY, PLANNING AND
CORPORATE SERVICES****WORK PROGRAMME****Purpose of the Report**

1. To consider the Committee's work programme for 2014/15.

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>
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	
Repair and Maintenance	Progress Report on property repairs and maintenance	Info	Jas Hundal	Andrew Stevens
Property Services Performance	Update on Property Services Performance 2013/14	Info	Jas Hundal	Andrew Stevens
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
14 July 2014				
Property Transactions	Various	Decision	Jas Hundal	Various
15 September 2014				
Property Transactions	Various	Decision	Jas Hundal	Various
ICT Programmes and	Update on projects and performance for Q1		Ivor Nicholson	

<u>Report Title</u>	<u>Brief summary of agenda item</u>	<u>For Decision or Information ?</u>	<u>Lead Officer</u>	<u>Report Author</u>
Performance				
13 October 2014				
Property Transactions	Various	Decision	Jas Hundal	Various
17 November 2014				
Property Transactions	Various	Decision	Jas Hundal	Various
ICT Programmes and Performance	Update on projects and performance for Q2		Ivor Nicholson	
15 December 2014				
Property Transactions	Various	Decision	Jas Hundal	Various