

**Finance and Property Committee**

**Date:** **Monday, 12 November 2012**  
**Time:** **10:30**  
**Venue:** **County Hall**  
**Address:** **County Hall, West Bridgford, Nottingham NG2 7QP**

**AGENDA**

<b>1</b>	<b><u>Minutes of the last meeting held on 15 October 2012</u></b> Details	<b>3 - 6</b>
<b>2</b>	<b><u>Apologies for Absence</u></b> Details	<b>1-2</b>
<b>3</b>	<b><u>Declarations of Interests by Members and Officers:- (see note below)</u></b> (a) Disclosable Pecuniary Interests (b) Private Interests (pecuniary and non-pecuniary)	<b>1-2</b>
<b>4</b>	<b><u>Initial County Council Budget and Capital Programme Proposals 2013-14</u></b> Details	<b>7 - 34</b>
<b>5</b>	<b><u>Financial Monitoring Report</u></b> Details	<b>35 - 50</b>
<b>6</b>	<b><u>ICT Programmes and Performance Update 2012-13</u></b> Details	<b>51 - 60</b>
<b>7</b>	<b><u>Property Services Performance 2012-13</u></b> Details	<b>61 - 68</b>
<b>8a</b>	<b><u>Disposal of Former Clarborough Primary School</u></b> Details	<b>69 - 74</b>
<b>8b</b>	<b><u>Disposal of Advance Factory No 1, Kings Mill Way, Mansfield</u></b> Details	<b>75 - 80</b>
<b>8c</b>	<b><u>Disposal of Land at Broomhill Farm, Hucknall</u></b> Details	<b>81 - 86</b>
<b>8d</b>	<b><u>Disposal of Former Youth Service Office, Misterton</u></b> Details	<b>87 - 90</b>
<b>8e</b>	<b><u>Tuxford Primary School: Academy Conversion</u></b> Details	<b>91 - 96</b>

9	<b><u>Children's Centres - Principle of Offering All-Inclusive Leases to Day Care Providers</u></b> Details	97 - 100
10	<b><u>Councillors' Divisional Fund</u></b> Details	101 - 102
11	<b><u>Work Programme</u></b> Details	103 - 106
12	<b><u>Exclusion of the Public</u></b>	1-2

The Committee will be invited to resolve:-

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

### **Note**

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

### **EXEMPT INFORMATION ITEMS**

13	<b><u>Exempt Appendices to Property Transaction Reports</u></b> (a) Disposal of Former Clarborough Primary School (b) Disposal of Advance Factory No 1, King's Mill Way, Hucknall (c) Disposal of land at Broomhill Farm, Hucknall (d) Disposal of Former Youth Service Office, Misterton	1-2
14	<b><u>Children's Centres: Principle of Offering All-Inclusive Leases to Day Care Providers.</u></b> Details	1-2

## minutes

Meeting	FINANCE AND PROPERTY COMMITTEE
Date	15 October 2012 (commencing at 10.30 am)

### **Membership**

Persons absent are marked with `A`

### **COUNCILLORS**

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

### **OFFICERS IN ATTENDANCE**

Paul Davies, Democratic Services Officer  
Claire Dixon, Liberal Democrat Administrator/Researcher  
Tim Gregory, Corporate Director, Environment and Resources  
Jas Hundal, Service Director, Transport, Property and Environment  
Paul Simpson, Service Director, Finance and Procurement  
Nigel Stevenson, Group Manager, Financial Strategy and Compliance  
Michelle Welsh, Labour Group Research Officer

### **MINUTES**

The minutes of the last meeting held on 17 September 2012 were confirmed and signed by the Chair.

### **MEMBERSHIP**

It was noted that Councillors Cutts and Barnfather had been appointed in place of Councillors Cottee and Taylor.

### **DECLARATIONS OF INTEREST**

There were no declarations of interest.

## **INSURANCE TENDER**

### **RESOLVED: 2012/061**

- (1) That the proposed tender process be endorsed;
- (2) That the decision to award the contracts be delegated to the Service Director, Finance and Procurement in conjunction with the Chairman and Vice-Chairman of the Finance and Property Committee, with a follow up report to be presented to the 22 April 2013 meeting of this committee.

## **PROPERTY TRANSACTIONS**

### **OPTION AGREEMENT FOR ACCESS TO ROLLS ROYCE SITE, HUCKNALL**

#### **RESOLVED: 2012/062**

That approval be given to the County Council entering into an option agreement on the terms outlined in the exempt appendix to the report, and contained in more detail in the report approved on 23 February 2010.

### **DISPOSAL OF LAND FORMERLY CUCKNEY DEPOT, CUCKNEY**

#### **RESOLVED: 2012/063**

That approval be given to enter into a contract with Offer 2 for the sale of land at Cuckney, as set out in the exempt appendix to the report.

### **DELEGATED DECISIONS TAKEN OUTSIDE THE FINANCE AND PROPERTY COMMITTEE CYCLE JUNE - AUGUST 2012**

#### **RESOLVED: 2012/064**

That the report be noted.

## **WORK PROGRAMME**

#### **RESOLVED: 2012/065**

That the work programme be noted.

## **EXCLUSION OF THE PUBLIC**

#### **RESOLVED: 2012/066**

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

## **EXEMPT INFORMATION ITEMS**

### **OPTION AGREEMENT FOR ACCESS TO ROLLS ROYCE SITE, HUCKNALL**

**RESOLVED: 2012/067**

That the information in the exempt appendix be noted.

### **DISPOSAL OF LAND FORMERLY CUCKNEY DEPOT, CUCKNEY**

**RESOLVED: 2012/068**

That the information in the exempt appendix be noted.

The meeting closed at 10.47 am.

**CHAIRMAN**



**REPORT OF THE LEADER AND COMMITTEE CHAIR - FINANCE & PROPERTY****INITIAL BUDGET AND CAPITAL PROGRAMME PROPOSALS  
2013/14 TO 2016/17****Purposes of the Report**

1. To make initial proposals for consultation regarding the level of revenue expenditure for the period 2013/14 to 2016/17.
2. To outline the current approved Capital Programme for the period 2013/14 to 2015/16.
3. To highlight the magnitude of the financial challenges facing the Council over the medium term.
4. To indicate the proposed level of Council Tax for 2013/14 for consultation.

**Information and Advice****Process**

5. Under the County Council's Constitution, the Finance & Property Committee will make initial budget proposals and issue them for wider consultation with the public, representatives of business ratepayers and other stakeholders. In the last budget round initial proposals were considered at the Cabinet meeting on 9 November 2011 and consultation ran through to late January 2012. Measures set out in last year's report form part of this year's budget proposal.
6. The budget process for 2013/14 will differ from that of previous years. Whilst the County Council's normal financial planning horizon of 4 years will remain, as there are no new major budget proposals for change in 2013/14, the Council is presenting a one plus three year strategy. The proposals in this report for consultation largely focus on previous years' savings that were planned to come into effect in 2013/14 and 2014/15, as well as a strategy that draws upon the use of contingencies and reserves in order to deliver a balanced budget in 2013/14. Consultation has already commenced on a number of specific issues and general consultation through the Big Budget Conversation is continuing. A summary of the consultation processes and responses received to date are set out later in this report.

7. As Members will be aware, the County Council, like all local authorities, continues to face an extremely challenging financial future. The Council is now in the second year of the four-year savings programme approved by the Council in February 2011. Of the total savings identified, £73m was needed over 2011/12 – 2014/15 to re-invest in services to meet unavoidable cost pressures, notably in Adult Social Care and Children’s safeguarding.
8. The transformation programme delivered in excess of £70m of savings in 2011/12, and is on track to deliver a further £34m in the current year. An additional £23m is due to be delivered over 2013/14 – 2014/15. The latest budget monitoring report, (also on today’s agenda), predicts further in-year savings and regular forecasts will be reported to this Committee over the remainder of the year.
9. The transformation programme has, therefore, ensured the Council is well placed to withstand the immediate uncertainty surrounding local government funding in 2013/14. However, future challenges remain and additional resources or further savings will need to be identified to deliver a balanced budget in later years.
10. In September, the Council embarked on a Base Budget Review exercise which will engage budget managers in compiling their budgets for the forthcoming year. This will help increase understanding of what drives demand led budgets and lead to more accurate budget proposals. This, in turn, will ensure greater confidence in the robustness of expenditure and income forecasts reported in year. The project is expected to be completed in February 2013, in time to inform the budget for 2013/14.
11. The Council has a well-established and robust budget preparation process which has been commented upon favourably by the Council’s External Auditors for a number of years. This report continues the theme adopted in previous years of setting out a detailed four year programme showing the individual known pressures and proposed savings over the medium term.
12. Various presentations have already been provided to Committees outlining the latest Medium Term Financial Strategy (MTFS) position. The formal approval of the budget and the setting of the Council Tax will be debated at the County Council budget meeting on 28th February 2013. The County Council has a statutory responsibility to issue its precept for 2012/13 by 28 February 2013.

### **National context and local strategic priorities**

13. The Government’s overarching priority remains the reduction of the national structural deficit and a number of proposals outlined in the Coalition’s “Programme for Government” are in the process of being implemented which will have extensive implications for local authorities. Changes being implemented in April 2013 include the transfer of responsibility for public health from the Health Service to upper tier authorities, localisation of Council Tax support, and, perhaps the most significant change from a financial perspective, the proposal to allow local authorities to retain a much greater proportion of locally generated business rates (the so-called “repatriation” of national non-domestic rates, NNDR).

14. Underpinning the Council's approach in these economically difficult times will be a continued emphasis on having an organisation that spends public money in a business-like and professional way and is financially sustainable. The administration is committed to providing value for money to the citizens of Nottinghamshire and, within these parameters, to ensuring it delivers the best possible services.
15. The County Council provides vital services to every local community in Nottinghamshire. These services help support individuals, families, businesses and local organisations to develop and flourish. Education, roads and footways, social care, public health, library services and local youth clubs are just some of the essential services the Council provides that help local people get on with their lives.
16. The Council's Strategic Plan contains a clear commitment to financial sustainability and value for money, with a priority of securing good quality, affordable services.

### **Budget Assumptions**

17. The Chancellor's Autumn Statement is expected on 5 December 2012. This will follow the Office for Budget Responsibility's (OBR) latest economic forecasts, which will be released earlier that day. The Chancellor uses his Autumn Statement to give an update on the state of the economy, as well as to respond to the latest independent analysis from the OBR. It is a pre-cursor to the Local Government Finance Settlement, which is not expected until 20 December 2012. The lateness of these announcements will delay the calculation of the Council's final position and increases the level of uncertainty in the process.
18. However, the Chancellor has already announced financial support to allow Councils to freeze their Council Tax. Funding will be provided for the remainder of the Spending review period (until 2014-15). After this period further resources will need to be identified to deliver a balanced budget. The impact of this has been factored into the MTFS and is incorporated in Table 2.
19. The amount of grant will be equivalent to raising Council Tax by 1%, which equates to £3.1m for Nottinghamshire. This is a reduction from previous years, where support of 2.5% (£7.7m) was received. The exact amount of Council Tax Freeze Grant will not be known until March 2013 when final tax base figures are received from the District and Borough Councils.
20. In addition, for 2013/14 the Government is proposing to lower the local authority tax referendum threshold to two per cent. This would mean that if a local authority seeks to raise its relevant basic amount of Council Tax by more than two per cent, local people would have the right to keep Council Tax bills down through a binding referendum veto.

21. It is expected that the Department for Communities and Local Government will write shortly to all English local authorities with full details of the scheme, including an indicative breakdown of estimated grants. Details on the tax referendum thresholds will be revealed in December alongside the provisional Local Government Finance Settlement.
22. Aside from this early announcement, however, there are a number of uncertainties surrounding future funding and the overall level of resources that will be available from 2013/14 onwards. This is primarily due to the rolling up of specific grants into the NNDR and the number of changes taking place from April 2013, where the detail has not yet been provided. These changes include:
- The Finance Bill currently progressing through Parliament includes the repatriation of NNDR, the detail of which is still subject to consultation adjustments. The changes ahead will increase instability in the forecast of resources and, combined with economic uncertainty, the associated risks, for example, the decline of a major local industry could lead to both a fall in the business rate base and an increase in demand for Council Tax Benefit. The Authority will also need to determine the details held on business rates appeals in order to place contingencies in the budget.
  - Localisation of Council Tax Support - local schemes have to be determined by 31 January 2013 and District Councils are currently in the process of consultation for the delivery of these schemes. The Finance Bill also provides for the variation to a number of other discounts towards Council Tax and, together, these add further complexity to the determination of the Council Tax base. The Government recently announced an additional £100m of funding for councils to help support them in developing well-designed Council Tax support schemes and maintain positive incentives to work.
  - From April 2013 the provision of public health services will transfer from Primary Care Trusts to upper tier local authorities. The Council will receive a ring fenced grant to tackle public health issues of obesity, oral health, substance misuse, sexual health, and cancer screening. It is hoped that the Department for Health will publish actual allocations before the end of 2012.
  - The amount recouped from local authorities with regard to Local Authority Central Spend Equivalent Grant (LACSEG) will increase further as more schools transfer to academies. Concerns remain that the top slicing will be calculated on the additional amounts paid to academies as opposed to the actual savings to councils, which may be substantially lower.
  - New Homes Bonus (NHB) – The funding that had been earmarked for this had been provided from existing grants and has been based on expected future payments. These have been revised down due to lack of new homes being built, and there is the potential for the surplus to be given back to local authorities. The figures in the MTFS assume NHB is returned through Revenue Support Grant but final confirmation has not been received.

- Following the Welfare Reform Act 2012, the Council will take over the support of vulnerable people who would previously have been assessed for support from the Social Fund (Community Care Grants and Crisis Loans). The Council will be given the 'funding and flexibility to redesign the emergency provision for vulnerable groups according to local circumstances, in order to meet severe hardship in the way they think best'. However, the funding allocation for Nottinghamshire equates to a 28% reduction in funding from 2011/12. The allocations were announced at the end of August which has left limited time in which to develop a scheme for Nottinghamshire as eligibility criteria and delivery mechanisms still need to be determined. A procurement exercise is currently underway to appoint a Delivery Agent to administer the Social Fund in Nottinghamshire. This will become the responsibility of the Council from April 2013.
23. Looking ahead, the Government's Care and Support Bill will introduce a national threshold for basic care for all local authorities, and would mean no one would be forced to sell their house in their lifetime to pay for care. Decisions in the next Spending Review, could go further and implement the recommendations of the Dilnot Commission on Social Care Funding, to introduce a personal contribution cap of £35,000 on care costs, with any further costs met by the Government.
24. The Medium Term Financial Strategy has been prepared on the basis of a number of assumptions, which are as follows:
- Council Tax
- No increase in Council Tax is planned for 2013/14 and beyond, albeit the impact of the recently announced additional Council Tax Freeze Grant has been factored into both 2013/14 and 2014/15.
- Formula Grant
- The current spending review covers the Parliamentary period to 2014/15 and the substantial front loading of government funding reductions for local authorities has already taken place. However, the current relatively low level of growth in the economy may force further reductions in order to meet the commitments made by the Chancellor in the Emergency Budget of June 2010. The promises to eliminate the structural deficit over a rolling five year period and for public sector net debt to be falling as a percentage of GDP in 2015/16, are unlikely to be met and adjustments may be necessary in the Autumn Statement.
- Until confirmation is received, the assumptions contained in the MTFS regarding the level of government grant reductions are as follows:
- 2013/14 10.7% - previously assumed 4%
  - 2014/15 5.8% - previously assumed 4.5%
  - 2015/16 7.5% - previously assumed 7.5%
  - 2016/17 7.5%

The figures represent a change to the previous year's assumptions, in order to acknowledge the inherent uncertainty that has already been referred to in this report and to mitigate against the risk of further reductions in government grants. This of course does not guarantee that reductions in grants will not exceed these amounts and the underlying assumptions will need to be reviewed in the light of future announcements.

- Other Grants

As part of the Comprehensive Spending Review, the Government announced an additional £2bn per annum for Adult Social Care, split between Local Authorities and the NHS. For Nottinghamshire, the allocation for 2012/13 is £9.3m. No indications for 2013/14 have been made as yet. However, it is worth noting that as part of the NHS reforms, PCTs will have been abolished by April 2013 and, therefore, the route of funding to Local Authorities will need to be revised to reflect changes in NHS structures. Whilst the Department for Health has indicated that this funding will continue, the situation will need to be kept under review, and any reductions in funding will need to be factored into the Medium Term Financial Strategy.

The Early Intervention Grant (EIG), introduced in 2011 to support services for children, young people and families, is set to reduce considerably in 2013/14 and 2014/15. Currently, the grant is unringfenced, allowing local authorities to determine the way in which it is spent. Nottinghamshire's unringfenced element is expected to reduce from £30.1m to £22.6m. Although the Dedicated Schools Grant will increase by £2.5m, this is ringfenced to fund expansion of the Free Early Education Programme, which was previously funded by EIG. A phased rollout is planned of this scheme, with the scheme being fully implemented by 2014/15. At this point, service provision is expected to cost significantly more than the funding anticipated, adding further pressure on the Council's resources.

- Pay Awards and Inflation

Local government pay has been frozen since 2009 for all but the lowest paid workers. In the last budget round pressures on pay were recognised and a modest uplift of 1% for 2013/14 and 2014/15 was factored into the Council's MTFS. This has been reviewed and is still considered valid. Thereafter it is prudent to assume a 3% increase.

In terms of inflation on non-pay items, no inflationary uplift was provided for in 2012/13, other than where a specific business need to reflect inflationary pressures was identified. Increases identified through this exercise have been included in these budget proposals and details of the specific areas are outlined in Appendix A. For 2013/14 managers will again be expected to control expenditure within their cash limited budgets and the 2% non-pay inflation uplift has been removed.

- Tax base

As new houses are built each year, the Council Tax base increases, growth of 0.55% occurred for 2012/13. Given the challenging economic climate and the particular pressures being experienced in the housing market, the assumption for future tax base growth has been calculated at 0.3% from 2013/14 onwards. (For every 0.1% of growth, the Council Tax received by the Council increases by approximately £300,000). Preliminary figures are expected from District Councils at the beginning of December, notwithstanding the changes in the Council Tax base calculations following the implementation of the Finance Bill 2012. Exact figures will follow in the new year.

However, there are further complications in 2013/14 as the changes from localising Council Tax support will result in a significant reduction in the precept payable from billing authorities to the County Council. Previously, households qualifying for Council Tax Benefit would be included in the Districts' tax base. Government grant would be paid to the districts which would combine this with tax collected and make a single payment to the County for the total amount due. From 2013/14, only Council Tax collected will be paid over by the districts. The grant will be paid directly to the County Council as part of its total funding and, therefore, there is a risk that this will be included in future reductions to funding.

Further changes to tax base calculations will occur due to the empty homes premium for which consultation closed on 22 October 2012.

Forecasts for the growth in the NNDR tax base will also be key in the Council's medium term planning as the new repatriation scheme from April 2013 will allow local authorities to retain a percentage of NNDR growth if it is above the targets set by the Government. It is too early to quantify expectations and translate this into funding at this stage but further information should be known early next year.

### **Changes in Budget Pressures and Policy Assumptions**

25. Each year the budget assumptions will be re-validated in the light of the changing economic circumstances and prevailing levels of inflation, government grant settlements and changes in legislation.
26. When the budget for 2012/13 was approved in February 2012, the forward look from 2013/14 to 2015/16 identified additional budget pressures, amounting to £38.4m. These pressures have been re-examined in the light of changing circumstances since the 2012/13 budget was set, and the medium term timeframe has been rolled forward by a year. A number of additional pressures have been identified which have been reviewed in detail to ensure that they are both critically and accurately costed. The movement in pressures over the medium term is outlined in Table 1 below.

**Table 1 - Movement in pressures**

<b>Committee</b>	<b>Original Pressures 2013/14 – 2015/16 £m</b>	<b>Change in Pressures £m</b>	<b>Latest Pressures 2013/14 – 2016/17 £m</b>
Children & Young People	7.0	0.3	7.3
Adult Social Care & Health	28.7	16.9	45.6
Transport & Highways	3.8	1.6	5.4
Environment & Sustainability	1.3	1.0	2.3
Culture	0.5	-	0.5
Policy	(2.9)	-	(2.9)
Corpotate	-	1.0	1.0
<b>Total</b>	<b>38.4</b>	<b>20.8</b>	<b>59.2</b>

27. Budget pressures of £25.2m will need to be built into the 2013/14 budget, including pressures that had previously been embedded. In total, service growth over the four-year period is currently estimated to be £59.2m, of which £11.8m relates to pressures added for 2016/17. A complete list of pressures over the medium term are listed in Appendix A.

### **Medium Term Financial Strategy**

28. A full review of the underlying assumptions that underpin the MTFs has been undertaken and the timeframe has been rolled forward another year to 2016/17. Given the level of change expected, the broad assumptions underpinning the 2016/17 estimate have been based on:
- Current changes to grants and pressures are assumed to continue over the medium term
  - Savings proposals that have previously been identified have been reviewed for deliverability (included at Appendix B)
  - Remaining budgets have been rolled forward
29. A summary of the Council's latest Medium Term Financial Strategy to 2016/17 is outlined in Table 2 below.

**Table 2 - Medium Term Financial Strategy**

	2013/14 £m	2014/15 £m	2015/16 £m	2016/17 £m
<b>Cumulative Savings Shortfall (Budget Report 2012/13)</b>	<b>5.0</b>	<b>25.5</b>	<b>74.4</b>	<b>-</b>
<b>Year on year savings requirement</b>	<b>5.0</b>	<b>20.5</b>	<b>48.9</b>	<b>-</b>
New Pressures	11.2	(0.2)	(2.0)	11.8
Non delivery of Savings	8.1	(2.2)	-	-
Changes to Inflation	(9.6)	(6.7)	(8.1)	9.0
Contingency	(11.3)	-	-	-
Contribution to / (use of) reserves	(8.5)	10.6	(0.1)	1.1
Interest on Borrowing	(3.2)	1.7	0.8	(0.2)
Reduction in Government Grant	10.1	7.0	(1.1)	16.8
Council Tax Freeze Grant	(3.1)	-	3.1	-
Other changes to base budget	1.3	(0.1)	(2.1)	(2.2)
<b>Subtotal year on year movement</b>	<b>(5.0)</b>	<b>10.1</b>	<b>(9.5)</b>	<b>36.3</b>
<b>Revised year on year savings requirement</b>	<b>0.0</b>	<b>30.6</b>	<b>39.4</b>	<b>36.3</b>
<b>Cumulative Shortfall(+)/Surplus(-)</b>	<b>0.0</b>	<b>30.6</b>	<b>70.0</b>	<b>106.3</b>

30. The major changes since the budget was agreed in February 2012 are as follows:
31. New Pressures – A complete list of pressures over the medium term are listed in Appendix A. The increase in 2013/14 since the MTFS was approved is due to:
- Schools funding £2m
  - Adults Commissioning Costs £7m
  - The County Council Election £1.2m
  - Implications of the base budget review £1m
32. Non-delivery of savings – Several schemes have been identified as at risk of slippage and include the Living at Home scheme (£1.2m) and Supporting People (£1.9m). The revised list of achievable savings is attached at Appendix B. Progress against savings will continue to be monitored through the Budget Monitoring report.
33. Inflation assumptions – The reduced inflation expectations relate to non-pay budgets. When the MTFS was approved, increases of 2%, 3%, 3%, and 3% were provided for over the respective years of the MTFS. This has since been revised down to 0%, 1.5%, 1.5%, 1.5%.
34. Following the delivery of additional savings in 2011/12 a high level realignment of budgets resulted in a net transfer of £9.25m from Committee budgets to Corporate contingency. Affordability of this on an ongoing basis will be confirmed through the base budget review exercise. At this stage, it is expected that the additional contingency budget will not be required and can, therefore, be reduced.

35. Reserves – Effective use of reserves forms part of the Council's strategy to deliver a balanced budget in 2013/14. The planned use of some reserves in 2011/12 was not required as the Council delivered accelerated savings. These reserves will, therefore, be utilised in 2013/14. However, reserves can only offer one off funding, hence the impact is shown in the following year. The Council is undertaking a full review of all reserves held and assessing the appropriate level of County Fund Balances that should be held over the medium term.
36. Interest on borrowing – There is a correlation between the borrowing undertaken by the Council and the Capital Programme. At the time of setting the 2012/13 budget, assumptions were made on the profiling of capital spend over the medium term. Slippage of schemes between years has delayed the need to undertake additional borrowing, and hence the interest payable has reduced in the current year and 2013/14.
37. As reported in sections 22 and 24, there is significant uncertainty regarding the level of Government grant that will be received over the medium term. Assumptions will continue to be reviewed as further announcements are made.
38. Other – Minor fluctuations include the impact of the realignment of 2012/13 budgets and an assumed reduction in public health spending in later years in line with expectations that the total level of grant will reduce.
39. As can be seen from Table 2, the County Council is able to set a balanced budget in 2013/14 but will have to identify additional resources beyond next year to deliver a balanced budget over the medium term. By 2016/17 the cumulative level of savings requirement will be £106.3m of which £59.2m is required for reinvestment in front line services.

#### **Overall impact by Committee**

40. The Government grant reductions in Table 2 clearly account for a considerable element of the County Council's need to continue to identify further cost savings over the period of the MTFS. However, it is also apparent that the considerable cost pressures, arising in the Council's priority services, are also a significant contributory factor in the forecast MTFS gap. This in turn is generating a re-prioritisation of resources across the whole of the County Council's budget, which is demonstrated in Table 3 below. Figures relate to the period 2013/14 to 2016/17 and compare Committee cost pressures and latest savings forecast.

**Table 3 - Committee Analysis**

<b>Committee</b>	<b>Saving 2013/14 – 2016/17 £m</b>	<b>Reinvestment 2013/14 – 2016/17 £m</b>	<b>Net MTFS Position £m</b>
Children & Young People	(3.3)	7.3	4.0
Adult Social Care & Health	(14.5)	45.6	31.1
Transport & Highways	(1.2)	5.4	4.2
Environment & Sustainability	-	2.3	2.3
Community Safety	(0.2)	-	(0.2)
Culture	(0.4)	0.5	0.1
Economic Development	-	-	-
Policy	(1.9)	(2.9)	(4.8)
Finance & Property	(2.3)	-	(2.3)
Personnel	-	-	-
Corporate and Horizontal	(2.4)	1.0	(1.4)
<b>Total</b>	<b>(26.2)</b>	<b>59.2</b>	<b>33.0</b>

41. However, the level of growth is prior to the identification and allocation of future savings required to deliver a balanced budget in the medium term. Therefore, in order to continue providing priority services, the Council will need to continue the radical transformation of existing service provision, to release the necessary resources and capacity and to mitigate against the cost pressures currently being forecast.
42. In February 2010, the Council established the Improvement Programme to support the organisation in meeting the significant and unprecedented budget challenge, to deliver savings and allow reinvestment in priority areas. A report to Policy Committee (17 October 2012) outlined plans for the next phase of the Improvement Programme. This will be critical in delivering the challenging targets on a go forward basis.

### **Capital Programme**

43. Table 4 outlines the Capital Programme for 2012/13 to 2015/16 as approved by the Council in February 2012. Capital expenditure can be financed from a number of sources including government grants, borrowing, capital receipts and revenue contributions.

**Table 4 - Approved Capital Programme 2012/13 – 2015/16**

	<b>2012/13 £m</b>	<b>2013/14 £m</b>	<b>2014/15 £m</b>	<b>2015/16 £m</b>	<b>Total £m</b>
<b>Capital Expenditure</b>	<b>118.6</b>	<b>93.9</b>	<b>76.5</b>	<b>66.2</b>	<b>355.2</b>
<b>Funded from:</b>					
Other Borrowing	64.1	48.4	35.7	36.6	184.8
Capital Grants, etc.	54.5	45.5	40.8	29.6	170.4
<b>Total Funding</b>	<b>118.6</b>	<b>93.9</b>	<b>76.5</b>	<b>66.2</b>	<b>355.2</b>

44. Since the Budget for 2012/13 was compiled, there have been a number of changes to the Capital Programme:
- There has been slippage of £13.6m from 2011/12 to 2012/13.
  - Net variations of £1.4m have also been approved.
45. The latest approved Capital Programme is attached in Appendix C. Further work to assess the impact of new capital bids has already commenced and will conclude in February, when the final Capital Programme will be included within the 2012/13 budget report to County Council (28 February 2013).
46. Capital receipts are set against the principal of previous years' borrowing. Forecasts of these receipts are reviewed regularly and latest expectations suggest there will be additional slippage above the level anticipated when the 2012/13 budget was set, as summarised in Table 5 below.

**Table 5 - Capital Receipts 2012/13 – 2016/17**

	2012/13 £m	2013/14 £m	2014/15 £m	2015/16 £m	2016/17 £m	Total £m
<b>Expected receipts as at February 2012</b>	20.4	28.4	9.2	5.2	-	<b>63.2</b>
<b>Latest forecast Capital Receipts</b>	10.9	15.2	13.1	11.4	6.4	<b>57.0</b>

47. As with the situation regarding the Council's revenue budget, there is uncertainty regarding future allocations of capital grants and the overall affordability of the Capital Programme will, therefore, need to be assessed, in particular the potential impact on the Council's revenue budget of undertaking additional borrowing.
48. The County Council has an existing revenue commitment in relation to servicing and repayment of prior year debts of £37m. As per the February 2012 budget report the County Council has adopted a policy to minimise further borrowing through utilisation of reserves. Such an approach is clearly not sustainable over the medium to long term. Therefore, careful consideration needs to be given to approval of any additional schemes into the Capital Programme.

### **Financial Risks, Balances & Contingency**

49. The County Council has to set a balanced budget for each financial year. It has also prepared a four-year medium term financial strategy. This report has already identified the significant risks and uncertainties associated with the current environment within which local authorities operate, both short and medium term. It is, therefore, of paramount importance that the County Council takes appropriate measures to mitigate against these risks whilst acknowledging that, given the level of uncertainty, overall contingency plans may not be sufficient.

50. The main financial risks associated with the initial budget proposals are as follows:

- the Government Finance Settlement for 2013/14 and beyond may be more severe than the assumptions built into the report
- the, as yet, unquantifiable financial risk associated with the re-patriation of business rates and the localisation of Council Tax benefits
- the budget pressures, particularly for Looked After Children, are higher than have been provided for and further unexpected budget demands emerge during the financial year
- the proposed savings will not be achieved within the timescales anticipated, thus resulting in budget overspends during the financial year
- the transfer of public health funding may not be sufficient for the service commitments that the Council will be expected to deliver
- there is insufficient understanding of the underlying cost drivers that impact on the County Council's budget

51. A number of measures have already been taken to mitigate against these risks:

- Government grant has been reduced based on the latest available modelling information
- Corporate budget assumptions, contingencies and reserves have been adjusted and applied to deliver a balanced approach. This provides a degree of in-year flexibility to manage additional cost pressures
- The base budget review will provide tighter control and ensure forecasts are as robust as possible so that in-year variances are highlighted at the earliest indication. Improved understanding of cost drivers will also aid future planning.

52. The risks above demonstrate why the County Council must maintain an adequate level of balances and contingency in order to provide short-term flexibility to manage unforeseen events, and to allow for the necessary longer term changes to be implemented in a managed and sustainable fashion. The current level of balances is shown in Table 6 below. The County Fund Balances are the Council's "general reserves", which do not have any specific criteria attached in terms of how they are applied. Earmarked reserves have to be applied to specific schemes or programmes, and a large proportion of this balance relates to the reserves that support the County Council's PFI schemes in Waste and Schools. It is also important to stress that, given reserves are "one-off" funds, their use should be limited to supporting one-off expenditure and not to fund on-going costs.

**Table 6 - Current and forecast level of Balances and Reserves**

	<b>County Fund Balances £m</b>	<b>Earmarked Reserves £m</b>	<b>Total usable Reserves £m</b>
Brought forward 01/04/12	29.7	168.4	<b>198.1</b>
Contribution to / (use of) reserves in current year, 2012/13	4.9	2.4	<b>7.3</b>
Expected balance 31/03/13	34.6	170.8	<b>205.4</b>
Contribution to / (use of) reserves in next year 2013/14	(3.1)	(4.3)	<b>(7.4)</b>
Expected balance 31/03/14	31.5	166.5	<b>198.0</b>

53. The current proposals provide a balanced budget in 2013/14 based on the use of £3.1m of non-earmarked reserves. This is in line with the Government stance to encourage authorities to utilise their reserves to mitigate against some of the impact of funding reductions. This would reduce non-earmarked reserves to £31.5m, which is still above the minimum level considered prudent for an authority of the size and complexity of the County Council. That said, the continuing financial uncertainty is also a key driver behind the need for the County Council to maintain the tight spending controls previously introduced and an ongoing level of reserves that will provide sufficient mitigation against future financial risks and uncertainties.
54. Further reductions in balances may also form part of a future short-term strategy to continue to deliver a balanced budget, whilst minimising the impact on front line services, recognising that such a strategy would not be feasible in the longer term.

**Council Tax implications**

55. It is proposed to maintain Council Tax at the 2012/13 levels (i.e. no change) and contain budget changes without any increase. The individual bandings proposed for 2013/14 are out set out in Table 7 below.

**Table 7 - Council Tax Bandings 2013/14**

<b>Band</b>	<b>Proposed 2013/14 Council Tax (£)</b>
A	795.45
B	928.03
C	1,060.60
D	1,193.18
E	1,458.33
F	1,723.48
G	1,988.63
H	2,386.36

### **Staffing implications**

56. Over the last two years, the County Council has considerably reduced its overall staffing and the impact of the existing savings proposals in this report will require careful management. Table 3 in the preceding section demonstrates that as well as making savings the Council is also investing in service growth, which may provide some new employment opportunities. A Section 188 Notice was published on 1<sup>st</sup> November 2012 covering staff in certain categories and there will still be an opportunity for staff to seek voluntary redundancy, as has been the case in previous years.
57. As far as possible the net staff reduction will be managed through a variety of measures including:
- strict vacancy control over the coming months
  - deletion of currently vacant posts,
  - turnover and natural wastage
  - redeployment to the new posts arising from budget growth and any residual vacancies
  - voluntary redundancies
  - retraining and re-skilling
  - job seeker support

### **Consultation**

58. The Budget Conversation forms the initial phase of the consultation process and commenced on 5 November 2012; the conversation will run until 25<sup>th</sup> January 2013. Responses to the budget consultation will be fed back to Policy Committee on 13 February 2013.

## **Statutory and Policy Implications**

59. 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.

### **Equalities Implications**

60. Public authorities are required by law to have due regard to the need to:

- eliminate unlawful discrimination, harassment and victimisation
- advance equality of opportunity between people who share protected characteristics and those who do not
- foster good relations between people who share protected characteristics and those who do not

61. Decision makers must understand the effect of policies and practices on people with protected characteristics. Equality impact assessments (EqIAs) are the mechanism by which the authority considers these effects.

62. Equalities implications have been considered during the development of the budget proposals and equality impact assessments were undertaken on each proposal focusing on the equality implications for service users. In addition the Human Resources (HR) policies that will be applied to any staffing reductions have been the subject of EqIAs undertaken by HR staff. This includes assessments which are available as background papers on the following relevant HR policies:

- Enabling process
- Redundancy process
- Redundancy selection criteria
- Selection and recruitment process
- Re-deployment process

63. It is essential that Members give due regard to the implications for protected groups in the context of their equality duty in relation to this decision.

## **RECOMMENDATION**

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

**COUNCILLOR KAY CUTTS  
LEADER**

**COUNCILLOR REG ADAIR  
FINANCE AND PROPERTY COMMITTEE  
CHAIR**

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

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

**Constitutional Comments (KK 31/10/12)**

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

**Background Papers**

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.

Budget Pressures Forms  
Service Review Summary Proposals  
Equality Impact Assessments

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

All

## Appendix A

### Summary Of Departmental Cost Pressures

	2013/14 £'000	2014/15 £'000	2015/16 £'000	2016/17 £'000	TOTAL £'000
<b>Children &amp; Young People</b>					
Specialist Placements	3,000				3,000
Safeguarding Children	(200)				(200)
Building Schools for the Future Alternatives	3,000				3,000
Priority School Building Programme	200				200
Bassetlaw PFI Inflation	(257)	141	148		32
School Transport (Manifesto)	300	400	300	300	1,300
Schools Funding	2,000		(2,000)		0
	<b>8,043</b>	<b>541</b>	<b>(1,552)</b>	<b>300</b>	<b>7,332</b>
<b>Adult Social Care &amp; Health</b>					
Demand led Mental Health & Learning Disability	5,100	6,100	6,100	6,100	23,400
Demand led - Older People Demographics	2,500	2,500	2,500	2,500	10,000
Demand led - Physical Disability	1,300	1,300	1,300	1,300	5,200
Additional Commissioning Costs	7,000				7,000
	<b>15,900</b>	<b>9,900</b>	<b>9,900</b>	<b>9,900</b>	<b>45,600</b>
<b>Transport &amp; Highways</b>					
Increased Highway Maintenance and inflation	500	500	500	500	2,000
Concessionary Travel	525	551	579	579	2,234
Increased Highway income	(200)	(200)			(400)
Local bus & Schools inflation	476	490	505	505	1,976
Mansfield & Newark Bus Stations		100			100
Manage and Operate Partnership Transfer	(500)				t(500)
	<b>801</b>	<b>1,441</b>	<b>1,584</b>	<b>1,584</b>	<b>5,410</b>
<b>Environment &amp; Sustainability</b>					
Waste Disposal Landfill Tax Escalator		1,300			1,300
Waste PFI pressure		1,000			1,000
	<b>0</b>	<b>2,300</b>	<b>0</b>	<b>0</b>	<b>2,300</b>
<b>Culture</b>					
Sport England - Holme Pierrepont (NWSC)	500				500
	<b>500</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>500</b>
<b>Policy</b>					
Ways of Working	(2,000)	(500)			(2,500)
Grant Aid		(225)	(225)		(450)
Election	1,200	(1,200)			0
	<b>(800)</b>	<b>(1,925)</b>	<b>(225)</b>	<b>0</b>	<b>(2,950)</b>
<b>Finance &amp; Property</b>					
Implications of Base Budget Review	1,000				1,000
	<b>1,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,000</b>
<b>Total Pressures as at 12 November 2012</b>	<b>25,444</b>	<b>12,257</b>	<b>9,707</b>	<b>11,784</b>	<b>59,192</b>

## Appendix B

### Summary Of Existing Departmental Savings Proposals

	2012/13 Achievable £000	2013/14 Achievable £000	2014/15 Required £000
<b>CHILDREN &amp; YOUNG PEOPLE COMMITTEE</b>			
Youth Support Service's delivery and management structure including Skills for Employment, Youth Service, Integrated Youth Support and Positive Activity Young People's Grants (PAYP).	(548)	(186)	(37)
Connexions	(1,554)	0	25
Youth Offending Service Cost Reduction Programme	(103)	(30)	(1)
14-19 Strategy Team, including Study Support, Global Dimension and Post-16 Commissioning	(274)	0	0
Ethnicity Culture and Achievement Service	0	(13)	(13)
Enrichment Services - full cost recovery	(166)	(153)	(35)
Inclusion Services Remodelling	(571)	(62)	(63)
School Improvement Service – Remodelling	(336)	(45)	(67)
Premature Retirement Compensation Costs for School Staff-Natural wastage	0	0	(25)
Sure Start Early Years and Childcare Grant	(750)	(1,000)	(1,000)
Children's Social Care Placements	(511)	0	0
Social Care Fieldwork Services	0	(204)	(406)
Adoption Services	(107)	0	0
Family / Parenting Support (including CAF & early intervention projects)	(485)	0	0
CYP Business Support Services Review	0	600	0
Business support - use of reserve	(600)	0	0
Strategic Place Planning 0-19 and School Admissions	(210)	0	0
CFCS Management Structure	(200)	0	0
Young People's Service - Disestablish Extended Services Team, Restructure Play Function	(60)	(255)	0
Reduction to Connexions Funding	(709)	(222)	0
Education Standards and Inclusion (staffing reduction)	(500)	0	0
Reduction in Department overheads	(100)	(100)	0
EIG and Former Area Based Grant monies	(218)	(20)	0
<b>TOTAL CHILDREN &amp; YOUNG PEOPLE COMMITTEE</b>	<b>(8,002)</b>	<b>(1,690)</b>	<b>(1,622)</b>

## Appendix B

### Summary Of Existing Departmental Savings Proposals

	2012/13 Achievable £000	2013/14 Achievable £000	2014/15 Required £000
<b>ADULT SOCIAL CARE &amp; HEALTH COMMITTEE</b>			
Increased income through increased charges (pre-agreed & current work)	(141)	0	0
Increased income through increased charges (additional)	(55)	(26)	0
Increased income - Revision to Fairer Contributions policy	(300)	0	0
Reablement & Homecare (Service Delivery Costs)	(700)	0	0
Reablement & Homecare (Staff Savings)	(200)	0	0
Day Services	(1,216)	(2,673)	(590)
Fair Access to Care eligibility	(1,000)	0	0
Sale of Residential Care Homes	(1,300)	0	0
Reduce use of residential care and increase alternatives	(324)	128	(2,354)
Interagency planning and Commissioning - Linkages efficiencies	(152)	(256)	(296)
Notts 50+ (Early Intervention and Prevention)	(46)	(15)	0
Notts 50+ (Early Intervention and Prevention)	(160)	0	0
Welfare rights cease	(450)	0	0
Learning Disability & Mental Health Community Care	(1,281)	(1,281)	(1,281)
Adult Placement Scheme	(75)	(38)	(38)
Mental Health commissioning	(100)	0	0
Learning Disability commissioning	(109)	(150)	(11)
Reduce spend on Supporting People	(4,000)	(1,100)	(2,400)
ACFS - Moving to net payments and resulting reductions in staffing	(150)	0	0
Administration	(300)	0	0
Organisational Re-design	(1,109)	0	0
Implementation of Putting People First	(1,000)	0	0
Outsource Sensory Impairment Service	(155)	0	0
Learning Disability Short Breaks	(100)	(81)	0
Ordinary Residence	(150)	0	0
HIV AIDS	(32)	0	0
Assistive technology	(25)	0	0
Current Income level	(1,500)	0	0
Self Funders income	(200)	0	0
Handy Person Scheme	(50)	0	0
Service Organisers (Centralise teams)	0	(150)	0
Reablement for Younger Adults with Physical Disability	(150)	(150)	0
Assistive Technology	(50)	(125)	0
County Horticulture	(100)	0	0
Integrated Community Equipment Service Contract	(169)	0	0
Community Based Services re-tender	0	0	(865)
Adult Access Team	(75)	0	0
Disabled Facilities Grant top up budget	(45)	0	0
Locality Savings	(150)	(150)	0
Shared Lives	0	(300)	0
Sherwood Industries	0	(250)	0
<b>ADULT SOCIAL CARE &amp; HEALTH TOTAL</b>	<b>(17,119)</b>	<b>(6,617)</b>	<b>(7,835)</b>

## Appendix B

### Summary Of Existing Departmental Savings Proposals

	2012/13 Achievable £000	2013/14 Achievable £000	2014/15 Required £000
<b>TRANSPORT AND HIGHWAYS COMMITTEE</b>			
Cleaning & landscape services, Schools Catering and County Hall Facilities Management Services	(500)	0	0
Fleet Consolidation (Shared Transport Centre) - Travel Efficiencies	(125)	(100)	(75)
Street Lighting: Energy cost savings and reduced maintenance	(185)	(184)	(144)
Maximise Highways income and recharges	0	0	(88)
Highways Service Redesign - Structure Review & Increased Efficiencies	(935)	(304)	(149)
Nottinghamshire Transport Services / Shared Transport Centre	(149)	0	0
Part-night street lighting, reduced Robin Hood line funding	(90)	(40)	0
Efficiency savings through the reconfiguration of transport service	(100)	(100)	0
<b>TOTAL TRANSPORT AND HIGHWAYS COMMITTEE</b>	<b>(2,084)</b>	<b>(728)</b>	<b>(456)</b>
<b>ENVIRONMENT &amp; SUSTAINABILITY COMMITTEE</b>			
Carbon Reduction Commitment Energy Efficiency Scheme (CRCEES) allowances	(220)	0	0
Energy mark up (energy purchase arrangements with Buying Solutions/Government Procurement Service)	(97)	0	0
Recharge CRC Costs to Academies	(104)	0	0
Recharge CRC Costs to NCC Schools	(565)	0	0
Reduce service (Planning) development control	(5)	0	0
<b>TOTAL ENVIRONMENT &amp; SUSTAINABILITY COMMITTEE</b>	<b>(991)</b>	<b>0</b>	<b>0</b>
<b>COMMUNITY SAFETY COMMITTEE</b>			
Registration Service - Maximising Income Opportunities and Cessation of Security Guard	(98)	(98)	(98)
Trading Standards - Regional Working and Income Generation	(77)	0	0
Trading Standards Service	(49)	0	0
<b>TOTAL COMMUNITY SAFETY COMMITTEE</b>	<b>(224)</b>	<b>(98)</b>	<b>(98)</b>
<b>CULTURE COMMITTEE</b>			
Restructure of Country Parks, Sherwood Forest Trust, Closure of Lakeside Garden Shop at Rufford	(159)	0	0
Libraries & Archives	(780)	(216)	0
Adult & Community Learning	(96)	0	0
Sports & Arts	(93)	(115)	0
Community Sports & Arts	(30)	0	0
Country Parks & Green Estate (Car Park income & opening hours)	(50)	(50)	0
Country Parks & Green Estate (Orangery development )	0	(55)	0
Restructuring of Conservation Specialists	(231)	0	0
Redesign of Economic Regeneration service	(12)	0	0
<b>TOTAL CULTURE COMMITTEE</b>	<b>(1,451)</b>	<b>(436)</b>	<b>0</b>

## Appendix B

### Summary Of Existing Departmental Savings Proposals

	2012/13 Achievable £000	2013/14 Achievable £000	2014/15 Required £000
<b>POLICY COMMITTEE</b>			
Merge /co-locate Legal & Democratic admin teams	(48)	0	0
Reduction in Special Responsibility Allowances	(60)	0	0
Communications & Management	(13)	0	0
Shared Legal Services with other public bodies	(123)	(11)	0
Legal Services – process efficiency and work reduction	(100)	(50)	0
Legal Services – managing demand reduction	(75)	(38)	0
Customer Services	(262)	(281)	0
Additional staffing savings	(70)	0	0
Additional staffing savings	(47)	0	0
Additional staffing savings	(100)	0	0
Grant Aid	(450)	0	0
Procurement and Contracts	0	0	(1,000)
Customer Services (additional)	(60)	0	0
Staffing Restructure	(238)	(173)	0
Ways of Working Operational savings	(150)	(350)	0
<b>TOTAL POLICY COMMITTEE</b>	<b>(1,796)</b>	<b>(903)</b>	<b>(1,000)</b>
<b>FINANCE &amp; PROPERTY COMMITTEE</b>			
Finance Reduced Capacity	(227)	(29)	0
Vertical review staffing	(150)	(339)	(591)
Vertical review ISP and connectivity rationalisation	(160)	(150)	(180)
Vertical review Apps rationalisation	(100)	(50)	(190)
Vertical review desktop strategy	(150)	(50)	(100)
Reduction in strategic function	(139)	(381)	0
Corporate performance and business services	(79)	0	0
Property Planned Maintenance reduction	(200)	(200)	0
Reduced cleaning hours and site management County Offices	(303)	0	0
Reduce Finance capacity by the deletion of further posts	(81)	(76)	0
Business Support and Development & Departmental Running Expenses	(101)	0	0
<b>TOTAL FINANCE &amp; PROPERTY COMMITTEE</b>	<b>(1,690)</b>	<b>(1,275)</b>	<b>(1,061)</b>
<b>PERSONNEL COMMITTEE</b>			
Learning & Development	(1,021)	(10)	0
HR Service	(131)	0	0
<b>TOTAL PERSONNEL COMMITTEE</b>	<b>(1,152)</b>	<b>(10)</b>	<b>0</b>
<b>HORIZONTAL SAVINGS</b>			
Passenger Transport Transformation	(470)	(250)	(700)
Strategic Services (policy, research etc.)	(70)	(70)	0
Customer Services	(500)	(500)	0
Business Management System	(500)	(1,547)	0
Fleet Consolidation (Shared Transport Centre) -Efficiencies	(350)	(350)	0
Non Delivery of savings		1,000	0
<b>TOTAL HORIZONTAL SAVINGS</b>	<b>(1,890)</b>	<b>(1,717)</b>	<b>(700)</b>
<b>GRAND TOTAL</b>	<b>(36,399)</b>	<b>(13,474)</b>	<b>(12,772)</b>

## Appendix C

### Current Approved Capital Programme

	Budget Year 2012/13 £000's	Revised 2012/13 £000's	Revised 2013/14 £000's	Revised 2014/15 £000's	Revised 2015/16 £000's	Totals 2012/13 to 2015/16 £000's
<b>Children &amp; Young People Committee</b>						
Other Primary Projects	0	255	0	0	0	255
Hawthorne Primary School, Bestwood Village	0	20	0	0	0	20
School Modernisation Programme (Primary)	0	0	0	0	0	0
Primary Amalgamation Programme	0	367	0	0	0	367
Brookside Primary	256	276	0	0	0	276
Chuter Ede Primary	1,198	1,311	0	0	0	1,311
Greasley Beauvale Infants and Junior	0	96	0	0	0	96
Section 106 Projects	1,435	1,523	0	0	0	1,523
Springbank	0	229	0	0	0	229
Primary Capital Programme	0	129	0	0	0	129
Beardall Street Primary	198	247	5174	0	0	5,421
Bramcote Hills Comprehensive	0	186	0	0	0	186
Secondary School Improvement Fund	0	151	0	0	0	151
Special Schools Programme	3,791	3,854	0	0	0	3,854
Rushcliffe S106 Contributions	0	22	0	0	0	22
School Kitchens	168	281	0	0	0	281
Bio Energy Boilers	0	0	0	0	0	0
School Mod Prog (Other Educ)	400	1,257	0	0	0	1,257
School Basic Need Programme (Ph 2)	9,164	10,799	1800	2500	2500	17,599
Schools Condition Initiative (Ph 1)	0	21	0	0	0	21
Schools Capital Refurbishment Programme	20,421	22,133	21921	15750	5750	65,554
School Access Initiative	1,000	1,187	500	0	0	1,687
Children's Centre Programme Phase 3	0	65	0	0	0	65
Other Youth Projects	0	14	0	0	0	14
Worksop Young People's Centre	0	40	0	0	0	40
Eastwood Young People's Centre	0	92	0	0	0	92
Young People's Centre F&E	0	68	0	0	0	68
Mansfield Young People's Centre	555	521	0	0	0	521
Edwinstowe Respite Centre (The Big House)	1,932	434	2166	0	0	2,600
Short Break Capital Grant	0	355	0	0	0	355
Eastbourne Centre	750	750	0	0	0	750
<b>Total Children &amp; Young People Committee</b>	<b>41,268</b>	<b>46,683</b>	<b>31,561</b>	<b>18,250</b>	<b>8,250</b>	<b>104,744</b>

## Appendix C

### Current Approved Capital Programme

	Budget Year 2012/13 £000's	Revised 2012/13 £000's	Revised 2013/14 £000's	Revised 2014/15 £000's	Revised 2015/16 £000's	Totals 2012/13 to 2015/16 £000's
<b>Adult Social Care &amp; Health Committee</b>						
Aiming for Excellence (Mixed Care)	2,000	2,000	4000	6650	0	12,650
Modernising Services for Older People	0	0	0	0	3000	3,000
Day Services Modernisation (capital)	2,243	2,425	167	0	0	2,592
Bassetlaw Specialist Day Centre	1,098	1,546	0	0	0	1,546
Sheltered Employment	0	87	0	0	0	87
Social Care Transformation Capital Grant	0	82	0	0	0	82
<b>Total Adult Social Care and Health Committee</b>	<b>5,341</b>	<b>6,140</b>	<b>4,167</b>	<b>6,650</b>	<b>3,000</b>	<b>19,957</b>

	Budget Year 2012/13 £000's	Revised 2012/13 £000's	Revised 2013/14 £000's	Revised 2014/15 £000's	Revised 2015/16 £000's	Totals 2012/13 to 2015/16 £000's
<b>Transport and Highways Committee</b>						
A612 Gedling Transport Improvement	547	425	300	0	0	725
Mansfield & Ashfield Relief Road	0	250	0	0	0	250
Mansfield Public Transport Interchange	5,930	5,960	1054	0	0	7,014
Hucknall IRR	499	510	3691	4457	1213	9,871
Advance Design Fees	0	119	0	0	0	119
Other Major Schemes	0	515	0	0	0	515
Residual Land Compensation Claims	75	255	356	0	0	611
Road Maintenance & Renewals	13,039	11,940	13000	13000	13000	50,940
Termination of MOPs	1,300	1,480	0	0	0	1,480
Street Lighting Renewal	2,100	2,100	2387	1502	1000	6,989
Flood Alleviation & Drainage	500	500	600	600	600	2,300
Road Safety	621	713	350	350	350	1,763
Highways Depots Rationalisation	0	146	0	0	0	146
Highways Waste Transfer Facility	300	0	0	0	0	0
Gamston Depot Salt Barn	345	499	0	0	0	499
Local Transport Plan	8,493	8,927	6700	7281	7200	30,108
Land Reclamation	95	393	5	0	0	398
Civil Parking Enforcement	0	112	0	0	0	112
Rights of Way	0	4	0	0	0	4
Vehicle Purchase - Gritters	240	294	0	0	0	294
Transport & Travel Services	1,156	2,267	750	750	750	4,517
Transport & Highways External Funding	2,000	1,996	2000	2000	2000	7,996
Newark Bus Station	0	0	0	0	0	0
A453	0	0	10000	5000	5000	20,000
Highways Trading - Vehicles & Plant	450	450	450	450	450	1,800
<b>Total Transport and Highways Committee</b>	<b>37,690</b>	<b>39,855</b>	<b>41,643</b>	<b>35,390</b>	<b>31,563</b>	<b>148,451</b>

## Appendix C

### Current Approved Capital Programme

	Budget Year 2012/13 £000's	Revised 2012/13 £000's	Revised 2013/14 £000's	Revised 2014/15 £000's	Revised 2015/16 £000's	Totals 2012/13 to 2015/16 £000's
<b>Environment and Sustainability Committee</b>						
Local Improvement Schemes	3,445	3,884	3200	3200	3200	13,484
Carbon Management	225	350	200	250	250	1,050
Waste Management	1,250	1,309	500	500	500	2,809
<b>Total Environment and Sustainability Committee</b>	<b>4,920</b>	<b>5,543</b>	<b>3,900</b>	<b>3,950</b>	<b>3,950</b>	<b>17,343</b>

	Budget Year 2012/13 £000's	Revised 2012/13 £000's	Revised 2013/14 £000's	Revised 2014/15 £000's	Revised 2015/16 £000's	Totals 2012/13 to 2015/16 £000's
<b>Community Safety Committee</b>						
Newark Register Office	300	300	0	0	0	300
<b>Total Community Safety Committee</b>	<b>300</b>	<b>300</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>300</b>

	Budget Year 2012/13 £000's	Revised 2012/13 £000's	Revised 2013/14 £000's	Revised 2014/15 £000's	Revised 2015/16 £000's	Totals 2012/13 to 2015/16 £000's
<b>Culture Committee</b>						
West Bridgford Library	4,466	4,551	0	0	0	4,551
Worksop Library	0	109	0	0	0	109
Mansfield Library	34	117	0	0	0	117
Annesley Woodhouse Library	0	135	0	0	0	135
Tuxford Library	0	35	0	0	0	35
Libraries Refurbishment Phase 2	540	540	0	450	450	1,440
Libraries Self-Service Technology	0	53	0	0	0	53
Rufford Schemes	0	8	0	0	0	8
Sherwood Forest Visitors Centre	0	188	0	0	0	188
National Water Sports Centre	1,567	1,475	0	0	0	1,475
Tuxford Conservation Area	25	45	0	0	0	45
Rufford Abbey Improvements	25	33	0	0	0	33
Nottinghamshire Archives Extension	800	800	900	400	0	2,100
<b>Total Culture Committee</b>	<b>7,457</b>	<b>8,089</b>	<b>900</b>	<b>850</b>	<b>450</b>	<b>10,289</b>

## Appendix C

### Current Approved Capital Programme

	Budget Year 2012/13 £000's	Revised 2012/13 £000's	Revised 2013/14 £000's	Revised 2014/15 £000's	Revised 2015/16 £000's	Totals 2012/13 to 2015/16 £000's
<b>Policy Committee</b>						
Customer Services Centre	380	480	0	0	0	480
Strategic Communications Initiatives	0	111	0	0	0	111
Ways of Working Programme	5,990	7,056	4,297	1,364	272	12,989
Nottinghamshire County Cricket Club Loan	0	900	0	0	0	900
EDRMS	0	397	0	0	0	397
<b>Total Policy Committee</b>	<b>6,370</b>	<b>8,944</b>	<b>4,297</b>	<b>1,364</b>	<b>272</b>	<b>14,877</b>

	Budget Year 2012/13 £000's	Revised 2012/13 £000's	Revised 2013/14 £000's	Revised 2014/15 £000's	Revised 2015/16 £000's	Totals 2012/13 to 2015/16 £000's
<b>Finance &amp; Property Committee</b>						
Building Works	4,798	6,084	6,598	2,400	2,400	17,482
Risk Management	250	396	0	0	0	396
Network Development	0	107	0	0	0	107
ICT Infrastructure Replacement Programme	1,000	1,176	1,000	1,000	1,000	4,176
IT Data Centre	0	108	0	0	0	108
Microsoft Enterprise Agreement	1,227	1,320	0	0	0	1,320
ICT Disaster Recovery	100	385	100	0	0	485
Lotus Domino Migration	200	344	0	0	0	344
Fixed/Mobile Convergence	100	193	0	0	0	193
Gresham Park	0	33	0	0	0	33
Property Acquisition & Disposal Costs	500	500	500	500	500	2,000
Sun Volt Programme	0	340	0	0	0	340
County Supplies	0	549	82	0	0	631
Business Management System	1,031	1,037	0	0	0	1,037
<b>Total Finance &amp; Property Committee</b>	<b>9,206</b>	<b>12,572</b>	<b>8,280</b>	<b>3,900</b>	<b>3,900</b>	<b>28,652</b>

	Budget Year 2012/13 £000's	Revised 2012/13 £000's	Revised 2013/14 £000's	Revised 2014/15 £000's	Revised 2015/16 £000's	Totals 2012/13 to 2015/16 £000's
<b>Personnel Committee</b>						
Landscape Services	70	70	70	70	70	280
<b>Total Personnel Committee</b>	<b>70</b>	<b>70</b>	<b>70</b>	<b>70</b>	<b>70</b>	<b>280</b>

## Appendix C

### Current Approved Capital Programme

	Budget Year 2012/13 £000's	Revised 2012/13 £000's	Revised 2013/14 £000's	Revised 2014/15 £000's	Revised 2015/16 £000's	Totals 2012/13 to 2015/16 £000's
Contingency	6,000	5,451	7,946	8,500	5,000	26,897

	Budget Year 2012/13 £000's	Revised 2012/13 £000's	Revised 2013/14 £000's	Revised 2014/15 £000's	Revised 2015/16 £000's	Totals 2012/13 to 2015/16 £000's
Total	118,622	133,647	102,764	78,924	56,455	371,790



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

### **Purpose of the Report**

- 1.1 To provide a summary of the financial position of the County Council for the year to date including year-end forecasts.
- 1.2 To note the use of contingency for the Olympic and Paralympic Legacy Fund as approved at Policy Committee 17 October 2012.
- 1.3 To provide an update on the progress being made by the Procurement team in contributing to the County Councils savings plans.
- 1.4 To note the Capital Programme expenditure and latest forecasts.

### **Information and Advice**

#### **2. Background**

- 2.1 This is the second report to Finance and Property Committee in the current financial year. Given that the initial 2013/14 budget proposals also feature on this agenda, it is important to provide Members with an indication of the likely year end outturn, and anticipated levels of balances available for future years to ensure that the Council has sufficient flexibility to manage the expected level of financial risk.

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

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

**Table 1 – Summary Financial Position**

Previously reported Variance	Committee	Annual Budget £'000	Actual to Period 6 £'000	Year-End Forecast £'000	Latest Forecast Variance £'000
8,954	Children & Young People	162,683	49,521	172,165	9,482
(1,000)	Adult Social Care & Health	194,359	87,076	196,459	2,100
260	Transport & Highways	59,618	23,727	59,762	144
(414)	Environment & Sustainability	26,610	10,789	27,204	594
0	Community Safety	4,177	1,288	4,177	0
235	Culture	12,583	6,940	12,818	235
(88)	Policy	25,923	15,936	25,835	(88)
379	Finance & Property	27,426	12,330	27,805	379
(329)	Personnel	5,581	2,000	5,252	(329)
0	Economic Development	762	593	762	0
<b>7,997</b>	<b>Net Committee (under)/overspend</b>	<b>519,722</b>	<b>210,200</b>	<b>532,239</b>	<b>12,517</b>
(16,200)	Central items	(22,798)	(23,740)	(38,998)	(16,200)
<b>(8,203)</b>	<b>Forecast prior to use of reserves</b>	<b>496,924</b>	<b>186,460</b>	<b>493,241</b>	<b>(3,683)</b>
(60)	Transfer to / (from) reserves	(2,690)	(1,733)	(5,292)	(2,602)
0	Transfer to / (from) General Fund	4,930	0	4,930	0
<b>(8,263)</b>	<b>Net County Council</b>	<b>499,164</b>	<b>184,727</b>	<b>492,879</b>	<b>(6,285)</b>

3.2 The Committees are currently forecasting a net overspend of £12.5m, which is largely attributable to an overspend in CYP. The commentary below provides a further detailed explanation to the major variances but it is important to stress that the position of CYP is largely offset by a Corporate Contingency of £4m and earmarked reserves of £1m, ie a net Committee overspend of £4.5m. Based upon the County Council's financial performance in recent years, the level of savings achieved in year is expected to increase.

3.3 After the budgeted contribution to the General Fund of £4.9m, the forecast out-turn position overall for the County Council is a saving of £6.3m. This is a reduction in the expected saving of £2.0m since the last monitoring report.

#### 4. Committee and Central Items

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

##### Children and Young People (forecast £9.5m net overspend)

4.1 Children's Social Care are forecasting an overspend of £4.6m, of which £2.2m is due to the number of external placements which continue to be forecast to increase, in net terms, by an average of 9 children each month until the end of the financial year. In addition, the trainee scheme continues to be oversubscribed (£0.3 million) and a further £0.3 million reflects the anticipated use of interagency adoption in order to increase the number of adoptions. The cost of agency staff is now predicted to overspend by £1.3 million (£0.8 million in period 4) with continuing problems around filling vacancies, particularly in social work teams and the Safeguarding and Independent Review Service. A further £0.9 million overspending is now anticipated on legal fees (£0.4 million in period 4) in the light of the latest activity data. An offsetting underspending across the Children's Disability Service has also been identified.

- 4.2 Youth Families and Culture are forecasting an overspend of £0.8m. £0.7m relates to the non-achievement of the Business Support Services Review business case (for which £0.6m has been set aside in a reserve if required at the end of the financial year). A further £0.4m is due to the cost of the current staffing establishment across the business support service being in excess of the current budget provision. The Early Years and Intervention Service is forecast to underspend by £0.6m due to savings around the new commissioning arrangements.
- 4.3 The overall Committee variance, is largely offset by the £4m of contingency that was set aside at the beginning of the financial year. It is also reduced by the application of a number of earmarked reserves, which were established to meet some of the known pressures. The Corporate outturn has factored in the use of £1m of these reserves. The Corporate Director has suggested that this situation is kept under review until Christmas when a decision can be made as to whether the contingency should be permanently returned to CYP. However, this will impact on the resources available as the Medium Term Financial Strategy is refined.

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

- 4.4 The estimated forecast is based on expenditure/savings in previous years, proposed savings, commitments and budget pressures.
- 4.5 Members approved the Think Local, Act Personal programme (ASCH Committee, 1 October 2012, Social Care Reform Grant report). Additional expenditure of £2.6m will be incurred, but this will be funded by reserves, as shown in the transfer to/from reserves line in Table 1 above and detailed in the reserves section at 4.18.
- 4.6 The remainder forecast is based on an underspend in Older Adults, offset by several smaller overspends across client contribution income, supported employment income and Integrated Community Equipment Service (ICES).
- 4.7 The Younger Adults Learning Disability budget (£62 million) will require close monitoring as current commitments suggest substantially higher spend than in the previous year.

#### **Environment & Sustainability (forecast £0.6m net overspend)**

- 4.8 As previously reported, an overspend is forecast against Landfill Tax performance related costs. Members have already approved the use of up to £1.8m of the £2.6m budget that was intended to contribute to the Waste PFI reserve. This pressure will continue to be closely monitored so that the impact on the contribution to the reserve is minimised.

#### **Central Items (forecast £16.2m net saving)**

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

- 4.11 As previously reported the Local Services Support Grant (LSSG) allocation is £0.4m less than budgeted. This is partially offset by additional grants, primarily the Community Rights to Challenge grant.
- 4.12 The 2012/13 Contingency budget was originally set at £15.6m, of which, £10.0m has been earmarked for redundancy. In addition, at the start of this financial year, the following departmental transfers to/from the contingency were agreed:
- £8m from ASCHPP into the corporate contingency
  - £4m from CFCS into the corporate contingency
  - £1m from E&R into the corporate contingency
  - £0.75m into T&H from the corporate contingency
  - £3m into Procurement from the corporate contingency
- 4.13 Redundancy payments made in the current financial year to date total £3.5 million. A further £6.8 is expected to be made in the remainder of the year, taking the total forecast including pension strain to £10.3m. £5.3m of this will be met by the 2011/12 provision. Of the remaining £5m, £3.7m relates to pension strain costs and £1.3m relates to schools becoming academies. These figures are currently included within the central items in Table 1 and as such are currently forecast to be contained within the current year's budget. This negates the need to utilise the £3.1m Redundancy Reserve which will continue to be earmarked for future years' costs.
- 4.14 In addition to the latest forecast redundancy costs, the County Council will also have to make a provision in 2012/13 for the expected redundancy costs in 2013/14. The size of the provision will depend on future Section 188 notices and the average redundancy cost in 2012/13, though to be prudent a provision of £5m has been included in the current forecast.
- 4.15 As approved at Policy Committee (17 October 2012), the Council will establish a £1million sports grant fund for Nottinghamshire's community sports clubs as part of Nottinghamshire's Olympic and Paralympic legacy programme. The fund is designed to support the network of sports clubs across the County to meet the increased demand they are experiencing and enable more people in Nottinghamshire to get involved in sports, following the success of the London Games. The fund will be distributed within the current financial year and will be met from the corporate contingency. There will be no ongoing funding requirement.
- 4.16 Therefore the current contingency budget and forecast breakdown is shown in Table 2.

**Table 2 – Contingency Budget**

<b>Area</b>	<b>Current Budget £'000</b>	<b>Forecast Outturn £'000</b>	<b>Variance at Period 6 £'000</b>
Redundancy	10,000	10,000	0
Non Delivery of savings	2,700	0	(2,700)
General	2,900	2,540	(360)
Departmental	9,250	0	(9,250)
<b>TOTAL</b>	<b>24,850</b>	<b>12,540</b>	<b>(12,310)</b>

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

- 4.17 Two variances were previously reported - an underspend in Adult Social Care & Health Committee will result in £1m reduction in use of reserves – showing against this line as an overspend. Offset against this, is the application of £1m of a number of earmarked reserves in CFCS.
- 4.18 Since the last budget monitoring report, Members have also approved the use of £2.6m of reserves to deliver the Think Local, Act Personal programme. In the first instance, the remaining uncommitted Social Care Grant Reserve of £2.1m will be utilised with the balance being met from other departmental reserves. (ASCH Committee, 1 October 2012, Social Care Reform Grant report).

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

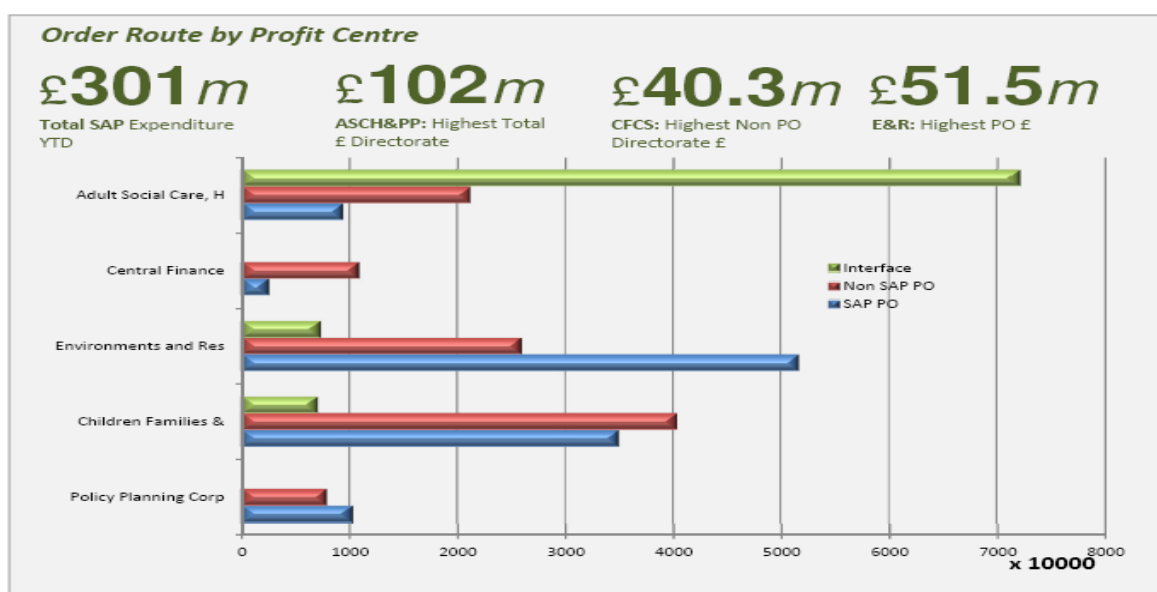
- 4.19 The latest forecast includes the budgeted £4.9m contribution to General Fund balances. Should the forecast underspend occur, a further contribution to General Fund balances will be made.

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

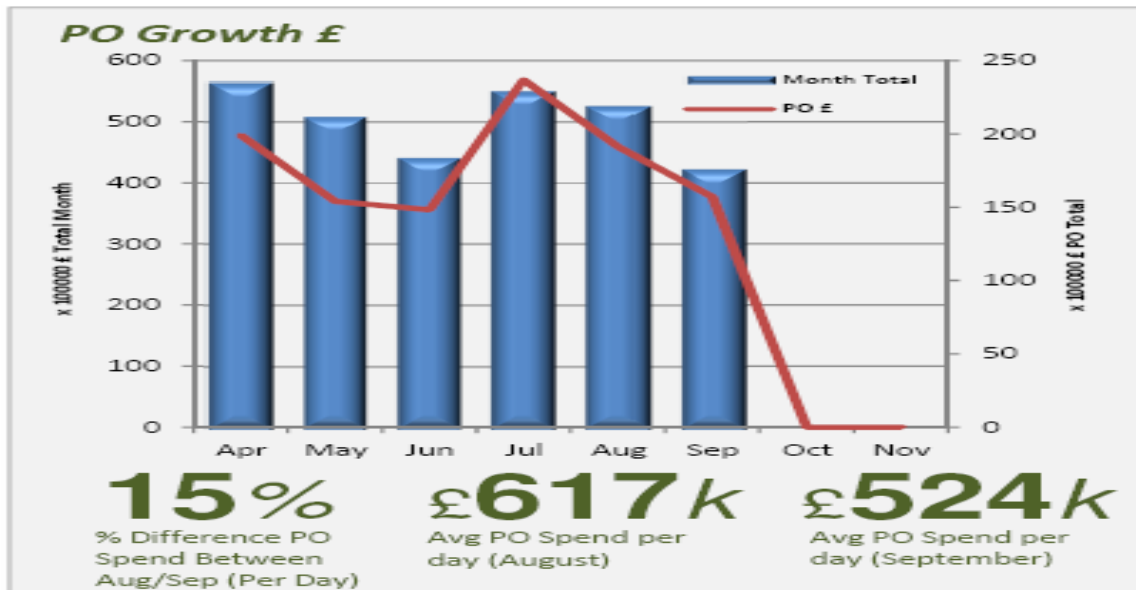
- 5.1 The Council is now in its second full year of the savings programme having successfully delivered over £70m in 2011/12. The target for the current financial year is £34.8m. A list of individual schemes and targets is included in the Initial Budget and Capital Programme Proposals report elsewhere on this agenda. Monitoring of savings projects will continue throughout the year and progress will be reported through future budget monitoring reports.
- 5.2 Several schemes in Adult Social Care have been reported as at risk of delayed delivery, but over time, the schemes should still deliver the savings targets. As a significant underspend is forecast in the current year, this can be used to offset current year saving shortfalls. This should allow sufficient time for schemes to be in place, or alternative savings to be identified as permanent base budget reductions. Where alternatives cannot be found, the contingency budget may be used.

## 6. Procurement Team Performance

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



- 6.2 The graph shows that up to the end of September 2012, the County Council has spent £301m. Of this total, ASCH&PP account for £102m or 34% of the Council's spend, and of this spend over £70m is processed via legacy interface systems. Legacy interface systems transfer sufficient data to BMS to enable payments to be made, however this limits the quality of the data, for example no commitments are recorded in BMS.
- 6.3 In contrast, CFCS have the highest value of non-purchase order (Non-PO) spend at £40.3m. Without a purchase order the Council risks using non contracted suppliers, price control is difficult and supplier due diligence is unlikely to be have been carried out potentially resulting in contractual disputes.
- 6.4 The following graph shows the trend in the number and value of Purchase Orders in BMS since the start of the financial year.

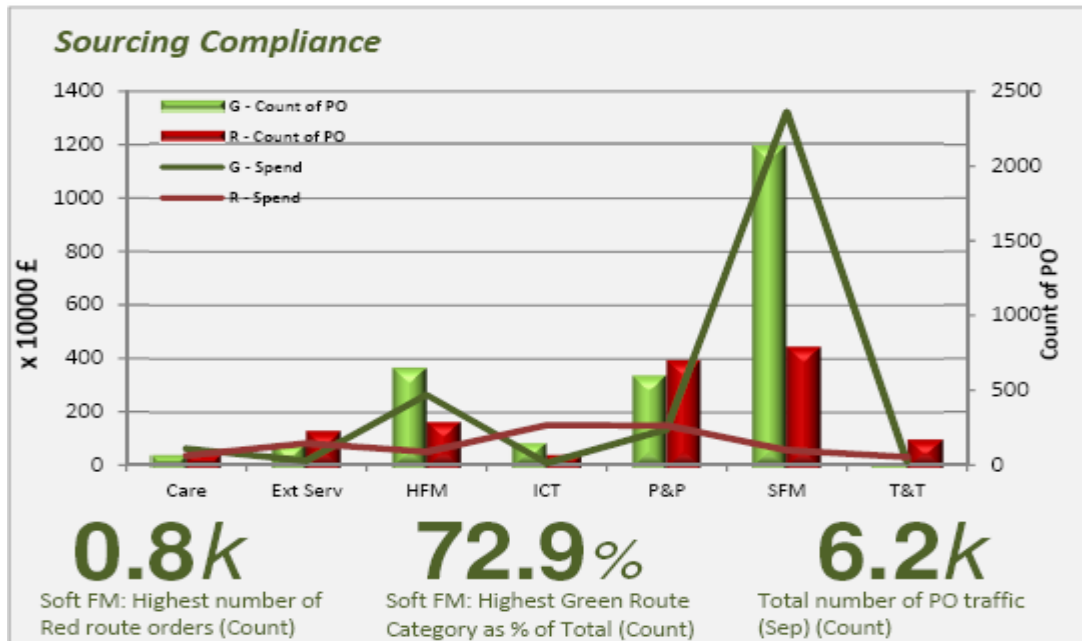


6.5 Over the course of the year the mean average monthly value for Purchase Orders raised is £15.8m. However, seasonal demands result in fluctuations, as can be seen in the graph above. The peak in July is primarily due to the Council's annual insurance premium being paid and higher than average agency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

6.6 Over time the data is also expected to show:

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

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



## 7 Capital Programme

### Approved Capital Programme

- 7.1 Table 3 summarises changes in the gross Capital Programme for 2012/13 since approval of the original programme in the Budget Report (Council 23/02/12):

**Table 3 – Revised Capital Programme for 2012/13**

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

### Capital Monitoring

- 7.2 Table 4 shows the latest capital expenditure and forecast estimates.

**Table 4 – Latest Capital Expenditure and Forecasts**

Committee	Revised Capital Programme £'000	Actual Expenditure £'000	Forecast Outturn £'000	Expected Variance £'000
Children & Young People	46,683	12,395	46,372	(311)
Adult Social Care & Health	6,140	2,274	4,140	(2,000)
Transport & Highways	39,855	15,765	42,408	2,553
Environment & Sustainability	5,543	875	5,556	13
Community Safety	300	1	300	0
Culture	8,089	1,597	5,954	(2,135)
Policy	8,944	2,637	8,651	(293)
Finance & Property	12,572	3,524	11,900	(672)
Personnel	70	34	70	0
Contingency	5,451	0	5,451	0
<b>TOTAL</b>	<b>133,647</b>	<b>39,102</b>	<b>130,802</b>	<b>(2,845)</b>

- 7.3 In Children & Young People Committee, projects funded by the Department for Education continue to be closely monitored with expenditure on the Schools Capital Refurbishment Programme forecast to be £5.0m higher than budgeted. This will be offset by slippage on the Schools Basic Need Programme (£3.6m), Section 106 projects (£0.6m) and an underspend on the Westfield Folk House grant (£0.5m).
- 7.4 As a result of the revised timing of the tendering process for the Aiming for Excellence (Mixed Care) Programme in Adult Social Care & Health Committee, it is likely that the anticipated 2012/13 capital expenditure of £2.0m will slip to 2013/14.
- 7.5 In Transport & Highways Committee, there is planned over-programming on Roads Maintenance and Renewals schemes. Although a corresponding overspend is currently forecast, the programme will be monitored closely throughout 2012/13 and it is anticipated that the expenditure forecast will reduce during the course of the year.
- 7.6 In Culture Committee, £0.7m slippage is anticipated against the Archives Building as the project has been revised to enable the new British Standards for Archives to be met. Also, minimal expenditure is expected against the National Water Sports Centre whilst the procurement process continues resulting in slippage of £1.4m.
- 7.7 In Policy Committee, slippage of £0.3m is anticipated on the Ways of Working Programme.
- 7.8 In Finance & Property Committee, an underspend of up to £0.2m is anticipated on sites previously identified in the Sun Volt programme, although options to use the remaining funding for further PV installations, subject to sufficiently high returns, are currently being explored. Although Property Acquisition and Disposal costs are expected to be incurred at the budgeted level of £0.5m, these are expected to be of a revenue nature and will therefore not be reported as Capital Programme expenditure.
- 7.9 Overall, actual capital expenditure was £13.6m, which amounts to 10.3% of the gross programme. This is below profiled spend (based on an average for the last five years) of 13.0% and suggests that slippage in the approved 2012/13 Capital Programme is likely.
- 7.10 Net acceleration of £1.3m of expenditure funded by capital allocations has been identified in departmental capital monitoring returns, offset by slippage/reduction in the Capital Programme of £0.9m of expenditure funded from other sources.
- 7.11 Based on profiles and previous years' figures, it is forecast that a further £24m of slippage/reductions will be identified before year end. The mix of funding sources in the revised 2012/13 Capital Programme, together with historic slippage patterns, suggests that around 45% of the forecast further scheme slippage/reductions will relate to borrowing, corresponding to a reduction in borrowing of £10.8m in 2012/13. These figures are best estimates based on latest information and will be subject to revision over the remaining periods of the year.

## Financing the Approved Capital Programme

7.12 Table 5 summarises the financing of the overall approved Capital Programme for 2012/13.

**Table 5 – Financing of the Approved Capital Programme for 2012/13**

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

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

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

offset by:

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

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

### Prudential Indicator Monitoring

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

### Capital Receipts Monitoring

7.16 Anticipated capital receipts are regularly reviewed. Forecasts are based on estimated sales values of identified properties and prudently assume 30% slippage of future receipts to the following year. They also include an estimated £50k of vehicle receipts.

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

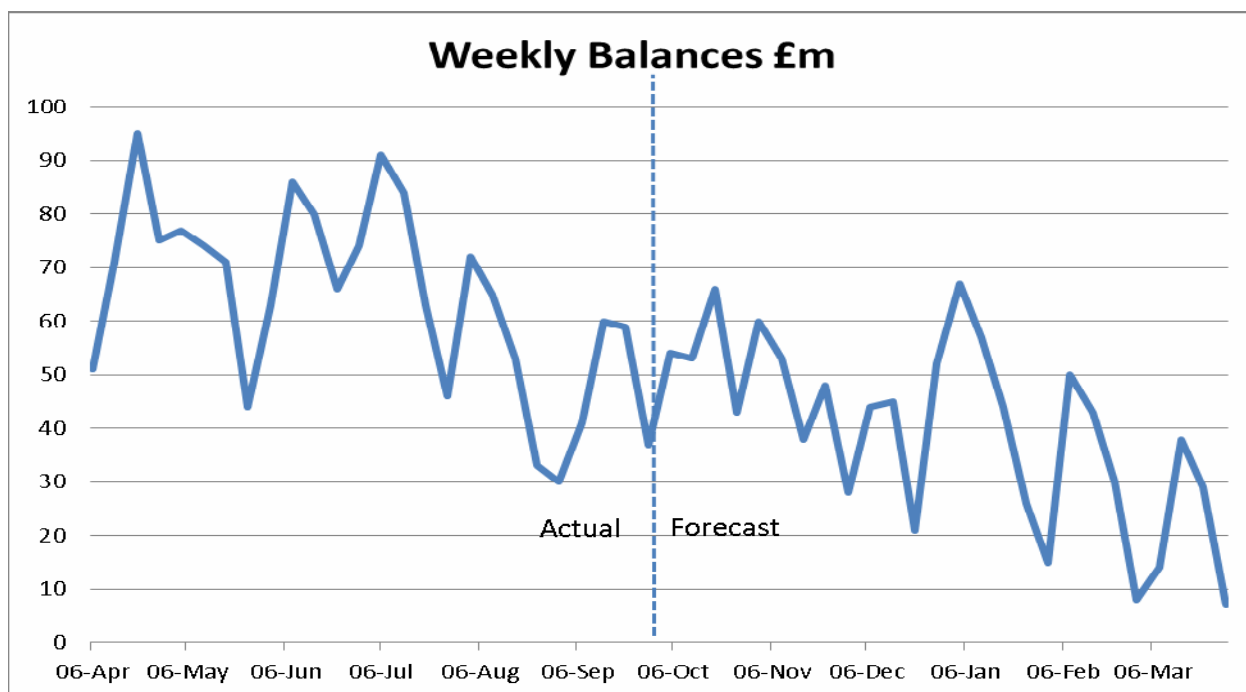
## **8 Balance Sheet**

### **Impact on County Fund Balances**

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

### **Cash Flow**

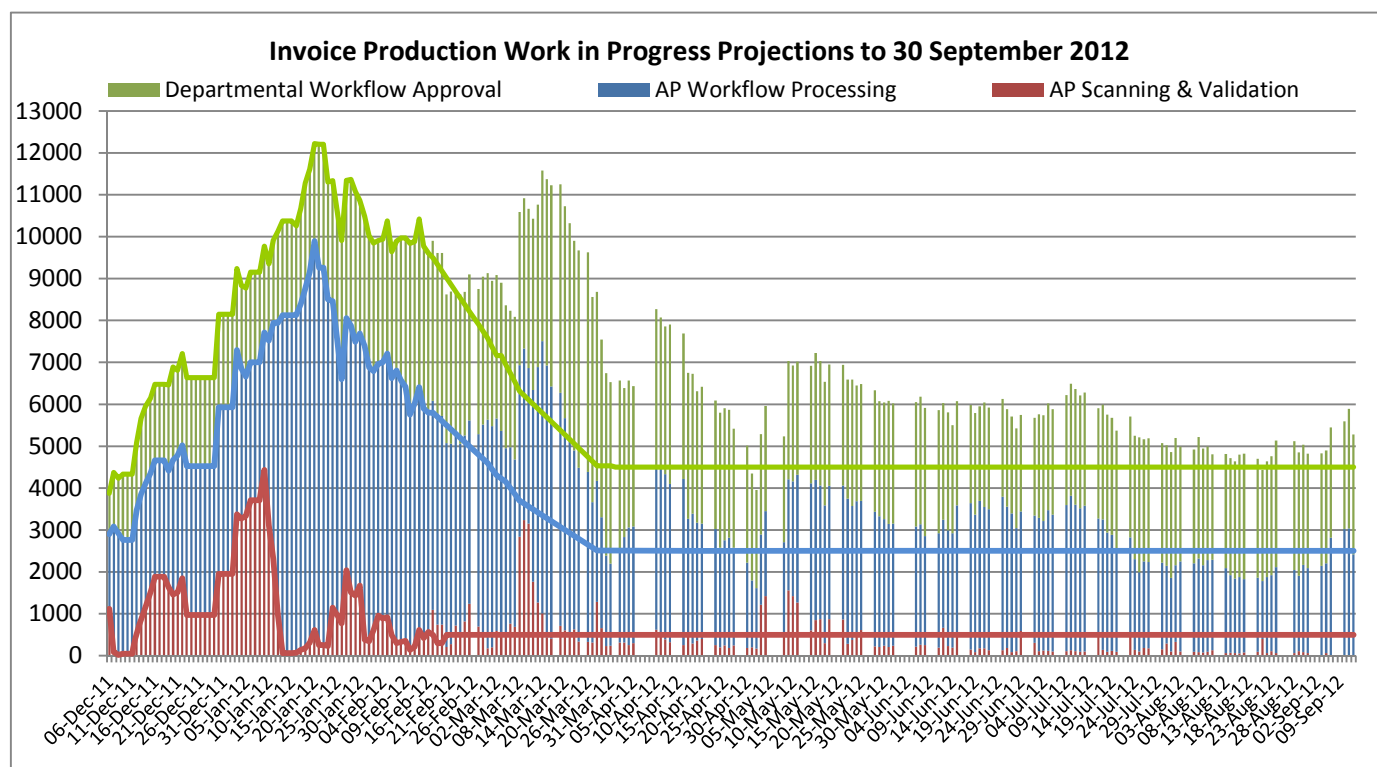
- 8.3 Cash flow is kept under constant monitoring by the Investment Manager with the overall position reviewed quarterly by the Treasury Management Group. The following graph shows the actual cash balances to date and the forecasts for the remainder of the year. Cash inflows are typically higher at the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



- 8.6 When BMS first went live, manual dunning was undertaken by the Income and Credit Control Section for ACFS debt. This was due to a system issue with the BMS disputes module not functioning correctly. This issue has now been resolved. BMS automated dunning commenced in July for ACFS debt and February for non ACFS and the normal cycle of monthly dunning is now in place and actively being monitored.
- 8.7 There is a total of £199,516 debt pending write off of which £53,373 is over 6 months and £54,985 has been written off. The write off process was unavailable until July 2012 as this is linked to the BMS disputes module. The level of ACFS debt continues to be affected by the current economic climate.
- 8.8 A project to review the end to end business processes for the recovery of non statutory debt has been agreed. The objectives of the project are to develop and implement a common end to end process, improve the invoicing process and develop and implement a debt recovery policy including corporate invoicing standards and payment channel strategy. The lessons learned from this project will be used to support the review of other debt types.

### Creditors

- 8.9 Detailed analysis of the volume of transactions in the system breaks down the number of new invoices entering the system as well as the number being cleared to give a clearer perspective of the net movement. This is represented in the graph below.



## **9 Future developments & strategic issues**

- 9.1 The implementation of the Business Management System has presented challenges to financial operations within the Council. Issues with the Budgeting and Forecasting process are currently being addressed through both system improvements and training.
- 9.2 In addition, a number of major initiatives to improve financial awareness and accountability across the Authority are progressing, including the completion of the restructure of the finance function, financial training to managers and the Base Budget Review.
- 9.3 The 2013/14 initial budget proposals are included elsewhere on this agenda and the future financial challenges facing the County Council over the medium term are highlighted

## **Statutory and Policy Implications**

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

## **RECOMMENDATIONS**

- 11.1 To note the current position regarding monitoring of revenue expenditure.
- 11.2 To note the use of contingency for the Olympic and Paralympic Legacy Fund as approved at Policy Committee 17 October 2012
- 11.3 To note the recent performance of the Procurement team.
- 11.4 To note the current position regarding monitoring of capital expenditure.
- 11.5 To note that the level of borrowing is expected to remain within the Council's prudential limits.

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

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

### **Background Papers**

Nil

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

Not applicable



**12 November 2012****Agenda Item: 6****REPORT OF THE SERVICE DIRECTOR, ICT****ICT PROGRAMMES AND PERFORMANCE UPDATE 2012-13****Purpose of the Report**

1. To provide the Finance and Property Committee with a 2<sup>nd</sup> quarter progress update on key projects and performance measures for ICT Services.

**Information and Advice****Programmes Update**

2. The key programme priorities for ICT Services are shaped by the County Council's ICT Strategy 2011-14 and a progress update was last reported to this committee in July 2012. The main focus of the ICT programmes is to deliver:
  - A modern ICT platform (*ensuring a "one council" approach to the development and use of ICT assets and ensuring a fit for purpose ICT infrastructure*).
  - Modern ICT tools and ways of working (*provide solutions to users to improve efficiency, lead to smarter and more flexible working, streamline business processes etc.*).
  - Modern customer channels (*support the increased use of on-line services for the public*).
  - Departmental business change (*support departments in effectively providing day to day services to the public in a cost effective way*).
3. The initial emphasis of the strategy was to improve the County Council's underlying ICT platform as this provides the foundation on which to provide the technologies that will support business change and modern ways of working. Progress with delivering the ICT platform was reported on at the July 2012 committee meeting. The priority focus is now to deliver the ICT solutions that will support the business change and new ways of working. A summary of progress over the last period is as follows:
  - i. Fit for purpose data cabling is being installed into County Hall and Trent Bridge House as part of the Ways of Working programme. This is enabling a set of modern Microsoft technologies to be deployed to users as they move into their refurbished accommodation.
  - ii. Following a 2 year freeze on equipment replacement there is now a programme underway to refresh the desktop and laptop estate and to introduce the current Microsoft

productivity tools of Windows 7, Office 2010 and Lync 2010. The new Lync product provides an integrated suite of communications tools (combines voice, audio, telephony, voice mail, instant messaging and presence awareness) and will be particularly useful for County Hall and Trent Bridge House staff initially, as they will also be using the new IP telephony solution (uses the same PC network for voice and data traffic) and so can access all of the new functionality. Extending the use of IP telephony will be reviewed by the Ways of Working programme as part of future phases. Some 1,100 computers have now been refreshed as part of this programme. Of these, 400 have gone into Trent Bridge House (170) and County Hall (230) so these staff can now use some of the Lync tools.

- iii. A new Microsoft Exchange 2010 e-mail solution is being delivered to replace the current Lotus Notes platform which is an end of life product. The new e-mail service is a shared solution with schools, is a very widely adopted product (for business and home use) and has currently been rolled out to 1,174 users.
- iv. Microsoft SharePoint 2010 is a new product that is being introduced to support online collaboration (virtual team workspaces, discussion forums, meeting spaces, share documents, blogs) and to provide an electronic document and records management system. The underlying ICT infrastructure has been installed and a pilot project is being run within ICT Services. A project and resourcing plan is being established to support a wider roll-out over the next 6 months.
- v. Following a tender process the County Council has appointed Konica Minolta to supply future corporate print devices. This project will oversee the introduction of multi-functional print devices in support of the flexible workforce strategy.
- vi. The Multi Agency Safeguarding Hub (MASH) is due to open in November 2012. The ICT required to underpin the MASH includes new desktop machines, network connectivity for the staff from the various agencies to access their information systems, telephony and call handling systems and a portal for securely logging and sharing referral information. Work is well under way and on target to deliver the essential requirements for the opening of the MASH.
- vii. ICT Services continue to extend and maintain the SAP Business Management System infrastructure phase 2. The second phase will include the migration of external and Members payrolls, Plant Maintenance and Procurement Cards.
- viii. A pilot project has commenced to review the use of the Apple iPad tablet. Although aimed primarily at the consumer market these devices have increasingly been adopted by businesses to support mobile working and have become a significant part of the device market. The pilot will review how these touch screen devices can be used to support workforce mobilisation, meetings management and a more paperless environment, and from a technical perspective how they interface with a Microsoft and secure corporate environment. The pilot will be used to review how tablet devices might best fit into our ICT estate and support staff productivity and workforce modernisation.
- ix. A pilot project has commenced aimed at mobilising some of our key ICT systems in order to assist the County Council's front-line workers to make more effective use of technology. Many of our key systems are designed to be used on desktop computers and

require good connectivity to be able to use effectively. Many of our workers though would be much more productive if they could access systems and retrieve and send electronic information when they are away from the office, and when using more mobile devices (smart phones, tablets). The aim of the pilot is to work with social care and Trading Standards staff to present their ICT systems on appropriate mobile devices and review how effective this is for improving productivity and service delivery. As part of the pilot we will be working alongside Vodafone and their partners and will be reviewing mobile connectivity.

4. Over the next 6 months the major focus of activity will be:
  - i. To further the roll-out of the ICT equipment replacement programme and support all of the office moves associated with the Ways of Working programme.
  - ii. To complete the migration to the Exchange e-mail solution.
  - iii. To complete the Microsoft SharePoint pilot and to accelerate the roll-out in accordance with project and resource plans.
  - iv. Complete the pilot projects that are reviewing tablet devices and systems mobilisation.
  - v. Review the smart phone portfolio that is supported by the County Council.
  - vi. Support the MASH go-live in November 2012.
  - vii. To support the major BMS milestones of migration of all external payrolls, implementation of Plant Maintenance and Procurement Cards, and to prepare for the migration of schools payrolls.
  - viii. Upgrade the County Council's wireless solution, which is now end of life, and work alongside health partners to achieve mutual wireless access from each other's sites.

## **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 6 months to date 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 continues to be high with 99.98% achieved in the quarter (99.88% achieved in the 1<sup>st</sup> quarter), with incident resolution for business critical services achieving an average success rate of 94% (96% in the 1<sup>st</sup> quarter). The County Council is now benefitting from its investment in the ICT platform with sustained good performance in this area. Of course, there are disruptions to business critical services from

time to time that have a significant impact on some or all users of that service. Major incidents for this financial year are summarised in the table below:

Date	Description
19-Apr-12	A server failure resulted in users of the Enviro domain (some former Environment Department users) being unable to access their files and folders. Service was restored on Friday 20th April after a server replacement was installed
21-May-12	Limited access to the Intranet was reported. It was recommended that a move to the latest version of the Easy-site software would prevent further problems. The service was fully restored the same day. The software was updated to the latest version and migrated to a new hardware platform
11-June-12	Some schools reported internet browsing issues. Our partners Synetrix traced the problem to a faulty server and provided a fix
29-June-12	Flooding of the local telephone exchange serving Meadow House resulted in failure of the voice network on 29th June
23-Jul-12	Intermittent access to the Intranet and MyApps was reported which was resolved by re-booting the servers
27-Jul-12	Connectivity was lost at Mercury House during the morning following a switch failure
21-Aug-12	Meals service at Sherwood Industries was unavailable following a break-in causing a loss of power (cabling theft). A temporary fix restored access
5-Sep-12	Lotus Notes e-mail service temporary failure, caused from duplicate records in the Microsoft Exchange solution that was being piloted
20-Sep-12	Lotus Notes e-mail service failure following a worldwide "hoax" spam attack resulting from a Sophos anti-virus update
24-Sep-12	Loss of access to internet and intranet related to configuration issues
9-Oct-12	Restricted access to the intranet following a failed change by Synetrix which blocked several router ports

- The business activity indicators also show two project performance indicators that ICT Services has adopted for the first time this year. The project delivery index is used by CIPFA (Chartered Institute of Public Finance and Accountancy) 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. The second new performance indicator is related to project milestones, and measures the overall percentage of milestones delivered by the planned timelines. Both show improved performance during the last quarter.

## **Customer Indicator**

8. Within the customer indicators the previous report highlighted the positive feedback from schools. In June 2012 ICT Services conducted a customer satisfaction survey with corporate users. The survey was completed by 374 users with 63% rating the ICT Service as good or better, and 90% as satisfactory or better. This is effectively the same result as the previous survey (2009). The key messages that were fed back from the survey were speed issues with the network/PC/application and a lack of up to date technologies (e.g. Microsoft Office, Outlook). The recent Peer Challenge in July 2012 also highlighted the need for updated ICT equipment and technologies and improvements to connectivity. This feedback has been carefully considered and many of the initiatives outlined in the programmes update above will contribute to significant improvements in these areas.

## **Staff Indicator**

9. The average number of sick days within ICT Services remains within 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 average number of staff training days is lower than initially planned but, as reported previously, this is mainly due to the adoption of computer based training (CBT) courses, which cover substantially more activity in less time than the traditional classroom courses. There has been a successful switch to CBT over the last 18 months and this will be reflected in the future training plans.

## **Financial Indicator**

10. The revenue and capital spending within ICT Services remain broadly in-line with budgets. There will be a year-end revenue underspend as we hold some vacancies pending a major staffing restructure for 2013.
11. ICT Services provides very favourable cost comparisons with other public sector bodies. The “cost of ICT support per user” and “cost of ICT support per workstation” is currently in the top quartile of the annual CIPFA benchmarking. This benchmarking data will be updated in 2013.

## **Reason for Recommendation**

12. To raise awareness of progress on the key ICT programmes and performance indicators for 2012-13.

## **Statutory and Policy Implications**

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

## **RECOMMENDATION**

To note the progress against the key programme and performance measures for ICT Services.

**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: (MB 17/10/12)**

Financial performance is outlined in paragraphs 10 -11. ICT Services continues to monitor against key performance indicators to improve value for money.

### **Background Papers**

None








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







All












## ICT Services Overall Performance: Quarter 2 2012-13



## 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 2012/13					Comments
	Q1 Actual	Q2 Actual	Target	Status	Trend	
Average availability to users of NCC's business critical services during business hours	99.88	99.98	99%			There are 32 services identified as Business Critical to the County Council e.g. e-mail, internet, Framework, BMS, Capita ONE etc.  Contributory factors to this high level of availability are our well-maintained and stable infrastructure (such as our network, servers and cabling, our refurbished data centre and use of Node 4), our proactive approach to infrastructure alerts and monitoring (taking pre-emptive action where necessary) and the rapid response of our technical staff should issues occur.
% Incidents resolved within agreed service levels	84%	87.91%	95%			This indicator assesses the performance of the ICT function in restoring service and responding to incidents within our Service Level Agreement (SLA). We are currently broadly on track for meeting our SLA for incidents related to business critical services (achieved 94% this quarter and 96% last), but not for other services. Some of this is related to staff absences on the Service Desk. In this quarter there were 7,165 incidents reported (6,255 last quarter).
% of ICT changes successfully completed	98.5%	99.45%	96%			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 441 changes (464 last quarter).

Compliance to CIPFA project delivery index	5.4	7.5	7			<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. This is a new indicator that we are now measuring against.</p> <p>Projects completed in this quarter included the data centre refurbishment, democratic management system and migration of the website to a new content management system.</p>
% of project milestones delivered	68%	78%	90%			Each approved ICT project incorporates a series of milestones (both for ICT Services and for the business) that are the basis for assessing progress. These can be updated by Project Boards to reflect revisions to scope, priorities etc.

Customer Indicator	Performance 2012/13				Comments
	Actual	Target	Status	Trend	
The number of ICT incidents per user	1.5	2.5			The annual target is 2.5 and set against CIPFA benchmarking standards and would put us in the current top quartile of our peer group.
User satisfaction feedback	63%				<p>In the evaluation surveys from 97 schools in October 2011 99% rated the overall ICT Service as satisfactory or better and 83% as good or better.</p> <p>In the evaluation surveys from 374 corporate users in June/July 2012 90% rated the overall service as satisfactory or better and 63% as good or better. This is at the same level as the previous survey in 2009.</p>

Staff Indicator	Performance 2012/13				Comments
	Actual	Target	Status	Trend	
Average Number of sick days per staff member	2.82	7			This is based on the annual target of 7 days per member of staff. We are currently on target to achieve this.

Average number of professional training days per member of staff	1.26	5			This is currently based on an annual target of 5 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. We will therefore be reviewing the current target.
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Financial Indicator	Performance 2012/13				Comments
	Actual	Target	Status	Trend	
Expenditure against revenue	54%	50%			Planned budget reductions of £560k have been delivered for 2012-13 (£2.5 million annual savings over the last 4 years). An underspend is projected in 2012-13 as we hold some posts vacant pending a re-structure for 2013.
Expenditure against capital	32%	40%			Current capital spending is broadly in line with planned projections.
Cost of ICT support per user	£178	£170			Our current cost of £178 per user already puts us in the top quartile of CIPFA benchmarking. The target of £170 represents a stretch target based on our medium term budget efficiency savings.
Cost of ICT support per workstation	£231	£220			Our current cost of £231per workstation already puts us in the top quartile of CIPFA benchmarking. The target of £220 represents a stretch target based on our medium term budget efficiency savings.
Acquisition cost of desktop PC	£557	£525			This includes the cost of procurement and installation as well as the cost of the device and software. We currently perform at the median in CIPFA benchmarking but have secured 28% savings in 2012 through a recent e-procurement exercise.
Acquisition cost of laptop	£732	£700			This includes the cost of procurement and installation as well as the cost of the device and software. We currently perform in the top quartile in CIPFA benchmarking and secured further savings in 2012 through a recent e-procurement exercise.

**12 November 2012****Agenda Item: 7****REPORT OF THE SERVICE DIRECTOR, TRANSPORT PROPERTY AND  
ENVIRONMENT****PROPERTY SERVICES PERFORMANCE 2012/13****Purpose of the Report**

1. This report provides information to the Committee on the performance of the services of the Property group.

**Information and Advice**

2. The strategic asset management of the County Council's Property Portfolio has assets of near £1billion with approx 1200 properties. The estates management function focussed on delivering in excess of £15million of capital receipts annually. The development and management of the property portfolio and the compliance of health and safety are underpinned by revenue and capital programme of over £50 million annually. There are currently nearly 1400 building projects being delivered by internal and external resources.
3. The Property group is also involved with the implementation of plant maintenance module of SAP as a part of the development of BMS phase 2. It is anticipated that the system will be live between December 2012 and January 2013 and this development when fully implemented will strengthen the strategic management of the property portfolio across the Council.
4. Increasingly, the design solutions are based on tried and tested off site volumetric building systems which facilitate building extensions at reduced cost with a considerably shorter delivery timescale. The first volumetric classroom extension has been delivered at Jesse Grey and the whole process on site was completed within 12 weeks giving the school additional pupil places with minimum disruption to curriculum delivery for the commencement of the academic year. The scheme compares favourably with the new DFE guidelines for new school buildings and has cost comparability with other off site volumetric schemes currently offered by SCAPE and the East Midlands Property Alliance.
5. The design and operations teams have developed rapid mobilisation design and build solutions which can swiftly deliver critical projects as was demonstrated recently at the West Bridgford Infant school and Radcliffe on Trent Infants. The school staff and governing body were highly delighted with the finished project. The Headteacher from Radcliffe-on-Trent Primary School said of the recent refurbishment:

"I can't believe how good the new classrooms look. The design is top notch, the contractor was helpful and the project (which was designed & managed by our internal property team) was handled flawlessly. They listened to our ideas, kept us in the loop and delivered a first class service. The children and parents are so happy and the space is such a joy to teach in now."

Design teams are receiving training to deliver more of these fast track schemes which aim to reduce adverse impact on the delivery of the curriculum.

6. **Key Priorities for 2012/13**

- a. To deliver the Capital Receipts Programme
- b. To implement a programme of disposals
- c. To deliver the Schools Capital Refurbishment Programme in 74 schools
- d. To deliver the Day Service Review Projects
- e. To deliver the Care Home Refurbishment Programme
- f. To deliver the School Basic Need Programme
- g. To deliver the planned maintenance programme to time, cost and quality
- h. To reduce the portfolio operating costs
- i. To ensure improved fire/legionella/asbestos compliance across the portfolio in line with established programme

7. **Capital Receipts  
Disposals**

- The value of property sold is £1.891 million
- The value of property currently under offer is £1.428 million
- Planned disposals 2012/13 are £13.165 million
- The current capital value targets include a number of significant values from the sale of office buildings to be vacated as a result of Ways of Working

**Acquisitions**

- The leasing of Abbey Road depot to replace the Riversideway Transport Depot.

8. **Schools Capital Refurbishment Programme (2012/13)  
Carry over schemes from 2011/12.**

Total no. schemes 20 of which 13 are completed, 5 are still on site, 2 schemes are due to go on site late 2012.

**2012/13 Schemes**

There are 72 schemes for delivery of which 6 are to completed 18 on site, and the reminder due to be on site by January 2013. it is anticipated that 65 of the 72 projects will complete in this financial year with 7 running in to 13/14 financial year due to access issues on site.

9. **Schools Basic Need Programme**

All projects scheduled for delivery by September 2012 have been completed. At this point in time 14 projects have been identified for 2013 to be completed before September 2013. There will be a range of procurement route for these projects; Two will be delivered through the East Midlands Property Alliance framework (EMPA) by the partnership with Faithful and Gould and Derbyshire County Council using their Connect system. Five will be tendered through the GPS national framework, one will be delivered internally and the remainder through the EMPA framework by Tomlinsons with a negotiated reduced fee rate for the modular elements.

10. **Day Service Review**  
Three projects are completed, 6 projects are on site and 1 project the Bassetlaw, Gedling and Rushcliffe project are underway.
11. **The Care Home Refurbishment Programme**  
There are 6 care homes in the programme: St Michaels View, James Hince Court, Kirklands, Leivers Court, Bishops Court and Woods Court. Three are on site and 3 are due to commence shortly.
12. **Capital Projects**
  - West Bridgford Library is on target to complete end February/Early March 2013
  - Heyman Annex – Demolition on site to remove the office block however, but waiting for planning consent for the new school.
  - Archives – The latest estimated cost will be submitted in December
  - Big House – Enabling works currently ongoing, planning approval has been applied for and there is a meeting with English Heritage on the 29<sup>th</sup> October.
  - Mansfield Bus Station on target to complete on time Feb/early March 2013
  - Gilstrap Centre – acquisition for the Registrar's Office under negotiation.
  - Eastbourne Centre due to complete May 2013
  - Worksop Bus Station at the feasibility stage
  - The Orangery at Rufford is waiting for planning consent
13. **Local spend**  
The spend with the East Midlands Property Alliance Framework between December 2011 and October 2012 is £31,339,529 of which 70% has been spent by contractors within a 40 mile radius of the project site.

## Summary of Performance

14. **Finance**  
The financial indicators (appendix 1) are all at or above target.
15. **Performance**  
Nottinghamshire County Council design team are in the top quartile for cost certainty, and the figures this quarter have further improved. Additional Performance indicators are currently under review.
16. **Health and Safety**  
The water biennial risk assessments have all been completed. However, due to difficulties gaining access during the schools summer recess the reports were received after the closure period for quarter two reporting.
17. **Compliments and Complaints**  
Two complaints were received during quarters one and two (appendix 2) and eight letters of commendation. The Westfield Folkhouse has won the following awards:  
2012 SCALA Civic Building of the Year 2012,  
2012 Civic Trust Awards - Selwyn Goldsmith Award for Universal Design,  
2012 Civic Trust Awards – Community Recognition,  
2012 AJ Retrofit Awards finalist - Listed Building Structures Finalist.  
2012 East Midlands Property Awards – Best Regeneration Project.  
2012 Local Authority Building Control - Best Community Development (regional winner now in national finals).  
2012 RICS Royal Institute of Chartered Surveyors

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

18. To raise awareness of progress on the Property performance indicators for 2012-13

## **Statutory and Policy Implications**

19. 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 information set out in this report is noted.

**Jas Hundal**

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

**For any enquiries about this report please contact: Lesley Haywood 01159773198**

### **Constitutional Comments**

N/A

### **Financial Comments**

N/A

### **Background Papers**

NONE

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

N/A

Ward(s): <NA>

Member(s): Cllr Nottingham District, Cllr Nottingham District, n/a Outside Nottinghamshire, n/a Outside Nottinghamshire



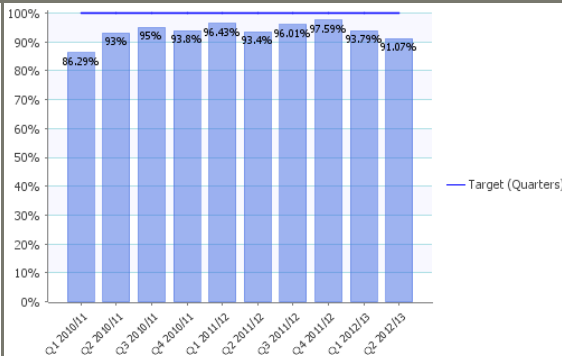


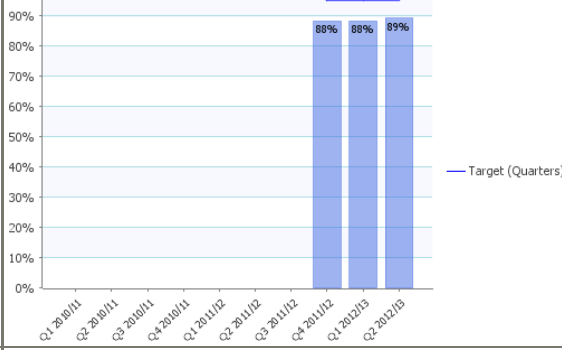


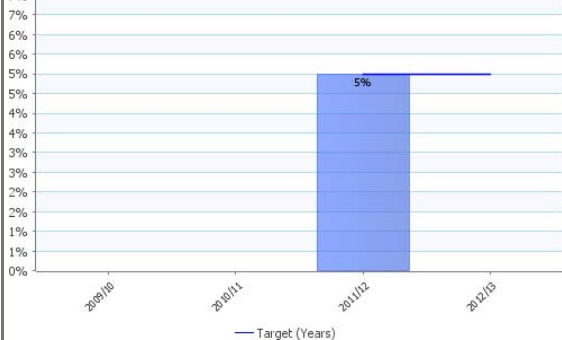
SP: 2329


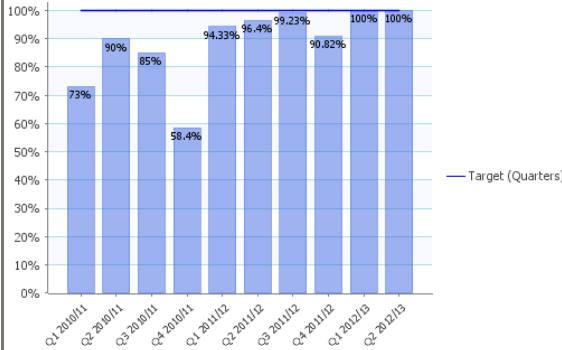


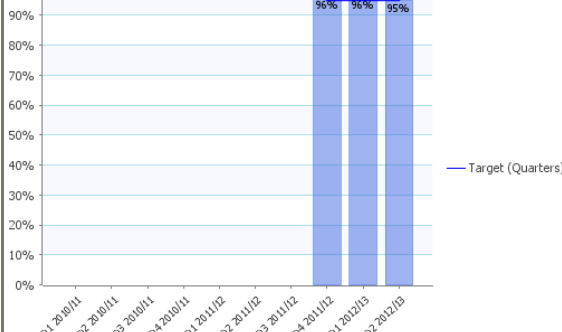
Properties affected: 00000 - Non NCC Property





## Property - Strategic Measures Quarter 2 2012/13

Group	Performance Measure	Current Target	Actual	Trend	Trend Chart	Commentary	Last Update																						
Property	RPROP15 Water -Biennial Risk Assessment	100%	 91.07%		 <table><caption>Performance Data for RPROP15 Water -Biennial Risk Assessment</caption><thead><tr><th>Quarter</th><th>Performance (%)</th></tr></thead><tbody><tr><td>Q1 2010/11</td><td>86.29%</td></tr><tr><td>Q2 2010/11</td><td>93%</td></tr><tr><td>Q3 2010/11</td><td>95%</td></tr><tr><td>Q4 2010/11</td><td>93.8%</td></tr><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></tbody></table>	Quarter	Performance (%)	Q1 2010/11	86.29%	Q2 2010/11	93%	Q3 2010/11	95%	Q4 2010/11	93.8%	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%	Reports delayed for on going refurbishment works at properties and school holiday access.	Q2 2012/13
Quarter	Performance (%)																												
Q1 2010/11	86.29%																												
Q2 2010/11	93%																												
Q3 2010/11	95%																												
Q4 2010/11	93.8%																												
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Q4 2011/12	97.59%																												
Q1 2012/13	93.79%																												
Q2 2012/13	91.07%																												
Property	RPROP04b CE Predictability of Project Design Cost (benchmarked against Constructing Excellence)	95%	 89%		 <table><caption>Performance Data for RPROP04b CE Predictability of Project Design Cost</caption><thead><tr><th>Quarter</th><th>Performance (%)</th></tr></thead><tbody><tr><td>Q1 2010/11</td><td>88%</td></tr><tr><td>Q2 2010/11</td><td>88%</td></tr><tr><td>Q3 2010/11</td><td>88%</td></tr><tr><td>Q4 2010/11</td><td>88%</td></tr><tr><td>Q1 2011/12</td><td>88%</td></tr><tr><td>Q2 2011/12</td><td>88%</td></tr><tr><td>Q3 2011/12</td><td>88%</td></tr><tr><td>Q4 2011/12</td><td>88%</td></tr><tr><td>Q1 2012/13</td><td>89%</td></tr><tr><td>Q2 2012/13</td><td>89%</td></tr></tbody></table>	Quarter	Performance (%)	Q1 2010/11	88%	Q2 2010/11	88%	Q3 2010/11	88%	Q4 2010/11	88%	Q1 2011/12	88%	Q2 2011/12	88%	Q3 2011/12	88%	Q4 2011/12	88%	Q1 2012/13	89%	Q2 2012/13	89%	89% of companies have achieved equal or lower performance and the remaining 11% have achieved higher.	Q2 2012/13
Quarter	Performance (%)																												
Q1 2010/11	88%																												
Q2 2010/11	88%																												
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Q4 2011/12	88%																												
Q1 2012/13	89%																												
Q2 2012/13	89%																												
Property	SEP08 Running costs of operational estate as a percentage of the asset value of the operational estate	5%	 5%		 <table><caption>Performance Data for SEP08 Running costs of operational estate</caption><thead><tr><th>Year</th><th>Performance (%)</th></tr></thead><tbody><tr><td>2009/10</td><td>5%</td></tr><tr><td>2010/11</td><td>5%</td></tr><tr><td>2011/12</td><td>5%</td></tr><tr><td>2012/13</td><td>5%</td></tr></tbody></table>	Year	Performance (%)	2009/10	5%	2010/11	5%	2011/12	5%	2012/13	5%	The running costs were based on the CIPFA definition of operation costs.	2011/12												
Year	Performance (%)																												
2009/10	5%																												
2010/11	5%																												
2011/12	5%																												
2012/13	5%																												

Group	Performance Measure	Current Target	Actual	Trend	Trend Chart	Commentary	Last Update																						
Property	RPROP14 Annual audit of tank inspections	100%	 100%		 <table><caption>Performance Data for RPROP14</caption><thead><tr><th>Quarter</th><th>Performance (%)</th></tr></thead><tbody><tr><td>Q1 2010/11</td><td>73%</td></tr><tr><td>Q2 2010/11</td><td>90%</td></tr><tr><td>Q3 2010/11</td><td>85%</td></tr><tr><td>Q4 2010/11</td><td>58.4%</td></tr><tr><td>Q1 2011/12</td><td>94.33%</td></tr><tr><td>Q2 2011/12</td><td>96.4%</td></tr><tr><td>Q3 2011/12</td><td>99.23%</td></tr><tr><td>Q4 2011/12</td><td>90.82%</td></tr><tr><td>Q1 2012/13</td><td>100%</td></tr><tr><td>Q2 2012/13</td><td>100%</td></tr></tbody></table>	Quarter	Performance (%)	Q1 2010/11	73%	Q2 2010/11	90%	Q3 2010/11	85%	Q4 2010/11	58.4%	Q1 2011/12	94.33%	Q2 2011/12	96.4%	Q3 2011/12	99.23%	Q4 2011/12	90.82%	Q1 2012/13	100%	Q2 2012/13	100%		Q2 2012/13
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Q1 2012/13	100%																												
Q2 2012/13	100%																												
Property	RPROP05b CE Predictability of Project Construction Cost (benchmarked with Constructing Excellence)	95%	 95%		 <table><caption>Performance Data for RPROP05b</caption><thead><tr><th>Quarter</th><th>Performance (%)</th></tr></thead><tbody><tr><td>Q1 2010/11</td><td></td></tr><tr><td>Q2 2010/11</td><td></td></tr><tr><td>Q3 2010/11</td><td></td></tr><tr><td>Q4 2010/11</td><td></td></tr><tr><td>Q1 2011/12</td><td></td></tr><tr><td>Q2 2011/12</td><td></td></tr><tr><td>Q3 2011/12</td><td></td></tr><tr><td>Q4 2011/12</td><td></td></tr><tr><td>Q1 2012/13</td><td>96%</td></tr><tr><td>Q2 2012/13</td><td>95%</td></tr></tbody></table>	Quarter	Performance (%)	Q1 2010/11		Q2 2010/11		Q3 2010/11		Q4 2010/11		Q1 2011/12		Q2 2011/12		Q3 2011/12		Q4 2011/12		Q1 2012/13	96%	Q2 2012/13	95%	95% of companies have achieved equal or lower performance and the remaining 5% have achieved higher.	Q2 2012/13
Quarter	Performance (%)																												
Q1 2010/11																													
Q2 2010/11																													
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Q4 2010/11																													
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Q3 2011/12																													
Q4 2011/12																													
Q1 2012/13	96%																												
Q2 2012/13	95%																												



**12 November 2012**

**Agenda Item: 8(a)**

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

**DISPOSAL – FORMER CLARBOROUGH PRIMARY SCHOOL, CHURCH  
LANE, CLARBOROUGH**

**Purpose of the Report**

1. To seek approval of the Finance & Property Committee to:
  - a) The sale by auction of the former Clarborough Primary School, Church Lane, Clarborough as set out in the report; and
  - b) The appointing of Savills as auctioneer
  - c) The reserve price being approved by the Service Director, Transport, Property & Environment, in consultation the Chair (or Vice Chair in his absence) of the Finance and Property Committee in consultation with the Agent prior to the auction.

**Information and Advice**

2. Some information relating to this report is not for publication by virtue of paragraph 3 of Schedule 12A of the Local Government Act 1972. Having regard to the circumstances, on balance the public interest in disclosing the information does not outweigh the reason for exemption because divulging the information would significantly damage the Council's commercial position. The exempt information is set out in the exempt appendix.
  - a. The property comprise a former school and associated grounds which has become surplus following the building of the new school off Hillview Crescent.
  - b. The old school was closed in 2008 since this time the property has remained vacant whilst the County Council have been seeking S77 consent, this has now been granted.
  - c. The Authority have no strategic requirements for the property and approval is therefore sought to dispose of the property to produce a capital receipt.
  - e. The property to be disposed of is outlined in red on the attached plan.
  - f. Disposal by auction is considered to be the most appropriate option and method of sale. Approval is sought to appoint Savills who are a well

established, experienced and respected auctioneer and are considered to be the most appropriate to maximize the sale value of the property. A reserve however will be agreed in consultation with the agent prior to the auction once interest has been gauged (see exempt index).

- g. Purchasers are to be made aware a 2% buyer's premium will be charged plus auctioneers costs will be collected on completion. This should cover the Auctioneer's fee and our legal expenses.

### **Other Options Considered**

- 3. Consideration has been given to sell by private treaty - it is thought that sale by auction with a longer than normal marketing time to auction date will produce greater interest and a higher capital receipt. A sale by private treaty would also take considerable time delaying the capital receipt and the County Council would incur further costs for maintenance, insurance and security whilst the property remains vacant. The property has already been vacant for approximately four years.

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

- 4. The Authority has no strategic requirement for the property.

### **Statutory and Policy Implications**

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

### **RECOMMENDATION/S**

- 1. That approval is given to: -
  - a) The sale by auction of the former Clarborough Primary School, Church Lane, Clarborough.
  - b) Appoint Savills as auctioneers
  - c) The grant of authority for the Service Director, Transport, Property & Environment, in consultation the Chair (or Vice Chair in his absence) of the Finance and Property Committee also in consultation with the Auctioneers shortly prior to the auction date, to set the reserve price.

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

**For any enquiries about this report please contact:  
Luke Smith 0115 9772082**

### **Constitutional Comments (CEH 18.10.12 )**

6. When disposing of land, the Council is required to obtain the best price reasonably obtainable on the open market. The Finance and Property Committee has the delegated authority to consider and approve the recommendations set out in the report. The contract and conditions of sale will need to be prepared by the Group Manager for Legal and Democratic Services.

### **Financial Comments (CS 17/10/12)**

7. The sale would generate a capital receipt, which would be used to help fund the Capital Programme. The auctioneers costs etc would be funded by the purchasers.

### **Background Papers**

8. None.

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

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

File ref.: /LS/SL/  
SP: 2317  
Properties affected: 01016 - Clarborough Primary







**12 November 2012****Agenda Item: 8(b)****REPORT OF SERVICE DIRECTOR - TRANSPORT, PROPERTY &  
ENVIRONMENT****DISPOSAL – ADVANCE FACTORY NO 1, KINGS MILL WAY,  
MANSFIELD****Purpose of the Report**

1. To seek approval of the Finance & Property Committee to:
  - a) The sale by auction of Advance Factory No 1, Kings Mill Way, Mansfield as set out in the report; and
  - b) The appointing of Savills as auctioneer; and
  - c) The reserve price being approved by the Service Director, Transport, Property & Environment, in consultation the Chair (or Vice Chair in his absence) of the Finance and Property Committee in consultation with the agent prior to the auction.

**Information and Advice**

2. Some information relating to this report is not for publication by virtue of paragraph 3 of Schedule 12A of the Local Government Act 1972. Having regard to the circumstances, on balance the public interest in disclosing the information does not outweigh the reason for exemption because divulging the information would significantly damage the Council's commercial position. The exempt information is set out in the exempt appendix.
  - a. The Site comprises a rectangular block of industrial units, built in 1980, which have been split into two factories and set within a secure site of approximately 0.915 acres (0.37 ha). Total gross internal floor area is 17,245 sq ft.
  - b. The Site is held under a 99 year lease from Mansfield District Council with effect from 25 December 1980. Under the terms of this lease, the County Council provides Mansfield District Council with 10.6% of any rental income. However, both factories are vacant and due to their age and specification are no longer attractive to the rental market.
  - c. The County Council has no strategic requirements for the Site and approval is therefore sought to dispose in order to produce a capital receipt. As a consequence, negotiations have been ongoing with Mansfield District Council's to obtain their required consent as landlord to the disposal of the

County Council's leasehold interest. During these negotiations Mansfield District Council have sought approval to disposing of their freehold interest in this site and terms have been provisionally agreed on the basis of a joint disposal with a 85/15% split of the capital receipt in favour of the County Council.

- d. The disposal of this Site was referred to within the Finance and Property Committee report dated 9 July 2012.
- e. The Site to be disposed of is shown coloured green outlined on the attached plan.
- f. Disposal by auction is considered to be the most appropriate method of sale. Approval is therefore sought to appoint Savills who are a well established, experienced and respected auctioneer and are considered to be the most appropriate to maximize the sale value of the site. A reserve however will be agreed in consultation with the agent prior to the auction once interest has been gauged (see exempt index).
- g. Purchasers are to be made aware a 2% buyer's premium will be charged plus auctioneers costs will be collected on completion. This should cover the auctioneer's fee and the County Council's legal expenses.

### **Other Options Considered**

- 3. Consideration has been given to sell by private treaty - it is considered that sale by auction with a longer than normal marketing time to auction date will produce greater interest and a higher capital receipt. A sale by private treaty would also take considerable time delaying the capital receipt whilst the County Council would also incur costs for maintenance, insurance and security whilst the Site remains vacant.

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

- 4. The County Council has no strategic requirement for the Site.

### **Statutory and Policy Implications**

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

### **RECOMMENDATION/S**

- 1. That approval is given to: -
  - a) The joint disposal by auction alongside Mansfield District Council of Advance Factory No 1, Kings Mill Way, Mansfield, with a 85/15% split of

- the capital receipt in favour of the County Council;
- b) Appoint Savills as auctioneers;
  - c) The grant of authority for the Service Director, Transport, Property & Environment, in consultation the Chair (or Vice Chair in his absence) of the Finance and Property Committee also in consultation with the auctioneers shortly prior to the auction date, to set the reserve price.

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

**For any enquiries about this report please contact: Brian Hoyle 0115 9772479**

### **Constitutional Comments (CEH 18.10.12)**

6. When disposing of land or interests in land, the Council is required to obtain the best price reasonably obtainable on the open market. The Finance and Property Committee has the delegated authority to consider and approve the recommendations set out in the report. The contract and conditions of sale will need to be jointly agreed by the Group Manager, Legal and Democratic Services with Mansfield District Council as this is a joint disposal.

### **Financial Comments (CS 17/10/12)**

7. As stated in the report, the County Council would receive an 85% share of the capital receipt and this would be used to help fund the Capital Programme. The auctioneers costs etc would be funded by the purchasers.

When the disposal takes place, a permanent revenue budget adjustment of £67,000 would be required to compensate for the net loss of budgeted income.

### **Background Papers**

8. None.

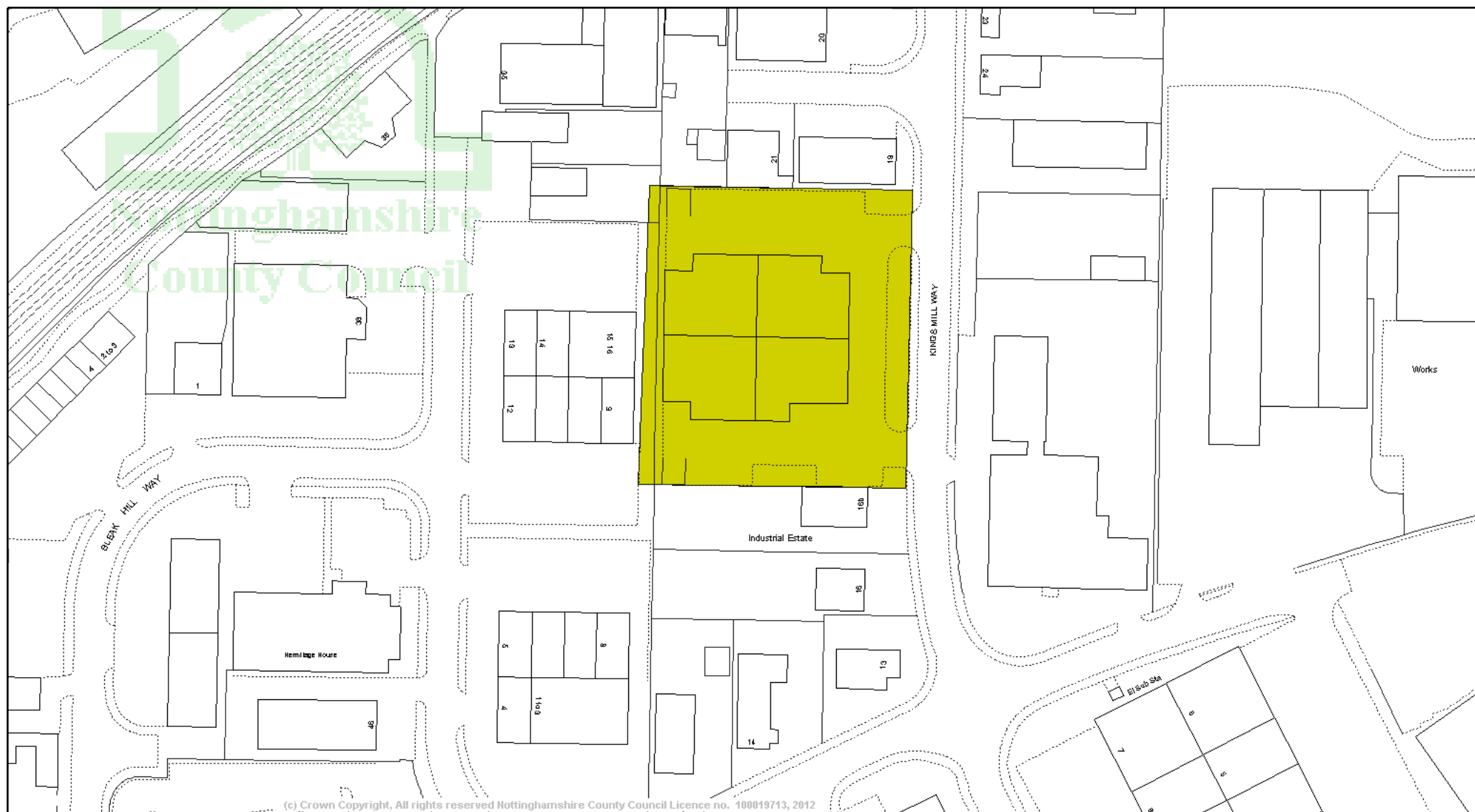
### **Electoral Division(s) and Member(s) Affected**

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

File ref.: /BH/SL/0  
SP: 2318

Properties affected: 07522 - Units 2/3 - Mansfield Advance Factory 1, 07755 - Units 1/4 - Mansfield Advance Factory 1







**12 November 2012****Agenda Item: 8(c)****REPORT OF THE CORPORATE DIRECTOR****DISPOSAL OF LAND AT BROOMHILL FARM, NOTTINGHAM ROAD,  
HUCKNALL.****Purpose of the Report**

1. To seek approval to enter in to a conditional contract for the sale of approximately 12.5 acres at Broomhill Farm, Nottingham Road, Hucknall on terms outlined in the exempt appendix.

**Information and Advice**

2. Some information relating to this report is not for publication by virtue of paragraph 3 of Schedule 12A of the Local Government Act 1972. Having regard to the circumstances, on balance the public interest in disclosing the information does not outweigh the reason for exemption because divulging the information would significantly damage the Council's commercial position. The exempt information is set out in the exempt appendix.
3. The County Council own the freehold of the Broomhill Farm site which was let as a smallholding until retirement of the tenant in 2002. Subsequently, the site was allocated for housing in the Ashfield District Local Plan. The total site allocation for housing is 25 Hectares.
4. Developers are presently favouring smaller sites due to market conditions. For this reason, a decision was taken in conjunction with advice received from appointed agents, for the 25 Hectare site to be sold by the Authority in two phases. This report deals with the sale of the first phase, it should be noted that the second phase will be offered to the market once the Phase 1 infrastructure is complete.
5. Marketing of the site commenced in December 2011 and informal bids were sought.
6. Seven bids were received are these are detailed in the exempt appendix. It should be noted that the disposal recommended is **CONDITIONAL** on the purchaser being able to secure planning consent for its proposed development of the site.

## **Other Options Considered**

7. The site is included in the Authority's Capital Receipts Programme. Consideration has been given to retention of the site pending an improvement in market conditions, however there is no guarantee that the site will retain its allocation in a revised Ashfield Local Plan.

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

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

## **Statutory and Policy Implications**

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

## **RECOMMENDATION/S**

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

**Jas Hundal**

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

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

**Tim Slater 0115 977 2076**

## **Constitutional Comments (CEH 18.10.12)**

10. When disposing of land, the Council is required to obtain the best price reasonably obtainable on the open market. The Finance and Property Committee has the delegated authority to consider and approve the recommendations set out in the report.

## **Financial Comments (CS 17/10/12)**

11. The sale (subject to the purchaser securing planning consent) would generate a capital receipt as detailed in the exempt appendix and would be used to help fund the Capital Programme.

## **Background Papers**

12. None.

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**

Ward(s): Hucknall

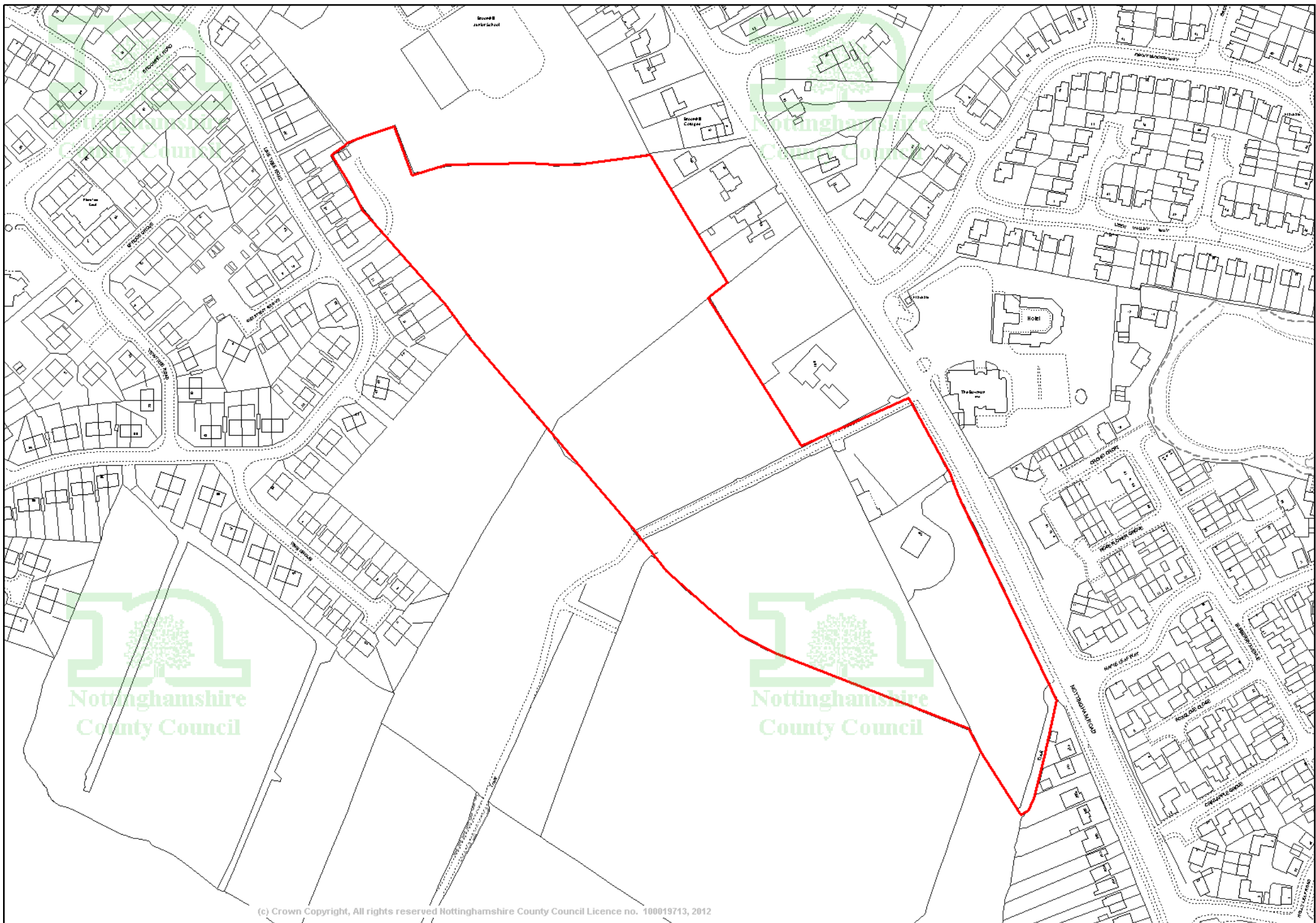
Member(s): Cllr Mick Murphy, Cllr Reverend Tom Irvine, Cllr Kevin Rostance

File ref.: /TS/SL/00072

SP: 2320

Properties affected: 00072 - Broomhill Farm 1







**REPORT OF SERVICE DIRECTOR TRANSPORT, PROPERTY &  
ENVIRONMENT****DISPOSAL – FORMER NCC YOUTH SERVICES OFFICE, THE OLD SCHOOL  
HOUSE, HIGH STREET, MISTERTON, DONCASTER DN10 4BU****Purpose of the Report**

1. To seek approval of the Finance & Property Committee to:
  - a. The sale by auction of the former Youth Services Office at The Old School House, High Street, Misterton, Doncaster DN10 4BU;
  - b. The appointment of Mark Jenkinson and Son as auctioneer to sell the property;
  - c. The reserve price being approved by the Service Director, Transport, Property & Environment, in consultation the Chair (or Vice Chair in his absence) of the Finance and Property Committee in consultation with the Agent prior to the auction.

**Information and Advice**

2. Some information relating to this report is not for publication by virtue of paragraph 3 of Schedule 12A of the Local Government Act 1972. Having regard to the circumstances, on balance the public interest in disclosing the information does not outweigh the reason for exemption because divulging the information would significantly damage the Council's commercial position. The exempt information is set out in the exempt appendix.
  - a. The subject property is a circa 1870 former Headmaster's House comprising two storey accommodation with a modern rear extension, front garden, rear yard and outbuildings. Until recently, it was used as offices in connection with Misterton Youth Centre. It is located adjacent to the Misterton Youth Centre and library that are located in the former school building which is to be retained.
  - b. The services that were provided from the subject property have been moved to the adjacent library and youth centre and so the subject property is declared as surplus.
  - c. The subject property is furnished in connection with its current use as offices and is in poor condition requiring significant repairs and upgrading. There is a current planning application for change of use from its current office use in order to return the property to a residential use as there is little demand in the area for offices of this type and in this condition, however there is a high level of demand for housing.

- d. The Authority has no strategic requirements for the subject property and approval is sought to dispose of it and to produce a capital receipt.
- e. The subject property is outlined in red on the attached plan.
- f. Disposal by auction is considered to be the most appropriate option and method of sale. A mini tender was held to procure auction services (see Exempt Appendix).
- g. Based on the above, approval is sought to appoint Mark Jenkinson and Son who are a well established, experienced and respected firm of local auctioneers who have excellent knowledge of the local market. Although they have not been instructed previously by NCC in property matters, Mark Jenkinson and Sons are retained by other local authorities such as Bassetlaw, Chesterfield, Doncaster and Sheffield, and are considered to be the most appropriate agent to maximize the sale value of the subject property. A reserve will be agreed in consultation with the agent prior to the auction once interest has been gauged (see Exempt Appendix).
- h. Purchasers are to be made aware of a 2% buyer's premium will be charged plus auctioneers cost will be collected upon completion. This should cover the Auctioneer's fee and the Council's legal expenses

### **Other Options Considered**

- 3. Consideration has been given to sell by private treaty however due to the present condition of the property a traditional residential mortgage is unlikely to be granted against the property and therefore potential purchasers will be limited to cash buyers. It is thought that sale by auction will produce greater interest and a higher capital receipt. A sale by private treaty would also take considerable time delaying the capital receipt and the County Council would incur costs for maintenance, insurance and security whilst the property remains vacant.

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

- 4. The Authority has no strategic requirement for the property.

### **Statutory and Policy Implications**

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

### **RECOMMENDATION/S**

6. That approval is given for:

- a. The sale by auction of the former Youth Services Office at The Old School House, High Street, Misterton, Doncaster DN10 4BU;
- b. The appointment of Mark Jenkinson and Son as auctioneer;
- c. The reserve price being approved by the Service Director, Transport, Property & Environment, in consultation the Chair (or Vice Chair in his absence) of the Finance and Property Committee in consultation with the Agent prior to the auction.

**Jas Hundal**

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

**For any enquiries about this report please contact: Eamonn Harnett email: eamonn.harnett@nottsc.gov.uk Tel 0115 9772028**

#### **Constitutional Comments (CEH 18.10.12 )**

7. When disposing of land, the Council is required to obtain the best price reasonably obtainable on the open market. The Finance and Property Committee has the delegated authority to consider and approve the recommendations set out in the report. The contract and conditions of sale will need to be prepared by the Group Manager for Legal and Democratic Services.

#### **Financial Comments (CS 17/10/12)**

8. The sale would generate a capital receipt, which, would be used to help fund the Capital Programme. The auctioneers costs etc would be funded by the purchasers.

#### **Background Papers**

9. None

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

Ward(s): Misterton

Member(s): Cllr Liz Yates

File ref.: /E H/SL/

SP: 2325

Properties affected: 03119 - Misterton Youth Centre



12 November 2012

Agenda Item: 8(e)

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

### **TUXFORD PRIMARY SCHOOL, NEWARK ROAD, TUXFORD**

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

1. To seek approval of the Finance and Property Committee to the grant of a 125 year lease on the standard terms set out in the attached appendix to the Academy Trust for Tuxford Primary School, Newark Road, Tuxford, Newark, NG22 0NA this being subject to subsequent approval of any site specific details .
2. To authorise the Corporate Director, Environment & Resources, (or his nominee) to approve site details and specific conditions in consultation with the Chair (or Vice Chair in his absence) of the Finance and Property Committee.

#### **Information and Advice**

##### **Background**

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

8. This report seeks approval to the granting of a 125 year lease to the Academy Trust on the Heads of Terms set out in the *attached* Appendix.

### **Other Options Considered**

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

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

10. To comply with statutory requirements.

### **Statutory and Policy Implications**

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

### **Recommendation**

That approval is given to: -

- 1 seek approval of the Finance and Property Committee to the grant of a 125 year lease on the standard terms set out in the attached appendix to the Academy Trust for Tuxford Primary School, Newark Road, Tuxford, Newark, NG22 0NA.
- 2 Authorise the Corporate Director, Environment & Resources, (or his nominee) to approve site details and specific conditions in consultation with the Chair (or Vice Chair in his absence) of the Finance and Property Committee.

**Jas Hundal**

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

**For any enquiries about this report please contact: Peter Grinnell 0115 977 3903**

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

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

### **Financial Comments (CS 17/10/12)**

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- 13 Granting of a 125 year lease to an academy effectively creates a loss on disposal but this is not a charge against Council Tax.

### **Background Papers**

14. None.

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

15. Ward(s): Tuxford  
Member(s): Cllr John Hempsall

File ref.: /PG/SL/01051

SP: 2328

Properties affected: 01051 - Tuxford Academy Technology College & Training School

## **APPENDIX**

### **Heads of Terms**

#### **Demise:**

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

#### **Landlord:**

Nottinghamshire County Council  
County Hall  
West Bridgford  
Nottingham  
NG2 7QZ

#### **Tenant:**

The Academy Trust for Tuxford Primary School

#### **Rent:**

A peppercorn

#### **Term:**

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

#### **Outgoings:**

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

#### **Alienation:**

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

#### **Repair:**

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

#### **Signs and Advertisements**

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

#### **Use**

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

#### **Insurance**

The Tenant will:

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

**Alterations:**

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

**Statutory Obligations:**

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

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

**Timescale:**

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

**Legal Costs:**

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

**Conditions**

The above remains subject to: -

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



**12 November 2012****Agenda Item: 9****REPORT OF SERVICE DIRECTOR - TRANSPORT, PROPERTY &  
ENVIRONMENT****CHILDREN'S CENTRES – THE PRINCIPLE OF OFFERING ALL  
INCLUSIVE LEASES (FULLY SERVICED PREMISES) TO DAYCARE  
PROVIDERS****Purpose of the Report**

1. To seek approval of the Finance & Property Committee to:
  - a) The principle of granting generic all inclusive leases (Fully Serviced Premises), at the rental figure as set out in the report, to all private daycare providers who occupy space within Children's Centre buildings.

**Information and Advice**

2. Some information relating to this report is not for publication by virtue of paragraph 3 of Schedule 12A of the Local Government Act 1972. Having regard to the circumstances, on balance the public interest in disclosing the information does not outweigh the reason for exemption because divulging the information would significantly damage the Council's commercial position. The exempt information is set out in the exempt appendix.
  - a. The core purpose of Children's Centres, which are located in the underprivileged areas of the County, are to provide access to universal early years services in the local area including high quality and affordable education and childcare. These services for young children and their families (defined in Section 2 of the Childcare Act 2006) are:
    - Day care integrated with education.
    - Outreach for parents.
    - Health and family support, including child development checks and early support for post-natal depression.
    - A base for childminders.
    - Links with Job Centre Plus.
  - b. The Early Years and Early Intervention Service has recently undergone a service review and following Full Council approval, the County Council is re-commissioning the Children's Centres and Family Support Services with effect from 31 March 2013. Although the County Council will retain overall control, it is envisaged that a long term licence will be granted to an external provider to

manage Children Centre Services.

- c. It will be necessary however for the County Council to grant separate leases to the existing private daycare providers who occupy and run services out of Children's Centre buildings. The County Council is currently therefore reviewing existing arrangements across all Children's Centre buildings where daycare provision has been established. In each case, lease terms will be provisionally agreed and then approval sought separately by way of Operational Decision Reports.
- d. In order to simplify and streamline the current arrangements and ensure that there is a consistent approach with daycare providers, it has been decided to offer an all inclusive rent (Fully Serviced Premises). The County Council will therefore be responsible for utilities, cleaning, maintenance and repairs but will exclude ongoing revenue costs such as telephone and IT services.
- e. See Exempt Appendix

### **Other Options Considered**

- 3. The existing arrangement of each daycare provider being responsible for negotiating their own service agreements in what are often shared buildings is considered unduly complex and cumbersome. It is therefore not considered to offer the most efficient means of managing a portfolio of 70 buildings.

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

- 4. See Exempt Appendix

### **Statutory and Policy Implications**

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

### **RECOMMENDATION/S**

- 1. That approval is given to: -
  - a) The principle of granting generic all inclusive leases (Fully Serviced Premises) at the rental figure as set out in the report to all the private daycare providers who occupy space within Children's Centre buildings.

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

**For any enquiries about this report please contact: Brian Hoyle 0115 9772479**

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### **Constitutional Comments (CEH 18.10.12)**

6. The Finance and Property Committee has the delegated authority to consider and approve the recommendation set out in the report.

### **Financial Comments (NR 29.10.12)**

7. As contained in the report and appendix.

### **Background Papers**

8. None.

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

9. Ward(s): Various  
Member(s): Various

File ref.: /BH/SL/1

SP: 2330

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



**12 November 2012****Agenda Item: 10****REPORT OF THE MONITORING OFFICER****COUNCILLORS' DIVISIONAL FUND****Purpose of the Report**

1. To seek Committee's approval to amend arrangements for the Councillors' Divisional Fund (CDF) scheme in 2013.

**Information and Advice**

2. In light of the County Council election in May 2013 it is proposed that Applications for Councillors' Divisional Fund monies must be submitted by 1<sup>st</sup> March 2013. All cheques and any related publicity will be issued by March 14<sup>th</sup>.
3. After March 1st no applications for funds from the Councillors' Divisional Fund will be accepted until after the election. For clarity the full £10,000 per member will be available to each member in the new administration together with a maximum of £1,000.00 or 10% of any monies unspent from the current financial year.

**Other Options Considered**

4. To continue administering the CDF scheme throughout the election period.

**Reason/s for Recommendation/s**

5. The local government code on publicity specifically states that particular care should be given to publicity around election times. In order to avoid any allegations of a breach of the code a temporary change in the arrangements for the Fund is considered wise and proportionate.

**Statutory and Policy Implications**

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

## **RECOMMENDATION/S**

- 1) To temporarily amend the arrangements for the Councillors' Divisional Fund scheme.
- 2) To agree that all applications for Councillors' Divisional Fund monies be submitted to Democratic Services by 1<sup>st</sup> March 2013 and that no further applications will be accepted after this date until after the May elections.

**Jayne Francis-Ward**

**Corporate Director Policy Planning and Corporate Services and Monitoring Officer**

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

Sue Bearman, 0115 9773378, [susan.bearman@nottsc.gov.uk](mailto:susan.bearman@nottsc.gov.uk)

### **Constitutional Comments (SG 1/10/12)**

7. The Committee is the appropriate body to decide on the issues set out in this report. The Committee has responsibility for

### **Financial Comments (MB 15/10/12)**

8. The total annual CDF budget is £670,000. Up to £1,000 of unspent budget in each division may be carried forward to the next financial year.

### **Background Papers**

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.

The Code of Practice on Local Authority Publicity is published -

<http://www.communities.gov.uk/documents/localgovernment/pdf/1878324.pdf>

The Local Government Act 1986 is published –

<http://www.legislation.gov.uk/ukpga/1986/10>

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

All

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

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

**Information and Advice**

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

**Other Options Considered**

5. None.

**Reason/s for Recommendation/s**

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

**Statutory and Policy Implications**

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

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

## **RECOMMENDATION/S**

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

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

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

## **Constitutional Comments (HD)**

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

## **Financial Comments (PS)**

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

## **Background Papers**

None.

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

All

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

<b><u>Report Title</u></b>	<b><u>Brief summary of agenda item</u></b>	<b><u>For Decision or Information ?</u></b>	<b><u>Lead Officer</u></b>	<b><u>Report Author</u></b>
<b>12<sup>th</sup> November 2012</b>				
Quarterly Progress Report	Review of performance (Jul – Sept).	Info.	Various	
IT	Review of Officer Decisions.	Info.	Ivor Nicholson	
Monthly Budget & Capital Monitoring Report 2012/13	Budget Capital Monitoring, Capital Receipts, Capital Variations	Decision	Paul Simpson	Pauline Moore
Initial County Council Budget & Capital Programme Proposals	Initial County Council Budget & Capital Programme Proposals 2013/14	Decision	Paul Simpson	Pauline Moore
Councillors' Divisional Fund	Suspension of CDF during election period in 2013	Decision	Jayne Francis-Ward	Sue Bearman
<b>10<sup>th</sup> December 2012</b>				
Property	Review of Officer Decisions.	Info.	Patrick Robinson	
Monthly Budget & Capital Monitoring Report 2012/13	Budget Capital Monitoring, Capital Receipts, Capital Variations	Decision	Paul Simpson	Pauline Moore
Update on Budget Consultation & Resource Allocations	Update on Budget 2013/14 Consultation & Resource Allocations	Info	Paul Simpson	Pauline Moore/Comms
ICT Programmes Update 2012-13	Update report	Info	Ivor Nicholson	
<b>21<sup>st</sup> January 2013</b>				
Quarterly Progress Report	Review of performance (Oct – Dec).	Info.	Various	
Monthly Budget & Capital Monitoring Report 2012/13	Budget Capital Monitoring, Capital Receipts, Capital Variations –	Decision	Paul Simpson	Pauline Moore
<b>25<sup>th</sup> February 2013</b>				
Monthly Budget & Capital Monitoring Report 2012/13	Budget Capital Monitoring, Capital Receipts, Capital Variations	Decision	Paul Simpson	Pauline Moore
<b>18<sup>th</sup> March 2013</b>				
Monthly Budget & Capital Monitoring Report 2012/13	Budget Capital Monitoring, Capital Receipts, Capital Variations	Decision	Paul Simpson	Pauline Moore

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