

## **Finance and Property Committee**

**Monday, 14 July 2014 at 14:00**

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

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### **AGENDA**

- |    |  |         |
|----|--|---------|
| 1  | Minutes of the last meeting held on 16 June 2014   | 3 - 8   |
| 2  | Apologies for Absence  |         |
| 3  | Declarations of Interests by Members and Officers:- (see note below)<br>(a) Disclosable Pecuniary Interests<br>(b) Private Interests (pecuniary and non-pecuniary) |         |
| 4  | Financial Monitoring Report Period 2 2014-15   | 9 - 32  |
| 5  | Overview of Debt Management Processes<br>Presentation by Paul Simpson, Service Director, Finance and Procurement.  |         |
| 6  | County Supplies Staffing Structure   | 33 - 40 |
| 7a | Kentrigg Farm, West Bridgford - New Lease  | 41 - 46 |
| 7b | Disposal of land at Bailey's Field, off Barnby Road, Balderton, Newark   | 47 - 54 |
| 8  | Work Programme   | 55 - 58 |

## 9 Exclusion of the Public

The Committee will be invited to resolve:-

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

Note

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

## 10 Exempt appendices to Property Transaction reports:

(a) Kentrigg Farm, West Bridgford – New Lease.

(b) Disposal of land at Bailey’s Field, off Barnby Road, Balderton, Newark

## **Notes**

(1) Councillors are advised to contact their Research Officer for details of any Group Meetings which are planned for this meeting.

(2) Members of the public wishing to inspect "Background Papers" referred to in the reports on the agenda or Schedule 12A of the Local Government Act should contact:-

Customer Services Centre 0300 500 80 80

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

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

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

(5) This agenda and its associated reports are available to view online via an online calendar - <http://www.nottinghamshire.gov.uk/dms/Meetings.aspx>

Meeting FINANCE AND PROPERTY COMMITTEE

Date 16 June 2014 (commencing at 2.00 pm)

**Membership**

Persons absent are marked with an 'A'

**COUNCILLORS**

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

Reg Adair		Liz Plant
Nicki Brooks		Darrell Pulk
Richard Butler	A	Ken Rigby
Kay Cutts MBE		Andrew Sissons
Diana Meale		

A Ex-Officio: Alan Rhodes

**OTHER COUNCILLORS IN ATTENDANCE**

Councillor Ian Campbell  
Councillor Liz Yates

**OFFICERS IN ATTENDANCE**

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

**MINUTES OF THE LAST MEETING**

The minutes of the meeting held on 19 May 2014 were confirmed and signed by the Chair.

**APOLOGY FOR ABSENCE**

An apology for absence was received from Councillor Ken Rigby (other reason).

## **MEMBERSHIP**

It was reported that Councillor Andrew Sissons had been appointed in place of Councillor Stephen Garner for this meeting only.

## **DECLARATIONS OF INTEREST**

Councillor Pulk declared a non-pecuniary private interest in the item on Top Wighay Farm Urban Expansion Area, because of his responsibilities as a Portfolio Holder at Gedling Borough Council.

## **FINANCIAL MONITORING REPORT: PERIOD 1, 2014/15**

### **RESOLVED: 2014/053**

- (1) That the individual Committee revenue budgets for 2014/15 be noted.
- (2) That the contingency requests received to date be approved.
- (3) That the Council's Balance Sheet transactions be noted.

## **PROPERTY TRANSACTIONS**

### **A617 MANSFIELD ASHFIELD RELIEF ROAD (MARR) COMPULSORY PURCHASE, LAND PLOTS 304 AND 308 (PART)**

### **RESOLVED: 2014/054**

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

### **HUCKNALL TOWN CENTRE IMPROVEMENT SCHEME (HCTIS) PROPERTY ACQUISITION – LAND OFF HIGH STREET, HUCKNALL**

### **RESOLVED: 2014/055**

That approval be given to the acquisition of 647 square metres (0.16 acres) of land at the rear of the Chequers Inn, High Street, Hucknall for the HCTIS on the terms set out in the exempt appendix to the report.

### **HUCKNALL TOWN CENTRE IMPROVEMENT SCHEME (HCTIS) PROPERTY ACQUISITION – 42 HIGH STREET, HUCKNALL**

### **RESOLVED: 2014/056**

That approval be given to the acquisition of 42 High Street, Hucknall for the HCTIS on the terms set out in the exempt appendix to the report.

## **LAND BETWEEN WEST CARR ROAD AND ORDSALL ROAD, RETFORD**

### **RESOLVED: 2014/057**

- (1) That approval be given to the progression of the sale of land between West Carr Road and Ordsall Road, Retford subject to contract and planning, as set out in the exempt appendix to the report.
- (2) That negotiations commence for the provision of additional parking within the Post 16 Centre and Leisure Centre PFI Red Line boundary and for funding from Public Sector Partner.
- (3) That a further report be submitted to committee outlining the results of the negotiations prior to entering into any agreement for the provision of the proposed car park mentioned in (2) above.

## **FORMER LIBRARY, SCOUT HUT AND 0.458 HECTARES OF LAND TO THE REAR, WHARF ROAD, MISTERTON**

### **RESOLVED: 2014/058**

That approval be given to the disposal of the former Library, Scout Hut and 0.458 hectares (1.13 acres) of land to the rear, Wharf Road, Misterton to Misterton Parish Council.

## **TOP WIGHAY FARM URBAN EXPANSION AREA – PROGRESS UPDATE**

### **RESOLVED: 2014/059**

That the report be noted.

## **ABBEY ROAD DEPOT, ABBEY ROAD, WEST BRIDGFORD – PROPOSED LEASE OF VEHICLE MAINTENANCE WORKSHOPS**

### **RESOLVED: 2014/060**

That approval be given to the terms of a letting of the vehicle maintenance workshops situated within the Abbey Road Depot, as detailed in the exempt appendix to the report.

## **OPERATIONAL DECISIONS TAKEN OUTSIDE THE FINANCE AND PROPERTY COMMITTEE CYCLE, FEBRUARY – MAY 2014**

### **RESOLVED: 2014/061**

That the information set out in the report be noted.

## **WORK PROGRAMME**

### **RESOLVED: 2014/062**

That the Committee's work programme be noted.

## **EXCLUSION OF THE PUBLIC**

### **RESOLVED: 2014/063**

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**

### **A617 MANSFIELD ASHFIELD RELIEF ROAD (MARR) COMPULSORY PURCHASE, LAND PLOTS 304 AND 308 (PART)**

### **RESOLVED: 2014/064**

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

### **HUCKNALL TOWN CENTRE IMPROVEMENT SCHEME (HCTIS) PROPERTY ACQUISITION – LAND OFF HIGH STREET, HUCKNALL**

### **RESOLVED: 2014/065**

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

### **HUCKNALL TOWN CENTRE IMPROVEMENT SCHEME (HCTIS) PROPERTY ACQUISITION – 42 HIGH STREET, HUCKNALL**

### **RESOLVED: 2014/066**

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

### **LAND BETWEEN WEST CARR ROAD AND ORDSALL ROAD, RETFORD**

### **RESOLVED: 2014/067**

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

### **FORMER LIBRARY, SCOUT HUT AND 0.458 HECTARES OF LAND TO THE REAR, WHARF ROAD, MISTERTON**

### **RESOLVED: 2014/068**

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

### **TOP WIGHAY FARM URBAN EXPANSION AREA – PROGRESS UPDATE**

### **RESOLVED: 2014/069**

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

**ABBAY ROAD DEPOT, ABBAY ROAD, WEST BRIDGFORD – PROPOSED  
LEASE OF VEHICLE MAINTENANCE WORKSHOPS**

**RESOLVED: 2014/070**

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

The meeting closed at 2.25 pm.

**CHAIR**





**14 July 2014****Agenda Item: 4****REPORT OF THE SERVICE DIRECTOR – FINANCE AND PROCUREMENT  
FINANCIAL MONITORING REPORT: PERIOD 2 2014/2015****Purpose of the Report**

1. To provide a summary of the revenue position of the County Council for the year to date with year-end forecasts.
2. To inform Members of progress against savings.
3. To provide a summary of Capital Programme expenditure to date and year-end forecasts.
4. To request approval of proposed variations to the capital programme.
5. To inform Members of the Council's Balance Sheet transactions

**Information and Advice****Background**

6. The Council approved the 2014/15 budget at its meeting on 27 February 2014. As with previous financial years, progress updates will be closely monitored and reported to both management and Committee on a monthly basis.

**Summary Revenue Position**

7. Table 1 below summarises the revenue budgets and forecast outturn for each Committee. An overspend of £1.3m is currently predicted. In light of the Council's continuing financial challenges, the key message to effectively manage budgets and wherever possible deliver in-year savings is being reinforced, to meet this shortfall. This will avoid the use of contingency and the need to draw down funding from reserves, allowing funds to be available for future years.

**Table 1 – Revenue Expenditure and Forecasts as at Period 2**

Committee	Annual Budget £'000	Actual to Period 2 £'000	Year-End Forecast £'000	Latest Forecast Variance £'000
Children & Young People	154,144	15,054	154,180	36
Adult Social Care & Health	212,888	34,828	213,740	852
Transport & Highways	59,704	4,956	59,982	278
Environment & Sustainability	30,759	644	30,882	123
Community Safety	2,854	(70)	3,029	175
Culture	13,415	1,782	13,501	86
Policy	26,268	3,492	26,001	(267)
Finance & Property	27,857	2,142	27,790	(67)
Personnel	2,071	(346)	2,071	-
Economic Development	1,019	265	1,079	60
Public Health	-	(6,703)	-	-
<b>Net Committee (under)/overspend</b>	<b>530,979</b>	<b>56,044</b>	<b>532,255</b>	<b>1,276</b>
Central items	(10,924)	1,380	(10,924)	-
Schools Expenditure	38	(18,909)	38	-
Contribution to/(from) Traders	(330)	1,068	(330)	-
<b>Forecast prior to use of reserves</b>	<b>519,763</b>	<b>39,583</b>	<b>521,039</b>	<b>1,276</b>
Transfer to / (from) Corporate Reserves	(8,527)	-	(8,527)	-
Transfer to / (from) Departmental Reserves	(1,791)	-	(1,791)	-
Transfer to / (from) General Fund	(5,184)	-	(5,184)	-
<b>Net County Council Budget Requirement</b>	<b>504,261</b>	<b>39,583</b>	<b>505,537</b>	<b>1,276</b>

## Committee and Central Items

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

### Adult Social Care & Health (forecast £0.9m overspend)

9. The South Nottinghamshire Division is currently reporting a forecast overspend of £1.2m. The major variances across the division are as follows:

- Older Adults across Broxtowe, Gedling and Rushcliffe are reporting an overspend of £0.8m.
- Younger Adults across Broxtowe, Gedling and Rushcliffe are reporting an overspend of £0.4m.

The area primarily forecasting an overspend is Direct Payments. The forecast overspend includes an estimate of £1.7m for Transitions and Predicted Needs arising during the remainder of the year. This is difficult to estimate because of fluctuations in need and the profile of actual spend.

10. The North Nottinghamshire Division is currently reporting an underspend of £0.3m. This is due to the following major variances:

- Younger Adults across the division are reporting a combined underspend of £1.0m.
- Older Adults across the division are reporting an overspend of £0.7m, with significant pressures in Newark and Bassetlaw.

The forecast underspend includes an estimate of £3.3m for Transitions and Predicted Needs arising during the remainder of the year. This is difficult to estimate because of fluctuations in need and the profile of actual spend. Across the North, Direct Payments are currently forecast as £3.1m overspent, this is primarily offset by forecast underspends in Residential and Nursing Long Term Care and Supported Accommodation.

#### Transfer to / (from) reserves

11. This forecast includes the anticipated net use of £1.2 million of revenue grant reserves, which is £0.1 million higher than budget due to offsetting the overspend on Supporting People.

### **Environment & Sustainability (forecast £0.1m overspend)**

12. The variance included in table 1 relates to Planning Policy and Development Management.

13. Expenditure to date on Waste is ahead of profile, which can be attributed to seasonally increased amounts of waste and uncertainty of savings envisaged from contract negotiations which are yet to be concluded.

### **Central Items (forecast in line with budget)**

14. Central Items primarily consists of interest on cash balances and borrowing, together with various grants, contingency and movements on reserves. To date, no variances have been identified against interest or grants although historically, these changes tend to materialise later in the year.

15. The Council's budget includes a contingency of £4.6m to cover redundancy costs, slippage of savings and unforeseen events. To date, one request has been approved, and no new requests have been submitted since the last monitoring report. Table 1 assumes that the remaining £4.5m will be used before year end as new requests are likely to emerge.

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

16. Since 2010/11 the Council has delivered savings in excess of £110m. Given the continued financial challenge that the Council is facing, further savings proposals of £36m were approved at Council 27 February 2014 for delivery in 2014/15 (£81m in total over the medium term). Officers will continue to monitor the deliverability of individual schemes and targets as part of the budget monitoring process and reflect achievability in the forecast outturn. A full list of savings with current status is provided at Appendix A.

17. As at period 2 slippage amounting to £0.8m in 2014/15 has been identified across 3 of the high governance savings projects. The slippage on the Home Based Services savings has been partly offset by a carry forward to cover the dual running of the monitoring systems. The remaining shortfall on the community care savings for 2014/15 has been included within the year end forecast. An initial assessment has indicated £4m of savings proposals in future years on two high governance projects is also at risk and work is underway at looking at alternative solutions to address this shortfall.

18. In addition to the slippage identified on the high governance projects, there is also a risk to the Intermediate Care savings which were due to be delivered from October 2014, following an overspend in 2013/14. Whether or not these savings are achieved primarily depends on the outcome of ongoing discussions with the CCGs and County Health Partnerships regarding a revised service offer.

## Capital Programme

19. Table 2 summarises changes in the gross Capital Programme for 2014/15 since approval of the original programme in the Budget Report (Council 27/02/14):

**Table 2 – Revised Capital Programme for 2014/15**

	2014/15	
	£000	£000
Approved per Council (Budget Report 2014/15)		112,593
Variations funded from County Council Allocations:		
Net slippage from 2013/14 and financing adjustments	17,761	
		17,761
Variations funded from other sources:		
Net slippage from 2013/14 and financing adjustments	6,800	
Approved variations to February Council Report	-	
		6,800
<b>Revised Gross Capital Programme</b>		<b>137,154</b>

## Capital Monitoring

20. Table 3 shows actual capital expenditure to date against the forecast outturn at Period 2.

**Table 3 – Capital Expenditure and Forecasts as at Period 2**

Committee	Revised Capital Programme £'000	Actual Expenditure to Period 2 £'000	Forecast Outturn £'000	Expected Variance £'000
Children & Young People	54,440	5,529	53,102	(1,338)
Adult Social Care & Health	6,006	7	6,006	-
Transport & Highways	42,476	5,616	42,476	-
Environment & Sustainability	1,973	50	1,973	-
Community Safety	4	-	4	-
Culture	6,428	177	6,428	-
Policy	4,502	13	4,591	89
Finance & Property	11,770	989	11,770	-
Personnel	1,878	207	1,878	-
Economic Development	5,793	-	5,793	-
Contingency	1,884	-	1,884	-
<b>Total</b>	<b>137,154</b>	<b>12,588</b>	<b>135,905</b>	<b>(1,249)</b>

21. In Children and Young People Committee, a forecast underspend totalling £1.4m has been identified which is a result of £0.6m slippage against the Beardall Street project as the budget is re-aligned to reflect the phased increase in school numbers. Further slippage of £0.8m has been identified against the Edwinstowe Respite Centre project as the works have been re-phased to reflect a later than expected start date.

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

22. In the Transport and Highways Committee, the Authority has received an additional capital grant, totalling £0.6m, from the Department for Transport to help repair damage to the local road network caused by severe weather conditions.

**It is proposed that the Transport and Highways capital programme is varied to reflect the additional DfT capital grant.**

23. In the Finance and Property Committee, it is proposed that the Building Works capital budget makes a £1.0m contribution to fund condition costs associated with the Schools Capital Refurbishment Programme.

**It is proposed that the Finance and Property capital programme and Children and Young People's capital programme are varied to reflect the identified contribution.**

24. In the Policy Committee, a requirement for the acceleration of £0.1m has been identified against the Customer Services Centre programme. This funding is required to fund investment in channel shift technology and other IT initiatives.

**It is proposed that the Policy Committee capital programme is varied to reflect the identified acceleration.**

## **Financing the Approved Capital Programme**

25. Table 4 summarises the financing of the overall approved Capital Programme for 2014/15.

**Table 4 – Financing of the Approved Capital Programme for 2014/15**

<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	20,134	20,743	-	13,563	54,440
Adult Social Care & Health	5,967	(6)	45	-	6,006
Transport & Highways	14,743	24,986	-	2,747	42,476
Environment & Sustainability	1,020	453	500	-	1,973
Community Safety	4	-	-	-	4
Culture	3,317	530	-	2,581	6,428
Policy	3,002	-	-	1,500	4,502
Finance & Property	10,119	50	-	1,601	11,770
Personnel	-	1,706	-	172	1,878
Economic Development	1,000	4,793	-	-	5,793
Contingency	1,884	-	-	-	1,884
<b>Total</b>	<b>61,190</b>	<b>53,255</b>	<b>545</b>	<b>22,164</b>	<b>137,154</b>

26. It is anticipated that borrowing in 2014/15 will increase by £16.5m from the forecast in the Budget Report 2014/15 (Council 27/02/2014). This increase is primarily a consequence of:

- £17.8m of net slippage from 2013/14 to 2014/15 and financing adjustments funded by capital allocations.
- Net slippage in 2014/15 of £1.3m of capital expenditure funded by capital allocation identified as part of the departmental capital monitoring exercise.

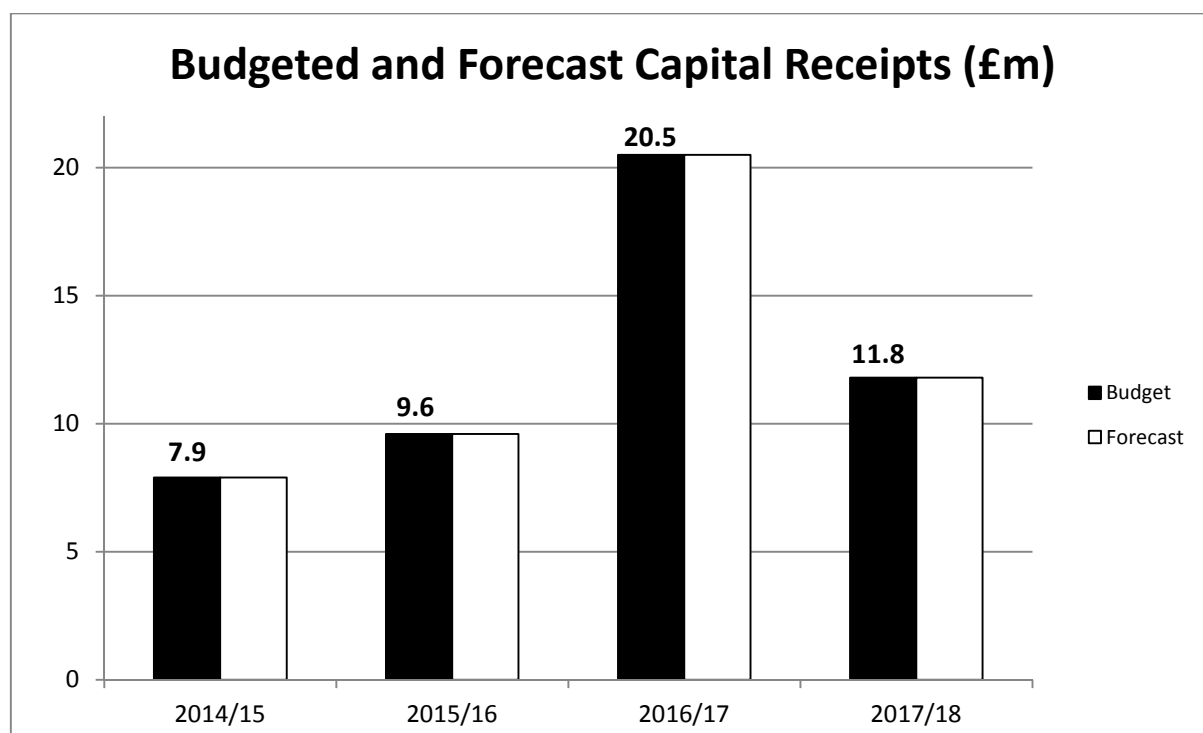
### **Prudential Indicator Monitoring**

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

### **Capital Receipts Monitoring**

28. Anticipated capital receipts are regularly reviewed. Forecasts are currently based on estimated sales values of identified properties and prudently assume a slippage factor based upon a review of risk associated with each property. They also include an estimated £50,000 of vehicle receipts.

29. The chart below shows the budgeted and forecast capital receipts for the four years to 2017/18.



30. The dark bars in the chart show the budgeted capital receipts included in the Budget Report 2014/15 (Council 27/02/2014). These capital receipts budgets prudently incorporated slippage, giving a degree of “protection” from the risk of non-delivery.
31. The number and size of large anticipated receipts increase the risk that income from property sales will be even lower than the revised forecasts over the next three years. Although the revised forecasts incorporate an element of slippage, a delay in receiving just two or three large receipts could result in sales being lower than these forecasts. For example, a scenario in which £4m of capital receipts are realised in 2014/15 and £5m of capital receipts are realised in 2015/16 would not be considered unlikely. This would represent a reduction of £8.5m from the budgeted level of capital receipts for 2014/16.
32. Current Council policy (Budget Report 2014/15) 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.
33. As highlighted in the Budget Report 2014/15, the Council’s medium-term forecasts were predicated on an ambitious level of capital receipts. It is important to regularly monitor capital receipt forecasts and their effect on the overall revenue impact of the Capital Programme.

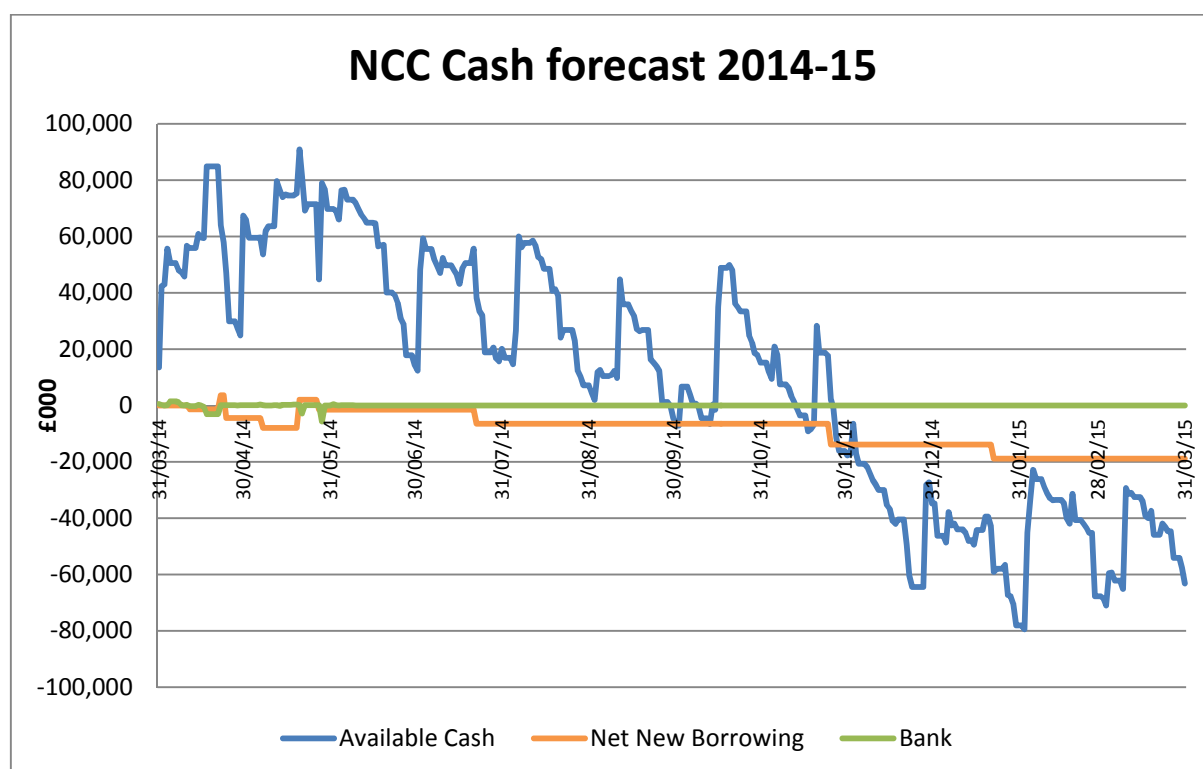
## Balance Sheet

### General Fund Balance

34. Members approved the 2013/14 closing General Fund Balance of £29.1m at Council 26 June 2014. The 2014/15 budget approves utilisation of £5.2m of balances which will result in a closing balance of £23.9m at the end of the current financial year. This is 4.7% of the budget requirement.

## Treasury Management

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

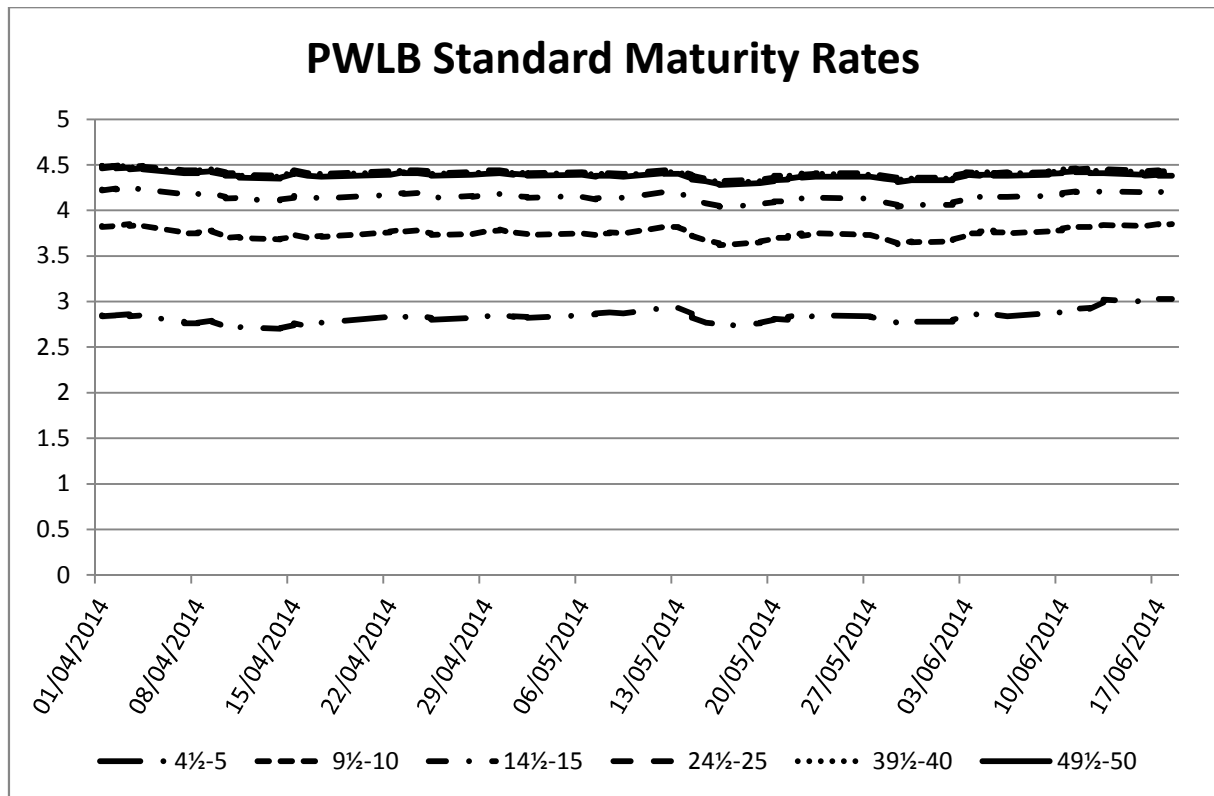


36. The chart above gives the following information:

<b>Bank balance</b>	Daily cleared balance across the pooled bank accounts.
<b>Available cash</b>	Surplus cash (invested in call accounts or money market funds) or a shortfall of cash indicating a need to borrow.
<b>Net new borrowing</b>	New loans raised during the year net of principal repayments on existing borrowing.

37. Daily cash management aims for a nil balance across the Council's pooled bank accounts with any surplus cash invested in accordance with the approved Treasury Management Policy. The bank balance shows two periods with noticeable overdrawn balances resulting from non-receipt of precept. The available cash shows that sufficient cash balances will be maintained for much of the year but that external borrowing will be required towards the end of the year. Two new loans of £5m each were taken from PWLB in May and these are reflected in the net new borrowing shown above. These loans were taken as longer term PWLB rates dipped towards 4%. The chart below shows the movement in standard PWLB maturity rates during 2014/15.

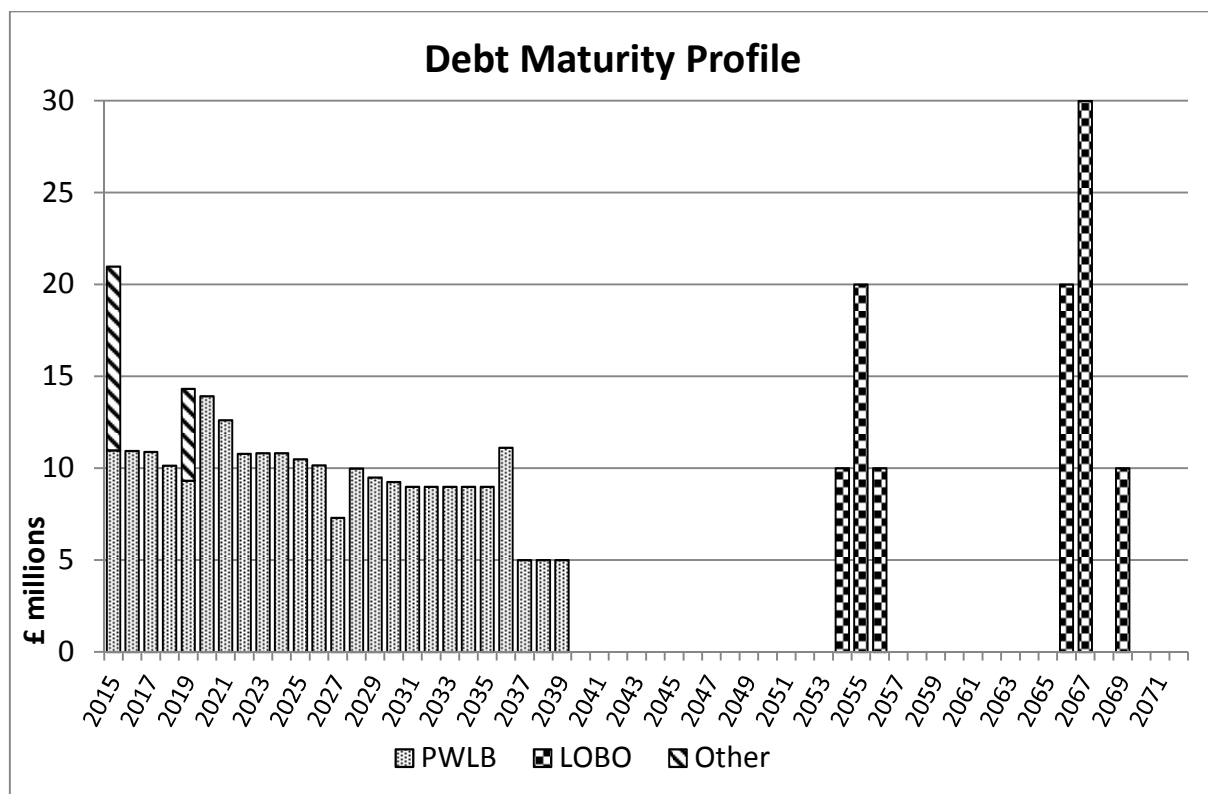




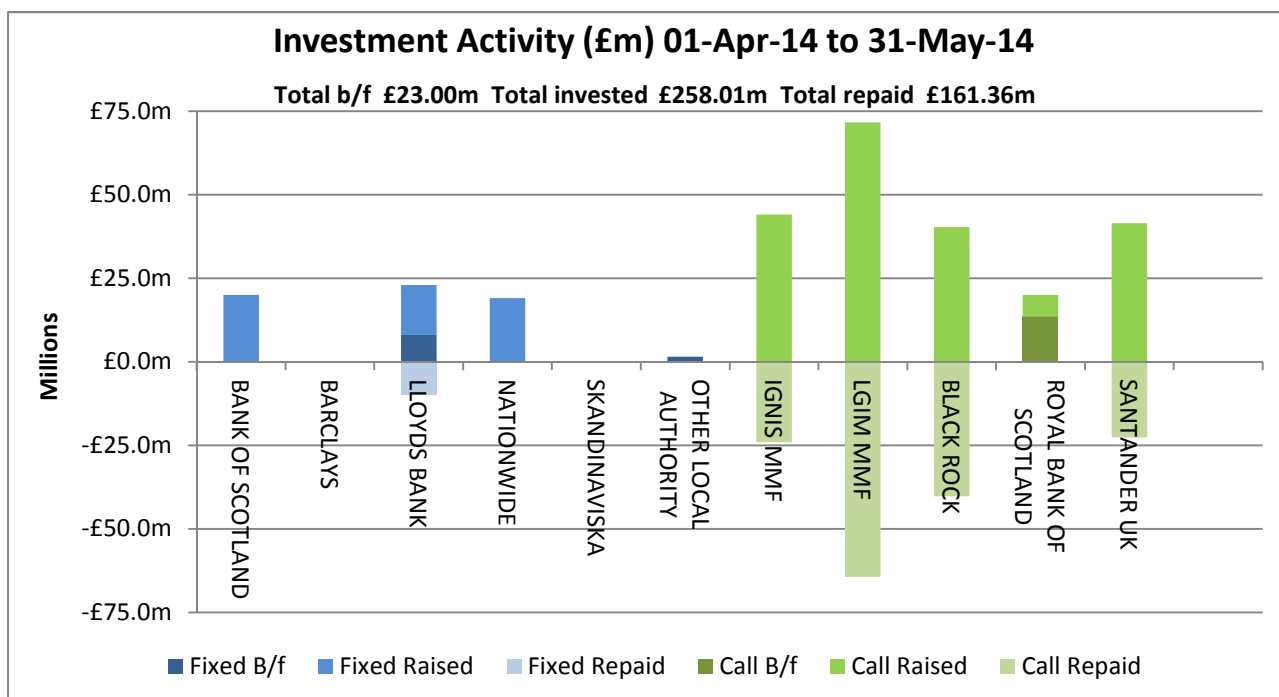
38. The Treasury Management Strategy for 2014/15 identified a need for additional borrowing of £67m to fund the capital programme, replenish internal balances and to replace maturing debt. Borrowing decisions will take account of a number of factors including:

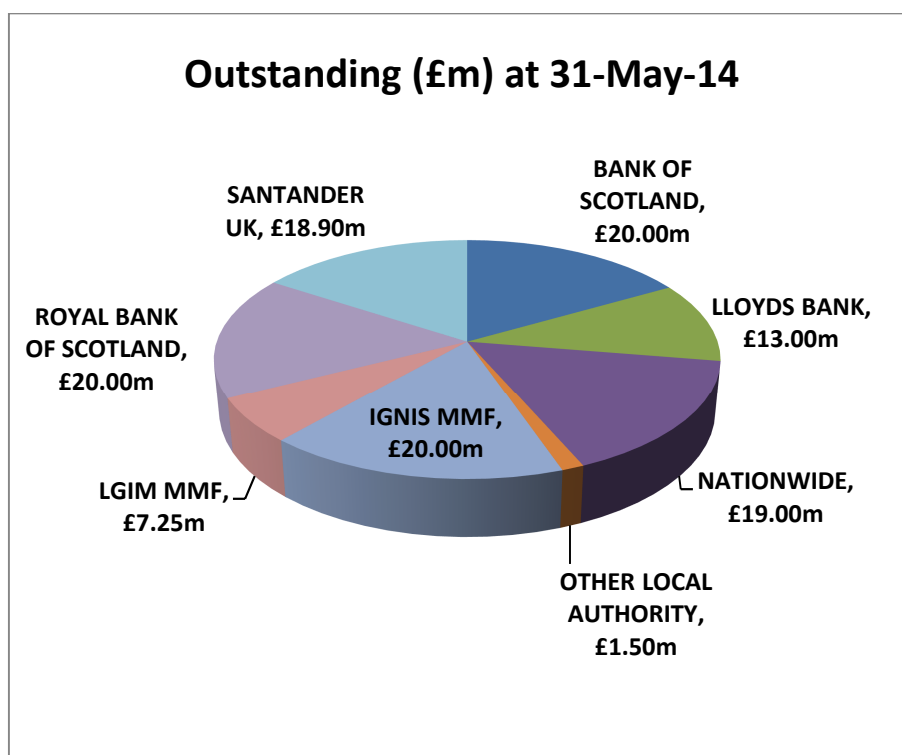
- expected movements in interest rates
- current maturity profile
- the impact on revenue budgets and the medium term financial strategy
- the treasury management prudential indicators

39. The maturity profile of the Council's debt portfolio is shown in the chart below. The PWLB loans are reasonably well distributed and have a maximum duration of 24 years. Longer-term borrowing (maturities up to 55 years) was obtained from the market some years ago in the form of 'Lender's Options, Borrower's Options' loans (LOBOs). The 'other' loans denote more recent borrowing from the money markets where the main objective was to minimise interest costs. Refinancing of these loans has been factored into the Treasury Management Strategy.



40. The investment activity for 2014/15 to the end of May 2014 is summarised in the charts below. Outstanding investment balances totalled £23.0m at the start of the year and £119.7m at the end of the period. This increase reflects the forecast cash flow profile for the year. In light of this forecast profile, a number of fixed term deals have been placed for periods up to 190 days to take advantage of the higher rates available.





### Debt Recovery Performance

41. The overall debt has decreased by £4.4m during May as a result of some high value Non Statutory invoices being cleared. This has been achieved alongside an increase in the value of invoices raised in May of £10.4m. The Council has received £528 from High Court Cases, £275 from Third Party Debt Collection Agencies, and £268 as a result of Small Claims Court action.
42. There is the possibility of the Non Statutory debt over 6 months being reduced by £107,000 due to Payments received from the Liquidators of the Kirkby Trust, and HR Pay crediting the 3rd party claim invoices, and payment for an IT project by a School. Of the £21,181 written off, £17,294 was for ACFS.
43. There is a risk that £145,025 worth of Property debt will fall into the over 6 months debt by the next reporting period.

**Table 5 - Invoices raised Period 2 2014/15**

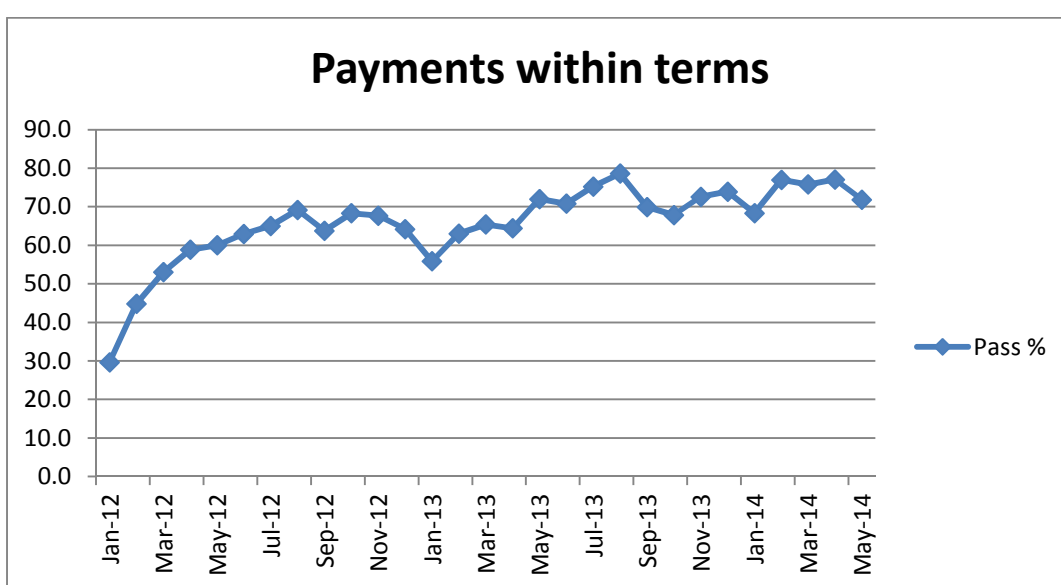
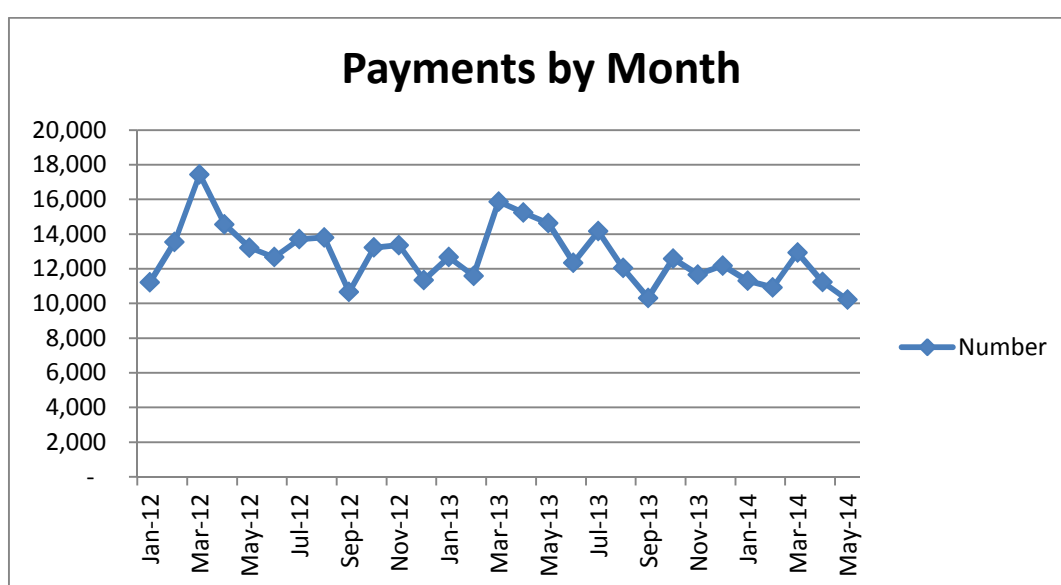
	Period 2	Year to date
Number	11,847	31,812
Value	£26,025,540	£41,585,852

**Table 6- Debt Position**

	<b>Residential &amp; Domiciliary Care</b>	<b>All other</b>	<b>Total</b>
Total	£9,683,801	£11,627,705	£21,311,506
Over 6 months	£4,873,999	£655,875	£5,529,874
% over 6 months	50.3%	5.6%	25.9%

### Accounts Payable (AP) Performance

44. The payment within terms figure for May is 71.9% of 10,213 invoices paid. This shows a small drop on April figures but remains above 70%.



45. A number of tasks are underway to sustain improved performance:-

- Corporate Procurement have let the Managed Service Provider (MSP) contract for Agency staff. Agency staff invoices represent around 10% of the total invoices processed by AP staff and include suppliers with the largest number of failures. AP staff are working with the project team to develop the new process for ordering and paying for Agency staff.
- AP / Corporate Procurement have finalised arrangement for issuing short term exemption numbers. AP have communicated numbers to business areas and suppliers. This will improve the time taken to pay invoices whilst a review is undertaken to determine the best procurement route for these suppliers.
- AP are continuing to work with specific business areas / suppliers who submit late invoices to attempt to identify the reasons and improve the processes for future invoices.
- A Lean+ review is being undertaken for the Council's Procure to Pay (P2P) process. This will enable best practice to be shared across Departments, standardise the P2P process and reduce the scope for errors and delays.

## **Statutory and Policy Implications**

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

## **RECOMMENDATIONS**

- 1) To note the revenue budget expenditure to date and year end forecasts
- 2) To note the progress with savings
- 3) To note the Capital Programme expenditure to date and year end forecasts
- 4) To approve the recommended variations to the Capital Programme
- 5) To note the Council's Balance Sheet transactions

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

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

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

## **Constitutional Comments**

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

### **Financial Comments (PM 20/06/2014)**

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

### **Background Papers and Published Documents**

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

- 'None'

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

- 'All'

Consultation Ref.	Committee	Dept	Verto Code	Title	Previous Status	Current Status	Cashable Benefits				At Risk	
							2014/15 £000	2015/16 £000	2016/17 £000	TOTAL £000	2014/15 £000	Total £000
TRANSFORMATION PROGRAMME PROJECTS												
N/A	ASCH	ASCH&PP	ASC - 105	Redesign of Home Based Services	AMBER	AMBER	865	-	-	865	353	
B01 / B07	ASCH	ASCH&PP	ASC - 303	Redesign of Assessment and Care Management Functions & Organisational Re-design	GREEN	GREEN	215	1,194	250	1,659	-	
A01	ASCH	ASCH&PP	ASC 401	Living at Home Phase II	GREEN	GREEN	425	555	397	1,377	-	
B04	ASCH	ASCH&PP	ASC 405	Reduction in supplier costs - older person's care homes	RED	RED	-	2,335	-	2,335	-	2,335
B05	ASCH	ASCH&PP	ASC 406	Reduction in supplier costs - Younger Adults	RED	RED	1,184	761	592	2,537	284	1,637
C01	ASCH	ASCH&PP	ASC 408	Reducing Community Care Spend - Older Adults	YELLOW	YELLOW	902	1,762	-	2,664	-	
C02	ASCH	ASCH&PP	ASC 409	Reducing the average community care personal budget - Younger Adults	YELLOW	YELLOW	925	1,178	701	2,804	-	
C03	ASCH	ASCH&PP	ASC 410	Reduction in long term care placements	GREEN	AMBER	550	550	423	1,523	200	
C04	ASCH	ASCH&PP	ASC 411	Reduction in cost of transport services	YELLOW	GREEN	-	-	-	-	-	
C07	ASCH	ASCH&PP	ASC 412	Day Services	GREEN	GREEN	350	220	490	1,060	-	
C10	ASCH	ASCH&PP	ASC 413	Savings from the Supporting People budget	GREEN	GREEN	2,030	1,250	1,950	5,230	-	
C13	ASCH	ASCH&PP	ASC 415	Targeting Reablement Support	GREY	GREY	-	755	755	1,510	-	
C06	ASCH	ASCH&PP	ASC 417	Residential Short Breaks Services	GREEN	GREEN	-	250	250	500	-	
N/A	Culture	CFCS	CFC - 108	Sherwood Forest Visitor Centre	GREEN	GREEN	-	-	-	-	-	
N/A	CYP	CFCS	CFC 302	MASH Lean Review	GREEN	GREEN	-	-	-	-	-	
B12	CYP	CFCS	CFC 402	Early Years and Early Intervention	GREEN	GREEN	1,000	-	3,000	4,000	-	
B13	Culture	CFCS	CFC 403	Libraries, Archives, Information and Learning	GREEN	GREEN	250	375	375	1,000	-	
B16	CYP	CFCS	CFC 404	Looked After Children Placements	GREEN	GREEN	2,320	2,570	1,700	6,590	-	
C16	CYP	CFCS	CFC 405	Children’s Disability Service	GREEN	GREEN	-	1,180	1,180	2,360	-	

Consultation Ref.	Committee	Dept	Veto Code	Title	Previous Status	Current Status	Cashable Benefits				At Risk	
							2014/15 £000	2015/16 £000	2016/17 £000	TOTAL £000	2014/15 £000	Total £000
N/A	F&P	E&R	E&R 301	Traded Services ASDM Options Review	GREEN	GREEN	-	-	-	-	-	-
A41	T&H	E&R	E&R 402	Reduce Street Lighting Energy Costs	GREEN	GREEN	300	500	700	1,500	-	-
B17	T&H	E&R	E&R 403	Efficiencies & Local Bus Service reductions	GREEN	GREEN	800	1,000	-	1,800	-	-
N/A		Cross Cutting	HOR - 014	Ways of Working	GREEN	GREEN	-	-	-	-	-	-
N/A		Cross Cutting	HOR - 303	Channel Shift	GREEN	GREEN	-	-	-	-	-	-
N/A		Cross Cutting	HOR - 304	Strategic Management Framework	GREEN	GREEN	-	-	-	-	-	-
N/A		Cross Cutting	HOR - 305	One Space	GREEN	GREEN	-	-	-	-	-	-
A07 & A15	ASCH & CYP	Cross Cutting	HOR - 307	Business Support Services Review (ASCH&PP and CFCS)	GREEN	GREEN	911	2,330	-	3,241	-	-
N/A		PPCS	PPC - 201	Broadband	GREEN	GREEN	-	-	-	-	-	-
<b>OTHER SAVINGS</b>												
A02	ASCH	ASCH&PP		Dementia Quality Mark	GREEN	GREEN	500	-	-	500	-	-
A03	ASCH	ASCH&PP		Use of Public Health funding	GREEN	BLUE	200	-	-	200	-	-
A04	ASCH	ASCH&PP		Development of reablement in Physical Disability services	GREEN	GREEN	150	150	-	300	-	-
A05	ASCH	ASCH&PP		Reduction in staff posts in the Joint Commissioning Unit	GREEN	BLUE	34	-	149	183	-	-
A06	ASCH	ASCH&PP		Reduction in staff posts in the Performance Improvement Team	GREEN	GREEN	92	-	-	92	-	-
A08	ASCH	ASCH&PP		Reduction in staffing in the Framework Development Team	GREEN	GREEN	79	-	-	79	-	-
A09	ASCH	ASCH&PP		Restructure of Adult Care Financial Services (ACFS) and a reduction in posts	GREEN	GREEN	93	121	-	214	-	-
A12	ASCH	ASCH&PP		Group Manager Restructure	GREEN	BLUE	-	200	-	200	-	-
B02	ASCH	ASCH&PP		Use of NHS social care funding to offset budget pressures	GREEN	BLUE	1,912	-	-	1,912	-	-
B03	ASCH	ASCH&PP		Reduce no. of social care staff in hospital settings by 15%	GREEN	GREEN	49	147	-	196	-	-



Consultation Ref.	Committee	Dept	Veto Code	Title	Previous Status	Current Status	Cashable Benefits				At Risk	
							2014/15 £000	2015/16 £000	2016/17 £000	TOTAL £000	2014/15 £000	Total £000
B06	ASCH	ASCH&PP		Use of NHS social care funding to offset pressures	GREEN	BLUE	1,912	-	-	1,912	-	-
B08	ASCH	ASCH&PP		Changes to the delivery structure of the Safeguarding Adults Team	GREEN	GREEN	172	-	-	172	-	-
B09	ASCH	ASCH&PP		Reduction in Benefits Advice staff - withdrawn	GREEN	GREEN	-	-	-	-	-	-
C05	ASCH	ASCH&PP		Managing Demand in Younger Adults	GREEN	GREEN	175	200	-	375	-	-
C08	ASCH	ASCH&PP		Employment Services	GREEN	GREEN	160	-	-	160	-	-
C09	ASCH	ASCH&PP		Various contract changes by the Joint Commissioning Unit	GREEN	GREEN	131	179	190	500	-	-
C11	ASCH	ASCH&PP		Cease NHS short breaks service (Newlands)	GREEN	GREEN	-	460	-	460	-	-
C14	ASCH	ASCH&PP		Various options to reduce the cost of the intermediate care service	YELLOW	YELLOW	540	540	-	1,080	-	-
C15	ASCH	ASCH&PP		Notts Welfare Assistance Fund (NAAF)	GREEN	BLUE	2,130	-	-	2,130	-	-
A10	Community Safety	ASCH&PP		Reduction in Emergency Planning staffing	GREEN	GREEN	35	-	-	35	-	-
A11	Community Safety	ASCH&PP		Registration Service Income Generation	GREEN	GREEN	47	-	-	47	-	-
B30	Community Safety	PPCS		Service Restructuring	GREEN	GREEN	367	-	-	367	-	-
B33	Community Safety	PPCS		Redesign focus of service.	GREEN	GREEN	245	-	-	245	-	-
C12	Community Safety	ASCH&PP		Reduction in Trading Standards staffing and increased income generation	GREEN	GREEN	292	195	-	487	-	-
A60	Culture	PPCS		Conservation restructuring - staff reductions	GREEN	GREEN	50	-	-	50	-	-
B14	Culture	CFCS		Cultural and Enrichment Services	GREEN	GREEN	50	130	-	180	-	-
B15	Culture	CFCS		Country Parks and Green Estates	GREEN	GREEN	150	160	190	500	-	-
A13	CYP	CFCS		Support to Schools	GREEN	GREEN	1,000	370	-	1,370	-	-

Consultation Ref.	Committee	Dept	Veto Code	Title	Previous Status	Current Status	Cashable Benefits				At Risk	
							2014/15 £000	2015/16 £000	2016/17 £000	TOTAL £000	2014/15 £000	Total £000
A14	CYP	CFCS		SEND Hub	GREEN	GREEN	492	-	-	492	-	-
A16	CYP	CFCS		School Access	GREEN	GREEN	-	50	50	100	-	-
A17	CYP	CFCS		Targeted Support and Youth Justice	GREEN	GREEN	800	100	100	1,000	-	-
A18	CYP	CFCS		Children's Social Care Management Review	GREEN	GREEN	120	80	-	200	-	-
A19	CYP	CFCS		Planning, Performance and Quality Assurance Group	GREEN	GREEN	1,350	150	-	1,500	-	-
A20	CYP	CFCS		CFCS Management Structure Review	GREEN	GREEN	80	110	185	375	-	-
B10	CYP	CFCS		Independent Travel Training	GREEN	GREEN	-	200	300	500	-	-
B11	CYP	CFCS		Young People's Service	GREEN	GREEN	675	675	-	1,350	-	-
B14	CYP	CFCS		Cultural and Enrichment Services	GREEN	GREEN	150	420	50	620	-	-
B18	E&S	E&R		Renegotiation of Waste Management Contracts	GREEN	GREEN	800	200	-	1,000	-	-
B19	E&S	E&R		Introduce a range of measures associated with HWRC's	GREEN	GREEN	205	505	-	710	-	-
B20	E&S	E&R		Provide financial support to Waste Collection Authorities to introduce kerbside Green Waste Collections	GREEN	GREEN	-	200	-	200	-	-
B21	E&S	E&R		Increase Energy Contract Rebate Income	GREEN	GREEN	200	-	-	200	-	-
B26	E&S	PPCS		Planning Policy restructuring - staff reductions. Income generation.	GREEN	GREEN	73	-	-	73	-	-
B28	Economic Development	PPCS		Development of a shared service delivery model with Borough & District Councils.	GREEN	GREEN	-	250	-	250	-	-
B29	Economic Development	PPCS		Reducing the NCC contribution to Experience Nottinghamshire	GREEN	GREEN	100	-	-	100	-	-
A30	F&P	E&R		Reduction in County Offices Maintenance	GREEN	GREEN	300	200	100	600	-	-
A31	F&P	E&R		Reduction in Property Staffing	GREEN	GREEN	167	100	-	267	-	-

Consultation Ref.	Committee	Dept	Veto Code	Title	Previous Status	Current Status	Cashable Benefits				At Risk	
							2014/15 £000	2015/16 £000	2016/17 £000	TOTAL £000	2014/15 £000	Total £000
A32	F&P	E&R		Rationalisation and staffing reductions	GREEN	GREEN	-	50	200	250	-	-
A33	F&P	E&R		Reduction in Planned Maintenance Budget	GREEN	GREEN	-	-	519	519	-	-
A49	F&P	E&R		Finance & Procurement Staffing Reductions	GREEN	GREEN	700	250	250	1,200	-	-
A50	F&P	E&R		Contract Savings	GREEN	GREEN	-	-	350	350	-	-
A51	F&P	E&R		Savings in provision of online @home service	GREEN	GREEN	250	-	-	250	-	-
A52	F&P	E&R		Termination of licence agreement	GREEN	GREEN	80	-	-	80	-	-
A53	F&P	E&R		Reduction in provision of ICT equipment replacement	GREEN	GREEN	-	100	-	100	-	-
A54	F&P	E&R		Staffing reductions in the Business Support and Development team	GREEN	GREEN	60	-	-	60	-	-
B34	F&P	PPCS		Reduce Councillors' Divisional Fund	GREEN	GREEN	335	-	-	335	-	-
A22	Personnel	E&R		Review Human Resources activity & support - increased self service	GREEN	GREEN	500	-	47	547	-	-
A23	Personnel	E&R		Review Health & Safety service - income generation and sharing of services	GREEN	GREEN	80	-	-	80	-	-
A24	Personnel	E&R		Deletion of Senior Analyst post - Job Evaluation	GREEN	GREEN	41	-	-	41	-	-
A25	Personnel	E&R		Cease counselling service and signpost employees to alternative providers	GREEN	GREEN	49	-	-	49	-	-
A26	Personnel	E&R		Review of integrated Learning & Development activity - to further streamline structures; commission more training externally and with others	GREEN	GREEN	1,000	-	-	1,000	-	-
B25	Personnel	E&R		Schools meal price changes	GREEN	GREEN	-	-	-	-	-	-

Consultation Ref.	Committee	Dept	Veto Code	Title	Previous Status	Current Status	Cashable Benefits				At Risk	
							2014/15 £000	2015/16 £000	2016/17 £000	TOTAL £000	2014/15 £000	Total £000
A21	Policy	E&R		Restructure, efficiencies and cost reductions in the Business Support Centre	GREEN	GREEN	1,000	500	200	1,700	-	-
A27	Policy	E&R		Customer Service Centre - efficiencies and shift to more cost effective access channels	GREEN	GREEN	45	200	120	365	-	-
A28	Policy	E&R		Customer Service Centre - generation of additional income and sharing of services with other public sector providers	GREEN	GREEN	50	50	-	100	-	-
A29	Policy	E&R		Review of face to face customer service provision across the county	GREEN	GREEN	100	-	-	100	-	-
A61	Policy	PPCS		Legal services - redesign staffing structure	GREEN	GREEN	246	408	12	666	-	-
A62	Policy	PPCS		Cease holding of Member Forum meetings.	GREEN	GREEN	27	-	-	27	-	-
A63	Policy	PPCS		Reorganise Civic Office support staff and reconfigure support activities.	GREEN	GREEN	87	-	-	87	-	-
A64	Policy	PPCS		To provide governance & democratic support service to the PCP and PCC.	GREEN	GREEN	81	-	-	81	-	-
A65	Policy	PPCS		To move to partial electronic only provision of committee papers.	GREEN	GREEN	43	-	-	43	-	-
A66	Policy	PPCS		Streamline corporate complaints	GREEN	GREEN	113	-	-	113	-	-
A67	Policy	PPCS		Redesign staffing structure	GREEN	GREEN	51	-	-	51	-	-
A68	Policy	PPCS		Redesign staffing structure	GREEN	GREEN	246	-	-	246	-	-
A69	Policy	PPCS		Refocus communications and marketing activity	GREEN	GREEN	178	-	-	178	-	-
A70	Policy	PPCS		Alternative delivery of translation and interpretation services.	GREEN	GREEN	55	-	-	55	-	-
A71	Policy	PPCS		Income generation	GREEN	GREEN	24	24	24	72	-	-
A72	Policy	PPCS		Review PPCS management structure	GREEN	GREEN	50	-	-	50	-	-

Consultation Ref.	Committee	Dept	Veto Code	Title	Previous Status	Current Status	Cashable Benefits				At Risk	
							2014/15 £000	2015/16 £000	2016/17 £000	TOTAL £000	2014/15 £000	Total £000
B27	Policy	PPCS		Devt Mgmt restructuring - staff reductions. Income generation.	GREEN	GREEN	64	-	3	67	-	-
B31	Policy	PPCS		Reduce the financial contribution to HealthWatch Nottinghamshire	GREEN	GREEN	95	50	-	145	-	-
B32	Policy	PPCS		To cease awarding grant aid to Nottingham Playhouse in 2014/15	GREEN	GREEN	95	-	-	95	-	-
A34	T&H	E&R		Highways Contract savings	GREEN	GREEN	1,170	-	-	1,170	-	-
A35	T&H	E&R		Increased efficiency by Highways Operations Group	GREEN	GREEN	900	-	100	1,000	-	-
A36	T&H	E&R		Efficiencies through more effective pothole repair & patching service	GREEN	GREEN	-	100	100	200	-	-
A37	T&H	E&R		Reduce contribution to Highways Safety Shared Service	GREEN	GREEN	200	100	100	400	-	-
A38	T&H	E&R		Shared Service for Central Processing Unit	GREEN	GREEN	-	25	-	25	-	-
A39	T&H	E&R		Renegotiation of contribution to the Urban Traffic Control Shared Service	GREEN	GREEN	50	-	-	50	-	-
A40	T&H	E&R		Removal of Robin Hood Line subsidy	GREEN	GREEN	-	80	-	80	-	-
A42	T&H	E&R		Increased Highways Income from additional housing development activity	GREEN	GREEN	10	10	13	33	-	-
A43	T&H	E&R		Increased income from various service areas	GREEN	GREEN	20	30	30	80	-	-
A44	T&H	E&R		Increased income from providing services to neighbouring local authorities	GREEN	GREEN	13	-	-	13	-	-
A45	T&H	E&R		Restructuring - staff reductions	GREEN	GREEN	133	217	-	350	-	-
A46	T&H	E&R		Restructuring - staff reductions	GREEN	GREEN	-	-	-	-	-	-
A47	T&H	E&R		Restructuring - staff reductions	GREEN	GREEN	175	284	-	459	-	-
A48	T&H	E&R		Restructuring - staff reductions	GREEN	GREEN	192	311	-	503	-	-
A55	T&H	E&R		Staffing Reductions in Transport & Travel Services	GREEN	GREEN	150	150	-	300	-	-

Consultation Ref.	Committee	Dept	Veto Code	Title	Previous Status	Current Status	Cashable Benefits				At Risk	
							2014/15 £000	2015/16 £000	2016/17 £000	TOTAL £000	2014/15 £000	Total £000
A56	T&H	E&R		Establishment of fund for replacing worn out integrated transport measures	GREEN	GREEN	200	200	200	600	-	-
A57	T&H	E&R		Reduction of discretionary spend	GREEN	GREEN	100	100	100	300	-	-
A58	T&H	E&R		Use of financial contributions (Commutated Sums) from developers	GREEN	GREEN	250	-	-	250	-	-
A59	T&H	E&R		Gully cleaning	GREEN	GREEN	50	-	-	50	-	-
B22	T&H	E&R		Reduction in Rights of Way Service	GREEN	GREEN	100	50	-	150	-	-
B23	T&H	E&R		Increase charges for Blue Badges	GREEN	GREEN	40	40	56	136	-	-
B24	T&H	E&R		Deliver Road Safety Education as part of public health commissioning for Nottinghamshire	GREEN	GREEN	-	79	-	79	-	-
							38,602	28,265	16,501	83,368	837	3,972

Consultation Ref.	Committee	Dept	Veto Code	Title	Previous Status	Current Status	Cashable Benefits				At Risk	
							2014/15 £000	2015/16 £000	2016/17 £000	TOTAL £000	2014/15 £000	Total £000

**Key for Status**

<b>On Target (Green)</b>	Successful delivery of the project to time, cost and quality is achievable and there are no major outstanding issues at this stage that threaten delivery
<b>Experiencing Obstacles (Yellow)</b>	Successful delivery is probable, however, there are minor issues which need resolving to ensure they do not materialise into major issues threatening delivery
<b>At Risk (Amber)</b>	Based on available evidence, successful delivery still appears feasible but significant issues exist with scope, timescales, cost, assumptions and/or benefits. Issues appear resolvable, but action is required
<b>Compromised (Red)</b>	Based on available evidence, successful delivery of the project appears to be at significant risk. There are major issues with project scope, timescales, cost, assumptions and/or benefits. Immediate action required to resolve issues.
<b>Completed (Blue)</b>	Project benefits have been achieved, or there has been an official change to the benefits profile (through change control) so the project is complete
<b>No Status (Grey)</b>	Awaiting major points of clarification / decision-making to enable PID and plan to be completed

**Reconciliation to Appendix A to C of Feb 2014 Budget Report**

	2014/15 £000	2015/16 £000	2016/17 £000	TOTAL £000
Appendix A totals	15,569	7,605	4,646	27,820
Appendix B totals	13,558	11,341	6,516	31,415
Appendix C totals	6,007	8,719	5,939	20,665
Redesign of Home Based Services B/Fwd (ASC - 105)	865	-	-	865
Living At Home B/Fwd (ASC 401)	425	-	-	425
Linkage Service B/Fwd (ASC 408)	148	-	-	148
Supporting People B/Fwd (ASC 413)	2,030	-	-	2,030
Adjustment to savings profile for HOR - 307		600	(600)	-
	<b>38,602</b>	<b>28,265</b>	<b>16,501</b>	<b>83,368</b>





**14 July 2014****Agenda Item: 6****REPORT OF THE SERVICE DIRECTOR, ICT****COUNTY SUPPLIES STAFFING STRUCTURE****Purpose of the Report**

1. To approve the proposed staffing structure of the County Supplies service, within the Environment and Resources Department.

**Information and Advice**

2. County Supplies is an in-house traded operation supplying a wide range of goods at competitive prices to public sector customers in Nottinghamshire and the surrounding areas. As a catalogue based business the focus is on competitive pricing, the quality of goods provided, a reliable delivery service and high standards of customer care. The Team Manager for County Supplies reports directly to the Service Director (ICT).
3. Following a fire at County Supplies' Rolleston Drive premises in September 2011 there was a review undertaken to assess the future viability of the function. The review concluded that County Supplies continued to be a cost effective and efficient operation which would continue to deliver an annual surplus to the County Council.
4. Despite the economic challenges of recent years County Supplies' annual sales have held up well with annual turnover around £5.6 million and generating an annual surplus of £50k.
5. In June 2012 the business case to re-locate County Supplies to refurbished accommodation at Calverton Business Park was approved by Finance and Property Committee, with the service becoming operational from those premises in April 2013.
6. To meet the challenges of its traded environment and remain competitive, County Supplies must remain an agile operation, able to support the current sales offering whilst also being capable of refreshing and enhancing the product range in line with changing demand. Key to the service operating successfully in this way is having in place a suitably structured and skilled workforce. Now that the service is settled into the new premises it is appropriate to review the staffing structure.

**Proposals**

7. The current staffing structure, which became effective in April 2011, can be found in Appendix 1. The structure has a total of 43.6 Full Time Equivalent (FTE) staff, with 6 of these posts currently vacant. Although this structure has supported the business

operation over the past 36 months the managerial capacity, team interoperability and inventory control function need to be strengthened.

8. A proposed staffing structure is set out in Appendix 2 which reduces the overall number of staff by 2 FTE to 41.6 FTE, reorganises team structures, reduces the number of teams from four to three and introduces new roles.
9. There is a current lack of breadth in the responsibilities of the existing four team lead roles which results in the County Supplies Manager being involved in many day to day operational matters that deflect from his main duties. The current operation of the business is also unduly reliant upon a single point of management. It is therefore proposed that team leader post roles and responsibilities are extended to include managerial accountability in their respective operational areas and broader managerial responsibilities across the business, with a reduction in post numbers from four to three.
10. The new structure is therefore based around three teams:
  - Catalogue Supply Team
  - Customer Services Team
  - Warehouse & Distribution Team

The current Accounts Team will be discontinued, the Finance and Information Manager role (vacant) will be deleted from the structure and other team posts re-allocated to the new Customer Services Team.

Deleted Post
Finance and Information Manager x 1 FTE

### **Catalogue Supply Team**

11. A new post of Catalogue Supply Manager will lead and manage the Catalogue Supply Team, with the role encompassing the duties of the current Senior Catalogue Supply Officer (post vacant), inventory control responsibilities and extended management responsibilities across County Supplies as described above.
12. With improvements in stock availability becoming more and more important it is proposed that a new post of Inventory Officer is introduced, replacing the current Inventory Assistant role and reporting to the Catalogue Supply Team Manager. The role will take on the duties of the existing Inventory Assistant post but have increased accountability and responsibility for stock management. The Catalogue Buyer, Purchasing Assistant and DTP Officer posts remain unchanged.

New Posts	Deleted Posts
Catalogue Supply Team Manager x 1 FTE	Senior Catalogue Supply Officer x 1 FTE
Inventory Officer x 1 FTE	

### **Customer Services Team**

13. A new post of Customer Services Manager will lead and manage the Customer Services Team, with the role encompassing the duties of the current Customer Services Officer, partial duties formerly covered by the now removed Finance and Information Manager role and extended management responsibilities across County Supplies as described previously.
14. The Finance Officers and Finance Assistant roles, that were previously part of the Accounts Team, will now report to the Customer Services Team Manager whilst the Customer Services Assistant and Systems Support Officer posts will remain unchanged. As previously noted the Inventory Assistant role will be removed from the new structure.

<b>New Posts</b>	<b>Deleted Posts</b>
Customer Services Manager x 1 FTE	Customer Services Officer x 1 FTE
<b>Existing Posts moved to this Team</b>	Inventory Assistant x 1 FTE
Finance Officer x 2 FTE	
Finance Assistant x 2 FTE	

### **Warehouse & Distribution Team**

15. A new post of Warehouse Manager will lead and manage the Warehouse & Distribution Team, with the role encompassing the duties of the current Warehouse Controller and extended management responsibilities across County Supplies as described previously.
16. Wholesale changes resulting from the relocation of County Supplies to its Calverton location have meant that the working practices and procedures of staff within the Warehouse & Distribution team have changed fundamentally over the past year. The team has dealt with these changes admirably and the current training programme will continue to ensure that all team members are, and remain, capable of performing their multi-skilled role. Therefore the only other change in this team is the removal of the Senior Warehouse Assistant role (post vacant) from the structure. The Senior Despatch Assistant, Warehouse Assistant, Distribution Supervisor and Distribution Assistant posts will remain unchanged.

<b>New Posts</b>	<b>Deleted Posts</b>
Warehouse Manager x 1 FTE	Warehouse Controller x 1 FTE
	Senior Warehouse Assistant x 1 FTE

### **Process**

17. A consultation document on the proposed staffing structure and direction of travel was issued to all staff and this has been supplemented by team discussions and briefings. There have also been discussions with trade union representatives. The feedback has helped shape the structure and content of job descriptions.
18. As part of the process job descriptions have been reviewed to align them with the proposed structure and scope of the roles. All of the job descriptions that have had changes, or are new posts, have been issued to the Job Evaluation Team of the Human Resources Division so that salary grades can be assessed and applied.

### **Financial Implications**

19. As there are existing vacancies within the County Supplies service there will be no compulsory or voluntary redundancies associated with the proposed post reductions. The reduction of two posts will reduce the ongoing cost of the service.

### **Other Options Considered**

20. The proposed changes to the staffing structure will build both management capacity and reduce the ongoing cost of the service. The changes will further improve the competitiveness of the service.
21. As part of the current operating model there have been ongoing discussions with similar local authority supplies services elsewhere in the country. Leading on from these discussions County Supplies is currently working closely with Kent County Supplies. Kent has a more diverse range of products in its catalogue business and so County Supplies has added some of these product lines to its own catalogue for sale to local customers in Nottinghamshire. This is a recent addition and new income stream that might influence the future operating model.

### **Reason for Recommendation**

22. The proposed staffing structure re-aligns staffing resources to the needs of the business operation and will reduce the ongoing cost of the service.

### **Statutory and Policy Implications**

23. 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**

It is recommended that the proposed new structure for County Supplies as set out in Appendix 2 be approved.

**Ivor Nicholson**  
**Service Director - ICT**

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

### **Constitutional Comments: (SLB 18/06/2014)**

Finance and Property Committee is the appropriate body to consider the content of this report. It is responsible for approving changes to staffing structures subject to HR comments and consultation with the recognised trade unions.

**HR Comments: ( JP 26/06/2014.)**

Employees have been fully informed of the proposed restructure and have been consulted on the details of the proposals. Consultation with the trade unions has taken place through formal channels. The County Council agreed enabling process will be used to make appointments to posts within the new structure.

**Financial Comments: (SEM 17/06/14)**

The financial implications are set out in the report.

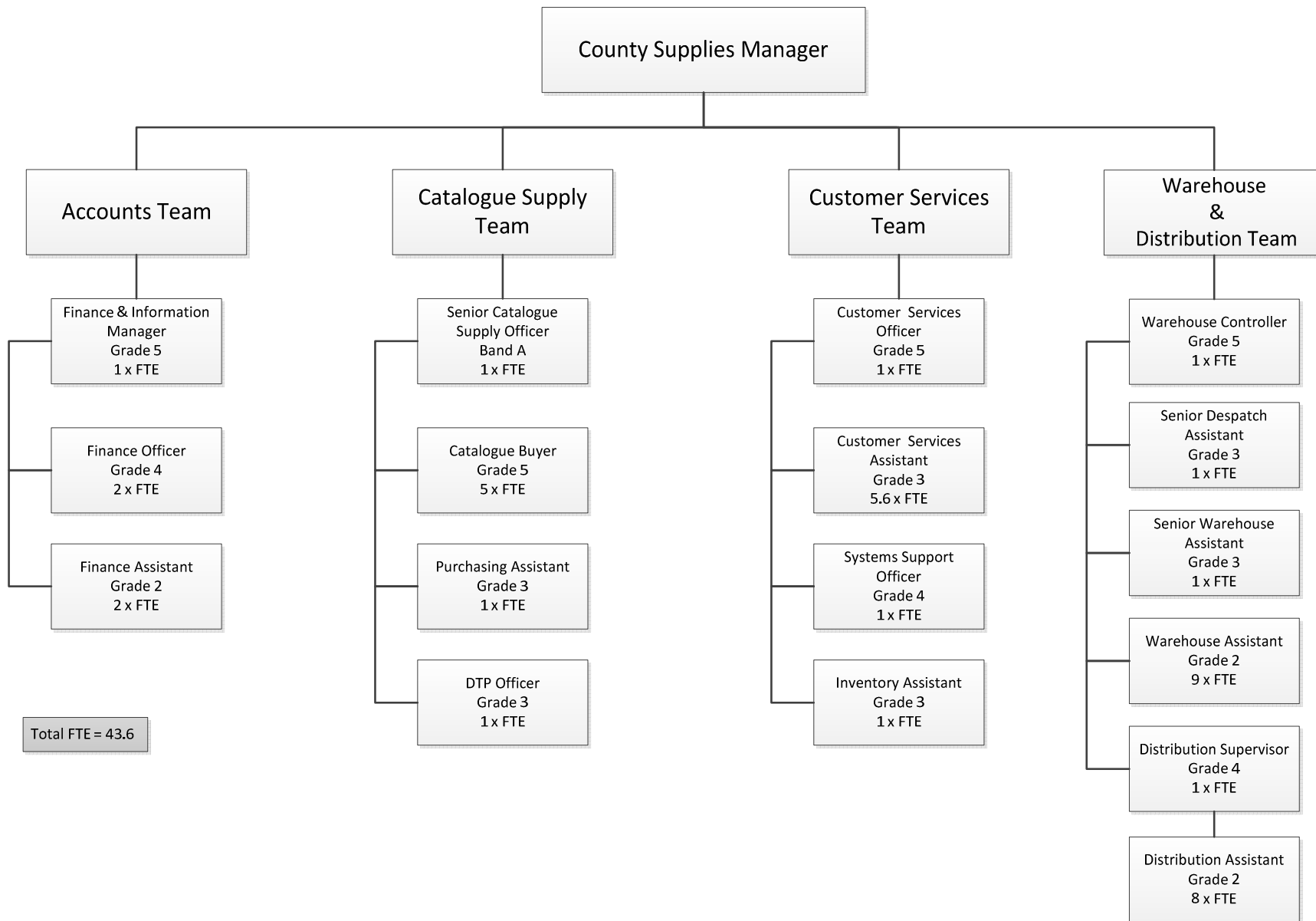
**Background Papers**

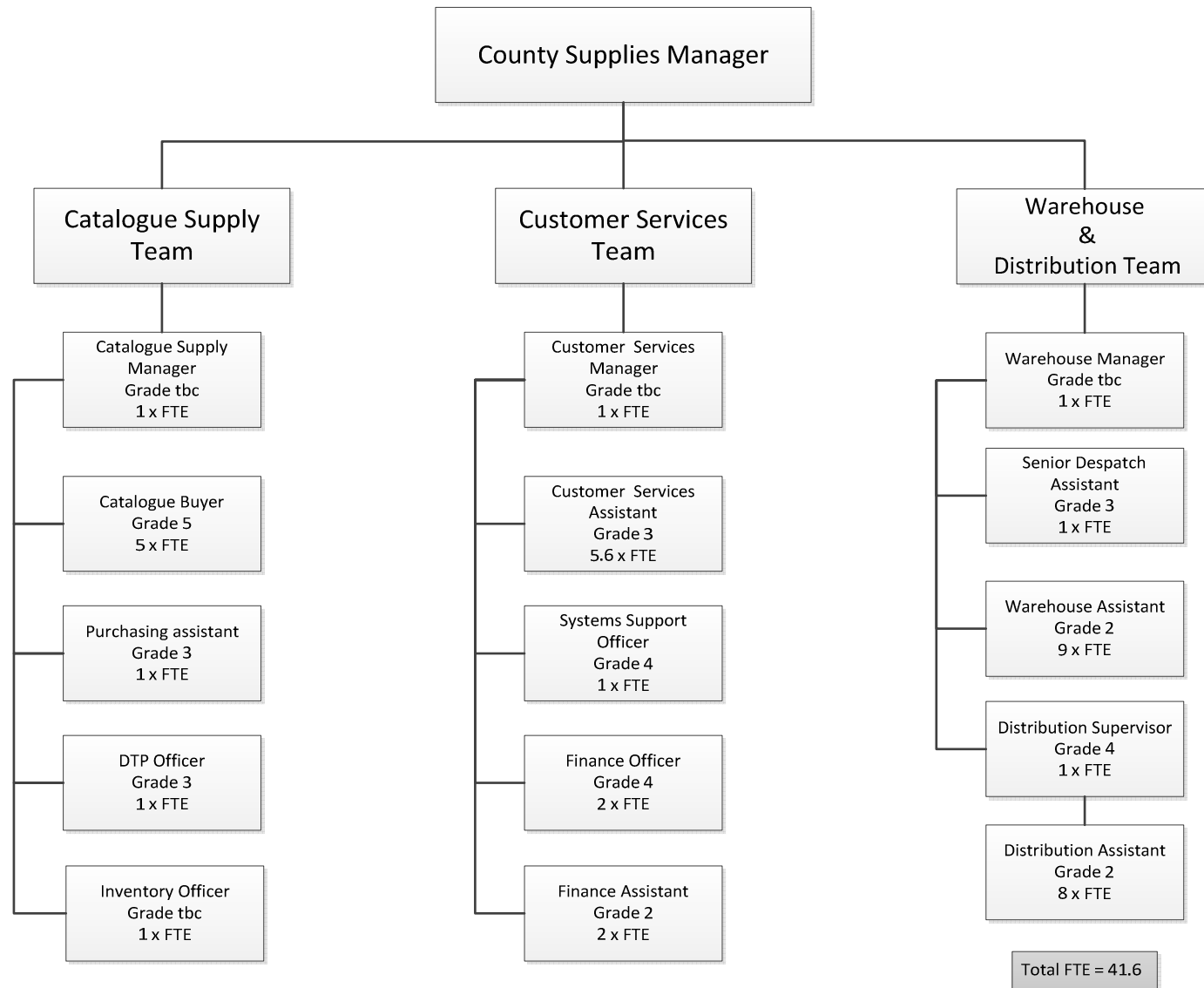
None

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

All









**14 July 2014****Agenda Item: 7(a)****REPORT OF SERVICE DIRECTOR TRANSPORT, PROPERTY &  
ENVIRONMENT****KENTRIGG FARM, WEST BRIDGFORD – NEW LEASE****Purpose of the Report**

1. To advise Members of recent negotiations with the occupiers of Kentrigg Farm and to seek approval to granting a new lease on the terms as set out 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. Following the decision taken at the Financial & Property Committee in July 2013 (SP2458), the County Council applied to Court to gain vacant possession of Kentrigg Farm. This was disputed by the occupiers who instructed solicitors to defend what they considered to be their right to remain in occupation. To enforce the Council's claim for possession an application to the County Court has been made with the trial expected to occur between October and December 2014.

An attempt was made in December 2013 to reach an amicable resolution to the situation. However, no grounds for compromise could be agreed. In a final attempt to avoid a trial both parties agreed to formal mediation which took place on 13<sup>th</sup> June, 2014. This has identified a proposal that subject to committee is agreeable to both parties, the principle points being:-

- A new lease will be granted to the Tenant on revised terms.
- The arrangement will provide for greater security in the payment of rent.
- There are clear options that can be exercised should Tenant obligations set out in the arrangement not be fulfilled.

This proposal will remove the need to progress to a court hearing and avoid the associated significant legal costs.

4. Further information is contained within the exempt appendix.

#### **Other Options Considered**

5. See exempt Appendix.

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

6. See exempt Appendix.

#### **Statutory and Policy Implications**

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

#### **RECOMMENDATION/S**

- 1) To seek approval to granting a new lease on the terms as set out in the exempt appendix.

**Jas Hundal**

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

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

#### **Constitutional Comments (EP 19.6.2014)**

8. The decision falls within the remit of Finance and Property Committee

#### **Financial Comments (TR 19.6.2014)**

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

#### **Background Papers and Published Documents**

10. None.

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

11. Ward(s): Radcliffe on Trent  
Member(s): Councillor Mrs Kay Cutts

File ref.: /BH/SB/1

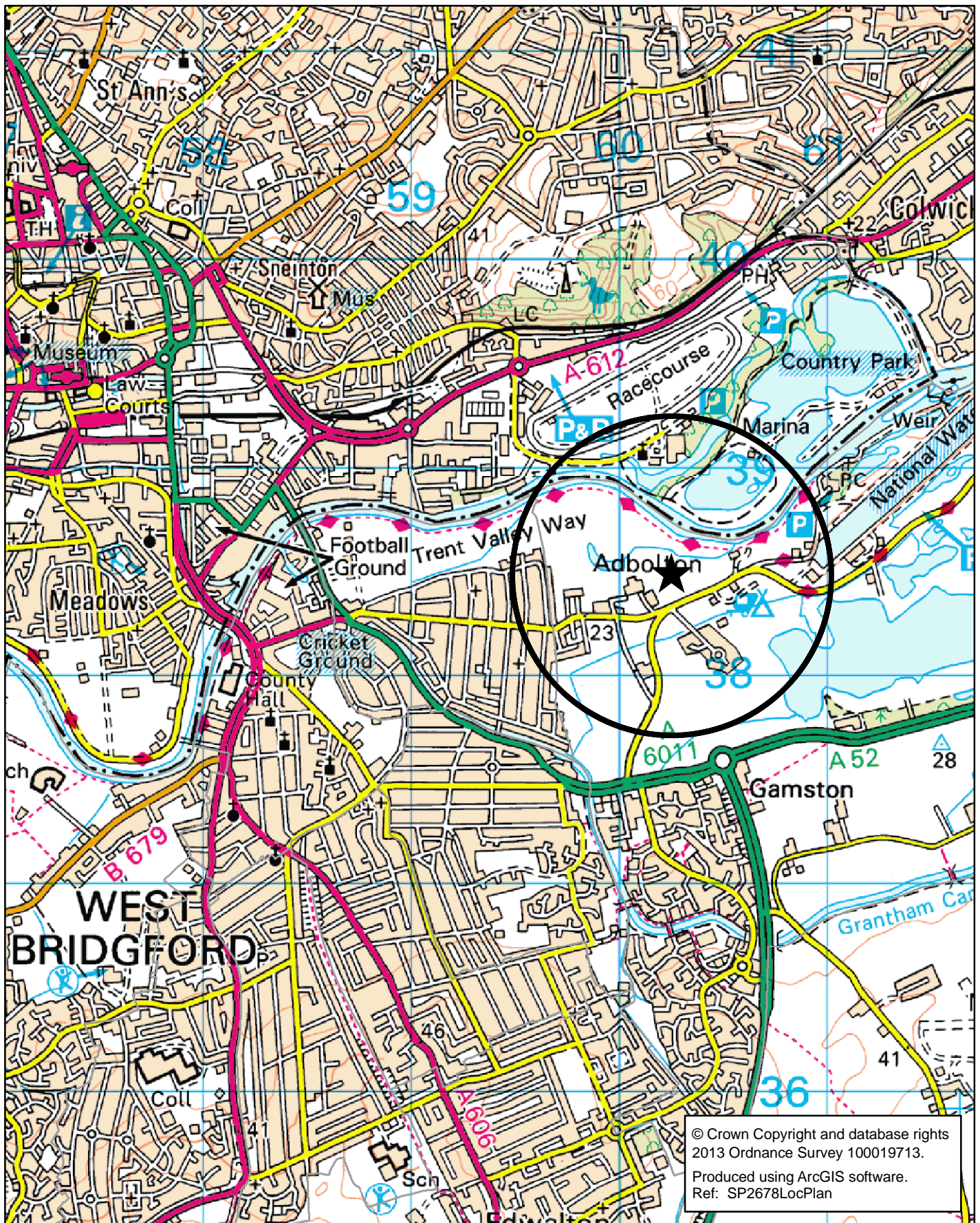
SP: 2678

Properties affected: 00254 - Kentrigg Farm

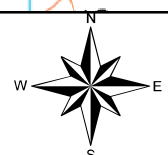




Plan provided by: dlc



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Produced using ArcGIS software.  
Ref: SP2678LocPlan

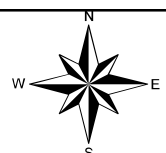
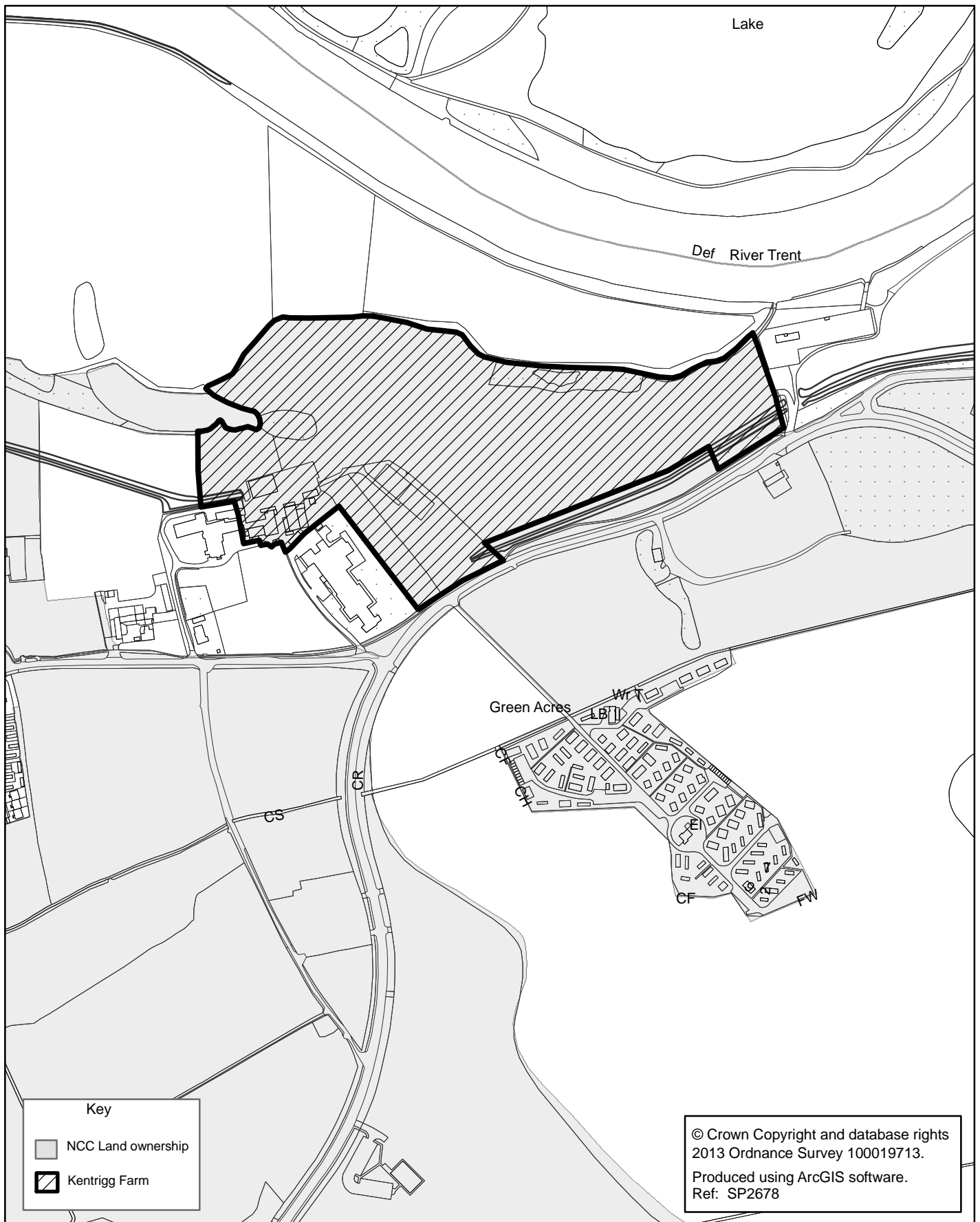








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**14 July 2014****Agenda Item: 7(b)****REPORT OF SERVICE DIRECTOR TRANSPORT, PROPERTY &  
ENVIRONMENT****DISPOSAL OF LAND AT BAILEY'S FIELD, OFF BARNBY ROAD,  
BALDERTON, NEWARK****Purpose of the Report**

1. To seek approval to the sale of a 2.03 Ha (5 acre) site at Bailey's Field, off Barnby Road, Balderton, Newark on terms detailed 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. At its meeting on 21 of January 2013, Finance and Property Committee approved the sale of this property to the adjoining private Highfields School, on terms detailed in the exempt appendix to that report. That approval was recorded under Decision number 2013/004 and 2013/013.
4. No progress was made on the disposal, as a result of delays by the proposed purchaser, and the sale did not proceed.
5. It is now proposed to resurrect the sale of this land, on terms substantially the same as the original proposal, but to a different purchaser. The proposed terms and conditions of sale are detailed in the exempt appendix.
6. This land was originally used as the playing fields for the former Magdalene School. Since the closure of that school, the land has been disused (for over 10 years) and is surplus to the operational requirements of the County Council. The land is some 2.03 hectares but is accessed by a very narrow track (heavily overgrown) from Barnby Road. This access is too narrow for any form of development to be contemplated via that route, without the purchase of additional (third party owned) land. Planning policy directs that any such development access be achieved from the south, from London Road. The only realistic option for a development access to this land would therefore involve Highfields School, who occupy a large site immediately to the south of Bailey's Field.

7. The original proposal, approved in 2013, was for the site to be sold to the Governors of the School. The School would, in turn, have sold on the site to a residential developer to carry out the site development (subject to planning). To simplify the structure of the deal, it is now proposed to sell the land directly to a housing developer, rather than to the Governors of the School. The School will enter in to a simultaneous transaction with the housing developer for the sale of part of the School site.
8. Due to the access situation regarding this land (as previously described), the Council has engaged in sole negotiations with the proposed purchaser and has not marketed the site more widely. In accordance with Financial Regulations, in order to ensure compliance with the Council's obligations under s123 of the Local Government Act 1972 to ensure "best consideration", the proposed terms for the sale have been reviewed by the Council's Group Manager (Legal Services) and the "Section 151 Officer" (Service Director, Finance and Procurement). This analysis is supported by an independent valuation of the site by Jones Lang Lasalle Chartered Surveyors which confirms the view that the sale proceeds represent best value to the Council.

### **Other Options Considered**

9. Retention of the land: this land is not required for any operational purpose of the Council, and is surplus to requirements. It can therefore be sold to generate a capital receipt.

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

10. To generate a potential capital receipt to the Council from the sale of a surplus site.

### **Statutory and Policy Implications**

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

### **RECOMMENDATION/S**

- 1) That approval is given to the sale of the land known as Bailey's Field, off Barnby Road, Balderton, Newark, on terms detailed in the exempt appendix.

**Jas Hundal**

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

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



### **Constitutional Comments (EP 19.6.2014)**

12. The decision falls within the remit of Finance and Property Committee.

### **Financial Comments (TR 27.6.2014)**

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

### **Background Papers and Published Documents**

14. None.

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

15. Ward(s): Balderton

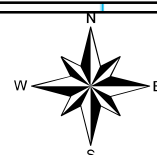
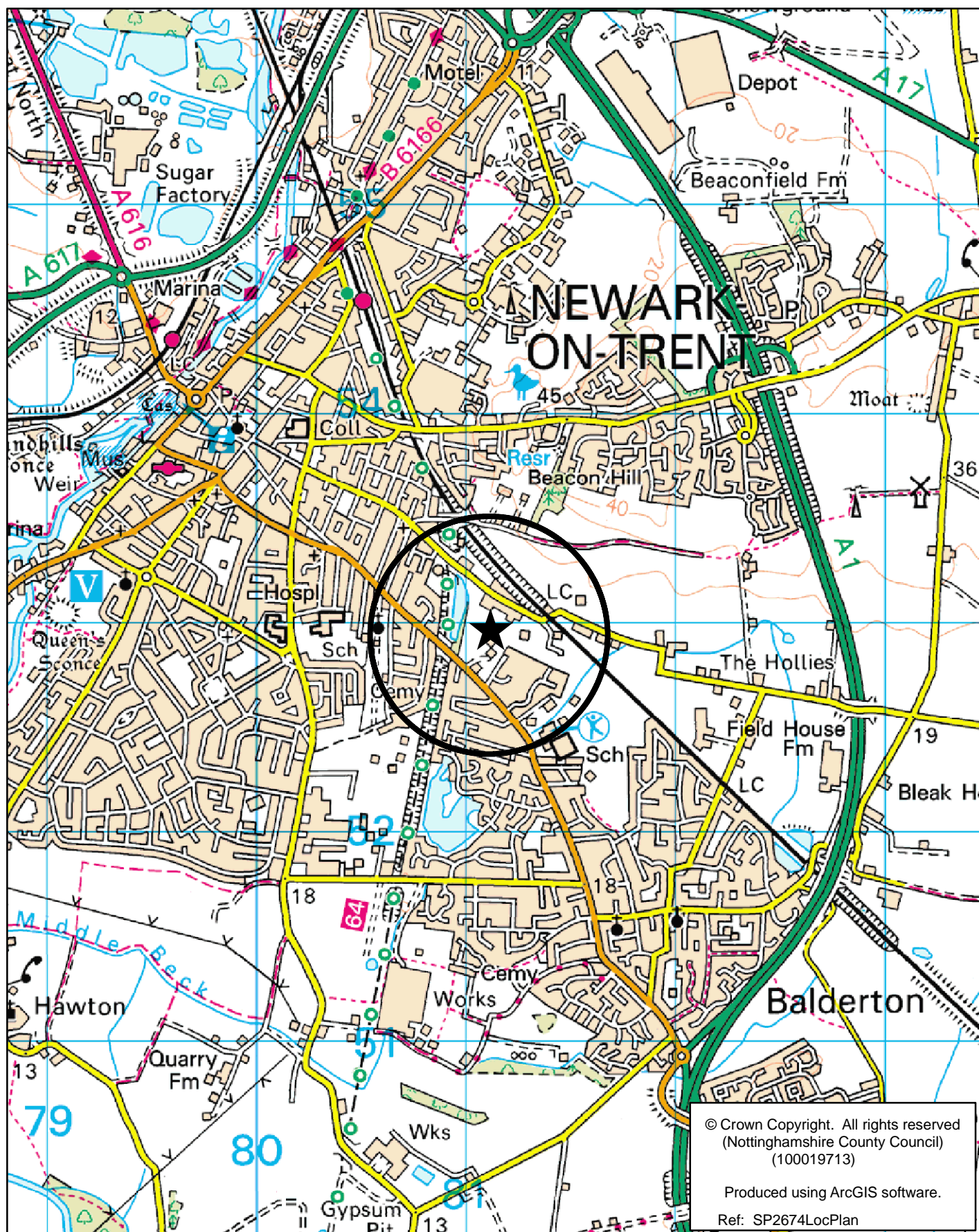
Member(s): Councillor Keith Walker

File ref.: /IB/SB/

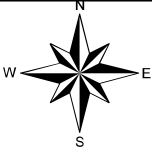
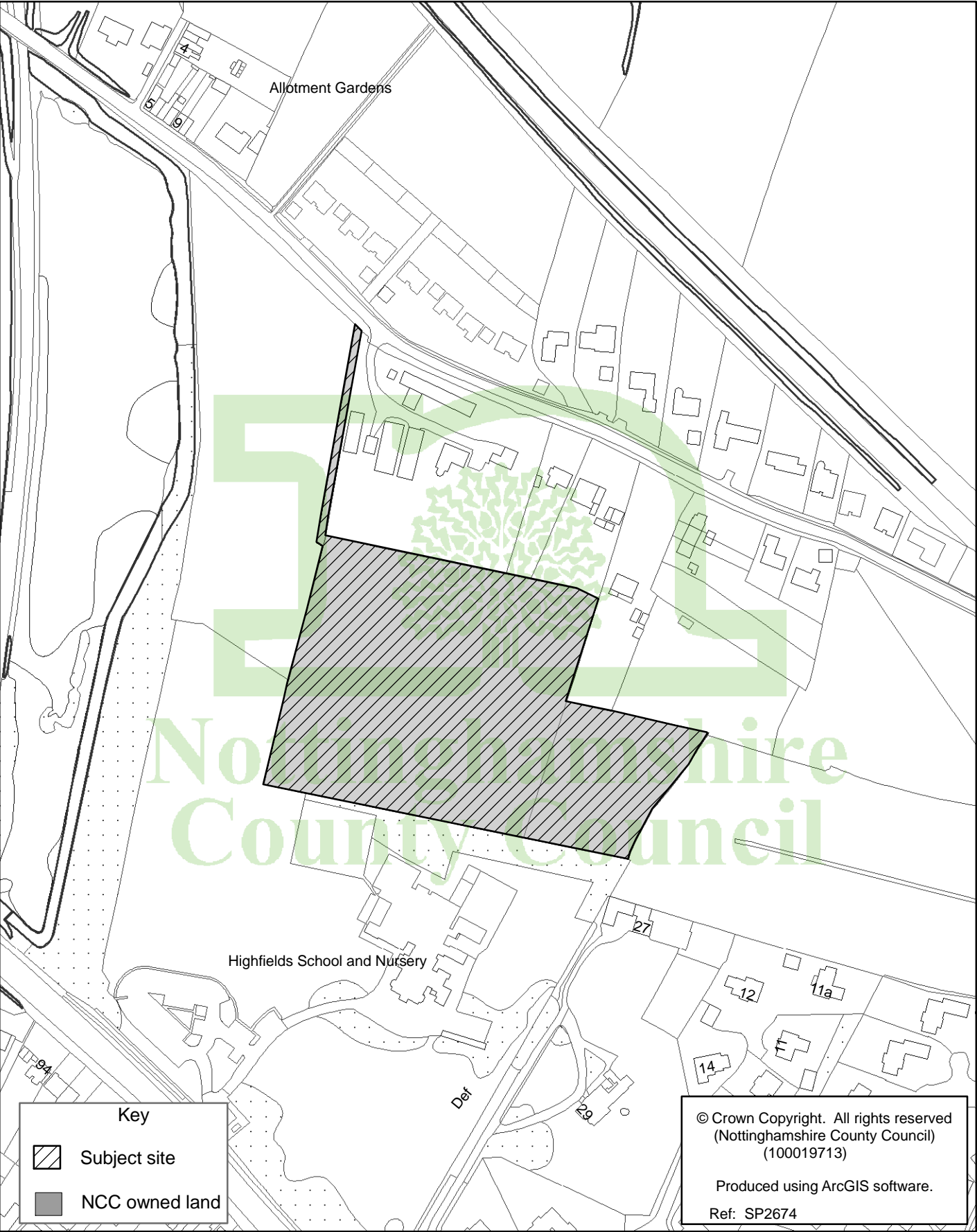
SP: 2674

Properties affected: 90020 - Newark Playing Fields













**14 July 2014****Agenda Item: 8****REPORT OF CORPORATE DIRECTOR, POLICY, PLANNING AND  
CORPORATE SERVICES****WORK PROGRAMME****Purpose of the Report**

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

**Information and Advice**

2. The County Council requires each committee to maintain a work programme. The work programme will assist the management of the committee's agenda, the scheduling of the committee's business and forward planning. The work programme will be updated and reviewed at each pre-agenda meeting and committee meeting. Any member of the committee is able to suggest items for possible inclusion.
3. The attached work programme has been drafted in consultation with the Chair and Vice-Chair, and includes items which can be anticipated at the present time. Other items will be added to the programme as they are identified.
4. As part of the transparency introduced by the revised committee arrangements from 2012, committees are expected to review day to day operational decisions made by officers using their delegated powers. It is anticipated that the committee will wish to commission periodic reports on such decisions. The committee is therefore requested to identify activities on which it would like to receive reports for inclusion in the work programme.

**Other Options Considered**

5. None.

**Reason/s for Recommendation/s**

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

**Statutory and Policy Implications**

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

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

## **RECOMMENDATION/S**

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

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

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

## **Constitutional Comments (HD)**

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

## **Financial Comments (PS)**

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

## **Background Papers**

None.

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

All



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

<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>14 July 2014</b>				
Monthly Budget & Capital Monitoring Report 2014/15	Budget Capital Monitoring, Capital Receipts, Capital Variations	Decision	Paul Simpson	Pauline Moore
County Supplies Staffing	Changes to staffing at County Supplies	Decision	Ivor Nicholson	
Property Transactions	Various	Decision	Jas Hundal	Various
Debt Management	Presentation about debt management	Information	Paul Simpson	
<b>15 September 2014</b>				
Monthly Budget & Capital Monitoring Report 2014/15	Budget Capital Monitoring, Capital Receipts, Capital Variations	Decision	Paul Simpson	Pauline Moore
Property Transactions	Various	Decision	Jas Hundal	Various
ICT Programmes and Performance	Update on projects and performance for Q1		Ivor Nicholson	
Gamston Development Options	Quarterly report on Gamston Development Options – Rushcliffe Core Strategy	Information	Jas Hundal	Andrew Stevens
Councillors Division Fund	Quarterly report on Councillors Divisional Fund	Information	Jayne Francis-Ward	Paul Davies
<b>13 October 2014</b>				
Monthly Budget & Capital Monitoring Report 2014/15	Budget Capital Monitoring, Capital Receipts, Capital Variations	Decision	Paul Simpson	Pauline Moore
Property Transactions	Various	Decision	Jas Hundal	Various
Operational Decisions	Quarterly report on operational property decisions	Information	Jas Hundal	Andrew Stevens
<b>17 November 2014</b>				
Monthly Budget & Capital Monitoring Report 2014/15	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>
Property Transactions	Various	Decision	Jas Hundal	Various
ICT Programmes and Performance	Update on projects and performance for Q2		Ivor Nicholson	
<b>15 December 2014</b>				
Monthly Budget & Capital Monitoring Report 2014/15	Budget Capital Monitoring, Capital Receipts, Capital Variations	Decision	Paul Simpson	Pauline Moore
Property Transactions	Various	Decision	Jas Hundal	Various
Councillors Division Fund	Quarterly report on Councillors Divisional Fund	Information	Jayne Francis-Ward	Paul Davies
<b>19 January 2015</b>				
Monthly Budget & Capital Monitoring Report 2014/15	Budget Capital Monitoring, Capital Receipts, Capital Variations	Decision	Paul Simpson	Pauline Moore
Property Transactions	Various	Decision	Jas Hundal	Various
<b>23 February 2015</b>				
Monthly Budget & Capital Monitoring Report 2014/15	Budget Capital Monitoring, Capital Receipts, Capital Variations	Decision	Paul Simpson	Pauline Moore
Property Transactions	Various	Decision	Jas Hundal	Various