

Finance and Property Committee

Monday, 14 September 2015 at 10:30

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

AGENDA

1	Minutes of the last meeting held on 20 July 2015	5 - 8
2	Apologies for Absence	
3	Declarations of Interests by Members and Officers:- (see note below) (a) Disclosable Pecuniary Interests (b) Private Interests (pecuniary and non-pecuniary)	
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11 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.

12 EXEMPT INFORMATION ITEMS

12a Establishing a Joint Venture for Property Design and Operations EXEMPT

- Information relating to the financial or business affairs of any particular person (including the authority holding that information);

12b Former Beardall Street Primary & Nursery School EXEMPT

- Information relating to the financial or business affairs of any particular person (including the authority holding that information);

12c Bestwood Country Park - Proposed Lease of Multi Use Sports Area (MUSA) EXEMPT

- Information relating to the financial or business affairs of any particular person (including the authority holding that information);

12d Proposed Lease of Room in Tuxford Primary Academy EXEMPT

- Information relating to the financial or business affairs of any particular person (including the authority holding that information);

12e Disposal of Land at Oakfield Lane, Market Warsop EXEMPT

- Information relating to the financial or business affairs of any particular person (including the authority holding that information);

12f The Copse at Ridgewood Grove, Ravenshead EXEMPT

- Information relating to the financial or business affairs of any particular person (including the authority holding that information);

12g Daneshill Lakes, Retford - Lease to Sailing Club EXEMPT

- Information relating to the financial or business affairs of any particular person (including the authority holding that information);

12h Chapel Farm, Low Road, Elston EXEMPT

- Information relating to the financial or business affairs of any particular person (including the authority holding that information);

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 20 July 2015 (commencing at 11am)

Membership

Persons absent are marked with an 'A'

COUNCILLORS

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

Reg Adair	Diana Meale
Richard Butler	Liz Plant
Steve Calvert	Mike Pringle
Kay Cutts MBE	Ken Rigby
A Stephen Garner	

A Ex-Officio: Alan Rhodes

OFFICERS IN ATTENDANCE

Pete Barker, Democratic Services
Tim Gregory, Corporate Director, Environment & Resources
Jas Hundal, Service Director, Environment & Resources
Andrew Stevens, Group Manager, Property
Nigel Stevenson, Service Director, Finance and Procurement

MINUTES OF THE LAST MEETING

The minutes of the last meeting held on 29 June 2015, having been circulated to all Members, were taken as read and were confirmed and were signed by the Chair.

APOLOGIES FOR ABSENCE

Apologies were received from Councillor Garner (other reasons) and Councillor Calvert replaced Councillor Pulk for this meeting only.

DECLARATIONS OF INTEREST

None.

FINANCIAL MONITORING REPORT: PERIOD 2 2015 -16

RESOLVED: 2015/073

- 1) That the revenue budget expenditure to date and year end forecasts be noted
- 2) That the Capital Programme expenditure to date and year end forecasts be noted and the variances to the Capital Programme be approved
- 3) That the Council's Balance Sheet transactions be noted

PROPERTY TRANSACTIONS

RADCLIFFE ON TRENT JUNIOR SCHOOL ACCESS DRIVE – GRANT OF AN EASEMENT - 18 CROPWELL ROAD

RESOLVED: 2015/074

That approval be given to the granting of an easement to facilitate the development of a single dwelling within the curtilage of 18 Cropwell Road, on the basis as outlined in this report and exempt appendix.

RADCLIFFE ON TRENT JUNIOR SCHOOL ACCESS DRIVE – GRANT OF AN EASEMENT – 20 CROPWELL ROAD

RESOLVED: 2015/075

That approval be given to the granting of easements to the owner of No 20 Cropwell Road, Radcliffe on Trent, to facilitate the development of two bungalows within their rear garden, on the basis as outlined in this report and exempt appendix.

OAKDALE LEARNING CENTRE, WESTFIELD LANE, MANSFIELD

RESOLVED: 2015/076

- 1) That the imminent closure of Oakdale Learning Centre, Mansfield be noted.
- 2) That approval be given to a lease on terms set out in the exempt appendix.

DISPOSAL OF LAND AT SANDY LANE, MANSFIELD

RESOLVED: 2015/077

That approval be given to enter into a contract for the sale of land at Sandy Lane, Mansfield as detailed in the exempt appendix.

PROPOSED URBAN EXTENSION EAST OF GAMSTON/NORTH OF TOLLERTON - UPDATE

RESOLVED: 2015/078

- 1) That the Planning Promotion Agreement based on principle terms set out within the exempt appendix to this report be approved.
- 2) That the procurement exercise of identifying a funding partner be approved, subject to a future report which will provide details of the selection of the preferred finance partner.
- 3) To approve a variation to the Capital Plan to cover the costs associated with the planning promotion and associated external professional advice as detailed in the exempt appendix.

OPERATIONAL DECISIONS TAKEN OUTSIDE THE FINANCE AND PROPERTY COMMITTEE CYCLE APRIL – JUNE 2015

RESOLVED: 2015/079

That the information set out in the report be noted.

MERCURY HOUSE STAFF ACCOMMODATION REQUIREMENTS

The Chair of the meeting agreed that this item, although not included on the agenda, should be considered as a matter of urgency in accordance with Section 100(b)(4)(b) of the Local Government Act 1972, in order to enable the legal work to progress over the summer period.

RESOLVED: 2015/080

That the surrender and renewal of the lease of Mercury House and the taking of a new lease of the Piazza on terms as set out in the exempt appendix be approved.

WORK PROGRAMME

RESOLVED: 2015/081

That the Committee's work programme be noted.

EXCLUSION OF THE PUBLIC

RESOLVED: 2015/082

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

RADCLIFFE ON TRENT JUNIOR SCHOOL ACCESS DRIVE – GRANT OF AN EASEMENT - 18 CROPWELL ROAD

RESOLVED: 2015/083

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

RADCLIFFE ON TRENT JUNIOR SCHOOL ACCESS DRIVE – GRANT OF AN EASEMENT – 20 CROPWELL ROAD

RESOLVED: 2015/084

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

OAKDALE LEARNING CENTRE, WESTFIELD LANE, MANSFIELD

RESOLVED: 2015/085

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

DISPOSAL OF LAND AT SANDY LANE, MANSFIELD

RESOLVED: 2015/086

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

PROPOSED URBAN EXTENSION EAST OF GAMSTON/NORTH OF TOLLERTON – UPDATE

RESOLVED: 2015/087

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

OPERATIONAL DECISIONS TAKEN OUTSIDE THE FINANCE AND PROPERTY COMMITTEE CYCLE APRIL – JUNE 2015

RESOLVED: 2015/088

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

MERCURY HOUSE STAFF ACCOMMODATION REQUIREMENTS

RESOLVED: 2015/089

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

The meeting closed at 11.23pm.

14 September 2015**Agenda Item: 4****REPORT OF THE SERVICE DIRECTOR – FINANCE AND PROCUREMENT
FINANCIAL MONITORING REPORT: PERIOD 4 2015/2016****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. Request approval for an additional contingency request.
3. To provide a summary of Capital Programme expenditure to date and year-end forecasts.
4. To inform Members of the Council's Balance Sheet transactions.
5. To provide Members with an update from the Procurement Team.
6. To provide Members with an update from the Accounts Payable and Accounts Receivable teams.

Information and Advice**Background**

7. The Council approved the 2015/16 budget at its meeting on 26 February 2015. 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

8. Table 1 below summarises the revenue budgets and forecast outturn for each Committee. An overspend of £2.2m 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.

Table 1 – Revenue Expenditure and Forecasts as at Period 4

Forecast Variance as at Period 3 £'000	Committee	Annual Budget £'000	Actual to Period 4 £'000	Year-End Forecast £'000	Latest Forecast Variance £'000
4,031	Children & Young People	135,685	37,692	139,281	3,596
(420)	Adult Social Care & Health	207,873	53,181	206,153	(1,720)
5	Transport & Highways	58,313	13,337	58,968	655
368	Environment & Sustainability	30,813	11,476	30,817	4
273	Community Safety	2,997	233	3,236	239
(64)	Culture	13,279	5,272	13,212	(67)
(368)	Policy	25,372	7,426	24,892	(480)
(1,102)	Finance & Property	33,677	12,958	32,857	(820)
(106)	Personnel	3,219	614	3,033	(186)
(48)	Economic Development	1,518	635	1,530	12
96	Public Health *	5,217	(908)	5,246	29
2,665	Net Committee (under)/overspend	517,963	141,916	519,225	1,262
-	- Central items	(3,786)	180	(3,786)	-
-	- Schools Expenditure	31	31	31	-
-	- Contribution to/(from) Traders	(571)	646	(553)	18
2,665	Forecast prior to use of reserves	513,637	142,773	514,917	1,280
-	- Transfer to / (from) Corporate Reserves	(6,363)	-	(6,363)	-
(1,383)	- Transfer to / (from) Departmental Reserves	(14,010)	-	(13,080)	930
-	- Transfer to / (from) General Fund	(6,038)	-	(6,038)	-
1,282	Net County Council Budget Requirement	487,226	142,773	489,436	2,210

* The actual net expenditure for Public Health is skewed depending upon the timing of the receipt of grant.

Committee and Central Items

9. The main variations that have been identified are explained in the following sections.

Children & Young People (forecast £3.6m overspend)

10. The underlying overspend is £3.1m (after planned use of grant reserves and excluding redundancy costs). This is an increase of £0.4m compared to period 3 mainly due to an increase in the number of residential placements and extension to agency staff contracts. The demand led aspects of the Children's Social Care budget are difficult to predict but it is still the intention to reduce the overspend over the coming months to ensure that the budget balances by the end of the financial year. There are a range of mitigating actions being developed and pursued which has included a letter from the Acting Corporate Director to restrict all non-essential spend and to adhere to vacancy control procedures as part of budget control measures. There is already a base budget review in process for high spending services within the department and meetings in place to identify other options.

11. The Children's Social Care Division is reporting a forecast net overspend of £3.1m (£3.0m after the planned use of grant reserves), the major contributing variances being:

- £1.5m overspend on staffing due to the continued use of agency staff to cover vacancies in social work and safeguarding teams. This is an increase of £0.3m due to extension of agency contracts;
- £0.7m overspend on Provider Services (Looked After Children placements) due to the difficulty in moving children to lower cost in-house placements. This is an increase of £0.4m due to an increase in residential placements. There is also continuing overspend in the Fostering Service due to the growth of Fostering Futures carers;
- £0.3m overspend on the rest of the Children's Disability Service mainly due to flexible and targeted short breaks and associated childcare;
- £0.4m overspend on the social work practice pilot which includes a forecast extension to the original timescale of 6 months to 31 March 2016.

12. The Education Standards and Inclusion Division is reporting a forecast overspend of £0.5m, due to an overspend on Special Educational Needs and Disability Policy and Provision. This is due to continued demand for home to school transport in excess of the budget.

13. The Youth, Families and Culture Division is forecasting an underspend of £0.3m (£0.5m underspend after the planned use of grant reserves). The main variances are:

- £0.5m underspend on Early Years and Early Intervention relating to contract savings and pension refunds
- There are other minor under and overspends within the division.

14. The Capital and Central Charges area is forecasting a £0.2m overspend due to Insurance charges in excess of the budget allocated for this purpose which is the additional cost of premiums for historic abuse cases.

Adult Social Care & Health (forecast £1.7m underspend)

15. The underlying forecast position is a slight overspend of £0.1m (after the planned use of reserves and excluding redundancy).

16. The Direct and Strategic Services Division is currently reporting a net underspend of £2.5m. The main variances are:

- Residential Services are forecasting an underspend of £1.3m. This is primarily due to an underspend on staffing in the Care and Support Centres. It is envisaged the refurbishment of James Hince Court could be met from within the service budget rather than from the use of reserves.
- Day Services and Employment are forecasting an underspend of £1.1m. This is comprised of £0.7m underspend within Day Services and a £0.4m underspend across Supported Employment. These are primarily due to staffing underspends and additional income offsetting an overspend on Transport Services.
- Strategic Commissioning are forecasting a break even position with staffing and contract reductions offsetting the overspend on the ICELS Pooled Budget.

17. The Access and Public Protection Division is currently reporting a net overspend of £1.2m. The main variances are:
- The Safeguarding and Adult Access Service is now forecasting a net nil position. The overspend of £0.1m, due to outsourcing OT assessments to the Access Independent Agency, is being offset by underspends on staffing within other parts of the service.
 - Client Contribution income is still forecasting a shortfall of £1.4m. This is due to a general decline in personal budget income.
 - This overspend is partially offset by underspends on software and staffing within the Framework Team (£0.2m) and the Market Development Team (£0.1m).
18. The North and South Divisions are currently forecasting a net combined underspend of £0.4m. This is set within the context of a £2.0m budget reduction across Younger and Older Adults Residential Care. The major variances across the divisions are as follows:
- Older Adults across the County are currently reporting an underspend of £1.6m, this is a reduction of £0.5m since last month and is due to the base budget review.
 - Younger Adults across the County are reporting an overspend of £2.0m which is a reduction of £1.3m since last month. This is due to the identification of £3.0m double counting as the Supporting People placements are now commissioned on Framework and so are included in the package forecasts, though the budget sat in a different division and was still being forecast there as well. This has now been corrected and offsets the budget reduction.
 - Expenditure under the remit of Service Directors, Principal Social Worker and the Care Act Team costs are reporting an underspend of £0.8m primarily due to delays in recruitment.
19. For information, the above forecast currently includes £0.5m for anticipated Transitions and £0.8m for Predicted needs. So far £1.1m of the original £3.7m budget has materialised

Transport & Highways (forecast £0.7m overspend)

20. This forecast underspend is due to:

- The Highways Division is predicting a £1.0m overspend mainly due to patching (£0.5m), trees (£0.2m), verges (£0.2m) and drain cleaning (£0.2m).
- The Transport Division is forecasting a £0.3m underspend, mainly caused by the delayed introduction of tram lines 2 and 3.

Finance & Property (forecast £0.8m underspend)

21. This forecast overspend is due to:

- £0.4m underspend in Property due to a staffing rationalisation and savings on county office building maintenance in advance of saving requirements in 2016/17, together with additional Estates income;
- £0.2m underspend on county offices and facilities management due to reduced business rates payable on county offices;
- £0.1m underspend within Finance and Procurement relating to staff vacancies in advance of saving requirements in 2016/17;

- £0.1m underspend on business support.

Central Items (nil variance)

22. Central Items primarily consists of interest on cash balances and borrowing, together with various grants, contingency and capital charges.
23. The Council's original budget included a contingency of £5.1m to cover redundancy costs, slippage of savings and unforeseen events. As part of the Period 1 Financial Monitoring Report, a number of requests were approved.
24. The Service Director Finance, with agreement from CLT, undertook a review exercise to address the underlying underspend from previous years. A total of £2.45m has been removed from departmental budgets and increased the corporate contingency budget. Table 1 assumes that the full contingency allocation will be used before year end as new requests are likely to emerge.

Request for contingency

25. In addition to the contingency request approved in 2014/15, a request for contingency has been submitted by the Children and Young People's Committee to provide £1.094m over 2015/16 and 2016/17 to support the establishment of a Historic Child Abuse Team. This team will work closely with the police through their on-going investigations into historic child abuse across the County.

Transfer to / (from) reserves

26. Work is ongoing to identify surplus departmental reserves that may be released to support the budget.
27. As part of the opening budget there was a corporately held budget of £4.0m relating to the re-alignment of Public Health expenditure. At the time of creating the budget it was not known which service areas of the Authority this would be allocated to. This has now been identified and the budget moved to these areas.

Progress with savings (forecast shortfall £0.8m in 2015/16)

28. Given the continued financial challenge that the Council is facing, savings schemes were approved as part of the 2015/16 budget process.
29. At period 3, current year unachievable savings of £0.8m were identified with regard to the Children's Disability Service. Given the range of challenges and parental resistance to previous attempts to change the residential sector for disabled children, it was decided not to progress any of the residential options at this stage. The unachieved savings are predicted to be £0.8m in 2015/16, £1.2m in 2016/17 and £1.2m in 2017/18.
30. As at period 4, future year's unachievable savings of £0.8m were identified with regard to the Targeted Re-ablement Service. Given the pressure from acute hospital discharges, the current unmet demand for this service and the need to avoid more expensive costs of care if this service was to reduce, it has been decided not to progress further reductions in this

service beyond those planned in the current year. The unachieved savings are predicted at £0.8m in 2016/17.

31. Future year's slippage against Extra Care Housing savings were identified. Due to the decision to align the closure of the care and support centres with the opening of an extra care scheme in the local area, this has resulted in a delay to the original dates for closure of Kirklands and St Michaels View. As a result there is going to be minor slippage in 2016/17 onwards against the previously revised savings profile. This re-profiling will slip £0.2m from 2016/17 into 2017/18 and £0.2m from 2018/19 into 2019/20.
32. Future year's unachievable savings of £0.2m were identified with regard to the Expansion of Community Based Care saving. On reviewing the programme it is apparent that the current cost of the provision is less than alternative solutions and hence the unlikelihood that savings would be generated through this approach. It is considered more cost effective to concentrate on finding alternatives to formal day services for new users as part of the plan for cost avoidance. Consequently, it has been decided not to progress further reductions in this service beyond those planned the current year. The unachieved savings are predicted at £0.1m in 2016/17 and £0.1m in 2017/18.
33. £650,000 of savings in 2016/17 from the Care Home banding rationalisation project are considered to be unachievable as further developments in the Care Home Market and the proposed introduction of the National Living Wage has meant that any single band fee will have to be higher than previously proposed and so will cost the Council money rather than save any money.
34. The Sherwood Forest Visitor Centre savings were based on the previous project with Discovery Attractions which was aborted when they were unable to secure relevant funding. The project restarted and the recommendation of contract award to RSPB went to Culture Committee on 21 July 2015. The new visitor centre is expected to open in the third quarter of 2017 which means the savings will slip in future years. This re-profiling will slip £0.2m from 2016/17 and £0.1m from 2017/18 making savings of £0.3m in 2018/19.
35. Unachievable savings have been identified with regard to the Centralising Information Management, Performance and Data Functions saving. Efficiencies in both performance management and information management have already been delivered and it is considered that there is limited scope for additional savings. Following the Information Commissioner's Officer Audit of Information Management, alongside the requirement to deliver the Council's Information Management Strategy and Deliver Plan, it is considered that a reduction in the Council's already limited information management resources would represent a risk to the Council at this time. The unachieved savings are predicted at £25,000 in 2015/16 and £160,000 in 2016/17.
36. The recent review of Redefining Your Council (considered by Policy Committee in July 2015) noted that transformation is inherently risky to deliver and that the task of achieving significant budget savings becomes increasingly difficult over time, as change is overlaid upon change. Considerable lessons have been learned from savings projects which have been approved and delivered to date. Whilst programme and project management arrangements have been effective, a stronger approach to the identification and management of the assumptions which underpin projects is being put in place to ensure that they are evidenced and challenged prior to full implementation.

Capital Programme

37. Table 2 summarises changes in the gross Capital Programme for 2015/16 since approval of the original programme in the Budget Report (Council 26/02/15):

Table 2 – Revised Capital Programme for 2015/16

	2015/16 £'000	£'000
Approved per Council (Budget Report 2015/16)		112,039
Variations funded from County Council Allocations : Net slippage from 2014/15 and financing adjustments	8,886	
		8,886
Variations funded from other sources : Net slippage from 2014/15 and financing adjustments	7,866	
		7,866
Revised Gross Capital Programme		128,791

38. Table 3 shows actual capital expenditure to date against the forecast outturn at Period 4.

Table 3 – Capital Expenditure and Forecasts as at Period 4

Committee	Revised Capital Programme £'000	Actual Expenditure to Period 3 £'000	Forecast Outturn £'000	Expected Variance £'000
Children & Young People	50,328	5,660	48,443	(1,885)
Adult Social Care & Health	7,613	989	5,713	(1,900)
Transport & Highways	39,506	13,100	40,629	1,123
Environment & Sustainability	2,371	107	2,371	-
Community Safety	-	-	-	-
Culture	1,344	621	1,368	24
Policy	2,510	542	1,425	(1,085)
Finance & Property	16,237	3,667	15,061	(1,176)
Personnel	298	20	298	-
Economic Development	7,554	2,331	7,554	-
Contingency	1,030	-	1,030	-
Total	128,791	27,037	123,892	(4,899)

39. In the Children and Young People's Committee, there is a total forecast underspend of £1.9m. Improved budget monitoring and more accurate school places programme management has resulted in the early identification of project slippage.

40. Also in the Children and Young People's Committee, it is proposed that the £0.2m Rushcliffe Children's Centre budget is transferred to the Libraries Modernisation programme to reflect that these works were undertaken as part of the Bingham Library capital project.

It is proposed that the Children and Young People's and Culture capital programme are re-aligned to reflect expenditure associated with the Rushcliffe Children's Centre project.

41. Also in the Children and Young People's Committee, it is proposed that the capital programme is increased by £0.1m to part fund costs associated with major adaptations to parents' homes in order to help meet the needs of their disabled children.

It is proposed that the Children and Young People's capital programme is varied by £0.1m to reflect the contributions to adaptations as detailed above, funded from revenue.

42. In the Adult, Social Care and Health Committee, there is a total forecast underspend of £1.9m. This is as a result of lower forecast expenditure against the Supported Living programme as initial objectives of the programme have been met with lower than expected capital spend.

43. In the Transport and Highways Committee, a forecast overspend of £1.1m has been identified. This is as a result of over-programming against the road maintenance and renewal and Integrated Transport Measures programmes. Work is on-going to drive this forecast overspend down and to manage within the approved budget.

44. Also in the Transport and Highways capital programme, it is proposed that the Worksop Bus Station capital budget is increased by £0.3m to implement a number of improvements to the scheme which benefit the local community.

It is proposed that the Transport and Highways capital programme is varied by £0.3m to reflect further improvements to the Worksop Bus Station, funded from capital allocation.

45. Also in the Transport and Highways capital programme, the Highways Team have been successful in leveraging in £0.8m of Section 106 funding and £0.1m of other external funding to part fund work associated with the Integrated Transport Measures programme.

It is proposed that the Transport and Highways capital programme is varied by £0.9m to reflect the additional external funding available to part fund the Integrated Transport Measures capital programme.

46. In the Environment and Sustainability Committee, external funding totalling £0.045m has been secured to part fund work against the Supporting Local Communities capital programme.

It is proposed that the Environment and Sustainability capital programme is varied to reflect the additional external funding available to part fund the Supporting Local Communities capital programme.

47. In the Policy Committee, a total forecast underspend of £1.1m has been identified. This is as a result of the Ways of Working programme now being forecast to complete within the available budget.

It is proposed that the Policy Committee capital programme is varied by £1.1m to reflect the underspend against the Ways of Working programme.

48. In the Finance and Property Committee, a total forecast underspend of £1.2m has been identified. This is mainly as a result of slippage against the Stapleford Boundary Wall project (£0.9m) as measures are put in place to monitor the structure of the wall prior to any necessary remediation works.

It is proposed that the Finance and Property capital programme is varied to reflect the slippage on the Stapleford Boundary Wall project.

Financing the Approved Capital Programme

49. Table 4 summarises the financing of the overall approved Capital Programme for 2015/16.

Table 4 – Financing of the Approved Capital Programme for 2015/16

Committee	Capital Allocations £'000	Grants & Contributions £'000	Revenue £'000	Reserves £'000	Gross Programme £'000
Children & Young People	17,724	26,486	717	5,401	50,328
Adult Social Care & Health	6,733	800	45	35	7,613
Transport & Highways	15,757	22,607	-	1,142	39,506
Environment & Sustainability	1,187	684	500	-	2,371
Community Safety	-	-	-	-	-
Culture	1,044	70	-	230	1,344
Policy	2,506	-	-	4	2,510
Finance & Property	14,248	50	-	1,939	16,237
Personnel	-	118	-	180	298
Economic Development	4,109	3,445	-	-	7,554
Contingency	1,030	-	-	-	1,030
Total	64,338	54,260	1,262	8,931	128,791

50. It is anticipated that borrowing in 2015/16 will increase by £4.0m from the forecast in the Budget Report 2015/16 (Council 26/02/2015). This increase is primarily a consequence of:

- £8.9m of net slippage from 2014/15 to 2015/16 and financing adjustments funded by capital allocations.
- Net slippage in 2015/16 of £4.9m of capital expenditure funded by capital allocation identified as part of the departmental capital monitoring exercise.

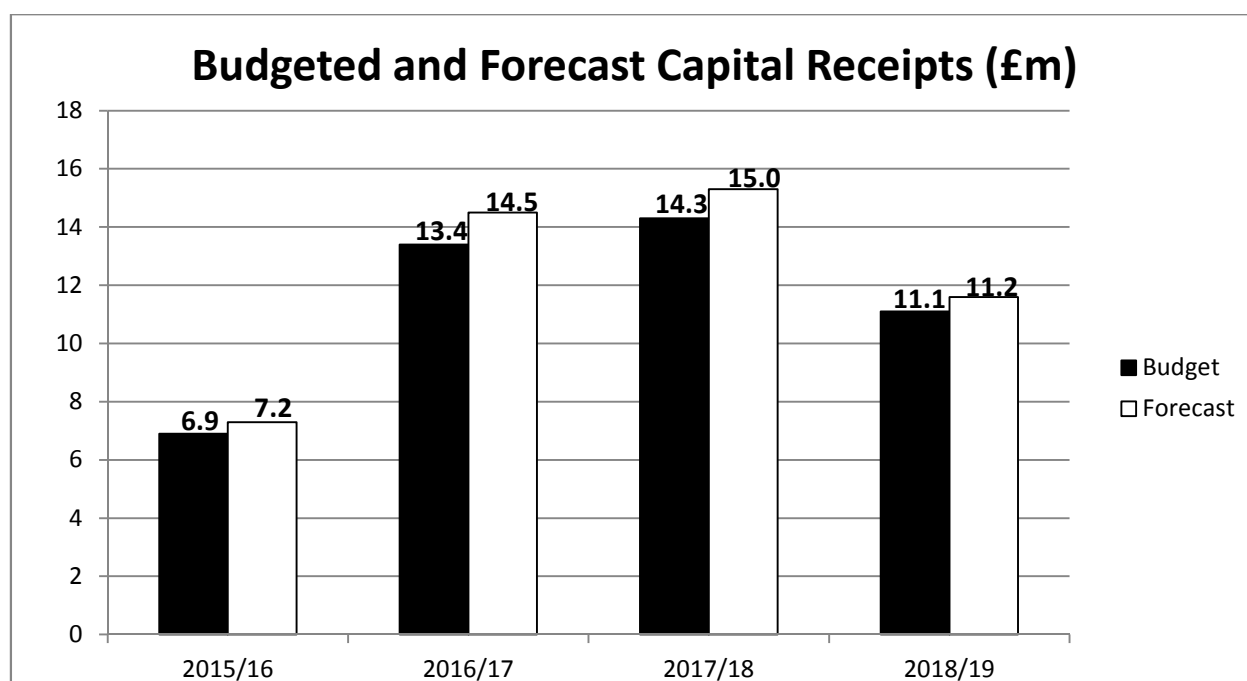
Prudential Indicator Monitoring

51. 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

52. 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.

53. The chart below shows the budgeted and forecast capital receipts for the four years to 2018/19.



54. The dark bars in the chart show the budgeted capital receipts included in the Budget Report 2015/16 (Council 26/02/2015). These capital receipts budgets prudently incorporated slippage, giving a degree of "protection" from the risk of non-delivery.

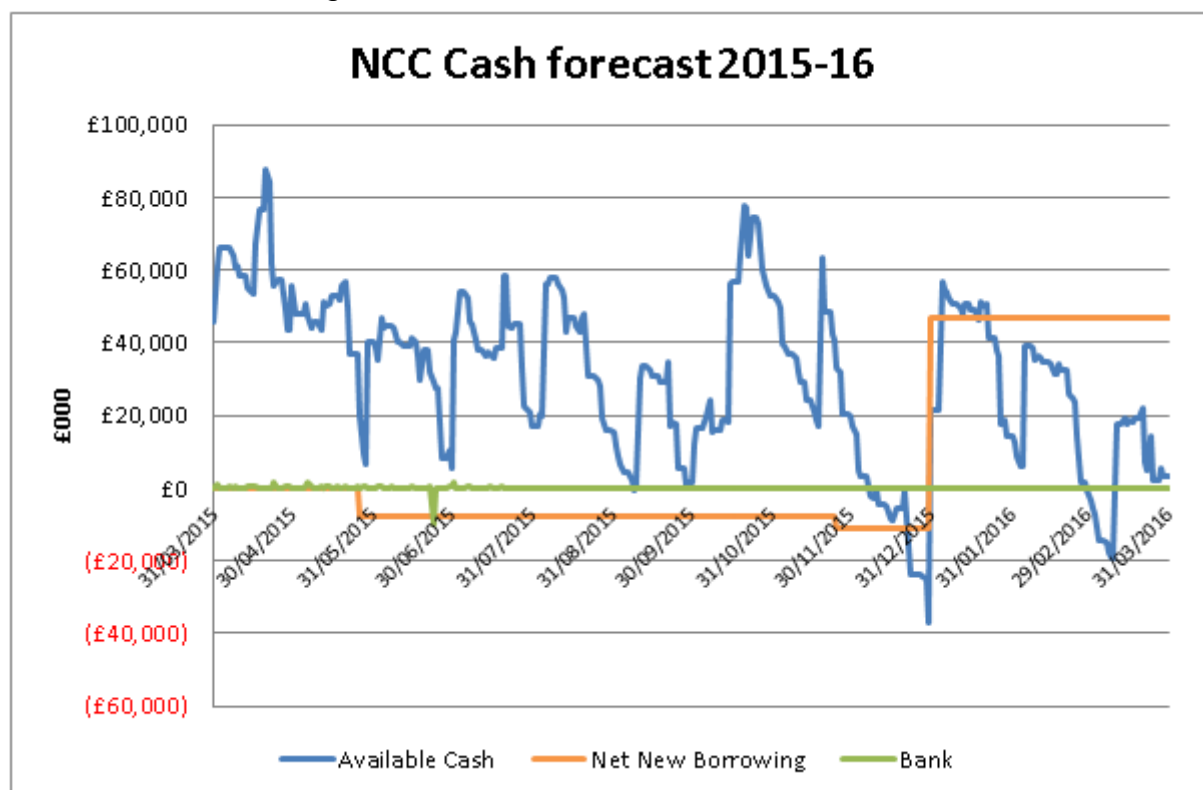
55. The capital receipt forecast for 2015/16 is £6.9m. To date in 2015/16, capital receipts totalling £5.0m have been received.

56. The number and size of large anticipated receipts increase the risk that income from property sales will be below the revised forecasts over the next three years. Although the forecasts incorporate an element of slippage, a delay in receiving just two or three large receipts could result in sales being lower than the forecast.

57. Current Council policy (Budget Report 2015/16) 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. It is important to regularly monitor capital receipt forecasts and their effect on the overall revenue impact of the Capital Programme.

Treasury Management

58. 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. For forecasting purposes, the chart below assumes that all remaining borrowing for the year will be taken at 31 December. However, the available cash forecast shows that some of this may need to be borrowed before cashflow turns negative in November/December.

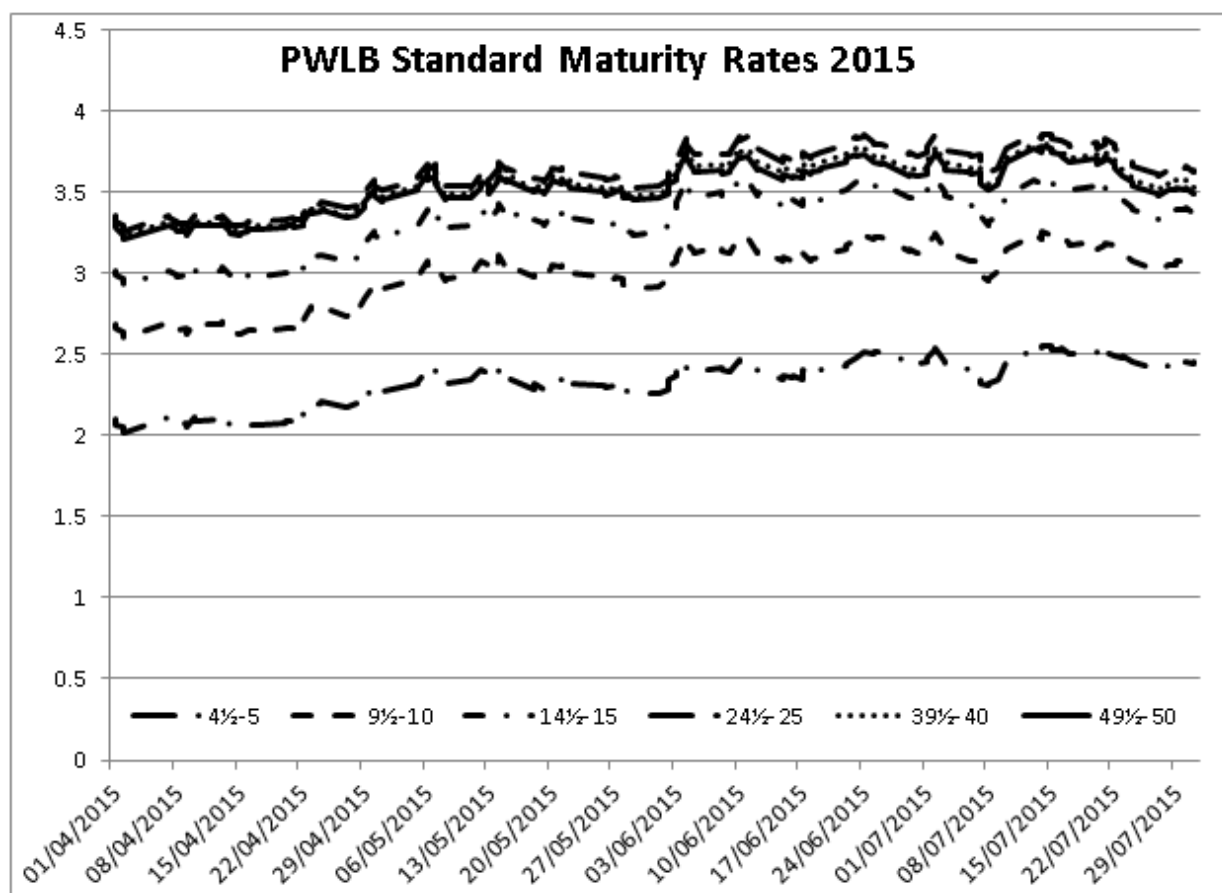


59. The chart above gives the following information:

Bank balance	That element of surplus cash held in the Council's Barclays Bank account.
Available cash	Surplus cash (invested in call accounts or money market funds) or a shortfall of cash indicating a need to borrow.
Net new borrowing	New loans taken during the year net of principal repayments on existing borrowing.

60. Daily cash management aims for a closing nil balance across the Council's pooled bank accounts with any surplus cash invested in accordance with the approved Treasury Management Policy. The net new borrowing will include new loans from PWLB, the market or other local authority, as well as repayments on existing borrowing. To date for 2015/16 there has been no new borrowing.

61. PWLB rates are monitored closely in order to feed into decisions on new borrowing. Longer term rates are currently slightly higher than they were at the beginning of the year although they have dropped off recently. Shorter term rates have drifted up by nearly 0.5%. The Council is able to take advantage of the PWLB “certainty rate” which is 0.2% below the standard rates. The chart below shows the movement in standard PWLB maturity rates during 2015.



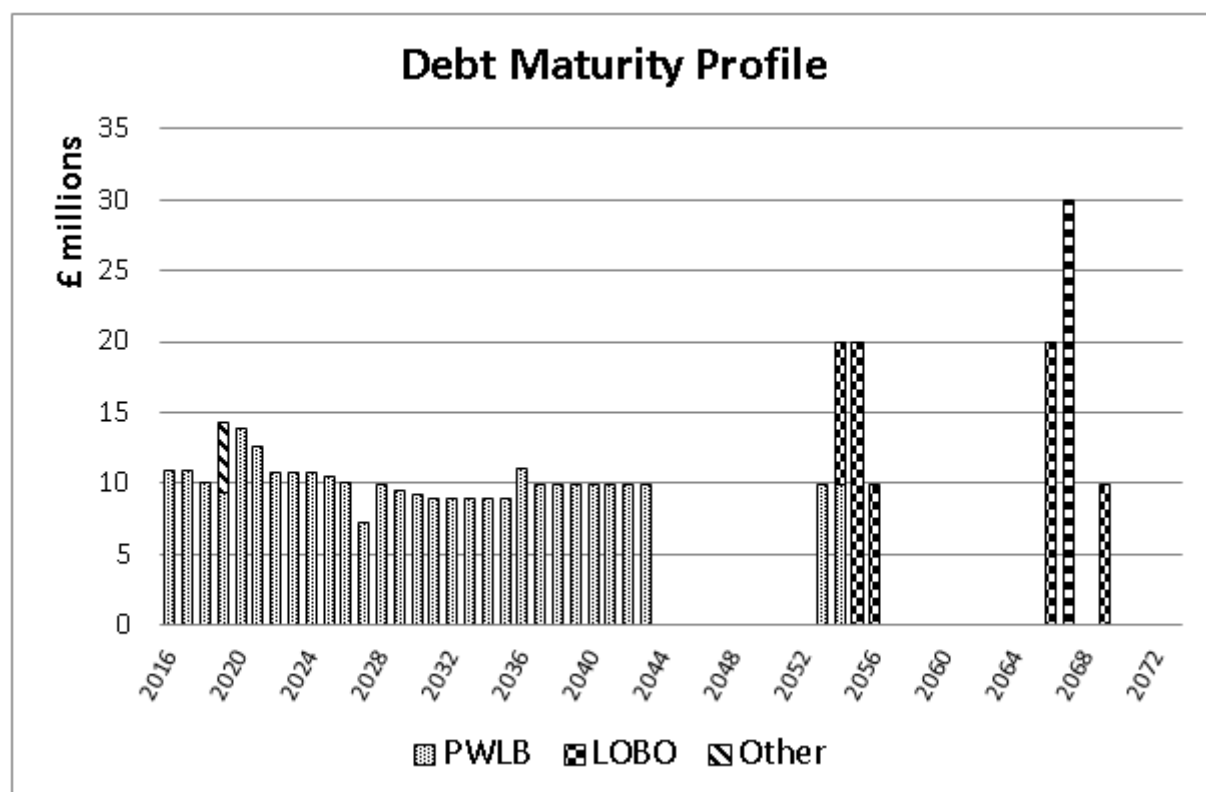
62. The Treasury Management Strategy for 2015/16 identified a need for additional borrowing of £78m to fund the capital programme, replenish internal balances and to replace maturing debt. This has since been adjusted to £58m in light of 2014/15 capital out-turn and revised forecast for capital expenditure during 2015/16.

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

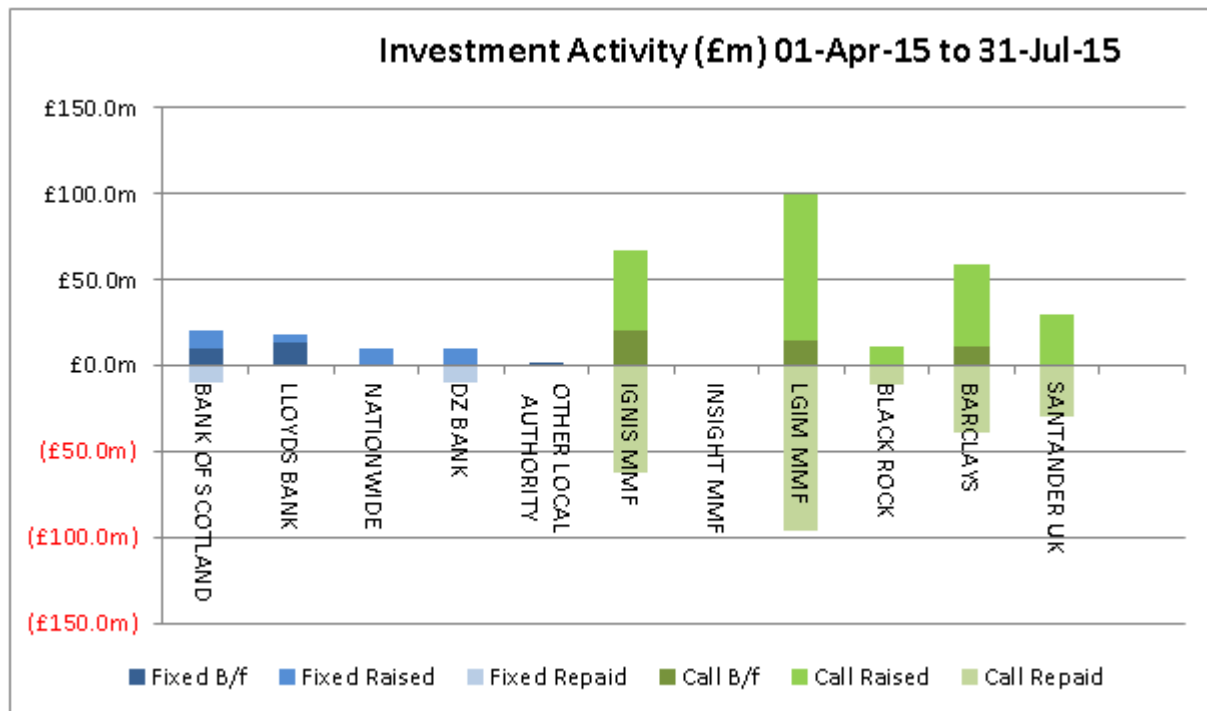
63. As the cashflow forecast above indicates, additional borrowing is likely to be undertaken later in the calendar year, once cash balances start to fall. The maturity profile of the Council's debt portfolio is shown in the chart below. The PWLB loans are reasonably well distributed and have a maximum duration of 38 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). These loans are treated as fixed rate loans (on the basis that, if the lender increases the rate at an option point, the Council will repay the loan) and were all taken at rates lower than the prevailing PWLB rate at the time. The 'other' loan denotes 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.



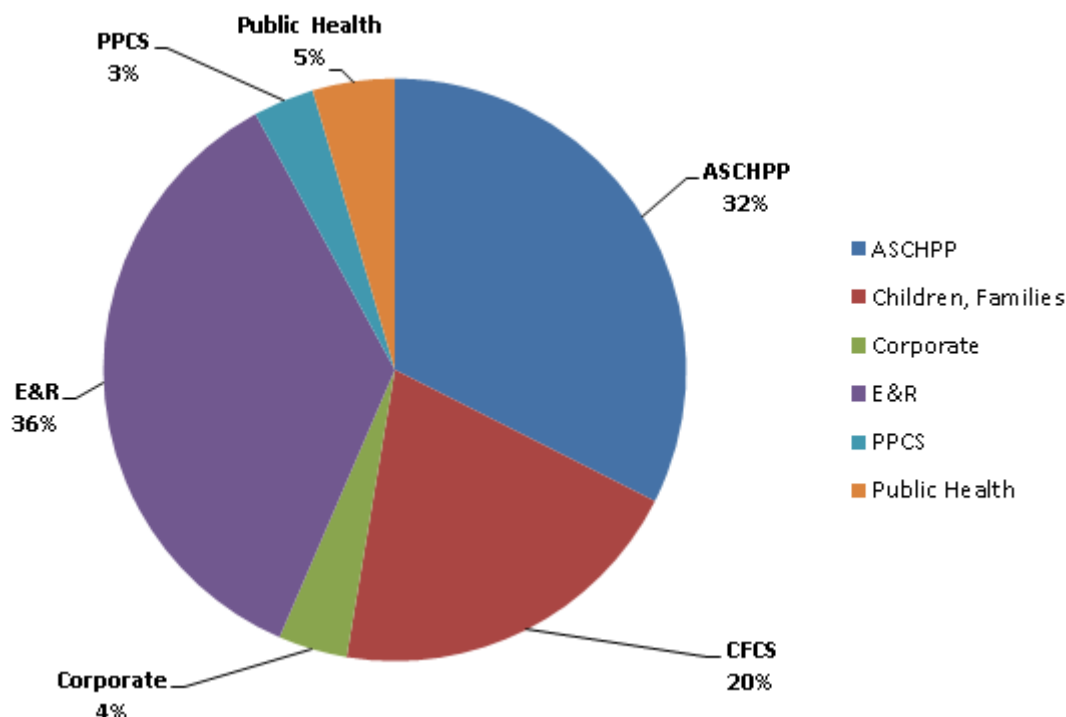
64. The investment activity for 2015/16 to the end of July 2015 is summarised in the chart and table below. Outstanding investment balances totalled £70.2m at the start of the year and £67.05m at the end of the period. This is in line with the forecast cash flow profile for the year.

	Total B/F	Total Raised	Total Repaid	Outstanding
	£000	£000	£000	£000
BANK OF SCOTLAND	10,000	10,000	(10,000)	10,000
LLOYDS BANK	13,000	5,000	-	18,000
NATIONWIDE	-	10,000	-	10,000
DZ BANK	-	10,000	(10,000)	-
OTHER LOCAL AUTHORITY	1,500	-	-	1,500
IGNIS MMF	20,000	46,950	(62,600)	4,350
INSIGHT MMF	-	-	-	-
LGIM MMF	14,550	84,950	(96,300)	3,200
BLACK ROCK	500	10,900	(11,400)	-
BARCLAYS	10,650	48,450	(39,100)	20,000
SANTANDER UK	-	29,500	(29,500)	-
	70,200	255,750	(258,900)	67,050



Procurement Performance

65. As an organisation, NCC has spent £225m in the first 4 months of the financial year 2015/16 with external suppliers which is an increase of £10m from the same period of previous financial year.
66. The top 7.4% (364) of suppliers account for 80% (£180m) of the total supplier spend. The remaining 92.6% (4,556 suppliers) have a total expenditure of £45m with an average spend of £9,800. The chart below shows how the total amount spent, in period, is divided across Portfolios, almost 60% of all expenditure going through care (ASCHPP, CFCS and Public Health) and 40% through Highways and Property (E&R).



67. The Council's preferred ordering route is through the Business Management System (BMS). The team have been working with stakeholders to improve the way that we procure to ensure compliance.

- Orders that are processed through BMS are classified as compliant purchase orders (Compliant)
- Non purchase orders (or non-compliant) are those purchases that are made outside of any system
- Retrospective orders – are non-compliant in that they have been raised following the delivery of the goods/services
- Interface orders are those that are out of scope and are paid through another system e.g. Frameworki

68. Purchase orders are beneficial to the organisation as they provide visibility of what we spend. Currently:

- Compliant ordering has increased by 20% in the last 4 months from 35.6% to 55.3% of the total spent
- Non-compliant (non PO) ordering has decreased by 21% in the last 4 months from 42.4% to 20.9% of the total
- Interface orders has increased only 1% in the last 4 months from 22% to 21% of the total spent

69. Table below shows the number of retrospective orders in a monthly basis across portfolios with a reasonable decrease every month.

Portfolio	Apr-14	May-15	Jun-15	Jul-15
Adult Social Care, Health and Public Protection	457	349	360	377
Children, Families and Cultural Services	649	496	503	501
Corporate	3	9	0	2
Environment and Resources	521	469	527	426
Policy, Planning and Corporate Services	73	77	71	65
Public Health	2	1	0	5

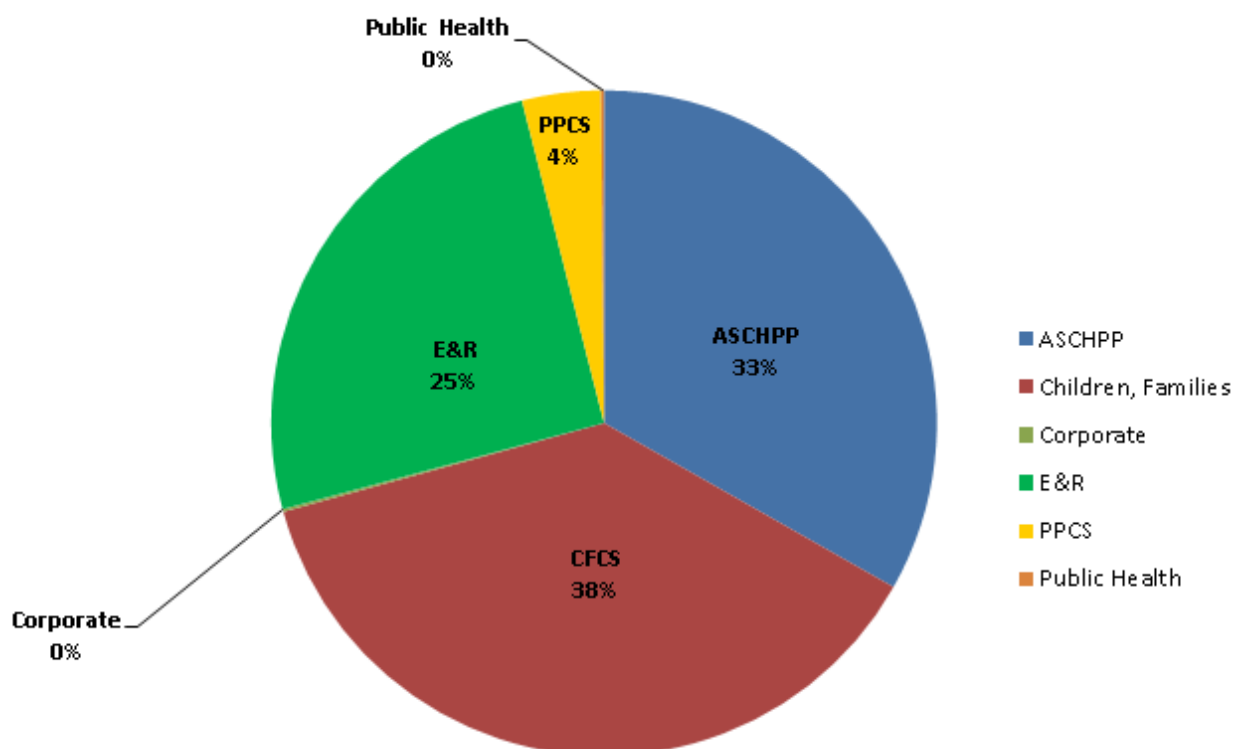
70. The table below shows the percentage of retrospective spent of each directorates total spent.

	Total Spend	Retrospective Spend	Percentage
Adult Social Care, Health and Public Protection	73,135,731.79	£7,005,636.17	9.58%
Children, Families and Cultural Services	45,554,162.90	£6,873,262.24	15.09%
Environment and Resources	80,194,278.24	£24,573,590.08	30.64%
Policy, Planning and Corporate Services	7,617,828.88	£696,893.27	9.15%
Corporate	8,638,434.76	£1,630,039.55	18.87%
Public Health	10,285,262.84	£6,355.69	0.06%

71. Purchase orders themselves are split into green and red orders. Green orders are those which are raised with the Procurement Centre's pre-arranged agreements or contracted suppliers. Red orders are those that do not have approved suppliers or contracts set up on BMS, and require additional work.

72. The chart below identifies the percentage of total red orders by Directorate in the first quarter of 2015/16 financial year.

% of red orders by directorate of total red orders



73. The category managers are working with stakeholders to address these figures.

74. A full list of ongoing developments within the Procurement Team is included in Appendix A.

Debt Recovery Performance

75. The overall debt has increased by over £5.90m from period 2, with the vast majority of the increase being in the Non-Statutory debt which accounted for a £5.86m raise. This increase was attributable to an increase in the invoices raised in the period of £8.65m, on period 2. The over 6 months debt increased by £106,000 in the period, with £65,000 increasing within the Non-Statutory debt. The increase in Non-Statutory over 6 months debt was the result of 2 large invoices raised for Catering. Over £100,000 is expected in payments within the next 2 weeks which should decrease the Non-Statutory over 6 months debt during quarter 2.

76. During the first quarter we have received repayment of £3,558 following High Court action, £698 from 3rd Party Debt Collection agencies and £66,713 following other legal action.

77. Debts of £91,669 were written off as unrecoverable in the quarter following all possible legal action.

Invoices raised in quarter

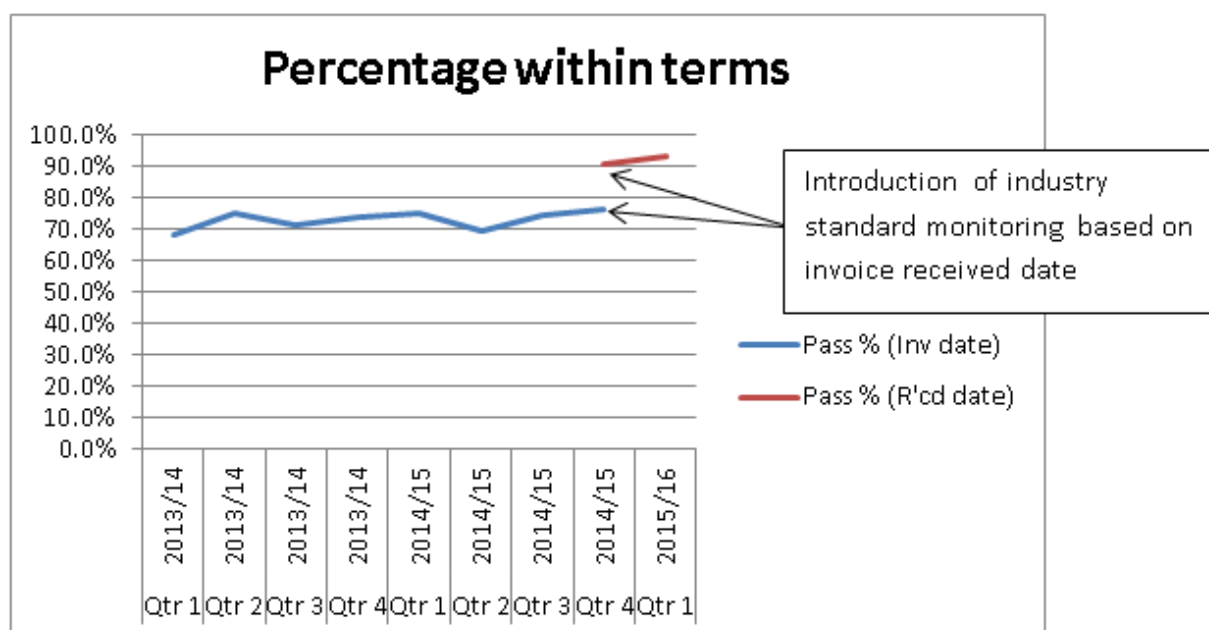
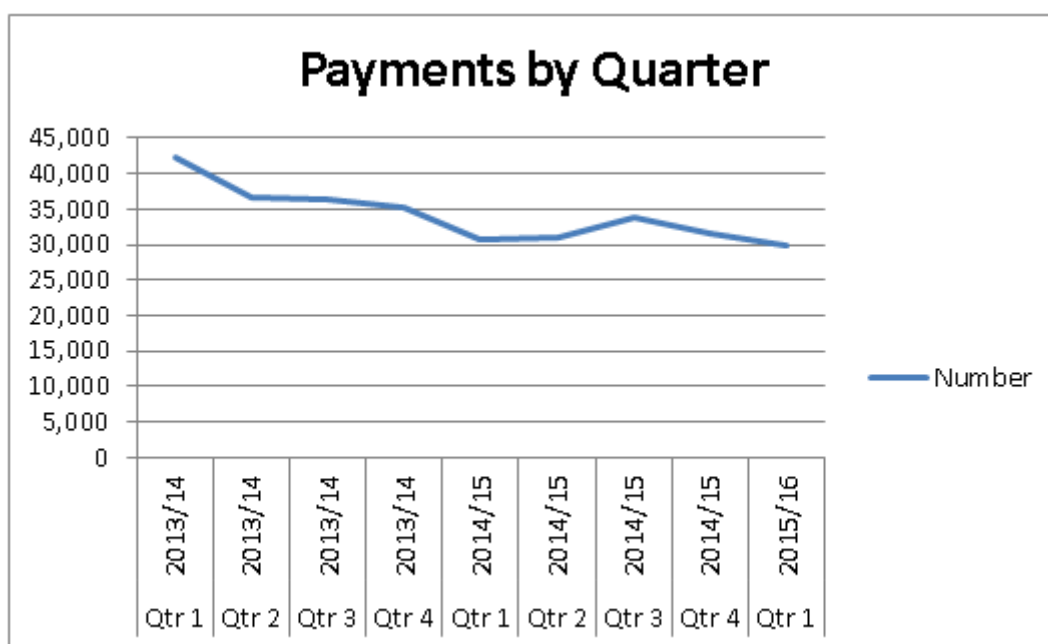
	Qtr 1	Year to date
Number	38,289	38,289
Value	£39,456,285	£39,456,285

Debt Position at 30/6/15

	Statutory	Non-Statutory	Total
Total	£8,795,788	£15,799,615	£24,595,103
Over 6 months	£4,148,718	£896,088	£5,044,805
% over 6 months	47.2%	5.7%	20.5%

Accounts Payable (AP) Performance

78. As part of the procure to pay (P2P) project a review of how payment within terms performance is measured has been undertaken. Following agreement with the Project Sponsors, the Service Directors for HR & Customer Services and Finance & Procurement we have introduced the Government and Public Sector standard of measuring payment within terms which is to base performance on the date the invoice is received into the Accounts Payable team. Based on this measure the percentage of invoices paid within contractual terms is 93%.
79. The graphs below show that the number of invoices processed by Accounts Payable has fallen gradually. Much of the recent fall is due to the introduction of the Managed Service Provider (MSP) for Agency staff. This replaces a large number of small value invoices with one consolidated weekly invoice for all staff operating under the MSP.
80. As part of the P2P project, two Procure to Pay pilot hubs have been established and went live in May 2015. The Hubs operate within the business support function providing a dedicated procure to pay service within the ASCH&PP and CFCS departments at Lawn View House and Sir John Robinson Way. The benefits of the Hubs will be improved access to compliant sources of supply, greater contract compliance, greater visibility and control and a further improvement in payment processing efficiency.



Statutory and Policy Implications

81. 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 approve the contingency request

- 3) To note the Capital Programme expenditure to date and year end forecasts and approve variances to the Capital Programme
- 4) To note the Council's Balance Sheet transactions
- 5) To note the performance of the Procurement Team
- 6) To note the performance of the Accounts Payable and Accounts Receivable teams

Nigel Stevenson Service Director – Finance & Procurement

For any enquiries about this report please contact:

Glen Bicknell - Senior Finance Business Partner, Senior Accountant

Simon Cunningham - Senior Accountant, Pensions and Treasury Management

Constitutional Comments (HD 04/09/15)

82. Committee has the authority to determine recommendations within the report.

Financial Comments (GB 04/09/2015)

83. 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'

Appendix A

Ongoing developments in Procurement:

Action	Target Outcomes	Current status
Review our procurement structure to ensure it aligns with the needs of the business and delivery of the strategy	Efficient and effective team that works alongside the commissioners, providing a consistent approach in the delivery of the business needs	A new operating model has been introduced focussing on a Care and Non Care team, this is being reviewed on a quarterly basis for a period of 12 months
Engagement with regional colleagues across local authority and health to develop a collaborative working approach	Identification of opportunities for collaboration to reduce costs of procurement and release savings through aggregation of spend	We are currently collaborating with colleagues across the region and health and in a number of areas for example food, social care, ICT, and taxis
Regional Contracts Database	Creation of a single regional contracts database that allows for public access and monitoring of markets, and to meet the requirements of the transparency code	Currently there are 590 NCC contracts in the contract register. 50% of the contracts (293 contracts) are with Small and Medium Enterprise Organisations and 6.7% (40 contracts) are with Voluntary Community Sector organisations.
Explore company risk profiles to establish an effective form to manage and mitigate supplier risks	Better management and mitigation of supply chain risk	Supply chain risk assessment tool has been completed and will be implemented to the procurement process from the start of the new financial year.
Develop a procurement customer satisfaction survey	Gain a better understanding of our customers' requirements and concerns so that we can improve the services that we delivery	In development target July 2015
P2P Project	To improve the P2P process	A dedicated delivery group are working on standard process maps. Target date May 2015
Retrospective orders	To reduce the non-compliant approach undertaken with retrospective orders	Category Managers are working with their relevant areas to address this issue
Social Value Act 2012	To ensure that what we procure has given consideration to how we may improve the economic, environmental and social well-being of Nottinghamshire	A Social Value Guidance document has been developed which includes guidance around how to deal with social and environmental issues during procurement stages
New EU regulations 2015	To ensure that the authority comply with the new regulations and that the procurement team utilise the changes to ensure added benefit to the council	The procurement and legal team are working together to refresh our standard documentation and embed these changes into our paperwork and approach.
Procurement Toolkit	Promote best practice and to utilise a range of guidance and practical procurement approaches	The toolkit is planned to be published in both on NCC website and Intranet in the new financial year.

14 September 2015**Agenda Item: 5****REPORT OF THE SERVICE DIRECTOR – FINANCE & PROCUREMENT****RESTRUCTURE OF THE FINANCE SERVICE****Purpose of the Report**

1. The purpose of this report is to seek approval to changes in the structure of the Council's Finance and Procurement Division of the Resources Department arising from budget reductions for 2016/17.

Information and Advice

2. The budget report for 2016/17 which was approved by County Council in February 2015 included a number of savings proposals across all Committees including Finance and Property Committee. The budget included additional savings for the Finance function of £90,000 in addition to savings of £250,000 approved as part of the previous year's approved budget. This report sets out the proposals of the Finance Division Management Team regarding how these savings will be achieved in the financial year.
3. Taking into account existing savings options in the Medium Term Financial Strategy over the three years to 2016/17, the division will have provided total savings of £1.5 million, a reduction of 36% against the 2013/14 net budget of £4.2 million.
4. The Council's review of alternative service delivery models through the Redefining Your Council transformation framework will also impact both on the transfer of budget for the buy-back of support services such as Finance and more importantly the potential transfer of staff to new organisations under the Transfer of Undertakings (Protection of Employment) Regulations (TUPE). Currently these include a charitable community benefit society for a range of cultural services and the establishment of a joint venture company with CORMAC for the delivery of integrated highways services. The potential transfer of three posts to these new organisations has not been reflected in the changes to the Finance structure as the transfers will not take place until these organisations are established in the New Year.
5. Having reviewed all budget headings a number of non-staffing budgets have been identified and these have been reduced for the financial year 2015/16 in advance of 2016/17 and management will be required to contain expenditure within these reduced amounts. Areas that have been reduced include office equipment, audit fees, bank charges, travel and subsistence and staff conference expenses. The contribution towards the overall budget savings from these adjustments is £62,000 in the year.

6. As a consequence savings proposals for 2016/17 will fall on staffing budgets as staffing budgets comprise the vast majority of the division's budget. The Divisional Management Team has considered the current staffing structure, and in July 2015 issued a Consultation Document on a proposed restructuring of the division. Comments on the proposals were invited by the closing date of 6 August and having received those responses the management team again considered the proposals and issued a formal response to the comments received on 10 August 2015. This report therefore seeks to implement the proposals for the division.
7. In addition, individual consultations took place with each Corporate Director as they are the key stakeholders and users of the division's services. Whilst recognising the need for the division to make savings Corporate Directors did express concerns regarding the ongoing capacity of the Finance function at a time when demands upon the guidance, advice and analysis from the division will be increasingly important as further budget reductions are considered.
8. The vision for Finance continues to be a smaller team but one which is more strategically focussed and with a higher density of appropriately qualified staff. The proposed budget reductions have been constructed with a view to maintaining sufficient capacity to deliver the division's core responsibilities. These include:
 - The need to meet statutory requirements such as the production of final accounts, the production of the annual budget and giving appropriate Treasury Management and Pension Fund advice.
 - Continuing to provide sound risk management and insurance arrangements.
 - Continuing to support Service departments with financial advice, budget preparation and monitoring and accounting services and
 - Contributing towards the development and implementation of improved financial management systems.
9. These proposals build upon the improvements made to the Finance division over the last few years, in particular;
 - The change toward a 'Business Partner' model of working based on being proactive and having strong business skills.
 - Increased automation and efficiency of finance processes thus gaining the full benefit of the investment in the Business Management System.
 - Strengthening the relationships between Finance and the broader business.
 - Reducing duplication of systems, streamlining processes and reporting practices improving the reliability of data quality and the quality and timeliness of financial information.
 - Improved quality, consistency and new and innovative approaches to the way the function performs and

- Improved effectiveness of the Corporate Accounting team, providing it with the necessary “financial management grip” across the whole organisation.

10. In response to the consultation the final structure is proposed only as a reflection of the initial requirements for support to departments based on the changes to the overall Council’s structure approved at Policy Committee in July. The use of generic job descriptions allows the division to maintain maximum flexibility in its structure, allowing it to respond quickly to changes both in demands and department structures. Consequently, over time it is expected that posts will be transferred between teams across the division to meet competing priorities.

The Proposals

11. The posts to be deleted and established for the tiers of the new structure are set out in the table below and the proposed initial structure is set out in Appendix 2. The current structure is set out in Appendix 1.

Current Posts (to be deleted)	FTE	Proposed Posts (to be established)	FTE
Group Manager	2	Group Manager	2
Senior Finance Business Partner/ Senior Accountant	9	Senior Finance Business Partner/ Senior Accountant	5
Senior Practitioner – Risk & Insurance	1	Senior Practitioner – Risk & Insurance	1
Finance Business Partner/ Accountant	18	Finance Business Partner/ Accountant	18
Assistant Accountant	11	Assistant Accountant	11
Accounting Technician	22	Accounting Technician	20
Risk & Insurance Officer	1	Risk & Insurance Officer	1
Senior Insurance & Risk Officer	2	Senior Insurance & Risk Officer	2
Claims Handler	2	Claims Handler	2
Insurance Technician	2	Insurance Technician	2
Investment Officer	1	Investment Officer	1
Pension & Treasury Management Accountant	2	Pension & Treasury Management Accountant	2
Loans officer	1	Loans officer	1
Investment & Treasury Management Assistant	1	Investment & Treasury Management Assistant	1
Total	75	Total	69

Other Options Considered

12. There are no other short term options to addressing the challenges within the Finance Service. Longer term options could be the outsourcing of the Service or collaboration with another local authority. These, however, are not considered appropriate at this time.

Reason/s for Recommendation/s

13. The recommendations are needed to progress to the enabling process for the remaining levels of the new structure.

Statutory and Policy Implications

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

Implications for service users

15. One of the main reasons for restructuring the Finance Service is based on the approach that support services should make an appropriate contribution towards the Council's overall savings target to safeguard front-line service delivery. These reductions are planned to minimise the impact on the quality of the service provided to customers and key stakeholders.

Financial Implications

16. Provisional estimates for the cost of the new structure suggest that savings of up to £290,000 will be generated in a full year and these will contribute to the overall savings required in the County Council's Medium Term Financial Strategy.

Equalities Implications

17. The restructuring of the Finance Division will be carried out in accordance with the County Council's employment and equalities policies.

Human Resources Implications

18. Staff and trade unions have been fully informed of the rationale for change and have been regularly and appropriately consulted on the proposed new structure.
19. The HR implications have been considered through the consultation process in drawing up the new structure and job descriptions. Appointments to the posts in the new structure will progress in line with the corporate enabling process. Confirmation of grades within the structure will be confirmed through the job evaluation process.

RECOMMENDATION/S

20. It is recommended that Elected Members approve the changes to the Finance Service structure effective from 1 October 2015 as set out in this report.

Nigel Stevenson
Service Director – Finance & Procurement

For any enquiries about this report please contact:

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Service Director – Finance & Procurement
T: 0115 9773033
E: nigel.stevenson@nottsc.gov.uk

Constitutional Comments (KK 13/8/15)

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

Financial Comments (NS 13/8/15)

The financial implications of the restructure are set out in paragraph 16 of the report.

Background Papers

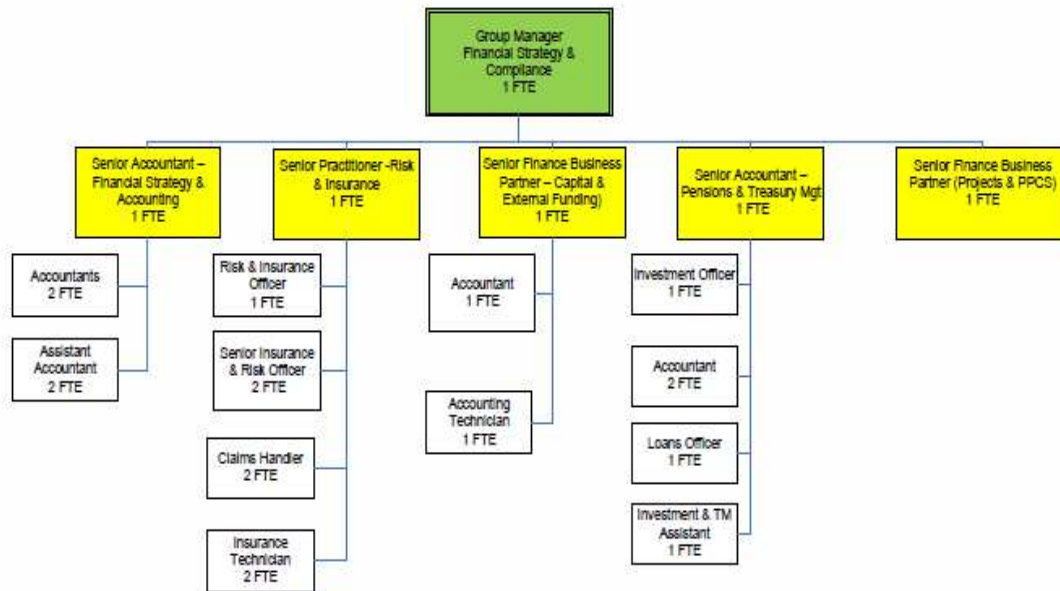
None

Electoral Division(s) and Member(s) Affected

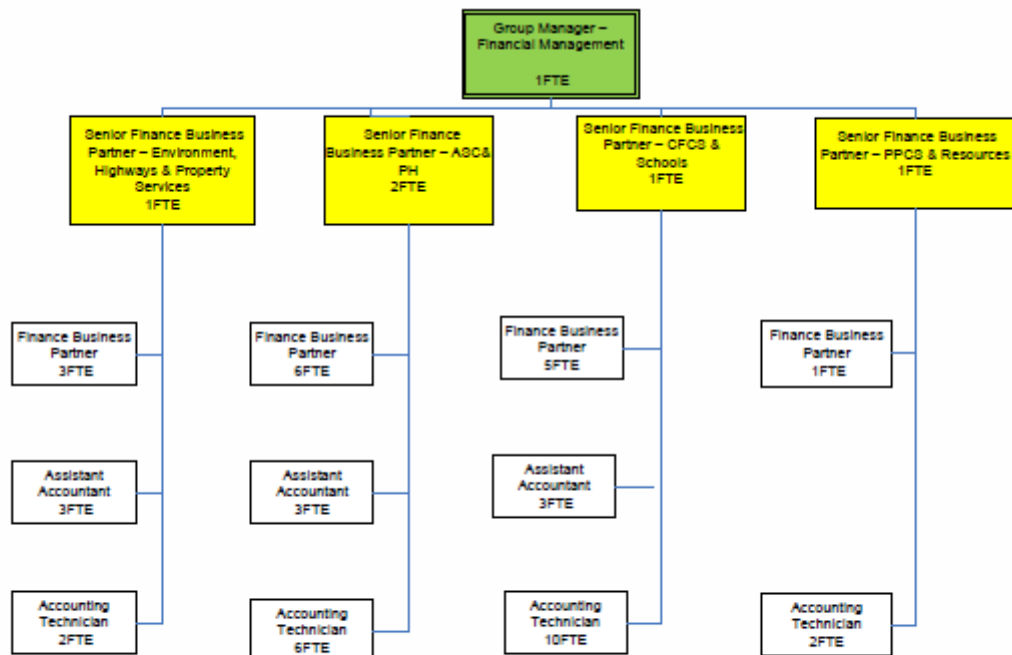
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Current Structure

Financial Strategy & Compliance Group

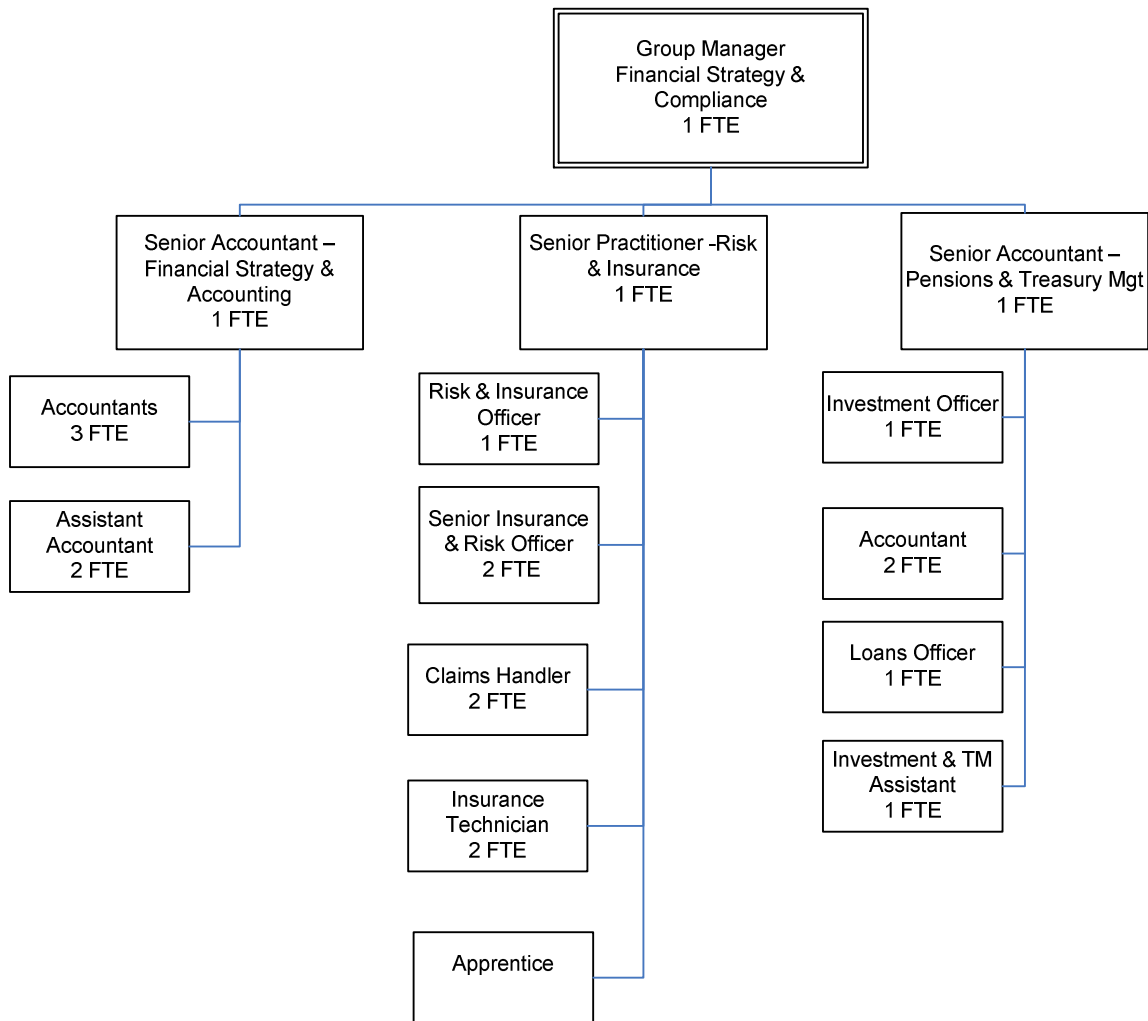


Financial Management Group

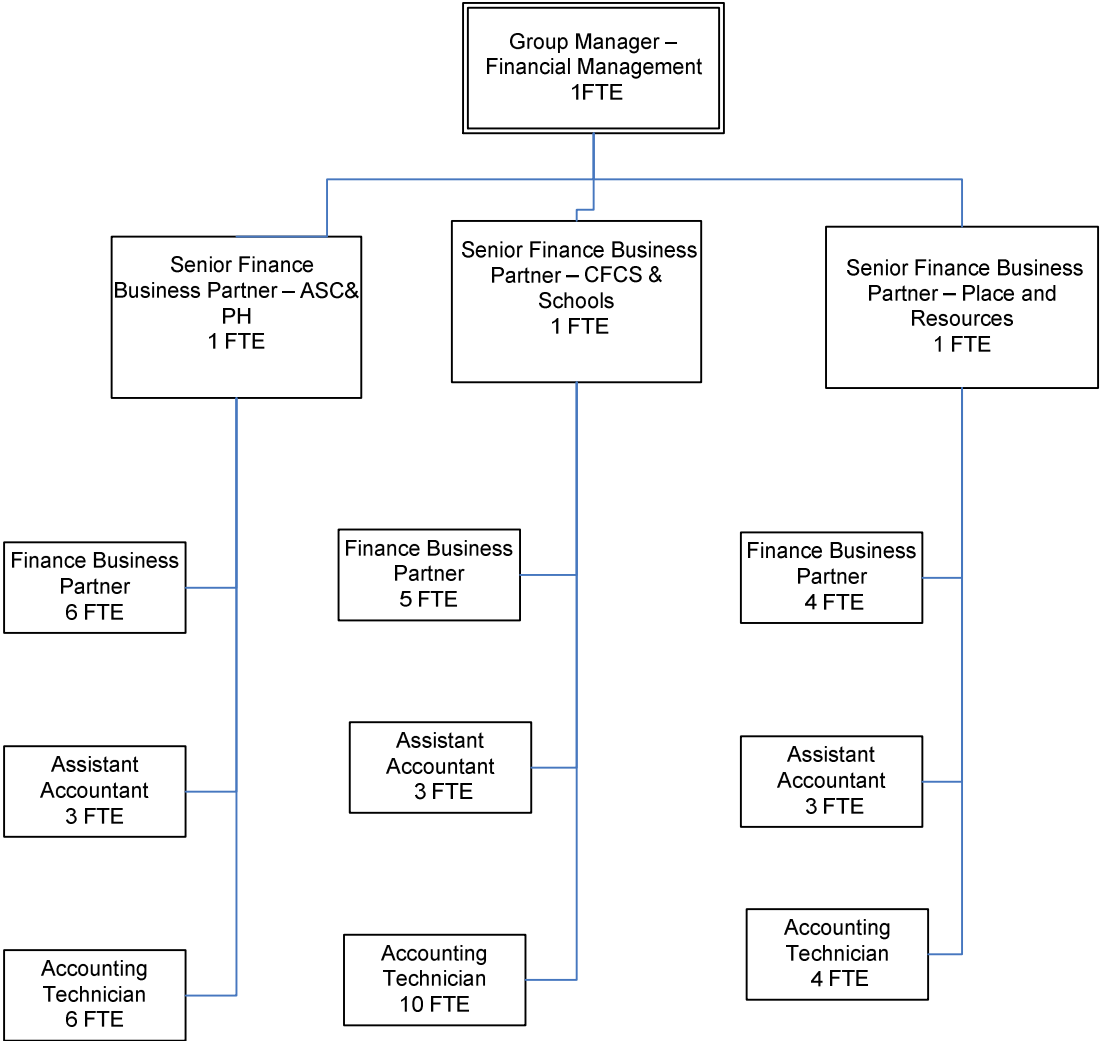


Proposed Structure

Financial Strategy & Compliance Group



Financial Management Group



Highways ASDM reduction of 1 FBP & 1 AT yet to be applied
Libraries & Cultural Services Trust reduction of 1 AT yet to be applied

14 September 2015**Agenda Item: 6****REPORT OF THE SERVICE DIRECTOR – FINANCE & PROCUREMENT****CIPFA EXAMINATION RESULTS****Purpose of the Report**

1. The purpose of this report is to invite Members to note the continued success of the Joint CIPFA Training Scheme and to recognise the performance by candidates in recent examinations.

Information and Advice

2. The Chartered Institute of Public Finance and Accountancy (CIPFA) is the professional body for people in public finance. 14,000 members work throughout public services, in local and central government, the NHS, national audit agencies, major accountancy firms and in other bodies where public money needs to be effectively and efficiently managed.
3. At its meeting on 17 December 2012 the Finance and Property Committee approved the establishment of a Joint CIPFA Training Scheme in partnership with other local and public authorities across Nottinghamshire.
4. In establishing the Scheme the Committee acknowledged the ongoing financial challenges facing the public sector generally and local government specifically which has highlighted the need for high quality financial management support. The Scheme ensures there is a suitable pool of local talent to meet the future needs of local authorities and other public sector organisations across Nottinghamshire.
5. The aim of the Nottinghamshire Scheme is to provide trainees with the opportunity to gain experience of working across a range of different employers; during their training programme they rotate between the County Council, Nottinghamshire Police and/or Nottinghamshire Fire and Rescue, Grant Thornton and one or more of the district councils.
6. This not only has huge benefits to the trainees in terms of building deeper knowledge and practical experience of working within different organisations, but also crucially allows recruitment and training costs to be shared amongst employers, thereby also allowing for a greater number of trainees. Other benefits are:
 - trainees experience quality placements across the whole of Nottinghamshire;
 - development of greater understanding and working practice for the trainee and the partners involved in the scheme;

- keeping the best talent in Nottinghamshire and keeping the best talent in public sector organisations.
7. The pass rates in the June 2015 examinations are comparable to and, in some subjects, well above the national average.
 8. In addition to the graduate trainees on the Joint Training Scheme there are a small number of staff within the County Council's Finance & Procurement Division who are also studying to gain the CIPFA qualification. In the June sitting two of these CIPFA trainees successfully completed their final professional examinations and are now eligible to become fully qualified members of the Institute. Members may wish to congratulate the two trainees on successfully completing their studies.

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 the continuing success of the Joint CIPFA Training Scheme is noted.
2. That the Members of the Committee recognise the achievement of the two trainees in successfully completing their CIPFA Professional Qualification.

Nigel Stevenson, Service Director – Finance & Procurement

For any enquiries about this report please contact:

Neil Robinson – 0115 977 3578

Constitutional Comments

As this report is for noting only no constitutional comments are required.

Financial Comments (NDR 01/09/2015)

There are no financial implications arising directly from the report.

Background Papers and Published Documents

None.

Electoral Division(s) and Member(s) Affected

None directly.

14 September 2015**Agenda Item: 7****REPORT OF THE SERVICE DIRECTOR, ICT****ICT PROGRAMMES AND PERFORMANCE QUARTER 1 2015-16****Purpose of the Report**

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

Information and Advice**Programmes Update**

2. The ICT Strategy 2014-17 identifies the five ICT strategic themes that will support business transformation across the County Council and these are shaping much of the activity and priorities within ICT Services, covered in the progress and planning sections of the report (paragraphs 3 and 4). The five key themes are:
 - **Workforce mobilisation:** using technology to transform the productivity, efficiency and mobility of the workforce
 - **Customer channel shift:** using technology to support the delivery of effective web based self-serve functions for public service users
 - **Business performance reporting:** using technology to improve how business data is extracted from multiple systems, interrogated and reported through to users
 - **Partnership working:** using technology to support the greater integration of public facing services, including the effective sharing of data, systems and ICT solutions
 - **Reliability and compliance:** maintaining a current and fit for purpose ICT estate that supports improved business continuity and is compliant with Public Services Network (PSN) standards
3. Significant progress has been made in most of the priority ICT projects over the last quarter. A summary of progress is as follows:
 - i. As part of the project to implement emCloud (the new corporate and school broadband network and internet services), significant progress has been made in establishing the core network, surveying and preparing sites in readiness for the new

broadband lines ahead of the go-live in October 2015 and with the installation of new broadband circuits. There are 212 corporate sites to connect plus 190 schools that have signed up to 3 year emCloud contracts.

- ii. The contract has been awarded to SCC (Specialist Computer Centres) for our secondary data centre which supports ICT business continuity for a number of business critical services.
- iii. The workforce mobilisation project continues with 1,000 staff now using the Windows 8.1 tablet devices and is well on course for delivering the planned 1,500 devices to social care staff in 2015. Data is now being collected to monitor and support the delivery of project outcomes. The Wi-Fi network in some key sites has also been extended to support the work patterns of those staff using the new technology. A proof of concept project for appointment scheduling is now under way with Mansfield and Ashfield Occupational Therapists which will support the automation of these activities.
- iv. Significant preparatory design work has been undertaken ahead of the Windows 8.1 smartphone introduction and extended deployment of Microsoft Lync telephony services. The Lync solution runs over the broadband ICT network (rather than requiring separate telephony lines) and provides telephony, presence, instant messaging and conferencing services.
- v. The multifunctional devices to support “print anywhere” facilities for Libraries staff have been rolled out.
- vi. All 2,500 *Get Connected* users have been migrated to the upgraded *Get Connected 2* service (Microsoft Office 2010 based platform). This enables users to access County Council systems using their own equipment and broadband connections.
- vii. A new customer relationship management system (the *AchieveService* system which is hosted and supported through Firmstep) has been procured for use by the Customer Service Centre. This is used for managing public enquiries and maintaining customer records and will replace the current *Lagan* system. Implementation planning is now under way.
- viii. In support of the drive towards increased integration between Health and social care, a technology project was successfully undertaken to test and demonstrate the transfer of data securely between County Council and Nottinghamshire Health Informatics Service’s (NHIS) respective ICT platforms. The next step will be to develop some automated workflows between health and social care teams to identify and demonstrate how joined technology might improve current patient processes.
- ix. A programme of work has been initiated to support the alternate service delivery models (ASDMs) approved for Highways and LAIL (Libraries, Archives, Information and Community Learning.). As well as supporting these specific initiatives the intention is to develop a repeatable model so that ICT Services can respond swiftly to any future ASDMs. The initial focus is to ensure these services transition to their new arrangements but opportunities to provide ongoing support are also being explored.

- x. Updated the core switch equipment at the Node 4 secondary data centre (effectively the gateway through which users access services hosted here).

4. Over the next 6 months the major focus of activity will include the following:

- i. The emCloud project will deliver new broadband connections to all corporate and subscribing school sites for the go-live on 1st October 2015. The contract with Virgin takes advantage of new technologies, network design and tariffs and will deliver £800k annual savings across school and corporate sites from 2016-17. The current Capita supported broadband network will be decommissioned.
- ii. As part of the mobilisation project, a further 400 Windows 8.1 mobile devices will be deployed to front-line social care staff. New assessment workflows for Occupational Therapy staff will be made live in the mobilisation package and an electronic scheduling/rostering solution will be deployed with some social care teams as part of a proof of concept. The use of alternate 3G/4G SIM cards will be reviewed for areas with poor Vodafone coverage.
- iii. As part of the Digital First Programme the new County Council website hosted on the *Umbraco* platform will go-live. The revised customer journey for concessionary bus travel and the initial set of eForms to support the Care Act will be made live, as will the replacement for the schools-facing microsite *Wired*. Web chat software (real-time internet chat) will be piloted with the Customer Services Centre for their use with the public.
- iv. Microsoft Lync telephony will be deployed to more users. There are currently 1,900 users on the West Bridgford campus that have Lync for their telephony. This project will plan for and deliver a more resilient and scalable Lync solution, extend the telephony to more sites (commencing with Lawn View House) and incorporate video conferencing. Existing County Hall and TBH users will be migrated to the Lync 2013 platform.
- v. The Windows Lumia smart phone solution to replace the BlackBerry estate will be piloted with 100 users ahead of the wider deployment.
- vi. Shaping the ICT requirements in response to the Corporate Performance Reporting Project. This project aims to improve how information is extracted, displayed, reported and used from the wide range of ICT systems that are in use. This will result in a more uniform and consistent approach in order to enhance decision making. The project seeks to replace the current plethora of reporting solutions and approaches with a more holistic way forward and will be appointing an external partner to help shape this.
- vii. Achieve the annual PSN accreditation (Public Services Network access that supports our secure broadband connectivity to other public sector organisations).
- viii. Implementation of the *AchieveService* customer relationship management solution for use by the Customer Service Centre (see 3 vii above).

- ix. Document and obtain sign-off for the ICT activity necessary to deliver the business requirements for the Highways and LAIL ASDM initiatives.
- x. Work with Nottingham Health Informatics Service, based at Kings Mill Hospital, to establish a proof of concept which demonstrates the integrated workflow for health and social care patient journeys.
- xi. Plan the initial transition from the current on premise data centre provision to off-premise (cloud) based services.

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 first 3 months of 2015-16 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 remain at high levels with 99.84% achieved in the quarter. The target has also been raised for the fifth year running, to 99.7%.
- 7. Incident resolution has continued to improve with 91.6% resolved within SLA during this quarter. The performance is now almost at our target level and represents a big improvement by the Service Desk and support teams over the last 12 months. Major changes have been made to how the service is organised and provided, and how supplier teams are managed which is now delivering benefits.
- 8. The County Council is increasingly reliant on its ICT provision and so disruptions to services need to be avoided wherever possible. During May there was a temporary loss of access to the *Cryptshare* secure e-mail service which had an impact for Legal Services. This was a database fault that was fixed by the external support team. In June there was a hardware failure (core switch at Node 4 data centre) that disrupted weekend access to some services (intranet, MyApps) and provided intermittent access for some users (as services running from Node 4 data centre became unavailable). The resilient nature of our network enabled services to be restored quickly whilst the hardware was fixed by Capita and later brought back into service. In June there was also a temporary loss of access to BMS for portal users due to a software error that was resolved by the external support team (CGI).
- 9. The business activity indicators also show two project performance indicators that are used by CIPFA (Chartered Institute of Public Finance and Accountancy). The project delivery index is used to measure conformance to good project management standards e.g. adoption of PRINCE 2 methodology, business case produced, delivery to timelines, business benefits achieved etc. Performance against this indicator remains good and has improved since we reorganised the service last year and incorporated dedicated programme and project management resources into our structure. The second indicator is related to delivery of

milestones, and measures the overall percentage of milestones delivered by the planned timelines. Progress has been good during the period, see paragraph 3, with 78% achieved and an improvement from quarter 4 of last year. In this period there has been some slippage by suppliers (impact on Lync telephony project), delays associated with new technology solutions (Windows Smartphones, web chat, IE11 deployment and *OneSpace* partner access) and slippage due to customer re-scoping (Digital First web forms and Microsoft reporting partner).

Customer Indicator

10. The access channel into ICT Services is the Service Desk which receives and handles the incidents, service requests and enquiries. The efficiency and effectiveness of this function is crucial for the user perception of the whole range of services provided. Daily customer satisfaction feedback is collected from corporate and school users of the Service Desk and is being measured against a target score of 4.5 (score 1-poor, 5-excellent). The feedback from users remains very positive and the Service Desk delivered good performance this quarter in resolving issues, minimising call time and answering calls quickly.

Staff Indicator

11. The average number of sick days per staff member within ICT Services is at levels within the County Council target of 7 days. Training activity for ICT Services staff is crucial to ensuring that the relevant and required skills are available and we are on plan for this year's development activity.

Financial Indicator

12. Revenue spending is currently in line with budget plans for the year. The profile of capital spend is being re-examined as we look to move away from owning and managing our own data centre and making use of off-premise (cloud) arrangements instead. We will look to sweat the assets that are located within the County Hall data centre as we acquire new platforms elsewhere.
13. ICT Services also continues to provide very favourable cost comparisons with other public sector bodies with each of the financial indicators within the best and lowest cost quartile of the current 2014 annual CIPFA benchmarking.

Reason for Recommendation

14. To raise awareness of progress on the key ICT programmes and performance indicators for 2015-16.

Statutory and Policy Implications

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

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

RECOMMENDATION

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

Ivor Nicholson
Service Director - ICT

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

Constitutional Comments:

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

Financial Comments: (SES 03.09.15)

The financial implications are set out in paragraphs 12 and 13. 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 1 2015-16





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	2014-15	Performance 2015-16				Comments
	Q4 Actual	Q1 Actual	Q1 Target	Status	Trend	
Average availability to users of NCC's business critical services during business hours	99.89%	99.84%	99.7%			<p>There are 41 services identified as Business Critical to the County Council e.g. e-mail, internet, Framework, BMS, Capita ONE etc.</p> <p>Contributory factors to this high level of availability are the investment in the ICT infrastructure (such as the network, servers, cabling and data centres), a proactive approach to infrastructure alerts and monitoring (taking pre-emptive action where necessary), plus the rapid response of technical teams should issues occur.</p> <p>The target has been increased in 2015-16 from 99.6% to 99.7%.</p>
% Incidents resolved within agreed service levels	88.9%	91.6%	92%			<p>This indicator assesses the performance of the ICT function in restoring service and responding to incidents within our Service Level Agreement (SLA). The changes made to the ICT operating model and staffing structure support a more focused approach to managing incidents and this is having a positive impact with improving performance. In this quarter there were 8,579 incidents reported (7,587 last quarter).</p>

Business Activity Indicator	2014-15	Performance 2015-16				Comments
	Q4 Actual	Q1 Actual	Q1 Target	Status	Trend	
% of ICT changes successfully completed	99.8%	99.6%	98%			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 292 changes (281 last quarter).
Compliance to CIPFA project delivery index	7.3	8.7	8.0			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. The establishment of the PMO function has had a positive impact.
% of project milestones delivered	64%	78%	85%			Each project and priority activity incorporates a series of milestones (both for ICT Services and the business) that are the basis for assessing progress. These can be updated by Project Boards to reflect revisions to scope, priorities etc. Progress has been made against all priorities as outlined in paragraph 3. A significantly more rigorous approach to measurement was introduced from Q3 2014-15. In this period there has been some slippage by suppliers (impact on Lync project), delays associated with new technology solutions (Windows Smartphones, web chat, IE11 deployment and OneSpace partner access) and slippage due to customer re-scoping (Digital First web forms and customer journeys, Microsoft reporting partner).

Customer Indicator	2014-15	Performance 2015-16				Comments
	Q4 Actual	Q1 Actual	Q1 Target	Status	Trend	
Customer satisfaction score: Corporate/school users	4.7/4.6	4.7/4.5	4.5			The access channel into ICT Services is the Service Desk which receives and handles the incidents, service requests and enquiries. The efficiency and effectiveness of this function is crucial for the user perception of the whole range of services provided. ICT Services collects information regarding customer's satisfaction (score 1-poor, 5-excellent) of the ICT incident management process for both corporate and school users (weekly sample sizes are approximately 30 corporate users and 20 school users).
Service Desk 1 st call resolution	61%	62%	60%			First call resolution measures the effectiveness of the Service Desk at first point of call. The 60% is an enhanced target and is a balance of being able to manage the call volumes through the desk and maintaining a high % success rate within the allocated call period (5 minutes).
Average Service Desk call duration	4.6mins	3.7mins	5mins			In order to manage call volumes and achieve a lower call abandonment rate, a target of 5 minutes (ICT industry practice) is allocated to each call to the first line Service Desk.
% dropped calls on Service Desk	6%	6.4%	12%			This measures the proportion of calls unanswered by the Service Desk (including calls that are terminated by the user having heard recorded incident updates). This is showing a substantial improvement for the last 2 quarters.

Staff Indicator	2014-15	Performance 2015-16				Comments
	Actual Year	Q1 Actual	Q1 Target	Status	Trend	
Average Number of sick days per staff member	7.74	1.55	1.75			This level of staff sickness is currently within the profile of the annual county council target of 7 days per member of staff. There were 2 members of staff absent on long term sickness during the period.
Average number of professional training days per member of staff	4.9	0.90	0.75			The annual target is 3 days per member of staff and we are on plan for quarter 1. We now undertake significant levels of computer based training activities, rather than traditional classroom courses, covering more activity in less time.

Financial Indicator	Performance 2015-16				Comments
	Actual	Target	Status	Trend	
Expenditure against revenue	27%	25%			Planned budget reductions of £250k have been delivered in 2015-16 (£3.5 million in the last 5 years). Forecast spending for 2015-16 is in line with budget plans.
Expenditure against capital	15%	25%			The Infrastructure Replacement Programme for 2015-16 is being re-scoped to plan for our future migration away from the County Hall data centre to <i>off-premise</i> provision. This will impact on the phasing of spending plans for 2015-16.
Cost of ICT support per user	£187	£203			Our current cost of £187 per user puts the county council in the lowest cost quartile of CIPFA 2014 benchmarking. The target of £203 is based on remaining within the top quartile.
Cost of ICT support per workstation	£178	£235			Our current cost of £178 per workstation puts the county council in the lowest cost quartile of CIPFA 2014 benchmarking. The target of £235 is based on remaining within the top quartile.

Financial Indicator	Performance 2015-16				Comments
	Actual	Target	Status	Trend	
Acquisition cost of desktop PC	£383	£448			This includes the cost of procurement and installation as well as the cost of the device and software. We currently perform at the lowest cost quartile of CIPFA 2014 benchmarking.
Acquisition cost of laptop	£597	£640			This includes the cost of procurement and installation as well as the cost of the device and software. We currently perform at the lowest cost quartile of CIPFA 2014 benchmarking.



14 September 2015

Agenda Item: 8

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

**ESTABLISHING A JOINT VENTURE FOR PROPERTY DESIGN AND
OPERATIONS**

Purpose of the Report

1. This report outlines the options that have been developed and evaluated and seeks an in-principle decision from Members on the preferred option.

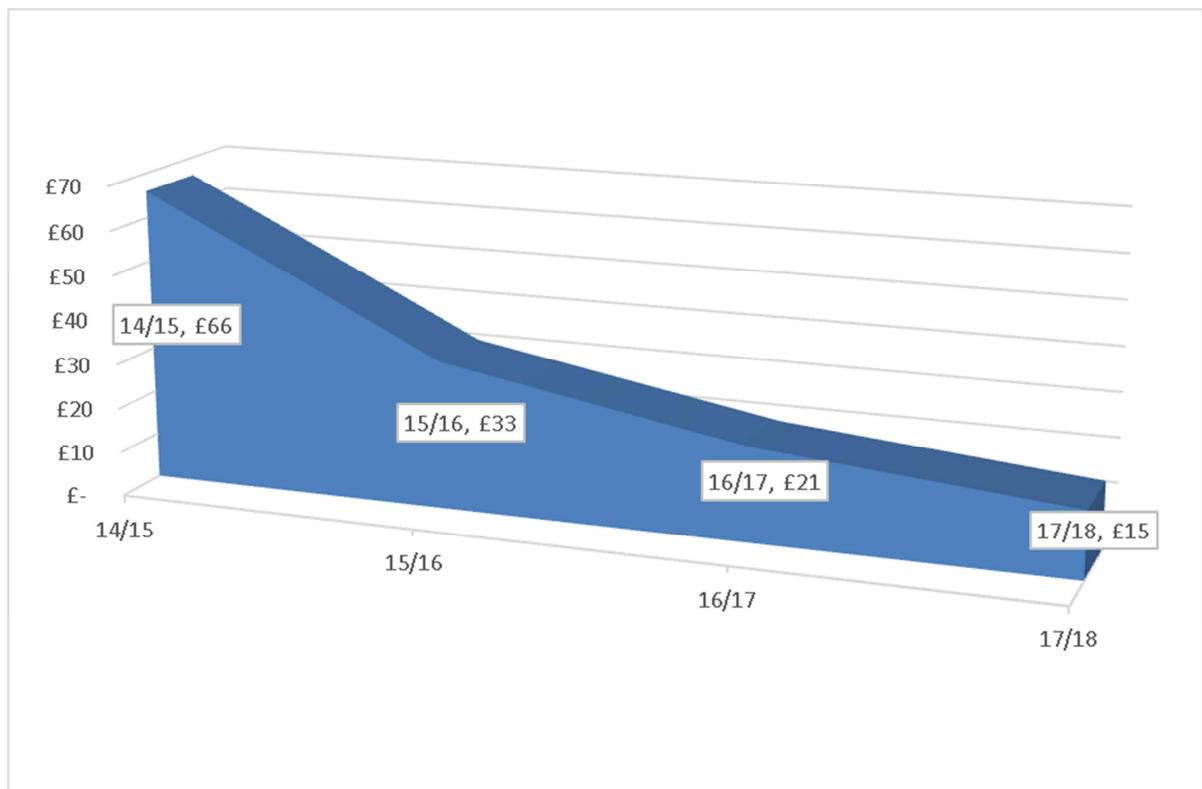
Information and advice

2. This report contains an exempt appendix, which is not for publication by virtue of paragraph 3 of Schedule 12A of the Local Government Act 1972 (as amended) (Information relating to any individual and the business affairs of a particular person (including the authority holding that information)). The exempt appendix provides details of the terms agreed. Disclosure of this information would prejudice the parties' commercial interests.
3. In late 2014 the Property Group put forward outline business cases for two options that were approved by the County Council as part of its Medium Term Financial Strategy (MTFS) earlier this year.
4. One of the options involved the establishment of a Joint Venture for Property Design and Operations.
5. For ease of reference, the rationale for this option for change (**Appendix A**) is summarised below:
 - A significant decrease in the value of the capital programme that provides the principal source of design and operations work; which is projected to reduce significantly over the next 18 months and beyond.
 - Design and operations staff required to deliver the programme are similarly likely to contract by half.

- A 50% reduction in the size of design and operations staff will make the functions unsustainable: from 70 to 35 FTE.
 - Risk of significant redundancy and termination costs for the authority: up to £1 million.
 - Loss of experience and skills to deliver projects and programmes for the Council.
6. The whole of the Property Group comprises 124 staff: 70 FTE are engaged in Design and Operations which leaves 54 staff who are engaged on Corporate Property Strategy, Asset Management and Planning, Compliance (asbestos, fire, legionella and occupier risks), and Strategic Commissioning and Contract/Performance Management.
 7. Given the financial challenges facing the Council it is vitally important to strengthen asset management planning, rationalise the property estate, and urgently progress the one public estate initiative to reduce the cost of property holding and occupation. It should be noted that from the benchmarking analysis undertaken recently it is evident that the cost of corporate estate runs into £40 million annually because of its size and condition. Therefore, in the medium to long term it is not a sustainable model going forward.
 8. Furthermore there is, greater than ever, the need to generate capital receipts and develop strategic sites for the land bank: urgently progress one property estate to share public estate and assets amongst other public sector bodies. In addition asset management planning and management of the corporate estate is complex and has many organisational challenges.
 9. It is also appropriate to stress that there are few linkages between estate and asset management, planning, and design and operation. Any synergies between the two are minimal at best. The focus of asset management planning is on property strategy, strategic commissioning and contract management; whereas the primary remit of design and operations is project/programme delivery.
 10. In view of the foregoing it is concluded that it would be too risky at this juncture to entrust asset management planning and corporate property strategy in the hands of a partner as it would lead to diminution of strategic control and oversight. Therefore these services are to be pursued as a separate option as explained in the Outline Business Case (OBC) approved by the Council: an Integrated Property Unit comprising other public sector bodies.

11. On a related subject, it should be noted that 'soft' facilities management (FM) such as cleaning, grounds maintenance, car parking, security, and office accommodation management typically tend to be managed as separate businesses from building design and operations services because there is very little synergy between the two. Therefore these services have been excluded from the scope of the Property JV proposal.
12. The Property Joint Venture for Design & Operations would undertake capital and revenue works and programmes for the Council but the turnover is expected to decline sharply after the next 18 months and beyond. For example, the revenue and capital programme for 2017/18 currently stands at £6 million, and even after making an allowance for new education basic need projects and new schools in 2017/18, the projected programme is £15 million. There are no new building projects in the pipe-line and the trajectory is downwards. Beyond that there will be a requirement to develop additional income streams.
13. In summary the demands for non-design are likely to rise over the next 3-5 years as the Council develops and implements its long-term asset management plan.

Figure 1: Forecast Property Capital programme value (£ millions)



14. Because of the declining value of the capital programme it is expected that a new Joint Venture for Design and Operations arrangement would need to be in place by **April 2016**.

15. The in-house design and maintenance staff have extensive experience and are nationally recognised by professional bodies as demonstrating excellence in their field. Accordingly, one of the key objectives of the Joint Venture is to retain these assets by enabling their skills and experience to generate additional income through a successful commercial partner.

16. The main services within scope of a Joint Venture are:

- Administration, business and ICT support officers connected with design and delivery
- Architects, including technicians and assistants
- Building Engineers
- Building Surveyors associated with the design service
- Business generation posts and similar connected with design and delivery
- Contract Administrators
- Mechanical, electrical and plant engineers and associated technicians
- Payment and invoicing posts connected with design and delivery
- Project Managers
- Quantity Surveyors, including estimators and technicians operating in this capacity
- Resource Planners
- Site Supervisors
- Trade staff, joiners, plumbers, electricians and similar
- All management posts associated with the above

17. There have been on-going discussions between the County and the neighbouring councils in relation to collaboration and the sharing of resources for the delivery of property design and operations.

18. Unlike the County Council, the neighbouring councils have sizeable capital programmes and contract out their design and maintenance work. There is an obvious synergy that will be considered further. Once this Joint Venture is fully operational the door will be open for our neighbours to join at a later time, should they wish to.

Options Considered

19. The following options have been explored over the last 8 months and are summarised as follows and discussed in more detail below:

- (i) Status-quo
- (ii) Outsource the services to the private sector
- (iii) Develop a Joint Venture between Nottinghamshire County Council and a publically owned external commercial partner

20. It was identified at the point that the option for change was put forward last year, that maintaining the current model for service delivery (an in-house team delivering the existing capital programme) would not be sustainable beyond the start of financial year 2016/17 as there will not be a sufficient volume of work. The likelihood is that a reduction of posts would be required resulting in the Authority being liable for the associated costs. The skill base would be eroded to the extent that the remaining resources would not be able to undertake the full spectrum of work.

21. The result would be that any remaining work would need to be serviced by external resources, at a cost premium to the Council. It is also worth pointing out that NCC experience of external consultants in the last couple of years has been somewhat variable; in part due to the fact that the programme is reducing. Lack of commercial skills and expertise means that there is limited scope to increase external income in a sector that is competitive. Therefore status-quo is not a viable option.

22. Outsource of the services through open competition could be expected to take 12-18 months minimum to procure. It will be a costly exercise in resource terms and in advisory fees. There is no certainty that acceptable bids would be recieved. This taken together with the projected reduction in the size of the works over the same period means that staff reductions will have to be made before the revised arrangements are in place, which would result in considerable costs to the council as explained in paragraph 19. In addition outsourcing is not a collaborative partnership model going forward and most importantly it will diminish the County Council's control and influence leading to possibly higher costs for the Council. Accordingly, this option is the least preferred. A joint venture model with the private sector would add further complexity and delay and may be less attractive to the market.

23. Outsourcing will only be investigated further if a suitable Joint Venture partner cannot be agreed. This option is probably the least attractive to impacted staff as it introduces the greatest degree of uncertainty about the on-going security of employment.
24. The third option is to establish a joint venture with another publically owned organisation that is able to complement our skilled resources with the ability to find alternative sources of work for them and, over time, developing a source of income for the authority. This is a tried and tested business model for local authorities and there are a growing number of Joint Ventures being developed across the country, including the Council's own JV with Cormac for Highways.

Features of the Joint Venture Options

25. The key features of either of the Joint Venture options are summarised below:
- i. Strategic commissioning and contract management will rest with the County Council as a client.
 - ii. There will be a commercial and exclusive service contract between the County Council and the Joint Venture partner for the provision of building design and operations.
 - iii. The new Joint Venture would aim to be a Teckal company; which means it is controlled by local authority(s) and can trade outside by up to just under 20% of its turnover – which has been introduced into law by the Public Contracts Regulations 2015. Legal advice is being taken on how to ensure the joint venture is compliant with the procurement regulations.
 - iv. An 'Admitted Body' pension fund would be created for the Joint Venture based on actuarial valuation. The Council will retain responsibility for the historical pension deficit relating to the transferring staff, and the company scheme would commence on a fully funded basis. The company would assume liability for any future deficit.
 - v. The business and commercial risks of operating the Joint Venture rest with the partner; rather than the County Council.

- vi. The jointly owned Teckal body would be financed and supported jointly by the partners as an “in-house” department common to them both although it is expected that the partner would bear a greater proportion of the business and commercial risk.
- vii. The County Council will be a minority shareholder on the Board of the Joint Ventures.
- viii. Profits from third party revenue will be shared 50:50.
- ix. The terms of the contract including the break clauses and any reserved matters for the Council will be negotiated as a part of the final business case and due diligence.

Key strategic considerations

26. It is important to take into account of the following strategic issues for the Council:

- o Short term risks to the Council
- o Long term opportunities in the wider public sector market
- o The impact on any local relationships e.g. with other public sector bodies
- o How long the arrangements will be in place and the impact on the future direction of NCC

27. This report is seeking a decision from the Committee on the option that is most closely aligned to the Council's strategic objectives.

Reason/s for Recommendation/s

28. The following recommendations have been made as they represent the best solution for the council to retain access to skills and experience in the face of declining turnover.

Statutory and Policy Implications

29. 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) It is recommended that the Committee:
 - (i) Approves the appointment of the preferred partner as outlined in the exempt appendix ; and
 - (ii) Note that a final business case is to be developed and will be taken back to Committee for approval.

Jas Hundal

Service Director – Transport, Property & Environment

For any enquiries about this report please contact:

Constitutional Comments (SSR 02.09.2015)

30. The recommendations set out in this report fall within the scope of decisions which may be approved by the Finance and Property Committee.

Financial Comments (TR 25.08.2015)

31. The full financial implications relating to the proposal will be developed as part of the final business case.

Background Papers and Published Documents

32. 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

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

File ref.: /SB/SB/09997

SP: 2922

Properties affected: 09997 – Policy



		Option Ref	A24
1. Service Area	Property Services		
2. Option Title	Joint Venture for Property Services		
3. Summary of Option	<p>To secure a commercial Joint Venture (JV) for Property Design, Construction and Maintenance and related services in order to improve value for money and manage financial risks to the Council.</p> <p>To create a public sector Combined Property Unit (CPU) for property and estate management services over the next two to three years.</p>		
4. Rationale / Evidence Base for the Option	<p>1. <u>Executive Summary of Key Points</u></p> <p><u>Why the status quo is not sustainable?</u></p> <ul style="list-style-type: none"> • Projected significant decrease in the capital programme that provides a source of design and operational work • Potential significant rationalisation in the property estate • Need for continuous improvement through changes in the way services are commissioned and managed. <p><u>Is there any ability to make <i>reasonable</i> additional short-term savings?</u></p> <ul style="list-style-type: none"> • No - there have already been significant budget reductions in recent years • Limited maintenance budgets for the estate are spent mainly on keeping buildings safe and operational, and essential building works • Budget provision for the maintenance of the estate is already insufficient for the size of the property estate and backlog of maintenance. Consequently further reductions would only result in higher costs in the future • Chartered Association of Public Finance Accountants (CIPFA) value for money comparison show excellent performance amongst the benchmarked groups - there is limited scope to improve further with the current service delivery model • Design staff are mainly fee earning with their costs covered by the project. Therefore staff reductions do not create a revenue budget saving. <p><u>Why is a JV solution being proposed?</u></p> <ul style="list-style-type: none"> • Provides increased flexibility to respond to peaks and troughs in work demand • An opportunity to bring in commercial expertise • Flexibility to adopt more dynamic processes and procurement routes • Creates an opportunity to invest in developing the services. • There is the potential to provide job security for a highly skilled and professional work force • Has the potential to retain knowledge and experience of Council's staff. 		

Why is a JV commercial partner preferred?

- Commercial experience and expertise
- Ability to invest
- Removes many of the barriers associated with public sector working practices and processes.

Key Benefits:

- Case example, Worcestershire from its JV anticipate overall financial savings of around 25%
- Reduced accommodation need
- Potential for reduced project costs
- Providing job security
- Exporting skills which are in high demand: engineers, quantity surveyors. There is likely to be strong demand from the commercial sector which should result in a competitive service offer.

Why have a CPU and not a JV for the remainder of the service?

- There is no direct synergy between some property service activities eg valuers, strategy officers and architects - not one solution is suitable for all
- A CPU between public sector partners supports the drive by central government to have joined up asset management, one estate, one service
- Less immediate need for change - a CPU will take time to set up, property rationalisation will follow a similar time line.

2. Background Detail

Current Service Delivery Offering

The Property Group provides two distinct services to the Council:

- (i) A core support function that is necessary for the management of the portfolio
- (ii) Design and delivery of capital and revenue programmes for the Council

The services are delivered in the context of:

- The value of the Corporate Estate: £1.2 billion
- The strategic land-bank: Over £200 million
- There is a diverse portfolio of 900 sites and over 13 m square metres of floor space
- Running costs of portfolio: £40 million annually
- The capital and revenue programmes for the Council amount to in excess of £40-50 million on average annually.

A significant proportion of the Group's work is aligned with supporting services going through transformational change; identifying property need and property solutions. The importance of this role has been highlighted by the Council's decision in 2013 to consolidate property staff from across the organisation into the property group.

Summary of Recent Changes:

During the last four years the group has experienced a period of rapid change and downsizing with the number of staff reducing by over forty posts. Savings have been achieved amounting to almost £2 million when work for its services have been increasing, most notably through:

- Large capital investment in Schools Capital Refurbishment Programme (SCRCP) of £90m over a four to five year period
- Basic Need programme for additional school places of £68m over a four to five year period
- The need to maximise asset value through land allocations
- The need to achieve high levels of capital receipts to support financial planning
- The need to ensure that properties are safe to use
- Improved asset management planning

The Group has increasingly commissioned services from private and public sector partners. A key partner is Faithful and Gould who have been commissioned to provide project management, quantity surveying and design solutions linked particularly to education programmes. The value of these works amount to circa £100 million over a four to five year period.

The Council also accesses the regional/national framework contracts for design and construction services from the commercial sector. In-house maintenance service also delivers nearly £7 million of works for the Council as well as private sector partnership with Nottinghamshire based company, Woodheads.

Review of Service Performance

During December 2013 a detailed Value for Money exercise was commissioned which was undertaken by CIPFA and reviewed in detail the property service provision against 22 other benchmarked authorities. The findings were generally excellent across most of the 60 + indicators.

With the launch of Redefining Your Council, the property group held a series of workshops during May 2014 undertook a SWOT analysis with property staff on the current service delivery model. This was supplemented by visits to Warwickshire and Worcestershire who were identified by CIPFA as undergoing transformational change.

Summary of findings:

- Internal systems and procedures can inhibit productivity
- There is a need to have flexibility with staff resourcing to respond to change
- There is no 'one size fits all' solution for each part of the property group
- There is an established professional skill base particularly amongst quantity surveyors and architects that is recognised and is marketable
- Joint venture arrangements in various guises were identified as offering potential for improvement
- The operational unit should have the capability to seek trade outside of the public sector domain.

Property Strategy & Estates Management – Rationale/Evidence

- The Statutory obligations are adequately addressed eg in relation to the control of asbestos, legionella etc and the portfolio is maintained to an acceptable standard
- It is unlikely health and safety requirements will decrease in nature in future years
However, over time as the property estate gets smaller, less resources would be

required to monitor and manage

- In terms of maintaining the estate, a recent report to Finance and Property Committee identified the challenges the Council faces in sustaining the property estate at its current size. There is limited scope for budget reductions in the foreseeable future
- A strategic management function is required to ensure that property meets service needs, enhancing asset value and facilitating efficiencies for example via identification of co-location opportunities
- As the Council seeks to progress transformational change the demand required to support this process will increase, particularly in relation to asset management planning both at a corporate and service level
- At a time of severe budget pressure it is important that asset values are maximised and buildings are optimally used
- The work associated with the future size and shape of the property estate and the connection it has with ways of working programmes means that it will be extremely difficult to accurately predict current need during the next three years. The likelihood is that extra demand will arise to manage the transformational change process. However, in the longer term, a smaller estate will mean a lower demand for this nature of activity.

Proposal:

Bearing in mind the significant reductions and changes in the staffing levels over the past five years and other factors outlined above, there is little scope for realising significant savings over the next two years or so.

In view of the foregoing, it is recommended that a CPU option with other public sector bodies is fully explored. This has the potential to deliver significant financial and operational benefits to the Council and also has the potential to create an innovative public sector joint venture in the region.

Design, Construction & Maintenance

- Direct works operations which provides the Council with an in-house capacity to undertake design and maintenance services for the Council's capital and revenue programmes
- These services have a proven track record of undertaking works promptly to high quality/standards and at competitive cost. However, these are heavily reliant on departmental spend and suffer from issues associated with identifying a consistent and steady flow of work. These issues are likely to become more extensive as programmes contract
- In addition to the above, the Council relies heavily on external framework contracts and external contractors to undertake design and construction services to deliver capital and revenue works for the Council. This includes for example, SCRP, Basic Need and Refurbishment programmes. This area accounts for approximately 80%+ spend of the Council
- A JV will also help to mitigate redundancies that will arise as programmes decline
- Given the declining and variable works programmes and financial challenges facing the Council, it is considered an opportune time to radically change the service delivery model. This will be underpinned by robust commissioning and contract management in order to improve VFM and mitigate the impact of volatile programmes
- Fundamentally, the main reasons why a commercial JV is a preferable option are twofold. Firstly, there is a shortage of suitably skilled and experienced design/construction staff with a track record in the public sector, and as a result this

group of staff are highly sought after by the sector, looking for growth in business. Secondly, for the sector having exclusivity of services to a well-known public sector client like NCC is a significant strategic acquisition even though volume of work is not guaranteed.

Proposal:

In recognition of the above it is proposed that a commercial sector JV be established. This has the potential to deliver significant savings to the Council in the cost of capital and revenue funded building programmes.

5. What Will the Outcomes of the New Service Be?

- A property service that can maintain full support to the Council and departments at a time of key transformational change
- A change to a more dynamic design and operational service that can better respond to changing demands where professional expertise is fully exploited
- An establishment of a longer term 'road map' for joined-up service provision that should provide for reduced staffing costs for partners involved; a service that can respond to varying demand and is able to utilise specialisms embedded within existing resourcing structure.

6. Projected Net Savings to the Budget

WHAT IS THE PERMANENT BUDGET?	GROSS £000	10,114	NET £000	6,280
WHAT ARE THE PROJECTED NET SAVINGS TO THE BUDGET?				
	2015/16 £000	2016/17 £000	2017/18 £000	TOTAL £000
Gross Saving	0	0	0	0
LESS Loss of Income	0	0	0	0
LESS Costs of Reprovision	0	0	0	0
NET SAVING	0	0	0	0
WHAT ARE THE NET SAVINGS AS A % OF NET BUDGET?	0.0%			

Sizeable savings (up to 25%) are anticipated from the Design, Construction and Maintenance Services JV. These projections are based on a recent procurement exercise by a comparable County Council who have transferred all the services to a private sector partner. This is due to a fundamental shift in the way projects are delivered with a shift to design and build solutions, removal of management/non-fee earning posts as a consequence of integration of the service with the private sector partner, and economics of scale. In other words, savings arise from a fundamental change in the way the services are procured and delivered.

Further savings will emerge from the implementation of alternative ways of working and property rationalisation. These are yet to be quantified.

Note – the above savings are additional to £1.036m envisaged in the existing business case as a part of the 2014 budget.

7. Estimated Implementation Costs

	2015/16 £000	2016/17 £000	2017/18 £000	TOTAL £000
Capital Costs	0	0	0	0
Revenue Costs	50	50	0	100

Note: Only indirect costs incurred relating to procurement and legal support. It is important to stress that external implementation/procurement costs are expected to be minimal because standard procurement routes that are readily available.

8. Projected Permanent FTE Reductions

WHAT IS THE CURRENT PERMANENT FTE					131.0
	2015/16	2016/17	2017/18		
WHAT ARE THE PROJECTED PERMANENT FTE REDUCTIONS?	0.0	0.0	0.0		0.0

Note: No staffing reductions are anticipated but approximately 70FTE staff will transfer into a JV and CPU under TUPE arrangements

9. Anticipated Impact

ON SERVICE USERS AND COMMUNITIES

No negative impact. Consistency of service delivery during a period of significant change and longer term improved access to specialists and quicker response times

ON OTHER ORGANISATIONS / PARTNERS

No negative impact. Potential for greater sharing of services and promotion of joined up asset management

ON OTHER PARTS OF THE COUNTY COUNCIL

No Negative impact. There may be some sensitivity on losing direct control over the service delivery

10. Initial Equality Impact Assessment

It is not believed that the proposal will have a disproportionate / adverse or negative impact on people with protected characteristics.

WILL A FULL EQUALITY IMPACT ASSESSMENT BE REQUIRED? (Y/N)

N

11. Risks and Mitigating Actions

Securing a JV partner: The objective will be to achieve staff transfer security, and provide an improved service delivery at reduced cost. Risks in relation to service transfer to a JV are minimal and can be effectively managed through good commissioning and contract management.

Loss of staff during transition period: Changes will cause anxiety amongst staff and this may result in an increasing loss of experienced staff. However, with a proven JV partner provide a degree of certainty over job security.

The extent of ways of working programme scope and property rationalisation: The level of property service support is inextricably linked to changes in property and accommodation need. The extent of change is unknown at this stage. It is important that as the Asset Management Plan for NCC is developed that there is a parallel review of the level of property service that is required to support it.

14 September 2015**Agenda Item: 9a****REPORT OF SERVICE DIRECTOR TRANSPORT, PROPERTY &
ENVIRONMENT****FORMER BEARDALL STREET PRIMARY & NURSERY SCHOOL****Purpose of the Report**

1. That bids received for the site as detailed in the exempt appendix are noted.
2. To seek approval of the Finance & Property Committee to grant 125 year lease of the former Beardall Street Primary and Nursery School, Beardall Street, Hucknall NG15 7JU on terms set out in the exempt appendix.

Information and Advice

3. 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.
4. The former school site on Beardall Street, Hucknall comprises approximately 0.20 hectares (0.51 acres).
5. Committee approval was obtained on 19 May 2015 to declare the school site surplus once the new replacement school was ready for occupation in September 2015 and to commence marketing.
6. Rather than a freehold sale, it is proposed to grant a 125 year lease of the premises at a premium. This will allow the Authority to retain some control over the buildings and protect their considerable heritage and architectural interests into the future.
7. The property was extensively marketed by the Council's appointed agents Innes England and a range of offers have been received, both offers on a conditional and an unconditional contract basis. Each of the bids has been subject to detailed scrutiny by officers and by the Council's agents. A summary of all the offers received is contained on a matrix in the exempt appendix. It is recommended that Bid 2 from Childcare Matters Ltd be accepted on the terms outlined in the exempt appendix.

Other Options considered

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

Reason/s for Recommendation/s

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

Statutory and Policy Implications

10. 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 bids received for the site as detailed in the exempt appendix are noted.
- 2) That approval is given to grant a 125 year lease of the former Beardall Street Primary & Nursery School, Beardall Street, Hucknall NG15 7JU on the terms detailed in the exempt appendix.

Jas Hundal

Service Director – Transport, Property & Environment

For any enquiries about this report please contact:

Constitutional Comments (CEH 12.08.15)

11. The recommendation falls within the remit of the Finance and Property Committee under the terms of reference. When disposing of its land/interest in land the Council is required to obtain the best price reasonably obtainable on the open market.

Financial Comments (TR 24.08.15)

12. The proposed lease will generate a capital receipt which will be used to help fund the Capital Programme.

Background Papers and Published Documents

13. None.

Electoral Division(s) and Member(s) Affected

14. Ward(s): Hucknall

Member(s): Councillor John Wilmott, Councillor John Wilkinson, Councillor Alice Grice

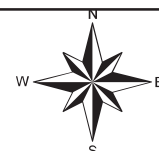
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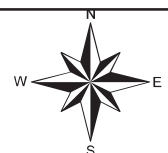
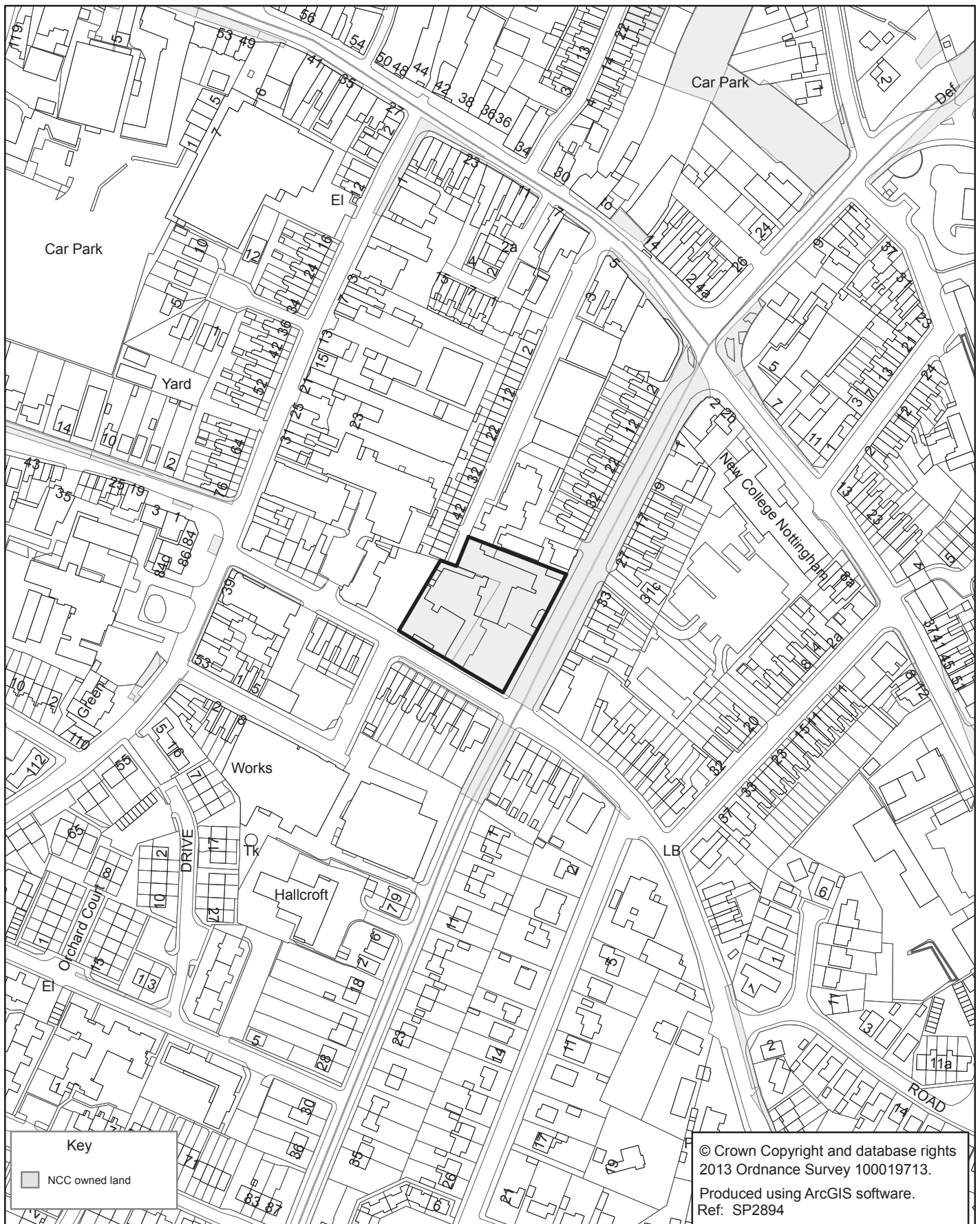
SP: 2894

Properties affected: 01238 - Beardall Street Primary and Nursery



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2013 Ordnance Survey 100019713.
Produced using ArcGIS software.
Ref: SP2894Loc





14 September 2015**Agenda Item: 9b****REPORT OF SERVICE DIRECTOR TRANSPORT, PROPERTY &
ENVIRONMENT****BESTWOOD COUNTRY PARK – PROPOSED LEASE OF MULTI USE
SPORTS AREA (MUSA)****Purpose of the Report**

1. To seek approval to a 25 year lease of 300 square metres at Bestwood Country Park to Bestwood St Albans Parish Council for the siting and use of multi-use sports equipment.

Information and Advice

2. This report contains an exempt appendix, which is not for publication by virtue of paragraph 3 of Schedule 12A of the Local Government Act 1972 (as amended) (Information relating to any individual and the business affairs of a particular person (including the authority holding that information)). The exempt appendix provides details of the terms agreed. Disclosure of this information would prejudice the parties' commercial interests.
3. The Parish Council wish to lease an area of land for a term of 25yrs in order to construct a Multi-use Sports Area on County Council owned land at Bestwood Country Park. The Parish Council is receiving a grant from the Authority's Supporting Local Communities Fund towards the cost of the equipment which will be available for community use. The agreed terms for the lease are contained in the exempt appendix.

Other Options Considered

4. Rejection of the proposal. This would be contrary to the Authority's Arts & Sports Development Strategy.

Reason/s for Recommendation/s

5. To assist in the delivery of a Multi-Use Sports Area for public access. The proposal accords with the Authority's Arts & Sports Development Strategy.

Statutory and Policy Implications

6. 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 grant of a 25 year lease of 300 square metres at Bestwood Country Park to Bestwood St Albans Parish Council for the siting and use of multi-use sports equipment on the 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 12.08.15)

7. The recommendation falls within the remit of the Finance and Property Committee under its terms of reference.

Financial Comments (TR 24.08.15)

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

Background Papers and Published Documents

9. None.

Electoral Division(s) and Member(s) Affected

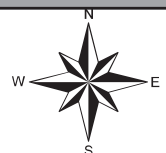
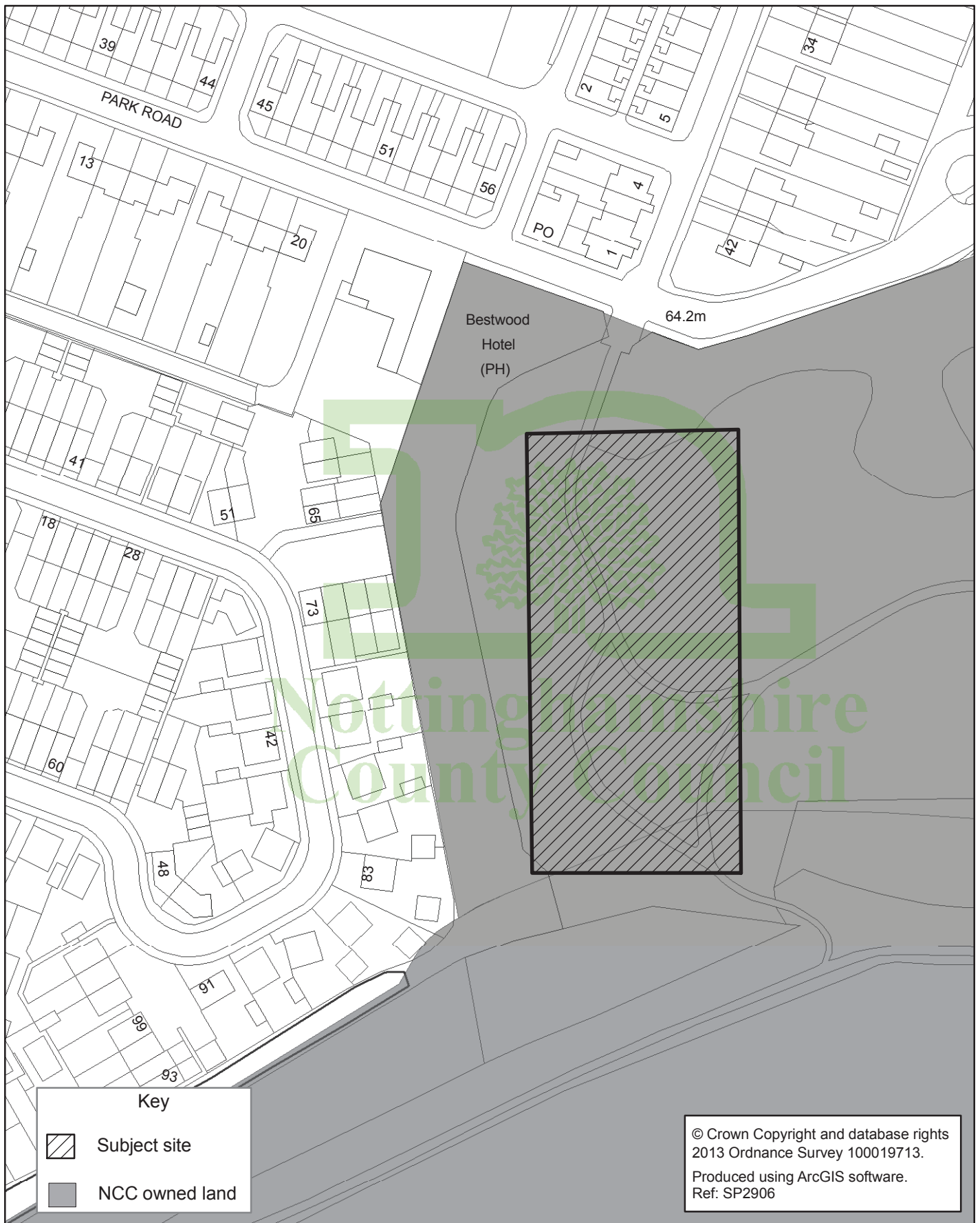
10. Ward(s): Newstead
Member(s): Councillor Chris Barnfather

File ref.: /TS/SB/03148

SP: 2906

Properties affected: 03148 - Bestwood Country Park





14 September 2015

Agenda Item: 9c

REPORT OF SERVICE DIRECTOR TRANSPORT, PROPERTY & ENVIRONMENT

PROPOSED LEASE OF ROOM IN TUXFORD PRIMARY ACADEMY

Purpose of the Report

1. To seek approval to the taking of a lease of accommodation within Tuxford Primary Academy on terms outlined within 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 exempt appendix.
3. The County Council currently occupy a room within a former Grammar School which is a Grade II Listed building. The County Council are currently holding over on the terms of the existing lease, the library comprises an area of approximately 52 sq m (558 sq ft). Details of the rent and running costs currently being paid are contained within the exempt appendix.
4. Library Services have been reviewing their financial obligations and service delivery, following the business case for Community Partnership Libraries which was agreed at Full Council in February 2014 (outline Business case B13) (Resolution Number 2014/012). This is part of the Libraries, Archives, Information and Learning's response to the budget reductions and it falls within the *Strategy for Nottinghamshire Libraries*, specifically the pledge to "increase community involvement in the shaping and delivery of libraries provision".
5. As the lease for the existing premises has expired, this provided an opportunity to consider alternative accommodation particularly as the existing premises has steep narrow steps and heavy entrance doors affecting customers with mobility issues.
6. The appraisal of alternative accommodation took place by Libraries which identified that accommodation within the Tuxford Primary Academy would be a suitable alternative location.
7. Approval to the re-location of the Library Service within the Tuxford Primary Academy was granted at Culture Committee on 21 July 2015, Resolution Number 2015/038.

8. The Principal and board of governors at Tuxford Primary Academy have agreed to the library being situated within the Academy. The Academy are to undertake works altering their existing entrance and main office which will result in the creation of a new entrance to the school office and library. The location of the proposed library area is separate from the main teaching areas.
9. An Ofsted report for the Academy in 2014 recommended increasing opportunities for pupils to read widely and often in subjects other than English. It is proposed that when the library is closed to the public that school pupils and teachers will have access to the library materials and pupils will be able to borrow items for individual use at home. The management of this process will be undertaken by staff at the Academy who will work closely with the library staff over supervision of the library materials.
10. A library partnership with the academy through increased volunteering and community activity will be developed following re-location of the library.
11. Discussions are currently taking place with the existing landlord over termination of the agreement for the current library accommodation.

Other Options Considered

12. Remaining in the existing premises was considered however this would prevent the achieving of a reduction in ongoing running costs and developing a sustainable Library within the community.
13. This option was considered following an appraisal of the suitability of locations, cost, potential for increasing levels of use, sustainability and access to other community services.

Reason/s for Recommendation/s

14. The re-location would reduce existing running costs and would create a more modern, flexible library improving the delivery of the overall library service in the area.
15. The new accommodation would increase the potential for volunteering and community activities would be enhanced.
16. This relocation allows for future development of volunteering and greater partnership working.
17. Approval to move the Library Service to the relocation into the Academy was approved at Culture Committee on 21 July 2015. The taking of a lease would therefore ensure this service can be delivered from the Academy.

Statutory and Policy Implications

18. 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 be given to the taking of a lease on terms detailed in the exempt appendix.

Jas Hundal

Service Director – Transport, Property & Environment

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

Constitutional Comments (CEH 14.08.15)

19. The recommendation falls within the delegation to the Finance and Property Committee under its terms of references.

Financial Comments (TR 24.08.15)

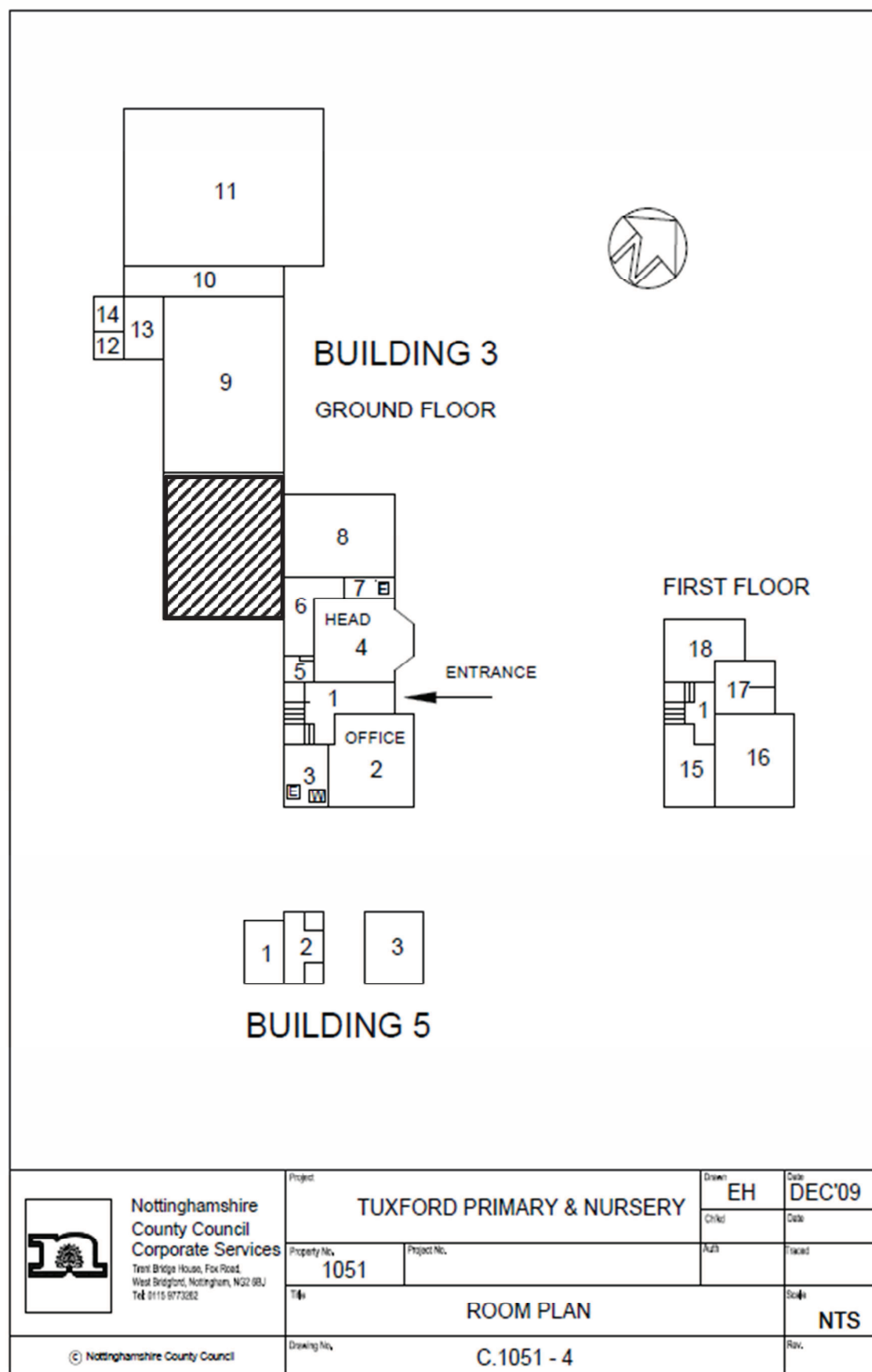
20. The financial implications are set out in the exempt appendix to the report.

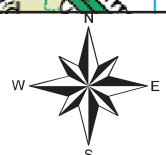
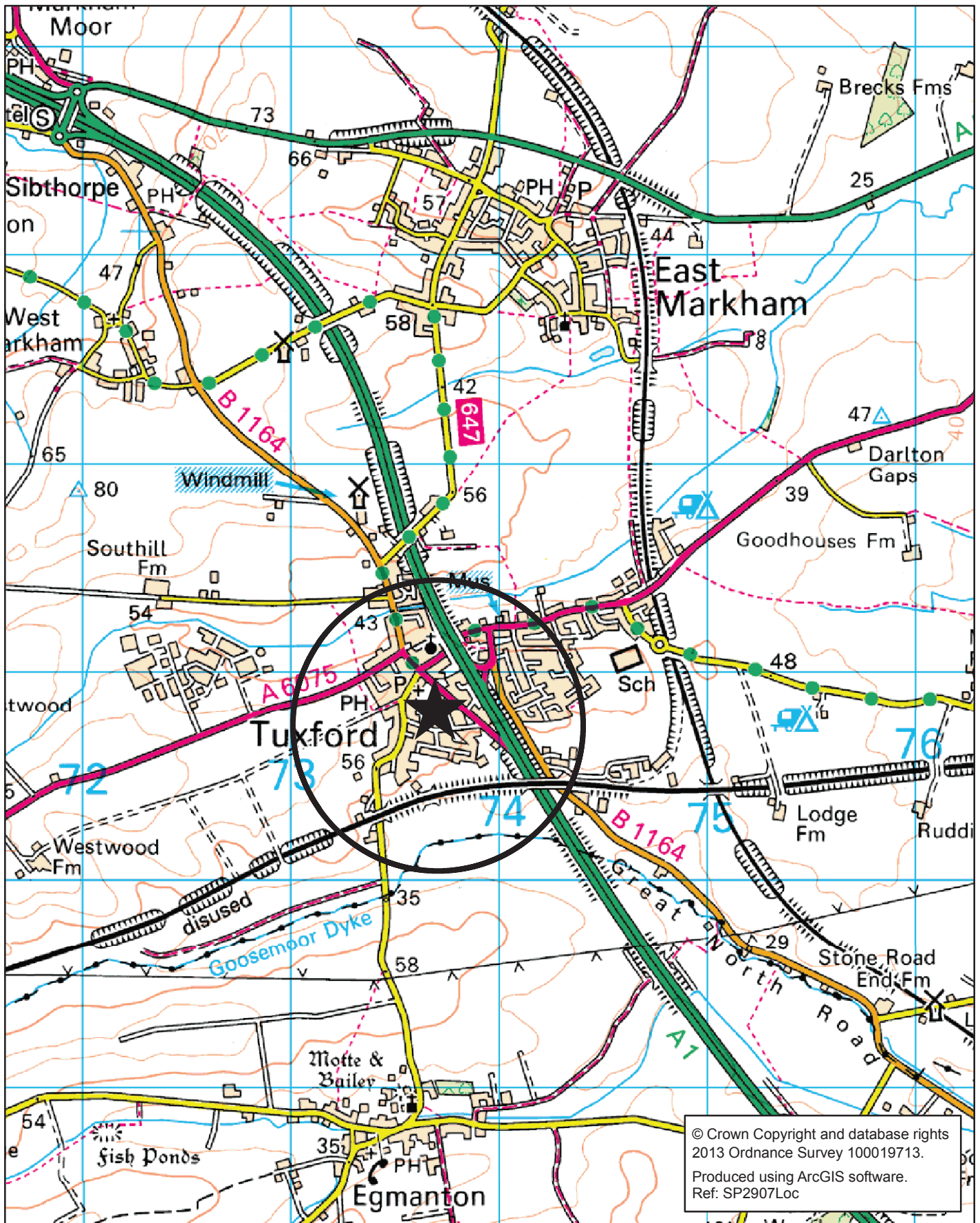
Background Papers and Published Documents

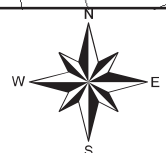
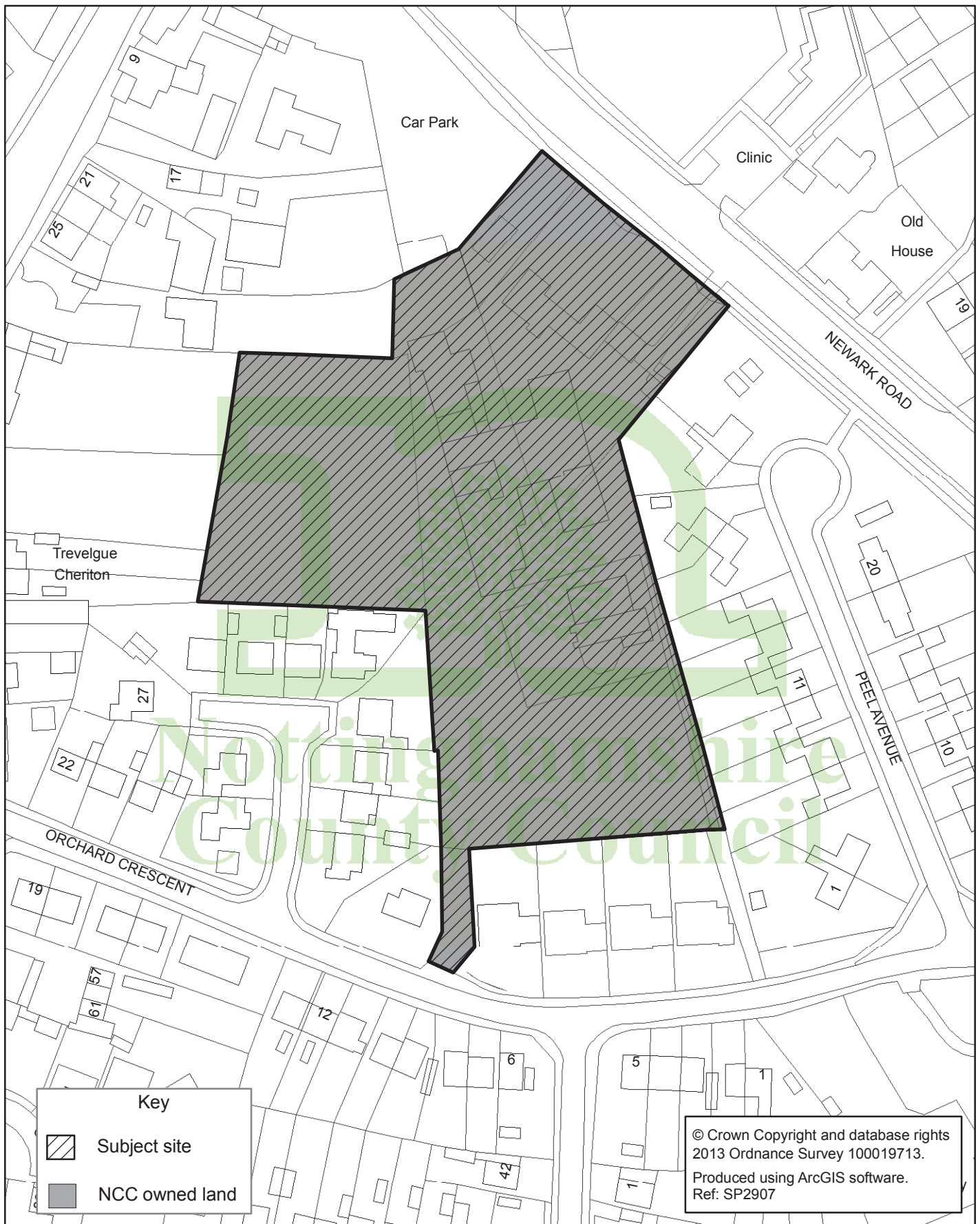
21. None.

Electoral Division(s) and Member(s) Affected

22. Ward(s): Tuxford
Member(s): Councillor John Ogle







14 September 2015**Agenda Item: 9d****REPORT OF SERVICE DIRECTOR TRANSPORT, PROPERTY &
ENVIRONMENT****DISPOSAL OF LAND AT OAKFIELD LANE, MARKET WARSOP****Purpose of the Report**

1. To seek approval to the sale of a 0.896 acre site at Oakfield Lane, Market Warsop.

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 land off Oakfield Lane is part of a reclaimed former tip and is unsuitable for buildings without exceptional and expensive foundations. It is also effectively land locked and is significantly affected by neighbouring sites – the local Household Waste Recycling Centre located to the front, poor quality reclaimed tip land to the side & rear and the now redundant Waste 2 Renewable Ltd site.
4. Robin Hood Environmental deposited several tons of used heavy duty tyres on the site without licence or consent from the County Council. In May 2009 a major fire broke out at the site in which 400,000 used tyres were destroyed.
5. See exempt appendix for more detail of the above.
6. Robin Hood Environmental went into receivership, and Price Waterhouse Coopers (PWC) were appointed as liquidators of the company. PWC were unable to source funds to affect a clean-up operation at the site, but they were able to negotiate a sale of the former RHE site to Waste 2 Renewable Ltd.
7. At its meeting on 18 November 2011, Finance and Property Committee approved the sale of this property to the adjoining land owner Waste 2 Renewables Limited who had recently taken over the business from Robin Hood Environmental.
8. No progress was made on the sale.

9. It is now proposed to resurrect the sale of this land, on terms substantially the same as the original proposal, but with additional, more onerous terms and conditions relating to the decontamination of the site.
10. Due to the contaminated nature of the site and access situation the Council has engaged in sole negotiations with the proposed purchaser's agent (as this site is only an option) and has not marketed the site more widely. However both of the other adjacent land users have been approached and both have confirmed they do not require this land.
11. 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).

Other Options Considered

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

Reason/s for Recommendation/s

13. To secure the disposal of a surplus property.

Statutory and Policy Implications

14. 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 a 0.896 acres site at Oakfield Lane, Market Warsop on terms set out in the exempt appendix.

Jas Hundal

Service Director – Transport, Property & Environment

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

Constitutional Comments (CEH 14.08.15)

15. The recommendation falls within the delegation to the Finance and Property Committee under its terms of reference.

Financial Comments (TR 24.08.15)

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

Background Papers and Published Documents

17. None.

Electoral Division(s) and Member(s) Affected

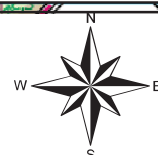
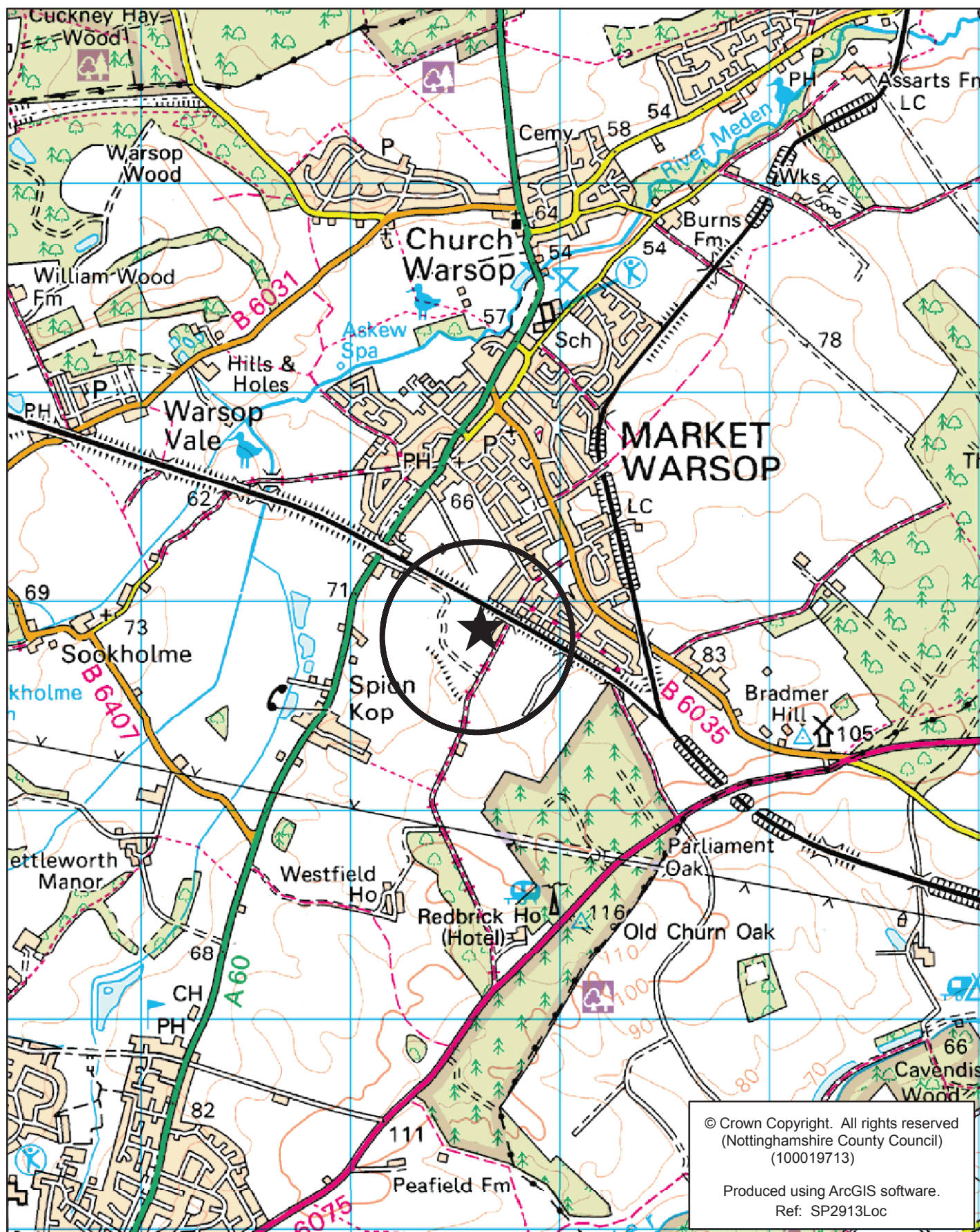
18. Ward(s): Warsop

Member(s): Councillor John Allin

File ref.: /GG/SB/07018

SP: 2913

Properties affected: 07018 - Warsop Household Waste Centre

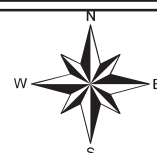
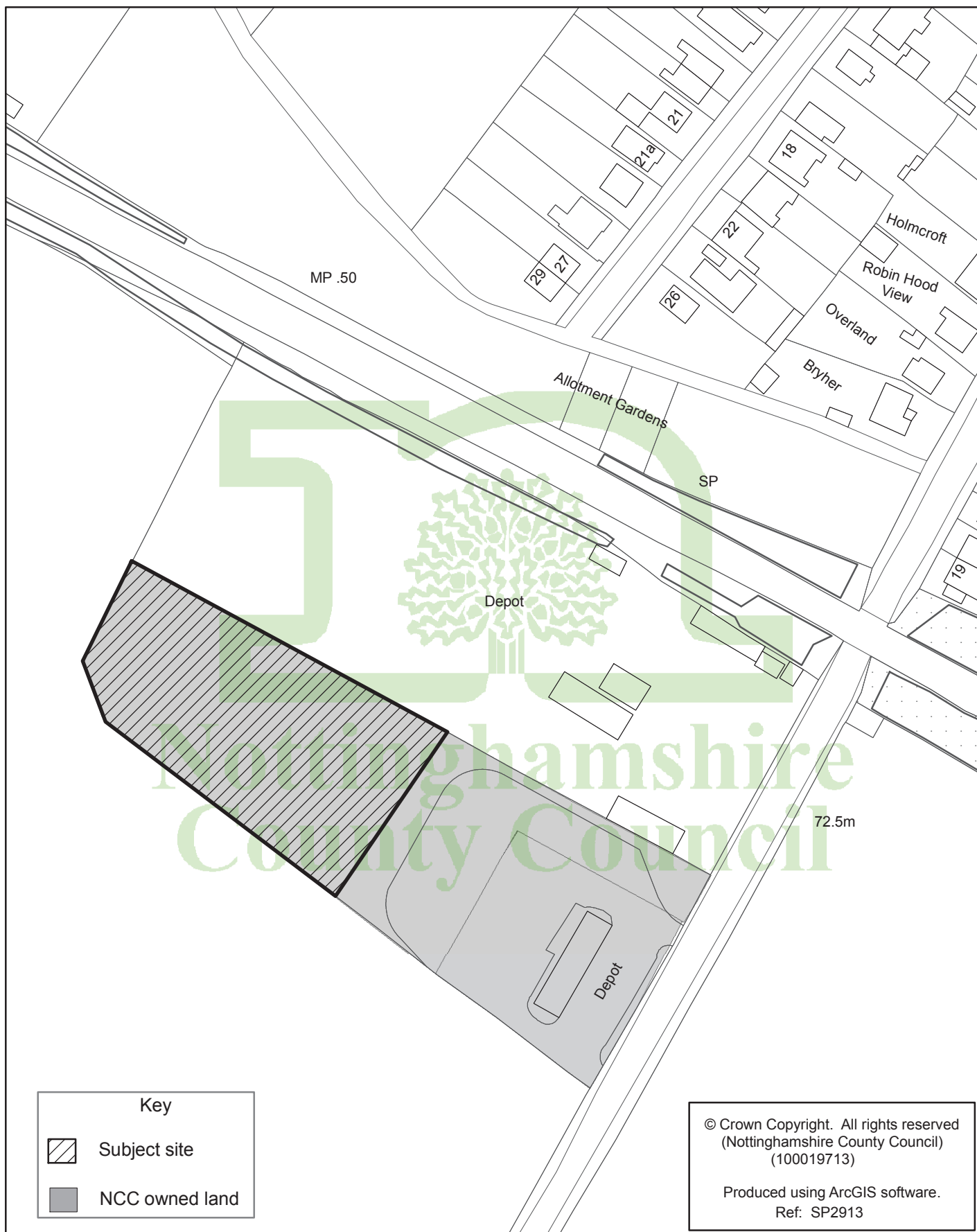












14 September 2015**Agenda Item: 9e****REPORT OF SERVICE DIRECTOR TRANSPORT, PROPERTY &
ENVIRONMENT****THE COPSE AT RIDGEWOOD GROVE, RAVENSHEAD****Purpose of the Report**

1. To seek approval of the Finance & Property Committee to the sale of 1901 square metres of land at Ridgewood Grove, Ravenshead.

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 purchased 2007 square metres of land in 1965 for the purpose of a Tree Preservation Order. 106 square metres of this was subsequently sold to no.4 Ridgewood Grove in 1992 for a garden extension and a further area is licensed to East Midlands Electricity as a right of way.
4. Ravenshead Parish Council has identified this plot of land in Phase 2 of the Aligned Core Strategy as a "Local Green Space" which is of particular importance to the local community, with the purpose of its preservation – in other words never to be used for housing.
5. The land is severely restricted in terms of development value by the number of Tree Preservation Order (TPO'd) trees.
6. Gedling Borough Council has confirmed this is a site that has been put forward as a Local Green Space by the Parish Council. Paragraph 76 to 78 of the National Planning Policy Framework set out that local communities can designate Local Green Spaces to rule out new development other than in 'very special circumstances' (unspecified).

Other Options Considered

7. Retention of the property for Council use. This has been looked at but no requirement exists. The property is surplus to the operational needs of the Council and represents an opportunity for disposal.

Reason/s for Recommendation/s

8. To secure the disposal of a surplus property.

Statutory and Policy Implications

9. 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 by the Finance & Property Committee to the sale of 1901 square metres of land at Ridgewood Grove, Ravenshead on the terms outlined in the exempt appendix.

Jas Hundal

Service Director – Transport, Property & Environment

For any enquiries about this report please contact:

Constitutional Comments (CEH 14.08.15)

10. The recommendation falls within the delegation to the Finance and Property Committee under its terms of reference.

Financial Comments (TR 24.08.15)

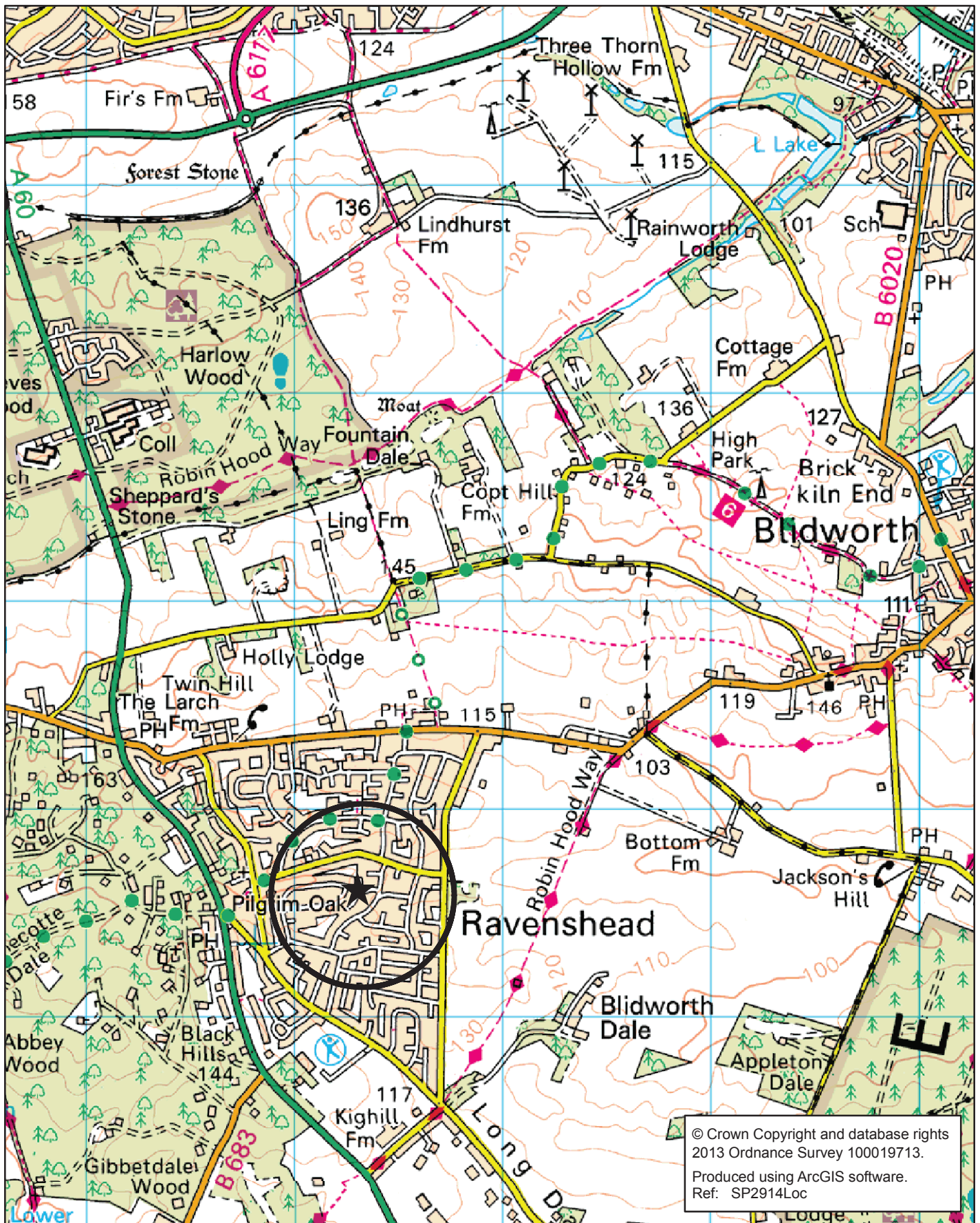
11. The financial implications are set out in the exempt appendix to the report.

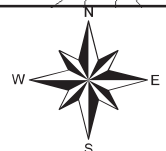
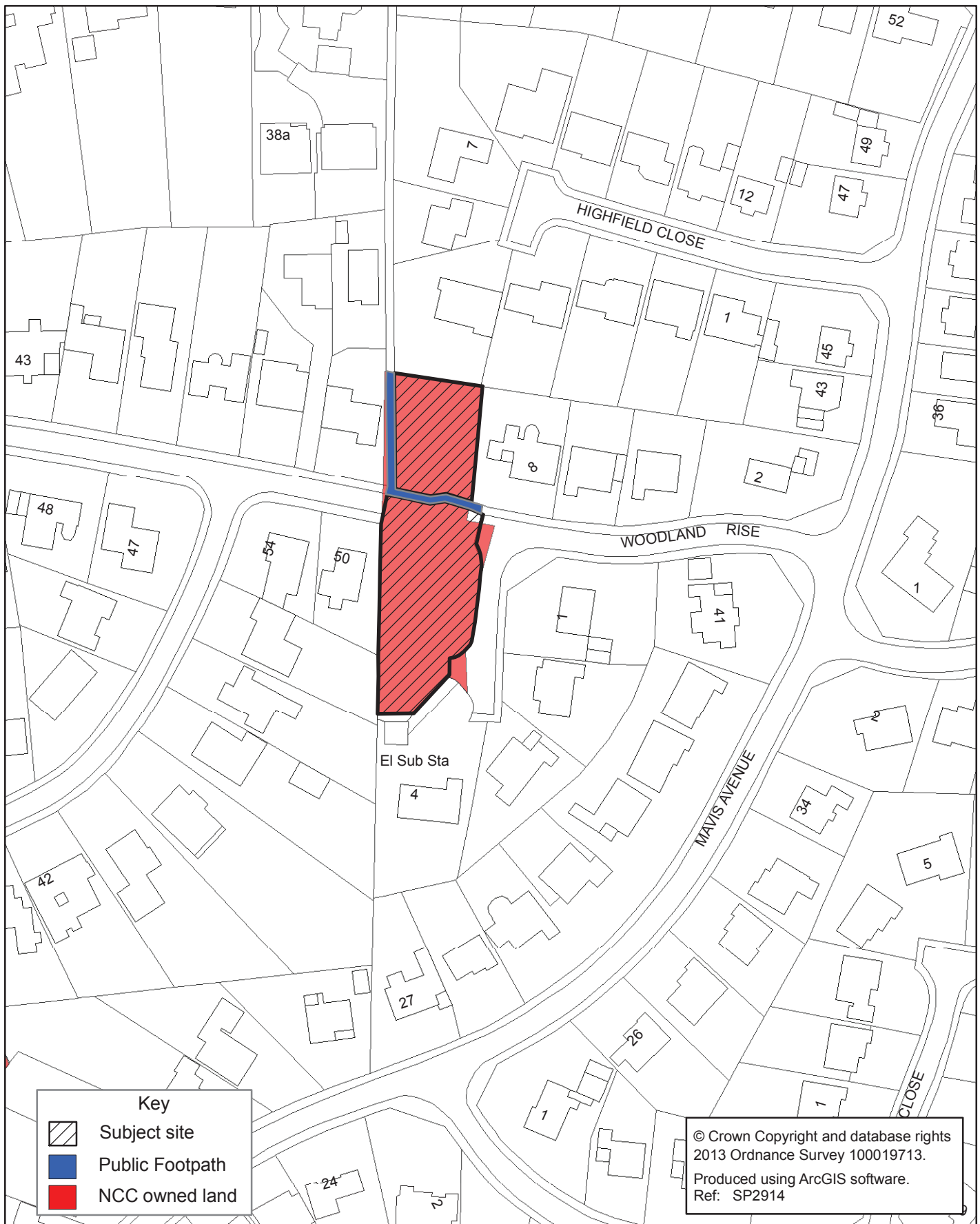
Background Papers and Published Documents

12. None.

Electoral Division(s) and Member(s) Affected

13. Ward(s): Newstead
Member(s): Councillor Chris Barnfather





14 September 2015**Agenda Item: 9f****REPORT OF SERVICE DIRECTOR TRANSPORT, PROPERTY &
ENVIRONMENT****DANESHILL LAKES, RETFORD – LEASE TO SAILING CLUB****Purpose of the Report**

1. To seek approval to the granting of a lease to Daneshill Sailing Club for use of Daneshill Lakes, Retford.

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. Daneshill Lakes was created by the County Council to form part of a 73 Hectare Country Park following the purchase in 1981 of a former Royal Ordnance Factory site. Daneshill Lakes was thereafter leased to the Parish Councils of Lound, Ranskill, Sutton & Torworth under an Agreement dated 01 April 1986. In 1988, the Daneshill Sailing Club (DSC) was formed and permitted by the Parish Council consortium to sail on Daneshill Lakes. No agreement however was ever put in place to formalise this use.
4. The Parish Council consortium surrendered their lease back to the County Council in November 2005 and the DSC have continued to sail on the Main Lake, paying to the County Council the rent as previously agreed with the consortium. Initial discussions to formalise the use of the lakes were based on the DSC requiring a long lease to enable them to bid for funding for a clubhouse. This proposal has now been abandoned and discussions latterly have been protracted and centred around legal advice provided to the DSC by the Royal Yachting Association, that the DSC had a secure tenancy; this is disputed by the County Council. Further delays in negotiations have been due to the need to undertake simultaneous discussions with Daneshill Angling Club to ensure that both clubs Heads of Terms were compatible due to history of hostilities; which have subsequently improved considerably throughout this process. The Daneshill Angling Club's occupancy is based on a licence.
5. The Heads of Terms agreed with the DSC provide the County Council with the ability to extinguish any claim regarding security of tenure as the lease will be contracted out

of Landlord & Tenant Act 1954. The County Council shall also have the right to terminate the lease by giving twelve months' notice should it ever wish to do so. Meanwhile the rent reflects that the DSC provides both instruction and equipment free of charge to local schools, particularly St Giles Special School, on Wednesdays.

6. Negotiations have led to the following terms being provisionally agreed:

Property:	6.7 Ha or thereabouts of open water known as the Main Lake (the area hatched), car park and jetty (the area cross hatched) and the storage area (the area stippled)
Landlord:	The Nottinghamshire County Council ("NCC")
Tenant:	Daneshill Sailing Club ("DSC")
Term:	1 October 2013 to 31 October 2034 (21 years)
Rent:	See exempt appendix.
Rent Review:	NCC shall review the rent in line with RPI (Retail Price Index) in Year Three of the Agreement, with the new rent being payable from 1 April 2016. Time will not be of the essence.
Consents:	The DSC shall be responsible for obtaining and maintaining all necessary consents for their use of the Property and shall comply with all statutory requirements to the satisfaction of NCC.
Use:	<p>The DSC shall not be permitted to sail during the months November to February inclusive in each year.</p> <p>The DSC shall provide NCC with a copy of a valid planning permission evidencing that they are permitted to sail around the main lake in its entirety, including the 'channel' between the islands and the eastern shore, that can be sailed provided that the Club has checked to ensure Anglers are not fishing the water hatched in black on the attached plan. On receipt of the Planning Permission, NCC shall permit DSC to sail through the 'channel' on 1 March and 31 October only in each year.</p> <p>For the avoidance of doubt, no sailing at any times shall be permitted between the two islands.</p> <p>The DSC undertakes to use the Property in accordance with current RYA Guidelines and the Daneshill Lakes LNR Management Plan. NCC's decision shall be final as to whether use is in accordance with the said guidelines and management plan.</p> <p>The DSC shall use and maintain the Property as a site for a Nature Reserve and the purposes of public open air recreation in accordance with the Daneshill Lakes LNR Management Plan and as defined in the National Parks and Access to the Countryside Act 1949.</p>

	<p>The DSC shall be permitted to use the toilets within the Wardens Cabin, but shall undertake certain duties including cleaning associated with the DSC's use of this facility. These toilets are expressly not for public use.</p> <p>The DSC shall maintain regular contact with the Site Warden (or Site Officer in their absence) and assist with reasonable conservation tasks in accordance with the Daneshill Lakes LNR Management Plan.</p> <p>The DSC to allow the NCC's Children, Families & Cultural Services Department to use their facilities without charge.</p> <p>The DSC to be permitted to charge a fair and reasonable fee to all other users of their equipment.</p> <p>The DSC shall be permitted to use motor powered safety boats in accordance with the RYA Safety Guidelines and ratios as laid down in the RYA Operating Procedures, and with due regard for dynamic risk assessments carried out by the Duty Officer. Speeds will be kept to a minimum to minimise disruption to wildfowl, visitors and members of the Daneshill Lakes Angling Club.</p> <p>The DSC to provide NCC with a copy of a valid planning permission which permits them to use the motor powered boats for providing 'on water' experience for schools and other groups. Thereafter, NCC shall permit such use on the basis that low speeds (maximum 4 mph) are to be maintained at all times and steps are taken to ensure that such activities do not cause unnecessary disruption to other Lake Users. NCC reserves the right to terminate the use of motor boats for this purpose on immediate notice.</p> <p>The DSC may test Outboard engines for short bursts to ensure compliance with the RYA Safety/Insurance Guidelines. These tests are to be undertaken in open water and must not interfere or cause nuisance to other site users. Testing is to be kept to a minimum.</p> <p>The DSC shall provide NCC and Daneshill Lakes Angling Club with a copy of their Event Programme at the start of each season and undertake to notify both parties of any changes to the Event Programme during the season. This clause does not apply to normal 'club sailing' which can be undertaken at any time within the terms of the Agreement.</p> <p>NCC shall have the right to temporarily exclude all or certain areas of the Property from use by DSC for reasons of public health and safety or nature conservation upon serving four weeks prior written notice.</p>
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Access:	The DSC shall be permitted to use the vehicular access leading from the entrance gates to the Main Lake for the purposes of loading and unloading equipment. The DSC shall be jointly responsible, along with Daneshill Lakes Angling Club, for keeping the main access barrier to the site locked at all times and shall ensure that all vehicles observe a 5mph speed limit around the whole Property.
Parking:	<p>The DSC shall be permitted to use the designated area shown cross hatched on the attached plan no 2 as car parking for their members only. The DSC shall not permit car parking outside this designated area and shall not obstruct the access or park in front of the Wardens Cabin. All other vehicles are to be parked in the public car park.</p> <p>The DSC shall be permitted to use the area shown stippled on the attached plan no 2 for storage purposes or for parking.</p>
Maintenance:	<p>The DSC shall be responsible for general maintenance and for health and safety in respect of their activities over the Property and any of their fittings or equipment to the satisfaction of NCC.</p> <p>The DSC shall obtain prior written consent from NCC for any maintenance or improvement operations they wish to undertake in respect of the Property.</p> <p>The DSC shall not cut down, lop or top any tree without prior written approval from the Site Warden or Site Officer.</p> <p>The DSC shall not alter or disturb any pipes, cables, sewers, wires or other apparatus which may be in, under or over the land.</p> <p>The DSC shall be jointly responsible, along with Daneshill Lakes Angling Club, for keeping the Property at all times free of all rubbish and litter associated with their use of the Property and to make proper and adequate arrangements for the disposal and removal thereof.</p>
Rates:	The DSC shall pay all rates, taxes and all other charges levied in respect of the Property in relation to their use.
Insurance:	<p>The DSC shall indemnify NCC from and against all actions, claims and demands which may be brought or made arising out of the use of the Property or by reason of the condition of the Property or DSC's use of the Property.</p> <p>The DSC shall maintain public liability insurance to a minimum of £5,000,000 at all times.</p> <p>The DSC shall send copies of all relevant insurance documents to NCC within 14 days of renewal.</p>
Alienation:	Assignment or subletting of whole or part shall be strictly

	prohibited.
Right of Entry:	NCC shall at all times have the right of entry onto the Property for all purposes so far as is not inconsistent with the rights given to DSC.
Determination:	<p>Either party shall have the right to determine the Agreement by giving not less than twelve months prior written notice.</p> <p>In the event that DSC is suspended or terminated by any relevant authority for breach of a condition of an award, NCC shall have the right to terminate the Agreement with immediate effect without prejudice to any other rights or remedies.</p> <p>In the event that the rent be in arrears or unpaid for twenty eight days (from the date of invoice), or if DSC shall at any time fail to perform or observe any of the lease covenants, then NCC shall have the right to terminate the Agreement upon giving DSC no less than seven days prior written notice.</p> <p>In the event that the rent be in arrears or unpaid for twenty eight days (from the date of invoice), or if in NCC's opinion; the DSC are in serious breach of their lease covenants (to be defined in the lease but will include; anti-social behaviour, breach of the peace, wilful damage, pollution or a negligent act) then NCC shall have the right to terminate the Agreement upon giving DSC no less than seven days prior written notice without prejudice to any other rights or remedies.</p> <p>If, following the serving of a three month warning notice by NCC, DSC are still in breach of any other lease covenant, then NCC shall have the right to terminate the lease upon giving DSC no less than seven days prior written notice without prejudice to any other rights or remedies.</p>
L&T Act 1954:	The lease shall be contracted out of the security provisions contained within s24-28 of the Landlord & Tenant Act 1954.
Costs:	Each party shall be reasonable for paying their own costs.

Other Options Considered

7. The County Council could seek to enforce the removal of the Sailing Club from Daneshill Lakes but this would be protracted and expensive and deny local schools the ability to access free of charge sailing activities and additionally deny the County Council a rental income.

Reason/s for Recommendation/s

8. The granting of a lease on the terms proposed provides the County Council with the ability to manage Daneshill Lakes in a flexible manner in the future.

Statutory and Policy Implications

9. 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 granting of a lease to Daneshill Sailing Club for use of Daneshill Lakes on the basis as outlined in this report and exempt appendix.

Jas Hundal

Service Director – Transport, Property & Environment

For any enquiries about this report please contact:

Constitutional Comments (CEH 12.08.15)

10. The recommendation falls within the delegation to the Finance and Property Committee under its terms of reference.

Financial Comments (TR 24.08.15)

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

Background Papers and Published Documents

12. None.

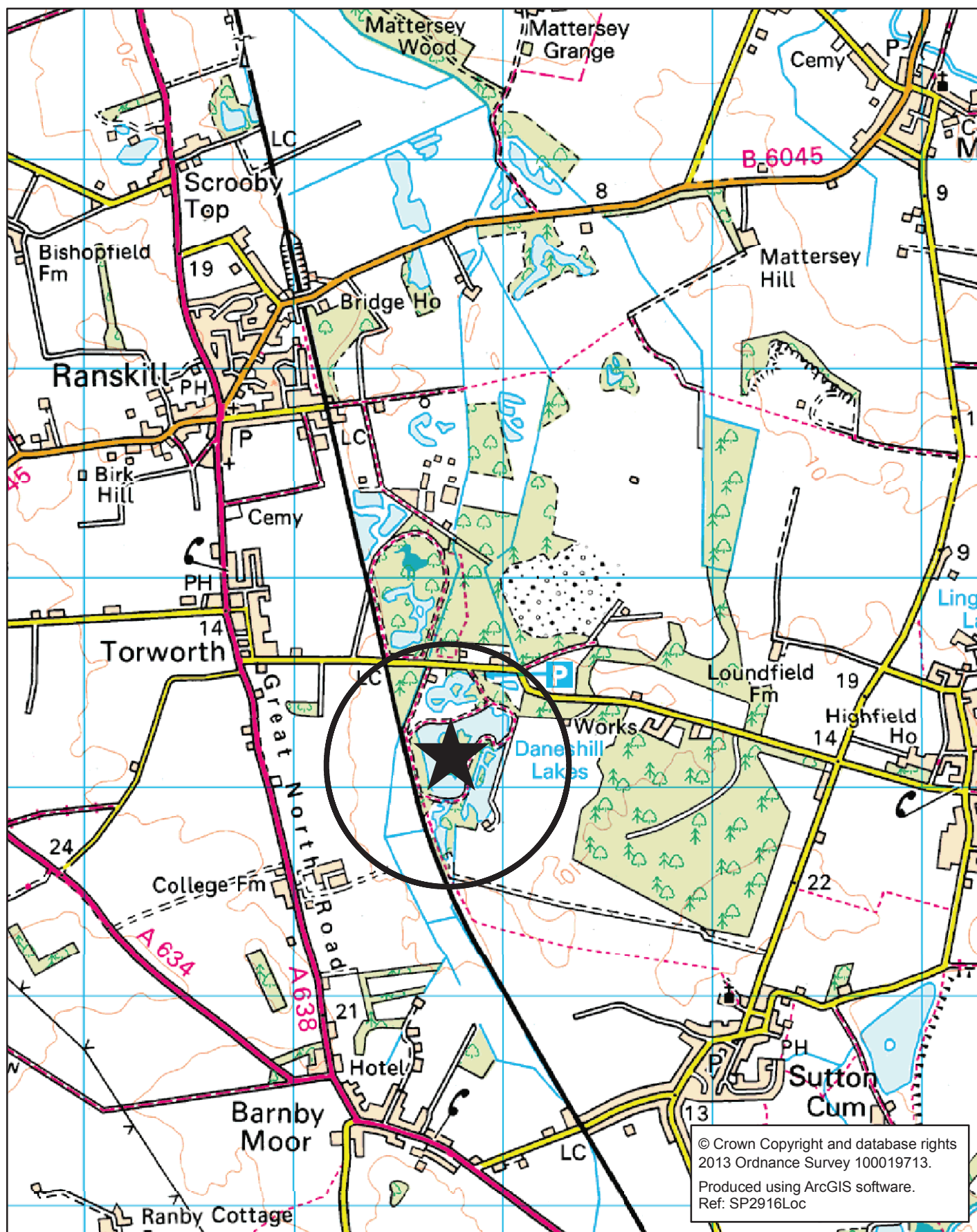
Electoral Division(s) and Member(s) Affected

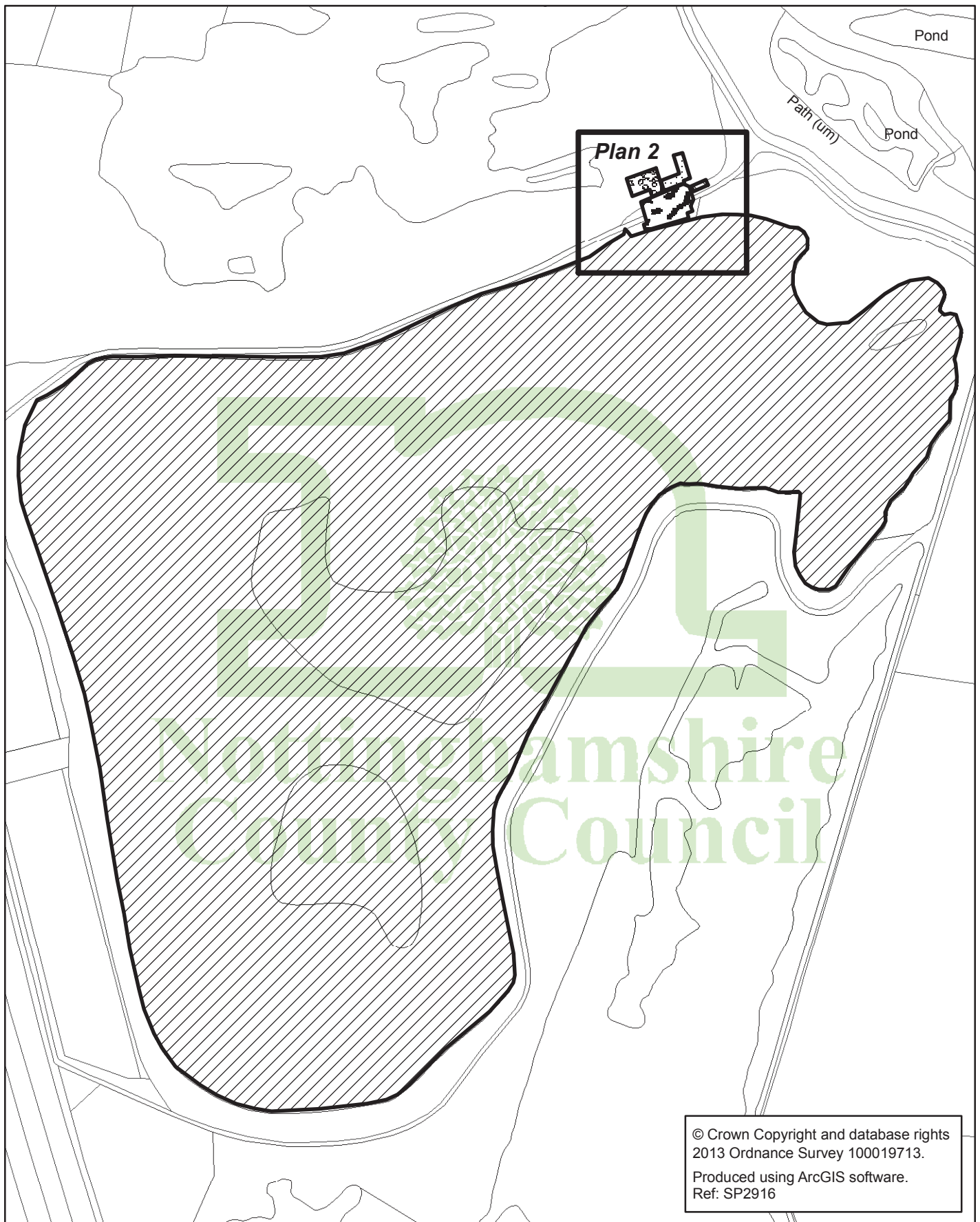
13. Ward(s): Misterton
Member(s): Councillor Liz Yates

File ref.: /BH/SB/62022

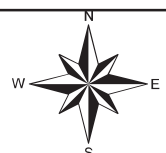
SP: 2916

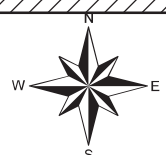
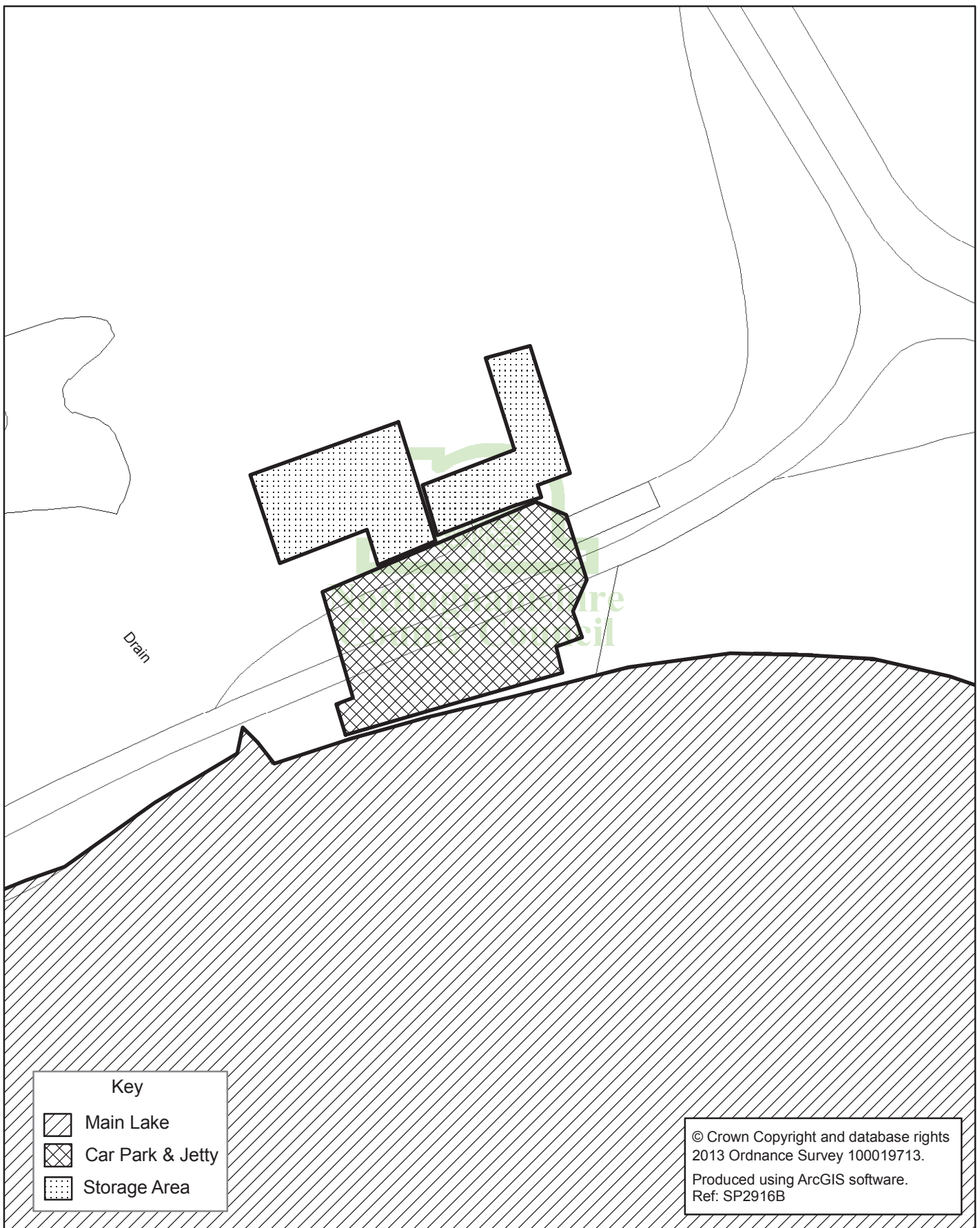
Properties affected: 62022 - Daneshill Lakes





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2013 Ordnance Survey 100019713.
Produced using ArcGIS software.
Ref: SP2916





14 September 2015

Agenda Item: 9g

REPORT OF SERVICE DIRECTOR TRANSPORT, PROPERTY & ENVIRONMENT

CHAPEL FARM, LOW STREET, ELSTON

Purpose of the Report

1. To report on the marketing of the property, and offers received.
2. To seek approval to enter into a contract for the sale of Chapel Farm Development site, Low Street, Elston, Newark NG23 5PA as detailed in the exempt appendix.

Information and Advice

3. 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 exempt appendix.
4. The Property comprises part of the former Chapel Farm incorporating a barn, sheds and derelict house.
5. Surrender of the above part of Chapel Farm was negotiated in order to facilitate a sale.
6. Planning permission was secured on 19 October 2011 for the demolition of the existing agricultural buildings and the construction of three two storey houses with attached garages. The existing two storey house in the southwest corner of the site to be retained and refurbished.
7. Committee approval was granted on 18 June 2012 to:
 - a) the sale by auction of Chapel Farm Development Site, Low Street, Elston, Newark;
 - b) the variation of a Deed of Surrender dated 4 November 2008 of Chapel Farm site and a Tenancy Agreement of same date in respect of adjoining land in order to facilitate the sale;
 - c) the grant of authority for the Service Director, Transport, Property & Environment, in consultation with the Chair (or Vice Chair in his absence) of the Finance and Property Committee also in consultation with the Auctioneers shortly prior to auction date, to set the reserve price.

8. The disposal of the property went to auction in November 2013 but failed to sell.
9. The planning permission subsequently expired and a new improved consent was obtained on 18 February 2015 for the refurbishment of the farmhouse and the erection of 3 x 4 bedroomed detached houses.
10. On 27 May 2015 approval was obtained to appoint selling agents (by tender process) to market the site by private treaty.
11. The property has now been marketed seeking best and final offers by 10 July 2015. Offers have been received from six parties, on an unconditional contract basis, save for one on a minor conditional basis.
12. Each of the bids has been subject to detailed scrutiny by Officers and by the Council's agents.
13. A summary of the offers received is contained in the exempt appendix.

Other Options Considered

14. An alternative to disposal would be the letting of the property, but the letting potential of the site is not considered likely to deliver a significant income stream, with a high risk of significant void (empty) periods.
15. Consideration had been given to sale of the site by Auction again but it was concluded that since the site already had been to Auction and failed to sell, and a better, more marketable planning permission was obtained, that now best value and greatest interest would be secured by a private treaty sale on an unconditional basis.
16. To retain the site but this would incur ongoing costs to the County Council i.e. fly tipping, etc.

Reason/s for Recommendation/s

17. The Authority has no strategic or operational requirement for the property.

Statutory and Policy Implications

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

RECOMMENDATION/S

- 1) That the bids received for the site as detailed in the exempt appendix are noted.
- 2) That approval to be given to the sale of property on terms detailed in the exempt

appendix.

Jas Hundal
Service Director – Transport, Property & Environment

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

Constitutional Comments (CEH 14.08.15)

19. The recommendations are within the delegation to the Finance and Property Committee under its terms of reference. When disposing of its land the Council is required to obtain the best price reasonably obtainable on the open market.

Financial Comments (TR 24.08.15)

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

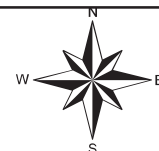
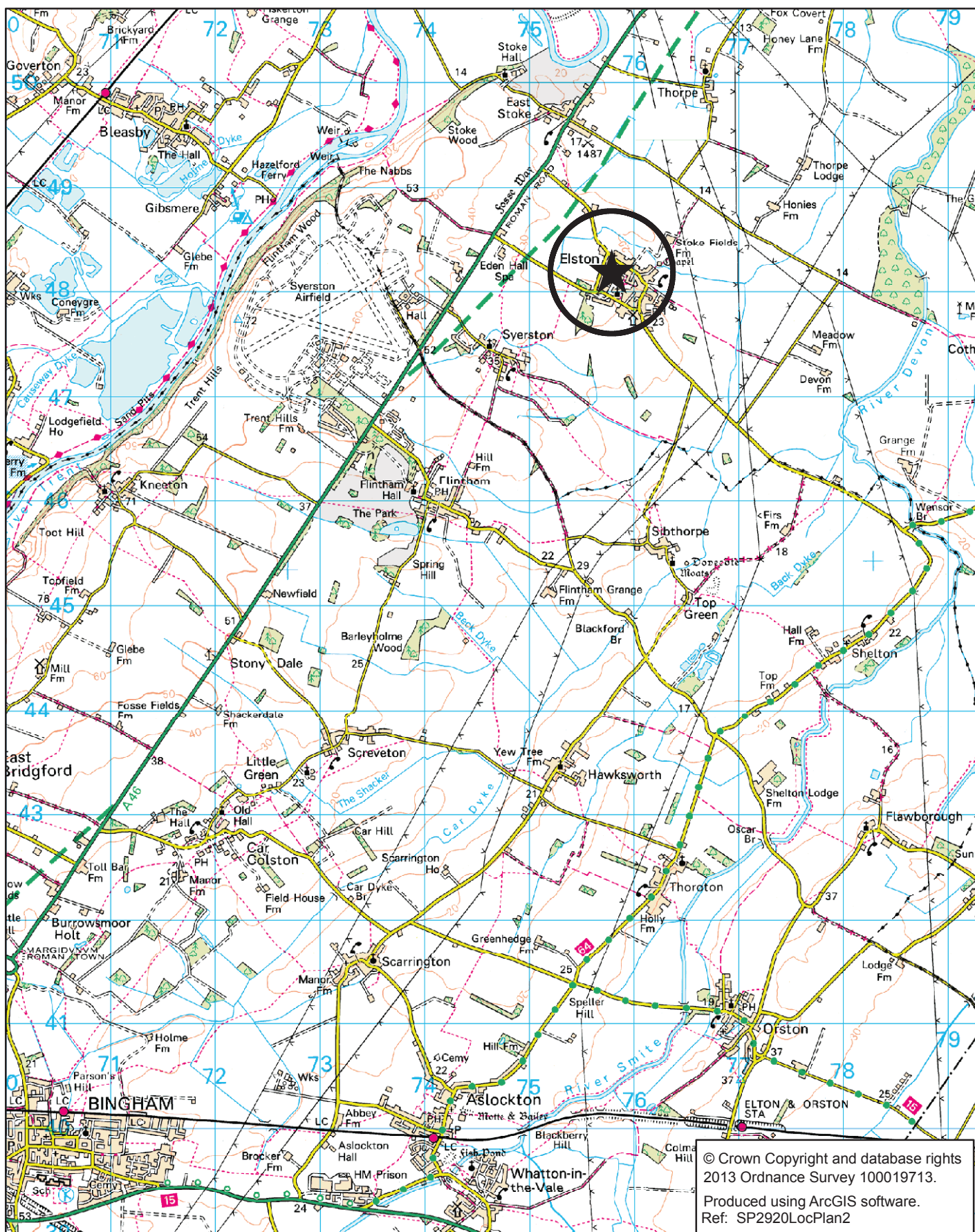
Background Papers and Published Documents

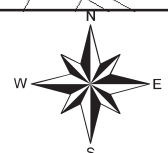
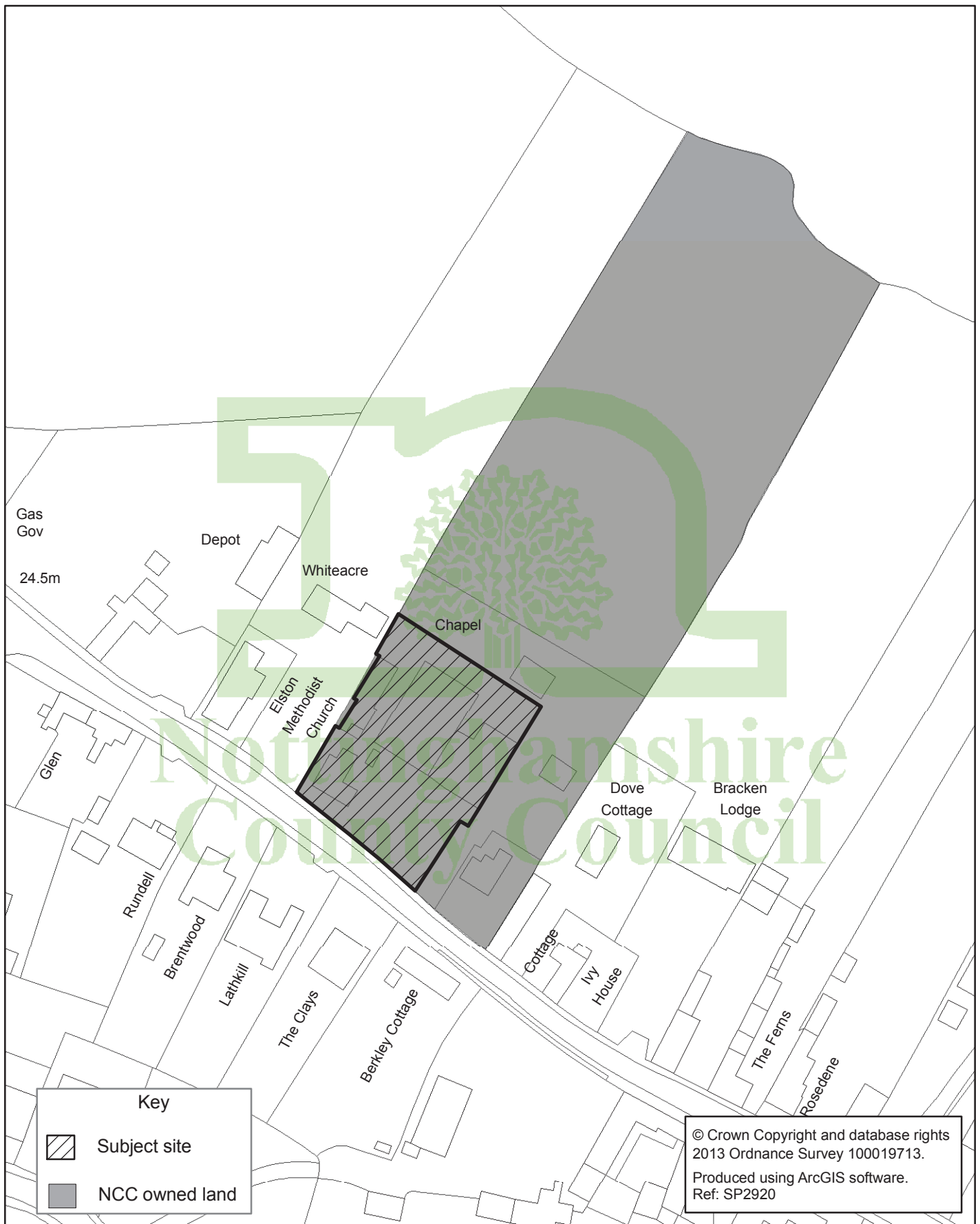
21. None.

Electoral Division(s) and Member(s) Affected

22. Ward(s): Farndon and Muskham
Member(s): Councillor Sue Saddington

File ref.: /GG/SB/00052
SP: 2920
Properties affected: 00052 - Chapel Farm





14 September 2015**Agenda Item:10****REPORT OF CORPORATE DIRECTOR, RESOURCES****WORK PROGRAMME****Purpose of the Report**

1. To consider the Committee's work programme for 2015.

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

RECOMMENDATION/S

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

Jayne Francis-Ward
Corporate Director, Resources

For any enquiries about this report please contact: Pete Barker, x 74416

Constitutional Comments (HD)

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

Financial Comments (NS)

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

Background Papers

None.

Electoral Division(s) and Member(s) Affected

All

FINANCE & PROPERTY COMMITTEE - WORK PROGRAMME

<u>Report Title</u>	<u>Brief summary of agenda item</u>	<u>For Decision or Information ?</u>	<u>Lead Officer</u>	<u>Report Author</u>
12 October 2015				
Monthly Budget & Capital Monitoring Report 2014/15	Budget Capital Monitoring, Capital Receipts, Capital Variations	Decision	Nigel Stevenson	Glen Bicknell
ICT Programmes and Performance Quarter 1	Progress Report	Info	Ivor Nicholson	Ivor Nicholson
Property Transactions	Various	Decision	Jas Hundal	Various
Councillors Divisional Fund	Quarterly report on Councillors Divisional Fund	Info	Jayne Francis-Ward	Paul Davies
9 November 2015				
Monthly Budget & Capital Monitoring Report 2014/15	Budget Capital Monitoring, Capital Receipts, Capital Variations	Decision	Nigel Stevenson	Glen Bicknell
Property Transactions	Various	Decision	Jas Hundal	Various
7 December 2015				
Monthly Budget & Capital Monitoring Report 2014/15	Budget Capital Monitoring, Capital Receipts, Capital Variations	Decision	Nigel Stevenson	Glen Bicknell
Property Transactions	Various	Decision	Jas Hundal	Various

