

Finance and Property Committee

Monday, 01 June 2015 at 14:00

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

AGENDA

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|----|--|---------|
| 1 | To note the appointment by the County Council on 14 May 2015 of Chairman and Vice Chairman | |
| 2 | To note the membership of the Committee | |
| 3 | Minutes of the last meeting held on 27 Apr 2015 | 5 - 8 |
| 4 | Apologies for Absence | |
| 5 | Declarations of Interests by Members and Officers:- (see note below)
(a) Disclosable Pecuniary Interests
(b) Private Interests (pecuniary and non-pecuniary) | |
| 6 | Draft Management Accounts 2014-15 | 9 - 24 |
| 7 | ICT Programmes & Performance Quarter 4 2014-15 | 25 - 36 |
| 8 | Waste PFI Contract - Pre Payment of Unitary Charge | 37 - 40 |
| 9 | Property Transactions | |
| 9a | Disposal of the former Caretakers Bungalow (All Saints Catholic Academy), Mansfield | 41 - 48 |
| 9b | Property Services End of Year Performance Update 2014-15 | 49 - 70 |

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 Waste PFI Contract - Pre Payment of Unitary Charge EXEMPT Appx

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

12b Disposal of the former Caretakers Bungalow (All Saints Academy), Mansfield EXEMPT Appx

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

12c Property Services End of Year Performance Update 2014-15 EXEMPT Appx

- 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 27 April 2015 (commencing at 2pm)

Membership

Persons absent are marked with an 'A'

COUNCILLORS

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

Reg Adair
Richard Butler
Steve Calvert
Kay Cutts

Liz Plant
Mike Pringle
Darrell Pulk

A Ex-Officio: Alan Rhodes

OFFICERS IN ATTENDANCE

Pete Barker, Democratic Services
Tim Gregory, Corporate Director, Environment and 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 23 March 2015, having been circulated to all Members, were taken as read and were confirmed, subject to the following amendment, and were signed by the Chair:-

The first reference to the Lindhurst development should have been to the sale of land at Maun View. The discussion and vote regarding the Lindhurst development took place wholly in the closed section of the meeting.

DECLARATIONS OF INTEREST

None.

APOLOGIES FOR ABSENCE

Apologies were received from Councillor Rigby and Councillor Garner. Councillor Calvert replaced Councillor Meale for this meeting only.

FINANCIAL MONITORING REPORT: PERIOD 11 2014/2015

RESOLVED: 2015/041

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

PROPERTY TRANSACTIONS

THE HALL, BRIDGFORD ROAD, WEST BRIDGFORD – PROPOSED NEW LEASE

RESOLVED: 2015/042

That approval be given to the terms of the proposed lease of part of The Hall, Bridgford Road, West Bridgford, as detailed in the exempt appendix.

OPERATIONAL DECISIONS TAKEN OUTSIDE THE FINANCE AND PROPERTY COMMITTEE CYCLE DECEMBER 2014 – FEBRUARY 2015

RESOLVED: 2015/043

That the information set out in the report be noted.

WORK PROGRAMME

RESOLVED: 2015/044

That the Committee's work programme be noted.

EXCLUSION OF THE PUBLIC

RESOLVED: 2015/045

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

THE HALL, BRIDGFORD ROAD, WEST BRIDGFORD – PROPOSED NEW LEASE

RESOLVED: 2015/046

That the contents of the exempt appendix be noted.

OPERATIONAL DECISIONS TAKEN OUTSIDE THE FINANCE AND PROPERTY COMMITTEE CYCLE DECEMBER 2014 – FEBRUARY 2015

RESOLVED: 2015/047

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

The meeting closed at 2.15pm.

CHAIR

REPORT OF THE SERVICE DIRECTOR - FINANCE & PROCUREMENT

DRAFT MANAGEMENT ACCOUNTS 2014/15

Purpose of the Report

- 1.1 To inform the Committee of the year end position for the 2014/15 draft Management Accounts.
- 1.2 To request that the Committee recommends the transfer from General Fund Balances of £2.1m, for approval by County Council.
- 1.3 To inform the Committee of the position on other reserves of the Authority.
- 1.4 To inform the Committee on the year end position for the 2014/15 capital programme and its financing
- 1.5 To request approval of variations to the capital programme.

Information and Advice

2. Background

- 2.1 The financial position of the County Council has been monitored throughout the financial year, with monthly reports to Corporate Leadership Team and this Committee providing an update of progress, thus ensuring decision makers had access to financial information on a timely basis. At the Finance and Property Committee meeting of the 27 April 2015, Members were informed of the forecast as at period 11. This report is the draft out-turn for 2014/15. The final figures will be confirmed at the County Council meeting on the 9 July 2015.

3. Summary Financial Position

- 3.1 Through continued prudent financial management, Committee budgets have achieved a net underspend of £17.1m or 3.3% of net Committee budgets. This compares to a period 11 forecast of £14.6m.
- 3.2 For 2014/15 the net total for restructuring costs is £3.4m (of which £0.1m relates to trading activity). In line with accounting practice, each year a provision is made for estimated costs that are due to fall in the following year based on published Section 188 notices. The provision that was released for 2013/14 into 2014/15 was £6.6m; the corresponding figure set aside in 2014/15 is £3.8m. These costs have not been allocated to departments (as was the case in 2013/14) but have been reported throughout the year under Central Items.
- 3.3 The level of General Fund balances, subject to approval by County Council, will reduce by £2.1m to £27.0m. This results in a closing balance that is £3.1m higher than originally planned. This was forecast at the time of setting the 2015/16 budget and has been factored into the Council's Medium Term Financial Strategy.
- 3.4 The detailed figures are summarised in the appendices to this report. Table 1 shows the summary revenue position of the County Council.

Table 1 – Summary Financial Position

Committee	Final Budget £ 000's	Draft Out-turn £ 000's	Draft Variance £ 000's
Children & Young People	145,328	144,222	(1,106)
Adult Social Care & Health	209,200	204,083	(5,117)
Transport & Highways	60,224	59,388	(836)
Environment & Sustainability	29,472	29,362	(110)
Community Safety	3,040	3,260	220
Culture	13,339	13,299	(40)
Policy	28,044	23,893	(4,151)
Finance & Property	30,195	29,039	(1,156)
Personnel	2,459	2,366	(93)
Economic Development	617	651	34
Public Health *	1,688	(3,067)	(4,755)
Net Committee (under)/overspend	523,606	506,496	(17,110)
Central items	(12,622)	(9,144)	3,478
Contribution to Schools Expenditure	1,557	1,557	-
Contribution to/(from) Traders	(312)	94	406
Forecast prior to use of reserves	512,229	499,003	(13,226)
Transfer to / (from) Corporate Reserves	(7,902)	(1,638)	6,264
Transfer to / (from) Departmental Reserves	5,118	8,996	3,878
Transfer to / (from) General Fund	(5,184)	(2,100)	3,084
Net County Council Budget Requirement	504,261	504,261	-

*Public Health expenditure is funded by a ring-fenced grant. As in previous years the underspend will be transferred to an earmarked reserve at year end, to ensure the full grant is spent on Public Health priorities.

4. Committee & Central Items

The overall net underspend within the Committees is £17.1m and the principal reasons for the variations are detailed below.

4.1 Children & Young People (£1.1m underspend, 0.8% of Committee budget)

Children's Social Care Division has achieved an overall break even outturn. This net position includes overspends of £0.8m on the continued use of agency staff to cover vacancies in social work teams and the independent review service and £0.5m overspend on Looked After Children (LAC) placements due to delays in moving children to lower cost in-house placements. These variances have been offset by £0.8m underspend on Children's Disability Service (CDS) due to additional income and vacancies in the CDS team and £0.5m underspend on the Adoption service, largely due to the Adoption Reform Grant.

The final outturn for Education Standards and Inclusion Division is a net underspend of £0.9m. Within this, Business Development & Support underspent by £0.5m largely due to vacancies not being filled in advance of the service restructure, and the Support to Schools Service underspent by £0.8m largely due to the Schools Place Planning team holding vacancies ahead of the new structure being implemented and ad hoc sold service income. This has been partly offset by a £0.4m overspend on Special Educational Needs and Disability Policy and Provision, as demand for home to school transport exceeded the budget.

A net underspend of £1.1m was delivered in Youth, Families and Culture Division. This was due to £0.5m underspend on staffing across the division (partially due to early delivery of savings), £0.2m underspend within the Early Years and Early Intervention Service together with £0.4m various other savings across most services.

In accordance with regulations, sponsored academies have deficits written off at the point of conversion. The above divisional underspends have therefore been partially offset by a £0.9m schools balances write off for transfers that occurred in year.

4.2 Adult Social Care and Health (£5.1m underspend, 2.4% of Committee budget)

The Deputy Director Division has underspent by £4.9m which is mainly due to £1.5m underspend on staffing in Day Services and Employment, £2.0m on staffing and increased income in Residential Services, together with £1.0m in Strategic Commissioning on various contracts.

A net underspend of £0.8m was achieved in North and South Nottinghamshire budgets. This is mainly due to savings in Homecare due to insufficient capacity as a result of more people choosing to utilise a direct payment, providers experiencing difficulties with recruitment, reduced expenditure on external beds within Intermediate Care and an underspend on Residential and Nursing Care.

The final outturn for Access and Public Protection is a net overspend of £0.6m. This is due to a shortfall in client contributions of £1.7m, partially offset by vacancy savings in Business Support of £1.0m.

4.3 Transport & Highways (£0.8m underspend, 1.4% of Committee budget)

The net underspend above is made up of a £1.4m underspend in Transport Division offset by £0.7m overspend in Highways Division.

Within transport, Concessionary Fares underspent by £0.6m mainly due to a delay in commencing the operation of Tram Lines, a downturn in passenger trips and savings from fleet running contracts that had previously been let externally. There was a saving in Local Bus Services of £0.2m due to the part year effect of August re-tendering along with network alterations and income from travel on local bus services run by Fleet Operations. Further savings resulted from Smartcard ticketing and reduced driver costs in fleet maintenance.

The majority of the Highways overspend relates to Carriageway/Footway Patching and Pothole Funding. This programme of work was over-programmed in anticipation of poor weather which did not materialise, so all the work was delivered within the financial year.

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

The Waste PFI Contract with Veolia underspent by £0.3m due to reduced landfill and composting costs along with MRF availability payments relating to the timing of savings from the revised project plan. This has enabled a contribution to the PFI Reserve of £0.3m.

Non PFI Contract Costs overspent by a net £0.2m mainly due to the capital works payment at Eastcroft, offset by a lower than anticipated tonnage of waste going through Eastcroft and Carbon Reduction Commitment Energy Efficiency Scheme carbon tonnage credits.

4.5 Community Safety (£0.2m overspend, 7.2% of Committee budget)

The Committee overspend is due to small variances across both Coroners and Registrars.

4.6 Culture (nil variance)

Minor underspends were achieved within Libraries repairs and maintenance budgets and reduced energy expenditure at the Archives which was undergoing major works during the year.

4.7 Policy (£4.2m underspend, 14.8% of Committee budget)

The Legal Services Division underspent by £1.2m due to increased digital working and efficiency programme and the consequent reduction in the use of external agencies.

An underspend of £0.7m occurred within the Transformation Programme mainly due to savings in agency staff. This will ensure the planned use of the Strategic Development Fund will reduce and balances will be available for further transformation. In addition, the Ways of Working Programme (WoW) experienced slippage of £0.6m mainly relating to the ICT development and therefore the planned use of the WoW Reserve will occur in 2015/16.

The Corporate Strategy budget underspent by £0.5m across staffing and running costs, in part, due to the Corporate Performance/PIP review.

The Communications budget underspent by £0.4m due to staff vacancies, savings in advertising and publicity and other running costs and additional income. Marketing spend was lower in 2014/15 due to an exceptionally low year for marketing launches (new buildings and major campaigns) and the early delivery and implementation of savings in the budget. Furthermore the decision not to lease the Documents Services printing equipment has added to the cost savings in this financial year. The underspending has been offset by the costs incurred in respect of the Digital First project which was contained within the Communications budget.

The variance of £0.5m in the Business Support Centre (BSC) budget relates to generation of £130,000 additional income, reduced use of consultants and the use of vacancies to contribute to the early delivery of 2015/16 savings.

The variance of £0.4m in the Customer Service Centre (CSC) budget relates to the generation of an additional £80,000 income and savings in running costs of £40,000. The remainder relates to high turnover and vacancy levels throughout the latter part of the year, which will contribute to delivery of 2015/16 savings.

4.8 Finance and Property (£1.2m underspend, 3.8% of Committee budget)

County Offices and Facilities Management Division underspent by £0.4m mainly due to early achievement of savings from property running costs, from closure/disposal of some County Offices and savings in facilities management budgets through tighter control over costs.

A net underspend of £0.3m was achieved in Property due to early achievement of 2015/16 committed savings, tighter control over vacancies and business support costs and additional income from letting of industrial properties and rent reviews. In addition, one-off over recovery of costs for Property Operations' Building Maintenance and tighter control over spending on joint-use projects afforded a revenue contribution to capital outlay of £0.6m from Building Planned Maintenance to keep Sir John Robinson Way safe and functional.

The Finance and Procurement Division and Business Support Division delivered further underspends due to staff vacancies [Page 12 of 74](#)

4.9 Personnel (£0.1m underspend, 3.8% of Committee budget)

The main variance for Personnel Committee is due to additional income in Corporate Human Resources Division.

4.10 Economic Development (nil variance)

Divisional expenditure was broadly in line with budgets.

4.11 Public Health (£4.8m underspend, transferred in full to the Public Health Reserve)

Expenditure in this area is met in full by a government grant of £36.1m, with underspends transferred to an earmarked reserve for use in subsequent years. The major underspends are due to £1.4m on Smoking and Tobacco, £0.8m on Substance Misuse, £0.6m on Sexual Health, £0.4m on Obesity and £0.3m on the Health Check Programme.

5 Carry Forwards

In previous years the Council has considered requests to allow planned savings to be carried forward into the following financial year to support Committee priorities. This approach has been suspended for 2014/15 due to the financial pressures that the authority faces in forthcoming years. The underspend has instead been transferred to central reserves, namely the Strategic Development Fund, so that funding allocations can be determined from a holistic viewpoint.

6 Central Items (£3.5m overspend, 27.6% of budget)

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

6.1 Interest (£2.0m overspend)

Interest payments depend on expectations of future rates and anticipated slippage on the capital programme. In 2013/14 this budget underspent by £1.9m and the 2014/15 budget was subsequently reduced by £1.3m. However, as the current overspend was forecast and reported in the budget monitoring report, this budget has been reinstated for 2015/16.

6.2 Contingency (£0.9m overspend)

The total 2014/15 contingency budget was originally set at £4.6m to cover both redundancy and general contingency requirements. The net cost of redundancy was £3.4m as reported at section 3.2 above. The balance of contingency relates to schemes approved in year through the budget monitoring report and by the Section 151 Officer.

6.3 Statutory Provision for Debt Redemption and Capital Charges (£1.3m overspend)

The budget included an estimate of the Minimum Revenue Provision (MRP) that was based on the assumption that the mix of assets types on which capital expenditure would be incurred would be similar to that of previous years and certain capital receipts would be received within the financial year. This was not the case and, as a result, MRP was £0.5m more than had been forecast. In addition the budget for capital charges overspent by £0.8m due to adjustments relating to traders.

Pension Deficit Contribution (£0.2m overspend)

Across the Authority there was a shortfall of £0.2m in allocating the employers pensions contribution to match the 13.2% rate and fixed contribution of £12.6m set by the actuary. This has therefore been charged centrally.

6.4 Government Grants (£0.9m underspend)

The Local Services Support Grant is only confirmed on a year by year basis and, as a prudent measure, certain streams are not included in the original budget. £0.3m additional funding was received in year for this grant.

As previously reported the Council's membership of the Nottinghamshire Business Rates Pool results in a proportion of local growth being retained by the Council. For 2013/14 this was £0.3m, received in the 2014/15 financial year. Although the 2014/15 growth should be calculated by the District Councils in time to allow an accounting adjustment to be made in the 2014/15 accounts, this figure is not yet available. This entry will therefore be updated in the Final Management Accounts to Council on 9 July 2015. A recommendation will be made to Council to transfer this balance to an earmarked reserve so the overall Council position will not change. In addition, the Council received Section 31 grant as compensation for the measures to Business Rates announced in the Autumn Statement. This resulted in a net addition of £0.9m for the Council.

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

The Education Services Grant budget was based on an estimated rate, estimated pupil numbers and reduced by the assumed number of academy conversions in year. The final funding received was a reduction of £0.6m from what had been anticipated. This has been reflected in the 2015/16 budget and the Council's Medium Term Financial Strategy (MTFS).

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

7.1 General Fund Balances

The Council meeting on 27 February 2014 approved the use of £5.2m of General Fund Balances. Given the underspend that has been achieved, it is recommended that £2.1m is drawn down. Subject to Council approval, the closing balance of the Council's General Fund will reduce from £29.1m to £27.0m.

7.2 Other Earmarked Reserves

At the end of 2014/15 other 'earmarked' reserves totalled £129.0m, a reduction of £12.9m since 31 March 2014. This consists of the following:

- **PFI Reserves**

£32.5m of reserves are held for PFI schemes and this equates to 25.2% of other earmarked reserves. The arrangements for calculating PFI grant result in more grant being received in the early years of a PFI scheme than is needed to meet the payments to providers of the service. These surpluses need to be kept in an earmarked reserve to cover the corresponding deficits in later years. The amounts set aside at the end of 2014/15 are shown in the table below.

Table 2 – PFI set aside as at 31/03/2015

PFI Scheme	£'000
East Leake Schools	3,152
Bassetlaw Schools	332
Waste	29,056
Total	32,540

- **Insurance Reserve**

The Authority operates a self-insurance scheme and covers risks up to an agreed amount. External insurers cover risks in excess of this figure. The Insurance Reserve is set aside to cover possible insurance claims losses that are not yet known. The closing balance of this reserve is £10.3m.

- **Capital Projects Reserve**

The Capital Projects Reserve was built up to support current and future capital commitments, thereby reducing reliance on borrowing and the associated repayment costs. A net £10.4m has been used to finance the current year's capital programme. As at 31 March 2015, the balance on the Capital Projects Reserve is £10.9m.

- **Strategic Development Fund (including Ways of Working)**

The establishment of a Strategic Development Fund (SDF) was approved in the 2014/15 Budget Report (Council, 27/02/2014), funded in part by the remaining balance of the Improvement Programme reserve and by other balances that were identified as surplus to their original requirement. The residual Ways of Working (WoW) Reserve has been identified separately although this programme is clearly linked to the Council's Transformation agenda. As reported in Section 4.7 above, underspends were achieved in both of these areas resulting in a reduced requirement for funding from the reserve compared to original budget of £0.7m and £0.6m respectively. Given the ongoing requirement for development funding, a contribution of £1.2m has been made to the SDF from the Council's overall underspend. The closing balance for the SDF reserve is now £7.7m and the WoW balance is £2.5m.

- **Redundancy Reserve**

The Redundancy Reserve was created in 2009/10 and, since then, a proportion of year end underspends, combined with the release of the former Corporate Pay Review Reserve have increased the reserve value resulting in an opening balance of £10.1m. Given the reduced level of contingency in the budget, £1m was drawn from the reserve in 2014/15, with a further reduction of £4m included in the 2015/16 budget.

- **Departmental Reserves**

All departments have reserves for identified purposes. In addition, Financial Reporting Standards require grant income to be carried on the Balance Sheet as a reserve balance. This includes Public Health and Section 256 grants. During the year, these departmental balances increased by a net £2.8m to £53.7m. This is primarily due to a net increase of £3.3m in the Public Health Reserve.

8 Capital Expenditure

- 8.1** Capital Expenditure in 2014/15 totalled £91.852m. Table 3 shows the final 2014/15 Capital Programme broken down by Committee.

Table 3 – 2014/15 Capital Expenditure

Committee	Original Budget £'000	Revised Budget £'000	Total Outturn £'000	Variance £'000
Children & Young People	35,025	37,593	30,585	(7,008)
Adult Social Care & Health	5,760	1,982	1,695	(287)
Transport & Highways	42,486	34,373	33,392	(981)
Environment & Sustainability	2,242	3,419	3,179	(240)
Community Safety	-	4	(1)	(5)
Culture	5,362	4,089	4,251	162
Policy	2,748	3,396	2,273	(1,123)
Finance & Property	9,508	12,110	9,154	(2,956)
Personnel	1,785	1,903	1,810	(93)
Economic Development	5,793	5,995	5,514	(481)
Contingency	1,884	-	-	-
Total	112,593	104,864	91,852	(13,012)

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

8.2 The major areas of investment in 2014/15 are listed in Table 4 below.

Table 4 – Major investment areas 2014/15

Committee	Scheme	2014/15 Capital Expenditure £'000
Children and Young People	School Refurbishment Programme	12,422
	School Places Programme	11,857
	Beardall Street Primary	2,843
Transport & Highways	Road Maintenance & Renewals	15,869
	Integrated Transport Measures	6,834
	A453 Widening Scheme	5,000
	Street Lighting	2,426
Environment & Sustainability	Waste Management	2,373
Culture	Nottinghamshire Archives Extension	2,205
Policy	Ways Of Working Programme	2,166
Finance & Property	Various IT Capital Projects	4,068
Economic Development	Superfast Broadband	5,452

Capital Programme Variations

8.3 The changes in the gross Capital Programme for 2014/15, since its approval at Council (27/02/14) are summarised in Table 5 below.

Table 5 2014/15 Capital Programme

	2014/15	
	£'000	£'000
Approved per Council (Budget Report 2014/15)		112,593
Variations funded from County Council Allocations :		
Net slippage from 2013/14 and financing adjustments	17,761	
Approved variations to April F&P Committee	(29,450)	(11,689)
Variations funded from other sources :		
Net slippage from 2013/14 and financing adjustments	6,800	
Approved variations to April F&P Committee	(2,840)	
		3,960
Revised Gross Capital Programme		104,864

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

- It is proposed that the 2014/15 Capital Programme for Children and Young People's Committee is varied to reflect that:-
 - £0.037m insurance funding was used to fund costs associated with the Sutton Bonington insurance claim.
 - £0.254 revenue funding was used to part fund costs associated with the Schools Capital Refurbishment programme.
- It is proposed that the 2014/15 Capital Programme for Transport & Highways Committee is varied to reflect that:-
 - £0.309m external funding was levered in to the Council to fund works within the Road Maintenance and Renewal (£0.058m), Integrated Transport Measures (£0.239m) and Green Network (£0.012m) programmes.
- It is proposed that the 2014/15 Capital Programme for Environment and Sustainability Committee is varied to reflect that:-
 - Revenue funding required to fund expenditure on the Eastcroft Incinerator was £0.137m higher than estimated.
 - £0.054m more external funding than forecast was received for the Supporting Local Communities programme.

- It is proposed that the 2014/15 Capital Programme for Culture Committee is varied to reflect that:-
 - £0.285m revenue funding was used to part fund costs associated with the Nottinghamshire Archives Extension project.
 - £0.105m revenue funding was used to part fund costs associated with the Bingham Library capital project.
- It is proposed that the 2014/15 Capital Programme for Policy Committee is varied to reflect that:-
 - £0.585m revenue funding was used to part fund costs associated with the Ways of Working programme
- It is proposed that the 2014/15 Capital Programme for Finance and Property Committee is varied to reflect that:-
 - £0.600m revenue funding was used to part fund costs associated with the Sir John Robinson House capital project.
 - £0.054m revenue funding was used to part fund costs associated with the Print Strategy programme.
 - £0.108m revenue funding was used to fund costs associated with the Building Works programme.
 - £0.039 revenue funding was used to part fund costs associated with the Boiler Replacement programme.

8.5 Maximising the use of grants in 2014/15

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

Grant funding unapplied totalling £1.9m has been used to fund capital expenditure on the Living at Home and School Capital Refurbishment Programmes in 2014/15 that would otherwise have been funded from borrowing.

Slippage/re-phasing of Capital Schemes

- 8.6** In addition to the slippage and re-phasing of schemes incorporated into the Budget Report 2014/15 there has been £13.0m of further net slippage/re-phasing on a number of schemes, of which £7.5m relates to schemes funded by capital allocations (borrowing). The main areas of this further slippage/re-phasing are:

Slippage

- Schools Capital Refurbishment Programme (£2.8m slippage)
- School Places Programme (£2.0m)
- Ways of Working Programme (£1.0m)

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

- Contributions to condition works at Academies have not been made as the works have not completed.
- Schools increasingly are insisting that works are undertaken in holidays or out of school hours.
- Difficulty in gaining access for asbestos related works has had a knock on effect on start dates for the main works.
- Further delays with regard to surveys, design and accommodating complementary projects.

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

Capital Financing

8.7 The following Table outlines how the 2014/15 capital expenditure has been financed.

Table 6 - 2014/15 Capital Financing

	Original Budget £'000	Revised Budget £'000	Total Outturn £'000	Variance £'000
Funding Source:				
Prudential Borrowing	43,429	31,740	24,188	(7,552)
Capital Grants	48,421	49,816	46,075	(3,741)
Revenue / Reserves	20,743	23,308	21,589	(1,719)
Gross Capital	112,593	104,864	91,852	(13,012)

8.8 Capital receipts for 2014/15 totalled £3.0m, which is £1.5m less than anticipated in the 2015/16 budget report. These capital receipts have been set against the principal of borrowing in previous years. Analysis has determined that this application of funding sources is optimum in terms of reducing the impact of the Capital Programme on the revenue account.

8.9 Total borrowing for the year is £24.2m, which is £7.5m less than the revised borrowing for 2014/15 of £31.7m. This is primarily as a result of the slippage/re-phasing of capital expenditure to be funded from prudential borrowing. The corresponding funding (capital allocations) will be carried forward and incorporated into the Capital Programme for 2015/16.

8.10 The Capital Programme for 2015/16 will be monitored to ensure that borrowing for 2015/16 is managed within the prudential limits for the year. Funding by borrowing in 2015/16 is now projected to be £60.0m. Although this is £6.9m more than the budgeted borrowing figure in the Budget Report 2015/16, any new capital expenditure slippage in 2015/16 will offset this and the Council's overall level of indebtedness is not expected to exceed previous forecasts. The size of the revised Capital Programme for 2015/16 is £126.7m.

9 Statement of Accounts

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

Statutory and Policy Implications

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

RECOMMENDATIONS

11.1 To note the provisional 2014/15 year end revenue position.

11.2 To recommend the level of County Fund Balances set out in section 7.1 and Appendix B.

11.3 To note the movements in reserves as detailed in section 7 and Appendix B.

11.4 To approve the capital variations outlined in section 8.4.

11.5 To note the capital programme and its financing.

Nigel Stevenson

Service Director – Finance & Procurement

For any enquiries about this report please contact:

Glen Bicknell - Senior Accountant, Financial Strategy & Accounting

Constitutional Comments (HD 15/05/2015)

Committee has the authority to determine the recommendations within the report

Financial Comments (GB 11/05/2015)

The financial implications are set out in the report.

Background Papers

None

Electoral Division(s) and Member(s) Affected

All

MANAGEMENT ACCOUNTS SUMMARY 2014/15

	2014/15 Final Budget £'000	2014/15 Draft Out-turn £'000	Variance £'000
Committee			
Children & Young People	145,328	144,222	(1,106)
Adult Social Care & Health	209,200	204,083	(5,117)
Transport & Highways	60,224	59,388	(836)
Environment & Sustainability	29,472	29,362	(110)
Community Safety	3,040	3,260	220
Culture	13,339	13,299	(40)
Policy	28,044	23,893	(4,151)
Finance & Property	30,195	29,039	(1,156)
Personnel	2,459	2,366	(93)
Economic Development	617	651	34
Public Health	1,688	(3,067)	(4,755)
Net Committee Total	523,606	506,496	(17,110)
Schools Budget (after Dedicated Schools Grant)	1,557	-	(1,557)
Schools' Statutory Reserve	-	1,557	1,557
Net Schools total	1,557	1,557	-
Trading Services	(312)	94	406
Central Items Managed through Finance & Property Committee			
Capital Charges included in Committees	(41,174)	(40,389)	785
Statutory Provision for Debt Redemption	19,824	20,300	476
Interest	16,021	18,069	2,048
Contingency	2,414	3,271	857
Flood Defence Levies	273	271	(2)
Pension Enhancements	2,205	2,200	(5)
Write Offs	-	(67)	(67)
New Homes Bonus	(2,640)	(2,632)	8
Education Services Grant	(9,545)	(8,899)	646
Council Tax Freeze Grant	-	-	-
Reallocated RSG	-	(867)	(867)
Localised Council Tax Support Transition Grant	-	-	-
Local Services Support Grant	-	(331)	(331)
Small Business Rate Relief	-	-	-
Additional business Rate Growth due to pooling	-	-	-
Other Government Grants	-	(8)	(8)
Pensions Deficit Contribution	-	153	153
NNDR	-	(304)	(304)
Single Status Costs	-	89	89
Expenditure before Use of Reserves	512,229	499,003	(13,226)

Reserves and Balances

Transfer to /(from) Corporate Reserves

Carry Forwards from 2013/14	(2,093)	(2,093)	-
Proposed Carry Forwards to 2015/16	-	240	240
PFI Reserves:			
East Leake PFI	-	185	185
Bassetlaw PFI	-	2	2
Waste PFI	-	99	99
Improvement Programme	(4,171)	(1,764)	2,407
Pay Review	-	(85)	(85)
Earmarked Underspendings	(4,500)	(2,000)	2,500
Capital adjustment with Trading Activities	1,382	1,994	612
Capital Projects Reserve	2,480	2,480	-
Corporate Redundancy	(1,000)	(1,000)	-
NNDR	-	304	304
Net transfer to /(from) Corporate Reserves	(7,902)	(1,638)	6,264

Transfer to /(from) Departmental Reserves

Children & Young People	(169)	588	757
Adult Social Care & Health	609	(774)	(1,383)
Transport & Highways	1,424	1,547	123
Environment & Sustainability	1,635	1,947	312
Community Safety	(13)	(4)	9
Culture	(208)	(466)	(258)
Policy	-	54	54
Finance & Property	3,046	2,911	(135)
Personnel	(36)	14	50
Economic Development	518	518	-
Public Health	(1,688)	3,067	4,755
Traders Reserves	-	(406)	(406)
Net transfer to /(from) Departmental Reserves	5,118	8,996	3,878

Transfer to/(from) General Fund

(5,184) (2,100) 3,084

Funding Required

504,261 504,261 -

Funding

Council Tax/Surplus on Collection	284,210	284,210	-
Revenue Support Grant/Business Rates	220,051	220,051	-

Total Funding

504,261 504,261 -

SUMMARY OF REVENUE RESERVES

	Brought Forward 01/04/2014 £'000	Movement 2014/15 £'000	Carry Forward 31/03/2015 £'000
General Fund Balances	29,131	(2,100)	27,031
Schools Reserves (2014/15 transactions to be confirmed)	36,308	7,192	43,500
Insurance Reserves	10,831	(555)	10,276
Other Earmarked Reserves			
Corporate Reserves			
2013/14 Carry Forwards	2,218	(2,218)	-
2014/15 Carry Forwards	-	240	240
Earmarked for Services	1,174	(341)	833
Capital Projects	21,306	(10,393)	10,913
NDR Pool Reserve	202	304	506
East Leake PFI	3,079	73	3,152
Bassetlaw Schools PFI	621	(289)	332
Waste PFI	28,647	409	29,056
Corporate Pay Review	802	(86)	716
Improvement Programme (Ways of Working)	3,046	(521)	2,525
Corporate Redundancy Reserve	10,053	(999)	9,054
Strategic Development Fund	8,942	(1,244)	7,698
Departmental Reserves			
Trading Activities	2,729	576	3,305
Departmental Reserves	12,078	4,788	16,866
Revenue Grants	15,708	2,435	18,143
Section 256 Grants	20,388	(5,039)	15,349
Subtotal Other Earmarked Reserves	130,993	(12,305)	118,688
Total Usable Revenue Reserves	207,263	(7,768)	199,495

1 June 2015

Agenda Item: 7

REPORT OF THE SERVICE DIRECTOR, ICT**ICT PROGRAMMES AND PERFORMANCE QUARTER 4 2014-15****Purpose of the Report**

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

Information and Advice**Programmes Update**

2. The 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 4 and 5). 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. In addition to these strategic themes the development of a number of *Alternative Service Delivery Model* proposals (ASDMs), most notably for Highways and LAIL services (Libraries, Archives, Information and Community Learning), has driven a considerable amount of activity. This is likely to remain a key focus over the coming months as we seek to clarify scope, cost and deliver to the requirements of both the client and contractor sides of any new arrangements.

4. 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 connectivity and internet services), significant progress has been made in surveying and preparing sites in readiness for the new broadband lines. Ahead of the go-live in October 2015, 185 schools have signed up for 3 year emCloud contracts, as have all 5 east midlands police forces. Tenders have been received for our secondary data centre (currently provided by Capita from Node 4) and are currently being evaluated.
- ii. The Microsoft Windows mobilisation pilot project completed successfully and roll-out of the solution to front-line social care staff in ASCH and CFCS departments has begun, with 550 devices (Lenovo ThinkPads) deployed to users in the period. The pilot project with social care staff identified productivity savings of 16% by delivering their workflow through tablet computers rather than traditional working methods. By the end of 2015, phase 1 of this project aims to mobilise over 1,500 users. Data is now being collected to monitor the uptake and usage of the devices so that the productivity changes can be verified 12 months from now. The Wi-Fi network in some key sites has also been extended to support the work patterns of those staff using the new technology.
- iii. The server infrastructure is now in place to support the new Umbraco content management system (for a new county council website) as part of the Digital First Programme. The go-live is planned from September 2015. High level plans have been agreed for the replacement of the schools-facing *Wired* microsite which is needed by October 2015 (*Wired* is a school portal system that is used for accessing a range of content and for the secure transfer of data).
- iv. A new electronic monitoring system (CM2000) has been implemented to support the charging process for home based social care services. The new arrangements will enable social care workers to complete and record assessments, for the information to be accessed by the suppliers that design the care packages within prescribed budgets and to monitor actual service delivery. Managing the provision of home care services based on actuals rather than commissioned packages is estimated to save £2 million per annum. The electronic monitoring solution has been implemented and the provider access portal is live and awaiting business implementation.
- v. The new externally hosted Libraries management system has been successfully implemented.
- vi. The Adults Access team office move was successfully completed.
- vii. The external audit of our ICT network for the annual PSN assessment (Public Services Network that supports secure connectivity to other public sector organisations) has been completed. An action plan is in place to implement some remedial work that the audit has recommended, ahead of the Cabinet Office assessment in July 2015. No major issues are anticipated.

- viii. Firmstep's *AchieveService* has been identified as the preferred software to replace the *Lagan* customer relationship management system that is used by the Customer Service Centre to manage and record customer interactions. This solution is part of the same suite as the eForms software that is being used to support our web based transactional activity as part of the Digital First Programme.

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

- i. As part of the emCloud project, new broadband connections will be deployed across all corporate and subscribing school sites in readiness of the go-live in 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. Within the period a contract will also be awarded for our secondary data centre which supports business continuity for business critical services.
- ii. As part of the mobilisation project, a further 450 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. 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 and incorporate video conferencing.
- iv. Lync video conferencing will also be deployed onto the Windows 8.1 tablet devices as part of the mobilisation project.
- v. The development of a Windows smart phone solution to replace the BlackBerry estate.
- vi. Delivery of the ICT strands supporting the Digital First and Customer Access Programmes. This will include re-developing the prioritised user journeys on our website, supporting the use of social media tools, reviewing extranets and Microsites and reviewing the staff intranet and employee engagement tools. The concessionary bus pass renewal system will be made live on the public website as will the initial set of eForms required to support the Care Act. Webchat software will be piloted with the Customer Services Centre and the schools facing *Wired* microsite will be replaced.
- vii. The deployment of a fax server will support the digital switch over of faxing which will help save up to £300k per annum. It will enable faxes to be received as e-mails and sent as PDF documents.
- viii. Implementation of a new externally hosted redeployment and eRecruitment solution.
- ix. Shaping the ICT requirements in response to the Corporate Performance Reporting Project.

- x. Upgrade the core switch equipment at the Node 4 secondary data centre.
- xi. Deliver the remedial work identified during the annual PSN audit and achieve accreditation.
- xii. Procure and plan for the implementation of the *AchieveService* customer relationship management solution to be used by the Customer Service Centre.
- xiii. Support for the highways and LAIL alternate delivery models (see paragraph 3).

Performance Update

- 6. To provide a balanced assessment of performance, ICT Services measures four groups of indicators that cover business activities, customers, staff and finance. Performance for the year 2014-15 is attached as an Appendix.

Business Activity Indicator

- 7. 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 has remained at very high levels throughout 2014-15 with 99.89% achieved in the quarter. The target has also been raised for the fourth year running, currently to 99.6%.
- 8. Incident resolution remains slightly below target with 88.9% of incidents resolved within SLA against a target of 92%. Throughout the year a number of changes have been made to how the service is organised, staffed and delivered and will remain a focus for the ICT management team.
- 9. The County Council is reliant on its ICT provision and so disruptions to services need to be avoided wherever possible. In January 2015 we were alerted to a major virus attack (a *zero day virus* for which software fixes are not yet available) and were able to take quick action to block thousands of spam e-mails without contaminating or disrupting services. A fix was applied as soon as released by Sophos, our anti-virus software provider. In February, some schools had intermittent web access issues due to a database server failure on the Capita service.
- 10. 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. The second indicator is related to project milestones, and measures the overall percentage of milestones delivered by the planned timelines. A more rigorous approach to measuring project progress was implemented in quarter 3. Within the period 64% of project milestones were achieved and progress was made across all priority areas of focus (paragraph 4 above outlines the key

areas of progress). In the period there has been slippage by suppliers (impact on Lync project), delays due to resourcing issues (impact on smart phone and iPad replacements), slippage by partners (impact on health integration proof of concept), some re-scoping of timelines by customers (impact on *Frameworki* system upgrade, new web forms and Microsoft reporting projects) and general slippage (impact on web chat pilot and PSN changes to the *Lagan* system).

Customer Indicator

11. 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). This is the first year of target setting in this area and performance has remained consistently good for both corporate and school users.

Staff Indicator

12. Training activity for ICT Services staff is crucial to ensuring that the relevant and required skills are available. Given the new technologies being deployed it is important that skills and knowledge are continually refreshed and updated and we are currently showing training and development activity ahead of baseline targets.

Financial Indicator

13. Revenue and capital spending throughout 2014-15 was in accordance with budget plans. 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 2013 annual CIPFA benchmarking.

Reason for Recommendation

14. To raise awareness of progress on the key ICT programmes and performance indicators for 2014-15.

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 07/05/15)

The financial implications are set out in the report.

Background Papers








None



Electoral Division(s) and Member(s) Affected







All





ICT Services Overall Performance: Quarter 4 2014-15









Key symbols table:





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





Business Activity Indicator	Performance 2014-15							Comments
	Q1 Actual	Q2 Actual	Q3 Actual	Q4 Actual	Target	Status	Trend	
Average availability to users of NCC's business critical services during business hours	99.96%	99.94%	99.92%	99.89%	99.6%			<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 and cabling, the refurbished data centre and use of Node 4), a proactive approach to infrastructure alerts and monitoring (taking pre-emptive action where necessary) and the rapid response of technical teams should issues occur.</p> <p>The target has been increased in 2014-15 from 99.5% to 99.6%.</p>









Business Activity Indicator	Performance 2014-15							Comments
	Q1 Actual	Q2 Actual	Q3 Actual	Q4 Actual	Target	Status	Trend	
% Incidents resolved within agreed service levels	85.5%	87.2%	89.2%	88.9%	92%			This indicator assesses the performance of the ICT function in restoring service and responding to incidents within our Service Level Agreement (SLA). The trend throughout 2014-15 is one of steady improvement although performance continues to remain below target. The changes made to the ICT operating model and staffing structure in June 2014 support a more focused approach to managing incidents. In this quarter there were 7,587 incidents reported (8,411 last quarter).
% incident SLA breaches	15%	13%	10.8%	11.1%	8%			This is a new performance measure for 2014-15 to highlight the proportion of incidents reported to the Service Desk that are not resolved within SLA. The trend throughout 2014-15 is one of steady performance improvement. Performance should further improve following the transition this year to a new operating model and staffing structure.
% of ICT changes successfully completed	99.22%	93.75%	96.15%	99.80%	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 281 changes (353 last quarter). The target was 97% in 2013-14.

Business Activity Indicator	Performance 2014-15							Comments
	Q1 Actual	Q2 Actual	Q3 Actual	Q4 Actual	Target	Status	Trend	
Compliance to CIPFA project delivery index	8.0	7.6	8.0	7.3	7.5			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.
% of project milestones delivered	78%	90%	71%	64%	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 outlined in paragraph 4. A significantly more rigorous approach to measurement was introduced for Q3. In the period there has been slippage by suppliers (impact on Lync project), delays to appointing project resources (impact on smart phone and iPad replacements), slippage by partners (impact on health integration proof of concept), customer re-scoping of timelines (impact on Frameworki upgrade, new web forms and Microsoft reporting projects) and general slippage (impact on new TotalMobile system, IE11 roll-out, web chat pilot and PSN changes to the Lagan system).

Customer Indicator	Performance 2014-15							Comments
	Q1 Actual	Q2 Actual	Q3 Actual	Q4 Actual	Target	Status	Trend	
Customer satisfaction score: Corporate/school users	4.68/4.5	4.75/4.6	4.74/4.5	4.7/4.6	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	63.3%	61%	63%	61%	58%			First call resolution measures the effectiveness of the Service Desk at first point of call. The 58% target 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	4.4 mins	5.1 mins	5.2mins	4.6mins	5 mins			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	13%	11%	12%	6%	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).

Staff Indicator	Performance 2014-15							Comments
	Q1 Actual	Q2 Actual	Q3 Actual	Q4 Actual	Target	Status	Trend	
Average number of sick days per staff member	1.65	2.99	4.85	7.74	7.5			The level of staff sickness is slightly above the county council target of 7.5 days per member of staff. The main reasons for absence were cold/flu/sore throat symptoms and stomach digestion symptoms.
Average number of professional training days per member of staff	0.72	2.07	3.41	4.89	3			The annual target is 3 days per member of staff. We now undertake significant levels of computer based training activities, rather than traditional classroom courses, covering more activity in less time. The actual figures are based on completed timesheets. Staff development has included Windows 8.1 tablets, Umbraco content management system (for new website), eForms (for use on the web), various Microsoft technologies and supporting staff in their new roles following the restructure in June 2014.

Financial Indicator	Performance 2014-15				Comments
	Actual	Target	Status	Trend	
Expenditure against revenue	100%	100%			Planned budget reductions of £330k have been delivered for 2014-15 (£3 million of annual savings over the last 4 years). The revenue budget was spent as planned.
Expenditure against capital	99%	100%			Capital spending was in line with plans for the infrastructure replacement programme, strategy programmes and Microsoft licensing.

Financial Indicator	Performance 2014-15				Comments
	Actual	Target	Status	Trend	
Cost of ICT support per user	£171	£192			Our current cost of £171 per user puts the county council in the lowest cost quartile of CIPFA 2013 benchmarking. The target of £192 is based on remaining within the top quartile.
Cost of ICT support per workstation	£180	£224			Our current cost of £180 per workstation puts the county council in the lowest cost quartile of CIPFA 2013 benchmarking. The target of £224 is based on remaining within the top quartile.
Acquisition cost of desktop PC	£398	£445			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 2013 benchmarking.
Acquisition cost of laptop	£567	£634			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 2013 benchmarking.

**REPORT OF THE SERVICE DIRECTOR FOR TRANSPORT, PROPERTY AND
ENVIRONMENT****WASTE PFI CONTRACT – PRE PAYMENT OF UNITARY CHARGE****Purpose of the Report**

To approve a pre-payment of the Waste PFI Contract unitary charge to Veolia in respect of the capital expenditure and associated financing costs for the Newark and Worksop Waste Transfer Stations (WTS) in accordance with the terms of the Waste PFI Contract.

Information and AdviceBackground

1. The County Council through its statutory role as Waste Disposal Authority (WDA) controls the recycling, reprocessing, treatment and disposal of around 400,000 tonnes of waste per annum. The majority of this waste is managed through a PFI contract with Veolia as amended by Veolia's Revised Project Plan (RPP) approved by Environment and Sustainability Committee on 4th September 2014.
2. As part of the RPP, the County Council negotiated a right to make a one-off payment to Veolia as a pre-payment of part of the unitary charge, at its discretion, in respect of the unamortised capital expenditure and Veolia's associated financing costs for the Newark and Worksop WTS (essentially this is an early repayment of the capital expenditure rather than continuing to pay for it through the monthly unitary charge payments over the remaining life of the PFI Contract (18 years)). This one off payment would result in a reduction to the current Contract rate for each tonne of residual waste transferred. The Council has until 1st July 2015 to exercise this right.

Financial Implications

3. In the Waste PFI Contract, the County Council pays for each tonne of residual waste transferred. This rate applies to residual waste that is collected by the district councils and transferred through a WTS (rather than being directly delivered to landfill/incineration by the district) and residual waste that is collected by Veolia from the Recycling Centres.

4. The pre-payment of the unitary charge referred to in paragraph 2 would be reflected on the balance sheet and amortised through the Waste Management (PFI) budget in equal instalments over the remaining life of the Contract and the Council would pay the pre-agreed lower transfer rates¹ to Veolia for the remaining term of the Contract until 31st March 2033. Details of the pre-payment amount, calculated pay-back period and overall financial benefit are included in the Appendix (exempt), although the anticipated saving is in the order of £8 per tonne.
5. There are inflation and volume risks associated with the calculation of the overall saving, making exact calculations uncertain. However, existing residual waste tonnages (which have recently been increasing at around 2.5% per annum), would need to decrease by over 50% for there to be no overall financial benefit to the County Council associated with exercising the right to pre-pay this element of the unitary charge. This decrease in tonnage seems unlikely.
6. It may also be necessary to re-calculate the transfer rate if the Contract market testing mechanism for residual waste treatment and/or landfill services results in significant changes to disposal points, however any revised rates will still be discounted to allow for the pre-payment amount. The market test is conducted on a five year basis (unless otherwise agreed).

Other Options Considered

7. The County Council can make this payment at their discretion, and therefore could continue to pay the existing Contract rate for each tonne of residual waste transferred and make no change to the payment structure; however, this would not deliver a financial saving to the County Council.

Reasons for Recommendations

8. Making a payment to Veolia to repay the unamortised capital expenditure and associated financing costs for the Newark and Worksop WTS, delivers a significant saving to the County Council based on existing residual waste tonnages and modelled inflation rates.

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.

¹ The pre-agreed transfer rates apply under Schedule 40 of the Waste PFI Contract as amended by the RPP and are to reflect the early repayment to Veolia of Veolia's capital costs and associated financing costs for the Newark and Worksop WTS.

Financial Implications

10. See paragraphs 3 to 6.

Legal Implications

11. The mechanism to allow the County Council to make this payment is under Schedule 40 (Unitary Charge Adjustment Protocol) of the PFI Contract as varied on 24th February 2015.
12. Defra have given approval to this pre-payment in their Waste Infrastructure Credit letter dated 24th February 2015.

Implications for Service Users

13. This report does not have direct implications on service users.

Recommendation

14. That Committee:

Approve a pre-payment of the Waste PFI Contract unitary charge to Veolia in respect of the capital expenditure and associated financing costs for the Newark and Worksop Waste Transfer Stations in accordance with the terms of the Waste PFI Contract and as detailed in the exempt appendix to this report.

Jas Hundal

Service Director, Transport, Property and Environment

For any enquiries about this report please contact:

Mick Allen, Group Manager, Waste and Energy Management

Constitutional Comments (HD 12/5/2015)

The recommendation falls within the delegation to Finance and Property Committee.

Financial Comments (TMR 12/5/2015)

The financial implications are set out in the report.

Background Papers

None.

Electoral Divisions

All

1 June 2015

Agenda Item:9a

REPORT OF SERVICE DIRECTOR TRANSPORT, PROPERTY & ENVIRONMENT

DISPOSAL OF THE FORMER CARETAKERS BUNGALOW (ALL SAINTS CATHOLIC ACADEMY), BROOMHILL LANE, MANSFIELD

Purpose of the Report

1. To seek approval to the freehold disposal of the former caretaker's bungalow (All Saints Catholic Academy), Broomhill Lane, Mansfield, Nottingham, NG19 6BW.

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 caretakers dwelling serving the All Saints Catholic Academy was declared surplus in February 2014. It was intended to dispose of the property at public auction, but Japanese Knotweed was discovered within the garden. This was accordingly treated and in October 2014 confirmation was received that this had now been totally eradicated.
4. This 3 bedroom bungalow is situated adjacent to the school drive as shown hatched on the attached plan. There is a pedestrian access at the side of the electric security gates to the school. Nottinghamshire County Council reserved a right of way at all times with or without vehicles along the school drive from Broomhill Lane by way of the 1973 Conveyance between the County Council of the Administrative of Nottingham and the Nottingham Roman Catholic Diocesan Trustees.
5. Before marketing the site, the access route along the school drive would have to be resolved as in its present form; this would cause significant issues to both the purchaser and the School. However, the School are the freehold owners of the grass verge fronting the property and if this was purchased, an alternative vehicular access could be created. Preliminary discussions were held with the Academy for Nottinghamshire County Council to purchase a strip of this land, upon which the site could then be formerly marketed.
6. It is estimated that this area of land could be purchased for approximately £2,000 - £3,000 which would enhance the value of the bungalow, However, before it was

marketed, planning permission would have to be obtained for use of this land for access. There is also a sight line issue due to an electric sub-station built adjacent to the proposed vehicular access. This is surrounded by a brick wall some 1½ metres high. Highway approval would also have to be obtained.

7. Meetings have been held with two firms of Auctioneers, Savills and W A Barnes who have successfully disposed of a number of former caretaker dwellings on behalf of Nottinghamshire County Council in the past. They have both advised that once the access issue has been resolved the bungalow would have a market value between £80,000 and £100,000. They would advertise this as their guide price prior to the auction, with a reserve being set a few days beforehand.
8. However, Nottinghamshire County Council have been approached by the Brunts Charity who wish to declare an interest in purchasing the property. The Charity consists of 11 trustees including 1 County Councillor and 3 District Councillors and are the freeholders of a small development of some 42 dwellings on Champion Crescent which is located to the rear of the former caretaker's bungalow. The Charity was founded in Mansfield in 1711 and currently has 153 residential properties across 3 sites in Mansfield, The Patchills, Samuel Close and Champion Crescent. These residential units are let to people in financial hardship who are 60 years or older. They have 25 x 1 bedroom flats, 113 x 1 bedroom bungalows and 12 x 2 bedroom bungalows. They also operate 2 warden managed community centres that are open to residents for activities such as keep fit and lunch clubs. In addition to these, they also let part of their properties to Crossroads Care who provide respite support to carers from the local area. The Charity also have a significant commercial property portfolio in Mansfield, the income from which helps fund the services they offer to their residents.
9. The Brunts Charity are seeking to expand their services and are currently in discussions with the County Council to purchase land adjacent to one of their developments to provide extra care / dementia facilities for the elderly. This includes the provision of more 2 bedroom properties for which there is high demand. They see that the former caretaker's bungalow would offer the potential for a much needed second 2 bedroom property within their Champion Crescent site. The 3rd bedroom would be converted into a small utility room and the bathroom into a wet room. They will create an access route to the property from their Champion Crescent site and will therefore not require access from the All Saints Catholic Academy.
10. By agreeing to such a disposal, this will relieve the County Council of the need to seek planning permission and Highway consent for the new access, which may not be forthcoming. Fees will also apply to obtain such approvals. In addition to agreeing a purchase price for the strip of land from the Academy, there will also be their agents & solicitors fees for which the Council will be required to pay as we are initiating this proposal. Taking this all into consideration, it is estimated that by disposing of the bungalow to the Brunts Charity, it will save the County Council approximately £5,000 in purchasing the strip of land along with all the other associated fees etc.
11. The Charity have made a formal offer to purchase the bungalow which is deemed to be at market value and approval is sought to dispose of the Council's freehold interest to the Brunts Charity, terms of which are contained in the exempt appendix.

12. The disposal may be considered to represent a sale at less than best value, as defined by s123 Local Government Act 1972. The full value of the site, having regard to its location is assessed as being in the region of up to £100,000. Paragraph 20.3.6.1 of the Council's Financial Regulations provide that, where only one party is interested or is to be invited to submit a signed contract, the Service Director, Transport, Property and Environment, in consultation with the Chairman of Finance and Property Committee shall take a decision after discussing the circumstances with the Group Manager for Legal Services and the Section 151 Officer. Both Officers have now been consulted and are satisfied with the proposal.
13. The circumstances which permit the Authority to depart from the requirement to achieve best value are contained in the General Consent Order [The Local Government Act 1972: General Disposal Consent (England 2003)]. The Order lays down no specific process, but simply requires that the following matters are considered:-
- 13.a.i The local authority considers that the purpose for which the land is to be disposed is likely to contribute to the achievement of any one or more of the following objects in respect of the whole or any part of its area, or of all or any persons resident or present in its area;
13. a.i.1 The promotion or improvement of economic well-being;
13. a.i.2. The promotion or improvement of social well-being;
13. a.i.3. The promotion or improvement of environmental well-being; and
- 13.a.ii The difference between the unrestricted value of the land to be disposed of and the consideration for the disposal does not exceed £2,000,000 (two million pounds).
14. It is considered that this proposal satisfies Paragraph 13.a.ii above and no concerns have been raised about the transaction out of the consultation referred to at Paragraph 12 above.

Other Options Considered

15. Continue negotiations with the All Saints Catholic Academy to purchase the strip of land, upon which, enter the bungalow into an auction. Sale completion will take longer than disposing of the site to the Brunts Charity, which will result in the property suffering vandalism along with holding costs, i.e. Council Tax (£1,116.47 for 2015/16) & standing charges for utility services.
16. Enter the property into an auction without resolving the vehicular access issue. This would result in a lower than expected capital receipt, which may be lower than the offer received from the Brunts Charity.
17. Advertise the premises for sale by tender, but again there will be a long lead in time resulting in holding costs and the risk of vandalism.

Reason/s for Recommendation/s

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

Statutory and Policy Implications

19. 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 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: Steve Rippey 0115 977 2089

Constitutional Comments (CEH 12.5.15)

20. The recommendation falls within the delegation to the Finance and Property Committee by virtue of its terms of reference.

Financial Comments (TR 05.05.15)

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

Background Papers and Published Documents

22. None.

Electoral Division(s) and Member(s) Affected

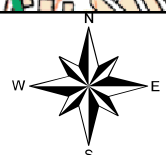
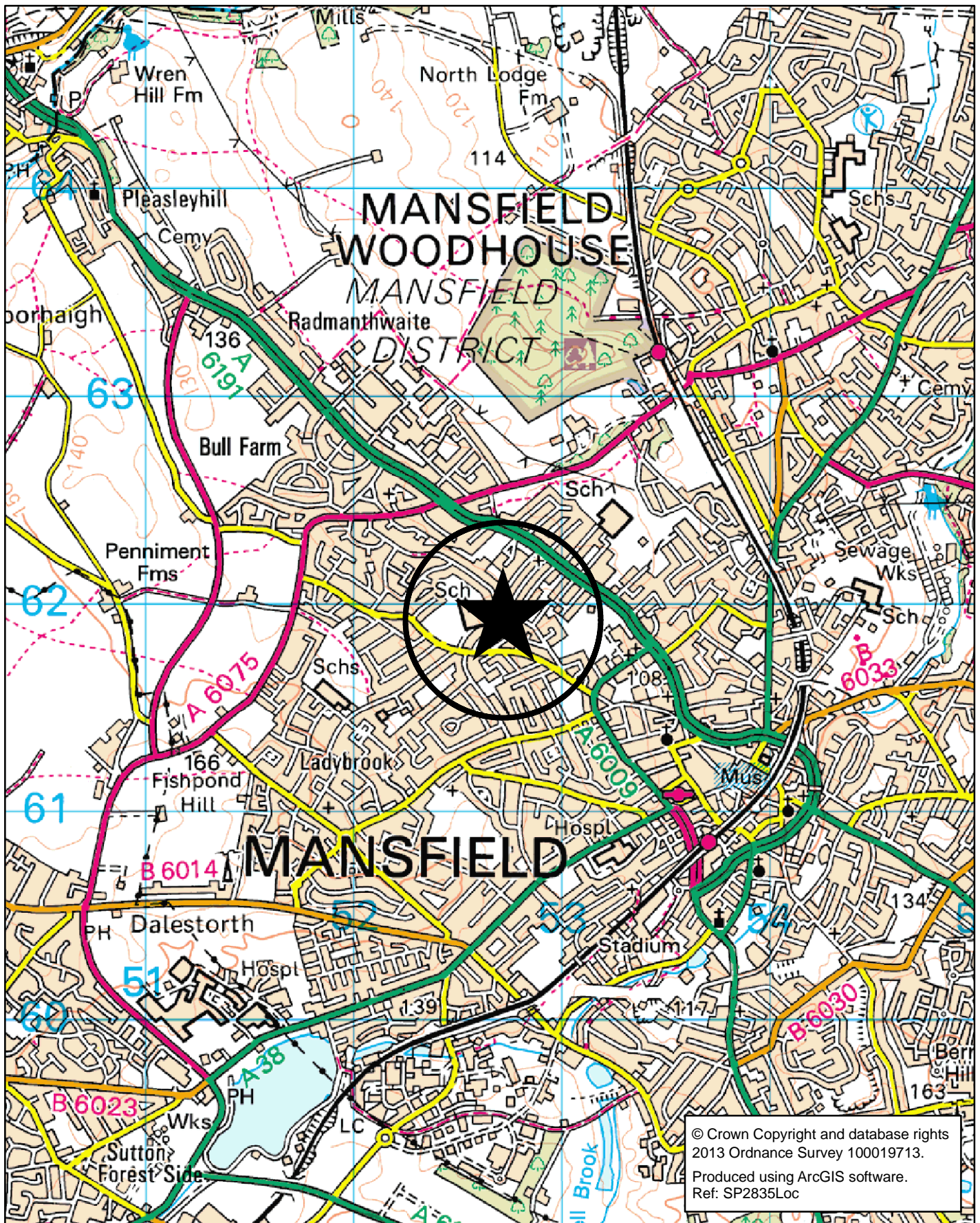
23. Ward(s): Mansfield West

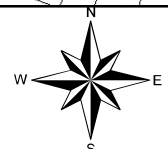
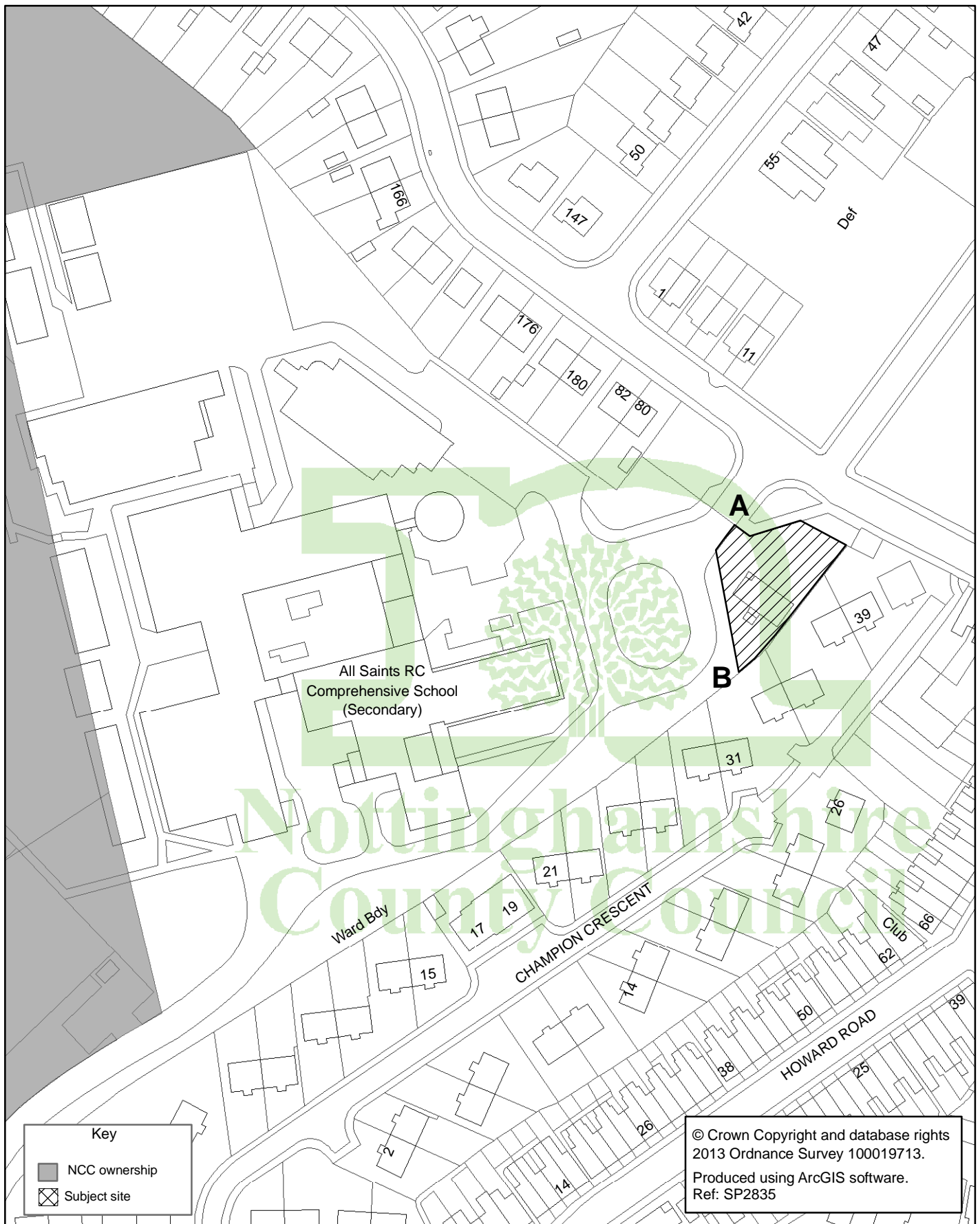
Member(s): Councillor Darren Langton, Councillor Diana Meale

File ref.: /SR/SB/02189

SP: 2835

Properties affected: 02189 - Caretaker's bungalow (All Saints Comp)





1 June 2015

Agenda Item: 9b

**REPORT OF SERVICE DIRECTOR, TRANSPORT, PROPERTY &
ENVIRONMENT****PROPERTY SERVICES END OF YEAR PERFORMANCE UPDATE 2014/15****Purpose of the Report**

1. This report provides information to the Committee on key action areas identified within the previous mid-term performance report in November 2014 and an end of year report on high level property performance indicators.

Background

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

Property Reviews

3. It was previously reported that as part of a continuing drive to assist with service delivery improvement a number of reviews had been commissioned, the CIPFA Value for Money Assessment; an internal lean review and the Viper Project review. All except the Viper review have been completed and reported upon previously.

Viper Review

4. The main findings were that there should be a more structured flow of communications and instructions. It should be noted that some of the weaknesses first evidenced when the review commenced have already been resolved as part of general improvements associated with the development of the new service delivery structure that was reported to this committee on 24th February, 2014. One of the major actions implemented was the formal introduction of an allocation and tracking system for incoming correspondence and queries.

Property High Level Indicators:

5. The annual report last year introduced for the first time, new high level property indicators for monitoring the performance of the whole estate. These reflected Government best practice guidance on property Asset Management Plans established under the National Property Performance Initiative (NPPMI) and promoted by the

Chartered Institute of Public Finance and Accountancy (CIPFA). In summary these cover the following:-

Condition and required Maintenance

Environmental/Energy Usage

The Suitability of Buildings

Office property within the portfolio

The Efficiency in utilising space

Members may recall that the previous report identified current performance under these headings with updates to be provided on an annual basis. The only indicator that was proving problematic to assess, was in relation to the utilisation of workspace. It is anticipated that the current on-going work associated with Smarter Ways of Working and the associated accommodation review will assist in providing the necessary information.

Below is the first review of the new indicators with commentary on trend and proposed action points arising.

2014/15 Performance

6. The performance of the estate is outlined in the property indicators within appendix 1.0 that includes the most current benchmarking information and past performance from 2013/14
7. Indicator 1: Condition and Required Maintenance

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

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

Priority Rating	
P1	Urgent work that will prevent immediate closure of premises and/or remedy a serious breach of legislation and/or high risk to health and safety.
P2	Essential works required within two years that will prevent serious deterioration of fabric or service and/or remedy to minor breaches of legislation and/or minor risks to health & safety.

P3	Desirable work required within 3 to 5 years that will prevent deterioration of fabric or service and/or address a low risk minor breach of legislation and/or minor risks to health & safety.
P4	Planned work for replacement beyond 5 years

The details of this indicator were reported upon for the first time last year and were used to help inform the development of the Repairs and Maintenance Strategy (R & M) and suitability assessments. The strategy seeks to target spend more effectively and generally over time achieve a repair profile across the portfolio with a concentration of assets in a 'good' B3 category. This should be revealed in the performance indicators by a reduction in category C & D /1 & 2 back-log repairs; growing category A repairs; predominance of back-log works in B3 and an overall reduction on back-log costs.

Review Comment (↑)

As will be noted in Appendix 1.0 Tables 1-4 the key desirable trend is starting to materialise assisted by the disposal of unsuitable properties. The overall back-log need has fallen by over £7m with an increasing preponderance of B3 repairs. This trend is expected to accelerate as the targeted works feed through into figures in later years.

8. Indicator 2: Environmental/Energy usage

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

Review Comment (↑)

The 2013/14 energy figures are much improved compared with 2012/13. Although the figure remains above the benchmarked average it is notable the rate of reduction is much higher than the benchmarked figure. A similar yet more pronounced trend is observed in Co2 emissions, reflecting in part not only the declining use of energy but the increased usage of sustainable technology such as bio-mass boilers and Photo – Voltaics.

This trend is expected to continue as the current investment in sustainable measures take effect. For example with effect from April 2015 there is an additional £1m p.a. over the next 3 years for investment in energy efficiency and renewable energy measures in the Council's corporate estate.

Water consumption is slightly below the Local Authority average, based on last available figures, although it will be noted that consumption has increased from last year. Further investigation is taking place as to why this increase has occurred which is most likely linked to better data gathering. A detailed report on the findings will be presented to Committee in the mid-term report.

9. Indicator 3: Suitability

As part of the foundation work necessary to prepare a corporate asset management plan, the Property Group has developed a corporate suitability model. This model, approved by the Corporate Asset Management Group, has been used to assess all non – school properties.

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

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

A review of each of the properties assessed as unsuitable was completed on target by the end of March 2015. This review has identified a forward strategy for the properties with recommendations falling into one of the following categories:- sell, retain/improve; community/partnership use. These results will be discussed with service departments as part of the Smarter Ways of Working programme and the development of the long-term asset management plan for the Council.

Review Comment (↑)

The overall objective for a high performing estate is to only hold property that is considered suitable or mainly suitable. The CIPFA benchmark average for this standard is **75% of properties** within the portfolio. NCC proportion is 63 %. The targeting of the unsuitable properties through the measures described in this report will assist in improving the ratio to exceed the CIPFA average. Although the performance to date is below the CIPFA benchmark the trend is upwards.

10. Indicator 4: Office property Content

This involves three measures:-

- (a) Office property as a % of the overall size of the portfolio
The assumption is that it is desirable to occupy a low proportion of office accommodation in order to deliver effective services i.e. overhead costs are minimised.
- (b) Average office floor space per FTE
This measure is linked to 4 (a). Office space should be used efficiently avoiding relatively expensive floor space being used for office storage and excessive circulation areas.
- (c) Annual property cost per workstation
Many organisations are unaware of the cost of providing desk space for employees. A better understanding of costs promotes more active consideration of alternatives such as home or flexible working and assists in removing surplus accommodation, lowering property overhead property costs.

Review Comment (↑)

A positive result has been achieved with a significant reduction in the proportion of space being used for office purposes. This has arisen as properties are removed from the portfolio and accommodation is shared with other partners. This trend is expected to continue as further property rationalisation occurs.

With regard to the average floor space per FTE and the annual property cost per workstation, results from the Smarter Ways of Working programme is awaited in order to assist in the production of these two indicators. It is anticipated both figures should be available at the date of the Committee in which case a verbal update will be provided. Failing this they will be reported upon at the mid-year report.

It is worth noting that the Smarter Ways of Working programme will place an emphasis on efficient office space planning and the use of IT. The net result should be the rationalisation of accommodation and the downsizing of the property estate.

11. Indicator 5: Sharing of Space

Section 15 of this report outlines in detail actions that are being taken to promote the sharing of NCC property assets.

Review Comment

NCC has previous success in encouraging joint usage such as the Multi-Agency Safe Guarding hub at Mercury House and the more recent sharing of Sir John Robinson House with Gedling Borough Council. The Council also actively shares space with NHS. The increased community management of buildings will indirectly increase the sharing ratio as NCC retains space within these transferred buildings. With the drive to achieve budgetary savings, it is appropriate that the sharing of property is recognised as a means of securing potential savings and progress is monitored through an annual high level indicator. While the percentage of space shared appears relatively low but the trend is upwards.

	12/13	13/14
(a) % of corporate office space shared	1% (1040 sqm)	2.2% (2056 sqm)
(b) % of all space shared across the whole portfolio	4% (60,500 sqm)	4.9% (73,253 sqm)

N.B. The actual figures for 2014/15 will become available in September of this year and reported to the Committee in the mid-year report.

Local Existing Performance Indicators

12. The indicators reflecting the performance of the Group are outlined in Appendix 2.0 and include a commentary explaining the reasons for the relevant out-turn. Particular points to note are:

Customer Satisfaction (↑)

The excellent feed- back received on satisfaction surveys which are all showing a

consistent trend of high positive returns above target.

Project Management (↓)

Predictability of project design and cost have shown a marked decline in performance over the past 12 months. This rapid decline has been identified as resulting from SCRP works that are now filtering into the reporting cycle and represent legacy issues associated with changing scopes of works and combining several projects to avoid multiple visits to a school. As a result the original estimates have been adversely skewed by the changes.

Health and Safety (↑)

High levels of performance are being maintained in this key area of work for the Property Group covering, Asbestos, Legionella and Fire risks. Improved working practices have been introduced during the last 12 months that assist with data inputting and ensuring that delivery of remedial works are undertaken in a manner that more closely reflects risk ratings. In addition a monthly report is produced for the Property Group management team identifying any significant compliance risks.

Asset Management Planning and Asset Sharing (↑)

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

A two year work plan was established in the Autumn of 2013 that seeks to conclude with the development of a strategic long term asset management plan. This period of time was necessary to effectively work up key components that will help inform the AMP. Key areas of work that have been completed are:-

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

Development of a corporate wide and consistent suitability assessment model - **Completed December 2013**

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

Develop a new suite of high level property performance Indicators - **Completed May 2014**

Undertake suitability assessments for all non-school properties - **Completed June 2014**

Joint development of Smarter Ways of Working (SSWOW) Brief to inform future property need - **Completed Autumn 2014**

Area mapping of partner assets - **Initial stage completed September 2014**
(Ongoing work with partners to identify hotspots of property clusters completion planned for July 2015)

Identify asset categories that require urgent review - **Strategy for unsuitable properties completed March 2015**

Future Planned Work

14. It is anticipated that the initial findings of the Smarter Ways of Working project will be completed by early Summer 2015. The results of this project should identify what future property need will be required by the Council taking account of changing service delivery models and ICT developments. These findings combined with the foundation work completed above will assist in developing the strategic asset management plan providing a steer on what type of property is required, where, in what quantity and how it should be held to support flexibility and funding issues. The development of the AMP will be a main focus for the Property Group during the next 12 months.

Beyond the development of the AMP, local property performance indicators will be developed to assist the Council in monitoring the performance against local objectives and priorities.

Asset Sharing (↑)

15. The County Council has been taking a lead role in the One Public Estate Pilot launched in March 2013. The aim of the initiative is to encourage local councils to work with central government and other public sector organisations to share buildings and re-use or release surplus property and land. As an OPE core participant, NCC was tasked with leading on the asset mapping of all partner assets.

Property Officers are now arranging workshop sessions with partner bodies to review the clustering of property assets and identify scope for rationalising the estate through joint usage. As noted above this will help inform the development of the Council's strategic asset management plan.

More specifically during the last 12 months Corporate property has been working with Gedling Borough Council and the Police to share space within Sir John Robinson House and is exploring options for sharing space with partners to accommodate increasing space needs for MASH and the Customer Service Centre who are presently based at Mercury House Annesley.

Design and Delivery

16. Recent examples of notable projects that have been undertaken is outlined below:-

Schools Basic Need Programme 13/14 (↑)

1. The 2013/14 programme has been successfully completed with the exception of Richard Bonnington which was always scheduled to deliver at a later date due to a major re-scoping of the school works. The 2014/15 programme is well under way with 20 projects – all of these are in for planning with the exception of Dalesforth, Stanhope, College House and Jefferies which have been delayed with the agreement of the Client Department due to operational service issues. All of the remaining 2014/15 programme will be delivered by September.

Schools Capital Refurbishment Programme (↑)

2. It is anticipated that works at all schools under the current programme will be completed during the 2015/16 financial year. This has been one of the biggest investments by the County Council into improving the schools estate and tackling the considerable backlog of refurbishment that had accumulated over a long period. At the time of drafting this report, work has been completed or is substantially complete at over 150 schools.

The total value of investment in the school estate through the SCRP is £85m; it is anticipated that the value of works expended by the end of this financial year 14/15 will be £69m. A review of all the final out-turn cost of the projects is underway, this will allow the programme to be closed down in an orderly fashion.

Capital Projects

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

- Heymann Primary School (West Bridgford) Annexe: Project commenced 21st January 2013. Following the previously reported completion of the new build element for KS1 and the Multi Use Games Area the outstanding KS2 works were completed at the end of January 2015. The project has come in on budget at £6.2m.
- The Big House: £2.7m project to build a new respite care centre for children in Edwinstowe. Following the previously reported clearance of the site the build commenced to the new schedule in September 2014. The building envelope has been constructed with the roof put in place over the last few weeks of March. Work is now commencing on the internal first fix elements. The project is on schedule to complete in late August; this is some two weeks later than originally anticipated due to the liquidation of the supplier of specialist solar panels integrated into slate roofing (a conservation requirement). A new source of supply has been located. The project remains on financial target. Funding has now been secured for the works required to the existing Big House, imposed via a planning condition, involving an expenditure of approximately £280,000.
- Worksop Bus Station: £2.9m project for construction of a new bus station. The on-site enabling works commenced in September 2014 with the main site works commencing in October 2014. The build is progressing to plan with the main building now constructed and is on a slightly revised target for completion of mid-August 2015. The project remains on budget.
- Archive Centre: £2.6m project to extend the existing archives building in Nottingham with improvements to the existing air conditioned storage and the addition of cold storage facilities and improved new facilities. The project commenced on site in April 2014 and the first section of handover of the public and office areas was achieved on the 29th March 2015. The handover of the cold storage facilities and the external works occurred on 17th April 2015, this follows the discovery during excavations of an old railway siding and platform which required removal. The planned opening to the public has not been affected by this discovery. The project is coming in some £200k over budget for which funding has been confirmed.

- Clayfields House, Stapleford: Following the completion of the Training Workshop project in June 2014 the follow-on project, at a budget of £547k, to update and make fit for modern purpose the administration and reception areas commenced in August of that year. The new build element completed just prior to Easter 2015 and has been handed over. The refurbishment works for the existing administration area completed on 21st May 2015. The project is currently projected to be on budget.
- Bingham Library: this refurbishment project completed to plan just prior to Christmas 2014.
- Beardall Street Primary School, Hucknall: Following the previously reported completion of works for this project in September 2014 we are now approaching the completion of the 12 month Defects Liability period.
- Fernwood Primary School, Newark: Following the previously reported completion of works for this project in August 2014 we are now approaching the completion of the 12 month Defects Liability period. Two phases of construction of this new school have now been completed, at the moment the third and final stage awaits CFCS approval to commence.

Capital Disposals (↓)

17. As part of the budget setting process each year, a target is established for the amount of capital receipts it is anticipated will be achieved from the sale of surplus land and buildings during the next financial year. The target is set by considering the total number of properties that will be marketed during the next 12 months and based on various factors such as market conditions, the strength of demand for particular types of property etc. an assessment is then made of the likelihood of these properties being sold during this period. The target is then set for each year based on the assessment of risk and an estimated sale value of each asset. As Members will appreciate for various reasons the actual number of properties that are sold within the 12 month period will, despite this assessment process, almost certainly change during the year. Prospective purchasers may for example withdraw for a variety of reasons or attempt to renegotiate the terms of the sale in which case the sale may be delayed or one or other party withdraws and the property has to be remarketed. Some sites which are sold for development are complex and in order to maximise the receipts most are sold subject to planning permission being obtained and various surveys being carried, this can however, also impact on the estimated timescale for completion of the sale.

Development sites represent in value and number terms, the largest source of capital receipt generation. Property has on-going, regular and very positive dialogue with all the District Councils, in order to promote its strategic land holdings. As a result of this on-going planning work, the Council has achieved significant success in both bringing forward valuable sites to sell for development and protecting the Council's long term interests. Future projections therefore rely heavily on the successful disposal of a small number of large development sites. In the event that the estimated timeframe for the disposal of any of these key sites slips it can have a disproportionate effect on the capital receipt projection.

Capital receipts are therefore monitored closely throughout the year during regular monthly meeting between property and finance and the revised estimate of receipts

for the year is regularly reported to Finance and Property Committee as part of the budget monitoring process. In addition to further improve the accuracy of the capital receipt projections, key disposals are more actively monitored with regular reports being presented to the Capital and Asset Management Group on progress with measures identified and agreed to mitigate risk, such as considering alternative methods of sale and the payment of non- returnable deposits once a draft contract is issued.

The capital receipts out-turn for year 2014/15 along with future year projections is shown below. Additional detail on some of the key asset disposals is set out in the exempt section of this report with an explanation on the reasons why the variation from target occurred.

	2014/15	2015/16	2016/17	2017/18
MTFS Target	7,900	9,600	20,500	11,800
Max Projected Potential Receipts	4,500	6,900	13,400	14,300
Balance	-3,400	2,700	-7,100	2,500

Initial Budget Book target for 2014/15: £7,900,000

Total Sales Achieved 2014/15: £3,037,000

* Will be subject to revision following new forecasting

Compliments and Complaints (↑)

18. During the last 12 months four complaints were received. Three of the complaints were related to either quality or timing issues associated with the delivery of SCRP projects. The remaining complaint related to the reliability of a Biomass boiler that had been installed at a School. In these cases a single point of contact is established with the party involved, normally the Group Manager, who agrees a mitigation plan and supervises the resolution of the case to a satisfactory conclusion.

In the same period ten compliments were received covering a variety of activities including maintenance work, careline assistance, new build at basic need schools, fire risk assessments, new kitchen installations and the pro-active attitude of property staff. It is worth highlighting that one property officer has been specifically nominated for an internal 'going the extra mile award' in connection with the work undertaken at the new Beardall Fields School. Students composed a song in honour of the officer's dedication to the project.

Reason/s for Recommendation/s

19. To provide members with an update on key action areas identified within the previous performance report in November 2014; a review of existing local performance

indicators and an update on the current capital disposal programme including the level and timing of potential capital receipts.

Statutory and Policy Implications

20. 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 Smarter Ways of Working and where such implications are material they are described below. Appropriate consultation has been undertaken and advice sought on these issues as required.

RECOMMENDATION/S

1) That the information set out in the report on the Property Groups performance is noted.

Jas Hundal

Service Director – Transport, Property & Environment

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

Constitutional Comments (CH 12.05.2015)

21. The report is for noting only.

Financial Comments (TR 19.05.2015)

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

Background Papers and Published Documents

23. None.

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

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

Appendix 1.0

Indicator 1 - Condition and Required Maintenance

Analysis - Corporate estate only

Table 1	CS need	As % of total	CS need	As % of total	Change
A	£404,669	1.0	£465,309	1.1	£60,640
B	£21,992,791	53.1	£22,363,778	55.2	£370,987
C	£16,847,530	40.7	£15,897,778	39.3	-£949,752
D	£2,185,523	5.3	£1,754,621	4.3	-£430,902
Corp Est Total	£41,430,513		£40,481,486		-£949,027
	13.02.2014		29.04.2015		

Table 2	CS need	As % of total	CS need	As % of total	Change
P1	£5,638,071	14.1	£5,196,954	13.3	-£441,117
P2	£13,711,725	34.2	£12,579,472	32.1	-£1,132,253
P3	£20,731,287	51.7	£21,413,344	54.6	£682,057
Corp Est Total	£40,081,083		£39,189,770		-£891,313
	13.02.2014		29.04.2015		

	2013/14	2014/15	Change	
Table 3				
Total need	£41,430,513	£40,481,486	-£949,027	-2.3%
Total GFA	203,936	223,822	19886	9.8%
No. of Sites	263	340	77	29.3%
£/m2	203.15	180.86	-22.29	-11.0%
	13.02.14	29.04.15		

Commentary:

Data has been updated following completion of any projects (including partial elements of SWoW for County Hall and TBH).

Corporate Estate Sites now include 51 Children's Centres @ 16481m2 and 54 Caretakers Dwellings @ 5623m2 that have been separated out from schools with their own UPRNs.

Sites that have been sold have been removed e.g. Centenary house, Thoroton Road offices.

Sites that are to be sold have been excluded e.g. Rolleston Drive campus

Summary of Property Condition and Priority 2014-2015

Table 4	P1	P2	P3	P4	
A	£8,107	£23,252	£215,942	£157,368	£404,669
B	£175,831	£1,245,399	£19,393,005	£1,178,556	£21,992,791
C	£3,316,536	£12,414,655	£1,107,673	£8,666	£16,847,530
D	£2,137,597	£28,419	£14,667	£4,840	£2,185,523
13.02.14	£5,638,071	£13,711,725	£20,731,287	£1,349,430	

Table 4	P1	P2	P3	P4	
A	£6,528	£4,041	£270,863	£183,877	£465,309
B	£162,946	£815,321	£20,282,708	£1,102,803	£22,363,778
C	£3,347,697	£11,711,619	£833,426	£5,036	£15,897,778
D	£1,679,783	£48,491	£26,347	£0	£1,754,621
29.04.15	£5,196,954	£12,579,472	£21,413,344	£1,291,716	

Analysis - Schools & Corporate Estate

Table 1	CS need	As % of total	CS need	As % of total	Change
A	£7,255,757	4.5	£738,746	0.5	-£6,517,011
B	£92,607,820	57.7	£77,187,052	50.3	£15,420,768
C	£52,930,413	33.0	£69,423,855	45.3	£16,493,442
D	£7,806,515	4.9	£6,042,639	3.9	-£1,763,876
Total	£160,600,505		£153,392,292		-£7,208,213

13.02.2014

29.04.2015

Table 2	CS need	As % of total	CS need	As % of total	Change
P1	£26,422,198	18.7	£18,837,350	13.4	-£7,584,848
P2	£50,231,219	35.6	£53,899,119	38.2	£3,667,900
P3	£64,539,851	45.7	£68,290,067	48.4	£3,750,216
Total	£141,193,268		£141,026,536		-£166,732

13.02.2014

29.04.2015

Table 3			Change	
Total need	£160,600,505	£153,392,292	-£7,208,213	-4.5%
Total GFA	649,919	672,341	22422	3.4%
No. of Sites	596	635	39	6.5%
£/m2	247.11	228.15	-18.96	-7.7%
	13.02.14	29.04.15		

Table 4	P1	P2	P3	P4	
A	£745,130	£1,719,815	£3,503,750	£1,287,062	£7,255,757
B	£9,102,511	£19,922,469	£49,246,199	£14,336,641	£92,607,820
C	£11,862,099	£27,479,705	£10,133,507	£3,455,102	£52,930,413
D	£4,712,458	£1,109,230	£1,656,395	£328,432	£7,806,515
13.02.14	£26,422,198	£50,231,219	£64,539,851	£19,407,237	

Commentary:

School numbers reduced due to Academy conversions.

Data has not been updated following completion of any projects (including partial elements of SWoW for County Hall and TBH)

Corporate Estate Sites now include 51 Children's Centres @ 16481m2 and 54 Caretakers Dwellings @ 5623m2 that have been separated out from schools with their own UPRNs.

Sites that have been sold have been removed e.g. Centenary House, Thoroton Road offices.

Sites that are to be sold have been excluded e.g. Rolleston Drive campus.

Table 4	P1	P2	P3	P4
A	£9,824	£17,203	£349,504	£362,215
B	£947,166	£2,993,528	£61,255,113	£11,991,245
C	£12,033,730	£50,728,779	£6,649,050	£12,296
D	£5,846,630	£159,609	£36,400	£0
29.04.15	£18,837,350	£53,899,119	£68,290,067	£12,365,756

Indicator 2 – ENVIRONMENTAL/ENERGY USAGE

		NCC 12/13	Average Other LA's 10/11	Average Other LA's 11/12	NCC13/14
ENERGY	Consumption	243.38/sqm kwh	180	150	192sqm kwh
WATER	Consumption	0.513cubic/sqm	0.80	Not available	0.687 cubic/sqm
CO²		0.085 tonnes/sqm	0.058	0.050	0.054 tonnes/sqm

Indicator 4 – OFFICE PROPERTY CONTENT

	NCC 12/13	Average Other LA's 10/11	Average Other LA's 11/12	NCC 13/14
% of office property	7.59%	8.0 %	Not available	5.74%
Average office floorspace /FTE	17.11sqm	11.84sqm	11.6 %	
Annual property cost /workstation	Not known	£1,151	£750- £2,800	

N.B. Compliance figures for 2014-2015 will become available in September 2015 and reported in the mid-year progress review.

Appendix 2												
Property Indicators - Quarter 4 2014/15												
		Target		2013/14	2013/14	2014/15	2014/15					
				1st 6 months	2nd 6 months	1st 6 months	2nd 6 months					
PROP17a	Customer Satisfaction - Product Design a) Property	80%		83%	91%	100%	100%					
Comment: 24 surveys have been completed and returned during 2014/15 as opposed to 9 during the previous year												
PROP17b	Customer Satisfaction - Product Design b) External	80%		61%	100%	90%	93%					
Comment:												
PROP18a	Customer Satisfaction - Service of Contractor a) Property	80%		76%	91%	100%	100%					
Comment:												
PROP18b	Customer Satisfaction - Service of Contractor a) External	80%		78%	92%	91%	90%					
Comment												
PROP19a	Customer Satisfaction - Overall a) Property	80%		83%	90%	99%	99%					
Comment:												
PROP19b	Customer Satisfaction - Overall a) External	80%		79%	96%	85%	86%					
Comment:												
		Target		2013/14					2014/15			
				Qtr 1	Qtr 2	Qtr 3	Qtr 4		Qtr 1	Qtr 2	Qtr 3	Qtr 4
PROP04b	Predictability of Project Design Cost (Constructing Excellence)	90%		89%	89%	89%	89%		31%	28%	30%	38%
Commentary: As agreed previously the target has been reviewed to 90% which reflects a more achievable target based on APSE benchmarking that indicates an overall out-turn of 79%. The significant down- turn in performance relates to legacy projects associated with SCRP which are now feeding into the performance monitoring cycle as the projects come to a close. SCRP accounts for approximately 90% of all projects monitored. SCRP issues have previously been reported, that briefs were changed as property condition was identified as worse than expected and opportunities were taken to combine projects to achieve a 'single visit' approach to minimise disturbance to schools												
PROP05b	Predictability of Project Construction Cost (Constructing Excellence)	95%		95%	95%	95%	95%		59%	59%	60%	53%
Commentary: As above this down-turn has arisen mainly due to SCRP legacy works, as additional works were added the brief. There has also been extensive use of provisional sums in contract estimating to minimise delays to achieve on- site start dates during the key critical holiday periods. These provisional sums are being used less frequently now and re-balance is being sought between cost certainty and speed of delivery												
PROP06b	Predictability of Project Design Time (% of projects within 75%)	75%		74%	68%	72%	72%		67%	61%	62%	59%
Commentary: As above . Important to note that SCRP was originally intended to complete within 3 yrs but was subsequently extended to 5yrs, this has had a corresponding knock- on effect on forecasting												
PROP07b	Predictability of Project Construction Time (% of projects within 75%)	75%		79%	71%	74%	81%		71%	65%	64%	73%
Commentary: Several projects have been affected by problems obtaining labour and materials through the supply chain as the Construction Industry is starting to recover following the economic downturn. The result of 61% still compares favourably with the latest available figures from Constructing Excellence where an overall result of 46% is being reported for this KPI on all non-housing projects.												
PROP14	Annual Audit of Tank Inspections	100%		100%	100%	100%	100%		100%	100%	100%	100%

	Commentary: N/A												
	PROP15	Water Biennial Risk Assessments	100%		95.57%	90%	84%	84%		86.75%	100%	100%	100%
	Commentary: N/A												
	PROP20	Fire - biannual risk assessments completed	100%		94.21%	95%	100%	99%		100%	99%	99%	100%
	Commentary: N/A												
	PROP21	Asbestos - annual risk assessments completed	100%		96.80%	2.20%	3.90%	62.10%		0.00%	20%	48%	73%
	Commentary: As at end of March 2015: 2014/15 Asbestos Register Update workload = 72.8% of total GFA completed. • The 2014/15 Asbestos Register Update workload commenced at the end of June 2014 due to the delays in completing the 2013/14 workload for the reasons previously reported. • The 2014/15 Asbestos Register Update workload currently consists of 545 sites with a total GFA of 584,406m2. it is anticipated that the 2014/15 Asbestos Register Update workload will be completed by the end of May 2015 (approx. 11 months after the 2014/15 Asbestos Register Update workload commenced). • Causes of delays to inputting the 2014/15 Asbestos Register Update workload: o Transfer of asbestos data from BMS to P2: approx 1 week o Transfer of Condition Survey data from BMS to P2: approx. 1 week o Condition Survey of Chilwell School for EFA budget bid: approx. 1 week o Condition Survey of the Turbine Centre: approx. 0.5 weeks • The 2014/15 Asbestos Register Update workload ran in parallel with year 4 of the 5 year programme of Condition Surveys that consists of 168 sites with a GFA of 186,175m2. The 2014/15 Condition Survey workload was completed on 01/04/15.												
	PROP22	Capital Receipts - Target capital receipts figure delivered	£4300/100%		38.00%	43.00%	53%	80%		89%	165%	41%	71%
	Comments: Comments: Target £4,300,000 Actual £3,037,100 % of Quarterly Target == 70.63% (Figures based on a revised target of £4,300,000)												
	PROP26	Schools Capital Refurbishment Percentage Budget Spent	100%		100%	100.00%	96%	94%		71%	71%	93%	75%
	Commentary: Slight slippage has occurred, will review (please see comments in PROP27)												
	Page 68 of 74												
	PROP27	Schools Capital Refurbishment Number of Projects Complete	100%		na	70.00%	85.00%	85.00%		27.34%	27.34%	43.00%	47.00%

1 June 2015**Agenda Item: 10****REPORT OF CORPORATE DIRECTOR, POLICY, PLANNING AND
CORPORATE SERVICES****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, Policy, Planning and Corporate Services

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>
29 June 2015				
Monthly Budget & Capital Monitoring Report 2014/15	Budget Capital Monitoring, Capital Receipts, Capital Variations	Decision	Nigel Stevenson	Pauline Moore
Property Transactions	Various	Decision	Jas Hundal	Various
Councillors Division Fund	Quarterly report on Councillors Divisional Fund	Information	Jayne Francis-Ward	Paul Davies
20 July 2015				
Monthly Budget & Capital Monitoring Report 2014/15	Budget Capital Monitoring, Capital Receipts, Capital Variations	Decision	Nigel Stevenson	Pauline Moore
Property Transactions	Various	Decision	Jas Hundal	Various
FUTURE MEETINGS				
14 September 2015				
12 October 2015				
9 November 2015				
7 December 2015				
25 January 2016				
22 February 2016				
21 March 2016				
25 April 2016				
23 May 2016				
20 June 2016				
18 July 2016				

