Nottinghamshire County Council

Finance and Property Committee

Monday, 25 February 2013 at 10:30

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

AGENDA

10 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.

EXEMPT INFORMATION ITEMS

11 Exempt Appendix to Property Transaction Report: Former Portland School Site, Sparken Hill, Worksop

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) Reports in colour can be viewed on and downloaded from the County Council's website (www.nottinghamshire.gov.uk), and may be displayed at the meeting.

(4) 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.

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

Nottinghamshire County Council

minutes

Meeting	FINANCE AND PROPERTY COMMITTEE
Date	21 January 2013 (commencing at 10.30 am)

Membership
Persons absent are marked with `A'

COUNCILLORS

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

OFFICERS IN ATTENDANCE

Sue Blockley, Property Reports Officer
Ian Brearley, Estates Specialist
Paul Davies, Democratic Services Officer
Gael Gamble, Estates Technician
Tim Gregory, Corporate Director, Environment and Resources
Jas Hundal, Service Director, Transport, Property and Environment
Claire Jenkins, Solicitor, Corporate and Environmental Law
Paul Simpson, Service Director, Finance and Procurement
Anna Vincent, Independent Group Administrator/Researcher

MINUTES

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

DECLARATIONS OF INTEREST

Councillor Carroll declared a non-pecuniary private interest in items 8(f) and 12(f) Lindhurst Scheme, Nottingham Road, Mansfield by virtue of his involvement with the Sherwood Growth Zone.

LOCAL GOVERNMENT FINANCIAL SETTLEMENT 2013/14: IMPLICATIONS FOR THE COUNTY COUNCIL

Paul Simpson gave a presentation about the Government's Local Government Financial Settlement for 2013/14, and its implications for the County Council. The settlement for Nottinghamshire was broadly in line with expectations. Further budget reductions were anticipated in 2015/16 and 2016/17.

RESOLVED: 2013/001

That the presentation be received.

FINANCIAL MONITORING REPORT

RESOLVED: 2013/002

(1) That the current position regarding the monitoring of revenue expenditure be noted;

(2) That the use of contingency in section 4.18 of the report be approved;

(3) That the current position regarding the monitoring of capital expenditure be noted;

(4) That it be noted that the level of borrowing is expected to remain within the Council's prudential limits.

BUSINESS RATE RETENTION SCHEME - PROPOSED POOLING ARRANGEMENTS

RESOLVED: 2013/003

(1) That the decision to submit a pooling proposal to the Department of Communities and Local Government, in collaboration with all seven of the Nottinghamshire District Councils be endorsed;

(2) That it be noted that the County Council will act as the lead authority for the pool and will be responsible for ensuring appropriate governance arrangements are established to monitor the performance of the pool;

(3) That regular updates be provided to the Committee on the operation of the pool, which subject to approval by the Department of Communities and Local Government, will be effective from 1 April 2013.

PROPERTY TRANSACTIONS

DISPOSAL OF LAND AT BAILEY'S FIELD, OFF BARNBY ROAD, NEWARK

RESOLVED: 2013/004

That the terms for the disposal be approved, as detailed in the exempt appendix to the report.

SALE OF ARABLE LAND OFF A52, RADCLIFFE-ON-TRENT

RESOLVED 2013/005

That the terms for the disposal be approved, as detailed in the exempt appendix to the report.

SALE OF LAND ADJACENT TO 56 CROPWELL ROAD, RADCLIFFE-ON-TRENT

RESOLVED 2013/006

That the terms for the proposed disposal of the land be approved, as detailed in the exempt appendix to the report.

SALE OF LAND ADJACENT TO 59 CROPWELL ROAD, RADCLIFFE-ON-TRENT

RESOLVED: 2013/007

That the disposal of the land be noted, as detailed in the exempt appendix to the report.

DISPOSAL OF LAND ADJOINING 62 CROPWELL ROAD, RADCLIFFE-ON-TRENT

RESOLVED: 2013/008

That approval be given to enter into a contract with Offer Two for the sale of land adjacent to 62 Cropwell Road, Radcliffe-on-Trent as set out in the exempt appendix to the report.

LINDHURST SCHEME, NOTTINGHAM ROAD, MANSFIELD: DEED OF VARIATION, SECTION 106 AGREEMENT AND PROJECT IMPLEMENTATION

RESOLVED: 2013/009

That approval is given to the following:

(1) agreement to the principle of a Deed of Variation to the existing Developers Collaboration Agreement for the Lindhurst Scheme as per the Exempt Appendix to the report.

(2) authorise the Corporate Director, Environment & Resources, (or his nominee) and the Group Manager Legal and Democratic Services to approve the form of Deed of Variation to the existing Developers Collaboration Agreement for the Lindhurst Scheme as per the Exempt Appendix to the report, in consultation with the Chairman (or Vice-Chairman in his absence) of the Finance & Property Committee.

(3) authorise the Corporate Director, Environment & Resources, (or his nominee) and the Group Manager Legal and Democratic Services to

approve the form of the Section 106 Agreement and enter into the agreement as per the Exempt Appendix to the report in consultation with the Chairman (or Vice-Chairman in his absence) of the Finance & Property Committee.

(4) authorise the Corporate Director, Environment & Resources, (or his nominee) in consultation with the Chairman (or Vice-Chairman in his absence) of the Finance & Property Committee to proceed to Project Implementation in accordance with the provisions of the Developers' Collaboration Agreement and in conjunction with the other Parties.

COUNCILLORS' DIVISIONAL FUND UPDATE

RESOLVED: 2013/010

That spending of the Councillors' Divisional Fund as at 9 January 2013 be noted.

WORK PROGRAMME

It was agreed that an item on procurement be included in the agenda for 21 March 2013.

RESOLVED: 2013/011

That the work programme be noted.

EXCLUSION OF THE PUBLIC

RESOLVED: 2013/012

That the public (with the exception of Matthew Robertson of Jones Lang LaSalle for the next item) 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

DISPOSAL OF LAND AT BAILEY'S FIELD, OFF BARNBY ROAD, NEWARK

RESOLVED: 2013/013

That the contents of the exempt appendix be noted.

SALE OF ARABLE LAND OFF A52, RADCLIFFE-ON-TRENT

RESOLVED 2013/014

That the terms for the disposal be approved, as detailed in the exempt appendix to the report.

SALE OF LAND ADJACENT TO 56 CROPWELL ROAD, RADCLIFFE-ON-TRENT

RESOLVED 2013/015

That the contents of the exempt appendix be noted.

SALE OF LAND ADJACENT TO 59 CROPWELL ROAD, RADCLIFFE-ON-TRENT

RESOLVED: 2013/016

That the contents of the exempt appendix be noted.

DISPOSAL OF LAND ADJOINING 62 CROPWELL ROAD, RADCLIFFE-ON-TRENT

RESOLVED: 2013/017

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

LINDHURST SCHEME, NOTTINGHAM ROAD, MANSFIELD: DEED OF VARIATION, SECTION 106 AGREEMENT AND PROJECT IMPLEMENTATION

RESOLVED: 2013/018

That approval is given to the following:

(1) agreement to the principle of a Deed of Variation to the existing Developers Collaboration Agreement for the Lindhurst Scheme as per the Exempt Appendix to the report.

(2) authorise the Corporate Director, Environment & Resources, (or his nominee) and the Group Manager Legal and Democratic Services to approve the form of Deed of Variation to the existing Developers Collaboration Agreement for the Lindhurst Scheme as per the Exempt Appendix to the report, in consultation with the Chairman (or Vice-Chairman in his absence) of the Finance & Property Committee.

(3) authorise the Corporate Director, Environment & Resources, (or his nominee) and the Group Manager Legal and Democratic Services to approve the form of the Section 106 Agreement and enter into the agreement as per the Exempt Appendix to the report in consultation with the Chairman (or Vice-Chairman in his absence) of the Finance & Property Committee.

(4) authorise the Corporate Director, Environment & Resources, (or his nominee) in consultation with the Chairman (or Vice-Chairman in his absence) of the Finance & Property Committee to proceed to Project Implementation in accordance with the provisions of the Developers' Collaboration Agreement and in conjunction with the other Parties.

The meeting closed at 11.50 am. **CHAIRMAN**

Nottinghamshire County Council

Report to Finance & Property Committee
25 February 2013

Agenda Item: 4

REPORT OF THE SERVICE DIRECTOR – FINANCE & PROCUREMENT

FINANCIAL MONITORING REPORT

Purpose of the Report

1.1 To provide a summary of the financial position of the County Council for the year to date including year-end forecasts.

1.2 To provide an update on the progress being made by the Procurement team in contributing to the County Councils savings plans.

1.3 To note the Capital Programme expenditure and latest forecasts.

Information and Advice

2. Background

2.1 This report is part of the regular financial monitoring reporting cycle and follows the summary update to Finance and Property Committee in January.

3. Summary Financial Position

3.1 **Table 1 summarises the revenue position of the County Council.**

Table 1 – Summary Financial Position

Previously reported Variance	Committee	Annual Budget £'000	Actual to Period 9 £'000	Year-End Forecast £'000	Latest Forecast Variance £'000
6,645	Children & Young People	157,529	101,005	164,417	6,888
2,791	Adult Social Care & Health	194,486	150,201	199,582	5,096
(429)	Transport & Highways	61,382	45,731	61,614	232
575	Environment & Sustainability	27,596	19,281	28,068	472
(20)	Community Safety	4,163	1,075	4,087	(76)
358	Culture	13,835	9,325	14,097	262
(1,271)	Policy	22,999	18,289	22,523	(476)
(109)	Finance & Property	29,044	22,195	29,102	58
0	Personnel	10,429	11,789	9,476	(953)
(6)	Economic Development	864	1,040	863	(1)
8,534	**Net Committee (under)/overspend**	522,327	379,931	533,829	11,502
(15,100)	Central items	(25,403)	(9,548)	(41,003)	(15,600)
(6,566)	**Forecast prior to use of reserves**	**496,924**	**370,383**	**492,826**	**(4,098)**
(3,441)	Transfer to / (from) reserves	(2,690)	(1,733)	(7,008)	(4,318)
0	Transfer to / (from) General Fund	4,930	0	4,930	0
(10,007)	**Net County Council**	**499,164**	**368,650**	**490,748**	**(8,416)**

3.2 At the beginning of the current financial year, the Corporate Leadership Team took a decision to hold back an element of the base budget, in a central contingency, in light of the previous financial year's savings. This amounted to £9.25m and was in addition to the already established corporate contingency. It was agreed that if this money was required to offset in-year spending pressures, it would be released back to the relevant departments. As such the Council had planned for the potential additional costs that are now being experienced in both Children's Services and Adults, which appear to show that current year's expenditure is significantly exceeding the current year's budget.

3.3 Whilst the overall position in Children's Services is a net overspend, it is only £1.8m after the contingency and earmarked reserves have been taken into account. Similarly the net position on Adults is a small overspend of £0.8m, after earmarked reserves have been utilised.

3.4 Furthermore, based upon the County Council's financial performance in recent years, the level of savings achieved in year is expected to increase. The commentary below provides a further detailed explanation to the major variances.

3.5 After the budgeted contribution to the General Fund of £4.9m, the forecast out-turn position overall for the County Council is a saving of £8.4m. This is a reduction in the expected saving of £1.6m since the last monitoring report.

4. Committee and Central Items

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

Children and Young People
(forecast £1.8m net overspend, after the application of contingency and reserves)

4.1 Children's Social Care division is forecasting an overspend of £4.2m, of which £1.4m is due to the number of external placements. The cost of agency staff is now predicted to overspend by £1.8 million with continuing problems around filling vacancies, particularly in social work teams and the Safeguarding and Independent Review Service. A further £0.9 million overspending is now anticipated on legal fees in the light of the latest activity data.

4.2 Youth Families & Culture division is reporting a forecast underspend of £1.4m. This relates to the under provision (within the Executive Support Budget) of £0.4m due to the element of the business support service review savings that were originally funded by the Schools Budget, together with £0.4m under provision for the family assessment workers that were established in the Children's Social Care Division. A further £0.6m relates to the non-achievement of the BSSR business case (for which £0.6m has been set aside in a reserve if required at the end of the financial year). Offsetting these overspendings, the Early Years and Early Intervention Service is forecast to underspend by £2.3m due to savings around the new commissioning arrangements, together with minor savings in Targeted Support and Youth Justice Service, Young People's Service, and Cultural and Enrichment Service due to vacancy savings and increased income.

4.3 Education Standards and Inclusion division is reporting a forecast underspend of £0.2m due to a combination of vacancy and other staffing savings. In addition, an underspend of £0.4m against the budget for the Preferred Travel Scheme and £0.2m relating to statutory school transport. These are partially offset by an overspending against the SEN home to school transport budget of £0.3m, an overspending of £98,000 against the budget for Post 16 Special Transport and a net overspending within the Business Support Service of £0.1m.

4.4 As set out in paragraph 3.2, the overall Committee variance, is largely offset by the £4m of contingency that was set aside at the beginning of the financial year. It is also reduced by the application of a number of earmarked reserves, which were established to meet some of the expenditure.

Adult Social Care & Health
(forecast £0.8m net overspend after the use of reserves)

4.5 The reported outturn for ASCH Committee is before the application of reserves, which have previously been set aside to meet some of the known pressures. £4.3m is available and has been included in the ‘Transfer to/from reserves’ line in Table 1 above. Taking this into account, equates to a net Committee outturn of £0.8m overspend.

4.6 Older Adults division is reporting a forecast overspend of £0.2m. This is primarily due to forecast overspends on Community Care of £2.1 million, Fieldwork of £0.6 million, and Care and Support Centres of £0.6 million. However, these forecast overspends are offset by forecast underspends of £2.1 million within the Service Directors Development allocation combined with a forecast underspend of £0.8 million on the Section 256 allocation.

4.7 Younger Adults division is currently reporting a forecast underspend of £1.5 million which is an increase of £0.5 million from last month. The underspend is primarily due to a forecast underspend of £0.8 million within Day Services due to not operating at a full capacity during the refurbishments. In addition there are forecast underspends on the Carers Service of £0.3 million, Campus of £0.2 million, Aspergers of £0.1 million, and £0.4 million within the Service Director’s budget. These forecast underspends are partly offset by forecast overspends on Mental Health of £0.1 million and Physical Disability of £0.2 million.

4.8 Joint Commissioning is currently reporting a forecast overspend of £2.1 million. This is comprised of a forecast shortfall of £1.7 million in Client Contribution Income compared to this year’s budget, a £0.5 million overspend on Supported Employment, a £0.4 million overspend on the ICES Pooled Budget and a £0.3 million underspend on Business Support.

Policy (forecast £0.5m net underspend)

4.9 The main variance within this Committee relates to £1m slippage in the Improvement Programme due to delays in the Ways of Working Programme. As this is funded by the Improvement Programme reserve, a corresponding reduction in the use of reserves line has been included in table 1 above. Offset against this is an overspend on staffing costs within the Business Support Centre.

Personnel (forecast £1.0m net underspend)

4.10 The variance within this Committee is due to an underspend on Corporate HR due to savings on training costs within the Workforce and Organisational Development budget.

Central Items (forecast £15.6m net saving)

4.11 Corporate Budgeting primarily consists of interest and payments on cash balances and borrowing, together with various grants and contingency.

4.12 Interest payments are currently forecast to be £4.2m less than the original budget. This is primarily due to slippage on the capital programme in 2011/12 which reduced the need to borrow. In addition, the level of expected cash balances during 2012/13 means that the Council is less likely to need to borrow than had been predicted in the original budget.

4.13 The 2012/13 Contingency budget was originally set at £15.6m, of which, £10.0m has been earmarked for redundancy. In addition, at the start of this financial year, the following departmental transfers to/from the contingency were agreed:

- £8m from ASCHPP into the corporate contingency
- £4m from CFCS into the corporate contingency
- £1m from E&R into the corporate contingency
- £0.75m into T&H from the corporate contingency
- £3m into Procurement from the corporate contingency

4.14 Redundancy payments made in the current financial year to date total £4.4m. A further £3.7m is expected to paid in the remainder of the year, taking the total forecast, including pension strain, to £8.1m. This is £2.2m lower than previous expectations, which were based on average payments per employee. The 2011/12 provision of £5.2m will be used to meet part of this expense.

4.15 A new Section 188 notice was published on 31 October 2012 and the consultation period for this concluded on 29 January 2013. Although the related costs are likely to fall in the new financial year, the County Council will have to make a provision in 2012/13 for the expected redundancy costs of 2013/14. The size of the provision is based on the number of posts affected and the average redundancy cost in 2012/13. An initial estimate equates this to £4m and this figure has been included in the current forecast. Given that there is a £10m redundancy contingency, it is possible that up to £3.1m will be available, and, subject to approval, this may be transferred to the Redundancy reserve, for future years use. The final figures will not be known until the end of the financial year - should the final figure vary from this, the balance transferred will be adjusted as appropriate. These figures are currently included within the central items in Table 1.

4.16 Approved requests against the general contingency to date total £3.472m. No further requests have been submitted since the previous financial monitoring report, therefore the total contingency budget is forecast to be underspent by £11.4m.

Transfer to/from Reserves (forecast £4.3 net underspend)

4.17 In addition to the original estimated use of reserves, activity in the current year suggests a net additional £4.3m will be used. This is made up of £4.2m in ASCH, £1.1m in CYP and Culture, offset by a reduced use of £1m of the Improvement Programme reserve.

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

4.18 The latest forecast includes the budgeted £4.9m contribution to General Fund balances. Should the forecast underspend occur, a further contribution to between General Fund balances and Capital Projects reserve will be made.

5. Progress with savings and risks to the forecast

5.1 The Council is now in its second full year of the savings programme having successfully delivered over £70m in 2011/12. The target for the current financial year is £34.8m. Officers are currently reviewing the deliverability of individual schemes and targets as part of the Medium Term Planning process. Should schemes be identified as at risk, short term delays could be offset by the current year underspend, allowing sufficient time for schemes to be in place, or alternative savings to be identified as permanent base budget reductions. Where alternatives cannot be found, the contingency budget will need to be used. The base budget review has identified some movement in the savings and these are included in the budget report to February Policy Committee.

6. Procurement Activity Analysis

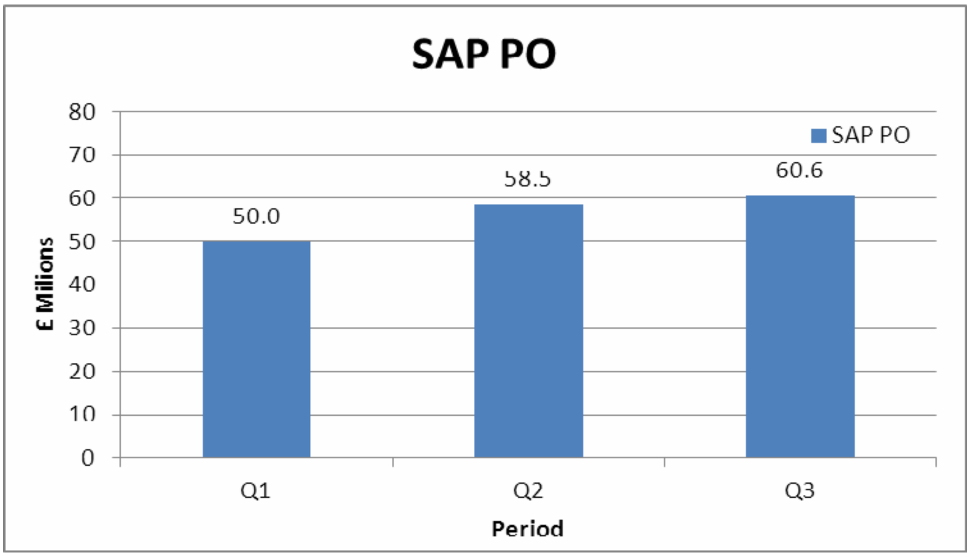
6.1 The progress of the Council's performance in relation to the acquisition of goods and services continues to be monitored. The table below provides an overview of spend processed via the Business Management System (BMS) and also illustrates how the Council utilises different methods when transacting with vendors.

	Date	Purchase order (PO) spend £m		Non Purchase order spend £m		Legacy spend £m		Total Spend £m		PO %	Green route shopping cart lines volume	Total shopping cart lines volume	Green route %
Q1	Apr-12	19.9		22.0		14.5		56.4		47.5	7958	13698	58.1
	May-12	15.4	**50.1**	20.8	**57.7**	14.7	**43.6**	50.9	**151.5**	42.6	10962	17276	63.5
	Jun-12	14.8		14.9		14.4		44.2		49.8	9901	14655	67.6
Q2	Jul-12	23.7		17.4		14.0		55.1		57.7	10419	15945	65.3
	Aug-12	19.1	**58.5**	18.5	**48.9**	15.0	**42.5**	52.6	**149.9**	50.8	11066	15833	69.9
	Sep-12	15.7		13.0		13.5		42.2		54.7	9768	14177	68.9
Q3	Oct-12	23.8		14.1		14.8		52.8		62.6	11891	17837	66.7
	Nov-12	17.8	**60.4**	14.8	**44**	14.4	**52**	47.1	**156.7**	54.6	10289	15312	67.2
	Dec-12	18.8		15.1		22.8		56.8		55.4	7452	10821	68.8
	Total	*169*		*150.6*		*138.1*		*458.1*			*89706*	*135554*	

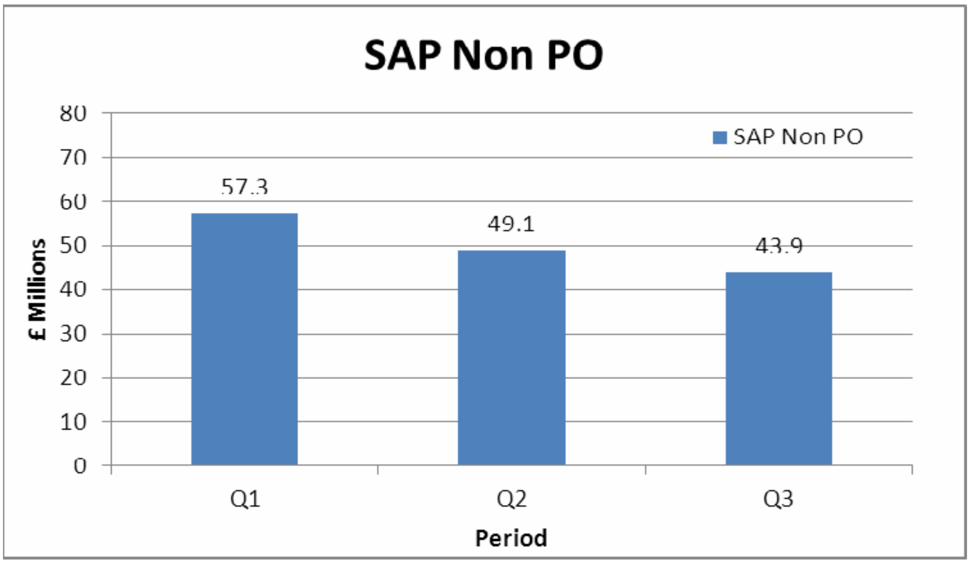
6.2 The table shows that during the period April 2012 to December 2012, the County Council has spent £458m. Payments to the value of £169m were processed as a result of a purchase order being raised in BMS, whilst payments to the value of £151m were processed as non purchase order transactions and £138m generated via the Council's legacy systems. Legacy interface systems transfer sufficient data to BMS to enable payments to be made, however this limits the quality of the data, for example no commitments are recorded in BMS. Remaining Legacy interfaces are under review and, where possible, will transfer to BMS in due course.

6.3 Environment & Resources have the highest value of purchase order related spend at £81m (60% of E & R £136m total spend). In contrast CFCS have the highest value of non purchase order spend at £54m (44% of CFCS £123m total spend). Creation of a purchase order supports the council's drive towards greater utilisation of contracts and enforces compliance with procurement guidelines. Whilst without a purchase order the Council risks using non contracted suppliers, price control is difficult and supplier due diligence is unlikely to be have been carried out; potentially resulting in contractual disputes.

6.4 The following graph shows the trend in the value of Purchase Orders in BMS since the start of the financial year.



6.5 Over the course of the year the value of Purchase Orders raised has increased from £50m to £60.6m. However, seasonal demands result in fluctuations, as can be seen in the table above at 6.1. The peak in July is primarily due to the Council's annual insurance premium being paid and higher than average agency costs (in line with backfilling annual leave the following month). Over the summer months and the Christmas period the number of Purchase Orders declined by comparison, mainly due to fewer working days in these months, but figures are still in line with the overall average expected. The procurement team continue to work with colleagues to migrate from Non-PO to PO transactions and progress on reducing the value of non purchase order spend to date can be seen in the graph below.



6.6 Over time the data is expected to show :

- An increase in value of purchase order related spend.
- A decrease in value of non purchase related spend.
- An increase in value of purchase orders but a decrease in volume, through the introduction of consolidated billing, limit orders and invoice plans.
- A decrease in low value purchase order and non purchase order spend through planned adoption of P Cards.

7. Capital Programme

Approved Capital Programme

7.1 Table 2 summarises changes in the gross Capital Programme for 2012/13 since approval of the original programme in the Budget Report (Council 23/02/12):

Table 2 – Revised Capital Programme for 2012/13

	2012/13 £000	£000
Approved per Council (Budget Report 2012/13)		**118,622**
Variations funded from County Council Allocations:		
Net slippage from 2011/12 and financing adjustments	13,568	
Variations noted at Finance & Property Committee (18/06/12)	(1,688)	
Other approved variations (Finance & Property Portfolio)	500	
Other approved variations/re-phasing (S106 Officer)	(583)	
Variations noted at Finance & Property Committee (17/09/12)	500	
		12,297
Variations funded from other sources:		
Net slippage from 2011/12 and financing adjustments	67	
Variations noted at Finance & Property Committee (18/06/12)	1,239	
Other approved variations (Finance & Property Portfolio)	190	
Other approved variations/re-phasing (S106 Officer)	936	
		2,432
Revised gross Capital Programme		**133,351**

Capital Monitoring

7.2 Table 3 shows actual capital expenditure to date against the forecast outturn at period 9.

Table 3 – Capital Expenditure and Forecasts as at Period 9

Committee	Revised Capital Programme £'000	Actual Expenditure to Period 9 £'000	Forecast Outturn £'000	Expected Variance £'000
Children & Young People	46,683	21,212	39,854	(6,829)
Adult Social Care & Health	6,140	3,465	4,140	(2,000)
Transport & Highways	39,855	24,212	41,604	1,749
Environment & Sustainability	5,543	2,222	5,171	(372)
Community Safety	300	2	3	(297)
Culture	8,285	2,657	5,147	(3,138)
Policy	8,044	6,093	8,902	858
Finance & Property	14,027	5,541	13,227	(800)
Personnel	88	69	88	0
Contingency	4,386	0	0	(4,386)
TOTAL	**133,351**	**65,473**	**118,136**	**(15,215)**

7.2.1 In Children & Young People Committee, projects funded by the Department for Education have been reviewed and re-phased. It is anticipated that 2012/13 expenditure on the Schools Capital Refurbishment Programme will be up to £3.5m higher than budgeted to reflect the acceleration of essential works. In addition, re-phasing of the School Basic Need Programme (£8.0m) was identified in the report to Finance and Property Committee (17/12/12). Further slippage has also been identified against Section 106 Projects (£1.1m).

7.2.2 There was a significant saving on the Westfield Folk House capital project due to changes in market conditions which gave rise to a significant reduction in the cost of construction. As a result there was a requirement for lower than anticipated levels of borrowing and capital grant. Lottery grant was maximised but due to the saving, £0.5 million grant was not required. A variation to the capital programme is required to reflect this saving.

7.2.3 As a result of the revised timing of the tendering process for the Aiming for Excellence (Mixed Care) Programme in Adult Social Care & Health Committee, it is likely that the anticipated 2012/13 capital expenditure of £2.0m will slip to 2013/14.

7.2.4 In Transport & Highways Committee, there is planned over-programming on Roads Maintenance and Renewals schemes. Although a corresponding overspend is currently forecast, the programme will be monitored closely throughout 2012/13 and it is anticipated that the expenditure forecast will reduce during the course of the year.

7.2.5 In Culture Committee, slippage of £3.1m is forecast due to issues with regard to three key projects. Capital grant allocated to the National Water Sports Centre project (£1.4m) will be slipped to 2013/14 to part fund capital expenditure following the outcome of the Centre's procurement exercise. Slippage of £0.8m on the Archives Extension project is forecast due recent project revisions. The Bingham Library project (£0.5) has slipped as the County Council awaits the conclusion of site issues before the project can progress.

7.2.6 In Policy Committee, acceleration of £0.8m is anticipated on the Ways of Working Programme.

7.2.7 In Finance & Property Committee, slippage of £0.8m is anticipated on the Renewable Heat Boiler programme.

7.2.8 It is proposed that a variation to the capital programme of £1.99m is approved to fund additional capital expenditure on the Business Management System in 2012/13. This has largely been incurred as additional functionality has been added, including the recent launch of the Plant Maintenance module, and as the result of being able to capitalise more expenditure than previously anticipated.

7.2.9 Contingency – given the extent to which the capital programme has been managed in this financial year an element of the contingency budget (£4.4m) has remained uncommitted. The uncommitted budget will be used to fund priority projects in 2013/14.

7.3 Overall, actual capital expenditure to the end of period 9 was £65.5m, which amounts to 49.1% of the gross programme. This is below profiled spend up to period 9 (based on an average for the last five years) of 62.1% and suggests that slippage in the approved 2012/13 Capital Programme is likely.

7.4 Net slippage of £2.4m expenditure funded by capital allocations has been identified in departmental capital monitoring returns. A further £16.0m slippage has been identified in the Capital Programme of expenditure funded from other sources.

7.5 Based on profiles and previous years' figures, it is forecast that a further £15.2m of slippage/reductions will be identified before year end. The mix of funding sources in the revised 2012/13 Capital Programme, together with historic slippage patterns, suggests that around 45% of the forecast further scheme slippage/reductions will relate to borrowing, corresponding to a reduction in borrowing of £6.8m in 2012/13. These figures are best estimates as at period 9 and will be subject to revision over the remaining periods of the year.

Financing the Approved Capital Programme

7.6 Table 4 summarises the financing of the overall approved Capital Programme for 2012/13.

Table 4 – Financing of the Approved Capital Programme for 2012/13

Committee	Capital Allocations £'000	Grants & Contributions £'000	Revenue £'000	Reserves £'000	Gross Programme £'000
Children & Young People	24,753	21,714	50	166	**46,683**
Adult Social Care & Health	3,994	1,973	0	173	**6,140**
Transport & Highways	13,095	26,016	0	744	**39,855**
Environment & Sustainability	3,943	550	1050	0	**5,543**
Community Safety	300	0	0	0	**300**
Culture	5,527	1,465	7	1,286	**8,285**
Policy	8,044	0	0	0	**8,044**
Finance & Property	12,404	0	0	1,623	**14,027**
Personnel	0	0	0	88	**88**
Contingency	4,386	0	0	0	**4,386**
TOTAL	**76,446**	**51,718**	**1,107**	**4,080**	**133,351**

7.7 It is anticipated that borrowing in 2012/13 will increase by £4.4m from the forecast in the Budget Report 2012/13 (Council 23/02/12). This increase is a consequence of:

- £13.6m of net slippage of expenditure from 2011/12 to 2012/13 and financing adjustments funded by capital allocations; and

offset by:

- variations, including re-phasing of schemes, resulting in a net reduction of £2.4m of capital expenditure funded by capital allocations; and
- approximately £6.8m of forecast further slippage/reductions funded by capital allocations.

7.8 Taking into account the adjustments set out above, the revised projection of borrowing for 2012/13 is £68.5m, which is £4.4m higher than the Budget Report 2012/13 figure of £64.1m.

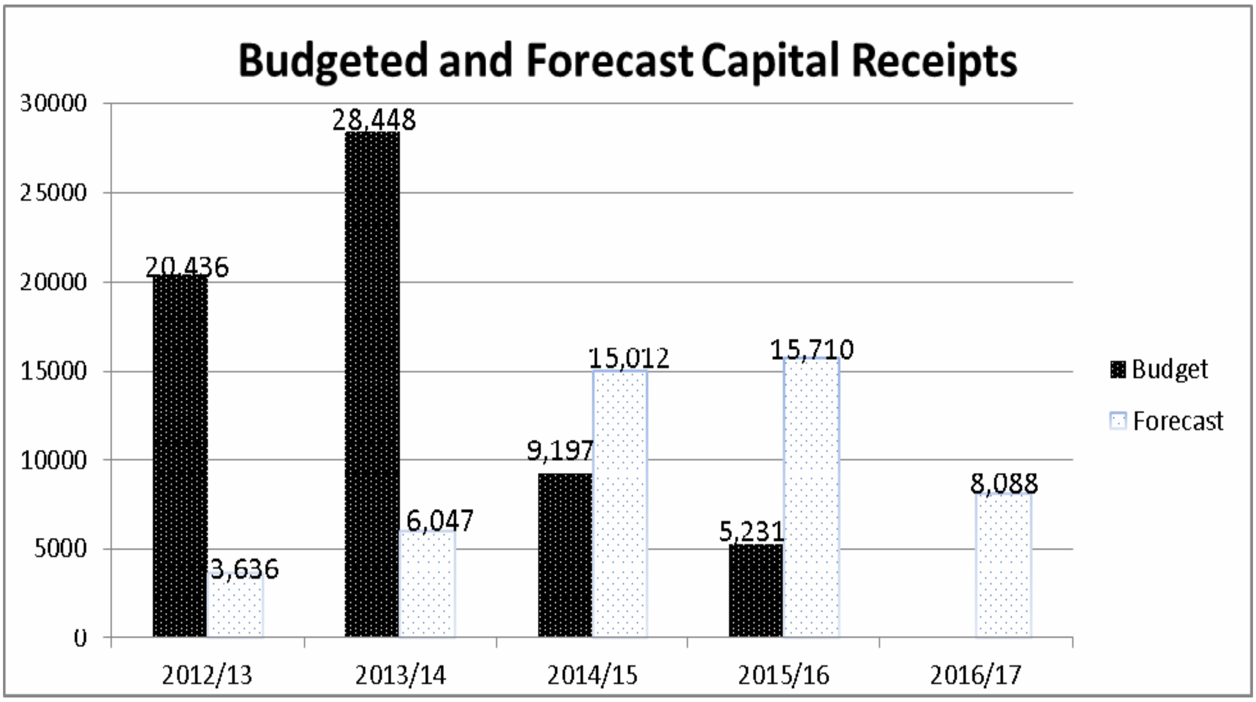
Prudential Indicator Monitoring

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

Capital Receipts Monitoring

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

7.11 The chart below shows the budgeted and forecast capital receipts for the five years to 2016/17.



7.12 The dark bars in the chart show the budgeted capital receipts included in the Budget Report 2012/13 (Council 23/02/2012). These capital receipts budgets prudently incorporated slippage, giving a degree of "protection" from the risk of non-delivery. The white bars also incorporate anticipated slippage.

7.13 The forecast for 2012/13 includes £2.4m of capital receipts already realised and £1.2m of capital receipts for properties which are close to sale, i.e. offers have been received or conditional sales have been agreed.

7.14 The forecasts for 2012/13 and 2013/14 are significantly below the budgeted figures incorporated in the Budget Report 2012/13. This is due mainly to slippage and reduced estimates of some particularly large receipts for development sites. Expert advice is taken on such sites and decisions to delay sales take into account the Council's objective of maximising the value of receipts.

7.15 The number and size of large anticipated receipts increase the risk that income from property sales will be even lower than the revised forecasts over the next three years. Although the revised forecasts incorporate 30% year-to-year slippage, a delay in receiving just two or three large receipts could result in sales being lower than these forecasts. For example, a scenario in which £4m of capital receipts are realised in 2012/13 and £9m of capital receipts are realised in 2013/14 would not be considered unlikely. This would represent a reduction of £36m from the budgeted level of capital receipts for 2012-14.

7.16 Current Council policy (Budget Report 2012/13) is to set capital receipts against the principal of previous years' borrowing. This reduces the amount of Minimum Revenue Provision (MRP) to be set aside each year. The lower than anticipated level of 2012/13 capital receipts is expected to result in a £0.4m increase in the amount of MRP to be set aside from revenue in 2012/13. It will also tend to increase interest payable, although the actual level of this will also depend on a range of other factors. The revenue impact of capital receipts slippage will be offset by any slippage in capital expenditure funded by borrowing.

7.17 As highlighted in the Budget Report 2012/13, the Council's medium-term forecasts were predicated on an ambitious level of capital receipts. Given current concerns about further revenue reductions, it is important to regularly monitor capital receipt forecasts and their effect on the overall revenue impact of the Capital Programme. The implication of the significantly reduced capital receipt forecasts for 2012/13 and 2013/14 reiterate the importance of the Council keeping tight control of capital expenditure.

8. Balance Sheet

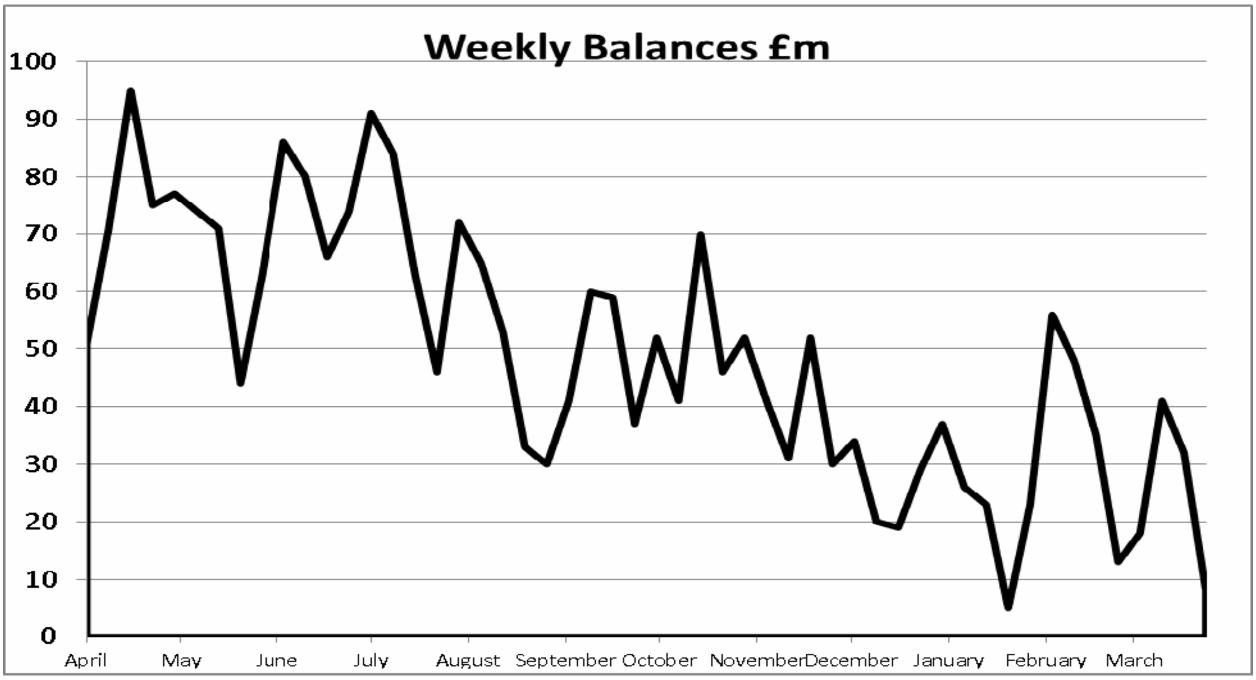
Impact on County Fund Balances

8.1 The Final Accounts Report for 2011/12 showed that County Fund Balances stood at £29.7m at 31/3/12. The 2012/13 budget planned to contribute £4.9m to balances which would increase County Fund Balances to £34.6m, around 7% of the Budget Requirement.

8.2 Latest forecasts include the planned contribution of £4.9m, which could be increased further depending on the predicted in-year savings. This may be used in the short term to balance the Council's budget from 2013/14 onwards, as the Council faces further financial challenges.

Cash Flow

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



8.4 The Treasury Management Group have approved £40m of borrowing to be undertaken before the end of the financial year to fund the capital programme and cover the temporary cash flow shortfalls. This is in line with the Treasury Management Strategy approved at full Council on 23rd February 2012.

Debtors and Creditors

8.5 The Business Support Centre has recently taken responsibility for the accounts payable function and is reviewing performance data and management information. Several projects are planned and over the coming months, improvements in both are envisaged. Already underway is a project to review the end to end business processes for the recovery of non-statutory debt. The objectives of the project are to develop and implement a common end to end process, improve the invoicing process and develop and implement a debt recovery policy including corporate invoicing standards and payment channel strategy. The lessons learned from this project will be used to support the review of other debt types. Members will be updated further on these improvements in future monitoring reports, with key comparative data being available from the start of the new financial year on an on-going basis.

9. Future developments & strategic issues

9.1 The implementation of the Business Management System has presented challenges to financial operations within the Council. Issues with the Budgeting and Forecasting process are currently being addressed through both system improvements and training. The system will be re-launched for December 2012 and allow managers to input forecasts directly into the system for period 8 budget monitoring.

9.2 A number of major initiatives to improve financial awareness and accountability across the Authority are also progressing. The first phase of the restructure of the finance function has now completed with all Group and Team Managers now in post. The next phase of the restructure is currently open for consultation. In addition, financial training to managers and the Base Budget Review are also taking place.

9.3 The 2013/14 budget report will be considered at Policy Committee on 13th February, and Council will be asked to approve the final budget on 28th February.

Statutory and Policy Implications

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

RECOMMENDATIONS

11.1 To note the current position regarding monitoring of revenue expenditure.

11.2 To note the current position regarding monitoring of capital expenditure.

11.3 To approve variations to the capital programme as set out in the report.

11.4 To note that the current level of borrowing is expected to remain within the Council's prudential limits.

Paul Simpson
Service Director – Finance & Procurement

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

Constitutional Comments (KK 12/02/13)
The proposals in this report are within the remit of the Finance & Property Committee.

Financial Comments (PM 31/01/13)
The financial implications are stated in the report.

Background Papers
Nil

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

Nottinghamshire County Council

Report to Finance and Property Committee

25 February 2013

Agenda Item: 5

REPORT OF SERVICE DIRECTOR, FINANCE AND PROCUREMENT

PERSONAL INJURY CLAIMS: JACKSON REFORMS TO THE CIVIL JUSTICE PROCEDURES

Purpose of the Report

1. This report is intended to provide an overview of the forthcoming reforms to the Civil Justice Procedures and explain some of the implications for Nottinghamshire County Council.

Information and Advice

2. Current Position

2.1 In 1999 Lord Justice Woolf completed a review of civil justice and as result under the 1999 Access to Justice Act, the Civil Procedure Rules (CPR) which governs the way in which personal injury claims are handled were introduced. The new rules were intended to give fairer and quicker access to justice.

2.2 Whilst the CPR has been successful in some aspects, the unexpected side effect was a massive increase in the fees claimed by claimant's solicitors on successful claims. After the introduction of the CPR, there was also an increase in the number of claims being received, which has been fuelled by the aggressive advertising campaigns of the "no win, no fee" solicitors.

2.3 The new Act allowed claimant's solicitors to claim an uplifted fee from the defendant if they were successful, which was intended to compensate for the loss of Legal Aid. These agreements are known as Conditional Fee Agreements (CFAs). Under these agreements the solicitor will not be paid if they lose the case, but if they win they are entitled to claim a success fee, which effectively uplifts the rate they claim by up to 100%. These costs are paid by the defendant. Costs bills are submitted based on hourly rates which are then negotiated down and typically an average reduction of 33% can be expected.

2.4 Claimants take "after the event insurance" (ATE), on credit, to protect themselves against any cost they may have to pay the defendant if their claim is unsuccessful. These costs are also recoverable from the defendant if they lose the case. ATE premiums start from around £1,000 and typically range between £1,000 and £30,000.

2.5 Typically average claimant's solicitors cost on low value personal injury cases have risen by over 100% since 1999 and now constitute 67% of the overall costs of a claim settlement. This has resulted in a situation whereby, on average, solicitors receive twice as much in costs as the claimant receives in damages.

2.6 In light of this, approximately two years ago the Government charged Lord Jackson with reviewing the CPR and introducing a more equitable system, which reduces costs and speeds up the process. Lord Jackson's reforms are now set to be introduced on 1 April 2013, for personal injury claims where the accident date is after the 1 April 2013 or, for disease claims, where the letter of claim is issued after the 1 April 2013.

2.7 Despite the imminent introduction of the new regulations, the detail is still being finalised and to a large degree practitioners (including the Risk and Insurance Team) are trying to gear up using assumptions that may change. At this point the industry believes that only part of the reforms will come into place on the 1 April 2013, with the rest being introduced throughout the next twelve months.

3. Lord Jackson's Proposals

3.1 Lord Jackson's reforms are far reaching and this report will focus on the reforms to personal injury claims where the value of damages falls between £1,000 and £25,000 (known as "fast track claims") as this is where the County Council will see the most significant impact.

3.2 In future, all personal injury claims will have to be submitted via an online "portal". Claims received will have to be acknowledged within one day of receipt. This is the starting point for the changes which are summarised in appendix A. (It this aspect that is most likely to be delayed and claims will continue to be received in paper form)

3.3 The most significant impacts are the introduction of fixed costs for claimant solicitors and the timescales for dealing with claims.

3.5 When a claim is successful, claimant's solicitors are currently able to recover their costs from defendants. The costs are based on hourly rates and subject to success fees (an uplift which is allowed in order to balance the claims that are lost for which the solicitors receive no remuneration). Under the new regime claimants solicitors will only be able to claim fixed costs.

3.6 Fixed costs potentially bring significant savings for defendants. There are two "trade-offs" for fixed costs:

- Defendants will no longer be able to claim their costs if successful at Court
- Awards for damages are being uplifted by 10%; this follows on from a recent uplift of 9%.

3.7 The timescales still have to be finally confirmed but it is thought likely that the defendants will have either 30 or 40 days from receipt of the claim, depending on the type of claim, to investigate and either admit or deny liability. Currently defendants have 21 days to acknowledge receipt of a claim and then 90 days to investigate and either admit or deny liability.

3.8 If any of the timescales are not complied with the claim drops out of the portal process and reverts to the current CPR. Fixed costs still apply but at a higher rate. There may be reasons why we choose to let a claim drop out of the portal, for example, if there are suspicions of fraud and more investigation is required.

4. Implications for Nottinghamshire County Council – Personal Injury Claims Only

4.1 If cases can be kept in the portal process there are potentially significant savings to be made. There are many variables in calculating the potential saving, but based on the claims settled in the last twelve months, had 50% of them settled with the proposed fixed costs, even allowing for the uplift in damages, the County Council would have saved around £250,000.

4.2 In order to maximise the savings, a review of the Risk and Insurance Team's working practices and resources needs to be undertaken to ensure there is sufficient capability and capacity to deal with the claims in the timescales. Work on reviewing processes has commenced and the issue of capacity and capability will be addressed through the Finance and Procurement Division restructure.

4.3 A particularly important factor will be the co-operation of the Council's Service Departments, as they will need to provide reports and supporting information on claims very promptly. The majority of claims arise from Highways and whilst the team are already working to a 14 day response time, further work will be required to ensure this target can be met in all cases. For other cases, the use of on-site investigations will be extended to make sure that information is captured quickly. Implications of the changes will be cascaded out through the Departmental Risk Groups.

4.4 Cases where there are issues of potential fraud need additional investigation and there is no time allowance within the new process for this. If these cases are to be fully investigated, with a view to potentially not settling the claim, they will have to be allowed to drop out of the process. If the causation issues are unproved and the case settles, the claimant's solicitors will be entitled to higher costs than if the claim settled in the new timescales. This additional cost could be as much as £2,300**.

4.5 At present, if a defendant (ie the County Council) takes a case all the way to Court and they are successful, the claimant has to repay the defence costs. In most cases they will have either "Before the Event Insurance" (such as the legal protection sometimes included in household policies) or they will have been provided with specialist "After the Event Insurance". Under the new regime if the defendant is successful they are <u>not</u> able to recover their costs but, if the claimant is successful they will still be able to claim costs, albeit at a much lower level than is currently allowed.

4.6 When the Council is liable the aim is to settle claims fairly and without delay but, it is important that when it is believed that the Council is not liable or where there are issues indicating fraud that the claims are robustly defended. If necessary these claims should be taken all the way to Court. This approach sends a clear message to claimants and their solicitors and acts as a deterrent to future claims. Under the new system, taking this approach may incur some additional costs but these are outweighed by the overall benefit of actively defending claims.

5. RECOMMENDATION/S

It is recommended that this report is noted for information.

Paul Simpson
Service Director – Finance and Procurement

For any enquiries about this report please contact:

Anne Hunt
Risk and Insurance Manager

Constitutional Comments

5. None – report for information only

Financial Comments

6. None – report for information only

Background Papers

Nil

Electoral Division(s) and Member(s) Affected

Not Applicable

Appendix A – Summary of Changes Fast Track Claims

Current CPR	Jackson Reforms
Submission of Claim	
Letter of claim sent via the post	Claim submitted via electronic portal
Letter of claim to be acknowledged within 21 calendar days	Defendant to acknowledge claim within 1 working day of receipt
Letter either repudiating or accepting liability to be issued within 90 calendar days of the acknowledgement.	Repudiation or acceptance to be issued through the portal in 30/40* days depending on the type of claim.
Actions Post Admission of Liability	
Both parties agree the appointment of medical experts and commission a medical report.	The claimant submits a settlement pack which includes the medical reports, details of special damages and their valuation of the claim.
Once the medical report and details of special damages are received the defendant assesses the value of the claim and makes an offer. The offer has to be made with 21 days of receipt of the medical report.	Stage One Costs must be paid to the claimants solicitors within 10 day working days of receipt of the settlement pack. Stage one costs are £300**
	The defendant must either accept the claimants offer or make a counter offer within 15 working days of receiving the settlement pack.
An un-quantified period of time then elapses whilst quantum is negotiated and the parties hopefully agree without Court proceedings being issued.	Once the defendant has made a counter offer there is a period of 20 working days to negotiate.
Claimants Solicitors issue their bill of costs which is then negotiated –average bill of costs for cases settled last 12 months c. £5,000.	Fixed cost of £600/£1,300** (depending on the value of damages) payable to the claimants solicitors within 10 working days of damages being agreed.
	If any of the timescale are not met the claim will drop out of the portal procedure and revert back the current CPR timescales, however fixed costs will still apply. Costs vary depending on the type of claim and value of damages, maximum costs £2,500 plus 10% of damages**.

Current CPR	Jackson Reforms
If either costs or quantum cannot be agreed the case may litigate	
Case will follow the Court timetable	Case will follow the Court timetable
Claimant wins at trial – claimants solicitors submit bill costs which is negotiated. Costs likely to be c.£25k paid by defendant (costs will include the permitted 100% uplift allowed under the CFA)	Claimant wins – claimants solicitors claim fixed costs from the defendant.
Defendant wins – defendants solicitor submits bill of costs c. £15k which will be paid by the claimant	Defendant wins – defendant solicitors costs not recoverable.
	Note – fixed costs apply if the case settles prior to trial – costs vary depending on value of damages.

(* timescales subject to final confirmation)

(** costs subject to final confirmation)

Nottinghamshire County Council

Report to Finance and Property Committee

25 February 2013

Agenda Item: 6

REPORT OF THE SERVICE DIRECTOR, ICT

ICT PROGRAMMES AND PERFORMANCE UPDATE 2012-13

Purpose of the Report

1. To provide the Finance and Property Committee with a 3rd quarter progress update on key projects and performance measures for ICT Services.

Information and Advice

Programmes Update

2. The key programme priorities for ICT Services are shaped by the County Council's ICT Strategy 2011-14 and a progress update was last reported to this committee in November 2012. The main focus of the ICT programmes is to deliver:

   - A modern ICT platform *(ensuring a "one council" approach to the development and use of ICT assets and ensuring a fit for purpose ICT infrastructure).*
   - Modern ICT tools and ways of working *(provide solutions to users to improve efficiency, lead to smarter and more flexible working, streamline business processes etc.).*
   - Modern customer channels *(support the increased use of on-line services for the public).*
   - Departmental business change *(support departments in effectively providing day to day services to the public in a cost effective way).*

3. The initial emphasis of the strategy was to improve the County Council's underlying ICT platform as this provides the foundation on which to provide the technologies that will support business change and modern ways of working. The priority focus is now to deliver the ICT solutions that will support the business change and new ways of working. This is not without significant challenge as the ICT programmes are ambitious and seek to upgrade the e-mail, desktop, server and printing estate at the same time, as well as take advantage of other technology opportunities e.g. BMS, mobile devices and SharePoint. There are technical challenges to each strand of these implementations as well as technical interdependencies between them, so that a coherent and appropriately joined up set of solutions are implemented. There will be a period of transition and some inevitable disruption for users as a consequence of these significant change programmes.

4. A summary of progress over the last quarter is as follows:

i. Good progress is continuing at Trent Bridge House and County Hall, as part of the Ways of Working programme, to introduce fit for purpose data cabling and replacement computers, updated Microsoft software and IP telephony.
ii. Good progress is also continuing with the computer equipment replacement programme to refresh the desktop and laptop estate and to introduce the Microsoft productivity tools of Windows 7, Office 2010 and Lync 2010. Since May 2012 some 1,500 users have had their equipment refreshed and received the new tools.
iii. The transition from Lotus Notes e-mail to the Microsoft Exchange 2010 e-mail solution nears completion with over 5,500 users now migrated.
iv. The OneSpace project is introducing Microsoft SharePoint 2010 as an online collaboration tool. It allows discrete teams and project groups to post and share documents, team records, discussions etc. The initial project has been working with 6 teams and 3 project groups and is now being implemented more widely.
v. The Print Strategy project has successfully deployed a trial of multi-functional devices (all in one printers, scanners and copiers) that use smart card technology, enabling users to just swipe the card at the printer to access the device and release and collect the print. Plans for a further roll-out of 250 devices are being developed.
vi. The ICT equipment, telephony, connectivity and systems have been delivered to the Multi Agency Safeguarding Hub (MASH) to support the go-live at the end of November 2012. A secure online portal has also been deployed for use by the partners to record and share data.
vii. As part of phase 2 of the BMS project the plant maintenance data has now been migrated to SAP. This supports the increasing consolidation of more data into BMS and the drive to rationalise ICT systems.
viii. A review has been undertaken of mobile device management solutions that would support the security and management aspects of increasing the use and deployment of mobile devices. This is being considered as part of the iPad pilot project and the review of smart phones.
ix. Preparatory work has been done to support an upgrade to the current software version for the intranet and public web site. This is in response to a number of recent service disruptions to the intranet which appears to be linked to an increasing number of concurrent users.

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

i. To further the roll-out of the ICT equipment replacement programme and support all of the office moves associated with the Ways of Working programme. Project resources will be reviewed to support an acceleration of the roll-out of Windows 7 and Office 2010 to all users by the end of 2013.

ii. To complete the migration to the Exchange e-mail solution.

iii. To further develop and deploy the OneSpace solution, using SharePoint 2010, to teams and projects.

iv. Complete the pilot projects that are reviewing tablet devices and systems mobilisation.

v. Complete the review of the smart phone portfolio that is supported by the County Council, and the review of mobile device management solutions.

vi. To support the major BMS milestones for the migration of schools' payrolls.

vii. Complete the upgrade of the County Council's wireless solution, which is now end of life, and work alongside health partners to achieve mutual wireless access from each other's sites.

viii. Review Microsoft licensing arrangements in time for when the current Enterprise Agreement expires in June 2013.

ix. Upgrading of the intranet and public web site to the current version of the software and on a more resilient hardware infrastructure.

x. Achieve compliance with the new standards that enable the County Council to maintain its secure connection to the shared public sector network.

xi. To support a review of opportunities for supporting "channel shift" towards online self-service activities.

xii. A review of the current ICT strategy and the model of delivering ICT services so that they remain fit for purpose in line with technology and organisational changes.

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 9 months to date 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 in general remains at very high levels for business critical systems with 99.92% achieved in the third quarter. Prior to the investment in the data centre and the ICT platform, availability was below 98%. Incident resolution for these business critical services also remains high with an average success rate of 92% (94% in the 2nd quarter), with 88% across all ICT systems. Although these figures are below the target of 95%, the trend is improving. We have also been undertaking a review of the Service Desk operation during the third quarter to help ensure it remains fit for purpose for the future and meets with user requirements.

8. The County Council is increasingly reliant on its ICT provision and so disruptions to services need to be avoided wherever possible. During the period there have been three major incidents as follows:

   i. Intranet: the intranet system failed on several occasions in December despite a number of system changes being implemented. The supplier, EIBS, recommended an upgrade to the current version of their system and an enhancement to the underlying hardware. This was implemented in January 2013, with no further service disruptions.

ii. Web access: Despite our security arrangements, which are audited and tested annually by external independent experts, we suffered a significant “Denial of Service” attack during December which led to web sites being blocked on an intermittent basis. The attack effectively overloads our servers, substantially reduces the performance of the network and results in slow services and blocked web access. The intermittent nature of the attack made it technically difficult for Capita to trace and required the use of more sophisticated tracking software. Once the attack was identified Capita applied a fix.

iii. E-mail: In rolling out the new Exchange e-mail service we suffered a range of intermittent time-out issues in December 2012. This was traced to a faulty switch (this equipment sends the e-mail traffic between computers and the e-mail servers) which was replaced and restored the service.

9. The business activity indicators also show two project performance indicators that ICT Services has adopted for the first time this year. The project delivery index is used by CIPFA (Chartered Institute of Public Finance and Accountancy) to measure conformance to good project management standards e.g. adoption of PRINCE 2 methodology, business case produced, delivery to timelines, business benefits achieved etc. The second new performance indicator is related to project milestones, and measures the overall percentage of milestones delivered by the planned timelines. Both show improved performance during the last quarter and the targets will be adjusted accordingly for 2013-14.

Customer Indicator

10. As reported in November 2012 the key messages that were fed back from the corporate customer satisfaction survey were issues with the speed of the network/PCs/applications and a lack of up to date technologies (e.g. Microsoft Office, Outlook). The ICT strategy was deliberately focussed on improving the underlying ICT platform in the early stages, in order to support the provision of new technologies in the delivery phase. We are now into the delivery phase and this is reflected in the project and programme activities highlighted in this report.

Staff Indicator

11. The average number of sick days within ICT Services remains within the annual county council target of seven days per staff member. Training activity for ICT Services staff is crucial to ensuring that the relevant and required skills are available. The average number of staff training days remains lower than initially planned but, as reported previously, this is mainly due to the adoption of computer based training (CBT) courses, which cover substantially more activity in less time than the traditional classroom courses. A review of training activities is currently being undertaken to ensure we continue to keep staff up to date with essential skills training.

Financial Indicator

12. There will be a planned year-end revenue underspend as we hold some vacancies pending a major staffing restructure for 2013. Capital budgets for the infrastructure replacement programme, Microsoft Enterprise Agreement and data centre project remain in line with plans, but there will be some re-profiling of other capital budgets to reflect project slippage (fixed and mobile telephony, business continuity and Lotus Domino migration).

13. ICT Services provides very favourable cost comparisons with other public sector bodies. The “cost of ICT support per user” and “cost of ICT support per workstation” is currently in the top quartile of the annual CIPFA benchmarking. This benchmarking data will be updated in 2013.

Reason for Recommendation

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

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.

Ivor Nicholson
Service Director - ICT

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

Constitutional Comments:

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

Financial Comments: (MB 12/02/13)

Financial performance is outlined in paragraphs 12-13. ICT Services continues to monitor against key performance indicators to improve value for money.

Background Papers

None

Electoral Division(s) and Member(s) Affected

All

ICT Services Overall Performance: Quarter 2 2012-13

Key symbols table:

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

Business Activity Indicator	Performance 2012/13						Comments
	Q1 Actual	Q2 Actual	Q3 Actual	Target	Status	Trend	
Average availability to users of NCC's business critical services during business hours	99.88	99.98	99.92	99%			There are 32 services identified as Business Critical to the County Council e.g. e-mail, internet, Framework, BMS, Capita ONE etc. Contributory factors to this high level of availability are our well-maintained and stable infrastructure (such as our network, servers and cabling, our refurbished data centre and use of Node 4), our proactive approach to infrastructure alerts and monitoring (taking pre-emptive action where necessary) and the rapid response of our technical staff should issues occur.
% Incidents resolved within agreed service levels	84%	87.91%	88.08%	95%			This indicator assesses the performance of the ICT function in restoring service and responding to incidents within our Service Level Agreement (SLA). We are currently broadly on track for meeting our SLA for incidents related to business critical services (achieved 92% this quarter and 94% last), but not for other services. Some of this is related to staff absences on the Service Desk. In this quarter there were 8,614 incidents reported (7,165 last quarter).
% of ICT changes successfully completed	98.5%	99.45%	97.12%	97%			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 601 changes (441 last quarter).
Compliance to CIPFA project delivery index	5.4	7.5	8.2	7			This indicator assesses the effectiveness of ICT project management and delivery by assessing approved projects completed in the quarter against a set of 9 defined criteria established by CIPFA and based around PRINCE 2. This is a new indicator that we are now measuring against. Projects completed in this quarter included the upgrade to Lagan Frontline, SCCM phase 1 and virtual tape library project.
% of project milestones delivered	68%	78%	81%	90%			Each approved ICT project incorporates a series of milestones (both for ICT Services and for the business) that are the basis for assessing progress. These can be updated by Project Boards to reflect revisions to scope, priorities etc.

Customer Indicator	Performance 2012/13				Comments
	Actual	Target	Status	Trend	
The number of ICT incidents per user	2.74	2.5			The annual target is 2.5 and set against CIPFA benchmarking standards and would put us in the current top quartile of our peer group. The variance is due to both an increased number of incidents and a reduction in the number of active users (following a recent audit of user numbers).
User satisfaction feedback	63%				In the evaluation surveys from 97 schools in October 2011 99% rated the overall ICT Service as satisfactory or better and 83% as good or better. In the evaluation surveys from 374 corporate users in June/July 2012 90% rated the overall service as satisfactory or better and 63% as good or better. This is at the same level as the previous survey in 2009.

Staff Indicator	Performance 2012/13				Comments
	Actual	Target	Status	Trend	
Average Number of sick days per staff member	4.42	5.25			This is based on the annual target of 7 days per member of staff. We are currently on target to achieve this.
Average number of professional training days per member of staff	2.55	3.75			This is currently based on an annual target of 5 days per member of staff. We now undertake significant levels of computer based training activities, rather than traditional classroom courses, covering more activity in less time which has contributed to a lower amount of training activity. We are currently reviewing both the current target and our training needs.

Financial Indicator	Performance 2012/13				Comments
	Actual	Target	Status	Trend	
Expenditure against revenue	72%	75%			Planned budget reductions of £560k have been delivered for 2012-13 (£2.5 million annual savings over the last 4 years). An underspend is projected in 2012-13 as we hold some posts vacant pending a re-structure for 2013.
Expenditure against capital	50%	75%			Capital spending is aligned to the ICT Strategy and is in line with plans for the infrastructure replacement project, data centre refurbishment and Microsoft licensing. Capital budgets need to be re-profiled for the Domino migration project (to reflect the delays in implementing SharePoint), fixed and mobile telephony project (the roll-out of Lync has been delayed within the Ways of Working programme) and the business continuity project (slippage associated with resourcing issues).
Cost of ICT support per user	£178	£170			Our current cost of £178 per user puts us in the top quartile of CIPFA benchmarking. This will be updated in the next round of benchmarking. The target of £170 represents a stretch target based on our medium term budget efficiency savings.
Cost of ICT support per workstation	£231	£220			Our current cost of £231per workstation already puts us in the top quartile of CIPFA benchmarking. This will be updated in the next round of benchmarking. The target of £220 represents a stretch target based on our medium term budget efficiency savings.

Acquisition cost of desktop PC	£557	£525			This includes the cost of procurement and installation as well as the cost of the device and software. We currently perform at the median in CIPFA benchmarking but have secured 28% savings in 2012 through a recent e-procurement exercise.
Acquisition cost of laptop	£732	£700			This includes the cost of procurement and installation as well as the cost of the device and software. We currently perform in the top quartile in CIPFA benchmarking and secured further savings in 2012 through a recent e-procurement exercise. .

Report to Finance and Property Committee
25 February 2013

Agenda Item: 7

REPORT OF SERVICE DIRECTOR TRANSPORT, PROPERTY AND ENVIRONMENT

ENERGY COSTS AND PROCUREMENT

Purpose of the Report

1. The purpose of the report is to:
   - update Committee with regard to the procurement of energy for the Council's buildings and street lighting
   - update on projected costs of energy for this financial year and advise on the estimated fuel costs for the 2013-14 financial year
   - report on Council's carbon emissions and costs associated with mandatory participation in the Carbon Reduction Commitment Energy Efficiency Scheme, and
   - provide a brief update on current energy cost and carbon saving measures.

Information and Advice

Energy procurement

2. On the 8 February 2012 Cabinet received a report setting out progress on the procurement of electricity and gas under the Council's new contractual arrangements. This report also advised on estimated gas and electricity costs for the 2012-13 financial year and gave an update on the potential financial implications of the Carbon Reduction Commitment Energy Efficiency Scheme (CRCEES).

3. For electricity and gas for Council buildings and street lighting, Members will recall that some of the Council's supplies (covering about 70% of its consumption) are purchased under a flexible, variable procurement model, whereby energy is purchased in advance of and during the supply period (financial year). This arrangement covers electricity for larger buildings, most street lighting and all gas. Under this arrangement, 36% (gas), and 48% (electricity for larger sites and most street lighting) of next year's supplies has already been purchased, but this relatively low percentage should be borne in mind when noting the predicted energy costs in the following section.

4. Procurement of gas and electricity takes place through the Council's appointed central purchasing body, Government Procurement Service, (GPS - formerly known as Buying Solutions). Figures from GPS show that it has generally achieved actual purchase prices better than the average market price, with a three year average showing a 14.7% saving against average electricity market prices, and 16.3% saving against average gas market prices.

Energy costs

5. Table 1, below, shows the predicted energy costs (electricity and gas) for this and next financial year, compared to actual costs for 2011-12 and 2010-11.

	2010- 11 actual	2011-12 actual	2012-13 predicted	2013-14 predicted	Difference compared to 2012-13 (% change in brackets)
Street lighting	£5,592,684 (incl signals)	£3,813,514	£4,205,828	£4,636,979	£431,151 (10.3%)
Traffic signals		£300,749	£308,809	£337,201	£28,392 (9.2%)
Schools	£11,202,402	£9,102,531	£9,330,348	£9,664,464	£334,116 (3.5%)
Corporate	£4,075,688	£3,021,779	£2,905,789	£3,053,782	£147,993 (5.1%)
Total	**£20,870,774**	**£16,238,573**	**£16,750,774**	**£17,692,426**	**£941,652 (5.6%)**

Table 1. Summary of predicted electricity and gas costs for 2012-13 and 2013-14

Overall, predictions for next financial year show an increase in costs, with an average increase of around 11% for electricity somewhat offset by a 6% reduction in gas costs. It should be noted that these are very much best estimate figures based on average consumption over the past three years, predicted prices and the limited amount of energy purchased in advance, with many variable factors that can influence actual figures. Schools pay their own energy bills, and once their costs are removed, street lighting and traffic signals comprise around 60% of the Council's own electricity and gas costs. Although rising, predicted costs still compare favourably to the £21million equivalent costs for 2010-11, which was prior to the new procurement arrangements (above) being put in place. Clearly the best way to try and reduce energy costs is to use less. It is worth noting that the Carbon Trust currently recommends a figure of 5.8% for the average annual increase in energy prices, so, broadly speaking, the annual reduction in consumption needs to at least match this to keep actual costs from rising.

6. Details of predicted energy costs for 2013-14 have already been communicated to Council finance officers and passed on to appropriate budget holders and managers. Predicted costs for 2012-13 are only slightly above the projected figure of £16,365,704 used in reporting to Cabinet in February 2012.

Carbon Reduction Commitment Energy Efficiency Scheme (CRCEES)

7. Reducing emissions of carbon dioxide (the main greenhouse gas), including those from the Council's own estate and operations, is one of the Council's strategic plan priorities. Carbon emissions for the financial year 2011-12 arising from the use of energy in Council buildings (including schools), as declared in our annual report under the Government's Carbon Reduction Commitment Energy Efficiency Scheme (CRCEES), amounted to 67,453 tonnes of carbon dioxide, representing a total cost of £809,436 at the current price of £12 per tonne.

This is a reduction of 11,126 tonnes (14%) compared to 2010-11, which is largely due to a much milder winter, especially compared to the severe winter of 2010-11. This equates to a saving of £133,512.

8. In addition, carbon emissions for 2011-12 arising from the use of energy for street lighting, highway signs and signals (using the same CRCEES conversion factors) amounted to 24,515 tonnes of carbon dioxide, compared to 24,619 tonnes for the previous year. These emissions are currently excluded from the CRCEES (owing to the way street lighting energy consumption is calculated), but are reported as part of the Council's published local greenhouse gas emissions report, required by Government.

9. The Government has recently announced significant changes to the CRCEES designed to simplify the scheme and reduce the administrative burden for participants, whilst maintaining its effectiveness in delivering energy and carbon savings. The main changes with financial implications for the County Council come into effect in 2014-15, and are as follows:
    - The cost per tonne increases from £12 to £16, and then in line with RPI each year
    - Emissions from schools and academies will be excluded
    - Emissions from street lighting, signs and signals will be included.

    So whilst these changes will mean an increase in costs in 2014-15 relating to corporate properties, the pension property portfolio and street lighting, the net effect of these changes, once the cost for schools and academies is removed, is estimated to result in an annual saving to the Council of about £150,000 in 2014-15, based on current emissions.

Activity to reduce energy costs and carbon emissions

10. The Council has a number of key programmes in place to tackle energy consumption and reduce its carbon emissions. These include:
    - A £1.2million revolving loan fund for investment in energy efficiency measures, which up to the end of December 2012, had invested over £1.5million in the Council's schools and other buildings, saving 2,188 tonnes of carbon dioxide and £384,000 in energy costs per year. Measures funded include low energy lighting, energy management systems, improved heating controls and voltage optimisation.
    - A programme of street lighting energy saving measures is currently being implemented aimed at reducing energy use by 26% (compared with 2009/2010). This includes part night lighting, dimming and the use of alternative, more efficient lighting equipment.
    - Investment of £800,000 in the SunVolt programme to install photovoltaic (PV) panels on the roofs of various Council properties. To date a total of £617,061 has been spent through the programme, with £47,051 so far received as income by way of Feed in Tariffs. In addition to this, the panels have offset over £11,000 worth of electricity that the Council would otherwise have had to pay for, bringing the total financial benefit of the project to £59,530, representing a return on investment of 9.65% so far. It must be noted that as yet many of the installations have not been in operation for a whole year, so the actual annual return will be higher than this. In addition to the financial benefits, the programme has also prevented the generation of nearly 100 tonnes of carbon dioxide and raised awareness of energy issues amongst staff at the affected buildings.
    - A £2million programme approved in September 2012 to replace remaining ageing coal, oil and LPG boilers in Council properties with modern biomass heating systems. The programme will utilise the Government's Renewable Heat Incentive (RHI) to repay the capital costs and generate a surplus income for the Council. Several schools have already contacted the Council and expressed a high level of interest in taking part. This

programme follows on from previous activity, which has resulted in over 60 Council sites now heated by modern biomass boilers, saving each year over 6,000 tonnes of carbon, currently worth £72,000. This activity has been supported over the years by c£1.85million of external funding.

11. The Council will also be limiting its carbon emissions through its programme of property rationalisation and the creation of more energy efficient working environments. This has included the integration of energy efficiency measures into the refurbishment of County Hall, energy efficient design for new Council buildings such as Worksop library, and the use of low carbon technologies, such as ground source heat pumps, which feature in the new bus station at Mansfield.

12. All Council new build projects are designed to meet current building regulations and incorporate, where possible, daylight sensitive lighting controls, natural ventilation, sustainable drainage, rainwater harvesting, and other measures that save energy and reduce running costs. Use is increasingly being made of modular construction methods, which reduce time on site, help minimise waste and meet requirements for improved air tightness. Where refurbishments, such as the Schools Capital Refurbishment Programme and Day Service Review, are being undertaken, every opportunity is taken to upgrade the buildings and services to meet the current regulations and reduce future energy use.

13. The Council is also developing performance profiles for each of its property assets. These will bring together key information for each building, including running costs, energy performance rating, condition, utilisation and suitability, and will enable an assessment of each property's performance from both a building and service perspective. The profiles will also facilitate identification of poorly performing assets, development of an asset management plan for each property and a strategic plan for the portfolio as a whole. The profiles will provide Members with information to support decisions regarding which assets to retain and which to sell, and allow target setting in respect of the performance of retained assets. Furthermore, they will assist with more effective prioritisation of spending, including that on maintenance and energy efficiency measures, thus optimising the use of available funds and supporting the drive towards reducing costs.

Other Options Considered

14. Not applicable

Reason/s for Recommendation/s

15. This report is for information only.

Statutory and Policy Implications

16. This report has been compiled after consideration of implications in respect of finance, the public sector equality duty, 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.

Financial Implications

17. Energy costs are predicted to rise in 2013-14. This impacts on a number of service areas which have been informed of the predicted price increases. Affected service areas should be planning how to finance these as part of their budget setting process. The net effect of the changes to the calculation of CRCEES is estimated to result in an annual saving to the Council of about £150,000 in 2014-15 based on current emissions. The Council has a number of programmes in place to tackle energy consumption and reduce carbon emissions. These will help militate against price increases and reduce the charges for carbon dioxide emissions under CRCEES.

RECOMMENDATION/S

Committee is recommended to note the contents of this report.

Jas Hundal
Service Director, Transport, Property and Environment

For any enquiries about this report please contact:
Phil Keynes, team manager, energy and carbon management
0115 9774623

Constitutional Comments (K.K. 25/01/13)

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

Financial Comments (T.R.28/01/13)

The contents of this report have been duly noted and the financial implications are clearly identified within the report.

Background Papers

None

Electoral Division(s) and Member(s) Affected

None

Nottinghamshire County Council

REPORT TO FINANCE & PROPERTY COMMITTEE

25 February 2013

Agenda Item: 8

REPORT OF SERVICE DIRECTOR TRANSPORT, PROPERTY AND ENVIRONMENT

FORMER PORTLAND SCHOOL SITE, SPARKEN HILL, WORKSOP

Purpose of the Report

1. To seek the approval of the Finance and Property Committee in relation to the former Portland School site, Sparken Hill, Worksop, Nottinghamshire, S80 1AW to the following and in the order shown: -

   (a) Authorise the Corporate Director, Environment & Resources, (or his nominee) and the Group Manager, Legal and Democratic Services to approve the form of the Section 106 Agreement as per the attached Exempt Appendix in consultation with the Chair (or Vice Chair in his absence) of the Finance and Property Committee.

   (b) Authorise the Corporate Director, Environment & Resources, (or his nominee) to agree terms as per the attached Exempt Appendix for the appointment of agents to market the property for sale by private treaty.

Information and Advice

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

3. Nottinghamshire County Council (the Council) own land to the east of Sparken Hill, Worksop comprising approximately 3.63 hectares (8.97 acres) and being the site of the former Portland School and located to the north of Ryton Park Primary School.

4. This property has been declared surplus and is in the Capital Programme for disposal.

5. An outline planning application for residential development was submitted in 2011 to Bassetlaw District Council and it was confirmed on 16 June 2011 that the application had been reported to Bassetlaw District Council's Member Advisory Group, who had confirmed that they were willing to support the recommendation that planning permission be granted, subject to completion of a Section 106 Agreement.

6. The draft Section 106 Heads of Terms were agreed in principle on the 29th August 2012.

7. It is now intended to agree the final form of the Section 106 Document – as either an Agreement or a unilateral undertaking ("the s106 Agreement") - and arrange for signing of the same.

8. In conjunction with progression to completion of the Section 106 Agreement agents will be appointed to commence marketing the site for sale freehold with vacant possession.

Other Options Considered

9. As detailed in the Exempt Appendix.

Reason/s for Recommendation/s

10. To promote the grant of the outline planning permission and commence marketing of the site.

Statutory and Policy Implications

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

RECOMMENDATION/S

1. That in relation to the former Portland School site, Sparken Hill, Worksop, Nottinghamshire, S80 1AW approval is given by the Finance and Property Committee to the following: -

   (a) Authorise the Corporate Director, Environment & Resources, (or his nominee) and the Group Manager, Legal and Democratic Services to approve the form of the Section 106 Agreement as per the attached Exempt Appendix in consultation with the Chair (or Vice Chair in his absence) of the Finance and Property Committee; and to

   (b) Authorise the Corporate Director, Environment & Resources, (or his nominee) to agree terms as per the attached Exempt Appendix for the appointment of agents to market the property for sale by private treaty.

Jas Hundal
Service Director, Transport, Property and Environment

For any enquiries about this report please contact: Peter Grinnell 07753 625269

Constitutional Comments (CEH 12.02.2013)

12. The recommendations within the report are within the remit of the Finance and Property Committee.

Financial Comments (TR 07.02.2013)

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

Background Papers

14. None.

Ward(s) and Member(s)

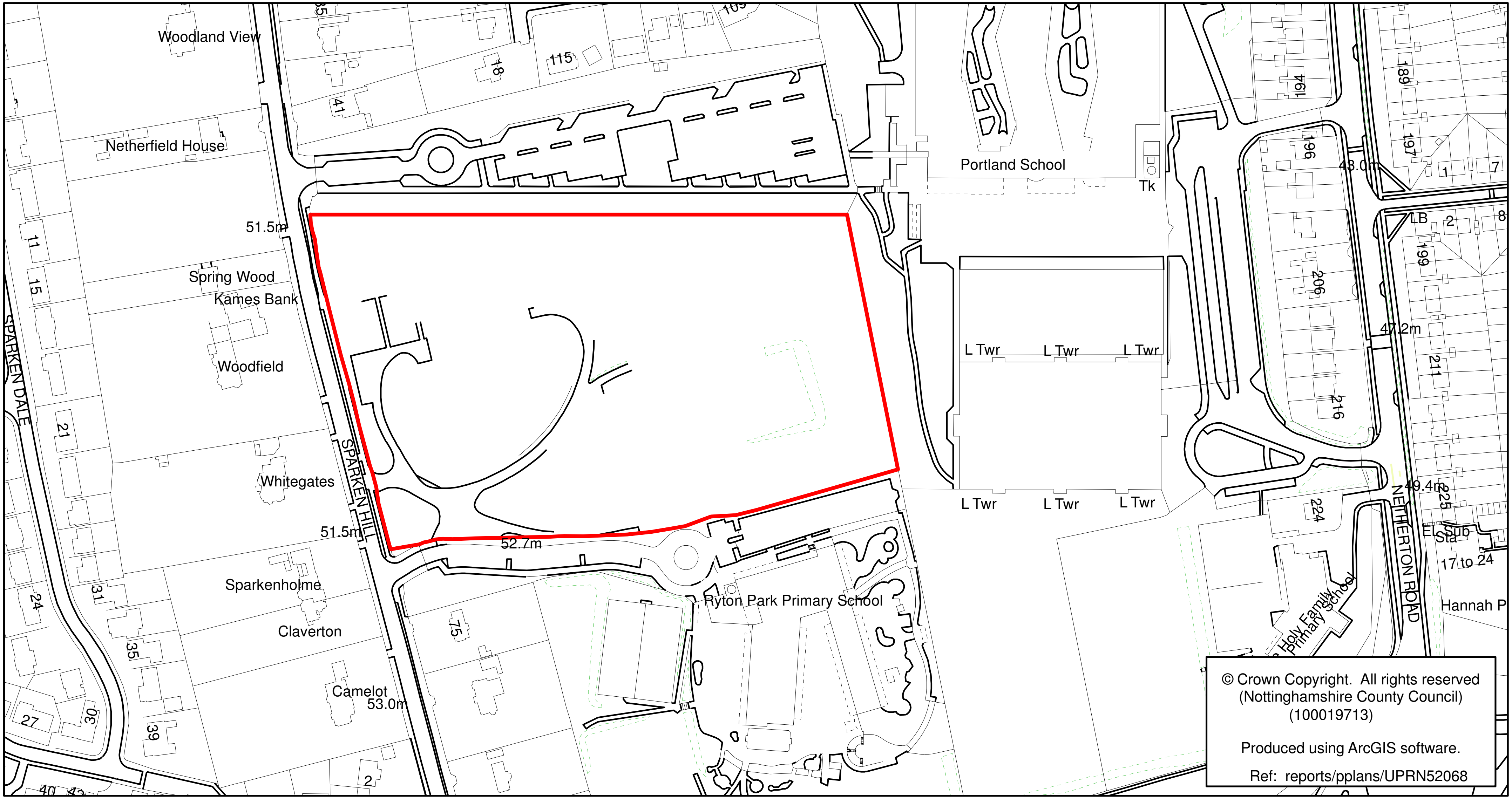
15. Worksop West
Councillor Kevin Greaves

File ref.: /PG/SB/52068
SP: 2398
Properties affected: 52068 - Remaining NCC site

Nottinghamshire County Council

Area in red = 8.97 acres/3.63 ha (approx)

Plan provided by: dlc



Ref: reports/pplans/UPRN52068

Scale 1:2,500

Metres

0 5 10 20 30 40

Jas Hundal
Service Director
Environment, Transport & Property
Environment & Resources Department

Nottinghamshire County Council

Report to Finance and Property Committee

25 February 2013

Agenda Item: 9

REPORT OF CORPORATE DIRECTOR, POLICY, PLANNING AND CORPORATE SERVICES

WORK PROGRAMME

Purpose of the Report

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

Information and Advice

2. The County Council requires each committee to maintain a work programme. The work programme will assist the management of the committee's agenda, the scheduling of the committee's business and forward planning. The work programme will be updated and reviewed at each pre-agenda meeting and committee meeting. Any member of the committee is able to suggest items for possible inclusion.

3. The attached work programme has been drafted in consultation with the Chairman and Vice-Chairman, and includes items which can be anticipated at the present time. Other items will be added to the programme as they are identified.

4. As part of the transparency introduced by the new committee arrangements, committees are expected to review day to day operational decisions made by officers using their delegated powers. It is anticipated that the committee will wish to commission periodic reports on such decisions. The committee is therefore requested to identify activities on which it would like to receive reports for inclusion in the work programme.

Other Options Considered

5. None.

Reason/s for Recommendation/s

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

Statutory and Policy Implications

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

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

RECOMMENDATION/S

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

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

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

Constitutional Comments (HD)

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

Financial Comments (PS)

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

Background Papers

None.

Electoral Division(s) and Member(s) Affected

All

FINANCE & PROPERTY COMMITTEE - WORK PROGRAMME

Report Title	Brief summary of agenda item	For Decision or Information ?	Lead Officer	Report Author
25th February 2013				
Monthly Budget & Capital Monitoring Report 2012/13	Budget Capital Monitoring, Capital Receipts, Capital Variations	Decision	Paul Simpson	Pauline Moore
ICT Programmes and Performance	Update report after Q3	Info.	Ivor Nicholson	
Jackson Reforms to Civil Justice Procedures	Implications of reforms to personal injury claims	Info.	Paul Simpson	Anne Hunt
Property Transactions	Various	Decision	Jas Hundal	Various
Energy Costs and Procurement	Update on current and future energy costs and procurement arrangements	Info.	Paul Simpson	Phil Keynes
18th March 2013				
Monthly Budget & Capital Monitoring Report 2012/13	Budget Capital Monitoring, Capital Receipts, Capital Variations	Decision	Paul Simpson	Pauline Moore
Property Transactions	Various	Decision	Jas Hundal	Various
Procurement	Overview of procurement	Info	Paul Simpson	
22nd April 2013				
Quarterly Progress Report	Review of performance (Jan – Mar).	Info.	Various	
Monthly Budget & Capital Monitoring Report 2012/13	Budget Capital Monitoring, Capital Receipts, Capital Variations	Decision	Paul Simpson	Pauline Moore
Insurance Tender	Follow up report on insurance tender process	Info.	Paul Simpson	Anne Hunt
Property Transactions	Various	Decision	Jas Hundal	Various
September 2013				
Local Authority Mortgage Scheme	Progress report after first 6 months	Info	Paul Simpson	Nigel Stevenson