



Committee: BUDGET AND PERFORMANCE PANEL

Date: TUESDAY, 30 NOVEMBER 2010

Venue: LANCASTER TOWN HALL

Time: 6.00 P.M.

Councillors are reminded that as Members of Overview and Scrutiny they may not be subjected to the Party Whip, which is prohibited under the Lancaster City Council Constitution.

A G E N D A

1. Apologies for Absence

2. Declarations of Interest

3. Minutes

Minutes of the meeting held on 7 September 2010 (previously circulated).

4. Items of Urgent Business authorised by the Chairman

5. Council Housing Responsive Repairs Budget (Pages 1 - 24)

Report of Head of Health and Housing

6. Sustainable Staff Travel Plan Update (Pages 25 - 40)

Report of Head of Environmental Services

7. Pension Liabilities (Pages 41 - 43)

Briefing Note from Head of Financial Services and Head of Governance (presented to the meeting of the Panel on 7th September 2010). Members requested that Pension Liabilities be included on the Agenda for the next meeting of the Panel (Minute No. 27 (6) 2010/11 refers).

8. Work Programme (Pages 44 - 46)

Report of Head of Governance

ADMINISTRATIVE ARRANGEMENTS

(i) Membership

Councillors Roger Sherlock (Chairman), John Whitelegg (Vice-Chairman), Evelyn Archer, Roger Dennison, Jean Dent, Keran Farrow, Emily Heath, Tony Johnson and Elizabeth Scott

(ii) Substitute Membership

Councillors Tina Clifford, Chris Coates, Karen Leytham, Roger Plumb, Sylvia Rogerson and Morgwn Trolinger

(iii) Queries regarding this Agenda

Please contact Tom Silvani, Democratic Services - telephone 01524 582132, or email tsilvani@lancaster.gov.uk.

(iv) Changes to Membership, substitutions or apologies

Please contact Members' Secretary, telephone 582170, or alternatively email memberservices@lancaster.gov.uk.

MARK CULLINAN,
CHIEF EXECUTIVE,
TOWN HALL,
DALTON SQUARE,
LANCASTER, LA1 1PJ

Published on Monday 22nd November, 2010.

BUDGET AND PERFORMANCE PANEL**Council Housing Responsive Repairs Budget****30 November 2010****Report of Head of Health and Housing****PURPOSE OF REPORT**

To provide the panel with information relating to the overspend on the Council Housing Responsive Repair Budget for 2009/10 and advise actions taken with respect to monitoring the expenditure during 2010/11.

This report is public.

RECOMMENDATIONS

(1) That the report be noted

1.0 Introduction**1.1 Legislative Framework.**

The Council, as Landlord, has statutory responsibilities to carry out repairs to the Council Housing stock. Section 11 of the Landlord and Tenant Act 1985 imposes repairing obligations upon the Landlord and implies a clause into leases of dwelling houses granted for less than seven years on or after 24th October 1961 that the Landlord will:

1. Keep the structure and exterior (which includes drains, gutters and external pipes) of the dwelling-house in repair.
2. Keep the installations for the supply of water, gas, electricity and sanitation in the dwelling-house in repair and in proper working order.
3. Keep the installations in the dwelling-house for space heating and heating water in repair and proper working order.

In addition to the contractual liability of the Landlord and Tenant Act 1985 placed upon the Landlord there are also non-contractual liabilities placed upon the Landlord. Listed below is some of the relevant legislation that applies.

Section 4 of the Defective Premises Act 1972 – this imposes upon the Landlord an express implied obligation to repair and maintain the premises to ensure that the state of the premises is such that any person who might reasonably be affected by

defects in the premises is reasonably safe from personal injury or damage to their property caused by a relevant defect in the premises.

Occupiers Liability Act 1957 – This statute imposes a duty of care upon the Landlord towards a tenant in relation to the common parts of a building.

Nuisance – Interference with the tenant's use or enjoyment of the land by an adjoining occupier is unlawful. This may be the social Landlord's responsibility where the problem emanates from common parts or external walls retained in the control of the landlord.

Environmental Protection Act 1990 – Part III of the Act governs statutory nuisances. While enforcement of the legislation is primarily undertaken by local authorities, it is also possible in some circumstances for an affected tenant to take action, providing additional remedy for the tenant. These actions can be founded on defects to the property which do not come within the express or implied repairing obligation. A prime example is dampness caused by condensation.

Negligence – A duty of care under common law is imposed on the landlord which may be enforced where there is no contractual or statutory liability. It may be relevant where works have been poorly undertaken and lead to injury, or where the landlord fails to look after common parts.

Failure to maintain the stock can lead to disrepair claims made against the Council which are costly and time consuming to defend.

1.2 Responsive Repairs Budget

The Council Housing Responsive Repairs budget includes the following areas of maintenance:

- Void Property – Repairs are carried out to void properties at end of tenancies in order that the properties meet the Council's lettable standard prior to re-letting. A copy of the lettable standard is attached to the report at Appendix A. This work is generally carried out by the Repairs and Maintenance Section but is supplemented by external sub-contractors where necessary or where work is of a specialist nature (e.g. damp proof works, dry rot treatment)
- Responsive Repairs (including Decorating Vouchers) – These are the day to day repairs reported by tenants. These can vary from minor items such as replacing window catches or replacing a ball valve to a toilet cistern to larger items of work such as damp proof works or kitchen renewals. Emergency replacement boilers are also carried out within this area of maintenance. Again these works are generally carried out by the Repair and Maintenance Section but is supplemented by external sub-contractors where necessary or where work is of a specialist nature (e.g. damp proof works, dry rot treatment, boiler replacement). Decorating vouchers are issued in two circumstances. Firstly where works carried out by the Council affect tenants decorations. Secondly where a property is allocated to a new tenant and the decorations are in a poor condition and would require redecoration. The offer of decorating vouchers is more cost effective to the Council than undertaking redecoration.

The budget for the Council Housing Responsive Repairs was consolidated into one large heading to accommodate the current computerised repairs system which was introduced in 2004. Prior to this the budget was split into a number of headings

which enabled detailed analysis of each budget.

Both the Void repairs and responsive repairs are difficult to accurately predict and manage as these are demand led.

The budget is monitored on a weekly basis by the Repairs and Maintenance Manager within Council Housing. A weekly report is produced and circulated within the Service and Financial Services. The monitoring is carried out using actual spend within the Authority Financials System and commitment within the Anite (Council Housing Integrated Housing Management System) system. The monitoring is also discussed at the Council Housing Section Heads meetings. Where an overspend is predicted options to control the spend are considered.

The budget is also discussed at Performance Review Team Meetings where there is any variance to the budgets.

2.0 Summary of the 2009/2010 Responsive Repairs Overspend

The budget for the Council Housing responsive repairs for 2009/10 was £2,048,000. The actual expenditure against this budget was £2,408,000. An overspend of £360,000.

A breakdown of the main overspend areas are :-

1.	Voids -	£211,000
2.	Contract Maintenance *	£70,000
3.	Responsive Repairs - roofing	£14,000
4.	Responsive Repairs - plastering	£47,000
5.	Responsive Repairs - kitchens	£12,000
6.	Responsive Repairs – brickwork	£6,000
	Total	£360,000

Reasons for the overspend

Voids –

During 2009/10 there was a considerable increase in the number of void properties.

The figure increased from 352 during 2008/09 to 423 during 2009/10. The expenditure on the voids increased from £653,832.70 during 2008/09 to £865,214.08 during 2009/10 a total of £211,381.38. The Head of Council Housing Services produced a briefing paper for the Quarter 4 PRT meeting. A copy of this briefing paper is attached at Appendix B.

There was an increase in voids costing more than £1,000 and the cost of these increased by £72,205. A copy of a sample clearance sheet for properties of this nature is attached at Appendix C together with photographs taken from one of the properties to show the condition of some of the properties returned.

The following major works were required to some of the void properties during 2009/10.

Renewal of kitchens	-	40 Properties
Renewal of kitchens and bathrooms	-	3 properties
Renewal of bathrooms	-	2 properties
Rewiring	-	5 properties
Central Heating installations	-	5 properties
Renewal of windows	-	1 property
Renewal of damp proof courses	-	1 property.

These works were required in order to bring the properties up to the lettable standard and can result from tenant neglect or previous refusals on planned maintenance programmes.

The above work is in addition to other works required to void properties in order to meet the lettable standard. Other works would include joinery items (replacement of internal doors, flooring etc); plumbing items (replacement of sanitary ware, replacing waste pipes etc); plastering (ceilings, walls and patching); electrical (repairing/replacing sockets and light fittings, full electrical test); full test of the gas installation, removal of household items, cleansing and in some instances decoration.

As Council Housing Services identified the void turnaround as a top priority within its business plan in order to maximise rental income the above works were carried out as a priority in order that the property could be re-let as quickly as possible. The alternative is to include such works as kitchen and bathroom renewals, rewiring, renewal of windows and installation of central heating within existing planned maintenance programmes. However this will result in the property being vacant for longer periods and subsequently loss of rental income.

The lettable standard requires that the properties are in a clean and tidy state. The cleansing of the properties is undertaken by the Estate Stewards teams. The Estate Stewards are not costed against jobs and therefore where they are involved in cleaning voids there are no costs attributed to the responsive repairs budget. The clearing of contents left within the properties is undertaken by an external contractor.

During 2009/10 there were high levels of sickness absence within the Estate Stewards teams. This resulted in Council Housing Services employing the external contractor to assist with the cleansing of the voids. This was an additional cost implication and resulted in an increase of £45,281 for this area of work.

Council Housing Services also have properties shuttered for security reasons where it is felt appropriate after a risk assessment is undertaken. Due to the increase in volumes of voids during 2009/10 there was an increase cost of this provision of £8,853.

The volumes of voids also brought about capacity issues within the Repair and

Maintenance Section and external contractors were employed to supplement the workforce to enable Council Housing Services to meet with the demand to relet the properties as soon as possible and reduce the performance indicator for void turnaround as per the Business Plan.

Contract Maintenance –Additional Emergency Repairs

Council Housing Services have appointed Emcor Engineering Services as their Partner to provide the Repair, Maintenance and Servicing of the gas appliances within the Council Housing stock. The main contract is budgeted under planned maintenance, but any emergency repairs are classed as responsive repairs. During 2009/10 there was an actual increase in emergency repairs on boilers £36,200. This increase was due to the unexpected increase number of calls during the cold spell during January.

Lift Repairs

There was an increase of £38,600 on lift repairs during 2009/10 compared to 2008/09. There was a total breakdown of one of the lifts serving Park House in Lancaster. The total cost of repairing this lift amounted to £36,200

Responsive Repairs –

Due to the capacity issues resulting from the increase in the volume of voids and sickness absence of a members of both the roofing gang (1 member of a team of 2 absent for 2.5 months) and the plastering team (1 member of a team of 3 absent for 4 months) Council Housing services had to employ the services of external contractors in order to keep up with the demand for responsive repairs.

There was an additional cost associated with employing an external contractor to undertake roofing works to the sum of £14,800

In addition to this there was an additional cost of sub-contracting plastering works to the value of £47,700.

External contractors were also employed to undertake other works that the Repair and Maintenance section could not carry out due to capacity issues due to sickness absence and the volume of voids which included 6 replacement kitchens at a cost of £12,100 and brickwork items at a cost of £6,500.

At quarter 4 PRT monitoring, an anticipated overspend of £92,200 was reported, the reason for this overspend was wholly attributable to the increase in void repairs. This was also discussed at the Service's Section Heads meeting. However at this stage the following overspends had not been taken into consideration:

- Allowances for any anticipated variances to final invoices against the original commitment figure on orders, the impact of these was a further £145,700 overspend.
- Jobs processed within the contractor computer system had not been transferred on to the financial system and therefore had not been included within the quarterly monitoring figures. The cost of these jobs was £96,000.
- Various closedown journals for rechargeable repairs, work in progress, leaseholder charges, Repair and Maintenance Section Operating Account

and general miscoding. These added a further £26,100 to the overspend.

3.0 Actions taken during 2010/11

The following actions have been taken to improve the monitoring and control of the expenditure of the responsive repairs budget during 2010/11.

Voids

Instructions have been issued that work should not be given to external contractors unless the work is of a specialist nature.

Responsive Repairs

The Maintenance Inspectors have been instructed not to issue orders for works to fencing unless there is a health and safety risk associated with not undertaking the works.

Monitoring

The responsive repairs budget has been further split this financial year in order to more accurately assess the areas where overspends occur. The Budget has been split into the following sub-codes.

1. Repair and Maintenance of Buildings – This will contain all the internal costs associated with the in-house Repair and Maintenance Section and will reflect the income for responsive repairs on the Operating Account.
2. Contract Maintenance – This will contain all the costs associated with Gas Servicing Contract.
3. Decorating Vouchers – This will contain all the costs associated with the issuing of decorating vouchers for responsive repairs including void repairs.
4. Contracted Services – This will contain all the costs associated with the employing of external contractors.

Journals affecting the responsive repairs budget are to be carried out monthly rather than at year end in order that a more accurate position can be judged throughout the year. This includes rechargeable repairs and the welfare account.

Monitoring now includes a figure for variances to commitment values in order to more accurately predict final costs.

Monthly meetings have been arranged between the Repair and Maintenance Manager and finance to monitor the budget.

Sickness Absence

As noted earlier in the report using external contractors to supplement the workforce due to sickness absence resulted in additional costs. Therefore the Operations Manager and the Assistant Operations Manager (Responsive Repairs) are strictly applying the sickness absence policy and stressing the importance of good attendance to the workforce to reduce the levels of sickness.

Improving productivity and processes

The management capacity in the repair and maintenance section is now at full complement after a substantial period without a key post. This post has now been filled and the post holder is reviewing existing practices to increase productivity.

4.0 Future Actions.

The responsive repairs budget by its nature is a demand led budget and is difficult to predict. By taking the actions above specific areas of overspend will be able to be identified and further actions considered.

The budget should be reviewed annually in order to take into account demand.

Consideration may have to be given to the areas of work that are not statutory but provide a good service that is currently supported by the tenants. For example, the council could decide not to continue with the current Assisted Garden Maintenance Scheme in light of the proposal for a social enterprise scheme for gardening being set up in the district.

Consideration could be given to increasing the financial incentive for tenants to keep their properties in good repair prior to leaving. The current “reward yourself” of £75.00 could be increased to say £150.00 or £200.00. However, this may increase the costs of the budget without any savings as those tenants who would have kept their accommodation in good condition anyway would qualify for the increased amount but there is no real guarantee that this would be enough incentive for those tenants who leave their properties in a very bad state.

In the medium term, the current changes to the HRA financing system, the reduction in funding for social housing generally, the impacts of the CSR and the shared services agenda will mean that we will need to look at our priorities around council housing, our service delivery models, our resources etc to ensure we are fit for purpose to give the best value for money for our tenants and residents. This will mean exploring different ways of delivering than we currently offer.

<p>CONCLUSION OF IMPACT ASSESSMENT (including Diversity, Human Rights, Community Safety, Sustainability and Rural Proofing)</p> <p>None identified.</p>
<p>LEGAL IMPLICATIONS</p> <p>There are no legal implications directly arising from this report.</p>

FINANCIAL IMPLICATIONS

This report sets out the reasons for the largely unforeseen overspend in 2009/10 on the Responsive Repairs Account, and the actions taken to stop this from recurring. Therefore there are no direct financial implications arising from this report.

OTHER RESOURCE IMPLICATIONS

Not applicable.

SECTION 151 OFFICER'S COMMENTS

The Section 151 Officer has been consulted and has no further comments

MONITORING OFFICER'S COMMENTS

The Monitoring Officer has been consulted and has no further comments

BACKGROUND PAPERS

Contact Officer: Keith Hawcard
Telephone: 01524 582453
E-mail: khawcard@lancaster.gov.uk
Ref: B&PP 301110

This property meets our lettable standard

ADDRESS:



An initial gas safety check has been carried out (where applicable).	<input type="checkbox"/>
Electrical fittings have been checked and the installation is safe.	<input type="checkbox"/>
The plumbing installation is free from leaks.	<input type="checkbox"/>
The property is free from dampness.	<input type="checkbox"/>
The property is secure.	<input type="checkbox"/>
The roof is watertight.	<input type="checkbox"/>
The plaster to the walls is in a sound condition.	<input type="checkbox"/>
The floors are in a safe condition.	<input type="checkbox"/>
All doors are operational.	<input type="checkbox"/>
The staircase is in a safe condition.	<input type="checkbox"/>
The sanitary fittings are in a satisfactory and usable condition.	<input type="checkbox"/>
The kitchen fittings are in a satisfactory and usable condition.	<input type="checkbox"/>
Any rubbish has been removed.	<input type="checkbox"/>
The property is free from vermin and insect infestation.	<input type="checkbox"/>
The property is in a clean condition.	<input type="checkbox"/>
The property is in good decorative order or decoration vouchers will be issued.	<input type="checkbox"/>
External pathways and steps (where applicable) are in a safe condition.	<input type="checkbox"/>
The garden is in a safe condition.	<input type="checkbox"/>
The garden is in a manageable condition. (<i>Work to be done by:</i> [])	<input type="checkbox"/>

Date:

On behalf of Council Housing Services

Power supply meter readings

ADDRESS:

INITIAL METER READINGS -

CLEARANCE INSPECTION

Date:

GAS

ELECTRICITY

FINAL METER READINGS -

FINAL QUALITY INSPECTION

Date:

GAS

ELECTRICITY

I note and accept the final meter readings shown above and that the readings and details of my tenancy can be given to the respective suppliers of gas and electricity. I understand that my statutory rights to choose a different supplier are not affected.

Date:

Signed (Tenant)

Date:

Witnessed

Administration only:

NOTES

SUMMARY OF HRA VARIANCES (QUARTER 4, 2009/2010), RESPONSIVE REPAIRS.

1. The Quarter 4 PRT Variance Report for the Housing Revenue Account identified an adverse variance of £218.20 on responsive repairs with a predicted year end variance of £92,200. The reason quoted for the overspend was wholly attributed to an increase in void repairs.

2. Traditionally, there have been around 300 voids a year. However, in recent years, the number of voids has been increasing year on year, with a significant increase in 2009/2010.

Year	No. of Voids	Expenditure on Voids	Average Spend Per Property
2007/2008	345	£533,764.58	£1,547.15
2008/2009	352	£653,832.70	£1,857.48
2009/2010	423	£865,214.08	£2,045.42

3. Whilst the increase in voids does provide a welcome opportunity to help a greater number of families in housing need, inevitably, it does result in an increasing pressure on the responsive repairs budget. The repairs budget is increased annually to reflect inflation, however, expenditure on void repairs has increased by 62% in just two years as a consequence of the higher turnover. Expenditure on voids now accounts for 42% of the total responsive repairs budget.

3. Repairs to vacant properties can't be deferred for a number of legitimate reasons:

- the properties represent a major council asset and failure to undertake repairs would result in a rapid deterioration in their condition and also would bring into question the long term sustainability of estates.
- If the properties are not repaired and relet quickly, they are likely to be vandalised and would then cost significantly more to bring back into use.
- the council has an approved "Lettable Standard" which has been endorsed by the District Wide Tenants Forum. This requires all repairs to be completed before a vacant property is relet.
- unless properties are relet quickly, the Housing Revenue Account would face a shortfall in its budgeted rental income.

- The average time taken to relet vacant properties is one of the council's key performance indicators.

4. The increase in voids is not just occurring locally, it is a national trend. Consideration will therefore need to be given to increasing future responsive repairs budgets in order to reflect the additional spending requirements that voids are generating. Less money is now available for undertaking essential repairs to tenanted properties (for which we have a statutory obligation) because of the problem.

TENANCY CHANGE INSPECTION REPORT

Property Address: /						Property Type: Flat - Studio / G/Floor / F/Floor / F/Floor Above House / Maisonette							
Reason for Tenancy Ending: Voluntary Termination / Eviction / Tenant Deceased / Exchange / Other						Number of Bedrooms: Studio One / Two / Three / Four							
Forwarding Address: A						Number of reception Rooms: One / Two							
Date Keys Received 25/1		Date Keys Sent to RMS 25/1		Tenancy End Date 25/1		Tenancy Start Date		"Moving In" Date		Viewing Arrangements			
Mutual Exchange	Yes / No	Electric Meter Reading Start: £1.50 End: S08N22446		Electric Meter Location: Hall cupboard		Gas Meter Reading Start: £12.26 in End: debt. 605411869m		Gas Meter Location: Under sink		Open Pipes:	Stop Tap Location:		
		Quantum Meter: Yes / No											
Lifeline Equipment	Yes / No	Garage Rented	Yes / No	LIVING ROOM 1	LIVING ROOM 2	KITCHEN	BATH ROOM	W.C.	HALL / STAIRS	BED 1	BED 2	BED 3	BED 4
FLOOR		CONCRETE		✓		✓			✓	✓			
		T & G BOARDS		✓			✓		✓	✓	✓		
		CHIPBOARD											
		CONDITION FINISH		A		P	A		A	A	A		
WINDOWS		TIMBER		✓		✓	✓		✓	✓	✓		
		P.V.C.U.		✓		✓	✓		✓	✓	✓		
		CONDITION		A		A	A		A	A	A		
		HANDLES											
		LOCKS											
		LOCK KEYS PROVIDED											
INTERNAL DOORS		FLUSH		✓		✓	✓		✓	✓	✓		
		PANEL											
		GLAZED											
		OTHER (Specify)											
ELECTRICAL FITTINGS		SOCKETS (No. and type)		30		40	✓		✓	20	20		
	LIGHT FITTINGS	CEILING ROSE		✓		✓	✓		✓	✓	✓		
BATTEN HOLDER													
FLUORESCENT													
FANS													
HANDRAIL	SMOKE ALARMS								✓				
	HEATING APPLIANCES	GAS C/HEATING		✓		✓	✓		✓	✓	✓		
GAS FIRE		✓											
STORAGE HEATER													
ELECTRIC FIRE													
OPEN FIRE													
DECORATIONS	SOLID FUEL												
	GOOD		✓		✓	✓		✓	✓	✓	✓		
DECORATION ALLOWANCE	AVERAGE												
	POOR												
Total													

Vps
* Garden & side passage check loft

KITCHEN									
WORKTOP		FLOOR UNITS		WALL UNITS		SINK UNIT		COOKER POINT	
Condition:		Condition:		Condition:		TOP		Gas	Electric
Repairs Required:		Repairs Required:		Repairs Required:		Stainless Steel			
New kitchen						Condition:			
						Repairs Required:		ELECTRIC COOKER (Sheltered Blocks of Flats Only)	
						TAPS			
						Mixer / High Neck			
						Condition:		Condition:	
Repairs Required:		Repairs Required:		PLUMBED FOR WASHER: Yes/ No					
				WASHER WASTE: Yes/ No					
				TYPE:					

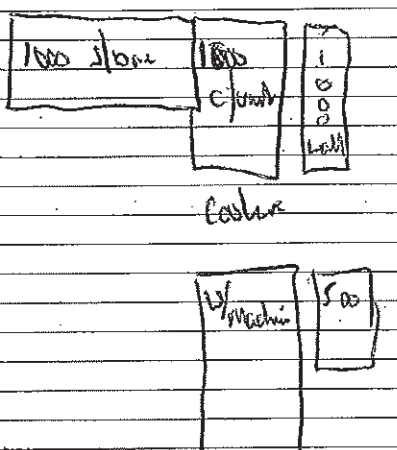
BATHROOM															
SHOWER		BATH			WASH HAND BASIN			W.C.				SEPARATE W.C.			
Type	Cast Iron	Acrylic	Steel	Pedestal	Brackets	Low Level	High Level	Seat	Cover	Low Level	High Level	Seat	Cover		
Acrylic			✓	✓		✓		✓	✓						
Condition		Condition			Condition			Condition				Condition			
Good	Average	Poor	Good	Average	Poor	Good	Average	Poor	Good	Average	Poor	Good	Average	Poor	
	✓			✓			✓			✓					

CENTRAL HEATING											
Boiler Removed:		BOILER			FUEL			WATER HEATING		CYLINDER	
YES/NO		Type:	Gas	Electric	Solid Fuel	Boiler	Immersion Heater	Copper	Elson Tank		
		Condition:							✓		

EXTERNAL								
PATHS		FRONT DOOR			BACK DOOR			
Type/ Condition		Intercom System Condition		Type		Condition		
Flags		Type	Condition	W / Stripped	Type	Condition	W / Stripped	
		Lock Type	Chain	Frame	Stair	Chain	Frame	
Tarmac		GARDENS			GATES		FENCING	
Other		Front		Metal	Front			
		Rear		Timber	Rear			
RUBBISH		WALLS			POSTS		OUTBUILDINGS	
Garden + passage								

COMMENTS:		
Inspect		
INSPECTING OFFICER (PRINT):	INSPECTING OFFICER (SIGNATURE):	DATE INSPECTION COMPLETED:
	Stephen	28 / 1 / 10

Repairs Required

Description of Repairs	Code No. + Quantity/ Dimensions	Order No. Issued
Non Rechargeable Repairs		
1st Gen Test	pl 014050 6	50.
Renew Toilet Seat	pl 019150 6	26.
Renew chain + plug x 2 bathroom	pl 069290 6	30.
Renew peling brake gate 2 3/4 x 2 1/8 x 1/16 + front gate.	JM A	30
Refix to Handle back door	JM A	10.
Make good flooring lounge by door	JM A	30
fit new kitchen	JM A	2000.
		
fit gully lid at back outside kitchen window S.S	bri A	50
plaster patch bathroom ceiling + round back door frame	pla A	60
patch around ceiling rose lounge	ple A	40.
Check valleys between parapets for leaks make good lead above front door.	ref A	100.
Renew ceiling rose lounge	ele 019020. 6	20.
Renew light switch small bedroom	ele 019030 6	20.
elec inspect	ele 019010. 6	140
elec Mats	ele A	200
Comp Date: 19/2/10		6 2826
1089630	JM 187422	

	Description of Repairs	Code No. + Quantity/ Dimensions	Order No. Issued
Rechargeable Repairs			
	New lounge chair 30x78	DU 069020	6360.
	Kitchen chair 30x78	DU 079010	6135.
	Under stairs 30x78		
	New front door 31 ³ / ₄ 78.	DU 069010	6780.
	GLASS	DU 079010	645
		DU A	650.
			€ 870.
	Comp Date: 19/2/10.		

Rechargeable Repairs

I agree that I shall replace, redecorate or repair as the case may be at my expense the items detailed above as being my responsibility before vacating the property. I understand that unless I carry out the work as detailed the Council will do it and I shall be charged the cost thereof. I also understand that the property will be re-inspected once I have given up possession and I will be recharged for removal of any rubbish or unwanted items left without the agreement of the Housing Officer and any further repairs which are the tenant's responsibility.

Signature of Outgoing Tenant		Date	
Signature of LCC Officer		Date	

New Tenant

I certify that I have seen this inspection report and been given a copy of it.

Signature of Incoming Tenant		Date	
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Example Void Photographs

















BUDGET AND PERFORMANCE PANEL**Sustainable Staff Travel Plan Update
30th November 2010****Report of Head of Environmental Services****PURPOSE OF REPORT**

As requested by the panel, the report sets out the resources required to deliver a workplace travel plan using the specifications contained in BSI PAS500:2008 and the definition of the Department of Transport, and the budgetary implications of undertaking this work.

This report is public

RECOMMENDATIONS

- 1) **That Budget and Performance Panel note the level of resources and budget required to deliver a workplace travel plan, as requested at a previous meeting.**

1.0 Introduction

- 1.1 On 13th July 2010, Budget and Performance Panel discussed the potential for a Sustainable Staff Travel Plan (minute 13 refers).
- 1.2 They resolved that Cabinet be requested to consider a workplace travel plan using the specifications contained in BSI PAS500:2008 and the definition of the Department of Transport, including identification of the budgetary implications of undertaking this work.
- 1.3 This report presents an update to this request.

2.0 Details

- 2.1 The British Standard Workplace Travel Plan (BSI PAS500:2008) has been examined.
- 2.2 Council officers have met with Lancaster University's Environment & Travel Coordinator to discuss Lancaster University's Travel Plan and in addition, the Travel Plan from the University of Cumbria has been researched. These two documents are examples of local best practice in travel planning.
- 2.3 A review of the above documents are attached at Appendix A and outline the work required to develop a Workplace Travel Plan.
- 2.4 The Council's Corporate Plan makes no provision for the delivery of a workplace travel plan. Consequently the action is not provided for in any service business

plans. Recently Cabinet (Nov 9) set out its provisional priorities that it is considering recommending to full Council and agreed to amend the current priorities in the Corporate Plan. Relevant for this report is-

- Prioritising reducing the council's energy costs and increasing income in terms of Climate Change.

2.5 However, to develop a Workplace Travel Plan the budgetary implications are as follows:

A full time, fixed term post at Grade 4 for 11 months – listed as Travel Plan Coordinator or similar.

2.6 The range of activities required to produce the plan include:

- Research the development of the Travel Plan, including exploring examples of best practice such as the British Standard;
- Develop and deliver staff surveys and site assessments;
- Summarise the data collected;
- Research relevant case studies;
- Determine objectives and targets;
- Identify actions;
- Set up monitoring and review arrangements; and
- Report the above information in a cohesive Travel Plan, which can be delivered within current resources

2.7 It should be noted that whilst delivering a Workplace Travel Plan is not currently included as a key action or key target within the Corporate Plan 2010-13. Delivering the Energy Saving Trust Green Fleet Review is included and is being actively progressed.

2.8 To effectively deliver the Workplace Travel Plan, it is necessary to first progress further with the actions outlined in the Green Fleet Review.

3.0 Conclusion

3.1 The report provides the information requested by Budget and Performance Panel.

CONCLUSION OF IMPACT ASSESSMENT (including Diversity, Human Rights, Community Safety, Sustainability and Rural Proofing)

As stated in the report the Council's Corporate Plan makes no provision for the delivery of a workforce travel plan.

This report impacts sustainability as, if successful, a Workplace Travel Plan will reduce the environmental impact of staff travel and commuting at the Council.

LEGAL IMPLICATIONS

None known.

FINANCIAL IMPLICATIONS

The salary cost of employing a person on a full-time, fixed term contract for 11 months at the bottom of Grade 4 (SCP25) is £25,300 including on-costs. In addition, a budget of approximately £5,000 would be required to assist delivery of the project.

There is currently no budgetary provision for these costs and should Members wish to proceed, the proposal would need to be considered further as part of the 2011-12 budget process.

OTHER RESOURCE IMPLICATIONS**Human Resources:**

At the moment all posts (permanent or temporary) are only authorised by Management Team to be filled for a maximum of 12 months. After 12 months a member of staff is entitled to redeployment. Therefore, this post has been suggested to last 11 months.

SECTION 151 OFFICER'S COMMENTS

The Section 151 Officer's general advice to Members when considering any potential growth is that they should be considered in context of the Council's priorities (or draft proposals) and the Council's financial prospects.

MONITORING OFFICER'S COMMENTS

The Monitoring Officer has been consulted and has no further comments

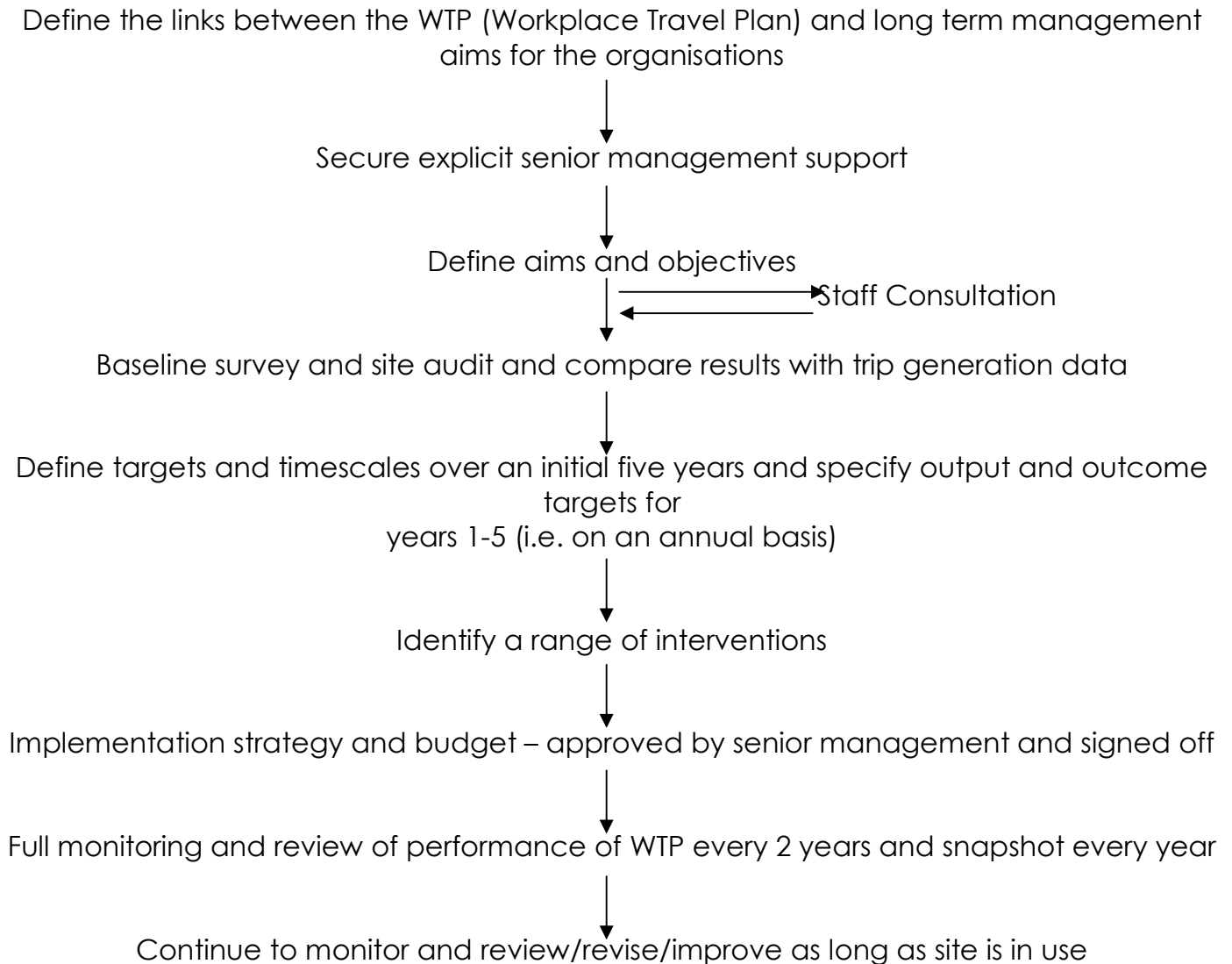
BACKGROUND PAPERS

Sustainable Staff Travel Plan Update – Appendix A

Contact Officer: Mark Davies
Telephone: 01524 582401
E-mail: mdavies@lancaster.gov.uk
Ref: MD

Budget & Performance Panel – 30th November 2010
Sustainable Staff Travel Plan Update – Appendix A

Process to develop a Travel Plan (taken from the British Standard)



Items to include in a Travel Plan

1. Introduction
 - a. Aims of the Council
 - b. Strategic plan in relation to travel
 - c. Reason for the travel plan – vision for the future
 - d. Senior management support

2. Background
 - a. Drivers for travel – commuting, meetings, service delivery etc.
 - b. Responsibilities for safe driving/driver training
 - c. Current support for sustainable transport options
 - d. Current management arrangements regarding travel
 - e. Related costs of travel

3. Site Assessments
 - a. Description of the sites and requirements for each

- i. Number of staff at each site
 - ii. Links between all sites
- b. Assessment of current transport links to the site – walking, cycling, car, public transport
 - i. Information about different modes of transport
 - ii. Reasons for use (utilising survey)
 - iii. Strengths and weaknesses of the transport modes, including related issues such as safety
 - iv. Suitable access of each to each site
- c. Site location and layout plan
- d. Transport developments that will affect the site
- e. Identify potential improvements to sustainable transport links
- f. Potential to include case studies

4. Travel Survey

- a. Description of the survey and analysis of the survey results
 - i. Number of staff completing survey – related to site etc.
 - ii. Description of existing modal split – percentage of staff that arrive by different modes
 - iii. Summary of problems experiences by staff travelling to work – why they chose certain modes over others
 - iv. Potential travel plan measures that would be welcome by staff
- b. For an example of survey, see attached
- c. Potential to include case studies

5. Objectives and Targets

- a. Outline high level objectives
 - i. Take into account the purpose of the plan and the site assessments
 - ii. Examples include 'To reduce car dependency for commuting staff'
- b. Outline specific targets
 - i. Link to site assessment and survey to meet objectives
 - ii. Examples include '10% reduction in single occupancy car trips over 5 years'
- c. Information built into Corporate Plan

6. Measures and Actions

- a. Identify specific measure sand actions to be implemented within agreed timescales
- b. Meet targets in the travel plan
- c. Information built into Corporate Plan

7. Monitoring & Review

- a. Outline how the plan will be monitored over the set period
- b. Detail timescales for monitoring
- c. Monitoring to be agreed and reported to relevant Officer with responsibility for Travel Plan Coordinator role
- d. Plans for review

8. Compliance with national standards

Notes from Travel Planning Meeting

24th September 2010

Philip Longton – Travel & Environment Coordinator, Lancaster University

Roger Muckle – Corporate Director (Finance & Performance), Lancaster City Council

Jill Wesolowski – Sustainability Coordinator, Lancaster City Council

Travel Plan

- Lancaster University Travel Plan concentrates on commuting – the University have yet to address the grey fleet or commercial vehicles
 - The Plan has targets up until 2007 but it has just been redrafted and will be published in the next few weeks
[\(<http://www.lancs.ac.uk/depts/estates/travel/travelplan.htm>\)](http://www.lancs.ac.uk/depts/estates/travel/travelplan.htm)

Bus Travel & Parking

- Great pressure on parking at the University
- A survey was undertaken to find out how many staff could/would travel by bus if an appropriate system was put in place
- The University arranged a weeks free bus travel as a trial with Stagecoach – this was free to the University as it provided good publicity for Stagecoach
 - The number of free tickets were capped at 300 (240 were used) with noticeable impacts on the parking requirements on campus
- The University then aspired to provide subsidised bus travel for University staff
 - The package has now been agreed as a Uni-Rider ticket for an annual fee of £65 (free to Grade 1 & 2 staff). This ticket is normally £293
 - To allow taxable benefits the ticket is route-specific based on the route from the holder's home postcode to the University – in practice it is not always possible to monitor and some use over all routes may be evident
 - The programme goes hand in hand with raising car parking prices to cover the subsidy (about £100k a year)

Car Sharing

- Lancaster University promotes www.sharedwheels.co.uk to enable car sharing
 - Lancashire County Council has some marketing materials on this (speak to Bren Cooke)
- There is potential for cheaper parking permits for car sharing
 - Lancaster University have developed a system whereby 2+ people have to be registered on the shared permit (only one permit per each sharing group) and this means that those on the permit cannot get another in the same year
 - The people on the shared permit have to have had a parking permit the previous year to ensure that the number of cars used is reduced
- Car sharing permits are also available for 4 days a week
 - All but one person on the permit gets 25 one-day-a-week parking scratch cards so they are allowed one free day parking each week without the permit

Cycling

- Cycling at the University was at 10% (very high) before CDT but further work has been done to develop showering and storage facilities
- The University has a cycle to work scheme and a termly cycle travel day

- They also have a network of all cycling staff
 - They have a meeting twice a year to discuss any developments
 - Cascade information to an email list
 - Forum for general cycling chat
- GreenLancaster has bought reconditioned bikes from Pedal Power and sells them at low cost to students

Action Required

- Assess where staff live in relation to the work place and their access to public transport i.e. distance from bus stops etc.
- Need a new staff survey (new HR system should allow plotting of home addresses on GIS) – can also use data from the CDT questionnaires
 - It's important to work out what information you want back from the survey so you know what questions you need to ask
 - Require essential and casual users to complete the survey
 - Bright Sparx could be involved in developing the questionnaire and championing it
- Potential to put subsidy for parking permits into subsidised bus travel etc.
- Item on staff commuting and Travel Plans at next Green Fleet Sub-Group meeting – take these notes along and information on the British Standard etc.
 - Need Sub-Group approval and resources to take this forward
 - Take report to Sub-Group with the following recommendations:
 - To have a Staff Travel Plan based on the Lancaster University template
 - To develop and deliver a new Staff Travel Survey
- Develop feedback surveys on any action taken to ensure it is affective and appreciated and that any problems can be ironed out

For information on Lancaster University's projects relating to travel, please see <http://www.lancs.ac.uk/depts/estates/travel/index.htm>

EXAMPLE TRAVEL PLAN SURVEY

N.B. A survey should be tailored to suit the needs of individual travel plans but this example provides typical generic questions to be included

About You

1. How would you describe your main role at the Council?

- Senior Management
- Management
- Team Leader
- Policy Officer
- Administrator
- Non-Office Based Staff
- Councillor

Other (please specify).....

2. Which site do you class as your work base? (Please tick ONE answer only)

- xxx
- xxx
- xxx
- xxx
- xxx
- xxx
- xxx

Other (please specify).....

3. Do you often work more than once per week at another site? If yes, please select from the options below

- xxx
- xxx
- xxx
- xxx
- xxx
- xxx
- xxx

Other (please specify).....

4. What type of hours do you work?

- Flexible hours Fixed hours

5. How are you employed?

- Full time Part time

6. What is your age?

Under 20 20-29 30-39 40-49 50-59 Over 60

7. Are you?

Male Female

8. Do you have any disabilities which affect your travel arrangements?

Yes No

9. How many cars are there in your household?

0 1 2 3 +3

10. What is the name of your home town?

11. What is your full postcode?

Work pattern

12. How do you usually travel to work? (Please tick ONE answer only)

- Car (single occupant)
- Car (as a passenger)
- Car (driver with passengers)
- Scooter/Moped/Motorcycle
- Bus
- Bicycle
- Walk
- Train
- Taxi

Other (please specify)

13. How far do you estimate that your journey to work is (one way)? (Please tick ONE answer only)

Less than 2 miles 2 – 5 miles 6 – 10 miles More than 10 miles

14. How long does your journey to work normally take? (Please tick ONE answer only)

- Up to 15 mins 16 – 30 mins 31 – 45 mins 46 mins to 60 mins
- Longer than 60 mins

15. What time do you normally arrive at work? (Please tick ONE answer only)

- Before 0730 0730 – 0744 0745 – 0759 0800 – 0814
- 0815 – 0829 0830 – 0844 0845 – 0859 0900 – 0914
- 0915 – 0929 0930 or later

16. What time do you normally leave work? (Please tick ONE answer only)

- Before 1600 1600 – 1614 1615 – 1629 1630 – 1644
- 1645 – 1659 1700 – 1714 1715 – 1729 1730 – 1744
- 1745 – 1759 1800 or later

If you stated in question 12 that you usually travel to work by car please answer question 17 to 22, otherwise go to question 23.

17. What is your main reason for using a car to get to work? (Please tick ONE answer only)

- Time savings Public transport alternatives not available / realistic
- Personal security/safety Public transport too expensive
- Cost savings Long distance from home (cannot cycle or walk)
- Disability/Health reasons Car needed for business travel
- Convenience Carer responsibilities (e.g. school run)

Other (please specify)

.....

18. Do you drive to work because you need to use the car during the working day?

- Yes No
- O

19. If you answered yes to question 7 why did you need the car?

- Shopping Leisure/recreation Business

Other (Please specify)

.....

20. Do you use a car to take a child under 5 to childcare?

- Never 1-2 Days per week 3-4 Days per week
- Everyday

21. Do you use a car to take children to school?

- Never 1-2 Days per week 3-4 Days per week
- Everyday

22. Do you use a car to care for other dependants such as vulnerable relatives? If yes, please specify.

.....
.....

23. What do you consider is the main traffic problem on your way to/from work? (Please tick ONE answer only)

- Traffic congestion on the way to/from work Queuing traffic to access/exit the site
- Parking problems on site Lack of alternatives to the car to reach the site

Other (please specify)

.....

24. How often do you experience traffic problems that add to your overall journey times? (Please tick ONE answer only)

- Most days 2 – 3 days per fortnight Never
 - 2 – 3 days per week 2 – 3 days per month
- (Go to Q24)**

25. On average how much time do these problems add to your journey time? (Please tick ONE answer only)

- 5 – 10 mins 11 – 20 mins 21 – 30 mins over 30 mins

Journey to work by non car users (car users go to Q27)

26. What is your main reason for not using a car to get to work? (Please tick ONE answer only)

- | | | | | | |
|------------------------------|--------------------------|--------------------|--------------------------|-----------------------|--------------------------|
| No car available | <input type="checkbox"/> | Avoid congestion | <input type="checkbox"/> | Health/Fitness | <input type="checkbox"/> |
| Enjoy using the alternatives | <input type="checkbox"/> | Cost savings | <input type="checkbox"/> | Most practical method | <input type="checkbox"/> |
| Environmental concerns | <input type="checkbox"/> | No driving licence | <input type="checkbox"/> | | |

Other (please specify)

.....

Alternatives to the car

Even if you need your car for work please complete this section.

27. Which of the following incentives would be most important in encouraging you to cycle to work (or make cycling more attractive if you already do)?
(Please tick ONE answer only)

- Interest free loan to buy a bicycle and equipment
- Discounts on bicycle and equipment
- Improved secure cycle parking facilities
- Lockers at work
- Showers / changing facilities at place of work
- Free cycle training and maintenance advice
- Help finding people to cycle to work with
- More off road / segregated cycle paths between home and work
- Map of local routes
- Availability of pool cars at work

Other (please specify)

.....

None of these **(Go to Q29)**

28. If the incentive you selected were put in place would you be willing to try cycling?

- Yes No I already cycle

29. Which of the following incentives would be most important in encouraging you to car share (or make car sharing more attractive if you already do)?
(Please tick ONE answer only)

- Preferential guaranteed car-parking spaces for car sharers
- Access to car share database
- Guaranteed transport home in the event of an

- emergency / unforeseen work requirements
- The thought of halving your commuting bill
- Availability of pool cars at work

Other (please specify)

.....
None of these (**Go to Q31**)

30.If the incentive you selected were put in place would you be willing to try car sharing?

- Yes No I already car share

31.Which of the following incentives would be most important to encourage you to use public transport (or make using public transport more attractive if you already do)?

(Please tick **UP TO 3 answers only**)

- More direct bus routes
- More frequent bus service
- More reliable bus service
- More convenient bus drop off / pick up points
- Discounted bus fares
- More reliable train service
- More frequent train service
- Public transport information at work-

If so, in the form of: Leaflets
Posters
Other- please specify.....

- The thought of having a fixed cost for commuting
- Availability of pool cars at work
- Improvements to a bus stop or train station (e.g. timetable poster at bus-stop)

If so which improvement to which stop or station?.....
.....
.....

Other (please specify)

.....
None of these (**Go to Q33**)

32.If the incentive you selected were put in place would you be willing to try using public transport?

- Yes No I already use

33. Which of the following incentives would be most important to encourage you to walk (or make walking more attractive if you already do)?
(Please tick ONE answer only)

- Improved / safer facilities on route e.g. suitable paths / lighting
- Help finding people to walk to work with
- Availability of pool cars at work
- Other (please specify)
-
- None of these (**Go to Q35**)

34. If the incentive you selected were put in place would you be willing to try walking?

- Yes No I already walk

Travel on Business

35. What kind of car user status do you have?

- Essential Casual Neither

36. During the course of your working week do you need to leave your place of work on business?

- Yes (**go to Q37**) No (**go to Q42**)

37. How do you normally make this journey? (Please tick only ONE answer)

- Hire car Own car-driver Car passenger Train
 Bus Cycle Motorcycle Foot

Other (please specify)
.....

38. How often do you travel on business by car? (Please tick only ONE answer)

- Daily 3-4 days per week 2-3 days per week
 At least weekly At least monthly Less than monthly

39. In 2006/2007, what do you estimate was your business mileage, excluding commuting?

Business Mileage

40. Please indicate which one of the following modes of travel represents the most realistic alternative to the car for your business trips. (Please tick ONE answer only)

Public Transport Walking Car Sharing Cycling

41. Please indicate which one of the following options, provides the most realistic alternative to travelling by car for business trips? (Please tick ONE answer only)

Pool Car Tele-conferencing Video-conferencing Meeting locations to be accessible by all modes

Shaping the Travel Plan

42. For each of the following factors, how important do you think they should be in shaping the Travel Plan?

	Very important	Quite important	Neutral	Quite unimportant	Very unimportant
Encourage and support more people working from home					
Improved vehicular security in and around our sites					
Improved cycle routes in and around our sites					
Improved pedestrian routes in and around our sites					
Showers and storage facilities for cyclists/walkers					
Easier/cheaper car parking					
More restrictive/expensive car parking					
Council support for travel costs					
More reliable public transport					
More frequent public transport on existing routes					
New public transport routes					
New/improved scheme for sharing rides in cars					
A fleet of Council pool cars available for hire					
Encouraging less people to drive to our sites					
Improved personal security in and around our sites					

Instigation/improvement of University bus service					
---	--	--	--	--	--

Other:

Over to you

If you have any further comments about travel to your normal place of work please use the space provided below and we will take them into account when producing the travel plan document. If you have any queries regarding this survey please contact XXXXXXXX

Thank you for your assistance in completing this survey. The results will be published in the near future.

Please return your completed questionnaire no later than XXXXX

BRIEFING NOTE

TO : BUDGET AND PERFORMANCE PANEL

FROM : HEAD OF FINANCIAL SERVICES AND HEAD OF LEGAL & HUMAN RESOURCES

SUBJECT : PENSION LIABILITIES

DATE : 06 SEPTEMBER 2010

1. INTRODUCTION

The purpose of this briefing note is to provide the Panel with a response to the issues raised at their meeting on 08 June 2010 in respect of pension liabilities. Given the nature of the request this response focuses on liabilities in relation to early retirements, rather than the general annual costs arising from employer contribution rates.

2. IMPACT OF PENSION LIABILITIES FROM 2010 TO 2015

The tables below provide summaries of budgeted/forecast pension costs associated with early retirements over the 5 year period in question and how those costs will be financed.

	Charged to Annual Revenue Budget Pre April 08 Early Retirements £
2010/11	314,600
2011/12	311,600
2012/13	311,600
2013/14	311,600
2014/15	311,600

The above costs all relate to early retirements effected prior to 31 March 2008, and are in respect of "added years" granted at the time the early retirements were approved. The granting of added years was allowed under previous Local Government Pension Scheme (LGPS) Regulations and indeed for many years it was the norm, but these Regulations were superseded on 01 April 2008 and after that date no further added years have been awarded. There are still some discretionary provisions applicable on an individual basis but their use has not been approved in any cases to date - and it is very difficult to envisage any circumstances in which their use would be approved.

The costs as shown above will continue until the death of the person to whom the award was granted; for the purposes of projecting forwards, no assumptions have been made regarding mortality rates.

As added years have now generally ceased to be awarded, the only direct pension cost falling on the Council as a result of any early retirement is known as the Pension Fund Strain. This is payable to the Pension Fund, effectively to compensate it for the

contributions that would have been made by employer and employee between the early retirement date and the normal retirement date, and to reflect also the costs associated with the fact that pension is being paid earlier than normal. Sometimes the Pension Fund Strain is referred to as a 'capital cost' but it is actually charged to revenue.

For the five year period in question, only costs arising from approved early retirements are known. Whilst further changes will be made to the Council's establishment over time, it is not known to what extent further early retirements may be considered. For that reason, no costs are shown beyond 2011/12.

The table below shows current estimated costs in 2010/11 to be £471K, but these will be chargeable to the Restructuring Reserve and not the Revenue Budget directly. As these are one-off costs no further payments are due to the Pension Fund and so there will be no ongoing costs to the revenue budget. There will, however, be savings arising, as covered in the Corporate Financial Monitoring report, included in the agenda for the September meeting.

Funded from Restructuring Reserve	
	£
2010/11	470,900
2011/12	0
2012/13	0
2013/14	0
2014/15	0

3. RELATIONSHIP BETWEEN VOLUNTARY REDUNDANCY ON PENSION LIABILITIES (WHETHER IT IS FINANCIALLY BENEFICIAL TO THE COUNCIL TO EMBARK ON VOLUNTARY SEVERANCE/REDUNDANCY TAKING INTO ACCOUNT LUMP SUMS AND PENSION ENHANCEMENT OF STAFF LEAVING COUNCIL SERVICE)

There is no relationship between the cost of voluntary severance/redundancy on pension liabilities as each is calculated independently. Redundancy payments are based on age and length of service and are subject to the statutory/enhancement provisions within the ER/VR policy, and pension costs relate to the number of years membership the employee has had with the Pension Fund.

In terms of the whether it is financially beneficial to grant voluntary redundancy / early retirement (ER/VR), the ER/VR policy stipulates that each request for ER/VR must achieve a payback of no more than 3 years, or less if the employee is eligible to retire sooner. Therefore, all costs must be covered within this period and thereafter, if not before, savings will accrue annually from deleted posts etc. The 3 year period is therefore the current basic test for financial viability.

4. BLUE SKY THINKING ABOUT HOW TO REDUCE PENSION LIABILITIES (TAKING INTO CONSIDERATION HOW OTHER LOCAL AUTHORITIES HAVE TACKLED THIS ISSUE)

Pension liabilities arising from ER/VRs approved in line with current policy cannot be reduced (other than by not approving applications, which would result in the loss of future savings).

The Early Termination of Employment Policy was reviewed in 2009 and approved by Personnel Committee on 29 July 2009. One of the objectives set at that time was to review the policy following the senior management restructure.

This review has commenced and has been informed by the application of the arrangements within the policy document over the past 12 months.

5. INITIAL FINDINGS AND COMMENTS

Although in the main the features of the policy are clear, further detail is needed in relation to Voluntary Redundancy applications, as there is the potential for particular points to be disputed. This will be addressed as part of the review process.

Consideration is being given as to the appropriateness of enhanced rates of redundancy pay, although this is a contentious matter. At present, the policy allows for voluntary redundancies to receive an enhanced payment based on a multiplier of 2.2 to the statutory formula. This is a discretionary element within the policy and would require consultation and Member approval to amend it.

It should be noted that as referred to earlier, there are discretionary provisions still in force to provide greater pension benefits to individuals in certain circumstances but as no cases have been approved, no costs have arisen.

In certain circumstances an employee who is made redundant (compulsory or voluntarily) is eligible to realise of pension benefits. Although the age limited for eligibility has just changed from 50 years of age to 55 years of age, this is not a discretionary feature of the pension's scheme; therefore this will remain in place, subject to any changes in the Local Government Pension Regulations.

In some circumstances a significant part of the cost burden which the Council will incur when an employee is dismissed due to redundancy, is the additional Pension Fund Strain. There is no flexibility in relation to this cost.

Although informal discussion have take place with the recognised trade unions, formal consultation will follow as part of the normal procedures within the Council once the revised document has been developed.

BUDGET AND PERFORMANCE PANEL**Work Programme Report
30 November 2010****Report of Head of Governance****PURPOSE OF REPORT**

To update Members regarding the Panel's Work Programme.

This report is public

RECOMMENDATIONS

- (1) That Members consider whether to include the request from Councillor John Whitelegg regarding underspent budgets in the Panel's Work Programme.
- (2) That Members note the items to be carried forward for consideration at future meetings, as detailed in Appendix A to the report.

1.0 Introduction

This report provides Members with recommendations for inclusion in the Panel's Work Programme and advises regarding upcoming items for consideration and work in progress.

2.0 Report**2.1 Request from the Vice-Chairman**

Members of the Budget and Performance Panel are entitled to give notice to the Chief Executive that they wish an item relevant to the Terms of Reference of the meeting to be included on the agenda for the first available meeting, and the meeting will determine whether the issue should be included in its Work Programme based on its relevance, as compared to the priorities as set out in the Scrutiny Work Programme (Part 4, Section 5 of the Constitution).

- 2.2 Following a question at Council on 15th September 2010, when concern was raised regarding underspent budgets at a time when councillors' requests for work to be undertaken are being declined because there is no budget, Councillor John Whitelegg has requested that underspent budgets be an item for consideration in the Panel's Work Programme. The Chief Executive has been consulted regarding the request.

- 2.3 Members are requested to determine whether consideration of underspent budgets should be added to the Panel's Work Programme.

2.4 Upcoming Items

Details of upcoming items are detailed in Appendix A to the report.

2.5 Briefing Notes

Briefing Notes have been circulated to Members under separate cover as follows:

- Feed In Tariffs (FIT) Scheme (Minute No. 22 2010/11, resolution (2) refers)
- LDLSP Second Homes Funding 2010/11 (Minute No. 26 2010/11 refers)
- Corporate Review of Service Level Agreements (Minute No. 24 2010/11)

Should Members wish to discuss the Briefing Notes, they can be included as an agenda item for consideration at a future meeting of the Panel.

BACKGROUND PAPERS

Contact Officer: Tom Silvani
Telephone: 01524 582132
E-mail: tsilvani@lancaster.gov.uk
Ref: ts

BUDGET AND PERFORMANCE PANEL
WORK PROGRAMME

Matters for Consideration	Officer Responsible	Meeting date
<p>Following a question raised at Council on 15th September 2010, when concern was raised regarding underspent budgets at a time when councillors' requests for work to be undertaken are being declined because there is no budget, Councillor Whitelegg has requested that underspent budgets be an item for consideration in the Panel's Work Programme. Members are requested to consider whether to add this request to the Panel's Work Programme.</p>	Head of Financial Services	30 November 2010
<p>Production of a standard end of year report format for use by the Thematic Groups through liaison between the Budget and Performance Panel and the LDLSP Management Group</p>	Head of Community Engagement	30 November 2010
<p>Briefing Notes for discussion at a future meeting of the Panel, if required:</p> <ul style="list-style-type: none"> • Feed In Tariffs (FIT) Scheme • LDLSP Second Homes Funding 2010/11 • Corporate Review of Service Level Agreements 	Head of Community Engagement	TBA
<p>Updates on the work of the Affordable Housing Task Group, once established.</p>	Head of Regeneration and Policy	TBC
<p>Report on the Children and Young People Thematic Group, once the chairmanship of the Group and matters concerning the Children's Trusts are determined.</p>	Head of Community Engagement	TBC
<p>Report from the Chair of the Children and Young People Thematic Group to Budget and Performance Panel on the work undertaken by the Thematic Group in 2009/10 in respect of delivering the targets in the Sustainable Community Strategy.</p>	Head of Community Engagement	TBC