

Agenda

Cabinet

Date: Monday 13 May 2019

Time: 10.30 am

Venue: Mezzanine Rooms 1 & 2, County Hall,
Aylesbury

WEBCASTING NOTICE

Please note: this meeting may be filmed for subsequent broadcast via the Council's internet site - at the start of the meeting the Chairman will confirm if all or part of the meeting is being filmed.

You should be aware that the Council is a Data Controller under the Data Protection Act. Data collected during this webcast will be retained in accordance with the Council's published policy.

Therefore by entering the meeting room, you are consenting to being filmed and to the possible use of those images and sound recordings for webcasting and/or training purposes. If members of the public do not wish to have their image captured they should ask the committee clerk, who will advise where to sit.

If you have any queries regarding this, please contact Democratic Services on 01296 382343.

Agenda Item	Page No
1 Apologies for Absence	
2 Declarations of Interest	
3 Minutes Of the meeting of the Cabinet held on 25 March 2019.	5 - 12
4 Hot Topics	

5	Question Time This provides an opportunity for Members to ask questions to Cabinet Members	
6	Forward Plan for Cabinet and Cabinet Members For Cabinet to consider the Forward Plan	13 - 24
7	Cabinet Member Decisions To note progress with Cabinet Member Decisions	25 - 30
8	Select Committee Work Programme & Inquiry Work Programme For Cabinet to consider the Select Committee Work Programme	31 - 38
9	Financial Outturn 2018/19	To Follow
10	Support for Carers Indepth Review Cabinet are asked to AGREE 8 recommendations as set out in the report.	39 - 90
11	Unitary Programme Update Cabinet are asked to NOTE the progress being made with the establishment of the new unitary council for Buckinghamshire.	91 - 94
12	Granting of Long Leasehold on Site for Development in the South of the County Cabinet are asked to agree that authorisation is given to the Director of Property and Assets in consultation and with the approval of the Cabinet Member for Resources, the Executive Director for Resources and the Director of Finance & Procurement to agree recommendations as set out in the report.	95 - 102
13	Date of the Next Meeting 10 June 2019.	
14	Exclusion of the Press and Public To resolve to exclude the press and public as the following item is exempt by virtue of Paragraph 3 of Part 1 of Schedule 12a of the Local Government Act 1972 because it contains information relating to the financial or business affairs of any particular person (including the authority holding that information)	
15	Granting of Long Leasehold on Site for Development in the South of the County To consider confidential appendices.	103 - 318

If you would like to attend a meeting, but need extra help to do so, for example because of a disability, please contact us as early as possible, so that we can try to put the right support in place.

For further information please contact: Rachel Bennett on 01296 382343

Members: **Martin Tett (Leader)**

Mike Appleyard	Cabinet Member for Education & Skills
Noel Brown	Cabinet Member for Community Engagement & Public Health
Bill Chapple OBE	Cabinet Member for Planning & Environment
John Chilver	Cabinet Member for Resources
Lin Hazell	Cabinet Member for Health & Wellbeing
Mark Shaw	Deputy Leader & Cabinet Member for Transportation
Warren Whyte	Cabinet Member for Children's Services

Minutes

Cabinet

Date: 25 March 2019

Venue: Mezzanine Rooms 1 & 2, County Hall, Aylesbury

Time: 10.30 am to 12.05 pm

MEMBERS PRESENT

Mr M Tett (in the Chair).

Mr M Appleyard, Mr N Brown, Mr W Chapple OBE, Mr J Chilver, Mr M Shaw and Mr W Whyte

OTHER MEMBERS IN ATTENDANCE

Mrs A Cranmer

OFFICERS IN ATTENDANCE

Ms R Bennett, Mrs S Ashmead, Ms R Shimmin, Ms G Quinton, Mr M Dias, Ms S Payne and Mr A Rush

1 APOLOGIES FOR ABSENCE

Apologies were received from Lin Hazell, Cabinet Member for Health and Wellbeing. Ms Mallen, Deputy Cabinet Member for Health and Wellbeing was also unable to attend. Mr M Tett, Leader invited Ms G Quinton, Executive Director for Communities, Health and Adult Social Care to present on behalf of the Cabinet Member under item 3.

Deputy Cabinet Member Mrs A Cranmer was in attendance.

2 DECLARATIONS OF INTEREST

There were none.

3 MINUTES



RESOLVED: The minutes of the meeting held on 4 March 2019 were **AGREED** as an accurate record and signed by the Chairman.

4 HOT TOPICS

Cabinet Member for Planning and Environment highlighted that there was one week until the introduction of charges at Household Waste Recycling Centres, the closure of the site at Bledlow and closure of Chesham, Burnham and Rabans Lane on Wednesdays and Thursdays. Mr Chapple stated there was a need to charge for non-statutory waste in order to keep other sites open. He reiterated that there would still be no charge for normal rubbish and normal green waste and that charges related to DIY and wood items. There had been a strong communications campaign which would continue.

Cabinet Member for Children's Services highlighted an adoption information event in Chesham on 2 April and a fostering information event in Aylesbury on 10 April. There would be other events throughout the year and information could be found on the website.

Fostering: <https://www.buckscc.gov.uk/services/care-for-children-and-families/fostering/fostering-information-event/>

Adoption: <https://www.buckscc.gov.uk/services/care-for-children-and-families/adoption/becoming-an-adoptive-parent/>

Mr Whyte thanked Mr Brown, Cabinet Member for Community Engagement and Public Health for attending the recent event at Buckingham Library to celebrate its 70th year. Both Mr Whyte and Mr Brown remarked that the event was excellent.

Cabinet Member for Resources congratulated staff on the recent Digital Public Service Innovation of the Year nomination as part of the Digital Leaders Top 100 Awards, for the Council's new online reporting tool Fix My Street.

5 QUESTION TIME

There were none.

6 FORWARD PLAN FOR CABINET AND CABINET MEMBERS

RESOLVED: Cabinet **NOTED** the report.

7 CABINET MEMBER DECISIONS

RESOLVED: Cabinet **NOTED** the report.

8 SELECT COMMITTEE WORK PROGRAMME & INQUIRY WORK PROGRAMME

RESOLVED: Cabinet **NOTED** the report.

9 Q3 2018/19 PERFORMANCE REPORT

Cabinet received a summary report, scorecard and detailed measures for each of their portfolio areas and were asked to update on those areas that were being flagged as red.

The Leader

- There were no red statuses to report in The Leader portfolio.
- % of new floor space developed in enterprise zones relative to projected amount in plan (performance measure) – an error in dates was highlighted, Fit out is due to complete by December 2019 should have read December 2018.
- Mr Tett highlighted the achievements of three successful enterprise zones in the north of the county and stated that Silverstone was exceeding all expectations. Mr Tett congratulated the Local Enterprise Partnership on their work.

Cabinet Member for Community Engagement and Public Health

- Number of clients screened by Live Well Stay Well was highlighted as a success.
- Red - % receiving an NHS Health Check of those who were offered an NHS Health Check – there had been some resistance by GPs to complete as questioned their value. The Council were offering the NHS support in order to achieve targets.
- Red - % of successful drug treatment completions of those in treatment – improvement actions were in place. It was a particular area of concern as impacts were widespread.
- Red - Total number of visitors to Bucks County Museum – this was due to better weather in October 2018 resulting in less people using the facility.

Cabinet Member for Health and Wellbeing – Ms G Quinton, Executive Director for Communities, Health and Adult Social Care provided an update

- Adult Social Care was currently going through a Transformation Programme.
- Admissions of older people (65+) into residential and nursing care was highlighted as an area of success. There had been an improvement due to the Transformation Programme having had an impact. Ms Quinton stated that although the numbers were dropping costs were not, due to the complex needs of clients.
- Red – Delayed transfers of care from hospital– this was a key national indicator and in comparison to other areas, Buckinghamshire were performing well and were amongst the best performing in the South East region. It was noted that it was a stretching target and improvements had already been made since the last report was published.
- Red - % Adult Social Care clients receiving an annual review – Ms Quinton stated that the numbers tended to improve as the year progressed. There was currently a significant shortage of social workers to carry out the assessments. It was noted that there was a plan to create a bespoke team to carry out the assessments. Mr Tett stated that this was a particular area of concern and asked that any support required be highlighted to Cabinet.
- Red - % of people re-abled with an outcome of Independence – Ms Quinton highlighted that at the beginning of the year it was 35% (now 41.5%) so on an upward trend. There had been a significant improvement in processes which included sign posting to a broader range of early help interventions.

- Red - Average length of stay in Residential/Nursing care. Rate of those going into residential care had dropped. Those in residential care had been there for a long time which impacted on the average length of stay.
- Ms Quinton also highlighted that the percentage of adults with learning difficulties in paid employment was slightly higher than the national average however there was still room for improvement. A deep dive into the service had been commissioned to see how it could be improved to allow people to live more independently.

Cabinet raised and discussed the following points:

- Concerns about lack of social interaction with people staying in their homes longer and asked what was being done to improve this for service users and carers. Ms Quinton stated that there was a new integrated service to make improvements, with a shared approach to prevention agreed by all key partners.

Cabinet Member for Children's Services

- Percentage of Looked After Children seen in the last six weeks was highlighted as a success as this was now back above target.
- Amber - % repeat referrals within 12 months – pleased with rating as had sustained reduction so close to target.
- Red - % assessments completed in 45 working days. February had seen a slight increase. The focus was on quality of outcome for children rather than speed of assessment.
- Red - % ICPC (Initial Child Protection Conference) held within 15 working days of the strategy discussion – a deep dive had been carried out earlier in the year and improvements had been seen.
- Red - % of children waiting less than 14 months between entering care and moving in with their adoptive family – Mr Whyte stated that this was a small cohort of children so only took a small group of siblings to effect the data. Mr Whyte highlighted the ongoing work to attract adoptive parents and hoped that the slight upward trend would be sustained. The Cabinet Member was asked how realistic the high target of 75% was when the national average was 50%. Mr Whyte said that this would be reviewed as part of the next reporting process.

Cabinet Member for Education and Skills

- Red - Permanent exclusion rate – primary and secondary. Mrs Cranmer stated that there had been an increase on last year but an overall decrease since the reporting process had started. Actions had been put in place which included 'Side by Side' a programme of those higher performing schools lending their expertise. A new behavioural programme and training were also being rolled out and supported by a toolkit. Mr Tett commented that exclusions were a much publicised issue and that there needed to be a balance between discipline in mainstream schools while allowing other students to still learn and progress.
- Green – Key Stage 1 - % of pupils reaching the expected standard in writing, many of which took a range of different exams.

- Green - Key Stage 1 - % of pupils reaching the expected standard in mathematics. Mrs Cranmer highlighted this as a good news story in the portfolio with Bucks performing above the national average.

Cabinet raised and discussed the following points:

- The target for Education, Health and Care Plans (EHCP) seemed to be low and it was asked if a more challenging target should be set. Mrs Cranmer stated that there was a shortage of Educational Psychologists so there was currently a backlog, hence the lower target. The shortage of Educational Psychologists was a national problem.

Cabinet Member for Resources

- Green – both total capital spend across BCC and overall revenue were on target and there had been improvements in the level of unsecured debt.
- Red - % of BCC website pages that meet accessibility standards. Mr Chilver stated that there was an improvement programme in place. The Council's Society of Information Technology Managers (SOCTIM) rating had improved from 4 to 8.
- Red – Number of sickness absence days per FTE annually. Mr Chilver stated that this was partly due to seasonal impact. The Council were actively promoting staff wellbeing.

Cabinet Member for Planning and Environment

- Mr Chapple highlighted a number of high performing areas including being on target for Sustainable Drainage planning applications processed even with minor ones from the Districts (from around 100 to 400). Another area of success was Country Park visitor numbers which would exceed 1m this year.
- Mr Chapple made reference to those rated as amber (% of waste collected for recycling and satisfaction of Rights of Way network) and stated that targets were set high and BCC were still way above national average.
- There had been funding allocated over the next four years for the footpath programme.
- Mr Chapple thanked residents, volunteers and staff for their work on keeping footpaths clear.

Cabinet Member for Transportation

- Delivery in the last three quarters had been fantastic in terms of road and footpath resurfacing and building safety barriers.
- Dealing with category 1 road defeats had risen from 43% after a bad winter to 99%.
- Public satisfaction survey, dealing with congestion – this was still disappointing with 43% against a target of 48%. Mr Shaw highlighted some of the issues were due to works being carried out by third parties such as utility firms which caused congestion. Mr Shaw reiterated the commitment to get people moving around the county. Mr Shaw asked that members of the public contact their local councillor to report particular problems and that councillor could view work in their area on Fix My Street.

Cabinet were asked to:

- 1. Come to a view on how the organisation is performing**
- 2. Take action to improve performance where necessary**

RESOLVED: Cabinet took a view on how the organisation was performing and discussed actions being taken to improve performance where necessary.

10 BREXIT UPDATE

Mr Tett introduced the item and stated that the County Council did not have a stance on Brexit and introduced Mr M Dias, Policy Officer, who attended the meeting to update Cabinet on the current position. Mr Dias highlighted the following:

- The presentation provided in the meeting agenda pack gave a summary of where the County Council was on its preparedness for Brexit.
- The national overview had changed since the publication of the presentation.
- Workforce analysis countywide had been undertaken.
- There had been lobbying of government to take into account the needs of businesses and the public sector post-Brexit.
- The second Buckinghamshire Brexit Summit had taken place on 6 March 2019.
- Focus on EU settlement scheme rollout and providing support to EU nationals.
- Campaign to further promote the EU Settlement Scheme started 25 March via various channels which included billboards, radio, TV and social media.
- Mr Dias went through the support the council were giving to the roll out of the scheme which included passport checking service, targeted communications and library staff ready to provide information.
- There was an employee and Community Leaders toolkit.
- There had so far been 150,000 applications with none so far being rejected.
- Mr Dias gave assurances that no deal preparations were also underway working with partners across the sector.

Mr Tett thanked Mr Dias for all his work in guiding the County Council and partners across all sectors. He also highlighted the work with Bucks Business First (BBF) who had also done a tremendous job in getting information out to businesses.

Cabinet are asked to:

- 1. To note and support the Council's work with partners, businesses, and voluntary and community sector organisations to ensure the resilience and preparedness of Buckinghamshire as a place**
- 2. To note and support the Council's role in supporting the roll out of the EU Settlement Scheme**
- 3. To note and support the Council's 'no deal preparations'**

RESOLVED: Cabinet NOTED the above recommendations.

11 FUTURE LEGAL SERVICES

Mr J Chilver, Cabinet Member for Resources introduced the item and highlighted the following points:

- The County Council, since 2016 had had a shared legal service with the London Borough of Harrow.
- Notice had been given and the contract was due to end in September 2019.
- Due to the creation of the new council in April 2020 there was an interim period between October 2019 and March 2020 where a hybrid model would be used in order to remain flexible and but provide continuity while reducing costs.
- The County Council was working collaboratively with all 4 district councils.

Mrs S Payne, Director of Policy, Communications and Performance attended the meeting to present the report to Cabinet. Mrs Payne highlighted the following points:

- The options had been designed with the new unitary authority in mind, maximising early opportunities to share with district councils as there were clear benefits of avoiding duplication, retaining specialist staff and minimising any potential redundancies later.
- The flexibility would allow the use of external provisions where appropriate.
- Business Units would continue to have transparency on legal work and costs and the continuity of support to relevant meetings.
- The business case set out a full range of options and due diligence had taken place.
- Mrs Payne thanked district colleagues for their collaboration which was the first step towards integration of back office services.

Cabinet raised and discussed the following points.

- Districts colleagues were commended for their collaborative work by Cabinet Members and it was hoped that it sent a strong message to all staff that there are big opportunities.
- Assurances were asked for a seamless transition and Mrs Payne stated that the existing children's team would transfer to the Council to ensure continuity. Mr Chilver also stated that a new case management software had recently been agreed which was the same used as HBPL and would be working on the license being carried forward into the new authority.
- Mrs Payne clarified that while option 5 was predominately in-house there would still be the option to outsource if there were the requirements for it.
- Mrs Payne confirmed that the preferred model was intended to contain costs.

Cabinet agreed there was no need to discuss the confidential appendices.

Cabinet were asked to:

- I. Agree to the implementation of the proposals set out in this report.**
- II. Delegate to the Executive Director for Resources, following agreement with the Cabinet Member for Resources, authority to execute an Inter Authority Agreement with the district councils and take any other necessary actions to give effect to the proposals.**
- III. Revoke the current delegations to the London Borough of Harrow for the discharge of the Council's legal function with effect from 30 September 2019, and delegate such authority thereafter in accordance with the new legal service model, including:**
 - a) To delegate the discharge of the Council's legal function to the Head of Legal & Compliance;**
 - b) To authorise the Head of Legal & Compliance to institute, defend or participate in any legal proceedings and sign documents on behalf of the council.**

RESOLVED: Cabinet AGREED the recommendations as set out above.

12 DATE OF THE NEXT MEETING

15 April 2019.

13 EXCLUSION OF THE PRESS AND PUBLIC

RESOLVED

That the press and public be excluded for the following item which is exempt by virtue of Paragraph 3 of Part 1 of Schedule 12a of the Local Government Act 1972 because it contains information relating to the financial or business affairs of any particular person (including the authority holding that information)

14 FUTURE LEGAL SERVICES

There was no further discussion required.

**MARTIN TETT
LEADER OF THE COUNCIL**

CABINET/CABINET MEMBER FORWARD PLAN

Item	Description	Local Members	Member(s) / Contact Officer	Comments
Cabinet 13 May 2019				
Financial Outturn 2018/19	Annual report		Cabinet Member for Resources / Richard Ambrose	First notified 30/4/19
Granting of Long Leasehold on Site for Development in the South of the County	Development of land in the South of the County	Iver	Cabinet Member for Resources / David Pearce	First notified 26/2/19
Support for Carers In-Depth Review	For Cabinet to discuss the recommendations made by the Health & Social Care Select Committee's in-depth review into Support for Carers.		Cabinet Member for Health and Wellbeing / Liz Wheaton	First notified 16/1/19
Cabinet 10 June 2019				
Buckinghamshire Minerals and Waste Local Plan	To seek approval to adopt the Buckinghamshire Minerals and Waste Local Plan 2016-2036	All Electoral Divisions	Cabinet Member for Planning and Environment / Ismail Mohammed	First notified 27/11/18
Prevent Duty	To review the Council's progress in meeting the requirements of the Prevent Duty.		Cabinet Member for Community Engagement and Public Health / Jane O'Grady	First notified 20/12/18
Property Acquisition	If required		Cabinet Member for Resources / Oster Milambo	First notified 11/10/18 Likely to include confidential appendices
Unitary Transition Arrangements	Standing item if required		Leader of the Council / Roger Goodes	First notified 11/1/19

Item	Description	Local Members	Member(s) / Contact Officer	Comments
Cabinet 8 July 2019				
Q4 2018/19 Performance Report	Quarterly report		Leader of the Council / Joanna Baschnonga	First notified 30/7/18
Smarter Bucks Strategy	To note the six month update		Cabinet Member for Resources / Balvinder Heran	First notified 11/1/19
Cabinet 22 July 2019				
Adult Services Update	To note the six month update		Cabinet Member for Health and Wellbeing / Gillian Quinton	First notified 11/1/19
Children Services Update	To note the six month update		Cabinet Member for Children's Services / Tolis Vouyioukas	First notified 11/1/19
Residential Short Breaks (Respite) for Adults	Residential Short Breaks (Respite) for Adults		Cabinet Member for Health and Wellbeing / Adam Willison	First notified 27/2/19
Cabinet 9 September 2019				
Thrift Farm	Future options for Thrift Farm	All Electoral Divisions	Cabinet Member for Health and Wellbeing / Jane Bowie	First notified 27/3/19
Cabinet 30 September 2019				
Cabinet 28 October 2019				
11 November 2019				
9 December 2019				

Item	Description	Local Members	Member(s) / Contact Officer	Comments
May 2019 Cabinet Member Decisions				
<u>Cabinet Member for Children's Services</u>				
Financial arrangements for Adoption, Special Guardians and Care Arrangement Order Policy	Updating our policy on financial arrangements for those providing adoption, Special Guardianship or Care Arrangement Order		Cabinet Member for Children's Services / Lucy Fenton	First notified 17/4/19
Staying put policy update	Policy update defining our arrangements for Care Leavers aged 18 and above to stay with their former Foster Carers		Cabinet Member for Children's Services / Lucy Fenton	First notified 17/4/19
<u>Cabinet Member for Children's Services and Cabinet Member for Health and Wellbeing</u>				
Carers Strategy - Approval to progress to public consultation	The Council will be publishing the draft Carers Strategy 2019 - 2021 for public consultation		Cabinet Member for Children's Services, Cabinet Member for Health and Wellbeing / John Everson, Lisa Truett	First notified 4/12/18
<u>Cabinet Member for Children's Services and Cabinet Member for Resources</u>				
Payment by Results (Troubled Families) Grant Approval 2018-2019 and future years	Payment by Results Grant Funding Approval for 2018-2019 and future years		Cabinet Member for Children's Services, Cabinet Member for Resources / Yukta Acharya	First notified 11/2/19
<u>Cabinet Member for Community Engagement and Public Health</u>				
Shared Model for Prevention for Buckinghamshire	A partnership initiative which aims to prevent ill health and promote wellbeing and independence for our residents across Buckinghamshire.		Cabinet Member for Community Engagement and Public Health / Jane O'Grady	First notified 29/4/19

Item	Description	Local Members	Member(s) / Contact Officer	Comments
<u>Cabinet Member for Community Engagement & Public Health and Cabinet Member for Resources</u>				
Extending the term on a £10k Loan to Swan Credit Union	In 2014 Buckinghamshire County Council provided Swan Credit Union with a £10,000 subordinated loan at 0% interest, repayable at the end of a 10 year period, as part of a programme of support. A decision is sought to extend the term of the interest free loan of £10,000 to Swan Credit Union for a further 5 years (to 2029).		Cabinet Member for Community Engagement and Public Health, Cabinet Member for Resources / Richard Ambrose	First notified 26/4/19
<u>Cabinet Member for Health and Wellbeing</u>				
Adult Social Care Data Quality Strategy	To approve the adult social care data quality strategy which sets out the service's approach to improving data quality and the use of data & information.		Cabinet Member for Health and Wellbeing / Jenny McAteer	First notified 19/12/18
Adult Social Care Fees 2019-20	To approve fees for adult social care services for the year 2019-20		Cabinet Member for Health and Wellbeing / Clare Capjon	First notified 19/3/19
Care Market Pressures	Annual response to care market pressures from providers		Cabinet Member for Health and Wellbeing / Jane Bowie	First notified 29/3/18
Direct Payment Policy	Cabinet Member to agree the Direct Payment Policy		Cabinet Member for Health and Wellbeing / Marcia Smith	First notified 29/3/17
Short Breaks Policy for Adults	Approval of finalised short breaks policy for ASC post consultation		Cabinet Member for Health and Wellbeing / Jane Bowie	First notified 21/12/18 May include confidential appendices

Item	Description	Local Members	Member(s) / Contact Officer	Comments
<u>Cabinet Member for Planning and Environment</u>				
Buckinghamshire and Milton Keynes Environmental Records Centre (BMERC) new charging system	BMERC is upgrading to a new data searches service, which will require a new pricing structure.		Cabinet Member for Planning and Environment / Eliza Alqassar	First notified 27/2/19
Buckinghamshire County Council Culvert Policy	<p>The Culvert Policy discourages the culverting of watercourses and encourages the opening up of existing culverts.</p> <p>The policy requires applicants to consider alternatives to culverting; only applications that provide evidence that there is no reasonably practicable alternative will be granted land drainage consent (under the Land Drainage Act 1991).</p> <p>Buckinghamshire County Council are opposed to the culverting of watercourses because of the associated increased risk of flooding, maintenance requirements, difficulty in pollution detection and various other environmental impacts.</p>		Cabinet Member for Planning and Environment / Jessica Dippie	First notified 10/1/19
Definitive Map Charging Review	Definitive Map Charging Review		Cabinet Member for Planning and Environment / David Sutherland	First notified 27/2/19

Item	Description	Local Members	Member(s) / Contact Officer	Comments
Memorandum of Understanding to support the management of Unauthorised Encampments in Buckinghamshire	Memorandum of Understanding to support the management of Unauthorised Encampments in Buckinghamshire between: Aylesbury Vale District Council Buckinghamshire County Council Chiltern District Council South Bucks District Council Wycombe District Council Thames Valley Police		Cabinet Member for Planning and Environment / David Sutherland	First notified 28/3/18
Planning Performance Agreements fee schedule and increase in charges for Pre-Application Advice in relation to Planning development management function	Planning Performance Agreements fee schedule and increase in charges for Pre-Application Advice in relation to development management and BCC's role as County Planning Authority		Cabinet Member for Planning and Environment / David Sutherland	First notified 21/9/18
Rights of Way Enforcement Policy	To review and update the existing Rights of Way Enforcement Policy The document will outline the legislative powers available to the authority regarding enforcement, give details of what action our customers may expect the authority to take on illegalities found on the rights of way network.		Cabinet Member for Planning and Environment / David Sutherland	First notified 28/3/18
Rights of Way Improvement Plan 2	Key decision seeking approval of Rights of Way Improvement Plan 2		Cabinet Member for Planning and Environment / David Sutherland	First notified 10/1/19

Item	Description	Local Members	Member(s) / Contact Officer	Comments
<u>Cabinet Member for Planning and Environment and Cabinet Member for Resources</u>				
Denham Quarry Northern Extension – Summerlease Limited	The agreed form of Lease appended to the 2010 Option Agreement allows for the continuation of working via the lateral, northern extension which is to be demised for a term of a further 8 years. This arrangement will serve to provide continuity of the revenues payable to the Council under the current tenancy for the same period. With reference to the previous decision of 15/03/2018 approval is sought from Cabinet Members on the decision reached between Summerlease and BCC on how to regularise the situation	Denham	Cabinet Member for Planning and Environment, Cabinet Member for Resources / Marion Mayhew	First notified 16/10/18 May contain confidential appendices
<u>Cabinet Member for Resources</u>				
Budget Adjustments to the Approved Capital Programme	To approve amendments to the approved budgets within the Capital Programme		Cabinet Member for Resources / Sue Palmer	First notified 26/2/19
Renewal of Estates and Asset Management Services	Renewal of Estates and Asset Management Services		Cabinet Member for Resources / Marion Mayhew	First notified 21/1/19 May contain confidential appendices
Transfer of Land at Spade Oak, Marlow	The transfer of land held by Buckinghamshire County Council as Trustee of the Thameside Preservation Trust to new Trustees. The land was purchased with monies raised by public subscription and is to be preserved for the benefit and recreation of the public.	Marlow	Cabinet Member for Resources / Jamie Hollis	First notified 6/4/17

Item	Description	Local Members	Member(s) / Contact Officer	Comments
<u>Cabinet Member for Resources, Deputy Leader and Cabinet Member for Transportation and Leader</u>				
Strategic Transport Infrastructure	Adjustments to strategic transport projects		Leader of the Council, Deputy Leader & Cabinet Member for Transportation, Cabinet Member for Resources / Sue Palmer, Robin Smith	First notified 14/3/19
<u>Deputy Leader and Cabinet Member for Transportation</u>				
A40 Oxford Road, Stokenchurch - Speed Limits	A40 Oxford Road, Stokenchurch - Following statutory consultation for a proposed 40 mph & 50 mph Speed Limit. Decision is required to go ahead to install these new speed limits.	Ridgeway West	Deputy Leader & Cabinet Member for Transportation / Shane Thomas	First notified 15/4/19
A4010/A4129 HS2 Safety Mitigation Schemes	Delivery of the HS2 Safety Mitigation scheme as agreed with the A4010 petitioning group along the A4010 and A4129 in Buckinghamshire following detailed design and consultation.	Ridgeway East; The Risboroughs; West Wycombe	Deputy Leader & Cabinet Member for Transportation / Joshua Tomlinson	First notified 12/12/18 May contain confidential appendices
A412 Uxbridge Road / Black Park Road junction	Consultation to implement changes to the existing road layout to reduce collisions by a 'No Right Turn' ban from Black Park Road, a 'No U turns' ban for southbound traffic on the A412, a reduction in the existing speed limit for northbound vehicles on A412 from 60mph to 50mph with a reduction to one lane through the Black Park Road junction.	Iver; Stoke Poges & Wexham	Deputy Leader & Cabinet Member for Transportation / Trevor Bonsor	First notified 28/11/17
Beaconsfield cycleway	Proposed shared cycleway. Upgraded of existing footway, between Grenfell Road and Ledborough Lane.	Beaconsfield	Deputy Leader & Cabinet Member for Transportation / Adrian Lane	First notified 28/2/17

Item	Description	Local Members	Member(s) / Contact Officer	Comments
Berryfields Proposed Waiting Restrictions	Berryfields Proposed Waiting Restrictions at Aylesbury Vale Academy School & The Berryfields Primary Academy School & The Green Ridge Primary Academy School.	Stone and Waddesdon	Deputy Leader & Cabinet Member for Transportation / Kirk Adams	First notified 22/3/18
Fieldhouse Lane Marlow Waiting Restrictions	Introduction of 'no waiting at any time' and 'no loading at any time' waiting restrictions at various locations around Fieldhouse Lane.	Flackwell Heath, Little Marlow & Marlow South East	Deputy Leader & Cabinet Member for Transportation / Dan Pearson	First notified 11/3/19
Formalise existing restriction on the slip road forming part of the North Orbital Road, Denham Green.	Formalise existing restriction on the slip road forming part of the North Orbital Road, Denham Green.	Denham	Deputy Leader & Cabinet Member for Transportation / Martin Heeley	First notified 23/4/19
George Street & Market Square, Aylesbury Traffic Movement Restriction	The report will cover making the current experimental traffic regulation order into a permanent traffic regulation order.	Aylesbury North	Deputy Leader & Cabinet Member for Transportation / Kirk Adams	First notified 13/12/18
Proposed Zebra Crossing - The Broadway, Amersham	Planning application number CH/2016/1651/FA with Appeal reference APP/X0415/W/17/3167665 places a condition on the developer to provide a pedestrian crossing adjacent to the application site.	Penn Wood & Old Amersham	Deputy Leader & Cabinet Member for Transportation / Christine Urry	First notified 11/3/19
Reclassification Order, Bellingdon Road and Townsend Road, Chesham	A short section of Bellingdon Road and Townsend Road in Chesham are classified as B Roads. It seems that this is a historic issue which was not correctly dealt with at the time the A416 St Marys Way was constructed. This order resolves this historic issue	Chesham	Deputy Leader & Cabinet Member for Transportation / Keith Carpenter	First notified 2/8/17
Rural Bus Subsidy Review	To review rural bus routes currently subsidised by BCC following MTFP budget reduction; to redesign services according to the level of use and the priorities of local users and communities.	All Electoral Divisions	Deputy Leader & Cabinet Member for Transportation / Paul Robson	First notified 14/3/19

Item	Description	Local Members	Member(s) / Contact Officer	Comments
Winter Service Policy	An overarching Policy setting out the County's approach to providing winter service in Buckinghamshire.	All Electoral Divisions	Deputy Leader & Cabinet Member for Transportation / Keith Carpenter	First notified 28/11/18
<u>Deputy Leader and Cabinet Member for Transportation and Cabinet Member for Resources</u>				
2018/19 Developer Funded Infrastructure Programme	Approval of Section 106 / Community Infrastructure Fund programme for the 2018/19 financial year.		Cabinet Member for Resources, Deputy Leader & Cabinet Member for Transportation / Jack Mayhew	First notified 24/5/18
<u>Leader of the Council</u>				
Buckinghamshire Business First Grant Agreement	This decision is to make a grant to Buckinghamshire Business first for the next 2 years.		Leader of the Council / Joan Hancox	First notified 8/4/19
June 2019 Cabinet Member Decisions				
<u>Cabinet Member for Children's Services and Cabinet Member for Health and Wellbeing</u>				
Integrated Commissioning Personalisation Business Case	A business Case discussing the potential recommissioning options for a number of contracts that are due to expire within the next 18 months.		Cabinet Member for Children's Services, Cabinet Member for Health and Wellbeing / John Everson, Lisa Truett	First notified 28/3/19 May contain confidential appendices
<u>Cabinet Member for Community Engagement & Public Health</u>				
Tobacco Control Strategy	A new strategy for Buckinghamshire currently in development on Tobacco Control.		Cabinet Member for Community Engagement and Public Health / Jane O'Grady	First notified 17/1/19

Item	Description	Local Members	Member(s) / Contact Officer	Comments
<u>Cabinet Member for Education and Skills</u>				
Proposal by Chartridge School to admit 3 year old children	The governing board of Chartridge Combined School are holding a public consultation from 10 September on a proposal that from September 2019 the school admits 3 year old children into a pre-school class they are proposing to open.	Chiltern Ridges	Cabinet Member for Education and Skills / Paula Campbell-Balcombe	First notified 10/9/18
<u>Deputy Leader and Cabinet Member for Transportation</u>				
Appointments to Outside Bodies 2019/20	To approve the list of outside bodies to which the County Council appoints representatives. They will be detailed in Appendix 1 to the report		Deputy Leader & Cabinet Member for Transportation / Claire Hawkes	First notified 6/11/18
<u>Leader of the Council and Deputy Leader and Cabinet Member for Transportation</u>				
South East Aylesbury Link Road and Eastern Link Road (South)	Next Steps for named Aylesbury Link Road Schemes	Aston Clinton & Bierton; Aylesbury East; Aylesbury South East; Wendover, Halton & Stoke Mandeville	Deputy Leader & Cabinet Member for Transportation, Leader of the Council / Thomas Fitzpatrick	First notified 28/3/19 May include confidential appendices

Item	Description	Local Members	Member(s) / Contact Officer	Comments
Cabinet Member Decisions August 2019				
<u>Cabinet Member for Education and Skills</u>				
Iver Village Infant School: change of pre-school provision	The acting Headteacher and governing board are consulting on a proposal that from 1 September 2019, the current Early Years and Foundation stage provision is run until Section 27 regulations. This would mean that if the proposal is agreed there would still be high quality Early Years and Foundation stage provision, but that it would be run by a governor and staff committee, rather than the present arrangement, where the provision is run solely by the school. The governing body is consulting parents, the local community and widely on the proposed change. The cabinet member for education and skills will be making a final decision by August 2019	Iver	Cabinet Member for Education and Skills / Paula Campbell-Balcombe	First notified 25/3/19
Cabinet Member Decisions February 2020				
<u>Cabinet Member for Education and Skills</u>				
Determined Admissions Arrangements 2021	Following a six week consultation period with statutory consultees, the final determined admission arrangements are published.		Cabinet Member for Education and Skills / Debbie Munday	First notified 7/3/19

Please note the following information since the report included in the previous Cabinet agenda:-

- 3 decisions have been published but not yet taken
- 14 decisions have been taken
- 32 decisions on the forward plan are pending for May

DECISIONS TAKEN

Cabinet Member for Children's Services

27 Mar 2019

CS02.19 - Short Breaks for Children with Disabilities (Decision taken)

The Cabinet Member:

1. **NOTED** the outcome of the public consultation on the Short Breaks Service Statement.
2. **AGREED** to the principles set out in the draft Short Breaks Service Statement and **DELEGATED** final ratification of this document to the Executive Director for Children's Services following the recommissioning process. The delegated decision to be taken in consultation with the Cabinet Member for Children's Services.
3. **AGREED** to the recommissioning of our contracted short breaks services for children with disabilities, in line with the accompanying business case, by means of an open tender process.
4. **AGREED** to the new Section 75 Pooled Budget agreement between Buckinghamshire County Council and the Clinical Commissioning Group for the provision of commissioned short breaks.
5. **DELEGATED** to the Executive Director for Children's Services the authority to take a decision on the contract award

Cabinet Member for Community Engagement and Public Health

9 Apr 2019

CE02.19 - 2019/20 Communities Fees & Charges (Decision taken)

The Cabinet Member:



| APPROVED the fees and charges being recommended

Cabinet Member for Education and Skills

25 Mar 2019

ED04.19 - Determined Admission Arrangements 2020 entry (Decision taken)

The Cabinet Member:

AGREED the determined admission arrangements for admission in September 2020.

These arrangements shall include:

- 1. The coordinated scheme for primary and secondary admissions in Buckinghamshire, for admission from September 2020, as set out in Appendix 1.**
- 2. The 2020 determined admission rules for community and voluntary-controlled primary schools as set out in Appendix 2. This includes the admission rules for schools, nursery classes and nursery schools and the Published Admission Number for each school. In addition, the consultation gave a steer to the future consultation for 2021 entry regarding the feeder school rule for junior school intakes.**
- 3. The determined admission rules for community and voluntary-controlled secondary schools as set out in Appendix 3. This includes the proposed Admission Number for each school and sixth form admission arrangements. A revised catchment area for Mandeville School is attached as Appendix 4.**
- 4. The proposed relevant area for school admission arrangements from September 2021, as set out in Appendix 5.**

12 Apr 2019

ED05.19 - Schedule of Fees & Charges 2019/20 (Decision taken)

Recommendation

| That the Cabinet Member AGREED the proposed fees and charges set out in the attached schedule for the Education and Skills Portfolio were to be adopted for the 2019-20 academic year.

24 Apr 2019

ED06.19 - Adult Learning Fees 2019-20 (Decision taken)

The Cabinet Member:

| AGREED the proposed fees and concessions set out in the paper and that they are adopted for the 2019-20 academic year

Cabinet Member for Health and Wellbeing

27 Mar 2019

HW03.19 - Market Position Statement for Technology – enabling people to stay connected and stay independent (Decision taken)

The Cabinet Member:

AGREED to publish Buckinghamshire’s Health and Social Care Market Position Statement 2018-2022, the theme of which is ‘Technology – Enabling People to Stay Connected and Stay Independent’

Cabinet Member for Planning and Environment

1 Apr 2019

PE03.19 - Pednormead End flood management scheme (Decision Taken)

The Cabinet Member AGREED to proceed with taking up the combined option of property flood reliance measures together with the replacement and upsizing of the culvert under Church Street, Pednormead End, Chesham for flood alleviation works and to invest £2M of Flood Management Project Capital funds in the project whilst leveraging in £1.45M of Central Government and local Levy money.

Cabinet Member for Resources and Cabinet Member for Planning and Environment

25 Mar 2019

R04.19 - Budget Amendments to the Approved Capital Programme (Decision taken)

The Cabinet Members AGREED:

- 1. To add to the approved 2019/20 capital programme a budget of £1.898m to cover the cost of purchase of plant and equipment required for the continued operation of the Household Recycling Centres (HRCs).**
- 2. To finance this expenditure using a ring-fenced waste reserve that was created to cover essential costs of this nature.**

Deputy Leader & Cabinet Member for Transportation

20 Mar 2019

T08.19 - Daws Hill Lane speed cushions (Decision taken)

The Cabinet Member:

AGREED to allow TfB to suspend making a final recommendation on re-instating the speed cushions on Daws Hill Lane. Alternative traffic calming measures (with associated funding) are being considered for Daws Hill Lane. This decision will therefore close the formal consultation process.

20 Mar 2019

T07.19 - Little Chalfont Phase 2 Parking Restrictions (Decision taken)

The Cabinet Member:

APPROVED the making and introduction of the Traffic Regulation Order (TRO) comprising various parking restrictions as advertised.

25 Mar 2019

T09.19 - Pound Lane, Marlow existing speed table extension (Decision taken)

The Cabinet Member:

AGREED that the extension of the speed cushion is granted as proposed

8 Apr 2019

T10.19 - The Buckinghamshire County Council (High Wycombe Town Centre) (consolidation) Order 2019 (Decision taken)

The Cabinet Member:

- **Overruled** the objections, as detailed in this report
- **APPROVED** amendments to the order, as detailed in this report.
- **APPROVED** the making of the The Buckinghamshire County Council (High Wycombe Town Centre) (consolidation) Order 2019
- **INSTRUCTED** Buckinghamshire County Council officers to inform the responders to the statutory consultation of the decision and to implement the final traffic regulation order and associated works as required.

12 Apr 2019

T11.19 - The Slip Road forming Part Of North Orbital Road, Denham Green, Proposed Waiting Restrictions (Decision taken)

- **The Deputy Leader and Cabinet Member for Transportation AGREED** to authorise the Executive Director Transport, Economy, and Environment to make the Traffic Regulation Order.
- **The Deputy Leader and Cabinet Member for Transportation AGREED** that responders to the Statutory Consultation be informed of the Deputy Leader & Cabinet Member for Transportation Decision.

16 Apr 2019

T12.19 - Frogmoor & Oxford Street Road, High Wycombe, Proposed Waiting and Parking Restrictions (Decision Taken)

Recommendation

- **The Deputy Leader and Cabinet Member for Transportation authorised** the Executive Director Transport, Economy, and Environment to make the Traffic Regulation Order.
- **That responders to the Statutory Consultation be informed** of the Deputy Leader & Cabinet Member for Transportation Decision.

DECISIONS TO BE TAKEN

Cabinet Member for Planning and Environment

30 Apr 2019

PE04.19 - Buckinghamshire and Milton Keynes Environmental Records Centre (BMERC) new charging system (Decision to be taken)

Recommendation

To ENDORSE the proposed increases to Fees as set out in paragraphs [2.4](#) and [2.5](#) with a commencement date of 1 June 2019 (allowing one month's notice to clients).

3 May 2019

PE0519 - Definitive Map Charging Review (Decision to be taken)

Recommendation

That the Cabinet member:

- a) Approves the proposed increase to the contribution to charges for public path order applications from £1583 to £2452.50 – £2898, which includes an increase to the non-refundable deposit from £100 to £252. Additional to this fee is the required newspaper advert costs and also new signage costs.
- b) Approves the proposed increase to the charges for combined Section 31(6) Highways Act 1980 and Section 15A(1) Commons Act 2006 landowner deposits (up to 4 parcels of land) from £272.56 to £319, with an increase of processing a declaration from £26 to £31. Also approves the proposed increase from £26 to £31 for each additional parcel of land.
- c) Approves the proposed increase to the charges for a Section 31(6) only landowner deposit (up to 4 parcels of land) from £169 to £201, with an increase of processing a declaration from £26 to £31. Also approves the increase from £13 to £15.50 for each additional parcel of land.
- d) Authorise the Head of Planning and Environment, in consultation with the Cabinet Member to review and revise the policy one year after and at appropriate intervals thereafter.

Deputy Leader & Cabinet Member for Transportation

3 May 2019

T13.19 - Strategic Transport Infrastructure (Decision to be taken)

Recommendation

That the Leader of the Council, Deputy Leader & Cabinet Member for Transportation, Cabinet Member for Resources approve:

- the allocation of £432k from the Strategic Infrastructure Feasibility Reserve for initial feasibility and preliminary design work linked to potential dual-carriageway construction for some of the planned Aylesbury Link Roads.
- the allocated £237k of the unused contingency from a previous sustainable travel scheme to allow the A4 Sustainable Travel Scheme to progress through to construction.

For further information please contact: Rachel Bennett on 01296 382343

Select Committee Combined Work Programme

About our Select Committees

This work programme sets out all formal meetings of the Council's Select Committees.

The purpose of Select Committees is to carry out the Council's overview and scrutiny function. Their role is to support public accountability and improve outcomes for residents through scrutinising the work of decision-makers.

Select Committees can carry out this function either through an in-depth Inquiry or one-off item at Committee meetings.

A scrutiny Inquiry is an investigation on a topic that will lead to a report and evidence-based recommendations for change to decision-makers. The key difference between one-off committee items that are not part of an inquiry and scrutiny inquiries is that Select Committees normally only make recommendations to Cabinet as a result of an in-depth Inquiry.

Evidence for scrutiny Inquiries may be gathered in different ways depending on the topic, this includes taking evidence at formal Select Committee meetings and/or informal meetings, visits or external research. Prior to any work commencing the Select Committee will agree an Inquiry scoping document which will outline the terms of reference, the methodology and inquiry timeline.

For more details about Select Committee Inquiries and guidance please see <http://www.buckscc.gov.uk/services/council-and-democracy/scrutiny/>

[Finance, Performance & Resources Select Committee](#)

[Children's Select Committee](#)

[Health & Adult Social Care Select Committee](#)

[Transport, Environment & Communities Select Committee](#)

Date	Topic	Description and purpose	Lead Service Officer	Attendees
Finance, Performance & Resources Select Committee				
18 Jun 2019	IT Update	Following the review of the Smarter Bucks Strategy at Committee in November 2018, the Committee will receive an update on progress of its implementation and recent IT improvements.	Tony Ellis, Chief Information Officer	Mr John Chilver, Cabinet Member for Resources, Mr Tony Ellis, Chief Information Officer
18 Jun 2019	Property Projects Update	The Committee will receive an update on progress of the Local Asset Strategic Review (LASR), town centre regeneration and the One Public Estate programmes.	Jo West, Estates Officer	Mr John Chilver, Cabinet Member for Resources, Mr John Reed, Director of Property and Assets, Ms Jo West, Asset Manager - Strategy and Major Projects.
18 Jun 2019	Review of Investment Property Portfolio	Confidential Session - As agreed at Budget Scrutiny, this is an opportunity for Members to gain a greater insight into the current and projected asset base and operational risks, along with the associated rental income stream. The Director of Property & Assets will also update the Committee on capital receipts and progress towards MTFP targets.	John Reed, Director of Property & Assets	Mr John Chilver, Cabinet Member for Resources, Ms Sarah Ashmead, Executive Director, Resources, Mr John Reed, Director of Property and Assets, Mr Mark Preston, Head of Finance - Resources & Pensions
18 Jun 2019	Work Programme	For Members to review the Committee's Work Programme	Kelly Sutherland, Committee and Governance Manager	

Date	Topic	Description and purpose	Lead Service Officer	Attendees
10 Sep 2019	Work Programme	For Members to review the Committee's Work Programme	Kelly Sutherland, Committee and Governance Manager	

Date	Topic	Description and purpose	Lead Service Officer	Attendees
Children's Select Committee				
11 Jun 2019	Education Standards	For the Committee to consider an overview of education standards across the County for 2018-19, the National Funding Formula and the side-by-side project.	Sarah Callaghan, Service Director Education, Tolis Vouyioukas, Executive Director Children's Services	Mr M Appleyard - Cabinet Member for Education & Skills
11 Jun 2019	Elective Home Education	For the Committee to review an update on elective home education in Buckinghamshire.	Sarah Callaghan, Service Director Education, Vivian Trundell, Exclusions and Reintegration Manager	
1 Oct 2019	BSCB annual report	For the Committee to receive an update from the Buckinghamshire Safeguarding Children Board	Joanne Stephenson, Safeguarding Business Manager	
1 Oct 2019	Work Programme	For Members to review the Committee's Work Programme	Katie-Louise Collier, Committee and Governance Adviser	

Date	Topic	Description and purpose	Lead Service Officer	Attendees
Health & Adult Social Care Select Committee				
25 Jun 2019	Adult Social Care Transformation - Tier 2	For Members to examine the progress of the Tier 2 Adult Social Care Transformation programme.	Karen Jackson, Service Director (ASC Operations)	Lin Hazell, Cabinet Member for Health & Wellbeing Gill Quinton, Executive Director, Communities, Health & Adult Social Care Karen Jackson, Director of Operations
25 Jun 2019	Child Obesity Inquiry - 6 months on	For Members to receive an update on the progress on implementing the recommendations made in the Child Obesity Inquiry report.	Liz Wheaton, Committee and Governance Adviser	Lucie Smith, Public Health Practitioner
24 Sep 2019	Adult Social Care Transformation - Tier 3	For Members to examine the progress on Tier 3 Adult Social Care Transformation programme.	Jane Bowie, Director of Joint Commissioning	Lin Hazell, Cabinet Member for Health & Wellbeing Gill Quinton, Executive Director, Communities, Health & Adult Social Care Jane Bowie, Service Director (Integrated Commissioning)

Date	Topic	Description and purpose	Lead Service Officer	Attendees
Transport. Environment & Communities Select Committee				
4 Jun 2019	High Speed 2 - Community Engagement and Communications	Members will hear from representatives from High Speed 2 to consider their planned approach to community engagement. In particular, how HS2 is going to communicate with Councillors (in their community leader roles) and residents in Bucks and for Committee Members to have an opportunity to identify further opportunities to ensure effective community engagement.	Edward Barlow, Head of Energy & Resources	Martin Tett, Leader Mark Shaw, Cabinet Member for Transportation Jackie Copcutt, HS2 Programme Lead Maddelyn Sutton, HS2 Ltd. Other HS2 representatives TBC
4 Jun 2019	Modern Slavery Inquiry 12 Month Recommendation Update	Members will review the implementation of the Modern Slavery Inquiry recommendations.	Faye Blunstone, Community Safety Co-Ordinator	Noel Brown, Cabinet Member for Community Engagement.
4 Jun 2019	Work Programme	For Members to agree the work programme for 2019/20	Kama Wager, Committee Adviser	Committee Members
17 Sep 2019	Work Programme		Kama Wager, Committee Adviser	Committee Members

SCRUTINY INQUIRY WORK PROGRAMME – OVERVIEW OF SELECT COMMITTEE LIVE INQUIRIES

Inquiry Title	Inquiry Chairman	Lead Officer	Feb 19	Mar 19	Apr 19	May 19	June 19
Support for Carers	Brian Roberts	Liz Wheaton					
Pre-decision Scrutiny – Short Breaks	Steven Lambert	Liz Wheaton					
Placements	Dev Dhillon	Katie-Louise Collier					



Scoping



Evidence gathering



Committee Approval Report



Cabinet / NHS

37

For further information on scrutiny work please contact Kelly Sutherland, Committee & Governance Manager on 01296 382343.
www.bucksc.gov.uk/democracy. Last updated on 1 May 2019

Follow us on twitter @BucksDemocracy

Report to Cabinet

Title:	Support for Carers In-Depth Review
Date:	Monday 13 May 2019
Date can be implemented:	Tuesday 21 May 2019
Author:	Brian Roberts, Chairman of Health & Adult Social Care
Contact officer:	Liz Wheaton, Committee & Governance Adviser, ext. 3856
Local members affected:	All
Portfolio areas affected:	Health & Wellbeing, Resources and Education

For press enquiries concerning this report, please contact the media office on 01296 382444

Summary

The Health & Adult Social Care Select Committee set up an inquiry to review the current support for carers. The themes of “Building Carer Friendly Communities” a research report for Carers Week 2016 were used to inform the structure of the inquiry. The five themes are – Communities, Health, Voice of Carers, Education and Employment. A day of evidence gathering was held on 30th October 2018 and the inquiry group heard from representatives from the voluntary sector, the health and mental health sector, senior officers from the Council’s Adult Social Care, Education, HR and OD services. The inquiry group also heard from carers, both verbally and through written evidence.

The attached report (Appendix 1) details the Inquiry Group’s key findings and recommendations.

Recommendations

Recommendation 1 (Communities – slides 17-20 in the report):

That an action plan is created with key partners which brings together the working practices of the operational and commissioning teams to ensure better sharing of information on carers and early detection of issues.

That the action plan:

- creates a single point of access for all carers (see slide 26) and includes signposting for financial assistance, care planning, assessment and review guidance, health and social care needs (including specific information for self-funders);
- develops a single assessment form which can be accessed by all key organisations;
- includes timescales and measurable outcomes to help demonstrate improved support for carers of all ages year on year;
- includes specific actions for young carers to help increase identification and introduces a measure to track their educational attainment;
- ensures contingency care plans are in place for all carers - reviewed regularly as part of the carer assessment reviews.

Recommendation 2 (Health – slides 21-24)):

That good practice with GPs is developed further and experience of undertaking the GP Award is shared with all practices through the Practice Manager Forum.

Recommendation 3 (Health – slides 21-24):

That an independent review be undertaken of the GP Standard award to seek views from GP practices and use the feedback to make changes to the existing framework with the aim of increasing the take-up of the award.

Recommendation 4 (Health – slides 21-24):

That the costs for providing annual health checks for carers be explored and possible funding streams investigated.

Recommendation 5 (Education – slides 30-33):

That the Council lobby Government to include a question about the number of young carers identified at school as part of the annual school census return.

Recommendation 6 (Employment – slides 34-40):

That a corporate training programme be developed for BCC Managers and other partners within the ICS to help identify and support carers, to coincide with the launch of the employee health & wellbeing strategy.

Recommendation 7 (Employment – slides 34-40):

That an employee carers support group be established and an annual survey be undertaken to find out the views of carers and help shape future support for carers services.

Recommendation 8 (Employment – slides 34-40):

That the Employee Assistance Programme be more widely promoted amongst employees and feedback from users be obtained to ensure service quality.

A. Narrative setting out the reasons for the decision

See report as set out in Appendix 1.

B. Other options available, and their pros and cons

As above.

C. Resource implications

The resource implications of all recommendations are to be considered as part of Cabinet's response to the Inquiry Report.

D. Value for Money (VfM) Self Assessment

As above.

E. Legal implications

N/A

F. Property implications

There are no property implications.

G. Unitary Council

There are no specific issues identified for consideration by the Unitary Council.

H. Other implications/issues

None identified.

I. Feedback from consultation, Local Area Forums and Local Member views

N/A

J. Communication issues

Cabinet's response to the recommendations will be published.

K. Progress Monitoring

Where recommendations are agreed by Cabinet, the lead officer for each recommendation will be asked to provide a written progress update to the lead Cabinet Member. The Cabinet Member and relevant officers will be invited to the Select Committee to follow-up on the progress of the recommendations at 6 & 12 months.

L. Review

See above.

Background Papers

The background papers are listed at the end of the Inquiry report (Appendix 1).

Your questions and views

If you have any questions about the matters contained in this paper please get in touch with the Contact Officer whose telephone number is given at the head of the paper.

If you have any views on this paper that you would like the Cabinet Member to consider, or if you wish to object to the proposed decision, please inform the Democratic Services Team by 5.00pm on Friday 10 May 2019. This can be done by telephone (to 01296 382343), or e-mail to democracy@buckscc.gov.uk

Report to Cabinet

Support for Carers

A Report of the Health & Adult Social Care
Select Committee
(evidence gathering on 30 October 2018)

Contact Officer: Liz Wheaton, Committee & Governance Adviser



Message from the Chairman



“On behalf of the inquiry group, I would like to pass on our sincere thanks and appreciation to all those people who gave up their valuable time to talk to us as part of our evidence gathering.

Whilst recognising there is a significant amount of good work around the county to support carers, our review focusses on identifying potential gaps and the recommendations aim to improve the future support available for all carers and strengthen existing partnership working across the health, social care and voluntary sector”.

Brian Roberts, Chairman of the Review Group and the Health & Adult Social Care Select Committee

A recent report shows that there are now almost 8m unpaid carers in the UK looking after poorly relatives or friends – a 35 per cent increase since 2001. Source: Demos Think Tank



Members of the Review Group:



Brian Roberts



Anita Cranmer



Lesley Clarke OBE



David Martin

Purpose of the report

- To seek the agreement of Buckinghamshire County Council's Cabinet to the report and recommendations of the Health & Adult Social Care Select Committee's in-depth review into Support for Carers.



Contents

Slide(s)	Topic
5-8	Recommendations
9-10	Background
11	Aim of the Review
12-13	Methodology
14-16	Local context
17-19	Key Findings – Communities
20	Recommendations - Communities
21-22	Key Findings – Physical & Mental Health
23-24	Recommendations – Health

Slide(s)	Topic
25-29	Key Findings – Voice of the Carer
30-32	Key Findings – Education
33	Recommendations - Education
34-38	Key Findings – Employment
39-40	Recommendations - Employment
41	Potential further areas for work
42-44	Case studies
45-46	Appendices
47	Next steps




Recommendations (1)

That Cabinet considers all recommendations as part of the work of the health and social care Integrated Care System. The recommendations relate to the five themes outlined in the “Building Carer Friendly Communities” report.

Recommendation 1 (Communities – slides 17-20):

That an action plan is created with key partners which brings together the working practices of the operational and commissioning teams to ensure better sharing of information on carers and early detection of issues.

That the action plan:

- **creates a single point of access for all carers (see slide 26) and includes signposting for financial assistance, care planning, assessment and review guidance, health and social care needs (including specific information for self-funders);**
 - **develops a single assessment form which can be accessed by all key organisations;**
 - **includes timescales and measurable outcomes to help demonstrate improved support for carers of all ages year on year;**
 - **includes specific actions for young carers to help increase identification and introduces a measure to track their educational attainment;**
 - **ensures contingency care plans are in place for all carers - reviewed regularly as part of the carer assessment reviews.**
- 

Recommendations (2)

Recommendation 2 (Health – slides 21-24)):

That good practice with GPs is developed further and experience of undertaking the GP Award is shared with all practices through the Practice Manager Forum.

Recommendation 3 (Health – slides 21-24):

That an independent review be undertaken of the GP Standard award to seek views from GP practices and use the feedback to make changes to the existing framework with the aim of increasing the take-up of the award.

Recommendation 4 (Health – slides 21-24):

That the costs for providing annual health checks for carers be explored and possible funding streams investigated.



Recommendations (3)

Recommendation 5 (Education – slides 30-33):

That the Council lobby Government to include a question about the number of young carers identified at school as part of the annual school census return.

Recommendation 6 (Employment – slides 34-40):

That a corporate training programme be developed for BCC Managers and other partners within the ICS to help identify and support carers, to coincide with the launch of the employee health & wellbeing strategy.

Recommendation 7 (Employment – slides 34-40):

That an employee carers support group be established and an annual survey be undertaken to find out the views of carers and help shape future support for carers services.



Recommendations (4)

Recommendation 8 (Employment – slides 34-40):

That the Employee Assistance Programme be more widely promoted amongst employees and feedback from users be obtained to ensure service quality.



Background

“A carer is anyone who cares, unpaid, for a friend or family member who due to illness, disability, a mental health problem or an addiction who cannot cope without their support.”

It is frequently forgotten or, perhaps worse, taken for granted that the majority of care provided doesn't come from the NHS or from care homes. It comes in the form of unpaid care which relatives, friends and neighbours provide, estimated to be worth £132 billion a year.

Source: State of Caring report, Carers UK 2018

“Building Carer Friendly Communities” a research report for Carers Week 2016 has been used as the focus for this in-depth review. It states that each year, 2 million people become carers and a similar number cease their caring responsibilities. With an ageing population, and people living longer with long term illnesses, the number of carers is going to increase over the years.



Background (2)

Carer Friendly Communities are places where carers feel supported to look after their family and friends and are recognised as individuals with needs of their own. They are places that reach out to support carers wherever they can by understanding caring, understanding disability and illness and doing things differently. The key is working in partnership to build such communities.

A recent Healthwatch England policy briefing (October 2018) entitled “What’s it like to be a carer?” states that “many people have told us about the difficulties they have faced in accessing support from their local council.” Under the Care Act, councils have a duty to provide information and advice about local support services, so people know where to turn when they need support and to help them plan for their future needs.”

The Care Act states that all carers are entitled to an assessment for support from their council.



Aim of the Inquiry

The Inquiry Group was set up to:

- Gain a greater understanding and recognition about the numbers of carers in Buckinghamshire (child, young adult and adult);
- Gain a greater understanding about carers needs and the support they currently receive from across the whole system – health, social care, local communities and schools (if child and young adult carers);
- Explore the current transition arrangements for children and young carers as they enter adulthood;
- Review the Council's current arrangements for employees who are carers;
- Help shape and inform the Carer Assessment internal review;
- Identify areas of improvements across the system and raise the profile of carers.

The themes of “Building Carer Friendly Communities” a research report for Carers Week 2016 have been used to inform the structure of this inquiry. The five themes are – Communities, Health, Voice of Carers, Education and Employment.



Methodology

- **A full day of evidence gathering took place on Tuesday 30th October with the following people attending during the day:**
 - Lisa Truett, Senior Commissioning Officer, Adult Social Care (ASC)
 - John Everson, Specialist Commissioning Manager, ASC
 - Stephen Archibald, Chief Executive, Carers Bucks
 - Helen Cavill, Project Lead, Street Associations
 - Chris Holden, Trading Standards
 - Andy Chapman, Community Links Officer, BCC
 - Lucy Martin, Carers Bucks (GP Liaison)
 - Ellen Solley, Practice Manager, Haddenham Health Centre
 - Jack Workman, Mental Health and Physical & Sensory Disabilities Commissioning Manager
 - Caroline Hart, Specialist Commissioning Manager
 - Julie Dale, Oxford Health
 - Jane Kershaw, Head of Quality Governance, Oxford Health
 - Ian Cormack, Carer and Co-Chairman of Carers Partnership Board
 - James Fowler, Youth Service Manager
 - Maria Edmonds, Education Strategy Manager



Methodology (2)

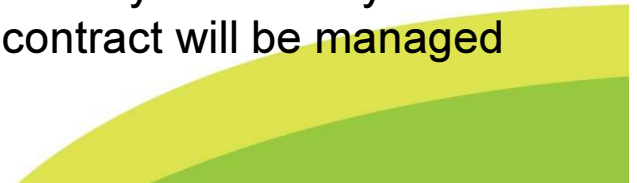
- Jennifer O'Neill, Head of Organisational and Learning Development
- Anne Nichols, Lead Policy Consultant, Strategic HR team
- Helen Cannon, Organisational and Development Officer
- Jane Bowie, Service Director, Integrated Commissioning

- Desk top research to provide national context and current strategies and policies on this issue.
- A call for evidence was sent to all members of Bucks Business First with a couple of short questions regarding the support that businesses have in place for carers. No responses were received.
- Written evidence was received from a number of carers following a call for evidence.



Local Context (1)

- Buckinghamshire is one of the first waves of Integrated Care Systems (ICS). Integrated Care Systems are partnerships between all NHS organisations and local authorities in a local area which take collective responsibility for resources and population health.
- The number of carers registered with Carers Bucks has seen a steady increase from 5,390 in April 2011 to 10,023 carers registered in January 2018.
- Carers Bucks also provides individually planned support to young carers aged 6-19 years. The number of young carers registered with Young Carers Bucks is 810 and 83 Young Adult Carers. It was estimated that 40% of young carers in Bucks had been identified which was comparable to other authorities.
- The Council currently commissions Carers Bucks to deliver information, advice and guidance, training and peer support to young and adult carers within Buckinghamshire.
- A new contract specification has recently been issued to provide an all age support for carers service. It is a joint service to be funded by the County Council and the Clinical Commissioning Groups. The contract will be managed by the Joint Commissioning team through the ICS.



Local Context (2)

- The Council funds a small annual contract with YC2 to contribute to a youth club specifically for young carers aged between 7 and 18 years living in the Buckingham and Winslow area.
- The Council has a statutory duty to assess any carer who presents to the council requesting a formal assessment. The Care Act does not place any duties around the timeframe in which an assessment should be completed.
- In Bucks, the average waiting time for processing assessments is currently 6-8 weeks (due to vacancies in the team).
- The Council's carers assessment process is currently being reviewed.
- The Council completes all carers assessments currently within Buckinghamshire. The assessments are completed by a social worker completing an assessment/review for the cared for person or the assessment is passed to the Community Response and Reablement team.



Local Context (3)

- Between March 2017 – January 2018, **488** adult carer's assessments were completed by Buckinghamshire County Council of which **382** people were eligible to receive Council funded services.



Key Findings – Communities (1)

“3 in 4 carers don’t feel their caring role is understood and valued by their community”.

Source: Building Carer Friendly Communities: Research report 2016

- Loneliness and social isolation are significant issues within communities and there is a strong reliance on the voluntary sector to provide support for vulnerable groups, which would include carers..
- Need reliable information in order to ensure the most vulnerable are protected.
- Partner agencies work together and feed information to Trading Standards – including Adult Social Care, Multi-Agency Safeguarding Hubs, Police, Carers Bucks and Oxford Health (for mental health services).
- A recent study showed that the economic case for local investment in carer support demonstrates that for every £1 spent on support for carers equates to a £15 saving to the Council.
- Young Carers support group works closely with Children’s Services.
- Carers Bucks is the main organisation to receive referrals for carer support and to provide ongoing support.



Key Findings – Communities (2)

- The number of people living with dementia over the next 10 years is anticipated to rise by 70%. In 2012, the Government launched the Dementia Challenge and so far, 24 County Councillors in Bucks have signed up to be Dementia Friends. Work continues to raise awareness of the Dementia Action Alliances.
- A Community asset map is being developed which will bring together over 2,000 organisations which can be searched by postcode. This will allow an up to date resource list to be developed and shared with the voluntary and community sector to engage people in local events. It focusses on the small local initiatives which are led by local people e.g. Knit and Natter clubs, local coffee mornings.
- **Local community champions** are being recruited and will be crucial to the success of this work, as it is only through them that the grass roots knowledge to keep such a resource up to date is available. This searchable tool is due to be launched at the end of 2018.
- Feedback from a recent Dementia conference held in Bucks, and attended by over 100 people (carers and cared for), will help to inform joint commissioning decisions in 2019. The report will be available by the end of the year (2018).



Key Findings – Communities (3)

- Street Association brings together local residents who want to make their community stronger, friendlier and more supportive. There are a number of pilots across the county and the project is currently funded by the Police and Crime Commissioner. A toolkit is available for communities wishing to set up an Association.
- Part of the vision of the Integrated Care System (ICS) is for health and social care organisations to have access to shared records to avoid the need for people to repeat their information to all relevant parties. Voluntary sector organisations would have limited access to the information.
- We heard about the new contract for an all ages carers service which is currently out to tender. This is a jointly funded service between the County Council and the Clinical Commissioning Group. The responsibility for monitoring and reviewing the contract will be through the Integrated Care System.



Recommendations - Communities

Recommendation 1 (Communities):

That an action plan is created with key partners which brings together the working practices of the operational and commissioning teams to ensure better sharing of information on carers and early detection of issues.

That the action plan:

- creates a single point of access for all carers (see slide 26) and includes signposting for financial assistance, care planning, assessment and review guidance, health and social care needs (including specific information for self-funders);
- develops a single assessment form which can be accessed by all key organisations;
- includes timescales and measurable outcomes to help demonstrate improved support for carers of all ages year on year;
- includes specific actions for young carers to help with identification and introduces a measure to track their educational attainment;
- ensures contingency care plans are in place for all carers - reviewed regularly as part of the carer assessment reviews.



Key Findings – Physical & Mental Health (1)

“Just over one in ten patients on any GP practice list is a Carer, although many go unrecognised.....Carers look to GPs and other members of the Primary Care Team for support both for themselves and also for the people that they care for.....Engaging and co-operating with carers is an essential part of good patient care.”

*Source: An action guide for general practitioners and their teams
(produced by The Princess Royal Trust for Carers and the Royal College of General Practitioners)*

- We heard from the GP Carers Hubs Co-ordinator about the Investors in Carers Award for GP surgeries. The framework for the award has been designed by Carers Bucks. Three surgeries in Bucks have been presented with the award and a further four practices are working towards it. There are around 70 GP surgeries across Bucks.
- We heard from the Practice Manager from Haddenham Health Centre about their experience of gaining the award and she stressed the need for the nominated carers champions to receive support from the Practice Manager. Undertaking the award requires capacity and resource from the practice but it was viewed as a necessary investment upfront for a better overall outcome for the carer and the practice.

Key Findings – Physical & Mental Health (2)

- The Care Quality Commission (CQC) has started to refer to carer support as part of their inspection criteria of GP surgeries.
- Within the health sector, there has been a culture change in how carers are identified and supported. We heard about the carers hub at Stoke Mandeville Hospital which is supported by Carers Bucks and funded by the Clinical Commissioning Group.
- We received a copy of Oxford Health’s Family, Friends and Carers Strategy 2017-2020. Three years ago, Oxford Health started on a journey to improve the work they do with families, friends and carers. They were awarded a “two star” Triangle of Care rating in 2015 and are currently working towards a “three star” rating.
- An area of improvement identified by Oxford Health is around “developing a clearer picture of the many different carer representative groups and organisations so we can better capture their feedback and address the issues they raise.”
- Bucks Recovery College, part of the Whiteleaf Centre, offers courses which have been designed to increase a person’s skills, knowledge and understanding about mental health and recovery to equip them with the tools to live a happy and fulfilling life.



Recommendations - Physical & Mental Health

Recommendation 2 (Health):

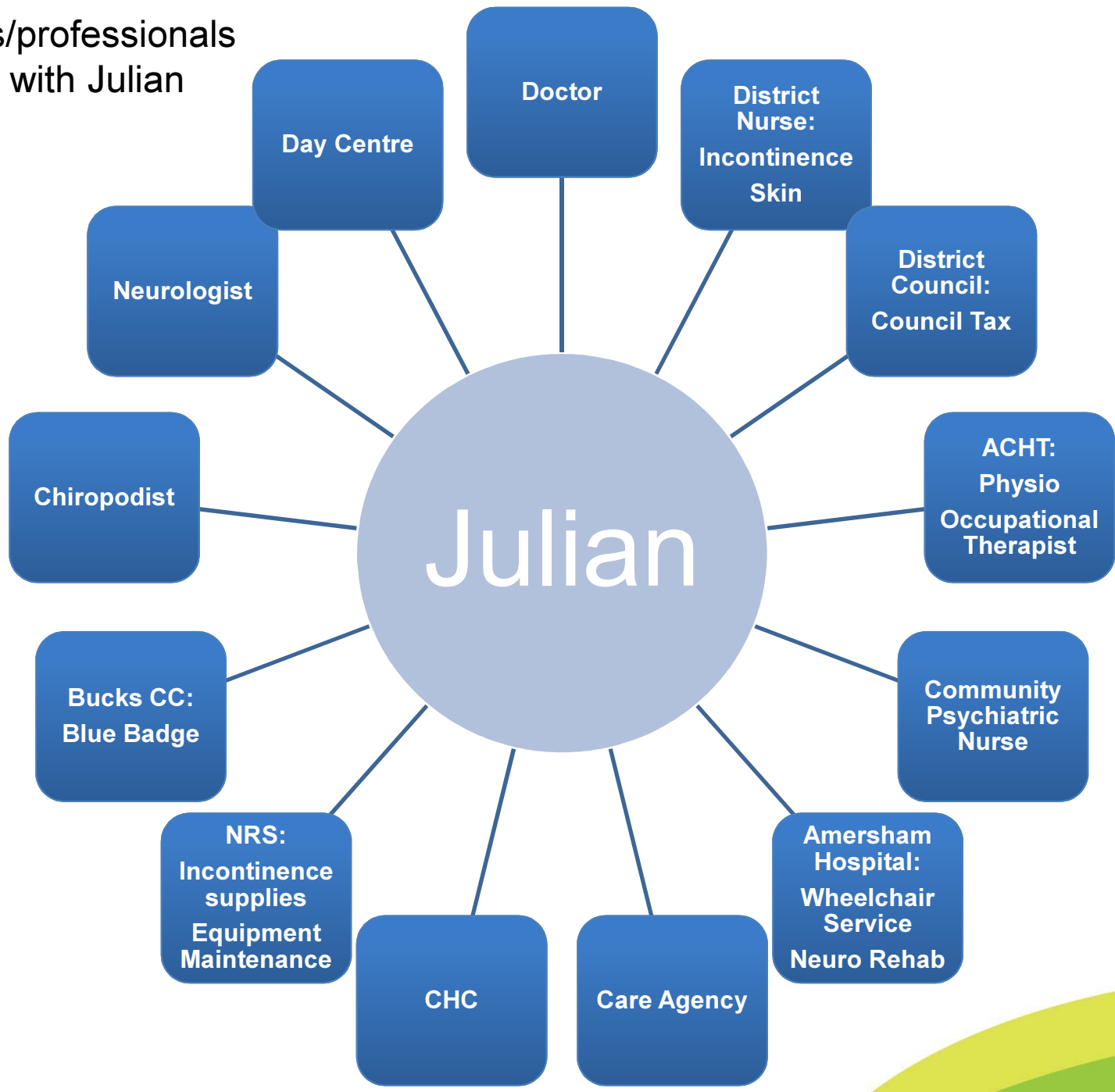
That good practice with GPs is developed further and experience of undertaking the GP Award is shared with all practices through the Practice Manager Forum.

Recommendation 3 (Health):

That an independent review be undertaken of the GP Standard award to seek views from GP practices and use the feedback to make changes to the existing framework with the aim of increasing the take-up of the award.



Services/professionals involved with Julian



Recommendations - Physical & Mental Health

Recommendation 4 (Health):

That the costs for providing annual health checks for carers be explored and possible funding streams investigated.



Key Findings – Voice of Carers (1)

“There are almost 1.3million people over the age of 65 providing unpaid care to a family member or friend in England and Wales and this number is rapidly growing. There has been a 25% rise in carers over 65 in England over the past decade and a 128% rise in carers aged over 85. For older carers, it is especially important that they get to health tests, check-ups and specialist appointments.”

Source: Building Carer Friendly Communities: Research report 2016

We received written evidence from a local resident caring full-time for her husband. Her husband is a self-funder with multiple complex needs and her written evidence outlined her experiences from his diagnosis in 2012 to date.

Extract from the carer’s written evidence.

“Looking after Julian is a full time job which is physically and mentally demanding. The most difficult aspect has been dealing with all the outside agencies necessary to enable him to stay at home. We have many issues to deal with and the most frustrating part of my life is knowing who to go to for help. Each agency deals with me and not each other”. The next slide highlights this.



Key Findings – Voice of Carers (2)

Continuation of extract from the carer's written evidence:

“I have needed a great deal of perseverance which may well be too much for some people who are less experienced than I in dealing with obstacles. Carers are usually going through an enormous grieving process already, coping with the loss of a partner and huge changes to expected lifestyles. To have the support of someone who knows the system and what help is available would have been a great help.”

The next slide provides further comments received from carers through written evidence.



“We should not have to raise formal complaints in order that someone at the County Council will listen to us – and listen properly.”

Source: a Family Carer from Bucks

“A key product of a carers assessment should be an action plan.”

Source: a Carer and Co-Chairman of Carers Partnership Board

“We’ve got an ageing workforce, with many people sandwiched between not quite having their own offspring off their hands but having to pick up the caring needs of their own parents.”

Source: Bucks County Council employee

“What I needed at the time was someone to talk to who was in the same situation as me, and advice about what support was available for carers.”

Source: Bucks County Council employee



Key Findings – Voice of Carers (3)

- A carer is eligible for Carers Allowance from the Department of Work and Pensions if they look after someone for more than 35 hours a week. It is hoped that an expected Green Paper (due in November 2018) will bring this allowance in line with Job Seeker's Allowance. The forms are available online and the carer is encouraged to complete it online rather than send it by post. It is 26 pages in length (see Appendix for a copy).
- A carer can only apply for a carers allowance if the person they care for receives one of the following – Personal Independence Payment (PIP), Disability Living Allowance (DLA) or Attendance Allowance (AA).
- The Care Act states that all carers are entitled to an assessment for support from their council. If eligible, then the carer could receive a one-off payment of between £125-£500 per year to be spent on improving their health and wellbeing.
- We heard about the use of direct payments to personalise care arrangements and the Council's brokerage service which helps people to find the right services for them.
- We heard about the importance of having care plans in place, particularly to consider the alternatives for an individual should anything happen to their carer.
- During evidence gathering, we heard of a carer who had received a carers assessment review but had not been notified of the outcome.



Key Findings – Education (1)

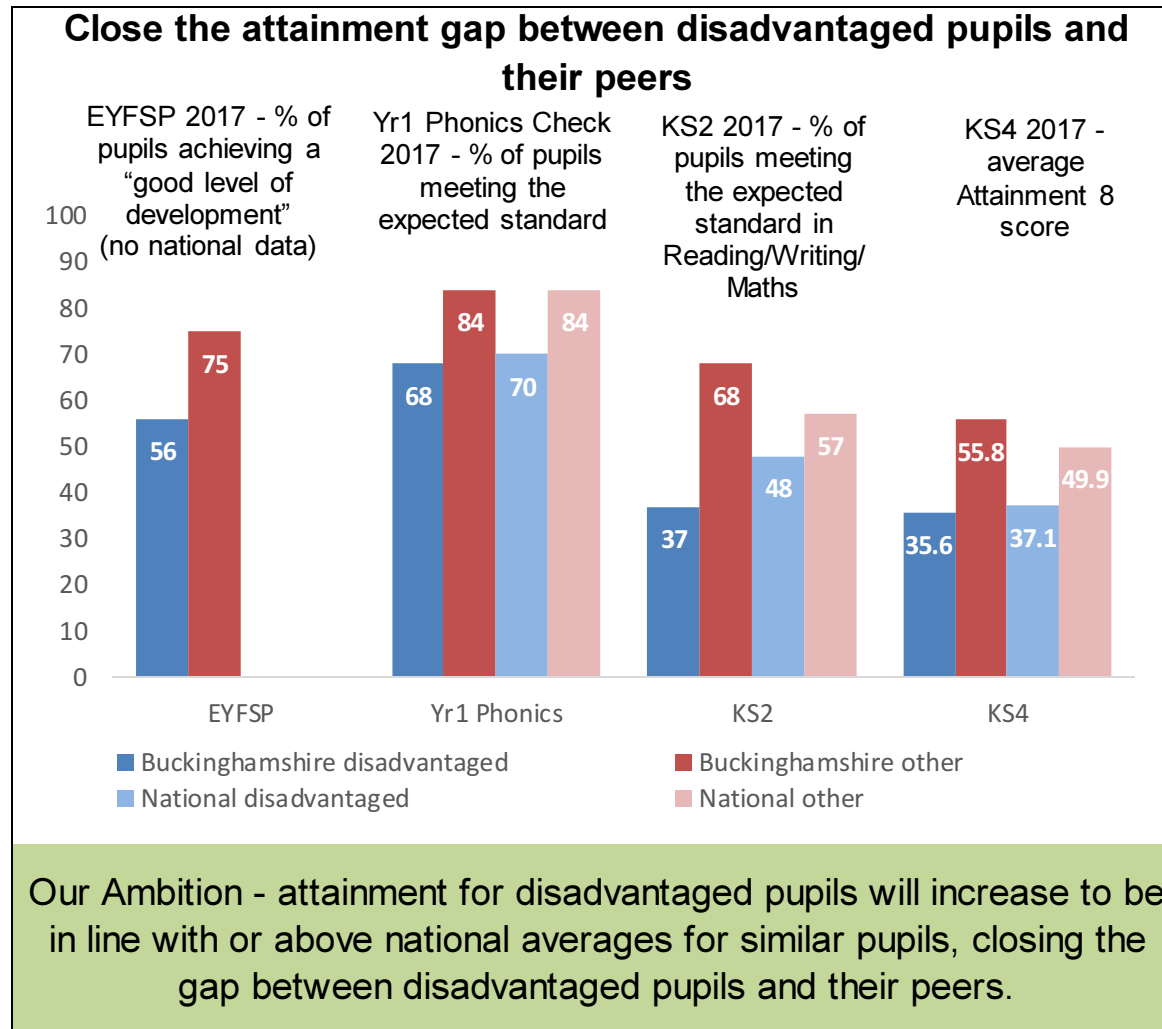
“The inability to balance care with education can have a devastating effect on a carer’s future prospects.”

Source: Building Carer Friendly Communities

- Cabinet agreed the Education and Skills Strategy in July 2018 which highlights as one of the challenges for Bucks “persistent underperformance of our vulnerable and disadvantaged children and young people.” The strategy goes on to state “Our focus will be on addressing the differential of experience between the vulnerable children in Bucks and their peers.”
- The slide on the next page is an extract from the strategy which shows the gaps between disadvantaged pupils and their peers in terms of educational attainment.
- Carers Bucks have presented gold awards to 7 secondary schools in recognition of their ongoing support to the young carers who attend their schools. Each school has identified a schools champion, delivered assemblies on the impact of caring and run staff awareness raising sessions.



Close the attainment gap between disadvantaged pupils and their peers



73



ambitious



inclusive



collaborative

Key Findings – Education (2)

- We sought clarification around the Department for Education’s (DfE) definition of disadvantaged pupils in relation to performance data which is *“those who were known to be eligible for free school meals in any of the previous six years as indicated in any termly or annual school census, pupil referral unit (PRU) or alternative provision (AP) census; children looked after by the local authority for at least 1 day; or children who have been adopted from care. Schools receive Pupil Premium funding for their disadvantaged pupils.”*
- The DfE does not have a definition for vulnerable groups. The basis for defining these groups is based on the disadvantaged definition above.
- By not including carers within a formal definition, we are concerned that the educational attainment of young carers is not currently tracked and therefore interventions cannot be introduced to support them to achieve their potential.
- Whilst acknowledging that the DfE does not request this information, we felt that a question should be included in the schools annual return to help identify young carers and provide the right level of support.



Recommendations - Education

Recommendation 5 (Education):

That the Council lobby Government to include a question about the number of young carers identified at school as part of the annual school census return.



Key Findings – Employment (Bucks County Council’s approach to support for carers) (1)

“3 million people work and care in the UK – 1 in 9 in every workplace and this figure is set to increase. Given the stresses and strains that can result from balancing work and caring, it is unsurprising that 1 in 5 carers give up work to care full time. By recognising the needs of carers, you can hold on to your experienced staff and reap the rewards of creating a supportive working environment for carers.”

Source: Carers UK website

- The Council does not currently hold a register of employees who are carers.
- Carers leave is offered, which is up to 5 days paid leave for emergencies (2 days can be taken at any one time), 5 days unpaid leave a year and 13 weeks’ unpaid leave over the person’s length of employment.
- Flexible working, changes in working pattern/hours, agile working and sabbaticals are other options for carers to consider. Information is available to staff via the intranet.
- The Government is considering introducing 5 days statutory paid leave for carers.



Key Findings – Employment (Bucks County Council's approach to support for carers) (2)

- The Carers Week research report (2016) stated that where employers do not have policies in place to support carers, 7 out of 10 (72%) had given up work/reduced their hours of work to care; 44% said their work had suffered and 29% said they were unable to pursue or had to turn down a promotion.
- A recent employee engagement event resulted in 157 employees identifying themselves as carers.
- Members heard feedback from two County Council employees about their experiences of juggling work and their caring role (the following slides are extracts from the feedback)
- The Council used to hold a regular carers forum for staff.
- A new employee health and wellbeing strategy is being developed focussing on improving mental health of employees.
- The Employee Assistance Programme is available offering free and confidential support service for Buckinghamshire County Council employees. Experienced, professional advisors are available 24 hours a day, 365 days a year to give you practical help and support. However, it was acknowledged that this programme is not widely used.



Key Findings – Employment (Bucks County Council’s approach to support for carers) (3)

Extract from Employee feedback (person A)

“We are complaining that we can’t get staff to fill vacancies. We’ve got an aging workforce, with many people sandwiched between not quite having their own offspring off their hands but having to pick up the caring needs of their own parents. And whilst we say we are flexible and people can blend their lives between work and home more, in reality its difficult. Not least because it’s exhausting.

When I hear talk about expecting people to use their family resources more, I have to be honest, I roll my eyes. I look at my own situation and I think I am a heart attack/stroke waiting to happen. If I have to leave early to sort out a family crises, or even take time off to take my mother to her medical appointments (she never remembers what the doctors tell her), I am often too exhausted by the time I return home to log on and catch up on my work. I certainly don’t feel like I can have any work ambition. I am already working long hours to deliver the day job and then not always successfully. Ridiculously short deadlines for work, despite the extraordinary amount of governance in place, ambiguity and other work related issues mean that I am often feeling stressed, fearful and very close to tears most days. And time off for myself seems a long way off.”



Key Findings – Employment (Bucks County Council’s approach to support for carers) (4)

Extract from Employee feedback (person B)

“When I became a carer it was as a result of a crisis – as it is for most people. I didn’t know whether it would be short or long term, and I had no other support – just me, and I was terrified. I didn’t know whether I would be able to continue to hold down my full time job at BCC and care for my father. I looked around for help and I found very little.

What I needed at the time was someone to talk to who was in the same situation as me, and advice about what support was available for carers. My father passed away recently but I am now caring for my mother.

I am lucky. I have an understanding manager who enables me to balance my work and my caring role. But I know other colleagues who aren’t as fortunate as me. I was, and am still, in a constant state of anxiety about the future. I want to continue to work for BCC and hold on to some semblance of a life but am not sure whether that will be possible if things at home deteriorate.



Key Findings – Employment (Bucks County Council’s approach to support for carers) (5)

Extract from Employee feedback (person B), cont’d

....I’d like to see a proper commitment from BCC to support its employees who have a caring role. There must be lots of us but do they know how many there are – I’ve certainly never been asked. The organisation wants family members to step up and provide care for relatives so that they can reduce down the need for social care services, so therefore they need to support those of us who are willing to do this.”



Recommendations - Employment

Recommendation 6 (Employment):

That a corporate training programme be developed for BCC Managers and other partners within the ICS to help identify and support carers to coincide with the launch of the employee health & wellbeing strategy.

Recommendation 7 (Employment):

That an employee carers support group be set-up and an annual survey be undertaken to find out the views of carers and help shape future support for carers services.



Recommendations - Employment

Recommendation 8 (Employment):

That the Employee Assistance Programme be more widely promoted amongst employees and feedback from users be obtained to ensure service quality.



Potential areas for further work

We recognise the vital role of young carers and felt that the support they receive needs to be reviewed in more detail.

We heard evidence from young carers through pre-recorded video-clips and the recommendations in this report include young carers but we recognise that their needs will be different.

We will suggest to the HASC Committee that the support provided to young carers is included as part of the work programme.



Case Studies (provided by Carers Bucks)

Case Study A

Mr B is the main carer for his 92-year-old mother, who has dementia. He was referred to us by his GP practice, who recognised that he was struggling in his caring role. Mr B and his mother live together and Mr B runs the family business. Until fairly recently, Mr B was able to take his mother with him on work visits, but, following a stay at Stoke Mandeville Hospital and a diagnosis of bowel cancer, she can no longer leave the house for long periods. Although Mrs B has carers coming in four times a day, Mr B now needs to be able to leave the house for up to five hours twice a week for work. The cost for extra carers is prohibitive and Mr B's caring role was having a negative impact on his ability to work. We have worked with Mr B so that his mother is now receiving higher rate Attendance Allowance, resulting in an extra **£4,451** a year and he has also been able to claim a 50% reduction on Council Tax, due to caring for someone who has dementia and is in receipt of Attendance Allowance, resulting in an annual saving of **£1,301**. This total of **£5,752** per annum means that Mr B can pay for extra hours of care, enabling him to continue working.



Case Studies (provided by Carers Bucks)

Case Study B

Mr P cares for his wife, who has Alzheimers. His GP practice suggested he attend an event Carers Bucks were running at the surgery. Following the event, the surgery provided a room for me and the carer to look at his caring role holistically. He was keen to find somewhere for his wife to spend time during the day, to provide her with social interaction and stimulation and to give him a break from his caring role. Carers Bucks were able to assist with the Attendance Allowance application, resulting in a **£2,979** (lower rate) annual payment. As Mrs P has Alzheimers and receives Attendance Allowance, they are able to claim a 25% reduction on their council tax – a saving of **£563** a year. This extra income of **£3,542** means that Mrs P is able to attend a day centre twice a week. Mr P is now more able to continue caring as he is getting a regular break from his caring role.



Case Studies (provided by Carers Bucks)

Case Study C

Our Carers Bucks hospital worker met a patient at Stoke Mandeville Hospital, who is caring for her husband with dementia. She had been admitted for bowel surgery and was discharged home while her sons cared for their father in turn. The lady unfortunately fell ill soon after discharge and called the Carers Bucks office late on a Friday. The Carers Bucks staff member she spoke to was so concerned about her wellbeing that she contacted her GP who arranged for a community nurse to attend as a matter of urgency. She was found in need of medical attention and immediately blue-lighted back into hospital with suspected sepsis. Carers Bucks staff subsequently liaised with a number of professionals on behalf of this family to ensure they were taking the caring responsibilities and the wider family situation fully into consideration prior to her second discharge. Once she was home again, Carers Bucks staff continued to support her and the wider family as needed.



Appendices (1)

Background papers

- State of Caring 2018 – Carers UK report
<https://www.carersuk.org/images/Downloads/SoC2018/State-of-Caring-report-2018.pdf>
- Triangle of Care report
<http://static.carers.org/files/caretriangle-web-5250.pdf>
- Building Carer Friendly Communities – research report for Carers Week 2016
<https://www.carersuk.org/for-professionals/policy/policy-library/building-carer-friendly-communities-research-report-for-carers-week-2016>
- Carers Action Plan 2018-2020
<http://qna.files.parliament.uk/ws-attachments/917240/original/180605%20Carers%20Action%20Plan.pdf>



Appendices (2)

Background papers

- Healthwatch – being a carer
<https://www.healthwatch.co.uk/report/2018-10-01/whats-it-being-carer-0>
- I care, you care – Family, Friends and Carers Strategy (Oxford Health)
<https://www.oxfordhealth.nhs.uk/news/i-care-you-care-oxford-health-launches-new-carers-strategy/>
- Best practice in support for carers – Employer Best Practice
http://www.carerpositive.org/files/2514/7687/3088/Carer_Positive_Best_Practice_Booklet_WEB.pdf



Next steps

- The report to be discussed and agreed by the Health & Adult Social Care (HASC) Select Committee (29th January 2019).
- The report and recommendations to be presented to BCC Cabinet (March 2019).
- Recommendation progress monitoring by the HASC at 6 and 12 months.



Report to Cabinet

Title:	Unitary Programme Update
Date:	Monday 13 May 2019
Author:	Leader of the Council
Contact officer:	Roger Goodes , Programme Manager
Local members affected:	All
Portfolio areas affected:	All

Summary

This report provides an update on the progress made with the programme to establish the new unitary council for Buckinghamshire.

The Chief Executives of the five councils have been meeting regularly since November 2018 to plan how to establish the programme. As a result a number of corporate workstreams were established in December involving staff from the five councils to identify the critical activity required to establish the new council.

Following the establishment of these initial workstreams a fuller programme structure has now been agreed covering all areas of local government functionality.

A programme management office has been established following a recruitment process whereby staff from across the councils were successfully appointed to posts.

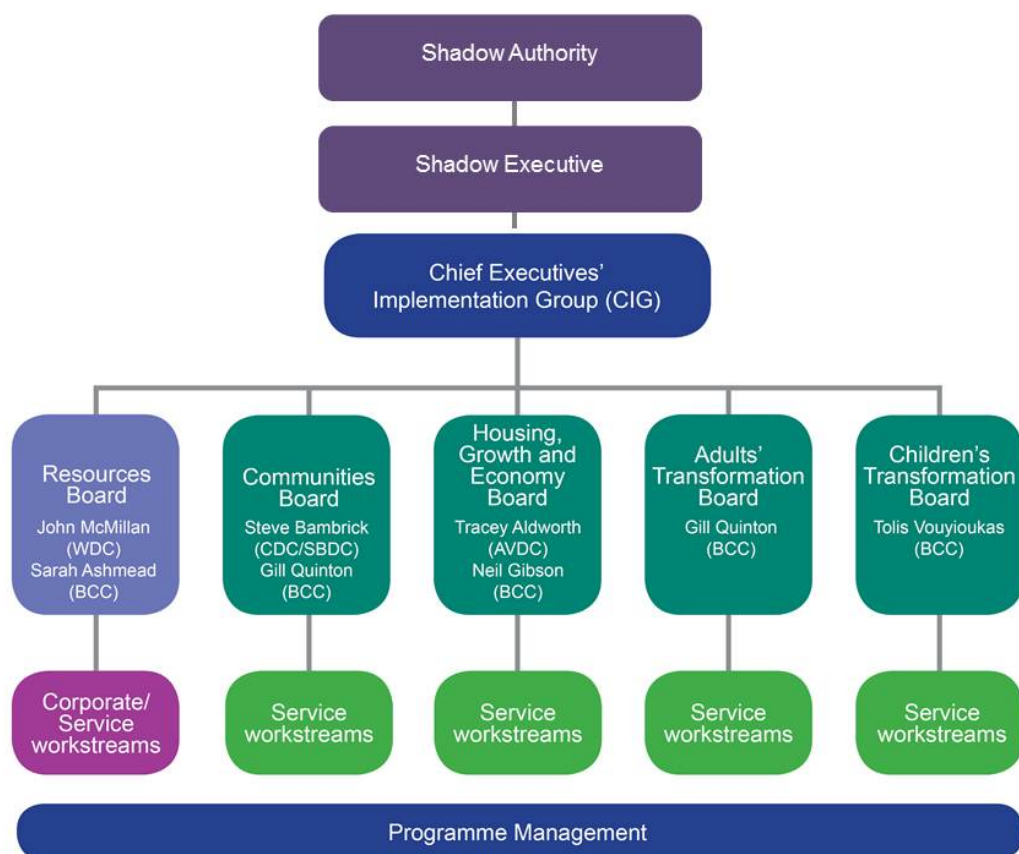
The Structural Changes Order which sets out the detailed arrangements for the transition to the new council, has now been laid before Parliament and is due to be debated by both the House of Commons and Lords within the next few weeks. It is anticipated that the Order will be made by the end of May. The first meeting of the Shadow Authority will be held within 14 days of the date the Order is made.

Recommendation

Cabinet are asked to NOTE the progress being made with the establishment of the new unitary council for Buckinghamshire.

A Programme Structure

1. A model of governance including the structure of the programme has now been implemented. This has involved the creation of a number of Programme Boards managing a range of workstreams (attached as appendix 1). The programme also incorporates existing boards that have been established to manage the change and improvement programmes within the County Council's Children and Adults service areas.
2. The new programme boards cover three areas: Resources, Communities, and Housing, Growth and Economy. The workstreams under the Resources board are those established previously and have a dual role. They will undertake the work required to ensure corporate services are established on day one and support the other workstreams to ensure a smooth transition to the new Council, as well as determining the principles and working arrangements which will apply to customer services.
3. The three new programme boards are co-chaired by a senior officer from the County Council and one of the District Councils. The structure for the programme is detailed below:



4. The following set of principles have been agreed for the programme which are detailed below:
 - A need to work together to successfully deliver a single unitary council for Buckinghamshire from April 2020.

- A desire to build positive and collaborative relationships between individuals across councils in advance of vesting day to help create the right conditions for a strong mutually supportive organisation in 2020.
- An acknowledgement that different perspectives will be heard and considered before final decisions are made.
- A need to ensure distributive leadership across all organisations and a range of services.
- A recognition of the skills, experience and knowledge that all colleagues bring to transition.
- A need to ensure programme management arrangements for transition with the delivery of specific pieces of work are clear and unambiguous.
- A need to clearly identify tasks associated with transition and separately pieces of work / activities for post vesting day for discussion with the CMT of the new council and elected members.
- A need to ensure that we import the best of each council into the new organisation recognising the strengths and capabilities of individual councils, services, staff and managers and considering scaling up of best practice wherever possible.
- A recognition that specific aspects of unitarisation will require detailed discussion and political debate e.g. localism/locality arrangements.

B Structural Changes Order

5. The Structural Changes Order was laid before Parliament on 2 April 2019. It has now been considered by the Joint Committee on Statutory Instruments (JCSI).
6. The next stage is for the Order to be debated within both Houses of Parliament, which is expected within the next few weeks.
7. Following this the Order will potentially be made by the end of May 2019. Once the Order has been made we have 14 days to arrange the first meeting of the Shadow Authority. The Shadow Executive will also be established at this time.
8. A brand for the Shadow Authority has been agreed and is shown below:



9. A new website is being built for the Shadow Authority and will include information on the unitary programme as well information on the meetings of both the Shadow Authority and Shadow Executive.

C Progress on other matters

10. Programme Boards and their supporting workstreams are working towards having full programme plans agreed by the end of May. These will be combined into an overarching plan which will be presented to the Shadow Executive once it has formally been established.
11. The programme management office has been established and is jointly led by Roger Goodes (BCC) and Karen Jones (AVDC). Officers have been appointed to the office from across the county and district councils. Work is underway on the supporting processes for the programme including management of the implementation budget and risk management processes. The budget will be monitored regularly through the Chief

Executives Implementation Group and reported at regular intervals to the Shadow Executive. Some of the initial high level programme risks identified include:

- Recruitment and retention of key staff.
- Capacity across the five councils.
- Staff focus and/or motivation and morale during transition period.
- Uncertainty over Brexit and possibility of a general election and/or European election.
- Engagement and communication with partners and key stakeholder.
- Clarity over what is required to be "safe & legal". Failure to understand full statutory/non-statutory responsibilities of merging authorities.
- Delays in making the Structural Changes Order.

12. The risk management process has been developed with Internal Audit. Risks will also be regularly monitored by the Chief Executives Implementation Group. Regular reviews of the programme will be carried out by both Internal and External Audit.
13. Programme communications have been agreed and coordinated across all five councils and from May a fortnightly update for all staff will be issued by the Programme Office. Work is underway developing a much fuller communications and stakeholder engagement plan for the programme.
14. Several meetings have been held with Employee Representatives and Trade Unions. A proposal for ongoing engagement with these groups has been agreed.
15. It has also been agreed to hold a workshop for the nominated Members of the Shadow Executive across the five councils to discuss the proposed work on Localism and following this to arrange a workshop with Town and Parish Councils on the Localism work. The workshops are planned to be held by the end of June.

C Summary/Conclusions

16. Considerable progress has been made over the last few months to establish the programme and identify the critical work required to establish the new authority. Staff across all five councils are involved in working to deliver a new single unitary council for Buckinghamshire.
17. The focus of the programme is on ensuring a seamless transition for the residents of Buckinghamshire, through a programme of critical activity to create the new council. The majority of the transformation activity will occur within the first three years of the new council.

Report to Cabinet

Title:	Granting of Long Leasehold on Site for Development in the South of the County
Date:	Monday 13 May 2019
Date can be implemented:	Tuesday 21 May 2019
Author:	Cabinet Member for Resources
Contact officer:	David Pearce Lead Contracts Officer 01296 383984
Local members affected:	Iver

For press enquiries concerning this report, please contact the media office on 01296 382444

[Guidance can be found on the intranet at the following link:

<https://intranet.buckscc.gov.uk/how-do-i/member-services/decision-making/>

Is the report confidential? Please contact Democratic Services.]

Summary

The Cabinet are asked to consider and approve a proposal (subject to detailed Heads of Terms being agreed), for a development in the south of the County on land owned by The County Council. Details of the land, location and terms are set out in the Confidential Annex at Part 2 of this agenda. It is proposed that if the Cabinet grants approval the Developer will enter into an Agreement for Lease. Once completed they will at their own expense, apply for all necessary consents and permissions, and if granted will, enter into, fund and carry out the agreed development and on practical completion (planned for 2024 but the plan may extend to 2025) enter into a long lease which will provide The Council with a valuable investment asset generating a revenue income.

Recommendations

Authorisation is given to the Director of Property and Assets in consultation and with the approval of the Cabinet Member for Resources, the Executive Director for Resources and the Director of Finance & Procurement

- 1. To finalise and agree any necessary amendments to the Heads of Terms for an Agreement for Lease and Lease as set out in the confidential report at part 2 of this agenda. Finalise any agreements permitting the developer to build (where necessary).**
- 2. To continue to administer and comply with the terms of the Council's non-disclosure agreement while it remains in force for two years from the 8th October 2018, whether or not this development proceeds.**
- 3. To appoint necessary Consultants on behalf of the Council to agree, review and report on progress of design works, surveys, Planning Application (s) or any other related plans, programmes or works associated with the development and in accordance with the Agreement for Lease and Lease.**
- 4. Upon satisfactory completion of all conditions attached to the Agreement for Lease to complete the Lease.**
- 5. To agree the Building Contract and Appointment of the Professional Team and ensure suitable contract protections are provided to the Council through Collateral Warranties etc.**
- 6. To administer the provisions of the Agreement to Lease and Lease and to report on the progress of the development to Cabinet on not less than an annual basis.**
- 7. To engage with the existing occupational Tenant and issue any required tenancy notices to facilitate the development as appropriate as set out in part 2 of this report appendix 1.**
- 8. To serve any other notices where required or considered prudent including, should it prove necessary, notices advising of any breach in any legal documentation entered into in this development scheme or to terminate any such legal documentation.**
- 9. To appoint and instruct Legal Services with specialist skills and experience in respect of the nature and scale of the Development proposed to act on the Council's behalf in preparing and agreeing the Agreement for Lease and Lease and any other necessary legal documentation.**

10. To instruct the insertion of any applicable Legal Mechanisms or covenants deemed necessary by the Council to restrict further development on Council owned land.
11. To, where considered necessary alone or in conjunction with the Developer to promote the site through the planning system
12. To participate where considered necessary or advisable to contribute toward the success of this project, participate in public or private consultations or engagement.
13. To arrange funding for the Consultancy fees necessary to conclude the Agreement for Lease and Lease as set out in the Part 2 report, considered later in this agenda.
14. To arrange to sign, seal and enter into any legal agreements and any other ancillary agreements or documents required to give effect to the disposal.

A. Narrative setting out the reasons for the decision

1. The Council has received an approach by a specialist Developer to progress an Agreement for Lease and Lease at the location which is the subject of this report for a Development which is specialist in nature. Details of the Terms agreed to date are set out in the Part 2 report.
2. The proposal contained in this report will uniquely address these issues and if successful will provide the Council with a significant income stream (the value of which has been appraised by reports from 3 separate independent surveyors prior to agreement of the detailed Heads of Terms) with the costs being met by the developer. Apart from monitoring and transactional fees in relation to the Agreement for Lease and Lease, there are no costs to the Council in promoting the site for planning purposes.
3. The Tenant is to obtain planning permission and all other consents at their own costs.
4. The Tenant will carry out the proposed development and fit out including any infrastructure works at their own cost.
5. The Parties will enter into an Agreement for Lease to govern the development elements of this transaction and the lease will commence upon practical completion of the proposed development.
6. The reason for accepting this proposal is that it represents a significant windfall opportunity for BCC to create a long term investment income, which will be used to support the wider services of the Council.

B. Other options available, and their pros and cons

1. Do Nothing. No improvement to the current situation will be enjoyed and the revenue windfall will not accrue to the Council.
2. Market the site for a similar development. This option is contrary to a confidentiality and lock out agreement before the end of the relevant period of exclusivity and even following such period in the short to medium term (if there is a breach of certain terms of the agreement), after which a successful determination for a planning application for a similar development is unlikely to be successful.
3. Proceed with the proposal set out in this report.

C. Resource implications

- Internal costs for monitoring the project to Practical Completion of the project are estimated to be 500 hours. These costs would be capitalised once the Agreement for Lease and Lease have been signed. External Consultancy support will be used to monitor all the phases of the project.
- If the development is forthcoming the proposed rental income would create a substantial revenue income to the Council.
- Initial costs to the Council are minimal and limited in the main to the cost of monitoring the project. Other transactional costs such as the initial Legal and Professional fees are to be met by the Developer.
- Following the Initial stages, anticipated commercial fees are set out in the report to be considered in Part 2 of this agenda.
- Following the initial stages, we recommend the appointment of Legal Services with specialist skills and experience in respect of the nature and scale of the development proposed, to act on the Council's behalf.

D. Value for Money (VfM) Self Assessment

The transaction is almost 100% financially positive. The Council is currently represented by Carter Jonas as lead surveyor and three appointed appraisal surveyors working toward achieving the best overall value possible for the Council whilst securing the Council's interest for any future value uplifts. Details are set out in the Part 2 report.

E. Legal implications

HB Public Law, the Council's in house legal service has been consulted with regard to the preparation of this report and asked particularly to ensure that the delegations contained in this report mirror or flow from the Constitution and in particular the scheme of delegation.

There is a confidential appendix to this report, which is exempt by virtue of paragraph 3 of Schedule 12A of Part 1 of Schedule 12a of the Local Government Act 1972 because it contains information relating to the financial or business affairs of any particular person (including the authority holding that information)

The Council has a range of powers to enter the agreements envisaged by this report, including the general power of competence under Section 1 of the Localism Act 2011 to do anything that individuals can do subject to any specific restrictions contained in legislation. The Council also has the power to acquire, appropriate and dispose of land in accordance with Sections 120-123 of the Local Government Act 1972 subject to obtaining all appropriate consents and approvals and ensuring that any disposals are for a consideration that is the best that can reasonably be obtained.

Under Section 123 of the Local Government Act 1972 the Council has power to dispose of any land held by them in any manner they wish but cannot dispose of it for less than the best consideration than can reasonably be obtained unless they have the consent of the Secretary of State to do so.

Accordingly the Council would have power to lease the site for the best rent that can reasonably be obtained without the need to obtain the Secretary of State's consent or for less than best consideration with his specific consent.

If the best rent that can be reasonably be obtained is not proposed to be obtained, then the Secretary of State has issued a General Consent (The Local Government Act 1972: General Disposal Consent (England) 2003) under which Council's may dispose of land for less than best consideration if the Council consider that that the purpose for which the land is to be disposed of is likely to contribute to the economic, social or environmental well-being of the whole or any part of their area or of all or any persons resident or present in their area subject to certain provisos.

The Council has to give due regard to its Equalities Duties, in particular with regard to general duties arising from the Equality Act 2010, section 149 and for the purposes of this report, section 20, Part 2 of the Equality Act. The latter provision creates a duty on

public and private organisations to make adjustments for disabled people. Having due regard to the need to advance equality also involves, in particular, the need to remove or minimise disadvantages suffered by persons.

An equality impact analysis has not been carried out at this stage as it is not considered that anyone with a protected characteristic: Age; Disability; Gender Reassignment; Pregnancy and maternity; Race; Religion or belief; Sex and Sexual Orientation will be adversely affected by the proposals within this report.

The envisaged disposition remains subject to an agreement for lease and any subsequent lease to be entered into between the council and the developer.

F. Property implications

Any implications to property are as laid out in the stage 2 confidential appendices 1 and 4.

G. Unitary Council

Any agreement entered into will require to be complied with by the Unitary Council going forward.

H. Other implications/issues

1. A number of competing development sites are lining up and The Council will need to progress at pace if it is decided to progress to the next stage.
2. Any other relevant Implications are addressed in the stage 2 confidential appendices.

I. Feedback from Local Member

The Local Member was briefed on Thursday the 25th April and commented on the proposal with a request to have some questions answered including the possibility of the proposal impacting on other local schemes and whether a specific other location could provide a viable alternative site. These comments have been addressed in the stage 2 confidential report summary

J. Communication issues

The Cabinet Member for Resources and the Director for Property and Assets will develop and continually monitor a Communications Action Plan to support any decision of the Council to promote the Development.

K. Progress Monitoring

Progress will be monitored by way of the Property Board Progress Tracker and regular Highlight reports.

L. Review

N/A

Background Papers

Stage 2 Confidential report comprising index and confidential appendices 1 – 12

Your questions and views

If you have any questions about the matters contained in this paper please get in touch with the Contact Officer whose telephone number is given at the head of the paper.

If you have any views on this paper that you would like the Cabinet Member to consider, or if you wish to object to the proposed decision, please inform the Democratic Services Team by 5.00pm on Friday 10 May 2019. This can be done by telephone (to 01296 382343), or e-mail to democracy@buckscc.gov.uk

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A of the Local Government Act 1972.

Document is Restricted

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A of the Local Government Act 1972.

Document is Restricted

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A of the Local Government Act 1972.

Document is Restricted

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A of the Local Government Act 1972.

Document is Restricted

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A of the Local Government Act 1972.

Document is Restricted

