



**AGENDA FOR THE EXECUTIVE COMMITTEE TO BE HELD AT 10.30 AM ON
WEDNESDAY 19 SEPTEMBER 2007 AT CHILTERN CONSERVATION BOARD
OFFICES, THE LODGE, CHINNOR**

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14 DATE OF NEXT AND FUTURE MEETINGS The next meeting of the Executive Committee will be held on Tuesday 11 December 2007 at 10.30am.	
15 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)	

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**TO: MEMBERS OF THE CHILTERN CONSERVATION BOARD
EXECUTIVE COMMITTEE**



MINUTES OF THE MEETING OF THE EXECUTIVE COMMITTEE HELD ON TUESDAY 15 MAY 2007, IN CHILTERN CONSERVATION BOARD OFFICES, THE LODGE, CHINNOR, COMMENCING AT 10.00 AM AND CONCLUDING AT 1.00 PM.

Present:

Richard Brown	Hertfordshire County Council
Cllr Rhys Goodwin	Board Member
Sir John Johnson	Board Member
Shirley Judges	Board Member
Richard Pushman	Board Member
Steve Rodrick	CCB Chief Officer
Cllr Alan Walters	Board Member

In Attendance:

Clare Gray	Clerk, Buckinghamshire County Council
Chris Smith	CCB Finance Officer
Mike Woods	Buckinghamshire County Council

1. APOLOGIES FOR ABSENCE

Apologies were received from Mr John Griffin, Mr K Mayne, Mr Bill Storey and Mr Alistair Helliwell (Natural England).

2. DECLARATIONS OF INTEREST

There were no declarations of interest.

3. MINUTES

The Minutes of the Meeting held on 27 February 2007 were agreed as a correct record.

4. MATTERS ARISING

Item 4 Matters Arising

A planning application had been made to South Oxfordshire District Council for the solar pv panels and the decision is expected in June 2007. A grant of £5,000 had also been applied for from a government renewable energy scheme. There would be a display panel in the building showing how much energy had been generated by the solar panels.

5. PUBLIC QUESTION TIME

There were no members of the public present to ask questions.

6. DRAFT STATEMENT OF ACCOUNTS FOR 2006-07

Members received the report of the Financial Advisor which had been recently circulated, which gave an update on the Statement of Accounts for 2006/7 subject to the year end adjustment. The final statement would be submitted to the Board Meeting in June 2007.

The Financial Advisor made the following points in his presentation:-

- The actual expenditure to date was £571,232 which should ensure that the Board should be entitled to the full grant of £454,000 from Natural England.
- The net surplus was £15,702. In addition £3,600 income should be added to this amount (totalling £19,200) which was sponsorship from the Bucks Building Society for the door drop newsletter.
- This would contribute to the reserves to help meet the costs of those projects which were not being funded.
- The Board noted that with regard to Promotion and Awareness £6,000 of the actual income of £27,902 should be moved to People and Places.
- The reserves and balances needed to be reviewed to look at future need and to look at projects which would roll over for 2007/8.
- A payroll oddity was noted as an invoice had been received from Bucks County Council for £2,500 for Member Allowances for 2005 which needed to be paid.

During discussion the following points were noted:-

- The Chairman had contacted Natural England to express concern about the delay in transferring grant money. Natural England did not have their Board Meeting to discuss Areas of Outstanding Natural Beauty until mid – late April which meant that the grant offers were late. The grant was expected in June 2007.
- Members noted that whilst the Board had good reserves, this was crucial for the Board who could not rely on other sources of funding for operating costs.
- Treasury Management Policies would be discussed at a later meeting.
- An internal audit had been carried out by Hertfordshire County Council which showed that all systems were adequate.

Chris Smith and the staff were thanked for providing a good year end statement.

RESOLVED:

The Committee NOTED the Statement of Accounts for 2006/7.

7. FINANCE REPORT 2007-08

Members received the report of the Chief Officer and the Financial Adviser, which gave an update on the finance statement to the end of March 2007. The grant offer of £467,000 had been accepted. The grant offer had not included the £12,000 requested to help cover some of the costs of reviewing the AONB Management Plan.

Members noted the information on the Project Grants and those Projects which had not received funding. The funding for Projects could not be negotiated. The following points were made about some of the Projects:-

- Two Projects which were already underway had not received funding – Visitor Survey and Getting Closer to Nature. The Visitor Survey was time limited as it was a survey conducted every 10 years. Reserve funding and donations would be used to ensure these projects continued and previous work was not wasted.
- The Chiltern Historic Landscape Project would be postponed until 2008-9 at the earliest.
- Members emphasised the importance of promoting the historic environment.

- Access for All had no funding but would be reduced in scale with alternative funding considered.
- Woodland management was seen as a priority area of work which had not received funding. Surveys have shown that up to 40% of ancient semi natural woodland was not included in the definitive inventory of ancient woodland in 1992. The Forestry Commission is now encouraging widespread resurveying of ancient woodland as it is a national priority habitat. This could be discussed further with the Forestry Commission and Woodland Trust.
- People and Places was also time limited because of the grant from the Heritage Lottery Fund which ends in September 2008.
- Concern was expressed about the support from Natural England which seemed not to be in line fully with the aims of the AONB.
- Money should be reallocated from the Land Management Scheme to support those Projects which had not been funded.

It was agreed that a press release should be drafted this week and forwarded to District and County Councils expressing concern about the shortfall in funding for certain projects. The press release should be sent to MPs.

RECOMMENDED that:-

- 1. The Board ACCEPTS the offer of £467,620 core grant from Natural England.**
 - 2. The Board LOBBIES Natural England in good time for the 2008/9 budget setting to introduce an improved process for submitting and approving grant awards based on clearer guidance, more timely awards and scope for local negotiation.**
 - 3. The Board REVISES the Work Programme as recommended and releases reserves of up to £26,000, initially by re-allocating funds from the Land Management Scheme and re-allocating up to £4,000 from the core budget.**
 - 4. The Board NOTES that cost of living awards have not been made to staff but AGREES an interim award of 2% be made in May backdated to 1st April 2007 pending the final outcome of the national negotiations.**
 - 5. The Board AGREES that a press release be prepared outlining the Board's concerns regarding funding.**
- 8. REVIEW OF THE AONB MANAGEMENT PLAN**

Members received the report of the Chief Officer on the proposed process of reviewing the Management Plan and the need to engage the services of a consultant at an approximate cost of £15,000.

The Board has the statutory duty for the preparation and review of the AONB Management Plan and this needs to be completed by May 2008. Members were informed that Natural England had declined to provide an additional £12,000 for this task. The additional workload is significant and there is insufficient capacity within the Board's staff. The staff also do not possess the experience of producing a Strategic Environmental Assessment or Appropriate Assessments. These Assessments have to be carried out due to EU Regulations. It was therefore proposed that a consultant be appointed who has expertise in this field, Alan Wheeler. He was the primary author to two previous Plans. The Chief Officer reported that as a member of staff would be going on maternity leave shortly, this would release funding to help with the Plan.

The following reasons were put forward as to why this work should not be put out to tender:-

1. It is not possible to be precise about the added work load involved as this is an iterative process.
2. The timetable is tight and the time taken to put this work out to tender will delay the start and will almost certainly mean missing the deadline of May 2008.
3. Alan Wheeler has a unique combination of knowledge of the Chilterns and experience of preparing a management plan for the Chilterns. He is very familiar with the process and well known to staff and partners which will enable him to make progress with limited supervision. He has also confirmed his availability over the next 12 months.
4. The day rate and willingness to limit his fees (based on current knowledge of what is involved) to £15,000, represents good value for money. His involvement would also reduce the need for the Chief Officer to provide supervision.

A Committee Member asked whether it was within Standing Orders to not put this work out to tender. There was a discussion about whether to spread the cost over two years or to waive Standing Orders and pay £15,000 in 2007-8. A Member commented that it may be worth reviewing the amount where the tendering process was required as it was quite low in the Contract Standing Orders. The Committee agreed that the Standing Orders should be waived on the basis of the points made above.

RECOMMENDED that

1. **The proposed process for reviewing the AONB Management Plan be NOTED.**
2. **The services of Alan Wheeler be SECURED, an environmental consultant, to support the review process and in particular to prepare the Strategic Environmental Assessment.**
3. **A budget of up to £20,000 be ALLOCATED for the review over two years (£15,000 in 2007-08 and £5,000 in 2008-09).**
4. **Natural England be REQUESTED to provide datasets for the review and SEA.**

9. REPORT ON SUSTAINABILITY PLAN

Members received the report of the Access Officer and Office Manager on the progress made in implementing the Sustainability Plan in 2006-7 and looked at the proposed actions for 2007-8.

The Chief Officer reported that the main aim of the Plan was to achieve carbon neutrality by 2010-11 providing the carbon offset scheme is supported. If this was not possible neutrality would be hard to achieve as the existing building was not energy efficient and the costs and logistics of retro fitting all the measures necessary would be prohibitive.

Members welcomed the Plan and discussed other ways of meeting the Plans aims. They emphasised the importance of car sharing and of planting trees to offset journeys undertaken by cars.

RECOMMENDED that:

1. **The Board NOTES the good progress made in implementing the Sustainability Plan for 2006/07.**

2. The Board **APPROVES** the proposed actions for 2007/08.
3. The Board **DEVELOPS** the carbon offset scheme with an initial budget of up to £250.
4. The Board **ADOPTS** the aim of achieving carbon neutrality by 2010/11, subject to developing the carbon offset scheme.

10. APPLICATION FOR THE LEADER PROGRAMME

Members received the report of the Chief Officer on the applications for the LEADER programme. The Programme will be supported by funding from the Rural Development Programme for England using government and EU funding. It supports rural development measures which support economic, social and environmental activity. The amount of funding is approximately £400,000 per successful area for a period covering 2008-2011. AONB's would be a good fit for the proposed Programmes. Bucks County Council were being very positive about this Programme and were looking to submit 2 bids, one covering the north of the County and the other the South, but both being serviced by a secretariat within the Council. Some of the areas being looked at were forestry, farming, tourism and heritage. SEEDA required expressions of interest to be submitted by early June, a full application by mid October, for funds to be available by Spring 2008.

During discussion the following points were noted:-

- Meetings had been held on the LEADER Programme, where there had been strong support from the north of the County. It was suggested to show a balance of support for the south of the County, that a Planning Officer should be invited from Chiltern District Council.
- Some Projects did not require match funding and were financially supported 100%.
- The Chief Officer was not aware of any other bids from neighbouring areas but he would follow this up with each Authority.

RECOMMENDED that:

The Board supports any bids to the LEADER Programme which may benefit the Chilterns and help deliver the AONB Management Plan.

11. ANY OTHER BUSINESS

The Committee noted that there was a vacancy for the National Association of AONB's.

12. DATE OF NEXT AND FUTURE MEETINGS

The next meeting of the Committee will take place on Wednesday 19 September 2007 at 10.30am,

The following meeting will be held on Tuesday 11 December 2007 at 10.30am.

13. EXCLUSION OF THE PRESS AND PUBLIC

RESOLVED:

That the press and public be excluded for the following item under Paragraph 3 of Schedule 12a because the report contains information relating to the financial affairs of a particular person.

14. CONFIDENTIAL REPORT ON MATERNITY LEAVE RELATING TO THE ACCESS OFFICER

CHAIRMAN

Audit Commission return for 2006-07

Author: Chris Smith Finance Officer

Summary The Annual Return required by the Audit Commission has been completed, and now needs the approval of the Committee and the signatures of the Chairman and Chief Officer.

Purpose of the Report: To present the Annual Return based on the accounts for 2006-07 for approval and submission to the Audit Commission.

Background

1. At the end of each financial year an Audit Commission Annual Return, reflecting the approved accounts for the year, has to be completed, adopted by the Board, and submitted to the Commission. Supporting information is also sought by the Commission.
2. This arrangement replaces the previous arrangement whereby auditors attended the Board's offices to conduct their audit.
3. A copy of the Return is appended. The original version will be presented for signature at the meeting.

Recommendations

1. **To approve the Annual Return for 2006-07 and authorise the Chairman and Chief Officer to sign it, prior to submission to the Audit Commission.**

Smaller bodies in England

Annual return for the year ended 31 March 2007

Smaller relevant bodies in England must complete an annual return summarising their annual activities at the completion of each financial year. Smaller relevant bodies are those defined in the Accounts and Audit Regulations 2003 as amended. Members are responsible for ensuring that financial management is adequate and effective and that the body has a sound system of internal controls.

The annual return on the following pages has five sections. Sections 1 and 2 are to be completed by the person nominated by the body and section 4 by the body's internal audit provider. Section 5 contains guidance on completion. Section 3 will be completed by the external auditor.

Please complete all relevant sections, which are highlighted in red for your convenience. Do not leave any red box blank. Incomplete or incorrect returns may require additional external audit work incurring additional costs charged in accordance with the Commission's approved skill related fee scale.

When sections 1 and 2 have been approved by the body and section 4 is complete, please send the annual return, together with any additional information requested, to your appointed external auditor who will add the certificate and opinion in section 3.

Unless requested, please do not send any original financial records to the external auditor. If required, your auditor will identify and ask for any documents needed for audit.

Please complete this checklist		Done?
All sections	All red boxes have been completed?	✓
	All information requested by the external auditor has been sent with this annual return? Please refer to your notice of audit.	✓
Section 1	Approval by the body confirmed by signature of Chair of meeting approving accounts?	
	An explanation of significant variations from last year to this year is provided?	✓
	Bank reconciliation as at 31 March 2007 agreed to Box 8?	✓
	An explanation of any difference between Box 7 and Box 8 is provided?	✓
Section 2	For any statement to which the response is 'no', an explanation is provided?	✓
Section 4	All red boxes completed by internal audit and explanations provided?	✓

Audited and certified annual returns will be returned to the body for publication in accordance with the Accounts and Audit Regulations. There is no requirement for bodies to publish internal audit's annual report although bodies may choose to do so.

Guidance notes and instructions for completion are included at relevant points in the annual return. In the event that further guidance may be required, bodies may refer to the relevant practitioners' guide where available. See page 6 for further guidance. It should not be necessary for bodies to contact the external auditor or the Audit Commission directly for guidance.

Section 1 – Statement of accounts

CRILTERNS CONSERVATION BOARD REPORTING BODY

In completing the boxes below please explain any significant variances, including any difference between Box 7 and Box 8, on a separate sheet and send this to the external auditor together with a copy of your bank reconciliation as at 31 March 2007. See page 6 and the *Practitioners' Guide* for further guidance.

	Year ending		Notes and guidance for compilers
	31 March 2006 £	31 March 2007 £	
1 Balances brought forward	328,816	387,046	Total balances and reserves at the beginning of the year as recorded in the body's financial records. Value must agree to Box 7 of previous year.
2 (+) Income from taxation and/or levy	-	-	Total amount of tax and/or levy received in the year.
3 (+) Total other receipts	891,969	835,878	Total income or receipts as recorded in the cashbook less income from taxation and/or levy (line 2). Include any grants received here.
4 (-) Staff costs	331,803	351,140	Total expenditure or payments made to and on behalf of all body employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and related expenses.
5 (-) Loan interest/capital repayments	-	-	Total expenditure or payments of capital and interest made during the year on the body's borrowings (if any).
6 (-) Total other payments	501,936	465,561	Total expenditure or payments as recorded in the cashbook minus staff costs (line 4) and loan interest/capital repayments (line 5).
7 (=) Balances carried forward	387,046	406,223	Total balances and reserves at the end of the year. (Must equal (1+2+3) – (4+5+6))
8 Total cash and investments	541,894	479,115	The sum of all current and deposit bank accounts, cash holdings and investments held as at 31 March – to agree with bank reconciliation.
9 Total fixed assets and long term assets	-	-	The recorded book value at 31 March of all fixed assets owned by the body and any other long term assets e.g. loans to third parties.
10 Total borrowings	-	-	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

I certify that the statement of accounts contained in this annual return presents fairly the financial position of the body and its income and expenditure, or properly presents receipts and payments, as the case may be, for the year ended 31 March 2007.

Signed by Responsible Financial Officer:

 **SIGNATURE REQUIRED**

Date **18/07/2007**

I confirm that these accounts were approved by the body and recorded as minute reference:

MINUTE REFERENCE

Date **DD/MM/YYYY**

Signed by Chair of meeting approving the accounts:

SIGNATURE REQUIRED

Date **DD/MM/YYYY**

Section 2 – Annual governance statement

We acknowledge as the members of **CHILTERN'S CONSERVATION BOARD** BY HERE our responsibility for the preparation of the statement of accounts and for the body's internal controls, and confirm, to the best of our knowledge and belief, with respect to the body's statement of accounts for the year ended 31 March 2007 in section 1, that:

	Agreed – Yes or No*	'Yes' means that the council:
1 we have approved the statement of accounts which has been prepared in accordance with the requirements of the Accounts and Audit Regulations and proper practices.	Yes	prepared its statement of accounts in the way prescribed by law.
2 we have maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	Yes	made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3 we have taken all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and codes of practice which could have a significant financial effect on the ability of the body to conduct its business or on its finances.	Yes	has only done things that it has the legal power to do and has conformed to codes of practice and standards in the way it has done so.
4 we have provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	Yes	has during the year given all persons interested the opportunity to inspect and ask questions about the body's accounts.
5 we have carried out an assessment of the risks facing the body and taken appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	Yes	considered the financial and other risks it faces in the operation of the body and has dealt with them properly.
6 we have maintained throughout the year an adequate and effective system of internal audit of the body's accounting records and control systems and carried out a review of its effectiveness.	Yes	arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether these meet the needs of the body and reviewed the impact of this work.
7 we have taken appropriate action on all matters raised in reports from internal and external audit.	Yes	has to matters brought to its attention by internal and external audit.
8 we have considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on the body and, where appropriate have included them in the statement of accounts.	Yes	disclosed everything it should have about its business during the year including events taking place after the year-end if relevant.

This annual governance statement is approved by the body and recorded as minute reference

MINUTE REFERENCE dated **DD/MM/YYYY**

Signed on behalf of **CHILTERN'S CONSERVATION BOARD** BY HERE

Signed by: Chair **SIGNATURE REQUIRED** Date **DD/MM/YYYY**

Signed by: Clerk **SIGNATURE REQUIRED** Date **DD/MM/YYYY**

*Note: Please provide explanations to the external auditor on a separate sheet for each 'No' response that has been given; and describe what action is being taken to address the weaknesses identified.

Section 3 – External auditor’s certificate and opinion

Certificate

We certify that we have completed the audit of the annual return for the year ended 31 March 2007 of

Respective responsibilities of the body and the auditor

The body is responsible for the preparation of the accounts in accordance with the requirements of the Accounts and Audit Regulations and for the preparation of an annual return which:

- summarises the body’s accounting records for the year ended 31 March 2007; and
- confirms and provides assurance on those matters that are important to our audit responsibilities.

Our responsibility is to conduct an audit in accordance with guidance issued by the Audit Commission and, on the basis of our review of the annual return and supporting information, to report whether any matters that come to our attention give cause for concern that relevant legislation and regulatory requirements have not been met.

External auditor’s report

(Except for the matters reported below)* on the basis of our review, in our opinion the information contained in the annual return is in accordance with the Audit Commission’s requirements and no matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met. (*delete as appropriate).

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the body:

(continue on a separate sheet if required)

External auditor’s signature

External auditor’s name Date

Note: The auditor signing this page has been appointed by the Audit Commission and is reporting to you that they have carried out and completed all the work that is required of them by law. For further information please refer to the Audit Commission’s publication entitled *Statement of Responsibilities of Auditors and of Audited Bodies*.

Section 4 – Annual internal audit report to

CILTERN'S CONSERVATION BOARD REPORTING BODY HERE

The body's internal audit, acting independently and on the basis of an assessment of risk, has included carrying out a selective assessment of compliance with relevant procedures and controls expected to be in operation during the financial year ended 31 March 2007.

The internal audit has been carried out in accordance with the body's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and, opposite, are the internal audit conclusions on whether, in all significant respects, the following control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of the body.

	Agreed? Please choose from one of the following Yes/No/'Not covered'
A. Appropriate books of account have been properly kept throughout the year.	YES
B. The body's financial regulations have been met, payments were supported by invoices, expenditure was approved and VAT was appropriately accounted for.	NOT REGISTERED FOR VAT
C. The body assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	YES
D. The annual precept requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	YES
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	YES
F. Petty cash payments were properly supported by receipts, expenditure was approved and VAT appropriately accounted for.	YES, BUT NOT REGISTERED FOR VAT
G. Salaries to employees and allowances to members were paid in accordance with body approvals, and PAYE and NI requirements were properly applied.	YES
H. Asset and investments registers were complete and accurate and properly maintained.	YES
I. Periodic and year-end bank account reconciliations were properly carried out.	YES
J. Year-end accounts were prepared on the correct accounting basis (receipts and payments/income and expenditure), agreed with cash book, were supported by an adequate audit trail from underlying records, and, where appropriate debtors and creditors were properly recorded.	YES

For any other risk areas identified by the body (list any other risk areas below or on separate sheets if needed) adequate controls existed:

THE CHANGE TO ENGLISH NATURS RESULTED IN SLOW PAYMENT OF GRANT MONIES DUE.

Name of person who carried out the internal audit: **CAROL-ANN CORRETT**

Signature of person who carried out the internal audit: **SC [Signature]** Date: **27/06/2007**

***Note:** If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

****Note:** If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned, or, if coverage is not required, internal audit must explain why not (add separate sheets if needed).

Section 5 – Guidance notes on completing the 2007 annual return

- 1 Please make sure that your annual return is complete (i.e. no empty red boxes), properly signed and dated. Avoid making any amendments to the completed return. But, if this is unavoidable, make sure the amendments are approved by the body, properly initialled and an explanation for them is provided to the auditor. Annual returns containing unapproved and/or unexplained amendments will be returned unaudited.
- 2 Use the checklist provided on page 1. Use a second pair of eyes, perhaps internal audit or the Chair just before he or she signs it, to review your annual return for completeness before sending it off to the auditor.
- 3 Make sure that the copy of the bank reconciliation which you send to your auditor with the annual return covers **all** your bank accounts. If your body holds any investments, please note their value on the bank reconciliation. The auditor should be able to agree your bank reconciliation to Box 8 on the Statement of Accounts. **You must provide an explanation for any difference between Box 7 and Box 8.** More help on bank reconciliations is available in the practitioners' guide for local councils* which you may find useful.
- 4 Please **explain fully** significant variances in the statement of accounts. Do not just send in a copy of your detailed accounts instead of this explanation. The auditor wants to know that **you** understand the reasons for the change. Please include a relevant analysis to support your explanation. There are a number of examples provided in the *Practitioners' Guide** to assist you.
- 5 Please do not send the auditor any information that you are not specifically asked for. Doing so is not helpful. If the auditor has to review unsolicited information, this will take additional time and may incur additional cost for which the auditor is entitled to charge.
- 6 Please make sure that your statement of accounts adds up! Also please ensure that the balance carried forward from the previous year (Box 7 of 2006) equals the balance brought forward in the current year (Box 1 of 2007).
- 7 **Do not complete section 3.** This section is reserved for the external auditor who will complete it at the conclusion of their audit.
- 8 You may find the *Practitioners' Guide** helpful for further guidance. This publication is aimed primarily at local councils but is regularly updated and contains useful material on accounting and governance.
- 9 Please also note that the Accounts and Audit Regulations 2003 (as amended in 2006) require all bodies to carry out and report on an annual review of the effectiveness of internal audit. Guidance on how this requirement may be met is enclosed and will be incorporated into future editions of the *Practitioners' Guide**.
- 10 The statement of assurance has been renamed as the annual governance statement to bring it in line with best practice.

*Note: *Governance and Accountability for Local Councils in England and Wales – A Practitioners' Guide 2003 edition*, is available from your local NALC and SLDC representatives.

Stock code: LOT3381

Review of Financial Regulations

Author: Chris Smith Finance Officer

Summary A review has been conducted of the Board's Financial Regulations and Financial Instructions, originally adopted in January 2005.

Purpose of the Report: To advise the Committee of amendments to the Financial Regulations and Financial Instructions to reflect both administrative changes and developing practices in financial governance.

Background

1. It is good practice to review Financial Regulations every two years or so, and in fact the Audit Commission expect to see evidence of this.
2. A review has been conducted by the Finance Officer and a revised set is appended for the Committee's consideration. In addition to minor administrative changes (e.g. the location of the Board's offices), additional sections have been included in respect of:
 - Accounting Policies
 - Accounting Records
 - Annual Statement of Accounts
 - Reserves
 - Risk Management and Insurance
 - Internal Controls
 - External Audit
3. Standing Orders as to Contracts have also been reviewed and no amendments are considered necessary.

Recommendations

1. **To adopt the updated Financial Regulations and Financial Instructions.**
2. **To note that the existing set of Standing Orders as to Contracts will remain unchanged.**



Financial Regulations

Revised September 2007

FINANCIAL REGULATIONS

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Introduction

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- 3 Accounting Records**
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- 5 Medium Term Revenue Forecast**
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INTRODUCTION

Instructions

- 1 Conservation Boards spend large sums of money and have a duty to account clearly for the money they spend to the public, who pay for the spending through various forms of taxation.
- 2 These Financial Regulations are a part of the overall control framework within which the Chilterns Conservation Board operates. Rather than a barrier to action they should be viewed as providing the framework within which you can act, setting out best practice and ensuring a high quality of financial information enabling better decision making and in turn, improved service delivery and greater client satisfaction.
- 3 The financial control framework can be seen as a hierarchy as set out below.

Financial Regulations	Approved by the Board
Financial Instructions	Approved by the Finance Officer
Manuals of Guidance/Work Procedures	Approved by the Chief Officer

- 4 Finance staff are ready and willing to provide assistance in all areas relating to financial management and financial control. In particular, you should seek advice if you are intending to create a new financial procedure, or amend an existing one.
- 5 The Chief Officer is responsible for ensuring that financial controls are operating effectively. Internal Audit monitors the financial control framework.
- 6 The responsibility for the creation and maintenance of the framework rests with the Finance Officer.
- 7 The Finance Officer welcomes feedback on the operation of Financial Regulations and Financial Instructions to ensure they remain relevant and effective.

1 RESPONSIBILITIES

Preamble

The financial regulations have been written with the intention of delegating responsibility wherever appropriate. This regulation sets out the framework of responsibilities within which that delegation takes place.

Regulations

- 1.1 These Financial Regulations are made by the Board and are subject to the provisions of the Local Government Act 1972. They set out the working arrangements by which the Board gives effect to its statutory financial responsibilities.
- 1.2 These Financial Regulations apply to all areas of the Board's activities.
- 1.3 The Chief Officer is responsible for the observance of financial regulations and for the training of staff to enable them to comply with these Regulations.
- 1.4 All reports to the Board and Executive Committee must contain a financial appraisal setting out the full financial implications arising from the proposals contained within the report. The financial appraisal must be agreed with the Finance Officer.
- 1.5 The nature and format of all accounting procedures and financial records shall be determined by the Finance Officer.

Responsibilities

- 1.6 The Finance Officer shall, for the purposes of Section 151 of the Local Government Act 1972, be responsible for the proper administration of the Board's financial affairs and report to the Board on the discharge of this responsibility.
- 1.7 The Finance Officer has a statutory responsibility for ensuring that adequate systems and procedures exist to account for all income due and expenditure disbursements made on behalf of the Board and that controls operate to protect the Board's assets from loss, waste, fraud or other impropriety. The Finance Officer shall discharge that responsibility in part by the issue and maintenance of Financial Instructions with which all staff of the Board shall comply.
- 1.8 The Chief Officer is individually responsible for the proper financial management of resources allocated through the budget-making process and for the identification of income arising from activities. This includes

the control of staff and the security, custody and management of assets including plant, equipment, buildings, materials, cash and stores relating to his/her service area.

The Chief Officer shall ensure that staff comply with the requirements contained in Financial Regulations and Financial Instructions.

- 1.9 The Finance Officer may delegate, in writing, certain of his responsibilities within Financial Regulations and Instructions to finance staff, within agreed parameters.

2 ACCOUNTING POLICIES

Preamble

The Board's statement of accounts must be prepared in accordance with proper practices as set out in the format required by the Code of Practice on Local Authority Accounting: A Statement of Recommended Practice (SORP), for each financial year ending 31 March.

Regulations

- 2.1 The Finance Officer is required to select and consistently apply appropriate accounting policies.
- 2.2 Any changes to accounting policies which may have a financial impact on the Board of more than £1,000 shall be reported to the Board by the Finance Officer.

3 ACCOUNTING RECORDS

Preamble

Maintaining proper accounting records is one of the ways in which the Board discharges its responsibility for stewardship of public resources.

Regulations

- 3.1 The Finance Officer shall determine the accounting records to be maintained for the Board.
- 3.2 All accounts and records relating to the finances of the Board shall be open to inspection by the Finance Officer.

4 ANNUAL STATEMENT OF ACCOUNTS

Preamble

The Board has a duty to approve the annual statement of accounts that must fairly present its operations during the year.

Regulations

- 4.1 The Finance Officer has a duty to ensure that the annual statement of accounts is prepared in accordance with the Code of Practice on Local Authority Accounting: A Statement of Recommended Practice (SORP).
- 4.2 The Board is required to approve the annual statement of accounts within the laid down timetable set out in the Accounts and Audit Regulations 2003 and 2006.

5 MEDIUM TERM REVENUE FORECAST

Preamble

In order for the Board to be able to plan the development of services and the priorities for the allocation of resources between activities it needs to undertake medium-term financial planning.

Regulations

- 5.1 The Chief Officer shall prepare a medium term revenue forecast each year, in consultation with the Finance Officer, for submission to the Board.
- 5.2 The Chief Officer shall include the financial effects of all known commitments in the medium term revenue forecasts, together with any other proposals for changes to the level of existing activities, or for new activities.

6 REVENUE BUDGET

Preamble

The revenue budget provides an estimate of the annual income and expenditure requirements for all activities and sets out the financial implications of the Board's policies. It provides the Chief Officer with authority to incur expenditure and a basis on which to monitor the financial performance of the Board. These regulations seek to provide a consistent framework for the preparation and monitoring of the revenue budget.

Regulations

- 6.1 The Chief Officer shall prepare a draft revenue budget for the next financial year, in consultation with the Finance Officer, for submission to the Board and the appropriate Government department.
- 6.2 The Finance Officer shall specify the format of the revenue budget and the timing of reports, subject to any overriding requirements of the Board.
- 6.3 Expenditure may be incurred within the revenue budget approved by the Board in pursuance of the aims for which those budgets have been established, subject to any other requirements of the Board.
- 6.4 Throughout the year the Chief Officer shall monitor income and expenditure against budgets. The Finance Officer shall provide financial advice to assist the Chief Officer fulfil his responsibilities. The Chief Officer shall supply the Finance Officer with sufficient information to enable accurate budget profiling.
- 6.5 Budget monitoring statements, including a forecast for the full financial year, shall be submitted to the Board by the Chief Officer at times agreed by the Finance Officer.
- 6.6 The Chief Officer shall report on the outturn of income and expenditure, to the Board, as soon as practicable after the end of the financial year.
- 6.7 If it appears that net expenditure will be in excess of the approved budget and the excess cannot be contained the Chief Officer shall at the earliest opportunity, following consultation with the Finance Officer, report the matter to the Board. If expenditure in excess of the approved budget is incurred due to an emergency, this emergency expenditure must be reported to the Board as soon as possible thereafter.

7 VIREMENT

Preamble

Virement is a transfer of budget provision either within or between budget headings. It is an important facility to assist in managing budgets effectively within a cash limit. These regulations set out the authorisations required for virement to take place.

Regulations

- 7.1 The Chief Officer shall ensure that virement is undertaken as necessary to maintain the accuracy of budget monitoring and inform the Finance Officer as soon as practicable.
- 7.2 Virements within approved revenue budgets may be agreed by the Chief Officer and the Finance Officer.
- 7.3 Virements between approved revenue budgets shall be authorised only by the Chief Officer and the Finance Officer.
- 7.4 The approval of the Board shall be required if the virement involves:
 - a spending outside the policy framework;
 - b an addition to commitments in future years beyond any agreed allocations;
 - c if the Finance Officer requires it.
- 7.5 Income received in excess of the budgeted amount may be spent. This can be achieved by a virement between income and expenditure budgets in accordance with the above regulations.

8 RESERVES

Preamble

The general reserve is held as a contingency for unexpected future events. Reserves are also maintained for specific purposes where it is likely that a liability will arise.

Regulations

- 8.1 Any additions or withdrawals from reserves are to be approved by the Board.
- 8.2 The Finance Officer is responsible for advising on prudent levels of reserves in accordance with the Local Government Act 2003, taking account of the views of external audit.

9 RISK MANAGEMENT AND INSURANCE

Preamble

All organisations, whether private or public sector, face risks to people, property and continued operations. Processes need to be in place, therefore, to identify and manage such risks, including arranging external insurance cover where appropriate.

Regulations

- 9.1 The Board shall approve arrangements for risk management and insurance, and shall review the effectiveness of risk management.
- 9.2 Within the overall policy determined by the Board, the Chief Officer shall effect and administer the risk management policies, including ensuring that:
 - procedures are in place to identify, assess, prevent or contain material known risks, and these procedures are operating effectively throughout the organisation;
 - a monitoring process is in place to review regularly the effectiveness of risk reduction strategies and the operation of these controls. The risk management process should be conducted on a continuing basis with any significant changes to the risk profile being reported to the Executive Committee;
 - staff know that they are responsible for managing relevant risks and are provided with relevant information on risk management initiatives; and
 - acceptable levels of risk are determined and insured against where appropriate;
 - the risk register should be presented to the Board annually, together with a risk mitigation plan.
- 9.3 The Chief Officer in conjunction with the Finance Officer shall effect insurance arrangements to mitigate risks where appropriate. The Chief Officer shall administer such insurance arrangements, including ensuring

that procedures are in place to investigate claims within the required timescales.

9.4 Members of the Board and staff shall promptly notify the Chief Officer of:

- all new risks, of whatever nature, which require to be insured, indicating the scope and amount of cover required, together with variations in existing risks; and
- any loss, liability or damage, or of any event likely to lead to a claim, either against the Board or in favour of it.

9.5 No member or officer shall admit liability to a claimant, or make any statement that could be construed as such, concerning a matter which is to be dealt with by insurers.

10 INTERNAL CONTROLS

Preamble

The Board faces a wide range of financial, administrative and commercial risks, both from internal and external factors, which threaten the achievement of its objectives. Internal controls are necessary to manage these risks. A Statement on Internal Control has to be prepared and presented with the Annual Statement of Accounts.

Regulations

10.1 Internal control refers to the systems of control devised by management to help ensure the Board's objectives are achieved in a manner that promotes economical, efficient and effective use of resources and that the Board's assets and interests are safeguarded.

10.2 The Chief Officer, in conjunction with the Finance Officer, shall advise on and implement effective systems of internal control. These arrangements need to ensure compliance with all applicable statutes, regulations and other relevant statements of best practice. The systems should ensure that public funds are properly safeguarded and used economically, efficiently, and in accordance with the statutory and other authorities that govern their use.

10.2 The Finance Officer shall establish sound arrangements for planning, appraising, authorising and controlling financial operations in order to achieve continuous improvement, economy, efficiency and effectiveness and for achieving financial performance targets.

11 INTERNAL AUDIT

Preamble

The Accounts and Audit Regulations 1996, made under sections 23 and 35 of the Local Government Finance Act 1982, require the Board to maintain a continuous, adequate and effective internal audit of its accounts. The Board has delegated this responsibility to the “Responsible Financial Officer” (the Finance Officer). The following regulations provide the framework for this statutory duty to be discharged.

Regulations

- 11.1 The Finance Officer shall maintain an adequate and effective internal audit of the activities of the Board. The Finance Officer’s representatives shall have authority to enter at all times on any premises or land used by the Board and to have access to all correspondence, documents, books or other records of any employee of the Board and appertaining in any way to the activities of the Board. The Finance Officer shall be entitled to require such explanation as he/she considers necessary to establish the correctness of any matter under examination. The Finance Officer shall have the authority to require any employee of the Board to produce cash, stores, or other Board property under his/her control.
- 11.2 The Finance Officer shall have regard to any relevant professional guidelines and any audit standards issued by the Auditing Practices Board of the Consultative Committee of Accountancy Bodies.
- 11.3 The Finance Officer and the Legal Services Officer (at Bucks County Council) shall be notified immediately by the Chief Officer of any financial irregularities or suspected irregularities, or any circumstances which may suggest the possibility of irregularities in the exercise of any of the Board’s functions. Such communication may be oral initially but must be confirmed promptly in writing. Where any allegation relates to the Chief Officer, the Chairman of the Board shall be informed immediately.
- 11.4 The Finance Officer shall determine the scope of any internal enquiries or investigations, subject to consultation with the Legal Services Officer and the Chief Officer.
- 11.5 The Finance Officer and the Legal Services Officer, in consultation with the Chief Officer, shall decide whether any matter under investigation should be referred to the police and take recovery action as appropriate on such matters. The Finance Officer shall keep the Chairman of the Board informed of all cases of suspected fraud or other irregularity, of

the action taken, the progress of any investigation and shall inform him of the outcome when the investigation is concluded.

- 11.6 The Chief Officer shall take steps to minimise the risks of financial irregularities occurring.

12 EXTERNAL AUDIT

Preamble

External audit is a statutory function. The duties of the external auditor are governed by the Audit Commission Act 1988, the Local Government Act 1999, and the Code of Audit Practice.

Regulations

- 12.1 The Adit Commission is responsible for appointing external auditors to the Board. External auditors act in liaison with the Finance Officer and Chief Officer, and have full access to the internal auditors and to internal audit reports.
- 12.2 The Chief Officer shall ensure that external audit reports and the Annual Audit Letter are presented to the Board

13 TREASURY MANAGEMENT

Preamble

The Finance Officer is responsible for the arrangements for managing the Board's cash flow, its borrowing activities and its lending activities, in accordance with policies agreed by the Board. This regulation places a duty on the Finance Officer to keep these arrangements under review.

Regulations

- 13.1 The Finance Officer shall undertake Treasury Management activities in accordance with the CIPFA Code of Practice on Treasury Management in Local Authorities.

GLOSSARY

Board

This term is used to describe the Chilterns Conservation Board .

Budget Head

The term Budget Head is used in these Regulations to describe the lowest level of subjective analysis of budget approved by the Board in the annual budget report or any revisions subsequently made to the budget by the Board.

CIPFA

Chartered Institute of Public Finance and Accountancy.

Finance Officer

This term is used to describe the officer with overall responsibility for the administration of the Board's financial affairs, as set out in Section 112 of the Local Government Finance Act 1988

Virement

This is a technical term used to define the act of transferring resources from one Budget Head to another.

Flexible Retirement Policy

Author: Steve Rodrick Chief Officer

Summary The Bucks CC Local Government Pension Scheme requires all members, including the Board, to provide it with a copy of their Flexible Retirement Policy. It is proposed to use the county council's model policy

Purpose of Report: To advise the Board that it needs to adopt a Flexible Retirement Policy as soon as possible.

Background

1. Recent legislative changes have required local authorities and other public bodies to amend their policies to provide more flexibility over retirement options. The Bucks CC Local Government Pension Scheme has required all members, including the Board, to provide it with a copy of their Flexible Retirement Policy. The Board has not yet amended its policy (based on that used by Wycombe DC when the Board was established) nor is it in a position to do so. Bucks CC has recognised this is a problem for smaller bodies and has invited them to consider adopting its Flexible Retirement Policy as an interim measure.
2. The committee is advised to adopt this policy (appendix 1) until such time it is able to adopt its own flexible retirement policy. The policy has been written specifically for Bucks CC and some of the wording has been altered but not the policies themselves.
3. The committee will recall that the Board's retirement policy was that used by Wycombe DC when the Board was established in 2004. The model policy prepared by Bucks CC is consistent with that policy and legislative changes introduced since that time.
4. In practice only one employee of the Board will be affected directly in the next few years.

Recommendations

1. **The Board adopts the Flexible Retirement Policy based on the model version produced by Bucks CC.**
2. **The policy be reviewed when the Board has been able to engage specialist HR support and a report presented to the Executive Committee within the next year.**



Flexible Retirement/ Postponement of retirement Policy

**Based on the
MODEL POLICY AND TOOLKIT
prepared by**



August 2006

Updated February 2007

**Adopted by the Chilterns Conservation Board
on 19th September 2007**

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Policy Statement

The Chilterns Conservation Board is committed to providing more choice and flexibility to our employees who wish to ease into retirement or stay in work beyond retirement, making their transition from working life to retirement an enjoyable one.

We recognise we need to provide our employees with options and flexibility and value their contributions. Offering our employees retirement choices has a part to play in this.

By giving alternatives and support in the run up to retirement, our employees will feel more valued and therefore more motivated and committed. We will benefit by retaining valuable knowledge and skills, which can be transferred to others. Turnover and recruitment and retention problems should also be reduced and age diversity will become representative of the communities we **work with**.

Scope

The flexible retirement options detailed in this policy applies to employees employed under **Chilterns Conservation Board** –Pay and Employment conditions.

Supporting Employees Approaching Retirement

Approaching retirement can be a life-changing event. Managers should ensure employees are aware of the advice and guidance available to them in good time so that they can prepare in the lead up to retirement. The correct time for advice will depend on the employee's circumstances and when they plan to retire.

- **Pension Information and Advice** can be obtained by accessing the intranet www.buckscc.gov.uk/pension or by telephone on 01296 383755. Only information, not estimates, can be given unless a line manager makes the request on behalf of the employee

Flexible Retirement – What is it?

From April 2006, employees who have attained the age of 50 have the following options:

- Extending (postponing) their retirement date
- Partially retiring, thereby easing into retirement gradually

A Local Government Pension scheme (LGPS) Member may claim their pension benefits early, subject to the **Conservation Board's** agreement, and continue working but with a reduction in their hours and/or grade.

Flexible Retirement Options

Those who wish to retire when they reach the normal organisational retirement age of 65 years are entitled to do so. However, employees can request to work beyond this age. This can be with or without flexible options.

Flexible options are open to those employees who want to partially retire or to postpone their retirement.

These options include:

- A flexitime scheme
 - Job sharing
 - Voluntary reduced hours/part-time
 - Compressed hours (same hours in less days)
 - Redesigning/downgrading current post
-

Applying for Flexible Retirement or Postponement of Retirement (Refer to Toolkit for model letters and Appendix 5 for process flowchart)

1. Any employee approaching retirement age (65 years) must be informed in writing **by their line manager** no more than one year before but no less than six months before their retirement date, of what their intended retirement date is and that they have the right to request not to be retired. **Failure to inform the employee of the date and their right may mean that the dismissal is unfair.**
2. Employees interested in extending their service beyond 65 years (postponing their retirement) or flexible retirement should complete the Request Form and discuss their request with their line manager. They should inform their line manager of if they wish for their employment to continue indefinitely, for a stated period or until a stated date.
3. The request from the employee must be made three to six months before the intended retirement date, where the employer has served the required notice six to twelve months before (otherwise any time within six months prior to the intended retirement date, where the employee has not been served the required notice).
4. The line manager should meet with the employee to discuss their request within 28 days after the request has been received. The employee has a right to be accompanied at the meeting by a colleague or Trades Union representative.
5. Careful consideration should be given to the employee's request. Operational business needs and individual circumstances must be taken into account. Managers should not assume that an employee who wishes to extend their service beyond 65 years is any more likely to experience health or

performance difficulties. The same principles/policies that apply to all employees (i.e. risk assessments, occupational health referrals, performance management etc) should be applied if managers have concerns in these areas.

6. If the line manager is happy to proceed, and the request includes drawing a pension, they should apply on behalf of the employee to the Pensions Team for an estimate of benefits.
7. **If on receipt of the estimate the employee is happy to proceed, to release the pension the Request Form must be countersigned by the Chief Officer.** Once HoS agreement has been obtained, the line manager should inform the employee and confirm the decision in writing. The BCC Pensions Section should be notified in writing at least 4 weeks before the date of the flexible retirement. This should be done by printing off the estimate memorandum sent to them by Pensions and signing it. Please note that no action can be taken by Pensions without a signature from both the line manager and the employee.
8. If the request cannot be accepted, the line manager should explain in writing the reasons for the decision and if available/feasible offer alternative options.

Appeal

If the request cannot be accepted, the employee will have a right of appeal. The employee must submit an appeal within fourteen days of the original decision being received. An appeal meeting should be convened within fourteen days of receipt of the appeal and should be chaired by a Board member not involved in considered the original request. The employee has the right to be accompanied at this meeting by a colleague or Trades Union representative. The outcome of the appeal should be relayed as soon as possible and in writing within fourteen days of the meeting. Any decision is final.

Pension Implications

Employees who are members of the LGPS may be concerned about the effect of flexible working retirement options on their pension.

If an employee takes flexible retirement and they have attained the age of 60, there will be no cost to the Board. If the employee is under 60 and does not satisfy the 85 year rule, there will be no cost to the Board.

There will be a cost to the Board if the employee is under the age of 60 and satisfies the 85 year rule, or will satisfy the 85 year rule before age 60. Details of the cost will be provided by Pensions when they send the estimate through.

It is possible to waive or reduce the reduction to benefits; this should be discussed with Human Resources.

The member will remain in the pension scheme and accrue a second pension based on the reduced hours and/or grade. These benefits will become payable at age 65, or at least one day before the member's 75th birthday should the members choose to remain working beyond age 65. The members will be covered for all pension benefits on the second record such as ill health retirement and death in service. They can even buy added years or pay Additional Voluntary contributions.

Flexible Retirement linked to a reduction in hours and grade

Pension benefits will be based on all service accrued up to the date of the reduction in hours and/or grade, these benefits will be payable with reductions as per table at Appendix 1.

Example calculations are provided in Appendix 2.

Other Implications

In addition to pensions implications, employees considering flexible retirement may also be concerned in respect of how other terms and conditions and entitlements may be affected.

Pay

Employees taking flexible retirement options resulting in their working reduced hours will be paid on a pro rata basis, according to the number of hours worked. Those moving to a lower graded post will receive payment at the new grade.

Benefits

Entitlements to most employee benefits will not be affected by taking flexible retirement options which do not affect an employee's existing salary range. Employees should contact their line manager for further information on how benefits would be affected if taking flexible retirement options which affect an employee's existing salary range.

Annual Leave

Where flexible working options are adopted resulting in reduced hours, leave entitlement will be calculated on a prorata basis. Where the new post has been taken up the new annual leave entitlement (relating to grade and years continuous service) will apply.

Continuous Service

Continuous service will be preserved despite taking flexible retirement if the employee remains in employment without a break in service.

Changing Terms and Conditions of Employment

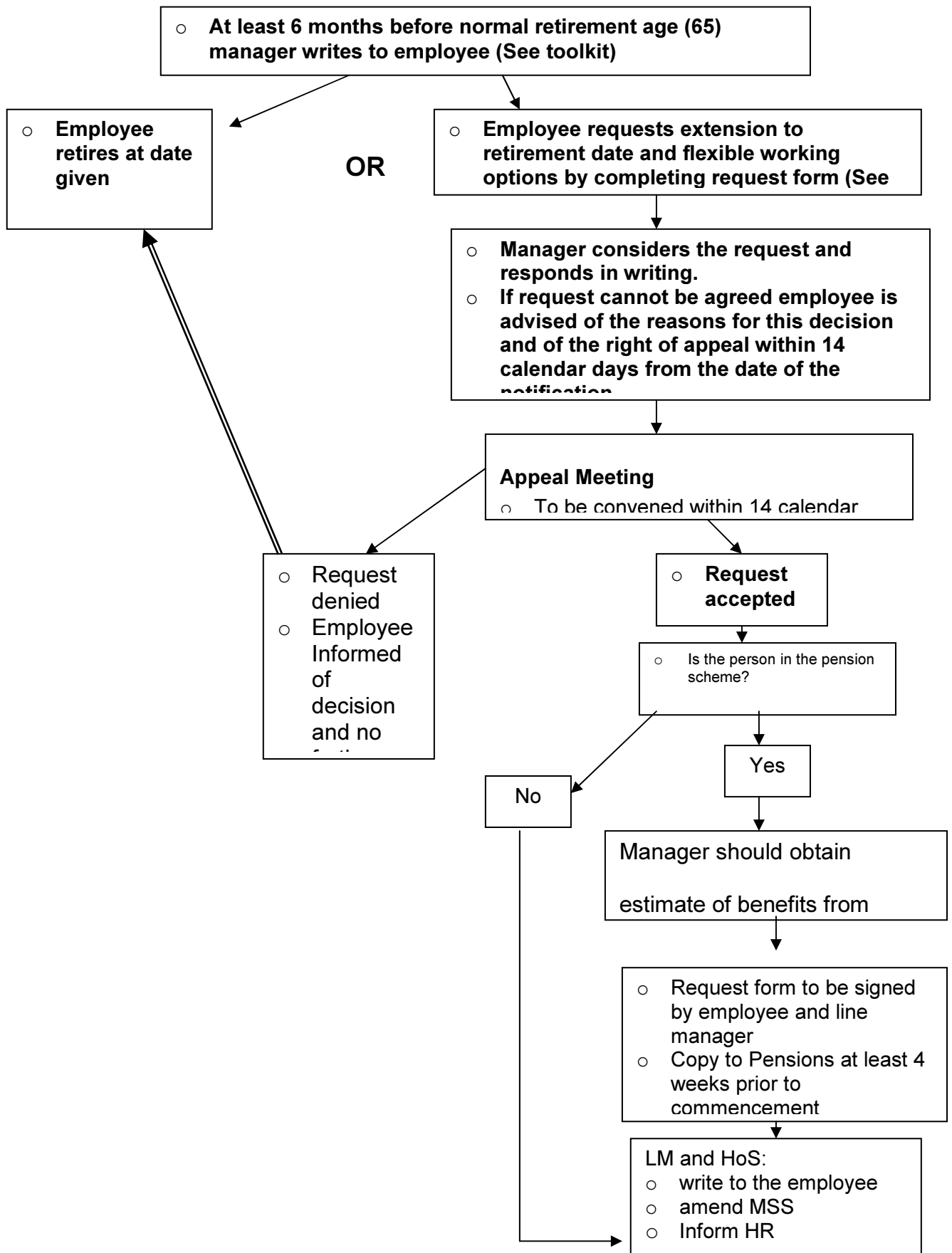
Where an employee takes flexible retirement the line manager should write to the employee informing them of any change to their terms and conditions of employment.

Employment Rights

As a result of Age Discrimination Employment Legislation (The Employment Equality (Age) Regulations 2006) from October 2006, an employee over the age of 65 will have the same employment rights as any other employee.

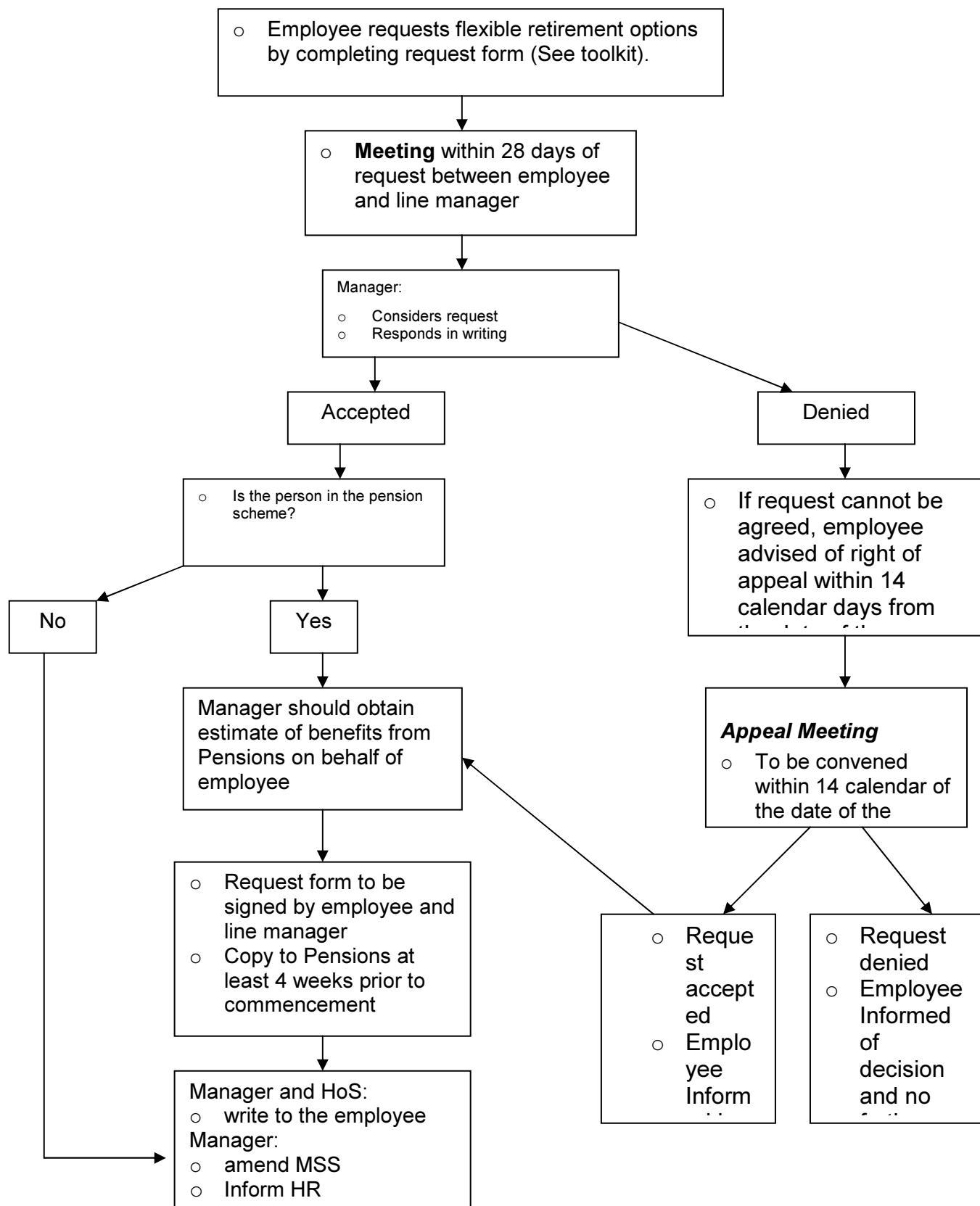
Toolkit for Managers

Request to extend Retirement and Flexible Retirement Age 65+



Toolkit for Managers

Request for Flexible Retirement Age 50+



Toolkit for Managers

Model Letter informing employee of their retirement date

Private and Confidential

Date

Dear [employees name]

According to my records I have noticed that you reach the age of 65 on [insert date], which is the normal retirement age for employees of the Board. You do, however, have the right to request not to be retired on that date and to consider flexible working options.

Should you decide to request an extension to your retirement date and/or flexible working options, please complete the attached Request Form and return to me as soon as possible and no later than 3 months before the date stated in the first paragraph of this letter. Failure to do so will result in losing your statutory right to have your request considered and you would be retired on the retirement date above.

If you choose to request an extension to your retirement date and/or flexible working options, I will arrange to meet with you within 28 days of receipt of your request. You are entitled to be accompanied by a colleague or Trades Union representative at the meeting. At the meeting I will give your proposal careful consideration. If I am unable to agree to your request, I will confirm my decision in writing within 14 days of the meeting with my reasons and offer alternative options if possible.

Out of necessity this letter is formal in nature but I would like to thank you for all your hard work and efforts with the Chilterns Conservation Board over the last [insert years] and wish you well in your retirement, if that is the option you choose to pursue.

If you require any further information please do not hesitate to contact me.

Further information is available on **ADD LINK**

Yours Sincerely

Chief Officer

Model Letter informing employee of meeting to discuss a request for postponement of/flexible retirement

Private and Confidential

Date

Dear [employees name]

I am writing to inform you that, having received your request for postponement of/flexible retirement, I would like to meet with you to discuss your request.

The meeting will take place on [insert date] at [insert time and location]

You may be accompanied by a colleague or Trades Union representative.

If employee is member of LGPS – After the meeting, if it is decided that your request can be accommodated, I will apply to the Pensions team for a pensions estimate on your behalf. If on receipt of the estimate you are happy to proceed I will write to you confirming the agreed changes.

If employee is not member of LGPS – After the meeting, if it is decided that your request can be accommodated, I will write to you confirming the agreed changes.

If it is not possible to agree to your request, you will receive written notification confirming this with my reasons and alternative options if possible. I will also notify you of your right to appeal against my decision.

Yours Sincerely

Chief Officer

Model Letter informing employee of confirmation of postponement of/flexible retirement

Private and Confidential

Date

Dear [employees name]

I am pleased to inform you that your request for postponement of/flexible retirement has been agreed.

Your intended retirement date shall now be [insert date]

and/or

The following flexible retirement options have been agreed [insert details]

If you have any questions please feel free to contact me for advice.

.

Yours Sincerely

Chief Officer

Model Letter confirming to employee that their request cannot be accepted

Private and Confidential

Date

Dear [employees name]

Following our meeting on [insert date] to discuss your request for [postponement of/flexible] retirement, it is with regret that I am writing to inform you that after careful consideration, it has not been possible to agree to your request.

The reasons for my decision are as follows: [insert details]

(Where appropriate - I can however offer the following alternatives [insert details])

or

Therefore the Chilterns Conservation Board still intends to retire you on [insert retirement date])

You have a right of appeal against this decision and should you wish to exercise this right you should write to [insert name] within 4 days of the date of this letter. An appeal hearing will then be arranged and you will be notified of the date and time and location. You have the right to be accompanied at this meeting by a colleague or Trades Union representative.

Yours Sincerely

Chief Officer

Model Letter to employee notifying outcome of the appeal

Private and Confidential

Date

Dear [employees name]

I am writing to inform you of the outcome of our meeting held on [insert date] to consider your appeal for [postponement of/flexible retirement]

It was decided that:

- Your request not to be retired/for flexible retirement [insert requested options] has been agreed as follows [insert details]

Or

- Your request for postponement of/flexible retirement [insert requested options] has not been agreed for the following reasons [insert details]

(Where appropriate - There is no further right of appeal and therefore this decision is final.

Yours Sincerely

Manager

Appendix 1

Reduction Factors in the LGPS

October 2006

The updated LGPS early retirement reduction factors are as follows:

Years Early	Percentage Reduction		
	Retirement Pension		Lump Sum
	Men	Women	Both Sexes
0	0%	0%	0%
1	6%	5%	2%
2	11%	10%	5%
3	16%	15%	7%
4	20%	19%	9%
5	24%	23%	12%
6	28%	27%	14%
7	32%	30%	16%
8	35%	33%	18%
9	38%	36%	20%
10	41%	39%	22%
11	44%	42%	24%
12	47%	45%	26%
13	50%	47%	27%
14	52%	49%	29%
15	54%	51%	31%

Appendix 2

Example 1

A man with 21 years full time service, aged 55 is granted flexible retirement linked to a reduction in hours of 50%. On a salary of £20,000 the benefits are as follows: -

He could satisfy the 85-year rule at age 59. At his present age of 55 he is therefore retiring 4 years early.

As age 59 is 1 year short of his earliest retirement age of 60, the employing department will have to pay a cost/pension strain. In this case the cost/pension strain will be £4000.

Annual pension

21 years x £20,000 x 1/80	= £5,250
less actuarial reduction 20%	= £1,050
Total pension payable	= £4,200

Lump sum

21 years x £20,000 x 3/80	= £15,750
less actuarial reduction 9%	= £ 1,417.50
Total lump sum payable	= £14,332.50

Survivor's pensions are not affected by the actuarial reduction and remain at 50% of the annual pension.

The member would also be in receipt of a salary based on 50% of full-time, equating to £10,000, his annual income would therefore be £14,200

Example 2

A woman with 10 years full time service, aged 55 is granted flexible retirement linked to a reduction in hours of 1 day per week. On a salary of £25,000 the benefits are as follows: -

She cannot satisfy the 85-year rule, her retirement age is age 65, she is therefore retiring 10 years early.

Annual pension

10 years x £25,000 x 1/80	= £3,125.00
less actuarial reduction 39%	= £1,218.75
Total pension payable	= £1,906.25

Lump sum

10 years x £25,000 x 3/80	= £9,375
less actuarial reduction 22%	= £2,062.50
Total lump sum payable	= £7,312.50

Survivor's pensions are not affected by the actuarial reduction and remain at 50% of the annual pension.

The member would also be in receipt of a salary based on 4 days a week, i.e. 80% of full-time, equating to £20,000, her annual income will therefore be £21,906.25

Example 3

A man with 30 years full time service, aged 60 is granted flexible retirement linked to a reduction in hours of 50%. On a salary of £20,000 the benefits are as follows: -

He is age 60 and satisfies the 85-year rule, age 60 is his retirement age, he is therefore not retiring early.

Annual pension

30 years x £20,000 x 1/80 = £7,500
less actuarial reduction 0% = £nil
Total pension payable = £7,500

Lump sum

30 years x £20,000 x 3/80 = £22,500
less actuarial reduction 0% = £nil
Total lump sum payable = £22,500

The member would also be in receipt of a salary based on 50% of full-time, equating to £10,000, his annual income would therefore be £17,500

Example 4

A woman with 10 years full time service, aged 62 is granted flexible retirement linked to a reduction in hours of 1 day per week. On a salary of £25,000 the benefits are as follows: -

She cannot satisfy the 85-year rule, her retirement age is age 65, she is therefore retiring 3 years early.

Annual pension

10 years x £25,000 x 1/80 = £3,125.00
less actuarial reduction 15% = £ 468.75
Total pension payable = £2,656.25

Lump sum

10 years x £25,000 x 3/80 = £9,375.00

less actuarial reduction 7% = £ 656.25
Total lump sum payable = £8,718.75

Survivor's pensions are not affected by the actuarial reduction and remain at 50% of the annual pension.

The member would also be in receipt of a salary based on 4 days a week, i.e. 80% of full-time, equating to £20,000, her annual income will therefore be £22,656.25

Voluntary take-up of a lower graded post

Pension benefits will be based on all service and pensionable pay accrued up to the date of the regrade, these benefits will be payable with reductions as per the table at appendix 1.

The member will start a second pension record based on the lower pay.

Using the previous example 4, if the member remained as whole time but applied for flexible retirement and took up a lower graded post of say

£15,000 per year, benefits could be paid as follows: -

Annual pension

10 years x £25,000 x 1/80 = £3,125.00
less actuarial reduction 15% = £ 468.75
Total pension payable = £2,656.25

Lump sum

10 years x £25,000 x 3/80 = £9,375.00
less actuarial reduction 7% = £ 656.25
Total lump sum payable = £8,718.75

Survivor's pensions are not affected by the actuarial reduction and remain at 50% of the annual pension.

The member would also be in receipt of a salary of £15,000, her annual income will therefore be £17656.25

Appendix 3

CONFIDENTIAL

Estimate of Retirement Benefits

Requests should be made by Line Managers direct to the Pensions Section

Line managers should fill in boxes 1 to 3 and email this form to pensions@buckscc.gov.uk. Please allow 10 working days for the figures to be provided.

1. Name _____

2. Date of Birth _____

3. Proposed Last Day of Service

Type of retirement

Flexible Retirement

	Pension	Lump Sum
Funded Benefits	£	£
Less reduction	- £	- £
Total Benefits payable	£	£

Prepared by Pensions Pensions Section Ext: 3755

Date _____

To be completed if flexible retirement is granted

By the scheme member

I wish to apply for flexible retirement and for the above benefits to be paid to me.

Signed.....Date.....

By the members line manager

I agree to the flexible retirement of the above employee on

Signed.....Date.....

Request for flexible retirement

PRIVATE & CONFIDENTIAL

This form can be used to make a formal request for a flexible retirement.

▪ **Personal Details**

Name_____

Date of birth_____

Job title_____

Service Area_____

Details of request – flexible retirement

I would you like to apply for a flexible working option.

Please describe the working arrangement you would like in the future (days/hours/role/location/times of work etc):

If agreed, when would you like the requested work arrangement to commence?

Do you have any suggestions as to how the Service Area may accommodate your request?

Please note that an application does not guarantee that your request will be granted

Achieving Carbon Neutrality

Authors: Steve Rodrick Chief Officer
Colin White Planning Officer

Summary: The Board has adopted a policy of achieving carbon neutrality by 2011. This paper proposes a number of measures by which this might be achieved including reduction in energy use and mileage, installation of solar panels and development of a carbon offsetting scheme.

Purpose of Report: To advise the Board on how carbon neutrality might be achieved by 2011.

Background

1. The carbon emissions in 2006-07 were:

Source	Carbon Dioxide Emissions
Gas use for offices	7.6 tonnes
Electricity Use for Office	4.1 tonnes
Staff and Board member travel	9.2 tonnes
Sub Total	20.9 tonnes
Travel generated by attendance at Board events and meetings	10.5 tonnes
Total	30.5 tonnes

2. The planned phased reduction in emissions against the 2006-07 base line:

Year	Reduction	Net Emissions
2007-08	25% reduction	23.0 tonnes
2008-09	50%	15.2 tonnes
2009 - 2010	75%	7.6 tonnes
2010 - 2011	100%	0 tonnes

Measures planned to reduce emissions in 2007- 08

3. The loft insulation in the offices was significantly enhanced in spring 2007. The cost was approx £500 and met from the 2006-7 budget. The energy saving (gas) could be up to 10%. Drafty windows have been repaired and central heating system cured of its air lock problem. The combined carbon saving could be up to 700 Kg annually.

4. The solar PV cells will be installed during September. Maximum generation capacity will be up to 1.7KW. In practice over the year the output is estimated to be 1500 KWh which will save 500 kg of carbon. The part year saving for 2007-08 will be 200 kg, equivalent to a 2% reduction on total Carbon emissions for 2007-08.
5. In the spring of 2007 the amount of lighting was reduced which could save up to 30 Kwh over the year reducing emissions by approx 400 kg per annum.
6. The aim is to reduce staff and Board member travel by up to 10% thus saving 900 kg of carbon.
7. The total saving of these measures will be 2.3 tonnes, a 11.0% reduction compared to 2006-07 from emissions directly generated by the Board in its offices and travel by staff and members. The target of 25% requires a total reduction in emissions of carbon of 5.22 tonnes in 2007-08 leaving a deficit of 2.7 tonnes. The balance can only be covered through a carbon offsetting scheme.
8. The cost of installing the solar PV cells will be approx £11,000. A grant from the Energy Saving Trust has been secured of £4,900. The balance will be met from reserves. The other measures are likely to save the Board up to £500 per annum.
9. In September 2008 the Board's current three year electricity supply agreement will end, providing an opportunity to switch to a green tariff. This will save up 3.5 tonnes per year (2.00 tonnes in 2008-09)

Proposed Carbon Offsetting Scheme

10. Carbon offsetting schemes have attracted poor media coverage recently. This has primarily been for two reasons. Firstly it is believed that some may resort to offsetting without also reducing carbon emissions. Secondly some of the estimated savings through offsetting have been hard to prove, for example because the tree planting had been planned in any event or because the savings over a longer period cannot be ensured. The Board must ensure that if it creates an offsetting scheme that it can counter both of these possible charges.
11. The options open to the Board to achieve carbon neutrality are limited and most of the major steps to reduce emissions have already been taken or are planned. Further reduction in day to day emissions will be increasingly hard to achieve. It is almost certain the Board will need to resort to carbon offsetting. In view of the uncertainties and poor media coverage it is proposed that the Board create its own scheme rather than investing in an existing scheme operated by others, of which there are many. It is also worth considering giving it a title which avoids the use of the term carbon offsetting, e.g. Climate Investment Scheme

12. The Board has planted 100 trees in each of the past two years which provides a possible basis for an offsetting scheme.
13. The Board's direct emissions are approximately 21 tonnes of carbon per year. This is increased to 31 tonnes when the emissions generated by travel to events organised or promoted by the Board are taken into account. The estimate is that in 2007-08 emissions will be reduced by approx 2.3 tonnes. Given the limited scope for further reductions it is estimated that by 2011 a total reduction of up to 6 – 7 tonnes of carbon might be possible. This leaves a net carbon footprint of 12 tonnes per annum resulting from direct activity and 22 tonnes based on all activity. Carbon offsetting provides a potential means of covering this figure.
14. It is proposed that the Board operates its own carbon offsetting scheme based on a combination of giving away low energy light bulbs to community buildings, and tree planting. Offsetting up to 25 tonnes per year could be achieved by giving away approx 210 11watt low energy light bulbs or planting 500 trees each year. A combination might be 150 low energy light bulbs and planting 150 trees. The calculations are given in Appendix 1. The cost of both approaches is similar. The cost of planting and maintaining a tree will be £5 and the cost of a light bulb will also be approx £5. The light bulbs offer more immediate and greater carbon reduction for the cost. On the other hand the tree planting provides additional landscape and biodiversity benefits. It is, therefore suggested that a combination approach be adopted.
15. The tree planting would be a continuation of the current scheme. The Board has planted trees in a field now owned by the Common Wood Group (Tyler's Green near Hugh Wycombe). These are trees which would not otherwise be planted; they would be planted and maintained directly by the Board. There is an additional environmental benefit arising from the new planting linking two existing woodlands.
16. The low energy bulbs would be offered to village halls and other public buildings. They could also be given away at events as prizes.
17. The total cost per annum (excluding staff time) will be approx £1,500. This could be covered by £500 in reduced operating costs arising from energy savings and reduced travel claims. It is proposed to cover the balance through delegate fees for events. All delegates will be told that a proportion of the fee has been used to invest in carbon offsetting scheme. Attempts will also be made to find a sponsor.
18. If this approach is successful it could be increased in scale to ensure the Board achieves a zero net carbon footprint by 2011.

Recommendations

- 1. The Committee notes the current measures to reduce carbon emissions.**
- 2. The Board creates its own Carbon Emissions Offsetting Scheme.**
- 3. The Offsetting Scheme should be based, in 2007- 08, on planting 100 native trees and giving away 150 low energy light bulbs.**
- 4. The Board switches to green tariff for its energy supply from September 2008 onwards- subject to agreement that the renewable energy is being generated in way acceptable to the Board.**
- 5. That a budget of £2,500 be created based on £500 savings on energy and mileage costs, £1,000 raised from delegates fees for events the Board organises and £500 allocated from the core budget.**

Appendix 1

Proposed Chilterns Carbon Offsetting Scheme

Low Energy Light Bulbs

It is proposed to give away 11W low energy light bulbs (suitable to replace either 60W or 100W traditional bulbs). The calculations are based on replacing 60W bulbs.

The industry calculates that the average light bulb is on for 1700 hours per year. This calculation assumes only 800 hours.

Low energy light bulbs have a predicted lifespan of 8000 hours - 10 years.

1 kWh of electricity use results in approx 0.3 kg of carbon dioxide

The carbon saving over 10 years resulting from replacement of a 60W traditional bulb by an 11W low energy bulb would be:

49 Watts x 800hours x 10 years = 392 KWH x 0.3Kg CO₂ = **117 Kg of CO₂**

100 bulbs would result in a carbon saving of 11.76 tonnes over 10 years.

Tree Planting

A fully grown mature native hardwood tree will absorb approx 0.5 tonnes of carbon over a lifespan of 100 years.

It has been assumed that of each 1000 trees planted only 100 will reach maturity (10%).

Based on a survival rate of 10%, each tree planted will ultimately result in 50Kg of carbon absorption if those trees which survive live to 100 years or more (this will depend upon the species thus long lived species such as oak will be preferred).

100 trees planted could result in 5.0 tonnes of carbon being absorbed.

Progress Report on Reviewing the AONB Management Plan

Author: Steve Rodrick Chief Officer
 Alan Wheeler Consultant

Summary: Steady progress is being made, but lack of Chilterns specific information and summer holidays have meant the timetable has slipped slightly. The Scoping Report for the Strategic Environmental Assessment is being prepared. A number of workshops have been held. It is proposed to hold further events after the next meeting of the Board on Oct 10th and Annual Forum of 9th Nov.

Background

1. The Review Timetable is attached as appendix 1. At this stage the Board should be consulting on the Strategic Environmental Assessment Scoping Report. In fact the scoping report is being drafted but progress is slower than anticipated due to the shortage of Chilterns specific information. In practice much of the assessment will have to be based on the best available information. (The SEA is a requirement to ensure the AONB Management Plan does not have a damaging impact on the environment.)
2. The next significant stage will be to review the AONB Management Plan and to assess the preferred policy options and actions against the SEA. This stage is likely to take about 4 months and end in Jan/Feb 2008. A special meeting of the Land Management Group attended by over 20 organisations was held in July to discuss the issues and changes which may affect the review of Management Plan. The general view was that whilst the context may have changed the main issues remain as identified in earlier plans.
3. A series of topic specific workshops will be organised during the next few months. It is proposed to hold two particular events to concentrate on the broad issues:

10th October Conservation Board meeting incl. an afternoon session.

9th November Annual forum - afternoon session

Recommendation

1. To note that the process of reviewing the plan has begun.

Review Stage	2007						2008												
	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	
1. Notify intention to Review	O	●																	
2. Establish policy context and evidence base			■																
3. Screen Management Plan for continuing relevance etc			■	■															
Key stakeholder survey			■																
Develop SEA Scoping Report			■																
4. Decide on scale and form of review				■	○	●													
5. Consult on SEA Scoping Report				■															
6. Undertake draft Review and test with SEA. Refine and decide preferred policy options and actions					■	●													
Screen for likely significant effects (HRA)						■													
Prepare draft Review and revised Delivery Plan									■	■									
Prepare draft Environmental Report and HRA Report									■	■									
7. Consultation on Draft Revised Management Plan, Environmental and HRA Reports														■					
8. Revise, Adopt & Publish Management Plan and Review Report																	■		
9. Promote the Plan																		■	
10. Implementation and Monitoring																			■

Report on EU Funded Programmes

Author: Steve Rodrick Chief Officer

Summary: The Board is currently involved in developing bids to the EU funded LEADER programme to support rural development in the Chilterns, and a bid to the Interreg IVB programme which would be based on the protected landscapes around London and Paris.

Purpose of Report: To advise members of current involvement in bidding for EU funds and to report that SEEDA has invited a full bid for the Chilterns to the LEADER fund.

LEADER Programme

1. The LEADER Programme is provided with funds from the Rural Development Programme for England (RDPE) which is jointly supported by the EU and UK government. The LEADER programme is a long standing programme which supports rural development. It is a complementary part of the RDPE to the grants for forestry and farming. The programme runs on a six year cycle and bids are being sought this year for the period 2008- 2013.
2. The amount of funding available is not clear but there is currently approximately £22m available in the south east of England. Expressions of Interest (EoI) were invited to be submitted by 13th July. The Board prepared and submitted an EoI on behalf of local organisations to cover all the Chilterns, including that part which lies in the East of England.
3. The main themes for the Chilterns LEADER would be:
 - Development of forestry and related industries
 - Development and diversification of farming
 - Promotion of heritage skills
 - Promotion of rural tourism
 - Support for community development
 - Coping with urban fringe pressures
 - Managing climate change
4. The South East of England Development Agency (and other RDAs) is responsible for administering the LEADER programme. They provided a rapid assessment of the Expression of Interest, the outcome of which was that the Chilterns was invited to proceed to the next stage and

prepare a full bid for submission by January 2008. Preparation of this bid will be time consuming and will be led by Business Link for Oxfordshire and Buckinghamshire, which will also become the so called responsible body for the Chilterns bid. LEADER funding is provided in arrears which can generate a significant cash flow problem- the Board did not therefore put itself forward for this role.

5. The Chilterns Expression of Interest indicated that funding of £3million was being sought. In the event SEEDA were oversubscribed (20 bids were received), and are seeking additional funding which, if successful may be sufficient to allocate sums in the order of £2m+ for the period 2008 - 2013 to some individual areas.
6. The Board will continue to provide considerable support. The Chief Officer has chaired the local action group to date but has handed over to new chairman. The newly formed Local Action Group (LAG) will oversee the development of the bid and, if successful, disbursement of the funds. Several Board members, farmers and foresters and others well known to the Board have been encouraged to become involved.
7. The Board will also provide considerable behind the scenes officer support to help sector specific groups develop their ideas, collate information and liaise with both the South East and East of England Development Agencies.
8. Although the Board will not be the responsible body and is unlikely to secure much of the funding for itself, it will be able to influence significantly the programme and encourage applications for grant aid. The possibility remains open that the LEADER programme manager could be employed and or/based with the Board. The outcome will be significant investment in projects which will help implement many of the aims of the AONB Management Plan.
9. The timetable is for bids to be submitted by January 2008. SEEDA will make a decision in May and if successful funding will be available from July 2008. The Chilterns bid will also have to be assessed by the East of England Development Agency which is working to a slightly different timetable, but should also make a final decision in May 2008. SEEDA and EEDA has provided some assurance that the Chilterns proposal will be treated as one bid and will not be divided on a regional basis.

Interreg IVb

10. This programme also funded by the EU is designed to promote collaboration between European regions. There is particular experience of this programme in Kent and Sussex. A proposal is now being developed, led by the South East AONB co-ordinator with Kent CC as the lead authority to develop a programme based on sustainable natural resource management in protected areas around London and

Paris. A number of French Parcs Natural Regional would be involved as counterparts to the AONBs. The primary work areas would be:

Title	Objective
Local involvement in landscape enhancement	To engage local people in the enhancement of the distinctive features of their landscape, through sustainable natural resource management.
Planning and the integration of the sustainable built environment	To enable communities to create vibrant towns/villages in a way that is sympathetic to the heritage and landscape setting.
Sustainable and innovative local products and initiatives	To allow communities to pilot new ideas and opportunities that build a more sustainable way of life, safe from risk
Renewable energy schemes, audits and analysis	To encourage the adoption of efficient local, low-carbon technologies.
Sustainable education, awareness and understanding	To provide community-led learning on sustainable solutions in the economic heartland of each nation.

11. The Board should be prepared to support this bid. It will not require significant staff time to develop and it is hoped that the match funding can be provided in the form of the Sustainable Development Fund-provided that Natural England continue to provide the grant aid. The bid will be submitted in October 2007 and a decision expected in spring 2008. The programme would run for three years and provide the Chilterns with approximately an additional £250,000 for that period.

Recommendations

1. **To note the Board's involvement with bids to the LEADER and Interreg IVb programmes and to endorse continuing staff involvement with the preparation of both bids.**
2. **To encourage Board members to become involved with LEADER Local Action Group.**
3. **To agree in principle to employ the LEADER programme manager providing the costs are fully covered by the LEADER programme.**

Annual Forum 2007

Author: Steve Rodrick Chief Officer

Summary: The Annual Forum will take place on 9th November in conference centre at Green Park near Aston Clinton near Wendover.

Purpose of the Report: To seek the Committee's approval of the planned arrangements.

1. This year's Forum will take place in Green Park, Aston Clinton near Wendover. It is Buckinghamshire's turn (in recent years it has been held in Henley, Whipsnade and Berkhamsted). The venue can accommodate up to 150 delegates and provides good value for money. Reasonable (free) parking is available and public transport by bus and train is satisfactory - Wendover and Tring Stations are within three miles).
2. It is recommended the event remains free but that booking is essential.
3. In previous years a high profile keynote speaker has been invited. This has tended to result in a shortage of time for discussion and for questioning the Board on its activities. It is therefore recommended that the programme is as follows:

10.00 - 10.10	Chairman's Introduction
10.10 - 10.20	Chief Officer's Review of 2006-07
10.20 - 11.30	Staff presentation on recent, current and planned work
11.30 - 11.45	Questions
11.45 - 12.05	Break
12.05 - 12.15	A Forward Look by the Chief Officer
12.15 - 12.45	Discussion
12.45 - 1.00 pm.	Presentation of Awards (Woodland and Landscape).
1.00 - 2.00	Lunch
2.00 - 3.30	Management Plan Workshop

4. Anyone who is interested will be invited to stay for an afternoon workshop on the Management Plan, in particular to discuss the main issues likely to affect the natural beauty of the Chilterns for the period 2008 – 2013.

Recommendation

1. To approve the programme for the Annual Forum

Agenda Item 16

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

Document is Restricted

Agenda Item 17

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

Document is Restricted

