

# CHILTERN DISTRICT COUNCIL

King George V House, King George V Road, Amersham,  
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## Cabinet

**Tuesday, 6th May, 2014 at 4.30 pm**

**Council Chamber, King George V House, King George V Road, Amersham**

### A G E N D A

**Please note:** that in accordance with Part 11.1 (3) of the Council Procedure Rules a motion may be moved to change the order of business on the Agenda.

- 1 Evacuation Procedures
- 2 Minutes (*Pages 5 - 20*)  
To sign the Minutes of the meeting held on 11 February 2014.
- 3 Apologies for Absence
- 4 Declarations of Interest
- 5 28-Day Notice Forward Plan (*Pages 21 - 22*)  
*Appendix 1 (Pages 23 - 26)*  
*Appendix 2 (Pages 27 - 28)*  
*Appendix 3 (Pages 29 - 30)*
- 6 Current Issues
- 7 Chiltern Community Grant Review (*Pages 31 - 34*)  
*Appendix (Pages 35 - 40)*
- 8 Discretionary Rate Relief and Local Council Tax Discounts (*Pages 41 - 48*)

- 9 Update on the Recent Flood in Chiltern District (*Pages 49 - 54*)
- 10 Housing Financial Assistance Policy (*Pages 55 - 60*)
- 11 Housing Community Organisations Budget - Housing Interaction Trust  
(*Pages 61 - 66*)  
*Appendix 1 (Pages 67 - 70)*  
*Appendix 2 (Pages 71 - 80)*
- 12 Community Safety Partnership Plan 2014-17 and Possible Merger of the  
Two Community Safety Partnerships (*Pages 81 - 84*)
- 13 Update on Airports Commission's Interim Report (*Pages 85 - 90*)  
*Appendix (Pages 91 - 92)*
- 14 Neighbourhood Planning - Review of Delegated Authority (*Pages 93 - 96*)  
*Appendix 1 (Pages 97 - 100)*
- 15 Delivery DPD - Consideration of Submission Matters Falling Outside  
Delegated Authority (*Pages 101 - 106*)  
*Appendix 1 (Pages 107 - 110)*  
*Appendix 2 (Pages 111 - 112)*  
*Appendix 3 (Pages 113 - 122)*  
*Appendix 4 (Pages 123 - 126)*
- 16 Local Government Declaration on Tobacco Control (*Pages 127 - 130*)  
*Appendix (Pages 131 - 132)*
- 17 Service Plan Summary 2014/15: Human Resources (*Pages 133 - 134*)  
*Appendix (Pages 135 - 142)*
- 18 Annual Performance Indicator Review 2014-15 (*Pages 143 - 160*)
- 19 Minutes of Joint Executive Committees  
Members are asked to note the Minutes of the following meetings of Joint  
Executive Committees:  
*Appendix 1 - Chiltern & South Bucks Joint Committee - 4 February 2014*  
*(Pages 161 - 166)*  
*Appendix 2 - Chiltern & Wycombe Joint Waste Collection Committee - 13*  
*February 2014 (Pages 167 - 172)*  
*Appendix 3 - Chiltern & South Bucks Joint Committee - 2 April 2014 (Pages 173*  
*- 176)*

- 20 **Exclusion of the Public**  
To resolve that under Section 100(A)(4) of the Local Government Act 1972 the public be excluded from the meeting for the following item(s) of business on the grounds that it involves the likely disclosure of exempt information as defined in Part I of Schedule 12A of the Act.
- 21 **Lord Mill Weir** *(Pages 177 - 184)*  
Paragraph 3 – Information relating to the financial or business affairs of any particular person (including the authority holding that information)  
*Appendix (Pages 185 - 186)*
- 22 **Pest Control and Dog Control Contracts** *(Pages 187 - 190)*  
*Paragraph 3 – Information relating to the financial or business affairs of any particular person (including the authority holding that information)*
- 23 **Additional Delegated Powers for Head of Environment** *(Pages 191 - 192)*  
*Paragraph 3 – Information relating to the financial or business affairs of any particular person (including the authority holding that information)*
- 24 **Amersham and Chesham Street Markets - Extension of Operating Contract** *(Pages 193 - 196)*  
*Paragraph 3 – Information relating to the financial or business affairs of any particular person (including the authority holding that information)*
- 25 **Extension of the Joint Procurement of the Grounds Maintenance Contract with South Bucks & Wycombe District Councils** *(Pages 197 - 200)*  
*Paragraph 3 – Information relating to the financial or business affairs of any particular person (including the authority holding that information)*
- 26 **Chief Executive's Urgency Powers under the Scheme of Delegation for Storm Damage at Chiltern Pools Leisure Centre** *(Pages 201 - 204)*  
*Paragraph 3 – Information relating to the financial or business affairs of any particular person (including the authority holding that information)*
- 27 **Chief Executive Exercise Urgency Powers under the Scheme of Delegation** *(Pages 205 - 206)*  
*Paragraph 3 – Information relating to the financial or business affairs of any particular person (including the authority holding that information)*
- 28 **Non Domestic Rates - Arrears for Write Off** *(Pages 207 - 208)*  
*Paragraph 3 – Information relating to the financial or business affairs of any particular person (including the authority holding that information)*

**Note:** All Reports will be updated orally at the meeting if appropriate and may be supplemented by additional reports at the Chairman's discretion.

**Membership: Cabinet**

Councillors: N M Rose (Leader)  
M R Smith (Deputy Leader)  
Mrs I A Darby  
G K Harris  
P J Hudson  
P E C Martin  
M Stannard

**Date of next meeting – Tuesday, 1 July 2014**

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This Agenda should be considered as a Notice – under Regulation 5 of the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 – of an intention to meet in private to consider any items listed on the Agenda under Private Reports. The reason for the item being considered in private, that being the relevant paragraph number and description from Schedule 12A of the Local Government Act 1972 is detailed on this Agenda. Representations received (if any) regarding the items being considered in private (together with any response) are also detailed on this Agenda.

<p><b>Publication Date: 24 February 2014</b></p>
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**CHILTERN DISTRICT COUNCIL**

**MINUTES of the CABINET  
held on 11 FEBRUARY 2014**

**PRESENT** Councillors    N M Rose                    - Leader  
                                  M R Smith                 - Deputy Leader  
                                  Mrs I A Darby  
                                  P J Hudson  
                                  P E C Martin  
                                  M Stannard

**APOLOGIES FOR ABSENCE** were received from Councillor G K Harris

**ALSO IN ATTENDANCE:** Councillors A K Bacon, N L Brown, R Burns-Green, A S Hardie, Mrs L M Smith and P M Jones.

**82    MINUTES**

The Minutes of the Cabinet meeting held on 17 December 2013, copies of which had been previously circulated, were approved and signed by Councillor N Rose, Cabinet Leader, as a correct record, subject to the reference to “£5” being replaced with “£5M” in Resolution 2 (a) of Minutes 78.

**83    DECLARATIONS OF INTEREST**

Councillor Mrs I A Darby declared a personal interest in Item 12 – Update on Chalfont St Peter Neighbourhood Plan – being a Member of Chalfont St Peter Parish Council.

Councillor Mrs L Smith was also in attendance at the meeting and advised that that she was also a Member of Chalfont St Peter Parish Council.

**84    28-DAY NOTICE FORWARD PLAN**

The Cabinet received a report attaching the draft 28-Day Notice which provided a forward look at the Agenda for the next meeting of the Cabinet. The Notice would be published on 7 April 2014.

**RESOLVED –**

**That the Draft 28-Day Notice / Forward Plan, to be published on 7 April 2014, be noted.**

**85 CURRENT ISSUES****Councillor Mrs I A Darby – Flooding**

Councillor Mrs Darby reported that as a result of the recent weather a number of residents had recently experienced flooding in their homes and businesses. Residents throughout the district had been affected, though residents in Old Amersham and Chalfont St Peter had been particularly badly affected. The Council's teams had worked hard, including during the weekend, to hold back water where they could. The swift action of officers and other agencies had also averted a potentially serious pollution incident. The Council had distributed approximately 1,600 Floodsax (modern sandbags) and had opened on a Saturday morning to enable residents to collect supplies. Information was provided via the website, social media, and out of hours telephone message service. Officers responded to calls of potential flooding and also visited areas identified at risk.

The latest information indicated that the situation was currently stable and water levels were reducing. The Council would remain vigilant and continue to monitor those areas at risk which included working in collaboration with other agencies to deal with further emergencies. Floodsax would continue to be made available to residents.

Members expressed sympathy to communities around the country who were also experiencing flooding, in particular those in the West Country who were particularly badly affected.

The Cabinet paid tribute to the Council's officers who had provided support to residents. Particular thanks were expressed to individual officers from the following sections: Health and Housing; Facilities and Customer Services; Engineering; Environmental Health, and Communications.

*Note: Councillor R Burns-Green entered the meeting at 4.37 pm.*

**86 BUCKS PENSION FUND**

The Cabinet considered a report providing information from the Bucks Actuary following a revaluation exercise of the Fund carried out in 2013. Members considered whether to increase employer contributions or make a one off contribution to the pension fund.

The Cabinet noted the comments from the Performance and Resources Overview Committee which recommended that a one off contribution - as much as the Council could reasonably afford - should be made to the pension fund.

Councillor Stannard had met with the actuary to discuss the Chiltern figures. It was noted that Chiltern's pension fund position was partly explained by the membership profile which had a higher proportion of retired members to contributing members, and this in part was a consequence of the reduction in the number of staff over the last six years. Members acknowledged the pension fund deficit and noted that the actuary had made a number of assumptions which could not be changed, even if they felt some of them might be overly cautious.

The Cabinet was keen to reduce the deficit, and in light of the comments of the Performance and Resources Overview Committee, it was suggested that a one off contribution of £350,000 be transferred to the pension fund from the current year's revenue budget in line with the forecast underspend for the year, and that a further one off contribution of £650,000 be transferred to the pension fund from the General Fund Reserve in the current year. This would reduce the pension fund recovery period from 29 years to 20 years, without the need to increase the level of contributions included in the budget which was based on a zero increase in Council Tax.

### **RESOLVED –**

**That that a one off contribution of £350,000 be transferred to the pension fund from the current year's revenue budget, and that a further one off contribution of £650,000 be transferred to the pension fund from the General Fund Reserve in the current year.**

## **87 BUDGET 2014/15**

The Cabinet considered a report containing the proposed revenue budget for 2014/15 which was based on a zero increase in Council Tax. The report also outlined the: financial context and base budget position; New Homes Bonus and grants; budget requirement and Council Tax issues; Medium Term Financial Strategy Update; and advice of the Director of Resources. The Cabinet were also asked to recommend the level of Council Tax to Full Council on 26 February 2014.

After noting the comments of the Performance and Resources Overview Committee who had considered the report at the meeting on 18 January, Members then

### **RESOLVED –**

- 1. That the advice of the Director of Resources be noted.**

2. That the report be made available to all Members of the Council in advance of the Council Tax setting meeting on 26 February, and that a final report is produced for the Council meeting incorporating the information from preceptors, and final decisions of the Cabinet on the budget.

**AND RECOMMENDED –**

3. That the proposed Revenue Budget for 2014/15 be agreed, with the following contributions to be made to the following Earmarked Reserves:
  - £350,000 - HS2 Reserve
  - £100,000 - Car Parking
  - £250,000 - Economic Development Reserve
  - £425,000 - Homelessness Prevention / Affordable Housing Reserve
4. That there be no increase in the Chiltern District Council Tax requirement for 2014/15.

## **88 BANKING, INSURANCE AND PAYROLL CONTRACTS**

Members considered a report recommending that authority be delegated to the Director of Resources, in consultation with the Cabinet Member for Support Services, to award three joint contracts for banking, insurance and payroll, due for renewal in the coming year.

It was noted that the Performance and Resources Overview Committee had endorsed the recommendation. The Cabinet at South Bucks District Council had considered a similar report and had agreed similar recommendations.

**RESOLVED –**

1. That the report be noted.
2. That authority be delegated to the Director of Resources, in consultation with the Portfolio Holder for Support Services, to award new joint contracts for banking, insurance and payroll.



**89 PRE-SUBMISSION DELIVERY DEVELOPMENT PLAN DOCUMENT, DRAFT INFRASTRUCTURE DELIVERY SCHEDULE AND COMMUNITY INFRASTRUCTURE LEVY REVIEW**

The Cabinet considered a report requesting Members to approve the Pre-Submission version of the Delivery Development Plan Document (DDPD) for public consultation and submission to the Secretary of State. The draft Infrastructure Delivery Schedule and Sustainability Appraisal would also be subject to public consultation and examination alongside the DDPD. A Community Infrastructure Levy (CIL) Review had been carried out and it was proposed that the Council does not pursue a CIL to 2026, subject to further review if circumstances changed. The report also outlined the proposed public consultation and sought authority to be delegated to officers to prepare the Council's DDPD submission documents and to undertake any necessary examination in public.

The Housing and Planning Overview Committee had considered the report at the meeting held on 21 January 2014 and had suggested some changes to the DPDD which had been incorporated into the document.

The Council had received a significant number of responses to the public consultations on the DPDD emerging main issues and Gypsy, Traveller and Travelling Showpeoples Site Options. The identification of sites was a Government requirement. The level of need was based on a needs assessment commissioned by Buckinghamshire district authorities. Sites had then been identified via a number of processes which included: dialogue with parish councils; engagement with the County Council; working with traveller families and representatives groups; two public participation events, and information from landowners. Members noted a number of letters which had been received by the Council since the report was published, and copies of which were circulated before the meeting.

The DDPD had been prepared taking into account representations during the public participation events, on-going stakeholder engagement, advice of the Local Plan Policy Advisory Group and the Council's evidence base comprising some 60 documents.

The Cabinet also considered a number of amendments to the DDPD which included: paragraph 9.40 amended to include reference to the Council preparing a residential space standards Supplementary Planning Document for all new types of residential development as an interim and supplement to anticipated national standards. Paragraph 5.6 amended to delete references to the provision of additional uses or space for non-essential facilities, and to include "scale of development" as a factor in determining the appropriateness of proposed facilities. The Infrastructure Delivery Schedule amended to include developer financial contributions through Section 106 Agreements where justified for specialist housing needs, and Chesham Sewage Treatment

Works deleted from the Infrastructure Delivery Schedule on the advice of Thames Water that measures needed were operational.

The proposed change to paragraph 9.40 was particularly welcomed in order to ensure that space standards were in place.

A non-Cabinet Member expressed thanks to officers involved in the significant amount of work involved in developing the document, but expressed concerns regarding the proposals in relation to the review of settlements in the Green Belt and rows of dwellings in the Green Belt.

The Cabinet commended officers on all the work that had been carried out. It was advised that although no one would be happy with everything contained in the document, the Council was constrained by the requirements set by the Government.

### **RESOLVED –**

- 1. That the Pre-Submission documents set out in Appendices 1 to 4 and 11, and public consultation process set out in paragraph 13 of the report, be agreed subject to the following amendments:**
  - a) That paragraph 9.40 of the Pre-Submission Delivery Development Plan Document be amended to include reference to the Council preparing a residential space standards SPD for all new types of residential development as an interim and supplement to anticipated national standards.**
  - b) That paragraph 5.6 of the Pre-Submission Delivery Development Plan Document be amended to delete references to the provision of additional uses or space for non-essential facilities, and to include “scale of development” as a factor in determining the appropriateness of proposed facilities.**
  - c) That the Infrastructure Delivery Schedule be amended to include developer financial contributions through Section 106 Agreements where justified for specialist housing needs, and Chesham Sewage Treatment Works be deleted from the Infrastructure Delivery Schedule.**
- 2. That the approach set out in Appendix 5 be agreed for the preparation of a report on the Duty to Co-operate and for this to form part of the Council’s evidence base for the Delivery DPD and Submission.**
- 3. That the documents in Appendices 6 to 8 be approved and added to the Delivery Development Plan Document Evidence Base on the Council website.**

4. That the Public Participation responses set out in Appendices 9 and 10 be agreed and that these be included as part of the Evidence Base on the website.
5. That authority is delegated to the Head of Sustainable Development to carry out any necessary alterations/corrections to the Pre-Submission documents prior to public consultation; provided that where these constitute changes of substance the alterations/corrections are subject to the approval of the Leader of the Cabinet.
6. That authority is delegated to the Head of Sustainable Development to consider duly made objections as part of the public consultation approved under resolution 1 above so that:
  - a) if the Head of Sustainable Development considers an objection raises a matter or matters which would lead to a recommended change of substance to the Pre-Submission documents, that officers prepare a report on such matters for Cabinet to consider before Submission.
  - b) if the Head of Sustainable Development considers an objection raises a matter which should result in a minor alteration / correction to the Pre-Submission documents, that delegated authority is given to the Head of Sustainable Development to submit these as part of the Submission as proposed minor changes.
7. That authority is delegated to the Head of Sustainable Development to submit the Delivery Development Plan Document and associated documents to the Secretary of State and to make all necessary arrangements for an Examination.
8. That authority is delegated to the Head of Sustainable Development and officers acting on behalf of the Head of Sustainable Development during the preparation for, and course of the Examination into the Delivery Development Plan Document up to submission of the Inspectors Report to the Council, to:
  - a) prepare documents for the Examination on behalf of the Council including responses to duly made objections and recommended minor changes to the Delivery DPD
  - b) appear at the Examination on behalf of the Council
  - c) agree draft modifications to the Delivery Development Document in consultation with the Cabinet Member for Sustainable Development.

9. That the review of a Community Infrastructure Levy set out in paragraphs 7 to 11 of this report be agreed, confirming the Core Strategy for Chiltern District position that there is no overwhelming argument in favour of using a Community Infrastructure Levy in Chiltern District to 2026 but to review again if circumstances change.

**AND RECOMMENDED –**

10. That the Local Development Scheme timetable for the Delivery Development Plan Document be modified so that formal publication of the DPD is amended from January/February 2014 to February/March 2014 and additional work areas identified in Appendix 1 of this report (namely preparation on a Parking Standards Supplementary Planning Document, Residential Space Standards Supplementary Planning Document, development briefs and design guides) be added to the Local Development Scheme work programme.

**90 CONSULTATION BY THREE RIVERS DISTRICT COUNCIL ON THEIR DRAFT GYPSY, TRAVELLER AND TRAVELLING SHOWPEOPLE LOCAL DEVELOPMENT DOCUMENT (PREFERRED OPTIONS) (JANUARY 2014)**

The Cabinet were asked to provide a steer on the response to Three Rivers District Council's consultation on the Draft Gypsy, Traveller and Travelling Showpeople Local Development Document (preferred options).

**RESOLVED –**

1. That authority be delegated to the Head of Sustainable Development in consultation with the Cabinet Member for Sustainable Development to submit representations on behalf of the Council to Three Rivers District Council on their Gypsy, Traveller and Travelling Showpeople Local Development Document.
2. That the Head of Sustainable Development in formulating the Council's representations takes into account the report and any views expressed by Cabinet.

**91 UPDATE ON CHALFONT ST PETER NEIGHBOURHOOD PLAN**

The Cabinet received a report providing an update on progress for the Draft Chalfont St Peter Neighbourhood Plan. It was noted that the Parish Council had submitted the Plan, but due to a technicality it had been rejected.

Councillor Mrs L Smith confirmed that the Parish Council had re-submitted the Plan to the Council that afternoon and expressed thanks to officers for their support and help.

The Cabinet then considered a number of options including whether the draft plan should be considered: at the next Cabinet meeting on 6 May or a subsequent meeting; at a special Cabinet meeting in February/March; or that authority be delegated to the Head of Sustainable Development in consultation with the Cabinet Member for Sustainable Development.

### **RESOLVED –**

**That authority be delegated to the Head of Sustainable Development, in consultation with the Cabinet Member for Sustainable Development, to make representations on the submitted Chalfont St Peter Neighbourhood Plan.**

## **92 HS2 UPDATE**

The Cabinet received a report providing an update on the outcome of the Legal Challenge to the Government's decision to proceed with HS2, the response prepared on behalf of the Council to the Environmental Statement, and highlighting the potential petitioning points against the High Speed Rail (London – West Midlands) Bill for approval by the Cabinet and the Council.

Following the Supreme Court judgement which found that there was no breach of the Strategic Environment Assessment Directive the Council was now focusing on mitigating the effects of HS2. As such, the report requested that additional funding be identified in order to support the next stages of the work. This included collecting expert and specialist advice regarding tunnelling issues, noise, landscaping and traffic in order to support the work associated with mitigating the effects of HS2. Demonstrating the economic impact on the local area was also important.

Members paid tribute to the sterling efforts of officers in drafting the response to the Environmental Statement within the Government's tight timescales. Particular praise was expressed in relation to the incorporation of all the suggestions and comments that been received during the development of the document. A draft working copy had been made available before the meeting. Additional comments on the document were welcomed. A non-Cabinet Member emphasised that all tunnelling options should be included in the response.

A number of non-Cabinet Members were invited to speak. It was felt that in light of the recent flooding, a letter should be sent to the Prime Minister requesting that the allocation of resources to HS2 be reconsidered against other priorities, such as improving the country's flood defences. The report

was discussed in open session and this was welcomed. It was advised that the Liberal Democrat Group also supported the work that was being done.

Although the Legal Challenge had been unsuccessful, the Cabinet felt that it had a duty to its residents to now focus on mitigating the effects of HS2 which it was in a strong position to do. It was also felt important that the Government continued to be encouraged to reconsider HS2, particularly in light of other priorities, such as improving the country's resilience to flooding. Members, after considering the options detailed in the report, endorsed the draft response to the Environmental Statement and the allocation of additional resources to continue the next stages of work associated with mitigating the effects of HS2, in particular those effects caused during the construction phase.

### **RESOLVED –**

- 1. That the responses prepared by Officers and Experts to the formal Environmental Statement on behalf of the Council be noted.**
- 2. That the issues raised in the report as matters of concern for the Council be noted, and that these reflect current thinking which will be developed by the officers/experts in the lead up to the submission of the petition to the Select Committee in April/May 2014.**
- 3. That up to £350,000 be transferred from the General Fund Reserve to the HS2 Earmarked Reserve, for the next stages of the work relating to HS2, and in particular the work on the petitioning stage of the Hybrid Bill.**

### **AND RECOMMENDED –**

- 4. That the Council passes a resolution under Section 239 of the Local Government Act 1972 that in the judgement of Chiltern District Council, it is expedient for the Council to oppose the High Speed Rail (London – West Midlands) Bill deposited in the Session of Parliament 2013-14.**
- 5. That the Council passes a resolution that the Chief Executive in consultation with the Leader of the Cabinet and the Head of Legal & Democratic Services take all necessary steps to carry the foregoing resolution into effect including approval of the contents of the petition, that the Common Seal be affixed to any necessary documents and that confirmation be given that Sharpe Pritchard (Parliamentary Agents) be authorised to sign the Petition of the Council against the Bill.**

**93 REVIEW OF CAR PARK CHARGES**

The Cabinet considered a report requesting Members to consider whether to increase car parking charges, carry out a consultation, or make no change at this time and set a date for further review. The report outlined the investment already identified and potential investment required to support the provision of parking in the district. The balance on the parking account was also outlined.

The Housing and Planning Overview Committee had considered the report at the meeting held on 21 January 2014 and had recommended that in light of the surplus on the parking account that there be no increase in parking charges at this time, but suggested that a review be carried out in 12 month's time.

It was felt that parking charges would need to be increased in future in order to support the provision of additional parking in the district, installation of new technology, and potential introduction of shorter parking periods. However, it was also considered important to protect economic development, and the Cabinet

**RESOLVED –**

- 1. That there be no changes to the current car park charges at this time, and as a result there be no consultation on charges options.**
- 2. That a review of car park charges be carried out in February 2015.**

**94 OPEN SPACE STRATEGY 2013 - 2016**

The Cabinet considered a report detailing the refreshed Open Space and Recreation Strategy which took account of changes since the last strategy was agreed in 2006. The process for updating the Strategy involved contacting stakeholders to identify new developments and then evaluating these to identify any shortfalls in provision which were then set out in the report. Members welcomed the links to planning in particular.

The Cabinet, after noting the updated Strategy and expressing thanks to officers for carrying out the review, then

**RESOLVED –**

- 1. That the updated Open Space and Recreation Strategy 2014 – 17 be agreed and published for final community consultation.**

2. **That the completed Open Space and Recreation Strategy to be resubmitted to Cabinet for final approval in May 2014, following community consultation.**

*Note: Councillor N Brown left the meeting at 6.02 pm.*

## 95 **AFFORDABLE HOUSING IN CHILTERN - REVIEW OF CHILTERN DISTRICT COUNCIL ACTIVITY**

The Cabinet considered a report providing the latest position regarding Affordable Housing Contributions (AHCs) and the provision of new affordable housing in the district. It was noted that the affordable homes due to be delivered as part of the proposed developments at the former Amersham & Wycombe College - Chesham Campus and The Grange / Holy Cross Convent Chalfont St Peter no longer applied. The impact of the proposals contained in the Autumn Statement regarding AHCs was also noted.

The report also set out a number of options for delivering more affordable housing which included: increasing the level of new build affordable housing; acquiring existing properties; supporting residents to become home owners; providing incentives to move, delivering improvements to stock, Real Estate Investment Trust, and delivering housing initiatives.

The report had been considered at the meeting of the Housing and Planning Overview Committee on 21 January 2014 and Members had felt that the Council should not take on the development of housing directly.

### **RESOLVED –**

1. **That the report be noted and that officers proceed with a detailed assessment of the affordable housing delivery options set down in the report and present the findings to Members in the annual Strategic Housing Framework update.**
2. **Members identify any specific areas of affordable housing delivery that they wish officers to investigate as part of their assessment.**

*Note: Councillor A K Bacon left the meeting at 6.08 pm.*

## 96 **TREASURY MANAGEMENT STRATEGY 2013/14**

The Cabinet considered a report attaching the proposed Treasury Management Strategy for 2014/15. The Performance and Resources Overview Committee had supported the approach in the Strategy when this was considered at the meeting held on 28 January 2014. Members had also emphasised to need to continue to explore investment opportunities.



The Cabinet supported the Strategy and recognised the need to be more proactive in exploring opportunities which provided a higher return on investment, particularly in light of the level of Council reserves. This included continuing to be proactive in exploring invest to save capital projects which could provide a greater return than was likely from traditional cash investment routes.

**RESOLVED –**

**That the Treasury Management Strategy for 2014/15 be approved.**

**97 TREASURY MANAGEMENT REPORT - OCTOBER TO DECEMBER 2013**

The Cabinet considered a report which set out the activities of the treasury management operation for the quarter ending 31 December 2013 and provided an update on the Council's banking services, interest rate exposures, and principal sums invested for periods longer than 364 days.

**RESOLVED –**

**That the treasury management activity in the quarter October to December 2013 be noted.**

**98 SERVICE PLAN SUMMARIES 2014-15**

The Cabinet considered a report attaching a summary of each of the service plans produced by service areas within the Council. A number of future developments were also noted, which included: shared services, top tier business planning and a review of the Council's Key Aims and Objectives.

**RESOLVED –**

**That the service plan summaries be noted.**

**99 QUARTERLY PERFORMANCE INDICATOR REPORT (Q3 2013-2014)**

The Cabinet considered the quarterly performance indicator report which outlined the performance of Council services against national and local indicators and key objectives from October to December 2013.

Members noted the key areas of concern. This included the provision of affordable housing, and resources were being addressed in this area. It was felt that there was no single solution to increasing the provision of affordable

housing, but the Council had committed additional funding in this area. It was recognised that identifying suitable sites was challenging.

The performance information for missed waste collections was discussed, and it was noted that the number of reported missed collections was the total across Chiltern and Wycombe and should be considered against a total of 4 million collections. Although this figure was higher than the Council would like, it included the period covering the roll out of the new joint waste collection service which was not indicative of normal operating conditions.

**RESOLVED –**

**That the quarterly performance indicator report be noted.**

**100 MINUTES OF JOINT EXECUTIVE COMMITTEES**

Members considered the Minutes of the following Joint Executive Committee meetings:

- Chiltern & Wycombe Joint Waste Collection Committee – 28 November 2013
- Chiltern & Wycombe Joint Waste Collection Committee – 9 December 2013

**RESOLVED –**

- 1. That the Minutes of the above meetings of the Chiltern & Wycombe Joint Waste Collection Committee be noted.**
- 2. That the recommendations contained in Minute 29 – Joint Waste Client budget 2014/15 – of the Chiltern & Wycombe Joint Waste Collection Committee held on 28 November 2013 be adopted.**

**101 EXCLUSION OF THE PUBLIC**

**RESOLVED –**

**That under section 100 (A) (4) of the Local Government Act 1972 (as amended) the public be excluded from the meeting for the following item(s) of business on the grounds that they involved the likely disclosure of exempt information as defined in Part 1 of Schedule 12A of the Act.**

*Note: the relevant paragraph number and description is included under the Minute heading.*

**102 REVIEW OF CCTV FUNDING BY THAMES VALLEY POLICE**

*Paragraph 3 – Information relating to the financial or business affairs of any particular person (including the authority holding that information)*

The Cabinet considered a report outlining the provision of CCTV in the district and the reduction in Thames Valley Police's funding for CCTV. Members also noted the work officers and partners were undertaking in this area. The Community and Environment Overview Committee had considered the report at the meeting held on 22 January 2014 and Members had reiterated their view that the Council should maintain the system as an effective deterrent as much as a tool to provide evidence. The Committee has also requested a further report when progress on the changes were known.

**RESOLVED –**

- 1. That it be noted that Thames Valley Police is to reduce its funding for CCTV and that all local authorities in the Police Authority are working to reduce the impact of any reduction in funding.**
- 2. That a further report is submitted to the Cabinet reviewing its CCTV provision.**

**103 SOLAR PV FOR AMERSHAM MULTI-STOREY CAR PARK OVERROOF**

*Paragraph 3 – Information relating to the financial or business affairs of any particular person (including the authority holding that information)*

Members received a report regarding a proposal for the installation of an additional Photo Voltaic (PV) (solar energy recovery) system at Amersham Multi Storey Car Park. The Cabinet considered a number of options including the costs and benefits for: 50kWp, 100kWp, 150kWp and 193kWp PV systems. The Community and Environment Overview Committee had considered the report at the meeting held on 21 January 2014, and had recommended that the business case for the 150kWp was the preferred option.

The Cabinet were asked to consider the proposal for a 110 kWp system and after requesting further clarification on the payback period and lifetime benefits of this system, then

**RESOLVED –**

1. That an additional Solar Photo Voltaic system be pursued as part of the over roofing project at Amersham Multi Storey Car Park and that a maximum budget of £150,000 for the project be agreed, subject to the optimum rate of return being demonstrated.
2. That authority be delegated to the Head of Environment, in consultation with the Cabinet Member for Asset Management (Deputy Leader), to approve the project following tendering for the Solar Voltaic system, subject to the optimum rate of return being demonstrated and the budgetary limit on the expenditure.
3. That a further report outlining possible options for the installation of further Photo Voltaic systems at King George V House and Chesham Leisure Centre be considered at a future meeting.

**AND RECOMMENDED –**

4. That £150,000 be transferred from the Provisional Capital Programme to the Approved and Committed Capital Programme for the installation of further a further Photo Voltaic system at Amersham Multi Storey Car Park.

**104 NON DOMESTIC RATES - ARREARS FOR WRITE OFF**

*Paragraph 3 – Information relating to the financial or business affairs of any particular person (including the authority holding that information)*

The Cabinet considered a report requesting that arrears of National Non Domestic Rates be written off since all appropriate action had been taken and the debt was now irrecoverable.

**RESOLVED –**

**That arrears of National Non Domestic Rates in the sum of £13890.62 be written off in accordance with the provision of Financial Procedure Rule 12.**

**The meeting ended at 6.34 pm**

**CHILTERN DISTRICT COUNCIL  
CABINET – 6 MAY 2014**

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*Background Papers, if any, are specified at the end of the Report*

**FORWARD PLAN**

*Contact Officer: Alan Goodrum (01494 732001)*

**RECOMMENDATIONS**

The Cabinet is asked to note the following draft 28 Day Notice / Forward Plan notices:

- Cabinet: 1 July (Appendix 1)
- Joint Committee: 16 July (no items currently on the Forward Plan)
- Chilterns Crematorium Joint Committee: meeting date TBC
- CDC & WDC Joint Waste Collection Committee: 26 June (Appendix 2)
- Joint Waste Committee for Bucks: 3 June (Appendix 3)

**Relationship to Council Objectives**

*Objective 1: Efficient and Effective Customer Focused Services*

**Implications**

*Key decisions, Best Value implications, Performance Monitoring and advance notice of other issues*

**Financial Implications**

*None*

**Risk Implications**

*The publication of the Forward Plan is a statutory requirement*

**Equalities Implications**

*None*

**Sustainability Implications**

*None*

**Report**

1. The Access to Information Regulation 2012 place a requirement on Councils to publish a notice 28 days before every executive or joint executive meeting detailing all Key Decisions and Private Reports to be considered. The [28 Day Notice / Forward Plan](#) are published on the Council's website.

*Background Papers: None*

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## 28-DAY NOTICE – FORWARD PLAN

**Local Authorities (Executive Arrangements) (Meetings and Access to Information)  
(England) Regulations 2012**

This is a Notice of an intention to make a Key Decision on behalf of the Local authority (Regulation 9) and an intention to meet in private to consider those items marked as 'Private Reports' (Regulation 5).

A further Notice (the 'Agenda') will be published no less than 5 working-days before the date of the Cabinet meeting and will be available at [www.chiltern.gov.uk/democracy](http://www.chiltern.gov.uk/democracy)

<b>Leader (Councillor N M Rose)</b>					
Key Decision (Y/N) <sup>1</sup>	Report Title & Summary <sup>2</sup>	Date to Overview <sup>3</sup>	Decision Maker & Date	Private Report (Y/N) and Reason Private <sup>4</sup>	Director
No	<b>Annual Performance Report 2013-14:</b> This report introduces the Council's Annual Performance Report for 2013-14. (The format has been updated from the previous year).	P&R 25 June 2014	Cabinet <b>1 July 2014</b>	No	Chief Executive
No	<b>Joint Business Plan 2014-19:</b> This report introduces the Council's Joint Business Plan with South Bucks District Council, 2014-19. (The format has been updated from the previous year).	P&R 25 June 2014	Cabinet <b>1 July 2014</b>	No	Chief Executive
No	<b>Quarter 1 Performance Report 2014/15:</b> This report monitors performance against pre-agreed targets and seeks approval for any proposed changes to targets	P&R 12 August 2014	Cabinet <b>25 August 2014</b>	No	Chief Executive
No	<b>Quarter 2 Performance Report 2014/15:</b> This report monitors performance against pre-agreed targets and seeks approval for any proposed changes to targets	P&R 2 December 2014	Cabinet <b>16 December 2014</b>	No	Chief Executive

<b>Asset Management - Deputy Leader (Councillor M R Smith)</b>					
Key Decision (Y/N) <sup>1</sup>	Report Title & Summary <sup>2</sup>	Date to Overview <sup>3</sup>	Decision Maker & Date	Private Report (Y/N) and Reason Private <sup>4</sup>	Director
Yes	<b>Solar PV on KGV House and Chesham Leisure Centre:</b> To consider the Cabinet report for additional Solar PV (in addition to the developing AMSCP system) on existing roof	C&E 19 August 2014	Cabinet <b>26 August 2014</b>	Yes (Paragraph 3)	Director of Services
Yes	<b>Prestwood Leisure Centre Car Park upgrade works:</b> to receive a report on upgrade works at Prestwood Leisure Centre Car Park	C&E 10 June 2014	Cabinet <b>1 July 2014</b>	Yes (Paragraph 3)	Director of Services

<b>Asset Management - Deputy Leader (Councillor M R Smith) Continued</b>					
Key Decision (Y/N) <sup>1</sup>	Report Title & Summary <sup>2</sup>	Date to Overview <sup>3</sup>	Decision Maker & Date	Private Report (Y/N) and Reason Private <sup>4</sup>	Director
Yes	<b>London Road Depot Out Turn Report:</b> To note the conclusion of the London Road Depot Investment Works	P&R 12 August 2014	Cabinet <b>26 August 2014</b>	Yes (Paragraph 3)	Director of Services
Yes	<b>Leisure M&amp;E PPM:</b> Budget contract for Structural and M&E surveys including Underwater survey	C&E 19 August 2014	Cabinet <b>26 August 2014</b>	Yes (Paragraph 3)	Director of Services
No	<b>Information Item - Energy Contracts:</b> Request for joint contracts and one authority to be lead for supplier contract purposes	C&E 7 October 2014	Cabinet <b>21 October 2014</b>	No	Director of Services
No	<b>Annual Energy Report:</b> report for noting	P&R 30 Sept 2014	Cabinet <b>21 October 2014</b>	No	Director of Services
No	<b>Annual Car Park Report:</b> report for noting	H&P 23 Sept 2014	Cabinet <b>21 October 2014</b>	No	Director of Services
Yes	<b>Disposal and Acquisitions Policy:</b> The agree the policy	P&R 30 Sept 2014	Cabinet <b>21 October 2014</b>	No	Director of Services
Yes	<b>Amersham Additional Parking Capacity possibly at Sycamore Road and AMSCP:</b> Potential to invest Capital into creation of additional spaces - extension of land owned by CDC at Sycamore Road and or further levels adjoining structure	H&P 23 Sept 2014	Cabinet <b>21 October 2014</b>	No	Director of Services

<b>Health and Housing (Councillor Mrs I Darby)</b>					
Key Decision (Y/N) <sup>1</sup>	Report Title & Summary <sup>2</sup>	Date to Overview <sup>3</sup>	Decision Maker & Date	Private Report (Y/N) and Reason Private <sup>4</sup>	Director
No	<b>Chiltern District Council Strategic Housing Framework 2014-15:</b> To receive an update on affordable housing delivery and to consider the Council's draft Strategic Housing Framework 2014-15	H&P 5 August 2014	Cabinet <b>26 August 2014</b>	No	Director of Services

<b>Sustainable Development (Councillor G K Harris)</b>					
Key Decision (Y/N) <sup>1</sup>	Report Title & Summary <sup>2</sup>	Date to Overview <sup>3</sup>	Decision Maker & Date	Private Report (Y/N) and Reason Private <sup>4</sup>	Director
Yes	<b>Draft Sustainable Construction and Renewable Energy Supplementary Planning Document:</b> To consider approving a draft Sustainable Construction and Renewable Energy SPD for public consultation	H&P 3 June 2014	Cabinet <b>1 July 2014</b>	No	Director of Services



<b>Community (Councillor P J Hudson)</b>					
Key Decision (Y/N) <sup>1</sup>	Report Title & Summary <sup>2</sup>	Date to Overview <sup>3</sup>	Decision Maker & Date	Private Report (Y/N) and Reason Private <sup>4</sup>	Director
Yes	<b>Open Space Strategy:</b> To consider a report on the Open Space Strategy	C&E 19 August 2014	Cabinet <b>26 August 2014</b>	No	Director of Services
Yes	<b>Chiltern Community Cohesion Plan Update Report 2013 – 15:</b> To present members Chiltern's new Community Cohesion Plan 2013 – 15	C&E 27 January 2015	Cabinet <b>10 February 2015</b>	No	Director of Services

<b>Waste and Customer Services (Councillor P E C Martin)</b>					
Key Decision (Y/N) <sup>1</sup>	Report Title & Summary <sup>2</sup>	Date to Overview <sup>3</sup>	Decision Maker & Date	Private Report (Y/N) and Reason Private <sup>4</sup>	Director

<b>Support Services (Councillor M Stannard)</b>					
Key Decision (Y/N) <sup>1</sup>	Report Title & Summary <sup>2</sup>	Date to Overview <sup>3</sup>	Decision Maker & Date	Private Report (Y/N) and Reason Private <sup>4</sup>	Director

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**Local Authorities (Executive Arrangements) (Meetings and Access to Information)  
(England) Regulations 2012**

This is a Notice of an intention to make a Key Decision on behalf of the Local authority (Regulation 9) and an intention to meet in private to consider those items marked as 'Private Reports' (Regulation 5).

A further Notice (the 'Agenda') will be published no less than 5 working-days before the date of the Cabinet meeting and will be available at [Chiltern District Council](#) & [Wycombe District Council](#)

**CHILTERN & WYCOMBE JOINT WASTE COLLECTION COMMITTEE  
(JWCC)**

<b>Meeting: 26 June 2014 (Committee Room 2, WDC)</b>					
<b>Key Decision (Y/N)<sup>1</sup></b>	<b>Report Title &amp; Summary<sup>2</sup></b>	<b>Consultation<sup>3</sup></b>	<b>Decision Maker &amp; Date</b>	<b>Private Report (Y/N) and Reason Private<sup>4</sup></b>	<b>Contact Officer and Telephone Number (01494)</b>
No	<b>Programme Report &amp; Risk Register:</b> To receive an update on the Programme to date.		<b>JWCC 26 June 2014</b>	Yes (Paragraph 3)	Kitran Eastman 732149
No	<b>Contractor Notice of Change:</b> To consider a report on a request by the Contractor to make changes to the joint contract.		<b>JWCC 26 June 2014</b>	Yes (Paragraph 3)	Kitran Eastman 732149
No	<b>Provision of Workshop Facilities at Clay Lane, Wycombe:</b> Update report on the provision of workshop facilities at Clay Lane, Wycombe.		<b>JWCC 26 June 2014</b>	Yes (Paragraph 3)	Ian Westgate 461000



## 28-DAY NOTICE – FORWARD PLAN

**Local Authorities (Executive Arrangements) (Meetings and Access to Information)  
(England) Regulations 2012**

This is a Notice of an intention to make a Key Decision on behalf of the Local authority (Regulation 9) and an intention to meet in private to consider those items marked as 'Private Reports' (Regulation 5).

A further Notice (the 'Agenda') will be published no less than 5 working-days before the date of the Cabinet meeting and will be available at [Chiltern District Council](#); [Aylesbury Vale District Council](#); [Bucks County Council](#); [South Bucks District Council](#) & [Wycombe District Council](#)

**JOINT WASTE COMMITTEE FOR BUCKINGHAMSHIRE (JWC)**

<b>Meeting: 3 June 2014 (Location: CDC)</b>					
Key Decision (Y/N) <sup>1</sup>	Report Title & Summary <sup>2</sup>	Consultation <sup>3</sup>	Decision Maker & Date	Private Report (Y/N) and Reason Private <sup>4</sup>	Contact Officer and Telephone Number
Yes	<b>Budget 2015/16:</b> To agree the budget for 2014/15		<b>JWC</b> 3 June	No	Henry Allmand 07738 314184
Yes	<b>Joint Strategy Review:</b> To receive an update on the review of the Joint Waste Strategy for Bucks		<b>JWC</b> 3 June	No	Henry Allmand 07738 314184
Yes	<b>Annual Return 2013/14:</b> to agree the submission of the annual return		<b>JWC</b> 3 June	No	Howard Woodbridge 01895 837319



**CHILTERN DISTRICT COUNCIL  
CABINET 6<sup>th</sup> MAY 2014**

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*Background Papers, if any, are specified at the end of the Report*

**COMMUNITY GRANT AID SCHEME 2013/14 REVIEW**

*Contact Officers: Paul Nanji 01494 732110*

**RECOMMENDATIONS**

**To report on the 2013/14 Community Grant Scheme and feedback key outcomes.**

**World War 1 commemorative projects to be approved an additional key priority when assessing applications from 2014 - 2018.**

**Relationship to Council Objectives**

*Objective 2 – Safe, healthy and cohesive communities*

**Implications**

- (i) This is not a key decision.*
- (ii) Within the policy and budgetary framework.*

**Financial Implications**

*There is sufficient Community Grant funding available to meet the recommendations in this report.*

**Risk Implications**

*None*

**Equalities Implications**

*Support to the voluntary sector assists the Council in targeting disadvantaged communities.*

**Sustainability Implications**

*Support to the voluntary sector assists the Council in targeting disadvantaged communities and in building sustainable communities, through empowering community action. Projects funded through the community grants programme support community participation that impacts positively a number of key objectives including community cohesion, health and wellbeing, the local environment and community safety.*

## **Background**

- 1 Chiltern District Council's Community Grant Aid Scheme has been in operation for over ten years supporting a diverse range of local voluntary organisations. Following the completion of the 2012 Community Grant Aid Scheme, Cabinet requested a review of the scheme to focus on simplifying the application form, increasing member involvement and developing a more consistent scoring process. (**See Appendix 1**)
- 2 The new arrangements were introduced for the 2013/2014 scheme and included;
  - a. A new streamlined application form
  - b. Members invited to feedback on projects delivered in their own respective wards
  - c. A traffic light evaluation system highlighting how each application supports the Council's key corporate objectives in relation to developing community capacity, improving health, supporting the local economy, enhancing community cohesion, protecting the environment and improving community safety
- 3 The report informs how the new scheme has been received by local community groups along with other key outcomes in relation to the range and diversity of applications received.

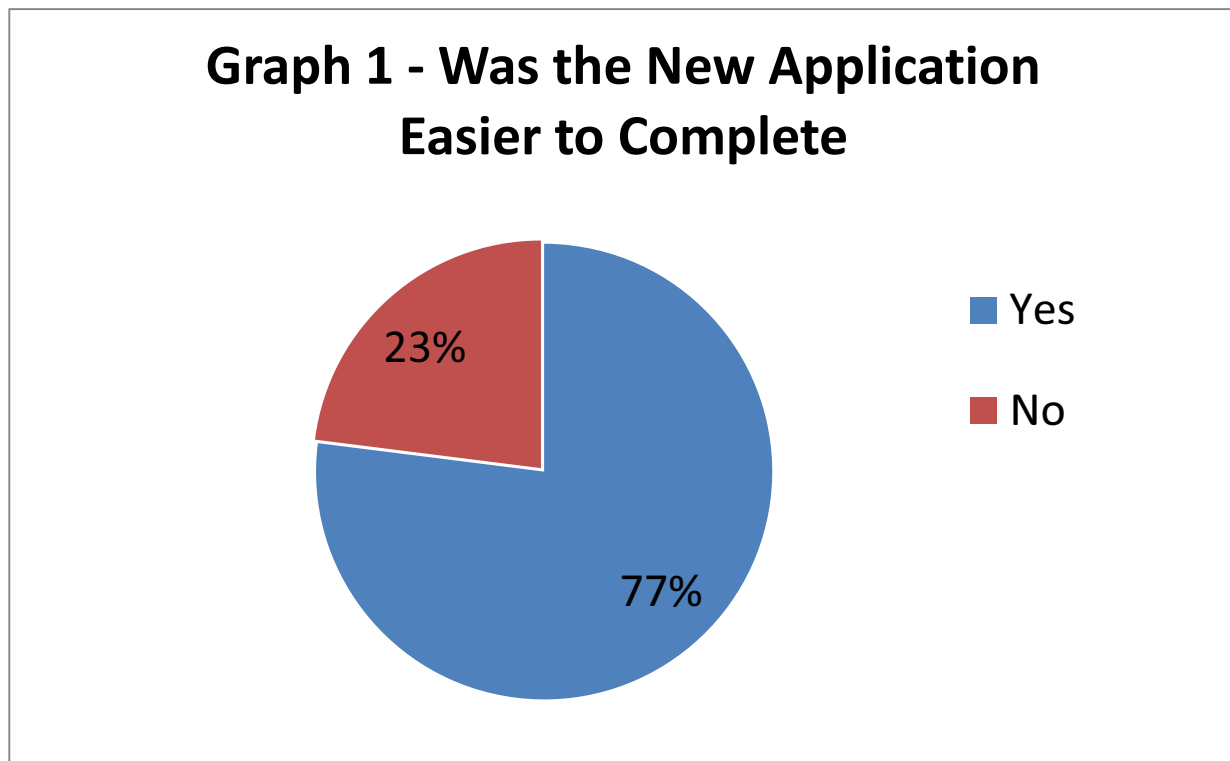
## **Key Outcomes of the New Scheme**

- 4 Outcomes arising as a result of the new Community Grant Aid scheme have been positive on a number of fronts. A total of fifty three applications were received, the highest number since the scheme commenced. The diversity of applications was broad with projects supporting young people, older people, community capital schemes, the local economy and the environment.
- 5 Feedback regarding the quality of information to complete the new application form was positive with 77% of respondents reporting that the revised application form as being easier to complete. (see graph 1)
- 6 The quotes below capture this positive feedback in more detail.

*“This updated form was certainly more straightforward and concise than the previous one. The previous application form seemed rather confusing when it came to answers about the Chiltern District Council objectives and how our work matched the local aims etc. I liked this new one much better.” (Relate)*

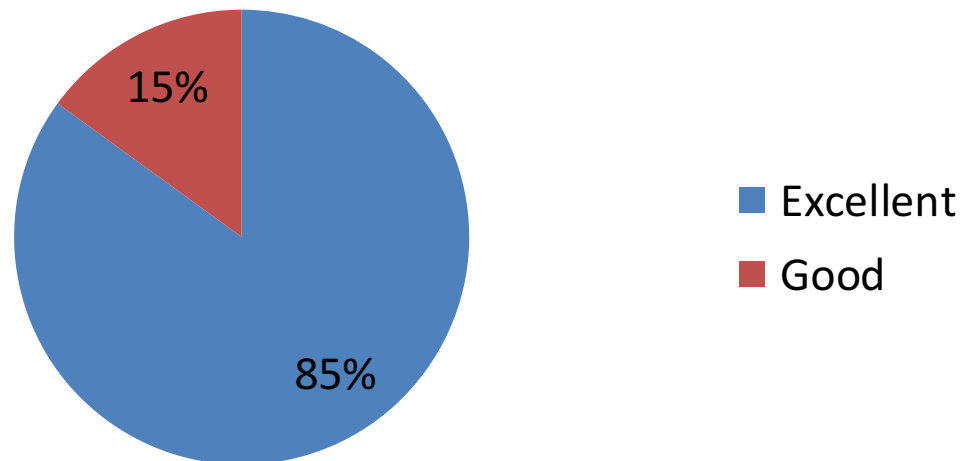


*"I was impressed by the clarity of the web application, particularly the flow of questions. It was more logical than many others I have used."  
(Amersham Rugby Club)*



- 7 The quality of service organisations received when applying for funding was very positive with 85 % of respondents classing the quality of service received as excellent and the remaining 15% as good. (Graph 2) The increase level of enquiries from community organisations placed additional pressure on staff who effectively responded in a prompt and informative manner.

## Graph 2 - The Quality of Service Received From Chiltern District Council Staff



- 8 The application process enabled Members to be more involved in the scheme not only feeding back their views on applications but also being made aware of the diverse range of activities that are delivered within their respective wards. The new traffic light scoring system facilitated this process clearly showing how each application supported the Council's key corporate aims.

### **Conclusion**

- 9 Positive feedback and an increased number of application forms demonstrate the new scheme has been well received by local community groups and Members.
- 10 This new scheme also attracted a diverse range of applications and enabled members to have a direct input into any applications delivered within their local wards.
- 11 Given that local communities will be organising events and/or projects to commemorate World War 1 it is proposed that the new application includes World War 1 events as an additional consideration in prioritising which organisations receive funding from 2014 until 2018.

### ***Background Papers:***

***Appendix 1 - 2012/13 Community Grants Member Summary +Report***

**CHILTERN DISTRICT COUNCIL  
CABINET 11<sup>th</sup> DECEMBER 2012**

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*Background Papers, if any, are specified at the end of the Report*

**COMMUNITY GRANTS REVIEW PROCESS**

*Contact Officers: Lynn Trigwell 01494 732012 and Paul Nanji 01494 732110*

**RECOMMENDATIONS**

**For Members to agree the proposed changes to the existing community grants process.**

- **Agree to introduce new community grants application form**
- **Agree that applicants require the signature of support from the relevant local Chiltern District Councillor**
- **Agree that Cabinet makes the final decision on all community grant awards**

**Relationship to Council Objectives**

*Objective 2 – Safe, healthy and cohesive communities*

**Implications**

- (i) *This is a key decision.*
- (ii) *Within the policy and budgetary framework.*

**Financial Implications**

*There is sufficient Community Grant funding available to meet the recommendations in this report.*

**Risk Implications**

*None*

**Equalities Implications**

*Support to the voluntary sector assists the Council in targeting disadvantaged communities.*

**Sustainability Implications**

*Support to the voluntary sector assists the Council in targeting disadvantaged communities and in building sustainable communities, through empowering community action. Projects funded through the community grants programme support community participation that impacts positively a number of key objectives including community cohesion, health and wellbeing, the local environment and community safety.*

## **Background**

- 1 Chiltern District Community Grants Scheme has been in operation for over ten years during which time it has supported a diverse range of local voluntary organisations. Following the completion of the 2012/13 awards, Cabinet requested that the programme be reviewed in order to facilitate a more consistent scoring process, encourage greater involvement from Members and simplify the process for applicants.
- 2 The existing process requires that each application form is scored independently by three officers from the Council's Community team after which the average score is calculated. The application form offers a maximum of 150 points and any applicant scoring 70 points or higher is eligible to be considered for funding. Applications that are closely aligned to the Council's key priorities are likely to achieve higher scores which then result in a higher level of grant support. For example, in the case of the 2012/13 grants programme any application scoring 81 points and above received 60% of their total grant request whilst applications scoring between 70 to 80 points received 40%.
- 3 The scoring system evaluates how strongly each application supports key strategies which include Chiltern's Sustainable Community Strategy, Community Safety Partnership Plan, Community Cohesion Plan, Open Space Strategy and local Community Action Plans. The application form also evaluates the number of beneficiaries, financial sustainability and the organisation's commitment to secure additional funding from other external agencies.
- 4 Currently all Councillors receive a grants summary report (See Appendix 1), which details information about each application as well as access to view each application, located in the Members' Room at the Council Offices. All comments and feedback are forwarded directly to the Principal Leisure and Community Officer. Collectively all this information is presented to the Portfolio Holder for Leisure, Community, Young People and Communication and the Head of Community to decide which applications should receive funding.
- 5 Any applications which are viewed as contentious and/or difficult to assess are deferred to Cabinet to make the final decision.

## **Proposed Improvements to the Application Process**

### The Application Form

- 6 As part of the Council's commitment to continuous improvement of services, feedback from the scheme is collected via an annual questionnaire. The questionnaire helps gauge views of past applicants, and identifies key areas for improvement in the community grants process. The most frequent negative comments relate to the

complexity of the existing application form and in particular the repetitive nature of many questions which request evidence as to how each project supports a number of key local strategies. Because many of the strategies have similar themes such as; reducing health inequalities, supporting the local environment, stimulating the local economy, improving community cohesion, building community capacity and creating safer communities, applicants felt strongly that they had to repeat many of their answers, albeit in a slightly different format and context, for each question.

7 The aim of the grant scheme is to provide support for community initiatives, and not to test the applicant's ability to understand a multitude of different strategies. For the process to best support its objectives, the form needs to be clear and concise on what information is required, and in doing this better support applicants to be able to fill in the form easily and in a way that best supports their project. Accordingly, the key themes / objectives in these strategies have been distilled down into a single set of generic questions which pick up the issues. Of course the new form still requires the applicant to justify why the suggested project meets these objectives but, it is now clearer on what is needed and applicants should not need to repeat themselves. The key themes that are within the strategies are listed below: *(Appendix 2 shows how these have been reached).*

- Theme A - Facilitating a thriving economy
- Theme B - Improving community cohesion
- Theme C - Help create a greener and more sustainable environment
- Theme D - Improving health and well-being
- Theme E - Building community capacity
- Theme F - Improve community safety and reduce the fear of crime

8 Community organisations applying for funding will be given the opportunity to describe how their project supports these key strategic objectives and ultimately what difference the awarding of a grant would make to local residents.

9 The new community grants application form is currently being consulted on by local community groups who have made applications in the past. This will help ensure that the form is easy to use and provides appropriate information to make informed grant awarding decisions. Feedback from this process will be presented to members at Community and Environment Overview Committee on 27th November

2012 and Cabinet on December 11<sup>th</sup> 2012 along with a copy of the new application form.

Increase Member Involvement

- 10 To support greater Member involvement in the community grants process and increase awareness of what activities are taking place locally, it is suggested that organisations applying for funding be encouraged to contact the relevant district Councillor and explain the project to them. Members will then have an opportunity to formally give their support by signing the application form. It is recognised that local Members are best placed to advise on whether a local community need is being met by the project and to pass that onto Cabinet to ensure local views are taken into consideration when decisions are made. This will also enrich the decision making process by providing Members with a detailed understanding of what difference each application could potentially make within their own local ward.

Grant Evaluation

- 11 It follows that by making the form easier to complete and clearer on what information is required, the evaluation by officers and members will be more robust. Furthermore officers scoring will only inform the award process and applications will be coded using a traffic light system with Green for those applications that clearly meet the objective, Orange for those which partially meet the objective, and red for those which do not. Members will receive a summary sheet detailing how effectively the application meets the grants scheme key criteria along with brief statement about the nature/background of the project and the relevant traffic light code.
- 12 Following this initial assessment by officers a summary report of each application will be presented to Community & Environment Overview Committee at which they will recommend to Cabinet which applications should receive funding and at what level tier 1 or tier 2. Tier 1 applications will receive a higher level of funding which will be determined annually based on the overall volume and quality of applications received.
- 13 The table below details the proposed criteria to help inform which applicants should receive funding as well as provide clear evidence as to how and why decisions have been reached.

<p><b>Chiltern District Council</b></p> <p>Community Grant Form Assessment Criteria <i>(this form picks up the replies to all the questions on the application form including those related to the strategies)</i></p>	<p><b>Fully Achieved (Green)</b> <b>Partially Achieved (Orange)</b> <b>Not Achieved</b></p>
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	<i>(Red)</i>
<b>Is the applicant (organisation) formally constituted?</b>	
<b>Are relevant safeguarding policies in place?</b>	
<b>Has an independent referee signed the application form?</b>	Yes / No
<b>Has the local Chiltern District Councillor signed the application form giving their support?</b>	Yes / No
<b>How effectively does the project help improve and develop community capacity</b> <i>(For example provide a new or improve existing community service, develop volunteers)</i>	
<b>How effectively does the project support the local economy?</b> <i>(For example, does it create employment, encourage additional investment or support tourism)</i>	
<b>How effectively does the project support community cohesion?</b> <i>(For example, does it attract under represented groups including older people, BME communities, disadvantaged participants, does it bring together participants from diverse cultural and religious backgrounds)</i>	
<b>How does your project improve health and well-being and in particular help reduce health inequalities?</b> <i>(For example increase levels of physical activities for older vulnerable people, disadvantaged communities)</i>	
<b>How does your project help create safer communities and reduce the fear of crime?</b> <i>(For example help reduce anti social behaviour via diversionary activities or facilitate intergenerational activities to reduce the fear of crime)</i>	
<b>How does your project support a more sustainable and greener environment?</b> <i>(For example, encourage the use of renewable energy, utilise natural resources, or encourage green transport)</i>	
<b>Does the applicant have a healthy bank account?</b>	Yes/No
<b>Will the project be able to operate independently when the funding comes to an end?</b>	
<b>Has the application secured additional external funding to support the scheme?</b>	

### Conclusion

- 14 The new proposed community grants process offers significant advantages for the applicant, the assessors and Members. Firstly, it simplifies the form as well as helps the applicant to focus on the key areas on which their application will be evaluated on.
- 15 Secondly, the proposed assessment process facilitates a more consistent approach in the evaluation of each application which through

the traffic light system enables Members to make effective and informed decisions.

- 16 Thirdly, the new process allows greater Member involvement by ensuring that Councillors are fully aware of what schemes are being proposed in their local community and by transferring decision making process to Cabinet.
- 17 Finally, the proposed changes do not compromise compliance to the Buckinghamshire's Compact funding standard arrangements which Chiltern District Council is formally signed up to.

***Background Papers:***

***Appendix 1 - 2012/13 Community Grants Member Summary +Report***

***Appendix 2 - Emerging Themes From Key Community Strategies and Plans***

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**CHILTERN DISTRICT COUNCIL  
CABINET – 6 May 2013**

*Background Papers, if any, are specified at the end of the Report*

**DISCRETIONARY RATE RELIEF AND LOCAL COUNCIL TAX  
DISCOUNTS**

*Contact Officer: Nicola Ellis 01494 732231*

**RECOMMENDATIONS**

1. The Cabinet approves the following recommendations to grant Discretionary Rate Relief under section 47 of LGFA 88 in the following circumstances:
  - 100% relief is granted to properties affected by flooding for a period of three months in accordance with the criteria in paragraph 5;
  - Relief of up to £1000 is granted to retail properties that meet the criteria in paragraphs 10-13 subject to an application being received;
  - Unoccupied new build properties are granted relief to enable exemption from unoccupied property rates for a period of up to 18 months in accordance with the criteria in paragraphs 16 to 19; and
  - 50% relief is awarded for new occupations of previously empty retail properties in accordance with criteria recommended by Central Government.
2. The Cabinet agrees to delegate authority to Head of Customer Services to award Discretionary Rates Relief where the application meets the criteria as approved above.
3. The Cabinet approves the criteria applicable to award a Council Tax discount under S13A of the Local Government Finance Act 1992 to properties affected by flooding.
4. The Cabinet agrees to delegate authority to Head of Customer Services to award discounts where the application meets the approved criteria.

**Relationship to Council Objectives**

Safe, healthy and cohesive communities

Conserve the environment and promote sustainability

*Awarding the reliefs and discounts will enable the Council to support the community that has been affected by flooding. The retail relief, unoccupied new build relief and reoccupation relief are intended to*

*support the local economy.*

## **Implications**

### ***Financial Implications***

*The Government has agreed that local authorities will be reimbursed for these reliefs and discounts. Therefore there is no ultimate financial impact on Chiltern District Council.*

### ***Risk Implications***

*None*

### ***Equalities Implications***

*None*

### ***Sustainability Implications***

*None*

## **Background**

1. Government has announced a number of schemes intended to support businesses by reducing their business rates liability. These are to be administered as discretionary awards under section 47 of the Local Government Finance Act (LGFA)1988 for which the authority will be fully reimbursed.
2. The Government has also announced that discounts will be granted to Council Tax payers affected by flooding. This is to be administered under the local authority's power to grant Council Tax discounts as they see fit, under section 13a of the Local Government Finance Act 1992.
3. The purpose of this report is to enable Cabinet to approve the criteria as recommended in guidance provided by Department of Communities and Local Government and to delegate authority to Head of Customer Services to administer these reliefs and discounts where the relevant criteria is met.

## **Business Rates**

### **Flooding**

4. Government has announced a scheme to support businesses adversely affected by flooding between 1 December 2013 and 31 March 2014. The proposal is that 100% Business Rate Relief is granted for 3 months regardless of the length of time that flooding

occurred. This is to be administered as a discretionary relief under section 47 of LGFA 88 for which the authority will be fully reimbursed.

5. The qualifying criteria for the Business Rates Relief is defined as:
  - The hereditament has been flooded in whole or in part as a result of adverse weather conditions and not from the failure of a water main, internal water system or the failure of a sewerage system; and
  - Business activity undertaken must have been affected on that day as a result of the flooding.

The scheme does not cover any hereditament which is unoccupied at the time of flooding.

### Properties affected

6. There are approximately ten properties that have been affected already. But this is an on-going situation and there could be more properties that are identified as being affected.
7. As previously stated Government has agreed that local authorities will be reimbursed for these reliefs and discounts. It is anticipated that this will be done via end of year returns to Government. However the estimated costs of awarding 100% relief for 3 months to the properties already identified as affected is £53,059.

### **Retail Relief**

8. Government has announced a scheme to support businesses who occupy retail premises with a rateable value of £50,000 or less in each of the years 2014-15 and 2015-16. This is to be administered as a discretionary relief under section 47 of LGFA 88 for which the authority will be fully reimbursed.
9. The relief is £1000 per annum.

### Criteria for qualifying for Retail Relief

10. Properties that will benefit from these reliefs will be occupied hereditaments with a RV of £50,000 or less that are wholly or mainly being used as shops, restaurants, cafes and drinking establishments.
11. Shops, restaurants, café and drinking establishment are defined as:
  - Hereditaments that are being used for the sale of goods to visiting members of the public:
    - Shops (such as florist, bakers, butchers, grocers, greengrocers, jewellers, stationers, off-licence, chemist, newsagents, hardware store, supermarkets etc.

- Charity shops
- Opticians
- Post offices
- Furnishing shops/display rooms (such as carpet shops, double glazing, garage doors etc.)
- Car/caravan show rooms
- Second hand car lots
- Markets
- Petrol stations
- Garden centres
- Art galleries (where art is for sale/hire)
- Hereditaments that are being used for the provision of the following services to visiting members of the public:
  - Hair and beauty services (such as: hair dressers, nail bars beauty salons, tanning shops)
  - Shoe repairs/key cutting
  - Travel agents
  - Ticket offices
  - Dry cleaners
  - Launderettes
  - PC/TV/ domestic appliance repair
  - Funeral directors
  - Photo processing
  - DVD/video rentals
  - Tool hire
  - Car hire
- Hereditaments that are being used for the sale of food and or drink to visiting members of the public:
  - Restaurants
  - Takeaways
  - Sandwich shops
  - Coffee shops
  - Pubs
  - Bars

12. Properties that are NOT included are:

- Hereditaments that are being used for the provision of the following services to visiting members of the public;
  - Financial Services
  - Other services such as estate agents and employment agencies
  - Medical services Professional Services such as solicitors, accountants, insurance agents
  - Hereditaments that are not reasonably accessible to visiting members of the public.

13. The lists above are not exhaustive and any application from a business that is not included in the above lists will be considered at the discretion of Head of Customer Services.

Properties affected

14. It is estimated that a maximum of 598 properties are affected. Some of these will not be eligible as the award is subject to de minimus state aid levels which amount to €200,000. Therefore if a property is occupied by a large chain there is a possibility that they will not be entitled as they have exceeded this amount across the country.
15. The maximum amount likely to be awarded at Chiltern District Council is £598,000 but this will be reimbursed by Government.

**Unoccupied New Builds**

16. A temporary measure has been introduced to allow unoccupied new build non-domestic properties to be exempt from unoccupied property rates for up to 18 months (up to state aid limits). This applies where the property comes on to the list between 1 October 2013 to 30 September 2016.
17. The 18 month period includes the initial 3 or 6 month exemption that empty properties are currently entitled to and properties may, if unoccupied, be exempt from Business Rates for an extra 15 or 12 months.
18. It is intended that the properties that will benefit from the relief will be all unoccupied non domestic hereditaments that are wholly or mainly comprised of new structures.
19. 'Structures' means:
  - Foundation and/or
  - Permanent walls and/or
  - Permanent roofs.
20. At Chiltern District Council we have very few new properties that come into the list so this is not likely to have a large impact on us. However the Government will fully reimburse any amounts that are awarded.

**Re Occupation Relief**

21. Central Government has introduced a 50% relief from business rates for new occupations of previously empty retail premises. This relief will last for 18 months and will be available from 1<sup>st</sup> April 2014 until 31<sup>st</sup> March 2016.
22. The relief will apply where the hereditament:

- When previously in use was wholly or mainly used for retail as detailed in paragraphs 10-13. However those defined in paragraph 12 as being excluded from eligibility for retail relief are included as retail premises for reoccupation relief;
- Was empty for 12 months or more immediately before their occupation
- Became reoccupied between 01 April 2014 and 31 March 2016;
- Is being used for any use, other than those wholly or mainly being used for betting shops, payday loan shops and pawn brokers.

23. Numbers of properties affected are expected to be small. This is to be administered as a discretionary relief under section 47 of LGFA 88 for which the authority will be fully reimbursed.

### **Council Tax**

#### **Flooding**

24. Local authorities have the discretion to grant Council Tax discounts as they see fit and they can decide which properties receive the discount and the duration of that relief. This power is under Section 13a of Local Government Finance Act 92.
25. Department for Communities and Local Government guidance states that funding will be provided to enable local authorities to offer 3 months discount to those domestic properties affected by flooding.
26. It is up to local authorities to determine the relevant criteria for awarding these discounts. Guidance states that householders whose house (not to include outbuildings) has been flooded by this winter's severe weather may request a discount from local authorities.
27. Criteria that could be considered as appropriate for granting a discount are suggested as:
- Where water has entered the property due to:
    - Heavy rainfall;
    - A river overflowing or banks being breached;
    - Groundwater;
    - Or anything else including any combination of these factors.
  - This does not include burst water mains or flooding from the sewage system unless as a result of one of the above.

28. A discount will only be granted where in normal circumstances the damage would be enough to constitute an insurance claim even where the occupant is not insured.

Properties affected

29. There are approximately 6 properties affected and awarding the discount to these properties for 3 months would cost £3224.00. However the Government has agreed that local authorities will be fully reimbursed for these discounts.

**Discretionary Rate Relief Policy**

30. Chiltern District Council has a policy in respect of awards of Discretionary Rate Relief and the Portfolio Holder for Customer Services has delegated responsibility for decision making in these cases. The reliefs in this report are in addition to those currently made under this policy.
31. However Cabinet should note that there is an intention to fully review the Discretionary Rate Relief Policy during the financial year 2014/15. Current recipients have been given the statutory one financial year's notice of this intention and a report will be presented to Cabinet later in the year.





**CHILTERN DISTRICT COUNCIL  
CABINET 6 MAY 2014**

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*Background Papers, if any, are specified at the end of the Report*

**UPDATE ON THE RECENT FLOOD IN CHILTERN DISTRICT**

*Contact Officer: Martin Holt 01494 732055 [mholt@chiltern.gov.uk](mailto:mholt@chiltern.gov.uk)*

**RECOMMENDATIONS**

**That Cabinet note the report and**

**agrees to the delegation to the Head of Health and Housing in consultation with the Portfolio Holder for Health and Housing to amend the Housing Financial Assistance Policy to enable the Repair and Renewal Grant to be provided to businesses and homeowners by 1st April 2014.**

**agrees to the delegation to the Head of Health and Housing in consultation with the Portfolio Holder for Health and Housing to approve and administer the Business Support Scheme**

**Relationship to Council Objectives**

*Efficient and Effective customer focused services.*

*Safe, healthy and cohesive community*

**Implications**

- (i) This is a key decision within the forward plan.*
- (ii) It is within the policy and budgetary framework*

**Financial Implications**

*The costs of meeting local authority expenditure under an emergency planning situation may be recoverable from the Government in accordance with the Bellwin Formula. The Council can recover any expenditure over the threshold amount, which for CDC is £20,000.*

*The costs of the government Repair and Renewal Grant to enable homeowners and businesses whose properties have been flooded is fully recoverable from the government.*

**Risk Implications**

*The Council is a Category 1 responder under the Civil Contingencies*

*Act and is required to coordinate the emergency planning response in its area, with other partners such as the Police, Fire and Rescue and Bucks County Council. It can require Category 2 responders such as the Environment Agency and Utilities to cooperate.*

### **Equalities Implications**

*None*

### **Sustainability Implications**

*None*

### **Report**

- 1 Members of the Community and Environment Committee have requested an update on the recent flooding in Chiltern and the response provided by the community.
- 2 Flooding in Chiltern District occurred as a result of a period of intense rainfall which lasted from 30th December 2013 to approximately 21<sup>st</sup> February 2014. This has resulted in very high river and ground water levels, which are still prevalent and surcharging of the public and highway sewer networks. The situation was further aggravated by a number of culverts being partially blocked and silted impeding the rivers Misbourne and Chess.
- 3 Initial concern arose in Old Amersham following rising levels to the river Misbourne. CDC worked with the Town Council and Environment Agency to secure an action plan leading to the culvert being cleared and water being pumped from The Maltings, School Lane, Amersham to back in to the river. CDC provided access to Floodsax by both residents and businesses.
- 4 On the 7<sup>th</sup> February following significant rainfall, the Council started to receive several incidents of flooding in Great Missenden, Chesham, and Amersham. The Council evoked the Emergency Plan to ensure resources were allocated to the areas of concern.
- 5 Old Amersham was particularly affected with flooding affecting properties in the High Street and The Maltings, School Lane, Amersham. Further downstream, Tesco's reported flooding to the cellar, Ambers of Amersham reported water penetration to the shop and the bank of the River Misbourne collapsed flooding part of Merrits Garage. Officers worked with Transport for Bucks, the Environment Agency (EA) and Amersham Town Council (ATC) to sandbank the river and pump flood water from various properties. The prompt action by officers prevented a serious environmental contamination of the river from oil storage containers.

- 6 The Council Offices were opened Saturday 8<sup>th</sup> January to coordinate an on-going response and provide support to Amersham Town council and affected properties.
  
- 7 The EA successfully cleared the Amersham culvert at The Maltings by the 11<sup>th</sup> January, reducing the impact of flooding at the Maltings and to the properties in the High street.
  
- 8 12<sup>th</sup> January the Council received reports of flooding from groundwater in Chalfont St Giles; action was initiated with TfB and Bucks Fire and Rescue to pump water from the BT Exchange. BT is still pumping ground water from the exchange at the time of writing the report. The pumping from the exchange caused further flooding in to the High Street, which was resolved in later weeks following the provision of additional hoses and ramps.
  
- 9 Chalfont St Peter was adversely affected by ground water and the main sewer being unable to cope with the influx of ground water in to the system. Additionally the culvert under St Peters Square was partially blocked and a further sewer blockage impacted on the A413 and the High Street. The EA successfully cleared the culvert after taking enforcement action against the Riparian Owners.
  
- 10 Council officers worked with the County Council, Town Council, EA, TfB, members of the public, and traders to pressure Thames Water in to action. Thames Water later removed the blockages and cleared the road and pavement surfaces. Thames Water also created a temporary sewer overflow system to manage the flow from the sewer to the river.
  
- 11 Chalfont St Peter has repeatedly experienced flooding to the High Street from the sewer impacting on businesses and visitors to the town. This is an on-going issue that requires investigation by Thames Water as to the cause and extent of the ground water ingress in to the sewer. It is recommended that the council together with its other partners seeks a long term solution to the repeat flooding from the Thames Water sewer.
  
- 12 Other incidents throughout the period that were either river flooding or ground water or surface water run-off.
  
- 13 In total the authority is aware of the following numbers of premises impacted by the flooding.

<b>Chiltern District Council</b>	<b>Number</b>	<b>Comments</b>
The total number of households flooded – where water has entered the property at the ground level - between 5 December 2013 and 6 March 2014.	6	

Of those, the number of households who have been evacuated from their homes, and where people have been unable to return home	0	
The total number of affected houses where people are still resident but key issues remain eg no sanitation / running water / electricity / gas	0	
The total number of businesses affected (including farms) and their operational status (not operational / partially / fully operational)	11	As of 7 <sup>th</sup> March: 1 is still not operational 10 now operational
Services / amenities affected e.g. health services / transport / schools	1	Telephone exchange flooded but continuous pumping enables continued service

- 14 The Council was involved in coordinating emergency responses, communicating with agencies, businesses and residents, and providing materials and equipment to prevent/reduce damage by flooding. Examples of action taken includes; providing 28 builders bulk sand bags to rebuild the banks of the River Misbourne; issuing 6 pallet loads of Floodsax and provided empty sandbags to businesses and residents in identified 'at risk' areas; coordinated activity with the EA to clear culverts; provided business and residents with advice on flooding and recovery.
- 15 It is estimated that the Council incurred £18,000 directly as a result of the flooding in providing materials and equipment. Additional expenditure will be incurred as result of staffing during the emergency period. Further impact may occur as a result of the recovery phase through the provision of financial assistance to businesses and residents impacted.
- 16 Recovery is on-going in some areas such as the recovery of spent floodsax, supporting businesses and residents to access the various financial assistance offered by the government.
- 17 It is unlikely that the Council will secure any resources through the Bellwin Scheme as the level of expenditure did not reach the £20,000 threshold for Chiltern District Council.

#### **Financial assistance**

- 18 The government has announced various schemes to support residents and businesses impacted by flooding. This includes Council Tax and Business Rate rebates and the creation of a Repair and Renewal Grant.

- 19 The Repair and Renewal Grant to be administered by Housing authorities will enable homeowners and businesses whose property has been flooded access to a grant of up to £5,000 to pay for measures to improve a property's ability to withstand future flooding.
- 20 The grant will require the Council to establish a procedure by which funding may be allocated to property owners affected by flooding. It is recommended that the current Housing Financial Assistance Policy is amended to enable businesses and homeowners whose properties have been flooded access up to £5,000 for the flood resilience measures. It is recommended that the Head of Health and Housing in consultation with the Portfolio Holder for Health and Housing is delegated to amend the Housing Financial Assistance Policy to enable the Repair and Renewal Grant to be provided to businesses and homeowners by 1<sup>st</sup> April 2014.
- 21 Additionally, the Government is providing money to support small and medium sized businesses in flood affected areas that have been affected by flooding either directly or indirectly and have suffered a significant loss of trade. It will be for local authorities to administer this funding.

Central Government has provided provisional allocations to local authorities based on the extent of businesses affected by flooding in their area. Chiltern District Council has been successful in being allocated £75,000 as part of the Business Support Scheme

The initial tranche of money has been allocated based on the number of businesses directly affected in Old Amersham, including those in London Road and those indirectly affected in Chalfont St Giles and Chalfont St Peter which were affected by road closures due to flooded roads.

It is recommended that the Head of Health and Housing in consultation with the Portfolio Holder for Health and Housing is delegated to approve and administer the Business Support Scheme.

***Background Papers:  
Flood Support Schemes Guidance Note updated 24<sup>th</sup> February 2014***

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**CHILTERN DISTRICT COUNCIL  
CABINET - 6 MAY 2014**

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*Background Papers, if any, are specified at the end of the Report*

**HOUSING FINANCIAL ASSISTANCE POLICY**

*Contact Officer: Louise Quinn 01494 732209*

**RECOMMENDATIONS**

- 1. That the position regarding Disabled Facilities Grant funding is noted.**
- 2. That £50,000 is transferred from the provisional capital sum for 2014-15 and transferred to 2014-15 approved and committed capital programme for the delivery of discretionary Housing Financial Assistance during 2014-15**

**Relationship to Council Objectives**

*Efficient and Effective customer focused services.*

*Safe, healthy and cohesive community.*

**Implications**

- (i) This is a key decision within the forward plan.*
- (ii) It is within the policy and budgetary framework.*

**Financial Implications**

*The Private Sector Housing Strategy requires that action is taken to tackle hazards in housing. As part of a range of actions to achieve this, the Council operates a number of grant and loan programmes including the Flexible Home Loan Scheme targeted at people aged over 60 and funded through a grant received in 2008/09 from the Regional Housing Board. Council Renovation Grants and Loans are targeted at those households that are not eligible for the Flexible Home Loan scheme. If the Council decided to end its programme of Grants and Loans, it would still have a statutory responsibility to undertake enforcement action to tackle category 1 hazards (i.e. hazards posing a significant risk to health and safety). This would have implications for the revenue budgets through the costs involved in funding works in default, appeals to the Residential Property Tribunal against enforcement action and prosecution of landlords etc*

*for failure to comply with enforcement action. The revenue implication could include the costs of works in default, additional staff costs and legal costs, as well as the opportunity costs of staff not being able to deliver against the wider housing programme.*

*To maximise efficiencies it is recommended that a targeted Housing Assistance programme offering loans and grants continues. This would require a transfer of capital from the provisional capital sum for 2014/15 and transferred to 2014/15 approved and committed capital programme.*

### **Risk Implications**

*The effect of failing to secure improvements to properties can lead to an increased risk of homelessness, more empty properties, preventable accidents, long term illness and health inequalities for younger and older people. It would also adversely affect the Council's Key Objective of assessing and meeting local housing needs.*

### **Equalities Implications**

*The delivery of Disabled Facilities Grants and discretionary financial assistance will enable the Council to support vulnerable households who are most at risk of poor health, accidents and/or homelessness through poor housing conditions.*

### **Sustainability Implications**

*Delivery of a programme of Renovation Grants and Loans will enable incentives to be offered to householders to install insulation measures and will therefore support targets in relation to domestic carbon dioxide emissions (NI 186).*

### **Report**

1. The Council has a statutory duty to regularly review housing conditions in its area and take action to tackle serious health hazards in housing. One tool the Council uses to improve housing conditions is to offer financial assistance in the form of grants and loans under the Housing Grants, Construction and Regeneration Act 1996 and the Regulatory Reform (Housing Assistance) Order 2002.
2. The purpose of this report is to
  - update Members on the budget position for mandatory Disabled Facilities Grants and
  - seek capital funding to continue its programme of discretionary renovation grants and loans.



### Disabled Facilities Grants

3. The Disabled Facilities Grant (DFG) is a mandatory means-tested grant given for adaptations to the homes of disabled people to ensure that they have access into and out of the home and to the essential facilities within it.
- 4 Demand for DFG funding has been at high levels over the last five years due to a number of factors including
  - The aging population – Over 60% of applications are from people aged 60 and over.
  - Improved survival rates for severely disabled children, coupled with the ending of means testing for children’s applications.
  - Increase in the number of complex and more expensive adaptations recommended

DFGs	2012/13	2011/12	2010/11	2009/10	2008/09
Number Approved	74	80	94	71	62
Amount approved (£)	479,000	446,000	599,000	484,000	358,000
Number Completed	80	94	86	69	47
<b>Total Expenditure (£)</b>	<b>444,000</b>	<b>498,000</b>	<b>586,000</b>	<b>457,000</b>	<b>306,000</b>

5. Future demand can be difficult to predict as the Occupational Therapists are not able to advise which cases on their waiting lists will result in a DFG referral. Referrals tend to be received at an average rate of 10 per month, though this is dependent upon OT availability and can vary dramatically. At 21<sup>st</sup> March 2014, there were 58 unapproved referrals with an estimated budget requirement of £480,000.
6. The authority receives government subsidy for its DFG programme which is supplemented by the authority’s own capital. As a high proportion of DFGs are awarded to Paradigm tenants, the Council has secured an annual capital contribution towards its DFG programme from Paradigm Housing Group since 2006.
7. In order to better manage the demand for DFG resources, the following actions have also been taken:
  - Implementation of a repayment clause to allow reclaim of DFG funds in the event properties are sold within 10 years of completion of the works.
  - Implementation of a ‘priority’ approval system, which enables payment of DFGs funds to be deferred for up to 12 months, if necessary, to allow more control over expenditure.

- Promotion of flexible home improvement loans to enable older home owners to carry out pre-emptive adjustments to their homes to make it suitable for older age (and therefore avoid the need to apply for DFG).
  - Implementation of procedures to ensure better consideration of alternative options (i.e. a move to more suitable accommodation) for Paradigm tenants before major adaptations are agreed.
8. The approved capital programme for DFGs in 2014/15 currently stands at £390,000 made up as follows:

Government subsidy	£240,000
Chiltern DC	£ 90,000
Paradigm Housing	£ 60,000

9. The government allocation for 2014/15 has been confirmed as £250,000 and Paradigm has agreed to increase their contribution to £135,000 in 2014/15 in order to address increased demand from their tenants. Accordingly, the DFG programme can be boosted to £475,000 in 2014/15 without requiring any increase in CDC's annual contribution of £90,000.

#### **DFG Allocation from 2015/16: Better Care Fund**

10. In July 13, as part of the government spending review, it was announced that from 2015-16 the central government funding for DFGs will be provided by Department of Health rather than DCLG and paid to the Clinical Commissioning Group (CCG) as part of the new Better Care Fund.
11. The Better Care Fund aims to bring about better integration of health and social care and is described as a *'single pooled budget for health & social care services to work more closely together in local areas based on a plan agreed between the NHS & local authorities'*.
12. Whilst the Better Care Fund does not come in to full effect until 2015-16, the Health and Well Being Board have to prepare and agree plans for the use of the funding by the end of March 2014.
13. As part of the Better Care Fund plan in Buckinghamshire, the Council will be working with the CCG and Social Services to identify and implement new ways of working to derive greater benefit for service users.
14. The government has given a direction to CCGs as to the minimum level of DFG capital to be allocated to housing authorities from the Better Care Fund in 2015/16 and Chiltern is expecting an allocation of £296,000. Officers will seek to maintain or increase this annual

allocation from the Better Care Fund for the duration of the current BCF Plan.

15. Currently, therefore, it appears that demand for DFGs can be met from the existing approved programme for the next two financial years. However, there may be future risks if
- Paradigm Housing Group decide to cease making an annual contribution to the DFG programme or substantially reduce the contribution they make, or
  - the allocation via the Better Care Fund is reduced from the 2015/16 recommended level from April 2016, or
  - there is a sudden increase in demand.

### Discretionary Renovation Grants

16. The policy for giving discretionary grants and loans was reviewed and amended in 2013 to ensure that the assistance is better targeted. The new policy is providing a sufficiently flexible approach to enable the Council to assist those most in need.
17. Activity over the last three years has been at low levels:

<b>Discretionary Grants and Loans*</b>	<b>2013/14</b>	<b>2012/13</b>	<b>2011/12</b>
Number Approved	14	10	15
Amount Approved	£45,000	£10,000	£20,000
Number Completed	10	7	23
<b>Total Expenditure</b>	<b>£28,000</b>	<b>£14,000</b>	<b>£39,000</b>

\*Figures do **not** include Flexible Home Improvement Loans

Demand for assistance is predicted to increase during the coming year for the following reasons:

- the limited availability of Energy Company Obligation funding (providing grants for heating repairs and insulation to people on low incomes),
  - the growth in the private rented sector and
  - the continuing difficult economic climate
18. There is currently around £10,000 unallocated funding in the Renovation Grants and Loans budget which will not be sufficient to meet demand during the coming year.
19. Households unable to access assistance from the Council may be faced with living in unsatisfactory housing which impacts on their health, making a homeless application to the Council, or in the case of the empty property, the property remaining empty. These outcomes would be contrary to the Council's key objectives of safe and healthy communities.

20. Alternatively, the Council could use its enforcement powers and require the works to be done under an Improvement Notice, and then arrange to carry out works in default. However, this is a resource intensive activity and requires the Council officer to seek quotations, contract with a builder and supervise the building works. A revenue budget would also need to be identified to fund the works.
21. Accordingly, a transfer of £50,000 is sought from the provisional programme to the Renovation Grants and Loans programme in order to continue to deliver housing improvements to vulnerable owner-occupiers, support the return of empty properties, and to increase the supply of safe private-rented accommodation.

***Background Papers: None***

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**CHILTERN DISTRICT COUNCIL  
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*Background Papers, if any, are specified at the end of the Report*

**HOUSING COMMUNITY ORGANISATIONS BUDGET – HOUSING  
INTERACTION TRUST**

*Contact Officer: Michael Veryard (014940 732200)*

**RECOMMENDATIONS**

**That the Council issues a grant of £40,000 to Housing Interaction Trust to support and maintain the Trust's work in Chiltern District in 2014/15 15, of which £10k to be applied from the homelessness reserve.**

**Relationship to Council Objectives**

- 1. Efficient and Effective Customer Focussed Services*
- 2. Safe, Healthy and Cohesive Communities*

**Implications**

- (i) This is not a key decision*
- (ii) This is within the Policy and Budgetary framework*

**Financial Implications**

*The sum of £30,000 is available in the Council's Housing Community Organisations Budget and could be used to provide grant funding to Housing Interaction Trust. A further £10,000 could be provided by transferring funds from the Council's Homelessness Reserve.*

**Risk Implications**

*The work of Housing Interaction Trust directly contributes to minimising and preventing homelessness in Chiltern. If the Trust has to reduce its service delivery, then the Council will potentially face an upturn in demand for homelessness assistance and temporary accommodation with an impact on staff time and budgets (the average cost of placing a household in bed and breakfast during 2013/14 has been £875.00 per household).*

**Equalities Implications**

*The services provided by Housing Interaction Trust support the Council in reducing the inequalities between vulnerable households in*

*housing need and other members of the community.*

### **Sustainability Implications**

*None*

### **Report**

- 1 The Council's housing revenue budget for 2014/15 includes a sum of £63,000 set aside for housing community organisation projects that will help the Council to meet its strategic housing priorities. This budget includes:
  - £25,000 to support the continuation of the Chiltern CAB Specialist Debt and Money Advice Service and
  - £8,000 to support the continuation of the work of the Rural Housing Enabler in Chiltern (returning empty properties back into use).

The remaining sum of £30,000 is unallocated.
- 2 The Council has annually considered a request from HIT (Housing Interaction Trust) to support the delivery of housing advice and support and homelessness prevention services for young people in Chiltern. In May 2013, the Cabinet agreed to make a grant payment of £30,000 from the Housing Projects Fund to support the delivery of HIT's core services in 2013/14. The Cabinet also agreed a one-off payment of an additional £10,000 to support HIT in maintaining its service levels in response to the rising demands for homelessness assistances and the increase in clients with multiple and complex issues. This was on the understanding that Council officers would continue to work with HIT to identify and maximise other funding opportunities.
- 3 HIT has submitted a statement to the Council providing an update on its activity in Chiltern and an overview of its services and financial position. A copy of this statement is in **Appendix 1**. It goes on to detail summarise HIT's request for funding from the Council in 2014/15.
- 4 HIT's statement acknowledges that the Council's payment of £10,000 in 2013/14 was made as a one-off payment. However, the Trust has requested that the Council considers making a grant payment of £40,000 in 2014/15 to support the continued delivery of the Trust's core services. This would match the overall level of grant funding provided to the Trust by the Council in 2013/14.
- 5 HIT states that the requested sum of £40,000 is necessary to maintain the level of service and support that is currently provided. The statement highlights that:

- None of the clients that approached HIT for assistance in 2014/15 subsequently made a homelessness application to the Council.
- HIT have secured grant funding from a range of charitable and private bodies, but face challenges to access funding for existing projects and services.
- HIT have been using other funding resources and its own reserves to cross subsidise the delivery of its core service in Chiltern.
- Clients are presenting with an increasing range of difficult and complex support issues. This includes an increasing number of clients with complex mental health issues. This is impacting on workloads with the HIT workers having to spend longer periods working with individual clients to respond to these issues.

6 When the Cabinet reached its decision in May 2013, it emphasised that moving forward it was important that Officers worked closely with HIT to maximise other available funding. Since then, Officers have been monitoring national and local funding streams to identify opportunities for the Trust to apply for support. However, such opportunities have been very limited. As indicated in HIT's statement, any new funding opportunities are generally focussed on funding new schemes and initiatives and are not available to sustain existing services. An example of this is the funding made available by Government via the BOSH (Bucks and Oxon Single Homelessness) Group. The Council worked with HIT to secure a sum of £5,000 via the BOSH Group to fund a specific HIT project to support clients in finding employment during 2013/14. However, this funding was only for a specific project and only available for a 12 month period. The BOSH funding was not available to support existing on-going advice and support services such as HIT's core services. Officers continue to be pro-active in looking for further opportunities. HIT has had some success in directly securing one-off funding from other agencies, but again these are linked to specific projects (e.g. £1,000 from the Greggs foundation to pay for furnishings in supported housing).

7 The HIT statement highlights the increasing demands on the service with rising numbers of clients and complex support issues (e.g. mental health). The number of active clients being managed by the Trust varies from month to month depending on the number of new clients coming through and the number of existing clients who move on the from the service or simply lose touch. Alongside this client work, the Trust undertakes outreach work in schools to teach pupils about the realities of housing and to help prevent homelessness. Based on the monitoring data that HIT provides to the Council, the position over the last 3 years has been set down in the table below. The table illustrates the link to the Council's annual funding contribution by showing how this funding breaks down on a per client/pupil basis.

**HIT Activity and CDC funding 2011/12 to 2013/14**

Year	Average number of active HIT clients at any one time (Based on monthly statistics) <b>A</b>	Number of pupils seen through school outreach sessions <b>B</b>	CDC Payment to HIT <b>C</b>	Payment per client/pupil seen <b>C / (A+B)</b>
2011/12	153	401	£30,000	£54
2012/13	182	490	£30,000	£45
2013/14	188	1330	£40,000	£26

As can be seen, there has been significant increase in the active client base since 2011/12. Alongside this, the level of pupils seen via school outreach sessions has increased nearly threefold with a significant upturn in 2013/14. Consequently, although the Council made an increased overall annual payment in 2013/14, there was a reduction in the cost per client/pupil who engaged with the service during the year.

- 8 The statement highlights that a lower grant of £30,000 would result in HIT having to review and reduce its services. It is likely that the outreach work in schools would have to be significantly reduced and potentially ended. The Trust would focus on trying to maintain its frontline advice and support service. However, it is likely that the Trust would need to reduce its “drop-in” advice service, which would impact on the ability of new clients to access the service and on the availability of staff to deal with existing clients facing a crisis situation.
- 9 The HIT statement highlights the impact of the Trust’s work on the Council’s statutory homelessness service. This includes the impact of the Trust’s homelessness prevention work in supporting the Council to avoid having to place homeless young people in temporary accommodation (including Bed and Breakfast). To illustrate this impact, it should be noted that that the average cost the Council of placing a household in Bed and Breakfast during 2013/14 has been £875.00 per household. During 2013/14 (up to 28th February 2014) HIT received a total of 62 new clients. If HIT been unable to take on these clients and prevent them becoming homelessness, it is likely that some or all of them would have approached the Council and required temporary B & B accommodation at the following costs:



Percentage of new HIT clients in 2013/14 (Total = 62)	Notional cost of B & B placements if clients had approached CDC (based on average cost of £875.00 per client)
25% (16 clients)	£14,000
50% (31 clients)	£27,125
75% (47 clients)	£41,125
100% (62 clients)	£54,250

This table is based on the actual average cost of a Bed and Breakfast placement during 2013/14. However, it should be noted that an increase in homelessness applications (e.g. if HIT had not be undertaking homelessness preventions) would have led to greater pressure on temporary accommodation and longer stays in Bed and Breakfast (with a higher average cost per placement). This also does not reflect the indirect impact of HIT's outreach work in schools, which may have prevented some young people from becoming homeless due to the advice and information provided to them in the schools

- 10 The Council has considered HIT's funding requests on an annual basis and agreed an annual grant of £30,000 per annum over the 13 year period prior to 2013/14. If the Council again agreed to provide funding of £30,000 towards the cost of HIT's core services in 2014/15 then this could be met from the unallocated funding in the Council's Housing Community Organisations Budget. However, as stated by HIT, the Trust would need to review and reduce its existing services with likely cut backs in the outreach work in schools and in the provision of a "drop-in" advice service. This may have an impact of generating more homelessness applications to the Council as a result of young people not receiving effective training on housing issues in school or being unable to access the HIT service via the drop-in. The knock-on effect of this would be an increase in the number of households in temporary accommodation and the associated costs to the Council.
- 11 If the Council was to agree to HIT's request for an overall grant payment of £40,000 in 2014/15, this could be met by:
- £30,000 from the Council's Housing Community Organisations Budget (see above) and
  - £10,000 from transferring funds from the Council's Homelessness Reserve.

A grant of £40,000 would allow the Trust to maintain current service levels and reduce the risk of increased homelessness amongst young people in 2014/15 (and the consequent impact on the Council's homelessness service and temporary accommodation budget). It will ensure that the Trust's housing support work with young people is maintained while the new Chiltern and South Bucks Shared Housing Service is implemented across the two Councils. The implementation of the new shared service will include a wider review of working with

partner agencies such as HIT to deliver housing advice, support and homelessness prevention.

- 12 The provision of a Council grant of £40,000 will also allow time to see the outcome of the Housing Support (formerly Supporting People) contracts review which is being completed by Bucks County Council during 2014/15. As mentioned in the Trust's statement, HIT is currently delivering some of these contracts. The outcome of this review and the future procurement plans that are decided for housing support across Bucks will allow HIT to then review its budget and business plan for its service delivery from 2015/16 onwards.
- 13 In view of the above, it is proposed that the Council provide a grant of £40,000 to Housing Interaction Trust to maintain the Trust's core services during 2014/15. In the event that the Trust's requested grant of £40,000 cannot be provided, it is then proposed that a grant of £30,000 be provided to the Trust in 2014/15 and that officers work with the Trust to manage the reduction in service provision and minimise the impact on homelessness as far as possible.
- 14 **Appendix 2** contains a copy of the Trust accounts for the financial year 2012/13. The Trust's accounts for the last financial year (2013/14) are not yet available.

*Background Papers: Statement from Housing Interaction Trust (20/3/14)*

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## Housing Interaction Trust

### Statement to Chiltern District Council and Request for Grant Funding in 2014/15

Housing Interaction Trust (HIT) provides support and advice to young people aged 16 to 25, who are homeless or at risk of homelessness. Our work focuses heavily on the prevention of homelessness; the assistance required if clients become homeless, and the on-going support necessary to successfully sustain a tenancy.

We hope to continue the work of the Trust and to evolve with the needs of our client group. We endeavour to support our clients and Chiltern District Council (CDC) with upcoming changes and welfare reforms, whilst fostering independence and self-improvement in the lives of all those accessing our service.

### HIT Projects and Services

#### **Core Homelessness Prevention Services**

##### **Advice, Assistance and Tenancy Support: (Supported by CDC Grant)**

HIT offer a daily drop-in service from Monday to Friday between 2pm and 4pm. This is accessible to existing and newly presenting clients requiring advice & support. Scheduled appointments operate outside of these hours.

If clients are unable to access the drop in, it is HIT's aim to see all new clients within 24 hours of first contact.

Upon first face to face contact, all clients are required to undertake a meeting with a member of staff to ascertain basic information concerning their personal details and requirements for support. Following this initial session, HIT can advise the client and make any necessary referrals.

**The 11 month period from 1<sup>st</sup> April 2013 to 28<sup>th</sup> February 2014 saw a significant increase in demand for HIT's services with the Trust's active client base increasing from 162 to 221 (an increase of 36%)**

HIT strongly believe that, where safe and appropriate, that the best place for a young person is within the family home. Much of HIT's work entails supporting the family unit through issues via support and mediation. All of HIT's staff team are fully qualified mediators, a skill which is utilised on a daily basis.

**During the first three quarters of 2013/14 (1<sup>st</sup> April to 31<sup>st</sup> December 2013) a total of 45 new clients approached HIT for advice and support. Out of this total, 32 new clients cited relationship problems in the family home as the main or contributory factor for contacting the Trust. HIT supported 22 of these clients to return to the family home. The remainder were given advice and support, including referrals to other agencies. None of the 32 clients made a homelessness application to the Council.**

**During this period, HIT has also reported an upturn in clients with mental health issues. Other factors that have led clients to contact HIT include drug and alcohol use, offending history, self harm and domestic abuse. Overall, none of the clients presenting to Hit during this period subsequently made a homelessness application to the Council.**

A vital component of the homelessness prevention programme is the signposting and referrals that HIT makes to neighbouring accommodation and support projects. This work plays a crucial part in the reduction of homeless applications made to Chiltern District Council; particularly from 16 and 17 year olds. HIT generally believes that a client of this age is too young and too vulnerable to sustain a tenancy without regular support. Unfortunately, spaces in such supported accommodation projects are becoming increasingly limited for our client group. Two of the supported accommodation providers no longer accept clients without a local

connection and a further provider is no longer accepting referrals for under 18 year olds. This limits HIT's referral options as all such projects are outside of the Chiltern District.

HIT also assist those who are already accommodated in private or social housing and require support; most often with the initial tenancy period where support may be required with issues such as welfare benefit, setting up utilities, budgeting and debt advice. Young people can access tenancy support for up to six months (with a possible three month extension period). This service prevents repeat homelessness, by providing young people with the skills required to sustain their tenancy in the long term.

### **Outreach (Supported by CDC Grant)**

HIT offer an extensive Outreach Project package in partnership with Chiltern District Council.

By visiting local schools and colleges to talk to pupils about the issues they may be facing at home, conflict resolution and leaving home in a planned manner we hope to raise awareness of such issues and possible resolutions.

Our comprehensive outreach package is adaptable to the requirements of the schools and colleges. In 2012 HIT employed a train drama teacher to deliver the outreach sessions. These sessions now involve a short improvisation of a family in turmoil, and a discussion around conflict resolution.

The feedback on the new approach has been outstanding. Since April 2013, HIT has delivered Outreach sessions to 1,330 young people (up to 28<sup>th</sup> February 2014), an increase of 390% when compared with the same period of the previous financial year (340 young people). Unfortunately, due to funding restrictions we are now unable to meet the demand for the sessions.

### **Supported Lodgings (Supported by CDC Grant)**

HIT seeks to attract members of the public with a spare room and the skills required to support a young person to learn how to live independently. The aim of the Supported Lodgings Project is to provide young people who may be vulnerable or at risk of homelessness with the opportunity to learn the relevant skills needed to live independently, while residing in a safe and supportive environment.

### **Muse and New Roots (Funded by Bucks CC)**

HIT work in partnership with Chiltern District Council, Buckinghamshire County Council and Paradigm Housing Group to offer 12 young people, aged 16 to 25 with a one bedroom property. Crucially, a requirement of the tenancy is that clients must engage with an allocated HIT worker on a weekly basis. The aim of the project is to prevent both initial and repeat homelessness by providing both accommodation and the skills required to sustain an independent tenancy.

The eligibility criteria requires clients to be homeless or in unsecured accommodation, and to have one or more support needs. Support needs may include an offending history, substance misuse issues or mental health issues.

Clients can reside on the project for a maximum of 20 months whilst addressing their support needs, gaining employment and/or education and importantly, demonstrating that they can sustain their tenancy successfully.

If applicable, clients can then move on through Bucks Home Choice, as their banding will be adjusted by CDC from a band D to a band B. This is a partnership we are extremely grateful for.

We meet with a representative from CDC & Paradigm on a monthly basis to continually review the progress of these projects.

HIT's Supported Accommodation Projects represent the only projects of their type within the Chiltern District.

## **Personalisation Project/Job Club (Supported by BOSH (Bucks and Oxon Single Homelessness))**

HIT strongly believe that, to successfully sustain a tenancy, it is imperative that the client is actively seeking, or engaged in education, training or employment.

During 2013 HIT piloted a project, to extend to all HIT clients, with the aim of providing tailored employment, education and training assistance to young people.

This project aims to improve the employability of young people by removing barriers to employment, education or training. Such barriers may include; lack of CV writing or interview skills, lack of training, limited access tools such as the internet or telephone and a general lack of confidence in one's ability.

Many of the young people that approach HIT receive limited income, and face financial barriers to work. The funding HIT receives from BOSH enables HIT to offer a limited amount of tailored financial support to clients. In the previous year this has assisted with the purchase of interview outfits, the purchase of uniform, financial contributions to training courses and assistance with attending a college trip.

## **Housing Interaction Trust Finances and Future Service Delivery**

HIT keeps management accounts based on cash flow. We are projecting a loss of £17,500 for the financial year ending 31st March 2014. We will be able to make this up from reserves. As with the previous year, to some extent this loss has been caused by a lack of placements in the Leaving Care service. The Leaving Care Service will cease to exist from 1<sup>st</sup> April 2014 and HIT will no longer receive any funding from the Leaving Care Team.

We are tentatively projecting a loss on our activities in our next financial year (1/4/14 – 31/3/15) of £65,000 if we receive no grant funding from Chiltern DC in 2014/15. We stress that this is from a first pass at our annual budgeting work.

The Trust has built up reserves through many years of careful budgeting and planning. We are now utilising these reserves. In 2011 these reserves stood at £186,000, in 2012 they dropped to £156,000 and 144,000 in 2013. We estimate that reserves will stand at £127,000 by 31st March 2014 (end of our current financial year). Obviously this cannot continue indefinitely.

We are seeking grant funding from Chiltern District Council in 2014/15 to assist the Trust to continue to deliver services within the Chiltern District. We would not expect to bridge the projected loss of £65,000 completely from a Council Grant.

We will continue to actively seek funding from charitable and private bodies. In the past few years, private funding and cross subsidy from other services (such as Leaving Care and Muse/New Roots) has enabled us to continue the various Core Services agreed with Chiltern District Council.

We are proud of our record of applying for independent grants. Recent successful applications have included Lloyds TSB (£20k over 2 years), GE Healthcare, The Greggs Foundation, Santander Bank and most recently The BOSH Group.

It has always been difficult to access funding for existing projects and in the current economic climate, competition is increasingly stiff. We currently have two funding applications pending.

Housing Interaction Trust would not have been able to offer the level of service that we have to date without the annual grants agreed by Chiltern District Council. To date the Council has annually agreed grant funding of £30,000 per annum to support the delivery of the Trust's Core Services of advice and assistance (including informal tenancy support), outreach work and supported lodgings. The Trust was very appreciative of the Council's decision in 2013/14 to make a one-off payment of an additional £10,000. This additional payment was essential in allowing the Trust to maintain its service delivery in response to the increasing demand highlighted earlier in the report.

The Trust recognises that the additional payment of £10,000 made by the Council in 2013/14 was a one-off payment. As stated above, the Trust continues to seek alternative funding sources to help support its work. However, we would also point out cost of delivering the Trust's Core Services has increased in the last 13 years, and in recent years we have had to increasingly cross subsidise these core services from our other income streams. Consequently we believe that the overall payment of £40,000 received in 2013/14 was a more accurate reflection of the cost of the core services that the Trust provides to support the Council's homelessness prevention work.

In the previous financial year 35% of young people that approached HIT for assistance were under 18, and therefore would have likely been entitled to statutory homelessness assistance and temporary accommodation from the Council. It is also likely that at least some of the clients who were 18 or over would similarly have been entitled to statutory homelessness assistance due to their specific personal circumstances. HIT managed to avoid this route for all clients and this has prevented the Council from incurring costs associated with officer time and the provision of temporary accommodation (including B & B). This is a clear indicator of the value for money that the service offers the council.

In view of the above, the Trust requests that Chiltern District Council considers making an overall grant payment of £40,000 in 2014/15 to support the continued delivery of the Trust's core services.

Unfortunately we cannot continue to subsidise services by using Trust reserves. If the overall grant level from the Council was to revert back to the sum of £30,000 (as it was prior to 2013/14) the Trust would have to review and potentially reduce (or even cut) some of its services. It is likely that the outreach work in schools would need to be cut significantly and the drop in service would need to be reduced. This would have an impact on how quickly we could see new clients, and on our availability to deal with existing clients in crisis.

Any significant reduction in the Trust's overall income would have an impact on the employment positions of the staff and on a wider scale, could have implications for the charity as a whole.

As previously stated, our Leaving Care Project will cease to exist as of 31<sup>st</sup> March 2014. The funding we receive from Buckinghamshire County Council for our Muse and New Roots Projects is also currently at risk, whilst Supporting People review and retender projects. This makes it all the more imperative that HIT avoid continuing to use reserves to subsidise core services.

The Trust values its relationship with the Council and the contribution that we make to the Council's homelessness prevention work in Chiltern. We hope that the Council will agree to grant fund Housing Interaction Trust in 2014/15. Options for young people with housing difficulties in the Chiltern District are increasingly limited, making the services that HIT provide, in partnership with Chiltern District Council more critical than ever.

Helen Ladommatos  
Manager  
Housing Interaction Trust

20<sup>th</sup> March 2014

COMPANY REGISTRATION NUMBER: 4159624  
CHARITY REGISTRATION NUMBER: 1087717

**HOUSING INTERACTION TRUST**  
**UNAUDITED FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED**  
**31<sup>ST</sup> MARCH 2013**

**HOUSING INTERACTION TRUST**

Company registration number: 4159624

Charity registration number: 1087717

**Directors**

Jacque Hardman Chair

Robert Hart

Janet Mason

Rowena Sims

Stuart Campbell

**Advisers to the Trust**

Representatives from

Bucks Social Services Department  
Chiltern District Council  
Paradigm Housing Group  
Supporting People  
Bucks Drug and Alcohol Action Team  
Bucks Probation Service  
C.A.B (Amersham)  
CAMHS

Centrepoint  
Chesham Racial Equality Council  
Primary Care Trust  
Shelter  
Way In  
Youth @ ACT  
Youth Offending Service  
Connexions

**Principal Place of Operation**

60 High Street (Sills Yard)

Chesham

Bucks

HP5 1EP

**Main Bankers**

National Westminster Bank Plc

13 High Street

Chesham

Bucks

HP5 1BQ

**Independent Examiner**

James Foskett FCA BSc (Hons) DChA

Cansdales

Chartered Accountants and Business Advisers

Bourbon Court

Nightingales Corner

Little Chalfont

Bucks

HP7 9QS



## HOUSING INTERACTION TRUST

### DIRECTORS' REPORT FOR THE YEAR ENDED 31 MARCH 2013

The Directors present their report and the financial statements of Housing Interaction Trust (the charitable company) for the year ended 31 March 2013.

#### **Constitution**

Housing Interaction Trust is a charitable company, limited by guarantee (number 4159624), and is registered as a charity (number 1087717).

The charity is established under a Memorandum of Association that sets out the objects and powers of the charitable company. It is governed under its Articles of Association.

#### **Principal Objectives**

The objects of the charitable company are to identify the needs of the homeless and especially to support and provide accommodation for single young people aged 16-25 in order to help them towards independence.

#### **Review of Activities and Results**

The charitable company continues to provide support for those in need, in accordance with its objects. The financial statements of the charitable company show a deficit for the year on unrestricted funds of £12,149. The accumulated general fund surplus of £144,441 has been retained to assist with the continuation of the projects, following the cessation of any fixed term grants, and in order to meet the requirements of the reserves policy, set out below.

#### **Public Benefit**

The Directors have considered the Charity Commission's general guidance on public benefit and the Directors have, in their view, met the public benefit requirement. The charitable company continues to provide a variety of services for 16 - 25 year olds living in the Chiltern District. The charitable company's building is shared and provides a 'one stop shop' for the age-group with Homelessness Advice, Support and Prevention as HIT's special area of work. Funding with contracts is from several statutory authorities and much of the work has been continuous for several years with ongoing development. Private funding and donations also support the work of the charity. The service is provided free at the point of need.

#### **Reserves Policy**

The Directors have established a reserves policy that they should hold six months' revenue costs in general unrestricted reserves and at 31 March 2013 they had achieved this target. The reserves policy and levels of reserves will be reviewed by the Directors from time to time.

#### **Directors**

The Directors of the charitable company are also its Trustees for the purpose of charity law. The Directors who served during the year and since the year end were:

Stuart Campbell  
Jacquie Hardman (Chair)  
Robert Hart  
Janet Mason  
Laura Quartermain (nee Bridge, who resigned May 2013)  
Rowena Sims.

#### **Risk Review**

The Directors regularly review the risks to which the charitable company is exposed and aim to minimise any risks as far as possible. Procedures will be periodically reviewed to ensure they still meet the needs of the charitable company.

## HOUSING INTERACTION TRUST

DIRECTORS' REPORT (continued)  
FOR THE YEAR ENDED 31 MARCH 2013**Statement of Responsibilities of the Directors**

The directors (who are also trustees for the purposes of charity law) are responsible for preparing the Directors' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the directors to prepare financial statements for each financial year, which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for the year. In preparing these financial statements, the directors are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities Statement of Recommended Practice;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

The directors are responsible for keeping adequate accounting records that disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

This report has been prepared in accordance with the Statement of Recommended Practice – Accounting and Reporting by Charities issued March 2005, the special provisions for small companies under part 15 of the Companies Act 2006, and with the Financial Reporting Standard for Smaller Entities (effective April 2008).

**FOR AND ON BEHALF OF THE DIRECTORS**

.....  
JACQUIE HARDMAN - Chair

Date .....

## HOUSING INTERACTION TRUST

INDEPENDENT EXAMINER'S REPORT TO THE DIRECTORS OF HOUSING INTERACTION TRUST  
FOR THE YEAR ENDED 31 MARCH 2013

I report on the financial statements of the company for the year ended 31 March 2013 which comprise the Statement of Financial Activities, the Balance Sheet and the related notes numbered 1 to 10.

This report is made solely to the Board, in accordance with section 145 of the Charities Act 2011. My independent examination has been undertaken so that I might state to the Board those matters I am required to state to them in an Independent Examiner's report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the Board, for my independent examination or for this report.

**Respective responsibilities of directors and examiner**

The directors (who are also the trustees of the charity for the purposes of charity law) are responsible for the preparation of the financial statements. The directors consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

Having satisfied myself that the charity is not subject to an audit under company law and is eligible for independent examination, it is my responsibility to:

- examine the financial statements under section 145 of the 2011 Act;
- follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- state whether particular matters have come to my attention.

**Basis of independent examiner's statement**

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the financial statements presented with those records. It also includes consideration of any unusual items or disclosures in the financial statements, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the financial statements present a "true and fair view" and the report is limited to those matters set out in the statement below.

**Independent examiner's statement**

In connection with my examination, no matter has come to my attention:

1. which gives me reasonable cause to believe that, in any material respect, the requirements:
  - to keep accounting records in accordance with section 386 of the Companies Act 2006; and
  - to prepare financial statements which accord with the accounting records, comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities
 have not been met; or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the financial statements to be reached.

James Foscett FCA DChA  
Cansdales  
Nightingales Corner  
Bourbon Court  
Little Chalfont  
Buckinghamshire  
HP7 9QS

Date.....

## HOUSING INTERACTION TRUST

STATEMENT OF FINANCIAL ACTIVITIES (including an Income and Expenditure Account)  
FOR THE YEAR ENDED 31 MARCH 2013

	Note	2013 Total Funds £	2012 Total Funds £
<b>Incoming resources from generating funds</b>			
<i>Voluntary Income</i>			
Donations, legacies and similar income		2,485	2,243
<i>Investment income</i>		1,242	708
<b>Incoming resources from charitable activities</b>			
Grants and fees receivable	2	92,541	81,248
<b>Total incoming resources</b>		<b>96,268</b>	<b>84,199</b>
<b>Resources expended</b>			
Charitable activities	10	107,828	113,699
Governance costs	10	589	567
<b>Total resources expended</b>		<b>108,417</b>	<b>114,266</b>
Net movement in funds for the year		(12,149)	(30,067)
Balance brought forward		156,590	186,657
<b>Balance carried forward</b>		<b>£144,441</b>	<b>£156,590</b>

The above Statement of Financial Activities includes all gains and losses in the year.

All incoming resources and resources expended derive from continuing activities.

The notes numbered 1 to 10 form part of these unaudited financial statements

## HOUSING INTERACTION TRUST

BALANCE SHEET  
AS AT 31 MARCH 2013

	Note	2013 £	2012 £
<b>Current Assets</b>			
Debtors	4	2,039	8,165
Cash at bank and in hand		144,086	179,247
		<u>146,125</u>	<u>179,247</u>
<b>Current Liabilities</b>			
Creditors	5	(1,684)	(756)
<b>Net assets</b>		<u>144,441</u>	<u>186,657</u>
<b>Represented by:</b>			
<b>Funds</b>			
General Fund	8	144,441	186,657
<b>Total Funds</b>		<u>144,441</u>	<u>186,657</u>

For the year ending 31 March 2013 company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

## Directors responsibilities:

- The members have not required the company to obtain an audit of its financial statements for the year in question in accordance with section 476;
- The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of financial statements.

These financial statements have been prepared in accordance with the special provisions for small companies under Part 15 of the Companies Act 2006 and the Financial Report Standard for Small Entities (effective April 2008).

The financial statements were approved by the directors on ..... 2013 and are signed on their behalf by:

.....  
Jacquie Hardman (Chair)

.....  
Robert Hart (Director)

## HOUSING INTERACTION TRUST

NOTES TO THE UNAUDITED FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2013

## 1. ACCOUNTING POLICIES

**Basis of accounting**

The financial statements have been prepared under the historical cost convention, and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008) and the Companies Act 2006 and follow the recommendations in Accounting and Reporting by Charities: Statement of Recommended Practice, issued in March 2005.

**Incoming resources**

Income is recognised in the period in which the charitable company is legally entitled to the income and the amount can be quantified with reasonable accuracy. For legacies, entitlement is the earlier of the charitable company being notified of an impending distribution or the legacy being received. Tax recoverable on deeds of covenant and gift aid is accounted for in the period in which the related covenanted or gift aided amount is received and is included in donations with the original gift.

Grants from government and other agencies are included when receivable.

No amounts are included in the financial statements for services donated by volunteers.

**Resources expended**

Expenditure is accounted for on an accruals basis, inclusive of VAT which cannot be recovered. Certain expenditure is directly attributable to specific activities and has been allocated to those cost categories. Certain other costs are attributable to more than one activity. In these cases the costs have been apportioned to the activities as appropriate.

**Tax status**

Housing Interaction Trust is a registered charity and therefore it is not assessable to corporation tax on any surplus funds from its charitable activities.

**Pension scheme**

The charitable company operates a defined contribution pension scheme. Charges are made in the Statement of Financial Activities as they arise. The scheme is open to permanent members of staff, after completing six months of employment with the charitable company.

**Funds accounting**

Funds held by the charitable company are:

*Unrestricted general funds* – these are funds which can be used in accordance with the charitable objects at the discretion of the Directors.

## 2. Grants received

	2013	2012
	£	£
Chiltern District Council- Core Funding	30,000	30,000
Bucks County Council	47,541	46,748
Bucks Youth Bank	-	1,500
Greggs Foundation	-	1,000
Woodward Trust	-	2,000
Lloyds TSB	10,000	-
Bosh Group	5,000	-
	<u>92,541</u>	<u>81,248</u>

## HOUSING INTERACTION TRUST

NOTES TO THE UNAUDITED FINANCIAL STATEMENTS (continued)  
FOR THE YEAR ENDED 31 MARCH 2013**3. Staff costs**

	2013	2012
	£	£
Wages & salaries	70,558	72,253
Social security costs	6,480	6,427
Pension costs	2,017	2,311
	<u>79,055</u>	<u>80,991</u>

The average number of employees during the year was 4.25 (2012: 4), including part time employees, which was equivalent to 2 (2012: 2) full time employees.

Expenses of £7 were paid to Directors for travel expenses during the year (2012: £3). No employee's emoluments exceeded £60,000 during the year.

**4. Debtors**

	2013	2012
	£	£
Prepayments	2,039	1,570
	<u>2,039</u>	<u>1,570</u>

**5. Creditors – amounts due within one year**

	2013	2012
	£	£
Deferred Income	-	4,503
Other Creditors	1,683	954
	<u>1,684</u>	<u>5,458</u>

**6. Contingent Liabilities**

There were no contingent liabilities at 31 March 2013 (2012: Nil)

**7. Capital Commitments**

There were no capital commitments at 31 March 2013 (2012: Nil)

**8. Movement In Funds**

	At 1 April 2012	Income	Expenditure	At 31 March 2013
	£	£	£	£
<b>Unrestricted Funds</b>				
General Fund	156,590	96,268	(108,417)	144,441
	<u>156,590</u>	<u>96,268</u>	<u>(108,417)</u>	<u>144,441</u>

**9. Ultimate Controlling Party**

There is no controlling party.

## HOUSING INTERACTION TRUST

NOTES TO THE UNAUDITED FINANCIAL STATEMENTS (continued)  
FOR THE YEAR ENDED 31 MARCH 2013

## 10. Detailed Income And Expenditure Account

	Total funds 2013 £	Total funds 2012 £
<b>Incoming resources</b>		
Grants received (Note 2)	92,541	81,248
Donations	2,485	2,243
Interest	1,242	708
<b>Total incoming resources</b>	<u>96,268</u>	<u>84,199</u>
<b>Resources expended</b>		
<b>Charitable expenditure</b>		
Staff costs (note 3)	79,055	80,991
Advertising	261	2,318
Staff training	1,067	1,209
Postage, printing and stationery	872	2,080
Travel expenses	3,951	3,474
Rent and service charge	4,948	10,725
Electricity & water/waste supply	2,290	321
Computer & office equipment	2,350	349
Telephone	1,495	1,184
Subscriptions	334	328
Office expenses and maintenance	4,566	3,519
Leaving Care doctors fees	-	115
Client financial support	182	288
Cultural awareness	781	622
Insurance	2,001	2,395
Home starter kits	-	177
Outreach expenses	1,879	401
Accountancy fees	618	366
Data protection & police checks	248	151
Sundry expenditure	930	2,686
	<u>107,828</u>	<u>113,699</u>
<b>Governance costs</b>		
Directors' expenses	7	3
Independent examiner's fees	582	564
	<u>589</u>	<u>567</u>
<b>Total resources expended</b>	<u>108,417</u>	<u>114,266</u>
<b>Net income/(expenditure) for the year</b>	<u>(12,149)</u>	<u>(30,067)</u>



**CHILTERN DISTRICT COUNCIL  
CABINET – 6 MAY 2014**

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*Background Papers, if any, are specified at the end of the Report*

**COMMUNITY SAFETY PARTNERSHIP PLAN 2014-17 AND  
POSSIBLE MERGER OF THE TWO COMMUNITY SAFETY  
PARTNERSHIPS**

*Contact Officer: Katie Galvin 01494 732265*

**RECOMMENDATIONS**

- 1. That Cabinet consider the proposal to merge the Chiltern Community Safety Partnership with the South Bucks Community Safety Partnership.**
- 2. That Cabinet formally endorse the 3 year Community Safety Partnership Plan.**

**Report**

- 1 This report is to advise Members of the new Community Safety Partnership Plan for 2014-17 which will focus the work of the Community Safety Partnership (CSP) for the next 3 years.
- 2 This report also seeks a view from the Council in relation to a proposed merger of the Chiltern CSP and South Bucks CSP.
- 3 Currently Chiltern and South Bucks have separate CSPs, although since March 2013 one meeting has been held quarterly to deal with the business of both CSPs as many of the partners have responsibility for both the Chiltern and South Bucks areas.
- 4 The Council Community Safety teams for each district and the Local Police Areas (LPA) used to have responsibility for single districts and this meant the need for 2 independent CSPs. However, Thames Valley police has merged its 2 LPAs to become the Chiltern and South Bucks LPA and Community Safety is one of the first services to become a joint team as part of the councils' Shared Service Review.
- 5 These changes mean that there are very few organisations that attend the CSP and only have responsibility for one district. The housing providers are the only exception to this, and the joint meeting provides an opportunity for those organisations to learn from each other in relation to community safety related housing issues.
- 6 At the December CSP meeting a 'Strengths, Weaknesses, Opportunities and Threats' analysis (SWOT) was completed (see background paper **Appendix .1**). Each partner was required to obtain a view on whether the two CSPs

should become a single partnership. Feedback at the most recent CSP meeting from partners is positive and all will support a single partnership.

- 7 Although there are some differences in the community safety issues affecting the 2 districts, these are broadly similar, and there is no difficulty establishing joint priorities which are relevant for both districts.
- 8 If the CSP is to be merged the reporting of performance data will continue to be broken down to district level.
- 9 The CSPs do not hold their own funding. Funding is usually delivered via the Safer and Stronger Bucks Partnership, or through individual authorities who are part of the CSP.
- 10 The Safer and Stronger Bucks Partnership Board was requested to advise the CSPs whether funding would be affected by any merger. It was agreed at the board that there would be no impact in funding for 14/15 financial year, although the available funding is already relatively small and continues to reduce each year due to reductions in funding available to Police and Crime Commissioners (PCCs).
- 11 If the merger is supported the partnerships must seek authority to merge from the PCC as required following enactment of the Police Reform and Social Responsibilities Act 2011.
- 12 The PCC has the authority to agree to the merging of 2 or more Community Safety Partnerships, if the partnerships request this be considered. The PCC is only able to do this where the responsible authorities wish to enter into such a combination agreement. The process for this simply requires a request from the partnerships which is sent to the PCC. The PCC will respond to this request and either give authorisation for the merger to occur, require further information, or refuse the request.

### **Community Safety Partnership Plan**

- 13 The Community Safety Partnership is required to have a 3 year Community Safety Partnership Plan, detailing work that will be done in partnership to tackle crime and disorder in the district. The current Plan will be completed at the end of March 2014 and this new Plan will take its place. (**Appendix .2**).
- 14 Strategic Assessment (SA) is required to be produced annually. This is a document which identifies trends from previous years and highlights potential issues in the year ahead using as much data as possible from all of the key agencies. Once the SA is produced, the information within it is used by the Community Safety Partnership (CSP) to review the existing priorities within the plan to ensure that they allow the partnership to focus on the identified key community safety issues. Actions, which will help to achieve the priorities, are then agreed.
- 15 The priorities identified by the CSP for the 3 year plan are:
  - Reduce house burglary, non-dwelling burglary, theft from vehicles, and violent behaviour in our communities

- Continue to invest in work to prevent and tackle anti-social behaviour in our communities
  - Protect vulnerable individuals and communities
  - Reduce the fear of crime and perception of anti-social behaviour
- 16 The Partnership Plan has been compiled by the Community Safety team following requests for contributions from all partners who constitute the CSP.
- 17 Whilst the general approach to the joint work of the CSP and individual actions has been identified in the plan, it is recognised that community safety concerns and issues change over time.
- 18 Although it is possible to predict general trends and the issues in community safety, which are likely to remain a priority for the partnership to tackle over the next 3 years, it is also recognised that sometimes new issues will arise or the prevalence of the issues dealt with may change as a result of a number of impacting factors. This may require the partnership to consider updating the plan to reflect changes in the work intended to be delivered. Therefore, although the plan will be agreed and finalised, it will remain flexible for the period that it covers.

### **Changes to previous plan**

- 19 Since the last Plan was written we have seen an increase in activity focusing on child sexual exploitation (CSE). As a result of this, the new Plan focuses on safeguarding – particularly young people who may be at risk of CSE.
- 20 The plan for the next 3 years will be in the form of a combined document to cover both Chiltern District and South Bucks, this is expected to reduce the amount of time and resources required to maintain and co-ordinate the document in line with the combined meeting for the 2 partnerships, and a single Community Safety team for the 2 district councils as a result of the shared service review.
- 21 This report was considered by the Community & Environment Overview Committee on the 25<sup>th</sup> March 2014 and they were supportive of both recommendations.

**Background Papers:** *SWOT analysis, Draft Community Safety Partnership Plan 2014-2017*

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## CHILTERN DISTRICT COUNCIL

## CABINET

6 MAY 2014

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**UPDATE ON AIRPORT COMMISSION'S INTERIM REPORT***Contact Officer: Ben Coakley (01494 732060)***RECOMMENDATIONS****To note the report.****Relationship to Council Objectives**

*The future of aviation in the South East could have an impact on the health and well-being of residents by affecting air quality, levels of noise pollution and the flora and fauna of the District. This could have a direct impact on the Council's corporate aim of delivering safe, healthy and cohesive communities.*

*The Government has stated that Councils must safeguard land which may be needed to develop infrastructure for airports, including that needed for surface transportation. This has a direct impact on the Local Plan and therefore the following corporate aim: Conserve the environment and promote sustainability.*

**Implications**

- (i) This matter is not a Key Decision within the Forward Plan.*
- (ii) This matter is not within the Policy and Budgetary Framework.*

**Financial Implications**

*There could be financial implications if it is decided to lobby the Airports Commission.*

**Legal Implications**

*The Aviation Policy Framework places a duty on planning authorities to safeguard land required for future airport expansion, including surface links. With so much uncertainty around rail links to Heathrow and the possible expansion of Heathrow airport, it is unclear as to the extent of this duty and how it can be executed.*

**Risk Implications**

*There is a risk that the expansion of Heathrow Airport will threaten the Council's objective of delivering a sustainable environment. Should Heathrow expansion go ahead, it increases the likelihood of the Heathrow link to the High Speed 2 railway*

*being built.*

### **Equalities Implications**

*The impact on residents is likely to affect everyone without targeting any particular group.*

### **Environment and Health implications**

*Heathrow airport expansion could increase noise and air pollution which may impact on the environment and health of CDC's and SBDC's residents.*

### **Economic Implications**

*Should a new Estuary airport be built and Heathrow closed, there is likely to be a detrimental impact on the economy of the area.*

## **Report:**

### **Purpose of Report**

- 1 This report provides an update on the Airports Commission's Interim Report, published in December 2013, and is for information purposes only.

### **Background**

- 2 The Government set up the Airports Commission in autumn 2012, chaired by Sir Howard Davies (also sometimes referred to as the Davies Commission). This Commission was tasked with submitting a report to the government by the end of 2013, identifying and recommending options for maintaining the UK's status as an international hub for aviation and immediate actions to improve the use of existing runway capacity in the next 5 years. A final report is to be submitted by summer 2015, assessing the environmental, economic and social costs and benefits of various solutions to increase airport capacity.
- 3 The brief given to the Commission by the government for this interim report was to provide an assessment of the evidence on the nature, scale and timing of the steps needed to maintain the UK's global hub status; and provide a recommendation(s) for immediate actions to improve the use of existing runway capacity in the next five years – consistent with credible long-term options.
- 4 The final report will set out the Commission's recommendations for meeting any need for additional capacity, based on a detailed assessment of the three shortlisted long-term options, including their economic, social and environmental impacts. It will also make recommendations for ensuring that the need is met as quickly as is practicable, within the required timescale.
- 5 The final report will also recommend the appropriate legal and planning processes that should be used to expedite the delivery of new airport infrastructure.

This report provides an overview of the interim report published in December 2013.

**Conclusion of the Airports Commission Interim Report December 2013.**

- 6 The overall recommendation contained within the report is that one net additional runway is needed to be in operation in the south east by 2030, with the likelihood for the need for a second additional runway to be operational by 2050.
- 7 The Airports Commission intend to carry out a detailed study on their current proposed locations for the first runway, covering three options at Heathrow and Gatwick Airports.
- 8 The Gatwick Airport option is for a new runway at the south of the existing runway.
- 9 The Heathrow Airport options include building a new runway to the northwest of the existing airport or extending the existing northern runway to at least 6,000 metres, enabling it to operate as two separate runways (Heathrow hub option). Additional terminal facilities would also be required. For the Heathrow hub option, this includes a new terminal in Iver with surface transport to the rest of Heathrow.
- 10 See **Appendix 1** for maps illustrating the Heathrow hub option and Heathrow Airport's own proposal for a second northern runway. Map 2 indicates the revised Heathrow Airport Ltd option (not as illustrated in the December Airport Commission report). The difference is that the new runway has been moved to the south and the new access roads for the proposed runway are no longer within South Bucks District. This revision will be the one subject to further assessment by the Airports Commission as the schemes are developed.
- 11 The Commission has not shortlisted any of the Thames Estuary options because they believe there are too many uncertainties and challenges surrounding them at this stage. They are also very expensive, with the Isle of Grain option (deemed the most viable) costing up to £112 billion, around five times the cost of the three options above. It intends to undertake further study of the Isle of Grain option in the first half of 2014 and will reach a view later this year on whether that option offers a credible proposal for consideration alongside the other short-listed options.
- 12 Additionally, the Commission has recommended a number of measures to optimise existing infrastructure until new capacity becomes operational. These include:
- better gathering and sharing of information to manage flight times, driving better schedule adherence
  - more accurately managed routes for arrivals and departures, enabling noise respite to be better managed
  - better managed turnaround times of aircraft, so that stands are available when they are meant to be
  - time based separation of aircraft movements, enabling air traffic control to apply the same spacing between aircraft irrespective of wind conditions.
- 13 The Commission recommends the establishment of a Senior Delivery Group to drive forward airport strategy, the creation of an independent Aviation Noise Authority to provide independent and impartial advice on improvements to aircraft movements and a package of surface transportation measures to make airports with spare capacity more attractive to passengers and airlines. Interestingly, the latter includes a recommendation to improve access to Heathrow – already stated as running at 98%

capacity by the Commission - from the south. This access is additional to the proposal for a western rail link to Heathrow.

### **Summary of the Airports Commission Interim Report December 2013.**

- 14 The report recognises the importance of aviation to the economy and the need to balance local and national interests in making what can often be contentious decisions.
- 15 It also notes that the UK is in the unusual position of airports being commercially owned; therefore any decision for expansion needs to be commercially viable and seen to be so by the airport owner(s).
- 16 The Commission states that it engaged with a broad range of interested parties including local Councils, airport representatives, airlines, British Airline Pilot Association and various campaign groups, both for and against airport expansion.
- 17 The Commission believes that the world has changed since previous airport capacity reviews and says that economic, environmental and social factors have been taken into account in reaching their conclusions, commissioning new research and analysis to consider impacts across the whole of the system, including on air traffic and air space, surface access to airports, cost and deliverability.
- 18 Globalisation, technological innovation, the global economy's shift to the east have all impacted on the airline industry, with the Commission recognising two trends: alliances between airlines focussing on major aviation hubs and the emergence of new business models, particularly low cost and point to point markets.
- 19 The future of the nature of aviation is uncertain, with opinion split between the importance of hubs (whether through airline alliances or passengers self-connecting) and longer range aircraft enabling more long-haul destinations to be viable as point to point routes.
- 20 The Commission believes the UK aviation industry has managed to adapt well so far, with Heathrow becoming a major hub airport and other, particularly London, airports successfully operating dynamic point to point markets. Growth has been limited due to the economic downturn, however all London airports (apart from Stansted) are expected to be full by 2030.
- 21 The break-up of the British Airports Association has introduced more competition between airports and a new statutory framework for reducing emissions has changed the ground rules for airports and airlines.
- 22 Whilst the UK is still well connected and Heathrow still serves the most international passengers of any airport world-wide, it is now full, with Gatwick operating at 85% capacity. The Commission believes that the UK is approaching the limit of what can be achieved within existing airport infrastructure.
- 23 This imposes operational difficulties: when operating an airport at full capacity, there are no means of recovery when affected by outside factors such as weather problems; respite from noise for residents becomes less possible; Heathrow is well served for North Atlantic and European destinations, but not emerging markets.



- 24 The Commission has placed a financial value over the next 60 years, should airport capacity not be increased: £18-£20 billion of costs to users and providers of airport infrastructure; £30-£45 billion of costs to the wider economy.
- 25 The Commission recommends that one additional runway be provided in London by 2030, with a further runway by 2050, see section 4 above for more detail. 52 proposals were assessed on the UK's airport capacity shortfall, including 40 for new runway infrastructure. Proposals to satisfy demand through no new runways was analysed and discounted as being insufficient to deliver the required capacity.
- 26 It is intended to carry out further analysis on the Isle of Grain option in the first half of 2014, with the results announced by the end of the year.
- 27 Stansted has been discounted at present for a second runway, as volumes have fallen in recent years leaving considerable spare capacity. The option of building a large hub airport at Stansted has also been discounted due to high cost and that it would be highly disruptive to airspace whilst the same regeneration opportunities as an Estuary airport would not be realised. Stansted is thought to be a plausible option for any second additional runway in the 2040s.
- 28 Other rejected options which impacted on Buckinghamshire were: 1 the expansion of Luton to a four runway hub; 2 the expansion of Luton and link to Heathrow as one hub; 3 a new four runway hub airport, stated in the report as being west of Milton Keynes and east of Bedford. The first option, although the cheapest, was ruled out on grounds of distance from London as well as the belief that by closing Heathrow and Stansted, there would be an overall reduction in capacity. The second and third options were ruled out mainly because of logistics including distance from London.

### **Commission's next steps**

- 29 The Commission moves into the second phase of its work, leading to the final report being published in the summer of 2015.

There will be public consultation on the shortlisted options towards the end of 2014.

- 30 An Appraisal Framework, said in the interim report as being published in spring 2014 for consultation, was published on 16<sup>th</sup> January 2014, with consultation closing on 28<sup>th</sup> February 2014. This sets out details of how scheme designs should be developed and how impacts will be appraised.
- 32 The Commission has also published details of how further analysis of a new Estuary airport will be taken forward on 16<sup>th</sup> January 2014, with two public consultations. The first relates to the Terms of Reference for this analysis, closing on 14<sup>th</sup> February 2014, the other is a call for evidence, closing on 23<sup>rd</sup> May 2014.
- 33 The Commission has called upon the Government to act on any uncertainty the publication of the interim report may have on those areas close to the short listed options, particularly those who may need to move homes and are unable to sell.

### **Background Papers:**

*Airports Commission web site:*

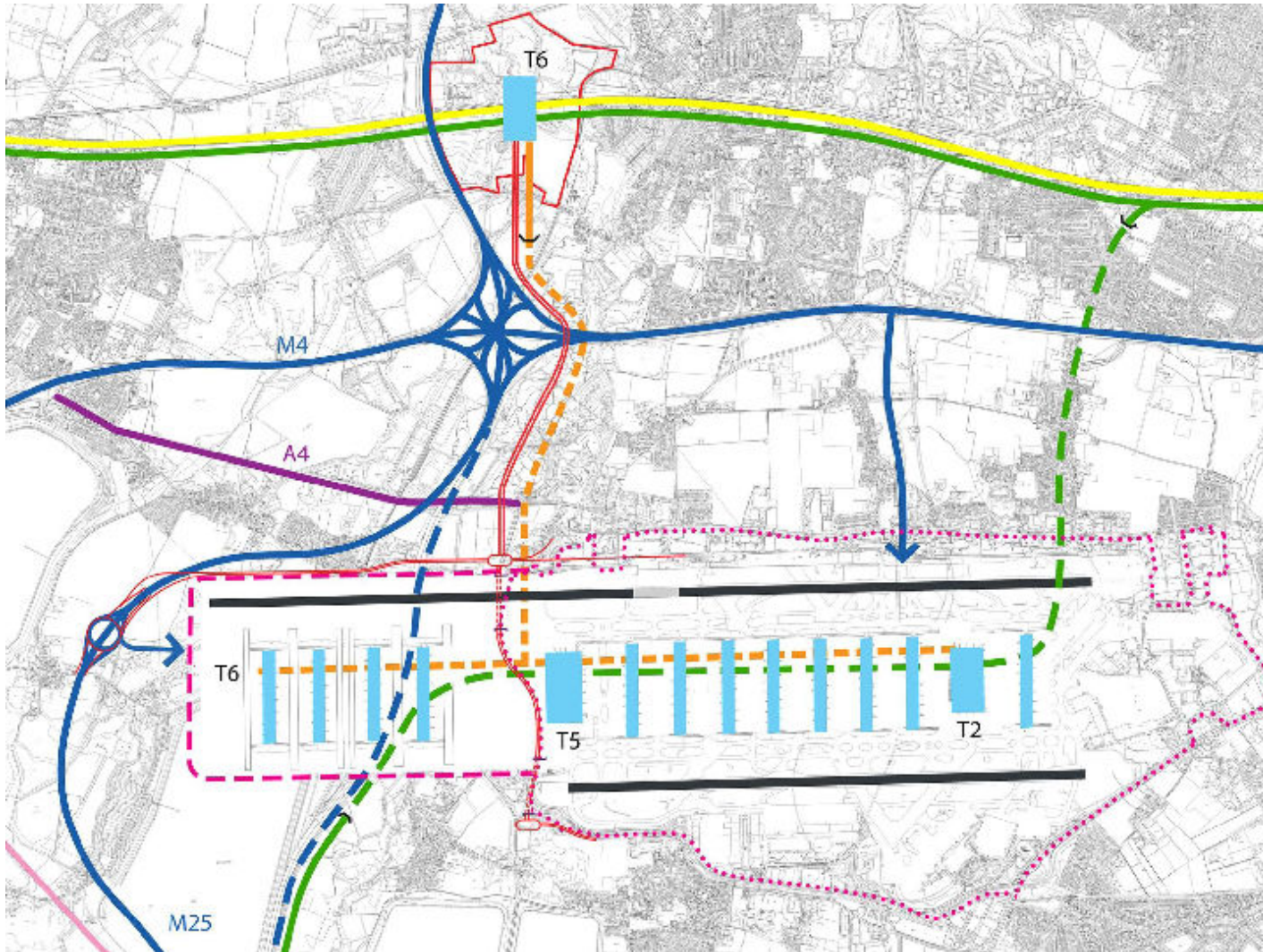
<https://www.gov.uk/government/organisations/airports-commission/about>

*Airports Commission's Interim Report December 2013:*

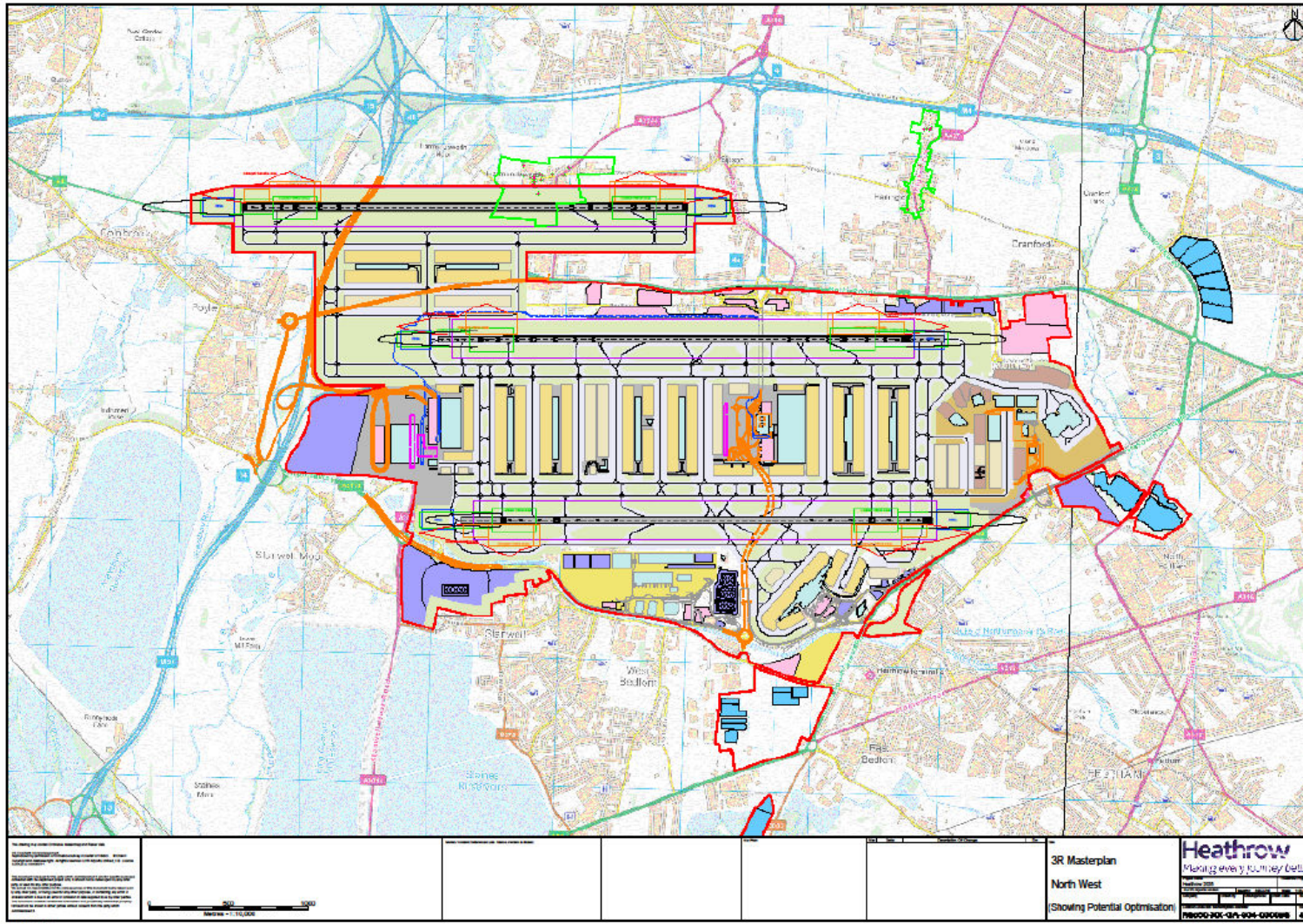
<https://www.gov.uk/government/publications/airports-commission-interim-report>

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**Appendix 1: Map 1: Heathrow hub option** – diversion of the M25, a new transport interchange and terminal at Iver and the extension of the existing northern runway to the west, doubling its length and enabling planes to land and take off on the same runway:



**Appendix 1: Map 2: Heathrow Airport Ltd proposal: the NW runway option, a new stand-alone runway and Terminal 6 independent of the operation of the rest of Heathrow, involving building over the M25.**



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*Background Papers, if any, are specified at the end of the Report*

## **Neighbourhood Planning - Review of Delegated Authority**

*Contact Officer: Graham Winwright (01494 732269)*

### **RECOMMENDATION**

**Cabinet approve a revision to the delegated authority for neighbourhood planning set out in Paragraph 9 of this report, the revised delegated authority being:**

**“Decisions on the validity and acceptance of applications for a Neighbourhood Plan or a Neighbourhood Development Order are delegated to the Head of Sustainable Development. The Head of Sustainable Development being required to inform relevant local ward member(s) within the relevant Neighbourhood Area and the Cabinet Member for Sustainable Development of decisions taken and where determined that a Plan or Development Order is not found valid to provide reasons for the decision.”**

### **Relationship to Council Objectives**

*Neighbourhood Planning relate closely to Objective 2 of working closely with Town and Parish Councils and local neighbourhoods.*

### **Implications**

- (i) This is a Key decision within the Forward Plan.*
- (ii) This matter is within the Policy and Budgetary Framework.*

### **Financial Implications**

*None as a result of this report.*

### **Risk Management Implications**

*There are no risks associated with the proposed changes in this report however the changes if agreed will help mitigate against the Resources risk identified in the Cabinet report of 3<sup>rd</sup> August 2014 when the scheme of delegation was introduced. The changes will also reduce the risk of delay in progressing neighbourhood planning.*

### **Equalities Implications**

*None as a result of this report.*

### **Sustainability Implications**

*None as a result of this report.*

### **Report**

- 1 Cabinet approved delegated authority for a number of matters in relation to neighbourhood planning on 3<sup>rd</sup> August 2012. One such matter (2.2.2) delegated authority for decisions in the Neighbourhood Planning process to the Head of Sustainable Development, after consultation with the relevant local member/s and Cabinet Member, for decisions on the validity and acceptance of applications for a Neighbourhood Development Plan or a Neighbourhood Development Order.
- 2 Since 3<sup>rd</sup> August 2012 the Chalfont St Peter Neighbourhood Plan has been submitted to the Council and its validity and acceptance process has been completed in accordance with the delegated authority.
- 3 Experience of using this delegated authority has questioned the need and/or benefit for consulting local ward members and the Cabinet member as the validity process is based on fact and legal and professional judgement as to whether the submission meets the requirements of The Localism Act 2001 and The Neighbourhood Planning (General) Regulations 2012. Validation is not based on local circumstances, does not take account of the subject matter in the Plan and has limited scope for consideration.
- 4 Appendix 1 includes the 'Validation Report' circulated to Chalfont St Peter local members and the Cabinet Member for Sustainable Development to provide an actual example of validation matters that have to be considered.
- 5 Appendix 1 and the process explained in paragraph 3 above of course relates to a Neighbourhood Plan (NP) process whereas the delegated authority also includes Neighbourhood Development Orders (NDO). The circumstances and legislation are the same for NDO's as they are for NP's and so the two processes need not be treated differently.
- 6 Officers in carrying out the validation process under delegated authority also sought feedback from members consulted and included the following:

*"The Chalfont St Peter Neighbourhood Plan is the first plan to be considered by the Council and so the delegated authority is being used for the first time. Given that the validation process is based on fact, officers are proposing recommending a change to delegation*

so that validation is delegated to the Head of Sustainable Development **without** member consultation. Before doing so I would also welcome your views on this as members involved in the validation process for this Plan.”

- 7 The above was sent to 7 local members and the Cabinet Member. Not all members commented on the potential change to the delegated authority but following comments were received:
- Cllr Rush: *“I agree with the proposed change to delegation so that validation is delegated to the Head of Sustainable Development **without** member consultation.”*
  - Cllr Meacock: *“As to the future, my recommendation would be that if a Neighbourhood Plan (“NP”) passes all of the requirements set out in your report, then to save time and expense it should be validated under delegated authority. If however a NP fails on any single ground.... I believe such a NP should be rejected with local CDC members and the parish/town council concerned being given reasons for such failure.... So particularly given the technical nature of the validation process, I’m happy to see this done under delegated powers, but with the proviso of the extra loop above and that CDC member(s) in the ward(s) concerned being copied into decision notices.”*
  - Cllr Werthiem: *“I concur with the Officer’s current recommendations.”*
- 8 No members consulted opposed the suggested change to the scheme of delegation.
- 9 It is therefore recommended that delegated authority 2.2.2 approved by Cabinet on 3<sup>rd</sup> August 2012 is amended by deleting the need for the Head of Sustainable Development to consult local ward members and the Cabinet member with responsibility for planning (i.e. the now Cabinet Member for Sustainable Development) but to keep those members informed of decisions taken under the delegated authority. The delegated authority now to read as set out in the recommendation to this report.
- 10 Such a change will also shorten the Council’s validation process. In the case of the Chalfont St Peter Neighbourhood Plan the ‘Validation Report’ was written on 11<sup>th</sup> February and after consultation was determined on 24<sup>th</sup> February but could have been delayed for longer if for example one of the 8 members was unavailable to comment.

**Background papers:**

Cabinet Report on Neighbourhood Planning Process, 3<sup>rd</sup> August 2012 and its background papers.

Documents in relation to the submission Chalfont St Peter Neighbourhood Plan.





## **Validation of the Submitted Chalfont St Peter Neighbourhood Plan**

### **Background**

- 1.1 Cabinet on 3<sup>rd</sup> August 2012 delegated authority to the Head of Sustainable Development in consultation with local ward members and the Cabinet Member for Sustainable Development authority to consider the validity of submitted neighbourhood plans.
- 1.2 The Council when it receives a submitted neighbourhood plan is required to carry out a number of validation checks under The Localism Act 2001 and The Neighbourhood Planning (General) Regulations 2012 before undertaking public consultation on the plan.
- 1.3 If a plan passes the validation checks then the Council is required to carry out a 6 week minimum public consultation of the plan and its associated documents. Written representations received within the consultation period and the plan and its documents are then the subject of an independent Examination. The Examination will test whether the plan meets 'basic conditions' defined in statute. If a plan passes Examination, with or without modification, then the plan will be the subject of a referendum.
- 1.4 Chalfont St Peter Parish was approved by Chiltern District Council to become a Neighbourhood Area on 12<sup>th</sup> November 2012.
- 1.5 Chalfont St Peter Parish Council submitted the draft Chalfont St Peter Neighbourhood Plan (Examination Draft 2013 – 2028), its Appendices, a Consultation Statement January 2014 and Basic Conditions Statement on 11<sup>th</sup> February 2014. In addition minutes of the Chalfont St Peter Parish Council meetings of 21<sup>st</sup> and 30<sup>th</sup> January and 10<sup>th</sup> February 2014 recording related Parish Council decisions were submitted. All of these documents are available on Chiltern District Council's website via the following link: <http://www.chiltern.gov.uk/article/2933/Chalfont-St-Peter>

### **Scope of this Decision**

- 2.1 This report sets out statutory considerations the Council need to make to ensure that the submitted Chalfont St Peter Neighbourhood Plan is valid. This report concludes with a recommendation to the Head of Sustainable Development, subject to the views of local ward members and the Cabinet Member for Sustainable Development.
- 2.2 Local ward members and the Cabinet member are requested to express a view on this report to the Head of Sustainable Development in order that a formal decision can be taken on validation and so the public consultation

process can commence. **Please note that views are not requested on the content of the Plan or its associated documents at this stage and only on the validation considerations set out below.**

- 2.3 Cabinet considered a report on the progress of the Chalfont St Peter Neighbourhood Plan at its meeting on 11<sup>th</sup> February 2014. Cabinet approved delegated authority to consider Council representations on the Plan to the Head of Sustainable Development in consultation with the Cabinet Member for Sustainable Development and in determining the representations to give local ward members the opportunity to express views on the Plan itself at that point. Also local ward members can make their own representations during the public consultation if they so wish.
- 2.4 Validation considerations are limited to be points set out below.

### **Validation Consideration**

- 3.1 The following considerations are set out against Paragraph 6 (2) of Schedule 4B of The Town and Country Planning Act 1990 amended by Schedule 10 of the Localism Act 2011, for which the Council must consider:

***“(a) whether the qualifying body is authorised for the purposes of a neighbourhood development plan to act in relation to the neighbourhood area concerned as a result of section 61F”***

**Validation Check:** The Plan and documents have been submitted by Chalfont St Peter Parish Council supported by minutes of a Parish Council meeting (21<sup>st</sup> and 30<sup>th</sup> January and 10<sup>th</sup> February 2014) approving the Plan for submission. Chalfont St Peter Parish Council is a qualifying body and the Plan relates to the approved Neighbourhood Area.

***“(b) whether the proposal by the body complies with provision made by or under that section”***

**Validation Check:** The proposed Plan complies with the provisions made by or under section 61F – this relates to authorisation to act in relation to the approved Neighbourhood Area.

***“(c) whether the proposal and the documents and information accompanying it comply with provision made by or under paragraph 1”***

**Validation Check:** The proposed Plan complies with the provisions made by or under paragraph 1 – paragraph 1 includes six sub-paragraphs and refers to Part 5 of The Neighbourhood Planning (General) Regulations

2012 as “*information of a prescribed description*” [e.g. paragraph 1 (2) (b)]. These requirements include for example submission procedures and what documents should be submitted. The Parish Council has complied with all these requirements.

**And**

***“(d) whether the body has complied with the requirements of regulations made under paragraph 4 imposed in relation to the proposal***

**Validation Check:** The proposed Plan complies with the provisions made by or under paragraph 4 – paragraph 4 relates to regulations that may be made in relation to publicity and consultation and has three parts with a number of sub-parts. The Parish Council has complied with all these requirements.

- 3.2 In addition the following considerations are set out against Paragraph 6 (3) of Schedule 4B of The Town and Country Planning Act 1990 amended by Schedule 10 of the Localism Act 2011 which requires that:

**“The authority must also consider whether the draft neighbourhood development plan complies with the provision made by or under sections 61E(2), 61J and 61L.”**

**Validation Check:** The proposed Plan complies with the provisions made by or under the above which also refers to Section 38A and Section 38B of the Act - these relate for example to there being a single plan in the Neighbourhood Area, the meaning of a neighbourhood development plan and having a defined plan period.

- 3.3 In conclusion it is considered that the Chalfont St Peter Neighbourhood Plan submitted on 11<sup>th</sup> February 2014 is valid.

#### **Recommendation to Head of Sustainable Development:**

- 1. Subject to the views of Chiltern District Council members with wards falling in total or in part in the parish of Chalfont St Peter and the Cabinet Member for Sustainable Development to determine under Council delegated authority that the Chalfont St Peter Neighbourhood Plan submitted to the Council on 11<sup>th</sup> February 2014 meets the statutory requirements to make it a valid pre-Examination Neighbourhood Plan.**

- 2. To authorise officers to prepare the plan for public consultation as soon as reasonably practicable and put in place measures to appoint an Examination Inspector as soon as reasonably possible to co-inside with the close of public consultation.**
  
- 3. For the public consultation to be carried out in accordance with the minimum provisions of the Council's adopted Statement of Community Engagement and Cabinet decision of 3<sup>rd</sup> August 2012.**

Graham Winwright  
Temporary Planning Policy Manager

11th February 2014

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*Background Papers, if any, are specified at the end of the Report*

### **Delivery DPD - Consideration of Submission Matters Falling Outside Delegated Authority**

**Contact Officer:** *Graham Winwright (01494 732269)*

#### **RECOMMENDATION**

**Cabinet approve the Council recommended modifications to the Delivery DPD as set out in Appendix 2, paragraph 16 and Appendix 4 of this report.**

#### **Relationship to Council Objectives**

*The Delivery DPD once adopted will be a statutory document against which planning applications will be determined. The Delivery DPD closely relates to Council objectives:*

*Objective 2 - Safe, healthy and cohesive communities*

*Objective 3 - Conserve the environment and promote sustainability*

*and is the subject of a Sustainability Appraisal to ensure that the above objectives will be promoted through planning decisions.*

#### **Implications**

- (i) This is a Key decision within the Forward Plan.*
- (ii) This matter is within the Policy and Budgetary Framework.*

#### **Financial Implications**

*Costs for examination and adoption of the emerging Delivery DPD are funded from a combination of the Local Development Framework revenue budget and Local Development Framework Reserve. There is considered sufficient funding to complete the Delivery DPD process given the current balance of the Reserve and budget for 2014/15.*

#### **Risk Management Implications**

*The major risks for the Council associated with the Delivery DPD are:*

- The Delivery DPD is found unsound for whatever reason at the Examination in Public – although it is considered that the*

*Council has prepared a sound Plan and appropriately carried out its duty to co-operate these will be tested at the Examination in Public. Importantly the Council's evidence base will need to be kept under review and where appropriate additional evidence taken into account. Additional evidence could include representations submitted to the Council as part of the pre-Submission consultation. This report considers representations where the Head of Sustainable Development is recommending a change of substance to the Delivery DPD which will mitigate this risk further.*

- *Legal Challenge – this will always be a risk as part of a DPD process however this risk has been mitigated by Council investment in a sound evidence base to support decisions and in undertaking public participation by providing local residents and other stakeholders the opportunity to engage.*
- *Financial – Resolving objections to the Delivery DPD could reduce Examination time and cost to the Council.*

### **Equalities Implications**

*As the Delivery DPD is the 'delivery' plan for the adopted Core Strategy equality implications are already inherently embedded within a strategic context. The Pre-Submission Delivery DPD has been the subject of an equalities impact assessment and this position is not changed.*

### **Sustainability Implications**

*Similarly to equalities, the Core Strategy from which the Delivery DPD is drawn was the subject of a Sustainability Appraisal and Habitat Regulation Assessment. The Pre-Submission Delivery DPD has been prepared alongside a Sustainability Assessment with the outcome influencing the shape of the Delivery DPD. The Delivery DPD itself is not subject to a Habitat Regulation Assessment as this has been carried out as part of the 'higher order' Core Strategy and as this assessment did not identify any issues of concern. The changes proposed in this report are not considered sufficient to need amendments to the sustainability appraisal.*

### **Report**

- 1 Members will recall that the 11<sup>th</sup> February 2014 Cabinet approved the Pre-Submission Delivery DPD and associated documents for public consultation and submission to the Secretary of State for Communities and Local Government with the submission target date within May 2014.

- 2 The public consultation has been carried out in accordance with the Council's adopted Statement of Community Involvement and closed on 4<sup>th</sup> April.
- 3 The table below summarises an initial assessment of the representations received:

**Delivery DPD Submission Consultation - 172 Representations**

DDPD Part	Supporting		Commenting		Objecting		Total
	Nos.	%	Nos.	%	Nos.	%	
Paragraphs	33	10.34	42	13.17	244	76.49	319
Policies	63	24.80	28	11.02	163	64.17	254
Policies Map	55	23.21	36	15.19	146	61.60	237
IDS	3	27.27	2	18.18	6	54.55	11
SA	1	10.00	6	60.00	3	30.00	10
Other	8	7.92	34	33.66	59	58.42	101
<b>Total</b>	<b>163</b>	<b>17.49</b>	<b>148</b>	<b>15.88</b>	<b>621</b>	<b>66.63</b>	<b>932</b>

DDPD = Submission Delivery Development Plan Document

IDS = Submission Infrastructure Delivery Schedule

SA = Submission Sustainability Appraisal

- 4 Cabinet delegated authority to the Head of Sustainable Development to consider duly made objections as part of the public consultation so that if the Head of Sustainable Development considers an objection raises a matter or matters which would lead to a recommended change of substance to the Delivery DPD, that officers prepare a report on such matters for Cabinet to consider before Submission.
- 5 Three matters such matters have been identified and are set out in this report under sub-headings below. The recommended changes will not change the Submission Plan but will be put to the Examination as Council recommended modifications to the Plan.

**Housing Supply**

- 6 Subsequent to the Cabinet decision to approve the Submission Delivery DPD the Government published the National Planning Policy Guidance (PPG) to accompany the National Planning Policy Framework. This is now a material consideration for planning matters. The PPG is divided into sections and Paragraph 37 of 'Housing and Economic Land Availability Assessment (Methodology – Stage 5: final Evidence Base)' states:

***“How should local planning authorities deal with housing for older people?”***

*..... Local planning authorities should count housing provided for older people, including residential institutions in Use Class C2, against their housing requirement.”*

- 7 Although there are no specific representations on the above there are a number of representations relating to the Delivery DPD housing supply. As the Government has now said that housing for older people “*should*” be counted as part of the housing supply, modifications are recommended to the Delivery DPD to take this into account.
- 8 Older people housing does form a significant part of housing supply in Chiltern and as members will recall (Policy CS12 of the Core Strategy and the Specialist Housing section of the Delivery DPD, pages 32 and 33) will form a significant part of housing need over the plan period.
- 9 The net result of now being able to count older people housing has increased the housing supply in the Delivery DPD by 375 dwellings (43 net new dwellings completed between 1<sup>st</sup> April 2006 and 31<sup>st</sup> March 2013 and 332 dwellings with extant planning permission as at 31<sup>st</sup> March 2013). Appendix 1 contains a table setting out planning commitments for housing for older people including residential institutions.
- 10 The recommended modifications as a result are set out in Appendix 2.
- 11 The result of the proposed modifications in Appendix 2 is that delivery of housing supply now exceeds the lower housing target figure in the Core Strategy (2,650 dwellings) based on completions and commitments as at 31<sup>st</sup> March 2013 and will exceed the upper Core Strategy housing target (2,900 dwellings) with the delivery of the Delivery DPD housing proposal sites. Supply will further be enhanced with the delivery of currently unidentified housing sites from sources identified in Table 3 of the Delivery DPD. New older peoples housing above those already committed will be a further additional source of future housing and this is also reflected in the modifications.

**Housing Proposal H15: The Glebe, Pretwood**

- 12 This housing proposal site, estimated to provide a gross 9 additional new dwellings, is currently an unimplemented housing proposal site in the adopted Local Plan for Chiltern District.
- 13 There has been in total 10 objections to this proposal site, 7 from local residents and one each from Great Missenden Parish Council, Chilterns AONB Conservation Board and The Prestwood Society. The local resident objections include some part landowners. As such all of this site at this current point in time cannot be delivered due to landowner constraints and is therefore recommended that this site is deleted as a specific proposal.



- 14 Deletion of this site will not cause any housing supply issues for the Council as it was for only 9 dwellings and as set out in Paragraph 11 above Chiltern has a comfortable housing supply to meet the Core Strategy housing target range. The Council also has a comfortable 5-year housing supply where the supply is actually 8.33 years against the higher range and 9.60 years against the lower range of the Core Strategy.
- 15 Deletion of the proposal site from the Delivery DPD also does not mean that the site cannot be bought forward for housing in the plan period in part or full if the landowners position changes. Although proposed to be deleted the site will form part of an update Strategic Housing Land Availability Assessment (SHLAA).
- 16 As a result the following modifications are proposed:
- a) Delete the proposal from Table 2 of the Delivery DPD and amend the total figure from 256 to 247.
  - b) Carry out corresponding amendment to Table 4.
  - c) Amend the Policies Map Changes to delete the proposal from both the adopted Local Plan and Delivery DPD.
  - d) Amend the SHLAA housing range in Table 3 (middle column under the SHLAA housing source) from '739 and 1,058' to '748 and 1067' to reflect The Glebe site no longer being a housing proposal site and now being a SHLAA site.

### **Gypsy, Travellers and Travelling Showpeople**

- 17 This part of the Delivery DPD has received the highest number of representations, mainly but not all objections. Most of the representations relate to the proposed sites but this report only considers Policy DH5, its supporting text and a correction to Proposal Site TS1 in Table 6. There are no other recommended changes to proposal sites.
- 18 Appendix 3 sets out a summary of representations on Policy DH5 plus representations on proposal sites that also relate in part to Policy DH5. The table includes a summary of officer comments and recommended actions.
- 19 Members will note that representations include those from Aylesbury Vale District Council, Wycombe District Council, South Bucks District Council and Buckinghamshire County Council. Under the Duty to Co-operate the Council is required to have on-going and effective co-operation with adjacent local authorities and given the concerns raised by these councils officers have engaged further with adjacent local planning authorities, including Three Rivers District Council and Dacorum Borough Council who did not raise any issues of concern against Policy DH5.
- 20 As a result of on-going discussions and co-operation with adjacent local planning authorities and consideration of the other representations

summarised in Appendix 3, recommended modifications are set out in Appendix 4.

***Background papers:***

Cabinet Report on the Delivery DPD, 11<sup>th</sup> February 2014 and its background papers  
Representations on the Delivery DPD public consultation 2014  
NPPF Planning Policy Guidance section referred to above.

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**Appendices**

1. Housing Commitments Data Relating to Older People Accommodation Not Previously Counted as Dwellings (as at 31<sup>st</sup> March 2013)
2. Proposed Delivery DPD Modifications Relating To Housing Supply
3. Summary of Representations relating to Policy DH5, Comments and Recommended
4. Proposed Delivery DPD Modifications Relating To Gypsy, Travellers and Travelling Showpeople

**Extract Based on Chiltern District Council Planning Application Statistic**  
**2012/13**

<b>Table H10 : Specialist housing with extant planning permission at 31<sup>st</sup> March 2013</b>					
<b>Location</b>	<b>Development</b>	<b>Extra Bed Spaces / Dwellings (net)</b>	<b>Status</b>	<b>Reference</b>	<b>Availability within 5 years</b>
National Society For Epilepsy Chesham Lane Chalfont St Peter	Erection of two storey 20 bedroom care home	20	Extant permission	CH/2008/1612/FA	<b>Yes – 20 units</b>  Development commenced.
The Grange, (Former Holy Cross Convent), Gold Hill East, Chalfont St Peter	Residential care home incorporating up to 74 bedrooms	74	Extant permission (subject to legal challenge)	CH/2010/0293/OA	<b>Yes – 65 Units</b>  74 units identified in the outline consent.  Two sets of reserved matters approved (CH/2013/0263/D E on appeal and CH/2013/1991/D E).  Building Regs initial notice application submitted (2011/70351/IND OM).
National Society Of Epilepsy site (off Rickmans worth Lane), Chesham Lane, Chalfont St Peter	Redevelopment to provide a care community (Use Class C2) comprising 82 individual units of accommodation (72 two-bed units and 10 one-bed units).	154 bed spaces  82 dwelling units	Extant permission	CH/2011/2026/FA	<b>Yes - 82 Units</b>  Recent discharge of planning conditions.  Building Regs initial notice application submitted (2012/72071/INC OM).  Development commenced.

**Table H10 : Specialist housing with extant planning permission at 31<sup>st</sup> March 2013**

Hibbert Lodge, Gold Hill East, Chalfont St Peter	Single storey extension to the north east elevation, entrance canopy incorporating ground floor infill extension, and dormer windows to north west roof slopes	1	Extant permission	CH/2012/1462/FA	<b>Yes - 1 Unit</b> Completed January 2014.
Former Chesham Community Hospital site Hospital Hill Chesham	Redevelopment of site to provide one building ranging from 2 storeys to 5 storeys comprising 80 bed nursing and rehabilitation unit	80	Extant permission	CH/2010/0501/FA CH/2011/1972/FA	<b>Yes - 80 units</b> Building Regs live application (2010/68943/OTH COM).  Site demolition /clearance underway.
535 - 537 Waterside , Chesham	Single storey side extension / Single storey side / rear extension	-3	Extant permission	CH/2012/0017/FA CH/2012/0756/FA	<b>Yes - -3</b> Completed June 2013.
Culwood House Residential Home 130 Lye Green Road Chesham	Single storey rear extension	1	Extant permission	CH/2012/1570/FA	<b>Yes - 1</b> Completed September 2013.
Cameron Road, Chesham	Demolition of Cameron House and Endeavour Nursery and erection of 62 bed care home	52 (net) (62 gross)	Extant permission	CH/2012/1702/FA	<b>Yes - 52</b>  Discharge of planning conditions.  Site cleared April 2013 - possible commencement.  Building Regs initial notice

<b>Table H10 : Specialist housing with extant planning permission at 31<sup>st</sup> March 2013</b>					
					application submitted (2013/73031/INC OM).
Former Knotty Green Garage, Penn Road, Knotty Green, Beaconsfield	Erection of 25 bedroom care home	25	Extant permission	CH/2012/1171/FA	<b>Yes - 25</b> Development commenced.
<b>Total Dwellings (net)</b>		<b>332</b>			<b>323</b>



**Proposed Modifications to the Submission Delivery DDPD**

Note: Changes are identified in ***bold italic underlined*** type and relate to including monitoring data for housing for older people

**Modification No. 1**

<b>Table 1: Residual Housing Needs to Plan For in the Delivery DPD (as at 31st March 2013)</b>		
Target	Lower	Upper
A - Core Strategy Dwelling Requirement April 2006 to March 2026	2,650	2,900
<i>B – Dwellings delivered 1<sup>st</sup> April 2006 to 31<sup>st</sup> March 2013</i>	<b><i><u>1165</u></i></b> <b><i><u>1,122</u></i></b>	<b><i><u>1165</u></i></b> <b><i><u>1,122</u></i></b>
<i>C - Gypsy and Traveller Pitches Needs Assessment (to 2023)</i>	9	9
<i>D - Travelling showpeople Plots Needs Assessment (to 2023)</i>	3	3
<i>E - C and D pro rata increase to cover (2023 to 2026)</i>	5	5
<b>F - Dwellings left to be delivered [Row A less B+C+D+E]</b>	<b><i><u>1468</u></i></b> <b><i><u>1,511</u></i></b>	<b><i><u>1718</u></i></b> <b><i><u>1761</u></i></b>
<i>G - Dwellings with Extant Permission at 31<sup>st</sup> March 2013</i>	<b><i><u>836</u></i></b> <b><i><u>504</u></i></b>	<b><i><u>836</u></i></b> <b><i><u>504</u></i></b>
<i>H - Core Strategy Allocated Housing Sites Without Permission</i>	449	449
<i>I - Small Unidentified (Windfall) Sites Allowance 2016 to 2026 [from NPPF]</i>	220	220
<b>J - Total Likely Dwelling Yield April 2012 to March 2026 [Rows G+H+I]</b>	<b><i><u>1505</u></i></b> <b><i><u>1,173</u></i></b>	<b><i><u>1505</u></i></b> <b><i><u>1,173</u></i></b>
<b>K – Shortfall of Housing Supply to be Identified in the Delivery DPD [Row F less Row J]</b>	<b><i><u>Surplus</u></i></b> <b><i><u>338</u></i></b>	<b><i><u>213</u></i></b> <b><i><u>588</u></i></b>

**Modification No. 2**

Corresponding modifications to Paragraph 6.4 and Table 4 (i.e. update the housing supply figures derived from row K of Table 1 above).

**Modification No.3**

That the following is added to Table 3 of the Delivery DPD.

<b>Table 3: Other Sources of New Housing 2013 – 2026</b>		
<b>Source</b>	<b>Explanation</b>	<b>Estimated Supply</b>
Older People Housing including Residential Institutions Use Class C2	<p>Since 6<sup>th</sup> March 2014 with the publication of the National Planning Policy Guidance, older people accommodation including Use Class C2 should be counted as new dwellings.</p> <p>Policy CS12 of the Core Strategy and Policy DH6 encourage older people accommodation and although new proposal sites are not identified in the Delivery DPD it is expected that new provision will come forward in addition to the number of net units with planning permission as at 31<sup>st</sup> March 2013 (332 dwellings).</p>	<p>The potential supply of dwellings from new opportunities for older people accommodation is difficult to estimate and so no estimate is provided.</p> <p>Supply will continue to be monitored throughout the Plan period to inform subsequent plan making processes.</p>



**Chiltern District Council Delivery DPD; Duly Made Representations Relating to Gypsy, Travellers & Travelling Showpeople**

<b>Policy DH5: Gypsy, Travellers and Travelling Showpeople</b>			
<b>Representation</b>	<b>Summary of Representation</b>	<b>Summary Comment</b>	<b>Recommended Action</b>
1 - Mr Qui	Supporting	No reasons for support given	No change
2 – Miss Chan	Supporting	No reasons for support given	No change
4 – Dr Cray	Supporting proposal numbers due to constraints and Green Belt and agree with site selection criteria. Use of Green Belt land is not a suitable option.	Supporting but possible misunderstanding that proposal sites are proposed in the Green Belt	No change
25 – Ms Heine	<p>The Policy is disappointing and not what Gypsy-Travellers were expecting following the earlier consultation. It is not positive and will only serve to thwart site provision. The earlier consultation proposed Green Belt sites to meet need and only safeguards sites for future reliance. It is not clear when sites will be released or need to be held back until and will be unreasonable to wait until 2023 for example. Approach is not NPPF compliant and inequitable. Need should be expressed as a minimum. Safeguarding existing sites is supported but should be safeguarded for as long as needed and would not prevent being used for other purposes such as stables.</p> <p>It is not clear how realistic c) is – how far the area of search will be and who decides suitability. For</p>	<p>The representation misunderstands the way safeguarding of the proposal sites within Policy DH5 is proposed to operate. Safeguarding will only occur if a locally generated need cannot be met at any point in time through alternative sources set out in the policy. If no such alternative sites exist then the proposal sites will be released throughout the plan period. Safeguarding is not until the end of the Plan period but only at times when higher priority sites exist.</p> <p>The intention is that part c) of the Policy would solely relate to adjacent/nearby areas.</p>	Clarify supporting text and the Policy to make clear

	example will this include northern England towns where families travel too? Criteria could be used to thwart new provision.		
42 – Mr and Mrs Supple	National Policy aims to ensure fair and equitable treatment for travellers. Overprovision of pitches is counter to national guidance and contrary to the defined allocations relative to surrounding Local Authorities.	The Plan does not overprovide pitches making it clear that proposals are to meet locally generated need. The Plan goes beyond the Needs Assessment period of 10 years (i.e. 2023) to 2026 and so 'additional' pitches are proposed to cover the period 2023 to 2026. In addition the Needs Assessment recommends provision over need to ensure a continuous supply of sites post 2023.	No change
51 – Mr Williams (Agent DLP Planning Consultants)	The Plan-Monitor-Manage Approach taking account of site supply/opportunities within nearby districts is appropriate and based on National Guidance. However the Policy is oversupplying from the needs assessment and this is inappropriate.	See 42 above for 'over supply' comment.	No change
61 – Wycombe District Council	<p>Object to the way the Policy through part c) seeks to consider sites outside the District in preference to identified sites inside the District for the purposes of meeting Chiltern's locally-derived need. Green Belt designation does not rule out allocating sites in exceptional circumstances and is supported by Planning Policy for Traveller Sites.</p> <p>The NPPF is clear that each local planning authority should meet its objectively-assessed need unless any adverse impacts of doing so would significantly and demonstrably outweigh the benefits.</p>	Part c) of the Policy is seeking to ensure that traveller sites are delivered in the most sustainable way taking a wider than district approach and development constraints in Chiltern. This approach is considered consistent with the NPPF, Planning for Travellers Sites, Buckinghamshire Gypsy, Travellers and Travelling Showpeople Needs Assessment and Duty to Co-operate.	<p>Clarify supporting text and the Policy to make clear.</p> <p>Delete reference to 'over supply' in adjacent areas.</p> <p>Amend the Policy under d) to existing authorised sites</p>

	<p>There appears to be no evidence which indicates Chilterns requirement would “significantly and demonstrably” outweigh the benefits and no evidence that the traveller population in Chiltern would take up a site outside Chiltern in another district were such sites allocated. Most of the existing need arising in Chiltern is not close to Wycombe District geographically. Wycombe is also characterised with the vast majority covered by Green Belt and/or AONB.</p> <p>We do not understand how the Policy can work due to:</p> <ul style="list-style-type: none"> <li>• The resulting absence of a 5 year supply</li> <li>• Apparent inconsistency of parts b) and d). The majority of sites under part b) are listed in Table 6 which part d) says will be held back.</li> <li>• Unclear how supply opportunities within nearby districts will be taken into account in Chiltern.</li> </ul> <p>Chiltern should allocate pitches/plots to meet their full need requirement and object to the fact that they are potentially being held back in preference for an approach of using sites outside the District first. In the absence of a plan which takes forward such allocations, this policy is unsound.</p> <p>We would like further discussions and information</p>	<p>The proposed traveller pitches and plots do have a deliverable 5 –Year supply. It is agreed that the Policy relationship between parts b) and d) should be clarified. It is agreed that how supply opportunities from other areas are to be taken into account needs to be clear and understood with adjacent/nearby authorities and so to make it clear that such opportunities should only be plan-led within adjacent/nearby authorities under the Duty to Co-operate.</p> <p>Information has been provided and would welcome</p>	<p>other than in Table 6</p>
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	<p>to understand the interpretation that 13 plots arising from showpeople is a desire rather than a need.</p> <p>The Plan should be made sound by the deletion of the text “taking account of site supply/opportunities within nearby districts” and part c) in Policy DH5. Other text consequential changes and changes to the Policies Map are needed to state that the sites listed are being allocated as exceptional limited alterations to the Green Belt.</p> <p>We have concerns that the Policy only came to light shortly before the Plan was considered by the Chiltern Cabinet and hence there was no real chance for neighbouring authorities to discuss before it was agreed.</p>	<p>a discussion to clarify.</p> <p>Text and Policy changes are to be recommended as set out below. Changes to the Green Belt are not agreed as exceptional circumstances have not been demonstrated (i.e. there are other potential means of meeting needs) and Policy CS14 of the adopted Core Strategy permits under certain circumstances allows the Delivery DPD to “allocate sites for additional pitches within the Green Belt.”</p> <p>Adjacent local planning authorities were notified of the draft Policy on 13<sup>th</sup> January 2014 with the invitation to discuss further. This was a month before the Cabinet consideration. In addition it was discussed at the Bucks Planning Policy Officers Group meeting on 29<sup>th</sup> January 2014.</p>	
67 – South Bucks District Council	<p>Note Policy requires provision of new pitches identified in the Needs Assessment. We recognise that policy constraints make identifying new sites difficult, but South Bucks is similarly tightly constrained and our identified need is greater. It is not clear if locations outside the district count towards that district provision.</p>	<p>Need to be clear that provision outside the district should be plan-led.</p>	<p>Clarify supporting text and the Policy to make clear.</p> <p>Delete reference to ‘over supply’ in adjacent areas.</p>

<p>82 – Bucks County Council (Cllr Mrs L. Clarke)</p> <p>&amp;</p> <p>115 – Bucks County Council (Mr D. Sweetland)</p>	<p>Overall support of the Plan as a sound basis on which to plan for the future provision of sites and pitches to meet identified needs within Chiltern.</p> <p>Support the protection of existing sites in light of the difficulty in identifying sites. Many of the tenants are self-employed and effectively their pitches are also their places of business and I request that paragraph 6.18 of the Plan should be amended to reflect the mixed use and/or ancillary use of pitches.</p> <p>It is questionable whether the policy approach of requiring sites outside of Chiltern to be considered first ahead of Green Belt sites in Chiltern is justified. This is further questioned by the small scale nature of the 5 pitch need for the first 5 years. In the absence of a detailed assessment work by other authorities such a plan-monitor-manage approach is not clearly supported by evidence.</p> <p>Supports part b) of the Policy but deliverability is a matter for CDC.</p> <p>Planning applications under part d) of the Policy would need to pass the very special circumstances test. Requirement to consider other sites outside Chiltern could dis-incentivise them from bringing sites forward due to cost.</p>	<p>The primary use of pitches is residential and it is not considered necessary to identify ancillary uses as suggested. This was also not suggested by the Needs Assessment.</p> <p>The Policy is seeking to ensure that traveller sites are delivered in the most sustainable way taking a wider than district approach and development constraints in Chiltern. This approach is considered consistent with the NPPF, Planning for Travellers Sites, Buckinghamshire Gypsy, Travellers and Travelling Showpeople Needs Assessment and Duty to Co-operate. It is agreed that how supply opportunities from other areas are to be taken into account needs to be clear and understood with adjacent/nearby authorities and so to make it clear that such opportunities should only be plan-led within adjacent/nearby authorities under the Duty to Co-operate.</p>	<p>Clarify supporting text and the Policy to make clear.</p> <p>Delete reference to 'over supply' in adjacent areas.</p> <p>Amend the Policy under d) to existing authorised sites other than in Table 6</p>
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	<p>Support the measures for delivery and specifically duty to co-operate however in the absence of agreement of adjoining authorities to meet some of the need derived in Chiltern District the measures may not be effective as Policy DH5 may be construed as relying upon delivery in other areas.</p>	<p>There is no reliance on adjacent areas to meet needs arising in Chiltern. The Council is seeking through adjacent authorities plan-making processes to plan to meet the needs of the travelling community in the most sustainable way and to take account of strategic and national planning constraints in Chiltern.</p>	
94 – Aylesbury Vale District Council	<p>Strongly object to Policy DH5 which does not meet the test of soundness because it should seek to meet its own objectively assessed needs but holds back sites prioritising sites outside the District.</p> <p>The NPPF is clear that each local planning authority should meet its objectively-assessed need unless any adverse impacts of doing so would significantly and demonstrably outweigh the benefits.</p> <p>There appears to be no evidence which indicates Chilterns requirement would “significantly and demonstrably” outweigh the benefits. There is also no evidence where Chiltern’s need could be accommodated in Aylesbury Vale particularly as most of the existing need arising in Chiltern District is not close to Aylesbury Vale District geographically. AVDC has a substantial provision of needs and it is unrealistic to think there may be a surplus of pitches. Furthermore, as we have not yet reached a stage of assessing our capacity then it cannot be assumed that there are fewer delivery</p>	<p>The Policy is seeking to ensure that traveller sites are delivered in the most sustainable way taking a wider than district approach and development constraints in Chiltern. This approach is considered consistent with the NPPF, Planning for Travellers Sites, Buckinghamshire Gypsy, Travellers and Travelling Showpeople Needs Assessment and Duty to Co-operate.</p>	<p>Clarify supporting text and the Policy to make clear.</p> <p>Delete reference to ‘over supply’ in adjacent areas.</p> <p>Amend the Policy under d) to existing authorised sites other than in Table 6 Correct the number of proposed pitches on Proposal TS1 from 3 to 4.</p>

	<p>constraints in Aylesbury Vale.</p> <p>The approach results in the absence of a 5 year supply because the sites are not allocated and there is no indication of how the needs will be met outside Chiltern. How would supply opportunities within nearby districts be 'taken into account'?</p> <p>The criteria of Policy DH5 appear to overlap and there is a contradiction between parts b) and d) as only GT3 is outside an existing site boundary.</p> <p>The deliverability of sites in Table 6 is unclear in terms of the sites availability. Also the requirement for travelling showpeople is 4 pitches however TS1 only proposes 3 pitches.</p> <p>We would like further discussions and information to understand the interpretation that 13 plots arising from showpeople is a desire rather than a need and to confirm that CDC is not looking for adjoining areas to address a potential unmet need for travelling showpeople.</p> <p>The Plan should be modified to remove part c) and all consequential references and supporting text.</p> <p>The Policy only came to light shortly before the Plan was considered by the Chiltern Cabinet and hence there was no realistic chance for Aylesbury Vale to effectively discuss before it was agreed for</p>	<p>The Plan does allocate sites and has a 5 year supply. If sites can be delivered outside Chiltern to meet Chiltern's needs then this will be through the Duty to Co-operate and the plan making processes of adjacent authorities. It is agreed that the Policy relationship between parts b) and d) should be clarified and for part b) to make it clear that it relates to existing authorised sites. It is agreed that how supply opportunities from other areas are to be taken into account needs to be clear and understood with adjacent/nearby authorities and so to make it clear that such opportunities should only be plan-led within adjacent/nearby authorities under the Duty to Co-operate.</p> <p>The Plan has a typo. 4 pitches rather than 3 should be identified against TS1.</p> <p>Information has been provided and would welcome a discussion to clarify. To confirm CDC do not recognise this as a need and as such does not consider that this should be planned for within Buckinghamshire.</p> <p>Text and Policy changes are to be recommended as set out below.</p> <p>Adjacent local planning authorities were notified of the draft Policy on 13<sup>th</sup> January 2014 with the invitation to discuss further. This was a month before the Cabinet consideration. In addition it was</p>	
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	consultation.	discussed at the Bucks Planning Policy Officers Group meeting on 29 <sup>th</sup> January 2014.	
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**Table 6: Gypsy, Travellers and Travelling Showpeople Proposal Sites and Policies Map Changes (Maps 100 to 108)**

<b>Representation</b>	<b>Summary of Representation</b>	<b>Summary Comment (relevant to Policy DH5 considerations)</b>	<b>Recommended Action</b>
11- Mrs Fisher	Object to Proposal GT6		No change
19 – Mr Silvertone	Object to Proposal GT3		No change
22 – Mr Hillas on behalf of the Prestwood Society	Notes no sites in the Prestwood Area		No change
25 – Ms Heine	Support for sites but GT2 could accommodate more pitches and extend onto surrounding land.		No change
38 – Beamond End and Mop End Residents Association	Object to Proposal GT6		No change
42 – Mr and Mrs Supple	Object to Proposals GT4 and GT6		No change
49 – Mr Meacock	Disproportionate number of sites in Chalfont Common.		No change
51 – Mr Williams	Object to Proposals GT4 and GT6 and over provision of sites compared to the Needs Assessment.	For 'over provision' see comments under 42 on the first Table relating to Policy DH5.	No change



53 – Miss Keir	Object to proposals GT1, GT2 and GT5		No change
54 – Mr Bawn	Object to proposals GT1, GT2 and GT5		No change
69 – Latimer & Ley Hill parish Council	Object to Proposal GT3		No change
73 – Cllr Garth	Object to Proposal GT3		No change
75 – Little Missenden Parish Council	Object to Proposal GT6		No change
79 – Mrs Church	Object to omission of The Misbourne Group from planned need.	See comments for 94 on the first table relating to Policy DH5	No change
77 – Amersham Town Council	Object to Proposal GT4		No change
82 – Bucks County Council (Cllr Mrs L. Clarke) & 115 – Bucks County Council (Mr D. Sweetland)	<p>With regards to Proposals GT1 and GT3 it would be necessary for Chiltern District Council to acquire the sites in order for the number of pitches proposed in the next five years to be provided.</p> <p>Proposals are deliverable by CDC, registered social landlords or a private party.</p> <p>BCC is not aware that CDC has engaged directly with the tenants of The Orchards and may consider this raises issues as to whether the plan's approach is justified or deliverable and therefore sound.</p> <p>Supportive of the proposed 6 pitches at The Orchards and 2 pitches on a new site off Rushmere. CDC though need to provide evidence as to the deliverability or alternatively the</p>	<p>The Council is working with the County Council to secure the delivery of these sites.</p> <p>The Council has engaged with the County Council as landowner and directly with tenants (letter sent to tenants inviting representations at the Public Participation stage). Engagement with tenants has been through the Needs Assessment and the opportunity for tenants to take place in public consultations. The proposal reflects an extant planning permission.</p>	No change

	<p>developability of the proposal site.</p> <p>The Orchards site suitability needs to also consider noise from the M25 and impact of HS2.</p>	No concerns have been received from HS2 Ltd.	
84 – Mrs Williams	Object to Proposal GT4		No change
98 – Chilterns AONB Cons'tion Board	Object to Proposal GT4, GT6 and TS1		No change
111 – Cllr Phillips	Object to size of Proposal GT4 (too large).		No change
130 – Mr Walther	Extra pitches at proposals GT2 and GT5 is excessive for the area/hamlet. Development of GT1 should be enough.		No change
A number of local residents (rep nos. 132 to 134, 137, 139 to 141, 148, 150, 154, 155, 159 to 170)	<p>Object to proposals GT4 and GT6.</p> <p>Over provision of pitches is counter to National Guidance and contrary to the defined allocations relative to surrounding areas. Proposed allocations of individual sites needs to be more robustly justified</p>	For 'over provision' see comments under 42 on the first Table relating to Policy DH5.	

**Proposed Modifications to the Submission Delivery DDPD**

Note: Changes are identified in ***bold italic underlined*** type and relate to including monitoring data for housing for older people and respond to representations and on-going discussions under the Duty to Co-operate. The following is from pages 29 to 32 of the Submission Delivery DPD.

**Gypsy, Travellers and Travelling Showpeople**

- 6.14 The Buckinghamshire district authorities commissioned a Gypsy, Traveller and Travelling Showpeoples Accommodation Needs Assessment, August 2013. The Council has used this Needs Assessment and other evidence to determine that the Delivery DPD should plan to provide for the following accommodation provision:

<b>Table 5: Traveller Accommodation Need</b>		
<b>Type of Accommodation</b>	<b>Period</b>	<b>Amount of Pitches/Plots</b>
Gypsy and Traveller	2013 to 2018	5 pitches
	2018 to 2023	4 pitches
	2023 to 2026 +	Assumed 4 pitches
Travelling Showpeople	2013 to 2018	1* plot
	2018 to 2023	2 plots
	2023 to 2026 +	Assumed 1 plot

\* The Needs Assessment identifies 14 plots which includes 13 plots for travelling showpeople families that do not reside in Buckinghamshire but who own land in Chiltern District and have expressed a desire to develop their site. The site is within the Green Belt and in large part is undevelopable due to flooding risks. It also has access constraints. Evidence points to this part of the Needs Assessment being a 'desire' due to landownership rather than a 'need' with accommodation needs of these families having been met outside of Buckinghamshire for a considerable time.

- 6.15 Chiltern is a highly constrained area, predominantly comprising Green Belt and the Chilterns AONB with limited opportunities for meeting Gypsy, Traveller and/or travelling showpeoples accommodation needs within built-up areas excluded from the Green Belt. Core Strategy Policy CS14 makes provision for the Delivery DPD to allocate sites for additional pitches within the Green Belt if no suitable or deliverable sites can be allocated within Chiltern's built-up areas excluded from the Green Belt as a last resort.
- 6.16 The priority locations for Gypsy, Traveller and/or travelling showpeople remain within the built-up areas excluded from the Green Belt, however in preparing the Delivery DPD no such deliverable sites have been found. That is not to say that suitable sites will not come forward within the built-up areas during the Plan period.
- 6.17 Policy DH5 therefore identifies proposal sites within the Green Belt to meet identified accommodation needs. The Council will only consider their

release for development where locally derived need is demonstrated and where that need at the time cannot be met in priority locations within Chiltern (i.e. within the built-up areas) or within other appropriate locations **(i.e. where there are less delivery constraints)** outside of Chiltern **District identified in emerging or adopted local plans and where that Local Planning Authority has agreed, under the Duty to Co-operate, to allow such provision in its area to be utilised to meet some of the needs arising in Chiltern District.** To achieve this, the Council will be **takeing** a Plan-Monitor-Manage approach and will hold proposal sites back until needed so as to give priority to non-Green Belt locations, protect a limited supply of sites until needed and minimise inappropriate development in the Green Belt.

- 6.18 Protection of existing and future sites is essential given the difficulty in identifying sites within the built-up areas. Therefore the Council will protect current identified sites on the Policies Map and new sites that come forward with planning permission for Gypsy, Traveller and travelling showpeople sites both for these uses and for their occupation by households meeting the Government definition of a Gypsy, Traveller or travelling showperson.

#### **POLICY DH5: GYPSY, TRAVELLER AND TRAVELLING SHOWPEOPLE ACCOMMODATION**

Gypsy and Traveller and travelling showpeople's sites identified on the Policies Map will be protected solely for these uses and for the sole occupation of households meeting the Government definition of Gypsy, Traveller or travelling showpeople. In addition other sites that secure planning permission for a Gypsy, Traveller or travelling showpeople site will have the use and occupation protected in the same way. For clarity travelling showpeople sites (existing and proposed) will not be permissible to be used as Gypsy or Travellers accommodation and vice-versa.

Gypsy, Traveller and travelling showpeople accommodation needs will be delivered through a Plan – Monitor – Manage approach within Chiltern District taking account of site supply/opportunities within nearby districts so that:

a) Suitable sites within the built-up areas of Chiltern District excluded from the Green Belt continue to be the main focus for meeting needs arising within Chiltern District

b) Additional plots or pitches within the defined site boundaries **of existing authorised sites** other than sites in Table 6 **of existing sites on the Policies Map** will, where appropriate, be encouraged through efficient use and improved layout of sites

c) **Plan-led** sites outside Chiltern District within areas of less constraint (e.g. outside the Chilterns AONB and/or outside the Green Belt) and which **the relevant Local Planning Authority have agreed could be used** to meet needs arising in Chiltern District are to be prioritised over proposal sites within Table 6 below and identified on the Policies Map

d) Proposal sites in Table 6 and identified on the Policies Map are to be held back until very special circumstances for their release can be demonstrated (i.e. for household need arising in Chiltern District that cannot be met by sites in a), b) or c) above).

Proposal sites to meet accommodation needs are set out in Table 6. These proposal sites will only be released for development where very special circumstances can be proven in accordance with the Council Plan-Monitor-

Manage approach (i.e. the need is not met through either or a combination of a) to c) above).

Proposal sites in Table 6 will be protected for future Gypsy, Traveller or travelling showpeople accommodation needs, as specified, and will not be granted planning permission for any other use including temporary uses unless it can be proven that the site is not needed for Gypsy, Traveller or travelling showpeople accommodation for the life of the temporary permission.

Development proposals for Gypsy, Travellers and travelling showpeople in the built-up areas excluded from the Green Belt identified on the Policies Map will be approved where, in addition to other policies in the Development Plan, the following criteria are complied with;

- i) the development will not have an adverse impact on the amenities of occupants of nearby properties
- ii) the means of access / egress to the site is safe and convenient for pedestrians and vehicles
- iii) the site would not be visually prominent in the wider locality and can be appropriately screened
- iv) the site has good access on foot, cycle or by public transport to local services (e.g. convenience shops, public admission primary and secondary schools and healthcare facilities)
- v) the site has adequate on – site parking, private amenity space, refuse collection, play space and storage space (if needed)
- vi) the site provides adequate amenities and a safe environment for its occupiers (e.g. privacy, protection from noise / other nuisance), and
- vii) if a mixed use is proposed, any associated business activity will not be detrimental to the amenities of surrounding occupiers.

Gypsy, Traveller and travelling showpeople's pitches or plots, other than in the circumstances set out above and where extant planning permission exists or lawful use is established, will be inappropriate development where located in the Green Belt. For unauthorised developments, including the unauthorised enlargement of existing sites, the Council will act to instigate appropriate enforcement proceedings to ensure that Gypsy, Traveller and travelling showpeople sites are delivered in a Plan-led way taking into account supply opportunities within the wider area.

**We will measure the success with the assistance of the following indicators:**

- Planning permission and appeal monitoring.
- Outcome of Duty to Co-operate
- Delivery of sites against needs arising in Chiltern

**Delivery will be achieved via:**

- Duty to Co-operate and monitoring of supply and supply opportunities within Chiltern and adjoining authorities
- Determination of planning applications in accordance with this Policy and where appropriate the imposition of conditions and planning obligations

**Table 6: Gypsy, Traveller and Travelling Showpeople Proposal Sites**

Gypsy and Traveller Proposal No. and Site	Proposal	Specific Requirements (other than required by other policies/NPPF)
GT1 The Orchards, West Hyde Lane, Chalfont St Peter	Up to 6 pitches subject to landfill gas monitoring on an extended site	<ul style="list-style-type: none"> <li>• Potential landfill gas mitigation</li> </ul>

GT2 Three Oaks Farm, Roberts Lane, Chalfont St Peter	3 pitches within an existing site	
GT3 Land off Rushmere Lane, Nr Orchard Leigh	2 pitches on a new site	
GT4 Waggoners Bit, Whielden Lane, Amersham	2 pitches	
GT5 Green Acres Farm, West Hyde Lane, Chalfont St Peter	2 pitches	
GT6 Tobys Stables, Tobys Lane, Little Missenden	1 pitch	
Travelling Showpeople Proposal No. and Site	Proposal	Specific Requirements (other than required by other policies/NPPF)
TS1 Green Acres Farm, Earl Howe Road, Holmer Green	<del>3</del> 4 pitches through reconfiguration of the site or site expansion	

**CHILTERN DISTRICT COUNCIL  
CABINET****6 MAY 2014**

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*Background Papers, if any, are specified at the end of the Report*

**LOCAL GOVERNMENT DECLARATION ON TOBACCO CONTROL**

*Contact Officer: Martin Holt 01494 732055 [mholt@chiltern.gov.uk](mailto:mholt@chiltern.gov.uk)*

**RECOMMENDATIONS**

**That Cabinet agrees to the Council signing the Local Government Declaration on Tobacco Control**

**Relationship to Council Objectives**

*Efficient and Effective customer focused services.*

*Safe, healthy and cohesive community*

**Implications**

- (i) This is a key decision within the forward plan.*
- (ii) It is within the policy and budgetary framework*

**Financial Implications**

*There are no additional financial implications; the Council currently allocates resources to the enforcement of Smokefree legislation in workplaces and supports community awareness of the harm caused by smoking through Health Fairs and information on the internet. The Council is also a member of Buckinghamshire Action Against Smoking enabling it to work with partners to raise awareness and support smoking cessation.*

**Risk Implications**

*None*

**Equalities Implications**

*Smoking is the single greatest cause of premature death and disease in our communities. Reducing smoking in our communities could significantly increase household incomes and benefit the local economy. Reducing smoking amongst the most disadvantaged in our communities is the single most important means of reducing health*

*inequalities.*

### **Sustainability Implications**

*None*

#### **1 Report**

- 1 Smoking is the single greatest cause of premature death and disease in our communities. Reducing smoking in our communities could significantly increase household incomes and benefit the local economy. Reducing smoking amongst the most disadvantaged in our communities is the single most important means of reducing health inequalities.
- 2 Nationally the illicit trade in tobacco funds the activities of organised criminal gangs and gives children access to cheap tobacco. The extent of this activity in Chiltern District is not known.
- 3 Smoking is an addiction largely taken up by children and young people, two thirds of smokers start before the age of 18
- 4 The Health and Wellbeing Board has asked that all the local authorities in Buckinghamshire consider signing the Local Government Declaration on Tobacco Control which commits Local Authorities to:
  - Reduce smoking prevalence and health inequalities
  - Develop plans with partners and local communities
  - Participate in local and regional networks
  - Support Government action at national level
  - Protect tobacco control work from the commercial and vested interests of the tobacco industry (this does not require action on disinvesting pension funds from the tobacco industry as this type of investment does not influence health policy)
  - Monitor the progress of our plans
  - Join the Smokefree Action Coalition
- 5 In signing this declaration the Council sends a message out to our local communities regarding our commitment to improving local public health and brings us in line with several other councils.
- 6 It is a cross party initiative with support from the Public Health Minister, Jane Ellison and Secretary of the All Party Group on Smoking and Health, Bob Blackman MP. The leader of Warwickshire County Council noted at a recent parliamentary launch of the Declaration that it made sense at a local level to sign up to this initiative, given the effect smoking has on the local economy including; the impact on household



budgets, the costs associated with cleaning up cigarette litter and the impact on local business of absenteeism and lost productivity from smoking breaks.

- 7 The Declaration has been commended by WHO Medical Director, Luminita Sanda, who noted “This Declaration is a world first. No other country has so embedded the commitments in the WHO treaty on tobacco control at a local level. It is particularly welcome to see a strong pledge to protect health policy from tobacco industry influence.”
- 8 The Declaration has also been widely endorsed by leading figures and organisations in the public health community:
  - Public Health Minister
  - Chief Medical Officer
  - Public Health England
  - Association of Directors of Public Health
  - Faculty of Public Health
  - Trading Standards Institute
  - Chartered Institute of Environmental Health
- 9 The Parliamentary launch was attended by Councillor Noel Brown from Buckinghamshire County and Chiltern District Councils and the Chairman of the Healthy Communities Partnership, who expressed his support for the signing of this Declaration.

***Background Papers:***

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# Local Government Declaration on Tobacco Control

**We acknowledge that:**

- Smoking is the single greatest cause of premature death and disease in our communities;
- Reducing smoking in our communities significantly increases household incomes and benefits the local economy;
- Reducing smoking amongst the most disadvantaged in our communities is the single most important means of reducing health inequalities;
- Smoking is an addiction largely taken up by children and young people, two thirds of smokers start before the age of 18;
- Smoking is an epidemic created and sustained by the tobacco industry, which promotes uptake of smoking to replace the 80,000 people its products kill in England every year; and
- The illicit trade in tobacco funds the activities of organised criminal gangs and gives children access to cheap tobacco.

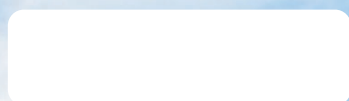
**As local leaders in public health we welcome the:**

- Opportunity for local government to lead local action to tackle smoking and secure the health, welfare, social, economic and environmental benefits that come from reducing smoking prevalence;
- Commitment by the government to live up to its obligations as a party to the World Health Organization’s Framework Convention on Tobacco Control (FCTC) and in particular to protect the development of public health policy from the vested interests of the tobacco industry; and
- Endorsement of this declaration by the Department of Health, Public Health England and professional bodies.

**We commit our Council from this date .....to:**

- Act at a local level to reduce smoking prevalence and health inequalities and to raise the profile of the harm caused by smoking to our communities;
- Develop plans with our partners and local communities to address the causes and impacts of tobacco use;
- Participate in local and regional networks for support;
- Support the government in taking action at national level to help local authorities reduce smoking prevalence and health inequalities in our communities;
- Protect our tobacco control work from the commercial and vested interests of the tobacco industry by not accepting any partnerships, payments, gifts and services, monetary or in kind or research funding offered by the tobacco industry to officials or employees;
- Monitor the progress of our plans against our commitments and publish the results; and
- Publicly declare our commitment to reducing smoking in our communities by joining the Smokefree Action Coalition, the alliance of organisations working to reduce the harm caused by tobacco.

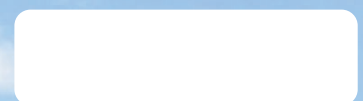
**Signatories**



Leader of Council



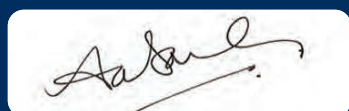
Chief Executive



Director of Public Health

**Endorsed by**

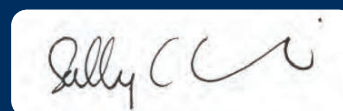
Anna Soubry, Public Health Minister, Department of Health



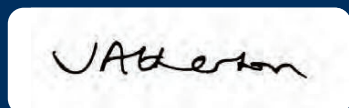
Duncan Selbie, Chief Executive, Public Health England



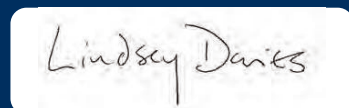
Professor Dame Sally Davies, Chief Medical Officer, Department of Health



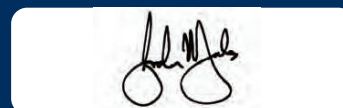
Dr Janet Atherton, President, Association of Directors of Public Health



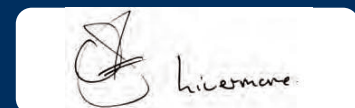
Dr Lindsey Davies, President, UK Faculty of Public Health



Graham Jukes, Chief Executive, Chartered Institute of Environmental Health



Leon Livermore, Chief Executive, Trading Standards Institute





**CHILTERN DISTRICT COUNCIL  
CABINET – 6 MAY 2014**

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*Background Papers, if any, are specified at the end of the Report*

**SERVICE PLAN SUMMARY: HUMAN RESOURCES**

*Contact Officer: Laura Campbell Policy Officer SBDC, 01895 837236*

**RECOMMENDATIONS**

**Cabinet are asked to note the service plan for Human Resources.**

**Relationship to Council Objectives**

**Implications**

(i) *None*

**Financial Implications**

*Sound service planning helps to deliver value for money.*

**Risk Implications**

*The service planning process includes the review and highlighting of operational risks.*

**Equalities Implications**

*Equalities are considered during the service planning process.*

**Sustainability Implications**

*Any sustainability actions are fed into the service Action Plans.*

**1 Purpose of this Report**

The Cabinet considered a report at the previous meeting attaching the service plans for the Council's service areas. The service plan for Human Resources was to follow. This service plan is now attached for Members to note.

**2 Background**

- 2.1 Service plans provide a summary of achievements from the current year and an overview of what each service aims to deliver in 2014-15.
- 2.2 As well as looking at aims and achievements services are asked to look at a range of areas including:
- Shared Services Programme
  - Know your customer and equalities
  - Performance indicators and risks
  - Costs and cost comparison information.

**3 Discussion**

- 3.1 This year, the service planning process has been simplified to remove duplication and focus on achievements and future actions. Each Head of Service/Principal officer produced a joint service plan workbook for South Bucks and Chiltern and this information was used to produce a summary for each Council. These summaries will be made available on the Council's intranet site. The service planning process will continue to be developed to ensure that the process is straightforward for managers to complete and provides a useful management tool for each service.
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## Service Plan Summary

### Human Resources

Service Plan 2014-15 (April 2014 to March 2015)

<b>Service units covered by plan</b>	Personnel Training Equalities
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#### Section 1 - Key Service Functions & Aims/Objectives

Key Service Functions	Portfolio reporting to	Statutory/ Mandatory
Recruitment and retention - getting and keeping good people as an employer of choice	Leader for CDC. Leader or Resources for SBDC	<input type="checkbox"/>
Training and Development - developing skills and productivity to encourage improvement in all areas	Leader for CDC. Leader or Resources for SBDC	<input type="checkbox"/>
Developing the organisation and its leadership in the transformation process- to ensure the organisation is dynamic, fit for purpose and cohesive	Leader for CDC. Leader or Resources for SBDC	<input type="checkbox"/>
Equality of Opportunity - compliance with the Equality Act 2010	Leader for CDC. Leader or Resources for SBDC	<input checked="" type="checkbox"/>
Fair and transparent Pay Policy - harmonisation of total reward package for both authorities and compliance with Localism Act	Leader for CDC. Leader or Resources for SBDC	<input type="checkbox"/>
Health and Well-being	Leader for CDC. Leader or Resources for SBDC	<input checked="" type="checkbox"/>
Ensure effective employee relations	Leader for CDC. Leader or Resources for SBDC	<input type="checkbox"/>

Key Service Aims & Objectives
Leading a joint approach to people management.
Supporting Service Managers to develop their services through effective and consistent people management.
Promoting positive employer-employee-union relationships with high quality employee relations advice and support.
Developing a learning organisation through supporting Service Managers to provide learning and development opportunities for all staff.
Promoting a healthy and safe working environment.
Ensuring compliance with employment legislation and internal policies.

## Service Plan Summary

Enabling the Councils to become employers of choice.

### Section 2 - Key achievements/outcomes for previous year

#### Key achievements and outcomes in the previous year

Worked closely with Members, Management and UNISON to develop proposals on Harmonisation of Terms and Conditions of Employment across CDC and SBDC including new joint Pay Spine. These are currently subject to staff consultation. This has been a challenging project which has taken the opportunity to design out equalities issues and establish new simple, equitable and flexible terms and conditions. This project has been achieved to timescale.

Obtained agreement on HAY Job Evaluation Scheme, this followed considerable work evaluating different Job Evaluation Schemes with input from LGA, Equalities Expert, Members, Management and UNISON.

Supported Service reviews with input into the define and design stages of several different reviews. One member of staff has been part of the project team and assisted in the facilitation of the Parking review.

Supported Heads of Service with implementation of Service Reviews, this is continuing to be achieved in accordance with the ambitious timeframe. Continually learning from and improving the implementation process. This has included introducing workshops ahead of consultation to let staff to know what to expect and a workshop to help staff complete their expression of interest and prepare for interview.

Worked with Pensions and AVDC Payroll on changes to LGPS and introduction of auto-enrolment.

Joint recruitment across Bucks of new Occupational Health and Employee Assistance Provider.

Employee Assistance Programme (EAP) introduced.

Constructive employee relations framework in place through UNISON recognition.

Successful management of a number of complex employee relations cases.

### Section 3 - Shared Services programme

#### Current status by unit and list of projects and initiatives that will support and relate to the Shared Services programme

HR Shared Service Review - 2014/15

Harmonisation of Terms and Conditions, implementation for 1<sup>st</sup> 4 service reviews

Development of joint HR policies and procedures - ongoing to be completed through 2014/15

Implement Joint Staff Survey - survey written, with communications for sending out to staff at time agreed by Management Team

Development of joint workforce plan - 2015/16

Joint HR function and HR database - 2015/16

Development of a single Pay Policy Statement for both authorities - 2014/15

Publication of joint Equality Duty Information (including joint pay audit) - 2014/15

Joint negotiating framework with UNISON for agreement of annual pay award - 2014/15

Joint recruitment and advertising of roles - on-going all roles currently advertise at both



## Service Plan Summary

authorities

Develop joint competency framework - 2014/15

Develop joint performance review process - 2014/15

### Section 4 - Know your customer

#### Who are the main customers for the service?

All internal Staff at SBDC and CDC whether permanent or temporary, Members and residents and wider public applying for posts at either authority.  
 Wider stakeholders include other partners in Bucks, Workforce Development Group, Learning Pool, Occupational Health providers, Employee Assistance Programme providers, HealthCare Providers, Computershare Voucher Services, Tensor, Bond international, British Computer Society, Jobsgopublic.com.

### Section 5 - Action plan

List of Key Actions/ Projects	Key Milestones/ Underlying Actions	What will be the key outcomes and benefits seen by residents
Harmonisation of terms and conditions	<ul style="list-style-type: none"> <li>• Consultation of Harmonised Terms and Conditions</li> <li>• Final proposals agreed with Members and UNISON</li> <li>• Collective agreement drawn up and signed</li> <li>• Progressive implementation of harmonised terms and conditions</li> <li>• Joint negotiating framework drawn up for agreeing annual pay award</li> <li>• Update and develop single Pay Policy Statement</li> </ul>	Simple, equitable and flexible reward package that meets the needs of all staff at different life stages which will support recruitment and retention of skilled staff to provide quality council services.
Shared Policies and Procedures	<ul style="list-style-type: none"> <li>• Shared Contract of Employment drawn up</li> <li>• Shared Policies and Procedures drawn up in order of priority</li> <li>• EIA on new policies and procedures</li> </ul>	Fair and reasonable policies and practices in place which are consistently applied. Effective change management and development of new joint services
Shared Competency and Performance Review Process	<ul style="list-style-type: none"> <li>• Develop shared competency framework</li> <li>• Develop shared performance review process</li> <li>• Consult with UNISON and staff</li> <li>• Training and implementation</li> </ul>	Staff and managers proactively accessing performance and learning opportunities leading to higher employee motivation and engagement and hence better customer care and improvements to services.

## Service Plan Summary

List of Key Actions/ Projects	Key Milestones/ Underlying Actions	What will be the key outcomes and benefits seen by residents
Develop an approach to Organisational Development in conjunctions with Management Team/Heads of Service	<ul style="list-style-type: none"> <li>To be agreed.</li> </ul>	This will contribute to the delivery of good quality services, ensure resilience of those services and deliver the required savings.
Joining up HR function across both authorities	<ul style="list-style-type: none"> <li>VFM assessment of service</li> <li>Design of shared service</li> <li>Design shared working practices</li> </ul>	Improved VFM, and improved HR service and practices
Support implementation of shared services	<ul style="list-style-type: none"> <li>Phased implementation of shared services as per project plan</li> <li>Continue to engage staff in best way possible and to review process to look for improvements</li> <li>Continue to ensure fair and robust selection process for new shared services and to look for all opportunities to minimise redundancies.</li> </ul>	Successful implementation of shared services will lead to improved service delivery. Fair, equitable and consistent implementation process reduces risk of unfair dismissal claims. By minimising redundancies and looking for all opportunities to redeploy staff costs are reduced.
Improve levels of staff satisfaction and improve engagement with staff	<ul style="list-style-type: none"> <li>Staff survey</li> <li>Continue to consult with UNISON and staff on new changes and where applicable</li> <li>Look to continually improve implementation process for shared services</li> </ul>	HR services better meeting needs of staff and improved levels of satisfaction with delivery of HR service and in turn good quality services to residents
Implement new employment legislation	<ul style="list-style-type: none"> <li>Auto-enrolment</li> <li>New LGPS</li> <li>Collective redundancies</li> <li>Protected Conversations</li> <li>Flexible working</li> <li>Shared parental leave</li> <li>TUPE reform</li> <li>Tribunal fees</li> <li>Safeguarding</li> </ul>	The Council will be compliant with legislation therefore reducing the risk of related legal action.

### Section 6 - Performance indicators

PI Code	Short Name	2012/13 Value	2012/13 Target	Last update	Current value	Annual Target 2013/14	Future Targets		
							2014/15	2015/16	2016/17
CEx BV1	Working Days Lost Due to	5.66	8	Feb-14	8.19	7.8	7.8	7.6	7.4

## Service Plan Summary

PI Code	Short Name	2012/13 Value	2012/13 Target	Last update	Current value	Annual Target 2013/14	Future Targets		
							2014/15	2015/16	2016/17
2	Sickness Absence (By period Quarterly)								
CEx BV1 6a	Percentage of Employees with a Disability (Annual)	5.46%	3.00%	2012/13	5.46%	3.00%	5.75%	6.00%	6.25%
CEx BV1 7a	Ethnic Minority representation in the workforce - employees (Annual) (Census District 8.51%)	5.90%	3.60%	2012/13	5.90%	3.80%	6.5%	7.5%	8.5%

### Section 7 - Risks

Ref	Strategic Risks	Relevance / Mitigation
2	<u>Transformation and Management of Change</u> No acceptance of change to ways of working and service delivery by officers and members prevents achievement of council aims	<ul style="list-style-type: none"> <li>Senior members and managers show commitment to change.</li> <li>Case for changes clearly made and communicated.</li> <li>Build on success, in order to establish confidence to change.</li> <li>Prioritise programme of change, and ensure it is adequately resourced.</li> </ul>
4	<u>Workforce Issues</u> High turnover, low morale, lack of succession planning, skills gaps etc. affect services. Reduced staffing capacity to manage transformation.	<ul style="list-style-type: none"> <li>Workforce planning</li> <li>Good staff communications processes</li> <li>Training and development strategies in place, resourced and monitored.</li> </ul>

Ref	Key Service Risks	Relevance / Mitigation
CSB HR01	Failure to provide trusted, robust, accurate HR advice	<ol style="list-style-type: none"> <li>Procured advice from Croners and South East Employers. Second opinion is available from SEE. Keep up to date with current legislation via Croners, CIPD, ACAS;</li> <li>Ensure the right policies and procedures are in place and are communicated to staff and managers;</li> </ol>

## Service Plan Summary

Ref	Key Service Risks	Relevance / Mitigation
		<p>3. Ensure people managers are properly trained / coached to handle staff matters;</p> <p>4. Simple guidelines for the handling of confidential sensitive issues/documents within the unit to be documented and used to remind staff;</p> <p>5. Robust people management policies and procedures in place with training for managers; Robust monitoring and checking process put into place to identify staff requiring vetting and barring checks and in keeping these up to date.</p>
CSB HR02	Failure to recruit and retain right people in right posts	<p>1. Monitor staff turnover rates and encourage an increase in cross training to provide staff cover;</p> <p>2. Monitor pay and benefit rates and keep pay policy under review;</p> <p>3. Ensure robust selection processes and techniques are in place;</p> <p>4. Report to Management Team/Personnel Committee on recruitment and retention of staff;</p> <p>5. Efficient recruitment procedure with appropriate benefits to attract the right staff;</p> <p>6. Ensure all systems are accessible and promote sharing of information and skills required to carry out tasks to provide back-up for key personnel; Develop people planning needs with Management team to analyse 'key' staff.</p>
CSB HR03	Failure to develop staff to maximise their effectiveness (including management and leadership skills).	<p>1. Comprehensive competency based Performance Review Framework in place;</p> <p>2. Encourage two-way communication with staff e.g. meetings, appraisals, JSCG, Grievance Procedure;</p> <p>3. Encourage the monitoring of performance and provision of feedback, including through the appraisals process;</p> <p>4. Manage underperformers when needed, through the disciplinary procedure;</p> <p>5. Introduce more focused and objective competency based assessment;</p> <p>6. Ensure both Councils continue to retain IIP recognition; Establish talent management programme.</p>
CSB HR04	Inappropriate breach of policies and practices	<p>1. Fair and reasonable policies and benefits in place which are consistently applied;</p> <p>2. Monitor senior managers' performance in maintaining sickness records and managing absence/flexi time abuse;</p> <p>3. Implement robust Management Control techniques and monitoring procedures to identify any abuse of benefits; Take action on any abuse of benefits through the disciplinary procedure;</p>
CSB	Failure to implement	<p>1. Close consultation with workforce representatives;</p> <p>2. Ensure an adequate time line for sufficient</p>

## Service Plan Summary

Ref	Key Service Risks	Relevance / Mitigation
HR05	harmonised joint Terms and Conditions for shared services (including job evaluation and pay strategy)	consultation; 3. Robust and frequent communications in place to explain the 'why', 'what' and 'how' to staff; 4. Monitor process and identify impacts of any delays, including costs, resources and income; 5. Should risk become more likely to occur, plan contingency actions to minimise the impact of any delays of industrial action; 6. Ensure all staff are fully informed about the changes; 7. Listen to staff during consultations, negotiate changes and manage expectations via openness and honesty around what needs to be achieved Where possible, promote balance across both workforces in relation to gains and losses so that they appear fair.

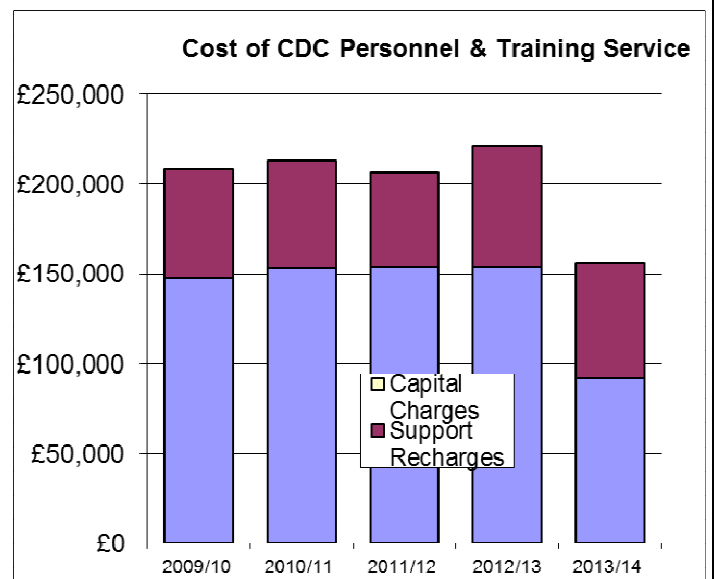
### Section 8 - Costs and cost comparison information

#### Cost information

Chiltern's costs have decreased due to the reduction this year in the Head of HR post at CDC and the sharing of the Principal Personnel Officer Post with South Bucks.

Year	Direct Budget £	Recharge Budget £	Capital Charges £	Total Cost £
2009/10	147,670	60,340	0	208,010
2010/11	153,470	59,410	0	212,880
2011/12	154,020	52,630	0	206,650
2012/13	153,820	67,190	0	221,010
2013/14	92,010	64,300	0	156,310

Cost Centre P080





**CHILTERN DISTRICT COUNCIL  
CABINET – 6 MAY 2014**

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*Background Papers, if any, are specified at the end of the Report*

**Performance Indicator Review for 2014-15**

*Contact Officer: Aisha Bi (01494 586505), Rachel Prance (01494 732903)*

**RECOMMENDATIONS**

**To confirm approval of the Priority Indicator set (see Appendix A) and future performance targets for the next three years.**

**To confirm approval of Corporate Performance Indicators (Appendix B) and future performance targets for the next three years**

**Relationship to Council Objectives**

*Performance Management helps to ensure that realistic performance targets are set through the service planning process. This helps to ensure that the services provided by the Council are effective and good value for money. This report links to all of the Council's objectives listed below*

*Objective 1 - Efficient and effective customer focused services*

*Objective 2 - Safe, healthy and cohesive communities*

*Objective 3 - Conserve the environment and promote sustainability*

**Implications**

*(i) This matter is not a Key Decision within the Forward Plan.*

*(ii) This matter is within the Policy and Budgetary Framework.*

**Financial Implications**

*None identified*

**Risk Implications**

*There is a risk that failure to select, monitor and measure the correct performance measures could lead to a degradation in quality of services and value for money.*

**Equalities Implications**

*None identified*

**Sustainability Implications**

*None identified*

**Report**

1. This report provides information on the corporate and priority PIs and targets for 2014-15.

**Background**

2. In line with the Council's performance management framework, all services review their performance indicators annually through the service planning process. The Council aims to set targets against each indicator for the next three years and publish these along with the actual performance in the Annual Report, published in June of each year.
3. Priority indicators will be published monthly through the Budget Monitoring Pack to Management Team and Informal Cabinet. A more detailed quarterly performance report, including corporate performance indicators also goes to Management Team, Performance and Resources Overview Committee and Cabinet.
4. This year, a more extensive review has been undertaken by Heads of Service, particularly where shared services will be in place at the start of the performance year – Building Control, Community Safety, Housing and Licensing. This has taken into account the following:
  - Assessing if each indicator is the correct means of capturing/measuring performance.
  - Comparing across both Councils to see if too much or too little information is being collected.
  - Looking at targets and assessing if one shared PI can be moved to or if each District would need the same PI with separate targets in the short term until such time as the targets can be aligned.

**Priority Performance Indicators for Monthly Monitoring Report**

5. The following performance indicators are the Council's priority indicators which go to Management Team and Informal Cabinet each month in the monthly monitoring report pack.



Code	Priority Indicator Short Name	Comment
CHI_RES BV9	Percentage of Council Tax collected	
CHI_RES BV10	Percentage of Non-domestic Rates Collected	
CHI_CEx BV12	Working days lost due to sickness absence	
CHI_RES BV78a	Speed of processing - new HB/CTB claims	
CHI_RES BV78b	Speed of processing - changes of circumstances for HB/CTB claims	
CHI_OPI183a	Length of stay in temporary accommodation (B&B) (reported Bi-monthly)	Replaced by JtHS3a Average Length of stay in B & B temporary accommodation for (i) all households and (ii) households with/expecting children. This is to provide better performance reporting and for more accurate data.
CHI_SER 30	Average length of stay in bed and breakfast accommodation (weeks) (By period quarterly)	Replaced by JtHS1a - Number of applicants with/expecting children who have been in B & B accommodation for longer than 6 weeks (Snapshot figure at end of month). This is to bring it in line with statutory requirements, and to focus on where we would be in danger of exceeding these.
CHI_OPIPE29	Average length of stay in hostel accommodation (weeks)	This PI will no longer be monitored as none of the temporary accommodation in Chiltern meets the definition of being a hostel.
CHI_SER BFD	Percentage reduction in burglaries from dwellings [from 2011/12 baseline 317]	
CHI_SER NI 157a	Processing of planning applications: Major applications (Cumulative)	
CHI_SER NI 157b	Processing of planning applications: Minor applications	
CHI_SER NI 157c	Processing of planning applications: Other applications (Cumulative)	
CHI_SER NI 195a	Street cleanliness indicator – Levels of litter	
CHI_SER NI 195b	Street cleanliness indicator - Levels of Detritus	
CHI_SER NI 195c	Street cleanliness indicator - Levels of Graffiti	
CHI_SER NI 195d	Street cleanliness indicator - Levels of Fly-posting	

**Performance Indicators - Corporate Indicators**

6. As well as the priority indicators, Corporate indicators (outside of the priority indicator set), are reported on a quarterly basis. Departments have set targets for the next 3 years where possible. Information on amendments suggested for these indicators and targets for the next three years is attached in Appendix B.
7. Please note waste targets have not been set yet. This is because the Joint Waste service will be reviewed by the Joint Waste Collection Committee, once full data for the new service is known at the end of 2013/14. After reviewing the service the Committee will set future targets before the end of Q1.
8. Thames Valley Police will not be having targets for the coming years; therefore crime related PIs will become data only PIs as they will not have set targets.

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**Background Papers:** (None)

- Appendix A: Proposed changes to Priority Indicators and Targets
- Appendix B – Proposed changes to Corporate Indicators and Targets

**Appendix A: Proposed changes to Priority Indicators and Targets**

PI Code	Short Name	2012/13 Value	2012/13 Target	Last update	Current value	Annual Target 2013/14	Future Targets			Keep or delete	Comment	Service	Portfolio
							2014/15	2015/16	2016/17				
RES BV10	Percentage of Non-domestic Rates Collected (Cumulative Quarterly)	97.50%	99.00%	Mar-13	98.22%	98.00%	98.00%	98.00%	98.00%	Keep		CS - Revs & Bens	Waste & Customer Services
RES BV78a	Speed of processing - new HB/CTB claims (By period quarterly)	14.6	20	Mar-13	16.82	18	18	18	18	Keep		CS - Revs & Bens	Waste & Customer Services
RES BV78b	Speed of processing - changes of circumstances for HB/CTB claims (By period Quarterly)	3.4	5	Mar-13	4.26	5	5	5	5	Keep		CS - Revs & Bens	Waste & Customer Services
RES BV9	% of Council Tax collected (Cumulative Quarterly)	99.30%	99.00%	Mar-13	99.27%	99.00%	99.00%	99.00%	99.00%	Keep		CS - Revs & Bens	Waste & Customer Services
SER NI 192	Percentage of household waste sent for reuse, recycling and composting (quarterly By period)	46.10%	48.00%	Q3 2013/14	59.20%	58.00%	t.b.a	t.b.a	t.b.a	Keep	This PI was off target for 2012/13. Jan - Mar, kitchen and garden tonnages were lower due to the weather which had an impact on the annual figures.	Envir - Waste	Waste & Customer Services
SER NI 195a	Improved street and environmental cleanliness - Litter (quarterly )	1%	5%	Q3 2013/14	0%	4%	t.b.a	t.b.a	t.b.a	Keep		Envir - Waste	Waste & Customer Services
SER NI 195b	Improved street and environmental cleanliness - Detritus	9%	10%	Q3 2013/14	1%	16%	t.b.a	t.b.a	t.b.a	Keep		Envir - Waste	Waste & Customer Services

PI Code	Short Name	2012/13 Value	2012/13 Target	Last update	Current value	Annual Target 2013/14	Future Targets			Keep or delete	Comment	Service	Portfolio
							2014/15	2015/16	2016/17				
SER NI 195c	Improved street and environmental cleanliness - Graffiti (quarterly)	0%	0%	Q3 2013/14	0%	0%	t.b.a	t.b.a	t.b.a	Keep		Envir - Waste	Waste & Customer Services
SER NI 195d	Improved street and environmental cleanliness - Fly-posting (quarterly)	0%	0%	Q3 2013/14	0%	0%	t.b.a	t.b.a	t.b.a	Keep		Envir - Waste	Waste & Customer Services
SER VIO	Percentage reduction in violent offences against a person [from 2011/12 baseline 672] (quarterly)	-0.9	5	Feb-13	18	2	NOT SET	NOT SET	NOT SET	Keep	As TVP no longer set targets this will become a data only PI	H & H - Community Safety	Health & Housing
PE29	Average length of stay in hostel accommodation (weeks) (By period Quarterly)	0	-	Feb-13	0	-	-	-	t.b.a	Delete	CDC currently do not have any temporary accommodation that meets the definition of hostel.	H & H - Housing	Health & Housing
SER 30	Average length of stay in bed and breakfast accommodation (weeks) (By period quarterly)	2.5	4	Mar-13	4	5	5	5	t.b.a	Delete	Replace with JtHS1a to focus on monitoring stays that exceed statutory requirements	H & H - Housing	Health & Housing
JtHS1a	Number of applicants with/expecting children who have been in B & B accommodation for longer than 6 weeks (Snapshot figure at end of month)	New	New	New	New	New	0	0	0	New	Monthly. Replaces SER30	H & H - Housing	Health & Housing

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PI Code	Short Name	2012/13 Value	2012/13 Target	Last update	Current value	Annual Target 2013/14	Future Targets			Keep or delete	Comment	Service	Portfolio
							2014/15	2015/16	2016/17				
SER BV213	Preventing Homelessness - number of cases of homelessness prevented (cumulative for year)	144	110	Q3 2013/14	15	110	110	110	110	Keep	Amended from actual number per quarter to cumulative number over the year.	H & H - Housing	Health & Housing
SER NI 156	Number of households living in temporary accommodation (Snapshot at the end of the quarter)	24	22	Q3 2013/14	18	22	22	22	t.b.a	Keep		H & H - Housing	Health & Housing
CEX BV12	Working Days Lost Due to Sickness Absence (By period Quarterly)	5.66	8	Mar-13	0.83	7.8	8	8	7.8	Keep		HR	Leader
Page 149 SER NI 157 a	Processing of planning applications: Major applications (within 13 weeks, or 16 weeks for EIA) (Cumulative, monthly)	62.50%	70.00%	Feb-13	100.00%	60.00%	70.00%	70.00%	70.00%	Keep		Sust Dev – Develop Management	Sustainable Development
SER NI 157b	Processing of planning applications: Minor applications (Cumulative, monthly)	69.80%	70.00%	Feb-13	65.00%	70.00%	70.00%	70.00%	70.00%	Keep		Sust Dev – Develop Management	Sustainable Development
SER NI 157c	Processing of planning applications: Other applications (Cumulative, monthly)	90.50%	90.00%	Feb-13	85.30%	90.00%	91.00%	92.00%	93.00%	Keep		Sust Dev – Develop Management	Sustainable Development

## Appendix B – Proposed changes to Corporate Indicators and Targets

PI Code	Short Name	2012/13 Value	2012/13 Target	Last update	Current value	Annual Target 2013/14	Future Targets			Keep or delete	Comment	Service	Portfolio
							2014/15	2015/16	2016/17				
RES 10	Availability of ICT systems to staff from 8am to 6pm (By period quarterly)	99.90%	99%	Q3 2013/14	99.60%	99%	99%	99%	t.b.a			Business Support	Support Services
RES 9	Percentage of calls to ICT helpdesk resolved within agreed timescales (By period quarterly)	91.50%	95%	Q3 2013/14	84.50%	95%	95%	95%	t.b.a.		This PI was off target for 2012/13. Project work taking up staff time away from resolving service desk calls.	Business Support	Support Services
OPIPE Page 150	The percentage of community grant applications considered within 12 weeks of the closing date (annual)	86%	95%	2012/13	86%	86%	86%	86%	86%	Keep	This PI was off target for 2012/13. Six of the 43 applications were deferred to Cabinet for further consideration taking them past the 12 week timescale.	Community	
OPIPE 43	Total attendance at all sports zone activities (By period Quarterly)	4,552	Target not Set	Q3 2013/14	1,196	DATA ONLY	DATA ONLY	DATA ONLY	DATA ONLY	Keep	No target set as Data Only PI	Community	
SER 45	Total number of users at all leisure centres (By period quarterly)	876,129	830,000	Q3 2013/14	211,407	830,000	840,000	850,000	855,000	Keep		Community	
RES BV76d	Housing Benefits Security number of prosecutions & sanctions (Annual)	31	30	2012/13	31	30	30	30	30	Keep		CS – Revs & Bens	Waste & Customer Services

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PI Code	Short Name	2012/13 Value	2012/13 Target	Last update	Current value	Annual Target 2013/14	Future Targets			Keep or delete	Comment	Service	Portfolio
							2014/15	2015/16	2016/17				
RES BV79b (i)	Percentage of Recoverable Overpayments Recovered (HB) that are recovered during period (Annual)	54.41%	80.00%	2012/13	54.41%	80.00%	60.00%	60.00%	60.00%	Keep	Target not achieved due to large amount of high value fraudulent overpayments that have been raised this year due to successful investigations.	CS - Revs & Bens	Waste & Customer Services
SER BV82a (i)	% of Household Waste Recycled (By period quarterly)	28.08%	30.00%	Q3 2013/14	35.04%	33.00%	t.b.a.	t.b.a.	t.b.a.	Keep	The reduction in papers being circulated has led to a fall in paper recycling. This has affected the annual figures.	Envir - Waste	Waste & Customer Services
SER BV82a (ii)	Tonnes of Household Waste Recycled (By period quarterly)	8910.75	9500	Q3 2013/14	3046	10500	t.b.a.	t.b.a.	t.b.a.	Keep		Envir - Waste	Waste & Customer Services
SER BV82b (i)	% of Household Waste Composted (By period quarterly)	17.36%	17.00%	Q3 2013/14	24.19%	25.00%	t.b.a	t.b.a	t.b.a	Keep		Envir - Waste	Waste & Customer Services
SER BV82b (ii)	Tonnes of household waste composted (By period quarterly)	5509.81	6000	Q3 2013/14	2046	6000	t.b.a.	t.b.a.	t.b.a.	Keep		Envir - Waste	Waste & Customer Services
SER BV84a	Household waste collected per head, in kilos (By period quarterly)	342.4	370	Q3 2013/14	91	350	t.b.a	t.b.a	t.b.a	Keep		Envir - Waste	Waste & Customer Services

PI Code	Short Name	2012/13 Value	2012/13 Target	Last update	Current value	Annual Target 2013/14	Future Targets			Keep or delete	Comment	Service	Portfolio
							2014/15	2015/16	2016/17				
SER JWS 10	Percentage of fly-tippings removed within 2 working days	New	New	Q3 2013/14	57.30%	90%	t.b.a	t.b.a	t.b.a	Keep		Envir - Waste	Waste & Customer Services
SER JWS 11	Joint Waste Service Customer Service call abandonments Rate	New	New	Q3 2013/14	32.50%	10%	t.b.a	t.b.a	t.b.a	Keep		Envir - Waste	Waste & Customer Services
SER JWS 12	Joint Waste Service Customer Service Calls answered within in 20 seconds	New	New	Q3 2013/14	23.50%	60%	t.b.a	t.b.a	t.b.a	Keep		Envir - Waste	Waste & Customer Services
SER JWS 8	Number of waste and recycling collections missed	New	New	Q3 2013/14	9491	20,000	t.b.a	t.b.a	t.b.a	Keep	20,000 missed bin collections equates to 0.12% of all annual collections across Chiltern and Wycombe.	Envir - Waste	Waste & Customer Services
SER NI 1	Residual household waste kg per household (Annual)	442.52	480	2012/13	442.52	460	t.b.a	t.b.a	t.b.a	Keep		Envir - Waste	Waste & Customer Services
RES F1	Percentage of small businesses paid within 10 days (By period quarterly)	83.3	90	Q4 2012/13	82.6	90	90	90	90	Keep or delete		Finance	Support Services
SER BFD	Percentage reduction in burglaries from dwellings [from 2011/12 baseline 317] [quarterly]	6.3	5	Q3 2013/14	-49.2	2	NOT SET	NOT SET	NOT SET	Keep	As TVP no longer set targets for this PI it will become a data only PI	H & H - Community Safety	Health & Housing
SER 10	Percentage of food premises that are broadly compliant (quarterly)	92	94	Q3 2013/14	90	90	92	92	92	Replace	Now Jt EH2 (C)	H & H - Envir Health	Health & Housing

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PI Code	Short Name	2012/13 Value	2012/13 Target	Last update	Current value	Annual Target 2013/14	Future Targets			Keep or delete	Comment	Service	Portfolio
							2014/15	2015/16	2016/17				
OPI 183a	Length of stay in temporary accommodation (B&B) (By period quarterly)	4.8	-	Q3 2013/14	3	-	-	-	t.b.a	Delete	Replace with JtHS3a to show breakdown of (i) all families and (ii) those with/ expecting children	H & H - Housing	Health & Housing
OPI214 (HIPE1 b)	Housing Advice Service - % of repeat homelessness within 2 years (By period quarterly)	0.00%	-	Q3 2013/14	0.00%	-	-	-	t.b.a	Delete	This has continually been a nil return and is no longer collected in the Government P1E return.	H & H - Housing	Health & Housing
SER 006	Reduce fuel households receiving heating/ insulation improvements through the Green Deal	19	150	Q3 2013/14	0	0	50	50	50	Keep	HS1 for SBDC. Will be JtHS6	H & H - Housing	Health & Housing
SER 007	Number of clients directly accessing the private rented sector through local authority partnership schemes (By period quarterly)	45	45	Q3 2013/14	5	45	45	45	45	Keep	Record Rent Deposit Guarantee Scheme placements and any other private rent schemes where DC has made placement. HS8 for SBDC, will be JtHS7a.	H & H - Housing	Health & Housing
SER 24	Number of newly built affordable homes completed (gross) (Cumulative quarterly)	102	33	Q3 2013/14	0	33	33	33	t.b.a	Delete	Replace with JtHS2a to clearly record (i) new builds and (ii) other vacancies created by Council action	H & H - Housing	Health & Housing
SER 62	The number of properties with rent deposit guarantee scheme (snapshot quarterly)	167	120	Q3 2013/14	154	120	100	100	100	Keep		H & H - Housing	Health & Housing

PI Code	Short Name	2012/13 Value	2012/13 Target	Last update	Current value	Annual Target 2013/14	Future Targets			Keep or delete	Comment	Service	Portfolio
							2014/15	2015/16	2016/17				
SER BV64	No of private sector vacant dwellings that are returned into occupation or demolished (Annual)	77	90	2012/13	77	90	90	90	t.b.a	Delete	Replace with JtHS4a - The current indicator is still based on the old national indicator definition. The revised indicator will give a better picture of the number of long term empty homes returned to use following Council intervention.	H & H - Housing	Health & Housing
SER NI 154	Number of affordable homes delivered (gross) (By period quarterly)	402	25	Q3 2013/14	33	25	33	33	t.b.a	Delete	Replace with JtHS2a to clearly record (i) new builds and (ii) other vacancies created by Council action	H & H - Housing	Health & Housing
JtHS2a	Number of affordable homes delivered by (i) new build and (ii) vacancies generated by local authority scheme	New	New	New	New	New	33	33	33	New	Quarterly. Replaces SER NI 155 and SER 24.	H & H - Housing	Health & Housing
JtHS3a	Average Length of stay in B & B temporary accommodation for (i) all households and (ii) households with/expecting children	New	New	New	New	New	5	5	5	New	Replaces OPI 183a	H & H - Housing	Health & Housing
JtHS4a	Number of private sector dwellings vacant for more than 6 months and returned to occupation following local authority intervention	New	New	New	New	New	40	40	40	New	Annual. Replaces SER BV64.	H & H - Housing	Health & Housing

PI Code	Short Name	2012/13 Value	2012/13 Target	Last update	Current value	Annual Target 2013/14	Future Targets			Keep or delete	Comment	Service	Portfolio
							2014/15	2015/16	2016/17				
OPIPE 10	Percentage of taxi license applications processed within 28 days of receipt (By period Quarterly)	100%	Not Set	Q3 2012/13	-	t.b.a	t.b.a	t.b.a	t.b.a	delete	Delete as superceded by Jt LI8 and Jt LI9	H & H - Licensing	Health & Housing
RES 18	Following a hearing before the Licensing Sub Committee, to draft the Final Decision and publish within five working days (By period Quarterly)	0%	100%	Q3 2013/14	100%	100%	100%	100%	t.b.a.	Delete	Always reported as 100% so other measures are more appropriate.	H & H - Licensing	Health & Housing
CEX BV16a	percentage of employees with a disability (Annual)	5.46%	3.00%	2012/13	5.46%	3.00%	3.00%	3.00%	3.00%	Keep		HR	Leader
CEX BV17a	Ethnic Minority representation in the workforce - employees (Annual)	5.90%	3.60%	2012/13	5.90%	3.80%	3.80%	3.80%	3.00%	Keep		HR	Leader
CEX 8	The percentage response to the annual canvass (Annual)	96.11%	94%	2012/13	96.11%	94%	94%	94%	94%	Keep		Legal - Dem Services	Support Service
CEX 10	Number of unique visitors to the main website (monthly by period, quarterly and annual)	309642	DATA ONLY	Mar-13	34155	DATA ONLY	DATA ONLY	DATA ONLY	DATA ONLY	Keep	No set targets for this PI as it is a Data only	P, P & C - Comms	Leader
RES 13a	Percentage of standard searches carried out within five working days (By period Quarterly)	95%	100%	Q3 2013/14	91%	100%	100%	100%	100%	Keep	The land charges PIs were off target for 2012/13. Due to serious staff shortages at BCC following their reorganisation and establishment of the Place Service.	Legal - Land Charges	Support Service

PI Code	Short Name	2012/13 Value	2012/13 Target	Last update	Current value	Annual Target 2013/14	Future Targets			Keep or delete	Comment	Service	Portfolio
							2014/15	2015/16	2016/17				
RES 13b	Percentage of standard searches carried out within three working days (By period Quarterly)	84%	90%	Q3 2013/14	59%	90%	90%	90%	100%	Keep	The land charges PIs were off target for 2012/13. Due to serious staff shortages at BCC following their reorganisation and establishment of the Place Service. BCC responses to relevant questions have been delayed, with a knock on effect on CDC's performance.	Legal - Land Charges	Support Service
BC1a - FPC Page 156	% of full plans applications checked within 10 working days.	85.02%	80%	Q3 2013/14	78.49%	80%	98%	98%	98%	Keep	Will move to one joint PI for joint CDC/SBDC Building Control team.	Sust Dev - Building Control	Sust Dev
SER BV204	Planning appeals allowed (Cumulative monthly)	33.00%	35.00%	Q3 2013/14	16.70%	35.00%	35.00%	34.00%	33.00%	Keep		Sust Dev - Development Management	Sust Dev
SER 188	The percentage of decisions delegated to officers as a percentage of all decisions (cumulative quarterly)	94%	90%	Q3 2013/14	94.90%	90%	90%	90%	90%	Keep		Sust Dev - Development Management	Sust Dev

PI Code	Short Name	2012/13 Value	2012/13 Target	Last update	Current value	Annual Target 2013/14	Future Targets			Keep or delete	Comment	Service	Portfolio
							2014/15	2015/16	2016/17				
RES 11	Percentage of enforcement notices issued within six weeks of the date of the Planning Committee at which action was authorised or within three weeks of the receipt of full instructions from the Planning Department, whichever is later (By period Quarterly)	100%	100%	Q3 2013/14	100%	100%	100%	100%	100%	Keep		Joint Sust Dev - Development Management and Legal	Sust Dev and Support Service
RES 17	To prepare, make and serve Tree Preservation Orders within five working days of receipt of written or electronic instructions (By period quarterly)	100%	100%	Q3 2013/14	100%	100%	100%	100%	100%	Keep		Legal	Support Service
SER NI 159	Supply of ready to develop housing sites (Annual)	138.00%	100.00%	2012/13	138.00%	100%	90%	90%	90%	Keep	The figure for this indicator is derived from the 2012 Housing Land Supply Trajectory. The dwelling requirement for the 5-year period from April 2012 to March 2017 is derived from Core Strategy Policy CS2 and the number of dwellings already provided since 2006. From this the 5-year dwelling requirement is 690,	Sust Dev - Planning Policy	Sust Dev  Item 18

PI Code	Short Name	2012/13 Value	2012/13 Target	Last update	Current value	Annual Target 2013/14	Future Targets			Keep or delete	Comment	Service	Portfolio
							2014/15	2015/16	2016/17				
											at an annual average of 138. The 2012 Trajectory anticipates that 937 dwellings will be delivered in the period, which represents 138% of target.		
SER SD5	Av no days to process and pass planning applications to case officer	New	New	New	New	New	5	5	5	New	New for CDC to align with SBDC	Sust Dev - Development Management	Sust Dev
SER NI 1	Net additional homes provided (Annual)	309	133	2012/13	309	133	120	120	120	Keep		Sust Dev - Planning Policy	Sust Dev
Jt EH1 (C)	Percentage of food premises inspected when they were due (Cumulative Quarterly)	100%	98%	Q3 2013/14	20.15%	98%	98%	98%	98%	Keep	(formerly OPIPE5) New for SBDC, joint reporting	H & H - Envir Health	Health & Housing
Jt EH2 (C)	Percentage of food premises (Risk Rating A to C) that are broadly compliant (quarterly)	New	New	New	New	New	89	89	89	Keep	New for SBDC, replaces SER10 for CDC, joint reporting	H & H - Envir Health	Health & Housing
Jt LI1 (C)	% Hackney Carriage/private hire drivers licences received and renewed within 7 days (by month)	94%	98%	Feb-13	50%	98%	98%	98%	t.b.a	keep and extend to CDC	New for CDC, joint reporting	H & H - Licensing	Health & Housing

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PI Code	Short Name	2012/13 Value	2012/13 Target	Last update	Current value	Annual Target 2013/14	Future Targets			Keep or delete	Comment	Service	Portfolio
							2014/15	2015/16	2016/17				
Jt LI2 (C)	% Hackney Carriage/private hire vehicle licences received and renewed within 7 days (by month)	100%	98%	Feb-13	80%	98%	98%	98%	t.b.a	keep and extend to CDC	New for CDC, joint reporting	H & H - Licensing	Health & Housing
Jt LI3 (C)	% of customers satisfied with the service received (Licensing) - (Annual Indicator)	100%	89%	2012/13	100%	89%	89%	89%	t.b.a	keep and extend to CDC	New for CDC, joint reporting	H & H - Licensing	Health & Housing
Jt LI4 (C)	Percentage of all licensing applications which are completed online (quarterly)	92%	100%	Q3 2013/14	95%	96%	97%	t.b.a	t.b.a	keep and extend to SBDC	(formerly CDC SER1) New for SBDC, joint reporting	H & H - Licensing	Health & Housing
Jt LI5 (C)	% Licenses received and issued/renewed within statutory or policy deadlines	New	New	New	New	New	95	97	97	new	New for both authorities	H & H - Licensing	Health & Housing
Jt BC2 (C)	% of full plans applications checked within 15 working days.	New	New	New	New	New	99%	99%	99%	Keep	Formerly SBDC only, now a joint PI.	Sust Dev - Building Control	Sust Dev
Jt BC3	Average time taken to check building control applications	6.47	9	Q3 2013/14	SBDC 5.18; CDC 4.89	CDC 7	8	7	6	Keep	Formerly CDC SER 39, now a joint PI.	Sust Dev - Building Control	Sust Dev
Jt BC5 (C)	% of customers satisfied with the service.	SBDC 96.12%	SBDC 94%	SBDC August 2013	SBDC 98.4%	SBDC 94%	94%	95%	95%	Keep	Formerly for SBDC only, now a joint PI. Target has been adjusted to allow for shared service to bed in	Sust Dev - Building Control	Sust Dev

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**CHILTERN DISTRICT COUNCIL  
SOUTH BUCKS DISTRICT COUNCIL**

**MINUTES of the Meeting of the  
CHILTERN AND SOUTH BUCKS JOINT COMMITTEE  
held on 4 FEBRUARY 2014**

**PRESENT:**

Councillor	A Busby	South Bucks District Council	- Chairman
Councillors:	Mrs A Cranmer	South Bucks District Council	
	Mrs I A Darby	Chiltern District Council	
	P J Hudson	Chiltern District Council	
	P E C Martin	Chiltern District Council	
	N Naylor	South Bucks District Council	
	R Reed	South Bucks District Council	
	N M Rose	Chiltern District Council	
	D Smith	South Bucks District Council	
	M R Smith	Chiltern District Council	
	M Stannard	Chiltern District Council	
	Mrs J Woolveridge	South Bucks District Council	

**25 MINUTES**

The minutes of the meeting of the Joint Committee held on 9 December 2013 were agreed by the Committee and signed by the Chairman.

**26 SERVICE REVIEWS 2014/15**

The Joint Committee received a report explaining the intention to carry out the following five service reviews during 2014/15:

- Planning Services
- Environmental Health
- Waste Client
- Customer Services, including Revenues and Benefit; and
- ICT

The report went on to explain how each of the the reviews would be undertaken and the timetable for reporting back to members.

**RESOLVED -**

**That the report be noted.**

**27 PLANNING & ENFORCEMENT SERVICE REVIEW**

The Joint Committee received a report setting out a proposed approach in undertaking the service review of the Planning Service. Whilst the basic approach to service reviews would be followed, adjustments would be made

to reflect the complexity of this particular service and the report went on to explain the Structure of the Review, the Timescale and the Resources required.

During the discussion members emphasised the point made in the report that the Planning Service has a very high profile with members and residents. Given the complexity and sensitivity of the issues there was a need to proceed cautiously and the Committee agreed that the approach being proposed should be treated as an initial one to recognise that members from both Councils will require time not only to prepare for, but also to become fully engaged in, the review process. The Joint Committee endorsed the proposal for a scoping paper to be prepared indicating, amongst other things, the structure of the review and mechanisms for testing out issues with Councillors in each of the Councils.

To allow for this paper to be prepared the Committee felt that the start date should be put back to June and in recognising that the period for the review would need to be extended into the Summer of 2015 agreed that the timescale should be amended to provide for an interim report to be submitted to a meeting in early 2015. The Committee noted that a revised timetable would be included in the scoping paper.

With regard to resourcing, the review the Committee agreed that the costs indicated should come from the existing allocation subject to a review as part of the scoping paper.

## **RESOLVED**

- 1. That the approach set out in the report for the Planning Service Review be agreed as an initial approach pending consideration of the scoping paper and that the timescale be adjusted to allow for a later start and for an interim report to be submitted to a meeting in early 2015.**
- 2. That each Council nominates five members to form the Working Group for the review.**
- 3. That funding of up to £40k to support the review be agreed to be met from the existing allocation.**

## **28 PROGRAMME REPORT**

The Joint Committee received the latest programme report detailing the progress on milestones and future activities, the latest budget position including cumulative savings, joint projects outside of service reviews and risks for the programme.

## **RESOLVED -**

**That the report be noted.**

**29 SHARED IT HIGHLIGHT REPORT**

The Joint Committee received the latest IT highlight report detailing progress, including tasks completed, on the following shared projects during the period 2 December 2013 – 24 January 2014:

- Idox Uniform and DMS
- WEB
- Telephony

**RESOLVED –**

**That the report be noted.**

**30 DATES OF FUTURE MEETINGS**

The Joint Committee, after noting the dates of meetings already scheduled, agreed the following additional meetings all with a 5.00 pm start:

- Thursday 16 October 2014 (CDC)
- Tuesday 9 December 2014 (SBDC)
- Wednesday 4 February 2015 (CDC)
- Wednesday 25 March 2015 (SBDC)

**31 EXCLUSION OF THE PUBLIC****RESOLVED –**

**That under section 100 (A) (4) of the Local Government Act 1972 (as amended) the public be excluded from the meeting for the following item(s) of business on the grounds that they involved the likely disclosure of exempt information as defined in Part 1 of Schedule 12A of the Act.**

*Note: the relevant paragraph number and description is indicated under the Minute heading*

**32 FINANCE SHARED SERVICE BUSINESS CASE**

*Paragraph 3 - Information relating to the financial or business affairs of any particular person (including the authority holding that information).*

As part of the Chiltern and South Bucks District Councils' programme of shared service reviews a shared service review had been carried out in respect of Finance Services and the Joint Committee received a report setting out the results of this review including the business case the conclusion of which was that a joint service had been proven and should be established.

Following consideration of the report the Joint Committee welcomed the proposals and accordingly

#### **RECOMMENDED**

1. That the case for a joint finance service is proven, and that both Councils should proceed to establish a joint service.
2. That the respective Councils agree that staff in the respective finance services can be shared to work across the two local authority areas.

#### **AND RESOLVED -**

**That If the decision taken in respect of Recommendation 1 is to proceed to establish a joint finance service, then**

3. The joint service to be implemented should be as described in Section 6 of the report.
4. The cost sharing arrangements set out in the financial benefits section (Section 6) of the report be agreed.
5. The high level implementation plan (Appendix 3) be agreed as the basis for reviewing progress in line with delegations and responsibilities decided for the implementation phase of the service review.
6. The potential full year savings of £62,000 (8%) are taken account of in the Authorities' respective financial plan.

### **33 PARKING SHARED SERVICE REVIEW BUSINESS CASE**

*Paragraph 3 - Information relating to the financial or business affairs of any particular person (including the authority holding that information).*

As part of the Chiltern and South Bucks District Councils' programme of shared service reviews a shared service review had been carried out in respect of Parking Services and the Joint Committee received a report setting out the results of this review including the business case the conclusion of which was that a joint service had been proven and should be established.

Following consideration of the report the Joint Committee welcomed the proposals and accordingly

**RECOMMENDED**

1. That the case for a joint parking service is proven, and that both Councils should proceed to establish a joint service.
2. That the respective Councils agree that staff in the respective parking services can be shared to work across the two local authority areas.

**AND RESOLVED -**

**That If the decision taken in respect of Recommendation 1 is to proceed to establish a joint parking service, then**

3. The joint service to be implemented should be as described in Sections 5 and 6 of the report.
4. The cost sharing arrangements set out in the financial benefits section (Section 7) of the report be agreed.
5. The high level implementation plan (section 9) be agreed as the basis for reviewing progress in line with delegations and responsibilities decided for the implementation phase of the service review.
6. The potential full year savings of £65,761 (6.2%) are taken account of in the Authorities' respective financial plans, split 67.5% CDC and 32.5% SBDC.
7. The proposed timetable for implementation as detailed in the report be agreed.

### **34 COMMUNITY SERVICES MANAGEMENT RESTRUCTURE AND SHARED SERVICE REVIEW**

*Paragraph 3 - Information relating to the financial or business affairs of any particular person (including the authority holding that information).*

The Joint Committee considered a report setting out proposals to reconfigure the management structure in the light of the recent changes made in the Community Team and to carry out a Shared Service review of the Community Service.

After noting the staffing implications, the next steps and the annual savings that would accrue after a payback of 4 months the Joint Committee supported the proposals and accordingly

**RESOLVED -**

- 1. That the proposed management restructure as set out in the report be agreed as a basis for consultation with staff.**
- 2. That the proposed approach to the Community Service Shared Service review be agreed.**
- 3. That each authority nominate two members to support the review.**

**The meeting ended at 6.05 pm**



**MINUTES of the Meeting of the  
CHILTERN & WYCOMBE JOINT WASTE COLLECTION COMMITTEE  
held on 13 FEBRUARY 2014  
at WYCOMBE DISTRICT COUNCIL**

**PRESENT:**

Councillor P E C Martin (Chiltern District Council) - Chairman  
 " Mrs J Teesdale (Wycombe District Council) - Vice Chairman  
 " C J Wertheim (Chiltern District Council)

Officers: K Eastman (CDC & WDC Senior Waste Officer), C Hughes (WDC), C Marchant (CDC & SBDC), B Smith (CDC & SBDC), I Westgate (WDC) and R Fincham (Chiltern District Council & South Bucks District Council)

**APOLOGIES FOR ABSENCE** were received from Councillor C Harriss (Wycombe District Council)

**39 MINUTES**

The Minutes of the meeting held on 19 December 2013 were agreed as a correct record, subject to the word 'WDC' being replaced with 'SBDC' in reference to Bob Smith in the list of attendees.

**40 DECLARATIONS OF INTEREST**

There were no declarations of interest.

**41 BUDGET MONITORING REPORT**

The report summarised the estimated outturn position for the joint waste service for 2013/14. There was expected to be an overspend on contract costs of approximately £75,000. Income from recycling credits was forecast to be over budget, but income from bulky waste collection was likely to be under budget. The overall position for the joint waste service was forecast to be under budget by approximately £85,000.

The Committee discussed the high cost of 'travel and subsistence' and were advised that Officers were travelling throughout the two districts but mileage could be saved if they were issued with tablets, so that they wouldn't have to keep returning to the office.

The cost of subscriptions was also queried but it was advised that the team were a member of the Local Authority Recycling Advisory Committee which provided training, acted as a lobby group and gave access to forums and conferences.

**RESOLVED –**

**That the Joint Waste 2013/14 Budget Monitoring position be noted.**

**42 EXCLUSION OF THE PUBLIC:**

**RESOLVED –**

**That under section 100 (A) (4) of the Local Government Act 1972 (as amended) the public be excluded from the meeting for the following item(s) of business on the grounds that they involved the likely disclosure of exempt information as defined in Part 1 of Schedule 12A of the Act.**

*Note: the relevant paragraph number and description is indicated under the Minute heading.*

**43 PROGRAMME REPORT & RISK REGISTER**

*Paragraph 3 – Information relating to the financial or business affairs of any particular person (including the authority holding that information)*

Members considered a report providing an update on the joint waste collection programme and during which the following key points were made:

**Health & Safety**

There had been one incident involving slippery steps. The team are working on 'near miss' reporting to help prevent future accidents. There have been additional dangers during the recent hurricane force winds.

**Contract Update**

Serco had submitted a draft change control notice which was to be discussed by Officers at a meeting to be held on Monday 17 February 2014. Discussions were continuing regarding a vehicle workshop. It was reported that Wycombe District estates department had charged Serco for use of part of a car park during the roll out.

**Facilities**

At London Road Depot, work was well underway but had resulted in operational issues for Serco plus a reduction in storage available.

With regard to Clay Lane, Members at Wycombe District Council had indicated that they wanted the existing tenant to remain. The Committee were assured that no promise had been made to Serco regarding the availability of this facility. An alternative location had been found in Halifax Road and Wycombe Planning Department had been advising Serco on the likelihood of



planning permission being granted. It was agreed that it was in everyone's interest to resolve this issue.

### **Bio Waste Infrastructure**

Bucks Waste Strategic Partnership was meeting on Friday 14 February 2014. There were no further updates at this stage. Councillor Martin requested further visits to waste and recycling facilities as the previous visit had been very useful.

### **IAA**

The Inter Authority Agreement (IAA) remained a red risk. A meeting had been arranged for 28 March to be attended by all relevant Officers to resolve any outstanding issues and sign off the IAA. Better communication between County and the Districts was requested.

### **Flooding**

Waste teams had been working in Marlow with emergency teams to respond to the recent flooding. Street cleaning had been suspended so that teams could fill and deliver sand bags to affected areas. This was hard physical work being done by Serco staff through the night in some cases. Teams had done an excellent job and it was requested that this be recognised. One complaint was received by a resident whose refuse had not been collected during flooding but catch up would be arranged as soon as vehicles could get access. Team work had been very good.

Councillors asked for their thanks to be relayed to Officers and Serco.

### **Communications**

It was requested that calendars be uploaded onto the website as soon as possible. It was advised that there were 10 different calendars which made it complicated to put in place. An estimate of when this could be done would be provided at the next meeting.

### **Phase 2 New Service in WDC**

Reported missed collections were in steady decline, and had started to return to the previous steady state and would be expected to improve further. Wycombe missed collections are between 250 and 280 and Chiltern 180 to 190. Collect and Return missed containers were also showing a steady decline. It was noted that whilst telephone calls had declined, emails had remained fairly high as residents prefer to communicate by email. Twitter had also been active, particularly the Wycombe account which is more established.

### **Phase 3 – Communal Collection Areas**

The Waste Roll Out Officers were visiting each location to assess the existing refuse arrangements, storage and containers in preparation for phase three. This phase had been expected to be completed before the end of the first contract year but was now unlikely to be in place before the summer. The Waste Roll Out Officers were on temporary contracts due to expire in May. It was therefore requested that these contracts be extended by 3 months. The Committee considered that it was not sensible to reduce staffing levels at this sensitive stage in the contract. It also considered the costs were likely to be accommodated within budgets, from additional recycling income and therefore

it was agreed to extend the contracts of the Roll Out Officers for an additional 3 months.

### **Christmas 2013**

A wash up meeting had been held, involving waste services, customer services, communications and Serco. The notes from the meeting would be used to develop best practice for 2014. Overall it had gone well but they decided to begin communicating with residents earlier next year. The arrangements for Green Waste suspension would also be better communicated. A copy of the notes was requested for the Committee.

### **Risk Register**

The key current programme risks were unchanged.

### **RESOLVED –**

**That the report be noted.**

**That the contracts for the Waste Roll Out Officers be extended by 3 months.**

## **44 REVIEW OF POLICY ON BLUE RECYCLING BAGS (WYCOMBE)**

Requests had been received from households in the Wycombe District that had been issued with blue recycling bags, for additional bags. It was discussed whether or not there should be a charge for additional bags as the cost would be £2.50 each. In view of the costs involved and the small number of requests, it was agreed that no additional bags should be given out but that they should be available to purchase from the Council Offices and other community locations.

### **RESOLVED –**

**That no additional free blue recycling bags be provided (Wycombe area) but would be available for residents to purchase.**

## **45 INFORMATION ITEM: PENSION LIABILITY**

Members received an information item on the Joint Waste Pension Cost Partition Agreement between Chiltern District Council and Wycombe District Council.

### **RESOLVED –**

**That the report be noted.**

**46 FUTURE MEETINGS**

Thursday 10 April 2014, 10.30 am (CDC)

Thursday 26 June 2014, 10.30 am (WDC)

**The meeting ended at 12.41 pm**



**CHILTERN DISTRICT COUNCIL  
SOUTH BUCKS DISTRICT COUNCIL**

**MINUTES of the Meeting of the  
CHILTERN AND SOUTH BUCKS JOINT COMMITTEE  
held on 2 APRIL 2014**

**PRESENT:**

Councillor	N M Rose	Chiltern District Council	- Chairman
Councillors:	A Busby	South Bucks District Council	
	Mrs A Cranmer	South Bucks District Council	
	Mrs I A Darby	Chiltern District Council	
	G K Harris	Chiltern District Council	
	P E C Martin	Chiltern District Council	
	N Naylor	South Bucks District Council	
	R Reed	South Bucks District Council	
	D Smith	South Bucks District Council	
	M Stannard	Chiltern District Council	
	Mrs J Woolveridge	South Bucks District Council	

**APOLOGIES FOR ABSENCE** were received from Councillor M R Smith (Chiltern District Council).

**35 MINUTES**

The minutes of the meeting of the Joint Committee held on 4 February 2014 were agreed by the Committee and signed by the Chairman as a correct record.

**36 DECLARATIONS OF INTEREST**

There were no declarations of interest.

**37 PROGRAMME REPORT**

The Joint Committee received the latest programme report detailing the progress on milestones and future activities, the latest budget position including cumulative savings, joint projects outside of service reviews and risks for the programme.

It was noted that service reviews for six service areas had now been completed and signed off. Shared services for Building Control, Licensing, Housing and Community Safety had also been implemented. At the next meeting, the Joint Committee would receive reports on the reviews of Planning Policy, Property and Facilities, and Community and Leisure.

There was a discussion regarding the reference in the report to the completion of the harmonisation of terms and conditions of employment. Members were disappointed that this had not been concluded by 1 April. It was noted that the report had been written prior to the meeting of the Joint Appointments and

Implementation Committee (JAIC) when it had been reported that Management had submitted an improved offer to UNISON, and were now seeking to reach agreement on this improved offer. The Chief Executive had also been given delegated authority, in consultation with the Joint Chairmen of the JAIC, to enter into the detail of formal negotiations with UNISON and move forward to implementation. The Committee felt strongly that an agreement needed to be reached as a matter of urgency. In response to a question, the Chief Executive confirmed that it was their intention to conclude implementation by 1 May, as had been confirmed at the meeting of the JAIC held on 24 March.

**RESOLVED –**

**That the report be noted.**

### **38 INFORMATION ITEM: ICT HIGHLIGHT REPORT**

The Joint Committee received the latest shared IT highlight report detailing progress, including tasks completed, on the following shared projects during the period 27 January 2014 – 21 March 2014:

- Idox Uniform and DMS
- WEB
- Telephony / United Communications

**RESOLVED –**

**That the report be noted.**

### **39 INFORMATION ITEM: PEER REVIEW/CHALLENGE**

The Committee received a report providing a summary of the Local Government Association Corporate Peer Challenge Process which would take place across Chiltern and South Bucks Councils later in the year. This would provide an opportunity to pause and reflect on the partnership between both Councils on what had been achieved so far and consider the future. The report set out the dates of the peer challenge, team make-up and roles, onsite activity and feedback.

**RESOLVED –**

**That the report and the dates set aside for the Local Government Association Corporate Peer Challenge be noted.**

**40 EXCLUSION OF THE PUBLIC****RESOLVED –**

**That under section 100 (A) (4) of the Local Government Act 1972 (as amended) the public be excluded from the meeting for the following item(s) of business on the grounds that they involved the likely disclosure of exempt information as defined in Part 1 of Schedule 12A of the Act.**

*Note: the relevant paragraph number and description is indicated under the Minute heading*

**41 LEGAL SHARED SERVICE REVIEW**

*Paragraph 3 - Information relating to the financial or business affairs of any particular person (including the authority holding that information).*

The Joint Committee received a report setting out the results of a shared service review of legal services. The report detailed the business case and the conclusion of which was that the rational for a joint service had been proven and should be established. The proposed joint service would deliver greater resilience, improved service quality, and increase capacity, in addition to reducing costs.

In response to a question it was confirmed that administrative processes such as Tree Preservation Orders and Freedom of Information (FOI) requests were already dealt with by internal clients at South Bucks, rather than by the legal team, and that this arrangement would be implemented at Chiltern.

It was noted that the flexible legal service could reduce costs for internal clients by taking on work currently provided by external legal resources. The associated internal costs would however need to be funded from each project. There would also be an opportunity to take on work from external clients which provided an opportunity to generate additional income, although this was difficult to quantify at this stage.

Following a discussion regarding the proposed cost sharing arrangements it was agreed that a review would be carried out after the 15 month initial period of the shared legal services, using information from the case management system. The Joint Committee then

**RECOMMENDED –**

- 1. That the case for a joint legal service is proven, and that both Councils should proceed to establish a joint legal service.**
- 2. That staff in the respective legal services can be shared to work across the two local authority areas.**

**AND RESOLVED –**

**That if the decision taken in respect of Recommendation 1 is to proceed to establish a joint legal service, then**

- 3. That the joint legal service to be implemented should be as described in Sections 4 and 5 of the report which proposes co-location of the service at Capswood.**
- 4. That the cost sharing arrangements set out in the financial benefits section 6 of the report be agreed and that after the initial period the percentage cost split will be reviewed having regard to actual legal costs incurred by the respective Councils as recorded in the proposed new case management and time-recording system, and that this would be the basis for cost sharing going forward.**
- 5. That the high level implementation plan (appendix 5) be agreed as the basis for reviewing progress in line with delegations and responsibilities decided for the implementation phase of the service review.**
- 6. That it be noted that the proposed shared service generates potential full year savings in 2015/16 of £5,146 (1.2%) rising to £26,889 (6.1%) by 2017/18 and that these are taken into account in the Authorities' respective financial plans.**
- 7. That the purchase of an electronic case management and time-recording system for the shared legal service be agreed, and that the Director of Resources be authorised, in consultation with the respective Cabinet portfolio-holders for Legal Services, to accept the most economically advantageous quotation.**

**The meeting ended at 6.25 pm**



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