

# CHILTERN DISTRICT COUNCIL

King George V House, King George V Road, Amersham,  
Buckinghamshire, HP6 5AW

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## Cabinet

**Tuesday, 24th March, 2015 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 - 14*)  
To sign the Minutes of the meeting held on 10 February 2015.
- 3 Apologies for Absence
- 4 Declarations of Interest
- 5 28-Day Notice Forward Plan (*Pages 15 - 16*)  
*Appendix 1 (Pages 17 - 20)*  
*Appendix 2 (Pages 21 - 24)*
- 6 Current Issues
- 7 Review of Earmarked Reserves (*Pages 25 - 28*)
- 8 Performance Indicator Review 2015-16 (*Pages 29 - 30*)  
*Appendix A (Pages 31 - 34)*  
*Appendix B (Pages 35 - 56)*

- 9 Quarterly Performance Indicator Report (Q3 2014-2015): (Pages 57 - 60)  
*Appendix A (Pages 61 - 64)*  
*Appendix B (Pages 65 - 78)*
- 10 Chalfont St Peter Neighbourhood Plan (Pages 79 - 82)
- 11 Home Energy Conservation Act Progress Report (Pages 83 - 88)  
*Appendix (Pages 89 - 108)*
- 12 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 2015 (Pages 109 - 114)*  
*Appendix 2 - Joint Waste Committee for Buckinghamshire - 15 January 2015 (Pages 115 - 120)*  
*Appendix 3 - Chilterns Crematorium Joint Committee - 16 February 2015 (Pages 121 - 126)*
- 13 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.
- 14 Cabinet Reports from Policy Advisory Groups:
- 14.1 Communities, Health & Housing Notes - 26 February 2015 (Pages 127 - 130)
  - 14.2 Customer Services Notes - 18 March 2015 (Verbal Report)
  - 14.3 Support Services Notes - 4 March 2015 (To Follow)
  - 14.4 Sustainable Development Notes - 3 March 2015 (To Follow)
- 15 Serco Proposed Organisational Change (Pages 131 - 140)  
*Paragraph 3 – Information relating to the financial or business affairs of any particular person (including the authority holding that information)*  
  
*Paragraph 5 – Information in respect of which a claim to legal professional privilege could be maintained in legal proceedings*
- 16 Sycamore Road Car Park (Pages 141 - 144)  
*Paragraph 3 – Information relating to the financial or business affairs of any particular person (including the authority holding that information)*

*Appendix A (Pages 145 - 146)*

*Appendix B (Pages 147 - 150)*

**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: Mrs I A Darby (Leader)  
M Stannard (Deputy Leader)  
G K Harris  
P J Hudson  
P E C Martin  
F S Wilson

**Date of next meeting – Tuesday, 23 June 2015**

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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.



**CHILTERN DISTRICT COUNCIL**

**MINUTES** of the Meeting of the  
**CABINET**  
held on **10 FEBRUARY 2015**

**PRESENT:** Councillor Mrs I A Darby - Leader  
                  "          M Stannard - Deputy Leader

Councillors: M Stannard  
                  G K Harris  
                  P J Hudson  
                  P E C Martin  
                  F S Wilson

**NO APOLOGIES FOR ABSENCE.**

**ALSO IN ATTENDANCE:** Councillors N Brown and P Jones.

**67 MINUTES**

The Minutes of the Cabinet meeting held on 16 December 2014, copies of which had been previously circulated, were approved and signed by Councillor Mrs I A Darby, Cabinet Leader, as a correct record.

**68 DECLARATIONS OF INTEREST**

Cllr N Brown declared a personal interest in Minute No.78 – Non Domestic Rates Discretionary Rate Relief Policy, due his voluntary support of a local Youth Club.

**69 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 23 February 2015.

**RESOLVED –**

**That the Draft 28-Day Notice / Forward Plan, to be published on 23 February 2015, be noted.**

**70 CURRENT ISSUES**

**(i) Councillor Hudson – Dial a Ride**

Councillor Hudson reported that Chiltern Dial a Ride was now expanding to take on responsibility for Wycombe Dial a Ride from 1 April 2015. The expansion was a success story and the work done by Chiltern Dial a Ride for developing the service was acknowledged.

(ii) Councillor Harris - Consultation on District Local Plan

Councillor Harris reported that the Council had commenced its initial consultation on the emerging Local Plan for the area. The Consultation period was open until 6 March 2015 and people were encouraged to submit comments and views on the Plan. Relevant officers and elected members were to attend local groups and Parish Councils to deliver presentations and provide information on the Local Plan.

**71 BUDGET 2015/16**

The Cabinet considered a report containing options for the proposed revenue budget for 2015/16 which were based on two options of a potential increase of either 1.9% or 0% in Council Tax. The report also outlined the financial context and base budget position; Investment Income and Grants; budget requirement and Council Tax issues; Medium Term Financial Strategy Update. The report included the advice of the Director of Resources on the robustness of the budget process and the financial risks. The report advised on the importance of the budget being considered on a multi year approach rather than just the coming year only, in order to seek to secure the future financial position of the Council. The Cabinet was asked to recommend the level of Council Tax to Full Council on 25 February 2015.

The Portfolio Holder for Support Services reported that the budget planning process had been lengthy and detailed and had incorporated the views of the Support Services Policy Advisory Group and the Resources Overview Committee which both supported the proposal of a 1.9% increase to Council Tax in 2015/16.

**RESOLVED:**

- (i) That the advice of the Director of Resources be noted;**
- (ii) That the report be made available to all Members of the Council in advance of the Council Tax setting meeting on 25th February, and a final report be produced for the Council meeting incorporating the information from preceptors, and the final decisions of the Cabinet on the budget.**

**RECOMMENDED TO COUNCIL:**

**Revenue Budget 2015/16**

- (iii) That a 1.9% increase in Council Tax be approved and the Revenue Budget 2015/16 be agreed based on the following table:**

<b>Revenue Budget 2015/16</b>	<b>1.9% increase £'000</b>
<b>Leader</b>	<b>619</b>
<b>Healthy Communities</b>	<b>1,604</b>
<b>Sustainable Development</b>	<b>1,387</b>
<b>Waste &amp; Property Services</b>	<b>1,260</b>
<b>Customer Services</b>	<b>979</b>
<b>Support Services</b>	<b>3,425</b>
<b>Trading Undertakings</b>	<b>-115</b>
<b>Salary Reallocation</b>	<b>-58</b>
<b>Net Cost of Services</b>	<b>9,101</b>
<b>Payment to Parishes</b>	<b>80</b>
<b>Investment Income</b>	<b>-110</b>
<b>Notional Interest on Refuse Vehicles</b>	<b>70</b>
<b>Use of Earmarked Reserves</b>	
- LDD	<b>-306</b>
- District Elections May 2015	<b>-76</b>
- Contribution to fund replacement refuse vehicles	<b>394</b>
- Contribution to fund capital programme	<b>1,306</b>
<b>Budget Requirement</b>	<b>10,460</b>

- (iv) That the above use of earmarked reserves for 2015/16 be agreed;
- (v) That the following additions to earmarked reserves for 2015/16 be agreed:
- Capital – Funding replacement refuse vehicles, £394k
  - Capital – Funding of future capital programme, £1,306k.

## 72 CAPITAL PROGRAMME

As part of the Council's budget process, Cabinet were required to review the Capital Programme in order to assess as part of the overall financial strategy of the Authority, what the scale and composition of the programme should be. When considering the Capital Programme in 2014 the Cabinet identified the issue of the financing of the programme in the medium term, i.e. 2016/17 and beyond.

The Director of Resources raised a key point that without additional resources being put into capital during 2015/16 existing reserves would be used up by 2017/18 and new issues may arise that will add demands to programme.

The Portfolio Holder for Support Services advised that the replacement provision for refuse vehicles was separate from this budget. The decision was taken as part of the

revenue budget to provide additional funding for the Capital Programme secured its affordability in the medium term, but it would need to be reviewed during 2015 to identify any new and emerging demands.

**RESOLVED:**

- (i) That the proposed Capital Programme for 2015/16 be agreed; and**
- (ii) That the Capital Programme for 2016/17 and subsequent years be subject of review and update during 2015.**

**73 TREASURY MANAGEMENT STRATEGY 2015/16**

The Council adopted the CIPFA code of practice on Treasury Management in 2002, which included the creation of a Treasury Management Strategy which set out the policies and objectives of the Council's treasury management activities for the year ahead. Attached to the report was the Treasury Management Strategy for 2015/16 (Appendix 1), which had a number of appendices. The appendices cover the policies that will be followed plus the technical determinations the Council was required to undertake in respect of Prudential Indicators and the Minimum Revenue Provision.

**RECOMMENDED TO COUNCIL:**

**That the Treasury Management Strategy for 2015/16 be approved.**

**74 SUSTAINABLE CONSTRUCTION AND RENEWABLE ENERGY SUPPLEMENTARY PLANNING GUIDANCE**

Cabinet considered the Sustainable Construction and Renewable Energy SPD which was to assist those submitting planning applications in understanding the techniques and building practices available to improve the sustainability performance of buildings, both new and existing, through their design and subsequent use and to encourage renewable energy schemes in the District in order for development proposals to meet Core Strategy policy requirements. It therefore supplements Policy CS4 (Ensuring Development is Sustainable) and CS5 (Encouraging Renewable Energy) of the Core Strategy for Chiltern District. It is prepared in accordance with the Council approved Local Development Scheme (LDS).

The draft Sustainable Construction and Renewable Energy Supplementary Planning Document contained a number of references to the Delivery Development Plan Document and specific emerging policies within it, which had now been removed following the withdrawal of the Plan.

Consideration was given to the proposed additional recommendation of the Services Overview Committee that the flow chart and supporting text on Pages 40 – 43 of the main document be amended where it refers to “carbon dioxide” to read “energy” instead so as to accord more closely with the wording of Policy CS5 of the Core Strategy.



**RESOLVED:**

- (i) That the recommended responses to the representations received during the public consultation on the Sustainable Construction and Renewable Energy Supplementary Planning Document (as set out in Appendix 1), be agreed; and
- (ii) That Cabinet delegate authority to the Head of Sustainable Development in consultation with the Cabinet Member for Sustainable Development to make minor additional changes to the SPD if required.

**RECOMMENDED TO COUNCIL:**

- (iii) That the Sustainable Construction and Renewable Energy Supplementary Planning Document, as amended, so that the flow chart and supporting text on Pages 40 – 43 of the main document, as presented to the Services Overview Committee on 3 February 2015, be amended where it refers to “carbon dioxide” to read “energy” to accord more closely with the wording of Policy CS5 of the Core Strategy, be adopted

**75 SERVICE PLAN SUMMARIES**

Consideration was given to the report which referred to a summary of each of the service plans produced by service areas within the Council.

**RESOLVED:**

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

**76 AFFORDABLE HOUSING DELIVERY UPDATE**

Consideration was given to the report which updated Members on the delivery of additional affordable housing in Chiltern, summarised the latest position regarding the receipt and allocation of Affordable Housing Contributions (i.e. contributions paid via the planning process in lieu of on-site affordable housing), and made recommendations for further expenditure utilising allocations of Affordable Housing Contributions.

Members were also advised of recent discussions with Paradigm and other providers who were involved in discussions and keen to look at working up shared options to provide affordable housing with additional resources.

The Portfolio Holder for Sustainable Development supported the report which drew members' attention to potential changes to affordable housing contributions in the future. Progress was encouraging but members agreed that there was no room for complacency and the delivery of affordable housing in Chiltern was under constant review.

It was proposed that the Council should make further allocations from its Affordable Housing Contributions receipts to support a further programme of property acquisitions (£500,000) and to provide a fund to support Registered Providers to bring forward new affordable housing schemes. The proposal was based on lessons learnt from the first phase of Affordable Housing Contribution allocations and would support the immediate delivery of additional affordable housing to meet local needs via a purchase scheme and maximise the possibility of additional affordable housing opportunities being brought forward by Registered Providers.

Members were advised that without additional affordable housing, Chiltern District Council were likely to face increasing pressures on housing and homeless services. There is a need to maximise the availability of affordable housing in the district and restrictions on the Affordable Housing Contribution income will make this considerably more difficult to achieve.

Members agreed that there was a need for a strong message to policy makers to encourage affordable housing in areas, such as Chiltern.

**RESOLVED:**

- (i) That the content of the report be noted;**
- (ii) That £500,000 be allocated from Affordable Housing Contributions receipts to Paradigm Housing to support a programme of property acquisitions in Chiltern District whereby the acquired properties will be let as affordable housing via the Bucks Home Choice Scheme; and**
- (iii) That, subject to funds becoming available, £500,000 be allocated from Affordable Housing Contribution receipts to be made available to Registered Providers who bring forward schemes to deliver additional affordable housing in Chiltern to the authorisation of any scheme specific allocations being delegated to the Head of Service in consultation with the Portfolio Holder for Healthy Communities.**

**77 HACKNEY CARRIAGE AND PRIVATE HIRE LICENSING FEES**

At a meeting of the Licensing and Regulation Committee on 15 January 2015, the report attached as Appendix 1 had been considered and following this it was agreed that the required 28 day consultation would take place in relation to the proposed fees in the form of a Public Notice in a local newspaper and on the website as set out in the report.

The Constitution required that Cabinet be consulted as part of the Fee Setting process, and as part of the next annual review the price points of individual fees be appropriately rounded where necessary.

**RESOLVED:**

**That the Licensing and Regulation Committee be advised that the Cabinet supports the proposed fees for Taxi and Private Hire Licensing for 2015/16.**

**78 NON DOMESTIC RATES DISCRETIONARY RATES RELIEF POLICY**

Cabinet was provided with an introduction to the Non Domestic Rates Discretionary Rate Relief current scheme and the future options available to the Council.

It was noted that the Customer Service Policy Advisory Group had discussed the Policy in detail and formulated a protocol for applications for Discretionary Rate Relief to be adopted from 1<sup>st</sup> April 2015. This was set out in Appendix 1, to the report, and was submitted to Cabinet for approval prior to adoption.

Members' attention was drawn to the recommendation of the Policy Advisory Group, if an application for discretionary relief was received where the award on this account was less than £5000 but the organisation was already in receipt of other awards that would mean that £5000 limit would be exceeded overall, a Cabinet decision was required.

Members were advised that to change the award of rate relief a full financial year's notice to recipients was required and this had been undertaken so changes could be made to for the coming year, with effect from 1 April 2015.

**RESOLVED:**

- (i) That the Policy Guidelines and Advice in Appendix 1 be approved;**
- (ii) That discretionary relief application forms be issued with the annual business rate bills in March 2015;**
- (iii) That delegated authority to make awards of discretionary relief be in accordance with the following limits:
  - a. Up to £2,500 – Head of Customer Services;**
  - b. £2,500 - £5,000 –Head of Customer Services in consultation with the Portfolio Holder**
  - c. Over £5,000 – Cabinet; and****
- (iv) That future awards of discretionary relief should be for a maximum period of 3 years at which point they will be reviewed**

## 79 COUNCIL TAX SUPPORT SCHEME 2015/16

Cabinet considered the content of the report which outlined the Council Tax Support Scheme for 2015/2016 to be recommended to full Council. It was noted that there was no legal requirements to obtain the approval of members if no substantial changes were planned to the current scheme but it was considered good practice. It was noted that the Council Tax Support Policy Advisory Group had been involved in reviewing the scheme.

### RECOMMENDED TO COUNCIL:

- (i) **That the Council Tax Support Scheme for 2015/16 remained unchanged, other than the annual uprating of premiums and allowances as given in the Department for Work & Pensions up-rating circular issued on 17 December 2014, and any changes to the national pension age scheme that need to be reflected in the Council's Scheme; and**
- (ii) **That the discretionary hardship fund of £50,000 for 2015/16 be approved.**

## 80 MINUTES OF JOINT EXECUTIVE COMMITTEES

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

- Chiltern & Wycombe Joint Waste Collection Committee – 29 January 2015
- Chilterns Crematorium Joint Committee – 18 December 2014

Councillor N Rose entered the meeting during consideration of this item.

## 81 HS2 UPDATE

The Chief Executive presented to Cabinet a report for consideration, which provided members with an update on progress made as a result of on-going negotiations with HS2 Limited, summarised the Select Committee hearing process to date and key announcements made by the Government, gave an update of the financial implications of the work to date going forward and considered further action necessary should the Council wish to continue to pursue the matters outlined in its petition and present evidence to the House of Commons Select Committee.

At a meeting of Cabinet on 22 February 2014, members had received a detailed report which outlined the legal challenge, the petitioning process and the resource implications of issuing a petition against the Hybrid Bill for the HS2 proposed scheme, Phase 1. The Council had set up an HS2 Project Team to deal with the response to the Environmental Statement and engage in the parliamentary process. The Select Committee timetable had slipped and the result of which was that Chiltern's engagement with the Select Committee process would continue into 2015/16 and therefore the core project office, including internally seconded staff would need to be maintained.

The key priority for Chiltern District Council was to pursue the commissioned work with Peter Brett Associates on the green route but in August 2014 a new European Directive had proposed changes to safety rules in long railway tunnels and it became necessary to produce an updated feasibility study report as a consequence of these changes. Peter

Brett Associates were preparing an updated report in light of the changes introduced by the Directive and also in response to consultation with neighbouring authorities and local groups. Members were advised that for the Council's mitigation work to be successful it was important to retain the project team until October 2015.

The financial implications of the work, to date, were reported as follows:-

Year	Direct costs £	Internal costs £	Total £
2010/11	14,976	-	14,976
2011/12	39,791	-	39,791
2012/13	203,809	68,250	272,059
2013/14	101,240	57,240	158,480
Total	359,816	125,490	485,306

It was reported that at a future stage the Council may wish to consider becoming a qualifying authority which would provide more powers and would be the subject of a separate report to a future meeting of Cabinet.

Members were advised that the Select Committee had undertaken a site visit to Colne Valley on 15 January 2015, and also sites in Hillingdon. A second visit of Colne Valley had been requested but it was unlikely before the Elections in May 2015 or indeed at all. Hillingdon Council had written to Chiltern District Council recently to seek support for an additional tunnel which required further examination. The Chief Executive was to respond to Hillingdon in consultation with the Leader and Cllr Rose.

Members agreed that the transfer of reserves was unfortunate but unavoidable.

#### RESOLVED:

- (i) That the work done to date on the petition issued on behalf of the Council and on-going negotiations with HS2 Ltd about the Council's Issues and Asks be noted ;**
- (ii) That the consultation and negotiations with HS2 Ltd to ensure that the proposals remain in alignment with the Council's plans and vision for the area be approved;**
- (iii) That the additional work required from Peter Brett Associates, Ray Payne and Jerry Unsworth in relation to the extended tunnel report and evidence to the Select Committee, together with Southdowns Consultants and other associated costs, be approved;**
- (iv) That the approval by Management Team of an exemption to obtaining competitive tenders in relation to commissioning an updated feasibility study from Peter Brett Associates, in accordance with A6 paragraph 17 of the Council's Contract Procedure Rules on the grounds that no genuine competition could realistically be achieved, be noted;**

(v) That up to £120,240 be transferred from the General Reserve to the HS2 Reserve, for the next stages of the work relating to presentation of the petitions to the Select Committee with the resources identified in the report; and

(vi) That the Chief Executive be authorised to approve expenditure from this reserve after consultation with the Leader and Head of Legal and Democratic Services

## 82 EXCLUSION OF THE PUBLIC

<b>RESOLVED –</b>
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<p>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.</p>
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Paragraph 3 – Information relating to the financial or business affairs of any particular person (including the authority holding that information)

## 83 CABINET REPORTS FROM POLICY ADVISORY GROUPS:

Cabinet member presented and members considered the notes of the following Policy Advisory Group meeting:-

- Sustainable Development PAG – 28 January 2015

**The meeting ended at 5.52pm**

Classification: OFFICIAL

**CHILTERN DISTRICT COUNCIL  
CABINET – 24 MARCH 2015**

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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: 23 June (Appendix 1)**
- **Joint Waste Committee for Bucks: (17 June – Location TBC)**
- **Joint Committee: 20 July (no items currently)**
- **CDC & WDC Joint Waste Collection Committee: 11 June (no items currently)**
- **Chilterns Crematorium Joint Committee: (June - TBC)**

**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.
2. The Council is required to follow the exception procedure detailed in the Regulations:

Classification: OFFICIAL

Classification: OFFICIAL

- a. For Private Items and Key Decisions not given 28 clear days' notice – the relevant Overview Chairman / Chairman of the Council must be informed (**Appendix 2**)

*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 Mrs I A 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>Performance Indicator Review 2015-16:</b> This report introduces any changes to the performance indicators for 2015-16		Cabinet <b>24 March 2015</b>	No	Chief Executive
No	<b>Quarterly performance indicator report (Q3 2014-2015):</b> This report monitors performance against pre-agreed targets.	Services 10 Mar 2015  Resources 17 Mar 2015	Cabinet <b>24 March 2015</b>	No	Chief Executive

<b>Support Services - Deputy Leader (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
Yes	<b>Repairs &amp; Renewals Programme 2015/16 to 2018/19:</b> To consider and agree the proposed updates to the Repairs & renewals programme	Resources 17 June 15	Cabinet <b>23 June 15</b>	No	Director of Resources
No	<b>Sundry Debt Write Off:</b> To authorise write off of sundry debt		Cabinet <b>23 June 2015</b>	Yes (Paragraph 1)	Director of Resources

<b>Sustainable Development (Councillor G 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

<b>Environment (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
Yes	<b>Serco Proposed Organisational Change:</b> to consider a report on Serco's organisational change proposal	JWCC 20 March 15  Services 10 March 15	<b>Cabinet 24 March 2015</b>	Yes (Paragraph 3)	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	Services 16 June 2015	<b>Cabinet 23 June 2015</b>	No	Director of Services

DRAFT

<b>Community, Health &amp; Housing (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>Home Energy Conservation Act Progress Report:</b> Report seeking approval of the Progress Report under the Home Energy Conservation Act which is due to be published on 31 March 2015, setting out progress made since the last report in March 2013 and the actions to be taken over the next two years		Cabinet <b>24 March 2015</b>	No	Director of Services
Yes	<b>Prestwood Sports and Leisure:</b> Tender Acceptance Prestwood Sports and Leisure Car Park repairs		Cabinet <b>23 June 2015</b>	Yes (Paragraph 3)	Director of Services
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		Cabinet <b>23 June 2015</b>	No	Director of Services
Yes	<b>Proposed Investments/improvements GLL:</b> To receive a report on improvements proposed by GLL		Cabinet <b>23 June 2015</b>	Yes (Paragraph 3)	Director of Services

<b>Customer Services (Councillor F Wilson)</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



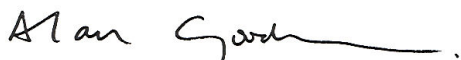
Classification: OFFICIAL

**Notice Issued under Regulation 10 of the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 of the intention to make a Key Decision**

Regulation 9 of the above Regulations requires 28 clear-days notice to be given of all Key Decisions taken on behalf of the local authority. Where that notice is impracticable, the decision can only be made where:

- the Chairman of the relevant Overview & Scrutiny Committee has been informed – or if there is no such person, each member of the relevant Overview & Scrutiny Committee – by notice in writing, of the matter about which the decision is to be made
- five clear days have elapsed following the issue of the notice
- the reasons why compliance with Regulation 9 was impracticable is detailed

Decision to be taken	Decision-Maker & Date	Reason Regulation 9 Not Complied With	Overview
<b>Review of Earmarked Reserve:</b> To review the earmarked reserves held by the Council, and consider whether to merge some reserves and / or reduce the level of some others.	Cabinet <b>24 March 2015</b>	Information was received following the publication of the 28 Day Notice.	Resources Overview Committee
<b>Chalfont St Peter Neighbourhood Plan - Making (adopting) the Plan:</b> To 'make' the plan part of the Development Plan for the Chalfont St Peter Parish area.	Cabinet <b>24 March 2015</b>	Information was received following the publication of the 28 Day Notice.	Services Overview Committee



Alan Goodrum  
Chief Executive, Chiltern and South Bucks District Councils

Notice Published: **16 March 2015**



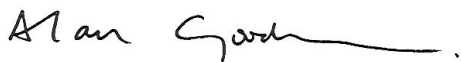
**Notice Issued under Regulation 5 of the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 of the intention to consider a report in private**

Regulation 5 of the above Regulations requires 28 clear-days notice of a decision-making body's intention to meet in private, including a statement of the reasons for the meeting to be held in private.

Where the date by which a meeting must be held makes compliance with this regulation impracticable, the meeting may only be held in private with the agreement of the Chairman of the relevant Overview & Scrutiny Committee that the meeting is urgent and cannot reasonably be deferred. Once agreement is reached a notice must be published setting out the reasons why the meeting is urgent and cannot reasonably be deferred.

Decision to be taken	Decision-Maker & Date	Reason Private	Reason Regulation 5 Not Complied With
<p><b>Sycamore Road Car Park:</b> To consider land transactions and the proposed construction of 20 additional car parking spaces.</p>	<p>Cabinet 24 March 2015</p>	<p>Paragraph 3 of Schedule 12A of the Local Government Act 1972: Financial or business affairs of any person or organisation</p>	<p>Consideration of this item is required as a matter of urgency in order to protect the Councils interests.</p>

Approval for these items to be considered in private by the Cabinet on 24 March 2015 was received from Councillor A Garnett (Chairman of the Resources Overview Committee) who agreed that these items were urgent and could not reasonably be deferred.



Alan Goodrum  
Chief Executive, Chiltern and South Bucks District Councils

Notice Published: **9 March 2015**





<b>SUBJECT:</b>	<b>REVIEW OF EARMARKED RESERVES</b>
<b>REPORT OF:</b>	<i>Cabinet Portfolio: Support Services (Deputy Leader) – Mike Stannard</i>
<b>RESPONSIBLE OFFICER</b>	<i>Director of Resources – Jim Burness</i>
<b>REPORT AUTHOR</b>	<i>Senior Accountant – Jacqueline Ing</i>
<b>WARD/S AFFECTED</b>	<i>All</i>

## 1. Purpose of Report

- 1.1 To review the earmarked reserves held by the Council, and consider whether to merge some reserves and / or reduce the level of some others.

### RECOMMENDATION

- 1.2 To reduce the amount of the following reserves to the following sums:
- Rent Deposit / Private Leasing & Homelessness Prevention Reserve    £100,000
  - Housing Benefit Reserve    £200,000
  - Community Safety Initiative Reserve    £ 50,000
- 1.3 To merge the following reserves:
- The Planning Reserve and the Local Development Framework Reserve
  - The Transformation Reserve and the Workforce Strategy Reserve.
- 1.4 To include in the budget process a review of the earmarked reserves.

## 2. Reasons for Recommendations

- 2.1 The Council has a number of earmarked reserves. These need to be kept under review taking into account the current financial issues facing the Council.

## 3. Review of Earmarked Reserves

- 3.1 Earmarked reserves are amounts set aside for specific policy purposes or for contingencies against specific financial risks. For each reserve established, the purpose, usage and the basis of transactions needs to be clearly defined.
- 3.2 The Council can decide to set aside money from the General Fund to use for specific purposes. The use of Earmarked Reserves is delegated to individual officers with approval from the appropriate Cabinet member.
- 3.3 The Council currently has 17 earmarked reserves; as at 31 March 2014, the balance on these reserves was £3,811k. As at 31 March 2015, these are estimated to total £3,924k.

3.4 A list of the current earmarked reserves, their estimated balance as at 31 March 2015 and the purpose for which they are held is detailed below:

Description	Estimated Balance 31/3/15 £k	Purpose
Business Rates Equalisation Reserve	250	To offset any in year loss in retained business rates to the District not covered by the business rates safety net arrangements.
Rent Deposit / Private Leasing and Homelessness prevention reserve	228	To provide funding to assist households in accessing affordable housing and reducing temporary accommodation and avoiding homelessness
Neighbourhood Planning Reserve	17	To hold Neighbourhood Planning Grant until expenditure incurred
Housing Benefits Reserve	508	DWP funding provided in previous years for implementation of welfare reform changes. To be used in future years for service transformation to improve capacity and resilience to cope with forthcoming change.
Election Fund	96	To meet the cost of local elections as and when required
Community Safety Initiatives Reserve	107	Funding secured in previous years to be used to support community safety projects.
Waste Initiatives Reserve	294	Reserve established to provide support for delivery of waste and recycling projects across the District
Planning Reserve	661	To meet the costs of major planning appeals and enforcement actions.
Local Development Framework Reserve	163	To meet costs of the Local Development Document process, including studies and surveys.
HS2 Reserve	78	To cover potential costs involved in challenging the HS2 proposal and seeking mitigation through legal and parliamentary processes.
Transformation Reserve	116	To enable the Council to progress organisational and service delivery change including joint working
Workforce Strategy Reserve	125	To help meet costs associated with organisational change
Economic Development Reserve	250	To support projects with local business and other partners to benefit the local economy
Car Parking	100	To fund parking capacity assessments when required

Description	Estimated Balance 31/3/15 £k	Purpose
Affordable Housing	425	To support the provision of affordable housing
Capital Projects Reserves	0	This reserve is held to provide further resources for capital expenditure.
Repairs & Renewals Fund	506	For the replacement of vehicles, plant, machinery and equipment as required and as a contingency for major repairs to buildings as part of the capital programme
<b>Total</b>	<b>3,924</b>	

#### Rent Deposit / Private Leasing and Homelessness Prevention Reserve

- 3.5 The balance on this reserve is estimated to be £228k at year end. Over the past 3 years the balance on this reserve has fluctuated by less than £30k per year. Given the lack of movement on this reserve, a reduction in the level of this reserve to £100k would still provide sufficient contingency for the purpose of this reserve. The remaining £128k would be released to the main General Fund balance.

#### Housing Benefits Reserve

- 3.6 The balance on this reserve is estimated to be £508k at year end. No expenditure is expected from this reserve in 2014/15, and only 8k was used from this reserve in 2013/14. A balance of £200k would be sufficient for the purpose of this reserve, with the remaining £308k released to the main General Fund balance.

#### Community Safety Initiatives Reserve

- 3.7 The Community Safety Initiatives Reserve closed with a balance of £107k at the end of 2013/14. It is not expected that this will have changed by the end of 2014/15. As there has been little movement on this reserve, reducing the balance of this reserve to £50k would be sufficient for the purpose of this reserve. This would release £57k to General Fund balances.

#### Planning Reserve / LDF Reserve

- 3.8 The Planning Reserve is held for the purpose of meeting the costs of planning appeals and enforcement actions. There is also a separate Local Development Framework Reserve to meet the costs of the LDF process.
- 3.9 Given that both these reserves relate to planning matters they could be merged. The combined balance on the new reserve would be £824k.
- 3.10 Furthermore expenditure on the Local Development Plan is expected to increase over the next few years, and the Authority needs to be prepared to meet these costs. Merging these reserves would provide additional flexibility to fund these future costs.

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Transformation Reserve and the Workforce Strategy Reserve

- 3.11 The Transformation Reserve and the Workforce Strategy Reserve are both held with the aim of meeting the costs of organisational change. The combined balance of these reserves is estimated to be £241k at year end. Given the similar nature and purpose of these reserves, it is recommended that these are combined to form one earmarked reserve.

**4. Corporate Implications**

- 4.1 If the changes suggested were made, this would result in a reduction the number of Earmarked Reserves. It would also result in £493k being released to the General Fund.

**5. Links to Council Policy Objectives**

- 5.1 This report links to the Council Objectives by optimising the effective use of Council resources.

<b>Background</b>	None
<b>Papers:</b>	

**CHILTERN DISTRICT COUNCIL  
Cabinet – 24 MARCH 2015**

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

**Performance Indicator Review for 2015-16**

*Contact Officer: Aisha Bi (01494 732119), 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 3 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 2015-16.

**Background**

2. The Council currently report 18 priority indicators each on a monthly basis, within the monthly budget pack. The quarterly performance report includes all corporate indicators (selected by MT and Cabinet), as well as the priority indicators. The Council currently report on a total of 94 performance indicators at the end of the year.
3. This year, a more extensive review has been undertaken by Heads of Service. Each service unit has been asked to identify 2 to 3 indicators which would be strong and meaningful measures of overall performance, avoiding duplication where they are regularly reported via PAG updates. An exception is Finance, as full reporting is included in the monthly budget packs for Council so no further PIs were deemed necessary.
4. Service areas will measure and monitor any remaining PIs which are useful for day to day management of the service, reporting through to PAGs/Committees where appropriate. If a departmental PI indicates potential problems, these will be highlighted to Management Team and where the impact is medium to high, to the portfolio holder.
5. If approved, there will be 13 priority PIs with an additional 32 corporate indicators. A total of 45 indicators will be reported via the quarterly performance reports.

**Background Papers:** (None)

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

**Appendix A (1- CDC) - Priority Performance Indicator Review 2015/16**

PI Code	Name	Latest Update	Current Value	Annual Target (YTD)	Annual Target 2015/16	Annual Target 2016/17	Annual Target 2017/18	Responsible Officer	Comment / Proposal
<b>Leader's Portfolio - Cllr. Darby, Isobel</b>									
CHI_CEx BV12 - change code to JtHR1b (C)	Working Days Lost Due to Sickness Absence	Dec-14	10.67	8	11	10	9	Judy Benson	Keep as Corporate, change code to JtHR1b (C) to align with SBDC. Target amended to reflect reality of current situation with long term sick absence.

PI Code	Name	Latest Update	Current Value	Target (current target)	Annual Target 2015/16	Annual Target 2016/17	Annual Target 2017/18	Responsible Officer	Comment / Proposal
<b>Environment Portfolio - Cllr Martin, Peter</b>									
CHI_SER NI 192 - JtWR1a (C)	Percentage of household waste sent for reuse, recycling and composting (quarterly By period)	Q3 2014/15	53.19%	56.00%	57%	58%	59%	Chris Marchant	Keep as a key measure for the service. Code changes to align with SBDC.
CHI_SER NI 195a	Improved street and environmental cleanliness - Litter (quarterly)	Q3 2014/15	5%	4%	Remove	Remove	Remove	Chris Marchant	This set of street cleanliness PIs will be deleted as they are not a good measure for Chiltern. These are based on the former national indicators. Comparison with other districts is no longer possible. A replacement street cleanliness indicator considered please see below.
CHI_SER NI 195b	Improved street and environmental cleanliness - Detritus (quarterly)	Q3 2014/15	4%	16%	Remove	Remove	Remove	Chris Marchant	
CHI_SER NI 195c	Improved street and environmental cleanliness - Graffiti (quarterly)	Q3 2014/15	0%	0%	Remove	Remove	Remove	Chris Marchant	

PI Code	Name	Latest Update	Current Value	Target (current target)	Annual Target 2015/16	Annual Target 2016/17	Annual Target 2017/18	Responsible Officer	Comment / Proposal
CHI_SER NI 195d	Improved street and environmental cleanliness - Fly-posting (quarterly)	Q3 2014/15	0%	0%	Remove	Remove	Remove	Chris Marchant	
NEW PI JtWR1a	Replacement street cleanliness PI - CDC&WDC	New PI	New PI	New PI	New PI	New PI	New PI	Chris Marchant	Delete: Wycombe does not measure this, so it would require additional resource and a new process implemented, for Chiltern alone. This will be picked up within the customer satisfaction survey.

PI Code	Name	Latest Update	Current Value	Target (current target)	Annual Target 2015/16	Annual Target 2016/17	Annual Target 2017/18	Responsible Officer	Comment / Proposal
<b>Customer Services Portfolio - Cllr Wilson, Fred</b>									
CHI_RES BV10 - JtCS4a (C)	Percentage of Non-domestic Rates Collected (Cumulative Monthly)	Dec-14	80.62%	73.50%	98.00%	98.00%	98.00%	Nicola Ellis	Keep as a Corporate PI. Code aligns with SBDC.
CHI_RES BV78a - JtCS1a (C)	Speed of processing - new HB/CTB claims (By period monthly)	Dec-14	16.63	18	18	18	18	Nicola Ellis	Keep as a Corporate PI. Code aligns with SBDC.
CHI_RES BV78b - JtCS2a (C)	Speed of processing - changes of circumstances for HB/CTB claims (By period Monthly)	Dec-14	4.61	5	5	5	5	Nicola Ellis	Keep as a Corporate PI. Code aligns with SBDC.
CHI_RES BV9 - JtCS3a (C)	% of Council Tax collected (Cumulative Monthly)	Dec-14	82.40%	99% (74.25%)	99.00%	99.00%	99.00%	Nicola Ellis	Keep as a Corporate PI. Code aligns with SBDC.



PI Code	Name	Latest Update	Current Value	Target (current target)	Annual Target 2015/16	Annual Target 2016/17	Annual Target 2017/18	Responsible Officer	Comment / Proposal
<b>Community, Health &amp; Housing Portfolio - Cllr Hudson, Peter</b>									
CHI_SER BFD - JtCS1a	Percentage reduction in burglaries from dwellings year on year for Chiltern (Monthly)	Dec-14	29.2	Data Only	Data only	Data only	Data only	Martin Holt	This PI will continue to be corporately monitored. It will now be monitored quarterly and the PI code will be changed aligning with SBDC.
Jt HS1a (C)	Number of applicants with/expecting children who have been in B & B accommodation for longer than 6 weeks (Snapshot figure at end of month, CDC)	Dec-14	0	0	0	0	0	Martin Holt	This PI will continue to be Corporately reported.
Jt HS5a (C)	<del>Preventing Homelessness - number of households where homelessness prevented (Monthly Cumulative, CDC)</del>	Dec-14	56	110 (82.5)	110	110	110	Martin Holt	This will be reallocated as a departmental PI and reported to the portfolio holder when needed.
Jt HS8a (C)	Number of households living in temporary accommodation (Snapshot at the end of the month, CDC)	Dec-14	22	22	22	21	20	Martin Holt	This PI will continue to be Corporately reported. Good performance for this indicator is to be below the annual target.

PI Code	Name	Latest Update	Current Value	Target (current target)	Annual Target 2015/16	Annual Target 2016/17	Annual Target 2017/18	Responsible Officer	Comment / Proposal
<b>Sustainable Development Portfolio - Cllr Harris, Graham</b>									
CHI_SER NI 157a - JtSD9a (D)	Processing of planning applications: Major applications processed within 13 weeks (Cumulative since 2014)	Dec-14	100.00%	70.00%	70.00%	70.00%	70.00%	Peter Beckford	This will be monitored locally, as the corporate measure will be JtSD2a (C), special measures processing of major applications. Code aligns with SBDC.
JtSD2a (C)	Special Measures: speed of processing Major applications at CDC, for assessment in Oct/Nov 2015 (cumulative)	Dec-14	84.85%	41.00%	41.00%	41.00%	41.00%	Peter Beckford	Keep as Corporate productivity measure.
JtSD5a (C)	Special Measures: Quality of Major applications at CDC, for assessment in Oct/Nov 2015 (Cumulative)	Dec-14	5.13%	19.00%	19.00%	19.00%	19.00%	Peter Beckford	Keep as Corporate quality measure.

**Appendix B (1- CDC) - Corporate Performance Indicator Review 2015/16**

PI Code	Name	Latest Update	Current Value	Annual Target (YTD)	Annual Target 2015/16	Annual Target 2016/17	Annual Target 2017/18	Responsible Officer	Comment / Proposal
<b>Leader's Portfolio - Cllr. Darby, Isobel</b>									
CHI_CEx BV12 - change code to JtHR1b (C)	Working Days Lost Due to Sickness Absence	Dec-14	10.67	8	11	10	9	Judy Benson	Keep as Corporate, change code to JtHR1b (C) to align with SBDC. Target amended to reflect reality of current situation with long term sick absence.
CHI_CEx BV16a - code changes to JtHR3a (D)	Percentage of Employees with a Disability (Annual)	2013/14	4.37%	3.00%	3.00%	6.00%	8%	Judy Benson	This will be reallocated as a departmental PI, monitored locally and reported via Personnel Committee when needed. Targets reflect Census working age population for CDC with a disability or long term health issue.
CHI_CEx BV17a - code changes to JtHR4a (D)	Ethnic Minority representation in the workforce - employees (Annual)	2013/14	8.30%	3.80%	8.50%	8.50%	8.50%	Judy Benson	This will be reallocated as a departmental PI, monitored locally and reported via Personnel Committee when needed. Targets reflect Census ethnic minority population for CDC.
NEW - JtHR2a (C)	Voluntary leavers as a % of workforce (cumulative).	New PI	New PI	New PI	8.00%	8.00%	8.00%	Judy Benson	New corporate PI to align with SBDC to monitor any detrimental impact of the change programme and to measure that an optimum level of turnover is obtained.
CHI_CEx 10	Number of unique visitors to the main website (monthly by period, quarterly and annual)	Dec-14	30,700	Data Only	Data Only	Data Only	Data Only	Rachel Prance	Keep this PI as Corporate for information.

PI Code	Name	Latest Update	Current Value	Target (current target)	Annual Target 2015/16	Annual Target 2016/17	Annual Target 2017/18	Responsible Officer	Comment / Proposal
<b>Support Services Portfolio - Cllr Stannard, Mike</b>									
CHI_RES 10 - JtBS1a	Availability of ICT systems to staff from 8am to 6pm (By period quarterly)	Q3 2014/15	99.80%	99%	99.50%	99.50%	99.50%	Sim Dixon	Keep as Corporately reported. Change code to JtBS1a, aligning with SBDC.
CHI_RES 9 - JtBS2a	Percentage of calls to ICT helpdesk resolved within agreed timescales (By period quarterly)	Q3 2014/15	91.30%	95%	95%	95%	95%	Sim Dixon	Keep as Corporately reported. Change code to JtBS2a, aligning with SBDC.
JtBS3a (C)	% of responses to FOI requests sent within 20 working days (by month)	N/A	N/A	N/A	90%	90%	90%	Sim Dixon	New PI to measure performance on FOI response times.
CHI_RES F1	Percentage of small businesses paid within 10 days (By period quarterly)	Q4 2013/14	78.3	90	90	90	Remove	Redney Fincham	Request to stop reporting comment from RF: I believe this indicator is of limited value as all small suppliers are set up with 10 day payment terms and thus automatically get paid quickly (provided Managers approve their invoices promptly).
CHI_RES 13a - JtLD2a (C)	Percentage of standard searches carried out within five working days (By period Quarterly)	Q2 2014/15	100%	100%	100%	100%	100%	Joanna Swift	Keep as a key measure for the service. Code aligned to SBDC

PI Code	Name	Latest Update	Current Value	Target (current target)	Annual Target 2015/16	Annual Target 2016/17	Annual Target 2017/18	Responsible Officer	Comment / Proposal
CHI_RES 13b	Percentage of standard searches carried out within three working days (By period Quarterly)	Q2 2014/15	100%	90%	90%	100%	100%	Joanna Swift	This PI will be reallocated as departmental with the same for SBDC, with five working days remaining as a corporate PI.
CHI_RES 11 - JtLD1(D)	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)	Q2 2014/15	100%	100%	100%	100%	100%	Joanna Swift/ Peter Beckford	This will be reallocated as a departmental PI to assist with management of the service and reported via the portfolio holder when necessary.
New for Chiltern - JtLD3 (C)	Client satisfaction with the overall shared service. Percentage	New PI	New PI	New PI	New PI	New PI	New PI	Joanna Swift	New PI to measure quality of service. Reported jointly across CDC & SBDC to reflect the shared service.

PI Code	Name	Latest Update	Current Value	Target (current target)	Annual Target 2015/16	Annual Target 2016/17	Annual Target 2017/18	Responsible Officer	Comment / Proposal
	satisfied or very satisfied.								
CEx 8 - JtLD1a (C)	The percentage response to the annual canvas - CDC (Annual)	2013/14	94.39%	94%	94%	94%	94%	Joanna Swift	Keep as a key measure for this service.

PI Code	Name	Latest Update	Current Value	Target (current target)	Annual Target 2015/16	Annual Target 2016/17	Annual Target 2017/18	Responsible Officer	Comment / Proposal
<b>Environment Portfolio - Cllr Martin, Peter</b>									
CHI_SER BV82a i	% of Household Waste Recycled (By period quarterly)	Q3 2014/15	27.93%	31.00%	31.00%	31.00%	32.00%	Chris Marchant	Delete PI - information is reported through Waste Data Flow and reported via the portfolio holder when necessary.
CHI_SER BV82a ii	Tonnes of Household Waste Recycled (By period quarterly)	Q3 2014/15	6,687	7,475	29,000	29,000	30,000	Chris Marchant	Delete PI. The information is stored by the waste team locally and reported via the portfolio holder when necessary.
CHI_SER BV82b i	% of Household Waste Composted (By period quarterly)	Q3 2014/15	25.26%	25.00%	26.00%	27.00%	27.00%	Chris Marchant	Delete PI - information is reported through Waste Data Flow and reported via the portfolio holder when necessary.
CHI_SER BV82b ii	Tonnes of household waste composted (By period quarterly)	Q3 2014/15	6,047	6,250	25,250	25,500	25,500	Chris Marchant	Delete PI. The information is stored by the waste team locally and reported via the portfolio holder when necessary.

PI Code	Name	Latest Update	Current Value	Target (current target)	Annual Target 2015/16	Annual Target 2016/17	Annual Target 2017/18	Responsible Officer	Comment / Proposal
CHI_SER BV84a	Household waste collected per head, in kilos (By period quarterly)	Q3 2014/15	-89.86	93.8	370	370	365	Chris Marchant	Delete PI - information is reported through Waste Data Flow and reported via the portfolio holder when necessary.
CHI_SER JWS 10	Percentage of fly-tippings removed within 2 working days	Q3 2014/15	t.b.c	90%	90%	90%	90%	Chris Marchant	Delete PI. The information is stored by the waste team locally and reported via the portfolio holder when necessary.
CHI_SER JWS 11	Joint Waste Service Customer Service call abandonments Rate	Q3 2014/15	12.60%	10%	5%	5%	5%	Chris Marchant	Delete PI. The information is stored by the waste team locally and reported via the portfolio holder when necessary.
CHI_SER JWS 12	Joint Waste Service Customer Service Calls answered within in 20 seconds	Q3 2014/15	43.70%	65%	65%	65%	65%	Chris Marchant	Delete PI - This will be replaced by customer satisfaction PI.
CHI_SER JWS 8	Number of waste and recycling collections missed (cumulative, quarterly)	Q3 2014/15	14,890	15,600	20,800 (15,600)	17,000	16,000	Chris Marchant	Delete PI - This will be replaced by customer satisfaction PI.
NEW CDC only	Customer Satisfaction survey (every six months).	New PI	New PI	New PI	t.b.a.	t.b.a.	t.b.a.	Chris Marchant	To be a new corporate PI for Chiltern to measure customer satisfaction. The PI will be reported in Q2 and Q4 (April/ May and October/November). (every six months). The survey interviews 100 people in both district and the responses are weighted. This will be a joint PI for Chiltern and Wycombe.

PI Code	Name	Latest Update	Current Value	Target (current target)	Annual Target 2015/16	Annual Target 2016/17	Annual Target 2017/18	Responsible Officer	Comment / Proposal
CHI_SER NI 191- JtWR2a (C )	Residual household waste kg per household (Annual)	2013/14	384.31	480	445	440	438	Chris Marchant	Keep as a key measure for the service. Code changes to align with SBDC.
CHI_SER NI 192 - JtWR1a (C )	Percentage of household waste sent for reuse, recycling and composting (quarterly By period)	Q3 2014/15	53.19%	56.00%	57%	58%	59%	Chris Marchant	Keep as a key measure for the service. Code changes to align with SBDC.
CHI_SER NI 195a	Improved street and environmental cleanliness-- Litter	Q3 2014/15	5%	4%	Remove	Remove	Remove	Chris Marchant	This set of street cleanliness PIs will be deleted as they are not a good measure for Chiltern. These are based on the former national indicators. Comparison with other districts is no longer possible. A replacement street cleanliness indicator considered please see below.
CHI_SER NI 195b	Improved street and environmental cleanliness-- Detritus	Q3 2014/15	4%	16%	Remove	Remove	Remove	Chris Marchant	
CHI_SER NI 195c	Improved street and environmental cleanliness-- Graffiti	Q3 2014/15	0%	0%	Remove	Remove	Remove	Chris Marchant	
CHI_SER NI 195d	Improved street and environmental cleanliness-- Fly-posting	Q3 2014/15	0%	0%	Remove	Remove	Remove	Chris Marchant	



PI Code	Name	Latest Update	Current Value	Target (current target)	Annual Target 2015/16	Annual Target 2016/17	Annual Target 2017/18	Responsible Officer	Comment / Proposal
NEW PI JtWR1a	Replacement street cleanliness PI- CDC	t.b.a.	t.b.a.	t.b.a.	Remove	Remove	Remove	Chris Marchant	Delete: Wycombe does not measure this, so it would require additional resource and a new process implemented, for Chiltern alone. This will be picked up within the customer satisfaction survey.
Placeholder for new joint PI	% Of faults fixed within SLA period (for implementation when new joint contract starts towards end of 2015)	t.b.a.	t.b.a.	t.b.a.	t.b.a.	t.b.a.	t.b.a.	Chris Marchant	Proposed key measure for facilities management.
Placeholder for new joint PI	Occupancy rate for car parks(for implementation during 2016/17 following implementation of shared service)	t.b.a.	t.b.a.	t.b.a.	t.b.a.	t.b.a.	t.b.a.	Chris Marchant	Proposed key measure for car parks.
CHI_SER BV217	<del>Pollution Control Improvements Completed On-time (Annual)</del>	2013/14	100%	100%	100%	100%	100%	<del>Martin Holt</del>	This will be reallocated as a departmental PI to assist management of the service.
CHI_SER NI 185	Cumulative CO2 reduction from local authority operations from base year of 2008/09 (annual)	2013/14	22.00%	9.10%	t.b.a.	t.b.a.	t.b.a.	Martin Holt	This will continue to be a corporate indicator. Percentage reduction is calculated against the base year of 2008/9. The Council over the last five years has exceeded this target continuously; however the focus will now be on ensuring that this figure does not reduce. The target is set by Cabinet and reported as part of the Greenhouse Gas report.

PI Code	Name	Latest Update	Current Value	Target (current target)	Annual Target 2015/16	Annual Target 2016/17	Annual Target 2017/18	Responsible Officer	Comment / Proposal
CHI_SER NI 188	Planning to Adapt to Climate Change (5 levels of performance 0=low 5= high) (Annual)	2013/14	3	3	4	4	4	Martin Holt	This will continue to be a corporate indicator.
CHI_OPI NI 197	Improved Local Biodiversity – proportion of Local Sites where positive conservation management has been or is being implemented (Annual)	2013/14	35%	Data Only	Data Only	Data Only	Data Only	Martin Holt	This will be monitored locally, any potential problems to be highlighted to the portfolio holder.

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PI Code	Name	Latest Update	Current Value	Target (current target)	Annual Target 2015/16	Annual Target 2016/17	Annual Target 2017/18	Responsible Officer	Comment / Proposal
<b>Customer Services Portfolio - Cllr Wilson, Fred</b>									
CHI_RES BV10 - JtCS4a (C)	Percentage of Non-domestic Rates Collected (Cumulative Monthly)	Dec-14	80.62%	73.50%	98.00%	98.00%	98.00%	Nicola Ellis	Keep as a Corporate PI. Code aligns with SBDC.

PI Code	Name	Latest Update	Current Value	Target (current target)	Annual Target 2015/16	Annual Target 2016/17	Annual Target 2017/18	Responsible Officer	Comment / Proposal
CHI_RES BV76d	Housing Benefits Security number of prosecutions & sanctions (Annual)	2013/14	28	30	30	30	30	Nicola Ellis	No longer needed as Housing Benefit fraud transferring to Single Fraud Investigation Service from 1st March 2015, will be monitored via the new process.
CHI_RES BV78a - JtCS1a (C)	Speed of processing - new HB/CTB claims (By period monthly)	Dec-14	16.63	18	18	18	18	Nicola Ellis	Keep as a Corporate PI. Code aligns with SBDC.
CHI_RES BV78b - JtCS2a (C)	Speed of processing - changes of circumstances for HB/CTB claims (By period Monthly)	Dec-14	4.61	5	5	5	5	Nicola Ellis	Keep as a Corporate PI. Code aligns with SBDC.
CHI_RES BV79b(i)	Percentage of Recoverable Overpayments Recovered (HB) that are recovered during period (Annual)	2013/14	83.52%	80.00%	80.00%	60.00%	60.00%	Nicola Ellis	This will be reallocated as a departmental PI to assist management of the service.

PI Code	Name	Latest Update	Current Value	Target (current target)	Annual Target 2015/16	Annual Target 2016/17	Annual Target 2017/18	Responsible Officer	Comment / Proposal
CHI_RES BV9 - JtCS3a (C)	% of Council Tax collected (Cumulative Monthly)	Dec-14	82.40%	74.25%	99.00%	99.00%	99.00%	Nicola Ellis	Keep as a Corporate PI. Code aligns with SBDC.

PI Code	Name	Latest Update	Current Value	Target (current target)	Annual Target 2015/16	Annual Target 2016/17	Annual Target 2017/18	Responsible Officer	Comment / Proposal
<b>Community, Health &amp; Housing Portfolio - Cllr Hudson, Peter</b>									
CHI_OPIPE12	The percentage of community grant applications considered within 12 weeks of the closing date (annual)	2013/14	96%	86%	86%	86%	Remove	Martin Holt	This PI will be deleted as it no longer needs to be recorded on Covalent. The information will still be reported to the necessary overview committee by the Community department.
New for Chiltern - JtCL1a(C)	Customer satisfaction rating at the Chiltern Leisure facilities - CDC	New PI	New PI	New PI	t.b.a.	t.b.a.	t.b.a.	Martin Holt	New PI to be reported corporately to ensure customer satisfaction of Chiltern leisure facilities is monitored.
CHI_OPIPE43	Total attendance at all sports zone activities (By period Quarterly)	Q3 2014/15	584	Data Only	Data Only	Data Only	Remove	Martin Holt	This PI will be deleted as it is superseded by the new CDC departmental PI which assist with management of the GLL leisure contract.
CHI_SER 45- JtCL3a (C)	Total number of users at all leisure centres (By period quarterly) (CDC)	Q3 2014/15	202,378	210,000	875,000	900,000	925,000	Martin Holt	This PI will continue to be reported Corporately. Change code JtCL3a (C), aligning with SBDC

PI Code	Name	Latest Update	Current Value	Target (current target)	Annual Target 2015/16	Annual Target 2016/17	Annual Target 2017/18	Responsible Officer	Comment / Proposal
New PI - JtCL2a(C)	Total participation in physical activities delivered through the GLL Community Engagement Plan (By period Quarterly) - CDC	New PI	New PI	New PI	6,000	6,600	7,000	Martin Holt	New Corporate PI for CDC. SBDC equivalent is JtCLA2b, an activity indicator reported via the monthly budget monitoring pack.
CHI_SER BFD - JtCS1a	Percentage reduction in burglaries from dwellings year on year for Chiltern	Dec-14	29.2	Data Only	Data only	Data only	Data only	Martin Holt	This PI will continue to be corporately monitored. It will now be monitored quarterly and the PI code will be changed aligning with SBDC.
CHI_SER VIO- JtCS2a	Percentage reduction in violent offences against a person year on year (quarterly)	Q3 2014/15	-3.6	Data Only	Data only	Data only	Data only	Martin Holt	This PI will continue to be corporately monitored. The PI code will be changed aligning with SBDC.
CHI_OPIPE7	Percentage of requests for service (Environmental Health) actioned within three working days (By period quarterly)	Q3 2014/15	93.55%	Data Only	Data Only	Data Only	Data Only	Martin Holt	This will be reallocated as a departmental PI to assist with management of the service.
Jt EH1a (D)	Percentage of food premises inspected when they were due (Cumulative Quarterly, CDC)	Q3 2014/15	68.26%	73.5%	98%	98%	600%	Martin Holt	This will be reallocated as a departmental PI to assist with management of the service.

PI Code	Name	Latest Update	Current Value	Target (current target)	Annual Target 2015/16	Annual Target 2016/17	Annual Target 2017/18	Responsible Officer	Comment / Proposal
Jt EH2a (C)	Percentage of food premises (Risk Rating A to C) that are broadly compliant (snapshot quarterly, CDC)	Dec-14	90.40%	89%	91%	91%	95%	Martin Holt	This PI will continue to be Corporately reported.
Jt EP1a (d)	<del>Percentage of required environmental protection visits to permitted premises completed when they were due (By period Quarterly, CDC)</del>	<del>Dec-14</del>	<del>100.00%</del>	<del>100%</del>	<del>100%</del>	<del>100%</del>	<del>100%</del>	<del>Martin Holt</del>	This will be reallocated as a departmental PI to assist management of the service.
CHI_SER 62	The number of properties with rent deposit guarantee scheme (snapshot quarterly)	Q3 2014/15	127	100	100	100	100	Martin Holt	This will be reallocated as a departmental PI to assist management of the service.
NEW for CDC - JtHS9a (C)	Bucks Home Choice - Year on Year change in number of applicants (%) - CDC	NEW PI	NEW PI	NEW PI	t.b.a.	t.b.a.	t.b.a.	Martin Holt	This will be a new corporate PI for CDC.
Jt HS1a (C)	Number of applicants with/expecting children who have been in B & B accommodation for longer than 6	Dec-14	0	0	0	0	0	Martin Holt	This PI will continue to be Corporately reported.

PI Code	Name	Latest Update	Current Value	Target (current target)	Annual Target 2015/16	Annual Target 2016/17	Annual Target 2017/18	Responsible Officer	Comment / Proposal
	weeks (Snapshot figure at end of month, CDC)								
Jt HS2a (C)	Number of affordable homes delivered by (i) new build (ii) vacancies generated by local authority scheme (iii) acquisition of existing properties for social housing (Cumulative, CDC)	Dec-14	32	24.75	33	33	33	Martin Holt	This PI will continue to be Corporately reported.
Jt HS3a (i) (C)	Average Length of stay in B & B temporary accommodation for all households (Snapshot at end of quarter, CDC)	Dec-14	6.7	5	5	5	5	Martin Holt	This PI will continue to be Corporately reported.
Jt HS3a (ii) (C)	Average Length of stay in B & B temporary accommodation for households with/expecting children (Snapshot at end of quarter, CDC)	Dec-14	0.5	5	5	5	5	Martin Holt	This will be reallocated as a departmental PI to assist management of the service.

PI Code	Name	Latest Update	Current Value	Target (current target)	Annual Target 2015/16	Annual Target 2016/17	Annual Target 2017/18	Responsible Officer	Comment / Proposal
Jt HS4a (C)	Number of private sector dwellings vacant for more than 6 months and returned to occupation following local authority intervention, CDC	Annual PI	Annual PI	Annual PI	40	40	40	Martin Holt	This PI will continue to be Corporately reported.
Jt HS5a (C)	Preventing Homelessness - number of households where homelessness prevented (Monthly Cumulative, CDC)	Dec-14	56	82.5	110	110	110	Martin Holt	This will be reallocated as a departmental PI and reported to the portfolio holder when needed.
Jt HS6a (C)	Households receiving heating/insulation improvements through the Green Deal (Quarterly Cumulative), CDC	Dec-14	0	37	50	50	50	Martin Holt	This will be reallocated as a departmental PI to assist management of the service.
Jt HS7a (C)	Number of clients directly accessing the private rented sector through local authority partnership schemes (By period Quarterly, CDC)	Dec-14	3	11.25	45	45	45	Martin Holt	This will be reallocated as a departmental PI to assist management of the service.



PI Code	Name	Latest Update	Current Value	Target (current target)	Annual Target 2015/16	Annual Target 2016/17	Annual Target 2017/18	Responsible Officer	Comment / Proposal
Jt HS8a (C)	Number of households living in temporary accommodation (Snapshot at the end of the month, CDC)	Dec-14	22	22	21	20	20	Martin Holt	This PI will continue to be Corporately reported.
Jt LI1 (C)	% Hackney Carriage/private hire drivers licences received and renewed withing 7 days (by month, across CDC & SBDC)	Dec-14	90.00%	98%	98%	98%	Remove	Martin Holt	This PI will be deleted as it doesn't take into account renewals received long before they are due and duplicates Jt LI5.
Jt LI2 (C)	% Hackney Carriage/private hire vehicle licences received and renewed within 7 days (by month, across CDC & SBDC)	Dec-14	90.30%	98%	98%	98%	Remove	Martin Holt	This PI will be deleted as it doesn't take into account renewals received long before they are due and duplicates Jt LI5.
Jt LI3 (C)	% of customers satisfied with the service received (Licensing) - (across CDC & SBDC)	New PI	Annual PI	Annual PI	89%	89%	89%	Martin Holt	This PI will continue to be a corporate indicator each quarter.
Jt LI4 (C)	Percentage of all licensing applications which are completed online (quarterly, across CDC & SBDC)	Dec-14	92.00%	96%	96%	96%	96%	Martin Holt	This will be reallocated as a departmental PI to assist management of the service.

PI Code	Name	Latest Update	Current Value	Target (current target)	Annual Target 2015/16	Annual Target 2016/17	Annual Target 2017/18	Responsible Officer	Comment / Proposal
Jt LI5 (C)	% Licenses received and issued/renewed within statutory or policy deadlines (Cumulative Quarterly, across CDC & SBDC)	Dec-14	97.10%	95%	97%	97%	97%	Martin Holt	This PI will continue to be corporately.

PI Code	Name	Latest Update	Current Value	Target (current target)	Annual Target 2015/16	Annual Target 2016/17	Annual Target 2017/18	Responsible Officer	Comment / Proposal
<b>Sustainable Development Portfolio - Cllr Harris, Graham</b>									
Jt BC1 (C)	Applications checked within 10 working days across Chiltern and South Bucks	Dec-14	84%	82%	85%	90%	90%	Peter Beckford	Keep as Corporate PI to measure productivity.
Jt BC1a (C)	Applications checked within 10 working days. (CDC)	Dec-14	84%	82%	85%	90%	delete	Peter Beckford	This PI will be replaced by joint PI below
Jt BC2 (C)	Applications checked within 15 working days	Dec-14	91.30%	99%	99%	99%	99%	Peter Beckford	This will be monitored and reported locally, for day to day management purposes.

PI Code	Name	Latest Update	Current Value	Target (current target)	Annual Target 2015/16	Annual Target 2016/17	Annual Target 2017/18	Responsible Officer	Comment / Proposal
Jt BC3 (C)	Average time taken to process building control applications	Dec-14	7	8	7	6	6	Peter Beckford	This will be monitored and reported locally, for day to day management purposes.
Jt BC4 (C)	Customer satisfaction with the service. (Cumulative)	Dec-14	94.21%	93%	94%	95%	95%	Peter Beckford	Keep as Corporate PI satisfaction measure.
CHI_SER 188 - JtSD14a (D)	The percentage of decisions delegated to officers as a percentage of all decisions (Cumulative since 2014)	Q3 2014/15	94%	90%	90%	90%	90%	Peter Beckford	This will be monitored locally, to assist management of the process. Code aligns with SBDC.
CHI_SER BV204 - JtSD8a (C)	Planning appeals allowed (Cumulative since 2014)	Q3 2014/15	34.50%	35.00%	35.00%	33.00%	30%	Peter Beckford	Keep as Corporate PI to reflect quality of overall decisions. Code aligns with SBDC.
CHI_SER NI 157a - JtSD9a (D)	Processing of planning applications: Major applications processed within 13 weeks (Cumulative since 2014)	Dec-14	100.00%	70.00%	70.00%	70.00%	70.00%	Peter Beckford	This will be monitored locally, as the corporate measure will be JtSD2a (C), special measures processing of major applications. Code aligns with SBDC.

PI Code	Name	Latest Update	Current Value	Target (current target)	Annual Target 2015/16	Annual Target 2016/17	Annual Target 2017/18	Responsible Officer	Comment / Proposal
CHI_SER NI 157b - JtSD10a (C)	Processing of planning applications: Minor applications processed within 8 weeks (Cumulative since 2014)	Dec-14	81.30%	70.00%	70.00%	70.00%	92%	Peter Beckford	Keep as Corporate PI to measure productivity. Code aligns with SBDC.
CHI_SER NI 157c - JtSD11a (C)	Processing of planning applications: Other applications processed within 8 weeks (Cumulative since 2014)	Dec-14	94.70%	91.00%	90.00%	93.00%	95%	Peter Beckford	Keep as Corporate PI to measure productivity. Code aligns with SBDC.
CHI_SER SD5 (C) - JtSD13a (D)	<del>Av no days to process and pass planning applications to case officer</del>	Dec-14	8.5	5	7	6	5	Peter Beckford	This will be monitored locally, to assist day to day management of the process. Code aligns with SBDC.
JtSD1a (D)	Special Measures: speed of processing Major applications at CDC, for assessment in Oct/Nov each year (annual)	2014/15	77.70%	41.00%	41.00%	41.00%	41.00%	Peter Beckford	This will be collected locally, to hold final year historical figures.

PI Code	Name	Latest Update	Current Value	Target (current target)	Annual Target 2015/16	Annual Target 2016/17	Annual Target 2017/18	Responsible Officer	Comment / Proposal
JtSD2a (C)	Special Measures: speed of processing Major applications at CDC, for assessment in Oct/Nov 2015 (cumulative)	Dec-14	84.85%	41.00%	41.00%	41.00%	41.00%	Peter Beckford	Keep as Corporate productivity measure.
JtSD3a (D)	Special Measures: speed of processing Major applications at CDC, for assessment in Oct/Nov 2016 (cumulative)	Dec-14	100.00%	41.00%	41.00%	41.00%	41.00%	Peter Beckford	This will be monitored locally until the final year of the period under measure, after which it will be reported corporately. Any potential problems to be highlighted to the portfolio holder.
JtSD4a (D)	Special Measures: Quality of Major applications at CDC, for assessment in Oct/Nov each year (annual)	2014/15	7.10%	19.00%	19.00%	19.00%	19.00%	Peter Beckford	This will be collected locally, to hold final year historical figures.
JtSD5a (C)	Special Measures: Quality of Major applications at CDC, for assessment in	Dec-14	5.13%	19.00%	19.00%	19.00%	19.00%	Peter Beckford	Keep as Corporate quality measure.

PI Code	Name	Latest Update	Current Value	Target (current target)	Annual Target 2015/16	Annual Target 2016/17	Annual Target 2017/18	Responsible Officer	Comment / Proposal
	Oct/Nov 2015 (Cumulative)								
JtSD6a (C)	Special Measures: Quality of Major applications at CDC, for assessment in Oct/Nov 2016 (Cumulative)	Dec-14	10.00%	19.00%	19.00%	19.00%	19.00%	Peter Beckford	This will be monitored locally until the final year of the period under measure, after which it will be reported corporately. Any potential problems will be reported to the portfolio holder.
CHI_SER PP1 (D)	Processing of major applications over a 2 year period	Q2 2014/15	80%	30%	30%	30%	delete	Peter Beckford	Replaced by new indicator set, JtSD
CHI_SER PP2 (D)	Major planning appeals allowed	Q2 2014/15	12.50%	20%	20%	20%	delete	Peter Beckford	Replaced by new indicator set, JtSD
CHI_SER PP3 (D)	% of new enforcement cases where an initial site visit for an urgent priority case is undertaken within the timescale set out in the Enforcement Policy (Cumulative, quarterly)	Q2 2014/15	100%	30%	30%	70%	70%	Peter Beckford	Becomes a Corporate PI - JtSD12a (C ).

PI Code	Name	Latest Update	Current Value	Target (current target)	Annual Target 2015/16	Annual Target 2016/17	Annual Target 2017/18	Responsible Officer	Comment / Proposal
CHI_SER 23 (D)	Grant planning permission for at least 145 new dwellings (net) per annum (Cumulative since 2014)	Q3 2014/15	243	108.75	145	145	145	Peter Beckford	This will be monitored locally, to feed into the corporate PI of net additional homes provided.
CHI_SER 25 (D)	Percentage of new homes (net) granted planning permission which are affordable (Cumulative since 2014)	Q3 2014/15	16.05%	33%	33%	33%	33%	Peter Beckford	This will be monitored locally, to feed into the Healthy Communities measure: Jt HS2 (C) - Number of affordable homes delivered by (i) new build (ii) vacancies generated by local authority scheme (iii) acquisition of existing properties for social housing (Cumulative).
CHI_SER NI 154 - JtPP1a (C)	Net additional homes provided (Annual)	2013/14	135	135	145	145	145	Peter Beckford	Keep as Corporate as high priority. Code aligns with SBDC.
CHI_SER NI 159 (C) - JtPP2a (D)	Supply of ready to develop housing sites (Annual)	2013/14	131.40%	100.00%	100.00%	100.00%	100%	Peter Beckford	This will be monitored locally, to assist management of the service. Code aligns with SBDC.





**CHILTERN DISTRICT COUNCIL  
CABINET – 24 March 2015**

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

**Quarterly performance indicator report (Q3 2014-2015)**

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

**1. Cabinet is asked to note the performance report.****Relationship to Council Objectives**

*Performance Management helps to ensure that performance targets set through the service planning process are met and any dips in performance are identified and resolved in a timely manner. 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 Management Implications**

*This report is to support the Council in identifying and addressing performance issues.*

**Equalities Implications**

*None identified*

**Sustainability Implications**

*There are no direct sustainability implications, monitoring of performance indicators such as planning permission, and recycling rates all help to support the principles of sustainability.*

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## Report

### 1. Purpose of this Report

- 1.1 The purpose of this report is to outline the performance of Council services against performance indicators and service objectives during October to December 2014.

### 2. Background

- 2.1 Management Team, Cabinet, and Resources Overview Committee receive regular updates detailing our progress towards service plan objectives, performance targets and key service risks.
- 2.2 A number of detailed performance tables accompany this report.
- **Appendix A** – Priority indicators 2014-15 provides an overview of priority monthly indicators.
  - **Appendix B** – Quarterly performance indicators 2014-15 provides an update on all the Council's indicators.

### 3. Proposal/ Discussion

#### 3.1 Overview of Performance by portfolios

Portfolio	No of PIs	PI on target ✓	PI slightly below target □	PI off target ✗	Unknown ?
Leaders	2	0	0	1	1
Support Services / Deputy Leader	5	3	0	1	1
Environment	14	6	3	5	0
Community, Health and Housing	19	8	5	4	2
Sustainable Development	19	16	1	2	0
Customer Services	4	4	0	0	0
Total	63	37	9	12	5

#### 3.2 Key points to note this quarter

This section below highlights key discussion points of the Councils performance in quarter two.

##### Community, Health and Housing

This quarter four PIs in the Community, Health and Housing portfolio were off target. Three of these PIs related to housing. The average length of stay in B&B temporary accommodation was off target. The overall figure and average was inflated by a long term placement of 163 nights in one case.

There also continues to be a significant downturn in the direct availability of private rented accommodation for CDC clients. This has resulted in only three clients directly accessing the private rented sector this quarter.

##### Environment

The Environment PIs are jointly reported for Chiltern and Wycombe. The performance figures are currently provisional as they are being verified to ensure they are in line with Waste Data Flow. Five of the Environment

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indicators are off target. There has been an increase in the percentage of fly-tippings removed within 2 working days following an improved administration process. However it continues to be off target for the third quarter this year. The administration process will be reviewed further.

The two indicators relating joint waste service call rates are both off target. This quarter the service has had a number of staffing issues including long term sick and maternity leave. Additional staff have been recruited in and trained and currently a further recruitment drive is on-going.

***Background papers: (if any)***

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## Appendix A - Monthly Priority Indicator Report (April 2014 - March 2015)

This PI is on target
  This PI is slightly below target
  This PI is off target

Code	Short Name	2013/14 Value	Annual Target 2013/14	Apr-14	May-14	Jun-14	Jul-14	Aug-14	Sep-14	Oct-14	Nov-14	Dec-14	Jan-15	Feb-15	Mar-15	Annual Target 2014/15 (YTD target)	Traffic Light	Latest Note
<b>Leaders Portfolio</b>																		
CHL_CEx BV12	Working days lost due to sickness absence	8.38	7.8	8.10	7.50	7.28	7.29	7.51	7.85	8.35	9.13	10.67	10.81			8	<input checked="" type="checkbox"/>	January's sickness decreased to 190 days from the previous month of 367 days, this plus a falling FTE has resulted in the target being exceeded by 2.81 sick days per employee. In January there are 4 people on long-term sick, of which 1 left at the end of January and 1 returned to work early the following month.
<b>Customer Services Portfolio</b>																		
CHL_RES BV9	Percentage of Council Tax collected	99.27%	99.00%	5.32%	15.12%	24.75%	34.44%	44.00%	53.88%	63.20%	72.86%	82.40%	92.10%			99% (82.50%)	<input checked="" type="checkbox"/>	
CHL_RES BV10	Percentage of Non-domestic Rates Collected	98.22%	98.00%	7.99%	16.82%	26.95%	35.48%	43.45%	53.15%	63.32%	72.47%	80.62%	89.92%			98% (81.67%)	<input checked="" type="checkbox"/>	
CHL_RES BV78a	Speed of processing - new HB/CTB claims	14.48	18	15.19	15.29	16.15	14.76	17.18	17.74	12.66	15.48	16.63	16.77			18	<input checked="" type="checkbox"/>	
CHL_RES BV78b	Speed of processing - changes of circumstances for HB/CTB claims	4.26	5	4.77	4.98	3.47	3.6	4.08	4.76	4.27	4.82	4.61	4.36			5	<input checked="" type="checkbox"/>	
<b>Community, Health and Housing Portfolio</b>																		
CHL_SER BFD	Percentage reduction in burglaries from dwellings year on year	15	5	t.b.a	t.b.a.	42.3	42.4	43.4	40.8	36.9	30.2	29.2	t.b.c			Data Only PI - No target set	N/A	Still awaiting data from Thames Valley Police
Jt HS1a	Number of applicants with/ expecting children who have been in B & B accommodation for longer than 6 weeks (Snapshot figure at month end)	New PI		0	0	0	0	0	0	0	0	0	0			0	<input checked="" type="checkbox"/>	
Jt HS5a	Preventing Homelessness - number of households where homelessness prevented (Cumulative)	New PI		4	9	20	27	28	41	45	46	56	56			110 (92)	<input checked="" type="checkbox"/>	Homelessness prevention continues to be challenging in Chiltern with limited opportunities to access the private rented sector. The approach to prevention in Chiltern and South Bucks (and the associated tools needed to support more prevention) is currently being reviewed as part of the shared housing service implementation.
Jt HS8a	Number of households living in temporary accommodation (Snapshot at the end of the month, CDC)	New PI		25	25	24	24	22	25	21	24	22	25			22	<input checked="" type="checkbox"/>	There has been significant pressure on temporary accommodation since the Christmas period with an upturn in homelessness enquiries.
<b>Sustainable Development Portfolio</b>																		
CHL_SER NI 157a	Processing of planning applications: Major applications (Cumulative)	95.20%	70.00%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%			70.00%	<input checked="" type="checkbox"/>	No 'Major' applications determined in the month. So far in 2014/15, 13 'Major' applications have been determined of which 3 had the benefit of an agreed extension of time (EOT). Decisions made within an EOT are treated as if the decision is made within the statutory time period.





Code	Short Name	2013/14 Value	Annual Target 2013/14	Apr-14	May-14	Jun-14	Jul-14	Aug-14	Sep-14	Oct-14	Nov-14	Dec-14	Jan-15	Feb-15	Mar-15	Annual Target 2014/15 (YTD target)	Traffic Light	Latest Note
CHL_SER NI 157b	Processing of planning applications: Minor applications	72.50%	70.00%	82.10%	86.40%	83.10%	80.90%	80.00%	79.40%	80.00%	80.98%	81.30%	81.56%			70.00%	☑	14 'Minor' applications determined in the month of which 2 had an 'extension of time' (EOT) agreed with the applicant. Of the total number determined, 10 were within the statutory 8 week period and 2 within the EOT period. Decisions made within an agreed EOT are treated as if the decision is made within the statutory time period. At 81.56%, cumulative performance to date in 2014/15 is above target [199 out of 244 decisions].
CHL_SER NI 157c	Processing of planning applications: Other applications (Cumulative)	90.40%	90.00%	93.50%	94.60%	94.30%	95.20%	94.70%	95.00%	94.87%	94.78%	94.70%	94.59%			91.00%	☑	93 'Other' applications determined in the month; 85 within the statutory 8 week period and 2 within an EOT period agreed with the applicant. Cumulative performance to date in 2014/15 is above target at 94.59% [980 out of 1,036 decisions].
JtSD2a (C)	Special Measures: speed of processing Major applications at CDC, for assessment in Oct/Nov 2015 (cumulative)	New PI		77.30%	78.30%	79.20%	80.80%	82.10%	82.80%	83.87%	84.85%	84.85%	84.85%			41.00%	☑	Review period is 1st July 2013 - 30th June 2015. 28 of 33 applications were processed within time limits. This represents cumulative performance of 84.85%, well above the Government target of 41% or more.
JtSD5a (C)	Special Measures: Quality of Major applications at CDC, for assessment in Oct/Nov 2015 (Cumulative)	New PI		10.70%	13.80%	13.30%	6.25%	5.88%	5.71%	5.40%	5.13%	5.13%	5.13%			19.00%	☑	Period for major applications determined is: 1st January 2013 - 31st December 2014. Period for appeals overturned against the applications determined in this period is to 30th September 2015. 2 overturned on appeal out of 6 appeals, with the results of a further case pending.
Environment Portfolio																		
CHL_SER NI 192	Percentage of household waste sent for reuse, recycling and composting	53.30%	58.00%			58.19%				54.71%			53.19%			56.00%	☐	This indicator reflects the amount of waste recycled and composted: Q3 figures are currently provisional as the data is being verified and cross checked, so the figures could be subject to change following verification. The provisional figures show a fall in recycling as a percentage from Q2 but this is due to a fall in the amount of garden waste collected in the winter months. YTD the recycling rate for Q1 - Q3 is 56% which is on target for the year and we expect to hit our annual target if we see a continued increase in recycling in Q4.  *Please note these are joint figures for both CDC and WDC
CHL_SER NI 195a	Street cleanliness indicator - Levels of litter	2.00%	4.00%			3.00%			9.00%				5.00%			4.00%	☒	Joint figure for WDC and CDC: This indicator reflects the number of streets in the districts which are below a "good" standard of cleansing for litter: Q2 saw an increase in the number of streets graded below a "good". As outlined in last Qtr's result additional training has been carried out ensuring a more constant approach by all staff. This Qtr has seen a reduction in the number of streets graded below a "good", however, due to a major hedge and verges cutting programme carried out Transport for Bucks (cutting back verges further than previous years and not communicating these changes) the resulting exposure of litter on some roads has pushed us just above target.

Code	Short Name	2013/14 Value	Annual Target 2013/14	Apr-14	May-14	Jun-14	Jul-14	Aug-14	Sep-14	Oct-14	Nov-14	Dec-14	Jan-15	Feb-15	Mar-15	Annual Target 2014/15 (YTD target)	Traffic Light	Latest Note
CHI_SER NI 195b	Street cleanliness indicator - Levels of Detritus	4.00%	16.00%			3.00%			13.00%			4.00%				16.00%	✓	Joint figure for WDC and CDC: This indicator reflects the number of streets in the districts which are below a "good" standard of cleansing for Detritus. Q2 saw a rise in the level however we were still below target (16%). We have seen a further drop in this Qtr as a result of additional training has been carried out ensuring a more constant approach by all staff.
CHI_SER NI 195c	Street cleanliness indicator - Levels of Graffiti	0.00%	0.00%			0.00%			0.00%			0.00%				0.00%	✓	*Please note these are joint figures for both CDC and WDC
CHI_SER NI 195d	Street cleanliness indicator - Levels of Fly-posting	0.00%	0.00%			0.00%			0.00%			0.00%				0.00%	✓	*Please note these are joint figures for both CDC and WDC















## Appendix B - Chiltern Performance Report Q3 2014-15

**Key** -  = Exceeded it,  = Within target,  = Missed it,  = Unknown


Leaders										
PI Code	PI Name	2013/14		October Value	November Value	December Value	2014/15 Annual Target (YTD)	Traffic Light (latest actual)	Latest Note	Responsible Officer
		Value	Target							
CHI_CEx 10	Number of unique visitors to the main website	428,068	Not set	37,429	34,855	30,700	Not set	<b>Data Only</b>	Data only PI - for information.	Rachel Prance

Support Services										
PI Code	PI Name	2013/14		Q3 2014/15 Value	2014/15 Annual Target (YTD)	Traffic Light (latest actual)	Latest Note	Responsible Officer		
		Value	Target							
CHI_RES 9	Percentage of calls to ICT helpdesk resolved within agreed timescales (By period quarterly)	84.5%	95%	76%	95%		Ongoing project work continues to take up a lot of ICT resources. Two members of staff left during this period, which had an impact on turnaround times.	Sim Dixon		
CHI_RES 10	Availability of ICT systems to staff from 8am to 6pm (By period quarterly)	99.8%	99%	99.50%	99%		This continues to come in better than target.	Sim Dixon		
CHI_RES 13a	Percentage of standard searches carried out within five working days (By period Quarterly)	97%	100%	100%	100%		262 qualifying searches received - 262 carried out within 5 working days.	Joanna Swift		
CHI_RES 13b	Percentage of standard searches carried out within three working days (By period Quarterly)	86%	90%	100%	90%		262 qualifying searches received - 262 carried out within 3 working days.	Joanna Swift		
CHI_RES F1	Percentage of small businesses paid within 10 days (By period quarterly)	68.6	90	tbc	90		Data not yet available	Rodney Fincham		



Environment								
PI Code	PI Name	2013/14		Q3 2014/15 Value	2014/15 Annual Target (YTD)	Traffic Light (latest actual)	Latest Note	Responsible Officer
		Value	Target					
CHI_SER BV82a i	% of Household Waste Recycled	33.21%	33.00%	27.93%	31.00%		<p>This indicator reflects the amount of waste recycled (not composted): Q3 figures are subject to change following verification. The provisional figures show that recycling as a percentage has increased in Q3, partly due to a fall in Green Garden waste over the winter period, partly offset by an increase in tonnes of recycling collected. The YTD figure indicates an overall percentage for recycling of 25.43%, against a yearly target of 31%.</p> <p>*Please note these are joint figures for both CDC and WDC</p>	Chris Marchant
CHI_SER BV82a ii	Tonnes of Household Waste Recycled	10,553.85	10,500	6,687	29,900 (7,475)		<p>This indicator reflects the amount of waste recycled (not composted) in tonnes Q3 figures are subject to verification. The provisional figures show an increase in recycling tonnages in Q3. The YTD figure is slightly below target (22,400 tonnes), and it is likely that this will remain the case at the end of Q4. The current scheme has now been run for a year so analysis can start to be carried out with continued monitoring taking place in Q4.</p> <p>*Please note these are joint figures for both CDC and WDC</p>	Chris Marchant







PI Code	PI Name	2013/14		Q3 2014/15 Value	2014/15 Annual Target (YTD)	Traffic Light (latest actual)	Latest Note	Responsible Officer
		Value	Target					
CHI_SER BV82b i	% of Household Waste Composted	20.04%	25.00%	25.26%	25.00%		<p>This indicator reflects the amount of waste composted (not recycled): Q3 figures are currently subject to verification. The provisional figures show that composting as a percentage has decreased since Q2 mainly due to a fall in green garden waste over the winter period. The YTD figure indicates an overall percentage of 30.57% which is above our target of 25%.</p> <p>*Please note these are joint figures for both CDC and WDC</p>	Chris Marchant
CHI_SER BV82b ii	Tonnes of household waste composted	6,368.94	6,000	6,047	25,000 (6,250)		<p>This indicator reflects the amount of waste composted (not recycled) in tonnes: Q3 figures are currently subject to verification. The provisional figures show composting tonnages are above target even taking into account the low winter tonnages expected during Q4. The current scheme has now been run for a year, so analysis can start to be carried out with continued monitoring taking place in Q4.</p> <p>*Please note these are joint figures for both CDC and WDC</p>	Chris Marchant
CHI_SER BV84a	Household waste collected per head, in kilos	341.8	350.0	89.86	375.00 (93.8)		<p>Good performance for this target is to be below target. Provisional figure which is subject to verification</p>	Chris Marchant

PI Code	PI Name	2013/14		Q3 2014/15 Value	2014/15 Annual Target (YTD)	Traffic Light (latest actual)	Latest Note	Responsible Officer
		Value	Target					
CHI_SER JWS 10	Percentage of fly-tippings removed within 2 working days	42.05%	90%	63.59%	90%		<b>Joint figure for WDC and CDC:</b> This indicator reflects the number of fly tips that are removed within 2 days after being reported. As outlined in last Qtr's result additional checks will be carried out on the administration process to ensure fly tips are signed off in a timely fashion. This Qtr has seen a rise in the number completed in two days following the improved process however we are still under target and are reviewing the administration process further.	Chris Marchant
CHI_SER JWS 11	Joint Waste Service Customer Service call abandonments Rate	25.3%	10%	12.60%	10%		This indicator reflects the percentage of calls which ring off before being answered by a member of staff through the published waste number: The abandonment rate has decreased in Q3 both relative to last year and Q2. 2,512 this Q3 compared to 15,000 last year. The new waste collection service has now settled is so we are experience less calls compared to this time last year. The service has still experienced staffing issues including long term sick and maternity leave. Additional staff have now been recruited and trained but will take time to develop their knowledge *Please note these are joint figures for both CDC and WDC	Chris Marchant
CHI_SER JWS 12	Joint Waste Service Customer Service Calls answered within in 20 seconds	33.1%	60%	43.70%	65%		This indicator reflects the percentage of calls which are answered by a member of staff through the published waste	Chris Marchant



PI Code	PI Name	2013/14		Q3 2014/15 Value	2014/15 Annual Target (YTD)	Traffic Light (latest actual)	Latest Note	Responsible Officer
		Value	Target					
							<p>number in 20 seconds: Waste Services has received 19,878 calls in period, a fall of almost 27,000 calls from the same time last year (47,579). 44% of calls were answered within 20 seconds is a rise from the same time last year (32.5%) but still below the target of 65%. The service has been disadvantaged by a number of staffing issues including long term sick and maternity leave. Additional staff have been recruited in and trained and a further recruitment drive is on-going.</p> <p>*Please note these are joint figures for both CDC and WDC</p>	
CHI_SER JWS 8	Number of waste and recycling collections missed (cumulative, quarterly)	10,912	20,000	14,890	20,800 (15,600)		<p>This is a joint figure for CDC and WDC. During Q3 (October to December) 4,960 waste and recycling collections were missed; this is an improvement compared to Q2 (July to September) where 5,214 collections were missed. We are on track to meet our target of less than 20,000 missed collections by the end of the year.</p>	Chris Marchant





Community, Health and Housing								
PI Code	PI Name	2013/14		Q3 2014/15 Value	2014/15 Annual Target (YTD)	Traffic Light (latest actual)	Latest Note	Responsible Officer
		Value	Target					
CHI_SER 45	Total number of users at all leisure centres	874,748	830,000	202,378	850,000 (210,000)		This represents an increase of 2294 when compared to the same period last year. The increase has been a result of the swim school programme and growth in exercise referral programme.	Martin Holt
CHI_SER 62	The number of properties with rent deposit guarantee scheme (snapshot quarterly)	142	120	127	100		A slight decrease from the previous quarter (Q2 figure was 136); however still above target.	Martin Holt
CHI_SER VIO	Percentage reduction in violent offences against a person year on year	22	5	-3.6	Not Set - Data only PI		During Q3 there has been a small increase in violence against a person of 3.6%. This equates to an additional 12 offences when compared to the previous year. Target not set data only PI.	Martin Holt
Jt HS2a (C)	Number of affordable homes delivered by (i) new build and (ii) vacancies generated by local authority scheme (Cumulative, CDC)	New PI for 2014/15		32	33 (25)		Total comprises (i) 17 new build properties by Paradigm (general needs schemes in Chesham and Bellingdon) and 8 new build flats by Hightown Praetorian (part of supported housing schemes at Stokebury in Amersham), (ii) 0 vacancies generated by local authority scheme and (iii) 7 property acquisitions (by Paradigm)	Martin Holt
Jt HS3a (i) (C)	Average Length of stay in B & B temporary accommodation for all households (Snapshot at end of quarter, CDC)	New PI for 2014/15		6.7	5		A total of 5 B & B placements came to an end during the quarter with a total stay of 237. The overall figure and average was inflated by a long term placement of 163 nights	Martin Holt

PI Code	PI Name	2013/14		Q3 2014/15 Value	2014/15 Annual Target (YTD)	Traffic Light (latest actual)	Latest Note	Responsible Officer
		Value	Target					
							in one case where the applicant's history of anti-social behaviour meant that B & B was the only option available as temporary accommodation.	
Jt HS3a (ii) (C)	Average Length of stay in B & B temporary accommodation for households with/expecting children (Snapshot at end of quarter, CDC)	New PI for 2014/15		0.5	5		2 B & B placements of households with/expecting children which came to an end in this quarter. The total combined stay of the 2 households was 7 days.	Martin Holt
Jt HS6a (C)	Households receiving heating/insulation improvements through the Green Deal (Quarterly Cumulative), CDC	New PI for 2014/15		0	50 (37)		<p>The uptake of measures through the councils referral programme is limited at the current time.</p> <p>The uptake of measures via the Council's Green Deal referral programme is limited at this time. The Department for Energy and Climate Change (DECC) believe the scheme was too complex, interest rates were too high and there was some reluctance by home owners to take on a long term "Green Deal" loan, in case it makes their property less attractive to sell. A very successful "cashback" scheme was launched to address this in July but was fully allocated by 10th July 2014. It is expected that further funding will be made available next year.</p>	Martin Holt

PI Code	PI Name	2013/14		Q3 2014/15 Value	2014/15 Annual Target (YTD)	Traffic Light (latest actual)	Latest Note	Responsible Officer
		Value	Target					
Jt HS7a (C)	Number of clients directly accessing the private rented sector through local authority partnership schemes (By period Quarterly, CDC)	New PI for 2014/15		3	45 (11.25)		There continues to be a significant downturn in the direct availability of private rented accommodation for CDC clients. As part of the shared housing service implementation, officers will be reviewing ideas and options for increasing engagement with landlords.	Martin Holt
Jt EH1a (C)	Percentage of food premises inspected when they were due (Cumulative Quarterly, CDC)	New PI for 2014/15		68.26%	98% (73.5%)		A high proportion of inspections are due in Q4. Measures are in place to ensure these are completed by end of March 2015	Martin Holt
Jt EH2a (C)	Percentage of food premises (Risk Rating A to C) that are broadly compliant (snapshot quarterly, CDC)	New PI for 2014/15		90.4%	89%		0.27% decrease from the previous quarter; however we are still well above target.	Martin Holt
Jt EP1 (C)	Percentage of required environmental protection visits to permitted premises completed when they were due	New PI for 2014/15		100%	100%		On track to meet the annual target for this PI.	Martin Holt
Jt LI4 (C)	Percentage of all licensing applications which are completed online (quarterly, across CDC & SBDC)	New PI for 2014/15		92%	96%		We continue to strongly encourage applicants to use the online applications and explain the benefits of these, but some applications have to be permitted in hard copy.	Martin Holt
Jt LI5 (C)	% Licenses received and issued/renewed within statutory or policy deadlines (Cumulative Quarterly, across CDC & SBDC)	New PI for 2014/15		97.10%	95%		The target for this PI has been met. We have seen a 1.4% increase when compared to the previous quarter.	Martin Holt








PI Code	PI Name	2013/14		October Value	November Value	December Value	2014/15 Annual Target (YTD)	Status	Latest Note	Responsible Officer
		Value	Target							
Jt LI1 (C)	% Hackney Carriage/private hire drivers licences received and renewed within 7 days (by month, across CDC & SBDC)	New PI for 2014/15		100.00%	97.70%	90.00%	98%		The Licensing section aims to process all applications within 7 days. Occasionally, high volumes of applications will mean that renewals made with ample time prior to the current licence expiring may be processed outside of this timescale, without causing any issues for the customer.	Martin Holt
Jt LI2 (C)	% Hackney Carriage/private hire vehicle licences received and renewed within 7 days (by month, across CDC & SBDC)	New PI for 2014/15		100.00%	91.70%	90.30%	98%		The Licensing section aims to process all applications within 7 days. Occasionally, high volumes of applications will mean that renewals made with ample time prior to the current licence expiring may be processed outside of this timescale, without causing any issues for the customer.	Martin Holt

Sustainable Development								
PI Code	PI Name	2013/14		Q3 2014/15 Value	2014/15 Annual Target (YTD)	Traffic Light (latest actual)	Latest Note	Responsible Officer
		Value	Target					
CHI_SER 188	The percentage of decisions delegated to officers as a percentage of all decisions (Cumulative since 2014)	92.8%	90%	94%	90%		The cumulative target of '90% or more' ACHIEVED in first nine month of 2014/15 with 94% of decisions made under the delegated procedure. The proportion in quarter three is 94.6%. Certificate of lawfulness applications and selected notifications are included.	Peter Beckford
CHI_SER 23	Grant planning permission for at least 145 new dwellings (net) per annum (Cumulative since 2014)	178	145	243	145 (109)		During the first 9 months of 2014/15, the cumulative net total is 243 dwellings. This is already more than the whole year target of 145. Of the cumulative total, 156 were granted planning permission (64%) and 87 (36%) 'not objected to' by the Council as permitted development.	Peter Beckford
CHI_SER 25	Percentage of new homes (net) granted planning permission which are affordable (Cumulative since 2014)	24%	33%	16.05%	33.00%		The cumulative target of '33% of dwellings (net) permitted to be affordable' was not achieved in the first three quarters of 2014/15. Of the 243 new homes granted planning permission, 39 are affordable. This represents 16.3% of the total, which is below target [13/80*100].	Peter Beckford
CHI_SER BV204	Planning appeals allowed (Cumulative since 2014)	29.9%	35.0%	34.50%	35.00%		During this quarter 22 appeals were monitored for this indicator. Of the 22	Peter Beckford

PI Code	PI Name	2013/14		Q3 2014/15 Value	2014/15 Annual Target (YTD)	Traffic Light (latest actual)	Latest Note	Responsible Officer
		Value	Target					
							<p>appeals, 4 were allowed (overturned) in full and 1 in part. None relate to 'Major' developments. Performance for the quarter is 18.2%, better than target.</p> <p>This indicator monitors cumulative performance. During the first three quarters of 2014/15, 55 appeals were determined (and monitored) of which 19 were allowed.</p>	
Jt BC3 (C)	Average time taken to process building control applications (By period quarterly)	New PI for 2014/15		7	8	<input checked="" type="checkbox"/>	We have seen an improvement from the previous quarter which was off target at 8.35 days. As the shared service continues to bed in we continue to see an improvement.	Peter Beckford
CHI 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%	100%	100%	<input checked="" type="checkbox"/>	Two enforcement notices authorised - target date not passed when PI figures reported.	Peter Beckford Joanna Swift

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PI Code	PI Name	2013/14		October Value	November Value	December Value	2014/15 Annual Target (YTD)	Traffic Light (latest actual)	Latest Note	Responsible Officer
		Value	Target							
CHI_SER SD5 (C)	Av no days to process and pass planning applications to case officer	New PI for 2014/15		8	6.8	8.5	5		<p>Total valid apps received in the quarter totalled 467 month, a decrease of approx. 15% on the last quarter figures.</p> <p>The target of 5 days remains challenging and unfortunately has not been met this quarter. Staffing remains inexperienced. Validation was further impacted by the receipt of one major application (Newland Park) which took a considerable amount of one individual's time to register therefore reducing the amount of resources available to the remainder of applications. The Government's revision to the National Planning Practice Guidance at the end of November also led to an increase in a number of enquiries resulting in often lengthy telephone conversations with applicants and agents concerning the Council's CS8 policy.</p> <p>During the quarter a total of 9.5 days were lost due leave, an additional 2 were lost due to sickness and a further 3 to bank holidays.</p>	Peter Beckford
Jt BC1a (C)	Applications checked within 10 working days. (CDC)	New PI for 2014/15		84.61%	85%	84%	82%		We are above target for this PI.	Peter Beckford
Jt BC2 (C)	Applications checked within 15 working days	New PI for 2014/15		92.48%	91%	91.3%	99%		This PI continues to be off target between October and December. We expect to see an improvement as the new shared service settles in.	Peter Beckford
Jt BC4 (C)	Customer satisfaction with the service.	New PI for 2014/15		95%	95%	94.21%	93%		We continue to be above target for this quarter.	Peter Beckford
JtSD1a (C)	Special Measures: speed of processing Major applications at CDC, for	New PI for 2014/15		June Annual figure - 77.70%			41.00%		Annual Indicator - updated in June each year	Peter Beckford

PI Code	PI Name	2013/14		October Value	November Value	December Value	2014/15 Annual Target (YTD)	Traffic Light (latest actual)	Latest Note	Responsible Officer
		Value	Target							
	assessment in Oct/Nov each year (annual)								Figure 77.70% Review period is 1st July 2012 - 30th June 2014. "Special measures" apply to 40% or less.	
JtSD3a (C)	Special Measures: speed of processing Major applications at CDC, for assessment in Oct/Nov 2016 (cumulative)	New PI for 2014/15		100.00%	100.00%	100.00%	41.00%	✓	This return covers the period October to December 2014. 5 Major applications were determined, all within either the statutory 13 week period or an extended time period agreed with applicant. This represents performance of 100%	Peter Beckford
JtSD4a (C)	Special Measures: Quality of Major applications at CDC, for assessment in Oct/Nov each year (annual)	New PI for 2014/15		September Annual figure -7.10%			19.00%	✓	<b>Annual Indicator - updated in September each year</b> Period for major applications determined is: 1st January 2012 - 31st December 2013. Period for appeals overturned against the applications determined in the period above is to 30th September 2014.	Peter Beckford
JtSD6a (C)	Special Measures: Quality of Major applications at CDC, for assessment in Oct/Nov 2016 (Cumulative)	New PI for 2014/15		11.11%	10.00%	10.00%	19.00%	✓	The 2 years and 9 months period that will be used by the Government for the 2016 assessment of Major application decisions overturned at appeal for 'special measures' designation ends on 30 September 2016. This indicator assesses performance on a monthly basis moving towards this end date. This return covers the period January to December 2014. During this period 20 Major applications were determined. Of these, 2 were appealed with both appeals being overturned (allowed). This represents cumulative performance of 10%, better than the target of 'less than 20%' [2/20*100].	Peter Beckford



<b>SUBJECT:</b>	<i>Chalfont St Peter Neighbourhood Plan</i>
<b>REPORT OF:</b>	<i>Sustainable Development Graham Harris</i>
<b>RESPONSIBLE OFFICER</b>	<i>Peter Beckford – Head of Sustainable Development</i>
<b>REPORT AUTHOR</b>	<i>David Waker, 01494 732267, <a href="mailto:dwaker@chiltern.gov.uk">dwaker@chiltern.gov.uk</a></i>
<b>WARD/S AFFECTED</b>	<i>Austenwood, Central, Chalfont Common, Gold Hill</i>

**1. Purpose of Report**

Following the result of the Chalfont St Peter Neighbourhood Plan Referendum the next stage is for the Council to ‘make’ the plan, following which it will become part of the Development Plan for the Chalfont St Peter Parish area.

**RECOMMENDATION**

That Cabinet recommends to Council to make the Chalfont St Peter Neighbourhood plan.

**2. Executive Summary**

None.

**3. Reasons for Recommendations**

If a neighbourhood plan is supported by the majority of people who vote in a referendum then the Local Planning Authority have to make the plan as soon as is practicable in accordance with the regulations unless the plan would be in breach of European legislation or the convention on human rights.

**4. Content of Report**

The Chalfont St Peter Neighbourhood Plan has been through the formal stages required and following receipt of the Examiner’s report and this Council’s consideration of that report was recommended to proceed to referendum subject to some minor changes.

Therefore on the 5 March the Chalfont St Peter Neighbourhood Plan was put to a referendum of eligible voters within the parish of Chalfont St Peter.

Referendum result

Under the regulations the referendum had to ask the following question –

**Do you want Chiltern District Council to use the Neighbourhood Plan for Chalfont St. Peter to help it decide planning applications in the neighbourhood area? Yes or No**

Following the close of the referendum the votes cast were counted giving the following result:

**Yes – 1632 No – 426**

This represented a 78.99% Yes vote from those who voted.

If, following a referendum, more than half of those voting have voted in favour of the plan the Council is under a statutory duty to 'make' the plan as soon as possible after the referendum unless the plan would be in breach of European legislation or the convention on human rights<sup>1</sup>.

The Council has considered the European and human rights implications of the Neighbourhood Plan as part of its consideration of the draft Plan and its consideration of the Examiner's report and as such it is not considered to contravene those rights.

### Legal Challenge

In the run up to the referendum the Council received prior notification of the intention to challenge by way of Judicial Review the Council's decision to disagree with one of the Neighbourhood Plan Examiner's recommendations and to let the Neighbourhood Plan proceed to referendum. The Council sought legal advice and sent a robust response to the claimant. However, on 10 March the Council received copies of the formal application to the court for mounting a judicial review. Given this is an application to the court for permission to apply for judicial review we are unaware at the time of writing this report whether permission to proceed with the judicial review will be granted. Therefore any recommendation to Council on the making of the Neighbourhood Plan may have to be the subject of an update report if a judicial review is allowed to take place. The Council would be advised to await the formal conclusion of any judicial review process before 'making' the Neighbourhood Plan.

It is worth noting that anyone aggrieved by the conduct of the referendum can make a legal challenge to that process within 6 weeks of the referendum result being announced.

### Neighbourhood plan – part of Development Plan

If the Chalfont St Peter Neighbourhood Plan is 'made' by the Council it will form part of the Development Plan for the area of Chalfont St Peter parish. In accordance with the relevant legislation<sup>2</sup>, "if regard is to be had to the development plan for the purpose of any determination to be made under the planning Acts the determination must be made in accordance with the plan unless material considerations indicate otherwise", so the neighbourhood plan will be a primary consideration in the determination of planning applications made within the parish.

### Recommendation to 'make' the Plan

It is recommended that the Cabinet recommend to full Council to 'Make' the Chalfont St Peter Neighbourhood Plan subject to any outstanding legal challenges to the plan that may be applicable.

## **5. Consultation**

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<sup>1</sup> Section 38A(4) of the Planning and Compulsory Purchase Act 2004 as amended by the Localism Act 2011

<sup>2</sup> Section 38(4) of the Planning and Compulsory Purchase Act 2004



**Chiltern District Council**

Extensive consultation was undertaken by the Parish Council in the formulation of the plan and by this Council during the formal stages of the plan culminating in the referendum process itself. In particular given the Council's decision that it was minded not to follow one of the Examiner's recommendations in relation to the community facility status of Winkers Farm, the Council undertook a further round of consultation on that decision.

**6. Options**

Under the legislation if a neighbourhood plan passes the referendum process and does not contravene European and Human rights legislation the council is required to make the plan. There are no other available options

**7. Corporate Implications**

*7.1 Financial – there are no financial implications in making the Neighbourhood Plan. However should a successful legal challenge be allowed to proceed by the court there will be additional costs in defending the Council's position. Whilst the Council may be able to apply for a contribution to its costs there may well be other legal and associated costs. Any cost would be firstly met from the remainder of the frontrunner and neighbourhood plan grants issued by the government at set stages in the neighbourhood plan process. Although any remaining funds will be reduced once the costs of the referendum process are subtracted.*

*7.2 Legal – the Council is legally required to 'make' the plan, subject to any legal challenges. Failure to 'make' the plan could in turn lead to legal action from the Parish Council and or the Secretary of State.*

*7.3 Once 'made' the Plan will form part of the Development Plan for the area of Chalfont St Peter parish. The plan has been the product of partnership working between the Council and the Parish Council.*

**8. Links to Council Policy Objectives**

We will work towards safer and healthier local communities - 3. Promote local communities - Engage with Parish and Town Councils and local neighbourhoods

We will strive to conserve the environment and promote sustainability - 2. Promote sustainability - Complete the Local Development Plan documents

**9. Next Step**

If the Chalfont St Peter Neighbourhood Plan is 'made' it will become part of the Development Plan for the Chalfont St Peter Parish area. The Parish Council could decide to review the plan in the future but any such review would be subject to the same consultation procedures as the current neighbourhood plan had to follow.

<p><b>Background Papers:</b></p>	<p>The Chalfont St Peter Neighbourhood Plan and The referendum result notice both available on the council website.  <a href="http://www.chiltern.gov.uk/NeighbourhoodPlanningReferendum">http://www.chiltern.gov.uk/NeighbourhoodPlanningReferendum</a></p>
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<b>SUBJECT:</b>	Home Energy Conservation Act Progress Report
<b>REPORT OF:</b>	Portfolio for Health and Housing - Cllr Peter Hudson
<b>RESPONSIBLE OFFICER</b>	Martin Holt, Head of Healthy Communities
<b>REPORT AUTHOR</b>	Louise Quinn, 01494 732234
<b>WARD/S AFFECTED</b>	All

## 1. Purpose of Report

The purpose of the report is to:-

1. Advise Members of the draft Home Energy Conservation Progress Report and revised Action Plan
2. Seek Members agreement and endorsement of the draft Home Energy Conservation Progress Report and revised Action Plan

## RECOMMENDATION

Members are requested to advise the Portfolio Holder to endorse the Home Energy Conservation Progress Report and revised Action Plan, thereby ensuring that the Council meets the statutory timetable.

## 2. Reasons for Recommendations

The Council has a statutory obligation to publish a Home Energy Conservation Act Progress Report by 31 March 2015.

## 3. Content of Report

3.1 In 1995, the Home Energy Conservation Act (HECA) placed a duty on Councils to submit a report to government on the measures required to improve home energy efficiency by 30% over a 10-15 year period.

3.2 In 2012 (and latterly March 2013), the government published refreshed guidance under HECA. This required that all relevant local authorities prepare and submit a further report to the Department of Energy and Climate Change (DECC) setting out:-

‘the energy conservation measures that the Council considers practicable, cost effective and likely to result in significant improvement in the energy efficiency of residential accommodation in the area’<sup>1</sup>.

South Bucks and Chiltern Councils delivered their joint HECA report to central government by the end of March 2013 and at the same time, uploaded it onto the Council’s website. The government requires subsequent update reports every two years up to and including 31 March 2027.

3.3 HECA has two primary purposes:-

- To reduce households in fuel poverty
- To increase local energy efficiency

3.4 Another key objective behind the new reporting requirements is to ensure that Councils have plans in place to promote and generate momentum around the Green Deal, the government’s policy for funding energy efficiency improvements at no upfront cost to the householder.

3.5 The second HECA report is now due, and the draft updated joint HECA Report is contained in **Appendix A**. The report summarises the actions taken since 2013 to improve energy efficiency, it updates the Council’s policy and approach to energy efficiency, and sets out a new Action Plan for the next two years to end of March 2017.

3.6 The following aspects of the original report remain intact as they reflect current and future activity:-

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[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/180786/Updated\\_version\\_of\\_HECA\\_guidance\\_-\\_March\\_2013.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/180786/Updated_version_of_HECA_guidance_-_March_2013.pdf)

- Key areas of work which are already being delivered and which will support HECA - such as Affordable Warmth and Local Planning Policies
- A vision of where both authorities would like to be through HECA
- Local indices of multiple deprivation set out in Appendix 2 to the report
- Local evidence set out in Appendix 3 to the report and available at <http://www.chiltern.gov.uk/HECA>

3.7 The key priorities for the forthcoming two years continue to be as follows:-

- Top up loft insulation to 275mm
- Install cavity wall insulation in unfilled cavities
- Replace gas boilers with A rated condensing boilers
- Install solid wall insulation, especially for those areas off the gas network or high energy use areas
- Encourage the installation of renewable heat technologies such as heat pump and biomass boilers

4. **Consultation**  
Not Applicable

5. **Options**  
Not applicable

6. **Corporate Implications**

The perceived risks are as follows:-

- The ability of the Green Deal to be accepted by residents, and to support improved energy efficiency measures locally
- The continuation or otherwise of the Green Deal/alternative programme
- The forthcoming general election
- The ability of the Green Homes Together CIC to remain an economic entity to access Energy Obligation (ECO) funding to support fuel poverty initiatives
- Continuation or otherwise of ECO/ alternative subsidy

There are no perceived legal issues

7. **Links to Council Policy Objectives**

Working towards safe and healthier local communities and

Striving to conserve the environment and promote sustainability

8. **Next Step**

If approved by Cabinet, the Home Energy Conservation Act Progress Report will be published on the Council's website. Officers will progress the actions outlined in the Action Plan over the next two years.

<p><b>Background Papers:</b></p>	<p>Guidance to English Energy Conservation Authorities Issued Pursuant to the Home Energy Conservation Act 1995, DECC, July 2012 (revised March 2013)  <a href="https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/180786/Updated_version_of_HECA_guidance_-_March_2013.pdf">https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/180786/Updated_version_of_HECA_guidance_-_March_2013.pdf</a></p> <p>Getting the measure of fuel poverty; Final Report of the Fuel Poverty Review, John Hills, Case Report 72, DECC, March 2012  <a href="http://webarchive.nationalarchives.gov.uk/20121217150421/http://decc.gov.uk/assets/decc/11/funding-support/fuel-poverty/4662-getting-measure-fuel-pov-final-hills-rpt.pdf">http://webarchive.nationalarchives.gov.uk/20121217150421/http://decc.gov.uk/assets/decc/11/funding-support/fuel-poverty/4662-getting-measure-fuel-pov-final-hills-rpt.pdf</a></p>
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# **Home Energy Conservation Act 1995**

## **Progress Report March 2015**

Chiltern District Council

South Bucks District Council

## Contents

1. Introduction
2. Progress since last report
3. Policy Update
4. Action Plan for next two years
5. Monitoring and Review

## 1. Introduction

In 1995, the Home Energy Conservation Act (HECA) placed a duty on Councils to submit a report on the measures required to improve home energy efficiency by 30% over a 10-15 year period.

In 2012 the government published new, refreshed guidance under HECA requiring local authorities to prepare and submit a further report to government by the end of March 2013, setting out:

‘the energy conservation measures that the Council considers practicable, cost effective and likely to result in significant improvement in the energy efficiency of residential accommodation in the area’.

The guidance requires the report to be published on the Council’s website and be updated every two years.

Chiltern and South Bucks District Councils prepared and published a joint HECA report in March 2013 which can be viewed on each Council’s website.

This report is the first two-yearly progress report and sets out

- I. Actions taken by the Councils since 2013 to improve and progress energy efficiency
- II. Changes to each Councils’ policy objectives
- III. Targets
- IV. A new Action plan for the next two years.

## 2. Progress since March 2013

The following table summarises the progress made in improving the energy efficiency of residential accommodation in the Chiltern and South Bucks Districts, based on the Action Plan of the last HECA report and where relevant, explains why targets have not been achieved,.

Financial Incentive Schemes	
Green Deal and Energy Company Obligation (ECO)	<p>Invested in a newly formed local Green Deal Provider Community Interest Company, Green Deal Together (GDT) to promote and encourage residents to take up Green Deal and funding from ECO</p> <p>Joined Green Deal Together in April 2013 and have representatives on the Board of Directors</p> <p>Promoted workshop events for potential installers</p> <p>Organised and participated in training for front line staff</p> <p>Progress to become an accredited Green Deal Provider was slower than anticipated, and the company did not achieve Green Deal Provider (GDP) status until October 2013. The on-boarding process</p>

	<p>with the Green Deal Finance Company, and the ability to offer credit, then took a further 6 months. GDT therefore was not in a position to offer Green Deal plans until late Summer 2014.</p> <p>Continued uncertainty over ECO funding during much of 2013-14 meant that GDT were unable to develop a suitable offer for solid wall insulation.</p> <p>The Councils developed marketing and communications plan together with GDT and relevant webpages were implemented</p> <p>Once launched, the company followed up leads and enquiries generated during the previous 12 months, together with screening surveys undertaken with Pioneer Places funding in early 2013.</p> <p>Green Deal Together completed its first installation in the Chiltern District in October 2014. <b>DATA to be inserted (from Becky).</b></p> <p>March 2013 HECA report targets, originally set, have not been met due to the delays in the full launch of the company, and the general lack of demand nationally for the Green Deal.</p> <p>In November 2014, GDT was supported to re-brand as Green Homes Together and focus on providing a referral service for fixed price offers initially for loft and cavity wall insulation, followed by replacement gas boilers. This being a guaranteed money earner for the Company.</p> <p>Both Council's widely promoted the re-launch and schemes via social media, the Councils' websites posters and leaflets: to community run services, parishes, community groups etc., and has provided popular with residents with <b>XXXXXXX installations to date</b></p> <p>The Council also kick started Green Deal and ECO activity in the districts by succeeding in securing £2.5m from the Green Deal Communities funding in December 2013. See Area-based Approaches below for progress update.</p> <p>Both Councils are exploring working with another GDP to offer an area-based scheme targeting ECO funding (the Home Heating Cost Reduction Obligation element) to fuel poor households. See Sector- Based Approaches below.</p>
Flexible Home Improvement Loans	<p>Chiltern District Council approved loans for five properties for energy efficiency related works, including solar panels, replacement boilers and double glazed doors and windows.</p> <p>As funding for loans has been restricted since 2013, fewer loans were approved than was anticipated.</p> <p>In October 2014, Chiltern District Council agreed to provide</p>

	<p>additional funding to the loan scheme, extending the availability of the product to those people who are receiving a grant under the Communities Fund.</p> <p>Membership of the Loan scheme is being progressed by South Bucks District Council.</p>
Feed in Tariffs	Information is promoted on Council websites, and enquiries met. Core Policy 12, South Bucks adopted Core Strategy has contributed towards the 1362 installs of PV across both Districts.
Renewable Heat Incentive	Information promoted on Council websites, and enquiries met
Discretionary Housing Assistance	<p>Discretionary grants for eight households to fund insulation improvements and boiler replacements were approved by Chiltern District Council</p> <p>One household in South Bucks District was assisted with heating improvements via a discretionary grant.</p> <p>In late 2014, Chiltern District Council made available an Incentive Grant offering up to £100 towards the cost of a Green Deal Advice Report for private rented properties where there have been complaints about damp and mould.</p> <p>A similar Incentive Grant was also made available for applicants to the DECC Communities Fund.</p>
<b>Information and Advice</b>	
Publicity	<p>Both Councils have heavily promoted information about the Green Deal, Green Deal Together (now Green Homes Together) and wider energy efficiency advice on their websites, social media, Transition Town websites, posters and leaflets, to community groups, town and parish councils, community services, directly to homeowners etc..</p> <p>These schemes have also been promoted via print in publications including the Amersham Town Guide, GP Surgeries Guide, the South Bucks Star, Burnham Advertiser, and via posters at public information points in the districts, e.g. libraries, and large supermarkets.</p>
Advice and information sources	<p>The councils' websites are the principle sources of information and they are used to signpost residents to other sites such as gov.uk, Green Homes Together, the National Energy Foundation and a multiplicity of other related websites, organisations and information.</p> <p>Residents are also referred to the locally funded Affordable Warmth Network for advice on energy efficiency. The Network has an established referral scheme with Bucks Fire and Rescue Home Fire Risk Check project.</p>

	<p>The Network has become a member of the Community Advice Network – a one stop shop for residents seeking advice on a range of money and housing problems – which refers enquiries to the most appropriate agency to assist them.</p> <p>Members have also been briefed on the range of assistance and sources of advice available to householders to improve energy efficiency.</p>
<b>Area Based Approaches</b>	
Rural/Off gas/High Energy Use	<p>South Bucks District Council led a successful consortium bid comprising 15 local authorities and the National Energy Foundation (NEF) to DECC Communities Fund for a ‘street by street’ approach programme to insulate solid walled properties.</p> <p>1500 homes in selected streets in Burnham, Iver (South Bucks) and Chesham (Chiltern) have been targeted with information about the scheme which is offering up to £6,000 grant funding towards solid wall insulation.</p> <p>One home, so far, has won a competition for funding to become a ‘show home’ for local residents to publicise the insulation measures to other households.</p> <p>Due to additional requests for information and changes introduced by DECC following announcement of the award, and including the launch of the Home Improvement Fund, installation of measures has been slower than expected.</p> <p><b>In total XXXXXX homes</b> already have been targeted across 14 districts including one London Borough. To date there has been</p> <p><b>XXXX installs</b>  <b>XXXXXX Green Deal Assessments</b>  <b>XXXXXXX referrals</b></p>
Deprived areas	Target areas for the DECC Communities Fund, contain some of the most deprived wards in the Chiltern and South Bucks Districts.
<b>Sector Based Approaches</b>	
Private Rented Sector	<p>76 private rented properties between April 2013 and December 2014 were inspected by CDC.</p> <p>Where an EPC indicated that energy improvements could be made, landlords were provided advice and information about the Green Deal</p> <p>A joint Landlord Forum took place in September 2014, attended by 12 local landlords. Presentations and discussion centred on the Green Deal, minimum energy efficiency standards in the private rented sector and the Affordable Warmth Network.</p>

Social housing	<p>Neither Chiltern nor South Bucks Districts own housing stock. L &amp; Q Group (the main Registered Provider in the South Bucks district) completed 59 loft and cavity wall insulations, fitted Solar PV to 72 blocks of flats and visited over 2098 residents to provide behavioural change advice as part of their award winning EnergySave project. This is estimated to have saved residents an average of £200 on their energy bills.</p> <p>Paradigm Housing Group (the main Registered Provider in the Chiltern District) has completed 108 cavity wall and loft insulation top-ups and installed external wall insulation to 39 homes.</p>
Fuel poor	<p>Chiltern and South Bucks District Councils are members of the Bucks Affordable Warmth Network and provide funding towards an Affordable Warmth Project Manager employed by the National Energy Foundation.</p> <p>Between April 2013 and December 2014, the Affordable Warmth Manager assisted and advised xxx fuel poor residents, which included advice on accessing Green Deal and ECO funding and behavioural measures to reduce energy use.</p> <p><b>ADD data</b></p>
<b>New Housing Development</b>	
	<p>Chiltern District's draft Supplementary Planning Document (SPD), yet to be adopted includes policies on Renewable Energy and Sustainable Construction.</p> <p>South Bucks has ensured that Core Policy 12 has been adhered to by developers, ensuring that large commercial and residential developments provide a minimum 10 % of estimated energy use via renewable or low carbon sources.</p>

The following table summarises the activity in each district which the council is aware of:

Monitoring Data	Chiltern	South Bucks
Green Deal assessments completed (via GHT and GDC)	Data awaited	Data awaited
Cavity Wall Insulation installations	284	212
New boiler installations	2835	1760
Window and Door replacements	2456	1483
Number of Measures installed by Green Homes Together	Data awaited	Data awaited
Number of Feed In Tariff Installations	896	466
Number of measures installed with Council financial assistance	12	1
Number of residents advised on Energy Efficiency (including landlords)	Data awaited	Data awaited

Tonnes of carbon dioxide reduced	Data awaited	Data awaited
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### 3. Policy Update

#### 3.1 European Energy Efficiency Directive

The EU Energy Efficiency Directive (2012/27/EU) established a common framework of measures to promote energy efficiency across different sectors of the economy throughout the European Union (EU)<sup>1</sup>. The Directive is behind progress towards the EU's 2020 energy efficiency target.

Central to achieving this goal, is the requirement for Member States to set national non-binding energy saving targets through National Energy Efficiency Action Plans (NEEAPs). These set out estimated energy consumption, planned energy efficiency measures and the improvements individual EU countries expect to achieve by 2020.

For the UK, this represents an 18% reduction in final energy consumption, relative to 2007 business-as-usual projections, and reflects the UK's energy efficiency policy package (2014).<sup>2</sup> Green Deal is one mechanism designed to reduce final energy consumption in UK households.

#### 3.2 New Fuel Poverty Strategy

The government has consulted on its proposed Fuel Poverty Strategy using the following 'low income high costs indicator.'

This finds a household to be fuel poor if it:-

- Has an income below the poverty line (including if meeting its required energy bill would push it below the poverty line), and
- If it has higher than typical energy costs

This means that fuel poverty is the additional problem faced by some low income households in having the highest energy costs.

The government is likely to place the forthcoming English fuel poverty target under statute. The target will be to:-

'ensure that as many fuel poor homes as is reasonably practicable, achieve a minimum energy efficiency standard of Band C, by 2030<sup>3</sup>.'

This is challenging ambition as currently just 4% of fuel poor households in England have an energy efficiency rating of Band C and above, compared to around 18% across all English households.

<sup>1</sup> <http://ec.europa.eu/energy/en/topics/energy-efficiency/energy-efficiency-directive>

<sup>2</sup> [file:///sbdc-fileserver/Housing/SCC/Climate%20Change%20&%20Energy/Internal%20Emissions/Five%20year%20carbon%20management%20plan/2014\\_neeap\\_united-kingdom.pdf](file:///sbdc-fileserver/Housing/SCC/Climate%20Change%20&%20Energy/Internal%20Emissions/Five%20year%20carbon%20management%20plan/2014_neeap_united-kingdom.pdf)

<sup>3</sup> [https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/335099/fuel\\_poverty\\_consultation.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/335099/fuel_poverty_consultation.pdf)



Around 36% of fuel poor homes are D rated, almost a half (46%) are E rated, with the remaining 14% being F or G rated<sup>4</sup>.

To get as many fuel poor homes as is reasonably practicable to a minimum of band C will require a range of actions, such as the installation of energy efficiency measures and bill rebates to help households with energy costs. It is also likely to mean continuing to ensure that fuel poor homes have sufficient insulation in walls and lofts. Some homes could see the installation of a central heating system for the first time, while others could receive an upgrade to the most efficient boilers available or potentially have a heat pump installed.

### 3.3 The Buckinghamshire Energy Strategy

Buckinghamshire Energy Strategy identified that small scale, local energy generation using new technology is a growing reality across the UK which cannot be ignored. It recognised that implementing more efficient ways to use energy can also reduce the impacts of overall rising energy costs.

The strategy is technology agnostic in that it does not prescribe which energy opportunity should be implemented and where. This is up to communities, businesses, public sector organisations and other partners contributing to the development of the strategy and action plans.

The mission of the strategy is to 'deliver significant, social economic and environmental long term benefits to the people of Buckinghamshire by increasing local energy generation and reducing energy demand.' The strategy and plans can be found at [\[hyperlink to be inserted when available\]](#).

### 3.4 Joint Sustainability and Climate Change Strategy

In the next 18 months both CDC and SBDC will prepare a joint Sustainability and Climate Change strategy which aims to create sustainable opportunities and address impacts internally, along with creating sustainable opportunities externally across the both Districts.

## 4. Action Plan

The priorities outlined in the Home Energy Conservation Act Report prepared in March 2013 remain relevant. The Councils will continue to focus on the following measures in order to bring about a significant improvement in energy efficiency:

- Top up loft insulation to 275mm
- Install cavity wall insulation in unfilled cavities
- Replace gas boilers with A rated condensing boilers
- Install solid wall insulation, especially for those areas off the gas network or high energy use areas
- Install renewable heat technologies such as heat pump and biomass boilers

The Action Plan contained in Appendix 1 sets out the actions the Councils, together with their partners, will take in order to achieve these improvements.

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[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/335099/fuel\\_pov\\_erty\\_consultation.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/335099/fuel_pov_erty_consultation.pdf)

## 6. Monitoring and Review

To inform future actions, we will collect data on the following outcomes and will aim to achieve the targets shown:

<b>Monitoring Data</b>	<b>Targets (combined across both Districts)</b>
Green Deal assessments completed (via GHT and GDC)	25 annually
Cavity Wall Insulation installations	2000 measures annually
New boiler installations	
Window and Door replacements	
Number of Measures installed by Green Homes Together	100 annually
Number of Feed In Tariff Installations	500 annually
Number of measures installed with Council financial assistance	20 annually
Number of residents advised on Energy Efficiency (including landlords)	150 annually
Tonnes of carbon dioxide reduced	

The HECA Report and Action Plan will be reviewed annually and updates published every two years.

Next Review Date: 31 March 2016

Submission of next progress report: 31 March 2017

Signed:

Name: **Alan Goodrum**

Position: **Joint Chief Executive, Chiltern and South Bucks District Councils**

Date:

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**Chiltern and South Bucks District Councils  
Home Energy Conservation Act Action Plan April 2015 - March 2017**

Last Updated January 2015

Key Theme/Work Area	Actions and Targets	Responsible	Timescale	Progress Update
<b>FINANCIAL INCENTIVE SCHEMES</b>				
Green Deal and ECO	<p><b>Green Homes Together</b></p> <p>Work with and support the CIC Green Homes Together in promoting:</p> <ul style="list-style-type: none"> <li>• Green Deal Assessment Reports</li> <li>• ECO funded offers for loft and cavity wall insulation</li> <li>• Fixed price offers for Boiler upgrades</li> <li>• Green Deal funded Offers for Solar PV</li> </ul> <p>We will do this by:-</p> <ul style="list-style-type: none"> <li>• Promoting Green Homes Together on the Councils websites</li> <li>• Providing Green Homes Together leaflets and information in the Reception areas of each Council office</li> <li>• Providing information to the Council’s partners, voluntary and community groups, Parish Councils, libraries etc., through face to face meetings, advertisements, provision of leaflets, posters and articles for publication</li> <li>• Promoting Green Homes Together to private landlords through at least one Landlords Forum per year</li> </ul>	Housing, Sustainability and Communication teams	On-going	

	<p><b>Green Deal Communities Fund</b></p> <p>Support the Green Deal Communities Fund Project Manager to encourage uptake of Green Deal Assessments in the target streets in Chesham, Burnham and Iver.</p> <p>Chiltern DC to offer a grant to up to 32 households in the target streets in Chesham to subsidise the cost of a GDAR.</p> <p>The project’s appointed Green Deal Provider will advise eligible householders on the availability of a Green Deal Plan to fund the customer contribution.</p>	<p>Housing and Sustainability Teams</p>	<p>Sept 15</p>	
	<p><b>Home Heat Cost Reduction Obligation</b></p> <p>Work with our Affordable Warmth Partner, National Energy Foundation and their appointed Green Deal Providers to target suitable areas with a campaign to promote ECO funded loft, cavity wall and solid wall insulation.</p>	<p>Housing and Sustainability teams</p>	<p>TBC</p>	
	<p><b>General</b></p> <p>Continue to provide information on the Green Deal and ECO on the Councils websites, including the DECC Energy Saving Advice Line and links to gov.uk</p> <p>Keep front line staff updated on where to sign post enquiries about the Green Deal and other funding opportunities for energy efficiency measures.</p>	<p>Housing and Sustainability teams</p>	<p>On-going</p>	

<b>Flexible Home Improvement Loans</b>	Subject to available funding, Chiltern District Council will continue to offer Flexible Home Improvement Loans to owner occupiers aged 60 or over to carry out energy efficiency works.  Chiltern will also promote Flexible Loan funding to eligible Green Deal Communities Fund applicants to help fund their customer contribution under the scheme.	Housing		
	South Bucks District Council will continue to pursue membership the Flexible Home Improvement Loan scheme.	Housing	By 30 June 2015	
<b>Feed in Tariffs</b>	Provide and keep up to date information about Feed in Tariffs on the Councils' websites.	Housing Sustainability	Ongoing	
	Work with the CIC, Green Homes Together, to identify suitable areas at which to target a promotion campaign.	Housing / CIC / Sustainability	TBC	
<b>Renewable Heat Incentive</b>	Provide and keep up to date information about the Renewable Heat Incentive on the Councils' websites	Sustainability	Ongoing	
	Identify suitable areas off the gas network at which to target a promotion campaign.	Housing / Sustainability / CIC	TBA	
	Implement relevant actions from the Councils Joint Energy and Sustainability Plan	Sustainability	Sept 16 onwards	
<b>Discretionary housing assistance</b>	Continue to offer means tested discretionary financial assistance for replacement boilers to eligible householders.  Chiltern DC to offer grant assistance towards the cost of a Green Deal Assessment Report to selected targeted households.	Housing / CIC	Ongoing	

INFORMATION AND ADVICE				
Publicity	Advertise and publicise the services of <i>Green Homes Together</i> (see above Green Deal and ECO)	Communication / Housing / Sustainability / CIC / BCC	April / May 2013	
	Keep up-to-date information on home energy efficiency on the Council's website, with links to appropriate external sites including the Energy Saving Trust, and DECC Energy Saving Advice line to encourage behavioural changes	Communication / Housing / Sustainability / CIC	Ongoing	
Advice and information sources	Continue to support the Bucks Affordable Warmth Network and promote this as a source of energy efficiency advice to residents and partners.	Housing/NEF	On-going	
	Continue to support the CAB in offering front line energy efficiency and fuel debt advice.	Housing / CAB	Ongoing	
	Publicise and signpost residents to the DECC Energy Saving Advice Line for information on the Green Deal and ECO	Communication / Housing / Sustainability / CIC	Ongoing	
	Keep the Community Energy Champions supported and briefed on current schemes and ensure they are aware of referral mechanisms to relevant schemes.	Energy Champions Network / Bucks Councils	Ongoing	
	Explore ways to work more closely with the voluntary sector and community groups to ensure that all residents have access to information.	Affordable Warmth Project / Housing	Ongoing	
	Ensure that all Members know where to signpost their constituents for energy efficiency, renewable energy and	Housing / sustainability /		

	low carbon advice services.	CIC		
<b>AREA BASED APPROACHES</b>				
<b>Solid Wall Properties</b>	<p>Continue roll out of the Green Deal Communities Funding for solid wall insulation in the target areas of Burnham, Chesham and Iver.</p> <p>Chiltern DC to offer grants to 32 householders in the target streets in Chesham subsidise the cost of a Green Deal Assessment Report as part of the project.</p>	Housing Sustainability NEF	Sept 2015	
<b>Off gas/high energy use</b>	Use the contacts made through the GDC project to explore further opportunities to work with local community and voluntary groups and develop an area based energy efficiency project in the event of further government funding opportunities.	Housing Sustainability		
<b>Deprived areas</b>	Work with the Affordable Warmth Network and their preferred Green Deal Providers to develop a street by street campaign promoting ECO funded energy efficiency measures for the fuel poor.	Housing Sustainability NEF		
<b>Bucks Energy Strategy and Action Plan</b>	Complete five year action plan, Create an energy hub, assist existing projects develop further, start new projects and programmes when opportunities arise.	District and County communities, voluntary and business sectors, and individuals	2015 onwards	



SECTOR BASED APPROACHES				
Private Rented Sector	Hold at least one joint landlord Forum per year to update letting agents and private landlords on energy efficiency, the Green Deal and other relevant schemes.	Housing		
	Undertake appropriate enforcement action in cases where Category 1 'Excess Cold' hazards are identified in private rented properties.	Housing		
	Where we receive a complaint or service request about a private rented property, obtain a copy of the EPC (where an EPC is required) to check the energy rating	Housing		
	Serve Hazard Awareness Notices in respect of F or G rated private rented properties and advise landlords of the proposed changes to the law in 2018, as well as signposting to the Green Deal or other schemes operating in the district.	Housing		
Social housing	L&Q Housing Group to commence a programme to bring all stock to EPC Band D rating. SBDC to work with them to consider opportunities to contribute to funding solid wall insulation via Green Deal Communities Fund.	L&Q	TBC	
	Seek information from Paradigm Housing on proposed energy efficiency programme to their stock in the Chiltern District.	Housing		
Fuel Poor	Continue to provide funding to the Bucks Affordable Warmth Project in 2015/16 and beyond, if appropriate, to ensure the continuation of the free Affordable Warmth helpline.	Housing Teams	April - March 2014	

	Support the Bucks Affordable Warmth Project Manager to:-			
	<ul style="list-style-type: none"> <li>Attend 10 public events in each district per year</li> </ul>			
	<ul style="list-style-type: none"> <li>provide 3 training sessions to front line housing/health and social care/Members/voluntary sector staff in each district per year</li> </ul>			
	<ul style="list-style-type: none"> <li>Undertake a targeted area campaign to promote ECO funded loft, cavity wall and solid wall insulation.</li> </ul>			
	<ul style="list-style-type: none"> <li>Work with public health, local advice services, Childrens Centres, Community Link Officers, Bucks Fire &amp; Rescue to ensure that vulnerable residents have access to information on energy efficiency</li> </ul>			
	<ul style="list-style-type: none"> <li>Provide regular articles to Parish Councils and other organisations on Energy efficiency and funding opportunities</li> </ul>			
<b>NEW HOUSING DEVELOPMENT</b>				
<b>Planning Policy</b>	Assist Planning Policy (CDC) develop the Supplementary Planning Document (SPD) on Sustainable Construction and Renewable Energy and provide advice and support on Energy for the forthcoming CDC and SBDC Local Plans	Planning Policy	Ongoing	
	Continue to advise Development Management on planning applications regarding renewable and low carbon energy	Development Management & Building Control	Ongoing	
	Prepare a planning advisory note on allowable solutions and fabric energy efficiency		Sept 2015	





**CHILTERN DISTRICT COUNCIL  
SOUTH BUCKS DISTRICT COUNCIL**

**MINUTES of the Meeting of the  
CHILTERN AND SOUTH BUCKS JOINT COMMITTEE  
held on 4 FEBRUARY 2015**

**PRESENT:**

Councillor	Mrs I A Darby	Chiltern District Council	- Chairman
Councillors:	A Busby	South Bucks District Council	
	Mrs A Cranmer	South Bucks 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	
	F S Wilson	Chiltern District Council	
	Mrs J Woolveridge	South Bucks District Council	

**APOLOGIES FOR ABSENCE** were received from Councillors P J Hudson (Chiltern District Council) and M Stannard (Chiltern District Council).

**16 MINUTES**

The minutes of the meeting of the Joint Committee held on 16 October 2014 were agreed by the Committee and signed by the Chairman as a correct record.

**17 DECLARATIONS OF INTEREST**

There were no declarations of interest.

**18 CORPORATE PEER CHALLENGE**

Councillors received a letter from the Local Government Association which outlined feedback from the Corporate Peer Challenge team. It was noted that the Corporate Peer Challenge had been a good exercise and an opportunity to assess the work that had been completed so far. The Councils had achieved a lot, but the review team noted that there was a lot of work still to carry out. The letter outlined suggestions for future action, some of which the Councils could carry out and some that would be carried out after the elections in May. Additional support had been provided for the Personnel teams, and space was being created for managers to evaluate what shared working had achieved. The Peer Review Team suggested that the Local Government Association give support on an on-going basis, and the Local Government Association had indicated that it may be possible to facilitate this. It was advised that work needed to be carried out on the transformation strategy, organisation strategy, succession planning, streamlining governance arrangements and making the best use of accommodation space.

The letter also outlined that joint work could take place regarding housing. Councillors noted that it would not be possible to have a joint local plan, but that it may be possible for the two Councils to have the same housing and homelessness strategies. A longer term financial strategy would need to be developed going forward.

A Member stated that there were some inaccuracies in the letter received from the Peer Review Team. The letter outlined that positive steps had been taken to address a green belt review, which was incorrect for South Bucks District Council. The two Councils had been placed in different housing market areas; Chiltern had been placed in an area with Wycombe and Aylesbury Vale District Councils, while South Bucks District Council would be part of a housing market area with a number of the Berkshire authorities. This would drive planning policy in different areas, but delivery of housing strategies and affordable housing could be joint. It had been agreed that there would be two local plans.

**RESOLVED:**

**That the letter received from the Local Government Association be noted.**

## 19 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.

Councillors were advised that the telephony rollout was largely complete, and the contact centre part of the system was due to be implemented. Funding from Government of approximately £220,000 for joint transformation had been granted. It was noted that a number of service reviews were coming to a conclusion and were due to be reported at the next meeting of the Joint Committee. 10 service reviews had now been approved.

Members questioned what the transformation challenge funding could be spent on. The money was awarded in response to a proposal that the Council put forward. This included developing online forms for residents to use and provide information, and also developing an appropriate solution to mobile working, which had been identified as a requirement in some of the service reviews. The project money could be applied over two years, and had to be matched with council funding, but it was noted that the Councils wanted to progress the projects as quickly as possible to support the transformation plans of the Councils. Most of the expenditure would be in the coming financial year.

**RESOLVED:**

**That the programme report be noted.**

**20 SHARED IT HIGHLIGHT REPORT**

The Joint Committee received the latest shared IT highlight report detailing progress, including tasks completed. Councillors noted that a lot of work had been achieved to date. The main works taking place were addressing some of the points that had been raised during service reviews. This included development of online forms for the licensing team and online facilities for people wishing to pay for parking services.

**RESOLVED:**

**That the Shared IT highlight report be noted.**

**21 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.**

**22 HUMAN RESOURCES SHARED SERVICE REVIEW**

The Joint Committee received a report setting out the result of a shared service review of Human Resources. The report detailed the business case, the conclusion of which was that the case for a joint service had been proven and therefore that a joint service should be established. The proposed joint service would deliver greater resilience, improve service quality, increase capacity and reduce costs. It was stated that additional savings would be achieved with the reduction of 0.5FTE in 2017/18. It was noted that the service review covered the structure of the service area. Policies regarding staff, such as flexitime, were not under the remit of the review. Personnel policies and how they are implemented would be subject to discussion by the respective Personnel Committees and JAIC, and there would be no changes to current arrangements in advance of that.

Councillors were advised that the service review was the smallest in financial terms that the Joint Committee had considered to date. The investment in the service reflects flexible working around laptops and mobile devices, which would enable the team to deliver a service to managers where it was required, rather than being in a fixed location. Councillors stated that efficient Human Resources was critical, and supported the principle of a shared service. It was advised that different running costs of the service at the authorities were due to the removal of the Head of Personnel post at Chiltern in 2012 as part of the joint senior management restructuring. This job was replaced by the Principal Personnel Officer, which was a shared post, and was therefore outside of the service review process. The situation prior to the senior

management restructure was one where the running costs would have been similar for the two councils.

In response to a question from a Member, the future of the time recording system at South Bucks would be subject to a separate report to Personnel Committee before any changes are made.

Concerns were raised regarding the cost split of the service reviews between the two Councils. It was noted that the Human Resources Officer at South Bucks District Council had been working across both authorities supporting the harmonisation of terms and conditions. This had not been taken into account in the historic costings, and this meant that the proposed costs in the report would lead to additional costs being carried by South Bucks. It was proposed that the principle that neither Council should incur additional cost should not be taken forwards in relation to this service area. Councillors from both authorities suggested that a 50/50 cost split be implemented for a year before being reviewed.

#### **RECOMMENDED –**

- 1. That the establishment of a joint service is agreed and that both Councils should proceed to establish a joint human resources service.**
- 2. That staff in the respective Personnel and Human Resources Services can be shared to work across the two local authority areas.**

#### **AND RESOLVED –**

- 3. A report is submitted to JAIC and the respective Personnel Committees on the proposed restructure.**
- 4. That the cost sharing arrangements split of 50% CDC and 50% SBDC, with a cost split review after a year, be agreed.**

### **23 POLICY, PERFORMANCE & COMMUNICATIONS SHARED SERVICE REVIEW**

The Joint Committee received a report setting out the result of a shared service review of the Communications, Performance and Policy team. The report detailed the business case, the conclusion of which was that the case for a joint service had been proven and therefore that a shared service should be established.

Councillors were advised that shared working in terms of the websites and communications had been carried out by staff at Chiltern District Council. Councillors at both authorities suggested that the cost split proposed in the report should be replaced by a cost split of 55/45. This suggested cost split would be reviewed in a years' time.



**RECOMMENDED –**

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

**AND RESOLVED –**

3. That the joint communications, performance and policy service to be implemented should be as described in Sections 4 and 5 of the report, which proposes that staff are based at Capswood, Denham and King George V House, Amersham.
4. That the cost sharing arrangements split of 55% CDC and 45% SBDC, with a cost split review after a year, be agreed
5. That the high level implementation plan as the basis for reviewing progress in line with delegations and responsibilities decided for the implementation phase of the service review be agreed
6. That the proposed shared service potential savings of £3,657 (1.52%) be noted.

The meeting ended at 6.33 pm



**MINUTES** of the Meeting of the  
**JOINT WASTE COMMITTEE FOR BUCKINGHAMSHIRE**  
held on **15 JANUARY 2015**  
at **CHILTERN DISTRICT COUNCIL**

**PRESENT:**

Councillors:	Mrs L Clarke OBE	Buckinghamshire County Council - Chairman
	P E C Martin	Chiltern District Council - Vice Chairman
	Sir B Stanier	Aylesbury Vale District Council
	Ms J Phipps	Aylesbury Vale District Council
	Ms N Glover	Buckinghamshire County Council
	M R Smith	Chiltern District Council
	N Naylor	South Bucks District Council
	Mrs J Teesdale	Wycombe District Council

Officers:	N Ullah	Chiltern & Wycombe District Councils
	D Rounding	Buckinghamshire County Council
	G Badhan	Buckinghamshire County Council
	C Oakins	Buckinghamshire County Council
	R Petherwick	Buckinghamshire County Council
	K Eastman	Chiltern & Wycombe District Councils
	C Marchant	Chiltern & South Bucks District Councils
	C Hughes	Wycombe District Council
	I Westgate	Wycombe District Council
	A Wilkins	Aylesbury Vale District Council
	W Montasser	Waste Partnership for Buckinghamshire

**APOLOGIES FOR ABSENCE** were received from Councillor Miss L Hazell (South Bucks District Council), Councillor C Harriss (Wycombe District Council), M Dickman (Buckinghamshire County Council) and B Smith (Chiltern & South Bucks District Councils).

**ALSO IN ATTENDANCE:** Claire Marchant (Thames Valley Police) for Item 2 (Minute 33)

**30 DECLARATIONS OF INTEREST**

There were no declarations of interest.

**31 MINUTES**

The Minutes of the meeting held on 9 October 2014 were agreed by the Committee and signed by the Chairman as a correct record.

## 32 ACTIONS AGREED AT THE PREVIOUS MEETING

The Chairman agreed to amend the order of business in order to facilitate the attendance of an external speaker.

### **Minute 18: Business Case for New Waste Partnership Officer & Budget 2015/16**

Members congratulated Nasreen Ullah who had been appointed the Waste Partnership Officer.

### **Minute 27: IAA Update**

The Committee noted that the calculations for the 2014/15 avoided financial pressure payments had now been received by the districts.

## 33 REDUCING RURAL FLYTIPPING

WPC Claire Marchant (Marlow Neighbourhood Policing Team) gave a verbal report on the Reducing Rural Flytipping initiative. The Wokingham Borough Council initiative had been running since 2009 which made two sites available for farmers to dispose of rubbish which had been illegally left on their land. Peter Baveystock, Waste & Recycling Manager for Wokingham Borough Council, could be contacted regarding the scheme: ([peter.baveystock@wokingham.gov.uk](mailto:peter.baveystock@wokingham.gov.uk) ; 0118 974 6338).

It was suggested that a similar scheme could be piloted in the Wycombe District for a period of 6 months to assess uptake, costs and benefits. High Heavens was identified as a potential site in Wycombe that farmers could take fly tipped waste to.

Members noted that BCC was successfully prosecuting people for fly tipping, and that at least 65 prosecutions related to waste left on private land. In those cases the council applied through the court to compensate the private landowners. Residents were being encouraged to report incidents by providing as much information as possible to help secure prosecutions. For example CCTV was also being used and surveillance signs were offered to farmers free of charge. Members could contact David Rounding, Enforcement Officer - BCC ([drounding@buckscc.gov.uk](mailto:drounding@buckscc.gov.uk)) regarding fly tipping incidents including potential locations to deploy CCTV.

Members welcomed the work that was being carried out, and highlighted that publicity played an important role in terms of encouraging residents to report fly tipping and to act as a deterrent. It was suggested that information about prosecutions, such as fines, could be included in local rural, district and parish Council magazines. It was also suggested that coordinated joint communications across all partner authorities be utilised to publicise convictions. A request was made for information about fly tipped waste cleared by Transport for Bucks to be included in data reporting.

### **RESOLVED –**

- 1. That the verbal report be noted.**

2. That BCC and WDC officers explore if a rural flytipping scheme pilot different to present was possible to move forward in Wycombe. Options and costs would need to be considered and reported back to the next Joint Waste Committee meeting.

### 34 NEW WASTE STRATEGY MEMORANDUM OF UNDERSTANDING

The Cabinet portfolio holders for waste from each constituent authority signed the New Waste Strategy Memorandum of Understanding.

### 35 UPDATE ON WASTE PARTNERSHIP & WASTE PREVENTION OFFICERS

The Committee received a report outlining the key achievements of the Waste Prevention Officers over the last five months, and the key waste prevention activities in the future. A longer term plan of activities would now be developed following the appointment of the new Waste Partnership Officer.

Members requested details of communication methods, including social media such as Twitter, which were being utilised by the Partnership. Members were keen to assess the cost effectiveness of waste reduction activities so that the most effective methods could be used. It was noted that a tool was now available which helped measure the effectiveness of waste reduction activities and this is being reviewed and trialled by the relevant officers.

#### RESOLVED –

That the report be noted.

### 36 DISTRICT & COUNTY COUNCIL VERBAL UPDATES

#### Chiltern & Wycombe District Councils

Members were pleased to report that the Christmas catch up had gone well overall. There had been problems with some communal collections in Wycombe, but these were being resolved. Fly tipping at bring sites remained an issue. It was suggested that the partnership could look to carry out joint work in this area and that communications played an important role to encourage residents to take responsibility for disposing of their own waste responsibly.

#### Aylesbury Vale District Council

The Christmas catch up had gone smoothly with all collections up to date by 3 January. There were no bring sites in the district and there were no issues with fly tipping at previous bring site locations.

An update was provided on the accident at the depot. A nut had sheared from a leased vehicle injuring a member of staff. Members were pleased to note that the member of staff had recovered well and had now returned to work.

**South Bucks District Council**

The Christmas collection catch up had gone well. The Council was continuing to roll out a new service to flats and this was due to finish by the spring. New street cleansing vehicles were being introduced. The Council was looking to take advantage of traffic management arrangements for litter collection, requiring joint working with BCC.

**Buckinghamshire County Council**

The County Council is currently carrying out an internal restructure. Members congratulated Gurbaksh Badhan on being appointed the Head of Waste from 1 February. In addition to other projects, the Head of Waste would be responsible for the Energy from Waste (EfW) facility including the waste transfer stations. The building works for the EfW facility were progressing well, and hot commissioning was due to commence in October 2015. Members were invited to visit the EfW site. An update was provided on bio waste and the procurement process for the interim and future long term waste project.

**37 WASTE COMPOSITIONAL ANALYSIS**

Following the recent appointment of the Waste Partnership Officer (WPO) it was proposed that consideration of the Waste Compositional Analysis Project be postponed to allow Members to work with the WPO to assess any benefit from the proposed project. It was requested that the project be discussed at the Members' Seminar.

**RESOLVED –**

**That consideration of the Waste Compositional Analysis Project be postponed.**

**38 BCC'S BULKY WASTE STRATEGY & RE-USE CREDIT POLICY PROJECT UPDATE**

The Committee received a report and presentation from officers on the development and finalisation of the County Council's Bulky Waste Strategy and Re-use Credit Policy which was due to be adopted by the Council in February 2015.

Comments from stakeholders, including District Councils, were received during the consultation period, and officers would respond to these. All authorities would continue to promote their bulky waste collection service and CDC/WDC were looking at providing additional specific training to their customer services team. It was also noted that some bulky waste could be re-used, and that community interest companies and charities be involved. BCC would work with their contractor FCC on this. BCC officers were due to meet with a business regarding recycling mattresses. AVDC were already working with a local school and Achica.com. A Buckinghamshire Reuse Forum meeting was due to be held on 4 February, and representatives from districts and third sector organisations were invited to attend.

There was a discussion on waste from HS2 and the interface with the Energy from Waste site in Greatmoor, Calvert. It was agreed that due to the impact from HS2 on waste collection and disposal authorities, HS2 would be added as an agenda item for discussion at a future meeting

### **RESOLVED –**

- 1. That the report be noted.**
- 2. That HS2 be added as an agenda item for a future meeting.**

## **39 MEMBERS SEMINAR**

A sheet providing details of the proposed Members' seminar was circulated at the meeting and discussed. It was agreed that packaging and waste prevention would be added as an item for discussion at the seminar.

There was a discussion regarding local authorities working with local businesses to minimise food waste. It was suggested that Marks & Spencer could be invited to a future meeting to talk about minimising food waste.

The Waste Partnership Officer would canvass Members for suitable dates, and would send a meeting request with the agreed date of the seminar to the Committee.

### **RESOLVED –**

**That the verbal report be noted.**

## **40 WASTE PARTNERSHIP RECYCLING REWARD FUND UPDATE REPORT**

The Committee received a report providing an overview of the bid submitted on behalf of the Buckinghamshire Waste Partnership to the Department for Communities and Local Government - Recycling Reward Scheme - requesting a grant of £888,600 for the Fighting Food Waste Project. The grant was not match funded, so there was no cost to the partnership. The Committee would be notified once the funding announcement had been made.

### **RESOLVED –**

**That the report be noted.**

## **41 DEMONSTRATION OF COMPLIANCE THAT RECYCLING COLLECTIONS ARE TECHNICALLY, ENVIRONMENTALLY AND ECONOMICALLY PRACTICABLE**

Following a request made at the last meeting, Members were asked to comment on a draft letter to Rt Hon David Lidington MP (Minister of State for Europe) outlining the level of resources that local Councils were having to use

in order to demonstrate compliance with Regulation 13 of the Waste Regulations England & Wales 2011.

**RESOLVED –**

**That the letter be agreed, subject to minor amendments.**

**42 DEFRA CONSULTATION ON THE DEFINITION OF WASTE**

The Government Department for Environment, Food and Rural Affairs was consulting relevant organisations on the definition of waste, and sought examples of where the definition of waste had been a barrier to re-use and recycling. The consultation would close on 30 January 2015. Comments and examples should be sent to Waleed Montasser, Waste Reduction Officer – Waste Partnership, (wmontasser@buckscc.gov.uk) who would collate and submit a response on behalf of the partnership.

**RESOLVED –**

**That the verbal report be noted.**

**43 NOTES OF WASTE TECHNICAL OFFICER GROUP MEETINGS**

The Committee considered a summary of the notes of the Technical Officer Group (TOG) meetings. It was noted that officers were reviewing the structure of TOG meetings, and Members would receive a report on this at the next meeting.

**RESOLVED –**

**That a summary of the notes of the TOG meetings be noted.**

**44 DATE OF NEXT MEETING:**

Tuesday 30 June at 10am (Wycombe District Council)

**The meeting ended at 12.20 pm**



**MINUTES of the Meeting of the  
CHILTERNS CREMATORIUM JOINT COMMITTEE  
held on 16 FEBRUARY 2015  
at CHILTERN DISTRICT COUNCIL at 2.00PM**

**PRESENT:**

Councillor	A Green	Wycombe District Council	- Chairman
“	B Roberts	Aylesbury Vale District Council	- Vice-Chairman

Councillors:	H Mordue	Aylesbury Vale District Council
	P E C Martin	Chiltern District Council
	G K Harris	Chiltern District Council
	Councillor H McCarthy	Wycombe District Council

**17 MINUTES**

The Minutes of the meeting of the Joint Committee held on 18 December 2014 were agreed and signed by the Chairman as a correct record.

**18 DECLARATIONS OF INTEREST**

There were no declarations of interest.

**19 ANNUAL LEARNING CONFERENCE**

The next Annual Conference of the Institute of Cemetery and Crematorium Management (ICCM) was due to be held in October 2015.

**RESOLVED –**

**That the Chairman of the Joint Committee and the Superintendent, or suitable substitutes, be nominated to attend the 2015 ICCM Annual Conference.**

**20 LIAISON MEETING WITH PERSONS TAKING SERVICES & FUNERAL DIRECTORS**

Annual liaison meetings with persons taking services and funeral directors usually took place in June, but last year the meeting took place in February as an opportunity to consult on proposals for Aylesbury Crematorium prior to submission of the planning application.

**RESOLVED –**

**That the next Liaison Meeting be held in June on a date to be confirmed once the respective Councils' appointments to the Joint Crematorium Committee have been made.**

## 21 COMPLAINTS AND COMPLIMENTS 2014

The Joint Committee received a report giving details of complaints and compliments that had been received about the Crematorium in 2014 and the action that had been taken in response to the comments received. 9 substantial complaints had been received in 2014 which compared to 7 received the previous year. Members congratulated the Superintendent on the low number of complaints received in light of the increase in the number of cremations that had taken place in 2014.

### **RESOLVED –**

**That the report be noted.**

## 22 SERVICE PLAN 2015 - 2016

The Joint Committee considered the Crematorium Service Plan for 2015/16 which outlined the key projects that had taken place during the previous year, and those that would continue into the following year. Members were particularly pleased to note that planning permission had been obtained for the new Aylesbury Crematorium, and the memorial shrubbery scheme had been successfully implemented and being well received.

Members also noted that the building and opening of the new Aylesbury Crematorium was a key objective for 2015/16. It was also intended that the Wesley Music audio-visual tribute system would be installed.

### **RESOLVED –**

**That the Crematorium Service Plan for 2015/16 be approved.**

## 23 REVENUE BUDGET - REVISED 2014/15 AND ORIGINAL 2015/16

The Joint Committee received a report setting out details of the Chilterns Crematorium Revenue Budget for 2014/15 Revised and 2015/16 Original. The main changes in the Revised Revenue Budget were set out in paragraph 4 of the report. The Aylesbury Crematorium construction costs had a significant influence on the revenue surplus/deficit and any surplus apportionment to the constituent Councils. Overall the Amersham Crematorium was planned to continue to generate a healthy operating surplus.

### **RESOLVED –**

**That the 2014/2015 Revised and 2015/2016 Original revenue budgets be approved.**

## 24 MEDIUM TERM FINANCIAL STRATEGY

The Joint Committee received a report reviewing the financial position of the Chilterns Crematorium in the medium term from 2016/17 to 2018/19. It was noted that the Medium Term Financial Strategy was heavily influenced by the Aylesbury Crematorium project which the business case had shown was financial viable and would support the objective to maintain and enhance the provision of high quality crematoria services to the constituents of Buckinghamshire. Once the new Crematorium was operational the strategy would be reviewed in detail.

### RESOLVED –

**That the Medium Term Financial Strategy forecast be noted.**

## 25 REVIEW OF FEES & CHARGES

The Joint Committee received a report setting out proposed fees and charges from 1 April 2015 based on a general increase of between 2-3% over the current year charges with the exception of the provision and fixing of a leather memorial plaque (6.8%) as the cost had increased significantly.

Members considered a proposed increase of 2.9% for the main cremation fee for 2015/16 in light of the fee charged by surrounding crematoria. It was noted that the Councils would look to harmonise the cremation fee between the two sites once the Aylesbury Crematorium had been built.

### RESOLVED –

**That the fees and charges for 2015/16 as shown in the appendix of the report be agreed and the main cremation fee be set at £535 with effect 1 April 2015.**

## 26 CAPITAL PROGRAMME 2014/15 TO 2018/19

The Joint Committee received a report setting out details of the proposed Chilterns Crematorium Capital Programme covering the period 2014/15 to 2018/19. The report provided an overview of each of the following capital projects included within the Programme:

- Relining Cremators
- Cremator Process Logic Controller (PLC)
- Computerised Cremation Administration System
- Driveway and Car Park Resurfacing
- New Site Development

It was noted that the projects related to the cremators were structured on a rolling programme in order to minimise disruption. There was a discussion

regarding the increased demand for car parking at the Crematorium due to an increase in the number of cremations and a noticeable decline in car sharing. Although still an infrequent occurrence it was acknowledged that the car parks are overflowing more often. However it was felt that this situation will significantly improve once Aylesbury Crematorium opens and that the issue should be reassessed after this has happened.

**RESOLVED –**

**That the proposed Capital Programme for 2014/15 to 2018/19 be agreed.**

**27 NEXT MEETING**

The meeting scheduled for the 9 March 2015 was not required.

**28 EXCLUSION OF THE PUBLIC**

**RESOLVED –**

**That under Section 100(A)(4) of the Local Government Act 1972 the Public be excluded from the meeting for the following items 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.*

**29 AYLESBURY CREMATORIUM UPDATE**

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

The Committee received a report providing an update on the Aylesbury Crematorium project. Members were pleased to note that the project was progressing well, but felt that the signage for enabling works could have been improved greatly. The Committee remained committed to building the Aylesbury Crematorium.

**RESOLVED –**

- 1. That the report be noted.**
- 2. That authority be delegated to the Clerk of the Joint Committee in consultation with the Chairman of the Joint Committee, to submit a second planning application, if required.**

3. That the decision be made to opt to tax the land that is being developed at the Aylesbury Crematorium.

The meeting ended at 3.35 pm



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