

CHILTERN DISTRICT COUNCIL

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

Tuesday, 1st December, 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 - 16*)
To sign the Minutes of the meeting held on 20 October 2015.
- 3 Apologies for Absence
- 4 Declarations of Interest
- 5 Current Issues
- 6 28-Day Notice Forward Plan (*Pages 17 - 18*)
Appendix 1 - Cabinet Forward Plan (Pages 19 - 22)
- 7 Response to the Petition to the Council in relation to Refugees
(*Pages 23 - 26*)

- 8 Draft Revenue Budget 2016/17 (Pages 27 - 32)
- Appendix 1 - Revenue Account Summary (Pages 33 - 34)*
 - Appendix 2 - Summary of Budget Movements (Pages 35 - 36)*
 - Appendix 3 - Leader Portfolio (Pages 37 - 42)*
 - Appendix 4 - Customer Services Portfolio (Pages 43 - 48)*
 - Appendix 5 - Community, Health & Housing Portfolio (Pages 49 - 62)*
 - Appendix 6 - Environment Portfolio (Pages 63 - 74)*
 - Appendix 7 - Support Services Portfolio (Pages 75 - 84)*
 - Appendix 8 - Sustainable Development Portfolio (Pages 85 - 88)*
 - Appendix 9 - Trading Undertakings (Pages 89 - 92)*
 - Appendix 10 - Health & Housing Revised Charges from 1 April 2016 (Pages 93 - 110)*
 - Appendix 11 - Parish Tax Base & Grant Payments (Pages 111 - 112)*
- 9 Voluntary Community Sector Infrastructure Funding (Pages 113 - 116)
- 10 Revitalisation Groups (Pages 117 - 124)
- 11 Gambling Act 2005 Licensing Statement of Principles - 2015 Revision (Pages 125 - 126)
- Appendix - Gambling Act 2005 Statement of Principles (Pages 127 - 162)*
- 12 Free Hour of Parking for Parishes (Pages 163 - 166)
- 13 Resident Parking Permits - Watermeadow Car Park (Pages 167 - 170)
- 14 Quarter 2 Performance Report 2015/16 (Pages 171 - 174)
- Appendix A - Priority Performance Indicators 2015-16 (Pages 175 - 176)*
 - Appendix B - Quarterly Corporate Performance Indicators 2015/16 (Pages 177 - 180)*
- 15 Exemption to Contracts Procedure Rules
- In accordance with the Contract Procedure Rules Cabinet Members are asked to note that Management Team have agreed to the exemption of the Contract Procedure Rules in relation to the appointment of a former Senior Enforcement Officer to provide consultancy services.

16 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 - 26 October 2015 (Pages 181 - 182)

Appendix 2 - Chiltern & Wycombe Joint Waste Collection Committee - 5 November 2015 (To Follow)

Appendix 3 - Joint Waste Committee for Buckinghamshire - 1 October 2015 (Pages 183 - 186)

17 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.

18 Cabinet Reports from Policy Advisory Groups:

- 18.1 Communities, Health & Housing Notes - 19 November 2015 *(To Follow)*
- 18.2 Customer Services Notes - 14 October 2015 *(Pages 187 - 188)*
- 18.3 Environment Notes - 11 November 2015 *(To Follow)*
- 18.4 Support Services Notes - 17 November 2015 *(To Follow)*
- 18.5 Sustainable Development Notes - 15 October 2015 *(To Follow)*

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

Date of next meeting – Tuesday, 22 December 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.

1.1.

CHILTERN DISTRICT COUNCIL

MINUTES of the Meeting of the
CABINET
held on **20 OCTOBER 2015**

PRESENT: Councillor I A Darby - Chairman
" M J Stannard - Vice Chairman
Councillors: G K Harris
P E C Martin
M R Smith

APOLOGIES FOR ABSENCE were received from Councillor F S Wilson

42 MINUTES

The Minutes of the Cabinet meeting held on 25 August 2015, copies of which had been previously circulated, were approved and signed by Councillor I A Darby, Cabinet Leader, as a correct record.

43 DECLARATIONS OF INTEREST

There were no declarations of interest.

44 CURRENT ISSUES

- (i) **Councillor Harris** reported that Knight, Kavanagh and Page Limited had been appointed to carry out a Leisure Needs Assessment for Chiltern, and following completion of the assessment a draft report was to be prepared by the end of December and a formal report and visual presentation to a meeting of Cabinet before the end of January 2016.
- (ii) **Councillor Martin** reported that a meeting for all District, Town and Parish councillors was scheduled on Wednesday 21 October 2015 to provide an update on progress with the Local Plan.
- (iii) **Councillor M Smith** reported that planning permission for the Crematorium at Aylesbury had been granted.
- (iv) **The Leader** reported, on behalf of Councillor Wilson, that the UK's first pavement wi-fi had been installed in Chesham High Street, which provided superfast wi-fi speeds in this area and was a pioneering first for the UK.

45 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 2 November 2015.

The Acting Chief Executive reported that, in respect of the Chiltern & South Bucks Joint Committee Forward Plan, the Revenues & Benefits Business

Case was deferred for consideration at the Joint Committee meeting in November 2015 rather than on 26 October 2015 as indicated.

RESOLVED –

- i) That the Draft 28-Day Notice / Forward Plan, to be published on 2 November 2015, be noted; and**
- ii) That the change to the Joint Committee Forward Plan in respect of the Revenues & Benefits Business Case be noted.**

46 JOINT BUSINESS PLAN REFRESH 2015 - 2020

The Principal Policy and Communications Officer presented the report which sought approval for the refreshed Joint Business Plan 2015 – 20.

The Joint Business Plan replaced the former Chiltern Aims and Objectives document and South Bucks Corporate Plan from 2014/15. The Joint Business Plan is reviewed every year to reflect the changing needs of the locality and the communities that live and work within Chiltern and South Bucks and the service planning process. The Plan was refreshed a little later this year due to the Local Elections taking place in May 2015. Members' attention was drawn to the various sections of the document to provide an overview of the content.

It was noted that minor amendments had been received from the Resources Overview Committee, Councillor P Jones and Councillor M Stannard which were to be incorporated and would not demonstrate significant change or focus to the document presented to the members. These minor amendments would be made by officers following consultation with the Leader prior to publication.

RESOLVED:

That the refreshed business plan be approved.

47 PERFORMANCE REPORT QUARTER 1 2015/16

The Principal Policy and Communications Officer presented the report which outlined the performance of Council services against performance indicators and service objectives during April to June 2015. In respect of Appendices A and B, the Resources Overview Committee had made suggestions to the layout of the table which were to be incorporated into future quarterly reports.

Members were advised of key pressure areas highlighted in the report which related to homelessness, affordable housing and impact of changes to the benefit scheme. Attention was drawn to the PI No. CdSD2, Special measures, speed of processing major applications for assessment in Oct/Nov 2015, which was regularly exceeded and whether this should be increased but the Acting Chief Executive advised that there was a formula that set the target

and a significant increase could affect performance and therefore it was agreed to include further explanation against the reason for the target. It was also noted that recycling figures were below target and further improvement was being sought including a programme of work to analyse recycling figures but the low levels were likely to be a seasonal impact. There were further areas within the report that identified the need for additional explanation which would be incorporated.

A query was raised in respect of CdS012 (C) and whether the target figure of 30% was correct, officers agreed to check on this and if appropriate set a more demanding target for future years' performance.

RESOLVED:

That the report be noted.

48 BUCKINGHAMSHIRE THAMES VALLEY LOCAL ENTERPRISE PARTNERSHIP (BTVLEP) CONTRIBUTION

The Acting Chief Executive presented the report requesting consideration of the Council's continued financial contribution to the Bucks Thames Valley Local Enterprise Partnership (BTVLEP).

RESOLVED:

That the allocation of £3,600 per annum from existing budgets be approved as the contribution towards the running costs of Bucks Thames Valley Local Enterprise Partnership identified in the report for the period 2015/16 – 2017/18.

49 BUSINESS RATES POOLING

The Director of Resources presented the report which sought agreement to proceed to be part of an expression of interest for business rate pooling for 2016/17, if the Government determined pooling was to continue.

The report set out the background and mechanics of business rate pooling, and the Director of Resources highlighted the issues that needed to be considered before finally committing to a pooling arrangement. The report illustrated the various pooling combinations for the Bucks authorities and their financial effects.

The benefit from pooling arises when being able to reduce the amount of any growth in business rates above Government assumptions which otherwise would be paid over to the Government. The authorities in the pooling area were committed to make the same overall basic payment to Government as they would if they had not joined a pool. Members were in agreement with the principle of pooling.

The governance and operation of any pool would be set down in an Inter Authority Agreement between those authorities in the pool.

The Buckinghamshire authorities had commissioned independent advisers to model the various pooling options for 2016/17 which were set out in Table 1 of the report. It was noted that if Chiltern was not part of any pool it could pass over £500K additional in business rates to the Government, whereas pooling would reduce the figure.

Officers advised members that there was a proposal from South Bucks DC's Cabinet to top slice any gains to provide funding for Bucks Advantage, and the Members were supportive of this suggestion.

RESOLVED:

- i) That it be agreed to be part of an expressing of interest for forming a business rate pool for 2016/17, if the pooling arrangements continue;**
- ii) That Members preferences were towards those options that gave the more substantial gains for Buckinghamshire;**
- iii) That the Director of Resources be delegated, in consultation with the Leader and the Support Services Portfolio Holder, authority to make the final decision to be part of any pool, and any subsequent decision to confirm intention to pool and the signing of an Inter Authority Agreement.**
- iv) To agree to support for consideration by any Pool that Chiltern District Council may be part of, that any retained growth is top sliced before distribution in order to provide funding in 2016/17 for Bucks Advantage.**

50 TREASURY MANAGEMENT QUARTERLY REPORT Q2 2015/16

The Director of Resources presented the report on the Treasury Management operation of the Council for July – September 2015.

RESOLVED:

That the Treasury Management performance for 2015/16 be noted.

51 LOCAL DEVELOPMENT SCHEME REVIEW

The Planning Policy Manager presented the report which following the recent Government announced objective for speeding up plan-making, to consider options and a recommended way forward to produce a new Joint Local Plan with South Bucks District Council by early 2017 through a review of the Councils' approved Local Development Scheme and other associated necessary actions.

Members' attention was drawn to the new Government objectives for local plan-making which required a change to the Council's approved Local Development Scheme whilst presenting a significant challenge to produce a local plan by early 2017. The recommended approach was in line with that from the Shared Service Review, and will secure the best opportunity for the Council to meet the Government objective whilst having least financial impact.

RECOMMENDED TO COUNCIL;

- i) Subject to agreement by South Bucks District Council, Chiltern District Council agrees to the preparation of a joint Chiltern and South Bucks Local Plan (2014 – 2036) under Section 28 of The Planning and Compulsory Purchase Act 2004 and for the preparation of a joint Chiltern and South Bucks Local Development Scheme to this effect;**
- ii) Subject to approval of Recommendation 1 above and agreement by South Bucks District Council, that Council approves a joint Chiltern and South Bucks Local Development Scheme timetable such that the timetable comprises the following:**
 - a) public consultation on a joint Local Plan in accordance with Regulation 18 of The Town and Country Planning (Local Planning) (England) Regulations 2012 commencing in January/February 2016 incorporating an 'Issues and Options' consultation**
 - b) a preferred options consultation commencing in October/November 2016**
 - c) pre-submission consultation on the Local Plan in accordance with Regulation 19 of The Town and Country Planning (Local Planning) (England) Regulations 2012 commencing in March/April 2017**
 - d) submission of the Plan to the Secretary of State in accordance with Regulation 22 of The Town and Country Planning (Local Planning) (England) Regulations 2012 in September 2017**
 - e) anticipated examination in December 2017**
 - f) anticipated adoption in June 2018**
 - g) on-going Duty to Co-operate**
 - h) review the need for a combined Chiltern and South Bucks community infrastructure levy at the most relevant point between September 2016 and July 2017.**
- iii) Agree the establishment of a Joint Planning Policy Member Reference Group with:-**

- a) The Group to consist of equal membership from the two councils, namely respective cabinet members with responsibility for planning plus up to five other members nominated by each council. Other than for the cabinet members there will be no substitutes and the cabinet members will be free to nominate a substitute member as and when necessary.
 - b) Meetings will not be open to the public and agendas, reports, documents and any notes of the meeting will be kept confidential amongst the two councils.
 - c) Other members of the councils will be able to attend the meetings and will be able to contribute to the meeting with the agreement of the Chairman.
 - d) The Group to have no decision making powers but to provide advice and a steer on the preparation of planning policy matters. Meetings will be arranged as required in order to progress the joint Local Plan to the Local Development Scheme Timetable, associated matters and other Local Plan related matters after the Local Plan has been adopted with due notice being given.
 - e) To be quorate, the meeting will require at least two appointed members from each Council to be present.
 - f) The terms of reference for the Group to be agreed at the first Group meeting.
 - g) Meetings as far as practicable will generally alternate between Chiltern and South Bucks offices. Both councils to elect a Chairman at the first meeting, with the chairmanship of meetings alternating between the two Councils (i.e. one chairing one meeting and the next chairing the next meeting at the respective Councils).
- iv) That Council agree the nominations for the Chiltern member places on the Group, with those members to remain in place unless otherwise determined by Council.

RESOLVED:

That Cabinet approve, subject to recommendations 1 and 2 above being agreed by Council and South Bucks District Council:-

- v) To delegate authority to the Head of Sustainable Development to update the supporting Local Development Scheme document as a new joint councils Local Development Scheme. In exercising this

delegation the Head of Sustainable Development will consult with and take into account the views of the Cabinet Member for Sustainable Development and the South Bucks District Council Cabinet Member for Sustainable Development.

- vi) That notification of the revised Local Development Scheme Timetable be sent as soon as practicable to all Duty to Co-operate organisations, the Bucks Thames Valley Local Enterprise Partnership, the Milton Keynes and Buckinghamshire Natural Environmental Partnership and groups, organisations and individuals on the Council's Planning Consultation Database.
- vii) That all of the public consultations on a joint emerging Local Plan to be carried out so as to meet the minimum requirements of both the Chiltern District Council and South Bucks District Council statements of community involvement.
- viii) Request as a matter of urgency the Joint Committee consider agreeing to the Planning Policy Team forming a shared service with South Bucks District Councils' Planning Policy Team, to be located at one of the authorities offices, either at Amersham or Denham.
- ix) Request as a matter of urgency the Personnel Committee to consider the staff resource implications for expediting the local plan to meet the Government objectives.
- x) Agree to the funding of £400,000 additional expenditure to be met from the Council's Planning reserve.

52 CHILTERN GREEN HOUSE GAS (GHG) REPORT

The Principal Strategic Environment Officer presented the report which provided an overview and summary of the Chiltern District Council Green House Gas (GHG) Report for 2014/15.

RESOLVED:

- i) That the ongoing reduction in carbon emissions had been maintain for the year 2014/15 be noted, and in doing so, continue to meet the Council's reduction target;
- ii) That the risks and opportunities for GHG emissions in relation to the shared service agenda moving forward be noted; and
- iii) The Chiltern GHG Report detailed in Appendix 1, as submitted to the Department of Energy and Climate Change by the deadline of 31 July 2015 be noted.

53 SMOKE AND CARBON MONOXIDE ALARM REGULATIONS

The Head of Healthy Communities presented the report which updated Members on the implications of the Smoke and Carbon Monoxide Alarm (England) Regulations 2015; and sought approval to amend the Scheme of Delegation and prepare a Statement of Principles in respect of the power to impose a Penalty Charge for failure to comply with a remedial notice.

Members were advised that the regulations were a key element of public safety legislation which had come into force on 1 October 2015, requiring private landlords of residential premises to:

- Install smoke alarms on each floor of their rented property
- Install a carbon monoxide alarms in each room where there is a solid fuel burning appliance
- Carry out checks to ensure the alarms are in working order at the start of each new tenancy.

RESOLVED:

- i) That the requirement for residential landlords to install smoke and carbon monoxide alarms in their rented properties be noted;**
- ii) That delegated authority be given to the Head of Healthy Communities to enforce the Smoke and Carbon Monoxide Alarm (England) Regulations 2015 and the Scheme of Delegations be amended accordingly;**
- iii) That the Head of Health and Housing be authorised to prepare and agree a Statement of Principles in respect of the fixed penalty charge for failure to comply with a remedial notice in consultation with the relevant Portfolio Holder; and**
- iv) That the fixed penalty charge be set at the maximum amount of £5000 where a landlord has failed to comply with a remedial notice.**

54 SERVICE LEVEL AGREEMENT GRANT TO CITIZENS ADVICE BUREAU

The Head of Healthy Communities presented the report which sought agreement to award funding to the Chiltern Citizens Advice Bureau (CAB) for the period 1 April 2016 to 31 March 2019.

Members were advised that the work of the Citizens Advise Bureau contributed directly to the Housing and Homelessness prevention strategies and was a key partner in reducing the risk of homelessness. In 2014/15 the CAB prevented 39 cases of homelessness where clients were facing an imminent prospect of repossession due to rent and mortgage arrears. Due to the intervention of the CAB there was a beneficial impact for the residents of Chiltern and also reduced the impact and cost incurred by Council services.

It was noted that following consideration of the report by the Services Overview Committee an additional recommendation had been included to earmark a further £12,500 for specific projects subject to submission and approval of a detailed business plan by the CAB.

Following consideration of the report and noting the amended recommendation from the Services Overview Committee, the Cabinet

RESOLVED:

- i) That the Chiltern Citizens Advice Bureau be awarded funding of £125,000 per annum for the period 1 April 2016 to 31 March 2019;
- ii) That a further £10,400 be earmarked for specific projects subject to submission and approval of a detailed business plan from Chiltern Citizen's Advice Bureau; and

That delegated authority be granted to the Head of Healthy Communities to agree the Service Level Agreement in consultation with the relevant Portfolio Holder.

55 MINUTES OF JOINT EXECUTIVE COMMITTEES

Members considered and noted the Minutes of the following Joint Executive Committee meeting:-

- Chiltern & Wycombe Joint Waste Collection Committee – 27 August 2015

56 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.

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

57 CABINET REPORTS FROM POLICY ADVISORY GROUPS:

Cabinet members considered the notes of the following Policy Advisory Group meetings:-

- Sustainable Development PAG Notes – 26 August 2015

58 HOUSING OPTIONS AND ALLOCATIONS - LOCATA SOFTWARE

The Housing Manager presented the report which updated Members on the procurement of software to secure the continuation of the Bucks Home Choice system beyond the end of the current agreement with Locata in January 2016; and report that an exemption to the Council's Contract Procedure Rules had been granted by Management Team.

RESOLVED:

- i) That the position regarding the procurement of software to secure the continuation of the Bucks Home Choice system be noted;**
- ii) That it be noted that Management Team had agreed an exemption to the Council's Contract Procedure Rules;**
- iii) That, in order to progress the procurement as set out in the report the Head of Healthy Communities be given delegated authority to liaise with other District Councils and Locata (Housing Services) Ltd to agree the services to be provided in a new Framework Agreement from 20 January 2016 and a final price for the delivery of the Agreement; and**
- iv) That the final pricing will be reported to Management Team**

59 HS2 UPDATE REPORT

Consideration was given to the report which provided an HS2 Update and specifically on:-

- The Select Committee hearing process to date;
- Interim decision announced by the Select Committee on the Chilterns Long Tunnel (CLT);
- Additional provisions and their implications;
- Options for the Council going forward and implications; and
- The financial implications of the work moving forward and identification of further action necessary.

The Leader thanked the HS2 Team for their continued hard work on this project, and Cabinet

RESOLVED:

- i) That the on-going negotiations with HS2 Ltd to pursue the non-tunnel mitigation asks in the October and November hearings in partnership with Buckinghamshire County Council, Chiltern Conservation Board and other partners to ensure that the proposals remain in alignment with the Council's plans and vision for the area be approved;**

- ii) That the Council continues with its strategy to preserve a number of options to secure the maximum edge to edge bored tunnel throughout the AONB;
- iii) That the position on assurances being sought from the promoter be noted;

RECOMMENDATION TO COUNCIL:

- iv) That £140,000 be transferred from the General Reserve to the HS2 Reserve for the next stage of work relating to AP2 and AP4 work on petitions and related work at least until July 2016 with the resources identified in the report;

RESOLVED:

- v) That the Acting Chief Executive in consultation with the Leader and Head of Legal and Democratic Services be authorised to approve any further negotiations and settlements reached with HS2 leading up to the Select Committee hearings; and
- vi) That the Acting Chief Executive be authorised to approve expenditure from the HS2 Reserve after consultation with the Leader and Head of Legal and Democratic Services and act on the Councils behalf on any further rapid or unexpected developments relating to the petitioning points being presented to the Select Committee.

The meeting ended at 5.29pm

SUBJECT:	28 Day Notice
REPORT OF:	<i>Portfolio Holder for Support Services</i>
RESPONSIBLE OFFICER	<i>Head of Legal & Democratic Services</i>
REPORT AUTHOR	<i>Mat Bloxham, 01494 732143, mbloxham@chiltern.gov.uk</i>
WARD/S AFFECTED	<i>All</i>

1. Report

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.

RECOMMENDATION

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

- Cabinet: 10 February 2016 (Appendix 1)
- CDC & WDC Joint Waste Collection Committee: (17 December Meeting cancelled)
- Chilterns Crematorium Joint Committee: meeting date to be confirmed
- Joint Waste Committee for Bucks: 20 January 2016 (no items currently)
- Joint Committee: meeting date to be confirmed

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

Leader (Councillor Isobel Darby)					
Key Decision (Y/N) ¹	Report Title & Summary ²	Consultation ³	Decision Maker & Date	Private Report (Y/N) and Reason Private ⁴	Lead Officer ⁵
Yes	Bucks Infrastructure Plan: To consider a report on the Bucks Infrastructure Plan.		Cabinet 10 Feb 16		Anita Cacchioli Email: ACacchioli@chiltern.gov.uk
Yes	Bucks Advantage Funding: To agree the Council's contribution to Bucks Advantage.		Cabinet 10 Feb 16	Report – No Appendix – Yes (Paragraph 3)	Bob Smith Email: bsmith@chiltern.gov.uk
Yes	Service Plan Summaries 16/17: This report introduces the Service Plan Summaries for the year 2016-17 for each of the main service areas at the Council.	Resources 26 Jan 16 Services 15 Mar 16	Cabinet 10 Feb 16	No	Rachel Prance Email: rachel.prance@southbucks.gov.uk
No	Quarter 3 Performance Report 2015/16: This report monitors performance against pre-agreed targets and seeks approval for any proposed changes to targets.	Resources 23 Mar 16 Services 15 Mar 16	Cabinet 5 April 16	No	Rachel Prance Email: rachel.prance@southbucks.gov.uk
No	Performance Indicator Review 2016/17: This report introduces proposed changes to the performance indicators for 2016-17.		Cabinet 5 April 16	No	Rachel Prance Email: rachel.prance@southbucks.gov.uk
No	Joint Business Plan refresh 2016/21: This report presents the Council's refreshed Joint Business Plan with Chiltern District Council, 2016-21, in line with Service Planning 2016-17.		Cabinet 5 April 16	No	Rachel Prance Email: rachel.prance@southbucks.gov.uk

Support Services - Deputy Leader (Councillor Mike Stannard)					
Key Decision (Y/N) ¹	Report Title & Summary ²	Consultation ³	Decision Maker & Date	Private Report (Y/N) and Reason Private ⁴	Lead Officer ⁵
Yes	Capital Programme and Repairs & Renewals Programme 2016/17 to 2019/20: To consider and agree the proposed updates to the capital and Repairs & renewals programmes	Resources 26 Jan 16	Cabinet 10 Feb 16	No	Jacqueline Ing Email: jing @chiltern.gov.uk

Sustainable Development (Councillor Peter Martin)					
Key Decision (Y/N) ¹	Report Title & Summary ²	Consultation ³	Decision Maker & Date	Private Report (Y/N) and Reason Private ⁴	Lead Officer ⁵
Yes	Emerging Chiltern and South Bucks Local Plan 2014 - 2036: Regulation 18 and Issues and Options Consultation: To consider an initial consultation document for a new Joint Local Plan.		Cabinet 22 Dec 15	No	Graham Winwright Email: gwinwright @chiltern.gov.uk

Environment (Councillor – Mike Smith)					
Key Decision (Y/N) ¹	Report Title & Summary ²	Consultation ³	Decision Maker & Date	Private Report (Y/N) and Reason Private ⁴	Lead Officer ⁵

Community, Health & Housing (Councillor Graham Harris)					
Key Decision (Y/N) ¹	Report Title & Summary ²	Consultation ³	Decision Maker & Date	Private Report (Y/N) and Reason Private ⁴	Lead Officer ⁵
No	Chiltern District Council Strategic Housing Framework 2014-15: To receive an update on affordable housing delivery and to consider the Council's draft Strategic Housing Framework 2014-15	CHHPAG 21 March 16	Cabinet 5 April 16	No	Michael Veryard Email: mveryard@chiltern.gov.uk
Yes	Regulators Code for shared services: To consider the shared service regulators enforcement code	CHHPAG 21 March 16	Cabinet 5 April 16	No	Martin Holt Email: mholt@chiltern.gov.uk
Yes	Shared Service Food and Health and Safety Business Plans: To consider a shared service food and health & safety business plans	CHHPAG 21 March 16	Cabinet 5 April 16	No	Martin Holt Email: mholt@chiltern.gov.uk
Yes	Homelessness Strategy: To consider a joint Homelessness Strategy	CHHPAG 21 March 16	Cabinet 5 April 16	No	Martin Holt Email: mholt@chiltern.gov.uk
Yes	Housing Strategy (Framework): To consider a joint Housing Strategy or Housing Framework	CHHPAG 21 March 16	Cabinet 5 April 16	No	Martin Holt Email: mholt@chiltern.gov.uk
Yes	Private Sector Housing Strategy: To consider a joint Private Sector Housing Strategy and Housing Financial Assistance Policy	CHHPAG 21 March 16	Cabinet 5 April 16	No	Martin Holt Email: mholt@chiltern.gov.uk

Customer Services (Councillor – Fred Wilson)					
Key Decision (Y/N) ¹	Report Title & Summary ²	Consultation ³	Decision Maker & Date	Private Report (Y/N) and Reason Private ⁴	Lead Officer ⁵

SUBJECT:	<i>Response to the Petition to the Council in relation to Refugees</i>
REPORT OF:	<i>Graham Harris, Healthy Communities Portfolio Holder</i>
RESPONSIBLE OFFICER	<i>Martin Holt, Head of Healthy Communities</i>
REPORT AUTHOR	<i>Martin Holt 01494 732055, mholt@chiltern.gov.uk</i>
WARD/S AFFECTED	<i>All</i>

1. Purpose of Report

To consider the petition presented to Council in relation to; ‘*welcoming 50 refugee families to Chesham and its surrounding villages and help them to find a safe place to stay where they can stop running from the living hell of war*’.

RECOMMENDATION

1. To work in partnership with the other local authorities and agencies in Buckinghamshire to provide a full system response to the Governments request to support Syrian Refugees under the Syrian Vulnerable Person Resettlement (VPR) Programme.
2. To report to Cabinet on any future proposals as to the needs of refugees and the numbers that could be accommodated under the Syrian Vulnerable Person Resettlement (VPR) Programme. That report to consider the cost to the Council over a 5 year period.

2. Executive Summary

3. Reasons for Recommendations

- 3.1 Currently there has been no decision by Members in any of the local authorities in Buckinghamshire on how many people we may be able to assist. There is however the recognition that no single authority in Bucks can provide the totality of services required by refugees and that the Buckinghamshire position needs to be a partnership response.
- 3.2 There is uncertainty as to the level of assurance that the Government has currently provided in relation to the full recovery of costs associated with supporting refugees. The government has indicated that the Syrian Vulnerable Person Resettlement (VPR) Programme would operate through a pooled budget approach. There are concerns amongst partners that the health needs of refugees could be such that the remaining allocated funding would be insufficient to cover other costs such as education, social care, housing etc.

3.3 Social housing is under immense pressure from existing local needs so any housing solution would need to be via the Government fully funding accommodation in the private sector. With the rollout of the welfare benefit changes combined with high demand for rental properties there is currently a significant risk that the costs of private rental accommodation will not be fully met through housing benefit and the additional costs could fall to the Council.

3.4 As well as financial risks to partners there are risks associated with safeguarding and community cohesion which would also require consideration.

4. Content of Report

4.1 A petition signed by 273 petitioners was presented to Council in relation to; *'welcoming 50 refugee families to Chesham and its surrounding villages and help them to find a safe place to stay where they can stop running from the living hell of war'*

4.2 The Government has written to all Councils requesting that they consider what support they could provide under the Syrian Vulnerable Person Resettlement (VPR) Programme.

4.3 Officers have met with colleagues from Buckinghamshire Healthcare Trust, the Clinical Commissioning Groups, Buckinghamshire County Council, Thames Valley Police and the other District Councils in Buckinghamshire to assess the needs of Syrian Refugees and the guidance to local authorities and partners in relation to the operation of the Syrian Vulnerable Person Resettlement (VPR) Programme.

4.4 The Home Office is of the view that at least 20% of the refugees may have complex needs. But because of the nature of their experiences leading to their inclusion in the programme, there is a real possibility that many will have long term conditions with significant primary and secondary health care needs. Officers will consider if there are any advantages in housing refugees in cluster to encourage mutual support which may assist any integration in to the community.

4.5 The guidance would require a whole system approach to supporting the needs of refugees dispersed through the programme which would include access to health care, welfare, social care, education, and accommodation for the period of their stay in the UK.

4.6 As part of the whole system approach partners have been asked to gather and share information about the services they provide and what resources have been offered locally, which would meet the anticipated needs of refugees, (accepting that some individuals may have very specific needs) to help us to develop a view of what sort of capacity we might have in Bucks.

4.7 The District Council, in supporting a countywide approach to the Syrian Vulnerable Person Resettlement (VPR) Programme, would be required to find self-contained accommodation for its allocated number of refugee families, providing letting rooms in a family home would not be suitable due to the need to safeguard vulnerable persons.

4.8 It is not fully understood as to the level of support that local communities would wish to provide to refugees; however the resident's petition would indicate some interest in supporting up to 50 families in the Chesham and surrounding village area. The Council has not received similar approaches from other communities or from the Town and Parish Council. A small number of residents have contacted the Council to offer support but none to offer self-contained housing accommodation. The Housing division is recording offers of assistance and directing persons to the government website on how they can assist.

4.9 Government has through its guidance provided some guarantees of financial support in relation to the 1st year of any settlement and an indication has been provided that financial support would continue. However welfare benefit changes may adversely impact on the ability of the authority to secure affordable rented housing.

4.10 The recent partnership meeting agreed that greater clarity was required on;

- The Government proposals to cover the full costs of refugees over a 5 year period
- The sufficiency of the primary care costs to meet potential needs
- With the high demand on social housing currently experienced and the changes to social housing provision, what availability is there in the private sector to accommodate refugees
- What are the potential risks associated with a pooled budget particularly in relation to the role out of the welfare benefit changes and Universal Credit and the impact of higher health or social care costs.
- What lessons can we learn from peers in providing support and in identifying the needs of refugees?

5. Consultation

Not Applicable

6. Options

There are two main options and these are as follows:-

- a) To decline the offer of support to refugees at the current time based on the identified financial risks to the Council
- b) To continue to work in partnership to mitigate the risks and identify opportunities to accommodate a number of refugees

7. Corporate Implications

- 3.1 Financial – There is a risk that accommodation costs may not be fully met through the programme and larger families in the private sector may be impacted by the restrictions in relation to the benefit cap and local housing allowance. As a pooled budget approach would be undertaken to fund the health and social care, education needs of refugees through the Syrian Vulnerable Person Resettlement (VPR) Programme the gap in housing costs may fall to the council to fund.
- 3.2 Legal – the council would have a duty to provide housing advice and assistance including finding accommodation for refugees that have been provided entry in to the UK through the Syrian Vulnerable Person Resettlement (VPR) Programme.
- 3.3 Other risks – specialist support would be required to be provided to refugees to enable access to housing, work, welfare, education, healthcare and social care and to enable integration into the local community. Whilst there is support for refugees in some quarters of the local community, there is a risk of crime and disorder from those with opposing views requiring specialist support and mediation to reduce the risk of community tensions.

8. Links to Council Policy Objectives

A key aim of the Council is to ‘address the needs of the elderly and those who are vulnerable’ and ‘work with partners to reduce crime and antisocial behaviour’ and to ‘improve community safety, working with our key partners to help safeguard children and vulnerable adults and prevent them becoming victims of crime’.

9. Next Steps

Following agreement officers would participate with partners to identify a whole systems approach to the government request to support the Syrian Vulnerable Person Resettlement (VPR) Programme and bring a further report to Cabinet.

Background	None other than those referred to in this report
Papers:	

SUBJECT:	Draft Revenue Budget 2016/17
REPORT OF:	Support Services Portfolio Holder – Cllr Mike Stannard
RESPONSIBLE OFFICER	Jim Burness – Director of Resources
REPORT AUTHOR	Jacqueline Ing jing@chiltern.gov.uk 01494 732292
WARD/S AFFECTED	All

1. Purpose of Report

- 1.1 To present the draft revenue budget for 2016/17.

RECOMMENDATIONS

- Note the draft revenue service budget for 2016/17.
- That in total £50,000 is provided to CDC parishes in respect of the impact of CTS on their tax bases for 2016/17.

2. Context of the 2016/17 Budget

- 2.1 The background to the Council's revenue budget position for the coming years can be summarised as follows:
- Given the challenge faced by the Government in achieving its deficit reduction target, local authority funding is subject to on-going significant reductions in funding. The Autumn Statement will make clear the impact for local authorities of the 2015 Spending Review, and the reduction in their funding.
 - The Chancellor announced on the 5th October 2015 the intention for local authorities to retain 100% of Business Rates by the end of the current parliament. However, the timetable and impact this may have on other funding streams is currently unknown, and therefore no assumptions about what changes may arise are made in the budgets at this stage. This will be revisited as further announcements are made.
 - Current understanding is that Council tax rises will be continue to be limited to less than 2% otherwise a referendum is triggered.
 - Investment income will continue to be constrained as rates continue at an all-time low, and the position is not expected to change in the short term.

- 2.2 The Government Revenue Support Grant figures are detailed below. The 2016/17 figure is an estimate. Funding announcements in respect of 2016/17 are expected just before Christmas.
- 2013/14 £1,961,000
 - 2014/15 £1,507,000 23% cut
 - 2015/16 £1,125,000 further 26% cut.
 - 2016/17 £ 655,000 further 42% cut.
- 2.3 With this scale of funding reduction it would be prudent at this stage not to include any funding for new recurring expenditure to improve or expand services.
- 2.4 The progressing work with South Bucks DC is resulting in a material number of services now being provided by joint teams. Where Chiltern DC is the accounting authority for the joint team this results in the whole costs being shown in the Chiltern budgets, with the share of the service to South Bucks DC shown as a recharge. This leads to the appearance of significant increases in some of the subjective budget headings as for example South Bucks staff costs now form part of the total staff cost of the service. The total estimated recharge of joint services to South Bucks in 2016/17 is £2.8m.

3. Draft Revenue Budget 2016/17

- 3.1 A summary of the draft Revenue Budget for 2016/17 is presented for consideration and approval at Appendix 1. The overall position is an increase in Net Cost of Services of 1.3%.
- 3.2 The budgets presented at this stage represent the direct costs of the services – i.e. they exclude all internal support recharges (e.g. accommodation, facilities, finance etc).
- 3.3 As part of the budget preparation process this year, the Support Services Portfolio Holder and the Head of Finance meet with each Portfolio Holder and Head of Service to review all the budgets on a detailed line by line basis. The net result of this was budget reductions or additional income of over £444k.
- 3.4 A summary of the movements between the 2015/16 and the 2016/17 net cost of services is shown in Appendix 2.

Subjective Analysis

- 3.5 As has been referred to previously there have been a number of changes to the classification of expenditure in the overall subjective expenditure analysis in Appendix 1 as a result of shared service implementation. Where Chiltern is the accounting authority for a joint service the expenditure shown in the various subjective categories reflects the total cost of the joint team. Income from South Bucks District Council towards shared service costs is shown on a separate income line (“Recharge to SBDC”).

Further Breakdowns

3.6 Further breakdowns by Portfolio area are included as follows:

- Appendix 3** Leader Portfolio
- Appendix 4** Customer Services Portfolio
- Appendix 5** Community, Health & Housing Portfolio
- Appendix 6** Environment Portfolio
- Appendix 7** Support Services Portfolio
- Appendix 8** Sustainable Development Portfolio
- Appendix 9** Trading Undertakings

3.7 When reviewing the draft budgets it should be noted that:

- a) All the budgets are presented in a standard format and some budget heads will appear with no income or expenditure.
- b) The 2014/15 actual expenditure and the 2015/16 original budget figures are included as an aid to comparison.

4. Inflation Estimates

4.1 The budgets have been prepared in accordance with the following inflation assumptions:

- Salaries inflation from April 2016 of 1%
- Contracts inflation 1.9% (unless different rate specified within contract)
- Business rates 1.9%
- Gas 1.8%
- Electricity 9%
- Insurance 3.5%
- Other expenditure heads 0%
- Income 0%.

5. Investment Income

5.1 Investment income will continue to be constrained as interest rates continue at an all-time low. For Chiltern investment income in the 2015/16 budget was £110,000, therefore any variance is unlikely to have a major impact on the overall budget funding position.

5.2 The likely achievable level of investment income for 2016/17 will be reviewed as part of the Treasury Management Strategy for 2016/17 which will be reported to Members in February.

6. Payment to Parishes in respect of Council Taxes

- 6.1 The current proposal is to scale back the support to the parish tax bases from £80,000 to £50,000. Central Government has consistently cut the CDC Revenue Support Grant so the grant paid to Parishes has also been scaled back in line with the approach previously adopted by the Council.
- 6.2 The effect on the Parishes (assuming they request the same amount of funding as last year) is detailed in **Appendix 11**.
- 6.3 Members are requested to agree how much support should be made available to the parishes in 2016/17. Ideally this figure needs to be agreed now in order to be able to tell the parishes so that they can take this into account in their budget and precept setting processes, where they have until the end of January to notify the Council of their precept requirements for 2016/17.

7. Council Tax Base

- 7.1 The Council Tax Base figures (ie the estimated number of Band D equivalent properties in the district) has increased from 43,144 to **43,560** (to be confirmed) (0.96%).

8. Contributions to Reserves

- 8.1 At this stage in the process provisional estimates have been included for contributions to / from reserves.
- 8.2 The issues around level and composition of reserves will be reviewed in February 2016 when final budget setting decisions are taken.

9. Retained Business Rate Income and Government Grant Payments

- 9.1 At this stage in the process provisional estimates have been included for retained Business Rate income, Government Grant, and New Homes Grant.
- 9.2 These figures will be reviewed in the budget setting process once central Government have provided grant figures for 2016/17 which are anticipated to be just before Christmas.

10. Council Tax

- 10.1 The Government has not yet announced its proposals to limit council tax increases for 2016/17. Once information on this is known the Council will need to take this into account when coming to its final decisions on council tax in February.

11. Collection Fund Surplus

- 11.1 Council Tax regulations require billing authorities to formally declare an estimated position on the Collection Fund for the current financial year. The calculation has to be made on 15 January and notified to major precepting authorities within 7 working days. Any surpluses or deficits are required to be paid over, or paid by, all major precepting authorities in proportion to their precepts in the area for the year of account. Any declared surplus must be used to reduce the overall level of Council Tax in the forthcoming year.
- 11.2 At this point in the budget process it has been assumed that the Collection Fund Surplus attributable to Chiltern will be approximately £250,000. This figure will be reviewed later in the budget setting process.

12. Fees and Charges 2016/17

- 12.1 A review of discretionary fees and charges has been carried out and the proposed fees and charges for 2016/17 are attached as **Appendix 10**.

13. Corporate Implications

- 13.1 This report proposes an initial draft Revenue Budget for 2016/17. It is a legal requirement that this budget is balanced, and has been scrutinised by members.

14. Links to Council Policy Objectives

- 14.1 The budget is essential to achieving all of the Council's objectives and priorities.

15. Next Step

- 15.1 Subject to the comments of the Resources Overview Committee, the Cabinet will make its final decisions and set the Council's budget and 2016/17 Council Tax requirement at its meeting on 10th February 2016 prior to recommending these to the full Council on 24th February 2016.

Background Papers:	None
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APPENDIX 1: CDC REVENUE ACCOUNT SUMMARY

2014/15 ACTUALS		2015/16 BUDGET	2016/17 BUDGET	
£		£	£	
624,345	Leader Portfolio (ID)	619,010	599,716	
689,465	Customer Services Portfolio (FW)	979,010	1,139,672	
1,429,023	Community, Health & Housing (GH)	1,609,114	1,647,945	
1,291,995	Environment (MSm)	1,412,131	1,487,691	
3,065,593	Support Services (MSt)	3,270,198	3,317,448	
910,638	Sustainable Development Portfolio (PM)	1,386,754	1,317,454	
(337,359)	Trading Undertakings (MSm)	(108,092)	(220,615)	
17,118	Salary Reallocation / Support Adjustment	(67,332)	(67,332)	
7,690,818	Net Cost of Services	9,100,793	9,221,979	1.33%
(123,515)	Interest & Investment Income Receivable	(110,000)	(110,000)	
86,679	Notional Interest Payable (Refuse vehicles)	70,450	54,090	
112,000	Payment to Parishes re change in Taxbase	80,000	50,000	
	<u>Contributions to / (from) Reserves</u>			
250,000	Contribution to Economic Development Res	0	0	
100,000	Contribution to Car Parking	0	0	
425,000	Contribution to Affordable Housing	0	0	
(97,149)	Contribution from LDF Fund	(306,000)	(306,000)	
220,000	Contribution to Repairs & Renewals Reserve	0	0	
377,720	Contribution to Capital Prog - Refuse Vehicles	393,950	393,950	
0	Contribution to Capital Prog - Other	1,307,486	975,000	
458,840	Contribution to HS2 Reserve	0	0	
20,000	Contribution to / (from) Elections Reserve	(76,000)	20,000	
1,622,391	Transfer to Revenue Reserves - General	0	0	
158,242	Transfer to Revenue Reserves - Rates	0	0	
11,301,026	Budget Requirement	10,460,679	10,299,019	
(7,818,215)	Non Domestic Rates (NDR) - Income	(8,215,770)	(8,215,770)	
6,731,874	Non Domestic Rates (NDR) - Tariff	6,860,509	6,860,509	
(446,315)	Non Domestic Rates (NDR) - General Grants	0	0	
101,403	Non Domestic Rates (NDR) - Levy	0	0	
(56,285)	Non Domestic Rates (NDR) - NDR Adjust	0	0	
(1,506,631)	Revenue Support Grant	(1,125,471)	(655,000)	
(727,070)	New Homes Grant	(734,492)	(734,492)	
(74,244)	Council Tax Freeze Grant	0	0	
(7,855)	General Grants - Assets of Community Value	0	0	
(8,547)	General Grants - Community Right to Challenge	0	0	
(8,201)	General Grants - Repair & Renew Admin Grant	0	0	
(5,615)	General Grants - Transparency code	0	0	
(64,006)	General Grants - Council Tax New Burdens	0	0	
(11,068)	General Grants - Business Rates New Burdens	0	0	
(32,526)	General Grants - Other	0	0	
(251,687)	Collection fund (surplus)/deficit - Council Tax	(100,020)	0	
(158,242)	Collection fund (surplus)/deficit - Business Rates	0	(250,000)	
6,957,796	Precept on Collection Fund	7,145,435	7,304,266	
(0)		0		

CDC OVERALL SUBJECTIVE ANALYSIS

2014/15 ACTUALS		2015/16 BUDGET	2016/17 BUDGET	% Change
£		£	£	
8,141,158	Salary Costs	8,384,550	9,941,090	18.6%
691,765	Other Employee Expenses	421,060	475,280	12.9%
953,922	Premises Related Expenses	1,051,409	1,053,885	0.2%
72,162	Transport Related Costs	85,450	92,590	8.4%
4,048,424	Supplies & Services	3,156,390	3,313,459	5.0%
244,100	Recharge from SBDC	452,399	477,931	5.6%
2,420,366	Third Party Payments	2,609,780	2,774,430	6.3%
19,385,400	Transfer Payments	20,160,000	20,625,000	2.3%
35,957,297	RUNNING EXPENSES	36,321,038	38,753,665	6.7%
(7,211,059)	Fees & Charges and Other Income	(6,040,675)	(6,018,215)	-0.4%
(20,117,991)	Grant Income	(20,536,870)	(20,906,870)	1.8%
(901,604)	Recharge to SBDC	(995,031)	(2,837,956)	185.2%
471,633	Recharge to WDC	568,663	502,097	-11.7%
(36,132)	Recharge to Crem	(45,000)	(39,000)	-13.3%
0	Recharge to Trust	(10,000)	(70,410)	604.1%
(488,444)	Funded from Earmarked Reserves	(94,000)	(94,000)	0.0%
7,673,700	Net Running Expenses	9,168,125	9,289,311	1.3%
1,475,094	Depreciation	1,332,770	1,427,150	7.1%
7,449,254	Support Recharges In	6,656,444	6,584,919	-1.1%
631,708	Office Recharge	197,306	197,306	0.0%
(8,070,824)	Support Recharges Out	(6,921,082)	(6,849,557)	-1.0%
7,683,838	Net Cost of Services Excluding Depreciation	9,100,793	9,221,979	1.3%
9,158,932	Net Cost of Services Including Depreciation	10,433,563	10,649,129	2.1%
0		0	0	
		(67,332)	(67,332)	

Analysis of recharge to SBDC			
81,660	Chief Exec	74,160	85,750
30,730	Joint HR	31,690	171,475
28,900	Joint Comms ,Policy & Performance	28,070	138,069
12,820	R&B	55,070	56,982
0	Joint Customer Services	0	121,490
47,670	Healthy Communities	43,530	43,450
462,523	Joint Housing Team	334,086	350,617
58,453	Joint Licensing Team	(98,435)	(69,440)
0	Joint Community & Leisure	0	121,822
0	Joint Facilities & Property Team	0	182,028
0	Joint Parking Team	99,578	133,733
0	Joint Finance Team	333,782	332,845
10,860	Internal Audit	11,220	10,280
120,458	Joint Business Support (ICT)	82,280	637,671
47,530	Legal	0	0
0	Joint Planning Policy	0	521,184
901,604		995,031	2,837,956
0		0	0

APPENDIX 2: SUMMARY OF BUDGET MOVEMENTS

A summary of the movements between the 2015/16 and the 2016/17 net cost of services is shown in the table below.

CDC Budget Build Up 2016/17	Leader	Cus Ser	CH&H	Env	Support	S Dev	Trading	Charge to Capital	Total
	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000
2015/16 Budget	619	979	1,609	1,412	3,270	1,387	-108	-67	9,101
Change in Salary Costs									
Payrise estimate (1%)	7	14	16	13	14	13	0		77
Revenues saving		-20							-20
Customer services - additional resources		118							118
Env Health			17						17
Housing			13						13
Joint waste				-3					-3
Car Parking				-24					-24
Finance					8				8
Business Support					-11				-11
Land charges - regrading					8				8
Development Management						20			20
Planning Policy / LDF						108			108
Other salary changes (eg increments etc)	1	0	-4	0	-1	0	0		-4
Inflation - Expenditure	0	0	4	18	10	0	4		36
Inflation - Waste				83					83
Inflation - Income	0	0	-1	0	0	0	0		-1
Unavoidable Increases									
Increase in CTS hardship fund		25							25
Estimated cut in CTS / HB Admin Grant.		30							30
Housing - Locata system			10						10
Housing - Temp accommodation			15						15
Reduction in recycling credits				35					35
Increase in pension deficit payments					67				67
Electoral reg - Postage, printing & other costs					37				37
Reduction in land charge income					30				30
Expenditure at Depot - DMS contract							8		8

APPENDIX 2: SUMMARY OF BUDGET MOVEMENTS

CDC Budget Build Up 2016/17	Leader	Cus Ser	CH&H	Env	Support	S Dev	Trading	Charge to Capital	Total
	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000
Transfers - Crem recharges allocated out	-14	0	0	25	-10	0	0		1
Budget Reductions / Increased Income									
Reduction in customer services casuals		-15							-15
Env Health			-14						-14
Contaminated land			-4						-4
Housing			-8						-8
Licensing			-4						-4
Car Parking				-41					-41
Street numbering income				-4					-4
Sundry expenses						-8			-8
Closure of printing section						-47			-47
Finance saving						-7			-7
Reduction in number of IA days						-5			-5
Business support						-15			-15
Saving on canvassers fees						-8			-8
Removal of 15/16 elections budget						-76			-76
Planning admin							-12		-12
Development Management							-19		-19
Development Management Income							-35		-35
Additional depot income / NDR billing								-122	-122
Other Changes									
Joint HR - Saving	-17								-17
Waste contract - cost share with WDC				33					33
Waste contract - Capitalisation adj				-51					-51
Joint Facilities & Property				-13					-13
Joint Business Support						6			6
Legal - Increase as per business case						53			53
Joint Building Control							-31		-31
Planning Policy / LDF							-117		-117
Change in funding from LDF									
Other	4	9	-1	5	2	2	-3		18
2016/17 Base Budget (Cabinet Dec 15)	600	1,140	1,648	1,488	3,317	1,316	-221	-67	9,221

APPENDIX 3: CDC LEADER PORTFOLIO

2014/15 ACTUALS	Cost Code(s)	2015/16 BUDGET	2016/17 BUDGET	CHANGE	CHANGE
£		£	£	£'000	%
311,592	Chief Execs P050	311,410	293,940	(17)	-5.6%
102,644	Human Resources HR01	98,580	77,845	(21)	-21.0%
210,110	Comms, Policy & Performance CO01	209,020	227,931	19	9.0%
(1)	High Speed 2 Rail Link R475				
624,345	Net Running Expenses	619,010	599,716	(19)	-3.1%

2014/15 ACTUALS	CIPFA CLASSIFICATION	2015/16 BUDGET	2016/17 BUDGET	CHANGE	CHANGE
£		£	£	£'000	%
795,523	Direct Employee Expenses	695,250	899,700	204	29.4%
49,664	Indirect Employee Expenses	53,160	70,190	17	32.0%
	Premises Related Expenses				
2,183	Transport Related Costs	400	3,700	3	825.0%
405,703	Supplies & Services	45,970	98,330	52	113.9%
	Recharge from SBDC				
	Third Party Payments				
	Transfer Payments				
1,253,073	Running Expenses	794,780	1,071,920	277	34.9%
(123,059)	Fees & Charges and Other Income	(41,850)	(41,850)		0.0%
	Grant Income				
(141,290)	Recharge to SBDC	(133,920)	(395,294)	(261)	195.2%
	Recharge to WDC				
	Recharge to Crem		(14,000)	(14)	
	Recharge to Trust		(21,060)	(21)	
(364,379)	Funded from Earmarked Reserves				
624,345	Net Running Expenses	619,010	599,716	(19)	-3.1%
	Depreciation				
251,714	Support Recharges In	217,254	217,254		
31,632	Office Recharge	10,200	10,200		
(857,988)	Support Recharges Out	(792,010)	(792,010)		
49,703	Net Expenditure	54,454	35,160		

2014/15 ACTUALS	Chief Execs	2015/16 BUDGET	2016/17 BUDGET
£		£	£
378,033	Direct Employee Expenses	374,030	370,570
1,411	Indirect Employee Expenses	3,800	3,800
	Premises Related Expenses		
1,239	Transport Related Costs		1,000
12,617	Supplies & Services	7,740	8,320
	Recharge from SBDC		
	Third Party Payments		
	Transfer Payments		
393,300	Running Expenses	385,570	383,690
(48)	Fees & Charges and Other Income		
	Grant Income		
(81,660)	Recharge to SBDC	(74,160)	(85,750)
	Recharge to WDC		
	Recharge to Crem		(4,000)
	Recharge to Trust		
	Funded from Earmarked Reserves		
311,592	Net Running Expenses	311,410	293,940

Direct Emp Expenses: Net salary cost after recharge to SBDC. 299,870 284,820

Indirect Emp Expenses: Training and health insurance cover.

Transport: Mileage claims.

Supplies & Services: Insurance, printing, publications etc.

2014/15 ACTUALS	Human Resources	2015/16 BUDGET	2016/17 BUDGET
£		£	£
122,024	Direct Employee Expenses	126,570	234,450
44,561	Indirect Employee Expenses	43,200	57,730
	Premises Related Expenses		
432	Transport Related Costs		700
2,654	Supplies & Services	2,350	24,350
	Recharge from SBDC		
	Third Party Payments		
	Transfer Payments		
169,671	Running Expenses	172,120	317,230
(36,297)	Fees & Charges and Other Income	(41,850)	(41,850)
	Grant Income		
(30,730)	Recharge to SBDC	(31,690)	(171,475)
	Recharge to WDC		
	Recharge to Crem		(5,000)
	Recharge to Trust		(21,060)
	Funded from Earmarked Reserves		
102,644	Net Running Expenses	98,580	77,845

Direct Emp Expenses: 2016/17 represents cost of joint HR team.

Indirect Emp Expenses:	Childcare vouchers (fully reallocated)	30,000	30,000
	Corporate training budgets (now joint)	12,200	26,320
	Medical fees and professional subs	1,000	1,410
		<u>43,200</u>	<u>57,730</u>

Transport: Mileage claims.

Supplies & Services: Consultants fees, insurance, printing, publications etc.

Fees & Charges:	Recovery of childcare vouchers	-30,000	-30,000
	Training recharges	-10,000	-10,000
	DBS, Medical fees	-1,850	-1,850
		<u>-41,850</u>	<u>-41,850</u>

2014/15 ACTUALS	Comms, Policy & Performance	2015/16 BUDGET	2016/17 BUDGET
£		£	£
194,874	Direct Employee Expenses	194,650	294,680
3,692	Indirect Employee Expenses	6,160	8,660
	Premises Related Expenses		
512	Transport Related Costs	400	2,000
39,932	Supplies & Services	35,880	65,660
	Recharge from SBDC		
	Third Party Payments		
	Transfer Payments		
239,010	Running Expenses	237,090	371,000
	Fees & Charges and Other Income		
	Grant Income		
(28,900)	Recharge to SBDC	(28,070)	(138,069)
	Recharge to WDC		
	Recharge to Crem		(5,000)
	Recharge to Trust		
	Funded from Earmarked Reserves		
210,110	Net Running Expenses	209,020	227,931

Direct Emp Expenses: 2016/17 represents cost of joint Comms team.

Indirect Emp Expenses: Training, health insurance cover and professional subscriptions.

Transport: Mileage claims.

Supplies & Services: Web services, provision for online residents magazine etc.

2014/15 ACTUALS	High Speed 2 Rail Link	2015/16 BUDGET	2016/17 BUDGET
£		£	£
100,592	Direct Employee Expenses		
	Indirect Employee Expenses		
	Premises Related Expenses		
	Transport Related Costs		
350,500	Supplies & Services		
	Recharge from SBDC		
	Third Party Payments		
	Transfer Payments		
451,092	Running Expenses		
(86,714)	Fees & Charges and Other Income		
	Grant Income		
	Recharge to SBDC		
	Recharge to WDC		
	Recharge to Crem		
	Recharge to Trust		
(364,379)	Funded from Earmarked Reserves		
(1)	Net Running Expenses		

Any direct HS2 costs are funded from the HS2 reserve.

APPENDIX 4: CDC CUSTOMER SERVICES PORTFOLIO

2014/15 ACTUALS	Cost Code(s)	2015/16 BUDGET	2016/17 BUDGET	CHANGE	CHANGE
£		£	£	£'000	%
(320,300)	Council Tax & NDR Collection	(223,000)	(198,000)	25	-11.2%
(452,413)	Housing Benefits	(279,380)	(249,380)	30	-10.7%
1,018,978	Revenues	1,105,730	1,101,092	(5)	-0.4%
443,200	Customer Services	375,660	485,960	110	29.4%
689,465	Net Running Expenses	979,010	1,139,672	161	16.4%

2014/15 ACTUALS	CIPFA CLASSIFICATION	2015/16 BUDGET	2016/17 BUDGET	CHANGE	CHANGE
£		£	£	£'000	%
1,352,067	Direct Employee Expenses	1,433,300	1,669,750	236	16.5%
86,220	Indirect Employee Expenses	37,080	22,280	(15)	-39.9%
	Premises Related Expenses	1,000		(1)	-100.0%
4,789	Transport Related Costs	2,250	3,250	1	44.4%
263,936	Supplies & Services	125,330	132,744	7	5.9%
	Recharge from SBDC				
	Third Party Payments				
19,324,543	Transfer Payments	20,140,000	20,565,000	425	2.1%
21,031,555	Running Expenses	21,738,960	22,393,024	654	3.0%
(385,095)	Fees & Charges and Other Income	(192,500)	(192,500)		0.0%
(19,944,175)	Grant Income	(20,487,380)	(20,857,380)	(370)	1.8%
(12,820)	Recharge to SBDC	(55,070)	(178,472)	(123)	224.1%
	Recharge to WDC				
	Recharge to Crem				
	Recharge to Trust				
	Funded from Earmarked Reserves	(25,000)	(25,000)		0.0%
689,465	Net Running Expenses	979,010	1,139,672	161	16.4%
	Depreciation				
2,486,136	Support Recharges In	2,160,327	2,160,327		
121,656	Office Recharge	39,303	39,303		
(2,502,744)	Support Recharges Out	(2,239,228)	(2,239,228)		
794,513	Net Expenditure	939,412	1,100,074		

2014/15 ACTUALS	C Tax and NDR Cost of Collection	2015/16 BUDGET	2016/17 BUDGET
£	Direct Employee Expenses	£	£
	Indirect Employee Expenses		
	Premises Related Expenses		
	Transport Related Costs		
8,938	Supplies & Services		
	Recharge from SBDC		
	Third Party Payments		
43,901	Transfer Payments	50,000	75,000
52,839	Running Expenses	50,000	75,000
(256,643)	Fees & Charges and Other Income	(155,000)	(155,000)
(116,496)	Grant Income	(118,000)	(118,000)
	Recharge to SBDC		
	Recharge to WDC		
	Recharge to Crem		
	Recharge to Trust		
	Funded from Earmarked Reserves		
(320,300)	Net Running Expenses	(223,000)	(198,000)

2014/15 ACTUALS	Breakdown by Cost Centre	2015/16 BUDGET	2016/17 BUDGET
£		£	£
(122,332)	COUNCIL TAX COST OF COLLECTION	(90,000)	(65,000)
(62,325)	COUNCIL TAX BENEFITS		
(135,643)	NDR COLLECTION COSTS	(133,000)	(133,000)
(320,300)	Net Running Expenses	(223,000)	(198,000)

Transfer Hardship budget for Council Tax Support.
Payments:

Fees &	Council Tax Summonses etc	(140,000)	(140,000)
Charges:	NDR Summonses etc	(15,000)	(15,000)
		<u>(155,000)</u>	<u>(155,000)</u>

Grant Government grant for NDR Collection.
Income

2014/15 ACTUALS	Housing Benefits	2015/16 BUDGET	2016/17 BUDGET
£		£	£
	Direct Employee Expenses		
	Indirect Employee Expenses		
	Premises Related Expenses		
	Transport Related Costs		
75,321	Supplies & Services		
	Recharge from SBDC		
	Third Party Payments		
19,280,642	Transfer Payments	20,090,000	20,490,000
19,355,963	Running Expenses	20,090,000	20,490,000
	Fees & Charges and Other Income		
(19,808,376)	Grant Income	(20,369,380)	(20,739,380)
	Recharge to SBDC		
	Recharge to WDC		
	Recharge to Crem		
	Recharge to Trust		
	Funded from Earmarked Reserves		
(452,413)	Net Running Expenses	(279,380)	(249,380)

Transfer Housing Benefit Expenditure.
Payments:

Grant	Housing Benefit Subsidy Income	(20,090,000)	(20,490,000)
Income:	Housing Benefit Admin Grant	(279,380)	(249,380)
		<u>(20,369,380)</u>	<u>(20,739,380)</u>

2014/15 ACTUALS	Revenues Team	2015/16 BUDGET	2016/17 BUDGET
£		£	£
963,185	Direct Employee Expenses	1,094,060	1,085,730
57,787	Indirect Employee Expenses	14,080	14,080
	Premises Related Expenses		
4,569	Transport Related Costs	2,250	2,250
154,012	Supplies & Services	112,910	118,514
	Recharge from SBDC		
	Third Party Payments		
	Transfer Payments		
1,179,553	Running Expenses	1,223,300	1,220,574
(128,452)	Fees & Charges and Other Income	(37,500)	(37,500)
(19,303)	Grant Income		
(12,820)	Recharge to SBDC	(55,070)	(56,982)
	Recharge to WDC		
	Recharge to Crem		
	Recharge to Trust		
	Funded from Earmarked Reserves	(25,000)	(25,000)
1,018,978	Net Running Expenses	1,105,730	1,101,092

2014/15 ACTUALS	Breakdown by Cost Centre	2015/16 BUDGET	2016/17 BUDGET
£		£	£
1,030,434	REVENUES TEAM	1,111,320	1,106,982
(11,456)	CDC/DACORUM TRAINING PARTNERSHIP	(5,590)	(5,890)
1,018,978	Net Running Expenses	1,105,730	1,101,092

Direct Emp Expenses: Cost of CDC Revenues Team.

Indirect Emp Expenses: Training, health insurance cover and professional subscriptions.

Transport: Mileage claims.

Supplies & Services: Consultants fees, insurance, printing, postage, publications etc.

Fees & Charges: Darcorum contribution to partnership plus income from sale of courses.

Recharge to SBDC: Cost share for Head of Customer Services plus Fraud partnership with SBDC.

2014/15 ACTUALS	Customer Services	2015/16 BUDGET	2016/17 BUDGET
£		£	£
388,882	Direct Employee Expenses	339,240	584,020
28,433	Indirect Employee Expenses	23,000	8,200
	Premises Related Expenses	1,000	
220	Transport Related Costs		1,000
25,665	Supplies & Services	12,420	14,230
	Recharge from SBDC		
	Third Party Payments		
	Transfer Payments		
443,200	Running Expenses	375,660	607,450
	Fees & Charges and Other Income		
	Grant Income		
	Recharge to SBDC		(121,490)
	Recharge to WDC		
	Recharge to Crem		
	Recharge to Trust		
	Funded from Earmarked Reserves		
443,200	Net Running Expenses	375,660	485,960

Direct Emp Expenses: 2016/17 represents cost of joint Customer Services team.

Indirect Emp Expenses: Training and casual workers budget.

Transport: Mileage claims.

Supplies & Services: Staff uniforms, insurance, printing, publications etc.

APPENDIX 5: CDC COMMUNITY, HEALTH & HOUSING

2014/15 ACTUALS	Cost Code(s)	2015/16 BUDGET	2016/17 BUDGET	CHANGE	CHANGE
£		£	£	£'000	%
102,010	Healthy Communities - Corporate HC01	102,660	101,800	(1)	-0.8%
4,768	Health & Safety HS01	7,350	8,350	1	13.6%
548,496	Environmental Health EH01	531,110	539,810	9	1.6%
57,468	Dog & Pest Control E700/E850	48,900	50,470	2	3.2%
6,792	Emergency Planning EP01	2,820	2,970	0	5.3%
31,469	Contaminated Land G450	3,900		(4)	-100.0%
307,751	Joint Housing / Homelessness HO**	392,974	423,943	31	7.9%
8,673	Renovation Grants & Housing Advances N350	1,750	1,750		0.0%
(241,821)	Joint Licensing LI01	(95,825)	(99,590)	(4)	3.9%
98,849	Joint Community Safety CS01	117,135	116,364	(1)	-0.7%
305,977	Joint Community & Leisure CL01	283,960	284,948	1	0.3%
5,188	Indoor Sports & Recreation Facilities Various	(3,620)	1,130	5	-131.2%
193,403	Grants R250	216,000	216,000		0.0%
1,429,023	Net Running Expenses	1,609,114	1,647,945	39	2.4%

2014/15 ACTUALS	CIPFA CLASSIFICATION	2015/16 BUDGET	2016/17 BUDGET	CHANGE	CHANGE
£		£	£	£'000	%
1,459,349	Direct Employee Expenses	1,489,790	1,658,540	169	11.3%
180,298	Indirect Employee Expenses	58,830	58,830		0.0%
21,943	Premises Related Expenses	20,380	24,380	4	19.6%
12,465	Transport Related Costs	18,880	8,930	(10)	-52.7%
956,423	Supplies & Services	638,630	658,120	19	3.1%
147,849	Recharge from SBDC	151,135	150,364	(1)	-0.5%
89,644	Third Party Payments	87,100	84,700	(2)	-2.8%
60,857	Transfer Payments	20,000	60,000	40	200.0%
2,928,828	Running Expenses	2,484,745	2,703,864	219	8.8%
(707,159)	Fees & Charges and Other Income	(503,450)	(516,470)	(13)	2.6%
(150,000)	Grant Income	(24,000)	(24,000)		0.0%
(568,646)	Recharge to SBDC	(279,181)	(446,449)	(167)	59.9%
	Recharge to WDC				
	Recharge to Crem				
	Recharge to Trust				
(74,000)	Funded from Earmarked Reserves	(69,000)	(69,000)		0.0%
1,429,023	Net Running Expenses	1,609,114	1,647,945	39	2.4%
482,458	Depreciation	509,010	579,050		
1,046,677	Support Recharges In	859,359	859,359		
157,240	Office Recharge	39,302	39,302		
(372,524)	Support Recharges Out	(256,991)	(256,991)		
2,742,874	Net Expenditure	2,759,794	2,868,665		

2014/15 ACTUALS	Healthy Communities Corporate	2015/16 BUDGET	2016/17 BUDGET
£		£	£
103,669	Direct Employee Expenses	94,590	96,340
10,213	Indirect Employee Expenses	26,600	26,600
	Premises Related Expenses		
181	Transport Related Costs		
36,472	Supplies & Services	25,000	22,310
	Recharge from SBDC		
	Third Party Payments		
	Transfer Payments		
150,535	Running Expenses	146,190	145,250
(855)	Fees & Charges and Other Income		
	Grant Income		
(47,670)	Recharge to SBDC	(43,530)	(43,450)
	Recharge to WDC		
	Recharge to Crem		
	Recharge to Trust		
	Funded from Earmarked Reserves		
102,010	Net Running Expenses	102,660	101,800

Direct Emp Expenses: Cost of Head of Healthy Communities. Shared with SBDC.

Indirect Emp Expenses: Agency staff, health insurance, training and professional subs.

Supplies & Services: Books & publications, mobiles etc.

2014/15 ACTUALS	Health & Safety	2015/16 BUDGET	2016/17 BUDGET
£		£	£
3,878	Direct Employee Expenses Indirect Employee Expenses Premises Related Expenses Transport Related Costs	5,000	6,000
890	Supplies & Services Recharge from SBDC Third Party Payments Transfer Payments	2,350	2,350
4,768	Running Expenses Fees & Charges and Other Income Grant Income Recharge to SBDC Recharge to WDC Recharge to Crem Recharge to Trust Funded from Earmarked Reserves	7,350	8,350
4,768	Net Running Expenses	7,350	8,350

Indirect Emp Expenses: IPSH and first aider training. Staff eye tests.

Supplies & Services Staff flu vaccinations and other H&S equipment purchases.

2014/15 ACTUALS	Environmental Health	2015/16 BUDGET	2016/17 BUDGET
£		£	£
490,584	Direct Employee Expenses	522,490	545,010
53,035	Indirect Employee Expenses		
311	Premises Related Expenses	620	800
2,165	Transport Related Costs		
179,798	Supplies & Services	34,700	32,700
	Recharge from SBDC		
	Third Party Payments	1,600	1,600
	Transfer Payments		
725,893	Running Expenses	559,410	580,110
(27,397)	Fees & Charges and Other Income	(18,300)	(30,300)
(150,000)	Grant Income	(10,000)	(10,000)
	Recharge to SBDC		
	Recharge to WDC		
	Recharge to Crem		
	Recharge to Trust		
	Funded from Earmarked Reserves		
548,496	Net Running Expenses	531,110	539,810

Direct Emp Expenses: Share of cost of joint Env Health Team.

Premises: Electricity for Air Quality Station plus insurance.

Supplies & Services: Includes noise equipment calibration, mediation, air quality action plan.

Third Party Payments: High hedges expenditure, recharged to clients.

Fees & Charges	IPPC income from Licences and Permits	(7,000)	(7,000)
	High hedges income	(1,600)	(1,600)
	Business training courses	(6,000)	(6,000)
	Wycombe IPPC income		(12,000)
	Other	(3,700)	(3,700)
		<u>(18,300)</u>	<u>(30,300)</u>

Grants: Defra funding for Air quality action plan.

2014/15 ACTUALS	Dog and Pest Control	2015/16 BUDGET	2016/17 BUDGET
£		£	£
	Direct Employee Expenses		
	Indirect Employee Expenses		
	Premises Related Expenses		
	Transport Related Costs		
632	Supplies & Services	1,900	1,930
	Recharge from SBDC		
89,644	Third Party Payments	81,600	83,100
	Transfer Payments		
90,276	Running Expenses	83,500	85,030
(32,808)	Fees & Charges and Other Income	(34,600)	(34,560)
	Grant Income		
	Recharge to SBDC		
	Recharge to WDC		
	Recharge to Crem		
	Recharge to Trust		
	Funded from Earmarked Reserves		
57,468	Net Running Expenses	48,900	50,470

2014/15 ACTUALS	Breakdown by Cost Centre	2015/16 BUDGET	2016/17 BUDGET
£		£	£
57,073	DOG WARDEN SERVICE	46,500	48,070
395	PEST CONTROL	2,400	2,400
57,468	Net Running Expenses	48,900	50,470

Third Party	Stray Dog and Dog Nuisance service	46,200	47,080
Payments:	Dog Waste	33,000	33,620
	Pest control	2,400	2,400
		<u>81,600</u>	<u>83,100</u>
Fees &	Dog bin emptying charge to Parishes	(29,200)	(31,160)
Charges:	Stray dog fines	(5,400)	(3,400)
		<u>(34,600)</u>	<u>(34,560)</u>

2014/15 ACTUALS	Emergency Planning	2015/16 BUDGET	2016/17 BUDGET
£		£	£
	Direct Employee Expenses		
	Indirect Employee Expenses	1,200	1,200
	Premises Related Expenses		
	Transport Related Costs		
6,792	Supplies & Services	1,620	1,770
	Recharge from SBDC		
	Third Party Payments		
	Transfer Payments		
6,792	Running Expenses	2,820	2,970
	Fees & Charges and Other Income		
	Grant Income		
	Recharge to SBDC		
	Recharge to WDC		
	Recharge to Crem		
	Recharge to Trust		
	Funded from Earmarked Reserves		
6,792	Net Running Expenses	2,820	2,970

Minor emergency planning costs.

2014/15 ACTUALS	Contaminated Land	2015/16 BUDGET	2016/17 BUDGET
£		£	£
31,552	Direct Employee Expenses Indirect Employee Expenses Premises Related Expenses Transport Related Costs Supplies & Services Recharge from SBDC Third Party Payments Transfer Payments	3,900	
31,552	Running Expenses	3,900	
(83)	Fees & Charges and Other Income Grant Income Recharge to SBDC Recharge to WDC Recharge to Crem Recharge to Trust Funded from Earmarked Reserves		
31,469	Net Running Expenses	3,900	

Third Party Payments: Landfill site depot monitoring annual cost.
Costs now to be charged to Depot.

2014/15 ACTUALS	Joint Housing / Homelessness	2015/16 BUDGET	2016/17 BUDGET
£		£	£
579,032	Direct Employee Expenses	570,250	598,580
21,381	Indirect Employee Expenses	5,380	5,380
	Premises Related Expenses		
6,712	Transport Related Costs	12,950	5,000
370,754	Supplies & Services	173,480	185,600
	Recharge from SBDC		
	Third Party Payments		
60,857	Transfer Payments	20,000	60,000
1,038,736	Running Expenses	782,060	854,560
(243,462)	Fees & Charges and Other Income	(20,000)	(45,000)
	Grant Income		
(462,523)	Recharge to SBDC	(334,086)	(350,617)
	Recharge to WDC		
	Recharge to Crem		
	Recharge to Trust		
(25,000)	Funded from Earmarked Reserves	(35,000)	(35,000)
307,751	Net Running Expenses	392,974	423,943

2014/15 ACTUALS	Breakdown by Cost Centre	2015/16 BUDGET	2016/17 BUDGET
£		£	£
268,448	JOINT CDC / SBDC HOUSING	364,474	339,443
39,303	CDC HOMELESSNESS	28,500	84,500
307,751	Net Running Expenses	392,974	423,943

Direct Emp Cost of joint Housing / Homelessness team.

Indirect Emp Training and professional subscriptions.

Transport Mileage claims.

Supplies & Services:	Affordable warmth co-ordinator (CDC)	10,000	10,000
	Cost of locator system	30,150	40,150
	Rough sleeper outreach project	20,000	20,000
	CAB Debt Advice and HIT service (CDC)	55,000	55,000
	Homeless prevention (CDC)	18,500	18,500
	Rent deposits	31,000	31,000
	Other	8,830	10,950
		<u>173,480</u>	<u>185,600</u>

Transfer Payments	Temporary accomodation (CDC)	20,000	60,000
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2014/15 ACTUALS	Renovation Grants & Housing Advances	2015/16 BUDGET	2016/17 BUDGET
£		£	£
17,880	Direct Employee Expenses Indirect Employee Expenses Premises Related Expenses Transport Related Costs	14,000	14,000
1,513	Supplies & Services Recharge from SBDC Third Party Payments Transfer Payments	1,750	1,750
19,393	Running Expenses	15,750	15,750
(10,720)	Fees & Charges and Other Income Grant Income Recharge to SBDC Recharge to WDC Recharge to Crem Recharge to Trust Funded from Earmarked Reserves	(14,000)	(14,000)
8,673	Net Running Expenses	1,750	1,750

Direct Emp Agency Staff to support the delivery of Grants and Loans funded from grant
Expenses: by Paradigm.

2014/15 ACTUALS	Joint Licensing	2015/16 BUDGET	2016/17 BUDGET
£		£	£
115,985	Direct Employee Expenses	164,870	164,000
40,955	Indirect Employee Expenses	4,000	2,000
	Premises Related Expenses		
2,501	Transport Related Costs	5,930	3,930
28,948	Supplies & Services	18,110	24,270
	Recharge from SBDC		
	Third Party Payments		
	Transfer Payments		
188,389	Running Expenses	192,910	194,200
(371,757)	Fees & Charges and Other Income	(387,170)	(363,230)
	Grant Income		
(58,453)	Recharge to SBDC	98,435	69,440
	Recharge to WDC		
	Recharge to Crem		
	Recharge to Trust		
	Funded from Earmarked Reserves		
(241,821)	Net Running Expenses	(95,825)	(99,590)

Direct Emp Expenses: This is the cost of the joint Licensing team.

Direct Emp Expenses: Training.

Transport: This budget is for mileage allowances.

Supplies & Services: This budget is for various miscellaneous costs relating to licensing including purchase of equipment, printing & stationery, counsel fees and advertising costs.

Income: The income is from licensing fees.
Some fees are statutory and cannot be inflation indexed

	Joint Community Safety	2015/16 BUDGET	2016/17 BUDGET
		£	£
147,849	Direct Employee Expenses Indirect Employee Expenses Premises Related Expenses Transport Related Costs Supplies & Services Recharge from SBDC Third Party Payments Transfer Payments	151,135	150,364
147,849	Running Expenses	151,135	150,364
(49,000)	Fees & Charges and Other Income Grant Income Recharge to SBDC Recharge to WDC Recharge to Crem Recharge to Trust Funded from Earmarked Reserves	(34,000)	(34,000)
98,849	Net Running Expenses	117,135	116,364

This cost centre contains the operating costs of running the joint Community Safety section. SBDC is the host authority and thus only the net recharge to CDC is shown here.

2014/15 ACTUALS	Joint Community & Leisure	2015/16 BUDGET	2016/17 BUDGET
£		£	£
170,079	Direct Employee Expenses	137,590	254,610
1,404	Indirect Employee Expenses	2,650	3,650
7,259	Premises Related Expenses	4,000	4,000
906	Transport Related Costs		
137,184	Supplies & Services	163,720	168,510
	Recharge from SBDC		
	Third Party Payments		
	Transfer Payments		
316,832	Running Expenses	307,960	430,770
(10,855)	Fees & Charges and Other Income	(24,000)	(24,000)
	Grant Income		
	Recharge to SBDC		(121,822)
	Recharge to WDC		
	Recharge to Crem		
	Recharge to Trust		
	Funded from Earmarked Reserves		
305,977	Net Running Expenses	283,960	284,948

Salary costs: 2016/17 represents cost of joint C&L team.

Supplies & Services:	Contract Fee	107,100	109,240
	Community projects	30,000	30,000
	Safeguarding contribution	7,500	7,500
	Other	19,120	21,770
		<u>163,720</u>	<u>168,510</u>
Fees & Charges:	Rent from Sprinters	(7,000)	(7,000)
	Expenditure funded from historical funding	(17,000)	(17,000)
		<u>(24,000)</u>	<u>(24,000)</u>

2014/15 ACTUALS	Indoor Sports & Recreation Facilities	2015/16 BUDGET	2016/17 BUDGET
£		£	£
14,373	Direct Employee Expenses Indirect Employee Expenses Premises Related Expenses Transport Related Costs	15,760	19,580
37	Supplies & Services Recharge from SBDC Third Party Payments Transfer Payments		930
14,410	Running Expenses	15,760	20,510
(9,222)	Fees & Charges and Other Income Grant Income Recharge to SBDC Recharge to WDC Recharge to Crem Recharge to Trust Funded from Earmarked Reserves	(19,380)	(19,380)
5,188	Net Running Expenses	(3,620)	1,130

2014/15 ACTUALS	Breakdown by Cost Centre	2015/16 BUDGET	2016/17 BUDGET
£		£	£
4,071	CHALFONT LEISURE CENTRE	5,000	5,430
(4,532)	CHESHAM LEISURE CENTRE	(15,090)	(13,270)
5,649	DSO - CHILTERN POOLS	6,470	8,970
5,188	Net Running Expenses	(3,620)	1,130

Premises: Insurance and gully cleaning costs.

Fees & Charges: PV income.

2014/15 ACTUALS	Grants	2015/16 BUDGET	2016/17 BUDGET
£	Direct Employee Expenses Indirect Employee Expenses Premises Related Expenses Transport Related Costs	£	£
193,403	Supplies & Services Recharge from SBDC Third Party Payments Transfer Payments	216,000	216,000
193,403	Running Expenses Fees & Charges and Other Income Grant Income Recharge to SBDC Recharge to WDC Recharge to Crem Recharge to Trust Funded from Earmarked Reserves	216,000	216,000
193,403	Net Running Expenses	216,000	216,000

2014/15 ACTUALS	Breakdown by Cost Centre	2015/16 BUDGET	2016/17 BUDGET
£		£	£
193,403	GRANTS	216,000	216,000
193,403	Net Running Expenses	216,000	216,000

Supplies & Services:	SLAS		
	CAB - General	122,900	125,000
	CAB - Specific Projects		10,400
	Dial a Ride	20,200	20,200
	Voluntary Infrastructure (VI)	15,270	15,270
	Gold Hill	4,000	
	Age Concern Bucks	4,000	
	Prestwood Sports & Leisure	4,500	
		<hr/>	<hr/>
		170,870	170,870
	Small Grants	31,130	31,130
	7 revitalisation grants @ £2k each	14,000	14,000
		<hr/>	<hr/>
		216,000	216,000

APPENDIX 6: CDC ENVIRONMENT PORTFOLIO

2014/15 ACTUALS	Cost Code(s)	2015/16 BUDGET	2016/17 BUDGET	CHANGE	CHANGE
£		£	£	£'000	%
2,243,422	Waste Contract G520	2,352,520	2,412,320	60	2.5%
(621,166)	Joint Waste Client W100	(659,297)	(622,123)	37	-5.6%
(1,182,387)	Car Parking Various	(1,004,808)	(1,058,893)	(54)	5.4%
(26,111)	Gt Miss Cemetery G380	(27,172)	4,160	31	-115.3%
73,338	Public Conveniences F480	74,573	75,930	1	1.8%
5,316	Traffic Mgt / Street Numbering C100/C850	12,200	8,000	(4)	-34.4%
587,125	Joint Facilities & Property FP**	410,240	394,802	(15)	-3.8%
176,030	Council Offices P900	168,645	183,440	15	8.8%
50,690	Community Parks & Open Spaces Various	96,820	96,815	(0)	0.0%
(14,262)	Community Centres Various	(11,590)	(6,760)	5	-41.7%
1,291,995	Net Running Expenses	1,412,131	1,487,691	76	5.4%

2014/15 ACTUALS	CIPFA CLASSIFICATION	2015/16 BUDGET	2016/17 BUDGET	CHANGE	CHANGE
£		£	£	£'000	%
1,354,459	Direct Employee Expenses	1,307,170	1,463,550	156	12.0%
69,318	Indirect Employee Expenses	47,240	54,550	7	15.5%
796,485	Premises Related Expenses	857,766	892,615	35	4.1%
37,466	Transport Related Costs	47,400	53,000	6	11.8%
878,283	Supplies & Services	545,840	552,480	7	1.2%
	Recharge from SBDC				
2,246,024	Third Party Payments	2,397,270	2,426,320	29	1.2%
	Transfer Payments				
5,382,035	Running Expenses	5,202,686	5,442,515	240	4.6%
(4,525,051)	Fees & Charges and Other Income	(4,229,150)	(4,116,320)	113	-2.7%
(490)	Grant Income	(490)	(490)		0.0%
	Recharge to SBDC	(99,578)	(315,761)	(216)	217.1%
471,633	Recharge to WDC	568,663	502,097	(67)	-11.7%
(36,132)	Recharge to Crem	(30,000)	(5,000)	25	-83.3%
	Recharge to Trust		(19,350)	(19)	
	Funded from Earmarked Reserves				
1,291,995	Net Running Expenses	1,412,131	1,487,691	76	5.4%
760,664	Depreciation	686,050	724,800		
1,456,824	Support Recharges In	1,106,239	1,079,049		
99,756	Office Recharge	27,505	27,505		
(1,547,702)	Support Recharges Out	(811,333)	(811,333)		
2,061,537	Net Expenditure	2,420,592	2,507,712		

2014/15 ACTUALS	Waste Contract	2015/16 BUDGET	2016/17 BUDGET
£	Direct Employee Expenses Indirect Employee Expenses Premises Related Expenses Transport Related Costs Supplies & Services Recharge from SBDC	£	£
4,655			
2,238,767	Third Party Payments Transfer Payments	2,352,520	2,412,320
2,243,422	Running Expenses Fees & Charges and Other Income Grant Income Recharge to SBDC Recharge to WDC Recharge to Crem Recharge to Trust Funded from Earmarked Reserves	2,352,520	2,412,320
2,243,422	Net Running Expenses	2,352,520	2,412,320

Cost of contract with Serco

Net of recharge of contract costs to WDC.

2014/15 ACTUALS	Joint Waste Client	2015/16 BUDGET	2016/17 BUDGET
£		£	£
565,270	Direct Employee Expenses	538,800	543,420
15,865	Indirect Employee Expenses	35,230	34,330
	Premises Related Expenses	3,600	4,520
14,735	Transport Related Costs	20,000	20,180
159,791	Supplies & Services	158,110	157,030
	Recharge from SBDC		
320	Third Party Payments		
	Transfer Payments		
755,981	Running Expenses	755,740	759,480
(1,848,780)	Fees & Charges and Other Income	(1,983,700)	(1,883,700)
	Grant Income		
	Recharge to SBDC		
471,633	Recharge to WDC	568,663	502,097
	Recharge to Crem		
	Recharge to Trust		
	Funded from Earmarked Reserves		
(621,166)	Net Running Expenses	(659,297)	(622,123)

Salary Costs: Cost of joint waste client team.

Supplies & Services:	Purchase of wheeled bins, corn starch lines	9,000	9,000
	Contender system	20,000	20,000
	Advertising budget	69,200	69,200
	Cont to Bucks Waste Pship	40,000	40,000
	Green Waste Admin	10,000	10,000
	Other	9,910	8,830
		<u>158,110</u>	<u>157,030</u>
Fees & Charges:	Replacement bins and liners	(20,000)	(20,000)
	Recycling Credits	(1,300,000)	(1,200,000)
	Bulky Household collections	(100,000)	(100,000)
	School Waste Collections	(128,000)	(128,000)
	Green Waste Collections (CDC Only)	(420,000)	(420,000)
	Miscellaneous recharges	(15,700)	(15,700)
		<u>(1,983,700)</u>	<u>(1,883,700)</u>
Recharge to WDC:	Expenditure share to WDC	(441,035)	(443,001)
	Income share to WDC	1,009,698	945,098
		<u>568,663</u>	<u>502,097</u>

2014/15 ACTUALS	Parking Services	2015/16 BUDGET	2016/17 BUDGET
£		£	£
195,195	Direct Employee Expenses	294,130	273,270
13,065	Indirect Employee Expenses	4,000	4,000
241,218	Premises Related Expenses	281,070	309,190
15,018	Transport Related Costs	21,070	24,070
190,979	Supplies & Services	161,550	162,860
	Recharge from SBDC		
	Third Party Payments	30,750	
	Transfer Payments		
655,475	Running Expenses	792,570	773,390
(1,837,862)	Fees & Charges and Other Income	(1,697,800)	(1,698,550)
	Grant Income		
	Recharge to SBDC	(99,578)	(133,733)
	Recharge to WDC		
	Recharge to Crem		
	Recharge to Trust		
	Funded from Earmarked Reserves		
(1,182,387)	Net Running Expenses	(1,004,808)	(1,058,893)

2014/15 ACTUALS	Breakdown by Cost Centre	2015/16 BUDGET	2016/17 BUDGET
£		£	£
	JOINT PARKING SERVICE	206,812	294,957
(664,044)	GENERAL - ALL CAR PARKS	(803,500)	(867,360)
(518,343)	AMERSHAM MULTI STOREY CAR PARK	(408,120)	(486,490)
(1,182,387)	Net Running Expenses	(1,004,808)	(1,058,893)

The Parking team is now a joint team.

However income and expenditure relating to the actual car parks is not shared.

Direct Emp Expenses: Cost of joint parking team.;

Premises: Repairs & maintenance, electricity, business rates.

Transport: Cost of inspectors vehicles.

Supplies & Services: Telephone charges, parking software, security services, ticket machine repairs & maintenance etc.

Fees & Charges: Ticket and penalty charge income (not shared).

2014/15 ACTUALS	Gt Miss Cemetery	2015/16 BUDGET	2016/17 BUDGET
£		£	£
569	Direct Employee Expenses		
19,629	Indirect Employee Expenses		
	Premises Related Expenses	27,118	22,150
	Transport Related Costs	330	
295,623	Supplies & Services	5,880	910
	Recharge from SBDC		
	Third Party Payments		
	Transfer Payments		
315,821	Running Expenses	33,328	23,060
(305,800)	Fees & Charges and Other Income	(30,500)	(18,900)
	Grant Income		
	Recharge to SBDC		
	Recharge to WDC		
(36,132)	Recharge to Crem	(30,000)	
	Recharge to Trust		
	Funded from Earmarked Reserves		
(26,111)	Net Running Expenses	(27,172)	4,160

2014/15 ACTUALS	Breakdown by Cost Centre	2015/16 BUDGET	2016/17 BUDGET
£		£	£
4,389	GREAT MISSENDEN CEMETERY	7,288	4,160
(30,500)	CHILTERN CREMATORIUM-CREM ONLY	(34,460)	
(26,111)	Net Running Expenses	(27,172)	4,160

Income and expenditure relating to the running of the Gt Missenden Cemetery.

2014/15 ACTUALS	Public Conveniences	2015/16 BUDGET	2016/17 BUDGET
£		£	£
24,201	Direct Employee Expenses	26,240	26,630
2,645	Indirect Employee Expenses	2,500	2,500
41,549	Premises Related Expenses	38,403	39,600
5,444	Transport Related Costs	6,000	6,270
5,926	Supplies & Services	8,060	7,560
	Recharge from SBDC		
	Third Party Payments		
	Transfer Payments		
79,765	Running Expenses	81,203	82,560
(6,427)	Fees & Charges and Other Income	(6,630)	(6,630)
	Grant Income		
	Recharge to SBDC		
	Recharge to WDC		
	Recharge to Crem		
	Recharge to Trust		
	Funded from Earmarked Reserves		
73,338	Net Running Expenses	74,573	75,930

Income and expenditure relating to the cleaning and maintenance of the public conveniences.

Fees & Charges: Payment by Chesham Town Council.

2014/15 ACTUALS	Traffic Mgt / Street Naming	2015/16 BUDGET	2016/17 BUDGET
£		£	£
	Direct Employee Expenses		
	Indirect Employee Expenses		
5,045	Premises Related Expenses	2,500	2,500
	Transport Related Costs		
9,689	Supplies & Services	17,000	17,000
	Recharge from SBDC		
	Third Party Payments		
	Transfer Payments		
14,734	Running Expenses	19,500	19,500
(9,418)	Fees & Charges and Other Income	(7,300)	(11,500)
	Grant Income		
	Recharge to SBDC		
	Recharge to WDC		
	Recharge to Crem		
	Recharge to Trust		
	Funded from Earmarked Reserves		
5,316	Net Running Expenses	12,200	8,000

2014/15 ACTUALS	Breakdown by Cost Centre	2015/16 BUDGET	2016/17 BUDGET
£		£	£
1,956	TRAFFIC MANAGEMENT		
3,360	STREET-NAME & NUMBER	12,200	8,000
5,316	Net Running Expenses	12,200	8,000

Supplies & Services Provision for costs associated with street naming and numbering.

2014/15 ACTUALS	Joint Facilities & Property	2015/16 BUDGET	2016/17 BUDGET
£		£	£
518,757	Direct Employee Expenses	378,500	549,750
27,537	Indirect Employee Expenses	5,010	13,220
8,065	Premises Related Expenses	14,370	11,380
2,269	Transport Related Costs		2,480
31,380	Supplies & Services	12,360	24,350
	Recharge from SBDC		
	Third Party Payments		
	Transfer Payments		
588,008	Running Expenses	410,240	601,180
(883)	Fees & Charges and Other Income		
	Grant Income		
	Recharge to SBDC		(182,028)
	Recharge to WDC		
	Recharge to Crem		(5,000)
	Recharge to Trust		(19,350)
	Funded from Earmarked Reserves		
587,125	Net Running Expenses	410,240	394,802

2014/15 ACTUALS	Breakdown by Cost Centre	2015/16 BUDGET	2016/17 BUDGET
£		£	£
	JOINT PROPERTY SERVICES		244,966
336,189	JOINT FACILITIES	313,470	138,456
7,859	CCTV	14,370	11,380
243,077	CORP SERVS ADMIN SECTION - PART	82,400	
587,125	Net Running Expenses	410,240	394,802

Direct Emp Expenses: 2016/17 represents cost of joint F&P teams.

Indirect Emp Expenses: Training, health insurance cover and professional subscriptions.

Transport: Mileage claims.

Supplies & Services: Equipment maintenance, protective clothing, printing, publications etc

2014/15 ACTUALS	Council Offices	2015/16 BUDGET	2016/17 BUDGET
£		£	£
51,036	Direct Employee Expenses	69,500	70,480
9,637	Indirect Employee Expenses	500	500
396,091	Premises Related Expenses	393,285	402,240
	Transport Related Costs		
165,816	Supplies & Services	157,480	157,360
	Recharge from SBDC		
6,937	Third Party Payments	10,900	10,900
	Transfer Payments		
629,517	Running Expenses	631,665	641,480
(453,487)	Fees & Charges and Other Income	(463,020)	(458,040)
	Grant Income		
	Recharge to SBDC		
	Recharge to WDC		
	Recharge to Crem		
	Recharge to Trust		
	Funded from Earmarked Reserves		
176,030	Net Running Expenses	168,645	183,440

Salary costs: Cost of CDC cleaning team.

Premises:	Repairs to buildings	90,000	90,000
	Electricity	96,320	104,990
	Gas	28,440	28,950
	Business Rates	148,455	151,280
	Cleaning materials	10,000	10,000
	Insurances and Other Costs	20,070	17,020
		<hr/>	<hr/>
		393,285	402,240
Fees & Charges:	Income from PV Cells	(16,320)	(16,320)
	BCC Contribution	(200,000)	(200,000)
	Recharges to other site users	(56,000)	(57,000)
	Sale of vending machine items	(5,000)	(5,000)
	CCG Rent	(96,230)	(90,250)
	CCG Service Charges	(89,470)	(89,470)
	Other		
		<hr/>	<hr/>
		(463,020)	(458,040)

2014/15 ACTUALS	Community Parks & Opens Spaces	2015/16 BUDGET	2016/17 BUDGET
£		£	£
	Direct Employee Expenses		
	Indirect Employee Expenses		
78,202	Premises Related Expenses	90,420	94,705
	Transport Related Costs		
14,424	Supplies & Services	25,400	25,410
	Recharge from SBDC		
	Third Party Payments	3,100	3,100
	Transfer Payments		
92,626	Running Expenses	118,920	123,215
(41,446)	Fees & Charges and Other Income	(21,610)	(25,910)
(490)	Grant Income	(490)	(490)
	Recharge to SBDC		
	Recharge to WDC		
	Recharge to Crem		
	Recharge to Trust		
	Funded from Earmarked Reserves		
50,690	Net Running Expenses	96,820	96,815

2014/15 ACTUALS	Breakdown by Cost Centre	2015/16 BUDGET	2016/17 BUDGET
£		£	£
(4,128)	WOODLANDS	24,060	24,060
25,286	COMMONS & MANORIAL WASTE	30,790	31,115
(771)	COMMONS+MANORIAL WASTE-INCOME		
	TRAVELLERS		
7,698	AMENITY AREAS EXCL CHHA	13,970	23,155
6	AMENITY AREAS EXCL CHHA-INCOME		
22,769	SMALL WORKS	28,000	20,600
(170)	FOOTPATHS		500
	MILL MEADOW		(2,615)
50,690	Net Running Expenses	96,820	96,815

Premises: Maintenance costs for parks and open spaces.

Fees & Charges: Primarily rental income.

2014/15 ACTUALS	Community Centres	2015/16 BUDGET	2016/17 BUDGET
£		£	£
6,686	Direct Employee Expenses Indirect Employee Expenses Premises Related Expenses Transport Related Costs Supplies & Services Recharge from SBDC Third Party Payments Transfer Payments	7,000	6,330
6,686	Running Expenses	7,000	6,330
(20,948)	Fees & Charges and Other Income Grant Income Recharge to SBDC Recharge to WDC Recharge to Crem Recharge to Trust Funded from Earmarked Reserves	(18,590)	(13,090)
(14,262)	Net Running Expenses	(11,590)	(6,760)

2014/15 ACTUALS	Breakdown by Cost Centre	2015/16 BUDGET	2016/17 BUDGET
£		£	£
(3,510)	LITTLE CHALFONT HALL	(3,510)	(3,510)
(4,492)	CHALFONT ST PETER COMM. CENTRE	(4,500)	
303	OLD SCHOOL - ASHLEY GREEN	3,000	3,330
(6,563)	AMERSHAM COMMUNITY CENTRE	(6,580)	(6,580)
(14,262)	Net Running Expenses	(11,590)	(6,760)

Fees & Rental income.
Charges:

APPENDIX 7: CDC SUPPORT SERVICES

2014/15 ACTUALS	Cost Code(s)	2015/16 BUDGET	2016/17 BUDGET	CHANGE	CHANGE
£		£	£	£'000	%
172,269	Corporate Management CM01	223,415	169,100	(54)	-24.3%
782,010	Non Distributed Costs ND01	780,200	847,620	67	8.6%
458,831	Joint Finance FI01	474,318	486,055	12	2.5%
69,957	Internal Audit IA01	72,040	65,955	(6)	-8.4%
932,878	Business Support (IT) BU**	1,013,500	996,209	(17)	-1.7%
264,011	Joint Legal LE01	244,065	297,539	53	21.9%
436,541	Member Services R490/DS01	424,820	423,360	(1)	-0.3%
42,048	Registration of Electors & Elections Q***	143,220	100,150	(43)	-30.1%
(92,952)	Local Land Charges R700	(105,380)	(68,540)	37	-35.0%
3,065,593	Net Running Expenses	3,270,198	3,317,448	47	1.4%

2014/15 ACTUALS	CIPFA CLASSIFICATION	2015/16 BUDGET	2016/17 BUDGET	CHANGE	CHANGE
£		£	£	£'000	%
2,014,327	Direct Employee Expenses	2,222,670	2,566,370	344	15.5%
241,814	Indirect Employee Expenses	116,550	114,880	(2)	-1.4%
413	Premises Related Expenses		220	0	
12,089	Transport Related Costs	9,200	12,700	4	38.0%
1,272,903	Supplies & Services	1,245,565	1,296,035	50	4.1%
	Recharge from SBDC	240,505	297,539	57	-
70,243	Third Party Payments	89,000	221,000	132	148.3%
	Transfer Payments				
3,611,789	Running Expenses	3,923,490	4,508,744	585	14.9%
(344,022)	Fees & Charges and Other Income	(201,010)	(160,500)	41	-20.2%
(23,326)	Grant Income				
(178,848)	Recharge to SBDC	(427,282)	(980,796)	(554)	129.5%
	Recharge to WDC				
	Recharge to Crem	(15,000)	(20,000)	(5)	33.3%
	Recharge to Trust	(10,000)	(30,000)	(20)	200.0%
	Funded from Earmarked Reserves				
3,065,593	Net Running Expenses	3,270,198	3,317,448	47	1.4%
136,019	Depreciation	111,490	100,600		
913,060	Support Recharges In	935,372	891,037		
92,472	Office Recharge	39,322	39,322		
(2,081,062)	Support Recharges Out	(2,167,388)	(2,095,863)		
2,126,082	Net Expenditure	2,188,994	2,252,544		

2014/15 ACTUALS	Corporate Mgt & Subscriptions	2015/16 BUDGET	2016/17 BUDGET
£		£	£
27,396	Direct Employee Expenses	32,400	
	Indirect Employee Expenses		
	Premises Related Expenses		
438	Transport Related Costs		
170,377	Supplies & Services	200,025	177,600
	Recharge from SBDC		
	Third Party Payments		
	Transfer Payments		
198,211	Running Expenses	232,425	177,600
(25,942)	Fees & Charges and Other Income	(9,010)	(8,500)
	Grant Income		
	Recharge to SBDC		
	Recharge to WDC		
	Recharge to Crem		
	Recharge to Trust		
	Funded from Earmarked Reserves		
172,269	Net Running Expenses	223,415	169,100

Direct Emp Expenses: There are no direct employee expenses in 2016/17 due to the closure of the print section.

Supplies & Services:	Capita Treasury Solutions Ltd	3,000	3,000
	Subscriptions ie LGA	17,250	18,100
	Sundry expenses	9,005	1,000
	External Audit Fees	59,000	59,000
	Credit card charges	58,000	58,000
	Bank charges	16,500	16,500
	Printing costs	37,270	22,000
		<u>200,025</u>	<u>177,600</u>

Fees & Charges: Credit card charges paid by customers.

2014/15 ACTUALS	Non Distributed Costs	2015/16 BUDGET	2016/17 BUDGET
£		£	£
727,000	Direct Employee Expenses	726,580	794,000
55,010	Indirect Employee Expenses	53,620	53,620
	Premises Related Expenses		
	Transport Related Costs		
	Supplies & Services		
	Recharge from SBDC		
	Third Party Payments		
	Transfer Payments		
782,010	Running Expenses	780,200	847,620
	Fees & Charges and Other Income		
	Grant Income		
	Recharge to SBDC		
	Recharge to WDC		
	Recharge to Crem		
	Recharge to Trust		
	Funded from Earmarked Reserves		
782,010	Net Running Expenses	780,200	847,620

Direct Emp Expenses: This is the annual contribution to the historical pension fund deficit.

Indirect Emp Expenses:	Historical added years, charge from BCC	51,000	51,000
	Long service rewards	1,000	1,000
	Historical pension award	1,620	1,620
		<u>53,620</u>	<u>53,620</u>

2014/15 ACTUALS	Joint Finance	2015/16 BUDGET	2016/17 BUDGET
£		£	£
260,091	Direct Employee Expenses	686,350	701,300
112,480	Indirect Employee Expenses	8,520	8,000
	Premises Related Expenses		220
1,909	Transport Related Costs	1,500	1,500
66,839	Supplies & Services	104,730	101,880
	Recharge from SBDC		
17,533	Third Party Payments	32,000	26,000
	Transfer Payments		
458,852	Running Expenses	833,100	838,900
(21)	Fees & Charges and Other Income		
	Grant Income		
	Recharge to SBDC	(333,782)	(332,845)
	Recharge to WDC		
	Recharge to Crem	(15,000)	(10,000)
	Recharge to Trust	(10,000)	(10,000)
	Funded from Earmarked Reserves		
458,831	Net Running Expenses	474,318	486,055

Direct Emp Cost of the Joint Finance team.
Expenses:

Indirect Emp Training, health insurance cover and professional subscriptions.
Expenses:

Transport: Mileage claims.

Supplies & Finance system license costs plus other miscellaneous expenses.
Services:

Third Party Payroll contract.

2014/15 ACTUALS	Internal Audit	2015/16 BUDGET	2016/17 BUDGET
£		£	£
25,576	Direct Employee Expenses	24,380	22,500
	Indirect Employee Expenses	200	200
	Premises Related Expenses		
218	Transport Related Costs	100	100
2,313	Supplies & Services	1,580	435
	Recharge from SBDC		
52,710	Third Party Payments	57,000	53,000
	Transfer Payments		
80,817	Running Expenses	83,260	76,235
	Fees & Charges and Other Income		
	Grant Income		
(10,860)	Recharge to SBDC	(11,220)	(10,280)
	Recharge to WDC		
	Recharge to Crem		
	Recharge to Trust		
	Funded from Earmarked Reserves		
69,957	Net Running Expenses	72,040	65,955

Direct Emp Expenses: Cost of the Internal Audit team.

Third Party Payments: This is the cost of the Internal Audit contract.

2014/15 ACTUALS	Business Support	2015/16 BUDGET	2016/17 BUDGET
£		£	£
523,493	Direct Employee Expenses	580,090	865,200
36,522	Indirect Employee Expenses	21,710	28,560
	Premises Related Expenses		
2,251	Transport Related Costs	100	3,600
489,818	Supplies & Services	493,880	624,520
	Recharge from SBDC		
	Third Party Payments		142,000
	Transfer Payments		
1,052,084	Running Expenses	1,095,780	1,663,880
1,252	Fees & Charges and Other Income		
	Grant Income		
(120,458)	Recharge to SBDC	(82,280)	(637,671)
	Recharge to WDC		
	Recharge to Crem		(10,000)
	Recharge to Trust		(20,000)
	Funded from Earmarked Reserves		
932,878	Net Running Expenses	1,013,500	996,209

Direct Emp Cost of the Joint Business Support team.
Expenses:

Indirect Emp Training, Health insurance cover and professional subscriptions.
Expenses:

Transport: Mileage claims

Supplies & Services:	Disaster Recovery	15,000	15,000
	Computer Consumables	15,000	11,000
	Software Packages Purchase	5,000	6,700
	Software Costs	234,500	311,970
	GIS	18,000	18,000
	Uniform	35,000	35,000
	Networking Support	12,000	12,000
	Wan Support	21,000	58,500
	Photocopying Equipment (CDC only)	20,000	20,000
	Lync (CDC only)	47,000	47,000
Other	71,380	89,350	
		<u>493,880</u>	<u>624,520</u>

2014/15 ACTUALS	Joint Legal	2015/16 BUDGET	2016/17 BUDGET
£		£	£
283,201	Direct Employee Expenses		
5,888	Indirect Employee Expenses		
206	Premises Related Expenses		
423	Transport Related Costs		
27,450	Supplies & Services	3,560	
	Recharge from SBDC	240,505	297,539
	Third Party Payments		
	Transfer Payments		
317,168	Running Expenses	244,065	297,539
(5,627)	Fees & Charges and Other Income		
	Grant Income		
(47,530)	Recharge to SBDC		
	Recharge to WDC		
	Recharge to Crem		
	Recharge to Trust		
	Funded from Earmarked Reserves		
264,011	Net Running Expenses	244,065	297,539

This cost centre contains the operating costs of running the joint legal section. SBDC is the host authority and thus only the net recharge to CDC is shown here.

2014/15 ACTUALS	Members	2015/16 BUDGET	2016/17 BUDGET
£		£	£
146,856	Direct Employee Expenses	127,930	126,140
3,109	Indirect Employee Expenses	5,000	5,000
207	Premises Related Expenses		
6,850	Transport Related Costs	7,500	7,500
279,519	Supplies & Services Recharge from SBDC Third Party Payments Transfer Payments	284,390	284,720
436,541	Running Expenses Fees & Charges and Other Income Grant Income Recharge to SBDC Recharge to WDC Recharge to Crem Recharge to Trust Funded from Earmarked Reserves	424,820	423,360
436,541	Net Running Expenses	424,820	423,360

Direct Emp Cost of democratic services team
Expenses:

Indirect Emp Officer and Member training.
Expenses:

Transport: Officer and Member mileage.

Supplies & Services	Chairmans expenses	4,720	4,720
	Vice Chairmans Expenses	1,890	1,890
	Special Responsibility Allowances	89,550	89,550
	Basic Member Allowances	180,000	180,000
	Other	8,230	8,560
		<hr/>	
		284,390	284,720

2014/15 ACTUALS	Registration of Electors and Elections	2015/16 BUDGET	2016/17 BUDGET
£		£	£
28,690	Direct Employee Expenses	24,470	28,750
	Indirect Employee Expenses	27,500	19,500
	Premises Related Expenses		
	Transport Related Costs		
175,037	Supplies & Services	93,250	53,900
	Recharge from SBDC		
	Third Party Payments		
	Transfer Payments		
203,727	Running Expenses	145,220	102,150
(138,353)	Fees & Charges and Other Income	(2,000)	(2,000)
(23,326)	Grant Income		
	Recharge to SBDC		
	Recharge to WDC		
	Recharge to Crem		
	Recharge to Trust		
	Funded from Earmarked Reserves		
42,048	Net Running Expenses	143,220	100,150

2014/15 ACTUALS	Breakdown by Cost Centre	2015/16 BUDGET	2016/17 BUDGET
£		£	£
42,996	ELECTORAL REGISTRATION	67,220	100,150
(948)	DC ELECTION EXPENSES	76,000	
	NON DISTRICT ELECTION EXPENSES		
42,048	Net Running Expenses	143,220	100,150

Direct Emp Expenses: Cost of core electoral registration team.

Supplies & Services: Printing and posting costs associated with electoral registration.

2014/15 ACTUALS	Local Land Charges	2015/16 BUDGET	2016/17 BUDGET
£		£	£
20,714	Direct Employee Expenses	20,470	28,480
115	Indirect Employee Expenses		
	Premises Related Expenses		
	Transport Related Costs		
61,550	Supplies & Services	64,150	52,980
	Recharge from SBDC		
	Third Party Payments		
	Transfer Payments		
82,379	Running Expenses	84,620	81,460
(175,331)	Fees & Charges and Other Income	(190,000)	(150,000)
	Grant Income		
	Recharge to SBDC		
	Recharge to WDC		
	Recharge to Crem		
	Recharge to Trust		
	Funded from Earmarked Reserves		
(92,952)	Net Running Expenses	(105,380)	(68,540)

Direct Emp Cost of CDC local land charge team.
Expenses:

Supplies & Services	Land charge fees from BCC	60,000	50,000
	Other	4,150	2,980
		<u>64,150</u>	<u>52,980</u>
Fees & Charges:	BCC element	(60,000)	(50,000)
	CDC element	(130,000)	(100,000)
		<u>(190,000)</u>	<u>(150,000)</u>

APPENDIX 8: CDC SUSTAINABLE DEVELOPMENT

2014/15 ACTUALS	Cost Code(s)	2015/16 BUDGET	2016/17 BUDGET	CHANGE	CHANGE
£		£	£	£'000	%
97,476	Joint Building Control	60,759	30,028	(31)	-50.6%
486,123	Development Management	769,425	684,670	(85)	-11.0%
327,039	Planning Policy / LDF	556,570	602,756	46	8.3%
910,638	Net Running Expenses	1,386,754	1,317,454	(69)	-5.0%

2014/15 ACTUALS	CIPFA CLASSIFICATION	2015/16 BUDGET	2016/17 BUDGET	CHANGE	CHANGE
£		£	£	£'000	%
1,165,433	Direct Employee Expenses	1,236,370	1,683,180	447	36.1%
64,451	Indirect Employee Expenses	108,200	154,550	46	42.8%
	Premises Related Expenses				
3,170	Transport Related Costs	7,320	11,010	4	50.4%
264,807	Supplies & Services	538,405	558,910	21	3.8%
96,251	Recharge from SBDC	60,759	30,028	(31)	-50.6%
	Third Party Payments				
	Transfer Payments				
1,594,112	Running Expenses	1,951,054	2,437,678	487	24.9%
(633,409)	Fees & Charges and Other Income	(539,300)	(574,040)	(35)	6.4%
	Grant Income	(25,000)	(25,000)		0.0%
	Recharge to SBDC		(521,184)	(521)	
	Recharge to WDC				
	Recharge to Crem				
	Recharge to Trust				
(50,065)	Funded from Earmarked Reserves				
910,638	Net Running Expenses	1,386,754	1,317,454	(69)	-5.0%
	Depreciation				
1,162,651	Support Recharges In	1,247,432	1,247,432		
128,952	Office Recharge	41,674	41,674		
(708,804)	Support Recharges Out	(654,132)	(654,132)		
1,493,437	Net Expenditure	2,021,728	1,952,428		

Classification: OFFICIAL

2014/15 ACTUALS	Joint Building Control	2015/16 BUDGET	2016/17 BUDGET
£	Direct Employee Expenses Indirect Employee Expenses Premises Related Expenses Transport Related Costs Supplies & Services	£	£
858 96,251	Recharge from SBDC Third Party Payments Transfer Payments	60,759	30,028
97,109	Running Expenses	60,759	30,028
367	Fees & Charges and Other Income Grant Income Recharge to SBDC Recharge to WDC Recharge to Crem Recharge to Trust Funded from Earmarked Reserves		
97,476	Net Running Expenses	60,759	30,028

This cost centre contains the operating costs of running the joint Building Control section. SBDC is the host authority and thus only the net recharge to CDC is shown here.

Classification: OFFICIAL

2014/15 ACTUALS	Development Management	2015/16 BUDGET	2016/17 BUDGET
£		£	£
942,175	Direct Employee Expenses	1,020,500	959,160
62,646	Indirect Employee Expenses	106,550	145,830
	Premises Related Expenses		
2,853	Transport Related Costs	6,970	3,910
151,103	Supplies & Services	174,705	149,620
	Recharge from SBDC		
	Third Party Payments		
	Transfer Payments		
1,158,777	Running Expenses	1,308,725	1,258,520
(622,589)	Fees & Charges and Other Income	(539,300)	(573,850)
	Grant Income		
	Recharge to SBDC		
	Recharge to WDC		
	Recharge to Crem		
	Recharge to Trust		
(50,065)	Funded from Earmarked Reserves		
486,123	Net Running Expenses	769,425	684,670

2014/15 ACTUALS	Breakdown by Cost Centre	2015/16 BUDGET	2016/17 BUDGET
£		£	£
333,554	PLANNING DEPT - GENERAL ADMIN	394,085	338,390
(49,290)	DEVELOPMENT MANAGEMENT	136,290	86,820
(2)	DEVELOPMENT MGT - APPEALS ONLY	45,000	45,000
170,358	ENFORCEMENT PLANNING CONTROL	174,550	194,960
31,503	APPEALS AGAINST ENFORCEMENT	19,500	19,500
486,123	Net Running Expenses	769,425	684,670

Fees &	Copy documents	(1,800)	(1,350)
Charges	Planning application fees	(450,000)	(500,000)
	Pre-application advice	(35,000)	(60,000)
	Pursuant to conditions income	(12,000)	(12,000)
	Unilateral obligation fee (s106)	(40,000)	
	Enforcement Appeals Fee	(500)	(500)
		<u>(539,300)</u>	<u>(573,850)</u>

Classification: OFFICIAL

2014/15 ACTUALS	Planning Policy / LDF	2015/16 BUDGET	2016/17 BUDGET
£		£	£
223,258	Direct Employee Expenses	215,870	724,020
1,805	Indirect Employee Expenses	1,650	8,720
	Premises Related Expenses		
317	Transport Related Costs	350	7,100
112,846	Supplies & Services	363,700	409,290
	Recharge from SBDC		
	Third Party Payments		
	Transfer Payments		
338,226	Running Expenses	581,570	1,149,130
(11,187)	Fees & Charges and Other Income		(190)
	Grant Income	(25,000)	(25,000)
	Recharge to SBDC		(521,184)
	Recharge to WDC		
	Recharge to Crem		
	Recharge to Trust		
	Funded from Earmarked Reserves		
327,039	Net Running Expenses	556,570	602,756

2014/15 ACTUALS	Breakdown by Cost Centre	2015/16 BUDGET	2016/17 BUDGET
£		£	£
312,928	PLANNING POLICY / LDF	538,870	549,556
14,111	SPECIAL ENVIRONMENTS	17,700	18,200
327,039	Net Running Expenses	556,570	567,756

This budget is used for a variety of expenditure functions mainly linked to plan making currently the Delivery DPD production, processes and evidence base.

It also covers costs for other local plan work such as defending the Core Strategy legal challenge, preparing SPD's, costs associated with Neighbourhood Plans and making representations on adjacent plans.

2016/17 represents a joint planning policy team and a joint local plan.

Grant Neighbourhood planning grants.

Income:

APPENDIX 9: CDC TRADING UNDERTAKINGS

2014/15 ACTUALS	Cost Code(s)	2015/16 BUDGET	2016/17 BUDGET	CHANGE	CHANGE
£		£	£	£'000	%
(290,685)	Depot	(77,067)	(189,840)	(113)	146%
(46,674)	Other Trading Undertakings	(31,025)	(30,780)	0	-0.8%
(337,359)	Net Running Expenses	(108,092)	(220,620)	(113)	104%

2014/15 ACTUALS	CIPFA CLASSIFICATION	2015/16 BUDGET	2016/17 BUDGET	CHANGE	CHANGE
£		£	£	£'000	%
	Direct Employee Expenses				
	Indirect Employee Expenses				
135,081	Premises Related Expenses	172,263	136,670	(36)	-20.7%
	Transport Related Costs				
6,369	Supplies & Services	16,650	16,840	0	1.1%
	Recharge from SBDC				
14,455	Third Party Payments	36,410	42,410	6	16.5%
	Transfer Payments				
155,905	Running Expenses	225,323	195,920	(29)	-13.0%
(493,264)	Fees & Charges and Other Income	(333,415)	(416,540)	(83)	24.9%
	Grant Income				
	Recharge to SBDC				
	Recharge to WDC				
	Recharge to Crem				
	Recharge to Trust				
	Funded from Earmarked Reserves				
(337,359)	Net Running Expenses	(108,092)	(220,620)	(113)	104.1%
95,953	Depreciation	26,220	22,700		
132,192	Support Recharges In	130,461	130,461		
	Office Recharge				
	Support Recharges Out				
(109,214)	Net Expenditure	48,589	(67,459)		

2014/15 ACTUALS	Depot	2015/16 BUDGET	2016/17 BUDGET
£		£	£
	Direct Employee Expenses		
	Indirect Employee Expenses		
123,474	Premises Related Expenses	151,353	115,550
	Transport Related Costs		
1,734	Supplies & Services	5,500	5,650
	Recharge from SBDC		
4,455	Third Party Payments	23,080	29,080
	Transfer Payments		
129,663	Running Expenses	179,933	150,280
(420,348)	Fees & Charges and Other Income	(257,000)	(340,120)
	Grant Income		
	Recharge to SBDC		
	Recharge to WDC		
	Recharge to Crem		
	Recharge to Trust		
	Funded from Earmarked Reserves		
(290,685)	Net Running Expenses	(77,067)	(189,840)

Premises:	Repairs and maintenance	46,000	46,000
	Maintenance plant / equipment	6,500	3,200
	Grounds maintenance general	7,000	7,000
	Electricity	32,346	35,260
	Gas	8,505	8,660
	Business rates	39,999	1,760
	Other	11,003	13,670
		<u>151,353</u>	<u>115,550</u>

Fees & Charges: Rent and recharges to other site users.

2014/15 ACTUALS	Other Trading Undertakings	2015/16 BUDGET	2016/17 BUDGET
£		£	£
	Direct Employee Expenses		
	Indirect Employee Expenses		
11,607	Premises Related Expenses	20,910	21,120
	Transport Related Costs		
4,635	Supplies & Services	11,150	11,190
	Recharge from SBDC		
10,000	Third Party Payments	13,330	13,330
	Transfer Payments		
26,242	Running Expenses	45,390	45,640
(72,916)	Fees & Charges and Other Income	(76,415)	(76,420)
	Grant Income		
	Recharge to SBDC		
	Recharge to WDC		
	Recharge to Crem		
	Recharge to Trust		
	Funded from Earmarked Reserves		
(46,674)	Net Running Expenses	(31,025)	(30,780)

2014/15 ACTUALS	Breakdown by Cost Centre	2015/16 BUDGET	2016/17 BUDGET
£		£	£
(8,308)	OPEN MARKETS	(3,510)	(3,300)
(919)	MISC. PROPERTIES MANAGEMENT	7,160	7,160
(2,600)	RUCKLES FIELD (HSG LAND)	(600)	(600)
(5,581)	CIVIC CENTRE SITE	(6,460)	(6,440)
(29,266)	AMERSHAM ESTATE (QUARR FARM)	(27,615)	(27,600)
(46,674)	Net Running Expenses	(31,025)	(30,780)

HEALTH & HOUSING REVISED CHARGES FROM 1 APRIL 2016

VAT Codes: (D45)=inclusive standard rated (D40)=plus standard rated (D08)=zero rated (D04)=non business, (D03)=exempt

POLLUTION REDUCTION		General ledger code	2015/16 £	2016/17 £
<u>Contaminated Land:</u>				
Professional Opinion - Contaminated land enquiries per hour -	D40	G450-9792	100.00	100.00
Copies of plans and information regarding a contaminated land site.	D40	G450-9792	£50+£47/hr	£50+£47/hr
<u>IPPC</u>				
Permits Subsistence Charge - A2 Licence, LOW Risk Rated	D04	EH01-9374	1,384.00	TBC
Permits Subsistence Charge -A2 Licence, MEDIUM Risk Rated	D04	EH01-9374	1,541.00	TBC
Permits Subsistence Charge - A2 Licence HIGH Risk Rated	D04	EH01-9374	2,233.00	TBC
Permits Subsistence Charge - Part B Licence, LOW Risk Rated	D04	EH01-9374	739.00	TBC
Permits Subsistence Charge - Part B Licence, MEDIUM Risk Rated	D04	EH01-9374	1,111.00	TBC
Permits Subsistence Charge - Part B Licence, HIGH Risk Rated	D04	EH01-9374	1,672.00	TBC
Subsistence Mobile Crusher LOW	D04	EH01-9374	618.00	TBC
Subsistence Mobile Crusher MEDIUM	D04	EH01-9374	989.00	TBC
Subsistence Mobile Crusher HIGH	D04	EH01-9374	1,484.00	TBC
Subsistence Vehicle Refinisher LOW Risk	D04	EH01-9374	218.00	TBC
Subsistence Vehicle Refinisher MEDIUM Risk	D04	EH01-9374	349.00	TBC
Subsistence Vehicle Refinisher HIGH Risk	D04	EH01-9374	524.00	TBC
Subsistence Reduced Fee Activity LOW Risk	D04	EH01-9374	76.00	TBC
Subsistence Reduced Fee Activity MEDIUM Risk	D04	EH01-9374	151.00	TBC
Subsistence Reduced Fee Activity HIGH Risk	D04	EH01-9374	227.00	TBC
Application Fee - Standard Process	D04	EH01-9374	1,579.00	TBC
Application Reduced Fee Activity (except Vehicle Refinisher)	D04	EH01-9374	148.00	TBC
Application PVR 1 & 2	D04	EH01-9374	246.00	TBC
Application Vehicle Refinisher	D04	EH01-9374	346.00	TBC
Application - Mobile Crusher	D04	EH01-9374	1,579.00	TBC
Part B Standard Process Transfer	D04	EH01-9374	162.00	TBC
Part B Standard Process Partial Transfer	D04	EH01-9374	476.00	TBC
Part B New Operator at low risk Reduced Fee Activity	D04	EH01-9374	75.00	TBC
Surrender all Part B Activites	D04	EH01-9374	-	TBC
Part B Substantial Change - Standard Process	D04	EH01-9374	1,005.50	TBC
Part B Substantial Change- Standard where substantial change results in new PPC activity	D04	EH01-9374	1,579.00	TBC
Part B Substantial Change- Reduced Fee Activity	D04	EH01-9374	98.00	TBC
Reduced Fee Activiy - Partial Transfer	D04	EH01-9374	45.00	TBC
QUARTERLY PAYMENT OPTION ALL IPPC - Additional Charge Element	D04	EH01-9374	36.00	TBC
<u>CRB</u>				
		General ledger code	2015/16 £	2016/17 £
CRB standard disclosure	D03	LI01-9788	34.50	34.50
CRB enhanced disclosure	D03	LI01-9788	52.50	52.50
CRB volunteers	D03	LI01-9788	7.00	7.00

HEALTH & HOUSING REVISED CHARGES FROM 1 APRIL 2016

VAT Codes: (D45)=inclusive standard rated (D40)=plus standard rated (D08)=zero rated (D04)=non business, (D03)=exempt

LICENCES		General ledger code	2015/16 £	2016/17 £
<u>Mobile Homes</u>				
New Licence	D04	LI01-9390	434.00	434.00
Annual Renewal Fee	D04	LI01-9390	351.00	351.00
Deposit/Change of Site Rules	D04	LI01-9390	47.00	47.00
Transfer of Site Licence	D04	LI01-9390	117.00	117.00
<u>Scrap metal licence</u>				
Inspection & Administration Fee	D04	LI01-9387	500.00	500.00
Variation Inspection & Administration Fee	D04	LI01-9387	50.00	50.00
Mobile Inspection & Administration Fee	D04	LI01-9387	250.00	250.00
<u>Taxi Licences</u>				
Hackney Carriage Vehicle grant.	D04	LI01-9383	399.00	399.00
Hackney Carriage Vehicle renewal.	D04	LI01-9383	300.00	300.00
Hackney Carriage Vehicle issue(CNG or LPG).	D04	LI01-9383	200.00	200.00
Hackney Carriage Vehicle Renewal(CNG or LPG).	D04	LI01-9383	150.00	150.00
PrivateHire Vehicle grant.	D04	LI01-9383	329.00	329.00
PrivateHire Vehicle renewal.	D04	LI01-9383	230.00	230.00
PrivateHire Vehicle Issue (CNG or LPG - standardPlate).	D04	LI01-9383	200.00	200.00
Hackney Carriage Driver grant, 1 year.	D04	LI01-9383	161.00	161.00
Hackney Carriage Driver renewal, 1 year.	D04	LI01-9383	95.00	95.00
Hackney Carriage Driver grant, 3 year.	D04	LI01-9383	435.00	435.00
Hackney Carriage Driver renewal, 3 year.	D04	LI01-9383	256.00	256.00
Private Hire Vehicle Driver grant, 1 year.	D04	LI01-9383	161.00	161.00
Private Hire Vehicle Driver renewal, 1 year.	D04	LI01-9383	95.00	95.00
Private Hire Vehicle Driver grant, 3 year.	D04	LI01-9383	435.00	435.00
Private Hire Vehicle Driver renewal, 3 year.	D04	LI01-9383	256.00	256.00
Private Hire Vehicle Operator, 1 vehicle, 5 year	D04	LI01-9383	-	663.00
Private Hire Vehicle Operator, 1 vehicle	D04	LI01-9383	155.00	155.00
Private Hire Vehicle Operator, 2-4 vehicles, 5 year	D04	LI01-9383	-	913.00
Private Hire Vehicle Operator, 2-4 vehicles	D04	LI01-9383	205.00	205.00
Private Hire Vehicle Operator, 5-10 vehicles, 5 year	D04	LI01-9383	-	1,163.00
Private Hire Vehicle Operator, 5-10 vehicles	D04	LI01-9383	255.00	255.00
Private Hire Vehicle Operator, 11+ vehicles, 5 year	D04	LI01-9383	-	1,413.00
Private Hire Vehicle Operator, 11+ vehicles	D04	LI01-9383	305.00	305.00
Transfer of vehicle.	D04	LI01-9383	90.00	90.00
Change of vehicle.	D04	LI01-9383	67.00	67.00
Alternative executive private hire plate	D04	LI01-9383	N/A	65.00
Taxi and Private Hire:dispensation	D04	LI01-9383	65.00	65.00
Replacement internal licence.	D04	LI01-9383	15.00	15.00
Returnable badge deposit.	D04	LI01-9383	-	10.00
Returnable plate deposit.	D04	LI01-9383	-	20.00
Issue of a administration letter.	D04	LI01-9383	-	-
Knowledge test	D04	LI01-9383	25.00	25.00
Replacement new plate.	D04	LI01-9383	25.00	25.00
Replacement new drivers badge.	D04	LI01-9383	15.00	15.00
			cost of	cost of
Bracket and bridge charge.	D04	LI01-9383	replacement cost of	replacement cost of
Bracket without bridge charge.	D04	LI01-9383	replacement cost of	replacement cost of
Internal plate pouches.	D04	LI01-9383	replacement	replacement

HEALTH & HOUSING REVISED CHARGES FROM 1 APRIL 2016

VAT Codes: (D45)=inclusive standard rated (D40)=plus standard rated (D08)=zero rated (D04)=non business, (D03)=exempt

LICENCES		General ledger code	2015/16 £	2016/17 £
<u>Licensing Act 2003</u>				
Personal Licence Application	D04	LI01-9380	37.00	37.00
Supply of Copies of Information Contained in Register	D04	LI01-9380	50.00	50.00
Application for Copy of Licence	D04	LI01-9380	10.50	10.50
Application for summary on theft, loss etc of Premises Licence or Summary	D04	LI01-9380	10.50	10.50
Notification of Change of Address (holder of Premises Licence)	D04	LI01-9380	10.50	10.50
Application to Vary to Specify Individual as Premises Supervisor	D04	LI01-9380	23.00	23.00
Interim Authority Notice	D04	LI01-9380	23.00	23.00
Application to Transfer Premises Licence	D04	LI01-9380	23.00	23.00
Application for Making a Provisional Statement	D04	LI01-9380	315.00	315.00
Application for Copy of Certificate or Summary on theft, loss etc of Certificate Summary	D04	LI01-9380	10.50	10.50
Notification of Change of Name or Alteration of Name or Alteration of Club Rules	D04	LI01-9380	10.50	10.50
Change of Relevant Registered Address of a Club	D04	LI01-9380	10.50	10.50
Temporary Event Notices	D04	LI01-9380	21.00	21.00
Application for Notice on theft, loss etc of Temporary Event Notice	D04	LI01-9380	21.00	21.00
Application for Copy of Licence on theft, loss etc. of Personal Licence	D04	LI01-9380	10.50	10.50
Notification of Change of Name or Address (Personal Licence)	D04	LI01-9380	10.50	10.50
Notice of Interest in any Premises	D04	LI01-9380	21.00	21.00
Premises Licences				
New/Variation Premises Licence or Club Premises Certificate Application Fee:				
Non-domestic Rateable Value Band A (£0 - £4,300)	D04	LI01-9380	100.00	100.00
Non-domestic Rateable Value Band B (£4,301 - £33,000)	D04	LI01-9380	190.00	190.00
Non-domestic Rateable Value Band C (£33,001 - £87,000)	D04	LI01-9380	315.00	315.00
Non-domestic Rateable Value Band D (£87,0001 - £125,000)	D04	LI01-9380	450.00	450.00
Non-domestic Rateable Value Band E (£125,001 and over)	D04	LI01-9380	635.00	635.00
Applications for Minor variations to Premises Licences or Club Premises Certificate	D04	LI01-9380	89.00	89.00
Application to remove apply the alternative licence condition and removal of mandatory condition for premises licences	D04	LI01-9380	23.00	23.00
Premises Licences sought for Community Centres and some Schools that permit Regulated Entertainment but which do not permit the sale of Alcohol and/or the provision of late night entertainment will not incur a fee.			No charge	No charge

HEALTH & HOUSING REVISED CHARGES FROM 1 APRIL 2016

VAT Codes: (D45)=inclusive standard rated (D40)=plus standard rated (D08)=zero rated (D04)=non business, (D03)=exempt

LICENCES		General ledger code	2015/16 £	2016/17 £
<u>Licensing Act 2003 (Cont.)</u>				
Premises Licences (Cont.)				
Premises Licence for Exceptionally Large Events or Premises:				
Number of People in Attendance at any one time: 5,000 -9,999	D04	LI01-9380	1,000.00	1,000.00
Number of People in Attendance at any one time: 10,000 -14,999	D04	LI01-9380	2,000.00	2,000.00
Number of People in Attendance at any one time: 15,000 -19,999	D04	LI01-9380	4,000.00	4,000.00
Number of People in Attendance at any one time: 20,000 -29,999	D04	LI01-9380	8,000.00	8,000.00
Number of People in Attendance at any one time: 30,000 -39,999	D04	LI01-9380	16,000.00	16,000.00
Number of People in Attendance at any one time: 40,000 -49,999	D04	LI01-9380	24,000.00	24,000.00
Number of People in Attendance at any one time: 50,000 -59,999	D04	LI01-9380	32,000.00	32,000.00
Number of People in Attendance at any one time: 60,000- 69,999	D04	LI01-9380	40,000.00	40,000.00
Number of People in Attendance at any one time: 70,000 -79,999	D04	LI01-9380	48,000.00	48,000.00
Number of People in Attendance at any one time: 80,000 -89,999	D04	LI01-9380	56,000.00	56,000.00
Number of People in Attendance at any one time: 90,000 and over.	D04	LI01-9380	64,000.00	64,000.00
Premises Licence or Club Premises Certificate Annual Fee:				
Non-domestic Rateable Value Band A (£0 - £4,300)	D04	LI01-9380	70.00	70.00
Non-domestic Rateable Value Band B (£4,301 - £33,000)	D04	LI01-9380	180.00	180.00
Non-domestic Rateable Value Band C (£33,001 - £87,000)	D04	LI01-9380	295.00	295.00
Non-domestic Rateable Value Band D (£87,0001 - £125,000)	D04	LI01-9380	320.00	320.00
Non-domestic Rateable Value Band E (£125,001 and over)	D04	LI01-9380	350.00	350.00
<u>Miscellaneous</u>				
Acupuncture/Tattooing/Ear Piercing/ Electrolysis: per person.	D04	LI01-9382	70.00	70.00
: per establishment.	D04	LI01-9382	180.00	180.00
Fee in respect of an application for grant, transfer or renewal of a licence	D04		3,277.00	3,277.00
Street Trading Consent: per day or part Monday- Thursday.	D04	LI01-9391	320.00	33.00
: perday or part Friday - Sunday.	D04	LI01-9391	350.00	52.00
Street Trading Consent: Application Fee	D04	LI01-9391	-	66.00

**HEALTH & HOUSING
REVISED CHARGES FROM 1 APRIL 2016**

VAT Codes: (D45)=inclusive standard rated (D40)=plus standard rated (D08)=zero rated (D04)=non business, (D03)=exempt

LICENCES		General ledger code	2015/16 £	2016/17 £
<u>Gambling Act 2005</u>				
New applications				
Adult Gaming Centres	D04	LI01-9377	2,000.00	2,000.00
Betting Premises	D04	LI01-9377	3,000.00	3,000.00
Bingo Club	D04	LI01-9377	3,500.00	3,500.00
Family Entertainment Centres	D04	LI01-9377	2,000.00	2,000.00
Race Tracks	D04	LI01-9377	2,500.00	2,500.00
Annual fee				
Adult Gaming Centres	D04	LI01-9377	1,000.00	1,000.00
Betting Premises	D04	LI01-9377	600.00	600.00
Bingo Club	D04	LI01-9377	1,000.00	1,000.00
Family Entertainment Centres	D04	LI01-9377	750.00	750.00
Race Tracks	D04	LI01-9377	1,000.00	1,000.00
Application to transfer				
Adult Gaming Centres	D04	LI01-9377	1,200.00	1,200.00
Betting Premises	D04	LI01-9377	1,200.00	1,200.00
Bingo Club	D04	LI01-9377	1,200.00	1,200.00
Family Entertainment Centres	D04	LI01-9377	950.00	950.00
Race Tracks	D04	LI01-9377	950.00	950.00
Application for re-instatement				
Adult Gaming Centres	D04	LI01-9377	1,200.00	1,200.00
Betting Premises	D04	LI01-9377	1,200.00	1,200.00
Bingo Club	D04	LI01-9377	1,200.00	1,200.00
Family Entertainment Centres	D04	LI01-9377	950.00	950.00
Race Tracks	D04	LI01-9377	950.00	950.00
Licence application (provisional statement holders)				
Adult Gaming Centres	D04	LI01-9377	1,200.00	1,200.00
Betting Premises	D04	LI01-9377	1,200.00	1,200.00
Bingo Club	D04	LI01-9377	1,200.00	1,200.00
Family Entertainment Centres	D04	LI01-9377	950.00	950.00
Race Tracks	D04	LI01-9377	950.00	950.00
Application for provisional statement				
Adult Gaming Centres	D04	LI01-9377	2,000.00	2,000.00
Betting Premises	D04	LI01-9377	3,000.00	3,000.00
Bingo Club	D04	LI01-9377	3,500.00	3,500.00
Family Entertainment Centres	D04	LI01-9377	2,000.00	2,000.00
Race Tracks	D04	LI01-9377	2,500.00	2,500.00
Application to vary				
Adult Gaming Centres	D04	LI01-9377	1,000.00	1,000.00
Betting Premises	D04	LI01-9377	1,500.00	1,500.00
Bingo Club	D04	LI01-9377	1,750.00	1,750.00
Family Entertainment Centres	D04	LI01-9377	1,000.00	1,000.00
Race Tracks	D04	LI01-9377	1,250.00	1,250.00
Copy Premises Licence	D04	LI01-9377	25.00	25.00

**HEALTH & HOUSING
REVISED CHARGES FROM 1 APRIL 2016**

VAT Codes: (D45)=inclusive standard rated (D40)=plus standard rated (D08)=zero rated (D04)=non business, (D03)=exempt

LICENCES		General ledger code	2015/16 £	2016/17 £
<u>Gambling Act 2005 (Cont)</u>				
Permits - Annual fee				
Small Society Lottery	D04	LI01-9377	20.00	20.00
Club Gaming	D04	LI01-9377	50.00	50.00
Club Gaming Machines	D04	LI01-9377	50.00	50.00
Licensed Premises Gaming Machine	D04	LI01-9377	50.00	50.00
Permits - New Applications				
Unlicensed FEC Gaming Machines	D04	LI01-9377	300.00	300.00
Small Society Lottery	D04	LI01-9377	40.00	40.00
Club Gaming	D04	LI01-9377	200.00	200.00
Club Gaming Machines	D04	LI01-9377	200.00	200.00
Licensed Premises Notification	D04	LI01-9377	50.00	50.00
Licensed Premises Gaming Machine	D04	LI01-9377	150.00	150.00
Prize Gaming	D04	LI01-9377	300.00	300.00
Permits - Renewal				
Unlicensed FEC Gaming Machines	D04	LI01-9377	300.00	300.00
Club Gaming	D04	LI01-9377	200.00	200.00
Club Gaming Machines	D04	LI01-9377	200.00	200.00
Prize Gaming	D04	LI01-9377	300.00	300.00
Renewal - Fast Track Clubs				
Club Gaming	D04	LI01-9377	100.00	100.00
Club Gaming Machines	D04	LI01-9377	100.00	100.00
Renewal - Transitional Application Fee				
Unlicensed FEC Gaming Machines	D04	LI01-9377	100.00	100.00
Club Gaming	D04	LI01-9377	100.00	100.00
Club Gaming Machines	D04	LI01-9377	100.00	100.00
Licensed Premises Gaming Machine	D04	LI01-9377	100.00	100.00
Prize Gaming	D04	LI01-9377	100.00	100.00

**HEALTH & HOUSING
REVISED CHARGES FROM 1 APRIL 2016**

VAT Codes: (D45)=inclusive standard rated (D40)=plus standard rated (D08)=zero rated (D04)=non business, (D03)=exempt

LICENCES		General ledger code	2015/16 £	2016/17 £
<u>Riding Establishments</u>				
New Licence	D04	LI01-9378	192.00	192.00
Renewal	D04	LI01-9378	150.00	150.00
<u>Animal Boarding Establishment</u>				
New Licence	D04	LI01-9378	496.00	496.00
Renewal	D04	LI01-9378	243.00	243.00
<u>Small Animal Boarding Establishment</u>				
New Licence	D04	LI01-9378	369.00	369.00
Renewal	D04	LI01-9378	194.00	194.00
<u>Pet Shop</u>				
New Licence	D04	LI01-9378	477.00	477.00
Renewal	D04	LI01-9378	278.00	278.00
<u>Dangerous Wild Animals</u>				
New Licence (Plus Vet fees)	D04	LI01-9378	350.00	350.00
Renewal (Plus Vet fees)	D04	LI01-9378	150.00	150.00
<u>Dog Breeding Establishments</u>				
New Licence (Plus Vet fees)	D04	LI01-9378	525.00	525.00
Renewal (Plus Vet fees)	D04	LI01-9378	329.00	329.00
<u>Stray Dog Fees</u>				
Statutory fee.	D04	E700-9272	25.00	25.00
Administration fee.	D04	E700-9272	20.00	20.00
Kennelling Costs per day or part thereof (payable direct to kennels).	D40	E700-9272	12.50	12.50
Collection of fees charge (payable direct to kennels).	D40	E700-9272	15.00	15.00
Collection charge.	D04	E700-9272	95.00	95.00
Return charge	D04	E700-9272	75.00	70.00

HEALTH & HOUSING REVISED CHARGES FROM 1 APRIL 2016

VAT Codes: (D45)=inclusive standard rated (D40)=plus standard rated (D08)=zero rated (D04)=non business, (D03)=exempt

Miscellaneous		General ledger code	2015/16 £	2016/17 £
Issue of Food Certificates	D04	EH01-9272	104.00	106.00
Voluntary surrender of food (e.g. for insurance purposes)	D04	EH01-9272	104.00	106.00
Food Hygiene Courses: In-house group Hygiene Awareness Courses.	D03	EH01-9272	141.00	302.00
Improving your food hygiene rating (1/2 day) Minimum 7 delegates	D03	EH01-9272	50.00	50.00
1/2 day courses in health and safety (for manual handling techniques)				
in-house group courses (max 16 delegates)	D03	EH01-9272	25.00	30.00
Introduction to HACCP (Hazard Analysis Critical Control Point) for Food Safety (1/2 Day). Minimum 4 delegates	D03	EH01-9272	110.00	110.00
Level 2 Courses: Online e-learning course Food Hygiene courses				
per candidate	D03	EH01-9272	85.00	85.00
Level 2 Courses: 1 day Food Hygiene courses per candidate				
(includes lunch).	D03	EH01-9272	163.00	163.00
BII Level 2 Personal License Holder course	D03	EH01-9272	600.00	620.00
Level 2 Courses: 1 day Food and Health and Safety				
private in-house group courses (max 16 delegates)	D03	EH01-9272	302.00	305.00
Level 2 Manual Handling per candidate	D03	EH01-9272	80.00	85.00
Level 2 COSHH Course (1/2 day course) per candidate	D03	EH01-9272	45.00	50.00
Level 3 Risk Assessment Course per candidate	D03	EH01-9272	187.00	220.00
Pre-inspection advisory visit up to 6 hours consultancy. Additional hours at £47/hour	D03	EH01-9272	-	300.00
SFBB packs for existing businesses	D03	EH01-9272	15.00	15.00
Disposal of Deceased Persons	D04	EH01-9267	cost of recovery of funeral and crematorium charges plus £47/hour officer charge	cost of recovery of funeral and crematorium charges plus £47/hour officer charge
<u>Private Water Supplies Regulations 2009:</u>				
Routine Sampling - at the owners request per sample + analyst fees.	D40	EH01-9272	100.00	100.00
Check monitoring.	D40	EH01-9272	100.00	100.00
Audit monitoring.	D40	EH01-9272	500.00	500.00
Risk assessment of supply.	D40	EH01-9272	500.00	500.00
Investigation.	D40	EH01-9272	100.00	100.00
Authorisation	D40	EH01-9272	100.00	100.00
Graffiti removal kits.	D45	EH01-9272	13.00	13.00
Graffiti recharge of contractor removal cost.	D45	EH01-9272	Cost Recovery	Cost Recovery

**HEALTH & HOUSING
REVISED CHARGES FROM 1 APRIL 2016**

VAT Codes: (D45)=inclusive standard rated (D40)=plus standard rated (D08)=zero rated (D04)=non business, (D03)=exempt

HOUSING	General ledger code	2015/16 £	2016/17 £
<u>Houses with multiple occupation licensing fees:</u>			
Basic fee.	D04 HO01-9789	405.00	405.00
Disclosure Scotland fee (paid directly by applicant)	D04 HO01-9789	20.00	20.00
Extra assistance or advice on incomplete applications, or where property is larger and more complex (per hour).	D04 HO01-9789	45.00	45.00
<u>Houses with multiple occupation- additions:</u>			
Additions:	D04 HO01-9789	45.00	45.00
<u>Houses with multiple occupation- Deductions:</u>			
Professionally qualified or accredited landlord.	D04 HO01-9789	45.00	45.00
No assistance required (and complete application submitted first time).	D04 HO01-9789	45.00	45.00
Complete application submitted within 3 months of issue of forms.	D04 HO01-9789	45.00	45.00
<u>Housing Enforcement Charges:</u>			
Improvement/prohibition notice/orders (for 1st notice).	D04 HO01-9789	100.00	100.00
Additional notices (maximum of £300/property) notice fee waived if complied with within timescales.	D04 HO01-9789	50.00	50.00
Health and Housing Recharge costs: cost of contractor following service of a Statutory Notice plus officer time.	D04 HO01-9789	50.00	50.00

**ENVIRONMENTAL SERVICES
REVISED CHARGES FROM 1 APRIL 2016**

VAT Codes: (D45)=inclusive standard rated (D40)=plus standard rated (D08)=zero rated (D04)=non business, (D03)=exempt

ENVIRONMENT		General ledger code	2015/16 £	2016/17 £
Wheeled Bin and Delivery - 140 Litre	D03	W100-9345	31.00	40.00
Wheeled Bin and Delivery - 180 Litre	D03	W100-9345	35.00	40.00
Wheeled Bin and Delivery - 240 Litre	D03	W100-9345	35.00	40.00
Wheeled Bin and Delivery - 360 Litre	D03	W100-9345	47.00	40.00
Wheeled Bin and Delivery - 660 Litre	D03	W100-9345	210.00	225.00
Wheeled Bin and Delivery - 1100 Litre	D03	W100-9345	210.00	250.00
Recycling Box and Lid - Delivered	D03	W100-9345	5.00	6.00
Recycling Box Only - Pick up Only (CDC Offices)	D03	W100-9345	4.00	4.50
Recycling Lid Only - Pick up Only (CDC Offices)	D03	W100-9345	1.50	1.75
Reusable Bag and Delivery	D03	W100-9345	5.00	5.50
Reusable Bag - Pick Up Only (CDC offices)	D03	W100-9345	4.00	4.50
Outdoor Food Caddy and Delivery	D03	W100-9345	5.00	5.50
Outdoor Food Caddy - Pick Up Only (CDC Offices)	D03	W100-9345	4.00	4.50
Indoor Small 5L Food Caddy (if stock available) - CDC reception	D03	W100-9345	3.00	3.50
Corn Starch Liners (various sizes and numbers) - CDC reception	D03	W100-9345	2 to 6	£2 to £10
Bulky Waste Collection (3 items)	D03	W100-9460	35.00	36.00
Special Empty of Contaminated Bins - 2 Wheeled	D03	W100-9792	30.00	£30 per bin
Special Empty of Contaminated Bins - 4 Wheeled	D03	W100-9792	30.00	£75 per bin
Litter Pickers	D03	W100-9345	7.00	8.00
Green Waste Annual Charge - 1st Subscription	D03	W100-9463	35.00	35.00
Green Waste Annual Charge - 2nd Subscription	D03	W100-9463	70.00	70.00
Schools and Other Schedule 2 - Bin Rental 140L-240L	D03	W100-9461	50.00	52.00
Schools and Other Schedule 2 - Bin Rental 360L	D03	W100-9461	65.00	67.00
Schools and Other Schedule 2 - Bin Rental 660L	D03	W100-9461	65.00	67.00
Schools and Other Schedule 2 - Bin Rental 1100L	D03	W100-9461	115.00	120.00
Schools and Other Schedule 2 - Lift 140L-240L	D03	W100-9461	3.00	3.25
Schools and Other Schedule 2 - Lift 360L	D03	W100-9461	3.50	3.75
Schools and Other Schedule 2 - Lift 660L	D03	W100-9461	4.00	4.25
Schools and Other Schedule 2 - Lift 1100L	D03	W100-9461	4.00	4.50
Schools and Other Schedule 2 - One Use Sacks, pre paid sold per roll	D03	W100-9461	N/A	£1.25 per bag (Roll of 52)

**ENVIRONMENTAL SERVICES
REVISED CHARGES FROM 1 APRIL 2016**

VAT Codes: (D45)=inclusive standard rated (D40)=plus standard rated (D08)=zero rated (D04)=non business, (D03)=exempt

GREAT MISSENDEN CEMETERY	General ledger code	2015/16 £	2016/17 £
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Fees for the Use of the Cemetery for Interments:

In the graves for which no exclusive right of burial has been granted

i) A stillborn child, or a person whose age at the time of death did not exceed one month *	D04	G380-9417	25.00	25.00
ii) A person who age at the time of death exceeded one month but did not exceed twelve years *	D04	G380-9417	99.00	102.00
iii) A person whose age at the time of death exceeded twelve years *	D04	G380-9417	218.00	225.00
iv) for any interment at a depth exceeding six feet for members of the same family in a site and for each foot an additional *	D04	G380-9417	99.00	102.00

In a grave or vault for which an exclusive right of burial has been granted

i) A stillborn child, or a person whose age at the time of death did not exceed one month *	D04	G380-9417	25.00	25.00
ii) A person who age at the time of death exceeded one month but did not exceed twelve years *	D04	G380-9417	99.00	102.00
iii) A person whose age at the time of death exceeded twelve years *	D04	G380-9417	218.00	225.00
iv) for any interment at a depth exceeding six feet for members of the same family in a site and for each foot an additional *	D04	G380-9417	99.00	102.00

Exclusive Rights of Burial in Perpetuity in an Earthen Grave

i) One Plot *	D04	G380-9418	376.00	387.00
ii) Two Plots *	D04	G380-9418	655.00	674.00
iii) Three Plots *	D04	G380-9418	899.00	925.00

Monuments, Gravestones, Tablets and Monumental Inscriptions

For the right to erect:

i) A headstone under no circumstances to exceed three feet in height or a foot stone not exceeding one foot in height *	D04	G380-9427	154.00	160.00
ii) A tablet on any grave or vault, or in the Lawn Cemetery, a plaque on a grave *	D04	G380-9427	154.00	160.00
iii) Any inscription after the first on a gravestone, tablet or memorial *	D04	G380-9427	81.00	84.00

Purchase of plot measuring 2ft x 2ft in Old Section of cemetery for

burial of cremated remains *	D04	G380-9427	122.00	125.00
Burial of Cremated remains *	D04	G380-9427	99.00	102.00

Transfer of ownership of Exclusive Right of Burial	D04	G380-9418	-	60.00
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* The foregoing charges will be doubled where the person in respect of whom the charge is made, is or was not resident within the Chiltern District or in the case of a still born child or person whose ages at the time of death did not exceed one year where neither of the parents is or was at the time of interment, resident within the said area

**ENVIRONMENTAL SERVICES
REVISED CHARGES FROM 1 APRIL 2016**

VAT Codes: (D45)=inclusive standard rated (D40)=plus standard rated (D08)=zero rated (D04)=non business, (D03)=exempt

STREET NAMING		General ledger code	2015/16 £	2016/17 £
Provision of documents for naming and numbering	D04	C850-9353	80.00	82.00
<u>Existing Houses</u>				
House name change	D04	C850-9353	80.00	82.00
<u>Numbering/Naming of New Properties</u>				
1 to 5 Properties	D04	C850-9353	125.00	128.00
6 to 25 Properties	D04	C850-9353	225.00	230.00
26 to 75 Properties	D04	C850-9353	245.00	250.00
76 to 100 Properties	D04	C850-9353	345.00	352.00
100+ Properties	D04	C850-9353	TBC with Developer	TBC with Developer
Naming of a New Street	D04	C850-9353	140.00	230.00
<u>Renaming of Street Where Requested by Residents</u>				
1 to 5 Properties	D04	C850-9353	535.00	546.00
6 to 25 Properties	D04	C850-9353	600.00	612.00
26 to 75 Properties	D04	C850-9353	675.00	689.00
76+ Properties	D04	C850-9353	825.00	842.00
<u>Renumbering of Street Where Requested by Residents</u>				
1 to 5 Properties	D04	C850-9353	550.00	561.00
6 to 25 Properties	D04	C850-9353	630.00	643.00
26 to 75 Properties	D04	C850-9353	750.00	765.00
76+ Properties	D04	C850-9353	880.00	898.00

**PLANNING
REVISED CHARGES FROM 1 APRIL 2016**

VAT Codes: (D45)=inclusive standard rated (D40)=plus standard rated (D08)=zero rated (D04)=non business, (D03)=exempt

SUSTAINABLE DEVELOPMENT	General ledger code	2015/16 £	2016/17 £
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Photocopying Documents (excluding committee reports)

A4 - First Page	D45	£2.15 emailed /	£2.15 emailed /
	PP01-9337	£3.15 posted	£3.15 posted
A4 - Following Pages *1	D45	PP01-9337 1.10	1.10
A3 - First Page	D45	£2.75 emailed /	£2.75 emailed /
	PP01-9337	£3.75 posted	£3.75 posted
A3 - Following Pages *1	D45	PP01-9337 1.20	1.20
A2 - Per Sheet	D45	£4.80 emailed /	£4.80 emailed /
	PP01-9337	£5.80 posted	£5.80 posted
A1 - Per Sheet	D45	£10.60 emailed	£10.60 emailed /
	PP01-9337 /	£11.60 posted	£11.60 posted
A0 - Per Sheet *1	D45	£15.90 emailed	£15.90 emailed /
	PP01-9337 /	£16.90 posted	£16.90 posted

*1 Maximum 10 sheets, thereafter price available on request

Sale of Council Documents: Decision Notices & Tree Preservation Orders.

D45	PP01-9337	10.40	10.40
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PLANNING
REVISED CHARGES FROM 1 APRIL 2016

VAT Codes: (D45)=inclusive standard rated (D40)=plus standard rated (D08)=zero rated (D04)=non business, (D03)=exempt

SUSTAINABLE DEVELOPMENT	General ledger code	2015/16 £	2016/17 £	
<u>Planning: Pre-Application / Post Decision Advice and Extant Enforcement Notices.</u>				
Enlargement, improvement or other, alteration of existing dwelling and other development in the curtilage of a dwelling.				
	Meeting and follow up letter D45	A350-9409	165.00	165.00
	Letter only D45	A350-9409	110.00	110.00
New residential dwellings:				
1 dwelling	Meeting and follow up letter D45	A350-9409	380.00	380.00
	Letter only D45	A350-9409	255.00	255.00
2 dwellings	Meeting and follow up letter D45	A350-9409	480.00	480.00
	Letter only D45	A350-9409	320.00	320.00
3 dwellings	Meeting and follow up letter D45	A350-9409	675.00	675.00
	Letter only D45	A350-9409	450.00	450.00
4 dwellings	Meeting and follow up letter D45	A350-9409	765.00	765.00
	Letter only D45	A350-9409	510.00	510.00
5 dwellings	Meeting and follow up letter D45	A350-9409	860.00	860.00
	Letter only D45	A350-9409	575.00	575.00
6 - 10 dwellings	Meeting and follow up letter D45	A350-9409	960.00	960.00
	Letter only D45	A350-9409	640.00	640.00
11 - 50 dwellings	Meeting and follow up letter D45	A350-9409	1,915.00	1,915.00
	Letter only D45	A350-9409	1,275.00	1,275.00
51-75 dwellings	Meeting and follow up letter D45	A350-9409	2,870.00	2,870.00
	Letter only D45	A350-9409	1,915.00	1,915.00
76-100 dwellings	Meeting and follow up letter D45	A350-9409	3,820.00	3,820.00
	Letter only D45	A350-9409	2,550.00	2,550.00
101-150 dwellings	Meeting and follow up letter D45	A350-9409	5,740.00	5,740.00
	Letter only D45	A350-9409	3,820.00	3,820.00
151+ dwellings	Meeting and follow up letter D45	A350-9409	7,645.00	7,645.00
	Letter only D45	A350-9409	5,095.00	5,095.00

**PLANNING
REVISED CHARGES FROM 1 APRIL 2016**

VAT Codes: (D45)=inclusive standard rated (D40)=plus standard rated (D08)=zero rated (D04)=non business, (D03)=exempt

SUSTAINABLE DEVELOPMENT		General ledger code	2015/16 £	2016/17 £
Commercial Development (Use Classes B1, B2, B8 and A1-A5)				
1-100m2 (gross floor area)	Meeting and follow up letter D45	A350-9409	385.00	385.00
	Letter only D45	A350-9409	255.00	255.00
101-500m2 (gross floor area)	Meeting and follow up letter D45	A350-9409	720.00	720.00
	Letter only D45	A350-9409	480.00	480.00
501-1,000m2 (gross floor area)	Meeting and follow up letter D45	A350-9409	1,080.00	1,080.00
	Letter only D45	A350-9409	720.00	720.00
1,001-5,000m2 (gross floor area)	Meeting and follow up letter D45	A350-9409	1,915.00	1,915.00
	Letter only D45	A350-9409	1,275.00	1,275.00
5,001-10,000m2 (gross floor area)	Meeting and follow up letter D45	A350-9409	3,820.00	3,820.00
	Letter only D45	A350-9409	2,550.00	2,550.00
10,001m2+ (gross floor area)	Meeting and follow up letter D45	A350-9409	7,645.00	7,645.00
	Letter only D45	A350-9409	5,095.00	5,095.00
Developments falling within Use Classes C1, C2, D1 and D2				
1-100m2 (gross floor area)	Meeting and follow up letter D45	A350-9409	385.00	385.00
	Letter only D45	A350-9409	255.00	255.00
101-500m2 (gross floor area)	Meeting and follow up letter D45	A350-9409	720.00	720.00
	Letter only D45	A350-9409	480.00	480.00
501-1,000m2 (gross floor area)	Meeting and follow up letter D45	A350-9409	1,080.00	1,080.00
	Letter only D45	A350-9409	720.00	720.00
1,001-5,000m2 (gross floor area)	Meeting and follow up letter D45	A350-9409	1,915.00	1,915.00
	Letter only D45	A350-9409	1,275.00	1,275.00
5,001m2+ (gross floor area)	Meeting and follow up letter D45	A350-9409	3,820.00	3,820.00
	Letter only D45	A350-9409	2,550.00	2,550.00
Change of use (C.O.U) of existing buildings or land with no increase in floor space *	Meeting and follow up letter D45	A350-9409	385.00	385.00
	Letter only D45	A350-9409	255.00	255.00

* (a-excluding change of use to residential - for this, please see Category 2) (b- other than for (a) above, where an

PLANNING
REVISED CHARGES FROM 1 APRIL 2016

VAT Codes: (D45)=inclusive standard rated (D40)=plus standard rated (D08)=zero rated (D04)=non business, (D03)=exempt

SUSTAINABLE DEVELOPMENT	General ledger code	2015/16 £	2016/17 £
Agriculture and Forestry.			
Erection of new buildings, glasshouses or poly-tunnels with a gross floor area up to 465m2			
Meeting and follow up letter D45	A350-9409	185.00	185.00
Letter only D45	A350-9409	120.00	120.00
All other agricultural buildings and development.			
Meeting and follow up letter D45	A350-9409	385.00	385.00
Letter only D45	A350-9409	255.00	255.00
Erection, alterations or replacement of plant or machinery.			
Meeting and follow up letter D45	A350-9409	95.00	95.00
Letter only D45	A350-9409	65.00	65.00
Buildings and structures for equestrian purposes including stables, livery stables and riding schools.			
1-40m2 (gross floor area)			
Meeting and follow up letter D45	A350-9409	195.00	195.00
Letter only D45	A350-9409	130.00	130.00
41-75m2 (gross floor area)			
Meeting and follow up letter D45	A350-9409	290.00	290.00
Letter only D45	A350-9409	195.00	195.00
76-1,000m2 (gross floor area)			
Meeting and follow up letter D45	A350-9409	480.00	480.00
Letter only D45	A350-9409	320.00	320.00
1,001-3,750m2 (gross floor area)			
Meeting and follow up letter D45	A350-9409	960.00	960.00
Letter only D45	A350-9409	640.00	640.00
3751m2 + (gross floor area)			
Meeting and follow up letter D45	A350-9409	1,915.00	1,915.00
Letter only D45	A350-9409	1,275.00	1,275.00
Erection or construction of gates, walls, fences or other means of enclosure other than within the curtilage of a dwelling; and the construction of car parks, service roads and other means of access to land.			
Meeting and follow up letter D45	A350-9409	165.00	165.00
Letter only D45	A350-9409	110.00	110.00
Advertisements.			
Meeting and follow up letter D45	A350-9409	195.00	195.00
Letter only D45	A350-9409	130.00	130.00
Telecommunications development.			
Meeting and follow up letter D45	A350-9409	480.00	480.00
Letter only D45	A350-9409	320.00	320.00

Outline Proposals:

All Outline Proposals will be charged at the same rate as if the proposal were for a full application.

The request for advice will have to be accompanied by indicative drawings of the proposal.

**PLANNING
REVISED CHARGES FROM 1 APRIL 2016**

VAT Codes: (D45)=inclusive standard rated (D40)=plus standard rated (D08)=zero rated (D04)=non business, (D03)=exempt

SUSTAINABLE DEVELOPMENT	General ledger code	2015/16 £	2016/17 £
Non-Material Amendments and Minor Material Amendments			
Householder			
	Meeting and follow up letter D45	140.00	140.00
	Letter only D45	90.00	90.00
Other			
	Meeting and follow up letter D45	290.00	290.00
	Letter only D45	195.00	195.00
Requests to withdraw extant Enforcement Notices			
	Meeting and follow up letter D45	335.00	335.00
	Letter only D45	225.00	225.00
Requests to confirm that an extant Enforcement Notice has been complied with.			
	Meeting and follow up letter D45	385.00	385.00
	Letter only D45	255.00	255.00

Appendix 11: CDC Parish Tax Base & Grant Payments

Classification: OFFICIAL

	Assume no change					TBC						
	Parish Fund Request 15/16	Support Payment	Request less Support	Band D Equiv 15/16	Band D Charge 2015/16	Parish Fund Request 16/17	Support Payment	Request less Support	Band D Equiv 2016/17	Band D Charge 2016/17	Band D Change	Band D Change
Amersham	519,621.00	15,228.80	504,392.20	6,549.48	77.01	519,621.00	9,518.00	510,103.00	6,614.22	77.12	0.11	0.14%
Ashley Green	15,900.00	357.09	15,542.91	454.20	34.22	15,900.00	223.18	15,676.82	454.31	34.51	0.29	0.84%
Chalfont St Giles	185,850.00	3,707.52	182,142.48	3,092.27	58.90	185,850.00	2,317.20	183,532.80	3,093.13	59.34	0.43	0.74%
Chalfont St Peter	298,329.00	5,984.89	292,344.11	6,310.63	46.33	298,329.00	3,740.55	294,588.45	6,400.30	46.03	-0.30	-0.64%
Chartridge	10,000.00	160.47	9,839.53	821.29	11.98	10,000.00	100.29	9,899.71	825.52	11.99	0.01	0.10%
Chenies	6,000.00	57.91	5,942.09	130.71	45.46	6,000.00	36.20	5,963.80	131.41	45.38	-0.08	-0.17%
Chesham	845,895.00	43,086.03	802,808.97	7,780.68	103.18	845,895.00	26,928.77	818,966.23	7,890.87	103.79	0.61	0.59%
Chesham Bois	48,460.00	78.35	48,381.65	1,628.49	29.71	48,460.00	48.97	48,411.03	1,636.67	29.58	-0.13	-0.44%
Cholesbury	9,800.00	79.70	9,720.30	498.93	19.48	9,800.00	49.81	9,750.19	504.28	19.33	-0.15	-0.76%
Coleshill	8,000.00	68.42	7,931.58	327.95	24.19	8,000.00	42.76	7,957.24	343.38	23.17	-1.01	-4.18%
Great Missenden	184,008.00	3,351.73	180,656.27	4,832.18	37.39	184,008.00	2,094.83	181,913.17	4,870.60	37.35	-0.04	-0.10%
Latimer & Ley Hill	11,000.00	120.02	10,879.98	505.54	21.52	11,000.00	75.01	10,924.99	506.44	21.57	0.05	0.24%
Little Chalfont	212,600.00	5,363.94	207,236.06	3,170.68	65.36	212,600.00	3,352.46	209,247.54	3,196.52	65.46	0.10	0.15%
Little Missenden	80,200.00	1,379.23	78,820.77	3,122.18	25.25	80,200.00	862.02	79,337.98	3,147.17	25.21	-0.04	-0.14%
Penn	53,000.00	442.32	52,557.68	2,325.35	22.60	53,000.00	276.45	52,723.55	2,329.81	22.63	0.03	0.12%
Seer Green	43,350.00	502.50	42,847.50	1,194.94	35.86	43,350.00	314.06	43,035.94	1,213.65	35.46	-0.40	-1.11%
The Lee	7,986.00	31.09	7,954.91	398.05	19.98	7,986.00	19.43	7,966.57	401.58	19.84	-0.15	-0.73%
Total	2,539,999.00	80,000.00	2,459,998.99	43,143.55	57.02	2,539,999.00	50,000.00	2,489,999.01	43,559.86	57.16	0.14	0.25%

Classification: OFFICIAL

SUBJECT:	VOLUNTARY COMMUNITY SECTOR INFRASTRUCTURE FUNDING
REPORT OF:	<i>Graham Harris, Healthy Communities Portfolio Holder</i>
RESPONSIBLE OFFICER	<i>Martin Holt, Head of Healthy Communities</i>
REPORT AUTHOR	<i>Martin Holt 01494 732055, mholt@chiltern.gov.uk</i>
WARD/S AFFECTED	<i>All</i>

1. Purpose of Report

To agree to continue the £15,270/annum contribution to Buckinghamshire County Council for the delivery of the joint County and District grant to support the voluntary and community sector infrastructure until 2021.

RECOMMENDATION

To agree to an annual payment of £15,270 to Buckinghamshire County Council for the contribution to the 2016/17 voluntary and community sector infrastructure grant.

To inform Buckinghamshire County Council of the intention of the Council to continue with an annual award of £15,270 for voluntary and community sector infrastructure services until 2021.

2. Executive Summary

3. Reasons for Recommendations

3.1 Infrastructure support is required to assist the voluntary and community organisations across Buckinghamshire continue to; develop, meet required quality and governance standards and provide services to the community. With a shrinking statutory role greater reliance will be placed on community organisations to deliver services to both younger and older persons or to protect the environment. Chiltern District supports the development of the voluntary sector in assisting the community to deliver its aims and objectives.

3.2 Informing Bucks County Council of the Councils intentions for future voluntary sector infrastructure funding would enable the development of the tender in relation to the provision of Voluntary Infrastructure services 2017 to 2021

4. Content of Report

4.1 Cabinet agreed 16th June 2015 that subject to performance, the Council should continue to make an annual payment of £15,270 to Buckinghamshire County Council for the continuation of the voluntary and community sector infrastructure grant for the period 2016/17. Community Impact Bucks currently receives the Infrastructure Grant of

£200k provided by the county and district councils in Buckinghamshire, to deliver infrastructure services to the voluntary sector.

4.2 A review of the impact of service delivery has been undertaken by Community Impact Bucks (CIB) as part of its monitoring and BCC as the lead funder is satisfied with the organisations delivery. Indeed BCC has commissioned additional infrastructure support through its community and Prevention Matters programmes with CIB. As satisfactory performance is being delivered it is recommended that continuation of the grant is made for the period 2016/17.

4.3 BCC has requested that the District Councils advise on their future intentions for the continuation of infrastructure support for the period 2017/21. The future intentions would then enable the County to consider the form and extent of the tender it would place to deliver infrastructure services.

4.4 With a shrinking statutory role, greater reliance will be placed on community organisations to deliver services to both younger and older persons. Chiltern District through its Community Cohesion Plan supports the development of the voluntary sector to identify local needs and deliver local solutions. Community led projects have improved High Streets, supported community revitalisation, assisted environmental improvements and delivered community transport or older person or youth initiatives.

4.5 All these voluntary groups benefit from the support and assistance the infrastructure organisation provides through the grant funding.

5. Consultation

Not Applicable

6. Options

There are two main options and these are as follows:-

- a) To cease funding to Buckinghamshire County Council for the voluntary sector infrastructure support 2016/17 and beyond. This would place at risk the support to local voluntary sector organisations
- b) To continue to provide partnership funding to BCC for the voluntary sector infrastructure 2016 to 2021. This would enable the existing service level agreement with CIB to be honoured by BCC and provide infrastructure services in Chiltern. It would also assist the county council in developing the tender process for infrastructure services until March 2021

7. Corporate Implications

3.1 Financial – the £15,270/annum contribution is currently within the Councils financial strategy. Should infrastructure support be reduced, it would directly impact on the ability of local voluntary organisations to deliver services in Chiltern District.

3.2 Legal – none

3.3 Voluntary organisations support the delivery of activities or services that directly contribute to reducing crime and disorder, improving the environmental and social inclusion, or addressing the challenges of sustainability

8. Links to Council Policy Objectives

A key aim of the Council is to 'support the voluntary sector and promote volunteering', other aims include 'addressing the needs of the elderly and those who are vulnerable' and 'work with partners to reduce crime and antisocial behaviour' and to 'improve community safety, working with our key partners to help safeguard children and vulnerable adults and prevent them becoming victims of crime'.

9. Next Step

Following agreement officers would assist the County Council in developing the tender brief for voluntary sector infrastructure services 2017 to 2021 with payments made following satisfactory delivery of services.

Background	
Papers:	

SUBJECT:	<i>Chiltern Revitalisation Groups Capital Grant Request 2015 - 2016</i>
REPORT OF:	<i>Councillor Graham Harris – Cabinet Member for Community, Health & Housing</i>
RESPONSIBLE OFFICER	<i>Martin Holt – Head of Healthy Communities</i>
REPORT AUTHOR	<i>Paul Nanji (01494) 732110 pnanji@chiltern.gov.uk</i>
WARD/S AFFECTED	<i>All</i>

1. Purpose of Report

Recommendation

1.1 It is proposed that £16,000 from the provisional capital programme be transferred to the approved capital programme and used to support Chiltern's Revitalisation Group capital projects detailed below and shown in Appendix 2:

- (a) Chesham - Improvements to High Street Amenity Signage (£3,500)
- (b) Amersham on the Hill - Community Area Plantation Road / Roundwood Road (£4,000)
- (c) Amersham Town - Space for All (£3,500)
- (d) Little Chalfont – Improvements to Pedestrian Underpass (£4,000)
- (e) Chalfont St Peter – High Street Hanging Baskets (£1,000)

1.2 All awards will be subject to planning consent if required; and confirmation that ongoing maintenance & insurance obligations will not be the responsibility of the Council.

2 Reasons for Recommendations

2.1 Chiltern's Revitalisation groups play a key role in helping improve services and facilities in communities across Chiltern. All the groups have a strong track record of enabling community participation allowing residents to shape and improve their own community. The proposed £16,000 grant will also help lever in significant new funding totalling £105,000 into Chiltern.

3. Content of Report

3.1 Chiltern's seven revitalisation groups are independent voluntary organisations that work collaboratively alongside all three tiers of local government.

3.2 This Council has supported these groups since their creation in the 1990s. The groups function by encouraging and enabling local residents to actively become involved in determining local priorities, improving local services and developing

community facilities They all encourage volunteering; they work with partner agencies; devise local action plans; and raise funding for their local projects.

- 3.3 Each revitalisation group receives an annual grant of £2,000 from the Council. The grant is used to support local small scale projects and to lever in external funding for large scale multi agency projects which aim to maintain, or enhance local services and facilities, or to create new ones. All projects contribute to social, community or economic development; protect and or enhance the environment; and or improve the health and wellbeing of residents. Several examples from each group are detailed in Appendix 1.
- 3.4 In addition to smaller community projects the revitalisation groups also have a proven track record in delivering larger capital projects. In recent years these have focussed on the regeneration of the town centres and village high streets. To support this work all seven groups were invited to consider if the Council might support these large scale projects. Subsequently, expressions of interest were received from the groups serving Chesham, Amersham on the Hill, Amersham Town, Little Chalfont and Chalfont St Peter. These projects are detailed in Appendix 2.

4 Consultation

- 4.1 Crucially, each group works to ensure it is fully representative of the community it serves. Representatives on each group include residents associations, faith groups, youth clubs, older people action groups, museum and heritage organisations, voluntary leisure, sports and arts clubs; conservation areas, and environment groups. Service providers, including the police, regularly attend revitalisation group committee meetings.
- 4.2 Each Revitalisation group undertakes extensive consultation with residents and other key stakeholders in order to develop their own respective community plan. This process is facilitated through a range of activities including community meetings, community newsletter questionnaire, visits to local groups and online consultation. This approach is central to ensuring each group is truly represents of its local community.

5 Corporate Implications

5.1 Financial

There is funding available of £16,000 from the capital programme to support the proposed community projects.

5.2 Environmental

Several of the projects have a positive impact on the local environment, including developing more energy efficient community facilities, encouraging green transport and offering educational opportunities to improve awareness and understanding of the local natural environment.

5.3 Equalities

The proposed funding will directly support the voluntary sector to assist a diverse range of residents including the old and vulnerable, young people, disabled residents and socially disadvantaged.

6 Links to Council Objectives

Work towards safer and healthier local communities

Improve community safety

- Work with partners to reduce crime, fear of crime and anti-social behaviour
- Work with young people at risk of becoming involved with crime

Promote healthier communities

- Address the needs of the elderly and those who are vulnerable

Promote local communities

- Support the voluntary sector and promote volunteering

Promote local communities

- Support the voluntary sector and promote volunteering
- Engage with Parish and Town Councils and local neighbourhoods

Conserve the environment

- Conserve our valuable heritage including the ANOB
- Promote energy efficiency and encourage the reduction of carbon emissions

7 Conclusion

7.1 Financial support of £16,000 from this Council will enhance the local environment; support the provision of new community assets; encourage an uplift to the local economy; and when delivered with the required funding would represent significant new investment into the District totalling in the region of £105,000.

Appendix 1 – Community Projects Delivered in 2015 by Chiltern’s Revitalisation Groups

1. **Amersham Action Group** - improvement to town centre streetscape; Small Business Saturday; Christmas town festival; summer carnival and festival in partnership with the town council and the Round Table; lobbying for a passenger lift at the station; representing community interests during discussions about civic centre and high street development; older and younger people projects.

2. **Amersham Old Town** – supporting isolated elderly; constructing a community meeting space with Gore Hill residents; lobbying for traffic calming; improving access for cyclists & walkers along A413; supporting outreach youth work in outlying neighbourhoods e.g. Danes Close.

3. **Chesham** - creating local public events which encourage greater footfall in the high street; young entrepreneurs and creative enterprises, specialist markets; support for volunteer led projects which improve the health and wellbeing of younger and older people; working with the Town Mayor & Community Impact Bucks to increase volunteers

4. **Chalfont St Giles** – manages the community library & visitor centre; developing the Misbourne pathway; encourages high street traffic calming; supports annual village show, youth club; summer high street events and a literary festival;

5. **Chalfont St Peter** – many volunteer led projects which improve health and wellbeing of younger and older people; developing a visitor strategy to increase high street footfall and visitors to local attractions e.g. Open Air museum; construction of a World War One Centenary memorial and gardens;

6. **Great Missenden Parish Revitalisation Group** – offers small grants which support younger & older villagers; & local environmental projects; supports a Prestwood action group which has plans to enhance the village centre; runs a proactive anti HS2 lobby;

7. **Little Chalfont Community Association** - is developing a community led nature park, supports street improvements; local business and community events such as Small Business Saturday; the village show, and supports the community run village library.

Appendix 2 – Revitalisation Groups Capital Funding Projects Funding Proposals**(a) Chesham - Improvements to High Street Amenity Signage**

The Market Town Health Check recommended that information for visitors to the town centre should be improved. This project will provide additional much needed directional signage in the town centre which will assist patrons walking to The Little Theatre by the Park (the former Temperance Hall), the Elgiva Theatre, along the High Street. A part refurbishment of the existing traditional signposts will help to enhance the High Street conservation area. New finger arms will be added to existing posts avoiding the need for new ones and the proliferation of street furniture. Chesham Action Partnership, Chesham Town Council and the Temperance Hall are all contributing partnership funding. The total project cost is in the region of £5,200.

A grant of £3,500 is recommended

(b) Amersham on the Hill - Community Area Plantation Road / Roundwood Road

With the support of nearby local residents this project provides the opportunity to enhance the natural environment and to create a welcoming community area between two footpaths. A proposed wildflower area will be created within a grassed area, adding seasonal colour into this currently forgotten and lonely space. Seating for elderly residents, and wooden stepping stones will add interest for families with young children. Existing signage and the telephone exchange within the corner area will be renovated as part of the proposals. The existing tree canopy will be opened, and overgrown vegetation will be cleared. The outcome will be a more accessible, safe space for use by residents of all ages. Partnership funding has been secured from Amersham Action Group, Amersham and District Residents Association and the Paradigm Foundation. The total project cost is in the region of £25,000.

A grant of £4,000 is recommended

(c) Amersham Town - Space for All

The need for a community gathering place and play area for the residents of Gore Hill, Piggotts, Fieldway and Hillway was first identified in Amersham's Market Town Health Check, which was supported by this council. The area is physically isolated by both roads and distance from the town centre. The area is recognised as under-represented in the Council's open spaces strategy. This project, well supported by local residents, will transform a neglected piece of land alongside Amersham bypass in unmanaged woodland, which has been used for fly-tipping. Plans include the provision of a wildlife trail and planting; to install bat bird and bug boxes; and picnic seating. The project will also provide an intriguing natural play environment for small children, with equipment in keeping with the local environment, crafted from responsibly sourced hardwoods and other natural materials. The total project cost is approximately £60,000. Funding for the project is being considered by the Paradigm Foundation, Chiltern Conservation Board, Veolia Environment Trust, Rotary Club; Lions Club, Tesco, G E Healthcare, Waitrose, ATC Queens Jubilee Fund. Gore Hill residents themselves are contributing through individual donations.

A grant of £3,500 is recommended

(d) Little Chalfont – Improvements to Pedestrian Underpass

This project will provide lighting in the underpass at the bottom of Beel Close, leading to Marigold Walk and a footpath to Chalfont & Latimer Station. This underpass, which is owned by London Underground (LU), has no lighting whatsoever and there have been attempts over the years to persuade LU to put in suitable lighting as a safety measure for all users. More recent requests have been turned down on the grounds of costs but there is now a possibility of approaching this on the basis of a joint project, with the community making a contribution to the cost and the Parish Council taking responsibility for future maintenance. Such a lighting scheme would involve not only vandal-proof strip lighting within the underpass but also lamp standards approaching both entrances and, as such could prove to be quite highly priced. Key to any successful arrangement with LU will be the extent of the potential support from this Capital Grant. As and when successful negotiations with LU are concluded but before any work is contracted, Little Chalfont Community Association (LCCA) shall provide a fully detailed proposal. This will also be supported by the results of a survey of users, including those who will currently not use the underpass in the dark for safety reasons, together with a supporting letter from the Police, confirming the need. The total project cost is likely to be in the region of £12,000.

A grant of £4,000 is recommended

(e) Chalfont St Peter – High Street Hanging Baskets.

It has been the tradition for many years for hanging baskets, flags and Christmas lights to be displayed along the shopping streets making Chalfont St Peter an attractive place to live, work, visit and shop leading to a tremendous sense of pride amongst villagers and enabling the village to flourish and bring added value and wellbeing. This project seeks to replace the hanging framework for the baskets which is very old, and no longer fit for purpose. Villagers and businesses raise the funding for the maintenance and replacement of other street decorations. Partnership funding is being provided by the parish council, Feast Day committee, village action group, retailers and businesses, and from public donations. The total project cost is approximately £5000

A grant of £1,000 is recommended

SUBJECT:	Gambling Act 2005 Licensing Statement of Principles – 2015 Revision
REPORT OF:	Portfolio Holder for Healthy Communities – Councillor Graham Harris
RESPONSIBLE OFFICER	Head of Healthy Communities – Martin Holt
REPORT AUTHOR	Nathan March, 01494 732249, nmarch@chiltern.gov.uk
WARD/S AFFECTED	All

1. Purpose of Report

- 1.1 The purpose of this report is to inform Cabinet of the final revised draft Gambling Act 2005 Statement of Principles and to request that it is recommended to Council for adoption to come into effect on 14 January 2016.

RECOMMENDATION

- 1.2 That Council be recommended to adopt the draft Statement of Principles at its meeting on Tuesday 15 December 2015 for publication at least 4 weeks prior to coming into effect for the period 14 January 2016 to 13 January 2019.

2. Reason for Recommendation

- 2.1 The recommendation is in line with the legal requirements for the correct process for the required review and adoption of the Statement of Principles.
- 2.2 The adoption of the revised Statement of Principles is a shared function under the Local Authorities (Functions and Responsibilities) (England) Regulations 2000 (as amended) and therefore Cabinet must be asked to consider the draft Statement of Principles and to recommend to Council that it be adopted.

3. Content of Report

- 3.1 The Council has a statutory requirement to review its adopted Statement of Principles every 3 years. The Licensing & Regulation Committee agreed the draft reviewed document prior to a consultation being completed, and the result of the consultation was reported to the Licensing Committee on 27 August 2015. The Committee noted the response received, which did not request any amendments to be considered and agreed the recommendations stated in the report. A copy of the final draft Statement of Principles is attached to this report in Appendix 1.
- 3.2 Only one response was received during the consultation period which is set out below:

Many thanks for forwarding this information to the Buckinghamshire Local Safeguarding Children Board.

I would like to confirm that I have reviewed the consultation version of the Gambling Statement of Principles along with the Independent Chair of the Board. Given that there are no significant changes proposed to the document, we do not have any additional feedback to provide.

Many thanks

Matilda

Matilda Moss
Business Manager
Buckinghamshire Safeguarding Children Board

- 3.3 As there were no responses from consultees objecting to or requesting that the draft Statement of Principles be amended, and the draft Statement of Principles was previously agreed by the Licensing and Regulation Committee for consultation

4. Links to Council Policy Objectives

- 4.1 The licensing of gambling premises and the adoption of a policy in respect of this activity contributes towards the Council's Corporate Plan Key Theme 2 of working towards safe and healthier local communities. Properly controlling and regulating gambling activities will assist in ensuring that levels of crime and disorder remain low and appropriate well run gambling premises can contribute towards the local economy.

5. Next Step

- 5.1 The next steps will be as stated in the recommendation

<p>Background Papers:</p>	<p>Gambling Act 2005 and associated Orders and Regulations Gambling Commission Guidance to Licensing Authorities 4th Edition July 2012 and 5th Edition September 2015</p> <p>Statement of Principles adopted on 12 December 2006 and reviewed on 12 October 2009 and 13 November 2012 and amended on 14 January 2013</p>
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CHILTERN District Council



CHILTERN
District Council

Healthy Communities Division

GAMBLING ACT 2005

STATEMENT OF PRINCIPLES

This Statement of Principles will remain in force from
14th January 2016 until 13th January 2019

Change Log

14th January 2014 - Appendix D amended to reflect the changes imposed by The Categories of Gaming Machine (Amendment) Regulations 2014.

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FOREWORD

The Gambling Act 2005 ('the Act') requires Chiltern District Council ('the Council') to carry out its functions under the new legislation with a view to promoting three principal licensing objectives.

The Act requires the Council to prepare a Statement of Principle that sets out its position in relation to its duties under the Act and to guide its work during the implementation period.

In developing a Statement of Principle that will deliver the licensing objectives locally, consultation has taken place in accordance with the Revised Code of Practice (which came into effect in April 2004) and the Cabinet Office Guidance on consultations by the public sector.

The initial Statement, was formally adopted by Full Council on 12th December 2006, and has been reviewed every three year since. Subsequent reviews and adoptions are detailed in Appendix D. Following adoption the Statement is published on the Council's website and takes effect one month from the date of publication.

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1. INTRODUCTION

1.1 The Gambling Act 2005, introduces a new regime for regulating gambling and betting throughout the United Kingdom from 1 September 2007. It imposes a statutory duty upon licensing authorities to publish a Statement of the Principles which they propose to apply when exercising their functions under the Act.

1.2 Licensable activities

Chiltern District Council has a duty under the Act to license premises where gambling is to take place, and to license certain other activities. 'Gambling' is defined in the Act as either gaming, betting or taking part in a lottery. In particular, the licensing authority will be responsible for:

- a) the licensing of premises where gambling activities are to take place by issuing *Premises Licences*;
- b) Issue *Provisional Statements*;
- c) regulating *members' clubs* and *miners' welfare institutes* who wish to undertake certain gaming activities via issuing Club Gaming Permits and/or Club Machine Permits;
- d) issuing *Club Machine Permits* to *Commercial Clubs*;
- e) granting permits for the use of certain lower stake gaming machines at *unlicensed Family Entertainment Centres*;
- f) receiving notifications from alcohol licensed premises (under the Licensing Act 2003) for the use of two or fewer gaming machines;
- g) issuing *Licensed Premises Gaming Machine Permits* for premises licensed to sell/supply alcohol for consumption on the licensed premises, under the Licensing Act 2003, where there are more than two machines;
- h) registering *small society lotteries* below prescribed thresholds;
- i) issuing *Prize Gaming Permits*;
- j) receiving and endorsing *Temporary Use Notices*;
- k) receiving *Occasional Use Notices*;
- l) providing information to the Gambling Commission regarding details of licences issued; and
- m) maintaining registers of the permits and licences that are issued under these functions.

1.3 The Gambling Commission, will be responsible for the regulation of gambling and betting except for National Lottery and spread betting through the licensing the operators and individuals involved in providing gambling and betting facilities. .

1.4 This policy provides information and guidance to applicants, responsible authorities and interested parties on the general approach that Chiltern DC

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will take in terms of licensing.

- 1.5 In accordance with the statutory procedures, a review of this policy will take place every 3 years, to take into account information collated over a period of time, coupled with the outcomes of initiatives relating to gambling at central and local government level.
- 1.6 In preparing this statement Chiltern DC has consulted with and considered the views of a wide range of people and organisations including:
- a) Chief Officer for Thames Valley Police;
 - b) One or more persons who appear to the authority to represent the interests of persons carrying on gambling businesses in the authority's area;
 - c) One or more persons who appear to the authority to represent the interests of persons who are likely to be affected by the exercise of the authority's functions under the Gambling Act 2005.

A full list of consultees is attached in Appendix A

- 1.7 The Licensing Authority recognises that the best means of promoting the licensing objectives is through the co-operation and partnership of all the responsible authorities, local businesses and residents.
- 1.8 Declaration
- 1.8.1 In producing this Statement, Chiltern DC declares that it has had regard to the licensing objectives of the Gambling Act 2005, the Guidance issued by the Gambling Commission, and any responses received from those consulted on the statement.
- 1.9 **Area profile**

The Chiltern District is located in the centre of the Chiltern Hills, approximately 25 miles North West of London. The District covers an area of 19,635 hectares and has a population of approximately 93,300. It is predominantly a rural area with towns and villages set in countryside which is part of the greenbelt around London. A considerable part of the countryside is also exceptionally high quality landscape of national reputation and forms part of the Chilterns Area of Outstanding Natural Beauty. Population projections show a probable increase in the population of the Chiltern District of 1,600 from 2015 to 2019.



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2. STATEMENT OF PRINCIPLES

2.1 Nothing in this Statement of Principles will:

- a) Undermine the right of any person to apply under the Act for a variety of permissions and have the application considered on its own merits; or
- b) over ride the right of any person to make representations on any application or seek a review of a licence or permit where they are permitted to do so under the Act.

The starting point in determining applications will be to grant the application with only mandatory and default conditions, so long as this can be achieved in a manner which is:

- a) in accordance with any relevant code of practice issued by the

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- Gambling Commission;
 - b) in accordance with any relevant guidance issued by the Gambling Commission;
 - c) reasonably consistent with the licensing objectives; and
 - d) in accordance with the licensing authority's Statement of Principle.
- 2.2 Licensing authorities are however, able to exclude default conditions and also attach others, where it is believed to be appropriate.
- 2.3 , Moral objections to gambling are not a valid reason to reject applications for premises licences" and in addition to this unmet demand is not a criterion for a licensing authority.
- 2.4 In carrying out its licensing functions, the licensing authority will have regard to any guidance and codes of practice issued by the Gambling Commission from time to time and there will be strong, clearly expressed and defensible reasons for departing from the guidance.
- 2.5 The licensing authority will not seek to use the Act to resolve matters more readily dealt with under other legislation.
- 2.6 The overriding principle is that all applications and the circumstances prevailing at each premises will be considered on its own individual merits. When applying these principles, the licensing authority will consider, in the light of relevant representations, whether exceptions should be made in any particular case.
- 2.7 This licensing authority also notes Gambling Commission guidance on ensuring that betting is the primary activity of licensed premises. Gaming machines may be made available for use in licensed betting premises only at times when there are also sufficient facilities for betting available. Operators will need to demonstrate that betting will continue to be the primary activity of the premise when seeking variations to licences.

In making this determination, this licensing authority will have regard to the six indicators of betting as a primary gambling activity.

- The offer of established core products (including live event pictures and bet range)
- The provision of information on products and events
- The promotion of gambling opportunities and products
- The actual use made of betting facilities
- The size of premises
- The delivery of betting facilities

3. OBJECTIVES

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3.1 The Gambling Act 2005 requires that licensing authorities must have regard to the following licensing objectives as set out in the Act:

- a) Preventing gambling from being a source of crime or disorder, being associated with crime or disorder or being used to support crime;
- b) Ensuring that gambling is conducted in a fair and open way;
- c) Protecting children and other vulnerable persons from being harmed or exploited by gambling.

3.2 Preventing gambling from being a source of crime or disorder, being associated with crime or disorder or being used to support crime

3.2.1 The Gambling Commission will take a leading role in preventing gambling from being a source of crime. Anyone applying to the Council for a premises licence will have to hold an operating licence from the Commission before a licence can be issued. Therefore the licensing authority will not be concerned with the suitability of an applicant. However, where concerns about an applicant's suitability do arise, the licensing authority will bring those concerns to the attention of the Commission.

3.2.2 In considering applications, the licensing authority will pay attention to the proposed location of gambling premises in terms of this licensing objective and in appropriate cases, will consider whether it is necessary to prevent particular premises becoming a source of crime or disorder.

3.2.3 Issues of disorder should only be dealt with under the Act if the disorder amounts to activity which is more serious and disruptive than mere nuisance and it can be shown that gambling is the source of that disorder. Factors that will be considered will be whether police assistance was required and how threatening the behaviour was to those who could see it.

3.3 Ensuring that gambling is conducted in a fair and open way

3.3.1 The Gambling Commission has stated that it would generally not expect licensing authorities to become concerned with ensuring that gambling is conducted in a fair and open way as this will be addressed via operating and personal licences. There is however, more of a role with regard to betting tracks.

3.4 Protecting children and other vulnerable persons from being harmed or exploited by gambling

3.4.1 The Gambling Commission's Guidance to licensing authorities states that

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this objective means preventing children from taking part in gambling (as well as restriction of advertising so that gambling products are not aimed at or are, particularly attractive to children) and the Gambling Commission has stated: “The requirement in relation to children is explicitly to protect them from being harmed or exploited by gambling”. Therefore, the licensing authority will consider whether specific measures are required at particular premises, with regard to this licensing objective. Appropriate measures may include supervision of entrances / machines, segregation of areas etc.

3.4.2 When determining an application to grant a premises licence or review a premises licence, regard will be taken to the proximity of the premises to schools, vulnerable adult centres or residential areas where there may be a high concentration of families with children. The proximity of premises taken into consideration will vary depending on the size and scope of the gambling premises concerned. Each case will, however, be decided on its merits. Therefore, if an applicant can effectively demonstrate how they might overcome concerns relating to the licensing objectives, this will also be taken into account.

3.4.3 Although there is no clear definition, it will assume that for regulatory purposes “vulnerable persons” includes people:

- a) who gamble more than they want to;
- b) people who gamble beyond their means; and
- c) people who may not be able to make informed or balanced decisions about gambling due to a mental impairment, alcohol or drugs.

4. RESPONSIBLE AUTHORITIES

4.1 Responsible authorities are public bodies that must be notified of applications and who are entitled to make representations to the licensing authority if they are relevant to the licensing objectives.

4.2 These are:

- a) The Gambling Commission;
- b) Thames Valley Police;
- c) Buckingham Fire and Rescue Service;
- d) The local planning authority;
- e) An authority which has functions in relation to pollution to the environment or harm to human health;
- f) Anybody, designated in writing by the Licensing Authority as competent to advise about the protection of children from harm;
- g) HM Revenue and Customs;
- h) A licensing authority in whose area the premises is wholly or partly situated.

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- 4.3 The licensing authority is required by regulations to state the principles it will apply in exercising its powers under Section 157(h) of the Act to designate, in writing, a body which is competent to advise the authority about the protection of children from harm. The principles are:
- a) the need for the body to be responsible for an area covering the whole of the licensing authority's area; and
 - b) the need for the body to be answerable to democratically elected persons, rather than any particular vested interest group.
- 4.4 Therefore, in accordance with the suggestion in the Gambling Commission's Guidance to Licensing Authorities, this authority designates the Buckinghamshire Safeguarding Children Board at Buckinghamshire County Council for this purpose.
- 4.5 The contact details of all the Responsible Authorities under the Gambling Act 2005 are available via the Council's website at: www.chiltern.gov.uk

5. INTERESTED PARTIES

- 5.1 Interested parties can make representations about licence applications, or apply for a review of an existing licence. These parties are defined in the Gambling Act 2005 as a person who:
- a) lives sufficiently close to the premises to be likely to be affected by the authorised activities;
 - b) has business interests that might be affected by the authorised activities or;
 - c) represents persons as above.
- 5.2 In determining whether someone lives sufficiently close to a particular premises as to likely to be affected by the authorised activities, or has business interests likely to be affected, the Council may take account of:
- a) the size of the premises;
 - b) the nature of the premises;
 - c) the nature of the authorised activities and operating hours being proposed;
 - d) the distance of the premises from the person making the representation;
 - e) the characteristics of the complainant;
 - f) the potential impact of the premises, including on those not in the immediate locality.
- 5.3 In determining whether a person has a business interest which could be

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affected the Licensing Authority will consider, among other things:

- a) the size of the premises;
- b) the catchment area of the premises; and
- c) whether the person making the representation has business interests in the catchment area that might be affected.

5.4 The licensing authority is required by regulations to state the principles it will apply in exercising its powers under the Gambling Act 2005 to determine whether a person is an interested party. The principles are:

- a) Each case will be decided upon its merits. The licensing authority will not apply a rigid rule to its decision making and it will consider the Gambling Commission's Guidance to Licensing Authorities.
- b) Interested parties will include trade associations and trade unions, and residents' and tenants' associations, providing that they can show they represent someone who can be classed as an interested person in their own right.
- c) Interested parties can also be persons who are democratically elected as councillors and MP's. No specific evidence of being asked to represent an interested person will be required as long as the councillor / MP represents the ward likely to be affected. Likewise, parish councils likely to be affected, will be considered to be interested parties. An elected member of the Council must comply with the Council's code of conduct and if they have a specific interest or there is an issue of bias, they must declare this and seek advice on whether they are able to appear before a licensing panel.
- d) Other than these however, the licensing authority will generally require written evidence that a person/body (e.g. an advocate / relative) 'represents' someone who either lives sufficiently close to the premises to be likely to be affected by the authorised activities and/or has business interests that might be affected by the authorised activities. A letter from one of these persons, requesting the representation is sufficient.

6. REPRESENTATIONS

6.1 Any responsible authority or interested party (or person representing them) can make representations about a licence application to the licensing authority.

6.2 Representations must be relevant to the individual application and to one

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or more of the licensing objectives (as defined in Section 3 of this Statement of Principles). Representations must also be made within prescribed timescales and be in writing. Anonymous representations cannot be taken into consideration. In relation to whether to grant a Premises Licence, the authority cannot consider representations which relate to the need or unmet demand for gambling premises, nor concerns which relate to general nuisance, which should be addressed by other legislation.

- 6.3 All representations will be considered on their own merits but the authority may, in certain circumstances, consider a representation to be either frivolous or vexatious. This will generally be a matter of fact given the circumstances of each individual case and full reasons will be given where representations are rejected.
- 6.4 Where valid representations are made, the details of the person making the representation will be made available to the applicant for the purposes of mediation. Should the representation result in a formal hearing before the Licensing Sub-Committee, the details of the representation will form part of a public document. Anyone making representations will be informed that their details will be disclosed.

7. Public Register

Section 156 of the Act requires licensing authorities to maintain a register of the premises licences that it has issued. The register must be made available, at any reasonable time, to the public who may request copies of the entries. The Council achieves this requirement through the use of an online register which is accessible via the Council's website.

8. PREMISES LICENCES

- 8.0.1 An application for a premises licence can only be made by a person or company who either holds an operating licence authorising him to carry on the activity in respect of which a premises licence is sought, OR has made an application for an operating licence which has not yet been determined.
- 8.0.2 Applications for the grant, transfer or variation of a premises licence must be accompanied by an assessment that demonstrates how the applicant will promote all of the licensing objectives in the form of a written Operating Schedule. The applicant may ask the authority for advice as to the scope of information to be provided.
- 8.0.3 The level of detail to be provided will be advised by the authority and will be proportional to the scale and nature of the application made.

8.1 Location

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8.1.1 This licensing authority is aware that demand issues cannot be considered with regard to the location of premises but that considerations in terms of the licensing objectives can. The authority will pay particular attention to the protection of children and vulnerable persons from being harmed or exploited by gambling, as well as issues of crime and disorder. Should any specific policy be decided upon as regards areas where gambling premises should not be located, this statement will be updated. It should be noted that any such policy does not preclude any application being made and each application will be decided on its merits, with the onus upon the applicant showing how potential concerns can be overcome.

8.2 Duplication with other regulatory regimes

8.2.1 This licensing authority will seek to avoid any duplication with other statutory / regulatory systems where possible, including planning. This authority will not consider whether a licence application is likely to be awarded planning permission or building regulations approval, in its consideration of it. It will though, listen to, and consider carefully, any concerns about conditions which are not able to be met by licensees due to planning restrictions, should such a situation arise.

8.3 Conditions

8.3.1 Any conditions attached to licences will be proportionate and will be:

- a) relevant to the need to make the proposed building suitable as a gambling facility;
- b) directly related to the premises and the type of licence applied for;
- c) fairly and reasonably related to the scale and type of premises; and
- d) reasonable in all other respects.

8.3.2 Decisions upon individual conditions will be made on a case by case basis. Although there will be a number of control measures this licensing authority will consider utilising should there be a perceived need, such as the use of door supervisor's, supervision of adult gaming machines, appropriate signage for adult only areas etc. There are specific comments made in this regard under some of the licence types below. This licensing authority will also expect the licence applicant to offer his/her own suggestions as to the way in which the licensing objectives can be met effectively.

8.3.3 It is noted that there are conditions which the licensing authority cannot attach to premises licences which are:

- a) any condition on the premises licence which makes it impossible to

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- b) comply with an operating licence condition;
- b) conditions relating to gaming machine categories, numbers, or method of operation;
- c) conditions which provide that membership of a club or body be required (the Gambling Act 2005 specifically removes the membership requirement for casino and bingo clubs and this provision prevents it being reinstated); and
- d) conditions in relation to stakes, fees, winning or prizes.

8.4 Door Supervisors

8.4.1 Consideration should be given whether there is a need for door supervisors in terms of the licensing objectives of protection of children and vulnerable persons from being harmed or exploited by gambling, and also in terms of preventing premises becoming a source of crime. It is noted though that in-house staff at casinos or bingo premises need not be licensed by the Security Industry Authority (SIA) although this would be preferable in helping meet the licensing objectives. Where operators and the licensing authority consider that supervision of entrances and machines is appropriate in particular cases, it will be decided whether these need to be SIA licensed on a case by case basis.

8.5 Multiple Premises Licenses

8.5.1 Premises is defined in the Act as “any place”. Different premises licences cannot apply in respect of a single premises at different times. However, it is possible for a single building to be subject to more than one premises licence, provided they are for different parts of the building and the different parts of the building can be reasonably regarded as being different premises. Whether different parts of a building can properly be regarded as being separate premises will always be a question of fact in the circumstances. However, the Gambling Commission does not consider that areas of a building that are artificially or temporarily separate can be properly regarded as different premises.

8.5.2 In considering applications for multiple licences for a building and those relating to a discrete part of a building used for other (non-gambling) purposes, entrances and exits from parts of a building covered by one or more licences should be separate and identifiable so that the separation of different premises is not compromised and that people do not ‘drift’ into a gambling area. In this context it should normally be possible to access the premises without going through another licensed premises or premises with a permit.

8.5.3 The licensing authority will consider, amongst others, the factors outlined in the Gambling Commission guidance when deciding upon the extent of

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separation of licensable premises. In particular, due regard will be given to the specific requirements relating to entrances and exits to particular types of licensable premises.

8.5.4 It should also be noted that a licence to use premises for gambling should only be issued in relation to premises that the licensing authority can be satisfied are going to be ready to be used for gambling in the reasonably near future, consistent with the scale of building or alterations required before the premises are brought into use. If the construction is not yet complete, or if they need alteration, or if the applicant does not yet have the right to occupy them, then an application for a provisional statement should be made instead.

8.5.5 In deciding whether a premises licence can be granted where there are outstanding construction or alteration works at a premises, applications will be determined on their merits, applying a two stage consideration process:

- a) Whether the premises ought to be permitted to be used for gambling;
- b) Whether appropriate conditions can be applied to the situation whereby the premises are not yet in the condition in which they ought to be before gambling can take place.

8.5.6 Applicants should note that the licensing authority is entitled to decide whether it is appropriate to grant a licence subject to conditions, but is not obliged to grant such a licence.

8.6 Adult Gaming Centres

8.6.1 This licensing authority will specifically have regard to the need to protect children and vulnerable persons from harm or being exploited by gambling and will expect the applicant to satisfy the authority that there will be sufficient measures to, for example, ensure that under 18 year olds do not have access to the premises.

This licensing authority may consider measures to meet the licensing objectives, for example:

- a) Proof of Age schemes;
- b) CCTV;
- c) Supervision of entrances / machine areas;
- d) Physical separation of areas;
- e) Location of entry;
- f) Notices / signage;
- g) Specific opening hours;

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- h) Self-exclusion schemes on recommendation of police or families;
- i) Provision of information leaflets / helpline numbers for organisations such as GamCare.

8.7 (Licensed) Family Entertainment Centres

8.7.1 This licensing authority will specifically have regard to the need to protect children and vulnerable persons from harm or being exploited by gambling and will expect the applicant to satisfy the authority, that there will be sufficient measures to ensure that under 18 year olds do not have access to the adult only gaming machine areas.

8.7.2 This licensing authority may consider measures to meet the licensing objectives such as:

- a) CCTV;
- b) Supervision of entrances / machine areas;
- c) Physical separation of areas;
- d) Location of entry;
- e) Notices / signage;
- f) Specific opening hours;
- g) Self-exclusion schemes on recommendation of police or families;
- h) Provision of information leaflets / helpline numbers for organisations such as GamCare. Also information on other diversionary leisure activities;
- i) Measures / training for staff on how to deal with suspected truant school children on the premises.

This list is not mandatory, nor exhaustive, and is merely indicative of example measures.

8.7.3 This licensing authority will refer to the Commission's website to see any conditions that apply to operating licences covering the way in which the area containing the category C machines should be delineated. This licensing authority will also make itself aware of any mandatory or default conditions on these premises licences, when they have been published.

8.8 Casinos

8.8.1 Currently there are no casinos operating within the District. Section 166 of the Gambling Act 2005, enables a licensing authority to **resolve not to issue casino licences**. A resolution was passed by Full Council on ***** 2015 with effect from 1st January 2016 not to issue casino premises licences and therefore the Council will not accept applications for casino premises licences within the Chiltern District.

8.9 Bingo premises

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8.9.1 The Gambling Commission's Guidance states:

It is important that if children are allowed to enter premises licensed for bingo that they do not participate in gambling, other than on category D machines. Where category C or above machines are available in premises to which children are admitted licensing authorities should ensure that:

- a) all such machines are located in an area of the premises separate from the remainder of the premises by a physical barrier which is effective to prevent access other than through a designated entrance;
- b) only adults are admitted to the area where the machines are located;
- c) access to the area where the machines are located is supervised;
- d) the area where the machines are located is arranged so that it can be observed by staff of the operator or the licence holder; and
- e) at the entrance to, and inside any such area there are prominently displayed notices indicating that access to the area is prohibited to persons under 18.

All current and future guidance provided by the Gambling Commission will also be taken into consideration when considering such applications.

8.10 Betting premises

8.10.1 This licensing authority will, take into account the size of the premises, the number of counter positions available for person-to-person transactions, and the ability of staff to monitor the use of the machines by children and young persons (it is an offence for those under 18 to bet) or by vulnerable people, when considering the number/nature/circumstances of betting machines an operator wants to offer.

8.10.2 The authority recognises that certain bookmakers have a number of premises within its area. In order to ensure that any compliance issues are recognised and resolved at the earliest stage, operators are requested to give the authority a single named point of contact, who should be a senior individual, and whom the authority will contact first should any compliance queries or issues arise.

8.11 Tracks

8.11.1 Tracks may be subject to one or more than one premises licence, provided each licence relates to a specified area of the track. The licensing authority will especially consider the impact upon the third licensing objective (i.e. the protection of children and vulnerable persons from being

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harmful or exploited by gambling) and the need to ensure that entrances to each type of premises are distinct and that children are excluded from gambling areas where they are not permitted to enter.

8.11.2 Applicants will be expected to demonstrate suitable measures to ensure that children do not have access to adult only gaming facilities. It is noted that children and young persons will be permitted to enter track areas where facilities for betting are provided on days when dog-racing and/or horse racing takes place, but that they are still prevented from entering areas where gaming machines (other than category D machines) are provided.

8.11.3 The licensing authority may consider measures to meet the licensing objectives such as:

- a) Plans of designated areas;
- b) Proof of age schemes;
- c) CCTV;
- d) Supervision of entrances / machine areas;
- e) Physical separation of areas;
- f) Location of entry;
- g) Notices/signage;
- h) Specific opening hours;
- i) Self-exclusion schemes on recommendation of police or families;
- j) Provision of information leaflets / helpline numbers for organisations such as GamCare. Also information on other diversionary leisure activities.

This list is not mandatory nor exhaustive and is merely indicative of example measures.

8.11.4 *Gaming machines* - Applications for track premises licences will need to demonstrate that, where the applicant holds a pool betting operating licence and is going to use his entitlement to four gaming machines, these machines are located in areas from which children are excluded. Children and young persons are not prohibited from playing category D gaming machines on a track.

8.11.5 *Betting machines* – Account will be taken of the size of the premises and the ability of staff to monitor the use of the machines by children and young persons (it is an offence for those under 18 to bet) or by vulnerable people, when considering the number/nature/circumstances of betting machines an operator wants to offer.

8.11.6 *Condition on rules being displayed* - The Gambling Commission has advised in its Guidance for local authorities that "...licensing authorities should attach a condition to track premises licences requiring the track

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operator to ensure that the rules are prominently displayed in or near the betting areas, or that other measures are taken to ensure that they are made available to the public. For example, the rules could be printed in the race-card or made available in leaflet form from the track office.”

- 8.11.7 *Applications and plans* –Although the precise location of where betting facilities are provided is not required to be shown on track plans, applicants should provide sufficient information so that the licensing authority can satisfy itself that the plan indicates the main areas where betting might take place. In particular, betting rings must be indicated on the plan
- 8.11.8 In circumstances where a perimeter is not defined, for example in point-to-point racing where an entry fee is levied, temporary structures restricting access to the premises can be used.
- 8.11.9 This licensing authority also notes that in the Commission’s view, it would be preferable for all self-contained premises operated by off-course betting operators on track to be the subject of separate premises licences, to ensure that there is clarity between the respective responsibilities of the track operator and the off-course betting operator running a self-contained unit on the premises.
- 8.11.10 The Commission considers that track premises licence holders should accept some accountability for promoting socially responsible gambling on their premises and that the level of responsibility should be commensurate with the volume and intensity of gambling that occurs on their premises.

8.12 Travelling Fairs

- 8.12.1 It will fall to this licensing authority to decide whether, where category D machines and/or equal chance prize gaming without a permit is to be made available for use at travelling fairs, the statutory requirement that the facilities for gambling amount to no more than an ancillary amusement at the fair is met.
- 8.12.2 The licensing authority will also consider whether the applicant falls within the statutory definition of a travelling fair.
- 8.12.3 It has been noted that the 27-day statutory maximum for the land being used as a fair, is per calendar year, and that it applies to the piece of land on which the fairs are held, regardless of whether it is the same or different travelling fairs occupying the land. This licensing authority will work with its neighbouring authorities to ensure that land which crosses our boundaries is monitored so that the statutory limits are not exceeded.

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8.13 Provisional Statements

8.13.1 This licensing authority notes the Guidance for the Gambling Commission which states that “it is a question of fact and degree whether premises are finished to a degree that they can be considered for a premises licence” and that “requiring the building to be complete ensures that the authority could, if necessary, inspect it fully”.

8.13.2 In terms of representations about premises licence applications, following the grant of a provisional statement, no further representations from relevant authorities or interested parties can be taken into account unless they concern matters which could not have been addressed at the provisional statement stage, or they reflect a change in the applicant’s circumstances. In addition, the authority may refuse the premises licence (or grant it on terms different to those attached to the provisional statement) only by reference to matters:

- (a) which could not have been raised by objectors at the provisional licence stage; or
- (b) which is in the authority’s opinion reflect a change in the operator’s circumstances.

8.13.3 This authority has noted the Gambling Commission’s Guidance that “a licensing authority should not take into account irrelevant matters.... One example of which would be the likelihood of the applicant obtaining planning permission or building regulations approval for the proposal.”

9. PERMITS / TEMPORARY & OCCASIONAL USE NOTICE

9.1 Unlicensed Family Entertainment Centre (FEC) gaming machine permits

9.1.1 Where a premises does not hold a premises licence but wishes to provide gaming machines, it may apply to the licensing authority for this permit. It should be noted that the applicant must show that the premises will be wholly or mainly used for making gaming machines available for use.

9.1.2 The Gambling Act 2005 states that a licensing authority may prepare a *statement of principles* that they propose to consider in determining the suitability of an applicant for a permit and in preparing this statement, and/or considering applications, it need not (but may) have regard to the licensing objectives and shall have regard to any relevant guidance issued by the Commission.

9.1.3 An application for a permit may be granted only if the licensing authority is satisfied that the premises will be used as an unlicensed FEC, and if the

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chief officer of police has been consulted on the application. Applicants will be expected to demonstrate:

- a) full understanding of the maximum stakes and prizes of the gambling that is permissible in unlicensed FECs;
- b) that the applicant has no relevant convictions (those that are set out in Schedule 7 of the Act; as demonstrated by producing an Enhanced Criminal Record Bureau check; and
- c) that staff are trained to have a full understanding of the maximum stakes and prizes.

9.1.4 A licensing authority cannot attach conditions to this type of permit although it will expect the applicant to show that there are policies and procedures in place to protect children from harm. Harm in this context is not limited to harm from gambling but includes wider child protection considerations. The efficiency of such policies and procedures will each be considered on their merits, however, they may include appropriate measures / training for staff as regards suspected truant school children on the premises, measures / training covering how staff would deal with unsupervised very young children being on the premises, or children causing perceived problems on / around the premises.

9.2 (Alcohol) Licensed premises gaming machine permits

9.2.1 There is provision in the Act for premises licensed to sell alcohol for consumption on the premises, to automatically have 2 gaming machines, of categories C and/or D and as such, the premises merely need to notify the licensing authority. If the person ceases to be the holder of the on-premises alcohol licence for the premises, the automatic entitlement to the two gaming machines also ceases. Whoever applies for the new premises alcohol licence will also need to apply under S 282 (2), notifying the licensing authority of their intention to make the gaming machines available for use and paying the prescribed fee. If the alcohol licence ceases to have effect because it is suspended then the gaming machines cannot be used. The licensing authority can remove the automatic authorisation in respect of any particular premises if:

- a) provision of the machines is not reasonably consistent with the pursuit of the licensing objectives;
- b) gaming has taken place on the premises that breaches a condition of section 282 of the Gambling Act (i.e. that written notice has been provided to the licensing authority, that a fee has been provided and that any relevant code of practice issued by the Gambling Commission about the location and operation of the machine has been complied with);
- c) the premises are mainly used for gaming; or

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- d) an offence under the Gambling Act has been committed on the premises.
- 9.2.2 If an applicant wishes to have more than 2 machines, then they need to apply for a permit and the licensing authority must consider that application based upon the licensing objectives, any guidance issued by the Gambling Commission issued under Section 25 of the Gambling Act 2005, and “*such matters as they think relevant.*” This licensing authority considers that “such matters” will be decided on a case by case basis but generally there will be regard to the need to protect children and vulnerable persons from being harmed or being exploited by gambling and will expect the applicant to satisfy the authority that there will be sufficient measures to ensure that under 18 year olds do not have access to the adult only gaming machines. Measures which will satisfy the authority that there will be no access may include the adult machines being in sight of the bar, or in the sight of staff who will monitor that the machines are not being used by those under 18. Notices and signage may also be help. As regards the protection of vulnerable persons applicants may wish to consider the provision of information leaflets / helpline numbers for organisations such as GamCare.
- 9.2.3 Some alcohol licensed premises may apply for a premises licence for their non-alcohol licensed areas. Such an application would be considered and dealt with as an Adult Gaming Centre premises licence.
- 9.2.4 In such circumstances, the licensing authority may decide to grant the application with a smaller number of machines and/or a different category of machines than that applied for. Conditions (other than these) cannot be attached.
- 9.2.5 The holder of a permit must comply with any Code of Practice issued by the Gambling Commission about the location and operation of the machine.

9.3 Prize Gaming Permits

- 9.3.1 Applicants for these permits should set out the types of gaming that he or she is intending to offer and that the applicant should be able to demonstrate:
- a) that they understand the limits to stakes and prizes that are set out in Regulations;
 - b) that the gaming offered is within the law; and
 - c) clear policies that outline the steps taken to protect children from harm.

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9.3.2 In determining an application for this permit the licensing authority does not need to (but may) have regard to the licensing objectives but must have regard to any Gambling Commission guidance.

9.3.3 Permit holders must comply with the following conditions specified in the Act:

- a) the limits on participation fees, as set out in regulations, must be complied with;
- b) all chances to participate in the gaming must be allocated on the premises on which the gaming is taking place and on one day; the game must be played and completed on the day the chances are allocated; and the result of the game must be made public in the premises on the day that it is played;
- c) the prize for which the game is played must not exceed the amount set out in regulations (if a money prize), or the prescribed value (if non-monetary prize); and
- d) participation in the gaming must not entitle the player to take part in any other gambling.

9.4 Club Gaming and Club Machines Permits

9.4.1 Members Clubs and Miners' welfare institutes (but not Commercial Clubs) may apply for a Club Gaming Permit or a Clubs Gaming machines permit. The Club Gaming Permit will enable the premises to provide gaming machines (3 machines of categories B, C or D), equal chance gaming and games of chance as set-out in regulations. Members Clubs and Miner's welfare institutes and also Commercial Clubs may apply for a Club Machine Permit. A Club Machine permit will enable the premises to provide gaming machines (3 machines of categories B, C or D). NB Commercial Clubs may not site category B3A gaming machines offering lottery games in their club.

9.4.2 Members clubs must have at least 25 members and be established and conducted "wholly or mainly" for purposes other than gaming, unless the gaming is permitted by separate regulations. It is anticipated that this will cover bridge and whist clubs, which will replicate the position under the Gaming Act 1968. A members' club must be permanent in nature, not established to make commercial profit, and controlled by its members equally. Examples include working men's clubs, branches of Royal British Legion and clubs with political affiliations.

9.4.3 Licensing authorities may only refuse an application on the grounds that:

- (a) the applicant does not fulfil the requirements for a members' or commercial club or miners' welfare institute and therefore is not

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- entitled to receive the type of permit for which it has applied;
- (b) the applicant's premises are used wholly or mainly by children and/or young persons;
- (c) an offence under the Act or a breach of a permit has been committed by the applicant while providing gaming facilities;
- (d) a permit held by the applicant has been cancelled in the previous ten years; or
- (e) an objection has been lodged by the Commission or the police.

9.4.4 There is also a 'fast-track' procedure available under the Act for premises which hold a Club Premises Certificate under the Licensing Act 2003. However, there is no opportunity for objections to be made by the Commission or the police, and the grounds on which an application may be refused are:

- (a) that the club is established primarily for gaming, other than gaming prescribed under schedule 12;
- (b) that in addition to the prescribed gaming, the applicant provides facilities for other gaming; or
- (c) that a club gaming permit or club machine permit issued to the applicant in the last ten years has been cancelled."

9.4.5 No child may use a category B or C machine on the premises and that the holder complies with any relevant provision of a code of practice about the location and operation of gaming machines.

9.5 Temporary Use Notices

9.5.1 These allow the use of premises for gambling where there is no premises licence but a person or company holding an operating licence wishes to use the premises temporarily for providing facilities for gambling. Currently this is restricted to the provision of facilities for equal chance gaming where the gaming is intended to produce a single winner, in essence, poker tournaments. The same set of premises may not be the subject of a temporary use notice for more than 21 days in any 12-month period. There are also a number of other statutory limits in relation to these notices. Notice must be given to the authority and other bodies, who may object to the grant of the notice having had regard to the licensing objectives. The definition of "a set of premises" will be a question of fact in the particular circumstances of each notice. In the Act "premises" is defined as including "any place". In considering whether a place falls within the definition of "a set of premises", the authority will need to consider, amongst other things, the ownership/occupation and control of the premises. The authority will take a strict view where it appears that the effect of notices appears to permit regular gambling at a particular place.

9.6 Occasional Use Notices:

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9.6.1 The licensing authority has very little discretion as regards these notices aside from ensuring that the statutory limit of 8 days in a calendar year is not exceeded. This licensing authority will though consider the definition of a 'track' and whether the applicant is permitted to avail him/herself of the notice. This licensing authority will also ensure that no more than 8 OUNs are issued in one calendar year in respect of any venue.

9.7 Small Society Lotteries

9.7.1 This licensing authority will adopt a risk based approach towards its enforcement responsibilities for small society lotteries. This authority considers that the following list, although not exclusive, could affect the risk status of the operator:

- a) submission of late returns (returns must be submitted no later than three months after the date on which the lottery draw was held)
- b) submission of incomplete or incorrect returns
- c) breaches of the limits for small society lotteries

9.7.2 Non-commercial gaming is permitted if it takes place at a non-commercial event, either as an incidental or principal activity at the event. Events are non-commercial if no part of the proceeds is for private profit or gain. The proceeds of such events may benefit one or more individuals if the activity is organised:

- a) by, or on behalf of, a charity or for charitable purposes
- b) to enable participation in, or support of, sporting, athletic or cultural activities.

10. EXCHANGE OF INFORMATION

10.1 The principle that this licensing authority applies is that it will act in accordance with the provisions of the Gambling Act 2005 in its exchange of information which includes the provision that the Data Protection Act 1998 will not be contravened. Section 350 of the Act allows licensing authorities to exchange information with other persons listed in Schedule 6 (1) for use in the exercise of functions under the Act. The licensing authority will also have regard to any Guidance issued by the Gambling Commission to licensing authorities on this matter, as well as any relevant regulations issued by the Secretary of State under the powers provided in the Gambling Act 2005.

10.2 Details of applications and representations which are referred to a Licensing Sub-Committee for determination will be published in reports that are made publicly available in accordance with the Local Government

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Act 1972 and the Freedom of Information Act 2000. Personal details of people making representations will be disclosed to applicants and only be withheld from publication on the grounds of personal safety where the licensing authority is asked to do so. This authority will ensure that the information on the returns is accurate and sent to the Commission within agreed timescales.

- 10.3 In keeping with the Hampton principles and the Regulators Compliance Code, we seek to avoid the risk of duplication or over-regulation and maximise the efficient use of our resources. To accomplish this, we recognise the need to share information about our inspections and compliance activities regularly. Communication with other agencies will be by the most effective means, whether this be electronic or paper.
- 9.4 The Council has various policies relating to 'information governance', which will be considered when deciding what information to share and the process of doing so.

11. ENFORCEMENT

- 11.1 The licensing authority has an established enforcement policy, based upon the principles of consistency, targeting, transparency, accountability and proportionality set out in the Regulatory Compliance Code and which also takes into account the Attorney-General's Guidelines to Crown Prosecutors for bringing prosecutions.
- 11.2 The main enforcement and compliance role of the licensing authority is to ensure compliance with the premises licences and other permissions which it authorises. This will involve a targeted approach at those high risk premises that require greater attention, whilst operating a lighter touch in respect of low-risk premises
- 11.3 This Statement proposes that a graduated response is taken where offences against gambling legislation are found or where licence conditions have been contravened. An isolated administrative offence, may be dealt with purely by way of written warning whilst more serious offences which have either been committed over a period of time or which have a significant impact upon the licensing objectives, may result in a referral for prosecution.
- 11.4 The licensing authority will seek to work actively with the Police, the Gambling Commission and other responsible authorities in enforcing gambling legislation.
- 11.5 The licensing authority will continue to be a partner in the local licensing liaison group, and will keep itself informed of developments as regards

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best practice in its consideration of the regulatory functions of local authorities.

12. COMPLAINTS AGAINST LICENSED PREMISES

- 12.1 The licensing authority will investigate relevant complaints against licensed premises of any description. In the first instance, complainants should raise the complaint directly with the licence holder or business concerned. All complaints will be investigated and enforcement action taken in accordance with the licensing authority's Enforcement Policy and Complaints Procedure. It is recognised that another agency may be the more appropriate body to investigate the complaint. In such circumstances, the licensing authority will maintain liaison with that agency.
- 12.2 Where necessary, the licensing authority will initially arrange a meeting with the licence holder to address, clarify and try to resolve the issues of concern.
- 12.3 This process will not override the right of any interested party or responsible authority to request a review of a licence by the Licensing Committee at any stage following the grant of a premises licence or if the particular concerns are not addressed in a way that fulfils the licensing objectives.

13. REVIEWS

- 13.1 The authority will carry out a review of a Premises Licence where it has received a formal, valid application for review in accordance with the Act from either an interested party or a responsible authority and which relates to one or more of the licensing objectives. Due consideration will be given to all relevant representations and guidance issued by the Gambling Commission. Decisions as to whether requests for review are irrelevant, frivolous or vexatious will be made by Council Officers in consultation with the Chair of the Licensing and Regulation Committee, who will also decide on whether such requests should be referred to the Licensing Committee or Sub-Committee. Where an application for review is rejected, the person making that application will be given written reasons for the rejection. There is no right of appeal against a determination that such an application is not admissible.
- 13.2 A premises licence may also be reviewed by the Licensing Authority of its own volition.
- 13.3 In determining what action, if any, should be taken following a review, the licensing authority will have regard to the principles set out in section 153

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of the Act, as well as any relevant representations.

14. APPEALS

14.1 Any party aggrieved by a decision of the Licensing Sub Committee and with standing to appeal (as specified within the Act) may appeal against the decision to the local Magistrates Court. An appeal has to be started by the giving of a notice of appeal by the appellant to the justices' chief executive for the magistrates' court within a period of 21 days from the day on which the appellant was notified by the licensing authority of the decision appealed against. This will be either Wycombe and Beaconsfield or Central Buckinghamshire Magistrates' Court (Aylesbury) depending upon the location of the premises

14.2 The licensing authority will always be a respondent to the appeal, but in cases where a favourable decision has been made for an applicant against the representations of a responsible authority or an interested party, the holder of the premises licence or club premises certificate will also be entitled to act as a respondent.

14.3 On determining an appeal, the court may:

- a) dismiss the appeal;
- b) substitute for the decision appealed against any other decision which could have been made by the licensing authority; or
- c) remit the case to the licensing authority to dispose of it in accordance with the direction of the court.

14.4 The court may make such order as to costs as it thinks fit, but will be required to bear in mind guidance and legislation about the awarding of costs against a public body.

15. DELEGATION AND DECISION MAKING

15.1 One of the major principles underlying the Gambling Act 2005 is that the licensing functions contained within the Act should be delegated to an appropriate level so as to ensure speedy, efficient and cost effective service delivery.

15.2 The Authority is committed to the principle of delegating its powers to ensure that these objectives are met and has arranged for its licensing functions to be discharged in accordance with the Guidance issued by the Secretary of State, the Council's Constitution and procedures laid down for good governance.

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APPENDIX A

LIST OF CONSULTEES

The Chief Officer of Police for the Council's area

Bodies representing the interests of persons carrying on gambling businesses within Chiltern District

Bodies representing the interests of persons who are likely to be affected by the exercise of the authority's function under this Act

The local Planning Authority

The local Health and Safety Authority

The Authority responsible for Control of Pollution

Bucks Fire and Rescue

Buckinghamshire Safeguarding Children Board

Local Primary Care Trusts

Bodies dealing with mental health issues

Citizens Advice Bureau

GamCare

Gamblers Anonymous

Bodies representing businesses and residents in the area

Parish Councils within the District

Other Councils, including Wycombe DC, South Bucks DC, Aylesbury Vale DC, Milton Keynes Council, Dacorum Borough Council, Three Rivers District Council and Buckinghamshire County Council

Wycombe and Beaconsfield Magistrates Court

Central Buckinghamshire Magistrates' Court (Aylesbury)

Note: - This list is not intended to be exclusive. Comments and observations will be welcome from anyone who will be affected by the policy.

Copies of the draft Gambling Statement of Principles were also placed in the public libraries of the Chiltern District Council area as well as being available at the Council Offices and on the Council's website.

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APPENDIX B**TABLE OF DELEGATIONS OF LICENSING FUNCTIONS**

MATTER TO BE DEALT WITH	FULL COUNCIL	SUB-COMMITTEE	OFFICERS
Three year licensing policy	X		
Policy not to permit casinos	X		
Fee Setting - when appropriate			X (in consultation with Chairman of Committee)
Application for premises licences and Application for a variation to a licence and Application for a provisional statement and Application for club gaming /club machine permits		Where representations have been received and not withdrawn. Where conditions are proposed to be attached or default conditions excluded under s.169(1) of the Act and the parties have not agreed to dispense with the requirement for a hearing	Where no representations received/ representations have been withdrawn Where conditions are proposed to be attached or default conditions excluded under s.169(1) of the Act and all parties have agreed to dispense with a hearing Determination as to whether representation made under s161 is vexatious, frivolous or irrelevant will not influence the authority's determination of the application

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			Decision to make a representation as a responsible body in appropriate cases
Application for a transfer of a licence		Where representations have been received from the Commission	Where no representations received from the Commission
Review of a premises licence		X	
Cancellation of club gaming/ club machine permits		X	
Applications for other permits			X
Cancellation of licensed premises gaming machine permits			X
Consideration of temporary use notice			X
Decision to give a counter notice to a temporary use notice		X	

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APPENDIX C**TABLES OF PERMITTED ACTIVITIES / LOCATIONS**

Premises Type	Machine Category						
	A	B1	B2	B3	B4	C	D
Large casino (machine/table ratio of 5-1 up to maximum)		Maximum of 150 machines Any combination of machines in categories B to D (except B3A), within the total limit of 150 (subject to machine/table ratio)					
Small casino (machine/table ratio of 2-1 up to maximum)		Maximum of 80 machines Any combination of machines in categories B to D (except B3A), within the total limit of 80 (subject to machine/table ratio)					
Pre-2005 Act casinos (no machine/table ratio)		Maximum of 20 machines categories B to D (except B3A) or any number C or D machines instead					
Betting premises and tracks occupied by Pool Betting			Maximum of 4 machines categories B2 to D (except B3A)				
Bingo Premises				Maximum of 20% of the total number of gaming machines which are available for use on the premises categories B3 or B4**	No limit C or D machines		
Adult gaming centre				Maximum of 20% of the total number of gaming machines which are available for use on the premises	No limit C or D machines		

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				categories B3 or B4**			
Family entertainment centre (with premises licence)						No limit on Category C or D machines	
Family entertainment centre (with permit)							No limit on Category D machines
Clubs or miners' welfare institutes with permits						Maximum of 3 machines in categories B3A or B4 to D*	
Qualifying alcohol licensed premises						1 or 2 machines of Category C or D automatic upon notification	
Qualifying alcohol licensed premises with gaming machine permit						Number of category C or D machines as specified on permit	
Travelling fair							No limit on Category D machines
	A	B1	B2	B3	B4	C	D

* It should be noted that members' clubs and miners' welfare institutes are entitled to site a total of three machines in categories B3A to D but only one B3A machine can be sited as part of this entitlement. Commercial clubs are entitled to a total of three machines in categories B4 to D.

** Adult gaming centre and bingo premises are entitled to make available a number of Category B gaming machines not exceeding 20% of the total number of gaming machines which are available for use on the premises. Premises in existence before 13 July 2011 are entitled to make available four (adult gaming centre premises) or eight (bingo premises) category B gaming machines, or 20% of the total number of gaming

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machines, whichever is the greater. Adult gaming centre premises and bingo premises licences granted on or after 13 July 2011 but before 1 April 2014 are entitled to a maximum of four or eight category B gaming machines or 20% of the total number of gaming machines, whichever is the greater; from 1 April 2014 these premises will be entitled to 20% of the total number of gaming machines only, but not B3A machines.

Category of machine	Maximum Stake	Maximum Prize
A	No category A gaming machines are currently permitted	
B1	£5	£10,000 or £20,000 if linked to other B1 machines
B2	£100 (in multiples of £10)	£500
B3A	£2	£500
B3	£2	£500
B4	£2	£400
C	£1	£100
D	Various 10p to £1	£5 to £50 (max relates to non-money prizes only)

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APPENDIX D**Statement of Principles Log**

Date	Action
12 th December 2006	First Statement of Licensing Principles approved for publishing by Council
1 st January 2007	Statement of Principles came into effect
8 th December 2009	Statement reviewed and approved for publishing by Council
1 st January 2010	Reviewed Statement came into effect
13 th November 2012	Statement reviewed and approved for publishing by Council
1 st January 2013	Reviewed Statement came into effect
14 th January 2014	Statement Amended following changes to Gaming Machine Categories
15 th December 2015	Statement reviewed and approved for publishing by Council
14 th January 2016	Reviewed Statement came into effect

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SUBJECT:	One Hour Free Parking
REPORT OF:	<i>Councillor Mike Smith</i>
RESPONSIBLE OFFICER	Chris Marchant Head of Environment
REPORT AUTHOR	Simon Rycraft Tel 01494 732073 e mail srycraft@chiltern.gov.uk
WARD/S AFFECTED	Chalfont St Peter, Chalfont St Giles, Great Missenden and Little Chalfont

1. Purpose of Report

To advise Members how the existing schemes operate for those Parishes that previously requested that Chiltern District Council (CDC) provide one hour free parking in certain Council operated pay and display car parks in return for an annual payment, and review the future operation of this scheme.

RECOMMENDATION

- i) It is recommended that Cabinet confirm its agreement to the new formula, as detailed in Appendix A, and
- ii) That parishes be notified of the changes for the next financial year 2016/17, as detailed in Appendix A.

2. Content of Report

Previously a formula was agreed by Members whereby those Parishes who wished to implement a first hour free on a pay and display car park paid 39% of the value of the previous year one hour tickets issued. This percentage was arrived at based upon the increase in one hour tickets sales when they were free when the earliest scheme commenced, so that the Parishes, didn't pay the increase resulting from free tickets being issued rather than charged for. The costs were meant to be reviewed annually although historically this has not always happened.

South Bucks recently agreed to operate a first hour free scheme with Burnham Parish wherein all lost income will be reimbursed. Aylesbury Vale and Wycombe Councils do not offer similar schemes to their Parish/Town Councils.

Currently there are five schemes in place in CDC, in Little Chalfont, Chalfont St Giles, Chalfont St Peter and Great Missenden and Prestwood. The details of these schemes are attached at Appendix B

Currently when applying the agreed formula CDC could be considered to in effect receive reduced income against if there was an hour charge in place. However, it is of course very difficult to determine the actual number of one hour tickets which would be sold if hour charges were re-introduced.

It also needs to be born in mind that, whilst the one hour free tickets increased upon introduction of such schemes, there was in some locations a reduction in longer stay tickets issued. Customers, instead of staying for over an hour may well keep within the free hour and then leave the area.

Chiltern District Council**Cabinet
1st December 2015**

A detailed report was presented to the Environmental PAG for consideration on 15th September 2015. The PAG requested that a new charging formula be devised and brought back to the PAG for consideration before Cabinet met in the autumn.

Having taken note of the EPAG's comments the revised formula based on a charge per space as set out in Appendix A. This was circulated to the PAG members and no adverse comments received. Efforts have been made to reduce any adverse impact upon the parishes and on this basis it is recommended that Cabinet confirm its agreement to the proposed new formula and that parishes be notified of the changes for the next financial year 2016/17.

3. Consultation

Officers would suggest that any proposed changes to the scheme would need to be discussed with the Parish Councils well ahead of their annual precept being set.

4. Options:

Detailed below are the options that Councillors may like to consider:

1. Continue with the current charge to each Parish with no change.
2. Introduce the proposed new formula supported by the Environment PAG which is detailed in Appendix A
3. Cancel the scheme at the end of the current financial year and re-introduce the 1 hour charge - this would not be popular with Parishes, who are trying to support local trade.

5. Corporate Implications

- 5.1 Finance - any arrangements agreed need to be as cost neutral as possible and it will be necessary to recover administrative costs and machine maintenance costs. The recharge to the Parishes includes VAT.
- 5.2 The total sum the Parishes pay CDC is currently £65,641 per annum.
- 5.3 Legal - A Memorandum of Understanding or further exchange of letters will need to be drawn up between CDC and the Parish Councils, as limited agreements are currently in place. Reintroducing 1 hour charges would require amendment to the parking charges to be agreed

6. Links to Council Policy Objectives

- 6.1 By agreeing to continue with the current or a revised scheme CDC will be helping the Parishes to promote local communities and to enhance their local economy.

Background Papers:	Officer working papers
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One Hour Free Parking

Following the Environment PAG held on the 5 August 2015 we have produced a new formula which is in accordance with Members requests for simplicity and transparency. We have looked at a number of ticket issues as set out below.

Location	Basic Data		Revenue per space		Cost to Parish			
	no of spaces	no of free 1 hour tickets issued 2014/15	Using car parks where 1 hour is free calculated at 60p	Using existing 39% formula for 2015/2016 calculation	Calculation using revenue per space from free car parks when charged using existing formula	Machine maintenance calculated at £400 per machine per year	With maintenance charge added	Monthly charge
Buryfields Great Missenden	39	9645	£ 5,787.00	£ 2,256.93	£6,708.00	£400.00	£7,108.00	£592.33
Blizzards Yard Chalfont St Giles	94	68468	£ 41,080.80	£ 16,021.51	£16,168.00	£800.00	£16,968.00	£1,414.00
Church Lane Chalfont St Peter	165	97759	£ 58,655.40	£ 22,875.61	£21,500.00	£800.00	£22,300.00	£1,858.33
High Street Prestwood	47	68326	£ 40,995.60	£ 15,988.28	£8,084.00	£400.00	£8,484.00	£707.00
Snells Wood Little Chalfont	50	45971	£ 27,582.60	£ 10,757.21	£8,600.00	£800.00	£9,400.00	£783.33
Total			£ 174,101.40	£ 67,899.55	£61,060.00	£3,200.00	£64,260.00	
			Cost per space	Cost per space				
			£441	£172				

This table shows the charge to each parish based on the proposed new formula of £172 per space and £400 per machine. This formula means that parishes would pay a fixed charge each year that will only change for future years should the one hour charge be increased or there is a material change in the parking provision within a particular car park.

We have made every effort to find a formula that will keep increases to the parishes to a minimum but none of these have enabled us to improve on the proposed charge to be made to Blizzards Yard, Chalfont St Giles.

The figure for Buryfields, Great Missenden is increased, but because the figure for High Street Prestwood is much lower, the overall cost to Great Missenden Parish Council is hardly altered. All other Parishes are little affected.

Any comments or queries please email to parking@chiltern.gov.uk

Appendix B

Church Lane car park Chalfont St Peter's free hour was introduced in 2010. At the time the charge to the Parish was based on the annual paid 1 hour tickets issued 80790 @ 50p = £40,395. When the discount of 61% was applied this resulted in a charge to the Parish of £15,754 per annum. The Parish also paid a contribution to machine maintenance. Last year ticket sales were 97,759 @ 60p = £58,655. The discounted charge to the Parish is £22,875 plus machine maintenance.

Snells Wood car park in Little Chalfont's scheme commenced in 2013. The annual charge was £9,996 plus machine maintenance, the basis for this calculation is not clear, but using the latest one hour ticket sales of 45,971 @ 60p = £27,582. Applying the discount to 39% the Parish pay £10,757.

Blizzards Yard car park Chalfont St Giles set up a trial in 2011 with an annual charge of £9,942 to include machine maintenance. Last year the number of one hour free tickets issued was 68,468 @ 60p = £41,080. With the discount to 39% the Parish would pay £16,021 plus maintenance. The Parish are currently disputing these figures and are still paying the original figure.

Buryfields Great Missenden car park went live 2007. Cabinet minute in January 2007 states charges for Link Road and Buryfields should be the same. In November 2007 Great Missenden Parish advised that they no longer wanted to pay for Link Road free parking and this was withdrawn. No mention was made of Buryfields and this has remained free and the parish have not been charged - this car park is leased from the Parish and there is a profit share clause that has not come into effect yet - there are on-going negotiations on this matter.

High St Prestwood has had in place their free first hour arrangements going back to before 2000. To enable a better comparison between Parishes we are looking at a charge to the Parish in 2011 of £13,444, with no mention of machine maintenance. Latest figures show 1 hour ticket issues at 68,326 @ 60p = £40,996. With the discount the Parish pays £15,988 plus maintenance.

SUBJECT:	Resident Parking Permits – Watermeadow Car Park
REPORT OF:	Cllr Mike Smith
RESPONSIBLE OFFICER	Chris Marchant
REPORT AUTHOR	Simon Rycraft
WARD/S AFFECTED	St. Mary's & Waterside

1. Purpose of Report

This report sets out the details of the proposal to introduce a resident parking permit for residents living in the older part of Chesham where resident parking is an issue. The permit would allow residents to park off street within the Watermeadow Car Park at a discounted rate.

RECOMMENDATION

That members:

- 1) Approve the introduction of a one year pilot Resident Parking Permit scheme to enable residents living in Church Street, Bury Lane, Pednormead End, Wey Lane, Germain Street (including the new flats at Lancaster House) and King Street in Chesham to park within the Watermeadow Car Park at a discounted rate.
- 2) Provide delegated powers to the Head of Service in consultation with the Portfolio Holder to finalise the details of the scheme.

2. Reasons for Recommendations

The area covered by the proposed parking scheme has been the subject of reviews and surveys over a number of years all of which have highlighted a real issue for residents with no off street parking trying to park on the highway. Bucks CC have proposed a number schemes including a resident parking permit scheme which, at the time did not meet BCC's criteria by way of support required, but still the problem persists. For a limited number of residents a permit scheme would be an acceptable solution and whilst we cannot offer this on street we are able make use of unutilised capacity in the Watermeadow Car Park and in return charge a nominal fee to cover costs of administration and enforcement..

3. Content of Report

3.1. It has been recognised for some time that the area consisting of Church Street, Bury Lane, Pednormead End, Wey Lane, Germain Street (including the new flats at Lancaster House) and King Street in Chesham has significant parking issues.

BCC commissioned a survey of the area in October 2013 which highlighted that there was a 'significant level of near or over capacity parking demand in the area that could be addressed by the introduction of residents parking measures on an area wide basis'.

3.2. This area is located to the south of the town centre and has a significant level of on street controls in place largely to ensure the free passage of two-way traffic and to provide short stay parking close to the town centre.

- 3.3.** In September 2015 BCC launched a consultation “Amendments to current parking arrangements in Chesham Town Centre, Buckinghamshire” which covers the whole of Chesham Town Centre area and includes minor amendments to parking restrictions in Germain Street and Church Street. but these are not expected to have a significant impact on the residents parking problems
- 3.4.** Chesham Town Council has undertaken a resident parking survey and a recent evening surgery was held for local residents to come and discuss their parking issues. What has been highlighted is that the area generally suffers from a shortage of parking space that can be utilised by residents. Available space during the day is utilised by commuters, office/shop workers and shoppers. The local school and nursery also has an impact with parents dropping off and picking up.
- 3.5.** The request has been made for Chiltern District Council to set up a residents parking scheme to allow residents meeting a defined criteria to park within the Watermeadow Car Park. Aylesbury Vale District Council already offer 2 schemes for residents living in the older part of the town centre where on street parking is an issue and it is suggested that we develop a scheme similar to this.
- 3.6.** The proposal would be that residents living in the streets included in the scheme be allowed to purchase a permit to park in Watermeadow car park at a cost of £80 per year. Applicants will be requested to provide proof of occupancy and ownership of the vehicle. It is necessary to impose these checks to prevent abuse of the scheme.
- 3.7.** It is estimated that between 20 and 30 residents may apply for a permit. A recent capacity survey of Chesham car parks indicated that at peak occupancy there were still 66 spaces available. This scheme will therefore not cause capacity issues and will bring in additional income from underutilised space.

4. Consultation
Not Applicable

5. Corporate Implications

- 5.1.** Financial: It is proposed that a charge of £80 per year is levied for the proposed resident permit in line with the charge made by Aylesbury Vale. This will cover administrative and enforcement costs.
- 5.2.** Legal: this proposal can proceed without the off street parking order needing to be amended

8. Links to Council Policy Objectives

Having listened to residents and working with the Town Council we are able to promote a more cohesive community by making better use of spare capacity within the car park: offering a resident parking permit to help ease a difficult parking environment

9. Next Step

- Scheme details to be developed and agreed by the Head of Environment in consultation with the Portfolio Holder

Chiltern District Council

- Qualifying residents to be invited to apply for new permit.

Background	none
Papers:	

SUBJECT:	<i>Chiltern District Council Performance Report – Q2 2015-16</i>
REPORT OF:	<i>Leader of the Council – Councillor Isobel Darby</i>
RESPONSIBLE OFFICER	<i>Acting Chief Executive – Bob Smith</i>
REPORT AUTHOR	<i>Rachel Prance (01494 732903) Laura Campbell (01895 87236).</i>
WARD/S AFFECTED	<i>Report applies to whole district</i>

1. Purpose of Report

The purpose of this report is to outline the performance of Council services against performance indicators and service objectives during April to September 2015.

RECOMMENDATION

Cabinet is asked to note this report.

2. Executive Summary

Overview of performance indicators (PIs) against targets across the Council:

Portfolio	No of PIs	PI on target ✓	PI slightly below target □	PI off target ✗	Unkn own / Data only
Leader	3	1	0	1	1
Community, health & housing	14	3	0	4	7
Sustainable development	10	6	3	0	1
Environment	6	0	1	0	5
Support services	7	2	4	0	1
Customer services	5	4	0	0	1
Total PIs	45	16	8	5	16

3. Reasons for Recommendations

3.1 This reports factual annual performance against pre-agreed targets. Management Team, Cabinet, Council and Resources Overview & Services Overview Committees receive regular updates detailing our progress towards service plan objectives, performance targets and strategic risks, in line with our Performance and Improvement Framework.

3.2 Two detailed performance tables accompany this report:

-
- Appendix A – Priority performance indicators 2015-16
 - Appendix B – Quarterly corporate performance indicators 2015-16.
-

4. Key points to note this quarter:

- 4.1 Of the five off-target PIs, two are priority PIs. Please refer to the appendices for full details.
- 4.2 Of the 16 unknown PIs, three are provided for information only, eight are not reported this quarter and four relate to new PIs for this year which are awaiting targets to be set, or the method of calculation has not yet been finalised. One has been unable to be calculated due to the merger of the Uniform system and investigations are ongoing to enable reporting by quarter three.
- 4.3 **Community, health & housing**: the four PIs which failed to meet targets relate to housing, please refer to the appendices to view the reasons for this. Three are linked to the national increase in demand for temporary accommodation, which a government briefing paper states¹ is 11% nationally year on year at March 2015, with a further 3% increase by June 2015, the biggest single area impacted being London.
- 4.4 **Leader's**: the PI which failed to meet target related to voluntary leavers as a percentage of the workforce. A report is being prepared for Personnel Committee, analysing this information.

5. Consultation

Not applicable.

6. Options

Not applicable.

7. Corporate Implications

- 7.1 Financial - Performance Management assists in identifying value for money.
- 7.2 Legal – None specific to this report.
- 7.3 Crime and Disorder, Environmental Issues, ICT, Partnership, Procurement, Social Inclusion, Sustainability – reports on aspects of performance in these areas.

8. Links to Council Policy 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 three 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

9. Next Step

Once approved, this report and appendices will be published on the website.

¹ (<http://researchbriefings.files.parliament.uk/documents/SN02110/SN02110.pdf>)

Background Papers:	N/A
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Appendix A - Priority PIs 2015-16 Q2 - CDC

Code	Title	2014/15 Actual	2014/15 Target	Apr-15	May-15	Jun-15	Jul-15	Aug-15	Sep-15	Oct-15	Nov-15	Dec-15	Jan-16	Feb-16	Mar-16	Target 2015/16 (YTD)	Traffic Light	Latest Note
Leader's																		
CdHR1	Working days lost due to sickness absence	9.4	7.6	8.62	8.1	9.2	8.61	8.45	8.46							11	<input checked="" type="checkbox"/>	
Community, Health and Housing																		
CdCmSF1	Percentage reduction in burglaries from dwellings year on year for Chiltern (monthly)	30.30%	data only	n/a	15.80%	10%	3%	-4.30%	-2.10%							data only	n/a	Year on year, burglaries have increased by 4 offences at end of September 2015.
CdHS1	Number of applicants with/expecting children who have been in B & B accommodation for longer than 6 weeks (snapshot figure at end of month)	1	0	2	2	2	2	3	3							0	<input checked="" type="checkbox"/>	Of these 3 households (i) 1 has been deemed not eligible for assistance and is being accommodated pending a review (ii) 1 has been deemed intentionally homeless and is being accommodated pending a review and (iii) 1 has been accommodated on police advice and officers are working to re-locate the household to another property.
CdHS8	Number of households living in temporary accommodation (snapshot at the end of the month)	25	22	31	28	33	33	32	37							21	<input checked="" type="checkbox"/>	This reflects the national trend with significant demand for temporary accommodation arising from an upturn in applications and limited opportunities to move on existing TA occupiers, due to a low number of vacancies arising in social housing stock. Officers are continuing to work to reduce numbers in TA through use of direct lettings and focus on prevention measures where possible.
Sustainable Development																		
CdSD2	Special measures: speed of processing major applications, for assessment in Oct/Nov 2016 (cumulative)	86.84%	41.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%							51.00%	<input checked="" type="checkbox"/>	Review period is 1st July 2014 - 30th June 2016. 18 out of 18 major applications during this period processed within time. If performance falls below 51% at the end of the monitoring period, the Council will be placed into special measures. Target changed to 51% or more in November 2015.

Code	Title	2014/15 Actual	2014/15 Target	Apr-15	May-15	Jun-15	Jul-15	Aug-15	Sep-15	Oct-15	Nov-15	Dec-15	Jan-16	Feb-16	Mar-16	Target 2015/16 (YTD)	Traffic Light	Latest Note
CdSD5	Special measures: quality of major applications, for assessment in Oct/Nov 2015 (cumulative)	5.13%	19.00%	5.13%	5.13%	5.13%	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. Two overturned on appeal out of 39 applications, eight appeals in total. If performance falls above 19%, the Council will be placed into special measures.
CdSD10	Processing of planning applications: minor applications processed within 8 weeks (cumulative)	80.99%	70.00%	84.21%	80.39%	79.71%	83.84%	82.61%	82.22%							70.00%	☑	For the year to date, 111 out of 135 applications were processed on time.
CdSD11	Processing of planning applications: other applications processed within 8 weeks (cumulative)	94.33%	90.00%	93.39%	89.66%	91.74%	93.33%	92.16%	91.93%							92.00%	☑	For the year to date, 615 out of 669 were processed on time.
Environment																		
CdWR3	Percentage of household waste sent for reuse, recycling and composting (cumulative)	50.32%	56.00%			54.70%			51.60%							57.00%	☐	Jointly reported for Chiltern and Wycombe as per the joint contract. Provisional figure, subject to verification. Work is being undertaken to improve this percentage.
Customer Services																		
CdRB1	Speed of processing - new HB/CTB claims (by period monthly)	16.39	18	17.08	16.46	15.58	17.51	17.47	16.56							18	☑	
CdRB2	Speed of processing - changes of circumstances for HB/CTB claims (by period monthly)	3.09	5	5.48	4.1	4.74	4.68	4.91	4.42							5	☑	
CdRB3	% of Council Tax collected (cumulative)	99.30%	99.00%	5.35%	15.23%	24.88%	34.47%	44.04%	53.77%							99% (49.50%)	☑	
CdRB4	Percentage of Non-domestic Rates Collected (cumulative)	98.60%	98.00%	9.87%	19.67%	28.73%	37.66%	46.20%	55.60%							98% (49.00%)	☑	

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Appendix A

Appendix B - CDC Quarterly Corporate Performance Indicator Report - 2015-16

Note: Excludes Priority Performance Indicators - see Appendix A

KEY <input checked="" type="checkbox"/> This PI is below target <input type="checkbox"/> This PI is slightly below target <input checked="" type="checkbox"/> This PI is on target																			
PI code	Name	2014/15 Value	Annual target 2014/15	Apr-15 value	May-15 value	Jun-15 value	Jul-15 value	Aug-15 value	Sep-15 value	Oct-15 value	Nov-15 value	Dec-15 value	Jan-16 value	Feb-16 value	Mar-16 value	Annual target 2015/16	Traffic light (latest actual)	Responsible officer	Latest notes
Leader's portfolio																			
CdCP1 (C)	Number of unique visitors to the main website (by period)	288,504	data only	26,463	33,573	25,476	25,313	23,007	28,084							data only	n/a	Rachel Prance	
CdHR2 (C)	Voluntary leavers as a % of workforce (extrapolated for the year)	new PI	new PI			21.90%			22.00%							8%	<input checked="" type="checkbox"/>	Judy Benson	12 leavers during Q2 plus 12 for Q1 = 24, average headcount = 218.17. Extrapolated, this equates to 48 for the full year, 22.0% (48/218.17%). Full details are being analysed and will be reported to Personnel Committee.
Community, health and housing																			
CdCL1 (C)	Customer satisfaction rating at the Chiltern leisure facilities	new PI	new PI	annual PI												t.b.a.	n/a	Martin Holt	
CdCL2 (C)	Total participation in physical activities delivered through the GLL community engagement plan (by period)	new PI	new PI			775			1,496							6,000 (1,500)	<input checked="" type="checkbox"/>	Martin Holt	Activity tends to be higher in school holidays.
CdCL3 (C)	Total number of users at all leisure centres (by period)	874,748	840,000			228,569			222,228							875,000 (218750)	<input checked="" type="checkbox"/>	Martin Holt	
CdHSf2 (C)	Percentage reduction in violent offences against a person, rolling year on year	data only	data only			-14.7%			-36.90%							data only	n/a	Martin Holt	Violence against a person has continued to increase. Thames Valley Police report this to be due to a change in recording standards which were brought in in April 2015.
CdHS2 (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)	42	33			4			13							33 (16.50)	<input checked="" type="checkbox"/>	Martin Holt	Total comprises (i) 13 new build properties (4 in converted office block at The Chequers, Chesham, and 9 in re-development at Wallers Way (former Amersham and Wycombe college site of Lycrome Road in Chesham), (ii) 0 vacancies generated and (iii) 0 acquisitions (Paradigm has put acquisition programme on hold while it reviews its overall business plan following Government policy announcements)
CdHS3i (C)	Average Length of stay in B & B temporary accommodation for all households (snapshot at end of quarter)	3.3	5			16			9.2							5	<input checked="" type="checkbox"/>	Martin Holt	An increase in the demand for temporary accommodation, reflecting national trends, and a low turnover of social housing tenancies has resulted in households having to be accommodated in bed and breakfast accommodation for longer periods until they can be moved on to alternative housing.
CdHS4 (C)	Number of private sector dwellings vacant for more than 6 months and returned to occupation following local authority intervention	26	40	annual PI												40	?	Martin Holt	Reported annually.

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Appendix B

KEY <input checked="" type="checkbox"/> This PI is below target <input type="checkbox"/> This PI is slightly below target <input checked="" type="checkbox"/> This PI is on target																			
PI code	Name	2014/15 Value	Annual target 2014/15	Apr-15 value	May-15 value	Jun-15 value	Jul-15 value	Aug-15 value	Sep-15 value	Oct-15 value	Nov-15 value	Dec-15 value	Jan-16 value	Feb-16 value	Mar-16 value	Annual target 2015/16	Traffic light (latest actual)	Responsible officer	Latest notes
CdHS9 (C)	Bucks Home Choice – rolling year on year change in number of applicants (%)	new PI	new PI			34%			29%							t.b.a.	n/a	Martin Holt	A total of 440 applicants were registered as "live" applications (i.e. able to bid for vacancies) on Bucks Home Choice at 30/9/14, increasing to 576 by 30/9/15.
CdEH2 (C)	Percentage of food premises (risk rating A to C) that are broadly compliant (snapshot quarterly)	92.28%	89%			t.b.a.			t.b.a.							91%	?	Martin Holt	The Uniform database has recently been merged with that of South Bucks and there are still currently teething problems with the reports which are under investigation. This will be reported as soon as possible.
JtLI3 (C)	Percentage of customers satisfied with the licensing service received (annual)	67%	89%	annual PI												89%	?	Martin Holt	Reported annually.
JtLI5 (C)	Percentages of licences received and issued/renewed within statutory or policy deadlines (cumulative)	98%	95%			83.20%			97.70%							97%	<input checked="" type="checkbox"/>	Martin Holt	12 out of 517 not dealt with within timescales.
Sustainable development																			
JtBC1 (C)	Applications checked within 10 working days	83.64%	82%	79.00%	86.30%	83.05%	84.20%	88.20%	88.30%							85%	<input checked="" type="checkbox"/>	Peter Beckford	
JtBC4 (C)	Customer satisfaction with the building control service (cumulative)	95.16%	93%	94.00%	94.44%	91.23%	91.90%	92.00%	92.70%							94%	<input type="checkbox"/>	Peter Beckford	
CdPP1 (C)	Net additional homes provided	189	133	annual PI												133	?	Peter Beckford	Reported annually.
CdSD7 (C)	Percentage of planning applicants who are satisfied or very satisfied with the planning service (cumulative)	new PI	new PI			76.92%			77.89%							80%	<input type="checkbox"/>	Peter Beckford	
CdSD8 (C)	Planning appeals allowed (cumulative)	39.00%	35%			43.33%			37.50%							35%	<input type="checkbox"/>	Peter Beckford	During this quarter, 48 qualifying appeals were determined. Of these, 18 were allowed (overturned) by the Planning Inspectorate. Nine appeals allowed related to 'Minor' housing developments, eight to domestic householder extensions and 1 to an agricultural building. None related to 'Major' developments.
CdSD12 (C)	Percentage 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)	100.00%	30%			100.00%			100.00%							30%	<input checked="" type="checkbox"/>	Peter Beckford	

Environment

Appendix B

KEY <input checked="" type="checkbox"/> This PI is below target <input type="checkbox"/> This PI is slightly below target <input checked="" type="checkbox"/> This PI is on target																			
PI code	Name	2014/15 Value	Annual target 2014/15	Apr-15 value	May-15 value	Jun-15 value	Jul-15 value	Aug-15 value	Sep-15 value	Oct-15 value	Nov-15 value	Dec-15 value	Jan-16 value	Feb-16 value	Mar-16 value	Annual target 2015/16	Traffic light (latest actual)	Responsible officer	Latest notes
CdSE1 (C)	Cumulative CO2 reduction from local authority operations from base year of 2008/09	22.00%	7.80%	annual PI												9.10%	?	Martin Holt	Reported annually.
CdSE2 (C)	Planning to adapt to climate change (5 levels of performance 0=low 5= high)	3	4	annual PI												4	?	Martin Holt	Reported annually.
JtPF1 (C)	Percentage of faults fixed within SLA period (for implementation when new joint contract starts towards end of 2015)	new PI	new PI			n/a			n/a							t.b.a.	n/a	Chris Marchant	New PI for when the new plant maintenance contract is implemented.
CdWR1 (C)	Waste customer satisfaction survey	new PI	new PI	6 monthly					87.80%	6 monthly					t.b.a.	n/a	Chris Marchant	Reported six monthly. September results relate to survey data collected in May 2015.	
CdWR2 (C)	Residual household waste kg per household	396.47	445.00	annual PI												445.00	?	Chris Marchant	Reported annually.
Support services																			
JtLD1 (C)	Client satisfaction with the shared service. Percentage satisfied or very satisfied.	100.00%	96%	6 monthly					90.00%	6 monthly					94%	<input type="checkbox"/>	Joanna Swift	Work pressures caused delay dealing with a specific case, causing satisfaction to dip.	
CdBS1 (C)	Availability of ICT systems to staff from 8am to 6pm (by period)	99.00%	99%			99.90%			99.90%							99.50%	<input checked="" type="checkbox"/>	Sim Dixon	
CdBS2 (C)	Percentage of calls to ICT helpdesk resolved within agreed timescales (by period)	85.00%	95%			87.50%			84.50%							95%	<input type="checkbox"/>	Sim Dixon	Infrastructure staff dealing with project work continues to impact the resolution of calls in agreed turnaround times.
CdBS3 (C)	Percentage of responses to FOI requests sent within 20 working days (by month)	new PI	new PI	57.00%	82.00%	100.00%	100.00%	100.00%	100.00%							90%	<input type="checkbox"/>	Sim Dixon	Values missing due to staff absence, will be updated as soon as possible. Due to deadlines for processing, this will always be reported one month in arrear.
CdF1 (C)	Percentage of small businesses paid within 15 days (by period)	new PI	new PI			80.90%			82.60%							90%	<input type="checkbox"/>	Rodney Fincham	133 out of 161 small business invoices paid within 15 days.
CdLD2 (C)	The percentage response to the annual canvass	96.00%	94%	annual PI												94%	?	Joanna Swift	Reported annually.
CdLD3 (C)	Percentage of standard searches carried out within five working days (by period)	100.00%	100%			100.00%			100.00%							100%	<input checked="" type="checkbox"/>	Joanna Swift	304 qualifying searches received - 304 carried out within 5 working days
Customer services																			
CdCS1 (C)	New measure for complaints - t.b.a.	new PI	new PI				n/a									t.b.a.	n/a	Nicola Ellis	New PI for when the joint customer services team is implemented.

CHILTERN DISTRICT COUNCIL

**MINUTES of the Meeting of the
CHILTERN AND SOUTH BUCKS JOINT COMMITTEE**
held on **26 OCTOBER 2015**

PRESENT: Councillor I A Darby - Chairman
" R Bagge - Vice Chairman

Councillors: D Anthony
N Naylor
L Sullivan
G K Harris
P E C Martin
M R Smith
F S Wilson

APOLOGIES FOR ABSENCE were received from Councillors Egleton and M J Stannard

39 MINUTES

The minutes of the meeting of the Joint Committee held on 20 July 2015 were agreed by the Committee and signed by the Chairman as a correct record.

40 DECLARATIONS OF INTEREST

There were no declarations of interest.

41 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.

42 PLANNING POLICY SHARED SERVICE REVIEW

The Head of Sustainable Development presented a report to the Joint Committee which sought reconsideration of the outcome of the Planning Policy Shared Service Review approved by the Joint Committee at its meeting of 16 July 2014 following changed circumstances, principally the government introducing new measures to speed up the preparation of local plans.

Both Chiltern and South Bucks cabinets recently (20th and 13th October respectively) considered reports to review their respective local development schemes in the light of new government objectives. The recommendation from both cabinets to their respective councils in November is to approve the preparation of a joint Chiltern and South Bucks local plan. The cabinets also

resolved to ask the Joint Committee to reconsider the outcome of the July 2014 Planning Policy Shared Service Review with a view to setting up a shared planning policy team to deliver a joint local plan, subject to both Councils agreeing to the preparation of a joint local plan.

RESOLVED:

- i) Agree subject to staff and Unison consultation that a revised Shared Planning Policy Service be implemented by bringing together the staff resources from both councils planning policy teams into a single team to be located at King George V House, Amersham in order to deliver a joint local plan to cover Chiltern and South Bucks districts and to undertake all other planning policy functions for the two councils.**
- ii) In order to deliver the Shared Planning Policy Service under Recommendation 1 above, agree that all Planning Policy staff be shared to work across the two local authority areas as required.**
- iii) Agree to an equal (i.e. 50% and 50%) inter-authority split to cover revenue costs for the shared Planning Policy service.**
- iv) Agree Chiltern District Council will be the lead authority for budget management with South Bucks District Council contributing annually for its share of the estimated costs.**

RECOMMENDED TO COUNCIL:

- i) Delegate authority to the Head of Sustainable Development to carry out staff and Unison consultation, consider the consultation responses, determine the review outcome in consultation with both council cabinet members for Sustainable Development and Personnel Committees Chairmen and to carry out all necessary action to implement the Planning Policy shared service.**

The meeting ended at 5.13pm

MINUTES of the Meeting of the
JOINT WASTE COMMITTEE FOR BUCKINGHAMSHIRE
held on **1 OCTOBER 2015**
at **SOUTH BUCKS DISTRICT COUNCIL**

PRESENT:

Chairman:

Councillor Michael Smith	Chiltern District Council
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Vice-Chairman:

Councillor Warren Whyte	Buckinghamshire County Council
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Councillor Sir Beville Stanier	Aylesbury Vale District Council
Councillor Caroline Jones	Chiltern District Council
Councillor Luisa Sullivan	South Bucks District Council
Councillor Mrs Jean Teesdale	Wycombe District Council
Councillor Mrs Wendy Mallen	Wycombe District Council

Officers:

Isabel Edgar Briancon	Aylesbury Vale District Council
Nasreen Ullah	Buckinghamshire Waste Partnership
David Rounding	Buckinghamshire County Council
Gurbaksh Badhan	Buckinghamshire County Council
Claire Oakins	Buckinghamshire County Council
David Sutherland	Buckinghamshire County Council
Rachel Jones	Buckinghamshire County Council
Sally Gordon	Chiltern & Wycombe District Councils
Kitran Eastman	Chiltern & Wycombe District Councils
Chris Marchant	Chiltern & South Bucks District Councils
Caroline Hughes	Wycombe District Council

APOLOGIES FOR ABSENCE were received from Councillor Ms Netta Glover (Buckinghamshire County Council).

15 DECLARATIONS OF INTEREST

There were no declarations of interest.

16 MINUTES

The Minutes of the meeting held on 17 June 2015 were agreed by the Committee and signed by the Chairman as a correct record subject to the spelling of the following names being corrected to: W Whyte and J Buckle.

17 AGREEMENT ON THE DELIVERY OF THE REVISED JOINT WASTE STRATEGY 2014-20

A Joint Waste Partnership Seminar had been held earlier that day to identify the priorities for the Partnership going forward. At the Seminar a joint fly-tipping and anti-litter campaign were identified as the key priorities for the Partnership and the Joint Committee were now asked to formally agree those priorities.

RESOLVED –

That that joint fly-tipping and anti-litter campaign be agreed as the Joint Waste Partnership's priorities, and that officers develop a programme of projects to support those priorities which would be presented to Members at a future meeting.

18 MONITORING TARGETS FOR REDUCING RESIDUAL WASTE GENERATED PER HOUSEHOLD AND ACHIEVING HIGH RECYCLING RATES

The Joint Committee received a report setting out progress against targets relating to existing residual waste and recycling rates. Members discussed the residual waste levels per household from each district authority and noted that a smaller residual waste receptacle was likely to incentivise greater levels of recycling. The proportion of communal properties in a district was a factor which affected the figures. It was noted that the figures included waste collected by the District Councils and from Household Waste Recycling Centres. Batteries and waste from charity shops was not included in the figures.

RESOLVED –

That the report be noted.

19 ILLEGAL DUMPING COSTS CAMPAIGN AGAINST FLY-TIPPING - SUMMARY OF HISTORY, AIMS, ACHIEVEMENTS

Members received a report providing an outline of the Illegal Dumping Costs campaign, an update on enforcement action; and, information about the successes of the campaign. It was noted that since 2012/13 all reports of fly tipping were investigated, and there was now on average 1 prosecution each week. The reduction in fly-tipping since the campaign started had delivered significant financial savings to the Partnership.

There was a discussion about the use of CCTV cameras to support prosecutions where covert evidence was required. Newer cameras were cheaper to purchase than in the past and had additional functionality. Newer batteries also weighed less facilitating transport between locations. It was suggested that the use of CCTV cameras to secure fly-tipping prosecutions be publicised.

Following a discussion and after noting the advantages of video evidence and the need for additional camera capacity it was moved by Councillor W Whyte and seconded by Councillor J Teesdale that it be

RESOLVED –

- 1. That the report be noted.**
- 2. That £6,000 be allocated from existing budgets to purchase additional CCTV cameras and replacement batteries for existing cameras to support fly-tipping prosecutions.**

20 DCLG FUNDED PROJECT

The Joint Committee received a verbal update on the Fighting Food Waste project funded by the Department of Communities and Local Government (DCLG). The project brief had been approved at the last meeting. The project aimed to identify the barriers to resident participation in food waste recycling and to implement and communicate measures in order to overcome these barriers. The project also aimed to minimise waste stream contamination.

It was felt that the project required a dedicated Project Manager in order to deliver the project to its full potential. An update was provided on the recruitment exercise currently being undertaken, and it was noted that identifying someone with the relevant skills and experience was challenging.

RESOLVED –

That the report be noted.

21 COUNTY COUNCIL UPDATES

Energy from Waste (EfW) Update

Hot commissioning for the new facility was expected to start in November. A plan setting out the phased commencement of the site would be circulated to District Councils within the next couple of weeks. A press launch had recently taken place with the BBC also running a news story. The Senior Waste Officer (CDC/WDC) expressed thanks to the County Council's contractor, FCC, for their help with the proposed Waste Transfer Station at London Road East, Amersham. It was emphasised that as much information as possible was required in order to help assess the impact on collection rounds.

Ad hoc waste, such as bulky items collected by the District Councils, could not be treated at the EfW facility. Alternative arrangements for those waste streams would be put in place as required, and District Councils could assume that there were no changes to the current arrangements unless informed otherwise. District Councils requested early notification of any changes due to the impact on bulky waste collections.

Interim Bio Waste Procurement

A formal announcement on the outcome of the evaluation of bids would be made in November.

22 DISTRICT COUNCIL UPDATES**Aylesbury Vale District Council**

The Joint Committee were advised that following an internal restructure at the Council, and following a recruitment process, the current Waste Partnership Officer had been appointed as the Council's new Operations Manager. The appointment would take effect the following week. The Council was seeking to fill the vacancy for the Waste Partnership Officer expeditiously and arrangements for a handover would be put in place.

A number of Members expressed disappointment that there had been no discussions about the secondment prior to the meeting. It was advised that the recruitment process had been carried out after employment advice had been sought and that the appointment had only been made the previous day. Members requested that the Chairman of the Joint Committee write to the Chief Executive of AVDC to outline Members concerns. It was agreed that officers would develop some options going forward and report back to the Joint Committee.

Chiltern & Wycombe District Councils

An update on key communication projects was provided. Tailored communications were being targeted at specific locations where waste receptacle contamination was a problem. Waste data for both Chiltern and Wycombe would now be reported jointly.

South Bucks District Councils

Members noted that the Council had a new fleet of street cleansing vehicles. The Council's new waste collection service would now be rolled out to communal buildings such as flats, and as a result of changes to the recycling service recycling centres had also been upgraded.

23 DATES OF FUTURE MEETINGS:

* Monday 23 November 2015, 2pm (WDC). *This date was scheduled after the meeting*

Wednesday 20 January 2016, 10am (WDC).

Thursday 16 June 2016, 2pm (CDC).

The meeting ended at 2.10 pm

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