

CHILTERN DISTRICT COUNCIL

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

Tuesday, 5th April, 2016 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 - 10*)
To sign the Minutes of the meeting held on 10 February 2016.
- 3 Apologies for Absence
- 4 Declarations of Interest
- 5 28-Day Notice Forward Plan (*Pages 11 - 12*)
Appendix A: Cabinet (28 June 2016) (Pages 13 - 14)
Appendix B: Chiltern & Wycombe Joint Waste Collection Committee (07 April 2016) (Pages 15 - 16)
- 6 Current Issues
- 7 Quarter 3 Performance Report 2015/16 (*Pages 17 - 20*)
Appendix A: Priority Performance Indicators 2015-16 (Pages 21 - 24)
Appendix B: CDC Quarterly Corporate Performance Indicator Report Q3 (Pages 25 - 28)

- 8 Performance Indicator Review 2016/17 (Pages 29 - 30)
Appendix A: Priority Performance Indicators 2016-17 (Pages 31 - 34)
Appendix B: Corporate Performance Indicators 2016-17 (Pages 35 - 38)
- 9 Joint Business Plan Refresh 2016/21 (Pages 39 - 40)
Appendix A: Refreshed Joint Business Plan 2016/20 (To Follow)
- 10 Proposed Builders Partnership Scheme (Pages 41 - 44)
Appendix A (Pages 45 - 48)
Appendix B (Pages 49 - 50)
- 11 Chalfont St Peter Neighbourhood Plan (Pages 51 - 56)
- 12 Minutes of Joint Executive Committees
Members are asked to note the Minutes of the following meetings of Joint Executive Committees:
Appendix 1 - Chiltern & South Bucks Joint Committee - 29 February 2016 (Pages 57 - 60)
Appendix 3 - Joint Waste Committee for Buckinghamshire - 29 February 2016 (Pages 61 - 66)
Appendix 4 - Chilterns Crematorium Joint Committee - 04 February 2016 (Pages 67 - 72)
- 13 Exclusion of the Public
To resolve that under Section 100(A)(4) of the Local Government Act 1972 the public be excluded from the meeting for the following item(s) of business on the grounds that it involves the likely disclosure of exempt information as defined in Part I of Schedule 12A of the Act.
- 14 Cabinet Reports from Policy Advisory Groups:
14.1 Customer Services Notes - 25 November 2015 (Pages 73 - 76)
- 15 HS2 - Assurances, Qualifying Authority, SLA and Funding (Pages 77 - 98)
Paragraph 3 – Information relating to the financial or business affairs of any particular person (including the authority holding that information)
- 16 HS2 - House of Lords Options Paper (Pages 99 - 126)
Paragraph 3 – Information relating to the financial or business affairs of any particular person (including the authority holding that information)

- 17 **Amersham Multi-Storey Car Park (*To Follow*)**
Paragraph 3 – Information relating to the financial or business affairs of any particular person (including the authority holding that information)
- 18 **Disposal of Part High Street Car Park Prestwood (Pages 127 - 130)**
Paragraph 3 – Information relating to the financial or business affairs of any particular person (including the authority holding that information)
Appendix A: Site Plan (Pages 131 - 132)
Appendix B: Proposed Site Plan (Pages 133 - 134)
Exceptions Notice (Pages 135 - 136)
- 19 **Mill Meadow Chalfont St Peter - Bridge Major Works (Pages 137 - 138)**
Paragraph 3 – Information relating to the financial or business affairs of any particular person (including the authority holding that information)
Exceptions Notice (Pages 139 - 140)
- 20 **Replacement of Council Chamber Projectors and Related ICT Infrastructure (Pages 141 - 144)**
Paragraph 3 – Information relating to the financial or business affairs of any particular person (including the authority holding that information)
Exceptions Notice (Pages 145 - 146)

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, 28 June 2016

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

CHILTERN DISTRICT COUNCIL

MINUTES of the Meeting of the
CABINET
held on **10 FEBRUARY 2016**

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

Councillors: G K Harris
P E C Martin
M R Smith
F S Wilson

ALSO IN ATTENDANCE: Councillors J Gladwin, P Jones and N Rose.

83 MINUTES

The Minutes of the Cabinet meetings held on 1 and 22 December 2015 copies of which had been previously circulated, were approved and signed by Councillor I A Darby, Cabinet Leader, as a correct record.

84 DECLARATIONS OF INTEREST

There were no declarations of interest.

85 28-DAY NOTICE

The Cabinet received a report attaching the draft 28-Day Notice which provided a forward look at the Agenda for the next meeting of the Cabinet. The Notice would be published on 7 March 2016.

It was noted that the Chilterns Crematorium Joint Committee Forward Plan for 4 February 2016 meeting had been included in error as the meeting had already taken place and therefore was not for consideration.

RESOLVED –

That the Draft 28-Day Notice / Forward Plan, to be published on 7 March 2016, be noted.

86 CURRENT ISSUES

- i) **Councillor G Harris** reported that major refurbishment was being finalised at Chiltern Pools including the fitness studio, spinning studio and main reception. The works were due to be completed in early March and once finalised an Open Day was planned and was hoped to coincide with the National Sport Relief Events, subject to confirmation from GLL.
- ii) **Councillor P Martin** reported that the Council was at the half way stage of the Issues and Options consultation process for the Joint Local Plan. It was confirmed that 33 responses had been received to date

and it was hoped that through meetings with local communities, and the continued use of social media more residents within the District would be encouraged to submit their views on the proposals. Meetings across the District had taken place and continued to be arranged by local communities and supported by councillors.

87 BUDGET AND COUNCIL TAX REPORT 2016/17

Cabinet considered the report which provided information affecting the Council's revenue budget for 2016/17 in order for the Cabinet to make recommendations to Council on 24 February 2016 regarding the Council's Budget and Council Tax for 2016/17.

The Director of Resources advised that the report was based on the following assumptions:

- Government (RSG) funding assumed to reduce in line with the information contained in the provisional Local Government Settlement, including the effect of the additional tariff
- The forecast growth in business rates for 2016/17 (£300K after 50% levy) was assumed to be sustained over the period, and that full retention of business rates come into effect in 2019/20, enabling all the growth to be retained locally
- The changes outlined in the consultation on New Homes Grant were assumed to come into effect from 2017/18. An allowance had been made for the impact of the Newlands Park development
- Service expenditure assumed to increase for planning purposes by broadly 2.5% per annum approximately as a result of cost pressures
- Council tax assumed to increase by 1.99% per annum after 2016/17

The Director of Resources provided a verbal update on the recent announcement of the Final Local Government Finance settlement. The Additional Tariff (Negative RSG) element of the provisional settlement has been removed for 2017/18 and 2018/19; a new transition grant has been introduced for 2016/17 and 2017/18 to ease the impact of the RSG withdrawal; and all district councils were now permitted to increase Council Tax by £5 on a Band D property. The impact for Chiltern District was to receive a transition grant of £134,000 and an increase in Council Tax would provide £81,000 which was a total of £215,000 additional resources for 2016/17.

The Deputy Leader / Portfolio Holder for Support Services added that the Finance Settlement was encouraging for the short term, and it was good that the Secretary of State had listened and accepted the concerns of local authorities and the next three years were more positive, but the issues from 2019/20 of the negative RSG remained a significant concern. He advised that members needed to plan now for a longer term impact on available funding, and in the context of the funding of the capital programme take the opportunity in 2016/17 to provide additional resources. Decisions on the level of council tax increase are made each year and it was prudent at this stage to accept the offer of increasing up to £5 for 2016/17..

The Director of Resources advised that revised figures for the recommendations to Council had been produced within an extremely tight timescale due to late receipt of the most up to date information on the Local Government Finance settlement and therefore final figures would be clarified and agreed with the Portfolio Holder for Support Services prior to finalising the report to be submitted to Council.

RECOMMENDED TO COUNCIL:

Revenue Budget 2016/17

- 1) That the Revenue budget for 2016/17 as summarised in the table in paragraph 5.14 of the report be approved;
- 2) That, it be agreed, in total £29,000 be provided to Chiltern District Council parishes in respect of the impact of Council Tax Scheme on their tax bases for 2016/17;.
- 3) That the following use of earmarked reserves for 2016/17 be agreed:
 - Local Development Plan £163,500
- 4) That the following additions to earmarked reserves for 2016/17 be agreed:
 - Capital – Funding replacement refuse vehicles, £394k
 - Capital – Funding of future capital programme, £1,412k.
- 5) That a budget requirement of £10,710k, which will result in a District council tax of £170.62 for a Band D property be approved.
- 6) That the level of fees and charges for 2016/17 already considered by Portfolio Holders as part of the information underpinning their budgets be confirmed;
- 7) That the advice of the Director of Resources (Appendix A) be noted.

RESOLVED:

Setting the Council Tax

- 8) That this report be made available to all Members of the Council in advance of the Council Tax setting meeting on 24th February 2016, and a final report is produced for the Council meeting incorporating the information from preceptors, and the final decisions of the Cabinet on the budget.

RESOLVED:

Medium Term Financial Strategy

- 9) To note the comments in the report on the Council's financial position in respect of the years following 2016/17.

88 CAPITAL PROGRAMME AND REPAIRS & RENEWALS PROGRAMME 2016/17 TO 2019/20

Cabinet considered the report which proposed the Capital Programme for 2016/17 – 2019/20 and the proposed Repairs and Renewals Programme for 2016/17 – 2019/20.

The Director of Resources advised that as part of the Council's budget process the Capital Programme was reviewed in order to assess, as part of the overall financial strategy of the Authority, what the scale and composition of the programme should be and the consequential funding implications for the financial strategy.

The programme as outlined in Appendix A, of the report, covered the period until 2020. The Appendix contained details of the currently approved projects but over this period new calls for capital expenditure would arise linked to the Council's business plan and financial strategy for example:

- Developments to car parks
- The implications from the leisure needs survey and the retender of the GLL contract
- Maintenance of King George V House including updating the audio visual facilities in the Council Chamber

The Deputy Leader / Portfolio Holder for Support Services drew members' attention to paragraph 4 of the report in relation to the commuted sums programme which provided agreements for affordable housing development with a balance of £1,852,405. These sums were applied in line with the Council's Housing Strategy which set out the range of options available to use these funds for the provision of affordable housing. The Acting Chief Executive added that members were to receive a report back on the recent Housing Strategy Member Workshop focusing on developing the housing strategy and ensuring member involvement in the process.

RECOMMENDED TO COUNCIL:

- i) **That the Capital Programme for 2016/17 – 2019/20 as set out in Appendix A be approved;**
- ii) **That the Repairs & Renewals Programme for 2016/17 – 2019/20 as set out in Appendix B, be approved; and**
- iii) **That the implication for the Financial Strategy of the proposed programme be noted.**

89 ANNUAL TREASURY MANAGEMENT STRATEGY 2016/17

Consideration was given to the report which sought agreement to the Treasury Management Strategy and related policies that should be adopted by the Council for 2016/17.

In response to a query from Cllr Wilson, the Director of Resources responded that there had been no significant changes to policies and procedures in respect of Treasury Management, but in terms of the risk profile compared to

a year ago the Council's investments were slightly more diverse and slightly longer term. In response to a members question, it was noted that South Bucks District Council had benefitted from some large longer term investments in recent years but the gap between the authorities in terms of investments had narrowed.

RECOMMENDED TO COUNCIL:

That the Annual Treasury Management Strategy for 2016/17 be approved, including the following appendices to the Annual Investment Strategy (Appendix 1):

- (i) Appendix 1A - Annual Investment Strategy Policies**
- (ii) Appendix 1B - Prudential Indicators including the borrowing limits**
- (iii) Appendix 1C - the MRP method to be used in 2016/17.**

90 TREASURY MANAGEMENT QUARTERLY REPORT Q3 2015/16

Cabinet considered the report which outlined the Treasury Management operation of the Council for October – December 2015.

RESOLVED

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

91 SERVICE PLAN SUMMARIES

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

RESOLVED

That the service plan summaries be noted.

92 HOUSING COMMUNITY ORGANISATIONS FUND 2016-17

Cabinet considered the report which sought approval on the allocation of funding from the Council's Housing Community Organisations Fund budget for 2016-17.

RESOLVED

That the Council issues the following grants in 2016-17:

(a) a grant of £25,000 to Chiltern Citizens Advice Bureau to support the continuation of the Specialist Debt and Money Advice Service and

(b) a grant of £40,000 to Connection Floating Support to support the continuation of the Housing Interaction Trust service;

(c) and that these grant allocations be funded by utilising:

- i) a contribution of £55,000 from the Housing Community Organisations Fund budget for 2016/17; and**
- ii) a contribution of £10,000 from the Community Grants Fund**

93 SAFEGUARDING POLICIES FOR CHILTERN & SOUTH BUCKS DISTRICT COUNCILS

Consideration was given to the report which outlined the safeguarding policies for vulnerable persons, and for children and young people. It was noted that the report had been considered by the Personnel Committee, agreed and had been presented to Cabinet due to the implication for member development on this matter.

RECOMMENDED TO COUNCIL:

- i) That the current Buckinghamshire Multi- agency policy and procedures for safeguarding vulnerable adults be adopted Appendix 1 available via:
http://www.buckinghamshirepartnership.co.uk/media/1031847/pan dp_21june2013_p.pdf
- ii) That the joint Chiltern and South Bucks Child Protection Policy be endorsed and adopted (Appendix 2); and
- iii) That responsibility be delegated to the Chief Executive in consultation with the Leader of the Council to adopt revisions to the Buckinghamshire Multi- agency policy and procedures and the Chiltern and South Bucks Child Protection Policy following legislative changes or decisions by either the adult or children and young people Safeguarding Boards

94 COUNCIL TAX SUPPORT SCHEME 2016/2017

Consideration was given to the report which set out the requirements of the Council Tax Support Scheme for 2016/17. It was noted that there was no legal requirement to obtain the approval of members if there had been no substantial changes, of which there had been none, but it was considered good practice. The changes related to the annual uprating and the prescribed regulations relating to those of pensionable age.

RECOMMENDED TO COUNCIL:

That the Council Tax Support Scheme for 2016/2017 remained unchanged other than the annual uprating of premiums, allowances, non-dependant deductions to the national pension age scheme that need to be reflected in the Council's scheme.

95 MINUTES OF JOINT EXECUTIVE COMMITTEES

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

- Chiltern & South Bucks Joint Committee – 16 November 2015
- Chilterns Crematorium Joint Committee – 27 November 2015

The meeting ended at 5.19pm

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.

RECOMMENDATIONS

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

- Cabinet: 5 April
- CDC & WDC Joint Waste Collection Committee 7 April
- Chilterns Crematorium Joint Committee 23 June (Statement of Accounts)
- Joint Waste Committee for Bucks 16 June (no items to date)
- Joint Committee (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

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

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

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
Yes	Dissolution of the Joint Waste Committee for Bucks: To agree the JWC recommendation to dissolve the JWC, waiver the 12 month notice period and consider any residual matters including how remaining funds would be dealt with.		Cabinet 28 June 16	No	Chris Marchant cmarchant@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

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		Cabinet 28 June 16	No	Michael Veryard Email: mveryard@chiltern.gov.uk
Yes	Regulators Code for shared services: To consider the shared service regulators enforcement code		Cabinet 28 June 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		Cabinet 28 June 16	No	Martin Holt Email: mholt@chiltern.gov.uk
Yes	Homelessness Strategy: To consider a joint Homelessness Strategy		Cabinet 28 June 16	No	Martin Holt Email: mholt@chiltern.gov.uk
Yes	Housing Strategy (Framework): To consider a joint Housing Strategy or Housing Framework		Cabinet 28 June 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		Cabinet 28 June 16	No	Martin Holt Email: mholt@chiltern.gov.uk
Yes	Leisure Contract Performance Report 2015/2016: To report the performance of GLL and their effectiveness in operating the leisure centre/community development contract covering Chalfont, Chesham and Chiltern Pools Leisure centres		Cabinet 6 Sept 16	No	Paul Nanji Email: pnanji@chiltern.gov.uk

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

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

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

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

Meeting: 7 April 2016 (WDC)					
Key Decision (Y/N) ¹	Report Title & Summary ²	Consultation ³	Decision Maker & Date	Private Report (Y/N) and Reason Private ⁴	Contact Officer and Telephone Number (01494)
No	Waste Service Highlight Report: Update on the Joint Waste Service		JWCC 7 April 16	No	Sally Gordon sgordon@chiltern.gov.uk
Yes	Joint Waste Team Review: To consider the proposal for a joint Chiltern, South Bucks and Wycombe Waste Team		JWCC 7 April 16	Yes (Para. 1, 3 & 4)	Chris Marchant cmarchant@chiltern.gov.uk
No	Joint Waste Contract Update: To receive an update on the joint waste contract		JWCC 7 April 16	Yes (Para. 1, 3 & 4)	Sue Markham sue.markham@southbucks.gov.uk
No	Recycling Centre and Flats Programme: To receive an update on the recycling and flats programme		JWCC 7 April 16	No	Sally Gordon sgordon@chiltern.gov.uk

SUBJECT:	<i>Chiltern District Council Performance Report – Q3 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) Sarah Woods (01494 586 800)</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 September to December 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	4	0	4	6
Sustainable development	10	5	4	0	1
Environment	6	1	1	0	4
Support services	7	3	2	1	1
Customer services	5	4	0	0	1
Total PIs	45	18	7	6	14

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 14 unknown PIs, four are provided for information only, eight are not reported this quarter and two relate to new PIs for this year which are awaiting targets to be set, or the method of calculation has not yet been finalised.
- 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. Further to the request from the Resources Overview Committee in November 2015 that long term and short term sickness are split out when reporting on working days lost due to sickness absence, the Human Resources Manager is currently preparing a report for the personnel committee to this effect. It is agreed this would come into place from 1/4/16.

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 Q3 - 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	8.64	8.45	8.16				11	<input checked="" type="checkbox"/>	88.54 for December + 1036.36 = 1124.90(info taken from Workforce)/183.77(average FTE figure) = 6.12/9*12=8.16 Further to the request from the Resources Overview Committee in November 2015 that long term and short term sickness are split out when reporting on working days lost due to sickness absence, the Human Resources Manager is currently preparing a report for the CDC personnel committee to this effect. If agreed this would come into place from 1/4/16.
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%	4.10%	9.50%	2%				data only	n/a	There has been a small decrease compared to the previous rolling year. Between January and December 2015 there were 193 burglaries compared to 197 the previous year.
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	4	3	2				0	<input checked="" type="checkbox"/>	Of the remaining two, one is leaving B&B following an intentionality decision and the other is currently pending a review.
CdHS8	Number of households living in temporary accommodation (snapshot at the end of the month)	25	22	31	28	33	33	32	37	34	31	28				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																		

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	
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%	100.00%	95.24%	95.24%				51.00%		Review period is 1st July 2014 - 30th June 2016. 19 out of 19 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. No Major applications were determined in December 2015.	
CdSD5	Special measures: quality of major applications, for assessment in Oct/Nov 2016 (cumulative)	8.00%	19.00%	8.00%	7.40%	7.10%	6.90%	6.90%	6.90%	6.67%	6.25%	6.25%				19.00%		Period for major applications determined is: 1st January 2014 - 31st December 2015. Period for appeals overturned against the applications determined in this period is to 30th September 2016. 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%	80.92%	81.76%	81.67%				70.00%		For the year to date, 156 out of 191 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%	92.07%	91.74%	91.71%				92.00%		For the year to date, 885 out of 965 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%			52.29%				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	13.9	20.24	15.19				18			

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
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	4.55	4.99	4.74				5	<input checked="" type="checkbox"/>	
CdRB3	% of Council Tax collected (cumulative)	99.30%	99.00%	5.35%	15.23%	24.88%	34.47%	44.04%	53.77%	63.38%	78.81%	82.69%				99% (57.75%)	<input checked="" type="checkbox"/>	
CdRB4	Percentage of Non-domestic Rates Collected (cumulative)	98.60%	98.00%	9.87%	19.67%	28.73%	37.66%	46.20%	55.60%	63.50%	72.49%	81.34%				98% (57.17%)	<input checked="" type="checkbox"/>	

Appendix B - CDC Quarterly Corporate Performance Indicator Report - Q3 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	27,049	24,898	23,610				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%			20.20%				8%	<input checked="" type="checkbox"/>	Judy Benson	9 leavers during quarter 3 plus 24 for Q1& Q2 = 33, average headcount of 217.67. Extrapolated, this equates to 44 for the full year, 20.21% (448/217.67%).
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			2,528				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			228,037				875,000 (218750)	<input checked="" type="checkbox"/>	Martin Holt	
CdHS1 (C)	Percentage reduction in violent offences against a person, rolling year on year	data only	data only			-14.7%			-36.90%			46.10%				data only	n/a	Martin Holt	There has been a 46.1% increase in violent offences against the person which may be as a result of changes to reporting standards. The police are reviewing the detail behind this figure.
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			18				33 (16.50)	<input checked="" type="checkbox"/>	Martin Holt	Total comprises (i) 18 new build properties (4 in converted office block at The Chequers, Chesham, and 14 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)
CdHS3 (C)	Average Length of stay in B & B temporary accommodation for all households (snapshot at end of quarter)	3.3	5			16			9.2			18				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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KEY This PI is below target This PI is slightly below target 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	data only			34%			29%			13.70%				data only	n/a	Martin Holt	Number of "live" applications (i.e. accepted as qualifying for the scheme and able to bid for vacancies) at end of December 2015 was 549. This is an increase of 13.7% on the position at the end of December 2014 (229 applicants)
CdEH2 (C)	Percentage of food premises (risk rating A to C) that are broadly compliant (snapshot quarterly)	92.28%	89%			96.00%			96.00%			96.00%				91%		Martin Holt	
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%			98.10%				97%		Martin Holt	158 out of 161 completed online.
Sustainable development																			
JtE1 (C)	Applications checked within 10 working days	83.64%	82%	79.00%	86.30%	83.05%	84.20%	88.20%	88.30%	89.12%	90.44%	91.08%				85%		Peter Beckford	
JtE2 (C)	Customer satisfaction with the building control service (cumulative)	95.16%	93%	94.00%	94.44%	91.23%	91.90%	92.00%	92.70%	94.25%	93.85%	93.33%				94%		Peter Beckford	Demanding target. Performance only slightly off target.
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%			73.91%				80%		Peter Beckford	New performance indicator in 2015/16. Target had to be set without any data from 2014/15.
CdSD8 (C)	Planning appeals allowed (cumulative)	39.00%	35%			43.33%			37.50%			40.32%				35%		Peter Beckford	During the quarter (October to December) a total of 14 appeals were determined by the Planning Inspectorate. Of the 14 appeals determined, 5 were allowed in full (overturned) and 2 allowed in part. Of the 7 appeals dismissed 2 were for 'Major' developments. This is important for future 'special measures' quality of decisions assessment.

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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
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%			100.00%				30%	<input checked="" type="checkbox"/>	Peter Beckford	Resources Overview Committee in Nov 2015 asked that this PI is changed to a mid-month calculation; the enforcement team need to ensure that this is workable and therefore this needs further consideration. If agreed with the Head of Sustainable Development it would become effective as from 1 April 2016.
Environment																			
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			n/a				t.b.a.	n/a	Chris Marchant	New PI for when the new plant maintenance contract is implemented.
CdR1 (C)	Waste customer satisfaction survey	new PI	new PI	6 monthly					87.80%	6 monthly					86%	<input checked="" type="checkbox"/>	Chris Marchant	Reported six monthly. September results relate to survey data collected in May 2015. Suggested target is 86%	
CdR2 (C)	Residual household waste kg per household (including used for energy from waste)	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%			99.80%				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%			82.00%				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%	94.00%	90.00%	tba				90%	<input checked="" type="checkbox"/>	Sim Dixon	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%			79.90%				90%	<input checked="" type="checkbox"/>	Rodney Fincham	183 out of 229 small business invoices paid within 15 days. Note a number of the unpaid invoices will have been disputed.
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%			100.00%				100%	<input checked="" type="checkbox"/>	Joanna Swift	304 qualifying searches received - 304 carried out within 5 working days
Customer services																			

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
CdCS1 (C)	New measure for complaints - t.b.a.	new PI	new PI				n/a				n/a					t.b.a.	n/a	Nicola Ellis	New PI for when the joint customer services team is implemented.

SUBJECT:	<i>PI Review 2016/17</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) Sarah Woods (01494 586 800)</i>
WARD/S AFFECTED	<i>All</i>

1. Purpose of Report

The purpose of this report is to provide an update on the outcomes of the Performance Indicator (PI) review for 2016/2017 and to seek approval for the proposed changes to reporting.

RECOMMENDATION

The policy and performance team met with each of the Heads of Service (HoS) and reviewed their PIs in detail to ascertain whether any changes were required to monitor performance. HoS recommendations are included in the appendices.

The following appendices are attached to this report.

Appendix A PI Review - Priority PIs 2016-17 - CDC - provides proposals for reporting priority indicators during 2016/17 with future targets.

Appendix B PI Review – Corporate Indicators 2016-17 - CDC- provides proposals for reporting Corporate PIs during 2016/17 with future targets.

2. Reasons for Recommendations

Currently, 13 priority indicators are reported on a monthly basis, within the monthly budget pack.

The quarterly performance report includes 32 corporate indicators (formerly selected by MT and Cabinet), as well as the 13 priority indicators. A total of 45 performance indicators are reported quarterly.

Each service unit has been asked to identify 2 to 3 indicators which would be strong and meaningful measures of overall performance, avoiding duplication where they are regularly reported via PAG updates. An exception is Finance, as full reporting is included in the monthly budget packs for each Council so no further PIs were deemed necessary.

Service areas will measure and monitor any remaining PIs which are useful for day to day management of the service, reporting through to PAGs/Committees where appropriate. These are departmental PIs which are not included in the appendices. If any of these PIs indicate potential problems, these will be highlighted to Management Team and where the impact is medium to high, to the portfolio holder.

For CDC, HoS are required to log into Covalent and activate PIs after they have been updated by officers. For 2016/17, we propose removing this step from the process as it is not currently done in SBDC and officers are best placed to ensure their covalent entries are correct.

If approved, for 2015/16 there will be 15 priority PIs and 28 additional corporate PIs – a total of 43.

3. Consultation

Not Applicable

4. Options

Not applicable

7. Corporate Implications

Resources – The monitoring of progress against performance targets is a useful tool to help monitor the progress the Council is making to improve council aims, improve service delivery, and deliver value for money services for residents.

Financial – Performance Management assists in identifying value for money.

Legal –None identified.

Risks issues – None identified

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.

9. Next Step

Cabinet are asked to note Appendix A and approve the proposed changes to the priority performance indicators.

Cabinet are asked to note Appendix B and approve the proposed changes to the corporate performance indicators.

<p>Background Papers:</p>	<p>Appendix A PI Review - Priority PIs 2016-17 - CDC - provides proposals for reporting priority indicators during 2016/17 with future targets.</p> <p>Appendix B PI Review – Corporate Indicators 2016-17 - CDC- provides proposals for reporting Corporate PIs during 2016/17 with future targets.</p>
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Appendix A - Priority PIs 2016-17 - CDC PI REVIEW

Code	Title	Latest result Dec 15	Target 2015/16 (YTD)	Target 2016/17	Target 2017/18	Target 2018/19	Comment
Leader's - Cllr. Darby							
CdHR1	Working days lost due to sickness absence	8.16	11	9.5	9	9	CIPD reports 8.7 days for 2015 average level of public sector sickness absence. In reviewing the 2016/17 figure which in 2015/16 we put down as 10 days, we have considered current sickness days as at Jan 16 ie 8.16 and consider that we need to reduce from 10 to 9.5. To reduce to 9 is too much of a risk as sudden long term sickness absences will soon impact on average days given we are a small employer
Page NEW PI 31	Working days lost due to short term sickness absense (less than 20 days)	New PI	New PI	5	4.5	4	New KPI CDC short term sickness reported 5.29 days for 15/16 this is indicative figure only because in 15/16 only overall sickness was reported as a KPI. Target set going forward takes account of this and the fact that national data broken down to short & long term is sketchy and not easily comparable. New HR shared service will focus on sickness absence data and we want a downward trend.
NEW PI	Working days lost due to long term sickness absence (more than 20 days)	New PI	New PI	3	3	3	New KPI CDC long term sickness reported 3.38 days for 15/16 this is indicative figure only because in 15/16 only overall sickness was reported as a KPI. Target set going forward takes account of this and the fact that national data broken down to short & long term is sketchy and not easily comparable. New HR shared service will focus on sickness absence data and we want to continue to have this low level of long term sickness absence.

Code	Title	Latest result Dec 15	Target 2015/16 (YTD)	Target 2016/17	Target 2017/18	Target 2018/19	Comment
Community, Health and Housing - Cllr. Harris							
CdCmSf1	Percentage reduction in burglaries from dwellings year on year for Chiltern (monthly) Quarterly	2%	data only	data only	data only	data only	Change to quarterly reporting instead of monthly. This PI does not have a target and is data only because Thames Valley Police do not set a target.
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)	2	0	0	0	0	This is a statutory PI. Target of 0 is realistic – the average in 2015/16 was 1.74 It was higher this year due to appeal against the council's decision by an EU migrant who has now returned home.
Page 32 CdS8	Number of households living in temporary accommodation (snapshot at the end of the month)	28	21	30	30	25	No change to PI but target does change
Sustainable Development - Cllr. Martin							
CdSD2	Special measures: speed of processing major applications, for assessment in Oct/Nov 2016 (cumulative)	95.24%	51.00%	51.00%	51.00%	51.00%	No change

Code	Title	Latest result Dec 15	Target 2015/16 (YTD)	Target 2016/17	Target 2017/18	Target 2018/19	Comment
CdSD5	Special measures: quality of major applications, for assessment in Oct/Nov 2016 (cumulative)	6.25%	19.00%	9.90%	9.90%	9.90%	Target changed to 9.90% based on Government recommendations.
CdSD10	Processing of planning applications: minor applications processed within 8 weeks (cumulative)	81.67%	70.00%	70.00%	75.00%	75.00%	No change
CdSD11	Processing of planning applications: other applications processed within 8 weeks (cumulative)	91.71%	92.00%	90.00%	90.00%	90.00%	No change
Environment Cllr. Smith							

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Code	Title	Latest result Dec 15	Target 2015/16 (YTD)	Target 2016/17	Target 2017/18	Target 2018/19	Comment
CdWR3	Percentage of household waste sent for reuse, recycling and composting (cumulative)	52.29%	57.00%	58.00%	59.00%	59.00%	These targets are based on expansion of recycling services to residents living in flats across the Chiltern area, (which is not yet complete) and the start of focused communication work to encourage residents to recycle more and produce less waste. Work to target areas of low recycling participation and improve the quality of material collected is only just starting to yield results.
Customer Services - Cllr. Wilson							
CdRB1	Speed of processing - new HB/CTB claims (by period monthly)	15.19	18	18	18	18	No change
CdRB2	Speed of processing - changes of circumstances for HB/CTB claims (by period monthly)	4.74	5	5	5	5	No change
CdRB3	% of Council Tax collected (cumulative)	82.69%	99.00%	99.00%	99.00%	99.00%	No change
CdRB4	Percentage of Non-domestic Rates Collected (cumulative)	81.34%	98.00%	98.00%	98.00%	98.00%	No change

Appendix B - Corporate Performance Indicators - 2016-17 - CDC PI REVIEW

Note: Excludes Priority Performance Indicators - see Appendix A

PI code	Name	Latest result Dec 15	Annual target 2015/16	Annual target 2016/17	Target 2017/18	Target 2018/19	Responsible officer	Comment
Leader's portfolio - Cllr. Darby								
CdCP1 (C)	Number of unique visitors to the main website (by period)	23,610	data only	data only	data only	data only	Rachel Prance	No change
CdHR2 (C)	Voluntary leavers as a % of workforce (extrapolated for the year)	20.20%	8%	16%	16%	16%	Judy Benson	CdHR2 (C) Turnover has significantly increased this year HAY predicts 16% figure moving forward over next few years. This was a new KPI for 2015/16 and future targets for 16/17, 17/18 and 18/19 were based on previous low figure ie 8%. We need to increase for 2016/17 and future years to HAY's predicted figure. The employment market is now far more fluid since the economic upturn. The Hay Group is a global management consulting firm with 86 offices in 49 countries. It specialises in transforming organisations, providing professional services relating to people strategy. They regularly publish HR advice on predicted trends relating to all aspects of People Management.
Community, health and housing - Cllr. Harris								
CdCL1 (C)	Customer satisfaction rating at the Chiltern leisure facilities	Annual (figure due to be updated April 2016)	t.b.a.	65%	65%	65%	Martin Holt	No change
CdCL2 (C)	Total participation in physical activities delivered through the GLL community engagement plan (by period - annual)	2,528	6,000 (1,500)	6,600	7,000	7,000	Martin Holt	No change
CdCL3 (C)	Total number of users at all leisure centres (by period - annual)	228,037	875,000 (218750)	900,000	925,000	950,000	Martin Holt	No change
CdCmSf2 (C)	Percentage reduction in violent offences against a person, rolling year on year	46.10%	data only	data only	data only	data only	Martin Holt	No change
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)	18	33 (16.50)	33	33	33	Martin Holt	The target is set in the local plan and is realistic. However over a longer period this target has been reached by averaging over a number of years

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PI code	Name	Latest result Dec 15	Annual target 2015/16	Annual target 2016/17	Target 2017/18	Target 2018/19	Responsible officer	Comment
CdHS3i (C)	Average Length of stay in B & B temporary accommodation for all households (snapshot at end of quarter)	18	5	10	8	6	Martin Holt	This is a realistic target. The reason this was high this year was because an EU migrant appealed the decision of the council and has now returned home.
CdHS4 (C)	Number of private sector dwellings vacant for more than 6 months and returned to occupation following local authority intervention	Annual-2014/15-26	40	40	40	40	Martin Holt	PI to be deleted. No longer required by government. This is monitored at an operational level
CdHS9 (C)	Bucks Home Choice – rolling year on-year change in number of applicants-(%)	13.70%	data only	data only	data only	data only	Martin Holt	PI to be deleted. This is monitored at an operational level
CdHS2 (C)	Percentage of food premises (risk rating A to C) that are broadly compliant (snapshot quarterly)	96.00%	91%	96%	96%	96%	Martin Holt	Change targets to 96% (previously 95%)
NEW PI - Joint CDC and SBDC	Percentage of improved food premises with a Food Hygiene Rating Score that have become broadly compliant (annually)	NEW PI	NEW PI	data only	data only	data only	Martin Holt	New PI. Baseline: Total number of x premises are below FHR of 3 at 1st April 2016 Improvement; % Number of food premises that have improved above FHR of 3 by year end
JtLI3 (C)	Percentage of customers satisfied with the licensing service received (annual)	Annual - 2014/15 67%	89%	89%	89%	89%	Martin Holt	The Healthy Communities team suggest that this is moved to a departmental PI rather than a corporate PI.
JtLI5 (C)	Percentages of licences received and issued/renewed within statutory or policy deadlines (cumulative)	98.10%	97%	97%	97%	97%	Martin Holt	No change
Sustainable development - Cllr. Martin								
JtBC1 (C)	Applications checked within 10 working days	91.08%	85%	92%	92%	92%	Peter Beckford	No change

PI code	Name	Latest result Dec 15	Annual target 2015/16	Annual target 2016/17	Target 2017/18	Target 2018/19	Responsible officer	Comment
JtBC4 (C)	Customer satisfaction with the building control service (cumulative)	93.33%	94%	92%	92%	92%	Peter Beckford	Target set at 92% as reflects the recruitment and retention package target.
CdPP1 (C)	Net additional homes provided	Annual - 2014/15 189	133	145	145	145	Peter Beckford	No change
CdSD7 (C)	Percentage of planning applicants who are satisfied or very satisfied with the planning service (cumulative)	73.91%	80%	80%	80%	80%	Peter Beckford	No change
CdSD8 (C)	Planning appeals allowed (cumulative)	40.32%	35%	35%	35%	35%	Peter Beckford	No change
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%	30%	100%	100%	100%	Peter Beckford	Target increased to 100%. MT have asked for additional PIs for each council to record priority cases (not just urgent cases). It is not possible to produce PIs which are comparable as Chiltern has 4 categories of priority (including "urgent") which are set out in its enforcement policy, whilst the South Bucks enforcement policy only sets out 3 categories of priority (the highest of which is "high"). Accordingly there will be more "high" priority cases at South Bucks than there will be "urgent" priority cases at Chiltern. On this basis it is not possible to have something directly comparable. MT are asked to consider this and confirm if they still want PIs that record all priority cases.
Environment - Cllr. Smith								
CdSE1 (C)	Cumulative CO2 reduction from local authority operations from base year of 2008/09	Annual - 2014/15 22%	9.10%	11.70%	12.00%	12.00%	Martin Holt	No change
CdSE2 (C)	Planning to adapt to climate change (5 levels of performance 0=low 5= high)	Annual - 2014/15 3	4	4	4	4	Martin Holt	The Healthy Communities team suggest that this is moved to a departmental PI rather than a corporate PI.
JtPF1 (C)	Percentage of faults fixed within SLA period (for implementation when new joint contract starts towards end of 2015)	n/a	t.b.a.	t.b.a.	t.b.a.	t.b.a.	Chris Marchant	Delete PI. This PI was introduced to measure the new facilities management contract. There is no need to report on this. There are lots of controls within the contract.
CdWR1 (C)	Waste customer satisfaction survey	6 monthly - Sept 2015 87.8%	86%	86%	86%	86%	Chris Marchant	No change

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PI code	Name	Latest result Dec 15	Annual target 2015/16	Annual target 2016/17	Target 2017/18	Target 2018/19	Responsible officer	Comment
CdWR2 (C)	Residual household waste kg per household (including used for energy from waste)	Annual – 2014/15-416.6	445.00	440.00	438.00	436.00	Chris Marchant	Delete PI as priority PI CdWR3 is a more relevant measure of performance.
Support services - Cllr. Stannard								
JtLD1 (C)	Client satisfaction with the shared legal service. Percentage satisfied or very satisfied.	6 monthly - Sept 2015 90%	94%	96%	98%	98%	Joanna Swift	No change
CdBS1 (C)	Availability of ICT systems to staff from 7.30 am to 6.30 pm (by period)	99.80%	99.50%	99.50%	99.50%	99.50%	Sim Dixon	This PI will be deleted as Steria are no longer in place for South Bucks and a joint PI will replace this.
CdBS2 (C)	Percentage of calls resolved within SLA period (by period)	82.00%	95%	95%	95%	95%	Sim Dixon	This PI will be deleted as Steria are no longer in place for South Bucks and a joint PI will replace this.
NEW PI - Joint CDC and SBDC	Availability of ICT systems to staff from 7.30 am to 6.30 pm (by period)	NEW PI	NEW PI	99.50%	99.50%	99.50%	Sim Dixon	New PI.Ddue to move from Steria to Service Desk that records both SBDC and CDC.
NEW PI - Joint CDC and SBDC	Percentage of calls resolved within SLA period (by period)	NEW PI	NEW PI	95%	95%	95%	Sim Dixon	New PI.Ddue to move from Steria to Service Desk that records both SBDC and CDC.
CdBS3 (C)	Percentage of responses to FOI requests sent within 20 working days (by month)	tba	90%	90%	90%	90%	Sim Dixon	No change
CdF1 (C)	Percentage of small businesses paid within 15 days (by period)	79.90%	90%	90%	90%	90%	Rodney Fincham	Delete PI. This PI was introduced in order to monitor the amount of time taken to pay small businesses during the recession. Now that we are in a period of recovery, this PI no longer needs to be a corporate PI, however we will continue to pay small businesses promptly
CdLD2 (C)	Percentage of canvass forms returned	Annual (figure due to be updated April 2016)	94%	94%	94%	94%	Joanna Swift	PI name changed from 'The percentage response to the annual canvass' to 'Percentage of canvass forms returned' for consistency
CdLD3 (C)	Percentage of standard searches carried out within five working days (by period)	100.00%	100%	100%	100%	100%	Joanna Swift	No change
Customer services - Cllr. Wilson								
CdCS1 (C)	New measure for complaints - t.b.a.	t.b.a	t.b.a.	t.b.a.	t.b.a.	t.b.a.	Nicola Ellis	No change

SUBJECT:	Refreshed Joint Business Plan 2016 - 2020
REPORT OF:	Leader of the Council – Councillor Isobel Darby
RESPONSIBLE OFFICER	Bob Smith, Acting Chief Executive
REPORT AUTHOR	Rachel Prance, Principal Officer for Communications, Performance and Policy, 01494 732903, rprance@chiltern.gov.uk / 01895 837204 rachel.prance@southbucks.gov.uk
WARD/S AFFECTED	All

1. Purpose of Report

To seek approval for the refreshed Joint Business Plan 2016 – 2020.

RECOMMENDATION

That Cabinet approve the refreshed business plan.

2. Executive Summary

This report seeks approval for the following document attached as Appendix A: Refreshed Joint Business Plan 2016/20 (to follow)

3. Reasons for Recommendations

The Joint Business Plan Aims, Priorities and Objectives replaced the former Chiltern Aims and Objectives document and South Bucks Corporate Plan during 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.

4. Content of Report

- 4.1 The Joint Business Plan links to the Sustainable Community Strategy, which sets out the vision for the District to 2026 and is based on extensive consultation with residents, local community groups and partner organisations. Those aspects of the Sustainable Community Strategy that are the responsibility of the District Councils are included in the Joint Business Plan.
- 4.2 The refresh normally takes place in April each year, however last year's refresh was undertaken in October 2015 due to the elections and the need for the recently elected Councils' priorities to be reflected.
- 4.3 The aims and objectives remain the same this year but refer to the work being undertaken on Phase 3 (Stronger in Partnership). The aims and objectives can be viewed on pages 7 and 8 of the Joint Business Plan.
- 4.4 The actions being delivered to support each aim and objective appear on the left hand side columns in sections five and six of the Joint Business Plan, contained in Appendix A. These link to improvement actions contained within the individual service plans, which in turn link to staff objectives and training plans set out for each

member of staff in their annual performance appraisal. They have been updated to reflect 2016/17 Service Plans.

4.5 Section 7 (How our organisation is changing) and appendix B (Strategic Risks) of the Joint Business Plan have been updated and the remainder of the document sense checked to bring it up to date.

4.6 The proposed refreshed Joint Business Plan 2016 -2020 is attached as Appendix A.

5. Consultation

The refreshed Joint Business Plan has been circulated to the Leaders and their respective Cabinets for comment.

6. Options

Failure to refresh the plan annually will soon render it out of date and out of touch with residents' priorities.

7. Corporate Implications

7.1 Financial – The Joint Business Plan complements the budgeting process and has close links to the medium-term financial strategy. It affects the budget planning process by setting the priorities for the future.

7.2 Legal – No legal implications have been identified

7.3 Risks issues – The Joint Business Plan includes strategic risks. Business planning helps to alleviate risk through ensuring each service unit is aware of how their work fits into the work of the Council and is closely linked to the needs of the community. Equalities – An Integrated Impact Assessment, including Equalities, was conducted on the joint Business Plan and showed no adverse impacts.

7.4 Others - None

8. Links to Council Policy Objectives

The Joint Business Plan sets the aims and priorities of the Council for the next five years.

9. Next Step

The Joint Business Plan will be updated again next spring to reflect the new service plans for 2017/18 and their actions supporting the aims and objectives.

Background	Not applicable.
Papers:	

SUBJECT:	<i>Proposed Builders Partnership Scheme</i>
REPORT OF:	<i>Sustainable Development portfolio - Councillor Peter Martin</i>
RESPONSIBLE OFFICER	<i>Peter Beckford Head of Sustainable Development</i>
REPORT AUTHOR	<i>Caroline Hunter, 01895 837345, caroline.hunter@southbucks.gov.uk</i>
WARD/S AFFECTED	<i>Not applicable</i>

1. Purpose of Report

To seek authority to set up a pilot scheme to provide Building Control customers in Chiltern and South Bucks with information about builders who carry out their business in a legitimate and proper manner.

2. RECOMMENDATION

That a Builders Partnership Scheme be implemented in Chiltern and South Bucks for an initial 2 year period with a review after one year of operation.

3. Reasons for Recommendation

Residents frequently contact Building Control requesting advice and guidance when choosing a builder. Building Control already have a partnership scheme with architects and engineers and the proposed builders scheme will compliment this, in addition to leaflets and information on the Council's website. A two year pilot is proposed initially with a review after one year of operation, in order to assess the cost-effectiveness of the scheme.

4. Content of Report

- 4.1 Residents contact the Building Control Team to request advice and guidance about choosing a builder. Whilst Building Control can provide advice to residents under an existing partnership scheme with architects and engineers, currently they are not able provide similar advice about builders.
- 4.2 Partnership schemes for builders are being run successfully by other authorities. Your officers looked at a scheme set up by Central Beds Council which has been running for nearly two years. This scheme is free to join and Central Beds believe their Building Control department saves money as the quality of work improves and less time is spent dealing with non-compliant work and customer problems. They also advise that the time spent running the scheme is minimal once it is set up and highly recommend the scheme as not only improving the quality of building work and reducing time spent by surveyors on enforcement issues but also raising the profile of the Council's Building Control department. The feedback from homeowners has also been very positive.
- 4.3 It is proposed that a Builders Partnership Scheme is introduced in Chiltern and South Bucks on a 2 year pilot basis with a review after one year of operation. Entry to the scheme will initially (for the pilot period) be by invitation from the Building Control

Service on the submission of an application form (Appendix A). Central Beds used this approach and initially invited 40 builders who then promoted and advertise the scheme via the website, stickers and word of mouth. The Building Control team will work with the Communications Team on how to launch/advertise the scheme.

4.4 The proposed Terms and Conditions are in Appendix A. Officers believe that this will help meet the needs of our customers/residents and will raise the profile of the Council with customers.

5. Consultation

A Working Group consisting of two of the Principal Building Control Surveyors and six builders was set up to discuss proposals for this scheme. This was helpful in giving a valuable insight into what our customers need from Building Control. Below is a summary of the conclusions reached:-

- i. All members of the Working Group were in favour of a Builders Partnership Scheme.
- ii. It was considered to be a positive approach by Building Control to improve the standard of construction work in the area.
- iii. All members of the Group believed it would assist the public with employing good quality legitimate builders and avoid unwanted situations with 'cowboy builders'.
- iv. It was agreed that in order for the scheme to be a success and have integrity the admittance criteria must be adhered to strictly. Builders who are not meeting the criteria could bring disrepute to the scheme, and this would affect the reputation of the Building Control Department and the other builders in the scheme.
- v. All in the Working Group agreed to have their details on the Council websites, with links to their website and stickers advertising the scheme on their vans/trucks (proposed sticker at Appendix B).
- vi. It was agreed that the scheme should be introduced on as a pilot for two years and that the Working Group should meet annually to discuss how the scheme is working.

6. Options

The Council could decide not to introduce the Scheme as proposed but the opportunity to drive up standards of building work in the District and enable Building Control officers to use their time more efficiently and effectively could be lost.

7. Corporate Implications

7.1 Financial - It is proposed that the scheme will be free during the pilot period of two years. This will then be reviewed and if the scheme is continued an administration fee can be set. Officers would be in a position to analyse the costs and benefits and make a recommendation on fees based on two years' experience. The initial costs include stickers for builders to put on their vans, which can be met from within existing budgets. The scheme will be email based for communication to eliminate postage and printing costs.

8. Links to Council Policy Objectives

To support the efficient delivery of services and meet customer needs

9. Next Steps

If approval is given a pilot Builders Partnership Scheme would go live in April 2016.

Background Papers:	None other than referred to in the report.
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The Builders Partnership Scheme.

Membership Terms & Conditions.

Your Commitment:

1. You are committing to take part in a pilot scheme. The pilot period is two years.
2. The scheme will be reviewed annually by the Working Group and after two years a decision will be made to continue or terminate the scheme.
3. You shall endeavour to use Chiltern & South Bucks Building Control Service and contact us to inspect the works as outlined in our Inspection Service Plan.
4. You shall ensure that you do not commence works without a valid application for the works to be undertaken.
5. You shall, to the best of your ability and understanding, ensure that your work shall comply with all aspects of the Building Regulations and associated legislations.
6. You shall ensure that your projects are inspected through to the completion stage and any remedial or supplementary works required by us are undertaken as soon as practicably possible.
7. Any changes to the details which you provided us with on your application form will be notified to us within 14 days.
8. You shall ensure that all members of your trading team are aware of your membership and their specific responsibilities in this respect.
9. You shall endeavour to carry out your work in a way which is considerate to neighbours/properties in the location where you are working.
10. You shall notify Building Control of any complaints to you about your work and the service we provide. Complaints shall be dealt with in a clear and transparent manner involving all parties involved.
11. You shall ensure that by any action or default you do not bring yourself or the Builders Partnership Scheme into disrepute.
12. If your membership is revoked for any reason then you will cease to use the Builders Partnership Scheme and LABC logos on any business products/documentation.
13. If you choose to leave the scheme you shall notify us in writing and cease to use the Builders Partnership Scheme and LABC logos on any business products/documentation.
14. By signing the application form I/we agree that Chiltern and South Bucks District Councils do not recommend, endorse or otherwise indemnify my work but are liable only for the Building Control element. I will also be bound by their Terms and Conditions for membership to the scheme.



Our Commitment.

1. We will assess your suitability for membership of the scheme on a completely impartial basis.
2. We will provide stickers advertising the scheme for your use on vehicles.
3. We will communicate with you by email.
4. We will publicly advertise your membership of the scheme on our website.
5. We will issue regular news updates of impending Regulation changes and compliance issues, where applicable.
6. We will email invitations to you when we are holding training/CPD events.
7. We will review the scheme membership on an annual basis and provide you with feedback from the review. We will confirm to you when the pilot period of the scheme is over, and whether the scheme will be continued or not.
8. We will provide you with a high standard of customer service.
9. We will inform those falling short of the standard required of their shortcomings.
10. We will provide advice and guidance to members whom are finding difficulty in achieving compliance with the Building Regulations.
11. We will give members reasonable opportunity to rectify any defective works without penalty to their membership of the scheme.
12. There will be no set criteria for removing someone from the scheme as there are too many circumstances which could be relevant and genuine. A panel of people should determine if someone should be removed from the scheme. However if someone was removed from the scheme then:
 - a. We will give a full explanation, in writing if requested, of the reasons behind the removal from the scheme if a review deems you unsuitable for membership.
 - b. Your details will be removed from the building control website and any other promotional material.
 - c. You will be asked to remove the advertising stickers from your vans.



The Builders Partnership Scheme

Application Form

1. Your Name:
2. Business Name:
3. Correspondence address:
4. Email address:
5. Please provide details of projects you have worked on with Building Control during the past 24 months in the CDC and SBDC area.

<u>Address</u>	<u>Date</u>
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- a.
- b.
- c.
- d.
- e. Continue list as necessary.

6. Please provide insurance details (employers, contractors, liability, public liability).

7. Please provide details of your VAT registration.

8. Please provide details of your business to show you have 5 years of trading history in the UK.

9. If you are admitted to the scheme, how many stickers do you require? _____

I/we agree that Chiltern and South Bucks District Councils do not recommend, endorse or otherwise indemnify my work but are liable only for the Building Control element. I will also be bound by their Terms and Conditions for membership to the scheme.

Signature: _____

Date: _____



210 mm

Chiltern and South Bucks Building Control

Builders Partnership Scheme

149 mm



SUBJECT:	<i>The Chalfont St Peter Neighbourhood Plan</i>
REPORT OF:	<i>Sustainable Development – Councillor Peter Martin</i>
RESPONSIBLE OFFICER	<i>Anita Cacchioli interim Director of Services Director/Peter Beckford Head of Sustainable Development</i>
REPORT AUTHOR	<i>David Waker , 01494 732267, email dwaker@chiltern.gov.uk Sue Markham, 01895 837326, email sue.markham@southbucks.gov.uk</i>
WARD/S AFFECTED	<i>Austenwood, Central, Chalfont Common and Gold Hill</i>

1. Purpose of Report

This report sets out the current position in respect of the Chalfont St Peter Neighbourhood Plan following the judicial review. The report sets out the options to progress the neighbourhood plan process and the recommendations of the officers to proceed to getting the neighbourhood plan process completed.

RECOMMENDATION

1. To note the outcome and the implications of the court judgement following the judicial review;
2. To accept the Examiner's recommendation that the reference in the draft Chalfont St Peter Neighbourhood Plan that Winkers Farm Country Club (Winkers Nightclub) should be removed from Table 8.1;
3. That the said Neighbourhood Plan (as amended in accordance with the Examiner's recommendations and the other modifications agreed by the Head of Sustainable Development under delegated authority on 23 January 2015) should proceed to referendum;
4. That a timetable for progressing the said Neighbourhood Plan be approved.

2. Executive Summary

Chalfont St Peter Parish Council produced a neighbourhood plan which was subjected to consultation and examination in accordance with the statutory procedures. The Council accepted all of the Examiner's recommendations except that relating to Winkers Farm Country Club/Nightclub (Winkers). The Neighbourhood Plan was taken to referendum on 5 March 2015, which it passed. Before the plan could be made (adopted) by Chiltern District Council a legal challenge was made by the owners of Winkers. They objected to the inclusion of the nightclub in a list of facilities to be protected by the Neighbourhood Plan. The High Court quashed the Council's decision in relation to Winkers and also quashed the referendum. As such the Council needs to re-consider its decision in relation to the Examiner's report and decide how to proceed with the plan. The report acknowledges it would be difficult to maintain the protection of Winkers as a local community facility and as such recommends that the Cabinet change its position on the Examiner's report before proceeding to a further referendum on the Neighbourhood Plan.

3. Reasons for Recommendations

The recommendation to Cabinet is to note the implications of the court judgement and to accept the Examiner's recommendation in respect of Winkers in the light of that judgment for the reasons set out below.

The recommendation to approve a timetable is so that the Parish Council and officers are aware of an agreed timetable to progress the plan. The timetable would enable a transparent decision making process to be set out.

4. Content of Report

4.1 Background

Chalfont St Peter Parish Council produced a neighbourhood plan document. This has passed the formal stages required and was submitted for examination. Key dates in this process are set out below.

Neighbourhood area approved	- 12th November 2012
Draft Neighbourhood Plan submitted	- 11th February 2014
Examiners report received	- 23rd June 2014.
Consultation on decision to not agree one examiner recommendation	- 2nd October to 14th November 2014.
Referendum	- 5th March 2015

4.2 As members will be aware the neighbourhood plan was put to a referendum which was passed by 78.9% of the people who voted. Under the regulations the Council should then have made (adopted) the Chalfont St Peter Neighbourhood Plan as part of the development plan for the Chalfont St Peter area. Cabinet considered the result of the referendum at the meeting on the 24th March 2015 where it was recommended to Council to 'make' the plan. However at the time of the Cabinet meeting the Council was aware of the potential legal challenge to the neighbourhood plan with the claimants seeking leave from the courts to make an appeal. On that basis the recommendation to Council was 'That, unless there is a legal challenge still in progress, the Council makes the Chalfont St Peter Neighbourhood Plan'. (Minute 91 refers)

4.3 The formal transcript of the court judgement was not received until January 2016. The remainder of this report sets out the implications of that judgement on the progression of the Chalfont St Peter Neighbourhood Plan.

4.4 The Examiner's report considered that the neighbourhood plan could proceed to referendum with a few minor modifications as recommended by the Examiner. One of these modifications related to the identification of Winkers as a facility to be protected for the local community. The facility was identified in table 8.1 of the plan (but not in the accompanying map 8.1). The Examiner had received an objection from the agents acting for the owners of the facility and he concluded:

“Table 8.1 contains a reference to 27, Winkers Farm Country Club. Evidence has been provided to demonstrate that this is a private facility, rather than a community facility. It is not shown on Figure 8.1.

Remove reference to 27, Winkers Farm Country Club from Table 8.1”

- 4.4 Under the Act¹ the Local Planning Authority has to consider each of the Examiner’s recommendations and decide what action to take in response to each recommendation. The Council took the view that the Examiner had been inconsistent by deciding to exclude Winkers from the neighbourhood plan list on the basis that he stated it was a private facility. In the Council’s view this ignored other private facilities listed in the neighbourhood plan and was thus inconsistent with the development plan community policies which made no such distinction.
- 4.5 On that basis the Council’s decision was to disagree with the Examiner. The Act required the Council where it proposed to disagree with an Examiner’s recommendation to consult with the public on that decision. Public consultation was undertaken and the results analysed but there was nothing noted in the responses which altered the Council’s view and as such it was recommended the plan proceed to referendum.
- 4.6 The High Court quashed the Council’s decision not to accept the Examiner’s recommendation that Winkers should be removed from the list of community facilities in the Neighbourhood Plan and the decision that the plan should proceed to referendum. Effectively this means that the Council has to decide again how to deal with the Examiner’s report recommendations and to then decide if the plan as amended should proceed to a second referendum.

Consideration

- 4.7 The High Court judgement has been considered carefully and it has been decided that to challenge the ruling in the Court of Appeal would be unlikely to succeed and would inevitably prolong the progression of the Chalfont St Peter neighbourhood plan process even further.
- 4.8 Decisions in relation to Examiner’s recommendations are delegated to the Head of Sustainable Development in consultation with the Cabinet member for Sustainable Development. The organisation of a referendum is delegated to the Council’s Chief Executive. Given the sensitivity of this particular case the Head of Sustainable Development has taken the view that any further decision on this Examiner’s report should be taken by the Cabinet.
- 4.8.1 As set out above, the Council disagreed with the one recommendation in relation to Winkers. The High Court judgment found the Council’s reasoning to be flawed. In the Judge’s opinion, the Examiner was not drawing a simplistic distinction between facilities run privately and those run by the community. Instead, he was reaching a value judgment that this particular facility provided services of a private nature rather than community benefits and concluded that a nightclub with restricted availability did not have a significant value so as to qualify as a community facility deserving of the protection of the proposed Neighbourhood Plan policy. The court

¹ Schedule 4B Town and Country Planning Act 1990, Paragraph 12

also held that the need for the Neighbourhood Plan to meet the statutory “basic conditions” does not mean that it has to be in complete conformity with the remainder of the Development Plan and the NPPF. The statutory regime requires the comparison of policies between the Neighbourhood Plan and the strategic policies of the Development Plan to be taken as a whole and not as a comparison between individual policies, even where a local planning authority may feel that a very tight degree of conformity is justifiable.

- 4.8.2 Looking at the judgment more generally, the High Court held, as well as confirming that a community facility can be privately or commercially run, that the district-wide policies in the Core Strategy or Local Plan do not require community facilities to be identified in any other part of the Development Plan. The fact that a facility is not identified in the Neighbourhood Plan does not mean that it falls outside the scope of CS28 and 29 of the Core Strategy, or GB23 and GB24 the Local Plan. If the Neighbourhood Plan passes the referendum it becomes part of the Development Plan and those sites identified within it would carry a higher level of protection, but each application would be considered and determined on its specific circumstances and the merits of the case.
- 4.8.3 As far as Winkers is concerned, the Council needs to consider the relevant local community served by the facility and then determine the extent to which the community benefits from the facility and the nature and extent of the need for that facility within community.
- 4.8.4 In theory, it would be open to the Council to continue to disagree with the Examiner if, after consideration of all the available evidence, the Council remained of the view that Winkers was a facility that provided a sufficient level of community benefit and was valued by the local community. Evidence presented with the recent planning applications on the site, combined with evidence of the owners contained in statements submitted to the court would suggest that, while some locals use the site, they are very much in the minority and that many users come from further afield. Furthermore, the local residents are supportive of a re-development. Indeed, in the most recent planning application, the Parish Council has not objected to the loss of the facility, only expressing concerns about the proposed highway accesses to the residential development proposal. Therefore, in the light of this and the court’s decision it is considered that it would be difficult to maintain that the nightclub provides a vital local community benefit that should be protected under the Chalfont St Peter Neighbourhood Plan.
- 4.9 Progressing the Neighbourhood Plan – as set out above the neighbourhood plan process as a result of the High Court judgement is back at the point where the Council has to consider each of the Examiner’s recommendations. Given the above reasoning that it would not be possible to justify including Winkers in a list of local facilities to be protected by the neighbourhood plan it is recommended that the decisions on the Examiner’s recommendations are as before but with the exception of the Winkers issue, where the Council now agrees his recommendation. In terms of the statutory procedure the Cabinet could then propose that the plan proceeds to referendum
- 4.10 The referendum process itself requires a formal lead in period of at least 28 working days before the referendum can be held. As members are aware there are two national elections/referendums planned in the next few months (5 May and 23 June.)

The neighbourhood plan referendum cannot be combined with the EU referendum and the date of the Police and Crime Commissioner election does not give enough time to organise the referendum for the same date. As such it is recommended that the neighbourhood plan referendum is held on a separate date. The Democratic Services Manager is preparing possible timetables for consideration by the Cabinet for a referendum to take place as soon as possible.

5. Consultation

The report has been considered by the Sustainable Development Policy Advisory Group, whose views will be reported to Cabinet.

6. Options

The officer's recommended option is set out in the report above. In the light of the High Court judgment, the responses to the consultation preceding the last referendum and the evidence available it is not recommended that the Council's disagreement with the Examiner's recommendation in respect of Winkers be maintained.

Although it is not required under the statutory procedure, the Cabinet could decide to carry out a further public consultation exercise on a proposed decision to accept the Examiner's recommendation in respect of Winkers. However it is considered that to hold a further public consultation would not add any value to the process (and would, in fact, introduce significant delays) and the public could be sufficiently informed and engaged by way of a publicity campaign leading up to the second referendum.

7. Corporate Implications

3.1 Financial

If the plan proceeds to referendum the main cost will be related to the referendum process.

3.2 Legal

Given the judgment following the High Court challenge the Council is under a legal requirement to re-consider the Examiner's Recommendations and to undertake the requirements of the Act to progress the Neighbourhood plan. To do nothing is not an option.

3.3 Environmental Issues - the neighbourhood plan if adopted would form a part of the Development Plan for the parish it is not considered there are any specific environmental issues.

8. Links to Council Policy Objectives

We will work towards safe, healthy and cohesive communities - 3. Promote cohesive communities - Engage with Parish and Town Councils and local neighbourhoods- the council has been working closely with the parish council to produce the neighbourhood plan.

9. Next Step

This is dependent on the Cabinet decision. However, as recommended the next step would be to proceed to a referendum.

Background Papers:	
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**CHILTERN DISTRICT COUNCIL
SOUTH BUCKS DISTRICT COUNCIL**

**MINUTES of the Meeting of the
CHILTERN AND SOUTH BUCKS JOINT COMMITTEE
held on 29 FEBRUARY 2016**

PRESENT:

Councillor	I A Darby	Chiltern District Council	- Chairman
	R Bagge	South Bucks District Council (In the Chair for items 1 – 5)	
Councillors:	T Egleton	South Bucks District Council	
	N Naylor	South Bucks District Council	
	L Sullivan	South Bucks District Council	
	P E C Martin	Chiltern District Council	
	M R Smith	Chiltern District Council	
	F S Wilson	Chiltern District Council	

APOLOGIES FOR ABSENCE were received from Councillors P Kelly (South Bucks District Council), G K Harris (Chiltern District Council) and M J Stannard (Chiltern District Council).

47 MINUTES

The minutes of the meeting of the Joint Committee held on 16 November 2015 were agreed by the Committee and signed by the Chairman as a correct record.

48 DECLARATIONS OF INTEREST

There were no declarations of interest.

49 JOINT WORKING - PHASE 3 STRONGER IN PARTNERSHIP

The Joint Committee received a report setting out phase 3, the next stage of the joint working partnership. Members were asked to comment on the proposed next stage of joint working and endorse the proposals. The joint working programme would be regularly brought back to the Joint Committee at future meetings to enable Members to monitor progress.

The Joint Committee supported the next stage of joint working proposed in the report. Members recognised that this would be a critical phase of joint working. Ensuring that the necessary IT infrastructure was in place was considered essential as staff needed to be able to access information in order for phase 3 to be implemented successfully. It was suggested that the organisational structure may need to be reviewed once this phase had been implemented.

It was recognised that Members, as well as staff, would need to adapt to the cultural change of phase 3. Flexible working was highlighted in particular, and

it was felt important that informal communication between officers and Members continued. The joint working that had been delivered meant that many Members had already experienced new ways of working and interacting with officers. In response to a question it was clarified that changes to management style and the values and behaviours of the organisation were an example of the type of cultural change required.

Member engagement was considered an important factor in successfully delivering the next phase of joint working. It was important that Members understood what phase 3 was about and were reminded about the reasons for implementing shared services. As such, it was suggested that Members receive a presentation from the Chief Executive setting out what phase 3 was, the associated risks/challenges, and providing specific examples of organisational change. It was also suggested that a Member sounding board may be useful for gaining Member insight on proposals, and that the Councils could look at what other organisations have done to see what has worked well and what hasn't.

RESOLVED –

- 1. That the development of an integrated programme of service transformation initiatives, as detailed in the report, be endorsed.**
- 2. That regular progress update reports be provided to future meetings of the Chiltern & South Bucks Joint Committee.**
- 3. That Member briefing sessions be held to outline the phase 3 proposals.**

Note 1: Councillor I Darby entered the meeting at 6.15 pm.

50 MOBILE WORKING PROGRAMME

The Joint Committee received a report requesting Members to agree a programme scoping document on mobile working. This would be a key work stream for the next phase of joint working and would aim to enable staff to deliver services from any location in a reliable, agile and efficient manner.

Members supported the proposed mobile working programme and during the discussion the following key points were made:

It was important to record evidence of successful organisational change so that the benefits of this could be recorded and communicated effectively. It would also be important to ensure that mobile working did not erode the team ethos in each service area. Misunderstanding what mobile working was seeking to achieve was highlighted as a key risk that would need to be managed carefully through good communication.

Although it was recognised that the mobile working programme could deliver improved productivity it would be important to set out a clear vision of what mobile working was seeking to achieve. It was recognised that mobile working would require a different type of management style and that mobile working

would be applied differently in each section to reflect individual service needs. Environmental Health and Building Control would be the first service areas to pilot mobile working.

In response to a question it was confirmed that £125k of funding had been set aside for progressing the programme to date. Each service area would have different requirements and resources would therefore be identified throughout the programme as required. Additional investment may be required as the programme progressed and any proposals from service areas would need to be put forward in a business case.

RESOLVED –

- 1. That the Mobile Working Programme, as described in Appendix A, be endorsed as a key element of the next phase of joint working.**
- 2. That regular progress update reports be provided to future meetings of the Chiltern & South Bucks Joint Committee.**

51 JOINT DATA PROTECTION AND CONFIDENTIALITY POLICY

The Joint Committee considered the proposed joint data protection and confidentiality policy that would replace existing policies in place at both Councils.

RESOLVED –

That the Chiltern and South Bucks Joint Data Protection and Confidentiality Policy be adopted.

52 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.

53 WASTE SERVICE REVIEW

Paragraph 1 – Information relating to any individual

Paragraph 4 – Information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the authority or a Minister of the Crown and employees of, or office holders under, the authority

The Joint Committee received a report setting out the results of a waste team service review that had taken place as part of Chiltern and South Bucks

District Councils' programme of shared service reviews in close liaison with the Cabinet Member for Environment at Wycombe District Council. The report detailed the conclusion of the review which was based on the objectives for shared service programmes: cost savings and income; improved resilience, capacity and service quality.

RECOMMENDED –

- i) That the case for a shared waste service is proven and that both Councils should proceed to establish a shared joint waste service with Wycombe District Council;**
- ii) That staff in the respective waste services be shared to work across the three local authority areas.**

AND RESOLVED –

- iii) That the shared waste service be implemented, as described in Appendix 1 Sections 4.13 of the report which proposes that the team is located at both Capswood and at King George V House.**
- iv) That the cost sharing arrangements set out in the Appendix 1 Section 4 of the report be agreed.**
- v) That the high level implementation plan (Appendix 4) be agreed as the basis for reviewing progress in line with delegations and responsibilities decided for the implementation phase of the service review.**
- vi) Note that the proposed shared service does anticipate some limited savings but these can only be confirmed once the restructured new posts have been graded, and that this is taken into account in the Authorities' respective financial plans.**
- vii) That the CDC and WDC Contender IT waste management system be expanded to include the requirements of SBDC (Appendix 4 paragraph 4.19) and that the Director of Resources, in consultation with the SBDC Cabinet portfolio-holder for Environmental Services, be authorised to begin negotiations with Contender Systems Ltd.**

The meeting ended at 7.00 pm

MINUTES of the Meeting of the
JOINT WASTE COMMITTEE FOR BUCKINGHAMSHIRE
held on **20 JANUARY 2016**
at **WYCOMBE DISTRICT COUNCIL**

PRESENT:

Chairman:

Councillor Michael Smith Chiltern District Council

Vice-Chairman:

Councillor Warren Whyte Buckinghamshire County Council

Councillor Sir Beville Stanier	Aylesbury Vale District Council
Councillor Ms Netta Glover	Buckinghamshire County Council
Councillor Luisa Sullivan	South Bucks District Council
Councillor Alan Walters MBE	South Bucks District Council
Councillor Mrs Jean Teesdale	Wycombe District Council

Officers:

Tracey Aldworth	Aylesbury Vale District Council
Isabel Edgar Briancon	Aylesbury Vale District Council
David Rounding	Buckinghamshire County Council
Gurbaksh Badhan	Buckinghamshire County Council
Martin Dickman	Buckinghamshire County Council
Claire Oakins	Buckinghamshire County Council
Anita Cacchioli	Chiltern District Council
Sue Markham	Chiltern District Council
Chris Marchant	Chiltern & South Bucks District Councils
Sally Gordon	Chiltern & Wycombe District Councils
Elizabeth Cullen	South Bucks District Council
Caroline Hughes	Wycombe District Council
Julia Turner	Wycombe District Council

APOLOGIES FOR ABSENCE were received from Councillor Roger King (Aylesbury Vale District Council), Councillor Caroline Jones (Chiltern District Council) and Councillor Mrs Wendy Mallen (Wycombe District Council).

24 DECLARATIONS OF INTEREST

There were no declarations of interest.

25 MINUTES

The Minutes of the meeting held on 1 October 2015 were agreed by the Committee and signed by the Chairman as a correct record.

26 DISCUSSION REPORT ON FUTURE CHANGES TO THE JOINT WASTE COMMITTEE

The Chairman, with the agreement of the Committee, agreed to consider this report first as the discussion on this item would affect other items on the Agenda.

Members received a report that set out the background to the Joint Waste Committee (JWC), including its achievements since its formation in 2004. The roll out of new collection services and procurement contracts in all authorities; the forecast underspend of £120,000 at year end 2015/16; and, the Waste Partnership Officer vacancy provided an opportunity for Members to review the current partnership arrangements in place. The report set out a number of options for Members to discuss which would inform other Agenda items including the budget for 2016/17 and the review of Waste Partnership Officer resources.

During the discussion a number of Members suggested that the JWC be streamlined to improve efficiency and replace the formal decision making structure that was no longer required. A distinction was made between the formal JWC decision making structure and the Buckinghamshire Waste Partnership (the Partnership) that referred to activities carried out jointly by the Districts and County Council and the joint branding.

Members recognised the benefits of working together and were keen to continue the sharing of knowledge between authorities within the Partnership. Members were also particularly keen to continue the successful fly-tipping campaign; DCLG funded activities, and reducing littering. It was agreed that activities to reduce littering were best carried out by the Districts due to the close links with the waste collection and street cleansing arrangements delivered by the District Councils.

During the discussion it was noted that the dissolution of the JWC would mean that the officer groups set up to support the JWC would no longer be formally required, however joint officer groups would be needed to enable specific projects to continue to be delivered jointly by the Partnership.

Section 17 of the JWC Constitution enabled the JWC to be dissolved provided that a minimum of 12 months written notice was provided. The notice must end 31 March in any year. Members noted that this notice period could be waived provided that there was agreement from each participating Council's Cabinet.

RECOMMENDATIONS:

- 1. That the Joint Waste Committee for Buckinghamshire be dissolved without a minimum 12 month notice period, subject to agreement from the Cabinet of each participating Council.**

2. That the Joint Waste Partnership be retained as an informal entity to carry out specific joint activities on behalf of Buckinghamshire County Council and the District Councils, including the fly-tipping campaign and activities relating to the funding received from the Department for Communities and Local Government.
3. That activities to reduce littering be carried out by the District Councils.

27 REVIEW OF WASTE PARTNERSHIP OFFICER RESOURCES

Members received a report setting out a number of options in relation to the Joint Waste Partnership Officer and Waste Reduction Officer roles that were funded from the Joint Waste Committee budget. The discussion was informed by the recommendation from Minute 26 to dissolve the Joint Waste Committee. In light of this recommendation it was agreed that the Waste Partnership Officer was no longer required.

During the discussion Members received an update on the recruitment process for the DGLG funded Waste Projects Officer. At present the role remained vacant, and further recruitment options were currently being investigated. The current proposal was for the post to be hosted by the County Council, but the post holder would work on behalf of the Partnership.

After noting that the temporary contracts for the Waste Reduction Officer roles were due to expire in July 2016 it was suggested that in light of the Committee's recommendation to dissolve the JWC some elements of residual activities carried out by the Waste Reduction Officers could be incorporated into the DGLG funded Waste Projects Officer role. The seniority of the post could also be increased to reflect the new requirements. As such, it was agreed that the Projects Officer role would be re-evaluated and a further recruitment process be undertaken.

RESOLVED –

That in light of the recommendation to dissolve the Joint Waste Committee for Buckinghamshire (Minute 26 refers):

- 1) The recruitment of a Waste Partnership Officer is not pursued and the delivery of the revised Joint Waste Strategy and remaining activities be carried out by the Joint Waste Partnership; and,**
- 2) The temporary contracts for Waste Reduction Officer posts 1 and 2 are not extended beyond July 2016.**

28 BUDGET 2015-16

The Committee received a report setting out the Joint Waste Committee (JWC) budget for 2016/17. It was noted that there was a predicted total underspend of £120,000 by the financial year end 2015/16, which had increased more than expected due to the vacant Waste Partnership Officer

post. Members were asked to consider the current underspend and partner contributions for 2016/17 in light of the recommendation from Minute 26 to dissolve the JWC.

Following the Committee's decision not to extend the temporary Waste Reduction Officer roles beyond July 2016 (Minute 27 refers), Members agreed for the costs of the posts from April 2016 to July 2016 to be met from the predicted underspend. Any remaining committed expenditure would also be met from the predicted underspend.

Members agreed for any underspend remaining, after the above committed expenditure had been deducted, be used to continue the fly-tipping campaign due to its success in reducing fly-tipping across the county. At the previous meeting the Committee agreed to additional expenditure of £6,000 on top of the existing budget to upgrade cameras to support fly-tipping prosecutions. This expenditure was committed and had already been taken forward by officers.

The recommendation for Minute 26 to dissolve the JWC outside the minimum 12 month notice period would require agreement from each participating Council's Cabinet. A report would need to be produced and submitted to each Cabinet meeting requesting agreement to waiver the notice period. There were a number of other points that would also need to be included in the report, such as details of any underspend remaining once committed funds had been deducted and how this would be handled.

RESOLVED –

- 1. That the predicted total underspend for 2015/16 be used to fund:**
 - a) the two temporary Waste Reduction Officer roles until the expiry of the contacts in July 2016 plus any committed expenditure; and,**
 - b) the continuation of the fly-tipping campaign.**
- 2. That the level of contribution from partner authorities of the Joint Waste Committee for Buckinghamshire for 2016/17 be nil.**

29 UPDATING OF ENFORCEMENT POLICY IN RESPECT OF FLY-TIPPING AND ANCILLARY OFFENCES

The Committee were pleased to note the report providing an update on the successful illegal dumping costs campaign and enforcement work to address fly-tipping. Members were also asked to endorse the updated fly-tipping enforcement policy that incorporated changes relating to vehicle seizure, repeat offending and clean-up costs for offences on private land.

It was noted that the costs awarded to the County Council following successful fly-tipping prosecutions varied for each case. HM Treasury received the first proportion of costs. The Council applied to the courts for its costs and these were usually around half of the cost of pursuing the

prosecution. Although this equated to a financial loss there were significant benefits from pursuing prosecutions, such as positive publicity, which could be used to reduce fly-tipping further. Fines were the most common penalty for fly-tipping, but a 5 year custodial sentence could be awarded. Specific court injunctions could also be made in specific cases which could for example ban a person from entering the county.

Members were particularly pleased with the positive outcomes from pursuing fly-tipping offences. It was suggested that the penalties for fly-tipping be publicised to discourage offences. Fly-tipping at former bring sites was highlighted as an issue. It was noted that since the last meeting a number of additional cameras had been purchased to support prosecutions.

RESOLVED –

That the updated fly-tipping enforcement policy be endorsed.

30 VERBAL UPDATE ON WORK STREAMS IDENTIFIED IN MEMBERS' SEMINAR

Members received the following update on fly-tipping actions arising from the Members Seminar:

1. The reporting project be reinstated.
Update: an annual fly-tipping paper would be shared.
2. Timely communication between local authorities on reports of fly tipping to reduce clearance times.
Update: Clearances were carried out by District Councils as soon as possible. This varied between each Council, but all were within 48 hours. Hazardous waste was removed within 2 hours. Deceased animals were removed within 4 hours.
3. Greater integration between local authority websites to facilitate reporting / provide a uniform reporting function.
Update: The County Council and all District Councils provide an online reporting form and contact number to report fly-tipping. Information was shared between the District Councils and the County Council.
4. Deliver clear communications to residents on reporting fly tipping and create a reporting flow chart.
Update: The specific fly-tipping group meeting would be reinstated, with the proposal that the group met 3 times each year. The production of a reporting flow chart was underway and other communication messages were being explored.
5. Awards programme
Update: As agreed at the Member Seminar the awards programme was no longer carried out.

31 COUNTY COUNCIL UPDATESBuckinghamshire County Council

The Energy from Waste facility in Greatmoor entered its hot commissioning phase in December 2015 which would continue for approximately 4 months. Waste was beginning to be burnt at the facility, but fine tuning was still being carried out. Thanks were expressed to the District Councils for their forbearance during the implementation phase of the facility.

An update was provided on the County Council's bio waste procurement. District Councils would be contacted individually about this in due course.

32 DISTRICT COUNCIL UPDATESAylesbury Vale District Council

The Council was currently changing approximately half of its waste collection rounds due to revised tipping arrangements arising from the implementation of the County Council's Energy from Waste (EfW) facility. This would mean that half of the District's residents would also have a different collection date. The changes would take effect on 1 April 2016.

Chiltern & Wycombe District Councils

Changes to waste tipping arrangements meant that there was a shorter distance for Wycombe collection vehicles to travel. Waste collection vehicles in Chiltern had a longer distance to travel so additional rounds would be required.

The Christmas waste collection catch up had gone well overall.

The Chiltern, South Bucks and Wycombe waste teams were currently undergoing a shared service review. This included reviewing the collection day communication methods and implementing greater self-service for customers. Thanks were expressed to other Councils for their patience whilst this was being carried out.

South Bucks District Council

The rollout of the new tipping arrangements had gone smoothly. Following a request it was noted that Member visits to the EfW facility in Greatmoor would be arranged.

33 DATE OF NEXT MEETING:

Date of next meeting: Thursday 16 June 2016, 12.00pm (Conference Room, Energy from Waste Facility, Greatmoor).

It was agreed that the above meeting date would be retained as a potential date for the first informal meeting of the Bucks Waste Partnership, and just in case a final JWC meeting was required.

The meeting ended at 11.35 am

MINUTES of the Meeting of the
CHILTERNS CREMATORIUM JOINT COMMITTEE
 held on **4 FEBRUARY 2016**
 at **CHILTERN DISTRICT COUNCIL** at **2.00 pm**

PRESENT:

Councillor	M R Smith	Chiltern District Council	- Chairman
"	H Mordue	Aylesbury Vale District Council	- Vice-Chairman

Councillors:	J Adey	Wycombe District Council
	D Barnes	Wycombe District Council

Officers:

Tracey Campbell	Chiltern & South Bucks District Councils
Charles Howlett	Superintendent
Rodney Fincham	Chiltern & South Bucks District Councils
Bob Smith	Chiltern & South Bucks District Councils
Chris Marchant	Chiltern & South Bucks District Councils
Caroline Wheller	Aylesbury Vale District Council

APOLOGIES FOR ABSENCE were received from Councillors A Macpherson (Aylesbury Vale District Council) and P E C Martin (Chiltern District Council).

16 MINUTES

The Minutes of the meeting of the Joint Committee held on 27 November 2015 were agreed and signed by the Chairman as a correct record.

17 DECLARATIONS OF INTEREST

There were no declarations of interest.

18 ANNUAL LEARNING CONVENTION

The Committee, after noting that the next Annual Learning Convention would take place in October 2016, then

RESOLVED –

That the Chairman of the Joint Committee and the Superintendent be nominated to attend the 2016 Institute of Cemetery and Crematorium Management (ICCM) Annual Learning Convention.

19 LIAISON MEETING

Members were asked to identify a suitable date for the liaison meeting with persons taking services and funeral directors.

RESOLVED –

That the next Liaison Meeting takes place at the Crematorium at 6.45pm on 23 June 2016, to be preceded by refreshments at 6.00pm.

20 COMPLAINTS AND COMPLIMENTS 2015

The Joint Committee received a report giving details of complaints and compliments that had been received about the Crematorium in 2015 and the action that had been taken in response to the comments received. 9 substantial complaints had been received in 2015 which compared to 9 the previous year.

Half of the complaints were about problems with technology associated with Wesley Music, and in particular camera failures affecting the webcasting facility. Replacement cameras had been installed on multiple occasions, but the Committee, in light of the repeated problems, suggested that the provision of spare equipment be requested in case of further technical issues. Members also felt that due to the reputational damage and loss in confidence caused by the recurring camera faults that a letter be sent to Wesley Music from the Chairman of the Committee requesting compensation for the technical problems experienced.

RESOLVED –

That the report be noted, and that a letter be sent to Wesley Music from the Chairman of the Committee regarding the recurring issues and their implications.

21 SERVICE PLAN 2016/17

The Joint Committee considered the Crematorium Service Plan for 2016/17. Members noted the key projects that had taken place during the previous year, and those that would continue into the following year. It was noted that the Crematorium had been granted an extended licence to continue trialling a lower secondary chamber temperature resulting in less gas being required and lower emissions.

RESOLVED –

That the Crematorium Service Plan for 2016/17 be approved.

22 REVENUE BUDGET

The Joint Committee received a report setting out details of the Chilterns Crematorium Revenue Budget for 2015/16 Revised and 2016/17 Original.

The revised budget for 2015/16 showed an estimated revenue surplus, before capital expenditure, of £1,109,790 compared to an original projected surplus of £994,940.

RESOLVED –

That the 2015/16 Revised and 2016/17 Original revenue budgets be approved.

23 MEDIUM TERM FINANCIAL STRATEGY

The Joint Committee received a report reviewing the financial position of the Chilterns Crematorium in the medium term. The report set out in a table the forecast position for the next three years.

The continuing accumulating surplus meant that the Joint Committee's financial position was very healthy. In order to safeguard the reserve for the building of the Aylesbury Crematorium it was agreed that the reserve would be earmarked for this purpose at the end of the financial year. A planned preventative maintenance programme for the Amersham Crematorium was in place.

RESOLVED –

That the Medium Term Financial Strategy forecast be noted and an earmarked reserve be established regarding the future of the proposed Aylesbury Crematorium.

24 FEES & CHARGES

The Joint Committee received a report setting out proposed fees and charges from 1 April 2016 based on a general increase of 2% over the current year charges rounded to the nearest 50p. This excluded the Sanctum 2000 fees approved at the previous meeting.

Members considered a proposed increase of 2% (to £546) for the main cremation fee for 2016/17. During the discussion members considered the proposed fee in light of the building of the new Aylesbury Crematorium; fees of other crematoriums nearby; current demand at the Amersham Crematorium. Members also discussed the implementation of differential charging for residents outside of the three districts, but this was discounted due to increased administration. It was acknowledged that the crematorium fee could be reviewed once the Aylesbury Crematorium had been built.

RESOLVED –

That the fees and charges for 2016/17 as shown in the appendix of the report be agreed and the main cremation fee be set at £546 with effect 1 April 2016.

25 CAPITAL PROGRAMME

The Joint Committee received a report setting out details of the proposed Chilterns Crematorium Capital Programme covering the period 2015/16 to 2019/20. The report provided an overview of each of the following capital projects included within the Programme:

- Relining cremators and replacement hearths
- Cremator process login controllers
- Computerised cremation administration system
- Milton chapel floor
- Driveways and car parks
- New site development

Members noted that a long term capital and maintenance programme was in place. There was a discussion around the anticipated life of the cremators.

RESOLVED –

That the proposed Capital Programme for 2015/16 to 2019/20 be agreed.

26 DATE AND TIME OF NEXT MEETING

The next meeting would be held on Thursday 23 June at 4.00pm (Cabinet Room, Chiltern District Council). The meeting would be followed by the Liaison Meeting at 6.45 pm, proceeded by refreshments at 6.00 pm at the Amersham Crematorium.

27 EXCLUSION OF THE PUBLIC**RESOLVED –**

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

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

28 AYLESBURY CREMATORIUM PROJECT UPDATE REPORT

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

The Committee received a report providing and update on the Aylesbury Crematorium and risk register.

RESOLVED –

That the report be noted.

The meeting ended at 2.54 pm

Item 14.1

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

Document is Restricted

Item 15

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

Document is Restricted

Item 16

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

Document is Restricted

Item 18

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

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Appendix B

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

Document is Restricted

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

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

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

Decision to be taken	Decision-Maker & Date	Reason Private	Reason Regulation 5 Not Complied With
Mill Meadow, Chalfont St Peter – Bridge major works: To allocate £225,000 from the Council's Capital Reserves to pay for the major works to the access bridge.	Cabinet 5 April 2016	Paragraph 3 of Schedule 12A of the Local Government Act 1972: Financial or business affairs of any person or organisation	Relevant information was not available at the time of publication and a decision is required as a matter of urgency in order to protect the Council' interests.
Disposal of part High Street car park Prestwood: Dispose of part of High Street car park to enable the development of affordable rented social housing on the land.	Cabinet 5 April 2016	Paragraph 3 of Schedule 12A of the Local Government Act 1972: Financial or business affairs of any person or organisation	Relevant information was not available at the time of publication and a decision is required as a matter of urgency in order to protect the Council' interests.

Approval for these items to be considered in private by the Cabinet on 5 April 2016 was received from Councillor J Burton (Chairman of the Services Overview Committee) who agreed that this item was urgent and could not reasonably be deferred.



Bob Smith

Acting Chief Executive, Chiltern and South Bucks District Councils

Notice Published: **24 March 2016**

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Approval for these items to be considered in private by the Cabinet on 5 April 2016 was received from Councillor J Burton (Chairman of the Services Overview Committee) who agreed that this item was urgent and could not reasonably be deferred.



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Decision to be taken	Decision-Maker & Date	Reason Private	Reason Regulation 5 Not Complied With
Replacement of Council Chamber Projectors and Related ICT Infrastructure: To consider a report recommending the upgrade of ICT infrastructure in the Council Chamber.	Cabinet 5 April 2016	Paragraph 3 of Schedule 12A of the Local Government Act 1972: Financial or business affairs of any person or organisation	Consideration of this item is required in order to enable the installation of ICT equipment to take place as a matter of urgency.

Approval for these items to be considered in private by the Cabinet on 5 April 2016 was received from Councillor N Rose (Chairman of the Resources Overview Committee) who agreed that this item was urgent and could not reasonably be deferred.



Bob Smith
 Acting Chief Executive, Chiltern and South Bucks District Councils

Notice Published: **24 March 2016**

