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CHILTERN
District Council



Cabinet

Tuesday, 6th September, 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 - 14*)
To sign the Minutes of the meeting held on 28 June 2016.
- 3 Apologies for Absence
- 4 Declarations of Interest
- 5 28-Day Notices: (*Pages 15 - 16*)
Cabinet (Pages 17 - 20)
Joint Committee (Pages 21 - 22)
- 6 Current Issues
- 7 Treasury Management Quarterly Report Quarter 1 2016/17 (*Pages 23 - 26*)

- 8 Leisure Contract Performance Report 2015/2016 (*Pages 27 - 30*)
Appendix 1: GLL-Better Performance Report 2015 (Pages 31 - 38)
Appendix 2: GLL Management Accounts 2015 (Pages 39 - 40)
- 9 Leisure Centre Capital Report 2016/2017 (*Pages 41 - 44*)
Appendix: Capital Works (Pages 45 - 48)
- 10 Leisure Advisory Board (*Pages 49 - 52*)
Appendix: CLAB Terms of Reference (Pages 53 - 54)
- 11 Disabled Facilities Grant (*Pages 55 - 60*)
Exceptions Notice (Pages 61 - 62)
- 12 Chiltern Community Grant Awards 2016-17 (*Pages 63 - 66*)
Appendix: Community Grants (Pages 67 - 74)
Exceptions Notice (Pages 75 - 76)
- 13 Minutes of the Chiltern & South Bucks Joint Committee - 2 August 2016
(*Pages 77 - 80*)

Members are asked to note the attached Minutes of the Chiltern & South Bucks Joint Committee held on 2 August 2016.
- 14 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.
- 15 Cabinet Reports from Policy Advisory Groups:
- 15.1 Environment Notes - 15 June 2016 (*Pages 81 - 84*)
 - 15.2 Customer Services Notes - 27 June 2016 (*Pages 85 - 88*)
 - 15.3 Communities, Health & Housing Notes - 28 July 2016 (*Pages 89 - 94*)

16 Non Domestic Rates discretionary Rate Relief Application (Pages 95 - 98)

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

Appendix: Application (Pages 99 - 106)

17 Non Domestic Arrears Write Off (Pages 107 - 108)

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

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

Membership: Cabinet

Councillors: 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, 1 November 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.

Publication Date 5 July 2016

CHILTERN DISTRICT COUNCIL

MINUTES of the CABINET held on **28 JUNE 2016**

PRESENT Councillors I A Darby - Leader
 M J Stannard - Deputy Leader
 G K Harris
 M R Smith
 F S Wilson

APOLOGIES FOR ABSENCE were received from Councillors P E C Martin

ALSO IN ATTENDANCE: Councillor J MacBean

114 MINUTES

The Minutes of the Cabinet meeting held 5 April 2016, copies of which had been previously circulated, were approved and signed by Councillor I A Darby, Cabinet Leader, as a correct record.

115 DECLARATIONS OF INTEREST

Councillor F J Wilson declared a non prejudicial interest in this item due to his role as Councillor for Chesham Town Council.

116 28-DAY NOTICE FORWARD PLAN

The Cabinet received a report attaching the draft 28-Day Notice which provided a forward look at the Agenda for the next meeting of the Cabinet. The Notice was published on 12 May 2016. It was noted that the report on Leasing further space to Chiltern Clinical Commissioning Group was to be reported to the next meeting of Cabinet.

RESOLVED –

That the Draft 28-Day Notice / Forward Plan, was published on 12 May 2016, be noted.

117 CURRENT ISSUES

(i) Councillor I A Darby – EU Referendum

Councillor Darby took this opportunity to thank the Election Team at Chiltern District Council and colleagues in other teams who provided valuable support to the team, who ensured that the Referendum was delivered in a professional and efficient manner. Chiltern District Council had achieved the second highest turnout of voters in the country returning 83.57% which was just marginally lower than Gibraltar at 83.64%. All staff involved were commended

for their hard work and commitment over recent weeks and particularly for the smooth running of the Referendum on Thursday 23 June 2016.

(ii) Councillor Darby – HS2 Update

Councillor Darby reported that the HS2 Hearing regarding petitions involving additional provisions would be held on Thursday 30 June 2016 and a fuller update would be given at the next Council meeting.

118 ANNUAL PERFORMANCE REPORT 2015-16

Consideration was given to report which outlined the performance of Council services against performance indicators and service objectives during the year 2015-16. It was noted that the Annual Report had been revised and was presented in an improved info-graphic format.

Cabinet members were in agreement that the revised format was much improved and provided a more concise and easier to read document for residents.

Two areas of concern highlighted in the report were in relation to temporary housing accommodation and recycling figures. The Cabinet were aware of these areas and an Affordable Housing Member Group had been established to focus on affordable housing concerns in Chiltern; and Councillor Smith reported that further informative information was being circulated to residents to seek to improve recycling figures and also there had been a reduction in recycling due to a national campaign of packaging companies to reduce packaging.

It was reported that the performance indicators were reviewed each year and in response to a point raised to ensure that targets were realistic, members were advised that this feedback would be reported to Heads of Service for consideration when revising targets.

RESOLVED:

That the performance reports and Annual Report were noted.

119 LOCAL GOVERNMENT IN BUCKINGHAMSHIRE- EXPLORING FUTURE OPTIONS

Consideration was given to a report which advised on the current developments regarding unitary local government in Buckinghamshire, and to authorise and fund joint working to enable the Council to participate fully in the debate.

The Acting Chief Executive reported that the history of the unitary debate in Buckinghamshire was traced back to 1997 when Milton Keynes became a unitary authority. There was a consideration by Bucks County Council of a unitary bid in 2007 and this was replaced with the 2009 pathfinder initiative which involved the County Council and District Councils in the County. This initiative did not proceed.

The debate concerning local government structures in non-metropolitan “two-tier” areas has gained momentum over recent months in several parts of the Country including Buckinghamshire, Oxfordshire, Northamptonshire, Hampshire and elsewhere. The national context of this debate has been in terms of The Cities and Local Government Devolution Act 2016 which is a major tool for the Government in putting into practice its devolution agenda.

In May of this year, Bucks CC agreed to fund the production of an outline business case which explores the benefits of a new single unitary model of local government for the geographical area of Buckinghamshire. The Leader of BCC has since written to the District Council Leaders to invite them to collaborate with the County Council in discussions on how local government in Buckinghamshire might be modernised. Members had considered Councillor Tett’s suggestion to join the County Council; however the County’s review appears to have a pre-determined outcome of a single unitary council for the whole (excluding Milton Keynes) of Bucks. Given this, it was felt not to be in the residents’ best interests to engage on this basis beyond the open and transparent two-way sharing of financial and other data between the County and Districts

Members agreed that there was now a need to enter into the debate around local government structures in Buckinghamshire. Initial discussions had taken place between the 4 district Leaders and an agreement reached to work collaboratively to examine the potential options for changing local governance arrangements in Buckinghamshire in the best interests of residents and other stakeholders. This did not rule out working with other partners where that was in the best interests of residents and where agreement could be reached.

It was agreed that there was a requirement to undertake a significant amount of detailed and specialised work over the coming months, and to jointly commission consultancy assistance

The Leader of the Council and fellow members supported the open minded approach outlined in the report and made particular reference to ensuring any proposals for changes to local government structures put the best interests of residents first and that would be capable of delivering quality value for money services within the finances available.

RESOLVED:

- i) That Chiltern District Council work with the other Bucks District Councils and any other relevant parties to explore further the potential for unitary local government in Buckinghamshire or other potential governance models;
- ii) That independent consultants be appointed, where appropriate in partnership with one or more of the other Bucks Districts, to undertake a detailed feasibility study into the viability of potential changes to local governance in Buckinghamshire including a costed business plan;
- iii) To delegate authority to the Acting Chief Executive in consultation with the Leader to commission such further research or studies as may be expedient in the light of future developments concerning local governance proposals; and
- iv) That to achieve the above recommendations, up to £50K be released from reserves.

120 INDOOR SPORTS AND LEISURE FACILITIES STRATEGY

Consideration was given to the report which informed Members of the Chiltern District Council Leisure Needs Assessment and implications for the future delivery of leisure facilities in the District.

The Chiltern Indoor Sports and Leisure Facilities Strategy had identified opportunities to work with community and sporting organisations to improve the infrastructure to enable active community participation. As a result, Chiltern District Council had established a Leisure Needs Working Group to focus on the opportunities and supported the development of a feasibility study to develop a replacement centre for Chiltern Pools and to undertake a community wide survey as to the preferred options for leisure in the District. The next stage of the options appraisal had been agreed by Cabinet on 21 October 2014 to review the opportunities to replace the Chiltern Pools with a high quality affordable centre.

RESOLVED:

- i) That the Indoor Sports and Leisure Facilities Strategy be adopted, for the delivery of the future leisure facility needs within the District and consider the role the Council should undertake in respect of the delivery of leisure; and
- ii) That a feasibility study and public consultation be undertaken to consider the options to replace the Chiltern Pools.

121 FEASIBILITY STUDY INTO THE REPLACEMENT OF CHILTERN POOLS

Consideration was given to report that sought member endorsement of the Management Team proposal to appoint Knight Kavanagh & Page (KKP) to undertake the feasibility study and wider consultation as to the replacement of the Chiltern Pools.

The Leisure Needs Working Group, at a meeting on 25 April 2016, had recommended to Cabinet to accept the Leisure Facilities Strategy and to progress development of a feasibility study as to the replacement options for the Chiltern Pools.

RESOLVED:

- i) That the Management Team proposal to exercise the exemption under section 2.8 Appendix A of the contract procedure rules be endorsed to obtain a single quote;**
- ii) That KKP be appointed to undertake the feasibility study and consultation as to the replacement of Chiltern Pools.**

122 TREASURY MANAGEMENT ANNUAL REPORT 2015/16

Consideration was given to the report on the Treasury Management performance of the Council for 2015/16.

In response to a member's query, the principal accountant advised that the Treasury Management Strategy did allow for any fluctuations in ratings due to the impact of the national economy and would be able to sustain any future drops but this was continually monitored.

RESOLVED:

That the investment performance of the Council for 2015/16 be noted.

123 CAPITAL AND REPAIRS & RENEWALS OUTTURN 2015/16

Consideration was given to report which outlined the 2015/16 capital and repairs & renewals outturn position; and requested the carry forward of unspent capital and repairs & renewals budgets.

RESOLVED:

- i) That the 2015/16 capital and repairs & renewals outturn position is noted; and**

- ii) That the carried forward capital and repairs & renewals budgets for 2016/17 be agreed.

124 PRIVATE SECTOR HOUSING STRATEGY

Consideration was given to the report which sought approval to publish and implement a joint Private Sector Housing Strategy and associated policies in respect of financial assistance, Houses in Multiple Occupation and housing enforcement across Chiltern District Council and South Bucks District Council; and to seek comments on a draft joint strategy and associated policies.

RESOLVED:

- i) That the Head of Healthy Communities be authorised to prepare a Joint Private Sector Housing Strategy and associated policies;
- ii) That the content of the draft joint strategy and policy documents be noted;
- iii) That the Head of Healthy Communities be authorised to publish and implement a final joint strategy and associated policies in consultation with the Portfolio Holder for Community, Health and Housing; and
- iv) That a House Condition Survey is not carried out at the current time, but that the need for a survey be reviewed annually by the Head of Healthy Communities in consultation with the Portfolio Holder for Community, Health & Housing.

125 SHARED SERVICE FOOD AND HEALTH AND SAFETY BUSINESS PLANS

Consideration was given to report which sought members' approval for the adoption of the Joint Food and Health and Safety Service Plan for the year 2016/17.

RESOLVED:

- i) That the Joint Food and Health and Safety Service Plan, as detailed in Appendix 1, be approved; and
- ii) That the Food and Health and Safety Enforcement Policies, as detailed in Appendices 2 and 3, be approved.

126 CHESHAM 10P TARIFF BANDS

Councillor F J Wilson declared a non prejudicial interest in this item due to his role as Councillor for Chesham Town Council.

Consideration was given to report which informed members of the ticket sales and income for Catlings car park following the introduction of the 10p tariff bands and provide information to enable consideration to be given to introducing the 10p tariff in other car parks.

It was noted that proposal of the 10p tariff had originated from a request from Chesham Town Council and the initiative had proved to be effective and decreased income by 5%, but increased overall usage across all tariff bands by 14%.

RESOLVED:

- i) That the 10p charging bands on Catlings Car Park be retained;
- ii) That a 10p trial tariff band be introduced on Albany Place car park; and
- iii) That if no objections are received the Head of Environment be authorised to advertise the Notice of Intent to amend the Off Street Parking Places Order.

127 GREAT MISSENDEN CAR PARKS

Consideration was given to report which provided members with options for consideration to change the existing tariffs and parking restrictions in Great Missenden which affected two car parks; Link Road and Buryfield.

Councillor Smith added that the initiative had been proposed by Great Missenden Parish Council.

RESOLVED:

- i) That the introduction of an additional tariff as detailed in the report on the Link Road and Buryfield car parks, Great Missenden be agreed;
- ii) That the Head of Legal and Democratic Services be authorised to publish the Amended Off Street Parking Places Order; and
- iii) That if no valid objections are received the Interim Director of Services be authorised to publish the Amended Off Street Parking Places Order; or
- iv) That if valid objections are received, the Interim Director of Services be authorised to consider any such objections in consultation with the Portfolio Holder for Environment and to

publish the Amended Off Street Parking Places Order, with or without modifications as appropriate.

128 CABINET APPOINTMENTS TO OUTSIDE BODIES & OTHERS GROUPS

Cabinet considered the report which sought agreement to the executive appointments to outside bodies and other groups shown in Appendix 1 to 3.

It was noted that the appointments to outside bodies with non-executive functions were agreed at Full Council on 17 May 2016.

RESOLVED:

That the executive appointments of Members as detailed in the appendices to the report as listed below be agreed:

- **Appendix 1: Executive Appointments to Outside Bodies; subject to a change to the appointment of Cllr MacBean to the Natural Environment Outside Body as agreed a Full Council on 17 May 2016.**
- **Appendix 2: Policy Advisory Groups**
- **Appendix 3: Informal Groups**

129 JOINT WASTE COMMITTEE FOR BUCKINGHAMSHIRE - DISSOLUTION

Consideration was given to report which outlined how the Joint Waste Strategy 2014-2020 was to be progressed following the dissolution of the Joint Waste Committee for Buckinghamshire.

The Principal Solicitor reported that now the Joint Waste Strategy 2014-2020 was established and all of the Buckinghamshire district councils had rolled out new collection services, the Joint Waste Committee for Buckinghamshire (JWC) had decided, subject to the formal agreement of its constituent authorities, that the Strategy be delivered in a more efficient manner by dissolving the formal joint committee and adopting a more streamlined and less formal structure.

RESOLVED:

- i) **That the Joint Waste Committee for Buckinghamshire be dissolved when all of the constituent authorities had given their formal agreement to do so, and that the twelve months' notice required by the Committee's Constitution be waived;**
- ii) **That the Joint Waste Partnership be retained as an informal entity to carry out activities to support the delivery of the Joint Waste Strategy 2014-2020;**

- iii) That a Memorandum of Understanding, as outlined in the report of the officers, be drawn up to regulate the activities of the Joint Waste Partnership with authority being delegated to the Head of Environment in consultation with the Head of Legal and Democratic Services to agree the precise terms;
- iv) That the remaining funds in the approved budget of the Joint Waste Committee, once committed expenditure had been met, be used to fund a continued fly-tipping campaign across Buckinghamshire;
- v) That the grant awarded by the Department for Communities and Local Government for the Fighting Food Waste project be used to support the activities described in the bid for funding; and
- vi) That the partner Councils give consideration to making budgetary provision for the ongoing work of the Partnership once the remaining budget has been utilised, expected to be for the financial year 2018/19 and thereafter.

130 MINUTES OF JOINT EXECUTIVE COMMITTEES

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

- Chiltern & Wycombe Joint Waste Collection Committee – 7 April 2016

131 EXCLUSION OF THE PUBLIC

RESOLVED –

<p>That under section 100 (A) (4) of the Local Government Act 1972 (as amended) the public be excluded from the meeting for the following item(s) of business on the grounds that they involved the likely disclosure of exempt information as defined in Part 1 of Schedule 12A of the Act.</p>
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Paragraph 3 – Information relating to the financial or business affairs of any particular person (including the authority holding that information)

132 CABINET REPORTS FROM POLICY ADVISORY GROUPS:

Cabinet Members considered the notes of the following Policy Advisory Group:

- Community, Health and Housing – 21 March 2016
- Sustainable Development – 16 March 2016
- Customer Services – 13 April 2016

133 LEASING FURTHER SPACE TO CHILTERN CLINICAL COMMISSIONING GROUP

This item was withdrawn from the agenda for consideration at the next meeting of Cabinet.

The meeting ended at 5.33pm

Note: the resolutions in these Minutes will come into force and may then be implemented seven days after the date of publication; unless the Chairman, or Vice-Chairman of the relevant Overview Committee objects to it by written notice (a Notice of Call-In) to the proper officer by 4pm on the seventh day after the publication of the decision. Urgent decisions are not subject to the call-in procedure.

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 Regulations 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](#) is published on the Council's website.

RECOMMENDATIONS

The Cabinet is asked to note the following draft 28 Day Notices:

- Cabinet
- Joint Committee

Background Papers:	None
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28 Day Notice

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
No	Quarter 1 Performance Reports 2016-17	Resources 4 Oct Services 18 Oct	Cabinet 1 Nov 16	No	Sarah Woods Email: swoods@chiltern.gov.uk
Yes	HS2 Update: To receive a report providing an update on HS2 and the House of Lords petition		Cabinet 1 Nov 16	Yes (Paragraph 3)	Ifath Nawaz Email: inawaz@chiltern.gov.uk

Support Services - Deputy Leader (Councillor Mike Stannard)					
Key Decision (Y/N) ¹	Report Title & Summary ²	Consultation ³	Decision Maker & Date	Private Report (Y/N) and Reason Private ⁴	Lead Officer ⁵

Sustainable Development (Councillor Peter Martin)					
Key Decision (Y/N) ¹	Report Title & Summary ²	Consultation ³	Decision Maker & Date	Private Report (Y/N) and Reason Private ⁴	Lead Officer ⁵
Yes	Chalfont St Peter Neighbourhood Plan Consideration of Referendum Result: To report the outcome of the referendum, and if required, recommend to Council that the neighbourhood plan be adopted		Cabinet 1 Nov 16	No	David Waker Email: dwaker@chiltern.gov.uk

Environment (Councillor – Mike Smith)					
Key Decision (Y/N) ¹	Report Title & Summary ²	Consultation ³	Decision Maker & Date	Private Report (Y/N) and Reason Private ⁴	Lead Officer ⁵
Yes	Energy Strategy: To consider adoption of the Buckinghamshire Energy Strategy		Cabinet 1 Nov 16	No	Ben Coakley Email: bcoakley@chiltern.gov.uk
Yes	Amersham Multi-Storey Car Park Development: Project update and presentation of the business case		Cabinet 13 Dec 16	Yes (Paragraph 3)	Chris Marchant Email: 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
Yes	Regulators Code for shared services: To consider the shared service regulators enforcement code		Cabinet 1 Nov 16	No	Martin Holt Email: mholt@chiltern.gov.uk
Yes	Temporary Accommodation Procurement Statement: To identify the options available to the Council in the provision of temporary accommodation		Cabinet 1 Nov 16	No	Martin Holt Email: mholt@chiltern.gov.uk
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	Services 18 Oct 16	Cabinet 1 Nov 16	No	Michael Veryard Email: mveryard@chiltern.gov.uk
Yes	Homelessness Strategy: To consider a joint Homelessness Strategy	Services 18 Oct 16	Cabinet 1 Nov 16	No	Martin Holt Email: mholt@chiltern.gov.uk

Yes	Local Authority Lottery: to propose the Council enters into an agreement with Gatherwell to undertake a local authority lottery operated by both Chiltern and South Bucks District Councils.		Cabinet 1 Nov 16	No	Martin Holt Email: mholt@chiltern.gov.uk
Yes	Chiltern Pools Feasibility Study: To report the key findings of the Chiltern Pools feasibility study and agree the next steps forward		Cabinet 13 Dec 16	No	Paul Nanji Email:pnanji@chiltern.gov.uk
No	Armed Forces Community Covenant Update: To update on local WW1 commemorative events and the County-wide task force working group		Cabinet 13 Dec 16	No	Paul Nanji Email:pnanji@chiltern.gov.uk
Yes	Community & Wellbeing Plan: To adopt the new Chiltern Community & Wellbeing Plan 2017 - 2019		Cabinet 13 Dec 16	No	Paul Nanji Email:pnanji@chiltern.gov.uk
No	Sustainability and Carbon Reduction Strategy: The development and implementation of an updated joint strategy for South Bucks DC and Chiltern DC, building on existing activities and opportunities		Cabinet 4 April 17	No	Joanna Faul Email:jfaul@chiltern.gov.uk

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).

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CHILTERN & SOUTH BUCKS JOINT COMMITTEE (JC)

Meeting: 12 October 2016 (CDC)					
Key Decision (Y/N) ¹	Report Title & Summary ²	Consultation How/When ³	Decision Maker & Date	Private Report (Y/N) and Reason Private ⁴	Contact Officer and Telephone Number
No	Programme Update: To report on the progress of the shared service programme		JC 12 Oct 16	No	Jim Burness Resources Director jburness@chiltern.gov.uk
No	Joint Working Annual Report: Report on developments and achievements over the last year for the joint working between the two councils		JC 12 Oct 16	No	Bob Smith Acting Chief Executive bsmith@chiltern.gov.uk
Yes	Local Plan Preferred Options Consultation: to consider a report on the preferred options consultation		JC 12 Oct 16	No	Graham Winwright Interim Principal Planning Officer gwinwright@chiltern.gov.uk

SUBJECT:	<i>Treasury Management – Quarterly Report Quarter 1 2016/17</i>
REPORT OF:	<i>Jim Burness, Director of Resources</i>
RESPONSIBLE OFFICER	<i>Helen O'Keeffe, Principal Accountant</i>
REPORT AUTHOR	<i>Helen O'Keeffe, hokeeffe@chiltern.gov.uk 01494 732781</i>
WARD/S AFFECTED	<i>All</i>

1. Purpose of Report

- 1.1 To report on the Treasury Management operation of the Council for April – June 2016.

RECOMMENDATION

The Cabinet is requested to note the Treasury Management performance for Quarter 1 2016/17.

2. Background

- 2.1 The Council is required to comply with the CIPFA Code of Practice on Treasury Management. The primary requirements of the code are:
- (i) Creation and maintenance of a Treasury Management Policy Statement, which sets out the policies, and objectives of the Council's treasury management activities.
 - (ii) Creation and maintenance of Treasury Management Practices, which set out the manner in which the Council will achieve those policies and objectives.
 - (iii) Receipt by the Cabinet and Council of an annual strategy report for the year ahead and an annual review report of the previous year.
 - (iv) The delegation by the Council of responsibilities for implementing and monitoring treasury management policies and practices and for the execution and administration of treasury management decisions.

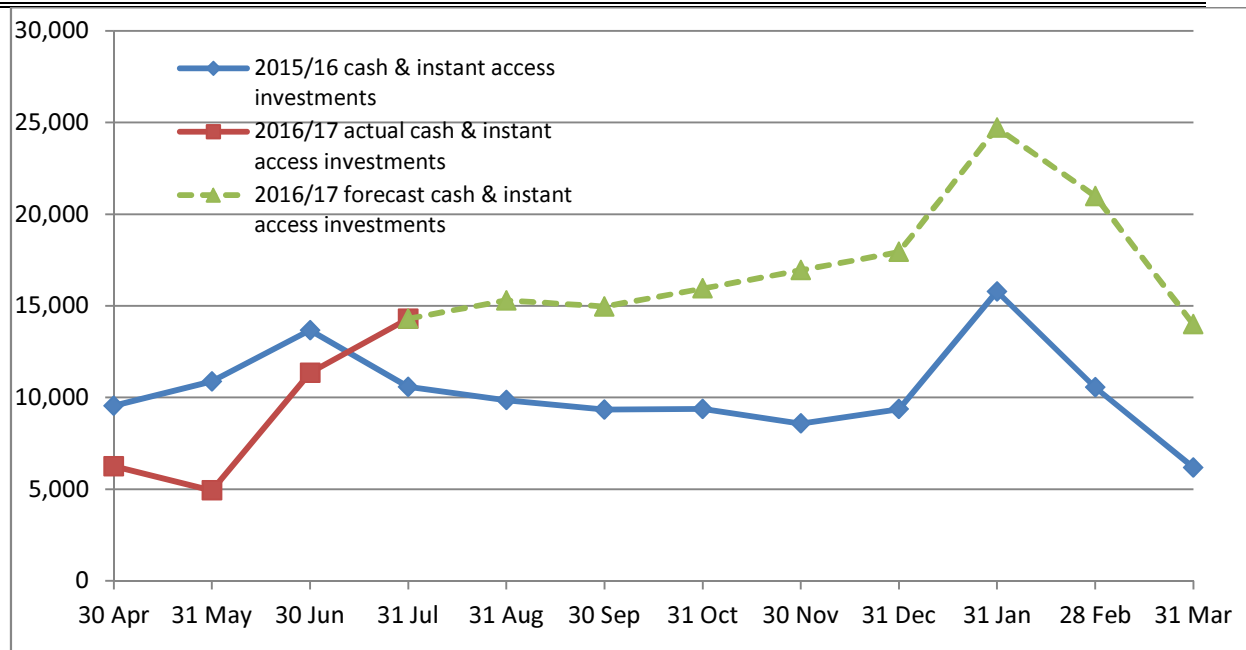
3. Quarterly Report on Treasury Management Quarter to June 2016

- 3.1 As a debt free authority the treasury management activities of the Council are exclusively concerned with the investment of its reserves, as the Council does not undertake any borrowing.

- 3.2 There were no changes in the base rate in the quarter, with the rate having remained at 0.5% since March 2009. However, the base rate was decreased to 0.25% in the August Monetary Policy Committee meeting.
- 3.3 The total of loans outstanding at the end of the quarter was £14,000,000 detailed in the table below.

UK Institutions	Fitch Credit Rating	Principal £	Interest Rate	Invested	Matures
Standard Life MMF	A+	3,000,000	0.53% variable	immediate	access
Lloyds Banking Group					
Fixed Deposit		1,000,000	1.05%	05/11/15	04/11/16
Fixed Deposit	A	1,000,000	1.55%	02/06/14	02/06/17
Fixed Deposit		1,000,000	1%	28/07/15	27/07/16
Nationwide Building Society					
Fixed Deposit	A	1,000,000	0.95%	19/05/16	19/05/17
Fixed Deposit		1,000,000	0.90%	28/07/15	28/07/16
Fixed Deposit		1,000,000	0.90%	05/10/15	04/10/16
Santander	A				
Fixed Deposit		2,000,000	1%	09/03/16	09/03/17
Fixed Deposit		1,000,000	1%	20/06/16	20/06/17
Close Brothers	A				
Fixed Deposit		1,000,000	1.60%	13/10/15	13/10/17
Fixed Deposit		1,000,000	1%	24/11/15	24/11/16
Total Deposits		14,000,000			

- 3.4 Two loans were returned in July, both were reinvested for one year with the same counterparties.
- 3.5 The weighted average interest rate earned on fixed rate investments in the quarter was 1.08%. By way of comparison the weighted average interest rate earned in the quarter for South Bucks District Council was 1.09%.
- 3.6 The following graph shows how the level of cash and instant access investments fluctuated in 2015/16, and the forecast levels of cash and instant access investments in 2016/17. The purpose of the graph is to illustrate that we always have a sufficient level of cash reserves to meet our immediate short term cash requirements.



- 3.7 Capita Asset Services Treasury is engaged by the Council as its Treasury Management consultants providing advice on investment, performance and regulations where necessary.

4. The Prudential Capital Code – Prudential Indicators

- 4.1 In accordance with the Prudential Capital Code the Council reviews its Prudential Indicators on a quarterly basis. Prudential Indicators are reviewed annually as part of the Treasury Management Strategy review. Movements in the Prudential Indicators for the year 2016/17 to date are as follows:

- 4.2 Interest rate exposures

The interest rate exposure on investments has moved as follows:

Date	Investments as a % of total	
	Fixed	Variable
31/03/16	65%	35%
30/06/16	79%	21%

This Prudential Indicator sets an upper limit on fixed interest rate exposures of 100% and variable interest rate exposures of 60% of net outstanding principal sums.

- 4.3 Principal sums invested for periods longer than 364 days

The upper limit for sums invested for periods longer than 364 days is £5m. As at the end of June the figures are as follows:

Date	Total investments	Sums invested for greater than 364 days	% of total investments
31/03/16	£17m	£6m	35%
30/06/16	£14m	£11m	79%

Of the £11m invested for greater than 364 days, £9m of this is for 8 loans with durations of 365 or 366 days. The time periods over which sums have been invested reflect the current level of rates that do not incentivise long term cash investments.

- 4.4 Fixed term and money market fund investments have decreased from £17m to £14m between March and June. As at the end of June, £8.35m was held in instant access funds for everyday cashflow purposes compared to £3.255m at the end of March. Whilst waiting for the outcome of the EU referendum, fewer funds were invested on a fixed term basis and therefore the amount held in instant access funds increased over the first quarter.

5 Corporate Implications

- 5.1 The budgeted income from investments for 2016/17 has been set at £140,000. Interest earned in the year to June is £46,000. Based on current market conditions it is unlikely that any new fixed term investments will achieve the same rates of interest as the current investments and therefore interest earned in future quarters is unlikely to reach the same levels as the first quarter. We will have a more accurate view of the likely value of any shortfall at the end of the second quarter.

Background Papers:	None
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SUBJECT:	<i>Chiltern Leisure Advisory Report – Leisure Contract Performance 2015</i>
REPORT OF:	<i>Councillor Graham Harris – Cabinet Member for Community, Health & Housing</i>
RESPONSIBLE OFFICER	<i>Martin Holt</i>
REPORT AUTHOR	<i>Paul Nanji (01494) 732110 pnanji@chiltern.gov.uk</i>
WARD/S AFFECTED	<i>All</i>

1. Purpose of Report

RECOMMENDATION

That Members comment on the current performance of the leisure contract.

2. Reasons for Recommendations

Given the importance of the leisure contract both financially and in terms of its positive impact on the health and wellbeing it is imperative that the Council works closely with the operator Greenwich Leisure Limited (GLL) to scrutinise and monitor the performance across its three leisure centres. During 2015 the centres collectively attracted over 900,000 visits and generated an annual turnover of in excess of £4.1M.

GLL is a major local employer (particularly of young people) and provides key services to local residents that directly support several of the Council's key corporate objectives in relation to improving health and well-being. As detailed in the report the contract has evolved over recent years and now includes outreach work that helps reduce health inequalities in targeted communities at no additional cost to the Council.

3. Content of Report

Chiltern Leisure Advisory Board (CLAB) monitors the operational performance of the Leisure provider, Greenwich Leisure Limited (GLL) trading as Better. Under the terms of the contract GLL are responsible for the operation of the centres including programming, fees and charges, maintenance and staffing. The contract also provides for re-investment of a share of the income delivered through the contract. Following a contract extension GLL are also responsible for the delivery of the Councils outreach community/sports delivery programme. The Council is responsible for external structural repairs of the centres.

This report outlines the overall performance of the Chiltern's Leisure Contract with GLL from January 1st to 31st December 2015. The key themes covered, include visitor

numbers, financial performance, investment in facilities, energy usage and outreach community development work.

GLL out-turn report and annual accounts are attached as Appendices 1 and 2, both provide detailed performance data with regards to Chiltern's leisure contract. In 2015 the key outcomes are listed below.

- The contract achieved a total surplus of £328,677
- GLL-Better invested £236,853 in its 'Repairs and Renewal' programme which included various building and air handling unit repairs, new pool filtration and disinfection systems
- GLL-Better invested £204,245 in its 'Planned Preventative' programme including improved lighting and shower systems
- Since 2005 the contract has invested £1,919,987 from its surplus share improving a range of facilities across all three leisure centres sites including changing rooms, fitness studios and poolside areas.
- In 2015 the centres attracted 903,417 customer visits, this represents a 55% increase in usage since the contract commenced in 2005
- Contract monitoring has identified a good quality of service; however there is plenty of scope for improvement.
- The outreach sports/community programme includes the delivery of diversionary projects, disability climbing programme and activities for elderly residents. (Tai Chi, Gentle Exercise, Walking Football)

Consultation

The report was developed in close partnership with senior managers from GLL through Chiltern's Leisure Advisory Board. (CLAB)

4. Corporate Implications

4.1. Financial

The annual contract management fee provided by the Council to GLL is £105k (subject to CPI increases/decreases). The Council also contributes £100k capital to manage repairs to the external structure of the centres.

The Chiltern Leisure Contract delivered a surplus of £328,677.

In 2015 GLL-Better invested £673,882 in the facilities with;

- £534,929 invested in Chiltern Pools reception, gym and dance studio project
- £138,953 invested in Chesham Reception, Gym and Club area.

Based on existing surplus levels GLL forecast that it will be investing a further £750K before the end of the contract period in 2020, bringing the total amount for the duration of the contract to well in excess of £2,500,000.

GLL will bring forwards proposals to invest in the centres in line with the Indoor Leisure Strategy

4.2 Environmental

Collectively the leisure centres account for approximately 73% of the Council's energy usage, on-going investment to improve energy efficiency and reduce energy usage is a key performance target as detailed in Appendix 1.

4.3 Equalities

GLL-Better delivers a range of activities in support of the Council's equality standards. This includes the delivery of ladies only swimming, reduced charges for older and younger people, targeted activities to maximise uptake from all communities, a range of diversionary activities to reduce anti-social behaviour, and the delivery of the exercise rehabilitation schemes for residents living with long term medical conditions. The centres have also improved building access, extended the range of activities for disabled users including adapted fitness studio equipment, climbing wall equipment and sensory play area.

5. Links to Council Objectives

Work towards safer and healthier local communities

Promote healthier communities

- Plan our leisure provision for the future

Strive to conserve the environment and promote sustainability

- Promote energy efficiency and encourage the reduction of carbon emissions

6. Next Step

Feedback and comments from the Services Overview committee will be presented to the next Chiltern Leisure Advisory Board meeting on the 6th September 2016.



APPENDIX 1

GLL-BETTER – CHILTERN PERFORMANCE REPORT 2015

Report

- 1 This report captures the key financial and operational performance of the Chiltern leisure contract against its financial year, 1 January 2015 – 31 December 2015. More detailed information regarding the contract's financial performance is detailed in **Appendix. 1**.

Finance – Revenue

2. Overall the contract has performed well with the total surplus of £328,677. £26k ahead on income across the 3 centres with an additional spend of £40k. Some key points to note are;
 - Targeting advanced payments through direct debt allowing flexible has seen an increase in Health & Fitness income by 27.7k in 2015
 - The investment programmes at Chiltern Pools and Chesham Leisure Centres have improved the customer flow and journey through reception, upgraded the fitness products and introduced a brand new spinning room at Chiltern Pools, which would depressed visitor numbers during the building works when there was partial closure. .
 - Staffing has been reviewed providing additional resource to the partnership to ensure quality standards are maintained and income opportunities are maximised.
3. The summary of the main financial issues arising from each leisure centre is detailed in the table below.

Chiltern Pools	Total income was £10.6k higher than the previous year, whilst expenditure increased by £31.6k, resulting in a drop in surplus by £20.9k
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	<p>Key reasons for increase income were swim school recovery of an additional 95 pupils and increased gym users together with exceptional performance from The Climb despite new competition.</p> <p>Expenditure has increased due to staffing structure and maintenance issues within the ageing plant.</p>
Chesham Leisure Centre	<p>Total income was £44.9k higher than the previous year, in addition expenditure increased by £39k</p> <p>Overall, the centre surplus increased by £6k</p> <p>The reason for increased income was the growth of gym members by 100 over the year and improved performance of swim school and holiday activities</p> <p>The £6k overspend was due to plant issues and necessary Health & safety investment.</p>
Chalfont Leisure Centre	<p>Total income was £29k lower than the previous year, in addition the expenditure increased by £7.2k</p> <p>Overall, the centre surplus decreased by £36.4k.</p> <p>The overall performance of the centre was directly attributed to the General manager vacancy at the centre for almost 6 months.</p> <p>Most income streams suffered, however the centre is now in 2016 exceeding budget and showing increase year on year. This is seen in particular with the highest gym users seen at the centre together with increased swim school attendance following the issues in 2014 with increased swim school competition.</p> <p>The higher expenditure was the result of the failing plant</p>
Contract Administration	<p>GLL overheads reduced by £17.3k this was of benefit to the over financial position.</p>
Summary	<p>Collectively during 2015 the centres delivered a total surplus of £328,677</p>

Finance – Capital

4. In 2015, GLL-Better invested £236,853 in its Repairs and Renewal Programme replacing and repairing buildings, plant and equipment including pool filtration and disinfection systems, air conditioning and handling and general building maintenance.
5. Additionally GLL-Better invested £204,245 from its Planned Preventative programme (PPM). Works included refurbishment of shower areas at Chalfont leisure centre and energy efficient lighting and air conditioning replacement at Chiltern pools.
6. Since 2011 GLL has spent £1,385,504 from the Reinvestment Fund (surplus share) with investment of £673,882 in 2015. The cumulative spend since the contract commenced in 2005 is £1,919,987.

Year	Surplus available	Re-Investment	Areas of Investment
2005/6	81,764	99,588	Amersham and Chalfont gym refurbished and new Gym equipment, Spin Bikes in Chesham, Fencing at Chiltern Pools
2007	185,059	208,981	Chiltern Pools Changing Room refurbished
2008	110,168	214,019	Chesham gym refurbished
2009/2010	201,290	11,895	Chalfont and Chiltern Pools windows
2010	72,997	666,689	Chiltern Pools & Chalfont gyms refurbished, Chiltern Pools dry changing rooms, Disabled change creation, Chiltern Pools hot and cold water system replaced
2011	236,245	44,933	Chalfont Leisure Centre Spinning Studio
2012	202,688	0.00	None during period
2013	157,799	0.00	None during period
2014	152,983	0.00	None during period
2015	137,858	673,882	Chiltern Pools & Chesham Gym and reception area refurbished, new spin studio at Chesham
Total	1,538,851	1,919,987	£381,136 forward spent

7. Utilising the findings of the 2015 structural, mechanical and electrical survey carried out by the council, GLL and CDC are working in partnership and have formed a working group with and agreed schedule prioritising works up until 2020

Usage

9. Attendance at the leisure centres remains high with total attendance reaching 903,417.
10. Participation from the swimming pools attracted 282,386 users and gym usage attracted 126,074 visits.
11. Swim school participation (members) was maintained at 2,014 visits per week

Table 2 - Total Usage at the Leisure Centres

	2005	2010	2015
Attendance	582,000	810,949	903,417

Service Quality

- 12 A major concern of both the Council and Chiltern Leisure Advisory Board has been ensuring that savings in expenditure do not impact on the quality of service. The Council's priority being that the standard of cleaning shows continuous improvement and that monthly monitoring score achieve 80%. Average score across 2015 was 81%

To further evaluate and improve service quality an annual customer survey was undertaken and will be used as a baseline to measure improvements in service quality.

- 13 Customer feedback and complaints combined with the data secured from the Council's monthly monitoring system shows an overall improvement in the customer experience.
- 14 Issues occurred at Chiltern Pools that adversely affected customer satisfaction levels; these were
- Website usability and difficulty booking onto classes at 10pm
 - Lack of Fitness Instructors in the gym
 - Queuing at peak times
 - General cleaning standards within wet side change.

GLL has responded quickly to issues as they have arisen and taken action to ensure resolution.

Monitoring Service Quality

- 15 The contract requires GLL to obtain independent assessments of the service quality at all centres. Following independent inspections by Leisure Client Ltd the results indicate that each centre is providing a good quality service as detailed below.
- 16 The assessment focuses on standards from the customers' perspective and is in the form of an unannounced visit. The auditor produces a report and makes suggestions for improvement – these suggestions are categorised by their degree of urgency and are then completed by the centre as recommended. Initially, the centre is assessed each month for three consecutive months with the benchmark set at 80%. Each centre is re-audited every month until this benchmark is reached.

Current scores at the centres;
 - Chiltern Pools – 80% Good centre rating
 - Chesham – 84% Good centre rating
 - Chalfont – 88% Very good centre rating
- 17 Chiltern District Council utilises Quest accreditation to provide an independent assessment of service quality at each centre. Following significant changes to this process the Quest scheme now assesses each centre on a pass or fail basis, evaluating performance in a number of key areas including:
 - Business Planning
 - Continuous Improvement
 - Customer Experience
 - Environmental
- 18 Each centre has successfully achieved Quest accreditation. Also as part of the Council's monitoring arrangements monthly inspections are undertaken at each leisure centre by the Principal Wellbeing and Leisure Officer. The benchmark of 80% was achieved with the average score for the year being 81%. The benchmark has been raised in 2016 to 82% helping to support on-going continuous improvement.

Cleaning

- 19 Given the high throughput numbers there is constant pressure to maintain high standards of cleanliness. The Council's monitoring systems have on several occasions identified when standards have fallen below the required level. Through Chiltern's Leisure Advisory Board and client monitoring arrangements appropriate actions and cleanliness issues have been addressed. This area of service delivery will continued to be checked through on-going monitoring arrangements to ensure high standards of cleanliness are maintained.

Health & Safety

- 20 From a contract monitoring perspective, GLL-Better has undertaken some of the major improvements to address matters that could have adversely affected the Health and Safety performance of the company. These include;
- Introduction of a new comprehensive water management system to reduce the risk of legionella and other forms of contamination
 - Installed improved fire and CCTV monitoring systems across all sites
 - Implemented remedial measures to address the risk of ceiling tile failure at Chiltern Pools

Community Development

- 21 In addition to the operation of Chiltern District Councils leisure centre facilities, GLL also provides a community development function comprising of three outreach officers. These officers are based with the Council's community team and deliver an extensive range of projects that have benefited local communities. Over the last twelve months these have included:
- Activities for elderly residents including exercise referral, gentle exercise, tai chi, walking football, Stretch & Flex sessions and Nordic walking encouraging more older people to participate in regular physical activity
 - This Girl can National campaign at Chesham Leisure centre
 - Be inspired Play Day attracted 400 children, young people & grandparents
 - 358 residents enrolled on GP referral scheme with 96% completion rate
 - Rowing challenge
 - Disability climbing programme developed at Chiltern Pools utilising specialist climbing equipment
 - Successfully attracted over £8,673 funding from external partners to support community sports projects across Chiltern
 - Launch of Better CLUB brand at Chesham & Chalfont

Conclusion

- 22 The leisure contract financial performance for the period January 2015 to December 2015 delivered a surplus of £328,677, 66% of this surplus will be re-invested back into improving the Council's Leisure service via the Re-investment Fund
- 23 The contract has successfully delivered an extensive range of outreach community activities that support the Councils key corporate aims and objectives.
24. The leisure centres attracted 903,417 visits and continues a positive trend upward trend since the contract commenced in 2005.

APPENDIX 2 2015 GREENWICH LEISURE LIMITED MANAGEMENT ACCOUNTS 2015



GLL (Greenwich Leisure Ltd) - Management Accounts										
Year 2015 - Quarter 4 - Oct-Dec 2015										
Chiltern Partnership Summary (By Expenditure Type)										
	Jan-Mar 2015	Jan-Mar 2014	Apr-Jun 2015	Apr-Jun 2014	Jul-Sep 2015	Jul-Sep 2014	Oct-Dec 2015	Oct-Dec 2014	YTD 2015	YTD 2014
	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual
Income										
Main	278,336	321,299	279,301	285,176	269,831	274,873	253,668	241,678	1,081,135	1,123,026
Catering	2,975	35	6,840	6,334	0	4	7,709	841	17,524	7,214
Junior Wellness	381,990	404,521	325,974	329,295	302,291	287,189	288,391	247,340	1,298,646	1,268,345
Adult Wellness	479,268	473,846	410,205	397,788	418,529	432,911	388,200	374,630	1,696,202	1,679,174
Healthy Living	8,560	10,088	8,183	10,002	14,566	9,522	17,807	8,818	49,115	38,430
SPA	0	0	0	0	0	0	0	0	0	0
Contract Team	0	0	0	0	0	0	0	0	0	0
Total Income	1,151,129	1,209,789	1,030,502	1,028,595	1,005,216	1,004,499	955,775	873,307	4,142,621	4,116,190
Total Maintenance & Services	123,723	102,615	109,714	117,420	74,319	81,710	73,933	67,694	381,687	369,439
Total Utilities	145,680	133,814	98,705	126,928	101,754	101,213	116,629	110,500	462,768	472,455
Total IT	25,219	26,265	20,832	19,718	16,734	23,523	13,578	20,902	76,364	90,407
Total Equipment	43,915	26,844	10,547	20,984	9,984	6,363	11,023	7,715	75,469	61,907
Total Marketing	40,252	30,144	18,207	9,518	17,492	14,398	8,051	10,532	84,002	64,592
Total Other Costs	99,405	75,734	79,368	77,847	63,282	57,045	54,394	48,812	296,449	259,438
Total Administration	16,508	16,116	16,280	18,339	17,809	15,751	13,990	16,388	64,586	66,594
Total Depreciation & Amortization	41,469	70,869	28,556	70,869	33,760	70,878	28,168	58,837	131,953	271,453
Total Catering	155	99	137	30	11	81	(112)	15	192	225
Total Staffing	438,508	428,929	448,511	440,067	490,135	444,059	481,579	427,229	1,858,733	1,740,284
Total Staff Associated Costs	7,489	4,453	1,077	3,210	2,123	1,145	4,124	1,012	14,813	9,820
Head Office Costs	133,326	138,628	124,047	127,794	115,398	120,771	98,554	101,451	471,326	488,644
TOTAL EXPENDITURE	1,115,649	1,054,510	955,981	1,032,724	942,800	936,937	903,911	871,088	3,918,341	3,895,258
PARTNERSHIP SURPLUS / (DEFICIT)	35,479	155,279	74,521	(4,129)	62,416	67,561	51,864	2,219	224,280	220,931
MANAGEMENT FEE	26,099	25,663	26,099	26,099	26,099	26,099	26,099	26,099	104,397	103,960
TOTAL SURPLUS / (DEFICIT)	61,579	180,942	100,620	21,971	88,515	93,660	77,963	28,319	328,677	324,892

SUBJECT:	<i>Chiltern Leisure Centre Capital Programme 2016-2017</i>
REPORT OF:	<i>Councillor Graham Harris – Cabinet Member for Community, Health & Housing</i>
RESPONSIBLE OFFICER	<i>Martin Holt</i>
REPORT AUTHOR	<i>Paul Nanji (01494) 732110 pnanji@chiltern.gov.uk</i>
WARD/S AFFECTED	<i>All</i>

1. Purpose of Report

To consider the Leisure Centre capital structural repair programme for 2016/17.

RECOMMENDATION

- 1.1 That Members note expenditure of £377,000 from the 2016/17 Capital budget to undertake the necessary repairs to the three Leisure Centres.

2 Executive Summary

- 2.1 The scheduling of Chiltern's leisure centre capital works programme is informed by a structural, mechanical and electrical survey undertaken every 5 years. This report details works to be completed in 2016/2017 along with works carried forward from the previous year (2015/2016).
- 2.2 This report informs members of the programme of works detailed in Appendix 1 to be undertaken in 2016/17.
- 2.3 GLL is responsible for the repair and renewal of all internal maintenance of the centres and invests £145k/year. The phasing of works is undertaken in partnership with the Council capital programme so as to effectively plan, prioritise and implement the repairs.

3 Reasons for Recommendations

- 3.1 The leisure centres play a significant role in supporting an active and healthy population across all ages with the three centres attracting over 900,000 customer visits in 2015/16.

- 3.2 Providing high quality leisure facilities is a clearly identified priority of centre users and the ageing plant and equipment across all three centres presents a significant challenge to meet customer expectations.
- 3.3 The responsibility of the Council is to ensure the safety of the building structures whilst GLL ensures the operational integrity of the services.

4 Content of Report

- 4.1 The leisure contract requires that the Council undertake a full structural, mechanical and electrical survey of its leisure centres (Chiltern Pools, Chalfont Leisure Centre and Chesham Leisure Centre) every five years. The most recent survey was undertaken in April 2015 and helps support the Council:
- I. prioritise the structural and refurbishment works at each centre for the next five years
 - II. effectively plan the Capital budget for the prioritised repairs and maintenance work
 - III. facilitate the joint planning of works and minimise disruption to customers
- 4.2 The 2015 survey confirmed that both Chesham and Chalfont leisure centres are structurally sound, but still have a number of defects relating to roof repairs, replacement of sports hall flooring and mechanical and electrical works.
- 4.3 The majority of the future capital expenditure at both centres relates to mechanical and electrical equipment, which is the responsibility of the existing operator, Greenwich Leisure Limited (GLL).
- 4.4 The Chiltern District Council Leisure Capital Programme 2016/17 is detailed in Appendix 1, and includes roof repairs, repairs to external fire doors, and a further corrosion investigation in the main pool area of Chesham Leisure Centre to ensure the integrity of the air handling system.
- 4.5 At Chiltern Pools, the survey concluded that the overall structural condition of the centre be classified as '**poor**', with the consultant's report highlighting a range of defects across centre, including the roof, ceiling structure and potentially the curtain walling within the main pool area.
- 4.6 Concerns were raised in relation to the integrity of the pool hall ceiling tiles and the residual asbestos material. Remedial measures and surveys undertaken by GLL have reduced the risks associated and are no longer considered a priority.

4.7 Further investigations are required to assess potential solutions to the risk of failure of the external curtain walling of the main pool at Chiltern Pools. This may influence the long term investment opportunities for the pool.

4.8 The Chiltern District Council Leisure Capital Programme 2016/17 is detailed in Appendix 1.

Combined Capital Work Programme Costs 2016/2017

Leisure Centre	Cost of Capital Works
Chesham Leisure Centre	£229.5k
Chalfont Leisure Centre	£102k
Chiltern Pools Leisure Centre	£45.5k
Total Costs	£377k

5 Options

- 5.1 Not undertake or delay the proposed works which potentially could result in additional costs to the Council and the risk of the leisure centres operating ineffectively and inefficiently.
- 5.2 Undertake the works as detailed in Appendix 1 to enable Chiltern's leisure centres to operate safely and effectively.

6 Corporate Implications

- 6.1 Financial - The proposals for £377k expenditure are within current budgetary provision identified in the Councils Capital programme which has an allocation of £386K expenditure in relation to the Council's Leisure Centres.
- 6.2 Environmental - Investment in the centres will reduce the Council's carbon emissions and the future operating costs.
- 6.3 Equalities - The Council's leisure centres attract over 900,000 annual visits which include a diverse range of users. Initiatives to facilitate this include the delivery of ladies only swimming, reduced charges for older and younger people, targeted activities to maximise uptake by members of all communities, a range of diversionary activities to reduce anti-social behaviour and the delivery of the exercise rehabilitation schemes for those suffering long term medical conditions. The centres have also improved building access, extended the range of activities for disabled users including adapted fitness studio equipment, climbing wall equipment and sensory play area.

7 Links to Council Objectives

Work towards safer and healthier local communities

Promote healthier communities

- Plan our leisure provision for the future

Strive to conserve the environment and promote sustainability

- Promote energy efficiency and encourage the reduction of carbon emissions

Provide best value for money services

- Make the best use of all our assets

8 Next Step

In partnership with GLL implement a planned programme of works detailed in Tables Appendix 1.

Appendix 1

Table 1 Capital Works – Chesham Leisure Centre

Leisure Centre	Structural Repair	Work Details	Cost
Chesham	Whole roof area across main pool, sports hall and changing room areas	Repair, replace and recover whole roof area	£158.5k
Chesham	Guttering	Replace and upgrade guttering across the whole centre site	£17k
Chesham	Main pool area air handling ceiling brackets	Corrosion investigation	£5k
Chesham	Two external stairways	Strip, treat for corrosion & re-paint	£6k
Chesham	Acoustic insulation	Acoustic insulation required to the external louvered vents to plant room to prevent a noise nuisance.	£7k
Chesham	Repair and maintenance to all external stairways and fire doors	Repair & replace	36k
Total			£229.5k

Leisure Centre	Structural Repair	Work Details	Cost
Chalfont	Gym & Store flat roof	Replace missing flashings/abutment detailing	£2k
Chalfont	Roof over the plant room & Gym Suite	Renew & replace roof covering	£50k
Chalfont	Swimming Pool roof	Repair, improve parapet and abutment flashings to maintain integrity of roof structure	£16k
Chalfont	Sports Hall Roof	Replace perimeter flashings and repair damaged roof membrane and brickwork	£10k
Chalfont	Stairwell Roofs	Undertake localised repairs to gutters/perimeter flashings to resolve minor leaks, replace roof-lights	£19k
Chalfont	Fire Doors – Vending area	Replace External fire doors	£5k
Total			£102k

Leisure Centre	Structural Repair	Work Details	Cost
Chiltern Pools	Main Pool – Curtain Wall	Survey and options report to consider the requirement to repair panels, by removing the existing gaskets and installing new pressure plates and face caps.	£2k
Chiltern Pools	Roof repairs – changing rooms	Clean off roof to remove debris; Clear out rainwater outlets and channels to improve water flow; Undertake localised repairs using a compatible liquid coating system	£12k
Chiltern Pools	Roof repairs over the gym stairs	Where required mechanical plant to be de-commissioned and re-sited for the duration of the works. Remove existing waterproofing and insulation to expose deck. Repair renew were required. Prepare all surfaces and prime. Apply new insulated built up felt waterproofing system incorporating sufficient insulation to conform to	£12k
Chiltern Pools	Roof over the main Pool & flat roof over fun & teaching pools	Clear out gutters and drainage channels; Undertake patch repairs to localised areas and repair flashings	£18k
Chiltern Pools	Roof above the fitness studio	Waterproofing is form with single ply membrane. Brickwork and parapet walls abutments form the perimeters. Various A/C units are present, cited on paving slabs.	£1.5k
Total			£45.5k

SUBJECT:	Leisure Advisory Board
REPORT OF:	<i>Cllr Graham Harris, Healthy Communities Portfolio Holder</i>
RESPONSIBLE OFFICER	<i>Martin Holt 01494 732055, mholt@chiltern.gov.uk</i>
REPORT AUTHOR	<i>Martin Holt 01494 732055, mholt@chiltern.gov.uk</i>
WARD/S AFFECTED	<i>All</i>

1. Purpose of Report

To inform Members of the proposal to create a joint Chiltern and South Bucks Leisure Advisory Group to oversee leisure partnership working with the County Sports Partnership (LEAP), Greenwich Leisure Limited (GLL), Public Health, Clinical Commissioning, Chiltern District Council and South Bucks District Council.

RECOMMENDATION

That Members agree to a joint Leisure Advisory Group to maximise the opportunities for partnership working across the two Councils through their contracts with GLL and through working with Public Health, the Clinical Commissioning Group and the County Sports Partnership.

2. Reasons for Recommendations

To improve partnership working across Chiltern and South Bucks District Councils, GLL, LEAP, the Clinical Commissioning Group and Public Health to assist in the delivery of increase participation in physical activity.

3. Content of Report

Both District Councils are undertaking open spaces and playing pitch analysis and are reviewing the indoor leisure facilities provided by schools, clubs and the respective councils. These studies will identify opportunities to work with key stakeholders including clubs, schools, the community sports partnership, clinical commissioning groups, and the public health team to maximise access to physical activity in all its forms. The reviews may identify future opportunities to deliver a joint Leisure Strategy.

Greenwich Leisure Limited (GLL), as the leisure provider for both Councils, is responsible for the management of the Councils' leisure centres and the delivery of a leisure outreach programme. Across the two districts GLL supports a range of activities in the Councils' facilities including; swimming, fitness, gym sessions, climbing,

badminton, netball etc, attracting over 1.2M visits/annum. The outreach activities, targeted at younger and older persons provide community based activities involving; Pilates, netball, walking football etc. GLL also delivers the schools rowing competition across both council areas attracting 1500 participants. GLL have accessed funding from the 'Active Bucks' programme to deliver additional outreach activities and are well placed to attract other resources to the locality for the benefit of sports participation. GLL also brings additional resources to the areas through their Sporting Ambassadors, Sports Foundation and apprenticeship programmes and the GLL Leisure College.

GLL also deliver the targeted Healthwise intervention programme supporting patients through a formally accredited tiered fitness programme reducing the risk of coronary heart disease, stroke, obesity and falls.

The County Sports Partnership (LEAP) supports the delivery of clubs, schools sports, coaching and provides the links to national and local funding streams including those from the National Governing Bodies. The Sportivate funding accessed by LEAP enables the delivery of the GLL outreach programme for young people.

The CCG and Public Health teams are delivering actions to implement the Physical Activity Strategy and Active Bucks programme to try to deliver a step change in community participation in activities.

Both Councils currently operate leisure advisory boards meeting separately with GLL and LEAP, duplicating the partnership working. The operational performance of the individual Council's leisure contracts are discussed at the boards in a closed session, without LEAP being present. Whilst two separate contracts, GLL operate a single membership scheme, enabling residents of both authorities to use facilities in either district.

It is proposed to bring the two boards together to enable greater opportunities to promote joint use of the centres and to market the facilities to residents of both districts. A joint advisory board would enable greater opportunities to attract both the CCG and Public Health team to work in partnership to the benefit of increasing physical activity, and seek to bring a more holistic approach to leisure deliver across a range of partners.

Delivering as a partnership could create improved opportunities to attract external funding from Sport England etc. to improve the facilities offered, improve community pay and play provision through accessing school facilities, support club development and create opportunities for green space activity programmes.

4. Options for future provision

1. To agree to establish a joint leisure advisory group
2. To remain with separate leisure advisory boards.

5. Consultation

Not Applicable at this stage

6. Corporate Implications

3.1 Financial – no financial implications, but there would be a saving in staff time for LEAP, GLL and the two Councils.

3.2 Legal – the terms of reference would require the contract monitoring part of the meeting to be a closed session confidential between representatives of GLL, and Chiltern District Council and South Bucks District Council. Members would only be able to consider the performance relating to their own council.

3.3 Increasing active participation assists the wider health economy to reduce health inequality, support residents to recover from acute health events and reduce the risk of long term illness, obesity, falls etc.

7. Links to Council Policy Objectives

- Delivering cost- effective, customer- focused services
- Working towards safe and healthier local communities
- Striving to conserve the environment and promote sustainability

8. Next Step

Following Member approval officers will formally bring the two Leisure Advisory Boards together as one group.

Background Papers:	Appendix 1 draft Terms of Reference for a joint Leisure Advisory Group
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JOINT LEISURE ADVISORY BOARD**TERMS OF REFERENCE**

1. The purpose of the joint Leisure Advisory Board (LAB) is to work in partnership with Chiltern District Council, South Bucks District Council, Greenwich Leisure Limited (GLL), Leap, Chiltern Clinical Group (CCG) and Public Health and others to maximise physical activity across the districts.
2. As part of a confidential meeting the LAB will also monitor the performance of the Leisure Management Contract(s). The board will also ensure provision in one district is available to residents in the other district by marketing facilities to all residents. By taking opportunities to market all centres to residents in both areas, thereby enabling cross boarder membership.
3. Meeting will be split into 2 parts, the first part of the meeting to be open and in the presence of partners. The second part of the meeting to be closed with only members, officers and GLL present. The second part of the meeting will discuss the performance of the Leisure Management Contract. Financial and performance data will be made available at the meetings must not be shared with 3rd parties
4. Membership of the LAB will consist of officers and members of Chiltern District Council and South Bucks District Council in partnership with GLL, Leap, CCG and Public Health. No more than two members from each council to be on the board, one of which to be the respective Portfolio Holder.
5. The quorum of the LAB will be a minimum of one member from each council and two representatives from GLL.
6. The LAB will be supported by the Head of Healthy Communities and other key officers as required. It will act in an advisory capacity and as such the access to information and openness rules will not apply.
7. Members of the LAB will serve for a maximum of 12 months, ending at the annual Council meeting but may be re-appointed by Cabinet.

8. The Chairman of the LAB can be either council Portfolio Holder or a representative of GLL on rotation.
9. The LAB will report to its respective Portfolio Holders and present annual reports to both Chiltern District Council and South Bucks District Council Policy Advisory Groups.
10. The LAB will meet in the absence of the press and the public, but will be open to any elected member to attend to observe.
11. The LAB will meet quarterly. The Chairman will agree with officers the agenda for the meetings. All papers will be confidential unless decided otherwise on a case by case basis.
12. The Democratic and Electoral Services Manager will be advised of the establishment, membership and chairman (and any mid-term changes) of the LAB and shall maintain a record of such.

SUBJECT:	<i>Disabled Facilities Grant</i>
REPORT OF:	<i>Healthy Communities Portfolio – Cllr Graham Harris</i>
RESPONSIBLE OFFICER	<i>Martin Holt, Head of Healthy Communities</i>
REPORT AUTHOR	<i>Louise Quinn, Senior Housing Standards Officer</i> lquinn@chiltern.gov.uk 01494 732209
WARD/S AFFECTED	<i>All</i>

1. Purpose of Report

To seek approval to increase the Disabled Facilities Grant (DFG) capital programme for 2016/17 to meet increased demand.

RECOMMENDATIONS:

That Members agree to recommend to Cabinet and Council to increase the Council's contribution to the overall Disabled Facilities Grant capital programme to £100,000 enabling a funded programme of £546,000 to be delivered in 2016/17.

That Members agree a further increase to the Capital Programme to reflect any additional funding received via the Better Care Fund.

That Members recommend to Cabinet that subject to annual review, that the Council increases its contribution to the annual DFG programme to £100,000/annum to meet future demand

2. Reasons for Recommendations

2.1 The existing budget of £390,000 is insufficient to meet current demand. At the end of June 2016, there was just £100,000 uncommitted but £120,000 of applications ready or nearly ready for approval. There are a further 31 live enquires (estimated expenditure of £400,000) many of which will become due for approval during the course of 2016/17.

2.2 Delaying expenditure to the next financial year may put vulnerable residents and their carers at greater risk of accidents, and will impact on the Council's ability to respond to demand in future years.

2.3 The Council's contribution has varied over the last three years, dependant on the level of demand and the funding received from the Better Care Fund and through the Paradigm Housing contribution. This has enabled the council to reduce its Capital budget contribution during 2014/15 and 15/16 for the DFG programme, there being

sufficient resources to meet demand. Historically the Council has supported the programme with additional funding of between £45k and £100k.

2.4 The Council's contribution for the last three years is detailed in the table below.

	2013/14	2014/15	2015/16
Capital Expenditure	422,656.58	296,970.85	475,274.52
DFG	244,717.00	250,987.00	340,016.15
Paradigm	90,000.00	90,000.00	90,000.00
Funded by Capital Reserves	87,939.58	0	45,258.37
Balance	0	- 44,016.15	0

2.5 The increased demand for DFG has arisen due to the increasing elderly and vulnerable population and the removal of a case backlog by the occupational therapy service.

3. Content of Report

3.1 The Disabled Facilities Grant (DFG) is a mandatory, means-tested grant to fund adaptations to the homes of disabled people to ensure they have access into and out of their home and to the essential facilities within it. Grants are given for works which are recommended by an Occupational Therapist.

3.2 In 2016/17 the approved capital programme for DFGs is £390,000. The Council receives government subsidy from the Better Care Fund to help fund DFGs and since 2006, the Council has also secured a discretionary annual capital contribution from Paradigm Housing Group towards adaptations to the homes of their tenants. Historically Chiltern District Council has contributed up to £100,000/annum to ensure that a fully funded DFG programme of £390,000 is available.

3.3 The Council has been notified that the Better Care Fund will allocate £337,000 to the DFG programme for 2016/17 and Paradigm Housing Group has confirmed a contribution of £90,000, making £427,000 available in total. As this funding is greater than the budget amount in the capital programme there is currently no allocation for CDC to contribute to the programme.

3.4 However, demand for DFGs increased significantly in 2015/16 as the Occupational Therapy service commissioned agency OTs to tackle long waiting lists for assessments and also developed new services to ensure people could be assessed more quickly. Compared to 2014/15, referrals increased by 30%. Demand has returned to more normal levels since January 2016, with an average of 8 referrals per month being received.

3.5 One of the difficulties in managing the DFG budget is that it is not possible to require completion of work in the same financial year as the grant is approved. It is common practice to over-commit grants in each financial year, to prevent a stop-start situation occurring. Owing to the increase in demand during 2015, there was £235,000 outstanding commitment at the end of the 2015/16 financial year. As at 30 June 2016, £347,000 had been paid or committed, leaving just £100,000 of the remaining funding unallocated. However, there were 18 applications (to the value of £120,000) ready for approval and a further 31 applications being processed, with an estimated expenditure requirement of £400,000.

3.6 Whilst the Council is legally able to delay issuing grant approvals for up to six months and defer payments for up to 12 months, these approaches give rise to a number of risks:

- DFG applicants are, by their nature, vulnerable people and adaptations are often urgently needed. Delaying approvals or payments puts these people and their carers at risk of accidents and leaves them housed in unsatisfactory conditions for longer periods.
- The ability to respond to DFG applications in future years will be impacted by deferring current demand to next year's programme.
- The Council will fail to meet its own performance targets to approve DFGs within 30 days of receipt of an application.

3.7 In order to manage the demand for DFG resources, the following actions have already been taken:

- Implementation of a discretionary repayment clause to allow reclaim of DFG funds in the event properties are sold within 10 years of completion of the work
- Promotion of Flexible Home Improvement Loan to enable home owners to carry out pre-emptive adjustments to their homes to make them suitable for older age
- Implementation of a protocol with Paradigm Housing Group to ensure better consideration of a move to a more suitable property before major adaptations are agreed

-
- As already referred to, additional resources secured from Paradigm Housing towards adaptations for its tenants

3.8 Even with these measures in place, additional funding will be required to be able to continue to deliver adaptations during 2016/17.

3.9 Additional funding is being sought from Bucks County Council via the Better Care Fund in accordance with the DFG grant determination letter from the Department of Communities and Local Government. This indicated that £545,000 was to be made available to Chiltern District Council to meet its statutory obligations. However, the Better Care Fund managers decided to use their discretion to allocate some of this funding to other projects. Bucks County Council has been made aware of the shortfall of funding for DFGs and a request made for the full allocation of £545,000. At the time of preparation of this report, an outcome is still awaited to this request.

3.10 Even if this additional Better Care Funding is forthcoming, there is still likely to be a shortfall to meet the current level of demand. Agreement is therefore sought to increase the capital programme to a level which reflects the full amount of funding available including the CDC funding of £100,000 to enable the Council to continue to deliver DFGs and minimise the impact of delays on vulnerable households.

4. Consultation

4.1 Not applicable

5. Options

5.1 The Council could delay issuing grant approvals for up to six months and/or defer payments for up to 12 months. However, this is not recommended for the reasons outlined in Paragraph 3.6 above.

5.2 The other option is that the Council could increase its contribution by less than 100k

6. Corporate Implications

6.1 Finance: The 2016/17 DFG programme of £409,725 is funded through a combination of government subsidy, and a contribution from Paradigm Housing. In 2015/16, CDC was only required to contribute £45k to fund the £390,000 programme. Historically the council has contributed between £60 and £100k to the programme dependant on demand.

6.2 Legal: The Council has a statutory duty to approve applications for Disabled Facilities Grants. The current demand for DFG expenditure exceeds £390,000 budget.

6.3 Social Inclusion: DFG recipients are vulnerable residents who are at risk of accidents and unsuitable living conditions if they are unable to access adaptations.

7. Links to Council Policy Objectives

This links to the 'Working towards safe and healthier local communities' aim of the Joint Business Plan 2014-19.

8. Next Step

If agreed, the capital programme will be amended for 2016/17. The programme for future years will be considered in the usual way.

Background	None except as referred to in this report
Papers:	

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

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

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

Decision to be taken	Decision-Maker & Date	Reason Regulation 9 Not Complied With	Overview
Disabled Facilities Grant	Cabinet 6 September 2016	Information was received after publication of the 28 Day Notice and a decision is required as a matter of urgency to prevent delays to grant applications	Services Overview Committee – Councillor J Burton
Chiltern Community Grant Awards 2016-2017	Cabinet 6 September 2016	Information was received after publication of the 28 Day Notice and a decision is required as a matter of urgency to prevent delays to grant applications	Services Overview Committee – Councillor J Burton

Bob Smith

Acting Chief Executive, Chiltern and South Bucks District Councils

Notice Published: **26 August 2016**

SUBJECT:	<i>Chiltern Community Grant Awards 2016-2017</i>
REPORT OF:	<i>Councillor Graham Harris – Cabinet Member for Community, Health & Housing</i>
RESPONSIBLE OFFICER	<i>Martin Holt</i>
REPORT AUTHOR	<i>Paul Nanji (01494) 732110 pnanji@chiltern.gov.uk</i>
WARD/S AFFECTED	<i>All</i>

1. Purpose of Report

To agree funding grant awards from the Council's Community Grant Aid Scheme 2016/2017.

RECOMMENDATION

Cabinet agree the allocation of funding awards from the 2016/17 Community Grant Aid Scheme as detailed in Appendix 1.

2. Executive Summary

- 2.1 Chiltern District Council's Community Grant Aid Scheme has been in operation for over ten years, supporting a diverse range of local voluntary organisations to improve services and facilities for local residents. The Council's grant awards process was reviewed in 2012 following Members feedback which resulted in a more customer friendly application process, increased Member involvement and a more consistent scoring process. The agreed Community Grant scheme is detailed on the Council's website and identifies how applications will be assessed. [Community Grants](#) Members also agreed to formally support local community organisations whose projects directly support commemorating the centenary of WW1 up until 2018.
- 2.2 The scheme attracts external funding and supports local voluntary and community organisation deliver a diverse and exciting range of services enabling local residents to;
 - 2.2.1 Connect with others in the community
 - 2.2.2 Be Active by participating in sports or community activities
 - 2.2.3 Take Notice of what is going on in the community
 - 2.2.4 Learn new skill or pass on their skills to others
 - 2.2.5 Give through volunteering

3. Reasons for Recommendations

- 2.3 Chiltern District has a strong and active voluntary sector and consequently the Council's Community Grant Aid scheme attracts a high volume of applications. Therefore only projects that directly support the Council's key corporate objectives, namely, improve health and well-being, reduce anti-social behaviour, develop volunteers, enhance the local environment and support the local economy are considered for funding.

4. Content of Report

- 4.1 This year's scheme attracted thirty six applications that collectively requested funding totalling £49,001. The cumulative value if all the applicants' schemes were delivered totalled £230,078, which would be achieved by applicants accessing funding from other grant awarding bodies, running internal fundraising events and utilising their own internal reserves.
- 4.2 To provide a fair and consistent approach, all applications were assessed and evaluated with their overall quality categorised as Green, Amber or Red. Using this assessment approach results in the Council awarding £32,488 to thirty three different community organisations.
- 4.3 All application forms have been placed in the Members' Room (since 7th July 2016) along with a summary report highlighting each applicant's key strengths and weaknesses along with associated councillor comments
- 4.4 The total grant fund available for Chiltern's Community Grant Aid scheme is £32,000 which includes a £2,000 contribution from the Community Safety budget. The high volume and improved quality of applications has resulted in the decision making process being even more challenging. The £838 overspend which includes the Bucks & Milton Keynes Village Association will be financed from the internal Community Services budget,
- 4.5 All applications were arranged into three distinct categories. Those attaining the **Green** standard (Appendix 1, Table 1), strongly support four of the Council's key objectives, have support from their local ward councillor(s) and have successfully secured additional external funding. It is proposed that applicants achieving Green status receive 90% of their requested grant apart from those requesting £500 or less who will receive 100% funding. Applicants achieving **Amber** status (Appendix 1, Table 2), support three of the Council's objectives and have support from their local ward councillor(s) receive up to 60% of their grant request. Applicants classified as **Red** status (Appendix 1, Table 3) do not strongly support the Council's objectives, have limited or no match funding, have limited/no councillor support and/or can secure funding from an alternative source receive no funding.

5. Consultation

- 5.1 The community grant process involves ongoing consultation with the local voluntary sector to ensure that it is fit for purpose and meets community needs. Also the Council's Community Policy Advisory Group have already reviewed the report's recommendations and incorporated their views into this report for Cabinet to consider.

6. Options

- 6.1 Not to accept the report's recommendations and propose alternative options of grant awards to community groups.
- 6.2 Endorse the report's recommendations in accordance to the evaluation process agreed by Cabinet in 2012.

7. Corporate Implications

- 6.3 Financial – There is sufficient funding available within the Community Grant budget to meet the recommendations in this report.
- 6.4 Environmental – Several projects have a positive impact in helping protect the local environment.
- 6.5 Equalities - Support to the voluntary sector and helps assists the Council in targeting disadvantaged communities.

8. Links to Council Objectives

Work towards safer and healthier local communities

Improve Community Safety

- Work with partners to reduce crime, fear of crime and anti-social behaviour

Promote healthier communities

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

Promote local communities

- Support the voluntary sector and promote volunteering

Strive to conserve the environment and promote sustainability

- Promote energy efficiency and encourage the reduction of carbon emissions

9 Next Step

Subject to Cabinet approval allocate community grant awards as detailed in Appendix 1.

Appendix 1 Recommended Community Grant Aid Awards for Chiltern District Council 2016/2017

Table 1 – Community Grant Aid Applications Achieving Green Status

Organisation	Project	Requested Funding	Funding Recommended	No of Beneficiaries
Amersham Museum	Remembrance Box dementia project to help support older people	£1,200	£1,080	300
Buckinghamshire MIND	Establishing a fortnightly voluntary peer support group for residents with mental health issues	£1,627	£1,464	36
Chalfont St Giles Youth Club	Purchase new, sports, cooking, music system and arts equipment	£2,650	£1,800	350
Chalfont St Peter Youth Centre	Diversionary activities including WW1 Commemorative events, volunteer development & film project	£2,000	£1,800	400
Chesham Over 50's' Action Group	Support a range of social activities for elderly residents living in Chesham includes day trips, IT training, Christmas lunch and coffee mornings.	£400	£400	35
Chiltern Youth Projects	Deliver outreach summer diversionary programme, involving outreach youth workers	£2,000	£1,800	100+
Friends of Chesham Cemetery	Display case WW1 Green Jackets exhibition	£550	£500	20,000
Friends of Lowndes Park	Community picnic including live classical music and opera forms the backdrop to the afternoon.	£250	£250	1300
Little Chalfont Community Association	Purchase a new shelving system and also 60 additional large print books	£1,500	£1,350	000 's'
Little Chalfont	Social activities for	£500	£500	25

Good Companions Club	vulnerable older residents				
Little Missenden Festival	Community Festival	£1,000	£900	1500	
Milton's Cottage Trust	Develop an artist-designed heritage map of Chiltern District Council (10,000 copies)	£1,280	£1,152	2,500	
Misbourne Symphony Orchestra	A dementia support project involving a tea concert featuring favourite songs and orchestral pieces from the 1940's' & 1950's'	£1,500	£1,350	350	
Penn Street with Holmer Green Parochial Church	Seeking funding to purchase a new information noticeboard to help promote all its activities.	£210	£210	5,000	
Pond Park Community Association	Deliver a range of community activities including older people's social group, youth club activities and mother and toddlers Group	£2,000	£1,800	75+ per week	
Pond Park Rangers	Expand outreach community diversionary football programme	£2,000	£1,800	3000 per annum	
Prestwood Youth & Community Action Group (PYCAG)	Expand and develop its weekly sessions, for local young people and develop/train new local volunteers	£2,000	£1,800	50+ per week	
White Hill Centre	Support refurbishment of the centre (decorating throughout, curtains, floor polishing, new blinds and furniture.	£2,000	£1,800	1,050 users per week	
Total		£24,667	£21,756		

Table 2 - Community Grant Aid Applications Achieving Amber Status

Organisation	Project	Requested Funding	Funding Recommended	No of Beneficiaries
Chesham Swing Volleyball Grant	Support grant to allow the club to offer subsidised membership disadvantaged players	£1,664	£832	60
Chesham Youth Club	Set up a new junior pool club for 15-18 yr. olds	£1,000	£500	30
Chiltern Child Contact Centre	Provides a safe neutral space for separated parents to interact, play and have access to their children. Grant to recruit volunteers and promote the service locally.	£1,600	£800	60
Churches Together Community Project	Provide free arts and crafts sessions at Westwood Park during the school holidays.	£500	£250	65 per day
Jordans Music Club	Community concert to commemorate the 100 th anniversary of the 'Battle of the Somme'	£1,000	£500	220
Ley Hill Memorial Hall Committee	Develop a special book for the village to commemorate local men who were killed in WW1.	£500	£250	100
Penn & Tylers Green Cricket Club	Refurbish cricket pavilion and also open up as a community facility	£1,500	£750	500
Prestwood Colts FC	Replace floodlights, pitch maintenance works and purchase 5ft x 3ft	£2,000	£1,000	100 per week

	training goals			
Relate Mid Thames & Buckinghamshire	To provide a bursary support to enable vulnerable residents to access relationship counselling service	£2,000	£1,000	50
Rennie Grove Hospice Care	Train 20 volunteers to support patients remain in their own homes by visiting and assisting with household tasks (e.g. mowing lawn, laundry, lifts to appointments)	£2,000	£1,000	50
Sing Out Loud Together (SOLT)	Support the establishment of is a new community choir	£1,205	£600	30
Support for Young People Affected by Crime	Enable young people 17+ impacted by crime to attend specialist 1 to 1 sessions	£2,000	£1,000	6
Theatre Shed	Summer holiday scheme that facilitates able bodied and disabled children to participate in drama/music workshops.	£2,000	£1,000	1,500
Voices and Choices	Promote the service that support to help them remain in their own homes, recruit and train volunteers, room hire and training materials.	£2,000	£1,000	120
Waterside Stretch & Flex	This new group provides a weekly gentle exercise activity for older residents.	£500	£250	20
Total		£21,469	£10,732	

Table 3 - Community Grant Aid Applications Achieving Red Status

Organisation	Project	Requested Funding	Funding Recommended	Justification
Buckinghamshire Guild of Weavers, Spinners and Dyers	Support the 2 day exhibition - The Fibre To Fabric Show	£855	£0.00	No councillor support, no match funding and limited impact on Council objectives
Buckinghamshire & Milton Keynes Association of Local Councils	Encourage Chiltern villages to enter the Bucks 'Best Village Competition'	£350	£000	Funding to be drawn from the Community service budget
Chalfont St Peter Appraisal Group	Create a new road crossing at the junction between Nicol Road and Lovell Road	£1,660	£0.00	A sub group of CSP Village Action Group which already receives an annual grant from CDC
Total		£2,865	£0.00	

2016 COMMUNITY GRANT EVALUATION TABLE

Applicant Name	CCD Objective supported	Member Support	Contribute Own Funds	Status Awarded
Amersham Museum	4	Yes	Yes	
Bucks Best Kept Village	4	Yes	Yes	Funded via Community Budget
Bucks Weavers & Spinners	2	No	No	
Bucks Mind	4	Yes	Yes	
Chiltern Child Contact Centre	3	Yes	Yes	
CSG Youth Club	4	Yes	Yes	
CSP Youth Club	4	Yes	Yes	
CSP Appraisal Group	3	Yes	Yes	Already funded via CDC Revitalisation Grant
COPAG	4	Yes	Yes	
Chesham Swing Volley Ball Club	3.5	Yes	Yes	
Chesham Youth Club	3.5	Yes	Yes	
Chiltern Youth Projects	4	Yes	Yes	
Churches Together	3.5	Yes	No	
Friends of Chesham Cemetery	4.5	Yes	Yes	
Friends of Lowndes Park	4	Yes	Yes	
Jordans Music Club	3.5	Yes	Yes	
Ley Hill Memorial Hall	3.5	Yes	Yes	
Little Chalfont Library	4	Yes	Yes	
Little Chalfont Good Companions	4	Yes	Yes	
Little Missenden Festival	4	Yes	Yes	
Milton's Cottage	4	Yes	Yes	
Misbourne Orchestra	4	Yes	Yes	
Penn Street Church	4	Yes	Yes	
Penn Cricket Club	3.5	Yes	Yes	
Pond Park Community Association	4	Yes	Yes	
Pond Park Rangers	4.5	Yes	Yes	
Relate Mid Thames	3.5	Yes	Yes	
Rennie Groves Hospice	3.5	Yes	Yes	

Applicant Name	CCD Objective supported	Member Support	Contribute Own Funds	Status Awarded
Sing Out loud Together	3.5	Yes	Yes	
Young People Affected by Crime	3.5	Yes	No	
Theatre School	3	Yes	Yes	
Voices & Choices	3	Yes	No	
Waterside Stretch & Flex	3.5	Yes	Yes	
White Hill Centre	4.5	Yes	Yes	

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- the Chairman of the relevant Overview & Scrutiny Committee has been informed – or if there is no such person, each member of the relevant Overview & Scrutiny Committee – by notice in writing, of the matter about which the decision is to be made
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Decision to be taken	Decision-Maker & Date	Reason Regulation 9 Not Complied With	Overview
Disabled Facilities Grant	Cabinet 6 September 2016	Information was received after publication of the 28 Day Notice and a decision is required as a matter of urgency to prevent delays to grant applications	Services Overview Committee – Councillor J Burton
Chiltern Community Grant Awards 2016-2017	Cabinet 6 September 2016	Information was received after publication of the 28 Day Notice and a decision is required as a matter of urgency to prevent delays to grant applications	Services Overview Committee – Councillor J Burton

Bob Smith

Acting Chief Executive, Chiltern and South Bucks District Councils

Notice Published: **26 August 2016**

CHILTERN AND SOUTH BUCKS JOINT COMMITTEE**Meeting - 2 August 2016**

Present: Mr Kelly, Mr Bagge, Mr Egleton, Mr Naylor, Mrs Sullivan, Mrs Darby, Mr Harris, Mr Martin, Mr M Smith and Mr Wilson

Also Present: Mr Rush

Apologies for Mr Stannard
absence:

54. MINUTES

The minutes of the meeting held on 29 February 2016 were agreed by the Committee and signed by the Chairman as a true record.

55. JOINT WORKING PROGRAMME UPDATE

The Joint Committee received Chiltern District Council's and South Bucks District Council's joint working programme.

The programme showed the progress to date, which was as follows:

- All staff had now been migrated on to the shared network.
- An initial assessment had indicated the following IT requirements for all posts:
 - 11% of staff would require full mobile working capacity;
 - 57% of staff would require the ability to hot desk; and
 - 32% of staff would require fixed desk IT.
- Tidy Friday had resulted in 182 refuse bins (240lt) of material being disposed of.
- The first outcomes of the Management Development Programme, setting the values and behaviours for the organisations, had been produced.

Members had noted that the onsite filing/storage area identified at Capswood and Amersham was 3,337m³.

It was confirmed that approx. 7,000 SBDC files - mainly Planning records - were stored off-site. Members questioned if there were any resource implications in looking to bring these files back on site at the same time to digitise relevant elements, as this project would require an experienced Planning Officer to identify those files suitable for destruction/scanning. It was confirmed that the likely outcome was that Planning Officers would carry out this project, with a backfill to their posts.

The report detailed the next steps of the joint working programme:

- Flexible & agile working
- Customer Services Strategy
- Organisational Development

In response to a question, it was confirmed that a £211,000 Transformation Grant had been received for the Joint Working programme.

RESOLVED that the Joint Working Programme Update be noted.

56. **JOINT WORKING - PHASE 3 STRONGER IN PARTNERSHIP - ORGANISATIONAL DEVELOPMENT STRATEGY (OD) 2016**

The Committee received a report inviting comments on the proposed [Organisation Development Strategy](#).

At its meeting on the 29 February 2016, members had recognised the need to undertake a cultural change programme and to put in place an Organisational Development (OD) Strategy which would build the foundations for development and change.

The OD strategy would be a first for both Councils, and would be a key enabler and critical success factor in delivering the Phase 3 transformation.

Members were updated on the success of the values and behaviours focus groups, particularly in respect of the high levels of staff engagement (over 50%) with emphasis on the enthusiasm shown by participants. Through engaging staff, it was apparent that they understood the need and desire to change the culture, and embraced this opportunity to aid such a change, whilst taking ownership.

Outputs from the workshops included four Key Cultural Attributes (Our Values) with customer focus at the core:

- Collaborative
- Committed
- Challenging
- Courteous

Members were informed of the next steps that would bring the values and behaviours to life, and discussed the six key enablers (or themes) of organisational transformation:

- Culture
- People
- Way of Working
- Values
- Vision, Strategies and Leadership
- Customer Experience

Members agreed that these themes would provide a good framework for the Organisational Development activities in Phase 3.

Member engagement was considered an important factor in understanding and delivering the strategy, with the suggestion of interactive engagement events be held

for all Councillors, so that they could understand the changes that they might make to the way they work and engage with officers.

Enthusiasm was shown by members towards the approach and outcome, with members expressing that these were exciting times, and that they were looking forward to seeing the transformation being delivered.

After considering the proposed strategy, the Committee

RESOLVED the Organisational Development Strategy be endorsed.

57. **EXCLUSION OF PUBLIC**

"that under Section 100A(4) of the Local Government Act 1974 the public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in Part 1 of Schedule 12A to the Act"

58. **PART II MINUTES**

The part II minutes of the meeting held on 29 February 2016 were received.

59. **DEMOCRATIC AND ELECTORAL SERVICES SHARED SERVICES REVIEW**

The Joint Committee received a report setting out the result of a shared service review of the Democratic & Electoral Services. The report detailed the business case, the conclusion of which was that the case for a joint service had been proven and could therefore be established.

Members stressed the importance that the new structure must be capable of reflecting the different political arrangements and sovereignty of both Councils.

In discussions, members agreed that the proposed joint service, headed up by a joint manager working across both authorities and managing a team based at both Capswood and King George V house would deliver this.

RECOMMENDED that

- i) the establishment of a joint service is proven and that both Councils should proceed to establish a joint service;
- ii) staff in the respective services can be shared to work across the two local authority areas.

RESOLVED –

- iii) The shared service be implemented as described in Sections 4 and 5 of the report that the team continues to be based at both Capswood and at King George V House working flexibly as required to provide resilience with a Democratic and Electoral Services Manager working across both offices be agreed

- iv) That the cost sharing arrangements split 50% Chiltern District Council and 50% South Bucks District Council as set out in Section 6 of the report be agreed;
- v) That the high level implementation plan (Appendix 3) be agreed as the basis for reviewing progress in line with delegations and responsibilities decided for the implementation phase of the service review;
- vi) That the potential full year savings of £17,650 from Financial Year 2018/19 be noted and taken into account in the Authorities' respective financial plans.

60. TRANSFER OF REMAINING STAFF ONTO HARMONISED TERMS AND CONDITIONS

Members considered a report to transfer remaining staff onto harmonised terms and conditions, working towards an implementation date of 1st January 2017.

A collective agreement, effective from 1 July 2014, provides that staff - as they are confirmed into shared services posts, and new employees to the Councils - are appointed on the harmonised terms and conditions of employment.

RESOLVED

1. That under the scope of the Collective Agreement start formal staff consultation through UNISON to harmonise the terms and conditions of those that remain on CDC or SBDC terms and conditions.
2. To commence implementation on 01 January 2017.
3. To report back progress and take any further recommendations to CDC and SBDC Personnel Committees and the Joint Appointments and Implementation Committee.

The meeting terminated at 7.57 pm

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