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CHILTERN
District Council



Cabinet

Tuesday, 1st November, 2016 at 4.30 pm

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

A G E N D A

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

- 1 Evacuation Procedures
- 2 Minutes (*Pages 5 - 10*)
To sign the Minutes of the meeting held on 6 September 2016.
- 3 Apologies for Absence
- 4 Declarations of Interest
- 5 28-Day Notice Forward Plan (*Pages 11 - 12*)
Appendix: Cabinet 28 Day Notice (Pages 13 - 16)
- 6 Current Issues
- 7 Medium Term Financial Strategy 2016 - 22 (*Pages 17 - 20*)
Appendix A: Medium Term Financial Strategy (Pages 21 - 32)
Appendix B: Joint Efficiency Plan (Pages 33 - 36)
- 8 Treasury Management Quarterly Report Q2 2016/17 (*Pages 37 - 40*)

- 9 Quarter 1 Performance Report (*Pages 41 - 44*)
Appendix A (Pages 45 - 46)
Appendix B (Pages 47 - 50)
- 10 Chalfont St Peter Neighbourhood Plan Consideration of Referendum Result
(*Pages 51 - 56*)
- 11 Local Authority Lottery (*Pages 57 - 66*)
- 12 Buryfield Car Park Lease (*Pages 67 - 68*)
- 13 Minutes of Joint Executive Committees
Members are asked to note the Minutes of the following meetings of Joint Executive Committees:
Appendix 1 - Chiltern & South Bucks Joint Committee - 12 October 2016 (To Follow)
- 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 Support Services Notes - 17 October 2016 (*To Follow*)
- 16 HS2 Update (*To Follow*)
Paragraph 3 – Information relating to the financial or business affairs of any particular person (including the authority holding that information)
- 17 Chiltern Pools Feasibility Study Public Consultation Programme (*Pages 69 - 76*)
Paragraph 3 – Information relating to the financial or business affairs of any particular person (including the authority holding that information)
Appendix 1 (Pages 77 - 122)
Appendix 2: Link below
<http://www.chiltern.gov.uk/CHttpHandler.ashx?id=8452&p=0>
Exceptions Notice (Pages 123 - 124)

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, 13 December 2016

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

CHILTERN DISTRICT COUNCIL

MINUTES of the Meeting of the
CABINET

held on **6 SEPTEMBER 2016**

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

Councillors: G K Harris
M R Smith

APOLOGIES FOR ABSENCE were received from Councillors P E C Martin and F S Wilson

ALSO IN ATTENDANCE: Councillors P Jones, J Gladwin, J MacBean and L Smith.

134 MINUTES

The Minutes of the Cabinet meeting held on 28 June 2016, copies of which had been previously circulated, were approved and signed by Councillor I Darby, Cabinet Leader, as a correct record.

135 DECLARATIONS OF INTEREST

Councillor I A Darby declared a personal interest in Item 12 – Community Grant Aid Awards 2016-2017. Nature of interest – Councillor Mrs Darby was a member of the Executive Committee for Buckinghamshire and Milton Keynes Association of Local Councils; and a prejudicial interest as Treasurer of the Chalfont St Peter Action Group; and Independent Examiner for Chalfont St Peter Youth Centre accounts.

Councillor M J Stannard declared a personal interest in Item 12 – Community Grant Aid Awards 2016-2017. Nature of interest – Councillor Stannard was a formal council appointment on the Chesham Youth Club.

Councillor L Smith declared a personal interest in Item 12 – Community Grant Aid Awards 2016-2017. Nature of interest – Councillor L Smith was the chairman of the Chalfont St Peter Action Group.

136 28-DAY NOTICES:

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 and Joint Committee. The Notice would be published on 3 October 2016.

RESOLVED –

That the Draft 28-Day Notice / Forward Plan, to be published on 3 October 2016, be noted.

137 CURRENT ISSUES

(i) Councillor I A Darby – Local Government Review

Councillor Darby advised that consultants had been appointed and work on the Local Government Review was ongoing.

(ii) Councillor Harris – Prestwood Leisure Centre car park

Councillor Harris advised that the work on the Prestwood Leisure Centre car park was now complete and the outcome had been very well received. Councillor Darby stated she was pleased to report that she had received emails of thanks on this which she had responded to.

138 TREASURY MANAGEMENT QUARTERLY REPORT QUARTER 1 2016/17

Consideration was given to the report on the Treasury Management operation of the Council for April – June 2016.

RESOLVED:

That the Treasury Management performance for Quarter 1 2016/17 be noted.

139 LEISURE CONTRACT PERFORMANCE REPORT 2015/2016

Consideration was given to the report which outlined the overall performance of the Chiltern's Leisure Contract with GLL from 1 January – 31 December 2015. The key themes covered in the reported included visitor numbers, financial performance, investment in facilities, energy usage and outreach community development work.

RESOLVED:

That the current performance of the leisure contract be noted.

140 LEISURE CENTRE CAPITAL REPORT 2016/2017

Consideration was given to the report which outlined the Leisure Centre capital structural repair programme for 2016/17.

RESOLVED:

That the expenditure of £377,000 from the 2016/17 Capital budget to undertake the necessary repairs to the three Leisure Centres be noted.

141 LEISURE ADVISORY BOARD

Members were informed 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.

The reason for the proposal was 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 increased participation in physical activity.

RESOLVED:

- i) That a joint Leisure Advisory Group be established 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 and any other relevant partners; and**
- ii) That the draft Terms of Reference for a joint Leisure Advisory Board as outlined in Appendix 1 be approved.**

142 DISABLED FACILITIES GRANT

Members approval was sought to increase the Disabled Facilities Grant (DFG) capital programme for 2016/17 to meet increased demand. Members thanked officers for their work in collaboration with other Districts to secure the level of funding from the Better Care Fund in the current year for Disabled Facilities Grants.

RECOMMENDED:

- i) That Council agree to increase the Council's contribution to the overall Disabled Facilities Grant capital programme to £100,000 enabling a funded programme of £735,000 to be delivered in 2016/17;**
- ii) That, subject to annual review, the Council increases its contribution to the annual Disabled Facilities Grant programme to £100,000/annum to meet future demand.**

143 CHILTERN COMMUNITY GRANT AWARDS 2016-17

Chiltern District Council's Community Grant Aid Scheme had been in operation for over ten years, supporting a diverse range of local voluntary organisations to improve services and facilities for local residents.

Members were asked to consider the proposed funding grant awards from the Council's Community Grant Aid Scheme 2016/2017.

Cllr Gladwin entered the meeting at 5.05pm

Specific mention was made of Sing Out Loud Together (SOLT) which was originally established as a choir for Council employees but the membership had since been extended and it was a formal group which offered opportunities for other members of the community to join. For the purposes of the application for a grant, SOLT fulfilled the criteria.

More detailed consideration was also given to the organisation of Support for Young People Affected by Crime as this was a targeted group resulting in less fewer beneficiaries but the organisation did meet the criteria. It was agreed that the allocation of funding to this organisation should be approved.

The report recommended not awarding funding to the Chalfont St Peter Appraisal Group for the new road crossing; on the grounds that the Appraisal Group received core funding from Chiltern District Council.

A member also pointed out his view that Chiltern District Council community grant funding should not be used to make good any shortfalls in service delivery of other statutory bodies.

Members requested further enquiries be made as to the applicants' status and that the application is further considered.

It was recommended that the final decision to fund the project would be delegated to the Head of Healthy Communities in consultation with the Portfolio Holder for Community, Health and Housing.

RESOLVED:

- i) That the allocation of funding awards from the 2016/2017 Community Grant Aid Scheme as detailed in Appendix 1 be approved; and**
- ii) To delegate the final decision to fund the Chalfont St Peter road crossing project would be delegated to the Head of Healthy Communities in consultation with the Portfolio Holder for Community, Health and Housing.**

144 MINUTES OF THE CHILTERN & SOUTH BUCKS JOINT COMMITTEE - 2 AUGUST 2016

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

- Chiltern & South Bucks Joint Committee – 2 August 2016

145 EXCLUSION OF THE PUBLIC**RESOLVED –**

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

Paragraph 1 – Information relating to any individual

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

146 CABINET REPORTS FROM POLICY ADVISORY GROUPS:

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

- Environment – 15 June 2016
- Customer Services – 27 July 2016
- Community, Health & Housing – 28 July 2016

147 NON DOMESTIC RATES DISCRETIONARY RATE RELIEF APPLICATION

Members were requested to consider a non domestic rates discretionary rates relief application from the Chesham Lawn Tennis Club where the potential amount of each award is over £5,000 and decide what level of discretionary rates relief should be awarded for the organisation in respect of the next three financial years with effect from 1 April 2015. As the applicant was a sports club, if they secured designation from HMRC of being a Community Amateur Sport Club (CASC) they would be automatically entitled to 80% rate relief. However this designation can be quite difficult and onerous for small organisation at obtain. Members were advised that in the last year a similar application had been received from the Chesham Bois Bowls Club which had been granted, and they did not have the CASC designation. Members decided in this instance on the ground of the sums involved and precedent to approve the application, but requested the issue of CASC and rate relief be discussed at the Customer Services Policy Advisory Group.

RESOLVED:

That the discretionary rate relief of 80% in respect of Chesham Lawn Tennis Club be approved.

148 NON DOMESTIC ARREARS WRITE OFF

Members considered the details of the non domestic rates arrears write off.

RESOLVED:

That the arrears of non domestic rates in the sum of £20,075.34 be written off in accordance with the provision of financial procedures Rule 12.

The meeting ended at 5.40pm

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

1. Report

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

RECOMMENDATIONS

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

- Cabinet – 12 December (Appendix 1)
- CDC & WDC Joint Waste Collection Committee – 8 December – items to be confirmed
- Chilterns Crematorium Joint Committee – meeting date to be confirmed
- Joint Committee – 19 December – items to be confirmed

Background	None.
Papers:	

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	Q2 Performance Reports 2016-17	Services 29 Nov Resources 5 Dec	Cabinet 13 Dec 16	No	Sarah Woods Email: swoods@chiltern.gov.uk
No	Service Plan Summaries 2017/18	Services 24 Jan Resources 31 Jan	Cabinet 8 Feb 17	No	Sarah Woods Email: swoods@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

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	Amendments to the Constitution of the Chiltern & Wycombe Joint Waste Collection Committee: To agree amendments to the JWCC Constitution arising from the implementation of a Chiltern, Wycombe and South Bucks joint waste team		Cabinet 13 Dec 16	No	Sue Markham Email:smarkham@chiltern.gov.uk
Yes	Building Services Maintenance, Cleaning & Associated Services: To consider a report on the tender exercise	CAMG 21 Nov 16	Cabinet 13 Dec 16	Yes (Paragraph 3)	Kevin Kelly Email:kkelly@chiltern.gov.uk
Yes	Energy Strategy: To consider adoption of the Buckinghamshire Energy Strategy		Cabinet 13 Dec 16	No	Ben Coakley Email:bcoakley@chiltern.gov.uk
Yes	Amersham Multi-Storey Car Park Development: Project update and presentation of the business case	EPAG 30 Nov 16	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	Temporary Accommodation Procurement Statement: To identify the options available to the Council in the provision of temporary accommodation	Services 29 Nov 16	Cabinet 13 Dec 16	No	Martin Holt Email: mholt@chiltern.gov.uk
Yes	Regulators Code for shared services: To consider the shared service regulators enforcement code	Services 29 Nov 16	Cabinet 13 Dec 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 29 Nov 16 CHHPAG 6 Dec 16	Cabinet 13 Dec 16	No	Michael Veryard Email: mveryard@chiltern.gov.uk
Yes	Homelessness Strategy: To consider a joint Homelessness Strategy	Services 29 Nov 16 CHHPAG 6 Dec 16	Cabinet 13 Dec 16	No	Martin Holt Email: mholt@chiltern.gov.uk
No	Armed Forces Community Covenant Update: To update on local WW1 commemorative events and the County-wide task force working group	CHHPAG 6 Dec 16	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	CHHPAG 6 Dec 16	Cabinet 13 Dec 16	No	Paul Nanji Email: pnanji@chiltern.gov.uk

Community, Health & Housing (Councillor Graham Harris) <i>Continued</i>					
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	Revitalisation Group - Update Report: To update key outcomes of the local Revitalisation Groups (2016/17) and agree Capital Grants Awards	CHHPAG 30 Jan 16	Cabinet 7 Feb 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	CHHPAG 20 March 17	Cabinet 4 April 17	No	Joanna Faul Email:jfaul@chiltern.gov.uk

DRAFT

SUBJECT:	MEDIUM TERM FINANCIAL STRATEGY 2017 – 2022
REPORT OF:	Support Services Portfolio Holder – Councillor Mike Stannard
RESPONSIBLE OFFICER	Director of Resources
REPORT AUTHOR	Jim Burness JBurness@chiltern.gov.uk
WARD/S AFFECTED	All

1. Purpose of Report

The appendix to the report contain the Council’s Medium Term Financial Strategy, which is integral to complying with the Prudential Code that will enable the Council to undertake external borrowing as part of the financing of the Strategy.

RECOMMENDATIONS

1. The Cabinet RECOMMENDS to Council the updated Medium Term Financial Strategy (Appendix A)

2. The Cabinet agrees that the Treasury Management Strategy be updated to reflect the implications of the Medium Term Financial Strategy

3. The Cabinet notes that the Council has indicated it is interested in taking up the Government’s Four Year Funding Offer, and the Joint Efficiency Plan produced with South Bucks DC (Appendix B) that is a requirement of taking up the offer.

2. Reasons for Recommendations

2.1 The Council needs to have a clear financial strategy to tackle the challenges faced in the coming years. The proposed strategy requires significant investment in a range of projects necessary to meet its key priorities including achieving a sustainable financial position by the end of the decade.

2.2 As the financial strategy will require capital investment for the authority in excess of available capital resources there will be a requirement to undertake Prudential Borrowing. This will require the authority to meet the requirements of the Prudential Code¹.

3. Content of Report

3.1 The financial strategy for the authority is intended to provide a stable financial environment for the Council to progress its aims and objectives.

3.2 The key principles underpinning the strategy are:

¹ Prudential Code for Capital Finance in Local Authorities issues by CIPFA.

- The matching of expenditure and income in the medium term
- Optimising the use of Council assets to deliver or help finance Council priorities
- Aligning new expenditure to key Council priorities and to continue to provide value for money
- Having in place sound financial processes to control and monitor expenditure
- Awareness of the financial risks facing the authority and using this to inform the authority's level of financial reserves

3.3 The updated Medium Term Financial Strategy is Appendix A of this report. The financial forecast in the Strategy assumes grant funding and tariff levels as included in the last Financial Settlement data. The Government has made the offer to local authorities that they can ask for these figures to remain unchanged over the period of the current spending review (i.e. until 2020/21). The Council has accepted this offer on the basis of providing some certainty for planning purposes, and the likelihood of the Government funding being improved is remote.

3.4 The Government has requested authorities produce efficiency plans to set out their approach in the coming years to improving services with limited resources from Central Government. Where authorities have joint working programmes they are asked to submit joint efficiency plans, and this is what Chiltern and South Bucks have done. The joint efficiency plan has been produced in line with guidance from the LGA and CIPFA and is attached Appendix B.

3.5 The Medium Term Financial Strategy is a main driver for the Council's Treasury Management Strategy, especially if the authority is moving from being debt free to Prudential borrowing. Therefore the Treasury Management Strategy will need to be updated as part of its normal annual review, to reflect the new Medium Term Financial Strategy.

4. Consultation

4.1 The report has been considered by the Resources Overview Committee and any comments will be made known to the Cabinet.

5. Options

5.1. If the authority wishes to undertake Prudential borrowing it is required to have in place a medium term financial strategy to establish the level of borrowing anticipated and its affordability. It is also important from the view point of financial governance to have a Medium Term Financial Strategy.

6. Corporate Implications

6.1 The Medium Term Financial Strategy is an important document in the Council's governance. It expresses in a financial context how the authority will progress its key objectives and manage major financial risks over the medium term. It is a cornerstone of the legal basis for authorities wishing to undertake prudential borrowing.

6.2 The Medium Term Financial Strategy includes potential projects where the Council will exercise its General Power of Competence, in accordance with sections 1 to 6 of the Localism Act 2011. In summary, this enables councils to do things:

- an individual may generally do
- anywhere in the UK or elsewhere
- for a commercial purpose or otherwise, for a charge or without a charge
- without the need to demonstrate that it will benefit the authority, its area or persons resident or present in its area (although in practice councils will want to realise such benefits).

7. Links to Council Policy Objectives

7.1 The Medium Term Financial Strategy is the financial statement that shows how the Council intends to fund meeting its key objectives.

8. Next Step

- The Medium Term Financial Strategy will underpin the forthcoming decisions on the budgets and council tax for 2017/18, and will be updated in the light of the final budget outcomes for 2017/18.
- The Treasury Management Strategy will be updated to reflect the MTFs, and reported to Cabinet - Feb 2017
- The Capital and Asset Management Strategies updated and reported to Cabinet - Feb 2017

Background Papers:	Treasury Management Strategy 2016 Risk Management Strategy
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CHILTERN DC FINANCIAL STRATEGY

Purpose

The financial strategy for the authority is intended to provide a stable financial environment for the Council to progress its aims and objectives.

Principles

The key principles underpinning the strategy are:

- The matching of expenditure and income in the medium term
- Optimising the use of Council assets to deliver or help finance Council priorities
- Aligning new expenditure to key Council priorities and to continue to provide value for money
- Having in place sound financial processes to control and monitor expenditure
- Awareness of the financial risks facing the authority and using this to inform the authority's level of financial reserves

Key Priorities of the Strategy

The key priorities that the Medium Term Financial Strategy is seeking to deliver are as follows.

Key Priority	Comment
<ul style="list-style-type: none"> • Financial Stability & Resilience 	Eliminating the funding gap Growing income base Funding only from Business Rates, Council Tax and Fees & charges and rents Reserves to buffer recession effects Reserves for specific major projects Funding investment (Prudential Borrowing) Continuing efficient and effective use of resources Strong cost control
<ul style="list-style-type: none"> • Local Housing needs 	Temporary accommodation supply Affordable housing supply Use of s106 funds
<ul style="list-style-type: none"> • Parking Strategy 	Focus initial on Amersham issues (AMSCP).
<ul style="list-style-type: none"> • Maximising use of Property Assets 	Amersham site (Pool & KGVH)
<ul style="list-style-type: none"> • Leisure Strategy 	Implementing outcomes of leisure needs survey, especially in respect of Amersham site

Key Priority	Comment
<ul style="list-style-type: none"> Supporting local businesses 	Broadband extension and development Skills agenda Progression the economic development strategy Encourage tax base growth
<ul style="list-style-type: none"> The local environment 	HS2 mitigation Local Plan work
<ul style="list-style-type: none"> Joint Working incl Transformation 	Stronger in Partnership Programme Office Accommodation plans

Elements Supporting the Financial Strategy

The Financial Strategy is supported by a number of other key documents.

- Sustainable Communities Strategy
- Asset Management Plan
- Capital Investment Strategy
- Treasury Management Strategy
- Risk Management Strategy

The Asset Management Plan will set out how the Council will use its assets to optimise revenue, create income streams, for the Council.

Specific consideration will be given to capital investment issues, including where appropriate undertaking return on investment assessments. Major investment projects will be supported by option appraisals and business cases. The authority's Capital Investment Strategy defines in specific terms the authority's approach to capital investment.

Where the Council decides to undertake external financing of investment projects it will ensure this is based on the requirements of the Prudential Code¹. The Treasury Management Strategy will be reviewed annually, and will set out the Prudential Indicator's for the authority in order to demonstrate the affordability of any borrowing undertaken.

Financial and service planning are integrated and are driven by the priorities that has been developed by a process of consultation with members and key stakeholders. Service plans and budgets will be subject to formal member consultation and scrutiny, through PAGs and Overview Committees. Consultations on the Council's plans will also be undertaken if appropriate with other stakeholders such as parishes and other members of the Chiltern & South Bucks Strategic Partnership.

The financial risks and dependencies associated with delivering Service plans will be identified and reported as part of the service planning and budget process. The financial risks will also be incorporated into the in year monitoring processes referred to previously. In addition the Council will keep under review through its risk management policy the strategic risks facing the authority.

¹ Prudential Code for Capital Finance in Local Authorities issues by CIPFA.

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A sound system of financial management will be in place as evidenced by the authority's:

- Financial regulations and standing orders
- Audit Plan
- Procurement Guidance and Contract Standing Orders

The effectiveness of these arrangements will be reported upon as part of the annual Statement of Assurance that form part of the authority's published financial statements, and as such is reviewed by the External Auditors.

The key income streams of council tax and business rates will be monitored regularly and forecasts made for financial planning purposes. Current expenditure, activity levels and performance are kept under review and monitored regularly by officers and members.

The key drivers affecting the Council's priorities are identified and monitored. These may be drivers from Central Government or from local communities. The KnowledgeSource database and performance indicator data specifically will be used to identify any issues arising that will affect Service plans.

Roles and Responsibilities

Members

Members have the responsibility for agreeing the key aims and priorities of the authority. They also need to ensure that adequate resources are in place to support the delivery of the priorities, and that the authority has a sound system for financial management and control.

Managers

Managers responsible for services or groups of services have the requirement to set out through their Service plans and budgets how they will progress the Council's aims in the areas under their control. They will be required to identify clearly the resource implications and any risks or dependencies associated with their Service plan. Value for money, customer views and efficiency will feature in their service planning. If required by the Council's overall financial position managers will be required to identify savings options, but these should aim to minimise as far as possible the impact on the Council's key priorities. They will follow the authority's procedures for financial management and control. This includes monitoring their budgets in accordance to the requirements of the authority's budget monitoring processes.

s151 Officer

The designated s151 officer has the responsibility to ensure members and officers are provided with the appropriate financial advice and information to support their service and financial planning, and this includes identifying the key financial risks facing the authority. The role also has responsibility for ensuring managers have the appropriate support to

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manage their budgets. The post is responsible for ensuring adequate financial systems and controls are in place to manage the authority's financial affairs.

Communications

Internal

As a general principle the intention is to consult and inform internal stakeholders as far as possible and in an appropriate way.

Briefings or presentations to members on council priorities, plans and financial issues.

Guidance made available to managers on service and financial planning.

Information made available to staff on Council priorities and the financial strategy via means such as staff briefings and other internal communications.

As part of the Council's Organisational Development Strategy it is important that staff understand the context that the Medium Term Financial Strategy provides for the way they will work, and for the changes that will take place.

External

Information publicly available as part of the Annual Report, setting out the key points of the Council's priorities and main Service Plan issues.

Information publicly available on website outlining main features of the budget set for the year.

It is important that the Council managed public expectations about what it can deliver within the limitations of resources and legislative frameworks.

Review of the Strategy

The principles and key elements of the Strategy should not change significantly from year to year, other than to adjust for any new supporting policies or strategies that may have been developed.

The Medium Term Financial Strategy

Following the Government's proposals for local authority funding in December 2015², it has become very clear that all Councils need to adapt to a new and different funding regime. Chiltern is classified as a high resources/low needs authority and as such by 2020 will not

² Autumn Statement 2015, and Local Authority Financial Settlement December 2015.

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only receive no Central Government grant but will also be required to pay an 'additional tariff' back to the Treasury. The preliminary "tariff" figure announced for 2019/20 is £848k. There is also the potential risk from 2020/21 of this figure changing following the government's intended review of how its funding to local authorities is distributed.

There are a number of material financial risks facing the Council in the coming years, other than bridging the funding gap resulting from the ending of Government grant. These include:

- The financial pressure to deliver the Council's statutory housing duties as a result of shortfall in the availability of affordable and temporary accommodation relative to demands.
- The costs of maintaining and enforcing the Council's planning policies, in an area where there is significant pressure of development. Parts of the District will be subject to significant impacts from the HS2 project, which will put financial pressure on the Council to support local communities to mitigate the impact of these developments.
- The development and maintenance of the authority's waste collection and recycling services with the retendering of the service in 2020 likely to result in increased costs.

The Approach to the Challenges.

Some of this will be achieved by the Stronger in Partnership phase of the joint working with Chiltern DC. This is expected to deliver savings from reduced accommodation requirements, more efficient working, and delivering services to customers more in line with their requirements and making best use of developing means of interacting with customers.

The Council's capital resources are diminishing, available capital receipts and earmarked reserves for capital at the end of 2015/16 were £4.1m. Any significant new capital investment in the coming years will soon exhaust these resources, and with there being no realistic prospect of significant new capital receipts, the Council will need to undertake prudential borrowing to deliver its Capital Programme.

The Council's response to the challenges will include the following.

- Income opportunities will be maximised, particularly in the areas of planning and licensing fees, and car parking. Car parking will involve expanding capacity that will also be in response to increasing demand in a number of areas.
- Contract costs will be kept under review and options to reduce costs will be considered. These would include;
 - Joint tendering.
 - Considering new approaches to service delivery (e.g. "cloud based" technologies; channel shift)

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- Pay arrangements under the locally determined harmonised terms & conditions, will be linked to what the Council can afford as opposed to automatically following any national settlements.
- For any significant operational areas, not already subject to contract arrangements or market testing, their structures and processes will be reviewed to identify any savings potential as the Stronger in Partnership programme progresses.

Maintaining financial stability is very important. Specifically having an appropriate level of general reserves is vital in order to cope with the inevitable one off issues that can arise as a result of factors outside of the Council's control, or which cannot be accurately assessed as part of the annual budget process.

The situation that will exist from 2020 whereby the Council's income sources are effectively the council tax, business rates, and its fees and charges, makes the Council more vulnerable to external economic factors, and in particular recessions that periodically occur. Recessions have an impact on the business sector, and therefore business rates, as well as on a number of key fee areas such as planning and building control. It is therefore important to have an adequate level of general reserves to provide a financial buffer during a period of recession.

The Council has a specific policy around reserves which covers how the minimum level of general reserves will be assessed, and also what are the authority's earmarked reserves.

The Medium Term Financial Strategy however will set a planned minimum level of reserves that will be retained over the period of the Strategy. This will mean that any support to the council tax from reserves will be limited to maintaining the planned minimum level. The planned minimum level of general reserves will be £1.5m.

A forecast of the Council's revenue and capital financial position in broad terms to 2022 is appended, based on:

- The phasing out of Government grant, and changes to the New Homes Grant system.
- The financial impact of undertaking Prudential borrowing to support capital investment.
- Savings planned to come into effect.
- Tentative assessment of potential investment in the Chiltern Pools site and the financial benefits to the Council of the redevelopment.
- Council tax to increase by £5 per annum, and council tax base increases to reflect working towards delivering Local Plan Housing objectives.
- Maintaining general reserves above the Strategy's minimum level.

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The forecast indicates that the Council will not be in the position of needing to make any substantial savings over the period. However there are a number of factors that could affect this position in the latter years of the forecast period.

- The Government's review of the distribution of its funding to local authorities from 2020/21
- The retendering of the Waste contract
- The redevelopment of Chiltern Pools
- The future distribution and level of business rates.

This implies that the position needs to be kept under review and further work will be undertaken in the following areas:

- Optimise the major income streams by minimising costs and overheads, and having appropriate charging strategies.
- Improve efficiency through the Stronger in Partnership Programme.
- Carefully plan the Waste Contract and Chiltern Pools projects to ensure service and financial objectives are in alignment.

Director of Resources
September 2016

CHILTERN DC MEDIUM TERM FINANCIAL FORECAST 2017 – 22

	2017/18 BUDGET	2018/19 BUDGET	2019/20 BUDGET	2020/21 BUDGET	2021/22 BUDGET
-	£	£	£	£	£
Income					
Non Domestic Rates (NDR) – Baseline	(1,393)	(1,435)	(1,480)	(1,525)	(1,571)
Non Domestic Rates (NDR) – Growth	(300)	(300)	(300)	(300)	(300)
Revenue Support Grant	0	0	0	0	0
New Homes Grant	(692)	(581)	(939)	(1,123)	(1,604)
General Grants - Council Tax Freeze	0	0	0	0	0
General Grants - Transition Grant	(100)	0	0	0	0
General Grants – Other	0	0	0	0	0
Tariff / Top Up Adjustment	0	0	848	848	848
-					
Interest & Investment Income	(100)	(60)	(40)	(20)	(20)
-					
Collection fund (surplus)/deficit	0	0	0	0	0
	(2,586)	(2,376)	(1,912)	(2,120)	(2,647)

Service Expenditure					
Leader Portfolio (ID)	619	632	644	657	670
Community, Health & Housing (GH)	1,775	1,811	1,847	1,884	1,922
Customer Services Portfolio (FW)	1,069	1,091	1,113	1,135	1,158
Environment (MSm)	1,692	1,726	1,760	1,796	1,832
Support Services (MSt)	3,203	3,267	3,332	3,399	3,467
Sustainable Development Portfolio (PM)	1,295	1,321	1,347	1,374	1,402
Trading Undertakings (MSm)	(225)	(230)	(235)	(239)	(244)
New Pressures					
Additional Pension Deficit Contribution	0	0	0	0	0
Council Elections - Fund from reserves	0	0	70	0	0
Waste retender - Procurement Costs	0	0	100	100	0
Waste retender - Cost Change	0	0	0	150	150
Infrastructure Mitigation (ie HS2)	0	0	0	0	0
New Savings					
Shared Service Reviews	(50)	(100)	(100)	(100)	(100)
Net additional income from AMSCP	0	(24)	(51)	(80)	(93)
Increased income from car parks	0	0	0	0	0
Phase 3 Stronger in Partnership Savings	0	(150)	(250)	(250)	(250)
Net additional income from new Chilterns Pools	0	0	(200)	(350)	(450)
Chiltern Crematorium Surplus - Current	0	0	(250)	(250)	(250)
	9,379	9,343	9,128	9,226	9,213

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	2017/18	2018/19	2019/20	2020/21	2021/22
	BUDGET	BUDGET	BUDGET	BUDGET	BUDGET
Other Expenditure					
Notional Interest Payable - Refuse vehicles	38	22	7	0	0
Borrowing Costs – Interest	74	354	553	539	525
Borrowing Costs - Repayment	0	184	700	682	665
	111	560	1,259	1,221	1,190
Contributions to / (from) Reserves					
Contribution to / (from) LDF Fund	(219)	(219)	(219)	(219)	(219)
Contribution to Capital Prog - Refuse Vehicles	394	394	394	394	394
Contribution to Capital Prog – Other	0	0	0	0	0
Contribution to / (from) HS2 Reserve	0	0	0	0	0
Contribution to / (from) Elections Resv	20	20	(70)	20	20
Contribution to / (from) Other Reserves	0	0	(100)	(100)	0
	195	195	5	95	195
Precept Required	7,100	7,722	8,481	8,422	7,952
COUNCIL TAX CALCULATION					
Tax base	43,680	43,980	44,380	44,880	45,380
Tax Rate (Band D)	175.62	180.62	185.62	190.62	195.62
Precept Collectable	7,671	7,944	8,238	8,555	8,877
Surplus / (Deficit)	571	221	(243)	133	926

CHILTERN DC CAPITAL PROGRAMME 2017 – 22

	Original	Original	Original	Original	Original
	17/18	18/19	19/20	20/21	21/22
	£	£	£	£	£
New Projects					
Amersham Leisure Centre Project		20,000,000			
Environment					
Lords Mill Weir, Chesham	10,000				
Refuse Vehicles	200,000		2,400,000		
AMSCP	7,599,610	800,000			
Community, Health & Housing					
Leisure Centres	100,000	100,000	100,000		
Disabled Facility Grants	735,000	735,000	735,000	735,000	735,000
Renovation Grants	50,000	50,000	50,000	50,000	50,000
Flexible Home Loan Fund	50,000	50,000	50,000	50,000	50,000
Support Services					
KGVH WIFI Replacement	50,000				
	8,794,610	21,735,000	3,335,000	835,000	835,000

Funded by

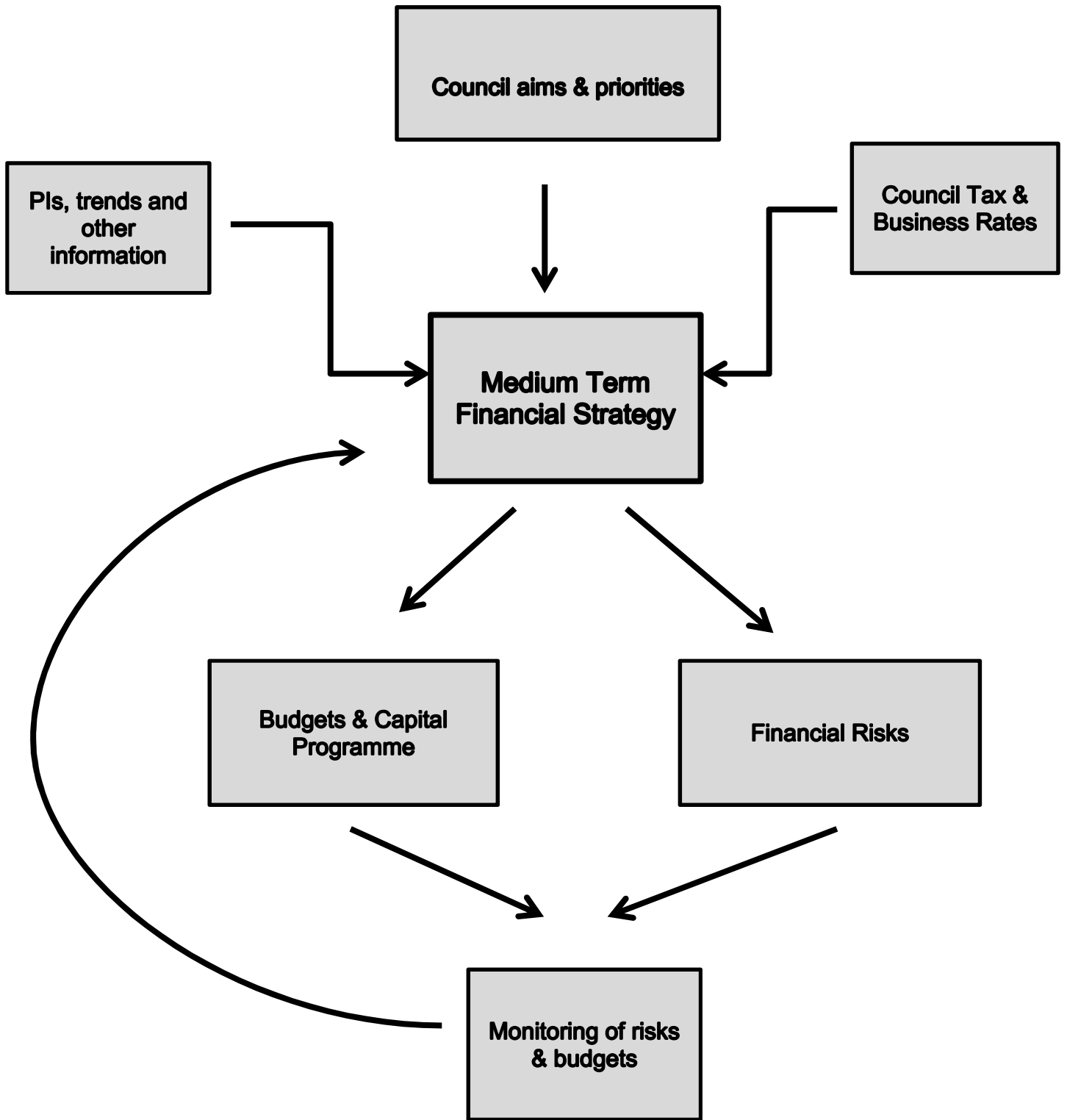
Housing subsidy re DFG's via Better Care Fund (BCC)	337,000	337,000	337,000	337,000	337,000
Paradigm contributions re DFG's	60,000	60,000	60,000	60,000	60,000
Borrowing for New Projects	7,369,203	20,800,000	0	0	0
Capital Receipts / Capital Contributions	1,038,407	538,000	2,938,000	438,000	438,000
Total Funding	8,804,610	21,735,000	3,335,000	835,000	835,000

	2017/18	2018/19	2019/20	2020/21	2021/22
	£	£	£	£	£
Housing subsidy re DFG's via Better Care Fund (BCC)	337,000	337,000	337,000	337,000	337,000
Paradigm contributions re DFG's	60,000	60,000	60,000	60,000	60,000
Borrowing for New Projects	7,369,203	20,800,000	0	0	0
Capital Receipts / Capital Contributions	1,038,407	538,000	2,938,000	438,000	438,000
Total Funding	8,804,610	21,735,000	3,335,000	835,000	835,000

Classification: OFFICIAL

	2017/18	2018/19	2019/20	2020/21	2021/22
	£	£	£	£	£
Opening Capital Resources	3,527,567	2,883,110	2,739,060	195,010	150,960
New Capital Receipts	0	0	0	0	0
New General Capital Contributions	0	0	0	0	0
New General Capital Contributions Vehicles	393,950	393,950	393,950	393,950	393,950
Use of Capital Receipts / Capital Contributions	-1,038,407	-538,000	- 2,938,000	-438,000	-438,000
Closing Capital Resources	2,883,110	2,739,060	195,010	150,960	106,910

Medium Term Financial Strategy Process

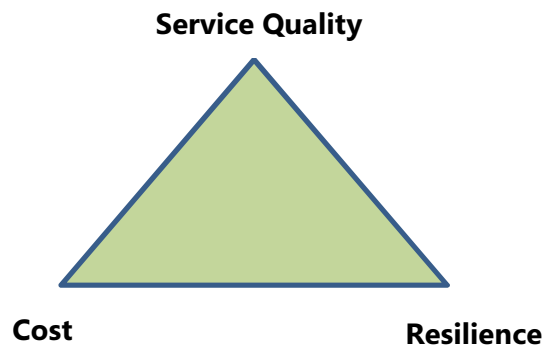


CHILTERN DC & SOUTH BUCKS DC EFFICIENCY PLAN 2016 - 22

Introduction

The two Councils have had a joint senior management team and shared chief executive since 2012. The Councils have established eighteen combined teams across the two Councils, including Housing Services, Finance, Building Control and Revenues & Benefits. The Councils also have agreed by collective agreement, harmonised terms and conditions for staff working across the two Councils and in new joint teams, and 82% of the workforce are on harmonised terms and conditions, and by January 2017 this will be 100%. The Councils have completed the unification of their ICT networks and infrastructure into a single arrangement. To date this programme of joint working has delivered full year savings of over £1.5m. The only service remaining to be combined is Planning, and the decision regarding this service will be taken in January 2017.

There are three key objectives the Councils have set for the programme of service reviews which is to achieve improvements in cost, resilience and service quality. This has been represented to staff and other stakeholders as “the benefits triangle”.



A recurring theme from the joint working to date has been the need to change the service delivery models to meet changing customer needs and expectations, and to make the service more sustainable and efficient. These issues now form the basis of the next phase of joint working (“Stronger in Partnership” programme) which is described later in this document.

There is also strong pressure on the Councils to increase efficiency in order to reduce costs and this is reflected in the Councils’ Medium Term Financial Strategies.

Joint Business Plan and Key Priorities

The two Councils joint working has reached the stage where they have a joint Business Plan and key priorities. The joint objectives of the Business Plan are set out below

- A. Deliver cost effective, customer focused services
 1. Provide best value for money services
 2. Listen to our customers
 3. Provide excellent services

- B. Work towards safe, healthy and cohesive communities
 1. Improve community safety
 2. Promote healthy communities
 3. Promote cohesive communities

- C. Strive to conserve the environment and promote sustainability
 1. Conserve the environment
 2. Promote sustainability

Flowing from these objectives are a number of common key priorities which are developed in the respective Medium Term Financial Strategies, but are summarised below.

- Financial Stability & Resilience
- Local Housing Needs
- Parking Strategy
- Maximising use of Property Assets
- Leisure needs
- Supporting local businesses
- The local environment
- Joint Working including Transformation

Stronger in Partnership

To fully meet the challenges facing the Councils the joint working has moved to a more transformational stage. This next phase of the joint working, referred to as "Stronger in Partnership", will take the Councils' objectives and set out to deliver these through:

- I. Creating a single culture and identity for all staff based around being the delivery vehicle for services to the two sovereign Councils

- II. Creating a workforce that works in different ways, is digitally agile, customer

focussed and has a culture of continuous improvement.

To achieve objectives there will be a cultural change programme and an Organisational Development (OD) strategy to ensure:

- I. The roles and responsibilities of staff in the organisation sit with required new ways of working.
- II. Staff are developed and supported to have the right skills and competencies.
- III. Managers are developed and supported in order to manage performance effectively in new working environments.
- IV. The culture of the organisation reflects the Councils' values and expectations on service delivery to our customers.

Organisational Development is at the heart of the planned changes and as a first step the values and behaviours required for the joint organisation have been developed with staff. These will be embedded by the joint teams themselves, into the way they work and will be supported by personnel processes and development plans appropriate to this new environment.

The Customer Services Strategies of the two Councils are being brought together to place the needs of customers firmly at the centre of changes. The joint strategy will take into account changes in the way in which residents and users wish to access services and information, but also ensuring that no group is excluded or disadvantaged by changes. The culture of the organisation and its behaviours will need to have customer service firmly embedded.

An important workstream is to create the situation whereby the workforce can operate in a manner that is location agnostic and best meets customer requirements and service efficiency. This will involve identifying appropriate ways of working for the roles in the Council ranging from fixed presence in a single location through to full fieldworking, or home working. A key to success of this workstream will be changing attitudes and behaviours of teams to achieve the desired changes, and it is expected that accommodation costs will be reduced.

Taken as a whole this next phase of joint working is seen as a key element in improving service delivery, increasing efficiency and reducing costs.

Income Generation

For both Councils optimising income will be important. At one level this will involve expanding capacity where there is known demand such as car parking. It will also include having charging policies that balances maximising income and managing demand or encouraging channel shift.

In addition investment in existing assets, or acquiring new assets, will be important. For Chiltern DC the opportunity to renovate and modernise leisure facilities in Amersham opens up possibilities if new and expanded income streams. For South Bucks DC its strategic asset management review indicates the potential from projects ranging from town centre redevelopments with partners, to the acquisition of assets to generate new income streams.

Both Councils see income generation by the various options described as being important elements in managing the financial challenges they face over the coming years.

For both authorities the use of Prudential Borrowing will be integral to these plans from 2017/18 onwards.

Affordable Housing

Addressing the supply of affordable housing is an important issue for both authorities. The challenge is about finding sites for development that the Council can control and influence. The joint housing service for both Councils adopts a range of proactive strategies to try and manage the housing demand, but the availability of land is the critical issue. As part of the Councils' investment plans they will look to include where compatible with other objectives, scope to deliver affordable housing. The Councils will also seek opportunities with other organisations to acquire and develop sites for housing, and South Bucks DC is developing a project along these lines with a Thames Valley Police surplus site.

Supporting Documents

The following public documents provide more detail to the issues in this document.

- [Stronger in Partnership – Chiltern & South Bucks Joint Committee Feb 2016](#)
- [Joint Business Plan 2016-20](#)
- Medium Term Financial Strategies
- Revenue Budgets 2016/17

SUBJECT:	<i>Treasury Management – Quarterly Report Quarter 2 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 July – September 2016.

RECOMMENDATION

The Cabinet is requested to note the Treasury Management performance for Quarter 2 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.

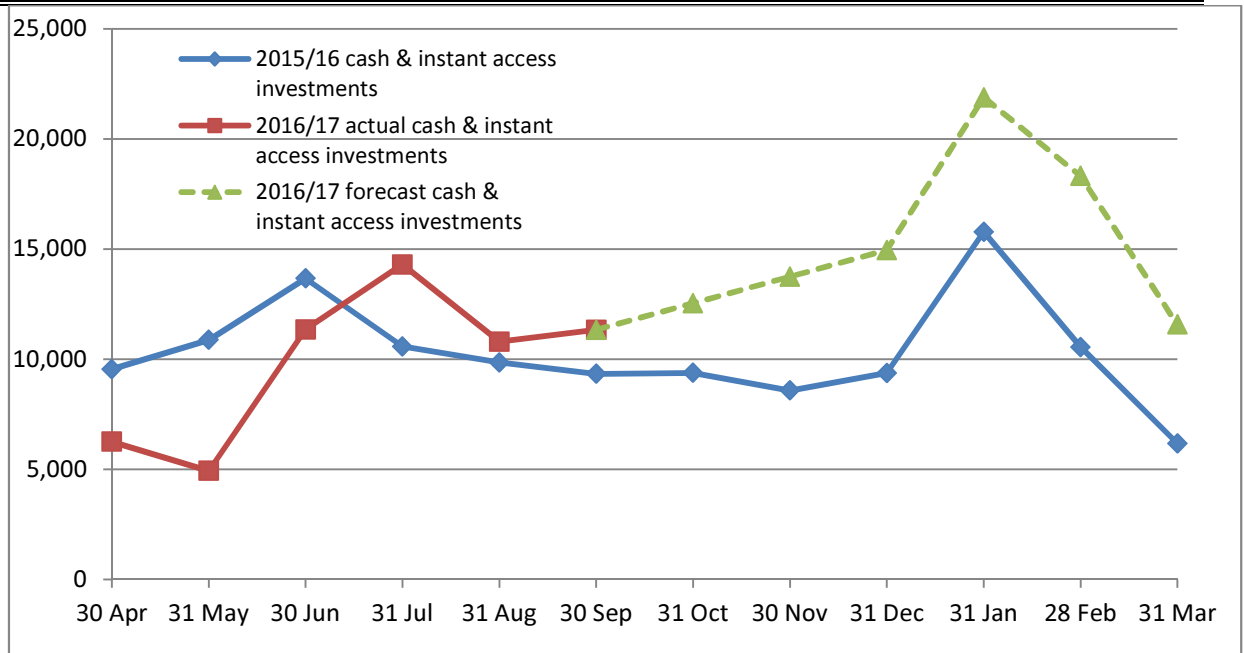
3. Quarterly Report on Treasury Management Quarter to September 2016

- 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 The base rate was decreased from 0.5% to 0.25% in August, with the rate having remained at 0.5% since March 2009.
- 3.3 The total of loans outstanding at the end of the quarter was £17,000,000 detailed in the table below.

UK Institutions	Fitch Credit Rating	Principal £	Interest Rate	Invested	Matures
Standard Life MMF		5,000,000	0.37% variable	immediate	access
Lloyds Banking Group	A+				
Fixed Deposit		1,000,000	1.05%	05/11/15	04/11/16
Fixed Deposit		1,000,000	1.55%	02/06/14	02/06/17
Fixed Deposit		1,000,000	1.05%	27/07/16	27/07/17
Nationwide Building Society	A				
Fixed Deposit		1,000,000	0.95%	19/05/16	19/05/17
Fixed Deposit		1,000,000	0.60%	28/07/16	28/04/17
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
Fixed Deposit		1,000,000	1%	31/08/16	28/02/18
Total Deposits		17,000,000			

- 3.4 The weighted average interest rate earned on fixed rate investments in the quarter was 1.07%. By way of comparison the weighted average interest rate earned in the quarter for South Bucks District Council was 1.05%. As at the end of September, £6.33m was held in instant access funds for everyday cashflow purposes compared to £8.35m at the end of June.
- 3.5 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.



3.6 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%
30/09/16	71%	29%

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%
30/09/16	£17m	£11m	65%

Of the £11m invested for greater than 364 days, £8m of this is for 7 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 increased from £14m to £17m between July and September.

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 September is £91,000. Current interest rates are lower than at the beginning of the year therefore interest income is likely to decrease as the year progresses. However, it is likely that the annual budget for interest income will be exceeded by a modest amount.

Background Papers:	None
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SUBJECT:	<i>Chiltern District Council Performance Report Q1 2016-17</i>
REPORT OF:	<i>Leader of the Council – Councillor Isobel Darby</i>
RESPONSIBLE OFFICER	<i>Acting Chief Executive – Bob Smith</i>
REPORT AUTHOR	<i>Rachel Prance (01494 732903) Sarah Woods (01494 586 800)</i>
WARD/S AFFECTED	<i>Report applies to whole district</i>

1. Purpose of Report

The purpose of this report is to outline the performance of Council services against performance indicators and service objectives during Q1 Apr-Jun 2016.

RECOMMENDATION

Cabinet is asked to note the performance reports.

2. Executive Summary

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

Portfolio	No of PIs	PI on target •	PI slightly below target •	PI off target •	Unkn own / Data only
Leader	5	4	0	0	1
Community, health & housing	13	6	0	2	5
Sustainable development	11	8	1	1	1
Environment	5	1	1	0	3
Support services	6	3	0	1	2
Customer services	5	3	1	0	1
Total PIs	45	25	3	4	13

3. Reasons for Recommendations

- 3.1 This reports factual performance against pre-agreed targets. Management Team, Cabinet and Resources Overview & Services Overview Committees receive regular updates detailing our progress towards service plan objectives, performance targets and strategic risks, in line with our Performance and Improvement Framework.
- 3.2 Two detailed performance tables accompany this report:
- **Appendix A – Priority performance indicators Q1 2016-17**
 - **Appendix B – Quarterly corporate performance indicators 2016-17**

4. Key points to note this quarter:

- 4.1 Of the 13 unknown PIs, three are provided for information only, nine are not reported this quarter and one is a new PI which is awaiting the target to be set, or the method of calculation has not yet been finalised.
- 4.2 Of the four off-target PIs, two are priority PIs.
- 4.3 **Community Health and Housing:** the two PIs which failed to meet targets relate to housing, please refer to the appendices to view the reasons for this. Two are linked to the national increase in demand for temporary accommodation and lack of affordable housing. A working group is in place to explore the options for increasing the provision of affordable housing.
- 4.4 **Sustainable Development:** the PI which is off target relates to the number of planning appeals allowed. An appeal assessment is being carried out by reviewing all allowed decisions.
- 4.5 **Support Services:** the PI which is off target relates to the percentage of calls to ICT helpdesk resolved within agreed timescales. The fall in performance is due to an increase in workload caused by single network migrations at the same time as reduced capacity in the service. Trends are already showing a reduction in calls as single network project concludes.

5. Consultation

Not applicable.

6. Options

Not applicable.

7. Corporate Implications

- 7.1 Financial - Performance Management assists in identifying value for money.
7.2 Legal – None specific to this report.

7.3 Crime and Disorder, Environmental Issues, ICT, Partnership, Procurement, Social Inclusion, Sustainability – reports on aspects of performance in these areas.

8. Links to Council Policy Objectives

Performance management helps to ensure that performance targets set through the service planning process are met and any dips in performance are identified and resolved in a timely manner. This report links to all three of the Council’s objectives, listed below:

Objective 1 - Efficient and effective customer focused services

Objective 2 - Safe, healthy and cohesive communities

Objective 3 - Conserve the environment and promote sustainability

9. Next Step

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

Background Papers:	N/A
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Appendix A - Priority PIs 2016-17 - CDC

Code	Title	2015/16 Actual	2015/16 Target	Apr-15	May-15	Jun-15	Jul-15	Aug-15	Sep-15	Oct-15	Nov-15	Dec-15	Jan-16	Feb-16	Mar-16	Target 2016/17 (YTD)	Traffic Light	Latest Note
Leader's																		
CdHR1	Working days lost due to sickness absence	7.95	11	7.56	6.84	7.2										10	<input checked="" type="checkbox"/>	These figures are now calculated the same way as SBDC and in accordance with the Office of National Statistics not making the adjustment for part time workers. 125.50 (days off sick) for June + 212 (cumulative figure) = 337.5 (info taken from Workforce)/187.96 (average FTE figure) = 1.80/3*12 = 7.20. Impact is the majority of increase in days.
CdHR14	Working days lost due to short term sickness absence (upto 20 working days)	New PI	New PI	6.12	4.92	4.96										5	<input checked="" type="checkbox"/>	81.5 days for June +152 (cumulative figure) =233.5 (taken from Workforce)/187.96 (average FTE)= 1.24/3*12= 4.96
CdHR15	Working days lost due to long term sickness absence (more than 20 working days)	New PI	New PI	1.44	1.92	2.2										3	<input checked="" type="checkbox"/>	44 days for June + 60 (cumulative figure) = 104(Taken from Workforce) /187.96 (average FTE) = .55/3*12=2.20
Community, Health and Housing																		
CdCSf1	Percentage reduction in burglaries from dwellings year on year for Chiltern (quarterly)	-19.20%	data only			18.9%										Data Only	n/a	Chiltern has seen an 18.9% decrease in burglaries in this quarter with 43 offences compared to 53 the previous year.
CdHS1	Number of applicants with/expecting children who have been in B & B accommodation for longer than 6 weeks (snapshot figure at end of month)	0	0	1	0	2										0	<input checked="" type="checkbox"/>	One of these households is due to move on shortly to self contained accommodation. A working group is in place to explore the options for increasing the provision of affordable housing.
CdHS8	Number of households living in temporary accommodation (snapshot at the end of the month)	31	21	35	36	39										30	<input checked="" type="checkbox"/>	The demand for temporary accommodation for homeless households continues to be high.A working group is in place to explore the options for increasing the provision of affordable housing.
Sustainable Development																		
CdSD2	Special measures: speed of processing major applications, for assessment in Oct/Nov 2016 (cumulative)	95.65%	51.00%	95.83%	95.83%	96.30%										51.00%	<input checked="" type="checkbox"/>	Review period is 1st July 2014 - 30th June 2016. If performance falls below 51% at the end of the monitoring period, the Council will be placed into special measures. Major Cases determined to date is 27 Those Dealt with on target is 26.

Code	Title	2015/16 Actual	2015/16 Target	Apr-15	May-15	Jun-15	Jul-15	Aug-15	Sep-15	Oct-15	Nov-15	Dec-15	Jan-16	Feb-16	Mar-16	Target 2016/17 (YTD)	Traffic Light	Latest Note	
CdSD5	Special measures: quality of major applications, for assessment in Oct/Nov 2016 (cumulative)	9.38%	19.00%	9.38%	9.38%	9.38%										9.90%		Number of appeals allowed or part allowed: 3 Number of major cases determined: 32	
CdSD10	Processing of planning applications: minor applications processed within 8 weeks (cumulative)	81.92%	70.00%	85.00%	85.71%	72.73%										75.00%		Performance dipped in June but still above national target and anticipated that it will be back to above local target shortly.	
CdSD11	Processing of planning applications: other applications processed within 8 weeks (cumulative)	92.15%	92.00%	96.30%	90.61%	90.54%										90.00%		Other application performance maintained above national and local target	
Environment																			
CdWR3	Percentage of household waste sent for reuse, recycling and composting (cumulative)	52.53%	57.00%			54.79%										58.00%		Data remains provisional for Q1. Awaiting Tyre and WEEE data for June. Actual revised target for the quarter is 56.52%. Actual performance is slightly down on target despite improved performance for organic waste collected versus same period last year. Dry recycling (Paper/card/co-mingled) is down on last year. Also quality of co-mingled material is under scrutiny, with more rejected material at the MRF compared with same period last year	
Customer Services																			
CdRB1	Speed of processing - new HB/CTB claims (by period monthly)	16.08	18	16.52	20.22	19.25										18		3 cases that took longer than 60 days to consider. Highlighted to Revenues Management Team.	
CdRB2	Speed of processing - changes of circumstances for HB/CTB claims (by period monthly)	4.72	5	4.11	3.38	3.82										5			
CdRB3	% of Council Tax collected (cumulative)	99.36%	99% (57.75%)	5.42%	15.32%	24.92%										99.00%			
CdRB4	Percentage of Non-domestic Rates Collected (cumulative)	98.30%	98% (57.17%)	8.94%	19.47%	29.03%										98.00%			

Appendix B - CDC Quarterly Corporate Performance Indicator Report - Q1 2016-17

Note: Excludes Priority Performance Indicators - see Appendix A

KEY <input checked="" type="checkbox"/> This PI is below target <input type="checkbox"/> This PI is slightly below target <input checked="" type="checkbox"/> This PI is on target																			
PI code	Name	2015/16 Value	Annual target 2015/16	Apr-16 value	May-16 value	Jun-16 value	Jul-16 value	Aug-16 value	Sep-16 value	Oct-16 value	Nov-16 value	Dec-16 value	Jan-17 value	Feb-17 value	Mar-17 value	Annual target 2016/17	Traffic light (latest actual)	Responsible officer	Latest notes
Leader's portfolio																			
CdCP1 (C)	Number of unique visitors to the main website (by period)	330,946	data only	29,100	30,819	29,738										data only	n/a	Rachel Prance	
CdHR2 (C)	Voluntary leavers as a % of workforce (extrapolated for the year)	18.62%	8%			10.70%										16%	<input checked="" type="checkbox"/>	Judy Benson	6 leavers during quarter 1, / average headcount of 224.67. Extrapolated, this equates to 24 for the full year, 21.88%.
Community, health and housing																			
CdCL1 (C)	Customer satisfaction rating at the Chiltern leisure facilities	59.00%	65.00%	annual PI												65.00%	?	Martin Holt	
CdCL2 (C)	Total participation in physical activities delivered through the GLL community engagement plan (by period)	6,268	6,000 (1,500)			4,876										6,600	<input checked="" type="checkbox"/>	Martin Holt	
CdCL3 (C)	Total number of users at all leisure centres (by period)	915,382	875,000 (218750)			238,015										900,000	<input checked="" type="checkbox"/>	Martin Holt	
CdHSf2 (C)	Percentage reduction in violent offences against a person, rolling year on year	-53.90%	data only			-39.6%										data only	n/a	Martin Holt	Chiltern has seen a 39.6% increase in violent crime. It is up 187 offences from 134 the previous year.
CdHS2 (C)	Number of affordable homes delivered by (i) new build (ii) vacancies generated by local authority scheme (iii) acquisition of existing properties for social housing (cumulative)	22	33 (16.50)			13										33	<input checked="" type="checkbox"/>	Martin Holt	This total comprises (i) 13 new affordable homes that were delivered in the development adjacent to Lincoln Park in Amersham comprising 9 properties for affordable rent and 4 properties for shared ownership (ii) 0 and (iii) 0. A working group is in place to explore the options for increasing the provision of affordable housing.
CdHS3i (C)	Average Length of stay in B & B temporary accommodation for all households (snapshot at end of quarter)	12	5			7										10	<input checked="" type="checkbox"/>	Martin Holt	A total of 15 B&B placements ended during the quarter and these households had spent a combined total of 714 nights in B&B which is an average stay of 7 weeks per household. A working group is in place to explore the options for increasing the provision of affordable housing.
CdHS4 (C)	Number of private sector dwellings vacant for more than 6 months and returned to occupation following local authority intervention	28	40	annual PI												40	?	Martin Holt	

KEY <input checked="" type="checkbox"/> This PI is below target <input type="checkbox"/> This PI is slightly below target <input checked="" type="checkbox"/> This PI is on target																			
PI code	Name	2015/16 Value	Annual target 2015/16	Apr-16 value	May-16 value	Jun-16 value	Jul-16 value	Aug-16 value	Sep-16 value	Oct-16 value	Nov-16 value	Dec-16 value	Jan-17 value	Feb-17 value	Mar-17 value	Annual target 2016/17	Traffic light (latest actual)	Responsible officer	Latest notes
CdEH2 (C)	Percentage of food premises (risk rating A to C) that are broadly compliant (snapshot quarterly)	96.00%	91%			96.50%										96%	<input checked="" type="checkbox"/>	Martin Holt	
JtLI3 (C)	Percentage of customers satisfied with the licensing service received (annual)	61.80%	89%	annual PI											89%	?	Martin Holt		
JtLI5 (C)	Percentages of licences received and issued/renewed within statutory or policy deadlines (cumulative)	98.40%	97%			96.30%										97%	<input checked="" type="checkbox"/>	Martin Holt	25 out of 676 not dealt with within policy or legislative timescales.
Sustainable development																			
JtBC1 (C)	Applications checked within 10 working days (cumulative)	92.70%	85%	85.90%	93.10%	93.40%										92%	<input checked="" type="checkbox"/>	Peter Beckford	
JtBC4 (C)	Customer satisfaction with the building control service (cumulative)	92.70%	94%	100.00%	100.00%	100.00%										92%	<input checked="" type="checkbox"/>	Peter Beckford	
CdPS1 (C)	Net additional homes provided		133	annual PI											145	?	Peter Beckford		
CdPS7 (C)	Percentage of planning applicants who are satisfied or very satisfied with the planning service (cumulative)	77.00%	80%			87.50%										80%	<input checked="" type="checkbox"/>	Peter Beckford	
CdSD8 (C)	Planning appeals allowed (cumulative)	39.76%	35%			55.00%										35%	<input checked="" type="checkbox"/>	Peter Beckford	11 of 20 appeals decided, allowed or part allowed Note: How this indicator is calculated has been revised. The new criteria includes, all appeal types. Appeals against <ul style="list-style-type: none"> . Refusal of planning permission, . Imposition of conditions . Non-determination . Enforcement notices All applications that have development types that are reported to the Government on the PS2 return and PS1, questions 6 and 7 and all appeals against enforcement. An appeal assessment is being carried out by reviewing all allowed decisions.

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Appendix B

KEY <input checked="" type="checkbox"/> This PI is below target <input type="checkbox"/> This PI is slightly below target <input checked="" type="checkbox"/> This PI is on target																				
PI code	Name	2015/16 Value	Annual target 2015/16	Apr-16 value	May-16 value	Jun-16 value	Jul-16 value	Aug-16 value	Sep-16 value	Oct-16 value	Nov-16 value	Dec-16 value	Jan-17 value	Feb-17 value	Mar-17 value	Annual target 2016/17	Traffic light (latest actual)	Responsible officer	Latest notes	
CdSD12 (C)	Percentage of new enforcement cases where an initial site visit for an urgent priority case is undertaken within the timescale set out in the Enforcement Policy (cumulative)	100.00%	30%	100.00%	100.00%	100.00%										100%	<input checked="" type="checkbox"/>	Peter Beckford		
CdSD32 (C)	% of new enforcement cases where an initial site visit for a high priority case is undertaken within the timescale set out in the Enforcement Policy (Cumulative, monthly)	New PI	New PI	100.00%	100.00%	100.00%										100%	<input checked="" type="checkbox"/>	Peter Beckford		
Environment																				
CdSE1 (C)	Cumulative CO2 reduction from local authority operations from base year of 2008/09	22.00%	9.10%	annual PI												11.70%	?	Martin Holt	Reported annually. Cumulative Figure against baseline	
CdSE2 (C)	Planning to adapt to climate change (5 levels of performance 0=low 5= high)	3	4	annual PI												4	?	Martin Holt	Reported annually.	
CdR1 (C)	Waste customer satisfaction survey	86.70%	86%	6 monthly						6 monthly						86%	?	Chris Marchant	Reported 6 monthly.	
CdR4 (C)	Household refuse collections, number of containers missed per month (calculated by P&C team on wkly basis)	New PI	New PI	1,154	1,141	1,597										1733	<input checked="" type="checkbox"/>	Chris Marchant		
Support services																				
JtLD1 (C)	Client satisfaction with the shared service. Percentage satisfied or very satisfied.	90.50%	94%	6 monthly						6 monthly						96%	?	Joanna Swift	Reported 6 monthly	
JtBS1 (C)	Availability of ICT systems to staff from 8am to 6pm (by period)	99.86%	99.50%			99.80%										99.50%	<input checked="" type="checkbox"/>	Sim Dixon		
JtBS2 (C)	Percentage of calls to ICT helpdesk resolved within agreed timescales (by period)	84.00%	95%			81.20%										95%	<input checked="" type="checkbox"/>	Sim Dixon	Fall in performance due to increase in workload caused by single network migrations at the same time as reduced capacity in the service. Trends already showing reduction in calls as single network project concludes	
CdBS3 (C)	Percentage of responses to FOI requests sent within 20 working days (by month)	83.00%	90%	60.00%	87.00%	95.00%										90%	<input checked="" type="checkbox"/>	Sim Dixon		
CdLD2 (C)	The percentage response to the annual canvass	94.00%	94%	annual PI												94%	?	Joanna Swift	Reported annually.	
CdLD3 (C)	Percentage of standard searches carried out within five working days (by period)	100.00%	100%			n/a										n/a	100%	<input checked="" type="checkbox"/>	Joanna Swift	This will no longer be reported for the new financial year as the 5 day target is no longer relevant and has been superceded by the 1 day target under departmental target CdLD4 (D).

Appendix B

KEY <input checked="" type="checkbox"/> This PI is below target <input type="checkbox"/> This PI is slightly below target <input checked="" type="checkbox"/> This PI is on target																			
PI code	Name	2015/16 Value	Annual target 2015/16	Apr-16 value	May-16 value	Jun-16 value	Jul-16 value	Aug-16 value	Sep-16 value	Oct-16 value	Nov-16 value	Dec-16 value	Jan-17 value	Feb-17 value	Mar-17 value	Annual target 2016/17	Traffic light (latest actual)	Responsible officer	Latest notes
Customer services																			
CdCS1 (C)	New measure for complaints - t.b.a.	n/a	t.b.a.													t.b.a.	n/a	Nicola Ellis	New PI for when the joint customer services team is implemented.

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

1. Purpose of Report

Following the 2nd referendum (8th September) for the Chalfont St Peter Neighbourhood Plan to report the outcome of the referendum. Given the referendum result is in favour of the plan becoming part of the Development Plan for the Chalfont St Peter area to advise Cabinet to recommend to full Council that the neighbourhood plan be made (adopted).

RECOMMENDATION

That Cabinet recommend to Full Council that the Chalfont St Peter Neighbourhood Plan be made (Adopted) a part of the Development Plan for the Chalfont St Peter Parish area.

2. Reasons for Recommendations

If a neighbourhood plan is supported by the majority of people who vote in a referendum then the Local Planning Authority have to make the plan as soon as is practicable in accordance with the regulations unless the plan would be in breach of European legislation or the convention on human rights. The adopted Neighbourhood Plan Scheme of Delegation requires the Cabinet to recommend to Council that a neighbourhood plan should be made.

3. Content of Report

Background

3.1 As members will be aware The Chalfont St Peter Neighbourhood Plan has been through the formal stages required and following receipt of the Examiner's report and this Council's consideration of that report was recommended to proceed to referendum subject to some minor changes. A referendum on whether the Chalfont St Peter Neighbourhood Plan should become part of the Development Plan for the Chalfont St Peter Parish area was held on the 5 March 2015. The majority of those

eligible to vote who voted supported the neighbourhood plan (78.99% Yes vote based on a 20.8% turnout). However before the Cabinet could resolved to recommend the neighbourhood plan be made, at its meeting in March 2015, a legal challenge was made to the plan and it was recommended that the making of the plan was postponed pending the outcome of the legal challenge.

3.2 The legal challenge related to the decision by the Council to not accept the Examiner's recommendation to exclude the Winkers nightclub from a list of community facilities the published neighbourhood plan sought to protect. Following the legal challenge process the result of the high court judgement was that The High Court quashed the Council's decision in relation to Winkers and also quashed the referendum.

3.3 The Cabinet considered the results of the legal challenge at their meeting on the 5th April 2016 and resolved to accept the Examiners recommendation to exclude reference to Winkers nightclub in the neighbourhood plan and that the neighbourhood plan with the references to Winkers nightclub removed should proceed to a 2nd referendum. (minute 104 refers)

3.4 The draft neighbourhood Plan and all other related documents are published on the Council website <http://www.chiltern.gov.uk/ChalfontStPeter>

2nd Referendum result

3.5 A referendum was held on 8th September to decide if the Chalfont St Peter Neighbourhood Plan should become part of the Development Plan for the Chalfont St Peter Neighbourhood Area (the entire Chalfont St Peter Parish area). 86.7% of those who voted, voted 'Yes' to the question - Do you want Chiltern District Council to use the Neighbourhood Plan for Chalfont St Peter to help it decide planning applications in the neighbourhood area? (note referendum turnout was 16% of those eligible to vote).

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

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

3.8 Under the approved Scheme of Neighbourhood Plan Delegation (approved by Cabinet 23rd September 2014 - minute 27 refers) the decision to make (adopt) Neighbourhood Plans should be made by the full Council at the recommendation of the Cabinet.

What next ?

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

3.10 When a neighbourhood plan has been 'made' by the Council it is under a duty to publicise the making of the neighbourhood plan and to make copies of the neighbourhood plan available. The regulations require the decision to make the neighbourhood plan and the neighbourhood plan documents to be published on the Council website and to publicise the making of the neighbourhood plan in any other way the Council feels will bring the making of the plan to the attention of people who live and work in the neighbourhood plan area. In addition the Council is under a duty to inform any person who asked to be notified that the neighbourhood plan had been made.

3.11 When the Cabinet originally considered neighbourhood planning processes in August 2012 it resolved that at each stage in the neighbourhood planning process where publicity has to be undertaken, this should go beyond the minimum requirement of publishing the application, the order or the plan on the District Council's website and should extend to:-

- publishing the matter on the Parish Council's website and/or Parish newsletter (if there is one);
- posting a notice on the Parish Notice Board or, in the absence of such a board, in a prominent position in the Parish stating where the application, order or plan can be inspected; and
- the District Council issuing a press release stating where the application, order or plan can be inspected.

It is therefore considered that the council is committed to this level of publicity and that this should be undertaken as soon as possible after the full Council make the Chalfont St Peter Neighbourhood Plan.

3.12 In addition as the Council is under a duty to inform any person who has asked to be notified that the plan has been made, it is the intention to write to

everyone on the council's Planning Policy Consultation Database and to those who responded to the Chalfont St Peter draft neighbourhood plan consultation.

Changes to neighbourhood planning regulations

3.13 A number of changes were made to the Neighbourhood Planning regulations commencing on the first of October 2016. The stated aim of the government being to speed up the neighbourhood planning process. Specifically in respect of the making of a neighbourhood plan following a positive referendum result. The new regulations introduce a 8 week time limit from the day after the referendum result until the neighbourhood plan should be made by the Local planning authority. Fortunately transitional provisions made in the regulations mean that in the case of the Chalfont St Peter plan as the referendum result pre-dates the commencement of the new regulations the 8 week timeframe doesn't apply. However the 8 week limit may have implications for the agreed decision making process for future neighbourhood plans and could influence the timing of future referendums.

4. Consultation

The Chalfont St Peter Neighbourhood Plan has been the subject of a full public consultation at each of its statutory stages.

5. Options

Because the regulations require a local planning authority to 'make' (adopt) a neighbourhood plan that has passed a referendum as soon as possible after the referendum there are no alternative options.

7. Corporate Implications

Reports must include specific comments addressing the following implications;

- 3.1 Financial – the bulk of costs in the neighbourhood planning process have already been spent in terms of the statutory publicity, examination of the neighbourhood plan, legal challenge and the costs of two referendums. Costs of making the plan are limited to production of plan documents in hard copy and any postal costs related to publicity. These costs can be met within existing budgets.*
- 3.2 Legal – as stated above it is a legal requirement that the Council make the Neighbourhood Plan if it has passed the referendum.*
- 3.3 The Neighbourhood Plan if adopted would form a part of the Development Plan for the Parish of Chalfont St Peter.*

8. Links to Council Policy Objectives

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

9. Next Step

The recommendation to make the Plan will proceed to the next full Council meeting on the 15th November

Background Papers:	Copy of the Neighbourhood Plan the subject of the referendum and all other related documents are available on the council website. http://www.chiltern.gov.uk/neighbourhoodplan
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SUBJECT:	<i>Local Authority Lottery</i>
REPORT OF:	<i>Councillor Graham Harris</i>
RESPONSIBLE OFFICER	<i>Martin Holt</i>
REPORT AUTHOR	<i>Martin Holt, martin.holt@chiltern.gov.uk, 01494732055</i>
WARD/S AFFECTED	<i>All</i>

1. Purpose of Report

To propose that the Chiltern District and South Bucks District Councils run a local authority lottery and both councils commission Gatherwell to operate the local authority lottery on behalf of both Chiltern and South Bucks District Councils

RECOMMENDATION

That Members agree to

- a. To establish a local authority lottery in partnership with South Bucks District Council.
- b. To agree to waive the contract procedure rules requirement to obtain more than one quote and to consequently appoint Gatherwell to run and operate the local authority lottery.
- c. To appoint Gatherwell as the external lottery manager (ELM) to run all or part of the lottery for a period of up to 5 years, subject to annual review.
- d. That the set up costs are taken from savings in the joint Community budget for 2016/17.

2. Reasons for Recommendations

Many voluntary and community organisations are funded by local charity donations and or grants from public bodies; in a period of austerity such public funding is reducing and organisations are finding it more difficult to access.

A review of community funding has identified the need to widen the opportunities for funding for community organisations, such as; Charitable giving e.g. 'Just Donate' or 'Just Giving'; Crowd funding for projects, GLL has just launched <https://www.spacehive.com/> a sports crowd funding site which allows GLL to allocate £2,500 to successful projects; Charitable trust funding and/or Local authority lottery funding.

A local authority lottery delivered on line, which can become a valuable source of additional fund raising for local community and voluntary organisations and be used as an exemplar fund raising platform. The Vale Lottery run by Aylesbury Vale District Council has raised over £60,000 in 'Good Causes' funding in less than 9 months.

This report seeks Cabinet approval to waive the contract procedure rules requirement to obtain more than one quote and to consequently appoint Gatherwell to run and operate the local authority lottery for the following reason;

- a. Whilst other lottery providers exist Gatherwell are the only provider of a dedicated local authority on line lottery, which has been piloted in Aylesbury and consequently Gatherwell have the specialist knowledge and experience to establish the lottery by 1st April 2017.
- b. The initial contract cost payable from the Council to Groundswell would be £3,000 thereafter the lottery itself funds the providers costs.
- c. All administration of the scheme including payments and prizes would be undertaken by Gatherwell requiring minimal administration by the Council.
- d. The local authority lottery operated by Gatherwell directly benefits Good Causes and directly reflects the effort these organisations undertake in promoting their site on the lottery.
- e. The local authority is not required to promote the lottery or the lottery be branded by the Council as the promotion is undertaken by the Good Causes and the lottery provider. This breaks the perceived link between supporters and opinions that the council is raising funds through a lottery to deliver its services.
- f. 80% of the lottery ticket goes to prizes and 'Good Causes and the Community Fund' as opposed to 50% from other lottery providers
- g. The lottery payments and prizes are administered by Gatherwell and not via the Council
- h. It is anticipated that a maximum of 10,000 supporters (average of 2,000 weekly ticket sales) would play the weekly lottery over a five year period resulting in ticket sales of £520,000 and an effective contract price of £88,400 (over the 5 years)
- i. With 10,000 weekly supporters £312,000 (£62,400/annum) would be raised over a 5 year period for the voluntary and community sector, which in the longer term could provide alternative funding to the sector than the use of Council funds.
- j. The proposal by the alternative provider detailed in Appendix 1 is not considered to provide best value and would involve the Council in more administrative costs and risks.

3. Content of Report

This report seeks approval to develop a Local Authority Lottery in partnership with South Bucks District Council targeting supporters across both districts and outside the area to raise funds for Good Causes and a Community Fund.

Officers have explored with lottery operators advertised on the charity commission website regarding the opportunity to deliver a scheme across both districts. Only two have made proposals, one of which does not currently operate a local authority lottery. A comparison of the two lottery operators offers is detailed in Appendix 1. The preferred choice is to deliver a weekly online lottery across both Chiltern District Council and South Bucks District Council in partnership with Gatherwell, the operator of the Vale Lottery.

Subject to agreement, it is proposed to launch a community lottery similar to the Vale Lottery operating in Aylesbury Vale, from 1st April 2017.

The lottery as designed by Gatherwell, seeks the commitment of local community and voluntary organisations to promote the lottery to their supporters and provides the opportunity to win £25,000.

Community groups are given their own page on the community lottery website with bespoke marketing. There is no cost to community groups to join the lottery. Groups apply to join, once approved by Council officers they can start to promote and sell tickets.

When signing up to play the lottery, players can chose to support either a specific cause/group or support the general good causes pot, the breakdown of how the £1 lottery ticket money is split is below:

£1 lottery ticket money split – players can choose to support a specific good cause or the central fund.

Proceeds Apportionment				
	Specific Good Cause		Central Fund	
	% allocation	£ allocation	% allocation	£ allocation
Prizes	20	£0.20	20	£0.20
Specific good cause	50	£0.50	0	£0.00
Central fund	10	£0.08	60	£0.58
Gatherwell service charge	17	£0.18	17	£0.18
VAT (can claim back)	3	£0.04	3	£0.04
Total	100	£1.00	100	£1.00

How does the lottery work?

- Tickets cost £1 per week.
- Draws are conducted every Saturday at 8pm and results are posted online.
- 60p in every £1 goes to good causes, more than double the percentage that the National Lottery gives to good causes.
- Players sign up via direct debit or payment card; payments are taken on a monthly plan or a 3, 6, or 12 month one off payment.
- Players can buy multiple tickets for multiple causes
- Winners are notified by email and received prize directly into nominated account or to their chosen good cause.
- Good causes are paid their income automatically on a monthly basis.
- Good Causes promote the lottery to their supporters.

It is proposed that the lottery would deliver;

- A weekly draw at a cost of £1/ticket
- 80% of ticket sales goes to causes and prizes
- On line platform that assist causes across the UK
- A prize fund with 1 in 50 odds of winning a prize
- A maximum prize of £25,000
- Other prizes of £1,000, £250, £25, and 3 free tickets
- Supporters would be able to choose a Good Cause or the central Community Fund
- Marketing and advertising delivered by Good Causes and Gatherwell

- Minimal administration costs following initial set up and promotion.
- Prizes are paid by direct debit
- Operational lottery by 1st April 2017

Based on the experience of Vale Lottery, a target Fund of £60k would be deliverable in the first year providing alternative funding opportunities for local organisations

The lottery enables community organisations and sports clubs that do not traditionally receive Council funding to access other sources of funding.

Costs

In order to set up the lottery both Chiltern & South Bucks District Councils would need to apply for a Local Authority Lottery Licence from the Gambling Commission; licence fee of £348 per year with a one off set up fee of £168.

There is a one off set-up fee to administrator cost of £3,000 which together with the 20% of lottery payments funds the running costs of the lottery: receiving and making direct debit payments, website development, support, payment, and player retention and player engagement.

In the case of the Vale Lottery an additional budget of £3,000 was allocated to market and launch the scheme, it is intended to do the same at Chiltern and South Bucks.

Total costs to set up lottery – year 1

Set up costs year 1	
Gambling Commission Annual Fee	£348(per authority)
Gambling Commission Set up fee	£168(per authority)
Gatherwell set up costs	£3,000
Marketing	£3,000
Total	£6,516*
Costs year 2 onwards	
Gambling commission annual fee	£348
Marketing	£2,000
Total	£2,692

*It is proposed that the set up costs are taken from savings in the Community budget for 2016/17. If both authorities joined the costs in 2016/17 would be £7032.

4. Consultation

Following agreement officers would discuss the operational arrangements and promotion with voluntary sector organisations ahead of the launch

5. Options

- To establish a Local Authority Lottery enabling the Council to diversify the funding streams available to community groups at a time that community resources are reducing.*

The lottery provides additional fund raising opportunities at a time that other funding streams are diminishing.

- b. To establish a Local authority Lottery operating across Chiltern and South Bucks*
- c. To not proceed with this option*

7. Corporate Implications

Reports must include specific comments addressing the following implications;

- 3.1 Financial – the long term costs for the Council are within current budget estimates and enable future alternative funding streams for the voluntary and community sector at a time of diminishing resources.*
- 3.2 The potential for community funding is only limited by the maximum value of tickets that can be sold in a single lottery, currently £4 million and the maximum aggregate value of lottery tickets that can be sold in any calendar year, currently £10 million. However it is very unlikely that this level of ticket sales would occur, as the population of the two districts is insufficient to reach these figures.*
- 3.3 However it is not anticipated that in the first 5 years of the lottery that more than 10000 weekly supporters would be using the lottery enabling £312,000 to be awarded to Good Causes.*

It is proposed that the set up costs are taken from savings in the joint Community budget for 2016/17.

- 3.4 Legal - Local authorities may run 'local authority lotteries' to raise funds to cover anything for which they have the power to incur expenditure.*
- 3.5 Risks – adverse publicity arising from the Council operating a lottery to deliver its services. The approach by Gatherwell mitigates these risks were as Stirling operating the Unity lottery does not.*
 - The branding of the lottery with a neutral identity will avoid accusations that the council is raising funding through a lottery for its service delivery. By ensuring the majority of the funding raised goes directly to Good Causes and not directly to the Council reduces the risk further.*
 - A ring fenced Community fund reduces acquisitions of using funding for service delivery.*
 - Linking a lottery to local good cases and communities enables the efforts of the good causes in advertising the lottery to their supporters to be reflected in lottery ticket sales and income to the good cause.*
 - The lottery is promoted to supporters of local organisations such as sports clubs, many supporters have donated prizes back to the organisations they support increasing the funds to organisations*

- *Reduced community funding opportunities – this approach offered by Gatherwell assists organisations to extend their fund raising activities whilst enabling greater support and publicity for their activities.*
- *The Council is not involved in the award of prizes, administration of the scheme or the management of direct debits reducing its liabilities, which is not the case for Stirling*
- *Both operators would be responsible for all day to day operations of the lottery, with the Council controlling oversight and governance limiting its liabilities*
- *Both operators are backed by an insurance provider which guarantees any prize payments should this be required*
- *As a start-up company Gatherwell does not have a significant trading history and as with all companies has a risk of failure. The company has however brought an innovative approach to local authority lottery provision and has successfully operated the Vale lottery for the last year and following promotion through the LGA is starting lotteries in Portsmouth, Mendip, Melton Borough, and Gloucester increasing the resilience of the company. Should the Council wish to withdraw from the scheme following its launch a break clause would be incorporated in to the contract allowing provision. Similarly if the company was to fail arrangements would be made to return unallocated ticket sales*
- *Any lottery runs the risk of tempting vulnerable persons in to a gambling addiction. The Council would be a member of Gambling Aware a national help line to assist people who may become addicted.*

8. Links to Council Policy Objectives

Delivering cost- effective, customer- focused services

Working towards safe and healthier local communities

9. Next Step

Next steps - Gatherwell are to present to both SBDC & CDC members at the CDC Healthy Communities PAG on 27th October. Answer any questions members may have regarding the Local Authority Lottery project.

Background Papers:	It is a legal requirement that we make available any background papers relied on to prepare the report and should be listed at the end of the report (copies of Part 1 background papers for executive decisions must be provided to Democratic Services)
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Appendix 1**Comparison between the two lottery providers**

	Gatherwell	Sterling
Local authority Lottery provider	Yes	No but extensive charity lottery experience
Ticket costs	£1 per week	£1 per week
Draws	Conducted every Saturday at 8pm and results are posted online	Weekly draws
Prize fund	80% of ticket sales goes to causes and prizes A maximum prize of £25,000 Other prizes of £1,000, £250, £25, and 3 free tickets	50% of ticket sales goes to the Unity for administration and prize fund £25,000 jackpot prize and smaller prizes to attract players of £1,000, £25 and £5 Should one of your winners win the £25,000 we will also donate £2,500 to your cause
	60p in every £1 goes directly to good causes, (more than double the percentage that the National Lottery gives to good causes).	50p from every £1 entry comes back to the Council who would administer the payments to community groups
Odds	A prize fund with 1 in 50 odds of winning a prize	A prize fund with 1 in 63 odds of winning a prize
Ticket sales	Players sign up via direct debit or payment card; payments are taken on a monthly plan or a 3, 6, or 12 month one off payment.	direct debit, card or cheque payments
	Players can buy multiple tickets for multiple causes	Players can buy multiple tickets but the lottery is not linked to local good causes
Payments	Winners are notified by email and received prize directly into nominated account or to their chosen good cause	Prizes paid by cheque
	Good causes are paid their income automatically on a monthly basis.	The council would administer grant payments to organisations

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Other benefits	Good Causes promote the lottery to their supporters	No link to local good causes and supporters to play the lottery. Organisations would have to promote the local authority branded lottery which may create adverse reaction.
	Supporters would be able to choose a Good Cause or the central Community Fund	Supporters would not be able to choose a good cause; the decision to award funding would be via the council exposing the risk of allegation that the council is raising funds to deliver services.
	On line platform that assist causes across the UK but operating locally	On line platform that promotes the Council lottery across the UK but no link to local good causes
	Marketing and advertising delivered by Good Causes and Gatherwell	All promotion would be by the Council through bespoke promotional leaflets for your launch, and after that our experts will always be on hand to give you professional advice on the most effective ways to promote your lottery. Leaflet starter pack or you can use your own branded leaflet
Costs	Initial set up cost of £3,516 Gambling commission annual fee £348	Set-up fee of £199, and no administration of the lottery however the Council would be responsible for lottery promotion and award of funding to good causes. It is estimated that with promotional and award of funding the costs to the council would be in excess of £10,000 per annum (staff time and administration)

SUBJECT	Buryfield Car Park Lease
REPORT OF:	<i>Councillor Michael Smith</i>
RESPONSIBLE OFFICER	Chris Marchant Head of Environment
REPORT AUTHOR	<i>Julie Rushton, ext. 6877 jrushton@chiltern.gov.uk</i>
WARD AFFECTED	<i>Great Missenden</i>

1. Purpose of Report

- 1.1 To recommend delegated authority to agree detailed terms of a new lease of Buryfield car park.

2. Recommendation

- 2.1 That, authority is delegated to the Parking Manager and Head of Environment in consultation with the Portfolio Holder to agree detailed terms of a new lease and to proceed with the transaction.
- 2.2 That, authority is delegated to the Parking Manager and Head of Environment in consultation with the Portfolio Holder to agree detailed terms of subsequent leases for Buryfield car park, where it is deemed necessary to help protect the local economy and support the local community.

3. Reason for recommendation

- 3.1 The previous lease expired in April 2016 and CDC is currently occupying the land under a Tenancy at Will. A new lease would protect all parties and ensure CDC is able to manage the car park on a cost neutral basis.

4. Content of the Report

- 4.1 In 2004, Executive (Minute 112 28/09/2004) authorised officers to consult with Great Missenden Parish Council (GMPC) on the management of parking at Buryfield and to delegate contract arrangements to the relevant Director and Portfolio.
- 4.2 Discussions with GMPC progressed and in 2006, the Director and Portfolio Holder used their delegated powers to approve principal terms of a lease. The lease commenced in April 2007 and expired in April 2013.
- 4.3 In 2013, Executive (Minute 132 12/02/2013) authorised officers to consult with GMPC and agree new detailed terms. This lease commenced in April 2013 and expired in April 2016. The lease is excluded from LTA 1954 and CDC is holding over by continuing to occupy through. The current position is a Tenancy at Will.
- 4.4 GMPC do not have legal powers to implement an off street parking order to apply restrictions in the car park. Without restrictions there are concerns the car park would become a 'free for all' for commuters, thus reducing the availability of short stay parking spaces in Great Missenden. Hence, the Parish Council wish to renew the lease to CDC.
- 4.5 The proposal is for a seven-year lease, similar to the previous lease with a peppercorn rent.
- 4.6 To ensure future management of the car park continues to operate at a cost neutral level for CDC there has been a significant change to the lease. This is to remove the capped amount that GMPC previously paid to CDC should the operating costs exceed the income and replace it with a clause that states CDC will be reimbursed in full for any deficit.

- 4.7 Similar to the previous lease, GMPC will be refunded 50% of any surplus on the net parking income.
- 4.8 Since the previous lease there has been a change to the way the one hour free is calculated to recharge the parish councils (2015, Executive (Minute 69 01/12/15). This is to be included as an appendix to the lease and the value of the one-hour free that is recharged to GMPC, will be included in the income.

5. Options

- 5.1 Proceed with the recommendation set out above.
- 5.2 Vacate the land.

6. Consultation

- 6.1 Consultation required with GMPC to agree the terms of the lease.

7. Legal Implications

- 7.1 There are no known legal implications

8. Financial Implications

- 8.1 Lease terms to be structured so that any risk of a financial loss to CDC is minimised.

9. Links to Council Policy Objectives

- 9.1 Develop closer working with towns, parishes, and local neighbourhoods to promote safe, healthy, and cohesive communities.
- 9.2 Contributes towards the Council's aim to deliver value for money services that are driven by customer and community needs.

10. Next Steps

- 10.1 If the recommendation is agreed, negotiations on the new lease can proceed.

Background Papers:	None
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Item 17

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

Document is Restricted

Document is Restricted

Appendix

Notice Issued under Regulation 5 and 11 of the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 of the intention to consider an urgent report in private

Regulation 5 of the above Regulations requires 28 clear-days notice of a decision-making body's intention to meet in private, including a statement of the reasons for the meeting to be held in private. A further notice must be published at least 5 clear-days before the meeting repeating the information and detailing any objections (and any responses) to holding the meeting in private.

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

Decision to be taken	Decision-Maker & Date	Reason Private	Reason Regulation 5 Not Complied With
Chiltern Pools Feasibility Study Public Consultation Programme: To update Members on the outcome of the Chiltern Pools Feasibility study and seek agreement to undertake a public consultation to test the key findings recommended in the report and identify any unmet needs	Cabinet 1 November 2016	Paragraph 3 of Schedule 12A of the Local Government Act 1972: Financial or business affairs of any person or organisation	Information was not available before publication of the 28 Day Notice. A decision is required as a matter of urgency due to the timescales for public consultation

Approval for these items to be considered in private by the Cabinet on 1 November 2016 was received from Councillor J Burton (Chairman of the Services Overview Committee) who agreed that the item was urgent and could not reasonably be deferred.

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

Notice Published: **24 October 2016**

