

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

Telephone: 01494 729000 **DX:** 50711

Fax: 01494 586506

Website: www.chiltern.gov.uk

Email: info@chiltern.gov.uk



CHILTERN
District Council



Cabinet (CDC)

Tuesday, 12th December, 2017 at 4.30 pm

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

A G E N D A

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

- 1 Evacuation Procedures
- 2 Minutes (*Pages 5 - 16*)
To sign the Minutes of the meeting held on 19 September 2017.
- 3 Apologies for Absence
- 4 Declarations of Interest
- 5 28 Day Notices (*Pages 17 - 18*)
Appendix: Cabinet 28 Day Notice (Pages 19 - 24)
Appendix: Joint Committee 28 Day Notice (Pages 25 - 28)
- 6 Current Issues
- 7 Budget Report 2018/19 (*Pages 29 - 34*)
Appendix 1 (Pages 35 - 36)
Appendix 2 (Pages 37 - 38)

Appendix 3 (Pages 39 - 44)

Appendix 4 (Pages 45 - 50)

Appendix 5 (Pages 51 - 66)

Appendix 6 (Pages 67 - 80)

Appendix 7 (Pages 81 - 92)

Appendix 8 (Pages 93 - 100)

Appendix 9 (Pages 101 - 130)

8 Treasury Management - Quarterly Report Quarter 2 2017/18 *(Pages 131 - 134)*

9 To consider the following separate reports that relate to the Exemption of the Joint Contracts Procedural Rules

9.1 Installation of New Security Controls and Gates at London Road Depot *(Pages 135 - 136)*

9.2 Leisure Consultants *(Pages 137 - 138)*

9.3 Housing Options and Allocations Service -IT Provision *(Pages 139 - 140)*

10 Private Sector Leasing Scheme *(Pages 141 - 148)*

Private Appendix 1: Private Sector Leasing Scheme (Pages 149 - 150)

Private Appendix 2: Private Sector Leasing Scheme (Pages 151 - 152)

11 New Grounds Maintenance Contract *(Pages 153 - 156)*

Private Appendix 1 (Pages 157 - 160)

12 Minutes of Joint Executive Committees

Members are asked to note the Minutes of the following meetings of Joint Executive Committees:

Appendix 1: Chiltern & South Bucks Joint Committee 11 September 2017 (Pages 161 - 164)

Appendix 1a: Chiltern & South Bucks Joint Committee 7 November 2017 (Pages 165 - 170)

Appendix 2: Chiltern & Wycombe Joint Waste Collection Committee 15 August 2017 (Pages 171 - 174)

*Appendix 3: Chilterns Crematorium Joint Committee 19 June 2017
(Pages 175 - 178)*

13 Exclusion of the Public

To resolve that under Section 100(A)(4) of the Local Government Act 1972 the public be excluded from the meeting for the following item(s) of business on the grounds that it involves the likely disclosure of exempt information as defined in Part I of Schedule 12A of the Act.

14 Cabinet Reports from Policy Advisory Groups:

14.1 Healthy Communities Notes 19 October 2017 *(Pages 179 - 182)*

14.2 Customer Services Notes 14 September 2017 *(Pages 183 - 186)*

14.3 Environment Notes 4 September 2017 *(Pages 187 - 192)*

14.4 Sustainable Development Notes 14 September 2017 *(Pages 193 - 198)*

15 HS2 Update Report *(Pages 199 - 210)*

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 (CDC)

Councillors: I Darby (Leader)
M Stannard (Deputy Leader)
P Martin
M Smith
E Walsh
F Wilson

Date of next meeting – Tuesday, 6 February 2018

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24 CURRENT ISSUES**Chiltern & South Bucks Joint Local Plan**

Councillor P Martin reported that the Government had published an open consultation called "Planning for the right homes in right places" on proposals to reform the planning system to increase the supply of new homes. The Council would assess the implications of the Government's proposals and work with neighbouring authorities whilst considering what approach to take.

Proposed Publication of Draft Report on Northern Extension of Slough by Slough Borough Council

Councillor Martin provided an update following the Joint Committee meeting held on 11 September.

Chiltern and South Bucks Lottery

Councillor L Walsh reported that a lottery had been set up to help support local charities. Tickets would be available from 24 October and could be purchased from local groups and the Council website. The first draw would take place on 25 November with prizes ranging from £25,000 to £250. All money raised from the lottery would be in addition to the Council's community grants scheme.

Chiltern Pools Project

Councillor M Stannard encouraged people to respond to the Council's consultation on the proposed land swap between Chiltern District Council and Amersham Town Council that would enable the proposed Chiltern Pools redevelopment to be built on part of King George V playing field. A public exhibition was taking place from 5 to 9pm on 19 and 20 September at King George V House that enabled residents to see the proposals and ask questions.

25 PERFORMANCE REPORT QUARTER 1 2017-18

The Cabinet received the performance report for quarter 1 of 2017-18 and noted in particular updates and actions taken regarding the five off target performance indicators.

It was noted that waste collection performance was also being reported to the Cabinet Members on a regular basis.

RESOLVED:

That the report be noted.

26 TREASURY MANAGEMENT - QUARTERLY REPORT QUARTER 1 2017/18

Members received a report detailing the treasury management function of the Council for April to June 2017. It was noted that the return on investment for the first quarter was 1% which was on target.

RESOLVED:

That the report be noted.

27 CREATION OF A COMMUNITY INTEREST COMPANY FOR CHESHAM

The Cabinet considered a report advising that a Community Interest Company for Chesham had been established, and the Council had been invited to become a Member Organisation. Members considered the implications associated with the proposed membership and were reassured that there was a low risk that membership would present a conflict of interest for the Council.

RESOLVED:

- 1. That, subject to the Director of Services being satisfied that membership of the Chesham Community Interest Company would not expose the Council to conflicts of interests with its own policies and wider partnership working, the Council accepts the invitation to become a Member Organisation of the Chesham Community Interest Company.**
- 2. That an authorised representative be appointed by Full Council to represent the Council on the Chesham Community Interest Company.**

28 DISCRETIONARY BUSINESS RATE RELIEF - SPRING BUDGET 2017

A revaluation of all business premises took effect from April 2017 and in the Spring 2017 Budget the Government announced funding to support those businesses adversely affected. The Council would receive £196,000 in the first year and additional funding for a further three years and were required to develop a scheme for distribution. The Cabinet were asked to agree the proposed Discretionary Business Rate Relief Scheme which was based on a standard scheme that had been developed across Buckinghamshire.

Members considered the eligibility criteria for businesses wishing to apply for the scheme and noted that 214 properties were thought to be eligible. Delegated authority to agree the final percentage award for the years 2017/18 and 2018/19 was sought to enable flexibility to maximise the funding available. An amount of funding would be retained that could be used on a case by case basis to support businesses not eligible for the scheme.

The Council was keen to support local businesses and would encourage applications by contacting all businesses in the district that may qualify. Members were interested to see how many applications would be received and requested an update on application levels at a future meeting.

RESOLVED:

- 1. That the Discretionary Business Rate Relief Scheme, set out in Appendix A, be agreed.**
- 2. That authority be delegated to the Head of Customer Services in consultation with the Portfolio Holder for Customer Services to agree the final percentage award for the financial years 2017/18 and 2018/19, and any future changes having regard to Government guidance, the Council's financial position and any other considerations.**
- 3. That authority for all awards made in accordance with paragraph 4.2 a) of the report be delegated to the Head of Customer Services and all awards under paragraph 4.2 b) of the report be made in accordance the Council's existing Discretionary Rate Relief Policy.**

29 BROWNFIELD LAND REGISTER

The Council was required to prepare and publish a Brownfield Land Register. Part 1 of the Register listed all brownfield sites in a local authority area that were considered suitable for residential development. Publication of Part 1 of the Register, being an executive function, required approval from the Cabinet. The Government required all Local Authorities to publish Part 1 by 31 December 2017. As such, the Cabinet were asked to approve the draft Register for public consultation. During the discussion it was agreed that all Members be sent a copy of the draft Register prior to public consultation.

Part 2 of the Register contained a list of sites which by being on the Register were automatically granted planning permission in principle for housing development. As this was a Council function it was proposed that the decision to enter a site onto Part 2 of the Register be delegated to the Planning Committee.

Councillor P Jones on being invited to speak sought clarification on the procedure for advising ward Members and local residents that a site was proposed to be added to Part 2 of the Register. It was also suggested that there should be a mechanism for informing local Members and residents.

It was noted that the regulations set out the consultation requirements for adding sites to Part 2, and that it was intended that proposed entries in Part 2 of the Register would be handled in the same way as planning applications. This included the consultation process so that a proposed entry in Part 2 of the Register could also be "called in" by any Chiltern District Councillor for consideration by the Planning Committee, unless there was a reason why it shouldn't go to Planning Committee due to the Scheme of Delegation.

During the discussion it was suggested that proposed entries in Part 2 of the Register also be included in the weekly list of planning applications that was sent to all Members.

RESOLVED:

- 1. That the proposed consultation on a draft Brownfield Land Register for Chiltern District be approved, subject to all Members of the Council receiving a copy of the draft Brownfield Land Register.**

2. **That authority be delegated to the Head of Sustainable Development, in consultation with the Portfolio Holder for Sustainable Development, to publish the Brownfield Land Register and make any future updates to it.**

AND RECOMMENDED:

3. **That the decision to enter land in Part 2 of the Brownfield Land Register be delegated to the Planning Committee; be dealt with under the Scheme of Officer Delegations in the same way as planning applications, including being subject to a Chiltern District Member referring a proposed entry in Part 2 of the Register to the Planning Committee for consideration where appropriate.**
4. **That the Head of Legal and Democratic Services be authorised to amend the Council's Constitution to reflect the new Brownfield Land Register functions and associated delegations.**

30 CHILTERN CAR PARKING STRATEGY

The Cabinet received the draft Car Parking Strategy setting out the Council's off street parking aims, objectives and car park operations. The annual parking report was linked to the Strategy and provided detailed information on car park provision, prices, fines and appeals. The Cabinet was requested to approve the Strategy for consultation.

During the discussion Members were reassured that the consultation would be made available on the Council's website. The consultation would involve the County Council as the highway authority, Thames Valley Police and Parish and Town Councils. The results of which would be reported back to the Cabinet.

It was also suggested that the Strategy include a paragraph setting out the purpose of the document and clarifying that it related to the short to medium term.

RESOLVED:

- 1. That the draft five year Car Park Strategy be approved for consultation.**
- 2. That following the consultation a revised Car Park Strategy and Action Plan be developed and reported back to the Cabinet.**

31 NEW CIVIL PENALTIES IN RELATION TO HOUSING ENFORCEMENT

The Cabinet received a report detailing the implications of the Housing and Planning Act 2016 which gave the Council new powers in relation to enforcement options and penalties against private landlords. Members were asked to agree that the Head of Healthy Communities be given delegated authority to enforce the provisions of the Act and agree the proposed changes to the final Housing Enforcement Policy to include reference to the new powers.

During the discussion it was noted that Government guidance included reference to factors, such as offence severity and remorse, that should be taken into account in the use of penalties. These would be also be referred to in the Strategy document.

The new powers could potentially be applied to housing associations, although usually issues were resolved prior to a prosecution being pursued.

RESOLVED:

- 1. That the new provisions of the Housing and Planning Act 2016 be noted.**
- 2. That authority be delegated to the Head of Healthy Communities to enforce the provisions of the Housing and Planning Act 2016 and that the Scheme of Delegations be amended accordingly.**
- 3. That the Head of Healthy Communities be authorised to agree the final Housing Enforcement Policy, in consultation with the Portfolio Holder, having regard to Members' comments and the regulations in respect of Banning Orders, once published.**

32 COMMUNITY GRANT AID AWARDS 2017/18

The Council operates a Community Grant Aid Scheme to support local voluntary organisations to improve services and facilities for local residents. This year's Scheme attracted 33 applications requesting a total of £49,000. The grant budget was £33,000 so an assessment criteria was used to allocate available funding in line with the Council's objectives.

During the discussion it was recognised that there were a number of different factors that could be taken into account in the assessment of applications for grant funding. Examples included the effect that applications had on individual people; the number of beneficiaries (already provided by the applicant); and, a weighting according to local support.

The level of funding that may be provided from other sources was also a consideration. It was noted that this was monitored and information on the sources and levels of other funding could be provided. It was acknowledged however that care needed to be taken to avoid making the assessment process too complex.

It was added that the Chiltern and South Bucks Lottery referred to under current issues (Minute 24 refers) was separate to community grants, and would provide funding to local organisations in addition to the community grants. 10p from each lottery ticket would also be used to support the grants fund.

RESOLVED:

That the allocation of awards from the 2017/18 Community Grant Aid Scheme, as detailed in Appendix 1, be agreed.

33 AFFORDABLE WARMTH STRATEGY

The Cabinet received the draft Buckinghamshire Affordable Warmth Strategy which provided information on energy efficiency, fuel poverty, and an overview of assistance available. The Strategy had been updated to reflect changes to the definition of fuel poverty and revisions to the schemes and organisations providing financial assistance. The action plan focused on key areas including helping people to maximise income, assistance on identifying cheaper energy tariffs, and helping hard to reach groups.

RESOVED:

- 1. That the draft Affordable Warmth Strategy be noted.**
- 2. That in consultation with the Portfolio Holder for Healthy Communities authority be delegated to the Head of Healthy Communities to adopt the final updated Buckinghamshire Affordable Warmth Strategy.**

34 ANNUAL REPORT ON THE PERFORMANCE OF THE LEISURE PROVIDER

The Cabinet received a report providing key information about the Council's leisure contact performance. It was noted that the overall leisure surplus had increased to £2M which would be reinvested back into the leisure service. The repairs and renewals and planned preventative fund had also been used for leisure centre infrastructure improvements. Quest accreditation had also been obtained, and community development work had continued to help deliver projects.

The Services Overview Committee had received a presentation at the meeting held on 5 September regarding the leisure centre performance. At the meeting it was noted that the leisure contractor (GLL) were responsive to issues that had been raised.

Members welcomed the report, and noted that work was being carried out to address issues associated with the age of the Chiltern Pools facility.

RESOVED:

That the 2016 leisure contract performance be noted.

35 UPDATE ON HEATHROW EXPANSION AND CHANGES TO AIRSPACE

The Cabinet received a report providing information on the proposed changes to airspace arising from the Government's preferred scheme for meeting the additional runway capacity in the south east of England at Heathrow airport. It was noted that there had been an extension to the consultation in light of further evidence regarding increased air traffic. The Council was looking at

links between this and other infrastructure proposals, including HS2, to ensure that there was a joined up approach.

RESOLVED:

That the update on Heathrow expansion and changes to airspace be noted.

36 EXEMPTION TO CONTRACTS PROCEDURE RULES - INSTRUCTING COUNSEL

On 12 July 2017 Management Team had agreed an exemption from the requirement to obtain competitive tenders so that the Councils could instruct Mr Bird QC to provide advice on the Draft Local Plan process and related matters. The Cabinet were requested to note that this exemption had been authorised by Management Team as required by the joint Contracts Procedure Rules.

RESOLVED:

That it be noted that Management Team had agreed an exemption to the Joint Contracts Procedure Rules to permit Council (Mr Simon Bird QC) to be instructed to advise and advocate on behalf of both Councils regarding the issues arising and process related to the adoption of the draft Joint Local Plan 2014-2036.

37 MINUTES OF JOINT EXECUTIVE COMMITTEES

RESOLVED:

That the Minutes of the Chiltern and South Bucks Joint Committee meeting held on 24 July 2017 be noted.

38 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.

39 CABINET REPORTS FROM POLICY ADVISORY GROUPS:

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

RESOLVED:

That the Notes of the Healthy Communities Policy Advisory Group meeting held on 20 June 2017 and Customer Services Policy Advisory Group meeting held on 4 July 2017 be noted.

40 HS2 REPORT ON AONB GROUP WORK AND APPOINTMENT OF LANDSCAPE CONSULTANTS

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

The Cabinet received a report that set out the work of the Area of Outstanding Natural Beauty (AONB) Review Group that had been set up in 2016 following the Council's petitioning efforts in the House of Commons Select Committee. The Group developed design principles that could be added to HS2 works and identified additional enhancements that aimed to integrate the HS2 scheme into the AONB and the report set out the approach taken regarding this.

Members were also asked to note, in accordance with the joint Contract Procedure Rules, that Management Team had approved an exemption to the joint Contract Procedure Rules and appointed Land Use Consultants to provide landscape advice on the Schedule 17 applications, submitted by HS2 Ltd, and other HS2 matters.

Delegated authority was also sought for any further approvals to the additional projects and detailed design principles and commissioning of any additional projects from the AONB Review Group to be given to the Chief Executive.

RESOLVED:

- 1. That the report be noted.**
- 2. That the approach of the Council as contributing member of the AONB Review Group on the list of Additional Projects and the Detailed Design Principles be noted.**
- 3. That it be noted that Management Team has approved an exemption to the Council Procedure Rules and that Land Use Consultants have been appointed to provide landscape advice on Schedule 17 applications and other related HS2 matters for the duration of the planning aspect of the construction phase.**
- 4. That authority be delegated to the Chief Executive, in consultation with the Leader and Head of Legal and Democratic Services, to approve any further Additional Projects and Detailed Design Principles.**
- 5. That authority be to the Chief Executive, in consultation with the Head of Legal and Democratic Services, to commission any Additional Projects from the AONB Review Group.**

The meeting ended at 1.20 pm.

SUBJECT:	<i>28 Day Notice</i>
REPORT OF:	<i>Cabinet Portfolio Holder for Support Services (Deputy Leader)</i>
RESPONSIBLE OFFICER	<i>Head of Legal & Democratic Services</i>
REPORT AUTHOR	<i>Charlie Griffin, 01494 732011, charlie.griffin@chiltern.gov.uk</i>
WARD/S AFFECTED	<i>All</i>

1. Report

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

RECOMMENDATIONS

The Cabinet is asked to note the 28 Day Notices for the meetings of the Cabinet (6 February 2018) and the Joint Committee (20 February 2018).

Background Papers:	None
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28 Day Notice

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

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

A further Notice (the 'Agenda') will be published no less than 5 working-days before the date of the Cabinet meeting and will be available at www.chiltern.gov.uk/democracy

Leader (Councillor Isobel Darby)					
Key Decision (Y/N) ¹	Report Title & Summary ²	Consultation ³	Decision Maker & Date	Private Report (Y/N) and Reason Private ⁴	Lead Officer ⁵
No	Service Plan Summaries 2018-19 To receive the service plan summaries for 2018-19	Services 31 Jan 18 Resources 23 Jan 18	Cabinet 6 Feb 18	No	Aniqah Sultan ASultan@chiltern.gov.uk
No	Performance Report Quarter 2 2017-18 To receive the Performance Report for Quarter 2 2017-18	Services 31 Jan 18 Resources 23 Jan 18	Cabinet 6 Feb 18	No	Aniqah Sultan ASultan@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
Yes	Budget Report 2018/19: to consider the draft revenue budgets for 2018/19	Resources 5 Dec 17	Cabinet 12 Dec 17	No	Rodney Fincham rfincham@chiltern.gov.uk
No	Treasury Management Quarter 2 2017/18: to note the treasury management activity in quarter 2 2017/18		Cabinet 12 Dec 17	No	Helen O'Keefe hokeefe@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

Sustainable Development (Councillor Peter Martin)					
Key Decision (Y/N) ¹	Report Title & Summary ²	Consultation ³	Decision Maker & Date	Private Report (Y/N) and Reason Private ⁴	Lead Officer ⁵
Yes	HS2 Update Report: to provide an up to date position on the HS2 project including current position on Service Level Agreement, Forward Plan Work and Resourcing	SDPAG 4 Dec 17	Cabinet 12 Dec 17	Yes (Para 3)	Ifath Nawaz INawaz@chiltern.gov.uk

Environment (Councillor Mike Smith)					
Key Decision (Y/N) ¹	Report Title & Summary ²	Consultation ³	Decision Maker & Date	Private Report (Y/N) and Reason Private ⁴	Lead Officer ⁵
No	London Road Access Systems: to note that further works to the barrier security system has been authorised by officers in accordance with delegated authority		Cabinet 12 Dec 17	No	Jeffrey Tapping jtapping@chiltern.gov.uk
Yes	New Grounds Maintenance Contract: To notify Members about the procurement process for the new CDC & SBDC grounds maintenance contract and to request approval for delegated authority to procure the new contract to start in 2018		Cabinet 12 Dec 17	Yes (Paragraph 3)	Chris Marchant cmarchant@chiltern.gov.uk

Healthy Communities (Councillor Liz Walsh)					
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	Exemption to Contracts Procedure Rules - Leisure Consultants: to note that leisure consultants have been appointed	HCPAG 27 Nov 17	Cabinet 12 Dec 17	No	Paul Nanji pnanji@chiltern.gov.uk
Yes	Private Sector Leasing Scheme: To seek approval to enter into a Service Level Agreement for the delivery of a Private Sector Leasing Scheme	HCPAG 27 Nov 17	Cabinet 12 Dec 17	No	Michael Veryard Email: Mveryard@chiltern.gov.uk
No	Housing Options and Allocations - IT provisions Notification of decisions to exempt from contract procedures		Cabinet: 12 Dec 17	Yes (Para. 3)	Michael Veryard Email: Mveryard@chiltern.gov.uk
Yes	Leisure Centre Operator Procurement Tender: to receive a report on the procurement process	Services 31 Jan 18	Cabinet 6 Feb 18	Yes (Para. 3)	Paul Nanji pnanji@chiltern.gov.uk
Yes	Chiltern Pools Update To update members on the progress of Chilterns Pools	Services 31 Jan 18	Cabinet 6 Feb 18	No	Martin Holt mholt@chiltern.gov.uk
No	Green House Gas Report: to update members as to the progress to determine the Green House Gas arrangements in Chiltern and South Bucks	HCPAG 27 Nov 17	Cabinet 6 Feb 18	No	Ben Coakley bcoakley@chiltern.gov.uk
No	Air Quality Update: to update members as to the progress to determine the air quality arrangements in Chiltern	HCPAG 27 Nov 17	Cabinet 6 Feb 18	No	Ben Coakley bcoakley@chiltern.gov.uk
No	Affordable Housing Contributions Update To provide an update on the level of Affordable Housing contributions received from planning agreements and allocations made to support affordable housing projects	Services 31 Jan 18	Cabinet 6 Feb 18	No	Michael Veryard mveryard@chiltern.gov.uk

Yes	Review of Bucks Home Choice Scheme Allocations Policy: to consider a report reviewing the policy	Services 31 Jan 18	Cabinet 6 Feb 18	No	Michael Veryard mveryard@chiltern.gov.uk
Yes	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	Services 31 Jan 18	Cabinet 6 Feb 18	No	Ben Coakley bcoakley@chiltern.gov.uk
Yes	Changes to House in Multiple Occupation Licensing: to review the implications of changes to legislative requirements	Services 31 Jan 18	Cabinet 6 Feb 18	No	Louise Quinn lquinn@chiltern.gov.uk

1 The Council's Constitution defines a 'Key' Decision as any decision taken in relation to a function that is the responsibility of the Cabinet and which is likely to:-

- result in expenditure (or the making of savings) over £50,000 and / or
- have a significant impact on the community in two (or more) district wards.

and

- relates to the development and approval of the Budget; or
- relates to the development, approval and review of the Policy Framework, or
- is otherwise outside the Budget and Policy Framework.

As a matter of good practice, this Notice also includes other items – in addition to Key Decisions – that are to be considered by the Cabinet. This additional information is provided to inform local residents of all matters being considered.

2 Each item considered will have a report; appendices will be included (as appropriate). Regulation 9(1g) allows that other documents relevant to the item may be submitted to the decision-maker. Subject to prohibition or restriction on their disclosure, this information will be published on the Council website – www.chiltern.gov.uk/democracy – usually 5 working-days before the date of the meeting. Paper copies may be requested (charges will apply) using the contact details below.

3 In order to support the work of the Cabinet and to enhance decision-making, reports are often presented to other meetings for comment before going to the Cabinet. As such, this Notice also includes information on which meeting (if any) will also consider the report, and on what date.

4 The public can be excluded for an item of business on the grounds that it involves the likely disclosure of exempt information as defined in Part I of Schedule 12A of the Local Government Act 1972. The relevant paragraph numbers and descriptions are as follows:

Paragraph 1	Information relating to any individual
Paragraph 2	Information which is likely to reveal the identity of an individual
Paragraph 3	Information relating to the financial or business affairs of any particular person (including the authority holding that information)
Paragraph 4	Information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the authority or a Minister of the Crown and employees of, or office holders under, the authority
Paragraph 5	Information in respect of which a claim to legal professional privilege could be maintained in legal proceedings

Paragraph 6	Information which reveals that the authority proposes: (a) to give under any enactment a notice under or by virtue of which requirements are imposed on a person; or (b) to make an order or direction under any enactment
Paragraph 7	Information relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime

Part II of Schedule 12A of the Local Government Act 1972 requires that information falling into paragraphs 1-7 above is exempt information if and so long, as in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information. Nothing in the Regulations authorises or requires a local authority to disclose to the public or make available for public inspection any document or part of a document if, in the opinion of the proper officer, that document or part of a document contains or may contain confidential information.

Should you wish to make any representations in relation to any of the items being considered in private, you can do so – in writing – using the contact details below. Any representations received, together with any response from the Council, will be published on the Notice (the 'Agenda') issued no less than 5 working-days before the meeting. This will be available on the Council website – www.chiltern.gov.uk/democracy

Contact: Democratic Services, Chiltern District Council, King George V House, King George V Road, Amersham, HP6 5AW; email: democraticservices@chiltern.gov.uk; tel: 01494 732143

- 5 The lead officer is usually the report author, and their contact details are provided in this column. The officer's email address is a standard format: first initial followed by their surname e.g. Bob Smith = bsmith@chiltern.gov.uk

28-DAY NOTICE – FORWARD PLAN**Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012**

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

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

CHILTERN & SOUTH BUCKS JOINT COMMITTEE (JC)

Meeting: 20 February 2017 (SBDC)					
Key Decision (Y/N) ¹	Report Title & Summary ²	Consultation How/When ³	Decision Maker & Date	Private Report (Y/N) and Reason Private ⁴	Contact Officer and Telephone Number
Yes	Draft Joint Local Plan: to recommend to the respective Full Council meetings that the draft Joint Local Plan (Regulation 19) and associated documents be agreed for public consultation.		JC 20 Feb 17	No	Graham Winwright gwinwright@chiltern.gov.uk graham.winwright@southbucks.gov.uk

- 1 The Chiltern & South Bucks Joint Committee membership comprises of the following Cabinet Members from each authority:

Chiltern District Council: I Darby; M Smith; M Stannard; L Walsh; P E C Martin; F Wilson

South Bucks District Council: L Sullivan; T Egleton; R Bagge; N Naylor; P Kelly

A Key Decision is defined as:

- Decisions likely to result in the Council incurring expenditure which is, or the making of savings which are, significant having regard to the Council's budget for the service or function to which the Decision relates; or
- To be significant in terms of its effects on communities living or working in an area comprising two or more wards or electoral divisions in the area of the Council

Each of the constituent local authorities provides the following definition of a Key Decision, as detailed in the Constitution.

Chiltern District Council

A 'Key' Decision is any decision taken in relation to a function that is the responsibility of the Cabinet and which is likely to:

- result in expenditure (or the making of savings) over £50,000 and / or
 - have a significant impact on the community in two (or more) district wards.
- and
- relates to the development and approval of the Budget; or
 - relates to the development, approval and review of the Policy Framework, or
 - is otherwise outside the Budget and Policy Framework.

South Bucks District Council

With regards to a) a Key Decision being defined as a decision which has income or expenditure effect of £50k or more but excludes contracts for and expenditure on repairs, maintenance and improvements works within budget provision and approved policy where the contract or expenditure has either been properly and specifically approved by or on behalf of the Cabinet or by an Officer acting under delegated powers, save where Contract Standing Orders require the Cabinet itself to authorise acceptance of a tender and such acceptance has not previously been authorised or delegated by the Cabinet.

- 2 Each item considered will have a report; appendices will be included (as appropriate). Regulation 9(1g) allows that other documents relevant to the item may be submitted to the decision-maker. Subject to prohibition or restriction on their disclosure, this information will be published on the Council website – [Chiltern District Council & South Bucks District Council](#) – usually 5 working-days before the date of the meeting. Paper copies may be requested (charges will apply) using the contact details below.
- 3 This column shows the process of consultation, which takes place prior to Joint Committee. Further information on each of the Councils' Committees can be found at: [Chiltern District Council](#) & [South Bucks District Council](#)
- 4 The public can be excluded for an item of business on the grounds that it involves the likely disclosure of exempt information as defined in Part I of Schedule 12A of the Local Government Act 1972. The relevant paragraph numbers and descriptions are as follows:

Paragraph 1	Information relating to any individual
Paragraph 2	Information which is likely to reveal the identity of an individual
Paragraph 3	Information relating to the financial or business affairs of any particular person (including the authority holding that information)
Paragraph 4	Information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the authority or a Minister of the Crown and employees of, or office holders under, the authority
Paragraph 5	Information in respect of which a claim to legal professional privilege could be maintained in legal proceedings
Paragraph 6	Information which reveals that the authority proposes: <ol style="list-style-type: none"> (a) to give under any enactment a notice under or by virtue of which requirements are imposed on a person; or (b) to make an order or direction under any enactment
Paragraph 7	Information relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime

Part II of Schedule 12A of the Local Government Act 1972 requires that information falling into paragraphs 1-7 above is exempt information if and so long, as in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information. Nothing in the Regulations authorises or requires a local authority to disclose to the public or make available for public inspection any document or part of a document if, in the opinion of the proper officer, that document or

part of a document contains or may contain confidential information.

Should you wish to make any representations in relation to any of the items being considered in private, you can do so – in writing – using the contact details below. Any representations received, together with any response from the Council, will be published on the Notice (the 'Agenda') issued no less than 5 working-days before the meeting. This will be available on the Council website – [Chiltern District Council](#) & [South Bucks District Council](#)

Contact:

Democratic Services, Chiltern District Council, King George V House, King George V Road, Amersham, HP6 5AW; email: chiefexecs@chiltern.gov.uk; tel: 01494 732143

Democratic Services, South Bucks District Council, Capswood, Oxford Road, Denham, UB9 4LH; email: democratic.services@southbucks.gov.uk; tel: 01895 837200

SUBJECT:	Draft Revenue Budget 2018/19
REPORT OF:	Support Services Portfolio Holder – Cllr Mike Stannard
RESPONSIBLE OFFICER	Jim Burness – Director of Resources
REPORT AUTHOR	Jacqueline Ing jing@chiltern.gov.uk 01494 732292
WARD/S AFFECTED	All

1. Purpose of Report

- 1.1 To present the draft revenue budget for 2018/19.

RECOMMENDATIONS

1. To note the draft revenue service budget for 2018/19.

2. Context of the 2018/19 Budget

- 2.1 The background to the Council's revenue budget position for the coming years can be summarised as follows:
- The Chancellor announced on the 5th October 2015 the intention for local authorities to retain 100% of Business Rates by the end of the current parliament. However, the timetable and impact this may have on other funding streams is currently unknown, and therefore no assumptions about what changes may arise are made in the budgets at this stage. This will be revisited as further announcements are made.
 - Current understanding is that as a Shire District, Chiltern's Council tax rises will be limited to the higher of 2% or £5 otherwise a referendum is triggered.
 - The Council will be undertaking a number of large investment projects funded by borrowing and the costs of which are factored into budgets.
- 2.2 As part of the 2015 Autumn Statement it was announced that Chiltern District Council would no longer receive Revenue Support Grant (RSG) from 2017/18. A transitional scheme was in place to minimise the impact of this in 2017/18, however from 18/19 onwards there is support grant available to the Council. In 2016 the Council took up the Government's four year funding offer which means that its

financial position in respect of RSG and Tariff payments will not worsen from the that published by the Government in 2015.

- 2.3 With this scale of funding reduction it would be prudent at this stage not to include any funding for new recurring expenditure to improve or expand services.
- 2.4 All services are now provided by joint teams with South Bucks DC. Where Chiltern DC is the accounting authority for the joint team this results in the whole costs being shown in the Chiltern budgets, with the share of the service to South Bucks DC shown as a recharge.
- 2.5 The Chiltern & South Bucks Joint Committee on 24th July 2017 agreed that from 2018/19 the standard cost split should be amended to CDC 58% / SBDC 42%, and this should be used for all joint services apart from Revenues & Benefits and Waste.
- 2.6 The reason for this change was to make the cost splits more logical, and by standardising the vast majority of cost splits this will simplify the administrative process of allocating costs between the two Councils.
- 2.7 Furthermore amending the standard cost split to 58%/42% brings this in line with the original cost sharing intention, of the costs being shared broadly in line with population.
- 2.8 This change has an impact on individual areas, in that the cost shares will be different between 2017/18 and 2018/19, however the effect on the budgets overall is minimal as demonstrated by the following table

	Leader £'000	Healthy Communities £'000	Customer Services £'000	Environment £'000	Support Services £'000	Sustainable Development £'000	Total impact to CDC £'000
Change to Cost Share	50	-64	-117	-87	87	141	10

3. Draft Revenue Budget 2018/19

- 3.1 A summary of the draft Revenue Budget for 2018/19 is presented for consideration and approval at Appendix 1. The overall position is an increase in Net Cost of Services of 2.3%.
- 3.2 The budgets presented at this stage represent the direct costs of the services – i.e. they exclude all internal support recharges (e.g. accommodation, facilities, finance etc).
- 3.3 As part of the budget preparation process, the Support Services Portfolio Holder and the Head of Finance meet with each Portfolio Holder and Head of Service to review all the budgets on a detailed line by line basis. This, alongside proposals put

forward by budget holders, resulted in budget reductions or additional income of over £525k.

- 3.4 A summary of the movements between the 2017/18 and the 2018/19 net cost of services is shown in Appendix 2.

Subjective Analysis

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

Further Breakdowns

- 3.6 Further breakdowns by Portfolio area are included as follows:

Appendix 3 Leader Portfolio

Appendix 4 Customer Services Portfolio

Appendix 5 Community, Health & Housing Portfolio

Appendix 6 Environment Portfolio

Appendix 7 Support Services Portfolio

Appendix 8 Sustainable Development Portfolio

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

- a) All the budgets are presented in a standard format and some budget heads will appear with no income or expenditure.
- b) The 2016/17 actual expenditure and the 2017/18 original budget figures are included as an aid to comparison.

4. Inflation Estimates

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

- Salaries inflation of 1% ¹
- Contracts inflation 3.3% (unless different rate specified within contract)
- Business rates - based on draft revaluation figures
- Gas 0%

¹ For 2018/19 the level of any pay award will be determined locally. This will be determined by the Joint Staffing Committee before the start of the financial year.

- Electricity 7%
- Insurance 2%
- Other expenditure heads 0%
- Income 0%.

5. Investment Income and Borrowing

- 5.1 Investment income will continue to be constrained as CDC is proposing significant capital expenditure reducing available cash reserves and interest rates continue at an all-time low.
- 5.2 Borrowing taken on to fund large capital projects (i.e. AMSCP) in year has required a budget of £356,000 for interest repayments.
- 5.3 The likely achievable level of investment income for 2018/19 has currently been estimated at £60,000 however this will be reviewed as part of the Treasury Management Strategy for 2018/19 which will be reported to Members in February.

6. Council Tax Base

- 6.1 The Council Tax Base figures (ie the estimated number of Band D equivalent properties in the district) has increased from 43,918 to 44,369 (1.03%).

7. Contributions to Reserves

- 7.1 At this stage in the process provisional estimates have been included for contributions to / from reserves.
- 7.2 The issues around level and composition of reserves will be reviewed in February 2018 when final budget setting decisions are taken.

8. Retained Business Rate Income and Government Grant Payments

- 8.1 At this stage in the process provisional estimates have been included for retained Business Rate income, Government Grant, and New Homes Grant.
- 8.2 These figures will be reviewed in the budget setting process once central Government have provided information for 2018/19 which is anticipated to be just before Christmas.

9. Council Tax

- 9.1 The Government has announced that the limit to the increase in Council Tax will remain the same as in 2017/18 (i.e. the greater of 2% or £5 for a Band D property).

Therefore the Council has a budgeted increase of £5 for a Band D equivalent property.

10. Collection Fund Surplus

10.1 Council Tax regulations require billing authorities to formally declare an estimated position on the Collection Fund for the current financial year. The calculation has to be made on 15 January and notified to major precepting authorities within 7 working days. Any surpluses or deficits are required to be paid over, or paid by, all major precepting authorities in proportion to their precepts in the area for the year of account. Any declared surplus must be used to reduce the overall level of Council Tax in the forthcoming year.

10.2 At this point in the budget process it has been assumed that the Collection Fund Surplus attributable to Chiltern for Council Tax will be the same as in 2017/18, and net growth on business rates will be approximately £300,000. These figures will be reviewed later in the budget setting process.

11. Fees and Charges 2018/19

11.1 A review of discretionary fees and charges has been carried out and the proposed fees and charges for 2018/19 are attached as **Appendix 9**.

12. Corporate Implications

12.1 This report proposes an initial draft Revenue Budget for 2018/19. It is a legal requirement that this budget is balanced, and has been scrutinised by members.

13. Links to Council Policy Objectives

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

14. Next Step

14.1 Subject to the comments of the Resources Overview Committee, the Cabinet will make its final decisions and set the Council's budget and 2018/19 Council Tax requirement at its meeting on 6th February 2018 prior to recommending these to the full Council on 28th February 2018.

Background Papers:	None
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CDC REVENUE ACCOUNT SUMMARY

2015/16 ACTUALS	2016/17 ACTUALS		2017/18 BUDGET	2018/19 BUDGET
£	£		£	£
601,819	637,484	Leader Portfolio	641,228	689,709
1,697,200	1,539,677	Community, Health & Housing	1,818,406	1,766,013
989,125	933,676	Customer Services Portfolio	1,203,091	1,175,945
570,319	944,936	Environment	1,335,284	1,220,951
3,355,172	3,218,000	Support Services	3,146,802	3,371,238
1,015,963	942,129	Sustainable Development Portfolio	1,131,644	1,267,025
8,229,598	8,215,902	Net Cost of Services	9,276,455	9,490,881
(156,901)	(164,172)	Interest & Investment Income Receivable	(100,000)	(60,000)
86,679	37,858	Notional Interest Payable - Refuse vehicles	37,630	21,940
0	0	Borrowing Costs - Interest - Car Park	97,890	288,516
0	0	Borrowing Costs - Interest - Leisure Centre	0	67,500
0	0	Borrowing Costs - MRP - Car Park	0	0
0	0	Borrowing Costs - MRP - Leisure Centre	0	0
80,000	29,000	Payment to Parishes re change in Taxbase	0	0
0	0	Additional Pension Deficit Contribution	1,000,000	0
0	0	Funding of R&R Programme	0	96,500
		<u>Contributions to / (from) Reserves</u>		
175,093	(20,000)	Contribution to / (from) LDF Fund	(267,500)	(514,000)
0	0	Contribution to / (from) LDF Fund	0	(140,731)
393,950	393,950	Contribution to Capital Prog - Refuse Vehicles	393,950	393,950
1,307,486	1,412,471	Contribution to Capital Prog - Other	1,028,282	841,749
201,420	246,756	Contribution to HS2 Reserve	150,000	0
(56,942)	20,000	Contribution to / (from) Elections Reserve	20,000	20,000
0	0	Contribution to / (from) Pension Reserve	(1,000,000)	0
325,278	675,798	Contribution to / (from) Other Reserves	110,755	0
368,159	(1,377,917)	Contribution to / (from) general reserves - NDR	0	0
10,953,820	9,469,646	Budget Requirement	10,747,462	10,506,306
(7,692,131)	(8,648,770)	Non Domestic Rates (NDR) - Income	(8,352,683)	(8,621,410)
6,860,509	6,917,679	Non Domestic Rates (NDR) - Tariff	6,958,228	7,182,092
(608,669)	(173,570)	Non Domestic Rates (NDR) - Grants	0	0
0	0	Non Domestic Rates (NDR) - Growth	(600,000)	(600,000)
20,132	333,895	Non Domestic Rates (NDR) - Levy	300,000	300,000
0	(97,311)	Non Domestic Rates (NDR) - Levy Pooling	0	0
(1,125,471)	(406,589)	Revenue Support Grant	0	0
(738,843)	(1,049,986)	New Homes Grant	(1,126,234)	(639,371)
0	(134,403)	General Grants - Transition Grant	(100,150)	0
(8,864)		General Grants - Transparency code	0	0
(15,350)		General Grants - Council Tax New Burdens	0	0
(31,519)	(133,418)	General Grants - Other	0	0
(100,020)	(22,907)	Collection fund (surplus)/deficit - Council Tax	(113,742)	(113,742)
(368,159)	1,377,917	Collection fund (surplus)/deficit - Business Rates	0	0
7,145,435	7,432,183	Precept on Collection Fund	7,712,881	8,013,875
0	(0)		(0)	
		COUNCIL TAX CALCULATION		
7,145,435	7,432,183	CDC Precept (excluding parishes)	7,712,881	8,013,875
43,143.55	43,559.86	Divided by Tax base	43,918.01	44,368.70
165.62	170.62	Tax Rate (Band D)	175.62	180.62
1.90%	3.02%	Increase	2.93%	2.85%
		NDR CALCULATION		
20,539,426	20,710,585	Total Estimated Yield	20,881,708	21,553,525
(10,269,713)	(10,355,293)	Less Central Share (50%)	(10,440,854)	(10,776,763)
(1,848,548)	(1,863,953)	Less Bucks CC Share (9%)	(1,879,354)	(1,939,817)
(205,394)	(207,106)	Less Bucks Fire Share (1%)	(208,817)	(215,535)
(8,215,770)	(8,284,234)	CDC Share (40%)	(8,352,683)	(8,621,410)
6,860,509	6,917,679	Less Tariff	6,958,228	7,182,092
(1,355,261)	(1,366,555)	CDC Baseline Funding Level	(1,394,455)	(1,439,318)
(1,253,617)	(1,264,063)	Floor	(1,289,871)	(1,331,369)

CDC OVERALL SUBJECTIVE ANALYSIS

2015/16 ACTUALS	2016/17 ACTUALS		2017/18 BUDGET	2018/19 BUDGET	% Change
£	£		£	£	
7,799,257	9,381,691	Salary Costs	10,499,130	12,086,065	15.1%
1,062,040	942,643	Other Employee Expenses	446,410	344,250	-22.9%
822,089	970,163	Premises Related Expenses	1,023,297	1,079,010	5.4%
71,042	99,509	Transport Related Costs	103,470	112,890	9.1%
3,858,714	3,799,340	Supplies & Services	3,631,430	4,451,520	22.6%
763,197	474,365	Recharge from SBDC	685,910	778,078	13.4%
3,079,286	3,072,912	Third Party Payments	3,462,937	3,596,030	3.8%
19,580,670	19,028,698	Transfer Payments	21,185,000	17,668,000	-16.6%
37,036,295	37,769,322	RUNNING EXPENSES	41,037,584	40,115,843	-2.2%
(7,886,080)	(7,424,475)	Fees & Charges and Other Income	(6,978,409)	(8,069,990)	15.6%
(19,989,564)	(19,579,478)	Grant Income	(21,425,900)	(18,007,004)	-16.0%
(1,227,793)	(2,738,659)	Recharge to SBDC	(3,671,614)	(4,329,776)	17.9%
718,923	606,529	Recharge to WDC	554,684	496,143	-10.6%
(15,000)	(29,000)	Recharge to Crem	(50,000)	(55,000)	10.0%
(10,400)	(25,000)	Recharge to Trust	(38,340)	(34,340)	-10.4%
(346,783)	(313,337)	Funded from Earmarked Reserves	(151,550)	(624,995)	312.4%
(50,000)	(50,000)	Recharge to Capital	0	0	0.0%
8,229,598	8,215,902	Net Running Expenses	9,276,455	9,490,881	2.3%
1,510,641	1,450,237	Depreciation	1,523,380	1,278,790	-16.1%
6,658,549	6,282,557	Support Recharges In	6,006,438	0	-100.0%
197,548	377,015	Office Recharge	570,734	0	-100.0%
(6,856,097)	(6,659,573)	Support Recharges Out	(6,577,172)	0	-100.0%
8,229,598	8,215,902	Net Cost of Services Excluding	9,276,455	9,490,881	2.3%
9,740,239	9,666,139	Net Cost of Services Including Depreciation	10,799,835	10,769,671	-0.3%
(0)	0		(0)	(0)	

		Analysis of recharge from SBDC	
104,264	174,980	Chief Executives	130,660
6,628	0	Business support	0
229,935	136,159	Community Safety	134,607
289,737	261,649	Legal	283,920
0	0	Democratic & Electoral Services	273,994
0	0	Corporate Management	0
44,813	(98,423)	Building Control	(137,271)
87,820	0	Planning Policy	0
763,197	474,365		685,910
0	0		0

		Analysis of recharge to SBDC	
(22,296)	(62,777)	Chief Executives	(86,138)
(31,690)	(187,256)	Human Resources	(195,886)
(28,070)	(110,352)	Comms, Policy & Performance	(128,087)
(55,070)	(138,793)	Revenues	(167,995)
0	(142,881)	Customer Services	(156,504)
(43,530)	(43,880)	Healthy Communities Corporate	(63,540)
0	0	Environmental Health	(338,783)
0	0	Health & Safety	(11,433)
0	0	Emergency Planning	(2,332)
(341,558)	(345,369)	Housing / Homelessness	(331,508)
72,744	135,145	Licensing	118,136
0	(119,822)	Community & Leisure	(111,816)
(223,430)	(292,542)	Facilities & Property	(215,072)
0	0	Waste Client	(246,412)
(101,402)	(115,912)	Car Parking	(119,317)
(361,750)	(351,745)	Finance	(369,638)
(9,461)	(36,960)	Internal Audit	(38,993)
0	0	Land Charges	0
(82,280)	(535,545)	Business Support	(581,321)
0	0	Development Management	0
0	0	Planning Support	0
0	0	Planning Shared Service	0
0	0	Enforcement	0
0	(389,970)	Planning Policy	(624,975)
(1,227,793)	(2,738,659)		(3,671,614)
0	0		(0)

CDC Budget Build Up 2018/19	Leader	CH&H	Cus Ser	Env	Support	S Dev	Total
	£'000	£'000	£'000	£'000	£'000	£'000	£'000
2017/18 Budget	641	1,818	1,203	1,335	3,147	1,132	9,276
Change in Salary Costs							
Payrise estimate (1%)	9	19	18	17	25	17	105
Other salary changes (eg increments etc)	-16	47	11	34	18	64	158
Inflation - Expenditure	0	4	0	29	6	0	39
Inflation - Expenditure - Waste contract				102			102
Inflation - Expenditure - Pension Contribution					40		40
Inflation - Income	0	-1	0	-7	0	0	-8
Unavoidable Increases							
Increased cost of locata housing system		10					10
Adj re SBDC R&B calls also results in balancing change to cost share			45				45
Adj re end of training partnership with Dacorum			25				25
Estimated reduction in HB Admin Grant			15				15
KGVH Lease income as CCG have served notice				45			45
Increased cost of new IT network support contract					51		51
Unable to charge for payments by Credit Card					9		9
Planning Shared Service Implementation Costs - Reserve funded						141	141
Enforcement costs						40	40
Other	1	3	0	0	6	-1	9
Transfers							
Stationery	-1	0	-1	6	-1	-3	0
Other	0	0	0	-23	23	0	0
Savings / Budget Reductions / Increased Income							
Environmental Health		-29					-29
Additional Licensing income		-13					-13
Community & Leisure		-9					-9
Additional green waste income				-156			-156
Car park income				-68			-68
Increase in planning income						-103	-103
Change in LDF costs - Reserve funded						-116	-116
Other	-5	-7	-21	-17	-33	-10	-93
Change to Cost Share	50	-64	-117	-87	87	141	10
Other Changes							
Facilities & Property				-14			-14
Waste contract				-10			-10
Other	11	-12	-2	35	-7	-38	-13
2018/19 Base Budget (Cabinet Dec 17)	690	1,766	1,176	1,221	3,371	1,264	9,488

CDC LEADER PORTFOLIO

2016/17 ACTUALS	Cost Code(s)	2017/18 BUDGET	2018/19 BUDGET	CHANGE	CHANGE
£		£	£	£'000	%
	Shared Services				
105,710	Human Resources HR01	105,054	175,302	70	66.9%
219,424	Comms, Policy & Performance CO01	238,333	212,187	(26)	-11.0%
	CDC Only Costs				
312,348	Chief Executives P050	297,350	302,220	5	1.6%
2	High Speed 2 Rail Link R475	490		(0)	
637,484	Net Running Expenses	641,228	689,709	48	7.6%

2016/17 ACTUALS	CIPFA CLASSIFICATION	2017/18 BUDGET	2018/19 BUDGET	CHANGE	CHANGE
£		£	£	£'000	%
769,073	Direct Employee Expenses	840,470	921,085	81	9.6%
125,369	Indirect Employee Expenses	90,520	73,300	(17)	-19.0%
	Premises Related Expenses				
4,060	Transport Related Costs	2,000	1,500	(1)	-25.0%
250,308	Supplies & Services	100,590	172,880	72	71.9%
174,980	Recharge from SBDC	130,660	144,420	14	10.5%
	Third Party Payments				
	Transfer Payments				
1,323,789	Running Expenses	1,164,240	1,313,185	149	12.8%
(140,864)	Fees & Charges and Other Income	(40,000)	(157,555)	(118)	293.9%
	Grant Income				
(360,384)	Recharge to SBDC	(410,112)	(374,676)	35	-8.6%
	Recharge to WDC				
(14,000)	Recharge to Crem	(15,000)	(15,000)		0.0%
(10,000)	Recharge to Trust	(9,170)	(5,170)	4	-43.6%
(161,057)	Funded from Earmarked Reserves	(48,730)	(71,075)	(22)	-
	Recharge to Capital				
637,484	Net Running Expenses	641,228	689,709	48	7.6%
	Depreciation				
175,700	Support Recharges In	211,881			
18,859	Office Recharge	34,717			
(772,422)	Support Recharges Out	(807,718)			
59,621	Net Expenditure	80,108	689,709		

2016/17 ACTUALS	Joint Human Resources	2017/18 BUDGET	2018/19 BUDGET
£		£	£
241,217	Direct Employee Expenses	255,540	265,165
50,096	Indirect Employee Expenses	81,120	66,320
	Premises Related Expenses		
2,893	Transport Related Costs	500	500
67,043	Supplies & Services	30,350	46,430
	Recharge from SBDC		
	Third Party Payments		
	Transfer Payments		
361,249	Running Expenses	367,510	378,415
(20,635)	Fees & Charges and Other Income	(40,000)	(30,000)
	Grant Income		
	Recharge to WDC		
(5,000)	Recharge to Crem	(5,000)	(5,000)
(10,000)	Recharge to Trust	(4,170)	(4,170)
(32,647)	Funded from Earmarked Reserves	(17,400)	(21,460)
	Recharge to Capital		
292,966	Net Running Expenses	300,940	317,785
187,256	Cost Share - SBDC	195,886	142,483
105,710	Cost Share - CDC	105,054	175,302

Direct Emp 2016/17 represents cost of joint HR team.
Expenses: 18/19 Budgeted FTE 5.62 (17/18 Budgeted FTE 5.62)

Indirect Emp	Childcare vouchers (fully reallocated)	30,000	30,000
Expenses:	Corporate training budgets	49,320	34,320
	Medical fees and professional subs	1,800	2,000
		<u>81,120</u>	<u>66,320</u>

Transport: Mileage claims.

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

Fees &	Recovery of childcare vouchers	-30,000	-30,000
Charges:	Training recharges	-10,000	0
		<u>-40,000</u>	<u>-30,000</u>

Cost Share: Cost share split between CDC and SBDC has changed in 18/19 from 35.46%/64.54% respectively to 58%/42%

2016/17 ACTUALS	Joint Comms, Policy & Performance	2017/18 BUDGET	2018/19 BUDGET
£		£	£
290,122	Direct Employee Expenses	307,070	304,530
8,443	Indirect Employee Expenses	7,900	5,480
	Premises Related Expenses		
1,095	Transport Related Costs	1,000	500
35,115	Supplies & Services	60,450	61,330
	Recharge from SBDC		
	Third Party Payments		
	Transfer Payments		
334,776	Running Expenses	376,420	371,840
	Fees & Charges and Other Income		
	Grant Income		
	Recharge to WDC		
(5,000)	Recharge to Crem	(5,000)	(5,000)
	Recharge to Trust	(5,000)	(1,000)
	Funded from Earmarked Reserves		
	Recharge to Capital		
329,776	Net Running Expenses	366,420	365,840
110,352	Cost Share - SBDC	128,087	153,653
219,424	Cost Share - CDC	238,333	212,187

Direct Emp Expenses: Cost of joint Comms team.
18/19 Budgeted FTE 6.5 (17/18 Budgeted FTE 6.5)

Indirect Emp Expenses: Training and professional subscriptions.

Transport: Mileage claims.

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

Cost Share: Cost share split between CDC and SBDC has changed in 18/19 from 67.8%/32.2% respectively to 58%/42%

2016/17 ACTUALS	Chief Execs	2017/18 BUDGET	2018/19 BUDGET
£		£	£
129,980	Direct Employee Expenses	246,040	231,220
66,830	Indirect Employee Expenses	1,500	1,500
	Premises Related Expenses		
47	Transport Related Costs	500	500
7,287	Supplies & Services	9,790	8,120
174,980	Recharge from SBDC	130,660	144,420
	Third Party Payments		
	Transfer Payments		
379,124	Running Expenses	388,490	385,760
	Fees & Charges and Other Income		
	Grant Income		
	Recharge to WDC		
(4,000)	Recharge to Crem	(5,000)	(5,000)
	Recharge to Trust		
	Funded from Earmarked Reserves		
	Recharge to Capital		
375,124	Net Running Expenses	383,490	380,760
62,776	Cost Share - SBDC	86,140	78,540
312,348	Cost Share - CDC	297,350	302,220

Direct Emp Expenses: Net salary cost after recharge to SBDC. 18/19 Budgeted FTE 4 (17/18 Budgeted FTE 3.73) 290,560 297,100

Indirect Emp Expenses: Training.

Transport: Mileage claims.

Supplies & Services: Insurance, printing, publications etc.

Cost Share: Cost share split between CDC and SBDC has changed in 18/19 from 54.9%/45.1% respectively to 58%/42%

2016/17 ACTUALS	High Speed 2 Rail Link	2017/18 BUDGET	2018/19 BUDGET
£		£	£
107,753	Direct Employee Expenses	31,820	120,170
	Indirect Employee Expenses		
	Premises Related Expenses		
25	Transport Related Costs		
140,863	Supplies & Services		57,000
	Recharge from SBDC		
	Third Party Payments		
	Transfer Payments		
248,641	Running Expenses	31,820	177,170
(120,229)	Fees & Charges and Other Income		(127,555)
	Grant Income		
	Recharge to WDC		
	Recharge to Crem		
	Recharge to Trust		
(128,410)	Funded from Earmarked Reserves	(31,330)	(49,615)
	Recharge to Capital		
2	Net Running Expenses	490	
	Cost Share - SBDC		
2	Cost Share - CDC	490	

Any direct HS2 costs are funded from the HS2 reserve.

CDC CUSTOMER SERVICES PORTFOLIO

2015/16 ACTUALS	2016/17 ACTUALS	Cost Code(s)	2017/18 BUDGET	2018/19 BUDGET	CHANGE	CHANGE
£	£		£	£	£'000	%
		Shared Services				
480,787	480,182	Customer Services CU01	495,596	399,266	(96)	-19.4%
1,066,868	1,061,961	Revenues Service RE01	1,180,905	1,241,633	61	5.1%
		CDC Only Costs				
(303,027)	(277,160)	Council Tax & NDR Collection R130,R100	(275,920)	(282,920)	(7)	2.5%
(255,503)	(331,307)	Housing Benefits N950	(197,490)	(182,034)	15	-7.8%
989,125	933,676	Net Running Expenses	1,203,091	1,175,945	(27)	-2.3%

2015/16 ACTUALS	2016/17 ACTUALS	CIPFA CLASSIFICATION	2017/18 BUDGET	2018/19 BUDGET	CHANGE	CHANGE
£	£		£	£	£'000	%
1,365,003	1,660,220	Direct Employee Expenses	1,754,610	1,867,530	113	6.4%
113,031	71,634	Indirect Employee Expenses	19,350	19,350		0.0%
2,774		Premises Related Expenses				
(10,432)	4,795	Transport Related Costs	3,250	7,350	4	126.2%
230,825	284,494	Supplies & Services	258,790	253,730	(5)	-2.0%
		Recharge from SBDC				
		Third Party Payments				
19,472,701	18,856,243	Transfer Payments	21,065,000	17,548,000	(3,517)	-16.7%
21,173,902	20,877,385	Running Expenses	23,101,000	19,695,960	(3,405)	-14.7%
(229,393)	(189,410)	Fees & Charges and Other Income	(175,000)	(177,000)	(2)	1.1%
(19,900,314)	(19,389,345)	Grant Income	(21,373,410)	(17,855,954)	3,517	-16.5%
(55,070)	(281,674)	Recharge to SBDC	(324,499)	(460,961)	(136)	42.1%
		Recharge to WDC				
		Recharge to Crem				
		Recharge to Trust				
	(83,280)	Funded from Earmarked Reserves	(25,000)	(26,100)	(1)	4.4%
		Recharge to Capital				
989,125	933,676	Net Running Expenses	1,203,091	1,175,945	(27)	-2.3%
		Depreciation				
2,160,324	2,061,504	Support Recharges In	2,061,512			
39,300	56,600	Office Recharge	81,332			
(2,239,224)	(2,404,875)	Support Recharges Out	(2,146,997)			
949,525	646,905	Net Expenditure	1,198,938	1,175,945		

2016/17 ACTUALS	Joint Customer Services	2017/18 BUDGET	2018/19 BUDGET
£		£	£
577,314	Direct Employee Expenses	594,370	679,200
29,627	Indirect Employee Expenses	7,000	7,000
	Premises Related Expenses		
1,889	Transport Related Costs	1,500	1,500
14,636	Supplies & Services	49,230	45,690
	Recharge from SBDC		
	Third Party Payments		
	Transfer Payments		
623,467	Running Expenses	652,100	733,390
(404)	Fees & Charges and Other Income		
	Grant Income		
	Recharge to WDC		
	Recharge to Crem		
	Recharge to Trust		
	Funded from Earmarked Reserves		(26,100)
	Recharge to Capital		
623,063	Net Running Expenses	652,100	707,290
142,881	Cost Share - SBDC	156,504	308,024
480,182	Cost Share - CDC	495,596	399,266

Direct Emp Expenses: 2016/17 onwards represents cost of joint Customer Services team.
18/19 budgeted FTE 21.04 (17/18 budgeted FTE 19.94)

Indirect Emp Expenses: Training and casual workers budget.

Transport: Mileage claims.

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

Fees & Charges: In 18/19 £26.1k funded from Reserves relates to the Customer Experience Project. This is funded from the Transformation Reserve.

Cost Share: Cost share split between CDC and SBDC has changed in 18/19 from 76%/24% respectively to 58%/42%

2016/17 ACTUALS	Joint Revenues Service	2017/18 BUDGET	2018/19 BUDGET
£		£	£
1,082,906	Direct Employee Expenses	1,160,240	1,188,330
42,007	Indirect Employee Expenses	12,350	12,350
	Premises Related Expenses		
2,905	Transport Related Costs	1,750	5,850
197,386	Supplies & Services	199,560	188,040
	Recharge from SBDC		
	Third Party Payments		
	Transfer Payments		
1,325,205	Running Expenses	1,373,900	1,394,570
(15,475)	Fees & Charges and Other Income		
(25,696)	Grant Income		
	Recharge to WDC		
	Recharge to Crem		
	Recharge to Trust		
(83,280)	Funded from Earmarked Reserves	(25,000)	
	Recharge to Capital		
1,200,754	Net Running Expenses	1,348,900	1,394,570
138,793	Cost Share - SBDC	167,995	152,937
1,061,961	Cost Share - CDC	1,180,905	1,241,633

2016/17 ACTUALS	Breakdown by Cost Centre	2017/18 BUDGET	2018/19 BUDGET
£		£	£
1,036,078	REVENUE OPERATIONS	767,012	729,360
	SERVICE DEVELOPMENT TEAM	279,674	380,209
	AUDIT, FRAUD & ERROR TEAM	134,219	132,064
25,883	CDC/DACORUM TRAINING PARTNERSHIP		
1,061,962	Cost Share - CDC	1,180,905	1,241,633

(0)

Direct Emp Expenses: Cost of Joint Revenues Team.
18/19 budgeted FTE 27.47 (17/18 budgeted FTE 27.67)

Indirect Emp Expenses: Training and professional subscriptions.

Transport: Mileage claims.

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

Fees & Charges: £25k funded from Reserves in 17/18 relates to the joint training agreement with Dacorum.

2016/17 ACTUALS	C Tax and NDR Cost of Collection	2017/18 BUDGET	2018/19 BUDGET
£		£	£
	Direct Employee Expenses		
	Indirect Employee Expenses		
	Premises Related Expenses		
	Transport Related Costs		
55,483	Supplies & Services	10,000	20,000
	Recharge from SBDC		
	Third Party Payments		
30,185	Transfer Payments	75,000	60,000
85,668	Running Expenses	85,000	80,000
(156,619)	Fees & Charges and Other Income	(175,000)	(177,000)
(206,209)	Grant Income	(185,920)	(185,920)
	Recharge to WDC		
	Recharge to Crem		
	Recharge to Trust		
	Funded from Earmarked Reserves		
	Recharge to Capital		
(277,160)	Net Running Expenses	(275,920)	(282,920)
(277,160)	Cost Share - SBDC	(275,920)	(282,920)
	Cost Share - CDC		

2016/17 ACTUALS	Breakdown by Cost Centre	2017/18 BUDGET	2018/19 BUDGET
£		£	£
(153,552)	COUNCIL TAX	(142,920)	(147,920)
(5,744)	COUNCIL TAX BENEFITS		
(117,864)	NDR	(133,000)	(135,000)
(277,160)	Cost Share - CDC	(275,920)	(282,920)

Supplies & Services: Court fees and bad debt provision for court costs.

Transfer Payments: Hardship budget for Council Tax Support.

Fees & Charges:	Council Tax Summonses etc	(160,000)	(160,000)
	NDR Summonses etc	(15,000)	(17,000)
		<u>(175,000)</u>	<u>(177,000)</u>

Grant Income:	LCTS Admin Grant	(67,920)	(67,920)
	Government grant for NDR Collection.	(118,000)	(118,000)
		<u>(185,920)</u>	<u>(185,920)</u>

2016/17 ACTUALS	Housing Benefits	2017/18 BUDGET	2018/19 BUDGET
£		£	£
	Direct Employee Expenses		
	Indirect Employee Expenses		
	Premises Related Expenses		
	Transport Related Costs		
16,989	Supplies & Services		
	Recharge from SBDC		
	Third Party Payments		
18,826,058	Transfer Payments	20,990,000	17,488,000
18,843,046	Running Expenses	20,990,000	17,488,000
(16,913)	Fees & Charges and Other Income		
(19,157,440)	Grant Income	(21,187,490)	(17,670,034)
	Recharge to WDC		
	Recharge to Crem		
	Recharge to Trust		
	Funded from Earmarked Reserves		
	Recharge to Capital		
(331,307)	Net Running Expenses	(197,490)	(182,034)
(331,307)	Cost Share - SBDC	(197,490)	(182,034)
	Cost Share - CDC		

Transfer Housing Benefit Expenditure.
Payments:

Grant	Housing Benefit Subsidy Income	(20,990,000)	(17,488,000)
Income:	HB Admin Grant	(197,490)	(182,034)
		<u>(21,187,490)</u>	<u>(17,670,034)</u>

CDC COMMUNITY, HEALTH & HOUSING

2016/17 ACTUALS	Cost Code(s)	2017/18 BUDGET	2018/19 BUDGET	CHANGE	CHANGE
£		£	£	£'000	%
Shared Services					
91,396	HC Corporate HC01	91,890	82,986	(9)	-9.7%
466,113	Environmental Health EH01	578,847	511,229	(68)	-11.7%
7,348	Health & Safety HS01	13,917	11,803	(2)	-15.2%
(15,590)	Emergency Planning EP01	2,838	6,046	3	113.0%
385,444	Housing HO**	413,542	487,874	74	18.0%
(53,871)	Licensing LI01	(47,089)	(97,031)	(50)	106.1%
91,359	Community Safety CS01	100,607	109,125	9	8.5%
272,168	Community & Leisure CL01	275,854	279,630	4	1.4%
CDC Only Costs					
1,008	Air Quality EH02	3,600	3,600		0.0%
196,418	Grants R250	216,000	216,000		0.0%
46,407	Dog & Pest Control E700/E850	51,440	52,430	1	1.9%
2,571	Contaminated Land G450				
45,288	Homelessness HO**	119,500	104,510	(15)	-12.5%
(2,831)	Home Improvement Grants N350	(3,750)	(3,750)		0.0%
6,449	Indoor Sports & Recreation Facilities Various	1,210	1,560	0	28.9%
1,539,677	Net Running Expenses	1,818,406	1,766,013	(52)	-2.9%

2016/17 ACTUALS	CIPFA CLASSIFICATION	2017/18 BUDGET	2018/19 BUDGET	CHANGE	CHANGE
£		£	£	£'000	%
1,500,450	Direct Employee Expenses	2,051,400	2,125,520	74	3.6%
110,412	Indirect Employee Expenses	39,390	43,390	4	10.2%
18,523	Premises Related Expenses	24,980	25,010	0	0.1%
17,295	Transport Related Costs	11,630	15,530	4	33.5%
604,656	Supplies & Services	727,630	1,264,270	537	73.8%
136,159	Recharge from SBDC	134,607	143,125	9	6.3%
77,704	Third Party Payments	86,230	87,790	2	1.8%
172,456	Transfer Payments	120,000	120,000		0.0%
2,637,656	Running Expenses	3,195,867	3,824,635	629	19.7%
(644,655)	Fees & Charges and Other Income	(543,365)	(567,035)	(24)	4.4%
(1,103)	Grant Income	(15,000)	(134,560)	(120)	797.1%
(373,926)	Recharge to SBDC	(741,276)	(820,208)	(79)	10.6%
(9,293)	Recharge to WDC		(9,000)	(9)	
	Recharge to Crem				
	Recharge to Trust				
(69,000)	Funded from Earmarked Reserves	(77,820)	(527,820)	(450)	578.3%
	Recharge to Capital				
1,539,677	Net Running Expenses	1,818,406	1,766,013	(52)	-2.9%
520,186	Depreciation	629,760	530,290		
547,463	Support Recharges In	485,854			
52,728	Office Recharge	73,865			
(168,203)	Support Recharges Out	(105,951)			
2,491,851	Net Expenditure	2,901,934	2,296,303		

2016/17 ACTUALS	Joint HC Corporate	2017/18 BUDGET	2018/19 BUDGET
£		£	£
98,448	Direct Employee Expenses	99,770	99,770
23,495	Indirect Employee Expenses	22,090	12,090
	Premises Related Expenses		
534	Transport Related Costs		
12,800	Supplies & Services	33,570	31,220
	Recharge from SBDC		
	Third Party Payments		
	Transfer Payments		
135,276	Running Expenses	155,430	143,080
	Fees & Charges and Other Income		
	Grant Income		
	Recharge to WDC		
	Recharge to Crem		
	Recharge to Trust		
	Funded from Earmarked Reserves		
	Recharge to Capital		
135,276	Net Running Expenses	155,430	143,080
43,880	Cost Share - SBDC	63,540	60,094
91,396	Cost Share - CDC	91,890	82,986

Direct Emp Cost of Head of Healthy Communities.
Expenses: 18/19 Budgeted FTE 1 (17/18 Budgeted FTE 1)

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

Supplies & Books & publications, mobiles etc.
Services:

Cost Share: Cost share split between CDC and SBDC has changed in 18/19 from
54.9%/45.1% respectively to 58%/42%

2016/17 ACTUALS	Joint Environmental Health	2017/18 BUDGET	2018/19 BUDGET
£		£	£
450,533	Direct Employee Expenses	916,360	907,160
9,613	Indirect Employee Expenses		
15	Premises Related Expenses	810	490
5,733	Transport Related Costs	4,200	4,200
32,544	Supplies & Services	30,110	24,100
	Recharge from SBDC		
	Third Party Payments	1,600	1,600
	Transfer Payments		
498,439	Running Expenses	953,080	937,550
(23,032)	Fees & Charges and Other Income	(35,450)	(47,120)
	Grant Income		
(9,293)	Recharge to WDC		(9,000)
	Recharge to Crem		
	Recharge to Trust		
	Funded from Earmarked Reserves		
	Recharge to Capital		
466,113	Net Running Expenses	917,630	881,430
	Cost Share - SBDC	338,783	370,201
466,113	Cost Share - CDC	578,847	511,229

Direct Emp Expenses: Share of cost of joint Env Health Team.
18/19 Budgeted FTE 18.98
(17/18 Budgeted FTE 19.38)

Premises: Electricity for Air Quality Station plus insurance.

Supplies & Services: Includes noise equipment calibration, mediation.

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

Fees & Charges	IPPC income from Licences and Permits	(13,320)	(13,320)
	High hedges income	(1,600)	(1,600)
	Business training courses	(6,000)	(12,000)
	Wycombe IPPC income	(9,000)	
	Watford/Three Rivers IPPC income		(12,000)
	Other	(5,530)	(8,200)
		<u>(35,450)</u>	<u>(47,120)</u>

Cost Share: Cost share split between CDC and SBDC has changed in 18/19 from 63%/37% respectively to 58%/42%.

2016/17 ACTUALS	Joint Health & Safety	2017/18 BUDGET	2018/19 BUDGET
£		£	£
5,918	Direct Employee Expenses	8,000	6,000
	Indirect Employee Expenses		
	Premises Related Expenses		
	Transport Related Costs		
1,429	Supplies & Services	17,350	14,350
	Recharge from SBDC		
	Third Party Payments		
	Transfer Payments		
7,348	Running Expenses	25,350	20,350
	Fees & Charges and Other Income		
	Grant Income		
	Recharge to WDC		
	Recharge to Crem		
	Recharge to Trust		
	Funded from Earmarked Reserves		
	Recharge to Capital		
7,348	Net Running Expenses	25,350	20,350
	Cost Share - SBDC	11,433	8,547
7,348	Cost Share - CDC	13,917	11,803

Indirect Emp Expenses: IOSH and first aider training.

Supplies & Services: Staff flu vaccinations and other H&S equipment purchases.
Plus Loan Worker Devices - Budget now centralised.

Cost Share: Cost share split between CDC and SBDC has changed in 18/19 from 54.9%/45.1% respectively to 58%/42%.

2016/17 ACTUALS	Joint Emergency Planning	2017/18 BUDGET	2018/19 BUDGET
£		£	£
	Direct Employee Expenses		
	Indirect Employee Expenses	1,700	6,700
	Premises Related Expenses		
	Transport Related Costs		
(15,590)	Supplies & Services	3,470	3,630
	Recharge from SBDC		
	Third Party Payments		
	Transfer Payments		
(15,590)	Running Expenses	5,170	10,330
	Fees & Charges and Other Income		
	Grant Income		
	Recharge to WDC		
	Recharge to Crem		
	Recharge to Trust		
	Funded from Earmarked Reserves		
	Recharge to Capital		
(15,590)	Net Running Expenses	5,170	10,330
	Cost Share - SBDC	2,332	4,284
(15,590)	Cost Share - CDC	2,838	6,046

Minor emergency planning costs.

Cost Share: Cost share split between CDC and SBDC has changed in 18/19 from 54.9%/45.1% respectively to 58%/42%.

2016/17 ACTUALS	Joint Housing	2017/18 BUDGET	2018/19 BUDGET
£		£	£
581,031	Direct Employee Expenses	641,500	710,370
50,097	Indirect Employee Expenses	3,800	13,800
	Premises Related Expenses		
5,391	Transport Related Costs	5,500	5,500
95,748	Supplies & Services	94,250	104,250
	Recharge from SBDC		
	Third Party Payments		
	Transfer Payments		
732,268	Running Expenses	745,050	833,920
(351)	Fees & Charges and Other Income		
(1,103)	Grant Income		
	Recharge to WDC		
	Recharge to Crem		
	Recharge to Trust		
	Funded from Earmarked Reserves		
	Recharge to Capital		
730,813	Net Running Expenses	745,050	833,920
345,369	Cost Share - SBDC	331,508	346,046
385,444	Cost Share - CDC	413,542	487,874

Direct Emp Cost of joint Housing / Homelessness team.
18/19 Budgeted FTE 17.76 (17/18 Budgeted FTE 15.77)

Indirect Emp Training and professional subscriptions.

Transport Mileage claims.

Supplies & Services:	Affordable warmth co-ordinator	20,000	20,000
	Cost of locator system	40,150	50,150
	Rough sleeper outreach project	20,000	21,000
	Other	14,100	13,100
		<u>94,250</u>	<u>104,250</u>

Cost Share: Cost share split between CDC and SBDC has changed in 18/19 from 54.9%/45.1% respectively to 58%/42%.

2016/17 ACTUALS	Joint Licensing	2017/18 BUDGET	2018/19 BUDGET
£		£	£
161,590	Direct Employee Expenses	173,660	182,580
15,850	Indirect Employee Expenses	2,000	3,000
	Premises Related Expenses		
1,740	Transport Related Costs	1,930	1,930
35,155	Supplies & Services	33,570	32,980
	Recharge from SBDC		
	Third Party Payments		
	Transfer Payments		
214,336	Running Expenses	211,160	220,490
(403,353)	Fees & Charges and Other Income	(376,385)	(387,785)
	Grant Income		
	Recharge to WDC		
	Recharge to Crem		
	Recharge to Trust		
	Funded from Earmarked Reserves		
	Recharge to Capital		
(189,016)	Net Running Expenses	(165,225)	(167,295)
(135,145)	Cost Share - SBDC	(118,136)	(70,264)
(53,871)	Cost Share - CDC	(47,089)	(97,031)

Direct Emp Expenses: This is the cost of the joint Licensing team.
18/19 Budgeted FTE 5 (17/18 Budgeted FTE 5)

Direct Emp Expenses: Training.

Transport: This budget is for mileage claims.

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

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

Cost Share: Cost share split between CDC and SBDC has changed in 18/19 from 28.5%/71.5% respectively to 58%/42%.

	Joint Community Safety	2017/18 BUDGET	2018/19 BUDGET
		£	£
(10,800)	Direct Employee Expenses Indirect Employee Expenses Premises Related Expenses Transport Related Costs Supplies & Services		
136,159	Recharge from SBDC Third Party Payments Transfer Payments	134,607	143,125
125,359	Running Expenses	134,607	143,125
	Fees & Charges and Other Income Grant Income Recharge to WDC Recharge to Crem Recharge to Trust		
(34,000)	Funded from Earmarked Reserves Recharge to Capital	(34,000)	(34,000)
91,359	Net Running Expenses	100,607	109,125
91,359	Cost Share - SBDC Cost Share - CDC	100,607	109,125

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

Cost Share: Cost share split between CDC and SBDC has changed in 18/19 from 54.9%/45.1% respectively to 58%/42%.

2016/17 ACTUALS	Joint Community & Leisure	2017/18 BUDGET	2018/19 BUDGET
£		£	£
219,648	Direct Employee Expenses	220,110	225,640
4,224	Indirect Employee Expenses	1,800	1,800
4,652	Premises Related Expenses	4,510	4,530
3,896	Transport Related Costs		3,900
174,570	Supplies & Services	177,070	610,880
	Recharge from SBDC		
	Third Party Payments		
	Transfer Payments		
406,990	Running Expenses	403,490	846,750
(15,000)	Fees & Charges and Other Income	(7,000)	(7,000)
	Grant Income		
	Recharge to WDC		
	Recharge to Crem		
	Recharge to Trust		
	Funded from Earmarked Reserves	(8,820)	(458,820)
	Recharge to Capital		
391,990	Net Running Expenses	387,670	380,930
119,822	Cost Share - SBDC	111,816	101,300
272,168	Cost Share - CDC	275,854	279,630

Salary costs: 18/19 Budgeted FTE 4.8 (17/18 Budgeted FTE 4.8)

Supplies & Services:	Contract Fee	105,240	105,240
	Community projects	36,000	36,000
	Safeguarding contribution	10,320	10,320
	New Leisure Development		450,000
	Other	25,510	9,320
		<u>177,070</u>	<u>610,880</u>

Fees & Charges: Rent from Sprinters

Cost Share: Cost share split between CDC and SBDC has changed in 18/19 from 54.9%/45.1% respectively to 58%/42%.

2016/17 ACTUALS	Air Quality	2017/18 BUDGET	2018/19 BUDGET
£		£	£
1,008	Direct Employee Expenses Indirect Employee Expenses Premises Related Expenses Transport Related Costs Supplies & Services Recharge from SBDC Third Party Payments Transfer Payments	13,600	8,600
1,008	Running Expenses Fees & Charges and Other Income Grant Income Recharge to WDC Recharge to Crem Recharge to Trust Funded from Earmarked Reserves Recharge to Capital	13,600 (10,000)	8,600 (5,000)
1,008	Net Running Expenses	3,600	3,600
1,008	Cost Share - SBDC Cost Share - CDC	3,600	3,600

Supplies & Services: Costs associated with the air quality projects including the purchase of equipment

Fees & Charges: DEFRA grant for air quality projects

2016/17 ACTUALS	Grants	2017/18 BUDGET	2018/19 BUDGET
£		£	£
196,418	Direct Employee Expenses Indirect Employee Expenses Premises Related Expenses Transport Related Costs Supplies & Services Recharge from SBDC Third Party Payments Transfer Payments	216,000	216,000
196,418	Running Expenses Fees & Charges and Other Income Grant Income Recharge to WDC Recharge to Crem Recharge to Trust Funded from Earmarked Reserves Recharge to Capital	216,000	216,000
196,418	Net Running Expenses	216,000	216,000
196,418	Cost Share - SBDC Cost Share - CDC	216,000	216,000

Supplies & Services:	SLAS		
	CAB - General	125,000	125,000
	CAB - Specific Projects	10,400	10,400
	Dial a Ride	20,200	20,200
	Voluntary Infrastructure (VI)	15,270	15,270
		<u>170,870</u>	<u>170,870</u>
	Small Grants	31,130	31,130
	7 revitalisation grants @ £2k each	14,000	14,000
		<u>216,000</u>	<u>216,000</u>

2016/17 ACTUALS	Dog and Pest Control	2017/18 BUDGET	2018/19 BUDGET
£		£	£
	Direct Employee Expenses		
	Indirect Employee Expenses		
	Premises Related Expenses		
	Transport Related Costs		
3,645	Supplies & Services	1,960	1,990
	Recharge from SBDC		
77,704	Third Party Payments	84,630	86,190
	Transfer Payments		
81,350	Running Expenses	86,590	88,180
(34,943)	Fees & Charges and Other Income	(35,150)	(35,750)
	Grant Income		
	Recharge to WDC		
	Recharge to Crem		
	Recharge to Trust		
	Funded from Earmarked Reserves		
	Recharge to Capital		
46,407	Net Running Expenses	51,440	52,430
46,407	Cost Share - SBDC	51,440	52,430
	Cost Share - CDC		

2016/17 ACTUALS	Breakdown by Cost Centre	2017/18 BUDGET	2018/19 BUDGET
£		£	£
46,407	DOG WARDEN SERVICE	49,040	50,030
	PEST CONTROL	2,400	2,400
46,407	Cost Share - CDC	51,440	52,430

Third Party	Stray Dog and Dog Nuisance service	47,970	48,880
Payments:	Dog Waste	34,260	34,910
	Pest control	2,400	2,400
		<hr/>	<hr/>
		84,630	86,190
Fees &	Dog bin emptying charge to Parishes	(31,750)	(32,350)
Charges:	Stray dog fines	(3,400)	(3,400)
		<hr/>	<hr/>
		(35,150)	(35,750)

2016/17 ACTUALS	Contaminated Land	2017/18 BUDGET	2018/19 BUDGET
£		£	£
352	Direct Employee Expenses Indirect Employee Expenses Premises Related Expenses Transport Related Costs Supplies & Services Recharge from SBDC Third Party Payments Transfer Payments		
352	Running Expenses		
2,219	Fees & Charges and Other Income Grant Income Recharge to WDC Recharge to Crem Recharge to Trust Funded from Earmarked Reserves Recharge to Capital		
2,571	Net Running Expenses		
2,571	Cost Share - SBDC Cost Share - CDC		

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

2016/17 ACTUALS	Homelessness	2017/18 BUDGET	2018/19 BUDGET
£		£	£
	Direct Employee Expenses		
	Indirect Employee Expenses		
	Premises Related Expenses		
	Transport Related Costs		
65,217	Supplies & Services	104,500	214,070
	Recharge from SBDC		
	Third Party Payments		
172,456	Transfer Payments	120,000	120,000
237,673	Running Expenses	224,500	334,070
(157,384)	Fees & Charges and Other Income	(70,000)	(70,000)
	Grant Income		(124,560)
	Recharge to WDC		
	Recharge to Crem		
	Recharge to Trust		
(35,000)	Funded from Earmarked Reserves	(35,000)	(35,000)
	Recharge to Capital		
45,288	Net Running Expenses	119,500	104,510
45,288	Cost Share - SBDC	119,500	104,510
	Cost Share - CDC		

Supplies & Services:	Rent deposits	18,500	20,000
	Homeless prevention	20,000	128,070
	Bad debt provision	11,000	11,000
	CAB Debt Advice and HIT service	55,000	55,000
		<u>104,500</u>	<u>214,070</u>

Transfer Payments Temporary accomodation (CDC)
Partially pffset by HB income in Fees & Charges line

Fees & Charges:	Flexible Homelessness Support Grant	0	(109,570)
	New Burdens Grant	0	(14,990)
		<u>0</u>	<u>(124,560)</u>

2016/17 ACTUALS	Home Improvement Grants	2017/18 BUDGET	2018/19 BUDGET
£		£	£
863	Direct Employee Expenses		
	Indirect Employee Expenses		
	Premises Related Expenses		
	Transport Related Costs		
1,711	Supplies & Services	1,250	1,250
	Recharge from SBDC		
	Third Party Payments		
	Transfer Payments		
2,574	Running Expenses	1,250	1,250
(5,405)	Fees & Charges and Other Income		
	Grant Income	(5,000)	(5,000)
	Recharge to WDC		
	Recharge to Crem		
	Recharge to Trust		
	Funded from Earmarked Reserves		
	Recharge to Capital		
(2,831)	Net Running Expenses	(3,750)	(3,750)
(2,831)	Cost Share - SBDC	(3,750)	(3,750)
	Cost Share - CDC		

Direct Emp Agency Staff to support the delivery of Grants now mainsteamed.
Expenses:

Grant Grant from Paradigm Housing Group.
Income:

2016/17 ACTUALS	Indoor Sports & Recreation Facilities	2017/18 BUDGET	2018/19 BUDGET
£		£	£
13,856	Direct Employee Expenses Indirect Employee Expenses Premises Related Expenses Transport Related Costs Supplies & Services Recharge from SBDC Third Party Payments Transfer Payments	19,660	19,990
		930	950
13,856	Running Expenses	20,590	20,940
(7,407)	Fees & Charges and Other Income Grant Income Recharge to WDC Recharge to Crem Recharge to Trust Funded from Earmarked Reserves Recharge to Capital	(19,380)	(19,380)
6,449	Net Running Expenses	1,210	1,560
6,449	Cost Share - SBDC Cost Share - CDC	1,210	1,560

2016/17 ACTUALS	Breakdown by Cost Centre	2017/18 BUDGET	2018/19 BUDGET
£		£	£
3,702	CHALFONT LEISURE CENTRE	5,450	5,540
(3,139)	CHESHAM LEISURE CENTRE	(13,240)	(13,140)
5,886	CHILTERN POOLS	9,000	9,160
6,449	Cost Share - CDC	1,210	1,560

Premises: Insurance and gully cleaning costs.

Fees & Charges: PV income.

CDC ENVIRONMENT PORTFOLIO

2016/17 ACTUALS	Cost Code(s)	2017/18 BUDGET	2018/19 BUDGET	CHANGE	CHANGE
£		£	£	£'000	%
	<u>Shared Services</u>				
(675,008)	Waste Client W100	(693,767)	(835,653)	(142)	20.5%
429,837	Facilities & Property FP**	445,049	411,071	(34)	-7.6%
240,741	Car Park Management FP**	247,813	210,163	(38)	-15.2%
	<u>CDC Only Costs</u>				
2,365,829	Waste Contract G520	2,607,287	2,699,510	92	3.5%
(1,566,665)	Car Parking Various	(1,470,915)	(1,515,360)	(44)	3.0%
1,019	Gt Miss Cemetery G380	1,020	940	(0)	-7.8%
81,585	Public Conveniences F480	73,870	74,940	1	1.4%
426	Traffic Mgt / Street Numbering C100/C850	1,195	(1,360)	(3)	-213.8%
400,759	Council Offices P900	255,710	317,430	62	24.1%
2,581	Community Parks & Open Spaces Various	102,542	97,480	(5)	-4.9%
(11,120)	Community Centres Various	(6,760)	(6,750)	0	-0.1%
	<u>Investment / Trading Properties</u>				
(250,744)	Depot G950	(198,644)	(202,720)	(4)	2.1%
(74,303)	Other Trading Undertakings Various	(29,115)	(28,740)	0	-1.3%
944,936	Net Running Expenses	1,335,284	1,220,951	(114)	-8.6%

2016/17 ACTUALS	CIPFA CLASSIFICATION	2017/18 BUDGET	2018/19 BUDGET	CHANGE	CHANGE
£		£	£	£'000	%
1,464,834	Direct Employee Expenses	1,700,210	1,748,990	49	2.9%
123,453	Indirect Employee Expenses	53,960	27,120	(27)	-49.7%
951,641	Premises Related Expenses	998,097	1,054,000	56	5.6%
46,073	Transport Related Costs	60,820	52,590	(8)	-13.5%
747,007	Supplies & Services	657,500	613,980	(44)	-6.6%
	Recharge from SBDC				
2,862,577	Third Party Payments	3,258,307	3,388,190	130	4.0%
	Transfer Payments				
6,195,585	Running Expenses	6,728,894	6,884,870	156	2.3%
(5,398,018)	Fees & Charges and Other Income	(5,337,004)	(5,433,960)	(97)	1.8%
	Grant Income	(490)	(490)		0.0%
(408,455)	Recharge to SBDC	(580,800)	(699,612)	(119)	20.5%
615,823	Recharge to WDC	554,684	505,143	(50)	-8.9%
(5,000)	Recharge to Crem	(15,000)	(20,000)	(5)	33.3%
(5,000)	Recharge to Trust	(15,000)	(15,000)		
	Funded from Earmarked Reserves				
(50,000)	Recharge to Capital				
944,936	Net Running Expenses	1,335,284	1,220,951	(114)	-8.6%
683,574	Depreciation	675,560	619,420		
1,404,383	Support Recharges In	1,204,856			
51,244	Office Recharge	78,244			
(819,460)	Support Recharges Out	(1,089,708)			
2,264,676	Net Expenditure	2,204,237	1,840,371		

2016/17 ACTUALS	Joint Waste Client	2017/18 BUDGET	2018/19 BUDGET
£		£	£
494,351	Direct Employee Expenses	769,720	793,320
44,517	Indirect Employee Expenses	36,970	11,970
771	Premises Related Expenses	4,530	4,550
12,771	Transport Related Costs	29,210	29,230
93,419	Supplies & Services	137,230	132,880
	Recharge from SBDC		
465,310	Third Party Payments	500,000	500,000
	Transfer Payments		
1,111,140	Running Expenses	1,477,660	1,471,950
(2,401,970)	Fees & Charges and Other Income	(2,479,700)	(2,545,700)
	Grant Income		
615,823	Recharge to WDC	554,684	505,143
	Recharge to Crem		
	Recharge to Trust		
	Funded from Earmarked Reserves		
	Recharge to Capital		
(675,008)	Net Running Expenses	(447,356)	(568,607)
	Cost Share - SBDC	246,412	267,046
(675,008)	Cost Share - CDC	(693,767)	(835,653)

Salary Costs: Cost of joint waste client team (CDC/SBDC/WDC).
18/19 Budgeted FTE 22.28 (17/18 Budgeted FTE 21.9)

Supplies & Services:	Software development and licenses	32,830	35,100
	Advertising budget	69,200	69,200
	Green Waste Admin	10,000	
	Tools & Equipment	8,210	8,210
	Postage	8,150	8,150
	Other	8,840	12,220
		<u>137,230</u>	<u>132,880</u>
Third party	Income from sale of paper		
Fees & Charges:	Replacement bins and liners	(80,000)	(100,000)
	Income from sale of paper	(500,000)	(500,000)
	Recycling Credits	(1,200,000)	(1,100,000)
	Bulky Household collections	(100,000)	(105,000)
	School Waste Collections	(128,000)	(128,000)
	Green Waste Collections (CDC Only)	(456,000)	(612,000)
	Miscellaneous recharges	(15,700)	(700)
		<u>(2,479,700)</u>	<u>(2,545,700)</u>
Recharge to WDC:	Expenditure share to WDC	(429,174)	(420,575)
	Income share to WDC	983,858	925,718
		<u>554,684</u>	<u>505,143</u>

2016/17 ACTUALS	Joint Facilities & Property	2017/18 BUDGET	2018/19 BUDGET
£		£	£
570,322	Direct Employee Expenses	600,690	649,010
77,444	Indirect Employee Expenses	12,490	13,150
277	Premises Related Expenses	22,880	22,880
4,410	Transport Related Costs	1,250	4,750
129,927	Supplies & Services	52,810	36,660
	Recharge from SBDC		
	Third Party Payments		
	Transfer Payments		
782,380	Running Expenses	690,120	726,450
(0)	Fees & Charges and Other Income		
	Grant Income		
	Recharge to WDC		
(5,000)	Recharge to Crem	(15,000)	(20,000)
(5,000)	Recharge to Trust	(15,000)	(15,000)
	Funded from Earmarked Reserves		
(50,000)	Recharge to Capital		
722,379	Net Running Expenses	660,120	691,450
292,542	Cost Share - SBDC	215,072	280,379
429,837	Cost Share - CDC	445,049	411,071

2016/17 ACTUALS	Breakdown by Cost Centre	2017/18 BUDGET	2018/19 BUDGET
£		£	£
253,922	JOINT PROPERTY SERVICES	259,435	256,531
163,280	JOINT FACILITIES	162,734	131,660
12,636	CCTV - Public Realm	22,880	22,880
429,837	Cost Share - CDC	445,049	411,071

Direct Emp Cost of joint facilities and property team.
Expenses: 18/19 Budgeted FTE 14.34 (17/18 Budgeted FTE 14.12)

Indirect Emp Training and professional subscriptions.
Expenses:

Transport: Mileage claims.

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

Cost Share: Cost share split between CDC and SBDC has changed in 18/19 from 65%/35% respectively to 58%/42%

2016/17 ACTUALS	Car Park Management	2017/18 BUDGET	2018/19 BUDGET
£		£	£
299,179	Direct Employee Expenses	300,120	306,660
1,318	Indirect Employee Expenses	4,000	2,000
2,927	Premises Related Expenses		
18,590	Transport Related Costs	24,090	18,340
34,640	Supplies & Services	38,920	35,350
	Recharge from SBDC		
	Third Party Payments		
	Transfer Payments		
356,654	Running Expenses	367,130	362,350
	Fees & Charges and Other Income		
	Grant Income		
	Recharge to WDC		
	Recharge to Crem		
	Recharge to Trust		
	Funded from Earmarked Reserves		
	Recharge to Capital		
356,654	Net Running Expenses	367,130	362,350
115,912	Cost Share - SBDC	119,317	152,187
240,741	Cost Share - CDC	247,813	210,163

The Parking team is a joint team.

Direct Emp Cost of joint parking team.
Expenses: 18/19 Budgeted FTE is 9.53 (17/18 Budgeted FTE 9.53)

Cost Share: Cost share split between CDC and SBDC has changed in 18/19 from
67.5%/32.5% respectively to 58%/42%

2016/17 ACTUALS	Waste Contract	2017/18 BUDGET	2018/19 BUDGET
£	Direct Employee Expenses Indirect Employee Expenses Premises Related Expenses Transport Related Costs Supplies & Services Recharge from SBDC Third Party Payments Transfer Payments	£	£
2,365,829		2,607,287	2,699,510
2,365,829	Running Expenses Fees & Charges and Other Income Grant Income Recharge to WDC Recharge to Crem Recharge to Trust Funded from Earmarked Reserves Recharge to Capital	2,607,287	2,699,510
2,365,829	Net Running Expenses	2,607,287	2,699,510
2,365,829	Cost Share - SBDC Cost Share - CDC	2,607,287	2,699,510

Cost of contract with Serco

Net of recharge of contract costs to WDC.

2016/17 ACTUALS	Car Parking	2017/18 BUDGET	2018/19 BUDGET
£	Direct Employee Expenses	£	£
250,105	Indirect Employee Expenses		
	Premises Related Expenses	260,695	275,730
106,501	Transport Related Costs		
	Supplies & Services	187,940	173,130
	Recharge from SBDC		
	Third Party Payments		
	Transfer Payments		
356,606	Running Expenses	448,635	448,860
(1,923,271)	Fees & Charges and Other Income	(1,919,550)	(1,964,220)
	Grant Income		
	Recharge to WDC		
	Recharge to Crem		
	Recharge to Trust		
	Funded from Earmarked Reserves		
	Recharge to Capital		
(1,566,665)	Net Running Expenses	(1,470,915)	(1,515,360)
(1,566,665)	Cost Share - SBDC	(1,470,915)	(1,515,360)
	Cost Share - CDC		

2016/17 ACTUALS	Breakdown by Cost Centre	2017/18 BUDGET	2018/19 BUDGET
£		£	£
(1,004,841)	GENERAL - ALL CAR PARKS	(944,025)	(1,032,100)
(561,824)	AMERSHAM MULTI STOREY CAR PARK	(526,890)	(483,260)
(1,566,665)	Cost Share - CDC	(1,470,915)	(1,515,360)

The Parking team is a joint team.

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

Premises: Repairs & maintenance, electricity, business rates.

Transport: Cost of inspectors vehicles.

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

Fees & Charges: Ticket and penalty charge income.

2016/17 ACTUALS	Gt Miss Cemetery & Chilterns Crem	2017/18 BUDGET	2018/19 BUDGET
£		£	£
174	Direct Employee Expenses		
24,652	Indirect Employee Expenses	22,290	22,550
330	Premises Related Expenses		
110,967	Transport Related Costs	930	960
2,217	Supplies & Services		
	Recharge from SBDC		
	Third Party Payments		
	Transfer Payments		
138,340	Running Expenses	23,220	23,510
(137,322)	Fees & Charges and Other Income	(22,200)	(22,570)
	Grant Income		
	Recharge to WDC		
	Recharge to Crem		
	Recharge to Trust		
	Funded from Earmarked Reserves		
	Recharge to Capital		
1,019	Net Running Expenses	1,020	940
1,019	Cost Share - SBDC	1,020	940
	Cost Share - CDC		

2016/17 ACTUALS	Breakdown by Cost Centre	2017/18 BUDGET	2018/19 BUDGET
£		£	£
1,019	GREAT MISSENDEN CEMETERY	1,020	940
	CHILTERN CREMATORIUM-CREM ONLY		
1,019	Cost Share - CDC	1,020	940

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

2016/17 ACTUALS	Public Conveniences	2017/18 BUDGET	2018/19 BUDGET
£		£	£
38,650	Direct Employee Expenses	29,680	
	Indirect Employee Expenses		
37,640	Premises Related Expenses	35,510	45,290
9,312	Transport Related Costs	6,270	270
7,170	Supplies & Services	9,040	1,040
	Recharge from SBDC		
	Third Party Payments		34,970
	Transfer Payments		
92,772	Running Expenses	80,500	81,570
(11,187)	Fees & Charges and Other Income	(6,630)	(6,630)
	Grant Income		
	Recharge to WDC		
	Recharge to Crem		
	Recharge to Trust		
	Funded from Earmarked Reserves		
	Recharge to Capital		
81,585	Net Running Expenses	73,870	74,940
81,585	Cost Share - SBDC	73,870	74,940
	Cost Share - CDC		

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

Direct Emp 18/19 Budgeted FTE is nil (17/18 Budgeted FTE 1)
Expenses:

Fees & Payment by Chesham Town Council.
Charges:

2016/17 ACTUALS	Traffic Mgt / Street Naming	2017/18 BUDGET	2018/19 BUDGET
£		£	£
	Direct Employee Expenses		
	Indirect Employee Expenses		
26	Premises Related Expenses	2,500	2,500
	Transport Related Costs		
11,144	Supplies & Services	17,000	17,500
	Recharge from SBDC		
	Third Party Payments		
	Transfer Payments		
11,170	Running Expenses	19,500	20,000
(10,744)	Fees & Charges and Other Income	(18,305)	(21,360)
	Grant Income		
	Recharge to WDC		
	Recharge to Crem		
	Recharge to Trust		
	Funded from Earmarked Reserves		
	Recharge to Capital		
426	Net Running Expenses	1,195	(1,360)
426	Cost Share - SBDC		
426	Cost Share - CDC	1,195	(1,360)

2016/17 ACTUALS	Breakdown by Cost Centre	2017/18 BUDGET	2018/19 BUDGET
£		£	£
	TRAFFIC MANAGEMENT		
426	STREET-NAME & NUMBER	1,195	(1,360)
426	Cost Share - CDC	1,195	(1,360)

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

2016/17 ACTUALS	Council Offices	2017/18 BUDGET	2018/19 BUDGET
£		£	£
62,332	Direct Employee Expenses		
	Indirect Employee Expenses	500	
436,640	Premises Related Expenses	409,880	431,920
	Transport Related Costs		
216,390	Supplies & Services	174,180	176,010
	Recharge from SBDC		
6,639	Third Party Payments	105,470	108,090
	Transfer Payments		
722,001	Running Expenses	690,030	716,020
(321,242)	Fees & Charges and Other Income	(434,320)	(398,590)
	Grant Income		
	Recharge to WDC		
	Recharge to Crem		
	Recharge to Trust		
	Funded from Earmarked Reserves		
	Recharge to Capital		
400,759	Net Running Expenses	255,710	317,430
400,759	Cost Share - SBDC	255,710	317,430
	Cost Share - CDC		

Direct Emp Expenses: Cost of CDC cleaning team / FM contract.

Premises:	Repairs to buildings		
	Electricity	2,740	5,100
	Gas	152,400	157,730
	Business Rates	9,000	9,000
	Cleaning materials	10,040	10,240
	Insurances and Other Costs	235,700	249,850
		<u>409,880</u>	<u>431,920</u>
Supplies & Services:	Office furniture	16,000	16,000
	Postage	102,000	102,000
	Telephone charges	20,000	20,000
	Other	36,180	38,010
		<u>174,180</u>	<u>176,010</u>
Fees & Charges:	Income from PV Cells	(16,320)	(21,320)
	BCC Contribution	(160,000)	(160,000)
	Service charges	(59,000)	(50,270)
	Sale of vending machine items	(5,000)	
	Other rents	(92,000)	(65,000)
	Postage costs recharged	(102,000)	(102,000)
		<u>(434,320)</u>	<u>(398,590)</u>

2016/17 ACTUALS	Community Parks & Opens Spaces	2017/18 BUDGET	2018/19 BUDGET
£		£	£
76,268	Direct Employee Expenses Indirect Employee Expenses Premises Related Expenses Transport Related Costs	83,572	84,170
13,533	Supplies & Services Recharge from SBDC Third Party Payments Transfer Payments	22,610	23,610
		3,100	3,100
89,801	Running Expenses	109,282	110,880
(87,220)	Fees & Charges and Other Income Grant Income Recharge to WDC Recharge to Crem Recharge to Trust Funded from Earmarked Reserves Recharge to Capital	(6,250) (490)	(12,910) (490)
2,581	Net Running Expenses	102,542	97,480
2,581	Cost Share - SBDC Cost Share - CDC	102,542	97,480

2016/17 ACTUALS	Breakdown by Cost Centre	2017/18 BUDGET	2018/19 BUDGET
£		£	£
(59,264)	WOODLANDS	21,060	15,560
17,839	COMMONS & MANORIAL WASTE TRAVELLERS	32,970	33,050
14,949	AMENITY AREAS EXCL CHHA	29,950	29,950
19,106	SMALL WORKS rename PARISH & TC GROU	18,062	18,420
208	FOOTPATHS	500	500
(7,162)	Cost Share - CDC	102,542	97,480

9,743

Premises: Maintenance costs for parks and open spaces.

Fees & Charges: Primarily rental income.

2016/17 ACTUALS	Community Centres	2017/18 BUDGET	2018/19 BUDGET
£		£	£
1,965	Direct Employee Expenses Indirect Employee Expenses Premises Related Expenses Transport Related Costs Supplies & Services Recharge from SBDC Third Party Payments Transfer Payments	6,330	6,340
1,965	Running Expenses	6,330	6,340
(13,085)	Fees & Charges and Other Income Grant Income Recharge to WDC Recharge to Crem Recharge to Trust Funded from Earmarked Reserves Recharge to Capital	(13,090)	(13,090)
(11,120)	Net Running Expenses	(6,760)	(6,750)
(11,120)	Cost Share - SBDC Cost Share - CDC	(6,760)	(6,750)

2016/17 ACTUALS	Breakdown by Cost Centre	2017/18 BUDGET	2018/19 BUDGET
£		£	£
(3,510)	LITTLE CHALFONT HALL	(3,510)	(3,510)
278	CHALFONT ST PETER COMM. CENTRE	3,330	3,340
(7,888)	OLD SCHOOL - ASHLEY GREEN AMERSHAM COMMUNITY CENTRE	(6,580)	(6,580)
(11,120)	Cost Share - CDC	(6,760)	(6,750)

Fees & Rental income.
Charges:

2016/17 ACTUALS	Depot	2017/18 BUDGET	2018/19 BUDGET
£		£	£
	Direct Employee Expenses		
	Indirect Employee Expenses		
101,356	Premises Related Expenses	113,510	121,300
661	Transport Related Costs		
16,282	Supplies & Services	5,650	5,650
	Recharge from SBDC		
9,249	Third Party Payments	29,120	29,190
	Transfer Payments		
127,548	Running Expenses	148,280	156,140
(378,292)	Fees & Charges and Other Income	(346,924)	(358,860)
	Grant Income		
	Recharge to WDC		
	Recharge to Crem		
	Recharge to Trust		
	Funded from Earmarked Reserves		
	Recharge to Capital		
(250,744)	Net Running Expenses	(198,644)	(202,720)
(250,744)	Cost Share - SBDC	(198,644)	(202,720)
	Cost Share - CDC		

Premises:

37,370	Repairs and maintenance	40,000	40,000
	Maintenance plant / equipment	3,200	3,200
2,808	Grounds maintenance general	7,000	7,000
7,474	Gully cleansing	9,200	9,200
8,793	Electricity	36,670	44,240
3,883	Gas	9,000	9,000
(1,011)	Business rates	3,920	4,060
42,039	Other	4,520	4,600
<u>101,356</u>		<u>113,510</u>	<u>121,300</u>

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

2016/17 ACTUALS	Other Trading Undertakings	2017/18 BUDGET	2018/19 BUDGET
£		£	£
19,014	Direct Employee Expenses Indirect Employee Expenses Premises Related Expenses Transport Related Costs	36,400	36,770
7,033	Supplies & Services Recharge from SBDC	11,190	11,190
13,333	Third Party Payments Transfer Payments	13,330	13,330
39,380	Running Expenses	60,920	61,290
(113,683)	Fees & Charges and Other Income Grant Income Recharge to WDC Recharge to Crem Recharge to Trust Funded from Earmarked Reserves Recharge to Capital	(90,035)	(90,030)
(74,303)	Net Running Expenses	(29,115)	(28,740)
(74,303)	Cost Share - SBDC Cost Share - CDC	(29,115)	(28,740)

2016/17 ACTUALS	Breakdown by Cost Centre	2017/18 BUDGET	2018/19 BUDGET
£		£	£
(5,427)	OPEN MARKETS	(3,200)	(3,010)
(1,759)	MISC. PROPERTIES MANAGEMENT	7,160	7,160
(2,150)	RUCKLES FIELD (HSG LAND)	(600)	(600)
(5,821)	CIVIC CENTRE SITE	(6,440)	(6,440)
(60,456)	AMERSHAM ESTATE (QUARR FARM) RENAM	(27,600)	(27,600)
1,309	MILL MEADOW	1,565	1,750
(74,303)	Cost Share - CDC	(29,115)	(28,740)

CDC SUPPORT SERVICES

2016/17 ACTUALS	Cost Code(s)	2017/18 BUDGET	2018/19 BUDGET	CHANGE	CHANGE
£		£	£	£'000	%
	<u>Shared Services</u>				
485,742	Finance FI01	510,452	520,950	10	2.1%
51,040	Internal Audit IA01	53,847	54,549	1	1.3%
979,810	Business Support BU**	790,589	869,180	79	9.9%
261,649	Legal LE01	283,920	323,054	39	13.8%
228,384	Dem & Electoral Services DS01/ER01	261,994	299,741	38	14.4%
(126,196)	Local Land Charges LC01	(68,700)	(50,002)	19	-27.2%
	<u>CDC Only Costs</u>				
199,541	Corporate Management CM01	151,260	167,765	17	10.9%
841,637	Non Distributed Costs ND01	861,700	898,490	37	4.3%
287,213	Members R49*	301,740	287,510	(14)	-4.7%
9,180	Elections Q2**				
3,218,000	Net Running Expenses	3,146,802	3,371,238	224	7.1%

2016/17 ACTUALS	CIPFA CLASSIFICATION	2017/18 BUDGET	2018/19 BUDGET	CHANGE	CHANGE
£		£	£	£'000	%
2,504,359	Direct Employee Expenses	2,454,100	2,576,090	122	5.0%
153,969	Indirect Employee Expenses	88,750	95,080	6	7.1%
	Premises Related Expenses	220		(0)	
17,788	Transport Related Costs	14,150	11,850	(2)	-16.3%
1,529,972	Supplies & Services	1,108,390	1,203,180	95	8.6%
261,649	Recharge from SBDC	557,914	636,640	79	
132,631	Third Party Payments	118,400	120,050	2	1.4%
	Transfer Payments				
4,600,367	Running Expenses	4,341,924	4,642,890	301	6.9%
(249,087)	Fees & Charges and Other Income	(159,000)	(252,500)	(94)	58.8%
(189,030)	Grant Income	(12,000)	(6,000)		
(924,250)	Recharge to SBDC	(989,952)	(978,982)	11	-1.1%
	Recharge to WDC				
(10,000)	Recharge to Crem	(20,000)	(20,000)		0.0%
(10,000)	Recharge to Trust	(14,170)	(14,170)		0.0%
	Funded from Earmarked Reserves				
	Recharge to Capital				
3,218,000	Net Running Expenses	3,146,802	3,371,238	224	7.1%
246,478	Depreciation	218,060	129,080		
1,028,830	Support Recharges In	971,915			
75,639	Office Recharge	141,340			
(1,981,356)	Support Recharges Out	(1,884,792)			
2,587,591	Net Expenditure	2,593,325	3,500,318		

2016/17 ACTUALS	Joint Finance	2017/18 BUDGET	2018/19 BUDGET
£		£	£
706,818	Direct Employee Expenses	726,140	744,760
11,667	Indirect Employee Expenses	6,000	7,050
	Premises Related Expenses	220	
5,056	Transport Related Costs	1,500	1,700
109,806	Supplies & Services	140,230	141,180
	Recharge from SBDC		
24,450	Third Party Payments	26,000	26,000
	Transfer Payments		
857,797	Running Expenses	900,090	920,690
(311)	Fees & Charges and Other Income		(2,500)
	Grant Income		
	Recharge to WDC		
(10,000)	Recharge to Crem	(10,000)	(10,000)
(10,000)	Recharge to Trust	(10,000)	(10,000)
	Funded from Earmarked Reserves		
	Recharge to Capital		
837,486	Net Running Expenses	880,090	898,190
351,745	Cost Share - SBDC	369,638	377,240
485,742	Cost Share - CDC	510,452	520,950

Direct Emp Cost of the Joint Finance team.
Expenses: 18/19 Budgeted FTE 16.43 (17/18 Budgeted FTE 16.42)

Indirect Emp Training and professional subscriptions.
Expenses:

Transport: Mileage claims.

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

Third Party Payroll contract.

2016/17 ACTUALS	Joint Internal Audit	2017/18 BUDGET	2018/19 BUDGET
£		£	£
	Direct Employee Expenses		
	Indirect Employee Expenses		
	Premises Related Expenses		
	Transport Related Costs		
	Supplies & Services	440	
	Recharge from SBDC		
88,000	Third Party Payments	92,400	94,050
	Transfer Payments		
88,000	Running Expenses	92,840	94,050
	Fees & Charges and Other Income		
	Grant Income		
	Recharge to WDC		
	Recharge to Crem		
	Recharge to Trust		
	Funded from Earmarked Reserves		
	Recharge to Capital		
88,000	Net Running Expenses	92,840	94,050
36,960	Cost Share - SBDC	38,993	39,501
51,040	Cost Share - CDC	53,847	54,549

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

2016/17 ACTUALS	Joint Business Support	2017/18 BUDGET	2018/19 BUDGET
£		£	£
814,960	Direct Employee Expenses	887,640	908,490
79,826	Indirect Employee Expenses	27,050	30,200
	Premises Related Expenses		
5,448	Transport Related Costs	3,600	2,500
609,941	Supplies & Services	467,790	540,610
	Recharge from SBDC		
20,181	Third Party Payments		
	Transfer Payments		
1,530,355	Running Expenses	1,386,080	1,481,800
(15,000)	Fees & Charges and Other Income		
	Grant Income		
	Recharge to WDC		
	Recharge to Crem	(10,000)	(10,000)
	Recharge to Trust	(4,170)	(4,170)
	Funded from Earmarked Reserves		
	Recharge to Capital		
1,515,355	Net Running Expenses	1,371,910	1,467,630
535,545	Cost Share - SBDC	581,321	598,450
979,810	Cost Share - CDC	790,589	869,180

Direct Emp Cost of the Joint Business Support team.
Expenses: 18/19 Budgeted FTE 19 (17/18 Budgeted FTE 19)

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

Transport: Mileage claims

Supplies & Services:	Consultants fees	20,000	20,000
	Disaster Recovery	12,000	
	Computer Consumables	11,000	11,000
	Ordnance survey maps & Licenses	5,000	5,000
	Software Packages Purchase	5,000	5,000
	Software Costs *	274,990	288,310
	Skype for Business	59,000	73,160
	Networking Support	12,000	12,000
	WAN Support	30,000	65,000
	Subscriptions	5,850	4,200
	Photocopying Equipment (CDC only)	20,000	38,910
	Other	12,950	18,030
		<u>467,790</u>	<u>540,610</u>

* Some software costs are now charged direct to the relevant service areas

Cost Share: Cost share split between CDC and SBDC has changed in 18/19 from 57%/43% respectively to 58%/42%

2016/17 ACTUALS	Joint Legal	2017/18 BUDGET	2018/19 BUDGET
£	Direct Employee Expenses Indirect Employee Expenses Premises Related Expenses Transport Related Costs Supplies & Services	£	£
261,649	Recharge from SBDC Third Party Payments Transfer Payments	283,920	323,054
261,649	Running Expenses Fees & Charges and Other Income Grant Income Recharge to WDC Recharge to Crem Recharge to Trust Funded from Earmarked Reserves Recharge to Capital	283,920	323,054
261,649	Net Running Expenses	283,920	323,054
261,649	Cost Share - SBDC Cost Share - CDC	283,920	323,054

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

Cost Share: Cost share split between CDC and SBDC has changed in 18/19 from
50%/50% respectively to 58%/42%

2016/17 ACTUALS	Joint Democratic & Electoral Services	2017/18 BUDGET	2018/19 BUDGET
£		£	£
152,759	Direct Employee Expenses		
11,965	Indirect Employee Expenses		
	Premises Related Expenses		
983	Transport Related Costs		
76,878	Supplies & Services		
	Recharge from SBDC	273,994	305,741
	Third Party Payments		
	Transfer Payments		
242,585	Running Expenses	273,994	305,741
(1,612)	Fees & Charges and Other Income		
(12,589)	Grant Income	(12,000)	(6,000)
	Recharge to WDC		
	Recharge to Crem		
	Recharge to Trust		
	Funded from Earmarked Reserves		
	Recharge to Capital		
228,384	Net Running Expenses	261,994	299,741
228,384	Cost Share - SBDC		
	Cost Share - CDC	261,994	299,741

2016/17 ACTUALS	Breakdown by Cost Centre	2017/18 BUDGET	2018/19 BUDGET
£		£	£
129,544	JOINT DEMOCRATIC & ELECTORAL SERVICE	180,360	214,130
98,840	JOINT ELECTORAL REGISTRATION	81,634	85,611
228,384	Cost Share - CDC	261,994	299,741

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

Cost Share: Cost share split between CDC and SBDC has changed in 18/19 from 50%/50% respectively for Democratic Services and 58.35%/41.65% respectively for Electoral Registration to 58%/42% for both.

2016/17 ACTUALS	Joint Local Land Charges	2017/18 BUDGET	2018/19 BUDGET
£		£	£
32,150	Direct Employee Expenses	28,320	74,060
115	Indirect Employee Expenses		600
	Premises Related Expenses		
149	Transport Related Costs		100
62,001	Supplies & Services	52,980	89,030
	Recharge from SBDC		
	Third Party Payments		
	Transfer Payments		
94,415	Running Expenses	81,300	163,790
(220,611)	Fees & Charges and Other Income	(150,000)	(250,000)
	Grant Income		
	Recharge to WDC		
	Recharge to Crem		
	Recharge to Trust		
	Funded from Earmarked Reserves		
	Recharge to Capital		
(126,196)	Net Running Expenses	(68,700)	(86,210)
(126,196)	Cost Share - SBDC		(36,208)
	Cost Share - CDC	(68,700)	(50,002)

Direct Emp 18/19 is the first year of the Joint Service
Expenses: 18/19 Budgeted FTE 2.20 - Joint (17/18 Budgeted FTE 0.97 - CDC)

Supplies & Services	Land charge fees from BCC	130	130
	Other	52,850	88,900
		<u>52,980</u>	<u>89,030</u>

Fees & Charges: Land charge fees.

2016/17 ACTUALS	Corporate Mgt & Subscriptions	2017/18 BUDGET	2018/19 BUDGET
£		£	£
592	Direct Employee Expenses		
	Indirect Employee Expenses	1,000	500
	Premises Related Expenses		
	Transport Related Costs	2,500	2,000
217,559	Supplies & Services	156,760	157,420
	Recharge from SBDC		7,845
	Third Party Payments		
	Transfer Payments		
218,151	Running Expenses	160,260	167,765
(18,610)	Fees & Charges and Other Income	(9,000)	
	Grant Income		
	Recharge to WDC		
	Recharge to Crem		
	Recharge to Trust		
	Funded from Earmarked Reserves		
	Recharge to Capital		
199,541	Net Running Expenses	151,260	167,765
199,541	Cost Share - SBDC	151,260	167,765
	Cost Share - CDC		

Indirect Emp Long service awards.
Expenses:

Transport: Oyster card expenditure

Supplies & Services:	Capita Treasury Solutions Ltd	7,000	8,640
	Subscriptions ie LGA	17,500	16,520
	Sundry expenses	260	260
	Debt Collector Fees		500
	External Audit Fees	61,500	61,500
	Credit card charges	50,000	41,000
	Bank charges	16,500	26,000
	Bad debt provision	4,000	3,000
		<u>156,760</u>	<u>157,420</u>

Fees & Charges: Credit card charges paid by customers.
From Jan 18 no longer able to charge for these.

2016/17 ACTUALS	Non Distributed Costs	2017/18 BUDGET	2018/19 BUDGET
£		£	£
794,000	Direct Employee Expenses	810,000	846,760
47,637	Indirect Employee Expenses	51,700	51,730
	Premises Related Expenses		
	Transport Related Costs		
	Supplies & Services		
	Recharge from SBDC		
	Third Party Payments		
	Transfer Payments		
841,637	Running Expenses	861,700	898,490
	Fees & Charges and Other Income		
	Grant Income		
	Recharge to WDC		
	Recharge to Crem		
	Recharge to Trust		
	Funded from Earmarked Reserves		
	Recharge to Capital		
841,637	Net Running Expenses	861,700	898,490
841,637	Cost Share - SBDC		
	Cost Share - CDC	861,700	898,490

Direct Emp	NI Apprenticeship Levy	16,000	12,760
Expenses:	Contribution to pension deficit.	794,000	834,000
		<u>810,000</u>	<u>846,760</u>
Indirect Emp	Gratuitents	1,700	1,730
Expenses:	Historical added years, charge from BCC	50,000	50,000
		<u>51,700</u>	<u>51,730</u>

2016/17 ACTUALS	Members	2017/18 BUDGET	2018/19 BUDGET
£		£	£
3,672	Direct Employee Expenses	2,000	2,020
2,167	Indirect Employee Expenses	3,000	5,000
	Premises Related Expenses		
6,152	Transport Related Costs	6,550	5,550
275,222	Supplies & Services	290,190	274,940
	Recharge from SBDC		
	Third Party Payments		
	Transfer Payments		
287,213	Running Expenses	301,740	287,510
	Fees & Charges and Other Income		
	Grant Income		
	Recharge to WDC		
	Recharge to Crem		
	Recharge to Trust		
	Funded from Earmarked Reserves		
	Recharge to Capital		
287,213	Net Running Expenses	301,740	287,510
287,213	Cost Share - SBDC		
	Cost Share - CDC	301,740	287,510

Direct Emp Expenses: National insurance on members allowances.

Indirect Emp Expenses: Officer and Member training.

Transport: Officer and Member mileage.

Supplies & Services	Chairmans expenses	4,720	4,720
	Vice Chairmans Expenses	1,890	1,890
	Special Responsibility Allowances	89,550	72,620
	Basic Member Allowances	184,000	185,840
	Other	10,030	9,870
		<u>290,190</u>	<u>274,940</u>

2016/17 ACTUALS	Elections	2017/18 BUDGET	2018/19 BUDGET
£	Direct Employee Expenses Indirect Employee Expenses Premises Related Expenses Transport Related Costs	£	£
178,565	Supplies & Services Recharge from SBDC Third Party Payments Transfer Payments		
178,565	Running Expenses		
7,056 (176,441)	Fees & Charges and Other Income Grant Income Recharge to WDC Recharge to Crem Recharge to Trust Funded from Earmarked Reserves Recharge to Capital		
9,180	Net Running Expenses		
9,180	Cost Share - SBDC Cost Share - CDC		

This cost centre contains the operating costs of running elections.

CDC SUSTAINABLE DEVELOPMENT

2016/17 ACTUALS	Cost Code(s)	2017/18 BUDGET	2018/19 BUDGET	CHANGE	CHANGE
£		£	£	£'000	%
	<u>Shared Services</u>				
(98,423)	Building Control BC01	(137,271)	(146,108)	(9)	6.4%
72,759	Development Management DM**	32,490	(48,778)	(81)	-250.1%
321,183	Planning Support PA01	345,350	422,066	77	22.2%
	Planning Shared Service PP04		140,731	141	
207,021	Enforcement EN**	222,480	230,185	8	3.5%
394,645	Planning Policy / LDF PP**	624,975	626,997	2	0.3%
	<u>CDC Only Costs</u>				
44,945	Planning Policy Non Shared PP02/A950	43,620	38,620	(5)	-11.5%
942,129	Net Running Expenses	1,131,644	1,263,713	132	11.7%

2016/17 ACTUALS	CIPFA CLASSIFICATION	2017/18 BUDGET	2018/19 BUDGET	CHANGE	CHANGE
£		£	£	£'000	%
1,482,756	Direct Employee Expenses	1,698,340	2,846,850	1,149	67.6%
357,806	Indirect Employee Expenses	154,440	86,010	(68)	-44.3%
	Premises Related Expenses				
9,498	Transport Related Costs	11,620	24,070	12	107.1%
382,902	Supplies & Services	778,530	937,770	159	20.5%
(98,423)	Recharge from SBDC	(137,271)	(146,108)	(9)	6.4%
	Third Party Payments				
	Transfer Payments				
2,134,539	Running Expenses	2,505,659	3,748,592	1,243	49.6%
(802,441)	Fees & Charges and Other Income	(724,040)	(1,481,940)	(758)	104.7%
	Grant Income	(25,000)	(10,000)	15	-60.0%
(389,970)	Recharge to SBDC	(624,975)	(992,939)	(368)	58.9%
	Recharge to WDC				
	Recharge to Crem				
	Recharge to Trust				
	Funded from Earmarked Reserves				
	Recharge to Capital				
942,129	Net Running Expenses	1,131,644	1,263,713	132	11.7%
	Depreciation				
1,064,677	Support Recharges In	1,070,420			
121,945	Office Recharge	161,236			
(513,257)	Support Recharges Out	(542,006)			
1,615,494	Net Expenditure	1,821,294	1,263,713		

2016/17 ACTUALS	Joint Building Control	2017/18 BUDGET	2018/19 BUDGET
£	Direct Employee Expenses Indirect Employee Expenses Premises Related Expenses Transport Related Costs Supplies & Services	£	£
(98,423)	Recharge from SBDC Third Party Payments Transfer Payments	(137,271)	(146,108)
(98,423)	Running Expenses	(137,271)	(146,108)
	Fees & Charges and Other Income Grant Income Recharge to WDC Recharge to Crem Recharge to Trust Funded from Earmarked Reserves Recharge to Capital		
(98,423)	Net Running Expenses	(137,271)	(146,108)
(98,423)	Cost Share - SBDC Cost Share - CDC	(137,271)	(146,108)

This cost centre contains the operating costs of running the joint Building Control section.

SBDC is the host authority and thus only the net recharge to CDC is shown here.

Cost Share: Cost share split between CDC and SBDC has changed in 18/19 from 60.75%/39.25% respectively to 58%/42%

2016/17 ACTUALS	Joint Development Management	2017/18 BUDGET	2018/19 BUDGET
£		£	£
443,588	Direct Employee Expenses	517,250	1,175,880
324,618	Indirect Employee Expenses	115,480	21,710
	Premises Related Expenses		
4,688	Transport Related Costs	3,650	11,600
65,984	Supplies & Services	119,460	187,710
	Recharge from SBDC		
	Third Party Payments		
	Transfer Payments		
838,878	Running Expenses	755,840	1,396,900
(766,120)	Fees & Charges and Other Income	(723,350)	(1,481,000)
	Grant Income		
	Recharge to WDC		
	Recharge to Crem		
	Recharge to Trust		
	Funded from Earmarked Reserves		
	Recharge to Capital		
72,759	Net Running Expenses	32,490	(84,100)
72,759	Cost Share - SBDC		(35,322)
	Cost Share - CDC	32,490	(48,778)

This cost centre contains the operating costs of running the joint development management team.

Direct Emp Cost of the Joint Dev Mgt team.
Expenses: 18/19 Budgeted FTE 25.51

Supplies & Services:	Consultants Fees	92,750
	Legal Fees	48,500
	General Advertising	30,000
	Insurance	3,010
	Telephone Costs	1,860
	Other	11,590
		<u>187,710</u>

Fees & Charges:	Sale of Documents	(1,000)
	Planning Application Fee	(1,230,000)
	Pre Application Advice	(250,000)
		<u>(1,481,000)</u>

2016/17 ACTUALS	Joint Planning Support	2017/18 BUDGET	2018/19 BUDGET
£		£	£
286,222	Direct Employee Expenses	295,730	649,220
20,309	Indirect Employee Expenses	27,590	22,640
	Premises Related Expenses		
207	Transport Related Costs	350	350
14,445	Supplies & Services	21,680	55,490
	Recharge from SBDC		
	Third Party Payments		
	Transfer Payments		
321,183	Running Expenses	345,350	727,700
	Fees & Charges and Other Income		
	Grant Income		
	Recharge to WDC		
	Recharge to Crem		
	Recharge to Trust		
	Funded from Earmarked Reserves		
	Recharge to Capital		
321,183	Net Running Expenses	345,350	727,700
321,183	Cost Share - SBDC		305,634
	Cost Share - CDC	345,350	422,066

This cost centre contains the operating costs of running the joint planning support team.

Direct Emp Expenses: Cost of the Joint Planning Support team.
18/19 Budgeted FTE 22.0

Supplies & Services:	Postage	17,200
	Telephones/ Mobile Communications	5,070
	Tools and Equipment	8,190
	Books and Publications	5,200
	Insurance	7,180
	Other	12,650
		<u>55,490</u>

2016/17 ACTUALS	Planning Shared Service	2017/18 BUDGET	2018/19 BUDGET
£	Direct Employee Expenses Indirect Employee Expenses Premises Related Expenses Transport Related Costs Supplies & Services Recharge from SBDC Third Party Payments Transfer Payments	£	£ 25,000 217,640
	Running Expenses Fees & Charges and Other Income Grant Income Recharge to WDC Recharge to Crem Recharge to Trust Funded from Earmarked Reserves Recharge to Capital		242,640
	Net Running Expenses		242,640
	Cost Share - SBDC		101,909
	Cost Share - CDC		140,731

This cost centre contains the costs of planning improvements.

Indirect Emp Expenses:	Training	25,000
Supplies & Services:	Single Uniform Project	18,550
	Process harmonisation work	35,000
	Digitisation Project	164,090
		<u>217,640</u>

2016/17 ACTUALS	Joint Enforcement	2017/18 BUDGET	2018/19 BUDGET
£		£	£
148,742	Direct Employee Expenses	190,680	294,680
43	Indirect Employee Expenses	1,160	6,450
	Premises Related Expenses		
649	Transport Related Costs	520	5,020
68,193	Supplies & Services	30,620	91,220
	Recharge from SBDC		
	Third Party Payments		
	Transfer Payments		
217,628	Running Expenses	222,980	397,370
(10,608)	Fees & Charges and Other Income	(500)	(500)
	Grant Income		
	Recharge to WDC		
	Recharge to Crem		
	Recharge to Trust		
	Funded from Earmarked Reserves		
	Recharge to Capital		
207,021	Net Running Expenses	222,480	396,870
207,021	Cost Share - SBDC		166,685
	Cost Share - CDC	222,480	230,185

This cost centre contains the operating costs of running the joint enforcement team

Direct Emp Cost of the Joint Enforcement team.
Expenses: 18/19 Budgeted FTE 7.0

Transport Mileage Claims
Related Costs:

Supplies &	Legal and Consultants Fees	85,000
Services:	Land Registry Search Fees	2,600
	Other	3,620
		<hr/> 91,220

Fees &	Enforcement Appeals Fee	(500)
Charges:		

2016/17 ACTUALS	Joint Planning Policy / LDF	2017/18 BUDGET	2018/19 BUDGET
£		£	£
604,203	Direct Employee Expenses	694,680	727,070
12,836	Indirect Employee Expenses	10,210	10,210
	Premises Related Expenses		
3,954	Transport Related Costs	7,100	7,100
189,335	Supplies & Services	538,150	337,090
	Recharge from SBDC		
	Third Party Payments		
	Transfer Payments		
810,328	Running Expenses	1,250,140	1,081,470
(25,713)	Fees & Charges and Other Income	(190)	(440)
	Grant Income		
	Recharge to WDC		
	Recharge to Crem		
	Recharge to Trust		
	Funded from Earmarked Reserves		
	Recharge to Capital		
784,615	Net Running Expenses	1,249,950	1,081,030
389,970	Cost Share - SBDC	624,975	454,033
394,645	Cost Share - CDC	624,975	626,997

This budget is used for a variety of expenditure functions mainly linked to plan making currently the Delivery DPD production, processes and evidence base. It also covers costs for other local plan work such as defending the Core Strategy legal challenge, preparing SPD's, costs associated with Neighbourhood Plans and making representations on adjacent plans.

Direct Emp Expenses: 18/19 Budgeted FTE 12.50 (17/18 Budgeted FTE 13.50)

Transport Related Costs: Mileage Claims

Supplies & Services:	Legal and Consultants Fees	325,000	165,100
	Local Plan Expenditure	20,000	20,000
	Examination Costs	150,000	150,000
	Other	43,150	1,990
		<u>538,150</u>	<u>337,090</u>

Fees & Charges: Sale of Local Plans

Cost Share: Cost share split between CDC and SBDC has changed in 18/19 from 50%/50% respectively to 58%/42%

2016/17 ACTUALS	Planning Policy Non Shared	2017/18 BUDGET	2018/19 BUDGET
£		£	£
44,945	Direct Employee Expenses Indirect Employee Expenses Premises Related Expenses Transport Related Costs Supplies & Services Recharge from SBDC Third Party Payments Transfer Payments	68,620	48,620
44,945	Running Expenses Fees & Charges and Other Income Grant Income Recharge to WDC Recharge to Crem Recharge to Trust Funded from Earmarked Reserves Recharge to Capital	68,620 (25,000)	48,620 (10,000)
44,945	Net Running Expenses	43,620	38,620
44,945	Cost Share - SBDC Cost Share - CDC	43,620	38,620

This cost centre contains a number of non shared planning costs.

Supplies & Services:	Parish costs re Neighbourhood Plans	40,000	20,000
	Conservation Area Appraisals	10,000	10,000
	Local Nature Partnership contribution	5,700	5,700
	Grants inc AONB Board Council	12,420	12,420
	Colne Valley Park Subscription	500	500
		<u>68,620</u>	<u>48,620</u>
Grant Income:	Neighbourhood planning grants	(25,000)	(10,000)

ENVIRONMENT PORTFOLIO
Classification: OFFICIAL
REVISED CHARGES FROM 1 APRIL 2018

VAT Codes:

Chiltern (D45)=inclusive standard rated (D40)=plus standard rated (D08)=zero rated (D04)=outside scope, (D03)=exempt

South Bucks (1a)=inclusive standard rated (1b)=plus standard rated (2)=zero rated (3)=outside scope, (4)=exempt

REFUSE COLLECTION	General ledger code		2017/18 £	2018/19 £
	Chiltern	South Bucks		
Wheeled Bin and Delivery - 140 Litre	W100/9345 (D04)	G520/0937 (3)	40.00	40.00
Wheeled Bin and Delivery - 180 Litre	W100/9345 (D04)	G520/0937 (3)	40.00	40.00
Wheeled Bin and Delivery - 240 Litre	W100/9345 (D04)	G520/0937 (3)	40.00	40.00
Wheeled Bin and Delivery - 360 Litre	W100/9345 (D04)	G520/0937 (3)	40.00	40.00
Wheeled Bin and Delivery - 660 Litre	W100/9345 (D04)		225.00	230.00
Wheeled Bin and Delivery - 1100 Litre	W100/9345 (D04)		250.00	255.00
Recycling Box and Lid - Delivered	W100/9345 (D04)		6.00	6.50
Recycling box and Lid - Pick Up Only	W100/9345 (D04)	G520/0937 (3)	4.50	4.80
Recycling Lid Only	W100/9345 (D04)		1.50	1.50
Reusable Bag and Delivery	W100/9345 (D04)		5.50	5.50
Reusable Bag - Pick Up Only (CDC offices)	W100/9345 (D04)		4.50	4.50
Outdoor Food Caddy and Delivery	W100/9345 (D04)		5.50	5.50
Outdoor Food Caddy - Pick Up Only	W100/9345 (D04)	G520/0937 (3)	4.50	4.50
Indoor Small 5L Food Caddy (if stock available) -	W100/9345 (D04)	G520/0937 (3)	3.50	3.50
Sale of Black Sacks		G520/0831 (1a)	3.80	3.80
Corn Starch Liners (various sizes and numbers)	W100/9345 (D45)	G520/0831 (1a)	£2.50 to £10	2.50 to 10
Sale of Litter Pickers	W100/9345 (D45)	G520/0831 (1a)	10.74	11.00
Bulky Waste Collection (3 items)	W100/9460 (D04)	G520/0840 (3)	36.00	37.00
Bulky Waste Collection (for those on means tested benefits)	W100/9460 (D04)	G520/0840 (3)	15.00	16.00
Special Empty of Contaminated Bins - 2 Wheeled (per bin)		G520/0937 (3)	30.00	31.50
Special Empty of Contaminated Bins - 2 Wheeled (per bin)	W100/9792 (D04)		40.00	42.00
Special Empty of Contaminated Bins - 4 Wheeled (per bin)	W100/9792 (D04)	G520/0937 (3)	75.00	75.00
Green Waste Annual Charge - 1st Subscription	W100/9463 (D04)	G520/0830 (3)	38.00	39.00
Green Waste Annual Charge - 2nd Subscription	W100/9463 (D04)	G520/0830 (3)	70.00	70.00
Bulk Bins Bin Hire per year - 340 Litre		G520/0902 (3)	44.00	45.00
Bulk Bins Bin Hire per year - 660 Litre		G520/0902 (3)	83.00	85.00
Bulk Bins Bin Hire per year - 1100 Litre		G520/0902 (3)	136.00	138.00
Schools and Other Schedule 2 - Bin Rental 140L-240L	W100/9461 (D04)		52.00	53.00
Schools and Other Schedule 2 - Bin Rental 360L	W100/9461 (D04)		67.00	67.50
Schools and Other Schedule 2 - Bin Rental 660L	W100/9461 (D04)		67.00	75.00
Schools and Other Schedule 2 - Bin Rental 1100L	W100/9461 (D04)		120.00	122.00
Schools and Other Schedule 2 - Lift 140L-240L	W100/9461 (D04)		3.50	3.70
Schools and Other Schedule 2 - Lift 360L	W100/9461 (D04)		4.00	4.20
Schools and Other Schedule 2 - Lift 660L	W100/9461 (D04)		4.50	4.80
Schools and Other Schedule 2 - Lift 1100L	W100/9461 (D04)		4.75	5.00
Refuse Collection charge – Schedule 2 waste – 1100 ltr - yearly charge		G520/0937 (3)	172.00	180.00
Refuse Collection charge – Schedule 2 waste – 240 ltr per year		G520/0937 (3)	63.00	65.00
Wheelie Bin hire charge for above properties - 240 ltr per year		G520/0937 (3)	20.00	32.00
Schools and Other Schedule 2 - One Use Sacks, pre paid sold per roll (Roll of 52)	W100/9461 (D04)	G520/0937 (3)	£1.50 per bag	£1.50 per bag
Abandoned Vehicle removal from private property	W100/9792 (D04)	G520/0854 (3)	75.00	80.00
Graffiti removal from private property per hour		G520/0937 (1a)	166.00	166.00

ENVIRONMENT PORTFOLIO
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MOORING FEES	General ledger code		2017/18	2018/19
	Chiltern	South Bucks	£	£

Per day	N/A	3530/0870 (1a)	8.00	
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STREET NAME PLATES	General ledger code		2017/18	2018/19
	Chiltern	South Bucks	£	£

1 only plate		3552/0937 (3)	294.00	N/A
2 plates		3552/0937 (3)	435.00	N/A
1 plate (cul-de-sac)		3552/0937 (3)	350.00	N/A
2 plates (cul-de-sac)		3552/0937 (3)	490.00	N/A

STREET NAMING	General ledger code		2017/18	2018/19
	Chiltern	South Bucks	£	£

Existing Properties

House name change	C850/9353 (D40)	3552/0937 (1b)	90.00	92.00
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Numbering / Naming of New Properties

1 property	C850/9353 (D04)	3552/0937 (3)	180.00	184.00
2 to 5 properties	C850/9353 (D04)	3552/0937 (3)	258.00	263.00
6 to 25 properties	C850/9353 (D04)	3552/0937 (3)	335.00	342.00
26 to 75 properties	C850/9353 (D04)	3552/0937 (3)	392.00	400.00
76 to 100 properties	C850/9353 (D04)	3552/0937 (3)	480.00	490.00
100+ properties	C850/9353 (D04)	3552/0937 (3)	TBC with developer	TBC with developer

Additional charge where this includes naming of a street	C850/9353 (D04)	3552/0937 (3)	406.00	415.00
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Rename of Street - where requested by residents (Apportioned across number of addresses)

Note rarely carried out.

1 to 5 properties	C850/9353 (D40)	3552/0937 (1b)	1,000.00	1,020.00
6 to 25 properties	C850/9353 (D40)	3552/0937 (1b)	1,280.00	1,305.00
26 to 75 properties	C850/9353 (D40)	3552/0937 (1b)	1,600.00	1,630.00
76 + Properties	C850/9353 (D40)	3552/0937 (1b)	2,200.00	2,245.00

Renumbering of Street - where requested by residents

Note rarely carried out.

1 to 5 properties	C850/9353 (D40)	3552/0937 (1b)	1,000.00	1,020.00
6 to 25 properties	C850/9353 (D40)	3552/0937 (1b)	1,280.00	1,305.00
26 to 75 properties	C850/9353 (D40)	3552/0937 (1b)	1,600.00	1,630.00
76 plus Properties	C850/9353 (D40)	3552/0937 (1b)	2,200.00	2,245.00

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CEMETERIES (Parkside, Holtspur and Shepards Lane)	General ledger code		2017/18	2018/19
	Chiltern	South Bucks	£	£
Earthen Grave				
All Plots (2 full burials)	#	3541-3543/0834 (3)	800.00	800.00
Childrens Plot	#	3541-3543/0834 (3)	280.00	280.00
Interment fee		3541-3543/0851 (3)	130.00	130.00
Grave Diqinq Fees (Full Burial)	#	3541-3543/0851 (3)		470.00
Common Grave	#	3541-3543/0851 (3)	130.00	130.00
Cremated Remains				
Plot for 2 interments	#	Parkside & Holtspur only 3541-3543/0834 (3)	330.00	330.00
Plot for 4 interments	#	Parkside & Holtspur only 3541-3543/0834 (3)	570.00	570.00
Interment fee		3541-3543/0851 (3)	180.00	130.00
Grave Diqinq Fees (Cremated Remains)		3541-3543/0851 (3)		150.00
Interment of Ashes in grave		3541-3543/0851 (3)	260.00	260.00
Memorials				
Full size Kerb stones		Shepherds Lane & Holtspur only 3541-3543/0852 (1a)	105.00	110.00
Flat tablets and Wedqes		Flat tablet Parkside only 3541-3543/0852 (1a)	96.00	100.00
Small tablets and Wedqes 1ft sq or less		Flat tablet Parkside only 3541-3543/0852 (1a)	50.00	50.00
Headstones		3541-3543/0852 (1a)	160.00	160.00
Small Headstone & Kerb (Children's Sections only)		3541-3543/0852 (1a)	162.00	162.00
Full Memorial		3541-3543/0852 (1a)	265.00	265.00
Further inscriptions		3541-3543/0852 (1a)	72.00	72.00
Tree (Incl planting & aftercare)		3541-3543/0852 (1a)	160.00	Currently unavailable
Woodland Burials				
Plot (1 burial)	#	3541-3543/0834 (3)	850.00	850.00
Interment fee	#	3541-3543/0851 (3)	130.00	130.00
All cremated remains plot (4 Interments)	#	3541-3543/0834 (3)	570.00	570.00
All cremated remains plot (2 Interments)	#	3541-3543/0834 (3)	330.00	330.00
Interment fee		3541-3543/0851 (3)	180.00	130.00
Grave Diqinq Fees (Cremated Remains)		3541-3543/0851 (3)		150.00
Scattering of Ashes under turf in woodland				
Other Charges				
Book of Remembrance (per line)		3541-3543/0852 (3)	20.00	20.00
Excavation if required		3541-3543/0854 (3)	470.00	470.00
1 further interment on existinq plot		3541-3543/0851 (3)	260.00	260.00
Transfer fee		3541-3543/0834 (3)	70.00	70.00
Copy of Deed		3541-3543/0834 (3)	35.00	35.00
New licence		3541-3543/0834 (3)	35.00	35.00

Surcharge of £200 for non residents of the district

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MEMORIAL GARDENS	General ledger code		2017/18	2018/19
	Chiltern	South Bucks	£	£
Type of Garden (3)				
(No. of Interments)				
	Term of			
	Licence			
Centre of lawn (1)	25 years	3493/0834 (3)	325.00	330.00
Edge of shrubbery AC (2)	50 years	3493/0834 (3)	980.00	990.00
Edge of shrubbery SH2/6 (2)	50 years	3493/0834 (3)	895.00	895.00
Main Avenue Trees (4)	50 years	3493/0834 (3)	1,950.00	1,950.00
A12 C (4)	50 years	3493/0834 (3)	1,950.00	2,050.00
B 6 E-F (4)	50 years	3493/0834 (3)	1,950.00	2,050.00
C Section - Standard Rose (4)	50 years	3493/0834 (3)	1,800.00	1,850.00
E 5 F (2)	50 years	3493/0834 (3)	950.00	990.00
G 62-100 (2)	50 years	3493/0834 (3)	2,600.00	2,800.00
G 121-145 Edge of Shrubbery	50 years	3493/0834 (3)	895.00	895.00
Garden H Section 34 A C (4)	50 years	3493/0834 (3)	1,860.00	1,900.00
Garden H Section 60 C (4)	50 years	3493/0834 (3)	1,860.00	1,900.00
Garden H Section 92 A (4)	50 years	3493/0834 (3)	1,860.00	1,900.00
Garden H Section 92 B (4)	50 years	3493/0834 (3)	1,860.00	1,900.00
J East 322, 323 Rose Parterre (2)	50 years	3493/0834 (3)	990.00	990.00
J South 121 Parterre (4)	50 years	3493/0834 (3)	2,080.00	2,080.00
KG Colonnade along Yew Hedge (2)	50 years	3493/0834 (3)	2,250.00	2,300.00
KG Colonnade Family Garden (4)	50 years	3493/0834 (3)	6,500.00	7,000.00
L230-233, 236, 237-241 (2)	50 years	3493/0834 (3)	1,600.00	1,600.00
L234-235 partial view lake/golf course (4)	50 years	3493/0834 (3)	2,960.00	2,960.00
M Gardens M265-298,M420-440 (2)	50 years	3493/0834 (3)	1,600.00	1,600.00
M Family Garden M309-323 (4)	50 years	3493/0834 (3)	4,600.00	4,200.00
M 441-450 (2)	50 years	3493/0834 (3)	895.00	895.00
Oak Dell Scattering (1)	-	3493/0834 (3)	220.00	220.00
O1-10 Edge of Shrubbery (2)	50 years	3493/0834 (3)	895.00	895.00
P204-255 Edge of Shrubbery (2)	50 years	3493/0834 (3)	895.00	895.00
R54 Gated Garden (6)	50 years	3493/0834 (3)	4,800.00	4,800.00
R55 Gated Garden (8)	50 years	3493/0834 (3)	5,800.00	5,800.00
R56 Gated Garden (10)	50 years	3493/0834 (3)	6,800.00	6,800.00
R60-65 Magnolia (4)	50 years	3493/0834 (3)	2,100.00	2,100.00
R70-R110 Edge of Shrubbery (2)	50 years	3493/0834 (3)	895.00	895.00

Number in () is number of interments

MEMORIAL GARDENS	General ledger code		2017/18	2018/19
	Chiltern	South Bucks	£	£
Other Fees				
Interment Fee		3493/0851 (3)	120.00	130.00
Grave Preparation		3493/0834 (3)	150.00	150.00
Plaques Staked (Wording over 60 letter £1 each)		3493/0852 (1a)	155.00	160.00
Plaques Mounted (Wording over 60 letter £1 each)		3493/0852 (1a)	195.00	200.00
Plaque refurbishment		3493/0852 (1a)	45.00	50.00
Book of Remembrance		3493/0852 (1a)	20.00	20.00
Transfer ashes to Biodegradeable Container		3493/0851 (1a)	20.00	20.00
Licence Transfer Fee (Owner Deceased)		3493/0834 (1a)	70.00	70.00
Licence Reprint (Add Name)		3493/0834 (1a)	35.00	35.00
Memorial Wall Plaque & Licence 6X2	15 years	3493/0852 (1a)	125.00	130.00
Memorial Wall Plaque & Licence 6X4 Z area	15 years	3493/0852 (1a)	250.00	260.00
Relicence fee (2)		3493/0834 (1a)	590.00	590.00
Memorial Seat - renewable lease	10 years	3493/0852 (4)	280.00	280.00
Maintenance of Individual Garden		3493/0858 (1a)	POA	POA
Trees for Sale (from)		3493/0367 (1a)	POA	POA
Benches		3493/0852 (1a)	POA	POA
Bench Maintenance (coat with teak oil)		3493/0852 (1a)	50.00	50.00
Carved lettering		3493/0852 (1a)	POA	POA
Stone Benches – straights		3493/0852 (1a)	POA	POA
Stone Benches – curved		3493/0852 (1a)	POA	POA
Venue for wedding photographs		3493/0916 (1a)	45.00	45.00
Venue for filming per day from		3493/0916 (1a)	520.00	520.00
Perpetuity Licences				
1 st & 2 nd interment		3493/0851 (3)	5.25	5.25
3 rd & 4 th interment		3493/0851 (3)	10.50	10.50
5 th & subsequent interments		3493/0851 (3)	15.75	15.75

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GREAT MISSENDEN CEMETERY

	General ledger code		2017/18	2018/19
	Chiltern	South Bucks	£	£
Fees for the Use of the Cemetery for Interments:				
In the graves for which no exclusive right of burial has been granted				
i) A stillborn child, or a person whose age at the time of death did not exceed one month *	G380/9417	(D04)	25.00	25.00
ii) A person whose age at the time of death exceeded one month but did not exceed twelve years *	G380/9417	(D04)	105.00	108.00
iii) A person whose age at the time of death exceeded twelve years *	G380/9417	(D04)	230.00	235.00
iv) for any interment at a depth exceeding six feet for members of the same family in a site and for each foot an additional *	G380/9417	(D04)	105.00	108.00
In a grave or vault for which an exclusive right of burial has been granted				
i) A stillborn child, or a person whose age at the time of death did not exceed one month *	G380/9417	(D04)	25.00	25.00
ii) A person whose age at the time of death exceeded one month but did not exceed twelve years *	G380/9417	(D04)	105.00	108.00
iii) A person whose age at the time of death exceeded twelve years *	G380/9417	(D04)	230.00	235.00
iv) for any interment at a depth exceeding six feet for members of the same family in a site and for each foot an additional *	G380/9417	(D04)	105.00	108.00
Exclusive Rights of Burial in Perpetuity in an Earthen Grave				
i) One Plot *	G380/9418	(D04)	395.00	400.00
ii) Two Plots *	G380/9418	(D04)	687.00	700.00
iii) Three Plots *	G380/9418	(D04)	940.00	960.00
Monuments, Gravestones, Tablets and Monumental Inscriptions				
For the right to erect:				
i) A headstone under no circumstances to exceed three feet in height or a foot stone not exceeding one foot in height *	G380/9427	(D04)	163.00	166.00
ii) A tablet on any grave or vault, or in the Lawn Cemetery, a plaque on a grave *	G380/9427	(D04)	163.00	166.00
iii) Any inscription after the first on a gravestone, tablet or memorial *	G380/9427	(D04)	86.00	88.00
Purchase of plot measuring 2ft x 2ft in Old Section of cemetery for burial of cremated remains *				
Burial of Cremated remains *	G380/9427	(D04)	130.00	133.00
Burial of Cremated remains *	G380/9427	(D04)	105.00	108.00
Transfer of ownership of Exclusive Right of Burial	G380/9418	(D04)	62.00	63.00

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

**ENVIRONMENTAL SERVICES
REVISED CHARGES FROM 1 APRIL 2018**

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

CAR PARKS - DAILY CHARGES 7.30 a.m. to 6.00 p.m.

	General ledger code	2017/18 £	2018/19 £		General ledger code	2017/18 £	2018/19 £
<u>Amersham Multi Storey</u>	C755/9571			<u>Civic Centre Car Park</u>	C300/9571		
Up to 1 hour		0.70	0.70	Up to 1/2 hour		Free	Free
Up to 2 hours		1.40	1.40	Up to 1 hour		0.70	0.70
Up to 3 hours		2.00	2.00	Up to 2 hours		1.40	1.40
Up to 4 hours		2.50	2.50	Up to 3 hours		2.00	2.00
24 hours		6.00	6.00	MAXIMUM STAY 3 HOURS			
Sunday/Public Holiday		Free	Free	Sunday/Public Holiday		Free	Free
<u>Amersham - Sycamore Road</u>	C330/9571			<u>Council Offices Car Park</u>			
Up to 1 hour		0.70	0.70	Mon-Fri 5.30-Midnight		Free	Free
Up to 2 hours		1.40	1.40	Sunday/Public Holiday		Free	Free
Up to 3 hours		2.00	2.00	CLOSED TO THE PUBLIC AT ALL OTHER TIMES			
Up to 4 hours		2.50	2.50				
Up to 9 hours		3.60	3.60				
Over 9 hours		6.00	6.00				
Sunday/Public Holiday		Free	Free				
<u>Amersham Old Town</u>	C270/9571			<u>Chalfont St Giles - Blizzards Yard</u>	C550/9571		
Up to 1 hour		0.70	0.70	Up to 1 hour		0.70	Free
Up to 2 hours		1.40	1.40	Up to 2 hours		1.40	1.40
Up to 3 hours		2.00	2.00	Up to 3 hours		2.00	2.00
Up to 4 hours		2.50	2.50	Up to 4 hours		2.50	2.50
Over 4 hours		3.60	3.60	Over 4 hours		3.60	3.60
Sunday/Public Holiday		Free	Free	Sunday/Public Holiday		Free	Free
<u>Amersham - Chiltern Avenue</u>	C720/9571			<u>Little Chalfont - Snells Wood</u>	C700/9571		
Up to 1 hour		0.70	0.70	Up to 1 hour		0.70	Free
Up to 2 hours		1.40	1.40	Up to 2 hours		1.40	1.40
Up to 3 hours		2.00	2.00	Up to 3 hours		2.00	2.00
Up to 4 hours		2.50	2.50	Up to 4 hours		2.50	2.50
Up to 5 hours		3.60	3.60	Up to 5 hours		3.60	3.60
MAXIMUM STAY 5 HOURS				MAXIMUM STAY 5 HOURS			
Sunday/Public Holiday		Free	Free	Sunday/Public Holiday		Free	Free
<u>Amersham - Chiltern Pools</u>	C710/9571			<u>Chalfont St Peter - Church Lane</u>	C580/9571		
Up to 1 hour		0.70	0.70	Up to 1 hour		0.70	Free
Up to 2 hours		1.40	1.40	Up to 2 hours		1.40	1.40
Up to 3 hours		2.00	2.00	Up to 3 hours		2.00	2.00
MAXIMUM STAY 3 HOURS				Up to 4 hours		2.50	2.50
Sunday/Public Holiday		Free	Free	Over 4 hours		3.60	3.60
				Sunday/Public Holiday		Free	Free

**ENVIRONMENTAL SERVICES
REVISED CHARGES FROM 1 APRIL 2018**

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

CAR PARKS - DAILY CHARGES 7.30 a.m. to 6.00 p.m.

	General ledger code	2017/18 £	2018/19 £		General ledger code	2017/18 £	2018/19 £
Chesham - Star Yard	C480/9571			Chesham - Albany	C360/9571		
Up to 1 hour		0.70	0.70	Up to 10 mins		0.10	0.10
Up to 2 hours		1.40	1.40	Up to 20 mins		0.20	0.20
Up to 3 hours		2.00	2.00	Up to 30 mins		0.30	0.30
MAXIMUM STAY 3 HOURS				Up to 40 mins		0.40	0.40
Sunday/Public Holiday		Free	Free	Up to 50 mins		0.50	0.50
				Up to 1 hour		0.70	0.70
				Up to 2 hours		1.40	1.40
				Up to 3 hours		2.00	2.00
				Up to 4 hours		2.50	2.50
				Over 4 hours		3.60	3.60
				Sunday/Public Holiday		Free	Free
Chesham - Cattings Car Park	C490/9571						
Up to 10 mins		0.10	0.10	Great Missenden - Buryfield	C660/9571		
Up to 20 mins		0.20	0.20	Up to 1 hour		0.70	Free
Up to 30 mins		0.30	0.30	Up to 2 hours		1.40	1.40
Up to 40 mins		0.40	0.40	Up to 3 hours		2.00	2.00
Up to 50 mins		0.50	0.50	Up to 4 hours		2.50	2.50
Up to 1 hour		0.70	0.70	Up to 9 hours		3.60	3.60
Up to 2 hours		1.40	1.40	Over 9 hours		7.00	7.00
Up to 3 hours		2.00	2.00	Sunday/Public Holiday		Free	Free
Up to 4 hours		2.50	2.50				
MAXIMUM STAY 4 HOURS							
Sunday/Public Holiday		Free	Free				
				Chesham - East Street	C420/9571		
				Up to 1 hour		0.70	0.70
				Up to 2 hours		1.40	1.40
				Up to 3 hours		2.00	2.00
				Up to 4 hours		2.50	2.50
				Over 4 hours		3.60	3.60
				Sunday/Public Holiday		Free	Free
				Great Missenden - Link Road	C640/9571		
				Up to 1 hour		0.70	0.70
				Up to 2 hours		1.40	1.40
				Up to 3 hours		2.00	2.00
				Up to 4 hours		2.50	2.50
				Up to 9 hours		3.60	3.60
				Over 9 hours		7.00	7.00
				Sunday/Public Holiday		Free	Free
Chesham - Water Meadow	C510/9571			Prestwood - High Street	C670/9571		
Up to 1 hour		0.60	0.70	Up to 1 hour		0.70	Free
Up to 2 hours		1.20	1.40	Up to 2 hours		1.40	1.40
Up to 3 hours		1.80	2.00	Up to 3 hours		2.00	2.00
Up to 4 hours		2.40	2.50	Up to 4 hours		2.50	2.50
Over 4 hours		3.50	3.60	Up to 10½ hours		3.60	3.60
Mkt Traders (1 day)		4.10	4.10	Sunday/Public Holiday		Free	Free
Sunday/Public Holiday		Free	Free				

**ENVIRONMENTAL SERVICES
REVISED CHARGES FROM 1 APRIL 2018**

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CAR PARKS - SEASON TICKETS

	General ledger code	2017/18 £	2018/19 £		General ledger code	2017/18 £	2018/19 £
<u>Amersham Multi Storey</u>	C750/9573			<u>Chesham - Water Meadow</u>	C750/9573		
1 monthly		78.00	99.00	1 monthly		68.25	71.00
3 monthly		234.00	293.00	3 monthly		204.75	211.00
6 monthly		416.00	580.00	6 monthly		364.00	374.00
12 monthly		780.00	972.00	12 monthly		682.50	702.00
<u>Amersham - Sycamore Road</u>	C750/9573			<u>Chalfont St Giles - Blizzards Yard</u>	C750/9573		
1 monthly (standard)		68.25	99.00	1 monthly		53.08	64.00
1 monthly (local business*)	n/a		71.00	3 monthly		159.25	191.00
3 monthly (standard)		204.75	293.00	6 monthly		295.75	355.00
3 monthly (local business*)	n/a		211.00	12 monthly		546.00	655.00
6 monthly (standard)		364.00	580.00				
6 monthly (local business*)	n/a		374.00				
12 monthly (standard)		682.50	972.00				
12 monthly (local business*)	n/a		702.00				
<u>Amersham Old Town</u>	C750/9573			<u>Chalfont St Peter - Church Lane</u>	C750/9573		
1 monthly		53.08	64.00	1 monthly		37.92	45.00
3 monthly		159.25	191.00	3 monthly		113.75	136.00
6 monthly		295.75	355.00	6 monthly		227.50	273.00
12 monthly		546.00	655.00	12 monthly		364.00	437.00
<u>Chesham - Star Yard</u>	C750/9573			<u>Great Missenden - Buryfield</u>	C750/9573		
1 monthly		68.25	71.00	1 monthly (standard)		68.25	110.00
3 monthly		204.75	211.00	1 monthly (local business*)	n/a		71.00
6 monthly		364.00	374.00	3 monthly (standard)		204.75	327.00
12 monthly		682.50	702.00	3 monthly (local business*)	n/a		211.00
				6 monthly (standard)		364.00	582.00
				6 monthly (local business*)	n/a		374.00
				12 monthly (standard)		682.50	1,092.00
				12 monthly (local business*)	n/a		702.00
<u>Chesham - Albany</u>	C750/9573			<u>Great Missenden - Link Road</u>	C750/9573		
1 monthly		68.25	71.00	1 monthly (standard)		68.25	110.00
3 monthly		204.75	211.00	1 monthly (local business*)	n/a		71.00
6 monthly		364.00	374.00	3 monthly (standard)		204.75	327.00
12 monthly		682.50	702.00	3 monthly (local business*)	n/a		211.00
				6 monthly (standard)		364.00	582.00
				6 monthly (local business*)	n/a		374.00
				12 monthly (standard)		682.50	1,092.00
				12 monthly (local business*)	n/a		702.00
<u>Chesham - East Street</u>	C750/9573			<u>Prestwood - High Street</u>	C750/9573		
1 monthly		68.25	71.00	1 monthly		53.08	64.00
3 monthly		204.75	211.00	3 monthly		159.25	191.00
6 monthly		364.00	374.00	6 monthly		295.75	355.00
12 monthly		682.50	702.00	12 monthly		546.00	655.00

* To obtain a Business Season Ticket, evidence of local employment is required

HEALTHY COMMUNITIES PORTFOLIO REVISED CHARGES FROM 1 APRIL 2018

Classification: OFFICIAL

VAT Codes:
Chiltern
South Bucks

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(1a)=inclusive standard rated (1b)=plus standard rated (2)=zero rated (3)=outside scope, (4)=exempt

LICENCES	General ledger code		2017/18	2018/19
	Chiltern	South Bucks	£	£
Hackney Carriages/Private Hire Vehicle Licences				
One year Hackney Carriage Vehicle Licence Grant	LI01/9383 (D04)	LI01/9358	399.00	399.00
One year Hackney Carriage Vehicle Licence Renewal	LI01/9383 (D04)	LI01/9358	300.00	300.00
Hackney Carriage Vehicle issue(CNG or LPG).	LI01/9383 (D04)	LI01/9358	199.50	199.50
Hackney Carriage Vehicle Renewal(CNG or LPG).	LI01/9383 (D04)	LI01/9358	150.00	150.00
One year Private Hire Vehicle Licence Grant	LI01/9383 (D04)	LI01/9358	329.00	329.00
One year Private Hire Vehicle Licence Renewal	LI01/9383 (D04)	LI01/9358	230.00	230.00
One year Private Hire Vehicle Licence Renewal	LI01/9383 (D04)	LI01/9358	250.00	250.00
PrivateHire Vehicle Issue (CNG or LPG - standardPlate).	LI01/9383 (D04)	LI01/9358	164.50	164.50
PrivateHire Vehicle Renewal (CNG or LPG - standardPlate).	LI01/9383 (D04)	LI01/9358	115.00	115.00
Returnable plate deposit	LI01/9383 (D04)	LI01/9358	55.00	55.00
Returnable plate deposit	LI01/9383 (D04)	LI01/9358	20.00	20.00
One year Dispensation Certificate (per vehicle)	LI01/9383 (D04)	LI01/9358	65.00	65.00
Replacement internal licence	LI01/9383 (D04)	LI01/9358	15.00	15.00
Replacement plate	LI01/9383 (D04)	LI01/9358	25.00	25.00
Transfer of Vehicle (from one owner to another)	LI01/9383 (D04)	LI01/9358	90.00	90.00
Change of Vehicle	LI01/9383 (D04)	LI01/9358	67.00	67.00
Drivers' Licences				
One Year Hackney Carriage Drivers Licence Grant	LI01/9383 (D04)	LI01/9358	161.00	161.00
One Year Hackney Carriage Drivers Licence Renewal	LI01/9383 (D04)	LI01/9358	95.00	95.00
Three Year Hackney Carriage Drivers Licence Grant	LI01/9383 (D04)	LI01/9358	435.00	332.00
Three Year Hackney Carriage Drivers Licence Renewal	LI01/9383 (D04)	LI01/9358	332.00	332.00
Three Year Hackney Carriage Drivers Licence Renewal	LI01/9383 (D04)	LI01/9358	256.00	256.00
One Year Private Hire Vehicle Drivers Licence Grant	LI01/9383 (D04)	LI01/9358	161.00	161.00
One Year Private Hire Vehicle Drivers Licence Renewal	LI01/9383 (D04)	LI01/9358	95.00	95.00
Three Year Private Hire Vehicle Drivers Licence Grant	LI01/9383 (D04)	LI01/9358	435.00	435.00
Three Year Private Hire Vehicle Drivers Licence Renewal	LI01/9383 (D04)	LI01/9358	332.00	332.00
Three Year Private Hire Vehicle Drivers Licence Renewal	LI01/9383 (D04)	LI01/9358	256.00	256.00
One year new dual	LI01/9383 (D04)	LI01/9358		196.00
One year renewal dual	LI01/9383 (D04)	LI01/9358		145.00
Three year dual	LI01/9383 (D04)	LI01/9358		394.00
three year renewal dual	LI01/9383 (D04)	LI01/9358		297.00
Bracket and bridge charge.	LI01/9384	LI01/9384		cost of replacement
Bracket without bridge charge.	LI01/9384	LI01/9384		cost of replacement
Internal plate pouches.	LI01/9384	LI01/9384		cost of replacement
Operators Licence				
One year Private Hire Vehicle Operator's Licence				
(One vehicle only) Five years	LI01/9383 (D04)	LI01/9358	663.00	663.00
(One vehicle only) One year	LI01/9383 (D04)	LI01/9358	155.00	155.00
(Two to four vehicles) Five Years	LI01/9383 (D04)	LI01/9358	913.00	913.00
(Two to four vehicles) One Year	LI01/9383 (D04)	LI01/9358	205.00	205.00
(Five to ten vehicles) Five Years	LI01/9383 (D04)	LI01/9358	1,163.00	1,163.00
(Five to ten vehicles)One Year	LI01/9383 (D04)	LI01/9358	255.00	255.00
(Over ten vehicles) Five Years	LI01/9383 (D04)	LI01/9358	1,413.00	1,413.00
(Over ten vehicles)One Year	LI01/9383 (D04)	LI01/9358	305.00	305.00
Knowledge Test Fee (1st test free)	LI01/9383 (D04)	LI01/9358	25.00	25.00
Disclosure and Barring Scheme cost of DBS plus £7 handling	LI01/9788 (D03)	LI01/9358	52.50	52.50
(Changing to £8.50)				
DBS volunteers	LI01/9788 (D03)		7.00	7.00
Animal Boarding (includes vet fee) (New)				
New Licence	LI01/9378 (D04)	LI01/9378	496.00	500.00
New Licence	LI01/9378 (D04)	LI01/9378	500.00	500.00
Renewal Animal Boarding	LI01/9378 (D04)	LI01/9378	243.00	245.00
Renewal Animal Boarding	LI01/9378 (D04)	LI01/9378	245.00	245.00
Small Animal Boarding Establishment (includes vet fee)				
New Licence	LI01/9378 (D04)	LI01/9378	369.00	369.00
New Licence	LI01/9378 (D04)	LI01/9378	370.00	370.00
Renewal	LI01/9378 (D04)	LI01/9378	195.00	195.00
Dog Breeding				
New Licence (Includes Vet fee)	LI01/9378 (D04)	LI01/9378	525.00	530.00
New Licence (Plus Vet fees)	LI01/9378 (D04)	LI01/9378	530.00	530.00
Renewal dog breeding includes 1 vet fee)	LI01/9378 (D04)	LI01/9378	329.00	329.00
Renewal (Plus Vet fees)	LI01/9378 (D04)	LI01/9378	330.00	330.00
Combination of breeding and boarding (3)	LI01/9378 (D04)	LI01/9378	329.00	329.00

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HEALTHY COMMUNITIES PORTFOLIO REVISED CHARGES FROM 1 APRIL 2018

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LICENCES	General ledger code		2017/18	2017/18
	Chiltern	South Bucks	£	£
<u>Dangerous Wild Animals</u>				
New Licence (Plus Vet fees)	LI01/9378 (D04)	LI01/9378	350.00	400.00
New Licence (Plus Vet fees)	LI01/9378 (D04)	LI01/9378	400.00	400.00
Renewal (Plus Vet fees)	LI01/9378 (D04)	LI01/9378	150.00	150.00
<u>Pet Shops</u>				
New Licence	LI01/9378 (D04)	LI01/9378	477.00	477.00
New Licence	LI01/9378 (D04)	LI01/9378	480.00	480.00
Renewal	LI01/9378 (D04)	LI01/9378	278.00	278.00
Renewal	LI01/9378 (D04)	LI01/9378	280.00	280.00
<u>Riding Establishments</u>				
New Licence	LI01/9378 (D04)	LI01/9378	192.00	200.00
New Licence	LI01/9378 (D04)	LI01/9378	200.00	200.00
Renewal of Riding establishments	LI01/9378 (D04)	LI01/9378	150.00	150.00
<u>Mobile Homes</u>				
New Licence	LI01/9390 (D04)	LI01/9372	434.00	534.00
New Licence	LI01/9390 (D04)	LI01/9372	351.00	534.00
Annual Renewal fee	LI01/9390 (D04)	LI01/9372	351.00	297.00
Deposit/Change of Site Rules	LI01/9390 (D04)	LI01/9372	47.00	40.00
Transfer of Site Licence	LI01/9390 (D04)	LI01/9372	117.00	138.00
<u>Licensing Act 2003 Fees – Statutory Fees</u>				
<u>New Premises/Club Premises/Variation applications</u>				
Band A 0 - £4, 300	LI01/9380 (D04)	LI01/9354	100.00	100.00
Band B £4,300 - £33,000	LI01/9380 (D04)	LI01/9354	190.00	190.00
Band C £33,000 - £87,000	LI01/9380 (D04)	LI01/9354	315.00	315.00
Band D £87,000 - £125,000	LI01/9380 (D04)	LI01/9354	450.00	450.00
Band D* £87,000 - £125,000	LI01/9380 (D04)	LI01/9354	900.00	900.00
Band E £125,001 – and above	LI01/9380 (D04)	LI01/9354	635.00	635.00
Band E* £125,001 – and above	LI01/9380 (D04)	LI01/9354	1,905.00	1,905.00
Applications for Minor variations to Premises Licences or Club Premises Certificate	LI01/9380 (D04)	LI01/9354	89.00	89.00
Application to remove apply the alternative licence condition and removal of mandatory condition for premises licences	LI01/9380 (D04)	LI01/9354	23.00	23.00
Premises Licences sought for Community Centres and some Schools that permit Regulated Entertainment but which do not permit the sale of Alcohol and/or the provision of late night entertainment will not incur a fee.			No charge	No charge
<u>New Premises /Club Premises Applications / Variation applications – Additional Fees</u>				
Where 5000 or more people will be on the premises				
5,000 – 9,999	LI01/9380 (D04)	LI01/9354	1,000.00	1,000.00
10,000 – 14,999	LI01/9380 (D04)	LI01/9354	2,000.00	2,000.00
15,000 – 19,999	LI01/9380 (D04)	LI01/9354	4,000.00	4,000.00
20,000 – 29,999	LI01/9380 (D04)	LI01/9354	8,000.00	8,000.00
30,000 – 39,999	LI01/9380 (D04)	LI01/9354	16,000.00	16,000.00
40,000 – 49,999	LI01/9380 (D04)	LI01/9354	24,000.00	24,000.00
50,000 – 59,999	LI01/9380 (D04)	LI01/9354	32,000.00	32,000.00
60,000 – 69,999	LI01/9380 (D04)	LI01/9354	40,000.00	40,000.00
70,000 – 79,999	LI01/9380 (D04)	LI01/9354	48,000.00	48,000.00
80,000 – 89,999	LI01/9380 (D04)	LI01/9354	56,000.00	56,000.00
90,000 and over	LI01/9380 (D04)	LI01/9354	64,000.00	64,000.00
<u>Annual Maintenance Fees - Premises /Club Premises</u>				
Band A 0 - £4, 300	LI01/9380 (D04)	LI01/9354	70.00	70.00
Band B £4,300 - £33,000	LI01/9380 (D04)	LI01/9354	180.00	180.00
Band C £33,000 - £87,000	LI01/9380 (D04)	LI01/9354	295.00	295.00
Band D £87,000 - £125,000	LI01/9380 (D04)	LI01/9354	320.00	320.00
Band D* £87,000 - £125,000	LI01/9380 (D04)	LI01/9354	640.00	640.00
Band E £125,001 – and above	LI01/9380 (D04)	LI01/9354	350.00	350.00
Band E* £125,001 – and above	LI01/9380 (D04)	LI01/9354	1,050.00	1,050.00

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(1a)=inclusive standard rated (1b)=plus standard rated (2)=zero rated (3)=outside scope, (4)=exempt

LICENCES	General ledger code		2017/18	2018/19
	Chiltern	South Bucks	£	£
<u>Additional Annual Maintenance Fees</u>				
Where 5000 or more people will be on the premises				
5,000 – 9,999	LI01/9380 (D04)	LI01/9354	500.00	500.00
10,000 – 14,999	LI01/9380 (D04)	LI01/9354	1,000.00	1,000.00
15,000 – 19,999	LI01/9380 (D04)	LI01/9354	2,000.00	2,000.00
20,000 – 29,999	LI01/9380 (D04)	LI01/9354	4,000.00	4,000.00
30,000 – 39,999	LI01/9380 (D04)	LI01/9354	8,000.00	8,000.00
40,000 – 49,999	LI01/9380 (D04)	LI01/9354	12,000.00	12,000.00
50,000 – 59,999	LI01/9380 (D04)	LI01/9354	16,000.00	16,000.00
60,000 – 69,999	LI01/9380 (D04)	LI01/9354	20,000.00	20,000.00
70,000 – 79,999	LI01/9380 (D04)	LI01/9354	24,000.00	24,000.00
80,000 – 89,999	LI01/9380 (D04)	LI01/9354	28,000.00	28,000.00
90,000 and over	LI01/9380 (D04)	LI01/9354	32,000.00	32,000.00
<u>Personal Licence - Statutory Fees</u>				
Grant of Licence	LI01/9380 (D04)	LI01/9354	37.00	37.00
Renewal of Licence	LI01/9380 (D04)	LI01/9354	37.00	37.00
<u>Other Fees Payable</u>				
Supply of Copies of Information Contained in Register	LI01/9380 (D04)	LI01/9354	50.00	50.00
Application for Copy of Licence	LI01/9380 (D04)	LI01/9354	10.50	10.50
Provisional Statement Applications	LI01/9380 (D04)	LI01/9354	315.00	315.00
Replacement Licence after loss/theft	LI01/9380 (D04)	LI01/9354	10.50	10.50
Notification of change of name or address	LI01/9380 (D04)	LI01/9354	10.50	10.50
Application to vary a Designated Premises Supervisor	LI01/9380 (D04)	LI01/9354	23.00	23.00
Transfer of a premises licence/club premises certificate	LI01/9380 (D04)	LI01/9354	23.00	23.00
Interim Authority Notice	LI01/9380 (D04)	LI01/9354	23.00	23.00
Notification of Interest by Freeholder	LI01/9380 (D04)	LI01/9354	21.00	21.00
Temporary Event Notices	LI01/9380 (D04)	LI01/9354	21.00	21.00
Application for Notice on theft, loss etc of Temporary Event Notice	LI01/9380 (D04)	LI01/9354	21.00	22.00
<u>Gambling Act 2005 - Statutory Fees</u>				
<u>Licensed Premises Gaming Machine Permit</u>				
New Applications	LI01/9377 (D04)	LI01/9355	150.00	150.00
Transitional Application Fee	LI01/9377 (D04)	LI01/9355	100.00	100.00
Existing operator Grant	LI01/9377 (D04)	LI01/9355	100.00	100.00
Variation	LI01/9377 (D04)	LI01/9355	100.00	100.00
Transfer	LI01/9377 (D04)	LI01/9355	25.00	25.00
Annual Fee	LI01/9377 (D04)	LI01/9355	50.00	50.00
Change of name	LI01/9377 (D04)	LI01/9355	25.00	25.00
Copy of Permit	LI01/9377 (D04)	LI01/9355	15.00	15.00
<u>Licensed Premises Automatic Notification Process</u>				
On notification	LI01/9377 (D04)	LI01/9355	50.00	50.00
<u>Club Gaming Permits</u>				
New Application	LI01/9377 (D04)	LI01/9355	200.00	200.00
Grant (Club Premises Certificate holder)	LI01/9377 (D04)	LI01/9355	100.00	100.00
Existing operator Grant	LI01/9377 (D04)	LI01/9355	100.00	100.00
Variation	LI01/9377 (D04)	LI01/9355	100.00	100.00
Renewal	LI01/9377 (D04)	LI01/9355	200.00	200.00
Renewal (Club Premises Certificate holder)	LI01/9377 (D04)	LI01/9355	100.00	100.00
Annual Fee	LI01/9377 (D04)	LI01/9355	50.00	50.00
Copy of Permit	LI01/9377 (D04)	LI01/9355	15.00	15.00
Renewal - Fast Track Clubs	LI01/9377 (D04)	LI01/9355	100.00	100.00
Renewal - Transitional Application Fee	LI01/9377 (D04)	LI01/9355	100.00	100.00

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LICENCES	General ledger code		2017/18	2017/19
	Chiltern	South Bucks	£	£
<u>Club Machine Permits</u>				
New Application	LI01/9377 (D04)	LI01/9355	200.00	200.00
Grant (Club Premises Certificate holder)	LI01/9377 (D04)	LI01/9355	100.00	100.00
Existing operator Grant	LI01/9377 (D04)	LI01/9355	100.00	100.00
Variation	LI01/9377 (D04)	LI01/9355	100.00	100.00
Renewal	LI01/9377 (D04)	LI01/9355	200.00	200.00
Renewal (Club Premises Certificate holder)	LI01/9377 (D04)	LI01/9355	100.00	100.00
Annual Fee	LI01/9377 (D04)	LI01/9355	50.00	50.00
Copy of Permit	LI01/9377 (D04)	LI01/9355	15.00	15.00
Renewal - Fast Track Clubs	LI01/9377 (D04)	LI01/9355	100.00	100.00
Renewal - Transitional Application Fee	LI01/9377 (D04)	LI01/9355	100.00	100.00
<u>Family Entertainment Centre Gaming Machine</u>				
Grant	LI01/9377 (D04)	LI01/9355	300.00	300.00
Renewal	LI01/9377 (D04)	LI01/9355	300.00	300.00
Existing operator Grant	LI01/9377 (D04)	LI01/9355	100.00	100.00
Change of name	LI01/9377 (D04)	LI01/9355	25.00	25.00
Copy of Permit	LI01/9377 (D04)	LI01/9355	15.00	15.00
Renewal - Transitional Application Fee	LI01/9377 (D04)	LI01/9355	100.00	100.00
<u>Prize Gaming Permits</u>				
Grant	LI01/9377 (D04)	LI01/9355	300.00	300.00
Renewal	LI01/9377 (D04)	LI01/9355	300.00	300.00
Existing operator Grant	LI01/9377 (D04)	LI01/9355	100.00	100.00
Change of name	LI01/9377 (D04)	LI01/9355	25.00	25.00
Copy of Permit	LI01/9377 (D04)	LI01/9355	15.00	15.00
Renewal - Transitional Application Fee	LI01/9377 (D04)	LI01/9355	100.00	100.00
<u>Small Lotteries & Amusement for Raffles (3)</u>				
Registration	LI01/9377 (D04)	LI01/9355	40.00	40.00
Annual Fee	LI01/9377 (D04)	LI01/9355	20.00	20.00
<u>Gambling Act Premises Licence Fees</u>				
<u>Application Fee</u>				
Regional Casino Premises Licence	LI01/9377 (D04)	LI01/9355	15,000.00	15,000.00
Large Casino Premises Licence	LI01/9377 (D04)	LI01/9355	10,000.00	10,000.00
Small Casino Premises Licence	LI01/9377 (D04)	LI01/9355	8,000.00	8,000.00
Bingo Premises Licence	LI01/9377 (D04)	LI01/9355	3,500.00	3,500.00
Adult Gaming Centre Premises Licence	LI01/9377 (D04)	LI01/9355	2,000.00	2,000.00
Betting Premises (Track) Licence	LI01/9377 (D04)	LI01/9355	2,500.00	2,500.00
Family Entertainment Centre Premises Licence	LI01/9377 (D04)	LI01/9355	2,000.00	2,000.00
Betting Premises (Other) Licence	LI01/9377 (D04)	LI01/9355	3,000.00	3,000.00
<u>Application Fee for Premises with a Provisional Statement</u>				
Regional Casino Premises Licence	LI01/9377 (D04)	LI01/9355	8,000.00	8,000.00
Large Casino Premises Licence	LI01/9377 (D04)	LI01/9355	5,000.00	5,000.00
Small Casino Premises Licence	LI01/9377 (D04)	LI01/9355	3,000.00	3,000.00
Bingo Premises Licence	LI01/9377 (D04)	LI01/9355	1,200.00	1,200.00
Adult Gaming Centre Premises Licence	LI01/9377 (D04)	LI01/9355	1,200.00	1,200.00
Betting Premises (Track) Licence	LI01/9377 (D04)	LI01/9355	950.00	950.00
Family Entertainment Centre Premises Licence	LI01/9377 (D04)	LI01/9355	950.00	950.00
Betting Premises (Other) Licence	LI01/9377 (D04)	LI01/9355	1,200.00	1,200.00

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LICENCES	General ledger code		2017/18	2017/19
	Chiltern	South Bucks	£	£
Annual Fee				
Regional Casino Premises Licence	LI01/9377 (D04)	LI01/9355	15,000.00	15,000.00
Large Casino Premises Licence	LI01/9377 (D04)	LI01/9355	10,000.00	10,000.00
Small Casino Premises Licence	LI01/9377 (D04)	LI01/9355	5,000.00	5,000.00
Converted Casino Premises Licence	LI01/9377 (D04)	LI01/9355	3,000.00	3,000.00
Bingo Premises Licence	LI01/9377 (D04)	LI01/9355	1,000.00	1,000.00
Adult Gaming Centre Premises Licence	LI01/9377 (D04)	LI01/9355	1,000.00	1,000.00
Betting Premises (Track) Licence	LI01/9377 (D04)	LI01/9355	1,000.00	1,000.00
Family Entertainment Centre Premises Licence	LI01/9377 (D04)	LI01/9355	750.00	750.00
Betting Premises (Other) Licence	LI01/9377 (D04)	LI01/9355	600.00	600.00
Transfer Application Fee				
Regional Casino Premises Licence	LI01/9377 (D04)	LI01/9355	6,500.00	6,500.00
Large Casino Premises Licence	LI01/9377 (D04)	LI01/9355	2,150.00	2,150.00
Small Casino Premises Licence	LI01/9377 (D04)	LI01/9355	1,800.00	1,800.00
Converted Casino Premises Licence	LI01/9377 (D04)	LI01/9355	1,350.00	1,350.00
Bingo Premises Licence	LI01/9377 (D04)	LI01/9355	1,200.00	1,200.00
Adult Gaming Centre Premises Licence	LI01/9377 (D04)	LI01/9355	1,200.00	1,200.00
Betting Premises (Track) Licence	LI01/9377 (D04)	LI01/9355	950.00	950.00
Family Entertainment Centre Premises Licence	LI01/9377 (D04)	LI01/9355	950.00	950.00
Betting Premises (Other) Licence	LI01/9377 (D04)	LI01/9355	1,200.00	1,200.00
Variation Application Fee				
Regional Casino Premises Licence	LI01/9377 (D04)	LI01/9355	7,500.00	7,500.00
Large Casino Premises Licence	LI01/9377 (D04)	LI01/9355	5,000.00	5,000.00
Small Casino Premises Licence	LI01/9377 (D04)	LI01/9355	4,000.00	4,000.00
Converted Casino Premises Licence	LI01/9377 (D04)	LI01/9355	2,000.00	2,000.00
Bingo Premises Licence	LI01/9377 (D04)	LI01/9355	1,750.00	1,750.00
Adult Gaming Centre Premises Licence	LI01/9377 (D04)	LI01/9355	1,000.00	1,000.00
Betting Premises (Track) Licence	LI01/9377 (D04)	LI01/9355	1,250.00	1,250.00
Family Entertainment Centre Premises Licence	LI01/9377 (D04)	LI01/9355	1,000.00	1,000.00
Betting Premises (Other) Licence	LI01/9377 (D04)	LI01/9355	1,500.00	1,500.00
Provisional Statement Application Fee				
Regional Casino Premises Licence	LI01/9377 (D04)	LI01/9355	15,000.00	15,000.00
Large Casino Premises Licence	LI01/9377 (D04)	LI01/9355	10,000.00	10,000.00
Small Casino Premises Licence	LI01/9377 (D04)	LI01/9355	8,000.00	8,000.00
Bingo Premises Licence	LI01/9377 (D04)	LI01/9355	3,500.00	3,500.00
Adult Gaming Centre Premises Licence	LI01/9377 (D04)	LI01/9355	2,000.00	2,000.00
Betting Premises (Track) Licence	LI01/9377 (D04)	LI01/9355	2,500.00	2,500.00
Family Entertainment Centre Premises Licence	LI01/9377 (D04)	LI01/9355	2,000.00	2,000.00
Betting Premises (Other) Licence	LI01/9377 (D04)	LI01/9355	3,000.00	3,000.00

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LICENCES	General ledger code		2017/18	2018/19
	Chiltern	South Bucks	£	£
Application for Reinstatement Fee				
Regional Casino Premises Licence	LI01/9377 (D04)	LI01/9355	6,500.00	6,500.00
Large Casino Premises Licence	LI01/9377 (D04)	LI01/9355	2,150.00	2,150.00
Small Casino Premises Licence	LI01/9377 (D04)	LI01/9355	1,800.00	1,800.00
Converted Casino Premises Licence	LI01/9377 (D04)	LI01/9355	1,350.00	1,350.00
Bingo Premises Licence	LI01/9377 (D04)	LI01/9355	1,200.00	1,200.00
Adult Gaming Centre Premises Licence	LI01/9377 (D04)	LI01/9355	1,200.00	1,200.00
Betting Premises (Track) Licence	LI01/9377 (D04)	LI01/9355	950.00	950.00
Family Entertainment Centre Premises Licence	LI01/9377 (D04)	LI01/9355	950.00	950.00
Betting Premises (Other) Licence	LI01/9377 (D04)	LI01/9355	1,200.00	1,200.00
Change of Circumstances Fee	LI01/9377 (D04)	LI01/9355	50.00	50.00
Duplicate Licence Fee	LI01/9377 (D04)	LI01/9355	25.00	25.00
Copy Premises Licence	LI01/9377 (D04)	LI01/9355	25.00	25.00
Sex Establishments/Sexual Entertainment Venues				
Fee in respect of an application for grant, transfer or renewal of a licence for a sex establishment.			3,500.00	3,500.00
Grant of Licence			3,277.00	3,500.00
Annual Renewal of Licence			3,277.00	3,500.00
Transfers			3,277.00	3,500.00
Variations			3,277.00	3,500.00
Scrap Metal Dealers				
Site licence	LI01/9387 (D04)	LI01/9360	500.00	500.00
Mobile licence	LI01/9387 (D04)	LI01/9360	250.00	250.00
Variation	LI01/9387 (D04)	LI01/9360	50.00	50.00
Badge/vehicle	LI01/9387 (D04)	LI01/9360	25.00	25.00
Miscellaneous				
Registration of:- Acupuncturists Tattooists, Ear Piercing and Electrolysis Premises (3)	LI01/9382 (D04)	LI01/9357	185.00	185.00
Acupuncture/Tattooing/Ear Piercing/ Electrolysis: per establishment	LI01/9382 (D04)	LI01/9357	180.00	185.00
New personal licences for;		LI01/9357		
Acupuncturist (3)	LI01/9382 (D04)		169.00	
Tattooists (3)	LI01/9382 (D04)	LI01/9357	169.00	
Electrolysis (3)	LI01/9382 (D04)	LI01/9357	169.00	
Ear Piercing (3)	LI01/9382 (D04)	LI01/9357	169.00	
Acupuncture/Tattooing/Ear Piercing/ Electrolysis: per person.	LI01/9382 (D04)	LI01/9357	70.00	169.00
Street Trading Consent: per day or part Monday-Thursday.	LI01/9391 (D04)	LI01/9363	33.00	33.00
Street Trading Consent: per day or part Friday - Sunday.	LI01/9391 (D04)	LI01/9363	52.00	52.00
Street Trading Consent: Application Fee	LI01/9391 (D04)	LI01/9363	66.00	66.00
Graffiti removal kits.	EH01/9272 (D45)		13.00	13.00
Graffiti recharge of contractor removal cost.	EH01/9272 (D45)		Cost Recovery	Cost Recovery

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ENVIRONMENTAL HEALTH SERVICES	General ledger code		2017/18	2018/19
	Chiltern	South Bucks	£	£
Food Certificates Export / Condemnation	EH01/9272 (D04)	EH01/0937 (3)	137.00 + officer time (£47p/h) & collection/	140.00 + officer time (£47p/h) & collection/
Pre application work - associated with S61 Control of Pollution Act (Prior consent for work on construction sites)	EH01/9272 (D40)	EH01/0937 (1b)	disposal £50 per hour	disposal
Expedited processing of applications made for prior consent for work on construction sites (noise)	EH01/9272 (D40)	EH01/0937 (1b)	£50 per hour	
Stray Dog Fees				
Statutory Fee	E700/9272 (D04)	3630/0875 (3)	25.00	25.00
Administration Fee	E700/9272 (D40)	3630/0875 (1b)	20.00	20.00
Kennelling fees per day		3630/0875 (1b)	15.50	15.50
Kennelling fees per day	E700/9272 (D40)		12.50	12.50
Collection of fees charge by SBDC		3630/0875 (1b)	40.00	40.00
Collection of fees charge (payable direct to kennels).	E700/9272 (D40)		15.00	15.00
Stray Dog Collection Charge	E700/9272 (D40)	3630/0875 (1b)	98.00	100.00
Discretionary Stray dog returned to owner from Kennels	E700/9272 (D40)	3630/0875 (1b)	75.00	75.00
Discretionary Stray dog returned to owner not gone to kennel or in transit to kennel		3630/0875 (1b)	70.00	70.00
Stray Dogs Out of Hours		3630/0875 (1b)	145.00	98.00
Food Hygiene Courses:				
In-house group Hygiene Awareness Courses	EH01/9272 (D03)	EH01/0937 (4)	308.00	308.00
Improving your food hygiene rating (1/2 day)	EH01/9272 (D03)	EH01/0937 (4)	51.00	51.00
Minimum 7 delegates				
Health and Safety (for manual handling techniques) (1/2 day) in-house group courses (max 16 delegates)	EH01/9272 (D03)	EH01/0936 (4)	31.00	31.00
Introduction to HACCP (Hazard Analysis Critical Control Point) for Food Safety (1/2 Day). Minimum 4 delegates	EH01/9272 (D03)	EH01/0937 (4)	112.00	112.00
Level 2 Courses: Online e-learning course Food Hygiene courses per candidate	EH01/9272 (D03)	EH01/0936 (4)	25.00	25.00
Level 2 Courses: 1 day Food Hygiene courses per candidate (includes lunch)	EH01/9272 (D03)	EH01/0937 (4)	86.00	86.00
BII Level 2 Personal License Holder course	EH01/9272 (D03)	EH01/0937 (4)	620.00	620.00
Level 2 Courses: 1 day Food and Health and Safety private in-house group courses (max 16 delegates)	EH01/9272 (D03)	EH01/0937 (4)	311.00	311.00
Level 2 Manual Handling per candidate	EH01/9272 (D03)	EH01/0937 (4)	86.00	86.00
Level 2 COSHH Course (1/2 day course) per candidate	EH01/9272 (D03)	EH01/0937 (4)	51.00	51.00
Level 3 Risk Assessment Course per candidate	EH01/9272 (D03)	EH01/0937 (4)	178.00	178.00
Miscellaneous:				
Food Hygiene Rating Scheme re-inspection	EH01/9272 (D03)	EH01/0937 (4)	cost recovery	150.00
Pre-inspection advisory visit up to 6 hours consultancy	EH01/9272 (D03)	EH01/0937 (4)	306.00 Additional hours at £47/hour	306.00 Additional hours at £47/hour
SFBB packs for existing businesses	EH01/9272 (D03)	EH01/0937 (4)	15.00	15.00
Investigating High Hedges complaints	EH01/9407 (D04)	EH01/0937 (3)	450.00	450.00
Other Advisory visits and services	EH01/9272 (D03)	EH01/0937 (4)	At cost (officers recharge rate £47 p/h)	At cost (officers recharge rate £47 p/h)

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MISCELLANEOUS SERVICES	General ledger code		2017/18 £	2018/19 £
	Chiltern	South Bucks		
Public health funerals	EH01/9267 (D04)	EH01/0937 (3)	cost of recovery of funeral and crematorium charges plus £47/hour officer charge	cost of recovery of funeral and crematorium charges plus £47/hour officer charge
Formulation of professional opinion on subject requested		EH01/0937 (3)	64.00 (minimum charge 64.00)	64.00 (minimum charge 64.00)
Charge for provision of witness statements under various Acts of Parliament		EH01/0937 (3)	64.00 (minimum charge 64.00)	64.00 (minimum charge 64.00)
Photographs in connection with the above		EH01/0937 (1a)	5.70	5.70
Application for loudspeaker in street consent		EH01/0937 (3)	43.00	43.00
Application for consent to unload vehicles before 9.00 9 a.m. on Sunday		EH01/0937 (3)	155.00	155.00
Water Sampling at Private Supplies: Revised charges from Private Water Supply Regulations				
PWS Risk assessment	EH01/9272 (D40)	EH01/0937 (1b)	500.00	500.00
PWS risk based sampling	EH01/9272 (D40)	EH01/0937 (1b)	100.00	100.00
PWS Investigation	EH01/9272 (D40)	EH01/0937 (1b)	100.00	100.00
PWS Granting authorisation	EH01/9272 (D40)	EH01/0937 (1b)	100.00	100.00
Analysing Samples Reg 10		EH01/0937 (1b)	25.00	25.00
Analysing Samples Check monitoring	EH01/9272 (D40)	EH01/0937 (1b)	100.00	100.00
Analysing Samples Audit monitoring (No fee is payable where samples are taken and	EH01/9272 (D40)	EH01/0937 (1b)	500.00	500.00
Photocopy Charge		EH01/0937 (1a)	10 p per sheet	
Return of Non Statutory and Governmental Questionnaires		EH01/0937 (1a)	Cost to be advised based on officers recharge rate and discretion to waive or adjust	
Provision of Non Statutory professional services in reply to commercial organisations		EH01/0937 (1a)	Cost to be advised based on officers recharge rate and discretion to waive or adjust	
Provision of CIEH accredited training courses		EH01/0937 (1a)	Cost of training provision and examination + administration and accommodation.	

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PEST CONTROL	General ledger code		2017/18	2018/19
	Chiltern	South Bucks	£	£
Charges payable direct to contractor				
Rats		n/a	39.50	39.50
Mice		n/a	39.50	39.50
Wasps		n/a	39.00	39.00
Glis		n/a	84.00 plus returnable deposit for cage	84.00 plus returnable deposit for cage
Other public health insects		n/a	68.00	68.00

Free pest control services available in relation to Public Health pests to those in receipt of an income related benefits at the discretion of the Head of Healthy Communities or Environmental Health Manager.

Note: These prices are set by the contractor and may change during the life of the contract.

POLLUTION REDUCTION	General ledger code		2017/18	2018/19
	Chiltern	South Bucks	£	£

Contaminated Land:

Professional Opinion - Contaminated land enquiries per hour -	G450/9792 (D40)	100.00
Copies of plans and information regarding a contaminated land site.	G450/9792 (D40)	£50+£47/hr

IPPC

Permits Subsistence Charge - A2 Licence, LOW Risk Rated	EH01/9374 (D04)	1,384.00
Permits Subsistence Charge -A2 Licence, MEDIUM Risk Rated	EH01/9374 (D04)	1,541.00
Permits Subsistence Charge - A2 Licence HIGH Risk Rated	EH01/9374 (D04)	2,233.00
Permits Subsistence Charge - Part B Licence, LOW Risk Rated	EH01/9374 (D04)	739.00
Permits Subsistence Charge - Part B Licence, MEDIUM Risk Rated	EH01/9374 (D04)	1,111.00
Permits Subsistence Charge - Part B Licence, HIGH Risk Rated	EH01/9374 (D04)	1,672.00
Subsistence Mobile Crusher LOW	EH01/9374 (D04)	618.00
Subsistence Mobile Crusher MEDIUM	EH01/9374 (D04)	989.00
Subsistence Mobile Crusher HIGH	EH01/9374 (D04)	1,484.00
Subsistence Vehicle Refinisher LOW Risk	EH01/9374 (D04)	218.00
Subsistence Vehicle Refinisher MEDIUM Risk	EH01/9374 (D04)	349.00
Subsistence Vehicle Refinisher HIGH Risk	EH01/9374 (D04)	524.00
Subsistence Reduced Fee Activity LOW Risk	EH01/9374 (D04)	76.00
Subsistence Reduced Fee Activity MEDIUM Risk	EH01/9374 (D04)	151.00
Subsistence Reduced Fee Activity HIGH Risk	EH01/9374 (D04)	227.00
Application Fee - Standard Process	EH01/9374 (D04)	1,579.00
Application Reduced Fee Activity (except Vehicle Refinisher)	EH01/9374 (D04)	148.00
Application PVR 1 & 2	EH01/9374 (D04)	246.00
Application Vehicle Refinisher	EH01/9374 (D04)	346.00
Application - Mobile Crusher	EH01/9374 (D04)	1,579.00
Part B Standard Process Transfer	EH01/9374 (D04)	162.00
Part B Standard Process Partial Transfer	EH01/9374 (D04)	476.00
Part B New Operator at low risk Reduced Fee Activity	EH01/9374 (D04)	75.00
Surrender all Part B Activites	EH01/9374 (D04)	-
Part B Substantial Change - Standard Process	EH01/9374 (D04)	1,005.50
Part B Substantial Change- Standard where substantial change results in new PPC activity	EH01/9374 (D04)	1,579.00
Part B Substantial Change- Reduced Fee Activity	EH01/9374 (D04)	98.00
Reduced Fee Activiy - Partial Transfer	EH01/9374 (D04)	45.00
QUARTERLY PAYMENT OPTION ALL IPPC - Additional Charge	EH01/9374 (D04)	36.00

HEALTHY COMMUNITIES PORTFOLIO REVISED CHARGES FROM 1 APRIL 2018

Classification: OFFICIAL

VAT Codes:
Chiltern
South Bucks

(D45)=inclusive standard rated (D40)=plus standard rated (D08)=zero rated (D04)=outside scope, (D03)=exempt
(1a)=inclusive standard rated (1b)=plus standard rated (2)=zero rated (3)=outside scope, (4)=exempt

HOUSING	General ledger code		2017/18 £	2018/19 £
	Chiltern	South Bucks		
<u>Houses with multiple occupation licensing fees:</u>				
Basic fee.	HO01/9789 (D04)		405.00	376.00
Disclosure Scotland fee (paid directly by applicant)	HO01/9789 (D04)		20.00	25.00
Extra assistance or advice on incomplete applications, or where property is larger and more complex (per hour).	HO01/9789 (D04)		45.00	47.00
<u>Houses with multiple occupation- additions:</u>				
Additions:	HO01/9789 (D04)		45.00	47.00
<u>Houses with multiple occupation- Deductions:</u>				
Professionally qualified or accredited landlord.	HO01/9789 (D04)		45.00	47.00
No assistance required (and complete application submitted first time).	HO01/9789 (D04)		45.00	47.00
Complete application submitted within 3 months of issue of forms.	HO01/9789 (D04)		45.00	47.00
<u>Housing Enforcement Charges:</u>				
Improvement/prohibition notice/orders (for 1st notice).	HO01/9789 (D04)		100.00	100.00
Additional notices (maximum of £300/property) notice fee waived if complied with within timescales.	HO01/9789 (D04)		50.00	50.00
Health and Housing Recharge costs: cost of contractor following service of a Statutory Notice plus officer time.	HO01/9789 (D04)		50.00	47.00

PLANNING PORTFOLIO REVISED CHARGES FROM 1 APRIL 2018

VAT Codes:

Chiltern

South Bucks

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BUILDING CONTROL	General ledger code		2017/18	2018/19
	Chiltern	South Bucks	£	£

The Building (Local Authority Charges) Regulations 2010 authorise Local Authorities in England & Wales to fix and recover charges for the performance of their main building control functions relating to building regulations in a charging scheme governed by the principles laid down in the Regulations. This scheme was adopted by the Council effective from 1st October 2010. The setting of charges is dealt with by the Building Control Manager in consultation with the Sustainability Portfolio Holder and the Head of Finance. Revised charges are subsequently reported to Members for information.

PHOTOCOPYING (1a)	General ledger code		2017/18	2018/19
	Chiltern	South Bucks	£	£

A4 Sheet B/W	PP01/9337 (D45)	DM02/0833 (1a)	10p	10p
A4 Sheet Colour	PP01/9337 (D45)	DM02/0833 (1a)	20p	20p
A3 Sheet B/W	PP01/9337 (D45)	DM02/0833 (1a)	20p	20p
A3 Sheet Colour	PP01/9337 (D45)	DM02/0833 (1a)	40p	40p
Large maps re-produced by the Plotter		DM02/0833 (1a)	10.00	10.00
A2 - Per Sheet	PP01/9337 (D45)		£4.80 emailed / £5.80 posted	No charge
A1 - Per Sheet	PP01/9337 (D45)		£10.60 emailed / £11.60 posted	for emailed
A0 - Per Sheet *1	PP01/9337 (D45)		£15.90 emailed / £16.90 posted	copies
Sale of Council Documents: Decision Notices & Tree Preservation Order	PP01/9337 (D45)		10.40	NIL

These charges apply to:

- Decision Notice (Planning)/Appeal
- Tree Preservation Orders
- Legal Agreements, etc.

No
longer
apply

**PLANNING PORTFOLIO
REVISED CHARGES FROM 1 APRIL 2018**

VAT Codes:
Chiltern
South Bucks

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PLANNING ADVICE AND INFORMATION	General ledger code		2017/18	2018/19
	Chiltern	South Bucks	£	£
<u>Pre-Application Advice (1b)</u>				
Administration Charges (per hour)				
- Head of Service		DM02/0937 (1b)	220.00	220.00
- Area Team Manager		DM02/0937 (1b)	170.00	170.00
- All other planning officers/equivalent		DM02/0937 (1b)	150.00	150.00
- Assistant Planning Officer/Customer		DM02/0937 (1b)	100.00	N/A
Site Visits – Flat Rate per officer		DM02/0937 (1b)	100.00	100.00
<u>Planning: Pre-Application / Post Decision Advice and Extant Enforcement Notices.</u>				
Enlargement, improvement or other, alteration of existing dwelling and other				
Meeting and follow up letter		DM01/9409 (D45)	165.00	165.00
Letter only		DM01/9409 (D45)	110.00	110.00
New residential dwellings:				
1 dwelling				
Meeting and follow up letter		DM01/9409 (D45)	380.00	380.00
Letter only		DM01/9409 (D45)	255.00	255.00
2 dwellings				
Meeting and follow up letter		DM01/9409 (D45)	480.00	480.00
Letter only		DM01/9409 (D45)	320.00	320.00
3 dwellings				
Meeting and follow up letter		DM01/9409 (D45)	675.00	675.00
Letter only		DM01/9409 (D45)	450.00	450.00
4 dwellings				
Meeting and follow up letter		DM01/9409 (D45)	765.00	765.00
Letter only		DM01/9409 (D45)	510.00	510.00
5 dwellings				
Meeting and follow up letter		DM01/9409 (D45)	860.00	860.00
Letter only		DM01/9409 (D45)	575.00	575.00
6 - 10 dwellings				
Meeting and follow up letter		DM01/9409 (D45)	960.00	960.00
Letter only		DM01/9409 (D45)	640.00	640.00
11 - 50 dwellings				
Meeting and follow up letter		DM01/9409 (D45)	1,915.00	1,915.00
Letter only		DM01/9409 (D45)	1,275.00	1,275.00
51-75 dwellings				
Meeting and follow up letter		DM01/9409 (D45)	2,870.00	2,870.00
Letter only		DM01/9409 (D45)	1,915.00	1,915.00
76-100 dwellings				
Meeting and follow up letter		DM01/9409 (D45)	3,820.00	3,820.00
Letter only		DM01/9409 (D45)	2,550.00	2,550.00
101-150 dwellings				
Meeting and follow up letter		DM01/9409 (D45)	5,740.00	5,740.00
Letter only		DM01/9409 (D45)	3,820.00	3,820.00
151+ dwellings				
Meeting and follow up letter		DM01/9409 (D45)	7,645.00	7,645.00
Letter only		DM01/9409 (D45)	5,095.00	5,095.00

PLANNING PORTFOLIO
REVISED CHARGES FROM 1 APRIL 2018

VAT Codes:
 Chiltern
 South Bucks

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PLANNING ADVICE AND INFORMATION	General ledger code		2017/18	2018/19
	Chiltern	South Bucks	£	£
Commercial Development (Use Classes B1, B2, B8 and A1-A5)				
1-100m ² (gross floor area)				
Meeting and follow up letter	DM01/9409 (D45)		385.00	385.00
Letter only	DM01/9409 (D45)		255.00	255.00
101-500m ² (gross floor area)				
Meeting and follow up letter	DM01/9409 (D45)		720.00	720.00
Letter only	DM01/9409 (D45)		480.00	480.00
501-1,000m ² (gross floor area)				
Meeting and follow up letter	DM01/9409 (D45)		1,080.00	1,080.00
Letter only	DM01/9409 (D45)		720.00	720.00
1,001-5,000m ² (gross floor area)				
Meeting and follow up letter	DM01/9409 (D45)		1,915.00	1,915.00
Letter only	DM01/9409 (D45)		1,275.00	1,275.00
5,001-10,000m ² (gross floor area)				
Meeting and follow up letter	DM01/9409 (D45)		3,820.00	3,820.00
Letter only	DM01/9409 (D45)		2,550.00	2,550.00
10,001m ² + (gross floor area)				
Meeting and follow up letter	DM01/9409 (D45)		7,645.00	7,645.00
Letter only	DM01/9409 (D45)		5,095.00	5,095.00
Developments falling within Use Classes C1, C2, D1 and D2				
1-100m ² (gross floor area)				
Meeting and follow up letter	DM01/9409 (D45)		385.00	385.00
Letter only	DM01/9409 (D45)		255.00	255.00
101-500m ² (gross floor area)				
Meeting and follow up letter	DM01/9409 (D45)		720.00	720.00
Letter only	DM01/9409 (D45)		480.00	480.00
501-1,000m ² (gross floor area)				
Meeting and follow up letter	DM01/9409 (D45)		1,080.00	1,080.00
Letter only	DM01/9409 (D45)		720.00	720.00
1,001-5,000m ² (gross floor area)				
Meeting and follow up letter	DM01/9409 (D45)		1,915.00	1,915.00
Letter only	DM01/9409 (D45)		1,275.00	1,275.00
5,001m ² + (gross floor area)				
Meeting and follow up letter	DM01/9409 (D45)		3,820.00	3,820.00
Letter only	DM01/9409 (D45)		2,550.00	2,550.00
Change of use (C.O.U) of existing buildings or land with no increase in floor space *				
Meeting and follow up letter	DM01/9409 (D45)		385.00	385.00
Letter only	DM01/9409 (D45)		255.00	255.00
* (a-excluding change of use to residential - for this, please see Category 2) (b- other than for (a) above, where an increase of floor-space is proposed as well as a C.O.U, the fee will be charged in the category of development of the proposed new use).				
Agriculture and Forestry.				
Erection of new buildings, glasshouses or poly-tunnels with a gross floor area up to 465m ²				
Meeting and follow up letter	DM01/9409 (D45)		185.00	185.00
Letter only	DM01/9409 (D45)		120.00	120.00
All other agricultural buildings and development.				
Meeting and follow up letter	DM01/9409 (D45)		385.00	385.00
Letter only	DM01/9409 (D45)		255.00	255.00

**PLANNING PORTFOLIO
REVISED CHARGES FROM 1 APRIL 2018**

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South Bucks

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PLANNING ADVICE AND INFORMATION	General ledger code		2017/18	2018/19
	Chiltern	South Bucks	£	£
Erection, alterations or replacement of plant or machinery.				
Meeting and follow up letter	DM01/9409 (D45)		95.00	95.00
Letter only	DM01/9409 (D45)		65.00	65.00
Buildings and structures for equestrian purposes including stables, livery stables and riding schools.				
1-40m ² (gross floor area)				
Meeting and follow up letter	DM01/9409 (D45)		195.00	195.00
Letter only	DM01/9409 (D45)		130.00	130.00
41-75m ² (gross floor area)				
Meeting and follow up letter	DM01/9409 (D45)		290.00	290.00
Letter only	DM01/9409 (D45)		195.00	195.00
76-1,000m ² (gross floor area)				
Meeting and follow up letter	DM01/9409 (D45)		480.00	480.00
Letter only	DM01/9409 (D45)		320.00	320.00
1,001-3,750m ² (gross floor area)				
Meeting and follow up letter	DM01/9409 (D45)		960.00	960.00
Letter only	DM01/9409 (D45)		640.00	640.00
3751m ² + (gross floor area)				
Meeting and follow up letter	DM01/9409 (D45)		1,915.00	1,915.00
Letter only	DM01/9409 (D45)		1,275.00	1,275.00
Erection or construction of gates, walls, fences or other means of enclosure other than within the curtilage of a dwelling; and the construction of car parks, service roads and other means of access to land.				
Meeting and follow up letter	DM01/9409 (D45)		165.00	165.00
Letter only	DM01/9409 (D45)		110.00	110.00
Advertisements.				
Meeting and follow up letter	DM01/9409 (D45)		195.00	195.00
Letter only	DM01/9409 (D45)		130.00	130.00
Telecommunications development.				
Meeting and follow up letter	DM01/9409 (D45)		480.00	480.00
Letter only	DM01/9409 (D45)		320.00	320.00
Outline Proposals:				
All Outline Proposals will be charged at the same rate as if the proposal were for a full application.				
The request for advice will have to be accompanied by indicative drawings of the proposal.				
Non-Material Amendments and Minor Material Amendments				
Householder				
Meeting and follow up letter	DM01/9409 (D45)		140.00	140.00
Letter only	DM01/9409 (D45)		90.00	90.00
Other				
Meeting and follow up letter	DM01/9409 (D45)		290.00	290.00
Letter only	DM01/9409 (D45)		195.00	195.00
Requests to withdraw extant Enforcement Notices				
Meeting and follow up letter	DM01/9409 (D45)		335.00	335.00
Letter only	DM01/9409 (D45)		225.00	225.00
Requests to confirm that an extant Enforcement Notice has been complied with.				
Meeting and follow up letter	DM01/9409 (D45)		385.00	385.00
Letter only	DM01/9409 (D45)		255.00	255.00

PLANNING PORTFOLIO
REVISED CHARGES FROM 1 APRIL 2018

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PLANS, POLICIES AND PUBLISHED INFORMATION	General ledger code		2017/18	2018/19
	Chiltern	South Bucks	£	£
South Bucks Core Strategy (Adopted February 2011)		PP01/0837 (2)	17.50	17.50
Adopted Core Strategy for Chiltern District (Nov 2011)* - B/W (Colour cover)	PP01/9338 (D08)		5.10	5.10
South Bucks District Local Plan 1999		PP01/0837 (2)	20.00	20.00
Adopted Chiltern District Local Plan (consolidated Sept 2007 and Nov 2011) - B/W (Colour cover)	PP01/9338 (D08)		10.20	10.20
South Bucks Development Plan Proposals Map		PP01/0837 (2)	20.00	20.00
Policies Map for Chiltern District (adopted Nov 2011) full colour document	PP01/9338 (D08)		12.20	12.20
Proposed changes to the Policies Map arising from the submission of the Delivery DPD (February 2014) - B/W	PP01/9338 (D08)		5.60	5.60
Core Strategy Inspectors Report (January)		PP01/0837 (2)	4.20	4.20
Statement of Community Involvement		PP01/0837 (2)	8.60	8.60
Local Development Scheme (March 2010)		PP01/0837 (2)	4.80	4.80
Residential Design Guide SPD (October 2008)		PP01/0837 (2)	9.40	9.40
Residential Extensions and Householder Development SPD - Colour			2.00	2.00
	PP01/9338 (D08)			
Annual Monitoring Report (published in January each year)		PP01/0837 (2)	price based on normal	price based on normal
			photocopying	photocopying
Annual Monitoring Report (2010/11) Main report ^ - Colour	PP01/9338 (D08)		6.30	6.30
Annual Monitoring Report (2010/11) Appendices - Colour	PP01/9338 (D08)		15.90	15.90
Infrastructure Delivery Schedule (February 2014) - B/W	PP01/9338 (D08)		0.80	0.80
Delivery Development Plan Document for Chiltern District - Colour	PP01/9338 (D08)		15.30	15.30
Sustainability Appraisal: Delivery Development Plan Document Submission (February 2014) - Colour	PP01/9338 (D08)		27.80	27.80
Duty to co-operate report for the Delivery Development Plan Document and Infrastructure Delivery Schedule (August 2014) - B/W	PP01/9338 (D08)		5.10	5.10
Statement of Consultation (Regulation 22 (1) (c) for the Delivery Development Plan Document (August 2014) - B/W	PP01/9338 (D08)		2.60	2.60
Council Inspector Recommended Modifications to the Submission Delivery Development Plan Document, Infrastructure Delivery Schedule and Policies Map (August 2014) - B/W	PP01/9338 (D08)		7.10	7.10
Affordable Housing Supplementary Planning Document Consultation Document (Nov 2011) - Colour	PP01/9338 (D08)		3.30	3.30

PLANNING PORTFOLIO REVISED CHARGES FROM 1 APRIL 2018

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PLANS, POLICIES AND PUBLISHED INFORMATION	General ledger code		2017/18	2018/19
	Chiltern	South Bucks	£	£
Supporting Documents				
Final Sustainability Appraisal Report for the Publication Draft of the Core Strategy for Chiltern District (September 2010) - Colour	PP01/9338	(D08)	30.80	30.80
Core Strategy Pre-submission Consultation Statement v2.0 (October 2010) - Colour	PP01/9338	(D08)	20.20	20.20
Equality Impacts Assessment of the Core Strategy for Chiltern District Draft Consultation Document v1.0 (September 2010) - Colour	PP01/9338	(D08)	3.30	3.30
Habitats Regulations Assessment – Main Report v1.0 (September 2010) - Colour	PP01/9338	(D08)	7.40	7.40
Habitats Regulations Assessment Screening Opinion (October 2009) - Colour	PP01/9338	(D08)	0.20	0.20
South Bucks District Council and Chiltern District Council – Joint Retail / Town Centre Study Final Report and Appendices (December 2007) by Nathaniel Lichfield & Partners Ltd - Colour	PP01/9338	(D08)	45.80	45.80
Chiltern District Council Retail and Town Centre Study Update Report (September 2009) by Nathaniel Litchfield & Partners Ltd - Colour	PP01/9338	(D08)	7.40	7.40
Chiltern District Large Employment Sites Study (2004) by Aitchison Raffety - Colour	PP01/9338	(D08)	15.90	15.90
Report to Chiltern District Council - Investigation of sites not designated as Higher Performing in the Employment Land Study (2004) by Aitchison Raffety - Colour	PP01/9338	(D08)	4.30	4.30
Buckinghamshire Employment Land Review – Final Report August 2006 - Colour	PP01/9338	(D08)	29.80	29.80
Chiltern District Council 2009 Employment Site Vacancy Survey October 2010 v1.0 - B/W	PP01/9338	(D08)	1.00	1.00
Buckinghamshire Strategic Housing Market Assessment – Final Report (July 2008) by Fordham Research - Colour	PP01/9338	(D08)	45.80	45.80
Buckinghamshire Strategic Housing Market Assessment – Executive Summary (July 2008) by Fordham Research - Colour	PP01/9338	(D08)	4.30	4.30
Chiltern District Strategic Housing Land Availability Assessment Final Report (January 2008) by Roger Tym and Partners - Colour	PP01/9338	(D08)	12.80	12.80

**PLANNING PORTFOLIO
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PLANS, POLICIES AND PUBLISHED INFORMATION (not including P&P)	General ledger code		2017/18	2018/19
	Chiltern	South Bucks	£	£
Supporting Documents (Continued)				
Chiltern District Strategic Housing Land Availability Assessment – Site Plans and Proformas (January 2008) by Roger Tym and Partners (Sites 1 – 200) - B/W	PP01/9338	(D08)	3.30	3.30
Chiltern District Strategic Housing Land Availability Assessment – Site Plans and Proformas (January 2008) by Roger Tym and Partners (Sites 201 – 350) - B/W	PP01/9338	(D08)	3.30	3.30
Chiltern District Strategic Housing Land Availability Assessment – Site Plans and Proformas (January 2008) by Roger Tym and Partners (Sites 351 - 537) - B/W	PP01/9338	(D08)	3.30	3.30
Chiltern District Strategic Housing Land Availability Assessment – Supporting Site Capacity and Character Testing Report (January 2008) by Tibbalds Planning - Colour	PP01/9338	(D08)	4.30	4.30
Chiltern District Strategic Housing Land Availability Assessment – Supplementary Report (September 2010) - Colour	PP01/9338	(D08)	9.60	9.60
Chiltern District Council Affordable Housing Development Economics Study (July 2007) by Adams Integra - Colour	PP01/9338	(D08)	22.20	22.20
Chiltern District Council Affordable Housing Development Economics Study Update Report 2009/2010 (March 2010) by Adams Integra - Colour	PP01/9338	(D08)	13.90	13.90
2010 Housing Land Supply Trajectory 2006 to 2026 v1.0 (September 2010) - Colour	PP01/9338	(D08)	3.30	3.30
Gypsy and Traveller accommodation needs assessment for the Thames Valley region September 2006 by Tribal Consulting - Colour	PP01/9338	(D08)	25.50	25.50
Gypsy and Traveller accommodation needs assessment for the Thames Valley region Executive Summary (Sept 2006) by Tribal Consulting - Colour	PP01/9338	(D08)	2.10	2.10
Needs Assessment for Travelling Show people (Buckinghamshire Authorities) July 2007 - Colour	PP01/9338	(D08)	10.60	10.60
Strategic Housing Sites & Major Developed Sites in the Green Belt Deliverability Information v1.0 October 2010 - B/W	PP01/9338	(D08)	1.00	1.00
Chiltern District Council - Chiltern Townscape Character Assessment - Interim Findings Paper (Sept. 2010) by Chris Blandford Associates - B/W	PP01/9338	(D08)	1.00	1.00
Chiltern District Council Major Developed Sites in the Green Belt Topic Paper v1.0 - Colour	PP01/9338	(D08)	2.20	2.20
Chiltern District Council – Accessibility, Parking Standards and Community Infrastructure Study Main Report (June 2005) by Carter Jonas - B/W	PP01/9338	(D08)	1.00	1.00
Chiltern District Council – Accessibility, Parking Standards and Community Infrastructure Study Appendices (June 2005) by Carter Jonas	PP01/9338	(D08)	8.60	8.60
Chiltern District Travel to Work Study (February 2007) by Land Use Consultants - Colour	PP01/9338	(D08)	6.30	6.30
Chiltern District Council - Core Strategy Evaluation of Transport Impacts (July 2009) Main Report by Atkins Transport Planning - Colour	PP01/9338	(D08)	11.60	11.60
Chiltern District Council - Core Strategy Evaluation of Transport Impacts (July 2009) Evaluation of Evidence by Atkins Transport Planning - B/W	PP01/9338	(D08)	2.20	2.20
Chiltern District Council – Draft Infrastructure Delivery Plan v1.0 (September 2010) - Colour	PP01/9338	(D08)	6.30	6.30
Chiltern District Council Strategic Flood Risk Assessment (SFRA) Level 1 Final Report (February 2008) by Jacobs (including maps) - Colour & B/W	PP01/9338	(D08)	5.30	5.30
Chiltern District Council Strategic Flood Risk Assessment (SFRA) Level 2 Report (June 2008) & Maps (29 documents) by Jacobs - Colour	PP01/9338	(D08)	11.60	11.60

PLANNING PORTFOLIO
REVISED CHARGES FROM 1 APRIL 2018

VAT Codes:
Chiltern
South Bucks

(D45)=inclusive standard rated (D40)=plus standard rated (D08)=zero rated (D04)=
(1a)=inclusive standard rated (1b)=plus standard rated (2)=zero rated (3)=outside s

PLANS, POLICIES AND PUBLISHED INFORMATION (not including P&P)	General ledger code		2017/18 £	2018/19 £
	Chiltern	South Bucks		
Chiltern District Council Open Space, Sport and Recreation Facilities Audit and Needs Assessment Final Report (June 2005) by Torkildsen Barclay - Colour	PP01/9338	(D08)	25.50	25.50
Buckinghamshire Infrastructure Project - Phase 2 - January 2008 (Chiltern, South Bucks & Wycombe Districts) - B/W	PP01/9338	(D08)	2.20	2.20
Chiltern Development Framework Statement of Community Involvement (Adopted December 2006) - Colour	PP01/9338	(D08)	5.30	5.30
Chiltern District Sustainability Appraisal Scoping Report - Revised January 2008 - Colour	PP01/9338	(D08)	11.60	11.60
Chiltern Draft Core Strategy Preliminary Sustainability Appraisal (June 2009) - Colour	PP01/9338	(D08)	7.40	7.40
Chiltern District Council Local Development Scheme 2010 -2013 (November 2010) - Colour	PP01/9338	(D08)	4.30	4.30
Schedule of Proposed minor changes to the Core Strategy for Chiltern District Submission Document v1.0 (January 2011) - B/W	PP01/9338	(D08)	1.00	1.00
Statement of Representations – Document in support of the Core Strategy for Chiltern District, Submission Document v1.0 (January 2011) - B/W	PP01/9338	(D08)	1.00	1.00
Core Strategy Pre-submission Consultation Statement Supplementary Information: Addition to Appendix 19 v1.0 (January 2011) - Colour	PP01/9338	(D08)	6.30	6.30
Chiltern District - Summary of Comments to the Pre-Publication Stages of the Core Strategy (2008 – 2010) - January 2011 - B/W	PP01/9338	(D08)	2.20	2.20
HOUSING TARGET FOR CHILTERN DISTRICT 2006 -2026 (January 2011) - Colour	PP01/9338	(D08)	4.30	4.30
Assessment of Conformity of the Core Strategy for Chiltern District with the policies of the South East Plan (January 2011) - B/W	PP01/9338	(D08)	1.00	1.00
Demonstrating the Links between the Core Strategy for Chiltern District & the Supporting Evidence Base - January 2011 - B/W	PP01/9338	(D08)	1.00	1.00
Chiltern District Council - Summary of Reports to the Council's Housing and Planning Overview Committee, Cabinet and Meeting of Chiltern District Housing Land Supply Trajectory (2006 – 2026) at March 2011 - Colour	PP01/9338	(D08)	1.00	1.00
Assessment of Housing Demand in Chiltern District (2006 - 2026) - February 2011 - Colour	PP01/9338	(D08)	5.30	5.30
Chiltern Strategic Housing Land Availability Assessment: Update Report March 2011 - Final - Colour	PP01/9338	(D08)	3.30	3.30
Chiltern Strategic Housing Land Availability Assessment: Update Report March 2011 – Supporting Appendix (Site Proformas by Schedule of Proposed Minor Changes to the Core Strategy for Chiltern District Submission Document - Part 2 (March 2011 - v2.0) - Chiltern District Council Employment Site Vacancy Survey November 2010 (v1.0 March 2011) - B/W	PP01/9338	(D08)	5.30	5.30
Chiltern District Core Strategy Preferred Options Paper - May 2006 - Colour	PP01/9338	(D08)	14.90	14.90
Chiltern District Core Strategy Preferred Options Paper - Sustainability Appraisal Report - May 2006 by Carter Jonas - B/W	PP01/9338	(D08)	1.00	1.00
	PP01/9338	(D08)	1.00	1.00
	PP01/9338	(D08)	10.60	10.60
	PP01/9338	(D08)	2.20	2.20

Other LDF documents, including those relating to earlier stages in the Core Strategy process and evidence base studies are available to download from the Council's website or can be made available in hard form on request (these are charged at normal photocopying [and postage, if relevant] charges)

**PLANNING PORTFOLIO
REVISED CHARGES FROM 1 APRIL 2018**

VAT Codes:

Chiltern

South Bucks

(D45)=inclusive standard rated (D40)=plus standard rated (D08)=zero rated (D04)=

(1a)=inclusive standard rated (1b)=plus standard rated (2)=zero rated (3)=outside s

PLANS, POLICIES AND PUBLISHED INFORMATION (not including P&P)	General ledger code		2017/18	2018/19
	Chiltern	South Bucks	£	£
Conservation Area Leaflets / Appraisals				
Huntercombe (1977), Fulmer(1979), Hedgerley Village (1981), Hedgerley Green (1987), Iver (1982), Stoke Green (1987) and Stoke Park (1987)		PP01/0837	1.00	1.00
Boveney (1996), Burnham (2002)		PP01/0837	price based on normal photocopying charges Free	price based on normal photocopying charges Free
Dorney (1996) was sponsored Taplow (2006), Taplow Riverside (2006), Uxbridge Lock (2006), Hampden Hill (2005), Beaconsfield Old Town (2006), Denham(2008), Gerrards Cross Common (2009), Gerrards Cross Centenary (2009), Stoke Poges - West End (2011), Framewood Road (2011) and subsequent documents		PP01/0837	price based on normal photocopying charges	price based on normal photocopying charges

RESOURCES PORTFOLIO

REVISED CHARGES FROM 1 APRIL 2018

Classification: OFFICIAL

VAT Codes:

Chiltern

South Bucks

(D45)=inclusive standard rated (D40)=plus standard rated (D08)=zero rated (D04)=outside scope

(1a)=inclusive standard rated (1b)=plus standard rated (2)=zero rated (3)=outside scope, (4)=e

DATA PROTECTION ACT	General ledger code		2017/18 £	2018/19 £
	Chiltern	South Bucks		
Subject Access Request	BU01/9792 (D45)	BU01/0937 (1a)	10.00	
MISCELLANEOUS			2017/18 £	2018/19 £
Permission for works at Council property or related matters			Variable hourly rate appropriate for officer	Variable hourly rate appropriate for officer
SECTION 106 AGREEMENTS	General ledger code		2017/18 £	2018/19 £
	Chiltern	South Bucks		
Deed of Variations	LE01/0937 (1b)	LE01/0937 (1b)	Fee subject to	Fee subject
New Agreements				
- individual properties/householder	LE01/0937 (1b)	LE01/0937 (1b)	Fee subject to	Fee subject
- others i.e. affordable housing/landscape management	LE01/0937 (1b)	LE01/0937 (1b)	variable hourly rate based on actual time (min £800 plus VAT)	variable hourly rate based on actual time (min £800 plus VAT)
Comments/approval of Unilateral Obligations	LE01/0937 (1b)	LE01/0937 (1b)	variable hourly rate based on actual time (min £500 plus VAT)	variable hourly rate based on actual time (min £500 plus VAT)

For Information Environment Pag in January 2007 agreed these charges should be delegated to the Head of Legal &

LAND CHARGES	General ledger code		2017/18	2018/19
	Chiltern	South Bucks	£	£
Form LLC1	LC01/9411 (D04)		20.00	
Form LLC1		LC01/0873 (3)	25.00	
Con29R – Required Enquiries	LC01/C944 (D45)		73.20	
Con29R – Required Enquiries		LC01/S944 (1a)	93.60	
Total LLC1 & CON29R	LC01/C944 (D45)		93.20	
Total LLC1 & CON29R		LC01/S944 (1a)	118.60	
CON 290 Enquiries – Each Optional Enquiry	LC01/9411 (D04)	LC01/S944 (1a)	18.00	
Additional Enquiries (Solicitors own questions)	LC01/C944 (D45)		18.00	
Additional Enquiries (Solicitors own questions)		LC01/S944 (1a)	30.00	
Additional Parcels of Land:				
Form LLC1	LC01/9411 (D04)	LC01/0873 (3)	5.00	
Form CON29R	LC01/C944 (D45)		12.00	
Form CON29R		LC01/S944 (1a)	18.00	
Form Con290	LC01/C944 (D45)		12.00	

SUBJECT:	<i>Treasury Management – Quarterly Report Quarter 2 2017/18</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 2017.

RECOMMENDATION

The Cabinet is requested to note the Treasury Management performance for Quarter 2 2017/18.

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 2017

- 3.1 In July 2017 the Council took out a loan from the PWLB to finance the construction of the new Amersham Multi Storey car park following the approval of the business case and planning. The value of the loan was £10.8m, borrowed at an interest rate of 2.7% repayable over 40 years. The Operational Borrowing Limit which was set in the

2017/18 Treasury Management Strategy is £10m, therefore this limit has been breached by this loan. The Authorised Borrowing Limit which was set in the 2017/18 Treasury Management Strategy is £13m.

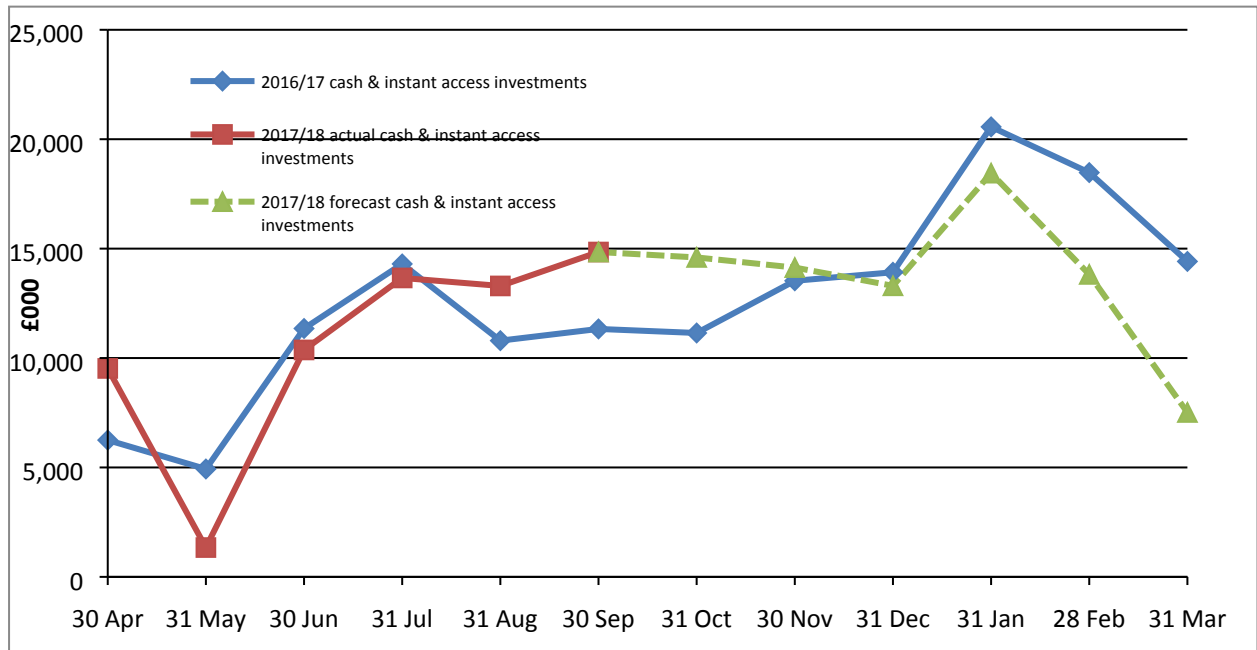
- 3.2 An extract from the Treasury Management Strategy provides a reminder of the definitions of Operational and Authorised Borrowing Limits: 'The Authorised Limit for Chiltern represents the maximum temporary borrowing limit. The Operational Limit is the limit beyond which external debt is not normally expected to exceed. In most cases, this would be a similar figure to the CFR, but may be lower or higher depending on the levels of actual debt. The Authorised Limit represents a limit beyond which external debt is prohibited. It represents the level of external debt which, while not desired, could be afforded in the short term.'
- 3.3 The base rate was decreased from 0.5% to 0.25% in August 2016, with the rate having remained at 0.5% since March 2009. The base rate remained at 0.25% throughout the quarter, although it was subsequently increased to 0.5% on 2 November.
- 3.4 The total of loans outstanding at the end of the quarter was £26,000,000 detailed in the table below.

UK Institutions	Fitch Credit Rating	Principal £	Interest Rate	Invested	Matures	Length in days
Standard Life MMF		5,000,000	0.20% variable	immediate	access	
Invesco MMF		5,000,000	0.20% variable	immediate	access	
Lloyds Banking Group	A+					
Fixed Deposit		1,000,000	1.00%	04/11/16	06/11/17	367
Fixed Deposit		1,000,000	0.36%	27/07/17	29/01/18	186
Fixed Deposit		1,000,000	0.65%	26/07/17	26/07/18	365
Fixed Deposit		2,000,000	0.36%	26/07/17	26/01/18	184
Nationwide Building Society	A+					
Fixed Deposit		1,000,000	0.63%	04/10/16	04/10/17	365
Fixed Deposit		3,000,000	0.32%	26/07/17	26/01/18	184
Santander	A					
Fixed Deposit		2,000,000	0.85%	09/03/17	09/03/18	365
Fixed Deposit		1,000,000	0.85%	15/05/17	15/05/18	365
Fixed Deposit		1,000,000	0.70%	19/05/17	20/11/17	185
Fixed Deposit		1,000,000	0.60%	26/07/17	26/07/18	365
Close Brothers	A					
Fixed Deposit		1,000,000	1.60%	13/10/15	13/10/17	731
Fixed Deposit		1,000,000	1.00%	31/08/16	28/02/18	546
Total Deposits		26,000,000				

- 3.5 The weighted average interest rate earned on fixed rate investments in the quarter was 0.72%. By way of comparison the weighted average interest rate earned in the

quarter for South Bucks District Council was 0.51%. As at the end of September, £4.85m was held in instant access funds for everyday cashflow purposes compared to £10.37m at the end of June.

3.6 The following graph shows how the level of cash and instant access investments fluctuated in 2016/17, and the forecast levels of cash and instant access investments in 2017/18. The purpose of the graph is to illustrate that we always have a sufficient level of cash reserves to meet our immediate short term cash requirements.



3.7 Capita Asset Services Treasury is engaged by the Council as its Treasury Management consultants providing advice on investment, performance and regulations where necessary. In November Capita Asset Services, formerly part of Capita plc, was acquired by Link Group. The new brand name is Link Asset Services.

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 2017/18 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

31/03/17	52%	48%
30/06/17	100%	0%
30/09/17	62%	38%

This Prudential Indicator sets an upper limit on fixed interest rate exposures of 100% and variable interest rate exposures of 70% 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 £10m. As at the end of September the figures are as follows:

Date	Total investments	Sums invested for greater than 364 days	% of total investments
31/03/17	£21m	£10m	48%
30/06/17	£9m	£8m	89%
30/09/17	£26m	£9m	35%

Of the £9m invested for greater than 364 days, £7m of this is for 6 loans with durations of 365 or 367 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 £9m to £26m between June and September. The main reason for this increase is that some of the funds which were borrowed from the PWLB have been invested in the short term in order to produce a financial return until the funds are required to pay contractor invoices..

5 Corporate Implications

5.1 The budgeted income from investments for 2017/18 has been set at £100,000. Interest earned in the year to September is £63k, partly owing to the short term investment of the loan monies which will not continue for the full financial year. It is therefore likely that interest income for the year will exceed the budget by approximately £10,000.

Background Papers:	None
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SUBJECT:	<i>Installation of New Security Controls and Gates at London Road Depot</i>
REPORT OF:	<i>Cllr M Smith</i>
RESPONSIBLE OFFICER	<i>Chris Marchant</i>
REPORT AUTHOR	<i>Linda Newell Estates Manager</i>
WARD/S AFFECTED	<i>Amersham Town</i>

1. Purpose of Report

RECOMMENDATION:

That Cabinet note that Management Team has exercised its delegation to authorise further works on the barrier security system at London Road Depot.

To note that the Management Team has exercised its delegation to authorise further works on the barrier security system at the Depot in the sum of £15,000 utilising the same supplier as the current systems in place, Frontier Pitts. Purchase orders have been approved accordingly.

Background	None
Papers:	

SUBJECT:	<i>Exemption to the Joint Contracts Procedure Rules – Leisure Consultants</i>
REPORT OF:	<i>Director of Services – Steve Bambrick</i>
RESPONSIBLE OFFICER	<i>Head of Healthy Communities, Martin Holt</i>
REPORT AUTHOR	<i>Principal Leisure & Wellbeing Manager Paul Nanji 01494 732110</i>
WARD/S AFFECTED	<i>Not ward specific</i>

1. Purpose of Report

- 1.1 To report to Cabinet that an exemption to the joint Contracts Procedure Rules has been granted by Management Team.

RECOMMENDATION

That Cabinet note that Management Team agreed an Exemption to the Joint Contracts Procedure Rules, to permit Leisure Consultants Knight Kavanagh and Page to undertake the recent community consultation and feasibility studies in relation to the redevelopment of Chiltern Pools Leisure Centre.

2. Reasons for Recommendation

In order to comply with the joint Contracts Procedure Rules exemptions authorised by Management Team must be reported to the next appropriate Cabinet Meeting.

3. Content of report

- 3.1 The joint CDC / SBDC Contracts Procedure Rules set out the approach to dealing with all aspects of Procurement. They state at A6 that:

The Councils must comply with these Contracts Procedure rules at all times. However there are sometimes valid reasons why an exemption from one or more elements of these rules is required.

All exemptions must be formally approved by Management Team, and shall be reported to the next appropriate Cabinet meeting.

- 3.2 The Council is currently investigating redeveloping Chiltern Pools leisure centre site in to a new Leisure/Community facility.
- 3.3 In 2016 Knight Kavanagh and Page (KKP) secured works from the Council through a competitive tender process to undertake a Leisure Needs Feasibility study to replace Chiltern Pools. During the course of undertaking this work KKP gained specialist knowledge for the site also developing positive relationships with key stakeholders such as Lindfield Nursery, Amersham U3A and Amersham Community Association.

3.4 Given this specialist knowledge and the associated time delay of undertaking a tender process Management Team agreed on the 9th August 2017 to an exemption from the requirement to obtain competitive tenders, enabling the Council to instruct Knight, Kavanagh and Page to continue undertaking the additional consultation, business feasibility and design plans for the Chiltern Pools project.

4. Options

N/A.

5. Corporate Implications

Financial – KKP's fees will be met from allocated budgets to support the Chiltern Pools project.

6. Links to Council Policy Objectives

There are no direct links to the policy objectives.

Background Papers:	None except those referred to in the report.
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SUBJECT:	<i>Housing Options and Allocations Service –IT Provision</i>
REPORT OF:	<i>Councillor Liz Walsh – Portfolio Holder for Healthy Communities</i>
RESPONSIBLE OFFICER	<i>Martin Holt – Head of Healthy Communities</i>
REPORT AUTHOR	<i>Michael Veryard – Housing Manager (01494 732200) mveryard@chiltern.gov.uk</i>
WARD/S AFFECTED	<i>Not ward specific</i>

1. Purpose of Report

The purpose of this report is for Cabinet to note an exemption that has been made to the Joint Contract Procedure Rules

RECOMMENDATIONS

1. **That Cabinet note the exemption to the Joint Contract Procedure Rules that has been approved by Management Team.**

2. Content of Report

2.1 AVDC (Aylesbury Vale District Council), CDC (Chiltern District Council), SBDC (South Bucks District Council) and WDC (Wycombe District Council) currently jointly procure and utilise an external web-based software system delivered by Locata (Housing Services) Ltd to manage the housing register, allocations and homelessness services within each district. This countywide approach to procuring and operating the system has generated significant benefits including reduced costs, shared resources and regularly sharing of good practice and information.

2.2 The current agreement between the four district councils and Locata (Housing Services) Ltd comes to an end in January 2018 and the practitioners in the four District Councils have confirmed collectively that they wish to continue to utilise the system after that date.

2.3 The joint Chiltern District Council and South Bucks District Council Contracts Procedure Rules makes provision for an exemption to the rules. The rules require that any exemption must be approved by Management Team and shall be reported to the next appropriate Cabinet meeting for information.

2.4 Management Team has approved an exemption being made to the Contract Procedure Rules in accordance with Section A6 (Paragraphs 15 to 19) of the Rules in order for CDC (in partnership with the other District Councils) to proceed with entering into an Agreement with Locata (Housing Services) Ltd to continue to deliver the housing register, allocations and homelessness software requirements from January 2018.

2.5 Management Team approved the exemption for the following reasons:

- (i) The existing system delivered by Locata (Housing Services) Ltd works effectively and has been significantly enhanced to meet CDC's specific requirements. Locata are already

advanced in developing new enhancements to meet the requirements of the new Homelessness Reduction Act 2017 when it is implemented next year.

- (ii) CDC needs to ensure that a system is in place from January 2018 to continue to support its statutory homelessness and allocations duties.
- (iii) Locata (Housing Services) Ltd is a specialist provider of Choice Based Lettings, Housing Register and Homelessness Management systems. There are only a limited number of providers delivering these integrated systems and a lack of genuine competition with no indication that any other provider would deliver better value for money than Locata.
- (iv) A transition to a new system would require a commitment of significant resources (costs and staff time) and generate considerable disruption to customers during the process.
- (v) The existing system already delivers significant self-service benefits to customers and reflects the aspirations of the Customer Experience Strategy that is currently being taken forward.

2.6 In accordance with the Paragraph 16 of the Rules, this exemption is being reported to Cabinet for information.

3. Corporate Implications

Financial

The exemption has been agreed in accordance with the joint Contract Procedure Rules.

Legal

The continued provision of the current software system will ensure that the Council can continue to meet its statutory housing, allocations and homelessness responsibilities.

4 Links to Council Policy Objectives

Delivering cost- effective, customer- focused services

3 Next Step

CDC (in partnership with the other District Councils) will proceed with entering into a new Agreement with Locata (Housing Services) Ltd

Background Papers:	None other than those referred to in the report
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SUBJECT:	<i>Proposal to Deliver A Private Sector Leasing Scheme</i>
REPORT OF:	<i>Councillor Liz Walsh</i>
RESPONSIBLE OFFICER	<i>Martin Holt – Head of Healthy Communities</i>
REPORT AUTHOR	<i>Michael Veryard – Housing Manager (01494) 732200 mveryard@chiltern.gov.uk</i>
WARD/S AFFECTED	<i>All</i>

1. Purpose of Report

To seek approval to enter into an Agreement with Paradigm Housing to deliver a Private Sector Leasing Scheme

RECOMMENDATIONS

1. **That the Council agrees to the implementation of a Private Sector Leasing Scheme by Paradigm Housing to deliver temporary accommodation to meet the Council's statutory homelessness duties.**
2. **That delegated authority is given to the Head of Healthy Communities in consultation with the Portfolio Holder to enter into an Agreement with Paradigm Housing for the delivery of the Private Sector Leasing Scheme.**
3. **Note that Management Team has agreed an exemption from the Chiltern District Council and South Bucks District Council Contract Procedure Rules for the Agreement between the Council and Paradigm Housing for the delivery of the Private Sector Leasing Scheme.**
4. **That a further report is brought to Members in 12 months to update them on the progress of the scheme and its impact on the delivery of the Council's statutory homelessness duties.**

2. Executive Summary

Over the last three years, Chiltern District Council has faced rising demand for homelessness assistance and temporary accommodation. Although the Council uses Tom Scott House in Chesham to secure temporary accommodation when required, the rising demand means that this is often full. As a result, recent months the Council has increasingly relies on using costly B&B and Nightly-Booked accommodation to meet the Council's legal responsibilities. In addition to the high costs involved, the Council also faces the risk of legal challenge if homeless families are placed in B&B for over 6 weeks. It is proposed that the Council enters into a Service Level Agreement with Paradigm Housing to deliver a Private Sector Leasehold Scheme that will provide an alternative supply of temporary accommodation that will be directly let and managed by Paradigm.

3. Reasons for Recommendations

To provide an alternative source of temporary accommodation for Chiltern District Council to meet demands from homeless households

4. Content of Report

4.1 Part 7 (Homelessness) of the Housing Act 1996 places a legal duty on Chiltern District Council to secure emergency interim and temporary accommodation for homeless households in a range of circumstances. The Council currently meets this duty by using a range of accommodation options. As at 31st October 2017, the breakdown of temporary accommodation placements secured by the Council was as follows:

Tom Scott House	=	20
Bed and Breakfast (Shared Facilities)	=	18
Nightly booked (Self-contained)	=	1
Other	=	2

4.2 The Council primarily relies on Tom Scott House in Chesham as its primate source of temporary accommodation. This is a block of 20 flats and bedsits that is owned and managed by Paradigm Housing. However, the rising demand for homelessness assistance has meant that Tom Scott House is normally fully occupied at all times and any vacancies are filled immediately. Consequently, the Council is increasingly relying on B&B (Bed and Breakfast) and other Nightly-Booked accommodation to provide additional temporary accommodation to meet its legal homelessness duties. This has had a significant impact on the Council's budget. The cost to the Council over recent years has been as follows:

Cost of Temporary Accommodation (CDC)			
2014/15	2015/16	2016/17	2017/18
£60,857	£108,000	£173,000	£200,000 (Estimate)

This represents the net cost to the Housing budget after the receipt of any Housing Benefit contributions in respect of the household concerned.

4.3 Alongside the financial costs, B&B and other nightly booked accommodation can have a detrimental impact on the welfare of the household concerned, especially when the household is sharing facilities with others or having to relocate away from family, support, schools and employment. In particular, there is clear statutory guidance that B&B is not deemed suitable temporary accommodation for families with or expecting children. Councils who accommodate families in B&B for longer than 6 weeks face censure and fines from the Local Government Ombudsman.

4.4 The Chiltern District Council and South Bucks District Council Temporary Accommodation Framework document includes a commitment to explore alternative options to secure temporary accommodation. This aims to reduce the need for the Council to use B&B and other nightly booked accommodation and therefore reduce the impact on the Council's budget.

- 4.5 The Council has been working with Paradigm Housing to develop and implement a PSLS (Private Sector Leasing scheme) to deliver a supply of temporary accommodation. Paradigm Housing is an established PSLS provider that has been delivering schemes for a number of years in partnership with a range of Councils across North and West London and the Home Counties and currently works with over 600 landlords. PSLS works as follows:
- (i) Paradigm will lease the property from the owner (typically on a lease of 3 to 5 years) and pay the owner a regular leasehold fee
 - (ii) The Council will nominate a household which requires temporary accommodation
 - (iii) Paradigm will let the property to the Council nominee and this will meet the Council's legal temporary accommodation duty
 - (iv) Paradigm will enter into a tenancy agreement with the nominee and charge a rent that is no higher than the relevant LHA (Local Housing Allowance) rate (LHA sets the maximum level of Housing Benefit that is payable on a tenancy)
 - (v) The Council will pay a weekly management fee to Paradigm while the property is occupied by the nominee
 - (vi) Every time a nominee moves on, steps (ii) to (v) are repeated.
- 4.6 A PSLS will provide supply of temporary accommodation that the Council can use instead of having to utilise B&B and nightly booked housing. The structure of charges that will be made to the Council by Paradigm for delivering a scheme are summarised in **Appendix 1**. These charges reflect that Paradigm:
- will have to pay a regular leasehold fee to the property owner regardless of void periods or rental income,
 - is charging rents that are below market value (no higher than LHA rates),
 - is taking on the all the risks associated with rent arrears and tenancy management and
 - has to meet its own costs for delivering tenancy management etc..
- 4.7 A PSLS will not of itself directly reduce or resolve the demand for homelessness assistance or temporary accommodation. However, it will mean that the Council is better placed to manage the cost and quality of the temporary accommodation that it procures to meet its statutory homelessness duties.

5. Consultation

Not applicable

6. Options

6.1 Do not proceed with Private Sector Leasing Scheme

- 6.1.1 If the Council chooses not to proceed, then it will continue to have to rely significantly on B&B and Nightly –Booked accommodation to help meet its statutory homelessness duties for the immediate future. This will mean that the Council continues to incur significant costs

in securing temporary accommodation and will also continue to face the risk of legal challenge due to utilising B&B accommodation for families with children.

6.1.2 The Council is continuing to explore other options to secure alternative temporary accommodation and minimise costs. However, as PSLS involves working with existing properties and owners, it provides the opportunity to implement a scheme in a short space of time that have an immediate impact in reducing the use of B&B and Nightly-Booked Accommodation.

6.2 **Enter into Agreement with Paradigm to deliver Private Sector Leasing Scheme**

6.2.1 There are a range of Private Sector Leasing Schemes operated across the country by different providers. Paradigm Housing has the benefit of being an experienced PSLS provider with a strong local housing management presence and established links with the Council. This means that Paradigm is in a position to implement a PSLS within a short timescale if the Council agrees to proceed. As soon as Paradigm starts to procure properties for the scheme and to secure leases, the Council will immediately be able to start moving on existing clients from B&B and Nightly-Booked accommodation.

7. **Corporate Implications**

7.1 **Financial**

7.1.1 Although the Council would pay charges to Paradigm to deliver a PSLS, the costs involved should be significantly lower than those associated with using B&B and Nightly-Booked accommodation. **Appendix 2** sets down a comparison of the current costs being incurred by CDC and the potential costs associated with the PSLS by looking at:

- (i) a general cost comparison breakdown based on the size of temporary accommodation required by the household and
- (ii) an example of the potential cost reduction that would arise if the households in B&B and Nightly-Booked accommodation as at 31/10/17 were instead being accommodated by the PSLS.

7.1.2 The tables in **Appendix 2** are intended to give an indication of how cost reductions could potentially be made if CDC was support Paradigm in establishing a Private Sector Leasing Scheme. It is difficult to give a definitive figure for the estimated level of cost reduction as the number and type of households in temporary accommodation is continually changing. Many of the households in the example who were in accommodation as at 31/10/17 will move on before 6 months. However, it is likely that they will be replaced immediately by similar homeless households in need of temporary accommodation. Therefore, it is reasonable to use the position at 31/10/17 to provide an example of potential cost reduction which is £3,222.63 per household over a 6 month period.

7.1.3 Based on paragraph 7.1.2 above, if Paradigm was to procure 10 to 20 properties via the PSLS to provide temporary accommodation for the Council, then this would deliver potential cost reductions to the Council ranging from £32,226.30 (10 x £3,222.63) to £64,452.60 (20 x £3,222.63) over a 6 month period.

- 7.1.4 The actual level of cost reduction may be affected by a number of factors including:
- (i) The Council may be subject to additional fees (see Appendix 1) due to re-lets, voids or the Benefits Cap. However, measures will be in place to minimise the risk of this (see below).
 - (ii) The cost comparison is also based on the current Housing Benefit regulations whereby the Council directly administers and makes HB payments and is subsidised in turn by DWP (Department of Works and Pensions) for the payments made. HB payments made on a PSLS tenancy are not fully subsidised by the DWP. Currently, the HB subsidy on a tenancy let via a PSLS is capped at 90% of the Local Housing Allowance rate. In effect, this means that if the Council is paying full HB then it will have to meet a cost that is equivalent to the unsubsidised 10% of Local Housing Allowance rate. However, as Universal Credit is rolled out from 2018 this impact will start to reduce as a higher proportion of clients will receive their housing benefit costs direct from DWP within their Universal Credit payments.
 - (iii) In addition to the direct cost savings on temporary accommodation, there will also be associated reductions in officer time and costs. Officers across the Housing, Finance and Revenues and Benefits services currently undertake a range of tasks in making temporary accommodation placements, monitoring placements, setting and managing charges and chasing up outstanding payments. Under PSLS, much of this work will be taken on by Paradigm instead (e.g. Council Officers will no longer have to set up collect charges)
- 7.1.5 A key element of the PSLS is that the Council will have no responsibility for administering payments from tenants and for managing and pursuing debts. Paradigm will be responsible for managing the tenancy, administering the rent payments and dealing with (and bearing the cost of) any debts that arise. No debts will fall to the Council. The cost to the Council will be the charges payable to Paradigm as summarised in Appendix 1.
- 7.1.6 It is proposed that the Council's costs to Paradigm for operating the PSLS will be met from the existing temporary accommodation budget as the scheme is securing alternative provision to Bed and Breakfast and Nightly-Booked accommodation.
- 7.2 **Legal**
- 7.2.1 The proposed PSLS will directly support the Council to fulfil its statutory homelessness duties. It will also reduce the risk of the Council facing legal or Ombudsman challenge due to using inappropriate Bed and Breakfast accommodation.
- 7.2.2 The Council will have no direct legal interest in the ownership or letting of the properties. The leasehold agreement will be between Paradigm and the owner of the property. The tenancy agreement will be between Paradigm and the household. A Service Level Agreement will be in place between the Council and Paradigm setting down the terms of the PSLS and the respective duties and responsibilities of the two parties.
- 7.2.3 Section A6 of the Chiltern District Council and South Bucks District Council Contract Procedure Rules makes provision for exemptions to be made to one or more of the rules within the procedure. The rules require that any exemption must be approved by

Management Team and shall be reported to the next appropriate Cabinet meeting for information. Paragraph 17 summarises possible reasons for an exemption including:

- **Urgency** – Do not have sufficient time to comply with all of the rules
- **No genuine competition** – Only one organisation or individual can reasonably supply
- **Advantageous Terms** – An organisation offers terms that are significantly better than the industry norm and is unlikely to repeat these terms.

7.2.4 Management Team has approved an exemption being made to the Contract Procedure Rules in the event that the Council proceeds with entering into an Agreement with Paradigm Housing for the delivery of a Private Sector Leasing Scheme. It is considered that an exemption to the Contract Procedure Rules can be made in respect of this proposal because:

- (i) Paradigm Housing is an established PSLS provider with a significant stock and housing management presence across the Chiltern and South Bucks districts (including offices in Chesham and Wooburn Green). This means that Paradigm is better placed than other providers to deliver a local and responsive service that works effectively with the Council and local property owners.
- (ii) Currently, there are no other registered providers operating a PSLS locally in Chiltern and South Bucks or across Buckinghamshire as a whole.
- (iii) The pool of Registered Providers who operate PSLS is limited. Further afield, there are other Registered Providers who are delivering PSLS in and round London. However, none of these have any existing housing stock and PSLS in Buckinghamshire. Officers have reviewed other PSLS models whereby the Council might notionally be charged a lower management fee than that proposed by Paradigm. However, in these models, the benefit of a lower fee is outweighed by the fact that the Council retains responsibility for charging the tenant, collecting rent payments and taking on the risk of rent arrears etc. Overall, it is considered that the Paradigm PSLS provides better value because Paradigm takes on all the risks associated with managing the tenancies and rent accounts and dealing with arrears.
- (iv) In view of the current pressures on temporary accommodation and the associated costs there is an urgent need to establish a PSLS as soon as possible in order to provide a practical alternative to Bed and Breakfast and nightly booked accommodation.

7.3 Risks

7.3.1 Although the weekly Management Fee is a set amount, there is the risk that the Council will face additional costs if any of the other payments listed in **Appendix 1** are triggered. However, the Council will seek to avoid incurring **void costs** by ensuring that measures are in place for the early identification of a new tenant prior to the existing occupier leaving. In addition, the current joint Temporary Accommodation Framework Agreement makes provision for temporary accommodation in Chiltern DC to be made available to South Bucks DC (and vice versa) if the host Council is unable to nominate an applicant, which further reduces the risk of the Council incurring long term void costs.

7.3.2 For the other potential trigger payments:

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- **Re-let fees** – Although the Council may incur a re-let fee, this will be offset by the benefit of being able to accommodate another homeless household in the property concerned (with the associated cost saving etc.)
 - **Benefit Cap** – The Council will have to pay the Housing Benefit shortfall associated with any household subject to the Benefits Cap. However, although there is a risk that some larger households in PSLS will be subject to the Cap, a placement in the PSLS is still likely to be cheaper to the Council compared to placing the household in B&B or in Nightly-Booked accommodation. Officers will monitor the impact of the Benefits Cap on the PSLS scheme.

- 7.3.3 Ongoing welfare reforms and the phased introduction of Universal Credit may impact on the ability of applicants to meet rent payments. However, this will apply to any temporary accommodation provision and charges. As landlord, Paradigm will have direct responsibility for rent collection and for tackling rent arrears. The Council will not be responsible for this. It will work with Paradigm to monitor welfare reforms and ensure that tenants receive the appropriate advice and support to minimise the risk of arrears. If there are any major welfare reforms that directly impact on the viability of the scheme, the Council will review these with Paradigm and agree the way forward. The Service Level Agreement will make provision for ongoing joint reviews of the scheme.
- 7.3.4 It is possible that Paradigm will not be able to locate a sufficient number of local property owners who want to participate in the scheme. We will monitor implementation with Paradigm and review progress. As the Council will only incur costs once a property is procured or let, a failure to secure sufficient properties will not result in the Council incurring a direct cost, but will mean that a larger number of households remain in B&B or nightly booked accommodation.
- 7.3.5 The Council's commitment to pay charges to Paradigm will only come into effect for each property as and when it is procured and let by Paradigm. This commitment will apply for the period of the lease that Paradigm holds with the property owner which will typically be 3 to 5 years. The Agreement between the Council and Paradigm will include trigger points for the Council to review the scheme with Paradigm after a certain number of properties have been procured. At each trigger point, the Council will decide whether or not to instruct Paradigm to procure additional PSLS properties. This will ensure that the Council can ensure that no further properties are procured as and when it feels that the scheme has reached the maximum level of units required for the Council's needs.. The Agreement will also include a general break clause that will give both parties the option of terminating the Agreement if they wish to do so.
- 7.3.6 The forthcoming Homelessness Reduction Act (being implemented from April 2018) may impact on demand for the PSLS. However, in the short to medium term the Council is likely to face a continuing demand for temporary accommodation. There may be scope to work with Paradigm to utilise the PSLS to help the Council to meet some of its new homelessness prevention and relief duties.

8. Links to Council Policy Objectives

- 1. Delivering cost- effective, customer- focused services**
- 2. Working towards safe and healthier local communities**

9. Next Step

The Council will enter into a Service Level Agreement with Paradigm Housing to implement a Private Sector Leasing Scheme in Chiltern.

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

Document is Restricted

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

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SUBJECT:	<i>Grounds Maintenance & Associated Services for CDC & SBDC</i>
REPORT OF:	<i>Cabinet Portfolio Holder - Councillor Smith</i>
RESPONSIBLE OFFICER	<i>Head of Environment, Chris Marchant</i>
REPORT AUTHOR	<i>Kevin Kelly, Facilities Manager, 01494 586814 kkelly@chiltern.gov.uk</i>
WARD/S AFFECTED	<i>All</i>

1. Purpose of report

To agree to award a new contract for the supply of grounds maintenance and associated services, from 1st April 2018 for Chiltern and South Bucks District Councils.

Recommendations

- 1. That the joint contract for the supply of grounds maintenance and associated services as described in the contract documentation, be awarded to the contractor who has submitted the highest scoring tender as described in Part 2 of the Officers' report to commence on 1 April 2018 for an initial period of 6 years (subject to extension as provided for in the contract) at the price set out in the said report;**
- 2. That Authority be granted to the Head of Environment in consultation with the Head of Legal and Democratic Services to approve the detailed terms of the contract; and**
- 3. That the decision be conditional upon South Bucks District Council making a similar decision to award the contract to the contractor who has submitted the highest scoring tender.**

2. Executive summary

The Councils' two current contracts for the supply of grounds maintenance services across five areas finish on 31st March 2018; 1. SPMG, 2. Cemeteries, 3. Car Parks, 4. Green Spaces and 5. Winter Weather Work. The incumbent suppliers are:

- Gavin Jones, deploys five full-time gardeners to supply services to SPMG
- John O'Conner (Grounds Maintenance) Limited deploys up to four operatives as necessary to supply services to both SBDC and CDC for Cemeteries, Car Parks, Green Spaces and Winter Weather Work

To secure the supply of grounds maintenance services from 1st April 2018, and after a thorough procurement, the Evaluation Panel (the Panel) recommend the award of one contract to the highest scoring bidder for up to a maximum of ten years. The initial

duration would be six years with the option to extend for another four, subject to results and performance.

The tendered price is for a programme of planned work over the maximum ten-year duration, for the five lots, based, along with their equipment, at the SPMG workshop.

The contract also covers reactive work, some which would be included in the tendered price when sufficient capacity and suitable expertise is available from the dedicated pool of labour. In addition, the contract provides for the supply of associated specialist services, such as tree inspections and surgery, and the installation of street name plates.

The current spend (budget) is £3,380,000 for 10 years. Additional consumables are estimated to be £50,000 per year (£500,000 over 10 years). Officers expect the new contract to achieve a cash saving of approximately £45,000 a year, potentially £450,000 over the maximum ten-year duration.

3. Reasons for recommendations

To secure a flexible and efficient supply of grounds maintenance services that will satisfy the needs of those who expect to benefit from the use and visual appeal of SPMG and the Councils Cemeteries, Car Parks and Green Spaces.

4. Content of report

Background

The two incumbent suppliers predominately supply grounds maintenance services using a planned programme of work.

- John O'Conner Cemeteries, Car Parks, Green Spaces and Winter Weather Work

current duration	1 st April 2010 to 31 st March 2018
extensions	three years from 1 st April 2015
est. 12 mth spend	£48,000 (SBDC – 2017/18)
est. 12 mth spend	£77,000 (CDC – 2017/18)
- Gavin Jones Stoke Poges Memorial Gardens (SPMG)

current duration	1 st December 2017 to 31 st March 2018 ¹
previous duration	1 st December 2007 to 30 th November 2017
previous extensions	four years from 1 st December 2013
est. 12 mth spend	£200,000 (SBDC)

They also supply additional grounds maintenance services to satisfy specialist or reactive needs to each area if, at the time of the need, the necessary capacity or relevant expertise is not available. Such services include:

- tree inspections by a qualified Arborist (est. 2017/18 £ 4,000)
- tree surgery by a qualified Arborist (est. 2017/18 £25,000)
- installation of street name plates (est. 2017/18 £ 3,500)

Suggested solutions

The most effective solution would be one supplier to supply all the Councils' grounds maintenance services in five lots; 1. SPMG, 2. Cemeteries, 3. Car Parks, 4. Green Spaces and 5. Winter Weather Work

Officers recommended the award of a contract for an initial six years with, at the Councils' discretion, an option to extend for another four years, a maximum duration of ten years. The award of one contract would result in a dedicated pool of operatives, as employees are eligible to transfer under the TUPE regulations (from Gavin Jones and from John O'Conner).

Adverts in the OJEU and Contracts Finder resulted in 14 Requests to Participate. On evaluation five were valid and achieved an evaluation score over the minimum threshold. These five potential suppliers were invited to return a tender. Two of the five pulled out, the remaining three potential suppliers returned valid tenders. The result of officers' evaluation of these tenders was to invite all three to present their tenders on 22nd November 2017. The evaluation of tenders, preparation for the presentations and the presentations themselves enabled officers to clarify any ambiguous or important aspects of each tender and presentation.

The result of officers' evaluation is a recommendation for the Councils to award a contract for the supply of grounds maintenance and associated services over five lots to the highest scoring bidder. The contract would start on 1st April 2018 and run to 31st March 2024 for an initial six years, with a possible four-year extension from 1st April 2024 to 31st March 2028.

5. Consultation

No internal consultation was necessary. The responsibility to consult with employees eligible to transfer under the TUPE is that of the two incumbent suppliers.

6. Options

The evaluation panel decided to award one contract, the background is contained in the part 2 of the report.

7. Corporate implications

This report encompasses:

- **Finance**; there are no material financial impacts or considerations as we expect the contract to be cost neutral and at best achieve a small saving
- **Legal**; while intimately involved throughout the procurement process they would scrutinise and approve the final contract, after approval and before being signed

**Chiltern District Council
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- **Environment**, there would be an increased focus on habitats, the purchase, use and consumption of chemicals, disposal and recycling of waste, especially green waste

8. Links to Council Policy Objectives

This matter contributes to the Councils objective of supplying cost-effective, customer focused services.

9. Next step

Following the approval of Delegated Authority to the Head of Environment the proposed supplier will have time to prepare and mobilise for the contract starting on 01.04.2018

Background Papers:	None other than those referred to in the report
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By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

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CHILTERN DISTRICT COUNCIL

MINUTES of the Meeting of the
CHILTERN & SOUTH BUCKS JOINT COMMITTEE
held on **11 SEPTEMBER 2017**

PRESENT: Councillor R Bagge - Chairman

Councillors: N Naylor
L Sullivan
I A Darby
P E C Martin
M R Smith
F S Wilson

APOLOGIES FOR ABSENCE were received from Councillors T Egleton, P Kelly, M J Stannard and E A Walsh

ALSO IN ATTENDANCE: Councillors D Phillips and J Wertheim

18 DECLARATIONS OF INTEREST

There were no declarations of interest.

19 EXCLUSION OF THE PUBLIC

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

Paragraph 5 Information in respect of which a claim to legal professional privilege could be maintained in legal proceedings.

20 PROPOSED PUBLICATION OF DRAFT REPORT ON NORTHERN EXTENSION OF SLOUGH BY SLOUGH BOROUGH COUNCIL

The Joint Committee received a report which informed members about Slough Borough Council's intention to publish a draft report commissioned through consultant, Atkins, setting out details of their proposed northern extension of Slough within South Bucks District and consider what action should be taken in response.

Approval for this item to be considered in private by the Joint Committee on 11 September 2017 was received from Councillor Malcolm Bradford (Chairman of South Bucks District Council Overview and Scrutiny Committee) and Councillor Julie Burton (Chairman of Chiltern District Council Services Overview Committee) who agreed that the item was urgent and could not reasonably be deferred.

It was noted that the report was also due to be considered by South Bucks District Council's Cabinet following the conclusion of this meeting on 12 September 2017.

The Joint Committee expressed considerable concern about Slough Borough Council's intention to publish the draft Atkins report in its current form. It was considered that in doing so Slough Borough Council was acting outside of its relevant statutory powers, due process and the Duty to Cooperate and as if they were the Local Planning Authority and Highway Authority for South Bucks District.

Members acknowledged that Slough Borough Council can lawfully promote or support development of land outside its administrative boundary where this is in the interest of its own borough and to commission and assemble an evidence base to support this. However, it was noted that the form and content of the draft Atkins report is far removed from a collation of evidence demonstrating the in-principle acceptability of a Northern Extension or informing the wording of policy.

As a result Members were concerned that Slough Borough Council were not acting in the public interest by publishing the draft report and could cause confusion and mislead the public, organisations, landowners and developers including potentially falsely encouraging the incurring of costs and investment. They also noted that South Bucks and Chiltern District Councils and Bucks County Councils, are being forced to respond to Slough Borough Council's actions outside of due process which is deflecting resources away from local plan preparation.

It was noted that the Planning Policy Manager had raised these concerns with his counterpart at Slough Borough Council and submitted detailed comments on the draft report. Bucks County Council had also submitted comments in their statutory role for strategic planning on highways, transport, flooding, education and minerals and waste matters. Slough Borough Council had also been asked to identify which statutory powers they relied on in commissioning the draft report and how in its current form, the report was a rational exercise or any such power in view of the confusion it will give rise to. It was noted that in response Slough Borough Council stated that having taken legal advice there was nothing to prevent them producing the Atkins

report in its current form and that they intended to make it public at some stage after a forthcoming Duty to Cooperate meeting.

The Planning Policy Manager updated the Joint Committee on discussions with his counterpart at Slough Borough Council regarding a statement summarising the Councils' concerns about the draft Atkins report and subject to agreement could accompany any future publication.

The Joint Committee stressed the importance of ensuring that residents are kept informed of the Councils' position on this matter.

Having carefully considered the options for action set out in the committee report and having regard to the importance of both protecting the interests of its inhabitants and the Duty to Cooperate process, that in order, if possible, to avoid litigation on this matter , the Joint Committee **RESOLVED**

- 1) to seek a written undertaking that Slough Borough Council will not publish the draft Atkins report in its current form until it has been appropriately amended by adding a Cover Note in a prominent position at the front of all copies of the document after its covering page.
- 2) that the Head of Legal and Democratic Services in consultation with the Head of Sustainable Development and the respective Portfolio Holders for Sustainable Development be authorised to take legal proceedings under section 222 of the Local Government Act 1972 in relation to Slough Borough Council's actions to promote a Northern Extension to Slough in South Bucks District if considered expedient to promote or protect the interests of the inhabitants of the Councils' area.
- 3) that it was to be considered expedient under 2 above if Slough Borough Council fail to agree the Councils' requirements regarding publication of the draft Atkins report.
- 4) that the costs of any legal proceedings are shared in the same way as the costs of the Joint Local Plan.

The meeting ended at 7.17 pm

**CHILTERN DISTRICT COUNCIL
SOUTH BUCKS DISTRICT COUNCIL**

MINUTES of the Meeting of the
CHILTERN & SOUTH BUCKS JOINT COMMITTEE
held on **7 NOVEMBER 2017**

PRESENT: Councillor N Naylor - Chairman

Councillors:

- T Egleton
- P Kelly
- L Sullivan
- I A Darby
- P E C Martin
- M R Smith
- M J Stannard
- F S Wilson
- E A Walsh
- D Smith
- B Gibbs

ALSO IN ATTENDANCE: Councillors J L Gladwin, M J Harrold, J E MacBean and D W Phillips, R Sangster, and W Matthews.

1 MINUTES

The minutes of the meeting of the Joint Committee held on 24 July 2017 and 11 September 2017 were agreed by the Committee and signed by the Chairman as a correct record.

2 DECLARATIONS OF INTEREST

Councillor P Kelly declared a personal interest in item 5 on the agenda and would withdraw from the meeting for the duration of the item. Nature of interest - Councillor P Kelly was a Councillor at Slough Borough Council.

3 UPDATE ON THE LOCAL PLAN

The Planning Policy Manager informed Members that there were three purposes to the report. Firstly, for Members to consider a revised Local Development Scheme (LDS) and secondly, to inform Members of the direction of travel for the Local Plan. It was noted that the Committee would not be making a decision on the direction of travel at this meeting. The final aspect of the report asked that the Committee support incentives to recruit and retain Planning Policy staff.

With regards to the LDS timetable, Members heard that the current timetable for the Local Plan could not be met due to matters set out in the report and on the Councils' websites. Further evidence base work was needed, as well as duty to co-operate issues to be progressed. This included continuing discussions on the infrastructure delivery schedule with Bucks County Council (BCC) for highways and education, the Chiltern Clinical Commissioning Group (CCCG) and utilities companies. It was noted that further work was to be done on transport modelling and a strategic flooding assessment. The Planning Policy Manager informed the Committee that there was also a need to 'future proof' the timetable due to anticipated central government introduction of a national methodology for determining housing need and changes to the National Planning Policy Framework in spring 2018. Members were advised that the revised LDS timetable was challenging but realistic.

The report also provided an update on the Local Plan, and Green Belt Preferred Options which were detailed at Appendix 1 of the report. It was noted that further evidence base documents were being prepared and would be published on the Councils websites to provide a direction of travel for the emerging Local Plan as soon as they were available. It was reiterated that no decisions were to be made on the direction of travel or preferred options sites at this meeting.

The Committee received an update on staffing, and that the aim of recommendations 4 and 5 of the report was to retain and attract staff.

Members questioned as to whether green belt land could be safeguarded within the green belt, and were informed that land could only be safeguarded for development once it was taken out of the green belt. Members asked for further clarification of the meaning of the term safeguarding in relation to planning policy and were advised that this was terminology used by central government. Safeguarded land was said to be land taken out of the greenbelt that would be suitable for development at a point in time in the future. In response to a question on the continuing infrastructure delivery work with the CCCG, Members were advised that officers were looking at where there may be a need for additional health facilities and land that could be used for these facilities if necessary. The Committee recognised the difficulty of staff retention in the service, an issue which had been exacerbated by the number of local authorities developing Local Plans and demand for planning policy experts.

RESOLVED:

- 1. That a revised Local Development Scheme for both Councils' be approved so that:**

- a) Regulation 19 public consultation aims to commence in June/July 2018;
 - b) Submission is aimed to occur in December 2018;
 - c) Examination be sought in June 2019; and
 - d) Adoption is aimed in November 2019.

2. That the revised Local Development Scheme timetable be published on both Council websites.

3. That the following documents contained on both Council websites as part of the emerging Local Plan evidence base and how these inform the 'direction of travel' for the Local Plan, be noted:
 - a) Green Belt Development Options Appraisal: Post Preferred Green Belt Options Consultation
 - b) Draft Infrastructure Delivery Schedule: Post Preferred Green Belt Options Consultation
 - c) Duty to Co-operate Position Statement
 - d) Summary Responses to Green Belt Preferred Options Consultation

4. That the current Retention Bonus for Planning Policy officers be amended to be as follows:

“Offer officers within the Chiltern/South Bucks Planning Policy team as at 19th December 2016 a retention bonus of up to £5000 each and any new staff an appropriate bonus of up to £5000, to be paid in June/July 2018 provided that they remain in either Council’s employment in the Planning Policy Team until 31 May 2018 and provided that the Council is able to avoid Local Plan intervention by the Government at that point in time. The payment to be pro rata from any point or period from 1 January 2016 for:

 - any part-time staff;
 - staff who have performed unsatisfactorily;
 - staff who have only been employed for part of the qualifying period in 2016/17 subject to the terms of their appointment;
 - staff who have been on long term absence during the qualifying period.”

5. That the principle of incentivising retention of Planning Policy officers beyond 1st June 2018 be supported, and the Joint Staffing Committee be asked to consider how best to achieve

this in the light of existing and anticipated market conditions at the time.

Note 1: Councillor P Kelly left the meeting for the consideration of agenda item 5 (minute item 3).

4 CUSTOMER EXPERIENCE STRATEGY OUTLINE BUSINESS CASE

The purpose of the report was for the Joint Committee to consider the outline business case for change, following agreement of the Customer Experience Strategy in April 2017. The Committee received a presentation on the outcome of the outline business case stage of the programme.

The outline business case highlighted that one of the elements of the programme would be the opportunity for each customer to have a Customer Account if they wished, which would be accessible at any time from any device. From this account, the user could receive news and information relevant to them, report an issue, and make an application. By way of example, the customer would be able to make an application online for housing benefit via a webform. The account would also mean less use of back office systems and staff time in that customer data could be stored, accessed and analysed by staff as part of developing customer insight, to tailor services to the customer's needs. The Head of Customer Services informed Members that they could have their own Councillor Account to see for example reported incidents in their ward.

Several benefits of the programme were outlined which included a channel shift to lower cost contact channels; achieving the channel shift target as per the report was said to potentially deliver financial benefits of £165,000 per annum. A further benefit reported was the centralisation and transformation of customer contact, with a large focus on the customer query being resolved at the first point of contact. It was projected that 9.5 FTE would move across to the Customer Services Team and that there would be a reduction of 14.8 FTE across all service areas for both Councils. Through achieving this centralisation, it was reported that the Councils would make an estimate of £351,000 savings per annum, making the total potential savings in excess of £500,000. The anticipated costs of the development of the full business case, as well as delivery, were detailed in the report.

Members were advised that the programme plan was a three phased approach with the programme scheduled to be completed in autumn 2019. The Committee were informed of the next steps for the programme which, following the decision on the outline business case by the Joint Committee, would include staff and Member communications, and the development of a full business case which would look at further data analysis and the full requirements for technology going forward with a view to procurement. The

full business case would then be brought to the Joint Committee to make a decision on procurement and implementation of the programme. During the full business case development, a Joint Member Working Group would be set up to support the programme.

In response to a question as to whether Members would be able to see planning applications outside of their neighbourhood, Members were advised that the finer details of the Councillor Account would be looked into in the full business case stage. Members were concerned that the implementation of the programme would conflict with the progress of the Local Plan, and it was reported that the programme plan was currently in its draft stage and Members were assured that the programme timescale would be assessed to best fit with other Council projects. A further concern was raised regarding customers without access to a computer and the Committee were advised that the Councils would not close down any of the current channels of contact. It was heard that the channel shift would encourage those who were able to access services online to be able to do so, which would subsequently free up staff time to support customers that prefer to visit the Council Offices. Nobody would be left behind by these changes.

RESOLVED:

- 1. That the outline business case and potential benefits and costs be noted.**
- 2. That the development of a full business case be approved and the associated costs of £88,962 be funded from the Councils' reserves.**
- 3. That a total £417,000 be added to the Capital Programmes for 2018/19 for the costs of technology and the implementation team.**
- 4. That the costs of support and maintenance for the software procured be included in future years' revenue budget.**
- 5. That it be noted that Management Team have agreed an exemption to the Joint Contract Procedure Rules to enable 4OC to be commissioned to support the full business case stage.**

Note 2: Councillor P Kelly re-entered the meeting at 18:48 for the consideration of agenda item 6 (minute item 4).

5 JOINT WORKING ANNUAL REPORT 2017 AND PROGRAMME UPDATE

It was agreed by the Committee that items 7 and 8 on the Agenda be considered together.

The report presented to the Joint Committee was the fifth joint working annual report. The report described the achievements of the last year and the key features of the planned joint working in the coming year. Throughout the last year, the Councils had seen the completion of all service reviews. This included the largest service, planning, which was now in the implementation phase. Total savings for the Councils following the programme of service reviews were over £1.9M. It was noted that all staff were now on harmonised terms and conditions.

The Director of Resources informed the Committee that a number of the Councils' joint teams had been nominated for a number of national awards. Members were pleased that the hard work and achievements of staff had been recognised nationally.

Members were advised that the next phase of joint working was the transformation phase and that the customer service programme would bring this transformation to life. The mobile working programme was at Appendix 1 to the report. It was noted that flexible home working had been successfully rolled out to three service areas, namely, Legal and Democratic Services, Human Resources and Building Control. Regarding the accommodation project, it was noted that the project would come to a conclusion in December 2017 once planning staff had moved from Capswood to King George V House, and operations at Capswood had slimmed down to a single building.

The Director of Resources advised the Committee that all members of staff were at the heart of the success for the joint working programme, supported by the Values & Behaviours and Unwritten Ground Rules that staff had helped develop. This was helping establish and embed a single culture across the organisation.

Members enquired as to the current progress of mobile and flexible working in the services where mobile working had been rolled out, and were informed that staff could work at either Council office or at home and that the virtual desktop would be introduced imminently. The Committee commended the hard work of staff for making the joint working programme a huge success.

RESOLVED:

That the Joint Working Annual Report 2017 and the Joint Working Programme Update be noted.

The meeting ended at 7.23 pm



MINUTES of the Meeting of the
**CHILTERN, SOUTH BUCKS & WYCOMBE JOINT WASTE COLLECTION
 COMMITTEE**

held on **15 AUGUST 2017**
 at **CHILTERN DISTRICT COUNCIL**

PRESENT:

Councillors: M R Smith (Chiltern District Council), C M Jones (Chiltern District Council), J Adey (Wycombe District Council), G Hall (Wycombe District Council) and L Sullivan (South Bucks District Council)

Officers: S Gordon (CDC), C Hughes (WDC), C Marchant (CDC & SBDC), S Markham (CDC) and N Stannett (Wycombe District Council)

69 ELECTION OF CHAIRMAN

It was proposed by Councillor L Sullivan, seconded by Councillor J Adey and **RESOLVED** that Councillor M Smith be elected Chairman of the Joint Waste Collection Committee for 2017/18.

70 APPOINTMENT OF VICE CHAIRMAN

It was proposed by Councillor M Smith, seconded by Councillor J Adey and **RESOLVED** that Councillor L Sullivan be appointed Vice Chairman of the Joint Waste Collection Committee for 2017/18.

71 MINUTES

The Minutes of the meeting held on the 10 April 2017 were agreed by the Committee and signed by the Chairman as a correct record.

72 DECLARATIONS OF INTEREST

There were no declarations of interest.

73 PRESENTATION ON SERVICES AND CONTRACTS

The presentation covered several key areas including the general background to and governance arrangements of the Committee, an overview of the services, as well as challenges and key statistics relating to the service. It was heard that the Joint Waste Collection Committee formed in December 2012 following Chiltern and Wycombe District Council's procurement of a shared waste and cleansing contract, forming the joint waste team. The South Bucks District Council (SBDC) contract with Biffa commenced in 2007 and was said to end in October 2021. Members were informed that, with regards to the two contracts, Members could only vote on matters concerning their respective contract.

In response to a question from Members as to what exactly could be recycled and where, the Committee were informed that Chiltern, Wycombe, and South Bucks residents could recycle household products in the same way. There was the exception of corrugated cardboard for the South Bucks District which, due to the disposal contract arrangements, could not be recycled with paper and white cardboard. It was clarified that brown cardboard was recycled into further corrugated cardboard. Members suggested that information on some household products that cannot be recycled, for instance, shredded paper, should be highlighted to residents.

74 WASTE SERVICE HIGHLIGHT REPORT

The Committee considered a report providing an overview of the joint waste service for the period from January 2017 to March 2017. The report included the budget, key targets, customer contact and health and safety statistics, as well as formal complaints. The risk register was at Appendix 1 which flagged up one risk to Members as high impact and related to a potential increase in contract costs. During the discussion, the following key points were made:

- that there was a need to promote that, historically, certain waste products taken to a recycling centre could in fact be collected on the doorstep; and
- that incentives to retain waste vehicle drivers be reviewed, as well as look at the potential extension of the Local Authorities' key worker eligibility criteria to include waste vehicle drivers.

It was noted that the customer contact statistics were similar for both services. With regards to the Contractor Health & Safety Statistics, Members noted that Serco's numbers of near miss reports had increased and that the number of accidents had decreased.

The Head of Environment informed the Committee that the format of the Waste Service Highlight Report would be amended to include further information that would give Members an insight into the whole customer

journey; this information would include for instance, the numbers of web hits and online forms completed by customers.

RESOLVED:

That the report be noted.

75 LITTER STRATEGY

Members were informed that on 10 April 2017 the government released the Litter Strategy for England and were asked to welcome the proposed approach set out in the strategy. The Committee were advised that the strategy was a call for action and would assist in meeting the Councils objectives of working towards clean, safe and healthy cohesive communities.

Members enquired as to how waste collectors recognised that collected waste had been placed into the correct bags, and it was suggested that clear bags could be piloted in an area of the South Bucks District and publicised to promote good waste and recycling practices. Members advised that the Town & Parishes hold litter clean up days and that it would be useful to have a record of these clean-up sessions so that resources can be coordinated efficiently. By way of example, the District Councils could organise litter clean-up sessions when the Town & Parishes are unable to carry out the sessions and vice versa to avoid duplicating work.

With regards to the 'Next Steps' detailed in the report, it was noted that Members could take their ideas for implementation of the Litter Strategy forward before the government release further guidance on how implement the strategy.

RESOLVED:

(1) that the Litter Strategy be noted and the proposals in the consultation document be broadly welcomed; and

(2) that a further detailed report on options for implementing some of the recommendations within the strategy be brought to a future meeting of the Joint Waste Collection Committee.

76 FIGHTING FOOD WASTE PROJECT

The Committee received a report updating Members on the Council's approach to the county wide Fighting Food Waste Project that will be delivered by the Waste Partnership for Buckinghamshire. Members were

informed that any plastic bags could now be used by residents to rid food waste (except for bin bags and bags for life), which could potentially help to promote use of the food waste bin. Residents would receive a leaflet, sticker and plastic caddy liners in autumn, and it was noted that the County Council's Communications Team would help produce the literature sent to residents.

RESOLVED:

That the report be noted.

77 EXCLUSION OF THE PUBLIC:

RESOLVED –

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

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

78 CONTRACT UPDATE

The Committee were informed of a project to review the contract options for the three authorities going forward. It was noted that the final decision on contracts would be presented to the Cabinets of the constituent councils.

RESOLVED:

That the report and project to review the contract options be noted.

The meeting ended at 11.40 am

MINUTES of the Meeting of the
CHILTERN CREMATORIUM JOINT COMMITTEE

held on **19 JUNE 2017**

at Cabinet Room, King George V House, King George V Road, Amersham at
4.30 pm

PRESENT

Councillors	M R Smith	CDC	- Chairman
	H Mordue	AVDC	- Vice-Chairman
	G Peart	WDC	
	J Ward	AVDC	

APOLOGIES FOR ABSENCE were received from Councillors P E C Martin (Chiltern District Council) and D Barnes (Wycombe District Council).

45 MINUTES OF PREVIOUS MEETING

The Minutes of the meeting of the Chilterns Crematorium Joint Committee held on 15 February were agreed and signed by the Chairman as a correct record.

46 DECLARATIONS OF INTEREST

There were no declarations of interest.

47 ANNUAL REPORT

Members considered the sixty second annual report of the Joint Committee. The Superintendent highlighted key points of the report which included but was not limited to, the fact that Slough's refurbishment works had increased customers at the crematorium for a period. Further, that there had been a change from roses to shrubs (which deer were less likely to eat), as deer had previously caused damage to memorial roses; the decision to move to shrubs had been successful. Past nominated charities were also listed in the report for information. Appendix 1 indicated the crematorium staffing structure as of 31 March 2017, and Appendix 2 detailed the new structure from 1 May 2017.

RESOLVED:

That the report be noted.

48 FINANCIAL STATEMENTS 2016/2017

Members considered a report detailing the financial outturn information for the Chilterns Crematorium for 2016/17. Members were informed that there was an operating surplus of £1,225,224 which added to the reserves for the Joint Committee. It was noted that the vast majority of the reserves were set aside for the costs of the new Aylesbury Crematorium which were summarised in Table 3.3 of the report. A more detailed breakdown of income and expenditure was provided in Appendix 1.

RESOLVED:

- **that the financial outturn position for the year ended 31 March 2017 be noted; and**
- **that the accumulated revenue surplus be retained by the Joint Committee for future capital investment.**

49 BRANDING FOR NEW CREMATORIUM

The Design and Marketing Officer asked Members for feedback on the proposed colour scheme for the branding for both the Chilterns and Aylesbury Crematoriums, which had also been considered by the project board earlier in the month. The Joint Committee suggested amendments to the colour of the logo and website using darker greens from the colour palette presented.

RESOLVED:

That the proposed branding be approved.

50 EXCLUSION OF THE PUBLIC**RESOLVED –**

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

51 AYLESBURY CREMATORIUM PROJECT UPDATE REPORT

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

The Joint Committee received an update on the progress of the Aylesbury Crematorium project. It was noted that the new fence had been erected and that the newts had been rehomed. Members were informed that with regards to staffing already approved by the Committee, recruitment processes now needed to be put in place.

RESOLVED:

- 1. that the report provided for information be noted;**
- 2. that for the reasons outlined in the report, the two part time clerical assistant posts (one full time equivalent) already approved for the Aylesbury Crematorium be recruited once the tenders are returned and it is known the project is definitely going ahead; and**
- 3. that the amended staff structure for Aylesbury (Appendix D) upgrading one of the crematorium attendants' posts to crematorium supervisor be approved.**

The meeting ended at 5.10 pm

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

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