

**Publication
Date:
19 December
2017**

CHILTERN DISTRICT COUNCIL

**MINUTES of the CABINET (CDC)
held on 12 DECEMBER 2017**

PRESENT Councillors I Darby - Leader
P Martin
M Smith
E Walsh
F Wilson

APOLOGIES FOR ABSENCE were received from Councillor M Stannard

41 MINUTES

The Minutes of the Cabinet meeting held on 19 September 2017 were approved and signed by the Cabinet Leader as a correct record.

42 DECLARATIONS OF INTEREST

There were no declarations of interest.

43 28 DAY NOTICES

The Cabinet reviewed the 28-Day Notice for the next meeting of the Cabinet on 6 February 2018, and Chiltern & South Bucks Joint Committee on 20 February 2018, and

RESOLVED:

That the draft 28 Day Notices be noted.

44 CURRENT ISSUES

(i) Councillor I Darby – Change to the Cabinet Portfolio for Planning and Economic Development

The Leader confirmed that the Cabinet Portfolio for Sustainable Development now included responsibility for economic development (previously within the Leader's Portfolio), and would be known as the Cabinet Portfolio for Planning and Economic Development. This changed took effect on 30 November 2017.

(ii) Councillor L Walsh – Chiltern & South Bucks Lottery

Councillor Walsh provided an update on the lottery, which supported local community groups. The importance of promoting the lottery as widely as possible was recognised, and it was suggested that another conference be held to promote the scheme. It was also suggested that the lottery could also be promoted at the Chairman's Reception in March and other Council events.

(iii) Councillor M Smith - Amersham Multi-Storey Car Park

Councillor Smith advised that part of Amersham Multi-storey car park had been closed whilst building work was taking place. This was only a temporary measure whilst the expansion of the car park was taking place. Once the building work had been completed in November 2018 there would be additional parking available to residents at the site. In the meantime active steps were being taken to manage the available parking in Amersham and where possible provide additional temporary capacity.

Waste Collections

In light of the recent inclement weather, waste collections on 11 & 12 December had been suspended due to safety concerns arising from ice on side roads. It was anticipated that waste collections would resume on 13 December, except for green waste collections which had been suspended to help waste crews catch up on the collection of refuse, recycling and food waste. Subscriptions to the green waste service would be appropriately extended in recognition of this. Bring sites had also recently been emptied to enable residents to continue to dispose of their recycling.

It was noted that recycling side waste would be collected over the Christmas period, and that refuse side waste would also be collected temporarily for a few days once collections had resumed. Thanks were expressed to the waste collection crews for their efforts to continue to collect street waste despite the recent weather conditions.

45 BUDGET REPORT 2018/19

The Cabinet reviewed the draft revenue budget for 2018/19 and in doing so considered the background to the Council's revenue budget position over the medium term, and noted the following key points.

- There was a 2.3% net increase in expenditure for 2018/19.
- During the budget review £525,000 of budget reductions and additional income had been identified.
- 2018/19 was the first year that a staff pay award would be decided locally by the Councils' Joint Staffing Committee (JSC) and a 1% cost of living increase had been included in the draft budget. Members suggested that it would be prudent to include 2%, and noted that the JSC offer would be reflected in final budget to be considered by Members in February 2018.
- The Council was undertaking borrowing related to the construction of the Amersham Multi Storey Car Park extension and the costs of which had been included in the budget.
- The Council Tax base had increased by 1%, and a £5 increase (Band D equivalent) had been included in the draft budget.
- It was proposed that a revenue surplus in the draft budget of £842,000 would be added to reserves with the levels of each earmarked reserve to be agreed by Cabinet and Council in February 2018 with regard to the comments from the recent meeting of the Support Services Policy Advisory Group.

RESOLVED:

That the draft revenue service budget for 2018/19 be noted.

46 TREASURY MANAGEMENT - QUARTERLY REPORT QUARTER 2 2017/18

The Cabinet considered the quarterly report which detailed the operation of the Council's treasury management function. This quarter saw the Council undertaking external borrowing from the Public Works Loan Board. It was noted that interest from income received during the year was likely to exceed the forecast by £10,000.

RESOLVED:

That the treasury management performance for quarter two 2017/18 be noted.

47 INSTALLATION OF NEW SECURITY CONTROLS AND GATES AT LONDON ROAD DEPOT

In accordance with the requirements of the Council's Joint Contracts Procedure Rules, the Cabinet

RESOLVED:

To note that Management Team had agreed an exemption to the Joint contracts Procedure Rules to permit further works on the barrier security system at London Road Depot to be carried out by the existing supplier, Frontier Pitts.

48 LEISURE CONSULTANTS

In accordance with the with the requirements of the Council's Joint Contracts Procedure Rules, the Cabinet

RESOLVED:

To note that Management Team had agreed an exemption to the Joint Contacts Procedure Rules to permit consultants Knight Kavanagh and Page to undertake the community consultation and feasibility studies for the redevelopment of Chiltern Pools Leisure Centre.

49 HOUSING OPTIONS AND ALLOCATIONS SERVICE -IT PROVISION

In accordance with the with the requirements of the Council's Joint Contracts Procedure Rules, the Cabinet

RESOLVED:

To note that Management Team had agreed an exemption to the Joint Contacts Procedure Rules to enable the Council, in partnership with Aylesbury Vale, South Bucks and Wycombe District Councils, to enter into an agreement with Locata (Housing Services) Ltd to continue to deliver the housing register, allocations and homelessness software requirements from January 2018.

50 NEW GROUNDS MAINTENANCE CONTRACT

The Cabinet were asked to consider a report proposing that the Council enters into a joint contract with South Bucks District Council for the supply of grounds maintenance services for Stoke Park Memorial Gardens (SPMG), Cemeteries, Car Parks, Green Spaces and Winter Weather Work from 1 April 2018 with the highest scoring bidder following the procurement process.

The tendered price was for the provision of a grounds maintenance service covering the five services, including equipment at the SPMG workshop, and some reactive work, including tree inspection and surgery and installation of street name plates. The contract was for 10 years, which included an initial 6 year period with the option to extend for further 4 years, subject to results and performance.

A saving of approximately £45,000 per year (£450,000 over the maximum contract duration) was anticipated. The name of the appointed contractor would be announced following consideration of the matter by South Bucks District Council.

RESOLVED:

- 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 had submitted the highest scoring tender, and that the service commence on 1 April 2018 for an initial period of 6 years (subject to extension as provided for in the contract) at the contractor's tendered price.**
- 2. That authority be delegated to the Head of Environment, in consultation with the Head of Legal and Democratic Services to approve the detailed terms of the contract.**
- 3. That the implementation of resolutions 1 and 2 above be conditional upon South Bucks District Council also agreeing to award the contract to the same contractor who has submitted the highest scoring tender.**

51 PRIVATE SECTOR LEASING SCHEME

The Cabinet were asked to enter into an agreement with Paradigm Housing to deliver a Private Sector Leasing Scheme. The proposal was one option being proposed to help reduce the demand, and associated costs to the Council, in fulfilling its legal responsibilities in relation to the provision of temporary accommodation, and reducing its reliance on bed and breakfast currently used as a last resort.

The proposal involved an agreement between Paradigm and the Council to enable Paradigm to lease property to tenants directly who might otherwise require bed and breakfast accommodation. In exchange the Council would pay Paradigm management fees to take on the day to day management of the lease and other associated risks with tenancies.

Members noted that the proposal could potentially provide annual savings of around £120,000 to the Council. Other benefits were that tenants would avoid having to use bed and breakfast accommodation which was also located outside the district. This also benefited community support agencies because tenants would be located closer to the area and to other support networks such as family and friends. This in turn helped support the Council to delivery its safeguarding obligations.

RESOLVED:

- 1. That the implementation of a Private Sector Leasing Scheme by Paradigm Housing to deliver temporary accommodation to meet the Council's statutory homelessness duties be agreed.**
- 2. That authority be delegated to the Head of Healthy Communities, in consultation with the Portfolio Holder for Healthy Communities, to enter into an Agreement with Paradigm Housing for the delivery of the Private Sector Leasing Scheme.**
- 3. That it be noted that Management Team has agreed an exemption to the Council's Joint Contract Procedure Rules for the Council to enter into an agreement with Paradigm Housing for the delivery of the Private Sector Leasing Scheme.**
- 4. That the Cabinet receive an update report in 12 month's time detailing the progress of the Scheme and its impact on the delivery of the Council's statutory homelessness duties.**

52 MINUTES OF JOINT EXECUTIVE COMMITTEES

RESOLVED:

That the Minutes of the following Joint Executive meetings be noted:

- 1. Chilterns Crematorium Joint Committee – 19 June 2017**
- 2. Chiltern, South Bucks & Wycombe Joint Waste Collection Committee – 15 August 2017**
- 3. Chiltern & South Bucks Joint Committee – 11 September 2017**
- 4. Chiltern & South Bucks Joint Committee – 7 November 2017**

53 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.

54 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 Confidential Notes of the following Policy Advisory Group meetings be noted:

- 1. Healthy Communities – 19 October 2017**
- 2. Customer Services – 14 September 2017**
- 3. Environment – 4 September 2017**
- 4. Sustainable Development – 14 September 2017**

55 HS2 UPDATE REPORT

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

The Cabinet received an update on the HS2 project and the resource requirements to continue to support the HS2 project team's work mitigating the impact of HS2 in the area. A Service Level Agreement was being developed to provide greater clarity regarding the funding provided by HS2. It was proposed that £87,500 be released from the HS2 reserve to cover the shortfall in funding from HS2 to cover the HS2 project team's work.

Members supported the work of the HS2 Project Team, and recognised that it was important to continue to secure the best possible mitigation for local communities.

RESOLVED:

- 1. That the current position of the Service Level Agreement and Funding Agreement between the Council and HS2 be noted.**
- 2. That the existing budget for the HS2 project be retained for the duration of the project, and that £87,579 from the existing budget be carried forward to the end of the next calendar year to cover any costs not recovered from HS2 for the calendar year 2018.**

56 VOTE OF THANKS

The Leader expressed thanks to staff and Members for their hard work throughout the year and wished them a Happy Christmas.

The meeting ended at 5.00 pm