



## Cabinet

**Tuesday, 9 July 2019 at 4.30 pm**

**Council Chamber - King George V House, King George V Road, Amersham, HP6 5AW**

### **A G E N D A**

#### Item

1 Evacuation Procedure

2 Apologies for Absence

3 Minutes (*Pages 5 - 10*)

To approve the minutes of the Cabinet held on 23 April 2019.

4 Declarations of Interest

5 28-Day Notice (*Pages 11 - 12*)

*Appendix (Pages 13 - 18)*

6 Cabinet Appointments (*Pages 19 - 38*)

To note the appointments made by Council, and agree appointments made by the Cabinet.

7 Current Issues

8 End of Year Performance Report 2018/19 (*Pages 39 - 42*)

*Appendix A: Priority PIs (Pages 43 - 44)*

*Appendix B: Corporate Pls (Pages 45 - 48)*

*Appendix C: Data Only Pls (Pages 49 - 50)*

*Appendix D: Annual Report 2018/19 (Pages 51 - 52)*

9 Treasury Management - Annual Report 2018/19 (Pages 53 - 56)

10 Capital and R&R Outturn Report 2018/19 (Pages 57 - 58)

*Appendix A (Pages 59 - 60)*

*Appendix B (Pages 61 - 62)*

11 Chalfont St Giles Neighbourhood Plan Consideration of Referendum Result (Pages 63 - 66)

12 Review of Remaining Recycling Centres (*To Follow*)

13 Agreement to sign the Motor Neurone Disease (MND) Charter (Pages 67 - 72)

*Appendix 1 (Pages 73 - 78)*

*Appendix 2 (Pages 79 - 82)*

14 Affordable Housing Contributions Update (Pages 83 - 88)

15 Appropriation of Open Public Space for a planning purpose (Pages 89 - 94)

*Appendix 1 (confidential appendix - see pages 109-118 of the agenda pack)*

*Appendix 2 (Pages 95 - 96)*

16 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 (draft) - 1 May 2019 (Pages 97 - 108)*

17 Cabinet Reports from Policy Advisory Groups:

There are no reports from Policy Advisory Groups to note.

18 Exclusion of the Public (if required)

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.

*Item 15: Appropriation of Open Public Space for a Planning Purpose - Appendix 1 (Pages 109 - 118)*

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

**Membership: Cabinet**

Councillors: I Darby (Leader)  
M Stannard (Deputy Leader)  
C Jones  
P Martin  
J Rush  
E Walsh  
F Wilson

**Date of next meeting – Tuesday 20 August 2019**

**Audio/Visual Recording of Meetings**

This meeting might be filmed, photographed, audio-recorded or reported by a party other than the Council for subsequent broadcast or publication. If you intend to film, photograph or audio record the proceedings, or if you have any questions please contact Democratic Services. Members of the press please contact the Communications Team.

**If you would like this document in large print or an alternative format, please contact 01895 837236; email [democraticservices@chilternandsouthbucks.gov.uk](mailto:democraticservices@chilternandsouthbucks.gov.uk)**



<p><b>Publication Date 29 April 2019</b></p>
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## CHILTERN DISTRICT COUNCIL

### MINUTES of the CABINET held on 23 APRIL 2019

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

**ALSO IN ATTENDANCE:** Councillors C Jones and J Rush

#### 192 MINUTES

The minutes of the Cabinet held on 19 March 2019 were approved and signed by the Chairman as a correct record.

#### 193 DECLARATIONS OF INTEREST

There were declarations of interest from Councillors I Darby, M Smith, L Walsh and F Wilson who declared a personal interest under the Council's Code of Conduct in item 7 (Community Infrastructure Levy) as members of Town and Parish Councils.

#### 194 28-DAY NOTICE

The Cabinet received a report attaching the draft 28-Day Notice which provided a forward look at the Agenda for the next meeting of the Cabinet. The Notice would be published on 10 June 2019. The Cabinet also received the 28-Day Notice for the Chiltern and South Bucks Joint Committee which would be held on 1 May 2019. The Chiltern and South Bucks Joint Local Plan submission which would be considered at that meeting was highlighted.

#### **RESOLVED –**

**That the Draft 28-Day Notice / Forward Plan, to be published on 10 June 2019, and the 28-Day Notice for the Chiltern and South Bucks Joint Committee on 1 May 2019, be noted.**

**195 CURRENT ISSUES****(i) Councillor M Smith -**

Councillor M Smith reported that the new crematorium in Bierton, Aylesbury had opened on 23 April 2019. A formal opening event would be arranged in due course. Cabinet gave thanks to Councillor Smith and the officers involved throughout the project for their effort and commitment in creating this legacy for the Council.

**196 COMMUNITY INFRASTRUCTURE LEVY (CIL) DRAFT CHARGING SCHEDULE**

The Cabinet received a report which recommended that the Community Infrastructure Levy (CIL) Draft Charging Schedule (DCS) was issued for consultation and submitted to an Examiner for an Examination in Public.

The preliminary draft charging schedule consultation period ended in December 2018 with 56 responses received and 99 individual comments from a range of organisations and individuals, providing overall support for implementing CIL. The proposed CIL rates remained unchanged following the consultation. Cabinet was advised that the evidence base, which included the viability assessments, funding gap and infrastructure delivery plan, plus the consideration of which types of infrastructure would be funded through CIL or Section 106 would continue to be developed up until the point of submission.

An independent examiner had been reserved and an experienced programme officer appointed to act as an intermediary between the Councils and examiner. Whilst the public consultation would run parallel with that of the Joint Local Plan, the ambition was to introduce CIL as soon as possible to capture funds from developments to benefit the districts' residents.

Cabinet noted the frustrations from residents who regularly made the point that smaller developments provide no contribution to infrastructure and the introduction of CIL was welcomed to ensure infrastructure needs were met where smaller scale developments were being built. It was further welcomed that a certain percentage would go to Town and Parish Councils, who often know their local areas and infrastructure needs best.

**RESOLVED**

- 1. That the Community Infrastructure Levy – Draft Charging Schedule be published and consulted on.**
- 2. That authority be delegated to the Head of Planning and Economic Development, in consultation with the Portfolio Holder for Planning and Economic Development, to make minor editorial changes and corrections to the Community Infrastructure Levy – Draft Charging Schedule and supporting documents prior to consultation.**
- 3. That in light of responses to the consultation, authority be delegated to the Head of Planning and Economic Development in consultation with the Portfolio Holder for Planning and Economic Development, to make minor amendments to the Draft Charging Schedule and supporting documents prior to the submission for examination.**
- 4. That the Community Infrastructure Levy - Draft Charging Schedule consultation documents and any responses be submitted to an independent examiner for an Examination in Public.**

**197 COMMUNITY PROJECTS RESERVE**

The Cabinet received a report which advised on the recommendations of the Healthy Communities Policy Advisory Group following a review of the expenditure options for the new Community Projects Reserve which was agreed at the Council meeting held on 26 February 2019.

Cabinet noted that the expenditure options were considered at length by the Healthy Communities Policy Advisory Group and the recommendations made could be seen in detail in the report on pages 57-65 of the reports pack. The options not supported by the Policy Advisory Group were also detailed in the report.

The options recommended were Social Prescribing, increasing the 2019/20 Community Grant budget and having a Large Projects Grant.

Cabinet commented on all options being of great benefit to residents and these being a great investment to provide a positive base for the new unitary authority, Public Health and the Chiltern Clinical Commissioning Group to

build on. Further, social prescribing was recognised as an excellent way of linking people to schemes to improve residents' health and wellbeing and reduce stress on the NHS.

## **RESOLVED**

- 1. That the recommendations of the Healthy Communities Policy Advisory Group following the review of the expenditure options for the new Community Projects Reserve be noted.**
- 2. That expenditure of up to £250,000 from the Community Project Reserve be brought forward for the following;**
  - To increase the community grant budget by £40,000 and to increase to £5,000 the maximum grant award available.**
  - To allocate £160,000 for a Large Projects Grant with a £40,000 maximum grant award available for individual schemes requesting funding.**
  - To allocate £50,000 for Social Prescribing to support the development of a database of local organisations that are able to work with the Social Prescribing referral mechanism to be established in partnership with Buckinghamshire County Council, the Chiltern CCG and Public Health.**
- 3. That the Head of Healthy Communities in consultation with the Portfolio Holder for Healthy Communities be authorised to finalise the procedure for the award of the Large Projects grants.**

## **198 KING GEORGE V PLAYING FIELDS**

The Cabinet received a report which sought authority to undertake a public consultation to appropriate the marked site at King George V Playing Fields and the site to the rear of the electricity substation on Chiltern Avenue from open space to a planning purpose, subject to the grant of planning permission and consideration by Cabinet of any representations made during the public consultation.

The Planning Committee would consider the revised application for the Chiltern Lifestyle Centre at its meeting on 10 June 2019. The minimum public consultation period required for the proposed appropriation was 21 days, following which a further report would be presented to Cabinet for consideration outlining any objections received during the consultation period and seeking a decision on whether to proceed with the appropriation.



**RESOLVED**

**That public consultation be undertaken to appropriate the land marked on the plan appended to the report forming part of King George V Playing Fields and land to the rear of the electricity substation on Chiltern Avenue from open space to a planning purpose, subject to the grant of planning permission and consideration by Cabinet of any representations made during the public consultation.**

**199 CHILTERN AND SOUTH BUCKS LEISURE ADVISORY BOARD TERMS OF REFERENCE**

Cabinet were asked to consider a proposal to change the name of the Joint Leisure Advisory Board (LAB) to the Active Life Advisory Board, and amend the group's Terms of Reference accordingly.

Cabinet noted that the Board not only focused on leisure and had the aim of working with partnership agencies to encourage non-active people to live a healthier lifestyle.

**RESOLVED**

**That the name of the Joint Leisure Advisory Board be amended to the Active Life Advisory Board and the Terms of Reference be amended accordingly.**

**200 MINUTES OF JOINT EXECUTIVE COMMITTEES**

There had been no Joint Executive meetings held since the last meeting of Cabinet on 19 March 2019.

**201 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)*

**202 CABINET REPORTS FROM POLICY ADVISORY GROUPS:**

**RESOLVED:**

**That the confidential notes from the following PAG meetings be noted:**

- 1. Planning and Economic Development PAG 3 April 2019**
- 2. Healthy Communities PAG 8 April 2019**

**The meeting ended at 6.21 pm**

<b>SUBJECT:</b>	<i>28 Day Notice</i>
<b>RELEVANT MEMBER:</b>	<i>Cabinet Portfolio Holder for Support Services (Deputy Leader)</i>
<b>RESPONSIBLE OFFICER:</b>	<i>Joanna Swift, Head of Legal &amp; Democratic Services</i>
<b>REPORT AUTHOR:</b>	<i>Leslie Ashton, 01895 837227, <a href="mailto:leslie.ashton@chilternandsouthbucks.gov.uk">leslie.ashton@chilternandsouthbucks.gov.uk</a></i>
<b>WARD/S AFFECTED:</b>	<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 Notices](#) for Cabinet and the Cabinet's joint executive committees are published on the Council's website.

### RECOMMENDATION:

**Cabinet is asked to note the 28 Day Notice of executive decisions to be taken.**

<b>Background Papers:</b>	None
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# CHILTERN

## District Council

### 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](http://www.chiltern.gov.uk/democracy)

Key Decision (Y/N) <sup>1</sup>	Report Title & Summary <sup>2</sup>	Date Decision to be taken	Decision to be taken by	Consultation <sup>3</sup>	Private Report <sup>4</sup>	Lead Officer <sup>5</sup>
<b>Leader (Councillor Isobel Darby)</b>						
N	<b>Annual Report 2018/19</b> Annual Report 2018/19	9 July 2019	Cabinet	Resources Overview Committee 18 Jun 2019  Services Overview Committee 13 Jun 2019	Open	Aniqah Sultan  Aniqah.Sultan@ Chilternand southbucks.gov.uk
N	<b>End of Year Performance Report 2018/19</b> End of Year Performance Report 2018/19	9 July 2019	Cabinet	Resources Overview Committee 18 Jun 2019  Services Overview Committee 13 Jun 2019	Open	Aniqah Sultan  Aniqah.Sultan@ Chilternand southbucks.gov.uk

N	<b>Treasury Management - Annual Report 2018/19</b> To report on the Treasury Management performance of the Council for 2018/19	9 July 2019	Cabinet	Resources Overview Committee 18 Jun 2019	Open	Jim Burness  jim.burness@chilternand southbucks.gov.uk
<b>Support Services (Councillor Mike Stannard)</b>						
Y	<b>Capital and R&amp;R Outturn Report 2018/19</b> To report the 2018/19 outturn for Capital and R&R and request the carry forward of unspent Capital and R&R budgets.	9 July 2019	Cabinet	Resources Overview Committee 18 Jun 2019	Open	Jane Clarke  jane.clarke@chiltern andsouthbucks.gov.uk
<b>Customer Services (Councillor Jonathan Rush)</b>						
No items for consideration						
<b>Planning and Economic Development (Councillor Peter Martin)</b>						
Y	<b>Chalfont St Giles Neighbourhood Plan Consideration of Referendum Result</b> To report the outcome of the referendum, and if required, recommend to Council that the neighbourhood plan be adopted.	9 July 2019  23 July 2019	Cabinet  Council		Open	Mark Jaggard, David Waker  mark.jaggard@chilternand southbucks.gov.uk, david.waker@chiltern andsouthbucks.gov.uk
<b>Environment (Councillor Caroline Jones)</b>						
Y	<b>Review of Remaining Recycling Centres</b> To provide a review of the remaining recycling centres in the district and agree the next steps.	9 July 2019	Cabinet	Services Overview Committee 13 Jun 2019	Open	Chris Marchant  chris.marchant@chilternand southbucks.gov.uk

Healthy Communities (Councillor Liz Walsh)						
Y	<b>Agreement to sign the Motor Neurone Disease (MND) Charter</b> Agreement to sign the motor neurone disease (MND)	9 July 2019 23 July 2019	Cabinet Council	Services Overview Committee 13 Jun 2019	Open	Martin Holt  martin.holt@chilternandsouthbucks.gov.uk
Y	<b>Affordable Housing Contributions Update</b> This report provides Cabinet with an update on the receipt and expenditure of Section 106 Affordable Housing Contributions in accordance with Section 6 of the Affordable Housing Supplementary Planning Document	9 July 2019	Cabinet	Services Overview Committee 13 Jun 2019	Open	Michael Veryard  michael.veryard@chilternandsouthbucks.gov.uk
Y	<b>Appropriation of Open Public Space for a planning purpose</b> To consider the responses to the statutory consultation in relation to the Appropriation of Public Open Space for a planning purpose. <i>Item amended 12 June 2019</i>	9 July 2019	Cabinet	Members Working Group 20 Jun 2019	Open	Martin Holt  martin.holt@chilternandsouthbucks.gov.uk
Y	<b>Chiltern Lifestyle Centre Business Plan</b> To consider the final business case of the Chiltern Lifestyle Centre project.	20 August 2019	Cabinet	Chiltern Lifestyle Centre Scrutiny Sub-Committee 31 Jul 2019	Part exempt	Martin Holt  martin.holt@chilternandsouthbucks.gov.uk
Y	<b>Appointment of Leisure Operator</b> To consider a report on the appointment of the Leisure Operator for the Chiltern Lifestyle Centre, Chesham Leisure Centre and Chalfont Leisure Centre.	20 August 2019	Cabinet	Chiltern Lifestyle Centre Scrutiny Sub-Committee 7 Aug 2019	Fully exempt	Martin Holt  martin.holt@chilternandsouthbucks.gov.uk

Y	<b>Community Grants</b> To agree funding grant awards for the Council's 2019/2020 Community Grant Aid Scheme.	15 October 2019	Cabinet	Healthy Communities Policy Advisory Group 16 Sep 2019  Services Overview Committee 19 Sep 2019	Open	Joanne Fowler  joanne.fowler@chilternand southbucks.gov.uk
Y	<b>Update on the Armed Forces Covenant</b> To consider a report providing an update on the Armed Forces Covenant.	15 October 2019	Cabinet	Services Overview Committee 19 Sep 2019	Open	Martin Holt  martin.holt@chilternand southbucks.gov.uk
Y	<b>Food and Health and Safety Service Plan</b> To consider and approve the Joint food Safety and Health and Safety Service Plans for 2019/20	15 October 2019	Cabinet	Healthy Communities Policy Advisory Group 16 Sep 2019	Open	Ian Snudden  ian.snudden@chiltern andsouthbucks.gov.uk
<b>Unitary Transition (Councillor Fred Wilson)</b>						
No items for consideration						

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 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 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

- 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 name.surname@chilternandsouthbucks.gov.uk e.g. Bob Smith = bob.smith@chilternandsouthbucks.gov.uk

**Democratic Services, Chiltern District Council, King George V House, King George V Road, Amersham, HP6 5AW; [democraticservices@chilternandsouthbucks.gov.uk](mailto:democraticservices@chilternandsouthbucks.gov.uk); 01494 732143**



**Cabinet Portfolios 2019-20**

<b>Portfolio</b>	<b>Functions</b>	<b>Director</b>	<b>HOS/Manager</b>	<b>HOS Service Areas</b>	<b>Partnerships</b>
Leader (Isobel Darby)	Communications, Performance & Policy	CE	Rachel Prance	Communications, Performance and Policy	Chiltern & South Bucks Strategic Partnership
	Personnel	R	Louise Cole	Human Resources	Health & Wellbeing Board
	Strategic Finance		Rodney Fincham	Strategic Finance	
Support Services (Deputy Leader) (Mike Stannard)	Business Transformation ICT	R	Sim Dixon	Transformation Programme Management and Support, ICT Client, ICT Operations, GIS, Web Services, Information Management including FOI/Data Protection	
	Legal and Democratic Services		Joanna Swift	Legal, Democratic Services, Electoral Registration, Elections, Land Charges	
	Audit Finance		Rodney Fincham	Management & Statutory Accountancy, Financial Administration, Internal Audit, External Audit Liaison	
Environment (Caroline Jones)	Estates Facilities Parking Waste Management	S	Chris Marchant	Property & Asset Management, Facilities Management, Parking, Cemeteries & Memorial Gardens, Public Conveniences, Street Naming, Engineering Services, Ground Maintenance, Operational Transport Issues, Waste Collection, Street Cleaning, Landscape Advice	Chilterns Crematorium Joint Committee; Joint Waste Collection Committee; Joint Waste Committee for Bucks
	Flooding Carbon Management		Martin Holt		
Planning & Economic Development (Peter Martin)	Planning Enforcement Building Control Strategic Transport Economic Development	S	Mark Jaggard	Planning Policy, Development Management, Conservation & Tree Preservation, Enforcement, Building Control, Strategic Transportation Issues, Economic Development	Bucks Planning Group
Customer Services (Jonathan Rush)	Revenues and Benefits Customer Services	R	Nicola Ellis	Revenues & Benefits Client, Revenues & Benefits Operation, Fraud & Welfare Partnership, Customer Services,	
Healthy Communities (Liz Walsh)	Community & Leisure Environmental Health Community Safety Licensing Housing	S	Martin Holt	Community Development & Cohesion, Grants, Safeguarding, Leisure Client, Leisure Operations, Sports Development, Environmental Health, Community Safety, Housing, Licensing, Emergency Planning/Health & Safety/Business Continuity	Chiltern Leisure Advisory Board;  Chiltern Community Safety Partnership  Healthy Communities Partnership

Unitary Transition (Fred Wilson)	CDC preparations for the transition to the new Buckinghamshire Council. Cross cutting across Portfolios working with relevant Portfolio Holders and officers	CE	Heads of Service	Cross –cutting as appropriate	Buckinghamshire Shadow Authority and Shadow Executive  Transition Workstreams
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<b>Chairman of Council</b>	G Harris	Con
<b>Vice-Chairman of Council</b>	M Harker OBE	Con
<b>Leader</b>	I Darby	Con
<b>Deputy Leader</b>	M Stannard	Con
<b>Conservative Group Chairman</b>	H Wallace	Con
<b>Conservative Group Vice-Chairman</b>	M Flys	Con
<b>Conservative Group Secretary</b>	L Smith	Con
<b>Lib. Dem. Group Leader</b>	P Jones	LD

<b>THE CABINET (2 to 9 members + Leader)</b>		
<b>Portfolio</b>	<b>Councillor</b>	
Leader	I Darby	Con
Support Services (Deputy Leader)	M Stannard	Con
Planning & Economic Development	P Martin	Con
Healthy Communities	L Walsh	Con
Environment	C Jones	Con
Customer Services	J Rush	Con
Unitary Transition	F Wilson	Con

<b>APPOINTMENT OF EXTERNAL MEMBERS PANEL</b>		
M Harker OBE		Con
A Bacon		LD
<b>Council Chairman:</b> G Harris		Con
<b>Leader:</b> I Darby		Con
<b>Conservative Group Chairman:</b> H Wallace		Con
<b>Lib Dem Group Leader:</b> P Jones		LD
<b>Restrictions on Membership:</b> 1 Conservative appointment & 1 Liberal Democrat appointment		

<b>APPEALS &amp; COMPLAINTS COMMITTEE (11)</b>	
<b>Chairman:</b> S Patel	Con
E Culverhouse	Con
J MacBean	Con
D Varley	Con
J Gladwin	Con
N Shepherd	Con
P Martin	Con
J Burton	Con
J Wertheim	Con
J Cook	Con
A Bacon	LD
<b>Restrictions on Membership:</b> Although all members of the Council are eligible for appointment, any who are also members of the Joint Staffing Committee or Joint Staffing Sub-Committee will be ineligible to hear appeals that result from the decisions of that Committee.	
<b>Political Balance (Seats):</b> 10 Conservative; 1 Liberal Democrat	

<b>AUDIT &amp; STANDARDS COMMITTEE (9 &amp; 2 INDEPENDENT PERSONS)</b>	
<b>Chairman:</b> J Gladwin	Con
D Phillips	Con
J Wertheim	Con
N Varley	Con
C Jackson	Con
C Ford	Con
R Jones	Con
V Martin	Con
A Bacon	LD
<b>Restrictions on Membership:</b> CM and VCM of the Council and Members of the Cabinet may not be members.	
<b>Political Balance (Seats):</b> 8 Conservative; 1 Liberal Democrat	

<b>GOVERNANCE &amp; ELECTORAL ARRANGEMENTS COMMITTEE (11)</b>	
<b>Chairman:</b> D Varley	Con
D Bray	Con
M Stannard	Con
I Darby	Con
M Shaw	Con
J Waters	Con
J Burton	Con
N Rose	Con
H Wallace	Con
L Walsh	Con
P Jones	LD
<b>Restrictions on Membership:</b> None.	
<b>Political Balance (Seats):</b> 10 Conservative; 1 Liberal Democrat	

<b>LICENSING (15)</b>	
<b>Chairman:</b> C Jackson	Con
<b>Vice-Chairman:</b> N Southworth	Con
M Flys	Con
M Harrold	Con
M Harker OBE	Con
N Shepherd	Con
R Jones	Con
C Jones	Con
C Rouse	Con
N Varley	Con
F Wilson	Con
J Waters	Con
H Wallace	Con
J Rush	Con
P Jones	LD
<b>Restrictions on Membership:</b> Cabinet Leader may not be a member; Cabinet Members may not be CM/VCM. Membership of Licensing Sub Committee drawn from this Committee. All Members must undergo training.	
<b>Political Balance (Seats):</b> 14 Conservative; 1 Liberal Democrat	
<b>JOINT STAFFING COMMITTEE (6 CDC MEMBERS)</b>	
<b>Leader:</b> I Darby	Con
<b>1 Cabinet Member:</b> M Stannard	Con
D Phillips	Con
C Jones	Con
M Smith	Con
P Jones	LD
<b>Restrictions on Membership:</b> Must have Leader + 1 other Cabinet Member All Members Eligible	
<b>Political Balance (Seats):</b> 5 Conservative; 1 Liberal Democrat	



<b>PLANNING COMMITTEE (13)</b>	
<b>Chairman:</b> D Phillips	Con
<b>Vice-Chairman:</b> M Titterington	Con
J Rush	Con
S Patel	Con
N Rose	Con
J Gladwin	Con
J MacBean	Con
J Wertheim	Con
C Jones	Con
M Harrold	Con
J Burton	Con
J Waters	Con
P Jones	LD
<b>Restrictions on Membership:</b> Chairman of the Council may not be a member; Cabinet Members may not be CM/VCM. All Members must undergo training.	
<b>Political Balance (Seats):</b> 12 Conservative; 1 Liberal Democrat	

<b>JOINT COMMITTEE (6 + 6 SBDC Members)</b>	
<i>Note: All to attend, only 6 can vote</i>	
I Darby	Con
C Jones	Con
M Stannard	Con
P Martin	Con
L Walsh	Con
F Wilson	Con
J Rush (Reserve)	Con
<b>Restrictions on Membership:</b> 6 Cabinet Members from each authority	

<b>OVERVIEW COMMITTEE: SERVICES (15)</b>	
<b>Chairman:</b> J Burton	Con
<b>Vice-Chairman:</b> N Varley	Con
M Titterington	Con
S Patel	Con
N Shepherd	Con
M Shaw	Con
C Jackson	Con
E Culverhouse	Con
C Rouse	Con
L Smith BEM	Con
D Bray	Con
P Hudson	Con
M Flys	Con
J Cook	Con
P Jones	LD
<b>Restrictions on Membership:</b> Council Chairman/Vice-Chairman & Cabinet Members cannot be on Overview Committees. The Chairman and Vice-Chairman of the Overview Committee will be elected by the members of the Committee.	
<b>Political Balance (Seats): 14 Conservative; 1 Liberal Democrat</b>	

<b>OVERVIEW COMMITTEE: RESOURCES (15)</b>	
<b>Chairman:</b> N Rose	Con
<b>Vice-Chairman:</b> V Martin	Con
M Harrold	Con
C Ford	Con
J Gladwin	Con
J Wertheim	Con
D Phillips	Con
A Garth	Con
R Jones	Con
D Varley	Con
J MacBean	Con
N Southworth	Con
J Waters	Con
M Smith	Con
A Bacon	LD
<b>Restrictions on Membership:</b> Council Chairman/Vice-Chairman & Cabinet Members cannot be on Overview Committees. The Chairman and Vice-Chairman of the Overview Committee will be elected by the members of the Committee.	
<b>J Burton</b>	

<b>JOINT OVERVIEW AND SCRUTINY COMMITTEE (5 CDC MEMBERS)</b>	
V Martin	Con
C Rouse	Con
N Varley	Con
J Waters	Con
A Bacon	LD

**Plus 5 SBDC Members (see SBDC appointments)**

**Restrictions on Membership:** Council Chairman/Vice-Chairman & Cabinet Members cannot be on Overview Committees. The Chairman and Vice-Chairman of the Overview Committee will be elected by the members of the Committee. To avoid a conflict of interest, Members should not also be members of the Joint Staffing Committee. 5 Members from each authority.

**Political Balance (Seats): 4 Conservative; 1 Liberal Democrat**

<b>CHILTERN LIFESTYLE CENTRE SCRUTINY SUB-COMMITTEE (5 RESOURCES MEMBERS &amp; 5 SERVICES MEMBERS)</b>	
<b>Chairman: N Varley</b>	Con
J Burton	Con
C Ford	Con
J Gladwin	Con
P Jones	LD
V Martin	Con
D Phillips	Con
N Rose	Con
L Smith	Con
C Rouse	Con

<b>POLICY ADVISORY GROUP: SUPPORT SERVICES</b>	
<b>*Chairman:</b> C Ford	
<b>Portfolio Holder:</b> M Stannard	
J Gladwin	
N Rose	
J Wertheim	
R Jones	
A Bacon	
S Patel	
<b>Restrictions on Membership:</b> Appointments made by relevant Cabinet Member. Maximum term is 12 months (ending at Annual Council), but Members can be re-appointed. Chairman can be any member of the PAG. *Subject to Support Services PAG meeting 10/06/19.	
<b>Number of Members:</b> Minimum: 6 Maximum: 8	

<b>POLICY ADVISORY GROUP: PLANNING AND ECONOMIC DEVELOPMENT</b>	
<b>*Chairman:</b> D Bray	
<b>Portfolio Holder:</b> P Martin	
J Burton	
A Garth	
D Phillips	
J Rush	
D Varley	
P Jones	
<b>Restrictions on Membership:</b> Appointments made by relevant Cabinet Member. Maximum term is 12 months (ending at Annual Council), but Members can be re-appointed. Chairman can be any member of the PAG. *Subject to Planning and Economic Development PAG meeting 06/06/19.	
<b>Number of Members:</b> Minimum: 6 Maximum: 8	

<b>POLICY ADVISORY GROUP: ENVIRONMENT</b>	
<b>*Chairman:</b> M Smith	
<b>Portfolio Holder:</b> C Jones	
M Flys	
J MacBean	
J Waters	
J Cook	
V Martin	
N Shepherd	
<b>Restrictions on Membership:</b> Appointments made by relevant Cabinet Member. Maximum term is 12 months (ending at Annual Council), but Members can be re-appointed. Chaiman can be any member of the PAG. *Subject to Environment PAG meeting 04/06/19.	
<b>Number of Members:</b> Minimum: 6 Maximum: 8	

<b>J Burton</b>	
<b>*Chairman:</b> C Rouse	
<b>Portfolio Holder:</b> L Walsh	
N Southworth	
N Shepherd	
C Jackson	
G Harris	
M Harker OBE	
E Culverhouse	
<b>Restrictions on Membership:</b> Appointments made by relevant Cabinet Member. Maximum term is 12 months (ending at Annual Council), but Members can be re-appointed. Chaiman can be any member of the PAG. *Subject to Healthy Communities PAG meeting 05/06/19.	
<b>Number of Members:</b> Minimum: 6 Maximum: 8	

<b>POLICY ADVISORY GROUP: CUSTOMER SERVICES</b>	
<b>*Chairman:</b> J Cook	
<b>Portfolio Holder:</b> J Rush	
M Harker OBE	
L Smith BEM	
M Shaw	
M Harrold	
N Varley	
F Wilson	
<b>Restrictions on Membership:</b> Appointments made by relevant Cabinet Member. Maximum term is 12 months (ending at Annual Council), but Members can be re-appointed. Chairman can be any member of the PAG. *Subject to Customer Services PAG meeting 03/06/19.	
<b>Number of Members:</b> Minimum: 6 Maximum: 8	

<b>Informal Meeting / Group</b>	<b>Membership 2019-20</b>	<b>LA</b>
<b>HS2 Members' Steering Group</b>	Rose (Chairman)	CDC
	Martin, Vanessa	CDC
	Gladwin	CDC
	Martin, Peter	CDC
	Shepherd	CDC
	Smith, Linda	CDC
	Jones, Peter	CDC
	Varley, Diana	CDC
	<i>Plus SBDC Members (see SBDC appointments)</i>	<i>SBDC</i>
<b>HS2 Information Group</b>	Phillips	CDC
	Gladwin	CDC
	Rose	CDC
<b>Corporate Asset Management Group</b>		
<i>Support Services Cabinet Member</i>	Stannard	CDC
<i>Environment Cabinet Member</i>	Jones, Caroline (Chairman)	CDC
<i>EPAG Chairman</i>	Smith, Mike	CDC
<i>SSPAG Chairman</i>	Ford	CDC
<i>PEDPAG Chairman</i>	Bray	CDC
<i>HCPAG Chairman</i>	Rouse	CDC
<i>CSPAG Chairman</i>	Cook	CDC
<b>Affordable Housing Member Working Group</b>	Bray (Chairman)	CDC
	Walsh	CDC
	Gladwin	CDC
J Burton	Harris	CDC
	Jones, Peter	CDC
	Martin, Peter	CDC
	Phillips	CDC
	Stannard	CDC
<b>Leisure Needs Members Working Group</b>	Harker	CDC
	Harris	CDC
	Gladwin	CDC
	Jones, Robert	CDC
	Rouse	CDC
	Smith, Mike	CDC
	Stannard (Chairman)	CDC
	Walsh	CDC



<b>Joint Planning Policy Member Reference Group</b>	Martin, Peter	CDC
	Garth	CDC
	Phillips	CDC
	Burton	CDC
	Jones, Peter	CDC
	Darby	CDC
	<i>Plus SBDC Members (see SBDC appointments)</i>	<i>SBDC</i>
<b>Customer Experience Programme Member Working Group</b>	Rush	CDC
	Cook	CDC
	MacBean	CDC
	Wilson	CDC
	Shepherd (1st Reserve)	CDC
	<i>Plus SBDC Members (see SBDC appointments)</i>	<i>SBDC</i>

Outside Body	Relevant PAG	Restrictions (4)	Councillors Appointed 2019/20	Representatives required (total)
Active Life Advisory Board (Previously Chiltern and South Bucks Leisure Advisory Board)	Healthy Communities		Councillor Mimi Harker OBE Councillor Liz Walsh Reserve - Councillor Graham Harris	2 (plus reserve)
Amersham & District Community Association	Healthy Communities		Councillor Nigel Shepherd Councillor Liz Walsh	2
Amersham Action Group and Amersham Community Vision	Healthy Communities		Councillor Mimi Harker	1
Amersham Old Town Community Revitalisation Group	Healthy Communities		Councillor Mark Flys Councillor M Harker	2
Armed Forces Champion	Healthy Communities		Councillor Mimi Harker	1
Amersham United Charities	Healthy Communities	Must be a 4 year term The person appointed doesn't have to be a Member	Ian Arthurton (external representative)	1
Ashley Green & District Community Association	Healthy Communities	None	Councillor Andrew Garth	1
Buckinghamshire and Milton Keynes Natural Environment Partnership	Planning & Economic Development		Councillor Jane MacBean	1
Buckinghamshire & Milton Keynes Association of Local Councils	Healthy Communities		Councillor Isobel Darby	1
Buckinghamshire County Council Health and Adult Social Care Select Committee	Healthy Communities		Councillor N Shepherd Reserve - J MacBean	2
Buckinghamshire Health and Well Being Board	Healthy Communities		Councillor Liz Walsh	1
Buckinghamshire Mind	Healthy Communities	None	Councillor Jane MacBean	1
Buckinghamshire County Council Pension Fund Committee			Councillor J Gladwin	

Outside Body	Relevant PAG	Restrictions (4)	Councillors Appointed 2019/20	Representatives required (total)
Buckinghamshire Strategic Flood Management Group	Planning & Economic Development		Councillor Jane MacBean Reserve: Councillor Jonathan Rush	2
Buckinghamshire Thames Valley Local Enterprise Partnership	Planning & Economic Development		Councillor Isobel Darby Reserve - Peter Martin	2
Central Area Growth Board (Oxford - Milton Keynes - Cambridge Corridor)		Leader/ Leader to nominate Cabinet Member. Substitute required (also Cabinet member)	Councillor Isobel Darby Reserve - Peter Martin	1
Chalfont St Giles Youth Club	Healthy Communities	None	Councillor Caroline Rouse	1
Chalfont St Giles Revitalisation Steering Group			Councillor Carl Jackson Reserve - Councillor Des Bray	2
Chalfont St Peter Village Action Group	Healthy Communities		Councillor Linda Smith	1
Chalfont St Peter Community Centre	Healthy Communities		Councillor Jonathan Rush	1
Chalfont St Peter Neighbourhood Action Group	Healthy Communities		Councillor Isobel Darby Councillor Jonathan Rush	2
Chesham & District Community Association	Healthy Communities		Councillor Jane MacBean	1
Chesham Connect (previously Chesham Action Partnership CHAP)	Healthy Communities	None	Councillor Nick Varley	1
Chesham Museum	Healthy Communities		Councillor Jane MacBean	1
Chesham Over Fifties Positive Action Group	Healthy Communities	None	Councillor Jane MacBean	1
Chesham Renaissance Community Interest Company	Healthy Communities		Councillor Mike Stannard	1
Chesham Youth Club Management Committee	Healthy Communities		Councillor Jane MacBean	1
Chiltern, South Bucks and Wycombe Joint Waste Collection Committee	Environment	1 relevant Cabinet Member	Councillor Mike Smith Councillor Caroline Jones	2
Chiltern Citizens' Advice Bureau	Healthy Communities	None	Councillor Emily Culverhouse	1
Chiltern & South Bucks Strategic Partnership			Councillor Caroline Jones Councillor Mimi Harker Councillor Jonathan Rush	3

Outside Body	Relevant PAG	Restrictions (4)	Councillors Appointed 2019/20	Representatives required (total)
Chilterns Conservation Board	Planning & Economic Development		Councillor Nick Rose	1
Chiltern LEADER Local Action Group	Planning & Economic Development		Councillor Nick Rose	1
Chiltern and South Bucks Leisure Advisory Board	Healthy Communities		Councillor Mimi Harker OBE Councillor Liz Walsh Reserve - Councillor Graham Harris	2 (plus reserve)
Chiltern Open Air Museum Advisory Council	Healthy Communities		Councillor Carl Jackson Councillor Linda Smith Councillor Des Bray Councillor Caroline Jones	4
Chiltern Woodlands Project Limited	Planning & Economic Development	None.	Councillor John Gladwin	1
Chiltern Youth Activities (Chiltern Youth Centre Management Committee)	Healthy Communities		Councillor Liz Walsh	1
Chilterns Crematorium Joint Committee	Environment	2 relevant Cabinet Members	Councillor Peter Martin Councillor Caroline Jones	2
Colne Valley Park Community Interest Company	Planning & Economic Development		Councillor Chris Ford	1
Denham Aerodrome Consultative Committee	Planning & Economic Development	None	Councillor Don Phillips	1
District Councils Network Assembly	Leader	Must be the Leader. Leader can appoint substitutes	Councillor Isobel Darby	1
European Structural and Investment Funds (ESIF)	Planning & Economic Development		Councillor Peter Martin	1
Great Missenden Parish Revitalisation Group & Community Vision for HP16	Healthy Communities	None	Councillor Heather Wallace Councillor John Gladwin	2
Groundwork South Trust Limited	Healthy Communities	None	Councillor Chris Ford	1

Outside Body	Relevant PAG	Restrictions (4)	Councillors Appointed 2019/20	Representatives required (total)
Healthy Communities Partnership	Healthy Communities	Must be a Member	Councillor Liz Walsh	1
Holmer Green Village Centre	Healthy Communities		Councillor Mark Titterington	1
Housing Interaction Trust	Healthy Communities		Councillor Carl Jackson	1
HS2 Joint Project Board (51M)	Planning & Economic Development		Councillor Nick Rose	1
Little Chalfont Community Association And The Big Vision for Little Chalfont	Healthy Communities	Representative should be a Cabinet Member, but this not compulsory	Councillor Peter Martin	1
Local Area Forum: Amersham	Healthy Communities		Councillor Mimi Harker OBE	1
Local Area Forum: Chalfonts	Healthy Communities		Councillor Linda Smith BEM	1
Local Area Forum: Chesham	Healthy Communities		Councillor Fred Wilson	1
Local Area Forum: Missenden	Healthy Communities		Councillor John Gladwin	1
Local Government Association General Assembly			Councillor Isobel Darby	1
Pond Park Community Association	Healthy Communities		Councillor N Southworth	1

Outside Body	Relevant PAG	Restrictions (4)	Councillors Appointed 2019/20	Representatives required (total)
South East England Councils (SEEC)	Planning & Economic Development	Usually the Leader/Deputy Leader, but this is not compulsory. Substitutes must be from the same political party.	Councillor Isobel Darby	1
Thames Valley Police and Crime Panel	Healthy Communities		Councillor Jonathan Waters	1
The Chilterns Dial-a-Ride	Healthy Communities		Councillor Carl Jackson	1
Way In (Chiltern Youth Matters)	Healthy Communities		Councillor Peter Hudson Reserve - Councillor Jane MacBean	2
Wycombe Rape Crisis	Healthy Communities	Should be a female Member	Councillor Emily Culverhouse	1

# Item 8

CDC Cabinet 9 July 2019

Via Services Overview Committee 13 June 2019

Resources Overview Committee 18 June 2019

<b>REPORT SUBJECT:</b>	<i>Chiltern District Council Performance Report End of Year 2018-19</i>
<b>RELEVANT MEMBER:</b>	<i>Leader of the Council – Councillor Isobel Darby</i>
<b>RESPONSIBLE OFFICER</b>	<i>Chief Executive – Bob Smith</i>
<b>REPORT AUTHOR</b>	<i>Ani Sultan (01494 586 800)</i>
<b>WARD(S) AFFECTED</b>	<i>Report applies to whole district</i>

## 1. Purpose of Report

This report outlines the annual performance of Council services against pre-agreed performance indicators and service objectives for the end of year, 2018-19.

### RECOMMENDATION

Cabinet is asked to note the performance reports.

## 2. Executive Summary

Overview of **End of Year 2018-19** performance indicators (PIs) against targets across the Council:

Portfolio	No of PIs	PI on target □	PI slightly below target □	PI off target □	Not reported this quarter/ not used	Awaiting data
Leader	3	3	0	0	0	0
Healthy Communities	11	9	1	1	0	0
Planning & Economic development	16	14	0	1	1	0
Environment	5	3	0	1	0	1
Support services	6	4	2	0	0	0
Customer services	6	3	0	1	2	0
Total PIs	<b>47</b>	<b>36</b>	<b>3</b>	<b>4</b>	<b>3</b>	<b>1</b>

## 3. Reasons for Recommendations

3.1 This report details factual performance against pre-agreed targets.

3.2 Management Team, Cabinet, Resources Overview & Services Overview Committees receive regular updates detailing progress towards service plan objectives, performance targets and strategic risks, in line with our Performance and Improvement Framework.

3.3 Three detailed performance tables accompany this report along with the Annual Report:

- **Appendix A – Priority PIs End of Year 2018-19**
- **Appendix B – Corporate PIs End of Year 2018-19**
- **Appendix C – Data Only PIs End of Year 2018-19**
- **Appendix D – Annual Report 2018-19**

## 4. Key points to note:

- 4.1 There is one Environment PI marked as awaiting data - Cumulative CO2 reduction from local authority operations from base year of 2008/09 (annual) – as this takes some months for the data to come through.
- 4.2 Of the Priority PIs, two were off target – CdPED9, Major planning applications decision performance – within 8 weeks or other agreed period (details in 4.2.3), and CdRB1 (details in 4.2.4).
- 4.2.1 **Leaders:** All PIs within the Leader's portfolio are on target.
- 4.2.2 **Healthy Communities:** CdHS4 - Number of private sector dwellings vacant for more than 6 months and returned to occupation following local authority intervention is under the target of 28 at 0. This is due to there being no active intervention work undertaken by Housing Team during 2018/19 due to other workload demands and limited identification of suitable empty homes. Therefore, no empty homes are recorded as being returned to use as direct result of Council intervention. Complaints and enforcement work for empty homes causing nuisance or health concerns are dealt with on case by case basis. Annual Capacity Grid review and cleansing of Council Tax database is identifying long term empty homes that have been returned to use but not reported to the Council. This ensures that the Council provides an accurate empty homes total to inform the New Homes Bonus calculation.
- 4.2.3 **Planning and Economic Development:** The priority PIs are on target for this portfolio, with performance above the target set, excepting CdPED9. For this PI, the figure reached is 81.5%, under the total of 90%. An historical case that had been through a number of case officers due to a huge turnaround in staff - received in December 2017 - has skewed the figures.
- 4.2.4 **Environment:** CdWR4 – number of missed assisted containers – is over target of 170 at 267 for quarter 4 or 290 as an average for the year. The Waste Delivery Manager has stated that "These remain stubbornly high despite recent improvements. We continue to work with Serco to bring these down."
- 4.2.5 **Customer Services:** CdRB1 – Speed of processing new HB/CTB claims – is over target of 18, at 20.9 for quarter 4 due to the knock-on effects of Universal Credit meaning that it is unlikely that any new claim is dealt with immediately.
- 4.2.6 **Support Services:** JtBS1 availability of ICT systems to staff from 8am to 6pm is slightly under target of 99.5% at 96.5% for quarter 4, as is JtBS2, percentage of calls to ICT helpdesk resolved within agreed timescales (by period) - under the target of 95% at 92.3%. Both are due to problems with staff recruitment and retention within Business Support's Infrastructure Team, the section has been running at a reduced capacity throughout the year. Members of the team have also been spending time supporting projects relating to the ICT Strategy and therefore diverted from dealing with support calls. These two factors have contributed to missing both yearly targets.

## 5. Consultation

Not applicable.

## 6. Options

Not applicable.



# Item 8

CDC Cabinet 9 July 2019

Via Services Overview Committee 13 June 2019

Resources Overview Committee 18 June 2019

## 7. Corporate Implications

- 7.1 Financial - Performance Management assists in identifying value for money.
- 7.2 Legal – None specific to this report.
- 7.3 Crime and Disorder, Environmental Issues, ICT, Partnership, Procurement, Social Inclusion, Sustainability – reports on aspects of performance in these areas.

## 8. Links to Council Policy Objectives

Performance management helps to ensure that performance targets set through the service planning process are met, and that any dips in performance are identified and resolved in a timely manner.

This report links to all three of the Council's objectives, listed below:

Objective 1 - Efficient and effective customer focused services

Objective 2 - Safe, healthy and cohesive communities

Objective 3 - Conserve the environment and promote sustainability

## 9. Next Step

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

<b>Background Papers:</b>	N/A
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Appendix A - Priority PIs 2018-19 - CDC

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Code	Title	Target 2017/18	Apr-18	May-18	Jun-18	Jul-18	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18	Jan-19	Feb-19	Mar-19	2018/19	Traffic Light	Target 2018/19	Comments
<b>Leader's</b>																		
JtHR1	Working days lost due to sickness absence	10	5.8	6.3	6.3	6.2	6.5	6.7	7.0	7.0	7.1	7.5	7.5	7.5	7.5	☑	10	196.50 working days lost for March + 2,066.50 days lost (April - February) = 2,263 days lost. 2,263 / 301.33 (average FTE figure) = 7.51 average working days lost to sickness absence (cumulative). These figures relate to absence days from 39 employees
JtHR12	Working days lost due to short term sickness absence (upto 20 working days)	5	2.8	2.7	2.4	2.1	2.2	2.2	2.3	2.3	2.5	2.8	2.8	2.9	2.9	☑	5	87.50 working days lost for March + 775.50 days lost (April - February) = 863 days lost. 863 / 301.33 (average FTE figure) = 2.86 average working days lost to short term sickness absence (cumulative). The figures related to absence from 32 employees
JtHR13	Working days lost due to long term sickness absence (more than 20 working days)	5	3.0	3.6	3.9	4.1	4.3	4.5	4.7	4.7	4.7	4.7	4.7	4.7	4.7	☑	5	109 working days lost for March + 1,291 days lost (April - February) = 1,400 days lost. 1,400 / 301.33 (average FTE figure) = 4.65 average working days lost to long term sickness absence (cumulative). This absence relates to 7 employees
<b>Healthy Communities</b>																		
CdHS1	Number of applicants with/expecting children who have been in B & B accommodation for longer than 6 weeks (snapshot figure at end of month)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	☑	0	No households with/expecting children in B&B for longer than 6 weeks as at the end of 2018/2019
CdHS7	Number of households living in temporary accommodation (snapshot at the end of the month)	38	23	20	20	19	20	23	25	25	27	26	27	27	27	☑	38	Total comprises (i) 16 in Tom Scott House, (ii) 7 in B&B/Nightly booked (iii) 2 in PLSL and (iv) 2 in other Registered Provider
<b>Planning and Economic Development</b>																		
CdPED9	Major planning applications decision performance - within 13 weeks or other agreed period (cumulative monthly)	90%	100.0%	80.0%	66.7%	77.8%	70.0%	72.7%	75.0%	73.3%	85.0%	79.2%	81.5%	81.5%	81.5%	☒	90%	22 of 27 determined within target - cumulative figure
CdPED10	Minor planning applications decision performance - within 8 weeks or other agreed period (cumulative monthly)	75%	96.2%	98.2%	95.9%	96.7%	95.9%	95.1%	94.5%	92.9%	93.5%	93.2%	93.5%	94.0%	94.0%	☑	75%	280 of 298 determined within target - cumulative figure
CdPED11	Other planning applications decision performance - within 8 weeks or other agreed period (cumulative monthly)	85%	100.0%	98.6%	96.6%	97.0%	97.1%	97.2%	97.1%	97.0%	96.8%	96.1%	96.2%	96.3%	96.3%	☑	85%	1037 of 1077 determined within target - cumulative figure
<b>Environment</b>																		
CdWR2	Percentage of household waste sent for reuse, recycling and composting (cumulative)	53%			56.8%			56.1%			53.8%			53.5%	54.8%	☑	53%	Above target.
<b>Customer Services</b>																		
CdRB1	Speed of processing - new HB/CTB claims (cumulative)	18	21.0	17.3	19.4	20.0	19.5	19.7	19.8	20.6	21.2	21.4	21.4	20.9	21.4	☒	18	Short of staff and Universal Credit has taken the easy claims leaving the more complex on legacy benefits
CdRB2	Speed of processing - changes of circumstances for HB/CTB claims (cumulative)	5	4.9	3.3	4.0	4.2	4.4	4.4	4.7	4.7	4.8	4.8	4.6	3.8	3.8	☑	5	On target.
CdRB3	% of Council Tax collected (cumulative)	99%	5.5	15.4	25.0	34.7	44.3	53.9	63.5	73.1	82.6	92.4	98.7	99.4	99.4	☑	99.1%	On target.
CdRB4	Percentage of Non-domestic Rates Collected (cumulative)	98%	11.6	21.4	29.7	39.3	46.8	55.1	64.8	72.9	81.1	90.3	96.7	98.6	98.6	☑	98.5%	On target.

Appendix A



Appendix B - Corporate PIs 2018-19 - CDC

Code	Title	Target 2017/18	Apr-18	May-18	Jun-18	Jul-18	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18	Jan-19	Feb-19	Mar-19	2018/19	Traffic Light	Target 2018/19	Comments	
<b>Leader's portfolio</b>																			
<b>Healthy Communities</b>																			
CdCL1a (C)	Customer satisfaction rating at Chalfont Leisure Centre	NEW PI													89.9%	✔	75%	Target achieved. Please contact Leisure team for a thorough breakdown.	
CdCL1b (C)	Customer satisfaction rating at Chesham Leisure Centre	NEW PI													65.3%	⚠	68%	Please contact Leisure team for a thorough breakdown.	
CdCL1c (C)	Customer satisfaction rating at the Chiltern Pools Leisure Centre	NEW PI													71.0%	✔	50%	Target achieved. Please contact Leisure team for a thorough breakdown.	
CdCL2 (C)	Total participation in physical activities delivered through the GLL community engagement plan (by period)	15,000			1,387			1,360			1,292			2,011	6,050	✔	5000 per annum	Target achieved.	
CdHS2 (C)	Number of affordable homes delivered by (i) new build (ii) vacancies generated by local authority scheme (iii) acquisition of existing properties for social housing (cumulative)	33			25			25			25			26	Average 26	✔	33 (8.25/qtr)	Total comprises (i) 7 x rented homes at Springett Place Amersham (Paradigm), 6 x rented/12 x shared ownership properties at Appelfields, Little Chalfont (Paradigm) and 1 rented home Amersham (Rosewood) (ii) 0 and (iii) 0	
CdHS3 (C)	Average Length of stay in B & B temporary accommodation for all households (snapshot in weeks at end of quarter)	12			14			1			3			16	Average 8	✔	12	2 x B&B placements ended during the Quarter Jan-Mar 2019 with an average stay of 16 weeks Overall average stay in B&B for placements that ended in 2018/19 was 8 weeks	
CdHS4 (C)	Number of private sector dwellings vacant for more than 6 months and returned to occupation following local authority intervention	28												0	0	⚠	28	No active intervention work undertaken by Housing Team during 2018/19 due to other workload demands and limited identification of suitable empty homes. Therefore, no empty homes are recorded as being returned to use as direct result of Council intervention. Complaints and enforcement work for empty homes causing nuisance or health concerns is dealt with on case by case basis. Annual Capacity Grid review and cleansing of Council Tax database is identifying long term empty homes that have been returned to use but not reported to the Council. This ensures that the Council provides an accurate empty homes total to inform the New Homes Bonus calculation.	
CdEH1 (C)	Percentage of food hygiene inspections of category A – D food businesses achieved against the inspections due by quarter	93%			81.7%			79.4%			93%			100%	100%	✔	91%	Target achieved.	
JtLI2 (C)	Percentages of licences received and issued/renewed within statutory or policy deadlines (cumulative).	97%			98.6%			97.7%			99.2%			99.3%	99.3%	✔	97.0%	Target achieved.	
<b>Planning and Economic Development</b>																			
JtBC1 (C)	Applications checked within 10 working days (cumulative)	92%	100%	98.4%	98.2%	97.3%	97.9%	86.0%	92.1%	96.1%	98.4%	96.6%	97.8%	99.1%	99.1%	✔	92%	Target achieved.	
JtBC2 (C)	Customer satisfaction with the building control service (cumulative)	92%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	✔	92%	Target achieved.	
CdPED1 (C)	Percentage of planning applicants who are satisfied or very satisfied with the planning service (cumulative, quarterly)	80%			NA			NA			NA			NA	NA	NA	82%	The service is currently reviewing how to undertake these surveys.	
CdPED2 (C)	Planning appeals allowed (cumulative)	35%			33.3%			26.3%			26.9%			32.2%	32.2%	✔	35%	19 allowed of 59 appeals decided (cumulative total)  Note: How this indicator is calculated has been revised. This includes, all appeal types. Appeals against -Refusal of planning permission, -Imposition of conditions -Non-determination -Enforcement notices All applications that have development types that are reported to the Government on the PS2 return and PS1, questions 6 and 7 and all appeals against enforcement	
CdPED43	2019 Majors quality of planning decisions special measures 2 year & 9 month assessment period ending Dec 2018 (cumulative monthly)	9.99%	2.4%	2.4%	2.4%	2.4%	4.8%	4.8%	4.8%	4.8%	4.8%					✔	9.99%	Closed	
CdPED44	2019 Non-Majors quality of planning decisions - special measures 2 year & 9 month assessment period ending Dec 2018 (cumulative monthly)	9.99%	1.3%	1.4%	1.4%	1.5%	1.5%	1.6%	1.6%	1.6%	1.6%					✔	9.99%	Closed	

Code	Title	Target 2017/18	Apr-18	May-18	Jun-18	Jul-18	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18	Jan-19	Feb-19	Mar-19	2018/19	Traffic Light	Target 2018/19	Comments		
CdPED45	2020 Majors speed of planning decisions – special measures 2 year assessment period ending Sep 19 (cumulative, monthly)	60%	100%	93.8%	88.2%	90.0%	85.7%	86.4%	87.0%	84.6%	90.3%	85.7%	86.8%	86.8%	NA	✓	60%	33 of 38 Applications determined: Major Decision period: Oct 2017 - Sep 2019 SPEED Target: 60% or more		
CdPED46	2020 Non-Majors speed of planning decisions – special measures 2 year assessment ending September 2019 (cumulative, monthly)	70%	96.2%	96.4%	95.9%	96.2%	96.2%	96.2%	96.1%	95.9%	95.9%	95.5%	95.6%	95.7%	NA	✓	70%	1969 of 2057 Applications determined: Non-Major Decision period: Oct 2017 - Sep 2019 SPEED Target: 70% or more		
CdPED47	2020 Majors quality of planning decisions – special measures 2 year and 9 month assessment period ending December 2019 (cumulative, monthly)	9.99%	3.7%	3.3%	3.2%	2.9%	5.7%	8.3%	8.1%	7.5%	6.7%	6.7%	6.7%	6.7%	NA	✓	9.99%	3 of 45 Application allowed/part allowed on appeal: Major Decision period: Apr 2017 – Mar 2019 Appeal period: Apr 2017 – Dec 2019 QUALITY Target: less than 10%		
CdPED48	2020 Non-Majors quality of planning decisions – special measures 2 year and 9 month assessment period ending December 2019 (cumulative, monthly)	9.99%	0.8%	0.8%	0.8%	0.9%	0.9%	1.0%	1.08%	1.1%	1.1%	1.2%	1.2%	1.2%	NA	✓	9.99%	30 of 2572 Application allowed/part allowed on appeal: Non-Major Decision period: Apr 2017 – Mar 2019 Appeal period: Apr 2017 – Dec 2019 QUALITY Target: less than 10%		
CdPED49	2021 Majors speed of planning decisions - special measures 2 year assessment period ending Sep 2020 (cumulative monthly)	60%							100%	100%	100%	84.6%	87.5%	87.5%	NA	✓	60%	14 of 16 speed Applications determined: Major Decision period: Oct 2018 - Sep 2020 SPEED Target: 60% or more		
CdPED50	2021 Non-Majors speed of planning decisions - special measures 2 year assessment period ending Sep 2020 (cumulative monthly)	70%							95.4%	94.0%	94.8%	93.7%	94.1%	94.8%	NA	✓	70%	Target achieved.		
CdPED51	2021 Majors quality of planning decisions special measures 2 year & 9 month assessment period ending Dec 2020 (cumulative monthly)	9.99%	2.4%	2.4%	2.4%	2.4%	4.8%	4.8%	4.8%	4.8%	4.8%	4.2%	3.7%	3.7%	NA	✓	9.99%	1 of 27 Application allowed/part allowed on appeal: Major Decision period: Apr 2018 – Mar 2020 Appeal period: Apr 2018 – Dec 2020		
<b>Environment</b>																				
CdSE1 (C)	Cumulative CO2 reduction from local authority operations from base year of 2008/09 (annual)	12%												NA	NA	NA	12%	This data takes a few months to come through every year.		
CdWR1 (C)	Household collections, number of collections missed per month (calculated on weekly basis)	1733	1751	1492	1762	1863	2060	1586	1786	1363	1467	1567	1080	1280	Average 1588	✓	1650	Target achieved.		
CdWR3 (C)	Waste customer satisfaction survey	86%			84.3%			NA			88.0%			NA	Average 86.2%	✓	86%	Target achieved.		
CdWR4 (C)	No of missed assisted containers (monthly)	NEW PI	324	251	370	265	349	262	313	262	207	328	279	267	Average 290	✗	170	These remain stubbornly high despite recent improvements. We continue to work with Serco to bring these down.		
<b>Support services</b>																				
JtBS1 (C)	Availability of ICT systems to staff from 8am to 6pm (by period)	99.5%			99.8%				97.3%					94.5%		96.5%	98.1%	□	99.5%	Due to problems with staff recruitment and retention within Business Support's Infrastructure Team, the section has been running at a reduced capacity throughout the year. Members of the team have also been spending time supporting projects relating to the ICT Strategy and therefore diverted from dealing with support calls. These two factors have contributed to missing both yearly targets.
JtBS2 (C)	Percentage of calls to ICT helpdesk resolved within agreed timescales (by period)	95%			93.5%				88.2%					91.5%		92.3%	91.1%	□	95%	Due to problems with staff recruitment and retention within Business Support's Infrastructure Team, the section has been running at a reduced capacity throughout the year. Members of the team have also been spending time supporting projects relating to the ICT Strategy and therefore diverted from dealing with support calls. These two factors have contributed to missing both yearly targets.
CdBS3 (C)	Percentage of responses to FOI requests sent within 20 working days (by month)	90%	100%	98.8%	100%	98.9%	100%	94.4%	98.4%	97.7%	100%	99%	99%	100%	Average 99%	✓	90%	Target achieved.		
JtLD1 (C)	Client satisfaction with the shared service. Percentage satisfied or very satisfied.	98%						100%						100%	100%	✓	98%	Target achieved.		

Code	Title	Target 2017/18	Apr-18	May-18	Jun-18	Jul-18	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18	Jan-19	Feb-19	Mar-19	2018/19	Traffic Light	Target 2018/19	Comments	
CdLD1 (C)	The percentage response to the annual canvass	94%													100%	100%	☑	98%	Target achieved.
CdLD2 (C)	Percentage of standard searches carried out within three working days (by period quarterly)	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	☑	100%	Target achieved.	
<b>Customer services</b>																			
CdCS1 (C)	New measure for complaints - t.b.a.	TBA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	TBA	Placeholder for PI for when Customer Experience Strategy is implemented	
CdCS2 (C)	New measure for compliments - t.b.a.	TBA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	TBA	Placeholder for PI for when Customer Experience Strategy is implemented	





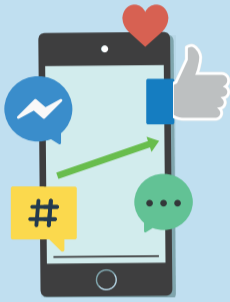
Appendix C - Data Only PIs - CDC

Code	Title	Target 2017/18 (YTD)	Apr-18	May-18	Jun-18	Jul-18	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18	Jan-19	Feb-19	Mar-19	2018/19	Comments
<b>Leader's portfolio</b>																
CdCP1 (C)	Number of unique visitors to the main website (by period)	Data Only	101390	102580	101376	102097	101780	100008	109024	110076	105373	152377	126555	128206	111736	
JtHR2 (C)	Voluntary leavers as a % of workforce (extrapolated for the year)	16%			21.9%			17.6%			15.7%			15.6%	Average 17.7% / quarter	10 leavers in quarter three plus 29 for quarters 1 & 2 = 39 leavers for Qs 1, 2 & 3. 39 / 3 x 4 = 52 projected for the year 52 / 332.00 average headcount * 100 = 15.66%. This information is taken from
<b>Healthy Communities</b>																
CdCL3a (C)	Total attendance at Chalfont Leisure Centre	NEW PI			93,311			82,092			72027			75812	Average 80811 / quarter	
CdCL3b (C)	Total attendance at Chesham Leisure Centre	NEW PI			67,637			69,136			69056			86660	Average 73122 / quarter	
CdCL3c (C)	Total attendance at Chiltern Pools Leisure Centre	NEW PI			92,568			89,516			86113			100968	Average 92291 / quarter	
CdCmsf1 (C)	Percentage reduction in burglaries from dwellings year on year for Chiltern (quarterly)	Data Only			-46.8%			-22.9			-48.7			-11.1	Average -20.8	Burglary dwellings increased in Chiltern District over the past year by 11%. This was from 261 to 290 burglaries.
CdCmsf2 (C)	Percentage reduction in violent offences against a person, rolling year on year	data only			-62.1%			-43.1%			-32.2%			-31.3%	Average -42.2%	Violence against a person offences increased by 31.3% over the past year in Chiltern District. This rose from 973 to 1,278 offences.
<b>Planning and Economic Development</b>																
JtENF1(C)	Number of new enforcement cases received (monthly)	NEW PI	23	30	25	25	40	32	49	35	29	37	32	79	436 Average 36 / month	
JtENF2 (C)	Number of closed cases (monthly)	NEW PI	5	215	45	22	60	20	37	12	15	26	25	43	525 Average 44 / month	
JtENF3 (C)	Number of PCNs (or S330s) issued (monthly)	NEW PI	0	0	0	0	0	0	0	0	0	0	0	0	0	Dependent on number of breaches.
JtENF4 (C)	Number of notices served (monthly)	NEW PI	0	0	0	0	0	0	2	1	0	0	0	4	Total: 7	Dependent on number of types of cases, compliance and amicable negotiation.





Provide best value for money services by listening to our customers to ensure the provision of excellent services across all areas of the Councils



Approximately **10%** increase in number of social media followers and increased engagement with residents.



Processes have been streamlined, making planning services more efficient and consistent.



Won Revenues Team of the Year (District Authority) 2018.

**Institute of Revenues Rating & Valuation (IRRV) Awards**

Shortlisted as finalist in IRRV Excellence in Partnership award 2018.

Received approval from Joint Committee for the Customer Experience Programme.



Began implementation of phase one of the Customer Experience Programme.

**BIERTON**  
CREMATORIUM

Opened the Berton Crematorium on the 23 April 2019.



Opened the Amersham Multi-Storey Car Park extension in November 2018.



The 2018/19 budget achieved over **£300,000** of savings and budget reductions.



Work towards safer, healthier and more cohesive communities by improving community safety and promoting and supporting local communities



Launched Op Gauntlet (in partnership with Thames Valley Police, Trading Standards and NatWest) to raise awareness of phone scams and held regular awareness events.

over **70** local businesses



attended the Annual Business Meeting.

Supported over



**60+** community groups



Community Lottery established and currently supporting.

**50** local organisations

Successful delivery of the community engagement (outreach) plan that has attracted

over **5,000**

visits in hard to reach and socially disadvantaged localities.



Carried out regular taxi licensing compliance operations to ensure vehicles remain safe. Provided safeguarding and child sexual exploitation prevention training to all licensed taxi drivers.



Public consultation with residents and stakeholders on the Chiltern Lifestyle Centre development.

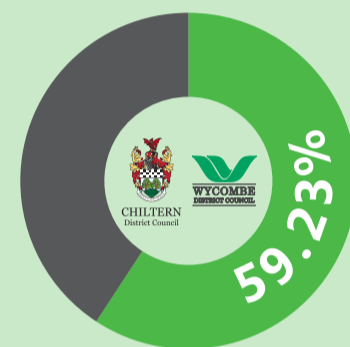


almost **1 million** visits to Chiltern Leisure Centres.



Strive to conserve the environment, whilst also promoting sustainable economic growth

Recycling rates achieved in Chiltern and Wycombe districts.



**40.51%**

Number of residents who subscribed to chargeable garden waste collections by October 2018.

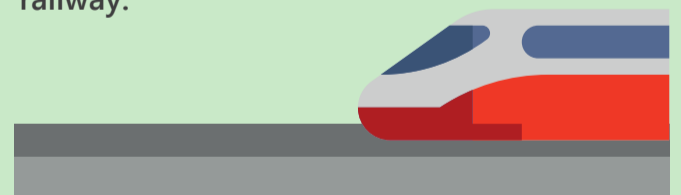


**50%** increase in food waste collected between January 2017 and January 2018.



Completed **100%** of environmental permitted industry inspections.

Worked with HS2 joint venture companies to manage and minimise impacts from construction and future operation of a new railway.



Prepared the Local Plan for consultation.



Appointed an Economic Development Team.

Consult on the **Chalfont St Giles Neighbourhood Plan**

Referendum will be held on 13 June 2019.





<b>SUBJECT:</b>	<i>Treasury Management – Annual Report 2018/19</i>
<b>REPORT OF:</b>	<i>Jim Burness, Director of Resources</i>
<b>RESPONSIBLE OFFICER</b>	<i>Helen O’Keeffe, Capital &amp; Treasury Manager</i>
<b>REPORT AUTHOR</b>	<i>Helen O’Keeffe, <a href="mailto:helen.okeeffe@chilternandsouthbucks.gov.uk">helen.okeeffe@chilternandsouthbucks.gov.uk</a> 01494 732781</i>
<b>WARD/S AFFECTED</b>	<i>All</i>

## 1. Purpose of Report

- 1.1 To report on the Treasury Management performance of the Council for 2018/19 as required by the Code of Practice on Treasury Management.

### RECOMMENDATION

**Members are requested to note the Treasury Management performance for 2018/19 as required by the Code of Practice on Treasury Management.**

## 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. Annual Report on Treasury Management 2018/19**

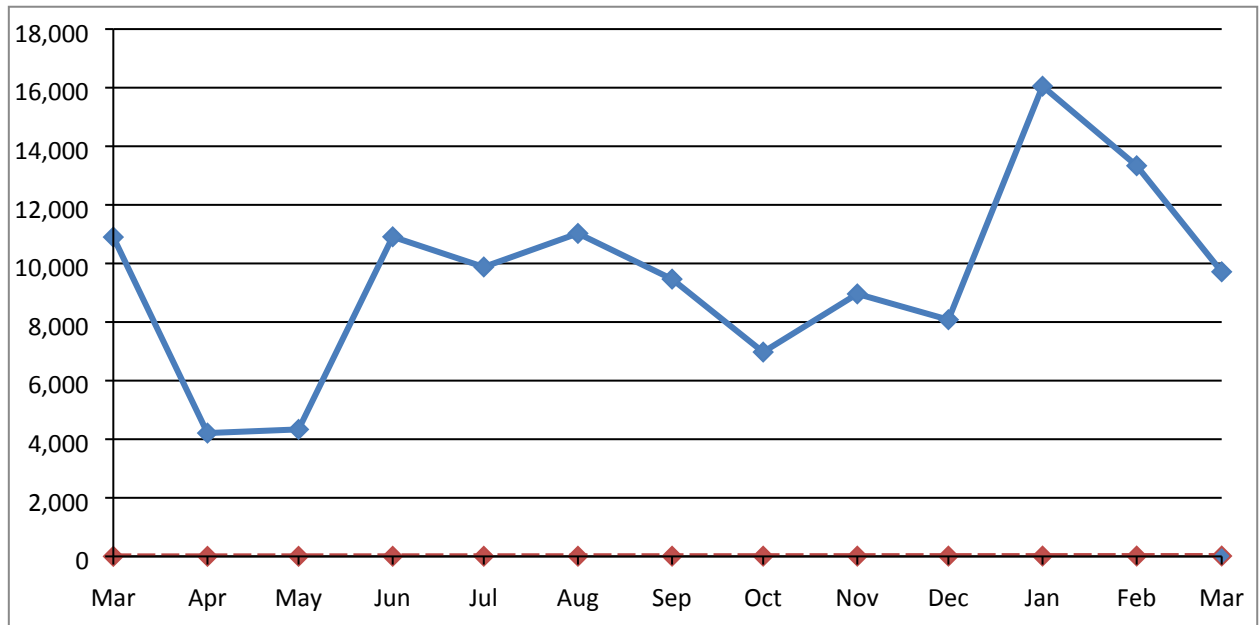
- 3.1 In July 2017 the Council took out a loan from the PWLB to finance the construction of the new Amersham Multi Storey car park following the approval of the business case and planning. The value of the loan was £10.8m, borrowed at an interest rate of 2.7% repayable over 40 years. There was no further borrowing in 2018/19.
- 3.2 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 was increased to 0.5% on 2 November 2017 and remained at this level throughout 2018/19.
- 3.3 Officers invest cash flow surpluses with approved counter parties. During the year, officers invested funds in accordance with counter parties approved as part of the Treasury Management Strategy 2018/19 as in the table below.

	Duration	Maximum Amount	Fitch Rating	Comment
Money Market Funds	-	£5m	AAA	
UK Institutions	Up to 3 years	£5m	BBB+ or better	
Non UK Institution	Up to 3 years	£2m	A- or better	Sovereignty rating AA or better
Corporate Bonds/Bond Funds	Up to 3 years	£5m	A- or better	
Other Approved Investments (eg Property Funds)	-	£5m	-	-

- 3.4 Link Asset Services is engaged by the Council as its Treasury Management consultants providing advice on investment, performance and regulations where necessary.
- 3.5 A summary of the movements in the year is as follows:

	Fund Balance 1.4.2018 £000	Fund Withdrawals £000	Added to Fund £000	Fund Balance 31.3.2019 £000
Instant Access Deposits	900		815	1,715
Money Market Funds	10,000	(13,000)	11,000	8,000
Fixed Deposits	13,000	(13,000)	10,000	10,000
Total	23,900	(26,000)	21,815	19,715

- 3.6 The Instant Access deposit as at 31 March 2019 is held with our bankers Barclays.
- 3.7 The following graph shows how the level of cash and instant access investments has fluctuated over the year. The level of cash reserves has decreased slightly over the year owing to the build of the Amersham Multi Storey Car Park which used funds which were borrowed.



- 3.8 The weighted average interest rate earned on fixed rate investments in the year was 0.91%. By way of comparison, the weighted average interest rate earned in the year by South Bucks District Council was 0.79%.
- 3.9 A summary of the Council's Fixed Deposits as at 31<sup>st</sup> March 2019 is shown below:

UK Institutions	Fitch Credit Rating	Principal £	Interest Rate	Invested	Matures
Lloyds Banking Group	A+				
Fixed Deposit		1,000,000	1.05%	06/11/18	06/08/19
Fixed Deposit		1,000,000	1.05%	29/10/18	29/07/19
Fixed Deposit		1,000,000	1.00%	26/07/18	26/07/19
Fixed Deposit		2,000,000	1.05%	26/10/18	26/07/19
Santander	A				
Fixed Deposit		1,000,000	0.90%	15/05/18	15/05/19
Fixed Deposit		1,000,000	1.05%	26/07/18	26/07/19
Fixed Deposit		1,000,000	1.03%	26/10/18	26/07/19
Close Brothers	A				
Fixed Deposit		1,000,000	1.20%	15/10/18	15/10/19
Fixed Deposit		1,000,000	1.20%	20/11/18	20/11/19
<b>Total Deposits</b>		<b>10,000,000</b>			

#### 4. Corporate Implications

- 4.1 A comparison between the actual and budgeted interest returns for 2018/19 is shown below:

	Budget 2018/19 £000	Actual 2018/19 £000
Interest	90	187

- 4.2 Actual interest received from investments is above the budgeted figure of £90,000. The budget was set at a modest level owing to uncertainty around probable interest rates. The budget assumed interest rates of 0.9% for fixed term investments and 0.35% for short term investments such as Money Market Funds. Actual interest rates earned were between 0.9% and 1.2% for fixed term investments and an average of 0.6% for short term investments, so the budgeted interest was exceeded. The budgeted income from investments for 2019/20 has been set at £40,000.

<b>Background Papers:</b>	None
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<b>SUBJECT:</b>	<i>CDC Capital and Repairs &amp; Renewals Outturn Report 2018/19</i>
<b>REPORT OF:</b>	<i>Support Services Portfolio Holder – Cllr Mike Stannard</i>
<b>RESPONSIBLE OFFICER</b>	<i>Head of Finance – Rodney Fincham</i>
<b>REPORT AUTHOR</b>	<i>Capital Accountant – Jane Clarke – 01494 732 223- jclarke@chiltern.gov.uk</i>
<b>WARD/S AFFECTED</b>	<i>All</i>

## 1. Purpose of Report

To:

- Report the 2018/19 capital and repairs & renewals outturn position.
- Request the carry forward of unspent capital and repairs & renewals budgets.

### RECOMMENDATIONS

**Cabinet is asked to:**

- **Note the 2018/19 capital and repairs & renewals outturn position.**
- **Agree which capital and repairs & renewals budgets should be carried forward to 2019/20.**

## 2. Capital Expenditure

Appendix A provides the following information for each 2018/19 capital scheme.

- Latest Budget
- Actual Expenditure
- Variance
- Requested Carry Forward
- Comments from Head of Service/Scheme Manager.

## 3. Repairs & Renewals Expenditure

Appendix B provides the following information for each 2018/19 repairs and renewals scheme.

- Latest Budget
- Actual Expenditure
- Variance
- Requested Carry Forward
- Comments from Head of Service/Scheme Manager.

## 4. Options

Other options would be to not allow any carry forwards to schemes. However, this would mean projects could not be progressed.

**5. Corporate Implications**

If all proposed carry forward budgets are agreed, the additional budgeted capital expenditure in 2019/20 will be £1,513k, and the additional budgeted repairs & renewals expenditure in 2019/20 will be £196k.

**6. Links to Council Policy Objectives**

Effective budgeting helps ensure that, as far as possible, the Council can deliver cost-effective, customer-focused services.

**7. Next Step**

Agreed carried forward budgets will be added to the 2019/20 original budgets.

<b>Background Papers:</b>	None
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APPENDIX A CDC Capital Budget Monitoring 2018/19	Latest Budget	Actual	Variance	Requested Carry Forward	Comments
	£	£	£	£	
<b>Environment</b>					
Refuse Vehicles	200,000	0	-200,000	200,000	Carry forward, to enable service delivery.
Sycamore Road - Additional parking spaces & resurfacing	1,680	1,680	0	0	Project complete no carry forward.
AMSCP	5,594,187	5,558,637	-35,551	35,551	Carry forward, for completion of waterproofing to AMSCP.
Car Park Enhancements	21,007	21,007	0	0	Project complete no carry forward.
Mill Meadow Bridge	303,321	-1,031	-304,352	0	Project complete no carry forward.
<b>Healthy Communities</b>					
Town & Village Revitalisation	14,000	0	-14,000	14,000	Carry forward to support legacy projects.
Leisure Centres	241,099	139,958	-101,141	101,141	Carry forward as ongoing capital works to existing centres.
Leisure Centre - Redevelopment of Chiltern Pools	1,000,000	750,156	-249,844	249,844	Project ongoing, carry forward.
Disabled Facility Grants	1,005,778	531,367	-474,411	474,411	Carry forward, to enable service delivery.
Homeless Mitigation Works	150,000	0	-150,000	150,000	Carry forward, to enable service delivery.
St Johns Ambulance Building - Acquisition	525,000	539,400	14,400	0	Overspent , no carry forward.
Renovation Grants	103,672	33,493	-70,179	70,179	Carry forward, to enable service delivery.
<b>Customer Services</b>					
Customer Experience Strategy Programm	247,956	200,254	-47,702	47,702	Project ongoing, carry forward.
<b>Support Services</b>					
Virtual environment upgrades	7,690	838	-6,852	6,852	Carry forward, project ongoing.
IP telephony - core infrastructure	19,586	0	-19,586	19,586	Carry forward, project ongoing.
Shared F&P Service - Uniform & FM System	7,400	0	-7,400	7,400	Carry forward, project ongoing.
KGvH - Undercroft Car Park Security Enhancements	7,444	6,055	-1,389	0	Project complete no carry forward.
KGvH - Increase Parking	88,406	0	-88,406	0	Project cancelled no carry forward.
KGvH - Replace condensing boilers	150,000	178,175	28,175	0	Overspent , no carry forward.
KGvH - Fire Risk Assessment schedule of works - fire protection compartment, intumescent installation	150,000	30,872	-119,128	119,128	Project ongoing, carry forward.
KGvH - New CCTV system to monitor offices perimeter	10,000	8,164	-1,836	1,836	Project ongoing, carry forward.
KGvH - Access control system replacement	65,000	49,556	-15,444	15,444	Project ongoing, carry forward.
	<b>9,913,226</b>	<b>8,048,581</b>	<b>-1,864,646</b>	<b>1,513,074</b>	



<b>APPENDIX B</b>	<b>Latest Budget</b>	<b>Actual as at</b>	<b>Variance</b>
<b>CDC Repairs and Renewals Monitoring 2018/19</b>		<b>31.03.19</b>	
	<b>£</b>	<b>£</b>	<b>£</b>
<b>Environment</b>			
Public Conveniences : Repair buildings & equipment	3,441	0	-3,441
Cleansing services: Replacement dog waste bins	5,000	412	-4,588
Depot: Annual Allocation	122,162	101,287	-20,875
Depot: Access road improvements	1,294	0	-1,294
Depot: Security fencing to South boundary	6,000	1,875	-4,125
Car park surface repairs: Annual allocation	9,395	9,348	-47
AMSCP: Repair pedestrian barriers	6,822	6,822	0
AMSCP: Redecoration	8,000	8,972	972
Mill Meadow, Chalfont St Peter, Bridge Repairs	0	-9,076	-9,076
Offices: Maintenance works	247,250	137,422	-109,828
Ashley Green old school community centre: Building repairs	9,813	6,064	-3,749
Barn Hall Annex & Barn Hall Community Centre	4,375	2,863	-1,512
<b>Healthy Communities</b>			
Leisure Centres Fund	30,421	17,631	-12,790
Leisure Centre - Needs Assessment	50,000	49,192	-808
<b>Support Services</b>			
IT: Replacement equipment / alterations	80,315	43,178	-37,137
	<b>584,288</b>	<b>375,989.26</b>	<b>-208,299</b>

<b>Breakdown of Offices: Maintenance Works</b>	<b>Latest Budget</b>	<b>Actual</b>	<b>Variance</b>
		<b>31.03.19</b>	
Offices: Paving replacement	13,000	3,300	-9,700
KGVH - Audio System for Council Chamber	47,500	48,290	790
KGVH - Refurbishment of General Office (planning desks)	22,200	22,119	-81
KGVH - Overhaul wet heating system with flush through and new valves	5,000	5,511	511
KGVH - External lighting	5,000	0	-5,000
KGVH - Pest proofing of chamber, atrium and pond area	36,000	43,620	7,620
KGVH - Emergency lighting overhaul	4,000	2,590	-1,410
KGVH - Fixed wiring repairs / replacement of circuits	18,800	8,833	-9,967
KGVH - replacement of electric distribution boards	9,000	0	-9,000
KGVH - Upgrade lighting to LED	50,000	3,158	-46,842
KGVH - Renew suspended ceilings	18,750	0	-18,750
KGVH - HWS Cylinder Replacement	18,000	0	-18,000
	<b>247,250</b>	<b>137,422</b>	<b>-109,828</b>

Requested Carry Forward	Comments
£	
3,441	Carry forward, ongoing works.
4,588	Carry forward ongoing works.
20,875	Carry forward ongoing works.
1,294	Carry forward ongoing works.
4,125	Carry forward ongoing works.
0	Project complete, no carry forward.
0	Project complete, no carry forward.
0	Overspent, no carry forward.
0	No Carry forward required.
109,669	See breakdown below.
0	Project complete, no carry forward.
1,512	Carry forward ongoing works.
12,790	Carry forward ongoing works.
808	Carry forward to undertake survey work.
37,137	Carry forward for ongoing works.
<b>196,239</b>	

Requested Carry Forward	Comments
9,700	Project ongoing, carry forward.
0	Overspent, no carry forward.
0	Project complete, no carry forward.
0	Overspent, no carry forward.
5,000	Project ongoing, carry forward.
0	Overspent, no carry forward.
1,410	Project ongoing, carry forward.
9,967	Project ongoing, carry forward.
0	Project cancelled, no carry forward.
46,842	Project ongoing, carry forward.
18,750	Project ongoing, carry forward.
18,000	Project ongoing, carry forward.
109,669	

<b>SUBJECT</b>	Chalfont St Giles Neighbourhood Plan - consideration of Referendum Result
<b>RELEVANT MEMBER</b>	Planning and Economic Development Portfolio Holder - Peter Martin
<b>RESPONSIBLE OFFICER</b>	Mark Jaggard - Head of Planning and Economic Development
<b>REPORT AUTHOR</b>	David Waker, 01494 732267; email – <a href="mailto:david.waker@chilternandsouthbucks.gov.uk">david.waker@chilternandsouthbucks.gov.uk</a>
<b>WARD/S AFFECTED</b>	Chalfont St Giles

## 1. Purpose of Report

To report the result of the Chalfont St Giles Neighbourhood Plan Referendum to Cabinet. Given the referendum result is in favour of the plan the next stage is for the Council to 'make' the plan, following which it will become part of the Development Plan for the Chalfont St Giles Parish area. Therefore Officers advise Cabinet to recommend to Council that the neighbourhood plan be made (subject to any legal challenge being lodged).

### RECOMMENDATION:

- That Cabinet recommends to Council to make the Chalfont St Giles Neighbourhood Plan subject to any legal challenge being made.**

## 2. Executive Summary

None.

## 3. Reasons for Recommendation

If a neighbourhood plan is supported by the majority of people who vote in a referendum then the Local Planning Authority have to make the plan, within 8 weeks of the day after the referendum is held, in accordance with the relevant regulations unless the plan would be in breach of European legislation or the Convention on Human Rights. Under the Council's scheme of delegations Cabinet is required to recommend to Council to make this Neighbourhood Plan. The recommendation from Cabinet is subject to any legal challenge being lodged within 6 weeks of the referendum result.

## 4. Content of Report

- The Chalfont St Giles Neighbourhood Plan has been through the formal stages required and, following receipt of the Examiner's report and this Council's consideration of that report was recommended to proceed to referendum subject to some minor changes.

4.2. Therefore on the 13 June 2019 the Chalfont St Giles Neighbourhood Plan was put to a referendum of eligible voters within the parish of Chalfont St Giles.

### **Referendum result**

4.3. Under the regulations the referendum had to ask the following question –

Do you want Chiltern District Council to use the Neighbourhood Plan for Chalfont St. Giles to help it decide planning applications in the neighbourhood area?

Yes or No

4.4. Following the close of the referendum the votes cast were counted giving the following result:

Yes – 961 No – 88

This represented a 91.61% Yes vote from those who turned out to vote.

4.5. If, following a referendum, more than half of those voting have voted in favour of the plan the Council is under a statutory duty to ‘make’ the plan as soon as possible after the referendum unless the plan would be in breach of European legislation or the Convention on Human Rights<sup>1</sup> .

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

4.7. Anyone aggrieved by the conduct of the referendum result can make a legal challenge to that process within 6 weeks of the referendum result being announced. If such a legal challenge is made the Council is not bound to the 8-week deadline for making the neighbourhood plan.

### **Neighbourhood Plan – part of Development Plan**

4.8. If the Chalfont St Giles Neighbourhood Plan is ‘made’ by the Council it will form part of the Development Plan for the area of Chalfont St Giles parish. In accordance with the relevant legislation<sup>2</sup>, “if regard is to be had to the development plan for the purpose of any determination to be made under the planning Acts the determination must be made in accordance with the plan unless material considerations indicate otherwise”, and so will be a primary material consideration in the determination of planning applications made within the parish.

### **Recommendation to ‘make’ the Plan**

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<sup>1</sup> Section 38A(4) of the Planning and Compulsory Purchase Act 2004 as amended by the Localism Act 2011

<sup>2</sup> Section 38(3) & (6) of the Planning and Compulsory Purchase Act 2004 as amended by the Localism Act 2011



4.9. It is recommended that Cabinet recommends that full Council 'Make' the Chalfont St Giles Neighbourhood Plan subject to any legal challenges to the plan that may be applicable

### **What next**

4.10. When a neighbourhood plan has been 'made' by the Council, it is under a duty to publicise the making of the neighbourhood plan and to make copies of the neighbourhood plan available. The regulations<sup>3</sup> require the decision to make the neighbourhood plan and the neighbourhood plan documents to be published on the Council website and to publicise the making of the neighbourhood plan in any other way the Council feels will bring the making of the plan to the attention of people who live and work in the neighbourhood plan area. In addition, the Council is under a duty to inform any person who asked to be notified that the neighbourhood plan had been made.

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

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

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

4.12. The Parish Council could decide to review the plan in the future but any such review would be subject to further consultation procedures and involvement by the new Buckinghamshire authority.

## **5. Consultation**

Extensive public consultation was undertaken by the Parish Council in the formulation of the plan and by this Council during the formal statutory stages of the plan culminating in the referendum process itself.

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<sup>3</sup> The Neighbourhood Planning (General) regulations 2012 as amended – paras 19 and 20

**6. Options (if any)**

Under the legislation, if a neighbourhood plan passes the referendum process and does not contravene European and Human Rights legislation the Council is required to make the plan. There are no other applicable available options.

**7. Corporate Implications**

- 7.1 Financial - The costs of the public consultation, undertaking the referendum and publishing the Plan are initially met by the Council. The Government issues neighbourhood plan grants at set stages in the neighbourhood plan process. As such the costs of the making of the plan should be met by the Government grant.
- 7.2 Legal - the Council is legally required to 'make' the plan, subject to any legal challenges. Failure to 'make' the plan could in turn lead to legal action from the Parish Council and/ or the Secretary of State.
- 7.3 Once 'made' the plan will form part of the Development Plan for the area of Chalfont St Giles parish. The plan has been the product of partnership working between the Council and the Parish Council.

**8. Links to Council Policy Objectives**

The plan is consistent with Joint Business Plan objectives 2 - "Working towards safe and healthier local communities" and 3 - "Striving to conserve the environment and promote sustainability." Promote cohesive communities - Engage with Parish and Town Councils

**9. Next Steps**

The recommendation to make the Plan will proceed to the next Council meeting on 23<sup>rd</sup> July 2019.

<b>Background Papers:</b>	The Chalfont St Giles Neighbourhood Plan and the referendum result notice are both available on the Council website. <a href="https://www.chiltern.gov.uk/ChalfontStGilesNHPR">https://www.chiltern.gov.uk/ChalfontStGilesNHPR</a>
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<b>SUBJECT:</b>	<i>Agreement to sign the motor neurone disease (MND) Charter</i>
<b>RELEVANT MEMBER:</b>	<i>Councillor Liz Walsh, Portfolio Holder for Healthy Communities</i>
<b>RESPONSIBLE OFFICER</b>	<i>Martin Holt, Head of Healthy Communities</i>
<b>REPORT AUTHOR</b>	<i>Martin Holt; 01494 732055; martin.holt@chilternandsouthbucks.gov.uk</i>
<b>WARD/S AFFECTED</b>	<i>(All Wards);</i>

### 1. Purpose of Report

To agree that the Council supports and signs the Motor Neurone Disease (MND) Charter which recognises and respect the rights of people with MND as set out in the Charter, and work towards the Charter's vision of the right care, in the right place at the right time.

### RECOMMENDATION TO CABINET

#### 1. To agree that the Council supports and signs the Motor Neurone Disease (MND) Charter

### 2. Reasons for Recommendations

To raise the awareness of staff and members of the impact of MND on carers and sufferers and to ensure that the council's policies and procedures enable people with MND to receive a rapid response to their needs and good quality care and support, ensuring the highest quality of life as possible and the ability to die with dignity. The MND Charter serves as a tool to help make this happen.

### 3. Content of Report

3.1. MND is a devastating, complex disease and particularly difficult to manage. MND is a fatal, rapidly progressing disease that affects the brain and spinal cord. It can leave people locked in a failing body, unable to move, talk and eventually breathe.

3.2. A person's lifetime risk of developing MND is up to one in 300. It kills around 30% of people within 12 months of diagnosis, more than 50% within two years. It affects people from all communities. It has no cure

3.3. The MND Association believe that if the right care is provided for MND it can save public services money in the long run. But more importantly, it can make a positive difference to the lives of people with MND, their carers and their loved ones.

3.4. The five points of the Charter and detailed in Appendix 1 are:

- The right to an early diagnosis and information
- The right to access quality care and treatments
- The right to be treated as individuals and with dignity and respect
- The right to maximise their quality of life
- Carers of people with MND have the right to be valued, respected, listened to and well-supported.

3.5. The impacts that District Council services can have on MND sufferers are identified in appendix 2, information for Councillors. The Council currently supports persons with disabilities in the following ways

	Impact	CDC/SBDC Position
Housing Adaptations	Adaptations funded via the DFG (Disabled Facilities Grants) programme can support MND sufferers to remain in their home and continue to access all facilities (bathroom, garden etc.). Appendix 2 highlights that in some areas there can be delays in the assessment and delivery of DFGs.	We have reviewed our processes and introduced a fast track grant process to speed up delivery of small adaptations such as stairlifts, showers and ramps. We work with clients and partners (including Occupational Therapists and contractors) to ensure adaptations delivered as speedily as possible, although there will sometimes be factors such as the need for planning permissions, lack of availability of contractors that can slow down delivery.
Social Housing	If the MND sufferer is living in social housing, the landlord may need to undertake adaptations or facilitate a move to more suitable accommodation if the property becomes unsuitable for the household's needs.	Social Housing tenants can access DFG funding and landlords (i.e. Registered Provider landlords) can approve or directly undertake works, If a tenant has MND and needs to move on confirmed medical

		grounds, then he/she can be prioritised for rehousing via the Bucks Home Choice scheme and the landlord can also look to assist via their own internal Management Move scheme.
Housing Benefits	Persons in rental accommodation can face difficulties paying rent as well as other costs.	The introduction on Universal Credit means that the DWP (not the Council) is now responsible for administering new benefit claims for people seeking help with their housing costs. However, the Councils still administered Discretionary Housing Payments (DHP) which can provide additional help with housing costs in cases of particular hardship. Each application for DHP is considered on its individual circumstances
Council tax reduction	Persons on low income or claiming benefits may be able to claim 100% Councils Tax reduction	Chiltern District Council's Council Tax Reduction Scheme has a maximum entitlement of 90% for taxpayers classified as vulnerable. If a customer is in receipt of certain qualifying benefits such as disability benefits they could be classified as vulnerable and then receive a maximum entitlement of 90% dependant on their income and eligibility.

Leisure, Transport, Parks and Open Spaces	Ensuring full access to services assists in improving a person's quality of life	<p>The councils leisure facilities have disabled changing facilities and concessionary fees for disabled persons. The operator also supports the delivery of disability clubs Should the Chiltern Lifestyle Centre be built the facility will be fully accessible and designed to meet the needs of disable persons. The mix of community and leisure facilities will enable greater social interaction and opportunities to reduce social isolation and enable persons with NMD, their families and carers to participate.</p> <p>The financial support to Dial a Ride enables the opportunity for disabled persons to access transport.</p>
Planning	Ensuring full access to services assists in improving a person's quality of life	Planning advice and assistance enables applicant to apply via the portal.

3.6. Members are asked to recommend that the Council signs the Motor Neurone Disease (MND) Charter

#### 4. Consultation

Not Applicable. The report was considered by the Services Overview Committee on 13 June 2019.

#### 5. Options (if any)

5.1. To agree to signing the Charter and to adopt policies that would support the aims of the Charter

5.2. To decline to sign the Charter

**6. Corporate Implications**

Reports must include specific comments addressing the following implications;

6.1 Financial – there are no additional financial costs

6.2 Legal – the charter would assist the council in demonstrating its equalities duties

**7 Links to Council Policy Objectives**

1. Delivering cost- effective, customer- focused services

2. Working towards safe and healthier local communities

**Next Steps**

Should Cabinet approve the recommendation, the Council would publicise that it has formally signed the Motor Neurone Disease (MND) Charter.

<p><b>Background</b></p> <p><b>Papers:</b></p>	<p>None, other than those referred to in this report.</p>
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**CHAMPION  
THE CHARTER  
ON YOUR  
DOORSTEP**

# the mnd charter

Achieving quality of life, dignity and respect for people with MND and their carers  
Page 73

## The MND Charter is a statement of the respect, care and support that people living with motor neurone disease (MND) and their carers deserve, and should expect.

We believe that everyone with a connection to MND, either personally or professionally, should recognise and respect the rights of people with MND as set out in the Charter, and work towards the Charter's vision of the right care, in the right place at the right time.

### About MND:

- MND is a fatal, rapidly progressing disease that affects the brain and spinal cord.
- It can leave people locked in a failing body, unable to move, talk and eventually breathe.
- A person's lifetime risk of developing MND is up to one in 300.
- It kills around 30% of people within 12 months of diagnosis, more than 50% within two years.
- It affects people from all communities.
- It has no cure.

Therefore, what matters most is that people with MND receive a rapid response to their needs and good quality care and support, ensuring the highest quality of life as possible and the ability to die with dignity. The MND Charter serves as a tool to help make this happen.

MND is a devastating, complex disease and particularly difficult to manage. We believe that if we get care right for MND we can get it right for other neurological conditions, and save public services money in the long run. But more importantly, we can make a positive difference to the lives of people with MND, their carers and their loved ones.



## 1

## People with MND have the right to an early diagnosis and information

- THIS MEANS:**
- An early referral to a neurologist.
  - An accurate and early diagnosis, given sensitively.
  - Timely and appropriate access to information at all stages of their condition.

There is no diagnostic test for MND – it can only be diagnosed by ruling out other neurological conditions. People with MND can be halfway through their illness before they receive a firm diagnosis.

GPs need to be able to identify the symptoms and signs of a neurological problem and refer directly to a neurologist in order to speed up diagnosis times for MND.

Appropriate tests must be carried out as soon as possible to confirm MND. The diagnosis should be given by a consultant neurologist with knowledge

and experience of treating people with MND<sup>1</sup>. The diagnosis should be given sensitively, in private, with the person with MND accompanied by a family member/friend and with time to ask questions. A follow-up appointment with the neurologist should be arranged soon after diagnosis.

At diagnosis people with MND should be offered access to appropriate information and should be informed about the MND Association. Appropriate information should be available at all stages of the person's condition in a language of their choice.

## 2

## People with MND have the right to high quality care and treatments

- THIS MEANS:**
- Access to co-ordinated multidisciplinary care managed by a specialist key worker with experience of MND.
  - Early access to specialist palliative care in a setting of their choice, including equitable access to hospices.
  - Access to appropriate respiratory and nutritional management and support, as close to home as possible.
  - Access to the drug riluzole.
  - Timely access to NHS continuing healthcare when needed.
  - Early referral to social care services.
  - Referral for cognitive assessment, where appropriate.

People with MND may need care provided by health and social care professionals from up to 20 disciplines. This clearly needs co-ordination to work effectively. Co-ordinated care can improve the quality of life of people with MND and provide value for money for the NHS by preventing crises and emergency hospital admissions. The care should be co-ordinated by a specialist key worker with experience of MND who can anticipate needs and ensure they are met on time. Ongoing education for health and social

care professionals is important to reflect advances in healthcare techniques and changes in best practice.

A third of people with MND die within 12 months of diagnosis. Early access to specialist palliative care<sup>2</sup> soon after diagnosis is therefore vital and should be available in a setting of the person's choice. Some hospices give preferential access to people with a cancer diagnosis. It is important that access is based on need, not diagnosis, so that people with MND have equitable access to hospice care. Hospices can

provide high-quality respite care, which can benefit both the person with MND and their carer.

As MND progresses, the respiratory muscles and muscles of the mouth and throat may be affected. People with MND may therefore need respiratory and nutritional support. It is important that these services are available as close to the person's home as possible so that travelling is minimised and support is available quickly.

In 2001 the National Institute for Health and Care Excellence (NICE) recommended riluzole as a cost-effective drug for people with MND. GPs can be reluctant to prescribe riluzole on cost grounds, despite its NICE-approved status, or to monitor for

side effects during its use. However, it is vital that people with MND have ongoing access to this important treatment.

As the disease progresses, people with MND may need more intensive health care. It is important that people with MND have timely access to NHS continuing healthcare when they need it.

People with MND are likely to need help with getting up, washing, dressing and preparing food as the disease progresses. Access to social care services is therefore important to maintain quality of life. People with MND may also need access to cognitive assessment, as up to half of people with the disease experience changes in cognition.

### 3

## People with MND have the right to be treated as individuals and with dignity and respect

- THIS MEANS:**
- Being offered a personal care plan to specify what care and support they need.
  - Being offered the opportunity to develop an Advance Care Plan to ensure their wishes are met, and appropriate end-of-life care is provided in their chosen setting.
  - Getting support to help them make the right choices to meet their needs when using personalised care options.
  - Prompt access to appropriate communication support and aids.
  - Opportunities to be involved in research if they so wish.

Everyone with MND should be offered a personal care plan<sup>3</sup> to specify what care and support they need. The plan should be regularly reviewed as the disease progresses and the person's needs change.

People with MND should be offered the opportunity to develop an Advance Care Plan<sup>4</sup> to make clear their wishes for future care and support, including any care they do not wish to receive. The plan should be developed with support from a professional with specialist experience and may include preferences for end-of-life care.

Some people with MND will need support to help them make the right choices to meet their needs when using personalised care options, such as personal budgets.

As the disease progresses, some people with MND will experience difficulty speaking. It is important

that people with MND can access speech and language therapy to help them maintain their voice for as long as possible. However, as the disease progresses, people with MND may need access to communication aids including augmentative and alternative communication (AAC)<sup>5</sup>. The ability to communicate is a basic human right. For people with MND, communication support and equipment are vital in order to remain socially active and to communicate their wishes about their care, especially during hospital stays and other medical environments.

Many people with MND value the opportunity to be involved in research as it provides hope that one day an effective treatment will be developed. Everyone with MND who wishes to should be able to participate in research as far as is practicable.

## 4

## People with MND have the right to maximise their quality of life

- THIS MEANS:**
- Timely and appropriate access to equipment, home adaptations, environmental controls, wheelchairs, orthotics and suitable housing.
  - Timely and appropriate access to disability benefits.

People with MND may find their needs change quickly and in order to maximise their quality of life, they may need rapid access to equipment, home adaptations, wheelchairs and suitable housing. These needs should be anticipated so that they are met in a timely way. This is particularly true of wheelchairs which are important for maximising independence and quality of life.

People with MND need timely and appropriate access to disability benefits to help meet the extra costs of living with a disability. Information on appropriate benefits needs to be readily accessible in one place and easily understandable.

## 5

## Carers of people with MND have the right to be valued, respected, listened to and well supported

- THIS MEANS:**
- Timely and appropriate access to respite care, information, counselling and bereavement services.
  - Advising carers that they have a legal right to a Carer's Assessment of their needs<sup>1</sup>, ensuring their health and emotional well being is recognised and appropriate support is provided.
  - Timely and appropriate access to benefits and entitlements for carers.

Caring for someone with MND is physically and emotionally demanding. Carers need to be supported in order to maintain their caring role. Every carer should have their needs assessed and given timely and appropriate access to respite care, information, counselling and bereavement services. It is important to support the emotional and physical needs of the

carer in a timely way so that they can continue their caring role.

Carers should also have timely and appropriate access to benefits and entitlements to help manage the financial impact of their caring role.

<sup>1</sup> Recommendation in the NICE guideline on MND.

<sup>2</sup> Specialist palliative care – palliative care is the active holistic care of patients with progressive illness, including the provision of psychological, social and spiritual support. The aim is to provide the highest quality of life possible for patients and their families. Specialist palliative care is care provided by a specialist multidisciplinary palliative care team.

<sup>3</sup> Personal care plan – a plan which sets out the care and treatment necessary to meet a person's needs, preferences and goals of care.

<sup>4</sup> Advance care plan – a plan which anticipates how a person's condition may affect them in the future and, if they wish, set on record choices about their care and treatment and/or an advance decision to refuse a treatment in specific circumstances so that these can be referred to by those responsible for their care or treatment (whether professional staff or family carers) in the event that they lose capacity to decide or communicate their decision when their condition progresses.

<sup>5</sup> Augmentative and Alternative Communication (AAC) – is used to describe the different methods that can be used to help people with speech difficulties communicate with others. These methods can be used as an alternative to speech or to supplement it. AAC may include unaided systems such as signing and gesture as well as aided systems such as low tech picture or letter charts through to complex computer technology.



“Many people with MND die without having the right care, not having a suitable wheelchair, not having the support to communicate.

We have got to set a standard so that people like us are listened to and treated with the respect and dignity we deserve.

We have got to stop the ignorance surrounding this disease and have to make sure that when a patient is first diagnosed with MND, they must have access to good, co-ordinated care and services.

One week waiting for an assessment or a piece of equipment is like a year in most people’s lives, because they are an everyday essential to help us live as normal a life as possible and die with dignity”

*Liam Dwyer, who is living with MND*

### **For more information:**

[www.mndassociation.org/mndcharter](http://www.mndassociation.org/mndcharter)

Email: [campaigns@mndassociation.org](mailto:campaigns@mndassociation.org)

Telephone: 020 7250 8447

We are proud to have the following organisations supporting the MND Charter:

**Royal College of General Practitioners**

**Association of British Neurologists**

**Royal College of Nursing**

**Chartered Society of Physiotherapy**

**College of Occupational Therapists**

**Royal College of Speech & Language Therapists**

**British Dietetic Association**

### **MND Association**

PO Box 246 Northampton NN1 2PR

[www.mndassociation.org](http://www.mndassociation.org)

Registered charity no 294354

## Appendix 5 - The role of councillors

### Who are councillors?

Councillors are elected by local people to represent them in a defined geographical area (called a ward, division or electoral area) for a fixed term of four years.

They are responsible for making decisions about, and monitoring, services provided by the council, on behalf of the local community.

Councillors are democratically accountable to residents of their ward, division or electoral area.

There are over 21,000 councillors in England, Wales and Northern Ireland.

### Why are councillors important to target?

Councillors are important because they

- are elected to represent people with MND and their families and
- particularly in England and Wales, have a say in many of the local services people with the disease rely on

### Services councillors have a say in

Service	How this affects people with MND and their carers
<p><b>Adult Social Care</b></p>	<p>Social care includes: paid care workers who come into the home to wash and dress the person with MND, or to help them continue to take part in leisure or social activities; the provision of some equipment – such as hoists – to help around the home; care homes where people with MND might move into if life at home becomes too difficult; as well as help with information and advice on accessing the right services.</p> <p>In England and Wales, social care is means tested. This means that not all people with MND will be eligible for ‘free’ social care provided by the council, it depends on their income. However, everyone should receive an assessment of their social care needs by the council.</p> <p>If you live in an area in England where there is a district council and a county council, then it is the county council that is responsible for decisions about social care.</p> <p>In Northern Ireland, health and social care services are joined up, and provided through the Health and Social Care Board and Trusts, not local councils.</p>
<p><b>Housing Adaptations</b></p>	<p>Adaptations to the home (private, rented or council) are often needed when the disease has progressed to the extent that it makes moving around the house and completing normal daily tasks difficult or impossible.</p> <p>Adaptations might include fitting accessible ramps and widening doors to allow for wheelchair access throughout the house; installation of a stairlift or through-floor lift to allow the person with MND to access the</p>

Service	How this affects people with MND and their carers
<b>Housing Adaptations</b> (cont)	<p>upstairs areas of their home for as long as possible; or the conversion of a bathroom to a wet room area.</p> <p>In England and Wales, adaptations can be fully - or partially-funded by a local council through a <b>Disabled Facilities Grant (DFG)</b>. This is paid for and administered by councils, and is means tested based on national criteria. If a person with MND qualifies for a DFG then a council-employed occupational therapist will make an assessment of what adaptations are required. In many areas, problems arise with DFG's when the assessment and/or adaptations take too long to complete.</p> <p>In Northern Ireland, grants for adaptations are the responsibility of the Housing Executive, not local councils.</p>
<b>Social Housing</b>	<p>People with MND who live in social housing may rely on the council to help them make adaptations to their flat or house, or re-house them in an accessible property, as the disease progresses (see above).</p> <p>In Northern Ireland, council housing is dealt with by the Housing Executive, not local councils.</p>
<b>Housing Benefits</b> (including Discretionary Housing Payments, local welfare payments and Council Tax Reductions)	<p>People living with MND who are in receipt of housing benefit can face difficulties paying their rent on top of other expenses.</p> <p>In England and Wales, local councils have a limited pot of money to provide short term assistance in those cases in the form of <b>Discretionary Housing Payments</b>. These payments are short-term. Each council determines who should be given a payment, and how much it should be.</p> <p>People with MND who are on low income or claiming benefits may also qualify for their local council's <b>Council Tax Reduction</b> scheme. This is means tested based on personal circumstances, income and savings. Eligible people can receive up to a 100% reduction in their council tax.</p> <p>In Northern Ireland, discretionary housing payments and benefits are the responsibility of the Housing Executive, not local councils.</p>
<b>Carers assessments and services</b>	<p>Caring for someone with a rapidly progressing terminal illness can be a stressful and exhausting role.</p> <p>Carers of people with MND have the right to receive a <b>carers' assessment</b> from the council. This gives the carer a chance to discuss their needs with social services. In many cases, this assessment does not happen (usually because it is not offered or a carer doesn't see themselves as such).</p> <p>Based on the assessment, the council can provide a range of <b>services</b> that will benefit both the carer and the person living with MND. These might range from respite care, to allow the carer a short period to recharge, to more simple things such as help with household tasks, provision of a computer or assistance with transport costs. The provision of carers services varies significantly.</p> <p>In Northern Ireland, carers' assessments and related services are provided by the local Health and Social Care Trust.</p>
<b>Blue Badge scheme</b>	<p>The Blue Badge scheme allows people with MND who have reduced mobility to park closer to their destination.</p> <p>In England and Wales, the scheme is now administered by local councils either through assessment based on national criteria, or on receipt of the Personal Independence Payment (PIP) mobility component.</p>



Service	How this affects people with MND and their carers
<b>Blue Badge scheme</b> (cont)	In Northern Ireland, Blue Badges are administered by the Road Service, not local councils. Qualification for a blue badge through PIP is not yet in place/confirmed in NI.
<b>Public health</b>	Local authorities in England are responsible for public health. This includes measures to prevent disease, prolong life and promote good health. For example, helping people to quit smoking and take up a healthier lifestyle. It can also include measures which promote <i>quality</i> of life and wellbeing, for example, initiatives to improve support at the end of life and after bereavement.
<b>Local Transport</b> <b>Leisure and Recreation Facilities</b> <b>Roads and Footpaths</b> <b>Parks and Public Places</b> <b>Local Planning</b>	Ensuring full access to these services will be important to people with MND, as they help to achieve the quality of life aspiration of the Charter. Full disabled access to these facilities should be expected.

Other council services may include public health, waste and recycling, regulation of local business, education services, electoral registration, environmental health and libraries.

## Who is responsible for these services?

Councillors are the key decision makers: they set the priorities and local policy for the local area. The decisions they make are then implemented on a day-to-day basis by staff members employed by the council, who are called officers.

Councillors retain overall responsibility for ensuring the services organised and delivered by officers meet the needs of local people.

In England, since the Health and Social Care Act 2012, councillors also have a say in some health matters too.

## How do decisions get made in councils?

Most councils, in England and Wales, have a leader (or an elected mayor) and a cabinet who make the big decisions. Councillors not in the cabinet are known as backbenchers, and their role is to scrutinise the decisions.

It can be useful to find out what role your local councillors have. Find out by looking on the democracy section on the council's website. You will see a list of councillors and the positions they hold.

Look out for councillors who are members of council committees or boards dealing with health, wellbeing and adult social care (in England and Wales). These have an important role in making decisions about services used by people with MND and their carers.

## Different types of local government in England, Northern Ireland and Wales

In Wales, a single council delivers all local services in each area. In Northern Ireland there is also only one council per area, but health and social services are provided separately by Health and Social Care Trusts.

In England, the structure of local government is more complex, but it is worth taking the time to understand what system your area has.

If you live in London or many of the larger cities of England (like Birmingham, Manchester, Leeds or Liverpool), you will have a **London Borough** or **Metropolitan District Council** (MDC). These councils provide all local services, so their councillors have an important role in issues affecting people with MND.

If you live in a large to medium-sized town or city like Reading or Nottingham, you'll probably have a **unitary or**

**'single tier' authority.** These councils also provide all local services. Some counties like Cornwall, Shropshire and Northumberland have also moved to having only one unitary council.

If you live in a rural or semi-rural parts of England, your local government might be split between a **county council** and **district or borough council**. County councils cover large areas, like Devon or Kent, and provide about 80 per cent of services for that area. District and borough councils cover smaller areas and provide more locally based services. If you have both in your area, we'd recommend you prioritise the county council, as they have more influence over the services used by people with MND.

As well as local councils, the UK also has around 10,000 **parish, town and community councils**. These form the most local level of local government and are responsible for things like: allotments, bus shelters, car parks, public toilets, cemeteries, footpath lighting, litter bins, local halls and community centres, parks and public ponds, public clocks and war memorials. We are not prioritising councillors of these very local councils in this campaign, but there would be no harm in finding out who they are and asking them to adopt the Charter!

<b>SUBJECT:</b>	<i>Affordable Housing Contributions Update</i>
<b>RELEVANT MEMBER:</b>	<i>Councillor Liz Walsh, Portfolio Holder for Healthy Communities</i>
<b>RESPONSIBLE OFFICER</b>	<i>Martin Holt – Head of Healthy Communities</i>
<b>REPORT AUTHOR</b>	<i>Michael Veryard – Housing Manager michael.veryard@chilternandsouthbucks.gov.uk</i>
<b>WARD/S AFFECTED</b>	<i>Not Ward Specific</i>

## 1. Purpose of Report

1.1. To Provide Cabinet with an update on the receipt and expenditure of Section 106 Affordable Housing Contributions in accordance with the requirements of the Council's Affordable Housing Supplementary Planning Document.

This report was considered by the Services Overview Committee on 13 June 2019.

### RECOMMENDATIONS TO CABINET

1. That the contents of the report be noted.
2. That the following allocations of Affordable Housing Contributions are agreed:
  - (i) Strategic Funding Agreement with Paradigm Housing (Various sites) = £1,000,000
  - (ii) Other affordable housing schemes approved on a scheme by scheme basis = £674,045.70

## 2. Reasons for Recommendations

To meet the requirements of the Council's Affordable Housing Supplementary Planning Document and to secure agreement for the continued use of Affordable Housing Contributions to support the provision of additional affordable housing.

## 3. Content of Report

3.1. The Council's Core Strategy makes provision in certain circumstances for developers to make a financial contribution in lieu of providing affordable housing on site.

3.2. Since 2011/12 (the year that the Core Strategy was adopted) the Council has received Affordable Housing Contributions totalling £3,152,169.70.

3.3. The Council has utilised this income to support the cost of funding additional affordable housing provision in Chiltern district. The Table below summarises the actual and committed expenditure to date:

<b>A. Expenditure (Completed Schemes)</b>			
<b>Scheme</b>	<b>Number of Units</b>	<b>Date Completed</b>	<b>Expenditure (CDC contribution)</b>
<b>A1</b> - Property Acquisition Programme (Paradigm)	15	2014	£375,000
<b>A2</b> -The Chequers, Chesham (Hightown)	22	2015	£365,124
<b>A3</b> - Springett Place, Amersham (Paradigm)	7	2018	£280,000
<b>Total Expenditure (Completed Schemes)</b>			<b>£1,020,124</b>
<b>B. Committed Expenditure (Current)</b>			
<b>B1</b> - Hodds Wood Road, Chesham (Paradigm)	4	Not yet completed	£88,000
<b>B2</b> - Birch Close/Raans Road, Amersham – 2 sites (Paradigm)	6	Not yet completed	£210,000
<b>B3</b> - Enabling Opportunities to develop Council owned-land for affordable housing	Not yet confirmed	Not applicable	£50,000
<b>B4</b> - Enabling Opportunities to acquire land for the development of affordable housing	Not yet confirmed	Not applicable	£110,000
<b>B5</b> - Support the change of tenure from shared ownership to affordable rented	Not yet confirmed	Not applicable	£482,000
<b>B6</b> -Develop affordable housing units on site at LHA (Local Housing Allowance) rate	Not yet confirmed	Not applicable	£560,000
<b>Total Committed Expenditure</b>			<b>£1,500,000</b>

3.4. The above expenditure and commitments leaves a balance of £632,045.70 from Affordable Housing Contributions income that is currently uncommitted.

### **Future Allocations**

3.5. In 2018, the Council entered into a Principles of Co-operation Agreement with Paradigm Housing which committed both parties to "Work together with the aim of increasing the supply of affordable homes for the people of Chiltern District". The Agreement included commitments by Paradigm to "Maximise the development potential of land within its ownership" and by the Council to "Consider allocating capital funding and/or commuted sums to support PHG to fund and deliver new rented housing".

3.6. Paradigm has been working with the Council to explore the potential for development within its existing footprint of land and has identified a number of garage sites and infill sites that show development potential. Paradigm is also acquiring sites for redevelopment where additional funding could increase the number of affordable homes that are being delivered. Individual schemes are now being brought forward as planning applications.

3.7. The Council can use some of its Affordable Housing Contributions to help find the delivery of affordable rented units on these sites. This will help to secure units that can be let directly to households who are on the Council's Housing Register or in its homelessness temporary accommodation. Without this funding, it is likely that many of the units will be sold on the market as shared ownership or outright sale.

3.8. It is proposed that the Council enters into a strategic funding agreement with Paradigm Housing, whereby Paradigm commits to delivering 28 affordable rented homes across a range of sites that it is bringing forward in Chiltern district in return for a funding commitment of £1,000,000 from the Council. This equates to £35,000 per unit and will allow Paradigm to operate flexibly by bringing forward sites and properties for funding as and when developments are ready to proceed. The agreement would operate on the basis that:

- (i) Funding support will only be agreed for schemes where planning permission has been secured
- (ii) Funding for individual schemes will be subject to approval in consultation with the Portfolio Holder for Health and Housing
- (iii) The programme agreement will run for a two year period and the 28 properties will be delivered within this period.
- (iv) The Council will have 100% nomination rights to initial and subsequent lettings

- (v) In the event that any properties are sold within 10 years of completion, the funding provided for that property will be repaid to the Council on a sliding scale (with the level of repayment reduced by  $\frac{1}{10}$  for each year following completion).
- 3.9. It is proposed that the funding of £1,000,000 for the Strategic Funding Agreement with Paradigm Housing will be met from items B5 (£482,000) and B6 (£518,000) in the table in Paragraph 3.3 above.
- 3.10. This will leave £674,045.70 of Affordable Housing Contributions that remains unallocated (made up of the figure of £632,045.70 referred to in Paragraph 3.4 plus the balance of £42,000 remaining on B6). This sum will be committed to support other affordable housing schemes that will approved on a scheme by scheme basis in consultation with the Portfolio Holder for Health and Housing (in accordance with the Affordable Housing Supplementary Planning Document).
- 3.11. The overall revised Committed Expenditure Programme will look as follows:

<b>C. Committed Expenditure (Revised)</b>			
<b>Scheme</b>	<b>Number of Units</b>	<b>Date Completed</b>	<b>Expenditure (CDC contribution)</b>
<b>C1</b> - Hodds Wood Road, Chesham (Paradigm)	4	Not yet completed	£88,000
<b>C2</b> - Birch Close/Raans Road, Amersham – 2 sites (Paradigm)	6	Not yet completed	£210,000
<b>C3</b> - Enabling Opportunities to develop Council owned-land for affordable housing	Not yet confirmed	Not applicable	£50,000
<b>C4</b> - Enabling Opportunities to acquire land for the development of affordable housing	Not yet confirmed	Not applicable	£110,000
<b>C5</b> – Strategic Funding Agreement with Paradigm Housing (Various sites)	28	Not applicable	£1,000,000
<b>C6</b> - Other affordable housing schemes approved on a scheme by scheme basis	Not yet confirmed	Not applicable	£674,045.70
<b>Total Committed Expenditure (Revised)</b>			<b>£2,132,045.70</b>

**4. Consultation**

Not Applicable

**5. Options (if any)**

Not applicable

**6. Corporate Implications**

6.1 **Financial** – Affordable Housing Contributions are secured through the planning process and are required to be utilised to support the delivery of affordable housing in accordance with the Affordable Housing Supplementary Planning Document. The actual and proposed financial commitments in this report will be met from existing income.

6.2 **Legal** – The process for allocating and monitoring the use of Affordable Housing Contributions is set down in the Affordable Housing Supplementary Planning Document which requires that payments are approved on a scheme by scheme basis in consultation with the Portfolio Holder for Health and Housing.

**7. Links to Council Policy Objectives**

Working towards safe and healthier local communities

**8. Next Steps**

The Council will proceed with utilising the Affordable Housing Contributions as set down in this report and with final approval being agreed on a scheme by scheme basis subject to consultation with the Portfolio Holder for Healthy Communities.

<b>Background Papers:</b>	None, other than those referred to in this report.
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<b>SUBJECT:</b>	<i>Appropriation of Open Public Space for a planning purpose</i>
<b>RELEVANT MEMBER:</b>	<i>Councillor Liz Walsh, Portfolio Holder for Healthy Communities</i>
<b>RESPONSIBLE OFFICER</b>	<i>Martin Holt, Head of Healthy Communities</i>
<b>REPORT AUTHOR</b>	<i>Martin Holt; martin.holt@chilternandsouthbucks.gov.uk</i>
<b>WARD/S AFFECTED</b>	<i>(All Wards);</i>

### 1. Purpose of Report

To enable Members to consider the responses to the public consultation on the marked site at King George V Playing Fields and the site to the rear of the electricity substation on Chiltern Avenue to appropriate the land from designated open space to a planning purpose, subject to the grant of planning permission.

### RECOMMENDATION TO CABINET

- 1. Cabinet to agree that the land marked on the appended plan (appendix 2) be appropriated from open space to a planning purpose to enable the redevelopment of The Chiltern Pools, Community Hall and Nursery subject to planning permission.**

### 2. Executive Summary

The Council purchased the land forming part of King George V Playing Fields from Amersham Town Council under a land swap in March 2019. The land edged in red on the appended plan, which also includes the site to the rear of the electricity substation on Chiltern Avenue, is currently held by the Council as open space land. Subject to the grant of planning permission, the Council is required to use its appropriation powers under Section 122 of the Local Government Act 1972 to change the purpose for which this land is held from public open space to a planning purpose in order to facilitate the redevelopment of The Chiltern Pools Community Hall and Nursery.

### 3. Reasons for Recommendations

3.1 The Planning Committee 10th June recommended to Council to approve the planning application for the revised application for the Chiltern Lifestyle Centre. The Chiltern Lifestyle Centre planning application is due to be determined by the Full Council on 23rd July 2019. If approved it will be necessary to appropriate the land marked on the plans appended to this report currently designated as Public Open Space to a planning purpose to enable the development to proceed

**4. Content of Report**

- 4.1. The Planning Committee 10<sup>th</sup> June recommended to Council to approve the planning application for the revised application for the Chiltern Lifestyle Centre.
- 4.2. The land on which the centre is to be developed forms a part of King George V Playing Fields and includes the land to the rear of the electricity substation on Chiltern Avenue. Both parcels of land are in the ownership of the Council and are designated as Public Open Space.
- 4.3. To enable the development to proceed the purpose of the land is required to change from Open Space to a planning purpose. Section 122 of the Local Government Act 1972 sets out the appropriation procedure. Appropriation will override any third party rights and easements over the land.
- 4.4. Cabinet approved the public consultation at its meeting 23<sup>rd</sup> April 2019.
- 4.5. Public Notices were displayed on the land, together with a map of the area to be developed. Public Notices were also displayed in the Buckinghamshire Advertiser with a reference to the display material being available to be viewed by interested parties in the Council reception. The consultation period running from 17<sup>th</sup> May until 7<sup>th</sup> June 2019.

**Outcome of the Public consultation**

- 4.6. The Council received a total of 17 written responses to the consultation – though 3 were contained in a single email. 16 objected and 1 was in favour. Whilst it was recognised by some of the objectors that there is need to provide new facilities the following points of objection were raised.

Item	Summarised Comments of Objection Raised
	<i>Loss of green space on King George V Playing Fields is a net loss of green space as the Woodside Close green area was already Public Open Space both ATC and FIT have been misled as to the land swap</i>
	<i>The proposed centre is considered too large and too expensive and is considered overdevelopment</i>
	<i>The development is a huge imposition on the street scene and to the town itself and will be utterly out of character for Amersham-on-the-Hill both in size and aesthetic. It will also go against previous planning applications on Chiltern Avenue which were rejected for a failure to maintain an open feel to the area</i>
	<i>The only reason this land is being appropriated is to provide sufficient space for the grandiose plans for the Lifestyle Centre to be built. This should not be necessary, as there is no need to build such a large 'hub' centre, for which there is no hard evidence to support it. If CDC made the sensible decision to just build a direct replacement for the existing pool &amp; gym buildings, it could be done without the need to appropriate KGV Field, &amp; that is what should be done.</i>

	<i>The proposed facility should be built within the footprint of the current Chiltern Pools</i>
	<i>The loss of play and skate facilities on King George V Playing Fields</i>
	<i>The separation of the play facilities will present difficulties when supervision children of different ages.</i>
	<i>Concern expressed over the swapping of land with the Town Council and the net reduction in open space in the town</i>
	<i>Concern expressed over the loss of the slides and comment that an over-sized Olympic pool being proposed</i>
	<i>Affordability of the new centre means that only those able to pay will be able to use the centre and the park is free for all to use</i>
	<i>Some disruption in services for a couple of years, whilst a redevelopment of the current site occurs but in the long term keeping the green space the same is worth the inconvenience</i>
	<i>Retain the library green space and develop the existing brown field site including the existing leisure centre, back car park, climbing wall, front car park &amp; community centre</i>
	<i>The open space in front of the library forms an important part of the vista of Chiltern Avenue and the "green route" from the centre of town, via Woodside Close to King George V field and should not be sacrificed. The loss of green space in front of the present library and any appropriation of additional land from King George V playing field. The result would be an unacceptable urbanisation of the town from its current position</i>
	<i>Objects to the appropriation of the land around the Chiltern Pools for housing</i>
	<i>The Land Swap was not like for like in terms of quality of environment</i>
	<i>Healthy Communities shouldn't be biased towards those who can afford to pay every week or every month for the new leisure centre (sic), the park and facilities are free, if you really want the whole community to be healthy the park should remain and the redevelopment of the current site should be the only option being considered</i>
	<i>This proposed 'appropriation' should NOT be approved, &amp; CDC should totally review their plans for replacing the existing buildings in a way that doesn't require this loss of green spaces, costs far less, &amp; doesn't put us in debt for the next 45 years</i>
	<i>Over-optimistic hopes, unchecked, have generated a proposal too large for its community and much too large for the site. This particular White Elephant needs building on green space designated a community asset, protected by covenants, and registered with Fields in Trust. NPPR guidelines and numerous Council policies are breached - listed but trampled by Officers in reports. Worse the Council scheme to appropriate land around the old Chiltern Pools site for residential use instead. Hardly sporting</i>

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4.7. A letter of support for the appropriation was received with the following observations being made;

Item	Comments of Support Raised
	<i>[I am] in favour of the proposed plans and necessary land appropriation and consider that they are reflective of a forward-thinking town and community</i>

4.8. Members are asked to consider all the replies to the consultation detailed in the confidential appendix (appendix 1).

4.9. Letters were also sent to the MP and comments were detailed on social media. These comments are not taken in to account as they were not submitted to the Council in the required format.

4.10. Cabinet is asked to consider the comments made before any decision is made to proceed with appropriation, or not. Any appropriation of the land will be subject to the full Council decision on the grant of planning permission for the Chiltern Lifestyle Centre

## 5. Consultation

Public Consultation was held 17<sup>th</sup> May 2019 to 7<sup>th</sup> June 2019, following the statutory procedure. Section 122 of the Local Government Act 1972 sets out the appropriation procedure

## 6. Options (if any)

6.1.1. To appropriate the land detailed in appendix 2

6.1.2. To decide not to appropriate the land detailed in appendix 2

## 7. Corporate Implications

Financial – the cost of the statutory consultation is within current budgetary provision.

Legal – Public open space is a special category of land and statutory public consultation is required for appropriation of a special category of land in accordance with section 122 of the Local Government Act 1972. The Council is required to advertise its intention to appropriate the public open space land marked out on the appended plan for two consecutive weeks in the press and by putting up site notices at the land being appropriated. Public consultation has been undertaken by the Council as outlined in this report.

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**8. Links to Council Policy Objectives**

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

**9. Next Steps**

Any appropriation of the land will be subject to the full Council decision on the grant of planning permission for the Chiltern Lifestyle Centre.

<b>Background</b>	<b>None.</b>
<b>Papers:</b>	









**CHILTERN DISTRICT COUNCIL  
SOUTH BUCKS DISTRICT COUNCIL**

**MINUTES** of the Meeting of the  
**CHILTERN & SOUTH BUCKS JOINT COMMITTEE**  
held on **1 MAY 2019**

**PRESENT:** Councillor I Darby - Chairman  
N Naylor - Vice Chairman

Councillors: P Martin  
M Smith  
F Wilson  
E Walsh  
P Hogan  
J Read  
D Smith  
L Sullivan

**APOLOGIES FOR ABSENCE** were received from Councillors M Stannard and B Gibbs

**ALSO IN ATTENDANCE:** Councillors V Martin, A Bacon, J Gladwin, M Harrold, P Jones, D Phillips, J Rush, L Smith and S Patel

**25 MINUTES**

The minutes of the Joint Committee held on 13 February 2019 were approved and signed by the Chairman as a correct record.

**26 DECLARATIONS OF INTEREST**

There were no declarations of interest.

**27 APPROVAL OF REVISED LOCAL DEVELOPMENT SCHEME**

The Joint Committee received a report which detailed an updated Local Development Scheme (LDS) to be published on the Councils' websites. The revised LDS could be seen on pages 13-22 of the reports pack.

The previous LDS was approved on 7 November 2017 and had anticipated a Regulation 19 consultation on the Local Plan during June and July 2018. This milestone was not met which is why the updated LDS was required. The recommended delegation as outlined in the covering report enabled minor

changes to be made to the LDS without the need for further Committee approval which was beneficial in terms of efficiency and expediency.

The Lead Local Plan Consultant reported that the LDS contained the three year work programme for the Local Plan, Community Infrastructure Levy (CIL) and the Statement of Community Involvement. The CIL Draft Charging Schedule had already been agreed by Chiltern District Council Cabinet on 23 April 2019 and the South Bucks District Council Portfolio Holder on 4 April 2019.

The updated Local Development Scheme had been considered by the Joint Overview and Scrutiny Committee on 29 April 2019. No amendments had been suggested by that Committee to the recommendations as set out in the report. At that meeting Members had raised queries around the timetable appearing over optimistic and questioned whether the introduction of CIL could be expedited. The responses given to the Joint Overview and Scrutiny Committee were affirmed that whilst it was planned to carry out the consultations for the Local Plan and CIL simultaneously, the two could be separated at any point if felt necessary. Members recognised the introduction of the charging schedule for CIL as a priority to ensure funds were captured from smaller developments to contribute toward infrastructure, something that was not currently happening. The Joint Committee acknowledged that there was a wider public acceptance that there was a need for more homes in the districts', although residents would frequently comment on the need for infrastructure around new developments. The introduction of CIL was welcomed to capture these contributions.

Further, the Joint Committee was advised that in relation to the Local Plan timetable, Members of the Joint Overview and Scrutiny Committee had been informed that as part of the Regulation 19 consultation on the Local Plan, representations from the public would be considered by the Inspector and were not for consideration by the Councils'.

The Joint Committee noted that it was important to adhere to the timetable as far as possible to ensure that there was a framework in place to safeguard areas of land.

### **RESOLVED**

- 1. That the revised Local Development Scheme attached at Appendix 1 be approved.**
- 2. That the revised Local Development Scheme be published on the Councils' websites.**
- 3. That authority be delegated to the Head of Planning and Economic Development, in consultation with the Portfolio Holders for**

**Planning and Economic Development, to make any minor changes to the revised Local Development Scheme.**

**28 APPROVAL OF THE PUBLICATION VERSION OF THE CHILTERN AND SOUTH BUCKS LOCAL PLAN 2036**

The Joint Committee considered a report which requested that each Council consider the publication of the Chiltern and South Bucks Local Plan 2036 for a six week public consultation period on whether it was 'sound' (fit for purpose) and complied with the legislation governing the preparation of local development plans.

This was intended to be the final iteration of the Local Plan before its submission to the Secretary of State for Housing, Communities and Local Government for independent examination. The Plan had been prepared using the outputs from previous rounds of consultation, a range of background evidence work and input from the Portfolio Holders for Planning and Economic Development and the Joint Planning Policy Member Reference Group.

A presentation was given to Members which detailed the key aspiration of the plan; the spatial vision; strategic context; housing numbers; economic and retail development; site allocations; proposed changes to Green Belt boundaries; affordable housing; infrastructure and CIL; development management policies and the timetable for the Local Plan, all of which could be seen in further detail in the report and appendices as set out on pages 23 – 234 of the reports pack.

Highlighted during the presentation were the following points:

- The key aspiration of the plan was to positively provide for meeting communities' needs, improving quality of life and opportunities, and to put in place necessary infrastructure to support development whilst also protecting the districts' valued environment and the character of its towns and villages.
- The spatial vision that the plan would be a blueprint for the future of Chiltern and South Bucks until 2036 to meet the development needs of all local communities, both now and expected within the plan period and develop exemplar developments.
- Strategic Context which noted the Government ambition of 1 million new homes by 2050 within the Oxford – Cambridge arc, Western Rail Link, Crossrail, HS2 and the third runway at Heathrow and related Development Consent Orders.
- 15,260 new homes were needed across the two districts' between 2016 and 2036 (763 homes per year). This totalled 16,786 when allowing for a

10% buffer. Further, there was a strategy for providing 85 gypsy and traveller pitches.

- A projected need for 40,000 square metres of office and research and development floorspace, a projected need for 48,000 square metres of warehouse floorspace and the need for one new supermarket in Amersham/Chesham and 1 in Beaconsfield.
- Site allocations and proposed changes to Green Belt boundaries which included 13 sites being removed from the Green Belt were detailed in the reports pack. 12 villages currently 'washed over' by the Green Belt were proposed to be removed as were the sites of Mill Lane, Taplow and Pinewood Studios, also 'washed over' by the Green Belt, as well as some anomalies through IGBBR. The total proposed reduction of Green Belt area was 2.7%.
- 4,340 affordable homes were needed over the Plan period, equating to 28% of the overall housing requirement.
- There would be an emphasis on place-making and good design with houses to be built to 'Building for Life 12' design standard and a 20% renewable energy target for schemes of 10+ homes. An emphasis was also placed on reducing reliance on private vehicles, providing cycle parking and access to electric vehicle/bicycle charging points.
- It was acknowledged that the adoption of the Local Plan would be the responsibility of the new unitary authority.

This report had been presented to the Joint Overview and Scrutiny Committee on 29 April 2019 along with a presentation from officers. The discussion from that meeting was summarised to Joint Committee Members and the minutes of that meeting can be viewed [here](#).

Following discussion at the Joint Overview and Scrutiny Committee, in addition to the recommendations set out in the report, two additional recommendations to Full Council were suggested:

"8. To delegate authority to the Head of Planning and Economic Development in consultation with the Portfolio Holders for Planning and Economic Development, to deal with and sign any Statements of Common Ground and Memoranda of Understanding under the Duty to Co-operate."

"9. If there were any significant delays to the draft Local Plan timetable as set out in the Local Development Scheme, the draft Local Plan should be brought back to the Joint Overview and Scrutiny Committee for consideration."

Members in attendance, who were not Members of the Chiltern and South Bucks Joint Committee, were invited to comment on the report and appendices.

Comments and questions raised by non-Committee Members included:

- If the Local Plan were to be used as a development management tool, there should be specified definitions rather than generalised policies which could be open to interpretation from developers who would aim to exploit various areas of the plan. There was concern that residents could view some of the terms included in the draft plan as 'jargon' and further concern that the way many sections were worded would result in increased planning appeals, which would be costly to defend and result in an increased officer workload. Further concern was raised around the use of the term 'infilling' and the suggestion made that this be defined more clearly. In some text it was noted as 'limited infilling' but only 'infilling' in the policy itself.
- There was concern that unless developments consisted of ten or more dwellings, design standards did not need to be met and this would be better noted as being anything upwards of 1 property. Likewise with reducing energy consumption to achieve at least 20% of energy consumption from renewable or low-carbon technologies, the comment was made that this should apply to all new properties regardless of size and not just developments greater than 10 or larger buildings.
- The scale of what was meant by low, medium and high density was not clear and this should be specified in the plan as units per hectare.
- There was not a clear guide on how affordable housing would be controlled and influenced and concern was raised that left to developers the Councils' desired numbers would not be met.
- Concern was raised that significant attempts to evidence that the 12 proposed villages to be removed from the Green Belt contributed to openness were not made. Few of these villages were convenient to local centres and did not have good transport links. There appeared no policy within the draft Local Plan which clearly restricted developments in these villages to minor developments only.
- The reliance on a private car would not decrease, especially in the short term and for many areas of planned development a car would be needed to access facilities. With increased developments, there would be more cars and in addition to the impact this would have on local traffic, village centres had no provision to cope with additional parking and ways to address this had not been noted in to the plan. Chalfont St Peter was identified as likely to suffer from significant traffic issues, with the considerable number of homes identified for the area and a Member raised concern that previous comments about A413 traffic had not been taken into account.
- Appendix CP3 (Parking Standards) was missing from the reports pack and Full Council must see this before making a decision. It was later confirmed that this would be included in the papers for the respective Council meetings on 14 and 15 May 2019. Further, the cycle parking standards needed re-visiting as figures, such as 400 spaces for a 1000 seat cinema appeared excessive.

- It was disingenuous to suggest the 13 sites were ideal, and further misleading as any of the sites could still be replaced, even during the consultation period.
- Green Belt policy noted that one of the main purposes of Green Belt was to separate communities, by removing the area between Holmer Green and Hazlemere these communities would effectively be joined.
- Medley Court was a substantial development underway in Amersham and there was also the potential Chiltern Lifestyle Centre development which would cause serious traffic issues on Chiltern Avenue, particularly at its junction with Woodside Road and further thought needed to be put into this.
- Asheridge Road, Chesham had been identified as a strategic employment site; however most of the site had residential planning permission already in place.
- Amenity space was set out as the minimum footprint of the development, however for three storey properties the amenity space appeared small and it was suggested that this be reviewed. The Plan appeared to suggest growth more suited to a city rather than a relatively rural area.
- Expansion of existing Gypsy and Traveller Pitches had been suggested, but did not appear set out in detail in the Local Plan.

The Head of Planning and Economic Development welcomed the input from Members and spoke of the Joint Planning Policy Member Reference Group having been particularly useful through the course of putting the Local Plan together. Members were advised that the Councils' current policies were outdated and the draft Local Plan would set a positive blueprint to develop the districts' in the most appropriate way. The draft Local Plan was not final and changes suggested through the consultation and public examination would be considered and embraced by the Council. It was said that density would not be provided greater than was necessary, effective use would be made of land and the draft Local Plan identified that a balanced housing strategy was important and homes should be placed where they best met local community needs.

In terms of amenity space, Members were advised that there was not a standard numerical standard set but the plan was to make efficient use of land and the minimal provision of space would be met. Further, dwelling sizes are applied to all strategic sites. It was acknowledged that it was important to have a mix of different sized developments to accommodate smaller or larger families. The threshold being set at ten properties for issues such as design, and reduced energy consumption was to ensure that a rigorous approach was taken for developments above this size, however, with the draft Local Plan in place and all processes having been improved and brought up to date, all proposed developments should aim to follow processes and embrace the changes to ensure the best quality homes were being built. The national

guidance requirement for energy efficiency describes developments as 10 or more or developments in excess of 1000 square metres.

The Head of Planning and Economic Development advised that the 12 villages proposed to come out of the Green Belt would be protected from radical intensification and any proposed development would be subject to a Townscape Character Assessment which would help inform decisions over the appropriateness of design. The Policy PM HP1 – Appropriate Development in Local Green Spaces which included recreation and leisure development and the chapter on Healthy Places which made reference to Public Health England's report which stated open spaces play a key role in achieving healthier and more active communities would also be taken into consideration.

Amersham was described as a hugely sustainable location with local amenities and excellent public transport. Transport issues would be a key element of any scheme; this would include carefully assessing the roundabout at Chiltern Avenue and Woodside Road. Further, Asheridge Road, Chesham was also said to be a designated employment site at present and the aim was to protect this.

Following the stringent assessments carried out to arrive at the 13 sites for growth; housing numbers had been calculated on a number of issues, notably the sustainability of areas, the services that were already in place, connectivity and employment links. The introduction of CIL would ensure funds were made available from smaller developments to address infrastructure needs. The Councils' wish was to create developments that residents, both existing and future, would be proud of. The Council would work closely with developers and site promoters throughout and developments would be appropriately phased.

The design of new development would be required to include the creation of streets, as opposed to roads, where pedestrian and cycle movement would be prioritised. A Member queried the wording of this section and suggested that from a non-planning perspective it could be confusing, the Head of Planning and Economic Development agreed to review the wording of this section.

Members of the Joint Committee were then invited to comment on the report and appendices, with key points raised noted below:

- A Member commented that the draft Local Plan was a forward thinking, fresh approach to planning in the districts' and this was welcomed. A number of the policies would help shape the future of the district and ensure that once adopted, the unitary authority would hold control over future developments. Presentations to parishes had been beneficial and well received and it had been positive to see that their feedback, as well as

other interested parties feedback had been factored into the draft Local Plan.

- Policy Workshops delivered to members had been of great value, and had been beneficial for knowledge sharing. The introduction of a design led approach was welcomed, particularly the desire to protect the environment and strengthen Green Belt boundaries.
- Following a comment in respect of how the decisions were made on land proposed to be removed from the Green Belt, it was explained that a countywide part 1 assessment had been completed; this was commissioned by each of the existing Councils' in Buckinghamshire, and was followed by a more detailed part 2 assessment. It was recognised that the majority of the Green Belt had been preserved, with 2.7% the figure for total land proposed to be removed. As part of the assessments, sensible site boundaries were identified as were the areas in most need of protection and where further work was required. Chalfont St Peter was highlighted as a larger site identified for development and the existing Neighbourhood Plan would be an important tool used to shape the area around the village. It was noted that if there was conflict between the two plans, the most up to date plan carried the most weight.
- It was a legal requirement to have an up to date Local Plan, in theory MHCLG could impose someone to produce a Local Plan for the Councils'. There was a requirement for new homes to be built and without an up to date plan the Councils' would be left vulnerable to planning appeals and challenges.
- Comments made around the amount of detail in the plan were acknowledged. Members noted that the process to arrive at the draft Local Plan had taken a number of years and took account of a wide range of technical evidence based data, with neighbouring districts' already having Local Plans further progressed than Chiltern and South Bucks. Further delaying now could be detrimental to the Councils' at any appeal on the ground of having no up to date local plan or 5 year land supply. Holding the process off until the new unitary authority was formed would delay the process for at least a year, and if the entire process were then to be restarted this could take a significant number of years.
- It was positive that the Councils' had been actively working with Heathrow as a partner during the formation of the draft Local Plan in attempts to steer the Development Consent Order process with the intention to minimise impact on the districts' and keep Heathrow to the commitments already made.
- The Joint Committee recognised that 2036 would look very different to the present time and this vision made clear how essential it was that development be controlled and follow prescribed methods. It was acknowledged that increased take up of electric bikes, and even the introduction of driverless cars could reduce impact on highways.
- The Government ambition of 1 million homes in the Oxford - Cambridge arc was noted and other authorities such as Milton Keynes had already



indicated where it may seek to expand. The best protection for Chiltern and South Bucks was to ensure a sound plan was in place and ensure that the Councils' were not left vulnerable to developers. Joint Committee Members noted that development must be measured and density of any development would be assessed and developers closely worked with, both on this matter and on ensuring affordable housing criteria was met.

- The independent examination process would assess the commitment of site promoters to deliver the infrastructure and affordable homes provision.
- The Committee agreed that preserving the Green Belt was vital, however it was accepted that change had to occur and this plan would help ensure that this change would be managed.

The Joint Committee recognised the process to reach this stage had been difficult and taken a significant amount of Member and Officer time. Thanks were given for their input throughout the process and further thanks given in advance of the further work that will be required before the plan is finalised.

It was **RECOMMENDED** to each respective Council that:

1. Subject to the finalisation of the Sustainability Appraisal report, the Habitats Regulations Assessment and the Exceptional Circumstances report, the Publication version of the Chiltern and South Bucks Local Plan 2036 is published for public consultation under Regulation 19 of the Town and Country Planning (Local Planning) (England) Regulations 2012 (as amended).
2. Subject to the finalisation of the Sustainability Appraisal report, the Habitats Regulations Assessment and the Exceptional Circumstances report, the Publication version of the Chiltern and South Bucks Local Plan 2036 is submitted to the Secretary of State for Housing, Communities and Local Government under Regulation 22 of the Town and Country Planning (Local Planning) (England) Regulations 2012 (as amended).
3. Authority be delegated to the Head of Planning and Economic Development to request that the Planning Inspectorate recommends main modifications where necessary to make the Local Plan sound.
4. Authority be delegated to the Head of Planning and Economic Development, in consultation with the Portfolio Holders for Planning and Economic Development, to make minor changes and corrections to the Publication version of the Chiltern and South Bucks Local Plan 2036 prior to publication.
5. Authority be delegated to the Head of Planning and Economic Development, in consultation with the Portfolio Holders for Planning and Economic Development, to produce a schedule of minor amendments to the Publication version of the Chiltern and South Bucks

Local Plan 2036 in the light of the responses to the public consultation and prior to its submission for examination, and to submit this list with the Plan.

6. Authority be delegated to the Head of Planning and Economic Development, in consultation with the Portfolio Holders for Planning and Economic Development, to suggest to the examination Planning Inspector during the public examination process any necessary modifications to the Publication version of the Chiltern and South Bucks Local Plan 2036 to secure its soundness, in accordance with the findings of the examination Planning Inspector and subject to any necessary public consultation.
7. The Publication version of the Chiltern and South Bucks Local Plan 2036 be endorsed as a material consideration in the determination of planning applications.
8. Authority be delegated to the Head of Planning and Economic Development in consultation with the Portfolio Holders for Planning and Economic Development, to deal with and sign any Statements of Common Ground and Memoranda of Understanding under the Duty to Co-operate.
9. If there were any significant delays to the draft Local Plan timetable as set out in the LDS, the draft Local Plan should be brought back to the Joint Overview and Scrutiny Committee for consideration."

## 29 SHARED SERVICES ANNUAL REPORT 2019

Members received a report which outlined the achievements of joint working over the last year and detailed the key features of the planned joint working arrangements in the coming year which would be the last year of the partnership.

The ongoing customer experience strategy was highlighted as a major piece of transformation work. The programme was intended to be completed in early 2020 and would result in a significant change to the way services were delivered to residents and would be an exemplary model for the new Council.

Work had been done on ensuring ICT services remained fit for purpose and staff were now able to work as far as possible in a location agnostic manner in order to improve efficiency and where possible reduce costs. The two Councils' planning systems had been unified into a single version of the Uniform application, document management system and database.

By the end of 2019/20 the cumulative savings from 20 services that had been combined would be £9.5m and the reduction on the original operation budgets, excluding premises costs had been over 10% of the Programme. Members noted that the partnership had evidenced how to bring services

together in a managed way, and how to develop a unified culture for newly created delivery structure servicing the two Councils'. Further, Members agreed that this experience should be useful to the establishment of the new Council in its formative years.

The Joint Committee placed on record its thanks to all Members and Officers who had contributed and reacted so positively to the shared service arrangements. Members agreed that a final report on shared service working would be welcome before the Councils' were dissolved.

### **RESOLVED**

**That the report be noted.**

**The meeting ended at 8.34 pm**

DRAFT



By virtue of paragraph(s) 2 of Part 1 of Schedule 12A  
of the Local Government Act 1972.

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