

## CHILTERN DISTRICT COUNCIL

### MINUTES of the Meeting of the PERFORMANCE & RESOURCES OVERVIEW COMMITTEE held on 1 APRIL 2014

**PRESENT:** Councillor A D Garnett - Chairman

Councillors: S P Berry  
J L Gladwin  
D W Phillips  
C J Wertheim  
F S Wilson

**APOLOGIES FOR ABSENCE** were received from Councillors J S Ryman, D Spate and M Vivis

#### 53 MINUTES OF PREVIOUS MEETING

The Minutes of the Performance & Resources Overview Committee held on 28 January 2014, copies of which had been previously circulated, were agreed by the Committee and signed by the Chairman as a correct record.

In response to a request for an update on Item 45 – Banking, Insurance and Payroll Contracts, the Committee were advised that 28 March was the last date for clarification points prior to the submission of tenders, and no significant questions had been raised. The tenders would be submitted by 17 April. The Director of Resources following consultation with the Cabinet Portfolio Holder for Support Services at Chiltern, and the Leader at South Bucks, has the authority delegated to him to award the final contract. It was noted that the intention was to move banks as soon as possible, and an award decision should be made in the first half of May. It was aimed for implementation before 1 September, which was the latest date based on advice from banks, but officers would push the successful tenderer to implement as soon as practical before that for Chiltern. The Committee asked to be kept updated on the implementation progress.

#### 54 DECLARATIONS OF INTEREST

Councillor Wilson declared a personal interest in Item 10 – Lord Mill Weir, as he is a Chesham Town Councillor.

#### 55 28 DAY NOTICE FORWARD PLAN & WORK PROGRAMME

Members reviewed the draft Forward Plan, due to be published on 7 April 2014, to identify potential topics for review. Councillors requested that the Joint Business Plan 2014-19 be added to the forward plan for the Committee's consideration. The Plan would bring together the aims and objective the two Councils, and would merge the two current plans, but would not be introducing any new objectives. It was requested that this be considered by the Committee at the meeting at the end of June.

The Performance and Resources Committee also requested that a progress report concerning the London Road Depot should be considered. Work was currently taking place at the site, and was due to come to an end in May.

Councillors expressed their concerns that there were no forward plan items under the Customer Services portfolio. They stated that they would like to receive an update report on the waste contract. It was noted that the Joint Waste Collection Committee received regular updates on the waste service programme. Councillors stated that they would like to receive a report, as the financial liability for the contract lay with the individual Councils.

## **RESOLVED**

- 1. That the Work Programme of the Committee be noted.**
- 2. That the Joint Business Plan 2014-19, the London Road Depot and a report concerning the waste contract be added to the Work Programme of the Performance and Resources Overview Committee.**

*Note: Councillor Mrs. I Darby entered the meeting at 6.42pm.*

## **56 DISCRETIONARY RATE RELIEF AND LOCAL COUNCIL TAX DISCOUNTS**

The Committee received a report outlining the Discretionary Rate Relief and Local Council Tax Discounts as announced by Government. A number of schemes had been proposed intended to support businesses by reducing their business rates liability. The Government had also announced that discounts would be granted to Council Tax payers affected by flooding. The Performance and Resources Committee were asked to comment on the report and to consider the criteria as recommended in guidance provided by the Department of Communities and Local Government.

Councillors noted that there were very few residential properties that would be eligible for a Council Tax discount as a result of flooding under the criteria suggested by Government. It was noted that any discount would be reimbursed.

The Committee considered the Government's proposal for Discretionary Rates for businesses, which would allow a £1000 per annum discount. This would affect a significant number of properties, and the total that could be paid out under this new discount was £598k..

One Councillor stated that he would prefer a different class of business to be given the discount other than charity shops. It was stated that charity shops already received an 80% mandatory discount on business rates, and therefore may not require the extra rate relief. Councillors stated that other groups of business, such as employment agencies, provided a good service to the community and should therefore receive financial support. The Committee's

view was that consideration be given to varying the criteria for this specific relief .

It was advised that the guidance surrounding the duration of relief for residential properties as a result of flooding would be 3 months. Six properties would be eligible for a Council Tax discount based on the suggested criteria from Government. It was noted that properties that were flooded with sewage as a result of the weather would be covered under the proposed criteria. It was suggested that the Town and Parish Councils be contacted to help to identify any further properties that could receive a discount.

**RESOLVED:**

**That the comments of the Performance and Resources Overview Committee be considered by the Cabinet when approving the criteria applicable for Discretionary Rate Relief and Local Council Tax Discounts.**

**57 ANNUAL PERFORMANCE INDICATOR REVIEW 2014-15**

The Performance and Resource Overview Committee were asked to consider a report which outlined information on the corporate and priority Performance Indicators and targets for 2014-15. All services review their performance indicators through the service planning process. The Council would set targets against each indicator for the next three years and would publish them along with actual performance in the Annual Report. It was noted that the Priority Indicators would be published monthly through the Budget Monitoring Pack to Management Team and Informal Cabinet. A more details quarterly performance report, including corporate performance indicators would also be considered by Management Team, Performance and Resources Overview Committee and Cabinet. Members were advised that a more extensive review had been undertaken by Heads of Services. It was noted that Thames Valley Police had not yet set their targets, and these would be incorporated once they were available.

As a result of the review that was undertaken, the way in which some Performance Indicators were reported had changed. Some that used to be reported quarterly were now reported monthly. One of the Councillors asked that a Performance Indicator be added regarding the length of time it took for a section 106 legal agreement to be issued after a planning application had been approved.

Councillors raised concerns about the Performance Indicators and targets surrounding the waste service. It was noted that the way in which the quantity of waste was reported had been changed from tonnage to a percentage amount in kilograms per resident. Street cleansing was reported quarterly, but there was no monthly monitoring for the waste collection service. Members stated that it was understandable that targets not be set during the

initial roll out of the service, but it was felt that targets should now be set and adhered to. Members were advised that it would not be possible for street cleansing to be reported monthly as the information is compiled every three months which is due to the way in which the NI195 scores are calculated. Councillors stated that it would be useful to have the information on a monthly basis, and asked that inquiries be made as to whether this was possible.

Missed collections were reported in the Performance Indicator Review, and it was noted that there had been 9,415 missed collections. The report stated that the aim would be not to exceed 20,000 in a year. Members were advised that, as each property had three bins, each missed property would account for three missed collections. It was asked that the amount of rubbish collected be reported monthly. The landfill weighbridge is managed by Bucks County Council meaning the Council would be dependent on them, which would make it difficult to supply data on a monthly basis.

The Committee was keen that information on waste performance was included in the report agreed earlier on waste finances.

**RESOLVED:**

**That the Annual Performance Indicator Review 2014-15 be noted**

**58 STANDING ITEM: PROGRESS REPORT TO THE JOINT COMMITTEE**

Councillors received a progress report that was due to be considered by the Joint Committee on 2 April. The Committee was advised that four teams would be entering the shared service arrangements from 1 April 2014. It was noted that progress had been made on the harmonisation of terms and conditions for staff.

Councillors stated that the £660,000 savings outlined in the reports related to one action taken. This was provided to show the total savings that had been achieved so far over the duration of the programme. It was questioned when this amount would no longer be shown on the progress report. Once the programme had progressed to the end of its current phase in 2016 the year on year comparisons would change..

It was questioned what the external support to the programme had been, and Members were advised that the first service reviews were supported by Charteris. This had been funded by the budget for the programme. The subsequent shared service reviews had been supported internally.

**RESOLVED:**

**That the Progress Report to the Joint Committee be noted.**

## 59 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.**

*Note: The relevant paragraph number from Part 1 of Schedule 12A is indicated at the end of the Minute heading.*

## 60 LORD MILL WEIR

Members received a report outlining an on-going issue with the Lords Mill Weir. At the Cabinet meeting on 30 October 2012 approval was given for funds to be released in order for the Council to provide match funding to its bid to the Environment Agency for funding towards the cost of carrying out permanent structural repairs and the provision of a fish pass to Lords Mill Weir. This followed the temporary repairs carried out to the structure by the Council in the previous year having been served Notice by the Environment Agency that the weir structure was in danger of failing.

The ownership of the weir structure has subsequently been challenged by the adjacent landowner. It has since been clarified that the Council owns the riverbed of the River Chess and not the structure. Members stated that it was important that the weir structure be repaired, and they were therefore willing to offer one off financial assistance. It was noted that the Environment Agency had withdrawn the Notice served on the Council and would be serving Notice on the landowner. They would have the ability to enforce the Notice.

One Member stated that the Council had incurred costs as a direct result of incorrect information from the Land Registry, and requested that the possibility of claiming this money back be explored.

### RESOLVED:

- 1. That the contents of the report in regard to the Council's ownership of the Weir structure and the River Chess be noted, and**
- 2. That it be recommended to Cabinet that the Council provide £10,000 as one off financial assistance subject to stringent criteria being met.**

**The meeting ended at 7.52 pm**