

# CHILTERN DISTRICT COUNCIL

King George V House, King George V Road, Amersham,  
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**TO: ALL MEMBERS OF COUNCIL**

**Dear Councillor**

You are hereby summoned to attend the Meeting of the **CHILTERN DISTRICT COUNCIL** to be held in the **Council Chamber, King George V House, King George V Road, Amersham** on **Tuesday, 22nd July, 2014** at **6.30 pm** when the business below is proposed to be transacted.

## **Complete Minute Set**

### **REVISED AGENDA** *(Changes highlighted in **Bold**)*

- 1 Evacuation Procedures
- 2 Minutes *(Pages 5 - 22)*  
To approve as a correct record and to sign the Minutes of the Ordinary and Annual meetings of Council held on 13 May 2014.
- 3 Apologies for Absence
- 4 Declarations of Interest
- 5 Announcements  
To receive any announcements from the Chairman, Cabinet Leader or the Head of Paid Service and any petitions  
*Appendix - Chairman and Vice Chairman's Diary (Pages 23 - 24)*
- 6 Long Service Award
- 7 To consider the Minutes of the under-mentioned Committees, in date order of the meetings:
  - 7.1 Planning - 24 April 2014 *(Pages 25 - 28)*
  - 7.2 Joint Appointments & Implementation - 1 May 2014 *(Pages 29 - 32)*

- 7.3 Licensing & Regulation - 1 May 2014 (Pages 33 - 36)
  - 7.4 Planning - 15 May 2014 (Pages 37 - 40)
  - 7.5 Joint Appointments and Implementation - 29 May 2014 (Pages 41 - 44)
  - 7.6 Personnel - 3 June 2014 (Pages 45 - 48)
  - 7.7 Planning - 5 June 2014 (Pages 49 - 52)
  - 7.8 Community & Environment Overview - 10 June 2014 (Pages 53 - 56)
  - 7.9 Standards - 12 June 2014 (Pages 57 - 60)**
  - 7.10 Performance & Resources Overview - 25 June 2014  
(Item Withdrawn)
  - 7.11 Constitution Review - 25 June 2014 (Reconvened on 2 July 2014)  
(Pages 61 - 92)
  - 7.12 Planning - 26 June 2014 (Pages 93 - 96)
  - 7.13 Audit - 1 July 2014 (Pages 97 - 104)**
  - 7.14 Planning - 17 July 2014  
(Item withdrawn)
- 8 Cabinet Minutes (Pages 105 - 120)  
To consider the Minutes of the meetings of the Cabinet held on **1 July 2014** and **15 July 2014** and to receive questions and answers on any of these minutes and recommendations in accordance with Rule 8 of the Procedural Rules
- 9 Cabinet Reports  
To receive and consider reports from the Cabinet Leader, Cabinet Members or Chairman of a Committee and receive questions and answers on any of those reports in accordance with Rule 9.1. of the Procedural Rules
- 10 **Questions**  
In accordance with Rule 9.2 of the Procedure Rules the following Question has been submitted by Councillor D Lacey to the Leader of the Cabinet:  
  
“If, following the 2015 election, the Conservatives no longer hold control of this Council, will Chiltern and South Bucks District Councils' continue with their programme to develop shared services?”
- 11 Joint Arrangements and Outside Organisations  
To receive reports about and receive questions and answers relating to any joint arrangements or external organisations

12 Motions (if any)

13 **Shared Services Business Case for Community Services** (Pages 121 - 122)

**Private Appendix** (Pages 123 - 148)

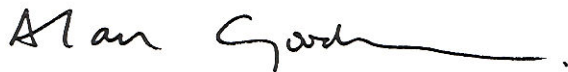
14 **Planning Policy Shared Service Review** (Pages 149 - 150)

**Private Appendix** (Pages 151 - 184)

15 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.

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



**Alan Goodrum**  
Chief Executive

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**CHILTERN DISTRICT COUNCIL**

**MINUTES of the Ordinary Meeting of the CHILTERN DISTRICT COUNCIL**

held on **13 MAY 2014**

**PRESENT:** Councillor N L Brown - Chairman of the Council  
Mrs M Harker - Vice-Chairman of the Council

Councillors:	Miss P A Appleby	Councillors:	P E C Martin
	A K Bacon		S A Patel
	S P Berry		D W Phillips
	M Z Bhatti		Mrs A Pirouet
	R Burns-Green		M Prince
	Mrs J A Burton		N M Rose
	M J Cunnane		J J Rush
	Mrs I A Darby		C H Spruytenburg
	A D Garnett		Mrs L M Smith
	A J Garth		M R Smith
	J L Gladwin		M Stannard
	G K Harris		M Vivis
	P J Hudson		J F Warder
	P M Jones		A P Williams
	D J Lacey		F S Wilson

**APOLOGIES FOR ABSENCE** were received from Councillors A S Hardie, D G Meacock, D Spate, J S Ryman, P N Shepherd, N Stewert, H A Trevette and C J Wertheim

**119 MINUTES**

The Minutes of the meeting of Council held on 26 February 2014 were approved as a correct record.

**120 DECLARATIONS OF INTEREST**

There were no declarations of interest.

**121 ANNOUNCEMENTS**

**(a) Chairman's Engagements**

A list of Engagements carried out by the Chairman and Vice-Chairman of the Council between 27 February 2014 and 12 May 2014 had been circulated.

**(b) Chairman's Announcements**

The Chairman had no announcements to make.

**(c) Announcements from the Leader of the Cabinet**

The Leader of the Cabinet had no announcements to make.

**(d) Announcements from the Head of Paid Service**

The Chief Executive had no announcements to make.

**(e) Petitions**

Councillor Jones presented the following petition to the Chairman on behalf of South Heath residents:

“HS2”

The petition contained approximately 28 signatures, and was still ongoing.

ACTION:

The petition was presented to the Chief Executive to respond. The main points were already incorporated in the Council’s petition on the hybrid bill and many of the other points would be incorporated as evidence of the petition to other Councils, for example the County Council.

**122 LONG SERVICE AWARD**

This item was deferred to the next meeting of full Council.

**123 AUDIT - 19 FEBRUARY 2014**

It was moved by Councillor J Gladwin, seconded by Councillor A Bacon and

**RESOLVED –**

**That the Minutes and Resolutions of the Audit Committee held on 19 February 2014 be received.**

**124 PLANNING - 20 FEBRUARY 2014**

It was moved by Councillor J A Burton and seconded by Councillor J Gladwin and

**RESOLVED –**

**That the Minutes and Resolutions of the Planning Committee held on 20 February 2014 be received.**

**125 STANDARDS - 27 FEBRUARY 2014**

It was moved by Councillor J Warder, seconded by Councillor Mrs L Smith and

**RESOLVED –**

**That the Minutes and Resolutions of the Standards Committee held on 27 February 2014 be received.**

**126 PLANNING - 13 MARCH 2014**

It was moved by Councillor D W Phillips, seconded by Councillor J A Burton and

**RESOLVED –**

**That the Minutes and Resolutions of the Planning Committee held on 13 March 2014 be received.**

**127 JOINT APPOINTMENTS AND IMPLEMENTATION - 24 MARCH 2014**

It was moved by Councillor M Smith, seconded by Councillor I Darby and

**RESOLVED –**

**That the Minutes and Resolutions of the Joint Appointments and Implementation Committee held on 24 March 2014 be received.**

**128 COMMUNITY & ENVIRONMENT OVERVIEW - 25 MARCH 2014**

It was moved by Councillor A Bacon, seconded by Councillor J Warder and

**RESOLVED –**

**That the Minutes and Resolutions of the Community and Environment Overview Committee held on 25 March 2014 be received.**

**129 PERSONNEL - 27 MARCH 2014**

It was moved by Councillor N Rose, seconded by Councillor M Smith and

**RESOLVED –**

**That the Minutes and Resolutions of the Personnel Committee held on 27 March 2014 be received.**

**130 PERFORMANCE & RESOURCES OVERVIEW - 1 APRIL 2014**

It was moved by Councillor A Garnett, seconded by Councillor D W Phillips and

**RESOLVED –**

**That the Minutes and Resolutions of the Performance and Resources Overview Committee held on 1 April 2014 be received.**

**131 PLANNING - 3 APRIL 2014**

It was moved by Councillor D W Phillips, seconded by Councillor J A Burton and

**RESOLVED –**

**That the Minutes and Resolutions of the Planning Committee held on 3 April 2014 be received.**

**132 AUDIT - 10 APRIL 2014**

It was moved by Councillor J Gladwin, seconded by Councillor A Bacon and

**RESOLVED –**

**That the Minutes and Resolutions of the Audit Committee held on 10 April 2014 be received.**

**133 HOUSING & PLANNING OVERVIEW - 15 APRIL 2014**

It was moved by Councillor J A Burton seconded by Councillor A Pirouet and

**RESOLVED –**

**That the Minutes and Resolutions of the Housing and Planning Overview Committee held on 15 April 2014 be received.**

**134 CABINET MINUTES**

Councillor D W Phillips referred to points he had raised at the meeting of Planning Committee held on 3 April in respect of his response to the consultation process for the Delivery Development Plan Document (DDPD) and the progression of the issues raised. Cllr Harris, Cabinet Member for Sustainable Development advised that he would respond to the member in more detail at Item 9 but it was noted that a number of the points raised by the member had been taken on board, and that the Council were taking legal advice before final submission.



It was moved by Councillor N Rose, seconded by Councillor M Smith and

**RESOLVED –**

**That the Minutes and Resolutions of the Cabinet held on 6 May 2014 be received and the recommendations contained in Minutes 112, 113, 117 and 118 be adopted.**

**135 CABINET REPORTS**

**a) Councillor M Stannard – Banking Contract**

Councillor Stannard reported that the Council had re-tendered their Banking Contract and on 13 May 2014 the successful bank was confirmed as Barclays Bank. It was intended that Chiltern District Council was to move its banking arrangements to Barclays from August 2014.

**b) Councillor P Hudson – Incident at Chesham Leisure Centre**

Councillor Hudson reported that pupils and teachers had suffered adverse effects to a chemical reactions whilst using the swimming pool at the Chesham Leisure Centre on Friday 2 May 2014. All those affected were taken to hospital but released unhurt.

Once the problem was identified, the pool was closed with immediate effect and the dosage system was independently checked and found to be working appropriately. Probable cause was the restarting of the circulation combined with increased agitation of the pool water/surface zone caused an increase in the levels of trichloramines (Nitrogen trichloride) present in the pool atmosphere. Chloramines (including Trichloramines) appear in pools as a result of the reaction between ammonia based compounds. In pools these compounds usually derive from urine and sweat. It was recognised that Nitrogen trichloride is largely responsible for the so-called 'chlorine smell' however it should be noted that it is not chlorine. The increased levels of Trichloramines will produce the symptoms of those affected as described.

It was reported that communication had been received from GLL, and had been maintained with the school and parents. All parties involved had worked together well to minimise impact of the situation. On 13 May there was a review of the incident and confirmation of the cause. There would also be a review of existing procedures and also look at communication procedures and all findings to all stake holders. GLL had issued a press statement which was to be shared with all members and affected parties.

**c) Councillor Harris – Delivery Development Plan Document**

Councillor G Harris reported that the public consultation period for the Delivery Development Plan Document had closed on Friday 4 April 2014 at 5.00pm. It was noted that there had been minor alterations to housing need in the District and all comments received were being considered at this stage.

**d) Councillor Rose – HS2**

Councillor N M Rose reported that Chiltern District Council had been invited to provide evidence to the Government's Environmental Audit Committee on 18 March. The Council had entered into a major project to seek an alternative fully tunnelled route with the assistance of Peter Brett Consultants which was presented as the Green Route designed with hydrology and geology in mind.

Environmental Health Officers and Legal Officers were working the production of a petitioning document which was to be lodged by Friday 16 May 2014, and it was intended that the submission of the Council's petition was to be submitted before Friday 16 May 2014. The proposed Green route was a tunnel route throughout an area of Outstanding Natural Beauty in the Chiltern District. Members noted the progress of the Council's petition, the intention of the document and the proposed route.

Councillor Bhati raised a question in respect of the cost to the Council of HS2 since 2009. Councillor Rose responded that to date the current cost of the legal challenge work was £250,000, and that £550,000 had been budgeted from reserves for the petitioning as mitigation work.

**e) Councillor Rose – Resignation as Leader of the Cabinet**

Councillor Rose reported that he had formally submitted his resignation as Leader of the Cabinet from the conclusion of the full Council meeting on 13 May 2014, following a 4 year period in this position. He thanked councillors and officers for their support over this period.

*Note: Councillor A Garth entered the meeting at 6.55pm during consideration of this item.*

**136 QUESTIONS**

There were no questions.

**137 JOINT ARRANGEMENTS AND OUTSIDE ORGANISATIONS**

There were no reports.

**138 MOTIONS (IF ANY)**

No Motions had been received.

**139 HARMONISED CONTRACT PROCEDURE RULES**

There were no reports.

**140 LEGAL SHARED SERVICE REVIEW**

At a meeting on 2 April 2014, the Chiltern and South Bucks Joint Committee considered the Business Case for a Joint Legal Service, and agreed all the recommendations contained in the report.

As such, full Council were invited to formally adopt the recommendations. It was moved by Councillor N M Rose, seconded by Councillor M Smith and

**RESOLVED –**

- 1. That the case for a joint legal service was proven and that both Councils should proceed to establish a joint service;**
- 2. That subject to consultation with staff and a formal agreement between the Councils, the services of staff in Chiltern District Council's legal service be put at the disposal of South Bucks District Council under Section 113 of the Local Government Act 1972 so they can work across the two local authority areas; and**
- 3. That the Chief Executive in consultation with the Cabinet Leader and the Head of Legal and Democratic Services be authorised to finalise the terms of any legal documentation required to give effect to recommendation 2 above.**

**The meeting ended at 7.18 pm**



## CHILTERN DISTRICT COUNCIL

### MINUTES of the Annual Meeting of the CHILTERN DISTRICT COUNCIL

held on **13 MAY 2014**

**PRESENT:** Councillor N L Brown - Chairman of the Council  
Mrs M Harker - Vice-Chairman of the Council

Councillors:	Miss P A Appleby	Councillors:	P E C Martin
	A K Bacon		S A Patel
	S P Berry		D W Phillips
	M Z Bhatti		Mrs A Pirouet
	R Burns-Green		M Prince
	Mrs J A Burton		N M Rose
	M J Cunnane		J J Rush
	Mrs I A Darby		C H Spruytenburg
	A D Garnett		Mrs L M Smith
	A J Garth		M R Smith
	J L Gladwin		M Stannard
	G K Harris		M Vivis
	P J Hudson		J F Warder
	P M Jones		A P Williams
	D J Lacey		F S Wilson

**APOLOGIES FOR ABSENCE** were received from Councillors A S Hardie, D G Meacock, D Spate, J S Ryman, P N Shepherd, N Stewart, H A Trevette and C J Wertheim

#### 1 ELECTION OF CHAIRMAN

Councillor J F Warder (in the Chair), requested nominations for the office of Chairman of the Council for the year 2014/2015. Councillor N M Rose proposed the name of Councillor N L Brown, outlining his many years of service to the Council. The nomination was seconded by Councillor C Spruytenburg. There being no other nominations it was

#### **RESOLVED -**

**That Councillor N L Brown be elected Chairman of the Council for 2014/15.**

Councillor N L Brown was then invested with his Chairman's Badge of Office and made and signed the formal Declaration of Acceptance of Office. The Chairman thanked the Council for re-electing him.

*Note: Councillor N L Brown in the Chair.*

## 2 APPOINTMENT OF VICE-CHAIRMAN

The Chairman invited nominations for the office of Vice-Chairman of the Council for the year 2014/15. Councillor Mrs A Pirouet proposed the name of Councillor Mrs M Harker. The nomination was seconded by Councillor N M Rose. There being no other nominations it was

### RESOLVED -

**That Councillor Mrs M Harker be appointed Vice-Chairman of the Council for 2014/15.**

The Vice-Chairman was then invested with her Badge of Office and made and signed the formal Declaration of Acceptance of Office. Councillor Mrs M Harker thanked the Council for her appointment.

## 3 RESIGNATION OF CABINET LEADER

The Chairman advised of the notification of the resignation of the former Cabinet Leader, Councillor N M Rose as confirmed at the meeting of full Council on 13 May 2014

## 4 ELECTION OF THE CABINET LEADER

The Chairman invited nominations for the office of Leader of the Council for the year 2014/15. Councillor D Phillips proposed the name of Councillor Isobel Darby. The nomination was seconded by Councillor N Rose. There being no other nominations it was

### RESOLVED –

**That it be noted that Councillor I Darby be elected as Leader of the Council for the municipal year of 2014/15.**

The Cabinet Leader thanked members for their support and her appointment. She paid tribute to the work and commitment of the former Leader, Councillor N Rose and Deputy Leader, Councillor M Smith.

## 5 APPOINTMENT OF CABINET MEMBERS

The Cabinet Leader informed the meeting that she had appointed the following members to the Cabinet to carry out the roles stated below. In doing so, she thanked Councillors N Rose and M R Smith for being valued members of the Cabinet, and welcomed Councillor F Wilson to the Cabinet.

Councillor M Stannard	Support Services (Deputy Leader)
Councillor G Harris	Sustainable Development
Councillor P Hudson	Community, Health and Housing
Councillor P E C Martin	Environment
Councillor F Wilson	Customer Services

Councillor Darby proceeded to outline the achievements of the previous year and the many challenges facing the Council in the coming years.

**RESOLVED –**

**That the appointments to the Cabinet, including the appointment of Councillor M Stannard as Deputy Leader, be noted.**

**6 ESTABLISHMENT OF AUDIT, OVERVIEW AND STANDARDS COMMITTEES**

**RESOLVED –**

**That the following Committees be established:**

- **Audit – 6 Members (plus the Chairman of Performance & Resources Overview as an ex-officio member)**
- **Community & Environment Overview – 11 Members**
- **Housing & Planning Overview – 11 Members**
- **Performance & Resources Overview – 11 Members**
- **Standards – 7 Members (plus up to 3 Independent Persons, and up to 2 Councillors from Town or Parish Councils in the Chiltern District as nominated by Town and Parish Councils in the District and who are not also members of Chiltern District Council)**

**7 ESTABLISHMENT OF REGULATORY AND OTHER COMMITTEES**

**RESOLVED –**

**That the following Regulatory and other Committees be established:-**

- **Appeals – 9 Members**
- **Boundaries and Electoral Arrangements – 9 Members**
- **Constitutional Review – 9 Members**
- **Homelessness – 9 Members**
- **Joint Staff – 5 Members (plus 5 staff representatives)**
- **Joint Appointments and Implementation – 5 Members (plus 5 South Bucks District Council Members)**
- **Licensing and Regulation – 15 Members**
- **Personnel – 9 Members**
- **Planning – 13 Members**

**8 ALLOCATION OF SEATS TO POLITICAL GROUPS**

The report detailed the allocation of seats to political groups in accordance with the political balance rules.

**RESOLVED –**

That the seats on Committees for the Council Year 2014/15 be allocated to the political groups as follows (with the balance to be allocated to those Members who were not part of a political group):

	Seats	Conservative	Liberal Democrat
Appeals	9	7	1
Audit	6	5	1
Boundaries & Electoral Arrangements	9	7	1
Community & Environment Overview	11	9	2
Constitution Review	9	7	1
Homelessness	9	7*	1
Housing & Planning Overview	11	9	1
Joint Appointments and Implementation	5	4	1
Joint Staff	5	4	1
Licensing & Regulation	15	12*	2
Performance & Resources Overview	11	9	1
Personnel	9	7	1
Planning	13	11	2
Standards	7	6	1
<b>Total Ordinary</b>	<b>129</b>	<b>104</b>	<b>17</b>

\* one seat gifted to non-political group Member (Councillor Lacey)

## 9 APPOINTMENT OF COUNCILLORS TO SERVE ON EACH COMMITTEE

**APPOINTMENT OF EXTERNAL MEMBERS PANEL** (2 – plus Chairman of the Council, Leader of the Council, Conservative Group Leader, and Liberal Democrat Group Leader)

Conservative Nominees (1)	Liberal Democrat Nominees (1)	Other Nominees
G Harris	Miss P A Appleby	N/A

### APPEALS COMMITTEE (9 Members)

Conservative Nominees (7)	Liberal Democrat Nominees (1)	Other Nominees (1)
R Burns-Green ( <i>Nominee for Chairman</i> )	A Bacon	D Lacey
A D Garnett		
J Gladwin		
G Harris		
M R Smith		
Mrs L M Smith		
D Spate		



**AUDIT COMMITTEE** (6 – plus Chairman of Performance and Resources Overview Committee as ex officio)

Conservative Nominees (5)	Liberal Democrat Nominees (1)	Other Nominees
A Garth	A Bacon	N/A
J Gladwin ( <i>Nominee for Chairman</i> )		
D W Phillips		
J S Ryman		
J Warder		

**BOUNDARIES AND ELECTORAL ARRANGEMENTS COMMITTEE** (9)

Conservative Nominees (7)	Liberal Democrat Nominees (1)	Other Nominees (1)
Mrs I A Darby	P Jones	D Meacock
A D Garnett		
A Garth		
M Stannard		
N Stewert ( <i>Nominee for Chairman</i> )		
M Vivis		
J Warder		

**COMMUNITY AND ENVIRONMENT OVERVIEW COMMITTEE** (11)

Conservative Nominees (9)	Liberal Democrat Nominees (2)	Other Nominees
M Cunnane	A Bacon ( <i>Nominee for Chairman</i> )	N/A
A Garth	P Jones	
S A Patel		
J Rush		
J S Ryman ( <i>Nominee for Vice-Chairman</i> )		
P N Shepherd		
N Stewert		
H Trevette		
J Warder		

**CONSTITUTION REVIEW COMMITTEE** (9)

Conservative Nominees (7)	Liberal Democrat Nominees (1)	Other Nominees (1)
N Brown	Miss P Appleby	D Meacock
Mrs I Darby		
A Garth		
D W Phillips		
N M Rose ( <i>Nominee for Chairman</i> )		
M Stannard		
M Vivis		

**HOUSING AND PLANNING OVERVIEW COMMITTEE (11)**

Conservative Nominees (9)	Liberal Democrat Nominees (1)	Other Nominees (1)
Mrs J A Burton ( <i>Nominee for Chairman</i> )	Mrs A Pirouet ( <i>Nominee for Vice-Chairman</i> )	D Lacey
R Burns-Green		
A Hardie		
S A Patel		
D W Phillips		
M Prince		
N Rose		
Mrs L M Smith		
C J Wertheim		

**HOMELESSNESS COMMITTEE (9)**

Conservative Nominees (6)*	Liberal Democrat Nominees (1)	Other Nominees (2)
R Burns-Green	Mrs A Pirouet	D J Lacey ( <i>Nominee for Chairman</i> )
Mrs J A Burton		M Bhatti
M Cunnane		
A Hardie		
G Harris		
S A Patel		

\*Conservatives entitled to 7 seats (1 gifted to Councillor Lacey)

**JOINT APPOINTMENTS AND IMPLEMENTATION COMMITTEE (5, plus 5 Members from South Bucks District Council)**

Conservative Nominees (4)	Liberal Democrat Nominees (1)	Other Nominees
R Burns-Green	P M Jones	N/A
Mrs I Darby		
M R Smith		
M Stannard		

**JOINT STAFF (5, plus 5 Unison staff representatives)**

Conservative Nominees (4)	Liberal Democrat Nominees (1)	Other Nominees
R Burns-Green	Miss P Appleby	N/A
Mrs I A Darby		
N M Rose ( <i>Nominee for Chairman</i> )		
M Stannard		

**LICENSING AND REGULATION COMMITTEE (15)**

Conservative Nominees (11)	Liberal Democrat Nominees (2)	Other Nominees (2)
N L Brown	P Jones	D J Lacey
Mrs J A Burton	C Spruytenburg	D Meacock
M Cunnane		
G Harris		
M Prince		
J Rush		
P N Shepherd ( <i>Nominee for Chairman</i> )		
H Trevette		
M Vivis ( <i>Nominee for Vice-Chairman</i> )		
J Warder		
T Williams		

\*Conservatives entitled to 12 seats (1 gifted to Councillor Lacey)

**PERFORMANCE AND RESOURCES OVERVIEW COMMITTEE (11)**

Conservative Nominees (9)	Liberal Democrat Nominees (1)	Other Nominees (1)
A D Garnett ( <i>Nominee for Chairman</i> )	C Spruytenburg ( <i>Nominee for Vice-Chairman</i> )	S Berry
J Gladwin		
D W Phillips		
J S Ryman		
D Spate		
N Stewert		
M Vivis		
C J Wertheim		
T Williams		

**PERSONNEL COMMITTEE (9)**

Conservative Nominees (7)	Liberal Democrat Nominees (1)	Other Nominees (1)
Mrs J A Burton	Miss P Appleby	S Berry
Mrs I Darby		
P Hudson		
D Phillips		
N M Rose		
M Smith ( <i>Nominee for Chairman</i> )		
M Stannard		

**PLANNING COMMITTEE\* (13)**

Conservative Nominees (11)	Liberal Democrat Nominees (2)	Other Nominees
Mrs J A Burton ( <i>Nominee for Vice-Chairman</i> )	P Jones	N/A
J Gladwin	Mrs A Pirouet	
A Hardie		
P E C Martin		
D W Phillips ( <i>Nominee for Chairman</i> )		
M Prince		
J Rush		
P N Shepherd		
D Spate		
N Stewert		
C J Wertheim		

\*Note: Appointment subject to members attending the required training on planning matters and the Planning Code of Conduct

**STANDARDS COMMITTEE (7)**

Conservative Nominees (6)	Liberal Democrat Nominees (1)	Other Nominees
N L Brown	Miss P Appleby	N/A
Mrs M Harker		
P Hudson		
J S Ryman		
Mrs L M Smith		
J F Warder ( <i>Nominee for Chairman</i> )		

**RESOLVED -**

**That the above nominations to serve on the Committees stated for 2014/15, together with the nominations for Chairman and Vice-Chairman where appropriate, be agreed.**

**10 APPOINTMENTS TO OUTSIDE BODIES**

Tabled at the meeting as Item 12 (as attached to the Minutes) were the nominations to serve on outside bodies for the Council Year 2014/15.

The Cabinet Leader advised that there was an amendment to the Neighbourhood Action Group: Chalfont St Peter to remove Councillor Wertheim and appoint Councillor J Rush and Councillor I Darby.

**RESOLVED -**

**That the list of appointments to Outside Bodies for 2014/15 as set out in Item 12 be approved, subject to the amendment to the appointment of Councillors Rush and Darby to the Neighbourhood Action Group: Chalfont St Peter.**

## 11 EXECUTIVE REPORTS TO THE LOCAL AUTHORITY

The Chief Executive advised that it was a statutory requirement to produce an annual report detailing urgent executive decisions taken. However, there had been no such urgent items since the Regulations had taken effect.

**RESOLVED –**

**That the report be noted.**

## 12 ALLOCATION OF CABINET FUNCTIONS

In accordance with Cabinet Procedure Rule 2.1(2), Councillor I Darby proceeded to report on the services / functions allocated to each Cabinet Portfolio.

<b>Portfolio</b>	<b>Functions</b>
Leader	Policy, Performance, Communications, Personnel, Strategic Finance
Support Services Deputy Leader	Business Transformation, ICT, Legal and Democratic Services, Audit, Finance Admin
Sustainable Development	Planning, Enforcement, Building Control, Strategic Transport
Environment	Property, Car Parks, Engineering, Carbon Management, Waste Management
Community, Health & Housing	Community & Leisure, Environmental Health, Community Safety, Licensing, Housing
Customer Services	Revenues and Benefits, Customer Services

**RESOLVED –**

**That the allocation of Cabinet Functions, as detailed above, be noted.**

**The meeting ended at 7.50 pm**



## **CHAIRMAN'S DIARY: 14 MAY – 22 JULY 2014**

18 May	Chalfont St Giles Literary Festival Prize Giving
31 May	Chalfont St Giles Youth Club AGM
1 June	Chesham Town Council Civic Service
3 June	Royal Garden Party
12 June	Vice Chairman at RAF High Wycombe Annual Reception
12 June	Cllr Warder at Misbourne Valley Scout AGM
23 June	Armed Forces Day Flag Raising
28 June	Military Arts & Drinks Reception
1 July	Pride of Bucks Awards
3 July	AGM of Amersham & District Community Association
5 July	Official Opening of the South Buckinghamshire Clubhouse
13 July	Vice Chairman at Newport Pagnell Town Council Civic Service





**CHILTERN DISTRICT COUNCIL**

**MINUTES of the Meeting of the  
PLANNING COMMITTEE  
held on 24 APRIL 2014**

**PRESENT:** Councillor D W Phillips - Chairman  
                  "          Mrs J A Burton - Vice Chairman

Councillors: J L Gladwin  
                  A S Hardie  
                  P E C Martin  
                  Mrs A Pirouet  
                  M Prince  
                  P N Shepherd  
                  C J Wertheim

**APOLOGIES FOR ABSENCE** were received from Councillors P M Jones, J J Rush, D Spate and N Stewert

**68 MINUTES**

The Minutes of the meeting of the Committee held on 3 April 2014, copies of which had been previously circulated, were agreed by the Committee and signed by the Chairman as a correct record.

**69 DECLARATIONS OF INTEREST**

Councillor Hardie declared a personal interest in planning application CH/2014/0250/FA. Nature of interest – Councillor Hardie is a member of Penn Parish Council.

**70 ITEMS FOR NOTING**

<b>RESOLVED -</b>
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<b>That the reports be noted.</b>
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**71 REPORT ON MAIN LIST OF APPLICATIONS**

<b>RESOLVED -</b>
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<b>1.</b>	<b>That the planning applications be determined in the manner indicated below.</b>
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<b>2.</b>	<b>That the Head of Sustainable Development be authorised to include in the decision notices such Planning Conditions and reasons for approval, or reasons for refusal as appropriate, bearing in mind the recommendations in the officer's report and the Committee discussion.</b>
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## APPLICATIONS

- CH/2014/0064/FA 17 Winters Way, Holmer Green, High Wycombe, Buckinghamshire, HP15 6YA
- Speaking on behalf of Little Missenden Parish Council, Cllr David Rose.  
Speaking for the application, Mr Jason Lewington
- Conditional Permission** with Conditions delegated to the Head of Sustainable Development to include one that removes permitted development in respect of enclosures in the area covered by the visibility splay and one relating to surface materials.
- CH/2014/0156/RC Amersham Multi Storey Car Park, King George V Road, Amersham, Buckinghamshire HP6 5AH
- Defer** to negotiate in respect of the colour of the roofing and the extent and use of photovoltaic panels, plus to request further details of the proposed roofing.
- CH/2014/0162/FA 10 Weathercock Gardens, Holmer Green, High Wycombe, Buckinghamshire, HP15 6TA
- Speaking for the application, the agent Mr Glen Dorricott
- Permission Refused**
- CH/2014/0250/FA Penn Meadow Farm, Bayleys Bottom, Forty Green, Buckinghamshire, HP10 8PD
- Speaking against the application, Mr Jake Collinge
- Permission Refused**
- CH/2014/0294/FA 34 Layters Close, Chalfont St Peter, Gerrards Cross, Buckinghamshire, SL9 9HT
- Permission Refused**
- CH/2014/0332/FA The Barn, Layters Green Lane, Chalfont St Peter, Buckinghamshire, SL9 8<sup>TH</sup>
- Application withdrawn by the Head of Sustainable Development.** A revised report will be presented to the next Planning Committee.

CH/2014/0377/FA 30D and 32 Bois Moor Road, Chesham, Buckinghamshire, HP5 1SH

Speaking for the application, the agent Mr Mike Lake

**Grant conditional permission** with Conditions delegated to the Head of Sustainable Development to include parking for the Care Home, provision and retention of waste facilities and slab and floor levels.

CH/2014/0399/FA 3 -5 Station Road, Amersham, Buckinghamshire, HP7 0BQ

**Permission Refused** for the reasons set out in the report and the Head of Sustainable Development authorised in consultation with Head of Legal Services to negotiate, enter into and complete any necessary Legal Agreement. The first reason for reference was amended to include an objection to the quality of the amenity space, given the size of the dwellings.

CH/2014/0454/FA 1 & 2 Green Lane Close, Chesham Bois, Buckinghamshire, HP6 5LH

Speaking as an objector, Mr Gerry Griffiths

**Permission Refused** for the reason set out in the report and the Head of Sustainable Development authorised in consultation with Head of Legal Services to negotiate, enter into and complete any necessary Legal Agreement. A further reason for refusal was added and raised the following objection:: The application site was located within an area identified as an Area of Little Change on the proposed alterations to the Policies Map of the Delivery Development Plan Document, February 2014. The proposed development would be set at right angles to the neighbouring dwellings on Green Lane Close and those served from the existing vehicle access such that it would not appear well integrated with, and complement, the neighbouring buildings and local area, and would also fail to maintain the existing pattern of development. Furthermore, the siting of the dwellings would, when viewed in the wider context, reduce the spacious setting of the area and fail to maintain the prevailing character of the development in the area. As such, the proposal would result in harm to the established character and appearance of the locality

**The meeting ended at 8.45pm**



**CHILTERN DISTRICT COUNCIL  
SOUTH BUCKS DISTRICT COUNCIL**

**MINUTES of the Meeting of the  
JOINT APPOINTMENTS AND IMPLEMENTATION COMMITTEE  
held on 1 MAY 2014**

**PRESENT:**

Councillor	R Reed	South Bucks District Council - Chairman
Councillors:	R Burns-Green	Chiltern District Council
	Mrs I A Darby	Chiltern District Council
	B Harding	South Bucks District Council
	P Kelly	South Bucks District Council
	Mrs P Plant	South Bucks District Council
	D Smith	South Bucks District Council
	M R Smith	Chiltern District Council

**APOLOGIES FOR ABSENCE** were received from Councillors P M Jones (Chiltern District Council) and D Spate (Chiltern District Council).

**3 MINUTES**

The minutes of the meetings of the Joint Committee held on 24 March and 8 April 2014 were agreed and signed by the Chairman as correct records.

**4 EXCLUSION OF PUBLIC**

That under Section 100(A)(4) of the Local Government Act 1972 the public be excluded from the meeting for the following item of business on the grounds that it involves the likely disclosure of exempt information as defined in Paragraphs 1,2 and 3 of Part 1 of Schedule 12A to the Act.

**5 HARMONISATION OF TERMS AND CONDITIONS**

The Committee considered a report setting out the formal response from UNISON relating to the improved offer on harmonised terms and conditions of employment and the following options to secure implementation:

1. Implement without a collective agreement
2. Implement with a collective agreement

The following appendices were attached to the report:

Appendix 1 – Details of the improved offer tabled to UNISON and staff in respect of:

- Salary Protection
- Overtime
- Locally Determined Pay
- Relocation Travel Rates

Appendix 2 – Document issued to staff and UNISON on the Management Proposals

Appendix 3 - Frequently Asked Questions

Appendix 4 – UNISON Response to the Revised Offer

Appendix 5 – Indicative cost modelling from the first 4 Service reviews.

Appendix 6 - Impact Assessment associated with option 1 above

Appendix 7 – Impact Assessment associated with option 2 above

A paper correcting the financial years referred to on pages 9, 25, 26 from 2017/18 to 2018/19 and page 31 2019/20 to 2018/19 and 2020/21 to 2019/20 was circulated at the meeting.

Also circulated at the meeting was a copy of an email from the UNISON Regional Organiser setting out UNISON's position following the meeting with Management on 29 April 2014. The email expressed a willingness to put one final proposal to all staff as a choice of two options as detailed in paragraph 3) (a) and (b) as follows:

3. We are happy to put this final proposal to staff as a choice of two options, both alongside the offer to adhere to NJC pay increases for the next 3 years pending a review of that arrangement after 3 years. The choice would be between
  - (a) the package as currently on the table, agreed by the last JAIC and CDC Personnel Committee, involving implementation on a phased basis, service review by service review with 2 years full protection of salary up to £5000 at the point of assimilation into the new role, and
  - (b) the new package as outlined by yourselves at the meeting today of assimilation of all staff over to the new scales and terms and conditions at a fixed date to be defined, with 2 and a half years protection for those who needed it, followed by service reviews and the remainder of the protection already running post service review, or 2 or 2 and a half years protection at that point for anyone not previously protected if they were redeployed into a post at a lower salary at that point. This second offer would need to be clearly defined by yourselves by the use of indicative examples before we went out to consultation, and we would use the wording as supplied by yourselves

In considering the report the Committee was pleased to note that out of the fifty – one terms and conditions proposed, only two remain an issue – salary protection and locally determined pay. On the latter the Committee, after considering the points made in paragraph 25-27 and 38-40 of the report and mindful that it had no impact on the cost-neutral brief, agreed that a framework including the NJC agreed rate should be adopted subject to a review after 3 years.

During the debate on pay protection the Committee:

1. Noted UNISON's continued willingness to secure a collective agreement.
2. Reiterated the importance of maintaining staff commitment and morale during a period of significant change.
3. Arising from 1 and 2 expressed a reluctance to impose the harmonised terms and conditions on an individual by individual basis mindful of the information provided in Appendices 5, 6 and 7
4. Noted that a financial appraisal of 3(b) would be required before it could be considered for final approval.

Having considered the options the Committee, after reiterating its own commitment to secure a collective agreement, agreed that UNISON should be provided with an opportunity to ballot staff and UNISON members in accordance with their request in paragraph 3 of their letter but on the understanding that the ballot is carried out as soon as possible after 7 May 2014 when Personnel Committee at CDC were due to consider the report.

### **RESOLVED –**

- 1. That, in the event of staff agreeing to the package currently on the table, authority be delegated to the Chief Executive to conclude the negotiations and finalise the collective agreement.**
- 2. That in the event of staff not agreeing to the package currently on the table a further report be submitted to the Committee with options on the way forward including a financial appraisal of the option in 3(b) of UNISON's email.**

**The meeting ended at 7.30 pm**





**CHILTERN DISTRICT COUNCIL**

**MINUTES** of the Meeting of the  
**LICENSING & REGULATION COMMITTEE**  
held on **1 MAY 2014**

**PRESENT:** Councillor M Vivis - Vice Chairman

Councillors: Mrs J A Burton  
D J Lacey  
D G Meacock  
M Prince  
H A Trevette  
J F Warder  
A P Williams

**APOLOGIES FOR ABSENCE** were received from Councillors P N Shepherd, N L Brown, G K Harris, P M Jones, J J Rush, C H Spruytenburg and N Stewert

**16 MINUTES**

The Minutes of the meeting held on 13 February 2014, copies of which had been previously circulated, were agreed by the Committee and signed by the Chairman as a correct record.

**17 DECLARATIONS OF INTEREST**

There were no declarations of interest.

**18 MOBILE HOMES FEES POLICY**

A report regarding the Mobile Homes Act 2013 was presented to the Committee at the meeting held on 13 February 2012. The Council had agreed that no fees would be charged in the first year. However, since that decision further guidance and clarification had been received which impacted on the appropriate timescales for setting and charging fees. As such, the Committee were asked to consider and adopt the draft Fees Policy for Mobile Homes Sites.

It was clarified that the annual fee for site licences was due annually on 1 June, but was due on 1 September for the first year only. The first paragraph of section 5 (Existing Site Licences) of the policy would be amended to make this clear.

It was suggested that the policy be reviewed each year to ensure that the licensing fees were reasonable. It was noted that once the fees had been set operators could only increase them in line with inflation. The Council could also recover the following year any loss incurred in the current year arising from administering the process. It was requested that this be emphasised in

the policy. The intension was to have a harmonised policy for both Chiltern and South Bucks District Councils.

In response to a suggestion, proposing an alternative charging structure based on the number of mobile home sites, it was noted that the Council could not charge a fee for sites with fewer than 5 pitches, or sites that were not run as businesses. This was in line with guidance. There were only a small number of sites with fewer than 5 pitches and the cost of administration was not significant.

There was concern that some groups may feel victimised as a result of the charging structure. It was advised that site owners would be asked for feedback on the proposed fees. The intention of the legislation was to ensure that sites were managed properly to protect pitch owners and prevent rogue site owners.

### **RESOLVED –**

- 1. That the updated guidance regarding local authority powers to charge administration and monitoring fees in respect of the Mobile Homes Act 2013 be noted.**
- 2. That the comments from the four week consultation of the draft Mobile Homes Fees Policy be noted by the Head of Health and Housing and Chairman of the Committee prior to the Policy being finalised.**
- 3. That the draft Mobile Homes Fees Policy be amended, as detailed above, prior to the consultation.**

## **19 ANNUAL LICENSING AND ENFORCEMENT REPORT 2014**

The Committee received the annual licensing and enforcement report which provided a summary of licencing and enforcement activities for the period 1 April 2013 to 31 March 2014.

In response to a question it was confirmed that the Council had a Street Trading Policy. This restricted the number of street collectors that could operate in a given locality. The Committee requested a briefing note to be circulated to Members to provide further information on street trading.

A number of Members asked for clarification on the medical checks in place for taxi drivers. Applicants renewing or applying for a new taxi licence were required to undertake the same medical checks used a class 1 HGV licence. This included a stress test and checks for a range of illnesses including diabetes and heart problems. The Council could refuse licences as a result of information received from medical reports. Currently applicants could nominate their own GP to perform a medical. It was suggested that in future

the Council should appoint an independent GP to perform medical checks on applicants.

It was noted that the Scrap Metals Act which provided new powers to check records had been implemented successfully. The Council would work with the relevant agencies to reduce metal theft.

**RESOLVED –**

- 1. That the Annual Licensing and Enforcement Report 2014 be noted.**
- 2. That a report on medical checks for applications for taxi licences be considered at a future meeting.**

**20 CONSULTATION ON SECONDARY LEGISLATION FOR THE SETTING OF FEES LOCALLY IN CONNECTION WITH THE LICENSING ACT 2003**

The Government had consulted Councils on proposals regarding the introduction of some locally set licensing fees. The consultation closed on 10 April 2014. Due to the timing of the consultation officers had submitted a response and this was considered by the Committee. The Council's response recommended that fees should be based on factors which increased the administrative costs associated with licensing rather than a premise's level of business rates. This included factors such as alcohol and late night opening hours. It was considered that licensing fees should cover the administration costs only. The Council did not current recover the costs associated with licensing premises.

There was a discussion and during which the following key points were made:

- That increasing licensing fees would make it harder for businesses to operate.
- That licensing fees should take into account the level of administrative work associated with particular premises.
- That licensing fees should be linked to business income rather than business rates.

**RESOLVED –**

**That the consultation response be noted.**

**The meeting ended at 7.19 pm**



**CHILTERN DISTRICT COUNCIL**

**MINUTES** of the Meeting of the  
**PLANNING COMMITTEE**  
held on **15 MAY 2014**

**PRESENT:** Councillor D W Phillips - Chairman  
              "          Mrs J A Burton - Vice Chairman

Councillors: J L Gladwin  
                  P M Jones  
                  P E C Martin  
                  Mrs A Pirouet  
                  M Prince  
                  J J Rush  
                  C J Wertheim

**APOLOGIES FOR ABSENCE** were received from Councillors A S Hardie, P N Shepherd, D Spate and N Stewert

**ALSO IN ATTENDANCE:** Councillors D G Meacock, N M Rose and Miss P A Appleby

**72 ELECTION OF CHAIRMAN**

To agree the appointment of Councillor D Phillips as Chairman of the Committee for the remainder of the Municipal Year, as noted at Annual Council on 13 May 2014.

**RESOLVED**

**That Councillor D W Phillips be elected Chairman of the Committee for the remainder of the Council year.**

**73 APPOINTMENT OF VICE-CHAIRMAN**

To agree the appointment of Councillor Mrs J Burton as Vice-Chairman of the Committee for the remainder of the Municipal Year, as noted at Annual Council on 13 May 2014.

**RESOLVED**

**That Councillor Mrs J Burton be elected Vice-Chairman of the Committee for the remainder of the Council year.**

**74 MINUTES**

The Minutes of the meeting of the Committee held on 24 April 2014, copies of which had been previously circulated, were agreed by the Committee and signed by the Chairman as a correct record.

**75 DECLARATIONS OF INTEREST**

Councillor Mrs A Pirouet declared a personal interest in planning application CH/2013/1791/FA. Nature of interest – Councillor Mrs Pirouet knew the speaker for the applicant.

Councillor P M Jones declared a personal interest in planning application CH/2014/0572/OA. Nature of interest – Councillor Jones was a member of Chartridge Parish Council.

**76 ITEMS FOR NOTING**

<b>RESOLVED -</b>
<b>That the reports be noted.</b>

**77 REPORT ON MAIN LIST OF APPLICATIONS**

<b>RESOLVED -</b>	
<b>1.</b>	<b>That the planning applications be determined in the manner indicated below.</b>
<b>2.</b>	<b>That the Head of Sustainable Development be authorised to include in the decision notices such Planning Conditions and reasons for approval, or reasons for refusal as appropriate, bearing in mind the recommendations in the officer's report and the Committee discussion.</b>

**APPLICATIONS**

CH/2013/1791/FA      17 Market Square, Chesham, Buckinghamshire, HP5 1HG

Speaking as an objector, Ms Qi Hong  
Speaking for the applicant, Mrs Yvonne Webster

**Conditional Permission** with an amendment to the wording of Condition 2 and an additional informative seeking the applicant's co-operation in ensuring the rear door is not left open during opening hours in the interests of amenity of nearby residents.

CH/2014/0332/FA      The Barn, Layters Green Lane, Chalfont St Peter, Buckinghamshire, SL9 8TH

Speaking as an objector, Mr Mike Beane

**Conditional Permission**

*Councillor Mrs P Appleby entered the meeting at 7.15 pm*

CH/2014/0346/FA Quick Stop, 30 Rickmansworth Lane, Chalfont St Peter, Buckinghamshire, SL9 0JR

Speaking on behalf of Chalfont St Peter Parish Council,  
Councillor Mike Beane  
Speaking for The Phygtle Residents Association, Mr  
David Mills

**Permission Refused** with an informative drawing the applicants attention to potential landownership issues

*Councillor D Meacock left the meeting at 7.35 pm*

CH/2014/0396/FA Rowood Farm, Burtons Lane, Little Chalfont, Buckinghamshire, HP8 4BA

**Defer – minded to approve** as departure from Development Plan with an additional informative relating to potential contaminated land.

CH/2014/0434/FA The Chequers, St Marys Way, Chesham, Buckinghamshire, HP5 1HR

**Defer – minded to approve** subject to the prior completion of a Legal Agreement, with Decision delegated to the Head of Sustainable Development, with the Terms of the Legal Agreement as stated in the report or otherwise negotiated by the Head of Sustainable Development in consultation with the Chairman of the Planning Committee.

CH/2014/0483/VRC Land at Woodrow Farm, Cherry Lane Through Woodrow, Woodrow, Buckinghamshire

**Conditional Permission**, with additional informative drawing the applicants attention to the requirements of the enforcement notice in the event that works are not undertaken in accordance with the terms of the planning permisison.

CH/2014/0528/TP Lime Tree Walk, (r/o 1-14 York Close & Adj To 4 Lime Tree Walk), Amersham, Buckinghamshire

Speaking as an objector, Mr Colin Cooke  
Speaking as the applicant, Mr Declan Brosnan

### Permission Refused

*Councillor Mrs Appleby left the meeting at 8.17 pm*

CH/2014/0572/OA J and L Travel Ltd, Mount Pleasant, Taylors Lane, St Leonards, Buckinghamshire, HP23 6LQ

Speaking on behalf of Cholesbury Parish Council,  
Councillor John Allen

**Refuse Permission** for the reasons set out in the report and authorise the Head of Sustainable Development in consultation with the Head of Legal Services to negotiate, enter into and complete any necessary Legal Agreement.

## 78 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 items of business on the grounds that they involved the likely disclosure of exempt information as defined in Paragraph 6, Part 1 of Schedule 12A of the Act.**

**The meeting ended at 8.45 pm**



**CHILTERN DISTRICT COUNCIL  
SOUTH BUCKS DISTRICT COUNCIL**

**MINUTES of the Meeting of the  
JOINT APPOINTMENTS AND IMPLEMENTATION COMMITTEE  
held on 29 MAY 2014**

**PRESENT:**

Councillor	R Reed	South Bucks District Council - Chairman
Councillors:	Mrs I A Darby	Chiltern District Council
	B Harding	South Bucks District Council
	P M Jones	Chiltern District Council
	P Kelly	South Bucks District Council
	Mrs P Plant	South Bucks District Council
	D Smith	South Bucks District Council
	M R Smith	Chiltern District Council

**APOLOGIES FOR ABSENCE** were received from Councillors R Burns-Green (Chiltern District Council) and M Stannard (Chiltern District Council).

**6 MINUTES**

The minutes of the meeting of the Joint Committee held on 1 May 2014 were agreed and signed by the Chairman as a correct record.

**7 SHARED SERVICES REVIEWS: STREAMLINING IMPLEMENTATION**

Following the concerns expressed at the meeting on 8 April 2014 about the length of time it was taking to progress restructure proposals through to implementation the Joint Committee considered a report identifying the various steps and potential improvements for streamlining the process.

The following appendices were attached to the report:

- Appendix 1 - identifying the processes that are required to achieve successful implementation including key milestones;
- Appendix 2 - explaining the need for a 30 days consultation period; and
- Appendix 3 - setting out the activities involved from the decision to approve the business case to implementation of the new shared service.

A separate table in the report set out a summary of the time taken in weeks for meeting each of the milestones in Appendix 1 and the Joint Committee noted that an analysis of the six service reviews showed that the average time taken from approval of the business case to implementation had reduced by around 40% from 40 weeks to 24 weeks.

Whilst welcoming this improvement the Joint Committee agreed that the processes could be streamlined even further and supported the proposal in bullet point two of paragraph 18 subject to including the Joint Committee

Chairmen and the Portfolio Holders from each Council in the consultation process.

During the discussion of the issue addressed in bullet point one of paragraph 18. the Chairman, after noting that the role of the Personnel Committee and other structures at CDC was the subject of review, requested that arrangements should be made in the timetable for the Personnel Committee at CDC to meet prior to meetings of JAIC, pending completion of this review.

**RESOLVED -**

**That once a shared service staffing proposal has been agreed by the Joint Appointments and Implementation Committee authority be delegated to the Chief Executive, in consultation with the Joint Chairmen and the Cabinet Portfolio Holders from both Councils, to agree changes in response to consultation provided the changes are within the terms of the business case.**

**8 OUTCOME OF HARMONISATION TERMS AND CONDITIONS - VERBAL UPDATE**

In receiving an update from the Chief Executive on the outcome of the negotiations on Harmonised Terms and Conditions, the Joint Committee was very pleased to note that agreement had been reached with UNISON and staff following the ballot which resulted in staff agreeing to package A i.e. the package previously agreed by the JAIC and CDC Personnel Committee, involving implementation on a phased basis, apply NJC pay increases pending a review after three years, service review by service review with 2 years full protection of salary up to £5000 at the point of assimilation into the new role.

The Joint Committee asked for their appreciation to be forwarded to the staff concerned for all their efforts in securing the collective agreement.

**9 EXCLUSION OF PUBLIC**

That under Section 100(A)(4) of the Local Government Act 1972 the public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in Paragraphs 1, 3 and 4 of Part 1 of Schedule 12A to the Act.

**10 FINANCE SHARED SERVICE REVIEW**

The Joint Committee considered a report setting out a proposed final structure for the Joint Finance Service following consultation with staff as set out in Appendix A with Appendix B setting out final Job Descriptions. The Joint Committee was advised that the pay scales would need to be amended to reflect agreement to the revised harmonised Terms and Conditions.

After noting the key changes and the timetable for appointment to the roles the Joint Committee

**RESOLVED -**

**That the proposed new final structure for the Joint Finance Service as set out in Appendices A and B be agreed.**

## **11 PARKING SHARED SERVICE REVIEW**

The Joint Committee considered a report setting out a proposed final structure for the Parking Shared Service following consultation with staff as set out in Appendix A with Appendix B setting out final Job Descriptions. The Joint Committee was advised that the pay scales would need to be amended to reflect agreement to the revised harmonised Terms and Conditions.

In connection with the Job Description for the Parking Enforcement Supervisor and in particular paragraph 2 c), to aid clarity it was agreed that the duty of inspection for vehicle and car park condition be split into two.

After noting the key changes and the timetable for appointment to the roles the Joint Committee

**RESOLVED –**

**That the proposed new final structure for the Parking Shared Service as set out in Appendices A and B be agreed.**

**The meeting ended at 6.47 pm**



**CHILTERN DISTRICT COUNCIL**

**MINUTES of the Meeting of the  
PERSONNEL COMMITTEE  
held on 3 JUNE 2014**

**PRESENT:** Councillor M R Smith - Chairman  
" - Vice Chairman

Councillors: S P Berry  
Mrs I A Darby  
P J Hudson  
N M Rose  
M Stannard

**APOLOGIES FOR ABSENCE** were received from Councillors  
Miss P A Appleby, Mrs J A Burton and D W Phillips

**42 ELECTION OF CHAIRMAN**

**RESOLVED:**

**That Councillor Mike Smith be elected Chairman of the Personnel Committee for the ensuing Municipal Year.**

**43 APPOINTMENT OF VICE-CHAIRMAN**

**RESOLVED:**

**That no appointment was to be made to the position of Vice Chairman of the Personnel Committee for the ensuing Municipal Year.**

**44 MINUTES**

The Minutes of the meeting held on 7 May 2014, copies of which had been previously circulated, were agreed by the Committee and signed by the Chairman as a correct record.

**45 DECLARATIONS OF INTEREST**

There were no interests declared.

**46 SHARED SERVICES REVIEWS: STREAMLINING IMPLEMENTATION**

The Chief Executive presented the report which provided an analysis of the various implementation steps and suggested potential improvements. Appendix 1 to the report identified the processes that were required to achieve successful implementation. Members' attention was drawn to a table on page 6 of the report which set out a summary of the timeline in weeks for the first six service reviews and showed the average duration for comparison purposes against those milestones.

Lessons had been learnt from the initial implementation of the service reviews and in terms of project management the skills of officers were being developed.

Appendix 2 to the report set out officer advice regarding the need for 30 days consultation period and the need for the consultation to be 'meaningful and genuine'. This included engaging with and listening to the views of staff and their representatives regarding the changes and the change process.

Appendix 3 to the report set out the activities involved from the Joint Committee decision to approve the business case to implementation of the new shared service.

The Chief Executive advised members that the key issues were that the business case was properly scoped, agreed and implemented; the restructure of services could be improved in respect of governance arrangements amended to avoid double handling of proposals to JAIC and CDC Personnel; and the extension of staff involvement had resulted in relatively minor changes post consultation stages.

It was reported that clear benefits had been achieved for both Councils and to staff in making the process as streamlined as possible. It was noted that further improvements could be made to the Member / Officer processes.

#### **RESOLVED:**

**That once a shared service staffing proposal has been agreed by the Joint Appointments and Implementation Committee authority be delegated to the Chief Executive, in consultation with the Joint Chairmen and the Cabinet Portfolio Holders from both Councils, to agree changes in response to consultation provided the changes are within the terms of the business case.**

#### **47 OUTCOME OF HARMONISATION OF TERMS AND CONDITIONS**

The Chief Executive reported that the outcome of the Harmonisation of Terms and Conditions had reached a satisfactory outcome. Staff and union consultation had resulted in the option of a 2 year protection package and to pay in accordance with NJC Scheme for 3 years.

The phased approach of implementation was to remain as service reviews were completed and implementation was from 1 July 2014.

Judy Benson and her team were thanked for their hard work in bringing this major project to a satisfactory conclusion.

**48 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.*

**49 CONCLUSION OF THE FINANCE SHARED SERVICE STAFF CONSULTATION**

The Head of Finance presented to members the report which detailed the outcome of the Finance staff consultation, and to sought agreement to the final proposals.

**RESOLVED:-**

**That the proposed new final structure for the Joint Finance Service as set out in Appendices A and B be agreed.**

**50 CONCLUSION OF THE PARKING SHARED SERVICE STAFF CONSULTATION**

The Personnel Manager presented to members the report which detailed the outcome of the Parking staff consultation, to agree the final proposals and appointment to the joint roles.

**RESOLVED:-**

**That the proposed structure and job descriptions for the Parking Service as set out in the report be agreed.**

**The meeting ended at 6.48pm**





**CHILTERN DISTRICT COUNCIL**

**MINUTES of the Meeting of the  
PLANNING COMMITTEE**  
held on **5 JUNE 2014**

**PRESENT:** Councillor J L Gladwin - Chairman

Councillors: P M Jones  
P E C Martin  
Mrs A Pirouet  
M Prince  
J J Rush  
D Spate  
C J Wertheim

**APOLOGIES FOR ABSENCE** were received from Councillors D W Phillips, Mrs J A Burton, A S Hardie, P N Shepherd and N Stewart

**79 CHAIRMAN**

It was moved by Councillor P E C Martin, seconded by Councillor C J Wertheim and

**RESOLVED -**

**That Councillor J L Gladwin be elected Chairman for this Committee meeting.**

**80 MINUTES**

The Minutes of the meeting of the Committee held on 15<sup>th</sup> May 2014, copies of which had been previously circulated, were agreed by the Committee and signed by the Chairman as a correct record.

**81 DECLARATIONS OF INTEREST**

Councillor C J Wertheim stated that he did not have an interest in planning application CH/2014/0711/FA but he did live about 200 yds away in School Lane, Chalfont St Peter.

**82 TREE PRESERVATION ORDER NO. 1 OF 2014**

**RESOLVED -**

**That the Tree Preservation Order No 1 of 2014 made on 16 January 2014 be confirmed without modification.**

## 83 ITEMS FOR NOTING

**RESOLVED -**

**That the reports be noted.**

Councillor Spate requested Members note the appeal decision in relation to application CH/2013/1679/CH.

## 84 REPORT ON MAIN LIST OF APPLICATIONS

**RESOLVED -**

- 1. That the planning applications be determined in the manner indicated below.**
- 2. That the Head of Sustainable Development be authorised to include in the decision notices such Planning Conditions and reasons for approval, or reasons for refusal as appropriate, bearing in mind the recommendations in the officer's report and the Committee discussion.**

## APPLICATIONS

CH/2014/0284/FA Land To R/o Of 2 Mill End Close, Prestwood, Buckinghamshire, HP16 0PA

Speaking for the application, Mr Nick Shute.

**Permission Refused**

With further action agreed (see Minute 85 below).

CH/2014/0557/AV Prestwood Motors, 86 High Street, Prestwood, Buckinghamshire, HP16 9ES

*Consent Refused*

CH/2014/0711/FA Cressings, 40 School Lane, Chalfont St Peter, Buckinghamshire, SL9 9BA

Speaking for the application, Mr Bjorn Hall.

**Defer – minded to approve** subject to the prior completion of a Legal Agreement. Decision delegated to the Head of Sustainable Development.

With amendments to Conditions 3, 5 and 8 to reflect information contained on revised plans and to allow officers to amend Condition 4 accordingly following receipt of additional ecological survey work.

**85 LAND TO THE REAR OF 2 MILL END CLOSE, PRESTWOOD, BUCKINGHAMSHIRE, HP16 0PA**

Following the decision on the above application, the Committee considered whether follow-up action would be required.

**RESOLVED –**

**That Officers be authorised to take follow-up action in accordance with Central Government guidance in para 207 of the National Planning Policy Framework (NPPF) and the Chiltern District Council's Planning Enforcement Policy and authorised the service of such Enforcement Notices in respect of the use of the land and buildings as currently in situ as may be considered appropriate by the Head of Sustainable Development.**

**The period for compliance being 6 months, with the steps to remedy and reasons for the action delegated to the Head of Sustainable Development and further to take such follow-up action as might be considered appropriate, including court action and/or direct action.**

**The meeting ended at 7.16 pm**



**CHILTERN DISTRICT COUNCIL**

**MINUTES of the Meeting of the  
COMMUNITY & ENVIRONMENT OVERVIEW COMMITTEE**  
held on **10 JUNE 2014**

**PRESENT:** Councillor A K Bacon - Chairman  
" - Vice Chairman

Councillors: M J Cunnane  
S A Patel  
J J Rush  
P N Shepherd  
J F Warder

**APOLOGIES FOR ABSENCE** were received from Councillors J S Ryman, A J Garth, P M Jones, N Stewert and H A Trevette

**ALSO IN ATTENDANCE:** Councillor I A Darby

**53 ELECTION OF CHAIRMAN**

**RESOLVED:**

**That the appointment of Councillor A Bacon as Chairman of the Committee for the remainder of the Municipal Year, as noted at Annual Council held on 13 May 2014, be agreed.**

**54 APPOINTMENT OF VICE-CHAIRMAN**

**RESOLVED:**

**That the appointment of Councillor J Ryman as Vice-Chairman of the Committee for the remainder of the Municipal Year, as noted at Annual Council held on 13 May 2014, be agreed.**

**55 MINUTES**

The Minutes of the Community & Environment Overview Committee held on 22 January 2014, copies of which had been previously circulated, were agreed by the Committee and signed by the Chairman as a correct record.

**56 DECLARATIONS OF INTEREST**

There were no declarations of interest.

**57 28 DAY NOTICE FORWARD PLAN & WORK PROGRAMME**

There were no items remaining outstanding on the Work Programme of the Committee

Members reviewed the Forward Plan, to identify potential topics for review. The Committee agreed that there were no further items that they wished to include on the Work Programme at this time.

## **RESOLVED**

- 1. That the Work Programme of the Committee be noted.**
- 2. That no further items from the Forward Plan be added to the Work Programme of the Community and Environment Overview Committee at this time.**

## **58 CHILTERN POOLS LEISURE CENTRE NEEDS ASSESSMENT**

The Principal Leisure and Community Officer presented the report to the Committee which outlined the next steps in relation to commissioning an independent leisure specialist to undertake a needs assessment, detailed in Section 4 of the report.

The Committee were advised of the age and condition of the building along with the existing leisure management contract finishing in 2020, which provided a clear need to review future long term options for the site and specifically the future requirements of leisure provision in Amersham. The report proposed (following a formal tender process) to appoint a specialist independent leisure consultant and the key questions to be incorporated into the needs analysis were outlined in Section 4 of the report.

The next steps proposed that Cabinet release funding of up to £20,000 from the 'Capital Projects Reserves' fund to tender for a specialist leisure consultant to undertake a needs assessment of Chiltern Pools as detailed in Section 4. It was noted that on completion of the assessment a formal presentation was to be made to Members outlining the key finding and key considerations in deciding the best way forward.

In response to the presentation, members suggested that there was a need to strengthen the scope for the consultant to incorporate the context of the District more strongly to ensure that leisure was considered as a wider remit that just the pools but further leisure activities. Members also queried the need for a specialist consultant and whether in-house expertise could be used to undertake the needs assessment.

Officers concluded that the proposed 'Needs Assessment' for Chiltern Pools would provide clear and independent evidence as to the future needs of leisure centre facilities in Amersham as well as offer potential options as to how the construction of such a facility can be funded.

## **RECOMMENDED TO CABINET:**

- i) That, pending amendments for a wider scope to include a wider context of leisure in a holistic approach for the District, the**

**appointment of a specialist leisure consultant to undertake a needs assessment on the future of Chiltern Pools Leisure Centre be approved; and**

- ii) That up to £20,000 be transferred from the provisional capital sum to the approved and committed capital programme.**

## **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 PRESTWOOD LEISURE CENTRE CAR PARK UPGRADE WORKS**

The Committee considered the report which outlined the need for car park upgrade works at the Prestwood Leisure Centre due to ongoing issues in relation to unmade surfaces forming potholes during poor weather conditions and creates dust issues in the summer. It was considered that there was a potential risk to safety for the public due to the poor condition and therefore a need to take appropriate action to minimise risk.

Due to the lease and sub lease arrangement for the car park, the Council had sought a legal opinion on the repair and decoration obligations for the land and buildings at Prestwood Leisure Centre. Members considered the legal advice and also the offer of a contribution from GLL.

Members queried the level of usage of the car park and also the overflow car park area. It was confirmed that both the main and overflow car park were well used.

### **RECOMMENDED TO CABINET:-**

- i) That a capital investment of up to £220K, to resurface the car park at Prestwood Leisure Centre be agreed;**
- ii) That Option C – surfacing and drainage in both car park areas, adding lighting columns and illuminated low level bollards in both the car park areas and introduce new drainage to both car park areas be pursued at an estimated cost of £220K; and**

- iii) That a maintenance programme for the exterior areas (similar to the programme in place for other Council Leisure Centres) be undertaken.

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

**The meeting ended at 7.30 pm**



**CHILTERN DISTRICT COUNCIL**

**MINUTES of the Meeting of the  
STANDARDS COMMITTEE**  
held on **12 JUNE 2014**

**PRESENT:**

Councillor J F Warder - Chairman

Councillors: Miss P A Appleby  
Mrs L M Smith

Independent Persons: D Gleen  
Mrs C Langley

**APOLOGIES FOR ABSENCE** were received from Councillors N L Brown, J S Ryman and R J Duffy

**1 CHAIRMAN**

**RESOLVED –**

**That the appointment of Councillor J F Warder as Chairman of the Standards Committee for the remainder of the Municipal year, as noted at Annual Council on 13 May 2014, be agreed.**

**2 VICE-CHAIRMAN**

The Committee decided that a permanent Vice-Chairman of the Committee was not required, and that one would be appointed for the duration of the meeting if the Chairman was unable to attend.

**3 MINUTES**

The Minutes of the meeting held on 27 February 2014, copies of which had been previously circulated, were agreed by the Committee and signed by the Chairman as a correct record.

**4 DECLARATIONS OF INTEREST**

There were no declarations of interest.

**5 ANNUAL COMPLAINTS MONITORING REPORT 2013/14**

Members of the Standards Committee were informed that the historically low levels of complaints against Councillors had continued. There had been no formal complaints against District Councillors and only one against a Parish Councillor.

**RESOLVED:**

**That the Annual Complaints Monitoring Report 2013/14 be noted.**

**6 SUBSCRIPTION TO STANDARDS EXCHANGE**

Members of the Standards Committee were asked to consider whether the Council should renew its subscription to the Standards Exchange. It was noted that it was one of the only dedicated online services for Standards issues, and offered areas outlining good practice and training. The Council has used the online training facility for the Independent Persons. The Independent Persons stated that they had found the online training beneficial, and it was

**RESOLVED:**

**That the Council should renew its subscription to Standards Exchange.**

**7 REVIEW OF CODE OF CONDUCT AND COMPLAINTS PROCEDURE**

Members were asked to consider whether the Code of Conduct and Complaints Procedure adopted by the Council under the new standards framework introduced by the Localism Act 2011 remain fit for purpose. Guidance around dispensation regarding Council Tax had been issued since the procedure was adopted by the Council. Under the previous scheme, Council Tax was an exemption, and therefore no interests had to be declared. When the code was initially agreed, this exemption was not clear, and therefore it was advised that all Members should have a dispensation to be able to vote on the issue. Guidance that has since been issued states that Members do not need to have a dispensation in place when setting Council Tax.

The Complaints procedure adopted by the Council is the same as is in place at Aylesbury Vale District Council and South Bucks District Council, and involves a three stage approach. It was noted that the Council had not had to use the procedure to date. The Monitoring Officer stated that disclosure of complainants details to the Member complained about had been raised as an issue. It was suggested that the nature of the complaint be provided but not the complainant's details. Members felt that the procedure for handling complaints under the previous standards framework had been too secretive, and that it was reasonable for members to see the complaint in full. The procedure provided for details to be withheld where a complainant was in danger or evidence could be tampered with.. It was stressed that this power must be used sparingly.

It was suggested that guidance for Members who would be newly elected in May 2015 be produced, and it was asked that this be considered at the next Standards Committee meeting.

**RESOLVED:**

**That the code of conduct and arrangement for dealing with complaints remained fit for purpose and that the Monitoring Officer prepare guidance for members on the Code of Conduct for consideration at the next meeting**

**8 HIGH SPEED 2 AND MEMBER DISPENSATIONS**

At a previous meeting of the Standards Committee, Members asked for clarification on how dispensation would work for votes regarding HS2. If a Councillor or their spouse owned land that was directly affected by HS2 they would have to declare a Disclosable Pecuniary Interest, and would thereby be unable to take part in any discussion or vote. Members with a Disclosable Pecuniary Interest would be able to listen to an update report, and would be eligible to apply for a dispensation, which would allow them to take part in discussions and votes. It was noted that very few Councillors were directly affected by HS2, and the Monitoring Officer stated that she was happy to circulate information to these Members advising them that they could apply for a dispensation.

One Member stated that HS2 would affect the whole of the district, not just areas where the line passed through. It was noted that if an issue was one shared by the majority of the residents in a ward then the Councillor for that area would be able to speak and vote at a meeting. Traffic and noise related issues which affected a ward generally would not require an interest to be declared.

**RESOLVED:**

- 1. That the report be noted, and**
- 2. That the Committee agree that it is appropriate to grant dispensations individually when applied for**
- 3. That the Monitoring Officer remind members of the position regarding declarations of interest and dispensations.**

**The meeting ended at 7.18 pm**



**CHILTERN DISTRICT COUNCIL**

**MINUTES of the Meeting of the  
CONSTITUTION REVIEW COMMITTEE**  
held on **25 JUNE 2014**

**PRESENT:** Councillor N M Rose - Chairman  
“

Councillors: Miss P A Appleby  
N L Brown  
Mrs I A Darby  
D W Phillips  
M Stannard

**APOLOGIES FOR ABSENCE** were received from Councillors A J Garth,  
D G Meacock and M Vivis

**ALSO IN ATTENDANCE:** Councillor P Jones

**9 ELECTION OF CHAIRMAN**

**RESOLVED:**

**That Councillor N M Rose be appointed Chairman of the Constitution Review Committee for the ensuing municipal year.**

**10 APPOINTMENT OF VICE-CHAIRMAN**

**RESOLVED:**

**The Committee decided not to appoint a Vice Chairman**

**11 MINUTES**

**RESOLVED:**

**That the Minutes of the meeting held on 18 February 2014, copies of which had been previously circulated, were agreed by the Committee and signed by the Chairman as a correct record.**

**12 DECLARATIONS OF INTEREST**

There were no declarations of interest

**13 DRAFT CHANGES TO THE CONSTITUTION**

The Chief Executive presented the report to the Committee which provided details of draft changes to the Constitution as a result of a previous report on options to streamline the workings of the Council in line with the work programme agreed by the Constitution Review Committee on 18 February 2014, specifically in relation to Overview and Scrutiny, and Policy Advisory

Groups (PAGs). Members were advised that there would be a further meeting of the Committee to consider suggested changes for full Council.

The key areas of focus in the report were:-

- Streamlining the workings of the Council
- Policy Advisory Groups (PAGs)
- Overview and Scrutiny
- Full Council
- Regulatory Committees
- Cycle of meetings
- Outside Body appointments

The Chief Executive presented the proposed changes to the Council's Constitution as detailed in paragraph 4 of the report.

Members were asked to consider the proposals contained in the report in respect of changes to the Constitution, as agreed previously by the Committee and to be presented to the next meeting of full Council on 22 July 2014. In addition members were asked to consider the need for further consideration in respect of a possible reduction of meetings, improvements to full Council meetings, a timetable and work programme for the committee and preparation of an 18 month meeting schedule once the structure of meetings was agreed.

The Head of Legal and Democratic Services presented the appendices to the report which detailed the Terms of Reference for the proposed new committees, as follows:

- Audit and Standards Committee
- Appeals and Complaints Committee
- Governance and Electoral Arrangements Committee
- Joint Appointments and Personnel Committee
- Proposed Amendment to the Cabinet Procedure Rules for Policy Advisory Groups
- Services Overview Committee
- Resources Overview Committee

Members considered the proposed Terms of Reference in detail and identified key areas for further consideration. Members were undecided on the formation of one Joint Personnel Committee for both authorities and after discussion it was agreed that both South Bucks DC and Chiltern DC should retain a Personnel Committee for each authority but the members of each Personnel Committee be appointed to the JAIC, which would deal with all the human resources aspects related to the joint arrangements, so that there is consistency in approach between authorities but also that local authority specific issues can be considered by the relevant Council at their Personnel Committee.

Members considered the merger of the Audit and Standards Committees to form one Committee, which was agreed subject to a panel being formed if a specific standards issue arose. Members were advised that there is no longer a requirement for independent members on Standards Committee and that a Hearing Sub-Committee formed of 3 members from the Audit and Standards Committee would be established if required for the purpose of considering a Standards (Code of Conduct) issue, and this requirement was included in paragraph 3(o) of the Terms of Reference.

During consideration of the Governance and Electoral Arrangements Committee Terms of Reference members asked that paragraph 3.6, which related to personnel matters, be deleted due to the retention of a Personnel Committee. It was agreed that further discussion was required in relation to the Personnel Committee due to the need to change the Inter Agreement and also other residue arrangements to be clarified.

Members considered the suggestion to establish five Policy Advisory Groups (PAGs) which would be linked to each Cabinet Portfolio Holder and would be a sounding board for the Cabinet Member. Discussions ensued in relation to the role, membership, political balance and flexibility of PAGs. The Chief Executive advised that it may be helpful for officers to prepare a management protocol note for PAGs to clarify these areas and also to provide structure for the work of the PAGs.

The Committee agreed to adjourn the meeting to a future date to conclude their consideration of the report on draft changes to the constitution.

**The meeting was adjourned at 6.30pm**





## CHILTERN DISTRICT COUNCIL

### MINUTES of the Reconvened Meeting of the CONSTITUTION REVIEW COMMITTEE held on 2 JULY 2014

**PRESENT:** Councillor N M Rose - Chairman

“

Councillors: Miss P A Appleby  
Mrs I A Darby  
D G Meacock  
D W Phillips  
M Stannard

**APOLOGIES FOR ABSENCE** were received from Councillors N L Brown, A J Garth, and M Vivis

**ALSO IN ATTENDANCE:** Councillor J Burton

#### 14 DRAFT CHANGES TO THE CONSTITUTION

The Head of Legal and Democratic Services provided a recap of discussions at the previous adjourned meeting of the Committee in respect of details of draft changes to the Constitution as a result of a previous report on options to streamline the workings of the Council in line with the work programme agreed by the Constitution Review Committee on 18 February 2014, specifically in relation to Overview and Scrutiny, and Policy Advisory Groups (PAGs). Members were advised that there would be a further meeting of the Committee to consider suggested changes for full Council.

The key areas of focus in the report were:-

- Streamlining the workings of the Council
- Policy Advisory Groups (PAGs)
- Overview and Scrutiny
- Full Council
- Regulatory Committees
- Cycle of meetings
- Outside Body appointments

The Head of Legal and Democratic Services presented the appendices to the report which detailed the Terms of Reference for the proposed committees, including amendments as a result of discussions from the previous meeting of the Committee, as follows:

- Audit and Standards Committee
- Appeals and Complaints Committee
- Governance and Electoral Arrangements Committee
- Joint Appointments and Personnel Committee
- Proposed Amendment to the Cabinet Procedure Rules for Policy Advisory Groups
- Services Overview Committee
- Resources Overview Committee

Members considered the proposed Terms of Reference in detail including the proposed amendments.

### **Audit and Standards Committee**

Members considered the merger of the Audit and Standards Committees (**Appendix 1**) to form one Committee. For clarification the role of independent persons as observers to the existing Standards Committee was explained to confirm that due to changes in legislation in 2012 the independent persons no longer had voting rights, were purely observers and were not eligible to access confidential information. The current independent persons were appointed in 2012 under the new regime and were to be reappointed in 2017. As a result of previous discussions at the adjourned Committee meeting there had been an amendment to the Terms of Reference for the Audit and Standards Committee to strengthen the requirement of a Hearing Sub-Committee formed of 3 members from the Audit and Standards Committee which would be established if required for the purpose of considering a Standards (Code of Conduct) issue.

### **Appeals and Complaints Committee**

Members considered the formation of an Appeals and Complaints Committee (**Appendix 2**) to encompass all existing appeals committees and panels to form one Committee. It was noted there was a change to reflect the responsibility of the Democratic and Electoral Services Manager rather than the Head of Legal and Democratic Services to constitute an appeals panel, in consultation with the Chairman of the Committee.

### **Governance and Electoral Arrangements Committee**

Members considered the Terms of Reference for the Governance and Electoral Arrangements Committee (**Appendix 3**) which included the deletion of paragraph 3.6 due to the proposed retention of a Personnel Committee.

### **Personnel Committee and JAIC**

Members considered the Terms of Reference for the Personnel Committee (**Appendix 4A**) which was to be retained to deal with issues specific to Chiltern District Council, while any issues in relation to joint arrangements and harmonised conditions were to be considered by the Joint Arrangements and Implementation Committee (JAIC). It was noted that the proposal was to reduce membership from 9 to 7 and that the 7 members on the Personnel Committee were to form the Chiltern members of the JAIC. A further change in membership of the Personnel Committee was to include the Leader and one Cabinet Member, rather than two Cabinet Members. During consideration of Appendix 4A discussions led onto the Terms of Reference for JAIC (**Appendix 4B**) which proposed an increase in membership of the JAIC for each authority from 5 to 7 and that the terms of reference for JAIC was to consider issues in relation to joint arrangements and employees / services

under harmonised conditions. The changes in respect of JAIC would require agreement from South Bucks District Council to amend Appendix 3 of the Inter - Authority Agreement.

### **Policy Advisory Groups**

Members considered the suggestion to establish five Policy Advisory Groups (PAGs) which would be linked to each Cabinet Portfolio Holder and would be a sounding board for the Cabinet Member. Discussions ensued in relation to the role, membership, political composition and flexibility of PAGs. The Head of Legal and Democratic Services presented the Proposed Amendment to the Cabinet Procedure Rules for Policy Advisory Groups (**Appendix 5**) for consideration; and explained that relevant officer(s) should liaise directly with the Cabinet member regarding PAG agenda planning rather than the Chairman of a PAG, if this was not the Cabinet Member. It was agreed that a Chairman could be appointed from the membership of the PAG and did not have to be the Cabinet Member. But the PAG Chairman would be invited to any officer briefings for the relevant Cabinet Member before PAG meetings. It was also agreed that the membership of the PAGs was not to be limited to the majority group although it was noted there was no legal requirement for the PAGs to be politically balanced.

### **Overview Committees**

Members considered the Terms of Reference for the Overview Committees (**Appendices 6 and 7**) and agreed to amalgamate three Overview Committees into two Overview Committees – Resources Overview Committee and Services Overview Committee. The membership of each Overview Committee was agreed at 15 members. It was noted that members could also serve on PAGs with the exception that when the overview committees were considering issues in relation to the scrutiny function eg. Call-in or scrutiny review. The differential between overview and scrutiny items would be identified on the agenda and the Committee's work programme.

### **Full Council Meetings**

Members considered options for change in respect of full Council meetings with the aim to improve the interest and public engagement with Council meetings. Particular options that considered were:-

- Questions with notice (Public Questions) with an allotted time period for questions to be answered
- Criteria for submitting questions eg. Relevant to the area; submission date prior to the meeting; complies with protocol; oral presentation of questions at the meeting and the permission of a supplementary question
- A programme of speakers to Council eg. Paradigm, with an allotted time period for presentations
- Incorporate the Chief Constable Q & A session into a future Council meeting
- Report on recommendations rather than minutes to Council

Following consideration of changes to future Council meetings it was agreed that at the next meeting of the Constitution Review Committee, members were to receive a proposed new style Council agenda for consideration to implement changes to encourage public engagement and interest in Council meetings.

## **RECOMMENDATIONS:**

### **1. Overview and Scrutiny**

- i) That the number of Overview Committees be reduced from three to two;**
- ii) That the number of members on each Overview Committee be fifteen;**
- iii) That each Overview Committee meet six times per year; and**
- iv) That the Chairman and Vice- Chairman of the Overview Committee be elected by the members of the Committee**
- v) That the terms of reference for the Services Overview Committee attached at Appendix 1 be approved**
- vi) That the terms of reference for the new Resources Committee attached at Appendix 2 be approved**

### **2. Policy Advisory Groups (PAGs)**

- vii) That five Policy Advisory Groups be established to align with the Cabinet Portfolios;**
- viii) That the number of members serving on each PAG be not less than 6 or more than 8;**
- ix) That membership of the PAGs be selected by the Cabinet Portfolio Holder;**
- x) That all meetings of the PAGs are held informally and are not public meetings, but any member of the Council can attend to observer if they wish to do so; and**
- xi) That the Chairman be nominated by the PAG**
- xii) That the consequential amendments to the Cabinet Procedure Rules attached at Appendix 3 be approved**

### **3. Council Meetings**

- xiii) That the Constitution Review Committee at a future meeting consider suggestions as to how the Council meetings can be improved.**

### **4. Regulatory Committees**

- xiv) That the Constitution Review and Boundaries and Electoral Arrangements Committees be merged into one Governance and Electoral Arrangements Committee with the terms of reference as attached at Appendix 4;**
- xv) That the merger of Homelessness and Appeals Committees to form one Appeals and Complaints Committee be approved with the terms of reference as attached as Appendix 5;**
- xvi) That the merger of Audit and Standards Committees to form one Audit and Standards Committee be approved with the terms of reference as attached at Appendix 6 ; and**
- xvii) That membership of the merged committees be drawn from the members elected to the Individual committees for the municipal year 2014/15 by election of the various groups**

### **5. Personnel Committee**

- xviii) That Chiltern District Council retain a Personnel Committee to consider personnel issues specific to Chiltern and in respect of those employees that are not part of joint arrangements or under harmonised conditions with the amended terms of reference as attached at Appendix 7;**
- xix) That the membership of the Personnel Committee be reduced from nine to seven;**
- xx) That Council's human resources functions in respect of those employees subject to Joint Arrangements with South Bucks District Council be delegated to the Joint Arrangements and Implementation Committee (JAIC**
- xxi) That the membership of the CDC Personnel Committee form the membership of the Chiltern membership of the (JAIC);**
- xxii) That the membership of the JAIC be increased from five to seven members from each authority; and**
- xxiii) That the quorum of the JAIC be increased from two to three elected members from each authority**

**xxiv) That subject to the agreement of South Bucks District Council the amended terms of reference for the JAIC attached at Appendix 8 be approved.**

**6. Number of Meetings**

**xxv) That Full Council continues to meet six time per year;**

**xxvi) That Overview Committees continues to meet six times per year;**

**xxvii) That Cabinet continues to meet six times per year;**

**xxviii) That the Planning Committee continues to meet on a three weekly cycle; and**

**xxix) That other scheduled committees meet on a quarterly basis, half yearly or as and when required.**

**7. That the Chief Executive be granted delegated authority to make any consequential amendments of the above recommendations to the Constitution as required.**

**The meeting was adjourned at 7.43pm**

**SERVICES OVERVIEW COMMITTEE**

**11.1 General**

A statutory Committee of the Council established to review and scrutinise the services and functions falling within the Housing, Health, Communities and Leisure, Sustainable Development and Waste and Property Cabinet portfolios

**11.2 Membership, Chairmanship and Quorum**

Number of Members	Fifteen
Substitute Members Permitted	No
Political Balance Rules apply	Yes
Appointments/Removals from Office	By resolution of full Council
Restrictions on Membership	Chairman and Vice-Chairman of the Council and Members of the Cabinet are ineligible
Restrictions on Chairmanship/Vice-Chairmanship	No
Quorum	Five
Number of ordinary meetings per Council Year	Six
Standing Sub-Committees	No

**11.3 Terms of Reference**

**11.3.1 Areas of Responsibility**

The Areas of Responsibility of the Committee are: -

- 1) The functions and service falling within the Housing, Health, Communities and Leisure, Sustainable Development and Waste and Property Cabinet Portfolios as described in Section C of Part 3 of this Constitution
- 2) The functions of the Council shared with the Housing and Health, Sustainable Development, Community and Waste and Customer Services Cabinet Portfolios or which directly or indirectly affect the discharge of any of the services and functions falling within those portfolios.
- 3) The external Partnerships falling within the Housing, Health, Communities and Leisure, Sustainable Development and Waste and Property Cabinet Portfolios and any other external body or stakeholder whose activities directly or indirectly affect the discharge of the services

and functions falling within those portfolios

### 11.3.2. Committee Tasks

The power to perform the following Tasks within the Areas of Responsibility of the Committee:-

#### **General Role**

- 1) To develop and monitor its own work programme(s);
- 2) To review the Forward Plan of the Cabinet;
- 3) To make reports and/or recommendations to the full Council and/or the Cabinet;
- 4) With the consent of the Housing, Health, Communities and Leisure, Sustainable Development and Waste and Property Portfolio Holders (as the case may be), consider reports relating to Key Decisions prior to consideration by the Cabinet; and
- 5) Consider any matter affecting the District or its residents;

#### **Scrutiny**

- 6) To review and scrutinise the performance of the Portfolio holders for Housing, Health, Communities and Leisure, Sustainable Development, and Waste and Property in relation to (i) policy and budgetary development and implementation, (ii) the discharge of Executive functions including relevant national or local performance indicators, measures or targets, and (iii) decision making generally.
- 7) To review and scrutinise the performance of the Council in relation to its policy objectives, national or local performance indicators, measures or targets and/or particular service areas.
- 8) To question members of the Cabinet and/or Directors and Heads of Service about any matter that this Overview Committee is empowered to scrutinise by the Clauses above.
- 9) To invite members of the public and/or representatives of community and partner organisations, or experts, to attend and give evidence to the Committee in connection with any matter arising out of, or in connection with, or resulting from, the scrutiny process.
- 10) To review the performance of other public bodies in the area.
- 11) Subject to their consent first being obtained, to question and gather evidence from any person in connection with any matter arising out of, or in connection with, or resulting from, the scrutiny process.



## **Value for Money**

- 12) To undertake value for money reviews of services or key partnerships – this may be at the request of the Cabinet, Council or identified as part of the Committees own work programme
- 13) To approve the terms of reference of any value for money reviews to be undertaken and take overall responsibility for the completion of that review
- 14) To consider any reports in relation to Value for Money referred to the committee by the Audit Committee and make recommendations to Council or to the Cabinet as appropriate in relation thereto

## **Policy Development and Review**

- 15) If requested to do so by full Council or the Cabinet:-
  - (i) to assist in the development of the Council's Budget and Policy Framework beyond the role allocated to it by the Budget and Policy Framework Procedure Rules set out in Section E of Part 4 of this Constitution by in-depth analysis of policy issues, including conducting research and community consultation;
  - (ii) to consider and implement mechanisms to encourage and enhance community participation in the development of policy options; and
  - (iii) to liaise with other external organisations operating in the District, whether national, regional or local, to ensure that the policy development and implementation and decision making generally is enhanced by partnership and collaborative working.

## **Finance**

- 16) To exercise overall responsibility for the finances made available to it.

### **11.4 Delegations**

Within the Areas of Responsibility of the Committee the matters referred to in paragraphs 11.3.1 and 11.3.2 of the Terms of Reference.

### **11.5 Notes**

11.5.1. The terms of reference of this Overview Committee must be read in conjunction with the various Procedural Rules set out in Part 4 of this Constitution, particularly the Overview and Scrutiny Procedure Rules, Access to Information Rules and the Budget and Policy Framework Procedure Rules.

11.5.2. Members of this Committee will have a conflict of interest in any item of

business that involves scrutiny of a decision in which they have been actively involved as a member of a Policy Advisory Group and will not participate in any debate or vote on the matter, except to answer any questions directed to them by other members of the Committee

**RESOURCES OVERVIEW COMMITTEE****9.1 General**

A statutory Committee of the Council established to review, scrutinise and conduct Value for Money Reviews in relation to the services and functions falling within the Leader, Support Services and Customer Services Cabinet Portfolios and related functions.

**9.2 Membership, Chairmanship and Quorum**

Number of Members	Fifteen
Substitute Members Permitted	No
Political Balance Rules apply	Yes
Appointments/Removals from Office	By resolution of full Council
Restrictions on Membership	Chairman and Vice-Chairman of the Council and Members of the Cabinet are ineligible
Restrictions on Chairmanship/Vice-Chairmanship	No
Quorum	Five
Number of ordinary meetings per Council Year	Six
Standing Sub-Committees	None.

**9.3 Terms of Reference****9.3.1 Areas of Responsibility**

The Areas of Responsibility of the Committee are: -

- 1) The functions and service falling within the Leader, Support Services and Customer Services Cabinet Portfolios as described in Section C of Part 3 of this Constitution
- 2) The functions of the Council shared with the Leader, Support Services and Customer Services Cabinet Portfolios or which directly or indirectly affect the discharge of the services and functions falling within those portfolios
- 3) The external Partnerships falling within the Leader, Support Services and Customer Services Cabinet Portfolios and any other external body or stakeholder whose activities directly or indirectly affect the discharge of any of the services and functions falling within those Portfolios

**9.3.2 Committee Tasks**

The power to perform the following Tasks within the Areas of Responsibility of

the Committee.

### **General Role**

- 1) To develop and monitor its own work programme(s).
- 2) To review the Forward Plan of the Cabinet.
- 3) To make reports and/or recommendations to the full Council and/or the Cabinet.
- 4) With the consent of the Cabinet Leader, Support Services or Customers Services Portfolio Holders (as the case may be), consider reports relating to Key Decisions prior to consideration by the Cabinet.
- 5) Consider any matter affecting the District or its residents.

### **Scrutiny**

- 6) To review and scrutinise the performance of the Cabinet Leader and the Portfolio Holders for Support Services and Customers Services in relation to (i) policy and budgetary development and implementation, (ii) the discharge of Executive functions including relevant national or local performance indicators, measures or targets, and (iii) decision making generally.
- 7) To review and scrutinise the performance of the Council in relation to its policy objectives, national or local performance indicators, measures or targets and/or particular service areas.
- 8) To question members of the Cabinet and/or Chief Executive/ Director and Heads of Service about any matter that this Overview Committee is empowered to scrutinise by the Clauses above.
- 9) To invite members of the public and/or representatives of community and partner organisations, or experts, to attend and give evidence to the Committee in connection with any matter arising out of, or in connection with, or resulting from, the scrutiny process.
- 10) To review the performance of other public bodies in the area.
- 11) Subject to their consent first being obtained, to question and gather evidence from any person in connection with any matter arising out of, or in connection with, or resulting from, the scrutiny process.
- 12) To receive and review the annual FOIA report (Annual Report also to Cabinet).

### **Value for Money**

- 13) To undertake value for money reviews of services or key partnerships –

this may be at the request of the Cabinet, Council or identified as part of the Committees own work programme

- 14) To approve the terms of reference of any value for money reviews to be undertaken and take overall responsibility for the completion of that review
- 15) To consider any reports in relation to Value for Money referred to the committee by the Audit Committee and make recommendations to Council or to the Cabinet as appropriate in relation thereto.

### **Policy Development and Review**

- 16) If requested to do so by full Council or the Cabinet:-
  - (i) to assist in the development of the Council's Budget and Policy Framework beyond the role allocated to it by the Budget and Policy Framework Procedure Rules set out in Section E of Part 4 of this Constitution by in-depth analysis of policy issues, including conducting research and community consultation;
  - (ii) to consider and implement mechanisms to encourage and enhance community participation in the development of policy options; and
  - (iii) to liaise with other external organisations operating in the District, whether national, regional or local, to ensure that the policy development and implementation and decision making generally is enhanced by partnership and collaborative working.

### **Finance**

- 17) To exercise overall responsibility for the finances made available to it.

## **9.4 Delegations**

Within the Areas of Responsibility of the Committee the matters referred to in paragraphs 9.3.1 and 9.3.2 of the Terms of Reference.

## **9.5 Notes**

- 9.5.1 The terms of reference of this Overview Committee must be read in conjunction with the various Procedural Rules set out in Part 4 of this Constitution, particularly the Overview and Scrutiny Procedure Rules, Access to Information Rules and the Budget and Policy Framework Procedure Rules.
- 9.5.2 Members of this Committee will have a conflict of interest in any item of business that involves scrutiny of a decision in which they have been actively involved as a member of a Policy Advisory Group and will not participate in any debate or vote on the matter, except to answer any questions directed to them by other members of the Committee



**CABINET PROCEDURE RULES**

**Insert new paragraph 7**

7. Policy Advisors
  - 7.1 Cabinet Members may appoint at their discretion other Members of the Council, not limited to members of the majority group, to advise and assist them with:
    - a) the discharge of their functions,
    - b) the development of policy,
    - c) other matters of current interest
  - 7.2 Policy Advisory Groups will comprise not less than 6 or more than 8 members
  - 7.3 Different Policy Advisors may be appointed to cover particular areas of activity. Policy Advisors can only act in an informal capacity and cannot exercise executive functions individually or collectively
  - 7.4 Policy Advisors may be Members of an Overview and Scrutiny Committee whose remit includes the activities of the portfolio they are assisting with, providing there is not a significant conflict of interest and they do not scrutinise a decision in which they have been actively involved
  - 7.5 Policy Advisors will serve for a maximum of 12 months, ending at the annual Council meeting but may be re-appointed by the relevant Cabinet Members for a further period
  - 7.6 The Chairman of a Policy Advisory Group can be any member the respective PAG
  - 7.7 Policy Advisory Groups will normally meet in the absence of the press and the public, but will be open to any elected member
  - 7.8 Policy Advisory Groups will meet as and when required but normally once each cycle before Cabinet. The relevant Cabinet Member will agree with officers before the despatch of the meeting agenda what information should be kept confidential and the extent of that confidentiality. For example, it may be decided that whilst information can be released to the wider Council membership and relevant officers, it should not be divulged to the press and public. Alternatively, depending upon the subject matter, it may be decided that the issues discussed at the Group meetings can be made more publicly available. It may be that there will be a division between what information can be released and what should be kept confidential.
  - 7.9 The Democratic and Electoral Services Manager will be advised of the establishment, membership and chairman ( and any mid-term changes ) of each Policy Advisory Group and shall maintain a record of such.





**GOVERNANCE AND ELECTORAL ARRANGEMENTS COMMITTEE**

**1 General**

A Committee of the Council established to monitor and review the operation of the Council's Constitution and political management arrangements, deal with election and electoral matters and the review of parishes, deal with urgent matters requiring a decision of the Council and any matter which is not within the responsibility of the Cabinet and which falls outside the terms of reference of any other Committee or officer delegation.

**2 Membership, Chairmanship and Quorum**

Number of Members	Eleven
Substitute Members Permitted	No
Political Balance Rules apply	Yes
Appointments/Removals from Office	By resolution of full Council
Restrictions on Membership	None
Restrictions on Chairmanship/Vice-Chairmanship	None
Quorum	Four
Number of ordinary meetings per Council Year	Meetings will be called as required
Standing Sub-Committees	None

**3. Matters Delegated for Decision**

- 3.1. To monitor and keep under review the operation of the Council's constitution and political management arrangements
- 3.2 To deal with election and electoral matters
- 3.3. To exercise functions in relation to parishes, parish meetings and parish councils including changing the name of a parish
- 3.4 To take any necessary action to enable recommendations to be made in respect of the matters listed below which are reserved to the Council
- 3.5 To make, amend or revoke byelaws
- 3.6 To deal where legally permissible, with any matter including the authorisation of legal proceedings which requires a decision of the Council and which cannot reasonably be dealt with in the normal cycle of meetings (see also Note below)
- 3.7 To deal with any matter which, by virtue of the Local Authorities (Functions and Responsibilities) (England) Regulations from time to time in force or any other statutory provisions, cannot be the responsibility of the Cabinet and

does not fall within the terms of reference of any other committee or within the Scheme of Officer delegations.

#### **4 Matters Reserved to Full Council**

##### 4.1 Approval of:-

- a) Proposal to change the District's warding arrangements
- b) Final recommendations from a Parish Review
- c) Proposals to change the name or boundaries of the District
- d) The promotion of, or opposition to, national, local or private bills
- e) Changes to the Constitution

#### **NOTE:**

The Chief Executive or his nominee or the Head of Legal and Democratic Services, after consultation with the Chairman of the Committee must certify the reasons for urgency in respect of each item determined under paragraph 3.6 above. Reports to the Committee must also specify the reason for the urgency

## APPEALS AND COMPLAINTS COMMITTEE

### 1 General

A Committee of the Council established to determine appeals by employees against decisions of the Council as employer, consider requests for review of Council decisions on housing applications and other appeals against Council decisions and to deal with any determinations required in respect of complaints referred to the Ombudsman

### 2 Membership, Chairmanship and Quorum

Number of Members	Eleven
Substitute Members Permitted	No
Political Balance Rules apply	Yes
Appointments/Removals from Office	By resolution of full Council
Restrictions on Membership	Although all members of the Council are eligible for appointment, any who are also members of the Personnel Committee or Joint Appointments and Implementation Committee will be ineligible to hear appeals that result from the decisions of those Committees
Restrictions on Chairmanship/Vice-Chairmanship	None
Quorum	Three
Number of ordinary meetings per Council Year	Meetings will be called as required
Standing Sub-Committees	None

### 3 Terms of Reference

#### Appeals

3.1. For all employees; to hear and determine appeals and grievances on the following matters:

- a) Dismissal on the grounds of misconduct, capability, ill-health and unfair selection for redundancy
- b) Grievances submitted under agreed procedures
- c) Disciplinary action as defined in conditions of employment

**Note:** The Committee can only consider appeals relating to grievances from current employees

3.2. To determine requests for a review of the Council's decision that an applicant became homeless intentionally or whether a person is ineligible for

acceptance on the Housing Register

- 3.3 To determine any other appeal against a decision made by or on behalf of the Council where provision is made for a right of appeal

### **Complaints**

- 3.4 To consider any complaint made against the Council which has been referred to the Local Ombudsman and which requires a determination by Members.
- 3.5 To make compensation payments or provide other benefits in cases of maladministration up to the value of £5,000.

### **4 Delegations**

Decisions on all matters falling within the terms of reference.

**NOTE:** The Democratic and Electoral Services Manager, after consultation with the Chairman of the Committee will constitute panels from the membership of the Appeals and Complaints Committee to hear appeals/complaints

**AUDIT AND STANDARDS COMMITTEE**

**1. General**

A Committee established to provide independent assurance of the adequacy of the internal controls and assurance mechanisms of the Council, to approve its financial accounts, promote and maintain high standards of conduct by Council members and co-opted members and consider breaches of the Council's Code of Conduct or the Codes of Conduct of town/parish councils within the district

**2. Membership, Chairmanship and Quorum**

Number of Members	Nine
Substitute Members Permitted	No
Political Balance Rules apply	Yes
Appointments/Removals from Office	By resolution of full Council.
Restrictions on Membership	Chairman and Vice-Chairman of the Council and Members of the Cabinet are ineligible
Restrictions on Chairmanship/Vice-Chairmanship	None
Quorum	Four
Number of ordinary meetings per Council Year	Minimum of Two

**3. Terms of Reference**

To deal with the following matters:-

- a) To consider the effectiveness of the authority's risk management arrangements, the control environment and associated anti-fraud and anti-corruption arrangements.
- b) To seek assurances that action is being taken on risk-related issues identified by auditors and inspectors.
- c) To review and approve the authority's assurance statements, including the Statement on Internal Control, on behalf of the authority.
- d) To approve, but not direct, internal audit's strategy, plan and monitor performance
- e) To review the main issues arising from the internal audit reports and seek assurance that action has been taken where necessary.
- f) To receive the annual report of the internal audit service.

- g) To consider the reports of external audit and inspection agencies, and monitor management action in response to issues raised.
- h) To ensure that there are effective relationships between external and internal audit, inspection agencies, other relevant bodies, and that the value of the audit process is actively promoted.
- i) To review and approve the financial statement on behalf of the authority and review the external auditors opinion on the financial statements.
- j) To review on a regular basis the Code of Conduct for Members and also for Officers and to monitor the effect of implementation of the Codes of Conduct
- k) To agree and review a complaints procedure for investigating allegations that members of the District, or any parish council within the District have failed to comply with their authority's Code of Conduct.
- l) To receive complaints and thereafter consider, review, investigate, conduct hearings and impose or recommend sanctions as may be required.
- m) To promote on an active basis the highest standards of ethical conduct by Councillors and Officers.
- n) To ensure training and guidance is provided to Councillors, including assisting Parishes to train their own Councillors, on all aspects of Codes of Conduct and adherence to ethical standards for Councillors.
- o) To establish a Hearings Sub-Committee – terms of reference, membership, quorum and frequency of meetings as set out in the Council's adopted Complaints procedure

#### **4 Delegations**

All these Terms of Reference are full delegated except any recommendations arising out of Items j) and k) shall be reported full Council as appropriate.

#### **HEARING SUB-COMMITTEE**

The Democratic and Electoral Services Manager concurrently with the Monitoring Officer, after consultation with the Chairman of the Committee, or in his absence the Vice-Chairman (if appointed), to select any three members of the Audit and Standards Committee to hear cases referred to it by the Monitoring Officer following an investigation into an allegation that a member may have failed to comply with their authority's Code of Conduct.

An Independent Person will be invited to attend any sub-committee so convened.

Where a failure to comply with the Code of Conduct is found the range of actions which the Sub-Committee can take might include the following:-

- a) A censure or reprimand
- b) Reporting its findings to Full Council or in respect of Town/Parish Councillors to the members' Council for information
- c) A recommendation that the member be removed from any or all Committees or Sub-Committee of the Council
- d) Instructing the Monitoring Officer to arrange training for the member or in respect of Town/Parish Councillors recommending that the member's Council arrange training.
- e) A recommendation that the member be removed from appointments to outside bodies or in respect of Town/Parish Councillors recommending to the member's Council that they be removed
- f) A recommendation that facilities provided to the member by the Council [or in respect of Town/Parish Councillors by the members' Council] are withdrawn such as a computer, website or internet access
- g) A recommendation that a member be excluded from Council offices or other premises [or in respect of Town/Parish Councillors from any offices or premises of the members' Council] except for meeting rooms as necessary for attending Council, Committee and Sub-Committee meetings





**PERSONNEL COMMITTEE**

**6.1 General**

A Committee of the Council established to consider staffing matters (other than appeals) in respect of members of staff who are not subject to Joint Arrangements with South Bucks District Council .

**6.2 Membership, Chairmanship and Quorum**

Number of Members	Seven including the Cabinet Leader and one other Member of the Cabinet.
Substitute Members Permitted	No
Political Balance Rules apply	Yes
Appointments/Removals from Office	By resolution of full Council
Restrictions on Membership	None
Restrictions on Chairmanship/Vice-Chairmanship	No
Quorum	Four
Number of ordinary meetings per Council Year	Meetings will be called as required
Standing Sub-Committees	No

**6.3 Terms of Reference**

- 6.3.1. To be responsible for the overall management of the Council's Human Resources which are not subject to Joint Arrangements with South Bucks District Council within the financial resources approved by the Council so as to enable the economic, efficient and effective provision of services.
- 6.3.2. To ensure that appropriate policies and procedures are in place to support the objectives set out in paragraph 6.3.1 above and to make recommendations to full Council thereon.
- 6.3.3. To consider the minutes, reports and recommendations of the Chiltern District Council and Staff Joint Committee and to make recommendations to full Council thereon.
- 6.3.4. To consider individual applications by employees for early payment of pension benefits, other than those on medical grounds

**6.4 Delegations**

All matters falling within paragraph 6.3.4 of the Terms of Reference

**6.5. Notes**

- 6.5.1. An appeal by an employee against a delegated decision of this Committee lies to the Appeals and Complaints Committee.

- 6.5.2. Members involved in making a decision that results in an appeal to the Appeals and Complaints Committee will be ineligible to sit on the Appeal Committee that hears the appeal.
- 6.5.3. The formulation and review of the Council's Whistle Blowing Policy falls within the terms of reference of the Audit and Standards Committee
- 6.5.4. Any delegations to Officers are contained in the Scheme of Delegations to Officers set out in Section B of Part 7 of this Constitution.

## Inter Authorities Agreement

### Appendix Three

#### Joint Appointment and Implementation Committee (“JAIC”)

- The JAIC is a Joint Non Executive Committee of the Authorities comprising at least seven members from each Authority. In the case of Chiltern District Council the membership of Personnel Committee will form the authority’s seven members of JAIC .
- The venue for meetings of the JAIC will alternate between the Authorities’ offices and a member of the host Authority will chair each meeting.
- The JAIC meetings will be considered quorate if at least three elected members from each Authority are present.
- Detailed standing orders will be agreed by each Authority to govern the operation of the JAIC
- The JAIC shall deal with the implementation of the human resources implications of the Joint Arrangements and staffing matters following implementation of Joint Arrangements. Its primary functions are as follows:
  - a. to deal with the arrangements for the appointments to the Joint Chief Executive and Joint Senior Management Team posts subject to the reference back to the relevant Full Council meeting of any decision which statutorily requires such approval
  - b. to deal with any other staffing related implementation matters relating to the Joint Arrangements;
  - c. to be responsible for the overall management of human resources relating to the Joint Arrangements to enable the economic, efficient and effective provision of joint services
  - d. to ensure that appropriate policies and procedures are in place to support the objectives set out in a to c above
  - e. to consider reports from the Joint Staff Consultative Group and make recommendations thereon
  - f. to deal with any other statutory duties of the respective Councils relating to employment of staff in Joint Arrangements, not otherwise delegated to officers
  - g. to consider and advise the Joint Committee on any other human resource matter connected with the Joint Arrangements which the Joint Committee specifically asks the JAIC to consider and report on



**CHILTERN DISTRICT COUNCIL**

**MINUTES of the Meeting of the  
PLANNING COMMITTEE  
held on 26 JUNE 2014**

**PRESENT:** Councillor D W Phillips - Chairman  
                  " Mrs J A Burton - Vice Chairman

Councillors: J L Gladwin  
                  A S Hardie  
                  P M Jones  
                  M Prince  
                  J J Rush  
                  P N Shepherd  
                  D Spate  
                  C J Wertheim

**APOLOGIES FOR ABSENCE** were received from Councillors P E C Martin, Mrs A Pirouet and N Stewert.

**86 MINUTES**

The Minutes of the meeting of the Committee held on 5<sup>th</sup> June 2014, copies of which had been previously circulated, were agreed by the Committee and signed by the Chairman as a correct record.

**87 DECLARATIONS OF INTEREST**

Councillor D W Phillips declared a personal interest in planning application CH/2014/0631/FA. Nature of interest – Councillor Phillips previously knew the applicant.

Councillor C J Wertheim declared a personal interest in planning application CH/2014/0555/FA. Nature of interest - Councillor Wertheim is a member of the Church of England but had no direct interest.

**88 TREE PRESERVATION ORDER NO. 3 OF 2014**

<b>RESOLVED -</b>
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<b>That the Tree Preservation Order No 3 of 2014 made on 19 February 2014 be confirmed without modification.</b>
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**89 ITEMS FOR NOTING**

<b>RESOLVED -</b>
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<b>That the reports be noted.</b>
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## 90 REPORT ON MAIN LIST OF APPLICATIONS

RESOLVED -	
1.	That the planning applications be determined in the manner indicated below.
2.	That the Head of Sustainable Development be authorised to include in the decision notices such Planning Conditions and reasons for approval, or reasons for refusal as appropriate, bearing in mind the recommendations in the officer's report and the Committee discussion.

## APPLICATIONS

CH/2013/2099/FA Raans Farm House, Raans Road, Amersham, Buckinghamshire, HP6 6JP

**Defer – minded to approve** subject to the prior completion of Legal Agreement. Decision delegated to the Head of Sustainable Development. Members agreed to the removal of Condition 7 relating to planters in the courtyard and Officers added Informatives regarding the Legal Agreement and the unauthorised works.

CH/2013/2100/HB Raans Farm House, Raans Road, Amersham, Buckinghamshire, HP6 6JP

**Conditional Consent** - the Informative was amended by Officers to include reference to ensuring details pursuant to Conditions are approved by local planning authority.

CH/2014/0555/FA Stampwell Farm, Oxford Road, Gerrards Cross, Buckinghamshire, HP9 2XD

Speaking for the application, Reverend F Orr-Ewing

**Conditional Permission** as set out on the revised recommendation sheet, with an additional part to the reason for Condition 1. Members included an Informative regarding highways and associated signage from the site to draw attention to safety issues.

CH/2014/0631/FA Land Adjoining Chimney Cottage, The Platt, Amersham, Buckinghamshire

Speaking for the Town Council, Councillor Davida Allen  
Speaking for the objectors, Mrs Wanda Krystman  
Speaking for the application, Mr Henry Nash

**Refused Permission**

CH/2014/0694/VRC Chalfont Service Station , Gravel Hill, Chalfont St. Peter, Gerrards Cross, SL9 0NP

Speaking as an objector, Ms Valerie Hadfield  
Speaking for the application, the agent Mr Gregory Pead

**Refused Permission** because by reason of the likely activity associated with fuel deliveries, including vehicle doors opening and closing, talking, lights and vehicle movements, the removal of fuel delivery restrictions to allow fuel deliveries to take place at any time during the night would result in an unacceptable level of night-time disturbance to nearby residential properties to the detriment of their residential amenities. In addition, there were no material changes in circumstances or considerations since the imposition of the Condition attached to planning permission reference CH/2001/0101/FA. At that time, the Planning Inspector in allowing the appeal highlighted reservations about the night-time consequences arising from the use of the service station, and considered local residents should have the benefit of a substantial part of each day unaffected by commercial activities and the associated traffic.

CH/2014/0740/VRC Land at Woodrow Farm, Cherry Lane, Woodrow, Buckinghamshire

**Conditional Permission****91 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 items of business on the grounds that they involved the likely disclosure of exempt information as defined in Paragraph 6, Part 1 of Schedule 12A of the Act.**

**The meeting ended at 7.55 pm**





**CHILTERN DISTRICT COUNCIL**

**MINUTES of the Meeting of the  
AUDIT COMMITTEE  
held on 1 JULY 2014**

**PRESENT:** Councillor J L Gladwin - Chairman

Councillors: A K Bacon  
A J Garth  
D W Phillips  
J S Ryman  
J F Warder

**APOLOGIES FOR ABSENCE** were received from Councillor A D Garnett and Maria Grindley (Ernst & Young LLP).

**ALSO IN ATTENDANCE:** Susan Gill (Ernst & Young LLP) and Chris Harris (TIAA) were also in attendance.

**1 CHAIRMAN**

**RESOLVED -**

**That the appointment of Councillor J Gladwin as Chairman of the Committee for the remainder of the Municipal year, as noted at Annual Council on 13 May 2014, be agreed.**

**2 APPOINTMENT OF VICE-CHAIRMAN**

Due to the infrequency of meetings, the committee decided not to appoint a Vice-Chairman.

**3 MINUTES OF PREVIOUS MEETING**

The Minutes of the meeting held on 10 April 2014 were agreed by the Committee and signed by the Chairman as a correct record.

**Minute 34 – Internal Audit Progress Report**

Following a question it was advised that the payroll reconciliation had not yet been carried out, but would be completed by the end of the month. This was a double check to ensure that staff names and pay grade data held by Personnel matched the information held by Accounts. It was suggested that the process could be automated to improve efficiency.

It was noted that the new process for journal transfers has implemented successfully. An update on the investigation into one case of alleged corporate fraud reported at the last meeting was noted. Following consideration of the investigation report, Management Team had agreed that

no formal action would be taken against any members of staff. Staff contracts of employment have been amended laying out strict criteria for undertaking any private work by employees.

#### **4 DECLARATIONS OF INTEREST**

There were no declarations of interest.

#### **5 INTERNAL AUDIT ICT GOVERNANCE AND CONTROLS REPORT**

The Committee considered a report detailing the findings from the internal audit of arrangements at Chiltern and South Bucks Councils relating to ICT Governance and Control. This work was carried out in March 2014 as part of the planning internal audit work for 2014/15.

Members considered each of the risk areas identified in the report, and during which the following key points were made:

Regarding Risk Area 1 it was noted that the Council was aiming to develop a pool of core ICT staff, utilising temporary staff where required. The continual development of staff skills would mitigate the risk of staff seeing changes as a threat.

A formal ICT Strategy document was being developed for the convergence of systems and process across both Councils. It was anticipated that this would be available by the end of the year and would mitigate Risk Area 3.

In response to a question regarding Risk Area 5, it was advised that most large projects were part of the shared services programme and were therefore managed by the Chiltern & South Bucks Joint Committee.

The Council has a programme in place to help control risks associated with ICT file storage and management (Risk Area 9) and to promote good information management practices by officers of the Council.

Following a question regarding legacy systems it was advised that both Councils had data retention policies in place and that staff were generally very good at only retaining data that was required. There were currently no concerns regarding the ability to retrieve data from legacy systems.

#### **RESOLVED –**

**That the Internal Audit ICT Governance and Controls Report be noted.**

#### **6 INTERNAL AUDIT PROGRESS REPORT**

Members considered the Internal Audit Progress Report which provided the Committee with an update on the internal audit work at the Council at June 2014. This included audits finalised since the last meeting. Housing section 106 and waste collection audits were due to be finalised shortly.

In response to a question it was noted that the external auditor's assurance standards were higher than the standard requirements and this had in turn meant that some adjustments had been made to the internal audit plan for 2013/14. Provided that the standard of assurance was achieved there may be opportunity to implement efficiencies by working across both Councils and reduce the number of audit days required in the future.

Members then discussed the audits finalised since the last Audit Committee. It was noted that the council was working towards reviewing operational risks more regularly and that this process would be monitored to ensure that evidence of this was available. A Risk Management Strategy had already been developed and the guidance would be updated by October 2014.

Human error had been identified as the cause of one individual case of housing benefit miscalculation raised in one audit sample. The case had now been corrected and all staff had received further guidance to avoid a recurrence. The process for claiming back housing benefit over payments was also noted and Members welcomed the positive work carried out by officers.

There was a discussion regarding monitoring sundry debtors. This data had proved the most challenging part of the transition to the new Integra finance system. The majority of the outstanding sundry debt related to recharges to other authorities. Aged debtor analysis was currently done quarterly, and this would be carried out more regularly in the future.

#### **RESOLVED –**

**That the progress against the Internal Audit Plan and findings arising from Internal Audit work be noted.**

### **7 INTERNAL AUDIT ANNUAL ASSURANCE REPORT**

The Committee were asked to note the annual assurance report which detailed the work carried out by the audit contractor, TIAA Ltd, during the year. The Head of Audit's annual opinion was that sufficient internal audit work had been undertaken. An update report on the follow up audit work would be considered at the next meeting. In light of the changes that had taken place at the Council during the last year Members were pleased with the report in particular Council Tax and National Non Domestic Rates.

#### **RESOLVED –**

**That the Internal Audit Annual Assurance Report and the assurance given by the Internal Audit Contractor, TIAA Ltd, be noted.**

### **8 EXTERNAL AUDIT FEE LETTER 14/15**

Susan Gill provided an overview of the context and changes that would continue to take place in external audit. Members then considered the letter from the external auditor setting out the audit and certification work due to be

carried out for the 2014/15 financial year along with the indicative audit fees. The Audit Commission would eventually be abolished completely, but during the transition to the new arrangements, some parts of the organisation currently remained in place. To reflect that much of the central functions of the Audit Commission had been removed the scale fees had largely been reduced by around 40% in comparison to previous years, and set fees were likely to remain until 2020. A more detailed breakdown of the fees would follow later in the year.

In response to a question it was advised that it was unlikely that the Council's audit fees would increase significantly in the future, unless there was a need to carry out additional audit work. It was noted that market testing may not necessarily provide lower audit fees.

### **RESOLVED –**

**That the External Audit Fee Letter, detailing the indicative summary of fees for 2014/15, planned fee for 2013/14, and actual fee for 2012/13, be noted.**

## **9 CORPORATE FRAUD REPORT**

Members received the Corporate Fraud Report which provided a summary of investigations into benefit and general fraud, and the outcome of cases of proven fraud.

A general update on the Benefit Fraud Team activity was also noted. The Department for Work and Pensions would introduce their Single Fraud Investigation Service for Chiltern in March 2015, and investigations and sanctions relating to Housing Benefit and retrospective Council Tax Benefit would be the sole responsibility of this service.

The report also provided details of internal investigations involving staff, and set out the Corporate Fraud Audit Plan for 2014/15 which the Committee were asked to agree. There was a discussion on one of the alleged cases of corporate fraud and it was noted that staff contracts of employment had since been amended laying out strict criteria for undertaking any private work by employees.

It was noted that the volume of Housing Benefit awards were increasing due to the rising cost of rent. The proposal for a Countywide Fraud Group would be discussed at the next meeting of S151 officers to assess interest, and an update would be provided to Members at the next meeting.

Members were pleased to note the level of successful prosecutions relating to fraud.

### **RESOLVED –**

- 1. That the outcomes of the anti-fraud activity in 2013/14 be noted.**
- 2. That the action plan for 2014/15 be agreed.**

## 10 UNDERSTANDING HOW THE AUDIT COMMITTEE GAINS ASSURANCE FROM MANAGEMENT

Auditing standards required the Council's external auditors to formally update their understanding of the Council's management processes at least annually. A response to a letter from the external auditor asking various questions about the Council's management processes had been drafted, and the Committee was asked to review the letter for any suggested changes.

### RESOLVED –

**That the proposed response to the External Auditor letter, requesting information on how the Audit Committee gained assurance from Management, be agreed.**

## 11 ANNUAL GOVERNANCE STATEMENT 2013/14

The Committee were asked to consider and comment on the Annual Governance Statement (AGS) which would be published alongside the financial statement once formally approved. The AGS was a public statement on governance arrangements in place at the Council. Whilst considering the review of internal audit Members confirmed that they were satisfied with the assurance provided by the internal audit during 2013/14.

In response to a question it was noted that the AGS followed a standard structure, though sometimes additional information was included where required.

It was advised that the internal audit fee reflected the quantity of internal audit work required. Spot checks were also carried out to test data quality, but generally this was very good at the Council.

### RESOLVED -

**That it be recommended that the Annual Governance Statement for 2013/14 be formally approved by the Leader and the Chief Executive.**

## 12 DRAFT 2013/14 STATEMENT OF ACCOUNTS

The Council is required to produce a formal Statement of Accounts each year in accordance with the Accounts and Audit Regulations. The Accounts are an important public document and it is good practice for these to be subject to detailed review. The Accounts were usually considered by the Committee in September for approval, but following a request a draft version had been brought before Members for early consideration. As such, the Committee were asked to review the Accounts for any comments. The report provided a commentary on each of the main sections contained within the document.

It was noted that a small number of accounting corrections had already been made to the Accounts following comments received from Committee Members since the report was published. A sheet showing the changes was circulated at the meeting.

The level of short term creditors had increased due to the collection of a larger amount of Council Tax. The Council therefore had a larger amount to pass on to Bucks County Council, as the authority receiving the largest proportion of Council Tax.

As part of the Joint Waste Contract with Serco, the Council had acquired refuse bins up-front. As a result of the way this needed to be accounted for there had been an increase in the level of Council assets for property, plant and equipment. There had been no increase in the value of London Road Depot following the works that had been carried out. This was due to much of the work being required for environmental and health and safety reasons.

The Explanatory Foreword contained a summary of significant factors affecting the accounts. The Revenue Support Grant (RSG) that the Council received from Central Government had increased, but due to changes that had taken place, the amount available to the Council had actually reduced. The introduction of a local Council Tax Support Scheme and localisation of Non Domestic Rate (NDR) Income were examples of two key changes. The changes to NDR had resulted in the Council being effectively £98,000 worse off overall under the new arrangements. It was suggested that an additional explanation should be included in the Accounts to explain some of the changes around the RSG.

The main area of concern related to the Pension Fund and the decline in the value of assets attributable to Chiltern, particularly in light of the £1M contribution that had been made by the Council to the Pension Fund. Members were keen to compare the performance of the Bucks Pension Fund with the performance data of other similar sized Funds nationally in order to assess comparative performance. It was suggested that 12 pension funds would be a useful sample. A comparison between the Chiltern proportion of the Fund and the Bucks Pension Fund overall was also requested.

Overall the Committee were happy with the Statement of Accounts, subject to understanding more about the Bucks Pension Fund and the liability in particular. As such, the Committee requested a meeting with a representative from the pension fund actuary in order to help answer any questions that Members had. Further details of the meeting would be circulated to all Audit Committee Members once a meeting date had been finalised.

Members were welcome to send any further comments on the Accounts to the Head of Financial Services.

### **RESOLVED –**

**That the draft 2013/14 Statement of Accounts be noted by the Audit Committee.**

**13 AUDIT COMMITTEE WORK PROGRAMME**

Members reviewed the Committee's proposed work programme to consider whether there were any additional items to be included.

**RESOLVED –**

**That the Work Programme be noted**

**14 VOTE OF THANKS**

The Committee noted that Gary Martin, Principal Accountant, had recently left the Council. Members joined with Susan Gill in expressing thanks for his contribution whilst working for the Council.

**The meeting ended at 8.21 pm**





**CHILTERN DISTRICT COUNCIL**

**MINUTES** of the Meeting of the  
**CABINET**  
held on **1 JULY 2014**

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

Councillors: G K Harris  
                  P J Hudson  
                  P E C Martin  
                  F S Wilson

**131 MINUTES**

The Minutes of the Cabinet meeting held on 6 May 2014, copies of which had been previously circulated, were approved and signed by Councillor I Darby, Cabinet Leader, as a correct record.

**132 DECLARATIONS OF INTEREST**

There were no declarations of interest.

**133 28-DAY NOTICE FORWARD PLAN**

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 28 July 2014.

The Director of Resources advised the contents of each appendix, as follows:  
Appendix 1 – A Special Meeting of Cabinet to be held on 15 July 2014 to consider the DDPD and it was noted that the entire report was to be considered in private session.

Appendix 2 – Items forthcoming

Appendix 3 – Chiltern and Wycombe Joint Waste Collection Committee

Appendix 4 – Chiltern & South Bucks Joint Committee

**RESOLVED –**

**That the Draft 28-Day Notice / Forward Plan, to be published on 28 July 2014, be noted.**

**134 CURRENT ISSUES**

**(i) Councillor Isobel Darby – Councillor Fred Wilson**

Councillor Darby welcomed Councillor Wilson to his first meeting of Cabinet and his role as Portfolio Holder for Customer Services.

**(ii) Councillor Graham Harris - Chalfont St Peter Neighbourhood Plan Referendum**

Councillor Harris reported that the Examiner's Report had now been received and all matters are to be agreed under delegated authority of the Head of Sustainable Development followed by a further report to a future meeting of Cabinet to update members.

**(iii) Councillor Peter Hudson – Head of Healthy Communities**

Councillor Hudson confirmed that Martin Holt was now in post as Head of Healthy Communities.

**(iv) Councillor Mike Stannard – Budget Process**

Councillor Stannard reported that Cabinet members were to commence the budget process with officers during early September and dates for these meetings were to be confirmed in the near future.

**135 DRAFT SUSTAINABLE CONSTRUCTION AND RENEWABLE ENERGY SUPPLEMENTARY PLANNING DOCUMENT**

The Cabinet considered a report which explained that the Draft Sustainable Construction and Renewable Energy Supplementary Planning Document (SPD) was to assist applicants in understanding the techniques and building practices available to improve the sustainability performance of buildings through their design and subsequent use and to encourage renewable energy schemes in the District in order for development proposals to meet Core Strategy policy requirements. It supplemented Policy CS4 (Ensuring Development is Sustainable) and CS5 (Encouraging Renewable Energy) of the Core Strategy for Chiltern District. The SPD was sub-divided into eleven sections, to try and make it relatively easy for applicants to find advice on the topic area of interest to them.

It was explained that the document was detailed as it needed to cater for various roles in respect of robust planning policy and although the document was available for various audiences the primary target audience was developers. It was a consideration to prepare a summary document for residents. The report had been considered by the Housing and Planning Overview Committee of which comments had been taken on board.

**RESOLVED:**

- i) That the Draft Sustainable Construction and Renewable Energy Supplementary Planning Document in Appendix 1 and the public consultation process, as detailed in the Appendix 1 is approved for public consultation.**

**ii) That the eight week public consultation process, as set out below, to be held between 14 July and 8 September 2014 and carried out in accordance with the Council's Statement of Community Involvement be approved for public consultation:**

- i. An advert on the Council website headline story board on the home page.**
- ii. Access to documents on the Planning pages of the Council website.**
- iii. Notification to be sent to parish council's and revitalisation groups.**
- iv. E-mails (where available) or letter notifications to be sent to all statutory consultees, local groups, organisations and individuals on the Council's Local Development Framework consultation data base.**
- v. Hard copies of the Draft SPD provided to all local libraries serving Chiltern residents.**
- vi. Hard copy documents available at the Council's Amersham Office.**
- vii. E-mail notification to all Chiltern District councillors and staff in advance of the consultation process.**
- viii. Press release at the start of the consultation period.**

## **136 DISCRETIONARY COUNCIL TAX SUPPORT POLICY**

The Head of Customer Services presented the report which sought approval of the amended criteria and to delegate authority to the Head of Customer Services to administer the discretionary fund where that amended criteria was met. The administration of the scheme was to be delegated to the Revenues and Benefits Service in line with the process detailed in the policy. The amended policy was appended to the report.

Cabinet considered in detail the content of the amended policy and sought clarification on the reasons for the award of relief to be up to 100% and that although each situation should be taken on its own merit and help granted where possible and appropriate each resident should pay something towards the council tax as this was one of the principles agreed by members when setting up the scheme. Members also queried the time periods of relief that could be awarded. Members felt that in the limited number of cases where this new discretion could apply that the Portfolio Holder should be consulted before any final decision was made.

The Head of Customer Services clarified that in majority of situations residents were not awarded 100% relief and it was granted over various time periods depending on the circumstances.

It was noted that the Discretionary Council Tax Support scheme would continue to be reviewed on an annual basis. The Council's 2014/15 contribution to Discretionary Council Tax Support was £50,000 and to date

£14,000 had been committed. Members requested that other authorities ie. Police and the County Council were reminded of the need for contributions to the fund.

**RESOLVED:**

**(i) That the following recommendations to change the current policy to grant Discretionary Council Tax Support under section 13A of LGFA 1992, as amended by section 10 of the Local Government Finance Act 2012 in the following circumstances, be approved:**

- **Up to 100% relief granted where the claimant and any partner or child would suffer severe financial hardship if a payment was not made in respect of their Council Tax liability; and**
- **Where the application for Discretionary Council Tax Support was in respect of the home they occupy and are liable for the payment of Council Tax in respect of that property, and**
- **They have applied for Local Council Tax Support and a decision has been made.**

**(ii) That the administration of the scheme be delegated to the Revenues and Benefits Service in line with the process detailed in the approved policy, with determinations for relief delegated to the Head of Customer Services but subject to any cases falling outside of the original policy being decided after consultation with the Portfolio Holder for Customer Services.**

**137 CAPITAL PROGRAMME AND REPAIRS & RENEWALS FUND  
PROVISIONAL OUTTURN 2013/14**

The Director of Resources presented the report which provided the Council's Capital Programme provisional out-turn for 2013/14 and proposals on carrying forward unspent programme provisions to 2014/15 where appropriate. Expenditure for the year was £2,632K against a budget of £2,213K resulting in an overspend of £419K but this was attributable to a higher proportion of the cost of works at London Road falling in 2013/14. The project as a whole had been completed within budget. It was proposed that a net £434K overspend was carried forward into 2014/15 and that £15K was taken as a saving in 2013/14.

A breakdown of the variances on a scheme by scheme basis was shown in Appendix 1.

Appendix 2 showed the 2013/14 Repairs and Renewals Fund out-turn. Expenditure for the year was £142K against a budget of £474K resulting in an underspend of £332K. A breakdown of the variances on a scheme by scheme basis was shown in Appendix 2.

Consideration was given to a potential review of how the capital programme and repairs and renewals fund was scrutinised in the future.

**RECOMMENDED TO COUNCIL:**

- i) That the provisional Capital and Repairs & Renewals Fund out-turn for 2013/14 was noted; and
- ii) That the amounts be carried forward into 2014/15 as identified in the appendices to the report, with the view to a review of the process for 2015/16.

**138 CAPITAL PROGRAMME POSITION STATEMENT**

The Director of Resources presented the report which set out, for information, the current position of the Capital Programme in terms of expenditure and resources. Appendix 1 showed expenditure schemes divided between those committed and in progress, and those which had been approved by members but not yet committed.

For additional information Appendix 2 showed the list of provisional schemes that based on past reports to members may give rise to the need for capital expenditure in future years.

**RESOLVED:**

**That the content of the report be noted.**

**139 TREASURY MANAGEMENT ANNUAL REPORT 2013/14**

The Director of Resources presented the report which outlined the requirement of CIPFA's Treasury Management Code of Practice of an annual report on the performance of the treasury management function, on the effects of the decisions taken and the transactions executed during the year and on any circumstances of non-compliance with the Council's treasury management policy statement.

Members were advised that the increase in the number of investments placed in the last quarter of the year reflects the strategy adopted to minimise overnight balances with the Coop. The average interest rate achieved was 1% (2012/13: 1.73%, £334,068). For comparison purposes the performance indicators of the fund managers as proved by the treasury management advisers Capita Asset Services (Sector) show an upper quartile of 0.58%, median of 0.38% and lower quartile of 0.02%.

The main change that members were made aware of was that the Council had retendered the Council's Bank Contract and the Contract had been

awarded to Barclays in May and implementation was underway. The contract was until 31 March 2018 and had resulted in a saving for Chiltern District Council of £6,000 per annum.

**RESOLVED:**

**That the Treasury Management Annual Report be noted.**

**140 CHILTERN POOLS NEEDS ASSESSMENT REPORT**

The Principal Leisure and Community Officer presented the report which outlined the next steps in relation to commissioning an independent leisure specialist to undertake a needs assessment, detailed in Section 4 of the report.

The Cabinet were advised of the age and condition of the building along with the existing leisure management contract due to expire in 2020, which provided a clear need to review future long term options for the site and specifically the future requirements of leisure provision in Amersham. The report proposed (following a formal tender process) to appoint a specialist independent leisure consultant and the key questions to be incorporated into the needs analysis were outlined in Section 4 of the report.

The next steps proposed that Cabinet release funding of up to £20,000 from the 'Capital Projects Reserves' fund to tender for a specialist leisure consultant to undertake a needs assessment of Chiltern Pools as detailed in Section 4. It was noted that on completion of the assessment a formal presentation was to be made to Members outlining the key findings and considerations in deciding the best way forward. The report had been presented to the Community and Environment Overview Committee on 10 June and the main comment raised was that the scope of the assessment should be widened to encompass the leisure needs of the District rather than a focus on one facility within the District.

Members considered the content of the report in detail and agreed with the views of the Overview Committee that the scope should expand to include the leisure provision for the whole District and that subject to available resources the funding for the work be increased to up to £50,000. The Director of Resources confirmed that funding was available if members deemed that the assessment was a priority for the Council. The Director of Services added that the assessment could be developed in sections to achieve an holistic outcome; and it was suggested that a member group may need to be established in the future to assist with analysis of the assessment.

**RESOLVED:**

- i) That the appointment of a specialist leisure consultant to undertake a needs and wants assessment on the future of leisure provision in Chiltern District; and**

- ii) **That up to £50,000 be included in the approved and committed capital programme.**

#### **141 CHILTERN DC - GREEN HOUSE GAS (GHG) REPORT**

Consideration was given to the report which updated members on the results of the Chiltern Green House Gas (GHG) reduction of carbon emissions and improvement of energy efficiency measures. It was reported that based on the overall performance to date and projects undertaken under the climate change strategy, the GHG report provided a continuing positive reflection of the Council's commitment to reduce both its total carbon emissions and its on-going energy spend. Further improvements were to be made in relation to:

- Reviewing the performance of SERCO and GLL in respect of carbon emissions
- Impact of staff travelling between two work locations
- Benefits of the use of solar panels
- Savings due to IT servers relocation

#### **RESOLVED:**

- i) **That the 3% reduction in carbon emissions for the year 2013/14, and in doing so, achieving the Council's reduction target be noted; and**
- ii) **That the Chiltern GHG Report detailed in Appendix 2 for submission to the Department of Energy and Climate Change be approved.**

#### **142 CHIEF EXECUTIVE'S EXERCISE OF URGENCY POWERS UNDER THE SCHEME OF DELEGATION - LEASE OF PART OF COUNCIL OFFICES**

The Cabinet were advised that the Chief Executive had exercised powers of urgency under the Scheme of Delegation to grant of a lease of part of the Council Offices.

#### **RESOLVED:**

**That the Cabinet note that the Chief Executive had exercised urgency powers under the scheme of delegation in connection with the grant of a lease of part of the Council Offices.**

**143 JOINT BUSINESS PLAN 2014-19**

The Principal Officer presented the report which sought approval for the draft Joint Business Plan 2014 – 19, which replaced the Chiltern's Aims and Objectives 2012-14 document.

Members expressed some concern that the Joint Business Plan as presented did not reflect the individual identities of each authority sufficiently even though there was an understanding of the need for a joint overarching plan for both authorities. In response officers agreed to consider the terminology of the proposed Joint Business Plan and delegate to the Chief Executive, in consultation with the Leader and Deputy Leader of the Council, agreement of the final document.

**RESOLVED:**

- i) That the draft Joint Business Plan 2014-19 not be approved; but revised to better reflect the joint working arrangements, but also retaining the separate identity of each Local Authority; and**
- ii) That the Chief Executive, in consultation with the Leader and Deputy Leader of the Council, be delegated to agree a revised final document.**

**144 ANNUAL PERFORMANCE REPORT 2013-14**

The Principal Officer presented to the Cabinet the Annual Report which provided an overview of what the Council had achieved during the 2013/14 financial year. It was noted that the final version of the report was to be circulated widely including being made available on the Chiltern website. Members were advised that the Performance and Resources Overview Committee had reviewed the report and requested that Heads of Service be more stringent in respect of performance indicators.

**RESOLVED:**

**That the Annual Performance Report 2013-14 be noted.**

**145 OUTSIDE BODIES****RESOLVED –**

**That the Cabinet appointments to Outside Bodies, as detailed in the appendix, be agreed.**



**146 MINUTES OF JOINT EXECUTIVE COMMITTEES**

Members considered the Minutes of the following Joint Executive Committee meetings:

- Chiltern and South Bucks Joint Committee – 2 April 2014
- Chiltern and Wycombe Joint Waste Collection Committee – 10 April 2014

**RESOLVED –**

**That the Minutes of the meeting of the Chiltern and South Bucks Joint Committee held on 2 April 2014; and the meeting of the Chiltern and Wycombe Joint Waste Collection Committee held on 10 April 2014, be noted.**

**147 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.**

**148 ROOF REPAIRS AND REPLACEMENT GLAZING SKYLIGHTS AT KING GEORGE V HOUSE**

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

The Head of Environment presented the report which outlined the background of the proposal to repair the roof and replace glazing skylights at King George V House and verbally updated members on tender costs received. The tendered indicated that the works needed to be reconsidered on affordability grounds. Officers believe there is an alternative less costly approach and this would now be pursued. This was hoped to contain the costs to no more than £100,000.

The Director of Resources explained that a procurement for revised works would be carried out and reported to the Corporate Assets Management Group before coming back to members for decision.

**RESOLVED –**

- i) That tenders be sought for a revised programme of remedial works up to a budget of £100,000 with the results being reported**

to the Corporate Asset Management Group and authority to accept the most economically advantageous tender being delegated to the Head of Environment; and

- ii) That, a medium to long term strategy for the offices being developed on a short term maintenance approach be explored and reported to the Corporate Assets Management Group.

#### 149 SYCAMORE ROAD CAR PARK EXTENSION AND RESURFACING

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

The Head of Environmental Services presented the report which outlined the proposal to create 20 car park spaces at Sycamore Road supported by a good business case and the opportunity to generate revenue income.

#### **RESOLVED:**

- i) That the creation of additional parking spaces at Sycamore Road Car Park on parts of gardens rear of 45,47, 49 and 51 Rickmansworth Road, Amersham be approved, and that £100,000 was transferred from the capital receipts reserve to the approved and committed capital programme for this work; and
- ii) That the resurfacing of Sycamore Road Car Park, Amersham be approved, and that £90,000 was transferred from the capital receipt reserve to the approved and committed capital programme for this work.

#### 150 PRESTWOOD LEISURE CENTRE CAR PARK UPGRADE WORKS

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

Cabinet considered the report which outlined the need for car park upgrade works at the Prestwood Leisure Centre due to ongoing issues in relation to unmade surfaces forming potholes during poor weather conditions and creates dust issues in the summer.

It was reported that the Community and Environment Overview Committee had considered the report and recommended that Cabinet pursue Option C – surfacing and drainage in the main and over flow car park areas, adding lighting columns and illuminated low level bollards in both the car park areas and introducing new drainage to both car park areas at a proposed cost of £220K. This would be in excess of the sum provided for within the Capital Programme.

Members considered the content of the report in detail and the recommendation from the Overview Committee and it was agreed that the Head of Environmental Services would return to a future meeting with a full breakdown of and backlog repair and maintenance for the exterior parts of the building, and a cost of works for the car parking areas and associated lighting.

**RESOLVED:**

- i) That tenders be sought for a number of options for the works proposed for the car park resurfacing and lighting and that the results be the subject of a further report; and**
- ii) That a planned maintenance programme be undertaken addressing any backlog issues for the exterior areas (similar to what is in place for other Council Leisure Centres) and that this be reported back to a future meeting of Cabinet.**

**The meeting ended at 6.53pm**



**CHILTERN DISTRICT COUNCIL**

**MINUTES of the CABINET  
held on 15 JULY 2014**

**PRESENT** Councillors Mrs I A Darby - Leader  
G K Harris  
P J Hudson  
P E C Martin  
F S Wilson

**APOLOGIES FOR ABSENCE** were received from Councillor M Stannard

**ALSO IN ATTENDANCE:** Councillors Mrs J A Burton, J L Gladwin,  
D W Phillips, N M Rose, J J Rush and A P Williams

**1 DECLARATIONS OF INTEREST**

There were no declarations of interest.

**2 CURRENT ISSUES**

There were no current issues to report.

**3 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 and description is included under the Minute heading.*

**4 SUBMISSION OF DELIVERY DEVELOPMENT PLAN DOCUMENT**

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

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

Cabinet on 11 February 2014 considered and approved for public consultation and submission to the Secretary of State for Communities and Local Government the Pre-Submission version of the Delivery Development Plan Document (DDPD). Following the end of the public consultation exercise, Council on 13 May 2014, on the recommendation of Cabinet on 6 May 2014, delegated authority to the Head of Sustainable Development in consultation with the Head of Legal and Democratic Services and the Cabinet Member for Sustainable Development to submit the DDPD to the Secretary of State for Communities and Local Government.

Around the time of the latter consideration by Cabinet and Council, the Council received advice from the Planning Inspectorate, as had all Councils close to submission of a plan, to seek legal advice before submission following recent examination outcomes and legal rulings. The Cabinet received a report requesting Members' instructions regarding the submission of the Council's Delivery Development Plan Document in the light of the recent judgements, legal rulings and legal advice received by the Council.

Members noted a further judgement in relation to a plan challenge in Wokingham had been received after the report had been written. It was recognised that further judgements were likely to continue to be made which could relate to the decision regarding the submission of the DDPD. However, it was felt that delaying a decision on the submission may expose the Council to greater risk, and as such it was recognised that a decision needed to be made on the best information available at the current time.

Members considered two options: to recommend that the Council reconfirms the decision made on 13 May 2014 to submit the DDPD as soon as possible for examination or to withdraw the DDPD and start work on a new single local plan. The risks associated with both options were then considered and discussed in detail.

It was felt important that if the Council agreed to reconfirm the decision to submit the DDPD that a commitment be made to prepare a new Local Plan in order to mitigate the risk of challenge to the Council as far as possible. The commitment to prepare a new Local Plan would include carrying out an objective assessment of housing needs; a commitment to seeking to meet those needs in full as far as is consistent with the policies set out in the NPPF, including a Green Belt review.

A number of non-Cabinet Members were then invited to speak. The risks associated with not submitting the DPDD were highlighted in particular. The importance of committing to prepare a new Local Plan and carry out the recommended supporting evidence was also emphasised, with timetabling being identified as a critically important issue.

Following a comment from a non-Cabinet Member it was advised that the resourcing available to provide the supporting evidence with the submission of

the Council's DDPD would be kept under review, and that if additional resources were required, then a further report would be brought before the Cabinet.

It was noted that a Local Plan Policy Advisory Group (LPPAG) had been established to consider key issues for the DDPD and provide an informal Member steer for officers. The LPPAG had met on 19 June and 14 July to consider the two options currently before the Cabinet. At the most recent meeting the LPPAG acknowledged that there were risks for both options and, on balance, advised that they were minded to recommend to Cabinet that the Council should continue to submit the DDPD along with a Duty to Co-operate statement.

It was noted that a further report would be considered by the Cabinet at the next meeting on 26 August regarding a revised Local Development Scheme, and in response to a question it was confirmed that this would include commitment to an early Green Belt review.

#### **RESOLVED –**

- 1. That it be noted that that the Delivery Development Plan Document has not at this stage been submitted to the Secretary of State for examination.**
- 2. That the Officers prepare a revised Local Development Scheme in consultation with adjacent local planning authorities, such Local Development Scheme to bring forward the preparation of a single local plan to replace the Core Strategy for Chiltern District and Delivery DPD once adopted, and that a report on the revised Local Development Scheme be considered at the next Cabinet meeting on 26 August 2014.**

#### **AND RECOMMENDED –**

- 3. That the Council reconfirms the decision to submit the Delivery Development Plan Document to the Secretary of State for Communities and Local Government for examination as previously agreed by the Council meeting held on 13 May 2014.**
- 4. That the Delivery Development Plan Document be submitted in mid-August, leading to an examination towards the end of 2014 and proposed adoption in Spring 2015;**
- 5. That the Council gives a commitment to prepare a new Local Plan, including an objective assessment of needs, and a commitment to seeking to meet those needs in full as far as is consistent with the polices set out in the National Planning Policy Framework including an early Green Belt review;**

- 6. That the commitment be demonstrated by bringing forward a new Local Development Scheme to Cabinet on 26 August 2014 to be recommended to Council that will establish a timetable for the Core Strategy/Delivery Development Plan Document review as a single local plan co-ordinated with adjacent authorities;**
- 7. That the preparation of a single local plan be progressed as soon as possible – commencing with the joint commissioning of a Strategic Housing Market Assessment boundary study in July/August and discussions and joint working with duty to cooperate organisations at the earliest opportunities.**

**The meeting ended at 2.50 pm**



Classification: OFFICIAL

**CHILTERN DISTRICT COUNCIL  
COUNCIL MEETING – 22 JULY 2014**

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**SHARED SERVICES BUSINESS CASE FOR COMMUNITY SERVICES**

*Contact Officer: Alan Goodrum (01494 732001)*

- 1 At a meeting on 16 July 2014, the Chiltern and South Bucks Joint Committee considered the Business Case for a joint community service. The Business Case is attached as ***Private Appendix 1***.
- 2 The Joint Committee endorsed all of the recommendations in the report subject to the high level plan referred to in recommendation 5 being amended to remove reference to the Open Space Strategies.
- 3 Following legal advice and in order to be consistent with the previous approach used for shared service reviews, Full Council are asked to formally adopt the recommendations below:

**RECOMMENDED –**

1. **That the case for a joint community service is proven and that both Councils should proceed to establish a joint community service.**
  2. **That subject to consultation with staff and a formal agreement between the Councils, the services of staff in Chiltern District Council's Community services be put at the disposal of South Bucks District Council under Section 113 of the Local Government Act 1972 so they can work across the two local authority areas.**
  3. **That the Chief Executive in consultation with the Cabinet Leader and the Head of Legal and Democratic Services be authorised to finalise the terms of any legal documentation required to give effect to recommendation 2 above.**
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Classification: OFFICIAL



Document is Restricted



**CHILTERN DISTRICT COUNCIL  
COUNCIL MEETING – 22 JULY 2014**

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**SHARED SERVICES BUSINESS CASE FOR PLANNING POLICY***Contact Officer: Bob Smith (01494 732178)*

- 1 At a meeting on 16 July 2014, the Chiltern and South Bucks Joint Committee considered the Business Case (attached as Private Appendix 1) for a joint planning policy service and whilst requesting the Working Group to review the cost sharing arrangements together with the potential savings in the light of the additional information given at the meeting agreed that the Business Case had been proven. The Joint Committee further agreed that the joint Planning Service to be implemented should be as described in Section 4 of the report that is one manager with two teams, one located at Capswood and the other located at King George V House. With regard to preparing a joint new Local Plan for the two authorities, the Joint Committee felt that this was a matter for both authorities to discuss at a future date.
  
- 1 Following legal advice and in order to be consistent with the previous approach used for shared service reviews, Full Council are asked to formally adopt the recommendations below:

**RECOMMENDED –**

1. That the case for a joint planning policy service is proven and that both Councils should proceed to establish a joint planning policy service.
  2. That subject to consultation with staff and a formal agreement between the Councils, the services of staff in South Bucks District Council's Planning Policy Services be put at the disposal of Chiltern District Council under Section 113 of the Local Government Act 1972 so they can work across the two local authority areas.
  3. That the Chief Executive in consultation with the Cabinet Leader and the Head of Legal and Democratic Services be authorised to finalise the terms of any legal documentation required to give effect to recommendation 2 above.
  4. That the decision of the Joint Committee to request the Working Group to review the cost sharing arrangements together with the potential savings be noted and authority be delegated to the Chief Executive, in consultation with the Leader and relevant Cabinet Portfolio Holder at each Council, to make any adjustments to the business case in the light of the report back from the Working Group.
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