

# 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 **Wednesday, 27th May, 2015** at **6.30 pm** when the business below is proposed to be transacted.

## FINAL AGENDA

- 1 Evacuation Procedures
- 2 Minutes (*Pages 5 - 18*)  
To approve as a correct record and to sign the Minutes of the meeting of Council held on 25 February 2015.
- 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 19 - 20)*
- 6 To consider the Minutes of the under-mentioned Committees, in date order of the meetings:
  - 6.1 Joint Appointments and Implementation - 15 April 2015 (*Pages 21 - 26*)
  - 6.2 Services Overview - 10 March 2015 (*Pages 27 - 30*)
  - 6.3 Planning - 12 March 2015 (*Pages 31 - 32*)

- 6.4 Audit & Standards - 19 March 2015 (*Pages 33 - 38*)
- 6.5 Licensing & Regulation - 26 March 2015 (*Pages 39 - 42*)
- 6.6 Planning - 2 April 2015 (*Pages 43 - 46*)
- 6.7 Personnel - 14 April 2015 (*Pages 47 - 52*)
- 6.8 Planning - 30 April 2015 (*Pages 53 - 58*)
- 7 Cabinet Minutes (*Pages 59 - 66*)

To consider the Minutes of the meeting of the Cabinet held on 24 March 2015 and to receive questions and answers on any of these minutes and recommendations in accordance with Rule 8 of the Procedural Rules
- 8 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
- 9 Questions

To receive questions and answers of the Cabinet Leader, Cabinet Members or Chairman of a Committee (if any) in accordance with Rule 9.2 of the Procedure Rules.
- 10 Joint Arrangements and Outside Organisations

To receive reports about and receive questions and answers relating to any joint arrangements or external organisations
- 11 Motions (if any)
- 12 Business Case for a Shared Environmental Health Shared Service (*Pages 67 - 68*)

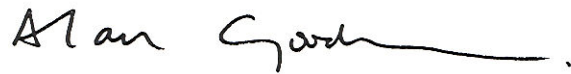
*Private Appendix (Pages 69 - 110)*
- 13 Customer Services Shared Service Review (*Pages 111 - 112*)

*Private Appendix (Pages 113 - 160)*
- 14 Appointment of Acting Chief Executive (*Pages 161 - 162*)

*Appendix (Pages 163 - 164)*
- 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.

A handwritten signature in black ink that reads "Alan Goodrum" followed by a long horizontal flourish.

**Alan Goodrum**  
**Chief Executive**

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**CHILTERN DISTRICT COUNCIL****MINUTES of the Meeting of the CHILTERN DISTRICT COUNCIL**held on **25 FEBRUARY 2015**

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

Councillors:	Miss P A Appleby	P E C Martin
	A K Bacon	D G Meacock
	S P Berry	S A Patel
	M Z Bhatti	D W Phillips
	R Burns-Green	N M Rose
	Mrs J A Burton	J S Ryman
	M J Cunnane	P N Shepherd
	Mrs I A Darby	Mrs L M Smith
	A D Garnett	M Stannard
	J L Gladwin	J F Warder
	A S Hardie	C J Wertheim
	P J Hudson	A P Williams
	P M Jones	F S Wilson
	D J Lacey	

**APOLOGIES FOR ABSENCE** were received from Councillors A J Garth, G K Harris, Mrs A Pirouet, M Prince, D Spate, J J Rush, C H Spruytenburg, M R Smith, N Stewert, H A Trevette and M Vivis

**91 PRESENTATION FROM CHILTERN'S CONSERVATION BOARD AND ADVISOR TO CDC**

Ray Payne, Board Member of Chilterns Conservation Board and Advisor to Chiltern District Council attended the meeting to provide members with an overview of the proposal for a Long Tunnel Route for the HS2 through the Chilterns.

Mr Payne outlined to members the proposed route of the Long Tunnel and the potential impact of this route on the environment, tourism, employment and footfall to the Chilterns. Due to the change in legislation in August 2014, it had now become possible to propose a fully underground option for this part of the HS2 route. Members were advised that there were five key characteristics of the Long Tunnel Route to be considered, which were:

- Alignment – there was a favourable vertical alignment option for the Chilterns which worked well in terms of engineering and was better for the environment
- Ventilation shafts – seven shafts were proposed
- Underground fire fighting point
- North portal
- Disposal of excavated material

Mr Payne provided members with a detailed explanation of the proposals and summarised that the waste produced by the excavation would be approximately 11,900m<sup>3</sup> which equated to approximately 8 trains with 24 carriages movements per week. A key aim was to avoid the waste product travelling by road.

Members received and appreciated the informative presentation, and raised questions in respect of volumes of waste product, extent of groundwork involved for digging out, comparison with Hillingdon tunnel proposal, cost comparison figures, heat generation via the ventilation shafts, ongoing maintenance costs and the potential of agreement being achieved on an extended tunnel route as oppose to an above ground route.

Councillor N Rose concluded that Mr Payne's presentation was appreciated as was the amount of work, by all involved, that had been and continued to be undertaken in relation to the HS2 Project. Members were advised that the Select Committee was due to visit Buckinghamshire in the near future.

*Note: Councillor Cunnane left the meeting following consideration of this item at 7.20pm.*

### **92 MINUTES**

The Minutes of the meeting of Council held on 6 January 2015 were approved as a correct record.

### **93 DECLARATIONS OF INTEREST**

Members noted that the Monitoring Officer, in consultation with the Chairman of the Audit and Standards Committee and one of the Independent Persons appointed by the Council, had requested and granted dispensations under Section 33 of the Localism Act 2011 to all Members in relation to the setting of Council Tax. It was noted that the dispensations applied for this meeting (in particular item 13 - Council Tax 2015/16) and for the remainder of the Council term (to May 2015).

### **94 ANNOUNCEMENTS**

#### **(a) Chairman's Engagements**

A list of Engagements carried out by the Chairman and Vice-Chairman of the Council between 7 January and 25 February 2015 had been circulated.

#### **(b) Chairman's Announcements**

The Chairman advised that the Chairman's Reception was to be held on Friday 6 March 2015 commencing at 7.30pm in the Council Chamber at Chiltern District Council.

The meeting of the Licensing & Regulation Committee had been rescheduled from 23 March to Thursday 26 March 2015.

Members were advised that additional meetings of Personnel Committee were to be held on Tuesday 14 April and JAIC on Wednesday 15 April 2015.

### **(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**

No petitions were submitted.

## **95 PLANNING - 8 JANUARY 2015**

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 8 January 2015 be received.**

## **96 LICENSING & REGULATION - 15 JANUARY 2015**

It was moved by Councillor P N Shepherd, seconded by Councillor P M Jones and

**RESOLVED –**

**That the Minutes and Resolutions of the Licensing and Regulation Committee held on 15 January 2015 be received.**

## **97 RESOURCES OVERVIEW - 20 JANUARY 2015**

It was moved by Councillor J Gladwin, seconded by Councillor J S Ryman and

**RESOLVED –**

**That the Minutes and Resolutions of the Resources Overview Committee held on 20 January 2015 be received.**

**98 AUDIT & STANDARDS - 22 JANUARY 2015**

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

**RESOLVED –**

- i) That the Minutes and Resolutions of the Audit and Standards Committee held on 22 January be received; and**
- ii) That the recommendations included in minute no. 19 and 20 be adopted.**

**99 GOVERNANCE & ELECTORAL ARRANGEMENTS - 27 JANUARY 2015**

It was moved by Councillor N M Rose, seconded by Councillor I A Darby and

**RESOLVED –**

- i) That the Minutes and Resolutions of the Governance and Electoral Arrangements Committee held on 27 January 2015 be received; and**
- ii) That the recommendations included in minute numbers 11 and 13 be adopted.**

During consideration of the Minutes of the Governance and Electoral Arrangements Committee held on 27 January 2015, agenda item 14 – Polling Place Review; and agenda item 15 – Review of Council Agenda Format were considered and agreed as detailed in Minute No.'s 109 and 110.

**100 PLANNING - 29 JANUARY 2015**

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 29 January 2015 be received.**

**101 SERVICES OVERVIEW - 3 FEBRUARY 2015**

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

**RESOLVED –**

**That the Minutes and Resolutions of the Services Overview Committee held on 3 February 2015 be received.**



**102 PLANNING COMMITTEE - 19 FEBRUARY 2015**

It was moved by Councillor D W Phillips, seconded by Councillor P M Jones and

**RESOLVED –**

- i) That the Minutes and Resolutions of the Planning Committee held on 19 February 2015 be received; and**
- ii) That the recommendations included in Minute No. 147 be adopted.**

**103 CABINET MINUTES**

It was moved by Councillor I A Darby, seconded by Councillor M Stannard and

**RESOLVED –**

**That the Minutes and Resolutions of the Cabinet held on 10 February 2015 be received and the recommendations contained in Minutes 71, 73, 74 and 79 be adopted.**

Councillor Mrs Darby spoke with reference to this year's budget which had continued to be a year of further change. Councillor Mrs Darby thanked Councillors and Officers for their commitment to progressing with the changes to the budgeting process. Increased resilience had been built into the budget following the completion of 12 service reviews which had resulted in £1.2m savings which equated to a saving of £17 per month per Council Tax Band D property.

Significant projects had been progressing including the implementation of harmonised conditions, HS2 Project Team, a new bank contract, shared pay roll service and better use of public space. There had also been improvements to the decision making process due to the introduction of Policy Advisory Groups.

Councillors Jones, Meacock and Berry thanked the Leader of the Council for her inclusiveness of involving all members in the decision making process.

In order to comply with the Government's new requirements regarding recorded votes at budget setting meetings, Councillor Mrs Darby requested a recorded vote in accordance with Council Procedure Rule 14.4.

It was then moved by Councillor Mrs Darby, and seconded by Councillor M Stannard.

On being put to the recorded vote the recommendations were agreed, with the votes being cast as follows

For (25): Councillors Miss P Appleby, A K Bacon, M Z Bhatti, N L Brown, R Burns-Green, Mrs J A Burton, Mrs I A Darby, A Gladwin, A S Hardie, Mrs M

## Item 2

Harker, P J Hudson, P M Jones, D J Lacey, P E C Martin, S A Patel, D W Phillips, N M Rose, J S Ryman, P N Shepherd, Mrs L M Smith, M Stannard, J F Warder, C J Wertheim, A Williams and F S Wilson.

Against (2): Councillors S Berry and D G Meacock.

Abstained (0)

Councillor Garnett left the Council Chamber during consideration of this item.

### RESOLVED:

i) That it be noted that the following amounts for 2015/16 have been determined under delegated authority and in accordance with regulations made under the local Government Finance Act 1992:

a) 43,143.55 being the amount calculated by the Council, in accordance with Regulation 3 of the Local Authorities (Calculation of Council Tax Base) Regulations 1992, as its Council Tax Base for the year.

b) The amounts calculated by the Council, in accordance with regulation 6 of the Regulations, as the amount of its Council Tax Base for the year for dwellings in those parts of its area to which one or more special items (i.e. Parish precepts) relate, are shown below.

Council Tax Base 2015/16	
Amersham	6,549.48
Ashley Green	454.20
Chalfont St Giles	3,092.27
Chalfont St Peter	6,310.63
Chartridge	821.29
Chenies	130.71
Chesham	7,780.68
Chesham Bois	1,628.49
Cholesbury	498.93
Coleshill	327.95
Great Missenden	4,832.18
Latimer & Ley Hill	505.54
Little Chalfont	3,170.68
Little Missenden	3,122.18
Penn	2,325.35
Seer Green	1,194.94
The Lee	398.05
	43,143.55

ii). That the Council calculates the following amounts for 2015/16 in accordance with Sections 31A, 31B and 34 to 36 of the Local Government Finance Act 1992 (as amended by the Localism Act 2011):

a) £40,244,351 being the aggregate expenditure which the Council estimates for the items set out in Section 31A(2) (a) to (f) of the Act (including the General Fund and Parish Precepts).

b) £30,599,377 being the aggregate income which the Council estimates for the items set out in Section 31A(3) (a) to (d) of the Act.

c) £9,644,974 as its council tax requirement for the year including Parish Precepts being the amount by which the aggregate expenditure at 2(a) above exceeds the aggregate income at 2(b) above, calculated by the Council, in accordance with Section 31A(4) of the Act.

d) £223.56 as the basic amount of its Council Tax for the year, being the council tax requirement at 2(c), divided by the Council Tax Base for the year (43,143.55) at 1(a) above, calculated by the Council, in accordance with Section 31B(1) of the Act.

e) £2,499,539 being the aggregate amount of all special items referred to in Section 34(1) of the Act (i.e. Parish Precepts, there being no other special items).

f) £165.62 as the basic amount of its Council Tax for dwellings in its area, excluding Parish Precepts, being the amount at 2(d) above less the result given by dividing the amount at 2(e) above by the amount at 1(a) above, calculated by the Council, in accordance with Section 34(2) of the Act.

g) The amounts given by adding to the amount at 2(f) above the amounts of the Parish Precepts for the relevant Parish divided in each case by the Council Tax Base for the Parish at 1(b) above, calculated by the Council, in accordance with Section 34(3) of the Act, as the basic amounts of its Council Tax for the year for dwellings in each Parish is:

2015/16 BASIC COUNCIL TAX £		
	Parish Amount	CDC + Parish Amount
Amersham	77.01	242.63
Ashley Green	33.78	199.40
Chalfont St Giles	60.05	225.67
Chalfont St Peter	47.74	213.36
Chartridge	11.98	177.60
Chenies	45.46	211.08
Chesham	104.36	269.98
Chesham Bois	29.71	195.33
Cholesbury	19.48	185.10
Coleshill	24.19	189.81
Great Missenden	38.34	203.96
Latimer & Ley Hill	23.50	189.12
Little Chalfont	67.25	232.87
Little Missenden	26.85	192.47
Penn	22.60	188.22
Seer Green	35.86	201.48
The Lee	23.79	189.41

h) The amounts given by multiplying the basic amounts for each Parish 2(g) above by the number which, in the proportion set out in Section 5(1) of the Act, is applicable to dwellings listed in a particular valuation band divided by the number which in that proportion is applicable to dwellings listed in valuation band D, calculated by the Council, in accordance with Section 36(1) of the Act, as the amounts to be taken into account for the year in respect of categories of dwellings listed in different valuation bands.

- iii). That it be noted that for the year 2015/16 the main precepting authorities have stated the following amounts in precepts issued to the Council, in accordance with s40 of the Local Government Finance Act 1992.

Band	Bucks County Council Precept £	Bucks & Milton Keynes Fire Authority Precept £	Police & Crime Commissioner for Thames Valley £	Total Preceptors £
A	743.78	39.03	109.13	891.94
B	867.74	45.53	127.32	1040.59
C	991.71	52.04	145.51	1189.26
D	1,115.67	58.54	163.70	1,337.91
E	1,363.60	71.55	200.08	1,635.23
F	1,611.52	84.56	236.46	1,932.54
G	1,859.45	97.57	272.83	2,229.85
H	2,231.34	117.08	327.40	2,675.82

- iv). That, having calculated the aggregate in each case of the amounts of the District's and preceptors requirements, in accordance with s30(2) of the Local Government Finance Act 1992, hereby sets amounts of the council tax for the year 2015/16 for each category of dwelling as follows.

Band	District & Parishes Council Tax £	Preceptors £	Total 2015/16 Council Tax £
A	149.04	149.04	1,040.98
B	173.88	173.88	1,214.47
C	198.72	198.72	1,387.98
D	223.56	223.56	1,561.47
E	273.24	273.24	1,908.47
F	322.92	322.92	2,255.46
G	372.60	372.6	2,602.45
H	447.12	447.12	3,122.94

The council tax for each category of dwelling by parish is as follows.

	A	B	C	D	E	F	G	H
	£	£	£	£	£	£	£	£
Amersham	1,053.69	1,229.30	1,404.93	1,580.54	1,931.78	2,283.01	2,634.23	3,161.08
Ashley Green	1,024.87	1,195.68	1,366.50	1,537.31	1,878.94	2,220.56	2,562.18	3,074.62
Chalfont St Giles	1,042.39	1,216.11	1,389.86	1,563.58	1,911.05	2,258.51	2,605.97	3,127.16
Chalfont St Peter	1,034.18	1,206.54	1,378.91	1,551.27	1,896.00	2,240.73	2,585.45	3,102.54
Chartridge	1,010.34	1,178.72	1,347.13	1,515.51	1,852.30	2,189.07	2,525.85	3,031.02
Chenies	1,032.66	1,204.76	1,376.89	1,548.99	1,893.22	2,237.43	2,581.65	3,097.98
Chesham	1,071.93	1,250.57	1,429.24	1,607.89	1,965.21	2,322.51	2,679.82	3,215.78
Chesham Bois	1,022.16	1,192.51	1,362.89	1,533.24	1,873.97	2,214.68	2,555.40	3,066.48
Cholesbury	1,015.34	1,184.56	1,353.79	1,523.01	1,861.46	2,199.91	2,538.35	3,046.02
Coleshill	1,018.48	1,188.22	1,357.98	1,527.72	1,867.22	2,206.71	2,546.20	3,055.44
Great Missenden	1,027.91	1,199.23	1,370.56	1,541.87	1,884.51	2,227.15	2,569.78	3,083.74
Latimer & Ley Hill	1,018.02	1,187.68	1,357.37	1,527.03	1,866.38	2,205.71	2,545.05	3,054.06
Little Chalfont	1,047.19	1,221.71	1,396.26	1,570.78	1,919.85	2,268.91	2,617.97	3,141.56
Little Missenden	1,020.25	1,190.29	1,360.34	1,530.38	1,870.47	2,210.55	2,550.63	3,060.76
Penn	1,017.42	1,186.98	1,356.57	1,526.13	1,865.28	2,204.41	2,543.55	3,052.26
Seer Green	1,026.26	1,197.30	1,368.35	1,539.39	1,881.48	2,223.57	2,565.65	3,078.78
The Lee	1,018.21	1,187.91	1,357.62	1,527.32	1,866.73	2,206.13	2,545.53	3,054.64

- v). Determine that the Council's basic amount of Council Tax for 2015/16 is not excessive, in accordance with principles approved under Section 52ZB of the Local Government Finance Act 1992, [and thus there is no need to hold a Council Tax referendum].

**104 CABINET REPORTS**

**a) Councillor Martin – Crematorium**

Councillor Martin reported that work had commenced on the new Crematorium site at Bierton.

**b) Councillor Hudson – Youth Awards and Dial a Ride**

Councillor Hudson reported that the Youth Awards were to take place on Thursday 19 March commencing at 6.30pm.

He also reported that the Chiltern Dial a Ride facility had expanded to take on responsibility for Wycombe Dial a Ride from 1 April 2015 and tribute was paid to the those involved for developing the service.

**c) Councillor Mrs I A Darby – Local Plan Consultation and Councillor A Busby**

Councillor Mrs I A Darby reported, on behalf of Councillor G Harris, that Chiltern District Council had commenced its initial consultation on the emerging Local Plan for the area. The Consultation period was open until 6 March 2015 and people were encouraged to submit comments and views on the Plan. Relevant officers and elected members had attended local groups and Parish Councils to deliver presentations and provide information on the Local Plan.

Councillor Darby also reported that Councillor Adrian Busby, Leader of South Bucks District Council, had announced that he would not be standing for re-election at the District Council elections on 7 May 2015.

Councillor Garnett returned to the Council Chamber during consideration of this item.

**105 QUESTIONS**

There were no questions.

**106 JOINT ARRANGEMENTS AND OUTSIDE ORGANISATIONS**

There were no reports.

**107 MOTIONS**

In accordance with Rule 10 of the Council Procedural Rules, the following Motion (Motion 49) had been submitted by and was consequently moved by Councillor A Garnett, and seconded by Councillor S Patel;

That, the Scheme of Members Allowances as agreed by Council on 26 February 2014 allowed for the automatic adjustment of the

2014/15 allowances in accordance with the Consumer Price Index (D7BT) at 31 December 2014 to produce the 2015/16 Scheme of Allowances. This Council believes it appropriate once again to freeze these allowances and so it is recommended that the automatic adjustment to produce the Scheme of Members Allowances for the financial year 2015/16 is not implemented and that allowances for 2015/16 remain at the currently agreed 2014/15 rate.

On being put to the vote, the motion was (unanimously) declared carried by the Chairman, following which it was

### **RESOLVED –**

#### **That the Motion be carried.**

Councillor Berry requested that the Council consider a review of the number of Chiltern District Councillors after the Local Elections in May 2015.

### **108 COUNCIL TAX 2015/16**

This item was considered and agreed during consideration of Agenda Item 8; and recorded in Minute No. 103.

### **109 POLLING PLACE REVIEW**

Members were advised that under the Electoral Registration and Administration Act 2013, the District Council was required to undertake a review of parliamentary polling districts and places. The review had been undertaken, including a period of public consultation which had ended on 9 January 2015. The result of the review was that the following changes be made and the Order take effect on 26 February 2015, subject to Council approval to:-

- i) To designate Little Chalfont Library as the polling place for polling district 'KB' and;
- ii) To designate Great Hivings Church Hall as the polling place for polling district 'W'.

### **RESOLVED:-**

**That a new Polling District and Polling Places Order be made to incorporate the following changes and that the Order take effect on 26 February 2015:**

- i) To designate Little Chalfont Library as the polling place for polling district 'KB' and;**
- ii) To designate Great Hivings Church Hall as the polling place for polling district 'W'.**

**110 REVIEW OF COUNCIL AGENDA FORMAT**

Members were asked to approve changes in the format of full Council meetings as proposed by the Governance and Electoral Arrangements Committee.

Options for changes to meetings of full Council have been considered by Constitution Review Committee and Governance & Electoral Arrangements Committee with the aim of increasing interest and public engagement with Council meetings. These included:-

- Questions with notice (Public Questions) with an allotted time period for questions to be answered
- Criteria for submitting questions e.g. Relevance to the area; submission date prior to the meeting; compliance with a protocol; oral presentation of questions at the meeting and the permission of a supplementary question
- A programme of speakers to Council e.g. Paradigm, with an allotted time period for presentations
- Incorporating the Chief Constable's Q & A session into a future Council meeting
- Reports on the recommendations made by Cabinet and Committee to Council rather than receiving recommendation in minutes

The Governance & Electoral Arrangements Committee also considered a mock Council Agenda and discussed the style of future Council agendas. It was agreed that Council Procedure Rules be amended to reflect the proposed changes.

**RESOLVED:**

**That the revised format for ordinary meetings of Full Council proposed by Governance and Electoral Arrangements Committee be agreed with effect from the start of the 2015-16 municipal year and Council Procedure Rules be amended accordingly.**

**111 PAY POLICY STATEMENT**

Members were advised that under Section 38 (1) of the Localism Act 2011, which came into force in January 2012, required English and Welsh local authorities to produce and publish a pay policy statement for each financial year.

In response to a question from Councillor P M Jones, the Leader of the Council clarified that a small number of members of staff were currently not paid the National Living Wage but this would be addressed over time through the implementation of harmonised terms and conditions.

**RESOLVED:-**

**That the 2015/16 Pay Policy be approved.**



**112 CALENDAR OF MEETINGS 2015/16**

Members considered the proposed Calendar of Meetings 2015/16.

**RESOLVED:**

**That the Calendar of Meetings for 2015/16 be approved.**

**113 BUSINESS CASE FOR A SHARED POLICY, PERFORMANCE AND COMMUNICATIONS SERVICE**

Members considered the recommendations arising from the shared services review of Policy, Performance and Communication.

**RESOLVED:**

- i) That the case for a shared Policy, Performance and Communications Service is proven and that both Councils should proceed to establish a shared Policy, Performance and Communications Service.**
  
- ii). That subject to consultation with staff and a formal agreement between the Councils, the services of staff in Chiltern District Council's Policy, Performance and Communications 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.**
  
- iii) 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.**

**114 HUMAN RESOURCES/PERSONNEL SHARED SERVICE REVIEW**

Consideration was given to the recommendations arising from the shared services review of Human Resources / Personnel.

**RESOLVED:**

- i) That the establishment of a joint service is agreed and that both Councils should proceed to establish a joint human resources service.**
  
- ii) That subject to consultation with staff and a formal agreement between the Councils, the services of staff in Chiltern District Council's Personnel 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.**

**iii) 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 8.24 pm**

Classification: OFFICIAL

**CHAIRMAN'S DIARY: 26 FEBRUARY – 27 MAY 2015**

27 February	SBDC Chairman's Reception
6 March	Chairman's Reception
19 March	Chiltern Youth Awards
20 March	Talk to COPAG
20 March	Mayor of Milton Keynes Reception
22 March	Amersham Indians AGM
23 March	Meeting on Child Exploitation
23 March	High Sheriff's Awards Ceremony
24 March	Opening of affordable homes in Chesham
25 March	Business Club Launch
26 March	WDC Chairman's Reception
7 April	Investiture Ceremony of British Empire Medals
18 April	Misbourne Symphony Orchestra Concert
19 April	BCC Civic Service
24 April	Vice-Chairman at Mayor of Beaconsfield's Reception
8 May	Beacon Lighting Ceremony at Coombe Hill
10 May	Girlguiding Annual County Banner Service
12 May	Vice-Chairman at Buckinghamshire Armed Forces Briefing
14 May	BCC Chairman's Annual Reception
19 May	Memorial Service for Viscount Wendover and the 500 men from High Wycombe who died in WW1

Classification: OFFICIAL



**CHILTERN DISTRICT COUNCIL  
SOUTH BUCKS DISTRICT COUNCIL**

**MINUTES of the Meeting of the  
JOINT APPOINTMENTS AND IMPLEMENTATION COMMITTEE  
held on 15 APRIL 2015**

**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
	D Smith	South Bucks District Council
	M R Smith	Chiltern District Council
	M Stannard	Chiltern District Council

**APOLOGIES FOR ABSENCE** were received from Councillor Mrs P Plant (South Bucks District Council).

**24 MINUTES**

The Minutes of the Joint Appointments and Implementation Committee held on 8 December 2014 were confirmed and signed by the Chairman.

**25 EXCLUSION OF THE 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 Part 1 of the Schedule 12A of the Act.

The paragraph numbers are given after each heading.

**26 SHARED ENVIRONMENTAL HEALTH SERVICES**

Paragraphs 1, 2, 3 and 4

Following the decisions of both Councils to set up a shared Environmental Health Service the Joint Committee considered a draft Consultation Document to be shared with the Environmental Health, Sustainability and Environmental Protection Teams in the week commencing 11 May.

The following appendices were attached to the report:

Appendix A – Proposed Environmental Health Structure  
Appendix B – Proposed Job Descriptions  
Appendix C – Current Structure Environmental Health Team  
Appendix D – Proposed Timetable  
Appendix E – Expression of Interest Form

In connection with Appendix A, the Committee noted that the new Team comprising 18.44FTE posts would deliver services from both CDC and SBDC Offices. The Committee also noted the key benefits of the new structure which included:

- A single Environmental Health Team with dedicated sections
- Improved service quality;
- Development of Lead Case Officers;
- Effective and efficient regulatory services;
- Delivering services for other authorities
- Effective partnership working; and
- Delivery of corporate policy

In connection with Appendix D and in response to a question about why implementation of the joint services was not until 1 October 2015 the Committee was advised that with two other joint services also due to be implemented there was a need to phase start dates over a period of time to ensure that the limited support services available especially from HR could meet demands.

After indicating its support for the proposals it was

### **RESOLVED –**

**That the draft Environmental Health consultation document and appendices be approved for issuing to staff and that the structure be implemented subject to taking into account any staff comments and being within the business case in accordance with the authority delegated to the Chief Executive in consultation with the Joint Chairmen and the Cabinet Portfolio Holders from both Councils.**

## **27 SHARED HUMAN RESOURCES SERVICE**

Paragraphs 1, 2, 3 and 4

Following the decisions of both Councils to set up a shared Human Resources Service the Committee considered a draft Consultation Document to be shared with the Human Resources/Personnel Teams in the week commencing 20 April.

The following appendices were attached to the Consultation Document:

- Appendix A – Proposed Structure
- Appendix B – Proposed Job Descriptions
- Appendix C – Current Structures
- Appendix D – Draft Timetable
- Appendix E – Expression of Interest Form

In connection with Appendix A, the Committee noted that the joint team comprising 4.53FTE posts would not involve a permanent team presence at

either Council but would involve working in a way which is responsive to anticipated and unanticipated demand from staff and managers, and in a way which would enable closer working between HR staff and the staff within the Finance Team at CDC involved in payroll work. The 12% savings achieved were comparable with the savings achieved through other service reviews.

The Committee also noted the key benefits of the new structure which included:

- It will enable cross working across both authorities through a more resilient single Human Resources Team, releasing in-house capacity to deliver the Council's key Human Resources priorities.
- It will possess greater cumulative knowledge and experience to provide a more business focussed service to customers ensuring a link between strategic and operational service delivery.
- Provide a single point of contact for dealing with issues that relate to both CDC and SBDC and improve availability of the team.
- A consistent approach in terms of the service provided to our customers.
- It will use more efficient and effective HR streamlined processes, and will use people's skills and resources more efficiently in terms of time and cost.

In response to a question about the proportion of time spent by HR in supporting shared service implementations, the Committee was advised that, whilst no time recording system existed, the proportion was estimated in the region of 40%. In response to a member question it was confirmed that shared services managers had already highlighted the need for Personnel support after implementing their joint teams in order to support their development and maximise the benefits of change.

In response to a further question about the level of resources that would be required in HR in 2017 when the service reviews were due to be completed, the Chief Executive said this was impossible to predict as the level would depend on a number of factors that were unknown at this time including the future shape of the relationship with CDC and the need to carry out any further transformation. What had been agreed in the business case was what was known to be needed for the next two to three years.

After indicating its support for the proposals it was

### **RESOLVED –**

**That the draft Human Resources Shared Service consultation document and appendices be approved for issuing to staff and that the structure be implemented subject to taking into account any staff comments and being within the business case in accordance with the authority delegated to the Chief Executive in consultation with the Joint Chairmen and the Cabinet Portfolio Holders from both Councils.**

## 28 SHARED COMMUNICATIONS PERFORMANCE AND POLICY SERVICE

Paragraphs 1, 2, 3 and 4

Following the decisions of both Councils to set up a shared Communications, Performance and Policy Service, the Committee considered a draft Consultation Document to be shared with the Communications, Performance and Policy Team in the week commencing 20 April.

The following appendices were attached to the Consultation Document:

- Appendix A – Proposed Structure
- Appendix B – Proposed Job Descriptions
- Appendix C – Current Structure
- Appendix D – Draft Timetable
- Appendix E – Expression of Interest Form

In connection with Appendix A, the Committee noted that the joint team comprising 5.5 FTE posts would be based at the offices of both Councils, although travel to, and occasional working at, either office would be required.

The Committee also noted the key benefits of the new structure which included:

- Improved communication capability
- Improved policy and research
- Better use of the web and intranet
- Improved design and marketing
- Improved performance management
- Joint Strategic Partnership.
- 

After indicating its support for the proposals it was

### **RESOLVED –**

**That the draft Communications, Performance and Policy Shared Service consultation document and appendices be approved for issuing to staff and that the structure be implemented subject to taking into account any staff comments and being within the business case in accordance with the authority delegated to the Chief Executive in consultation with the Joint Chairmen and the Cabinet Portfolio Holders from both Councils.**

## 29 CHIEF EXECUTIVE ROLE -OPTIONS AND WAY FORWARD

Paragraphs 1 and 2

The Committee received a report setting out that the Chief Executive would retire at the end of June 2015. This is a shared post between the two Councils of Chiltern and South Bucks and the Council must decide how to fill the statutory parts of the role as Head of Paid Service, elections and electoral registration, and reallocate the leadership and management roles from 1 July



onwards. This will be a full Council decision, most conveniently made on 26/27 May 2015.

The report reviewed the context in which the Councils were operating, including shared services, transformation, harmonisation and the many financial and infrastructure challenges facing the area. The Peer Review outlined the many challenges the two Councils would face, including the future of Local Government in the area.

The short and long term options were reviewed and a potential approach outlined to provide stability in the short term and give Members the flexibility in thinking through the choices in the longer term.

Members reviewed the outcome of the two Personnel Committee meetings already held that week where a broad consensus had emerged on the way forward in appointing an Acting Chief Executive internally with some points of detail to discuss.

A Member queried whether to go to external advertisement for a permanent replacement now but it was felt that the level of uncertainty on the brief for the role, and the many factors outside the Councils' control, meant that further thought needed to be given to this. There was a need to complete the programme already started and consider the next steps.

The period of time that acting up arrangements should take place was discussed, and Members felt a period between 6 and 18 months was appropriate.

There was a clear need to maintain the senior management capacity during this period and Members felt that as a Director role would become vacant, it would need to be backfilled. However, the precise nature of this, whether it was a like for like replacement or whether some of this could be taken on by existing Heads of Service needed to be explored with the future Acting Chief Executive.

A small panel would be established and meet with the candidate(s) prior to making a recommendation to the respective Councils. This panel could also form the basis for making recommendations on how to handle the long term future of the role, also involving the Leaders of the two Councils.

It was subsequently advised that the panel was required to include the Leader and an opposition group member and had to be between 4 and 6 members.

It was agreed:

- (1) The role of Acting Chief Executive should be created based on the existing Terms and Conditions for a period of 6-18months.
- (2) Seek to appoint internally to an Acting Chief Executive role, which would encompass the Head of Paid Service, Returning Officer/ARO roles, Electoral Registration and Clerk to the Crematorium Joint Committee.

- (3) Invite expressions of interest (letter plus CV) from existing Director level staff for the role.
- (4) Set up a Member Panel including the Chairmen of the respective Personnel Committees to review the expressions of interest, meet the candidate(s) as necessary and make a recommendation to the May Councils. The Panel to meet before 7 May.
- (5) The report to the May Councils would make the formal appointment and any other immediate consequential adjustments.
- (6) Further consideration be given by the officers to the means of ensuring sufficient senior staff resource to ensure momentum is not lost in the current programme.

**The meeting ended at 7.15 pm**

**CHILTERN DISTRICT COUNCIL**

**MINUTES** of the Meeting of the  
**SERVICES OVERVIEW COMMITTEE**  
held on **10 MARCH 2015**

**PRESENT:** Councillor Mrs J A Burton - Chairman

Councillors: S P Berry  
R Burns-Green  
A S Hardie  
P M Jones  
S A Patel  
D W Phillips  
Mrs A Pirouet  
N M Rose  
J J Rush  
Mrs L M Smith  
C J Wertheim

**APOLOGIES FOR ABSENCE** were received from Councillors D J Lacey

**14 MINUTES**

The Minutes of the Cabinet meeting held 3 February 2015, copies of which had been previously circulated, were approved and signed by the Chairman, as a correct record.

**15 DECLARATIONS OF INTEREST**

Councillor Mrs L Smith declared a personal interest in Item 7 – Chiltern Leisure Advisory Report – Leisure Contract Performance 2014 due to her role as Treasurer of Chalfont St Peter Revitalisation Group.

**16 FORWARD PLAN**

The Committee considered potential topics for review from the 28 Day Notice Forward Plan. It was queried that in respect of the Amersham Additional Parking item there was also a need to review off street parking across the District.

It was requested that in respect of planning and proposed housing in the District, the Committee were kept updated on local plan issues through the Forward Plan. It was noted that the Sustainable Development Policy Advisory Group were also monitoring the local plan review and it was currently on track with project milestones.

**RESOLVED –**

**That the Work Programme be noted and no further topics be added at this time.**

**17 CITIZENS ADVICE BUREAU PRESENTATION**

Paul Gosling, Chairman and Jennifer Allott, District Manager of Chiltern Citizen's Advice Bureau (CAB) both attended the meeting to provide members with an overview of the service provided by the CAB, which included specialist services, projects, the impact of the CAB work and the development of the service.

The CAB Chairman outlined the objectives of the charity, as follows:-

- To continue to help more people
- Provide a service to meet with changing needs
- Provide a Tribunal Service
- To retain quality volunteers
- Increase awareness
- Aim to solve client issues
- Develop project based revenue streams
- Due to funding constraints continually ensure that the delivery of service was effective

The Committee received a detailed presentation of the CAB service provided for Chiltern and the impact of this work in the area. Discussions took place in relation to the general theme of problems faced by residents in the Chiltern area, how these were addressed and the valuable support provided by 63 volunteers and 6.5 FTE staff.

**18 CHILTERN LEISURE ADVISORY REPORT - LEISURE CONTRACT PERFORMANCE 2014**

The Principal Leisure and Community Officer presented a detailed report which outlined the overall performance of the Chiltern Leisure Contract with Greenwich Leisure Limited (GLL) – BETTER from 1 January – 31 December 2014. The key themes covered visitor numbers, financial performance, investment in facilities, energy usage and outreach community development work.

The Committee received a detailed presentation from the Principal Leisure and Community Officer and colleagues from GLL – BETTER (John Amatt (Regional Manager and Luke Askew Chiltern Partnership Manager) which outlined service operation at the Council's three leisure centres (Chalfont, Chesham and Chiltern Pools). Collectively, the leisure centres attracted over 927,000 visits annually and generated an annual turnover of in excess of £4,000,000. A major local employer (particularly of young people) and provide key services to local residents that directly support several of the Council's key corporate objectives in relation to improving health and well-being. The report also explained that the contract had evolved over recent years and included targeted outreach work that helped reduce health inequalities and even anti-social behaviour in targeted communities at no additional cost to the Council.

The Committee were advised of challenges and opportunities for the Leisure Centres, such as:-

- No contract membership

- Challenging trading environment
- Ageing facilities
- Low cost gym competition
- Increased swim school competition
- Loyal customer base
- Good products
- Good and committed workforce

The Committee noted the content of the report and presentation. It was mentioned that overall the Leisure contract was a success story but there was still areas for improvement including addressing maintenance issues more quickly and more consistent standards of cleanliness of the buildings and potential increased staff training in some aspects.

Councillor Wertheim left the meeting during consideration of this item at 7.40pm.

**RESOLVED:**

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

**19 QUARTERLY PERFORMANCE INDICATOR REPORT (Q3 2014-2015)**

The Director for Services presented the quarterly performance report which outlined the performance of the Community, Health and Housing service areas against performance indicators and service objectives during October to December 2014. It was noted that the Cabinet were to review the number of performance indicators with a view to reducing them.

Particular reference was made to pressure areas of this service area in respect of homelessness where the average length of stay in B & B temporary accommodation was off target. The overall figure and average was inflated by a long term placement of 163 nights in one case. Also issues in respect of an increase in the percentage of fly tippings removed within 2 working days following an improved administration process but it continued to be off target for the third quarter this year. The administration process was being reviewed further.

The Cabinet Member for Environment advised the Committee that additional pressure had been put on the waste service due to increased verge clearance by Bucks County Council which had not been communicated to District Councils. Discussions were ongoing with the County Council to improve future co-ordination.

Councillor Rose left the meeting during consideration of this item at 7.50pm

**RESOLVED –**

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

## 20 EXCLUSION OF THE PUBLIC

**RESOLVED –**

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

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

21 **SERCO PROPOSED ORGANISATIONAL CHANGE**

Consideration was given to a confidential report on the Joint Waste Contract with Serco Limited.

The request to novate the contract as part of Serco's corporate restructuring proposals had come from Serco, who had been informed that there must be no financial impact on the contracting Councils.

**RECOMMENDED TO CABINET –**

- i) That the proposed set of principles relating to the novation of the Joint Waste Contract, as described in the report, be approved as the basis for negotiations with Serco;**
- ii) That the Director of Services, in consultation with Head of Legal and Democratic Services be authorised to:-**
  - a) Complete the negotiations with Serco on the proposed Deed of Variation and Deed of Novation and to take any necessary actions to finalise and enter into the said Deeds and any ancillary or incidental documents or agreements; and**
  - b) Take any other actions necessary to facilitate the transfer of the services under the existing contract to the new company;**
- iii) That any necessary exemption to the Joint Contracts Procedure Rules in respect of the novation and any subsequent change in control of the Joint Waste Contract, is granted;**
- iv) That the Head of Finance be authorised to approve the financial matters relating to the novation of the Joint Waste Contract.**

**The meeting ended at 8.00pm**

**CHILTERN DISTRICT COUNCIL**

**MINUTES of the Meeting of the  
PLANNING COMMITTEE  
held on 12 MARCH 2015**

**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  
                  J J Rush  
                  P N Shepherd  
                  D Spate  
                  C J Wertheim

**APOLOGIES FOR ABSENCE** were received from Councillors P M Jones, M Prince and N Stewart

**ALSO IN ATTENDANCE:** Councillor G K Harris

**149 MINUTES**

The Minutes of the meeting of the Committee held on 19 February 2015, copies of which had been previously circulated, were agreed by the Committee and signed by the Chairman as a correct record.

**150 DECLARATIONS OF INTEREST**

Councillor J L Gladwin declared a personal interest in planning application CH/2014/2199/FA. Nature of interest – Councillor Gladwin knew the applicants.

**151 ITEMS FOR NOTING**

<b>RESOLVED -</b>
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<b>That the reports be noted.</b>
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**152 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</b>
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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/2014/2199/FA 119 High Street, Amersham, Buckinghamshire, HP7 0EA

Speaking on behalf of The Amersham Society in support of the application, Mr George Allison.

**Defer - minded to grant planning permission** subject to the prior completion of Legal Agreement for a financial contribution towards affordable housing elsewhere in the District. Decision delegated to Head of Sustainable Development.

CH/2014/2204/FA Former Mencap Building, Off Park Road, Chesham, Buckinghamshire

Speaking as an objector, Mrs Gilli Coutts

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

CH/2015/0115/FA Hire World, 2 Lovel Road, Chalfont St Peter, Buckinghamshire, SL9 9NN

**Conditional Permission**

CH/2015/0303/KA Heathfield, 14 Bois Lane, Chesham Bois, Buckinghamshire, HP6 6BP

That a Tree Preservation Order shall not be made subject to the expiry of the consultation period.

**The meeting ended at 7.16 pm**



**CHILTERN DISTRICT COUNCIL**

**MINUTES** of the Meeting of the  
**AUDIT AND STANDARDS COMMITTEE**  
held on **19 MARCH 2015**

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

Councillors: A J Garth  
D G Meacock  
D W Phillips  
J S Ryman  
Mrs L M Smith

**APOLOGIES FOR ABSENCE** were received from Councillors A K Bacon, A D Garnett, D Gleen, Mrs C Langley and J F Warder

**22 MINUTES**

The Minutes of the meetings of the Audit and Standards Committee held on 22 January 2015 were agreed by the Committee and signed by the Chairman as a correct record.

The Chairman welcomed Sue Gill of Ernst & Young and Chris Harris of TIAA to the meeting.

**23 DECLARATIONS OF INTEREST**

There were no declarations of interest.

**24 PROPOSED AMENDMENT TO THE FINANCIAL PROCEDURE RULES**

The purpose of the proposed changes was to update the current Financial Procedure Rules and to harmonise them with the policy at South Bucks District Council. It was noted that the Administration Manager position currently referred to in the policy, no longer existed. The table on page 12 listed the current differences between CDC and SBDC policies. The main change would be to increase the write off limit from £2,500 to £10,000 before the debt was referred to Cabinet.

Councillors expressed concern that debts could accumulate to this level. It was advised however that the process for pursuing debt was highly prescribed. Most large value cases involved businesses that had gone into liquidation. It was suggested that the portfolio holder scrutinise each case or that Cabinet should have the power to decide but it was agreed that there was a high volume of reports currently going to Cabinet.

South Bucks District Council already had a £10,000 threshold before write offs were referred to Cabinet and members noted the importance of harmonisation between the Councils. To keep member involvement in the process, it was agreed that a report of debt write-offs should go to Resources Overview Committee quarterly. This would allow for scrutiny and to inform any upcoming trends.

**RECOMMENDATIONS -**

**That the Financial Procedure Rules be amended as follows:**

- 1. That references to the Administration Manager be removed**
- 2. That write off limits be amended to provide that:**

**Up to £1,000 - The Head of Finance has the power to write off irrecoverable debt up to £1,000.**

**Up to £10,000 - The Director of Resources has the power to write off irrecoverable debts up to the value of £10,000.**

**The Head of Customer Services has the power to write off irrecoverable Council Tax debts, Non Domestic Rates debts and Housing Benefit / Council Tax Support Overpayments up to the value of £10,000.**

**Over £10,000 - The Cabinet has the power to write off irrecoverable debts over £10,000.**

- 3. That Resources Overview Committee receive a quarterly report on uncollected debt**

## **25 UNDERSTANDING HOW THE AUDIT & STANDARDS COMMITTEE GAINS ASSURANCE FROM MANAGEMENT**

The external auditor had written to request information on how the Audit & Standards Committee gains assurance from Management. The committee considered the proposed response in Appendix 2. There was a request to include the previous addition that all cases of fraud were notified to the Chairman of the Audit & Standards Committee. It was proposed to add that the Audit & Standards Committee had the opportunity to question specific cases.

With regard to the Whistle Blowing Policy, it was asked whether the policy was updated regularly and whether staff had regular reminders. It was noted that new starters were given the policy and that it was available on the intranet. It was agreed that it would be helpful to send out a reminder.

In the last paragraph of the letter, it was requested to add that the Resources Committee reviews the annual budget proposals. Sue Gill confirmed that this would be helpful for the value for money review.

### **RESOLVED –**

**That the Audit & Standards Committee agrees the proposed response to the External Auditor letter, requesting information on how the Audit & Standards Committee gains assurance from Management, and that staff**

**be sent a reminder at least annually on the Council's Whistle Blowing Policy.**

## **26 INTERNAL AUDIT PROGRESS REPORT**

Chris Harris from TIAA presented the Internal Audit Progress Report. There had been 4 audits carried over to April 2015. The Crematorium audit had been deferred to the 2015/16 plan. There were valid reasons to delay where this had occurred. It was asked whether there would be extra work for the external auditors to do, due to the reduction in completed audits but it was advised that these were deferred not cancelled. Sue Gill advised that there was in any case a stricter interpretation required for external auditors and so they would be relying less on internal audits.

The Community Grants audit has been postponed to the 2015/16 plan due to the changes in processes and procedures. The Data Protection and Freedom of Information audits have been postponed due to the new system being implemented.

Appendix B listed the finalised reports and recommendations. It was assured that the reconciliations would be completed shortly. With regard to the Aged Debtors review, it was advised that there was now a new Finance Manager in place, who would prioritise the completion of this work.

It was noted that there would be a larger number of reports to be considered by the next meeting and that there were satisfactory assurance levels from on-going work.

**RESOLVED –**

**That the Internal Audit Progress Report be noted.**

## **27 INTERNAL AUDIT STRATEGIC PLAN**

The Internal Audit Strategic Plan was split between CDC and SBDC and had been compiled following discussions with Heads of Service and Directors. It was asked whether changes in legislation could be added to the plan but were advised that these were included at every audit. This would be added to the list of objectives on the front page of the plan.

It was noted that there would be more audits than under the 2014/15 plan but that the fees would be reduced due to the savings made by joint audits. It was advised that there would be a 12-15% reduction in days and costs. Councillors asked how much an internal audit costs and were advised that fees were approximately £285 per day. It was agreed that this was very cost effective and that the auditors offered a wide range of specialist skills.

With regard to auditing Land Charges (page 49), it was questioned whether this audit would take place following the changes in administration of land charges proposed. It was advised that although Royal Assent had been

received, the migration of land charges to the Land Registry would not begin until 2017 and so an audit would still be required.

**RESOLVED**

**That the Internal Audit Strategic Plan 2015/16 to 2019/20 and Annual Internal Audit Plan 2015/16 be noted.**

**28 EXTERNAL AUDIT ANNUAL PLAN**

Sue Gill presented the External Audit Plan for Chiltern District Council for year ending 31 March 2015. Three items were brought to the attention of the Committee.

1. The significant risk identified was the risk of management override. This risk has to be considered for all audits. It was stressed that there were no specific concerns in this area.
2. Independence. There is a duty to identify any possible threats to independence and objectivity. None had been found.
3. Fees. It was noted that the main audit fee would be £900 more than last year due to additional work being required on NDR, as the NDR claim is no longer audited. It was also explained that the grant audit fee estimate is based on the result of a housing benefits audit carried out 2 years ago. The actual fee charged will reflect the work actually needed.

**RESOLVED**

**That the External Audit Annual Plan be noted.**

**29 INTRODUCTION OF THE SINGLE FRAUD INVESTIGATION SERVICE**

The new Single Fraud Investigation Service (SFIS) was introduced on 1 March 2015. It is responsible for investigating and prosecuting Housing and Benefit Fraud. Following meetings with the DWP, it has been negotiated for 3 cases that were on-going, to be continued. Four other cases had been transferred to the SFIS. Chiltern are still doing the administration for claims and calculations of over payments. Suspected fraud cases must now be referred to the SFIS but Chiltern will continue to consider the facts and reduce or stop payments as appropriate. There would still be evidence and witness statements to be provided by CDC staff. The DWP sanction policy would apply and any publicity was likely to be national rather than local as was currently the practise. Chiltern would be responsible for the recovery of any administration penalties levied by the DWP and would consider whether there was a likelihood of recovery before deciding to impose one.

It was advised that one post had been transferred under TUPE to the SFIS which would be based in Wycombe at the Job Centre Plus for our area

**RESOLVED**

**To note the introduction of the Single Fraud Investigation Service (SFIS).**

**30 AUDIT WORK PROGRAMME****RESOLVED**

**That the work programme of the Audit Committee be noted.**

**31 COMPLAINTS MONITORING REPORT**

The Monitoring Officer presented the annual report of complaints received during 2014/15 that members have breached the code of conduct. The report covers members of Chiltern District Council and the Town and Parish Councils. There had been historically low numbers of complaints but this year saw a slight increase to 5 complaints (2 regarding Chiltern District Councillors and 3 for Town and Parish Councillors).

Of the complaints made about CDC Councillors, neither had proceeded to Stage 1. For the Town and Parish Councillors, one had proceeded to Stage 1 but had been settled after a formal written apology. It was noted that failure to register disclosable pecuniary and other interests had also been the subject of complaint. There had previously been no sanction for members who failed to complete their register of interests. Members were informed that for members elected in May 2015 there will be criminal sanctions if they fail to register within a 28 day period after the election.

**RESOLVED**

**That the complaints information for 2014/15 be noted.**

**32 SUBSCRIPTION TO STANDARDS EXCHANGE**

The Standards Exchange was the only independent adviser available to standards issues, there was no limit to the number of Officers accessing it and so it was recommended to the committee that the subscription of £300 be paid for a further year.

**RESOLVED**

**To recommend to Council that the subscription to the Standards Exchange is renewed for a further year.**

**33 STANDARDS WORK PROGRAMME****RESOLVED**

**That the work programme of the Standards Committee be noted.**

**The meeting ended at 7.50 pm**



**CHILTERN DISTRICT COUNCIL**

**MINUTES** of the Meeting of the  
**LICENSING & REGULATION COMMITTEE**  
held on **26 MARCH 2015**

**PRESENT:** Councillor P N Shepherd - Chairman

Councillors: P M Jones  
D J Lacey  
C H Spruytenburg  
J F Warder  
A P Williams

**APOLOGIES FOR ABSENCE** were received from Councillors M Vivis, N L Brown, Mrs J A Burton, M J Cunnane, G K Harris, D G Meacock, M Prince, N M Rose and J J Rush

**30 MINUTES**

The Minutes of the meeting held on 15 January 2015, copies of which had been previously circulated, were agreed by the Committee and signed by the Chairman as a correct record.

**31 DECLARATIONS OF INTEREST**

There were no declarations of interest.

**32 GAMBLING ACT 2005 - STATEMENT OF PRINCIPLES**

There was a requirement to review every 3 years and so the Statement of Principles has been updated with only minor adjustments recommended. Three main changes were put to the committee:

1. Area profile to be moved from the appendix to the front of the document as recommended by the guidance.
2. To give a higher profile to the public register.
3. To give more information about information sharing.

There had been no significant issues arising over the past few years. If the proposed changes were acceptable, there would be a 12 week consultation and then the changes would need to be agreed at the next full council meeting.

**RESOLVED**

**To agree the proposed changes to the Statement of Principles and delegate to the Head of Housing and Communities in consultation with the Chair of the Licensing and Regulation Committee to make any minor changes necessary following the consultation process.**

### 33 HACKNEY CARRIAGE AND PRIVATE HIRE LICENSING FEES CONSULTATION RESPONSES

The changes in the fees structure had been discussed at previous meetings and had followed a 28 day consultation process. There had been notices in the local newspapers, website notices, current licensees had been contacted by text and there was a drop-in day to discuss the fees. The drop-in day was held jointly with South Bucks and 11 people attended from Chiltern District. Four responses had been received to represent 7 licence holders. The responses can be summarised as follows:

1. There were objections to the increase in fees, as work had decreased due to the economic slowdown.
2. Objections because the increase in fees was too much.
3. Letter from CabCo Taxi's that the fee represents a major hardship for local operators.
4. Positive response to the introduction of 3 year licences.

There was a request for an increase in taxi rank provision although this was not a function of the district council. Previously a review was carried out in Chesham with Bucks Highways but no agreement was reached.

It was noted that there would be no increase in the licence for existing holders at renewal. New drivers would have to pay a higher fee but existing holders were complaining that too many licences were being issued. A new stepped approach was being introduced for private hire operators, so that the larger ones would pay a higher fee than those with fewer cars.

It was suggested that a request be made for Bucks Highways to carry out a new review of possible taxi rank sites. It was noted that this could incur a cost to the district which would be recovered in the future using the fees structure. The problem encountered in Chesham, with taxi's waiting on yellow lines was discussed and the need for a consultation with business groups, Highways and operators. The Chairman requested that this issue be revisited in the new municipal year.

The Licensing section was currently seeking feedback and invited customers to complete a short survey at: <http://www.smartsurvey.co.uk/s/Licensing>

#### **RESOLVED**

**That the fees structure be agreed without modification to take effect from 1 May 2015.**



### 34 TAXI & PRIVATE HIRE UPDATE

The Committee had been asked to read and discuss an article in the Local Government Association First magazine called Taxi and Private Hire: Putting Passengers First. The article had arisen following the concerns around taxi trade involvement with child exploitation. The report recommended improvements, putting an emphasis on safety and information sharing. The Chiltern District already has good community safety links including meetings with the Community Safety Partnership which includes the Police. There was already extensive data sharing and partnership working through the Police Tasking approach and through crime prevention initiatives.

There would be training for Members, particularly those who are on the licensing sub-committees in relation to conducting hearings and decision making.

The recent policy review had tightened up the 'fit and proper person' test. A licence is not granted to those with a history of sexual offences or where there were concerns over the fitness of an applicant.

All complaints from customers are recorded but that officers would review the analysis of data to enable trends to be identified.

There was currently a much lower incidence of driver misbehaviour being brought before the sub-committees.

It was noted that the Chairman and Officers would be attending the Taxi & Private Hire Vehicle conference on 31 March 2015 in London, to discuss the issues and share best practise.

### **RESOLVED**

**That the article on passenger safety be noted.**

**The meeting ended at 7.09 pm**



**CHILTERN DISTRICT COUNCIL**

**MINUTES of the Meeting of the  
PLANNING COMMITTEE  
held on 2 APRIL 2015**

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

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

**APOLOGIES FOR ABSENCE** were received from Councillors M Prince, D Spate and N Stewert

**ALSO IN ATTENDANCE:** Councillors Mrs I A Darby, D G Meacock and Mrs L M Smith

**153 MINUTES**

The Minutes of the meeting of the Committee held on 12 March 2015, copies of which had been previously circulated, were agreed by the Committee and signed by the Chairman as a correct record.

The Chairman welcomed Tim Thurley, a Highway Consultant acting on behalf of Buckinghamshire County Council to the meeting.

**154 DECLARATIONS OF INTEREST**

Councillor P E C Martin declared a personal and prejudicial interest in planning application CH/2015/0151/FA. Nature of interest – Councillor Martin lived in an adjacent property.

**155 ITEMS FOR NOTING**

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

**156 REPORT ON MAIN LIST OF APPLICATIONS**

<b>RESOLVED -</b>
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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/2014/1964/FA      Newland Park, Gorelands Lane, Chalfont St Giles,  
 CH/2014/1965/HB      Buckinghamshire, HP8 4AB

Speaking on behalf of Chalfont St Peter Parish Council,  
 Councillor Jenny Brooke.

Speaking on behalf of the application, the agent Mr Neil  
 Rowley.

**Minded to grant conditional permission** subject to the suggested areas of the Conditions referred to in the report, with the decision deferred for referral of the application to the Secretary of State and for the prior completion of a Section 106 Planning Obligation. Final decision delegated to the Head of Sustainable Development subject to the prior completion of a Section 106 Planning Obligation and the transfer of land to the Chiltern Open Air Museum. Any negotiation or changes to the Legal Agreement to be delegated to the Head of Sustainable Development with authorisation to refuse planning permission if an acceptable Legal Agreement is not completed in consultation with the Chairman of the Planning Committee or the arrangement with the Chilterns Open Air Museum do not proceed to the satisfaction of the Local Planning Authority and/or within the timeframe agreed as part of the Planning Performance Agreement. The details of the Conditions are to be agreed with the Chairman of the Planning Committee prior to the issue of the Decision Notice.

In addition, it was agreed that additional car parking provision should be made to serve the playing pitches, with the number reflecting the type and quantity of playing pitches to be located in the playing field area. These spaces should also be constructed from "grasscrete" or a similar surface.

**CH/2014/19645/HB Defer to grant Conditional consent** following the granting of planning permission

reference CH/2014/1964/FA.

The Chairman thanked Richard Turnbull, Development Control Manager for his work over many years on this application in particular and in general for his help and advice over the years as this was his last meeting.

*Note 1: The meeting adjourned at 8.45 pm and reconvened at 9.00 pm.*

*Note 2: Councillors Mrs I Darby, D Meacock and Mrs L Smith left the meeting at 8.45 pm.*

CH/2014/2116/FA      35 Deanway, Chalfont St Giles, Buckinghamshire, HP8 4JR

Speaking as an objector, Mr Peter Sedgwick.  
Speaking for the application, the agent Mr Andrew Miller

**Permission Refused**

CH/2014/2230/FA      Charlecote, Long Walk, Little Chalfont, Buckinghamshire, HP8 4AN

Speaking as an objector, Mr Jeremy Russell

Decision deferred so that greater detail can be obtained from the applicant in respect of the car lift, in particular the mechanical mechanism, details about potential noise and lighting and details of the enclosed walling. It was agreed that Officers should bring the report back to the Committee when this information is clarified by the applicant.

CH/2015/0015/FA      Beechanger, Nags Head Lane, Great Missenden, Buckinghamshire, HP16 0HD

Speaking as an objector, Mr Robert Thompson

**Conditional Permission**

*Note 3: Councillor P Martin left the meeting at 9.40 pm.*

CH/2015/0151/FA      Pennycroft, Martinsend Lane, Great Missenden, Buckinghamshire, HP16 9BH

Speaking for the application, the agent Mr Steven Clarke

**Conditional Permission**

*Note 4: Councillor P Martin returned to the meeting at 9.50 pm*

CH/2015/0177/FA 178 Chartridge Lane, Chesham, Buckinghamshire, HP5  
2SE

Speaking for the objectors, Mr James Gill  
Speaking for the applicant, Mr Carl Jones

**Permission refused** by reason of its height, depth, gabled design and proximity to the boundary, the proposed extension would appear overbearing and dominant when viewed from the rear of No. 176A Chartridge Lane. As such the size and scale of the extension would be detrimental to the amenities of this neighbouring property.

CH/2015/0323/FA 3 Joiners Close, Chalfont St Peter, Gerrards Cross,  
Buckinghamshire, SL9 0AZ

Item withdrawn by Applicant ahead of meeting.

**The meeting ended at 10.05 am**

**CHILTERN DISTRICT COUNCIL**

**MINUTES of the Meeting of the  
PERSONNEL COMMITTEE**  
held on **14 APRIL 2015**

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

Councillors: Miss P A Appleby  
Mrs J A Burton  
Mrs I A Darby  
P J Hudson  
D W Phillips  
N M Rose  
M Stannard

**APOLOGIES FOR ABSENCE** were received from Councillor S P Berry

**ALSO IN ATTENDANCE:** Councillor G K Harris

**67 VOTE OF THANKS**

As this was the last meeting before the new Municipal Year, the Chairman expressed thanks to Members of the Committee for their contribution throughout the year. Particular thanks were expressed to Councillor Appleby, a long standing Member of the Personnel Committee, for her valued input over many years.

**68 MINUTES**

The Minutes of the meeting held on 3 December 2014 were agreed by the Committee and signed by the Chairman as a correct record.

**69 DECLARATIONS OF INTEREST**

There were no declarations of interest.

**70 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.**

**71 RECRUITMENT & RETENTION OF BUILDING CONTROL SURVEYORS**

The Committee agreed to consider Item 5 (Employee Pay Award) later in the meeting to facilitate officer attendance.

Members considered a report setting out the proposed shorter and longer term solutions to issues facing the Building Control Team to do with the recruitment and retention of qualified surveyors. The reference to Performance Indicator A (percentage of applications checked within 10 days across the shared service) was corrected to: 100% of the performance payment payable at 90% performance.

During the discussion Members supported the principle of using financial incentives to encourage performance and help retain staff, but a number of suggestions were made regarding the detail of the proposed performance payments. It was proposed that the targets regarding market share and customer satisfaction be amended so that a potentially larger payment would be available in return for higher performance as this was more within the staff's ability to influence.

Members suggested that other factors, such as morale, influenced staff turnover in addition to the factors identified in the report. The Committee considered it essential that service delivery was maintained, and requested that information addressing the issue of general staff turnover be included as part of update reports to future meetings.

#### **RESOLVED –**

- 1. That the two part recruitment and retention package for recruiting Building Control staff, and removal of one post from the joint establishment, be agreed in principle.**
- 2. That authority to agree the final detail of the recruitment and retention package be delegated to the Head of Sustainable Development, in consultation with a Member Working Group consisting of Councillors D Phillips, M Smith and M Stannard.**
- 3. That information on the issues associated with staff turnover be included in update reports to the Personnel Committee.**

#### **72 ENVIRONMENTAL HEALTH SHARED SERVICES CONSULTATION DOCUMENT**

The Committee were asked to comment on a report considered by the SBDC Personnel Committee on 13 April and due to be considered by the Joint Appointments and Implementation Committee on 15 April 2015. The report set out the complete consultation document in respect of the Environmental Health, Sustainability and Environmental Protection Teams. The draft timetable was set out in detail in Appendix D and in summary was proposed to:



- Start consultation on 11 May 2015
- End consultation on 7 June 2015
- Conduct the selection process from 3 July 2015
- Implement joint services from 1 October 2015

Following a discussion on the proposed new structure the Committee

**RESOLVED -**

- 1. That the Environmental Health consultation document and appendices be agreed, subject to the comments of the SBDC Personnel Committee and Joint Appointments & Implementation Committee.**
- 2. That it be noted that the structure will be implemented subject to taking into account any staff comments and being within the overall business case.**

**73 HUMAN RESOURCES SHARED SERVICES CONSULTATION DOCUMENT**

The Committee were asked to comment on a report considered by the SBDC Personnel Committee on 13 April and due to be considered by the Joint Appointments and Implementation Committee on 15 April 2015. The report set out the draft Human Resources consultation document. The draft timetable was set out in detail in Appendix D and in summary was proposed to:

- Start consultation on 21 April 2015
- End consultation on 25 May 2015
- Conduct the selection process from the 15 June 2015
- Implement joint services from 1 September 2015

After noting that the shared service review had been conducted by an external person, and that there had been no involvement from the internal human resource section, it was

**RESOLVED -**

- 1. That the Human Resources Shared Services consultation document and appendices be agreed prior to issuing to staff, subject to the comments of the SBDC Personnel Committee and Joint Appointments & Implementation Committee.**
- 2. That it be noted that the structure will be implemented subject to taking into account any staff comments and being within the overall business case.**

## 74 COMMUNICATIONS, PERFORMANCE AND POLICY TEAM SHARED SERVICES CONSULTATION DOCUMENT

The Committee were asked to comment on a report considered by the SBDC Personnel Committee on 13 April and due to be considered by the Joint Appointments and Implementation Committee on 15 April 2015. The report set out the draft Communications, Performance & Policy consultation document. The draft timetable was set out in detail in Appendix D and in summary was proposed to:

- Start consultation on 22 April 2015
- End consultation on 25 May 2015
- Conduct the selection process from the 15 June 2015
- Implement joint services from 1 August 2015

Following a discussion on the proposed structure it was

### RESOLVED -

1. **That the Communications, Performance & Policy Team Shared Services consultation document and appendices be agreed prior to issuing to staff, subject to the comments of the SBDC Personnel Committee and Joint Appointments & Implementation Committee.**
2. **That it be noted that the structure will be implemented subject to taking into account any staff comments and being within the overall business case.**

*Note: Councillor P Hudson left the meeting at 7.18 pm.*

## 75 EMPLOYEE PAY AWARD 2014/16 – PART 2

The Committee received a report recommending a 2% pay award for Heads of Service employed by the Council whose pay was determined locally. This would cover the period 1 January 2015 to 31 March 2016, and follows an agreement for the same timeframe on an inflationary pay award for Chief Officers on National Conditions of Service who earn less than £99,999 per annum issued in February 2015. It was also noted that the proposal was within the budget, and would be included in the May 2015 payroll.

### RESOLVED –

**That a 2% pay award be agreed for heads of service from 1 January 2015 to 31 March 2016.**

## 76 CHIEF EXECUTIVE ROLE: OPTIONS AND WAY FORWARD

The Committee received a report setting out that the Chief Executive would retire at the end of June 2015. This is a shared post between the two Councils of Chiltern and South Bucks and the Council must decide how to fill

the statutory parts of the role as Head of Paid Service, elections and electoral regulation, and reallocate the leadership and management roles from 1 July onwards. This will be a full Council decision, most conveniently made on 26 May 2015.

The report reviewed the context in which the Council was operating, including shared services, transformation, major projects, harmonisation and the many financial and infrastructure challenges facing the area. The Peer Review outlined the many challenges the two Councils would face including the role of Local Government in the area.

The short and long term options were reviewed and a potential approach outlined to provide stability in the short term and give Members the flexibility in thinking through the choices in the longer term.

Members commented that it was essential to have the Chief Executive role and that potential options needed to be explored. Short and long term opportunities were discussed and the potential for an internal and external appointment. One of the major concerns was that the interim period should be a finite one, rather than a rolling one, and that there should be the opportunity to interview the candidates prior to making a recommendation to Council.

It was agreed to recommend to JAIC that:

- (1) The role of Acting Chief Executive should be created on the existing Terms and Conditions for a finite period.
- (2) Seek to appoint internally to an Acting Chief Executive role, which would encompass the as now Head of Paid Service, Returning Officer/ARO roles, Electoral Registration and Clerk to the Crematorium Joint Committee.
- (3) Invite expressions of interest (letter plus CV) from existing Director level staff for the role.
- (4) Set up a small Member panel, say two or three Members from each Council, to review the expressions of interest, interview as necessary, and make a recommendation to the May Councils. (This would have to be done before 7 May.)
- (5) The report to the May Councils would make a formal appointment and any other immediate consequential adjustments; leaving the Acting CE to come back later on any other changes considered necessary.
- (6) Agree the Member appointments to the panel at JAIC, including the opportunity to interview the candidates.

**The meeting ended at 8.15 pm**



**CHILTERN DISTRICT COUNCIL**

**MINUTES** of the Meeting of the  
**PLANNING COMMITTEE**  
held on **30 APRIL 2015**

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

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

**APOLOGIES FOR ABSENCE** were received from Councillor N Stewart

**ALSO IN ATTENDANCE:** Councillor N M Rose

**157 MINUTES**

The Minutes of the meeting of the Committee held on 2 April 2015, copies of which had been previously circulated, were agreed by the Committee and signed by the Chairman as a correct record.

**158 DECLARATIONS OF INTEREST**

Councillor P N Shepherd declared a personal interest in planning application CH/2015/0083/FA. Nature of interest – Councillor Shepherd was a member of Amersham Town Council.

Councillor A S Hardie declared a personal interest in planning application CH/2014/0975/FA. Nature of interest – Councillor Hardie was a member of Penn Parish Council.

**159 DEFERRED APPLICATIONS**

**CH/2014/1825/FA**  
**Esselbank, Wilton Lane, Jordans, Buckinghamshire**

**CH/2014/2113/FA**  
**111 Broad Street, Chesham, Buckinghamshire, HP5 3EF**

**CH/2014/2199/FA**

119 High Street, Amersham, Buckinghamshire, HP7 0EA

**RESOLVED -**

To grant conditional permission for the following applications without a legal agreement to secure financial contributions for affordable housing:

CH/2014/1825/FA - Erection of detached dwelling, formation of new vehicular access and laying of associated hardstanding at Esselbank, Wilton Lane, Jordans, Buckinghamshire.

CH/2014/2113/FA - Redevelopment of site to create four terrace houses at 111 Broad Street, Chesham, Buckinghamshire, HP5 3EF.

CH/2014/2199/FA - Change of use from solicitors to a residential dwelling (Use Class C3) and external alterations at 119 High Street, Amersham, Buckinghamshire, HP7 0EA.

*Note 1: Councillor D Spate entered the meeting at 6.45 pm*

**CH/2014/2230/FA**

**Charlecote, Long Walk, Little Chalfont, Buckinghamshire, HP8 4AN**

Replacement dwelling with basement parking

**RESOLVED -**

To Refuse Permission, by reason of the increased mass and bulk that would be detrimental to the amenities of the neighbouring properties.

**160 TREE PRESERVATION ORDER NO. 10 OF 2014**

**RESOLVED -**

That the Tree Preservation Order No. 10 of 2014 made on 8 December 2014 be confirmed without modification.

**161 ITEMS FOR NOTING**

**RESOLVED -**

That the reports be noted.

**162 REPORT ON MAIN LIST OF APPLICATIONS**

**RESOLVED -**

1.	<b>That the planning applications be determined in the manner indicated below.</b>
2.	<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/2014/0975/FA Penn Meadow Farm, Bayleys Bottom, Forty Green,  
Buckinghamshire, HP10 8PD

Speaking on behalf of Penn Parish Council, Councillor  
Michael Newth-West

Speaking as the applicant, Mr Frank Lord

**Permission Refused**

CH/2014/1748/FA The White Lion, Jenkins Lane, St Leonards,  
Buckinghamshire, HP23 6NW

Speaking on behalf of Cholesbury Parish Council,  
Councillor John Allen

Speaking on behalf of Save the White Lion Campaign,  
Mr Richard Herd

Speaking as the applicant, Mr John Miller

**Permission Refused** with further action agreed, see  
Minute 163 below.

*Note 2: Councillor N Rose left the meeting at 8.05 pm*

CH/2015/0083/FA Amersham Town Council, Flint Barn Court, Church  
Street, Amersham, Buckinghamshire, HP7 0DB

Speaking on behalf of Amersham Town Council, Mrs  
Janet Wheeler

**Deferred** for officers to seek further clarification from the  
applicant regarding car parking arrangements and further  
consultations as appropriate dependent upon any new  
information received from the applicant.

*Note 3: The meeting adjourned at 8.22 pm and reconvened at 8.33 pm.*

CH/2015/0175/FA High and Over, 40 Highover Park, Amersham,  
Buckinghamshire, HP7 0BP

**Conditional Permission**

CH/2015/0176/HB High and Over, 40 Highover Park, Amersham,  
Buckinghamshire, HP7 0BP

**Conditional Consent**

CH/2015/0184/FA Hillcrest Court, Chesham Road, Amersham,  
Buckinghamshire, HP6 5EX

Speaking for the application, the agent, Mr Adam Murray

**Minded to grant conditional permission** subject to seeking further clarification from the District Valuer regarding the requirement for an affordable housing contribution. Decision delegated to the Head of Sustainable Development in consultation with the Chairman.

CH/2015/0217/FA 16 Chessmount Rise, Chesham, Buckinghamshire, HP5  
1RB

Speaking on behalf of the application, the agent Mr Bruce Acton

**Conditional Permission**

CH/2015/0226/FA Land To Rear Of 328-340, Berkhamstead Road,  
Chesham, Buckinghamshire

Speaking as an objector, Mr Kenneth Stronells

**Conditional Permission** with an additional construction management condition.

**163 CH/2014/0975/FA THE WHITE LION, JENKINS LANE, ST LEONARDS, BUCKINGHAMSHIRE, HP23 6NW**

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

<b>RESOLVED -</b>
<b>That Officers' be authorised to take follow-up action in accordance with Central Government guidance in paragraph 207 of the National Planning Policy Framework (NPPF) and the Chiltern District Council's Planning Enforcement Policy and authorised the service of such</b>



**Enforcement Notices in respect of the use of the premises as a single dwelling house as considered appropriate by the Head of Sustainable Development. The precise steps to be taken and the reasons for the action delegated to the Head of Sustainable Development with a period for compliance with the enforcement notice of 12 months.**

**The meeting ended at 9.14 pm**



<p><b>Publication Date 21 May 2015</b></p>
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## CHILTERN DISTRICT COUNCIL

### MINUTES of the CABINET

held on **24 MARCH 2015**

**PRESENT** Councillors Mrs I A Darby - Leader  
M Stannard - Deputy Leader  
G K Harris  
P J Hudson  
P E C Martin

**APOLOGIES FOR ABSENCE** were received from Councillor F S Wilson

**ALSO IN ATTENDANCE:** Councillor N Brown

#### 84 MINUTES

The Minutes of the Cabinet meeting held 10 February 2015, copies of which had been previously circulated, were approved and signed by Councillor Mrs I A Darby, Cabinet Leader, as a correct record.

#### 85 DECLARATIONS OF INTEREST

There were no declarations of interest.

#### 86 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 25 May 2015.

#### **RESOLVED –**

**That the Draft 28-Day Notice / Forward Plan, to be published on 25 May 2015, be noted.**

#### 87 CURRENT ISSUES

##### (i) Councillor G Harris – Neighbourhood Plans

Councillor Harris reported that further Neighbourhood Plan proposals in the District were expected from Little Chalfont and Seer Green Parish Councils. The Planning Policy Manager was currently offering advice to any Parish Councils in the District wishing to progress the Neighbourhood Plan process. He added that Chalfont St Giles Parish Council were also expected to submit Neighbourhood Plan proposals. Members were advised that the District

Council had received a grant to contribute to the cost of administering the election costs of running a Neighbourhood Plan Referendum, as recently undertaken for Chalfont St Peter.

**(ii) Councillor Hudson – Youth Awards**

Councillor Hudson reported that the Youth Awards Ceremony had been held on Thursday 19 March 2015, which had been an excellent event and held at a very good venue. Cabinet Leader agreed to the success of the event and hoped that more councillors were encouraged to attend this type of event in the future. The guest speakers were excellent and the hard work of the team of officers who arranged the event was commended.

**(iii) Councillor Martin – Bucks Waste Partnership**

Councillor Martin reported that Bucks Waste Partnership had been awarded a grant of over £800,000 to reduce food waste and increase participation in waste recycling. This was seen as an excellent project and one that would hopefully achieve some good results.

**(iv) Cabinet Leader – HS2**

Cabinet Leader reported that the amended proposals for HS2 were due to be launched on Wednesday 25 March 2015 and that a press release would be issued jointly with 51M. There was also to be a debate in Westminster Hall on HS2, and the tunnelling report was to be included in presentation to Government. Parliament was due to be dissolved on Monday 30 March 2015 and therefore activity would subside but a visit of the Select Committee was planned during May 2015.

**88 REVIEW OF EARMARKED RESERVES**

Consideration was given to the report which outlined the review of the earmarked reserves held by the Council, and to consider whether to merge some reserves and / or reduce the level of some others.

Earmarked reserves were amounts set aside for specific policy purposes or for contingencies against specific financial risks. For each reserve established, the purpose, usage and the basis of transactions needed to be clearly defined.

Members were reminded that the Council can decide to set aside money from the General Fund to use for a specific purpose; and the use of Earmarked Reserves was delegated to individual officers with approval from the appropriate Cabinet Member.

The Council currently had 17 earmarked reserves; as at 31 March 2014, the balance on these reserves was £3,811K. As at 31 March 2015, the reserves

are estimated to hold £3,924K. Members considered a list of the current earmarked reserves, their estimated balance as at 31 March 2015 and the purpose for which they are held.

Councillor Stannard, Cabinet Member for Support Services reported that a review had been undertaken on the earmarked reserves, and it had been discussed at a Support Services PAG meeting, but further work was required. It was noted that to include a project reserve may be beneficial. A further review of reserves was to be carried out following the May 2015 Elections when the Council was considering priorities and a further report on earmarked reserves was to be presented to a future meeting of Cabinet was proposed. The principle of reviewing the earmarked reserves as part of the budget process was supported. Following detailed consideration it was

**RESOLVED:**

**That a review of earmarked reserves be included in the budget process.**

**89 PERFORMANCE INDICATOR REVIEW 2015-16**

Consideration was given to the report which provided information on the corporate and priority Performance Indicators and targets for 2015-16. It was reported that through an extensive review undertaken by Heads of Service during 2014-15 the performance indicators for the Council had been reduced from 94 to 45 indicators. This was broken down into 13 priority Performance Indicators and an additional 32 corporate indicators.

**RESOLVED:**

- i) That the Priority Indicator set (as outlined in appendix A) and future performance targets for the next three years be approved;**
- ii) That the Corporate Performance Indicators (as outlined in Appendix B) and future performance targets for the next three years be approved.**

**90 QUARTERLY PERFORMANCE INDICATOR REPORT (Q3 2014-2015):**

Consideration was given to the report which outlined the performance of Council services against performance indicators and service objectives during October to December 2014. It was reported that the Environment performance figures were provisional as they were being verified to ensure that they were in line with Waste Data Flow.

In response to queries, it was reported that calls to the waste team were now reducing and therefore more manageable; and that further information was

required to analyse the increase in sickness levels of staff between long term and short term sickness.

**RESOLVED:**

- i) That the performance report be noted; and**
- ii) That a detailed report be submitted to a future meeting of the Personnel Committee for consideration.**

**91 CHALFONT ST PETER NEIGHBOURHOOD PLAN**

Following the result of the Chalfont St Peter Neighbourhood Plan Referendum the next stage was for the Council to 'make' the plan, following which it would become part of the Development Plan for the Chalfont St Peter Parish Area.

The Chalfont St Peter Neighbourhood Plan had been through the formal stages required and following receipt of the Examiner's Report and this Council's consideration of that report was recommended to proceed to referendum subject to some minor changes. On 5 March 2015 the Chalfont St Peter Neighbourhood Plan was put to a referendum of eligible votes within the parish of Chalfont St Peter. The referendum asked the following question:

**Do you want Chiltern District Council to use the Neighbourhood Plan for Chalfont St Peter to help it decide planning applications in the neighbourhood area? Yes or No.**

The result of the referendum was:

Yes – 1632                      No – 426

If, following a referendum, more than half of those voting had voted in favour of the plan the Council was under a statutory duty to 'make' the plan as soon as possible after the referendum unless the plan was in breach of European legislation or the convention on human rights. The Council had considered the European and human rights implications and it was not considered to contravene those rights.

It was reported that prior to the referendum the Council had received prior notification of the intention to challenge by way of Judicial Review the Council's decision to disagree with one of the Neighbourhood Plan Examiner's recommendations and to let the Neighbourhood Plan proceed to referendum. On 10 March the Council received copies of the formal application to the court for mounting a judicial review; the Council await notification of whether the judicial review will be granted. Members were advised that any recommendation to Council on the making of the Neighbourhood Plan would

have to be the subject of an update report if a judicial review was allowed to take place.

It was noted that if the Chalfont St Peter Neighbourhood Plan was 'made' it would become part of the Development Plan for the Chalfont St Peter Parish area. The Parish Council could decide to review the plan in the future but any such review would be subject to the same consultation procedures as the current neighbourhood plan had had to follow.

**RECOMMENDED:**

**That, unless there is a legal challenge still in progress, the Council makes the Chalfont St Peter Neighbourhood Plan.**

**92 HOME ENERGY CONSERVATION ACT PROGRESS REPORT**

Consideration was given to the report which advised members of the draft Home Energy Conservation Act Progress Report and revised Action Plan; and to seek Members agreement and endorsement of the draft Home Energy Conservation Progress Report and Revised Action Plan.

The two primary purposes of the Home Energy Conservation Act (HECA) were to reduce households in fuel poverty and to increase local energy efficiency. A further key objective of the new reporting requirements was to ensure that Councils had plans in place to promote and generate momentum around the Green Deal, the government's policy for funding energy efficiency improvements at no upfront cost to the householder.

Members were advised of the key priorities for the forthcoming two years, which were to continue to:

- Top up loft insulation to 275mm
- Install cavity wall insulation in unfilled cavities
- Replace gas boilers with A rated condensing boilers
- Install solid wall insulation, especially for those areas off the gas network or high energy use areas
- Encourage the installation of renewable heat technologies such as heat pump and biomass boilers

**RESOLVED:**

**That the Portfolio Holder for Health and Housing endorse the Home Energy Conservation Progress Report and revised Action Plan, thereby ensuring that the Council meets the statutory timetable.**

### 93 MINUTES OF JOINT EXECUTIVE COMMITTEES

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

- Chiltern & South Bucks Joint Committee – 4 February 2015
- Joint Waste Committee for Buckinghamshire – 15 January 2015
- Chilterns Crematorium Joint Committee – 16 February 2015

### 94 EXCLUSION OF THE PUBLIC

#### RESOLVED –

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

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

### 95 CABINET REPORTS FROM POLICY ADVISORY GROUPS

Cabinet members presented and members considered the notes of the following Policy Advisory Group meetings:-

- Communities, Health & Housing – 26 February 2015
- Customer Services – 18 March 2015 (Verbal report)
- Support Services – 4 March 2015 (Verbal report)
- Sustainable Development – 3 March 2015

### 96 SERCO PROPOSED ORGANISATIONAL CHANGE

Consideration was given to the confidential report which requested the Council to novate the contract as part of Serco's corporate restructuring proposals from Serco and who had been informed that there must be no financial impact on the existing contract arrangements with the Councils.

#### RESOLVED:

- i) **That the proposed set of principles relating to the novation of the Joint Waste Contract, as described in the report, be approved as the basis for negotiations with Serco;**



- ii) That the Director of Services, in consultation with Head of Legal and Democratic Services be authorised to:-
  - a. Complete the negotiations with Serco on the proposed Deed of Variation and Deed of Novation and to take any necessary actions to finalise and enter into the said Deeds and any ancillary or incidental documents or agreements; and
  - b. Take any other actions necessary to facilitate the transfer of the services under the existing contract to the new company;
- iii) That any necessary exemption to the Joint Contracts Procedure Rules in respect of the novation and any subsequent change in control of the Joint Waste Contract, is granted;
- iv) That the Head of Finance be authorised to approve the financial matters relating to the novation of the Joint Waste Contract; and
- v) That proceeding with the above resolutions was conditional on the decision made by Wycombe District Council on this matter and any further conditions imposed.

**97 SYCAMORE ROAD CAR PARK**

Consideration was given to the report which updated members on the Cabinet decision made on 1 July 2014 to progress with Phase Two of the extension to Sycamore Road Car Park.

**RESOLVED:**

**That land transactions to give sufficient additional land to enable the third phase extension of the car park be approved.**

**AND RECOMMENDED:**

**That full Council approve £213,400 to fund land transactions and the construction of 20 additional car parking spaces. Also that these monies to be allocated in the approved and committed Capital budget for 2015/16.**

**98 ANNOUNCEMENTS**

The Leader thanked her Cabinet Members and officers for all their hard work, commitment and support in their roles during 2014/15. Councillor Brown, Chairman of the Council echoed the Leader's thanks and also offered his thanks to the Leader of the Council for her leadership and inclusion of all councillors.

The Leader also wished to thank the Chief Executive for his commitment and support and wished him well in his forthcoming retirement from June 2015.

**The meeting ended at 5.30 pm**

<b>SUBJECT:</b>	<b>Environmental Health Service Shared Service Review</b>
<b>REPORT OF:</b>	<b>Officer Management Team – Director of Services Prepared by – Head of Health &amp; Housing</b>

### 1. Purpose of Report

To consider the recommendations arising from the shared services review of Environmental Health

### 2. Links to Council Policy Objectives

The efficient implementation of joint services reviews is linked to the Council's Key Aims and Objectives.

### 3. Background and Discussion

At a meeting on 25 March 2015, the Chiltern and South Bucks Joint Committee considered the Business Case for a shared Environmental Health Service. The Business Case is attached as a Private Appendix.

The Joint Committee endorsed all of the recommendations in the report.

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:

### 4. Recommendation(s)

#### **RECOMMENDED –**

- 1. That the case for a shared Environmental Health Service is proven and that both Councils should proceed to establish a shared Environmental Health Service.**
- 2. That subject to consultation with staff and a formal agreement between the Councils, the services of staff in Chiltern District Council's Environmental Health 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.**
- 2. That the Chief Executive in consultation with the Cabinet Leader and the Head of Health and Housing be authorised to finalise the terms of any legal documentation required to give effect to recommendation 2 above.**

<b>Officer Contact:</b>	Bob Smith , Director of Services, bsmith@chiltern.gov.uk
<b>Background Papers:</b>	None



Document is Restricted



<b>SUBJECT:</b>	<b>Customer Services Shared Service Review</b>
<b>REPORT OF:</b>	<b>Officer Management Team – Director of Services Prepared by – Head of Customer Services</b>

### 1. Purpose of Report

To consider the recommendations arising from the shared services review of Customer Services.

### 2. Links to Council Policy Objectives

The efficient implementation of joint services reviews is linked to the Council's Key Aims and Objectives.

### 3. Background and Discussion

At a meeting on 25 March 2015, the Chiltern and South Bucks Joint Committee considered the Business Case for a shared Customer Services Service. The Business Case is attached as a Private Appendix.

The Joint Committee endorsed all of the recommendations in the report.

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:

### 4. Recommendation(s)

#### **RECOMMENDED –**

- 1. That the case for a shared Customer Services Service is proven and that both Councils should proceed to establish a shared Customer Services Service.**
- 2. That subject to consultation with staff and a formal agreement between the Councils, the services of staff in Chiltern District Council's Customer 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.**
- 2. That the Chief Executive in consultation with the Cabinet Leader and the Head of Customer Services be authorised to finalise the terms of any legal documentation required to give effect to recommendation 2 above.**

<b>Officer Contact:</b>	Bob Smith, Director of Services, bsmith@chiltern.gov.uk
<b>Background Papers:</b>	None





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**CHILTERN DISTRICT COUNCIL  
COUNCIL – 27 MAY 2015**

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*Background Papers, if any, are specified at the end of the Report*

**APPOINTMENT OF ACTING CHIEF EXECUTIVE**

*Contact Officer: Alan Goodrum (01494 732001)*

**RECOMMENDATION**

**It is recommended that Full Council approve the appointment of Mr Robert Smith as Acting Chief Executive, Head of Paid Service, Returning Officer, Electoral Registration Officer and Clerk to the Chilterns Crematorium Joint Committee with effect from 1 July 2015.**

1. Following the notification given by the Chief Executive of his retirement with effect from 30 June 2015, Personnel Committee met and advised the JAIC on how the succession should be handled for the joint Chief Executive role.
2. Having considered a report on the Options and Way Forward, and the views of Personnel Committee, the JAIC resolved that an Acting Chief Executive role should be created encompassing all the current duties, that expressions of interest should be invited internally and that a small Member panel should be set up to interview the candidate(s). A period of 6-18 months was envisaged for the Acting up role.
3. The minutes of JAIC are reported separately on the agenda.
4. The panel met on 24 April 2015 and the notes are attached as an **Appendix**. A recommendation was made to appoint Mr Robert Smith to the role.
5. The next stage in the process was that, in accordance with the Council's Statutory Orders, Cabinet Members were given the opportunity to object to the proposed appointment. No objections were received.
6. The Council must now make the final decision (and a similar report is being considered at South Bucks District Council).



## APPOINTMENTS PANEL

### Meeting - 24 April 2015

Present: Mr Busby, Mrs Darby, Mr Lidgate, Mr M Smith and Mr Stannard

Apologies  
for absence: Mr Harding

#### 1. ELECTION OF CHAIRMAN

Mr Busby was elected as Chairman.

#### 2. 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 Part 1 of Schedule 12A to the Act.”

#### 3. APPOINTMENT OF ACTING CHIEF EXECUTIVE

Members had before them the following documents:

- Information sent to Candidates,
- Response from Candidates and in particular the letter dated 22 April 2015 from Bob Smith enclosing his Curriculum Vitae in support of his application:
- Statement of Particulars:

A Person Specification was circulated at the meeting setting out

- the qualities that had been met through the CV and letter
- highlighting six key competencies and behaviours that needed to be assessed through questions of the Panel

A mechanism for scoring the answers ranging from 1 - 5 (with 1 representing poor and 5 representing excellent) was agreed by the Panel.

At the commencement of the interview the Chairman advised Bob Smith of the two outcomes the Panel could reach:

- To recommend to both Councils that he be appointed as Acting Chief Executive; or
- To decide to advertise the post externally and consider his application alongside others received

At the request of the Chairman, Bob Smith highlighted the main points of his CV and in particular his achievements in managing services and delivering change. Members then asked a number of questions and supplementary questions in relation to the Person Specification.

At the end of the interview and after each member had rated the responses received against the scoring mechanism previously agreed the Panel

**RESOLVED** that both Councils at South Bucks and Chiltern be recommended to appoint Mr Robert Smith to the post of Acting Chief Executive.

The meeting terminated at 5.05 pm

