

1.1.



CHILTERN DISTRICT COUNCIL

Council

Tuesday, 8th September, 2015

At

6.30 pm

**Council Chamber,
King George V House,
King George V Road, Amersham**

Minute Set

CHILTERN DISTRICT COUNCIL

MINUTES of the Meeting of the CHILTERN DISTRICT COUNCIL

held on **14 JULY 2015**

PRESENT: Councillor M Harker - Chairman of the Council
 P N Shepherd - Vice-Chairman of the Council

Councillors: A K Bacon
 S P Berry
 D J Bray
 J A Burton
 I A Darby
 M Flys
 C J Ford
 A J Garth
 J L Gladwin
 G K Harris
 P J Hudson
 C J Jackson
 C M Jones
 R J Jones
 D J Lacey
 J E MacBean

Councillors: P E C Martin
 S A Patel
 D W Phillips
 N M Rose
 C J Rouse
 J J Rush
 M W Shaw
 L M Smith
 M R Smith
 M Stannard
 M W Titterington
 D M Varley
 N I Varley
 E A Walsh
 C J Wertheim
 F S Wilson

APOLOGIES FOR ABSENCE were received from Councillors D I Allen, E A Culverhouse, A S Hardie, M J Harrold and P M Jones.

Following the opening prayer, the Chairman asked that a minute's silence be observed for former Councillor Charles Goodwyn and Honorary Alderman who had passed away.

13 MINUTES

The Minutes of the meetings of Ordinary Council and Annual Council held on 27 May 2015 were approved as a correct record and signed by the Chairman.

14 DECLARATIONS OF INTEREST

There were no declarations of interest.

15 ANNOUNCEMENTS

(a) Chairman's Engagements

A list of Engagements carried out by the Chairman and Vice-Chairman of the Council between 28 May and 14 July was circulated with the Agenda.

(b) Chairman's Announcements

Members were advised that the Chief Constable would be presenting to Members at the next Council meeting on 8 September. Members were kindly asked to send any questions in advance to: chiefexecs@chiltern.gov.uk

Members would also receive a presentation from the Area Manager of South Central Ambulance Service at the Council meeting on 3 November.

The Chairman advised that this year national Playday was on Wednesday 5 August. Playday is a celebration of children's right to play, and a campaign that highlights the importance of play in children's lives.

This year Silver Sunday, an annual day of fun and free activities for older people across the UK, would take place on 4 October. Members interested in organising an event in their ward should contact Councillor Harker for more information.

(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 Acting Chief Executive reminded Members that this was the first meeting where the new Council Procedure Rules, agreed by Council on 25 February 2015, came into force. Council recommendations would now be considered by Council as a specific report in order to facilitate effective debate.

(e) Petitions

No petitions were submitted.

16 PRESENTATION: CHILTERN CITIZENS ADVICE BUREAU

Jennifer Allott, District Manager of Chiltern Citizens Advice Bureau (CAB), gave a presentation to Members on the following main areas:

- Overview of CAB Services in Chiltern
- Summary of projects being delivered
- Impact of the CAB work on clients
- Statistics showing the type of client issues
- Case studies
- Future service developments
- Funding

The Chairman then invited questions from Members. In response to a question from the Chairman it was noted that Council funding remained crucial to the CAB, but other non-financial help, such as accommodation for outreach work, promoting volunteering and building partnerships with other organisation also helped support the CAB.

In response to a question regarding a future funding strategy the District Manager advised that the funding received from the Council was crucial, but the CAB also received funding from multiple partners. This included the L&Q Foundation, national CAB, charitable trusts and Paradigm Housing. The CAB was also looking to expand funding from other housing providers. Lottery grant funding had also supported the work of the CAB.

Following a question about volunteering it was noted that the CAB welcomed all volunteers, but was particularly keen to attract younger persons, and was doing more to target those individuals.

The Chairman thanked the District Manager for the useful presentation. Members were invited to contact the District Manager manager@chilterncab.cabnet.org.uk for any further information. Ward level reports were available on request.

RESOLVED –

That the presentation be noted.

17 REPORTS AND RECOMMENDATIONS FROM COMMITTEES OF THE COUNCIL

There were no reports or recommendations from Committees of the Council.

18 HOUSING COMMUNITY ORGANISATIONS BUDGET - HOUSING INTERACTION TRUST

Councillor G Harris introduced the report. The Housing Interaction Trust supported the delivery of housing advice, provided support and homelessness prevention services for young people in Chiltern. There had been a significant increase in demand for this service over the last year. The benefit provided by the Trust far outweighed the cost of the proposed grant. The Council would face a significant cost as a result of the increased need for temporary accommodation in particular, such as bed and breakfast placements, if the Trust's services were no longer provided.

Councillor J Burton endorsed the report and added that as a direct result of the Trust's work none of their clients subsequently made a homelessness application during the year.

It was moved by Councillor G Harris and seconded by Councillor J Burton, and

RESOLVED –

That the Council issues a grant of £40,000 to Housing Interaction Trust to support and maintain the Trust's work in Chiltern District Council in 2015/16 of which £10,000 to be applied from the Homelessness Reserve.

19 CABINET REPORTS**a) Councillor N Rose – HS2**

Councillor N Rose praised the local action groups for the positive turnout and enthusiasm at the Select Committee site visits held on the 11 and 22 June. Thanks were also expressed to those involved in the presentations, in particular St Mary's Church, Wendover and Little Missenden Church. Community engagement events had also taken place across the district which provided useful information to organisations wishing to present a petition. Thanks were expressed to the officer team who supported the events. An update was also provided on the tunnel route options being explored. The Council's preferred option was the Chilterns long tunnel. Following the elections there were three new Select Committee Members: Geoffrey Clifton-Brown; David Crausby; and Mark Hendrick.

Councillor I Darby expressed particular thanks to the Council's own officer team: Ifath Nawaz, Rachel Prance, Ben Coakley and Steve Braund who had supported the community groups on petitioning and continued to work hard on HS2 issues facing the district. The action groups were also congratulated on the cases they had made to the Select Committee. The Chairman endorsed the gratitude expressed and extended thanks to all Councillors involved with the action groups.

Councillor Berry urged Members to keep a look out for an announcement from the Select Committee as early as the following week. Councillor Rose added that this was likely to be on 22 July, and that the Select Committee had now published the timetable for organisations presenting their petitions in September and October.

b) Councillor P Martin – Sustainable Development

Councillor P Martin referred to the changes in planning and was pleased to report that the Council remained on target or ahead of target on planning performance.

c) Councillor G Harris – Community, Health & Housing

Councillor G Harris advised that a Community Cards competition had been held involving 35 schools across Chiltern. The scheme encouraged children in year 6 to get involved with activities in their community and raised awareness of community safety issues. The Curzon Church of England Combined School in Penn won a trip to Legoland Windsor Resort.

A free Family Fun Day would be held on Wednesday 5 August, 11am to 3pm, at King George V Playing Fields, Amersham. A range of activities would be available, and everyone was welcome to come along.

20 QUESTIONS

No questions had been received.

21 QUESTIONS WITHOUT NOTICE

There were no questions without notice.

22 PETITIONS AND DEPUTATIONS

There were no petitions or deputations.

23 JOINT ARRANGEMENTS AND OUTSIDE ORGANISATIONS

There were no reports.

Councillor Darby advised that all outside bodies had been notified of the Council's appointments and Members were invited to report back under this item at future meetings.

24 MOTIONS

No Motions had been received.

The meeting ended at 7.37 pm

CHILTERN DISTRICT COUNCIL

**MINUTES of the Meeting of the
AUDIT AND STANDARDS COMMITTEE**
held on **25 JUNE 2015**

PRESENT: Councillor J L Gladwin - Chairman

Councillors: A K Bacon
C J Ford
C J Wertheim

APOLOGIES FOR ABSENCE were received from Councillors J A Burton, C J Jackson, R J Jones, D W Phillips, N I Varley, D Gleen and Mrs C Langley.

ALSO IN ATTENDANCE: Councillor I A Darby.

34 MINUTES

The Minutes of the meetings of Audit and Standards Committee held on 19 March 2015 and 27 May 2015 were agreed by the Committee and signed by the Chairman as a correct record.

35 DECLARATIONS OF INTEREST

There were no declarations of interest.

The Chairman welcomed Sue Gill of Ernst & Young and Chris Harris from TIAA to the meeting. The Chairman requested that Items 13, 14 and 15 be considered first and the Committee agreed.

36 UPDATE ON STANDARDS FRAMEWORK

This was the first report following the elections, covering declarations of interest, requirements under the Localism Act for new members to disclose pecuniary interests (DPI's) within 28 days of taking office and the Code of Conduct. A new form with more explanation had been included in the members pack and it was reported that all new members had returned their form by the deadline on 8th June and it would have been a criminal offence not to do so. The Register of Interests were being uploaded onto the website and would be accessible from the Your Councillors page. In the future, members would be able to update their own forms using Modern.gov and would be given instructions on how to do so. It was recommended that these be checked twice a year for changes.

The registers of interests for each Town and Parish Council were currently being compiled. It was hoped that these would be completed by September. In response to a question about the legal deadline for Town and Parish Councillors the monitoring officer advised that the date of 8th June applied to

newly elected councillors but for continuing members it depended on the Code of Conduct that had been adopted by those Councils.

The Committee felt generally that the new format was easier to understand.

RESOLVED

That the Standards Framework Update be noted.

Note 1: Councillor I Darby entered the meeting at 6.50 pm during item 14, Standards Training for New Members

37 STANDARDS TRAINING FOR NEW MEMBERS

Induction workshops had taken place to explain the legal requirements on Standards matters, Governance, the Constitution and Code of Conduct in more detail. It was reported that 11 new Members had attended the Induction Day. However, four new members had been unable to attend any training on the Code. One to one sessions with the members concerned were therefore being organised with a view to completing standards training for all new members by the end of July. The committee asked for a further report if any members did not complete this training.

The monitoring officer had prepared new guidance documents on the code of conduct and these would be available on the standards pages of the website. This included quick guides that cover commonly asked questions, for example, regarding lobbying and declaration of interests. The monitoring officer had also been asked to prepare a quick guide on defamation and the defence of qualified privilege for councillors. The meeting discussed the issue of defamation and the use of unparliamentary language.

It was reported that the IT training session had been poorly attended because Members hadn't appreciated the importance of the Data Protection section. This was being addressed for future training.

The Monitoring Officer recommended that further training on declarations of interest be offered to members in the form of an interactive workshop where members consider practical case studies and have an opportunity to discuss issues in detail. This could be done jointly with members from SBDC, as the same issues apply at both councils. The committee agreed that this training would be useful.

RECOMMENDATION

That further Standards training for Members be arranged.

38 STANDARDS WORK PROGRAMME

Due to a change in the mandatory procedures for dismissal of Chief Executives, it was now necessary to appoint an advisory panel of independent persons for this purpose. It was therefore proposed that the Job Descriptions

for the Council's Independent Members be amended to include this new function.

RESOLVED

That the work programme of the Standards Committee be noted.

39 AUDIT COMMITTEE BRIEFING - PRESENTATION

The presentation outlined the 4 key areas of responsibility for the Audit work of the Committee:

1. Risk Management
2. Assurance Statements
3. Audit arrangements
4. Statement of Accounts.

The Committee was able to call Officers to give information to the meeting to help hold them to account.

Internal audit was currently outsourced as that enabled more specialist staff to be available at a competitive cost. The internal auditor, Chris Harris of TIAA gave the meeting brief details about the Company and its background. The audits are done jointly with SBDC to allow for further synergy.

Sue Gill, the Audit Manager with Ernst & Young, explained the role of the external auditor and explained how the Audit Commission had originally appointed them, which helped ensure audit independence. The audit fee is based on a national fee scale. The main audit work is guided by the statutory Code of Audit Practice and the grant audit work is specified by the DWP. The appointment arrangement was changing as the Audit Commission has been wound up. From 2017 (or 2020 if the current national current contracts are extended) CDC would be able to appoint their own external auditor, but would need to do this via an independent panel. It was advised that there might be the possibility of local authorities grouping together to jointly appoint external auditors.

The Chairman requested that copies of the very useful briefing be sent to members of the committee, particularly to those who were unable to attend.

RESOLVED

To note the role of the Audit Committee

40 INTERNAL AUDIT PROGRESS REPORT

Chris Harris reported that there were no emerging risks identified, nor any priority one actions in the report. Some reports were still at the draft stage and this was often due to Heads of Service requesting a delay in work due to

the changes during the Service Reviews. With the progress being made with the service reviews and work practises settling down, this should be less of a problem in the future. The 2015/16 work programme had already been subject to some delays but was expected to be substantially completed by December (and finally completed by 31 March 2016).

The Chairman requested that in the future, Heads of Service who ask for a delay, be reported to the committee with their reason for the request.

There were questions about the fraud scam that had taken place and it was advised that a plan had been put in place to prevent further scams of this nature.

It was requested that a separate Data Protection audit be added to the 2015/16 plan.

With regard to the Grounds Maintenance audit and the recommendation for six monthly reviews these had not yet started, the committee requested that the Head of Environment attend the September meeting, if these reviews had still not taken place.

The problem of creating a single IT network for Chiltern and South Bucks was discussed, particularly with regard to the external contractors at South Bucks. It was reported that having 2 networks had created inefficiency and added complexity. Discussions had been started to resolve this issue.

RESOLVED

That the Internal Audit Progress report be noted.

41 INTERNAL AUDIT ANNUAL REPORT

The annual opinion was that there were sufficient controls and processes to meet the audit objectives for Chiltern District Council. There were no limited assurances and considering the period of austerity, service reviews and changes, this was a positive outcome. It was noted by the Committee that the cash/bank and also debtors had been reasonable but not substantial assurance. It was advised that financial processes are subject to internal audit reviews every year and officers are working to address the recommendations raised.

RESOLVED

That the Internal Audit Annual Report be noted.

42 EXTERNAL AUDIT ANNUAL FEE LETTER 15/16

The fees were being set by the Audit Commission. It was noted that there was a lower fee for 2015/16 due to the Audit Commission closing and the cost savings that had generated.

RESOLVED

That the Annual Audit and Certification fees 2015/16 be noted.

43 EXTERNAL AUDIT PROGRESS UPDATE REPORT

One issue was raised regarding the Council Tax Bandings which were input on the Council Tax system. Officers advised that they had been robustly checked (and indeed they were correct) but the Council had not been able to demonstrate that they were checked as the control process had not been written down.

No other issues had arisen and Sue Gill wanted to thank the Officers for their co-operation and assistance during the audit.

RESOLVED

That the report be noted.

44 ANNUAL GOVERNANCE STATEMENT

The Annual Governance statement is an important public document and the Audit Committee has an important role in reviewing the assurances provided and identifying gaps in control. Chiltern has adopted the CIPFA Code of Corporate Governance. Significant governance issues include business continuity plans, particularly IT recovery; Data Protection and the impact of HS2 on the district.

Members asked whether the Pension Scheme should be included in governance. The deficit on funding for the pension scheme was discussed. There was currently a triennial re-valuation which showed a deficit but with additional payments over a 20 year period and the likely change in interest rates, the Actuaries had been confident that the position was acceptable. It was suggested that the Actuary be invited to give a presentation to the Committee to explain the position.

Regarding HS2, it was suggested that the wording "continue to plan and budget for costs" be added, in line with the previous action points.

RESOLVED

To approve the Annual Governance Statement

45 STATEMENT OF ACCOUNTS

The annual statement of accounts were presented to the Committee for inspection and had to be approved and signed by the Council's s151 senior finance officer by 30th June 2015. It would then be subject to external audit, approved by members and published by 30 September. The key statements include the income/expenditure statement, the balance sheet and cashflow statement. It was noted that there was a slight increase in income over the year.

Non Domestic Rates (NDRs) were discussed as District Councils received only 40% of the income with the remainder going to central Government, the County Council and Fire Service. They were also subject to appeals and so provision has been made for these re-payments.

The value of properties in the Council's Accounts had increased by £3.7 million. It was explained that this was due to these being revalued by the external valuer, the method of valuing the leisure centres was based on the re-building cost less depreciation.

RESOLVED

That the draft 2014/15 Statement of Accounts be noted.

Note 2: Councillor I Darby left the meeting at 8.30 pm

46 AUDIT WORK PROGRAMME**RESOLVED**

That the work programme of the Audit Committee be noted.

The meeting ended at 8.43 pm

CHILTERN DISTRICT COUNCIL

MINUTES of the Meeting of the PERSONNEL COMMITTEE held on 6 JULY 2015

PRESENT: Councillor M R Smith - Chairman

Councillors: I A Darby
P M Jones
D W Phillips
M Stannard

APOLOGIES FOR ABSENCE were received from Councillors P J Hudson and C M Jones

1 CHAIRMAN

As the Chairman was unable to attend the meeting, Councillor I Darby moved, and Councillor P Jones seconded, and it was

RESOLVED –

That Councillor M Smith be elected Chairman for the meeting.

2 MINUTES

The Minutes of the meeting held on 14 April 2015 were agreed by the Committee and signed by the Chairman as a correct record.

3 DECLARATIONS OF INTEREST

There were no declarations of interest.

4 INTERIM SENIOR MANAGEMENT ARRANGEMENTS

Members considered a report setting out the proposed management arrangements for the Services Directorate following the recent appointment of the current Director of Services as Acting Chief Executive.

The Committee, after noting that the proposed arrangements aimed to maintain senior management capacity and service continuity, then

RESOLVED –

- 1. That the proposed approach for fulfilling the duties and responsibilities of the post of Director of Services on an interim basis be agreed;**
- 2. That responsibility for work on Joint Waste arrangements be undertaken by the Head of Environment on an interim basis and the Scheme of Officer Delegations be amended as necessary to enable the Head of Environment to fulfil this interim role;**

3. That responsibility for work on Farnham Park Trust be undertaken by the Director of Resources on an interim basis and the Scheme of Officer Delegations be amended as necessary to enable the Director of Resources to fulfil this interim role;
4. That responsibility for work on Community Safety governance and the Chesham Wellbeing and Workwell Projects be undertaken by the Head of Healthy Communities on an interim basis and the Scheme of Officer Delegations be amended as necessary to enable the Head of Healthy Communities fulfil this interim role;
5. That an Interim Director of Services be appointed to deal with all other areas within the Director of Services' role for an initial 6 months period, renewable subject to decisions taken regarding the Acting Chief Executive role; and,
6. That it is recommended to JAIC that a small Member Panel is set up to agree the job description and person specification for an Interim Director of Services post, review expressions of interest, interview as necessary and make recommendations to the respective Full Councils.

5 HARMONISED HR POLICIES

The Committee received and considered the final draft versions of the following harmonised Human Resource policies, including the key changes to the current policies, which had been developed in light of shared services for equality, fairness and practicality:

- Employee Code of Conduct
- Disciplinary Policy
- Grievance and Resolution Policy
- Annual Leave Purchase Scheme
- Shared Parental Leave

It was clarified that there was no facility for employees to sell unused leave back to the Council. In response to concerns regarding the sharing of parental leave it was noted that checks would be carried out between both partners' employers to prevent misuse. It was also anticipated that staff take-up was likely to be limited.

As the policies would be implemented simultaneously it was suggested that the two yearly reviews be staggered to help manage workload.

RESOLVED –

1. That the following policies be approved and implemented, subject to staff consultation, and that authority be delegated to the Chief Executive to make any minor amendments to those policies, as may be required:

- a) Employee Code of Conduct
- b) Disciplinary Policy
- c) Grievance and Resolution Policy
- d) Annual Leave Purchase Scheme

2. That the Shared Parental Leave Policy, providing employees with the basic statutory provision, be noted.

6 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.

7 CUSTOMER SERVICES SHARED SERVICE

The Committee were asked to comment on a report considered by the SBDC Personnel Committee on 29 June and due to be considered by the Joint Appointments and Implementation Committee on 20 July. The report set out the draft Customer Services consultation document. The draft timetable was set out in detail in Appendix D and in summary was proposed to:

- Start consultation on 15 July 2015
- End consultation on 28 August 2015
- Conduct the selection process from the 18 September 2015
- Implement joint services from 1 November 2015

The Committee, after expressing thanks to the Head of Customer Services for the thorough report, then

RESOLVED -

1. That the Customer Services 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 in accordance with the authority delegated to the Chief Executive in consultation with the Joint Chairmen and the Cabinet Portfolio Holders from both Council.

The meeting ended at 6.03 pm

CHILTERN DISTRICT COUNCIL

MINUTES of the Meeting of the PLANNING COMMITTEE held on 9 JULY 2015

PRESENT: Councillor D W Phillips - Chairman
 " A S Hardie - Vice Chairman

Councillors: D I Allen
 J A Burton
 J L Gladwin
 M J Harrold
 P M Jones
 J E MacBean
 J J Rush
 M W Titterington
 C J Wertheim

APOLOGIES FOR ABSENCE were received from Councillors N M Rose and P N Shepherd

ALSO IN ATTENDANCE: Councillors S P Berry and D J Bray

8 MINUTES

The Minutes of the meeting of the Committee held on 18 June 2015, copies of which had been previously circulated, were agreed by the Committee and signed by the Chairman as a correct record.

9 DECLARATIONS OF INTEREST

Councillor C J Wertheim declared a personal interest in planning application CH/2015/0923/TP. Nature of interest – Councillor Wertheim was acquainted with the Headmistress of Maltmans Green School.

Councillor M J Harrold declared a personal interest in planning application CH/2015/0587/FA. Nature of interest – Councillor Harrold may be acquainted with one of the applicants.

Councillor J J Rush declared a personal interest in planning application CH/2015/0923/TP. Nature of interest - Councillor Rush's wife had done supply teaching at Maltmans Green School.

10 ITEMS FOR NOTING

RESOLVED -

That the reports be noted.

11 REPORT ON MAIN LIST OF APPLICATIONS

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

APPLICATIONS

CH/2015/0587/FA Hill Farm Industrial Estate, Hill Farm Lane, Chalfont St Giles, Buckinghamshire.

Speaking for the application, the agent, Mr Mark Williams

Refused Permission with additional wording to Reason 2 "a financial contribution of £75,000 is required which must be secured by way of a Legal Agreement".

Note 1: Councillor M J Harrold entered the meeting at 6.45 pm, declared an interest during this item and so did not take part in the discussion or vote.

Note 2: Councillor D J Bray left the meeting at 6.50 pm.

CH/2015/0745/FA Collioure, 59 Copthall Lane, Chalfont St Peter, Buckinghamshire, SL9 0DQ

Speaking for the application, Mr H Channa.

Conditional Permission

CH/2015/0766/FA The Alders, 3 Parkfield Avenue, Amersham, Buckinghamshire, HP6 6BE

Speaking as an objector, Mr T B Woods.

Speaking for the application, Mrs Sleet.

Refused permission by reason of the negative effect to the amenities of 5 Parkfield Avenue and out of keeping with the street scene, the precise wording delegated to the Head of Sustainable Development.

CH/2015/0782/FA The Dower House, Gold Hill East, Chalfont St Peter, Gerrards Cross, Buckinghamshire, SL9 9DL

Speaking on behalf of Chalfont St Peter Parish Council,
Councillor Ian Browne.

Speaking as an objector, Ms Rose Swales

Speaking for the application, the agent Mr Selby Stocks

Conditional Permission

CH/2015/0812/FA 32A High Street, Great Missenden, Buckinghamshire,
HP16 0AU

Speaking on behalf of Great Missenden Parish Council,
Councillor Brenda Barker

Speaking as an objector, representing GMVA and
GMPRG, Mr John Skrimshire.

Defer to allow time for Officers to put the safety concerns
to Bucks County Council Highways.

Note 3: Councillor S P Berry left the meeting at 8.20 pm

CH/2015/0877/FA Langdale House, Broombar Lane, Great Missenden,
Buckinghamshire, HP16 9JD

Item withdrawn by the applicant.

CH/2015/0923/TP Maltmans Green School, Maltmans Lane, Chalfont St
Peter, Buckinghamshire, SL9 8RR

Speaking on behalf of Chalfont St Peter Parish Council,
Councillor I Browne.

Conditional Permission

The meeting ended at 8.57 pm

CHILTERN DISTRICT COUNCIL

MINUTES of the Meeting of the JOINT APPOINTMENTS AND IMPLEMENTATION COMMITTEE held on 20 JULY 2015

PRESENT: Councillor M J Stannard - Chairman
" N Naylor - Vice Chairman

Councillors: I A Darby
P J Hudson
P M Jones
M R Smith
D Anthony
B Harding
A Walters

APOLOGIES FOR ABSENCE were received from Councillor P Kelly

30 MINUTES

The minutes of the meeting of the Joint Committee held on 15 April 2015 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 INTERIM SENIOR MANAGEMENT ARRANGEMENTS

Consideration was given to the report which advised Members on the proposed management arrangements for the Services Directorate consequential to the appointment of the current Director of Services as Acting Chief Executive.

The proposals were to ensure that interim management arrangements were in place to ensure senior management capacity was maintained at corporate / directorate level and momentum was maintained in the change agenda and delivery of high quality cost effective services.

The Acting Chief Executive advised that the proposals had been agreed by both Personnel Committees. The key issue was not to overload existing Heads of Service and that the additional duties provide an opportunity for career development with capacity being maintained through the Interim Director post.

RESOLVED:

- i) **That the proposed approach for fulfilling the duties and responsibilities of the post of Director of Services on an interim basis be agreed;**

- ii) That responsibility for work on Joint Waste arrangements be undertaken by the Head of Environment on an interim basis and the Scheme of Officer Delegations be amended as necessary to enable the Head of Environment to fulfil this interim role;
- iii) That responsibility for work on Farnham Park Trust be undertaken by the Director of Resources on an interim basis and the Scheme of Officer Delegations be amended as necessary to enable the Director of Resources to fulfil this interim role;
- iv) That responsibility for work on Community Safety governance and the Chesham Wellbeing and Work well Projects be undertaken by the Head of Healthy Communities on an interim basis and the Scheme of Officer Delegations be amended as necessary to enable the Head of Healthy Communities to fulfil this interim role; and
- v) That an Interim Director of Services be appointed to deal with all other areas within the Director of Services' role for an initial 6 months period, renewable subject to decisions taken regarding the Acting Chief Executive role.
- vi) That a small Member Panel be set up to agree the job description and person specification for an Interim Director of Services post, review expressions of interest, interview as necessary and make recommendations to the respective Fully Councils.

33 HARMONISED HR POLICIES

Members considered the report which provided the final draft versions of the first five harmonised HR policies.

Both Councils had acknowledged that working in a shared services environment required harmonised HR policies for the purposes of equality, fairness and practicality. The policies had been developed taking the best practice of both Councils, reflect employment legislation, recognised codes of practice, and best practice in other public / voluntary / private sector organisations.

The Joint Principal Personnel Officer outlined the approach undertaken to develop the Human Resources policies for both Councils and presented a summary of each policy in turn.

RESOLVED:

- i) That the implementation of the policies, be approved, subject to staff consultation in respect of:
 - Employee Code of Conduct
 - Disciplinary Policy
 - Grievance and Resolution Policy
 - Annual Leave Purchase Scheme

- ii) **That the policy on shared parental leave that provides employees with the basic statutory provision be noted.**

34 EXCLUSION OF THE PUBLIC

RESOLVED:

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.

35 CUSTOMER SERVICES SHARED SERVICE

Consideration was given to the confidential report which set out the draft Customer Services consultation document and the format of appendices which was intended to be shared with the Customer Services Team.

RESOLVED:

- i) **That the Customer Services Team Shared Services consultation document and appendices be agreed, prior to issuing to staff; and**
- ii) **That the structure will then 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 for both Councils.**

36 NEXT MEETING

The next meeting of the Joint Appointments and Implementation Committee was to be held on Wednesday 2 September 2015 commencing at 6.00pm at South Bucks District Council.

The meeting ended at 7.12pm

CHILTERN DISTRICT COUNCIL

MINUTES of the Meeting of the RESOURCES OVERVIEW COMMITTEE held on 28 JULY 2015

PRESENT: Councillor N M Rose - Chairman
" A J Garth - Vice Chairman

Councillors: A K Bacon
C J Ford
C M Jones
R J Jones
J E MacBean
D M Varley
H M Wallace
C J Wertheim

APOLOGIES FOR ABSENCE were received from Councillors S P Berry, J L Gladwin and D W Phillips

19 MINUTES

The Minutes of the Resources Overview Committee meeting held 20 January 2015 copies of which had been previously circulated, were approved and signed by Councillor N Rose, as a correct record.

20 DECLARATIONS OF INTEREST

There were no declarations of interest.

21 ANNUAL PERFORMANCE REPORT 2014-15

Consideration was given to the Council's Annual Performance Report 2014-15. The report set out details of annual performance against pre-agreed targets for publication on the website. The report was a shorter, more succinct, online report which linked to other information such as the Joint Business Plan, financial information and the end of year performance tables.

Members welcomed and thanked officers for the revised report format.

RESOLVED:

That the content of the report be noted.

22 REVIEW OF CHILTERN DC RESERVES

Consideration was given to the report which outlined the review of the reserves held by the Council.

The Council had a General Reserve and a number of earmarked reserves. The review of the level of the General Reserve, indicated it could be reduced

to £2,500K taking into account the earmarked reserves that exist to cover financial risks and the forecast revenue funding gap over the next four years.

It was reported that the Council currently had 19 earmarked reserves, for purposes of managing financial risks and to provide funding for priority programmes of the Council. The report proposed realigning the earmarked reserves and amended the levels of some of the reserves in the light of current needs and priorities.

The Director of Resources drew members' attention specifically to issues that required a need to create new reserves and areas of proposed movement in existing reserves. Members considered the detail of the proposed changes and the implications. It was explained that the reserves were continually monitored and Cabinet were able to review and consider a revised allocation if appropriate. The Director of Resources clarified that the minimum level of reserves was a professional judgement based on CIPFA guidance but in general was a basic calculation based on operational expenditure and taking into account financial risks.

RECOMMENDATION TO CABINET:

i) To reduce the level of the General Reserve to £2,500K, and reallocate funding into earmarked reserves for a) Affordable Housing Reserve; b) Leisure Strategy Implementation, and c) Pension Fund Reserve; and

ii) To realign the revised total for earmarked reserves as set out

23 2015/16 QUARTER 1 WRITE OFFS

Members were advised that at the meeting of the Audit & Standards Committee held on 19 March 2015, changes to the financial procedure rules in respect of write offs were agreed. The Committee also requested that a quarterly report on volumes and amounts of write offs be reported to the Resources Overview Committee; and this first report related to quarter one 2015/16.

It was reported that during the first quarter there had been a total of 91 amounts written off totalling £25283.19 and this was broken down into the following areas:-

- Sundry debt – 33 amounts - £13,101.83
- Council Tax – 54 amounts - £1,837.22
- Business Rates – 4 amounts - £10,344.14

A further report was to be presented to the Committee following the end of quarter two and for business rates this would include the names of the businesses in question. Members commented on the low level of write offs.

RESOLVED:

That the write offs for the first quarter be noted.

24 REPAIRS & RENEWALS PROGRAMME 2015/16 TO 2018/19 & CAPITAL/REPAIRS & RENEWALS OUT TURN 2014/15

Members considered the Chiltern District Council Capital, Repairs & Renewals Outturn Report 2014/15 and the Repairs & Renewals Budget for 2015/16; and were asked to note the outturn position, the carry forward of unspent capital and repairs and renewals budgets and note the proposed new repairs and renewals schemes for 2015/16.

RECOMMENDATION TO CABINET:

- i) To note the 2014/15 capital and repairs & renewals outturn position;**
- ii) To agree which capital and repairs and renewals budgets should be carried forward to 2015/16; and**
- iii) To agree new repairs and renewals schemes for 2015/16**

The meeting ended at 7.25pm

SUBJECT:	Business Support Service Shared Service Review
REPORT OF:	Officer Management Team – Director of Resources Prepared by – Head of Business Support

1. Purpose of Report

To consider the recommendations arising from the shared services review of Business Support.

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 20 July 2015, the Chiltern and South Bucks Joint Committee considered the Business Case for a Business Support shared 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 Business Support joint service is proven and that both Councils should proceed to establish a Business Support joint service.**
- 2. That subject to consultation with staff and a formal agreement between the Councils, the services of staff in Chiltern District Council's Business Support 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 Legal and Democratic Services be authorised to finalise the terms of any legal documentation required to give effect to recommendation 2 above.**

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Background Papers:	None

