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CHILTERN
District Council



TO: ALL MEMBERS OF COUNCIL

Dear Councillor

You are hereby summoned to attend the Meeting of the **CHILTERN DISTRICT COUNCIL** to be held in the **Council Chamber, King George V House, King George V Road, Amersham** on **Tuesday, 15th November, 2016** at **6.30 pm** when the business below is proposed to be transacted.

A G E N D A

- 1 Evacuation Procedures
- 2 Presentation from the Chief Executive of Buckinghamshire NHS Hospitals Trust

Neil Dardis, Chief Executive of Buckinghamshire NHS Hospitals Trust, will deliver a presentation to Members.
- 3 Minutes (*Pages 5 - 14*)

To approve as a correct record and to sign the Minutes of the meeting of Council held on 20 September 2016.
- 4 Apologies for Absence
- 5 Declarations of Interest
- 6 Announcements

To receive any announcements from the Chairman, Cabinet Leader or the Head of Paid Service.

Chairman and Vice Chairman's Diary (Pages 15 - 16)

7 To receive and consider reports and recommendations of Committees of the Council, in date order of the meeting:

7.1 Joint Anti-Fraud, Bribery and Corruption Policy / Joint Protected Disclosure Policy - Audit & Standards Committee - 22 September 2016 (*Pages 17 - 18*)

Appendix (Pages 19 - 32)

7.2 Appointment of Chief Executive - JAIC - 26 October 2016 (*Pages 33 - 36*)

8 Cabinet Recommendations

To receive and consider the recommendations of the Cabinet for the meeting held on 1 November 2016 and to receive questions and answers on any of those recommendations in accordance with Rule 8 of the Procedural Rules.

8.1 Chalfont St Peter Neighbourhood Plan Consideration of Referendum Result (*Pages 37 - 42*)

8.2 Medium Financial Strategy 2017 – 2022 (*Pages 43 - 46*)

Appendix A: MTFS (Pages 47 - 58)

Appendix B: Joint Efficiency Plan (Pages 59 - 62)

9 Cabinet Reports

To receive and consider reports from the Cabinet Leader, Cabinet Members or Chairman of a Committee and receive questions and answers on any of those reports in accordance with Rule 9.1 of the Procedural Rules.

10 Questions

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 Council Procedure Rules.

11 Questions Without Notice

To receive questions without notice from any Member of the Council to the Cabinet Leader, Cabinet Members or Chairman of a Committee (if any) in accordance with Rule 9.1 of the Council Procedure Rules.

12 Petitions (if any)

To receive petitions and/or deputations (if any) from members of the public including provisions allowing members to ask questions of clarification at the discretion of the Chairman and restrictions on deputations covering the same subject or by the same speakers.

13 Joint Arrangements and Outside Organisations

To receive reports about and receive questions and answers relating to any joint arrangements or external organisations.

14 Motions (if any)

15 Exclusion of the Public

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.

16 Private Healthcare Provision for Senior Managers - Personnel Committee (24 October 2016) & JAIC (26 October 2016) (Pages 63 - 66)

Appendix A - Personnel Committee Report (Pages 67 - 84)

Appendix B - Personnel Committee Minutes (24 October) (Pages 85 - 86)

Appendix C - JAIC Minutes (26 October) (Pages 87 - 90)

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



Bob Smith
Acting Chief Executive

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CHILTERN DISTRICT COUNCIL**MINUTES** of the Meeting of the
COUNCILheld on **20 SEPTEMBER 2016**

PRESENT: Councillor M Harker - Chairman
" P N Shepherd - Vice Chairman

Councillors: A K Bacon
S P Berry
J A Burton
J Cook
E A Culverhouse
I A Darby
M Flys
C J Ford
A J Garth
J L Gladwin
A S Hardie
G K Harris
M J Harrold
P J Hudson
C J Jackson
C M Jones
P M Jones
D J Lacey
J E MacBean
P E C Martin
S A Patel
D W Phillips
N M Rose
L M Smith
M R Smith
M J Stannard
D M Varley
N I Varley
H M Wallace
E A Walsh
C J Wertheim
F S Wilson

APOLOGIES FOR ABSENCE were received from Councillors D J Bray, R J Jones, C J Rouse, J J Rush, M W Shaw and M W Titterington.

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ALSO IN ATTENDANCE: Chief Constable, Francis Habgood and Chiltern and South Bucks Local Police Area Commander, Yvette Hitch (Item 2 only)

128 PRESENTATION FROM THE CHIEF CONSTABLE OF THAMES VALLEY POLICE

Councillor H Wallace arrived during this item at 6.38pm.

The Chairman welcomed and introduced Francis Habgood, Chief Constable and Yvette Hitch, Chiltern & South Bucks Local Police Area Commander.

The Chief Constable attended the meeting to provide a presentation to members on the current performance and strategic objectives of the Thames Valley Police; while providing members with the opportunity to raise questions on the work of the Police.

The Chief Constable provided a detailed and informative presentation which outlined the following key areas:-

Thames Valley Police commitment:

- An emergency service that keeps people safe and brings offenders to justice
- Working together to build stronger, more resilient communities
- A modern police force that meets the needs of our communities
- A skilled and trusted workforce

Priorities for 2016/17 – Operational

- Cut crimes of most concern
 - Burglaries, Violence, Rural Crime, Serious and Organised Crime
- Protect Vulnerable People
 - Repeat victimisation of domestic abuse, response to hate crime, CSE, FGM, HBA, FM
- Bring offenders to justice
 - Quality of files
- Reduce repeat demand

Chiltern priorities

- Burglary (dwelling) remains a high priority
- Supporting the aging population
- Rural Crime
- Street Triage
- Early Help Panels
- Op Garrison

Classification: OFFICIAL

The Chief Constable invited questions from Councillors; and the following questions were received:

Councillor Graham Harris

"In view of the cuts to the police budget, what will be the shape of policing in the Chiltern area after March 2017 and will the present level of neighbourhood policing be maintained?"

The Chief Constable responded that it was key to invest in neighbourhood policing and build community resilience. A priority was to continue to seek the most effective way to use resources. The budget for 2017/18 was not yet confirmed but the police would need to continue to make savings and invest in technology.

Councillor Peter Hudson

"Chiltern District Council was currently reviewing its fixed CCTV provision and recognised the need to work in partnership with the police to secure the best provision. The review had identified the need to access information locally, to aid district investigations as to enviro-crime as well as to support police investigations. This required the modernisation of the CCTV provision and a move away from fixed CCTV locations to more mobile and flexible CCTV systems.

Are there opportunities to extend the TVP wide review of CCTV to include the procurement of CCTV surveillance equipment at a local level and consider the advantages of the economies of scale?"

The Area Commander responded that this work supported the work of Op Garrison and the police continued to work with partners to ensure fairness of funding, location of cameras and maximising technology was maintained to assist the police and other bodies.

Councillor Caroline Jones

"The Council and Thames Valley Police had over many years worked to improve community resilience and communication through holding community events, supporting neighbourhood meetings, and working with minority groups to ensure inclusion and their participation in community activities. In view of the nationally reported heightened tensions around racism and xenophobia and hate crimes, had there been a reported increase locally and what joint activities could be undertaken to address this?"

The Chief Constable responded that four cases had been identified locally of hate crime that were linked to the result of the EU Referendum. The aim of the police was to build resilience to stop hate crime taking place and to develop a zero tolerance of this behavior.

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Councillor Peter Jones

"I have been very impressed with the "You Said, We Did" section of the Chesham NHPT Neighbourhood Policing Newsletter. A recent newsletter highlighted that Automatic Number Plate Recognition (ANPR) was to be utilised around many of the villages and key roads, and that this operation will continue over the forthcoming months. At this early stage, what effects have been noticed from this scheme?"

The Chief Constable responded that he was pleased with the visibility and the effectiveness of the use of ANPR cameras. The Area Commander added that a really good network was building up with signage and improved links with neighbouring counties through use of technology. It was reported that this project had resulted in 3,000 vehicle hits of which 82 vehicles had been of interest and 20 had led to information on crimes.

Councillor Jane Macbean

"With increasing concerns over gun crime and serious incidents what is the policy on responding to reported incidents, in terms of speed and force of response and community reassurance? "

The Area Commander responded that sufficient resources were available across the County, with officers carrying tasers and due to the heightened terrorist threat there was sufficient resources to deal with local issues and potential terrorist issues.

Councillor Don Phillips

"With integrated joint working between agencies there will be an opportunity to dispose of capital assets. Would TVP consider opportunities to work in partnership to ensure partner's priorities, such as the delivery of affordable housing, which would also be of benefit the wider community safety agenda and obtain the best outcome for the community? Could TVP consider adopting a policy when disposing of assets to developers, that the sale must to deliver a significant percentage of affordable housing?"

The Area Commander explained that there were strict rules in respect of disposal of property but where possible development opportunities were considered, but this was under the remit of the Police & Crime Commissioner.

Councillor Heather Wallace

"What are the causes of the increased violent crime that is impacting on the district and what partnership arrangements can be undertaken to reduce such crime?"

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The Chief Constable responded that Chiltern area did not have a hot spot of night time economy and large volume of crime was due to domestic violence. The Area Commander added that the police continued to work with crime partnerships and had recently employed a Domestic Abuse Officer which was part funded by the District Councils and the police.

Councillor Fred Wilson

“Is there an issue in respect of radicalisation in the Chiltern area?”

The Area Commander responded the current threat around terrorism did raise some concern in respect of radicalisation but the police worked with the Channel Panel which was a multi agency group that deployed intervention methods when there was a risk or actual radicalisation.

The Chairman thanked the Chief Constable and Area Commander for the informative presentation and responses to the questions presented to them.

129 LEOFWINE SHIELD

The Chairman was pleased to present the Leofwine Shield to Parish Councillor J Bradley, representing Chalfont St Giles Parish Council, in recognition of Chalfont St Giles’ achievement of obtaining the highest marks in Chiltern District in the Best Kept Village Competition. Councillor J Bradley thanked the Council for the award.

130 MINUTES

The Minutes of the meeting of Council held on 12 July 2016 were approved as a correct record.

131 DECLARATIONS OF INTEREST

There were no declarations of interest.

132 ANNOUNCEMENTS

(a) Chairman’s Engagements

A list of Engagements carried out by the Chairman and Vice-Chairman of the Council between 12 July and 8 September 2016 had been circulated.

(b) Chairman’s Announcements

The Chairman announced that she had purchased a DVD for each of the Parish Councils in Chiltern District Council area which was titled County at War and

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proved an informative history of the County. The DVD's would be circulated to Parish & Town Councils.

(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.

133 DEMOCRATIC AND ELECTORAL SERVICES SHARED SERVICES REVIEW - CHILTERN & SOUTH BUCKS JOINT COMMITTEE - 2 AUGUST 2016

Consideration was given to the report arising from the Democratic and Electoral Services Shared Service Review.

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

RESOLVED –

That the Minutes and Resolutions of the Joint Committee held on 2 August 2016 be received and approved as follows:

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

134 APPLICATION FOR LISTED BUILDING CONSENT: CH/2016/0949/HB - PLANNING COMMITTEE - 18 AUGUST 2016

The Planning Committee, at the meeting held on 18 August 2016, considered a report relating to an application for Listed Building Consent to replace a section of Council-owned damaged brick boundary wall to the front of the public conveniences' in High Street, Chalfont St Giles. In accordance with the Council's Constitution the Planning Committee was required to consider the application and make a recommendation to Council where applications relate to Council owned land.

Having noted that no new points of objection had been received during the advertisement period it was moved by Councillor D W Phillips, seconded by Councillor A J Hardie and

RESOLVED –

That consent be granted for Application CH/2016/0949/HB subject to the 4 conditions set out in the Head of Sustainable Development's report to the Planning Committee held on 18 August 2016

135 CABINET RECOMMENDATIONS – DISABLED FACILITIES GRANT

At the meeting of Cabinet held on 6 September 2016, approval was sought to increase the Disabled Facilities Grant (DFG) capital programme for 2016/17 to meet increased demand.

It was moved by Councillor G K Harris, seconded by Councillor C J Jackson and

RESOLVED –

That the Minutes and Resolutions of the Cabinet held on 6 September be received and the recommendations contained in Minute be adopted as follows:

- i) That the Council's contribution to the overall Disabled Facilities Grant capital programme be increased to £100,000 enabling a funded programme of £546,000 to be delivered in 2016/17;**
- ii) That the Capital Programme be further increased to reflect any additional funding received via the Better Care Fund; and**
- iii) That, subject to annual review, the Council, increased its contribution to the annual Disabled Facilities Grant programme to £100,000 per annum to meet future demand.**

137 CABINET REPORTS**a) Councillor I A Darby – Local Government Review**

Councillor Darby reported that Bucks County Council had published a draft report on proposals for Local Government Review in Buckinghamshire. The Buckinghamshire District Councils are also producing a report which would be available shortly. In response to a question from Councillor Berry, Councillor Darby advised that a budget of up to £50K had been allocated to assist with the work on the Local Government Review report.

b) Councillor I A Darby. – Parliamentary Boundary Review

Councillor Darby reported that the Boundary Commission had recently published a report for consultation on proposals for change to Parliamentary Boundaries across the country. This did have implications for Chesham and Amersham constituency and if members wished to have further information to consult the Boundary Commission website <https://www.bce2018.org.uk/>

c) Councillor P E C Martin – Local Plan

Councillor Martin reported that on the progress of the Local Plan timetable to date and forthcoming consultation events.

Councillor Wertheim left the meeting at 7.40pm

d) Councillor M J Stannard – Chiltern Pools

Councillor Stannard reported that the consultant appointed to review the future leisure provision in the Chiltern areas has been requested to report to the next Leisure Members Working Group meeting on 19 October 2016. In response to a member's question, Councillor Stannard reported that any firm plans on replacement of a pool were still at consultation stage. The minutes of the working group meeting were available to Councillors if requested.

e) Councillors N M Rose and J L Gladwin – HS2

Councillor Rose and Gladwin reported a brief update on the progress of HS2 with relevant organisations and HS2 Limited.

f) Councillor D W Phillips – Affordable Housing Member Working Group

Councillor Phillips reported that good progress was being made with discussions through the Affordable Housing Member Working Group and all members were invited to attend the next meeting of the Working Group on Monday 3 October if they wished to.

138 QUESTIONS

There were no questions.

139 QUESTIONS WITHOUT NOTICE

There were no questions without notice.

140 PETITIONS (IF ANY)

There were no petitions submitted.

141 JOINT ARRANGEMENTS AND OUTSIDE ORGANISATIONS

There were no reports.

142 MOTIONS (IF ANY)

No Motions had been received.

The meeting ended at 7.58pm

CHAIRMAN'S DIARY: 19 SEPTEMBER 2016 TO 4 NOVEMBER 2016

- 23 September - Chiltern North District Scouts AGM and Quiz
- 28 September - 60+ Fun Day, Chesham Leisure Centre
- 29 September - Hosting of Action4Youth/DofE launch
- 29 September - Bucks Healthcare AGM, Stoke Mandeville
- 30 September - Opening of new building at Chalfont St Giles Youth Club
- 2 October - Silver Sunday
- 8 October - Opening of Exhibition at County Museum Aylesbury
- 11 October - Funeral Frank Cunningham WorkAid
- 11 October - Lord Lieutenants Awards Ceremony, Aylesbury
- 12 October - Rennie Grove Hospice, Adams Park, Wycombe
- 13 October - Total Look Home and You lifestyle event, Amersham
- 13 October - St John Ambulance Presentation Awards, Aylesbury
- 15 October - Social Saturday, Penn Woods
- 15 October - Dreamflights Departure, Heathrow Airport
- 16 October - High Sheriff's Justice Service, Waddesdon
- 18 October - Talk at Amersham Library
- 18 October - Cancer Research, Guido's Amersham
- 18 October - Present to students, Chiltern Hills Academy, Chesham
- 23 October - Trafalgar Day Parad, Aylesbury
- 24 October - Multiple Scerolsis Society, Wendover
- 25 October - Funeral of John Fox, General Manager of Work Aid
- 26 October - Gala launch of book by Paul A Young, London
- 27 October - Opening of Greatmoor facility, Aylesbury
- 29 October - Diwali Cultural Event, Chiltern Hills Academy
- 30 October - Challenging Brass Competition, Surrey (attended by Cllr Shepherd)
- 1 November - Hearts of Bucks Annual Friends, Halton
- 2 November - Photoshoot for Small Business Saturday
- 3 November - Rennie Grove Question of Sport final, Wycombe
- 4 November - Chiltern Hills Academy

**CHILTERN DISTRICT COUNCIL
COUNCIL**

15 November 2016

SUBJECT:	Joint Anti-Fraud, Bribery and Corruption Policy Joint Protected Disclosure Policy
REPORT OF:	<i>Customer Services – Cllr Fred Wilson</i>
RESPONSIBLE OFFICER	<i>Nicola Ellis, Head of Customer Services</i>
REPORT AUTHOR	<i>Alistair Webb, 01494 732227, awebb@chiltern.gov.uk</i>
WARD/S AFFECTED	<i>All</i>

Report

This report updates the Joint Anti-Fraud, Bribery and Corruption Policy, similarly the Joint Whistleblowing Policy.

RECOMMENDATION

That the Joint Protected Disclosure (Whistleblowing) and Joint Anti-Fraud Bribery and Corruption Policies be agreed.

Background

1. Both councils have existing Anti-Fraud and Corruption Policies; the policies are due for renewal and require updating to reflect changes to legislation and working practices.
2. The attached joint policy has been updated to incorporate the Councils' adoption of best practice from the CIPFA'S publication Fighting Fraud Locally Strategy. Also a commitment to data share for the purposes of prevention and detection of crime.
3. Councils have a responsibility under the Local Government Finance Act to safeguard the public purse and the attached policy details the Councils corporate approach to address Fraud and Corruption.
4. Both councils have Whistleblowing policies and procedures that underpin Anti-Fraud and Corruption Policies. The revised policy titled Protected Disclosure Policy updates the existing policy and reinforces the confidentiality of reports and the support to anyone raising a legitimate concern.
5. The attached policy incorporates the latest guidance as recommended by the Charity "Public Concern at Work" and complies with the statutory requirements of the Public Interest Disclosure Act 1998.

6. The Audit & Standards Committee considered the proposed joint policies at the meeting held on 22 September 2016, and recommended to Council that these be agreed.

Background Papers attached (none)

CHILTERN DISTRICT COUNCIL AND SOUTH BUCKS DISTRICT COUNCIL
ANTI- FRAUD, BRIBERY AND CORRUPTION POLICY

1. DEFINITIONS

1.1 Fraud is defined as the illicit gaining of cash or some other benefit by a deception.

The Fraud Act 2006 sets out particular offences:

- Fraud by false representation
- Fraud by failure to disclose information
- Fraud by abuse of position

1.2 The fraud act goes on further to establish the principle that there is a liability on company officers and the corporate body itself if an offence is committed with the consent or connivance of officers of the corporate body.

1.3 Also that there need only be an intention to make a gain for themselves or another or cause loss to another or expose them to risk. It does not have to be successful or directly result in a gain for the person committing the offence.

1.4 Bribery is defined as the offering or receiving of a financial or other advantage in connection with the improper performance of a position of trust or function expected to be performed impartially or in good faith.

1.5 The Bribery Act 2010 outlines specific offences for individuals.

- An offence of offering, promising or giving a bribe.
- An offence of requesting, agreeing to receive or accepting a bribe.
- Bribery of a foreign public official.
- A corporate offence of “failing to prevent” bribery.

1.6 The corporate offence of failing to prevent bribery would not normally apply to a local authority carrying out its statutory duties. However it would apply to any commercial activity undertaken by the Councils or its agents.

1.7 Corruption is defined as the dishonest influencing of actions or decisions.

2. CULTURE OF THE COUNCILS

2.1 Chiltern District Council and South Bucks District Council seek to maintain an environment that makes any form of corruption or fraud difficult to perpetrate.

All reasonable, practicable steps will be taken to minimise the risk and the affect of fraud and corruption by its Members, staff, customers or clients. The need for appropriate controls is acknowledged and the Councils will seek to sustain such controls in the administrative, financial operational and IT systems employed in the delivery of external and internal services and management.

This policy is to support the Councils adoption of the three main aims as recommended by CIPFA'S strategy document Fighting Fraud Locally – The Local Government Fraud Strategy:

- Acknowledge Fraud Risks
- Prevent – Controls and developing anti-fraud culture
- Pursue – Punish offenders and recover losses

2.2 Section 17 of the Crime and Disorder Act 1998 places a general duty on Councils to responsibly conduct their duties in a way that does all that is reasonable to prevent crime and disorder in the area. This means that all policies, strategies, plans and budgets should be considered from the standpoint of their potential contribution to the prevention of crime and disorder. In support of this the Councils will enter into agreements with police and law enforcement agencies, including Bucks County Council safeguarding teams to share data for both prevention and detection of crime and disorder in particular to address the threat from serious or organised crime.

2.3 Responsibility for the prevention of fraud and corruption rests as much with every member of staff as it does with senior management and members. It is the responsibility of all managers to ensure that there are appropriate and adequate controls in place within the systems for which they are responsible. Controls will be designed to deter, prevent and detect all forms of fraud and corruption, and also identify a clear pathway for investigation.

2.4 The Councils expect all of their suppliers, contractors, agents and partner organisations and individuals, to act with honesty and integrity and client officers will be responsible for monitoring their actions and for ensuring that their terms of reference, agreements and/or contracts include a clause to that effect. Each Council will expect that all of its dealings will be conducted on the same basis, and expects its Members and staff to lead by example.

2.5 A comprehensive framework will be maintained of guidance, codes of practice, codes of conduct and regulations with which their members and staff are expected to comply. These documents will be available on the intranet. This will help to ensure that policies and objectives are achieved in a proper and fair manner.

3. REPORTING OF FRAUD BRIBERY OR CORRUPTION

3.1 Any Officer, members and external partners who have reason to think an irregularity is taking place are encouraged to raise concerns either through normal line managers or directors and in every case to the Audit Fraud and Error Reduction Manager.

3.2 Line Managers and Directors must report any matters referred to them to a Director and Chief Executive and in every case to the Audit Fraud and Error Reduction Manager. On the same basis any irregularity identified as part of an audit, complaint or ombudsman report should be reported in the same manner as soon as it is identified.

3.3 The Councils have a protected disclosure “whistle blowing” policy detailing how to raise concerns and how the Councils will deal with the concerns and what to do if you are still dissatisfied.

3.4 The protected disclosure policy confirms that there will be no victimisation of any “whistle blowers” or suppression of information in any instance. Every effort will be made to ensure anonymity and confidentiality is maintained. Any information received anonymously is dealt with in accordance with the Councils Internal Investigation procedures.

3.5 There is of course a need to ensure that procedures for reporting and investigating suspected fraud and corruption are not misused. Staff should be aware that maliciously raising false concerns is a disciplinary offence. Similarly for external individuals or organisations having dealings with the council who maliciously raise false concerns, appropriate action will be taken.

3.6 The Audit Fraud and Error Reduction Manager will report all instances of suspected or actual fraud and corruption to the Management Team and report proven frauds to the external auditors. The Management Team will report all such matters to the appropriate Cabinet and relevant Portfolio Holder.

4. MEMBERS

4.1 As elected representatives of the public, Council Members have a duty to be fair, honest and open in their roles. They are bound by:

- Government Legislation
- Bribery Act
- Data Protection Act
- The Councils constitution
- The Councils standing orders
- Financial and Contracts procedure rules
- Code of practice – members/officers relations
- Locally Adopted codes of conduct, policies and procedures

4.2 Members are expected to adhere to the Seven Principles of Public Life:

- Selflessness

Holders of public office should take decisions solely in terms of the public interest. They should not do so in order to gain financial or other material benefits for themselves, their family or their friends.

- Integrity

Holders of public office should not place themselves under any financial or other obligation to outside individuals or organisations that might influence them in their performance of their official duties.

- Objectivity

In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, holders of public office should make choices on merit.

- Accountability

Holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.

- Openness

Holders of public office should be as open as possible about all the decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands.

- Honesty

Holders of public office have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.

- Leadership

Holders of public office should promote and support these principles by leadership and example.

4.3 In particular members are required to declare and register any direct or indirect pecuniary interest by them or their partner in any companies, charitable organisation, voluntary groups or other societies or associations. They are required to abstain from any debate or vote which pertains to matters involving any such organisation in which they have an interest and are required to leave the room during such debates.

5. Staff

5.1 All council staff including permanent or temporary agency staff will be bound by the Councils Code of Conduct. Officers who are members of professional bodies shall abide by any code of conduct and /or professional ethics issued by those bodies. All staff will be bound by their terms and conditions of employment. Procedure notes, job descriptions and managerial instructions define the role of staff on a day to day basis. All staff are also bound by the Councils constitutions, financial procedure rules and contract procedure rules.

6. Systems

6.1 The Chief Financial Officer (Section 151 Officer) for each council has a statutory duty to ensure that proper arrangements are in place to administer the Councils' finances and financial systems. The Councils acknowledge this role and support the post holder in his/her duties and considers their advice on changes to the system controls, financial administration and associated rules and regulations.

6.2 The Councils have an ICT Security Policy in place that applies to all staff and members. Access to computer systems and networks owned or operated by the Councils impose certain responsibilities and obligations and are granted subject to council policies. Users must not attempt to circumvent or subvert security measures, and should not extract and/or save council data or documents deemed as “restricted” outside the council’s networks. The council’s networks will incorporate security measures to prevent cyber attacks, and it is incumbent on all users to ensure they safeguard access to data to prevent unauthorised access.

6.3 Staff are required to make themselves aware of their responsibilities in relation to the Proceeds of Crime Act Money and Anti- Money Laundering procedures and in particular the requirement to complete standard forms for any suspicions of money laundering activity to be passed to the Director of Resources. An anti-money laundering form to be completed for any cash transaction in excess of £2,000.

6.4 Senior Managers shall ensure that the Councils financial procedures comply with the six principals contained within the Bribery Act 2010 namely:

- Proportionate procedures
- Top Level commitment
- Risk Assessments
- Due Diligence
- Communication (Training)
- Monitoring- Review

6.5 Staff and Members should make themselves aware of the elements of the Bribery Act and register any gifts or hospitalities in the appropriate register. Any attempts to bribe an officer or member shall be reported in accordance with section 3.1 to 3.3 of this policy.

6.6 All instances of Fraud and Corruption shall be reported and decisions taken by the individual Councils. Both Councils will share information on potential and proven fraud or corruption to assist with the prevention and or detection of fraud or corruption.

7. DETECTION INVESTIGATION AND RECOVERY OF LOSS.

7.1 The Councils maintain a proactive attitude to the prevention and detection of all forms of fraud and corruption through the use of:

- Management controls
- Internal audits
- External Audit
- Scrutiny by Members (Audit Committee)
- Fraud risk assessments
- Expertise of the Fraud and Error Team
- Other specialist resources, such as forensic Investigation
- Relevant External Agencies such as DWP- Police
- Training of Staff and Members in Anti-Fraud and corruption measures

7.2 All allegations of fraud or irregularity will be investigated by Audit, Fraud and Error Reduction Manager reporting to the relevant Head of Service, Director, Chief Executive or leader as appropriate.

7.3 The Councils will make every effort to identify and quantify losses that have occurred as a result of any Fraud or Corruption Recovery of all financial gains obtained as a result of a fraud will be pursued regardless to any other action the Councils may take. Recovery action will include but not limited to:

- Agreed repayment terms
- Civil Recovery using both County and High Courts
- The use of the Proceeds of Crime Act 2006

7.4 In addition to recovering any financial loss the Councils will apply sanctions in accordance with national legislation and their corporate enforcement policy and individual departments sanction strategies. These will include:

- Warning Letters
- Formal Cautions
- Administration Penalty (Fine)
- Prosecution

7.5 The Councils will take part in the National Fraud Initiative Data Matching exercise to identify potential Frauds. The Councils will take every opportunity to data match with outside agencies such as Department of Work and Pensions, NHS Anti-Fraud Teams, housing providers such as Paradigm Housing Association and other agencies wherever the law allows.

7.6 This policy will be reviewed on a bi-annual basis by the committee of each council with responsibility for audit matters.

June 2016

CHILTERN DISTRICT COUNCIL AND SOUTH BUCKS DISTRICT COUNCIL HARMONISED PROTECTED DISCLOSURE POLICY (WHISTLEBLOWING)

1. INTRODUCTION

1.1 The Public Interest Disclosure Act 1998 (the Act) gives protection to individuals (or “whistle-blowers”) to ensure matters of serious public concern can be addressed.

1.2 The Councils are committed to the highest possible standards of openness, probity and accountability. This Protected Disclosure Policy aims to ensure that employees with serious concerns about any aspect of the organisation's performance, management, standards or conduct should be able to voice those concerns.

2. GENERAL PRINCIPLES

2.1. The Councils recognise that an employee is often the first to realise that there may be something seriously wrong within the organisation. This policy seeks to encourage employees to raise their concerns internally within the organisation rather than overlooking a problem. We are committed to enabling employees to raise their concerns in an environment where there is no fear of harassment, victimisation or reprisals. This could be through their 1-2-1, team meetings or through discussion with a line manager, for example.

2.2 If a concern relates to a grievance about an employee's personal position they should use the Councils' Harmonised Grievance and Resolution Procedure, which will normally be the most appropriate route in those circumstances.

2.3 The Councils realise that in certain circumstances some cases may have to proceed on a confidential basis.

2.4 This policy applies to all employees and Members of the Councils. However the Act also covers people working for the Council on Council premises, for example, voluntary helpers, agency staff, builders, etc. It also covers suppliers and those providing services under a contract with the Council in their own premises. For the purposes of this policy, the term 'employee' is used to include all the above.

2.5 This procedure is in addition to the Council's complaints procedure and other statutory reporting procedures.

2.6 Any individual who is unsure whether or not to use this policy or who needs independent advice at any stage can contact Public Concern at Work on 0207 404 6609 (www.pcaaw.co.uk). This independent charity can give free confidential advice at any stage about how to raise a concern about serious malpractice at work.

3. AIMS AND SCOPE

3.1 The aims of this policy are:

- to encourage employees to feel confident in raising serious concerns and for us to question and act upon those concerns;
- to provide a means for employees to raise concerns and receive feedback on any action taken;
- to ensure that employees know how to pursue concerns if they are not satisfied with the response;
- to reassure employees that the Councils will take action to ensure that they are protected against reprisals or victimisation;
- to help the Council to act within the law and in particular within the Public Interest Disclosure Act 1998.

3.2 This policy does not replace the Councils' Complaints Procedure (which is primarily so that people other than employees can raise concerns about their treatment by the Council) but should help where employees need to raise matters of concern.

3.3 The Councils have procedures in place to deal with grievances relating to employment and complaints of harassment. This Protected Disclosure Policy is intended to cover concerns that may fall outside the scope of other procedures. These concerns may fall within the following list but it must be noted that this list is not exhaustive:

- Unlawful activity
- Non-compliance with the Councils' standing orders, financial procedure rules or policies
- The unauthorised use of Council funds
- Unauthorised access to Council Records
- Unauthorised disclosure of data
- Possible fraud, corruption or financial irregularity
- Behaviour beneath established standards of practice
- Improper conduct
- Miscarriages of justice
- Health and safety risks to any individual
- Damage to the environment
- Sexual, emotional or physical abuse
- Other unethical conduct

4. SAFEGUARDS

4.1 The Councils recognise that the decision to report a concern can be a difficult one to make, not least because of the fear of reprisal from those responsible for the malpractice.

4.2 The Councils will not tolerate harassment or victimisation (including informal pressure) and will take appropriate action to protect employees when they raise a concern in good faith.

5. CONFIDENTIALITY

5.1 When an employee raises a concern but does not want their name to be disclosed, the Councils will do their best to protect their identity. However it is important that the employee is aware that a formal investigation process may require them to make a statement to form part of the evidence.

5.2 One of the aims of this policy is to encourage employees to put their name, with confidence, to any allegation whenever possible.

5.3 Concerns expressed anonymously will be considered but are much less powerful.

5.4 When considering anonymous allegations, a number of factors would be taken into account and may include:

- the seriousness of the issues raised;
- the credibility of the concern;
- the likelihood of confirming the allegation from attributable sources.

6. ALLEGATIONS

6.1 The Councils recognise that there may be circumstances where an allegation is raised in good faith, but which is not confirmed by an investigation.

6.2 The Councils will take disciplinary action against an employee when it is proven that the allegation is malicious or vexatious.

7. RAISING A CONCERN

7.1 The earlier that a concern is expressed the easier it is to take action.

7.2 As a first step, employees should normally raise the concern with their manager or Head of Service. However, this depends on the seriousness and sensitivity of the issues and who is thought to be involved in the malpractice. For example, if the employee believes that a Director or others in management are involved, they should approach one of the following.

- Monitoring Officer (Head of Legal and Democratic Services) at monitoringofficer@southbucks.gov.uk or monitoringofficer@chiltern.gov.uk
- Audit, Fraud and Error Reduction Manager at whistleblowing@southbucks.gov.uk or whistleblowing@chiltern.gov.uk

7.3 When an employee raises a concern with their manager or other officer within the Council, they should be invited to set out the background and history of the concern in writing. Where possible this should include names, dates and places and the reason why they are particularly concerned about the situation. Where they feel unable to put the concern in writing, then a meeting should be arranged with an appropriate officer. They may invite their trade union representative or staff representative or workplace colleague.

7.4 When raising a concern, the employee will need to demonstrate to the person contacted that there are sufficient grounds for concern. They are not expected to prove beyond all reasonable doubt the truth of an allegation.

8. HOW THE COUNCIL WILL RESPOND

8.1 The action taken by the Council will depend on the nature of the concern. At the discretion of the Audit, Fraud and Error Reduction Manager the matters raised may be:

- investigated internally
- referred to the External Auditor
- form the subject of an independent enquiry

8.2 To protect individuals, we will make initial enquiries to enable us to decide whether an investigation is appropriate and, if so, what form it should take. If an allegation or concern falls within the scope of other specific procedures it will be referred for consideration under those procedures.

8.3 Some concerns may be resolved by agreed action without the need for investigation. If urgent action is required, this will be taken before any investigation is commenced e.g. health and safety issues.

8.4 Where the concern/allegation is raised internally, the Council will acknowledge receipt within ten working days giving the following information:

- an estimate of how long it will take to provide a final response
- whether initial enquiries have been made; and
- whether further investigations will take place and, if not, why not.

8.5 The amount of contact between the manager, considering the issues, and the employee will depend on the matters raised, potential difficulties involved and the clarity of information provided. If there is a need for the manager to seek further clarity, the employee will be approached for further information.

8.6 If the manager wishes to meet with the employee, they may be accompanied by a trade union representative or staff representative or workplace colleague.

8.7 If the need arises for an employee to give evidence in any proceedings, advice will be available to them from the Council.

8.8 The Councils recognise the importance of assuring employees that the issue has been properly addressed and, subject to legal constraints, the individual who raises the concern will be provided with information about the outcomes of any investigations.

9. RESPONSIBLE OFFICER

9.1 The Audit Committee of each Council and the Audit, Fraud and Error Reduction Manager have overall responsibility for the maintenance and operation of this policy. The Manager maintains a record of concerns raised and the outcomes (but in a form that does not endanger confidentiality) and will report as necessary to the Councils.

10. HOW THE MATTER CAN BE TAKEN FURTHER

10.1 This policy is intended to provide employees with a mechanism to raise concerns within the Councils. In most cases it will not be necessary to alert anyone externally.

10.2 If an employee is not satisfied with the response, and feels it is right to take the matter outside the Councils, some alternative contact points are:

- the Council's external auditors
- a solicitor (if the employee is also seeking legal advice)
- the Police

10.3 If an employee decides to take the matter outside the Councils, they are strongly encouraged to seek advice from Public Concern at Work before doing so and to ensure that they do not unnecessarily disclose confidential or privileged information.

10.4 Matters raised outside the Council may still ultimately have to be addressed within its normal procedures.

11. REVIEW

11.1 This policy will be reviewed on a bi-annual basis by the committee of each Council with responsibility for audit matters.

SUBJECT:	Appointment of Chief Executive
REPORT OF:	HR Manager
RESPONSIBLE OFFICER	Jim Burness, Director of Resources
REPORT AUTHOR	Judy Benson HR Manager
WARD/S AFFECTED	None

1. Purpose of Report

To see approval to the recommendation of the Joint Appointments and Implementation Committee regarding the appointment of a shared Chief Executive/ Head of Paid Service (including the roles of Returning Officer and Electoral Registration Officers) following the recruitment and selection process.

2. Recommendation

That the Council:

- (i) Approve the recommendation of the Joint Appointments and Implementation Committee that Robert Smith be offered the appointment as Chief Executive and Head of Paid Service of Chiltern District Council shared with South Bucks District Council (to include the role of Returning Officer and Electoral Registration Officer for Chiltern District Council);**
- (ii) That the appointment be confirmed and remunerated in accordance with the approved salary grade; and**
- (iii) That the HR Manager in consultation with the Leaders of both Councils be authorised to finalise the arrangements and the start date for the appointment**

3. Reasons for Recommendation

The reasons are outlined in paragraph 4 of the report and ensure that the Council:

- (i) complies with the requirements in sections 4 and 7 of the Local Government and Housing Act 1989 to appoint a Head of Paid Service and to make this appointment on merit.
- (ii) complies with the requirement in section 35 of the Representation of the People Act 1983 to appoint an officer as the Returning Officer for the District
- (iii) complies with the requirement in section 8 of the Representation of the People Act 1983 to appoint an officer as the Electoral Registration Officer for the District.

4. Content of Report

- 4.1 In accordance with the Inter Authority Agreement between the Council and South Bucks District Council appointments to the senior management team including the post of shared Chief Executive and Head of Paid Service is delegated to the Joint Appointments and Implementation Committee (JAIC). Under the Local Authorities (Standing Orders)(England) Regulations 2001 the appointment of statutory chief officers including the Head of Paid Service, is reserved for Full Council.
- 4.2 The post was advertised externally through relevant media and a total of 13 applications received. An adviser from the LGA was engaged to provide independent assistance alongside the HR Manager in the recruitment and shortlisting process. The JAIC met on 17 October to short list applicants based on compliance with the required competencies listed in the person specification for the position. This resulted in 4 applicants being invited for the final selection process.
- 4.3 A meeting of JAIC took place on 26 October to complete the final selection process and involved a Group Task assessment to test the suitability of candidates for the post as well as a presentation to JAIC followed by an interview. The Committee were advised by the HR Manager supported by the adviser from the LGA .
- 4.4 Following the conclusion of the selection process JAIC considered the candidates and agreed to recommend that Robert Smith be offered the appointment on the agreed salary grade.

5. Consultation

In accordance with the Local Authorities (Standing Orders) (England) Regulations 2001 the cabinet members of both councils were notified of JAIC's recommendations and given the opportunity to object. No objections have been received.

6. Corporate Implications

Financial – The salary applicable to this post is within the budgeted salary range and there are therefore no additional financial implications.

Legal – As set out in the report

7. Links to Council Policy Objectives

There are no direct links to the policy objectives. But the Council has a statutory duty to appoint a Head of Paid Service, Returning Officer and Electoral Registration Officer.

8. Next Steps

Subject to Chiltern District Council approving JAIC's recommendation at their meeting on 15 November a formal offer will be made to Robert Smith and contract arrangements concluded including agreeing an official start date.

Background Papers:	Application for the post Exempt: under paragraphs 1 and 3 of Schedule 12A Part 1 of Local Government Act 1972 – information relating to an individual and the financial or business affairs of any person (including the authority)
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SUBJECT:	Chalfont St Peter Neighbourhood Plan - consideration of referendum result
REPORT OF:	Sustainable Development – Councillor Peter Martin
RESPONSIBLE OFFICER	Anita Cacchioli interim Director of Services Director/Peter Beckford Head of Sustainable Development
REPORT AUTHOR	David Waker , 01494 732267, email dwaker@chiltern.gov.uk
WARD/S AFFECTED	<i>Austenwood, Central, Chalfont Common and Gold Hill</i>

1. Purpose of Report

Following the 2nd referendum (8th September) for the Chalfont St Peter Neighbourhood Plan to report the outcome of the referendum. Given the referendum result is in favour of the plan becoming part of the Development Plan for the Chalfont St Peter area Cabinet recommend to full Council that the neighbourhood plan be made (adopted).

RECOMMENDATION

That the Chalfont St Peter Neighbourhood Plan be made (Adopted) a part of the Development Plan for the Chalfont St Peter Parish area.

2. Reasons for Recommendations

If a neighbourhood plan is supported by the majority of people who vote in a referendum then the Local Planning Authority have to make the plan as soon as is practicable in accordance with the regulations unless the plan would be in breach of European legislation or the convention on human rights. The adopted Neighbourhood Plan Scheme of Delegation requires the Cabinet to recommend to Council that a neighbourhood plan should be made.

3. Content of Report

Background

3.1 As members will be aware The Chalfont St Peter Neighbourhood Plan has been through the formal stages required and following receipt of the Examiner's report and this Council's consideration of that report was recommended to proceed to referendum subject to some minor changes. A referendum on whether the Chalfont St Peter Neighbourhood Plan should become part of the Development Plan for the Chalfont St Peter Parish area was held on the 5 March 2015. The majority of those eligible to vote who voted supported the neighbourhood plan (78.99% Yes vote

based on a 20.8% turnout). However before the Cabinet could resolved to recommend the neighbourhood plan be made, at its meeting in March 2015, a legal challenge was made to the plan and it was recommended that the making of the plan was postponed pending the outcome of the legal challenge.

- 3.2 The legal challenge related to the decision by the Council to not accept the Examiner's recommendation to exclude the Winkers nightclub from a list of community facilities the published neighbourhood plan sought to protect. Following the legal challenge process the result of the high court judgement was that The High Court quashed the Council's decision in relation to Winkers and also quashed the referendum.
- 3.3 The Cabinet considered the results of the legal challenge at their meeting on the 5th April 2016 and resolved to accept the Examiners recommendation to exclude reference to Winkers nightclub in the neighbourhood plan and that the neighbourhood plan with the references to Winkers nightclub removed should proceed to a 2nd referendum. (minute 104 refers)
- 3.4 The draft neighbourhood Plan and all other related documents are published on the Council website <http://www.chiltern.gov.uk/ChalfontStPeter>

2nd Referendum result

- 3.5 A referendum was held on 8th September to decide if the Chalfont St Peter Neighbourhood Plan should become part of the Development Plan for the Chalfont St Peter Neighbourhood Area (the entire Chalfont St Peter Parish area). 86.7% of those who voted, voted 'Yes' to the 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? (note referendum turnout was 16% of those eligible to vote).
- 3.6 If, following a referendum, more than half of those voting have voted in favour of the plan the Council is under a statutory duty to 'make' the plan as soon as possible after the referendum unless the plan would be in breach of European legislation or the convention on human rights.
- 3.7 The Council has considered the European and human rights implications of the Neighbourhood Plan as part of its consideration of the draft Plan and its consideration of the Examiner's report and the plan is not considered to contravene those rights.
- 3.8 Under the approved Scheme of Neighbourhood Plan Delegation (approved by Cabinet 23rd September 2014 - minute 27 refers) the decision to make (adopt)

Neighbourhood Plans should be made by the full Council at the recommendation of the Cabinet.

What next ?

3.9 If the Chalfont St Peter Neighbourhood Plan is 'made' by the Council it will form part of the Development Plan for the area of Chalfont St Peter parish. In accordance with the relevant legislation, "if regard is to be had to the Development Plan for the purpose of any determination to be made under the Planning Acts the determination must be made in accordance with the plan unless material considerations indicate otherwise", so the neighbourhood plan will be a primary consideration in the determination of planning applications made within the Parish.

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

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

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

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

3.12 In addition as the Council is under a duty to inform any person who has asked to be notified that the plan has been made, it is the intention to write to everyone on the council's Planning Policy Consultation Database and to those who responded to the Chalfont St Peter draft neighbourhood plan consultation.

Changes to neighbourhood planning regulations

3.13 A number of changes were made to the Neighbourhood Planning regulations commencing on the first of October 2016. The stated aim of the government being to speed up the neighbourhood planning process. Specifically in respect of the making of a neighbourhood plan following a positive referendum result. The new regulations introduce a 8 week time limit from the day after the referendum result until the neighbourhood plan should be made by the Local planning authority. Fortunately transitional provisions made in the regulations mean that in the case of the Chalfont St Peter plan as the referendum result pre-dates the commencement of the new regulations the 8 week timeframe doesn't apply. However the 8 week limit may have implications for the agreed decision making process for future neighbourhood plans and could influence the timing of future referendums.

4. Consultation

The Chalfont St Peter Neighbourhood Plan has been the subject of a full public consultation at each of its statutory stages.

5. Options

Because the regulations require a local planning authority to 'make' (adopt) a neighbourhood plan that has passed a referendum as soon as possible after the referendum there are no alternative options.

7. Corporate Implications

Reports must include specific comments addressing the following implications;

3.1 *Financial – the bulk of costs in the neighbourhood planning process have already been spent in terms of the statutory publicity, examination of the neighbourhood plan, legal challenge and the costs of two referendums. Costs of making the plan are limited to production of plan documents in hard copy and any postal costs related to publicity. These costs can be met within existing budgets.*

3.2 *Legal – as stated above it is a legal requirement that the Council make the Neighbourhood Plan if it has passed the referendum.*

3.3 *The Neighbourhood Plan if adopted would form a part of the Development Plan for the Parish of Chalfont St Peter.*

8. Links to Council Policy Objectives

We will work towards safe, healthy and cohesive communities - 3. Promote cohesive communities - Engage with Parish and Town Councils and local neighbourhoods- the council has been working closely with the parish council to produce the neighbourhood plan.

9. Next Step

The recommendation to make the Plan will proceed to the next full Council meeting on the 15th November

<p>Background</p> <p>Papers:</p>	<p>Copy of the Neighbourhood Plan the subject of the referendum and all other related documents are available on the council website. http://www.chiltern.gov.uk/neighbourhoodplan</p>
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SUBJECT:	MEDIUM TERM FINANCIAL STRATEGY 2017 – 2022
REPORT OF:	Support Services Portfolio Holder – Councillor Mike Stannard
RESPONSIBLE OFFICER	Director of Resources
REPORT AUTHOR	Jim Burness JBurness@chiltern.gov.uk
WARD/S AFFECTED	All

1. Purpose of Report

The appendix to the report contain the Council’s Medium Term Financial Strategy, which is integral to complying with the Prudential Code that will enable the Council to undertake external borrowing as part of the financing of the Strategy.

RECOMMENDATIONS

- 1. That Council agrees the updated Medium Term Financial Strategy (Appendix A).**
- 2. To note that Cabinet agreed that the Treasury Management Strategy be updated to reflect the implications of the Medium Term Financial Strategy.**
- 3. To note that the Council has indicated it is interested in taking up the Government’s Four Year Funding Offer, and the Joint Efficiency Plan produced with South Bucks DC (Appendix B) that is a requirement of taking up the offer.**

2. Reasons for Recommendations

- 2.1 The Council needs to have a clear financial strategy to tackle the challenges faced in the coming years. The proposed strategy requires significant investment in a range of projects necessary to meet its key priorities including achieving a sustainable financial position by the end of the decade.
- 2.2 As the financial strategy will require capital investment for the authority in excess of available capital resources there will be a requirement to undertake Prudential Borrowing. This will require the authority to meet the requirements of the Prudential Code¹.

3. Content of Report

- 3.1 The financial strategy for the authority is intended to provide a stable financial environment for the Council to progress its aims and objectives.
- 3.2 The key principles underpinning the strategy are:

¹ Prudential Code for Capital Finance in Local Authorities issues by CIPFA.

- The matching of expenditure and income in the medium term
- Optimising the use of Council assets to deliver or help finance Council priorities
- Aligning new expenditure to key Council priorities and to continue to provide value for money
- Having in place sound financial processes to control and monitor expenditure
- Awareness of the financial risks facing the authority and using this to inform the authority's level of financial reserves

3.3 The updated Medium Term Financial Strategy is Appendix A of this report. The financial forecast in the Strategy assumes grant funding and tariff levels as included in the last Financial Settlement data. The Government has made the offer to local authorities that they can ask for these figures to remain unchanged over the period of the current spending review (i.e. until 2020/21). The Council has accepted this offer on the basis of providing some certainty for planning purposes, and the likelihood of the Government funding being improved is remote.

3.4 The Government has requested authorities produce efficiency plans to set out their approach in the coming years to improving services with limited resources from Central Government. Where authorities have joint working programmes they are asked to submit joint efficiency plans, and this is what Chiltern and South Bucks have done. The joint efficiency plan has been produced in line with guidance from the LGA and CIPFA and is attached Appendix B.

3.5 The Medium Term Financial Strategy is a main driver for the Council's Treasury Management Strategy, especially if the authority is moving from being debt free to Prudential borrowing. Therefore the Treasury Management Strategy will need to be updated as part of its normal annual review, to reflect the new Medium Term Financial Strategy.

4. Consultation

4.1 The report has been considered by the Resources Overview Committee and any comments will be made known to the Cabinet.

5. Options

5.1. If the authority wishes to undertake Prudential borrowing it is required to have in place a medium term financial strategy to establish the level of borrowing anticipated and its affordability. It is also important from the view point of financial governance to have a Medium Term Financial Strategy.

6. Corporate Implications

- 6.1 The Medium Term Financial Strategy is an important document in the Council's governance. It expresses in a financial context how the authority will progress its key objectives and manage major financial risks over the medium term. It is a cornerstone of the legal basis for authorities wishing to undertake prudential borrowing.
- 6.2 The Medium Term Financial Strategy includes potential projects where the Council will exercise its General Power of Competence, in accordance with sections 1 to 6 of the Localism Act 2011. In summary, this enables councils to do things:
- an individual may generally do
 - anywhere in the UK or elsewhere
 - for a commercial purpose or otherwise, for a charge or without a charge
 - without the need to demonstrate that it will benefit the authority, its area or persons resident or present in its area (although in practice councils will want to realise such benefits).

7. Links to Council Policy Objectives

- 7.1 The Medium Term Financial Strategy is the financial statement that shows how the Council intends to fund meeting its key objectives.

8. Next Step

- The Medium Term Financial Strategy will underpin the forthcoming decisions on the budgets and council tax for 2017/18, and will be updated in the light of the final budget outcomes for 2017/18.
- The Treasury Management Strategy will be updated to reflect the MTFs, and reported to Cabinet - Feb 2017
- The Capital and Asset Management Strategies updated and reported to Cabinet - Feb 2017

Background Papers:	Treasury Management Strategy 2016 Risk Management Strategy
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CHILTERN DC FINANCIAL STRATEGY

Purpose

The financial strategy for the authority is intended to provide a stable financial environment for the Council to progress its aims and objectives.

Principles

The key principles underpinning the strategy are:

- The matching of expenditure and income in the medium term
- Optimising the use of Council assets to deliver or help finance Council priorities
- Aligning new expenditure to key Council priorities and to continue to provide value for money
- Having in place sound financial processes to control and monitor expenditure
- Awareness of the financial risks facing the authority and using this to inform the authority's level of financial reserves

Key Priorities of the Strategy

The key priorities that the Medium Term Financial Strategy is seeking to deliver are as follows.

Key Priority	Comment
<ul style="list-style-type: none"> • Financial Stability & Resilience 	Eliminating the funding gap Growing income base Funding only from Business Rates, Council Tax and Fees & charges and rents Reserves to buffer recession effects Reserves for specific major projects Funding investment (Prudential Borrowing) Continuing efficient and effective use of resources Strong cost control
<ul style="list-style-type: none"> • Local Housing needs 	Temporary accommodation supply Affordable housing supply Use of s106 funds
<ul style="list-style-type: none"> • Parking Strategy 	Focus initial on Amersham issues (AMSCP).
<ul style="list-style-type: none"> • Maximising use of Property Assets 	Amersham site (Pool & KGVH)
<ul style="list-style-type: none"> • Leisure Strategy 	Implementing outcomes of leisure needs survey, especially in respect of Amersham site

Key Priority	Comment
<ul style="list-style-type: none"> Supporting local businesses 	Broadband extension and development Skills agenda Progression the economic development strategy Encourage tax base growth
<ul style="list-style-type: none"> The local environment 	HS2 mitigation Local Plan work
<ul style="list-style-type: none"> Joint Working incl Transformation 	Stronger in Partnership Programme Office Accommodation plans

Elements Supporting the Financial Strategy

The Financial Strategy is supported by a number of other key documents.

- Sustainable Communities Strategy
- Asset Management Plan
- Capital Investment Strategy
- Treasury Management Strategy
- Risk Management Strategy

The Asset Management Plan will set out how the Council will use its assets to optimise revenue, create income streams, for the Council.

Specific consideration will be given to capital investment issues, including where appropriate undertaking return on investment assessments. Major investment projects will be supported by option appraisals and business cases. The authority's Capital Investment Strategy defines in specific terms the authority's approach to capital investment.

Where the Council decides to undertake external financing of investment projects it will ensure this is based on the requirements of the Prudential Code¹. The Treasury Management Strategy will be reviewed annually, and will set out the Prudential Indicator's for the authority in order to demonstrate the affordability of any borrowing undertaken.

Financial and service planning are integrated and are driven by the priorities that has been developed by a process of consultation with members and key stakeholders. Service plans and budgets will be subject to formal member consultation and scrutiny, through PAGs and Overview Committees. Consultations on the Council's plans will also be undertaken if appropriate with other stakeholders such as parishes and other members of the Chiltern & South Bucks Strategic Partnership.

The financial risks and dependencies associated with delivering Service plans will be identified and reported as part of the service planning and budget process. The financial risks will also be incorporated into the in year monitoring processes referred to previously. In addition the Council will keep under review through its risk management policy the strategic risks facing the authority.

¹ Prudential Code for Capital Finance in Local Authorities issues by CIPFA.

A sound system of financial management will be in place as evidenced by the authority's:

- Financial regulations and standing orders
- Audit Plan
- Procurement Guidance and Contract Standing Orders

The effectiveness of these arrangements will be reported upon as part of the annual Statement of Assurance that form part of the authority's published financial statements, and as such is reviewed by the External Auditors.

The key income streams of council tax and business rates will be monitored regularly and forecasts made for financial planning purposes. Current expenditure, activity levels and performance are kept under review and monitored regularly by officers and members.

The key drivers affecting the Council's priorities are identified and monitored. These may be drivers from Central Government or from local communities. The Knowledgesource database and performance indicator data specifically will be used to identify any issues arising that will affect Service plans.

Roles and Responsibilities

Members

Members have the responsibility for agreeing the key aims and priorities of the authority. They also need to ensure that adequate resources are in place to support the delivery of the priorities, and that the authority has a sound system for financial management and control.

Managers

Managers responsible for services or groups of services have the requirement to set out through their Service plans and budgets how they will progress the Council's aims in the areas under their control. They will be required to identify clearly the resource implications and any risks or dependencies associated with their Service plan. Value for money, customer views and efficiency will feature in their service planning. If required by the Council's overall financial position managers will be required to identify savings options, but these should aim to minimise as far as possible the impact on the Council's key priorities. They will follow the authority's procedures for financial management and control. This includes monitoring their budgets in accordance to the requirements of the authority's budget monitoring processes.

s151 Officer

The designated s151 officer has the responsibility to ensure members and officers are provided with the appropriate financial advice and information to support their service and financial planning, and this includes identifying the key financial risks facing the authority. The role also has responsibility for ensuring managers have the appropriate support to

Classification: OFFICIAL

manage their budgets. The post is responsible for ensuring adequate financial systems and controls are in place to manage the authority's financial affairs.

Communications

Internal

As a general principle the intention is to consult and inform internal stakeholders as far as possible and in an appropriate way.

Briefings or presentations to members on council priorities, plans and financial issues.

Guidance made available to managers on service and financial planning.

Information made available to staff on Council priorities and the financial strategy via means such as staff briefings and other internal communications.

As part of the Council's Organisational Development Strategy it is important that staff understand the context that the Medium Term Financial Strategy provides for the way they will work, and for the changes that will take place.

External

Information publicly available as part of the Annual Report, setting out the key points of the Council's priorities and main Service Plan issues.

Information publicly available on website outlining main features of the budget set for the year.

It is important that the Council managed public expectations about what it can deliver within the limitations of resources and legislative frameworks.

Review of the Strategy

The principles and key elements of the Strategy should not change significantly from year to year, other than to adjust for any new supporting policies or strategies that may have been developed.

The Medium Term Financial Strategy

Following the Government's proposals for local authority funding in December 2015², it has become very clear that all Councils need to adapt to a new and different funding regime. Chiltern is classified as a high resources/low needs authority and as such by 2020 will not

² Autumn Statement 2015, and Local Authority Financial Settlement December 2015.

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only receive no Central Government grant but will also be required to pay an 'additional tariff' back to the Treasury. The preliminary "tariff" figure announced for 2019/20 is £848k. There is also the potential risk from 2020/21 of this figure changing following the government's intended review of how its funding to local authorities is distributed.

There are a number of material financial risks facing the Council in the coming years, other than bridging the funding gap resulting from the ending of Government grant. These include:

- The financial pressure to deliver the Council's statutory housing duties as a result of shortfall in the availability of affordable and temporary accommodation relative to demands.
- The costs of maintaining and enforcing the Council's planning policies, in an area where there is significant pressure of development. Parts of the District will be subject to significant impacts from the HS2 project, which will put financial pressure on the Council to support local communities to mitigate the impact of these developments.
- The development and maintenance of the authority's waste collection and recycling services with the retendering of the service in 2020 likely to result in increased costs.

The Approach to the Challenges.

Some of this will be achieved by the Stronger in Partnership phase of the joint working with Chiltern DC. This is expected to deliver savings from reduced accommodation requirements, more efficient working, and delivering services to customers more in line with their requirements and making best use of developing means of interacting with customers.

The Council's capital resources are diminishing, available capital receipts and earmarked reserves for capital at the end of 2015/16 were £4.1m. Any significant new capital investment in the coming years will soon exhaust these resources, and with there being no realistic prospect of significant new capital receipts, the Council will need to undertake prudential borrowing to deliver its Capital Programme.

The Council's response to the challenges will include the following.

- Income opportunities will be maximised, particularly in the areas of planning and licensing fees, and car parking. Car parking will involve expanding capacity that will also be in response to increasing demand in a number of areas.
- Contract costs will be kept under review and options to reduce costs will be considered. These would include;
 - Joint tendering.
 - Considering new approaches to service delivery (e.g. "cloud based" technologies; channel shift)

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- Pay arrangements under the locally determined harmonised terms & conditions, will be linked to what the Council can afford as opposed to automatically following any national settlements.
- For any significant operational areas, not already subject to contract arrangements or market testing, their structures and processes will be reviewed to identify any savings potential as the Stronger in Partnership programme progresses.

Maintaining financial stability is very important. Specifically having an appropriate level of general reserves is vital in order to cope with the inevitable one off issues that can arise as a result of factors outside of the Council's control, or which cannot be accurately assessed as part of the annual budget process.

The situation that will exist from 2020 whereby the Council's income sources are effectively the council tax, business rates, and its fees and charges, makes the Council more vulnerable to external economic factors, and in particular recessions that periodically occur. Recessions have an impact on the business sector, and therefore business rates, as well as on a number of key fee areas such as planning and building control. It is therefore important to have an adequate level of general reserves to provide a financial buffer during a period of recession.

The Council has a specific policy around reserves which covers how the minimum level of general reserves will be assessed, and also what are the authority's earmarked reserves.

The Medium Term Financial Strategy however will set a planned minimum level of reserves that will be retained over the period of the Strategy. This will mean that any support to the council tax from reserves will be limited to maintaining the planned minimum level. The planned minimum level of general reserves will be £1.5m.

A forecast of the Council's revenue and capital financial position in broad terms to 2022 is appended, based on:

- The phasing out of Government grant, and changes to the New Homes Grant system.
- The financial impact of undertaking Prudential borrowing to support capital investment.
- Savings planned to come into effect.
- Tentative assessment of potential investment in the Chiltern Pools site and the financial benefits to the Council of the redevelopment.
- Council tax to increase by £5 per annum, and council tax base increases to reflect working towards delivering Local Plan Housing objectives.
- Maintaining general reserves above the Strategy's minimum level.

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The forecast indicates that the Council will not be in the position of needing to make any substantial savings over the period. However there are a number of factors that could affect this position in the latter years of the forecast period.

- The Government's review of the distribution of its funding to local authorities from 2020/21
- The retendering of the Waste contract
- The redevelopment of Chiltern Pools
- The future distribution and level of business rates.

This implies that the position needs to be kept under review and further work will be undertaken in the following areas:

- Optimise the major income streams by minimising costs and overheads, and having appropriate charging strategies.
- Improve efficiency through the Stronger in Partnership Programme.
- Carefully plan the Waste Contract and Chiltern Pools projects to ensure service and financial objectives are in alignment.

Director of Resources
September 2016

CHILTERN DC MEDIUM TERM FINANCIAL FORECAST 2017 – 22

	2017/18 BUDGET	2018/19 BUDGET	2019/20 BUDGET	2020/21 BUDGET	2021/22 BUDGET
-	£	£	£	£	£
<u>Income</u>					
Non Domestic Rates (NDR) – Baseline	(1,393)	(1,435)	(1,480)	(1,525)	(1,571)
Non Domestic Rates (NDR) – Growth	(300)	(300)	(300)	(300)	(300)
Revenue Support Grant	0	0	0	0	0
New Homes Grant	(692)	(581)	(939)	(1,123)	(1,604)
General Grants - Council Tax Freeze	0	0	0	0	0
General Grants - Transition Grant	(100)	0	0	0	0
General Grants – Other	0	0	0	0	0
Tariff / Top Up Adjustment	0	0	848	848	848
-					
Interest & Investment Income	(100)	(60)	(40)	(20)	(20)
-					
Collection fund (surplus)/deficit	0	0	0	0	0
	(2,586)	(2,376)	(1,912)	(2,120)	(2,647)

<u>Service Expenditure</u>					
Leader Portfolio (ID)	619	632	644	657	670
Community, Health & Housing (GH)	1,775	1,811	1,847	1,884	1,922
Customer Services Portfolio (FW)	1,069	1,091	1,113	1,135	1,158
Environment (MSm)	1,692	1,726	1,760	1,796	1,832
Support Services (MSt)	3,203	3,267	3,332	3,399	3,467
Sustainable Development Portfolio (PM)	1,295	1,321	1,347	1,374	1,402
Trading Undertakings (MSm)	(225)	(230)	(235)	(239)	(244)
<u>New Pressures</u>					
Additional Pension Deficit Contribution	0	0	0	0	0
Council Elections - Fund from reserves	0	0	70	0	0
Waste retender - Procurement Costs	0	0	100	100	0
Waste retender - Cost Change	0	0	0	150	150
Infrastructure Mitigation (ie HS2)	0	0	0	0	0
<u>New Savings</u>					
Shared Service Reviews	(50)	(100)	(100)	(100)	(100)
Net additional income from AMSCP	0	(24)	(51)	(80)	(93)
Increased income from car parks	0	0	0	0	0
Phase 3 Stronger in Partnership Savings	0	(150)	(250)	(250)	(250)
Net additional income from new Chilterns Pools	0	0	(200)	(350)	(450)
Chiltern Crematorium Surplus - Current	0	0	(250)	(250)	(250)
	9,379	9,343	9,128	9,226	9,213

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	2017/18	2018/19	2019/20	2020/21	2021/22
	BUDGET	BUDGET	BUDGET	BUDGET	BUDGET
Other Expenditure					
Notional Interest Payable - Refuse vehicles	38	22	7	0	0
Borrowing Costs – Interest	74	354	553	539	525
Borrowing Costs - Repayment	0	184	700	682	665
	111	560	1,259	1,221	1,190
Contributions to / (from) Reserves					
Contribution to / (from) LDF Fund	(219)	(219)	(219)	(219)	(219)
Contribution to Capital Prog - Refuse Vehicles	394	394	394	394	394
Contribution to Capital Prog – Other	0	0	0	0	0
Contribution to / (from) HS2 Reserve	0	0	0	0	0
Contribution to / (from) Elections Resv	20	20	(70)	20	20
Contribution to / (from) Other Reserves	0	0	(100)	(100)	0
	195	195	5	95	195
Precept Required	7,100	7,722	8,481	8,422	7,952
COUNCIL TAX CALCULATION					
Tax base	43,680	43,980	44,380	44,880	45,380
Tax Rate (Band D)	175.62	180.62	185.62	190.62	195.62
Precept Collectable	7,671	7,944	8,238	8,555	8,877
Surplus / (Deficit)	571	221	(243)	133	926

CHILTERN DC CAPITAL PROGRAMME 2017 – 22

	Original	Original	Original	Original	Original
	17/18	18/19	19/20	20/21	21/22
	£	£	£	£	£
<u>New Projects</u>					
Amersham Leisure Centre Project		20,000,000			
<u>Environment</u>					
Lords Mill Weir, Chesham	10,000				
Refuse Vehicles	200,000		2,400,000		
AMSCP	7,599,610	800,000			
<u>Community, Health & Housing</u>					
Leisure Centres	100,000	100,000	100,000		
Disabled Facility Grants	735,000	735,000	735,000	735,000	735,000
Renovation Grants	50,000	50,000	50,000	50,000	50,000
Flexible Home Loan Fund	50,000	50,000	50,000	50,000	50,000
<u>Support Services</u>					
KGVH WIFI Replacement	50,000				
	8,794,610	21,735,000	3,335,000	835,000	835,000

Funded by

Housing subsidy re DFG's via Better Care Fund (BCC)	337,000	337,000	337,000	337,000	337,000
Paradigm contributions re DFG's	60,000	60,000	60,000	60,000	60,000
Borrowing for New Projects	7,369,203	20,800,000	0	0	0
Capital Receipts / Capital Contributions	1,038,407	538,000	2,938,000	438,000	438,000
Total Funding	8,804,610	21,735,000	3,335,000	835,000	835,000

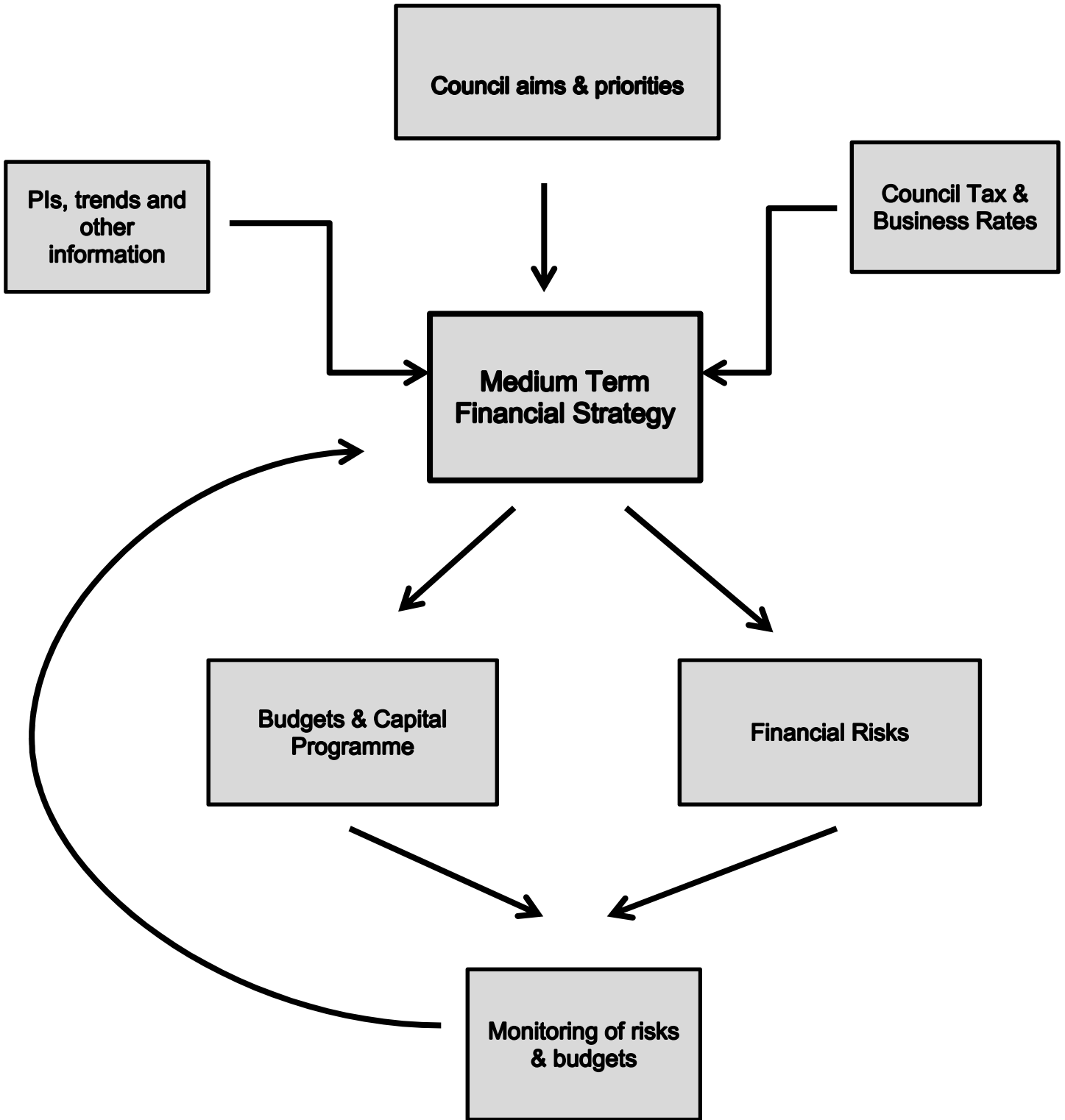
	2017/18	2018/19	2019/20	2020/21	2021/22
	£	£	£	£	£
Housing subsidy re DFG's via Better Care Fund (BCC)	337,000	337,000	337,000	337,000	337,000
Paradigm contributions re DFG's	60,000	60,000	60,000	60,000	60,000
Borrowing for New Projects	7,369,203	20,800,000	0	0	0
Capital Receipts / Capital Contributions	1,038,407	538,000	2,938,000	438,000	438,000
Total Funding	8,804,610	21,735,000	3,335,000	835,000	835,000

Classification: OFFICIAL

	2017/18	2018/19	2019/20	2020/21	2021/22
	£	£	£	£	£
Opening Capital Resources	3,527,567	2,883,110	2,739,060	195,010	150,960
New Capital Receipts	0	0	0	0	0
New General Capital Contributions	0	0	0	0	0
New General Capital Contributions Vehicles	393,950	393,950	393,950	393,950	393,950
Use of Capital Receipts / Capital Contributions	-1,038,407	-538,000	- 2,938,000	-438,000	-438,000
Closing Capital Resources	2,883,110	2,739,060	195,010	150,960	106,910

Classification: OFFICIAL

Medium Term Financial Strategy Process

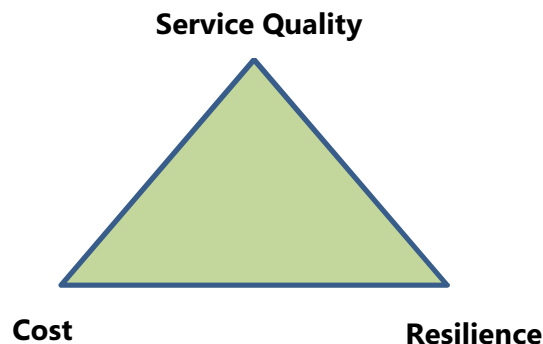


CHILTERN DC & SOUTH BUCKS DC EFFICIENCY PLAN 2016 - 22

Introduction

The two Councils have had a joint senior management team and shared chief executive since 2012. The Councils have established eighteen combined teams across the two Councils, including Housing Services, Finance, Building Control and Revenues & Benefits. The Councils also have agreed by collective agreement, harmonised terms and conditions for staff working across the two Councils and in new joint teams, and 82% of the workforce are on harmonised terms and conditions, and by January 2017 this will be 100%. The Councils have completed the unification of their ICT networks and infrastructure into a single arrangement. To date this programme of joint working has delivered full year savings of over £1.5m. The only service remaining to be combined is Planning, and the decision regarding this service will be taken in January 2017.

There are three key objectives the Councils have set for the programme of service reviews which is to achieve improvements in cost, resilience and service quality. This has been represented to staff and other stakeholders as “the benefits triangle”.



A recurring theme from the joint working to date has been the need to change the service delivery models to meet changing customer needs and expectations, and to make the service more sustainable and efficient. These issues now form the basis of the next phase of joint working (“Stronger in Partnership” programme) which is described later in this document.

There is also strong pressure on the Councils to increase efficiency in order to reduce costs and this is reflected in the Councils’ Medium Term Financial Strategies.



Joint Business Plan and Key Priorities

The two Councils joint working has reached the stage where they have a joint Business Plan and key priorities. The joint objectives of the Business Plan are set out below

- A. Deliver cost effective, customer focused services
 1. Provide best value for money services
 2. Listen to our customers
 3. Provide excellent services

- B. Work towards safe, healthy and cohesive communities
 1. Improve community safety
 2. Promote healthy communities
 3. Promote cohesive communities

- C. Strive to conserve the environment and promote sustainability
 1. Conserve the environment
 2. Promote sustainability

Flowing from these objectives are a number of common key priorities which are developed in the respective Medium Term Financial Strategies, but are summarised below.

- Financial Stability & Resilience
- Local Housing Needs
- Parking Strategy
- Maximising use of Property Assets
- Leisure needs
- Supporting local businesses
- The local environment
- Joint Working including Transformation

Stronger in Partnership

To fully meet the challenges facing the Councils the joint working has moved to a more transformational stage. This next phase of the joint working, referred to as "Stronger in Partnership", will take the Councils' objectives and set out to deliver these through:

- I. Creating a single culture and identity for all staff based around being the delivery vehicle for services to the two sovereign Councils

- II. Creating a workforce that works in different ways, is digitally agile, customer

focussed and has a culture of continuous improvement.

To achieve objectives there will be a cultural change programme and an Organisational Development (OD) strategy to ensure:

- I. The roles and responsibilities of staff in the organisation sit with required new ways of working.
- II. Staff are developed and supported to have the right skills and competencies.
- III. Managers are developed and supported in order to manage performance effectively in new working environments.
- IV. The culture of the organisation reflects the Councils' values and expectations on service delivery to our customers.

Organisational Development is at the heart of the planned changes and as a first step the values and behaviours required for the joint organisation have been developed with staff. These will be embedded by the joint teams themselves, into the way they work and will be supported by personnel processes and development plans appropriate to this new environment.

The Customer Services Strategies of the two Councils are being brought together to place the needs of customers firmly at the centre of changes. The joint strategy will take into account changes in the way in which residents and users wish to access services and information, but also ensuring that no group is excluded or disadvantaged by changes. The culture of the organisation and its behaviours will need to have customer service firmly embedded.

An important workstream is to create the situation whereby the workforce can operate in a manner that is location agnostic and best meets customer requirements and service efficiency. This will involve identifying appropriate ways of working for the roles in the Council ranging from fixed presence in a single location through to full fieldworking, or home working. A key to success of this workstream will be changing attitudes and behaviours of teams to achieve the desired changes, and it is expected that accommodation costs will be reduced.

Taken as a whole this next phase of joint working is seen as a key element in improving service delivery, increasing efficiency and reducing costs.



Income Generation

For both Councils optimising income will be important. At one level this will involve expanding capacity where there is known demand such as car parking. It will also include having charging policies that balances maximising income and managing demand or encouraging channel shift.

In addition investment in existing assets, or acquiring new assets, will be important. For Chiltern DC the opportunity to renovate and modernise leisure facilities in Amersham opens up possibilities if new and expanded income streams. For South Bucks DC its strategic asset management review indicates the potential from projects ranging from town centre redevelopments with partners, to the acquisition of assets to generate new income streams.

Both Councils see income generation by the various options described as being important elements in managing the financial challenges they face over the coming years.

For both authorities the use of Prudential Borrowing will be integral to these plans from 2017/18 onwards.

Affordable Housing

Addressing the supply of affordable housing is an important issue for both authorities. The challenge is about finding sites for development that the Council can control and influence. The joint housing service for both Councils adopts a range of proactive strategies to try and manage the housing demand, but the availability of land is the critical issue. As part of the Councils' investment plans they will look to include where compatible with other objectives, scope to deliver affordable housing. The Councils will also seek opportunities with other organisations to acquire and develop sites for housing, and South Bucks DC is developing a project along these lines with a Thames Valley Police surplus site.

Supporting Documents

The following public documents provide more detail to the issues in this document.

- [Stronger in Partnership – Chiltern & South Bucks Joint Committee Feb 2016](#)
- [Joint Business Plan 2016-20](#)
- Medium Term Financial Strategies
- Revenue Budgets 2016/17

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CHILTERN DISTRICT COUNCIL**MINUTES** of the Meeting of the
PERSONNEL COMMITTEE
held on **24 OCTOBER 2016**

PRESENT: Councillor P J Hudson - Chairman

Councillors: I A Darby
C M Jones
P M Jones
D W Phillips
M R Smith
M J Stannard

51 MINUTES

The Minutes of the meeting held on 21 September 2016 were agreed by the Committee and signed by the Chairman as a correct record.

52 DECLARATIONS OF INTEREST

There were no declarations of interest from Committee Members.

Debra Leslie (HR Advisor) and Jo Whiteley (HR Consultant) were in attendance to present the report on private healthcare provision for senior managers and would not be affected by the proposals in that report.

53 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.

54 PRIVATE HEALTHCARE PROVISION FOR SENIOR MANAGERS AT CHILTERN DISTRICT COUNCIL - 2017

The Committee considered a report seeking a decision on which option to pursue in relation to the future provision of private health care for senior managers, prior to full consultation with affected staff.

Members, after considering other options, agreed that in order to be consistent with the approach taken with other staff that were in the scope of the collective agreement, and two neighbouring authorities who do not offer this benefit, that the provision of private health care for senior managers should come to an end on 31 December 2016.

Following a discussion, the majority of Members felt that compensation should be paid to all affected staff to mitigate any risk of challenge. Due to this being a change to current contractual terms of employment, requiring the agreement of the affected employee and that those employees will suffer a detriment as a result, it was suggested that a fair and equitable approach would be to offer two one off payments in January 2017 and January 2018 that are equal to the total average annual cost for 2016 of each employee on the current CDC and SBDC schemes, which is in line with the Council's two year pay protection period under harmonised terms and conditions.

RESOLVED:

- 1. That, subject to the agreement of the Joint Appointments and Implementation Committee, the provision of private health care for senior managers ceases on 31 December 2016, and**
- 2. That compensation commensurate to the total average annual cost of each employee on the current CDC and SBDC scheme be paid to all affected staff in January 2017 and January 2018.**

The meeting ended at 6.55 pm

CHILTERN DISTRICT COUNCIL

MINUTES of the Meeting of the
JOINT APPOINTMENTS AND IMPLEMENTATION COMMITTEE
held on **26 OCTOBER 2016**

PRESENT: Councillor M J Stannard - Chairman

Councillors: I A Darby
P J Hudson
P M Jones
M R Smith
T Egleton
N Naylor
A Walters MBE

APOLOGIES FOR ABSENCE were received from Councillors B Harding and P Kelly

18 MINUTES

The minutes of the meeting of the Joint Committee held on 17 October 2016 were agreed by the Committee and signed by the Chairman as a correct record.

19 DECLARATIONS OF INTEREST

There were no declarations of interest.

20 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 Schedule 12A of the Act.

21 PRIVATE HEALTHCARE PROVISION FOR SENIOR MANAGERS - 2017

The Committee considered a report seeking a decision on which option to pursue in relation to the future provision of private health care for senior managers, prior to full consultation with affected staff.

Following due consideration of the options, agreed that in order to be consistent with the approach taken with other staff that were in the scope of the collective agreement, and two neighbouring authorities who do not offer this benefit, that the provision of private health care for senior managers should come to an end on 31 December 2016. Members were advised that

the content of the report had been presented to both CDC and SBDC Personnel Committees on 24 October and 25 October 2016, respectively.

Following a discussion, the majority of Members felt that compensation should be paid to all affected staff to mitigate any risk of challenge. Due to this being a change to current contractual terms of employment, requiring the agreement of the affected employee and that those employees will suffer a detriment as a result, it was suggested that a fair and equitable approach would be to offer two one off payments in January 2017 and January 2018 that are equal to the total average annual cost for 2016 of each employee on the current CDC and SBDC schemes, respectively, which is in line with the Council's two year pay protection period under harmonised terms and conditions. In the event of any of the affected employees leaving the employment of CDC and SBDC within the year from 1 January 2017 then a clawback agreement was to be included in the consultation.

Members were advised that affected employees were given a three month notice period of the withdrawal of the scheme which included a one month consultation period.

RESOLVED:

- 1 That, the provision of private health care for senior managers ceases on 31 December 2016,**
- 2 That compensation commensurate to the total average annual cost of each employee under the respective CDC and SBDC schemes be paid to all affected staff in January 2017 and January 2018; and**
- 3 That a clawback agreement be included in the consultation to end the scheme in the event that an affected employee left the employment of CDC and SBDC during the two year period from 1 January 2017.**

22 INTERVIEWS FOR THE APPOINTMENT OF CHIEF EXECUTIVE

The HR Manager provided a full briefing to all members of the Committee on the process for the appointment of Chief Executive and introduced Martin Denny from the Local Government Association (LGA) who supported the Committee with HR advice throughout the interview and selection process.

Each Member received a document pack including information about the post and required competencies, each of the candidates and the selection process.

The selection process involved a group task, presentation and interview, together with opportunities for questions from each candidate.

All interviews were completed at 4.38pm and the Committee considered the feedback and competency based scores for each candidate. Following careful deliberation the Committee:

RESOLVED:

- i) To recommend that Robert Smith be offered the appointment as shared Chief Executive and Head of Paid Service for Chiltern and South Bucks District Councils (including the roles of Electoral Registration Officer and Returning Officer for both Councils)**
- ii) That in accordance with The Local Authorities (Standing Orders) (England) Regulations 2001, the Director of Resources as Proper Officer be notified of the recommendation at i) above**

RECOMMENDED:

- iii) That Council be invited to approve the Committee's recommendation that Robert Smith be offered the appointment as shared Chief Executive and Head of Paid Service at Chiltern and South Bucks District Councils (including the functions of Electoral Registration Officer and Returning Officer at both Councils), subject to no objections being received from Members of the Cabinets at both Councils;**
- iv) That the appointment be confirmed and remunerated in accordance with the approved salary grade; and**
- v) That the HR Manager be authorised to finalise the arrangements and start date for the appointment, in consultation with the Leaders of both Councils.**

The meeting ended at 5.25pm

