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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 **Wednesday, 28th February, 2018** at **6.30 pm** when the business below is proposed to be transacted.

A G E N D A

1 Evacuation Procedures

2 Apologies for Absence

3 Minutes (*Pages 5 - 12*)

To approve as a correct record and to sign the Minutes of the meeting of Council held on 9 January 2018.

4 Declarations of Interest

5 Announcements

To receive any announcements from:

- a) Chairman
- b) Cabinet Leader
- c) Head of Paid Service

Chairman and Vice Chairman's Diary (Pages 13 - 14)

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

- 6.1 Members Code of Conduct - Audit & Standards Committee - 17 January 2018 (*Pages 15 - 16*)
Appendix 1 - Code of Conduct with Proposed Amendment to Paragraph 6 (Pages 17 - 26)
- 6.2 Pay Policy Statement 2018/19 - Joint Staffing Committee - 18 January 2018 (*Pages 27 - 32*)
Appendix 1 - Pay Policy Statement 2018/19 (Pages 33 - 36)
- 6.3 Review of the Council's Constitution - Governance & Electoral Arrangements - 30 January 2018 (*Pages 37 - 40*)

7 Cabinet Recommendations

To receive and consider the recommendations of the Cabinet for the meeting held on 6 February 2018 and to receive questions and answers on any of those recommendations in accordance with Rule 8 of the Procedural Rules.

- 7.1 Budget & Council Tax 2018/19 (*Pages 41 - 52*)
Appendix A - Chief Financial Officer Report (Pages 53 - 60)
Appendix B - Budget Sensitivity Analysis 2018/19 (Pages 61 - 62)
Appendix C: Fees and Charges (Pages 63 - 88)
Additional Supplementary Report: Council Tax 2018/19 (To Follow)
- 7.2 Capital Strategy and Capital Programme and Repairs & Renewals Programme 2018/19 to 2022/23 (*Pages 89 - 94*)
Appendix A: Capital Strategy and Capital Programme 2018/19 - 2022/23 (Pages 95 - 104)
Appendix B: Repairs & Renewals Programme 2018/19 - 2022/23 (Pages 105 - 106)
- 7.3 Annual Treasury Management Strategy 2018/19 (*Pages 107 - 110*)
Appendix 1 - Treasury Management Strategy Document 2018-19 (Pages 111 - 118)
Appendix 1A: Annual Investment Strategy (Pages 119 - 128)
Appendix 1B: Prudential Indicators (Pages 129 - 134)
Appendix 1C: Minimum Revenue Provision (Pages 135 - 136)


- 7.4 Statement of Community Involvement (*Pages 137 - 138*)
Appendix - Cabinet Report dated 6 February 2018 (Pages 139 - 146)
- 8 Verbal Reports from the Leader, Cabinet Members or Chairman of a Committee
- To receive and consider verbal update reports (if any) from the Members listed above, and to answer questions on any of those reports from any Member of the Council in accordance with Rule 9.1 of the Procedural Rules.
- 9 Questions with Notice (if any)
- The Chairman of the Council; Cabinet Leader or a Cabinet Member; or Chairman of any Committee to receive a question on any matter in relation to which the Council has powers or duties or which affects the District. Questions must be given in writing to the proper officer 3 clear days before the meeting, or if it relates to urgent business by 4pm on the day of the meeting, in accordance with Rule 9.2 of the Council Procedure Rules.
- 10 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.
- 11 Joint Arrangements and Outside Organisations (if any)
- To receive reports about and receive questions and answers relating to any joint arrangements or external organisations.
- 12 Motions (if any)
- Written notice of every motion, signed by at least 2 Members, must be delivered to the proper officer at least 7 clear days before the meeting
- 13 Members Allowances Scheme 2018/19 (*Pages 147 - 152*)
- Appendix 1 - Report of the Independent Members Allowances Panel (Pages 153 - 164)*
- Appendix 2 - Current Members Allowances Scheme 2017/18 (Pages 165 - 174)*
- Appendix 3 - Draft Members Allowances Scheme 2018/19 (Pages 175 - 184)*

14 Calendar of Meetings 2018/19 (*Pages 185 - 186*)
To agree the attached Calendar of Meetings 2018/19

15 Exclusion of the Public (if required)
To resolve that under Section 100(A)(4) of the Local Government Act 1972 the public be excluded from the meeting for the following 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.

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

Date of next meeting – Tuesday, 15 May 2018



Bob Smith
Chief Executive

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CHILTERN DISTRICT COUNCIL**MINUTES** of the Meeting of the **CHILTERN DISTRICT COUNCIL (CDC)**held on **9 JANUARY 2018**

PRESENT: Councillor P Shepherd - Chairman of the Council
G Harris - Vice-Chairman of the Council

| | | | |
|--------------|---------------|--------------|------------|
| Councillors: | A Bacon | Councillors: | P Martin |
| | D Bray | | V Martin |
| | J Burton | | D Phillips |
| | J Cook | | N Rose |
| | E Culverhouse | | C Rouse |
| | I Darby | | M Shaw |
| | M Flys | | L Smith |
| | C Ford | | M Smith |
| | J Gladwin | | M Stannard |
| | M Harrold | | D Varley |
| | P Hudson | | N Varley |
| | C Jackson | | E Walsh |
| | C Jones | | J Waters |
| | P Jones | | C Wertheim |
| | R J Jones | | F Wilson |
| | J MacBean | | |

APOLOGIES FOR ABSENCE were received from Councillors A Garth, M Harker, S Patel, J Rush, M Titterington and H Wallace

58 MINUTE SILENCE

Following the prayer Members stood for one minute in silence in memory of Councillor Derek Lacey who had passed away on 29 December 2017.

Members also paid tribute to former Councillor Leslie Hodgkinson who had also passed away.

59 PRESENTATION FROM THE CITIZENS ADVICE

Members received a presentation from representatives of Chiltern Citizens Advice (CCA): Jennifer Allot (Manager); Kristle Barker (Chairman of Trustees) and Claire Seaward (Trustee).

The presentation covered the follow key areas:

- Major issues faced by clients: housing, employment, debt, benefits and tax credits
- Trends: youth debt (housing related); employment; health and benefits
- Community engagement
- Funding: increases in project funding
- Future strategy: consolidate services and funding; develop a more sustainable and innovative advice service and innovate areas of excellence (quality of advice)

Following the presentation Members were invited to ask questions, and during which the following key points were made:

The Leader, along with a number of other Members, expressed thanks to CCA for the work they carried out. The organisation's new approach to funding was also welcomed which had meant that project funding was now its main funding source. Another Member mentioned that they regularly received positive feedback about CCA from residents. It was felt that residents were very fortunate for the service provided by the organisation, much of which supported the Council's own work.

Following a question regarding how people became volunteers and the time commitment involved it was advised that CCA had become more systematic in its approach towards attracting volunteers, for example open days were held and more volunteer roles were available. Volunteer advisors were required to commit to a minimum number of days, or half days, per month.

In response to a question about the key areas where residents were seeking advice it was advised that there were four main areas. Immigration queries related to worries from residents about the effect to them following the result of the referendum on the UK's membership of the EU. This had however reduced during Autumn 2017. Travel and transport questions focused on questions around access for people with disabilities. Relationships and discrimination was another common area for questions. Positive work had been carried out in relation to domestic violence which included advisors asking residents about past or current experiences.

Following a question regarding capacity and volunteer numbers it was noted that a number of longstanding projects had ended in March 2017 due to difficulty maintaining funding. One of which was a GP surgery project which ended after 12 years and it was hoped that this may reopen again in the future.

A question was raised in connection to CCA taking on services provided in Slough, and the impact this had had on the service provided to Chiltern residents. In response it was advised that CCA received additional funding following the dissolution of Slough CA which had been used to support advisors' skills and knowledge. During very busy times the telephone service also prioritised calls from Chiltern.

In response to a question regarding whether the change in law regarding employment tribunal fees had explained the increase in employment related questions it was advised that the increase in employment related questions had started three months prior to the change in law.

The Chairman thanked the representatives of CCA for attending the meeting to deliver the presentation and for answering Members' questions.

Note: Councillor D Varley entered the meeting at 7.00 pm

60 MINUTES

The Minutes of the meeting of Council held on 14 November 2017 were approved as a correct record.

61 DECLARATIONS OF INTEREST

There were no declarations of interest.

62 ANNOUNCEMENTS

(a) Chairman's Engagements

A list of Engagements carried out by the Chairman and Vice-Chairman of the Council between 9 November and 27 December 2017 had been circulated.

(b) Chairman's Announcements

The Chairman welcomed Councillor Jonathan Waters to the Council following the by-election for Penn and Coleshill Ward held on 16 November 2017.

The Chairman reported that the sale of Christmas Cards had raised over £700 and the painting, as shown on the cards, would be auctioned at the Chairman's Reception on 9 March. All proceeds would go to the Gateway, the Chairman's chosen charity.

(c) Announcements from the Leader of the Cabinet

As reported at Cabinet on 12 December, the Leader advised Members that the Cabinet Portfolio for Sustainable Development now included responsibility for economic development (previously within the Leader's Portfolio), and would now be known as the Cabinet Portfolio for Planning and Economic Development. This change took effect on 30 November 2017.

(d) Announcements from the Head of Paid Service

The Chief Executive had no announcements to make.

(e) Petitions

No petitions were submitted.

63 REPORTS AND RECOMMENDATIONS OF COMMITTEES OF THE COUNCIL

There were no recommendations arising from Committees of the Council held since the last Council meeting held on 14 November 2017.

64 CABINET RECOMMENDATIONS

There were no recommendations arising from the Cabinet meeting held on 12 December 2017.

65 VERBAL REPORTS FROM THE LEADER, CABINET MEMBERS OR CHAIRMAN OF A COMMITTEE**a) Councillor Mike Smith (Environment)****Waste Collections**

Councillor Smith expressed thanks to the waste collection crews who despite the inclement weather over the Christmas period had worked very hard to continue to deliver the service which had been one of the most successful Christmas collections for a number of years.

Amersham Multi Storey Car Park

Members were advised that there had been high demand for parking in Amersham as some spaces were temporarily unavailable whilst construction was taking place to increase capacity at the multi storey car park. The project was on track for completion in November 2018.

b) Councillor Peter Martin (Planning & Economic Development)**Planning**

It was noted that a Memorandum of understanding had been signed with Aylesbury Vale District Council which would help meet housing need in the area. A lot of hard work had been carried out to get to this point and thanks were expressed to the officers that had been involved.

There were currently a number of vacancies in the planning team which had put officers under greater pressure. Open recruitment days had been planned with the aim of successfully recruiting to the vacant roles. The vacancies were being advertised widely, including adverts being placed in local newspapers. There was potential for additional resources to be used to temporarily fill gaps in capacity. The Council was taking action to address the issue as quickly as possible, and a further update would be provided to Members following the recruitment events.

c) Councillor Liz Walsh (Healthy Communities)**Community Awards 2018**

Councillor Walsh highlighted that the Community Awards provided an opportunity to recognise the volunteers and community champions who did so much to enrich life in the district.

There were several award categories covering young, older, individuals, groups and businesses. Nomination forms were available in the Members' Room, and could be submitted online via: <http://www.chiltern.gov.uk/article/8535/Community-Awards-Online-Nomination-Form>. The closing date was 2 February 2018, and this year's awards ceremony would take place on 15 March 2018 at the Kings Church, Amersham.

Chiltern & South Bucks Lottery

The lottery aimed to raise money for good causes in the Chiltern and South Bucks area. Tickets cost £1 per week and each ticket had a 1 in 50 chance to win a prize. The top prize was £25,000. Members were encouraged to promote the lottery as widely as possible.

d) Councillor Fred Wilson (Customer Services)

The Council had a local discretionary rate relief scheme which aimed to help local businesses. All businesses that had applied under this scheme would receive their entire claim in full. The remaining money in the scheme would be used to help special cases of hardship.

An update was provided on the Customer Experience Strategy and Members noted that the Member Working Group was due to take place on 10 January.

e) Councillor Mike Stannard (Deputy Leader - Support Services)

Chiltern pools

Councillor Stannard provided an update on the redevelopment of Chiltern Pools project. It was noted that an architect had been appointed. A number of options had been put forward. Progress updates and forthcoming decisions required would be included in future reports to Members.

f) Councillor Isobel Darby (Leader)

Peer Challenge

During November 2017 Chiltern and South Bucks District Councils invited a peer challenge to take place which involved external partners coming to audit the work of both Councils. Initial feedback from the process had been provided to staff and Members, and a draft report had been received. A final report would also be made available in due course.

Thanks were expressed to staff and Members that had taken part in the peer challenge. A lot had been learnt from the process and the peer challenge team had also noted good practice from both Councils which could then be used by other Councils.

66 QUESTIONS ON VERBAL REPORTS FROM ANY MEMBER OF THE COUNCIL

Councillor Peter Hudson referred to the Christmas waste collections and said that he had received a number of complaints regarding missed collections for some roads. Clarification was sought regarding the procedure that waste collection crews followed when some roads were missed, in particular whether crews automatically returned to collect waste when it was safe to do so following heavy snow. Councillor M Smith advised that residents were encouraged to report any missed waste collections so that they could be recorded, and confirmed that further clarification would be provided to Members on the procedure on returning to collect waste that had been missed due to inclement weather.

The Chairman referred to news reports that goods producing countries, such as China, had stopped receiving plastic recyclate. It was asked what the impact of this would be on the Council or its waste collection contractors?

Councillor M Smith confirmed that the collection of recycling is a District Council function, and Serco, the Council's waste collection contractor, had responsibility to dispose of the plastic recyclate collected. It was possible that there might be an extra cost to the Council arising from the reports.

Incineration of this material would always be a last resort. An update would be provided at a future meeting.

67 QUESTIONS WITH NOTICE (IF ANY)

There were no questions.

68 PETITIONS (IF ANY)

No petitions were received.

69 JOINT ARRANGEMENTS AND OUTSIDE ORGANISATIONS (IF ANY)

There were no reports.

70 MOTIONS (IF ANY)

No Motions had been received.

71 CHANGES TO APPOINTMENTS TO COMMITTEES AND OUTSIDE BODIES

Members noted the following appointments that had been made by the Chief Executive, under delegated authority, and in accordance with the Constitution:

- 1) Councillor S Patel appointed to Planning Committee
- 2) Councillor H Wallace appointed to Licensing Committee
- 3) Councillor J Waters appointed to Resources Overview Committee

The Council was asked to agree the appointment of Councillor C Jones as the Council's representative to the Chiltern Open Air Museum.

It was proposed by Councillor I Darby, seconded by Councillor J MacBean, and

RESOLVED:

That Councillor C Jones be appointed as the Council's representative to the Chiltern Open Air Museum.

The meeting ended at 7.15 pm

CHAIRMAN'S DIARY: 27 DECEMBER 2017 TO 15 FEBRUARY 2018

- 10 January - Former Councillor Ian Hodkinson's funeral , Chilterns Crematorium
- 22 January - Councillor Derek Lacey's funeral (attend by Vice-Chairman)
- 4 February - Chinese New Year Celebrations, Great Kingshill
- 15 February - Opening of Beech House Restaurant, Amersham

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|----------------------------|--|
| SUBJECT: | Members Code of Conduct |
| REPORT OF: | Monitoring Officer |
| RESPONSIBLE OFFICER | Joanna Swift |
| REPORT AUTHOR | Joanna Swift jswift@chiltern.gov.uk Tel : 01494 732761 |
| WARD/S AFFECTED | None |

1. Purpose of Report

To approve an amendment to the Code of Conduct recommended by Audit and Standards Committee to clarify that a member who declares a personal interest is still entitled to speak and vote on the item of business concerned.

RECOMMENDATION

That the Code of Conduct attached at Appendix 1 including additional wording in paragraph 6 be approved and adopted in accordance with section 27 of the Localism Act 2011.

2. Reasons for Recommendations

It is good practise for the Council to review its adopted policies and procedures on a regular basis to ensure they remain relevant and effective. The Audit and Standards Committee undertook an annual review of the Code of Conduct and recommended additional wording at paragraph 6 to clarify the effect of declaring a personal interest.

3. Content of Report

3.1 The Council has a statutory duty under the Localism Act 2011 to promote and maintain high standards of conduct amongst its elected and co-opted members and to adopt a code governing member conduct. The Council has discretion over the contents of the code of conduct provided that it accords with the following 7 principles of conduct in public life:-

- selflessness
- integrity
- objectivity
- accountability
- openness
- honesty
- leadership

3.2 The Council's current code of conduct was adopted on 15 August 2012 and is based on a lighter-touch set of general obligations than the previous national model code but retains the requirement for members to disclose non-pecuniary personal and prejudicial interests, in addition to the new statutory disclosable pecuniary interests. The code is reviewed on an annual basis by the Audit and Standards Committee to ensure it remains fit for purpose.

3.3 The Committee were satisfied that the obligations in the code of conduct are generally understood and that declarations of interest are being made appropriately. However, following 2 recent complaints about the declaration of personal interests under paragraph 6 of the code, the monitoring officer recommended that an additional sentence be added to this paragraph, to make it clear that members who declare a personal remain entitled to speak and vote on the item of business concerned. The Committee supported this recommendation and the proposed wording is shown highlighted in bold and underlined at paragraph 6 of the code attached at Appendix 1.

4. Consultation

There is no statutory requirement for the Council to consult on proposed changes to its Code of Conduct for members. The proposed wording has been considered by Audit and Standards Committee and the Council's Independent Persons.

5. Options

Council has the options of proposing different wording or keeping paragraph 6 of the Code unchanged.

6. Corporate Implications

Financial - None
 Legal – As set out in the report
 Risks issues – None
 Equalities - None

7. Links to Council Policy Objectives

Whilst there is no direct link to the Council's main objectives the Council has a statutory obligation to adopt a code of conduct.

8. Next Steps

If agreed the revised Code of Conduct will be published on the Council's website.

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| Background Papers: | None except those referred to in the report |
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CHILTERN DISTRICT COUNCIL**CODE OF CONDUCT FOR MEMBERS**

ADOPTED ON 15 AUGUST 2012
REVISED ON 28 FEBRUARY 2018

Part 1 – General Provisions**Introduction**

1. (1) The Council has adopted this Code of Conduct pursuant to section 27 of the Localism Act 2011 (the Act) to promote and maintain high standards of behaviour by its members and co-opted members whenever they conduct the business of the Council including the office to which they were elected or appointed or when they claim to act or give the impression of acting as a representative of the Council
- (2) This Code of Conduct complies with Section 28 the Act and is consistent with the principles of selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

Scope

2. (1) This Code of Conduct applies to you whenever you are acting in your capacity as a member of Chiltern District Council, including:
 - (a) at formal meetings of the Council, its Committees and Sub-Committees, its Cabinet and PAG's
 - (b) when acting as a representative of the authority
 - (c) in taking any decision as a Cabinet member or a Ward Councillor
 - (d) in discharging your functions as a ward Councillor
 - (e) at briefing meetings with officers
 - (f) at site visits and
 - (g) when corresponding with the authority other than in a private capacity
- (2) Where you act as a representative of the Council:
 - (a) on another authority, you must when acting for that authority, comply with that other authority's code of conduct; or
 - (b) on any other body, you must, when acting for that other body, comply with this Code of Conduct, except and insofar as it conflicts with any other lawful obligations to which that other body may be subject

General obligations

3. You must:
- (1) provide leadership to the council and communities within its area, by personal example and
 - (2) respect others and not bully any person
 - (3) recognise that officers (other than political assistants) are employed by and serve the whole council
 - (4) respect the confidentiality of information which you receive as a member:
 - i. not disclosing confidential information to third parties unless required by law to do so or where there is a clear and over-riding public interest in doing so; and
 - ii. not obstructing third parties' legal rights of access to information
 - (5) not misconduct yourself in a manner which is likely to bring the council into disrepute
 - (6) use your position as a member in the public interest and not for personal advantage
 - (7) act in accordance with the council's reasonable rules on the use of the resources of the council for private or political purposes
 - (8) exercise your own independent judgement, taking decisions for good and substantial reasons:
 - i. attaching appropriate weight to all relevant considerations including, where appropriate, public opinion and the views of political groups
 - ii. paying due regard to the advice of officers, and in particular to the advice of the statutory officers, namely the Head of Paid Service, the Chief Finance Officer and the Monitoring Officer and
 - iii. stating the reasons for your decisions where those reasons are not otherwise apparent
 - (9) account for your actions, particularly by supporting the council's scrutiny function
 - (10) ensure that the council acts within the law.

Part 2 – Interests

Personal interests

4. In addition to the statutory requirements under the Act in relation to DPI's and as set out in Paragraph 10 below and save for the subject interest already having been declared as a DPI and the statutory provisions complied with, the following Paragraphs 5 to 9 shall also apply.
5. (1) You have a personal interest in any business of the council where either:
 - (a) it relates to or is likely to affect:
 - (i) any body of which you are a member or in a position of general control or management and to which you are appointed or nominated by the council;
 - (ii) any body:
 - (aa) exercising functions of a public nature;
 - (bb) directed to charitable purposes; or
 - (cc) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union),
of which you are a member or in a position of general control or management;
 - (iii) any person or body who employs or has appointed you;
 - (iv) the interests of any person from whom you have received a gift or hospitality with an estimated value of at least £50;
 - (b) a decision in relation to that business might reasonably be regarded as affecting your well-being or financial position or the well-being or financial position of a relevant person to a greater extent than the majority of other council tax payers, ratepayers or inhabitants of the ward affected by the decision;
- (2) In sub-paragraph (1)(b), a relevant person is:
 - (a) a member of your family or any person with whom you have a close association; or
 - (b) any person or body who employs or has appointed such persons, any firm in which they are a partner, or any company of which they are directors;
 - (c) any person or body in whom such persons have a beneficial interest in a class of securities exceeding the nominal value of £25,000; or
 - (d) any body of a type described in sub-paragraph (1) (a) (i) or (ii).

Disclosure of personal interests

6. (1) Subject to sub-paragraphs (2) to (5), where you have a personal interest in any business of the council and you attend a meeting of the council at which the business is considered, you must disclose to that meeting the existence and nature of that interest at the commencement of that consideration, or when the interest becomes apparent.

- (2) Where you have a personal interest in any business of the council which solely relates to a body of which you are a member or in a position of general control or management and to which you are appointed or nominated by the council, you need only disclose to the meeting the existence and nature of that interest if that interest is prejudicial.
- (3) Where you have a personal interest in any business of the council of the type mentioned in paragraph 5(1) (a) (iv), you need not disclose the nature or existence of that interest to the meeting if the interest was registered more than three years before the date of the meeting.
- (4) Sub-paragraph (1) only applies where you are aware or ought reasonably to be aware of the existence of the personal interest.
- (5) Subject to paragraph 9(1) (b), where you have a personal interest in any business of the council and you have made an executive decision in relation to that business, you must ensure that any written statement of that decision records the existence and nature of that interest.
- (6) Having declared a personal interest you may continue to speak and vote on the item of business concerned.**

Prejudicial interest generally

7. (1) Subject to sub-paragraph (2), where you have a personal interest in any business of the council you also have a prejudicial interest in that business where the interest is one which a member of the public with knowledge of the relevant facts would reasonably regard as so significant that it is likely to prejudice your judgement of the public interest.
- (2) You do not have a prejudicial interest in any business of the council where that business:
 - (a) does not affect your financial position or the financial position of a person or body described in paragraph 5;
 - (b) does not relate to the determining of any approval, consent, licence, permission or registration in relation to you or any person or body described in paragraph 5; or
 - (c) relates to the functions of the council in respect of:
 - (i) an allowance, payment or indemnity given to members;
 - (ii) any ceremonial honour given to members; and
 - (iii) setting council tax or a precept under the Local Government Finance Act 1992.

Prejudicial interests arising in relation to overview and scrutiny committees

8. You also have a prejudicial interest in any business before an overview and scrutiny committee of the council (or of a sub-committee of such a committee) where:

- (a) that business relates to a decision made (whether implemented or not) or action taken by the cabinet, PAG's or another of the council's committees, sub-committees, joint committees or joint sub-committees; and
- (b) at the time the decision was made or action was taken, you were a member of the cabinet, PAG's, committee, sub-committee, joint committee or joint sub-committee mentioned in paragraph (a) and you were present when that decision was made or action was taken.

Effect of prejudicial interests on participation

9. (1) Subject to sub-paragraph (2), where you have a prejudicial interest in any business of your council:
- (a) you must declare the existence and nature of your interest and withdraw from the room or chamber where a meeting considering the business is being held:
 - (i) in a case where sub-paragraph (2) applies, immediately after making representations, answering questions or giving evidence;
 - (ii) in any other case, whenever it becomes apparent that the business is being considered at that meeting;unless you have obtained a dispensation from your council's monitoring officer;
 - (b) you must not exercise executive functions in relation to that business; and
 - (c) you must not seek improperly to influence a decision about that business.
- (2) Where you have a prejudicial interest in any business of the council you may attend a meeting (including a meeting of the overview and scrutiny committee of the council or of a sub-committee of such a committee) but only for the purpose of making representations, answering questions or giving evidence relating to the business, provided that the public are also allowed to attend the meeting for the same purpose, whether under a statutory right or otherwise.

10. Disclosable Pecuniary Interest

A Disclosable Pecuniary Interest (DPI) is as defined in 'The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012' (The Regulations) and the categories of interest are set out in Appendix A.

Note: In addition to the statutory requirements under the Act, Council Procedure Rules require you to withdraw from the room or chamber where the meeting is being held if you have a DPI in an item of business being considered at that meeting unless a Dispensation has been granted pursuant to and in accordance with Section 33 of the Act.

Part 3 - Registration of Members' Interests**Registration or Disclosure of members' interests**

11. (1) Subject to paragraph 12, you must, within 28 days of:
- (a) in relation to a DPI, the Regulations coming into effect namely 1.7.12
 - (b) in relation to Personal Interests, this Code being adopted by or applied to the council; or
 - (c) otherwise your election or appointment to office (where that is later),
- register in the council's register of members' interests, maintained under Section 29 of the Act, details of any DPI which you or your spouse or civil partner (or person with whom you are living as spouse or civil partner) may have, together with your personal interests where they fall within a category mentioned in paragraph 5(1) (a), by providing written notification to the council's monitoring officer.
- (2) Failure to register or disclose any DPI in accordance with section 30(1) or 31(2), (3) or (7) of the Act, or participating in any discussion or vote in contravention of section 31(4) of the Act, or taking any steps in contravention of section 31(8) of the Act, is a criminal offence and risks a fine not exceeding level 5 on the standard scale (currently £5,000) or disqualification as a member for a period not exceeding 5 years.
- (3) Subject to paragraph 12, you must, within 28 days of becoming aware of any new DPI and/or personal interest or change to any DPI and/or personal interest registered under paragraph (1), register details of that new DPI and/or personal interest or change by providing written notification to the council's monitoring officer.
- (4) Subject to Paragraph 12, you are required to disclose the existence and nature of any DPI when it arises at a meeting even where already registered in the Register or pending registration so the minutes can be duly noted.

Sensitive interest

12. (1) Where you consider that you have a sensitive interest (whether or not a DPI), and the council's monitoring officer agrees, if the interest is entered in the Council's register, copies of the register that are made available for inspection and any published version of the register, must not include details of the interest (but may state that the member has an interest the details of which are withheld under section 32 (2) of the Act) and any public declaration required need only state the fact an interest arises without further detail.
- (2) You must, within 28 days of becoming aware of any change of circumstances which means that information excluded under paragraph (1) is no longer a sensitive interest, notify the Council's monitoring officer asking that the interest be included in the Council's register of members' interests.

- (3) In this Code, "sensitive interest" means an interest, the nature of which is such that you and the Council's monitoring officer consider that disclosure of the details of the interest could lead to you, or a person connected with you, being subject to violence or intimidation.

Dispensations

13. On a written request made to the Council's Monitoring Officer, the Council may grant a dispensation for you to participate in a discussion and vote on a matter at a meeting even if you have a DPI or a prejudicial interest and that you be relieved of the obligation to otherwise withdraw from the room in which the matter is being considered if the Council considers that the number of members otherwise prohibited from taking part in the meeting would be so great a proportion of the body transacting the business that it would impede the transaction of the business; or the representation of different political groups on the body transacting any particular business would be so upset as to alter the likely outcome of any vote on the business; or it is in the interests of the inhabitants in the Council's area to allow you to take part or that without the dispensation the Council's Executive would be prohibited from participating in the matter or it is otherwise appropriate to grant a dispensation.

Disclosable Pecuniary Interests

The duties to register, disclose and not to participate in respect of any matter in which a member has a DPI are set out in Chapter 7 of the Act.

DPI's are defined in the Regulations 2012 as follows:

| Interest | Prescribed description |
|---|--|
| Employment, office, trade, profession or vocation | Any employment, office, trade, profession or vocation carried on for profit or gain. |
| Sponsorship | <p>Any payment or provision of any other financial benefit (other than from the relevant authority) made or provided within the relevant period in respect of any expenses incurred by M in carrying out duties as a member, or towards the election expenses of M.</p> <p>This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992).</p> |
| Contracts | <p>Any contract which is made between the relevant person (or a body in which the relevant person has a beneficial interest) and the relevant authority:</p> <p>(a) under which goods or services are to be provided or works are to be executed; and</p> <p>(b) which has not been fully discharged.</p> |
| Land | Any beneficial interest in land which is within the area of the relevant authority. |
| Licences | Any licence (alone or jointly with others) to occupy land in the area of the relevant authority for a month or longer. |
| Corporate tenancies | <p>Any tenancy where (to M's knowledge):</p> <p>(a) the landlord is the relevant authority; and</p> <p>(b) the tenant is a body in which the relevant person has a beneficial interest.</p> |
| Securities | <p>Any beneficial interest in securities of a body where:</p> <p>(a) that body (to M's knowledge) has a place of business or land in the area of the relevant authority; and</p> <p>(b) either:</p> <p>(i) the total nominal value of the securities exceeds £25,000 or one hundredth of the total issued share</p> |

| | |
|--|--|
| | <p>capital of that body; or</p> <p>(ii) if the share capital of that body is more than one class, the total nominal value of the shares of any one class in which the relevant person has a beneficial interest exceeds one hundredth of the total issued share capital of that class.</p> |
|--|--|

For this purpose:

“body in which the relevant person has a beneficial interest” means a firm in which the relevant person is a partner or a body corporate of which the relevant person is a director, or in the securities of which the relevant person has a beneficial interest;

“director” includes a member of the committee of management of an industrial and provident society;

“land” excludes an easement, servitude, interest or right in or over land which does not carry with it a right for the relevant person (alone or jointly with another) to occupy the land or to receive income;

“M” means a member of a relevant authority; “member” includes a co-opted member;
 “relevant authority” means the authority of which M is a member;

“relevant period” means the period of 12 months ending with the day on which M gives a notification for the purposes of section 30(1) or 31(7), as the case may be, of the Act;

“relevant person” means M or any other person referred to in section 30(3)(b) of the Act;

“securities” means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society.

| | |
|----------------------------|--|
| SUBJECT: | Pay Policy Statement 2018/19 |
| REPORT OF: | Bob Smith, Chief Executive |
| RESPONSIBLE OFFICER | Louise Cole, HR Manager |
| REPORT AUTHOR | Louise Cole HR Manager, 01494 732015, lc@chiltern.gov.uk , louise.cole@southbucks.gov.uk |
| WARD/S AFFECTED | N/A this relates to a pay statement |

1. Purpose of Report

To seek Council approval to the statutory Pay Policy Statement for 2018/19.

RECOMMENDATIONS

1. That the Pay Policy Statement 2018/19 attached be adopted as recommended by the Joint Staffing Committee at its meeting on 18th January 2018.

2. Reasons for Recommendations

The Localism Act 2011 requires each council to produce and publish annually a pay policy statement. The statement should be approved by 31 March each year, at a meeting of the full councils, and then be published on their websites.

3. Content of Report

3.1 Since 2015/16 Chiltern District Council and South Bucks District Council have had a joint pay policy. This policy statement is a technical document prescribed by the Localism Act and accompanying statutory guidance. The 2018/19 statement is currently unchanged from last year as at the present time the local pay award has not been determined and therefore pay uplifts have not been applied and pay remains at the same level as in 2017/18.

3.2 The 2018/19 Pay Policy Statement, which is attached at appendix 1, sets out:

- an introduction by way of context
- information about the remuneration of chief officers which includes a comparison with other officers
- information on the lowest paid employees

4. Consultation

Not Applicable

5. Corporate Implications

This is a statutory requirement under the Localism Act 2011.

6. Links to Council Policy Objectives

There is no direct link to the Council's objectives but openness and transparency on Council policies supports good governance.

7. Next Step

Subject to its agreement and adoption by Council the Pay Policy statement will be published on the web site.

| | |
|---------------------------|--|
| Background Papers: | None other than referred to in this report and Appendix. |
|---------------------------|--|

Appendix 1**Pay Policy Statement 2018/19****1. INTRODUCTION**

- 1.1 This is a joint statement of Chiltern and South Bucks District Councils.
- 1.2 The Localism Act 2011 requires each council to produce and publish annually a pay policy statement. The statement must be approved by a meeting of the full council, and must then be published on their websites. The pay policy statement may be amended during the year by further resolution of the council.
- 1.3 The pay policy statement must as a minimum include details of the council's policy on:
 - the remuneration of its chief officers
 - the remuneration of its lowest-paid employees
 - the relationship between the remuneration of its chief officers and other officers.
- 1.4 For the purposes of the Localism Act 2011 and this statement, the term "chief officers" is defined by Section 2 of the Local Government and Housing Act 1989. For these councils, the term "chief officers" refers to the chief executive, directors and heads of service. These officers make up the Joint Management Team for Chiltern and South Bucks District Councils.
- 1.5 Chief officers are expected to work across both District Councils on an equal basis and are employed under the same terms and conditions. Chief officers may be employed by either council, and are placed at the disposal of the other by means of an agreement made under Section 113 of the Local Government Act 1972.

2. REMUNERATION OF CHIEF OFFICERS

- 2.1 Chief officers' pay was independently assessed in 2012 by the Local Government Association (LGA) which was commissioned to undertake an independent review of the job descriptions for the new Joint Management posts. When making a recommendation about remuneration, regard was had to the size of the new job role, the emphasis on the need to contribute corporately to meet the needs of the two Councils, the economic climate and the regional location of the two authorities.
- 2.2 Members of the Joint Appointments and Implementation Committee agreed the salary ranges recommended by the LGA and the proposal to assimilate the successful applicants onto a spot salary which accommodated the additional allowances previously paid. The salaries were set above the median to attract and retain suitably skilled chief officers as recommended by the LGA.

All chief officers (Heads of Service, Directors and Chief Executive) have benefitted from a 1% pay award in 2016/17 and a 1% in 2017/18.

- 2.3 Following an independent review of the chief officers' pay structure in November 2015 the LGA confirmed that the pay structure remains competitive in its ability to recruit and retain staff with the necessary management and strategic skills and experience.

| 2017/18 | Starting Salary | 2 | 3 | 4 |
|-----------------------|------------------------|----------|----------|----------|
| Joint Chief Executive | £127,513 | £130,573 | £133,633 | £136,693 |
| Joint Director | £89,483 | £92,605 | £94,686 | £97,807 |
| Joint Head of Service | £67,259 | £71,464 | £73,567 | £78,818 |

- 2.4 The salaries remunerate officers for their full range of duties and hours of work. Chief officers do not receive any performance-related pay or bonuses. Joint posts are shared equally between the two Councils and business mileage is reimbursed at HMRC rates, currently 45p per mile. Some chief officers have private medical insurance and paid membership of a relevant professional body.
- 2.5 Appointments to these posts are on a spot salary and progression up the salary scale is based on performance against agreed objectives. An annual appraisal takes place for the Joint Chief Executive with members which can be facilitated by an external independent advisor if required. The Directors are appraised by the Chief Executive and the Heads of Service by their corresponding Director.
- 2.6 The annual pay review for the Chief Executive and the two Directors is determined by the Joint Negotiation Committee for Chief Executives and Chief Officers, respectively. The annual pay review for Heads of Service is determined locally. The pay award for 2016/17 was 1% and the pay award for 2017/18 was 1%.
- 2.7 Appointments to the Joint Chief Executive and officers allocated statutory responsibilities require full Council approval within each of the Councils. Appointments to the Joint Directors require the approval of the Joint Staffing Committee.
- 2.8 The Chief Executive has been appointed as the councils' returning officer. In this role he receives additional remuneration, which varies from year to year. He employs the two directors as deputy returning officers and may employ other chief officers to support him in his work. Any fees for elections are paid separately. The amount of the fee is not fixed and is based on electorate/postal votes and the type of election. The Head of Paid Service has the authority to increase election fees in line with inflation and to keep them comparable with Parliamentary election fees.
- 2.9 All employees are automatically enrolled in the local government pension scheme when they join either Council, they may opt out if they wish. Chief officers' contributions are determined by their salary and the rules of the scheme. More

comprehensive details of the Bucks Pension Scheme are available on their website. It is not the usual policy of either Council to enhance retirement benefits.

- 2.10 The Councils have a joint approach to organisational change which it applies to all employees without differentiation. In cases of redundancy those employees with 2 or more years' continuous service are entitled to a redundancy payment which is calculated using the statutory redundancy calculator based on actual salary. The maximum number of years of service taken into account is 20 and the resulting maximum payment is 30 week's pay.
- 2.11 The Councils do not provide any additional payment to employees leaving the Councils' employment other than in respect of accrued leave which by agreement is untaken at the date of leaving.
- 2.12 In certain circumstances the Councils may agree for an employee's employment to come to end by way of a Settlement Agreement which may involve the payment of severance pay. In calculating any severance package the Councils will take into account any contractual and statutory entitlements, the employee's previous performance, value for money and minimising any reputational damage to the Councils.
- 2.13 It is not normal practice for the Councils to re-employ or re-engage a chief officer following a severance or redundancy payment on either a new contract of employment or a contract of services.

3. LOWEST-PAID EMPLOYEES

- 3.1 Following agreement with staff and UNISON the Councils have implemented, a collective agreement which harmonises terms and conditions of employment, including a new harmonised Pay Spine for both Councils. The minimum salary on this pay spine is set at £15,702, significantly above the Statutory Living Wage rate of £7.50 per hour effective from 1 April 2017. Employees from both Councils have progressively moved onto the new pay spine following a review and the joining up of services across Chiltern and South Bucks District Councils. All staff have moved to the new pay spine with the exception of a small group of staff at South Bucks District Council. The lowest paid employee at South Bucks District Council was paid at £15,702 (the full time equivalent).

The lowest paid employee at Chiltern District Council was paid at spinal point 1A at £15,702 (the full time equivalent).

- 3.2 The Chief Executive's salary is 8.12 times the salary of the lowest-paid employee.

4 REMUNERATION OF CHIEF OFFICERS COMPARED WITH OTHER OFFICERS

- 4.1 Employees who are not chief officers have been moved on to the new harmonised pay spine. They will be paid in accordance with the collective agreement agreed with staff and UNISON in July 2014. In the interim we have a small number of employees at South Bucks District Council on the South Bucks District Council pay spine. All these pay scales increased in line with the National Joint Council Pay Award Agreement for Local Government Officers of May 2016 to cover the time period from April 2016 to March 2018.

- 4.2 The median salary for all officers at Chiltern District Council is £30,073. The Chief Executive's salary 4.24 times the median salary at Chiltern District Council.
- 4.3 The median salary for all officers at South Bucks District Council is £34,149. The Chief Executive's salary is 3.73 times the median salary at South Bucks District Council.
- 4.4 In terms of overall remuneration packages the Councils' have put in place harmonised terms and conditions across the two authorities to have a simple, flexible and equitable pay and reward structure where roles are evaluated using HAY job evaluation framework to ensure pay levels reflect differences in roles and responsibilities.

Appendix 1

Pay Policy Statement 2018/19

1. INTRODUCTION

- 1.1 This is a joint statement of Chiltern and South Bucks District Councils.
- 1.2 The Localism Act 2011 requires each council to produce and publish annually a pay policy statement. The statement must be approved by a meeting of the full council, and must then be published on their websites. The pay policy statement may be amended during the year by further resolution of the council.
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| | |
|----------------------------|---|
| SUBJECT: | Review of the Council's Constitution |
| REPORT OF: | Monitoring Officer |
| RESPONSIBLE OFFICER | Jim Burness, Director of Resources |
| REPORT AUTHOR | Joanna Swift, Head of Legal and Democratic Services jswift@chiltern.gov.uk Tel: 01494 732761 |
| WARD/S AFFECTED | None |

1. Purpose of Report

To approve changes to the Constitution recommended by Governance and Electoral Arrangements Committee following an annual review of the Constitution.

RECOMMENDATION

That the proposed revisions to the Constitution set out in paragraph 3.2 of the report be approved.

2. Reasons for Recommendation

Following the detailed review of the Constitution carried out in 2016/17 the Council agreed to undertake annual reviews to ensure it remained up to date and fit for purpose.

3. Content of Report

- 3.1 A full review of the Constitution was undertaken by the Governance and Electoral Arrangements Committee in 2016/17 and an updated version came into effect in June 2017. This review took account of legislative changes since the previous review in 2010, revised committee and cabinet arrangements agreed by the previous Constitutional Review Committee and Full Council in 2015, as well as incorporating shared working arrangements with South Bucks District Council in place at the time. In view of the recent update further substantial revisions should not be necessary on an annual basis. However, when adopting the revised Constitution Full Council agreed that it should be the subject of annual review.
- 3.2 There have been organisational changes since June 2017 which need to be reflected in the Constitution and also some amendments are required to clarify/update provisions. The proposed revisions are set out below under the relevant Part and Section of the Constitution.
- **Part 2 Section A Committee Organisational Structure**
Cabinet portfolios to be updated to delete Sustainable Development and insert Planning and Economic Development
 - **Part 2 Section B Article 9 Audit and Standards Committee**

Reference in the Committee's terms of reference to dealing with politically restricted posts under the Local Government and Housing Act 1989 to be deleted. This was repealed by the Localism Act 2011 and the functions passed to the Head of Paid Service.

- **Part 2 Section B Article 11 Responsibilities of Directors**
Planning and Economic Development to be inserted under the Director of Services responsibilities
- **Part 3 Section B Responsibility for Functions – Council**
To clarify that not all the Council functions listed in the Functions and Responsibilities Regulations are the responsibility of the District Council, insert the words "in so far as the functions are not the responsibility of any other local authority" in the heading at 2.1.
- **Part 3 Section C Responsibility for Functions – Cabinet**
Insert the current list of cabinet portfolios in this section.
- **Part 4 Section A Council Procedure Rules**
To reflect the practise of presentations by external speakers being given at the beginning of ordinary meetings of the Council, renumber the order of business to move presentations from item 7 to item 2 (i.e. after the election of a Chairman should this prove necessary).
- **Part 7 Staff Structure and Scheme of Delegations of Officers**
Update the delegations to replace references to the Head of Sustainable Development with the Head of Planning and Economic Development.
Amend the delegations to the Head of Healthy Communities to include reference to the classification of films under the Licensing Act 2003, following approval of a policy on film classification by the Licensing Committee.

The delegations to the Building Control Manager to include provision for the Principal Building Control Surveyor to act in the absence of the Manager to ensure resilience within the service.

4. Consultation

The Council is not required to consult on proposed updates to its Constitution.

5. Options

The Council could decide not to make the proposed revisions or consider alternative wording.

6. Corporate Implications

Financial – There are no financial implications arising directly from this report.

Legal – As set out in the report

Risks issues – The lack of an up to date and effective Constitution could increase the risk of governance failures

Equalities - None specific

7. Links to Council Policy Objectives

There are no direct links to the policy objectives. But the Council has a statutory duty to maintain an up to date Constitution and publish this on the website.

8. Next Steps

If the changes are agreed the Constitution will be updated and republished on the Council's website.

| | |
|---------------------------|---|
| Background Papers: | None except those referred to in the report |
|---------------------------|---|

| | |
|----------------------------|--|
| SUBJECT: | BUDGET & COUNCIL TAX REPORT 2018/19 |
| REPORT OF: | Support Services Portfolio Holder |
| RESPONSIBLE OFFICER | Director of Resources |
| REPORT AUTHOR | Jim Burness (JBurness@chiltern.gov.uk) |
| WARD(s) AFFECTED | All |

1. Purpose of Report

- 1.1 This report provides information affecting the Council's revenue budget for 2018/19 in order for the Cabinet to make recommendations to Council on 28th February regarding the Council's budget and council tax for 2018/19.

RECOMMENDATIONS

Revenue Budget 2018/19

1. Approve the Revenue budget for 2018/19 as summarised in the table in paragraph 4.15, and recommend this to Council.
2. Agree the following use of earmarked reserves for 2018/19:

| | |
|--------------------------------|-------|
| - Local Development Plan | £240k |
| - Planning Digitalisation | £95k |
| - Economic Development Reserve | £58k |
3. Agree the following additions to earmarked reserves for 2018/19:

| | |
|---|-------|
| - Capital – Funding replacement refuse vehicles | £394k |
| - Capital – Funding of capital programme | £631k |
| - Elections | £20k |
4. Approve a budget requirement of £10,493k, which will result in a District council tax of £180.88 for a Band D property.
5. Confirm the level of fees and charges for 2018/19 (Appendix C).
6. Note the advice of the Director of Resources (Appendix A).

Setting the Council Tax

7. Agree that this report be made available to all Members of the Council in advance of the Council Tax setting meeting on 28th February, and a final report is produced for the Council meeting incorporating the information from preceptors, and the final decisions of the Cabinet on the budget.

Medium Term Financial Strategy

8. To note the comments in the report on the Council's financial position in respect of the years following 2018/19 and the updated Medium Term Forecast.

2. Executive Summary

- 2.1 It is the responsibility of the Cabinet to prepare a revenue budget for approval by the Council which will form the basis of setting the council tax. It also outlines the main issues affecting the Council's future financial position, as it is prudent to consider not just a single financial year in isolation.

3. Reason for Recommendations

- 3.1 The Cabinet is required to recommend to Council a budget as the basis of setting the District element of the council tax. The information within the report will be the basis for the whole Council taking the decisions on the council tax, and this is why the report will be made available to all members.
- 3.2 When considering its budget the Council needs to be mindful of the medium term financial position, and this is covered within this report.

4. Information

- 4.1 This report is divided into a number of sections, that as a whole cover the various elements that need to be considered when setting the Council's budget for the coming year and the council tax for the District. Based on consideration of the information in the report, the Cabinet needs to make recommendations to the Council meeting in February where the total council tax, including the element relating to preceptors, will be decided.

Contents of Report

| | |
|-----------|--|
| Section A | Financial Context and Base Budget position |
| Section B | Investment Income, Borrowings and Grants |
| Section C | Budget Requirement and Council Tax Issues |
| Section D | Medium Term Financial Strategy Update |
| Section E | Advice of Director of Resources |
| Section F | Reserve Adjustments |

Section A - Financial Context and Base Budget position

- 4.2 On 12th December the Cabinet considered the draft service budgets and information available at that stage on the overall position related to Government funding.
- 4.3 On 19th December the Government announced the provisional Local Government financial settlement for 2018/19.
- 4.4 For Chiltern the following table shows the key figures for 2018/19.

| | 2014/15 £'000 | 2015/16 £'000 | 2016/17 £'000 | 2017/18 £'000 | 2018/19 £'000 |
|-----------------------------|------------------|------------------|------------------|------------------|------------------|
| Business Rate Baseline | 8,062 | 8,216 | 8,284 | 8,352 | 8,637 |
| Business Rate Tariff | -6,732 | -6,861 | -6,918 | -6,958 | -7,201 |
| Baseline Need | 1,330 | 1,355 | 1,366 | 1,394 | 1,436 |
| Revenue Support Grant (RSG) | 1,506 | 1,125 | 407 | 0 | 0 |
| Transitional Grant | 0 | 0 | 134 | 100 | 0 |
| Total | 2,836 | 2,480 | 1,907 | 1,494 | 1,436 |
| Year on Year Change (£k) | | -356 | -573 | -413 | -58 |
| Year on Year Change (%) | | -13% | -23% | -22% | -4% |

- 4.5 The table illustrates the continuing reduction in funding to the Council that had been anticipated on the basis of the Council having accepted the Government's offer of a 4 Year confirmed funding arrangement.
- 4.6 Funding reductions will continue in future years. In particular current indications are that in 2019/20 CDC will be subject to an additional tariff payment "negative RSG" of £848k. This is due to the fact that in the funding system Chiltern is seen as a low needs and high resource authority.
- 4.7 The Business Rate Baseline represents the Government's estimate of the amount of business rates it anticipates the Council will collect and retain. However income from Business Rates can be materially affected by appeals lodged by businesses with the Valuation Office. Successful appeals will reduce the business rates collectable.
- 4.8 Growth in business rates above the Baseline are currently subject to a 50% levy, with the levy being additional payments to the Government. The amount of the levy can be reduced if groups of authorities pool their business rates and payments to the Government. As Chiltern and two other Bucks Districts, South Bucks and Aylesbury Vale, expect to have business rate growth, they formed a pool for 2016/17 and 2017/18 in order to retain more of the growth, and will be continuing this in 2018/19.

Section B - Investment Income, Borrowings and Grants

- 4.9 The Council's Treasury Management Strategy for 2018/19, which is also being considered at this meeting, sets out the approach aiming to deliver investment income for 2018/19 of £90k.
- 4.10 In 2017/18 the Council borrowed £10.8m in order to fund the extension of the Amersham Multi Storey Car Park.
- 4.11 In 2018/19 the Council may also incur borrowing costs, in order to fund the replacement of the aging Chiltern Pools, dependant on Members approving a detailed business case during the course of the year.
- 4.12 An important source of grant funding for the authority is the New Homes Grant that rewards authorities for each new home by providing a grant equivalent to the national average Band D council tax for a number of years following completion of the property. The cumulative funding the Council will receive in 2018/19 from this source is £617k, a reduction on the current year of £509k.
- 4.13 This reduction is because the Government has made a number of changes to the New Homes Grant system as follows:
- The number of years that the reward is paid for is reducing (6 years in 2016/17, 5 years in 2017/18 and 4 years from 2018/19).
 - Introduced a minimum baseline for housing growth numbers of 0.4%. Grant is only received for growth above this baseline. For Chiltern this baseline is approximately 198 units.

Section C - Budget Requirement and Council Tax Issues

- 4.14 Since the December Cabinet meeting there have been a few amendments to the draft budget as detailed in the table below:

| Budget Changes | £'000 |
|--|--------------|
| Increase in pay bill due to payrise now being estimated at 2% | 78 |
| Change to waste indices affecting contract costs | 13 |
| Reduction in external audit charge | -5 |
| 20% increase in planning fees | -172 |
| Saving on grounds maintenance costs from new contract | -12 |
| Creation of a new Economic Development Team. The cost to be shared between CDC and SBDC, with the CDC cost being met from the Economic Development Reserve (£58k). See Joint Staffing Committee papers 18 th January. | 58 |
| Other minor changes | 6 |
| Change in Net Cost of Services | -34 |

4.15 The overall effect of these changes is summarised in the following table. The Budget Requirement of £10,493k will result in a council tax increase of 3%.

| Revenue Budget 2018/19 | Cabinet 12 Dec 17 £'000 | Changes (see above) £'000 | Current Figures £'000 |
|--|-------------------------------|------------------------------------|-----------------------------|
| Leader | 690 | 15 | 705 |
| Community, Health & Housing | 1,766 | 13 | 1,779 |
| Customer Services | 1,176 | 8 | 1,184 |
| Environment | 1,221 | 10 | 1,231 |
| Support Services | 3,371 | 12 | 3,383 |
| Sustainable Development | 1,267 | -92 | 1,175 |
| Net Cost of Services | 9,491 | -34 | 9,457 |
| Investment Income – Estimate increased | -60 | -30 | -90 |
| Notional Interest on Refuse Vehicles | 22 | - | 22 |
| Borrowing costs | 356 | - | 356 |
| Funding of R&R Programme | 96 | - | 96 |
| Use of Earmarked Reserves | | | |
| - LDD – LDF estimate reviewed in line with planned spend | -464 | 328 | -136 |
| - LDD – CIL | -50 | -8 | -58 |
| - LDD – Shared Service Implementation | -46 | | -46 |
| - Planning Digitalisation Reserve | -95 | - | -95 |
| - Economic Development Reserve | - | -58 | -58 |
| Contribution to Reserves | | | |
| - To fund replacement refuse vehicles | 394 | - | 394 |
| - To fund capital programme | 842 | -211 | 631 |
| - To Election reserve | 20 | - | 20 |
| Budget Requirement | 10,506 | -13 | 10,493 |
| Business Rates – Baseline | -1,439 | 3 | -1,436 |
| Business Rates - Growth | -300 | | -300 |
| RSG | 0 | | 0 |
| New Homes Grant | -639 | 22 | -617 |
| Other Govt Grants | 0 | | 0 |
| C/Tax Collection Fund Surplus | -114 | | -114 |
| Precept on Collection Fund | 8,014 | 12 | 8,026 |

4.16 The draft budget proposes using earmarked reserves as follows:

- Local Development Document (LDD) reserve, £239,917. This is to fund the estimated costs in 2018/19 of progressing the joint Local Plan (£136,300), the estimated cost of investigating setting up a Community Infrastructure Levy (£58,058), and cost associated with the shared service implementation (£45,559).
- Planning Digitalisation Reserve £95,172.
- Economic Development Reserve £58,000.

- 4.17 In 2018/19 the Council is in the position of having a revenue surplus of £631k, and it is proposed to allocate this to the Capital Programme to ensure that the capital programme is able to be fully funded. The report on the Capital Programme on this agenda illustrates the capital position in more detail.
- 4.18 The draft budget has been discussed at the Resources Overview Committee and any comments received will be made known to members at the meeting.
- 4.19 The latest budget monitoring information shows that the forecast level of general reserves at the end of the current financial year to be £4.1m. Section E of the report contains the Director of Resources advice on the level of reserves.
- 4.20 Appendix C contains the schedule of the proposed fees & charges for the 2018/19 budget.

Section D - Medium Term Financial Strategy Update

- 4.21 The Council's medium term financial strategy which underpins the specific decisions taken on the budget, sets out show how the Council's corporate aims can be progressed within the likely level of resources available to the Council.

4.22 The following table sets out the current Medium Term Financial projections.

| | 2018/19 BUDGET | 2019/20 BUDGET | 2020/21 BUDGET | 2021/22 BUDGET | 2022/23 BUDGET | 2023/24 BUDGET | 2024/25 BUDGET |
|---|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| | £'000 | £'000 | £'000 | £'000 | £'000 | £'000 | £'000 |
| <u>Income</u> | | | | | | | |
| Non Domestic Rates (NDR) - Baseline | (1,436) | (1,480) | (1,524) | (1,570) | (1,617) | (1,666) | (1,716) |
| Non Domestic Rates (NDR) - Growth | (300) | (300) | (300) | (300) | (300) | (300) | (300) |
| New Homes Grant | (618) | (693) | (466) | (263) | (341) | (422) | (329) |
| General Grants - Other | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Tariff / Top Up Adjustment | 0 | 848 | 948 | 1,048 | 1,148 | 1,148 | 1,148 |
| Interest & Investment Income Receivable | (90) | (40) | (40) | (40) | (40) | (40) | (40) |
| Collection fund (surplus)/deficit - Council Tax | (114) | (60) | (30) | (15) | (8) | (8) | (8) |
| | (2,558) | (1,725) | (1,412) | (1,140) | (1,158) | (1,288) | (1,245) |

| | | | | | | | |
|--|-------|-------|-------|---------|---------|---------|---------|
| <u>Service Expenditure</u> | 9,457 | 9,646 | 9,839 | 10,036 | 10,237 | 10,442 | 10,651 |
| Repairs & Renewals Programme Funding | 95 | 100 | 100 | 100 | 100 | 100 | 100 |
| <u>New Pressures</u> | | | | | | | |
| Additional Pension Deficit Contribution | 0 | 40 | 81 | 81 | 81 | 81 | 81 |
| Council Elections - Fund from reserves | 0 | 70 | 0 | 0 | 0 | 70 | 0 |
| Waste retender - Procurement Costs | 0 | 100 | 100 | 0 | 0 | 0 | 0 |
| Waste retender - Cost Change | 0 | 0 | 150 | 150 | 150 | 150 | 150 |
| Infrastructure Mitigation (ie HS2) | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| <u>New Savings</u> | | | | | | | |
| Planning Shared Service | 0 | (155) | (189) | (189) | (189) | (189) | (189) |
| Net additional income AMSCP expansion | 0 | (70) | (122) | (180) | (223) | (223) | (223) |
| Increased income from car parks generally | 0 | (50) | (50) | (100) | (100) | (100) | (100) |
| Phase 3 Stronger in Partnership Savings | 0 | (150) | (250) | (250) | (250) | (250) | (250) |
| Net additional income from new Chilterns Pools | 0 | 0 | (518) | (1,037) | (1,333) | (1,333) | (1,333) |
| Chiltern Crematorium Surplus - Current | 0 | (250) | (250) | (250) | (250) | (250) | (250) |

| | 2018/19 BUDGET | 2019/20 BUDGET | 2020/21 BUDGET | 2021/22 BUDGET | 2022/23 BUDGET | 2023/24 BUDGET | 2024/25 BUDGET |
|---|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| | £'000 | £'000 | £'000 | £'000 | £'000 | £'000 | £'000 |
| Chiltern Crematorium Surplus - New Crem | 0 | 0 | (50) | (100) | (150) | (150) | (150) |
| | 9,552 | 9,281 | 8,841 | 8,261 | 8,073 | 8,348 | 8,487 |

| <u>Other Expenditure</u> | | | | | | | |
|---|------------|--------------|--------------|--------------|--------------|--------------|--------------|
| Notional Interest Payable - Refuse vehicles | 22 | 7 | 0 | 0 | 0 | 0 | 0 |
| Borrowing Costs - Interest - Car Park | 289 | 284 | 280 | 276 | 271 | 266 | 261 |
| Borrowing Costs - Interest - Leisure Centre | 68 | 540 | 810 | 802 | 794 | 786 | 778 |
| Borrowing Costs - MRP - Car Park | 0 | 270 | 270 | 270 | 270 | 270 | 270 |
| Borrowing Costs - MRP - Leisure Centre | 0 | 0 | 0 | 750 | 750 | 750 | 750 |
| | 379 | 1,101 | 1,360 | 2,098 | 2,085 | 2,072 | 2,059 |

| <u>Contributions to / (from) Reserves</u> | | | | | | | |
|--|------------|-------------|-----------|------------|------------|-----------|------------|
| Contribution to / (from) LDF Fund | (240) | (240) | (240) | (240) | (240) | (240) | (240) |
| Contribution to / (from) Planning Digitalisation | (95) | 0 | 0 | 0 | 0 | 0 | 0 |
| Contribution to / (from) Economic Dev | (58) | (58) | 0 | 0 | 0 | 0 | 0 |
| Contribution to Capital Prog - Refuse Vehicles | 394 | 394 | 394 | 394 | 394 | 394 | 394 |
| Contribution to Capital Prog - Other | 631 | 0 | 0 | 0 | 0 | 0 | 0 |
| Contribution to / (from) Elections Reserve | 20 | (70) | 20 | 20 | 20 | (70) | 20 |
| Contribution to / (from) Other Reserves | 0 | (100) | (100) | 0 | 0 | 0 | 0 |
| | 652 | (74) | 74 | 174 | 174 | 84 | 174 |

| | | | | | | | |
|-------------------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|
| Precept Required | 8,025 | 8,583 | 8,863 | 9,393 | 9,174 | 9,216 | 9,475 |
|-------------------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|

0

| COUNCIL TAX CALCULATION | | | | | | | |
|--------------------------------|--------|--------|--------|--------|--------|--------|--------|
| Tax base | 44,369 | 44,569 | 44,819 | 45,069 | 45,319 | 45,569 | 45,819 |
| Tax Rate (Band D) | 180.88 | 185.88 | 190.88 | 195.88 | 200.88 | 205.88 | 210.88 |

| | 2018/19 BUDGET | 2019/20 BUDGET | 2020/21 BUDGET | 2021/22 BUDGET | 2022/23 BUDGET | 2023/24 BUDGET | 2024/25 BUDGET |
|----------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| | £'000 | £'000 | £'000 | £'000 | £'000 | £'000 | £'000 |
| Precept Collectable | 8,025 | 8,284 | 8,555 | 8,828 | 9,104 | 9,382 | 9,662 |
| Savings Required | 0 | (299) | (308) | (565) | (70) | 166 | 187 |

- 4.23 This shows a potential funding gap for the Authority for the period 2019-23. However in the longer term planned future savings help address this gap.
- 4.24 The picture is one that shows of a continuing need to reduce net costs in the coming years. What the Authority has achieved to date has put it in the position where it can plan towards savings over more than one year.
- 4.25 Furthermore as council tax becomes increasing the main source of funding for the Council that it can influence, decisions on the level of the tax become important to the Council's medium term financial strategy.

Section E - Advice of the Director of Resources

- 4.26 The detailed advice of the Director of Resources as the Authority's statutory financial officer is set out in Appendix A. In summary the key points of the advice are as follows.
- The estimates for 2018/19 have been prepared in a thorough and professional manner.
 - The key budget risks and sensitivities have been identified.
 - The main financial risks to the Council for the coming year have been assessed as follows.
 - Shortfall on income targets (See Appendix B Sensitivity Analysis).
 - The cost of major planning inquiries, enforcement actions or responding to national infrastructure proposals that impact on the area.
 - The costs of temporary accommodation, and supporting housing solutions.

Specific earmarked reserves exist to cover some of these matters.

- 4.27 The suggested prudent level of general reserves for 2018/19 is £900k. The Appendix also sets out the estimated level of earmarked reserves at the end of 2017/18.
- 4.28 In the medium term the Authority will continue to face risks in delivering its corporate plan objectives in the context of the continuing limitation on external funding resources.
- 4.29 There are a number of key financial risks to be aware of in the medium term and these are set out in the following table.

| Risk | Response |
|--|--|
| Managing the gap between cost increases the Council will face year on year, and the continued significant reductions in Government funding, and the limitation on council tax increases. | Key to managing this risk will be identifying further savings. In addition monitoring and forecasting council tax and business rate income will be important. |
| Shortfall in anticipated additional income from major investment projects. | Major investment projects are supported by business cases based on prudent income assumptions, and sensitivity analysis. Income levels will be monitored to assess actual income against expectations. |

| Risk | Response |
|---|--|
| The costs of reaching and enforcing the Council's planning decisions, or responding to major national infrastructure proposals. | Proportional action needs to be taken and appropriate reserves maintained. |

Section F – Reserve Adjustments

4.30 The Support Services PAG has reviewed the level and distribution of the Council's reserves and provided advice to the Portfolio Holder.

4.31 The following changes to earmarked reserves are therefore proposed.

| Description | 31/3/18 £k (pre changes) | 31/3/18 £k (post changes) | Recommended change in reserves | Comment |
|---|-----------------------------------|------------------------------------|--------------------------------------|--|
| Rent Deposit/Private Leasing and Homelessness/Repossession prevention reserve | 45 | 80 | +35 | To provide funding to assist households in accessing affordable housing and reducing temporary accommodation and avoiding homelessness |
| Community Support Reserve | 12 | 30 | +18 | Funding secured in previous years to be used to support community safety projects. |
| Waste Initiatives Reserve | 294 | 290 | -4 | Reserve established to provide support for delivery of waste and recycling projects across the District |
| Pension Fund | 0 | 300 | +300 | To provide scope for additional pension deficit contributions if considered appropriate at time of next revaluation (2020). |
| Repairs & Renewals Fund | 45 | 100 | +55 | For the replacement of vehicles, plant, machinery and equipment as required and as a contingency for major repairs to buildings as part of the capital programme |
| Capital Projects Reserves | 3,370 | 2,966 | -404 | This reserve is held to provide resources for capital expenditure. |
| Total | | | Nil | |

5. Consultation

5.1 The draft budget has been considered by the Resources Overview Committee.

6. Options

- 6.1 The report sets out the position based on increasing the district element of the council tax to £180.88 (a 3% increase).
- 6.2 There is also the option of not increasing the Council Tax. This would result in less resource being available to fund the capital programme and the funding gap increasing in future years.
- 6.3 There is also the option of increasing the Council by more than the referendum threshold of 3%. However it is not considered realistic to consider a local referendum due to the cost of organising a referendum, and the risk of voters not supporting any additional increase in Council Tax.

7. Corporate Implications

- 7.1 The strategic and financial risks facing the Authority are set out in the report.

8. Links to Council Business Plan

- 8.1 The Council's code of corporate governance highlights the importance of having in place clearly documented processes for policy development, review and implementation, decision making, and monitoring and control. Following from this is the requirement for sound financial management, being able to demonstrate resources are aligned to the corporate priorities of the Council, and that any material risks are assessed. Establishing a sound and sustainable financial base is important for delivering the Council's objectives.

9. Next Steps

- 9.1 This report and Cabinet's decisions will form the basis of the Council tax decision of the Council on 28 February.
- 9.2 A report will be produced for the Council meeting bringing together the precepts that have been notified to the Council, from parishes and the major precepting bodies. This will then enable the Council to set the overall council tax for the area.

| | |
|---------------------------|--|
| Background Papers: | Draft Revenue Budget Report 2018/19 – Cabinet 12 Dec 17 |
|---------------------------|--|

CHIEF FINANCIAL OFFICER REPORT

- .1 I am making this report in compliance with the personal responsibilities placed upon me by s25 to s28 of the Local Government Act 2003. The legislation requires me to report to the Authority on two matters.
- The robustness of the estimates it makes when calculating its budget requirement.
 - The adequacy of the Authority's reserves, taking into account the experience of the previous financial year.
- Robustness of Estimates**
- .2 The process for preparing the budgets started in the autumn of 2017. From the outset the budget development was influenced by a number of key factors.
- The need to keep expenditure and likely resources in balance given the limitations on increases in council tax and the continuing significant reductions in Government funding.
 - The national economic picture that affects many of the Council's main income streams and levels of housing and benefits expenditure.
 - The need to resource the implications of the corporate Business plan to enable the Council to make progress on its corporate aims.
- .3 During 2017 the Authority has continued its working with South Bucks DC and has now completed the programme of service reviews to develop joint working and the benefits this provides. The savings from the completed service reviews are reflected in the 2018/19 budgets. As in recent years the 2018/19 budget is integrated with the Authority's service planning process, and therefore plans reflect the resources available.
- .4 The budget process has rigorously limited new expenditure to only the unavoidable minimum.
- .5 The medium term financial position of the Council indicated the need to continue to make savings for future years, and work is in progress to identify further savings options for future years, and this is expected to include the benefits from continuing joint work with South Bucks DC, as well as a number of major investment projects that will generate additional income for the Council. The continued focus on delivering savings or increasing income is important, and part of this will be having in place mechanisms to monitor and report on agreed savings.
- .6 The detailed budget preparation was overseen by an experienced qualified accountant, supported by other finance staff familiar with the requirements of the budget preparation process. The basis of the estimates included the following elements which are in my view crucial to setting realistic budgets.
- Staffing budgets are prepared on a zero base approach, and are built up based on the actual staffing establishment and its current costs. The final budgets also include a vacancy factor of 2% consistent with that used in past years which has proved to be realistic.

- The budgets reflect as far as can be determined costs of major contracts including known or likely cost increases.
 - The budgets are informed by the results of the 2017/18 budget monitoring and recognise those issues that are unavoidable and would carry through into 2018/19.
 - The budget identified any recurring costs of Council decisions taken since March 2017.
- .7 The detailed budgets have been scrutinised by:
- Officers
 - Portfolio Holders
 - Resources Overview Committee
- .8 In particular the draft budgets were thoroughly examined by Cabinet members in an exercise led by the Portfolio Holder for Support Services. The budget does not contain any unspecified or unrealistic savings proposals or contingencies.
- .9 Investment income expectations reflect a realistic view on the level of interest rates and borrowing costs arising from the Capital Strategy over the next few years and likely consequential cash balances, and this is reflected within the Treasury Management Strategy.
- .10 Finally the budgets have been assessed as part of the Authority's approach to risk management and the major financial risks identified. These will be referred to in the following section dealing with the adequacy of reserves.
- .11 Taking all these factors into account I am satisfied that the estimates have been prepared on a robust basis.

Adequacy of Reserves

- .12 The Council has a policy on its reserves, and this policy accords with the guidance issued by the Chartered Institute of Finance and Accountancy (CIPFA). In essence the Policy states that the minimum level should be based on 7½% of the net cost of services, plus any material financial risks identified for the coming financial year for which specific provision has not been made.
- .13 With regard to Business rates, the Council will continue to account for the business rates timing adjustments via a 'NDR Timing Difference' adjustment to the General Fund balance.
- .14 The Code of practice on local authority accounting requires the purpose, usage and basis of transactions of earmarked reserves to be identified clearly. The Council has a number of earmarked reserves where it has full control over their deployment. These need to be kept under review taking into account the current financial issues facing the Council.
- .15 The Earmarked Reserves were reviewed by Support Services PAG on 6th December 2017 and subsequently a number of changes were recommended by the Portfolio holder. The following

table shows the Council's reserves position estimated for 31st March 2018 before and after these changes.

| Description | 31/3/18 £k (pre changes) | 31/3/18 £k (post changes) | Recommended change in reserves | Comment |
|---|-----------------------------------|------------------------------------|--------------------------------------|--|
| Business Rates Equalisation Reserve | 250 | 250 | - | To offset any in year loss in retained business rates to the District not covered by the business rates safety net arrangements. |
| Rent Deposit/Private Leasing and Homelessness/Repossession prevention reserve | 45 | 80 | +35 | To provide funding to assist households in accessing affordable housing and reducing temporary accommodation and avoiding homelessness |
| Neighbourhood Planning Reserve | 17 | 17 | - | To hold Neighbourhood Planning Grant until expenditure incurred |
| Housing Benefits Reserve | 425 | 425 | - | To be used for service transformation to improve capacity and resilience to cope with forthcoming change. |
| Election Fund | 80 | 80 | - | To meet the cost of local elections as and when required |
| Community Support Reserve | 12 | 30 | +18 | Funding secured in previous years to be used to support community safety projects. |
| Waste Initiatives Reserve | 294 | 290 | -4 | Reserve established to provide support for delivery of waste and recycling projects across the District |
| Local Development Framework & Planning Reserve | 769 | 769 | - | To meet costs of major planning appeals and enforcement actions and the joint Local Development Plan process, including studies and surveys. |
| HS2 Reserve | 233 | 233 | - | To cover potential costs involved in seeking to mitigate the impact of HS2 on the area through legal and parliamentary processes. |
| Transformation & Workforce Strategy Reserve | 21 | 21 | - | To enable the Council to progress organisational and service delivery change including joint working |
| Economic Development Reserve | 300 | 300 | - | To support projects with local business and other partners to benefit the local economy |
| Car Parking | 100 | 100 | - | To fund parking capacity assessments when required |
| Affordable Housing | 1,000 | 1,000 | - | To support the provision of affordable housing |

| Description | 31/3/18 £k (pre changes) | 31/3/18 £k (post changes) | Recommended change in reserves | Comment |
|---------------------------------|-----------------------------------|------------------------------------|--------------------------------------|--|
| S106 reserve | 25 | 25 | - | To hold unconditional s106 monies |
| Pension Fund | 0 | 300 | +300 | To provide scope for additional pension deficit contributions if considered appropriate. |
| Leisure Fund | 0 | 0 | - | For development of leisure provision |
| Refuse Vehicles Fund | 1,560 | 1,560 | - | To provide for the replacement of the vehicles over the 7 year period to 2021 |
| Repairs & Renewals Fund | 45 | 100 | +55 | For the replacement of vehicles, plant, machinery and equipment as required and as a contingency for major repairs to buildings as part of the capital programme |
| Capital Projects Reserves | 3,370 | 2,966 | -404 | This reserve is held to provide resources for capital expenditure. |
| Planning Digitisation Reserve | 111 | 111 | - | To fund digitisation of historical planning documents |
| Total Earmarked Reserves | 8,657 | 8,657 | - | |

.16 In considering the level of general reserves in addition to the cash flow requirements, the following factors are considered:

| Budget assumptions | Financial standing and management | Comment on CDC position |
|---|--|---|
| The treatment of inflation and interest rates | The overall financial standing of the Authority (level of borrowing, debt outstanding, council tax collection rates) | The budgets are based on known price increases as far as is possible. External advice has been taken on interest rate forecasts and these have been used with prudent assessments of the level of cash available for investment. This is all set out in the Treasury Management Strategy. |
| Estimates of the level and timing of capital receipts | The Authority's track record in budget and financial management | The forecast of future capital receipts reviewed over the course of the budget process. At present no major receipts are anticipated in the coming years. |
| Estimates of financing costs | The Authority's track record in budget and financial management | Borrowing is undertaken in support of the Capital Strategy. Where it relates to major investment projects these are supported by business cases. Borrowing costs have to be sustainable in the context of the Medium Term Financial Strategy. When undertaken borrowing is a fixed rates in |

| Budget assumptions | Financial standing and management | Comment on CDC position |
|--|--|--|
| | | order to manage interest rate risks. |
| The treatment of demand led pressures | The Authority's capacity to manage in-year budget pressures | The Authority has in place regular budget monitoring procedures to identify any in year pressures, and to consider what actions can be taken. Reports are produced monthly for Management Team and Cabinet members. The budget process has also picked up any demand led pressures that need to be built into the 2018/19 budget. There are quarterly budget review meetings with members to review the current year's position and future years' issues. |
| The treatment of savings/efficiency gains | The strength of financial information and reporting arrangements | The budget preparation and monitoring processes are used to identify and monitor savings. The deployment of savings is determined by the Council's budget process and its medium term financial strategy which directs resources towards priorities and ensures overall matching of expenditure to resources. |
| The financial risks inherent in any significant new funding partnerships or major capital developments | The Authority's virement and end of year procedures in relation to budget under/overspends at authority and departmental level | The Council undertakes a risk assessment of the budget risks it faces. The major risks for 2018/19 are highlighted below. |
| The availability of other funds to deal with major contingencies | The adequacy of the Authority's insurance arrangements to cover major unforeseen risks. | The Authority has sufficient reserves to cover insurance liabilities. It has also the resources in general or earmarked reserves to make reasonable contingencies against matters such as housing pressures, national infrastructure projects, major enforcement actions etc. |

- .17 From the preceding table it can be seen that the Authority takes action to reduce budget risk and therefore influence the level of reserves it needs to hold. There will always be areas of risk or uncertainty and which need to be assessed as part of the budget process.
- .18 The main financial risks to the Council for the coming year have been assessed as follows.
- Shortfall on income targets (See Appendix B Sensitivity Analysis).

- The cost of major planning inquiries, enforcement actions or responding to national infrastructure proposals that impact on the area primarily HS2. Specific earmarked reserves exist to cover these matters.
- The costs of temporary accommodation, and supporting housing solutions. Specific earmarked reserves exist to cover some of these matters.

.19 In the longer term there will be the risks of:

- Managing the gap between cost increases the Council will face year on year, and the continued significant reductions in government funding, and the limitation of council tax increases.
- Shortfall in anticipated additional income from major investment projects
- The costs of reaching and enforcing the Council's planning decisions, or responding to major national infrastructure proposals. This would include major issues such as HS2 and airports expansion.

.20 As a small authority the Council is always faced with the risk to achieving its objectives from capacity and reliance on a number of key staff. Therefore staffing issues will need to be kept carefully under review going forward and establishing joint teams with South Bucks DC will help improve resilience.

.21 Taking all these factors into account it would be advisable to plan for a level of general reserves of at least around £900k for the forthcoming financial year, exclusive of any specific contingencies for which earmarked reserves have been established (see table above). This figure is made up as follows.

| | |
|---|------------|
| | £k |
| 7½% Net Cost of Services | 700 |
| Potential Income shortfalls | 100 |
| Potential temporary accommodation costs | 100 |
| | <u>900</u> |

Legal Considerations

.22 The setting of the budget and the council tax by Members involves their consideration of choices and alternatives and Members have considered these in various earlier reports. No genuine and reasonable options should be dismissed out of hand and Members must bear in mind their fiduciary duty to the council taxpayers of Chiltern District Council. Should Members wish to make additions or reductions to the budget, on which no information is given in the report before Members, they should present sufficient information on the justification for and consequences of their proposals to enable the Cabinet (or the Council) to arrive at a reasonable decision on them.

.23 The report sets out relevant considerations for Members to consider during their deliberations, including the statement above from the Chief Financial Officer. Members are reminded of the

need to ignore irrelevant considerations. Members have a duty to seek to ensure that the Council acts lawfully. They are under an obligation to produce a balanced budget and must not knowingly budget for a deficit. Members must not come to a decision that no reasonable authority could come to, balancing the nature; quality and level of services that they consider should be provided, against the costs of providing such services.

- .23 Members are reminded of s106 of the Local Government and Finance Act 1992, which prohibits any Member who has not paid for at least two months his/her Council Tax when it becomes due, from voting on setting the budget and making of the Council Tax and related calculations.

Jim Burness
Director of Resources
February 2018

Budget Sensitivity Analysis 2018/19 (CDC)

This paper looks at a number of the key budget risk areas and analyses the sensitivity of these to changes in circumstances.

| Change in Demand | Worsen Budget Position | | 2018/19 Budget £ | Improve Budget Position | |
|--|--|------------------------|---------------------------------|--------------------------------|----------------------|
| | 10% Decrease £ | 5% Decrease £ | | 5% Increase £ | 10% Increase £ |
| | Car Park Income - Amersham Multi Story | -69,200 | | -34,600 | -692,000 |
| Car Park Income - Surface Car Parks | -116,280 | -58,140 | -1,162,800 | 58,140 | 116,280 |
| Car Park Income - Penalty Charges | -9,000 | -4,500 | -90,000 | 4,500 | 9,000 |
| Development Mgt Income (CDC Share) | -103,008 | -51,504 | -1,030,080 | 51,504 | 103,008 |
| Land Charges Fees (CDC Share) | -14,500 | -7,250 | -145,000 | 7,250 | 14,500 |
| Recycling Credits | -38,940 | -19,470 | -389,400 | 19,470 | 38,940 |
| Green Waste | -61,200 | -30,600 | -612,000 | 30,600 | 61,200 |
| Licensing Income - Taxis (CDC Share) | -10,812 | -5,406 | -108,118 | 5,406 | 10,812 |
| Licensing Income - Other (CDC Share) | -11,680 | -5,840 | -116,798 | 5,840 | 11,680 |
| Building Control Income (CDC share) | -59,537 | -29,769 | -595,370 | 29,769 | 59,537 |
| <i>Difference</i> | <i>-494,157</i> | <i>-247,078</i> | | <i>247,078</i> | <i>494,157</i> |
| Change in Interest Earnings | 20% Decrease | 10% Decrease | 2018/19 Budget | 5% Increase | 10% Increase |
| Interest earnings | -18,000 | -9,000 | -90,000 | 4,500 | 9,000 |
| <i>Difference</i> | <i>-18,000</i> | <i>-9,000</i> | | <i>4,500</i> | <i>9,000</i> |
| Other Significant Financial Risks | Worst Case £ | Slightly Worse £ | 2018/19 Budget £ | Slightly Better £ | Best Case £ |
| Planning appeals - legal costs (CDC share) | 50,000 | 25,000 | 20,300 | 15,000 | 0 |
| Planning enforcement - legal costs (CDC share) | 75,000 | 50,000 | 46,400 | 20,000 | 0 |
| <i>Difference</i> | <i>125,000</i> | <i>75,000</i> | <i>66,700</i> | <i>35,000</i> | <i>0</i> |
| <i>Difference</i> | <i>-58,300</i> | <i>-8,300</i> | | <i>31,700</i> | <i>66,700</i> |
| Grand Total | -570,457 | -264,378 | | 283,278 | 569,857 |

ENVIRONMENT PORTFOLIO
Classification: OFFICIAL
REVISED CHARGES FROM 1 APRIL 2018

VAT Codes:

Chiltern (D45)=inclusive standard rated (D40)=plus standard rated (D08)=zero rated (D04)=outside scope, (D03)=exempt

South Bucks (1a)=inclusive standard rated (1b)=plus standard rated (2)=zero rated (3)=outside scope, (4)=exempt

| REFUSE COLLECTION | General ledger code | | 2017/18 | 2018/19 |
|---|---------------------|----------------|---------------|----------------------|
| | Chiltern | South Bucks | £ | £ |
| Wheeled Bin and Delivery - 140 Litre | W100/C925 (D04) | G520/S925 (3) | 40.00 | 40.00 |
| Wheeled Bin and Delivery - 180 Litre | W100/C925 (D04) | G520/S925 (3) | 40.00 | 40.00 |
| Wheeled Bin and Delivery - 240 Litre | W100/C925 (D04) | G520/S925 (3) | 40.00 | 40.00 |
| Wheeled Bin and Delivery - 360 Litre | W100/C925 (D04) | G520/S925 (3) | 40.00 | 40.00 |
| Wheeled Bin and Delivery - 660 Litre | W100/C925 (D04) | | 225.00 | 230.00 |
| Wheeled Bin and Delivery - 1100 Litre | W100/C925 (D04) | | 250.00 | 255.00 |
| Recycling Box and Lid - Delivered | W100/C925 (D04) | G520/S925 (3) | 6.00 | 6.50 |
| Recycling box and Lid - Pick Up Only | W100/C925 (D04) | G520/S925 (3) | 4.50 | 4.80 |
| Recycling Lid Only | W100/C925 (D04) | G520/S925 (3) | 1.50 | 1.50 |
| Reusable Bag and Delivery | W100/C925 (D04) | | 5.50 | 5.50 |
| Reusable Bag - Pick Up Only (CDC offices) | W100/C925 (D04) | | 4.50 | 4.50 |
| Outdoor Food Caddy and Delivery | W100/C925 (D04) | G520/S925 (3) | 5.50 | 5.50 |
| Outdoor Food Caddy - Pick Up Only | W100/C925 (D04) | G520/S925 (3) | 4.50 | 4.50 |
| Indoor Small 5L Food Caddy (if stock available) - | W100/C925 (D04) | G520/S925 (3) | 3.50 | 3.50 |
| Sale of Litter Pickers | W100/C875 (D45) | G520/S875 (1a) | 10.74 | 11.00 |
| Bulky Waste Collection (3 items) | W100/C920 (D04) | G520/S920 (3) | 36.00 | 37.00 |
| Bulky Waste Collection (for those on means tested benefits) | W100/C920 (D04) | G520/S920 (3) | 15.00 | 16.00 |
| Special Empty of Contaminated Bins - 2 Wheeled (per bin) | | G520/S956 (3) | 30.00 | 31.50 |
| Special Empty of Contaminated Bins - 2 Wheeled (per bin) | W100/C956 (D04) | | 40.00 | 42.00 |
| Special Empty of Contaminated Bins - 4 Wheeled (per bin) | W100/C956 (D04) | G520/S956 (3) | 75.00 | 75.00 |
| Green Waste Annual Charge - 1st Subscription | W100/C921 (D04) | G520/S921 (3) | 38.00 | 39.00 |
| Green Waste Annual Charge - 2nd Subscription | W100/C921 (D04) | | 70.00 | 70.00 |
| Wheelie Bin Hire per year - 240 Litre | | G520/S956 (3) | 20.00 | 32.00 |
| Bulk Bins Bin Hire per year - 340 Litre | | G520/S922 (3) | 44.00 | 45.00 |
| Bulk Bins Bin Hire per year - 660 Litre | | G520/S922 (3) | 83.00 | 85.00 |
| Bulk Bins Bin Hire per year - 1100 Litre | | G520/S922 (3) | 136.00 | 138.00 |
| Refuse Collection charge – Schedule 2 waste – 1100 ltr - yearly charge | | G520/S956 (3) | 172.00 | 180.00 |
| Refuse Collection charge – Schedule 2 waste – 240 ltr per year | | G520/S956 (3) | 63.00 | 65.00 |
| Refuse Collection charge – Schedule 2 waste – 340/360 ltr per year | | G520/S956 (3) | 80.00 | 82.00 |
| Refuse Collection charge – Schedule 2 waste – 660 ltr per year | | G520/S956 (3) | | 130.00 |
| Schools and Other Schedule 2 - Bin Rental 140L-240L | W100/C926 (D04) | | 52.00 | 53.00 |
| Schools and Other Schedule 2 - Bin Rental 360L | W100/C926 (D04) | | 67.00 | 67.50 |
| Schools and Other Schedule 2 - Bin Rental 660L | W100/C926 (D04) | | 67.00 | 75.00 |
| Schools and Other Schedule 2 - Bin Rental 1100L | W100/C926 (D04) | | 120.00 | 122.00 |
| Schools and Other Schedule 2 - Lift 140L-240L | W100/C926 (D04) | | 3.50 | 3.70 |
| Schools and Other Schedule 2 - Lift 360L | W100/C926 (D04) | | 4.00 | 4.20 |
| Schools and Other Schedule 2 - Lift 660L | W100/C926 (D04) | | 4.50 | 4.80 |
| Schools and Other Schedule 2 - Lift 1100L | W100/C926 (D04) | | 4.75 | 5.00 |
| Schools and Other Schedule 2 - One Use Sacks, pre paid sold per roll (Roll of 52) | W100/C926 (D04) | G520/S926 (3) | £1.50 per bag | no longer being sold |
| Abandoned Vehicle removal from private property | W100/C957 (D04) | G520/S957 (3) | 75.00 | 80.00 |
| Graffiti removal from private property per hour | | G520/S956 (1a) | 166.00 | 166.00 |

ENVIRONMENT PORTFOLIO
Classification: OFFICIAL
REVISED CHARGES FROM 1 APRIL 2018

VAT Codes:

Chiltern (D45)=inclusive standard rated (D40)=plus standard rated (D08)=zero rated (D04)=outside scope, (D03)=exempt

| MOORING FEES | General ledger code | | 2017/18 | 2018/19 |
|---|----------------------------|--------------------|-----------------------|-----------------------|
| | Chiltern | South Bucks | £ | £ |
| Per day | N/A | 3530/S930 (1a) | 8.00 | |
| STREET NAME PLATES | General ledger code | | 2017/18 | 2018/19 |
| | Chiltern | South Bucks | £ | £ |
| 1 only plate | | 3552/S956 (3) | 294.00 | N/A |
| 2 plates | | 3552/S956 (3) | 435.00 | N/A |
| 1 plate (cul-de-sac) | | 3552/S956 (3) | 350.00 | N/A |
| 2 plates (cul-de-sac) | | 3552/S956 (3) | 490.00 | N/A |
| STREET NAMING | General ledger code | | 2017/18 | 2018/19 |
| | Chiltern | South Bucks | £ | £ |
| Existing Properties | | | | |
| House name change | C850/C956 (D40) | 3552/S956 (1b) | 90.00 | 92.00 |
| Numbering / Naming of New Properties | | | | |
| 1 property | C850/C956 (D04) | 3552/S956 (3) | 180.00 | 184.00 |
| 2 to 5 properties | C850/C956 (D04) | 3552/S956 (3) | 258.00 | 263.00 |
| 6 to 25 properties | C850/C956 (D04) | 3552/S956 (3) | 335.00 | 342.00 |
| 26 to 75 properties | C850/C956 (D04) | 3552/S956 (3) | 392.00 | 400.00 |
| 76 to 100 properties | C850/C956 (D04) | 3552/S956 (3) | 480.00 | 490.00 |
| 100+ properties | C850/C956 (D04) | 3552/S956 (3) | TBC with developer | TBC with developer |
| Additional charge where this includes naming of a street | C850/C956 (D04) | 3552/S956 (3) | 406.00 | 415.00 |
| Rename of Street - where requested by residents (Apportioned across number of addresses) | | | | |
| Note rarely carried out. | | | | |
| 1 to 5 properties | C850/C956 (D40) | 3552/S956 (1b) | 1,000.00 | 1,020.00 |
| 6 to 25 properties | C850/C956 (D40) | 3552/S956 (1b) | 1,280.00 | 1,305.00 |
| 26 to 75 properties | C850/C956 (D40) | 3552/S956 (1b) | 1,600.00 | 1,630.00 |
| 76 + Properties | C850/C956 (D40) | 3552/S956 (1b) | 2,200.00 | 2,245.00 |
| Renumbering of Street - where requested by residents | | | | |
| Note rarely carried out. | | | | |
| 1 to 5 properties | C850/C956 (D40) | 3552/S956 (1b) | 1,000.00 | 1,020.00 |
| 6 to 25 properties | C850/C956 (D40) | 3552/S956 (1b) | 1,280.00 | 1,305.00 |
| 26 to 75 properties | C850/C956 (D40) | 3552/S956 (1b) | 1,600.00 | 1,630.00 |
| 76 plus Properties | C850/C956 (D40) | 3552/S956 (1b) | 2,200.00 | 2,245.00 |

ENVIRONMENT PORTFOLIO
Classification: OFFICIAL
REVISED CHARGES FROM 1 APRIL 2018

VAT Codes:

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| CEMETERIES (Parkside, Holtspur and Shepards Lane) | General ledger code | | 2017/18 | 2018/19 |
|--|---------------------|---|---------|--------------------------|
| | Chiltern | South Bucks | £ | £ |
| Earthen Grave | | | | |
| All Plots (2 full burials) | # | 3541-3543/S868 (3) | 800.00 | 800.00 |
| Childrens Plot | # | 3541-3543/S868 (3) | 280.00 | 280.00 |
| Interment fee | | 3541-3543/S866 (3) | 130.00 | 130.00 |
| Grave Diqqing Fees (Full Burial) | # | 3541-3543/S866 (3) | 470.00 | 470.00 |
| Common Grave | # | 3541-3543/S866 (3) | 130.00 | 130.00 |
| Cremated Remains | | | | |
| Plot for 2 interments | # | Parkside & Holtspur only 3541-3543/S868 (3) | 330.00 | 330.00 |
| Plot for 4 interments | # | Parkside & Holtspur only 3541-3543/S868 (3) | 570.00 | 570.00 |
| Interment fee | | 3541-3543/S866 (3) | 180.00 | 130.00 |
| Grave Diqqing Fees (Cremated Remains) | | 3541-3543/S866 (3) | | 150.00 |
| Interment of Ashes in grave | | 3541-3543/S866 (3) | 260.00 | 260.00 |
| Memorials | | | | |
| Full size Kerb stones | | Shepherds Lane & Holtspur only 3541-3543/S865 (1a) | 105.00 | 110.00 |
| Flat tablets and Wedges | | Flat tablet Parkside only 3541-3543/S865 (1a) | 96.00 | 100.00 |
| Small tablets and Wedges 1ft sq or less | | Flat tablet Parkside only 3541-3543/S865 (1a) | 50.00 | 50.00 |
| Headstones | | 3541-3543/S865 (1a) | 160.00 | 160.00 |
| Small Headstone & Kerb (Children's Sections only) | | 3541-3543/S865 (1a) | 162.00 | 162.00 |
| Full Memorial | | 3541-3543/S865 (1a) | 265.00 | 265.00 |
| Further inscriptions | | 3541-3543/S865 (1a) | 72.00 | 72.00 |
| Tree (Incl planting & aftercare) | | 3541-3543/S865 (1a) | 160.00 | Currently unavailable |
| Woodland Burials | | | | |
| Plot (1 burial) | # | 3541-3543/S868 (3) | 850.00 | 850.00 |
| Interment fee | # | 3541-3543/S866 (3) | 130.00 | 130.00 |
| All cremated remains plot (4 Interments) | # | 3541-3543/S868 (3) | 570.00 | 570.00 |
| All cremated remains plot (2 Interments) | # | 3541-3543/S868 (3) | 330.00 | 330.00 |
| Interment fee | | 3541-3543/S866 (3) | 180.00 | 130.00 |
| Grave Diqqing Fees (Cremated Remains) | | 3541-3543/S866 (3) | | 150.00 |
| Scattering of Ashes under turf in woodland | | | | |
| Other Charges | | | | |
| Book of Remembrance (per line) | | 3541-3543/S865 (3) | 20.00 | 20.00 |
| Excavation if required | | 3541-3543/S867 (3) | 470.00 | 470.00 |
| 1 further interment on existing plot | | 3541-3543/S866 (3) | 260.00 | 260.00 |
| Transfer fee | | 3541-3543/S868 (3) | 70.00 | 70.00 |
| Copy of Deed | | 3541-3543/S868 (3) | 35.00 | 35.00 |
| New licence | | 3541-3543/S868 (3) | 35.00 | 35.00 |

Surcharge of £200 for non residents of the district

ENVIRONMENT PORTFOLIO
Classification: OFFICIAL
REVISED CHARGES FROM 1 APRIL 2018

VAT Codes:

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| MEMORIAL GARDENS | General ledger code | | 2017/18 | 2018/19 |
|--|---------------------|---------------|----------|----------|
| | Chiltern | South Bucks | £ | £ |
| Type of Garden (3) | Term of | | | |
| (No. of Interments) | Licence | | | |
| Centre of lawn (1) | | 3493/S868 (3) | 325.00 | 330.00 |
| Edge of shrubbery AC (2) | | 3493/S868 (3) | 980.00 | 990.00 |
| Edge of shrubbery SH2/6 (2) | | 3493/S868 (3) | 895.00 | 895.00 |
| Main Avenue Trees (4) | | 3493/S868 (3) | 1,950.00 | 1,950.00 |
| A12 C (4) | | 3493/S868 (3) | 1,950.00 | 2,050.00 |
| B 6 E-F (4) | | 3493/S868 (3) | 1,950.00 | 2,050.00 |
| C Section - Standard Rose (4) | | 3493/S868 (3) | 1,800.00 | 1,850.00 |
| E 5 F (2) | | 3493/S868 (3) | 950.00 | 990.00 |
| G 62-100 (2) | | 3493/S868 (3) | 2,600.00 | 2,800.00 |
| G 121-145 Edge of Shrubbery | | 3493/S868 (3) | 895.00 | 895.00 |
| Garden H Section 34 A C (4) | | 3493/S868 (3) | 1,860.00 | 1,900.00 |
| Garden H Section 60 C (4) | | 3493/S868 (3) | 1,860.00 | 1,900.00 |
| Garden H Section 92 A (4) | | 3493/S868 (3) | 1,860.00 | 1,900.00 |
| Garden H Section 92 B (4) | | 3493/S868 (3) | 1,860.00 | 1,900.00 |
| J East 322, 323 Rose Parterre (2) | | 3493/S868 (3) | 990.00 | 990.00 |
| J South 121 Parterre (4) | | 3493/S868 (3) | 2,080.00 | 2,080.00 |
| KG Colonnade along Yew Hedge (2) | | 3493/S868 (3) | 2,250.00 | 2,300.00 |
| KG Colonnade Family Garden (4) | | 3493/S868 (3) | 6,500.00 | 7,000.00 |
| L230-233, 236, 237-241 (2) | | 3493/S868 (3) | 1,600.00 | 1,600.00 |
| L234-235 partial view lake/golf course (4) | | 3493/S868 (3) | 2,960.00 | 2,960.00 |
| M Gardens M265-298,M420-440 (2) | | 3493/S868 (3) | 1,600.00 | 1,600.00 |
| M Family Garden M309-323 (4) | | 3493/S868 (3) | 4,600.00 | 4,200.00 |
| M 441-450 (2) | | 3493/S868 (3) | 895.00 | 895.00 |
| Oak Dell Scattering (1) | | 3493/S868 (3) | 220.00 | 220.00 |
| O1-10 Edge of Shrubbery (2) | | 3493/S868 (3) | 895.00 | 895.00 |
| P204-255 Edge of Shrubbery (2) | | 3493/S868 (3) | 895.00 | 895.00 |
| R54 Gated Garden (6) | | 3493/S868 (3) | 4,800.00 | 4,800.00 |
| R55 Gated Garden (8) | | 3493/S868 (3) | 5,800.00 | 5,800.00 |
| R56 Gated Garden (10) | | 3493/S868 (3) | 6,800.00 | 6,800.00 |
| R60-65 Magnolia (4) | | 3493/S868 (3) | 2,100.00 | 2,100.00 |
| R70-R110 Edge of Shrubbery (2) | | 3493/S868 (3) | 895.00 | 895.00 |

Number in () is number of interments

| MEMORIAL GARDENS | General ledger code | | 2017/18 | 2018/19 |
|--|---------------------|----------------|---------|---------|
| | Chiltern | South Bucks | £ | £ |
| Other Fees | | | | |
| Interment Fee | | 3493/S866 (3) | 120.00 | 130.00 |
| Grave Preparation | | 3493/S868 (3) | 150.00 | 150.00 |
| Plaques Staked (Wording over 60 letter £1 each) | | 3493/S865 (1a) | 155.00 | 160.00 |
| Plaques Mounted (Wording over 60 letter £1 each) | | 3493/S865 (1a) | 195.00 | 200.00 |
| Plaque refurbishment | | 3493/S865 (1a) | 45.00 | 50.00 |
| Book of Remembrance | | 3493/S865 (1a) | 20.00 | 20.00 |
| Transfer ashes to Biodegradable Container | | 3493/S866 (1a) | 20.00 | 20.00 |
| Licence Transfer Fee (Owner Deceased) | | 3493/S868 (1a) | 70.00 | 70.00 |
| Licence Reprint (Add Name) | | 3493/S868 (1a) | 35.00 | 35.00 |
| Memorial Wall Plaque & Licence 6X2 | 15 years | 3493/S865 (1a) | 125.00 | 130.00 |
| Memorial Wall Plaque & Licence 6X4 Z area | 15 years | 3493/S865 (1a) | 250.00 | 260.00 |
| Relicence fee (2) | | 3493/S868 (1a) | 590.00 | 590.00 |
| Memorial Seat - renewable lease | 10 years | 3493/S865 (4) | 280.00 | 280.00 |
| Maintenance of Individual Garden | | 3493/S865 (1a) | POA | POA |
| Trees for Sale (from) | | 3493/S302 (1a) | POA | POA |
| Benches | | 3493/S865 (1a) | POA | POA |
| Bench Maintenance (coat with teak oil) | | 3493/S865 (1a) | 50.00 | 50.00 |
| Carved lettering | | 3493/S865 (1a) | POA | POA |
| Stone Benches – straights | | 3493/S865 (1a) | POA | POA |
| Stone Benches – curved | | 3493/S865 (1a) | POA | POA |
| Venue for wedding photographs | | 3493/S932 (1a) | 45.00 | 45.00 |
| Venue for filming per day from | | 3493/S932 (1a) | 520.00 | 520.00 |
| Perpetuity Licences | | | | |
| 1 st & 2 nd interment | | 3493/S866 (3) | 5.25 | 5.25 |
| 3 rd & 4 th interment | | 3493/S866 (3) | 10.50 | 10.50 |
| 5 th & subsequent interments | | 3493/S866 (3) | 15.75 | 15.75 |

ENVIRONMENT PORTFOLIO
Classification: OFFICIAL
REVISED CHARGES FROM 1 APRIL 2018

VAT Codes:

Chiltern (D45)=inclusive standard rated (D40)=plus standard rated (D08)=zero rated (D04)=outside scope, (D03)=exempt

GREAT MISSENDEN CEMETERY

| | General ledger code | | 2017/18 | 2018/19 |
|--|---------------------|-------------|---------|---------|
| | Chiltern | South Bucks | £ | £ |

Fees for the Use of the Cemetery for Interments:

In the graves for which no exclusive right of burial has been granted

| | | | | |
|--|-----------------|--|--------|--------|
| i) A stillborn child, or a person whose age at the time of death did not exceed one month * | G380/C865 (D04) | | 25.00 | 25.00 |
| ii) A person whose age at the time of death exceeded one month but did not exceed twelve years * | G380/C865 (D04) | | 105.00 | 108.00 |
| iii) A person whose age at the time of death exceeded twelve years * | G380/C865 (D04) | | 230.00 | 235.00 |
| iv) for any interment at a depth exceeding six feet for members of the same family in a site and for each foot an additional * | G380/C865 (D04) | | 105.00 | 108.00 |

In a grave or vault for which an exclusive right of burial has been granted

| | | | | |
|--|-----------------|--|--------|--------|
| i) A stillborn child, or a person whose age at the time of death did not exceed one month * | G380/C865 (D04) | | 25.00 | 25.00 |
| ii) A person whose age at the time of death exceeded one month but did not exceed twelve years * | G380/C865 (D04) | | 105.00 | 108.00 |
| iii) A person whose age at the time of death exceeded twelve years * | G380/C865 (D04) | | 230.00 | 235.00 |
| iv) for any interment at a depth exceeding six feet for members of the same family in a site and for each foot an additional * | G380/C865 (D04) | | 105.00 | 108.00 |

Exclusive Rights of Burial in Perpetuity in an Earthen Grave

| | | | | |
|--------------------|-----------------|--|--------|--------|
| i) One Plot * | G380/C868 (D04) | | 395.00 | 400.00 |
| ii) Two Plots * | G380/C868 (D04) | | 687.00 | 700.00 |
| iii) Three Plots * | G380/C868 (D04) | | 940.00 | 960.00 |

Monuments, Gravestones, Tablets and Monumental Inscriptions

For the right to erect:

| | | | | |
|---|-----------------|--|--------|--------|
| i) A headstone under no circumstances to exceed three feet in height or a foot stone not exceeding one foot in height * | G380/C865 (D04) | | 163.00 | 166.00 |
| ii) A tablet on any grave or vault, or in the Lawn Cemetery, a plaque on a grave * | G380/C865 (D04) | | 163.00 | 166.00 |
| iii) Any inscription after the first on a gravestone, tablet or memorial * | G380/C865 (D04) | | 86.00 | 88.00 |

| | | | | |
|--|-----------------|--|--------|--------|
| Purchase of plot measuring 2ft x 2ft in Old Section of cemetery for burial of cremated remains * | G380/C865 (D04) | | 130.00 | 133.00 |
| Burial of Cremated remains * | G380/C865 (D04) | | 105.00 | 108.00 |

| | | | | |
|--|-----------------|--|-------|-------|
| Transfer of ownership of Exclusive Right of Burial | G380/C868 (D04) | | 62.00 | 63.00 |
|--|-----------------|--|-------|-------|

* The foregoing charges will be doubled where the person in respect of whom the charge is made, is or was not resident within the Chiltern District or in the case of a still born child or person whose ages at the time of death did not exceed one year where neither of the parents is or was at the time of interment, resident within the said area

**ENVIRONMENTAL SERVICES
REVISED CHARGES FROM 1 APRIL 2018**

VAT Codes: (D45)=inclusive standard rated (D40)=plus standard rated (D08)=zero rated (D04)=non business, (D03)=exempt

CAR PARKS - DAILY CHARGES 7.30 a.m. to 6.00 p.m.

| | General ledger code | 2017/18 £ | 2018/19 £ | | General ledger code | 2017/18 £ | 2018/19 £ |
|-----------------------------------|---------------------|--------------|--------------|---|---------------------|--------------|--------------|
| Amersham Multi Storey | C755/C876 | | | Civic Centre Car Park | C300/C876 | | |
| Up to 1 hour | | 0.70 | 0.70 | Up to 1/2 hour | | Free | Free |
| Up to 2 hours | | 1.40 | 1.40 | Up to 1 hour | | 0.70 | 0.70 |
| Up to 3 hours | | 2.00 | 2.00 | Up to 2 hours | | 1.40 | 1.40 |
| Up to 4 hours | | 2.50 | 2.50 | Up to 3 hours | | 2.00 | 2.00 |
| 24 hours | | 6.00 | 6.00 | MAXIMUM STAY 3 HOURS | | | |
| Sunday/Public Holiday | | Free | Free | Sunday/Public Holiday | | Free | Free |
| Amersham - Sycamore Road | C330/C876 | | | Council Offices Car Park | | | |
| Up to 1 hour | | 0.70 | 0.70 | Mon-Fri 5.30-Midnight | | Free | Free |
| Up to 2 hours | | 1.40 | 1.40 | Sunday/Public Holiday | | Free | Free |
| Up to 3 hours | | 2.00 | 2.00 | CLOSED TO THE PUBLIC AT ALL OTHER TIMES | | | |
| Up to 4 hours | | 2.50 | 2.50 | | | | |
| Up to 9 hours | | 3.60 | 3.60 | | | | |
| Over 9 hours | | 6.00 | 6.00 | | | | |
| Sunday/Public Holiday | | Free | Free | | | | |
| Amersham Old Town | C270/C876 | | | Chalfont St Giles - Blizzards Yard | C550/C876 | | |
| Up to 1 hour | | 0.70 | 0.70 | Up to 1 hour | | 0.70 | Free |
| Up to 2 hours | | 1.40 | 1.40 | Up to 2 hours | | 1.40 | 1.40 |
| Up to 3 hours | | 2.00 | 2.00 | Up to 3 hours | | 2.00 | 2.00 |
| Up to 4 hours | | 2.50 | 2.50 | Up to 4 hours | | 2.50 | 2.50 |
| Over 4 hours | | 3.60 | 3.60 | Over 4 hours | | 3.60 | 3.60 |
| Sunday/Public Holiday | | Free | Free | Sunday/Public Holiday | | Free | Free |
| Amersham - Chiltern Avenue | C720/C876 | | | Little Chalfont - Snells Wood | C700/C876 | | |
| Up to 1 hour | | 0.70 | 0.70 | Up to 1 hour | | 0.70 | Free |
| Up to 2 hours | | 1.40 | 1.40 | Up to 2 hours | | 1.40 | 1.40 |
| Up to 3 hours | | 2.00 | 2.00 | Up to 3 hours | | 2.00 | 2.00 |
| Up to 4 hours | | 2.50 | 2.50 | Up to 4 hours | | 2.50 | 2.50 |
| Up to 5 hours | | 3.60 | 3.60 | Up to 5 hours | | 3.60 | 3.60 |
| MAXIMUM STAY 5 HOURS | | | | MAXIMUM STAY 5 HOURS | | | |
| Sunday/Public Holiday | | Free | Free | Sunday/Public Holiday | | Free | Free |
| Amersham - Chiltern Pools | C710/C876 | | | Chalfont St Peter - Church Lane | C580/C876 | | |
| Up to 1 hour | | 0.70 | 0.70 | Up to 1 hour | | 0.70 | Free |
| Up to 3 hours | | 2.00 | 2.00 | Up to 3 hours | | 2.00 | 2.00 |
| MAXIMUM STAY 3 HOURS | | | | Up to 4 hours | | 2.50 | 2.50 |
| Sunday/Public Holiday | | Free | Free | Over 4 hours | | 3.60 | 3.60 |
| | | | | Sunday/Public Holiday | | Free | Free |

**ENVIRONMENTAL SERVICES
REVISED CHARGES FROM 1 APRIL 2018**

VAT Codes: (D45)=inclusive standard rated (D40)=plus standard rated (D08)=zero rated (D04)=non business, (D03)=exempt

| CAR PARKS - DAILY CHARGES 7.30 a.m. to 6.00 p.m. | | | | | | | |
|---|----------------|----------------|----------------|------------------------------------|----------------|----------------|----------------|
| | General | 2017/18 | 2018/19 | | General | 2017/18 | 2018/19 |
| Up to 1 hour | | 0.70 | 0.70 | Up to 10 mins | | 0.10 | 0.10 |
| Up to 2 hours | | 1.40 | 1.40 | Up to 20 mins | | 0.20 | 0.20 |
| Up to 3 hours | | 2.00 | 2.00 | Up to 30 mins | | 0.30 | 0.30 |
| MAXIMUM STAY 3 HOURS | | | | Up to 40 mins | | 0.40 | 0.40 |
| Sunday/Public Holiday | | Free | Free | Up to 50 mins | | 0.50 | 0.50 |
| | | | | Up to 1 hour | | 0.70 | 0.70 |
| | | | | Up to 2 hours | | 1.40 | 1.40 |
| | | | | Up to 3 hours | | 2.00 | 2.00 |
| Chesham - Catlins Car Park | C490/C876 | | | Up to 4 hours | | 2.50 | 2.50 |
| Up to 10 mins | | 0.10 | 0.10 | Over 4 hours | | 3.60 | 3.60 |
| Up to 20 mins | | 0.20 | 0.20 | Sunday/Public Holiday | | Free | Free |
| Up to 30 mins | | 0.30 | 0.30 | | | | |
| Up to 40 mins | | 0.40 | 0.40 | Great Missenden - Buryfield | C660/C876 | | |
| Up to 50 mins | | 0.50 | 0.50 | Up to 1 hour | | 0.70 | Free |
| Up to 1 hour | | 0.70 | 0.70 | Up to 2 hours | | 1.40 | 1.40 |
| Up to 2 hours | | 1.40 | 1.40 | Up to 3 hours | | 2.00 | 2.00 |
| Up to 3 hours | | 2.00 | 2.00 | Up to 4 hours | | 2.50 | 2.50 |
| Up to 4 hours | | 2.50 | 2.50 | Up to 9 hours | | 3.60 | 3.60 |
| MAXIMUM STAY 4 HOURS | | | | Over 9 hours | | 7.00 | 7.00 |
| Sunday/Public Holiday | | Free | Free | Sunday/Public Holiday | | Free | Free |
| | | | | | | | |
| Chesham - East Street | C420/C876 | | | Great Missenden - Link Road | C640/C876 | | |
| Up to 1 hour | | 0.70 | 0.70 | Up to 1 hour | | 0.70 | 0.70 |
| Up to 2 hours | | 1.40 | 1.40 | Up to 2 hours | | 1.40 | 1.40 |
| Up to 3 hours | | 2.00 | 2.00 | Up to 3 hours | | 2.00 | 2.00 |
| Up to 4 hours | | 2.50 | 2.50 | Up to 4 hours | | 2.50 | 2.50 |
| Over 4 hours | | 3.60 | 3.60 | Up to 9 hours | | 3.60 | 3.60 |
| Sunday/Public Holiday | | Free | Free | Over 9 hours | | 7.00 | 7.00 |
| | | | | Sunday/Public Holiday | | Free | Free |
| Chesham - Water Meadow | C510/C876 | | | Prestwood - High Street | C670/C876 | | |
| Up to 1 hour | | 0.60 | 0.70 | Up to 1 hour | | 0.70 | Free |
| Up to 2 hours | | 1.20 | 1.40 | Up to 2 hours | | 1.40 | 1.40 |
| Up to 3 hours | | 1.80 | 2.00 | Up to 3 hours | | 2.00 | 2.00 |
| Up to 4 hours | | 2.40 | 2.50 | Up to 4 hours | | 2.50 | 2.50 |
| Over 4 hours | | 3.50 | 3.60 | Up to 10½ hours | | 3.60 | 3.60 |
| Mkt Traders (1 day) | | 4.10 | 4.10 | Sunday/Public Holiday | | Free | Free |
| Sunday/Public Holiday | | Free | Free | | | | |

**ENVIRONMENTAL SERVICES
REVISED CHARGES FROM 1 APRIL 2018**

VAT Codes: (D45)=inclusive standard rated (D40)=plus standard rated (D08)=zero rated (D04)=non business, (D03)=exempt

| CAR PARKS - SEASON TICKETS | | | | | | | |
|-----------------------------------|----------------------------|------------------|------------------|---|----------------------------|------------------|------------------|
| | General ledger code | 2017/18 £ | 2018/19 £ | | General ledger code | 2017/18 £ | 2018/19 £ |
| Amersham Multi Storey | C750/C877 | | | Chesham - Water Meadow | C750/C877 | | |
| 1 monthly | | 78.00 | 99.00 | 1 monthly | | 68.25 | 71.00 |
| 3 monthly | | 234.00 | 293.00 | 3 monthly | | 204.75 | 211.00 |
| 6 monthly | | 416.00 | 580.00 | 6 monthly | | 364.00 | 374.00 |
| 12 monthly | | 780.00 | 972.00 | 12 monthly | | 682.50 | 702.00 |
| Amersham - Sycamore Road | C750/C877 | | | Chalfont St Giles - Blizzards Yard | C750/C877 | | |
| 1 monthly (standard) | | 68.25 | 99.00 | 1 monthly | | 53.08 | 64.00 |
| 1 monthly (local business*) | n/a | | 71.00 | 3 monthly | | 159.25 | 191.00 |
| 3 monthly (standard) | | 204.75 | 293.00 | 6 monthly | | 295.75 | 355.00 |
| 3 monthly (local business*) | n/a | | 211.00 | 12 monthly | | 546.00 | 655.00 |
| 6 monthly (standard) | | 364.00 | 580.00 | | | | |
| 6 monthly (local business*) | n/a | | 374.00 | | | | |
| 12 monthly (standard) | | 682.50 | 972.00 | | | | |
| 12 monthly (local business*) | n/a | | 702.00 | | | | |
| Amersham Old Town | C750/C877 | | | Chalfont St Peter - Church Lane | C750/C877 | | |
| 1 monthly | | 53.08 | 64.00 | 1 monthly | | 37.92 | 45.00 |
| 3 monthly | | 159.25 | 191.00 | 3 monthly | | 113.75 | 136.00 |
| 6 monthly | | 295.75 | 355.00 | 6 monthly | | 227.50 | 273.00 |
| 12 monthly | | 546.00 | 655.00 | 12 monthly | | 364.00 | 437.00 |
| Chesham - Star Yard | C750/C877 | | | Great Missenden - Buryfield | C750/C877 | | |
| 1 monthly | | 68.25 | 71.00 | 1 monthly (standard) | | 68.25 | 110.00 |
| 3 monthly | | 204.75 | 211.00 | 1 monthly (local business*) | n/a | | 71.00 |
| 6 monthly | | 364.00 | 374.00 | 3 monthly (standard) | | 204.75 | 327.00 |
| 12 monthly | | 682.50 | 702.00 | 3 monthly (local business*) | n/a | | 211.00 |
| | | | | 6 monthly (standard) | | 364.00 | 582.00 |
| | | | | 6 monthly (local business*) | n/a | | 374.00 |
| | | | | 12 monthly (standard) | | 682.50 | 1,092.00 |
| | | | | 12 monthly (local business*) | n/a | | 702.00 |
| Chesham - Albany | C750/C877 | | | Great Missenden - Link Road | C750/C877 | | |
| 1 monthly | | 68.25 | 71.00 | 1 monthly (standard) | | 68.25 | 110.00 |
| 3 monthly | | 204.75 | 211.00 | 1 monthly (local business*) | n/a | | 71.00 |
| 6 monthly | | 364.00 | 374.00 | 3 monthly (standard) | | 204.75 | 327.00 |
| 12 monthly | | 682.50 | 702.00 | 3 monthly (local business*) | n/a | | 211.00 |
| | | | | 6 monthly (standard) | | 364.00 | 582.00 |
| | | | | 6 monthly (local business*) | n/a | | 374.00 |
| | | | | 12 monthly (standard) | | 682.50 | 1,092.00 |
| | | | | 12 monthly (local business*) | n/a | | 702.00 |
| Chesham - East Street | C750/C877 | | | Prestwood - High Street | C750/C877 | | |
| 1 monthly | | 68.25 | 71.00 | 1 monthly | | 53.08 | 64.00 |
| 3 monthly | | 204.75 | 211.00 | 3 monthly | | 159.25 | 191.00 |
| 6 monthly | | 364.00 | 374.00 | 6 monthly | | 295.75 | 355.00 |
| 12 monthly | | 682.50 | 702.00 | 12 monthly | | 546.00 | 655.00 |

* To obtain a Business Season Ticket, evidence of local employment is required

HEALTHY COMMUNITIES PORTFOLIO
Classification: OFFICIAL
 REVISED CHARGES FROM 1 APRIL 2018

VAT Codes:
 Chiltern
 South Bucks

(D45)=inclusive standard rated (D40)=plus standard rated (D08)=zero rated (D04)=outside scope, (D03)=exempt
 (1a)=inclusive standard rated (1b)=plus standard rated (2)=zero rated (3)=outside scope, (4)=exempt

| LICENCES | General ledger code | | 2017/18 £ | 2018/19 £ |
|--|---------------------|---------------|--------------|---------------------|
| | Chiltern | South Bucks | | |
| <u>Hackney Carriages/Private Hire Vehicle Licences</u> | | | | |
| One year Hackney Carriage Vehicle Licence Grant | LI01/C888 (D04) | LI01/C903 (3) | 399.00 | 399.00 |
| One year Hackney Carriage Vehicle Licence Renewal | LI01/C888 (D04) | LI01/C903 (3) | 300.00 | 300.00 |
| Hackney Carriage Vehicle issue(CNG or LPG). | LI01/C888 (D04) | LI01/C903 (3) | 199.50 | 199.50 |
| Hackney Carriage Vehicle Renewal(CNG or LPG). | LI01/C888 (D04) | LI01/C903 (3) | 150.00 | 150.00 |
| One year Private Hire Vehicle Licence Grant | LI01/C888 (D04) | LI01/C903 (3) | 329.00 | 329.00 |
| One year Private Hire Vehicle Licence Renewal | LI01/C888 (D04) | LI01/C903 (3) | 230.00 | 230.00 |
| One year Private Hire Vehicle Licence Renewal | LI01/C888 (D04) | LI01/C903 (3) | 250.00 | 250.00 |
| PrivateHire Vehicle Issue (CNG or LPG - standardPlate). | LI01/C888 (D04) | LI01/C903 (3) | 164.50 | 164.50 |
| PrivateHire Vehicle Renewal (CNG or LPG - standardPlate). | LI01/C888 (D04) | LI01/C903 (3) | 115.00 | 115.00 |
| Returnable plate deposit | LI01/C888 (D04) | LI01/C903 (3) | 55.00 | 55.00 |
| Returnable plate deposit | LI01/C888 (D04) | LI01/C903 (3) | 20.00 | 20.00 |
| One year Dispensation Certificate (per vehicle) | LI01/C888 (D04) | LI01/C903 (3) | 65.00 | 65.00 |
| Replacement internal licence | LI01/C888 (D04) | LI01/C903 (3) | 15.00 | 15.00 |
| Replacement plate | LI01/C888 (D04) | LI01/C903 (3) | 25.00 | 25.00 |
| Transfer of Vehicle (from one owner to another) | LI01/C888 (D04) | LI01/C903 (3) | 90.00 | 90.00 |
| <u>Drivers' Licences</u> | | | | |
| One Year Hackney Carriage Drivers Licence Grant | LI01/C888 (D04) | LI01/C903 (3) | 161.00 | 161.00 |
| One Year Hackney Carriage Drivers Licence Renewal | LI01/C888 (D04) | LI01/C903 (3) | 95.00 | 95.00 |
| Three Year Hackney Carriage Drivers Licence Grant | LI01/C888 (D04) | LI01/C903 (3) | 435.00 | 332.00 |
| Three Year Hackney Carriage Drivers Licence Grant | LI01/C888 (D04) | LI01/C903 (3) | 332.00 | 332.00 |
| Three Year Hackney Carriage Drivers Licence Renewal | LI01/C888 (D04) | LI01/C903 (3) | 256.00 | |
| One Year Private Hire Vehicle Drivers Licence Grant | LI01/C888 (D04) | LI01/C903 (3) | 161.00 | 161.00 |
| One Year Private Hire Vehicle Drivers Licence Renewal | LI01/C888 (D04) | LI01/C903 (3) | 95.00 | 95.00 |
| Three Year Private Hire Vehicle Drivers Licence Grant | LI01/C888 (D04) | LI01/C903 (3) | 435.00 | 435.00 |
| Three Year Private Hire Vehicle Drivers Licence Grant | LI01/C888 (D04) | LI01/C903 (3) | 332.00 | 332.00 |
| Three Year Private Hire Vehicle Drivers Licence Renewal | LI01/C888 (D04) | LI01/C903 (3) | 256.00 | 256.00 |
| One year new dual | LI01/C888 (D04) | LI01/C903 (3) | | 196.00 |
| One year renewal dual | LI01/C888 (D04) | LI01/C903 (3) | | 145.00 |
| Three year dual | LI01/C888 (D04) | LI01/C903 (3) | | 394.00 |
| Three year renewal dual | LI01/C888 (D04) | LI01/C903 (3) | | 297.00 |
| Bracket and bridge charge. | LI01/C889 (D04) | LI01/C904 (3) | | cost of replacement |
| Bracket without bridge charge. | LI01/C889 (D04) | LI01/C904 (3) | | cost of replacement |
| Internal plate pouches. | LI01/C889 (D04) | LI01/C904 (3) | | cost of replacement |
| <u>Operators Licence</u> | | | | |
| One year Private Hire Vehicle Operator's Licence | | | | |
| (One vehicle only) One year | LI01/C888 (D04) | LI01/C903 (3) | 155.00 | 155.00 |
| (Two to four vehicles) Five Years | LI01/C888 (D04) | LI01/C903 (3) | 913.00 | 913.00 |
| (Two to four vehicles) One Year | LI01/C888 (D04) | LI01/C903 (3) | 205.00 | 205.00 |
| (Five to ten vehicles) Five Years | LI01/C888 (D04) | LI01/C903 (3) | 1,163.00 | 1,163.00 |
| (Five to ten vehicles)One Year | LI01/C888 (D04) | LI01/C903 (3) | 255.00 | 255.00 |
| (Over ten vehicles) Five Years | LI01/C888 (D04) | LI01/C903 (3) | 1,413.00 | 1,413.00 |
| (Over ten vehicles)One Year | LI01/C888 (D04) | LI01/C903 (3) | 305.00 | 305.00 |
| Knowledge Test Fee (1st test free) | LI01/C888 (D04) | LI01/C903 (3) | 25.00 | 25.00 |
| Disclosure and Barring Scheme cost of DBS plus £8.50 handling | LI01/C911 (D03) | LI01/C911 (4) | 52.50 | 52.50 |
| DBS volunteers | LI01/C911 (D03) | LI01/C911 (4) | 7.00 | 7.00 |
| Renewal Animal Boarding | LI01/C887 (D04) | LI01/C902 (3) | 245.00 | 245.00 |
| <u>Small Animal Boarding Establishment (includes vet fee)</u> | | | | |
| New Licence | LI01/C887 (D04) | LI01/C902 (3) | 369.00 | 369.00 |
| New Licence | LI01/C887 (D04) | LI01/C902 (3) | 370.00 | 370.00 |
| Renewal | LI01/C887 (D04) | LI01/C902 (3) | 195.00 | 195.00 |
| <u>Doq Breeding</u> | | | | |
| New Licence (Includes Vet fee) | LI01/C887 (D04) | LI01/C902 (3) | 525.00 | 530.00 |
| New Licence (Plus Vet fees) | LI01/C887 (D04) | LI01/C902 (3) | 530.00 | 530.00 |
| Renewal doq breeding includes 1 vet fee) | LI01/C887 (D04) | LI01/C902 (3) | 329.00 | 329.00 |
| Renewal (Plus Vet fees) | LI01/C887 (D04) | LI01/C902 (3) | 330.00 | 330.00 |
| <u>Combination of breeding and boarding</u> | | | | |
| | LI01/C887 (D04) | LI01/C902 (3) | 329.00 | 329.00 |
| <u>Dangerous Wild Animals</u> | | | | |
| New Licence (Plus Vet fees) | LI01/C887 (D04) | LI01/C902 (3) | 350.00 | 400.00 |
| New Licence (Plus Vet fees) | LI01/C887 (D04) | LI01/C902 (3) | 400.00 | 400.00 |
| Renewal (Plus Vet fees) | LI01/C887 (D04) | LI01/C902 (3) | 150.00 | 150.00 |
| <u>Pet Shops</u> | | | | |
| New Licence | LI01/C887 (D04) | LI01/C902 (3) | 477.00 | 477.00 |
| New Licence | LI01/C887 (D04) | LI01/C902 (3) | 480.00 | 480.00 |
| Renewal | LI01/C887 (D04) | LI01/C902 (3) | 278.00 | 278.00 |
| Renewal | LI01/C887 (D04) | LI01/C902 (3) | 280.00 | 280.00 |
| <u>Riding Establishments</u> | | | | |
| New Licence | LI01/C887 (D04) | LI01/C902 (3) | 192.00 | 200.00 |
| New Licence | LI01/C887 (D04) | LI01/C902 (3) | 200.00 | 200.00 |
| Renewal of Riding establishments | LI01/C887 (D04) | LI01/C902 (3) | 150.00 | 150.00 |

HEALTHY COMMUNITIES PORTFOLIO
Classification: OFFICIAL
REVISED CHARGES FROM 1 APRIL 2018

VAT Codes:
 Chiltern
 South Bucks

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 (1a)=inclusive standard rated (1b)=plus standard rated (2)=zero rated (3)=outside scope, (4)=exempt

| LICENCES | General ledger code | | 2017/18 £ | 2017/18 £ |
|--|---------------------|---------------|--------------|--------------|
| | Chiltern | South Bucks | | |
| Mobile Homes | | | | |
| New Licence | LI01/C890 (D04) | LI01/C905 (3) | 434.00 | 534.00 |
| New Licence | LI01/C890 (D04) | LI01/C905 (3) | 351.00 | 534.00 |
| Annual Renewal fee | LI01/C890 (D04) | LI01/C905 (3) | 351.00 | 297.00 |
| Deposit/Change of Site Rules | LI01/C890 (D04) | LI01/C905 (3) | 47.00 | 40.00 |
| Transfer of Site Licence | LI01/C890 (D04) | LI01/C905 (3) | 117.00 | 138.00 |
| Licensing Act 2003 Fees – Statutory Fees | | | | |
| New Premises/Club Premises/Variation applications | | | | |
| Band A 0 - £4, 300 | LI01/C885 (D04) | LI01/C900 (3) | 100.00 | 100.00 |
| Band B £4,300 - £33,000 | LI01/C885 (D04) | LI01/C900 (3) | 190.00 | 190.00 |
| Band C £33,000 - £87,000 | LI01/C885 (D04) | LI01/C900 (3) | 315.00 | 315.00 |
| Band D £87,000 - £125,000 | LI01/C885 (D04) | LI01/C900 (3) | 450.00 | 450.00 |
| Band D* £87,000 - £125,000 | LI01/C885 (D04) | LI01/C900 (3) | 900.00 | 900.00 |
| Band E £125,001 – and above | LI01/C885 (D04) | LI01/C900 (3) | 635.00 | 635.00 |
| Band E* £125,001 – and above | LI01/C885 (D04) | LI01/C900 (3) | 1,905.00 | 1,905.00 |
| Applications for Minor variations to Premises Licences or Club Premises Certificate | LI01/C885 (D04) | LI01/C900 (3) | 89.00 | 89.00 |
| Application to remove apply the alternative licence condition and removal of mandatory condition for premises licences | LI01/C885 (D04) | LI01/C900 (3) | 23.00 | 23.00 |
| Premises Licences sought for Community Centres and some Schools that permit Regulated Entertainment but which do not permit the sale of Alcohol and/or the provision of late night entertainment will not incur a fee. | | | No charge | No charge |
| New Premises /Club Premises Applications / Variation applications – Additional Fees | | | | |
| Where 5000 or more people will be on the premises the | | | | |
| 5,000 – 9,999 | LI01/C885 (D04) | LI01/C900 (3) | 1,000.00 | 1,000.00 |
| 10,000 – 14,999 | LI01/C885 (D04) | LI01/C900 (3) | 2,000.00 | 2,000.00 |
| 15,000 – 19,999 | LI01/C885 (D04) | LI01/C900 (3) | 4,000.00 | 4,000.00 |
| 20,000 – 29,999 | LI01/C885 (D04) | LI01/C900 (3) | 8,000.00 | 8,000.00 |
| 30,000 – 39,999 | LI01/C885 (D04) | LI01/C900 (3) | 16,000.00 | 16,000.00 |
| 40,000 – 49,999 | LI01/C885 (D04) | LI01/C900 (3) | 24,000.00 | 24,000.00 |
| 50,000 – 59,999 | LI01/C885 (D04) | LI01/C900 (3) | 32,000.00 | 32,000.00 |
| 60,000 – 69,999 | LI01/C885 (D04) | LI01/C900 (3) | 40,000.00 | 40,000.00 |
| 70,000 – 79,999 | LI01/C885 (D04) | LI01/C900 (3) | 48,000.00 | 48,000.00 |
| 80,000 – 89,999 | LI01/C885 (D04) | LI01/C900 (3) | 56,000.00 | 56,000.00 |
| 90,000 and over | LI01/C885 (D04) | LI01/C900 (3) | 64,000.00 | 64,000.00 |
| Annual Maintenance Fees - Premises /Club Premises | | | | |
| Band A 0 - £4, 300 | LI01/C885 (D04) | LI01/C900 (3) | 70.00 | 70.00 |
| Band B £4,300 - £33,000 | LI01/C885 (D04) | LI01/C900 (3) | 180.00 | 180.00 |
| Band C £33,000 - £87,000 | LI01/C885 (D04) | LI01/C900 (3) | 295.00 | 295.00 |
| Band D £87,000 - £125,000 | LI01/C885 (D04) | LI01/C900 (3) | 320.00 | 320.00 |
| Band D* £87,000 - £125,000 | LI01/C885 (D04) | LI01/C900 (3) | 640.00 | 640.00 |
| Band E £125,001 – and above | LI01/C885 (D04) | LI01/C900 (3) | 350.00 | 350.00 |
| Band E* £125,001 – and above | LI01/C885 (D04) | LI01/C900 (3) | 1,050.00 | 1,050.00 |
| Additional Annual Maintenance Fees | | | | |
| Where 5000 or more people will be on the premises the | | | | |
| 5,000 – 9,999 | LI01/C885 (D04) | LI01/C900 (3) | 500.00 | 500.00 |
| 10,000 – 14,999 | LI01/C885 (D04) | LI01/C900 (3) | 1,000.00 | 1,000.00 |
| 15,000 – 19,999 | LI01/C885 (D04) | LI01/C900 (3) | 2,000.00 | 2,000.00 |
| 20,000 – 29,999 | LI01/C885 (D04) | LI01/C900 (3) | 4,000.00 | 4,000.00 |
| 30,000 – 39,999 | LI01/C885 (D04) | LI01/C900 (3) | 8,000.00 | 8,000.00 |
| 40,000 – 49,999 | LI01/C885 (D04) | LI01/C900 (3) | 12,000.00 | 12,000.00 |
| 50,000 – 59,999 | LI01/C885 (D04) | LI01/C900 (3) | 16,000.00 | 16,000.00 |
| 60,000 – 69,999 | LI01/C885 (D04) | LI01/C900 (3) | 20,000.00 | 20,000.00 |
| 70,000 – 79,999 | LI01/C885 (D04) | LI01/C900 (3) | 24,000.00 | 24,000.00 |
| 80,000 – 89,999 | LI01/C885 (D04) | LI01/C900 (3) | 28,000.00 | 28,000.00 |
| 90,000 and over | LI01/C885 (D04) | LI01/C900 (3) | 32,000.00 | 32,000.00 |

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 (1a)=inclusive standard rated (1b)=plus standard rated (2)=zero rated (3)=outside scope, (4)=exempt

| LICENCES | General ledger code | | 2017/18 £ | 2018/19 £ |
|---|---------------------|---------------|--------------|--------------|
| | Chiltern | South Bucks | | |
| Personal Licence - Statutory Fees | | | | |
| Grant of Licence | LI01/C885 (D04) | LI01/C900 (3) | 37.00 | 37.00 |
| Renewal of Licence | LI01/C885 (D04) | LI01/C900 (3) | 37.00 | 37.00 |
| Other Fees Payable | | | | |
| Supply of Copies of Information Contained in Register | LI01/C885 (D04) | LI01/C900 (3) | | |
| | | | 50.00 | 50.00 |
| Application for Copy of Licence | LI01/C885 (D04) | LI01/C900 (3) | 10.50 | 10.50 |
| Provisional Statement Applications | LI01/C885 (D04) | LI01/C900 (3) | 315.00 | 315.00 |
| Replacement Licence after loss/theft | LI01/C885 (D04) | LI01/C900 (3) | 10.50 | 10.50 |
| Notification of change of name or address | LI01/C885 (D04) | LI01/C900 (3) | 10.50 | 10.50 |
| Application to vary a Designated Premises Supervisor | LI01/C885 (D04) | LI01/C900 (3) | 23.00 | 23.00 |
| Transfer of a premises licence/club premises certificate | LI01/C885 (D04) | LI01/C900 (3) | 23.00 | 23.00 |
| Interim Authority Notice | LI01/C885 (D04) | LI01/C900 (3) | 23.00 | 23.00 |
| Notification of Interest by Freeholder | LI01/C885 (D04) | LI01/C900 (3) | 21.00 | 21.00 |
| Temporary Event Notices | LI01/C885 (D04) | LI01/C900 (3) | 21.00 | 21.00 |
| Application for Notice on theft, loss etc of Temporary Event Notice | LI01/C885 (D04) | LI01/C900 (3) | 21.00 | 22.00 |
| Gambling Act 2005 - Statutory Fees | | | | |
| Licensed Premises Gaming Machine Permit | | | | |
| New Applications | LI01/C886 (D04) | LI01/C901 (3) | 150.00 | 150.00 |
| Transitional Application Fee | LI01/C886 (D04) | LI01/C901 (3) | 100.00 | 100.00 |
| Existing operator Grant | LI01/C886 (D04) | LI01/C901 (3) | 100.00 | 100.00 |
| Variation | LI01/C886 (D04) | LI01/C901 (3) | 100.00 | 100.00 |
| Transfer | LI01/C886 (D04) | LI01/C901 (3) | 25.00 | 25.00 |
| Annual Fee | LI01/C886 (D04) | LI01/C901 (3) | 50.00 | 50.00 |
| Change of name | LI01/C886 (D04) | LI01/C901 (3) | 25.00 | 25.00 |
| Copy of Permit | LI01/C886 (D04) | LI01/C901 (3) | 15.00 | 15.00 |
| Licensed Premises Automatic Notification Process | | | | |
| On notification | LI01/C886 (D04) | LI01/C901 (3) | 50.00 | 50.00 |
| Club Gaming Permits | | | | |
| New Application | LI01/C886 (D04) | LI01/C901 (3) | 200.00 | 200.00 |
| Grant (Club Premises Certificate holder) | LI01/C886 (D04) | LI01/C901 (3) | 100.00 | 100.00 |
| Existing operator Grant | LI01/C886 (D04) | LI01/C901 (3) | 100.00 | 100.00 |
| Variation | LI01/C886 (D04) | LI01/C901 (3) | 100.00 | 100.00 |
| Renewal | LI01/C886 (D04) | LI01/C901 (3) | 200.00 | 200.00 |
| Renewal (Club Premises Certificate holder) | LI01/C886 (D04) | LI01/C901 (3) | 100.00 | 100.00 |
| Annual Fee | LI01/C886 (D04) | LI01/C901 (3) | 50.00 | 50.00 |
| Copy of Permit | LI01/C886 (D04) | LI01/C901 (3) | 15.00 | 15.00 |
| Renewal - Fast Track Clubs | LI01/C886 (D04) | LI01/C901 (3) | 100.00 | 100.00 |
| Renewal - Transitional Application Fee | LI01/C886 (D04) | LI01/C901 (3) | 100.00 | 100.00 |
| Club Machine Permits | | | | |
| New Application | LI01/C886 (D04) | LI01/C901 (3) | 200.00 | 200.00 |
| Grant (Club Premises Certificate holder) | LI01/C886 (D04) | LI01/C901 (3) | 100.00 | 100.00 |
| Existing operator Grant | LI01/C886 (D04) | LI01/C901 (3) | 100.00 | 100.00 |
| Variation | LI01/C886 (D04) | LI01/C901 (3) | 100.00 | 100.00 |
| Renewal | LI01/C886 (D04) | LI01/C901 (3) | 200.00 | 200.00 |
| Renewal (Club Premises Certificate holder) | LI01/C886 (D04) | LI01/C901 (3) | 100.00 | 100.00 |
| Annual Fee | LI01/C886 (D04) | LI01/C901 (3) | 50.00 | 50.00 |
| Copy of Permit | LI01/C886 (D04) | LI01/C901 (3) | 15.00 | 15.00 |
| Renewal - Fast Track Clubs | LI01/C886 (D04) | LI01/C901 (3) | 100.00 | 100.00 |
| Renewal - Transitional Application Fee | LI01/C886 (D04) | LI01/C901 (3) | 100.00 | 100.00 |

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| LICENCES | General ledger code | | 2017/18 £ | 2017/19 £ |
|---|---------------------|---------------|--------------|--------------|
| | Chiltern | South Bucks | | |
| <u>Family Entertainment Centre Gaming Machine</u> | | | | |
| Grant | LI01/C886 (D04) | LI01/C901 (3) | 300.00 | 300.00 |
| Renewal | LI01/C886 (D04) | LI01/C901 (3) | 300.00 | 300.00 |
| Existing operator Grant | LI01/C886 (D04) | LI01/C901 (3) | 100.00 | 100.00 |
| Change of name | LI01/C886 (D04) | LI01/C901 (3) | 25.00 | 25.00 |
| Copy of Permit | LI01/C886 (D04) | LI01/C901 (3) | 15.00 | 15.00 |
| Renewal - Transitional Application Fee | LI01/C886 (D04) | LI01/C901 (3) | 100.00 | 100.00 |
| <u>Prize Gaming Permits</u> | | | | |
| Grant | LI01/C886 (D04) | LI01/C901 (3) | 300.00 | 300.00 |
| Renewal | LI01/C886 (D04) | LI01/C901 (3) | 300.00 | 300.00 |
| Existing operator Grant | LI01/C886 (D04) | LI01/C901 (3) | 100.00 | 100.00 |
| Change of name | LI01/C886 (D04) | LI01/C901 (3) | 25.00 | 25.00 |
| Copy of Permit | LI01/C886 (D04) | LI01/C901 (3) | 15.00 | 15.00 |
| Renewal - Transitional Application Fee | LI01/C886 (D04) | LI01/C901 (3) | 100.00 | 100.00 |
| <u>Small Lotteries & Amusement for Raffles (3)</u> | | | | |
| Registration | LI01/C886 (D04) | LI01/C901 (3) | 40.00 | 40.00 |
| Annual Fee | LI01/C886 (D04) | LI01/C901 (3) | 20.00 | 20.00 |
| <u>Gambling Act Premises Licence Fees</u> | | | | |
| <u>Application Fee</u> | | | | |
| Regional Casino Premises Licence | LI01/C886 (D04) | LI01/C901 (3) | 15,000.00 | 15,000.00 |
| Large Casino Premises Licence | LI01/C886 (D04) | LI01/C901 (3) | 10,000.00 | 10,000.00 |
| Small Casino Premises Licence | LI01/C886 (D04) | LI01/C901 (3) | 8,000.00 | 8,000.00 |
| Bingo Premises Licence | LI01/C886 (D04) | LI01/C901 (3) | 3,500.00 | 3,500.00 |
| Adult Gaming Centre Premises Licence | LI01/C886 (D04) | LI01/C901 (3) | 2,000.00 | 2,000.00 |
| Betting Premises (Track) Licence | LI01/C886 (D04) | LI01/C901 (3) | 2,500.00 | 2,500.00 |
| Family Entertainment Centre Premises Licence | LI01/C886 (D04) | LI01/C901 (3) | 2,000.00 | 2,000.00 |
| Betting Premises (Other) Licence | LI01/C886 (D04) | LI01/C901 (3) | 3,000.00 | 3,000.00 |
| <u>Application Fee for Premises with a Provisional Statement</u> | | | | |
| Regional Casino Premises Licence | LI01/C886 (D04) | LI01/C901 (3) | 8,000.00 | 8,000.00 |
| Large Casino Premises Licence | LI01/C886 (D04) | LI01/C901 (3) | 5,000.00 | 5,000.00 |
| Small Casino Premises Licence | LI01/C886 (D04) | LI01/C901 (3) | 3,000.00 | 3,000.00 |
| Bingo Premises Licence | LI01/C886 (D04) | LI01/C901 (3) | 1,200.00 | 1,200.00 |
| Adult Gaming Centre Premises Licence | LI01/C886 (D04) | LI01/C901 (3) | 1,200.00 | 1,200.00 |
| Betting Premises (Track) Licence | LI01/C886 (D04) | LI01/C901 (3) | 950.00 | 950.00 |
| Family Entertainment Centre Premises Licence | LI01/C886 (D04) | LI01/C901 (3) | 950.00 | 950.00 |
| Betting Premises (Other) Licence | LI01/C886 (D04) | LI01/C901 (3) | 1,200.00 | 1,200.00 |

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| LICENCES | General ledger code | | 2017/18 £ | 2017/19 £ |
|--|---------------------|---------------|--------------|--------------|
| | Chiltern | South Bucks | | |
| Annual Fee | | | | |
| Regional Casino Premises Licence | LI01/C886 (D04) | LI01/C901 (3) | 15,000.00 | 15,000.00 |
| Large Casino Premises Licence | LI01/C886 (D04) | LI01/C901 (3) | 10,000.00 | 10,000.00 |
| Small Casino Premises Licence | LI01/C886 (D04) | LI01/C901 (3) | 5,000.00 | 5,000.00 |
| Converted Casino Premises Licence | LI01/C886 (D04) | LI01/C901 (3) | 3,000.00 | 3,000.00 |
| Bingo Premises Licence | LI01/C886 (D04) | LI01/C901 (3) | 1,000.00 | 1,000.00 |
| Adult Gaming Centre Premises Licence | LI01/C886 (D04) | LI01/C901 (3) | 1,000.00 | 1,000.00 |
| Betting Premises (Track) Licence | LI01/C886 (D04) | LI01/C901 (3) | 1,000.00 | 1,000.00 |
| Family Entertainment Centre Premises Licence | LI01/C886 (D04) | LI01/C901 (3) | 750.00 | 750.00 |
| Betting Premises (Other) Licence | LI01/C886 (D04) | LI01/C901 (3) | 600.00 | 600.00 |
| Transfer Application Fee | | | | |
| Regional Casino Premises Licence | LI01/C886 (D04) | LI01/C901 (3) | 6,500.00 | 6,500.00 |
| Large Casino Premises Licence | LI01/C886 (D04) | LI01/C901 (3) | 2,150.00 | 2,150.00 |
| Small Casino Premises Licence | LI01/C886 (D04) | LI01/C901 (3) | 1,800.00 | 1,800.00 |
| Converted Casino Premises Licence | LI01/C886 (D04) | LI01/C901 (3) | 1,350.00 | 1,350.00 |
| Bingo Premises Licence | LI01/C886 (D04) | LI01/C901 (3) | 1,200.00 | 1,200.00 |
| Adult Gaming Centre Premises Licence | LI01/C886 (D04) | LI01/C901 (3) | 1,200.00 | 1,200.00 |
| Betting Premises (Track) Licence | LI01/C886 (D04) | LI01/C901 (3) | 950.00 | 950.00 |
| Family Entertainment Centre Premises Licence | LI01/C886 (D04) | LI01/C901 (3) | 950.00 | 950.00 |
| Betting Premises (Other) Licence | LI01/C886 (D04) | LI01/C901 (3) | 1,200.00 | 1,200.00 |
| Variation Application Fee | | | | |
| Regional Casino Premises Licence | LI01/C886 (D04) | LI01/C901 (3) | 7,500.00 | 7,500.00 |
| Large Casino Premises Licence | LI01/C886 (D04) | LI01/C901 (3) | 5,000.00 | 5,000.00 |
| Small Casino Premises Licence | LI01/C886 (D04) | LI01/C901 (3) | 4,000.00 | 4,000.00 |
| Converted Casino Premises Licence | LI01/C886 (D04) | LI01/C901 (3) | 2,000.00 | 2,000.00 |
| Bingo Premises Licence | LI01/C886 (D04) | LI01/C901 (3) | 1,750.00 | 1,750.00 |
| Adult Gaming Centre Premises Licence | LI01/C886 (D04) | LI01/C901 (3) | 1,000.00 | 1,000.00 |
| Betting Premises (Track) Licence | LI01/C886 (D04) | LI01/C901 (3) | 1,250.00 | 1,250.00 |
| Family Entertainment Centre Premises Licence | LI01/C886 (D04) | LI01/C901 (3) | 1,000.00 | 1,000.00 |
| Betting Premises (Other) Licence | LI01/C886 (D04) | LI01/C901 (3) | 1,500.00 | 1,500.00 |
| Provisional Statement Application Fee | | | | |
| Regional Casino Premises Licence | LI01/C886 (D04) | LI01/C901 (3) | 15,000.00 | 15,000.00 |
| Large Casino Premises Licence | LI01/C886 (D04) | LI01/C901 (3) | 10,000.00 | 10,000.00 |
| Small Casino Premises Licence | LI01/C886 (D04) | LI01/C901 (3) | 8,000.00 | 8,000.00 |
| Bingo Premises Licence | LI01/C886 (D04) | LI01/C901 (3) | 3,500.00 | 3,500.00 |
| Adult Gaming Centre Premises Licence | LI01/C886 (D04) | LI01/C901 (3) | 2,000.00 | 2,000.00 |
| Betting Premises (Track) Licence | LI01/C886 (D04) | LI01/C901 (3) | 2,500.00 | 2,500.00 |
| Family Entertainment Centre Premises Licence | LI01/C886 (D04) | LI01/C901 (3) | 2,000.00 | 2,000.00 |
| Betting Premises (Other) Licence | LI01/C886 (D04) | LI01/C901 (3) | 3,000.00 | 3,000.00 |

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| LICENCES | General ledger code | | 2017/18 £ | 2018/19 £ |
|--|---------------------|----------------|---|---|
| | Chiltern | South Bucks | | |
| Application for Reinstatement Fee | | | | |
| Regional Casino Premises Licence | LI01/C886 (D04) | LI01/C901 (3) | 6,500.00 | 6,500.00 |
| Large Casino Premises Licence | LI01/C886 (D04) | LI01/C901 (3) | 2,150.00 | 2,150.00 |
| Small Casino Premises Licence | LI01/C886 (D04) | LI01/C901 (3) | 1,800.00 | 1,800.00 |
| Converted Casino Premises Licence | LI01/C886 (D04) | LI01/C901 (3) | 1,350.00 | 1,350.00 |
| Bingo Premises Licence | LI01/C886 (D04) | LI01/C901 (3) | 1,200.00 | 1,200.00 |
| Adult Gaming Centre Premises Licence | LI01/C886 (D04) | LI01/C901 (3) | 1,200.00 | 1,200.00 |
| Betting Premises (Track) Licence | LI01/C886 (D04) | LI01/C901 (3) | 950.00 | 950.00 |
| Family Entertainment Centre Premises Licence | LI01/C886 (D04) | LI01/C901 (3) | 950.00 | 950.00 |
| Betting Premises (Other) Licence | LI01/C886 (D04) | LI01/C901 (3) | 1,200.00 | 1,200.00 |
| Change of Circumstances Fee | LI01/C886 (D04) | LI01/C901 (3) | 50.00 | 50.00 |
| Duplicate Licence Fee | LI01/C886 (D04) | LI01/C901 (3) | 25.00 | 25.00 |
| Copy Premises Licence | LI01/C886 (D04) | LI01/C901 (3) | 25.00 | 25.00 |
| Sex Establishments/Sexual Entertainment Venues | | | | |
| Fee in respect of an application for grant, transfer or renewal of a licence for a sex establishment. | LI01/C893 (D04) | LI01/C908 (3) | 3,500.00 | 3,500.00 |
| Grant of Licence | LI01/C893 (D04) | LI01/C908 (3) | 3,277.00 | 3,500.00 |
| Annual Renewal of Licence | LI01/C893 (D04) | LI01/C908 (3) | 3,277.00 | 3,500.00 |
| Transfers | LI01/C893 (D04) | LI01/C908 (3) | 3,277.00 | 3,500.00 |
| Variations | LI01/C893 (D04) | LI01/C908 (3) | 3,277.00 | 3,500.00 |
| Scrap Metal Dealers | | | | |
| Site licence | LI01/C892 (D04) | LI01/C907 (3) | 500.00 | 500.00 |
| Mobile licence | LI01/C892 (D04) | LI01/C907 (3) | 250.00 | 250.00 |
| Variation | LI01/C892 (D04) | LI01/C907 (3) | 50.00 | 50.00 |
| Badq/vehicle | LI01/C892 (D04) | LI01/C907 (3) | 25.00 | 25.00 |
| Miscellaneous | | | | |
| Registration of:- Acupuncturists Tattooists, Ear Piercing and Electrolysis Premises (3) | LI01/C891 (D04) | LI01/C906 (3) | 185.00 | 185.00 |
| Acupuncture/Tattooing/Ear Piercing/ Electrolysis: per establishment | LI01/C891 (D04) | LI01/C906 (3) | 180.00 | 185.00 |
| New personal licences for; | LI01/C891 (D04) | LI01/C906 (3) | | |
| Acupuncturist (3) | | | 169.00 | |
| Tattooists (3) | LI01/C891 (D04) | LI01/C906 (3) | 169.00 | |
| Electrolysis (3) | LI01/C891 (D04) | LI01/C906 (3) | 169.00 | |
| Ear Piercing (3) | LI01/C891 (D04) | LI01/C906 (3) | 169.00 | |
| Acupuncture/Tattooing/Ear Piercing/ Electrolysis: per person. | LI01/C891 (D04) | LI01/C906 (3) | 70.00 | 169.00 |
| Street Trading Consent: per day or part Monday-Thursdav. | LI01/C895 (D04) | LI01/C910 (3) | 33.00 | 33.00 |
| Street Trading Consent: per day or part Friday - Sunday. | LI01/C895 (D04) | LI01/C910 (3) | 52.00 | 52.00 |
| Street Trading Consent: Application Fee | LI01/C895 (D04) | LI01/C910 (3) | 66.00 | 66.00 |
| Graffiti removal kits. | EH01/C957 (D45) | | 13.00 | 13.00 |
| Graffiti recharge of contractor removal cost. | EH01/C957 (D45) | | Cost Recovery | Cost Recovery |
| ENVIRONMENTAL HEALTH SERVICES | | | | |
| | | | | |
| Food Certificates Export / Condemnation | EH01/C956 (D04) | EH01/S956 (3) | 137.00 + officer time (£47p/h) & collection/ disposal | 140.00 + officer time (£47p/h) & collection/ disposal |
| Pre application work - associated with S61 Control of Pollution Act (Prior consent for work on construction sites) | EH01/C956 (D40) | EH01/S956 (1b) | £50 per hour | |
| Expedited processing of applications made for prior consent for work on construction sites (noise) | EH01/S956 (D40) | EH01/S956 (1b) | £50 per hour | |
| Stray Dog Fees | | | | |
| Statutory Fee | E700/C956 (D04) | 3630/S956 (3) | 25.00 | 25.00 |
| Administration Fee | E700/C956 (D40) | 3630/S956 (1b) | 20.00 | 20.00 |
| Kennelling fees per day | | 3630/S956 (1b) | 15.50 | 15.50 |
| Kennelling fees per day | E700/C956 (D40) | | 12.50 | 12.50 |
| Collection of fees charge by SBDC | | 3630/S956 (1b) | 40.00 | 40.00 |
| Collection of fees charge (payable direct to kennels). | E700/C956 (D40) | | 15.00 | 15.00 |
| Stray Dog Collection Charge | E700/C956 (D40) | 3630/S956 (1b) | 98.00 | 100.00 |
| Discretionary Stray dog returned to owner from Kennels | E700/C956 (D40) | 3630/S956 (1b) | 75.00 | 75.00 |
| Discretionary Stray dog returned to owner not gone to kennel or in transit to kennel | | 3630/S956 (1b) | 70.00 | 70.00 |
| Stray Dogs Out of Hours | | 3630/S956 (1b) | 145.00 | 98.00 |

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| ENVIRONMENTAL HEALTH SERVICES | General ledger code | | 2017/18 | 2018/19 |
|---|---------------------|---------------|--|--|
| | Chiltern | South Bucks | £ | £ |
| Food Hygiene Courses: | | | | |
| In-house group Hygiene Awareness Courses | EH01/C956 (D03) | EH01/S956 (4) | 308.00 | 308.00 |
| Improving your food hygiene rating (1/2 day) Minimum 7 delegates | EH01/C956 (D03) | EH01/S956 (4) | 51.00 | 51.00 |
| Health and Safety (for manual handling techniques) (1/2 day) in-house group courses (max 16 delegates) | EH01/C956 (D03) | EH01/S956 (4) | 31.00 | 31.00 |
| Introduction to HACCP (Hazard Analysis Critical Control Point) for Food Safety (1/2 Day). Minimum 4 delegates | EH01/C956 (D03) | EH01/S956 (4) | 112.00 | 112.00 |
| Level 2 Courses: Online e-learning course Food Hygiene courses per candidate | EH01/C956 (D03) | EH01/S956 (4) | 25.00 | 25.00 |
| Level 2 Courses: 1 day Food Hygiene courses per candidate (includes lunch) | EH01/C956 (D03) | EH01/S956 (4) | 86.00 | 86.00 |
| BII Level 2 Personal License Holder course | EH01/C956 (D03) | EH01/S956 (4) | 620.00 | 620.00 |
| Level 2 Courses: 1 day Food and Health and Safety private in-house group courses (max 16 delegates) | EH01/C956 (D03) | EH01/S956 (4) | 311.00 | 311.00 |
| Level 2 Manual Handling per candidate | EH01/C956 (D03) | EH01/S956 (4) | 86.00 | 86.00 |
| Level 2 COSHH Course (1/2 day course) per candidate | EH01/C956 (D03) | EH01/S956 (4) | 51.00 | 51.00 |
| Level 3 Risk Assessment Course per candidate | EH01/C956 (D03) | EH01/S956 (4) | 178.00 | 178.00 |
| Miscellaneous: | | | | |
| Food Hygiene Rating Scheme re-inspection | EH01/C956 (D03) | EH01/S956 (4) | cost recovery | 150.00 |
| Pre-inspection advisory visit up to 6 hours consultancy | EH01/C956 (D03) | EH01/S956 (4) | 306.00 Additional hours at £47/hour | 306.00 Additional hours at £47/hour |
| SFBB packs for existing businesses | EH01/C956 (D03) | EH01/S956 (4) | 15.00 | 15.00 |
| Investigating High Hedges complaints | EH01/C861 (D04) | EH01/S861 (4) | 450.00 | 450.00 |
| Other Advisory visits and services | EH01/C956 (D03) | EH01/S956 (4) | At cost (officers recharge rate £47 p/h) | At cost (officers recharge rate £47 p/h) |

HEALTHY COMMUNITIES PORTFOLIO
Classification: OFFICIAL
REVISED CHARGES FROM 1 APRIL 2018

VAT Codes:
 Chiltern
 South Bucks

(D45)=inclusive standard rated (D40)=plus standard rated (D08)=zero rated (D04)=outside scope, (D03)=exempt
 (1a)=inclusive standard rated (1b)=plus standard rated (2)=zero rated (3)=outside scope, (4)=exempt

| MISCELLANEOUS SERVICES | General ledger code | | 2017/18 | 2018/19 |
|--|---------------------|----------------|--|--|
| | Chiltern | South Bucks | £ | £ |
| Public health funerals | EH01/C785 (D04) | EH01/S785 (3) | cost of recovery of funeral and crematorium charges plus £47/hour officer charge | cost of recovery of funeral and crematorium charges plus £47/hour officer charge |
| Formulation of professional opinion on subject requested | | EH01/S956 (3) | 64.00 (minimum charge 64.00) | 64.00 (minimum charge 64.00) |
| Charge for provision of witness statements under various Acts of Parliament | | EH01/S956 (3) | 64.00 (minimum charge 64.00) | 64.00 (minimum charge 64.00) |
| Photographs in connection with the above | | EH01/S956 (1a) | 5.70 | 5.70 |
| Application for loudspeaker in street consent | | EH01/S956 (3) | 43.00 | 43.00 |
| Application for consent to unload vehicles before 9.00 9 a.m. on Sunday | | EH01/S956 (3) | 155.00 | 155.00 |
| Water Sampling at Private Supplies: Revised charges from Private Water Supply Regulations | | | | |
| PWS Risk assessment | EH01/C956 (D40) | EH01/S956 (1b) | 500.00 | 500.00 |
| PWS risk based sampling | EH01/C956 (D40) | EH01/S956 (1b) | 100.00 | 100.00 |
| PWS Investigation | EH01/C956 (D40) | EH01/S956 (1b) | 100.00 | 100.00 |
| PWS Granting authorisation | EH01/C956 (D40) | EH01/S956 (1b) | 100.00 | 100.00 |
| Analysing Samples Req 10 | | EH01/S956 (1b) | 25.00 | 25.00 |
| Analysing Samples Check monitoring | EH01/C956 (D40) | EH01/S956 (1b) | 100.00 | 100.00 |
| Analysing Samples Audit monitoring (No fee is payable where samples are taken and | EH01/C956 (D40) | EH01/S956 (1b) | 500.00 | 500.00 |
| Photocopy Charge | | EH01/S956 (1a) | 10 p per sheet | |
| Return of Non Statutory and Governmental Questionnaires | | EH01/S956 (1a) | Cost to be advised based on officers recharge rate and discretion to waive or adjust | |
| Provision of Non Statutory professional services in reply to commercial organisations | | EH01/S956 (1a) | Cost to be advised based on officers recharge rate and discretion to waive or adjust | |
| Provision of CIEH accredited training courses | | EH01/S956 (1a) | Cost of training provision and examination + administration and accommodation. | |

HEALTHY COMMUNITIES PORTFOLIO
Classification: OFFICIAL
REVISED CHARGES FROM 1 APRIL 2018

VAT Codes:
 Chiltern
 South Bucks

(D45)=inclusive standard rated (D40)=plus standard rated (D08)=zero rated (D04)=outside scope, (D03)=exempt
 (1a)=inclusive standard rated (1b)=plus standard rated (2)=zero rated (3)=outside scope, (4)=exempt

| PEST CONTROL | General ledger code | | 2017/18 £ | 2018/19 £ |
|--------------------------------------|---------------------|-------------|---|---|
| | Chiltern | South Bucks | | |
| Charges payable direct to contractor | | | | |
| Rats | | n/a | 39.50 | 39.50 |
| Mice | | n/a | 39.50 | 39.50 |
| Wasps | | n/a | 39.00 | 39.00 |
| Glis | | n/a | 84.00 plus returnable deposit for cage | 84.00 plus returnable deposit for cage |
| Other public health insects | | n/a | 68.00 | 68.00 |

Free pest control services available in relation to Public Health pests to those in receipt of an income related benefits at the discretion of the Head of Healthy Communities or Environmental Health Manager.

Note: These prices are set by the contractor and may change during the life of the contract.

| POLLUTION REDUCTION | General ledger code | | 2017/18 £ | 2018/19 £ |
|---|---------------------|-------------|--------------|--------------|
| | Chiltern | South Bucks | | |
| Contaminated Land: | | | | |
| Professional Opinion - Contaminated land enquiries per hour - | | | | |
| Copies of plans and information regarding a contaminated land site. | G450/C957 (D40) | | 100.00 | |
| | G450/C957 (D40) | | £50+£47/hr | |

IPPC

| | | | | |
|--|-----------------|--|----------|--|
| Permits Subsistence Charge - A2 Licence, LOW Risk Rated | EH01/C894 (D04) | | 1,384.00 | |
| Permits Subsistence Charge - A2 Licence, MEDIUM Risk Rated | EH01/C894 (D04) | | 1,541.00 | |
| Permits Subsistence Charge - A2 Licence HIGH Risk Rated | EH01/C894 (D04) | | 2,233.00 | |
| Permits Subsistence Charge - Part B Licence, LOW Risk Rated | EH01/C894 (D04) | | 739.00 | |
| Permits Subsistence Charge - Part B Licence, MEDIUM Risk Rated | EH01/C894 (D04) | | 1,111.00 | |
| Permits Subsistence Charge - Part B Licence, HIGH Risk Rated | EH01/C894 (D04) | | 1,672.00 | |
| Subsistence Mobile Crusher LOW | EH01/C894 (D04) | | 618.00 | |
| Subsistence Mobile Crusher MEDIUM | EH01/C894 (D04) | | 989.00 | |
| Subsistence Mobile Crusher HIGH | EH01/C894 (D04) | | 1,484.00 | |
| Subsistence Vehicle Refinisher LOW Risk | EH01/C894 (D04) | | 218.00 | |
| Subsistence Vehicle Refinisher MEDIUM Risk | EH01/C894 (D04) | | 349.00 | |
| Subsistence Vehicle Refinisher HIGH Risk | EH01/C894 (D04) | | 524.00 | |
| Subsistence Reduced Fee Activity LOW Risk | EH01/C894 (D04) | | 76.00 | |
| Subsistence Reduced Fee Activity MEDIUM Risk | EH01/C894 (D04) | | 151.00 | |
| Subsistence Reduced Fee Activity HIGH Risk | EH01/C894 (D04) | | 227.00 | |
| Application Fee - Standard Process | EH01/C894 (D04) | | 1,579.00 | |
| Application Reduced Fee Activity (except Vehicle Refinisher) | EH01/C894 (D04) | | 148.00 | |
| Application PVR 1 & 2 | EH01/C894 (D04) | | 246.00 | |
| Application Vehicle Refinisher | EH01/C894 (D04) | | 346.00 | |
| Application - Mobile Crusher | EH01/C894 (D04) | | 1,579.00 | |
| Part B Standard Process Transfer | EH01/C894 (D04) | | 162.00 | |
| Part B Standard Process Partial Transfer | EH01/C894 (D04) | | 476.00 | |
| Part B New Operator at low risk Reduced Fee Activity | EH01/C894 (D04) | | 75.00 | |
| Surrender all Part B Activities | EH01/C894 (D04) | | - | |
| Part B Substantial Change - Standard Process | EH01/C894 (D04) | | 1,005.50 | |
| Part B Substantial Change- Standard where substantial change results in new PPC activity | EH01/C894 (D04) | | 1,579.00 | |
| Part B Substantial Change- Reduced Fee Activity | EH01/C894 (D04) | | 98.00 | |
| Reduced Fee Activity - Partial Transfer | EH01/C894 (D04) | | 45.00 | |
| QUARTERLY PAYMENT OPTION ALL IPPC - Additional Charge | EH01/C894 (D04) | | 36.00 | |

| HOUSING | General ledger code | | 2017/18 £ | 2018/19 £ |
|--|---------------------|-------------|--------------|--------------|
| | Chiltern | South Bucks | | |
| Houses with multiple occupation licensing fees: | | | | |
| Basic fee. | HO01/C800 (D04) | | 405.00 | 376.00 |
| Disclosure Scotland fee (paid directly by applicant) | HO01/C800 (D04) | | 20.00 | 25.00 |
| Extra assistance or advice on incomplete applications, or where property is larger and more complex (per hour). | HO01/C800 (D04) | | 45.00 | 47.00 |
| Houses with multiple occupation- additions: | | | | |
| Additions: | HO01/C800 (D04) | | 45.00 | 47.00 |
| Houses with multiple occupation- Deductions: | | | | |
| Professionally qualified or accredited landlord. | HO01/C800 (D04) | | 45.00 | 47.00 |
| No assistance required (and complete application submitted first time). | HO01/C800 (D04) | | 45.00 | 47.00 |
| Complete application submitted within 3 months of issue of forms. | HO01/C800 (D04) | | 45.00 | 47.00 |
| Housing Enforcement Charges: | | | | |
| Improvement/prohibition notice/orders (for 1st notice). | HO01/C800 (D04) | | 100.00 | 100.00 |
| Additional notices (maximum of £300/property) notice fee waived if complied with within timescales. | HO01/C800 (D04) | | 50.00 | 50.00 |
| Health and Housing Recharge costs: cost of contractor following service of a Statutory Notice plus officer time. | HO01/C800 (D04) | | 50.00 | 47.00 |

PLANNING PORTFOLIO
REVISED CHARGES FROM 1 APRIL 2018

VAT Codes:
 Chiltern
 South Bucks

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| BUILDING CONTROL | General ledger code | | 2017/18 | 2018/19 |
|------------------|---------------------|-------------|---------|---------|
| | Chiltern | South Bucks | £ | £ |

The Building (Local Authority Charges) Regulations 2010 authorise Local Authorities in England & Wales to fix and recover charges for the performance of their main building control functions relating to building regulations in a charging scheme governed by the principles laid down in the Regulations. This scheme was adopted by the Council effective from 1st October 2010. The setting of charges is dealt with by the Building Control Manager in consultation with the Sustainability Portfolio Holder and the Head of Finance. Revised charges are subsequently reported to Members for information.

| PHOTOCOPYING (1a) | General ledger code | | 2017/18 | 2018/19 |
|---|---------------------|----------------|-----------|-------------|
| | Chiltern | South Bucks | £ | £ |
| A4 Sheet B/W | PP01/C940 (D45) | DM02/S940 (1a) | 10p | 10p |
| A4 Sheet Colour | PP01/C940 (D45) | DM02/S940 (1a) | 20p | 20p |
| A3 Sheet B/W | PP01/C940 (D45) | DM02/S940 (1a) | 20p | 20p |
| A3 Sheet Colour | PP01/C940 (D45) | DM02/S940 (1a) | 40p | 40p |
| Large maps re-produced by the Plotter | | DM02/S940 (1a) | 10.00 | 10.00 |
| A2 - Per Sheet | PP01/C940 (D45) | | £4.80 | |
| | | | emailed / | |
| | | | £5.80 | |
| A1 - Per Sheet | PP01/C940 (D45) | | noted | No charge |
| | | | £10.60 | |
| | | | emailed / | for emailed |
| | | | £11.60 | |
| A0 - Per Sheet *1 | PP01/C940 (D45) | | noted | copies |
| | | | £15.90 | |
| | | | emailed / | |
| | | | £16.90 | |
| | | | noted | |
| Sale of Council Documents: Decision Notices & Tree Preservation Ord | PP01/C940 (D45) | | 10.40 | NIL |

- Decision Notice (Planning)/Appeal
- Tree Preservation Orders
- Legal Agreements, etc.

**PLANNING PORTFOLIO
REVISED CHARGES FROM 1 APRIL 2018**

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Chiltern
South Bucks

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(1a)=inclusive standard rated (1b)=plus standard rated (2)=zero rated (3)=

| PLANNING ADVICE AND INFORMATION | General ledger code | | 2017/18 | 2018/19 |
|--|---------------------|-----------------|----------|----------|
| | Chiltern | South Bucks | £ | £ |
| <u>Pre-Application Advice (1b)</u> | | | | |
| Administration Charges (per hour) | | | | |
| - Head of Service | | DM02/S850 (1b) | 220.00 | 264.00 |
| - Area Team Manager | | DM02/S850 (1b) | 170.00 | 204.00 |
| - All other planning officers/equivalent | | DM02/S850 (1b) | 150.00 | 180.00 |
| - Assistant Planning Officer/Customer | | DM02/S850 (1b) | 100.00 | N/A |
| Site Visits – Flat Rate per officer | | DM02/S850 (1b) | 100.00 | 120.00 |
| <u>Planning: Pre-Application / Post Decision Advice and Extant Enforcement Notices.</u> | | | | |
| Enlargement, improvement or other, alteration of existina dwellina and other | | | | |
| Meeting and follow up letter | | DM01/C850 (D45) | 165.00 | 198.00 |
| Letter only | | DM01/C850 (D45) | 110.00 | 132.00 |
| New residential dwellings: | | | | |
| 1 dwelling | | | | |
| Meeting and follow up letter | | DM01/C850 (D45) | 380.00 | 456.00 |
| Letter only | | DM01/C850 (D45) | 255.00 | 306.00 |
| 2 dwellinqs | | | | |
| Meeting and follow up letter | | DM01/C850 (D45) | 480.00 | 576.00 |
| Letter only | | DM01/C850 (D45) | 320.00 | 384.00 |
| 3 dwellinqs | | | | |
| Meeting and follow up letter | | DM01/C850 (D45) | 675.00 | 810.00 |
| Letter only | | DM01/C850 (D45) | 450.00 | 540.00 |
| 4 dwellinqs | | | | |
| Letter only | | DM01/C850 (D45) | 575.00 | 690.00 |
| 6 - 10 dwellinqs | | | | |
| Meeting and follow up letter | | DM01/C850 (D45) | 960.00 | 1,152.00 |
| Letter only | | DM01/C850 (D45) | 640.00 | 768.00 |
| 11 - 50 dwellinqs | | | | |
| Meeting and follow up letter | | DM01/C850 (D45) | 1,915.00 | 2,298.00 |
| Letter only | | DM01/C850 (D45) | 1,275.00 | 1,530.00 |
| 51-75 dwellinqs | | | | |
| Meeting and follow up letter | | DM01/C850 (D45) | 2,870.00 | 3,444.00 |
| Letter only | | DM01/C850 (D45) | 1,915.00 | 2,298.00 |
| 76-100 dwellinqs | | | | |
| Meeting and follow up letter | | DM01/C850 (D45) | 3,820.00 | 4,584.00 |
| Letter only | | DM01/C850 (D45) | 2,550.00 | 3,060.00 |
| 101-150 dwellinqs | | | | |
| Meeting and follow up letter | | DM01/C850 (D45) | 5,740.00 | 6,888.00 |
| Letter only | | DM01/C850 (D45) | 3,820.00 | 4,584.00 |
| 151+ dwellinqs | | | | |
| Meeting and follow up letter | | DM01/C850 (D45) | 7,645.00 | 9,174.00 |
| Letter only | | DM01/C850 (D45) | 5,095.00 | 6,114.00 |

PLANNING PORTFOLIO
REVISED CHARGES FROM 1 APRIL 2018

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| PLANNING ADVICE AND INFORMATION | General ledger code | | 2017/18 | 2018/19 |
|--|---------------------|-------------|----------|----------|
| | Chiltern | South Bucks | £ | £ |
| Commercial Development (Use Classes B1, B2, B8 and A1-A5) | | | | |
| 1-100m ² (gross floor area) | | | | |
| Meeting and follow up letter | DM01/C850 (D45) | | 385.00 | 462.00 |
| Letter only | DM01/C850 (D45) | | 255.00 | 306.00 |
| 101-500m ² (gross floor area) | | | | |
| Meeting and follow up letter | DM01/C850 (D45) | | 720.00 | 864.00 |
| Letter only | DM01/C850 (D45) | | 480.00 | 576.00 |
| 501-1,000m ² (gross floor area) | | | | |
| Meeting and follow up letter | DM01/C850 (D45) | | 1,080.00 | 1,296.00 |
| Letter only | DM01/C850 (D45) | | 720.00 | 864.00 |
| 1,001-5,000m ² (gross floor area) | | | | |
| Meeting and follow up letter | DM01/C850 (D45) | | 1,915.00 | 2,298.00 |
| Letter only | DM01/C850 (D45) | | 1,275.00 | 1,530.00 |
| 5,001-10,000m ² (gross floor area) | | | | |
| Meeting and follow up letter | DM01/C850 (D45) | | 3,820.00 | 4,584.00 |
| Letter only | DM01/C850 (D45) | | 2,550.00 | 3,060.00 |
| 10,001m ² + (gross floor area) | | | | |
| Meeting and follow up letter | DM01/C850 (D45) | | 7,645.00 | 9,174.00 |
| Letter only | DM01/C850 (D45) | | 5,095.00 | 6,114.00 |
| Developments falling within Use Classes C1, C2, D1 and D2 | | | | |
| 1-100m ² (gross floor area) | | | | |
| Meeting and follow up letter | DM01/C850 (D45) | | 385.00 | 462.00 |
| Letter only | DM01/C850 (D45) | | 255.00 | 306.00 |
| 101-500m ² (gross floor area) | | | | |
| Meeting and follow up letter | DM01/C850 (D45) | | 720.00 | 864.00 |
| Letter only | DM01/C850 (D45) | | 480.00 | 576.00 |
| 501-1,000m ² (gross floor area) | | | | |
| Meeting and follow up letter | DM01/C850 (D45) | | 1,080.00 | 1,296.00 |
| Letter only | DM01/C850 (D45) | | 720.00 | 864.00 |
| 1,001-5,000m ² (gross floor area) | | | | |
| Meeting and follow up letter | DM01/C850 (D45) | | 1,915.00 | 2,298.00 |
| Letter only | DM01/C850 (D45) | | 1,275.00 | 1,530.00 |
| 5,001m ² + (gross floor area) | | | | |
| Meeting and follow up letter | DM01/C850 (D45) | | 3,820.00 | 4,584.00 |
| Letter only | DM01/C850 (D45) | | 2,550.00 | 3,060.00 |
| Change of use (C.O.U) of existing buildings or land with no increase in floor space * | | | | |
| Meeting and follow up letter | DM01/C850 (D45) | | 385.00 | 462.00 |
| Letter only | DM01/C850 (D45) | | 255.00 | 306.00 |
| * (a-excluding change of use to residential - for this, please see Category 2) (b- other than for (a) above, where an increase of floor-space is proposed as well as a C.O.U, the fee will be charged in the category of development of the proposed new use). | | | | |
| Agriculture and Forestry. | | | | |
| Erection of new buildings, glasshouses or poly-tunnels with a gross floor area up to 465m ² | | | | |
| Meeting and follow up letter | DM01/C850 (D45) | | 185.00 | 222.00 |
| Letter only | DM01/C850 (D45) | | 120.00 | 144.00 |
| All other agricultural buildings and development. | | | | |
| Meeting and follow up letter | DM01/C850 (D45) | | 385.00 | 462.00 |
| Letter only | DM01/C850 (D45) | | 255.00 | 306.00 |

PLANNING PORTFOLIO
REVISED CHARGES FROM 1 APRIL 2018

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Chiltern
South Bucks

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| PLANNING ADVICE AND INFORMATION | General ledger code | | 2017/18 | 2018/19 |
|--|---------------------|-------------|----------|----------|
| | Chiltern | South Bucks | £ | £ |
| Erection, alterations or replacement of plant or machinery. | | | | |
| Meeting and follow up letter | DM01/C850 (D45) | | 95.00 | 114.00 |
| Letter only | DM01/C850 (D45) | | 65.00 | 78.00 |
| Buildings and structures for equestrian purposes including stables, livery stables and riding schools. | | | | |
| 1-40m ² (gross floor area) | | | | |
| Meeting and follow up letter | DM01/C850 (D45) | | 195.00 | 234.00 |
| Letter only | DM01/C850 (D45) | | 130.00 | 156.00 |
| 41-75m ² (gross floor area) | | | | |
| Meeting and follow up letter | DM01/C850 (D45) | | 290.00 | 348.00 |
| Letter only | DM01/C850 (D45) | | 195.00 | 234.00 |
| 76-1,000m ² (gross floor area) | | | | |
| Meeting and follow up letter | DM01/C850 (D45) | | 480.00 | 576.00 |
| Letter only | DM01/C850 (D45) | | 320.00 | 384.00 |
| 1,001-3,750m ² (gross floor area) | | | | |
| Meeting and follow up letter | DM01/C850 (D45) | | 960.00 | 1,152.00 |
| Letter only | DM01/C850 (D45) | | 640.00 | 768.00 |
| 3751m ² + (gross floor area) | | | | |
| Meeting and follow up letter | DM01/C850 (D45) | | 1,915.00 | 2,298.00 |
| Letter only | DM01/C850 (D45) | | 1,275.00 | 1,530.00 |
| Erection or construction of gates, walls, fences or other means of enclosure other than within the curtilage of a dwelling; and the construction of car parks, service roads and other means of access to land. | | | | |
| Meeting and follow up letter | DM01/C850 (D45) | | 165.00 | 198.00 |
| Letter only | DM01/C850 (D45) | | 110.00 | 132.00 |
| Advertisements. | | | | |
| Meeting and follow up letter | DM01/C850 (D45) | | 195.00 | 234.00 |
| Letter only | DM01/C850 (D45) | | 130.00 | 156.00 |
| Telecommunications development. | | | | |
| Meeting and follow up letter | DM01/C850 (D45) | | 480.00 | 576.00 |
| Letter only | DM01/C850 (D45) | | 320.00 | 384.00 |
| Outline Proposals: | | | | |
| All Outline Proposals will be charged at the same rate as if the proposal were for a full application. | | | | |
| The request for advice will have to be accompanied by indicative drawings of the proposal. | | | | |
| Non-Material Amendments and Minor Material Amendments | | | | |
| Householder | | | | |
| Meeting and follow up letter | DM01/C850 (D45) | | 140.00 | 168.00 |
| Letter only | DM01/C850 (D45) | | 90.00 | 108.00 |
| Other | | | | |
| Meeting and follow up letter | DM01/C850 (D45) | | 290.00 | 348.00 |
| Letter only | DM01/C850 (D45) | | 195.00 | 234.00 |
| Requests to withdraw extant Enforcement Notices | | | | |
| Meeting and follow up letter | DM01/C850 (D45) | | 335.00 | 402.00 |
| Letter only | DM01/C850 (D45) | | 225.00 | 270.00 |
| Requests to confirm that an extant Enforcement Notice has been complied with. | | | | |
| Meeting and follow up letter | DM01/C850 (D45) | | 385.00 | 462.00 |
| Letter only | DM01/C850 (D45) | | 255.00 | 306.00 |

PLANNING PORTFOLIO
REVISED CHARGES FROM 1 APRIL 2018

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South Bucks

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(1a)=inclusive standard rated (1b)=plus standard rated (2)=zero rated (3)=

| PLANS, POLICIES AND PUBLISHED INFORMATION | General ledger code | | 2017/18 | 2018/19 |
|---|---------------------|---------------|----------------------------------|-----------------------------------|
| | Chiltern | South Bucks | £ | £ |
| South Bucks Core Strategy (Adopted February 2011) | | PP01/S860 (2) | 17.50 | 17.50 |
| Adopted Core Strategy for Chiltern District (Nov 2011)* - B/W (Colour cover) | PP01/C860 (D08) | | 5.10 | 5.10 |
| South Bucks District Local Plan 1999 | | PP01/S860 (2) | 20.00 | 20.00 |
| Adopted Chiltern District Local Plan (consolidated Sept 2007 and Nov 2011) - B/W (Colour cover) | PP01/C860 (D08) | | 10.20 | 10.20 |
| South Bucks Development Plan Proposals Map | | PP01/S860 (2) | 20.00 | 20.00 |
| Policies Map for Chiltern District (adopted Nov 2011) full colour document | PP01/C860 (D08) | | 12.20 | 12.20 |
| Proposed changes to the Policies Map arising from the submission of the Delivery DPD (February 2014) - B/W | PP01/C860 (D08) | | 5.60 | 5.60 |
| Core Strategy Inspectors Report (January Statement of Community Involvement) | | PP01/S860 (2) | 4.20 | 4.20 |
| Local Development Scheme (March 2010) | | PP01/S860 (2) | 8.60 | 8.60 |
| Residential Design Guide SPD (October 2008) | | PP01/S860 (2) | 4.80 | 4.80 |
| Residential Extensions and Householder Development SPD - Colour | | PP01/S860 (2) | 9.40 | 9.40 |
| | PP01/C860 (D08) | | 2.00 | 2.00 |
| Annual Monitoring Report (published in January each year) | | PP01/S860 (2) | price based on normal photoconvi | price based on normal photoconvin |
| Annual Monitoring Report (2010/11) Main report [^] - Colour | PP01/C860 (D08) | | 6.30 | 6.30 |
| Annual Monitoring Report (2010/11) Appendices - Colour | PP01/C860 (D08) | | 15.90 | 15.90 |
| Infrastructure Delivery Schedule (February 2014) - B/W | PP01/C860 (D08) | | 0.80 | 0.80 |
| Delivery Development Plan Document for Chiltern District - Colour | PP01/C860 (D08) | | 15.30 | 15.30 |
| Sustainability Appraisal: Delivery Development Plan Document Submission (February 2014) - Colour | PP01/C860 (D08) | | 27.80 | 27.80 |
| Duty to co-operate report for the Delivery Development Plan Document and Infrastructure Delivery Schedule (August 2014) - B/W | PP01/C860 (D08) | | 5.10 | 5.10 |
| Statement of Consultation (Regulation 22 (1) (c) for the Delivery Development Plan Document (August 2014) - B/W | PP01/C860 (D08) | | 2.60 | 2.60 |
| Council Inspector Recommended Modifications to the Submission Delivery Development Plan Document, Infrastructure Delivery Schedule and Policies Map (August 2014) - B/W | PP01/C860 (D08) | | 7.10 | 7.10 |
| Affordable Housing Supplementary Planning Document Consultation Document (Nov 2011) - Colour | PP01/C860 (D08) | | 3.30 | 3.30 |

**PLANNING PORTFOLIO
REVISED CHARGES FROM 1 APRIL 2018**

VAT Codes:
Chiltern
South Bucks

(D45)=inclusive standard rated (D40)=plus standard rated (D08)=zero rate
(1a)=inclusive standard rated (1b)=plus standard rated (2)=zero rated (3)=

| PLANS, POLICIES AND PUBLISHED INFORMATION | General ledger code | | 2017/18 | 2018/19 |
|---|---------------------|-------------|---------|---------|
| | Chiltern | South Bucks | £ | £ |
| Supporting Documents | | | | |
| Final Sustainability Appraisal Report for the Publication Draft of the Core Strategy for Chiltern District (September 2010) - Colour | PP01/C860 (D08) | | 30.80 | 30.80 |
| Core Strategy Pre-submission Consultation Statement v2.0 (October 2010) - Colour | PP01/C860 (D08) | | 20.20 | 20.20 |
| Equality Impacts Assessment of the Core Strategy for Chiltern District Draft Consultation Document v1.0 (September 2010) - Colour | PP01/C860 (D08) | | 3.30 | 3.30 |
| Habitats Regulations Assessment – Main Report v1.0 (September 2010) - Colour | PP01/C860 (D08) | | 7.40 | 7.40 |
| Habitats Regulations Assessment Screening Opinion (October 2009) - Colour | PP01/C860 (D08) | | 0.20 | 0.20 |
| South Bucks District Council and Chiltern District Council – Joint Retail / Town Centre Study Final Report and Appendices (December 2007) by Nathaniel Lichfield & Partners Ltd - Colour | PP01/C860 (D08) | | 45.80 | 45.80 |
| Chiltern District Council Retail and Town Centre Study Update Report (September 2009) by Nathaniel Litchfield & Partners Ltd - Colour | PP01/C860 (D08) | | 7.40 | 7.40 |
| Chiltern District Large Employment Sites Study (2004) by Aitchison Raffety - Colour | PP01/C860 (D08) | | 15.90 | 15.90 |
| Report to Chiltern District Council - Investigation of sites not designated as Higher Performing in the Employment Land Study (2004) by Aitchison Raffety - Colour | PP01/C860 (D08) | | 4.30 | 4.30 |
| Buckinghamshire Employment Land Review – Final Report August 2006 - Colour | PP01/C860 (D08) | | 29.80 | 29.80 |
| Chiltern District Council 2009 Employment Site Vacancy Survey October 2010 v1.0 - B/W | PP01/C860 (D08) | | 1.00 | 1.00 |
| Buckinghamshire Strategic Housing Market Assessment – Final Report (July 2008) by Fordham Research - Colour | PP01/C860 (D08) | | 45.80 | 45.80 |
| Buckinghamshire Strategic Housing Market Assessment – Executive Summary (July 2008) by Fordham Research - Colour | PP01/C860 (D08) | | 4.30 | 4.30 |
| Chiltern District Strategic Housing Land Availability Assessment Final Report (January 2008) by Roger Tym and Partners - Colour | PP01/C860 (D08) | | 12.80 | 12.80 |

PLANNING PORTFOLIO
REVISED CHARGES FROM 1 APRIL 2018

VAT Codes:
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South Bucks

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(1a)=inclusive standard rated (1b)=plus standard rated (2)=zero rated (3)=

| PLANS, POLICIES AND PUBLISHED INFORMATION (not including P&P) | General ledger code | | 2017/18 | 2018/19 |
|--|---------------------|-------------|---------|---------|
| | Chiltern | South Bucks | £ | £ |
| Supporting Documents (Continued) | | | | |
| Chiltern District Strategic Housing Land Availability Assessment – Site Plans and Proformas (January 2008) by Roger Tym and Partners (Sites 1 – 200) - B/W | PP01/C860 (D08) | | 3.30 | 3.30 |
| Chiltern District Strategic Housing Land Availability Assessment – Site Plans and Proformas (January 2008) by Roger Tym and Partners (Sites 201 – 350) - B/W | PP01/C860 (D08) | | 3.30 | 3.30 |
| Chiltern District Strategic Housing Land Availability Assessment – Site Plans and Proformas (January 2008) by Roger Tym and Partners (Sites 351 - 537) - B/W | PP01/C860 (D08) | | 3.30 | 3.30 |
| Chiltern District Strategic Housing Land Availability Assessment – Supporting Site Capacity and Character Testing Report (January 2008) by Tibbalds Planning - Colour | PP01/C860 (D08) | | 4.30 | 4.30 |
| Chiltern District Strategic Housing Land Availability Assessment – Supplementary Report (September 2010) - Colour | PP01/C860 (D08) | | 9.60 | 9.60 |
| Chiltern District Council Affordable Housing Development Economics Study (July 2007) by Adams Integra - Colour | PP01/C860 (D08) | | 22.20 | 22.20 |
| Chiltern District Council Affordable Housing Development Economics Study Update Report 2009/2010 (March 2010) by Adams Integra - Colour | PP01/C860 (D08) | | 13.90 | 13.90 |
| 2010 Housing Land Supply Trajectory 2006 to 2026 v1.0 (September 2010) - Colour | PP01/C860 (D08) | | 3.30 | 3.30 |
| Gypsy and Traveller accommodation needs assessment for the Thames Valley region September 2006 by Tribal Consulting - Colour | PP01/C860 (D08) | | 25.50 | 25.50 |
| Gypsy and Traveller accommodation needs assessment for the Thames Valley region Executive Summary (Sept 2006) by Tribal Consulting - Colour | PP01/C860 (D08) | | 2.10 | 2.10 |
| Needs Assessment for Travelling Show people (Buckinghamshire Authorities) July 2007 - Colour | PP01/C860 (D08) | | 10.60 | 10.60 |
| Strategic Housing Sites & Major Developed Sites in the Green Belt Deliverability Information v1.0 October 2010 - B/W | PP01/C860 (D08) | | 1.00 | 1.00 |
| Chiltern District Council - Chiltern Townscape Character Assessment - Interim Findings Paper (Sept. 2010) by Chris Blandford Associates - B/W | PP01/C860 (D08) | | 1.00 | 1.00 |
| Chiltern District Council Major Developed Sites in the Green Belt Topic Paper v1.0 - Colour | PP01/C860 (D08) | | 2.20 | 2.20 |
| Chiltern District Council – Accessibility, Parking Standards and Community Infrastructure Study Main Report (June 2005) by Carter Jonas - B/W | PP01/C860 (D08) | | 1.00 | 1.00 |
| Chiltern District Council – Accessibility, Parking Standards and Community Infrastructure Study Appendices (June 2005) by Carter Jonas | PP01/C860 (D08) | | 8.60 | 8.60 |
| Chiltern District Travel to Work Study (February 2007) by Land Use Consultants - Colour | PP01/C860 (D08) | | 6.30 | 6.30 |
| Chiltern District Council - Core Strategy Evaluation of Transport Impacts (July 2009) Main Report by Atkins Transport Planning - Colour | PP01/C860 (D08) | | 11.60 | 11.60 |
| Chiltern District Council - Core Strategy Evaluation of Transport Impacts (July 2009) Evaluation of Evidence by Atkins Transport Planning - B/W | PP01/C860 (D08) | | 2.20 | 2.20 |
| Chiltern District Council – Draft Infrastructure Delivery Plan v1.0 (September 2010) - Colour | PP01/C860 (D08) | | 6.30 | 6.30 |
| Chiltern District Council Strategic Flood Risk Assessment (SFRA) Level 1 Final Report (February 2008) by Jacobs (including maps) - Colour & B/W | PP01/C860 (D08) | | 5.30 | 5.30 |
| Chiltern District Council Strategic Flood Risk Assessment (SFRA) Level 2 Report (June 2008) & Maps (29 documents) by Jacobs - Colour | PP01/C860 (D08) | | 11.60 | 11.60 |
| Chiltern District Council Open Space, Sport and Recreation Facilities Audit and Needs Assessment Final Report (June 2005) by Torkildsen Barclay - Colour | PP01/C860 (D08) | | 25.50 | 25.50 |
| Buckinghamshire Infrastructure Project - Phase 2 - January 2008 (Chiltern, South Bucks & Wycombe Districts) - B/W | PP01/C860 (D08) | | 2.20 | 2.20 |

PLANNING PORTFOLIO
REVISED CHARGES FROM 1 APRIL 2018

VAT Codes:
Chiltern
South Bucks

(D45)=inclusive standard rated (D40)=plus standard rated (D08)=zero rate
(1a)=inclusive standard rated (1b)=plus standard rated (2)=zero rated (3)=

| PLANS, POLICIES AND PUBLISHED INFORMATION (not including P&P) | General ledger code | | 2017/18 | 2018/19 |
|---|---------------------|-------------|---------|---------|
| | Chiltern | South Bucks | £ | £ |
| Chiltern Development Framework Statement of Community Involvement (Adopted December 2006) - Colour | PP01/C860 (D08) | | 5.30 | 5.30 |
| Chiltern District Sustainability Appraisal Scoping Report - Revised January 2008 - Colour | PP01/C860 (D08) | | 11.60 | 11.60 |
| Chiltern Draft Core Strategy Preliminary Sustainability Appraisal (June 2009) - Colour | PP01/C860 (D08) | | 7.40 | 7.40 |
| Chiltern District Council Local Development Scheme 2010 -2013 (November 2010) - Colour | PP01/C860 (D08) | | 4.30 | 4.30 |
| Schedule of Proposed minor changes to the Core Strategy for Chiltern District Submission Document v1.0 (January 2011) - B/W | PP01/C860 (D08) | | 1.00 | 1.00 |
| Statement of Representations – Document in support of the Core Strategy for Chiltern District, Submission Document v1.0 (January 2011) - B/W | PP01/C860 (D08) | | 1.00 | 1.00 |
| Core Strategy Pre-submission Consultation Statement | | | | |
| Supplementary Information: Addition to Appendix 19 v1.0 (January 2011) - B/W | PP01/C860 (D08) | | 6.30 | 6.30 |
| Stages of the Core Strategy (2008 - 2010) - January 2011 - B/W | PP01/C860 (D08) | | 2.20 | 2.20 |
| HOUSING TARGET FOR CHILTERN DISTRICT 2006 -2026 (January 2011) - Colour | PP01/C860 (D08) | | 4.30 | 4.30 |
| Assessment of Conformity of the Core Strategy for Chiltern District with the policies of the South East Plan (January 2011) - B/W | PP01/C860 (D08) | | 1.00 | 1.00 |
| Demonstrating the Links between the Core Strategy for Chiltern District & the Supporting Evidence Base - January 2011 - B/W | PP01/C860 (D08) | | 1.00 | 1.00 |
| Chiltern District Council - Summary of Reports to the Council's Housing and Planning Overview Committee, Cabinet and Meeting of Chiltern District Housing Land Supply Trajectory (2006 – 2026) at March 2011 - Colour | PP01/C860 (D08) | | 5.30 | 5.30 |
| Assessment of Housing Demand in Chiltern District (2006 - 2026) - February 2011 - Colour | PP01/C860 (D08) | | 3.30 | 3.30 |
| Chiltern Strategic Housing Land Availability Assessment: Update Report March 2011 - Final - Colour | PP01/C860 (D08) | | 5.30 | 5.30 |
| Chiltern Strategic Housing Land Availability Assessment: Update Report March 2011 – Supporting Appendix (Site Proformas by Schedule of Proposed Minor Changes to the Core Strategy for Chiltern District Submission Document - Part 2 (March 2011 - v2.0) - Chiltern District Council Employment Site Vacancy Survey November 2010 (v1.0 March 2011) - B/W | PP01/C860 (D08) | | 14.90 | 14.90 |
| Chiltern District Core Strategy Preferred Options Paper - May 2006 - Colour | PP01/C860 (D08) | | 1.00 | 1.00 |
| Chiltern District Core Strategy Preferred Options Paper - Sustainability Appraisal Report - May 2006 by Carter Jonas - B/W | PP01/C860 (D08) | | 10.60 | 10.60 |
| Chiltern District Core Strategy Preferred Options Paper - Sustainability Appraisal Report - May 2006 by Carter Jonas - B/W | PP01/C860 (D08) | | 2.20 | 2.20 |

Other LDF documents, including those relating to earlier stages in the Core Strategy process and evidence base studies are available to download from the Council's website or can be made available in hard form on request (these are charged at normal photocopying [and postage, if relevant] charges)

Conservation Area Leaflets / Appraisals

| | | | | |
|---|-----------|--|--|--|
| Huntercombe (1977), Fulmer(1979), Hedgerley Village (1981), Hedgerley Green (1987), Iver (1982), Stoke Green (1987) and Stoke Park (1987) | PP01/S860 | | 1.00 | 1.00 |
| Boveney (1996), Burnham (2002) | PP01/S860 | | price based on normal photocopying charges | price based on normal photocopying charges |
| Dorney (1996) was sponsored | | | Free | Free |
| Taplow (2006), Taplow Riverside (2006), Uxbridge Lock (2006), Hampden Hill (2005), Beaconsfield Old Town (2006), Denham(2008), Gerrards Cross Common (2009), Gerrards Cross Centenary (2009), Stoke Poges - West End (2011), Framewood Road (2011) and subsequent documents | PP01/S860 | | price based on normal photocopying charges | price based on normal photocopying charges |

RESOURCES PORTFOLIO
Classification: OFFICIAL
REVISED CHARGES FROM 1 APRIL 2018

VAT Codes:
Chiltern (D45)=inclusive standard rated (D40)=plus standard rated (D08)=zero rated (D04)=outside scope
South Bucks (1a)=inclusive standard rated (1b)=plus standard rated (2)=zero rated (3)=outside scope, (4)=

| DATA PROTECTION ACT | General ledger code | | 2017/18 £ | 2018/19 £ |
|---------------------|---------------------|-------------|--------------|--------------|
| | Chiltern | South Bucks | | |

| | | | | |
|------------------------|-----------------|----------------|-------|--|
| Subject Access Request | BU01/C957 (D45) | BU01/S957 (1a) | 10.00 | |
|------------------------|-----------------|----------------|-------|--|

| MISCELLANEOUS | 2017/18 £ | 2018/19 £ |
|---------------|--------------|--------------|
|---------------|--------------|--------------|

| | | |
|---|--|--|
| Permission for works at Council property or related matters | Variable hourly rate appropriate for officer | Variable hourly rate appropriate for officer |
|---|--|--|

| SECTION 106 AGREEMENTS | General ledger code | | 2017/18 £ | 2018/19 £ |
|------------------------|---------------------|-------------|--------------|--------------|
| | Chiltern | South Bucks | | |

| | | | | |
|--------------------|----------------|----------------|-------------|-------------|
| Deed of Variations | LE01/C956 (1b) | LE01/S956 (1b) | Fee subject | Fee subject |
|--------------------|----------------|----------------|-------------|-------------|

| | | | | |
|---|----------------|----------------|---|---|
| New Agreements | | | | |
| - individual | LE01/C956 (1b) | LE01/S956 (1b) | Fee subject | Fee subject |
| - others i.e. affordable housing/landscape manage | LE01/C956 (1b) | LE01/S956 (1b) | variable hourly rate based on actual time (min £800 plus VAT) | variable hourly rate based on actual time (min £800 plus VAT) |
| | LE01/C956 (1b) | LE01/S956 (1b) | | |

For Information Environment Pag in January 2007 agreed these charges should be delegated to the Head of Legal &

| LAND CHARGES | General ledger code | | 2017/18 £ | 2018/19 £ |
|--------------|---------------------|-------------|--------------|--------------|
| | Chiltern | South Bucks | | |

| | | | | |
|--|-----------------|----------------|--------------|---------------|
| Form LLC1 | LC01/C945 (D04) | | 20.00 | |
| Form LLC1 | | LC01/S945 (3) | | 25.00 |
| Con29R – Required Enquiries | LC01/C944 (D45) | | 73.20 | |
| Con29R – Required Enquiries | | LC01/S944 (1a) | | 93.60 |
| Total LLC1 & CON29R | LC01/C944 (D45) | | 93.20 | |
| Total LLC1 & CON29R | | LC01/S944 (1a) | | 118.60 |
| CON 290 Enquiries – <i>Each</i> Optional Enquiry | LC01/C944 (D45) | LC01/S944 (1a) | 18.00 | |
| Additional Enquiries (Solicitors own questions) | LC01/C944 (D45) | | 18.00 | |
| Additional Enquiries (Solicitors own questions) | | LC01/S944 (1a) | | 30.00 |
| Additional Parcels of Land: | | | | |
| Form LLC1 | LC01/C945 (D04) | LC01/S945 (3) | 5.00 | |
| Form CON29R | LC01/C944 (D45) | | 12.00 | |
| Form CON29R | | LC01/S944 (1a) | | 18.00 |

| | |
|----------------------------|---|
| SUBJECT: | Capital Strategy and Capital and Repairs & Renewals Programme 2018/19 to 2022/23 |
| REPORT OF: | Support Services Portfolio Holder – Cllr Mike Stannard |
| RESPONSIBLE OFFICER | Director of Resources – Jim Burness |
| REPORT AUTHOR | Capital Accountant – Jane Clarke – 01494 732 223 |
| WARD/S AFFECTED | All |

1. Purpose of Report

1.1 To present:

- The Capital Strategy.
- The proposed Capital Programme for 2018/19 – 2022/23
- The proposed Repairs & Renewals Programme for 2018/19 – 2022/23.

RECOMMENDATIONS to Council that

- 1. The Capital Strategy including the Capital Programme for 2018/19-2022/23 (Appendix A) be approved.**
- 2. The Repairs & Renewals Programme for 2018/19 – 2022/23 (Appendix B) be approved.**

2. Background

- 2.1 As part of the Council's budget process the Capital Programme is reviewed in order to assess, as part of the overall financial strategy of the Authority, what the scale and composition of the programme should be and the consequential funding implications for the financial strategy.
- 2.2 In recent years decisions have been undertaken to embark on a number of significant capital projects, such as the Amersham Multi Storey Car Park, and the re-development of Chiltern Pools. These projects have changed the scale and composition of the future capital programme, creating the need to finance these projects from borrowing.

3 Review of Capital Programme

- 3.1 The Capital Programme is set out in the Capital Strategy.
- 3.2 Projects are grouped by Portfolio area, and the main items in the capital programme are as follows:

Environment

- 3.3 The need to replace the waste sweeper vehicles. The vehicles were on a 5 year agreement which comes to an end in 2018/19, so £200k has been allowed for this purpose. Provision for the replacement of the main refuse vehicle fleet in 2019/20 has been allocated at a cost of £3,150k, as the current waste contract expires in March 2020, but this will be influenced by the overall re-tendering of the contract .
- 3.4 Construction of an extension to the Amersham Multi Storey Car Park will continue in 2018/19, to provide increased parking capacity within Amersham and to accommodate future capacity needs as highlighted in the Parking Strategy, a key Council priority as identified in the Capital Strategy.
- 3.5 A budget of £10k, has been allocated to provide solutions for additional off street parking in the district.
- 3.6 CDC is responsible for the maintenance of the Mill Meadow Bridge, and has an obligation to keep the bridge in repair and to provide the site users and members of the public with adequate access. Following detailed design work this project is expected to cost £370k in total.

Healthy Communities

- 3.7 There are 7 Town and Village Revitalisation groups which the council supports, with a budget of £14k p.a. This funding supports the enabling community participation, helping residents shape and improve their own communities. Past examples include support to heritage projects, riverside walks, nature park and high street festivals, libraries, youth clubs and visitor information facilities. They have also helped to fund raise for projects to improve facilities for young people and families. The funding provided through these grants assists the community access additional funding for projects which has been valued at over £1m which would not otherwise be accessed by the community.
- 3.8 Currently, under the contract with Greenwich Leisure, the Council has responsibility for the structure and exterior of the leisure centres. A sum of £100k is budgeted each year to meet these obligations up until 2019/20, at which point the current contract with GLL will expire.
- 3.9 There is a budget of £30m for the redevelopment of the Chiltern Pools site which is at the end of its useful life. The redevelopment has been shaped by the Council's Leisure Strategy. The feasibility and design work underway at present will lead to the preparation of a detailed business case to be presented to members for approval to commit to the construction of a new facility during 2018/19.
- 3.10 The remainder of the expenditure in this area relates to housing/renovation grants, with the largest element being the Disabled Facility Grant which the Council has a statutory duty to provide. The majority of the cost of the grants are met from an allocation from the Better Care Fund administered by the Countywide Health & Wellbeing Board (this was £598k in 2017/18). A contribution to the programme is also sought from Paradigm.

- 3.11 A project for Homelessness Mitigation Works has also been introduced in 2018/19 for £150k annually. This could be used to contribute to housing associations in order for them to purchase property for temporary accommodation, or potential development of a hostel.

Support Services

- 3.12 A Customer Experience Strategy Programme to facilitate the centralisation and transformation of customer services, increasing efficiency and delivering savings across CDC and SBDC. The budgeted share of the set up ICT costs for CDC is £269k.
- 3.13 The recent property condition survey, indicated works to KGVH need to be carried out to the value of £450k, over the next four years. These include replacement of flat roof, boilers and condensing units and renewal of suspended ceilings.

4 Commuted Sums Programme

- 4.1 In the context of capital investment it is important to recognise funding available from planning commuted sum agreements for affordable housing developments. Currently the commuted sum balance is:

| | Balances as at 15.12.17 £ |
|-----------------------------|---------------------------------|
| s106 Monies - Conditional | 2,179,903 |
| s106 Monies - Unconditional | 25,000 |
| | 2,204,903 |

- 4.2 These sums are applied in line with the Council's Housing Strategy which sets out the range of options available to use these funds for the provision of affordable housing.

5 Review of Repairs & Renewals Programme

- 5.1 The Repairs & Renewals programme is shown in Appendix B, and comprises the following elements:

Depot: £30k pa

- 5.2 There is an annual repairs and renewals allowance for works at the Depot. This provides flexibility for works to be carried out as and when required.

KVHG Planned Maintenance Works £434k

- 5.3 As a result of a conditions survey, several areas have been identified as requiring works to KGVH. This includes, external and internal redecoration, replacement of electrical distribution boards, replace wall mounted heaters and air con units, as well as new carpets and vinyl floor covering.

Ashley Green Old School Community Centre £16k

- 5.4 Building and roof repairs are required to Ashley Green Old School Community Centre, and external and internal decoration over the course of the next two years.

Barn Hall Annex £4k

- 5.5 To undertake a structural survey in 2018/19, as well as addressing some areas of damp penetration.

Paper Sort Reinstatement £121k

- 5.6 If Serco vacate the Paper Sort facility, there is a legal requirement for CDC to restore this building back to its original state. At present this is a contingency amount as there are no immediate plans to vacate the facility.

Leisure Centres: £10k pa + £70k in 2019/20.

- 5.7 To undertake small repairs and maintenance to the centres up until 2020/21, which cannot be funded from Capital. A further £70k in 2018/19 is required for the leisure centres 5 year condition survey.

IT Replacement Equipment/Alterations £30k pa

- 5.8 To provide various replacement or repairs to IT equipment.

6 Consultation

- 6.1 Consultation is with the Resources Overview Committee.

7 Corporate Implications

- 7.1 The programme in the Capital Strategy covers the period until 2023. Over this period new calls for capital expenditure will arise linked to the Council's Business Plan and Financial Strategy.

- 7.2 The table below shows the proposed funding of the Capital Programme.

| Sources of Funding | 2018/19 £ | 2019/20 £ | 2020/21 £ | 2021/22 £ | 2022/23 £ |
|--|-------------------|-------------------|-------------------|----------------|----------------|
| Housing subsidy re DFGs via Better Care Fund (BCC) | 598,000 | 598,000 | 598,000 | 598,000 | 598,000 |
| Borrowing - Car Park | 6,064,000 | | | | |
| Borrowing - Leisure Centre | 5,000,000 | 15,000,000 | 10,000,000 | | |
| Capital Receipts / Capital Contributions | 1,202,610 | 3,482,750 | 392,750 | 214,000 | 267,750 |
| | 12,864,610 | 19,080,750 | 10,990,750 | 812,000 | 865,750 |

8 Links to Council Policy Objectives

8.1 The Council's Code of Corporate Governance highlights the importance of having in place clearly documented processes for policy development, review and implementation, decision making, and monitoring and control. Following from this is the requirement for sound financial management, being able to demonstrate resources are aligned to the corporate priorities of the Council, and that any material risks are assessed. Having a medium term financial strategy is a key element in demonstrating this principle. Establishing a sound and sustainable financial base is important for delivering the Council's objectives.

9 Next Step

9.1 Following views by the Resources Overview Committee the report will be considered by the Cabinet, and then by Council in February 2018.

| | |
|---------------------------|------|
| Background Papers: | None |
|---------------------------|------|

CHILTERN DISTRICT COUNCIL CAPITAL STRATEGY**Purpose**

The Capital strategy for the Authority is intended to describe how the Authority will use and manage its capital resources to progress the Council's key priorities.

Key Priorities of the Strategy

The key Council priorities are as follows.

| Priority | Comment |
|--|---|
| 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 effects of funding reductions Reserves for specific major projects Funding investment (Prudential Borrowing) Continuing efficient and effective use of resources Strong cost control |
| Local Housing needs | Temporary accommodation supply Affordable housing supply Use of s106 funds |
| Parking Strategy | Focus initial on Amersham issues (AMSCP), but then look at other areas. |
| Maximising use of Property Assets | Amersham site (Pool & KGVH) |
| Leisure Strategy | Implementing outcomes of leisure needs survey, especially in respect of redevelopment of Chiltern Pools |
| Supporting local businesses | Broadband extension and development Skills agenda Progression on the economic development strategy Encourage tax base growth |
| The local environment | HS2 mitigation Joint Local Plan work |
| Joint Working including Transformation | Stronger in Partnership Programme, especially the Customer Experience Strategy. Development of next phase of joint working building on progress made to date |

Key Documents Influencing the Capital Strategy

The Strategies influencing the Capital Strategy are:

- Medium Term Financial Strategy
- Treasury Management Strategy
- Asset Management Plan
- Housing Strategy
- ICT Strategy.

The Treasury Management Strategy's relationship to the Capital Strategy is important as it needs to demonstrate that any external liabilities or long term liabilities are prudent and financially sustainable.

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

Principles

The key principles underpinning the Capital Strategy are:

- Using capital resources and prudential borrowing to support the Council's key priorities.
- Managing the revenue implications of the capital programme.
- Having in place project management to enable effective delivery of objectives and manage risk.
- Optimise the use of Council capital and asset resources.

Financing

The Strategy will be financed using the following funding sources:

- Prudential Borrowing
- Capital Receipts
- Earmarked revenue funds
- Leasing
- Grant / lottery funding
- Joint ventures or other forms of partnerships

Prudential borrowing will generally be used for large projects, where detailed business cases have been prepared.

Capital receipts are not expected to be a material part of the capital programmes funding as the Council does not have plans to dispose of assets to generate capital resources, and its does not have significant unapplied capital receipts.

The Council has earmarked from its revenue reserves sums to finance specific projects such as those associated with the Leisure Strategy, and the delivery of affordable housing. There is also funding available from contributions received under planning agreements (s106 agreements). In addition to these it has a Repair & Renewals earmarked reserve that primarily is applied to fund minor building project related to the Council offices or the Depot.

Leasing will be considered for vehicles and plant that will need to be periodically replaced and the cost of leasing is comparable with the Council financing the asset itself.

Grant or lottery funding will be explored where there is a realistic chance of success.

For certain projects it may be appropriate for the Council to consider a joint venture arrangement where risk and reward is shared, or where an external partner would enable a project to proceed, which otherwise would not be possible.

Governance

Roles and Responsibilities

Members

Members have the responsibility for agreeing the key aims and priorities of the Authority and that these are reflected in the Capital Strategy. 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. For major investment projects they will ensure appropriate project governance is in place and business cases produced.

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

Project Management

The capital schemes comprising the strategy will be managed in accordance with the Council's project management methodology. This means that:

- All projects will have an identified sponsor and project manager.
- Project initiation documents will be in place identifying clearly the intended outcomes, timescales and risks.
- Major investment projects will be supported by option appraisals and business cases.

Any procurements undertaken will comply with the Council's procurement rules and Contract Standing Orders.

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 Indicators for the Authority in order to demonstrate the affordability of any borrowing undertaken in support of the Medium Term Financial Strategy and Capital Strategy.

The inter-relationship of the three strategies need to be understood, as at the heart of the relationship is how the authority manages the financial risks of those elements of its plans that involve external borrowing to achieve outcomes that are key to the Council's medium term objectives.

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 detail of the strategy will be reviewed annually in the light of the progress of the programme and available resources.

Capital Strategy 2018 - 2023

The Council's Capital Programme contributes to its overall financial strategy by including projects that will increase the Council's income and the use of a number of key assets.

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

Where substantial investment is required this will be financed by prudential borrowing following the approval of business cases. For planning purposes an initial estimate has been made of the level of investment this programme might require.

The programme includes two significant projects for the expansion of the Council's main car park in Amersham which will be completed by the end of 2018, and the redevelopment of the Chiltern Pools site to replace the current facility which is at the end of its useful life with a development shaped by a review of the leisure needs of the area and public consultations. The majority of the costs of these projects are anticipated to be finance by prudential borrowing, but some of the preparatory work related to the Chiltern Pools project will be met from an earmarked revenue reserve.

Housing grants are anticipated to form a significant part of the programme for a number of years with funding largely coming via the Better Care fund administered by the Adult Health & Wellbeing Board for Buckinghamshire.

In 2020/21 the Council will need to consider the replacement of the refuse fleet. This will be tied in with retendering the current contract, and at that stage an evaluation will be undertaken whether to lease or acquire any new vehicles required under the contract.

Finally there is the maintenance of existing assets which comprises projects of varying scales. The projects fall under the following main groupings.

- King George V House offices
- The Council Depot at London Road
- Leisure Centres (excluding Chiltern Pools)
- ICT infrastructure
- Car parks.

This maintenance expenditure is met in part of from the Repairs and Renewal Programme, which is funded from a revenue reserve established for this purpose. It is anticipated that very large projects, or projects to expand or add new facilities would be funded separately.

The overall size of the programme over time will be affected primarily by the ability of the revenue budget to support the cost of financing new investment by prudential borrowing as the Council's asset strategy does not envisage any significant asset disposals.

As the Council is undertaking Prudential Borrowing it is important to be aware of the impact in terms of the revenue budget over time. This is illustrated by the Treasury Management Prudential Indicators that form part of the Treasury Management Strategy. The key ones in terms of the Capital Strategy are:

TMPI2: Ratio of financing costs to net revenue income stream

The indicator shows how much of a Council's revenue budget has to be allocated towards interest payments, net of investment income.

| | 2016/17 Actual £000 | 2017/18 Forecast £000 | 2018/19 Estimate £000 | 2019/20 Estimate £000 | 2020/21 Estimate £000 |
|---|---------------------------|-----------------------------|-----------------------------|-----------------------------|-----------------------------|
| Financing Costs <i>ie net investment income plus interest payments</i> | 164 | 2 | (267) | (784) | (1,050) |
| Net Revenue Income Stream <i>ie Budget Requirement</i> | 10,710 | 10,746 | 10,493 | 10,268 | 10,235 |
| Ratio | (1.53%) | (0.02%) | 2.54% | 7.64% | 10.26% |

TMPI4: Capital Financing Requirement

The Capital Financing Requirement (CFR) provides details of an authority's underlying need to borrow.

| | 2016/17 Actual £000 | 2017/18 Estimate £000 | 2018/19 Estimate £000 | 2019/20 Estimate £000 | 2020/21 Estimate £000 |
|---|---------------------------|-----------------------------|-----------------------------|-----------------------------|-----------------------------|
| CDC Capital Financing Requirement at year end | 0 | 10,800 | 15,800 | 30,530 | 40,260 |
| Movement in CFR | 0 | 10,800 | 5,000 | 14,730 | 9,730 |

| Breakdown of Movement in CFR | | | | | |
|---------------------------------|---|--------|-------|--------|--------|
| Net financing need for the year | 0 | 10,800 | 5,000 | 15,000 | 10,000 |
| Minimum Revenue Provision (MRP) | 0 | 0 | 0 | (270) | (270) |
| Movement in CFR | 0 | 10,800 | 5,000 | 14,730 | 9,730 |

These indicators clearly show the increase in the Council's borrowing implied by the Capital Strategy. The affordability of the Strategy needs to be considered in the context of the Medium Term Financial Strategy, however it is important for the Council's overall Medium Term Financial Strategy that the significant projects designed to generate income and improve car parking capacity, and leisure services achieve their objectives.

**Director of Resources
December 2017**

CHILTERN DISTRICT COUNCIL CAPITAL PROGRAMME 2018 – 2023

| Capital Programme | Original Budget 18/19 | Original Budget 19/20 | Original Budget 20/21 | Original Budget 21/22 | Original Budget 22/23 |
|---|------------------------------|------------------------------|------------------------------|------------------------------|------------------------------|
| | £ | £ | £ | £ | £ |
| Environment | | | | | |
| Refuse Vehicles | 200,000 | 3,150,000 | | | |
| AMSCP (Nb: Budget includes £313,000 for relaying the surface on the top floor of the existing car park) | 6,064,000 | | | | |
| Additional off street parking solutions | 10,000 | | | | |
| Mill Meadow Bridge - Major Works | 211,000 | | | | |
| Healthy Communities | | | | | |
| Town & Village Revitalisation | 14,000 | 14,000 | 14,000 | 14,000 | 14,000 |
| Leisure Centres | 100,000 | 100,000 | | | |
| Redevelopment of Chiltern Pools | 5,000,000 | 15,000,000 | 10,000,000 | | |
| Disabled Facility Grants | 598,000 | 598,000 | 598,000 | 598,000 | 598,000 |
| Homelessness Mitigation Works | 150,000 | 150,000 | 150,000 | 150,000 | 150,000 |
| Renovation Grants | 50,000 | 50,000 | 50,000 | 50,000 | 50,000 |
| | | | | | |
| Support Services | | | | | |
| Customer Experience Strategy Programme | 268,860 | | | | |
| KGvH - Increase Parking | 50,000 | | | | |
| KGvH - Replace condensing boilers | 130,000 | | | | |
| KGvH - Condensing units in plantroom A | | | 22,500 | | |
| KGvH - Replacement flat roof covering | | | 156,250 | | |
| KGvH - Renew suspended ceilings | 18,750 | 18,750 | | | 53,750 |
| | | | | | |
| | | | | | |
| | 12,864,610 | 19,080,750 | 10,990,750 | 812,000 | 865,750 |
| Sources of Funding | 2018/19 | 2019/20 | 2020/21 | 2021/22 | 2022/23 |
| | £ | £ | £ | £ | £ |
| Housing subsidy re DFGs via Better Care Fund (BCC) | 598,000 | 598,000 | 598,000 | 598,000 | 598,000 |
| Borrowing - Car Park | 6,064,000 | | | | |
| Borrowing - Leisure Centre | 5,000,000 | 15,000,000 | 10,000,000 | | |
| Capital Receipts / Capital Contributions | 1,202,610 | 3,482,750 | 392,750 | 214,000 | 267,750 |
| | 12,864,610 | 19,080,750 | 10,990,750 | 812,000 | 865,750 |
| Capital Resources | 2018/19 | 2019/20 | 2020/21 | 2021/22 | 2022/23 |
| | £ | £ | £ | £ | £ |
| Opening Capital Resources | 4,524,728 | 4,346,804 | 1,258,004 | 1,259,204 | 1,439,154 |
| New General Capital Contributions | 630,736 | 0 | 0 | 0 | 0 |
| New General Capital Contributions Vehicles | 393,950 | 393,950 | 393,950 | 393,950 | 393,950 |
| Use of Vehicle Reserve | -200,000 | -2,147,470 | 0 | 0 | 0 |
| Use of Capital Receipts / Capital Contributions | -1,002,610 | -1,335,280 | -392,750 | -214,000 | -267,750 |
| Closing Capital Resources | 4,346,804 | 1,258,004 | 1,259,204 | 1,439,154 | 1,565,354 |

DEFINITION OF CAPITAL EXPENDITURE

All expenditure that can be directly attributed to the acquisition, creation or enhancement of items of property, plant and equipment or the acquisition of rights over certain longer-term intangible benefits is accounted for on an accruals basis and capitalised as a non-current asset. It must be probable that the future economic benefits or service potential associated with the item will flow to the Council - the Council does not have to own the item but it must be more than likely that it has gained the right to use the item in the provision of services or to generate cash from it. In addition it must be possible to measure the cost of the item reliably.

Expenditure that should be capitalised will include expenditure on the:

- Acquisition, reclamation or laying out of land
- Acquisition, construction, preparation, enhancement or replacement of roads, buildings and other structures
- Acquisition, installation or replacement of movable or immovable plant, machinery, apparatus, vehicles and vessels

In this context, the definition of enhancement contained in the previous Code of Practice (SORP) is still applicable and means the carrying out of works which are intended to:

- Lengthen substantially the useful life of the asset, or
- Increase substantially the market value of the asset, or
- Increase substantially the extent to which the asset can or will be used for the purpose or in conjunction with the functions of the local authority concerned.

Under this definition, improvement works and structural repairs should be capitalised, whereas expenditure to ensure that the fixed asset maintains its previously assessed standard of performance should be recognised in the revenue account as it is incurred.

Expenditure on existing fixed assets should be capitalised in three circumstances:

- Enhancement - see above
- Where a component of the fixed asset that has been treated separately for depreciation purposes and depreciated over its individual useful life is replaced or restored
- Where the subsequent expenditure relates to a major inspection or overhaul of a fixed asset that restores the benefits of the asset that have been consumed by the authority and have already been reflected in depreciation

Assets acquired on terms meeting the definition of a finance lease should be capitalised and included together with a liability to pay future rentals.

Where an asset is acquired for other than cash consideration or where payment is deferred the asset should be recognised and included in the balance sheet at fair value.

Repairs & Renewals Programme 2018/19 - 2022/23

| | Rephased to 18/19 £ | Budget 18/19 £ | Budget 19/20 £ | Budget 20/21 £ | Budget 21/22 £ | Budget 22/23 £ |
|---|---------------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| Environment | | | | | | |
| Depot | | 30,000 | 30,000 | 30,000 | 30,000 | 30,000 |
| KGVH - Planned Maintenance Works | 17,000 | 6,000 | 0 | 65,875 | 0 | 345,000 |
| Ashley Green Old School Community Centre - Building Repairs | | 16,125 | | | | |
| Barn Hall Annex & Barn Hall Community Centre | | 4,375 | | | | |
| Depot: Papersort facility reinvestment fund | | | 121,000 | | | |
| Healthy Communities | | | | | | |
| Leisure Centres - General Repairs | | 10,000 | 10,000 | 10,000 | | |
| Leisure Centres - 5 Year Condition Survey | | 70,000 | | | | |
| Support Services | | | | | | |
| IT - Replacement equipment / alterations | | 30,000 | 30,000 | 30,000 | 30,000 | 30,000 |
| | 17,000 | 166,500 | 191,000 | 135,875 | 60,000 | 405,000 |

| Breakdown of KGVH - Planned Maintenance Works | Rephased to 18/19 £ | Budget 18/19 £ | Budget 19/20 £ | Budget 20/21 £ | Budget 21/22 £ | Budget 22/23 £ |
|---|---------------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| KGVH - Paving replacement | 10,000 | | | | | |
| KGVH - Replace chamber roof windows | 7,000 | | | | | |
| KGVH - Replace wall mounted electric heaters | | | | | | 4,375 |
| KGVH - Replace local water heater | | | | | | 625 |
| KGVH - Replace 2 electric distribution boards | | | | | | 1,250 |
| KGVH - External Redecoration | | | | 62,500 | | |
| KGVH - Internal Redecoration | | | | | | 81,250 |
| KGVH - Replace roofing felt | | | | | | 75,000 |
| KGVH - Replace worn carpets and vinyl flooring | | 3,750 | | | | 182,500 |
| KVGH - Investigate water ingress and repair damage to wall | | 2,250 | | | | |
| KGVH - Replace wall mounted fan heater and ceiling mounted air con unit | | | | 3,375 | | |
| | 17,000 | 6,000 | 0 | 65,875 | 0 | 345,000 |

| | |
|----------------------------|---|
| SUBJECT: | TREASURY MANAGEMENT STRATEGY 2018/19 |
| REPORT OF: | Support Services Portfolio Holder – Cllr M Stannard |
| RESPONSIBLE OFFICER | Director of Resources |
| REPORT AUTHOR | Helen O'Keeffe, Principal Accountant, hokeeffe@chiltern.gov.uk, 01494 732781 |
| WARD/S AFFECTED | All |

1. Purpose of Report

The Cabinet at the meeting held on 6 February 2018 agreed to recommend to Council that the Treasury Management Strategy and related policies be adopted for 2018/2019. The report was also considered by the Resources Overview Committee on 23 January 2018.

RECOMMENDATION

1. **That the Treasury Management Strategy 2018/19 including the following appendices to the Treasury Management Strategy (Appendix 1) be adopted by the Council:**
 - **Appendix 1A - Annual Investment Strategy Policies**
 - **Appendix 1B - Prudential Indicators including the borrowing limits**
 - **Appendix 1C - the MRP method to be used in 2018/19.**

2. Executive Summary

- 2.1 The Council is required to formally review its treasury management policies each year as part of determining what level of returns will be achieved from investments. The format of the treasury management policies is defined by the Code of Practice adopted by the Council, and is required to be approved by the Council on recommendation from the Cabinet.
- 2.2 The Treasury Management policies underpin the strategy for the year in question, which seek to achieve a level of investment return and efficiently manage any borrowing arising from the Council's Capital Strategy. For 2017/18 there was a significant change in strategy as the Council borrowed funds to facilitate the building of the new Amersham Multi Storey Car Park. The Council had been debt free for many years so this represented a substantial change in approach. It is probable that borrowing will be undertaken in future years to facilitate other planned significant capital projects in accordance with the Capital Strategy. The Treasury Management Strategy and the Capital Strategy are two key related documents that underpins the Council's compliance with the Prudential Code of Borrowing.

3. Background

- 3.1 The Council adopted the CIPFA code of practice on Treasury Management in June 2002, which includes the creation of a Treasury Management Strategy, which sets out the policies, and objectives of the Council's treasury management activities for the year ahead.
- 3.2 The Code is currently under review, however until the results of the consultation are published the Council will continue to follow the key requirements of the latest version of the Code.

4. Treasury Management Strategy 2018/19

- 4.1 The Treasury Management Strategy 2018/19 is attached as Appendix 1. In essence the proposed strategy is as follows, and makes appropriate recognition of the Government's advice to prioritise security and liquidity over returns.
- Borrowing will be required in order to deliver the Council's Capital Strategy and its related capital programme. Borrowing will be entered into once significant capital projects have been approved.
 - Cash is unlikely to be available for investment over time periods greater than one year.
 - Interest rates are expected to increase slightly on previous years, although it will remain challenging to achieve high investment returns.
 - The expected return for 2018/19 from the proposed strategy is £90,000.

5. Consultation

- 5.1 Consultation is with the Resources Overview Committee within the framework set by the Code of Practice.

6. Options

- 6.1 The framework set by the Code of Practice means that options effectively relate to the judgements and risk assessments made when finalising the Strategy around likely returns, counterparty risks, and liquidity issues related to the level of available cash balances.

7. Corporate Implications

- 7.1 The budget for investment interest was set at £100,000 for 2017/18. The current estimated investment return shows that the budget is likely to be exceeded by a modest amount.
- 7.2 Budgeted investment income in 2018/19 is based on interest rates remaining just below 1%. Although borrowing will not be undertaken in advance of need, there will be some short term timing differences where funds will be borrowed and not yet required for the payment of suppliers. Any surplus funds will be invested on a short term basis until they are required.

- 7.3 Based upon the recommendations outlined in the Treasury Management Strategy the estimated investment return for 2018/19 is £90,000. This target for investment income reflects the latest forecasts for interest rates, and is regarded as realistic and achievable.
- 7.4 As with any budget based on forecasts of future interest rates there is a risk of variation due to factors outside of the Council's control. This risk will need to be taken into account in determining the level of reserves held by the Authority.
- 7.5 The Local Government Act 2003 requires the Council to have regard to the Prudential Code and to set Prudential Indicators for the next 3 years to ensure that the Council's capital investments plans are affordable, prudent and sustainable. This is particularly relevant now that the Authority has undertaken external borrowing.
- 7.6 The Act requires the Council to set out its Treasury Strategy and to prepare an Annual Investment Strategy which sets out the Council's policies for managing its investments and for giving priority to the security and liquidity of those investments.
- 7.7 It is a statutory requirement under section 33 of the Local Government Finance Act 1992, for the Council to produce a balanced budget. In particular, section 32 requires a local authority to calculate its budget requirements for each financial year to include the revenue costs that flow from capital financing decisions. This, therefore, means that increases in capital expenditure must be limited to a level whereby increases in charges to revenue from:
- loss of investment interest caused by the use of capital receipts to finance additional capital expenditure.
 - any increases in running costs from new capital projects.
 - any interest payable on loans
- are limited to a level which is affordable within the projected income of the Council for the foreseeable future as part of the Council's overall Medium Term Financial Strategy.
- 7.8 The CLG's investment guidance states that authorities could combine the Treasury Strategy Statement and the Annual Investment Strategy (AIS) into one report. The Treasury Management Strategy 2018/19 document is attached to this report (Appendix 1).

8. Links to Council Policy Objectives

- 8.1 The Council's Treasury Management Strategy is a key element to the overall Medium Term Financial Strategy. The Treasury Management Strategy and the Capital Strategy are two key related documents that underpins the Council's compliance with the Prudential Code of Borrowing.

9. Next Step

- 9.1 If agreed by Council, the implementation and monitoring of the strategy and policy will be undertaken by reports to Cabinet.

| | |
|---------------------------|------|
| Background Papers: | None |
|---------------------------|------|

Chiltern District Council
Treasury Management Strategy
2018/2019

1. Background

1.1. The Council adopted the CIPFA code of practice on Treasury Management in June 2002, which includes the creation of a Treasury Management Strategy, which sets out the policies, and objectives of the Council's treasury management activities for the year ahead. The Code is currently under review, however until the results of the consultation are published the Council will continue to follow the key requirements of the latest version of the Code which are detailed below.

- a) All councils must formally adopt the Code and four clauses, these are shown in Appendix 1A which also sets out the scheme of delegation and the treasury management role of the section 151 officer.
- b) The strategy report will affirm that the effective management and control of risk are prime objectives of the Council's treasury management activities. This is consistent with the approach always adopted by this Council.
- c) The Council's appetite for risk must be clearly identified within the strategy report and will affirm that priority is given to security of capital and liquidity when investing funds and explain how that will be carried out.
- d) Responsibility for risk management and control lies within the organisation and cannot be delegated to any outside organisation. This is something the Council has always been very clear about, in that whilst it uses advisers and external sources of information, that it is the officers and Members of the authority who are accountable for policy and decisions.
- e) Credit ratings should be used as a starting point when considering risk. Use should also be made of market data and information, the quality financial press, information on Government support for banks and credit ratings of that Government support.
- f) Councils need a sound diversification policy with high quality counterparties and should consider setting country, sector and group limits.
- g) Borrowing in advance of need is only to be permissible when there is a clear business case for doing so and only for the current capital programme. Although borrowing will not be undertaken in advance of need, there will be some short term timing differences where funds will be borrowed and not yet required for the payment of suppliers. Any surplus funds will be invested on a short term basis until they are required.
- h) The main annual treasury management reports must be approved by full Council.
- i) There needs to be, at a minimum, a mid-year review of treasury management strategy and performance. This is intended to highlight any areas of concern that have arisen since the original strategy was approved. For Chiltern this requirement is met by the regular reports to the Cabinet.

- j) Each council must delegate the role of scrutiny of treasury management strategy and policies to a specific named body. For Chiltern this is carried out by the Resources Overview Committee.
- k) Treasury Management performance and policy setting should be subjected to prior scrutiny. This is achieved via the regular discussions on Treasury Management at the Resources Overview.
- l) Members should be provided with access to relevant training. The Council's treasury management advisers provided training most recently in September 2015 which outlined relevant legislation, the Code of Practice, Members' responsibilities and operational issues.
- m) Those charged with governance are also personally responsible for ensuring they have the necessary skills and training.
- n) Responsibility for these activities must be clearly defined within the organisation.
- o) Officers involved in treasury management must be explicitly required to follow treasury management policies and procedures when making investment and borrowing decisions on behalf of the Council.
- 1.2. This strategy statement has been prepared in accordance with the Code. As in previous years the Council's Treasury Management Strategy will be approved annually by the full Council. In addition there will also be regular monitoring reports to Resources Overview, one of which will be the annual report. In addition the Support Services Portfolio Holder will be emailed each month with information showing where the Council's investment portfolio has been invested. The aim of these reporting arrangements is to ensure that those with ultimate responsibility for the treasury management function appreciate fully the implications of treasury management policies and activities, and those implementing policies and executing transactions have properly fulfilled their responsibilities with regard to delegation and reporting.
- 1.3. The Council will adopt/reaffirm the following reporting arrangements in accordance with the requirements of the revised Code:-

| Area of Responsibility | Reporting Arrangements | Frequency |
|--|------------------------|---|
| Treasury Management Policy | Cabinet/Council | Reviewed annually. |
| Treasury Management Strategy Annual Investment Strategy MRP policy | Cabinet/Council | Annually before the start of the financial year |
| Treasury Management Strategy Annual Investment Strategy MRP policy – in year report | Cabinet | Appropriate report to Cabinet |
| Treasury Management Strategy Annual Investment Strategy MRP policy – updates or revisions at other times | Cabinet/Council | As appropriate |

| | | |
|---|-----------------------------------|--|
| Annual Treasury Outturn Report | Cabinet/Council | Annually by 30 th September after the end of the year |
| Monitoring Reports | Cabinet | Regularly |
| Investment Portfolio Detail | Support Services Portfolio Holder | Monthly |
| Scrutiny of treasury management strategies & annual performance | Resources Overview Committee | Ongoing but with particular focus when considering annual Strategy |

- 1.4. The Local Government Act 2003 and supporting regulations requires the Council to have regard to the CIPFA Prudential Code and the CIPFA Treasury Management Code of Practice to set Prudential and Treasury Indicators for the next three years to ensure that the Council's capital investments plans are affordable, prudent and sustainable. These indicators are especially relevant now that the Council has undertaken and proposes to undertake borrowing to finance a number of significant projects.
- 1.5. The Act requires the Council to set out its Treasury Strategy and to prepare an Annual Investment Strategy which sets out the Council's policies for managing its investments and for giving priority to the security and liquidity of those investments.
- 1.6. It is a statutory requirement under section 33 of the Local Government Finance Act 1992 for the Council to produce a balanced budget. In particular, section 32 requires a local authority to calculate its budget requirements for each financial year to include the revenue costs that flow from capital financing decisions. This, therefore, means that increases in capital expenditure must be limited to a level whereby increases in charges to revenue from:
- Loss of investment interest caused by the use of capital receipts to finance additional capital expenditure
 - Any increases in running costs from new capital projects
 - Any interest payable on loans
- are limited to a level which is affordable within the projected income of the Council for the foreseeable future.
- 1.7. The Council employs Link Asset Services (previously Capita Asset Services, Treasury Solutions) to provide treasury management advice. The Council recognises that responsibility for treasury management decisions remains with the organisation at all times and will ensure that undue reliance is not placed upon external service providers. The external treasury management service does not recommend specific strategies for authorities as they are not investment managers, but aims to ensure authorities take relevant matters into consideration and identify investment options to possibly consider. It is recognised that there is value in employing an external organisation in order to access specialist skills and resources. This was exemplified by the joint member briefing undertaken in September 2015. The Council contract with Link Asset Services is a joint one with South Bucks District Council. The contract has been renewed with effect from 1 January 2017 to 31 December 2019.

2. Prospects for Interest Rates and Economic Background

- 2.1. Part of the service provided by the Council's treasury management advisers is to assist the Council to formulate a view on interest rates. The following table gives the Link Asset Services central view on the bank rate and short term money rates.

| | 2017 | 2018 | | | | 2019 | |
|-----------|-------|-------|-------|-------|-------|-------|-------|
| | Q4 | Q1 | Q2 | Q3 | Q4 | Q1 | Q4 |
| Bank Rate | 0.50% | 0.50% | 0.50% | 0.50% | 0.75% | 0.75% | 0.75% |
| 3 M LIBID | 0.40% | 0.40% | 0.40% | 0.40% | 0.60% | 0.60% | 0.90% |
| 6M LIBID | 0.50% | 0.50% | 0.50% | 0.60% | 0.80% | 0.80% | 1.00% |
| 12M LIBID | 0.70% | 0.80% | 0.80% | 0.90% | 1.00% | 1.00% | 1.30% |

- 2.2. From an economic perspective the key points that can influence the Investment Strategy are as follows:

- Political developments in the UK, especially over the terms of Brexit.
- There was a small interest rate rise of 0.25% in November, the Monetary Policy Committee (MPC) indicated that they expected to increase the Bank Rate only twice more in the next three years to reach 1.0% by 2020. This is in line with previous statements that the Bank Rate would only go up very gradually and to a limited extent. It is therefore unlikely in the medium term that cash investment returns will increase significantly from current levels.
- Although there is normally a high degree of correlation between the Fed. Rate and the UK Bank Rate, it is anticipated that the Fed. Rate will increase more quickly and more strongly than the UK Bank Rate.

3. Achieving the Investment Target in 2018/19

- 3.1. As part of its medium term financial strategy the Council is seeking to maximise its investment income with acceptable levels of risk.
- 3.2. It is clear that continuing with short term cash investments will provide returns of at best 1.0% over the next year or so. To achieve higher levels of returns would involve:
- Investing for longer periods, i.e. up to 3 years.
 - Investing in non cash based instruments, i.e. property or corporate bond funds.
- 3.3. To invest material sums for longer than one year would require a level of surplus cash not earmarked for specific items or projects to be available. This is unlikely to be the case in 2018/19.
- 3.4. The following table illustrates the estimated investment interest for 2018/19.

| | Credit Rating | Amount Loaned | Interest Rate | Matures | Interest 18/19 | New Inv 18/19 (0.9%) |
|---------------------------------|---------------|---------------|---------------|---------|----------------|----------------------|
| Bank of Scotland/Lloyds | A+ | 1,000,000 | 0.90% | Nov-18 | 5,425 | 3,000 |
| Bank of Scotland/Lloyds | A+ | 1,000,000 | 0.36% | Jan-18 | | 3,000 |
| Bank of Scotland/Lloyds | A+ | 1,000,000 | 0.65% | Jul-18 | 2,084 | 6,000 |
| Bank of Scotland/Lloyds | A+ | 2,000,000 | 0.36% | Jan-18 | | 6,000 |
| Nationwide | A+ | 3,000,000 | 0.32% | Jan-18 | | 9,000 |
| Santander | A | 2,000,000 | 0.85% | Mar-18 | | 9,000 |
| Santander | A | 1,000,000 | 0.85% | May-18 | 1,048 | 7,500 |
| Santander | A | 1,000,000 | 0.60% | Jul-18 | 1,923 | 6,000 |
| Close Brothers | A | 1,000,000 | 0.90% | Oct-18 | 4,882 | 3,750 |
| Close Brothers | A | 1,000,000 | 1.00% | Feb-18 | | 3,750 |
| Close Brothers | A | 1,000,000 | 1.10% | Nov-18 | 7,052 | 3,000 |
| | | 15,000,000 | | | 22,414 | 60,000 |
| Short term | | 3,000,000 | 0.35% | | 10,500 | |
| Total | | 18,000,000 | | | 32,914 | 60,000 |
| Total interest forecast 2018/19 | | | | | | 92,914 |

3.5. The following table illustrates the timescale for maturity of current investments.

Schedule of Maturing Investments

| Year | Month | Amount | Cumulative |
|-------------|-------|------------|------------|
| Instant MMF | | 10,000,000 | 10,000,000 |
| 2017/18 | Jan | 6,000,000 | 16,000,000 |
| | Feb | 1,000,000 | 17,000,000 |
| | Mar | 2,000,000 | 19,000,000 |
| 2018/19 | May | 1,000,000 | 20,000,000 |
| | Jul | 2,000,000 | 22,000,000 |
| | Oct | 1,000,000 | 23,000,000 |
| | Nov | 2,000,000 | 25,000,000 |
| | | 25,000,000 | |

3.6. The strategy needs to consider risk and this includes avoiding placing too much of the total investments with a single fund or institution.

3.7. The table below shows the proposed counterparty investments matrix for investments in 2018/19.

| | Duration | Maximum Amount | Fitch Rating | Comment |
|--------------------|---------------|----------------|----------------|-------------|
| Money Market Funds | - | £5m | AAA | |
| UK Institutions | Up to 3 years | £5m | BBB+ or better | |
| Non UK Institution | Up to 3 | £2m | A- or better | Sovereignty |

| | | | | |
|--|---------------|-----|--------------|---------------------|
| | years | | | rating AA or better |
| Gilts / Corporate Bonds / Bond Funds | Up to 3 years | £5m | A- or better | |
| Other Approved Investments (eg Property Funds) | - | £5m | - | |

4. Borrowing Strategy

- 4.1 The Treasury Management policies underpin the strategy for the year in question, which seek to achieve a level of investment return and efficiently manage any borrowing arising from the Council's Capital Strategy. The Council had been debt free for many years so this represented a substantial change in approach. It is probable that borrowing will be undertaken in future years to facilitate other planned significant capital projects in accordance with the Capital Strategy. The Treasury Management Strategy and the Capital Strategy are two key related documents that underpins the Council's compliance with the Prudential Code of Borrowing.
- 4.2 In 2017/18, £10.8m was borrowed from the PWLB to enable the construction of the new Multi Storey Car Park in Amersham. It is probable that more borrowing will be undertaken in order to facilitate other planned significant capital projects arising from the Capital Strategy.
- 4.3 In order to undertake borrowing the Council must demonstrate its compliance with the Prudential Borrowing Code. The purpose of the Code is to establish the framework for local authorities to ensure:
- Capital expenditure plans are affordable (Medium Term Financial Strategy and Capital Strategy)
 - External borrowing and long term liabilities are prudent and sustainable (Medium Term Financial Strategy)
 - Treasury management decisions are in accordance with good professional practise (Treasury Management Strategy)
 - The local authority is accountable and its decisions clear and transparent (Code of Corporate Governance).
- 4.4 The capital expenditure plans set out in Appendix 1B provide details of the planned expenditure of the Council. The treasury management function ensures that the Council's cash is organised in accordance with the relevant professional codes, so that sufficient cash is available to meet this expenditure. This will involve both the organisation of the cash flow and, where capital plans require, the organisation of appropriate borrowing facilities.
- 4.5 The Council will not borrow more than or in advance of its needs purely in order to profit from the investment of the additional sums borrowed. However, it is possible that there will be some short term timing differences where funds are borrowed in order to pay suppliers'

invoices for capital projects. This may result in the Council holding cash surpluses until the project is complete, which will be invested until required for the payment of suppliers.

- 4.6 Borrowing will only be entered into once the larger capital projects have received approval from Members to commit following appropriate feasibility and preparation work. The Director of Resources will determine the optimum time to borrow taking into account current and forecast interest rates.
- 4.7 The Local Government Act 2003 sets out the new capital regulations and specifies that local authorities must comply with the Prudential Code produced by CIPFA. The Council has a duty to determine an affordable borrowing limit. It is recommended that Members approve an authorised borrowing limit of £35 million and an operational borrowing limit of £30 million, these together with other prudential indicators that the Council are required to set under the code are shown at Appendix 1B, and Appendix 1C covers the technical requirement in respect of calculating the minimum revenue provision.

5. Financial Summary & Risks

- 5.1. The budget for investment interest was set as £100,000 for 2017/18. Current estimates show that the budget is likely to be exceeded by a modest amount.
- 5.2. The estimated investment return for 2018/19 is £90,000, which reflects the latest forecasts for interest rates.
- 5.3. The cost of borrowing is estimated at 2.7%. There is clearly some sensitivity around this if the interest rate should change. A 1% increase in borrowing rates would increase interest rate costs by £10,000 per £1m of borrowing.
- 5.4. As with any budgets based on forecasts of future interest rates there is a risk of variation due to factors outside of the Council's control. This risk will need to be taken into account in determining the level of revenue reserves held by the authority.

Appendices

1A – Annual Investment Strategy

1B – Prudential Indicators

1C – Minimum Revenue Provision

CHILTERN DISTRICT COUNCIL**Annual Investment Strategy 2018/19**

1. This Council has regard to the DCLG's Guidance on Local Government Investments and the 2011 revised CIPFA Treasury Management in Public Services Code of Practice and Cross Sector Guidance Notes. The Code of Practice is currently being revised, however until the revised Code of Practice is published, the Council will continue to adhere to the current Code of Practice. The Council's investment priorities will be security first, liquidity second and then return.
2. This Annual Investment Strategy states which investments the Council may use for the prudent management of its treasury balances during the financial year under the heads of Specified Investments and Non-Specified Investments. These are listed in Schedules A and B.
3. The policies underpinning the investment strategy for managing investments and for giving priority to the security and liquidity of those investments are set out in this document.

Treasury Management Policy Statement**4. Definition**

The Council defines its treasury management activities as

"The management of the Authority's investments and cash flows, its banking, money market and capital market transactions; the effective control of risks associated with those activities; and the pursuit of optimum performance consistent with those risks."

5. Risk Management

The Council regards the successful identification, monitoring and control of risk to be the prime criteria by which the effectiveness of its treasury management activities will be measured.

Accordingly, the analysis and reporting of treasury management activities will focus on their risk implications for the organisation.

6. Value for Money

The Council acknowledges that effective treasury management will provide support towards the achievement of its business and service objectives. It is therefore committed to the principles of achieving value for money in treasury management and to employing suitable comprehensive performance techniques, within the context of effective risk management.

7. Borrowing Policy

The Council values revenue budget stability and will therefore borrow the majority of its long-term funding needs at fixed rates of interest.

The Council will set an affordable borrowing limit each year in compliance with the Local Government Act 2003, and will have regard to the CIPFA Prudential Code for Capital Finance in Local Authorities

when setting that limit. It will also set limits on its exposure to changes in interest rates and limits on the maturity structure of its borrowing in the annual Treasury Management Strategy report.

8. **Investment Policy**

The general policy objective for this Council is the prudent investment of its treasury balances. The Council's investment priorities are the security of capital and liquidity of its investments. The Council will aim to achieve the optimum return on its investments commensurate with the proper levels of security and liquidity, and in an ethical manner that does not put the Council's reputation at risk. Investment of the Council's funds will be in accordance with the Treasury Management Strategy and Policy. All investments will be in sterling.

CIPFA Treasury Management Code of Practice

9. The CIPFA Code of Practice on Treasury Management in Local Authorities was last revised in 2009. The Code of Practice is currently being reviewed by CIPFA and a revised version is expected to be published imminently.
10. CIPFA recommends that all public service organisations adopt, as part of their standing orders, financial regulations, or other formal policy documents appropriate to their circumstances, the following.
 1. This organisation will create and maintain, as the cornerstone for effective treasury management:
 - a treasury management policy statement, stating the policies, objectives and approach to risk management of its treasury management activities.
 - suitable treasury management practices (TMPs), setting out the manner in which the organisation will seek to achieve those policies and objectives, and prescribing how it will manage and control those activities.

The content of the policy statement and TMPs will follow the recommendations contained in Sections 6 and 7 of the Code, subject only to amendment where necessary to reflect the particular circumstances of this organisation. Such amendments will not result in the organisation materially deviating from the Code's key principles.

2. This Council will receive reports on its treasury management policies, practices and activities, including, as a minimum, an annual strategy and plan in advance of the year, a mid-year review and an annual report after its close, in the form prescribed in its TMPs.
3. This organisation delegates responsibility for the oversight and regular monitoring of its treasury management policies and practices to the Support Services Portfolio Holder, and for the implementation and administration of treasury management policy and decisions to the Director of Resources, who will act in accordance with the organisation's policy statement and TMPs and, as a CIPFA member, CIPFA's Standard of Professional Practice on Treasury Management.

The Treasury Management Role of the Section 151 Officer – Director of Resources

11. The responsibilities are summarised as follows.
- Recommending clauses, treasury management policy/practices for approval, reviewing the same regularly, and monitoring compliance.
 - Submitting regular treasury management reports.
 - Submitting budgets and budget variations in respect of treasury management activities.
 - Receiving and reviewing treasury management information reports.
 - Reviewing the performance of the treasury management function.
 - Ensuring the adequacy of treasury management resources and skills, and the effective division of responsibilities within the treasury management function.
 - Ensuring the adequacy of internal audit, and liaising with external audit.
 - Recommending the appointment of external service providers or advisors.

Specified and Non-Specified Investments

12. Specified investments identify investments offering high security and high liquidity which can be used with minimal procedural formalities. All these investments should be in sterling and with a maturity of no more than a year.
13. Any investment not meeting the definition of a specified investment is classed as non-specified. The Council does not intend to make any investments denominated in foreign currencies, or any with low credit quality bodies. Non-specified investments will therefore be limited to long-term investments.
14. The use of non-specified investments is limited to those set out in Schedule B. The Principal Accountant – Capital & Treasury will keep the use of such investments under continuous review in the light of risk (including reputational risk), liquidity and return. No additions will be made without the approval of the Council.

Security of Capital: The use of Credit Ratings

15. This Council relies on credit ratings published by Fitch (Standard and Poor's for Money Market Funds where applicable) to establish the credit quality of counterparties and investment schemes. The Council determines the appropriate credit ratings it deems to be sufficiently high for each category of investment. The 2018/19 counterparty credit matrix for investments is as follows:

| | Duration | Maximum Amount | Fitch Rating | Comment |
|--|---------------|----------------|----------------|---------------------------------|
| Money Market Funds | - | £5m | AAA | |
| UK Institutions | Up to 3 years | £5m | BBB+ or better | |
| Non UK Institution | Up to 3 years | £2m | A or better | Sovereignty rating AA or better |
| Corporate Bonds/Bond Funds | Up to 3 years | £5m | A- or better | |
| Other Approved Investments (eg Property Funds) | - | £5m | - | - |

Monitoring of credit ratings:

- The Council has access to Fitch credit ratings and is alerted to changes through its use of its treasury management advisor's website and email alerts. These ratings cover both the specific financial institution but also the credit rating for the country in which the institution is incorporated.
- If a counterparty's or investment scheme's rating is downgraded with the result that it no longer meets the Council's minimum criteria, the further use of that counterparty/investment scheme as a new investment will be withdrawn immediately. The Council will also immediately inform any external fund manager that it may decide to use of the withdrawal of the same.
- The Council will establish with any fund manager that it may decide to use their credit criteria and the frequency of their monitoring of credit ratings so as to be satisfied as to their stringency and regularity.

Monitoring of Reputational Risk Issues

16. This will be undertaken by monitoring the financial press and media to identify any issues in respect of the non-public sector investments held by the Council, and where appropriate seeking advice from external sources.

Investment Balances / Liquidity of Investments

17. A prime consideration in the investment of fund balances is liquidity and the Council's forecast cash flow. Any in-house investment of more than three months needs the approval of the Director of Resources or the Head of Finance. If the Council were to choose to use the services of a cash fund manager duration limits will be specified in the contract.

Provisions for Credit Related Losses

18. If any of the Council's investments appears at risk of loss due to default the Council will make revenue provision of an appropriate amount, or follow any guidance issued by Government in such circumstances.
19. Any cash fund manager appointed by the Council will manage the funds on a discretionary basis. The fund management agreement between the Council and the manager would formally document the instruments that could be used within pre-agreed limits. The fund manager would use the Council's credit rating criteria.

End of Year Investment Report

20. At the end of the financial year, the Council will prepare a report on its investment activity as part of its treasury management activity report.

LOCAL GOVERNMENT INVESTMENTS (ENGLAND)
SPECIFIED INVESTMENTS

All investments listed below must be sterling –denominated

| Investment | Repayable/ Redeemable Within 12 Months? | Security/ Minimum Credit Rating | Circumstance of use | Maximum period |
|--|--|--|--------------------------------|---|
| Term deposits with the UK government or with English local authorities (i.e. local authorities as defined under section 23 of the 2003 Act) with maturities up to 1 year | Yes | High security although LAs not credit rated | In-house | 1 year |
| Term deposits with credit – rated deposit takers (banks & building societies) with maturities up to 1 year | Yes | Yes, use of Fitch ratings subject to counterparty matrix | In-house | 1 year |
| Certificates of Deposit issued by credit – rated deposit takers (banks and building societies): up to 1 year Custodial arrangement required prior to purchase | Yes | Yes, use of Fitch ratings subject to counterparty matrix | In-house | 1 Year |
| Gilts: up to 1 year Custodial arrangement required prior to purchase | Yes | Government backed | In-house | 1 Year |
| Money Market Funds | Yes | Yes, AAA rated | In-house | The period of investment may not be determined at the outset but would be subject to cash flow & liquidity requirements |
| Treasury bills (Government debt security with a maturity less than 1 year and issued through a competitive bidding process at a discount to par value) Custodial arrangement required prior to purchase | Yes | Government backed | In-house | 1 Year |

LOCAL GOVERNMENT INVESTMENT (England)
NON – SPECIFIED INVESTMENTS

| Investment | (A) Why use it ? (B) Associated risks ? | Repayable /Redeemable Within 12 months ? | Security /Minimum credit rating | Used By | Maximum value | Length of investment |
|---|---|---|--|-----------------|--------------------------------|---|
| <p>UK government gilts with maturities in excess of 1 year</p> <p>Custodial arrangement required prior to purchase</p> | <p>(A)(i) Excellent credit quality. (ii) Very liquid. (iii) If held to maturity, known yield (rate of return) per annum, aids forward planning. iv) Index linked gilts can offer means of insulating against effect of inflation on returns. (v)If traded, potential for capital gain through appreciation in value (i.e.sold before maturity) (vi) No currency risk</p> <p>(B)(i) Market or interest rate risk: Yield subject to movement during life of sovereign bond which could negatively impact on price of the bond i.e potential for capital loss.</p> | <p>Yes</p> | <p>Government backed</p> | <p>In-house</p> | <p>No restriction on gilts</p> | <p>Average maturity of the fund not to exceed 5 years</p> |

| Investment | (A) Why use it ? (B) Associated risks ? | Repayable /Redeemable Within 12 months ? | Security /Minimum credit rating | Used By | Maximum value | Length of investment |
|---|--|--|---------------------------------|------------------|---|--|
| <p>Supranational Bonds</p> <p>Custodial arrangement required prior to purchase</p> | <p>(A)(i)Excellent credit quality. (ii) Relatively liquid (although not as liquid as gilts) (iii) If held to maturity, known yield (rate of return) per annum, which would be higher than that on comparable gilt – aids forward planning, enhanced return compared to gilts. (iv) If traded, potential for capital gain through appreciation in value (i.e. sold before maturity)</p> <p>(B)(i) Market or interest rate risk: Yield subject to movement during life of bond which could negatively impact on price of the bond i.e. potential for capital loss. (ii)Spread versus gilts could widen</p> | Yes | AAA or Government guaranteed | In-house | <p>Not more than 25% of the external fund with no more than 10% in any one institution</p> <p>In house maximum of £3m</p> | <p>Average duration of the fund not to exceed 3 years.</p> <p>Maximum of 3 years</p> |
| <p>Property Funds which constitute capital expenditure</p> | <p>Alternative to cash funds. Returns subject to property market and rental streams</p> | Not always dependant on terms of each fund | Investment in property | Any Fund Manager | £3m | Dependant on terms of each fund |
| <p>Property Funds approved by HM Treasury which do not constitute capital expenditure eg</p> | <p>Alternative to cash funds. Returns subject to property market and rental streams</p> | Not always dependant on terms of each fund | Investment in property | Any Fund Manager | £3m | Dependant on terms of each fund |

| Investment | (A) Why use it ? (B) Associated risks ? | Repayable /Redeemable Within 12 months ? | Security /Minimum credit rating | Used By | Maximum value | Length of investment |
|--|--|---|--|----------------|----------------------|---|
| CCLA | | | | | | |
| Term deposits with the UK government or with English local authorities (i.e. local authorities as defined under section 23 of the 2003 Act) with maturities up to 5 years | Gives a known rate of return | No | High security although LAs not credit rated | In-house | None | 3 years – in house |
| Term deposits with credit – rated deposit takers (banks & building societies), including callable deposits with maturities up to 5 years | Gives a known rate of return | No | Yes, use of Fitch ratings Subject to counterparty matrix | In-house | None | 3 years – in house Internal forward deals subject to 3 months in advance only approved by DoR |
| Corporate Bonds Custodial arrangement required prior to purchase | (A)(i) If held to maturity, known yield (rate of return) per annum (ii) If traded, potential for capital gain through appreciation in value (i.e. sold before maturity) (B)(i) Market or interest rate risk: Yield subject to movement during life of bond which could negatively impact on price of the bond i.e. | Yes | Yes, use of Fitch ratings Subject to counterparty matrix | In-house | Maximum of £3m | Maximum of 3 years |

| Investment | (A) Why use it ? (B) Associated risks ? | Repayable /Redeemable Within 12 months ? | Security /Minimum credit rating | Used By | Maximum value | Length of investment |
|--|---|--|---|--------------|----------------|----------------------|
| | potential for capital loss. | | | | | |
| Corporate Bond Funds Pooled Investment Vehicle Custodial arrangement not required | (A) Attractive returns, provides Diversification, no need for custodial facilities, professional fund management, has liquidity. (B) Market or interest rate risk, impact of credit rating changes, will attract fund management fees, would have to account for unrealised gains and losses annually. | Yes-redeemable at net asset value | Yes, use of Fitch ratings Subject to counterparty matrix | Fund Manager | Maximum of £3m | Maximum of 3 years |

PRUDENTIAL CODE & INDICATORS STATEMENT

The Prudential Code for Capital Finance in Local Authorities was developed by CIPFA to support local authorities with the management of their capital finance and investment programmes. The Prudential Code is currently being reviewed and an updated version is expected to be published shortly. However, until the updated version is published the Council will continue to follow the current Code. The key objectives of the Prudential Code are to ensure that the capital investment plans of local authorities are affordable, prudent and sustainable. A further key objective is to ensure that treasury management decisions are taken in accordance with good professional practice and in a manner that supports prudence, affordability and sustainability. The Prudential Code also has the objectives of being consistent with and supporting local strategic planning, local asset management planning and proper option appraisal.

To demonstrate that local authorities have fulfilled these objectives, the Prudential Code sets out the indicators that must be used and the factors that must be taken into account. The indicators will be monitored during the year and the final position at the year end compared to the forecast.

Prudential Indicators of Affordability

1.Capital Expenditure

The first prudential indicator for affordability gives details of the total capital expenditure plans. This is to help ensure that these are reasonable given the resources of the council.

| | 2016/17 Actual £000 | 2017/18 Forecast £000 | 2018/19 Estimate £000 | 2019/20 Estimate £000 | 2020/21 Estimate £000 |
|---------------------|---------------------------|-----------------------------|-----------------------------|-----------------------------|-----------------------------|
| Capital Expenditure | 1,840 | 6,659 | 12,865 | 19,081 | 10,991 |

For CDC until 2017/18 the capital programme was fully funded from capital receipts and Government grant. However, the increased level of capital expenditure has meant that this is no longer possible, and the Council has borrowed funds in 2017/18 and will need to borrow funds to facilitate the budgeted capital expenditure on major projects in future years.

2.Ratio of financing costs to net revenue income stream

The second indicator shows how much of a Council's revenue budget has to be allocated towards interest payments, net of investment income.

| | 2016/17 Actual £000 | 2017/18 Forecast £000 | 2018/19 Estimate £000 | 2019/20 Estimate £000 | 2020/21 Estimate £000 |
|---|---------------------------|-----------------------------|-----------------------------|-----------------------------|-----------------------------|
| Financing Costs <i>ie net investment income plus interest payments</i> | 164 | 2 | (267) | (784) | (1,050) |
| Net Revenue Income Stream <i>ie Budget Requirement</i> | 10,710 | 10,746 | 10,493 | 10,268 | 10,235 |
| Ratio | (1.53%) | (0.02%) | 2.54% | 7.64% | 10.26% |

Until 2017/18, income from investments outweighs any borrowing costs, therefore the ratio of financing costs to revenue budget requirement (Government grant and Council tax income) will be negative. From 2018/19 onwards, borrowing costs are in excess of income from investments and therefore the ratio is positive.

3. Incremental Impact on Council Tax

The next indicator assesses the impact of the capital programme on the revenue budget.

For Chiltern District Council the size of the capital programme has an effect on the Council's revenue budget (and hence Council Tax) in three ways.

Firstly each pound spent on the capital programme reduces the amount of capital reserves, which in turn reduces the Council's investment holdings and thus the revenue interest earned by the Council. Based on current investment rates, increasing the overall capital programme by £100,000 will reduce annual interest by and thus increase the revenue budget by £900. Similarly reducing the overall capital programme by £100,000 will increase annual interest by and thus reduce the revenue budget by £900. £900 is equivalent to approximately 2p on the average band D Council Tax.

Secondly additional capital expenditure can result in additional revenue maintenance costs, for instance a new piece of ICT equipment is likely to require additional annual maintenance and support.

Thirdly, any additional capital expenditure funded by borrowing will result in long term commitments to pay interest on the loan.

4. Capital Financing Requirement

The Capital Financing Requirement (CFR) provides details of an authority's underlying need to borrow.

| | 2016/17 Actual £000 | 2017/18 Estimate £000 | 2018/19 Estimate £000 | 2019/20 Estimate £000 | 2020/21 Estimate £000 |
|---|---------------------------|-----------------------------|-----------------------------|-----------------------------|-----------------------------|
| CDC Capital Financing Requirement at year end | 0 | 10,800 | 15,800 | 30,530 | 40,260 |
| Movement in CFR | 0 | 10,800 | 5,000 | 14,730 | 9,730 |

| Breakdown of Movement in CFR | | | | | |
|---------------------------------|---|--------|-------|--------|--------|
| Net financing need for the year | 0 | 10,800 | 5,000 | 15,000 | 10,000 |
| Minimum Revenue Provision (MRP) | 0 | 0 | 0 | (270) | (270) |
| Movement in CFR | 0 | 10,800 | 5,000 | 14,730 | 9,730 |

The Council is required to repay an element of the accumulated General Fund capital spend each year through a revenue charge known as the Minimum Revenue Provision (MRP).

5. Authorised Temporary Borrowing Limits

This indicator sets limits on how much CDC can borrow.

| | 2016/17 £000 | 2017/18 £000 | 2018/19 £000 | 2019/20 £000 | 2020/21 £000 |
|-------------------|-----------------|-----------------|-----------------|-----------------|-----------------|
| Authorised Limit | 3,000 | 13,000 | 35,000 | 45,000 | 50,000 |
| Operational Limit | 3,000 | 10,000 | 30,000 | 40,000 | 45,000 |

The Authorised Limit for Chiltern represents the maximum temporary borrowing limit. The Operational Limit is the limit beyond which external debt is not normally expected to exceed. In most cases, this would be a similar figure to the CFR, but may be lower or higher depending on the levels of actual debt. The Authorised Limit represents a limit beyond which external debt is prohibited. It represents the level of external debt which, while not desired, could be afforded in the short term.

Prudential Indicators for Prudence

1. Net Borrowing and The Capital Financing Requirement

The first prudential indicator for prudence is to ensure that in the medium term borrowing will only be used to fund capital expenditure. There are a number of planned capital projects which will require the Council to borrow funds but owing to timing differences, it is possible that some funds will be borrowed in advance of need. The Council will then have cash surpluses until the project is complete. If this situation does occur the cash surpluses will be invested until required for the payment of suppliers.

2. Treasury Management Indicator

The second indicator is whether or not the authority has adopted the CIPFA Code of Practice for Treasury Management in the Public Sector. CDC has done this and thus meets this indicator.

3. Upper limit for interest rate exposure.

The interest rates exposure indicators are designed to limit exposure to the effects of changes in interest rates. This measure is more pertinent in the environment of significantly fluctuating interest rates, which is of less relevance at the present time.

| | 2016/17 | 2017/18 | 2018/19 | 2019/20 | 2020/21 |
|---------------|---------|---------|---------|---------|---------|
| Fixed Rate | 100% | 100% | 100% | 100% | 100% |
| Variable Rate | 60% | 70% | 80% | 90% | 90% |

As the Council's cash balances decrease, balances held will relate to day to day cash flow requirements. These balances will need to be held in instant access funds, which will be at variable interest rates.

4. Maturity Structure of Borrowings

This indicator is designed to reduce the risk of large sums of borrowings having to be repaid at the same time. The recommended lower limit for maturity is less than 1 year and the recommended upper limit is 40 years. The maturity structure within this range will vary according to the income streams generated by investment decisions.

5. Upper limit for total principal sums invested for over 364 days.

Where a local authority invests, or plans to invest, for periods longer than 364 days, the local authority must set an upper limit for each forward financial year period for the maturing of such investments. This prudential indicator is referred to as prudential limits for principal sums invested for periods longer than 364 days. This indicator is designed to ensure that authorities always have sufficient funds to cover their cash flow needs and thus do not need to realise investments before they reach maturity.

| | 2016/17 £m | 2017/18 £m | 2018/19 £m | 2019/20 £m | 2020/21 £m |
|-------------|---------------|---------------|---------------|---------------|---------------|
| Upper Limit | 5 | 10 | 10 | 10 | 10 |

The above upper limit figure has been calculated taking into account the maximum that could be available for investing in excess of 1 year allowing for the needs of short term cash flow and the use of capital receipts to fund capital expenditure.

MINIMUM REVENUE PROVISION (MRP)

The Local Government and Public Involvement Act 2007 provided a new power to the Secretary of State to issue guidance on accountancy practice rather than through the formal issue of Regulations through statute.

The first guidance issued under this new power relates to Minimum Revenue Provision (MRP). This is the amount which local authorities provide for the repayment of their borrowings

Under the guidance authorities will be required to prepare an annual statement in respect of their policy on making MRP. This must be submitted to Full Council and will form part of the annual prudential indicator report.

The guidance provides a number of options for making a 'prudent provision', this is to say that the provision for the repayment of borrowing used to finance the acquisition of an asset should be made over a period bearing some relation to that over which the asset provides a service to the authority.

The options for prudent provision are as follows:

Option 1 – Regulatory Method

Where debt is supported by Revenue Support Grant (RSG), authorities will be able to continue using the formulae used in the current regime, since the supported borrowing element of the RSG is also calculated this way.

Option 2 – CFR Method

This method is based upon 4% of an authority's non housing CFR (capital financing requirement) at the end of the preceding financial year.

Option 3a – Asset Life Method – equal instalments

Here equal annual instalments of MRP will be made over the estimated life of asset financed by borrowing. This method provides the ability for an authority to defer MRP on a newly constructed building or infrastructure asset until the asset comes into service.

Option 3b – Asset Life Method – annuity method

Here equal instalments of MRP, calculated in accordance with an annuity payment profile, will be made over the estimated life of assets financed by borrowing. This method provides the ability for an authority to defer MRP on a newly constructed building or infrastructure asset until the asset comes into service.

Option 4 – Depreciation Method

Using this approach will require an authority to charge MRP in accordance with the standard rules for depreciation accounting. As with option 3 the MRP holiday will be available for assets yet to be brought into service.

It is anticipated that options 1 & 2 will only be used where capital expenditure is incurred prior to 1st April 2008 and where capital expenditure is incurred on or after that date which the authority is satisfied forms part of its supported capital expenditure. Options 3 and 4 would be used in relation

to all capital expenditure incurred after the 1st April which is financed by borrowing or credit arrangements.

In this Council's case from 1 April 2017 there has been some borrowing and further borrowing is probable in 2018/19 and beyond.

It is therefore recommended that option 3a, the Asset Life Method – equal instalments, is adopted as the Council's annual policy on making MRP for 2018/19 and MRP will be deferred whilst an asset is under construction.

| | |
|----------------------------|---|
| SUBJECT: | Statement of Community Involvement |
| REPORT OF: | Cllr Peter Martin - Cabinet Member for Planning and Economic Development |
| RESPONSIBLE OFFICER | Andrew Ashcroft Interim Head of Planning & Economic Development |
| REPORT AUTHOR | David Waker Senior Planner (Policy), 01494 732267 dwaker@chiltern.gov.uk |
| WARD/S AFFECTED | All |

1. Purpose of Report

- 1.1 At the Cabinet meeting held on 6 February 2018, Members received a report regarding the Statement of Community Involvement (SCI). Members were aware that the Government signalled its intent to legislate to require local plans to be regularly reviewed in last year's White Paper 'Fixing our broken housing market'. The purpose of the report was to explain the implications of the Government's intentions connected with the above for statements of community involvement and implications for the Council's SCI. The Cabinet report and appendices are attached to this report for information.
- 1.2 The Cabinet agreed recommendations 1-3 in the report and made the following recommendation to Full Council:

RECOMMENDED to Full Council that the powers delegated to the Joint Committee by the Inter Authority Agreement be extended to include updates to the Statement of Community Involvement, Community Infrastructure Levy and other Planning Policy matters considered relevant to the Joint Committee under the Shared Service arrangements.

2. Reasons for Recommendations

The SCI was not part of the existing delegation by Cabinet to the Joint Committee on issues relating to the Local Plan. As such the report proposed that Cabinet recommend to Full Council that powers related to the SCI and other joint planning policy related matters be added to the delegated powers to Joint Committee as part of Shared Service and decision making arrangements.

3. Corporate Implications

See section 7 of the Cabinet report

4. Links to Council Policy Objectives

See Section 8 of the Cabinet report

5. Next Step

The Councils' produce a new joint SCI document and if agreed that the Joint Committee delegated powers be amended.

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| Background Papers: | Cabinet report dated 6 February 2018 entitled Statement of Community Involvement |
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| SUBJECT: | Statement of Community Involvement |
| REPORT OF: | Cllr Peter Martin / Cllr John Read Cabinet Member for Planning and Economic Development |
| RESPONSIBLE OFFICER | Andrew Ashcroft Interim Head of Planning & Economic Development |
| REPORT AUTHOR | David Waker Senior Planner (Policy), 01494 717042, dwaker@chiltern.gov.uk |
| WARD/S AFFECTED | All |

1. Purpose of Report

1.1 Members will beware that the Government signalled its intent to legislate to require local plans to be regularly reviewed in last years White Paper 'Fixing our broken housing market'. The purpose of this report is to explain the implications of the Government's intentions connected with the above for statements of community involvement (SCI) and implications for the Councils SCI.

1.2 The report also explains that the SCI is not part of the exiting delegation by Cabinet to the Joint Committee on issues relating to the Local Plan As such the report recommends that powers related to the SCI and other joint planning policy related matters are added to the delegated powers to Joint Committee as part of Shared Service and decision making arrangements.

RECOMMENDATIONS

1. **To agree the production of a joint Statement of Community Involvement as part of the Chiltern and South Bucks Planning and Economic Development Shared Service arrangements.**
2. **Cabinet delegate to the Head of Planning and Economic Development in agreement with the Cabinet Member for Planning and Economic Development to prepare and publish a joint Statement of Community Involvement (SCI) for Chiltern and South Bucks District Councils based on the issues set out in the report.**
3. **That Cabinet agree to amend the Local Development Scheme by the insertion of a timetable specifically covering the update and review of the SCI and delegate authority to the Head of Planning and Economic Development to determine and amend as necessary the timetable.**

Cabinet are also recommended to recommend to Council:

4. **That the powers delegated to the Joint Committee by the Inter Authority Agreement be extended to include updates to the SCI (after Recommendation 1 above has been implemented), CIL and other Planning Policy matters considered relevant to the Joint Committee under the Shared Service arrangements.**

2. Executive Summary

2.1 Local planning authorities are required to publish a document called a Statement of Community Involvement (SCI) . The SCI set out the minimum requirements of how councils will involve the public and interested parties in their planning policy formulation. It also set out how councils will involve the public in the determination process for major planning applications.

2.2 The Government has signalled its intent to require councils to review local plans every 5 years and are bringing forward necessary arrangements soon to achieve this. New regulations coming into effect in April 2018 will require councils to also review their SCI documents. In addition regulations are expected to require councils to include in their SCI documents a sections setting out how the councils will assist parishes or other community groups in the neighbourhood planning process. The requirement to review the SCI would mean that the Councils SCI would need to be reviewed now and if necessary updated by the end of the year and regularly thereafter. However, the additional requirement to include a section on the neighbourhood planning process, depending on timing, could mean that the SCI may need to be updated on a further occasion

2.3 Chiltern and South Bucks District Councils' are preparing a joint Local Plan with delegated decisions to the Joint Committee and now have a complete Planning and Economic Development Shared Service, including a team in Development Management considering major planning applications. Effectively each council should produce an SCI but given the Councils joint arrangements one joint SCI document covering joint Local Plan, neighbourhood plans and major application publicity and public involvement is appropriate.

2.4 When the two Councils' respectively agreed to produce a joint Local Plan the respective Cabinets agreed – to amend paragraph 4.1 of the Inter Authority Agreement covering the functions of the Joint Committee to include the following:

'4.1.3.7 To make decisions and recommendations in relation to the Chiltern and South Bucks Local Plan.'

The SCI and other Shared Service policy matters such as Community Infrastructure Charging schedule (see separate report on this agenda) are not part of the Local Plan and although the intention of the delegation may have been to cover all local plan related matters it is not considered that the two items mentioned fall under the exiting delegated powers. Therefore it is recommended that the delegated authority from both Councils' is amended to include any joint planning policy related matters and specifically the SCI and CIL.

3. Reasons for Recommendations

3.1 The Council has agreed to produce a joint local plan and to operate a Shared Service for all planning matters therefore although an SCI should be a council based document there is no logic in having two identical SCI documents for a shared service area. A revision to the SCI needs to be included in a revised Local Development Scheme Timetable.

3.2 The SCI will need to be amended shortly and potentially soon after and periodically thereafter. The recommended delegations are designed to enable the Council(s) to efficiently

and effectively respond to the changing requirements for the SCI over the next few months and thereafter through the Joint Committee.

4. Content of Report

Background

4.1 The Government recent Housing White Paper made a number of suggestions to improve the planning system and speed up local plan making. One of the proposals was to alter planning regulations to require local authorities to review their local plans at least every five years.

4.2 In addition to the above the Neighbourhood Planning Act made a number of changes to the neighbourhood planning regime one of which was to require (subject to regulations), local authorities to state in their SCI's how councils will assist communities in producing neighbourhood plans.

4.3 The Government published the required regulations requiring local plans to be reviewed at least every five years on the 13th December 2017. The section of the regulations relating to reviewing Local Plans doesn't come into force until April 6th 2018.

Implications for the Councils Statement of Community Involvement

4.4 What was not clear from the Governments' stated intention to require local authorities to review their local plans more regularly was that the regulations would also apply this requirement to SCI documents. However the regulations do specifically refer to SCI's and as such the Council will need to respond to this if it is to remain legally compliant.

4.5 The regulations introduce a requirement to review Local Plans and SCI at least every five years from the date of adoption. To comply with this requirement local authorities must every five years from the adoption of the Local Plan/SCI carry out an assessment of whether it remains relevant and effectively addresses the needs of the local community or whether it needs updating.

4.6 The Chiltern adopted SCI was in January 2012 / and South Bucks SCI in July 2013– this effectively means that when the regulations come into force in April 2018 the Chiltern SCI would have to be reviewed immediately and consideration would need to be given to reviewing the South Bucks SCI soon after. However, the expected requirement to include reference to how councils will assist in neighbourhood planning effectively means that both SCI documents are also soon to be out of date and will need to be reviewed. The SCI could also helpfully be reviewed to take account of experience from recent consultations and in particular the increased role of social media in the Councils' communications to local residents and shared service arrangements for major planning applications.

4.7 Neighbourhood planning regulations are expected to be published in January which also expect to require local authorities to set out in their SCI documents their policies for giving advice or assistance to neighbourhood planning groups and their policies for involving communities and other groups in the early stages of plan making particularly in relation to the survey stage and in the setting of the Local Development Scheme – the local plan and related document production timetable.

New Joint SCI or separate SCI's?

4.8 Technically an SCI is a local planning authority's statement on how it will involve the public and interested parties in its plan making and major planning application procedures added to this is the additional requirement to set out how the Council will assist in neighbourhood planning. However, as Chiltern and South Bucks Councils have agreed to produce a Joint Local Plan and associated documents such as the Local Development Scheme and potentially associated supplementary planning documents plus have a Development Management Shared Service there is logic in creating a joint SCI.

4.9 Officers sought advice from the Government official responsible for the new regulations on the issue of producing a joint SCI, and in their view given the Councils are producing a joint Local Plan it would be sensible to produce a joint SCI document.

4.10 Although the two Councils' agreed to produce a joint local plan and delegated decisions on the joint local plan to the Joint Committee the delegation only refers to 'decisions and recommendations in relation to the Chiltern and South Bucks Local Plan'. The SCI is not the local plan and indeed its content covers the Councils procedures for involving the public in major planning applications and soon to also be neighbourhood planning and as such a proposed Joint SCI document will need to be approved by both Councils' respective Cabinets. However, given the continuing need to review the SCI and the likely decision that the SCI should be a joint document it is considered that the two Cabinets should be invited to consider delegating future decisions on amending the SCI document to the Joint Committee. As a side issue it is recommended that the scheme of delegation should also be considered to be extended to other Planning Policy matters being jointly brought forward by the Councils' such as the Community Infrastructure Levy (see separate report on the Agenda). If agreed the Inter Authority Agreement will need amending to cover these additional delegated powers.

SCI Content

4.11 As a general point both Councils SCIs are very similar and have both proved effective such that amendments are expected to be minor other than the additional

requirements needing to be added and consideration of whether advances in communication such as the popularity of social media should be added.

- 4.12 Social media - The two existing SCI documents were updates of the two Council's respective original SCI documents dating from the early 2000's. Given this and the advances in social media in more recent time's neither of the documents specifically refer to these areas as a means to involve the public. It seems sensible given the Councils desire to go paperless and to use modern technology where possible to include such social media means of publicity within the SCI. Social media also has the potential to better engage with younger residents, often a hard to reach group for local plan matters.
- 4.13 Commitment to levels of Publicity - Both the SCI's were written in such a way as to make sure the Councils complied with the minimum national requirements for publicity whilst suggesting other methods of publicity may be used. Given the large resource implications in undertaking focussed publicity (exhibitions – individual; household newsletters/info leaflets etc) the SCI needs to be clear not to commit the Councils' to undertake levels of publicity that cannot be resourced or become a financial drain. If required and wished for by members at a particular stage or for a particular local plan document there would be nothing stopping the Councils' from undertaking wider forms of publicity than those set out in the SCI. However members should be aware that to do so could be seen to set a precedent and put pressure on the Councils' to 'normalise' extra consultations through future SCI updates. The minimum forms of publicity set out in the SCI must be undertaken and indeed is one of the aspects of the local plan process that the Examination Inspector has to determine before considering the local plan itself. As such levels of publicity as set out in the SCI need to be manageable, consistent and with 'front loaded' consultation to early plan stages.
- 4.14 Major Planning Applications – the SCI is required to set out how the Councils' will involve the public in publicising major planning applications. Given the recent bringing together of the Councils' respective development management teams into a shared service, the setting up of a major planning applications team and standardisation of processes this would also support a joint SCI. The Planning Policy Team will work closely with the Major Applications Team to update the section of the SCI relating to major planning application publicity to incorporate any new procedures resulting from the new shared service.
- 4.15 Neighbourhood Planning – officers in the Planning Policy Team have provided advice thought the neighbourhood planning process most notably Chalfont St Peter and Chalfont St Giles neighbourhood plans to date and advice on the setting up of neighbourhood areas and the Community Right to Build Order to parishes in South Bucks and Chiltern. Officers have indicated that this work can be and is often time consuming and so can only commit to levels of support that would not divert staffing resources from their focus on the joint local plan. There could be pressures for support from seven parishes across both Districts' that

currently have declared neighbourhood areas. Again therefore it is considered that the reference to providing the Councils support to the neighbourhood planning process should go no further than the levels of support given at present. ie advising on neighbourhood planning procedures and the content of neighbourhood plan draft documents. Members could also consider charging parishes for staff time for some neighbourhood planning processes/advice and the view of the Planning Policy Joint Member Reference Group (JMRG) has been sought on this and will be reported at the meeting.

- 4.16 Officers will draft a revised SCI document to take account of the above and any other views expressed at the JMRG and both Chiltern and South Bucks Cabinets. This could be subject to change as at the time of writing this report the regulations in relation to the neighbourhood planning requirements and any transitional arrangements were not published by the Government. Given this uncertainty and the imminent production of the new regulations it is considered prudent to delegate the production of the new SCI as set out in the recommendations.

Revision to Local Development Scheme

- 4.17 The Government requirement is that should a local plan or in this case the SCI need to be updated the timetable for updating that document should be included in the Local Development Scheme (LDS). Members will beware that the Government only require the LDS timetable to be published and that the Councils current LDS timetable in relation to the Joint Local plan and the timetable for the production of a Community Infrastructure Levy (to be reviewed – see separate report on the Agenda) is published on the website. Rather than amend that timetable officers consider the most practicable solution to meet the new requirements would be to publish a separate LDS timetable showing the time frame for producing the new SCI document.

5. Consultation

- 5.1 There is no requirement in the regulations to consult on the content of the SCI document. The Councils SCI makes no specific commitment to consult on SCI revisions. As such it is not considered necessary to consult on the content of a document which spells out how the Council will consult the public on other local plan documents/major planning applications.

6. Options (if any)

- 9.1 Given the imminent change to the regulations the Councils would have to update their respective SCI documents. The two options open to the Councils would be to produce two largely similar SCI documents one for each council or given the decision to produce a joint Local Plan and to establish a joint Planning and Economic Development service to produce

one joint SCI document. Given the legal requirement to have an up-to-date SCI document in place there are no other alternative options.

7. Corporate Implications

7.1 Financial – in relation to the production of the document the only costs would be staff time. Depending on the commitments as set out in the approved SCI document to certain levels of publicity future costs in terms of printing and or postage sots, cost is relation to the hiring of premises etc for public exhibitors etc will impact on service budgets and will need to be considered as part of the SCI review – however if recommendations are followed as set out in this report costs would expect to be covered in the current and next financial year budget and would need to be considered in future budget setting processes .

7.2 Legal – the Councils' are required to have an adopted SCI in place setting out their planning publicity arrangements. The new regulations will require these to the regularly reviewed and up to date. The additional requirements to include references to the Councils' assistance on neighbourhood planning means the documents would have to be amended/updated and at this time it is logical to combine into one document. The submitted local plan has to show how it has complied with the publicity.

7.3 ICT – the Councils' have committed to a more electronic business model moving where possible to electronic means of communication and reduction in the use of paper. Therefore it is sensible for the new SCI document to include reference to up-to-date electronic means of communication such as social media and use of the Council websites.

7.4 Partnership - a joint SCI with reference to the assistance to be given to neighbourhood planning groups will show partnership working between the two Districts and between the two districts parish councils and other community groups.

7.5 Social Inclusion – by stating clearly how the Councils' will consult on planning and neighbourhood planning matters the SCI will show how the Council aim to include all in the planning process.

7.6 Sustainability – the promotion of electronic means of communication will help the Councils' reduce the use of paper and thus improve their sustainability.

8. Links to Council Policy Objectives

8.1 The production of an up-to-date SCI document containing references to increase use of electronic communication and involvement of the public together with the Councils' stating how they will work with parishes and community groups on neighbourhood planning will meet the following Council key aims and objectives.

Chiltern

We will deliver cost effective, customer focused services

1. Provide best value for money services
 - Reduce costs through the shared services programme with South Bucks District Council.

-
- Make better use of ICT to drive through savings whilst providing more flexible service delivery
 - 2. Listen to our customers –
 - Consult with you on key issues and respond to results
 - Communicate widely and embrace social media

We will work towards safe, healthy and cohesive communities

3. Promote cohesive communities- Engage with Parish and Town Councils and local neighbourhoods

We will strive to conserve the environment and promote sustainability

2. Promote sustainability
- Put in place a new Joint Local Plan with South Bucks District Council to help meet local development needs

9. Next Step

- 9.1 The Councils' produce a new joint SCI document and the Joint Committee delegated powers are amended.

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| Background Papers: | Documents contained on the Councils' websites. |
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| SUBJECT: | <i>Scheme of Members Allowances 2018/19</i> |
| REPORT OF: | <i>Jim Burness, Director of Resources</i> |
| RESPONSIBLE OFFICER | <i>Joanna Swift, Head of Democratic and Legal Services</i> |
| REPORT AUTHOR | <i>Mat Bloxham, Democratic & Electoral Services Manager</i> |
| WARD/S AFFECTED | <i>Not ward specific</i> |

1. Purpose of Report

To present the report and recommendations of the Independent Review of Members Allowances Panel following its review of the Council's Scheme of Allowances for Members. Full Council is asked to agree a Scheme of Allowances for Members for the financial year 2018/19.

RECOMMENDATION

- 1. To note the report of the Independent Review of Members Allowances Panel at Appendix 1 and thank them formally for the work they have done in producing the report**
- 2. Consider the recommendations from the Panel summarised in Appendix A of their report including an increase in the Basic Allowance, changes to some of the Special Responsibility Allowances and uprating of Dependants Carers Allowance.**
- 3. Either:**
 - a) agree the Panel's recommendations in full**
 - b) agree a different level of Basic Allowance, Special Responsibility Allowances, Dependant Carers Allowance and Travelling and Subsistence Allowance and agree indexation arrangements for future years**
- 4. To approve the wording of the Members Allowances Scheme for 2018/19 attached at Appendix 3 subject to the inclusion of the allowance figures agreed by the Council under recommendation 3.**
- 5. That the budget for 2018/19 for Members Allowances be amended, as required, to put into effect recommendation 3.**

2. Reasons for Recommendations

The reasons for the Independent Review of Members Allowances Panel recommendations are set out in full in their Report attached as Appendix 1. The Council must adopt a Scheme of Allowances for its Members before the start of each financial year and must do so having regard to the recommendations made by an Independent Remuneration Panel.

3. Content of Report

Relevant Legislation and Council Duties

3.1 Every local authority must make a scheme in accordance with the Local Authorities (Members' Allowances) (England) Regulations 2003 which provides for the payment of a Basic Allowance (BA) to each member of the authority and specifies the amount of that allowance.

3.2 This scheme may also provide for the payment of a Special Responsibility Allowance (SRA) to members who have a special responsibility in one or more of the following categories:

- a) Acting a leader or deputy leader of a political group within the authority;
- b) Acting as a member of the Cabinet;
- c) Presiding at meetings of a committee or sub-committee or joint committee;
- d) Representing the authority at meetings of, or arranged by any other body;
- e) Acting as a member of a committee or sub-committee which meets with exceptional frequency or for exceptionally long periods;
- f) Acting as a spokesman of a political group on a committee or sub-committee;
- g) Acting as a member of any committee or sub-committee that deals with licensing functions;
- h) Carrying out other activities in the discharge of the authority's functions which require an amount of time and effort equal to or greater than required of a) to g) above

The amount of the SRA must be specified in the scheme.

3.3 The scheme may also provide for :

- a) payment of Dependants' Carers' Allowance (DCA) to members for the expenses they incur in arranging for the care of children or dependants when attending meetings and other official duties approved by the council;
- b) payment of travelling expenses and any subsistence incurred in undertaking official duties prescribed in the Regulations, and
- c) an annual adjustment of allowances by reference to an index specified by the authority, for up to 4 years, after which time the Council must seek a further recommendation from the Independent Panel on the application of an index to its scheme.

- 3.4 The Regulations require every local authority to establish an Independent Remuneration Panel consisting of at least three members who are appointed following a public advertisement and who cannot also be elected members of the authority concerned. Before an authority makes or amends its scheme of members allowances it must have regard to the recommendations made by its appointed Panel. The authority does, however, retain the discretion not to agree or follow those recommendations, after giving them due regard. In these circumstances the authority should give reasons for its decision.

Current Scheme of Allowances

- 3.5 The member allowances for the current financial year are shown at Appendix 2. Following recommendations made to the Council by its Independent Review of Members Allowances Panel in 2014 for financial year 2014/15, the amount of the basic allowance has been considered annually, although Council rejected the index linked increases in line with staff pay until 2017/18 when it incorporated a 1% increase to the basic allowance. In view of the passage of time since the Council last received recommendations from an Independent Remuneration Panel it has been necessary to reconvene a panel to review the allowances scheme and recommendations on the indexation.

Independent Review of Members Allowances Panel Report

- 3.6 Following the statutory public advertisement and receipt of applications, the Director of Resources appointed an Independent Review of Members Allowances Panel of 3 members who met on two occasions in January 2018 to review the current scheme and make recommendations on each allowance as required by the Regulations. The full report is attached at Appendix 1 and the main points are summarised below.
- 3.7 The Panel's starting point was to consider the Council's current scheme of allowances and compare it with the schemes of neighbouring authorities and those deemed by the Audit Commission to be most similar to Chiltern. They looked at what had changed for CDC councillors since 2014 and noted the continued joint working arrangements with SBDC and shared delivery of services to the public and local communities. They also noted this arrangement involves close working between the Leaders at both CDC and SBDC who meet on a regular basis, as well as the respective Cabinet portfolio holders at each Council who sit on a Joint Committee. The Panel also considered the changes made to Committees since the last review and noted the number of Committees which had been amalgamated.
- 3.8 The Panel reaffirmed the approach of the previous Independent Review of Members Allowances Panel that the BA should be objective and transparent, and is intended to recognise the time commitment of all councillors, including such inevitable calls on their time as council and committee meetings, meetings with officers and

constituents, and attendance at political group meetings. It is also intended to cover incidental costs such as the use of private homes and stationary costs.

- 3.9 Having considered information about meetings and other council and ward responsibilities and having received representations from Group Leaders, the Panel concluded that it was appropriate the BA for 2018/19 be increased to £4,800.
- 3.10 With regard to SRAs the Panel recognised the high level of responsibility of the Leader in appointing the Cabinet and cabinet portfolios and additional workload arising from the joint working arrangements with SBDC. They were also satisfied that the responsibilities of the Deputy Leader warranted its own SRA.
- 3.11 The Panel also considered that the additional responsibility of the Chairman of the Audit and Standards Committee merited recognition. The Committee now has associated statutory responsibilities for standards issues and signing-off annual accounts and the Chairman is consulted by officers acting under delegated powers in respect of standards matters and is personally responsible for statements of assurance on governance and accounting matters.
- 3.12 When the Panel compared the Childcare and DCA rates with other councils' rates, the Panel recommended revisions to both the childcare and dependants' carers' allowances. No change was considered necessary in respect of subsistence rates for councillors which are set in line with subsistence rates for officers or travel allowances which are set in line with the HMRC recommended rates.
- 3.13 The Panel considered the annual fee of registering with the Information Commissioners Office (ICO) as a Data Controller and recommended that this be included in the scheme as a fee which Members can claim for.

4. Options

The Council, having considered the Independent Review of Members Allowances report and recommendations can choose to adopt the recommended allowances and proposed indexation in full or agree an alternative level of allowances.

5. Corporate Implications

5.1 Financial

The 2017/18 budget for Members BA is £184,000 and for SRAs is £89,550.

The scheme for 2018/19 proposed by the Independent Panel has a budget requirement of £192,000 for Members BA and £80,448 for SRAs.

The 2018/19 budget for Members BA is £185,840 and for SRAs is £72,620, which is £13,988 less than the Panel's proposed scheme. The Council is therefore recommended to agree that the 2018/19 budget for Members BA and SRAs be amended, as required, to put into effect the Scheme of Allowances agreed by the Council.

5.2 Legal – The statutory duties relating to member allowances which the council is obliged to follow are contained in The Local Authorities (Members' Allowances) (England) Regulations 2003 and referred to paragraph 3 above.

The Council has a duty under the Regulations to have regard to the recommendations made to it by the Panel before making a scheme of allowances for 2018/19. The Council does not have to accept the Panel's recommendations but should give reasons for departing from them. The Council must also publish the recommendations of the Panel as well as the scheme it approves.

6 Next Steps

The Allowances scheme agreed by the Council must be published on the Council's website and in the local press together with a copy of the Independent Review of Members Allowances Panels report.

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| <p>Background Papers:</p> | <p>None other than referred to in this report and appendices</p> |
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Chiltern District Council**Report of the Independent Review of Members Allowances Panel****28 February 2018****1. Background**

- 1.1 Chiltern District Council established an Independent Review of Members Allowances Panel, in order to advise the Council on a scheme of allowances for councillors reflecting the governance arrangements and responsibilities introduced by the Local Government Act 2000.
- 1.2 We considered that the underlying principles used to set the level of allowances remain unchanged from those established at the Panel's inception, namely:
- The role of a councillor is essentially one of voluntary public service
 - Allowances need to provide appropriate financial recognition of the expenses incurred and the time spent by councillors on work essential to their roles
 - For both members and council tax payers the scheme must be objective, transparent, fair and understandable
 - The scheme needs to meet the requirements of the law, as set out in the relevant statutory regulations¹
- 1.3 We noted that the Panel last reported to the Council its recommendations in February 2014, recommending an allowance scheme for the year 2014/15. At that time the Panel's proposals were not agreed by the Council in their entirety and Officers were instructed to prepare a scheme of allowances for 2014/15 based on the proposal made by the Conservative Group at that time. The reasons given by the Council at that time were not stated, nor were they in the representations made to this Panel. It is recommended that where Councils do not accept the recommendations of the Independent Panel, good reasons should be given for that divergence, and this Panel commend that approach. In February 2014 the Council agreed to the Panel's recommendation that the Basic and Special Responsibility Allowances should be linked to an index, and adjust in accordance with the Consumer Price Index (D7BT) as at 31 December each year up to and including 2017/18, but was to be capped at the average increase in basic pay awarded to the Council's staff to adjust for inflation. We recognise that the Council chose not to implement the automatic adjustment whilst staff received no pay increase and that the scheme of allowances had therefore been frozen from 2014/15 to 2017/18 when a 1% uplift to the basic allowance was made in line with staff receiving the same pay award. The recommendations in this report are for the financial year commencing 1 April 2018 and will cover the period 2018/19 – 2021/22.

¹ Currently the Local Authority (Members Allowances) (England) Regulations 2003

2. The Work of the Panel in 2018

2.1 Our Panel consisted of 3 members with relevant skills and experience drawn from the local community and business sector, recruited by open advertisement and all have experience of reviewing members allowances:

Hazel Bentall, Barry Mathiason and Karen McArthur.

2.2 We were supported by the following council officers:

Joanna Swift - Head of Legal and Democratic Services
Mathew Bloxham - Democratic & Electoral Services Manager, and
Leslie Ashton – Democratic & Electoral Services Officer

2.3 Our terms of reference were to undertake a review of:

- the amount of basic allowance (BA) that should be paid to elected members
- the scheme of special responsibility allowances (SRAs) for the different offices and positions members can occupy within the Council
- the Childcare and Dependant Carers' Allowance (DCA) paid to members
- the level of Travel and Subsistence payments to members
- the means by which the rate of allowances and expenses should be revised each year for a maximum of 4 years

2.4 We met twice in January 2018 for discussion and also deliberated via email. The starting point for the Panel's work was to consider the Council's current scheme of allowances and compare it with the schemes of neighbouring authorities and those deemed by the Audit Commission to be most similar to Chiltern. We looked at what had changed for CDC councillors since 2014. As part of this we noted that the Council's joint working arrangements with South Bucks District Council had continued to evolve and the Councils share a Chief Executive and senior management team and carry out a shared delivery of services to the public and local communities. This involves close working between the Leaders at both CDC and SBDC who meet on a regular basis, as well as the respective Cabinet portfolio holders at each Council who sit on a Joint Committee which meets regularly. We also considered the changes in Committees at CDC since the scheme was last reviewed with a number of Committees having been amalgamated or dissolved.

2.5 Representations from Members were invited to form a key part of the evidence base underpinning our recommendations and this year representations were received from the Conservative Group (Councillor I Darby on behalf of Councillor M Stannard) and the Liberal Democrat Group (Councillor P M Jones). The representations were delivered in person which gave the Panel the opportunity to ask questions, seek amplification and test some of the assumptions

underpinning the representations made. We were appreciative of the time given and the constructive comments made by those making representations.

2.6 We were also presented with the following:

- Report and recommendations of the Panel from 2014/15;
- The scheme of allowances for 2017/18 as agreed by the Council and the adopted Scheme of Allowances for 2014/15 following the Panel's report and recommendations at that time;
- Information on the number of meetings held for each Committee, together with the number of members, the purpose of the committee, and the key changes since the last review;
- A range of comparison data for allowances from neighbouring authorities and those deemed by the Audit Commission to be most similar to Chiltern (the 'benchmarking group')

We considered the time councillors spend on council business and the level of responsibility across roles as set out in the Council's Constitution.

2.7 Our final and complete recommendations for the period 2018/19 are set out in **Appendix A** and the reasons for our recommendations are explained below.

Basic Allowance (BA)

- 2.8 We noted that the BA is intended to recognise the time commitment of all councillors, including such inevitable calls on their time as council and committee meetings, meetings with officers and constituents, and attendance at political group meetings. It is also intended to cover incidental costs such as the use of private homes and stationary costs.
- 2.9 The representations received indicated that a modest increase in the Basic Allowance would be appropriate. We also considered that annual incremental increases would be most appropriate if linked to the locally agreed pay award for staff rather than being index linked. We looked at other councils' BAs, particularly those in the benchmarking group of similar councils and noted that aside from the occasional difference, they did not differ greatly. It was recognised that the BA tends to be the base for calculating other allowances, including SRAs, as is the case at CDC, so it is particularly important that the BA is objective and transparent.
- 2.10 We recognised that the Basic Allowance had not changed since 2014, except for the 1% increase for 2017/18 in line with the staff pay award. Automatic increases in line with the consumer price index (D7BT) had been rejected by the Council until 2017/18.
- 2.11 On balance, the Panel considered that the increase proposed by the Conservative Group in the basic allowance, from £4,646 to £4,800 was appropriate.

Special Responsibility Allowances

- 2.12 We noted that the Allowances Regulations enable local authorities to include in their allowance schemes a Special Responsibility Allowance (SRA) for certain roles carried out on top of a councillor's general duties. In both 2010 and 2014 the Council favoured an approach determining each SRA as a percentage of the Basic Allowance (BA). As such, we have adopted the same method determining SRAs as a percentage of the recommended BA of £4,800.
- 2.13 In reviewing the level of SRAs we looked at comparative information from other authorities and noted that the SRA's at CDC were broadly comparable. We considered each SRA in turn, determining what percentage of the Basic Allowance best reflected the responsibility and workload of the position. We identified some changes required to reflect changes that have taken place since the last review in 2014.
- 2.14 Representations received recognised the high level of work and responsibility of the Leader of the Cabinet and Portfolio Holders and the additional workload arising from the joint working arrangements with SBDC including regular liaison and meetings with the Leader of SBDC and attendance at Joint Committee meetings. Therefore, we recommend that the Leader SRA remains as 290% of the BA.
- 2.15 We also reviewed the SRA for the Deputy Leader which is currently set at half of the Leader's SRA. We were satisfied that the responsibilities of the Deputy Leader exceeded that of a Portfolio holder, the Deputy Leader holds their own portfolio and deputises for the Leader when required. Accordingly we recommend that the Deputy Leader's SRA remains at 145% of the BA.
- 2.16 With regard to Cabinet Portfolio Holders, responsibilities were highlighted in a representation received and the Panel acknowledged the additional time and work required in these roles when considering the SRA level. We were advised of how Portfolio Holders work closely with Heads of Service and are statutory consultees on certain decisions as well as attending policy advisory groups / member working groups for their respective portfolios. We also acknowledge Portfolio Holders often attend meetings during office hours and undertake joint working with their counterparts at SBDC including attending Joint Committee meetings. We concluded that it was appropriate to increase this allowance to 130% of the BA.
- 2.17 We considered the role of the Chairman of Planning Committee and reviewed the level of SRA having regard to the representations received. We noted the work of the Planning Committee is seen as high-profile and requires developed chairing skills, as meetings often involve public speaking and the discussion of contentious items. The average time spent in meetings is higher than other committees and we were informed that the Chairman

(and Vice-Chairman) of the committee are consulted by the Head of Planning and Economic Development when exercising certain delegated powers, adding to the workload. However, the number of meetings is going to reduce from 16 to 14 for the Municipal year 2018/19. The Panel recognised that whilst the meetings are reducing in number the business dealt with by the Committee would remain the same. We compared the current SRA to the benchmarking group of authorities and having noted the fewer number of meetings we concluded that 100% of the BA was more appropriate and recommend accordingly.

- 2.18 We considered the additional responsibility of Vice-Chairman of the Planning Committee and agreed that this merited recognition. We noted that the Vice-Chairman attends officer briefing meetings with the Chairman. However, with the fewer number of meetings, the Vice-Chairman would be less likely to be called on to step in to Chair a Committee meeting. Therefore, in line with the proposed amendment to the Chairman's SRA, the Panel considered that an SRA of 25% of the BA was appropriate and recommend accordingly.
- 2.19 Finally we discussed the SRA for individual members of the Planning Committee. We recognised that the role was highly responsible and very visible to the public. We understand Planning Committee members require specific training and are expected to attend site visits. The Panel compared this SRA to the benchmarking group of authorities and it was evident that the majority of Councils in this group did not pay individual members of their respective Planning Committees. Having considered this the Panel agreed that the SRA should remain at 15% of the BA due to the public visibility and additional work involved when compared to that of other regulatory committees. We do, however, further recommend that this be reviewed at the next review of the scheme.
- 2.20 We noted that there had been changes to the workload of the other regulatory committees including an increase in the work load of the Audit and Standards Committee, which now has associated statutory responsibilities for standards issues and signing-off annual accounts. As a result the Chairman of the Audit and Standards Committee is consulted by officers acting under delegated powers in respect of standards matters and is personally responsible for statements of assurance on governance and accounting matters. Having assessed the special responsibilities of the Chairmen of the Licensing Committee we conclude that the nature of these roles is similar and therefore this should be recognised by the same rate of SRA. We therefore recommend this is set at 50% of the BA.
- 2.21 We discussed the role of an Overview Committee Chairman, of which there are two, one for each directorate and we recognise the importance of effective overview and scrutiny and the role of the Chairman for each committee which included holding Cabinet to account for decisions taken.

We acknowledge that Overview Chairmen are responsible for organising their respective work programmes and have statutory responsibilities such as consenting to items being added to the Cabinet 28 day notice for executive meetings. To recognise the importance of these roles we consider that an SRA of 75% of the BA be appropriate.

- 2.22 With regard to allowances for the Chairman and Vice Chairman of the Council we noted the additional workload these roles entail, particularly for the Chairman. We acknowledge the reputational importance of the Chairman's role and the fact that the Chairman of the Council is in a position to help people increase their understanding of the Council and promote democracy. We were advised that the Chairman of the Council performed duties such as representing the Council at events and ceremonial functions in addition to the chairing of Full Council meetings. However, we do not consider the responsibility of the role to be higher than that of the role of Planning Committee Chairman and therefore we recommend an equivalent SRA of 100% of the BA.
- 2.23 We accept that the role of Vice-Chairman of the Council warrants its own SRA due to the additional workload and responsibilities, including deputising for the Chairman and attending events alongside the Chairman on occasion. However, when comparing this to the benchmarking group this level appeared disproportionate and based on evidence available to the Panel, we recommend that an SRA of 25% of the BA was more appropriate.
- 2.24 The Panel noted that the Conservative Group proposal was that the SRA for political group leaders was to remain at 20% of the BA where there were four or more members of a group. The comparative data provided indicated that the overwhelming majority of authorities paid some form of allowance to Political Group Leaders. On balance, the Panel considered that an SRA for political group leaders remained appropriate. However, the Panel acknowledged that regardless of group size the role has the same responsibilities. Therefore, the Panel recommends that the scheme be amended to allow the payment of this SRA, which we recommend remain at 20% of the BA to group leaders of 2 or more members.

3. Per-meeting Allowances

- 3.1 Representations received from the Conservative Group proposed that the per meeting SRA's for the Chairmen of: Governance and Electoral Arrangements Committee; Appeals and Complaints Committee; and Licensing Sub-Committee be reduced from 4% of the BA to 2% of the BA. The Panel noted that number of Committees which attracted a per meeting allowance had reduced from the time of the last review and were held on an ad-hoc basis. The only per meeting allowance currently included in the scheme for ordinary members of a committee was for the Licensing Sub Committee. We note that these meetings are held during the day and have a

quorum. The Conservative Group proposal was that this SRA be reduced from 2% of the BA to 1%. Having compared this data to the benchmarking group and noting the occasional nature of meetings, we consider the SRA's proposed in the Conservative Group proposal to be appropriate. We were pleased to hear that in the case of a Licensing Sub-Committee, the Licensing Committee Chairman is used where possible and does not claim a per-meeting allowance.

4. Subsistence and Travel

- 4.1 We reviewed the current amounts paid for travel allowances and subsistence and consider these remain reasonable and consistent with the arrangements at other Councils. However, we agreed that being environmentally friendly should be encouraged and actively promoted by Members. Members are encouraged to consider the environment and car share when attending meetings.

5. Childcare and Dependent Carer Allowance (DCA)

- 5.1 We looked at the childcare allowance rates paid by other councils and found that the current CDC rate was not dissimilar from others. We consider that it would be fair and reasonable to set the childcare allowance in line with the level of the National Living Wage and therefore recommend that the childcare allowance is revised to be linked to changes at the national level. As of 1 April 2018 this will be £7.83 ph.
- 5.2 Similarly, we compared the DCA rate with other councils' rates. The CDC rate at £14 per hour was amongst the highest. However, due to the nature of care that a councillor who is also a carer may need to provide, we consider that it should be revised to ensure no one is deterred from standing as a candidate on the basis they had caring responsibilities. Having consulted with the Adult Social Care service at Bucks County Council the average per hour cost of in home care ranged from £15 to £19 in Buckinghamshire. We therefore recommend that the DCA be increased to the median so that up to £17 per hour could be claimed.
- 5.3 The current scheme sets an annual limit of £2,250 on claims for childcare and DCA which we consider this appropriate.

6. Other considerations

- 6.1 We were made aware that some Members may be required to register as a data controller with the ICO, for example if they handle casework from residents. The annual fee for this is £35 and we recommend that this be included in the scheme as a fee which Members can claim for.

- 6.2 We considered the Give as you earn scheme (GAYE) and whether to make recommendations on the Members process by which they could donate any/all of their BA/SRA to charity and noted that the Council had a staff scheme. The Panel considered that Members could use this scheme and therefore this did not require specific noting in the scheme of allowances.

7. Indexation

- 7.1 We reviewed and discussed the indexing of the allowances and noted that in the past the BA has been linked to a certain consumer price index and council staff pay increases. As previously referred to in this report, Members rejected the indexation increase included under the scheme until 2017/18 when staff received a 1% increase. Members of Full Council considered it inappropriate to accept an increase whilst staff did not receive a pay award. We therefore consider it appropriate that the BA increase in line with the locally agreed pay award for staff rather than being linked to another index.
- 7.2 Furthermore, as travel allowances are linked to HMRC recommended rates, which are reviewed annually, no indexing arrangements need be applied to travel allowances. The position is similar for subsistence rates which are linked to council staff subsistence rates. The recommendation to reimburse childcare at the national living wage, will be linked to changes at national level.

8. Pensions

- 8.1 We have been informed that the Department of Communities and Local Government announced in 2014 that Councillors were not able to join the Local Government Pension Scheme and therefore did not review this aspect of the Allowances Scheme.

9. Conclusion

- 9.1 In our view, the Council's Scheme of Allowances for members does need to be revised in view of the changes which have taken place at the Council since the last review in 2014 and in particular we recommend:
- a BA based on the proposal received from the Conservative Group
 - changes to some SRAs, as justified individually in this report and linked to the objectively calculated BA
 - changes to the childcare and dependent carer allowances
 - the additional mileage claim to promote being environmentally friendly
 - the inclusion of the ability to claim for the ICO registration fee.

10. Recommendations

For the period 2018/19, the Panel recommends that:

10.1 the BA is increased from £4,646 to £4,800

10.2 that SRAs are paid as per **Appendix A** and that the following specific SRAs change:

- Portfolio Holders' SRAs: increase from 125% of the BA to 130% of the BA
- Planning Committee Chairman's SRA: decrease from 105% of the BA to 100% of the BA
- Planning Vice-Chairman's SRA: decrease from 30% of the BA to 25% of the BA
- Audit and Standards Committee Chairman: Increase from 15% of the BA to 50% of the BA
- Chairman of the Council's SRA: decrease from 105% of the BA to 100%
- Vice-Chairman of the Council's SRA: decrease from 42% of the BA to 25% of the BA
- Overview Chairman's SRA(x2): increase from 63% of the BA to 75% of the BA
- Reimbursement for childcare costs is set in line with the National Living Wage, currently rising to £7.83 ph from 1 April 2018.
- The dependent carer allowance increase to £17 per hour
- Members to be able to claim ICO registration fee of £35

10.3 Where the Council chooses not to accept or make changes to the Panel's recommendations, we would request that full and valid reasoning be given for departing from the recommendations to respect the work and time the Panel has put in.

Appendix A - Recommended Allowance Scheme for 2018/19

| Role | Current Level | Current Percentage of BA | New Level | New Percentage of BA |
|---|--------------------------|---------------------------------|-------------------------|-----------------------------|
| Basic Allowance x 40 | £4,646 | | £4,800 | |
| Chairman of the Council | £4,878 | 105% | £4,800 | 100% |
| Vice-Chairman of the Council | £1,951 | 42% | £1,200 | 25% |
| Leader | £13,473 | 290% | £13,920 | 290% |
| Deputy Leader | £6,737 | 145% | £6,960 | 145% |
| Group Leader (of 2 or more Members) | £929 | 20% | £960 | 20% |
| Portfolio Holder x4 | £5,808 | 125% | £6,240 | 130% |
| Planning Chairman | £4,878 | 105% | £4,800 | 100% |
| Planning Vice-Chairman | £1,394 | 30% | £1,200 | 25% |
| Licensing Chairman | £2,323 | 50% | £2,400 | 50% |
| Overview Chairman x2 | £2,927 | 63% | £3,600 | 75% |
| Audit & Standards Chairman | £697 | 15% | £2,400 | 50% |
| Ordinary Members of Planning Committee (11) | £697 | 15% | £720 | 15% |
| Chairman of Governance & Electoral Arrangements | £186 (per meeting) ** | 4% | £96 (per meeting) ** | 2% |
| Chairman of Appeals & Complaints Committee | £186 (per meeting) ** | 4% | £96 (per meeting) ** | 2% |
| Chairman of Licensing Sub-Committee | £186 (per meeting) ** | 4% | £96 (per meeting) ** | 2% |
| Ordinary Members of a Licensing Sub Committee (including reserve) | £46 (per meeting) ** | 1% | £48 (per meeting) ** | 1% |

Classification: OFFICIAL-SENSITIVE [COMMERCIAL]

| | | | | |
|-----------------|--------------|----------------------|-----------------|--|
| Subsistence | - | As per officer rates | - | As per officer rates |
| Travel | - | As per HMRC rates | - | As per HMRC rates |
| Childcare | £8 per hour | | £7.83* per hour | National Living Wage to be linked to changes at national level |
| Dependent Carer | £14 per hour | | £17 per hour | Based on Buckinghamshire average per hour cost of in home care |
| Total amounts | £266,202 | | £272,448 | |

Notes:

Limitations on Payment of Special Responsibility Allowances:

* No Restriction – except the Chairman of the Licensing Committee is not eligible to receive the per meeting allowance for Licensing Sub Committee meetings

** For the avoidance of doubt the relevant per meeting Special Responsibility Allowance for Chairman shall be payable to the Member chairing the meeting.

To claim the allowance for Group Leader a political group must contain 2 or more members of the council

**CHILTERN DISTRICT COUNCIL
SCHEME OF MEMBERS' ALLOWANCES 2017/18**

GUIDANCE NOTES FOR MEMBERS

In accordance with the Local Authorities (Member's Allowances) (England) Regulations 2003 (Statutory Instrument 2003 No 1021) it was agreed at the Council meeting held on 28 February 2017 that the 2016/17 scheme automatically adjusts by 1% to create the 2017/18 scheme. The 2017/18 scheme is effective from 1 April 2017 and is set out below.

1. The allowances approved for the financial year 2017/2018 are as follows:

| Post holder | Amount (£) |
|---|-------------------------|
| Basic Allowance (all Members) | 4,646 |
| Chairman of the Council | 4,878 |
| Vice-Chairman of the Council | 1,951 |
| Leader | 13,473 |
| Deputy Leader | 6,737 |
| Other Portfolio Holders | 5,808 |
| Chairmen of Overview Committees (2) | 2,927 |
| Chairman of Planning Committee | 4,878 |
| Vice-Chairmen of Planning Committee | 1,394 |
| Chairman of Licensing & Regulation Committee | 2,323 |
| Chairman of Audit & Standards Committee | 697 |
| Chairman of Governance & Electoral Arrangements Committee | 186 (per meeting) ** |
| Chairman of Appeals & Complaints Committee | 186 (per meeting) ** |
| Chairman of Personnel Committee | 186 (per meeting) ** |
| Chairman of Taxi & Private Hire Sub-Committee* | 186 (per meeting) ** |
| Chairman of Licensing Sub-Committee* | 186 (per meeting) ** |

| | |
|---|--------------------|
| Miscellaneous:- Ordinary members of a Licensing Sub-Committee (including reserve) * | 46 (per meeting)** |
| Ordinary members of a Taxi & Private Hire Sub-Committee (including reserve) * | 46 (per meeting)** |
| Ordinary members of Planning Committee (11) | 697 |
| Party Group Leader/Secretary 4+ Members | 929 |

Limitations on Payment of Special Responsibility Allowances:

* No Restriction – except the Chairman and Vice-Chairman of the Licensing & Regulation Committee are not eligible to receive the per meeting allowance for Taxi & Private Hire / Licensing Sub Committee meetings

** For the avoidance of doubt the relevant per meeting Special Responsibility Allowance for Chairman shall be payable to the Member chairing the meeting.

2. OTHER ALLOWANCES

Members may make claims for the following expenditure:

2.1. Travelling

The use of a Member's car, motorcycle or bicycle for approved duties will be paid at the same rate as the officers, i.e. the rate published from time to time by HM Revenue and Customs: www.hmrc.gov.uk/rates/travel.htm. The agreed rates as of March 2015 are as follows:

| | |
|---------------|--------------|
| Cars and vans | 45p per mile |
| Motor cycles | 24p per mile |
| Bicycles | 20p per mile |

The shortest route must be taken. Mileage must be rounded to the nearest whole number.

In respect of long distance journeys, Members should claim standard second class rail travel fare where this is less than the equivalent mileage claim.

In cases of emergency where a Member's car is not available and there is no reasonable public transport a Member may travel by taxi. The amount of the actual fare and any reasonable gratuity paid may be claimed.

Members are asked to share cars when more than one Member is attending the same event.

Members should ensure that their vehicle insurance policy covers use for business purposes.

Claim forms should clearly state the:

- vehicle registration number;
- start point and destination for the journey;
- reason for the journey, ensuring this is within the approved duties listed above; and,
- number of miles claimed at the appropriate rate.

2.2. Public Transport

- Members should use the Council's Oyster card when travelling by train into London. This can be obtained from Democratic Services and should be returned after use.
- Train fares for approved duties will be paid at standard second class rate on production of a receipt/ticket.
- Bus fares for approved duties will be paid on production of a receipt/ticket.
- Approved taxi fares will be paid on production of a receipt.

Mileage/travel claims submitted by Members will be checked by Democratic Services against the guidelines and authorised for payment by the Chief Executive or his deputy. If any claims are refused or amended, Members will be advised by email of the reason.

Travel payments are not taxable.

2.3. Subsistence

Members incurring additional expense in the course of carrying out approved duties in respect of meals or overnight accommodation will be reimbursed approved expenses subject to evidence of expenditure being produced. The agreed rates are the same at the Officer Scheme:

| | | |
|-------------------------------|--------------|---------------------------|
| Subsistence allowances | Breakfast | £7.24 |
| | Lunch | £9.99 |
| | Tea | £3.97 |
| | Evening Meal | £12.36 |
| Out of pocket expenses | Per Night | £5.00 |
| | Per Week | £20.00 |
| Overnight expenses | Per Night | Reasonable hotel expenses |

Any meals provided free of charge by the Council or any other body cannot be claimed.

Claim forms should:

- show details of the claim, e.g. lunch purchased at meeting - £9.99.
- include a receipt for the amount claimed.

Subsistence payments are not taxable.

2.4. Dependent Carers' Allowance

A Dependent Carers' Allowance will be payable where members have responsibility for the care of a young, elderly or disabled dependant and need to engage the services of an alternative carer in order to discharge any of the approved duties defined in part 3.

The maximum rate at which dependent care may be claimed is:

| | |
|--------|--|
| £8.00 | per hour for child care |
| £14.00 | per hour for adult/elderly/disabled dependent care |

Payment is subject to the production of proof of expenditure and an overall limit of £2,250 in the financial year to which this Scheme relates.

Payment would not normally be made where dependent care is, or can be, provided by a member of the claimant's household.

Claim forms should:

- show details of the claim e.g. babysitting x hours @ £8.00 per hour
- include a receipt for the amount claimed.

Payment of Dependent Carers' Allowance is taxable.

3. APPROVED DUTIES

Travelling and Subsistence Allowances will be payable at the rates paid to officers of the Council in connection with the following duties (known as "approved duties"):

1. Attendance at a meeting of the Council;
2. Attendance at a meeting of a committee or sub-committee of the Council;
3. Attendance at a meeting of a joint committee or joint sub-committee of the Council;
4. Attendance by the Chairman and/or Vice Chairman of the Council and the Party Group Leaders at a meeting with officers of the Council held for the purpose of briefing the Chairman and/or Vice Chairman on the agenda and reports to be presented to a forthcoming meeting of the Council;
5. Attendance by the Chairman and/or Vice Chairman of a committee or sub-committee of the Council at a meeting with officers of the Council held for the purpose of briefing the Chairman and/or Vice Chairman on the agenda and reports to be presented to a forthcoming meeting of the committee or sub-committee, as the case may be;
6. Attendance at a meeting of the Cabinet;
7. Attendance at a meeting of a committee or sub-committee of the Cabinet;
8. Attendance at a meeting of a joint committee or joint sub-committee of the Cabinet;
9. Attendance by members of the Cabinet at a pre-arranged meeting with officers of the Council held for the purpose of briefing the Cabinet on the agenda and reports to be presented to a forthcoming meeting of the Cabinet;
10. Attendance by members of the Cabinet at pre-arranged informal meetings of the Cabinet held for the purpose of, or in connection with, the discharge of any function of the Cabinet or a committee or sub-committee of the Cabinet;
11. Attendance at pre-arranged formal meetings called by an officer;
12. Attendance as a member of the Planning Committee at formal or informal site visits;

13. Attendance at seminars and training events approved by the Council or the Cabinet or by a committee or sub-committee of the Council or the Cabinet Provided that attendance at external conferences and training events shall also be authorised by the Chief Executive;
14. Attendance at pre-arranged meetings with Management Team held for the purpose of, or in connection with, the discharge of any function of the Council or the Cabinet or of a committee or sub-committee of the Council or the Cabinet;
15. Attendance at a meeting of a body to which the Council or the Cabinet makes appointments or nominations;
16. Attendance at a meeting of a committee or sub-committee of a body to which the Council or the Cabinet make appointments or nominations;
17. Attendance as a district councillor at meetings of the Town or Parish Council(s) active in the Councillor's ward;
18. Attendance as a district councillor at meetings of the Neighbourhood Action Groups (NAG) and Local Area Forums;
19. Attendance at a meeting of a local authority association of which the Council is a member;
20. Attendance at any other meeting the holding of which has been authorised by the Council or the Cabinet or by a committee or sub-committees of the Council or the Cabinet, or by a joint committee or joint sub-committee of the Council or the Cabinet and to which representatives of more than one political group have been invited;
21. Duties undertaken on behalf of the Council in pursuance of any standing order requiring a member or members to be present while tender documents are opened;
22. Duties undertaken on behalf of the Council in connection with the discharge of any function of the Council conferred by or under any enactment and empowering or requiring the authority to inspect or authorise the inspection of premises;
23. Duties undertaken on behalf of the Council in connection with witnessing the common seal of the Council or the signing of any legal contractual, regulatory or consultative document that a member is authorised or empowered to sign;

24. Duties undertaken on behalf of the Council in connection with the preparation for and conduct of a local inquiry at which a member will give evidence on behalf of the Council.

The following are **not approved duties** in respect of claims for travel, subsistence or dependent carers' allowance:

1. Attendance at the Council Offices for discussions with Members or Officers as part of the normal working day – unless pre-arranged with officers.
2. Attendance at conferences or meetings not approved by Committee or the Chief Executive.
3. Attendance at training courses not approved by Committee or the Chief Executive.
4. Attendance at Group meetings.

4. PENSIONS

The Council has maintained its resolve that members shall not be entitled to join the Local Government Pension Scheme and that basic and special responsibility allowances shall not be treated as amounts in respect of which pensions are payable.

5. FORGOING ALLOWANCES

Any member shall be entitled to forgo entitlement to any or part of his or her allowances by giving notice in writing to the Chief Executive.

6. DURATION OF SCHEME

This Scheme will take effect on 1 April 2017 and continue in force to 31 March 2018.

7. REVIEW OF SCHEME

The Independent Review of Members Allowances Panel will next meet in autumn 2017 to consider the Scheme of Allowances for 2018-19. However, any amendments to this Scheme must be made following consideration of the further report and recommendations of the Independent Review of Members Allowances Panel and in accordance with Regulation 10 of The Local Authorities (Members' Allowances) (England) Regulations 2003.

8. CLAIMS AND PAYMENT

The Basic Allowance and the annual Special Responsibility Allowances (SRAs) are payable pro-rata in equal monthly instalments over the Scheme year via the Council's payroll system. The per meeting SRAs are payable the month following the meeting. Payment of the Basic Allowance and SRAs will be made automatically, unless a Member indicates that they wish to forgo their allowances. The Council shall be entitled to make such deductions at source in respect of income tax, national insurance and other matters as it is authorised or required to do by order of HM Revenues and Customs or an English Court.

9. ADMINISTRATION OF SCHEME

The administration of this Scheme shall be the responsibility of the Chief Executive.

In consultation with the Head of Finance, the Chief Executive shall be entitled to introduce such guidance notes and forms and impose such requirements for making and proving claims for travelling and subsistence and dependant carers' allowances as are reasonably necessary for the efficient administration of the Scheme and for the internal and external audit of claims.

When a Member is elected he/she will be provided with a *Member Commencing Form* for completion and return to Finance. This includes details of the Member's bank / building society in order for monthly expenses to be paid. All Members are required to supply their date of birth on the form. Members over pension age (60 for women and 65 for men), are also asked to supply a photocopy birth certificate or other proof of age. This will ensure that National Insurance contributions are not deducted from allowances.

Allowances will be paid automatically on the 15th of each month unless a Member requests the Council on the *Member Commencing Form* not to pay allowances or to pay at a reduced amount.

9.1 Member Claim Form

Claims for allowances should be made using the appropriate form. This is available from: www.chiltern.gov.uk/councillors

Forms should be submitted to Democratic Services via email to: democraticservices@chiltern.gov.uk or via a paper form.

9.2 Claim Deadline

| Meetings held on | | | Claim form deadline | Payment made |
|------------------|----|--------------|---------------------|--------------|
| 26 January | to | 25 February | 27 February | 15 March |
| 26 February | to | 25 March | 27 March | 15 April |
| 26 March | to | 25 April | 27 April | 15 May |
| 26 April | to | 25 May | 27 May | 15 June |
| 26 May | to | 25 June | 27 June | 15 July |
| 26 June | to | 25 July | 27 July | 15 August |
| 26 July | to | 25 August | 27 August | 15 September |
| 26 August | to | 25 September | 27 September | 15 October |
| 26 September | to | 25 October | 27 October | 15 November |
| 26 October | to | 25 November | 27 November | 15 December |
| 26 November | to | 25 December | 27 December | 15 January |
| 26 December | to | 26 January | 27 January | 15 February |

- Claims more than three months old will not be met.
- No claims will be met if submitted after the end of the financial year.

If Members have any queries regarding claims for allowances, they can contact Democratic Services (democraticservices@chiltern.gov.uk; 01494 732143).

**CHILTERN DISTRICT COUNCIL
SCHEME OF MEMBERS' ALLOWANCES 2018/19**

GUIDANCE NOTES FOR MEMBERS

In accordance with the Local Authorities (Member's Allowances) (England) Regulations 2003 (Statutory Instrument 2003 No 1021) this scheme was agreed at the Council meeting held on 28 February 2018. The 2018/19 scheme is effective from 1 April 2018 and is set out below.

1. The allowances approved for the financial year 2018/2019 are as follows:

| Post holder | Amount (£) |
|---|---------------------|
| Basic Allowance (all Members) | 4,800 |
| Chairman of the Council | 4,800 |
| Vice-Chairman of the Council | 1,200 |
| Leader | 13,920 |
| Deputy Leader | 6,960 |
| Other Portfolio Holders | 6,240 |
| Chairmen of Overview Committees (2) | 3,600 |
| Chairman of Planning Committee | 4,800 |
| Vice-Chairmen of Planning Committee | 1,200 |
| Chairman of Licensing & Regulation Committee | 2,400 |
| Chairman of Audit & Standards Committee | 2,400 |
| Chairman of Governance & Electoral Arrangements Committee | 96 (per meeting) ** |
| Chairman of Appeals & Complaints Committee | 96 (per meeting) ** |
| Chairman of Licensing Sub-Committee* | 96 (per meeting) ** |
| Miscellaneous:- | 48 (per meeting)** |
| Ordinary members of a Licensing Sub-Committee (including reserve) * | |
| Ordinary members of Planning Committee (11) | 720 |
| Party Group Leader/Secretary | |
| 2+ Members | 960 |

Limitations on Payment of Special Responsibility Allowances:

* No Restriction – except the Chairman of the Licensing Committee is not eligible to receive the per meeting allowance for Licensing Sub Committee meetings

** For the avoidance of doubt the relevant per meeting Special Responsibility Allowance for Chairman shall be payable to the Member chairing the meeting.

2. OTHER ALLOWANCES

Members may make claims for the following expenditure:

2.1. Travelling

The use of a Member's car, motorcycle or bicycle for approved duties will be paid at the same rate as the officers, i.e. the rate published from time to time by HM Revenue and Customs: www.hmrc.gov.uk/rates/travel.htm. The agreed rates as of March 2015 are as follows:

| | |
|---------------|--------------|
| Cars and vans | 45p per mile |
| Motor cycles | 24p per mile |
| Bicycles | 20p per mile |

The shortest route must be taken. Mileage must be rounded to the nearest whole number.

In respect of long distance journeys, Members should claim standard second class rail travel fare where this is less than the equivalent mileage claim.

In cases of emergency where a Member's car is not available and there is no reasonable public transport a Member may travel by taxi. The amount of the actual fare and any reasonable gratuity paid may be claimed.

Members are asked to share cars when more than one Member is attending the same event.

Members should ensure that their vehicle insurance policy covers use for business purposes.

Claim forms should clearly state the:

- vehicle registration number;
- start point and destination for the journey;
- reason for the journey, ensuring this is within the approved duties listed above; and,
- number of miles claimed at the appropriate rate.

2.2. Public Transport

- Members should use the Council's Oyster card when travelling by train into London. This can be obtained from Democratic Services and should be returned after use.
- Train fares for approved duties will be paid at standard second class rate on production of a receipt/ticket.
- Bus fares for approved duties will be paid on production of a receipt/ticket.
- Approved taxi fares will be paid on production of a receipt.

Mileage/travel claims submitted by Members will be checked by Democratic Services against the guidelines and authorised for payment by the Chief Executive or his deputy. If any claims are refused or amended, Members will be advised by email of the reason.

Travel payments are not taxable.

2.3. Subsistence

Members incurring additional expense in the course of carrying out approved duties in respect of meals or overnight accommodation will be reimbursed approved expenses subject to evidence of expenditure being produced. The agreed rates are the same at the Officer Scheme:

| | | |
|-------------------------------|--------------|---------------------------|
| Subsistence allowances | Breakfast | £7.24 |
| | Lunch | £9.99 |
| | Tea | £3.97 |
| | Evening Meal | £12.36 |
| Out of pocket expenses | Per Night | £5.00 |
| | Per Week | £20.00 |
| Overnight expenses | Per Night | Reasonable hotel expenses |

Any meals provided free of charge by the Council or any other body cannot be claimed.

Claim forms should:

- show details of the claim, e.g. lunch purchased at meeting - £9.99.
- include a receipt for the amount claimed.

Subsistence payments are not taxable.

2.4. Dependent Carers' Allowance

A Dependent Carers' Allowance will be payable where members have responsibility for the care of a young, elderly or disabled dependant and need to engage the services of an alternative carer in order to discharge any of the approved duties defined in part 3.

The maximum rate at which dependent care may be claimed is:

| | |
|--------|--|
| £7.83* | per hour for child care |
| | *National Living Wage to be linked to changes at national level (£7.83 as of 1 April 2018) |
| £17.00 | per hour for adult/elderly/disabled dependent care |

Payment is subject to the production of proof of expenditure and an overall limit of £2,250 in the financial year to which this Scheme relates.

Payment would not normally be made where dependent care is, or can be, provided by a member of the claimant's household.

Claim forms should:

- show details of the claim e.g. babysitting x hours @ £7.83 per hour
- include a receipt for the amount claimed.

Payment of Dependent Carers' Allowance is taxable.

2.5 ICO Registration fee

A claim can be made by Members to cover the £35 cost of registering with the Information Commissioners Office (ICO) as a data controller. Members should refer to the relevant guidance issued.

3. APPROVED DUTIES

Travelling and Subsistence Allowances will be payable at the rates paid to officers of the Council in connection with the following duties (known as "approved duties"):

1. Attendance at a meeting of the Council;
2. Attendance at a meeting of a committee or sub-committee of the Council;
3. Attendance at a meeting of a joint committee or joint sub-committee of the Council;
4. Attendance by the Chairman and/or Vice Chairman of the Council and the Party Group Leaders at a meeting with officers of the Council held for the purpose of briefing the Chairman and/or Vice Chairman on the agenda and reports to be presented to a forthcoming meeting of the Council;
5. Attendance by the Chairman and/or Vice Chairman of a committee or sub-committee of the Council at a meeting with officers of the Council held for the purpose of briefing the Chairman and/or Vice Chairman on the agenda and reports to be presented to a forthcoming meeting of the committee or sub-committee, as the case may be;
6. Attendance at a meeting of the Cabinet;
7. Attendance at a meeting of a committee or sub-committee of the Cabinet;
8. Attendance at a meeting of a joint committee or joint sub-committee of the Cabinet;
9. Attendance by members of the Cabinet at a pre-arranged meeting with officers of the Council held for the purpose of briefing the Cabinet on the agenda and reports to be presented to a forthcoming meeting of the Cabinet;
10. Attendance by members of the Cabinet at pre-arranged informal meetings of the Cabinet held for the purpose of, or in connection with, the discharge of any function of the Cabinet or a committee or sub-committee of the Cabinet;
11. Attendance at pre-arranged formal meetings called by an officer;
12. Attendance as a member of the Planning Committee at formal or informal site visits;

13. Attendance at seminars and training events approved by the Council or the Cabinet or by a committee or sub-committee of the Council or the Cabinet Provided that attendance at external conferences and training events shall also be authorised by the Chief Executive;
14. Attendance at pre-arranged meetings with Management Team held for the purpose of, or in connection with, the discharge of any function of the Council or the Cabinet or of a committee or sub-committee of the Council or the Cabinet;
15. Attendance at a meeting of a body to which the Council or the Cabinet makes appointments or nominations;
16. Attendance at a meeting of a committee or sub-committee of a body to which the Council or the Cabinet make appointments or nominations;
17. Attendance as a district councillor at meetings of the Town or Parish Council(s) active in the Councillor's ward;
18. Attendance as a district councillor at meetings of the Neighbourhood Action Groups (NAG) and Local Area Forums;
19. Attendance at a of meeting of a local authority association of which the Council is a member;
20. Attendance at any other meeting the holding of which has been authorised by the Council or the Cabinet or by a committee or sub-committees of the Council or the Cabinet, or by a joint committee or joint sub-committee of the Council or the Cabinet and to which representatives of more than one political group have been invited;
21. Duties undertaken on behalf of the Council in pursuance of any standing order requiring a member or members to be present while tender documents are opened;
22. Duties undertaken on behalf of the Council in connection with the discharge of any function of the Council conferred by or under any enactment and empowering or requiring the authority to inspect or authorise the inspection of premises;
23. Duties undertaken on behalf of the Council in connection with witnessing the common seal of the Council or the signing of any legal contractual, regulatory or consultative document that a member is authorised or empowered to sign;

24. Duties undertaken on behalf of the Council in connection with the preparation for and conduct of a local inquiry at which a member will give evidence on behalf of the Council.

The following are **not approved duties** in respect of claims for travel, subsistence or dependent carers' allowance:

1. Attendance at the Council Offices for discussions with Members or Officers as part of the normal working day – unless pre-arranged with officers.
2. Attendance at conferences or meetings not approved by Committee or the Chief Executive.
3. Attendance at training courses not approved by Committee or the Chief Executive.
4. Attendance at Group meetings.

5. FORGOING / DONATING ALLOWANCES

Any member shall be entitled to forgo entitlement to any or part of his or her allowances by giving notice in writing to the Chief Executive.

Any member wishing to donate all or part of their allowances to charity shall be eligible to sign up to the Give as You Earn Scheme which will be operated in the same way as the staff scheme.

6. DURATION OF SCHEME

This Scheme will take effect on 1 April 2018 and continue in force to 31 March 2022.

7. REVIEW OF SCHEME

The Independent Review of Members Allowances Panel will cover the period to 31 March 2022. However, any amendments to this Scheme must be made following consideration of the further report and recommendations of the Independent Review of Members Allowances Panel and in accordance with Regulation 10 of The Local Authorities (Members' Allowances) (England) Regulations 2003.

8. CLAIMS AND PAYMENT

The Basic Allowance and the annual Special Responsibility Allowances (SRAs) are payable pro-rata in equal monthly instalments over the Scheme year via the Council's payroll system. The per meeting SRAs are payable the month following the meeting. Payment of the Basic Allowance and SRAs will be made automatically, unless a Member indicates that they wish to forgo their allowances. The Council shall be entitled to make such deductions at source in respect of income tax, national insurance and other matters as it is authorised or required to do by order of HM Revenues and Customs or an English Court.

9. ADMINISTRATION OF SCHEME

The administration of this Scheme shall be the responsibility of the Chief Executive.

In consultation with the Head of Finance, the Chief Executive shall be entitled to introduce such guidance notes and forms and impose such requirements for making and proving claims for travelling and subsistence and dependant carers' allowances as are reasonably necessary for the efficient administration of the Scheme and for the internal and external audit of claims.

When a Member is elected he/she will be provided with a *Member Commencing Form* for completion and return to Finance. This includes details of the Member's bank / building society in order for monthly expenses to be paid. All Members are required to supply their date of birth on the form. Members over pension age (60 for women and 65 for men), are also asked to supply a photocopy birth certificate or other proof of age. This will ensure that National Insurance contributions are not deducted from allowances.

Allowances will be paid automatically on the 15th of each month unless a Member requests the Council on the *Member Commencing Form* not to pay allowances or to pay at a reduced amount.

9.1 Member Claim Form

Claims for allowances should be made using the appropriate form. This is available from: www.chiltern.gov.uk/councillors

Forms should be submitted to Democratic Services via email to: democraticservices@chiltern.gov.uk or via a paper form.

9.2 Claim Deadline

| Claim form deadline | Payment made |
|----------------------------|---------------------|
| 27 February | 15 March |
| 27 March | 15 April |
| 27 April | 15 May |
| 27 May | 15 June |
| 27 June | 15 July |
| 27 July | 15 August |
| 27 August | 15 September |
| 27 September | 15 October |
| 27 October | 15 November |
| 27 November | 15 December |
| 27 December | 15 January |
| 27 January | 15 February |

- Claims more than three months old will not be met.
- No claims will be met if submitted after the end of the financial year.

If Members have any queries regarding claims for allowances, they can contact Democratic Services (democraticservices@chiltern.gov.uk; 01494 732143).

2018

May

| | | |
|-----|-----------|------------------|
| Tue | 15-May-18 | Council (Annual) |
| Thu | 17-May-18 | Planning |
| Mon | 21-May-18 | JPPMRG (LP) |
| Thu | 24-May-18 | Services (LP) |
| Mon | 28-May-18 | Bank Holiday |
| Wed | 30-May-18 | Joint Committee |

June

| | | |
|-----|-----------|-----------------|
| Wed | 06-Jun-18 | Council (LP) |
| Mon | 11-Jun-18 | CSPAG |
| Tue | 12-Jun-18 | EPAG |
| Wed | 13-Jun-18 | Services |
| Thu | 14-Jun-18 | Planning |
| Mon | 18-Jun-18 | SSPAG |
| Tue | 19-Jun-18 | HCPAG |
| Wed | 20-Jun-18 | Resources |
| Thu | 21-Jun-18 | P&ED PAG |
| Tue | 26-Jun-18 | Cabinet |
| Thu | 28-Jun-18 | Joint Committee |

July

| | | |
|-----|-----------|-------------------|
| Tue | 10-Jul-18 | Licensing |
| Thu | 12-Jul-18 | Planning |
| Mon | 16-Jul-18 | Audit & Standards |
| Thu | 19-Jul-18 | JPPMRG |
| Tue | 24-Jul-18 | Council |

August

| | | |
|-----|-----------|--------------|
| Tue | 07-Aug-18 | JPPMRG |
| Thu | 09-Aug-18 | Planning |
| Mon | 27-Aug-18 | Bank Holiday |

September

| | | |
|-----|-----------|-----------|
| Thu | 06-Sep-18 | Planning |
| Tue | 11-Sep-18 | Resources |
| Tue | 18-Sep-18 | SSPAG |
| Wed | 19-Sep-18 | JPPMRG |
| Mon | 24-Sep-18 | EPAG |
| Tue | 25-Sep-18 | P&ED PAG |
| Wed | 26-Sep-18 | CSPAG |

October

| | | |
|-----|-----------|-------------------|
| Thu | 04-Oct-18 | Planning |
| Mon | 08-Oct-18 | HCPAG |
| Tue | 09-Oct-18 | Services |
| Wed | 10-Oct-18 | Joint Committee |
| Thu | 11-Oct-18 | Audit & Standards |
| Tue | 16-Oct-18 | Cabinet |
| Thu | 18-Oct-18 | JPPMRG |

November

| | | |
|-----|-----------|-----------------|
| Thu | 01-Nov-18 | Planning |
| Tue | 06-Nov-18 | Joint Committee |
| Thu | 08-Nov-18 | Licensing |
| Tue | 13-Nov-18 | Council |
| Thu | 15-Nov-18 | JPPMRG |
| Thu | 22-Nov-18 | Planning |
| Mon | 26-Nov-18 | HCPAG |
| Tue | 27-Nov-18 | Services |
| Wed | 28-Nov-18 | EPAG |
| Thu | 29-Nov-18 | SSPAG |

December

| | | |
|-----|-----------|------------------|
| Mon | 03-Dec-18 | P&ED PAG |
| Tue | 04-Dec-18 | Resources |
| Wed | 05-Dec-18 | CSPAG |
| Tue | 11-Dec-18 | Cabinet (Budget) |
| Thu | 20-Dec-18 | Planning |
| Tue | 25-Dec-18 | Bank Holiday |
| Wed | 26-Dec-18 | Bank Holiday |

2019**January**

Tue 01-Jan-19 Bank Holiday
 Tue 08-Jan-19 Council
 Thu 10-Jan-19 HCPAG
 Mon 14-Jan-19 CSPAG
 Tue 15-Jan-19 JPPMRG
 Wed 16-Jan-19 EPAG
 Thu 17-Jan-19 Planning
 Mon 21-Jan-19 P&ED PAG
 Tue 22-Jan-19 Resources
 Wed 23-Jan-19 SSPAG
 Thu 24-Jan-19 Audit & Standards
 Tue 29-Jan-19 Governance
 Wed 30-Jan-19 Services
 Thu 31-Jan-19 Licensing

February

Tue 05-Feb-19 Cabinet
 Thu 07-Feb-19 JPPMRG
 Wed 13-Feb-19 Joint Committee
 Thu 14-Feb-19 Planning
 Tue 19-Feb-19 P&ED PAG
 Wed 20-Feb-19 Services
 Tue 26-Feb-19 Council (C-Tax)
 Wed 27-Feb-19 HCPAG
 Thu 28-Feb-19 CSPAG

March

Mon 04-Mar-19 SSPAG
 Tue 05-Mar-19 Resources
 Wed 06-Mar-19 EPAG
 Thu 14-Mar-19 JPPMRG
 Tue 19-Mar-19 Cabinet
 Thu 21-Mar-19 Planning

April

Thu 04-Apr-19 Licensing
 Wed 10-Apr-19 Audit & Standards
 Wed 17-Apr-19 Council
 Thu 18-Apr-19 Planning
 Fri 19-Apr-19 Bank Holiday
 Mon 22-Apr-19 Bank Holiday

May

Mon 06-May-19 Bank Holiday
 Wed 22-May-19 Council (Annual)
 Thu 23-May-19 Planning
 Mon 27-May-19 Bank Holiday

KEY

CSPAG: Customer Services PAG

EPAG: Environment PAG

Governance: Governance & Electoral Arrangements Committee

HCPAG: Healthy Communities PAG

Joint Committee: Chiltern & South Bucks Joint Committee

JPPMRG: Joint Planning Policy Member Reference Group

Resources: Resources Overview Committee

P&ED PAG: Planning & Economic Development PAG

SSPAG: Support Services PAG

Services: Services Overview Committee

LP: Local Plan