

King George V House, King George V Road,  
Amersham, Buckinghamshire, HP6 5AW

**Telephone:** 01494 729000 **DX:** 50711

**Fax:** 01494 586506

**Website:** www.chiltern.gov.uk

**Email:** info@chiltern.gov.uk



**CHILTERN**  
District Council



## Resources Overview Committee (CDC)

**Wednesday, 21st June, 2017 at 6.30 pm**

**Large & Small Committee Room, King George V House, King George V Road,  
Amersham**

### **A G E N D A**

1 Evacuation Procedures

2 Minutes (*Pages 5 - 10*)

To sign the Minutes of the meetings held on 28 March 2017 and 16 May 2017.

3 Apologies for Absence

4 Declarations of Interest

5 28 Day Notice (*Pages 11 - 12*)

*Appendix: CDC Cabinet 28 Day Notice (Pages 13 - 20)*

*Appendix: Joint Committee 28 Day Notice (Pages 21 - 24)*

6 Annual Performance Report 2016 - 2017 (*Pages 25 - 26*)

Members are asked to consider and comment on the attached draft Cabinet report.

*Appendix A: Priority PI's (Pages 27 - 30)*

*Appendix B: Corporate Indicators (Pages 31 - 34)*

*Appendix C: Achievements and Performance (Pages 35 - 36)*

7 Capital & Repairs & Renewals Outturn 2016/17 (Pages 37 - 38)

Members are asked to consider and comment on the attached draft Cabinet report.

*Appendix A: Capital Carry Forward 2016/17 (Pages 39 - 40)*

*Appendix B: Repairs & Renewals Carry Forward 2016/17 (Pages 41 - 42)*

8 Treasury Management Annual Report 2016/17 (Pages 43 - 46)

Members are asked to consider and comment on the attached draft Cabinet report.

9 Exclusion of the Public

To resolve that under Section 100(A)(4) of the Local Government Act 1972 the public be excluded from the meeting for the following item(s) of business on the grounds that it involves the likely disclosure of exempt information as defined in Part I of Schedule 12A of the Act.

10 Amersham Multi-Storey Car Park Development Business Case (Pages 47 - 56)

Members are asked to consider and comment on the attached draft Cabinet report.

*Appendix A: Amersham Multi-Storey Car Park - Site Location Plan (Pages 57 - 58)*

*Appendix B: Chronology of Reporting for AMSCP Extension (Pages 59 - 62)*

*Appendix C: Cash Flows (Pages 63 - 64)*

*Appendix D: Sensitivity Analysis (Pages 65 - 66)*

*Appendix E: Amersham Car Park Construction Programme (Pages 67 - 72)*

*Appendix F: Letter from Quantity Surveyor (Pick Everard) (Pages 73 - 76)*

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

**Membership: Resources Overview Committee (CDC)**

Councillors: N M Rose (Chairman)  
C M Jones (Vice-Chairman)  
A J Garth  
A K Bacon  
C J Ford  
J L Gladwin  
M J Harrold  
R J Jones  
V Martin  
J E MacBean  
D W Phillips  
M W Shaw  
D M Varley  
H M Wallace  
C J Wertheim

**Date of next meeting – Tuesday, 12 September 2017**

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**CHILTERN DISTRICT COUNCIL**

**MINUTES** of the Meeting of the  
**CDC RESOURCES OVERVIEW COMMITTEE**  
held on **28 MARCH 2017**

**PRESENT:** Councillor N M Rose - Chairman  
" J E MacBean - Vice Chairman

Councillors: A J Garth  
A K Bacon  
J L Gladwin  
M J Harrold  
C M Jones  
D W Phillips  
D M Varley  
C J Wertheim

**APOLOGIES FOR ABSENCE** were received from Councillors C J Ford, R J Jones, M W Shaw and H M Wallace

**25 MINUTES**

The Minutes of the meeting held on 31 January 2017 were agreed and signed by the Chairman.

**26 DECLARATIONS OF INTEREST**

There were no declarations of interest.

**27 28 DAY NOTICES**

The Local Authority Lottery item being considered by Cabinet on 4 April 2017 was discussed. It was noted that there was not expected to be a financial cost to the Council but it was agreed that there could be a reputational cost if the Council was seen to be encouraging gambling. It was suggested that the Citizens Advice Bureau should be consulted before making a decision as they are debt advisors to the general public. It was noted that this was not a matter for the Resources Committee and had previously been discussed by members, but it was requested that the comments be forwarded to Cabinet.

With regard to the 28 Day Forward Plan for Chiltern & South Bucks Joint Committee, there was concern that the items had no consultation. With an

increasing number of reports going to the Joint Committee after 5 years of joint working it was suggested that a joint scrutiny committee might now be needed. Some items considered by the Joint Committee would have an impact on the Resources Overview remit, in particular the office accommodation issues, but it was recognised the same would apply for South Bucks hence a joint arrangement would be the way forward.

### **RESOLVED**

- 1. That no additional items be added to the work programme at this time.**
- 2. That the comments regarding the reputational risk to the Council of a Local Authority Lottery be forwarded to the Cabinet.**

## **28 WASTE CUSTOMER SATISFACTION & STREET CLEANING**

A report had been requested to give an update on waste services customer satisfaction and street cleaning. Serco have customer surveys carried out by a third party provider in May and November each year as part of their contract agreement with the Council. There was a small sample size of 200 respondents, split equally between the districts. The surveys were carried out using a random telephone number generator. It was not known if this included mobile phone numbers. The results were weighted according to district populations. Overall combined satisfaction rates compared with the last survey had decreased slightly but were still considered to be high.

The methodology behind the survey was discussed. It was considered to be limited but provided a snapshot of the service at no extra cost to the Council.

With regard to street cleansing, it was advised that the contract did not require a regular schedule of cleaning but instead was reactive to need. Councillors were requested to contact the waste team to flag up any problem areas and these would be followed up.

It was noted that overflowing public litter bins were often due to commercial or household waste being put into them. It was advised that the team did take enforcement action when this was found to be the case.

### **RESOLVED –**

**That the Waste Services customer satisfaction and street cleansing report be noted.**

**29 REFRESHED JOINT BUSINESS PLAN 2017-2020**

The Joint Business Plan was updated annually in April each year. The key changes for 2017 include "Our Values" (values and behaviours), the new Economic Development Strategy and for SBDC, the inclusion of air quality and tackling homelessness. The Plan will be used to inform the Sustainable Community Strategy, which in turn is used for Service Planning and staff appraisals.

Councillors considered that the plan had changed little in substance but were concerned that it was too long to be read by residents. It was asked why there was no reference to the financial squeeze on local government and how that would be addressed in the document. It was considered that the document contained too much information and was a lot of work to produce for little benefit. The Councillors were informed that the JBP had many audiences, such as the LGA, Audit, internal, as well as residents and that for next year the Communications team will look at how best to present to them. Members concluded that there should be a part of the Plan that could be used to explain to residents in a concise and interesting manner what the Council's aims were. The other part would be aimed at officers and bodies such as the External Auditor, or Government, and would cover matters in more detail, but still needed to be concise. Members commented that they found the appendix with information drawn from the census data very interesting.

**RESOLVED:**

**That the draft Cabinet report be noted and that the comments of the Resources Overview Committee be forwarded to the Cabinet.**

**30 PERFORMANCE INDICATOR REVIEW 2017-18**

The Heads of Service and Policy Officer had reviewed the Performance Indicators to see if they were still relevant. New joint performance indicators

had been created, some were deleted and others unchanged. Sustainable Development had 10 new PIs in line with new government targets.

The percentage of household waste sent for reuse, recycling and composting target had been reduced to 53% (not 59% as stated in the appendix) to be more realistic. It was reported that rates of recycling had reduced nationally due to lighter packaging, less newspapers and reuse. The level had remained about 10% above the national average. There had also been a reduction in the amount of residual waste collected.

The review in Appendix B was considered more difficult to interpret and there was a request for more information in the final column to explain the results.

### **RESOLVED**

**That the draft Cabinet report be noted and that the comments of the Resources Overview Committee be forwarded to the Cabinet.**

## **31 QUARTER 3 PERFORMANCE REPORTS 2016-17**

The main areas below target were homelessness (number of households living in temporary accommodation), planning appeals and ICT helpdesk (number of calls resolved within the agreed timescale).

It was reported that the problems for the ICT helpdesk had now been resolved. There had been long-term sickness at the same time the shared network was being implemented and no further problems were expected.

The Chairman of the Planning Committee gave further insight into the number of planning appeals allowed. It mainly seemed to be due to the change in direction of government planning policy and appeal trends. Inspectors were no longer familiar with the District. Some policies used by the Council were out of date and a design code was now required. A report would be going to Cabinet shortly on this matter.

### **RESOLVED**

**That the report be noted.**

**The meeting ended at 7.40 pm**



## CHILTERN DISTRICT COUNCIL

### MINUTES of the Meeting of the RESOURCES OVERVIEW COMMITTEE (CDC) held on 16 MAY 2017

**PRESENT:** Councillor N Rose - Chairman  
" C Jones - Vice Chairman

Councillors: M Harrold  
C Ford  
J Gladwin  
J Wertheim  
D Phillips  
A Garth  
R Jones  
D Varley  
J MacBean  
M Shaw  
H Wallace  
V Martin  
A Bacon

#### 1 ELECTION OF CHAIRMAN

It was moved by Councillor J MacBean, seconded by J Wertheim, and

#### **RESOLVED:**

**That Councillor N Rose be elected Chairman of the Resources Overview Committee for the remainder of the Municipal Year 2017/18.**

#### 2 APPOINTMENT OF VICE-CHAIRMAN

It was moved by Councillor N Rose, seconded by J MacBean, and

#### **RESOLVED:**

**That Councillor C Jones be appointed Vice-Chairman of the Resources Overview Committee for the remainder of the Municipal Year 2017/18.**

**The meeting ended at 7.45 pm**



<b>SUBJECT:</b>	<i>28 Day Notice</i>
<b>REPORT OF:</b>	<i>Cabinet Portfolio Holder for Support Services (Deputy Leader)</i>
<b>RESPONSIBLE OFFICER</b>	<i>Head of Legal &amp; Democratic Services</i>
<b>REPORT AUTHOR</b>	<i>Leslie Ashton, 01895 837227, leslie.ashton@chiltern.gov.uk</i>
<b>WARD/S AFFECTED</b>	<i>All</i>

## 1. Report

The Access to Information Regulations 2012 place a requirement on Councils to publish a notice 28 days before every executive or joint executive meeting detailing all Key Decisions and Private Reports to be considered. The [28 Day Notice](#) is published on the Council's website.

### RECOMMENDATIONS

**The Cabinet is asked to note the 28 Day Notices for the meetings of the Cabinet (27 June 2017) and the Joint Committee (24 July 2017).**

<b>Background Papers:</b>	None
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## 28 Day Notice

**Local Authorities (Executive Arrangements) (Meetings and Access to Information)  
(England) Regulations 2012**

This is a Notice of an intention to make a Key Decision on behalf of the Local authority (Regulation 9) and an intention to meet in private to consider those items marked as 'Private Reports' (Regulation 5).

A further Notice (the 'Agenda') will be published no less than 5 working-days before the date of the Cabinet meeting and will be available at [www.chiltern.gov.uk/democracy](http://www.chiltern.gov.uk/democracy)

<b>Leader (Councillor Isobel Darby)</b>					
Key Decision (Y/N) <sup>1</sup>	Report Title & Summary <sup>2</sup>	Consultation <sup>3</sup>	Decision Maker & Date	Private Report (Y/N) and Reason Private <sup>4</sup>	Lead Officer <sup>5</sup>
No	<b>Annual Performance Report:</b> to receive the annual performance report	Resources 21 June 17  Services 14 June 17	Cabinet <b>27 Jun 17</b>	No	Aniqah Sultan asultan@chiltern.gov.uk
Yes	<b>Review of the Constitution:</b> to agree the Scheme of Delegations for Executive Functions	Governance & Electoral 12 Apr 17	Cabinet <b>27 Jun 17</b>	No	Joanna Swift jswift@chiltern.gov.uk

<b>Support Services - Deputy Leader (Councillor Mike Stannard)</b>					
Key Decision (Y/N) <sup>1</sup>	Report Title & Summary <sup>2</sup>	Consultation <sup>3</sup>	Decision Maker & Date	Private Report (Y/N) and Reason Private <sup>4</sup>	Lead Officer <sup>5</sup>
Yes	<b>Capital &amp; Repairs &amp; Renewals Outturn 2016/17:</b> To report the 2016/17 outturn for Capital and R&R and request the carry forward of unspent Capital and R&R budgets.	Resources 21 June 17	<b>27 Jun 17</b>	No	Jane Clarke jclarke@chiltern.gov.uk
No	<b>Treasury Management Annual Report 2016/17:</b> To report on Treasury Management activity 2016/17	Resources 21 June 17	<b>27 Jun 17</b>	No	Helen O'Keefe hokeefe@chiltern.gov.uk

<b>Customer Services (Councillor – Fred Wilson)</b>					
Key Decision (Y/N) <sup>1</sup>	Report Title & Summary <sup>2</sup>	Consultation <sup>3</sup>	Decision Maker & Date	Private Report (Y/N) and Reason Private <sup>4</sup>	Lead Officer <sup>5</sup>

<b>Sustainable Development (Councillor Peter Martin)</b>					
Key Decision (Y/N) <sup>1</sup>	Report Title & Summary <sup>2</sup>	Consultation <sup>3</sup>	Decision Maker & Date	Private Report (Y/N) and Reason Private <sup>4</sup>	Lead Officer <sup>5</sup>

<b>Environment (Councillor Mike Smith)</b>					
Key Decision (Y/N) <sup>1</sup>	Report Title & Summary <sup>2</sup>	Consultation <sup>3</sup>	Decision Maker & Date	Private Report (Y/N) and Reason Private <sup>4</sup>	Lead Officer <sup>5</sup>
Yes	<b>Amersham Multi-Storey Car Park Development Business Case:</b> To consider the business case	<b>CAMG</b> <b>13 June 17</b>  Resources 21 June 17	Cabinet <b>27 June 17</b>	Yes (Paragraph 3)	Chris Marchant cmarchant@chiltern.gov.uk
Yes	<b>New Grounds Maintenance Contract:</b> To notify Members about the procurement process for the new CDC & SBDC grounds maintenance contract and to request approval for delegated authority to procure the new contract to start in 2018		Cabinet <b>19 Sept 17</b>	Yes (Paragraph 3)	Chris Marchant cmarchant@chiltern.gov.uk
Yes	<b>Snells Wood:</b> to consider a report on the provision of extra car park capacity	<b>EPAG</b> <b>4 July 17</b>	Cabinet <b>19 Sept 17</b>	Yes (Paragraph 3)	David Stowe dstowe@chiltern.gov.uk
Yes	<b>Chiltern Car Parking Strategy:</b> to agree the Car Parking Strategy	<b>EPAG</b> <b>4 Sept 17</b>  <b>Services</b> <b>5 Sept 17</b>	Cabinet <b>19 Sept 17</b>  <b>Council</b> <b>17 Oct 17</b>	No	Julie Rushton jrushton@chiltern.gov.uk
Yes	<b>Mill Meadow Bridge Replacement:</b> Update on the bridge repairs	<b>CAMG</b> <b>13 June 17</b>	Cabinet <b>19 Sept 17</b>	Yes (Paragraph 3)	Louise Dove ldove@chiltern.gov.uk

<b>Healthy Communities (Councillor Liz Walsh) Continued on next page</b>					
Key Decision (Y/N) <sup>1</sup>	Report Title & Summary <sup>2</sup>	Consultation <sup>3</sup>	Decision Maker & Date	Private Report (Y/N) and Reason Private <sup>4</sup>	Lead Officer <sup>5</sup>
Yes	<b>Revitalisation Group Update Report &amp; Capital Grants:</b> To update key outcomes of the local Revitalisation Groups (2016/17) and agree Capital Grants Awards to revitalisation groups	HCPAG 20 June 17	Cabinet 27 June 17	No	Paul Nanji pnanji@chiltern.gov.uk
Yes	<b>Chiltern Pools:</b> To present the detailed study and agree the next stage, including releasing additional funds and the appointment of design team	Services 14 June 17  LNMWG	Cabinet 27 June 17  Council 11 July 17	No	Martin Holt mholt@chiltern.gov.uk
Yes	<b>Regulators Code for shared services:</b> To consider the shared service regulators enforcement code	Services 14 June 17	Cabinet 27 June 17	No	Ian Snudden isnudden@chiltern.gov.uk
Yes	<b>Corporate Enforcement Policy:</b> to agree the enforcement policy for regulatory services	HCPAG 20 June 17	Cabinet 27 June 17  Council 11 July 17	No	Ian Snudden Isnudden@chiltern.gov.uk
Yes	<b>Public Spaces Protection Order:</b> to decide over the adoption of public spaces protection orders	Services 14 June 17  HCPAG 20 June 17	Cabinet 27 June 17	No	Caroline Saunders csaunders@chiltern.gov.uk
Yes	<b>Shared Service Food &amp; Health &amp; Safety Service Plan 2017-2018 and Enforcement Policy:</b> to agree the food and Health and safety business plans	Services 14 June 17  HCPAG 20 June 17	Cabinet 27 June 17  Council 11 July 17	No	Ian Snudden isnudden@chiltern.gov.uk
No	<b>Home Energy Conservation Act Progress Report:</b> To update on the progress on the duty	HCPAG 20 June 17	Cabinet 27 June 17	No	Louise Quinn lquinn@chiltern.gov.uk

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<b>Healthy Communities (Councillor Liz Walsh)</b> Continued on next page					
Key Decision (Y/N) <sup>1</sup>	Report Title & Summary <sup>2</sup>	Consultation <sup>3</sup>	Decision Maker & Date	Private Report (Y/N) and Reason Private <sup>4</sup>	Lead Officer <sup>5</sup>
Yes	<b>Joint Housing Strategy:</b> To seek approval to publish and implement a Joint Housing Strategy (Affordable Housing and Homelessness) and to seek comments on the draft strategy	Services 14 June 17	Cabinet <b>27 June 17</b>  Council <b>17 Oct 17</b>	No	Michael Veryard mveryard@chiltern.gov.uk
Yes	<b>New civil penalties in relation to housing enforcement:</b> to review the implications of changes to legislative requirements to impose civil penalties for housing enforcement	Services 5 Sept 17	Cabinet <b>19 Sept 17</b>	No	Louise Quinn lquinn@chiltern.gov.uk
Yes	<b>Community Grant Aid Awards 2017/18:</b> Agree Community grant awards for Chiltern	Services 5 Sept 17	Cabinet <b>19 Sept 17</b>	No	Paul Nanji pnanji@chiltern.gov.uk
Yes	<b>Changes to House in Multiple Occupation Licensing:</b> to review the implications of changes to legislative requirements	Services 5 Sept 17	Cabinet <b>19 Sept 17</b>	No	Louise Quinn lquinn@chiltern.gov.uk
Yes	<b>Affordable Warmth Strategy:</b> to agree the revised strategy to tackle affordable warmth and fuel poverty	Services <b>5 Sept 17</b>	Cabinet <b>19 Sept 17</b>	No	Louise Quinn lquinn@chiltern.gov.uk
Yes	<b>Community Safety Accreditation Scheme:</b> consider approval of the Community Safety accreditation Scheme	HCPAG <b>27 Nov 17</b>  Services 28 Nov 17	Cabinet <b>12 Dec 17</b>	No	Katie Galvin kgalvin@chiltern.gov.uk
No	<b>Green House Gas Report:</b> to update members as to the progress to determine the Green House Gas arrangements in Chiltern and South Bucks	HCPAG <b>19 Oct 17</b>	Cabinet <b>6 Feb 18</b>	No	Ben Coakley bcoakley@chiltern.gov.uk
No	<b>Air Quality Update:</b> to update members as to the progress to determine the air quality arrangements in Chiltern	HCPAG <b>19 Oct 17</b>	Cabinet <b>6 Feb 18</b>	No	Ben Coakley bcoakley@chiltern.gov.uk

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Healthy Communities (Councillor Liz Walsh)					
Key Decision (Y/N) <sup>1</sup>	Report Title & Summary <sup>2</sup>	Consultation <sup>3</sup>	Decision Maker & Date	Private Report (Y/N) and Reason Private <sup>4</sup>	Lead Officer <sup>5</sup>
Yes	<b>Sustainability and Carbon Reduction Strategy:</b> The development and implementation of an updated joint strategy for South Bucks DC and Chiltern DC, building on existing activities and opportunities	HCPAG 18 Jan 18  Services 31 Jan 18	Cabinet 6 Feb 18  Council 28 Feb 18	No	Ben Coakley bcoakley@chiltern.gov.uk

- 1 The Council's Constitution defines a 'Key' Decision as any decision taken in relation to a function that is the responsibility of the Cabinet and which is likely to:-
- result in expenditure (or the making of savings) over £30,000 and / or
  - have a significant impact on the community in two (or more) district wards.

and

- relates to the development and approval of the Budget; or
- relates to the development, approval and review of the Policy Framework, or
- is otherwise outside the Budget and Policy Framework.

As a matter of good practice, this Notice also includes other items – in addition to Key Decisions – that are to be considered by the Cabinet. This additional information is provided to inform local residents of all matters being considered.

- 2 Each item considered will have a report; appendices will be included (as appropriate). Regulation 9(1g) allows that other documents relevant to the item may be submitted to the decision-maker. Subject to prohibition or restriction on their disclosure, this information will be published on the Council website – [www.chiltern.gov.uk/democracy](http://www.chiltern.gov.uk/democracy) – usually 5 working-days before the date of the meeting. Paper copies may be requested (charges will apply) using the contact details below.
- 3 In order to support the work of the Cabinet and to enhance decision-making, reports are often presented to other meetings for comment before going to the Cabinet. As such, this Notice also includes information on which meeting (if any) will also consider the report, and on what date.
- 4 The public can be excluded for an item of business on the grounds that it involves the likely disclosure of exempt information as defined in Part I of Schedule 12A of the Local Government Act 1972. The relevant paragraph numbers and descriptions are as follows:

Paragraph 1	Information relating to any individual
Paragraph 2	Information which is likely to reveal the identity of an individual
Paragraph 3	Information relating to the financial or business affairs of any particular person (including the authority holding that information)
Paragraph 4	Information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the authority or a Minister of the Crown and employees of, or office holders under, the authority
Paragraph 5	Information in respect of which a claim to legal professional privilege could be maintained in legal proceedings
Paragraph 6	Information which reveals that the authority proposes: (a) to give under any enactment a notice under or by virtue of which requirements are imposed on a person; or (b) to make an order or direction under any enactment
Paragraph 7	Information relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime

Part II of Schedule 12A of the Local Government Act 1972 requires that information falling into paragraphs 1-7 above is exempt information if and so long, as in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information. Nothing in the Regulations authorises or requires a local authority to disclose to the public or make available for public inspection any document or part of a document if, in the opinion of the proper officer, that document or part of a document contains or may contain confidential information.

Should you wish to make any representations in relation to any of the items being considered in private, you can do so – in writing – using the contact details below. Any representations received, together with any response from the Council, will be published on the Notice (the 'Agenda') issued no less than 5 working-

Notice to be Published: 21 August 2017

days before the meeting. This will be available on the Council website – [www.chiltern.gov.uk/democracy](http://www.chiltern.gov.uk/democracy)

Contact: Democratic Services, Chiltern District Council, King George V House, King George V Road, Amersham, HP6 5AW; email: [democraticservices@chiltern.gov.uk](mailto:democraticservices@chiltern.gov.uk); tel: 01494 732143

- 5 The lead officer is usually the report author, and their contact details are provided in this column. The officer's email address is a standard format: first initial followed by their surname e.g. Bob Smith = bsmith@chiltern.gov.uk

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**28-DAY NOTICE – FORWARD PLAN****Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012**

This is a Notice of an intention to make a Key Decision on behalf of the Local authority (Regulation 9) and an intention to meet in private to consider those items marked as 'Private Reports' (Regulation 5).

A further Notice (the 'Agenda') will be published no less than 5 working-days before the date of the Cabinet meeting and will be available at: [Chiltern District Council](#) & [South Bucks District Council](#)

**CHILTERN & SOUTH BUCKS JOINT COMMITTEE (JC)**

<b>Meeting: 24 July 2017 (CDC)</b>					
Key Decision (Y/N) <sup>1</sup>	Report Title & Summary <sup>2</sup>	Consultation How/When <sup>3</sup>	Decision Maker & Date	Private Report (Y/N) and Reason Private <sup>4</sup>	Contact Officer and Telephone Number
No	<b>Chiltern &amp; South Bucks Joint Committee Programme Update</b>		<b>JC</b> 24 July 17	No	Jim Burness <a href="mailto:jburness@chiltern.gov.uk">jburness@chiltern.gov.uk</a> <a href="mailto:Jim.burness@southbucks.gov.uk">Jim.burness@southbucks.gov.uk</a>
Yes	<b>Shared Service Cost Splits:</b> To review the costs splits that are used for shared services		<b>JC</b> 24 July 17	No	Rodney Fincham <a href="mailto:rfincham@chiltern.gov.uk">rfincham@chiltern.gov.uk</a> <a href="mailto:Rodney.fincham@southbucks.gov.uk">Rodney.fincham@southbucks.gov.uk</a>
Yes	<b>Delivery of South Bucks Revenues and Benefits Service – Post November 2018</b> Information with regard to options for the future to enable JC to decide future direction.		<b>JC</b> 24 July 17	Yes (para 3)	Nicola Ellis <a href="mailto:NEllis@Chiltern.gov.uk">NEllis@Chiltern.gov.uk</a> <a href="mailto:Nicola.Ellis@southbucks.gov.uk">Nicola.Ellis@southbucks.gov.uk</a>
Yes	<b>Local Land Charges Shared Service Business Case</b> To consider the business case for creating a shared local land charges service		<b>JC</b> 24 July 17	Yes (para 2, 3 and 4)	Joanna Swift <a href="mailto:JSwift@Chiltern.gov.uk">JSwift@Chiltern.gov.uk</a> <a href="mailto:Joanna.Swift@Southbucks.gov.uk">Joanna.Swift@Southbucks.gov.uk</a>

Yes	<b>Joint Scrutiny Arrangements of the Joint Working Programme</b> To consider the arrangements for joint scrutiny of the Joint Working Programme		<b>JC</b> 24 July 17	No	Bob Smith <a href="mailto:bsmith@chiltern.gov.uk">bsmith@chiltern.gov.uk</a> <a href="mailto:bob.smith@southbucks.gov.uk">bob.smith@southbucks.gov.uk</a>
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- 1 The Chiltern & South Bucks Joint Committee membership comprises of the following Cabinet Members from each authority:

**Chiltern District Council:** I Darby; M Smith; M Stannard; L Walsh; P E C Martin; F Wilson

**South Bucks District Council:** L Sullivan; T Egleton; R Bagge; N Naylor; P Kelly

A Key Decision is defined as:

- a) Decisions likely to result in the Council incurring expenditure which is, or the making of savings which are, significant having regard to the Council's budget for the service or function to which the Decision relates; or
- b) To be significant in terms of its effects on communities living or working in an area comprising two or more wards or electoral divisions in the area of the Council

Each of the constituent local authorities provides the following definition of a Key Decision, as detailed in the Constitution.

#### **Chiltern District Council**

A 'Key' Decision is any decision taken in relation to a function that is the responsibility of the Cabinet and which is likely to:

- result in expenditure (or the making of savings) over £50,000 and / or
  - have a significant impact on the community in two (or more) district wards.
- and
- relates to the development and approval of the Budget; or
  - relates to the development, approval and review of the Policy Framework, or
  - is otherwise outside the Budget and Policy Framework.

#### **South Bucks District Council**

With regards to a) a Key Decision being defined as a decision which has income or expenditure effect of £50k or more but excludes contracts for and expenditure on repairs, maintenance and improvements works within budget provision and approved policy where the contract or expenditure has either been properly and specifically approved by or on behalf of the Cabinet or by an Officer acting under delegated powers, save where Contract Standing Orders require the Cabinet itself to authorise acceptance of a tender and such acceptance has not previously been authorised or delegated by the Cabinet.

- 2 Each item considered will have a report; appendices will be included (as appropriate). Regulation 9(1g) allows that other documents relevant to the item may be submitted to the decision-maker. Subject to prohibition or restriction on their disclosure, this information will be published on the Council website – [Chiltern District Council](#) & [South Bucks District Council](#) – usually 5 working-days before the date of the meeting. Paper copies may be requested (charges will apply) using the contact details below.
- 3 This column shows the process of consultation, which takes place prior to Joint Committee. Further information on each of the Councils' Committees can be found at: [Chiltern District Council](#) & [South Bucks](#)

District Council

- 4 The public can be excluded for an item of business on the grounds that it involves the likely disclosure of exempt information as defined in Part I of Schedule 12A of the Local Government Act 1972. The relevant paragraph numbers and descriptions are as follows:

Paragraph 1	Information relating to any individual
Paragraph 2	Information which is likely to reveal the identity of an individual
Paragraph 3	Information relating to the financial or business affairs of any particular person (including the authority holding that information)
Paragraph 4	Information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the authority or a Minister of the Crown and employees of, or office holders under, the authority
Paragraph 5	Information in respect of which a claim to legal professional privilege could be maintained in legal proceedings
Paragraph 6	Information which reveals that the authority proposes: (a) to give under any enactment a notice under or by virtue of which requirements are imposed on a person; or (b) to make an order or direction under any enactment
Paragraph 7	Information relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime

Part II of Schedule 12A of the Local Government Act 1972 requires that information falling into paragraphs 1-7 above is exempt information if and so long, as in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information. Nothing in the Regulations authorises or requires a local authority to disclose to the public or make available for public inspection any document or part of a document if, in the opinion of the proper officer, that document or part of a document contains or may contain confidential information.

Should you wish to make any representations in relation to any of the items being considered in private, you can do so – in writing – using the contact details below. Any representations received, together with any response from the Council, will be published on the Notice (the 'Agenda') issued no less than 5 working-days before the meeting. This will be available on the Council website – [Chiltern District Council](#) & [South Bucks District Council](#)

Contact:

Democratic Services, Chiltern District Council, King George V House, King George V Road, Amersham, HP6 5AW; email: [chiefexecs@chiltern.gov.uk](mailto:chiefexecs@chiltern.gov.uk); tel: 01494 732143

Democratic Services, South Bucks District Council, Capswood, Oxford Road, Denham, UB9 4LH; email: [democratic.services@southbucks.gov.uk](mailto:democratic.services@southbucks.gov.uk); tel: 01895 837200





<b>REPORT SUBJECT:</b>	<i>Chiltern District Council Annual Performance Report 2016-17</i>
<b>REPORT OF:</b>	<i>Leader of the Council – Councillor Isobel Darby</i>
<b>RESPONSIBLE OFFICER</b>	<i>Chief Executive – Bob Smith</i>
<b>REPORT AUTHOR</b>	<i>Rachel Prance (01494 732 903), Ani Sultan (01494 586 800)</i>
<b>WARD(S) AFFECTED</b>	<i>Report applies to whole district</i>

### 1. Purpose of Report

This report outlines the annual performance of Council services against pre-agreed performance indicators and service objectives for 2016/17.

#### RECOMMENDATION

**Cabinet is asked to note the performance reports and review the annual report, which is provided in an infographic format (Appendix C).**

### 2. Executive Summary

Overview of **annual 2016/17** performance indicators (PIs) against targets across the Council:

Portfolio	No of PIs	PI on target ●	PI slightly below target ●	PI off target ●	Unknown / Data only ?
Leader	5	3	0	1	1
Community, health & housing	13	5	3	3	2
Sustainable development	11	7	0	1	3
Environment	5	1	1	1	2
Support services	5	3	0	1	1
Customer services	5	4	0	0	1
Total PIs	<b>44</b>	<b>23</b>	<b>4</b>	<b>7</b>	<b>10</b>

### 3. Reasons for Recommendations

3.1 This report details factual performance against pre-agreed targets. Management Team, Cabinet, Resources Overview & Services Overview Committees receive regular updates detailing progress towards service plan objectives, performance targets and strategic risks, in line with our Performance and Improvement Framework.

3.2 Two detailed performance tables accompany this report:

- **Appendix A – Priority PIs 2016-17**
- **Appendix B – End of Year Report 2016-17**

### 4. Key points to note:

4.1 Of the ten unknown PIs: three are provided for information only (two of these, both within the Community, Health and Housing Portfolio, are yet to be reported as data is required from third parties); three further PIs are to be updated once figures have been received from third parties; three PIs are no longer in use, and one is a new PI, currently pending a target to be set.

4.2 Of the seven off-target annual PIs, three were priority PIs:

- 4.2.1 **Leaders:** the PI relating to the working days lost due to long term sickness absence was over the target of 3, at 3.34. All long-term absence is being managed by Personnel, alongside occupational health.
- 4.2.2 **Community Health and Housing:** the Priority PI below target relates to the number of applicants with/expecting children who have been in B & B accommodation for longer than 6 weeks, target of 0, with an actual of 2. This is partly due to both applicants having a history of rent arrears with Paradigm, which is limiting options for moving them onto alternative temporary accommodation.
- 4.2.3 **Environment:** Nationally, the percentage of household waste sent for reuse, recycling and composting has decreased, meaning that the target of 58% set for 2016/17 has been deemed too high, explaining why the target has continually been missed. Due to this, the target for 2017/18 has been adjusted to a more realistic 53%.
- 4.2.4 **Support Services:** Percentage of calls to ICT helpdesk resolved within agreed timescales was off target. In the main this was due to the Business Support Service being 30% under capacity, whilst officers also undertook project work, primarily regarding the single network project, with the situation now having been largely resolved.
- 4.3 **Sustainable Development:** The priority PIs are on target for this portfolio, with performance above the target set.
- 4.4 **Customer Services:** All PIs remain on target.

## 5. Consultation

Not applicable.

## 6. Options

Not applicable.

## 7. Corporate Implications

7.1 Financial - Performance Management assists in identifying value for money.

7.2 Legal – None specific to this report.

7.3 Crime and Disorder, Environmental Issues, ICT, Partnership, Procurement, Social Inclusion, Sustainability – reports on aspects of performance in these areas.

## 8. Links to Council Policy Objectives

Performance management helps to ensure that performance targets set through the service planning process are met, and that any dips in performance are identified and resolved in a timely manner.

This report links to all three of the Council's objectives, listed below:

Objective 1 - Efficient and effective customer focused services

Objective 2 - Safe, healthy and cohesive communities

Objective 3 - Conserve the environment and promote sustainability

## 9. Next Step

Once approved, this report and appendices will be published on the website.

<b>Background Papers:</b>	N/A
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Appendix A - Priority PIs 2016-17 - CDC

Code	Title	2015/16 Actual	2015/16 Target	Apr-16	May-16	Jun-16	Jul-16	Aug-16	Sep-16	Oct-16	Nov-16	Dec-16	Jan-17	Feb-17	Mar-17	Traffic Light	Actual 2016/17	Target 2016/17 (YTD)	2016/17 Traffic Light	Latest Note
<b>Leader's</b>																				
CdHR1	Working days lost due to sickness absence	7.95	11	7.56	6.84	7.2	7.02	7.56	7.66	7.92	7.92	7.85	8.14	8.08	8.30	<input checked="" type="checkbox"/>	8.30	10	<input checked="" type="checkbox"/>	These figures are taken from iTrent, which holds absence data. 171 working days were lost for March, with 1447.5 working days previously lost between April 2016 and February 2017, totalling 1618.5. 1618.5 / 195.01 (average FTE figure) = 8.30 average working days lost to sickness absence (cumulative).
CdHR14	Working days lost due to short term sickness absence (upto 20 working days)	New PI	New PI	6.12	4.92	4.96	4.71	5.16	5.1	4.99	4.73	4.72	4.84	4.99	4.96	<input checked="" type="checkbox"/>	4.95	5	<input checked="" type="checkbox"/>	These figures are taken from iTrent, which holds absence data. 75 working days were lost for March, with 892 working days previously lost for April 2016 to February 2017, totalling 967. 967 / 195.01 (average FTE) = 4.96 working days lost due to short term sickness absence.
CdHR15	Working days lost due to long term sickness absence (more than 20 working days)	New PI	New PI	1.44	1.92	2.2	2.31	2.38	2.56	2.93	3.2	3.13	3.3	3.1	3.34	<input checked="" type="checkbox"/>	3.34	3	<input checked="" type="checkbox"/>	These figures are taken from iTrent, which holds absence data. 96 working days were lost for March, with 555.5 working days previously lost between April 2016 and February 2017, totalling 651.5. 651.5 / 195.01 (average FTE) = 3.34 working days lost to long term sickness absence.
<b>Community, Health and Housing</b>																				
CdCmS1	Percentage reduction in burglaries from dwellings year on year for Chiltern (quarterly)	-19.20%	data only			18.90%			7.20%			14.70%			?	n/a	?	Data Only	n/a	Data should be available end of May 2017.
CdHS1	Number of applicants with/expecting children who have been in B & B accommodation for longer than 6 weeks (snapshot figure at end of month)	0	0	1	0	2	0	0	0	0	0	0	1	2	2	<input checked="" type="checkbox"/>	2	0	<input checked="" type="checkbox"/>	Both applicants have history of previous rent arrears with Paradigm. This therefore limits options for moving them on, with Officers attempting to find an alternative temporary solution.

Code	Title	2015/16 Actual	2015/16 Target	Apr-16	May-16	Jun-16	Jul-16	Aug-16	Sep-16	Oct-16	Nov-16	Dec-16	Jan-17	Feb-17	Mar-17	Traffic Light	Actual 2016/17	Target 2016/17 (YTD)	2016/17 Traffic Light	Latest Note
CdHS8	Number of households living in temporary accommodation (snapshot at the end of the month)	31	21	35	36	39	34	32	36	37	36	35	37	31	32		32	30		Slightly below target annually, due to continued national demand for temporary accommodation.
Sustainable Development																				
CdSD10	Processing of planning applications: minor applications processed within 8 weeks (cumulative)	81.92%	70.00%	85.00%	85.71%	72.73%	75.00%	79.74%	82.29%	83.50%	83.98%	85.23%	86.53%	86.50%	87.46%		87.46%	75.00%		307 of 351 minor planning applications determined within target cumulatively. 25 of 25 minor planning applications determined within target for this month.
CdSD11	Processing of planning applications: other applications processed within 8 weeks (cumulative)	92.15%	92.00%	96.30%	90.61%	90.54%	91.08%	91.78%	92.47%	93.07%	93.36%	93.42%	93.88%	93.76%	93.64%		93.64%	90.00%		Other performance remains consistently high.
Special measures: speed of processing of major applications - minimum percentage of decisions on major applications which are made within 13 weeks or timescale agreed with the applicant for assessment in October/November 2018 (cumulative)																				
CdSD10	Special measures: quality of major applications - maximum percentage of major applications overturned on appeal for assessment in October/November 2018 (cumulative)	New PI	New PI	N/A	N/A	N/A	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%			51.00%		No longer in use
Special measures: quality of major applications - maximum percentage of major applications overturned on appeal for assessment in October/November 2018 (cumulative)																				
CdSD10	Special measures: quality of major applications - maximum percentage of major applications overturned on appeal for assessment in October/November 2018 (cumulative)	New PI	New PI	33.33%	33.33%	16.67%	12.50%	11.11%	10.00%	8.33%	7.14%	6.25%						9.90%		No longer in use
Environment																				
CdWR3	Percentage of household waste sent for reuse, recycling and composting (cumulative)	52.53%	57.00%			54.79%			54.95%			50.21%			47.88%		51.90%	58.00%		Awaiting data from third parties, therefore this figure is provisional - final data expected end of May.
Customer Services																				

Code	Title	2015/16 Actual	2015/16 Target	Apr-16	May-16	Jun-16	Jul-16	Aug-16	Sep-16	Oct-16	Nov-16	Dec-16	Jan-17	Feb-17	Mar-17	Traffic Light	Actual 2016/17	Target 2016/17 (YTD)	2016/17 Traffic Light	Latest Note
C4RB1	Speed of processing - new HB/CTB claims (cumulative)	16.08	18	16.52	18.37	18.67	18.11	17.94	18.75	18.79	14.98	18.12	15.35	16.88	17.86	✔	17.86	18	✔	PI on target.
C4RB2	Speed of processing - changes of circumstances for HB/CTB claims (cumulative)	4.72	5	4.11	3.75	3.78	3.89	3.95	4.08	4.14	4.23	4.13	3.84	2.75	3.85	✔	3.85	5	✔	PI on target.
C4RB3	% of Council Tax collected (cumulative)	99.36%	99% (57.75%)	5.42%	15.32%	24.92%	34.64%	44.29%	53.94%	63.62%	73.21%	82.76%	92.46%	99.14%	99.43%	✔	99.43%	99.00%	✔	PI on target.
C4RB4	Percentage of Non-domestic Rates Collected (cumulative)	98.30%	98% (57.17%)	8.94%	19.47%	29.03%	37.21%	45.97%	54.74%	64.42%	72.53%	80.50%	90.02%	96.21%	98.72%	✔	98.72%	98.00%	✔	PI on target.



**Appendix B - CDC Performance Indicator Report 2016-17**

Note: Excludes Priority Performance Indicators - see Appendix A

PI code	Name	This PI is slightly below target												This PI is on target			Annual target 2016/17	Actual 2016/17	Traffic light (latest actual)	Annual target 2016/17	2016/17 Traffic light	Responsible officer	Latest notes
		2015/16 Value	Annual target 2015/16	Apr-16 value	May-16 value	Jun-16 value	Jul-16 value	Aug-16 value	Sep-16 value	Oct-16 value	Nov-16 value	Dec-16 value	Jan-17 value	Feb-17 value	Mar-17 value								
<b>Leader's portfolio</b>																							
CdCP1 (C)	Number of unique visitors to the main website (by period)	330,946	data only	29,100	30,819	29,738	26,311	28,482	28,297	32,645	32,742	29,873	34,616	29,176	32,675	n/a	30,373	data only	n/a	Rachel Prance	The data shows number of visitors to the website as opposed to number of unique visitors; the annual figure has been averaged in order to provide a less-inflated figure.		
CdHR2 (C)	Voluntary leavers as a % of workforce (extrapolated for the year)	18.62%	8%			10.70%			8.80%			9.20%			11.77%		11.77%	16%		Louise Cole	11 leavers during quarter 4, plus 16 previously for Q1,Q2 & Q3 = 27. 27 / average headcount of 229.33(%) = 11.77%		
<b>Community, health and housing</b>																							
CdCL2 (C)	Customer satisfaction rating at the Chiltern leisure facilities	59.00%	65.00%						annual PI						60.60%		60.60%	65.00%		Martin Holt	The Breakdown of Surveys is as follows: Chalfont Leisure Centre - 75.8% Chesham Leisure Centre - 65% Chiltern Pools and Gym - 41.1% Average - 60.6%  Whilst the figure is disappointing, there has been an increase on the figure since last year. This is in part due to investment made in the gym facilities in Chalfont.  In terms of Chiltern Pools, customers are aware of the potential for a new centre, and in the meantime GLL have been asked to develop an action plan to address comments made by customer and to improve customer satisfaction. In particular, comments relayed that the cleanliness of the centre, maintenance of the facility and changing facilities needed improve in order to elevate the scores to satisfy users - these are tangible issues that can be addressed via the action plan. These issues were also mirrored within the Chesham Leisure Centre survey and will be addressed as such.  The Community team will be carrying out the customer survey again at Chiltern Pools and Chesham in July to ensure that the action plan has improved customer satisfaction.		
CdCL3 (C)	Total participation in physical activities delivered through the GLL community engagement plan (by period)	6,268	6,000 (1,500)			4,876			4,882			5,980			6,243		21,981	6,600		Martin Holt	Target met.		
CdCL3 (C)	Total number of users at all leisure centres (by period)	915,382	875,000 (218,750)			238,015			238,195			230,597			237,041		943,848	900,000		Martin Holt	An increase has been seen since Q3, with the annual figure exceeding the 915,382 of 2015/16.		
CdCmS2 (C)	Percentage reduction in violent offences against a person, rolling year on year	-53.90%	data only			-39.6%			-25.90%			-12.60%			n/a		n/a	data only	?	Martin Holt	Data expected end of May.		

KEY	This PI is below target		This PI is on target												Latest notes							
	PI code	Name	2015/16 Value	Annual target 2015/16	Apr-16 value	May-16 value	Jun-16 value	Jul-16 value	Aug-16 value	Sep-16 value	Oct-16 value	Nov-16 value	Dec-16 value	Jan-17 value		Feb-17 value	Mar-17 value	Traffic light (latest actual)	Actual 2016/17	Annual target 2016/17	2016/17 Traffic light	Responsible officer
CoHS2 (C)	Number of affordable homes delivered by (i) new build (ii) vacancies generated by local authority scheme (iii) acquisition of existing properties for social housing (cumulative)	22	33 (16.50)			13			13			24				35	<input checked="" type="checkbox"/>	35	33	<input checked="" type="checkbox"/>	Martin Holt	Total comprises (i) 13 x rented at Lincoln Park Arnhemsham, 4 x rented at Lindo Coze, Chesham and 13 x rented/15 x shared ownership at Donkey Field site in Little Chalfont. (ii) 0 and (iii) 0.
CoHS3i (C)	Average Length of stay in B & B temporary accommodation for all households (snapshot at end of quarter)	12	5			7			7			7				14	<input checked="" type="checkbox"/>	9	10	<input checked="" type="checkbox"/>	Martin Holt	Average length of stay based on total of 49 x B&B placements that ended during 2016/17 - clients spent a combined total of 3089 nights in B&B accommodation. Average stay calculated as 3089 / 49 = 63 nights (9 weeks).
CoHS4 (C)	Number of private sector dwellings vacant for more than 6 months and returned to occupation following local authority intervention	28	40													29	<input checked="" type="checkbox"/>	29	40	<input checked="" type="checkbox"/>	Martin Holt	End of year figure is not yet available but the figure as at December 2016 was 29 (where there had been significant contact from Officers before property returned to use)
CoEH2 (C)	Percentage of food premises (risk rating A to C) that are broadly compliant (snapshot quarterly)	96.00%	91%			96.50%			96.71%			91.35%				88.71%	<input type="checkbox"/>	88.71%	96%	<input type="checkbox"/>	Martin Holt	Over the last year there have been issues with Uniform. This means that the PIs have been calculated using the the FSA website data, which includes premises rated A - E. The issues with the uniform have now been resolved and the figures for this quarter have been calculated using data for A - C rated premises. As a result the outcome is lower than what has been reported for previous quarters.
JLL3 (C)	Percentage of customers satisfied with the licensing service received (annual)	61.80%	89%													68.30%	<input checked="" type="checkbox"/>	68.30%	89%	<input checked="" type="checkbox"/>	Martin Holt	Within the survey, there were 2 recurring themes - the usability of IT systems (comprising the online payment portal and the website), and the inconsistent speed of responses to customers, which were sometimes very fast and at other times much slower. The Licensing team is constantly working with Business Support to investigate potential opportunities to make the online system more customer-friendly. The Licensing team has not failed to carry out its function as required, but due to customers being unhappy with outcomes - including those whose applications were rejected for legal reasons - poor feedback has been provided. A positive aspect of the feedback is that some of the comments that have been left give a clear indication that staff are working hard to provide good customer service. 2083 licenses were issued in 2016/17, with only 67 responses to the survey; as such a relatively small number of overall responses means that it only takes a small number of negative responses to have a significant impact on the overall satisfaction percentages. Additionally, this survey is not restricted to those who have been served by the Licensing team, as the survey is advertised on email signatures and the websites. Licensing will do more work to publicise the Survey for the next year in order to seek to make the results more representative.
JLL5 (C)	Percentages of licences received and issued/renewed within statutory or policy deadlines (cumulative)	98.40%	97%			96.30%			99.70%			97.80%				96.40%	<input checked="" type="checkbox"/>	97.30%	97%	<input checked="" type="checkbox"/>	Martin Holt	18 out of 501 licenses not dealt with within policy or legislative timescales. 8 of the 18 that were not dealt with within timescales were Temporary Event Notices, which require turning around within a 24 hour timescale.



PI code	PI Name	2015/16 Value												Annual target 2015/16	Annual target 2016/17	Traffic light (latest actual)	Actual 2016/17	2016/17 Traffic light	Responsible officer	Latest notes	
		This PI is slightly below target <input checked="" type="checkbox"/> This PI is on target <input type="checkbox"/>																			
		2015/16 Value	2015/16 Value	Apr-16 value	May-16 value	Jun-16 value	Jul-16 value	Aug-16 value	Sep-16 value	Oct-16 value	Nov-16 value	Dec-16 value	Jan-17 value	Feb-17 value	Mar-17 value						
JBC1 (C)	Applications checked within 10 working days (cumulative)	92.70%	85%	85.90%	91.10%	93.40%	96.30%	99.10%	98.30%	98.30%	95.30%	95.90%	99.10%	95.90%	95.80%	<input checked="" type="checkbox"/>	94.90%	92%	<input checked="" type="checkbox"/>	Peter Beckford	Target met.
JBC4 (C)	Customer satisfaction with the building control service (cumulative)	92.70%	94%	100%	100%	100%	100%	100%	100%	100%	98.30%	97.00%	96.60%	96.20%	96.40%	<input checked="" type="checkbox"/>	96.40%	92%	<input checked="" type="checkbox"/>	Peter Beckford	Target met.
CdPP1 (C)	Net additional homes provided	133							annual PI						n/a	?	n/a	145	?	Peter Beckford	Figures for 16/17 expected by end of June.
CdSD7 (C)	Percentage of planning applicants who are satisfied or very satisfied with the planning service (cumulative)	77.00%	80%			87.50%			82.60%			86.20%			86.30%	<input checked="" type="checkbox"/>	86.30%	80%	<input checked="" type="checkbox"/>	Peter Beckford	Target met.
CdSD8 (C)	Planning appeals allowed (cumulative)	39.76%	35%			55.00%			53.33%			48.44%			48.28%	<input checked="" type="checkbox"/>	48.28%	35%	<input checked="" type="checkbox"/>	Peter Beckford	Annually, appeals performance is above the target threshold of 35% being allowed but there are some proactive measures already in place and an appeals analysis project which is ongoing. Some key appeals have been dismissed. Appeals analysis well established pro-active measures being formulated to reduce allowed appeals nos. Note: How this indicator is calculated has been revised. The new criteria includes, all appeal types. Appeals against <ul style="list-style-type: none"> <li>· Refusal of planning permission,</li> <li>· Imposition of conditions</li> <li>· Non-determination</li> <li>· Enforcement notices</li> </ul> All applications that have development types that are reported to the Government on the PS2 return and PS1, questions 6 and 7 and all appeals against enforcement.
CdSD12 (C)	Percentage of new enforcement cases where an initial site visit for an urgent priority case is undertaken within the timescale set out in the Enforcement Policy (cumulative)	100.00%	30%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	<input checked="" type="checkbox"/>	100.00%	100%	<input checked="" type="checkbox"/>	Peter Beckford	No urgent cases.
CdSD32 (C)	% of new enforcement cases where an initial site visit for a high priority case is undertaken within the timescale set out in the Enforcement Policy (Cumulative, monthly)	New PI	New PI	100.00%	100.00%	100.00%	100%	100%	100%	100%	100%	100%	95%	99%	100	<input checked="" type="checkbox"/>	100	100%	<input checked="" type="checkbox"/>	Peter Beckford	PI remains on target.
<b>Environment</b>																					
CdSE1 (C)	Cumulative CO2 reduction from local authority operations from base year of 2008/09	22.00%	9.10%						annual PI						n/a	?	n/a	11.70%	?	Martin Holt	Data will be available in July.
CdSE2 (C)	Planning to adapt to climate-change (5-levels-of-performance 0=low-5=high)	3	4						annual PI									4		Martin Holt	No longer reported through this PI.

PI code	PI Name	2015/16 Value	This PI is on target												Latest notes						
			Annual target 2015/16	Apr-16 value	May-16 value	Jun-16 value	Jul-16 value	Aug-16 value	Sep-16 value	Oct-16 value	Nov-16 value	Dec-16 value	Jan-17 value	Feb-17 value		Mar-17 value	Traffic light (latest actual)	Actual 2016/17	Annual target 2016/17	2016/17 Traffic light	Responsible officer
CdWR1 (C)	Waste customer satisfaction survey	86.70%	86%	1,154	1,141	1,597	1,561	1,379	1,407	1,014	662	1,383	997	1,334	84.40%	84.85%	86%	86%	Chris Marchant	Regarding refuse collections, the satisfaction rate has increased by 10.2% on the 15/16 figure, with Garden waste satisfaction has increased by 0.2%. Officers are currently reviewing the renewal process in order to increase this further. Street cleansing satisfaction has decreased, in part due to an increase in flytips on the same period last year - officers are working more closely with Bucks enforcement to hopefully prosecute more offenders. Overall, food waste satisfaction has decreased annually - a project in partnership with the other Bucks Districts has been organised in order to tackle this.	
CdWR4 (C)	Household refuse collections, number of containers missed per month (calculated by P&C team on wky basis)	New PI	New PI	1,154	1,141	1,597	1,561	1,379	1,407	1,014	662	1,383	997	1,334	84.40%	84.85%	86%	86%	Chris Marchant	15,008/12 = 1,251 containers missed on average per month.	
<b>Support services</b>																					
JLD1 (C)	Client satisfaction with the shared service. Percentage satisfied or very satisfied.	90.50%	94%	6 monthly												100%	100%	96%	96%	Joanna Swift	Reported 6 monthly
JBS1 (C)	Availability of ICT systems to staff from 8am to 6pm (by period)	99.86%	99.50%	6 monthly												99.80%	99.60%	99.50%	99.50%	Sim Dixon	Target achieved, even with service under capacity.
JBS2 (C)	Percentage of calls to ICT helpdesk resolved within agreed timescales (by period)	84.00%	95%	6 monthly												81.00%	83.70%	95%	95%	Sim Dixon	Steria stopped dealing with Business as Usual and Infrastructure Support for SBDC on 15th December 2015, with the work absorbed into Chiltern's ICT Department. The new Business Support Service commenced on the 1st January 2016 and was 30% under capacity. Those who would normally deal with the Business as Usual and Infrastructure Support started working on the single network project, meaning ICT Support was not fully manned for a majority of 2016.
CdBS3 (C)	Percentage of responses to FOI requests sent within 20 working days (by month)	83.00%	90%	60.00%	87.00%	95.00%	95.00%	100.00%	84.00%	87.00%	98.00%	54.00%	100%	n/a	n/a	n/a	90%	90%	Sim Dixon	Awaiting March data.	
CdLD2 (C)	The percentage response to the annual canvass	94.00%	94%	annual PI												97%	97%	94%	94%	Joanna Swift	Target met.
<b>Customer services</b>																					
CdCS1 (C)	New measure for complaints - t.b.a.	n/a	t.b.a.													n/a		t.b.a.	t.b.a.	Nicola Ellis	PI not yet in use.

**This document aims to highlight our major achievements and performance between April 2016 and March 2017**

To find out more about what we are aiming to achieve, see our joint business plan with South Bucks District Council at [www.chiltern.gov.uk/Aims-and-Objectives](http://www.chiltern.gov.uk/Aims-and-Objectives).

To find out more about our financial performance, see our financial accounts at [www.chiltern.gov.uk/statementofaccounts](http://www.chiltern.gov.uk/statementofaccounts)

**Performance against targets**

We set ourselves 44 key targets to achieve. The full table and results can be viewed at [www.chiltern.gov.uk/performance-reports](http://www.chiltern.gov.uk/performance-reports)

**Key achievements during 2016 - 2017**



Chiltern and South Bucks District Councils have combined their senior management; agreed the majority of shared service teams, saving around £6m since 2012



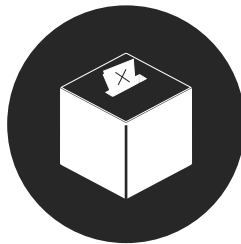
Issued/renewed 97.3% of licences within statutory/policy deadlines



Raised awareness of Dementia through creating Dementia friendly communities



Delivered 61 disabled facilities grants in Chiltern during 2016/17



Ran the Police and Crime Commissioner's election and the European Referendum in 2016



Supported and promoted a strategic approach to mitigation of the HS2 line and other major transport projects



Over 50,000 tonnes of waste was reused, recycled or composted in Chiltern and Wycombe



Delivered the Open Spaces and Playing Pitch strategy and Leisure Facilities Strategy, which will inform the future needs and delivery of leisure



Celebrated and recognised the contribution of young people through the Chiltern Youth Awards



Delivered a Housing Strategy to help people in need to secure appropriate housing



Achieved the bronze Investors In People accreditation



Promoted the Community Responder initiative to communities across both Councils



Undertaken a community consultation programme to identify the community aspirations of replacing Chiltern Pools



Supported the roll-out of superfast broadband in Chiltern



Published the Chiltern and South Bucks Joint Local Plan preferred options consultation



Start work on the Aylesbury Crematorium



Continue to make savings in order to deal with on-going reductions in Government funding



Continue to support the rollout of superfast broadband



Use the Open Spaces and Playing Pitch strategy and Leisure Facilities Strategy to improve local sporting and recreational facilities



Improve local facilities and services by supporting community groups access to a range of funding initiatives including HS2 Community fund, Sport England and Heathrow Community fund



Introduce a new Community Lottery Scheme serving both Chiltern and South Bucks District Councils



Manage the 2017 County and General Elections



Undertake a targeted recycling contamination reduction campaign



Continue to work with HS2 and partners to mitigate harm from HS2 and other major transport projects



Investigate alternative uses of council-owned land and buildings to better serve our residents



Make our websites mobile friendly



Move forward with the Chiltern and South Bucks Economic Development Strategy and its associated action plan



Continue to draft the joint South Bucks and Chiltern local plan

<b>SUBJECT:</b>	<i>CDC Capital and Repairs &amp; Renewals Outturn Report 2016/17</i>
<b>REPORT OF:</b>	<i>Support Services Portfolio Holder – Cllr Mike Stannard</i>
<b>RESPONSIBLE OFFICER</b>	<i>Head of Finance – Rodney Fincham</i>
<b>REPORT AUTHOR</b>	<i>Capital Accountant – Jane Clarke – 01494 732 223- jclarke@chiltern.gov.uk</i>
<b>WARD/S AFFECTED</b>	<i>All</i>

## 1. Purpose of Report

To:

- Report the 2016/17 capital and repairs & renewals outturn position.
- Request the carry forward of unspent capital and repairs & renewals budgets.

## RECOMMENDATIONS

**Cabinet is asked to:**

- **Note the 2016/17 capital and repairs & renewals outturn position.**
- **Agree which capital and repairs & renewals budgets should be carried forward to 2017/18.**

## 2. Capital Expenditure

Appendix A provides the following information for each 2016/17 capital scheme.

- Latest Budget
- Actual Expenditure
- Variance
- Proposed Carry Forward
- Comments from Head of Service/Scheme Manager

## 3. Repairs & Renewals Expenditure

Appendix B provides the following information for each 2016/17 repairs and renewals scheme.

- Latest Budget
- Actual Expenditure
- Variance
- Proposed Carry Forward
- Comments from Head of Service/Scheme Manager

## 4. Options

Other options would be to not allow any carry forwards to schemes. However, this would mean projects could not be progressed.

**5. Corporate Implications**

If all proposed carry forward budgets are agreed, the additional budgeted capital expenditure in 2017/18 will be £722k, and the additional budgeted repairs & renewals expenditure in 2017/18 will be £237k.

**6. Links to Council Policy Objectives**

Effective budgeting helps ensure that, as far as possible, the Council can deliver cost-effective, customer-focused services.

**7. Next Step**

Agreed carried forward budgets will be added to the 2017/18 original budgets.

<b>Background Papers:</b>	None
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Budget Manager	Project Manager	Latest Budget 2016/17 £	Actual Expenditure 2016/17 £	Variance 2016/17 £	Proposed Carry Forward £	Comments
<b>Appendix A: CDC Capital Outturn 2016/17</b>						
<b>Environment</b>						
Chris M	-	47,384	46,577	-807	0	No carry forward, project complete.
Chris M	Louise D	20,000	1,800	-18,200	0	No carry forward, project complete.
Chris M	Julie R /Janine D	35,100	21,662	-13,438	13,438	Carry forward, project still ongoing.
Chris M	Louise D	125,794	8,917	-116,877	5,000	Carry forward £5k, project almost complete.
Martin H/Chris M	Louise D	216,563	228,605	12,042	0	No carry forward, budget overspent.
Chris M	Linda N	600,390	576,891	-23,499	23,499	Carry forward, project ongoing.
Chris M	Julie R	10,000	0	-10,000	10,000	Carry forward, works still required for additional off street solutions.
Chris M	Louise D	25,000	49,000	24,000	0	No carry forward, budget overspent. Additional budget agreed for 2017/18.
Martin H	Paul N	4,500	-1,859	-6,359	0	No carry forward.
Martin H	-	386,000	102,808	-283,192	283,192	Carry forward to support leisure centre upgrade programme.
Martin H	-	735,252	485,758	-249,494	149,494	Carry forward, approved grants still to be paid.
Martin H	-	72,632	31,040	-41,592	41,592	Carry forward, approved grants still to be paid.
Martin H	-	100,000	50,000	-50,000	50,000	Carry forward, to enable flexible home loan ring fenced loans in CDC in accordance with policy.
Martin H	-	100,000	71,428	-28,572	28,572	Carry forward as commitment agreed to support the refurbishment of Days Alms Housing under a phased programme.
Sim D	-	56,873	0	-56,873	0	No carry forward, as MS License costs now charged to revenue under annual licensing agreement.
Sim D	-	25,000	0	-25,000	25,000	Carry forward awaiting requirements from projects.
Sim D	-	13,227	-10,310	-23,537	23,537	Carry forward will be needed for exit from Updata.
Sim D	-	35,325	34,475	-850	0	No carry forward, project complete.
Chris M	-	7,400	0	-7,400	7,400	Carry forward, to finish service review projects.
Chris M	Louise D	37,000	26,022	-10,978	10,978	Carry forward, project ongoing.
Sim D	-	56,000	62,581	6,581	0	No carry forward, budget overspent.
Sim D	-	0	1,443	1,443	0	No carry forward, budget £80k repensed to 2017/18.
Sim D	-	50,000	0	-50,000	50,000	Carry forward wi-fi not installed until early 17/18.
Sim D	-	0	3,030	3,030	0	No carry forward, budget £27k repensed to 2017/18.
Chris M	-	50,000	50,000	0	0	No carry forward, budget spent.
		<b>2,809,440</b>	<b>1,839,867</b>	<b>-969,573</b>	<b>721,702</b>	





**Appendix B:**  
**CDC Repairs & Renewals Outturn 2016/17.**

**Environment**

Pub Con's: Repair buildings & equipment  
 Cleansing services: Replacement dog waste bins  
 Depot - Annual Allocation  
 Depot: Access road improvements  
 Depot: CCTV  
 Depot security fencing to South boundary  
 Depot: CDC/BCC food waste skips  
 Car park surface repairs: Annual allocation  
 AMSCP: Repair pedestrian barriers  
 AMSCP: Redecoration 3 year prog 2014-16  
 Mill Meadow, Chalfont St Peter, Bridge Repairs

**Community, Health & Housing**

Barn Hall & Annex: Roof repairs  
 Ashley Green old school: Roof repairs & damp

**Support Services**

Offices: Maintenance works  
 IT: Replacement equipment/alterations

**Leisure Centres**

Leisure Centres Fund  
 Leisure Centre - Needs Assessment

Budget Manager	Project Manager	Latest Budget 2016/17 £	Actual Expenditure 2016/17 £	Variance 2016/17 £	Proposed Carry Forward £	Comments
Chris M	Kevin K	26,000	21,571	-4,429	4,429	Carry forward, ongoing project.
Chris M	Sally G	5,000		-5,000	5,000	Carry forward, ongoing project
Chris M	Linda N	100,000		-100,000	100,000	Carry forward, ongoing project.
Chris M	Linda N	7,137	1,568	-5,569	5,569	Carry forward, ongoing project.
Chris M	Linda N	9,723	9,723	0	0	No carry forward, project complete.
Chris M	Linda N	6,000		-6,000	6,000	Carry forward.
Chris M	Sally G	19,000		-19,000	19,000	Carry forward.
Chris M	Julie R	28,954	19,559	-9,395	9,395	Carry forward, ongoing projects.
Chris M	Linda N	6,822		-6,822	6,822	Carry forward.
Chris M	Linda N	8,000		-8,000	8,000	Carry forward.
Chris M	Linda N	9,919	1,505	-8,414	8,414	Carry forward.
Chris M	Louise D	30,000	42,917	12,917	0	No carry forward, budget overspent.
Chris M	Louise D	1,762	1,185	-577	577	Carry forward to expenditure in 17/18.
Chris M	Kevin K /Andy C	62,155	21,350	-40,805	31,185	Carry forward, most projects still ongoing.
Sim D	-	30,000	2,057	-27,943	27,943	Carry forward, ongoing project.
Martin H	-	8,147	8,043	-104	104	Carry over to support centre improvements and repairs.
Martin H	Paul N	42,336	37,667	-4,669	4,669	Carry over to support centre improvements and repairs.
<b>Total</b>		<b>400,955</b>	<b>167,144</b>	<b>-233,811</b>	<b>237,108</b>	



<b>SUBJECT:</b>	<i>Treasury Management – Annual Report 2016/17</i>
<b>REPORT OF:</b>	<i>Jim Burness, Director of Resources</i>
<b>RESPONSIBLE OFFICER</b>	<i>Helen O'Keeffe, Principal Accountant</i>
<b>REPORT AUTHOR</b>	<i>Helen O'Keeffe, <a href="mailto:hokeeffe@chiltern.gov.uk">hokeeffe@chiltern.gov.uk</a> 01494 732781</i>
<b>WARD/S AFFECTED</b>	<i>All</i>

## 1. Purpose of Report

- 1.1 To report on the Treasury Management performance of the Council for 2016/17 as required by the Code of Practice on Treasury Management.

### RECOMMENDATION

**Members are requested to note the Treasury Management performance for 2016/17 as required by the Code of Practice on Treasury Management.**

## 2. Background

- 2.1 The Council is required to comply with the CIPFA Code of Practice on Treasury Management. The primary requirements of the code are:
- (i) Creation and maintenance of a Treasury Management Policy Statement, which sets out the policies and objectives of the Council's treasury management activities.
  - (ii) Creation and maintenance of Treasury Management Practices, which set out the manner in which the Council will achieve those policies and objectives.
  - (iii) Receipt by the Cabinet and Council of an annual strategy report for the year ahead and an annual review report of the previous year.
  - (iv) The delegation by the Council of responsibilities for implementing and monitoring treasury management policies and practices and for the execution and administration of treasury management decisions.

### **3. Annual Report on Treasury Management 2016/17**

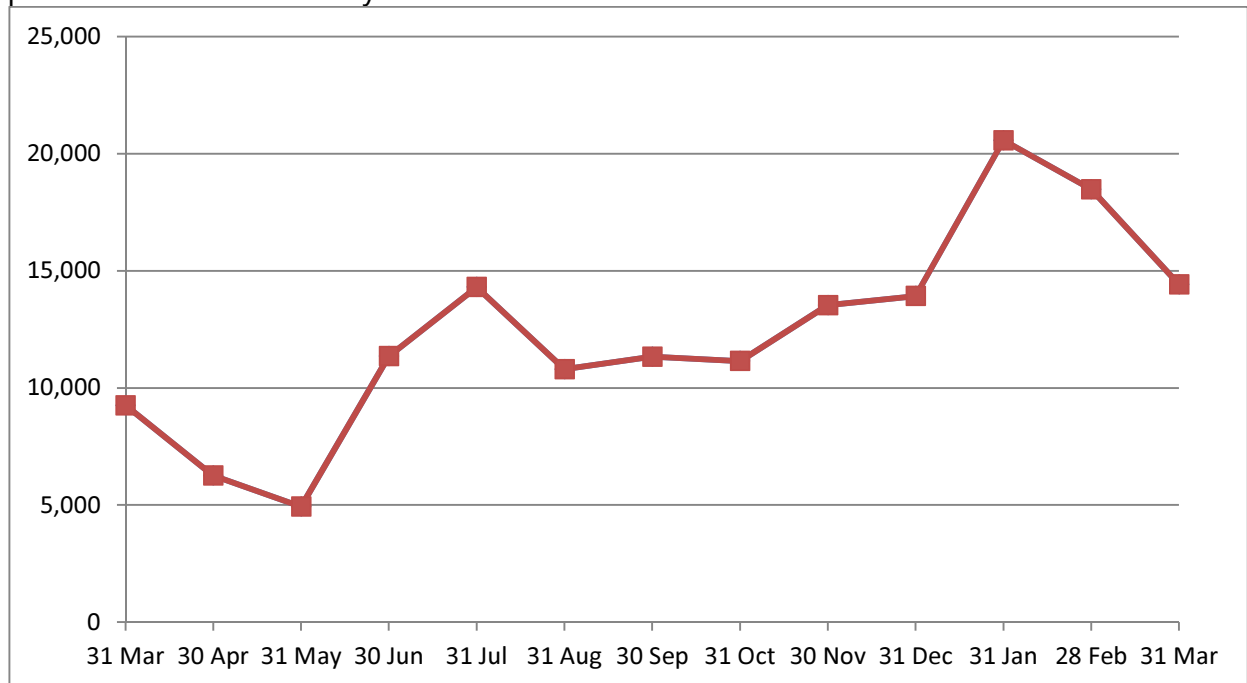
- 3.1 As a debt free authority the treasury management activities of the Council in 2016/17 are exclusively concerned with the investment of its reserves, as the Council has not undertaken any borrowing in 2016/17.
- 3.2 The base rate was decreased from 0.5% to 0.25% in August 2016, with the rate having remained at 0.5% since March 2009.
- 3.3 Officers invest cash flow surpluses with approved counter parties. During the year, officers invested funds in accordance with counter parties approved as part of the Treasury Management Strategy 2016/17 as in the table below.

	Duration	Maximum Amount	Fitch Rating	Comment
Money Market Funds	Up to 3 years	£5m	AAA	
UK Institutions	Up to 5 years	£3m	A- or better	High Rated
	Up to 2 years	£2m	BBB+ or better	Low Rated
Non UK Institution	Up to 2 years	£1m	A- or better	Sovereignty rating AA or better
Corporate Bonds / Bond Funds	Up to 3 years	£2m	A- or better	
Other Approved Investments (eg Property Funds)	Up to 5 years	£2m		Invest would be subject to specific member report

- 3.4 Capita Asset Services Treasury is engaged by the Council as its Treasury Management consultants providing advice on investment, performance and regulations where necessary.
- 3.5 A summary of the movements in the year is as follows:

	Fund Balance 1.4.2016 £000	Fund Withdrawals £000	Added to Fund £000	Fund Balance 31.3.2017 £000
Instant Access Deposits	3,255		1,160	4,415
Money Market Funds	6,000	(3,000)	7,000	10,000
Fixed Deposits	11,000	(9,000)	9,000	11,000
<b>Total</b>	<b>20,255</b>	<b>(12,000)</b>	<b>17,160</b>	<b>25,415</b>

- 3.6 The Instant Access deposit as at 31 March 2017 is held with our bankers Barclays.
- 3.7 The following graph shows how the level of cash and instant access investments has fluctuated over the year. The level of cash reserves has increased over the year owing to money collected from Council Tax and Business Rates payers not yet being paid over to Bucks County Council and Central Government.



- 3.8 The weighted average interest rate earned on fixed rate investments in the quarter was 0.98%. By way of comparison, the weighted average interest rate earned in the quarter by South Bucks District Council was 0.7%.
- 3.9 A summary of the Council's Fixed Deposits as at 31<sup>st</sup> March 2017 is shown below:

UK Institutions	Fitch Credit Rating	Principal £	Interest Rate	Invested	Matures
Lloyds Banking Group	A+				
Fixed Deposit		1,000,000	1.05%	04/11/16	06/11/17
Fixed Deposit		1,000,000	1.55%	02/06/14	02/06/17
Fixed Deposit		1,000,000	1.00%	27/07/16	27/07/17
Nationwide Building Society	A				
Fixed Deposit		1,000,000	0.95%	19/05/16	19/05/17
Fixed Deposit		1,000,000	0.60%	28/07/16	28/04/17
Fixed Deposit		1,000,000	0.90%	04/10/16	04/10/17
Santander	A				
Fixed Deposit		2,000,000	0.85%	09/03/17	09/03/18

UK Institutions	Fitch Credit Rating	Principal £	Interest Rate	Invested	Matures
Fixed Deposit	A	1,000,000	1.00%	20/06/16	20/06/17
Close Brothers					
Fixed Deposit		1,000,000	1.60%	13/10/15	13/10/17
Fixed Deposit		1,000,000	1.00%	31/08/16	28/02/18
<b>Total Deposits</b>		<b>11,000,000</b>			

#### 4. Corporate Implications

4.1 A comparison between the actual and budgeted interest returns for 2016/17 is shown below:

	Budget 2016/17 £000	Actual 2016/17 £000
Interest	140	164

4.2 Actual interest received from investments is above the budgeted figure of £140,000. The budget was set at a modest level owing to uncertainty around probable interest rates. Some rates which were achieved were higher than anticipated. The budgeted income from investments for 2017/18 has been set at £100,000.

<b>Background</b>	None
<b>Papers:</b>	

<b>SUBJECT:</b>	<b>Amersham Multi Storey Car Park Development Project</b>
<b>REPORT OF:</b>	<b>Cabinet Portfolio: Environment - Councillor Michael Smith</b>
<b>RESPONSIBLE OFFICER</b>	<b>Chris Marchant - Head of Environment</b>
<b>REPORT AUTHOR</b>	<b>Anwar Zaman 01494 732753 - azaman@chiltern.gov.uk</b>
<b>WARD/S AFFECTED</b>	<b>Amersham on the Hill</b>

## 1. Purpose of Report

The purpose of this report is to:

- Update Members on the current position regarding the development of the Amersham Multi Storey Car Park to provide a total of 1,046 car park spaces, an increase of 366 on the current 680 spaces.
- Present the final business case for approval.
- Seek Members approval that the capital programme for this project be amended to £10,800,000 .
- Seek Members confirmation that contracts for construction under the SCAPE Framework agreement can be signed.

## RECOMMENDATIONS

1. **To note the current position.**
2. **Members agree the final business case for the project.**
3. **That Cabinet recommends to Council that £10,800,000 be added to the capital programme for the construction of this project.**
4. **Subject to the Planning Committee decision Members are requested to authorise the Head of Environment, in consultation with the Portfolio Holder and Director of Services, to conclude the delivery agreement between Balfour Beatty and the Council for the construction phase.**
5. **That the Head of Finance be authorised to carry out the necessary arrangements to obtain the loan finance.**
6. **That the Head of Environment be authorised to negotiate and conclude any necessary agreements to allow the development to proceed through to completion.**
7. **That the 18/19 revenue budgets include the additional revenue operating costs of a larger car park operational from September 2018.**
8. **To note and agree the cost increase of the pre-construction costs from £591,000 to £617,000 for delay due to planning and Scape fees.**

## **2. Executive Summary**

- 2.1 Members will be aware of the parking problems that exist at Amersham on the Hill and in particular at the Amersham Multi Storey Car Park which is regularly operating at capacity during the week. This capacity issue has been highlighted in a recent capacity survey which has recommended that by 2036 additional spaces of between 339 and 520 will be required to meet anticipated growth from new housing and rail travel.
- 2.2 The proposed solution to the problem is to extend the existing multi storey car park by building on the adjacent surface car park. This development should provide capacity for an additional 366 spaces.
- 2.3 Following Cabinet approval on April and December 2016, through the use of the SCAPE Framework, this Council has procured the services of Pick Everard to act as client Project Manager and Quantity Surveyor, and Balfour Beatty to manage the pre-construction stage through design planning and detailed costings.
- 2.4 The proposed structure has been designed using the principles of a steel frame and concrete plank construction. Subject to a regular and adequate maintenance regime, the structure is designed to provide a life-span in excess of 40 years. This does not extend to finishing materials such as painting, finish coatings (including waterproofing), or the M&E installation and lift, which will need to be replaced in accordance with the manufacturer's recommendations or agreed maintenance programme for the building
- 2.5 To enable this project to proceed it will be necessary for the Council to invest £10,800,000 for the construction and any associated fees if planning is granted.
- 2.6 The proposal is to finance this by way of a Public Works Board loan. The Business case indicates that the car park will be operating in profit (including covering interest and loan principal repayment) in 9 years and that profit from the car park will be more than sufficient to repay the capital expenditure over the lifetime of the asset.

## **3. Reasons for Recommendations**

- 3.1 A clear need has been identified for additional parking capacity within Amersham on the Hill to cover both the current and future demand. The existing car park site would seem to be the most suitable location. The experienced lead



contractor has designed the car park in accordance with good practice, to deliver maximum number of additional spaces and to keep construction costs as low as possible through competitive tendering of works packages, for example, for procurement of steel and concrete pre-cast units. An external Quantity Surveyor has advised the Council on costs.

#### **4. Background**

- 4.1 The site is shown edged in black on the plan at **Appendix A**. A full chronology of Member decisions is attached at **Appendix B**. The current AMSCP has a total capacity of 680 spaces including 185 on the adjacent surface level car park.
- 4.2 At CAMG on 2<sup>nd</sup> March 2016, a report detailing a high level proposal for 378 spaces (an additional 240 spaces) car park over 3 storeys was suggested at an early estimated cost of construction in the order of £6 million. Members expressed concern as to whether this proposal would meet future need and suggested extra deck / capacity was added. £110,000 was agreed for initial design work.
- 4.3 At Cabinet on 5<sup>th</sup> April 2016, Members considered and agreed the report that had been to the CAMG meeting on 2<sup>nd</sup> March 2016. Members agreed for pre-construction work to commence to enable design, costing and planning to be completed to enable officers to report in due course with a full business case. Note – It was not possible to provide cost certainty on any future development until the design and relevant surveys, etc had been concluded.
- 4.4 At CAMG on 21<sup>st</sup> November 2016, Balfour Beatty attended the meeting to explain the potential procurement approach that the Council could take to deliver this project. Whilst Members agreed that more car parking capacity was required there were concerns about the costs and possible escalation. The construction costs at this stage, following detailed work by the contractor and QS, was estimated at £8.8 million for an additional 502 spaces with the net extra spaces increased to 366 spaces over 4 floors from 240 originally envisaged. Members agreed to the total predicted pre-construction costs of £591,000 to allow the detailed design and planning to be applied for. It was anticipated at this time planning would be submitted in November 2017.
- 4.5 At Cabinet on 13<sup>th</sup> December 2016, Members considered and agreed the report that had been to the CAMG meeting on 21<sup>st</sup> November 2016. Members expressed concerns as to how this project now appeared to supersede the original Cabinet decision for the guttering and PV's for the existing AMSCP and requested a further report.

- 4.6 At Cabinet on 7<sup>th</sup> February 2017, Members considered an update report and confirmed that the scope of the AMSCP project does not now include an over roof, extra PV's or new guttering.

## Discussion

### Costs

- 4.7 Since the initial reports the majority of the pre-construction steps have been completed using the SCAPE Framework procurement process which ensured that best value and the most appropriate design was achieved. 100% cost certainty on Tender Price has now been achieved and a letter from Quantity Surveyor, **Appendix F**, is attached which summarises the how best value is achieved using the SCAPE approach.
- 4.8 The report to Councillors on 21<sup>st</sup> November 2016 indicated the estimated build cost of £8.8 million which included the preconstruction cost of £591,000. Therefore at that time the anticipated build cost was £8.2 million. Any further variations would be at the contractors risk apart from any changes the Council requested. The build-up of cost changes and the details are as follows;

### Project Cost

Item		Cost
1	Pre-construction Costs	£591,000
2	Estimated Construction Costs brought forward 06 Mar 2017 (excluding pre-construction cost)	£8,187,620
3	Forecast Project Management, Quantity Surveyors & H&S Team (Pick Everard) Fees & other costs (excluding pre-construction cost)	100,726
4	Forecast Construction cost changes by appointed Quantity Surveyor at 06 Mar 2017	
4.1	<i>Additional deck of 126 parking spaces</i>	£579,000
4.2	<i>An additional deep bore soak away for surface water is required. The current deep bore soak away for the existing car park is located where the new building will be constructed so has to be moved.</i>	£307,000
4.3	<i>Intrusive site investigations are required to accurately establish the utilities locations on the site because utilities</i>	£13,700

	<i>surveys were inconclusive.</i>	
4.4	<i>Relaying the surface on the top floor of the existing car park to provide waterproof barrier for 30 + years. Cheaper painted on solutions have a very limited life.</i>	£313,000
4.5	<i>The costs involved in Re-siting the PVs on the new building</i>	£20,000
	Sub-Total	£1,232,700
5	Forecast Construction cost changes reported by appointed Quantity Surveyor post 06 Mar 2017	
5.1	<i>Additional larger and deeper pile foundations were found to be necessary following detailed design development following ground condition investigation.</i>	£450,000
5.2	<i>Programme extended associated with additional works – increase prelims</i>	£60,000
5.3	<i>Market testing – difference between estimate and tender price</i>	£100,000
	Sub-Total	610,000
6	Estimated Additional Fees during Pre-construction stage	
6.1	Additional Consultant Scape fees, not previously accounted	£7,700
6.2	Additional time spent due to delay getting to planning during pre-construction phase	£18,000
	Sub-Total	£25,700
7.0	Client internal management fees	£37,000
	Building Control Fees	£11,000
	<b>Forecast Total Project Cost</b>	<b>£10,793,213</b>

- 4.9 The forecast total project cost of £10,800,000 does not include a project risk figure of £370,000 which includes for project risks on the risk register such:
- If any further works are required by TfL - this is not anticipated as we have a signed agreement in place with them
  - If any archaeology is discovered during excavations – this is not expected
  - ordinance, contaminations judicial review cost, planning condition discharge or condition on unreasonable working hours.

#### Planning

- 4.10 A Planning application for the proposed development has been submitted to provide 4 levels of parking with a capacity of 502 spaces, a net increase of 366 spaces. This application will be considered by the Planning Committee once issues raised by Buckinghamshire County Council Highways Development have been resolved. The planning officer has indicated that they are minded to support the proposal when the application is formally submitted. The consultants feel the highway junction capacity issues can be addressed and it is anticipated at the time of writing this report that the application can be considered by the planning committee on 22<sup>nd</sup> June. The plans will be displayed ahead of this meeting for Members to review.

There has been a delay of several months whilst discussions and responses were received from Highways which has delayed the project. The pre-construction cost expenditure has increased slightly from £591,000 to £615,000.

There have been interest rate increase and Members have agreed to an increase in parking charges across the estate which will have a beneficial effect on the business case.

#### Expected increase in parking demand

- 4.11 An updated capacity study was recently commissioned for Amersham Multi Storey Car Park which has highlighted the considerable increased usage in this car park. In 2013 when the study was previously carried out the average capacity was at 85%. The latest study shows an average capacity of 91%. Latest figures show that for 80% of the working week the car park reached 100% capacity. On the weekdays when full capacity was not reached (normally Fridays) then the average capacity was at 87.75%. The Institute of Highways and Transportation recommended that an efficient operating level for car parks is 85%; it can therefore be seen that we already have a serious overcapacity issue and no room for growth.
- 4.12 The study looks forward to 2036 taking into account both rail passenger growth and housing development. The additional space goes part way to meet future demand.
- Rail: In the year to 2015 Chiltern Rail showed a growth of 3.1%. Both Network Rail and the Rail Delivery Group predict a 3.3% annual increase with passenger demand doubling in the next 30 years. Because of the proximity of the railway station it is anticipated that the growth in demand for the car park will depend mainly on the passenger growth. The only limiting factor is the train capacity and with line and signalling improvements planned to be in place for 2023 to increase train frequency this will only benefit Amersham Station and facilitate additional demand.

- Housing/Population Growth: The study looked at the Joint Chiltern and South Bucks Local Plan 2016 to 2036 which is currently being prepared and using figures available for Chiltern and following discussions with officers developed a range of growth options for consideration. Using the medium growth scenario for 2036 to the study indicated an increased requirement for between 339 and 520 additional spaces over the next 20 years.
- 4.13 It is clear from the study that there is an existing and a future demand for parking at this car park. It should be noted that this study does not take into account other potential demands for increased capacity at AMSCP from proposed developments on other Council sites that could cause the loss of parking capacity as these developments proceed.
- Business case
- 4.14 Investing in the construction of the new AMSCP will generate a financial return from the resulting additional car parking income. The estimated cash flows from this development have been modelled and are shown in **Appendix C**.
- 4.15 This shows that the car park will be operating in profit (including covering interest and loan principal repayment) in 9 years and that profit from the car park will be more than sufficient to repay the capital expenditure over the lifetime of the asset.
- 4.16 During construction access will be maintained to the majority of the existing multi storey car park although a reduction in income of £104,000 is possible due to the disruption. In an effort to keep this loss to a minimum, it is proposed that the 135 staff members currently using the AMSCP will be allocated alternative parking. This action will ensure that the paying public have preference over CDC staff. Additional 58 spaces have been provided at Sycamore Road and 29 spaces are being aimed to be provided at KGVH.
- 4.17 The Net Present Value (NPV) **Appendix C** base model has been drawn up using current figures available and based on various assumptions. Inflation is 3% per annum and this is also the discount rate used.
- 4.18 Car park charges are increased in line with inflation i.e. 3% per annum. This percentage is in line with the Governments RPI figures published in the Autumn Statement up to 2020/21. The standard initial daily car park charge is £6.00 per day in line with the agreed increased charges for 17/18.
- 4.19 Sensitivity Analysis is at **Appendix D** and the financial model is only an estimate and changing any of the assumptions will affect the return. For instance if the

loan rate goes up, the profitability goes down, if charges increase the profitability goes up and if take up increases the profitability goes up and of course vice versa

#### Funding

4.20 The method of funding was raised in a previous report to Cabinet and at the time the option of funding this construction by way of borrowing was discussed. It is now clear that with interest rates at the current low level borrowing to fund this project would be the recommended option. To this end it was agreed at the Budget review in December and in the Treasury Management Strategy that CDC should be allowed to borrow if required.

4.21 It is proposed that the Council will raise a loan with the Public Works Loan Board. The financing cost is based on borrowing from the PLWB, on an annuity basis, over 40 years.

#### Usage

4.22 It is anticipated that the additional capacity from this car park will steadily increase. For the purpose of the Business case we have taken the average growth over the last 3 years written down to 5%.

Year	Growth
2013/2014	9%
2014/2015	2.2%
2015/2016	7.3%

#### Programme

4.23 The current proposed programme if the project continues is detailed at

**Appendix E.** The key dates would be:

- Planning Committee 22<sup>nd</sup> June 2017
- 6 weeks allowed for any JR challenge
- Sign delivery agreement 10th August 2017
- Start on Site September 2017
- Completion October 2018

## **5. Consultation**

5.1. Consultation has taken place with interested parties which include the Town Council and Amersham Action Group.

5.2. A public event was advertised and held in the Council Office reception. This event was not well attended but general feedback from the consultations recognised that increased capacity is needed in the area although local residents

commented on the design and impact on their property and these comments were noted by the designers.

- 5.3. Under the planning process a further public consultation has been carried out and few objections were received. Where practicable the design is being amended to mitigate these objections.
- 5.4. Once planning approval has been received consultation will take place with all parties likely to be affected by the works to ensure that disruption is kept to a minimum. Parties to be consulted will include Amersham Town Council, Local residents and businesses, Transport for London.

## **6. Options**

- 6.1 Members are requested to consider in view of the updated business case, the final design and the 100% Tender cost whether they would like to continue this project and construct the additional 366 car park spaces.

## **7. Corporate Implications**

- 7.1 Financial – See above and the business case.
- 7.2 Legal – the Council has power under the Road Traffic Act 1984 to erect buildings for the provision of off-street parking. There is a small piece of land that for some reason is not registered to Chiltern and that is being rectified.
- 7.3 Risks – The remaining risks to this project include:
  - Planning and any conditions that could be imposed that may have cost implications. Allow 6 weeks after consent issues for any JR period before contracts signed for construction
  - Programme changes that could extend the period of reduced car park income
  - Construction costs are currently 100% certain following the works package tender process and Balfour carry the risk once the delivery agreement is signed. The only cost increases for the Council would be if the Council requested any changes on site to the design.
  - Future usage is predicted in the business case

## 8. Links to Council Policy Objectives

8.1 This matter is related to the Council's corporate aims to deliver cost effective, customer focused services, and to promote local communities.

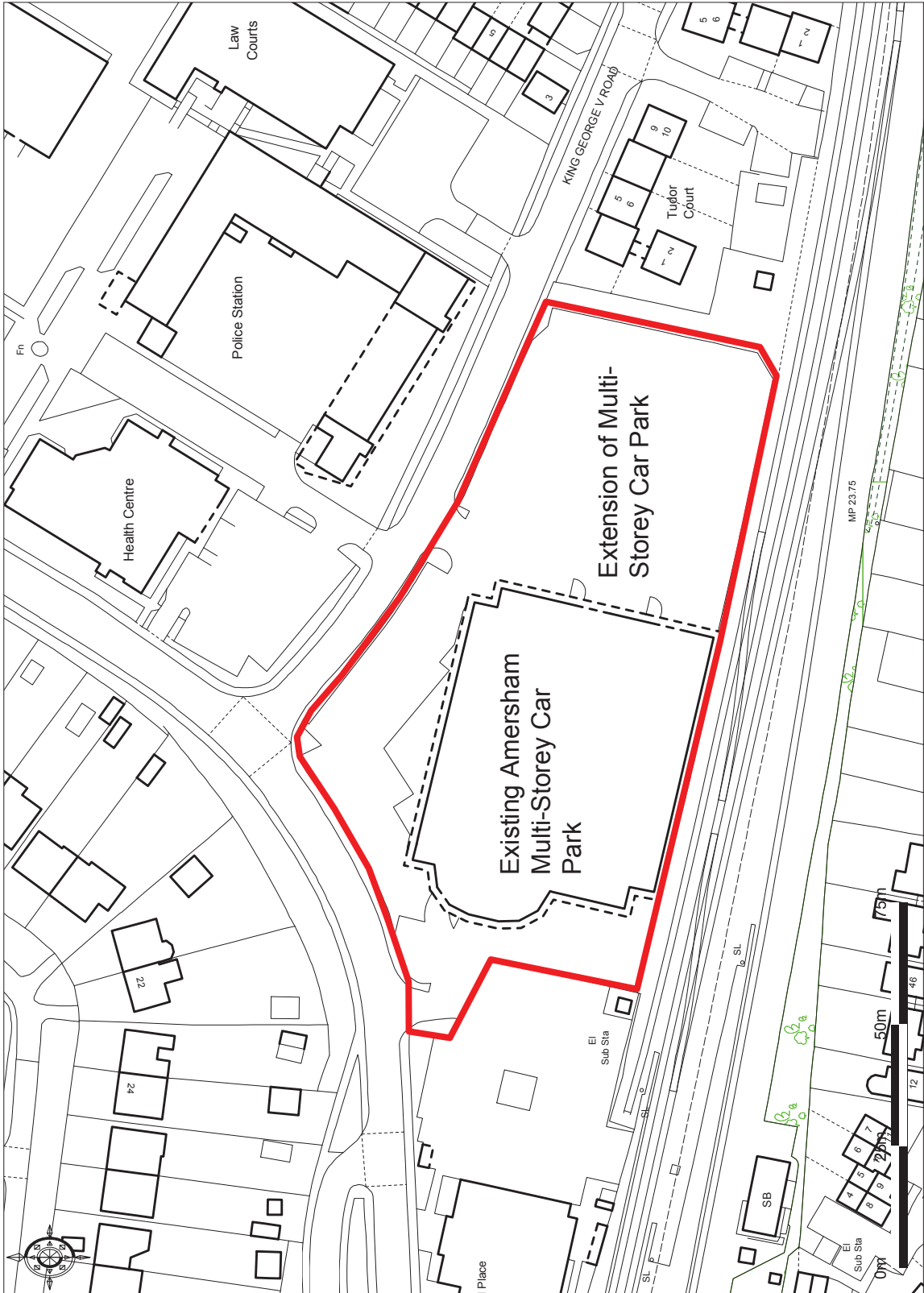
8.2 This report also progresses the aims of the Council's asset management plan.

## 9. Next Step

9.1 If Members consider the business case acceptable then subject to planning approval being granted and allowing for any possible JR then a delivery agreement could be completed and works would commence on site end September 2017 with completion end October 2018.

<b>Background</b>	Officer working papers
<b>Papers:</b>	Cabinet Report 05 April 2016 Cabinet Report 13 December 2016





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## Appendix B

### Chronology of Reporting for Amersham Multi Storey Car Park Extension

#### Minutes CAMG – 02.05.15

##### **27. AMERSHAM ADDITIONAL PARKING**

Members received a verbal update regarding the provision of additional parking in Amersham-On-The-Hill. A survey had been carried out which identified the need for an additional 220 spaces. Officers stated that they were in discussions with Car Park designers, rather than building designers, as this was more likely to lead to an efficient design with the right number of spaces. A further report with a proposal would be considered at a subsequent meeting.

#### Minutes CAMG – 02.03.2016

##### **53. AMERSHAM MULTI-STOREY CAR PARK**

The Project Manager introduced the report, which set out a high level proposal for the development of the car park adjacent to the existing multi storey car park. It would be a 3 storey building and provide 240 additional spaces at an initial estimated cost of £6 million. This could be funded from the Council's existing reserves and borrowing. The Director of Resources advised that it would be advisable to include the costs of borrowing to fund the project in the estimates submitted to Cabinet because if this option were taken it would show clearly the timeframe for the project making a positive return, as any development would need to be seen as a long term investment to meet specific needs in Amersham. The risk of the Council appearing to engage in the project for profit was also raised although in this case it was agreed there was a genuine need for the development in parking terms. The report asked CAMG members advise on whether the Portfolio Holder should recommend the project to Cabinet and to confirm the £110,000 for the initial design, planning and project management work to be allocated from the capital budget for the AMSCP.

In the following discussion Members agreed the project was needed to meet demand for parking. Concern was expressed regarding funding the project using the Council's reserves and it was felt that it would be preferable to borrow against a single large project such as this. The 2% discount rate in the report was questioned as a conservative estimate and it was asked whether the level of income from spaces could be relied on to increase, given that from 2013/14 to 2014/15 it had dropped. Members also questioned whether the projected three floors would accommodate future growth in parking demand and suggested the design allow for an additional floor to be added. The impact of the project on the agreement with TFL was raised and it was noted that the agreement would continue to be calculated on a space by space basis. It was also clarified that a Turnkey project was still a possibility although the Council would lose the future income growth.

### **CAMG RECOMMENDED**

- That the Portfolio Holder recommend to Cabinet that this project should be proceed to enable the design stage and planning to progress.
- That the £110,000 required for the initial design stage, planning and project management work be allocated from the existing capital budget for the Amersham Multi Story Car Park.
- That the report to be presented to Cabinet be amended to include the cost of borrowing to fund the project, to address uncertainty over the growth in fees and to provide further detail regarding the funding options.

### **Minutes      Cabinet – 05.04.2016**

#### **110. AMERSHAM MULTI-STOREY CAR PARK**

Consideration was given to the report of the current and future parking situation in Amersham and at the Amersham Multi Storey car park. It also set out a high level plan for the development of the site to deal with the issues arising and to seek Cabinet confirmation of Corporate Asset Management Group's recommendation to progress the project as proposed.

#### **Members Resolved**

- That the content of the report be noted;
- That the project should proceed to enable the design stage and planning to progress; and
- That £110,000 required for the initial design, planning and project management work should be made available and funded from the existing capital budget for the Amersham Multi Storey Car Park.

### **Minutes      CAMG – 21.11.2016**

#### **60. Representatives from Balfour Beatty Attending to Answer Questions on Amersham Multi-Storey Car Park Project**

The Chairman welcomed Gareth Waitman (Commercial Manager) and Nadeem Syed (Senior Design Manager) from Balfour Beatty to the meeting.

It was explained that Cabinet had authorised the start of the process in April 2016 and it had been decided to use the Local Authority SCAPE framework to obtain costings. This avoided the lengthy EU procurement process. The full business case and detailed construction costings could then be presented to Councillors in February 2017.

It was proposed that a steel framework be used. The pillars would support the floors and there were several options for the ground work and materials for constructing the floors. Tenders for the various work elements would be put out to all the trades (15 – 16 packages of trades in the scheme) and Balfour Beatty would project manage this to come to the

overall construction cost figure. It was explained that they were currently working on a similar project in Wokingham. A quantity surveyor, Pick Everard had been appointed to act on the Council's behalf and check the budgets for the various elements of the construction.

Whilst it was agreed by the Members that more car parking capacity was needed, there was concern about the cost of the project and whether the cost was likely to escalate. It was noted that the previously planned project to provide a roof for the multi-storey had now been superseded by this project to expand the car park, and this had been discussed previously at CAMG, and agreed by the Cabinet in April 2016. It was advised that it was uncommon for car parks to have roofs. The funds approved for the initial plans for this car park were now being applied to cover the costs to the stage of preparing the business case and detailed construction estimates.

The current estimate for the construction work was £8.8 million which would be paid for by a 40 year loan from the Public Loans Board. Planning permission would be sought and final costings obtained so that Councillors would be able to reach a decision about the project in February 2017. It was noted that some preconstruction costs had already been incurred in line with approval from the Cabinet in April.

Members felt it was important to keep all members informed of progress on major projects like this or the Amersham leisure project and consideration be given to ways in which this could be done.

#### **64. Amersham Multi-Storey Car Park**

This item was discussed previously with Minute 60.

#### **CAMG RESOLVED**

- The progress of the project was noted by the group.
- To recommend to Cabinet that the project be highlighted at full Council.

#### **Minutes Cabinet – 13.12.2016**

#### **177. AMERSHAM MULTI STOREY CAR PARK DEVELOPMENT PROJECT**

Cabinet Members were asked to note the progress made on the project to provide additional car parking at Amersham Multi Storey Car Park (AMSCP) and to note the spend on consultancy costs to enable the project to proceed through planning, detailed design and costings to allow the full business case to be presented to Councillors in April 2017. Whilst being supportive of the project to provide additional car parking at the multi-storey some members expressed their concerns as to how this project now appeared to supersede the original decision of Cabinet to fund and proceed with an over-roof of the existing car park and associated installation of photo-voltaic cells. A further report on this matter was requested.

### **Members Resolved**

- That the spend on consultancy to date of £199,950 be noted and that the on-going commitment of £591,000 be approved to complete the detailed design, specification and costings to enable planning consent to be obtained and the full business case to be prepared for submission to Cabinet. Monies to be contained within the existing capital programme.
- With regard to the sums allocated to the Amersham Multi Storey Car Park Over-roofing and Photo Voltaic System projects in the approved Capital Programme a report be submitted to the next meeting of Cabinet regarding the need, or otherwise, for these works in the light of (i) above.
- That the full business case will be reported to Cabinet for their decision in April 2017; and
- That the Interim Director of Services be authorised to negotiate any necessary agreements to enable this project to progress as indicated within the report and to conclude any necessary documentation.

### **Minutes Cabinet – 07.02.2017**

#### **195. Amersham Multi-Storey Car Park Update pdf icon**

The Cabinet considered a report that sought to provide clarification on the decision making process to date regarding the Amersham Multi-Storey Car Park Project (AMSCP). In response to a question it was clarified that the current proposals being put forward, which would be subject to Cabinet approval of the business case at the next meeting on 4 April, still involved a level of protection being provided for the existing structure. The earlier proposals, considered by the Cabinet, had been amended due to the impact on the number of car parking spaces that could be provided, and the advice of the professional advisers to the construction project.

### **Members Resolved**

- That the contents of the report be noted.
- That the scope of the Amersham Multi Storey Car Park (AMSCP) project does not include an over roof, additional Photo Voltaic systems or new guttering for the existing multi storey car park, as detailed within the report.







## Appendix D: AMSCP Assumptions and Sensitivity Analysis

## Assumptions

The base model has been based on various assumptions as follows:

- The cost is £10,800,000 excluding VAT.
- Inflation is 3% a year and this is also the discount rate used.
- The financing cost is based on borrowing from the PWLB, on an annuity basis, over 40 years.
- Car park charges are increased in line with inflation ie 3% a year.
- The standard initial daily car park fee is £6 per day.
- There is an immediate increase in useage of 10% of the new spaces and a 5% increase yearly thereafter (based on average of last 3 years growth).

Note: Although the build / design life for the car park is in excess of 40 years, all figures have been based on a 40 year timeframe.

## Sensitivity Analysis

However the financial model is only an estimate.

Changing any of the assumptions will effect the return.

For instance

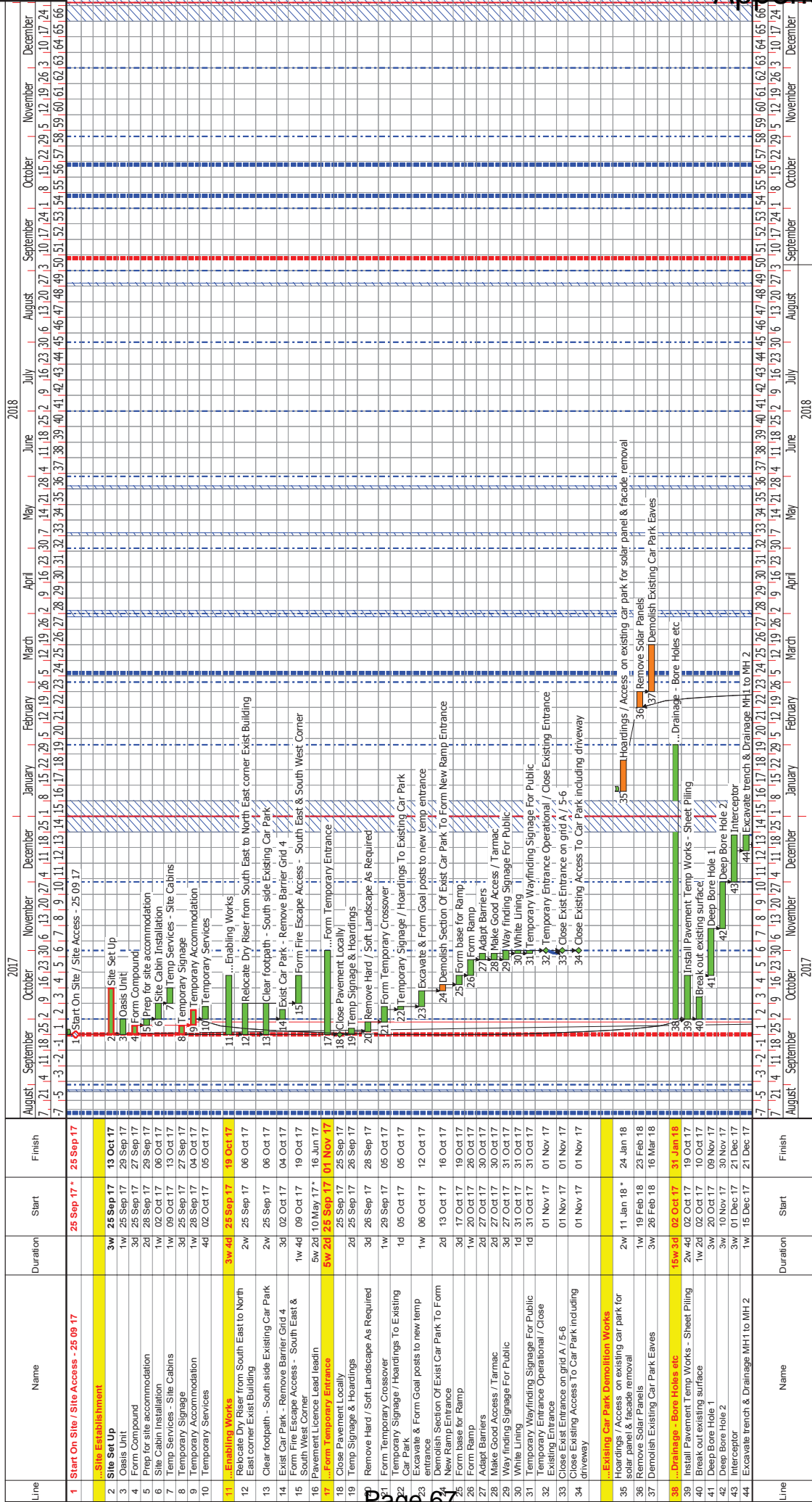
- If the build cost goes up, the profitability goes down.
- If the loan rate goes up the profitability goes down.
- If we increase the charges, the profitability goes up.
- If we increase the take up assumptions, the profitability goes up.

And of course vice versa.

The following table therefore shows the effect on the Net Present Value and Profitability figures if we change some of these assumptions.

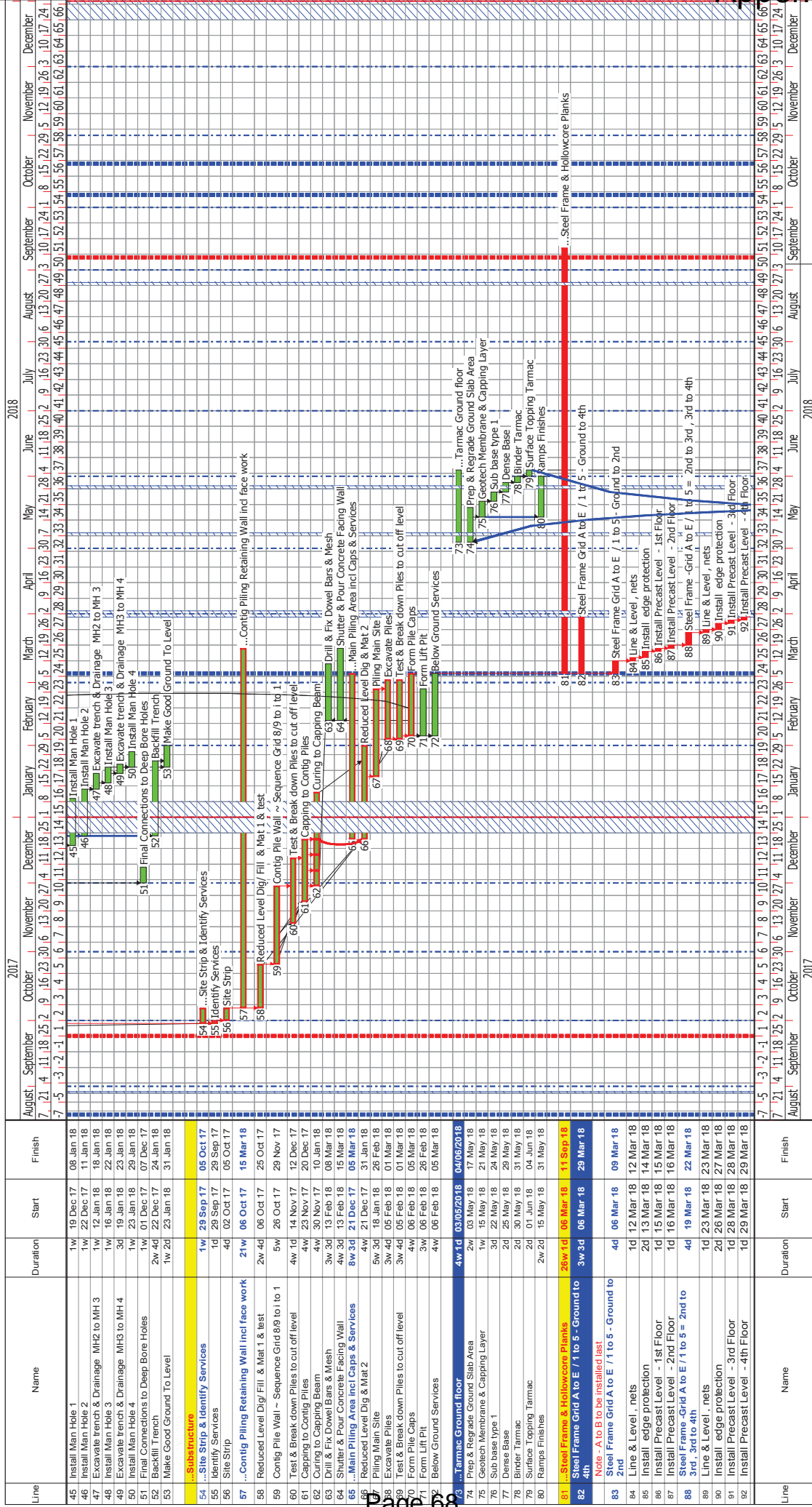
	Base Model	Cost increase due to £370k risk element	Loan rate 0.5% higher	Increase in car park fee rpi -0.5%	Increase in car park fee rpi +0.5%
Total Cost	£10,800,000	£11,170,000	£10,800,000	£10,800,000	£10,800,000
Loan Interest Rate	2.59%	2.59%	3.09%	2.59%	2.59%
Increase in car park charge	RPI	RPI	RPI	RPI -0.5%	RPI +0.5%
Net Present Value over 40 years (Negative is good)	-£88,534	£432,398	£906,721	£1,687,063	-£2,099,905
Total Profit over 40 years (Negative is good)	-£14,056,493	-£13,453,543	-£12,536,881	-£9,917,589	-£18,795,097
IRR	4.74%	4.58%	4.74%	4.17%	5.31%



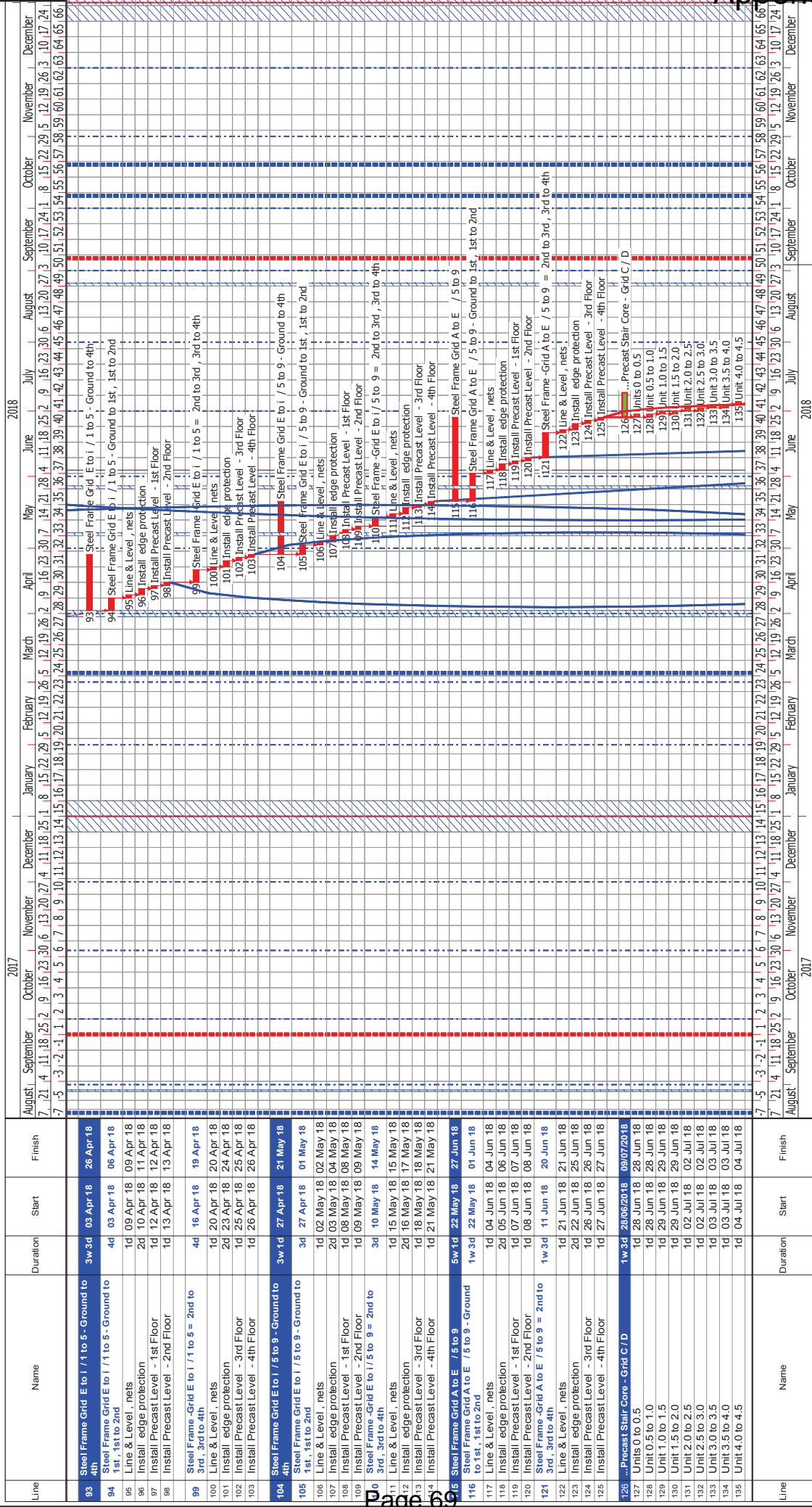


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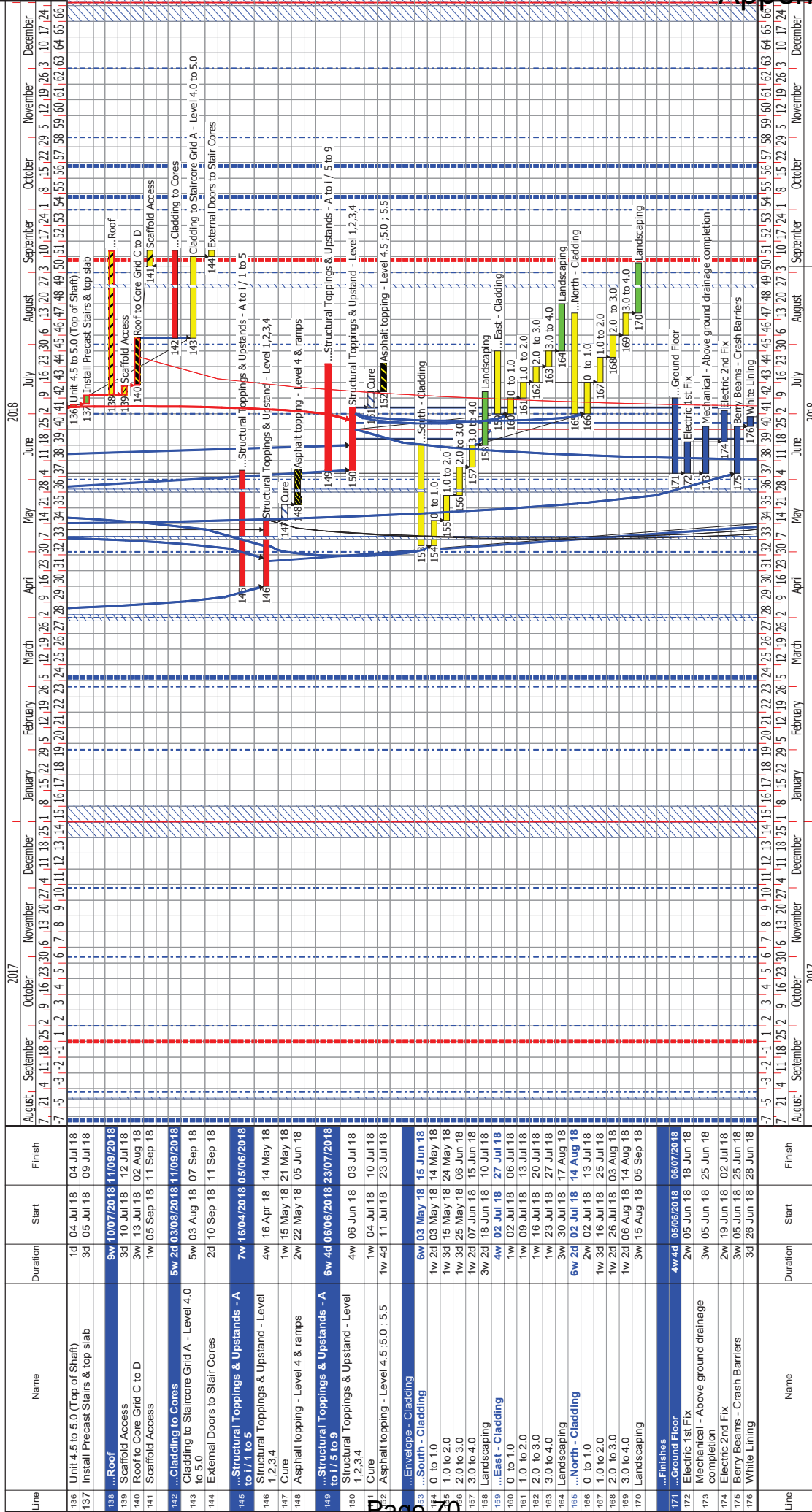
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 Revision: REV1 - 11 05 17  
 Revision Date: 11/05/2017



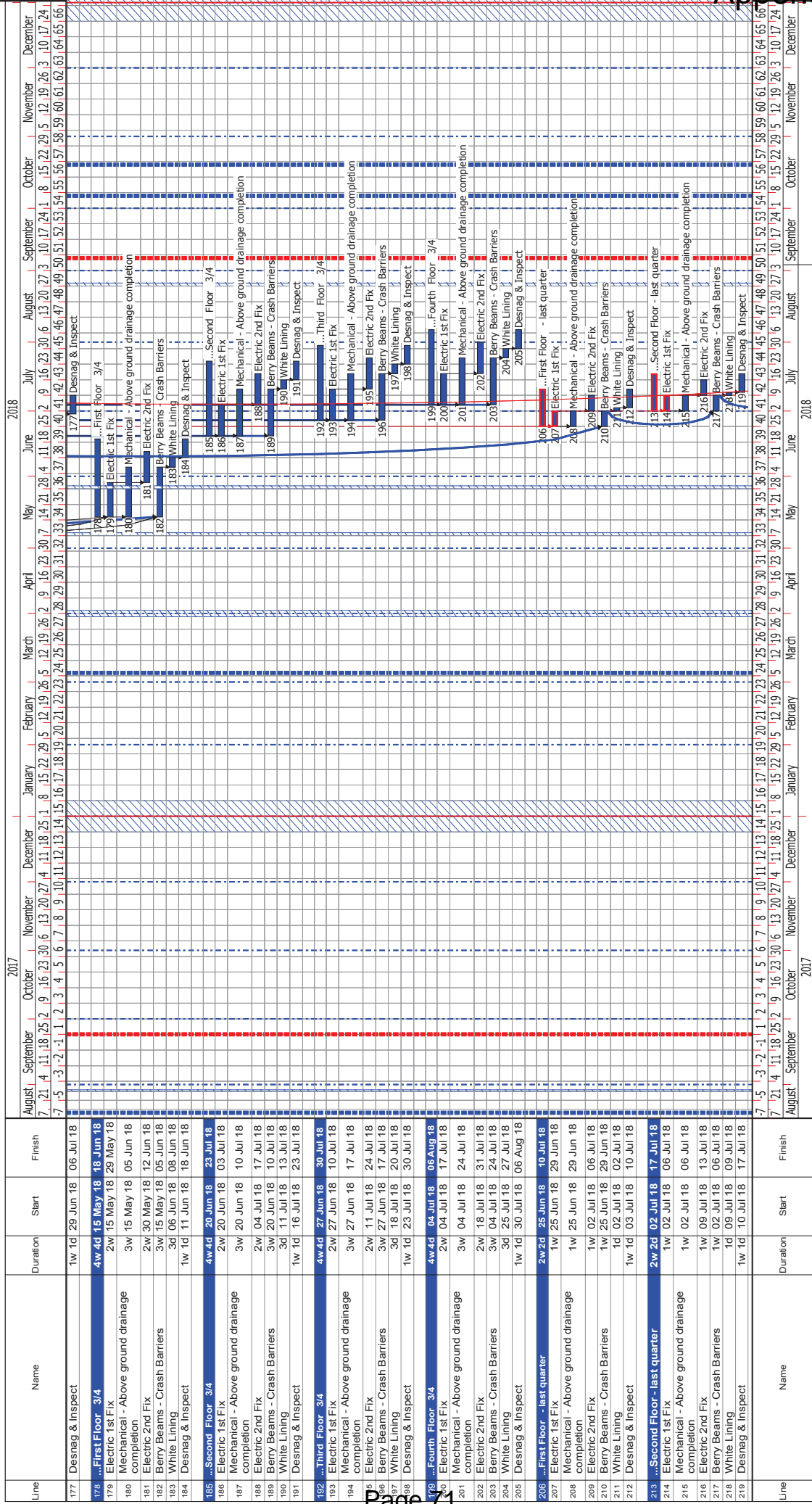
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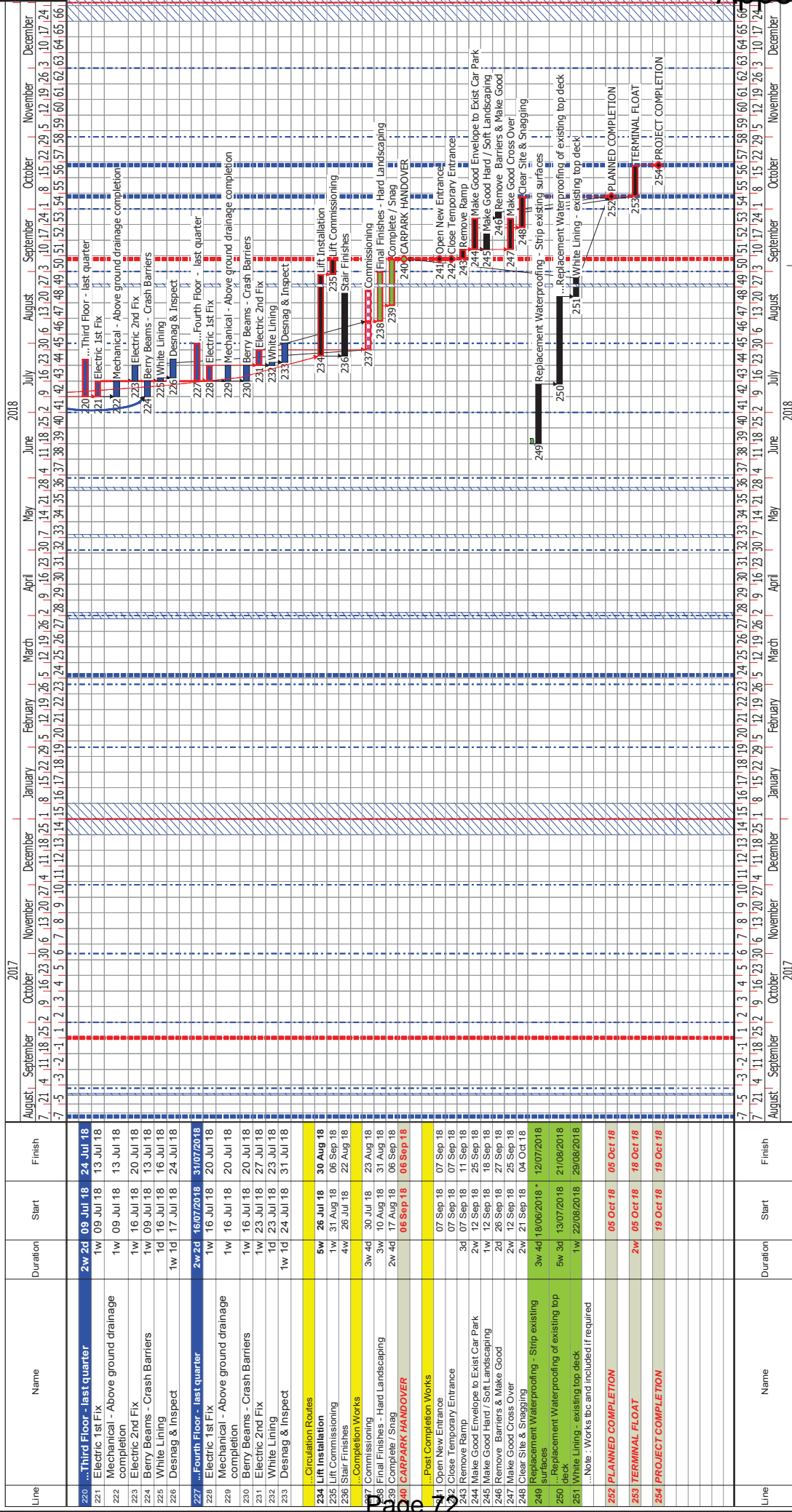


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2017 August September October November December 2017 2018 January February March April May June July August September October November December 2018

Car Park Superstructure, Scaffold, Roof, Envelope, Windows & Summery Bars, Finishes, Commissioning, Strip

**CONSTRUCTION**

Programme Number: CRWT0505  
 Revision: REV1 - 11 05 17  
 Revision Date: 11/05/2017

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Chiltern District Council  
King George V House  
King George V Road  
Amersham  
HP6 5AW

24<sup>th</sup> May 2017

For the Attention of Chris Marchant

Dear Chris,

### **AMERSHAM MULTI-STOREY CAR PARK, KING GEORGE V ROAD, AMERSHAM**

The advice as to the approach that has delivered best value for the project.

The design meets the criteria set and minimises costs with PM and QS independent advice from Pick Everard as to overall costs, programme and other essential deliverables for a successful project.

The Scape process that has been employed on the Chiltern DC Amersham MSCP project is a proven method of ensuring the client receives best value from inception to completion.

The original budgets contained within the feasibility clearly outlined the design, cost and programme parameters known at that time, and the client can be confident that they have been compiled using recently acquired market data.

The selection of the Design Team is carried out using a competitive market-tested arena, and the client has full visibility of the quotations, correspondence and dialogue at all times, allowing the client to intervene and challenge at any time throughout the procurement process.

The ethos of Scape is collaboration, with regular fortnightly progress meetings from inception to Stage 4 Gateway 4 - Pre-Construction Phase - in an open honest and transparent approach to design, selection, procurement and planning.

The client has been fully engaged in the initial design criteria, producing and issuing the contractor with a Project Brief encapsulating all of their requirements, including design life span and any project nuances particular to that site. This Project Brief is then used by the Design Team as the basis for all design development throughout the Pre-Construction Phase.

The client, through Pick Everard, was involved in the selection of the supply chain, along with the Contractor, and has the ability to contribute and direct the contractor to a number of suppliers to compliment the Scape philosophy of using local labour and suppliers where possible, which the Contractor is measured against under a Key Performance Indicator.

During the design process, the client attended and actively contributed to design matters, including the appointment of a design 'checker' where deemed necessary for complex projects.

Some changes became necessary due to design development and change requests from Chiltern CDC. These changes increased the costs from the feasibility and can be summarised as below.

#### Client change requests

- Additional deck which was implemented
- Relocation of the existing PV Cells

#### Design Development

- Removal of existing soakways and provision of new deep bore soakaways due to existing ground conditions and insufficient existing infrastructure drainage for the new car park
- Extensive site investigation and searches on the available utilities required for the car park
- Ground conditions affecting the substructure design
- Market testing and the difference between the feasibility budget and the tendered prices

In addition delays were incurred in the planning process due to BCC Highways requiring information relating to traffic movements and studies which did not form part of the original brief and was not planned for.

These delays incurred additional costs due to extending the accepted programme and resultant contractors preliminary prices

The total of the changes are £1,339,000 from the feasibility budget of £ 8,900,000. The total of the construction cost at Stage 4 is £10,245,000 which provides 100% cost certainty. These sums exclude Chiltern DC internal costs and fees. There is a Chiltern DC risk allowance of £370,000.

The Pick Everard Financial Report nr 5 dated 22<sup>nd</sup> May 2017 has been published and provides a detailed commentary on the financial information.

To ensure best value to the client in terms of financial viability, the transparent and open-book Scape process ensures that the client is given copies of tender enquiries, query correspondence and subcontract quotations. A final independent check has

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been carried out by the client's own project consultant manager and cost consultant, Pick Everard, to guarantee that any normalisation, risks or exclusions are acceptable.

A cost comparison with a similar car park constructed by Balfour Beatty has been included in the table below.

Car Park	Wokingham Multi-Storey Car Park	Amersham Car Park
Construction Cost	£11,156,000.00	£9,755,027.00
Spaces	529	501
m2 area	14800	13064
Cost / space	£21,088.85	£19,471.11
Cost / m2	£753.78	£746.71

Throughout the entire Scape process, the client was encouraged to participate and challenge any aspect of the Pre-Construction phase that they are not happy with, and the Contractor provides not only a Project Manager and Pre-Construction Manager as a regular point of contact, but also a Scape Framework Director to discuss matters at a strategic level.

I trust the above meets with your expectations.

Yours faithfully



David Gear  
Project Manager

