



Resources Overview Committee

Wednesday 20 June 2018 at 6.30 pm

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

A G E N D A

Item

1 Evacuation Procedure

2 Apologies for Absence

3 Minutes (*Pages 5 - 10*)

To approve the minutes of the Resources Overview Committee meetings held on 25 April 2018 and 15 May 2018.

4 Declarations of Interest

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

Appendix: Draft Cabinet 28 Day Notice (Pages 13 - 18)

Appendix: Chiltern and South Bucks Joint Committee 28 Day Notice (Pages 19 - 22)

6 Redevelopment of Chiltern Pools and adjacent community facilities
(*Supplementary agenda 1*)

Appendix 1: Proposed Leisure Centre Facility Mix

Appendix 2: Stage 2 Proposals

7 Refreshed Joint Business Plan 2018-19 (Pages 23 - 24)

Appendix 1: Chiltern and South Bucks Business Plan 2018-19 (Pages 25 - 46)

8 2017/18 End of Year (Quarter 4) Performance Report (Pages 47 - 50)

Appendix A: Priority PIs - End of Year 2017-18 (Pages 51 - 54)

Appendix B: Corporate PIs - End of Year 2017-18 (Pages 55 - 60)

Appendix C: Annual Report 2017-18 (Pages 61 - 62)

9 Capital and Repairs & Renewals Outturn Report 2017/18 (Pages 63 - 64)

Appendix A: Capital expenditure (Pages 65 - 66)

Appendix B: Repairs & renewals expenditure (Pages 67 - 68)

10 Treasury Management - Annual Report 2017/18 (Pages 69 - 72)

11 Write Offs 2017/18 (Pages 73 - 76)

Appendix 1 (Pages 77 - 78)

Appendix 2 (Pages 79 - 84)

Appendix 3 (Pages 85 - 98)

Appendix 4 (Pages 99 - 100)

Appendix 5 (Pages 101 - 102)

12 Exclusion of the Public (if required)

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

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

Membership: Resources Overview Committee (CDC)

Councillors: N Rose (Chairman)
C Jones (Vice-Chairman)
A Bacon
C Ford
A Garth
J Gladwin
M Harrold
R J Jones
J MacBean
V Martin
D Phillips
D Varley
J Waters
C Wertheim
N Southworth

Date of next meeting – Tuesday, 11 September 2018

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CHILTERN DISTRICT COUNCIL

MINUTES of the Meeting of the
RESOURCES OVERVIEW COMMITTEE
held on **25 APRIL 2018**

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

Councillors: A Bacon
C Ford
A Garth
J Gladwin
M Harrold
J MacBean
V Martin
D Varley
J Waters
C Wertheim

APOLOGIES FOR ABSENCE were received from Councillors R Jones, D Phillips and M Shaw

29 MINUTES

The Minutes of the meeting held on 23 January 2018 were agreed and signed by the Chairman.

30 DECLARATIONS OF INTEREST

There were no declarations of interest.

31 28 DAY NOTICE

The Committee were advised that the "Mill Meadow Bridge", "Amersham Multi-Storey Car Park" and "King George V House parking" items had been removed from the Cabinet 28 Day notice and would be deferred to a future Cabinet meeting. It was noted that the "Ten year plan for King George V House" item had been considered by the Corporate Asset Management Group.

RESOLVED

That the 28 Day Notice for Cabinet be noted.

Note: Councillor M Harrold entered the meeting at 6.34pm.

32 PERFORMANCE INDICATOR REVIEW 2018-19

The Committee received a report which provided an update on the outcomes of the Performance Indicator Review and set out the proposed changes to reporting. No major changes had been made since 2017/18 except that indicators would be reported jointly where possible to reflect joint services. Where this was not possible attempts had been made to align indicators to ensure data sets are similar across the two Councils.

In relation to the target for Council Tax collection, Members were advised that the current figure of 82.8% represented the total amount collected to Quarter 3, and that by the end of Quarter 4 it was expected that the target of 99% would be met.

The Committee felt that performance targets for customer satisfaction at leisure centres should be increased, and that any actions taken should be in response to surveys received. It was suggested that for licensing surveys it would be helpful to express the satisfaction rating as a percentage of returned surveys. An additional performance indicator could be added to target increasing the number of licensing surveys returned.

Members requested that data be made available showing the number of planning applications which are amended on a monthly basis.

RESOLVED

That the Committee was in agreement with the recommendation outlined in the report being put forward to Cabinet on 1 May 2018.

Note: Councillor V Martin entered the meeting at 6.36pm.

33 PERFORMANCE REPORT QUARTER 3 2017-18

The Committee received a report which outlined the performance of Council services against pre-agreed performance indicators and service objectives for quarter 3 of 2017-18. The Performance and Policy Officer provided a verbal update to the Committee which included updates to targets which had now been met in Healthy Communities and Environment. Availability of ICT systems to staff was below target due primarily to problems with servers supporting the vWorkspace desktop environment which had now been resolved by Business Support.

During the discussion, key points raised included:

- Performance figures were not benchmarked against other local authorities for comparison but it was advised that it may be possible for some key performance indicators to be compared on an annual basis against other District Councils. Concerns were raised that other authorities may measure against targets differently which could lead to unfair comparisons, so it may not be realistic to benchmark all indicators.
- It was noted that, whilst the number of voluntary leavers was relatively high, this was decreasing and there were underlying causes which had led to a higher than expected figure, including that a number of staff had been transferred to Derwent under TUPE at the beginning of the year. Members also felt that the competitive planning market and uncertainty over Modernising Local Government in Bucks may have contributed to higher figures.
- The Committee were advised that schemes were in development to increase the provision of affordable housing within the District, and that the Council was looking to work with external partners to maximise opportunities for affordable housing delivery where possible.

RESOLVED:

That the report be noted.

34 AFFORDABLE HOUSING CONTRIBUTIONS UPDATE

The Committee considered a report which provided an update to Members on the receipt and expenditure of section 106 affordable housing contributions. The report included a breakdown of funds collected, expenditure committed to existing schemes and proposed funding allocations.

During the discussion, key points raised included:

- Members were advised that changes to the National Planning Policy Framework had reduced the amount of affordable housing contributions received by the Council. However, it was noted that the default position of the Council was to require affordable housing to be delivered on site as part of larger developments where possible.
- A concern was raised that viability issues were frequently being used by developers as a reason not to develop affordable housing on site. The Committee were advised that the criteria for requiring affordable housing development was set by central government and reviewed on a case-by-case basis. However, it was noted that developers were increasingly being challenged by surveyors on land valuations.

- In relation to rent levels on social housing, Members were informed that rents on newer developments were generally higher than those charged on older properties, which may make it more difficult to attract tenants. It was noted that development costs made it a challenge to set rents at reasonable levels, however the Council was committed to achieving the best outcome for affordable housing provision.

RESOLVED:

That the Committee was in agreement with the recommendation outlined in the report being put forward to Cabinet on 1 May 2018.

The meeting ended at 7.28 pm

CHILTERN DISTRICT COUNCIL

MINUTES of the Meeting of the RESOURCES OVERVIEW COMMITTEE held on 15 MAY 2018

PRESENT: Councillors N Rose
C Jones
C Ford
J Gladwin
J Wertheim
A Garth
R Jones
D Varley
J MacBean
J Waters
V Martin
A Bacon

APOLOGIES FOR ABSENCE were received from Councillors M Harrold, D Phillips, and M Shaw.

35 ELECTION OF CHAIRMAN

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

RESOLVED:

That Councillor N Rose be elected Chairman of the Resources Overview Committee for the Municipal Year 2018/19.

36 ELECTION OF VICE-CHAIRMAN

It was moved by Councillor N Rose, seconded by Councillor D Varley, and

RESOLVED:

That Councillor C Jones be appointed Vice-Chairman of the Resources Overview Committee for the Municipal Year 2018/19.

The meeting ended at 7.40 pm

SUBJECT:	<i>28 Day Notice</i>
REPORT OF:	<i>Cabinet Portfolio Holder for Support Services (Deputy Leader)</i>
RESPONSIBLE OFFICER:	<i>Head of Legal & Democratic Services</i>
REPORT AUTHOR:	<i>Charlie Griffin, 01494 732011, charlie.griffin@chiltern.gov.uk</i>
WARD/S AFFECTED:	<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.

RECOMMENDATION:

That the Committee note the 28 Day Notices for the meetings of the Cabinet (26 June 2018 and 9 October 2018), and the Chiltern and South Bucks Joint Committee (28 June 2018).

Background Papers:	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

Leader (Councillor Isobel Darby)					
Key Decision (Y/N) ¹	Report Title & Summary ²	Consultation ³	Decision Maker & Date	Private Report (Y/N) and Reason Private ⁴	Lead Officer ⁵
N	Refreshed Joint Business Plan 2018-19 To receive the Refreshed Joint Business Plan for 2018-20	Services 13 Jun 18 Resources 20 Jun 18	Cabinet 26 Jun 18 Council 24 Jul 18	N	Ani Sultan ASultan@chiltern.gov.uk
N	2017/18 End of Year Performance Report To receive the 2017/18 End of Year Performance Report	Services 13 Jun 18 Resources 20 Jun 18	Cabinet 26 Jun 18	N	Ani Sultan ASultan@chiltern.gov.uk
N	Annual Report 2017 To approve the Annual Report for 2017	Services 13 Jun 18 Resources 20 Jun 18	Cabinet 26 Jun 18	N	Ani Sultan ASultan@chiltern.gov.uk

Support Services - Deputy Leader (Councillor Mike Stannard)					
Key Decision (Y/N) ¹	Report Title & Summary ²	Consultation ³	Decision Maker & Date	Private Report (Y/N) and Reason Private ⁴	Lead Officer ⁵
Y	Acquisition of Property to consider a decision to acquire land in Amersham	Services 13 Jun 18	Cabinet 26 Jun 18	Y (Para 3)	Martin Holt Martin.holt@chiltern.gov.uk
Y	Capital & Repairs and Renewals Outturn 2017/18 To report the 2017/18 outturn for Capital and R&R and request the carry forward of unspent Capital and R&R budgets.	Resources 20 Jun 18	Cabinet 26 Jun 18	N	Jane Clarke jclarke@chiltern.gov.uk
N	Treasury Management Annual Report 2017/18 To report on Treasury Management Activity 2017/18	Resources 20 Jun 18	Cabinet 26 Jun 18	N	Helen O'Keeffe hokeeffe@chiltern.gov.uk

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

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

Environment (Councillor Mike Smith)					
Key Decision (Y/N) ¹	Report Title & Summary ²	Consultation ³	Decision Maker & Date	Private Report (Y/N) and Reason Private ⁴	Lead Officer ⁵
Y	Waste Contract Options to consider the contract options going forward	Services Overview 13 Jun 18	Cabinet 26 June 18	N	Sue Markham Sue.markham@chiltern.gov.uk
Y	Waste Contact Options to consider the legal advice on the waste contact options	Services Overview 13 Jun 18	Cabinet 26 June 18	Y (para 3)	Sue Markham Sue.markham@chiltern.gov.uk
N	Recycling Update Report to receive an update on recycling within the Districts	Services Overview 9 Oct 18	For information	N	Chris Marchant Chris.Marchant@chiltern.gov.uk

Healthy Communities (Councillor Liz Walsh)					
Key Decision (Y/N) ¹	Report Title & Summary ²	Consultation ³	Decision Maker & Date	Private Report (Y/N) and Reason Private ⁴	Lead Officer ⁵
Y	Pest and dog control To consider contract options going forward	HC PAG 18 Jun 18	Cabinet 26 June 2018	N	Ian Snudden ISnudden@chiltern.gov.uk
Y	Chiltern Pools Business Plan To decide to apply for planning approval and tender for contractors	Services 13 Jun 18	Cabinet 26 June 2018	Y (para 3)	Paul Nanji pnanji@chiltern.gov.uk
Y	Health and Safety Business Plan To approve the business plan	HC PAG 18 Jun 18	Cabinet 26 June 2018	N	Ian Snudden ISnudden@chiltern.gov.uk
Y	Food and Safety Business Plan To approve the business plan	HC PAG 18 Jun 18	Cabinet 26 June 2018	N	Ian Snudden ISnudden@chiltern.gov.uk
N	Chiltern & South Bucks Playing Pitch Strategy: to agree the strategy for consultation	HCPAG 18 June 18	Cabinet 26 June 18	N	Paul Nanji pnanji@chiltern.gov.uk

Appendix

N	Crowd funder report To consider adopting the approach to help secure additional external funding for local community groups	HC PAG 18 Jun 18	Cabinet 26 June 2018	N	Claire Speirs CSpeirs@chiltern.gov.uk
Y	Chiltern and South Bucks Open Space Strategy and Playing Pitch Strategy: to agree the final strategies (if material changes arise following the consultation)	Services 9 Oct 18	Cabinet 16 Oct 18	N	Paul Nanji pnanji@chiltern.gov.uk
Y	Review of the Council's Gambling Act 2005 Statement of Principles: Following consultation, that Cabinet recommend to Council to adopt the Gambling Act 2005 Statement of Principles	Licensing 10 May 18 Licensing 10 July 2018 <i>(to receive the consultation results)</i>	Cabinet 16 Oct 18 Council 13 Nov 18	N	Charlie Robinson crobinson@chiltern.gov.uk
Y	2018 Community Grants Awards: to approve community grant awards 2018/19	Services 9 Oct 18	Cabinet 16 Oct 18	N	Paul Nanji pnanji@chiltern.gov.uk
Y	Chiltern Service Level Agreements - To agree 3 year SLA's with key voluntary organisations	HC PAG 8 Oct 18	Cabinet 16 Oct 18	N	Martin Holt MHolt@Chiltern.gov.uk
N	Chiltern Leisure Centre performance report: to receive a performance update	HCPAG 8 Oct 18	Cabinet 16 Oct 18	N	Paul Nanji pnanji@chiltern.gov.uk
Y	Chiltern Pools redevelopment procurement: to consider a report on 1) the operator contract and 2) the appointment of the operator	Services 27 Nov 18 HCPAG 26 Nov 18	Cabinet 11 Dec 18	N	Paul Nanji pnanji@chiltern.gov.uk
N	Chiltern and South Bucks Community Lottery Scheme: annual review of the scheme	HCPAG 26 Nov 18	Cabinet 11 Dec 18	N	Paul Nanji pnanji@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 £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.

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 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: <ol style="list-style-type: none"> (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

- 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

Democratic Services, Chiltern District Council, King George V House, King George V Road, Amersham, HP6 5AW; democraticservices@chiltern.gov.uk; 01494 732143

DRAFT

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: [Chiltern District Council](#) & [South Bucks District Council](#)

CHILTERN & SOUTH BUCKS JOINT COMMITTEE (JC)

Meeting: 28 June 2018, Amersham					
Key Decision (Y/N) ¹	Report Title & Summary ²	Consultation How/When ³	Decision Maker & Date	Private Report (Y/N) and Reason Private ⁴	Contact Officer and Telephone Number
No	Joint Committee Programme Update: an update report on joint working		JC 28 June 18	No	Jim Burness jburness@chiltern.gov.uk jim.burness@southbucks.gov.uk
Yes	Customer Experience Strategy Business Case: to consider a report setting out the business case for this project		JC 28 June 18	No	Nicola Ellis nellis@chiltern.gov.uk Nicola.ellis@southbucks.gov.uk
Yes	ICT Strategy Update: an update on the joint ICT strategy		JC 28 June 18	No	Sim Dixon sdixon@chiltern.gov.uk sim.dixon@southbucks.gov.uk

- 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 and F Wilson

South Bucks District Council: N Naylor; J Read; B Gibbs; P Hogan; D Smith and L Sullivan

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

A key decision is defined by Regulation 8 of The Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 to comprise any decision which is likely to:

- Result in expenditure or the making of savings which are significant, having regard to the budget for the function or service to which the decision relates; or
- Be significant in its effect on persons living or working in an area comprising two or more wards in the district.

Key decisions will only be taken in accordance with the requirements of the Cabinet Procedure Rules set out in Part B of this Constitution and will also be subject to the requirements of the Access to Information Procedure Rules, the Budget and Policy Framework Procedure Rules and the Overview and Scrutiny Procedure Rules all of which are set out in Part B of this Constitution.

For the purpose of the Regulation, the Council has defined a key decision as a decision which:

1. Has an income or expenditure effect of £50,000 or more.
2. Is likely to have a significant effect on more than one ward.

Excluded from 1 above are 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, except 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:

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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; democraticservices@chiltern.gov.uk; 01494 732143

Democratic Services, South Bucks District Council, Capswood, Oxford Road, Denham, UB9 4LH; democratic.services@southbucks.gov.uk; 01895 837200

Item 7

CDC

Cabinet 26 June 2018

Via Services Overview Committee 13 June 2018 and Resources Overview Committee 20 June 2018

SBDC

Cabinet 27 June 2018

Overview and Scrutiny 19 June 2018

REPORT SUBJECT	Refreshed Joint Business Plan 2018 - 2019
REPORT OF	Councillor Isobel Darby (CDC) and Councillor Nick Naylor (SBDC)
RESPONSIBLE OFFICER	Bob Smith, Chief Executive
REPORT AUTHOR	Ani Sultan (01494 586 800)
WARD/S AFFECTED	Report applies to whole district

1. Purpose of Report

To seek approval for the refreshed Joint Business Plan 2018 – 2019. The Resources Overview Committee is asked to note and comment on the Cabinet report.

RECOMMENDATION:

Cabinet is asked to approve the refreshed Joint Business Plan

2. Executive Summary

This report seeks approval for the following document attached as Appendix A: Refreshed Joint Business Plan 2018 -2019

3. Reasons for Recommendations

The Joint Business Plan Aims, Priorities and Objectives replaced the former Chilterns Aims and Objectives document and the South Bucks Corporate Plan during 2014/15. The Joint Business Plan is reviewed every year to reflect the changing needs of the locality and the communities that live and work within Chiltern and South Bucks, as well as the service planning process.

4. Content of Report

- 4.1 The Joint Business Plan links to the Sustainable Community Strategy, which sets out the vision for the districts to 2026 and is based on extensive consultation with residents, local community groups and partner organisations.
- 4.2 The proposed refreshed Joint Business Plan 2018-2019 is attached as Appendix 1.
- 4.3 This year, the format of the Business Plan has been overhauled in terms of layout, look and length, with only key information relating to residents included within the document. The document is therefore more user-friendly, easier to understand, and takes into account our resident demographic.

5. Consultation

The refreshed Joint Business Plan has been circulated to Leaders and their respective Cabinets for comment.

6. Options

Item 7

CDC

Cabinet 26 June 2018

Via Services Overview Committee 13 June 2018 and Resources Overview Committee 20 June 2018

SBDC

Cabinet 27 June 2018

Overview and Scrutiny 19 June 2018

Failure to refresh the plan annually will soon render it out of date and out of touch with residents' priorities.

7. Corporate Implications

- 7.1 Financial – The Joint Business Plan complements the budgeting process and has close links to the medium-term financial strategy. It affects the budget planning process by setting the priorities for the future.
- 7.2 Legal – No legal implications have been identified.
- 7.3 Risks issues – Business planning helps to alleviate risk through ensuring each service unit is aware of how their work fits into the work of the Councils and is closely linked to the needs of the community.
- 7.4 Equalities – An integrated impact assessment, including equalities, was conducted on the Joint Business Plan and showed no adverse impacts.
- 7.5 Others – None.

8. Links to Council Policy Objectives

The Joint Business Plan sets the aims and priorities of the Councils for the next year.

9. Next Step

The Joint Business Plan will be uploaded onto the Council websites. It will be updated again next spring to reflect the new service plans for 2019/20 and their actions, which support the Councils' aims and objectives.

Background Papers:	Not applicable.
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Business Plan 2018 - 2019



CHILTERN
District Council

SOUTH BUCKS
District Council

Stronger in partnership

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Foreword

Welcome to Chiltern and South Bucks' Joint Business Plan for the coming year.

We have made changes to the presentation of this document to make it easier to understand and to better summarise some of the changes the Councils have experienced.

The purposes of the Councils are set out in more detail within the following pages. We review these annually, updating priorities as needed. This is based on feedback, customer and community need, Government guidance and targets, and our commitment to provide best value services for our residents.

We hope you find the following pages informative and interesting.

Please feel free to contact one of us if you have any feedback.



Bob Smith
Chief Executive of
Chiltern and South
Bucks District Councils



Cllr Isobel Darby
Leader of Chiltern
District Council



Cllr Nick Naylor
Leader of South Bucks
District Council

Looking forward & our priorities

We have three main areas of focus in terms of aims, objectives and priorities for the coming years. The aim is to position both Chiltern and South Bucks as districts that deliver great value, customer-focused, sustainable services to its residents, whilst enhancing both districts as desirable places to live, work and visit.

We will:

1. Provide best value for money services by listening to our customers to ensure the provision of excellent services across all areas of the Councils;
2. Work towards safer, healthier and more cohesive communities by improving community safety and promoting and supporting local communities;
3. Strive to conserve the environment and promote sustainability.



What is the Business Plan?

The Business Plan is a key element within our strategic decision-making process.

Our aims, objectives and priorities are outlined, providing a focus for service delivery and performance. This sets out what the Councils will seek to achieve over the coming year.

The Medium-Term Financial Strategy

This is our key financial policy, which considers financial implications and provides a framework to ensure we manage our money in the most cost-effective way possible. The strategy also feeds into the annual budget-setting process.

Since embarking on a project of shared services in 2012, the Councils have made joint savings of £6million. However, we will continue to face budgetary challenges, and as funding from central Government reduces, we will continue to identify further efficiencies whilst maintaining core services. This has been

considered in the planning and management of the Medium-Term Financial Strategy.

The Joint Local Plan

The emerging Chiltern and South Bucks Joint Local Plan will outline policies for determining planning applications, site allocations, or proposed new developments, as well as other land designations (including Green Belt areas). This joint local plan will replace an assortment of current documents.

Service Plans

Our service plans set out how individual teams will be delivering their objectives.

Service plans stem directly from the Business Plan and its associated aims, objectives and priorities, describing the key objectives and activities for each area, as well as highlighting performance indicators and risks that will be used to assess progress.

Challenges facing the Councils

- Acute shortage of affordable housing and temporary accommodation
- Putting in place an up to date Local Plan to the Local Development Scheme timetable and to maintain this, with reviews every 5 years
- Uncertainty around the future funding model for Local Government
- Assisting businesses to support the local economy and create new local job opportunities
- Uncertainty around the future model for Local Government in Buckinghamshire



Chiltern District - our purpose: to enhance Chiltern District as a desirable place to live, work, visit and enjoy



We will deliver cost-effective, customer-focused services

1. Provide great value services

- Optimise the effectiveness of our assets and resources
- Reduce costs through the transformation programme with South Bucks District Council.
- Better use of ICT to drive through savings

2. Listen to our customers

- Consult and respond to you on key issues
- Communicate widely and embrace social media
- Develop a Customer Services Strategy

3. Provide excellent services

- Agree a vision for outstanding service delivery
- Attract, retain and develop dedicated staff



We will work towards safer and healthier local communities

1. Improve community safety

- Work with partners to safeguard children and vulnerable adults
- Work with partners to reduce crime and anti-social behaviour

2. Promote healthier communities

- Address the needs of the elderly and vulnerable
- Plan our leisure provision for the future, including the re-development of the Chiltern Pools site

3. Provide excellent services

- Support the voluntary sector
- Engage with Parish and Town Councils and local neighbourhoods
- Work to support the local community and businesses through broadband roll-out
- Support the economy through development of more affordable homes and implementation of the Economic Development Strategy
- Provide increased off street car parking to help meet future needs



We will strive to conserve the environment and promote sustainability

1. Conserve the environment

- Conserve the Green Belt through the planning process, whilst balancing the need for housing
- Minimise the impact caused by HS2
- Conserve our valuable heritage including the AONB and Conservation Areas

2. Promote sustainability

- Support residents to reduce waste and increase recycling
- Promote a healthy, sustainable and safe environment
- Produce a new Joint Local Plan with South Bucks District Council to help meet local development needs
- Promote energy efficiency across the Council's operations

South Bucks District - our purpose: to enhance South Bucks District as a desirable place to live, work, visit and enjoy



We will deliver cost-effective, customer-focused services

1. Provide great value services

- Optimise the effectiveness of our assets and resources
- Reduce costs through the transformation programme with Chiltern District Council
- Better use of ICT to drive through savings

2. Listen to our customers

- Consult and respond to you on key issues
- Communicate widely and embrace social media
- Develop a Customer Services Strategy

3. Provide excellent services

- Continue delivering outstanding services
- Attract, retain and develop dedicated staff



We will work towards safer and healthier local communities

1. Improve community safety

- Work with partners to safeguard children and vulnerable adults
- Work with partners to reduce crime and anti-social behaviour

2. Promote healthier communities

- Address the needs of the elderly and vulnerable
- Work with communities affected by closure of services to redeliver in alternative ways
- Develop measures to improve air quality and to target pollution hotspots
- Work with partners to prevent and relieve homelessness
- Bring forward local schemes

3. Provide excellent services

- Support the voluntary sector
- Engage with Parish and Town Councils and local neighbourhoods
- Work with local MP, voluntary & community groups to inform the South Bucks Community & Wellbeing Plan
- Support the economy through development of more affordable homes and implementation of the Economic Development Strategy
- Provide increased off-street parking to meet future needs



We will strive to conserve the environment and promote sustainability

1. Conserve the environment

- Conserve the Green Belt through the planning process
- Safeguard our heritage for future generations whilst balancing the need for housing
- Minimise the impact caused by HS2
- Work with partners to secure provision of the Beaconsfield relief road
- Develop a master plan for the Ivers to address current issues with excessive HGV movements and other environmental issues including working with partners to secure provision of a relief road

2. Promote sustainability

- Support residents to reduce waste and increase recycling
- Produce a new Joint Local Plan with Chiltern District Council to help meet local development needs
- Promote a safe and sustainable space for people to live, work and relax in
- Promote energy efficiency in the Council's operations
- Support residents to reduce their carbon emissions
- Support the roll-out of superfast broadband to enable more working from home

Your District - Chiltern

Chiltern has a population of

95,103



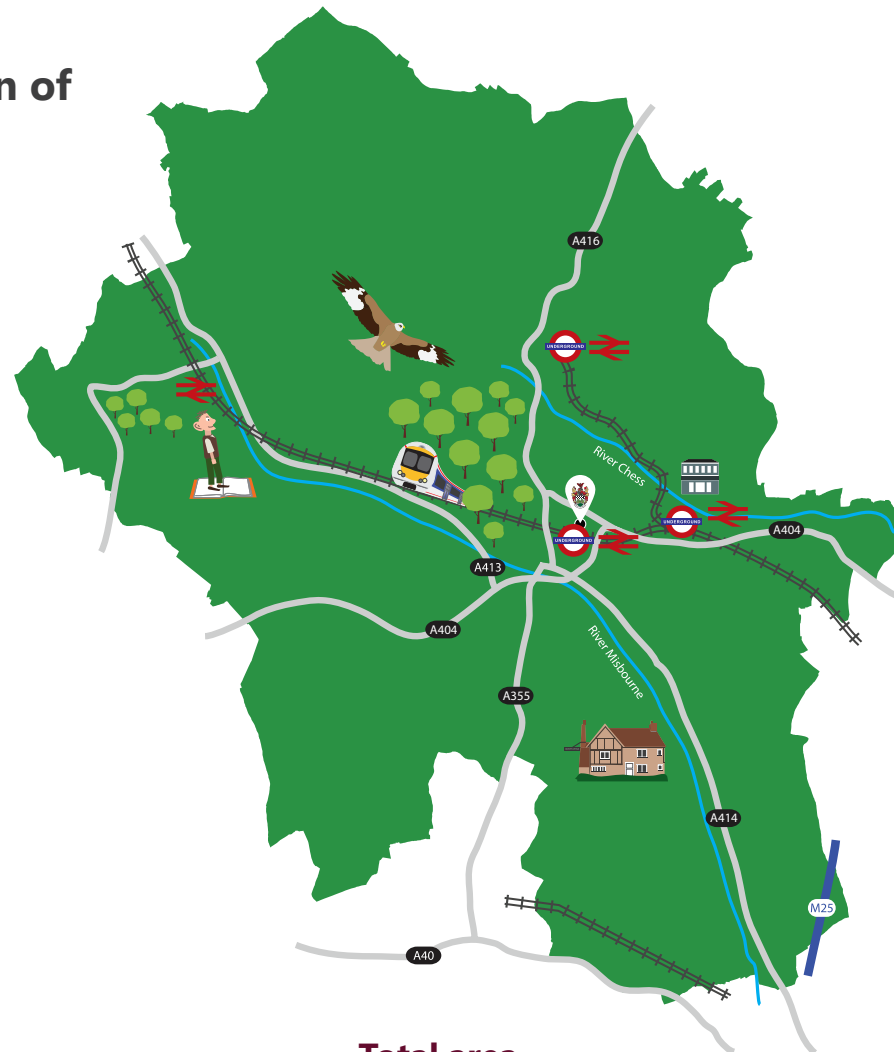
49,012

 51.5%

46,091

 48.5%

3 neighbourhood areas made



Total area
196km²



17
Car Parks



4
Railway Stations



2,630
Businesses

Almost
1 million Visits to leisure centres in 2017/18

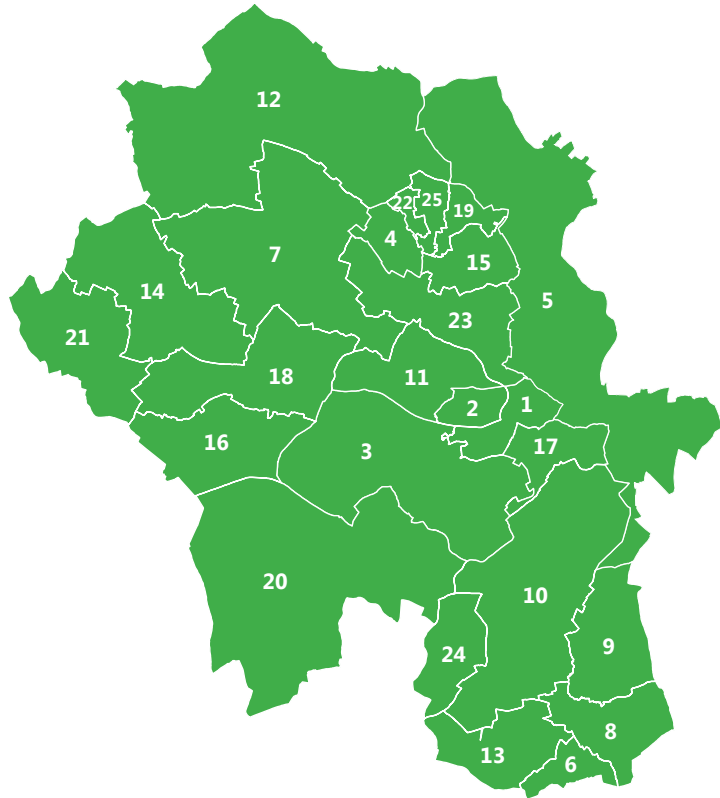


72%
Area of Outstanding Natural Beauty (AONB)

80% of the district is Green Belt

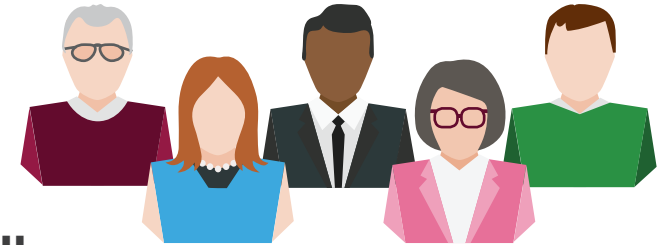


19
Conservation Areas



- | | |
|---------------------------------------|--------------------------|
| 1 Amersham Common | 14 Great Missenden |
| 2 Amersham-on-the-Hill | 15 Hilltop and Townsend |
| 3 Amersham Town | 16 Holmer Green |
| 4 Asheridge Vale & Lowndes | 17 Little Chalfont |
| 5 Ashley Green, Latimer & Chenies | 18 Little Missenden |
| 6 Austenwood | 19 Newtown |
| 7 Ballinger, South Heath & Chartridge | 20 Penn and Colehill |
| 8 Central (Chalfont St Peter) | 21 Prestwood & Heath End |
| 9 Chalfont Common | 22 Ridgeway |
| 10 Chalfont St Giles | 23 St Mary's & Waterside |
| 11 Chesham Bois & Weedon Hill | 24 Seer Green |
| 12 Cholesbury, The Lee & Bellingdon | 25 Vale |
| 13 Gold Hill | |

there are
40

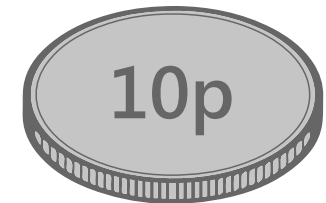


elected Councillors
representing 25 wards



each year we empty
5,000,000
waste & recycling bins

for every £1 you paid
in Council tax in 2017/18
Chiltern District Council
received 10p



in 2017/18 we held 101 council
meetings to make decisions
regarding your district

Your District - South Bucks

South Bucks has a population of

69,636



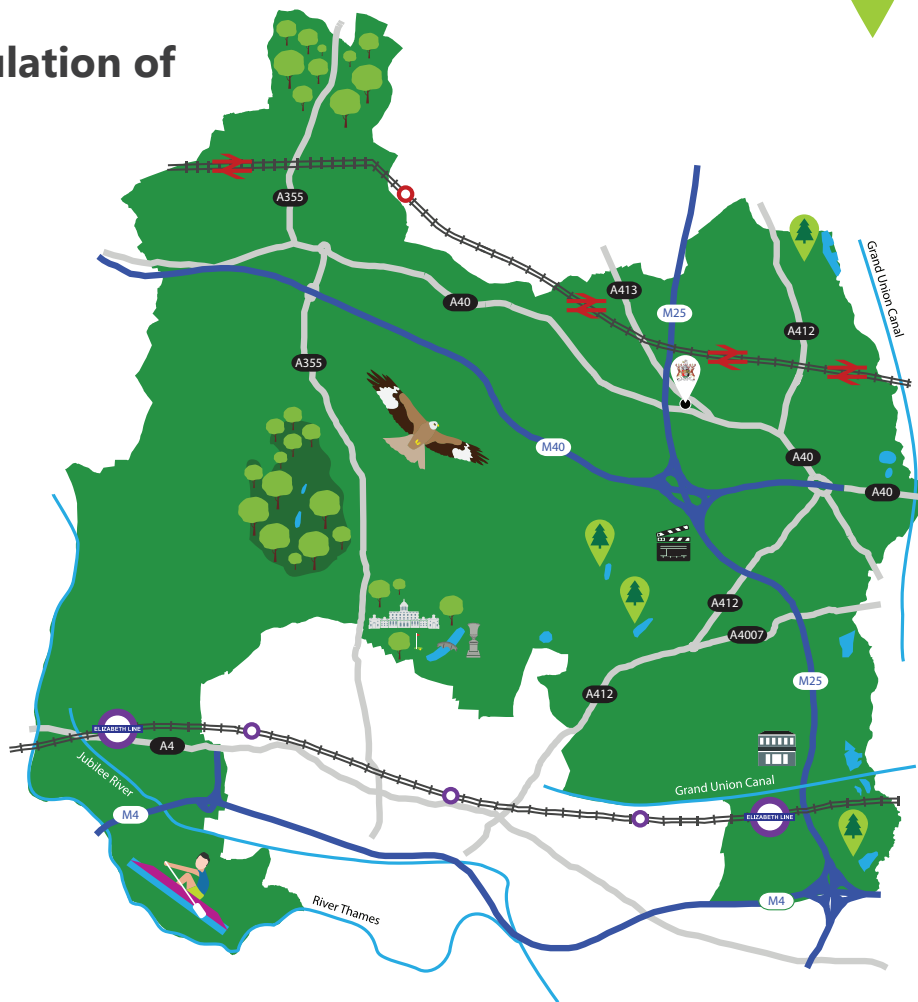
36,013 51.7%



33,623 48.3%



5 neighbourhood areas made



Total area **141km²**



4 Country Parks



10 Car Parks



6 Railway Stations



2,000 Businesses



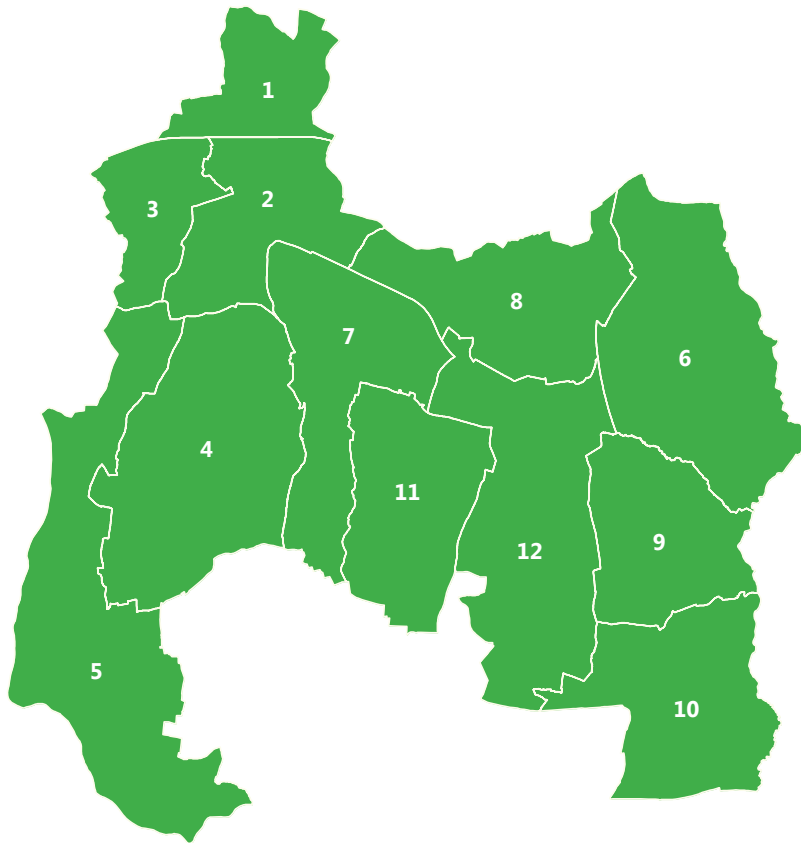
20 Conservation Areas

Almost **200,000** Visits to leisure centres in 2017/2018



3% Area of Outstanding Natural Beauty (AONB)
87% of the district is Green Belt





- 1 Beaconsfield North
- 2 Beaconsfield South
- 3 Beaconsfield West
- 4 Burnham Church & Beeches
- 5 Burnham Lent Rise & Taplow
- 6 Denham

- 7 Farnham & Hedgerley
- 8 Gerrards Cross
- 9 Iver Heath
- 10 Iver Village & Richings Park
- 11 Stoke Poges
- 12 Wexham & Fulmer

there are
28



elected Councillors
representing 12 wards



each year
we empty almost
4,000,000
waste & recycling bins

for every £1 you paid in
Council tax in 2017/18
South Bucks District
Council received 9p



in 2017/18 we held 98 council
meetings to make decisions
regarding your district

Your cabinets

Following local elections every four years, the Leader and Cabinet are formed by the majority party.

The Leader then appoints the other members of their Cabinet. Decisions are either taken by the Cabinet as a whole, or delegated to individual Members. These decisions can also be scrutinised by other councillors sitting on the Scrutiny Committees.

Chiltern District Council Cabinet



**Councillor
Isobel Darby**

Leader of the Cabinet



**Councillor
Michael Stannard**

Deputy Leader of the Cabinet and
Cabinet Member for Support Services



**Councillor
Peter Martin**

Cabinet Member for Planning
and Economic Development



**Councillor
Michael Smith**

Cabinet Member for Environment



**Councillor
Liz Walsh**

Cabinet Member for
Healthy Communities



**Councillor
Fred Wilson**

Cabinet Member for
Customer Services

South Bucks District Council Cabinet



**Councillor
Nick Naylor**

Leader of the Cabinet



**Councillor
John Read**

Deputy Leader of the Cabinet and Cabinet
Member for Planning and Economic Development



**Councillor
Barbara Gibbs**

Cabinet Member for Resources



**Councillor
Patrick Hogan**

Cabinet Member for
Healthy Communities



**Councillor
Duncan Smith**

Cabinet Member for Customer
Services and Business Support



**Councillor
Luisa Sullivan**

Cabinet Member
for Environment

Introducing your councillors - Chiltern District Council

Amersham Common



Caroline Jones

Amersham-on-the-Hill



Liz Walsh

Amersham Town



Jules Cook



Mark Flys

Asheridge Vale & Lowndes



Alan Bacon



Jane MacBean

Ashley Green, Latimer & Chenies



Andrew Garth

Austenwood



John Wertheim

Ballinger, South Heath & Chartridge



Peter Jones

Central (Chalfont St Peter)



Jonathan Rush



Murray Harrold

Chalfont Common



Isobel Darby



Linda Smith BEM

Chalfont St Giles



Des Bray



Carl Jackson



Caroline Rouse

Chesham Bois & Weedon Hill



Mimi Harker OBE



Graham Harris

Cholesbury, The Lee & Bellington



Nick Rose

Page 39

Gold Hill



Chris Ford

Great Missenden



Vanessa Martin

Hilltop & Townsend



Emily Culverhouse



Fred Wilson

Holmer Green



Michael Smith



Mark Titterington

Little Chalfont



Don Phillips



Peter Martin

Little Missenden



Diana Varley

Newtown



Mark Shaw

Penn & Coleshill



Julie Burton



Jonathan Waters

Prestwood & Heath End



John Gladwin



Robert Jones



Heather Wallace

Ridgeway



Nick Southworth

Seer Green



Siddharth Patel

St Mary's & Waterside



Peter Hudson



Mike Stannard

Vale



Nick Varley

Appendix 1

Beaconsfield North



Damian Saunders

Beaconsfield South



Jacquetta Lowen-Cooper



John Read

Beaconsfield West



Philip Bastiman



Patrick Hogan

Burnham Church & Beeches



Lin Hazell



Paul Kelly



Nick Naylor

Burnham Lent Rise & Taplow



Matthew Bezzant



David Pepler



George Sandy

Denham



Barry Harding



Guy Hollis



Roger Reed

Farnham and Hedgerley



David Anthony



Dev Dhillon



Marlene Lewis

Gerrards Cross



Santokh Chhokar



Barbara Gibbs



Duncan Smith

Iver Heath



Ray Sangster



Luisa Sullivan

Iver Village & Richings Park



Paul Griffin



Jilly Jordan



Dr Wendy Matthews

Stoke Poges



Ralph Bagge



Trevor Egleton

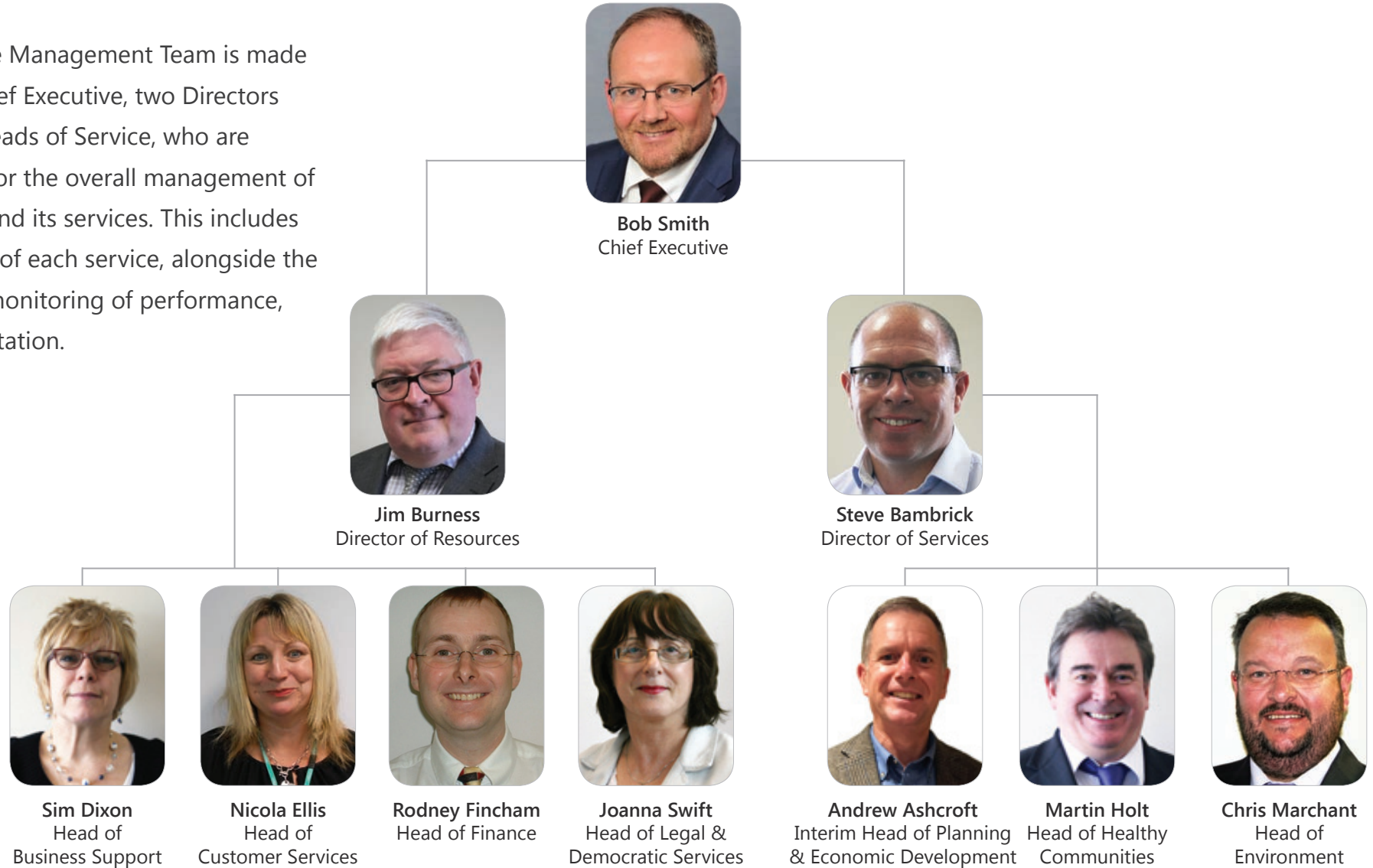
Wexham & Fulmer



Malcolm Bradford

Executive Management Team

The Executive Management Team is made up of the Chief Executive, two Directors and seven Heads of Service, who are responsible for the overall management of the Council and its services. This includes the direction of each service, alongside the setting and monitoring of performance, risk and reputation.



How we work

Values and Behaviours

In order to achieve our vision, our staff embrace the set values and behaviours, known as the five C's.

- Courteous
- Committed
- Collaborative
- Challenging
- Customer Focused

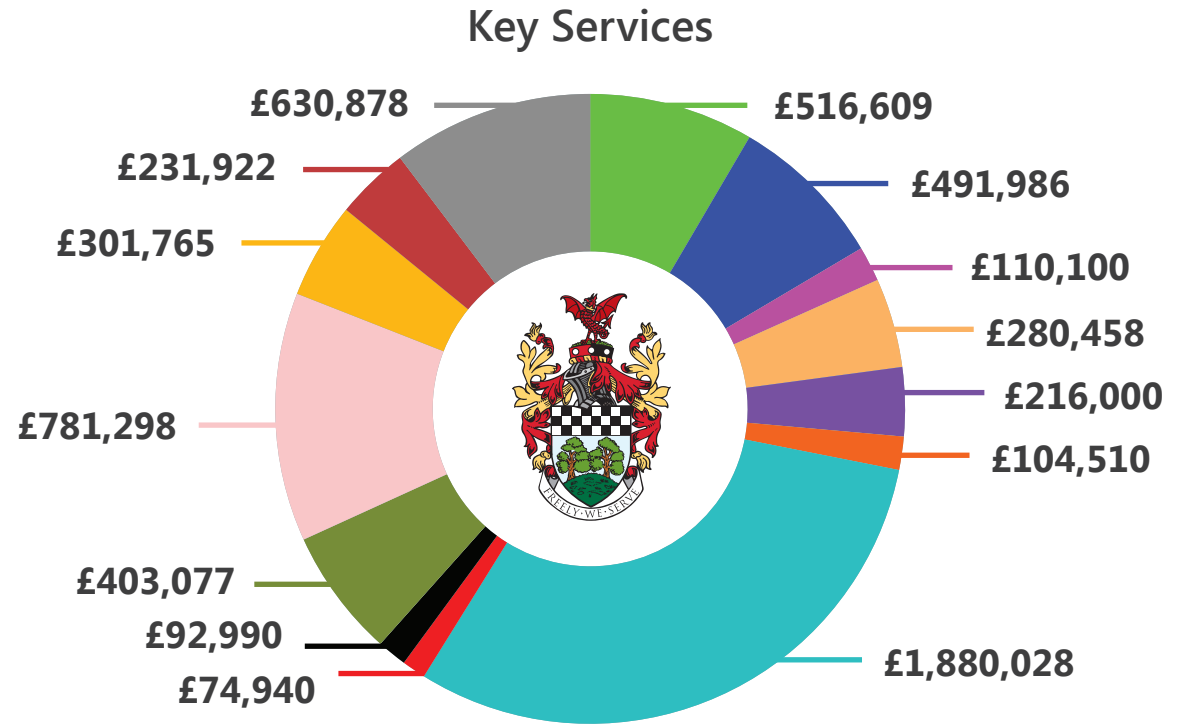
These embody the culture of our organisations, and have been created through collaborative working across the Councils.



Where our budget goes

Chiltern District Council has an annual budget of **£9.5million**

which is used to deliver services to **95,103 residents** each year

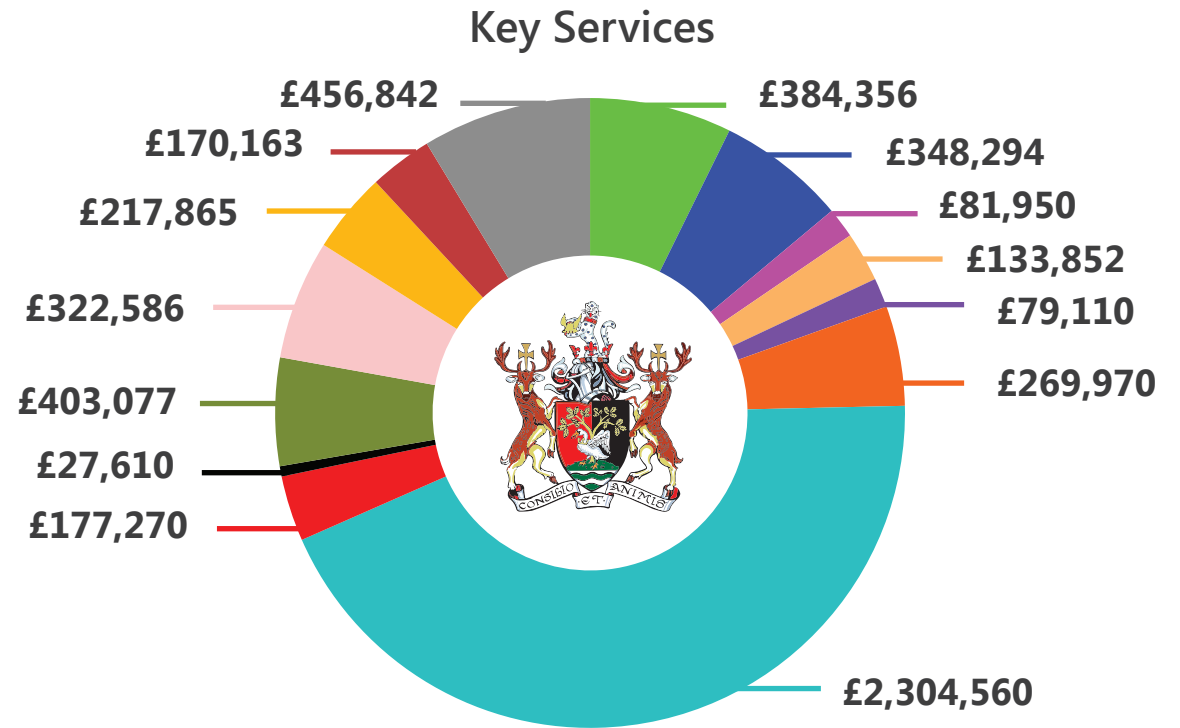


- Environmental Health
- Housing
- Community Safety
- Community & Leisure
- Grants
- Homelessness
- Waste Service
- Public Conveniences
- Community Parks & Open Spaces
- Customer Services
- Revenues & Benefits
- Democratic & Electoral Services
- Enforcement
- Planning Policy / Local Development Framework

Where our budget goes

South Bucks District Council has an annual budget of **£7.8million**

which is used to deliver services to **69,636 residents** each year



- Environmental Health
- Homelessness
- Revenues & Benefits
- Housing
- Waste Service
- Democratic & Electoral Services
- Community Safety
- Stoke Poges Memorial Gardens
- Enforcement
- Community & Leisure
- Community Parks & Open Spaces
- Planning Policy / Local Development Framework
- Grants
- Customer Services

Partnership Working

Both councils work in partnership with organisations from the public, private voluntary and community sectors. These include:

Neighbouring authorities

- Aylesbury Vale District Council
- Buckinghamshire County Council
- Wycombe District Council
- Town & Parish Councils

Emergency services

- Buckinghamshire Healthcare NHS Trust
- Buckinghamshire and Milton Keynes Fire Authority
- Thames Valley Police

Private sector companies / contractors

- Biffa
- Greenwich Leisure Limited
- Northgate Public Services
- Serco

Charitable / not-for-profit, voluntary & community organisations

- Citizens Advice Bureau
- Community Impact Bucks
- Connection Support
- English Heritage
- Local Authority Building Control
- Padstones

Housing associations

- London & Quadrant
- Paradigm

Public bodies

- Natural England
- Food Standards Agency
- Environment Agency
- Public Health England



Item 8

CDC Cabinet 26 June 2018

Via Resources Overview Committee 20 June 2018 and Services Overview Committee 13 June 2018

REPORT SUBJECT:	<i>Chiltern District Council End of Year Performance Report 2017-18</i>
REPORT OF:	<i>Leader of the Council – Councillor Isobel Darby</i>
RESPONSIBLE OFFICER	<i>Chief Executive – Bob Smith</i>
REPORT AUTHOR	<i>Ani Sultan (01494 586 800)</i>
WARD(S) AFFECTED	<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 Quarter 4 and end of year for 2017-18. The Resources Overview Committee is asked to note and comment on the Cabinet report.

RECOMMENDATION:

Cabinet is asked to note the performance reports

2. Executive Summary

Overview of **End of Year 2017-18** 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	Not reported this quarter/not used
Leader	5	1	1	2	0	1	0
Healthy Communities	13	7	1	3	0	2	0
Planning and Economic development	12	10	0	0	2	0	0
Environment	4	2	1	0	0	0	1
Support services	5	3	2	0	0	0	0
Customer services	5	4	0	0	0	0	1
Total PIs	44	27	5	5	2	3	2

3. Reasons for Recommendations

3.1 This report details factual performance against pre-agreed targets.

3.2 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.

3.3 Two detailed performance tables accompany this report:

- **Appendix A – Priority PIs: End of Year 2017-18**
- **Appendix B – Corporate PIs: End of Year 2017-18**

4. Key points to note:

4.1 Of the 2 unknown PIs: both fall within the Planning and Economic Development Portfolio, relating to enforcement. Further to the establishment of a joint planning service, changes to ways of working have resulted in warping of enforcement stats, leading to the figures being hard to obtain and not having meaning to them anymore. As such it is not possible to collate these, and the introduction of more pertinent indicators will be occurring via the 2018/19 Performance Indicator Review.

4.2 Off target PIs:

4.2.1 **Leaders:** The priority PI relating to long term sickness absence was over the target of 5, at 5.9. Long-term absence (comprised of 5 employees) is being managed by managers, with HR support and alongside occupational health. Promoting positive attendance and absence management workshops are being implemented during May, and there are now some cases that have now been resolved

4.2.2 **Healthy Communities:** 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 1, however this applicant has subsequently moved out of B&B after being deemed intentionally homeless.

JtLI3 - Percentage of customers satisfied with the licensing service received – scored 68.2%, under the target of 89%. Within the responses received this year, there were 2 main themes - the usability of IT systems (comprising the online payment portal and the website), and the inconsistent speed of responses to customers. Through the survey feedback, it is apparent that the Licensing team are working hard to provide good customer service. 2184 applications were received in 2017/18; however the response level to the survey was disappointingly low at just 29 responses. As such, it only takes a small number of negative responses to have a significant impact on the overall satisfaction percentages. Licensing will do more work to publicise the Survey for the next year in order to seek to make the results more representative.

4.2.3 **Planning and Economic Development:** The priority and corporate PIs are on target for this portfolio, with performance above the target set – please see paragraph 4.1 above for further detail on data not yet reported.

4.2.4 **Environment:** The priority PI relating to percentage of household waste sent for reuse, recycling and composting was slightly under target of 53% at 52.6%, mainly due to the cyclical nature of the reduction of garden waste collected in quarter one.

4.2.5 **Customer Services:** All PIs remain on target.

4.2.6 **Support Services:** JtBS1 – availability of ICT systems to staff from 8am to 6pm was under target of 99.5% at 98.8% for quarter 4. Continued issues with the environment hosting Vworkspace meant that the systems were not available for the target amount of time. These issues have now been resolved. JtBS2 - Percentage of calls to ICT helpdesk resolved within agreed timescales was under target of 95% at 90.5% for quarter 4. An increase in calls - partly regarding Vworkspace being down - plus the team attempting to rectify the situation meant less capacity to answer calls.

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.

Background Papers:	N/A
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Appendix A - CDC End of Year Priority Indicator Report

Code	Title	2016/17 Target	Apr-17	May-17	Jun-17	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	2017/18	Traffic Light	Target 2017/18 (YTD)	Latest Note
Leader's																		
JtHR1	Working days lost due to sickness absence	12	8.1	9.7	9.8	10.7	11.1	11.0	10.8	10.7	10.4	11.1	11.1	10.9	10.9		10	<p>These figures are taken from iTrent, which holds absence data. Absence figures are now reported on as joint figures rather than split between Councils.</p> <p>210 working days lost for March + 3,118 working days lost for April - February = 3,328 days.</p> <p>3,328 / 305.89 (average FTE figure) = 10.88 average working days lost to sickness absence (cumulative).</p> <p>These figures relate to absence days from 29 employees</p>
JtHR4	Working days lost due to short term sickness absence (upto 20 working days)	New PI	5.11	4.6	4.1	4.4	4.4	4.5	4.4	4.5	4.5	5	5	4.7	4.7		5	<p>These figures are taken from iTrent, which holds absence data. Absence figures are now reported on as joint figures rather than split between Councils.</p> <p>1,447.50 working days lost in 2017/2018.</p> <p>1,447.50 / 305.89 (average FTE figure) = 4.73 average working days lost to short term sickness absence (cumulative).</p>
JtHR15	Working days lost due to long term sickness absence (more than 20 working days)	New PI	3.0	5.0	5.7	6.3	6.7	6.5	6.4	6.1	5.9	6.2	6.1	6.2	6.2		5	<p>These figures are taken from iTrent, which holds absence data. Absence figures are now reported on as joint figures rather than split between Councils.</p> <p>1,880.50 working days lost in 2017/2018.</p> <p>1,880.50 / 305.89 (average FTE figure) = 6.15 average working days lost to long term sickness absence (cumulative).</p> <p>Promoting positive attendance and absence management workshops are being implemented during May, and there are now some cases that have now been resolved.</p>
Community, Health and Housing																		

Code	Title	2016/17 Target	Apr-17	May-17	Jun-17	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	2017/18	Traffic Light	Target 2017/18 (YTD)	Latest Note
CdCmSf1	Percentage reduction in burglaries from dwellings year on year for Chiltern (quarterly)	Data Only			0%			0%			0%			0%	0%	Data Only	Data Only	There were 263 burglaries in Chiltern District in 2017/18. We are unable to compare this to the previous year because the way in which burglaries are recorded changed in April 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	2	2	1	1	1	4	3	4	2	1	1	1	1		0	This applicant has subsequently moved out of B&B after being deemed intentionally homeless
CdHS8	Number of households living in temporary accommodation (snapshot at the end of the month)	34	27	32	35	34	38	36	39	29	27	23	32	27	27		38	On target
Planning and Economic Development																		
CdSD10	Processing of planning applications: minor applications processed within 8 weeks (cumulative)	75%	93.8%	96.8%	88.2%	87.2%	85.8%	86.1%	86.8%	87.1%	87.8%	88.5%	89.3%	88.9%	88.9%		75%	288 of 324 minor planning applications determined within target cumulatively. 20 of 24 minor planning applications determined within target for this month.
CdSD11	Other planning applications decision performance - within 8 weeks or other agreed period (cumulative monthly)	90.0%	96.1%	95.5%	96.0%	95.8%	95.2%	95.6%	95.2%	95.3%	85.0%	95.8%	95.8%	96.0%	96.0%		85%	1135 of 1182 other planning applications determined within target cumulatively. 93 of 95 other planning applications determined within target for this month.
Environment																		
CdWR3	Percentage of household waste sent for reuse, recycling and composting (cumulative)	58%			54.2%			53.8%			52.1%			48.8%	52.6%		53%	The recycling rate is lower for Q4 as expected, due to the reduction in the amount of garden waste collected.
Customer Services																		
CdRB1	Speed of processing - new HB/CTB claims (cumulative)	18	19.2	18.1	14.7	13.3	13.9	16.7	16.9	16.6	16.6	16.7	16.8	17	17		18	On target

Code	Title	2016/17 Target	Apr-17	May-17	Jun-17	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	2017/18	Traffic Light	Target 2017/18 (YTD)	Latest Note
CdRB2	Speed of processing - changes of circumstances for HB/CTB claims (cumulative)	5	4.8	3.4	4.3	4.5	4.7	4.3	4.3	4.3	4.4	4.4	4.3	3.2	3.2	☑	5	On target
CdRB3	% of Council Tax collected (cumulative)	99%	5.4%	15.5%	25.2%	34.8%	44.3%	53.8%	63.5%	73.2%	82.8%	92.5%	98.8%	99.4%	99.4%	☑	99%	On target
CdRB4	Percentage of Non-domestic Rates Collected (cumulative)	98%	9.7%	19.7%	29.6%	38.9%	48.3%	55.6%	65.0%	72.4%	81.9%	90.3%	96%	98.7%	98.7%	☑	98%	On target

Appendix B - CDC End of Year Corporate Performance Indicator Report

Note: Excludes Priority Performance Indicators - see Appendix A

Code	Title	Annual Target 16/17	Apr-17	May-17	Jun-17	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	2017/18	Traffic Light	Target 2017/18 (YTD)	Latest Note
Leader's portfolio																		
CdCP1 (C)	Number of unique visitors to the main website (by period)	data only	33,693	37,673	49,375	49,794	42,881	85,249	108,381	98,019	104,209	123,473	93,662	120,498	946,907	Data Only	Data only	Data only.
CdHR2 (C)	Voluntary leavers as a % of workforce (extrapolated for the year)	16%			35.2%			23.2%			20.8%			17.6%	17.6%		16%	4 leavers during quarter 4 + 34 leavers for quarters 1 - 3 = 38. 38 leavers for the full year. 38 leavers / average headcount of 216 x 100 = 17.59% We expect the leavers figures to reduce as we are no longer moving employees between councils Please note that the Q1 figure was high due to 9 cleaners TUPE to Derwent FC..
Community, health and housing																		
CdCL1 (C)	Customer satisfaction rating at the Chiltern leisure facilities	65.00%	annual PI												75.8%		65%	Breakdown: Chalfont - 90.60% an increase of 14% on the 2016/17 survey. The most important factors to the customers, and those that scored highly included the social aspect, variety of equipment and variety of classes. Chesham - 58.19% The main source of dissatisfaction for customers at Chesham was the lack of parking availability. Research has been conducted around this, with the results showing the the parking is being used solely by Leisure Centre users. Cleanliness was also an issue. Chiltern Pools - 78.70% This is an increase of 37% from 2016/17, with the current main areas of concern being the maintenance, cleanliness and pool temperature.
CdCL2 (C)	Total participation in physical activities delivered through the GLL community engagement plan (by period)	6,600			6,871			4,943			5,416			17,478	34,708		15,000	Now collecting 60+ club members.
CdCL3 (C)	Total number of users at all leisure centres (by period)	900,000			230,658			227,319			224,825			271,559	954,361		900,000	On target.
CdCmSf2 (C)	Percentage reduction in violent offences against a person, rolling year on year	data only			-7.7%			-14.1%			-21.7%			-22.5%	-22.5%	Data Only	Data only	Chiltern saw an increase in recorded violence against a person offences. This increased to 968 from 790 the previous year. It is envisaged that the number of offences recorded will continue to increase with the improvement in recording standards.

CdHS2 (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)	33			0			0			18			58	58	<input checked="" type="checkbox"/>	33	Total comprises (i) 46 units at former Holy Cross Convent site in CSP (Hightown HA - 35 x affordable rent and 11 x s/ownership) and 12 units on former enterprise site in Chesham (Hightown HA - 8 x affordable rent and 4 x s/ownership) (ii) 0 and (iii) 0
CdHS3i (C)	Average Length of stay in B & B temporary accommodation for all households (snapshot at end of quarter)	10			7			12			12			5	10	<input checked="" type="checkbox"/>	12	On target
CdHS4 (C)	Number of private sector dwellings vacant for more than 6 months and returned to occupation following local authority intervention	40	annual PI										0	<input checked="" type="checkbox"/>	28	No active intervention work undertaken by Housing Team during 2017/18 due to other workload demands and limited identification of suitable empty homes. Enforcement work for empty homes causing nuisance or health concerns is dealt with on case by case basis. Capacity Grid review and cleansing of Council Tax database from April/May 2018 will identify long term empty homes which will then be targeted by home visits and letters.		
CdEH2 (C)	Percentage of food premises (risk rating A to C) that are broadly compliant (snapshot quarterly)	96%			85.6%			86.2%			86.5%			84.7%	84.7%	<input type="checkbox"/>	93%	Those that are not broadly compliant will receive extra visits and/or enforcement to raise their standards but the only way that this is demonstrated in terms of them being broadly compliant is for them to request a re-inspection at which point they will be re-scored. Unfortunately, until the display of their FHRS rating is mandatory, we cannot force them to apply for a re-inspection. Additionally this now costs £150 and businesses may not see the value in spending this money. We have also seen that financial pressures are having an impact (also seen nationally) with businesses not spending money on things like repair and maintenance, in-depth cleaning and staff training which all lead to lower standards of hygiene.
JtLI3 (C)	Percentage of customers satisfied with the licensing service received (annual)	89%	annual PI										68.2%	<input checked="" type="checkbox"/>	89%	Within the responses received this year, there were 2 main themes - the usability of IT systems (comprising the online payment portal and the website), and the inconsistent speed of responses to customers. Through the survey feedback, it is apparent that the Licensing team are working hard to provide good customer service. 2184 applications were received in 2017/18, however the response level to the survey was disappointingly low at just 29 responses. As such, it only takes a small number of negative responses to have a significant impact on the overall satisfaction percentages. Licensing will do more work to publicise the Survey for the next year in order to seek to make the results more representative.		

JtLI5 (C)	Percentages of licences received and issued/renewed within statutory or policy deadlines (cumulative)	97%			99.6%			99.6%			96.1%			98.1%	98.1%	✓	97%	On target
Sustainable development																		
JtBC1 (C)	Applications checked within 10 working days	92%	100%	99.2%	94.6%	95.6%	95.9%	95.7%	94%	96%	94.3%	94.3%	97%	96%	96.8%	✓	92%	On target
JtBC4 (C)	Customer satisfaction with the building control service (cumulative)	92%	87.5%	84.6%	92.9%	93.6%	93.3%	93.8%	94.6%	95.4%	95.6%	96%	96.3%	96.4%	96.4%	✓	92%	On target
CdSD7 (C)	Percentage of planning applicants who are satisfied or very satisfied with the planning service (cumulative)	80%			86.3%			86.4%			85.2%			84.1%	84.1%	✓	80%	On target
CdSD8 (C)	Planning appeals allowed (cumulative)	35%			22.7%			33.3%			31%			30.7%	30.7%	✓	35%	23 allowed or part allowed of 75 appeals decided (cumulative total) 5 or 18 for the month.
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%	100%	100%	100%	100%	100%									NA	100%	Unable to collate figures further to the new ways of joint working within the planning service. Please see accompanying report, paragraph 4.1 for further detail.
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)	100%	100%	100%	100%	100%	100%	100%								NA	100%	Unable to collate figures further to the new ways of joint working within the planning service. Please see accompanying report, paragraph 4.1 for further detail.
CdSD41 (C)	2019 Majors speed of planning decisions - special measures 2 year assessment period ending Sep 2018 (cumulative monthly)	60%	90.9%	92.3%	88.2%	90.0%	90.9%	91.3%	92.3%	92.3%	93.6%	93.6%	94.1%	94.1%	94.1%	✓	60%	32 of 34 major cases determined within target Note: The period assessed is a 2 year period leading up to the end of Sep. This indicator is assessed on a monthly basis moving towards this end date Oct 2016 to Sep 2018 is the current assessment period The current threshold is more than 60% to be determined within the statutory 13 week period or alternative time period agreed with the applicant.

CdSD42 (C)	2019 Non-Majors speed of planning decisions - special measures 2 year assessment period ending Sep 2018 (cumulative monthly)	70%	94.56%	94.75%	94.40%	94.31%	93.92%	94.02%	93.89%	93.92%	94.1%	94.3%	94.4%	94.5%	94.5%	✓	70%	2129 of 2253 Non major cases determined within target Note: The period assessed is a 2 year period leading up to the end of Sep. This indicator is assessed on a monthly basis moving towards this end date Oct 2016 to Sep 2018 is the assessment period The threshold is 70% or more to be determined within the statutory 13 week period or alternative time period agreed with the applicant.	
CdSD43 (C)	2019 Majors quality of planning decisions - special measures 2 year & 9 month assessment period ending Dec 2018 (cumulative monthly)	9.99%	0.00%	0.00%	0.00%	3.60%	3.30%	3.20%	2.90%	2.90%	2.60%	2.56%	2.38%	2.38%	2.38%	2.38%	✓	9.99%	1 of 42 major cases determined, allowed or part allowed on appeal Note: The period assessed is the 2 years and 9 month period leading up to the end of December This allows a 9 month period for appeals to be decided on cases decided 2 years before this This indicator is assessed on a monthly basis moving towards this end date Apr 2016 to Dec 2018 is the assessment period is for appeals determined Apr 2016 to Mar 2018 is the period for decisions on major applications determined The threshold is less than 10% of major application appeals against refusal to be overturned at appeal
CdSD44 (C)	2019 Non-Majors quality of planning decisions - special measures 2 year & 9 month assessment period ending Dec 2018 (cumulative monthly)	9.99%	1.20%	1.30%	1.30%	1.30%	1.30%	1.30%	1.20%	1.30%	1.30%	1.41%	1.37%	1.34%	1.34%	1.34%	✓	9.99%	42 of 3132 Non Major cases determined, allowed or part allowed on appeal Note: The period assessed is the 2 years and 9 month period leading up to the end of December This allows a 9 month period for appeals to be decided on cases decided 2 years before this This indicator is assessed on a monthly basis moving towards this end date Apr 2016 to Dec 2018 is the assessment period is for appeals determined Apr 2016 to Mar 2018 is the period for decisions on major applications determined The threshold is less than 10% of major application appeals against refusal to be overturned at appeal
Environment																			
CdSE1 (C)	Cumulative CO2 reduction from local authority operations from base year of 2008/09	11.70%	annual PI												NA	NA	12%	Reported annually. Cumulative Figure against baseline - figure currently unavailable.	
CdWR1 (C)	Waste customer satisfaction survey	86%	6 monthly				84.3%	6 monthly				NA	NA	□	86%	Survey not carried out due to incident in Chalfont St Peter in the autumn, but will now be reintroduced.			

CdWR4 (C)	Household refuse collections, number of containers missed per month (calculated by P&C team on wkly basis)	1733	1,274	1,486	3,224	2,259	1,380	853	1,479	1,626	1,547	1,938	1,027	1334	19,427	<input checked="" type="checkbox"/>	1733	Target/month=1733, equating to 20796 per year. Total misses for 2017/18 = 19,427, equating to 1619 average per month, meaning we are under target.		
Support Services																				
JtLD1 (C)	Client satisfaction with the shared	96%	6 monthly						97.00%	6 monthly						100%	98.50%	<input checked="" type="checkbox"/>	98%	PI on target.
JtBS1 (C)	Availability of ICT systems to staff from 8am to 6pm (by period)	99.50%			100.0%			99.7%			85.5%			98.8%	96.1%	<input type="checkbox"/>	99.5%	Continued issues with the environment hosting Vworkspace meant that the systems were not available for the target amount of time. These issues have now been resolved.		
JtBS2 (C)	Percentage of calls to ICT helpdesk resolved within agreed timescales (by period)	95%			92.60%			94.50%			86%			90.5%	90.9%	<input type="checkbox"/>	95%	An increase in calls - mainly regarding Vworkspace being down - plus the team attempting to rectify the Vworkspace situation, meant less capacity to answer calls.		
CdBS3 (C)	Percentage of responses to FOI requests sent within 20 working days (by month)	90%	96.0%	100%	100%	67.0%	100%	100%	88.0%	88.0%	96.6%	94.7%	91.1%	100%	93.5%	<input checked="" type="checkbox"/>	90%	PI on target.		
CdLD2 (C)	The percentage response to the annual canvass	94%	annual PI												98%	<input checked="" type="checkbox"/>	94%	<p>Elections - CDC Turnout</p> <p>Bucks County Council: 4 May 2017 Amersham & Chesham Bois 39.3% Chalfont St Peter 34.6% Chess Valley 39% Little Chalfont & Amersham Common 38.5% Chalfont St Giles 34.9% Chesham 40.9% Great Missenden 40.1% Penn Wood & Old Amersham 38.6%</p> <p>Penn & Coleshill District Election – 16 Nov 2017 24% Ridgeway District Election – 22 March 2018 37.1% Ridgeway Parish Election – 22 March 2018 37%</p>		
Customer services																				
CdCS1 (C)	New measure for complaints - t.b.a.	t.b.a.				NA				NA				NA	NA	NA	TBA	New PI for when the joint customer services team is implemented.		



We will deliver cost-effective, customer-focused services



Continued to make savings in order to deal with further reductions in Government funding

Introduced an online system for appealing penalty charge notices, enabling customers to view notices online the same day they are issued



maintained a performance of **95% of licences** being issued within the target timescales



Winners of the CIEH Excellence Award 2017 for Outstanding Environmental Health Team



Implemented a noise app for the Councils

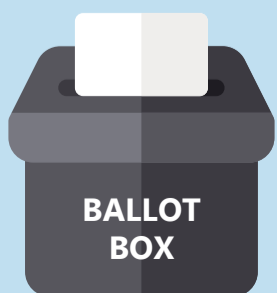


Managed to keep all council sites operational throughout the severe weather conditions in the early months of 2018



Our customer services team have handled **153,707** calls since April 2017

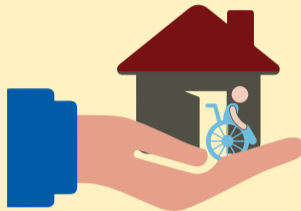
Improvements as to how PennFest is delivered through partnership working with the Safety Advisory Group



Ran the Buckinghamshire County Council Elections in May 2017, followed by the Parliamentary Election in June 2017



We will work towards safer & healthier local communities



We helped **over 60** elderly or disabled persons to remain in their homes with adaptation works



Relaunched the Safe Place Scheme in both districts
www.chiltern.gov.uk/safeplacescheme



Launched Ask for Angela with a very positive response from licensed premises

List of premises who have signed up can be found on our website:
www.chiltern.gov.uk/askforangela



over 80% of our taxi drivers are trained in safeguarding



Introduced the Modern Slavery Victim Service across Thames Valley – RAHAB (The Rahab Project)



Supported launch of Homelessness Trailblazer Resilience Service to support homelessness prevention across Buckinghamshire

Launched Hotel Watch with a number of hotels and B&Bs supporting signed up



A list of premises who have signed up can be found on our website:

www.chiltern.gov.uk/hotelwatch



Successfully launched the Chiltern and South Bucks Lottery

60% of the ticket price goes to local good causes:

www.chilternsouthbuckslottery.co.uk/support/find-a-good-cause



We will strive to conserve the environment & promote sustainability



In Chiltern and Wycombe, food waste collections have increased by **8.5%**

An extra **329 tonnes**



of food waste was collected from September 2017 - February 2018



Duty to co-operate talks have led to Aylesbury Vale District Council agreeing to take on Chiltern and South Bucks' 5,750 unmet housing need



356 planning enforcement investigations carried out



17,952 tonnes

of garden waste collected in Chiltern and Wycombe



Introduction of food waste collections in plastic bags and newspapers

50,316 tonnes

of waste was diverted from landfill and incineration



SUBJECT:	<i>CDC Capital and Repairs & Renewals Outturn Report 2017/18</i>
REPORT OF:	<i>Support Services Portfolio Holder – Cllr Mike Stannard</i>
RESPONSIBLE OFFICER	<i>Head of Finance – Rodney Fincham</i>
REPORT AUTHOR	<i>Capital Accountant – Jane Clarke – 01494 732 223- jclarke@chiltern.gov.uk</i>
WARD/S AFFECTED	<i>All</i>

1. Purpose of Report

- To report the 2017/18 capital and repairs & renewals outturn position.
- To request the carry forward of unspent capital and repairs & renewals budgets.

The Resources Overview Committee is asked to note and comment on the Cabinet report.

RECOMMENDATIONS:

- **that Cabinet note the 2017/18 capital and repairs & renewals outturn position; and**
- **that Cabinet agree which capital and repairs & renewals budgets should be carried forward to 2018/19.**

2. Capital Expenditure

Appendix A provides the following information for each 2017/18 capital scheme.

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

3. Repairs & Renewals Expenditure

Appendix B provides the following information for each 2017/18 repairs and renewals scheme.

- Latest Budget
- Actual Expenditure
- Variance
- Requested 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 2018/19 will be £1,175k, and the additional budgeted repairs & renewals expenditure in 2018/19 will be £417k.

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 2018/19 original budgets.

Background Papers:	None
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CDC Capital Outturn 2017/18		Latest Budget	Actual	Variance	Requested Carry Forward	Comments
		£	£	£	£	
<u>Environment</u>						
D012	Public convenience refurbishment	15,000	10,845	-4,155	0	Project complete, no carry forward.
D307	Shared Parking Service - ICES 360	13,438	5,351	-8,087	0	Citizen project is complete - no carry forward required
D308	Sycamore Road - Additional parking spaces & resurfacing	70,000	67,313	-2,687	2,687	Retention for works carried out will be spent May 18
D300	AMSCP	4,159,000	4,315,813	156,813	0	Overspent, no carry forward
D305	Additional off street parking measures	10,000	0	-10,000	10,000	Carry forward to go towards CCTV in off street car parks, initially in Amersham.
D024	Mill Meadow Bridge - Major Works	35,000	16,679	-18,321	18,321	Carry forward for potential works
<u>Healthy Communities</u>						
D002	Town & Village Revitalisation	10,000	7,800	-2,200	0	No carry forward, one of the schemes did not go ahead.
D007	Leisure Centres	383,192	242,093	-141,099	141,099	Carry forward for continuing plan of works
D026	Leisure Centre - Redevelopment of Chiltern Pools	500,000	0	-500,000	500,000	Carry forward project is progressing
D500-1	Disabled Facility Grants	1,002,299	537,478	-464,821	354,500	Carry forward £354,500. The reflects commitments of £265k & £90k contribution from Paradigm.
D502-5	Renovation Grants	91,592	37,920	-53,672	53,672	Carry forward to cover outstanding commitments
D509	Flexible Home Loan Fund	100,000	0	-100,000	0	No carry forward, no longer required for this scheme.
D508	Days Alms Houses - Grant	28,572	28,572	0	0	Budget spent, no carry forward
<u>Support Services</u>						
D621	Virtual environment upgrades	25,000	17,310	-7,690	7,690	Carry forward (VWorkspace)
D620	IP telephony - core infrastructure	23,537	3,951	-19,586	19,586	Carry forward
D626	Shared F&P Service - Uniform & FM System	7,400	0	-7,400	7,400	Carry forward, as new project manager will progress projects
D627	ICT Strategy Projects - Unified Network	0	866	866	0	Overspent, no carry forward
D618	KGVH WIFI Replacement	50,000	12,215	-37,785	0	No carry forward as project is complete.
D606	KGVH - Atrium Refurbishment	14,000	0	-14,000	14,000	Carry forward, as part of the amalgamated budget for urgent works to KGVH
D629	KGVH - Undercroft Car Park Security Enhancements	10,978	3,534	-7,444	7,444	Carry forward, project not yet complete.
D632	KGVH - Increase Parking	50,000	11,594	-38,406	38,406	Carry forward
		6,599,008	5,319,333	-1,279,675	1,174,805	

CDC Repairs and Renewals Outturn 2017/18		Latest Budget	Actual	Variance	Requested Carry Forward	Comments
		£	£	£	£	
	Environment					
J001	Public Conveniences : Repair buildings & equipment	4,429	988	-3,441	3,441	Carry forward works ongoing
J002	Barn Hall Annex	0	2,251	2,251	0	Overspend, no carry forward
J006	Cleansing services: Replacement dog waste bins	5,000	0	-5,000	5,000	Carry forward
J116	Depot - Annual Allocation	200,000	87,838	-112,162	112,162	Carry forward as committed works
J100	Depot: Access road improvements	5,569	4,275	-1,294	1,294	Carry forward as committed works
J111	Depot security fencing to South boundary	6,000	0	-6,000	6,000	Carry forward as committed works
J112	Depot: CDC/BCC food waste skips	19,000	0	-19,000	0	No carry forward, as skips no longer required.
J300	Car park surface repairs: Annual allocation	9,395	0	-9,395	9,395	Carry forward required to support car park developments
J307	AMSCP: Repair pedestrian barriers	6,822	0	-6,822	6,822	Carry forward required as contribution towards pay and display machines.
J315	AMSCP: Redecoration	8,000	0	-8,000	8,000	Carry forward required as original multi storey will need redecorating when the new multi storey is complete.
J316	Mill Meadow, Chalfton St Peter, Bridge Repairs - Monitoring	8,414	9,776	1,362	0	Overspend, no carry forward
	Healthy Communities					
J003	Ashley Green old school community centre: Building repairs	15,977	12,289	-3,688	3,688	Carry forward as committed works
	Support Services					
Various	Offices: Maintenance works	233,185	22,816	-210,369	210,411	See breakdown below.
J700	IT: Replacement equipment/alterations	57,943	7,628	-50,315	50,315	Carry forward
	Leisure Centres					
J200	Leisure Centres Fund	10,104	9,683	-421	421	Carry forward works ongoing
J203	Leisure Centre - Needs Assessment	4,669	2,989	-1,680	0	No carry forward, assessment complete
		594,507	160,533	-433,974	416,949	
	Breakdown of Offices: Maintenance Works	Latest Budget	Actual	Variance	Requested Carry Forward	Comments
J600	KGVH - Air conditioning upgrade in post room.	4,380	4,380	0	0	Budget spent, no carry forward
J608	Offices: Replace chamber roof windows	5,000	0	-5,000	5,000	Carry forward and amalgamate as part of urgent works to KGVH
J610	Offices: Small maintenance works	4,805	4,342	-463	463	Carry forward and amalgamate as part of urgent works to KGVH
J614	KGVH - Overhaul Windows, Drainage & Gutters	30,200	7,740	-22,460	22,460	Carry forward and amalgamate as part of urgent works to KGVH
	KGVH - Audio System for Council Chamber	24,000	0	-24,000	24,000	Carry forward and amalgamate as part of urgent works to KGVH
J615	KGVH - Refurbishment of Atrium	46,000	1,313	-44,688	44,688	Carry forward and amalgamate as part of urgent works to KGVH
J616	KGVH - Refurbishment of General Office	113,800	0	-113,800	113,800	Carry forward and amalgamate as part of urgent works to KGVH
J617	KGVH - Lighting Circuit improvements for statutory requirements	5,000	5,041	41	0	Overspend, no carry forward
		233,185	22,816	-210,369	210,411	

SUBJECT:	<i>Treasury Management – Annual Report 2017/18</i>
REPORT OF:	<i>Jim Burness, Director of Resources</i>
RESPONSIBLE OFFICER	<i>Helen O'Keeffe, Principal Accountant</i>
REPORT AUTHOR	<i>Helen O'Keeffe, hokeeffe@chiltern.gov.uk 01494 732781</i>
WARD/S AFFECTED	<i>All</i>

1. Purpose of Report

- 1.1 To report on the Treasury Management performance of the Council for 2017/18 as required by the Code of Practice on Treasury Management.

RECOMMENDATION:

Members are requested to note the Treasury Management performance for 2017/18 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 2017/18

- 3.1 In July 2017 the Council took out a loan from the PWLB to finance the construction of the new Amersham Multi Storey car park following the approval of the business

**Chiltern District Council
Resources Overview Committee
Cabinet**

case and planning. The value of the loan was £10.8m, borrowed at an interest rate of 2.7% repayable over 40 years.

- 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. The base rate was increased to 0.5% on 2 November 2017.
- 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 2017/18 as in the table below.

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

- 3.4 Link Asset Services is engaged by the Council as its Treasury Management consultants providing advice on investment, performance and regulations where necessary.

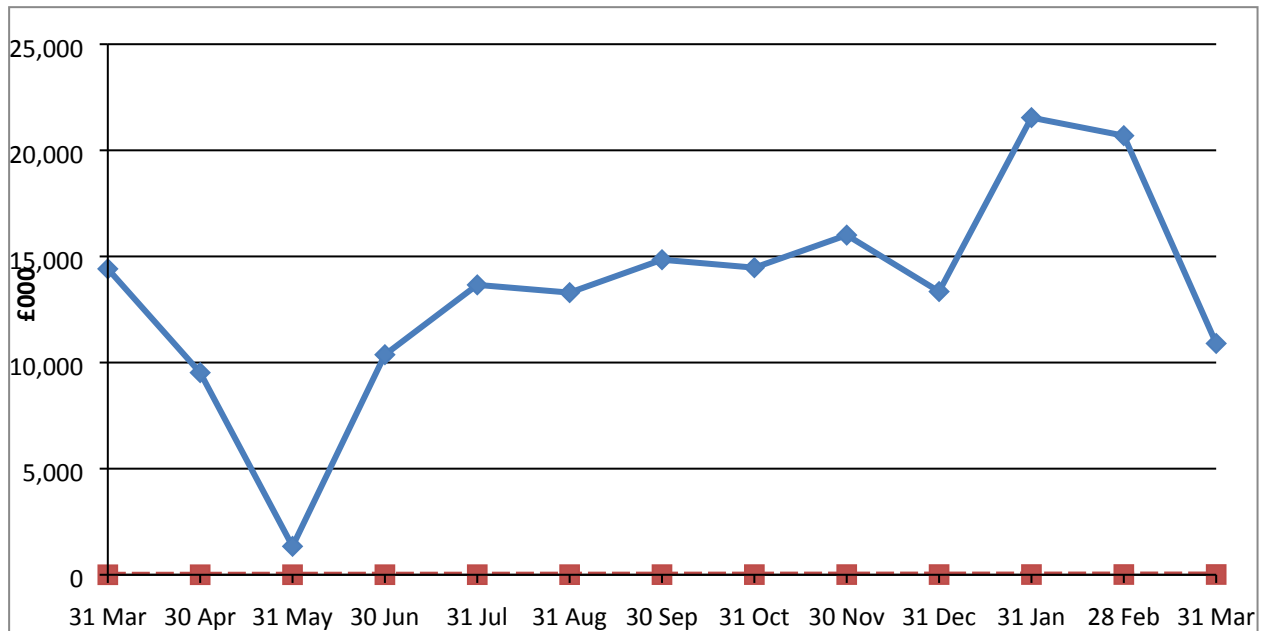
- 3.5 A summary of the movements in the year is as follows:

	Fund Balance 1.4.2017 £000	Fund Withdrawals £000	Added to Fund £000	Fund Balance 31.3.2018 £000
Instant Access Deposits	4,415	(3,515)		900
Money Market Funds	10,000	(10,000)	10,000	10,000
Fixed Deposits	11,000	(18,000)	20,000	13,000
Total	25,415	(31,515)	30,000	23,900

- 3.6 The Instant Access deposit as at 31 March 2018 is held with our bankers Barclays.

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Resources Overview Committee
Cabinet**

- 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 funds which have been borrowed for the Amersham Multi Storey Car Park having not yet been spent. These funds were invested on a short term basis until payment of suppliers was required.



- 3.8 The weighted average interest rate earned on fixed rate investments in the year was 0.76%. By way of comparison, the weighted average interest rate earned in the year by South Bucks District Council was 0.58%.

- 3.9 A summary of the Council's Fixed Deposits as at 31st March 2018 is shown below:

UK Institutions	Fitch Credit Rating	Principal £	Interest Rate	Invested	Matures
Lloyds Banking Group	A+				
Fixed Deposit		1,000,000	0.90%	06/11/17	06/11/18
Fixed Deposit		1,000,000	0.70%	29/01/18	29/10/18
Fixed Deposit		1,000,000	0.65%	26/07/17	26/07/18
Fixed Deposit		2,000,000	0.70%	26/01/18	26/10/18
Santander	A				
Fixed Deposit		2,000,000	0.85%	09/03/18	09/03/19
Fixed Deposit		1,000,000	0.85%	15/05/17	15/05/18
Fixed Deposit		1,000,000	0.60%	26/07/17	26/07/18
Fixed Deposit		1,000,000	0.73%	26/01/18	26/10/18
Close Brothers	A				
Fixed Deposit		1,000,000	0.90%	13/10/17	15/10/18
Fixed Deposit		1,000,000	0.90%	28/02/18	28/02/19
Fixed Deposit		1,000,000	1.10%	20/11/17	20/11/18
Total Deposits		13,000,000			

4. Corporate Implications

- 4.1 A comparison between the actual and budgeted interest returns for 2017/18 is shown below:

	Budget 2017/18 £000	Actual 2017/18 £000
Interest	100	147

- 4.2 Actual interest received from investments is above the budgeted figure of £100,000. The budget was set at a modest level owing to uncertainty around probable interest rates. The increase of the base rate in November led to increases in interest rates earned, particularly on short term and instant access investments such as money market funds. Additional unbudgeted interest has been earned from the short term investment of the funds borrowed for the construction of the multi storey car park. The budgeted income from investments for 2018/19 has been set at £90,000.

Background Papers:	None
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SUBJECT:	Write Offs 2017/18
REPORT OF:	<i>Cllr Fred Wilson and Cllr Mike Stannard</i>
RESPONSIBLE OFFICER	<i>Nicola Ellis, Head of Customer Services</i>
REPORT AUTHOR	<i>Nicola Ellis – Nicola.ellis@Chiltern.gov.uk</i>
WARD/S AFFECTED	<i>All</i>

1. Purpose of Report

This report is to report on the final position for write offs for the full year 2017/2018.

RECOMMENDATION

- Resources Overview Committee are asked to note and comment on the write offs for 2017/18**

2. Content of Report

2.1 Members have requested that amounts written off are reported to the Committee. This is the report detailing amounts written off in the 2017/2018 financial year.

Type of Debt	Numbers (15/16)	Total (15/16)	Numbers (16/17)	Total (16/17)
Sundry Debts	44	£18093.96	24	£8452.18
HB/CTS Overpayments	60	£39590.37	97	£43184.57
Council Tax	196	£48907.79	122	£61542.91
Business Rates	17	£103961.72	19	£91483.56
Penalty Charge Notices	122	£8739.68	49	£2999.00
Total	439	£219,293.52	311	£207,662.22

Type of Debt	Numbers (17/18)	Total (17/18)
Sundry Debts	13	£4169.04
HB/CTS Overpayments	121	£41058.06
Council Tax	245	£40791.83
Business Rates	28	£52801.76
Penalty Charge Notices	92	£6340.00
Total	499	£145,160.69

Sundry Debts

2.2 Appendix One shows the sundry debts written off in 2017/18. There were 13 write offs totalling £4,169.04. The majority of these (7) were stray dog fines totalling £584.04. 3 related to the rent deposit scheme totalling £2260. 2 related to the lease of premises amounting to £875. One amount related to removal expenses and amounted to £450.

Housing Benefits, Council Tax Benefits and Council Tax Support Overpayments

2.3 A full breakdown of the overpayments written off as irrecoverable are included in Appendix Two. This year there have been a total of 121 overpayments written off and this amounted to £41058.06.

2.4 The majority of these overpayments are caused by official error (101 totalling £39271.63). This is where there is an error made in the calculation of benefit by the local authority, DWP or HMRC. If this is the case and the customer could not be expected to know that they have been overpaid the Council is unable to seek recovery of this and so there is no option but to write these off as irrecoverable.

2.5 It should be noted that the Council receives full reimbursement for these amounts from Central Government where the total written off does not exceed 0.48% of total expenditure (approximately £90,000).

2.6 Two overpayments were written off due to hardship amounting to £1531.51. One overpayment of £93.98 was written off because the debtor was deceased. Sixteen small balances were written off totalling £120.94 and one overpayment of £40 was written off as it was uneconomical to recover.

Council Tax

2.7 In 2017/18 there were 245 amounts of Council Tax written off and this totalled £40,791.83.

2.8 A full breakdown of the Council Tax amounts written off is included as Appendix Three. The majority of debts written off were small balances. There were 126 amounts written off totalling £139.93. other reasons where there are significant numbers written off are shown in the table below:

Category	Number	Amount
Absconders	48	£29,703.83
Bankruptcy/Debt Relief Order or Insolvency	9	£11,897.78
Benefit Changes	11	£1,264.75
Deceased	4	£920.38

2.9 There was one amount of £4778.72 that was written off as the debtor was committed to prison for non-payment and another where an amount of £3801.30 was written off under section 13 A of the LGFA as the debtor was experiencing hardship.

Business Rates

2.10 In 2017/2018 there were 28 amounts of Business Rates written off totalling £52,801.76. These are shown in Appendix Four.

2.11 The category where the largest amounts were written off were where companies had been dissolved or were in administration/liquidation. There were 18 in these categories totalling £33,404.19.

2.12 Five amounts totalling £19576.92 were written off as we were unable to trace the debtor for recovery.

Penalty Charge Notices

2.13 A full breakdown of the penalty charge notices written off is included in Appendix Five. There were 92 amounts written off totalling £6340.00. The reasons and amounts are included in the table below:

Reason	Number	Amounts
DVLA have no data	67	£5070.00
Foreign Vehicle	16	£800
Unable to trace	9	£470

3. Corporate Implications

3.1 Financial – There is a financial impact on the Council when debts are not recovered, however provision is made in the accounts to accommodate the writing off of bad debts.

4 Links to Council Policy Objectives

4.1 This links to the following objective:

- Delivering cost-effective, customer focused services

5 Next Step

5.1 Members are asked to note the write offs for the year 2017/18.

Background Papers:	N/A
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Account	Invoice	GL Code	Type of Debt	Write off Date	CRN Ref	Amount (Incl VAT)	Exclusive of VAT	Code used for Write Off
2318		176257 HO02/5838	Repayment of Removal Costs	15/06/2017	797	£450.00 D04	£450.00	X305/ZZ01
1981		150223 E700/9792	Dog Straying Fine	15/06/2017	798	£75.00 Incl VAT	£66.67	X305/ZZ01
2326		177156 E700/9792	Dog Straying Fine	04/10/2017	820	£75.00 Incl VAT	£66.67	E700/9792
2308		175331 E700/9792	Dog Straying Fine	04/10/2017	819	£70.00 Incl VAT	£62.50	E700/9792
2267		172030 E700/9792	Dog Straying Fine	13/11/2017	830	£192.00 Incl VAT	£164.17	E700/9792
2298		173533 E700/9792	Dog Straying Fine	13/11/2017	831	£99.03 D04	£99.03	E700/9792
2269		171999 E700/9792	Dog Straying Fine	13/11/2017	832	£70.00 Incl VAT	£62.50	E700/9792
222		185523 G950/9675	Lease of Premises	24/11/2017	841	£525.00 Incl VAT	£437.50	G950/9675
222		189855 G950/9675	Lease of Premises	24/11/2017	840	£525.00 Incl VAT	£437.50	G950/9675
2472		193909 EH01/9792	Dog Straying Fine	10/01/2018	853	£70.00 Incl VAT	£62.50	EH01/9792
2134		158690 HO02/5838	Rent Deposit Scheme Payout	10/01/2018	854	£50.00 D04	£50.00	HO02/9789
1154		111821 N630/9789	Rent Deposit Scheme Payout	16/01/2018	858	£335.00 D04	£335.00	HO02/9789
2353		179744 HO02/9789	Rent Deposit Scheme Payout	20/03/2018	871	£1,875.00 D04	£1,875.00	HO02/9789
							<u>£4,169.04</u>	

Date	Reason	HB	DHP	CTB
26.05.2017	LA error	196.7		
26.05.2017	LA error	297.87		
26.05.2017	LA error	140.85		
26.05.2017	LA error	37.19		
26.05.2017	LA error	87.75		
26.05.2017	LA error	39.41		
26.05.2017	LA error			
26.05.2017	LA error	17.07		
26.05.2017	LA error	403.95		
26.05.2017	LA error	24.8	15.4	
26.05.2017	LA error	3772.96		
26.05.2017	LA error			
26.05.2017	LA error	176.35		
26.05.2017	LA error	657.56		
12.06.2017	LA error	105.8		
4.07.2017	LA error	829.83		
4.07.2007	LA error	5.4		
4.07.2017	LA error	5.66	10	
4.07.2017	LA error	3.8		
4.07.2017	LA error	3.92		
4.07.2017	LA error			
4.07.2017	LA error	5.01		
4.07.2017	LA error	147.28		
4.07.2017	LA error	227.7		
4.07.2017	LA error	652.59		
4.07.2017	LA error	590.74		
4.07.2017	LA error	196.7		
4.07.2017	LA error	31.24		
4.07.2017	LA error	0.11		
4.07.2017	LA error	57		
4.07.2017	LA error	205.38		
4.07.2017	LA error	35.87		
4.07.2017	LA error	366.3		
01.08.2017	LA error	2415.03		
01.08.2017	LA error tax credits not input correctly	456.12		
01.08.2017	overpayment reduced on hardship grounds	1281.13		
01.08.2017	small amount	1.39		
01.08.2017	small amount	5.38		
01.08.2017	rti change created erroneous op	111		
01.08.2017	rti change written off due to hardship	70		
01.08.2017	occ pension incorrectly input	281.43		

01.08.2017	small amount	6.5		
01.08.2017	dhp op for two days		9.98	
01.08.2017	CAP uplifting caused OP claimant not aware		37.77	
01.08.2017	small amount	9.31		
01.08.2017	tax credit award letter not actioned correctly	1428.46		
01.08.2017	ctax disregard not actioned correctly	14.55		
01.08.2017	earnings input incorrectly	600.56		
01.08.2017	student details not input correctly	443.7		
01.08.2017	incorrect hours put on system	69.44		
01.08.2017	claim paid hb from incorrect date	977.49		
01.08.2017	incorrect income put on system	1458.1		
01.08.2017	sytem created op going back a year claimant not informed			
01.08.2017	income input incorrectly	93.94		
01.08.2017	student details not input correctly	715.04		
01.08.2017	student details not input correctly	2851.75		
01.08.2017	student details not input correctly	2912.84		
01.08.2017	pension contributions not input correctly			
01.08.2017	incorrect income put on system	302.38		
21.11.2017	pension contributions not input correctly			
21.11.2017	rent not assessed correctly	293.4		
21.11.2017	srp not uprated	55		
21.11.2017	rti input incorrectly	3.27		
21.11.2017	rti input incorrectly	7		
21.11.2017	esa amended after dhp award		297.14	
21.11.2017	rent not assessed correctly	14.17		
21.11.2017	rti input incorrectly	22.33		
21.11.2017	dla premium incorrect	831.39		
21.11.2017	suspended adj not put through			
21.11.2017	ESA not input correctyl			
21.11.2017	dhp not recoverable		550	
21.11.2017	small amount			
21.11.2017	small amount		17.64	
21.11.2017	payslips not input correctly	380.24		
21.11.2017	dhp small amount		3.06	
21.11.2017	pension not input correctly			
21.11.2017	dhp awarded due to ben cap		114.57	
21.11.2017	dhp small amount		13.42	
08.01.2018	small amount	2.32		
08.01.2018	small amount	19		
08.01.2018	small amount	0.5		
08.01.2018	dhp op		98.85	
08.01.2018	smal dhp op		25.11	
08.01.2018	claimant decd	117.5		
08.01.2018	small amount	3.18		

CTS	Input	
45.35	RAC	242.05
340.16	RAC	638.03
	RAC	140.85
6	RAC	43.19
33.94	RAC	121.69
	RAC	39.41
34.94	RAC	34.94
3.93	RAC	21
	RAC	403.95
	RAC	40.2
681.5	RAC	4454.46
140.88	RAC	140.88
	RAC	176.35
	RAC	657.56
	RAC	105.8
221.05	RAC	1050.88
	RAC	5.4
	RAC	15.66
	RAC	3.8
	RAC	3.92
122.56	RAC	122.56
	RAC	5.01
12.27	RAC	159.55
1.73	RAC	229.43
	RAC	652.59
	RAC	590.74
45.35	RAC	242.05
9.58	RAC	40.82
	RAC	0.11
	RAC	57
	RAC	205.38
	RAC	35.87
	RAC	366.3
	EJB	2415.03
	RAC	456.12
180.38	RAC	1461.51
	RAC	1.39
	RAC	5.38
	RAC	111
	RAC	70
87.49	RAC	368.92

1.39	RAC	7.89
	RAC	9.98
	RAC	37.77
	RAC	9.31
190.32	RAC	1618.78
562.14	RAC	576.69
	RAC	600.56
	RAC	443.7
	RAC	69.44
	RAC	977.49
39.57	RAC	1497.67
48.6	RAC	48.6
16.21	RAC	110.15
	RAC	715.04
	RAC	2851.75
	RAC	2912.84
12.32	RAC	12.32
	RAC	302.38
155.93	RAC	155.93
	RAC	293.4
	RAC	55
	RAC	3.27
	RAC	7
	RAC	297.14
	RAC	14.17
6	RAC	28.33
5.36	RAC	836.75
60.2	RAC	60.2
155.93	RAC	155.93
	RAC	550
1.3	RAC	1.3
	RAC	17.64
	RAC	380.24
	RAC	3.06
12.32	RAC	12.32
	RAC	114.57
	RAC	13.42
	RAC	2.32
	RAC	19
	RAC	0.5
	RAC	98.85
	RAC	25.11
	RAC	117.5
	RAC	3.18

Council Tax write-offs 2017/2018

Date Input	W/O	Bankrupt	Reason	Authn.
	Amount	Amount	Total	
	£40,121.71	£670.12	£40,791.83	
08.04.2017	-£1.58		small credit	NE
08.04.2017	£4.45		small debit	NE
08.04.2017	-£5.26		small credit	NE
08.04.2017	-£1.07		small credit	NE
08.04.2017	-£2.32		small credit	NE
08.04.2017	-£3.70		small credit	NE
08.04.2017	£0.01		small debit	NE
08.04.2017	-£1.86		small credit	NE
08.04.2017	-£3.70		small credit	NE
08.04.2017	-£2.05		small credit	NE
08.04.2017	-£1.15		small credit	NE
08.04.2017	-£1.87		small credit	NE
08.04.2017	-£2.46		small credit	NE
08.04.2017	-£2.92		small credit	NE
08.04.2017	£13.97		small debit	NE
08.04.2017	£3.41		small debit	NE
08.04.2017	£4.21		small debit	NE
08.04.2017	-£3.13		small credit	NE
08.04.2017	-£3.28		small credit	NE
08.04.2017	£5.86		small debit	NE
08.04.2017	-£1.23		small credit	NE
08.04.2017	£11.08		small debit	NE
08.04.2017	£8.52		small debit	NE
08.04.2017	-£2.18		small credit	NE
08.04.2017	£0.01		small debit	NE
08.04.2017	£3.59		small debit	NE
08.04.2017	-£2.10		small credit	NE
08.04.2017	£9.17		small debit	NE
08.04.2017	£0.02		small debit	NE
08.04.2017	£8.89		small debit	NE
08.04.2017	£0.01		small debit	NE
08.04.2017	£0.04		small debit	NE
08.04.2017	£0.01		small debit	NE
08.04.2017	£1.48		small debit	NE
08.04.2017	£8.99		small debit	NE
08.04.2017	£2.72		small debit	NE

08.04.2017	£3.24	small debit	Classification: OFFICIAL	NE
08.04.2017	£173.26	benefit adjustment		NE
12.04.2017	£16.50	small debit		NE
26.05.2017	£864.14	abscond		NE
26.05.2017	£253.76	abscond		NE
26.05.2017	£1,411.31	debt relief order		NE
26.05.2017	£206.96	abscond		NE
26.05.2017	£594.14	abscond		NE
26.05.2017	£350.66	abscond		NE
26.05.2017	£1,372.24	abscond		NE
26.05.2017	£1,229.23	abscond		NE
26.05.2017	£1,715.21	bankrupt		NE
26.05.2017	£620.76	abscond		NE
26.05.2017	£94.32	abscond		NE
26.05.2017	-£31.95	crdit no fa		NE
26.05.2017	-£148.50	benefit adjustment		NE
26.05.2017	£60.72	abscond		NE
26.05.2017	£6.00	benefit adjustment		NE
30.05.2017	£0.11	small debit		NE
30.05.2017	£487.86	abscond		NE
05.07.2017	-£137.80	crdit no fa		NE
05.07.2017	-£45.26	crdit no fa		NE
05.07.2017	-£561.11	crdit no fa		NE
05.07.2017	£79.29	abscond		NE
05.07.2017	£1,593.43	debt relief order		NE
05.07.2017	£136.04	benefit adjustment		NE
05.07.2017	£25.00	unable to collect		NE
05.07.2017	£823.21	abscond		NE
05.07.2017	£264.02	payer decd		NE
05.07.2017	-£57.89	ctx system error		NE
05.07.2017	£633.72	abscond		NE
06.07.2017	-£154.11	band reduction no fa		NE
06.07.2017	-£1,641.31	band reduction no fa		NE
12.07.2017	£3.77	small debit		NE
12.07.2017	-£6.39	no response		NE
12.07.2017	£0.01	too small		NE
12.07.2017	£0.92	small		NE
12.07.2017	£4.49	small		NE
12.07.2017	£0.60	small		NE
12.07.2017	£13.69	small		NE
12.07.2017	£7.05	small		NE
12.07.2017	-£0.01	too small		NE
12.07.2017	-£0.01	too small	Classification: OFFICIAL	NE

12.07.2017	-£1.85		too small	Classification: OFFICIAL	NE
12.07.2017	-£2.79		too small		NE
12.07.2017	-£0.01		too small		NE
12.07.2017	-£0.02		too small		NE
12.07.2017	-£0.65		too small		NE
12.07.2017	-£1.41		too small		NE
12.07.2017	-£0.01		too small		NE
12/07.2017	-£0.09		too small		NE
12.07.2017	-£0.33		too small		NE
12.07.2017	-£0.03		too small		NE
12.07.2017	-£2.34		too small		NE
12.07.2017	-£0.01		too small		NE
12.07.2017	-£10.00		offset		NE
12.07.2017	£4.13		too small		NE
12.07.2017	£13.83		too old		NE
12.07.2017	£2.74		too small		NE
12.07.2017	£0.39		too small		NE
12.07.2017	£3.91		too small		NE
12.07.2017	£4.49		too small		NE
12.07.2017	£4.06		too small		NE
12.07.2017	£4.56		too small		NE
12.07.2017	£3.99		too small		NE
12.07.2017	£3.52		too small		NE
12.07.2017	£7.69		too small		NE
12.07.2017	£0.26		too small		NE
12.07.2017	-£3.49		too small		NE
12.07.2017	-£0.01		too small		NE
12.07.2017	-£3.55		benefit		NE
12.07.2017	£8.79		too small		NE
12.07.2017	£2.36		too small		NE
12.07.2017	£1.41		too small		NE
12.07.2017	-£0.09		too small		NE
01.08.2017		£670.12	bankrupt		NE
01.08.2017	£378.63		GANT		NE
01.08.2017	-£73.55		crdit no fa		NE
01.08.2017	£3.30		too small		NE
01.08.2017	£2,801.30		S13A		NE
14.08.2017	£267.78		benefit adjustment		NE
12.09.2017	-£0.14		too small		NE
25.09.2017	£61.07		ben adjustment		NE
25.09.2017	£525.63		abscond		NE
25.09.2017	£206.58		abscond		NE
25.09.2017	553.56		abscond	Classification: OFFICIAL	NE

25.09.2017	£2,395.25		abscond	Classification: OFFICIAL	NE
25.09.2017	£1,661.74		abscond		NE
25.09.2017	£506.86		abscond		NE
25.09.2017	£546.73		abscond		NE
25.09.2017	£1,217.36		abscond		NE
25.09.2017	£309.98		abscond		NE
25.09.2017	£27.89		abscond		NE
25.09.2017	£237.77		abscond		NE
27.09.2017	£9.20		small amount		NE
27.09.2017	£51.90		ben adjustment		NE
27.09.2017	£31.34		ben adjustment		NE
27.09.2017	£4,113.93		debt relief order		NE
11.10.2017	£76.24		benefit adjustment		NE
17.10.2017	£4,778.72		served prison sentence		NE
13.11.2017	-£378.63		Write On as liable again in area		NE
20.11.2017	-£57.72		credit no fa		NE
20.11.2017	-£0.84		small credit		NE
20.11.2017	£1,321.34		abscond		NE
20.11.2017	-£440.00		band reduction no fa		NE
20.11.2017	-£303.06		band reduction no fa		NE
20.11.2017	-£205.79		band reduction no fa		NE
20.11.2017	£189.17		iva no further dividends		NE
20.11.2017	£856.36		abscond		NE
20.11.2017	£85.71		credit no fa		NE
20.11.2017	£900.92		abscond		NE
20.11.2017	£888.35		abscond		NE
20.11.2017	-£587.79		credit no fa		NE
20.11.2017	-£262.71		credit no fa		NE
20.11.2017	-£259.54		credit no fa		NE
20.11.2017	-£368.29		credit no fa		NE
20.11.2017	-£881.58		credit no fa		NE
20.11.2017	-£64.62		credit no fa		NE
20.11.2017	-£447.56		credit no fa		NE
20.11.2017	£50.76		abscond		NE
20.11.2017	£263.38		abscond		NE
20.11.2017	£599.00		abscond		NE
20.11.2017	£418.03		abscond		NE
20.11.2017	-£47.91		credit no fa		NE
20.11.2017	£164.95		payer decd no funds		NE
20.11.2017	£27.00		small amount		NE
20.11.2017	£125.05		payer decd no funds		NE
20.11.2017	£690.04		abscond		NE
05.12.2017	£613.17		benefit error write off	Classification: OFFICIAL	NE

08.01.2018	£399.08	abscond	Classification: OFFICIAL	NE
08.01.2018	£366.36	payer decd no funds		NE
09.01.2018	£496.24	abscond		NE
09.01.2018	£1.24	small amount		NE
11.01.2018	-£4.79	small amount		NE
11.01.2018	£1.15	small amount		NE
08.03.2018	-£34.00	credit no fa		NE
08.03.2018	£232.66	abscond		NE
08.03.2018	£920.17	abscond		NE
08.03.2018	-£280.28	credit no fa		NE
08.03.2018	-£66.26	crdit no fa		NE
08.03.2018	-£57.84	credit no fa		NE
08.03.2018	-£49.20	credit no fa		NE
08.03.2018	-£497.67	credit no fa		NE
08.03.2018	-£344.03	credit no fa		NE
08.03.2018	-£88.07	credit no fa		NE
08.03.2018	£1,407.79	co dissolved		NE
08.03.2018	-£697.52	credit no fa		NE
08.03.2018	-£310.88	credit no fa		NE
08.03.2018	-£725.90	credit no fa		NE
08.03.2018	-£119.47	credit no fa		NE
08.03.2018	-£116.21	credit no fa		NE
08.03.2018	£753.45	debt relief order		NE
08.03.2018	-£640.43	credit no fa		NE
08.03.2018	-£146.20	credit no fa		NE
08.03.2018	£181.88	credit no fa		NE
08.03.2018	£33.82	abscond		NE
08.03.2018	£43.37	debt relief order		NE
08.03.2018	-£174.97	credit no fa		NE
08.03.2018	-£26.41	credit no fa		NE
08.03.2018	£965.40	abscond		NE
08.03.2018	£154.46	abscond		NE
08.03.2018	£64.33	abscond		NE
08.03.2018	£474.95	abscond		NE
08.03.2018	£531.65	abscond		NE
08.03.2018	£1,849.06	abscond		NE
08.03.2018	£209.27	abscond		NE
08.03.2018	£630.89	abscond		NE
10.03.2018	£14.05	small amount		NE
10.03.2018	£3.17	small amount		NE
10.03.2017	£3.60	small amount		NE
10.03.2018	£16.39	small amount		NE
10.03.2018	-£3.85	small credit	Classification: OFFICIAL	NE

NNDR write-offs 2017/2018

Date Input	W/O	Bankrupt	Reason	Authn.
	Amount	Amount		
	£ 52,801.76	£ -	£ 52,801.76	
08.04.2017	£ 6.78		small debit	NE
08.04.2017	-£ 4.43		small credit	NE
08.04.2017	-£ 6.06		small credit	NE
26.05.2017	£ 8,814.35		unable to collect	NE
26.05.2017	£245.15		liquidation	NE
26.05.2017	£ 9,717.51		liquidation	NE
26.05.2017	£ 1,003.83		co dissloved	NE
26.05.2017	£1,937.64		abscond	NE
05.07.2017	£ 1,016.24		abscond	NE
05.07.2017	£5,101.98		co dissloved	NE
05.07.2017	£ 1,620.36		liquidation	NE
05.07.2017	£ 2,315.47		co wound up	NE
05.07.2017	£ 2,049.25		co wound up	NE
01.08.2017	£ 871.27		liquidation	NE
25.09.2017	£ 158.56		abscond	NE
20.11.2017	£ 101.19		liquidation	NE
20.11.2017	£967.13		liquidation	NE
09.01.2018	£ 1,442.85		co dissloved	NE
11.01.2018	-£ 1.21			NE
08.03.2018	-£ 174.43		rv reduction no FA	NE
08.03.2018	£ 581.15		liquidation	NE
08.03.2018	£7,650.13		abscond	NE
08.03.2018	£ 210.39		co dissloved	NE
08.03.2018	£ 4,396.37		co dissloved	NE
08.03.2018	£1,919.77		co dissloved	NE
08.03.2018	£ 89.26		co Admin	NE
08.03.2018	£ 426.55		co Admin	NE
08.03.2018	£ 344.71		co Admin	NE

CDC Q1

Stage	Unrecoverable Debt	No. of PCN's	Write Off Amount £
Informal	Foreign Vehicle	5	250
		5	250

Accounts for 0.5% of PCN's issued April to June

CDC Q2

Stage	Unrecoverable Debt	No. of PCN's	Write Off Amount £
Informal	Addressee Gone Away	3	150
	DVLA no data returned	24	1220
	Foreign Vehicle	2	100
		29	1470

Accounts for 2.4% of PCN's issued July to September

CDC Q3

Informal	DVLA no data returned	40	2360
	Foreign Vehicle	6	300
Formal	KADOE moved (unable to trace)	1	50
Debt Regist	KADOE moved (unable to trace)	1	50
Bailiff	KADOE moved (unable to trace)	1	50
		49	2810

Accounts for 4% of PCN's issued October to December

CDC Q4

Stage	Unrecoverable Debt	No. of PCN's	Write Off Amount £
Informal	Unrecoverable Debt		
	DVLA no data returned	3	1490
Formal	Foreign Vehicle	3	150
	KADOE moved (unable to trace)	3	170
		<hr/>	
		9	1810

Accounts for 3% of PCN's issued January to March

Totals		92	6340
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