

CHILTERN DISTRICT COUNCIL

King George V House, King George V Road, Amersham,
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Services Overview Committee

Tuesday, 16th June, 2015 at 6.30 pm

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

A G E N D A

- 1 Evacuation Procedures
- 2 Minutes (*Pages 5 - 8*)
To sign the Minutes of the meeting held on 10 March 2015.
- 3 Apologies for Absence
- 4 Declarations of Interest
- 5 Forward Plan (*Pages 9 - 10*)
Appendix 1 (Pages 11 - 16)
Appendix 2 (Pages 17 - 20)
Appendix 3 (Pages 21 - 24)
- 6 Service Plan Actions Update (*Pages 25 - 26*)
The Committee is asked to consider the attached draft Cabinet report and any comments made will be reported to the Cabinet meeting.
Appendix (Pages 27 - 40)
- 7 Membership of Colne Valley Park Community Interest Company (*Pages 41 - 44*)
The Committee is asked to consider the attached draft Cabinet report and

any comments made will be reported to the Cabinet meeting.

Appendix (Pages 45 - 50)

8 Housing Community Organisations Budget - Housing Interaction Trust
(Pages 51 - 54)

The Committee is asked to consider the attached draft Cabinet report and any comments made will be reported to the Cabinet meeting.

Appendix 1 (Pages 55 - 56)

Appendix 2 (Pages 57 - 62)

9 Service Level Agreement with Dial a Ride (Pages 63 - 66)

The Committee is asked to consider the attached draft Cabinet report and any comments made will be reported to the Cabinet meeting.

10 Voluntary Sector Infrastructure Grant (Pages 67 - 70)

The Committee is asked to consider the attached draft Cabinet report and any comments made will be reported to the Cabinet meeting.

11 Days Alms Houses (Pages 71 - 74)

The Committee is asked to consider the attached draft Cabinet report and any comments made will be reported to the Cabinet meeting.

12 Exclusion of the Public

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

13 Sprinters Leisure Centre car park, Prestwood (Pages 75 - 78)

The Committee is asked to consider the attached draft Cabinet report and any comments made will be reported to the Cabinet meeting.

14 Structural Survey Findings (Leisure Centre) (Pages 79 - 88)

The Committee is asked to consider the attached draft Cabinet report and any comments made will be reported to the Cabinet meeting.

15 Sports & Leisure Needs Member Working Group (Pages 89 - 92)

The Committee is asked to consider the attached draft Cabinet report and any comments made will be reported to the Cabinet meeting.

App 1 Chiltern Leisure Structural Survey (Pages 93 - 94)

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: Services Overview Committee

Councillors: J A Burton (Chairman)
L M Smith (Vice-Chairman)
D I Allen
D J Bray
E A Culverhouse
M Flys
A S Hardie
C J Jackson
D J Lacey
S A Patel
C J Rouse
J J Rush
M W Titterington
N I Varley
E A Walsh

Date of next meeting – Tuesday, 4 August 2015

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CHILTERN DISTRICT COUNCIL

MINUTES of the Meeting of the
SERVICES OVERVIEW COMMITTEE
held on **10 MARCH 2015**

PRESENT: Councillor Mrs J A Burton - Chairman

Councillors: S P Berry
R Burns-Green
A S Hardie
P M Jones
S A Patel
D W Phillips
Mrs A Pirouet
N M Rose
J J Rush
Mrs L M Smith
C J Wertheim

APOLOGIES FOR ABSENCE were received from Councillors D J Lacey

14 MINUTES

The Minutes of the Cabinet meeting held 3 February 2015, copies of which had been previously circulated, were approved and signed by the Chairman, as a correct record.

15 DECLARATIONS OF INTEREST

Councillor Mrs L Smith declared a personal interest in Item 7 – Chiltern Leisure Advisory Report – Leisure Contract Performance 2014 due to her role as Treasurer of Chalfont St Peter Revitalisation Group.

16 FORWARD PLAN

The Committee considered potential topics for review from the 28 Day Notice Forward Plan. It was queried that in respect of the Amersham Additional Parking item there was also a need to review off street parking across the District.

It was requested that in respect of planning and proposed housing in the District, the Committee were kept updated on local plan issues through the Forward Plan. It was noted that the Sustainable Development Policy Advisory Group were also monitoring the local plan review and it was currently on track with project milestones.

RESOLVED –

That the Work Programme be noted and no further topics be added at this time.

17 CITIZENS ADVICE BUREAU PRESENTATION

Paul Gosling, Chairman and Jennifer Allott, District Manager of Chiltern Citizen's Advice Bureau (CAB) both attended the meeting to provide members with an overview of the service provided by the CAB, which included specialist services, projects, the impact of the CAB work and the development of the service.

The CAB Chairman outlined the objectives of the charity, as follows:-

- To continue to help more people
- Provide a service to meet with changing needs
- Provide a Tribunal Service
- To retain quality volunteers
- Increase awareness
- Aim to solve client issues
- Develop project based revenue streams
- Due to funding constraints continually ensure that the delivery of service was effective

The Committee received a detailed presentation of the CAB service provided for Chiltern and the impact of this work in the area. Discussions took place in relation to the general theme of problems faced by residents in the Chiltern area, how these were addressed and the valuable support provided by 63 volunteers and 6.5 FTE staff.

18 CHILTERN LEISURE ADVISORY REPORT - LEISURE CONTRACT PERFORMANCE 2014

The Principal Leisure and Community Officer presented a detailed report which outlined the overall performance of the Chiltern Leisure Contract with Greenwich Leisure Limited (GLL) – BETTER from 1 January – 31 December 2014. The key themes covered visitor numbers, financial performance, investment in facilities, energy usage and outreach community development work.

The Committee received a detailed presentation from the Principal Leisure and Community Officer and colleagues from GLL – BETTER (John Amatt (Regional Manager and Luke Askew Chiltern Partnership Manager) which outlined service operation at the Council's three leisure centres (Chalfont, Chesham and Chiltern Pools). Collectively, the leisure centres attracted over 927,000 visits annually and generated an annual turnover of in excess of £4,000,000. A major local employer (particularly of young people) and provide key services to local residents that directly support several of the Council's key corporate objectives in relation to improving health and well-being. The report also explained that the contract had evolved over recent years and included targeted outreach work that helped reduce health inequalities and even anti-social behaviour in targeted communities at no additional cost to the Council.

The Committee were advised of challenges and opportunities for the Leisure Centres, such as:-

- No contract membership

- Challenging trading environment
- Ageing facilities
- Low cost gym competition
- Increased swim school competition
- Loyal customer base
- Good products
- Good and committed workforce

The Committee noted the content of the report and presentation. It was mentioned that overall the Leisure contract was a success story but there was still areas for improvement including addressing maintenance issues more quickly and more consistent standards of cleanliness of the buildings and potential increased staff training in some aspects.

Councillor Wertheim left the meeting during consideration of this item at 7.40pm.

RESOLVED:

That the content of the report be noted

19 QUARTERLY PERFORMANCE INDICATOR REPORT (Q3 2014-2015)

The Director for Services presented the quarterly performance report which outlined the performance of the Community, Health and Housing service areas against performance indicators and service objectives during October to December 2014. It was noted that the Cabinet were to review the number of performance indicators with a view to reducing them.

Particular reference was made to pressure areas of this service area in respect of homelessness where the average length of stay in B & B temporary accommodation was off target. The overall figure and average was inflated by a long term placement of 163 nights in one case. Also issues in respect of an increase in the percentage of fly tippings removed within 2 working days following an improved administration process but it continued to be off target for the third quarter this year. The administration process was being reviewed further.

The Cabinet Member for Environment advised the Committee that additional pressure had been put on the waste service due to increased verge clearance by Bucks County Council which had not been communicated to District Councils. Discussions were ongoing with the County Council to improve future co-ordination.

Councillor Rose left the meeting during consideration of this item at 7.50pm

RESOLVED –

That the content of the report was noted.

20 EXCLUSION OF THE PUBLIC

RESOLVED –

That under section 100 (A) (4) of the Local Government Act 1972 (as amended) the public be excluded from the meeting for the following item(s) of business on the grounds that they involved the likely disclosure of exempt information as defined in Part 1 of Schedule 12A of the Act.

Paragraph 3 – Information relating to the financial or business affairs of any particular person (including the authority holding that information)

21 **SERCO PROPOSED ORGANISATIONAL CHANGE**

Consideration was given to a confidential report on the Joint Waste Contract with Serco Limited.

The request to novate the contract as part of Serco's corporate restructuring proposals had come from Serco, who had been informed that there must be no financial impact on the contracting Councils.

RECOMMENDED TO CABINET –

- i) That the proposed set of principles relating to the novation of the Joint Waste Contract, as described in the report, be approved as the basis for negotiations with Serco;**
- ii) That the Director of Services, in consultation with Head of Legal and Democratic Services be authorised to:-**
 - a) Complete the negotiations with Serco on the proposed Deed of Variation and Deed of Novation and to take any necessary actions to finalise and enter into the said Deeds and any ancillary or incidental documents or agreements; and**
 - b) Take any other actions necessary to facilitate the transfer of the services under the existing contract to the new company;**
- iii) That any necessary exemption to the Joint Contracts Procedure Rules in respect of the novation and any subsequent change in control of the Joint Waste Contract, is granted;**
- iv) That the Head of Finance be authorised to approve the financial matters relating to the novation of the Joint Waste Contract.**

The meeting ended at 8.00pm

**CHILTERN DISTRICT COUNCIL
SERVICES OVERVIEW COMMITTEE – 16 JUNE 2015**

28 DAY NOTICE FORWARD PLAN

Contact Officer: Mathew Bloxham (01494 732143)

Matter for Consideration

RECOMMENDATION

To review the Work Programme and to identify potential topics for review from the 28 Day Notice Forward Plan.

28 Day Notice Forward Plan

- 1 Members are requested to look at the 28 Day Notice Forward Plans to identify potential topics for review:

Cabinet: 25 August (Appendix 1)

Joint Waste Committee for Bucks: 17 June (Appendix 2)

Joint Committee: 20 July (no items currently)

CDC & WDC Joint Waste Collection Committee: 25 June (Appendix 3)

Chilterns Crematorium Joint Committee: (July - TBC)

Background Papers: None

28-DAY NOTICE – FORWARD PLAN

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

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

A further Notice (the 'Agenda') will be published no less than 5 working-days before the date of the Cabinet meeting and will be available at 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
No	Service Plan Actions Update 2014-15: This report monitors performance against actions pre-agreed during the service planning process for 2014-15.	Resources 17 June 15 Services 16 June 15	Cabinet 23 June 15	No	Laura Campbell 01895 837236
Yes	HS2 Update and Petitioning Procedures		Cabinet 23 June 15	Yes (Paragraphs 3 & 5)	Alan Goodrum 01494 732001
No	Annual Performance Report 2014-15: This report introduces the Council's Annual Performance Report for 2014-15. (The format has been updated from the previous year).	Resources 28 July 15 Services 4 Aug 15	Cabinet 25 Aug 15	No	Laura Campbell 01895 837236
Yes	Quarter 1 Performance Report: This report monitors performance against pre-agreed targets and seeks approval for any proposed changes to targets.	Resources 28 July 15 Services 29 Sept 15	Cabinet 25 Aug 15	No	Laura Campbell 01895 837236
No	Joint Business Plan refresh 2015/20: This report presents the Council's refreshed Joint Business Plan with Chiltern District Council, 2015-20, in line with Service Planning 2015-16.		Cabinet 20 Oct 15	No	Laura Campbell 01895 837236
No	Quarter 2 Performance Report 2014/15: This report monitors performance against pre-agreed targets and seeks approval for any proposed changes to targets.	Resources 18 Nov 15 Services 19 Jan 16	Cabinet 1 Dec 15	No	Laura Campbell 01895 837236
Yes	Service Plan Summaries 16/17: This report introduces the Service Plan Summaries for the year 2016-17 for each of the main service areas at the Council.	Resources 26 Jan 16 Services 15 Mar 16	Cabinet 10 Feb 16	No	Laura Campbell 01895 837236
Yes	Quarter 3 Performance Report 2014/15: This report monitors performance against pre-agreed targets and seeks approval for any proposed changes to targets	Resources 26 Jan 16 Services 15 Mar 16	Cabinet 5 April 16	No	Laura Campbell 01895 837236

No	Performance Indicator Review 2016/17: This report introduces proposed changes to the performance indicators for 2016-17		Cabinet 5 April 16	No	Laura Campbell 01895 837236
No	Joint Business Plan refresh 2016/21: This report presents the Council's refreshed Joint Business Plan with Chiltern District Council, 2016-21, in line with Service Planning 2016-17.		Cabinet 5 April 16	No	Laura Campbell 01895 837236

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
No	Treasury Management Annual Report 2014/15: To report on Treasury Management in 2014/15		Cabinet 23 June 15	No	Helen O'Keeffe 01494 732781
No	Sundry Debt Write Off: To authorise write off of sundry debt		Cabinet 23 June 15	Yes (Paragraph 1)	Nicola Ellis 01494 732231
Yes	Business Rates Pooling: To consider the risks and benefits of entering a Business Rates Pool for Buckinghamshire in 2016/17	Resources 28 July 15	Cabinet 25 Aug 15	No	Jim Burness 01494 732095
Yes	Repairs & Renewals Programme 2015/16 to 2018/19 & Capital/Repairs & Renewals Outturn 2014/15: To consider and agree the proposed updates to the Repairs & renewals programme & To report the 2014/15 outturn for Capital and R&R	Resources 28 July 15	Cabinet 25 Aug 15	No	Helen O'Keeffe 01494 732781
Yes	Review of Earmarked Reserves: A review of the level of ear marked reserves held by the council, with a view to rationalising the reserves held, and ensuring the level held in each is appropriate to the needs of the Council	SSPAG 8 Jul 15	Cabinet 25 Aug 15	No	Jacqueline Ing 01494 732292

Sustainable 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
Yes	Consideration of Membership of Colne Valley Park Community Interest Company: The council as an authority covering part of the Colne Valley Park has been invited to become a member. The report considers the issues/potential costs of becoming a member	Services 16 June 15	Cabinet 23 June 15	No	David Waker 01494 732267

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
Yes	Structural Survey Findings: Report on the key findings of the Leisure Centre structural survey	Services 16 Jun 15	Cabinet 23 Jun 15	Yes (Paragraph 3)	Martin Holt 01494 732055

Community, Health & Housing (Councillor Graham Harris)					
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
Yes	Prestwood Sports and Leisure (Sprinters Leisure Centre Car Park, Prestwood): Tender Acceptance Prestwood Sports and Leisure Car Park repairs	Services 16 June 15	Cabinet 23 June 15	Yes (Paragraph 3)	Martin Holt 01494 732055
Yes	Leisure Needs Assessment: Report to agree the scope and aims and objectives of the Leisure Needs Assessment	Services 16 June 15	Cabinet 23 June 15	No	Martin Holt 01494 732055
No	Housing Community Organisations Budget - Housing Interaction Trust: To consider a request from Housing Interaction Trust for funding to support the continuation of their housing advice and support service for young people		Cabinet 23 June 15	No	Michael Veryard 01494 732013
Yes	Update to Affordable Housing Procedures Following Changes to Government Guidance: To advise the Cabinet on recent changes made to the affordable housing regime by central Government and to outline the implications of those changes on the Council's affordable housing policies and methods of collecting affordable housing contributions.		Cabinet 23 June 15	Yes (Paragraphs 3 & 5)	David Waker 01494 732267
Yes	Service Level Agreement grant to Dial a Ride: To consider the award of funding to Dial a Ride	Services 16 June 15	Cabinet 23 June 15	No	Martin Holt 01494 732055
Yes	Voluntary Infrastructure Sector Grant: Continuation funding for the Voluntary Sector Infrastructure support	Services 16 June 15	Cabinet 23 June 15	No	Martin Holt 01494 732055

No	Chiltern District Council Strategic Housing Framework 2014-15: To receive an update on affordable housing delivery and to consider the Council's draft Strategic Housing Framework 2014-15		Cabinet 25 Aug 15	No	Michael Veryard 01494 732013
Yes	Community Grants: Report to agree the 2015/16 community grants	CHHPAG 23 July 15	Cabinet 25 Aug 15	No	Martin Holt 01494 732055
Yes	Revitalisation Groups: Update and award of funding to the Revitalisation groups	CHHPAG 23 July 15	Cabinet 25 Aug 15	No	Martin Holt 01494 732055
Yes	Service Level Agreement grant to Citizens Advice Bureau: To consider the award of funding to CAB	CHHPAG 23 July 15	Cabinet 25 Aug 15	No	Martin Holt 01494 732055
Yes	Days Alms Houses: application for a housing grant to undertake improvement and repair to the properties	CHHPAG 23 July 15	Cabinet 25 Aug 15	No	Martin Holt 01494 732055
Yes	Regulators Code for shared services: To consider the shared service regulators enforcement code	CHHPAG 19 Nov 15	Cabinet 1 Dec 15	No	Martin Holt 01494 732055
Yes	Shared Service Food and Health and Safety Business Plans: To consider a shared service food and health & safety business plans	CHHPAG 19 Nov 15	Cabinet 1 Dec 15	No	Martin Holt 01494 732055
Yes	Homelessness Strategy: To consider a joint Homelessness Strategy	CHHPAG 19 Nov 15	Cabinet 1 Dec 15	No	Martin Holt 01494 732055

Yes	Housing Strategy (Framework): To consider a joint Housing Strategy or Housing Framework	CHHPAG 19 Nov 15	Cabinet 1 Dec 15	No	Martin Holt 01494 732055
Yes	Private Sector Housing Strategy: To consider a joint Private Sector Housing Strategy and Housing Financial Assistance Policy	CHHPAG 19 Nov 15	Cabinet 1 Dec 15	No	Martin Holt 01494 732055

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

- 1 The Council’s Constitution defines a ‘Key’ Decision as any decision taken in relation to a function that is the responsibility of the Cabinet and which is likely to:-
- result in expenditure (or the making of savings) over £30,000 and / or
 - have a significant impact on the community in two (or more) district wards.
- and
- relates to the development and approval of the Budget; or
 - relates to the development, approval and review of the Policy Framework, or
 - is otherwise outside the Budget and Policy Framework.

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

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

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

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

Should you wish to make any representations in relation to any of the items being considered in private, you can do so – in writing – using the contact details below. Any representations received, together with any response from the Council, will be published on the Notice (the ‘Agenda’) issued no less than 5 working-days before the meeting. This will be available on the Council website – www.chiltern.gov.uk/democracy

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

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

Classification: OFFICIAL

28-DAY NOTICE – FORWARD PLAN

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

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

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

JOINT WASTE COMMITTEE FOR BUCKINGHAMSHIRE (JWC)

Meeting: 17 June 2015 (Location: AVDC)					
Key Decision (Y/N) ¹	Report Title & Summary ²	Consultation ³	Decision Maker & Date	Private Report (Y/N) and Reason Private ⁴	Contact Officer and Telephone Number
Yes	Budget 2014-15: To agree the Budget and level of contributions required from each authority for 2015-16		JWC 17 June	No	Nasreen Ullah 07738 314 193
Yes	2014-15 Annual Returns: To agree the Annual Return		JWC 17 June	No	Jacqueline Ing 01494 732292
Yes	Waste Partnership for Buckinghamshire Current and Required Financial and Personnel Resource: To consider a report on resources		JWC 17 June	No	Nasreen Ullah 07738 314 193
Yes	Project brief for the DCLG funding: To consider a report on the DCLG project brief		JWC 17 June	No	Claire Oakins 01296 387425
No	Energy from Waste (EfW) facility Update: Verbal update		JWC 17 June	Yes Paragraph 3	Gurbaksh Badhan 01296 387678
No	Revised Joint Waste Committee Strategy and purpose of the forthcoming Members Seminar: Verbal update		JWC 17 June	No	Nasreen Ullah 07738 314 193

Classification: OFFICIAL

- 1 The Joint Waste Committee for Buckinghamshire comprises of one Executive Member and one Non-Executive Member from each of the following constituent authorities:

Aylesbury Vale District Council: To be agreed at Annual Council 27 May 2015

Buckinghamshire County Council: To be agreed at Annual Council 21 May 2015

Chiltern District Council: To be agreed at Annual Council 27 May 2015

South Bucks District Council: To be agreed at Annual Council 26 May 2015

Wycombe District Council: To be agreed at Annual Council 26 May 2015

A Key Decision is defined as:

- 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
- 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.

Aylesbury Vale District Council

A key decision is one, which falls within any of the following descriptions:

1. It is not in accordance with any one or more of the following:
 - a) the overall Strategic Budget
 - b) the Revenue Budget
 - c) the Capital Programme
 - d) Borrowing Limits set by the Council
2. It is in conflict with or a departure from a policy, plan or strategy approved by the Council or any person or body of the Council authorised to set a policy, plan or strategy on the Council's behalf.
3. It raises new issues of policy.
4. It increases budgetary commitments.
5. It requires any of the following:
 - a) Staff for which there is no budgetary provision
 - b) The acquisition or disposal of land or any interest therein in excess of a value of £500,000
 - c) The entering into of a contract with an estimated value in excess of £250,000 except where
 - (i) The expenditure is already provided for within the Council's approved Capital Programme or Revenue Budget
 - (ii) it is in accordance with the Council's Treasury Management Strategy
 - (iii) it follows as a consequence of an earlier key decision
 - (iv) it relates to a bid for funding which does not commit the Council to expenditure.
 - d) Requires a virement in excess of the limit set by Council
 - e) The making, approval or publication of any draft or final scheme which requires approval from a Minister of the Crown
 - f) Initiation of legislation
 - g) Is of such significance to all or part of the area, that the person to whom the decision is delegated, considers that it should be treated as a key decision

Buckinghamshire County Council

A decision which:

- a) is not consistent with the Revenue Budget, Capital Programme or Borrowing Limits and Financial Regulations approved by the Council;
- b) is in conflict with a policy, plan or strategy approved by the Council or a Committee of the Council;
- c) raises new issues of policy;
- d) requires any of the following: (i) Staff: It will give rise to the need to appoint additional permanent staff for which there is no budget provision. (ii) Land: Requires the acquisition or disposal of any land or interest in land in excess of a value of £500,000;
- e) comprises or includes the making, approval or publication of a draft or final scheme which may require, either directly or in the event of objections, the approval of a Minister of the Crown;
- f) requires the passage of local legislation; or,
- g) is of such significance to the locality, the Council or the services which it provides that the decision-taker is of the opinion that it should be treated as a Key Decision;

Classification: OFFICIAL**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 £30,000 and / or
 - have a significant impact on the community in two (or more) district wards.
- and
- relates to the development and approval of the Budget; or
 - relates to the development, approval and review of the Policy Framework, or
 - is otherwise outside the Budget and Policy Framework.

South Bucks District Council

A Key Decision being defined as a decision which has income or expenditure effect of £5,000 or more where the sum has not already been budgeted.

Wycombe District Council

A Key Decision is defined as:

- (i) The decision is not in accordance with any one or more of the following:
- (a) the overall Strategic Budget
 - (b) the Revenue Budget
 - (c) the Capital Programme
 - (d) the Housing Revenue Account
 - (e) Borrowing Limits set by the Council
- (ii) The decision is in conflict with or a departure from a policy, plan or strategy approved by the Council or any person or body of the Council authorised to set a policy, plan or strategy on the Council's behalf
- (iii) It raises new issues of policy
- (iv) It increases budgetary commitments
- (v) It proposes expenditure or savings in excess of £250,000, save in respect of land acquisitions or disposals (see (vi)(b) below)
- (vi) It requires any of the following:
- (a) Staff for which there is no budgetary provision
 - (b) The acquisition or disposal of land or any interest therein in excess of a value of £1,000,000
 - (c) The entering into of a contract with an estimated value in excess of £100,000
 - (d) Requires a virement in excess of the limit set by the Cabinet
 - (e) The making, approval or publication of any draft or final scheme which requires approval from a Minister of the Crown
 - (f) Initiation of legislation
 - (g) Is of such significance to all or a part of the area, that the person to whom the decision is delegated, considers that it should be treated as a key decision

NB: Excluded from paragraphs (v) and (vi)(c) above are contracts for and expenditure on, repairs, maintenance and improvement works within budget provision and approved policy where the contract or expenditure has either been properly and specifically approved by or on behalf of the Cabinet or by an officer acting under delegated powers, save where Contract Standing Orders require the Cabinet itself to authorise acceptance of a tender and such acceptance has not previously been authorised or delegated by the Cabinet.

- 2 Each item considered will have a report; appendices will be included (as appropriate). Regulation 9(1g) allows that other documents relevant to the item may be submitted to the decision-maker. Subject to prohibition or restriction on their disclosure, this information will be published on the Council website – [Chiltern District Council](#); [Aylesbury Vale District Council](#); [Bucks County Council](#); [South Bucks District Council](#) & [Wycombe 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 To support the work of the Joint Waste Committee for Buckinghamshire and to enhance decision-making, reports may be presented to other Committees for consultation. As such, this Notice will detail this information. Further information on each of the Councils' Committees can be found at: [Chiltern District Council](#); [Aylesbury Vale District Council](#); [Bucks County Council](#); [South Bucks District Council](#) & [Wycombe District Council](#)

Classification: OFFICIAL

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

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

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

Should you wish to make any representations in relation to any of the items being considered in private, you can do so – in writing – using the contact details below. Please contact the Secretariat (Chiltern District Council) in the first instance. 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](#); [Aylesbury Vale District Council](#); [Bucks County Council](#); [South Bucks District Council](#) & [Wycombe District Council](#)

Contact:

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

Democratic Services, Aylesbury Vale District Council, The Gateway, Gatehouse Road, Aylesbury, HP19 8FF; email: admin@aylesburyvaledc.gov.uk; tel: 01296 585041

Legal & Democratic Services, County Hall, Walton Street, Aylesbury, HP20 1UA; email: legal@buckscc.gov.uk; tel: 01296 383689

Democratic Services, South Bucks District Council, Capswood, Oxford Road, Denham, UB9 4LH; email: democraticservices@southbucks.gov.uk; tel: 01895 837200

Committee Services, Wycombe District Council, Queen Victoria Road, High Wycombe, HP11 1BB; email: committeeservices@wycombe.gov.uk; tel: 01494 421214

28-DAY NOTICE – FORWARD PLAN

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

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

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

**CHILTERN & WYCOMBE JOINT WASTE COLLECTION COMMITTEE
(JWCC)**

** The date of the meeting was moved from 11 June to 25 June.*

Meeting: 25 June 2015 (Chiltern District Council)					
Key Decision (Y/N) ¹	Report Title & Summary ²	Consultation ³	Decision Maker & Date	Private Report (Y/N) and Reason Private ⁴	Contact Officer and Telephone Number (01494)
No	Programme Report & Risk Register: To receive an update on the Programme to date.		JWCC 25 June *	No	Kitran Eastman 01494 732149
No	Contract Novation Update: To receive an update on the joint waste contract		JWCC 25 June *	No	Sue Markham 01494 732203
No	2014/15 Budget Update: Update on the 2014/15 Waste Budget Outturn		JWCC 25 June *	No	Kitran Eastman 01494 732149
No	2014/15 Provisional Waste Performance Data: Update on the 2014/15 provisional performance figure for the joint waste service		JWCC 25 June *	No	Kitran Eastman 01494 732149
No	2015/16 Waste Project Update: Outline of the projects to be undertaken in Waste Service in 2015/16		JWCC 25 June *	No	Kitran Eastman 01494 732149
No	Contract Notice of Change & Serco Workshop Options Update: Update on the Options for a maintenance workshop for the CDC/WDC waste fleet		JWCC 25 June *	No	Chris Marchant 01895 837360

- 1 The Chiltern & Wycombe Joint Waste Collection Committee comprises of one Executive Member and one Non-Executive Member from each of the following constituent authorities:

Chiltern District Council: M Smith (Cabinet Member); C Jones

Wycombe District Council: J Teesdale (Cabinet Member); W Mallen

A Key Decision is defined as:

- 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
- 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 £30,000 and / or
 - have a significant impact on the community in two (or more) district wards.
- and
- relates to the development and approval of the Budget; or
 - relates to the development, approval and review of the Policy Framework, or
 - is otherwise outside the Budget and Policy Framework.

Wycombe District Council

A Key Decision is defined as:

(i) The decision is not in accordance with any one or more of the following:

- (a) the overall Strategic Budget
- (b) the Revenue Budget
- (c) the Capital Programme
- (d) the Housing Revenue Account
- (e) Borrowing Limits set by the Council

(ii) The decision is in conflict with or a departure from a policy, plan or strategy approved by the Council or any person or body of the Council authorised to set a policy, plan or strategy on the Council's behalf

(iii) It raises new issues of policy

(iv) It increases budgetary commitments

(v) It proposes expenditure or savings in excess of £250,000, save in respect of land acquisitions or disposals (see (vi)(b) below)

(vi) It requires any of the following:

- (a) Staff for which there is no budgetary provision
- (b) The acquisition or disposal of land or any interest therein in excess of a value of £1,000,000
- (c) The entering into of a contract with an estimated value in excess of £100,000
- (d) Requires a virement in excess of the limit set by the Cabinet
- (e) The making, approval or publication of any draft or final scheme which requires approval from a Minister of the Crown
- (f) Initiation of legislation
- (g) Is of such significance to all or a part of the area, that the person to whom the decision is delegated, considers that it should be treated as a key decision

NB: Excluded from paragraphs (v) and (vi)(c) above are contracts for and expenditure on, repairs, maintenance and improvement works within budget provision and approved policy where the contract or expenditure has either been properly and specifically approved by or on behalf of the Cabinet or by an officer acting under delegated powers, save where Contract Standing Orders require the Cabinet itself to authorise acceptance of a tender and such acceptance has not previously been authorised or delegated by the Cabinet.

- 2 Each item considered will have a report; appendices will be included (as appropriate). Regulation 9(1g) allows that other documents relevant to the item may be submitted to the decision-maker. Subject to prohibition or restriction on their disclosure, this information will be published on the Council website – [Chiltern District Council](#) & [Wycombe 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 To support the work of the CDC & WDC Joint Waste Collection Committee and to enhance decision-making, reports may be presented to other Committees for consultation. As such, this Notice will detail this information. Further information on each of the Councils' Committees can be found at: [Chiltern District Council](#) & [Wycombe 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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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](#) & [Wycombe District Council](#)

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

Committee Services, Wycombe District Council, Queen Victoria Road, High Wycombe, HP11 1BB; email: committeeservices@wycombe.gov.uk; tel: 01494 421214

CHILTERN DISTRICT COUNCIL
Resources and Services Overview Committees - 17th & 16th June 2015
Cabinet – 23rd June 2015

Background Papers, if any, are specified at the end of the Report

Service Plan Actions End of Year Report – 2014/2015

Contact Officer: Laura Campbell (01895 837236), Rachel Prance (01494 732903)

1. Cabinet, Resources and Overview Committees are asked to note the report.

Relationship to Council Objectives

Performance management in this context helps to ensure that services deliver the actions agreed during the service planning process and account for any delays in delivery. This report links to all 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

Implications

- (i) This matter is not a Key Decision within the Forward Plan.*
- (ii) This matter is within the Policy and Budgetary Framework.*

Financial Implications

Performance Management assists in identifying value for money.

Risk Management Implications

This report supports the Council in identifying and addressing performance issues. The risk register is managed separately.

Equalities Implications

None identified

Sustainability Implications

There are no direct sustainability implications.

Report**1. Purpose of this Report**

- 1.1 The purpose of this report is to provide the final outcomes of Service plan actions due during 2014/15 as part of good performance management practice.

2. Background

- 2.1 Management Team, Cabinet, Council and Resources and Services Overview Committees receive regular updates detailing our progress towards service plan objectives, performance targets and strategic risks, in line with our Performance and Improvement Framework. Service Plan actions are not normally reported to Cabinet or Council; however they assist in the identification of achievements throughout the year which may feed into the annual performance report. They are placed on the intranet quarterly.
- 2.2 A detailed performance table accompanies this report, containing a list of all actions set during the service planning process and the final results by 31st March 2015.

3. Proposal/ Discussion

- 3.1 Please note progress made during 2014-15 against agreed service plan actions.

Background papers: (if any)

Appendix A:2014-15 End of Year Chiltern Service Plan Actions

Action Code	Action Title	Description	Progress	Latest Status Update
Leaders Portfolio				
2014 PPC	2014 Policy, Performance & Communications			
2014 PPC01	Support a strategic approach to challenging the HS2 rail line	Continue to lead on the 51m Alliance's communications campaign, Work with the joint HS2 petitioning team and support the local community during the petitioning process.	100%	Petitions have been submitted, currently working on preparing evidence for presentation to the Select Committee. Accompanied Select Committee on visits to the areas most affected in the district.
2014 PPC02	Provide a media relations service to promote council services and events	Provide newsworthy and timely press releases and respond quickly to press enquiries, Pitch features about key services to the media, Host media briefings for major service changes/developments.	100%	Ongoing as matters arise.
2014 PPC03	Improve media monitoring	Regular email bulletins to all staff and members on key stories at both councils	100%	Ongoing as matters arise. This has been identified as an area for improvement in our service review.
2014 PPC04	Manage internal and external communications for the shared services programme	Regular briefings to staff and members, Informing the public of progress, Supporting HR team in change management	100%	Ongoing as matters arise.
2014 PPC06	Launch the new joint intranet	To include telephone directory, personnel and finance forms, sales board, staff magazine, policy/performance information.	100%	Launched to timeframe. Ongoing development as required.
2014 PPC07	Introduce 'My Chiltern' and 'My South Bucks' on both websites	Key service information is up to date and available on the internet	0%	Will be picked up as part of the new shared service.
2014 PPC08	Support the web editors at both councils	Regular training is provided as website develops	100%	Further training programmes now in place. Will be ongoing as required.

Action Code	Action Title	Description	Progress	Latest Status Update
2014 PPC09	Implement and support the use of social media in service areas at both councils	All staff and members have signed up to the social media policy. Communications team update MT and Cabinets on the impact of social media on service areas every six months.	100%	Ongoing, continuous improvement and monitoring taking place.
2014 PPC10	Implement new joint online magazine for residents	Create targeted publications every four months. Review after three editions.	0%	On hold until new team in place.
2014 PPC11	Implement a regular members briefing	Monthly members briefing for both councils	0%	On hold until new team in place.
2014 PPC12	Staff opinion survey	To look at staff opinions in the following areas: <ul style="list-style-type: none"> - Engagement - Leadership - Change - Management 	100%	Communications team have delivered survey results to HR for progressing.
2014 PPC13	Advising, running and supporting consultations	Involvement from start in consultations/surveys being planned by services	100%	Continues to be ongoing.
2014 PPC14	Chairing Parish Clerks meetings	Regular meetings to ensure parish and town councils are engaged with both councils	100%	Three meetings took place this year, the latest in March 2015. All well received.
2014 PPC15	Develop a joint 'Business Plan' for both councils	Links to Joint Strategic Partnership and service planning. Members' workshop to develop joint Business Plan. Cabinet at both councils to approve	100%	Joint Business Plan 2014-2019 approved by both Cabinets and adopted across both Councils during summer 2014.
2014 PPC16	Ensure effective partnership working	Deliver the outcomes identified by partners in the Joint Sustainable Community Strategy. Ensure meetings of the Joint Strategic Partnership are productive.	100%	The latest meeting of the steering group took place in March 2015. The outcome of the partnership review was to continue with the JSP and hold meetings on a themed basis. The economy group has continued with the main output currently a help for small businesses guide, currently in draft format.

Action Code	Action Title	Description	Progress	Latest Status Update
2014 PPC17	Effective performance management	Look to join up and improve the way we communicate and use the performance information, Investigate using joint trend information.	100%	Service plans in place for 2015/16. A robust PI review took place which has been signed off by both cabinets to reduce and add focus to priority and corporate PIs. With the shared service, a two tier reporting level will be introduced with cabinets/councils receiving this smaller number of key PIs and Heads of Service receiving quarterly reports including their departmental and activity PIs.
2014 PPC18	Help shape the Government's Aviation Policy	Ensure full opportunity is taken to inform the scale and timing of any requirement for additional capacity whilst minimising impact on both environments and communities	100%	Monitoring and liaising on activity so far. New Thames Gateway airport option ruled out by the Airports Commission. Final announcement due May 2015.
2014 PPC19	Ensure Data Quality is of a high standard at both councils	Already in place at SBDC. Following audit of data quality, similar Data Quality Standards to be agreed at CDC	100%	Joint Data Quality Standards have been publicised. Data Quality sign off sheets completed and checked for 2014/15 end of year performance. The Joint Data Quality Standards are now also included in the new starter handbook to ensure all new members of staff are aware of good data quality practice.
2014 PE	2014 Personnel & Equalities			

Action Code	Action Title	Description	Progress	Latest Status Update
2014 PE 01	Harmonisation of terms and conditions	Harmonisation of employee contract terms and conditions to support shared services. . Consultation of Harmonised Terms and Conditions . Final proposals agreed with Members and UNISON . Collective agreement drawn up and signed . Progressive implementation of harmonised terms and conditions . Joint negotiating framework drawn up for agreeing annual pay award Update and develop single Pay Policy Statement	90%	Collective Agreement was signed in June 2014 and staff in shared services and new employees moved onto the new terms and conditions on 1st July 2014. New joint Statement of Particulars and payroll forms were drawn up and are now in use at both South Bucks and Chiltern. Project plan in place to develop joint policies, procedures and handbook in conjunction with a project team including representation from UNISON. The first three policies are in their final draft and next week will be starting to go through the approval process.
2014 PE 02	Shared Policies and Procedures.	. Shared Contract of Employment drawn up . Shared Policies and Procedures drawn up in order of priority EIA on new policies and procedures	75%	The first three policies are in their final draft and next week will be starting to go through the approval process.
2014 PE 03	Shared Competency and Performance Review Process	. Develop shared competency framework . Develop shared performance review process . Consult with UNISON and staff Training and implementation	5%	Other priorities have taken higher priority to be taken forward into the next financial year.
2014 PE 04	Develop an approach to Organisational Development in conjunctions with Management Team/Heads of Service	To be agreed.	10%	Other priorities have taken higher priority to be taken forward into the next financial year.
2014 PE 05	Joining up HR function across both authorities	. VFM assessment of service . Design of shared service - Design shared working practices	100%	Business case approved. Consultation stage underway due for implementation on 1st September 2015.

Action Code	Action Title	Description	Progress	Latest Status Update
2014 PE 06	Support implementation of shared services	<ul style="list-style-type: none"> · Phased implementation of shared services as per project plan · Continue to engage staff in best way possible and to review process to look for improvements Continue to ensure fair and robust selection process for new shared services and to look for all opportunities to minimise redundancies. 	100%	In the period September to March the HR Team have supported the implementation of Parking Services, Legal Services, Community Services, Planning Policy and Property and Facilities Services Reviews. As well as this staff have been involved in the define and design stages of their own HR review and the Policy and HR Manager with the Policy, Performance and Communications Review. HR is now supporting the consultation stages of the Policy, Performance and Communications Review and the Environmental Health Review.
2014 PE 07	Improve levels of staff satisfaction and improve engagement with staff	<ul style="list-style-type: none"> · Staff survey · Continue to consult with UNISON and staff on new changes and where applicable Look to continually improve implementation process for shared services 	70%	Analysis work and draft report due to be finished during May 2015.
2014 PE 08	Implement new employment legislation	<ul style="list-style-type: none"> · Auto-enrolment · New LGPS · Collective redundancies · Protected Conversations · Flexible working · Shared parental leave · TUPE reform · Tribunal fees Safeguarding 	100%	Preparation made for shared parental leave changes effective 1st April 2015, a new health and work assessment and advisory service being introduced over the next year and the impact of statutory payment changes for employees.
Support Services Portfolio				
2014 BS	2014 Business Support			
2014 BS01	Harmonise policies and procedures	Compare policies and procedures, Agree best practice, Write policies and procedures, MT \ Cabinet agreement, Training, Rollout	40%	Initiated - Work underway. Progress limited by staff capacity

Action Code	Action Title	Description	Progress	Latest Status Update
2014 BS02	Shared ICT Strategy	Produce draft strategy, Reviewed by members, MT and HoS, Final draft, Approval	90%	Significant progress made – Work on hold during election period
2014 BS03	Complete Phase I of shared Idox systems	Configure both Uniform databases, Configure CDC DMS, Migrate images from SBDC LiveLink to CDC DMS, Configure CDC Public Access modules, Extend Victoria forms to SBDC Train Test	100%	Phase 1 complete.
2014 FS	2014 Financial Services			
2014 FS01	Implement any changes arising from the Finance Shared Service Review.		100%	Good progress is being made in simplifying and standardising working practices.
2014 FS02	Let joint payroll contract for contracts end 31 March 2015).		100%	The new contract has commenced successfully.
2014 FS03	Let joint insurance contract (contracts end 31 March 2015).		100%	The new insurance contracts have commenced successfully.
2014 FS04	Retender external audit contract for Charitable Trust (contract ends with audit of 13/14 A/Cs).		100%	The new contract has commenced successfully.
2014 FS05	Progress with integrating the Internal Audit Service	Shared audit plan, More joint audits	100%	The IA plans for 2015/16 continue with the integration. All 15/16 audits are now either joint audits (where there are joint teams) or simultaneous audits (where there are still separate Council teams).
2014 FS06	Let joint banking contract for CDC and SBDC (contracts end on 31 March 2016).		100%	SBDC switched to using Barclays as from 14 Jan 15. The old CDC accounts with Co-op were closed on 5 Jan 15.
2014 LD	2014 Legal & Democratic Services			

Action Code	Action Title	Description	Progress	Latest Status Update
2014 LD01	Update and harmonise Council Constitutions		30%	After undertaking a review of both Councils Constitutions it was decided not to harmonise Constitutions. However this will be reviewed again in the future. Both Councils are working on updating their respective Council Constitutions.
Customer Services Portfolio				
2014 CS	2014 Customer Services			
2014 CS01	Implementation of joint telephony	New telephony system, Joint contact centre	100%	ICE Implementation complete
2014 CS02	Develop joint Customer Services Team	Joint management structure, Restructure	80%	Business case approved. Implementation commencing.
2014 CS03	Develop joint Customer Services Strategy	Identify what customers want, Develop joint strategy and standards Communicate to customers and staff, On-going monitoring & evaluation etc.	0%	To be developed in conjunction with services once joint CS team implemented
2014 CS04	Channel shift	Contribute to Revenues channel shift programme	25%	Ongoing and will be working on with customer Services post service review
2014 CS05 CDC	On-going development of the telephone service for the Joint Waste Contract	Identify likely on-going call volumes once stable state achieved. Identify on-going staffing resources and ensure adequate resources in place, Ensure call abandonment rate reduced to t.b.a. Chiltern only.	60%	Ongoing. Staffing level established as part of service review and proposed structure to be implemented in October. Currently piloting service specialist.
2014 CS06 CDC	Implement performance management framework at CDC	"Evaluate performance management software: Introduce management framework such as one to ones and training and development plans."	75%	Performance appraisals completed and one to ones introduced. Staff have training plans but still needs to be developed further and this is being considered in service review
2014 CS07 CDC	Introduce communication strategy at CDC	Ensure communication strategy for regular team meetings and information cascade implemented.	75%	Ongoing and regular communication throughout service review period. Communication strategy will be implemented for new structure

Action Code	Action Title	Description	Progress	Latest Status Update
2014 CS08	Channel shift (Revenues & Benefits)	Identify and develop opportunities for channel shift as per action plan, Implement e-billing, Explore opportunities for self-serve.	100%	E claims and self-service introduced. Ongoing working with Northgate to identify further opportunities
2014 CS09	Maximise income from business rate retention scheme	Investigate software packages. Devise a programme of proactive work for inspector. Develop joint working with Planning and Building Control to closely monitor developments, Joint working between CDC and SBDC.	55%	Ongoing. Working with Analyse Local. Continued joint work on returns and providing information for LG futures to investigate pooling options. Analyse Local starting to be used to identify changes
2014 CS10	Implement joint management structure	Report to joint committee. Devise JD's. Consultation. Recruitment. Implementation	0%	To be implemented as outcome of service review
2014 CS11	Maximise opportunities for recovery of Council Tax and Business Rates	Consider joint working on committals, charging orders etc. with regard to SBDC debts	25%	Will be proposed as part of business case for shared service
2014 CS12a	Review Discretionary Rate Relief Policy at Chiltern	Give notice at CDC, Review policy, Renew current claims.	100%	Policy reviewed and new policy implemented
2014 CS13	Develop approach to Corporate Fraud	Implement declarations of interest, Raise awareness of Corporate fraud amongst staff e.g. awareness of whistleblowing, Create corporate fraud strategy, Develop Housing and Tenancy Fraud working with external partners, landlords, Take the lead in developing a County wide anti -fraud service.	50%	Main focus currently has been FERIS project. Other areas to be considered following service review.
2014 CS14	Continue to develop C&D training partnership	Further develop sales and market. Investigate possibility of Committal training (RC)	100%	Ongoing. Current lack of capacity due to in house training requirements.

Action Code	Action Title	Description	Progress	Latest Status Update
2014 CS15	Preparation for Single Fraud Investigation Service	Preparation for transfer of some responsibilities/staff to SFIS	90%	Implementation meeting held with DWP and implementation due March 2015. Transfer to take place on 1 March. Meetings held with DWP.
Environment Portfolio				
2014 ENV	2014 Environment			
2014 ENV01	Continue to deliver waste services, encouraging residents to increase recycling.		100%	New recycling service continues to be expanded to harder to reach properties and promoted actively district-wide. Recycling rates have increased as planned
2014 ENV02	Service review for joint waste team for SBDC & CDC	Dependent upon outcome of service review	40%	In the early stages - Chris Marchant is leading the review.
2014 ENV03	Implement shared service for car parking	Sign-off from Joint Committee, Develop project plan, Consult with and follow appointment procedure for staff, Shared service commences. Monitor results.	100%	Sign-off from Joint Committee, Develop project plan, Consult with and follow appointment procedure for staff, Shared service commences. Monitor results.
2014 ENV04	Deliver capital programme	As per project plan	50%	Progress now a little behind due to lack of resource.
2014 ENV05	Maximise car park income and ensure well managed services	Monitor income against costs, Regular checks, Review charges.	100%	On target.
2014 ENV06	Maximise cemetery park income and ensure well managed services	Monitor income against costs, Regular checks, Review charges.	100%	Income monitored and on target.
2014 ENV07	Maximise energy savings	Refer to carbon reduction plans.	100%	Progress being made in accordance with carbon reduction plans.
2014 ENV08	Ensure non-operational property managed correctly		100%	In progress

Action Code	Action Title	Description	Progress	Latest Status Update
2014 ENV09	Review electricity and gas suppliers		100%	Several new energy contracts arranged at advantageous rates.
2014 CDC ENV12	Monitor WDC / CDC new service	Monitor results and customer satisfaction.	100%	Continue to monitor results and customer satisfaction in a variety of ways.
2014 CDC ENV13	Progress second crematorium site		50%	Refer to project plan when developed
Community, Health and Housing Portfolio				
2014 CDC COM	2014 CDC Community			
2014 CDC COM01	Investigate options for Chiltern pools	Undertake a needs assessment	72%	Cabinet considered wider needs survey than previously envisaged, currently seeking agreement on the final brief document. A further report is due to be presented post-election.
2014 CDC COM02	Support and raise awareness of emerging Credit Unions	Credit Unions start operating	100%	Credit union fully operational in both council areas
2014 CDC COM03	Run a diversionary holiday programme	Activities run during summer holidays	100%	Diversionary and summer programme delivered
2014 CDC COM04	Community Grants scheme	Update the form and send out	100%	Grants awarded
2014 CDC COM05	Run a health fair	Arrange locations and exhibitors	100%	Two health fairs took place in October 2014
2014 CDC COM06	Support the continuation of the Chilterns DAR	Monitor financial position on a 1/4ly basis	100%	DAR diversified delivery, reduced costs and is returning to profit
2014 CDC COM07	Adopt Open Space Strategy	Consult on the draft strategy	100%	Adopted and published
2014 ComSaf	2014 Community Safety			

Action Code	Action Title	Description	Progress	Latest Status Update
2014 ComSaf01	Reduce burglary dwelling by 2% against 2013-14 figure	Continued analysis of trends in previous years will help us to target hotspot areas in the summer and winter months.	83%	30% reduction in burglary since April 2014 – from 254 incidents reported during 2013/14 to 177 incidents during 2014/15.
2014 ComSaf02	Reduce violence against a person by 2% against 2013-14 figure	Work with TVP to employ a Domestic Violence Engagement Officer to signpost low risk DV victims thereby reducing the risk of them becoming a repeat victim.	75%	8.5% increase in violence against a person since April 2014 – from 422 incidents reported during 2013/14 to 458 incidents during 2014/15. The focus is on criminal behaviours to identify means of reducing this crime.
2014 ComSaf03	Implement shared service in community safety	Single service delivered across LPA – complete agreed action plan.	100%	Shared service has been implemented and is working well.
2014 HS	2014 Housing			
2014 HS01	Revised Bucks Home Choice Policy	Agree draft policy Obtain approval Agree and monitor an action plan for implementation of policy Revised Allocations Policy operational	100%	BHC Policy agreed and adopted, new BHC module and advice module used by the community. Re-registration occurred resulting in 35-40% reductions in numbers on Register
2014 HS02	Green Deal Together launch	Agree policy Create action plan for launch Implement action plan.	100%	GDT launched and trading, website live.
2014 HS03	Revise and update Homelessness Strategy	Research customer needs and available resources Draft revision Obtain approval Implement revised strategy.	72%	Homelessness Strategy options paper being developed for both PAGs
2014 EH	2014 Environmental Health			
2014 EH01	Undertake and implement an EH service review	Business plan Staff Consultation Staff implementation Joint service delivered Done	100%	At consultation stage.

Action Code	Action Title	Description	Progress	Latest Status Update
2014 EH02	Healthy Eating Strategy	Draft strategy for approval Strategy published Publicity plan agreed Strategy publicised	75%	Workshops established to progress the strategy with BCC
2014 LI	2014 Licensing			
2014 LI01	Embed shared service implementation	"Single Licensing service Monitor savings delivered in year 1."	100%	At the end of September both CDC and SBDC applications had a very similar rate of over 93% completion online
Sustainable Development Portfolio				
2014 BC	2014 Building Control			
2014 BC01	Implementation of service review - location	Single team in one office location	100%	The building control service for CDC and SBDC is located at Capswood, Denham
2014 BC02	Implementation of service review - systems	Single source of information & guidance provided on both websites	100%	Guidance across both websites is consistent and systems are joint providing a single source of information
2014 BC03	Implementation of service review - charges	Single set of charges	100%	Charges have been reviewed and a single set of charges implemented across both councils
2014 BC04	Implementation of service review - Fire Risk	Introduction of Fire Risk Assessment service	10%	Action has been postponed due to current reduction in staffing.
2014 CDC DM	2014 CDC Development Management			
2014 CDC DM01	To enhance the pre-application service	Revised pre-application service published on website and revised service to commence	100%	Householder pre-application service revised and published, and revised service commenced.
2014 CDC DM02	To secure customer focussed improvements to the process of submitting a valid application	To enable applications to be submitted electronically through the Planning Portal	100%	Applications can now be submitted via the Planning Portal.
2014 CDC PP	2014 CDC Planning Policy			

Action Code	Action Title	Description	Progress	Latest Status Update
2014 CDC PP01	Delivery DPD - Submission	Policy basis to deliver a wide variety of Council aims and objectives	100%	Delivery DPD has now been submitted.
2014 CDC PP02	Delivery DPD - Examination	Policy basis to deliver a wide variety of Council aims and objectives	100%	The Council has withdrawn the Plan.
2014 CDC PP03	Delivery DPD - Adoption	Policy basis to deliver a wide variety of Council aims and objectives	100%	The Council has withdrawn the Plan. Local Plan to be prepared.
2014 CDC PP04	Sustainable Construction & Renewable Energy SPD	Detailed guidance to secure sustainable construction and an increase in renewable energy	80%	Consultation held and finished. Current focus is the Local Plan.

SUBJECT:	<i>Consideration of Membership of Colne Valley Park Community Interest Company</i>
REPORT OF:	<i>Sustainable Development – Councillor Peter Martin</i>
RESPONSIBLE OFFICER	<i>Bob Smith Director of Services Director/Peter Beckford Head of Sustainable Development</i>
REPORT AUTHOR	<i>David Waker , 01494 732267, email dwaker@chiltern.gov.uk</i>
WARD/S AFFECTED	<i>Austenwood, Central and Chalfont Common</i>

1. Purpose of Report

This report sets out the background to the Colne Valley Park community Interest Company(CIC). This council's historical involvement with the body and the council's reasons for terminating its membership. The report goes on to indicate that this Council has been invited to join the new Community Interest company and to discuss the possible implications of becoming a member of the CIC or not.

RECOMMENDATION

1. That Cabinet notes the invitation for Chiltern District to join the Colne Valley Park Community Interest Company.
2. That following consideration of the merits of becoming a member of the Colne Valley Park Community Interest Company the Cabinet resolve that Chiltern District should a) become a member of the Colne Valley Park Community Interest Company or b) that Chiltern District Council should not at this time become a member of the Colne Valley Park Community Interest Company but that this position will be reviewed following the formation of the next Council i.e. in 4 years.
3. That if recommendation 2 a) is agreed that Cabinet decide whether or not to make a financial contribution to the Colne Valley Park Community Interest Company and that if a contribution is agreed that Cabinet makes a contribution in the order of £500 per annum the precise level of contribution to be set by the Cabinet.

2. Executive Summary

The council has been invited to become a member of the Colne Valley Park Community interest company (CIC). The Colne Valley Park covers a small part of Chalfont St Peter parish to the east of Chalfont St Peter and up to and including Newlands Park. Chiltern District (then Amersham Rural District Council) was a founder member of the Colne Valley Park and had remained a member until it left in 2009 as a result of budget cuts.

The invitation from the CIC set out the benefits of Chiltern being a member and the project manager had set out some recent projects undertaken which benefitted Chiltern District.

If Chiltern became a member of the CIC and if it made a financial contribution it would have the opportunity to nominate a board member, a nominal sum in the order of £500 could be met from current budgets any larger sum would require additional budget provision.

The aims of the CIC tie in with the aims of Chiltern District and could be supported. However the question remains as to what additional benefits being a member of the CIC would give to Chiltern District.

Cabinet are therefore invited to decide if they consider Chiltern District should a) become a member of the CIC and b) if they do wish to become a member if they wish to commit to an annual contribution in the order of £500 or to make a larger commitment with a view to becoming a full member of the board of the CIC, any larger financial commitment would have to be funded from reserves 15/16 and built into budgets thereafter.

3. Reasons for Recommendations

The recommendation to Cabinet is for the Cabinet to decide if they consider there are benefits to Chiltern District in becoming a member of the Colne Valley Park Community Interest Company. Officers recommend that the Council does become a member. However there is an additional potential financial commitment to the Council therefore the appropriate financial contribution has been left for the Cabinet to decide with officers recommending a contribution in the order of £500 per annum.

4. Content of Report

Please see Appendix.

5. Consultation

Not Applicable

6. Options

Given the invitation by the Colne Valley Park Community Interest Company for the Council to become a member it would be wrong not to formally consider the offer. The other alternative option would be for the council to ignore the invitation. Once the Cabinet have decided if they wish to join the invitation indicates that the CIC would like a financial contribution. Therefore the recommendation invites the Cabinet to consider if they wish to contribute and secondly if they do to set the amount of contribution. The alternatives would be to not consider making a financial contribution despite the invitation or to set the amount of contribution, without consulting the Cabinet, or to make a larger contribution. A larger contribution would raise additional budget strain. To set a figure would not allow the Cabinet to consider the worth of contributing to the CIC versus the ongoing financial commitment to the Council.

7. Corporate Implications

Reports must include specific comments addressing the following implications;

3.1 Financial

If Cabinet agrees to join and to make a financial contribution this would be an annual commitment which would require funding. Assuming a nominal sum up to £500 this can be met from existing budgets. Any larger sum would require funding from reserves for the 2015/16 contribution and additional budget provision for future years.

3.2 Legal

Not aware of any specific legal issues – if Cabinet resolve to join and nominate a person to the CIC board that Chiltern Member would have to comply with the board's company role and abide by appropriate legal rules for someone who is a company director.

3.3 Environmental Issues - the CIC supports the environmental aims of this Council. Partnership - joining the CIV would demonstrate this council's wider partnership working.

8. Links to Council Policy Objectives

We will work towards safer and healthier local communities - Plan our leisure provision for the future and - Support the voluntary sector and promote volunteering- the Colne Valley Park and its visitor centre provide a local leisure resource available to Chiltern residents. The Community Interest Company is a company set up with a community focus. The visitor centre itself and a lot of the Colne Valley Park activities are run by volunteers.

We will strive to conserve the environment and promote sustainability - Conserve our valuable heritage including the AONB – the Colne Valley Park is already protected by the Green Belt but the Colne Valley Park status adds another layer of protection to this area so aiding the council in protecting its heritage.

9. Next Step

This is dependent on the Cabinet decision. If the Cabinet decides not to join the Colne Valley Park community Interest Company at this time the next step would be to review this decision at some stage in the future the suggestion being at the formation of the next council although the Cabinet could resolve to review the decision at an earlier time. If the Cabinet decide it wants to join the CIC and also that it wishes to make a more than nominal financial contribution then the next step would be for the Council to nominate a member to represent the Council and to nominate that member to be a CIC board member should a vacancy occur on the Board in the future.

Background Papers:	Colne Valley Park website - http://www.colnevalleypark.org.uk/
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4.1 Background

The Colne Valley provides the first area of countryside to the west of London. The Park extends from Rickmansworth down to Staines and it includes land within Chalfont St Peter Parish in Chiltern District. The area covered is to the east of Chalfont St Peter from the district's boundary with South Bucks to the south and up to the grounds of Newlands Park in the north. (593 hectares or 3% of the District Council's area) The Park was designated in the 1960's to provide local recreational facilities, prevent urbanisation and enhance the landscape. The Colne Valley Park Partnership (formally the Colne Valley Park Standing Conference) was established in 1965. With Chiltern's predecessor authority being a member and Chiltern District Council was a member of the Colne Valley Park Partnership from 1974 until it left in 2010. The Colne Valley Partnership funded projects throughout the area and provided the Colne Valley Park Visitor Centre which, although outside this District, could serve Chiltern residents and does provide an important local facility for countryside recreation.

4.2 Chiltern District Council's membership of the Colne Valley partnership was ratified by a memorandum of understanding signed by each member of the partnership. This tied the council into making a contribution to the running of the partnership and required a set notice period if the council decided to leave the partnership.

The funding contribution was worked out on a historical formula; the district share was based on the area of the authority in the Park and adjacent area within two miles of the Park boundary as a proportion of the total area of the Park. Chiltern's contribution had risen to £2,500 per year and following Executive decision in 2001 not to increase contributions in line with inflation had remained set at that figure.

4.3 In late 2008/early 2009 the Council needed to make cuts to its budget following a reduction in government grants. Each service was required to find savings and in the case of Planning there was not much non statutory work that could be cut. Given this, the lack of Colne Valley partnership work done within the district and the lack of any perceived benefits within Chiltern from the financial contribution, the decision was taken to cut the Colne Valley park budget. Cabinet (20th January 2009) approved the cutting of contributions to the Colne Valley Park subject to the required 1 year's notice of termination.

4.4 Colne Valley Park Community Interest Company – in July 2012 the Colne Valley Partnership was wound up and a new Community Interest Company was formed.

4.5 In January 2015 in an email addressed to the council leader Chiltern District was invited to join the Colne Valley Park Community Interest Company.

4.6 The e-mail listed the reasons why the Colne Valley CIC would welcome Chiltern district's Membership as follows.

Chiltern District Council (CDC) is currently a notable omission from the list of the Colne Valley Park Community Interest Company (CIC) 60 member organisations and I write to ask that CDC consider whether it might become a member of the

CIC and thereby play a part in protecting and enhancing this most important environmental facility, used and enjoyed by many CDC residents.

What is the Colne Valley Park?

- . The Colne Valley Park aims to protect and enhance the 43 square miles of the first taste of countryside to the west of London.
- . The Park has six objectives relating to: landscape, countryside, biodiversity, recreation, rural economy (i.e. farming), community participation.
- . It is a coherent landscape despite being within the jurisdictions of seven local planning authorities.
- . 5% of the Colne Valley Park is in Chiltern District (note: **not** the smallest coverage from a local authority).

Why should CDC become a member organisation of the CIC?

- . Help strengthen the case against inappropriate development in the Green Belt. The rural urban fringe is under more pressure now than it has ever been. By uniting its voice with other organisations the Council can make a stronger case to preserve the countryside and help mitigate any community and environmental effects of development.
- . Demonstrate to local residents the CDC's active support for the Green Belt and Countryside west of Chalfont. Show support for the six objectives of the Colne Valley Park alongside the other member local authorities and other stakeholders
- . To benefit from the 8:1 *multiplier* effect of £8 of external funding brought in for every £1 invested in the Park. The CIC can focus more on securing external funding for landscape, biodiversity and recreation access improvements in Chiltern District. (Examples of this can be seen in Iver and Colnbrook parishes that have recently agreed to make a financial contribution and have benefited from several projects improving green spaces and increasing involvement of local residents in the countryside on their doorstep)
- . CDC (and its predecessor) has had a long history of involvement with the Colne Valley Park going back 50 years and residents would support the re-instatement of the relationship.

How much will it cost?

- . Open for discussion - the most important point is that that CDC joins as a member.
- . A contribution of approximately £2,000 - £2,500 from CDC will be welcomed by the CIC board. (Given that 5% of the Park is in Chiltern and the total contribution from members totals approximately £50,000).

History:

- . CDC's predecessor, Amersham Rural District Council, was one of the founding members of the Colne Valley fifty years ago.
- . CDC was a member of the Colne Valley from its formation in 1974 up to 2009 when the council withdrew for financial reasons.
- . The Colne Valley Park CIC was formed in 2012 to take a new approach to the Colne Valley Park, submit better responses to planning applications, secure more external funding, better promote the Park and to engage a wider range of stakeholders – this has been successful.

How is the Park funded?

- . Financial contributions are made from Local Planning Authorities with the largest being £12,000 from Hillingdon. In addition 3 Parish Councils are contributing between £1,000 and £2,500 each.
- . Corporate Supporters scheme contributes £20,000 per year (up from £0 per year 18 months ago).
- . The financing model for the Colne Valley Park is income from a large number of small financial contributions, delivering more than the sum of their parts through the 8:1 multiplier effect that Groundwork is able to apply to the total amount (see below).
- . The budgeted contribution from member organisations to the CIC in 2014/15 is £48,329.
- . External funding of £400,000 has been secured across the Park representing over £8 of external funding for every £1 put into the CIC.
- . The key message is that member authorities will get out of this more than what they put in.

Opportunity for board membership.

- . As a member, CDC would have the **opportunity to nominate** an individual to serve as a director of the CIC. Local Authorities have the ability to nominate an individual to the board appointments committee if they are making a financial contribution.
- . Nominations are considered by the CIC's appointments committee. Note that the CIC is not bound to accept all nominations as the CIC has many different member organisations
- . However the intention is that over time directors will come and go so the board of the CIC has that vital blend of experience and 'new blood/fresh ideas'.
- . It is also important to point out the distinction between the CIC and the former Partnership in that it is not about sending 'representatives'. Once a nominee is accepted onto the board of the CIC they become a company director and are required to act accordingly.

4.7 The Colne valley park visitor centre is the most noticeable asset of the CIC and it attracted 25,000 visitors last year.

4.8 The 6 objectives of the Cone Valley Park are as follows:

1. To maintain and enhance the landscape, historic environment and waterscape of the park in terms of their scenic and conservation value and their overall amenity.
2. To safeguard the countryside of the Park from inappropriate development. Where development is permissible it will encourage the highest possible standards of design.
3. To conserve and enhance biodiversity within the Park through the protection and management of its species, habitats and geological features

4. To provide opportunities for countryside recreation and ensure that facilities are accessible to all
5. To achieve a vibrant and sustainable rural economy, including farming and forestry, underpinning the value of the countryside
6. To encourage community participation including volunteering and environmental education. To promote the health and social well-being benefits that access to high quality green space brings.

These objectives fit well with this councils own objectives and can be supported.

4.9 What benefits has the Colne Valley Park Community Interest Company delivered within Chiltern District over recent years? The Colne Valley & Green Spaces Team Manager has given the following information:

Specific projects relevant to Chiltern residents include:

- Responding to the threats of HS2 – securing mitigation and compensation for the benefit of local landscapes and local communities
- Enhancement and promotion of the Horn Hill, Chalfont park and Old Shire lane circular walks (including updating and reprinting the leaflets and making this available on the web)
- Habitat enhancements to the Misbourne through Gerrards Cross Golf Course and upstream towards Chalfont St Peter – includes weir removal and breaking out concrete lining to give a more natural watercourse. (currently have £50k secured but have funding bids in place to obtain more external funding)
- We would be happy to work with the council (and other local organisations) to develop project and fundraise to bring in further external funding to enhance local landscapes, recreation facilities, biodiversity and encourage community participation.

4.10 Of the Councils (both District and County) whose area includes part of the Colne Valley Park only Chiltern District and Three Rivers District Councils are not currently members. It would seem logical for the district to be represented on a body which operates over part of the District Council area. However it is difficult to quantify what additional advantages the Council would get from being a member of the CIC rather than being supportive of it and working with it on matters of relevance to the district such as the work the council has done with the CIC on opposing the proposed HS2 scheme through the Colne Valley Park.

4.11 If the Council wished to join the CIC and wishes to nominate someone to be on the Board (a seat on the board is subject to the CIC board's approval) then the Council has to make a financial contribution. It has been suggested that to get Chiltern District as a member of the CIC they would accept a nominal sum as a financial contribution rather than the £2,000 to £2,500 normally expected

from a local government body. It has been suggested that a nominal sum in the order of £500 (annually) could be this Council's contribution. A sum of around this figure could be met from existing budgets. To guarantee full board membership the Council's contribution would have to be more in line with the standard contribution for a government body £2,000 to £2,500. Any larger amount would have to be met from reserves for the 2015/16 budget and built into base budgets for future years and would be an additional budget cost at a time when the council is seeking to avoid increases in expenditure where possible.

- 4.12 Whilst supporting the aims and objectives of the Cone Valley Park this Council left the membership of the former Colne Valley Park Partnership because it didn't feel the then contribution was value for money given the need to cut expenditure generally in 2009. The possibility of re-joining the Colne valley in its new format as a Community Interest Company is now possible without the need to make a large financial contribution. It is therefore recommended that the Council does join the Colne Valley Park Community Interest Company. The precise financial commitment has been left open to the Cabinet to decide if they wish to make either a nominal contribution or a larger commitment to the funding stream of the Company. The value of the contribution to be set by the Cabinet bearing in mind that any commitment above £500 would require a contribution from reserves for the 2015/16 financial year and an additional budget provision.

SUBJECT:	HOUSING COMMUNITY ORGANISATIONS BUDGET – HOUSING INTERACTION TRUST
REPORT OF:	Community Health and Housing – Portfolio Holder Councillor Graham Harris
RESPONSIBLE OFFICER	Head of Healthy Communities – Martin Holt
REPORT AUTHOR	Housing Manager – Michael Veryard (E-mail - mveryard@chiltern.gov.uk) (Telephone 01494 732200)
WARD/S AFFECTED	All wards affected

1. Purpose of Report

This report summarises the work of Housing Interaction Trust in Chiltern District and puts forward a request from the Trust for a financial contribution from the Council to support the continuation of the Trust's work with young people

RECOMMENDATION

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

2. Executive Summary

Housing Interaction Trust delivers housing advice and support services to young people with a focus on homelessness prevention (including mediation). The Council has agreed grant funding on a year by year basis to support HIT's work (which directly impacts on the Council's statutory homelessness duties). During 2014/15 HIT saw a 45% increase in new clients compared to the previous year. HIT has requested a grant of £40,000 from the Council in 2015/16 to secure the continuation of its advice and support service this year.

3. Reasons for Recommendations

The recommendation is the preferred option because it will secure the continuation of effective and targeted housing advice and support for young people at a time when the demand for this service in Chiltern is increasing.

4. Content of Report

(see Appendix 1)

5. Consultation

Not applicable.

6. Options

Option 1 – The Council can agree to provide a grant for the full sum of £40,000 as requested by HIT. This could be funded as follows:

- The Council's housing revenue budget for 2015/16 includes a sum of £55,000 that is earmarked to support housing community organisation projects that will help the Council to meet its strategic objectives. The sum of £25,000 in this budget is set aside to support the continuation of the Chiltern CAB Specialist Debt and Money Advice Service in 2015/16. This leaves £30,000 that is currently unallocated. This could be allocated to support grant funding to HIT.
- The balance of £10,000 could be met from the Council's Homelessness Reserve.

By meeting the grant request for £40,000 in full, the Council will be supporting HIT to maintain its current level of advice, support and homelessness prevention work. This will minimise the number of young people who would otherwise approach the Council directly for homelessness assistance and potentially require temporary accommodation.

Option 2 – The Council could make a grant payment of £30,000 to HIT. This would reduce the annual grant payment to the level that the Council agreed annually prior to 2013/14. However, the demand for housing advice and support from young people and the complexity of cases has increased significantly since that time. Consequently, a grant of £30,000 would mean that the Trust could not meet the current demand for its services and would

potentially have to reduce opening hours and operate waiting lists. In turn, this would result in potential clients instead contacting the Council because they cannot access advice and support from HIT. This would have the knock on effect of increasing pressure on the Council's homelessness service and temporary accommodation (with a consequent increase in costs from bed and breakfast placements).

Option 3 – The Council could pay a grant that is below £30,000 or choose to pay no grant at all. In both cases, it is likely that HIT could not continue to fund and operate a comprehensive and pro-active advice and support service in Chiltern beyond the short term. The service would then cease to be available. As stated above, if HIT's services are no longer available then young people with housing issues will be contacting the Council instead (with consequent pressures on the Council's homelessness service and budget).

7. Corporate Implications

7.1 Financial

The proposed grant payment can be accommodated within the existing budget and by utilising funding from the Homelessness Reserve. Any reduction in the delivery of the HIT service is likely to result in an increased temporary accommodation costs to the Council.

7.2 Legal

The Council has a statutory duty to secure that homelessness advice and support is available free of charge to any persons in the district who require it. The service provided by HIT directly contributes to the Council fulfilling its statutory duty

8. Links to Council Policy Objectives

This report links to the following objective:

“We will work towards safer and healthier local communities”

9. Next Step

If the recommendation is accepted, Officers will draw up a Service Level Agreement for the Council to enter into with Housing Interaction Trust for 2015/16. The grant of £40,000 will be paid to HIT in quarterly instalments in arrears.

<p>Background Papers:</p>	<p>It is a legal requirement that we make available any background papers relied on to prepare the report and should be listed at the end of the report (copies of Part 1 background papers for executive decisions must be provided to Democratic Services)</p>
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Appendix 1

HOUSING COMMUNITY ORGANISATIONS BUDGET – HOUSING INTERACTION TRUST

Section 4: Content of the report:

4.1 The Council has annually considered a request from HIT (Housing Interaction Trust) to support the delivery of housing advice, support and homelessness prevention services for young people in Chiltern. In May 2014, the Cabinet agreed to make a grant payment of £40,000 to support the delivery of HIT's core services during 2014/15.

4.2 HIT has submitted a statement to the Council summarising the Trust's activities over the past 12 months and highlighting some of the issues that the Trust is facing in delivering its service. A copy of this statement is in **Appendix 2**. The statement also details HIT's request for funding from the Council. The Trust has requested that the Council consider making a grant payment of £40,000 to support the Trust's delivery of services in 2015/16.

4.3 HIT has supplied the Council with monthly statistics and monitoring information during 2014/15 (in accordance with the requirements of the Service Level Agreement between the Council and the Trust). This has demonstrated a significant increase in demand with the Trust taking on 106 new clients during the year compared to 73 in 2013/14. The Trust has not increased staff numbers during this period. It has managed the increased demand for frontline advice and support by re-allocating resources from the Outreach work in schools. It has also used other funding resources and its own reserves to cross subsidise the delivery of its core housing advice, support and homelessness prevention services.

4.4 As well as the overall upturn in client numbers, HIT has also reported an increase in the number of clients with complex and multiple issues. This has included complex mental health issues and cases of honour-based violence. This reflects the trend seen by many local agencies (including the Council's own Housing Options Team) that the proportion of housing cases with complex and multiple issues is increasing. This has a consequent impact on officer time in dealing with such cases.

4.5 In spite of the increased demand, HIT continued to achieve successful outcomes with clients during 2014/15. This directly impacted on the Council's statutory homelessness service. The Trust's focus on advice and homelessness prevention work (including family mediation work) meant that none of its clients subsequently made a homelessness application to the Council. This contributed towards the Council receiving no homelessness applications from 16 and 17 year olds during the year. In addition, the Trust has been an important partner for the Council in taking direct referrals of young persons who require specialist advice and support. During 2014/15, the

Council's Housing Options Team referred 18 clients directly to the Trust.

4.6 The impact of HIT's work on the Council's statutory homelessness service can also be illustrated by considering the Council's temporary accommodation duties. The Trust's homelessness prevention work supports the Council in avoiding having to place homeless young people in temporary bed and breakfast accommodation. To illustrate the potential impact of this it should be noted that the average cost of placing a household in bed and breakfast during 2014/15 was £1,800. As stated above, during 2014/15, the Trust received 106 new clients. If HIT had been unable to take on these clients and prevent homelessness, it is likely that some or all of them would have instead approached the Council for assistance and required bed and breakfast accommodation at the following cost to CDC:

Percentage of new HIT clients in 2014/15 (Total = 106)	Notional cost to Council of B&B placement if clients had approached CDC (based on average cost of £1,800 per client)
25% (26 clients)	£46,000
50% (53 clients)	£95,400
75% (80 clients)	£144,000
100% (106 clients)	£190,800

4.7 This is likely to be an under-estimate of the additional costs that the Council would have incurred if the above HIT clients had instead approached the Council for homelessness assistance. This would have led to an increase in homelessness applications. In turn, this would have led to greater pressure on temporary accommodation and the likelihood of longer stays in bed and breakfast.

4.8 National trends indicate a continuing upturn in demand for homelessness services in many parts of the country. More specifically, it is likely that the Council may see an increasing demand for housing and homelessness advice from young people in view of the continuing implementation of welfare reforms. The recent announcements of Government proposals to scrap automatic entitlement to housing benefit for 18 to 21 year olds will significantly reduce the housing options available to this client group. In addition, the cut in the benefit cap from £26,000 to £23,000 will potentially place greater pressure on low income families which could lead to more parental evictions. The availability of tailored and specialist advice to resolve and prevent homelessness amongst young people will be essential to support the Council in effectively responding to these increasing challenges.

APPENDIX 2**Housing Interaction Trust****Statement to Chiltern District Council and Request for Grant Funding in 2015/16**

Housing Interaction Trust (HIT) provides support and advice to young people aged 16 to 25, who are homeless or at risk of homelessness. HIT's principal aim is the prevention of homelessness. HIT also provides the assistance required if clients become homeless, and the on-going support necessary to successfully sustain a tenancy.

Wherever safe and appropriate, HIT strongly believes that the best place for a young person is within the family home. HIT's mediation service supports this philosophy.

HIT hopes to continue the work of the Trust and to evolve with the needs of the client group. New clients this year have faced numerous welfare and benefit reforms, along with a reduction of affordable accommodation options.

In 2014, a national study by Homeless Link found that, amongst 207 frontline charities and local authorities, 52% of those seeking help with homelessness are under 25, with relationship breakdown with parents as the most common factor. HIT data supports this, with over 55% of clients in the last year citing relationship breakdown with parents as the sole cause, or contributing factor to their homelessness.

According to the same study, Charities report that homelessness caused by financial problems due to benefit reductions has increased six-fold. 90% believe sanctions have affected young people's ability to access accommodation. This also is consistent with HIT findings over the past year, particularly regarding repeat homelessness due to benefit reductions. Over recent years we have also seen an increase in young people who have been evicted from the family home due to their parent's financial situation. With additional changes on the horizon, this is likely to be exacerbated further.

We will continue to support our clients and Chiltern District Council (CDC) with such changes, whilst fostering independence and self-improvement in the lives of all those accessing our service.

HIT Projects and Services**Core Homelessness Prevention Services****Advice, Assistance and Tenancy Support: (Supported by CDC Grant)**

HIT offers a daily drop-in service from Monday to Friday between 2pm and 4pm. This is accessible to existing and newly presenting clients requiring advice & support. Scheduled appointments operate outside of these hours.

If clients are unable to access the drop in, it is HIT's aim to see all new clients within 24 hours of first contact.

Upon first face to face contact, all clients are required to undertake a meeting with a member of staff to ascertain basic information concerning their personal details and requirements for support. Following this initial session, HIT can advise the client and make any necessary referrals.

A vital component of the homelessness prevention programme is the signposting and referrals that HIT makes to neighbouring accommodation and support projects, as well as assistance with the private rental sector and Bucks Home Choice.

HIT's work plays a crucial part in the reduction of homeless applications made to Chiltern District Council; particularly from 16 and 17 year olds. HIT generally believes that a client of this age is too young and too vulnerable to sustain a tenancy without regular support. Unfortunately, spaces in supported accommodation are increasingly limited for our client group, with many projects tightening their referral criteria to reject those

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without a local connection or those with a criminal record. This greatly limits HIT's referral options as all such projects are outside of the Chiltern District. Paradigm will no longer offer tenancies to 16/17 year olds without a guarantor which has presented a further issue for HIT, particularly with Muse/New Roots clients.

HIT also assist those who are already accommodated in private or social housing and require support; most often with the initial tenancy period where support may be required with issues such as welfare benefit, setting up utilities, budgeting and debt advice. Young people can access tenancy support for up to six months (with a possible three month extension period). This service prevents repeat homelessness, by providing young people with the skills required to sustain their tenancy in the long term.

HIT undertook an initial assessment with 106 new clients during the 2014/15 financial year, and held an average active client base of 246 clients. This represents an increase of 45% in the number of new clients and an increase of 54% in total client numbers (both new plus existing clients) from the previous year. Client numbers rose significantly, as did the complexity of issues and length of support required.

The most notable trends included a substantial increase in complex mental health issues and also an increase in young people from BMER groups, particularly young people of Pakistani ethnicity. We have dealt with two cases of honour based violence.

Much of HIT's work entails supporting the family unit through issues via support and mediation, to allow the young person to stay within the family home. All of HIT's staff team are fully qualified mediators, a skill which is utilised on a daily basis.

57% of young people that approached HIT for assistance last year cited relationship issues within the family home as the main or contributory factor to their current housing situation (55 clients). 41 of these clients required ongoing assistance and 14 clients an initial assessment and advice session only.

46% of these young people returned home following contact with a member of HIT staff, with formal mediation undertaken in 14 cases. A further 18% disengaged from the service (we can assume that a proportion of these clients returned home and therefore no longer needed HIT assistance). The remainder were accommodated in private rented accommodation, hostels or in one of HIT's supported housing units due to irreconcilable differences, or in some cases risk of domestic abuse.

Outreach (Supported by CDC Grant)

HIT offer an extensive Outreach Project package in partnership with Chiltern District Council.

By visiting local schools and colleges to talk to pupils about the issues they may be facing at home, conflict resolution and leaving home in a planned manner we hope to raise awareness of such issues and possible resolutions.

Our comprehensive outreach package is adaptable to the requirements of the schools and colleges. Since 2012 HIT has employed a train drama teacher to deliver the outreach sessions. These sessions now involve a short improvisation of a family in turmoil, and a discussion around conflict resolution.

This year, we have delivered Outreach sessions to over 200 pupils, and once again received excellent feedback on the drama-based approach.

Demand for Outreach surpasses available funding, and we must be mindful of our available budget.

Supported Lodgings (Supported by CDC Grant)

HIT seeks to attract members of the public with a spare room and the skills required to support a young person to learn how to live independently. The aim of the Supported Lodgings Project is to provide young people who may be vulnerable or at risk of homelessness with the opportunity to learn the relevant skills needed to live independently, while residing in a safe and supportive environment.

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Muse and New Roots (Funded by Bucks CC)

HIT work in partnership with Chiltern District Council, Buckinghamshire County Council and Paradigm Housing Group to offer 12 young people, aged 16 to 25 with a one bedroom property. Crucially, a requirement of the tenancy is that clients must engage with an allocated HIT worker on a weekly basis. The aim of the project is to prevent both initial and repeat homelessness by providing both accommodation and the skills required to sustain an independent tenancy.

The eligibility criteria requires clients to be homeless or in unsecured accommodation, and to have one or more support needs. Support needs may include an offending history, substance misuse issues or mental health issues.

Clients can reside on the project for a maximum of 20 months whilst addressing their support needs, gaining employment and/or education and importantly, demonstrating that they can sustain their tenancy successfully. If applicable, clients can then move on through Bucks Home Choice, as their banding will be adjusted by CDC from a band D to a band B. This is a partnership we are extremely grateful for.

During the previous financial year, 8 young people moved on from the project. 7 of these were assessed as ready for independent living and are in permanent accommodation with Paradigm Housing Group. One is currently staying with family. This equates to a success rate of 88%.

We meet with a representative from CDC & Paradigm on a monthly basis to continually review the progress of these projects.

HIT's Supported Accommodation Projects represent the only projects of their type within the Chiltern District, and have been described as the benchmark for accommodation based services by Bucks County Council.

Following review of services through-out Bucks; we have just received renewal paperwork for a two year contract extension, based on the same terms as previous years.

Personalisation Project/Job Club (Originally Supported by BOSH (Bucks and Oxon Single Homelessness))

HIT strongly believe that, to successfully sustain a tenancy, it is imperative that the client is actively seeking, or engaged in education, training or employment.

During 2013 HIT piloted a project, to extend to all HIT clients, with the aim of providing tailored employment, education and training assistance to young people.

This project aims to improve the employability of young people by removing barriers to employment, education or training. Such barriers may include; lack of CV writing or interview skills, lack of training, limited access tools such as the internet or telephone and a general lack of confidence in one's ability.

At present, HIT continues to subsidise this invaluable project. We are currently seeking funding to sustain this and have one application pending with the Grocers Trust.

It is encouraging to note that all of the fifteen young people that were accommodated in HIT's supported housing during the previous year gained employment whilst on the project, despite eleven being unemployed at initial sign up. Eleven have sustained the employment to date and nine are also currently engaged in education or training.

Housing Interaction Trust Finances and Future Service Delivery

HIT keeps management accounts based on cash flow. Our accounts show a loss of £13,000 for the financial year ending 31st March 2015. Once again, we will be able to make this up from reserves.

We are tentatively projecting a loss on our activities in our next financial year (1/4/15 – 31/3/16) of £55,000 if we receive no grant funding from Chiltern DC in 2015/16. We stress that this is from a first pass at our annual budgeting work.

The Trust has built up reserves through many years of careful budgeting and planning. We are now utilising these reserves. In 2011 these reserves stood at £186,000. These reserves have been steadily decreasing each year, and now stand at £110,000 (end of our current financial year). Obviously this cannot continue indefinitely.

We are seeking grant funding from Chiltern District Council in 2015/16 to assist the Trust to continue to deliver services within the Chiltern District. We would not expect to bridge the projected loss of £55,000 completely from a Council Grant.

We will continue to actively seek funding from charitable and private bodies. In the past few years, private funding and cross subsidy from other services (such as Leaving Care and Muse/New Roots) has enabled us to continue the various Core Services agreed with Chiltern District Council, however private funding is increasingly scarce. It has always been difficult to access funding for existing projects, and in the current economic climate, competition is increasingly stiff. Pending applications include an application to The Grocers Trust for funding to continue The Personalisation Project.

Prior to 2013/14, Chiltern annually agreed grant funding of £30,000 per annum to support the delivery of the Trust's Core Services of advice and assistance (including informal tenancy support), outreach work and supported lodgings. This level of funding had remained stable for 13 years; until 2013, when the Council agreed a grant of £40,000 per annum. Services, such as the daily drop-in, and more comprehensive mediation service, were added at this point.

During the 14/15 financial year, 33% of young people that approached HIT for assistance were under 18, and therefore would have likely been eligible for temporary accommodation under homelessness provisions. HIT managed to avoid this route for all clients, a clear indicator of the value for money that the service offers the council.

The cost of delivering the Trust's Core Services has increased significantly over the years. Since 2000, we have added numerous services to our core homelessness prevention programme, including the mediation service and daily drop in – both of which require a heavy staff presence. We are seeing higher numbers of clients and are holding a very high client load, whilst working on a reduced staff of 2.2FTE.

To accommodate the increasingly high numbers of clients presenting in crisis, we have reduced the level of Outreach work in the past 18 months and refer clients to appropriate agencies whenever possible. We are working at maximum efficiency, whilst still running at a loss. Consequently we believe that the higher level of funding is a more accurate reflection of the cost of the core services that the Trust provides in partnership with CDC.

In view of the above, the Trust requests that Chiltern District Council sustain the current grant level of £40,000 from the Council in 2015/16. This will allow HIT to continue to offer a full quota of services.

If the grant level was to revert back to £30,000, the Trust would have to reduce some of its services; and consider cutting staff numbers. The outreach work in schools would need to be cut completely; however as this only comprises a small part of HIT's work, further cuts would be needed. We would no longer have the physical or financial resources to offer a daily drop in service. This would have an impact on how quickly we could see new clients, and on our availability to deal with existing clients in crisis. If resources were to decrease there is a likelihood that HIT would need to operate a waiting list system at times of high client volume. As HIT

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are the only advisory body of its kind in the Chiltern District, clients that could not be seen immediately would need to be redirected to CDC for support. This would impact on homelessness figures and the requirement for temporary accommodation.

If the grant level was to drop below £20,000, the viability of the charity would come into question and it is likely that HIT could not continue to operate.

The Trust values its partnership with the Council and the contribution that we make to the Council's successful homelessness prevention work within the Chiltern district. We hope that the Council will agree to continue to fund Housing Interaction Trust's core services in 2015/16.

Options for young people with housing difficulties in the Chiltern District are increasingly limited, whilst the numbers of young people in crisis steadily increasing. This makes the homelessness prevention services that HIT provides are more critical than ever.

Helen Ladommatos
Manager
Housing Interaction Trust

17/04/2015

**Chiltern District Council
Services Overview 16 June 2015**

SUBJECT:	DIAL A RIDE
REPORT OF:	<i>Graham Harris, Healthy Communities Portfolio Holder</i>
RESPONSIBLE OFFICER	<i>Martin Holt, Head of Healthy Communities</i>
REPORT AUTHOR	<i>Martin Holt 01494 732055, mholt@chiltern.gov.uk</i>
WARD/S AFFECTED	<i>All</i>

1. Purpose of Report

To extend the current Service Level agreement with Dial a Ride and agree community grant funding of £20,200/annum to provide access to transport by vulnerable persons.

RECOMMENDATION

To agree to an annual payment of £20,200 and continuation of the current service level agreement until a review of the SLA funding has been completed.

2. Executive Summary

3. Reasons for Recommendations

3.1 To support access to transport by vulnerable persons.

3.2 To enable compliance with the Buckinghamshire Compact with the voluntary and community sector.

4. Content of Report

4.1 Following a review of the Service Level Agreements in August 2011 Cabinet agreed to continue to support the Chiltern Dial a Ride service with annual funding of £20,200. This followed a review of the mid-term financial strategy which reduced the total costs of transport for vulnerable persons.

4.2 The period 2011/12 saw Dial a Ride managing difficult and challenging circumstances during which it lost its South Bucks funding and focused its delivery in the Chiltern District.

4.3 Following the appointment of a new board, rebranding and the development of a new business plan, the organisation has flourished and is now delivering services through volunteer drivers, including weekend trips, shopping trips and school contract as well as hospital transport schemes. The organisation is now in a surplus position and since 1st April 2015, following the closure of Wycombe Dial a Ride; it has

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expanded operations to include Wycombe District for which a separate funding agreement is in place.

4.4 The organisation has managed to successfully diversify and expand utilising its volunteer base in accordance with Chiltern District Council's aspirations.

4.5 A review of community grant funding is due following the introduction of the shared service, which as a result of delays has meant this work has not been progressed. It is recommended that the Council continues to fund Dial a Ride in accordance with the recommendation from Cabinet in 2011 until the outcome of that review.

4.6 The Bucks Compact identifies that 12 weeks' notice of funding reductions should occur and that any decision to end funding should be notified 12 months in advance. Dial a Ride has not been notified of any reductions of its funding and the previous Portfolio Holder was supportive of the funding continuing. To avoid placing the organisation in difficulties MT agreed to approve a six month payment of £10,100 and to seek PAG approval to the annual funding in June.

5. Consultation

Not Applicable

6. Options

- 1. To agree to an annual payment of £20,200 and continuation of the current service level agreement until a review of the SLA funding has been completed.**

7. Corporate Implications

- 1. Financial – The 2015/16 budget identifies the continuation funding of £20,200 to Chiltern Dial a Ride*
- 2. Legal – Chiltern Dial a Ride enables very elderly and disabled persons in Chiltern to access transport for shopping and leisure trips and GP and health care centres. Removal of the funding without notification would have an adverse impact on the organisation and any decision at the current time without a full review of SLA funding may be challenged under the Equalities Act.*

8. Links to Council Policy Objectives

This proposal supports the objectives in the Joint Business Plan in relation to working to support healthier and safer local communities;

9. Next Step

Officers will draft the SLA for agreement and continue to make annual payments as agreed under the SLA. A review of SLA funding will be brought to Cabinet following the introduction of shared services.

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Background Papers:	It is a legal requirement that we make available any background papers relied on to prepare the report and should be listed at the end of the report (copies of Part 1 background papers for executive decisions must be provided to Democratic Services)
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**Chiltern District Council
Services Overview 16 June 2015
Cabinet 23 June 2015**

SUBJECT:	<i>VOLUNTARY COMMUNITY SECTOR INFRASTRUCTURE FUNDING</i>
REPORT OF:	<i>Graham Harris, Healthy Communities Portfolio Holder</i>
RESPONSIBLE OFFICER	<i>Martin Holt, Head of Healthy Communities</i>
REPORT AUTHOR	<i>Martin Holt 01494 732055, mholt@chiltern.gov.uk</i>
WARD/S AFFECTED	<i>All</i>

1. Purpose of Report

To extend the current agreement with Bucks County Council to agree funding of £15,270 for the community and voluntary sector infrastructure grant administered by BCC.

RECOMMENDATION

To agree to an annual payment of £15,270 to Buckinghamshire County Council for 2015/16 and 2016/17 for the continuation of the voluntary and community sector infrastructure grant.

2. Executive Summary

3. Reasons for Recommendations

3.1 To support the development of the voluntary and community sector infrastructure organisations.

3.2 To enable the development of the tender process for Voluntary Infrastructure services from 2017/18

3.3 To support the development of a vibrant and active voluntary community infrastructure and organisations supported by it

3.4 To enable compliance with the Buckinghamshire Compact with the voluntary and community sector.

4. Content of Report

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4.1 In 2008, BCC and the District Council agreed a contract with Community Impact Bucks to deliver Voluntary Sector Infrastructure Services. Following the ending of that contract, the statutory agencies agreed to continue to provide a grant of £200k to Community Impact Bucks to deliver infrastructure services.

4.2 The District Council supported this arrangement as it would enable the capacity of the voluntary sector to be developed and reduce the reliance on small community organisations seeking local authority funding. Since that time organisations have diversified funding and are now less reliant on the Council to provide 100% of their core funding.

4.3 Community Impact Bucks delivers voluntary infrastructure support in the form of advice, assistance, training, and the provision of a volunteer hub available to the voluntary and community sector.

4.4 External evaluation of the grant funding has been generally supportive of the delivery that has occurred and recommended continuation of current arrangements for the period 2015/16 and 2016/17. Following which a competitive tender would be undertaken to enable a wider number of organisation to compete to deliver voluntary sector infrastructure services. This approach has been supported by the other District Councils and the County Council.

4.4 The review of SLA funding in 2011 supported the continuation of the infrastructure funding. A further review of community grant funding will follow the introduction of the shared service. The Bucks Compact identifies that 12 weeks' notice of funding reductions should occur and that any decision to end funding should be notified 12 months in advance. Voluntary Impact Bucks has not been notified of any reductions of its funding and the previous Portfolio Holder was supportive of the funding continuing.

4.5 Due to the urgency of the request from Bucks County Council, MT was asked in May to approve the 2015/16 payment of £15,270 in accordance with this year's budget allocation.

4.6 It is therefore recommended that the Council continues to fund voluntary infrastructure support 2015/16 and 2016/17 through a Bucks County Council grant and makes payment to BCC of £15,270/annum for the next two years.

5. Consultation

Not Applicable

6. Options

- 1. To agree to an annual payment of £15,270 to BCC for the voluntary sector infrastructure service grant for 2015/16 and 2016/17**
- 2. To agreed funding of £15,270 for 2015/16 and give notice to Bucks County Council that funding would be dependant on performance**

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3. To agree funding of £15,270 for 2015/16 and to cease future involvement in the scheme

7. Corporate Implications

1. *Financial – The 2015/16 budget identifies the continuation funding of £15,270 to BCC to provide voluntary infrastructure services*
2. *Legal –Removal of the funding without notification would have an adverse impact on the organisation and any decision at the current time without a full review of SLA funding may be challenged under the Equalities Act.*

8. Links to Council Policy Objectives

This proposal supports the objectives in the Joint Business Plan in relation to working to support healthier and safer local communities;

9. Next Step

Officers will work with BCC to draft the tender process required to contract infrastructure services from 2017/18.

<p>Background Papers:</p>	<p>It is a legal requirement that we make available any background papers relied on to prepare the report and should be listed at the end of the report (copies of Part 1 background papers for executive decisions must be provided to Democratic Services)</p>
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Chiltern District Council
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 Community Health & Housing PAG 23 July 2015
 Cabinet 25 August 2015

SUBJECT:	DAYS ALMS HOUSES
REPORT OF:	<i>Graham Harris, Healthy Communities Portfolio Holder</i>
RESPONSIBLE OFFICER	<i>Martin Holt, Head of Healthy Communities</i>
REPORT AUTHOR	<i>Martin Holt 01494 732055, mholt@chiltern.gov.uk</i>
WARD/S AFFECTED	<i>Amersham Town</i>

1. Purpose of Report

To consider the award of housing grant funding of £100,000 to Amersham United Charities for the refurbishment of the Days Alms houses, 71-87 High St, Amersham

RECOMMENDATION

To agree a housing grant of £100,000 for the refurbishment of the Days Alms houses, 71-87 High St, Amersham subject to Days Alms houses entering into a Nomination Agreement with Chiltern District Council that will give the Council the right to nominate tenants to all future vacancies that arise following completion of the refurbishment works (excluding any vacancies that have to be utilised to decant or re-house existing residents during the refurbishment works).

2. Executive Summary

3. Reasons for Recommendations

3.1 The Day Alms houses consisting of nine, grade II listed properties, currently do not meet the standards required in respect of the Housing, Health and Safety Rating Scheme through the provision of poor or no thermal insulation, food safety, protection against accidents (falls), and the protection against fire/flames/smoke.

3.2 Whilst the Council has a duty to enforce housing standards which are hazardous to health, it discharges this function through advice and assistance, including financial assistance or through the use of its enforcement powers. The charitable owner has put forward proposals through the planning regime to improve the properties, ensuring compliance with legislative requirements and is seeking £1.2M funding through accessing charitable donations, loans and grants.

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3.3 Grant assistance of £100,000 from the Council would assist the charities fund raising efforts and reduce the potential future costs to the Council of enforcement or of accommodating persons currently living in the dwellings who may make a homelessness application because the condition of the dwellings means that they can no longer remain.

4. Content of Report

4.1 The Days Alms houses, 71-87 High St, Amersham, built in 1657, consist of nine small single bedroom properties, which currently do not meet the standards required under the Housing, Health and Safety Rating Scheme, presenting a risk to the health and safety of the occupants.

4.2 Amersham United Charities has submitted proposals to the Council to refurbish the properties and to bring them up to modern standards whilst maintaining their heritage aspects and listed planning consent (CH/2014/1591/FA) has been approved. The proposal is to convert the properties to create 7 habitable dwellings.

4.3 The current risks to health and safety of the occupants are associated with;

- cold homes and risk of fuel poverty resulting from the poor thermal insulation;
- food safety as the small size of the kitchens results in a lack of kitchen facilities and working space;
- there is a risk of falls arising from the steep and turning staircases; and
- residents have to escape from the first floor bedroom through the kitchen in the event of a fire.

4.4 The current conditions are such that should a resident suffer increasing mobility problems it would not be possible to install adaptations (e.g. stairlift etc.). In such cases, the resident would need to move and the Council would have a duty to provide alternative accommodation, increasing the pressures on the Council's housing and homelessness services.

4.5 As part of the refurbishment Amersham United Charities are seeking to enable the provision of level access showers and to install staircases that would support the installation of stair lifts. Such investment would reduce the need for the Council to support future disability adaptations through its grant programme. The small kitchens will also be extended to create sufficient space to enable the preparation of foods, and the walls and roof spaces are to be thermally insulated assisting the thermal comfort of the property.

4.6 Such works would enable the continued occupation of the homes by vulnerable elderly occupants, and reduce the risk of homelessness or injury to residents.

4.7 The cost of works is estimated to be £1.2M for which Amersham United Charities is fundraising through applying for charitable donations, obtaining loan funding, to be

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repaid through increased rents and has enquired regarding housing assistance funding from the Council.

4.8 The homes currently provide accommodation for vulnerable elderly residents aged between 50 and 92 years of Amersham and the surrounding district that are at risk of becoming homeless. The accommodation provided is a valuable resource that prevents the need for the Council to find alternative accommodation.

4.9 When vacancies occur the properties are offered to persons who are in need or at risk of homelessness who have a connection within the geographical boundaries of Amersham, Coleshill and Penn (with nominations being extended to the whole of Chiltern District).

4.10 In return for a grant, Amersham United Charities would consider entering in to a local letting policy, which would enable the Council to nominate persons to the charity for consideration for housing. This would allow vacant properties in the Days Alms houses to potentially be advertised via the Bucks Home Choice scheme. This would enable the Council to widen the availability of property through which it could discharge its responsibilities to house elderly and vulnerable homeless applicants.

4.11 A grant of approximately £14,275/property (£100,000) is being sought which would represent good value in terms of the Council benefiting from a supply of additional affordable accommodation if a local lettings agreement was in place. This compares favourably with other recent schemes where the Council has provided capital funding support to deliver additional affordable housing, namely:

- Chiltern District Council supported Paradigm Housing in 2014/15 to acquire properties with capital funding equivalent to £25,000 per property
- Chiltern District Council supported Hightown Praetorian and Churches Housing Association in 2014/15 to convert empty offices in Chesham into flats with capital funding equivalent to £16,590 per dwelling.

5. Consultation

Not Applicable

6. Options

The options available to the Council are;

1. **To not provide a grant to Amersham United Charities** – This may mean that the improvement works cannot take place and could result in the Council having to take enforcement action against Amersham United Charities because of a failure to meet HHSRS standards in the Alms houses. This will have an impact on the Council in terms of both the cost of enforcement action to the authority and the likely need for the Council to secure alternative accommodation for existing residents via the Bucks Home Choice or homelessness services. Additionally, this will create significant stress and uncertainty for existing residents who will face the need to move on.

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2. **To provide a contribution by way of loan to United Amersham Charities.**
This would enable the properties to be brought up to current housing standards and in return for a loan a local lettings policy would be agreed with nomination rights to the council. However a loan may restrict the ability of the charity to secure alternative loan funding.
3. **To provide a contribution by way of grant to United Amersham Charities.**
This would enable the properties to be brought up to current housing standards and in return for a grant a local lettings policy would be agreed with nomination rights to the Council.

7. Corporate Implications

1. *Financial – 100,000 has been included in the Provisional Capital List for this project. The Private Sector Housing Strategy outlines the assistance that can be made to property owners to ensure that houses are free from hazards identified in the Housing Health and Safety Rating Scheme. Whilst the Housing Financial Assistance policy provides grants and loans to owner occupiers to undertake works to properties to achieve these standards it currently does not provide grants to landlords. Assistance can be provided on a case by case basis and an exception could be considered in relation to this enquiry.*
2. *Legal – Regulatory Reform (Housing Assistance) Order 2003 and the Local Government Act 2000 both enable the Council to provide Housing Financial Assistance to meet the wellbeing requirements of residents.*

8. Links to Council Policy Objectives

This proposal supports the objectives in the Joint Business Plan in relation to working to support healthier and safer local communities;

9. Next Step

Following approval of any award of grant, officers will work with Amersham United Charities to agree the local nomination agreement for tenants referred by the Council to the charity.

Background Papers:	It is a legal requirement that we make available any background papers relied on to prepare the report and should be listed at the end of the report (copies of Part 1 background papers for executive decisions must be provided to Democratic Services)
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Item 13

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

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Item 15

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

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