



## **Services Overview Committee**

**Wednesday, 30 January 2019 at 6.30 pm**

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

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

Item

1 Evacuation Procedure

2 Minutes (*Pages 5 - 10*)

To sign the Minutes of the meeting held on 27 November 2018.

3 Apologies for Absence

4 Declarations of Interest

5 Local Industrial Strategy

To receive a presentation from Ian Barham of the Local Economic Partnership (LEP) on the development of the Local Industrial Strategy

6 28 Day Notices (*Pages 11 - 12*)

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

*Appendix: Joint Committee 28 Day Notice (Pages 19 - 22)*

7 SLA funding for Voluntary Sector Support (Chiltern Dial a Ride) (Pages 23 - 26)

*Appendix 1: Case Study (Pages 27 - 28)*

8 SLA Funding for Voluntary Sector Support (CIB) (Pages 29 - 30)

*Appendix 1: Community Impact Bucks - End of Year Impact Report (Pages 31 - 82)*

9 Exclusion of the Public

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

**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 Burton (Chairman)  
N Varley (Vice-Chairman)  
M Titterington  
D Bray  
J Cook  
E Culverhouse  
M Flys  
M Harker  
P Hudson  
C Jackson  
P Jones  
S Patel  
C Rouse  
J Rush  
L Smith

**Date of next meeting – Wednesday, 20 February 2019**

**Audio/Visual Recording of Meetings**

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**CHILTERN DISTRICT COUNCIL**

**MINUTES** of the Meeting of the  
**SERVICES OVERVIEW COMMITTEE**  
held on **27 NOVEMBER 2018**

**PRESENT:** Councillor J Burton - Chairman  
" N Varley - Vice Chairman

Councillors: D Bray  
J Cook  
M Flys  
M Harker  
C Jackson  
P Jones  
S Patel  
C Rouse  
J Rush  
L Smith  
P Hudson

**APOLOGIES FOR ABSENCE** were received from Councillor E Culverhouse

**ALSO IN ATTENDANCE:** Councillors I Darby, J Gladwin and E Walsh

**68 MINUTES**

The minutes of the Services Overview Committee held on 9 October 2018 were approved and signed by the Chairman as a correct record.

**69 DECLARATIONS OF INTEREST**

There were no declarations of interest.

**70 28 DAY NOTICE**

The Committee considered the 28 Day Notice for Cabinet and decided that there were no additional items to be added at this time.

**RESOLVED**

**That the 28 Day Notice for Cabinet be noted.**

**71 PERFORMANCE REPORT QUARTER 2 2018/19**

The Committee received a report outlining the performance of Council services against pre-agreed performance indicators (PIs) and service objectives for Quarter 2 2018-19. It was noted that the vast majority of these were currently on target, and those that were off target were due mainly to staffing shortages which had been addressed.

The PI for the number of missed assisted bin collections was being reviewed in order to produce a more realistic PI. It was not possible to align the methodology with that used for South Bucks as the CDC target was aligned to the production of KOTs and any changes would require a variation to the existing waste contract. Members were assured that the new joint waste contract currently being procured would harmonise the reporting of missed containers, and would contain penalties if collections at the same property were missed more than once in a three month period.

A concern was raised that where targets had been missed across the service areas this had been due primarily to staff shortages, which could increase with the decision to create a new single district unitary council for Buckinghamshire. The Committee were advised that senior management were aware of this risk, however the current turnover of staff was not any higher than would be expected.

**RESOLVED**

**That the Performance Report for Quarter 2 2018-19 be noted.**

**72 CHILTERN LIFESTYLE CENTRE SCRUTINY SUB-COMMITTEE**

Members received a report which requested agreement to establish a joint sub-committee of the Resources Overview and Services Overview Committees called the *Chiltern Lifestyle Centre Scrutiny Sub-committee*. It was advised that the Sub-committee would undertake the scrutiny role of both Overview Committees in relation to the Chiltern Lifestyle Centre and would report directly to Cabinet. Although the Sub-committee would comprise of the Members listed in the report, meetings would be open to all Members to attend and participate.

The Committee felt that the Sub-committee would allow Members to gain a full understanding of the complexity of the project and therefore scrutinise it more effectively. This would also provide an extra level of transparency for residents.

**RESOLVED**

1. That the report be noted.
2. That the Terms of Reference of the Chiltern Lifestyle Centre Scrutiny Sub-committee attached at Appendix 1 of the report be agreed.
3. That 5 Members from the Resources Overview Committee, 5 Members from the Services Overview Committee and 1 Non-Committee Member be appointed to the Chiltern Lifestyle Centre Sub-committee, comprising of:

**Resources Overview Committee: Cllr N Rose, Cllr C Ford, Cllr J Gladwin, Cllr V Martin and Cllr D Phillips**

**Services Overview Committee: Cllr J Burton, Cllr N Varley, Cllr L Smith, Cllr P Jones and Cllr M Harker**

**Non-Committee Member: Cllr G Harris**

4. That authority be delegated to the Chiltern Lifestyle Centre Scrutiny Sub-committee to undertake the scrutiny role of both Overview Committees in respect of the Chiltern Lifestyle Centre and that views and recommendations be reported to Cabinet.

*Note: Councillor J Gladwin entered the meeting at 19.15 p.m.*

**73 RECYCLING END DESTINATIONS**

A report was presented which provided information to Members regarding the end destinations of materials collected for recycling by the Council. The report set out the impact of regulations introduced by China to improve the quality of materials it imports for recycling, and showed the percentage of material exported to EU and non-EU countries. Table 3 of the report showed an analysis of the material collected from blue bins as well as the end destination for each material.

The Chairman reported on a recent visit undertaken by Members to a Viridor recycling centre, where they had viewed the sorting process first-hand. Officers advised that Members would also be welcome to visit the Council's London Road waste depot.

**RESOLVED:**

**That the report be noted.**

## 74 REVIEW OF REMAINING RECYCLING CENTRES

The Committee considered a report on the future provision of recycling centres (bring sites) in the District. Members were advised that the remaining centres in Chiltern, South Bucks and Wycombe were being reviewed ahead of the commencement of a new joint waste collection contract in spring 2020.

The report recommended that the eight remaining centres in Chiltern District be removed; the reasons for this included:

- Residents were able to access all the recycling streams offered at recycling centres through the kerbside collection service.
- The benefits of the centres were now not proportionate to the costs of collection.
- Removal of the centres would free up resources for other waste services such as improving bulk bin collections at flatted developments.
- Removal of the centres across all three Districts would simplify the procurement process for the new Joint Waste Collection contract.
- The quality of material collected from recycling centres was generally poorer than material collected at the kerbside.

Officers further advised that work was ongoing to overcome outstanding issues, for example properties which front directly onto high streets were unable to present extra recycling at the kerbside. Officers would assist affected residents by working with the contractor to provide solutions and support.

Whilst the Committee accepted the rationale behind the recommendation to close the remaining recycling centres, Members expressed several concerns summarised below:

- The timescale for the implementation of the closures was too short. A replacement service would need to be in place and any outstanding issues resolved prior to any of the centres being removed. This would need to be communicated to residents in advance.
- Residents living on high streets would have no suitable alternative recycling service.
- The centres were well used and valued by local residents. Evidence was needed on the usage of each individual recycling centre before a decision could be taken on whether to remove them. This could be used to explain the decision to residents.
- The closures would increase the burden on kerbside collections.
- Fly tipping was a problem across Bucks; removing the recycling centres would exacerbate this and any savings made may be offset by increased clear-up costs.
- There was a lack of monitoring/enforcement at recycling centres to improve the quality of material collected and to deter fly tipping.



Following the discussion, Members were in agreement that they did not support the recommendation to remove the remaining recycling centres and requested that a further report be brought to the Committee with evidence on the usage of each individual centre.

**RESOLVED**

- 1. That Cabinet note that the recommendation to close the eight remaining recycling centres was not endorsed by the Services Overview Committee; and**
- 2. That a further report be brought to the Services Overview Committee at a future meeting with evidence on the usage of each individual site.**

*Note: Councillor I Darby entered the meeting at 19.50 p.m.*

**75 CHILTERN LIFESTYLE CENTRE UPDATE**

The Committee received a report which updated Members on the progress of the Chiltern Pools redevelopment project. The report set out the position on the potential for an enabling development on the site, including the opportunities, constraints and local planning considerations. Members were also updated with the results of the consultation exercise, where 1963 replies were received of which 86.6% of respondents were in support of the proposal whilst 4.9% were against.

**RESOLVED**

**That the Cabinet note that the Services Overview Committee endorsed the recommendations in the report.**

*Note: Councillor J Gladwin left the meeting at 20.01 p.m.*

**76 EXCLUSION OF THE PUBLIC (IF REQUIRED)**

**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 5 – Information in respect of which a claim to legal professional privilege could be maintained in legal proceedings

**77 UNAUTHORISED ENCAMPMENTS**

A report was received which updated Members on the position regarding Unauthorised Encampments and set out potential options which could be taken forward. The Committee discussed the report and agreed that the options presented in the report should not be pursued.

**RESOLVED**

**That the Cabinet note that the Services Overview Committee felt that options set out in the report should not be taken forward.**

**The meeting ended at 8.11 pm**

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

## 1. Report

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

### RECOMMENDATION:

**The Committee is asked to note the 28 Day Notices of executive decisions to be taken.**

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

## District Council

### 28 DAY NOTICE

#### LOCAL AUTHORITIES (EXECUTIVE ARRANGEMENTS) (MEETINGS AND ACCESS TO INFORMATION (ENGLAND) REGULATIONS 2012)

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

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

Key Decision (Y/N) <sup>1</sup>	Report Title & Summary <sup>2</sup>	Date Decision to be taken	Decision to be taken by	Consultation <sup>3</sup>	Private Report <sup>4</sup>	Lead Officer <sup>5</sup>
<b>Leader (Councillor Isobel Darby)</b>						
N	<b>Service Plans 2019/20</b> To consider the service plans for the year 2019/20	19 March 2019	Cabinet	Resources Overview Committee 5 Mar 2019  Services Overview Committee 20 Feb 2019	Open	Aniqah Sultan  Aniqah.Sultan@South Bucks.gov.uk
N	<b>Performance Report Quarter 3 2018/19</b> To present the Performance Report Quarter 3 2018/19	19 March 2019	Cabinet	Resources Overview Committee 5 Mar 2019  Services Overview Committee 20 Feb 2019	Open	Aniqah Sultan  Aniqah.Sultan@South Bucks.gov.uk

<b>Support Services (Councillor Mike Stannard)</b>						
Y	<b>Revenue Budget and Council Tax 2019/20</b> To receive and recommend to Council a report on the Council's revenue budget and council tax for 2019/20	5 February 2019  26 February 2019	Cabinet  Council	Resources Overview Committee 22 Jan 2019	Open	Jim Burness  jburness@chiltern.gov.uk
Y	<b>Capital Strategy, Capital Programme 2019/20 - 2023/24 and Repairs &amp; Renewals Programme 2019/20 - 2023/24</b> To present; - The Capital Strategy - The Proposed Capital Programme 2019/20 - 2023/24 - The Proposed Repairs & Renewals Programme 2019/20 - 2023/24	5 February 2019  26 February 2019	Cabinet  Council	Resources Overview Committee 22 Jan 2019	Open	Jim Burness  jburness@chiltern.gov.uk
Y	<b>Treasury Management Strategy 2019/20</b> To present the Treasury Management Strategy 2019/20	5 February 2019  26 February 2019	Cabinet  Council	Resources Overview Committee 22 Jan 2019	Open	Jim Burness  jburness@chiltern.gov.uk
N	<b>Treasury Management Quarter 3 2018/19</b> To report on Treasury Management Activity for Quarter 3 2018/19	Information item		Cabinet 5 Feb 2019	Open	Helen O'Keeffe  Ho'keeffe@chiltern.gov.uk
<b>Customer Services (Councillor Fred Wilson)</b>						
There are no Cabinet decisions scheduled in February 2019						
<b>Planning and Economic Development (Councillor Peter Martin)</b>						
N	<b>Local Industrial Strategy</b> To receive a presentation from the Local Economic Partnership on the development of the first industrial strategy which will focus on strengthening important economic assets	Information item		Services Overview Committee 30 Jan 2019	Open	Donna Wilkinson  dwilkinson@chiltern.gov.uk

## Appendix

Y	<b>HS2 Project Report</b> To consider an update on the HS2 project.	19 March 2019	Cabinet	Planning & Economic Development PAG 19 Feb 2019	Fully Exempt	Ifath Nawaz  inawaz@chiltern.gov.uk
<b>Environment (Councillor Mike Smith)</b>						
Y	<b>Review of Remaining Recycling Centres</b> To provide a review of the remaining recycling centres in the district and agree the next steps.	19 March 2019	Cabinet	Services Overview Committee 20 Feb 2019	Open	Chris Marchant  cmarchant@chiltern.gov.uk
<b>Healthy Communities (Councillor Liz Walsh)</b>						
Y	<b>SLA funding for voluntary sector</b> To review funding for key voluntary organisations	5 February 2019	Cabinet	Services Overview Committee 30 Jan 2019	Open	Martin Holt  mholt@chiltern.gov.uk
Y	<b>Review of CCTV Provision in the District</b> To review CCTV provision in the Chiltern District	19 March 2019	Cabinet	Healthy Communities Policy Advisory Group 12 Feb 2019	Open	Martin Holt  mholt@chiltern.gov.uk
Y	<b>Bucks Home Choice Allocation Policy</b> To adopt the Bucks Home Choice Allocation Policy following consultation	19 March 2019  17 April 2019	Cabinet  Council	Services Overview Committee 20 Feb 2019	Open	Martin Holt, Michael Veryard  mholt@chiltern.gov.uk, mveryard@chiltern.gov.uk
Y	<b>Chiltern Lifestyle Centre Update</b> To consider the potential impact of the Chiltern Lifestyle Centre development on the Chalfont and Chesham Leisure Centres	19 March 2019	Cabinet	Chiltern Lifestyle Centre Scrutiny Sub-Committee 18 Feb 2019	Fully Exempt	Martin Holt  mholt@chiltern.gov.uk

- 1 The Council's Constitution defines a 'Key' Decision as any decision taken in relation to a function that is the responsibility of the Cabinet and which is likely to:-
- result in expenditure (or the making of savings) over £50,000 and / or
  - have a significant impact on the community in two (or more) district wards.

and

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

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

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

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

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

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

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



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



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

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

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

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

**6pm, 13 February 2019, Council Chamber, South Bucks District Council**

Key Decision (Y/N) <sup>1</sup>	Report Title & Summary <sup>2</sup>	Consultation How/When <sup>3</sup>	Decision Maker & Date	Private Report (Y/N) and Reason Private <sup>4</sup>	Contact Officer and Telephone Number
N	<b>Customer Experience Progress Report</b> To receive an update on the progress of the programme.	Joint Overview and Scrutiny Committee 21 Jan 19	<b>JC</b> 13 Feb 19	N	Nicola Ellis <a href="mailto:nicola.ellis@southbucks.gov.uk">nicola.ellis@southbucks.gov.uk</a>
N	<b>ICT Strategy Progress Report</b> To receive an update on the progress of the ICT strategy programme 2019.	Joint Overview and Scrutiny Committee 21 Jan 19	<b>JC</b> 13 Feb 19	N	Sim Dixon <a href="mailto:sim.dixon@southbucks.gov.uk">sim.dixon@southbucks.gov.uk</a>

Y	<b>Joint Local Plan Submission</b> To consider a report on the joint Local Plan submission to be submitted for inspection and consultation	Joint Overview and Scrutiny Committee April 2019 (Date TBC)	<b>JC</b> April 2019 (Date TBC)	N	Mark Jaggard <a href="mailto:Mark.jaggard@southbucks.gov.uk">Mark.jaggard@southbucks.gov.uk</a>
N	<b>Annual Report</b> Report on the activity and achievements of the joint working.	Joint Overview and Scrutiny Committee April 2019 (Date TBC)	<b>JC</b> April 2019 (Date TBC)	N	Jim Burness <a href="mailto:Jim.burness@southbucks.gov.uk">Jim.burness@southbucks.gov.uk</a>
N	<b>Customer Experience Progress Report</b> To receive an update on the progress of the programme.	Joint Overview and Scrutiny Committee April 2019 (Date TBC)	<b>JC</b> April 2019 (Date TBC)	N	Nicola Ellis <a href="mailto:nicola.ellis@southbucks.gov.uk">nicola.ellis@southbucks.gov.uk</a>
N	<b>ICT Strategy Progress Report</b> To receive an update on the progress of the ICT Strategy.	Joint Overview and Scrutiny Committee April 2019 (Date TBC)	<b>JC</b> April 2019 (Date TBC)	N	Sim Dixon <a href="mailto:sim.dixon@southbucks.gov.uk">sim.dixon@southbucks.gov.uk</a>

- 1 The Chiltern & South Bucks Joint Committee membership comprises of the following Cabinet Members from each authority:

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

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

A Key Decision is defined as:

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

### **South Bucks District Council**

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

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

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

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

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

Excluded from 1 above are contracts for and expenditure on repairs, maintenance and improvements works within budget provision and approved policy where the contract or expenditure has either been properly and specifically approved by or on behalf of the Cabinet or by an Officer acting under delegated powers, except where Contract Standing Orders require the Cabinet itself to authorise acceptance of a tender and such acceptance has not previously been authorised or delegated by the Cabinet.

- 2 Each item considered will have a report; appendices will be included (as appropriate). Regulation 9(1g) allows that other documents relevant to the item may be submitted to the decision-maker. Subject to prohibition or restriction on their disclosure, this information will be published on the Council website – [Chiltern District Council](#) & [South Bucks District Council](#) – usually 5 working-days before the date of the meeting. Paper copies may be requested (charges will apply) using the contact details below.
- 3 This column shows the process of consultation, which takes place prior to Joint Committee. Further information on each of the Councils' Committees can be found at: [Chiltern District Council](#) & [South Bucks District Council](#)
- 4 The public can be excluded for an item of business on the grounds that it involves the likely disclosure of exempt information as defined in Part I of Schedule 12A of the Local Government Act 1972. The relevant paragraph numbers and descriptions are as follows:

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

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

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

#### Contact

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

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

<b>SUBJECT:</b>	<i>SLA funding for Voluntary sector (Chiltern Dial a Ride)</i>
<b>RELEVANT MEMBER:</b>	<i>Portfolio Holder for Healthy Communities</i>
<b>RESPONSIBLE OFFICER</b>	<i>Head of Healthy Communities</i>
<b>REPORT AUTHOR</b>	<i>Martin Holt, , 01494732055 martin.holt@chilternandsouthbucks.gov.uk</i>
<b>WARD/S AFFECTED</b>	<i>'Not Ward Specific';</i>

### 1. Purpose of Report

To agree a community grant award of £20,200 per annum for a three year period, subject to a signed service level agreement with Chilterns Dial a Ride to provide transportation for vulnerable persons.

### RECOMMENDATION TO CABINET

- To agree community grant funding of £20,200 per annum for the period 1<sup>st</sup> April 2019 to 31<sup>st</sup> March 2022, subject to a signed service level agreement with Chilterns Dial a Ride to provide access to transport by vulnerable persons**

### 2. Reasons for Recommendations

To support the provision of transport services for use by vulnerable persons in Chiltern District.

### 3. Content of Report

3.1 Chilterns Dial a Ride (CDAR) currently receives annual grant funding of £20,200 to support the service deliver accessible transport for vulnerable persons in Chiltern District.

3.2 Following the appointment of its board in 2015, rebranding and the development of its business plan, the organisation has flourished and is now delivering services through volunteer drivers, including weekend trips, shopping trips and school contracts, as well as hospital transport schemes.

3.3 The organisation is now in a surplus position and since 1st April 2015 has extended its delivery to include the Wycombe District Council area, for which a separate funding agreement is in place.

3.4 CDAR is a registered charity (no. 1161606) that plays a very valuable role in helping enable social contact in the community by providing a door to door transport service for people who due to age, illness or disability are not able to use their own or public transport. Not only does this facilitate social contact, but it helps these vulnerable people maintain a level of independence.

3.5 CDAR supports 243 members access transport in the Chiltern District using a fleet of 9 bespoke minibuses, all of which have wheelchair access, with a team of dedicated drivers. All drivers are fully trained. Currently 8 drivers are part time paid and 19 are volunteers. They undertake around 12,000 passenger journeys per annum of which on the last count 5,805 were for Chiltern District residents. Besides individuals using CDAR, there has been a steady increase in group trips for care homes and local community groups with currently 2 or more a month from Chiltern District. CDAR has launched a new initiative called "Enabling Social Contact", which has started gathering momentum and which will continuing to be developed over the coming year.

3.6 Over the last 12 months, volunteers worked for 5,802 hours of their time for CDAR - 4,186 by volunteer drivers and 1,656 by the volunteer Chairman and Treasurer. CDAR are looking at ways to express this in terms of Social Value and/or Value for Money. But apart from the intrinsic value of the service that CDAR provides, as detailed in the case study in Appendix 1 this is an important factor in assessing the return on grant investment by local authorities and equates to a contribution of £3.40 per volunteer hour. In support of the continued grant funding CDAR have submitted the following information:

*3.7" CDAR is run using a sound business model, with a tightly knit team, competent operations personnel and astute financial management. It is still dependent on grant support from local government, including the vital contribution from Chiltern District Council. But CDAR is not resting on its laurels, and continues to have a good record of raising very necessary additional funds from elsewhere. An outstanding example this financial year (2018/19) is that we have raised funds for two larger minibuses (replacing two aging veterans), with the second being delivered just before Christmas (total capital value £65,000).*

*3.8 However, whilst fund raising for capital projects like new minibuses has been especially successful, fund raising for running costs is always the greater challenge, principally because the donations thus received are mostly small sums. This underlines the great value to CDAR of the local government grants including the grant from CDC (currently £20,200 per annum).*

3.9 The CDAR budget for this financial year 2018/19 is:

Total income	£232,526
Total costs	£217,631
Operating outcome	£ 14,895



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*Overall outcome* - £ 13,030 (due to asset depreciation)

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3.10 *The income of £232,526 is made up of the following main elements:*

<i>BCC</i>	<i>£53,356</i>
<i>BCC Social Care</i>	<i>£6524</i>
<i>BSOG</i>	<i>£6,000</i>
<i>CDC</i>	<i>£20200</i>
<i>WDC</i>	<i>£23,500</i>
<i>Total Local Gov</i>	<i>£109,500 (47% of total income)</i>

*Fares/trips income* £90,000 (39%)

*Fund raising* £19,900 (8.5%)

3.11 *In summary, CDAR is a charity that is well run and continues to provide a very valuable and much appreciated service to the local community where it operates. We continue to rely on local government funding. We appreciate that because Local Government continues to have to run a tight ship, it is not in a position to increase its annual grant, but we ask that Chiltern District at least maintains it. We know that if the local government grants are indeed at least maintained (if not increased), we will be faced with inevitable cost increases because of inflation etc., and this is why we are devoting so much effort to additional fund raising to cover our costs”.*

3.12 The Bucks Compact identifies that 12 weeks’ notice of funding reductions should be given 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 members have previously been supportive of the services this organisation provides to the most vulnerable in our community.

3.13 The implementation of a new unitary District Council in 2020 will involve setting up new arrangements for the award of community grants. This could create some uncertainty over funding for key voluntary organisation such as CDAR in the medium term and making a three year funding award reduces the risk to their cash flow. It also allows for the budgetary provision to be transferred to the new Council and any decisions made by the new Council in respect of grant funding can then be managed in a timely fashion.

#### **4. Consultation**

Not Applicable

#### **5. Options (if any)**

5.1.1. To award three year funding at £20,200 per annum

5.1.2. To award funding for a shorter period e.g. 2019/20

5.1.3. To discontinue funding a grant award to CDAR.

**6. Corporate Implications**

7.1 Financial – the current proposal of £20,200 is taken in to account as part of the 2019/20 budget setting process.

7.2 Legal – if funding were to change the council would be required to assess the impact on vulnerable individuals as part of an equalities impact assessment. The funding award will transfer to the new unitary District Council from 1 April 2020 under the Local Government (Structural Changes) (Transitional Arrangements) Regulations 2008.

**8. Links to Council Policy Objectives**

8.1 This proposal supports the Councils objectives in relation to working to support healthier and safer local communities

**9. Next Steps**

A service level agreement would be entered into with CDAR.

<b>Background</b>  <b>Papers:</b>	<b>None other than those referred to in this report.</b>
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**Case Study – X (Testimonial Received January 2019)**

X is 83 years old and was diagnosed with Parkinson's, a long-term degenerative condition, many years ago. The condition has now reached an advanced stage and the individual has been using a wheelchair for some time due to severely limited mobility and has also lost their sight.

X started using the Chilterns Dial-a-Ride (CDAR) as a transport provider some years ago when they stopped driving, as it was no longer safe for them to do so. Due to the condition, X needs to be helped into a wheelchair and other taxi companies had refused to transport X *"and they quote Health & Safety as a reason"*. Since stopping driving X has used CDAR for trips to day centres, classes and hospital appointments on a regular basis.

As other transport services will not transport X, without CDAR X would find it near impossible to get out of the house and would become socially excluded, saying *"I would spend a great deal of time stuck in the house which is very depressing"*.

CDAR drivers are committed to engaging with their passengers and getting to know their needs and preferences, thus providing the best service possible to clients who are often lonely and vulnerable. X appreciates the drivers for their *"unfailing kindness and helpfulness"* and in X's opinion, *"CDAR provide and excellent service...especially as they have vehicles adapted for the disabled"*.



<b>SUBJECT:</b>	<i>Funding for voluntary sector support</i>
<b>RELEVANT MEMBER:</b>	<i>Portfolio Holder for Healthy Communities</i>
<b>RESPONSIBLE OFFICER</b>	<i>Head of Healthy Communities</i>
<b>REPORT AUTHOR</b>	<i>Martin Holt, , 01494732055 martin.holt@chilternandsouthbucks.gov.uk</i>
<b>WARD/S AFFECTED</b>	<i>'Not Ward Specific';</i>

### 1. Purpose of Report

To agree continued funding of £15,270 to Buckinghamshire County Council to provide the voluntary sector infrastructure support contract within Chiltern District and the wider Buckinghamshire area. The contract is currently delivered by with Community Impact Bucks.

### RECOMMENDATION TO CABINET

- To agree continued funding of £15,270 to Buckinghamshire County Council to provide the voluntary sector infrastructure support contract within Chiltern District and the wider Buckinghamshire area**

### 2. Reasons for Recommendations

To agree the continued development of the voluntary sector infrastructure support within the Chiltern District and the wider Buckinghamshire area.

### 3. Content of Report

- Buckinghamshire County Council currently administers the voluntary sector infrastructure support for organisations within Buckinghamshire as part of a contracted service with Community Impact Bucks (CIB). Chiltern District Council contributes, subject to review, £15,270/annum to the single contract with each of the other district councils in Buckinghamshire providing financial support on a pro-rata basis.
- The Community Impact Bucks End of Year Impact Report October 2017 – September 2018, detailed in Appendix 1, demonstrates the delivery undertaken as part of the contract.
- The report highlights that
  - 96% of people who signed up to attend training and events agreed that what they received was directly relevant to their needs
  - A follow up survey identified that 91% considered the service they received had made a positive difference to them

- When asked, 94% of respondents stated that Community Impact Bucks services make a significant contribution to the development and support of voluntary and community groups in Buckinghamshire of whom 53% strongly agreed

3.4 CIB provides access to funding advice, volunteering tools and database, and a range of needs based training for volunteers, trustees and organisations. CIB also reviews the needs of the sector through its annual review of the state of the local voluntary sector.

3.5 The contract is due to end March 2020 requiring CIB to deliver; training, volunteering support, information and assistance to the various voluntary and community organisations operating in Buckinghamshire. Officers at BCC are considering the options of extending the current contract or commissioning a new tender process.

3.6 The current allocation of funding by Chiltern District Council requires an annual review, it is recommended to agree to continue funding of the BCC infrastructure contract until March 2020.

#### 4. Consultation

Not Applicable

#### 5. Options (if any)

- 5.1.1. To award funding at £15,270 for 2019/20
- 5.1.2. To discontinue funding.

#### 6. Corporate Implications

7.1 Financial – the current proposal of £15,270 is taken in to account as part of the 2019/20 budget setting process.

7.2 Legal – if funding were to change the council would be required to assess the impact on vulnerable individuals as part of an equalities impact assessment

#### 8. Links to Council Policy Objectives

8.1 This proposal supports the Councils objectives in relation to working to support healthier and safer local communities

#### 9. Next Steps

Confirmation of the council decision to continue to fund the voluntary sector infrastructure would be provided to BCC.

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

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

Document is Restricted

