

CABINET

Meeting - 19 November 2013

Preent: Mr Busby, Mr Reed, Mrs Cranmer, Mr Naylor, Mr D Smith and Mrs Woolveridge

17. MINUTES

The Part I minutes of the meetings of the Cabinet held on 16 July and 17 September 2013 were confirmed and signed by the Leader.

18. FORWARD PLAN OF EXECUTIVE DECISIONS

The Cabinet received a copy of the 28 day Notice prepared in accordance with Regulation 9 of the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 setting out the key (and non-key) decisions the Cabinet was intending to make at public and private meetings.

The Cabinet also received a copy of the 28 day Notice setting out the key (and non-key) decisions the Chiltern and South Bucks Joint Committee were intending to make at public and private meetings.

RESOLVED that the 28 day Notices be noted.

19. BUDGET 2014/15 AND LATER YEARS

The Cabinet considered a report providing an update on the budget position for 2014/15 in order for it to agree a draft budget to be the basis of budget reports to the PAGs and the Overview and Scrutiny Committee.

The report, after summarising the Council's revenue budget position for the coming years, set out in a table the gap between expenditure and resources for the next three years as follows:

	Starting Base Expenditure	Gap
2014/15	£8,792k	£505k
2015/16	£8,992k	£980k
2016/17	£9,192k	£1,457k

A further table in the report set out proposals for achieving savings to bridge the gap during these years without using reserves in accordance with the Council's Medium Term Financial Strategy that reserves only be used for specific non-recurring issues.

The Cabinet noted that the savings package, which included the additional savings set out in the Part II Appendix, produced the following effect on the gap:

2014/15	Surplus	£38k
2015/16	Deficit	£45K
2016/17	Deficit	£522

The Cabinet, in noting that some of the savings proposals and service reviews would have initial costs, supported a proposal that £300k be transferred from the General Reserve to the Transformation Reserve to meet this one-off expenditure.

The report went on to address the situation for 2015/16 and beyond by

- Referring to a number of uncertainties including the level of government funding, pressures on housing and benefits services, changes to pensions and risks arising from infrastructure projects such as Heathrow spur to HS2

- Highlighting strategic and financial risks

The report concluded by referring to the need for the Council to agree a Tax Base with a proposal that in future this duty be delegated to the Director of Resources.

Following a debate the Cabinet endorsed the approach set out in the report and accordingly

RESOLVED that

1. the report be noted and the savings proposals set out in Appendix A be included in the draft revenue budget for 2014/15
2. approval be given to transfer £300k from the Council's General Reserve into the Transformation Reserve for the reasons given in paragraph 3.10 of the report.

RECOMMENDED TO COUNCIL that

3. the determination of the Council Tax Base be delegated to the Director of Resources for 2014/15 and future years.

20. BUCKS-WIDE DELIVERY VEHICLE FOR BTVLEP

The Buckinghamshire and Thames Valley Local Enterprise Partnership (BTVLEP) has identified the need for the support of an incorporated body to deliver its objectives by receiving and applying funding and contracting with third parties. It is therefore proposing that Buckinghamshire Advantage (BA), a company limited by guarantee, is established as a County-wide delivery vehicle owned and directed by the partner organisations of BTVLEP.

The Cabinet considered a report explaining how BA would be established together with details of its role, the proposed membership and governance arrangements as set out in out in an Appendix.

The Cabinet noted that if the timescales set out in the report were to be achieved there was a need to delegate final approval of the Company's Memorandum and Articles of Association and other issues to the Chief Executive.

During the discussion the Cabinet supported the proposal subject to the recommendation in 6.3 being amended to provide for the Director of Services (or an alternate agreed by the Chief Executive) to represent the Council on the Board of Directors.

RECOMMENDED TO COUNCIL that

1. the Council becomes a member of Buckinghamshire Advantage Limited subject to satisfactory completion of the necessary constitutional, governance and legal documentation
2. the Cabinet Leader represents the Council at meetings of Buckinghamshire Advantage Limited and on any Shadow Board
3. the Director of Services be nominated as a Council representative on the Board of Directors and the Chief Executive authorised to appoint a senior officer as an alternate Director if necessary.
4. pursuant to the Local Authority (Indemnities for Members and Officers) Order 2004, the Council agrees to indemnify members and officers representing the Council on Buckinghamshire Advantage Limited against any personal liability incurred when carrying out their duties except in the cases of fraud or criminal acts.
5. That the Chief Executive in consultation with Cabinet Leader and Head of Legal and Democratic Services be authorised to approve and enter into the Members Agreement for Buckinghamshire Advantage Limited and agree the Company's Memorandum and Articles of Association and any other interparty agreements or legal documents required for the formation of the company.

21. COMMUNITY

A. The Cabinet received the Part 1 minutes of the meeting of the Community Policy Advisory Group held on 16 September 2013 and the following were the subject of recommendations from the Portfolio Holder:

Minute 16 - Village Hall Grants

The PAG had supported the two applications received for Village Hall grants and having considered the recommendation of the Portfolio Holder the Cabinet

RESOLVED that the following grants be awarded:

1. Girlguiding Beaconsfield to be allocated £2,000 to fund a wheelchair ramp to provide disabled access for wheelchair users and anyone else who finds steps difficult to the new Beaconsfield Guide Head Quarters
2. Stoke Poges Village Hall to be allocated £485 to replace two layers of insulation into the roof space after the old insulation had to be removed following a pigeon infestation.

Minute 17 - Commemorating the Great War Centenary in South Bucks

The role the Council should play in commemorating the 1st World War had been supported by the PAG and having considered the recommendation of the Portfolio Holder the Cabinet:

RESOLVED that

1. £300 from the community development grant budget be made available to each Parish area and that Town/Parish Councils, together with not-for-profit organisations, be invited to submit an application to the Council for funding an event or commemoration as set out in the criteria.
2. applications received be considered in liaison with Town/Parish Councils to ensure effective co-ordination of local events.
3. due to the close timing of the first Centenary events authority be delegated to the Director of Services, in consultation with the Community Portfolio Holder, to agree applications for funding up to £300.

Minute 18 - Management Changes at Farnham Park Playing Fields and The South Buckinghamshire Golf Courses

Proposals including the establishment of a new post of General Manager and the setting up of an Advisory Group to oversee performance had been supported by the PAG and following the recommendation of the Portfolio Holder the Cabinet

RESOLVED that

1. support be given in principle for the new post.
2. additional funding of up to £50K be allocated to be split across 2013/14 and 2014/15 to cover the new post, should Personnel Committee and Council support the proposed changes.
3. a new South Buckinghamshire & Farnham Park Advisory Committee be set up.

B. The Cabinet received the Part 1 minutes of the meeting of the Community Policy Advisory Group held on 11 November 2013 and the following was the subject of a recommendation from the Portfolio Holder.

Minute 26 - Future of Closed Circuit Television in Gerrards Cross

The PAG had considered a number of options following the decision of Gerrards Cross Parish Council to cease funding CCTV and having considered the recommendations of the Portfolio Holder the Cabinet

RESOLVED that

1. the Council ceases to use the CCTV in Gerrards Cross, generating a saving of £14,415.
2. a further report be presented to a future meeting on the exact cost of removing the equipment, together with the benefits and risks connected to this decision.

The Cabinet further

RESOLVED that the Part 1 minutes of the meetings of the Community Policy Advisory Group held on 16 September and 11 November 2013 be noted.

22. **ENVIRONMENT**

The Cabinet received the Part I minutes of the Environment Policy Advisory Group held on 4 September 2013 and the following were the subject of recommendations from the Portfolio Holder:

Minute 14 - Car Park Charges

The Portfolio Holder advised the Cabinet that during the consultation that had taken place the proposal to provide free parking in the Council's car parks on one or two Saturdays in December had received support. After noting that each free day would result in a loss of income of £3k and receiving the recommendation of the Portfolio Holder the Cabinet

RESOLVED that approval be given to provide free parking in the Council's car parks on the two Saturdays 7 and 14 December 2013.

Minute 15 - Update on Car-Parking Capacity Survey and Proposed Procurement of Design Services

A proposal to procure feasibility and design services for the construction of an additional deck on one or more of the Council's existing car parks at an estimated cost of £25k was supported by the PAG and having considered the recommendations of both the Environment and Resources Portfolio Holders (see also minute 24 below) the Cabinet

RESOLVED that the Director of Services, in consultation with the Portfolio Holder for the Environment, be authorised to procure the required feasibility and design services at an estimated cost of £25k.

Minute 16 - Beaconsfield Old Town Common Land - Parking and Land Swap

Having considered a report of the further discussions that had taken place with interested parties, including Beaconsfield Town Council, on parking in Beaconsfield, the PAG supported a proposal to carry out a full public consultation at an estimated cost of £10k. After considering the recommendation of the Portfolio Holder the Cabinet

RESOLVED that

1. a public consultation be carried out at a cost of £10k to be funded from balances.
2. authority be delegated to the Head of Environment, in consultation with the Environment Portfolio Holder, to agree minor detailed variations.

Minute 17 - Electric Vehicle Rapid Charging Posts

Proposals to install three double Rapid Charging Posts for electric vehicles across the District, for which funding had been awarded, had been supported by the PAG and following the recommendations of both the Environment Portfolio Holder and the Health and Housing Portfolio Holder (see minute 15 below) the Cabinet, after receiving an assurance that the maintenance costs and any impact on the revenue received for car parking would be kept under review.

RESOLVED that the proposal to install the Rapid Charging Posts be supported and the implementation process approved.

After noting that the recommendations in Minute 13 - Future Waste and Recycling Services Report - had been agreed at the meeting on 17 September 2013 the Cabinet further

RESOLVED that the minutes of the Environment Policy Advisory Group held on 4 September 2013 be noted.

23. **HEALTH AND HOUSING**

The Cabinet received the Part 1 minutes of the Health and Housing Policy Advisory Group held on 26 September 2013 and the following were the subject of recommendations from the Portfolio Holder:

Minute 14 - Cemetery Charges

The PAG, having received the results of an exercise to benchmark cemetery charges, supported proposals to increase charges with increases also applying to non-residents. After considering the recommendations of the Portfolio Holder the Cabinet

RESOLVED that the following increases in cemetery charges be made with effect from 1 April 2014:

- non-resident surcharges be increased from £100 to £200
- cemetery charges be increased by 20%
- charges at Stoke Poges Memorial Gardens be increased, as set out in Appendix D of the report submitted to the PAG

Minute 15 - Electric Vehicle Rapid Charging Posts

Proposals to install three double Rapid Charging Posts for electric vehicles across the District, for which funding had been awarded, had been supported by the PAG and following the recommendations of both the Environment Portfolio Holder and the Health and Housing Portfolio Holder (see minute 22 above) the Cabinet after receiving an assurance that the maintenance costs and any impact on the revenue received for car parking would be kept under review

RESOLVED that the proposal to install the Rapid Charging Posts be supported and the implementation process approved.

Minute 16 Memorandum of Understanding - Healthy Communities Partnership

A proposal for each member authority to sign a Memorandum of Understanding to support the Healthy Communities Partnership set up to act as the main partnership body for public health in Buckinghamshire had been supported by the PAG and having considered the recommendation of the Portfolio Holder the Cabinet

RESOLVED that the Memorandum of Understanding be adopted and the Council's participation and commitment to the Healthy Communities Partnership be confirmed

Minute 17 - Update to South Bucks District Council's Contaminated Land Strategy

The proposal to update the Contaminated Land Strategy by removing the two performance indicators and the informatives currently added to local land searches had been supported by the PAG and having considered the recommendations of the Portfolio Holder the Cabinet

RESOLVED that the

1. updated contaminated land strategy be approved.
2. two performance indicators (as set out in paragraph 3.4 of the report) for contaminated land, which have become redundant as a result of the review, be removed.
3. informatives currently added to local land searches be no longer provided as they are no longer relevant and potentially misleading - specific requests relating to contaminated land notices, the register and regarding consultation to be responded to and the separate option to request information through an environmental search to remain.

Minute 18 - Commuted Sums Update Report - Start August 2013

Proposals to increase the expenditure levels were supported by the PAG and the Cabinet after noting the report which provided an update on the current position and the recommendations of the Portfolio Holder

RESOLVED that

1. an increase in Your Choice fees to £60,000 to facilitate the equity loan product and Catalyst Housing Group fees at £2,000 per unit be approved.
2. an increase in the Buy-Back Acquisition funding to £1,250,000 in line with the service level agreement with London and Quadrant be approved.
3. the expenditure of £3,575,150, as detailed in the 2nd column in Table 2 of the report, be approved.

Minute 19 - Pest and Dog Control from October 2013

The proposal to extend the current service provided by SDK was supported by the PAG and having considered the recommendation of the Portfolio Holder the Cabinet

RESOLVED that the service currently provided by SDK in relation to pest control and dog control/collection be extended for a period of five months or until the framework agreement for a new contract is in place.

The Cabinet further

RESOLVED that the minutes of the meeting of the Health and Housing PAG held on 26 September 2013.

24. **RESOURCES**

The Cabinet received the Part I minutes of the Resources Advisory Group held on 12 September 2013 and the following were the subject of recommendations from the Portfolio Holder:

Minute 21 - Payroll Contract Extension

The proposal to extend the payroll contract with Aylesbury Vale District Council had been supported by the PAG and having considered the recommendation of the Portfolio Holder the Cabinet

RESOLVED that the contract with Aylesbury Vale District Council for the provision of payroll services be extended to 31 March 2015 in accordance with Contract Procedure Rule 14(2).

Minute 22 - Update on Car Parking Capacity and Proposed Procurement and Design Services

A proposal to procure feasibility and design services for the construction of an additional decks on one or more of the Council's existing car parks at an estimated cost of £25k was supported by the PAG and having considered the recommendations of both the Environment and Resources Portfolio Holders (see also minute 22 above) the Cabinet

RESOLVED that £25k be allocated from reserves for feasibility/design services to address any shortfall in car parking.

After noting that the recommendation in minute 22 had been agreed at the meeting on 12 September 2013 the Cabinet further

RESOLVED that the Part I minutes of the meeting of the Resources Policy Advisory Group held on 12 September 2013 be noted.

25. SUSTAINABLE DEVELOPMENT

The Cabinet received the Part 1 minutes of the Sustainable Policy Advisory Group held on 5 September 2013 and the following was the subject of a recommendation from the Portfolio Holder:

Minute 13 - Implementation of Core Policy 10 (Employment) Guidance Note

A number of updates had been made to the existing Core Policy 10 (Employment) Guidance Note and following the advice of the Portfolio Holder the Cabinet

RESOLVED that the updated implementation of Core Policy 10 (Employment) Guidance Note for Development Management purposes be approved.

The Cabinet further

RESOLVED that the Part I minutes of the meeting of the Sustainable Development PAG held on 5 September 2013 be noted.

26. CHILTERN AND SOUTH BUCKS JOINT COMMITTEE

The Cabinet received for information the minutes of the meeting of the Chiltern and South Bucks Joint Committee held on 16 July 2013.

RESOLVED that the minutes of the meeting of the Chiltern and South Bucks Joint Committee held on 16 July 2013 be noted.

27. PERFORMANCE MANAGEMENT REPORT QUARTER 1

The Cabinet considered a report showing the performance of Council services against performance indicators during the period April - June 2013 and in particular performance in relation to:

- Priority Performance Indicators;
- Performance and Service objectives across the Council;
- The Leader's Portfolio and the Portfolios of other Cabinet Members; and
- Key operational risks and controls put in place to mitigate risks

The following appendices were attached to the report:

- Appendix A - Monthly priority indicator report (April - June 2013) providing an overview of priority monthly indicators.
- Appendix B - Quarterly corporate performance Indicator report (Q1 - 2013/14) providing an update on all the Council's corporate indicators.
- Appendix C - Service actions report (Q1 - 2013/14) providing an overview of the service areas' progress towards completing actions and projects - to be found on the intranet underneath Performance Reports on the A-Z.

The Cabinet noted that of the 16 priority indicators 12 were on target, 2 had just missed its target and 2 were off target as at the end of June 2013.

RESOLVED that the Performance Management Quarterly Report for the period April - June 2013 be noted.

28. PERFORMANCE MANAGEMENT REPORT - QUARTER 2 2013-14

The Cabinet considered a report showing the performance of Council services against performance indicators during the period July- September 2013 and in particular performance in relation to:

- Priority Performance Indicators;
- Performance and Service objectives across the Council;
- The Leader's Portfolio and the Portfolios of other Cabinet Members; and
- Key operational risks and controls put in place to mitigate risks

The following appendices were attached to the report:

- Appendix A - Monthly priority indicator report (July - September 2013) providing an overview of priority monthly indicators.
- Appendix B - Quarterly corporate performance Indicator report (Q2 - 2013/14) providing an update on all the Council's corporate indicators.
- Appendix C - Service actions report (Q2 - 2013/14) providing an overview of the service areas' progress towards completing actions and projects - to be found on the intranet underneath Performance Reports on the A-Z.

Of the 16 priority indicators 9 were on target, 3 had just missed its target and 4 were off target as at the end of September 2013. The Cabinet's attention was particularly drawn to the reasons for the targets being missed as set out in paragraph 4.2.

RESOLVED that the Performance Management Quarterly Report for the period July - September 2013 be noted.

29. JOINT CHILTERN AND SOUTH BUCKS SUSTAINABLE COMMUNITY STRATEGY 2013-2026

Following the decision to merge the Chiltern and South Bucks Local Strategic Partnerships to create the Chiltern and South Bucks Districts' Joint Local Strategic Partnership work had been carried out to produce a new Sustainable Community Strategy for Chiltern and South Bucks mindful that the strategies of each Council basically covered the same themes. The Cabinet received a report setting out the results of this work and attaching a draft Joint Sustainable Community Strategy.

After noting that the Strategy had been formally adopted by Chiltern District Council at their meeting on 5 November 2013 the Cabinet

RECOMMENDED to COUNCIL that the Joint Sustainable Community Strategy for Chiltern and South Bucks be adopted.

30. EXCLUSION OF PUBLIC

“that under Section 100A(4) of the Local Government Act 1974 the public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in Part 1 of Schedule 12A to the Act “

Budget 2014/15 and Later Years

(Paragraph 3 - because of information relating to the financial or business affairs of any particular person)

The Cabinet noted the appendix referred to in Minute 19

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Social Media Policies for Policies and Members

(Paragraphs 5 and 7 - because of information in respect of which a claim to legal privilege could be maintained in legal proceedings/because of information relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime)

The Cabinet agreed to recommend the Council to adopt the policies.

Part II Minutes of the meeting of the Community Policy Advisory Group held on 16 September 2013

(Paragraph 3 - because of information relating to the financial or business affairs of any particular person)

The Cabinet agreed the recommendation in:
Minutes 24 - Farnham Park Royal Club

Part II Minutes of the meeting of the Community Policy Advisory Group held on 11 November 2013

(Paragraph 3 - because of information relating to the financial or business affairs of any particular person)

Minute 29 - Leisure Contract Extension
Minute 30 - Over 60's Club in Burnham

Part II Minutes of the meeting of the Resource Policy Advisory Group held on 12 September 2013

(Paragraph 3 - because of information relating to the financial or business affairs of any particular person)

The Cabinet agreed the recommendations in:

Minute 28 - Land by East Lodge, Manor House, Stoke Poges
Minute 29 - Grazing land at Stoke Poges
Minute 30 - Stoke Poges
Minute 31 - Bath Road Depot

The meeting terminated at 6.39 pm