

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

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

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

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

| <b>Meeting: 4 February 2015 (CDC)</b> |   |                                    |                       |  |  |
|---------------------------------------|---|------------------------------------|-----------------------|--|--|
| Key Decision (Y/N) <sup>1</sup>       | Report Title & Summary <sup>2</sup>   | Consultation How/When <sup>3</sup> | Decision Maker & Date | Private Report (Y/N) and Reason Private <sup>4</sup> | Contact Officer and Telephone Number                     |
| No                                    | <b>Programme Report:</b> Update on the programme activities, risks and finances.  |                                    | <b>JC</b><br>4 Feb 15 | No   | Jim Burness<br>CDC: 01494 732905<br>SBDC: 01895 837217   |
| No                                    | <b>Shared IT Highlight Report:</b> Update on the shared IT programme activities, risks and finances.  |                                    | <b>JC</b><br>4 Feb 15 | No   | Jim Burness<br>CDC: 01494 732905<br>SBDC: 01895 837217   |
| Yes                                   | <b>Business Case for Shared Human Resources Service:</b><br>To consider the business case for a shared Human Resources Service  |                                    | <b>JC</b><br>4 Feb 15 | Yes<br>(Paragraph 1)<br>(Paragraph 4)                | Judy Benson<br>CDC: 01494 732903<br>SBDC: 01895 837288   |
| Yes                                   | <b>Business Case for Shared Policy, Performance &amp; Communication Service:</b><br>To consider the business case for a shared Policy, Performance & Communications Service |                                    | <b>JC</b><br>4 Feb 15 | Yes<br>(Paragraph 1)<br>(Paragraph 4)                | Rachel Prance<br>CDC: 01494 732015<br>SBDC: 01895 837204 |
| Yes                                   | <b>Joint Health and Safety Committee:</b> To consider a report on the proposed Joint Health & Safety Committee  |                                    | <b>JC</b><br>4 Feb 15 | No   | Joanna Swift<br>CDC: 01494 732761<br>SBDC: 01895 837     |

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

**Chiltern District Council:** Mrs I Darby; M Stannard; P Hudson; G Harris; P E C Martin; F Wilson

**South Bucks District Council:** Mrs J Woolveridge; D Smith; Mrs A Cranmer; A Busby; R Reed; N Naylor

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.

#### **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.

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

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

Classification: OFFICIAL

[Bucks District Council](#)

Contact:

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

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