



DEMOCRATIC AND ELECTORAL SERVICES

Dealt with by:	Democratic Services	Switchboard:	01895 837200
My Ref:		e-mail:	democraticservices@southbucks.gov.uk
Date:	3 October 2016	Direct Line:	01895 837225/837224

Dear Councillor

CABINET

The next meeting of the Cabinet will be held as follows:

DATE: **TUESDAY, 11TH OCTOBER, 2016**

TIME: **6.00 PM**

VENUE: **ROOM 6, CAPSWOOD, OXFORD ROAD, DENHAM**

Only apologies for absence received prior to the meeting will be recorded.

Yours faithfully

Jim Burness

Director of Resources

To: The Cabinet

Mr Bagge (Leader)
Mr Egleton
Mrs Sullivan
Mr Kelly

Mr Naylor (Deputy Leader)



Audio/Visual Recording of Meetings

Please note: This meeting might be filmed, photographed, audio-recorded or reported by a party other than South Bucks District Council for subsequent broadcast or publication.

If you intend to film, photograph or audio record the proceedings or if you have any questions please contact the Democratic Services Officer (members of the press please contact the Communications Officer).

Declarations of Interest

Any Member attending the meeting is reminded of the requirement to declare if he/she has a personal interest in any item of business, as defined in the Code of Conduct. If that interest is a prejudicial interest as defined in the Code the Member should also withdraw from the meeting.

A G E N D A

(Pages)

1. **Apologies for Absence**

2. **Minutes**

To confirm the minutes of the meeting held on 4 July 2016.

(6 - 11)

A. LEADER'S REPORTS

3. **Forward Plan of Executive Decisions**

To note the 28 Day Notice of decisions to be taken by:

Appendix A - SBDC Cabinet 28 Day Notice

(12 - 15)

Appendix B - SBDC Forward Plan

(16 - 20)

Appendix C - Chiltern and South Bucks Joint Committee

(21 - 23)

4. **Medium Term Financial Strategy 2017 - 2022**

To consider report of the Director of Resources.

(24 - 26)

Appendix A - Medium Term Financial Strategy

(27 - 39)

Appendix B - Efficiency Plan

(40 - 43)

5. **Performance Management Quarterly Report Quarter 1**

To consider report of the Acting Chief Executive.

(44 - 45)

Appendix A

(46 - 47)

Appendix B

(48 - 51)

B. REPORTS OF THE PORTFOLIO HOLDERS

6. **Environment**

No meeting was held.

7. **Resources**

To note the minutes of the meeting of the PAG held on 27 September 2016 and consider the Portfolio Holder's recommendations as set out in: **(52 - 55)**

Minute 43 – South Bucks Car Parks Review

8. Healthy Communities

To note the minutes of the meeting of the PAG held on 15 September 2016. **(56 - 59)**

9. Any other business which the Leader decides is urgent

10. Exclusion of Public

The Leader to move the following resolution:-

"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
"

11. Sustainable Development

To receive the Part II minutes of the meeting held on 8 September 2016 and and consider the Portfolio Holder's recommendations as set out in: **(60 - 61)**

Minute 48 – HS2 Update.

12. Resources PAG

To receive the Part II minutes of the meeting held on 27 September 2016. **(62)**

13. Termination of Meeting

The next meeting is due to take place on Tuesday, 25 October 2016

Date of Publication: 8 July 2016
Deadline for Call-in: Midnight 18 July 2016

CABINET

Meeting - 4 July 2016

Present: Mr Bagge, Mr Naylor, Mrs Sullivan and Mr Kelly

Also Present: Mrs Lewis

Apologies for absence: Mr Eggleton

7. MINUTES

The minutes of the meeting of the Cabinet held on 24 May and 28 June 2016 were confirmed and signed by the Leader.

8. 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.

9. ENVIRONMENT

(a) Joint Waste Committee for Buckinghamshire - Dissolution

The Cabinet considered a report regarding how the Joint Waste Strategy 2014-2020 would be progressed following the dissolution of the Joint Waste Committee for Bucks.

Cabinet noted that the report had been tabled for discussion at the Environment PAG on 7 June 2016 and had been agreed at Chiltern District Council's Cabinet on 28 June 2016.

The report detailed the reasons for recommendation, which were that now that the Joint Waste Strategy 2014-2020 is established and all of the Buckinghamshire district councils have rolled out new collection services, the Joint Waste Committee for Buckinghamshire (JWC) has decided, subject to the formal agreement of its constituent authorities, that the Strategy can be delivered in a more efficient manner by dissolving the formal joint committee and adopting a more streamlined and less formal structure.

RESOLVED that:

- 1 subject to the formal agreement of all the constituent authorities, the Joint Waste Committee for Buckinghamshire be dissolved and the twelve months' notice required by the Committee's Constitution be waived;
- 2 the Joint Waste Partnership be retained as an informal entity to carry out activities to support the delivery of the Joint Waste Strategy 2014-2020;

- 3 a Memorandum of Understanding, as outlined in the report of the officers, be drawn up to regulate the activities of the Joint Waste Partnership with authority being delegated to the Head of Environment in consultation with the Head of Legal and Democratic Services to agree the precise terms;
- 4 the remaining funds in the approved budget of the Joint Waste Committee, once committed expenditure has been met, be used to fund a continued fly-tipping campaign across Buckinghamshire;
- 5 the grant awarded by the Department for Communities and Local Government for the Fighting Food Waste project be used to support the activities described in the bid for funding;
- 6 the partner Councils give consideration to making budgetary provision for the ongoing work of the Partnership once the remaining budget has been utilised, expected to be for the financial year 2018/19 and thereafter.

(b) Environment PAG Minutes

The Cabinet received the minutes of the Environment PAG held on 7 June 2016.

RESOLVED that minutes be noted.

10. **RESOURCES**

(a) Gerrards Cross Car Parking

The Cabinet considered a report seeking an approval for a further £40,000 for consultancy fees to facilitate the multi-storey car park project.

The reasons for the recommendation were that Officers were working towards producing a business case for consideration at the September Resources PAG, and preparing to swiftly progress procurement, if the business case was to be approved. The £40,000 would enable essential preparatory work including quantity surveying work, contract documentation and legal advice to feed into the business case, and draft contract documentation.

An alternative option would be to defer until after formal approval of the business case, however Members were advised that this would impact on the procurement timetable.

RESOLVED that further expenditure of £40,000 for consultancy fees to support the business case and any subsequent procurement for the Gerrards Cross Car Park development be agreed.

(b) Resources PAG Minutes

The Cabinet received the minutes of the Resources Advisory Group held on 16 June 2016.

RESOLVED that the minutes be noted.

11. **HEALTHY COMMUNITIES**

(a) Food and Health & Safety Business Plans

The Cabinet received a report regarding the Joint Food and Health and Safety Business Plans. The report had also been tabled at the Healthy Communities PAG on 13 June 2016 for discussion.

The Portfolio Holder explained the Food Standards Agency's (FSA) Code of Practice and the Health and Safety Executive (HSE) require local authorities to produce and publish an

annual service plan that demonstrates how the authorities are working to deliver its food and safety services. The Better Regulation Delivery Officer also requires local authorities to produce and publish their enforcement policies and to ensure that they comply with The Regulator's Code; members noted that joint plans had been produced between the two Councils which detailed these requirements for the year 2016/17.

RESOLVED that

1. To approve the joint Food and Health and Safety Service Plan (Appendix 1)
2. To approve the Food and Health and Safety Enforcement Policies (Appendix 2 & 3).

(b) Joint Private Sector Housing Strategy and Financial Assistance Policy

The Cabinet received a report regarding Joint Private Sector Housing Strategy and associated policies in respect of financial assistance, Houses in Multiple Occupation and housing enforcement across South Bucks District Council and Chiltern District Council and to publish the draft joint strategy and associated policies for consultation.

The current Private Sector Housing Renewal strategy requires updating to include changes in national housing policy as well as the introduction of new legislative requirements and increased financial constraints and local developments, not least the introduction of shared working with Chiltern District Council.

As best practice a local House Condition Survey has been carried out (last Survey undertaken in 2004) to inform the development of the private sector housing strategy. Members noted that Private sector housing staff do not have the capacity or expertise to undertake such a survey in house. Members considered two options:

- Undertake a procurement exercise to appoint consultants to carry out a house condition survey (estimated cost £20,000 - £35,000 plus staff time).
- Not to undertake a survey at the current time and rely on nationally and locally available data to inform the direction of the strategy.

RESOLVED that

- a Joint Private Sector Housing Strategy and associated policies across South Bucks District Council and Chiltern District Council be prepared.
- authority be delegated to the Head of Healthy Communities to publish a draft joint strategy and associated policies for consultation via the Council's website.
- a House Condition Survey is not carried out at the current time, but that the need for a survey is reviewed annually by the Head of Healthy Communities in consultation with the Portfolio Holder.

(c) Delegated Authority for the Microchipping of Dogs (England) Regulations 2015

Cabinet received a report considering the amendment to the Scheme of Delegation and Part E of the Constitution to include a reference to the Animal Welfare Act 2006.

The report detailed the powers that came into effect on 6 April 2016, and the need to amend the Constitution in order to facilitate the efficient and effective enforcement of the legislation, which provides for the compulsory microchipping of dogs, as well as the recording of each dog's identity and keeper's contact details on a prescribed database. The amendment would allow for a Notice being sent to the keeper advising them of the legal requirements, and requiring any dog being collected by the dog service, being chipped within 28 days.

RECOMMENDATION to Council

1. To include the Animal Welfare Act 2006 and subordinate Regulations within the Council's Scheme of Delegation.
2. That authority be delegated to the Head of Healthy Communities to appoint officers for all purposes in connection with the above legislation and to give the authority to officers to exercise any of the powers specified within the legislation.
3. To authorise the Head of Legal and Democratic Services to amend Part E of the Constitution accordingly.

(d) Commuted Sums Report - Affordable Housing

The Cabinet received an update report regarding the affordable housing schemes delivered through the Housing Commuted Sums derived from developers and to consider opportunities to deliver affordable housing.

It was noted that this report had been tabled at the Healthy Communities PAG on 13 June 2016. The report provided members with an overview of the various schemes that the monies in question are utilised for, and raises the query of how to take the funds forward, with suggestions for this laid out in the recommendations within the report.

RESOLVED

1. That the operation of the Acquisition, Equity Share and Downsizing schemes continue within current allocated funding levels and to cease the Incentive to Purchase scheme be agreed.
2. That reallocation of funding from the Acquisition scheme on a case by case basis to support the on site development of affordable housing by L&Q be agreed.
3. Authority be delegated to the Chief Executive in consultation with the Leader and Portfolio Holder for Healthy Communities, agreement to finalise the level of financial support from Commuted Sums for partnership projects which will increase the delivery of affordable rented accommodation.
4. Members agree to allocating the available £1.4M Affordable Housing Contributions (commuted sums) for opportunities that arise by working in partnership with registered Providers, other public bodies and or developers to provide grant funding to deliver affordable rented properties on site.

(e) Healthy Communities Minutes

The Cabinet received the minutes of the Healthy Communities PAG held on 13 June 2016. **RESOLVED** that the minutes be noted.

12. ANNUAL PERFORMANCE REPORT

The Cabinet received the annual performance report which outlined the performance of Council services against performance indicators and service objectives during the year 2015-16.

Members welcomed the new style info –graphic format of the report.

RESOLVED that the report be noted.

13. ANY OTHER BUSINESS WHICH THE LEADER DECIDES IS URGENT

None.

14. **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 “ Paragraph 1, 2 and 3.

15. **RESOURCES**(a) Parking Service – Off Street Parking Legislation

The Cabinet received a report detailing the legal framework which governs parking enforcement, in order to determine whether to align South Bucks District Council with Chiltern District Council to enable all car parks across Chiltern and South Bucks to be enforced under the Traffic Management Act 2004.

The report explained to Members that as a Joint Parking Service had now been created, processes need to be aligned in order to manage efficiencies. Currently, CDC enforces using the Traffic Management Act 2004 (TMA), while SBDC uses the Road Traffic Regulation Act 1984 (84 Act), with TMA falling under Civil Law, and 84 Act falling under Criminal Law. South Bucks is the only area within Buckinghamshire with enforcement of On and Off Street parking under two separate acts.

The adoption of TMA for both on and off street parking would mean the adoption of powers to carry out Off Street enforcement. This would also lead to a reduction in judicial costs as appeals and debt recovery are currently dealt with by the Magistrates' Court, incurring solicitor's fees: under TMA, debt recovery can be passed to the debtor and recovered alongside the registered debt. As the TMA framework is used across all other parts of the County it was felt this would make it easier for customers.

The report went on to detail to Members that the estimated reduction of overall car parking income would be as a worst case 1.8%, however, it was felt that using a more efficient recovery framework would reduce this figure.

RESOLVED that South Bucks move to the enforcement of their Off Street Parking Areas under the Traffic Management Act 1984.

(b) Resources PAG Part II Minutes

The Cabinet received Part II minutes of the Resources PAG held on 16 June 2016.

RESOLVED that the minutes be noted.

16. **HEALTHY COMMUNITIES**(a) Gerrards Cross Police Station Site

The Cabinet considered a report on the preferred approach to supporting the delivery of affordable housing on the Gerrards Cross Police station site.

The opportunities to deliver affordable housing on site within South Bucks District Council were detailed within the report.

RECOMMENDATION to Council

That Council is recommended to allocate monies as detailed in the report from the Capital Programme to this scheme.

And **RESOLVED** that

Cabinet - 4 July 2016

- the Council negotiates to purchase the Gerrards Cross Police Station site as stated in the report.
- the Chief Executive in consultation with the Leader be authorised to agree the final purchase price.
- a sum of monies as stated in the report as unallocated Affordable Housing Contributions for the delivery of affordable housing be utilised for the purchase and monies as detailed in the report be allocated from the Capital programme
- Following acquisition the eight 3 bed properties on the land be used for temporary accommodation and that officers bring forward further development proposals for the site to support the delivery of affordable housing and/or sub-market or market rent housing

(b) Healthy Communities PAG Part II Minutes

The Cabinet received the Part II minutes of the Healthy Communities PAG held on 13 June 2016.

RESOLVED that the minutes be noted.

The meeting terminated at 6.18 pm



South Bucks

District Council

SOUTH BUCKS DISTRICT COUNCIL 28 DAY NOTICE

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

This notice, published in accordance with Regulation 9 of the above Regulations, sets out the key decisions (and non-key decisions) that the Council's Cabinet intends to make at public or private meetings to be held within the next 28 days and beyond.

A further notice - [called the Agenda](#) – setting out the items to be considered at the next cycle of meetings (public and private) will be available no less than 5 working days before the meeting.

LEADER - COUNCILLOR BAGGE					
Key Decision (Y/N) ¹	Report Title & Summary ²	Consultation – How & When ³	Decision Maker & Date ⁴	Private report (Y/N) and reason private ⁵	Lead Officer
N	Q1 Performance Report 2016-17 To receive Q1 monitoring report	Overview & Scrutiny: 03.10.2016	Cabinet: 11.10.2016	N	Sarah Woods Email: SWoods@chiltern.gov.uk
Y	Strategic Asset Management Review To receive report on progress.		Cabinet: 11.10.2016	Y (Para 3)	Jim Burness Email: Jim.Burness@southbucks.gov.uk
Y	Medium Term Financial Strategy Report setting out the Medium Term Financial Strategy for South Bucks DC	Overview & Scrutiny: 03.10.2016	Cabinet: 11.10.2016	N	Jim Burness Email: Jim.Burness@southbucks.gov.uk
Y	Evreham Sports Centre post 2017 Report regarding future of Evreham Sports Centre from 2017		Cabinet: 11.10.2016	Y (Para 3)	Martin Holt Email: Martin.Holt@southbucks.gov.uk

SUSTAINABLE DEVELOPMENT PAG – COUNCILLOR NAYLOR

Key Decision (Y/N) ¹	Report Title & Summary ²	Consultation – How & When ³	Decision Maker & Date ⁴	Private report (Y/N) and reason private ⁵	Lead Officer
Y	HS2 Update on recent HS2 issues including financial.	Sustainable Development PAG: 08.09.2016	Cabinet: 11.10.2016	Y (Para 3)	Ifath Nawaz: Email: INawaz@chiltern.gov.uk

HEALTHY COMMUNITIES PAG – COUNCILLOR KELLY

Key Decision (Y/N) ¹	Report Title & Summary ²	Consultation – How & When ³	Decision Maker & Date ⁴	Private report (Y/N) and reason private ⁵	Lead Officer
Y	Joint Private Sector Housing Strategy Consider the adoption of a joint Private Sector Housing Strategy between South Bucks DC and Chiltern DC (setting out policies to improve and maintain housing conditions in the private sector) and agree the key themes and objectives it should contain.	Healthy Communities PAG: 15.09.2016	Cabinet: 11.10.2016 Council: 08.11.2016	N	Michael Veryard Email: mveryard@chiltern.gov.uk

ENVIRONMENT PAG – COUNCILLOR SULLIVAN

Key Decision (Y/N) ¹	Report Title & Summary ²	Consultation – How & When ³	Decision Maker & Date ⁴	Private report (Y/N) and reason private ⁵	Lead Officer

RESOURCES PAG – COUNCILLOR EGLETON

Key Decision (Y/N) ¹	Report Title & Summary ²	Consultation – How & When ³	Decision Maker & Date ⁴	Private report (Y/N) and reason private ⁵	Lead Officer
Y	Gerrards Cross Car park Members to approve preconstruction cost and to proceed with project	Resources PAG: 12.09.2016	Cabinet: 11.10.2016	Y (Para 2)	Linda Newell Email: LNewell@chiltern.gov.uk
Y	South Bucks Car Parks Review Review of SBDC car parks	Resources PAG: 12.09.2016	Cabinet: 11.10.2016	N	Julie Rushton Email: JRushton@chiltern.gov.uk

1. Key Decision

The Regulations explains a “key decision” as an executive decision which is likely:-

- (a) to result in the local authority incurring expenditure which is, or the making of savings which are significant having regard to the relevant authority’s budget for the service or function to which the decision relates; or
- (b) to be significant in terms of its effects on communities living or working in an area comprising two or more wards or electoral divisions in the area of the relevant authority.

With regard to (a) a key is a decision which has income or expenditure effect of £50k or more but excludes 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, 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. Report Title and Summary

A summary and title of a report is listed in this column. Reports that will be considered at a meeting will be available 5 working dates before the meeting at <http://www.sbdc-spider2.southbucks.gov.uk/democracy/uuCoverPage.aspx?bcr=1>

3. Consultation – How and When

This column shows the process of consultation, which takes place prior to Cabinet.

To support the role of the Portfolio Holders, Policy Advisory Groups (PAGs) have been set up to provide advice and guidance. A report is submitted to the PAG for its consideration, following which the minutes of the PAG are submitted to Cabinet. Cabinet considers the advice of the Portfolio Holder and the PAG when making a decision. The dates of PAGs are shown on the following notice. Whilst meetings of the PAGs are not open to the public the agenda papers and reports (except those subject to prohibition or restriction) are published on the Council’s website.

4. Decision Maker & Date

This column shows by whom the Decision will be taken and the date the Decision is due to be taken.

5. Private Report and Reason Private

Members of the public are welcome to attend meetings of the Cabinet, however 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 1, subject to the qualifications and interpretations in Parts 2 and 3, of Schedule 12A to the Local Government Act 1972 (as amended)

The relevant paragraphs are listed in the table below:

Paragraph	
1.	Information relating to any individual.
2.	Information which is likely to reveal the identity of any individual.
3.	Information relating to the financial or business affairs of any particular person (including the authority holding that information).
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.
5.	Information in respect of which a claim to legal professional privilege could be maintained in legal proceedings.

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.
7.	Information relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime.

Making Representation

If you wish to make representations about why a meeting should not take place in private then submit your representations at least 10 clear working days before the meeting to Democratic and Electoral Services, South Bucks District Council, Capswood, Oxford Road, Uxbridge, UB9 4LH - email democraticservices@southbucks.gov.uk so that they can be included in this further notice along with a statement of response to the representations as required under Regulation 5.



South Bucks

District Council

SOUTH BUCKS DISTRICT COUNCIL FORWARD PLAN

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

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LEADER - COUNCILLOR BAGGE					
Key Decision (Y/N) ¹	Report Title & Summary ²	Consultation – How & When ³	Decision Maker & Date ⁴	Private report (Y/N) and reason private ⁵	Lead Officer
Y	Portfolio Budgets 17/18 To consider the draft portfolio budgets for 17/18		Cabinet: 15.12.2016	Y (Para 3)	Rodney Fincham Email: Rodney.Fincham@southbucks.gov.uk
Y	Academy Redevelopment Tender To consider the outcome of the tender process for redevelopment of the Academy site and contract award	South Bucks Members Advisory Panel: 17.11.2016	Cabinet: 15.12.2016	Y (Para 3)	Jim Burness Email: Jim.Burness@southbucks.gov.uk
Y	Revenue Budget & Council Tax 2017/18 To recommend to Council a revenue budget and level of council tax for 2017/18	Overview & Scrutiny: 30.01.2017	Cabinet: 08.02.2017	N	Jim Burness Email: Jim.Burness@southbucks.gov.uk
Y	Farnham Park Playing Fields Strategy To consider options for the future facilities provided at the Farnham Park Playing Fields	South Bucks Members Advisory Panel: 02.02.2017	Cabinet: 08.02.2017	Y (Para 3)	Jim Burness Email: Jim.Burness@southbucks.gov.uk

SUSTAINABLE DEVELOPMENT PAG – COUNCILLOR NAYLOR

Key Decision (Y/N) ¹	Report Title & Summary ²	Consultation – How & When ³	Decision Maker & Date ⁴	Private report (Y/N) and reason private ⁵	Lead Officer
Y	Portfolio Budgets 17/18 To consider the draft portfolio budgets for 17/18	Sustainable Development PAG: 22.11.2016	Cabinet: 15.12.2016	Y (Para 3)	Rodney Fincham Email: Rodney.Fincham@southbucks.gov.uk

HEALTHY COMMUNITIES PAG – COUNCILLOR KELLY

Key Decision (Y/N) ¹	Report Title & Summary ²	Consultation – How & When ³	Decision Maker & Date ⁴	Private report (Y/N) and reason private ⁵	Lead Officer
N	Armed Forces Community Covenant Update To update on local WW1 commemorative events and the County-wide task force working group	Healthy Communities PAG: 01.12.2016	For Information	N	David Gardner Email: DGardner@chiltern.gov.uk
Y	Community & Wellbeing Plan To adopt the new Chiltern Community & Wellbeing Plan 2017 - 2019	Healthy Communities PAG: 01.12.2016	Cabinet: 15.12.2016	N	Christine Gardner Email: Christine.Gardner@SouthBucks.gov.uk
Y	Joint Housing Strategy Framework Consider the adoption of a joint Housing Strategy between South Bucks DC and Chiltern DC and agree the key themes and objectives it should contain.	Healthy Communities PAG: 01.12.2016	Cabinet: 15.12.2016	N	Michael Veryard Email: mveryard@chiltern.gov.uk
Y	Joint Homelessness Strategy Consider the adoption of a joint Homelessness Strategy between South Bucks DC and Chiltern DC and agree the key themes and objectives it should contain.	Healthy Communities PAG: 01.12.2016	Cabinet: 15.12.2016	N	Michael Veryard Email: mveryard@chiltern.gov.uk
Y	Grant Review Review of grant streams offered by SBDC	Healthy Communities PAG: 01.12.2016	Cabinet: 15.12.2016	N	Claire Speirs Email: claire.speirs@SouthBucks.gov.uk
Y	Portfolio Budgets 17/18	Healthy	Cabinet:	Y	Rodney Fincham

HEALTHY COMMUNITIES PAG – COUNCILLOR KELLY

Key Decision (Y/N) ¹	Report Title & Summary ²	Consultation – How & When ³	Decision Maker & Date ⁴	Private report (Y/N) and reason private ⁵	Lead Officer
	To consider the draft portfolio budgets for 17/18	Communities PAG: 01.12.2016	15.12.2016	(Para 3)	Email: Rodney.Fincham@southbucks.gov.uk
Y	Extension to the GLL Contract to manage the Evreham Centre to agree to extend the contract with GLL to manage the Evreham Centre until 2021	Healthy Communities PAG: 01.12.2016	Cabinet: 15.12.2016	Y (Para 3)	Martin Holt Email: Martin.Holt@southbucks.gov.uk
N	Healthy Communities Update To receive an update on activities.	Healthy Communities PAG: 15.09.2016	For Information	N	Martin Holt Email: Martin.Holt@southbucks.gov.uk
Y	Local authority lottery To propose that the Council enters in to agreement with Gatherwell to undertake a local authority lottery operated by both Chiltern and South Bucks District Councils	Healthy Communities PAG: 01.12.2016 Cabinet: 15.12.2016	Council: 28.02.2017	N	Martin Holt Email: Martin.Holt@southbucks.gov.uk

ENVIRONMENT PAG – COUNCILLOR SULLIVAN

Key Decision (Y/N) ¹	Report Title & Summary ²	Consultation – How & When ³	Decision Maker & Date ⁴	Private report (Y/N) and reason private ⁵	Lead Officer
Y	Beaconsfield Common Land – Policy for Control of Use of Common Land To agree a policy for use of the Common Land.	Environment PAG: 06.12.2016	Cabinet: 15.12.2016	N	Simon Gray Email: Simon.Gray@southbucks.gov.uk
N	Street Naming and Numbering To consider updating procedures	Environment PAG: 06.12.2016	Environment Portfolio Holder: 06.12.2016	N	Simon Gray Email: sgray@chiltern.gov.uk
N	Greenhouse Gas Reports To present the greenhouse Gas (GHG) reports, and the reasons for each outturn.	Environment PAG: 06.12.2016	For Information	N	Joanna Faul Email: Joanna.Faul@SouthBucks.gov.uk

Y	Portfolio Budgets 17/18 To consider the draft portfolio budgets for 17/18	Environment PAG: 06.12.2016	Cabinet: 15.12.2016	Y (Para 3)	Rodney Fincham Email: Rodney.Fincham@southbucks.gov.uk
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RESOURCES PAG –COUNCILLOR EGLETON					
Key Decision (Y/N) ¹	Report Title & Summary ²	Consultation – How & When ³	Decision Maker & Date ⁴	Private report (Y/N) and reason private ⁵	Lead Officer
N	Plant Maintenance Contract To update on progress.	Resources PAG: 12.09.2016	For information	Y (Para 3)	Chris Marchant Email: Chris.Marchant@Southbucks.gov.uk
Y	Car Park Management Strategy SBDC's strategy for all car park matters from supply and demand to car park enforcement	Resources PAG: 12.09.2016	Cabinet: 11.10.2016	N	Chris Marchant Email: Chris.Marchant@Southbucks.gov.uk
Y	Portfolio Budgets 17/18 To consider the draft portfolio budgets for 17/18	Resources PAG: 06.12.2016	Cabinet: 15.12.2016	Y (Para 3)	Rodney Fincham Email: Rodney.Fincham@southbucks.gov.uk

1. Key Decision

The Regulations explains a “key decision” as an executive decision which is likely:-

- (a) to result in the local authority incurring expenditure which is, or the making of savings which are significant having regard to the relevant authority's budget for the service or function to which the decision relates; or
- (b) to be significant in terms of its effects on communities living or working in an area comprising two or more wards or electoral divisions in the area of the relevant authority.

With regard to (a) a key is a decision which has income or expenditure effect of £50k or more but excludes 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, 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. Report Title and Summary

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3. Consultation – How and When

This column shows the process of consultation, which takes place prior to Cabinet.

To support the role of the Portfolio Holders, Policy Advisory Groups (PAGs) have been set up to provide advice and guidance. A report is submitted to the PAG for its consideration, following which the minutes of the PAG are submitted to

Cabinet. Cabinet considers the advice of the Portfolio Holder and the PAG when making a decision. The dates of PAGs are shown on the following notice. Whilst meetings of the PAGs are not open to the public the agenda papers and reports (except those subject to prohibition or restriction) are published on the Council's website.

4. Decision Maker & Date

This column shows by whom the Decision will be taken and the date the Decision is due to be taken.

5. Private Report and Reason Private

Members of the public are welcome to attend meetings of the Cabinet, however 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 1, subject to the qualifications and interpretations in Parts 2 and 3, of Schedule 12A to the Local Government Act 1972 (as amended)

The relevant paragraphs are listed in the table below:

Paragraph	
1.	Information relating to any individual.
2.	Information which is likely to reveal the identity of any individual.
3.	Information relating to the financial or business affairs of any particular person (including the authority holding that information).
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.
5.	Information in respect of which a claim to legal professional privilege could be maintained in legal proceedings.
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.
7.	Information relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime.

Making Representation

If you wish to make representations about why a meeting should not take place in private then submit your representations at least 10 clear working days before the meeting to Democratic and Electoral Services, South Bucks District Council, Capswood, Oxford Road, Uxbridge, UB9 4LH - email democraticservices@southbucks.gov.uk so that they can be included in this further notice along with a statement of response to the representations as required under Regulation 5.

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)

Meeting: 12 October 2016 (CDC)					
Key Decision (Y/N) ¹	Report Title & Summary ²	Consultation How/When ³	Decision Maker & Date	Private Report (Y/N) and Reason Private ⁴	Contact Officer and Telephone Number
Yes	Local Plan Preferred Options Consultation: to consider a report on the preferred options consultation		JC 12 Oct 16	No	Graham Winwright Interim Principal Planning Officer gwinwright@chiltern.gov.uk
No	Programme Update: To report on the progress of the shared service programme		JC 12 Oct 16	No	Jim Burness Resources Director jburness@chiltern.gov.uk
No	Joint Working Annual Report: Report on developments and achievements over the last year for the joint working between the two councils		JC 12 Oct 16	No	Bob Smith Acting Chief Executive bsmith@chiltern.gov.uk
No	Organisational Development Update: to note the update report		JC 12 Oct 16	Yes Paragraphs 1, 2 & 3	Judy Benson Principal Personnel Officer jbenson@chiltern.gov.uk

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

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

South Bucks District Council: L Sullivan; T Egleton; R Bagge; N Naylor; P Kelly

A Key Decision is defined as:

- a) Decisions likely to result in the Council incurring expenditure which is, or the making of savings which are, significant having regard to the Council's budget for the service or function to which the Decision relates; or
- b) To be significant in terms of its effects on communities living or working in an area comprising two or more wards or electoral divisions in the area of the Council

Each of the constituent local authorities provides the following definition of a Key Decision, as detailed in the Constitution.

Chiltern District Council

A 'Key' Decision is any decision taken in relation to a function that is the responsibility of the Cabinet and which is likely to:

- result in expenditure (or the making of savings) over £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

With regards to a) a Key Decision being defined as a decision which has income or expenditure effect of £50k or more but excludes 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, 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](#) & [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: (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; email: chiefexecs@chiltern.gov.uk; tel: 01494 732143

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

SUBJECT:	MEDIUM TERM FINANCIAL STRATEGY 2017 - 2022
REPORT OF:	Leader of the Council – Councillor Ralph Bagge
RESPONSIBLE OFFICER	Director of Resources
REPORT AUTHOR	Jim Burness jim.burness@southbucks.gov.uk
WARD/S AFFECTED	All

1. Purpose of Report

The appendix to the report contain the Council's Medium Term Financial Strategy, which is integral to complying with the Prudential Code that will enable the Council to undertake external borrowing as part of the financing of the Strategy.

RECOMMENDATIONS

1. The Cabinet RECOMMENDS to Council the updated Medium Term Financial Strategy (Appendix A)

2. The Cabinet agrees that the Treasury Management Strategy be updated to reflect the implications of the Medium Term Financial Strategy

3. The Cabinet notes that the Council will indicate it is interested in taking up the Government's Four Year Funding Offer, and the Joint Efficiency Plan produced with Chiltern DC (Appendix B) that is a requirement of taking up the offer.

2. Reasons for Recommendations

- 2.1 The Council needs to have a clear financial strategy to tackle the challenges faced in the coming years. The proposed strategy requires significant investment in a range of projects necessary to meet its key priorities including achieving a sustainable financial position by the end of the decade.
- 2.2 As the financial strategy will require capital investment for the authority in excess of available capital resources there will be a requirement to undertake Prudential Borrowing. This will require the authority to meet the requirements of the Prudential Code¹.

3. Content of Report

- 3.1 The financial strategy for the authority is intended to provide a stable financial environment for the Council to progress its aims and objectives.
- 3.2 The key principles underpinning the strategy are:
- The matching of expenditure and income in the medium term
 - Optimising the use of Council assets to deliver or help finance Council priorities

¹ Prudential Code for Capital Finance in Local Authorities issues by CIPFA.

- Aligning new expenditure to key Council priorities and to continue to provide value for money
- Having in place sound financial processes to control and monitor expenditure
- Awareness of the financial risks facing the authority and using this to inform the authority's level of financial reserves

3.3 The updated Medium Term Financial Strategy is Appendix A of this report. The financial forecast in the Strategy assumes grant funding and tariff levels as included in the last Financial Settlement data. The Government has made the offer to local authorities that they can ask for these figures to remain unchanged over the period of the current spending review (i.e. until 2020/21). The Council has accepted this offer on the basis of providing some certainty for planning purposes, and the likelihood of the Government funding being improved is remote.

3.4 The Government has requested authorities produce efficiency plans to set out their approach in the coming years to improving services with limited resources from Central Government. Where authorities have joint working programmes they are asked to submit joint efficiency plans, and this is what Chiltern and South Bucks have done. The joint efficiency plan has been produced in line with guidance from the LGA and CIPFA and is attached Appendix B.

3.5 The Medium Term Financial Strategy is a main driver for the Council's Treasury Management Strategy, especially if the authority is moving from being debt free to Prudential borrowing. Therefore the Treasury Management Strategy will need to be updated as part of its normal annual review, to reflect the new Medium Term Financial Strategy.

4. Consultation

4.1 The Strategy will be considered by the Overview & Scrutiny Committee as part of the consultation with the Committee for the 2017/18 Budget.

5. Options

5.1. If the authority wishes to undertake Prudential borrowing it is required to have in place a medium term financial strategy to establish the level of borrowing anticipated and its affordability. It is also important from the view point of financial governance to have a Medium Term Financial Strategy.

6. Corporate Implications

6.1 The Medium Term Financial Strategy is an important document in the Council's governance. It expresses in a financial context how the authority will progress its key objectives and manage major financial risks over the medium term. It is a cornerstone of the legal basis for authorities wishing to undertake prudential borrowing.

6.2 The Medium Term Financial Strategy includes potential projects where the Council will exercise its General Power of Competence, in accordance with sections 1 to 6 of the Localism Act 2011. In summary, this enables councils to do things:

- an individual may generally do
- anywhere in the UK or elsewhere
- for a commercial purpose or otherwise, for a charge or without a charge
- without the need to demonstrate that it will benefit the authority, its area or persons resident or present in its area (although in practice councils will want to realise such benefits).

7. Links to Council Policy Objectives

7.1 The Medium Term Financial Strategy is the financial statement that shows how the Council intends to fund meeting its key objectives.

8. Next Step

- The Medium Term Financial Strategy will underpin the forthcoming decisions on the budgets and council tax for 2017/18, and will be updated in the light of the final budget outcomes for 2017/18.
- The Treasury Management Strategy will be updated to reflect the MTFS, and reported to Cabinet - Feb 2017
- The Capital and Asset Management Strategies updated and reported to Cabinet - Feb 2017

Background Papers:	Treasury Management Strategy 2016 Risk Management Strategy
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SOUTH BUCKS DC FINANCIAL STRATEGY

Purpose

The financial strategy for the authority is intended to provide a stable financial environment for the Council to progress its aims and objectives.

Principles

The key principles underpinning the strategy are:

- The matching of expenditure and income in the medium term
- Optimising the use of Council assets to deliver or help finance Council priorities
- Aligning new expenditure to key Council priorities and to continue to provide value for money
- Having in place sound financial processes to control and monitor expenditure
- Awareness of the financial risks facing the authority and using this to inform the authority's level of financial reserves

Key Priorities of the Strategy

The key priorities that the Medium Term Financial Strategy is seeking to deliver are as follows.

Priority	Pressure/Issue	Response
<ul style="list-style-type: none"> • Financial Stability & Resilience 	Ending of Government grant from 2017/18, payment of tariff from 2019/20. Forecast funding gap by 2020 of £1.6m+ Funding coming totally from local resources from 2017/18 makes SBDC more vulnerable to impact of economic recession. Major capital projects exceed available capital resources	Strategy to increase income from strategic review of assets Strengthen level of reserves. Use prudential borrowing to finance major capital projects. Strong control on costs Identify efficiencies through transformation and joint working
<ul style="list-style-type: none"> • Local Housing Needs 	At end of 2015/16 60+ families in temporary accommodation. Increasing numbers on local housing waiting list. Affordability issues have led to RSL development largely ceasing in the area.	Identify sites for affordable housing development as another output from the strategic asset review. Housing development sites identified in new Local Plan. Create hostel for temporary

Priority	Pressure/Issue	Response
<ul style="list-style-type: none"> Parking Strategy 	Capacity issues in car parks in Gerrards Cross and Beaconsfield. Parking issues in Iver.	accommodation purposes. Use s106 funding (£1.9m) Project to expand Gerrards Cross C/Park Strategic asset review to include identification of car parking expansion/development opportunities
<ul style="list-style-type: none"> Maximising use of Property Assets 	Need to generate additional income to help bridge funding gap. Need to identify housing sites Car parking issues	Carry out strategic asset review Explore innovative development projects, funded by prudential borrowing. Explore specific development opportunities in Beaconsfield.
<ul style="list-style-type: none"> Leisure needs, incl Farnham Park 	GLL contract renewal in 2020. Potential impact of closure of Evreham Centre. Evreham operation is subsidised by SBDC. Issues from Open spaces needs review. Improving the financial position of the Farnham Park site. Financial performance of Academy site leads to need to redevelop the site	Use results of Open spaces needs review to develop plans for alternative options to meet needs current provided at Evreham. Opportunity to reduce Evreham revenue subsidy. Potential income from Academy redevelop to pump prime other projects.
<ul style="list-style-type: none"> Supporting local businesses 	Expanding and improving broadband quality and coverage in the area. With increased reliance on business rates funding important to sustain and grow tax base.	Work with LEP and BA on investment to support businesses. Examine potential from strategic asset review to develop business sector.
<ul style="list-style-type: none"> The local environment 	Concern over impact of major developments in Iver area. Implications of Local Plan, and any green belt release.	Update strategic asset review work in the context of the new Local Plan. Work with LEP and BA on infrastructure investment in the Iver area to mitigate local issues.
<ul style="list-style-type: none"> Joint Working incl Transformation 	Need to address funding gap forecast to arise by 2020 from ending of Govt grant. Responding to changing needs of residents and customers. Need to maintain drive for efficiency in service delivery.	Stronger in Partnership Programme. Office Accommodation plans to reduce Capswood costs. Further joint service opportunities.

Elements Supporting the Financial Strategy

The Financial Strategy is supported by a number of other key documents.

- Sustainable Communities Strategy

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- Asset Management Plan
- Capital Investment Strategy
- Treasury Management Strategy
- Risk Management Strategy

The Asset Management Plan will set out how the Council will use its assets to optimise revenue, create income streams, for the Council.

Specific consideration will be given to capital investment issues, including where appropriate undertaking return on investment assessments. Major investment projects will be supported by option appraisals and business cases. The authority's Capital Investment Strategy defines in specific terms the authority's approach to capital investment.

Where the Council decides to undertake external financing of investment projects it will ensure this is based on the requirements of the Prudential Code¹. The Treasury Management Strategy will be reviewed annually, and will set out the Prudential Indicator's for the authority in order to demonstrate the affordability of any borrowing undertaken.

Financial and service planning are integrated and are driven by the priorities that has been developed by a process of consultation with members and key stakeholders. Service plans and budgets will be subject to formal member consultation and scrutiny, through PAGs and Overview Committee. Consultations on the Council's plans will also be undertaken if appropriate with other stakeholders such as parishes and other members of the Chiltern & South Bucks Strategic Partnership.

The financial risks and dependencies associated with delivering Service plans will be identified and reported as part of the service planning and budget process. The financial risks will also be incorporated into the in year monitoring processes referred to previously. In addition the Council will keep under review through its risk management policy the strategic risks facing the authority.

A sound system of financial management will be in place as evidenced by the authority's:

- Financial regulations and standing orders
- Audit Plan
- Procurement Guidance and Contract Standing Orders

The effectiveness of these arrangements will be reported upon as part of the annual Statement of Assurance that form part of the authority's published financial statements, and as such is reviewed by the External Auditors.

The key income streams of council tax and business rates will be monitored regularly and forecasts made for financial planning purposes. Current expenditure, activity levels and performance are kept under review and monitored regularly by officers and members.

¹ Prudential Code for Capital Finance in Local Authorities issues by CIPFA.

Classification: OFFICIAL

Classification: OFFICIAL

The key drivers affecting the Council's priorities are identified and monitored. These may be drivers from Central Government or from local communities. The Knowledge source database and performance indicator data specifically will be used to identify any issues arising that will affect Service plans.

Roles and Responsibilities

Members

Members have the responsibility for agreeing the key aims and priorities of the authority. They also need to ensure that adequate resources are in place to support the delivery of the priorities, and that the authority has a sound system for financial management and control.

Managers

Managers responsible for services or groups of services have the requirement to set out through their Service plans and budgets how they will progress the Council's aims in the areas under their control. They will be required to identify clearly the resource implications and any risks or dependencies associated with their Service plan. Value for money, customer views and efficiency will feature in their service planning. If required by the Council's overall financial position managers will be required to identify savings options, but these should aim to minimise as far as possible the impact on the Council's key priorities. They will follow the authority's procedures for financial management and control. This includes monitoring their budgets in accordance to the requirements of the authority's budget monitoring processes.

s151 Officer

The designated s151 officer has the responsibility to ensure members and officers are provided with the appropriate financial advice and information to support their service and financial planning, and this includes identifying the key financial risks facing the authority. The role also has responsibility for ensuring managers have the appropriate support to manage their budgets. The post is responsible for ensuring adequate financial systems and controls are in place to manage the authority's financial affairs.

Communications

Internal

As a general principle the intention is to consult and inform internal stakeholders as far as possible and in an appropriate way.

Briefings or presentations to members on council priorities, plans and financial issues.

Guidance made available to managers on service and financial planning.

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Information made available to staff on Council priorities and the financial strategy via means such as staff briefings and other internal communications.

As part of the Council's Organisational Development Strategy it is important that staff understand the context that the Medium Term Financial Strategy provides for the way they will work, and for the changes that will take place.

External

Information publicly available as part of the Annual Report, setting out the key points of the Council's priorities and main Service Plan issues.

Information publicly available on website outlining main features of the budget set for the year.

It is important that the Council managed public expectations about what it can deliver within the limitations of resources and legislative frameworks.

Review of the Strategy

The principles and key elements of the Strategy should not change significantly from year to year, other than to adjust for any new supporting policies or strategies that may have been developed.

The Medium Term Financial Strategy

Following the Government's proposals for local authority funding in December 2015², it has become very clear that all Councils need to adapt to a new and different funding regime. South Bucks is classified as a high resources/low needs authority and as such by 2020 will not only receive no Central Government grant but will also be required to pay an 'additional tariff' back to the Treasury. The preliminary "tariff" figure announced for 2019/20 is £410k. The consequence of this change is that if no action is taken to reduce net expenditure there will be a funding gap of up to £1.6m by 2019/20.

There are a number of material financial risks facing the Council in the coming years, other than bridging the funding gap resulting from the ending of Government grant. These include:

- The financial pressure to deliver the Council's statutory housing duties as a result of shortfall in the availability of affordable and temporary accommodation relative to demands.

² Autumn Statement 2015, and Local Authority Financial Settlement December 2015.

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- The costs of maintaining and enforcing the Council's planning policies, in an area where there is significant pressure of development. Parts of the District will be subject to significant impacts from major national infrastructure projects, which will put financial pressure on the Council to support local communities to mitigate the impact of these developments.
- The development and maintenance of the authority's waste collection and recycling services, with the retendering of the service in 2021.

The Approach to the Challenges.

Some of this will be achieved by the Stronger in Partnership phase of the joint working with Chiltern DC. This is expected to deliver savings from reduced accommodation requirements, more efficient working, and delivering services to customers more in line with their requirements and making best use of developing means of interacting with customers. However, there is a will also be a need to identify how the Council can grow revenue from non-traditional sources, and find other efficiencies. Some of these projects will require capital investment.

The Council's capital resources are diminishing, available capital receipts at the end of 2015/16 were £6.1m. Any significant new capital investment in the coming years will soon exhaust these resources, and with there being no realistic prospect of significant new capital receipts, the Council will need to undertake prudential borrowing to deliver its Capital Programme.

The Council's response to the challenges will include the following.

- New income streams will be investigated, including undertaking investment in property for commercial objectives, where there is a sound business case and a significant benefit to the authority after allowing for financing costs. This will be informed by the results of the Strategic Asset Review undertaken in 2016.
- Income opportunities will be maximised, particularly in the areas of planning and licensing fees, and car parking. Car parking will involve expanding capacity that will also be in response to increasing demand in a number of areas.
- Contract costs will be kept under review and options to reduce costs will be considered. These would include;
 - Joint tendering.
 - Considering new approaches to service delivery (e.g. "cloud based" technologies, channel shift)
- Pay arrangements under the locally determined harmonised terms & conditions, will be linked to what the Council can afford as opposed to automatically following any national settlements.

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- For any significant operational areas, not already subject to contract arrangements or market testing, their structures and processes will be reviewed to identify any savings potential as the Stronger in Partnership programme progresses.

Maintaining financial stability is very important. Specifically having an appropriate level of general reserves is vital in order to cope with the inevitable one off issues that can arise as a result of factors outside of the Council's control, or which cannot be accurately assessed as part of the annual budget process.

The situation that will exist from 2020 whereby the Council's income sources are effectively the council tax, business rates, and its fees and charges, makes the Council more vulnerable to external economic factors, and in particular recessions that periodically occur. Recessions have an impact on the business sector, and therefore business rates, as well as on a number of key fee areas such as planning and building control. It is therefore important to have an adequate level of general reserves to provide a financial buffer during a period of recession.

As it is likely that some of the savings projects undertaken by the Council will have a gap between incurring the costs of change and the financial benefits being realised, it is likely that reserves will be required to bridge this timing gap. This is likely to be the case in the first years of the period covered by the Strategy.

The Council has a specific policy around reserves which covers how the minimum level of general reserves will be assessed, and also what are the authority's earmarked reserves.

The Medium Term Financial Strategy however will set a planned minimum level of reserves that will be retained over the period of the Strategy. This will mean that any support to the council tax from reserves will be limited to ensure reserves do not fall below the planned minimum level which will be £1.25m.

The strategy will aim to add to the General Fund reserve over the period. At the beginning of 2016/17 the usable General Reserve stood at £2.48m. In 2016/17 the intention is to increase the General Reserve by:

- The net additional business rates income achieved as a result of business rates pooling in 2016/17.
- The initial benefits from the debt recovery project underway

In future years the General Fund will benefit from further gains from the debt recovery project, and if business rates pooling is undertaken again before 2019/20. Also there is the potential to achieve on one off revenue payment associated with the redevelopment of the Academy site.

A forecast of the Council's revenue and capital financial position in broad terms to 2022 is appended, based on:

- The phasing out of Government grant, and changes to the New Homes Grant system.

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- The financial impact of undertaking Prudential borrowing to support capital investment.
- Savings planned to come into effect, including an initial estimate for planning purposes of the benefits from investment in income generating projects.
- Council tax to increase by £5 per annum, and council tax base increases to reflect working towards delivering Local Plan Housing objectives..
- Maintaining general reserves above the Strategy's minimum level.

The forecast indicates a remaining gap between income and expenditure of around £300k to £400k per annum. There is also potential risks around The Government's review of the distribution of its funding to local authorities from 2020/21. Therefore the Strategy implies that further work will be undertaken in the following areas:

- Maximising the return from the investment in income generating projects
- Optimise the major income streams by minimising costs and overheads, and having appropriate charging strategies.
- Improve efficiency through the Stronger in Partnership Programme.

In the medium term it is likely that use of reserves will be required to bridge the timing gap arising from bringing all the changes referred to into effect. This will be feasible without reaching the Strategy's minimum level of reserves.

Director of Resources
September 2016

SOUTH BUCKS DC MEDIUM TERM FINANCIAL FORECAST 2017 – 2022

	2017/18	2018/19	2019/20	2020/21	2021/22
	BUDGET	BUDGET	BUDGET	BUDGET	BUDGET
	£'000	£'000	£'000	£'000	£'000
-					
Income	0	0	0	0	0
Non Domestic Rates - Baseline	-1032	-1062	-1096	-1129	-1163
Non Domestic Rates - Growth	-500	-500	-600	-600	-600
Revenue Support Grant	-57	0	0	0	0
New Homes Grant	-835	-907	-1026	-877	-827
General Grants - Transition Grant	-80	0	0	0	0
General Grants - Other	0	0	0	0	0
Tariff / Top Up Adjustment	0	0	414	414	414
Investment Income	-200	-200	-100	-50	-50
Collection fund (surplus)/deficit	0	0	0	0	0
TOTAL INCOME	-2704	-2669	-2408	-2242	-2226
Service Expenditure					
Environment	2642	2695	2749	2804	2860
Healthy Communities	1011	1031	1102	1124	1146
Resources	3663	3736	3811	3887	3965
Sustainable Development	977	997	1017	1037	1058
New Pressures					
Add Pension Deficit Contribution	50	100	150	150	150
Council Elections	0	0	70	0	0
Waste - Procurement Costs	0	0	0	75	75
Waste retender - Cost Change	0	0	0	0	0
New Savings					
Shared Service Reviews	-50	-100	-100	-100	-100
Additional inc from GX car park	0	-209	-250	-268	-260
Increased inc from all car parks	0	-90	-90	-90	-90
Phase 3 Stronger in Partnership	0	-100	-300	-300	-300
Additional income from Police Site	0	-50	-100	-100	-100
Additional inc from New Projects	0	-300	-350	-469	-656
	8293	7710	7709	7750	7748
Financing Costs					
Notional Interest – Capswood	211	193	174	154	132

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	2017/18	2018/19	2019/20	2020/21	2021/22
	BUDGET	BUDGET	BUDGET	BUDGET	BUDGET
-	£'000	£'000	£'000	£'000	£'000
Borrowing Costs - Interest	100	223	264	308	347
Borrowing Costs - Repayment	0	250	306	355	416
	311	666	744	817	895
-					
Contributions to / (from)					
Reserves					
Contribution to / (from) LDF Fund	-219	-219	-219	-219	-219
Contribution to / (from) other resvs	0	0	0	0	0
Contribution to / (from) General reserves	-756	0	-70	-75	-75
Revenue Funding of Capital	0	0	0	0	0
	-975	-219	-289	-294	-294
NET EXP (Precept Required)	4925	5488	5756	6031	6123
COUNCIL TAX CALCULATION					
Tax base (Band D equivalents)	32188	32628	32998	33398	33698
Tax Rate (£ per Band D)	153	158	163	168	173
Precept Collectable	4925	5155	5379	5611	5830
Savings Required	0	-333	-377	-420	-293

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SOUTH BUCKS DC CAPITAL PROGRAMME 2017 – 2022

	Original Budget 17/18 £	Original Budget 18/19 £	Original Budget 19/20 £	Original Budget 20/21 £	Original Budget 21/22 £
New Projects					
Police Site, GX	2,000,000				
New Projects	2,000,000	2,000,000	2,250,000	2,500,000	
Environment					
Beaconsfield Common Land	22,500	15,000	15,000	15,000	15,000
Refuse Vehicles					1,500,000
Recycling Initiatives & Bins	58,000	58,000	58,000	58,000	58,000
Car Park Enhancements	10,000	10,000	10,000	10,000	10,000
Station Road Car Park, GX	8,000,000	500,000			
Academy Redevelopment	80,000				
Healthy Communities					
Evreham R&R Contribution	22,000	22,000	22,000	22,000	22,000
Home Renovation Grants / Flexible Home Loans	50,000	50,000	50,000	50,000	50,000
Housing Salaries	50,000	50,000			
Disabled Facility Grants	540,000	540,000	540,000	540,000	540,000
Support Services					
ICT Projects - Cemeteries Software	15,000				
Capswood Maintenance	60,000	100,000	95,000	50,000	50,000
Other Capital Works	171,000	51,000	51,000	51,000	51,000
	13,078,500	3,396,000	3,091,000	3,296,000	2,296,000

Funded by

DFG's via Better Care Fund
 Transformation Reserve
 Use of s106 monies
 Revenue Funding of Capital
 Borrowing for New Projects
 Capital Receipts / Capital
 Contributions

2017/18 £	2018/19 £	2019/20 £	2020/21 £	2021/22 £
450,000	450,000	450,000	450,000	450,000
0	0	0	0	0
2,000,000	0	0	0	0
10,000,000	2,500,000	2,250,000	2,800,000	1,846,000
628,500	446,000	391,000	46,000	0
13,078,500	3,396,000	3,091,000	3,296,000	2,296,000

Opening Capital Receipts
 Reserve

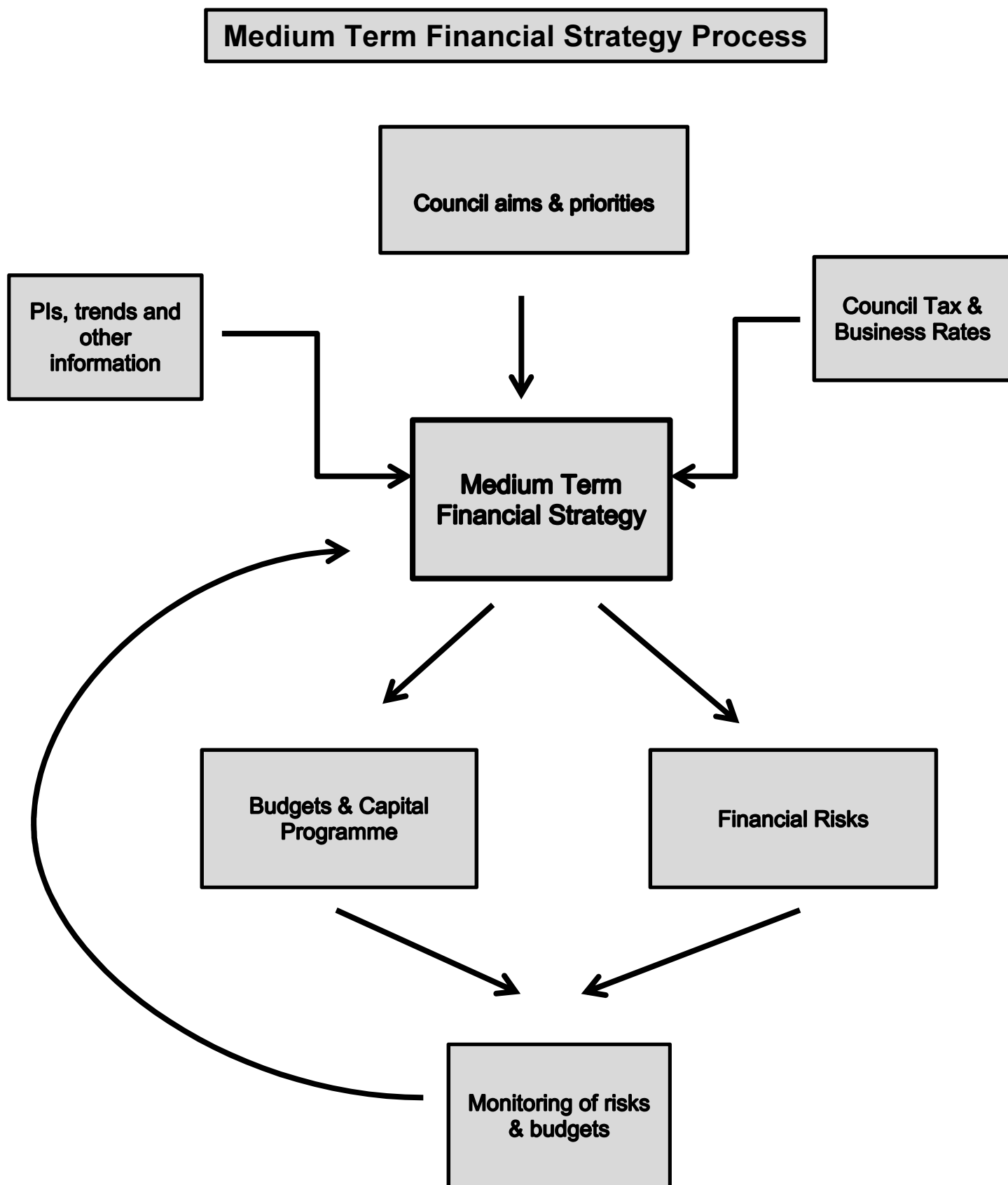
New Capital Receipts

New General Capital
 Contributions

Use of Capital Receipts /
 Capital Contributions

**Closing Capital Receipts
 Reserve**

1,516,508	888,008	442,008	51,008	5,008
0	0	0	0	0
0	0	0	0	0
-628,500	-446,000	-391,000	-46,000	0
888,008	442,008	51,008	5,008	5,008

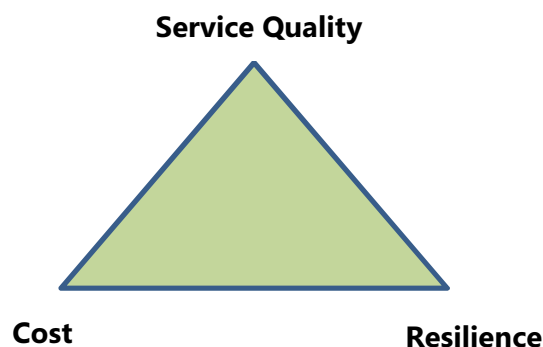


CHILTERN DC & SOUTH BUCKS DC EFFICIENCY PLAN 2016 - 22

Introduction

The two Councils have had a joint senior management team and shared chief executive since 2012. The Councils have established eighteen combined teams across the two Councils, including Housing Services, Finance, Building Control and Revenues & Benefits. The Councils also have agreed by collective agreement, harmonised terms and conditions for staff working across the two Councils and in new joint teams, and 82% of the workforce are on harmonised terms and conditions, and by January 2017 this will be 100%. The Councils have completed the unification of their ICT networks and infrastructure into a single arrangement. To date this programme of joint working has delivered full year savings of over £1.5m. The only service remaining to be combined is Planning, and the decision regarding this service will be taken in January 2017.

There are three key objectives the Councils have set for the programme of service reviews which is to achieve improvements in cost, resilience and service quality. This has been represented to staff and other stakeholders as "the benefits triangle".



A recurring theme from the joint working to date has been the need to change the service delivery models to meet changing customer needs and expectations, and to make the service more sustainable and efficient. These issues now form the basis of the next phase of joint working ("Stronger in Partnership" programme) which is described later in this document.

There is also strong pressure on the Councils to increase efficiency in order to reduce costs and this is reflected in the Councils' Medium Term Financial Strategies.

Joint Business Plan and Key Priorities

The two Councils joint working has reached the stage where they have a joint Business Plan and key priorities. The joint objectives of the Business Plan are set out below

- A. Deliver cost effective, customer focused services
 - 1. Provide best value for money services
 - 2. Listen to our customers
 - 3. Provide excellent services
- B. Work towards safe, healthy and cohesive communities
 - 1. Improve community safety
 - 2. Promote healthy communities
 - 3. Promote cohesive communities
- C. Strive to conserve the environment and promote sustainability
 - 1. Conserve the environment
 - 2. Promote sustainability

Flowing from these objectives are a number of common key priorities which are developed in the respective Medium Term Financial Strategies, but are summarised below.

- Financial Stability & Resilience
- Local Housing Needs
- Parking Strategy
- Maximising use of Property Assets
- Leisure needs
- Supporting local businesses
- The local environment
- Joint Working including Transformation

Stronger in Partnership

To fully meet the challenges facing the Councils the joint working has moved to a more transformational stage. This next phase of the joint working, referred to as "Stronger in Partnership", will take the Councils' objectives and set out to deliver these through:

- I. Creating a single culture and identity for all staff based around being the delivery vehicle for services to the two sovereign Councils
- II. Creating a workforce that works in different ways, is digitally agile, customer

focussed and has a culture of continuous improvement.

To achieve objectives there will be a cultural change programme and an Organisational Development (OD) strategy to ensure:

- I. The roles and responsibilities of staff in the organisation sit with required new ways of working.
- II. Staff are developed and supported to have the right skills and competencies.
- III. Managers are developed and supported in order to manage performance effectively in new working environments.
- IV. The culture of the organisation reflects the Councils' values and expectations on service delivery to our customers.

Organisational Development is at the heart of the planned changes and as a first step the values and behaviours required for the joint organisation have been developed with staff. These will be embedded by the joint teams themselves, into the way they work and will be supported by personnel processes and development plans appropriate to this new environment.

The Customer Services Strategies of the two Councils are being brought together to place the needs of customers firmly at the centre of changes. The joint strategy will take into account changes in the way in which residents and users wish to access services and information, but also ensuring that no group is excluded or disadvantaged by changes. The culture of the organisation and its behaviours will need to have customer service firmly embedded.

An important workstream is to create the situation whereby the workforce can operate in a manner that is location agnostic and best meets customer requirements and service efficiency. This will involve identifying appropriate ways of working for the roles in the Council ranging from fixed presence in a single location through to full fieldworking, or home working. A key to success of this workstream will be changing attitudes and behaviours of teams to achieve the desired changes, and it is expected that accommodation costs will be reduced.

Taken as a whole this next phase of joint working is seen as a key element in improving service delivery, increasing efficiency and reducing costs.

Income Generation

For both Councils optimising income will be important. At one level this will involve expanding capacity where there is known demand such as car parking. It will also include having charging policies that balances maximising income and managing demand or encouraging channel shift.

In addition investment in existing assets, or acquiring new assets, will be important. For Chiltern DC the opportunity to renovate and modernise leisure facilities in Amersham opens up possibilities if new and expanded income streams. For South Bucks DC its strategic asset management review indicates the potential from projects ranging from town centre redevelopments with partners, to the acquisition of assets to generate new income streams.

Both Councils see income generation by the various options described as being important elements in managing the financial challenges they face over the coming years.

For both authorities the use of Prudential Borrowing will be integral to these plans from 2017/18 onwards.

Affordable Housing

Addressing the supply of affordable housing is an important issue for both authorities. The challenge is about finding sites for development that the Council can control and influence. The joint housing service for both Councils adopts a range of proactive strategies to try and manage the housing demand, but the availability of land is the critical issue. As part of the Councils' investment plans they will look to include where compatible with other objectives, scope to deliver affordable housing. The Councils will also seek opportunities with other organisations to acquire and develop sites for housing, and South Bucks DC is developing a project along these lines with a Thames Valley Police surplus site.

Supporting Documents

The following public documents provide more detail to the issues in this document.

- [Stronger in Partnership – Chiltern & South Bucks Joint Committee Feb 2016](#)
- [Joint Business Plan 2016-20](#)
- Medium Term Financial Strategies
- Revenue Budgets 2016/17

SUBJECT:	<i>South Bucks District Council Performance Report Q1 2016-17</i>
REPORT OF:	<i>Leader of the Council – Councillor Ralph Bagge</i>
RESPONSIBLE OFFICER	<i>Acting Chief Executive – Bob Smith</i>
REPORT AUTHOR	<i>Rachel Prance (01494 732903) Sarah Woods (01494 586 800)</i>
WARD/S AFFECTED	<i>Report applies to whole district</i>

1. Purpose of Report

The purpose of this report is to outline the performance of Council services against performance indicators and service objectives during Q1 Apr-Jun 2016-17.

RECOMMENDATION

Cabinet is asked to note the performance reports.

2. Executive Summary

Overview of performance indicators (PIs) against targets across the Council:

Portfolio	No of PIs	PI on target ●	PI slightly below target ●	PI off target ●	Unknown/ Data only
Leader's	5	2	0	2	1
Resources	11	5	2	2	2
Healthy communities	13	1	1	4	7
Deputy Leader/ Sustainable development	11	10	0	0	1
Environment	2	1	0	1	0
Total PIs	42	19	3	9	11

3. Reasons for Recommendations

3.1 This reports factual performance against pre-agreed targets. Management Team, Cabinet and Overview & Scrutiny Committee receive regular updates detailing our progress towards service plan objectives, performance targets and strategic risks, in line with our Performance and Improvement Framework.

3.2 Two detailed performance tables accompany this report:

- **Appendix A – Priority indicators Q1 2016-17**
- **Appendix B – Quarterly corporate performance indicators Q1 2016-17**

4. Key points to note this quarter:

4.1 Of the 11 unknown PIs, three are provided for information only and eight are not reported this quarter.

- 4.2 Of the nine off-target PIs, five are priority PIs. Please refer to the appendices for full details.
- 4.3 **Leader's:** working days lost due to sickness was off target mainly due to long-term sick absence. This relates to seven cases of long-term sickness absence. Personnel Committee are kept fully informed.
- 4.4 **Healthy communities:** four of the off-target PIs relate to housing, please refer to the appendices to view individual reasons. These are linked to the national increase in demand for temporary accommodation and lack of affordable housing.
- 4.5 **Resources:** Speed of processing - changes of circumstances for HB/CTB claims was off target. This is expected to improve in Q2. There is usually lower performance during the first part of the year, please see appendices for further information. Percentage of calls to ICT helpdesk resolved within agreed timescales was off target due to an increase in workload caused by single network migrations at the same time as reduced capacity in the service.
- 4.6 **Environment:** Household refuse collections, number of containers missed per month was off target due to vehicle breakdowns and PDA (palmtop computer) issues.

5. Consultation

Not applicable.

6. Options

Not applicable.

7. Corporate Implications

- 7.1 Financial - Performance Management assists in identifying value for money.
- 7.2 Legal – None specific to this report.
- 7.3 Crime and Disorder, Environmental Issues, ICT, Partnership, Procurement, Social Inclusion, Sustainability – reports on aspects of performance in these areas.

8. Links to Council Policy Objectives

Performance management helps to ensure that performance targets set through the service planning process are met and any dips in performance are identified and resolved in a timely manner. This report links to all three of the Council's objectives, listed below:

Objective 1 - Efficient and effective customer focused services

Objective 2 - Safe, healthy and cohesive communities

Objective 3 - Conserve the environment and promote sustainability

9. Next Step




Once approved, this report and appendices will be published on the website.

Background Papers:	N/A
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Appendix A - Priority PIs 2016-17 - SBDC

Code	Description	Actual 2015/16	Target 2015/16	Apr-16	May-16	Jun-16	Jul-16	Aug-16	Sep-16	Oct-16	Nov-16	Dec-16	Jan-17	Feb-17	Mar-17	Target 2016/17 (YTD)	Traffic Light	Latest Note
Leader's portfolio																		
SbHR1	Working days lost due to sickness absence	14.86	12	14.4	13.2	14.12										10		Sickness figures are starting to decrease from April due to some officers who have been on long term sick due to surgery or acute illnesses returning to work or leaving the Council. Management Team are aware of the situation, active attendance management in place. 159.50 days for June +263.05 (cumulative figure) (info taken from Tensor) = 422.55 /119.82 (average FTE figure) = 3.53/3*12= 14.12
SbHR14	Working days lost due to short term sickness absence (upto 20 working days)	New PI	New PI	3.24	2.88	2.36										5		13.5 days for June + 57.55 (cumulative figure) (taken from Tensor) = 71.05 /119.82(average FTE)= .59/3*12= 2.36
SbHR15	Working days lost due to long term sickness absence (more than 20 working days)	New PI	New PI	11.04	10.26	11.72										3		This relates to 7 cases of long term sickness absence. 146 days for June+ 204.5 (cumulative figure) = 350.5 (taken from tensor)/119.82(average FTE) =2.93/3*12 = 11.72
Resources																		
SbRB1	Speed of processing - new HB/CTB claims (cumulative)	17.5	19	21.1	21.5	19.9										19		Usual for performance to not reach target at beginning of year due to end of year and increased workload. Performance is beginning to improve and is being closely monitored.
SbRB2	Speed of processing - changes of circumstances for HB/CTB claims (cumulative)	6.9	8	9.5	8.9	8.8										8		Usual for performance to not reach target at beginning of year due to end of year and increased workload. Performance is beginning to improve and is being closely monitored.
SbRB3	Percentage of Council Tax collected (cumulative)	97.90%	98.00%	11.80%	21.10%	30.40%										98.00%		
SbRB4	Percentage of non-domestic rates collected (cumulative)	98.8% (57.60%)	98.80%	11.70%	20.60%	30.40%										98.80%		
Healthy Communities																		
SbCmSf 2	Percentage reduction in violent offences against a person, year on year (quarterly)	-33.40%	Data Only			-40.6%										Data Only	n/a	South Bucks has seen an increase in violent crime by 40.6% from 194 crimes compared to 138 the previous year.
SbHS1	Number of applicants with/expecting children who have been in B & B accommodation for longer than 6 weeks (snapshot figure at end of month)	15	0	12	18	18										0		The demand for temporary accommodation continues to be high and the opportunities to move households on from bed and breakfasts continue to be limited. Of these 18 households, 4 have planned moves due to take place to identified self contained accommodation.

Appendix A

Code	Description	Actual 2015/16	Target 2015/16	Apr-16	May-16	Jun-16	Jul-16	Aug-16	Sep-16	Oct-16	Nov-16	Dec-16	Jan-17	Feb-17	Mar-17	Target 2016/17 (YTD)	Traffic Light	Latest Note
SbHS8	Number of households living in temporary accommodation (snapshot at the end of the month)	66	30	66	67	68										45		The number of households in temporary accommodation remains high due to the lack of vacancies within social housing stock to allow clients to move on.
Sustainable Development																		
SbSD2	Special measures: speed of processing major applications, for assessment in Oct/Nov 2016 (cumulative)	92.86%	51.00%	93.18%	93.33%	93.33%										51.00%		Review period is 1st July 2014 - 30th June 2016. If performance falls below 51% at the end of the monitoring period, the Council will be placed into special measures. 42/45
SbSD5	Special measures: quality of major applications, for assessment in Oct/Nov 2016 (cumulative)	1.85%	19.00%	1.85%	1.85%	1.85%										9.90%		1 major appeal allowed so far out of 54 major applications determined 1st January 2014 - 31st December 2015. Period for appeals overturned against the applications determined in this period to 1 October 2014 to 30th September 2016. The ONE major appeal allowed was a Committee refusal which was made contrary to the officers recommendation. We are not awaiting the outcome of any major appeals at present

Appendix B - SBDC Quarterly Corporate Performance Indicator Report - (Q1 - 2016-17)

Note: Excludes Priority Performance Indicators - see Appendix A

Key: 🟢 This PI is below target 🟡 This PI is slightly below target 🔴 This PI is on target																			
PI code	Name	2015/16 Value	Annual target 2015/16	Apr-16 value	May-16 value	Jun-16 value	Jul-16 value	Aug-16 value	Sep-16 value	Oct-16 value	Nov-16 value	Dec-16 value	Jan-17 value	Feb-17 value	Mar-17 value	Annual target 2016/17	Traffic light (latest actual)	Responsible officer	Latest notes
Leader's Portfolio																			
SbCP1 (C)	Number of unique visitors to the main website (by period)	261,452	data only	22,428	25,897	25,149										data only	n/a	Rachel Prance	
SbHR2 (C)	Voluntary leavers as a percentage of workforce (extrapolated for year)	10.47%	8%			15.52%										16%	🟢	Judy Benson	5 leavers /129 average headcount * 100 = 3.88/3*12 = 15.52%.
Resources																			
JtBS1 (C)	Availability of ICT systems to staff from 8am to 6pm (by period quarterly)	99.89%	99.50%			99.80%										99.50%	🟢	Sim Dixon	
JtBS2 (C)	Percentage of calls to ICT helpdesk resolved within agreed timescales (by period quarterly)	n/a	95%			81.20%										95%	🔴	Sim Dixon	Fall in performance due to increase in workload caused by single network migrations at the same time as reduced capacity in the service. Trends already showing reduction in calls as single network project concludes
SbBS3 (C)	Percentage of responses to FOI requests sent within 20 working days (by month)	88%	90%	93%	84%	88%										90%	🟡	Sim Dixon	The figure is slightly off target due to a variety of reasons. Business Support will now run a joint monthly report for MT listing any late FOIs and the related service area responsible for searching, retrieving the relevant information. HoS will be made aware of this report and that publishing of the FOI performance data will be an obligation for both authorities in accordance with the updated Transparency Code which will be published at the end of the year.
SbCS1 (C)	Number of complaints received (cumulative, quarterly)	75	80			17										80	🟢	Nicola Ellis	total for 1st qtr = 17 (April - 2 May - 4, June - 11)
SbLD2 (C)	Percentage of canvass forms returned	96.00%	90%	annual PI												?	Joanna Swift	Reported annually.	
SbLD3 (C)	Standard searches carried out within 5 working days (cumulative)	99.90%	97%	100%	100%	100%										100%	🟢	Joanna Swift	
JtLD1 (C)	Client satisfaction with the shared service. Percentage satisfied or very satisfied.	90.50%	94%	6 monthly												?	Joanna Swift		

AppendixB

KEY	This PI is below target	This PI is slightly below target	This PI is on target	Apr-16 value	May-16 value	Jun-16 value	Jul-16 value	Aug-16 value	Sep-16 value	Oct-16 value	Nov-16 value	Dec-16 value	Jan-17 value	Feb-17 value	Mar-17 value	Annual target 2016/17	Traffic light (latest actual)	Responsible officer	Latest notes
Healthy communities																			
SbCL1a (C)	Customer satisfaction rating at the Beacon Centre.	82.46%	81%						annual PI							82%	?	Martin Holt	Reported annually.
SbCL1b (C)	Customer satisfaction rating at the Eyreham Centre.	66.69%	78%						annual PI							78%	?	Martin Holt	Reported annually.
SbCL1c (C)	Satisfaction rating at the Farnham Park Golf Trust	n/a	77%						annual PI							77%	?	Martin Holt	
JLL13 (C)	Percentage of customers satisfied with the service received (Licensing) - (annual)	61.80%	89%						annual PI							89%	?	Martin Holt	Reported annually.
JLL15 (C)	Percentages of licences received and issued/renewed within statutory or policy deadlines (cumulative quarterly)	98.40%	97%			96.30%										97%		Martin Holt	
SbCmsf (C)	Percentage reduction in burglaries from dwelling, rolling year on year (quarterly)	-6.70%	data only			-20.00%										data only	n/a	Martin Holt	South Bucks has seen a 20% increase in offences with 48 burglaries in this quarter compared to 40 the year before.
SbEH2 (C)	Percentage of food premises (risk rating A to C) that are broadly compliant (snapshot quarterly)	96%	88%			96%										89%		Martin Holt	
SbH52 (C)	Number of affordable homes delivered by (i) new build (ii) vacancies generated by local authority scheme (iii) acquisition of existing properties for social housing (cumulative)	3	22			1										22		Martin Holt	This total comprises (i) 0, (ii) 0 and (iii) 1 property acquired by L&Q.
SbH531 (C)	Average Length of stay in B & B temporary accommodation for all households (snapshot at end of period)	12.00	4			16.00										10		Martin Holt	A total of 22 B&B placements ended during the quarter and these households had a combined total 2505 nights in B&B days. This represents an average stay of 16 weeks per household. The length of average stay is due primarily to the lack of suitable accommodation available for clients to move on to.

Appendix B

KEY	<div><div></div> This PI is below target</div>	<div><div></div> This PI is slightly below target</div>	<div><div></div> This PI is on target</div>																	
PI code	Name	2015/16 Value	Annual target 2015/16	Apr-16 value	May-16 value	Jun-16 value	Jul-16 value	Aug-16 value	Sep-16 value	Oct-16 value	Nov-16 value	Dec-16 value	Jan-17 value	Feb-17 value	Mar-17 value	Annual target 2016/17	Traffic light (latest actual)	Responsible officer	Latest notes	
SBHS4 (C)	Number of private sector dwellings vacant for more than 6 months and returned to occupation following local authority intervention	0.00	15													15	?	Martin Holt	Reported annually.	
Sustainable development																				
JtBC1 (C)	Applications checked within 10 working days (cumulative)	92.70%	85%	85.90%	93.10%	93.40%											92%	<div></div>	Peter Beckford	
JtBC4 (C)	Customer satisfaction with the building control service. (cumulative)	92.70%	94%	100.00%	100.00%	100.00%											92%	<div></div>	Peter Beckford	
SbPP1 (C)	Net additional homes provided		199														203	?	Peter Beckford	Reported annually.
SbSD7 (C)	Percentage of planning applicants who are satisfied or very satisfied with the planning service	90.30%	80%	87.50%	92.50%	90.90%											80%	<div></div>	Peter Beckford	
SbSD8 (C)	Planning appeals allowed.	24.20%	30%	42.90%	44.40%	31.30%											35%	<div></div>	Peter Beckford	
SbSD10 (C)	Processing of planning applications: minor applications (cumulative)	98.22%	92%	96.00%	97.92%	94.37%											90%	<div></div>	Peter Beckford	67/171
SbSD11 (C)	Processing of planning applications: other applications (cumulative)	97.88%	95%	97.47%	98.24%	96.25%											90%	<div></div>	Peter Beckford	257/267
SbSD12 (C)	Percentage of new enforcement allegations where an initial site visit is undertaken within 20 days (the timescales set out in the Enforcement Policy and Procedure) (snapshot)	100.00%	50%			89.00%											70%	<div></div>	Peter Beckford	
SbSD33 (C)	Percentage of new enforcement cases where an initial site visit for a high-priority case is undertaken within the timescale (3 working days) set out in the enforcement and monitoring policy (Cumulative, monthly)	New PI	New PI	99.00%	99.00%	99.00%											98%	<div></div>	Peter Beckford	

AppendixB

AppendixB

KEY	This PI is below target	This PI is slightly below target	This PI is on target																
PI code	Name	2015/16 Value	Annual target 2015/16	Apr-16 value	May-16 value	Jun-16 value	Jul-16 value	Aug-16 value	Sep-16 value	Oct-16 value	Nov-16 value	Dec-16 value	Jan-17 value	Feb-17 value	Mar-17 value	Annual target 2016/17	Traffic light (latest actual)	Responsible officer	Latest notes
Environment																			
SbWR1 (C)	Household refuse collections, number of containers missed per month (calculated by P&C team on weekly basis)	90	125	89	88	181										100		Chris Marchant	The target has been missed due to many vehicle breakdowns and PDA (palmtop computer) issues. We now also include Garden Waste missed bins.
SbWR3 (C)	Percentage of household waste sent for reuse, recycling and composting (cumulative)	52.82%	50%	50.46%	5.60%	54.88%										53%		Chris Marchant	

RESOURCES POLICY ADVISORY GROUP

Meeting - 27 September 2016

Present: Mr Egleton (Chairman)
Mr Chhokar, Mr Hogan, Mr Hollis, Mrs Jordan and Mr Sangster

Also Present: Mr Anthony, Mr Smith

42. MINUTES

The minutes of the meeting of the Policy Advisory Group (PAG) held on 16 June 2016 were received.

43. SOUTH BUCKS CAR PARKS REVIEW

The PAG considered a report asking Members to consider options for changing car parking charges and tariff bands, introducing residents' parking permits and making changes to the Off Street Parking Places Order.

Officers explained to Members of the PAG that the new range of charges (attached as Appendices C and D) reflected the use of car parking spaces throughout the district, and balanced this with the needs of the users, with the intention of supporting sustainable, thriving communities across the district. Officers reviewed the parking charges of neighbouring authorities (attached as Appendix E) to ensure that the increase in SBDC's parking charges were reasonable.

Member's noted that 1 hour, 2 hour, 3 hour and 4 hour tariffs had a proposed increase of 10p per tariff except at:

- Altons Car Park: 2 hour and 3 hour tariffs have been proposed at a higher rate to align all short stay tariffs across Beaconsfield.
- Neville Court: the higher increase enables Sunday and bank holiday charges across South Bucks to be consistent.

It was also seen that the car parking charges would be extended from 08:00-18:00 to 08:00 to 20:00, and suggested that the Head of Environment in consultation with the Portfolio Holder be authorised to alter the long/short stay ratio across all car parks where there is a need to do so in order to protect the local economy by supporting short stay customers.

Discussion took place within the PAG regarding residents' permits, season tickets, location tracking for pay by phone and the various changes that could be made to tariffs in order that they be more profitable.

After questions and answers, the Portfolio Holder agreed to **RECOMMEND** to Cabinet the following:

Beaconsfield, Burnham, Farnham Common

- a) The introduction of new car park charges for 2017/18, as outlined at Appendix C.
- b) The introduction of an 8hr tariff on all car parks in Beaconsfield for 2017/18.

Gerrards Cross

Following completion of the proposed multi-storey car park:

- c) The introduction of new car park charges, as outlined at Appendix D,
- d) The introduction of an 8hr tariff on Packhorse Road and Station Road car parks.

All Car Parks (proposed for 2017/18)

- e) Extending the car park charging periods from 08:00-18:00 to 08:00-20:00
- f) Amending the Off Street Parking Places Order to allow flexibility to designate short stay parking bays in long stay car parks where there is a need to do so to support the local community and that the Head of Environment be authorised in consultation with the relevant Portfolio Holder to make the changes where appropriate.
- g) The introduction of resident parking permits, to be valid Monday to Friday 6pm to 8am and all day Saturday/Sunday.
- h) The introduction of new season ticket prices to maintain a daily charge versus season ticket cost ratio.
- i) The introduction of a 12-month season ticket to provide more options to the customer and align season ticket periods with Chiltern District Council.

And further recommended:

- 2.1 That subject to Cabinet agreeing the options at 2.1 the Head of Environment be authorised to publish the necessary statutory Notice of proposed Amendments to the Off Street Parking Places Order.
- 2.2 That, if no valid objections are received in response to publication of the Notice, the Director of Services be authorised to make and publicise the necessary Amendment Order.
- 2.3 That if valid objections are received in response to publication of the Notice, the Director of Services be authorised to deal with any such objections after consultation with the Portfolio Holder and to make and publicise the necessary Amendment Order with or without modifications as considered appropriate.

44. TREASURY MANAGEMENT - QUARTERLY REPORT QUARTER 1 2016/17

The PAG received a report which set out the Treasury Management performance of the Council for April-June 2016, which detailed:

- The total loans outstanding at the end of the quarter were £18m as set out within the table in paragraph 3.3.

- At the end of June, £6.630m was held in an instant access account for the purpose of day to day cash flow.
- The corporate bonds held at the end of the quarter were identified in the table in paragraph 3.6, with a total value of £1.008m.
- The table at paragraph 3.7 showed the fluctuations in cash and instant access investment levels, comparing 2015/16 against 2016/17, depicting the cyclical nature of cash outflow.

During discussions, it was explained to the PAG that the currently expected shortfall on investment income was due in part to a change in Council strategy since the budget was set, from investment of funds to using the cash for revenue generating projects. As such, SDBC are unable to tie these funds into higher-yielding long-term and medium-term investment opportunities, and therefore returns would be lower.

Discussion was also had by Members around the need to continually spread risk in terms of investment, with the counter-limits agreed as part of the Annual Treasury Management Strategy in order to balance risk and return. Members were able to recognise that as a Local Authority, there were restricted markets for investment, and that by being prudent with investments the Council's financial position should be more robust in the future.

RESOLVED that the report be noted.

45. **ANY OTHER BUSINESS**

None.

46. **EXEMPT INFORMATION**

"That under Section 100(A)(4) of the Local Government Act 1972 following item of business is not for publication to the press or public on the grounds that it involves the likely disclosure of exempt information as defined in Part 1 of Schedule 12A to the Act."

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

47. **PART II MINUTES**

The Part II minutes of the meeting of the Policy Advisory Group (PAG) held on 16 June 2016 were received.

48. **GERRARDS CROSS CAR PARK**

49. **APPLICATIONS FOR HARDSHIP RELIEF**

The PAG considered 3 applications, attached to the report, for rate relief on hardship grounds.

In considering the applications, the PAG were of the opinion that to award hardship relief would not be in the best interests of the taxpayers throughout the district, setting a precedent amongst ratepayers, and promoting unfair competition.

Having considered the advice of the PAG, the Portfolio Holder **REFUSED** the applications for rate relief on hardship grounds.

50. **APPLICATIONS FOR DISCRETIONARY RATE RELIEF**

The PAG considered 4 applications, attached to the report, for Discretionary Rate Relief.

In considering the applications, the PAG were of the opinion that one organisation was seen to already be receiving 80% Mandatory Relief having registered as a charity. One organisation was to be advised to register as a charity to receive 80% Mandatory Relief as a first step, with another seen to be a charity operating on a national basis with substantial funds and assets.

Discretionary rate relief was agreed in regards to one organisation in order to support locally based charities and voluntary organisations.

Having considered the advice of the PAG, the Portfolio Holder **RESOLVED** to:

1. Refuse the application for Discretionary Rate Relief for 3 organisations.
2. Grant the application for Discretionary Rate Relief from a local organisation.

The meeting terminated at 7.54 pm

HEALTHY COMMUNITIES POLICY ADVISORY GROUP

Meeting - 15 September 2016

Present: Mr Kelly (Chairman)
Mr Bastiman and Mr Pepler

Apologies for absence: Dr Matthews and Mr Walters MBE

57. MINUTES

The minutes of the PAG on 13 June were agreed.

58. REPORTS FROM MEMBERS

The PAG noted the report of the Bucks HASC May 2016.

59. HEALTHY COMMUNITIES UPDATE REPORT

The PAG received a report providing an update on issues falling within the Healthy Communities Portfolio.

During the discussion, the PAG particularly noted the following:

- Homelessness: the total number of homeless within temporary accommodation is 67, with the number of homeless within B&B accommodation falling to 39 - 21 being in B&B over 6 weeks.
- Private Sector Housing Strategy: this was to be reviewed by the Overview and Scrutiny Committee, with there currently being no significant changes to the strategy after consultation.
- Community Safety: South Bucks continues to be a safe place to live, with low crime. During the period April-July 2016 – in comparison to the same period in 2015 - the number of non-dwelling burglaries had reduced, however 57 burglaries at dwellings were reported. Violent crime had increased by 46.5% on the same period last year, thought to be linked to the change in national recording standards, and was seen as typical across the board.
- Community Cards: 32 schools signed up to the scheme, which ended during June. Three schools won a trip to Legoland, with the scheme having been well-received by all.
- Licensing: the Taxi Policy Consultation has concluded, with the policy to be reviewed by the Licensing Committee on 5th October.

- Environmental Health:
 - After a year of hard work, the team has a successful prosecution award of £2.2million fine, with officers feeling that this could be used to aid publicity around Health and Safety fines.
 - Repeat complaints from previous years had been focussed on in order to minimise risk of further repeat complaints. Due to this work, repeat complaints at The Polish Club, Iver Sewage Works, Big Ben's (Burnham) and 85 High Street (Burnham)
 - The dog contractor was now patrolling green spaces, and increasing contact is being made with Town Councils over working in partnership to tackle dog fouling.
 - The Air Quality review is currently with DEFRA.

60. REPLACEMENT OF THEATRE FLOOR AT BEACON CENTRE

Members were updated by the Head of Healthy Communities that this item was to be taken back to consultation phase in order to look at the different types of seating available for the Centre, which would aid the determination of the type of flooring to be used. Additionally, Members were informed that the existing seating would shortly be removed due to safety concerns.

61. APPLICATIONS FOR THE COMMUNITY DEVELOPMENT GRANTS

The PAG received a report detailing applications which had been made from the following organisations for funding from the Community Development Grant budget 2016/17, of which a balance of £15k remained:

Organisation	Amount Requested (£)
Denham Cricket Club	1500
Butterfly Conservation Upper Thames Branch	549

During the discussion around Denham Cricket Club, the PAG noted that the Community Development Grant stated that funding is available for 50% of the project costs, up to a maximum of £1500 – the full cost of the ride-on second-hand mower would be circa £9k.

The PAG also discussed that in the case of the Butterfly Conservation Upper Thames Branch (BCUTB), Environment Grant conditions state that community groups can be awarded up to 100% the costs of the project, hence the request for £549, which comprises: 20 x Dutch Elm Disease Resistant Elm Trees; 20 x deer-proof tree-guards and; 20 x 1.2m stakes with tree ties.

After consultation with the PAG, the Portfolio Holder **RESOLVED** to award:

1. £1500 to Denham Cricket Club for the purchase of ride-on mower and;
2. £549 to Butterfly Conservation Upper Thames Branch for the planting of Elm trees, to replace those killed by Dutch Elm disease.

62. AWARD OF GRANT FUNDING TO RAPE CRISIS

The Members of the PAG considered a report detailing a request to consider allocation of funding for Rape Crisis (Wycombe, Chiltern and South Buckinghamshire).

The report detailed that Rape Crisis (Wycombe, Chiltern and South Buckinghamshire) had written to all Buckinghamshire Councils to request revenue funding to enable service delivery following the loss of funding from the Police Crime Commissioner, asking for a non-specific contribution to the organisation's running costs.

Members discussed how far-reaching the voluntary organisation was in terms of its aid and impact, supporting non-abusing female and male partners, friends, relatives, and parents of victims, alongside the victims themselves. It was seen that the organisation also supports educational campaigns, counselling, befriending, advocacy, drop-in sessions, outreach, a helpline, emotional support and the ISVA service across South Bucks. Additionally, Members were informed that the Police had identified Rape Crisis as a key support service.

During the discussion, the Portfolio Holder and the Head of Healthy Communities clarified that Chiltern District Council would be looking to match SBDC's funding proposal of £4,000/annum.

After consultation with the PAG, the Portfolio Holder **RESOLVED** that:

1. South Bucks District Council supports the funding appeal from Rape Crisis (Wycombe, Chiltern and South Buckinghamshire) through the award of £4,000/annum on condition of a signed three year funded Service Level Agreement, with a 12-month review.

63. **SERVICE LEVEL AGREEMENTS**

The PAG received a report detailed plans to award three service level agreements with organisations that assist the Council in delivering its services.

Members of the PAG noted that the grants review had identified key organisations that the Council works in partnership with to provide services that directly impact on the Council's key objectives (attached as Appendix 1). It was discussed that organisations would be awarded three year service level agreement, to include breakout clauses to allow the SLAs to be reviewed if the organisations were no longer delivering in accordance with Council priorities.

The three organisations in question, and the annual funding required were:

- Citizen Advice Bureau £42,000
- Community Impact Bucks (via the Buckinghamshire Infrastructure Contract) £8,708
- Wycombe Women's Aid £7,000

All three organisations were seen to be key in delivering the Council's services, with Members noting that Three Rivers Citizen Advice Bureau currently operates out of the Council offices, and is funded via a SLA to deliver services in return for a grant of £42,000/pa; it is proposed to extend this SLA for a three year period, at the same rate.

Community Impact Bucks had been awarded the joint contract (Districts and County) to deliver voluntary sector infrastructure services – SBDC are now proposing funding of £8,708 via BCC in order to maintain service delivery (currently from the Subscriptions & Donations budget).

Wycombe Women's aid was seen by Members to provide support to women and children experiencing domestic violence: the organisation links directly to the community safety and housing responsibilities of the Council, with SBDC hoping to maintain the Council's contribution of £7,000 through a grant linked to a three year SLA.

In addition to this, the PAG considered the funding of Padstones, who supported an average of 525 young people each year.

After questions and answers, the Portfolio Holder, with the advice of the PAG **RESOLVED** that:

1. Annual funding be given to:

- Citizen Advice Bureau of £42,000;
- Community Impact Bucks (via the Buckinghamshire Infrastructure Contract) of £8,708;
- Wycombe Women's Aid of £7,000

following an agreed three year Service Level Agreement being signed (to include a 12 month break clause)

AND

further **RESOLVED** that:

2. Delegation be given to the Portfolio Holder to award funding to Padstones in return for an agreed three year Service Level Agreement being signed (to include a 12 month break clause).

64. **ANY OTHER BUSINESS**

None.

65. **EXEMPT INFORMATION**

66. **PART II MINUTES**

The Part II minutes of the PAG on 13 June were agreed.

The meeting terminated at 18:25.

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