



## Cabinet

**Thursday, 27 June 2019 at 6.00 pm**

**Council Chamber - Capswood, Oxford Road, Denham**

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

Item

9. Policy Advisory Group Minutes (available in supplement pack) *(Pages 2 - 13)*

Customer Services and Business Support 11 June 2019  
Environment (cancelled)  
Healthy Communities 4 June 2019  
Planning and Economic Development (cancelled)  
Resources 12 June 2019

**Note:** All reports will be updated orally at the meeting if appropriate and may be supplemented by additional reports at the Chairman's discretion.

#### **Membership: Cabinet**

Councillors: N Naylor  
J Read  
B Gibbs  
P Hogan  
D Smith  
L Sullivan

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**CUSTOMER SERVICES AND BUSINESS SUPPORT POLICY ADVISORY GROUP****Meeting - 11 June 2019**

Present: D Smith (Chairman)  
T Egleton and D Saunders

Apologies for absence: M Bezzant

**37. MINUTES**

The minutes of the Customer Services and Business Support PAG held on 4 March 2019 were approved.

**38. DECLARATIONS OF INTEREST**

There were no declarations of interest.

**39. PROGRESS ON IT STRATEGY IMPLEMENTATION**

The Head of Business Support updated Members on the ICT Strategy and moving the Council's ICT desktop services and infrastructure estate to the Microsoft's Azure Cloud and to use PowerOn, through the CCS G-Cloud framework to provide professional services to deliver these cloud migration projects. In her update Members noted the following:-

- The contract had been signed with PowerOn. Project Initiation had commenced and internal alignment. This would provide detailed project plans for the pilot and roll out.
- IT desktop provision would be upgraded from Windows 7 to Windows 10 with a new version of Office 365. The first part of the Windows 10 build had been completed. These systems would be piloted during July, August and September and rolled out to Services during the last 3 months of 2019. To plan for effective roll out and adoption of the software a survey had been conducted on which staff had experience of using Windows 10 / Office 365 and to find staff who would like to get advance training and be early adopters.
- Journey to the Cloud intranet site had been set up.
- There would be a new method for remote access.

A Member asked if Windows 7 and 10 would look the same. The Head of Business Support reported that it would look similar – the appearance would be more 'tiled', however there was no advantage to this without a touch screen. In terms of officers dealing with the system change training would be provided and also her team would be 'floor walking' to help deal with any specific issues. In relation to a question on the new Unitary District Council it was noted that the County Council and Wycombe District Council were using the same programmes and Aylesbury Vale District Council were also using cloud technology. In terms of IT support for Members a report would

be submitted on the options available but at the moment it was expected that Members would continue using iPads. Members were also informed that Finance staff would be using the SAP system in the new Unitary District Council.

#### 40. **CUSTOMER EXPERIENCE STRATEGY UPDATE**

The Head of Customer Services reported that they were hoping to go live with the new system on 20 June 2019. The new website and customer account would be promoted to customers through their contact with the Council and service provision. Efficiencies should be delivered through an increase in online processes. There would be a demonstration of the new system on Monday 17 June at 6pm at South Bucks District Council. Information would also be included in the Members Bulletin.

Services going live

- 20 June waste services and the customer account
- Middle of July - Environmental Health
- End of August - Licensing
- End of August – Members portal

In response to a question it was noted that the Members portal would not have any ward data to start off with but would be gradually populated with information from services. The new system should override the need for department mailboxes. The Planning Service would be the last service to be moved over to the new system and it would not be a full migration. Members noted that waste received a high volume of calls compared to other areas in the Council so the new system should make an immediate difference to this service. The data would provide better information which could be used to manage contract performance.

#### 41. **EXEMPT INFORMATION**

**RESOLVED** that under Section 100(A)(4) of the Local Government Act 1972 the following item(s) 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.

#### 42. **APPLICATION FOR DISCRETIONARY RATE RELIEF**

The PAG considered an application for Discretionary Rate Relief. At a previous meeting the PAG had requested further information in support of the application for 2019/20 to enable it to decide whether the organisation had demonstrated that it was providing added value to the local community as currently the organisation had a number of access restrictions to residents. A letter had been received from the organisation providing further information in support of their application to show how they provided added value to the community.

Members discussed the application and considered that the letter did not include enough significant benefits for the community to award Discretionary Rate Relief.

Having considered the advice of the PAG the Portfolio Holder **AGREED** to **RECOMMEND** to Cabinet that relief should not be awarded for this organisation in this instance.

The meeting terminated at 6.40 pm

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## HEALTHY COMMUNITIES POLICY ADVISORY GROUP

Meeting - 4 June 2019

Present: P Hogan (Chairman)  
D Anthony, P Bastiman, Dr W Matthews and D Pepler

Apologies for M Bezzant  
absence:

### 1. MINUTES

The minutes of the Healthy Communities PAG held on 28 February 2019 were approved.

### 2. DECLARATIONS OF INTEREST

There were no declarations of interest.

### 3. REPORTS FROM MEMBERS

The PAG received a written update from Councillor D Pepler on the meeting of the Buckinghamshire Healthcare Trust held on 27 March 2019. Councillor Pepler advised that there had been a further meeting held since, which he had been unable to attend.

There had also been a meeting of the Buckinghamshire Health and Adult Social Care Select Committee held on 19 March 2019, which Councillor W Matthews had provided a written update on; this update was not attached to the agenda but could be viewed online [here](#).

### 4. HEALTHY COMMUNITIES UPDATE

The PAG received an update report from the Head of Healthy Communities, which detailed the current work ongoing within the service area. The following points were highlighted to the PAG:

- There had been in a slight upturn in nightly booked B&B temporary accommodation, although there remained a substantial decrease over the course of the year. Were the increase to continue, the Council could offer new units at Bath Road to those households in nightly booked accommodation. The Bath Road development was planned for completion at the end of June

2019, following contractor delays. The final budget closedown figures showed a £32k saving against budget.

- The introduction of the Homelessness Reduction Act in April 2018 had, to date little impact on homelessness applications which remained at a similar level to the previous year. The time spent waiting for properties via the Bucks Home Choice Scheme ranged from 3 months to 31 months. The supply of properties from developments at Denham Film Studios and Mill Lane, Taplow should help get people in to tenancies.
- Officer meetings have been held and a draft action plan created in relation to air quality in Iver. The main focus was to reduce HGV numbers travelling through Iver and to remove parked cars from the High Street. A range of solutions were being explored such as introducing parking restrictions and 20 mph speed limits through the town centre. A 'lot 2 – sensor trial' air quality grant of £130,000 had been awarded to the Council, in a joint application with Slough, Heathrow and Ricardo E&E. The plan was to monitor air pollution on transects from the perimeter of the airport out toward the villages.
- In Environmental Health, the Freemantle Trust had been fined £33k with costs of £8,900 and a victim surcharge of £125 for poor hygiene standards at Lent Rise House. Chilli and Grill mobile, Beaconsfield had been prohibited from trading due to poor food hygiene standards. It was understood that the owner had since taken over another food premises which would be monitored.
- Round Coppice Farm was currently closed following the fire and a police investigation was ongoing.
- In Community Safety, burglary dwelling had increased by 4.4% and the community safety team were working closely with the Thames Valley Police Neighbourhood team offering crime reduction advice through various outlets. Operation Gauntlet had launched in partnership with TVP to tackle phone scams and frauds.
- Community and Leisure activities were outlined in the report and included the GLL community engagement programme, Beaconsfield community bus, Holtspur Youth Club, dementia friendly golf and Chairman's Volunteer Awards. GLL held their sports awards for which the Chairman had to send apologies, it would be explored as to which other Members had then been invited in the Chairman's place as the immediate past Chairman reported that she had not received an invite. Post meeting note: *Cllrs P Hogan (Portfolio Holder) and T Egleton (Vice-Chairman) had been invited, although were not able to attend and Cllr W Mathews (immediate Past Chairman) was inadvertently missed off the invite by GLL.*

## 5. **AGREEMENT TO SIGN THE MOTOR NEURONE DISEASE (MND) CHARTER**

The PAG received a report which recommended that the Council supported and signed the Motor Neurone Disease (MND) Charter which recognised and respected the rights of people with MND. This would result in the Council ensuring policies and

procedures enabled people with MND to receive a rapid response to their needs and good quality care and support.

The PAG recognised that the Council was already actively finding ways to support those people with Motor Neurone Disease as well as other disabilities. Members agreed that no one should be disadvantaged because of a disability and supported the signing of the MND Charter.

Having considered the advice of the PAG, the Portfolio Holder **AGREED** to **RECOMMEND** to Cabinet that the Council supports and signs the Motor Neurone Disease (MND) Charter.

## 6. **COMMUNITY GRANTS PROPOSAL**

The PAG received a report which asked Members to agree the process to award funding for the community project grants for the period 2019/20 and to agree the Service Level Agreement funding for a three year period, subject to a signed service level agreement to key organisations delivering services to vulnerable persons in South Bucks.

The voluntary and community sector provided support and services to meet a wide range of needs that would not otherwise be provided by statutory services. The Council currently provided funding to the voluntary sector through; the Chairman's Fund, the award of Community Development grants, and the allocation of the Community Lottery Fund. The Council also awarded funding to key organisations delivering services for vulnerable persons in South Bucks via a service level agreement (SLA).

It was explained to the PAG that the SLAs as set out in recommendation 1 had been recommended for a three year period to ensure that these organisations did not lose out on funding through the unitary transition, although the SLAs could be brought to an end at any point should the Council choose to do so. It was noted that the CAB also received external funding and all organisations were recognised as valuable to residents.

Recommendation 2 which related to the continued funding of £8,000 to Buckinghamshire County Council to provide the voluntary sector infrastructure support contract within the South Bucks District and the wider Buckinghamshire area would only be for the period 2019/20 as there would be no commitment required for 2020/21 as this would fall within the unitary budget.

The PAG was advised that for the past two years, the Council received match funding from Heart of Bucks for its Community Grant awards, however the feedback received was that this had not met the Council's expectations. It had therefore been suggested



that the Community Development Grant, Lottery Community Central Pot and funds from the Chairman's Fund be combined to establish the South Bucks Community Grants which would be administered by the Council.

Following a detailed discussion, where alternative options, including an amount allocated per Member to award amounts to organisations in their wards was discussed; the PAG agreed that the most appropriate way forward would be to retain £5,000 from the Chairman's Fund for small awards to be distributed by the Chairman and amalgamate the remaining funds into a combined Community Grants pot. This pot would be allocated following an application process in which each Ward Member would be consulted prior to any decision by the Healthy Communities PAG to recommend the award of funding.

There was discussion that the award of funding should be via a ward budget process but concern was raised that similar schemes saw money left over in the budget as Ward Members had not awarded their full allocation. It was acknowledged that there was more than one member for the majority of wards and hoped that this meant with active encouragement, applications would be received and an award granted.

The PAG agreed that the proposed grant criteria should be amended to ensure the process was flexible, applications from organisations would be encouraged and none would be put off from a lengthy process for a relatively small award. The PAG suggested removing, or at least amending the 'Purchase of equipment' section from the proposed criteria to help achieve this. It would be important to ensure that the criteria however remained consistent with the Council's goals and that there was a clear process in place.

The importance of marketing the grants was emphasised and it was suggested that the Council runs a publicity campaign involving social media promotion, informing Parish Councils, creating posters for prominent places and encouraging ward members themselves to raise awareness, monies equivalent to £1,222 per Councillor would be made available. The PAG agreed that applications should be able to be applied for up to a sum of similar order and suggested that a minimum level of £200 per application be set.

The timescales involved meant that applications needed to be received by and reviewed in October 2019, if demand was greater there was a chance that additional reserves could also be made available at this time. Once ward members had been consulted on an application, it would then be presented to this PAG to agree the awards.

The Head of Healthy Communities advised that he would review the criteria and circulate this to PAG Members for approval prior to being presented to Cabinet on 27 June 2019. A briefing note for Councillors would also be provided so that they could inform the Parish Councils in their ward.

Having considered the advice of the PAG the Portfolio Holder **AGREED** to **RECOMMEND** to Cabinet to:

1. Agree community grant funding of
  - a. £4,000 per annum to Rape Crisis
  - b. £42,023 per annum to Three Rivers CAB
  - c. £7,000 per annum to Wycombe Womens Aid
  - d. £6,900 per annum to ConnectionsFor the period 1<sup>st</sup> April 2019 to 31<sup>st</sup> March 2022, subject to a signed service level agreement.
2. Agree continued funding of £8,000 to Buckinghamshire County Council to provide the voluntary sector infrastructure support contract within South Bucks District and the wider Buckinghamshire area for the period 2019/20.
3. Agree to combine the Community Development Grant, Lottery Community Central Pot and the Chairman's Fund to establish the South Bucks Community Grants to be administered by the Council.
4. Retain £5,000 from the Chairman's Fund for small awards to be distributed by the Chairman.
5. Agree the South Bucks Community Grants criteria and the process of awarding grants, both of which would be circulated to PAG Members post meeting.

7. **CHILTERN AND SOUTH BUCKS LEISURE ADVISORY BOARD TERMS OF REFERENCE**

The PAG received a report detailing a proposal to change the Joint Leisure Advisory Board name to the Active Life Advisory Board and amend the group's Terms of Reference accordingly. This was recommended to reflect the current role of the LAB and would ensure that the Council was in the best position to contribute effectively to the public health agenda.

Having considered the advice of the PAG the Portfolio Holder **AGREED** to **RECOMMEND** to Cabinet that the proposal to change the name to the Active Life Advisory Board be agreed and that Terms of Reference be amended accordingly.

The meeting terminated at 7.08 pm

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## RESOURCES POLICY ADVISORY GROUP

Meeting - 12 June 2019

Present: B Gibbs (Chairman)  
P Kelly

Apologies for absence: D Dhillon and J Jordan

### 1. MINUTES

The minutes of the Resources PAG held on 6 December 2018 were approved.

### 2. DECLARATIONS OF INTEREST

There were no declarations of interest.

### 3. TREASURY MANAGEMENT - ANNUAL REPORT 2018/19

The PAG received a report which summarised the Treasury Management performance of the Council for the financial year 2018/19. It was noted that the average interest rate earned on fixed rate investments over the year was 0.79%, and that there had been an overachievement of £69,000 against budget, largely due to the interest earned from the Council's loan with Consilio Property Ltd.

In response to a query regarding funding for the transition to the new Buckinghamshire Council, it was advised that funds had already been transferred from the Council's General Reserve to an earmarked reserve as set out in the annual budget. The overall transition budget would be kept under review by the Shadow Executive, but it was likely that if any changes needed to be made this would happen as part of setting the first budget for the new Council.

It was **RESOLVED** that the report be noted.

### 4. EXEMPT INFORMATION

**RESOLVED** that under Section 100(A)(4) of the Local Government Act 1972 the following item(s) of business are not for publication to the press or public on the grounds that they involve the likely disclosure of exempt information as defined in Part 1 of Schedule 12A to the Act.

### 5. PARKSIDE HOUSE OPTIONS

Members received a report which set out a number of options for the future use of Parkside House, at Parkside Cemetery, Fulmer. The PAG were taken through five options set out in the report and were provided with the overall nett revenue effect of each option for comparison.

The PAG felt that the asset should be retained by the Council and discussed the options for letting the property. It was suggested that, given the lack of affordable accommodation for key workers in the District, it would be preferable to convert the property into two units for rental to local key workers in public services such as education.

Having considered the advice of the PAG, the Portfolio Holder agreed to **RECOMMEND** to Cabinet:

1. That Parkside House be refurbished to provide two lettable units within the budget set out in Option B of the report, with the intention of providing housing for key workers in the local area.
2. To agree, subject to a successful planning application, to appropriate Parkside House from its current use as tied cemetery accommodation.

#### 6. **BAD DEBT WRITE OFF REQUEST**

The PAG considered a report which requested authorisation to write-off an outstanding homelessness B&B debt. Members were informed that this was the last of the significant arrears cases relating to temporary accommodation; and that procedures had been changed to ensure that the Council has a robust recovery process to deal with arrears consistently as set out in paragraph 7.5 of the report.

It was requested that a list of smaller debts be circulated to Members for information, and that a follow-up internal audit be carried out to be reported to the Audit & Standards Committee and Resources PAG.

Having considered the advice of the PAG, the Portfolio Holder agreed to **RECOMMEND** to Cabinet that the write-off of the homelessness B&B debt be authorised.

The meeting terminated at 6.45 pm