



## **Cabinet**

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

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

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

#### Item

1. Evacuation Procedure
2. Apologies for Absence
3. Minutes (*Pages 6 - 11*)  
  
To approve the minutes of the Cabinet held on 13 March 2019.
4. Declarations of Interest  
  
*A. LEADER'S REPORTS*
5. Forward Plan of Executive Decisions  
  
To note the decisions to be taken by:  
  
Appendix A – SBDC Cabinet  
  
*Appendix A - SBDC Cabinet (Pages 12 - 15)*
- 5.1 End of Year Performance Report 2018/19 (*Pages 16 - 18*)  
  
*Appendix A: Priority PIs (Pages 19 - 20)*

*Appendix B: Corporate PIs (Pages 21 - 23)*

*Appendix C: Data Only PIs (Page 24)*

*Appendix D: Annual Report 2018/19 (Page 25)*

6. Cabinet Appointments (*Pages 26 - 29*)

**B. REPORTS OF THE PORTFOLIO HOLDERS**

7. Healthy Communities

7.1 Agreement to sign the motor neurone disease (MND) Charter (*Pages 30 - 34*)

*Appendix 1- Charter (Pages 35 - 40)*

*Appendix 2 - Role of Councillors (Pages 41 - 44)*

7.2 Community Grants proposal (*Pages 45 - 48*)

*Appendix 1 (Pages 49 - 50)*

*Appendix 2 (Page 51)*

*Appendix 3 (Pages 52 - 53)*

7.3 Chiltern and South Bucks Leisure Advisory Board Terms of Reference (*Pages 54 - 55*)

*Appendix 1 - Terms of Reference (Pages 56 - 58)*

8. Resources

8.1 Treasury Management - Annual Report 2018/19 (*Pages 59 - 62*)

8.2 Consilio Business Plan (*Pages 63 - 64*)

9. Policy Advisory Group Minutes (available in supplement pack)

Customer Services and Business Support 11 June 2019

Environment (cancelled)

Healthy Communities 4 June 2019

Planning and Economic Development (cancelled)

Resources 12 June 2019

## 10. Exclusion of Public

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

- Paragraph 1 Information relating to any individual
- Paragraph 2 Information which is likely to reveal the identity of any individual.
- Paragraph 3 Information relating to the financial or business affairs of any particular persons (including the authority holding that information).

## 11. Customer Services and Business Support

### 11.1 Application for Discretionary Rate Relief (*Pages 65 - 67*)

*Appendix A (Pages 68 - 99)*

*Appendix B (Pages 100 - 103)*

*Appendix C (Pages 104 - 105)*

## 12. Resources

### 12.1 Farnham Park Playing Fields (*Pages 106 - 111*)

*Appendix A (Page 112)*

*Appendix B (Page 113)*

*Appendix C (Page 114)*

*Appendix D (Pages 115 - 174)*

### 12.2 Options for Parkside House, Parkside Cemetery, Fulmer (*Pages 175 - 180*)

*Appendix 1 (Page 181)*

*Appendix 2 (Pages 182 - 184)*

*Appendix 3 (Page 185)*

- 12.3 Bad Debt Write Off Request (*Pages 186 - 191*)
- 12.4 Consilio Business Plan Appendices (*Pages 192 - 201*)
- 13. Healthy Communities - Appendices for Community Grants Proposal

*Appendix 4 (Pages 202 - 222)*

*Appendix 5 (Pages 223 - 225)*

*Appendix 6 (Pages 226 - 258)*

*Appendix 7 (Pages 259 - 260)*

**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(Leader)  
J Read(Deputy Leader)  
B Gibbs  
P Hogan  
D Smith  
L Sullivan

**Date of next meeting – Wednesday, 9 October 2019**

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**SOUTH BUCKS DISTRICT COUNCIL**

**CABINET**

**Meeting - 13 March 2019**

Present: N Naylor (Leader)  
J Read (Deputy Leader)  
B Gibbs, P Hogan, D Smith and L Sullivan

**202. MINUTES**

The minutes of the meeting of Cabinet held on 6 February 2019 were approved and signed by the Cabinet Leader as a correct record.

**203. DECLARATIONS OF INTEREST**

There were no declarations of interest.

**204. FORWARD PLAN OF EXECUTIVE DECISIONS**

The Cabinet received a copy of the 28 day Notice and Forward Plan 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 and Forward Plan be noted.

**205. SERVICE PLANS 2019/20**

Cabinet received a report which provided the Service Plans of all service areas within the Councils. The Service Plans which were jointly produced per service area for both Chiltern and South Bucks, provided a summary of achievements from the current year and an overview of what each service aimed to deliver for 2019-20.

Cabinet welcomed the new layout of the Service Plans which had been dramatically reduced in size, changed in format to be more user friendly so that both staff and the public could easily reference the document and more results and risk orientated. A Member commented on some of the figures for the Performance Indicator targets for

2019/20 for Community and Leisure and was informed that these would be looked at before the Plans were published.

**RESOLVED** that Cabinet note the Service Plans 2019-20

206. **REFRESHED JOINT BUSINESS PLAN 2019-20**

The Cabinet received a report which sought approval for the refreshed Joint Business Plan 2019-20 as set out in the Appendix to the report. The Joint Business Plan was reviewed every year to reflect the changing needs of the locality and the communities that lived and worked within Chiltern and South Bucks, as well as the service planning process. One small amendment was suggested on page 16 of the document. Cabinet welcomed the new user friendly layout and

**RECOMMENDED to Council** that the refreshed Joint Business Plan 2019 - 20 be approved.

207. **PERFORMANCE INDICATOR REVIEW 2019/20**

The Cabinet received a report which updated Members on the outcomes of the Performance Indicator (PI) review for 2019/20 and which sought approval for the proposed changes to reporting. Reviewing Performance Indicators allowed each service to adjust targets, add in more relevant indicators and remove those indicators which did not provide valuable information. Reference was made to a small amendment to the figures in the overview of performance indicators for 2019/20 table and it was

**RESOLVED** that the changes to the Performance Indicators for each service be approved.

208. **PERFORMANCE REPORT QUARTER 3 2018/19**

Cabinet received a report which outlined the annual performance of Council services against pre-agreed performance indicators and service objectives for Quarter 3 of 2018-19. The Chief Executive reported that there were two indicators which were slightly below target which related to issues with vWorkspace and resolving helpdesk calls within agreed timescales. This was due to Members of the Infrastructure Team having to deal with transformational projects and also being one officer short. Cabinet were pleased to note that the percentage of food hygiene inspections was back above target and planning control and enforcement targets had greatly improved. A Portfolio Holder suggested that it would be useful to highlight performance indicators where a lower number was better than a higher one.

**RESOLVED** that Cabinet note the performance reports.

## 209. **SOUTH BUCKS CAR PARKS REVIEW**

Cabinet received a report which provided Members with options for consideration to maximise the use of parking facilities across South Bucks to continue to meet the needs of the local towns and villages and also to ensure that management of the car parks took into account the recommendations made at the Overview and Scrutiny Task and Finish Group on the budget. Members noted that the charges were reviewed on an annual basis and there were four areas where SBDC had pay and display car parks. There was no proposal to increase the long stay tariffs in Beaconsfield or Gerrards Cross as the charges currently aligned with market value for the area. Similarly with season ticket prices across the District. The Portfolio Holder for Environment commented that these increases had been discussed with Parish Councils who had contributed information from residents and businesses.

### **RESOLVED** that:-

- 1a an increase in short stay parking tariffs (1hr to 4hrs) and the flat Sunday rate across all car parks by 10p be agreed.
- b an increase in the 24hr tariff in Burnham and Farnham Common by 20p be agreed.
- c a one hour tariff in the Broadway car park, Farnham Common be introduced.

The current tariffs alongside the above options provided at Appendix A of the report were noted.

- 2 the Head of Environment be authorised to publish the statutory Notice of proposed Amendment to the Off Street Parking Places Order.
- 3 if no valid objections are received in response to publication of the Notice at 2.0 the Director of Services be authorised to make and publicise the Amendment Order.
- 4 That if valid objections are received in response to publication of the Notice at 2.0 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.

## 210. **ELECTRIC VEHICLE CHARGING**

Cabinet considered the option of introducing electric vehicle charging points in SBDC car parks to promote sustainable transport and enable the car parks to be viable for all motoring groups. Members noted that initially when electric vehicles were introduced, local authorities exempted customers who were charging their vehicles

from paying car park tariffs. However, as the number of electric vehicles have increased over the years, there was an expectation from customers that they would pay for the energy to drive their vehicles.

A Portfolio Holder referred to the National Infrastructure Assessment which recommended preparing for 100% electric vehicle sales by 2030. Another Portfolio Holder emphasised the need to be flexible. He referred to a neighbouring authority who had installed a charging point in their car park only to find that a supermarket next door later installed free charging points. The Portfolio Holder for Environment responded that the Council would be going out to statutory consultation on the proposals and would obtain residents and stakeholder views on location and need.

**RESOLVED** that:

- 1a the Off Street Parking Places Order be amended to enable electric vehicle charging points to be introduced in locations where evidence supports the requirement and that the Head of Environment be authorised in consultation with the Portfolio Holder to approve the locations.
- 1b car park fees and charges for electric vehicle users be retained.
- 2 That the Head of Environment be authorised to publish the statutory Notice of proposed Amendment to the Off Street Parking Places Order.
- 3 That, if no valid objections are received in response to publication of the Notice at 2.0 the Director of Services be authorised to make and publicise the Amendment Order.
- 4 That if valid objections are received in response to publication of the Notice at 2.0, 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.

211. **BUCKS HOME CHOICE ALLOCATION POLICY**

Cabinet receive a report which sought authority to adopt and implement the revised Bucks Home Choice Allocations Policy following consideration by the Healthy Communities Policy Advisory Group and the Cabinet. Cabinet noted that 308 responses were received and the majority of respondents to the consultation were in favour of the proposed revisions with the exception of the proposal that same sex siblings should be expected to share a bedroom until the older child reached the age of 21. The draft Policy has been amended so that the maximum age was raised from 16 to 18 and not 21 years as originally proposed, which was consistent with the



policies of Registered Providers. Cabinet welcomed the report which was clearly laid out and reflected the new national legislation and guidance.

**RECOMMENDED to Council** that

- 1 the revised Bucks Home Choice Allocations Policy be approved
- 2 the Head of Healthy Communities be delegated authority to make any final amendments and to agree and adopt the final version of the revised Bucks Home Choice Allocations Policy in consultation with the Healthy Communities Portfolio Holder and subject to Aylesbury Vale, Chiltern and Wycombe District Councils also adopting the revised policy.

**212. POLICY ADVISORY GROUP MINUTES (AVAILABLE IN SUPPLEMENT PACK)**

The Policy Advisory Group Minutes in the supplement pack were noted.

**213. EXCLUSION OF PUBLIC**

**RESOLVED** that under section 100 (A) (4) of the Local Government Act 1972 (as amended) the public be excluded from the meeting for the following item(s) of business on the grounds that they involved the likely disclosure of exempt information as defined in Part 1 of Schedule 12A of the Act.

**214. BAD DEBT WRITE-OFFS**

Cabinet received a report on the write-off of debts, which were non recoverable due to insolvency action. Members noted that some businesses faced problems following a revised valuation being received from the Valuation Office. The Council would put recovery action in place with a Liability Order being granted by the court. Since the service had come back in-house from November 2018, new arrangements had been put in place to monitor debt.

**RESOLVED** that the position regarding the debts listed be noted and to authorise these to be written off on the Council's books.

**215. APPLICATION FOR HARDSHIP RELIEF FROM BUSINESS RATES**

Cabinet considered an application for Hardship Relief as set out in the report. When granting rate relief on the grounds of hardship consideration was given to whether the ratepayer would sustain hardship if the Council failed to grant relief and whether it was reasonable to grant relief having regard to the interests of persons subject to the Council Tax.

Members considered the application and commented that it was not reasonable to grant hardship relief in this instance, particularly as it was a commercial venture which did not significantly benefit the community.

**RESOLVED** that the Hardship Relief be not awarded.

216. **HS2 PROJECT REPORT**

Cabinet received a report which provided Members with an update on the work of the HS2 project and the budget for the resources of the HS2 Project Team. Reference was made in particular to the progress in the Colne Valley Regional Park and the Hillingdon Outdoor Activity Centre which was being relocated to Denham Quarry. Members noted the resource implications which were set out in table 6.2 of the report and that some additional work being carried out by the Team was not covered by the Funding Agreement, however this was minimal and was undertaken in the best interests of residents.

**RESOLVED** that the report and progress made on the project be noted including the financial implications which will be met in 2019/20 from reserves of each authority for these purposes.

**The meeting ended at 6.45 pm**



# 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 and Regulation 5 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 (public and private) will be available no less than 5 working days before the meeting.

Key Decision (Y/N)	Report Title & Summary	Date Decision to be taken	Decision to be taken by	Consultation	Private Report	Lead Officer
<b>Leader (Councillor Nick Naylor)</b>						
N	<b>Annual Report 2018/19</b> To approve the Annual Report 2018/19.	27 June 2019	Cabinet	Overview and Scrutiny Committee 19 Jun 2019	Open	Aniqah Sultan  Aniqah.Sultan@ChilternandSouthBucks.gov.uk
N	<b>End of Year Performance Report 2018/19</b> To receive the End of Year Performance Report 2018/19.	27 June 2019	Cabinet	Overview and Scrutiny Committee 19 Jun 2019	Open	Aniqah Sultan  Aniqah.Sultan@ChilternandSouthBucks.gov.uk
Y	<b>Consilio Business Plan</b> To consider the Consilio Business Plan.	27 June 2019	Cabinet	Overview and Scrutiny Committee 19 Jun 2019	Open with exempt appendix	Jim Burness  jim.burness@chilternandsouthbucks.gov.uk
<b>Planning and Economic Development (Councillor John Read)</b>						
No items to be considered						

<b>Customer Services and Business Support (Councillor Duncan Smith)</b>						
Y	<b>Application for Discretionary Rate Relief</b> To consider an application for discretionary rate relief.	27 June 2019	Cabinet	Customer Services and Business Support Policy Advisory Group 11 Jun 2019	Fully exempt	Neil Berry  neil.berry@chilternandsouthbucks.gov.uk
<b>Healthy Communities (Councillor Patrick Hogan)</b>						
N	<b>Chiltern and South Bucks Leisure Advisory Board Terms of Reference</b> To review the Board's Terms of Reference to ensure they remain relevant and fit for purpose.	27 June 2019	Cabinet	Healthy Communities Policy Advisory Group 4 Jun 2019	Open	Charlie Griffin  charlie.griffin@chilternandsouthbucks.gov.uk
Y	<b>Agreement to sign the motor neurone disease (MND) Charter</b> To seek agreement to sign the motor neurone disease (MND) Charter.	27 June 2019	Cabinet	Healthy Communities Policy Advisory Group 4 Jun 2019	Open	Martin Holt  martin.holt@chilternandsouthbucks.gov.uk
Y	<b>Community grants proposal</b> To agree to the SBDC Community Grants scheme for 2019/20.	27 June 2019	Cabinet	Healthy Communities Policy Advisory Group 4 Jun 2019	Open	Martin Holt  martin.holt@chilternandsouthbucks.gov.uk
N	<b>Armed Forces Covenant</b> To consider an update on the Armed Forces Covenant.		Cabinet Member - Healthy Communities	Healthy Communities Policy Advisory Group 11 Sep 2019	Open	Martin Holt  martin.holt@chilternandsouthbucks.gov.uk
Y	<b>Food Safety and Health and Safety Service Plan</b> To consider and approve the Joint Food Safety and Health and Safety Service Plan for 2019/20	9 October 2019	Cabinet	Healthy Communities Policy Advisory Group 11 Sep 2019	Open	Ian Snudden  ian.snudden@chilternandsouthbucks.gov.uk
<b>Environment (Councillor Luisa Sullivan)</b>						
No items to be considered						

Resources (Councillor Barbara Gibbs)							
N	<b>Treasury Management - Annual Report 2018/19</b> To report on the Treasury Management performance of the Council for 2018/19.	27 June 2019	Cabinet	Resources Policy Advisory Group 12 Jun 2019	Open	Jim Burness <a href="mailto:jim.burness@chilternand.southbucks.gov.uk">jim.burness@chilternand.southbucks.gov.uk</a>	
N	<b>Parkside Cemetery</b> To consider options on Parkside Cemetery.	27 June 2019	Cabinet	Resources Policy Advisory Group 12 Feb 2019	Fully exempt	Chris Marchant <a href="mailto:chris.marchant@chilternand.southbucks.gov.uk">chris.marchant@chilternand.southbucks.gov.uk</a>	
Y	<b>Bad Debt Write Off Request</b> To request Cabinet approval to write off the debt detailed in the body of the report.	27 June 2019	Cabinet	Resources Policy Advisory Group 12 Jun 2019	Fully exempt	Rodney Fincham <a href="mailto:rodney.fincham@chilternand.southbucks.gov.uk">rodney.fincham@chilternand.southbucks.gov.uk</a>	
Y	<b>Farnham Park Playing Fields</b> To identify options for Farnham Park Playing Fields.	27 June 2019	Cabinet	The South Buckinghamshire Members Advisory Panel 16 May 2019	Fully exempt	Jim Burness <a href="mailto:jim.burness@chilternand.southbucks.gov.uk">jim.burness@chilternand.southbucks.gov.uk</a>	

### 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 £50,000 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.

### 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>

### Decision Maker & Date

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

### 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.

### 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 Representations

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@chilternandsouthbucks.gov.uk](mailto:democraticservices@chilternandsouthbucks.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.

<b>REPORT SUBJECT:</b>	<i>South Bucks District Council Performance Report End of Year 2018-19</i>
<b>REPORT OF:</b>	<i>Leader of the Council – Councillor Nick Naylor</i>
<b>RESPONSIBLE OFFICER</b>	<i>Chief Executive – Bob Smith</i>
<b>REPORT AUTHOR</b>	<i>Ani Sultan (01494 586 800)</i>
<b>WARD(S) AFFECTED</b>	<i>Report applies to whole district</i>

### 1. Purpose of Report

This report outlines the annual performance of Council services against pre-agreed performance indicators and service objectives for the end of year, 2018-19.

#### RECOMMENDATION

Cabinet is asked to note the performance reports.

### 2. Executive Summary

Overview of **End of Year 2018-19** performance indicators (PIs) against targets across the Council:

Portfolio	No of PIs	PI on target □	PI slightly below target □	PI off target □	Not reported this quarter/ not used	Awaiting data
Leader's	3	3	0	0	0	0
Resources	4	4	0	0	0	0
Healthy communities	9	7	0	2	0	0
Planning & Economic development	15	14	0	0	1	0
Environment	4	3	0	0	0	1
Customer & Business Support	9	5	3	0	1	0
<b>Total PIs</b>	<b>44</b>	<b>36</b>	<b>3</b>	<b>2</b>	<b>2</b>	<b>1</b>

### 3. Reasons for Recommendations

3.1. This report details factual performance against pre-agreed targets.

3.2. Management Team, Cabinet and Overview & Scrutiny Committee receive regular updates detailing progress towards service plan objectives, performance targets and strategic risks, in line with our Performance and Improvement Framework.

3.3. Three detailed performance tables accompany this report:

- **Appendix A – Priority PIs End of Year 2018-19**
- **Appendix B – Corporate PIs End of Year 2018-19**
- **Appendix C – Data Only PIs End of Year 2018-19**
- **Appendix D – Annual Report 2018-19**

#### 4. Key points to note:

- 4.1. There is one Environment PI marked as awaiting data - Cumulative CO2 reduction from local authority operations from base year of 2008/09 (annual) – as this takes some months for the data to come through.
- 4.2. All priority PIs are on target.
- 4.2.1. **Leaders:** All PIs within the Leader's portfolio are on target.
- 4.2.2. **Resources:** All PIs for this portfolio are on target.
- 4.2.3. **Healthy Communities:** CdHS4 - Number of private sector dwellings vacant for more than 6 months and returned to occupation following local authority intervention is under the target of 15 at 0. This is due to there being no active intervention work undertaken by Housing Team during 2018/19 due to other workload demands and limited identification of suitable empty homes. Therefore, no empty homes are recorded as being returned to use as direct result of Council intervention. Complaints and enforcement work for empty homes causing nuisance or health concerns are dealt with on case by case basis. Annual Capacity Grid review and cleansing of Council Tax database is identifying long term empty homes that have been returned to use but not reported to the Council. This ensures that the Council provides an accurate empty homes total to inform the New Homes Bonus calculation.
- 4.2.4. **Planning & Economic Development:** All PIs for this portfolio are on target.
- 4.2.5. **Environment:** All PIs for this portfolio are on target.
- 4.2.6. **Customer & Business Support:** JtBS1 availability of ICT systems to staff from 8am to 6pm is slightly under target of 99.5% at 96.5% for quarter 4, as is JtBS2, percentage of calls to ICT helpdesk resolved within agreed timescales (by period) - under the target of 95% at 92.3%. Both are due to problems with staff recruitment and retention within Business Support's Infrastructure Team, the section has been running at a reduced capacity throughout the year. Members of the team have also been spending time supporting projects relating to the ICT Strategy and therefore diverted from dealing with support calls. These two factors have contributed to missing both yearly targets.

#### 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 that 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.

<b>Background Papers:</b>	N/A
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Appendix A - Priority PIs 2018-19 - SBDC

Code	Title	Target 2017/18 (YTD)	2017/18 Value	Apr-18	May-18	Jun-18	Jul-18	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18	Jan-19	Feb-19	Mar-19	2018/19	Traffic Light	Target 2018/19	Comments
<b>Leader's portfolio</b>																			
JtHR1	Working days lost due to sickness absence	10	10.88	5.8	6.3	6.3	6.2	6.5	6.7	7.0	7.0	7.1	7.5	7.5	7.5	7.5	☑	10	196.50 working days lost for March + 2,066.50 days lost (April - February) = 2,263 days lost. 2,263 / 301.33 (average FTE figure) = 7.51 average working days lost to sickness absence (cumulative). These figures relate to absence days from 39 employees
JtHR12	Working days lost due to short term sickness absence (up to 20 working days)	5	4.73	2.8	2.7	2.4	2.1	2.2	2.2	2.3	2.3	2.5	2.8	2.8	2.9	2.9	☑	5	87.50 working days lost for March + 775.50 days lost (April - February) = 863 days lost. 863 / 301.33 (average FTE figure) = 2.86 average working days lost to short term sickness absence (cumulative). The figures related to absence from 32 employees
JtHR13	Working days lost due to long term sickness absence (more than 20 working days)	5	6.15	3.0	3.6	3.9	4.1	4.3	4.5	4.7	4.7	4.7	4.7	4.7	4.7	4.7	☑	5	109 working days lost for March + 1,291 days lost (April - February) = 1,400 days lost. 1,400 / 301.33 (average FTE figure) = 4.65 average working days lost to long term sickness absence (cumulative). This absence relates to 7 employees
<b>Resources</b>																			
SbRB1	Speed of processing - new HB/CTB claims (cumulative)	19	16.68	17.9	17.7	17.9	18.1	18.0	17.6	17.3	17.5	17.5	17.7	17.6	17.7	17.7	☑	18	Target achieved.
SbRB2	Speed of processing - changes of circumstances for HB/CTB claims (cumulative)	8	6.28	6.2	6.1	6.0	6.3	6.5	6.6	6.7	7.0	7.1	7.1	7.2	7.0	7.0	☑	8	Target achieved.
SbRB3	Percentage of Council Tax collected (cumulative)	98%	98%	11.4%	20.8%	30.0%	39.2%	48.1%	57.2%	NA	75.6%	84.7%	94.8%	96.9%	97.7%	97.7%	☑	98.0%	Target achieved.
SbRB4	Percentage of non-domestic rates collected (cumulative)	98.8%	96.4%	12.2%	21.1%	30.1%	39.2%	48.1%	56.6%	NA	75.0%	84.2%	92.0%	95.2%	98.8%	98.8%	☑	98.8%	Target achieved.
<b>Healthy Communities</b>																			
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)	18	3	3	2	2	3	2	3	1	2	2	2	1	0	0	☑	18	No applicants with/expecting children had been in B&B for longer than 6 weeks as at the end of 2018/19
SbHS7	Number of households living in temporary accommodation (snapshot at the end of the month)	68	57	60	57	55	46	45	48	48	50	43	41	43	47	47	☑	68	Total comprises (i) 12 in B&B (ii) 19 PSL scheme (iii) 5 in Registered Provider general needs stock (iv) 8 in self-contained nightly booked TA and (v) 3 in Bucks HA acquired units
<b>Planning and Economic Development</b>																			

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Appendix A

Code	Title	Target 2017/18 (YTD)	2017/18 Value	Apr-18	May-18	Jun-18	Jul-18	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18	Jan-19	Feb-19	Mar-19	2018/19	Traffic Light	Target 2018/19	Comments
SbPED9	Processing of planning applications: major applications processed within 13 weeks (cumulative)	90%	82.6%	100.0%	100.0%	100.0%	75.0%	87.5%	88.9%	90.9%	89.5%	90.9%	91.7%	92.3%	93.6%	93.6%	☑	90%	29 of 31 determined within target - cumulative figure 5 of 5 determined within target - this month's figure
SbPED10	Processing of planning applications: minor applications processed within 8 weeks (cumulative)	85%	84.4%	90.9%	91.2%	93.7%	89.9%	90.3%	91.1%	91.0%	90.2%	90.9%	91.8%	92.3%	92.8%	92.8%	☑	85%	269 of 290 determined within target - cumulative figure 17 of 17 determined within target - this month's figure
SbPED11	Processing of planning applications: other applications processed within 8 weeks (cumulative)	85%	86.8%	92.8%	94.8%	93.6%	93.6%	93.7%	94.0%	93.2%	92.9%	93.1%	93.3%	93.2%	93.2%	93.2%	☑	85%	689 of 739 determined within target - cumulative figure 59 of 64 determined within target - this month's figure
<b>Environment</b>																			
SbWR2	Percentage of household waste sent for reuse, recycling and composting (cumulative)	55%	53.7%	52.4%	55.3%	58.2%	55.8%	53.0%	55.0%	54.9%	54.9%	54.0%	54.0%	53.7%	53.4%	53.5%	☑	53%	On target but provisional figure as waiting on BCC and some charity tonnages.

Appendix B - Corporate PIs 2018-19 - SBDC

Code	Title	Target 2017/18 (YTD)	Apr-18	May-18	Jun-18	Jul-18	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18	Jan-19	Feb-19	Mar-19	2018/19	Traffic Light	Target 2018/19	Comments
<b>Leader's Portfolio</b>																		
<b>Customer and Business Support</b>																		
JtBS1 (C)	Availability of ICT systems to staff from 8am to 6pm (by period)	99.5%			99.8%			97.3%			94.5%			96.5%	98.1%	🟡	99.5%	Due to problems with staff recruitment and retention within Business Support's Infrastructure Team, the section has been running at a reduced capacity throughout the year. Members of the team have also been spending time supporting projects relating to the ICT Strategy and therefore diverted from dealing with support calls. These two factors have contributed to missing both yearly targets.
JtBS2 (C)	Percentage of calls to ICT helpdesk resolved within agreed timescales (by period)	95%			93.5%			88.2%			91.5%			92.3%	91.1%	🟡	95%	Due to problems with staff recruitment and retention within Business Support's Infrastructure Team, the section has been running at a reduced capacity throughout the year. Members of the team have also been spending time supporting projects relating to the ICT Strategy and therefore diverted from dealing with support calls. These two factors have contributed to missing both yearly targets.
SbBS3	Percentage of responses to FOI requests sent within 20 working days (by month)	90%	98.5%	98.4%	97.6%	97.8%	97.2%	100%	96%	100%	100%	100%	100%	100%	98.8%	✅	90%	Target achieved.
SbCS1	Number of complaints received (cumulative, quarterly)	80			9			20			21			86	86	🟡	80	Total number of complaints 2019/19 86 down from 123 last year Qtr 3 total 34: January 19/February 2/March 13
SbCS2	New measure for compliments - t.b.a.	TBA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	TBA	Placeholder for PI for when Customer Experience Strategy is implemented
JtLD1 (C)	Client satisfaction with the shared service. Percentage satisfied or very satisfied.	98%						100%						100%	100%	✅	98%	Target achieved.
JtLD1	Percentage of canvass forms returned	94%												97%	97%	✅	94%	Target achieved.
SbLD2	Standard searches carried out within 5 working days (cumulative)	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	✅	100%	Target achieved.
SbLD3	Standard searches carried out within 10 working days (cumulative)	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	✅	100%	Target achieved.
<b>Healthy communities</b>																		
SbCL1a	Customer satisfaction rating at the Beacon Centre.	83%												86%		✅	84%	Target achieved. Please contact Leisure team for a thorough breakdown.
SbCL1b	Customer satisfaction rating at the Evreham Centre.	80%												65%		🔴	82%	Please contact leisure team for a thorough breakdown.
JtLI2 (C)	Percentages of licences received and issued/renewed within statutory or policy deadlines (cumulative).	97%			98.6%			97.7%			99.3%			99.3%	99.3%	✅	97.0%	Target achieved.
SbEH1	Percentage of food hygiene inspections of category A – D food businesses achieved against the inspections due by quarter	91%			80.4%			83.5%			97%			100%	100%	✅	91%	Target achieved.
SbHS2	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)	22			13			14			76			77	77	✅	22	Total comprises (i) 12 x Taplow new build properties (Housing Solutions), 60 new build flats on Taplow Mill site (Paradigm) and 1 x L&Q new build bungalow (ii) 0 and (iii) 1 x acquisition by L&Q and 3 acquisitions by Bucks HA (for use as TA)
SbHS3	Average Length of stay in B & B temporary accommodation for all households (snapshot in weeks at end of period)	22			12			28			18			10	18	✅	22	During the quarter 5 x B&B placements ended and they had a combined stay of 360 nights (average stay 10 weeks per household) Overall average stay in B&B for households who left placements during 2018/19 was 18 weeks

Appendix B

Code	Title	Target 2017/18 (YTD)	Apr-18	May-18	Jun-18	Jul-18	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18	Jan-19	Feb-19	Mar-19	2018/19	Traffic Light	Target 2018/19	Comments
SbHS4	Number of private sector dwellings vacant for more than 6 months and returned to occupation following local authority intervention	15												0	0		15	No active intervention work undertaken by Housing Team during 2018/19 due to other workload demands and limited identification of suitable empty homes. Therefore, no empty homes are recorded as being returned to use as direct result of Council intervention. Complaints and enforcement work for empty homes causing nuisance or health concerns is dealt with on case by case basis. Annual Capacity Grid review and cleansing of Council Tax database is identifying long term empty homes that have been returned to use but not reported to the Council. This ensures that the Council provides an accurate empty homes total to inform the New Homes Bonus calculation.
<b>Planning and Economic Development</b>																		
JtBC1 (C)	Applications checked within 10 working days (cumulative)	92%	100%	98.4%	98.2%	97.3%	97.9%	86.0%	92.1%	96.1%	98.4%	96.6%	97.8%	99.1%	99.1%		92%	Target achieved.
JtBC2 (C)	Customer satisfaction with the building control service. (cumulative)	92%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%		92%	Target achieved.
SbPED1	Percentage of planning applicants who are satisfied or very satisfied with the planning service	80%			NA			NA			NA			NA	NA	NA	85%	The service is currently reviewing how to undertake these surveys.
SbPED2	Planning appeals allowed (cumulative)	35%			33.3%			25%			19.4%			19.5%	19.5%		35%	8 of 41 allowed or part allowed appeals (cumulative total) Note: How this indicator is calculated has been revised. This includes, all appeal types. Appeals against -Refusal of planning permission, -Imposition of conditions -Non-determination -Enforcement notices All applications that have development types that are reported to the Government on the PS2 return and PS1, questions 6 and 7 and all appeals against enforcement
SbPED43	2019 Majors quality of planning decisions - special measures 2 year & 9 month assessment period ending Dec 2018 (cumulative monthly)	9.99%	7.9%	7.9%	7.9%	7.9%	7.9%	7.9%	7.9%	10.5%	10.5%						9.99%	4 of 38 Application allowed/part allowed on appeal: Major Decision period: Apr 2016 – Mar 2018 Appeal period: Apr 2016 – Dec 2018 QUALITY Target: less than 10%
SbPED44	2019 Non-Majors quality of planning decisions - special measures 2 year & 9 month assessment period ending Dec 2018 (cumulative monthly)	9.99%	1.1%	1.1%	1.1%	1.2%	1.2%	1.2%	1.2%	1.2%	1.2%						9.99%	30 of 2499 Application allowed/part allowed on appeal: Non-Major Decision period: Apr 2016 – Mar 2018 Appeal period: Apr 2016 – Dec 2018 QUALITY Target: less than 10%
SbPED45	2020 Majors speed of planning decisions – special measures 2 year assessment period ending Sep 19 (cumulative, monthly)	60.00%	93.3%	93.3%	93.3%	88.9%	90.9%	91.3%	92%	90.9%	91.7%	92.1%	92.5%	93.3%	NA		60.00%	33 of 36 speed Applications determined: Major Decision period: Oct 2017 - Sep 2019 SPEED Target: 60% or more
SbPED46	2020 Non-Majors speed of planning decisions – special measures 2 year assessment ending September 2019 (cumulative, monthly)	70.00%	80.6%	82.7%	83.8%	84.3%	85.4%	86.1%	86.2%	86.5%	87.0%	87.6%	87.9%	88.3%	NA		70.00%	1445 of 1637 Applications determined: Non-Major Decision period: Oct 2017 - Sep 2019 SPEED Target: 70% or more
SbPED47	2020 Majors quality of planning decisions – special measures 2 year and 9 month assessment period ending December 2019 (cumulative, monthly)	9.99%				7.4%	6.5%	6.3%	5.88%	7.14%	6.67%	6.67%	6.67%	6.67%	NA		9.99%	3 of 45 Application allowed/part allowed on appeal: Major Decision period: Apr 2017 – Mar 2019 Appeal period: Apr 2017 – Dec 2019 QUALITY Target: less than 10%
SbPED48	2020 Non-Majors quality of planning decisions – special measures 2 year and 9 month assessment period ending December 2019 (cumulative, monthly)	9.99%	0.9%	0.8%	0.7%	0.8%	0.7%	0.7%	0.65%	0.67%	0.12%	0.69%	0.69%	0.69%	NA		9.99%	13 of 2021 Application allowed/part allowed on appeal: Non-Major Decision period: Apr 2017 – Mar 2019 Appeal period: Apr 2017 – Dec 2019 QUALITY Target: less than 10%

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Appendix B

Code	Title	Target 2017/18 (YTD)	Apr-18	May-18	Jun-18	Jul-18	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18	Jan-19	Feb-19	Mar-19	2018/19	Traffic Light	Target 2018/19	Comments
SbPED49	2021 Majors speed of planning decisions - special measures 2 year assessment period ending Sep 2020 (cumulative monthly)	60%							100%	90%	92.3%	93.3%	94.1%	95.5%	NA	☑	60%	21 of 22 speed Applications determined: Major Decision period: Oct 2018 - Sep 2020 SPEED Target: 60% or more
SbPED50	2021 Non-Majors speed of planning decisions - special measures 2 year assessment period ending Sep 2020 (cumulative monthly)	70%							87.8%	88.6%	90.8%	92.4%	92.7%	93.0%	NA	☑	70%	476 of 512 speed Applications determined: Non-Major Decision period: Oct 2018 - Sep 2020 SPEED Target: 70% or more
<b>Environment</b>																		
SbWR1	Number of household collections missed per month (calculated by P&C team on weekly basis)	100	129	100	135	93	123	92	89	75	86	83	49	81	Average 95/month	☑	100	Target achieved.
SbWR4	No of missed assisted collections (monthly)	NEW PI	47	26	30	30	40	36	32	14	18	18.00	16.00	25.00	Average 28/month	☑	35	Target achieved.
SbSE1	Cumulative CO2 reduction from local authority operations from base year of 2008/09	NEW PI												NA	NA	NA	12%	Data not yet available.

Appendix C - Data Only PIs - SBDC

Code	Title	Target 2017/18 (YTD)	Apr-18	May-18	Jun-18	Jul-18	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18	Jan-19	Feb-19	Mar-19	2018/19	Comments
<b>Leader's Portfolio</b>																
SbCP1 (C)	Number of unique visitors to the main website (monthly by period and annual)	Data Only	84463	82821	71933	73278	73163	68439	71852	76588	73024	95660	78292	114562	80340	
JtHR2 (C)	Voluntary leavers as a % of workforce (extrapolated for the year)	16%			21.9%			17.6%			15.7%			15.6%	Average 17.7%	10 leavers in quarter three plus 29 for quarters 1 & 2 = 39 leavers for Qs 1, 2 & 3. 39 / 3 x 4 = 52 projected for the year 52 / 332.00 average headcount * 100 = 15.66%. This information is taken from reports run on iTrent.
<b>Healthy Communities</b>																
SbCmSf1 (C)	Percentage reduction in burglaries from dwelling, rolling year on year (quarterly)	Data Only			15.0%			-10.6%			-26.2%			-4.4%	Average -6.6%	Burglary dwelling offences increased by 4.4% over the past year in South Bucks District. This rose from 272 to 284 offences.
SbCmSf2 (C)	Percentage reduction in violent offences against a person, year on year (quarterly)	Data Only			-79.4%			-51.3%			-44.9%			-36%	Average -52.8%	Violence against a person offences increased this year. 1,198 compared to 827 the previous year.
SbCL3a (C)	Total attendance at Evreham Centre (quarterly)				12,906			11,222			8,473			15,275	Average 11969 / quarter	
SbCL3b (C)	Total attendance at Beacon Centre				36,893			32,137			31,454			38,098	Average 34646 / quarter	
<b>Planning and Economic Development</b>																
JtENF1(C)	Number of new enforcement cases received (monthly)	NEW PI	23	30	25	25	40	32	49	35	29	37	32	79	436 Average 36	
JtENF2 (C)	Number of closed cases (monthly)	NEW PI	5	215	45	22	60	20	37	12	15	26	25	43	525 Average 44	
JtENF3 (C)	Number of PCNs (or S330s) issued (monthly)	NEW PI	0	0	0	0	0	0	0	0	0	0	0	0	0	Dependent on number of breaches.
JtENF4 (C)	Number of notices served (monthly)	NEW PI	0	0	0	0	0	0	2	1	0	0	0	4	7	Dependent on number of types of cases, compliance and amicable negotiation.



**Provide best value for money services by listening to our customers to ensure the provision of excellent services across all areas of the Councils**



Approximately **10%** increase in number of social media followers and increased engagement with residents.



Processes have been streamlined, making planning services more efficient and consistent.



Won Revenues Team of the Year (District Authority) 2018.

**Institute of Revenues Rating & Valuation (IRRV) Awards**

Shortlisted as finalist in IRRV Excellence in Partnership award 2018.



Implemented an electronic local land charges system for South Bucks District Council.

Received approval from Joint Committee for the Customer Experience Programme.



Began implementation of phase one of the Customer Experience Programme.



Commenced delivery of face-to-face service for South Bucks Revenues following transfer of service in-house.



The 2018/19 budget incorporated approximately **£300,000** of savings and budget reductions.



**Work towards safer, healthier and more cohesive communities by improving community safety and promoting and supporting local communities**



Launched Op Gauntlet (in partnership with Thames Valley Police, Trading Standards and NatWest) to raise awareness of phone scams and held regular awareness events.

over **70** local businesses



attended the Annual Business Meeting.

Supported over



**60+** community groups



Community Lottery established and currently supporting.

**50** local organisations

Successful delivery of the community engagement plan that has attracted

over **5,000**

throughput in hard to reach and socially disadvantaged localities.



New temporary accommodation initiative at former Bath Road depot site to reduce reliance on B&B.

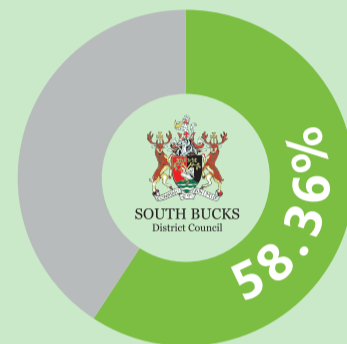


Plans progressed for re-development Gerrards Cross Police Station site. Planning permission secured and work started.



**Strive to conserve the environment, whilst also promoting sustainable economic growth**

Recycling rates achieved in South Bucks.



**29.97%**

Number of residents who subscribed to chargeable garden waste collections by October 2018.

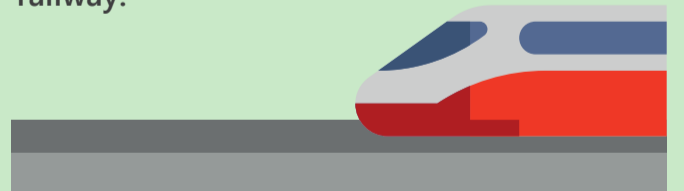


**50%** increase in food waste collected between January 2017 and January 2018.



Completed **100%** of environmental permitted industry inspections.

Worked with HS2 joint venture companies to manage and minimise impacts from construction and future operation of a new railway.



Council engagement on Cross Rail (Elizabeth Line) and smart motorway programmes.

Part of the Heathrow Strategic Planning Group and working positively with Heathrow Airport Limited to engage in discussions concerning their proposal for a third runway and the Western Rail Link.



Prepared the Local Plan for consultation.



**South Bucks District Council Executive appointments 2019/20**

**REPRESENTATION ON JOINT COMMITTEES AND OTHER BODIES**

Chiltern and South Bucks Joint Committee

1. B. Gibbs
2. P. Hogan
3. N. Naylor
4. J. Read
5. D. Smith
6. L. Sullivan

*(Plus CDC Members, see CDC appointments)*

*The Cabinet Leader of the Council hosting the meeting will chair the meeting*

Joint Staffing Committee

1. R. Bagge
2. B. Harding
3. P. Kelly
- 4 N. Naylor
5. D. Saunders
6. L. Sullivan

*(Plus CDC Members, see CDC appointments)*

*Co-Chairmen to be elected at the first meeting in the Municipal Year*

Chiltern and South Bucks Joint Overview and Scrutiny Committee

1. Councillor Bradford
2. Councillor Bastiman
3. Councillor Bezzant
4. Councillor Egleton
5. Councillor Lewis

*(Plus CDC Members, see CDC appointments)*

*Co-Chairman to be elected at the first meeting of the Municipal Year*

\* Nomination to be confirmed at the first meeting immediately following Annual Council  
 ~ Appointment(s) made by the Executive

Joint Waste Collection Committee ~

1. (Cabinet Member) Luisa Sullivan
2. (Non-Cabinet Member) – Vacant

*(Plus CDC and WDC Members)*

*Chairman/Vice-Chairman to be elected at the first meeting of the Municipal Year, except where an appointment has been made for two years*

Evreham Sports Centre Joint Management Committee ~

- |                              |  |
|------------------------------|--|
| South Bucks representatives: | <ol style="list-style-type: none"> <li>1. J. Jordan</li> <li>2. P. Hogan (Portfolio Holder)</li> <li>3. R. Sangster</li> </ol> |
|------------------------------|--|

- |  |  |
|--|--|
| Buckinghamshire County<br>Representatives: | <ol style="list-style-type: none"> <li>1. Require confirmation from Bucks County Council</li> <li>2. Require confirmation from Bucks County Council</li> </ol> |
|--|--|

*Chairman/Vice-Chairman to be elected at the first meeting of the Municipal Year*

The South Buckinghamshire Members Advisory Panel (8) ~

1. J. Read (Chairman\*)
2. R. Bagge
3. M. Bradford
4. T. Egleton
5. B. Gibbs
6. L. Hazell
7. P. Hogan
8. N. Naylor

\* Nomination to be confirmed at the first meeting immediately following Annual Council  
 ~ Appointment(s) made by the Executive

**OUTSIDE BODIES**

<b>Outside Body</b> <i>Executive functions ~</i>	<b>Representative[s]</b>	<b>Relevant Portfolio</b>	<b>Officer Contact</b>
Buckinghamshire Advantage District Council's Network	Nick Naylor	Leader	Bob Smith
Buckinghamshire Thames Valley Local Enterprise Partnership	John Read	Leader	Bob Smith
Bucks Planning Group	John Read	Planning and Economic Development	Mark Jaggard
Chiltern and South Bucks Strategic Partnership	Nick Naylor Paul Kelly Ralph Bagge John Read	Leader	Rachel Prance
Colne Valley Park Community Interest Company	Luisa Sullivan	Environment	Chris Marchant
Country Parks and Green Spaces Liaison Group	Luisa Sullivan	Environment	Chris Marchant
Groundwork South Trust Ltd	Luisa Sullivan	Environment	Simon Gray
Healthy Communities Partnership	Patrick Hogan	Healthy Communities	Martin Holt
Heathrow Airport Community Engagement Board	John Read	Planning and Economic Development	Ben Coakley
Local Government Association	Nick Naylor John Read (Deputy)	Leader	Bob Smith
L & Q Shires Neighbourhood Committee	Patrick Hogan	Healthy Communities	Michael Veryard
Natural Environment Partnership	Luisa Sullivan	Environment	Chris Marchant
New Denham Minerals Liaison Group	Luisa Sullivan	Environment	Ben Coakley

\* Nomination to be confirmed at the first meeting immediately following Annual Council  
~ Appointment(s) made by the Executive

Padstones	Patrick Hogan Wendy Matthews [Deputy]	Healthy Communities	Michael Veryard
Park Lodge Farm Liaison Committee	Luisa Sullivan	Environment	Ben Coakley
Pinewood Community Liaison Group	Ralph Bagge Malcolm Bradford Wendy Matthews Luisa Sullivan	Leader	Bob Smith
South East England's Council	Ralph Bagge <i>on behalf of Leader</i>	Leader	Bob Smith

\* Nomination to be confirmed at the first meeting immediately following Annual Council  
~ Appointment(s) made by the Executive

<b>SUBJECT:</b>	<i>Agreement to sign the motor neurone disease (MND) Charter</i>
<b>RELEVANT MEMBER:</b>	<i>Councillor Patrick Hogan</i>
<b>RESPONSIBLE OFFICER</b>	<i>Martin Holt Head of Healthy communities</i>
<b>REPORT AUTHOR</b>	<i>Martin Holt</i>  <i>01494732055 martin.holt@chilternandsouthbucks.gov.uk</i>
<b>WARD/S AFFECTED</b>	<i>(All Wards);</i>

### 1. Purpose of Report

To agree that the Council supports and signs the Motor Neurone Disease (MND) Charter which recognises and respect the rights of people with MND as set out in the Charter, and work towards the Charter's vision of the right care, in the right place at the right time. Members of the Healthy Communities PAG agreed to recommend to Cabinet that the Motor Neurone Disease Charter be supported.

### RECOMMENDATION

#### 1. To agree that Cabinet supports and signs the Motor Neurone Disease (MND) Charter

### 2. Reasons for Recommendations

To raise the awareness of staff and members of the impact of MND on carers and sufferers and to ensure that the council's policies and procedures enable people with MND to receive a rapid response to their needs and good quality care and support, ensuring the highest quality of life as possible and the ability to die with dignity. The MND Charter serves as a tool to help make this happen.

### 3. Content of Report

- 3.1. MND is a devastating, complex disease and particularly difficult to manage. MND is a fatal, rapidly progressing disease that affects the brain and spinal cord. It can leave people locked in a failing body, unable to move, talk and eventually breathe.
- 3.2. A person's lifetime risk of developing MND is up to one in 300. It kills around 30% of people within 12 months of diagnosis, more than 50% within two years. It affects people from all communities. It has no cure
- 3.3. The MND Association believe that if the right care is provided for MND it can save public services money in the long run. But more importantly, it can make a positive difference to the lives of people with MND, their carers and their loved ones.

3.4. The five points of the Charter and detailed in Appendix 1 are:

- The right to an early diagnosis and information
- The right to access quality care and treatments
- The right to be treated as individuals and with dignity and respect
- The right to maximise their quality of life
- Carers of people with MND have the right to be valued, respected, listened to and well-supported.

3.5. The impacts that District Council services can have on MND sufferers are identified in appendix 2, information for Councillors. The Council currently supports persons with disabilities in the following ways

	Impact	CDC/SBDC Position
Housing Adaptations	Adaptations funded via the DFG (Disabled Facilities Grants) programme can support MND sufferers to remain in their home and continue to access all facilities (bathroom, garden etc.). Appendix 2 highlights that in some areas there can be delays in the assessment and delivery of DFGs.	We have reviewed our processes and introduced a fast track grant process to speed up delivery of small adaptations such as stairlifts, showers and ramps. We work with clients and partners (including Occupational Therapists and contractors) to ensure adaptations delivered as speedily as possible, although there will sometimes be factors such as the need for planning permissions, lack of availability of contractors that can slow down delivery.
Social Housing	If the MND sufferer is living in social housing, the landlord may need to undertake adaptations or facilitate a move to more suitable accommodation if the property becomes unsuitable for the	Social Housing tenants can access DFG funding and landlords (i.e. Registered Provider landlords) can approve or directly undertake works, If a tenant has MND and needs to move on

	household's needs.	confirmed medical grounds, then he/she can be prioritised for rehousing via the Bucks Home Choice scheme and the landlord can also look to assist via their own internal Management Move scheme.
Housing Benefits	Persons in rental accommodation can face difficulties paying rent as well as other costs.	The introduction on Universal Credit means that the DWP (not the Council) is now responsible for administering new benefit claims for people seeking help with their housing costs. However, the Councils still administered Discretionary Housing Payments (DHP) which can provide additional help with housing costs in cases of particular hardship. Each application for DHP is considered on its individual circumstances
Council tax reduction	Persons on low income or claiming benefits may be able to claim 100% Councils Tax reduction	South Bucks District Council's Council Tax Reduction Scheme has a maximum of entitlement of 100% for taxpayers classified as vulnerable. If a customer is in receipt of certain qualifying benefits such as disability benefits they could be classified as vulnerable and then receive a maximum entitlement of 100% dependant on their income and eligibility.
Leisure, Transport, Parks	Ensuring full access to	The councils leisure

and Open Spaces	services assists in improving a person's quality of life	<p>facilities have disabled changing facilities and concessionary fees for disabled persons. The operator also supports the delivery of disability clubs Should the Chiltern Lifestyle Centre be built the facility will be fully accessible and designed to meet the needs of disable persons. The mix of community and leisure facilities will enable greater social interaction and opportunities to reduce social isolation and enable persons with NMD, their families and carers to participate.</p> <p>The financial support to Dial a Ride enables the opportunity for disabled persons to access transport.</p>
Planning	Ensuring full access to services assists in improving a person's quality of life	Planning advice and assistance enables applicant to apply via the portal.

3.6. Members are asked to recommend that the Council signs the Motor Neurone Disease (MND) Charter

**4. Consultation**

Not Applicable

**5. Options (if any)**

**5.1.**To agree to signing the Charter and to adopt policies that would support the aims of the Charter

**5.2.**To decline to sign the Charter



**6. Corporate Implications**

Reports must include specific comments addressing the following implications;

- 6.1 Financial – there are no additional financial costs
- 6.2 Legal – the charter would assist the council in demonstrating its equalities duties

**7 Links to Council Policy Objectives**

- 1. Delivering cost- effective, customer- focused services
- 2. Working towards safe and healthier local communities

**Next Steps**

The Council would publicise that it has formally signed the Motor Neurone Disease (MND) Charter

<b>Background</b>	None, other than those referred to in this report.
<b>Papers:</b>	



**CHAMPION  
THE CHARTER  
ON YOUR  
DOORSTEP**

**the mnd charter**

Achieving quality of life, dignity and respect for people with MND and their carers

## The MND Charter is a statement of the respect, care and support that people living with motor neurone disease (MND) and their carers deserve, and should expect.

We believe that everyone with a connection to MND, either personally or professionally, should recognise and respect the rights of people with MND as set out in the Charter, and work towards the Charter's vision of the right care, in the right place at the right time.

### About MND:

- MND is a fatal, rapidly progressing disease that affects the brain and spinal cord.
- It can leave people locked in a failing body, unable to move, talk and eventually breathe.
- A person's lifetime risk of developing MND is up to one in 300.
- It kills around 30% of people within 12 months of diagnosis, more than 50% within two years.
- It affects people from all communities.
- It has no cure.

Therefore, what matters most is that people with MND receive a rapid response to their needs and good quality care and support, ensuring the highest quality of life as possible and the ability to die with dignity. The MND Charter serves as a tool to help make this happen.

MND is a devastating, complex disease and particularly difficult to manage. We believe that if we get care right for MND we can get it right for other neurological conditions, and save public services money in the long run. But more importantly, we can make a positive difference to the lives of people with MND, their carers and their loved ones.



## 1

## People with MND have the right to an early diagnosis and information

- THIS MEANS:**
- An early referral to a neurologist.
  - An accurate and early diagnosis, given sensitively.
  - Timely and appropriate access to information at all stages of their condition.

There is no diagnostic test for MND – it can only be diagnosed by ruling out other neurological conditions. People with MND can be halfway through their illness before they receive a firm diagnosis.

GPs need to be able to identify the symptoms and signs of a neurological problem and refer directly to a neurologist in order to speed up diagnosis times for MND.

Appropriate tests must be carried out as soon as possible to confirm MND. The diagnosis should be given by a consultant neurologist with knowledge

and experience of treating people with MND<sup>1</sup>. The diagnosis should be given sensitively, in private, with the person with MND accompanied by a family member/friend and with time to ask questions. A follow-up appointment with the neurologist should be arranged soon after diagnosis.

At diagnosis people with MND should be offered access to appropriate information and should be informed about the MND Association. Appropriate information should be available at all stages of the person's condition in a language of their choice.

## 2

## People with MND have the right to high quality care and treatments

- THIS MEANS:**
- Access to co-ordinated multidisciplinary care managed by a specialist key worker with experience of MND.
  - Early access to specialist palliative care in a setting of their choice, including equitable access to hospices.
  - Access to appropriate respiratory and nutritional management and support, as close to home as possible.
  - Access to the drug riluzole.
  - Timely access to NHS continuing healthcare when needed.
  - Early referral to social care services.
  - Referral for cognitive assessment, where appropriate.

People with MND may need care provided by health and social care professionals from up to 20 disciplines. This clearly needs co-ordination to work effectively. Co-ordinated care can improve the quality of life of people with MND and provide value for money for the NHS by preventing crises and emergency hospital admissions. The care should be co-ordinated by a specialist key worker with experience of MND who can anticipate needs and ensure they are met on time. Ongoing education for health and social

care professionals is important to reflect advances in healthcare techniques and changes in best practice.

A third of people with MND die within 12 months of diagnosis. Early access to specialist palliative care<sup>2</sup> soon after diagnosis is therefore vital and should be available in a setting of the person's choice. Some hospices give preferential access to people with a cancer diagnosis. It is important that access is based on need, not diagnosis, so that people with MND have equitable access to hospice care. Hospices can

provide high-quality respite care, which can benefit both the person with MND and their carer.

As MND progresses, the respiratory muscles and muscles of the mouth and throat may be affected. People with MND may therefore need respiratory and nutritional support. It is important that these services are available as close to the person's home as possible so that travelling is minimised and support is available quickly.

In 2001 the National Institute for Health and Care Excellence (NICE) recommended riluzole as a cost-effective drug for people with MND. GPs can be reluctant to prescribe riluzole on cost grounds, despite its NICE-approved status, or to monitor for

side effects during its use. However, it is vital that people with MND have ongoing access to this important treatment.

As the disease progresses, people with MND may need more intensive health care. It is important that people with MND have timely access to NHS continuing healthcare when they need it.

People with MND are likely to need help with getting up, washing, dressing and preparing food as the disease progresses. Access to social care services is therefore important to maintain quality of life. People with MND may also need access to cognitive assessment, as up to half of people with the disease experience changes in cognition.

### 3

## People with MND have the right to be treated as individuals and with dignity and respect

- THIS MEANS:**
- Being offered a personal care plan to specify what care and support they need.
  - Being offered the opportunity to develop an Advance Care Plan to ensure their wishes are met, and appropriate end-of-life care is provided in their chosen setting.
  - Getting support to help them make the right choices to meet their needs when using personalised care options.
  - Prompt access to appropriate communication support and aids.
  - Opportunities to be involved in research if they so wish.

Everyone with MND should be offered a personal care plan<sup>3</sup> to specify what care and support they need. The plan should be regularly reviewed as the disease progresses and the person's needs change.

People with MND should be offered the opportunity to develop an Advance Care Plan<sup>4</sup> to make clear their wishes for future care and support, including any care they do not wish to receive. The plan should be developed with support from a professional with specialist experience and may include preferences for end-of-life care.

Some people with MND will need support to help them make the right choices to meet their needs when using personalised care options, such as personal budgets.

As the disease progresses, some people with MND will experience difficulty speaking. It is important

that people with MND can access speech and language therapy to help them maintain their voice for as long as possible. However, as the disease progresses, people with MND may need access to communication aids including augmentative and alternative communication (AAC)<sup>5</sup>. The ability to communicate is a basic human right. For people with MND, communication support and equipment are vital in order to remain socially active and to communicate their wishes about their care, especially during hospital stays and other medical environments.

Many people with MND value the opportunity to be involved in research as it provides hope that one day an effective treatment will be developed. Everyone with MND who wishes to should be able to participate in research as far as is practicable.

## 4

## People with MND have the right to maximise their quality of life

- THIS MEANS:**
- Timely and appropriate access to equipment, home adaptations, environmental controls, wheelchairs, orthotics and suitable housing.
  - Timely and appropriate access to disability benefits.

People with MND may find their needs change quickly and in order to maximise their quality of life, they may need rapid access to equipment, home adaptations, wheelchairs and suitable housing. These needs should be anticipated so that they are met in a timely way. This is particularly true of wheelchairs which are important for maximising independence and quality of life.

People with MND need timely and appropriate access to disability benefits to help meet the extra costs of living with a disability. Information on appropriate benefits needs to be readily accessible in one place and easily understandable.

## 5

## Carers of people with MND have the right to be valued, respected, listened to and well supported

- THIS MEANS:**
- Timely and appropriate access to respite care, information, counselling and bereavement services.
  - Advising carers that they have a legal right to a Carer's Assessment of their needs<sup>1</sup>, ensuring their health and emotional well being is recognised and appropriate support is provided.
  - Timely and appropriate access to benefits and entitlements for carers.

Caring for someone with MND is physically and emotionally demanding. Carers need to be supported in order to maintain their caring role. Every carer should have their needs assessed and given timely and appropriate access to respite care, information, counselling and bereavement services. It is important to support the emotional and physical needs of the

carer in a timely way so that they can continue their caring role.

Carers should also have timely and appropriate access to benefits and entitlements to help manage the financial impact of their caring role.

<sup>1</sup> Recommendation in the NICE guideline on MND.

<sup>2</sup> Specialist palliative care – palliative care is the active holistic care of patients with progressive illness, including the provision of psychological, social and spiritual support. The aim is to provide the highest quality of life possible for patients and their families. Specialist palliative care is care provided by a specialist multidisciplinary palliative care team.

<sup>3</sup> Personal care plan – a plan which sets out the care and treatment necessary to meet a person's needs, preferences and goals of care.

<sup>4</sup> Advance care plan – a plan which anticipates how a person's condition may affect them in the future and, if they wish, set on record choices about their care and treatment and/or an advance decision to refuse a treatment in specific circumstances so that these can be referred to by those responsible for their care or treatment (whether professional staff or family carers) in the event that they lose capacity to decide or communicate their decision when their condition progresses.

<sup>5</sup> Augmentative and Alternative Communication (AAC) – is used to describe the different methods that can be used to help people with speech difficulties communicate with others. These methods can be used as an alternative to speech or to supplement it. AAC may include unaided systems such as signing and gesture as well as aided systems such as low tech picture or letter charts through to complex computer technology.



“Many people with MND die without having the right care, not having a suitable wheelchair, not having the support to communicate.

We have got to set a standard so that people like us are listened to and treated with the respect and dignity we deserve.

We have got to stop the ignorance surrounding this disease and have to make sure that when a patient is first diagnosed with MND, they must have access to good, co-ordinated care and services.

One week waiting for an assessment or a piece of equipment is like a year in most people’s lives, because they are an everyday essential to help us live as normal a life as possible and die with dignity”

*Liam Dwyer, who is living with MND*

**For more information:**

[www.mndassociation.org/mndcharter](http://www.mndassociation.org/mndcharter)

Email: [campaigns@mndassociation.org](mailto:campaigns@mndassociation.org)

Telephone: 020 7250 8447

We are proud to have the following organisations supporting the MND Charter:

**Royal College of General Practitioners**

**Association of British Neurologists**

**Royal College of Nursing**

**Chartered Society of Physiotherapy**

**College of Occupational Therapists**

**Royal College of Speech & Language Therapists**

**British Dietetic Association**

**MND Association**

PO Box 246 Northampton NN1 2PR

[www.mndassociation.org](http://www.mndassociation.org)

Registered charity no 294354

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## Appendix 5 - The role of councillors

### Who are councillors?

Councillors are elected by local people to represent them in a defined geographical area (called a ward, division or electoral area) for a fixed term of four years.

They are responsible for making decisions about, and monitoring, services provided by the council, on behalf of the local community.

Councillors are democratically accountable to residents of their ward, division or electoral area.

There are over 21,000 councillors in England, Wales and Northern Ireland.

### Why are councillors important to target?

Councillors are important because they

- are elected to represent people with MND and their families and
- particularly in England and Wales, have a say in many of the local services people with the disease rely on

### Services councillors have a say in

Service	How this affects people with MND and their carers
<p><b>Adult Social Care</b></p>	<p>Social care includes: paid care workers who come into the home to wash and dress the person with MND, or to help them continue to take part in leisure or social activities; the provision of some equipment – such as hoists – to help around the home; care homes where people with MND might move into if life at home becomes too difficult; as well as help with information and advice on accessing the right services.</p> <p>In England and Wales, social care is means tested. This means that not all people with MND will be eligible for ‘free’ social care provided by the council, it depends on their income. However, everyone should receive an assessment of their social care needs by the council.</p> <p>If you live in an area in England where there is a district council and a county council, then it is the county council that is responsible for decisions about social care.</p> <p>In Northern Ireland, health and social care services are joined up, and provided through the Health and Social Care Board and Trusts, not local councils.</p>
<p><b>Housing Adaptations</b></p>	<p>Adaptations to the home (private, rented or council) are often needed when the disease has progressed to the extent that it makes moving around the house and completing normal daily tasks difficult or impossible.</p> <p>Adaptations might include fitting accessible ramps and widening doors to allow for wheelchair access throughout the house; installation of a stairlift or through-floor lift to allow the person with MND to access the</p>



Service	How this affects people with MND and their carers
<b>Housing Adaptations</b> (cont)	<p>upstairs areas of their home for as long as possible; or the conversion of a bathroom to a wet room area.</p> <p>In England and Wales, adaptations can be fully - or partially-funded by a local council through a <b>Disabled Facilities Grant (DFG)</b>. This is paid for and administered by councils, and is means tested based on national criteria. If a person with MND qualifies for a DFG then a council-employed occupational therapist will make an assessment of what adaptations are required. In many areas, problems arise with DFG's when the assessment and/or adaptations take too long to complete.</p> <p>In Northern Ireland, grants for adaptations are the responsibility of the Housing Executive, not local councils.</p>
<b>Social Housing</b>	<p>People with MND who live in social housing may rely on the council to help them make adaptations to their flat or house, or re-house them in an accessible property, as the disease progresses (see above).</p> <p>In Northern Ireland, council housing is dealt with by the Housing Executive, not local councils.</p>
<b>Housing Benefits</b> (including Discretionary Housing Payments, local welfare payments and Council Tax Reductions)	<p>People living with MND who are in receipt of housing benefit can face difficulties paying their rent on top of other expenses.</p> <p>In England and Wales, local councils have a limited pot of money to provide short term assistance in those cases in the form of <b>Discretionary Housing Payments</b>. These payments are short-term. Each council determines who should be given a payment, and how much it should be.</p> <p>People with MND who are on low income or claiming benefits may also qualify for their local council's <b>Council Tax Reduction</b> scheme. This is means tested based on personal circumstances, income and savings. Eligible people can receive up to a 100% reduction in their council tax.</p> <p>In Northern Ireland, discretionary housing payments and benefits are the responsibility of the Housing Executive, not local councils.</p>
<b>Carers assessments and services</b>	<p>Caring for someone with a rapidly progressing terminal illness can be a stressful and exhausting role.</p> <p>Carers of people with MND have the right to receive a <b>carers' assessment</b> from the council. This gives the carer a chance to discuss their needs with social services. In many cases, this assessment does not happen (usually because it is not offered or a carer doesn't see themselves as such).</p> <p>Based on the assessment, the council can provide a range of <b>services</b> that will benefit both the carer and the person living with MND. These might range from respite care, to allow the carer a short period to recharge, to more simple things such as help with household tasks, provision of a computer or assistance with transport costs. The provision of carers services varies significantly.</p> <p>In Northern Ireland, carers' assessments and related services are provided by the local Health and Social Care Trust.</p>
<b>Blue Badge scheme</b>	<p>The Blue Badge scheme allows people with MND who have reduced mobility to park closer to their destination.</p> <p>In England and Wales, the scheme is now administered by local councils either through assessment based on national criteria, or on receipt of the Personal Independence Payment (PIP) mobility component.</p>

Service	How this affects people with MND and their carers
<b>Blue Badge scheme</b> (cont)	In Northern Ireland, Blue Badges are administered by the Road Service, not local councils. Qualification for a blue badge through PIP is not yet in place/confirmed in NI.
<b>Public health</b>	Local authorities in England are responsible for public health. This includes measures to prevent disease, prolong life and promote good health. For example, helping people to quit smoking and take up a healthier lifestyle. It can also include measures which promote <i>quality</i> of life and wellbeing, for example, initiatives to improve support at the end of life and after bereavement.
<b>Local Transport</b> <b>Leisure and Recreation Facilities</b> <b>Roads and Footpaths</b> <b>Parks and Public Places</b> <b>Local Planning</b>	Ensuring full access to these services will be important to people with MND, as they help to achieve the quality of life aspiration of the Charter. Full disabled access to these facilities should be expected.

Other council services may include public health, waste and recycling, regulation of local business, education services, electoral registration, environmental health and libraries.

## Who is responsible for these services?

Councillors are the key decision makers: they set the priorities and local policy for the local area. The decisions they make are then implemented on a day-to-day basis by staff members employed by the council, who are called officers.

Councillors retain overall responsibility for ensuring the services organised and delivered by officers meet the needs of local people.

In England, since the Health and Social Care Act 2012, councillors also have a say in some health matters too.

## How do decisions get made in councils?

Most councils, in England and Wales, have a leader (or an elected mayor) and a cabinet who make the big decisions. Councillors not in the cabinet are known as backbenchers, and their role is to scrutinise the decisions.

It can be useful to find out what role your local councillors have. Find out by looking on the democracy section on the council's website. You will see a list of councillors and the positions they hold.

Look out for councillors who are members of council committees or boards dealing with health, wellbeing and adult social care (in England and Wales). These have an important role in making decisions about services used by people with MND and their carers.

## Different types of local government in England, Northern Ireland and Wales

In Wales, a single council delivers all local services in each area. In Northern Ireland there is also only one council per area, but health and social services are provided separately by Health and Social Care Trusts.

In England, the structure of local government is more complex, but it is worth taking the time to understand what system your area has.

If you live in London or many of the larger cities of England (like Birmingham, Manchester, Leeds or Liverpool), you will have a **London Borough** or **Metropolitan District Council** (MDC). These councils provide all local services, so their councillors have an important role in issues affecting people with MND.

If you live in a large to medium-sized town or city like Reading or Nottingham, you'll probably have a **unitary or**

**'single tier' authority.** These councils also provide all local services. Some counties like Cornwall, Shropshire and Northumberland have also moved to having only one unitary council.

If you live in a rural or semi-rural parts of England, your local government might be split between a **county council** and **district or borough council**. County councils cover large areas, like Devon or Kent, and provide about 80 per cent of services for that area. District and borough councils cover smaller areas and provide more locally based services. If you have both in your area, we'd recommend you prioritise the county council, as they have more influence over the services used by people with MND.

As well as local councils, the UK also has around 10,000 **parish, town and community councils**. These form the most local level of local government and are responsible for things like: allotments, bus shelters, car parks, public toilets, cemeteries, footpath lighting, litter bins, local halls and community centres, parks and public ponds, public clocks and war memorials. We are not prioritising councillors of these very local councils in this campaign, but there would be no harm in finding out who they are and asking them to adopt the Charter!

<b>SUBJECT:</b>	<i>Community Grants Proposal</i>
<b>RELEVANT MEMBER</b>	<i>Councillor Patrick Hogan, Portfolio Holder for Healthy Communities</i>
<b>RESPONSIBLE OFFICER</b>	<i>Martin Holt, Head of Healthy Communities</i>
<b>REPORT AUTHOR</b>	<i>Martin Holt; ; martin.holt@chilternandsouthbucks.gov.uk</i>
<b>WARD/S AFFECTED</b>	<i>(All Wards);</i>

## 1. Purpose of Report

- 1.1. To agree the process to award funding for the community project grants for the period 2019/2020
- 1.2. To agree the Service Level Agreement funding for a three year period, subject to a signed service level agreement to key organisations delivering services for vulnerable persons in South Bucks

## RECOMMENDATIONS

1. **To 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 Connections****for the period 1st April 2019 to 31st March 2022, subject to a signed service level agreement**
2. **To 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. **To 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. **To retain £5,000 from the Chairman's Fund for small awards to be distributed by the Chairman.**
5. **To agree the South Bucks Community Grants criteria detailed in Appendix 1.**

**2. Reasons for Recommendations**

- 2.1. To enable the voluntary and community sector to deliver services in the community.
- 2.2. To provide certainty of funding for the key organisations in receipt of an SLA during the transitional period of the Unitary Council.

**3. Content of Report**

- 3.1. The voluntary and community sector provides support and services to meet a wide range of needs that would not otherwise be provided by statutory services.
- 3.2. The Council currently provides 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 awards funding to key organisations delivering services for vulnerable persons in South Bucks via a Service Level Agreement.

**Service Level Agreements**

- 3.3. The Culture Leisure and Wellbeing workstream of the Communities Project Board established to support the transition of services to Unitary Council has identified that organisations in receipt of SLA funding could be at risk unless funding agreements are in place for the transition period. The key organisations delivering services for SBDC are; Three Rivers CAB, Connections (formally Padstones), Wycombe Womens Aid (WWA), Rape Crisis.

Table 1

	£
Rape crisis	4,000
Three Rivers CAB	42,023
W. W. Aid	7,000
Connections (formally Padstones)	6,900

- 3.4. By awarding three year funding this reduces the risk to their cash flow. It allows for the budgetary provision to be transferred to the new organisation. Any decisions made by that organisation in respect of grant funding can then be managed in a timely fashion. It is proposed to award the funding amounts to the organisations detailed in Table 1 for the period 1<sup>st</sup> April 2019 to 31<sup>st</sup> March 2022
- 3.5. Organisations receiving funding are subject to outcome performance monitoring and awarded a three year service level agreement, reviewable annually, should the organisation no longer deliver in accordance with Council priorities
- 3.6. The performance monitoring data is detailed in Appendix 2

**Voluntary sector Infrastructure Contract**

- 3.7. Community Impact Bucks deliver the voluntary sector infrastructure support across Buckinghamshire. The infographic report detailing some of the outcomes in South Bucks is detailed in Appendix 3.
- 3.8. The contract administered by Buckinghamshire County Council is due to end 31<sup>st</sup> March 2020, with each District contributing to the costs of the contract. SBDC currently contributes £8,000/annum. The County has determined to extend the contract with a view to recommissioning services following the establishment of the Unitary Council. It is recommended that SBDC continues to contribute to the infrastructure contract for 2019/20.

**South Bucks Community Grants**

- 3.9. In 2017/18 and 2018/19 the council piloted an approach to enable the Heart of Bucks to administer the Councils community grants in return for match funding the pot. The scheme had a mixed reception from members as concern was raised that the award of funding did not consider the Councils immediate priorities.
- 3.10. Following the Unitary decision, members have expressed a desire to bring the community grants back in house, to be administered by officers with the award of funding agreed by the PAG/Cabinet. This would allow the £10,000 community grant fund to be matched with the SBDC lottery contribution of approximately £4,700 (at May 2019) and the £19,500 chairman's awards, providing a fund of approx. £34,200 to be awarded to the community by the Council.
- 3.11. This would create the opportunity to provide a legacy from SBDC and provide some useful PR as well as supporting local community organisations.
- 3.12. The existing criteria of the Community Development Grants and the Chairman's Fund had been brought together into one set of criteria for consideration by the PAG. The PAG agreed that the proposed grant criteria should be amended (as at Appendix 1) 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.
- 3.13. Applicants will apply for the funding via a link on the SBDC website, officers will manage the application process, ensure the correct organisations apply for funding, check their eligibility and produce reports for the decision making panel. They will also manage the payments of the grants and monitoring.
- 3.14. Recommendations on the award of funding are made by the Healthy Communities PAG to Cabinet following consultation with Ward Members.

3.15. It is intended for the Community Grants to be launched in July with award of funding in January. Retrospective applications for activities delivered prior to the January 2020 determination will be considered at the applicants own risk.

#### **4 Consultation**

Not Applicable

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

To administer the award funding directly by the Council

To continue with the Heart of Bucks to award the councils grant funding

#### **6 Corporate Implications**

Reports must include specific comments addressing the following implications;

7.1 Financial – Grant funding of £10,000 has been agreed for 2019/20, the Chairman's Fund has a balance of £21,500, the lottery Community central pot has a balance of £4,700

7.2 Legal – The Council has power under the general power of competence to enter into arrangements with external organisations to manage grant funding subject to

#### **7 Links to Council Policy Objectives**

Working towards safe and healthier local communities

#### **8 Next Steps**

Following Cabinet agreement the Grants scheme will be promoted to the community

<b>Background Papers:</b>	None, other than those referred to in this report.
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## Appendix One: Proposed Grant Criteria.

The application process will be online and promoted widely to our community partners. The final decision on the award of funding for this grant round is to be agreed by Cabinet following consideration by the relevant ward members and aggregated recommendations received the Healthy Communities PAG..

### Aim

To improve community assets that contribute to the South Bucks District Council's key objectives and the aims of the Community and Wellbeing Plan, enabling an infrastructure that supports one or more of the following aims;

- Aim 1 - Facilitating community participation, engagement and action
- Aim 2 – Enable older people to live fuller, safer, more active and fulfilling life-styles
- Aim 3 - Improving the health and well-being of the population and reducing health inequalities.
- Aim 4 - Providing an environment for young people to make a positive contribution
- Aim 5 - Helping to stimulate and support a vibrant local economy
- Aim 6 – celebrate the cultural heritage in South Bucks.

- All projects applying for funding must be open and accessible to the public and based in South Bucks
- For your organisation to benefit you will need to demonstrate how it helps our District, the number of residents, businesses or groups who might benefit and how you feel it helps to meet the Council's key themes.
- Applications must relate to projects delivered in 2019/20 and can include retrospective applications
- All organisations, groups or clubs must have a bank account,
- Ideally organisation will have a constitution and set of accounts.
- **Please be aware that failure to provide supporting documentation may result in your application being turned down.**

### Who can apply

- Any properly constituted group, charity, club or organisation, which is based in and benefits the residents of South Bucks.
- All organisations, groups or clubs must have charitable, voluntary or not-for-profit status.

### Who cannot apply?

- Individuals
- Profit-making organisations or groups
- Statutory bodies/other public bodies (excluding parish / town councils)
- Groups requesting funding for the purchase of Christmas lights
- Activities promoting a particular religious or political belief.



**General criteria**

- A grant is for help towards the running costs of an activity or service or for the purchase of equipment.
- Please ensure your application has covered these key points:
  - Details of how the grant will be spent.
  - A need for financial assistance and the amount applied for.
  - How your project / service benefits the local community.
  - How your project links up to the Council's key themes
  - An understanding of the number of residents, businesses or groups that will benefit from your project or service.
  - If your service / project open and accessible to the local community.
  - Whether other funding has been sought or obtained.
  - Whether charges are made for the services provided.
- Award of funding will be made following Cabinet meeting 9<sup>th</sup> October 2019.
- Please discuss the proposals with your Ward Member so he/she can support your application
- Awards are unlikely to be in excess of £1,500 for each project.

**If purchasing equipment:**

- Three quotations for the project must be provided.
- If the works involve building works and purchase of equipment to be sited on land, proof of landowners consent, location map, sketch or site plan and photographs of proposed site must also be submitted.
- The applicant must acknowledge South Bucks District Council on any publicity material relating to the project.
- Other conditions may be attached to the grant, and applicants will be notified of these if an award is made.
- The project should be completed within one year of receiving a formal grant offer.
- Applicants should advise on future maintenance of the scheme as necessary.
- Payment will normally be made on the satisfactory completion of the project or on the production of receipted invoices.
- A photograph is to be provided to the Council of the area upon completion.
- Grants for any playground projects must ensure consultation is carried out with local parents and children as to the type of equipment proposed and sought RoSPA advice. This must occur prior to the application and/or ordering of equipment.
- Grants can only be claimed for the project which was described in the initial application.

Appendix Two: Performance Monitoring Data.  
CAB 2018/19- April 2018 – March 2019

PI	Total
Total number of new clients	2,553
% of clients by ward	
Beaconsfield	1%
Burnham	16%
Denham	31.84%
Dorney	0%
Farnhams	2%
Gerrards Cross	0%
Hegerley	0%
Iver	11%
Stoke Poges	0%
Wexham	1%
Un-recorded	37%
Enquiries by type	
Benefits	753
Universal Credit	142
Consumer	92
Debt	437
Discrimination	38
Education	15
Employment	219
Financial	72
Health	60
Housing	336
Immigration	29
Legal	139
Other	0
Relationships	259
Tax	23
Travel & Transport	47
Utilities	54
Total	2715
Number of enquiries categorised by the complexity using NACAB's monitoring scheme	
Information	116
Advice	294
Advice & Referral	4
Advice and limited action work	1550
Specialist casework	110
Gateway	0
Adviceline	489
Total	2563

# Chiltern and South Bucks Districts

Appendix 3

Feb 2018 - Feb 2019

666  
points of  
contact with  
voluntary  
groups

186  
voluntary  
groups  
supported

443  
CIB  
members

4 x Funding &  
Governance Advice Days

4 x Effective Volunteering  
and Management Advice  
Days

1 x Big Lottery Fund  
1:1 Days

New case  
studies from  
South Bucks  
District

- Osteoporosis South Bucks Support Group

Training events  
delivered in Chiltern and  
South Bucks Districts

Advice Days  
in Chiltern and  
South Bucks  
Districts

Attracting and  
keeping volunteers

Roles &  
Responsibilities

Getting Fit for  
Funding



# Helping charities and community groups: comments

## Chiltern District

- "Thank you both for a really valuable and informative meeting today." *New charity setting up*
- "I would just like to say how useful I found the course this morning and an indicator of its impact is that I had already resurrected the email from CIB and signed up as a member by the time your email arrived!" *Chiltern Child Contact Centre*

## South Bucks District

- "Thank you so much for this and it sounds like the ideal support to help me navigate the first 6 months in the new role." *BHPT, new Manager*
- "Breadth of information shared and leaving with an idea of strategy to adopt. Handouts very useful." *The Ivers PC*



## Increasing volunteering in Chiltern and South Bucks Districts: examples

### Directly with Bucks residents

- "It was good to meet you too. Thank you very much for your help. I really appreciate it..." *Support to individual looking to volunteer, investigating options for her*

### Working with charities

- "I wanted to say thank you so much for helping me... to find a helper for our Osteoporosis South Bucks Support Group in Tylers Green." *South Bucks National Osteoporosis Society Support Group*
- "Thank you for sending all this very useful information! I'll have a look at it all and get back to you... it is good to know that such resources are available and I hope that we will be able to make use of them in the future." *King's Church, Chesham* (follow up information sent after Volunteer Chesham)
- "It was lovely to meet you yesterday. Thank you so much for all of your help." *Roald Dahl's Marvellous Children's Charity* (attendance at free advice session and follow up information)
- "I really appreciate all of this information, it's really useful." *Epilepsy Society – Chalfont Centre* (email with advice about volunteer recruitment and Volunteer Chesham 2018)

### Through campaigns

- Trustees' Week (November 2018): joint campaign with Chiltern & South Bucks District Councils using video case studies to showcase the achievements of Trustees in these districts, to raise awareness of the Chiltern/South Bucks voluntary sector, and support the need for more volunteers
- Volunteer Chesham (October 2018): CIB promoted and attended Volunteer Chesham, an annual fair for potential volunteers to meet local charities and community groups

### Working with a range of orgs

- Corporate volunteering referral programme: CIB facilitated two matches - one between an international company and Woodrow High House for a day's volunteering in Amersham, and a second between an international company based in South Bucks with CIB's gardening service for a day's volunteering in Denham
- Street Associations: CIB connected with the Street Associations so that they have a supply of materials promoting volunteering to give to residents
- Both District Councils: provision of up-to-date information for websites about the benefits of volunteering and how to access local opportunities via the CIB website

<b>SUBJECT</b>	<i>Joint Leisure Advisory Board Terms of Reference</i>
<b>CABINET MEMBER</b>	<i>Councillor Patrick Hogan – Portfolio Holder for Healthy Communities</i>
<b>RESPONSIBLE OFFICER</b>	<i>Joanna Swift, Head of Legal and Democratic Services</i>
<b>REPORT AUTHOR</b>	<i>Charlie Griffin 01494 732011; charlie.griffin@chilternandsouthbucks.gov.uk</i>
<b>WARD/S AFFECTED</b>	<i>Not ward specific</i>

### 1. Purpose of Report

Cabinet are asked to agree the proposal to change the Joint Leisure Advisory Board (LAB) name to the Active Life Advisory Board and amend the group's Terms of Reference accordingly. Members of the Healthy Communities PAG agreed to recommend to Cabinet that the terms of reference be agreed.

#### **RECOMMENDATION:**

**That Cabinet agree to amend the name of the Board and terms of reference as set out in the Appendix .**

### 2. Reasons for Recommendation

It is proposed that the name of the LAB be amended to the Active Life Advisory Board to reflect the current role of the LAB and ensure that the Council is in the best position to contribute effectively to the public health agenda. To ensure the Board's Terms of Reference remain relevant and fit for purpose.

### 3. Content of Report

The Leisure Advisory Board was established to oversee and monitor the leisure operator contract. In order to maximise the opportunities for partnership working across South Bucks and Chiltern District Councils, the Portfolio Holder for Healthy Communities at the PAG meeting on 13 June 2016 agreed to establish a Joint Leisure Advisory Board to work in partnership with Chiltern District Council, Greenwich Leisure Limited (GLL), the County Sport Partnership (LEAP), the Chiltern Clinical Group (CCG), Public Health and others to maximise physical activity across the districts.

The LAB supports the preventative public health agenda which is reflected in the wide range of members that attend meetings. As well as monitoring the leisure centre contract performance, projects now include social prescribing, community outreach to address social isolation, falls prevention, exercise referral, and the roll out of the 'Live Well, Stay Well' referral portal. It is therefore proposed that the name of the LAB be changed to the Active Life Advisory Board to better reflect the current role of the LAB and ensure that the Council positions itself to contribute effectively to the public health agenda. The South Bucks and Chiltern Cabinet meetings on 27 June and 23

April 2019 are asked to agree to the group’s change in name and amend the Terms of Reference accordingly. The proposed changes to the Terms of Reference are attached at Appendix 1.

**4. Consultation**

Not applicable

**5. Corporate Implications**

- Financial - there are no direct financial implications arising directly from this report
- Legal - an effective decision-making process accords with best practice and good governance generally.
- Risks issues - none specific
- Equalities – none specific

**6. Links to Council Policy Objectives**

This report supports the Council’s aim: we will work towards safe, healthy and cohesive communities.

<b>Background Papers:</b>	None, other than those referred to in this report.
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**ACTIVE LIFE ADVISORY BOARD TERMS OF REFERENCE**

1. The purpose of the joint Active Life Advisory Board (ALAB) is to work in partnership with Chiltern District Council, South Bucks District Council, Greenwich Leisure Limited (GLL), Leap, Chiltern Clinical Group (CCG) and Public Health and others to maximise physical activity across the districts.
2. As part of a confidential meeting the ALAB will also monitor the performance of the Leisure Management Contract(s). The board will also ensure provision in one district is available to residents in the other district by marketing facilities to all residents. By taking opportunities to market all centres to residents in both areas, thereby enabling cross boarder membership.
3. Meeting will be split into 2 parts, the first part of the meeting to be open and in the presence of partners. The second part of the meeting to be closed with only members, officers and GLL present. The second part of the meeting will discuss the performance of the Leisure Management Contract. Financial and performance data will be made available at the meetings must not be shared with 3<sup>rd</sup> parties
4. Membership of the ALAB will consist of officers and members of Chiltern District Council and South Bucks District Council in partnership with GLL, Leap, CCG and Public Health. No more than

two members from each council to be on the board, one of which to be the respective Portfolio Holder.

5. The quorum of the ALAB will be a minimum of one member from each council and two representatives from GLL.
6. The ALAB will be supported by the Head of Healthy Communities and other key officers as required. It will act in an advisory capacity and as such the access to information and openness rules will not apply.
7. Members of the ALAB will serve for a maximum of 12 months, ending at the annual Council meeting but may be re-appointed by Cabinet.
8. The Chairman of the ALAB can be either council Portfolio Holder or a representative of GLL on rotation.
9. The ALAB will report to its respective Portfolio Holders and present annual reports to both Chiltern District Council and South Bucks District Council Policy Advisory Groups.
10. The ALAB will meet in the absence of the press and the public, but will be open to any elected member to attend to observe.
11. The ALAB will meet quarterly. The Chairman will agree with officers the agenda for the meetings. All papers will be confidential unless decided otherwise on a case by case basis.



12. The Democratic and Electoral Services Manager will be advised of the establishment, membership and chairman (and any mid-term changes) of the ALAB and shall maintain a record of such.

<b>SUBJECT:</b>	<i>Treasury Management – Annual Performance Report 2018/19</i>
<b>REPORT OF:</b>	<i>Jim Burness, Director of Resources</i>
<b>RESPONSIBLE OFFICER</b>	<i>Helen O'Keeffe, Capital &amp; Treasury Manager</i>
<b>REPORT AUTHOR</b>	<i>Helen O'Keeffe, <a href="mailto:helen.okeeffe@chilternandsouthbucks.gov.uk">helen.okeeffe@chilternandsouthbucks.gov.uk</a> 01494 732781</i>
<b>WARD/S AFFECTED</b>	<i>All</i>

## 1. Purpose of Report

- 1.1 To report on the Treasury Management performance of the Council for 2018/19 as required under the Code of Practice for Treasury Management.

### RECOMMENDATION

**Members are requested to note the Treasury Management performance for 2018/19 as required by the Code of Practice for Treasury Management.**

## 2. Background

- 2.1 The Council is required to comply with the CIPFA Code of Practice on Treasury Management. The primary requirements of the code are:
- (i) Creation and maintenance of a Treasury Management Policy Statement, which sets out the policies and objectives of the Council's treasury management activities.
  - (ii) Creation and maintenance of Treasury Management Practices, which set out the manner in which the Council will achieve those policies and objectives.
  - (iii) Receipt by the Cabinet and Council of an annual strategy report for the year ahead **and an annual review report of the previous year.**
  - (iv) The delegation by the Council of responsibilities for implementing and monitoring treasury management policies and practices and for the execution and administration of treasury management decisions.

## 3. Annual Report on Treasury Management 2018/19

- 3.1 In January 2019 the Council took out a loan from the PWLB to finance the purchase of a budget hotel through Consilio Property Ltd. The value of the loan was £5,478,000, borrowed at an interest rate of 2.09% repayable over 10 years.

- 3.2 The base rate was decreased from 0.5% to 0.25% in August 2016, with the rate having remained at 0.5% since March 2009. The base rate was increased to 0.5% on 2 November 2017.
- 3.3 Officers invest cash flow surpluses with approved counter parties. During the year, officers invested funds in accordance with counter parties approved as part of the Treasury Management Strategy 2018/19 as in the table below.

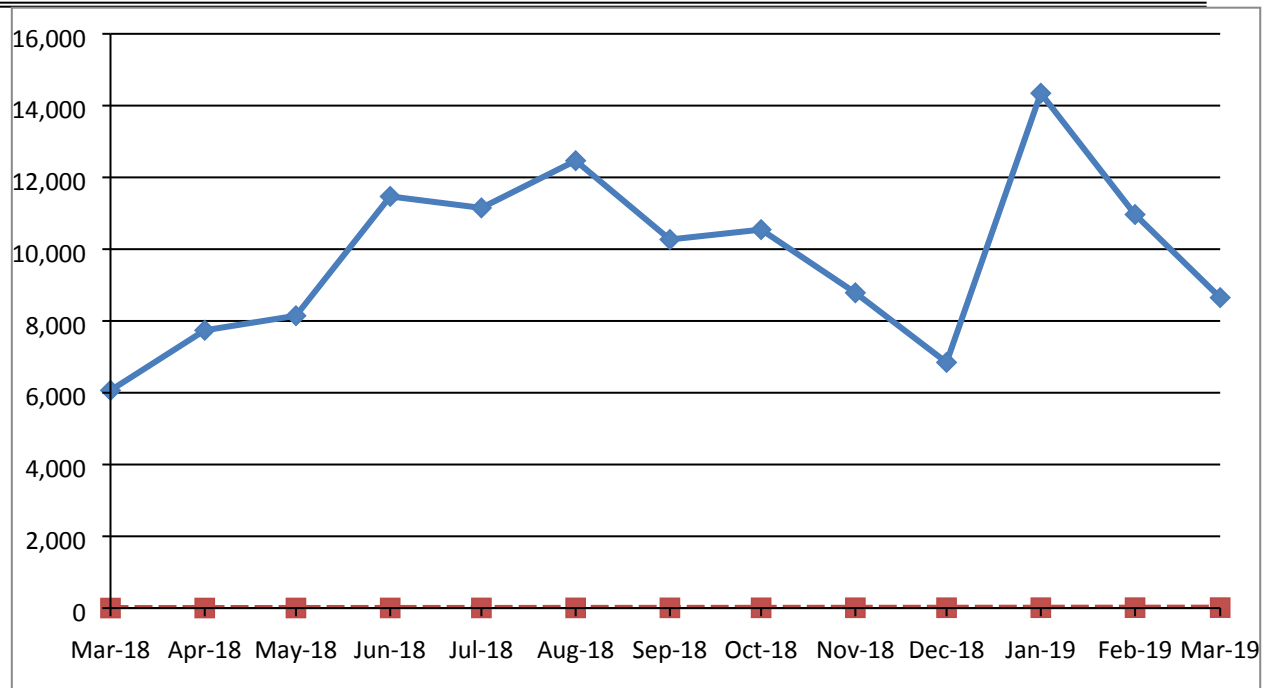
	Duration	Maximum Amount	Fitch Rating	Comment
Money Market Funds	-	£5m	AAA	
UK Institutions	Up to 3 years	£5m	BBB+ or better	
Non UK Institution	Up to 3 years	£2m	A- or better	Sovereignty rating AA or better
Corporate Bonds/Bond Funds	Up to 3 years	£5m	A- or better	
Other Approved Investments (eg Property Funds)	-	£5m	-	-

- 3.4 A summary of the movements in the year is as follows:

	Fund Balance 1.4.2018 £000	Fund Withdrawals £000	Added to Fund £000	Fund Balance 31.3.2019 £000
Instant access deposits	5,065	2,415	0	2,650
Money Market Funds	1,000	13,000	18,000	6,000
Fixed Deposits	8,000	12,000	4,000	0
Corporate Bonds	590	*27	0	563
Total	14,655	27,442	22,000	9,213

\* change in market value

- 3.5 The following graph shows how the level of cash and instant access investments has fluctuated over the year.



3.6 As at 31 March 2019 Council had no Fixed Deposits.

3.7 Funds are held on a short term basis for day to day cashflow purposes with our bankers, Barclays. At the end of March £2,650k was held in an instant access account.

3.8 The following corporate bonds were held at the end of the March 2019:

<b>Bond held</b>	<b>Valuation £</b>	<b>Coupon Interest Rate</b>	<b>Effective Interest Rate</b>	<b>Maturity date</b>
Asif II (a)	91,359	6.38%	5.49%	05/10/20
Asif II (b)	30,096	6.38%	5.33%	05/10/20
Asif II (c)	48,367	6.38%	6.41%	05/10/20
UK Treasury	162,286	8.00%	4.77%	07/06/21
Atlantia SPA (a)	63,023	6.25%	5.65%	09/06/22
Atlantia SPA (b)	99,509	6.25%	5.55%	09/06/22
UK Treasury	68,701	6.00%	4.76%	07/12/28
<b>Total</b>	<b>563,341</b>			

3.9 The weighted average interest rate earned on fixed rate investments in the year was 0.79%.

3.10 Link Asset Services is engaged by the Council as its Treasury Management consultants providing advice on investment, performance and regulations where necessary.

#### **4 Corporate Implications**

- 4.1 A comparison between the actual and budgeted interest returns for 2018/19 is shown in the table below:

	Budget 2018/19 £000	Actual 2018/19 £000
Fixed Deposits		26
Short Term Investments		30
Money Market Funds		46
Farnham Trust Clubhouse Loan		36
Other Miscellaneous Interest <sup>(1)</sup>		4
Corporate Bonds		27
Consilio Loan		50
<b>Total Interest</b>	<b>150</b>	<b>219</b>

Note 1: miscellaneous interest includes interest from car loans and Swan Road.

- 4.2 There was an overachievement of £69k from the budget during 2018/19. Fixed term investments earned less interest than budgeted as returning investments were not reinvested during the year, short term investments and Money Market Funds earned a higher rate of interest than budgeted. However, the main reason behind the overachievement of the budget was interest from the loan with Consilio which was not budgeted.
- 4.3 The target figure for investment income for 2019/20 has been set at £100,000.

<b>Background Papers:</b>	None
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Meeting Name

<b>SUBJECT</b>	Consilio Property Ltd
<b>RELEVANT MEMBER</b>	Barbara Gibbs
<b>RESPONSIBLE OFFICER</b>	Jim Burness
<b>REPORT AUTHOR</b>	Gill Cotterell,
<b>WARD/S AFFECTED</b>	N/A

### 1. Purpose of Report

The Business Plan for Consilio Property Ltd has been reviewed and amended for the financial year 2019/2020. The draft Plan has been approved by the Board of Consilio Property Ltd, however it must also be approved by Cabinet to meet the corporate governance requirements of the company, before it can be tabled at the Consilio Property Ltd AGM.

#### **RECOMMENDATIONS:**

- 1. It is recommended that Cabinet approve the Business Plan for financial year 2019/20 as contained in the exempt appendix shown at item 12.4.**

### 2. Executive Summary

The 2018/19 Consilio Property Business Plan objectives were implemented in full with the exception of one point. This concerned the appointment of a company to provide acquisition advice and support. However, in order to obtain unbiased, independent and cohesive advice, the Board decided to recruit a dedicated experienced resource to manage the company and drive the investment programme. This resulted in the appointment of Gill Cotterell BSc MRICS on an annual contract basis in July 2019. Since then the company has become active in the property market and successfully acquired the first asset in December. This was a small Travelodge hotel in the centre of Hemel Hempstead that offers long term income with 5 yearly rental uplifts at above RPI rates, producing an initial income stream of £234,880pa. However, following a slowdown in the property investment market and the issuing of further guidance from CIPFA, it was agreed by the Board that the new Business Plan should be reviewed to take account of these conditions. The Business Plan for 2019/20 therefore sets out how future investments will contribute towards the Business Plan and service objectives of SBDC, the strategy for investment and the likely timescales for acquisitions and resultant income streams and costs. It also considers the process for liaison and reporting with the new shadow Executive of the Unitary Authority. As much of this information is of a commercially sensitive nature, the Draft Business Plan and budgets are contained in the exempt appendix.

### Reasons for Recommendations

To meet Consilio Property Ltd's corporate governance requirements, their Business Plan must be approved by SBDC Cabinet before it can be adopted at the company's AGM.

**Content of Report**

The Business Plan and budgets for consideration are contained in exempt appendices at item 12.4.

**8. Links to Council Policy Objectives**

This recommendation links in with the Council's aim to deliver cost effective services which offer value for money and help provide a robust and sustainable Medium Term Financial Strategy which resources the Councils objectives and to maximise the potential of the Councils assets.

Key objectives available here:

<http://www.chiltern.gov.uk/Aims-and-Objectives>

<http://www.southbucks.gov.uk/aims-and-objectives>

**9. Next Steps**

Once the CPL Business Plan for 2019/20 is approved by Cabinet, it will tabled for acceptance at the forthcoming AGM in June.