

CABINET

Meeting - 8 February 2017

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

Apologies for absence: Mr Naylor

41. MINUTES

The minutes of the meeting of the Cabinet on 15 December 2016 were confirmed and signed by the Chairman.

42. 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.

43. REVENUE BUDGET AND COUNCIL TAX 2017/18

Cabinet received a report which provided information affecting the Council's revenue budget for 2017/18 in order for the Cabinet to make recommendations to Council on 1st March regarding the Council's budget and council tax for 2017/18.

The report was divided into 5 Sections as follows:

Section A - Financial Context and Base Budget position

Section B - Investment Income and Grants

Section C - Budget Requirement and Council Tax Issues

Section D - Medium Term Financial Strategy Update

Section E - Advice of Director of Resources

The report also attached the following appendices:

Appendix A - Pension Fund Revaluation 2016

Appendix B - Updated Financial Projections

Appendix C - Chief Financial Officer Report

Appendix D - Budget Sensitivity Analysis

Appendix E - Fees and charges for 2017/18

Appendix F - Farnham Park Trust Budgets 2017/18

Cabinet - 8 February 2017

Section A of the report reminded the Cabinet of the approach they had agreed to budget making in the light of the funding position facing the Council in the coming years. The following table in this section showed the key figures for 2017/18:

	2014/15 £'000	2015/16 £'000	2016/17 £'000	2017/18 £'000
Business Rate Baseline	11,701	11,925	12,024	11,712
Business Rate Tariff	-10,716	-10,921	-11,012	-10,680
Baseline Need	985	1,004	1,012	1,032
Revenue Support Grant	1,161	871	436	57
Settlement Funding Assessment	2,146	1,875	1,448	1,089
Year on Year Change (£k)		-271	-427	-359
Year on Year Change (%)		-13%	-23%	-25%

Section B explained that the Council's Treasury Management Strategy for 2017/18 aims to deliver investment income for 2017/18 of £200k. This was a significant reduction on historic figures due to the Council's strategic decision to undertake prudential borrowing from 2017/18 as part of the funding strategy for its Medium Term Financial Strategy.

Section C set out the amendments to the draft budget which had been made since the December Cabinet meeting and the overall effect of these changes was summarised in a table in paragraph 5.13 of the report. The Budget requirement of £7,782k would result in a council tax increase of £5 which was the maximum permitted for the Council by the Government. The draft budget proposed using reserves as follows:

- Local Development Plan, £26
- Transformation Reserve, £5k

In connection with Section D the Cabinet's attention was drawn to the key principles of the Medium Term Financial Strategy and the main changes made since the Strategy was approved in October which related to the financing implications for the Capital Programme and revisions to the New Homes Bonus funding arrangements. The table in paragraph 5.19 summarised the updated financial projection which showed the potential future funding gap for the Authority that needed to be addressed from 2018/19.

After considering the advice of the Director of Resources as set out in detail in Section E which also set out the key strategic risks facing the Council the Cabinet:

RECOMMEND to Council that the

- 1) Revenue budget for 2017/18 as summarised in the table in para 5.13 be approved.
- 2) following use of earmarked reserves for 2017/18 be agreed:
 - a) Local Development Plan, £268k
 - b) Transformation Reserve, £5k
- 3) a budget requirement of £7,782k, which will result in a District council tax of £153.00 for a Band D property be approved.
- 4) the level of fees and charges for 2017/18 as set out in Appendix E be confirmed.

- 5) the advice of the Director of Resources as set out in Appendix C be noted.
- 6) the comments in the report on the Council's financial position in respect of the years following 2017/18 and the updated Medium Term Forecast be noted.
- 7) the revenue and capital budgets for 2017/18 for the Farnham Park Trust as summarised in Appendix F be agreed.

And **RESOLVED** that this report be made available to all Members of the Council in advance of the Council Tax setting meeting on 1st March, and a final report be produced for the Council meeting incorporating the information from preceptors, and the final decisions of the Cabinet on the budget.

44. **ECONOMIC DEVELOPMENT STRATEGY**

The Cabinet were asked to consider and approve the most recent version of the Economic Development Strategy for Chiltern and South Bucks Councils 2017 to 2026 so that it could go on to formal consultation with the Council's Overview and Scrutiny Committee who would receive the more detailed action plan. The Strategy would also be considered by the Joint Planning Policy Member Reference Group due to links with the emerging Local Plan. Following the consultation, the final draft strategy would be reconsidered by the Cabinet for recommendation to Council.

It was noted that the draft strategy, which sets out the two Councils' economic development priorities for 2017–2026 and the economic opportunities for the Districts, had been produced in support of both Councils' joint business plan and that the document would also form part of the evidence base of the joint local plan.

The Cabinet were advised that as this was a joint strategy, the document would also need to be approved by Chiltern District Council, and would be considered by their Services Overview Committee.

The Cabinet praised the development of the strategy and thanked the Director of Services for the work carried out on the strategy so far. Members were particularly pleased to note that the issue of connectivity and fast broadband service were featured so heavily in the strategy.

RESOLVED that the Economic Development Strategy for Chiltern and South Bucks Councils 2017-2026 be approved for consultation with the Overview and Scrutiny Committee and also The Planning Policy Joint Member Reference Group due to links with the emerging Local Plan.

45. **APPLICATION TO ALLOCATE SECTION 106 FUNDING**

Cabinet considered an application to allocate up to £160,000 of the section 106 funding allocated for affordable housing delivery to L&Q, in support of the delivery of two x 3 bedroom properties for use as affordable accommodation.

L&Q had approached the Council with an opportunity to subsidise the conversion of 2 properties. The level of grant requested by LQ was £80K per unit, making a total request for £160K in return for nomination rights to two affordable rented 3 bedroom properties. There might be some flexibility on this dependent on whether HCA funding could be secured from a new allocation of grant for Affordable Rent confirmed by Government this month. However, it was doubtful that HCA grant could be secured for the first two properties in the delivery time frame.

Cabinet were advised that the Head of Healthy Communities had consulted with the Portfolio Holder for Healthy Communities who was in favour of supporting the proposal to subsidise the conversion of tenure to an affordable/social rented product due to the urgent need for affordable housing in South Bucks.

The Cabinet noted that L+Q had further advised that it might consider the conversion of tenure from a further 5 x three bedroom properties for use as affordable/social housing. This might require the allocation of an additional £400k from the existing section 106 funding, however funding for these properties was being sought from the Homes and Communities Agency. A further report would be presented to the Healthy Communities PAG should these properties require subsidy from the Council.

RESOLVED that the Head of Healthy Communities be authorised to negotiate with L&Q to offer between £55K and £80K per property to convert two 3x bedroom properties to a rented tenure. The grant to be subject to;

- a) a repayment clause should the properties be acquired by the tenant; and
- b) a clause to protect the future use of the property for affordable rental accommodation.

46. **QUARTER 2 PERFORMANCE REPORT 2016-17**

The Cabinet received a report outlining the performance of Council Services against indicators and service objectives during Quarter 2 of 2016-17.

The Cabinet noted that of the total 42 PIs, 7 were seen to be off-target (4 of these priority PI), with further detail of these within the two detailed performance tables accompanying the report:

- Appendix A – Priority indicators Q2 2016-17
- Appendix B – Quarterly corporate performance indicators Q2 2016-17

In the discussion which followed, the Cabinet noted the continuing issue of temporary accommodation.

With regards to long term sickness, the Cabinet were advised that the amount of long term sickness, whilst still an issue, was decreasing.

Following a query, Members were advised that the percentage of calls to ICT helpdesk resolved within the agreed timescale was off target due to an increase in queries logged from

the previous quarter coupled with staff being on annual leave over the summer holiday period. The situation was now improving and should continue to do so over the next year.

Cabinet were pleased to note that overall performance was holding up well through a period of change and were encouraged by the positive attitude staff were showing in adapting to change.

Members recognised that this was an exceptionally busy time for officers given the number of projects that the Council was working on and were pleased to note that this had not affected the overall performance of the day to day running of services.

The Cabinet discussed areas of progress, in particular mentioning the changes made by the Enforcement Team to improve the service. The Cabinet praised the team, and in particular the Interim Manager, for being systematic in stepping up to the challenges.

With regards to the escalation in anti social behaviour in the District, the Cabinet recognised the huge amount of work being done by the Community Safety Team in trying to reduce anti social behaviour in the District.

RESOLVED that the report be noted.

47. SERVICE PLAN SUMMARIES 2017/18

The Cabinet considered the Service Plan Summaries produced by each Head of Service/Principal Officer within the Council. These provided a summary of achievements from the current year and an overview of what each service aimed to deliver for 2017/18.

As well as looking at aims and achievements, services were asked to look at a range of areas including:

- Shared Services Programme
- Know your customer and equalities
- Performance indicators and risks
- Costs and cost comparison information.

RESOLVED that the report be noted.

48. HEALTHY COMMUNITIES

The Cabinet received the minutes of the Healthy Communities PAG held on 5 December 2016 and the following were the subject of a recommendation from the Portfolio Holder

1) Review of the Council's Community Development, Subs and Donations and Chairman's Community Fund Grants

Members considered a report on the review of the Council's Community Development, Subs and Donations and Chairman's Community Fund Grants.

Cabinet - 8 February 2017

The report proposed that in order to streamline and build community capacity the Community Development grants, Subs and Donations should be merged into one application process and that the Chairman's Fund and other funding opportunities should be publicised.

Having considered the advice of the Portfolio Holder, the Cabinet **RESOLVED** to

- a) merge the Community Development grants and the Subs and Donations fund to promote a grant scheme with a single application process. The criteria and scheme management to be the subject of a further report, but to follow the principles detailed in Appendix 3;
- b) continue to promote the Chairman's Fund, the criteria and scheme management to be the subject of a further report; and
- c) promote a range of funding opportunities to enable voluntary and community organisations access funding for their services, including; Crowd Funding, Trust Funding, and local authority lottery funding.

2) Local Authority Lottery

Cabinet considered the proposal that the South Bucks District and Chiltern District Councils run a local authority lottery and both councils commission Gatherwell to operate the local authority lottery on behalf of both Councils.

Having considered the advice of the Portfolio Holder, the Cabinet **RESOLVED** that subject to the agreement of Chiltern District Council that

- a) a local authority lottery in partnership with Chiltern District Council be established;
- b) Gatherwell be appointed as the external lottery manager (ELM) to run all or part of the lottery for a period of up to 5 years, subject to annual review; and
- c) the set up costs be taken from savings in the joint Community budget for 2016/17 and that the Head of Healthy Communities be authorised to submit the necessary application to the gambling commission.

3) Joint Private Sector Housing Strategy and Financial Assistance Policy

The Cabinet received a report which updated Members on the outcome of the consultation on the draft joint Private Sector Housing Strategy and associated policies covering financial assistance, Houses in Multiple Occupation and housing enforcement across South Bucks District Council and Chiltern District Council. The Cabinet were asked to consider the minor amendments made to the Strategy and Action Plan following the consultation for onward submission to Council.

Having considered the advice of the Portfolio Holder, the Cabinet noted the outcome of the consultation and **RESOLVED** to agree the minor amendments to the Strategy and Action Plan following the consultation for onward submission to Council.

And **RECOMMENDED** to Council that

- a) the Joint Private Sector Housing Strategy and Financial Assistance Policy be adopted; and
- b) delegated authority be given to the Head of Healthy Communities to make future minor amendments to the policies in consultation with the Portfolio Holder.

4) Chiltern District Council and South Bucks District Council Temporary Accommodation Framework

The Cabinet received a draft joint framework document setting down the principles and process for identifying, securing and allocating temporary accommodation to meet the Council's statutory duties under Part 7 of the Housing Act 1996.

Having noted that the Cabinet at Chiltern District Council had approved the framework at its meeting in December and having considered the advice of the Portfolio Holder, the Cabinet **RESOLVED** that

- a) the draft Temporary Accommodation Framework Document be noted; and
- b) the Head of Healthy Communities be authorised to publish and implement a finalised Temporary Accommodation Framework Document in consultation with the Portfolio Holder for Healthy Communities.

And further

RESOLVED that the minutes of the meeting of the PAG held on 5 December 2016 be noted.

49. ENVIRONMENT

The Cabinet received the minutes of the Environment PAG held on 6 December 2016 and the following were the subject of a recommendation from the Portfolio Holder

1) Garden Waste Collection Charges 2017-18

Cabinet received a report setting out the proposal to update the subscription arrangements and annual charge.

Having considered the advice of the Portfolio Holder, the Cabinet **RESOLVED** that a rolling programme of subscriptions at a charge of £38 be adopted by the garden waste service with immediate effect.

2) Waste Containers

Cabinet received a report setting out the proposal to introduce charges to developers for waste containers provided to new developments with immediate effect as set out in the fees and charges for 2017/18.

Having considered the advice of the Portfolio Holder, Cabinet **RESOLVED** that a charge to developers for waste containers for new properties be introduced at the rate of £92.50 per set.

And further

RESOLVED that the minutes of the meeting of the PAG held on 6 December 2016 be noted.

50. **RESOURCES**

The Cabinet received the minutes of the Resources PAG held on 8 December 2016 and 25 January 2017 and the following were the subject of a recommendation from the Portfolio Holder

1) Establishment of a Local Authority Trading Company

Cabinet received a report which set out the proposal that the Council ("SBDC") establishes a trading company, wholly owned by the Council, to enable the Council to take advantage of the powers to trade for profit introduced under the Local Government Act 2003 and the Localism Act 2011.

Having considered the advice of the Portfolio Holder, the Cabinet **RESOLVED** that

- 1) the establishment of a local authority trading vehicle to allow the Council to exercise the power to trade contained in the Local Government Act 2003 and the Localism Act 2011 to facilitate income generation be approved in principle;
- 2) the Interim Director of Services and Head of Legal and Democratic Services be authorised to engage suitable external experts to advise on the detail of the governance and funding arrangements of the proposed company and to assist in the preparation of a business case as referred to in the report;
- 3) budgetary provision of £25,000 be made to commission the work referred to in Recommendation 2 above, to be funded from general reserves; and
- 4) a further report on the business case and recommended governance and funding arrangements be brought back to the Cabinet at the first available opportunity.

2) Annual Treasury Management Strategy 2017/18

The Cabinet received a report on the Treasury Management Strategy for 2017/2018 and related policies and were asked to consider whether to recommend to Council that the strategy and associated policies be adopted.

Having considered the advice of the Portfolio Holder, the Cabinet **RECOMMENDED** to Council that the Treasury Management Strategy and the following appendices to the Annual Investment Strategy (Appendix 1) as listed below be approved:

- Appendix 1A - Annual Investment Strategy Policies

- Appendix 1B - Prudential Indicators including the borrowing limits
- Appendix 1C - the MRP method to be used in 2017/18.

3) Capital Programme 2017/18 - 2020/21

The Cabinet considered a report setting out the Capital Programme 2017/18 – 2020/21 and the Capital Strategy.

Having considered the advice of the Portfolio Holder, the Cabinet **RECOMMENDED** to Council that

- i) The Capital Programme for 2017/18 – 2020/21 as set out in Appendix A be approved;
- ii) The Capital Strategy as set out in Appendix B be approved; and
- iii) The implication for the Financial Strategy of the proposed programme be noted

4) Gerrards Cross Police Station

The Cabinet received a report, which detailed the indicative business case for the Council's purchase and development of the Gerrards Cross Police Station Site.

Having considered the advice of the Portfolio Holder, the Cabinet **RECOMMENDED** to Council to:

- a. make budgetary provision of £4,222,500 from the Capital Receipts Reserves to enable the continued purchase of the site and meet the associated expenditure required by the Council to meet its obligations in acquiring the site; and
- b. add £5.3M budgetary provision to the Capital Programme, which will result in additional borrowing to enable the site to be redeveloped for housing and to authorise the Head of Environment to draw down expenditure up to £800k from the Capital Programme to initiate the scope of works required to bring the site to development.

And **RESOLVED** that

- a. the Head of Environment be authorised to undertake the procurement process for the demolition of the current police station and ex-police houses on a phased basis, following the receipt of planning permission;
- b. a project manager and developer be appointed through the Scape framework agreement, to obtain detailed design and planning approval for housing on the Gerrards Cross Police station site and to provide the detailed business plan at an

Cabinet - 8 February 2017

estimated cost of £800k. A further report to be presented on the detailed business plan before moving to the development phase;

- c. the Head of Healthy Communities be authorised to enter in to agreement with Buckinghamshire Housing Association to continue to manage the ex-police houses for use as emergency accommodation for a 12 month period from; 1st June 2017, with the option to extend for further rolling 3 month periods; and
- d. the Head of Healthy Communities, in consultation with the Head of Environment, be authorised to spend £10k to develop a business plan and planning proposals for emergency accommodation to be delivered on Council owned land or through the acquisition of property in the district.

And further

RESOLVED that the minutes of the meeting of the PAG held on 8 December 2016 and 25 January 2017 be noted.

51. **SUSTAINABLE DEVELOPMENT**

The Cabinet received the minutes of the Sustainable Policy Advisory Group held on 22 November 2016.

RESOLVED that the minutes of the meeting of the PAG held on 22 November 2016 be noted.

52. **ANY OTHER BUSINESS WHICH THE LEADER DECIDES IS URGENT**

53. **EXCLUSION OF PUBLIC**

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

- | | |
|-------------|--|
| Paragraph 1 | 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). |
| Paragraph 4 | Information relating to any consultation or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter raising between the authority or a Minister of the Crown employees of, or office holders under, the authority. |
| Paragraph 5 | Information in respect of which a claim to legal professional privilege could be maintained in legal proceedings. |

54. **PART II RESOURCES**

The Cabinet received the Part II minutes of the Resources PAG held on 8 December 2016 and the following were the subject of a recommendation from the Portfolio Holder

1) Review of Discretionary Rate Relief

A report was received by the Cabinet detailing the option for reviewing the current Discretionary Rate Relief scheme.

Having considered the advice of the Portfolio Holder, the Cabinet **RESOLVED** that the policy as appended to the report be adopted and the decision-making protocol to be brought into line with Chiltern District Councils:

Up to £2,500 pa	Head of Service
£2,500 - £5,000 pa	Portfolio Holder and Head of Service
Over £5,000 pa	Cabinet

2) Bad Debt Write Off

To obtain member authorisation for the write-off of two outstanding debts.

Having considered the advice of the Portfolio Holder, the Cabinet **RESOLVED** that the two outstanding debts of £18,684.54 due to bankruptcy and £17,040.88 due to erroneous administration of the debt be written off.

3) Building Services, Maintenance, Cleaning and Associated Services at CDC and SBDC

Cabinet noted the outcome of a joint procurement process for the future provision of building plant maintenance and cleaning services for the main offices of Chiltern and South Bucks District Councils.

It was noted that Chiltern District Council had agreed to award the contract to Derwent FM at its meeting of Cabinet on 13 December 2016 subject to the agreement of South Bucks District Council.

Having considered the advice of the Portfolio Holder, Cabinet **RESOLVED** that the contract for providing building plant maintenance and cleaning services for Chiltern and South Bucks District Councils be awarded to Derwent FM.

And further

RESOLVED that the Part II minutes of the meeting of the PAG held on 8 December 2016 be noted.

55. **PART II SUSTAINABLE DEVELOPMENT**

The Cabinet received the Part II minutes of the Sustainable Development PAG held on 22 November 2016 and the following were the subject of a recommendation from the Portfolio Holder

High Speed 2 Update

The Cabinet received a report updating Members on:

- The Parliamentary Process Update
- SBDC Issues and Assurances
- Qualifying Authority status
- SLA Update resource implications and delegations
- Finance

Having considered the advice of the Portfolio Holder, the Cabinet noted

- 1) That the Council has signed the Planning Memorandum enabling the Council to become a "Qualifying Authority" for the purposes of the Bill and the Act subsequently;
- 2) The progress made on the Colne Valley Regional Park Panel;
- 3) The updated position on assurances received from HS2 on the Iver issues; and
- 4) The on-going negotiations with HS2 to agree a Service Level Agreement.

And **RESOLVED** that the Cabinet functions for the determination of any Schedule 17 Approvals under the Bill and Act after royal assent, be delegated to the Head of Sustainable Development and/or the Development Management Managers under Regulation 3 of the Local Authorities Arrangements for the Discharge of Functions Regulations 2012; and

RECOMMENDED to Council that these new delegations be updated accordingly in the Constitution.

And further

RESOLVED that the Part II minutes of the meeting of the PAG held on 22 November 2016 be noted.

The meeting terminated at 6.42pm