

CABINET (SBDC)

Meeting - 25 April 2017

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

Apologies for absence: None

56. MINUTES

The minutes of the meeting of the Cabinet held on 8 February 2017 were received.

57. DECLARATIONS OF INTEREST

None.

58. 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.

59. ECONOMIC DEVELOPMENT STRATEGY

Cabinet were asked to consider the response of the Overview and Scrutiny Committee and The Planning Policy Joint Member Reference Group (due to links with the emerging Local Plan) to the proposed Economic Development Strategy for Chiltern and South Bucks Councils 2017-2026 (Appendix 1) and to note the initial Action Plan (Appendix 2).

At its meeting on 8th February 2017, Cabinet considered and approved the Economic Development Strategy for Chiltern and South Bucks Councils 2017 to 2026 in order that it may be considered by its Overview and Scrutiny Committee, who would also receive the initial Action Plan. At its meeting on 7th February Chiltern District Council's Cabinet resolved that the Strategy be adopted, subject to no changes being suggested during consultation with the Chiltern Services Overview Committee and South Bucks Overview and Scrutiny Committee and Cabinet meeting. Due to links with the emerging Local Plan, the Strategy was also referred to the Joint Planning Policy Member Reference Group at its meeting on 8th March for consideration.

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The Cabinet considered the response of the Overview and Scrutiny Committee and The Planning Policy Joint Member Reference Group as set out in the report. It was noted that the comments of the Overview and Scrutiny Committee, as set out in the consultation section of the report, would be reflected in the action plan. Cabinet agreed the importance of ensuring the ongoing measurement of the economy's performance against the strategic objectives.

The Cabinet praised the development of the Strategy and thanked the Interim Director of Services for the work carried out on the Strategy.

RESOLVED that the initial action plan attached as Appendix B be noted.

And further

RECOMMENDED to Council that the Economic Development Strategy for Chiltern and South Bucks Councils 2017-2026 be adopted subject to Chiltern District Council also approving the Strategy.

60. **QUARTER 3 PERFORMANCE REPORT 2016-17**

Cabinet received a report which outlined the performance of Council services against performance indicators and service objectives during Q3 October-December 2016-17.

The Cabinet noted that of the total 42 PIs, 6 were seen to be off-target (3 of these priority PI), with further detail of these within the two detailed performance tables accompanying the report:

- Appendix A – Priority indicators Q3 2016-17
- Appendix B – Quarterly corporate performance indicators Q3 2016-17

Cabinet were advised that the working days lost due to long term sickness absence was off target but that the 6 of the 8 cases which this referred to had now returned to work. Cabinet noted the continuing issue of temporary accommodation. The Committee further noted that the percentage of calls to the ICT helpdesk resolved within agreed timescales was off target due to an increase in workload caused by single network migrations at the same time as reduced capacity within the service and were reassured that this unique situation would not reoccur.

RESOLVED that the report be noted.

61. **PERFORMANCE INDICATOR REVIEW 2017-18**

The Cabinet considered a report providing an update on the outcomes of the Performance Indicator (PI) review for 2017/18, and sought approval for the proposed changes to reporting. The key aim of the review was to ensure that the PIs were still relevant.

It was noted that as part of the review each service area had been asked to identify 2 to 3 indicators which would be strong and meaningful measures of overall performance, avoiding duplication where they were regularly reported via PAG updates. An exception was Finance, where no further PIs have been deemed necessary as full reporting was included in the

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budget packs for each Council. Service areas would measure and monitor any remaining PIs which would be useful for day to day management of the service reporting through to PAGs/Committees where appropriate.

Cabinet were advised that if approved, for 2017/18 there would be 17 priority PIs and 32 additional corporate PIs, making a total of 49. This included 10 new PIs for Sustainable Development following the introduction of additional quantitative and qualitative targets for local planning authorities by the Government. Furthermore, for Healthy Communities, the targets for the PIs SBHS1, SBHS8 and SBHS3i which address homelessness have increased making the targets more realistic and in line with current figures due to the lack of alternative housing options.

Cabinet considered the following recommendations which were made by the Overview and Scrutiny Committee at the meeting on 20 March 2017 and Officers' comments regarding those recommendations:

Resources

- JtBS1(C) - Availability of ICT systems to staff from 8am to 6pm (by period quarterly) – to increase the target to 99.9% to reflect the expectation that the systems should be available for this amount of time, previous figure equated to 2 days a quarter which was felt to be too high.

Officers require further clarification as to how the Overview and Scrutiny Committee calculated the increased target of 99.9%, but are in agreement with the increase until this information becomes available.

- JtBS2(C) - Percentage of calls to ICT helpdesk resolved within agreed timescales – as the current target is not realistic, to increase the agreed timescale period for resolving calls rather than decrease the target of percentage of calls resolved.

Officers are currently reviewing their SLA targets and feel that would be appropriate for the target to remain at 95%.

- SbCS1(C) - Number of complaints received (cumulative, quarterly) – to be 80 in 2017/18, then reduced to 75 in 2018/19 and then 70 in 2019/20 to make it a more ambitious target.

The Head of Customer Services is in agreement with this suggestion, with further work to be done regarding this as the work of the Customer Experience Strategy Programme is progressed.

Healthy Communities

- SbCL1a(C) and SbCL1b(C) – Customer satisfaction rating at the Beacon Centre and Evreham Centre – to incrementally increase the satisfaction ratings for both these centres over the next three years to reflect the expectation for an improvement in customer satisfaction.

Officers have suggested that the Beacon Centre satisfaction rate target be raised by 1% per year – reaching 85% by 2019/20 and the Evreham Centre by 2% per year, leading to an 84% target in 2019/20.

Having considered the recommendations of the Overview and Scrutiny Committee and the comments made by Officers, Cabinet agreed Appendix A and Appendix B of the report with the following changes to Appendix B:

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- JtBS1(C) - Availability of ICT systems to staff from 8am to 6pm (by period quarterly) – to increase the target to 99.9% whilst further investigations are carried out on the calculation of this increase.
- SbCS1(C) - Number of complaints received (cumulative, quarterly) – to be 80 in 2017/18, then reduced to 75 in 2018/19 and then 70 in 2019/20 to make it a more ambitious target.
- SbCL1a(C) and SbCL1b(C) – Customer satisfaction rating at the Beacon Centre be raised by 1% per year, reaching 85% by 2019/20 and the customer satisfaction rating at Evreham Centre by 2% per year, leading to an 84% target in 2019/20 to reflect the expectation for an improvement in customer satisfaction.

Cabinet agreed with the officer recommendation with regards to JtBS2(C) that the target should remain at 95% as set out in Appendix B.

RESOLVED that the following appendices attached to this report be agreed

- 1) Appendix A PI Review: Priority PIs 2017-18 – South Bucks District Council - provides proposals for reporting priority indicators during 2017/18 with future targets.
- 2) Appendix B PI Review: Corporate Indicators 2017-18 – South Bucks District Council - provides proposals for reporting Corporate PIs during 2017/18 with future targets - subject to the changes being made to JtBS1(C), SbCS1(C) and SbCL1a(C) and SbCL1b(C) as set out in the minute above.

62. **JOINT BUSINESS PLAN REFRESH 2017-20**

The Cabinet was asked to consider, and recommend to Council for approval, as part of the Budget and Policy Framework, the refreshed Joint Business Plan 2017-2020, which links to the Sustainable Community Strategy, and replaces the former Chiltern's Aims and Objectives document and South Bucks' Corporate Plan.

Cabinet were advised that the 'our values' section of the Plan had been updated to reflect the new values which were now in place and the priorities, goals and promises on pages 6 and 7 have had a light refresh this year, making reference to the Economic Development Strategy. South Bucks District Council's aims and objectives now also included improving air quality and tackling homelessness.

Following a discussion on the priorities, goals and promises set out on page 7 of the Plan, the need to support the roll out of superfast broadband to enable more working from home was highlighted as an important priority for the District.

The Cabinet welcomed the refreshed Joint Business Plan and accordingly

RECOMMENDED to **Council** that the refreshed Joint Business Plan be approved as part of the Budget and Policy Framework, subject to Chiltern District Council also approving the Plan.

63. **HEALTHY COMMUNITIES**

The Cabinet received the minutes of the Healthy Communities PAG held on 23 February 2017.

RESOLVED that the minutes be noted.

The following were the subject of a recommendation from the Portfolio Holder:

64. **MOTORWAY AIR QUALITY MONITORING STATION IN SOUTH BUCKS**

Cabinet considered the proposal that the existing motorway continuous air quality monitor situated close to the M25 in Gerrards Cross be decommissioned, allowing the Council to refocus on other hot spots in the District.

It was noted by Cabinet that a review of the current automatic monitor had identified that:

- The current running costs stand at approximately £5,800 per year.
- The kit is over 15 years old, thus more likely to fail.
- The existing budget could be more effectively utilised in monitoring other hotspot areas.
- New base line data could be established to support the review and assessment process in other areas of the district such as Iver.

RESOLVED that

- a. the current motorway air quality monitoring station be decommissioned; and
- b. the existing allocated budget be retained to undertake enhanced monitoring/action in other hotspot areas as identified in the statutory review and assessment of air quality in the District.

65. **COMMUNITY AND WELLBEING PLAN**

Cabinet received a report containing the South Bucks Community and Wellbeing Plan 2017-2020, attached as an Appendix. The report detailed how the Healthy Communities service would work with the community and alongside partners over the next 3 years.

Cabinet were advised that South Bucks' new Community and Wellbeing Plan would help provide a clear vision as to how the Council in partnership with a range of agencies and local voluntary groups would support communities over the next three years. The plan was important as it would help build and develop community infrastructure and directly support the Council achieve its key strategic objectives in relation to improving health and wellbeing, enabling a vibrant local economy, protecting the local environment and reducing crime and disorder. This asset based approach to community development would empower community organisations and would support their development and growth to deliver improved services to local residents.

Cabinet noted that Members of the Healthy Communities PAG and the Overview and Scrutiny Committee endorsed the proposed draft Community and Wellbeing Plan subject to the inclusion of further projects including the Good Neighbours scheme and the positive

work undertaken by faith groups across the District. The Cabinet were advised that these changes had been made to the Community and Wellbeing Plan.

The Cabinet welcomed the proposed South Bucks Community and Wellbeing Plan 2017-2020 and accordingly

RECOMMENDED to Council that the South Bucks Community and Wellbeing Plan 2017 – 2020 be approved.

66. **BUCKINGHAMSHIRE ARMED FORCES COVENANT**

The Cabinet received a report detailing the continued support for the Buckinghamshire Armed Forces Covenant, and the associated 2016/17 Action Plan appended to the report.

Cabinet were reminded that on the 5 July 2012, the Buckinghamshire Armed Forces Covenant was signed by groups including the County Council, all four district councils, NHS Buckinghamshire, Bucks Fire and Rescue and Thames Valley Police. The covenant aims to help reduce isolation, improve health and facilitate education and employment opportunities for armed forces staff and their families.

Cabinet were pleased to note that there have been community-led remembrance events held across the District since 2014, including processions, services, exhibitions and intergenerational work with schools and the armed forces charities including the Royal British Legion. In terms of commemoration of the First World War, Town & Parish Councils and Schools have been asked to inform the Council of their plans in order that they can be supported in delivering these commemorations.

RESOLVED that Cabinet continues to support the Buckinghamshire Armed Forces Covenant and the Buckinghamshire Armed Forces Covenant's associated 2016/17 action plan be agreed.

67. **ENVIRONMENT**

The meeting that was due to be held on 7 March 2017 was cancelled due to a lack of business.

68. **RESOURCES**

The Cabinet received the minutes of the Resources PAG held on 14 March 2017 .

RESOLVED that the minutes be noted.

The following were the subject of a recommendation from the Portfolio Holder:

69. **SOUTH BUCKS DISTRICT COUNCIL ARREARS COLLECTION PROJECT**

The Cabinet considered a report which updated Cabinet on the progress of the project to recover arrears of Council Tax, Business Rates and Housing Benefit overpayments.

In accordance with the financial procedures rules, Cabinet were requested to consider the write off of six non domestic rates debts that have a balance outstanding of over £10,000 each as set out in the schedule in the confidential appendix. These cases have been picked up by the Joint Revenues Service during the review of outstanding business rates accounts.

Cabinet were pleased to note the progress made so far to recover arrears of Council Tax, Business Rates and Housing Benefit overpayments.

RESOLVED that

1. the progress of the South Bucks District Council Recovery Project be noted; and
2. the write off of specified non domestic rates with values over £10,000 where all previous recovery attempts have failed and there are no further routes of recovery, as set out in the confidential appendix, be authorised.

70. **VACATING CAPSWOOD - REPORT IN PART II**

Cabinet considered a report which asked Members to consider whether to vacate the remainder of Capswood1 and the possibility of sub-leasing the space as part of the overall strategy to make the best use of office accommodation.

The report set out:

- The reasons for vacating Capswood1
- Progress in letting the first floor of Capswood1
- Proposal to decant staff to Capswood2
- Proposal to dismantle the server room
- Proposal to refurbish the ground floor
- Proposal to market the ground floor

Members of the Resources PAG, having discussed the content of the report in detail at its last meeting, felt that in order for timescales to be met, officers needed to be reactive. Following the advice of the PAG, the Portfolio Holder added a further recommendation to Cabinet to undertake the tender process for works and refurbishments as soon as practicable and that Capswood1 should be vacated within 2017 rather than within 12 months.

It was noted that Council would need to approve the addition of £115,000 to the approved Capital Programme to decant and refurbish the ground floor of Capswood1.

RESOLVED that

- 1) Capswood1 be vacated completely within 2017;
- 2) the expenditure of £20,000 to market the ground floor space be approved;

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- 3) the potential capital expenditure of £115,000 to decant and refurbish the ground floor of Capswood1 be approved and added to the Capital Programme, subject to the agreement of Council;
- 4) authority be delegated to the Head of Environment in consultation with the Portfolio Holder to negotiate a sub-lease for the ground floor of Capswood1 and to spend the £115,000 in point 3 above, subject to a letting being achieved; and
- 5) to undertake the tender process for works and refurbishments as soon as practicable.

And **RECOMMENDED** to **Council** that the sum of £115,000 be added to the approved Capital Programme to decant and refurbish the ground floor of Capswood1.

71. SUSTAINABLE DEVELOPMENT

The Cabinet received the minutes of the Sustainable Development PAG held on 9 March 2017.

RESOLVED that the minutes be noted.

The following was the subject of a recommendation from the Portfolio Holder:

72. UPDATE ON HEATHROW AND RESPONSE TO NATIONAL POLICY STATEMENT

Cabinet received a report containing updates relating to Heathrow and the National Policy Statement.

Cabinet noted that the Heathrow Strategic Planning Group, which was a consortium of local authorities affected by Heathrow expansion, were holding monthly meetings to discuss the way forward following the Government's decision to expand Heathrow. It was explained that Heathrow were no longer hosting the meeting, with hosting duties given over to the member local authorities, and that South Bucks would be hosting the meeting in March.

Cabinet were advised that the transport sub-group had met to discuss the challenge set down by government that there should be no net increase in traffic to the airport. It was noted that all members of the Group would jointly sign up to a SLA (service level agreement) with Heathrow, and would instruct consultants when necessary to test and validate any evidence produced by HAL (Heathrow Airport Ltd). By doing this, the member local authorities would be able to utilize the work commissioned by HAL on matters including traffic modelling, noise and air quality, which would contribute towards research regarding surface access proposals.

Cabinet were advised that the Department for Transport had produced a draft Airports National Policy Statement for consultation and that Bucks County Council and South Bucks District Council would be producing a joint response covering all relevant issues. The Cabinet were asked to note the progress and suggested content of the draft response and to delegate authority to the Chief Executive, in consultation with the Leader and the Portfolio Holder for Sustainable Development, to submit the final response to the Department of Transport in consultation with Bucks County Council and the Bucks Thames Valley Local Enterprise Partnership.

It was noted that in addition there was also a consultation on Airspace taking place which the Council would be responding to.

Furthermore, Cabinet noted that a meeting with Heathrow Airport Ltd took place on 15th March 2017.

RESOLVED that

- 1) the progress on the Heathrow Strategic Planning Group (HSPG) and recommended future funding arrangements be noted;
- 2) that the progress and suggested content of the draft response to Department of Transport on the Draft Airports National Policy Statement be noted; and
- 3) that authority be delegated to the Chief Executive, in consultation with the Leader and the Portfolio Holder for Sustainable Development, to submit the final response to the Department of Transport in consultation with Bucks County Council and the Bucks Thames Valley Local Enterprise Partnership.

73. RESOURCES - UPDATE ON STATION ROAD CAR PARK, GERRARDS CROSS

The Cabinet received an update on the progress of the Station Road Car Park project.

The Cabinet report on 25th October 2016 set out the anticipated consultancy spend before and after planning consent, assuming that the planning application went to Planning Committee on the 15th February 2017 with the business case to follow once cost certainty was known in April 2017. An agreement was entered into with Balfour Beatty for the pre-construction work and they proceeded to take the project to planning application stage. The original programme expected that when the business case was reported to Cabinet, planning permission would already have been obtained and a further approval for the final tranche of consultancy costs would have been obtained at that stage.

Although the County Council as Highway Authority had been consulted prior to the planning application being lodged, their formal consultation response to the application raised objections to the proposal. Further information was deemed to be necessary by the Highway Authority and, due to the time needed to undertake the additional survey work, a decision was taken to delay the application.

It was not anticipated that there would be delays in the planning permission process and it was anticipated that Balfour Beatty would have completed all the pre-construction work at the same time as the planning decision. However, the stage payments under the contract with Balfour Beatty were not related to the timing of the grant of planning permission and were required to be paid.

In October 2016 Cabinet approved the consultancy spend prior to planning consent at £262,000 and a further £270,000 after planning consent. Due to the unexpected delay in obtaining planning consent, a further £200,000 of fees and other costs would now be incurred.

It was noted that the additional spend of £200,000 under the agreement with Balfour Beatty and for other professional fees as set out in the report would need to be approved by Council.

RESOLVED that it be noted that

- 1) the decision on the planning application for the project has been delayed;
- 2) the payments approved by the Council in November 2016 are having to be made in advance of the decision on the planning application; and
- 3) following the outcome of the revised capacity study, the design and subsequent business case would be presented to Members.

And **RECOMMENDED** to Council that the additional spend of £200,000 under the agreement with Balfour Beatty and for other professional fees as set out in the report be approved.

74. HEALTHY COMMUNITIES - FLATS AT GRAND UNION HOUSE, IVER

Cabinet received a report which presented the case to acquire the Grand Union House site for affordable housing and recommended that the Council enter into negotiations, subject to contract, to acquire the property. The report identified an opportunity to accommodate those in emergency accommodation in self-contained facilities, reducing the risk to the Council and enabling the Council to reduce its expenditure on homelessness provision.

The following reasons for the recommendation were noted:

- a. To support the Council's Medium Term Financial Strategy and reduce the cost of emergency accommodation for the homeless;
- b. To enable the Council to discharge its duty to accommodate those who are determined as homeless and in priority need.
- c. Purchase of the freehold of the site could increase the value of the Council's assets over a longer time period
- d. The provision of emergency accommodation in the district would reduce the health inequality risks associated with the placement of families out of the district.

Cabinet were advised that subject to agreement, the Council would enter into negotiations to acquire the site, following which detailed due diligence would be undertaken and a business plan presented to Cabinet for consideration.

Cabinet noted that expenditure required to undertake a due diligence exercise and valuation required in developing the Council's offer and subsequent negotiation by external consultants, could be allocated from unrestricted s106 contributions and agreed that up to £100,000 be earmarked in respect of this proposal.

Cabinet also had regard to comments made by members of the Healthy Communities PAG in reaching their decision.

As this proposal concerned a site in her ward, Councillor Luisa Sullivan did not take part in the decision on this item.

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Having considered the case to acquire the Grand Union House site for affordable housing, Cabinet were in support of the recommendations and stressed the importance of a holistic joined up approach which would deliver exemplar accommodation provision and provide residents with access to a range of joined up services.

RESOLVED that

- a) authority be delegated to the Head of Healthy Communities, in consultation with the Head of Environment and the relevant Portfolio Holders, to enter into negotiations, subject to contract, for the acquisition of Grand Union House.
- b) Officers carry out a due diligence exercise, including legal, building/site survey and financial aspects and to explore options for the future management of the site and that a detailed business case be presented to Cabinet before a decision is taken on whether to acquire the site.
- c) up to £100,000 be allocated from s106 affordable housing contributions, to undertake the due diligence exercise and valuation required in developing the Council's offer and subsequent negotiation by external consultants.

75. ANY OTHER BUSINESS WHICH THE LEADER DECIDES IS URGENT

None.

76. 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 "

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|-------------|--|
| 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. |

77. HEALTHY COMMUNITIES - PART II

78. FLATS AT GRAND UNION HOUSE, IVER- PART II APPENDICES

The appendices were considered in connection with minute 74.

79. **RESOURCES PART II**

80. **VACATING CAPSWOOD - PART II REPORT**

The report was considered in connection with minute 70.

81. **SOUTH BUCKS DISTRICT COUNCIL ARREARS COLLECTION PROJECT - PART II APPENDIX**

The appendix was considered in connection with minute 69.

82. **SUSTAINABLE DEVELOPMENT PART II**

The Cabinet received the Part II minutes of the Sustainable Development PAG held on 9 March 2017.

RESOLVED that the minutes be noted.

The following was the subject of a recommendation from the Portfolio Holder

83. **HS2 UPDATE**

Cabinet received a report updating Members on:

- 1) The Parliamentary process and HS2
- 2) SBDC Issues and Assurances
- 3) Colne Valley Regional Park Panel Mitigation Plan proposals
- 4) Schedule 17 submissions process and resource options
- 5) SLA Update resource implications and delegations.

And **RESOLVED** that

- 1) the progress made on the Colne Valley Regional Park Panel be noted;
- 2) the on-going negotiations with HS2 to agree a Service Level Agreement be noted;
- 3) the long list of projects in the Colne Valley Regional Park Panel "Draft Additional Mitigation Plan" be supported;
- 4) the financial recommendations as set out in the report be agreed and the existing allocated funds to secure the continuation of the HS2 team including 20% for contingency be retained; and
- 5) Option 2 (Medium cost - Continued involvement of Members and the Public) be the preferred option for handling Schedule 17 approvals.

The meeting terminated at 6.50 pm