



Council (SBDC)

Tuesday, 27 February 2018 at 6.00 pm

Council Chamber, Capswood, Oxford Road, Denham

A G E N D A

Item

1. Apologies for absence

To receive any apologies for absence.

2. Presentation from the Chairman of Buckinghamshire Thames Valley Local Enterprise Partnership

Presentation from Andrew Smith, the Chairman of Bucks & Thames Valley Local Enterprise Partnership.

3. Announcements

(a) Chairman's Announcements

To receive announcements by the Chairman of the Council, if any, and any communication she may desire to lay before the Council.

List of Chairman's Engagements (Pages 7 - 8)

(b) Announcements from the Leader of the Cabinet

To receive announcements from the Leader of the Cabinet, if any.

(c) Announcements from the Head of Paid Service

To receive announcements from the Head of Paid Service, if any.

4. Minutes (*Pages 9 - 22*)

To approve the minutes of the meeting of the Council held on 15 November 2017

5. Declarations of Interest

To receive any declarations of interest

6. Questions

To answer questions (if any) from

(a) Members of the Council; and

(b) Members of the public*

which have been put under Procedure Rules 9 and 10 of the Council Procedure Rules.

*To answer the following questions from a Member of the public which has been received in accordance with Procedure Rule 10:

"1. Following refusal of planning applications by SBDC, which have subsequently been appealed by applicants to the planning inspectorate, how many times has SBDC challenged a decision in the High Court to appeal the granting of planning permission, specifically for householder applications?"

2. Who is responsible for deciding if a challenge to a planning decision is made in the High Court and what mechanisms does SBDC have to ensure the process is not open to corruption and abuse?"

3. How much has SBDC spent on challenging decisions of the Inspectorate in the High Court and how much of this figure relates to a property at Wooburn Green Lane?"

7. Appointments to Committees and Outside Bodies

To note the following appointments:

Councillors D Smith and B Gibbs (Deputy) have been appointed to the Buckinghamshire Armed Forces Covenant Civilian Military Partnership Board made under delegated authority by the Chief Executive in consultation with the

Leader of the Council.

Cllr B Gibbs has been appointed to the South Buckinghamshire Members Advisory Panel made under delegated authority by the Chief Executive in consultation with the Leader of the Council.

8. Cabinet Meeting - 13 December 2017 (*Pages 23 - 30*)

To receive the minutes of the meeting of the Cabinet held on 13 December 2017 and to consider the recommendation in the minutes of which a report had been published below.

8.1 The Local Authority (Indemnities for Members and Officers) Order 2004 (*Pages 31 - 32*)

9. Cabinet Meeting - 7 February 2018 (*Pages 33 - 44*)

To receive the minutes of the meeting of the Cabinet held on 7 February 2018 and to consider the recommendations in the minutes of which a report had been published below.

9.1 Revenue Budget and Council Tax 2018/19 (*Pages 45 - 56*)

Appendix A - Chief Financial Officer Report (Pages 57 - 64)

Appendix B - Budget Sensitivity Analysis 2018/19 (Pages 65 - 66)

Appendix C - Fees and Charges for 2018/19 (Pages 67 - 92)

Appendix D - Farnham Park Trust Budgets 2018/19 (Pages 93-94)
See part II for fees and charges

Additional Supplementary Report: Council Tax 2018/19 (To Follow)

9.2 Capital Strategy and Capital Programme 2018/19 to 2022/23 (*Pages 95 - 100*)

Appendix A - Capital Strategy (Pages 101 - 110)

9.3 Treasury Management Strategy 2018/19 (*Pages 111 - 114*)

Appendix 1 - Treasury Management Strategy Document (Pages 115 - 122)

Appendix 1A - Annual Investment Strategy (Pages 123 - 132)

Appendix 1B - Prudential Indicators (Pages 133 - 138)

Appendix 1C - MRP (Pages 139 - 140)

9.4 Statement of Community Involvement *(Pages 141 - 142)*

Appendix 1 - Cabinet Report dated 7 February 2018 (Pages 143 - 150)

10. Audit Committee *(Pages 151 - 154)*

To receive the minutes of the meeting of the Audit Committee held on 18 January 2018.

11. Governance and Electoral Arrangements Committee

To receive the minutes of the meetings of the Governance and Electoral Arrangements Committee held on:

23 November 2017 (Pages 155 - 156)

16 January 2018 (Pages 157 - 158)

12. Licensing Committee *(Pages 159 - 162)*

To receive the minutes of the meeting of the Licensing Committee held on 24 January 2018.

13. Overview and Scrutiny Committee *(Pages 163 - 170)*

To receive the minutes of the meeting of the Overview and Scrutiny Committee held on 30 January 2018.

14. Joint Staffing Committee *(Pages 171 - 174)*

To receive the minutes of the meeting of the Joint Staffing Committee held on 18 January 2018

14.1 Pay Policy Statement 2018/19 *(Pages 175 - 180)*

Appendix 1- Pay Policy Statement 2018/19 (Pages 181 - 184)

15. Planning Committee

To receive the minutes of the meeting of the Planning Committee held on:

1 November 2017 (Pages 185 - 190)

6 December 2017 (Pages 191 - 196)

10 January 2018 (Pages 197 - 202)

31 January 2018 (Pages 203 - 206)

16. Members' Reports

To receive reports from members:

Dr Matthews - Health and Adult Social Care Select Committee - Update November 2017 (Pages 207 - 208)

Mr Pepler - Meetings of the Buckinghamshire Healthcare Trust held on 27 September and 29 November 2017 (Pages 209 - 212)

17. Review of the Council's Constitution (Pages 213 - 218)

Appendix: Constitution - see supplementary agenda (to follow)

18. Calendar of Meetings 2018/19 (Pages 219 - 220)

To agree the Calendar of Meetings for 2018/19.

19. Exclusion of Public

The Chairman to move the following resolution:-

"That under Section 100(A)(4) of the Local Government Act 1972 the public be excluded from the meeting for the following item of business on the grounds that it involves the likely disclosure of exempt information as defined in Part 1 of Schedule 12A to the Act."

Paragraph 3 Information relating to the financial or business affairs of any particular persons (including the authority holding that information).

19.1 Revenue Budget & Council Tax 2018/19 - Appendix D Farnham Park Trust Budgets 2018/19 Fees and Charges Part II (*Pages 221 - 224*)

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: All Members of the Council

Date of next meeting – Wednesday, 16 May 2018

Audio/Visual Recording of Meetings

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Chairman's Engagements 12 November – 27 February

Engagement	Date	Chairman/Vice Chairman Attendance
Annual Carol Service – Chief Officer, Bucks & Milton Keynes Fire & Rescue Service	06/12/17	Vice Chairman attended
Carol Service – Mayor of Milton Keynes	18/12/17	Chairman attended
Civic Service – Mayor of Hillingdon	04/02/18	Vice Chairman attended
Chinese New Year Celebration – Year of the Dog – Buckinghamshire Chinese Association	04/02/18	Chairman attended
Visit to Black Park Shed Project – following donation awarded from the Chairman's Community Fund	16/02/18	Chairman to attend
Afternoon Tea – Mayor & Mayoress of the Royal Borough of Windsor & Maidenhead	19/02/18	Chairman to attend
Chairman's Annual Reception	23/02/18	Hosted by the Chairman
Girls in Sport Event - GLL	26/02/18	Chairman to attend

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SOUTH BUCKS DISTRICT COUNCIL

Council - 15 November 2017

Present: Councillors D Anthony, R Bagge, P Bastiman, M Bezzant, M Bradford, D Dhillon, T Egleton, B Gibbs, L Hazell, P Hogan, G Hollis, J Jordan, M Lewis, J Lowen-Cooper, Dr W Matthews, N Naylor, D Pepler, J Read, R Reed, R Sangster, D Saunders, D Smith and L Sullivan

Apologies: Councillors S Chhokar, P Griffin, B Harding, P Kelly and G Sandy

36. **CHIEF CONSTABLE'S ANNUAL PRESENTATION**

The Chairman welcomed Francis Habgood, Chief Constable of Thames Valley Police, and Superintendent Vince Grey Local Policing Area Commander to the meeting. Francis Habgood was appointed Chief Constable of Thames Valley Police in April 2015, and Vince Grey had recently been appointed the Policing Area Commander for Chiltern and South Buckinghamshire. Apologies for the meeting were received from Anthony Stansfeld, the Thames Valley Police & Crime Commissioner.

A video was shown highlighting the achievements of Thames Valley Police over the past year, and the Chief Constable gave a presentation to Members covering the following key themes:

- Thames Valley Police's commitment: working together to make communities safer
- Examples of what Thames Valley Police had done and would be doing to keep people safe and bring offenders to justice
- Examples of how the police were working with other partners to build strong and more resilient communities
- Examples of how technology was being used to provide a modern police force which meets the needs of communities
- Operational priorities for 2017/18

The Chief Constable's presentation also covered a number of slides sent by Anthony Stansfeld, the Thames Valley Police & Crime Commissioner, including the Crime Performance Headlines for 2016/17 and the Police & Crime Commissioner's Strategic Priorities for 2017-21.

During the question and answer session that ensued, a number of issues were clarified/explained by the Chief Constable and the Local Policing Area Commander. This included clarification on the number of reports of modern slavery in South Bucks and the number of prosecutions that had resulted.

In response to a concern raised regarding what was being done to tackle trespasses, unauthorised incursions and encampments on public and privately owned land, the Chief Constable updated Members on the work being done with partners to deal with this issue. This included the creation of a Memorandum of Understanding with partners which would set out points of contact and areas of responsibilities.

Following a question regarding how long it takes for the police to attend an incident, during rush hour, when travelling from Taplow to Amersham to attend, the Chief Constable explained that there were police officers based on the streets who could respond. The Chief Constable reassured Members that response times were monitored to ensure that they were keeping up with standards.

With regards to the issue of co-locating, the Chief Constable updated members with the work being done to enable officers to work remotely from partner locations in the future.

Following a concern raised regarding the closing of Iver Police Station and the subsequent reduction of Constables and PCSOs in Iver, the Chief Constable explained that the change in the number of Constables and PCSOs was due to change in the operating model. Having set out the rationale behind the change in the operating model, the Chief Constable reassured Members that the changes still involved a commitment to neighbourhood policing. He further advised that the closing of Iver Police Station had nothing to do with the new operating model.

In response to a question regarding the amount of time it was taking to answer 101 calls, the Chief Constable explained that due to the increase in the number of both emergency and non-emergency calls and the need to prioritise emergency calls, the time taken to answer non-emergency calls had slightly increased. The Chief Constable assured Members that work was being carried to improve the situation which included looking into the possibility of online reporting for certain information. In response to a question regarding the use of 'Robocop', the Chief Constable explained that this was not something that would be introduced anytime soon.

Following a comment regarding the benefits of introducing average speed cameras along dangerous A roads, the Chief Constable whilst recognising the benefits of using average speed cameras, explained that the current priority was to update existing cameras from wet film to digital film.

The Chairman then thanked the Chief Constable and Police Area Commander for coming to the meeting and answering Members' questions.

37. **ANNOUNCEMENTS**

a) **Chairman's Announcements**

The Chairman congratulated Councillor Damian Saunders on being elected as Councillor for Beaconsfield North Ward, at the by-election held on 2 November 2017, and Members welcomed Councillor Saunders to the Council.

The Chairman thanked Kully Tumber, the Council's Democratic and Electoral Services Manager, who will be leaving the Council in a few weeks, for all her hard work and dedication over the last 15 years. Members also expressed their thanks and agreed that she would be greatly missed.

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The Chairman advised Members of the new fundraising project for the Chairman's Charity which involved working with Buckinghamshire Mind to raise awareness of mental health issues in infant schools across the District.

The Chairman reported on recent functions and events she had attended on behalf of the Council which included:

Engagement	Date
Summer Reception – High Sheriff of Buckinghamshire	20/07/2017
Welcome to Newport Pagnell Civic Service – Mayor & Councillors Newport Pagnell Town Council – Vic Chairman	23/07/2017
Judge & Prize Giving Event – Bucks Vision	08/08/2017
75 th Anniversary and Annual Open Day, Mr Tony Doherty, Swarthmore Care Home	12/08/2017
Official Opening Butterfly House – South Bucks Hospice	05/09/2017
Graduation Ceremony – Bucks New University	07/09/2017
Launch of Resilience Service – Connect Support	12/09/2017
Chiltern & South Bucks Lottery Launch	12/09/2017
Battle of Britain Sunday – Chairman of Wycombe District Council	17/09/2017
Medal Presentation – Iver Schools	20/09/2017
Sir Edward Coke Memorial Lecture – The Stoke Poges Society	21/09/2017
Big Night Out – Action4Youth – Vice Chairman	21/09/2017
Annual Friends & Supports Reception – Heart of Bucks Community Foundation	02/10/2017
Charter Night Celebration – Langley & Iver Rotary Club – Vice Chairman	14/10/2017
Tour of the Battle of Britain Operations Room (The Bunker) at the former RAF Uxbridge – Mayor of Hillingdon	24/10/2017
Reception – South East Reserve Forces' and Cadets' Association	26/10/2017
Maidenhead Bridge Grand Switch On – Royal Borough of Windsor & Maidenhead	01/11/2017
Service of Remembrance – Pinewood Studios	10/11/2017
Annual Remembrance Parade & Commemoration – Royal British Legion Burnham Branch	12/11/2017

b) Announcements from the Leader of the Council

There were no announcements from the Leader of the Council.

c) Announcements from the Head of Paid Service

There were no announcements from the Head of Paid Service.

38. MINUTES

The minutes of the meeting of Full Council held on 19 July 2017 and 19 October 2017 were confirmed and signed by the Chairman.

Council (SBDC) - 15 November 2017

39. **DECLARATIONS OF INTEREST**

There were no declarations of interest.

40. **QUESTIONS**

No questions had been received under Council Procedure Rule 10.

41. **APPOINTMENTS TO COMMITTEES AND OUTSIDE BODIES**

Full Council received a report which updated Members on the appointments made to committees and outside bodies.

RESOLVED that

- 1) the Council appointments to committees and outside bodies which have been made under delegated authority by the Chief Executive in consultation with the Leader of the Council as shown in bold below be noted:

Committees	Conservatives	Independent
<u>Planning Committee (12)</u>	D. Anthony	
	R. Bagge	
	M. Bezzant	
	S. Chhokar	
	T. Egleton	
	B. Gibbs	
	P. Hogan	
	J. Jordan (Vice-Chairman)	
	M. Lewis	
	W. Matthews	
	G. Sandy	
	D. Smith	
	L. Sullivan (reserve) D. Pepler (reserve)	
<u>Licensing Committee (12)</u>	D. Anthony	
	T. Egleton	
		P. Griffin
	P. Hogan	
	J. Jordan	
	M Lewis	
	D. Pepler	
	D. Saunders	
	G. Sandy	
	R. Sangster	
	D. Smith	
	Vacancy	

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<u>Overview & Scrutiny</u>	M. Bradford (Chairman)	
<u>Committee (8)</u>	P. Bastiman (Vice-Chairman)	
	M. Bezzant	
	D. Dhillon	
	T. Egleton	
	P. Hogan	
	M. Lewis	
	D. Saunders	
<u>Audit Committee (6)</u>	D. Anthony	
		P. Griffin
	L. Hazell	
	G. Hollis	
	P. Hogan	
	R. Sangster	
<u>Joint Staffing Committee (6)</u>	R. Bagge	
	M. Bradford	
	T. Egleton	
	B. Harding	
	N. Naylor	
	L. Sullivan	
<u>Governance and Electoral Arrangements Committee (6)</u>	D. Anthony	
	P. Hogan (Chairman)	
	J. Lowen-Cooper	
	W. Matthews (Vice-Chairman)	
	D. Pepler	
	D. Smith	

Outside Body	Representative[s]	Relevant Portfolio Holder	Officer Contact
Buckinghamshire Armed Forces Covenant Civilian Military Partnership Board	Vacancy	Healthy Communities	Martin Holt
Bucks Health Overview & Scrutiny Committee	Wendy Matthews Trevor Egleton [Deputy]	Healthy Communities	Martin Holt

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Buckinghamshire Healthcare Trust	David Pepler (observer)	Healthy Communities	Martin Holt
Chilterns Conservation Board	Luisa Sullivan	Environment	Chris Marchant
Denham Aerodrome Consultative Committee	Roger Reed	Environment	Tracy Farrell
Frimley Health NHS Foundation Trust (TBC)	Wendy Matthews (observer)	Healthy Communities	Martin Holt
Slough Social Fund / Bucks Community Foundation	Dev Dhillon	Healthy Communities	Claire Speirs
South East Employers	Barry Harding Vacancy [Deputy]	Leader/Deputy	Bob Smith
Thames Valley Police and Crime Panel	Trevor Egleton	Healthy Communities	Martin Holt

- 2) the Executive appointments which have been made under delegated authority by the Chief Executive in consultation with the Leader of the Council as shown in bold below be noted:

Joint Waste Collection Committee

South Bucks representatives:
 1 x (Cabinet Member) Luisa Sullivan
 1 x (Non-Cabinet Member) – Vacancy

Evreham Sports Centre Joint Management Committee

South Bucks representatives: J. Jordan
 P. Kelly (Portfolio Holder)
 R. Sangster

Buckinghamshire County
 Representatives: R. Bagge
 L. Sullivan

The South Buckinghamshire Members Advisory Panel (7)

J. Read, M. Bradford, N. Naylor, T. Egleton, P. Kelly, L. Hazell and R. Bagge

Outside Body	Representative[s]	Relevant Portfolio	Officer Contact
Buckinghamshire Advantage	Nick Naylor	Leader	Bob Smith
Buckinghamshire Thames Valley Local Enterprise Partnership	Nick Naylor	Leader	Bob Smith
Bucks Planning Group	John Read	Planning and Economic Development	Andrew Ashcroft (Interim)
Chiltern and South Bucks Strategic Partnership	Nick Naylor Paul Kelly Ralph Bagge Vacancy	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
District Council Network	Nick Naylor	Leader	Bob Smith
Evreham Youth Centre Mgt Committee	Paul Kelly	Healthy Communities	Martin Holt
Groundwork South Trust Ltd	Luisa Sullivan	Environment	Simon Gray
Healthy Communities Partnership	Paul Kelly	Healthy Communities	Martin Holt
Heathrow Airport Consultative Committee	John Read	Planning and Economic Development	Tracy Farrell
Local Government Association	Nick Naylor John Read (Deputy)	Leader	Bob Smith
L & Q Shires Neighbourhood Committee	Paul Kelly	Healthy Communities	Michael Veryard
Natural Environment Partnership	Luisa Sullivan	Environment	Chris Marchant
New Denham Minerals Liaison Group	Luisa Sullivan	Environment	Tracy Farrell
Padstones	Paul Kelly Wendy Matthews [Deputy]	Healthy Communities	Michael Veryard
Park Lodge Farm Liaison Committee	Luisa Sullivan	Environment	Tracy Farrell
Pinewood Community Liaison Group	Ralph Bagge Malcolm Bradford Wendy Matthews Luisa Sullivan	Leader	Bob Smith

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South East England's Council	Ralph Bagge <i>on behalf of Leader</i>	Leader	Bob Smith
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- 3) the appointments to Policy Advisory Groups made by the Leader of the Council in accordance with the Constitution as shown in bold below be noted:

Policy Advisory Group	
<u>Healthy Communities PAG</u>	P Kelly (Portfolio Holder)
	D. Anthony
	P. Bastiman
	M. Bezzant
	W. Matthews
	D. Pepler
<u>Environment PAG</u>	L. Sullivan (Portfolio Holder)
	M. Bradford
	B. Harding
	L. Hazell
	G. Hollis
	J. Lowen-Cooper
<u>Resources PAG</u>	B. Gibbs (Portfolio Holder)
	R. Bagge
	S. Chhokar
	D. Dhillon
	P. Hogan
	J. Jordan
<u>Planning and Economic Development PAG</u>	J. Read (Portfolio Holder)
	G. Hollis
	J. Jordan
	M. Lewis
	G. Sandy
	Vacancy
<u>Customer Services and Business Support PAG</u>	D. Smith (Portfolio Holder)
	M. Bezzant
	T. Egleton
	R. Reed
	D. Saunders
	Vacancy

- 4) the representation on working and information groups in accordance with their respective Terms of Reference as shown in bold below be noted:

<p><u>HS2 Information Group</u></p> <p>South Bucks representatives: N. Naylor J. Read L Sullivan</p>
<p><u>HS2 Steering Group</u></p> <p>South Bucks representatives: N. Naylor J. Read L Sullivan</p>
<p><u>Joint Planning Policy Member Reference Group</u></p> <p>South Bucks representatives: R. Bagge B. Gibbs G. Hollis J. Jordan J. Read W. Matthews</p>

42. **CABINET MEETING**

The Leader, Councillor Naylor, presented the minutes of the meetings of the Cabinet held on 11 September and 7 November 2017.

RESOLVED that the minutes of the 11 September and 7 November 2017 be received.

43. **HOUSING AND PLANNING ACT 2016: IMPACT ON HOUSING ENFORCEMENT POLICY**

At the Cabinet meeting held on 7 November 2017, Cabinet received a report regarding the new provisions of the Housing and Planning Act 2016 and accordingly resolved that:-

- 1) the new provisions of the Housing and Planning Act 2016 be noted;
- 2) authority be delegated to the Head of Healthy Communities to enforce the provisions of the Act and the Scheme of Delegations be amended accordingly;
- 3) the Head of Healthy Communities be authorised to agree the final Housing Enforcement Policy in consultation with the Portfolio Holder, having regard to members' comments and the regulations in respect of Banning Orders, once published.

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Following Cabinet's decision to delegate authority to the Head of Healthy Communities to enforce the provisions of the Act, Full Council were asked to agree that the scheme of delegation in the Constitution be updated to reflect this delegation.

It was moved by Councillor Read, seconded by Councillor Naylor and

RESOLVED that the scheme of delegation in the Constitution be updated to reflect the fact that authority has been delegated to the Head of Healthy Communities to enforce the provisions of the Act.

44. BROWNFIELD SITES REGISTER

Full Council received a report which advised Members on new statutory requirements for the Council to prepare and publish a Brownfield Land Register for South Bucks District. Full Council noted that the Portfolio Holder, following the PAG meeting on 7 September 2017, agreed the draft Register for consultation and that the Cabinet had agreed at its meeting on 7 November 2017 to delegate the publication of the final Register, together with any future updates, to the Head of Sustainable Development in consultation with the Portfolio Holder.

Full Council were asked to consider the Cabinet's recommendation that the decision to enter land in Part 2 of the Register be delegated to the Planning Committee and dealt with under the Scheme of Officer Delegations in the same way as planning applications and that the Head of Legal and Democratic Services be authorised to amend the Council's Constitution to reflect the new Brownfield Land Register functions and associated delegations.

It was moved by Councillor Read, seconded by Councillor Naylor and

RESOLVED that

- 1) the decision to enter land in Part 2 of the Register be delegated to the Planning Committee and dealt with under the Scheme of Officer Delegations in the same way as planning applications; and
- 2) the Head of Legal and Democratic Services be authorised to amend the Council's Constitution to reflect the new Brownfield Land Register functions and associated delegations.

45. AUDIT COMMITTEE

The minutes of the meeting of the Audit Committee held on 28 September 2017 were presented.

RESOLVED that the minutes of the meeting held on 28 September 2017 be received.

46. GOVERNANCE & ELECTORAL ARRANGEMENTS COMMITTEE

The minutes of the meeting of the Governance and Electoral Arrangements Committee held on 18 July and 27 September 2017 were presented.

RESOLVED that the minutes of the meetings held on 18 July and 27 September 2017 be received.

47. **LICENSING COMMITTEE**

Full Council noted that the Licensing Committee meeting which was scheduled for 3 October 2017 was cancelled.

48. **OVERVIEW AND SCRUTINY COMMITTEE**

The minutes of the meeting of the Overview and Scrutiny Committee held on 16 October 2017 were presented.

With regards to item 18 (Review of Homelessness Management Report), the Chairman of the Overview and Scrutiny Committee thanked Cllr Bastiman (Chairman of the Task and Finish Group), Members of the Task and Finish Group and all the officers involved for the quality of the work produced and for taking the time to address the important issues raised in the review.

RESOLVED that the minutes of the meeting held on 16 October 2017 be received.

49. **PLANNING COMMITTEE**

The minutes of the meetings of the Planning Committee held on 12 July, 9 August, 6 September and 4 October 2017 were presented.

RESOLVED that the minutes be received.

50. **JOINT STAFFING COMMITTEE**

The minutes of the meetings of the Joint Staffing Committee held on 11 October 2017 were presented.

RESOLVED that the minutes of the meeting held on 11 October 2017 be received.

51. **PAY POLICY STATEMENT 2017/18**

The Council was required to publish a pay policy statement each year. Members considered the recommendation of the Joint Staffing Committee meeting held on 11 October 2017 that the Pay Policy Statement 2017/18 be adopted.

It was moved by Councillor Naylor , seconded by Councillor Read and

RESOLVED that the Pay Policy Statement 2017/18 be adopted.

52. **MEMBERS' REPORTS**

The meeting received the following members reports:

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- Dr Matthews – Health and Adult Social Care Select Committee – Update July 2017
- Mr Pepler – Meeting of the Buckinghamshire Healthcare Trust held on 26 July 2017.

53. AMENDMENT TO THE MEMBERS ALLOWANCE SCHEME

Full Council received a report which asked Members to agree a Special Responsibility Allowance (SRA) for the Chairman of Governance & Electoral Arrangements Committee following consultation with the Independent Remuneration Panel (IRP).

Full Council noted that the IRP had been consulted and had recommended that the appropriate level of SRA would be that formerly paid to the chairman of Personnel Committee and currently paid to the chairman of the Audit Committee. In making this recommendation they noted that chairmanship of Governance & Electoral Arrangements Committee would involve chairing meetings on an ad hoc basis depending on business arising and would not involve any additional statutory responsibilities or a requirement to chair sub-committees/task and finish groups. They considered that these responsibilities could be distinguished from the chairmanship of Planning Committee which meets monthly with a requirement to attend site visits and authorise some regulatory processes; Licensing Committee which includes chairing hearing sub-committees and authorising some regulatory processes and Overview & Scrutiny Committee which includes chairing task and finish groups and a statutory role in respect of urgency procedures. Accordingly the IRP considered the special responsibilities of the chairman of Governance & Electoral Arrangements Committee were more comparable to chairing the former Personnel Committee.

It was moved by Councillor Smith, seconded by Councillor Gibbs and

RESOLVED that having regard to the recommendation of the Independent Remuneration Panel (IRP), the level of Special Responsibility Allowance (SRA) for the Chairman of Governance & Electoral Arrangements Committee be set at £722 which is the level that was formerly paid to the chairman of Personnel Committee and is currently paid to the Chairman of the Audit Committee.

54. LOCAL LAND CHARGE SERVICE - SHARED SERVICE REVIEW

Consideration was given to the report arising from the Local Land Charge Service Shared Service Review which was the final shared service review to be considered.

It was moved by Councillor Gibbs, seconded by Councillor Smith and

RESOLVED that

- 1) the business case for sharing a Local Land Charge Service is proven, and that both Councils should proceed to establish a Shared Local Land Charge Service;
- 2) subject to consultation with staff and a formal agreement between the Councils, the services of staff in South Bucks District Council's Local Land Charge Service be put at the disposal of Chiltern District Council under Section 113 of the Local Government Act 1972 so they can work across the two local authority areas; and

- 3) the Chief Executive in consultation with the Cabinet Leader and the Head of Legal and Democratic Services be authorised to finalise the terms of any legal documentation required to give effect to resolution 2 above.

55. **EXCLUSION OF PUBLIC**

RESOLVED that under Section 100A(4) of the Local Government Act 1972 the public be excluded from the meeting for the following items of business on the grounds that they involved the likely disclosure of exempt information as defined in Part I of Schedule 12A to the Act Paragraphs

- | | |
|-------------|--|
| Paragraph 1 | Information relating to 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. |

The meeting terminated at 7.06 pm

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CABINET (SBDC)**Meeting - 13 December 2017**

Present: N Naylor, J Read, B Gibbs, D Smith and L Sullivan

Apologies for absence: P Kelly

61. MINUTES

The minutes of the meeting of Cabinet held on 7 November 2017 were agreed and signed by the Cabinet Leader as a correct record.

62. DECLARATIONS OF INTERESTS

Beaconsfield Common Land (agenda item 8) - Councillor Gibbs and Councillor Sullivan declared a personal interest in this item as Members of Bucks County Council.

63. EXECUTIVE APPOINTMENTS

The Cabinet noted the executive appointments made by the Chief Executive under delegated authority that were attached. These had already been noted by Full Council with the addition of Councillor Gibbs who was appointed to the South Buckinghamshire Members Advisory Panel under delegated authority on 28 November 2017.

64. THE LOCAL AUTHORITY (INDEMNITIES FOR MEMBERS AND OFFICERS) ORDER 2004

The Cabinet considered a report which proposed to extend the current indemnity provided for Members and officers.

Under the Local Authority (Indemnities for Members and Officers) Order 2004, authorities have power to indemnify Members and officers in circumstances, including where:

- They are carrying out any function at the request, with the approval, or for the purposes, of the authority; and
- They are carrying out any function at the request, or with the approval, of the authority but acting in capacities other than as Members or officers of the authority. An example of this would be where a Member or officer acts as a director of a company at the request of the authority and is, therefore, acting in the capacity of a director.

When Bucks Advantage was formed in 2013, the Council resolved to indemnify Members and officers representing the Council on the company. Now that the Council had established a property company, Consilio Property Limited, and could potentially be involved in a number of similar initiatives in the future, it was recommended that the indemnity be widened to give a general indemnity rather than seeking specific indemnities for particular activities. The Cabinet noted that this would need to be a decision for Full Council.

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In addition to the recommendation set out in the report, the Cabinet were also asked to consider giving authorisation to the Head of Legal and Democratic Services to finalise the wording of the indemnity in consultation with the Director of Resources and the Leader of the Council.

Having considered the recommendations being proposed and the need to ensure that Council Members and officers would be protected from any personal liability when carrying out their duties, the Cabinet accordingly

RECOMMENDED to Full Council that

- 1) pursuant to the Local Authority (Indemnities for Members and Officers) Order 2004, the Council agrees to indemnify Members and officers against any personal liability incurred when carrying out their duties, except in the cases of fraud or criminal acts.
- 2) the Head of Legal and Democratic Services be authorised to finalise the wording of the indemnity in consultation with the Director of Resources and the Leader of the Council.

65. DRAFT REVENUE BUDGET 2018/19

The Cabinet were presented with the draft revenue expenditure budget for 2018/19. It was the responsibility of the Cabinet to prepare a revenue budget for approval by Full Council which would form the basis of setting the council tax.

The report detailed the progress to date based on:

- The financial outturn for 2016/17 and information from the current year's budget monitoring.
- The draft 2018/19 base budget built up using assumptions described in the report and which has been subject to discussion in PAGs.

Members noted that the draft budget had been set within the context of the Medium Term Financial Strategy and had a working assumption of a £5 increase in Council Tax in 2018/19.

The Cabinet were advised that the overall PAG expenditure budget reflected a 1.3% reduction on the current year's budget. The provisionally planned use of General reserves is £221k, but the intention would be to reduce this figure in the final budget. The key points from the 2018/19 Autumn Budget were contained in Appendix C.

The Cabinet noted that the draft budget makes provision for a 1% increase in pay. 2018/19 would be the first year that the Local Pay Mechanism takes effect. The Councils would formulate a proposal on pay in January for discussion at the Joint Personnel Committee, with a view to making a final decision before April. The final budget would be updated in February to reflect developments.

The key financial risks set out in paragraph 7 of the report and the corporate implications set out in paragraph 8 were noted by the Cabinet.

In the discussion which followed, it was noted that due to the Council's financing of major projects, the Council's Medium Term Financial Strategy was predicting a decline in the Council's investment income, and the Council would incur financing costs on these projects in 2018/19.

Having considered the recommendations in the report, the Cabinet accordingly

RESOLVED that

- 1) it be agreed that the report is to form the basis of the draft revenue budget for 2018/19, and is updated to reflect the outcomes of the Local Government Finance Settlement and related announcements; and
- 2) Officers be instructed to examine options to reduce the planned use of the General reserves in the draft 2018/19 budget, and include these in the final budget report in February.

66. **HEALTHY COMMUNITIES**

67. **PRIVATE SECTOR LEASING SCHEME**

The Cabinet received a report which sought approval to enter into an Agreement with Paradigm Housing to deliver a Private Sector Leasing Scheme.

Over the last three years, South Bucks District Council had faced rising demand for homelessness assistance and temporary accommodation. This had resulted in an increasing reliance on costly B&B and Nightly-Booked accommodation to meet the Council's legal responsibilities. In addition to the rising costs, the Council also faced the risk of legal challenge if homeless families were placed in B&B for over 6 weeks. It was therefore being proposed that the Council enters into a Service Level Agreement with Paradigm Housing to deliver a Private Sector Leasehold Scheme that would provide an alternative supply of temporary accommodation that would be directly let and managed by Paradigm.

Following the advice of the Healthy Communities PAG, the Portfolio Holder was also recommending to Cabinet that if the recommendations were to be agreed that regular updates on the delivery of the scheme be provided at PAG meetings.

In response to a question, the Cabinet were advised that the Council's commitment to pay charges to Paradigm would only come into effect for each property as and when it is procured and let by Paradigm and that this commitment would apply for the period of the lease that Paradigm holds with the property owner which would typically be 3 to 5 years. The Cabinet were assured that the agreement between the Council and Paradigm would include trigger points for the Council to review the scheme with Paradigm after a certain number of properties had been procured. At each trigger point, the Council would decide whether or not to instruct Paradigm to procure additional PSLS properties.

Having recognised the need to provide an alternative source of temporary accommodation for South Bucks District Council in order to meet the demand from homeless households, the Cabinet accordingly

RESOLVED that

- 1) the implementation of a Private Sector Leasing Scheme by Paradigm Housing to deliver temporary accommodation to meet the Council's statutory homelessness duties be agreed;
- 2) delegated authority be given to the Head of Healthy Communities in consultation with the Portfolio Holder to enter into an Agreement with Paradigm Housing for the delivery of the Private Sector Leasing Scheme;
- 3) it be noted that Management Team has agreed an exemption from the Chiltern District Council and South Bucks District Council Contract Procedure Rules for the Agreement between the Council and Paradigm Housing for the delivery of the Private Sector Leasing Scheme; and
- 4) a further report be brought to Members in 12 months to update them on the progress of the scheme and its impact on the delivery of the Council's statutory homelessness duties. In addition to this report, regular updates to be provided at PAG meetings.

68. ENVIRONMENT**69. BEACONSFIELD COMMON LAND**

The Cabinet received a report which updated Members about the Council's legal responsibilities for the Common Land and Waste of the Manor land in Beaconsfield Old Town following detailed consideration by Environment PAG.

The Cabinet noted that the Common Land has been subject to a Scheme of Management (under the Commons Act 1899) by Beaconsfield Urban District Council since 1911. A new Scheme of Management 1984 was made by SBDC under Commons Scheme Regulations 1982. The common land, shown in Appendix A, is owned by Hall Barn Estates (HBE) and Bucks County Council (BCC). A clearer plan was prepared at the request of the PAG and was attached as appendix A. Copy of the Scheme was attached at Appendix B, with Byelaws (made in accordance with the Scheme and introduced in 1998) at Appendix C.

The Cabinet were advised that the land owners have historically called on South Bucks District Council to deal with all issues on the common land, and on the adjacent Waste of the Manor land. Following recent unsuccessful proposals to alter parking arrangements on the common land, and a need to limit Council expenditure and exposure to insurance risks, a review of the Council's legal responsibilities was carried out. This identified certain responsibilities in the Scheme that the Council should no longer carry out on common land and the Waste of the Manor. In particular the review highlighted the difference in legal effect between wording in the scheme i.e. 'may' or 'shall' undertake and clarified when the Council had a duty or obligation to undertake functions, as opposed to a discretion or power to do so.

With regards to recommendation 4 and the use of signage, the importance of ensuring that the signage would be appropriate and in keeping with the Conservation area was stressed.

Having considered the Council's legal responsibilities, the Cabinet accordingly

RESOLVED that

- 1) the Council changes its approach regarding the maintenance of the Beaconsfield Old Town Common Land by limiting its involvement only to ensuring that the land remains free from encroachment and no longer undertakes maintenance of areas of the Common Land that are owned by Bucks County Council and Hall Barn Estates;
- 2) the Council no longer undertakes works on the Waste of the Manor;
- 3) the Council communicates this change of approach to the landowners, Town Council and general public; and
- 4) authority to agree the wording of any appropriate signage, taking into account the conservation area status, on the Common Land be delegated to the Head of Environment in consultation with the Portfolio Holder for Environment.

70. PLANNING AND ECONOMIC DEVELOPMENT

71. RESPONSE TO THE CONSULTATION ON REVISED DRAFT AIRPORTS NATIONAL POLICY STATEMENT

Following the publication by the Government of a revised draft Airports National Policy Statement, the Cabinet received a report which examined the changes and proposed issues to be included in the response.

The Cabinet noted that earlier this year, the Government published a Draft National Policy Statement (NPS) for consultation together with a separate consultation on reforming UK airspace policy. The consultation document was supported by numerous background documents. This consultation closed on 25th May. The 70,000 consultations responses had been analysed and changes were proposed. In addition, since the previous consultation the government had updated its passenger demand forecasts and published the 2017 Air Quality Plan. The revised NPS was currently out to consultation, which would close on 19th December 2017. The revised NPS would be debated by Parliament in the spring and it was anticipated that the final decision would be taken in late spring.

The Cabinet were advised that once the NPS was approved as government policy this would form the planning policy for the Development Consent Order (effectively the planning application) which would be submitted by Heathrow Airport Ltd directly to the Planning Inspectorate and the examination that follows would be restricted to only assessing the extent the proposals meet the NPS. It was likely that the DCO would be submitted in 2019. In addition, Heathrow Airport Ltd would be going out to consultation on their initial scheme proposals early in the New Year.

Having considered the recommendation in the report, the Cabinet accordingly

RESOLVED that authority to respond to the consultation on the revised draft Airports National Policy Statement be delegated to the Director of Services in consultation with the Portfolio Holder.

72. ANY OTHER BUSINESS WHICH THE LEADER DECIDES IS URGENT

None.

73. 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 3 Information relating to the financial or business affairs of any particular persons (including the authority holding that information).

74. APPROVAL OF CONSILIO BUSINESS PLAN

The Cabinet received a report which sought approval for the business plan produced by Consilio Property Limited.

On 19 July 2017, the Council agreed to the establishment of a local authority trading company 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. Consilio Property Limited was subsequently registered on 15 September 2017. South Bucks District Council, as shareholder, was required to approve the Consilio Business Plan before Consilio could start trading.

In the discussion which followed, the Cabinet whilst in support of the Business Plan and recognising that it essentially dealt with the needs of the company in its initial period of operation, were of the opinion that a statement regarding contingency arrangements around material delays in securing dedicated professional resource and professional advisers should be added to the “Other Matters” section of the Business Plan.

Having considered the Consilio Business Plan, attached as Appendix A, the Cabinet accordingly

RESOLVED that

- 1) the Consilio Business Plan, as detailed in Appendix A, be approved with the addition of the statement in the “Other Matters” section of the Business Plan regarding contingency arrangements around material delays in securing dedicated professional resource and professional advisers; and
- 2) authority be delegated to the Director of Resources to agree minor changes to the Consilio Business Plan in consultation with the Leader of the Council.

75. PLANNING AND ECONOMIC DEVELOPMENT**76. HS2 WORK AND RESOURCING REPORT**

The Cabinet received a report which provided Members with an update on the work for the HS2 project and the resource forecast for this work. This covered the following areas:

- Colne Valley Regional Park Panel and the delivery of projects

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- Hillingdon Outdoor Activities Centre (HOAC) Relocation
- Hex Depot
- Environmental and Noise works
- Other works including the project management of the work on behalf of both Councils
- Local Authority update on resources implications.

Having considered the update set out in the report, the Cabinet accordingly

RESOLVED that

- 1) the current position regarding the Service Level Agreement and Funding Agreement between the Council and HS2 be noted; and
- 2) the existing budget for the project be retained for the duration of the project, and that £37,534 from the existing budget be rolled over to the end of the next calendar year to cover any project team costs not recovered from HS2. No new or additional funding was being sought.

77. **HEALTHY COMMUNITIES**

78. **PRIVATE SECTOR LEASING SCHEME - APPENDICES**

These appendices were considered in relation to item 67.

The meeting terminated at 7.09 pm

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SUBJECT:	<i>The Local Authority (Indemnities for Members and Officers) Order 2004</i>
REPORT OF:	<i>The Leader of the Council</i>
RESPONSIBLE OFFICER	<i>Director of Resources – Jim Burness</i>
REPORT AUTHOR	<i>Sue Markham – Principal Solicitor – sue.markham@southbucks.gov.uk – 01895 837326</i>
WARD/S AFFECTED	<i>N/A</i>

1. Purpose of Report

At their meeting on 13 December 2017, the Cabinet considered a proposal to extend the current indemnity provided for Members and Officers and made the following recommendations to Council:

RECOMMENDATIONS

1. **Pursuant to the Local Authority (Indemnities for Members and Officers) Order 2004, the Council agrees to indemnify Members and officers against any personal liability incurred when carrying out their duties, except in the cases of fraud or criminal acts.**
2. **The Head of Legal and Democratic Services be authorised to finalise the wording of the indemnity in consultation with the Director of Resources and the Leader of the Council.**

2. Reasons for Recommendations

To ensure that Council Members and officers are protected from any personal liability when carrying out their duties.

3. Content of Report

3.1 Under the Local Authority (Indemnities for Members and Officers) Order 2004, authorities have power to indemnify Members and officers in circumstances, including where:

3.1.1 They are carrying out any function at the request, with the approval, or for the purposes, of the authority; and

3.1.2 They are carrying out any function at the request, or with the approval, of the authority but acting in capacities other than as Members or officers of the authority. An example of this would be where a Member or officer acts as a director of a company at the request of the authority and is, therefore, acting in the capacity of a director.

3.2 When Bucks Advantage was formed in 2013, the Council resolved to indemnify Members and officers representing the Council on the company. Now that the Council has established a property company, Consilio Property Limited, and is likely to be involved in an increasing number of similar initiatives in the future, it is recommended that the indemnity is widened to give a general indemnity rather than seeking specific indemnities for particular activities.

4. Consultation

Not Applicable

5. Options (if any)

The option of considering separate requests for indemnities in relation to specific activities is not recommended.

7. Corporate Implications

6.1 Financial - There are no direct financial implications resulting from this report. If, however, the Council agrees to put in place the recommended indemnity, it will commit the Council to the payment of costs involved in the defence of proceedings against a Member or officer (limited to those which are reasonable and necessary).

6.2 .Legal - Under The Local Authorities (Indemnities for Members and Officers) Order 2004 the Council is empowered to offer an indemnity for Members and officers as proposed in this report.

8. Links to Council Policy Objectives

This recommendation supports the Policy Objective of Delivering cost- effective, customer focused services by optimising the effectiveness of our resources and assets.

9. Next Step

The precise wording of the indemnity will be finalised as set out in the recommendations.

Background Papers:	None
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CABINET (SBDC)**Meeting - 7 February 2018**

Present: N Naylor, J Read, B Gibbs, P Kelly, D Smith and L Sullivan

79. MINUTES

The minutes of the meeting of Cabinet held on 13 December 2017 were agreed and signed by the Cabinet Leader as a correct record.

80. DECLARATIONS OF INTEREST

There were no declarations of interest.

81. 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.

RESOLVED that the 28 Day Notice and Forward Plan be noted.

82. REVENUE BUDGET & COUNCIL TAX 2018/19

Cabinet received a report which provided information affecting the Council's revenue budget for 2018/19 in order for the Cabinet to make recommendations to Council on 27 February regarding the Council's budget and council tax for 2018/19.

The report was divided into 5 Sections as follows:

- Section A - Financial Context and Base Budget position
- Section B - Investment Income, Borrowings 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 - Chief Financial Officer Report
- Appendix B - Budget Sensitivity Analysis
- Appendix C - Fees and charges for 2018/19
- Appendix D - Farnham Park Trust Budgets 2018/19

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 2018/19:

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	2014/15 £'000	2015/16 £'000	2016/17 £'000	2017/18 £'000	2018/19 £'000
Business Rate Baseline	11,701	11,925	12,024	11,712	12,200
Business Rate Tariff	-10,716	-10,921	-11,012	-10,680	-11,136
Baseline Need	985	1,004	1,012	1,032	1,064
Revenue Support Grant	1,161	871	436	57	0
Transitional Grant	0	0	80	80	0
Total	2,146	1,875	1,528	1,169	1,064
Year on Year Change (£k)		-271	-347	-359	-105
Year on Year Change (%)		-13%	-19%	-23%	-9%

Section B explained that the Council's Treasury Management Strategy for 2018/19 aims to deliver an investment income for 2018/19 of £150k. This was a significant reduction on historic figures due to the Council's strategic decision to undertake prudential borrowing as part of the funding strategy for its Capital Strategy and Medium Term Financial Strategy.

Section C set out the amendments to the draft budget made since the December Cabinet meeting and the overall effect of these changes was summarised in a table in paragraph 4.13 of the report. The Budget Requirement of £7,398k would result in a council tax increase of £5 (3.3%) which was the maximum permitted for the Council by the Government. The draft budget proposes using earmarked reserves as follows:

- Local Development Document (LDD) reserve, £392,651. This was to fund the estimated costs in 2018/19 of progressing the joint Local Plan (£248,700), the estimated cost of investigating setting up a Community Infrastructure Levy (£42,042), costs associated with the shared service implementation (£32,991) and Planning Digitalisation costs (£68,918).
- National Infrastructure Reserve, £5,000
- Economic Development Reserve, £42,000

The proposed 2018/19 budget did not require any use of the General Reserve which was an improvement on the position reported to Cabinet in December.

In connection with Section D, the Cabinet's attention was drawn to the key principles of the Medium Term Financial Strategy. The table in paragraph 4.20 set out the current Medium Term Financial projections which showed a future funding gap for the Authority that would need to be addressed from 2019/20 onwards. The Cabinet noted the importance of ensuring that officers and members work together to review the Medium Term Financial Strategy and the proposed savings within it before the detailed budget work for 2019/20 commences, in order to address the current forecast gap. The Cabinet welcomed the setting up of an Overview and Scrutiny Task and Finish Group to consider the Medium Term Financial Strategy and savings options.

The Cabinet congratulated the Director of Resources and the Finance Team for setting a budget which does not require any use of the General Reserve and thanked the team for all their hard work.

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

RECOMMENDED to Full Council that

- 1) the Revenue budget for 2018/19 as summarised in the table in paragraph 4.13 be approved.
- 2) the following use of earmarked reserves for 2018/19 be agreed.
 - Local Development Plan, £393k
 - Economic Development Reserve, £42k
- 3) a budget requirement of £7,398k, which will result in a District council tax of £158.00 for a Band D property be approved.
- 4) the level of fees and charges for 2018/19 as set out in Appendix C be confirmed.
- 5) the advice of the Director of Resources as set out in Appendix A be noted.
- 6) the comments in the report on the Council's financial position in respect of the years following 2018/19 and the updated Medium Term Forecast be noted.
- 7) the revenue and capital budgets for 2018/19 for the Farnham Park Trust as summarised in Appendix D 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 27th February, 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.

83. **CAPITAL STRATEGY AND CAPITAL PROGRAMME 2018/19 TO 2022/23**

The Cabinet considered a report on the Capital Strategy and proposed Capital Programme for 2018/19-2022/23.

As part of the Council's budget process, the Capital Programme is reviewed in order to assess, as part of the overall financial strategy of the Authority, what the scale and composition of the programme should be and the consequential funding implications for the financial strategy. In recent years decisions have been undertaken to embark on a number of significant capital projects. These projects have changed the scale and composition of the capital programme, creating the need to finance these projects from borrowing.

After indicating its support for the Capital Strategy and proposed Capital Programme as set out in Appendix A, the Cabinet

RECOMMENDED to Full Council that the Capital Strategy including the Capital Programme for 2018/19-2022/23 as set out in appendix A be approved.

84. **REPORT OF THE PORTFOLIO HOLDER FOR RESOURCES**

(a) Treasury Management Strategy 2018/19

The Cabinet received a report on the Treasury Management Strategy for 2018/2019 and related policies and were asked to consider whether to recommend to Council that the strategy and associated policies be adopted.

The Council was required to formally review its treasury management policies each year as part of determining what level of returns will be achieved from investments. In line with Government guidance, security of investments would be prioritised over liquidity and returns. The format of the treasury management policies was defined by the Code of Practice adopted by the Council, and was required to be approved by the Council on recommendation from the Cabinet.

The treasury management policies underpin the strategy for the year in question, which seek to achieve a level of investment return and efficiently manage any borrowing. The Cabinet were advised that external borrowing which was planned in 2017/18 to facilitate a major capital project would not be required. However, in order to facilitate the planned capital programme in 2018/19 it would be necessary to borrow funds, and this would be in accordance with the Capital Strategy. The Council has been debt free for many years so this would represent a substantial change in approach.

After indicating its support for the Treasury Management Strategy and associated policies, the Cabinet

RECOMMENDED to Full Council that the Treasury Management Strategy 2018/19 and associated policies 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 2018/19

85. **SERVICE PLAN SUMMARIES 2018-19**

The Cabinet received a report which provided a summary of the service plans produced by service areas within the Council.

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 aims to deliver for 2018-19. 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.

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The Cabinet were advised that this year in order to ensure that the Service Planning process had been more robust than in previous years, the internal consultation process had been extended to include all managers within service areas, plus other staff as appropriate, prior to sign-off from Heads of Service. This process would continue to be refined in coming years.

The Cabinet noted the improvements which were due to be made to the format of how these service plans were to be presented in the future.

RESOLVED that the report be noted.

86. PERFORMANCE REPORT QUARTER 2 2017-18

The Cabinet received a report outlining performance of council services against indicators and service objectives during Quarter 2 of 2017-18.

Members noted from the report that of the total 48 PIs, 2 were seen to be off target (one of these was a priority PI) with further details of these within the two detailed performance tables accompanying the report:

- Appendix A – Priority indicators Q2 2017-18
- Appendix B – Quarterly corporate performance indicators Q2 2017-18

The Cabinet discussed the continuing issue of temporary accommodation and long term sickness absence. With regards to long term sickness absence, the Cabinet were reassured that all long-term absence was being managed by managers, with HR support, alongside occupational health. It was also being closely monitored by the Joint Staffing Committee.

The Chief Executive agreed to report back to Cabinet Members with more information as to why the number of complaints received (cumulative, quarterly) in Business Support and Customer Services was over the target of 40.

RESOLVED that the report be noted.

87. NATIONAL INFRASTRUCTURE COMMISSION, THE OXFORD - MILTON KEYNES - CAMBRIDGE CORRIDOR

The Cabinet considered a report which set out the proposal to establish a Growth Board for the Central Area which would contribute to the wider economic ambitions for the Oxford – Milton Keynes – Cambridge corridor. Cabinet were also asked to consider whether the Council should play an active role in the Growth Board.

The report set out the reasons for the establishment of a Growth Board for the Central Area, with the draft terms of reference for the Board attached as appendix 1 to the report. The report also set out the current position with regards to the whole corridor (Oxford – Milton Keynes – Cambridge) and the Bucks Growth Strategy.

The Cabinet were advised that the recommendations in the report were the preferred way forward as this would place the Council at the heart of the decision making and influence

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regarding future growth strategies for the area and would also enable the Councils to have an influence on future proposals to Government for investment in essential infrastructure.

Having considered the recommendations in the report, the Cabinet

RESOLVED that

- 1) a Central Area Growth Board in the form of a Joint Committee be established and that it be agreed to work with partners with the aim of accelerating and increasing growth and securing investment in infrastructure across the area;
- 2) that the draft Terms of Reference for the Central Area Growth Board, attached as Appendix 1, be agreed and the Director of Services be authorised in consultation with the Leader to agree any final wording;
- 3) that pursuant to s101 (5) and 102 of the Local Government Act 1972, s9EB of the Local Government Act 2000 and (where applicable) to the Local Authorities (Arrangement for the Discharge of Functions) (England) Regulations 2012, the Council agrees to participate in the Central Area Growth Board Joint Committee and to delegate its executive functions in so far as they relate to accelerating and increasing growth and securing investment in infrastructure across the Central Area;
- 4) that the Leader, or another member of the Cabinet nominated by the Leader, be the representative for the Council at future meetings of the Growth Board; and
- 5) that the current position with regards to the whole corridor (Oxford – Milton Keynes – Cambridge) and the Bucks Growth Strategy be noted.

88. CUSTOMER SERVICES AND BUSINESS SUPPORT

There were no reports to consider under this portfolio.

89. ENVIRONMENT**90. SOUTH BUCKS CAR PARKS REVIEW**

The Cabinet received a report which asked Members to consider options for amending the off street parking in the District.

There was a requirement to regularly review the car park estate to ensure the parking supply, along with restrictions and associated tariffs, continually support the local community. To enable the car parks to continue to be effectively managed and to provide investment for future car park development, a number of recommendations had been set out in the report along with the reasons for these recommendations.

The Cabinet were advised that if the proposals were agreed, a public consultation would commence with notices being published in the local press/car parks. Notices would also be sent to Bucks County Council as the highway authority, Thames Valley Police, and affected Town and Parish Councils, who would also have the opportunity to make comments and/or objections.

The Cabinet were advised that Members of the Policy Advisory Group, at the PAG meeting on 31 January, had been in support of the recommendations set out in the report. If agreed by

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Cabinet the schedule of fees and charges that is part of the budget papers will be updated accordingly.

The Cabinet thanked Julie Rushton, Parking Manager, and the Car Parking Team for all the hard work that they have carried out on this review.

RESOLVED

- 1) to proceed with the following:

Beaconsfield

- a) Amend the 8 hour tariff across all Beaconsfield car parks to 9 hours.

Gerrards Cross:

- b) Introduce a 9hr tariff on Packhorse Road and Station Road car parks.

All Car Parks (proposed for 2018/19)

- c) Introduce new car park charges as outlined in Appendix A.
- d) Restrict season tickets to residents, local businesses and local workers.
- e) Increase season ticket prices for Burnham and Farnham Common to maintain daily charge versus season ticket cost ratio.
- f) Amend season ticket refunds so the higher charge is applicable and return full calendar months only.
- 2) that the Head of Environment be authorised to publish the necessary statutory Notice of proposed Amendments to the Off Street Parking Places Order;
- 3) that, if no valid objections are received in response to publication of the Notice, the Director of Services be authorised to make and publicise the necessary Amendment Order.
- 4) that if valid objections are received in response to publication of the Notice, the Director of Services be authorised to deal with any such objections after consultation with the Portfolio Holder and to make and publicise the necessary Amendment Order with or without modifications as considered appropriate.

91. LITTLEWORTH COMMON OWNERSHIP UPDATE

The Cabinet received a report which sought approval to acquire land at Littleworth Common following consideration by the Environment and Resources Policy Advisory Groups.

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The Cabinet were advised that the Council currently did not own the land at Littleworth Common but manages it on behalf of the current owner under an adopted Scheme of Management. The site is a Site of Special Scientific interest (SSSI) so Natural England has specific requirements about the way that the site is managed. The current owners have no working interest in the site and have agreed to transfer the site to South Bucks District Council at no cost to guarantee the future of the site. Following confirmation that ownership of the Common has been formally registered at HM Land Registry, the proposed acquisition was supported by the Environment PAG and Resources PAG.

The Cabinet thanked the officers from Environment and Legal Services for all their work on this matter and accordingly

RESOLVED that the Council takes a transfer of the freehold ownership of Littleworth Common shown edged black on the plan attached to the report and that final agreement of the transfer terms be delegated to the Head of Environment in consultation with the Head of Legal and Democratic Services.

92. **HEALTHY COMMUNITIES**

93. **REDEVELOPMENT OF FORMER GERRARDS CROSS POLICE STATION SITE**

The Cabinet received a report which provided Members with an update on the current position regarding the redevelopment of the former Gerrards Cross Police Station site and that set out the draft business case for the proposed redevelopment of the former Police Station site in Gerrards Cross to deliver 34 rented apartments.

Cabinet were advised that the current expenditure to progress the project to date was £352,000. The site was purchased for £4M. An estimated £8,529,286 of additional investment was required to progress the project based on the recommended brick and block cavity construction. It was proposed that the project be financed using a fixed rate loan from the Public Works Load Board. The annual net rental income was estimated to be £297,125. The final business case would be subject to Cabinet approval at a later meeting.

The Cabinet noted that Members of the Healthy Communities and Resources PAG, who held a joint meeting on 29th January to discuss the matter, had expressed concern with the difference in the build cost from initial estimates and that these seemed to be at the high end for such developments, and had requested that the overall cost per square metre should be reviewed.

RESOLVED that the current position and draft business case be noted.

94. **PLANNING AND ECONOMIC DEVELOPMENT**

95. **STATEMENT OF COMMUNITY INVOLVEMENT**

The Cabinet received a report regarding the Statement of Community Involvement (SCI). Members were aware that the Government signalled its intent to legislate to require local plans to be regularly reviewed in last year's White Paper 'Fixing our broken housing market'. The purpose of this report was to explain the implications of the Government's intentions

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connected with the above for statements of community involvement and implications for the Council's SCI.

It was noted that Local planning authorities were required to publish a document called a Statement of Community Involvement (SCI). The SCI set out the minimum requirements of how councils would involve the public and interested parties in their planning policy formulation. It also sets out how councils would involve the public in the determination process for major planning applications.

The Cabinet were advised that the SCI was not part of the existing delegation by Cabinet to the Joint Committee on issues relating to the Local Plan. As such the report recommended that powers related to the SCI and other joint planning policy related matters be added to the delegated powers to Joint Committee as part of Shared Service and decision making arrangements.

The Cabinet noted that the Policy Advisory Group, at its meeting on 1st February, were in support of the recommendations in the report.

Having considered the recommendations set out in the report, the Cabinet

RESOLVED that

- 1) the production of a joint Statement of Community Involvement as part of the Chiltern and South Bucks Planning and Economic Development Shared Service arrangements be agreed;
- 2) authority be delegated to the Director of Services (in the absence of a permanent Head of Planning and Economic Development), in agreement with the Cabinet Member for Planning and Economic Development to prepare and publish a joint Statement of Community Involvement for Chiltern and South Bucks District Councils based on the issues set out in the report; and
- 3) the Local Development Scheme be amended by the insertion of a timetable specifically covering the update and review of the Statement of Community Involvement and that authority be delegated to the Director of Services, in the absence of a permanent Head of Planning and Economic Development, to determine and amend as necessary the timetable.

And further

RECOMMENDED to Full Council that the powers delegated to the Joint Committee by the Inter Authority Agreement be extended to include updates to the Statement of Community Involvement (after Recommendation 1 above has been implemented), Community Infrastructure Levy and other Planning Policy matters considered relevant to the Joint Committee under the Shared Service arrangements.

96. **COMMUNITY INFRASTRUCTURE LEVY TIMETABLE**

The Cabinet received a report which recommended a revised timetable for the introduction of a Community Infrastructure Levy (CIL), following announcements in the Housing White Paper and the Autumn Budget.

Cabinet were advised that the Community Infrastructure Levy allowed Local Authorities to raise funds from development in order to deliver infrastructure to support development in their area. There had been uncertainty as to the future of the Community Infrastructure Levy system nationally, however following an announcement in the Autumn Budget it was clear that there were no plans to replace it, therefore the implementation of Community Infrastructure Levy in Chiltern and South Bucks Districts could be resumed.

The Cabinet noted that the Policy Advisory Group, at its meeting on 1st February, were in support of the recommendation in the report.

Having considered the recommendation in the report, the Cabinet

RESOLVED that a timetable as part of the Local Development Scheme for the preparation of the necessary Community Infrastructure Levy Documents, as set out in Appendix 1 to this report, be published.

97. **EXEMPTION TO CONTRACTS PROCEDURE RULES - INSTRUCTING COUNSEL AND EXPERT ADVISERS**

The Cabinet received a report which informed Members of an exemption to the Contracts Procedure Rules which had been granted by Management Team to permit Counsel (Mr Simon Bird QC) and Expert Advisers to be instructed as required on behalf of the Council regarding the proposed redevelopment at Wilton Park, Beaconsfield, HP9 2RL.

In order to comply with the Contracts Procedure Rules, exemptions authorised by Management Team must be reported to the next appropriate Cabinet Meeting.

The report set out the details of the exemption and the reasons why it had been agreed by Management Team.

RESOLVED that it be noted that Management Team has agreed an Exemption to the Contracts Procedure Rules, to permit Counsel (Mr Simon Bird QC) and Expert Advisers to be instructed as required on behalf of the Council regarding the proposed redevelopment at Wilton Park, Beaconsfield, HP9 2RL.

98. **RESOURCES**

There were no other part I reports to consider under this portfolio.

99. **POLICY ADVISORY GROUP MINUTES**

The Cabinet received the minutes of the following Policy Advisory Group (PAGs) meetings:

Customer and Business Support PAG	20 November 2017
Environment PAG	20 November 2017
Healthy Communities PAG	30 November 2017
Planning and Economic Development PAG	30 November 2017

Resources PAG

7 December 2017

100. ANY OTHER BUSINESS WHICH THE LEADER DECIDES IS URGENT

None.

101. 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 3 Information relating to the financial or business affairs of any particular persons (including the authority holding that information).

Paragraph 5 Information in respect of which a claim to legal professional privilege could be maintained in legal proceedings.

102. REVENUE BUDGET & COUNCIL TAX 2018/19 - APPENDIX D FARNHAM PARK TRUST BUDGETS 2018/19 FEES AND CHARGES PART II

This appendix was considered in relation to minute item 82.

103. HEALTHY COMMUNITIES AND RESOURCES PART II**104. REDEVELOPMENT OF FORMER GERRARDS CROSS POLICE STATION SITE - CONFIDENTIAL APPENDIX**

This appendix was considered in relation to minute item 93.

105. PLANNING AND ECONOMIC DEVELOPMENT PART II**106. MEMORANDUM OF UNDERSTANDING WITH HEATHROW AIRPORT LTD**

The Cabinet received a report which asked Members to consider whether to delegate authority to the Chief Executive, in consultation with the Head of Legal Services to agree the terms of the proposed Memorandum of Understanding between the Council and Heathrow Airport Ltd.

The Cabinet were advised that, following their selection as the Government's preferred scheme for meeting the need for additional runway capacity in the South East, Heathrow Airport Ltd were agreeing Memorandums of Understanding with host authorities which would last for approximately two years. These Memorandums guarantee that Heathrow would work in partnership with host authorities towards joint interests. The issues covered included noise mitigation, improved transport links, landscape enhancements and limits to the impact on local ecology and air quality.

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The Cabinet noted that the Policy Advisory Group, at its meeting on 1st February, were in support of the recommendation in the report.

The Cabinet thanked Jane Griffin, Principal Planner Officer Policy, for all the work she has done in securing the Memorandum.

RESOLVED that authority be delegated to the Chief Executive, in consultation with the Head of Legal Services to agree the terms of the proposed Memorandum of Understanding between the Council and Heathrow Airport Ltd and such variations as may be required to reflect changes in circumstances as referred to in the report.

The meeting terminated at 6.50 pm

SUBJECT:	BUDGET & COUNCIL TAX REPORT 2018/19
REPORT OF:	Leader of the Council
RESPONSIBLE OFFICER	Director of Resources
REPORT AUTHOR	Jim Burness (jim.burness@southbucks.gov.uk)
WARD(s) AFFECTED	All

1. Purpose of Report

- 1.1 This report provides information affecting the Council's revenue budget for 2018/19 in order for the Cabinet to make recommendations to Council on 27th February regarding the Council's budget and council tax for 2018/19.

RECOMMENDATIONS

Revenue Budget 2018/19

1. **Approve the Revenue budget for 2018/19 as summarised in the table in paragraph 4.13 and recommend this to Council.**
2. **Agree the following use of earmarked reserves for 2018/19.**

- Local Development Plan	£393k
- Economic Development Reserve	£42k
3. **Approve a budget requirement of £7,398k, which will result in a District council tax of £158.00 for a Band D property.**
4. **Confirm the level of fees and charges for 2018/19 (Appendix C).**
5. **Note the advice of the Director of Resources (Appendix A).**

Setting the Council Tax

6. **Agree that this report be made available to all Members of the Council in advance of the Council Tax setting meeting on 27th February, and a final report is produced for the Council meeting incorporating the information from preceptors, and the final decisions of the Cabinet on the budget.**

Medium Term Financial Strategy

- 7 **To note the comments in the report on the Council's financial position in respect of the years following 2018/19 and the updated Medium Term Forecast.**

Farnham Park Trust

8 Agree to recommend to Council the revenue and capital budgets for 2018/19 summarised in Appendix D.

2. Executive Summary

- 2.1 It is the responsibility of the Cabinet to prepare a revenue budget for approval by the Council which will form the basis of setting the council tax. It also outlines the main issues affecting the Council's future financial position, as it is prudent to consider not just a single financial year in isolation.

3. Reason for Recommendations

- 3.1 The Cabinet is required to recommend to Council a budget as the basis of setting the District element of the council tax. The information within the report will be the basis for the whole Council taking the decisions on the council tax, and this is why the report will be made available to all members.
- 3.2 When considering its budget the Council needs to be mindful of the medium term financial position, and this is covered within this report.

4. Information

- 4.1 This report is divided into a number of sections that as a whole cover the various elements that need to be considered when setting the Council's budget for the coming year and the council tax for the District. Based on consideration of the information in the report the Cabinet needs to make recommendations to the Council meeting in February where the council tax, including the element relating to preceptors, will be decided.

Contents of Report

Section A	Financial Context and Base Budget position
Section B	Investment Income, Borrowings and Grants
Section C	Budget Requirement and Council Tax Issues
Section D	Medium Term Financial Strategy Update
Section E	Advice of Director of Resources

Section A - Financial Context and Base Budget position

4.2 On 13th December Cabinet considered the budget position in the light of the funding position facing the Council in the coming years, and agreed a draft budget. The draft Portfolio budgets had been considered by the Policy Advisory Groups. The budgets included no unavoidable expenditure, but take into account savings expected to arise from the joint working with Chiltern DC. The overall approach also aimed to follow the objectives of the Medium Term Financial Strategy of balancing income and expenditure and strengthening the Council's financial position, that had been agreed by Member in Autumn 2016.

4.3 On 19th December the Government announced the provisional Local Authorities financial settlement for 2018/19.

4.4 For South Bucks the following table shows the key figures for 2018/19.

	2014/15 £'000	2015/16 £'000	2016/17 £'000	2017/18 £'000	2018/19 £'000
Business Rate Baseline	11,701	11,925	12,024	11,712	12,200
Business Rate Tariff	-10,716	-10,921	-11,012	-10,680	-11,136
Baseline Need	985	1,004	1,012	1,032	1,064
Revenue Support Grant	1,161	871	436	57	0
Transitional Grant	0	0	80	80	0
Total	2,146	1,875	1,528	1,169	1,064
Year on Year Change (£k)		-271	-347	-359	-105
Year on Year Change (%)		-13%	-19%	-23%	-9%

4.5 The table illustrates the continuing reduction in funding to the Council that had been anticipated on the basis of the Council having accepted the Government's offer of a 4 Year confirmed funding arrangement.

4.6 Funding reductions will continue in future years. In particular current indications are that in 2019/20 SBDC will be subject to an additional tariff payment "negative RSG" of £414k. This is due to the fact that in the funding system South Bucks is seen as a low needs and high resource authority.

4.7 The Business Rate Baseline represents the Government's estimate of the amount of business rates it anticipates the Council will collect and retain. However income from Business Rates can be materially affected by appeals lodged by businesses with the Valuation Office. Successful appeals will reduce the business rates collectable.

4.8 Growth in business rates above the Baseline are subject to a 50% levy, with the levy being additional payments to the Government. The amount of the levy can be reduced if groups of authorities pool their business rates and payments to the Government. As South Bucks and two other Bucks Districts, Chiltern and Aylesbury Vale, expect to have business rate growth,

they formed a pool for 2016/17 and 2017/18 in order to retain more of the growth¹, and will be continuing this in 2018/19.

Section B – Investment Income, Borrowings and Grants

- 4.9 The Council's Treasury Management Strategy for 2018/19 which is being recommended to Cabinet following consideration by the Resources PAG, sets out the approach aiming to deliver investment income for 2018/19 of £150k. This is a significant reduction on historic figures and reflects the Council's strategic decision to undertake prudential borrowing as part of the funding strategy for its Capital Strategy and Medium Term Financial Strategy². The Council will therefore see a reduction in the level of cash available for external investment.
- 4.10 An important source of grant funding for the Authority is the New Homes Grant that rewards authorities for each new home by providing a grant equivalent to the national average Band D council tax for a number of years following completion of the property. The cumulative funding the Council will receive in 2018/19 from this source is £556k, a reduction on the current year of £207k.
- 4.11 This reduction is because the Government has made a number of changes to the New Homes Grant system as follows:
- The number of years that the reward is paid for is reducing (6 years in 2016/17, 5 years in 2017/18 and 4 years from 2018/19).
 - Introduced a minimum baseline for housing growth numbers of 0.4%. Grant is only received for growth above this baseline. For South Bucks this baseline is approximately 140 units.

Section C – Budget Requirement and Council Tax Issues

- 4.12 Since the December Cabinet meeting there have been a few amendments to the draft budget as detailed in the table below:

Budget Changes	£'000
Increase in pay bill due to payrise now being estimated at 2%	54
Reduction in external audit charge	-11
20% increase in planning fees	-124
Saving on grounds maintenance costs from new contract	-33
Additional car parking income	-73
Reduction in support charge to South Bucks Country Park	-27
Loss of Northgate rent at end of contract absorbed as part of bringing service in-house	-26
Creation of a new Economic Development Team. The cost to be shared between CDC and SBDC, with the SBDC cost being met from the	42

¹ Report to Cabinet October 2015

² Report to Cabinet/Council October 2016

Budget Changes	£'000
Economic Development Reserve (£42k). See Joint Staffing Committee papers 18 th January.	
Other minor changes	-2
Change in Net Cost of Services	-200

4.13 The overall effect of these changes is summarised in the following table. The Budget Requirement of £7,398k will result in a council tax increase of £5 (3.3%) which is the maximum permitted for the Council by the Government.

Revenue Budget 2018/19	Cabinet report 13 Dec 17 £'000	Changes (see above) £'000	Current Figures £'000
Customer Services & Business Support	1,224	-7	1,217
Environment	1,811	-101	1,710
Healthy Communities	1,258	10	1,268
Planning & Economic Development	932	-66	866
Resources	2,770	-36	2,734
Net Cost of Services	7,995	-200	7,795
Investment Income	-150		-150
Notional Interest on Capswood	193		193
Borrowing costs – Now capitalised ³	217	-217	-
Use of Earmarked Reserves			
- LDD - LDF Cost – Estimate reviewed in line with spend	-336	87	-249
- LDD – CIL	-50	8	-42
- LDD – Shared Service Implementation	-33		-33
- LDD – Planning Digitalisation	-69		-69
- National Infrastructure Reserve	-5		-5
- Use of General Reserve	-221	221	-
- Economic Development Reserve	-	-42	-42
Budget Requirement	7,541	-143	7,398
Business Rates – Baseline	-1,061	-3	-1,064
Business Rates - Growth	-500		-500
RSG	0		0
New Homes Grant	-763	207	-556
Other Govt Grants	-20	-65	-85
C/Tax Collection Fund Surplus	-30	4	-26
Precept on Collection Fund	5,167	-	5,167

4.14 The draft budget proposes using earmarked reserves as follows:

³ Interest costs during construction phase of capital projects can be capitalised and financed over the asset life.

- Local Development Document (LDD) reserve, £392,651. This is to fund the estimated costs in 2018/19 of progressing the joint Local Plan (£248,700), the estimated cost of investigating setting up a Community Infrastructure Levy (£42,042), costs associated with the shared service implementation (£32,991) and Planning Digitalisation costs (£68,918).
 - National Infrastructure Reserve £5,000
 - Economic Development Reserve £42,000.
- 4.15 The proposed 2018/19 budget does not require any use of the General Reserve. This is an improvement on the position reported to Cabinet in December.
- 4.16 The draft budget has been discussed at the Overview & Scrutiny Committee and any comments received will be made known to members at the meeting.
- 4.17 The latest budget monitoring information shows that the forecast level of General reserves at the end of the current financial year to be £2.0m. Section E of the report contains the Director of Resources advice on the level of reserves.
- 4.18 Appendix C contains the schedule of the proposed fees & charges for the 2018/19 budget.

Section D – Medium Term Financial Strategy

- 4.19 The Council's medium term financial strategy which underpins the specific decisions taken on the budget, sets out show how the Council's corporate aims can be progressed within the likely level of resources available to the Council. The key principles of the Strategy are.
- The matching of expenditure and income in the medium term
 - Optimising the use of Council assets to deliver or help finance Council priorities
 - Aligning new expenditure to key Council priorities and to continue to provide value for money
 - Having in place sound financial processes to control and monitor expenditure
 - Awareness of the financial risks facing the Authority and using this to inform the Authority's level of financial reserves.

4.20 The following table sets out the current Medium Term Financial projections.

	2018/19 BUDGET	2019/20 BUDGET	2020/21 BUDGET	2021/22 BUDGET	2022/23 BUDGET	2023/24 BUDGET	2024/25 BUDGET
	£'000	£'000	£'000	£'000	£'000	£'000	£'000
Income							
Non Domestic Rates (NDR) - Baseline	(1,064)	(1,096)	(1,129)	(1,163)	(1,198)	(1,234)	(1,271)
Non Domestic Rates (NDR) - Growth	(500)	(600)	(600)	(600)	(600)	(600)	(600)
New Homes Grant	(556)	(513)	(568)	(672)	(812)	(745)	(678)
General Grants - Other	(85)	0	0	0	0	0	0
Tariff / Top Up Adjustment	0	414	414	514	614	714	714
Interest & Investment Income Receivable	(150)	(100)	(50)	(50)	(50)	(50)	(50)
Collection fund (surplus)/deficit - Council Tax	(26)	0	0	0	0	0	0
	(2,381)	(1,895)	(1,933)	(1,971)	(2,046)	(1,915)	(1,885)

Service Expenditure	7,795	7,951	8,110	8,272	8,437	8,606	8,778
New Pressures							
Additional Pension Deficit Contribution	0	25	52	102	152	202	252
Council Elections - Fund from Reserves	0	70	0	0	0	70	0
Waste retender - Procurement Costs	0	0	75	75	0	0	0
Waste retender - Cost Change	0	0	0	0	0	0	0
Infrastructure Mitigation (ie HS2)	0	0	0	0	0	0	0
New Savings							
Planning Shared Service	0	(86)	(114)	(114)	(114)	(114)	(114)
Increased income from car parks	0	(90)	(90)	(90)	(90)	(90)	(90)
Increase income GX Car Park	0	0	0	0	0	0	0
Increased income from planning fees	0	0	0	0	0	0	0
Revs & Benefits - End of Northgate contract	0	0	0	0	0	0	0

	2018/19 BUDGET	2019/20 BUDGET	2020/21 BUDGET	2021/22 BUDGET	2022/23 BUDGET	2023/24 BUDGET	2024/25 BUDGET
	£'000	£'000	£'000	£'000	£'000	£'000	£'000
Phase 3 Stronger in Partnership Savings	0	(200)	(250)	(250)	(250)	(250)	(250)
Net additional income from Police Site	0	0	(129)	(276)	(285)	(285)	(285)
Net additional income from New Projects	0	0	(300)	(400)	(500)	(500)	(500)
	7,795	7,670	7,354	7,319	7,350	7,639	7,791

Other Expenditure							
Notional Interest Payable - Capswood	193	174	154	132	110	86	60
Borrowing Costs - Interest	0	161	640	840	915	965	965
Borrowing Costs - MRP Repayment (40 years)	0	131	415	654	695	745	745
	193	466	1,209	1,626	1,720	1,796	1,770

Contributions to / (from) Reserves							
Contribution to / (from) LDF Fund	(393)	(343)	(243)	(243)	(243)	(243)	(243)
Contribution to / (from) Economic Dev	(42)	(42)	0	0	0	0	0
Contribution to / (from) specific reserves	(5)	0	0	0	0	0	0
Contribution to / (from) general reserves	0	(70)	(75)	(75)	0	(70)	0
	(440)	(455)	(318)	(318)	(243)	(313)	(243)

Precept Required	5,167	5,786	6,312	6,656	6,781	7,207	7,433
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COUNCIL TAX CALCULATION							
Tax base	32,703	33,003	33,303	33,603	33,953	34,203	34,453
Tax Rate (Band D)	158.00	163.00	168.00	173.00	178.00	183.00	188.00
Precept Collectable	5,167	5,379	5,595	5,813	6,044	6,259	6,477

	2018/19 BUDGET	2019/20 BUDGET	2020/21 BUDGET	2021/22 BUDGET	2022/23 BUDGET	2023/24 BUDGET	2024/25 BUDGET
	£'000	£'000	£'000	£'000	£'000	£'000	£'000
Savings Required	0	(407)	(717)	(843)	(737)	(948)	(956)

- 4.21 This shows a future funding gap for the Authority that needs to be addressed from 2019/20 onwards.
- 4.22 The Medium Term Financial Strategy identifies that the future funding gap will be addressed by a combination of:
- Maximising the return from the investment in income generating projects.
 - Optimise the major income streams by minimising costs and overheads, and having appropriate charging strategies.
 - Improve efficiency through the Stronger in Partnership Programme.
- 4.23 It is important that officers and members work together to review the Medium Term Financial Strategy and the proposed savings within it before the detailed budget work for 2019/20 commences, in order to address the current forecast gap.
- 4.24 Furthermore as council tax becomes increasing the main source of funding for the Council that it can influence, decisions on the level of the tax become important to the Council's medium term financial strategy.

Section E – Advice of Director of Resources

- 4.25 The detailed advice of the Director of Resources as the Authority's statutory financial officer is set out in Appendix A. In summary the key points of the advice are as follows.
- The estimates for 2018/19 have been prepared in a thorough and professional manner.
 - The key budget risks and sensitivities have been identified.
 - The main financial risks to the Council for the coming year have been assessed as follows.
 - Shortfall on income targets, (See Appendix B Sensitivity Analysis).
 - The cost of major planning inquiries, enforcement actions or responding to national infrastructure proposals that impact on the area.
 - The costs of temporary accommodation, and supporting solutions to the temporary accommodation issue.
 - Letting income for the Capswood offices
- Specific earmarked reserves exist to cover some of these matters.
- 4.26 The suggested prudent level of general reserves for 2018/19 is £910k.
- 4.27 In the medium term the Authority will continue to face risks in delivering its corporate plan objectives in the context of the continuing limitation on external funding resources.
- 4.28 There are a number of key financial risks to be aware of in the medium term and these are set out in the following table.

Risk	Response
Managing the gap between cost increases the Council will face year on year, and the continued significant reductions in Government funding, and the limitation on council tax increases.	Key to managing this risk will be identifying further savings for the years from 2019/20 onwards. In addition monitoring and forecasting council tax and business rate income will be important.
Savings from income generating capital investment do not materialise to the planned levels.	Sound business cases need to be prepared for each project within the overall programme of investment projects. External advice in place as appropriate to support the projects where in-house skills or capacity will not be sufficient. Financial capacity available to accommodate slippage or rephrasing of projects.
Growing mismatch between the local supply and demand of affordable housing increases pressure on temporary accommodation budgets.	Temporary accommodation budgets monitored. Funding made available via s106 agreements and other sources are effectively used. Planning policies seek to narrow the supply and demand gap.

5. Consultation

- 5.1 The draft budget has been considered by the Overview & Scrutiny Committee.

6. Options

- 6.1 The report sets out the position based on increasing the district element of the council tax to £158.00 (a £5 rise).
- 6.2 There is the option of not increasing the Council Tax, or increasing at a lower level. This would result in less resource being available and the funding gap increasing in future years.
- 6.3 There is also the option of increasing the Council by more than the referendum threshold of £5 or 3% (which for SBDC would be £4.59). However it is not considered realistic to consider a local referendum due to the cost of organising a referendum, and the risk of voters not supporting any additional increase in Council Tax.

7. Farnham Park Charitable Trust

- 7.1 The Council is also required to approve a budget for the Farnham Park Charity's activities. The South Buckinghamshire Panel has already considered the detailed budget and fees and charges. Appendix D summarises the budgets for approval and referral to Council.

8. Corporate Implications

8.1 The strategic and financial risks facing the Authority are set out in the report.

9. Links to Council Business Plan

9.1 The Council's code of corporate governance highlights the importance of having in place clearly documented processes for policy development, review and implementation, decision making, and monitoring and control. Following from this is the requirement for sound financial management, being able to demonstrate resources are aligned to the corporate priorities of the Council, and that any material risks are assessed. Establishing a sound and sustainable financial base is important for delivering the Council's objectives.

10. Next Steps

10.1 This report and Cabinet's decisions will form the basis of the Council tax decision of the Council on 27th February.

10.2 A report will be produced for the Council meeting bringing together the precepts that have been notified to the Council, from parishes and the major precepting bodies. This will then enable the Council to set the overall council tax for the area.

Background Papers:	Draft Revenue Budget Report 2018/19 – Cabinet 13 Dec 17
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CHIEF FINANCIAL OFFICER REPORT

- .1 I am making this report in compliance with the personal responsibilities placed upon me by s25 to s28 of the Local Government Act 2003. The legislation requires me to report to the Authority on two matters.
- The robustness of the estimates it makes when calculating its budget requirement.
 - The adequacy of the Authority's reserves, taking into account the experience of the previous financial year.
- Robustness of Estimates**
- .2 The process for preparing the budgets started in the Autumn of 2017. From the outset the budget development was influenced by a number of key factors.
- The need to keep expenditure and likely resources into balance given the limitations on increases in council tax and the significant reductions in Government funding.
 - The national economic picture that affects many of the Council's main income streams and levels of housing expenditure.
 - The need to resource the implications of the Council's business plan to enable progress on its corporate aims.
- .3 During 2017 the Authority has continued its working with Chiltern DC and has completed the programme of service reviews to explore opportunities for joint working. The savings from the completed service reviews are reflected in the 2018/19 budgets. As in recent years the 2018/19 budget is integrated with the Authority's service planning process, and therefore plans reflect the resources available.
- .4 The budget process has rigorously limited new expenditure to only the unavoidable minimum.
- .5 The financial position of the Council clearly indicated the need to continue to make significant savings for future years, and work is in progress to identify further savings options for future years. The continued focus on delivering savings is important, and part of this will be having in place mechanisms to monitor and report on agreed savings.
- .6 The detailed budget preparation was overseen by an experienced qualified accountant, supported by other finance staff familiar with the requirements of the budget preparation process. The basis of the estimates included the following elements which are in my view crucial to setting realistic budgets.
- Staffing budgets are prepared on a zero base approach, and are built up based on the actual staffing establishment and its current costs. The final budgets also include a vacancy factor of 2% consistent with that used in past years which has proved to be realistic.

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- The budgets reflect as far as can be determined costs of major contracts including known or likely cost increases.
 - The budgets are informed by the results of the 2017/18 budget monitoring and recognise those issues that are unavoidable and would carry through into 2018/19.
 - The budget identified the on-going cost of Council decisions taken since March 2017.
- .7 The detailed budget have been scrutinised by:
- Officers
 - Portfolio Holders
 - PAGs
- .8 In particular the draft budgets were thoroughly examined by Cabinet members in an exercise led by the Portfolio Holder for Resources. The budget does not contain any unspecified or unrealistic savings proposals or contingencies.
- .9 Investment income expectations reflect a realistic view on the level of interest rates and borrowing costs arising from the Capital Strategy over the next few years and likely consequential cash balances, and this is reflected within the Treasury Management Strategy.
- .10 Finally the budgets have been assessed as part of the Authority's approach to risk management and the major financial risks identified. These will be referred to in the following section dealing with the adequacy of reserves.
- .11 Taking all these factors into account I am satisfied that the estimates have been prepared on a robust basis.

Adequacy of Reserves

- .12 The Council has a policy on its reserves, and this policy accords with the guidance issued by the Chartered Institute of Finance and Accountancy (CIPFA) on local authority reserves and balances. In essence the Policy states that the minimum level should be based on 7½% of the net cost of services, plus any material financial risks identified for the coming financial year for which specific provision has not been made.
- .13 With regard to Business rates, the Council will continue to account for the business rates timing adjustments via a 'NDR Timing Difference' adjustment to the General Fund balance.
- .14 The Code of practice on local authority accounting requires the purpose, usage and basis of transactions of earmarked reserves to be identified clearly. The Council has seven earmarked reserves where it has full control over their deployment. These need to be kept under review taking into account the current financial issues facing the Council.
- .15 The following table shows the Council's reserves position estimated for 31st March 2018.

Description	31/3/17 Actual £k	31/3/18 Estimate £k	Comment
National Infrastructure	80	58	£20k allocation for infrastructure projects impacting in SBDC+ HS2 Transport Policy. Plus it is proposed to use this to fund the Economic Development Team.
Disaster & Emergency Relief Fund	27	27	The Disaster & Emergency Relief Fund, which is primarily applied to deal with flooding incidents, is reviewed annually.
Insurance Fund	24	24	The insurance reserve is reviewed annually at the end of each financial year in order to assess whether the current level of the fund is considered adequate.
Local Development Document (LDD) Reserve	648	547	The LDD reserve will be applied to help offset the costs of developing the joint Local Plan with Chiltern DC, which is a statutory obligation, and is running over a number of financial years. The current estimate is that £393k will be applied in 2018/19 but this will be kept under review during the course of the financial year.
Economic Development Reserve	50	50	It is proposed to use this to fund the Economic Development Team.
Transformation Reserve	250	148	The Transformation Reserve is to provide funding towards the initial one off costs associated with joint working projects, or other projects that will improve efficiency by transforming services.
Capital Reserve	557	0	Being used to fund the capital programme in 2017/18

- .16 In considering the level of general reserves in addition to the cash flow requirements the following factors are considered.

Budget assumptions	Financial standing and management	Comment on SBDC position
The treatment of inflation and interest rates	The overall financial standing of the Authority (level of borrowing, debt outstanding, council tax collection rates)	The budgets are based on known price increases as far as is possible. External advice has been taken on interest rate forecasts and these have been used with prudent assessments of the level of cash available for investment. This is all set out in the Treasury Management Strategy.
Estimates of the level and timing of capital receipts	The Authority's track record in budget and	The forecast of future capital receipts reviewed over the course of the budget

Budget assumptions	Financial standing and management	Comment on SBDC position
	financial management	process to ensure it is realistic. At present no major receipts are anticipated in the coming years.
Estimates of financing costs	The Authority's track record in budget and financial management	Borrowing is undertaken in support of the Capital Strategy. Where it relates to major investment projects these are supported by business cases. Borrowing costs have to be sustainable in the context of the Medium Term Financial Strategy. When undertaken borrowing is a fixed rates in order to manage interest rate risks.
The treatment of demand led pressures	The Authority's capacity to manage in-year budget pressures	The Authority has in place regular budget monitoring procedures to identify any in year pressures, and to consider what actions can be taken. Reports are produced monthly for Management Team and Cabinet members. The budget process has also picked up any demand led pressures that need to be built into the 2018/19 budget. There are quarterly budget review meetings with members to review the current year's position and future years' issues.
The treatment of savings/efficiency gains	The strength of financial information and reporting arrangements	The budget preparation and monitoring processes are used to identify and monitor savings. The deployment of savings is determined by the Council's budget process and its medium term financial strategy which directs resources towards priorities and ensures overall matching of expenditure to resources.
The financial risks inherent in any significant new funding partnerships, major outsourcing deals or major capital developments	The Authority's virement and end of year procedures in relation to budget under/overspends at authority and departmental level	The Council undertakes a risk assessment of the budget risks it faces. The major risks for 2018/19 are highlighted below.
The availability of other funds to deal with major contingencies	The adequacy of the Authority's insurance arrangements to cover major unforeseen risks.	The Authority has sufficient reserves to cover insurance liabilities. It has also the resources in general or earmarked reserves to make reasonable contingencies against matters such as

Budget assumptions	Financial standing and management	Comment on SBDC position
		LDD, major enforcement actions etc.

- .17 From the preceding table it can be seen that the Authority takes action to reduce budget risk and therefore influence the level of reserves it needs to hold. There will always be areas of risk or uncertainty and which need to be assessed as part of the budget process.
- .18 The main financial risks to the Council for the coming year have been assessed as follows.
- Shortfall on income targets, (See Appendix B Sensitivity Analysis).
 - The cost of major planning inquiries, enforcement actions or responding to national infrastructure proposals that impact on the area.
 - The costs of temporary accommodation, and supporting solutions to address temporary accommodation issues. Specific earmarked reserves exist to cover some of these matters.
 - Letting income for the Capswood offices.
- .19 The budget sensitivity of a number of key budget areas has been assessed as part of the risk assessment process on the budget. The detail of the analysis is attached (Appendix B). Based on the budget experience of the current year it would be prudent to allow for the possibility of some income shortfalls, and for costs relating to planning enforcement or inquiries.
- .20 In the longer term there will be the risks of:
- Managing the gap between the cost increases the Council will face year on year, and the continued significant reductions in Government funding, and the limitation on council tax increases. Key to managing this risk will be identifying further savings for the years from 2019/20 onwards.
 - The costs of reaching and enforcing the Council's planning decisions, or responding to national infrastructure proposals. This would include major public inquiries.
- .21 Taking all these factors into account it would be advisable to plan for a level of general reserves of at least around £910k for the forthcoming financial year, exclusive of any specific contingencies for local development plan work, transformation or insurance. This figure is made up as follows.

	£k
7½% Net Cost of Services	600
Potential shortfall on income targets	100
Potential additional temporary accommodation costs	100
Planning inquiries or infrastructure consultations	50
Capswood Letting Income	60
	910

Legal Considerations

- .22 The setting of the budget and the council tax by Members involves their consideration of choices and alternatives and Members have considered these in various earlier reports. No genuine and reasonable options should be dismissed out of hand and Members must bear in mind their fiduciary duty to the council taxpayers of South Bucks District Council. Should Members wish to make additions or reductions to the budget, on which no information is given in the report before Members, they should present sufficient information on the justification for and consequences of their proposals to enable the Cabinet (or the Council) to arrive at a reasonable decision on them.
- .23 The report sets out relevant considerations for Members to consider during their deliberations, including the statement above from the Chief Financial Officer. Members are reminded of the need to ignore irrelevant considerations. Members have a duty to seek to ensure that the Council acts lawfully. They are under an obligation to produce a balanced budget and must not knowingly budget for a deficit. Members must not come to a decision that no reasonable authority could come to, balancing the nature; quality and level of services that they consider should be provided, against the costs of providing such services.
- .24 Members are reminded of s106 of the Local Government and Finance Act 1992, which prohibits any Member who has not paid for at least two months his/her Council Tax when it becomes due, from voting on setting the budget and making of the Council Tax and related calculations.

Jim Burness
Director of Resources
February 2018

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Budget Sensitivity Analysis 2018/19 (SBDC)

This paper looks at a number of the key budget risk areas and analyses the sensitivity of these to changes in circumstances.

Change in Demand	<u>Worsen Budget Position</u>		2018/19 Budget £	<u>Improve Budget Position</u>	
	10% Decrease £	5% Decrease £		5% Increase £	10% Increase £
Car Park Income	-103,664	-51,832	-1,036,645	51,832	103,664
Car Park Income - Penalty Charges	-7,500	-3,750	-75,000	3,750	7,500
Development Mgt Income (SBDC Share)	-74,592	-37,296	-745,920	37,296	74,592
Land Charge Fees (SBDC Share)	-10,500	-5,250	-105,000	5,250	10,500
Recycling Credits	-34,400	-17,200	-344,000	17,200	34,400
Green Waste	-35,000	-17,500	-350,000	17,500	35,000
Licensing Income - Taxis (SBDC Share)	-7,829	-3,915	-78,292	3,915	7,829
Licensing Income - Other (SBDC Share)	-8,458	-4,229	-84,578	4,229	8,458
Building Control Income (SBDC Share)	-43,050	-21,525	-430,500	21,525	43,050
<i>Difference</i>	<i>-324,993</i>	<i>-162,497</i>		<i>162,497</i>	<i>324,993</i>
Change in Interest Earnings	20% Decrease	10% Decrease	2018/19 Budget	5% Increase	10% Increase
Interest earnings	-30,000	-15,000	-150,000	7,500	15,000
<i>Difference</i>	<i>-30,000</i>	<i>-15,000</i>		<i>7,500</i>	<i>15,000</i>
Other Significant Financial Risks	Worst Case £	Slightly Worse £	2018/19 Budget £	Slightly Better £	Best Case £
Planning appeals - legal costs (SBDC share)	35,000	20,000	14,700	7,350	0
Planning enforcement - legal costs (SBDC share)	70,000	40,000	33,600	16,800	0
	105,000	60,000	48,300	24,150	0
<i>Difference</i>	<i>-56,700</i>	<i>-11,700</i>		<i>24,150</i>	<i>48,300</i>
Grand Total	-411,693	-189,197		194,147	388,293

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ENVIRONMENT PORTFOLIO
Classification: OFFICIAL
REVISED CHARGES FROM 1 APRIL 2018

VAT Codes:

Chiltern (D45)=inclusive standard rated (D40)=plus standard rated (D08)=zero rated (D04)=outside scope, (D03)=exempt

South Bucks (1a)=inclusive standard rated (1b)=plus standard rated (2)=zero rated (3)=outside scope, (4)=exempt

REFUSE COLLECTION	General ledger code		2017/18	2018/19
	Chiltern	South Bucks	£	£
Wheeled Bin and Delivery - 140 Litre	W100/C925 (D04)	G520/S925 (3)	40.00	40.00
Wheeled Bin and Delivery - 180 Litre	W100/C925 (D04)	G520/S925 (3)	40.00	40.00
Wheeled Bin and Delivery - 240 Litre	W100/C925 (D04)	G520/S925 (3)	40.00	40.00
Wheeled Bin and Delivery - 360 Litre	W100/C925 (D04)	G520/S925 (3)	40.00	40.00
Wheeled Bin and Delivery - 660 Litre	W100/C925 (D04)		225.00	230.00
Wheeled Bin and Delivery - 1100 Litre	W100/C925 (D04)		250.00	255.00
Recycling Box and Lid - Delivered	W100/C925 (D04)	G520/S925 (3)	6.00	6.50
Recycling box and Lid - Pick Up Only	W100/C925 (D04)	G520/S925 (3)	4.50	4.80
Recycling Lid Only	W100/C925 (D04)	G520/S925 (3)	1.50	1.50
Reusable Bag and Delivery	W100/C925 (D04)		5.50	5.50
Reusable Bag - Pick Up Only (CDC offices)	W100/C925 (D04)		4.50	4.50
Outdoor Food Caddy and Delivery	W100/C925 (D04)	G520/S925 (3)	5.50	5.50
Outdoor Food Caddy - Pick Up Only	W100/C925 (D04)	G520/S925 (3)	4.50	4.50
Indoor Small 5L Food Caddy (if stock available) -	W100/C925 (D04)	G520/S925 (3)	3.50	3.50
Sale of Litter Pickers	W100/C875 (D45)	G520/S875 (1a)	10.74	11.00
Bulky Waste Collection (3 items)	W100/C920 (D04)	G520/S920 (3)	36.00	37.00
Bulky Waste Collection (for those on means tested benefits)	W100/C920 (D04)	G520/S920 (3)	15.00	16.00
Special Empty of Contaminated Bins - 2 Wheeled (per bin)		G520/S956 (3)	30.00	31.50
Special Empty of Contaminated Bins - 2 Wheeled (per bin)	W100/C956 (D04)		40.00	42.00
Special Empty of Contaminated Bins - 4 Wheeled (per bin)	W100/C956 (D04)	G520/S956 (3)	75.00	75.00
Green Waste Annual Charge - 1st Subscription	W100/C921 (D04)	G520/S921 (3)	38.00	39.00
Green Waste Annual Charge - 2nd Subscription	W100/C921 (D04)		70.00	70.00
Wheelie Bin Hire per year - 240 Litre		G520/S956 (3)	20.00	32.00
Bulk Bins Bin Hire per year - 340 Litre		G520/S922 (3)	44.00	45.00
Bulk Bins Bin Hire per year - 660 Litre		G520/S922 (3)	83.00	85.00
Bulk Bins Bin Hire per year - 1100 Litre		G520/S922 (3)	136.00	138.00
Refuse Collection charge – Schedule 2 waste – 1100 ltr - yearly charge		G520/S956 (3)	172.00	180.00
Refuse Collection charge – Schedule 2 waste – 240 ltr per year		G520/S956 (3)	63.00	65.00
Refuse Collection charge – Schedule 2 waste – 340/360 ltr per year		G520/S956 (3)	80.00	82.00
Refuse Collection charge – Schedule 2 waste – 660 ltr per year		G520/S956 (3)		130.00
Schools and Other Schedule 2 - Bin Rental 140L-240L	W100/C926 (D04)		52.00	53.00
Schools and Other Schedule 2 - Bin Rental 360L	W100/C926 (D04)		67.00	67.50
Schools and Other Schedule 2 - Bin Rental 660L	W100/C926 (D04)		67.00	75.00
Schools and Other Schedule 2 - Bin Rental 1100L	W100/C926 (D04)		120.00	122.00
Schools and Other Schedule 2 - Lift 140L-240L	W100/C926 (D04)		3.50	3.70
Schools and Other Schedule 2 - Lift 360L	W100/C926 (D04)		4.00	4.20
Schools and Other Schedule 2 - Lift 660L	W100/C926 (D04)		4.50	4.80
Schools and Other Schedule 2 - Lift 1100L	W100/C926 (D04)		4.75	5.00
Schools and Other Schedule 2 - One Use Sacks, pre paid sold per roll (Roll of 52)	W100/C926 (D04)	G520/S926 (3)	£1.50 per bag	no longer being sold
Abandoned Vehicle removal from private property	W100/C957 (D04)	G520/S957 (3)	75.00	80.00
Graffiti removal from private property per hour		G520/S956 (1a)	166.00	166.00

ENVIRONMENT PORTFOLIO
Classification: OFFICIAL
REVISED CHARGES FROM 1 APRIL 2018

AppendixC

VAT Codes:

Chiltern (D45)=inclusive standard rated (D40)=plus standard rated (D08)=zero rated (D04)=outside scope, (D03)=exempt

MOORING FEES	General ledger code		2017/18	2018/19
	Chiltern	South Bucks	£	£
Per day	N/A	3530/S930 (1a)	8.00	
STREET NAME PLATES	General ledger code		2017/18	2018/19
	Chiltern	South Bucks	£	£
1 only plate		3552/S956 (3)	294.00	N/A
2 plates		3552/S956 (3)	435.00	N/A
1 plate (cul-de-sac)		3552/S956 (3)	350.00	N/A
2 plates (cul-de-sac)		3552/S956 (3)	490.00	N/A
STREET NAMING	General ledger code		2017/18	2018/19
	Chiltern	South Bucks	£	£
Existing Properties				
House name change	C850/C956 (D40)	3552/S956 (1b)	90.00	92.00
Numbering / Naming of New Properties				
1 property	C850/C956 (D04)	3552/S956 (3)	180.00	184.00
2 to 5 properties	C850/C956 (D04)	3552/S956 (3)	258.00	263.00
6 to 25 properties	C850/C956 (D04)	3552/S956 (3)	335.00	342.00
26 to 75 properties	C850/C956 (D04)	3552/S956 (3)	392.00	400.00
76 to 100 properties	C850/C956 (D04)	3552/S956 (3)	480.00	490.00
100+ properties	C850/C956 (D04)	3552/S956 (3)	TBC with developer	TBC with developer
Additional charge where this includes naming of a street	C850/C956 (D04)	3552/S956 (3)	406.00	415.00
Rename of Street - where requested by residents (Apportioned across number of addresses)				
Note rarely carried out.				
1 to 5 properties	C850/C956 (D40)	3552/S956 (1b)	1,000.00	1,020.00
6 to 25 properties	C850/C956 (D40)	3552/S956 (1b)	1,280.00	1,305.00
26 to 75 properties	C850/C956 (D40)	3552/S956 (1b)	1,600.00	1,630.00
76 + Properties	C850/C956 (D40)	3552/S956 (1b)	2,200.00	2,245.00
Renumbering of Street - where requested by residents				
Note rarely carried out.				
1 to 5 properties	C850/C956 (D40)	3552/S956 (1b)	1,000.00	1,020.00
6 to 25 properties	C850/C956 (D40)	3552/S956 (1b)	1,280.00	1,305.00
26 to 75 properties	C850/C956 (D40)	3552/S956 (1b)	1,600.00	1,630.00
76 plus Properties	C850/C956 (D40)	3552/S956 (1b)	2,200.00	2,245.00

ENVIRONMENT PORTFOLIO
Classification: OFFICIAL
REVISED CHARGES FROM 1 APRIL 2018

AppendixC

VAT Codes:

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CEMETERIES (Parkside, Holtspur and Shepards Lane)	General ledger code		2017/18	2018/19
	Chiltern	South Bucks	£	£
Earthen Grave				
All Plots (2 full burials)	#	3541-3543/S868 (3)	800.00	800.00
Childrens Plot	#	3541-3543/S868 (3)	280.00	280.00
Interment fee		3541-3543/S866 (3)	130.00	130.00
Grave Digging Fees (Full Burial)	#	3541-3543/S866 (3)	470.00	470.00
Common Grave	#	3541-3543/S866 (3)	130.00	130.00
Cremated Remains				
Plot for 2 interments	#	Parkside & Holtspur only 3541-3543/S868 (3)	330.00	330.00
Plot for 4 interments	#	Parkside & Holtspur only 3541-3543/S868 (3)	570.00	570.00
Interment fee		3541-3543/S866 (3)	180.00	130.00
Grave Digging Fees (Cremated Remains)		3541-3543/S866 (3)		150.00
Interment of Ashes in grave		3541-3543/S866 (3)	260.00	260.00
Memorials				
Full size Kerb stones		Shepherds Lane & Holtspur only 3541-3543/S865 (1a)	105.00	110.00
Flat tablets and Wedges		Flat tablet Parkside only 3541-3543/S865 (1a)	96.00	100.00
Small tablets and Wedges 1ft sq or less		Flat tablet Parkside only 3541-3543/S865 (1a)	50.00	50.00
Headstones		3541-3543/S865 (1a)	160.00	160.00
Small Headstone & Kerb (Children's Sections only)		3541-3543/S865 (1a)	162.00	162.00
Full Memorial		3541-3543/S865 (1a)	265.00	265.00
Further inscriptions		3541-3543/S865 (1a)	72.00	72.00
Tree (Incl planting & aftercare)		3541-3543/S865 (1a)	160.00	Currently unavailable
Woodland Burials				
Plot (1 burial)	#	3541-3543/S868 (3)	850.00	850.00
Interment fee	#	3541-3543/S866 (3)	130.00	130.00
All cremated remains plot (4 Interments)	#	3541-3543/S868 (3)	570.00	570.00
All cremated remains plot (2 Interments)	#	3541-3543/S868 (3)	330.00	330.00
Interment fee		3541-3543/S866 (3)	180.00	130.00
Grave Digging Fees (Cremated Remains)		3541-3543/S866 (3)		150.00
Scattering of Ashes under turf in woodland				
Other Charges				
Book of Remembrance (per line)		3541-3543/S865 (3)	20.00	20.00
Excavation if required		3541-3543/S867 (3)	470.00	470.00
1 further interment on existing plot		3541-3543/S866 (3)	260.00	260.00
Transfer fee		3541-3543/S868 (3)	70.00	70.00
Copy of Deed		3541-3543/S868 (3)	35.00	35.00
New licence		3541-3543/S868 (3)	35.00	35.00

Surcharge of £200 for non residents of the district

ENVIRONMENT PORTFOLIO
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REVISED CHARGES FROM 1 APRIL 2018

AppendixC

VAT Codes:

Chiltern (D45)=inclusive standard rated (D40)=plus standard rated (D08)=zero rated (D04)=outside scope, (D03)=exempt

MEMORIAL GARDENS	General ledger code		2017/18	2018/19
	Chiltern	South Bucks	£	£
Type of Garden (3)	Term of			
(No. of Interments)	Licence			
Centre of lawn (1)		3493/S868 (3)	325.00	330.00
Edge of shrubbery AC (2)		3493/S868 (3)	980.00	990.00
Edge of shrubbery SH2/6 (2)		3493/S868 (3)	895.00	895.00
Main Avenue Trees (4)		3493/S868 (3)	1,950.00	1,950.00
A12 C (4)		3493/S868 (3)	1,950.00	2,050.00
B 6 E-F (4)		3493/S868 (3)	1,950.00	2,050.00
C Section - Standard Rose (4)		3493/S868 (3)	1,800.00	1,850.00
E 5 F (2)		3493/S868 (3)	950.00	990.00
G 62-100 (2)		3493/S868 (3)	2,600.00	2,800.00
G 121-145 Edge of Shrubbery		3493/S868 (3)	895.00	895.00
Garden H Section 34 A C (4)		3493/S868 (3)	1,860.00	1,900.00
Garden H Section 60 C (4)		3493/S868 (3)	1,860.00	1,900.00
Garden H Section 92 A (4)		3493/S868 (3)	1,860.00	1,900.00
Garden H Section 92 B (4)		3493/S868 (3)	1,860.00	1,900.00
J East 322, 323 Rose Parterre (2)		3493/S868 (3)	990.00	990.00
J South 121 Parterre (4)		3493/S868 (3)	2,080.00	2,080.00
KG Colonnade along Yew Hedge (2)		3493/S868 (3)	2,250.00	2,300.00
KG Colonnade Family Garden (4)		3493/S868 (3)	6,500.00	7,000.00
L230-233, 236, 237-241 (2)		3493/S868 (3)	1,600.00	1,600.00
L234-235 partial view lake/golf course (4)		3493/S868 (3)	2,960.00	2,960.00
M Gardens M265-298,M420-440 (2)		3493/S868 (3)	1,600.00	1,600.00
M Family Garden M309-323 (4)		3493/S868 (3)	4,600.00	4,200.00
M 441-450 (2)		3493/S868 (3)	895.00	895.00
Oak Dell Scattering (1)		3493/S868 (3)	220.00	220.00
O1-10 Edge of Shrubbery (2)		3493/S868 (3)	895.00	895.00
P204-255 Edge of Shrubbery (2)		3493/S868 (3)	895.00	895.00
R54 Gated Garden (6)		3493/S868 (3)	4,800.00	4,800.00
R55 Gated Garden (8)		3493/S868 (3)	5,800.00	5,800.00
R56 Gated Garden (10)		3493/S868 (3)	6,800.00	6,800.00
R60-65 Magnolia (4)		3493/S868 (3)	2,100.00	2,100.00
R70-R110 Edge of Shrubbery (2)		3493/S868 (3)	895.00	895.00

Number in () is number of interments

MEMORIAL GARDENS	General ledger code		2017/18	2018/19
	Chiltern	South Bucks	£	£
<u>Other Fees</u>				
Interment Fee		3493/S866 (3)	120.00	130.00
Grave Preparation		3493/S868 (3)	150.00	150.00
Plaques Staked (Wording over 60 letter £1 each)		3493/S865 (1a)	155.00	160.00
Plaques Mounted (Wording over 60 letter £1 each)		3493/S865 (1a)	195.00	200.00
Plaque refurbishment		3493/S865 (1a)	45.00	50.00
Book of Remembrance		3493/S865 (1a)	20.00	20.00
Transfer ashes to Biodegradable Container		3493/S866 (1a)	20.00	20.00
Licence Transfer Fee (Owner Deceased)		3493/S868 (1a)	70.00	70.00
Licence Reprint (Add Name)		3493/S868 (1a)	35.00	35.00
Memorial Wall Plaque & Licence 6X2	15 years	3493/S865 (1a)	125.00	130.00
Memorial Wall Plaque & Licence 6X4 Z area	15 years	3493/S865 (1a)	250.00	260.00
Relicence fee (2)		3493/S868 (1a)	590.00	590.00
Memorial Seat - renewable lease	10 years	3493/S865 (4)	280.00	280.00
Maintenance of Individual Garden		3493/S865 (1a)	POA	POA
Trees for Sale (from)		3493/S302 (1a)	POA	POA
Benches		3493/S865 (1a)	POA	POA
Bench Maintenance (coat with teak oil)		3493/S865 (1a)	50.00	50.00
Carved lettering		3493/S865 (1a)	POA	POA
Stone Benches – straights		3493/S865 (1a)	POA	POA
Stone Benches – curved		3493/S865 (1a)	POA	POA
Venue for wedding photographs		3493/S932 (1a)	45.00	45.00
Venue for filming per day from		3493/S932 (1a)	520.00	520.00
<u>Perpetuity Licences</u>				
1 st & 2 nd interment		3493/S866 (3)	5.25	5.25
3 rd & 4 th interment		3493/S866 (3)	10.50	10.50
5 th & subsequent interments		3493/S866 (3)	15.75	15.75

ENVIRONMENT PORTFOLIO
Classification: OFFICIAL
REVISED CHARGES FROM 1 APRIL 2018

VAT Codes:

Chiltern (D45)=inclusive standard rated (D40)=plus standard rated (D08)=zero rated (D04)=outside scope, (D03)=exempt

GREAT MISSENDEN CEMETERY

	General ledger code		2017/18	2018/19
	Chiltern	South Bucks	£	£

Fees for the Use of the Cemetery for Interments:

In the graves for which no exclusive right of burial has been granted

i) A stillborn child, or a person whose age at the time of death did not exceed one month *	G380/C865 (D04)		25.00	25.00
ii) A person whose age at the time of death exceeded one month but did not exceed twelve years *	G380/C865 (D04)		105.00	108.00
iii) A person whose age at the time of death exceeded twelve years *	G380/C865 (D04)		230.00	235.00
iv) for any interment at a depth exceeding six feet for members of the same family in a site and for each foot an additional *	G380/C865 (D04)		105.00	108.00

In a grave or vault for which an exclusive right of burial has been granted

i) A stillborn child, or a person whose age at the time of death did not exceed one month *	G380/C865 (D04)		25.00	25.00
ii) A person whose age at the time of death exceeded one month but did not exceed twelve years *	G380/C865 (D04)		105.00	108.00
iii) A person whose age at the time of death exceeded twelve years *	G380/C865 (D04)		230.00	235.00
iv) for any interment at a depth exceeding six feet for members of the same family in a site and for each foot an additional *	G380/C865 (D04)		105.00	108.00

Exclusive Rights of Burial in Perpetuity in an Earthen Grave

i) One Plot *	G380/C868 (D04)		395.00	400.00
ii) Two Plots *	G380/C868 (D04)		687.00	700.00
iii) Three Plots *	G380/C868 (D04)		940.00	960.00

Monuments, Gravestones, Tablets and Monumental Inscriptions

For the right to erect:

i) A headstone under no circumstances to exceed three feet in height or a foot stone not exceeding one foot in height *	G380/C865 (D04)		163.00	166.00
ii) A tablet on any grave or vault, or in the Lawn Cemetery, a plaque on a grave *	G380/C865 (D04)		163.00	166.00
iii) Any inscription after the first on a gravestone, tablet or memorial *	G380/C865 (D04)		86.00	88.00

Purchase of plot measuring 2ft x 2ft in Old Section of cemetery for burial of cremated remains *	G380/C865 (D04)		130.00	133.00
Burial of Cremated remains *	G380/C865 (D04)		105.00	108.00

Transfer of ownership of Exclusive Right of Burial	G380/C868 (D04)		62.00	63.00
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* The foregoing charges will be doubled where the person in respect of whom the charge is made, is or was not resident within the Chiltern District or in the case of a still born child or person whose ages at the time of death did not exceed one year where neither of the parents is or was at the time of interment, resident within the said area

**ENVIRONMENT PORTFOLIO
REVISED CHARGES FROM 1 APRIL 2018**

VAT Codes: (1a)=inclusive standard rated (1b)=plus standard rated (2)=zero rated (3)=outside scope, (4)=exempt

CAR PARKS - DAILY CHARGES (1a) 8.00 a.m. to 8.00 p.m.							
	General ledger code	2017/18 £	2018/19* £		General ledger code	2017/18 £	2018/19* £
<u>Altons</u>	3466/S876			<u>Summers Road</u>	3472/S876		
Up to 1 hour		1.30	1.50	Up to 1 hour		Free	1.00
Up to 2 hours		1.90	2.10	Up to 2 hours		1.00	1.20
Up to 3 hours		2.50	3.70	Up to 3 hours		1.40	1.60
Up to 4 hours		3.20	4.50	Up to 24 hours		2.20	2.40
Up to 9 hours (was up to 8 hours)		5.00	6.00	Sunday/Public Holiday		1.20	1.40
24 hours (was up to 12 hours)		6.00	8.00				
Sunday/Public Holiday		1.20	1.40				
<u>Penncroft</u>	3467/S876			<u>Broadway</u>	3473/S876		
Up to 1 hour		1.30	1.50	Up to ½ hour		0.50	0.70
Up to 2 hours		1.90	2.10	Up to 3 hours		1.10	1.30
Up to 3 hours		2.50	3.70	Up to 24 hours		1.50	1.70
Up to 4 hours		3.20	4.50	Sunday/Public Holiday		1.20	1.40
Up to 9 hours (was up to 8 hours)		5.60	6.00				
24 hours (was up to 12 hours)		6.60	8.00				
Sunday/Public Holiday		1.20	1.40				
<u>Warwick Road</u>	3468/S876			<u>Bulstrode Way</u>	3474/S876		
Up to 1 hour		1.30	1.50	Up to 1 hour		1.30	1.50
Up to 2 hours		1.90	2.10	Up to 2 hours		1.90	2.10
Up to 3 hours		2.50	3.70	Up to 3 hours		2.50	3.70
Up to 4 hours		3.20	4.50	MAX STAY 3HRS			
Up to 8 hours		5.00	6.00	Sunday/Public Holiday		1.10	1.40
Up to 12 hours		6.00	8.00				
Sunday/Public Holiday		1.20	1.40				
<u>Jennery Lane</u>	3470/S876			<u>Packhorse Road</u>	3475/S876		
Up to ½ hour		0.60	0.80	Up to 1 hour		1.30	1.50
Up to 1 hour		1.10	1.30	Up to 2 hours		1.90	2.10
Up to 2 hours		1.30	1.50	Up to 3 hours		3.50	3.70
MAX STAY 2HRS				Up to 4 hours		4.30	4.50
Sunday/Public Holiday		1.20	1.40	Up to 9 hours (was up to 8 hours)		6.60	8.00
				24 hours		7.20	10.00
				Sunday/Public Holiday		1.20	1.40
<u>Neville Court</u>	3471/S876			<u>Station Road</u>	3477/S876		
Up to 2 hours		0.40	0.60	Up to 1 hour		1.30	1.50
Up to 4 hours		0.60	0.80	Up to 2 hours		1.90	2.10
Up to 24 hours		1.10	1.30	Up to 3 hours		2.50	3.70
Sunday/Public Holiday		1.20	1.40	Up to 4 hours		3.20	4.50
				Up to 9 hours (was up to 8 hours)		5.00	8.00
				24 hours		6.50	10.00
				Sunday/Public Holiday		1.10	1.40

*Subject to Notice of Proposed Amendments to the Off Street Parking Places Order

**ENVIRONMENT PORTFOLIO
REVISED CHARGES FROM 1 APRIL 2018**

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CAR PARKS - SEASON TICKETS (1a)		General ledger code	2017/18 £	2018/19* £	General ledger code	2017/18 £	2018/19* £
Altons	3466/S877				Summers Road	3472/S877	
3 Monthly		293.00	293.00	3 Monthly		107.00	133.00
6 Monthly		552.00	552.00	6 Monthly		202.00	250.00
12 Monthly		1,035.00	1,035.00	12 Monthly		379.00	468.00
Residents out of hours (12 mnthlv)		275.00	275.00	Residents out of hours (12 mnthlv)		146.00	146.00
Penncroft	3467/S877			The Broadway	3473/S877		
3 Monthly		322.00	322.00	3 Monthly		73.00	94.00
6 Monthly		607.00	607.00	6 Monthly		138.00	177.00
12 Monthly		1,138.00	1,138.00	12 Monthly		258.00	332.00
Residents out of hours (12 mnthlv)		297.00	297.00	Residents out of hours (12 mnthlv)		48.00	48.00
Warwick Road	3468/S877			Bulstrode Way	3474/S877		
3 Monthly		293.00	293.00	3 Monthly		317.00	317.00
6 monthly		552.00	552.00	6 monthly		598.00	598.00
12 Monthly		1,035.00	1,035.00	12 Monthly		1,121.00	n/a
Residents out of hours (12 mnthlv)		282.00	282.00	Residents out of hours (12 mnthlv)		298.00	298.00
Jennery Lane	3470/S877			Packhorse Road	3475/S877		
3 Monthly		107.00	133.00	3 Monthly		351.00	351.00
6 Monthly		202.00	250.00	6 Monthly		662.00	662.00
12 Monthly		379.00	468.00	12 Monthly		1,242.00	n/a
Residents out of hours (12 mnthlv)		168.00	168.00	Residents out of hours (12 mnthlv)		312.00	312.00
Neville Court	3471/S877			Station Road	3477/S877		
3 Monthly		53.00	72.00	3 Monthly		317.00	317.00
6 Monthly		101.00	135.00	6 Monthly		598.00	598.00
12 Monthly		189.00	254.00	12 Monthly		879.00	n/a
Residents out of hours (12 mnthlv)		54.00	54.00	Residents out of hours (12 mnthlv)		282.00	282.00
Issue of replacement Season Ticket		5.00					

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CAR PARKS - EXCESS CHARGES	General ledger code	2017/18 £	2018/19 £
Paid within 14 Days (3)	3490/S879	40.00	
Otherwise (3)	3490/S879	80.00	

HEALTHY COMMUNITIES PORTFOLIO
Classification: OFFICIAL
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 Chiltern
 South Bucks

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LICENCES	General ledger code		2017/18 £	2018/19 £
	Chiltern	South Bucks		
<u>Hackney Carriages/Private Hire Vehicle Licences</u>				
One year Hackney Carriage Vehicle Licence Grant	LI01/C888 (D04)	LI01/C903 (3)	399.00	399.00
One year Hackney Carriage Vehicle Licence Renewal	LI01/C888 (D04)	LI01/C903 (3)	300.00	300.00
Hackney Carriage Vehicle issue(CNG or LPG).	LI01/C888 (D04)	LI01/C903 (3)	199.50	199.50
Hackney Carriage Vehicle Renewal(CNG or LPG).	LI01/C888 (D04)	LI01/C903 (3)	150.00	150.00
One year Private Hire Vehicle Licence Grant	LI01/C888 (D04)	LI01/C903 (3)	329.00	329.00
One year Private Hire Vehicle Licence Renewal	LI01/C888 (D04)	LI01/C903 (3)	230.00	230.00
One year Private Hire Vehicle Licence Renewal	LI01/C888 (D04)	LI01/C903 (3)	250.00	250.00
PrivateHire Vehicle Issue (CNG or LPG - standardPlate).	LI01/C888 (D04)	LI01/C903 (3)	164.50	164.50
PrivateHire Vehicle Renewal (CNG or LPG - standardPlate).	LI01/C888 (D04)	LI01/C903 (3)	115.00	115.00
Returnable plate deposit	LI01/C888 (D04)	LI01/C903 (3)	55.00	55.00
Returnable plate deposit	LI01/C888 (D04)	LI01/C903 (3)	20.00	20.00
One year Dispensation Certificate (per vehicle)	LI01/C888 (D04)	LI01/C903 (3)	65.00	65.00
Replacement internal licence	LI01/C888 (D04)	LI01/C903 (3)	15.00	15.00
Replacement plate	LI01/C888 (D04)	LI01/C903 (3)	25.00	25.00
Transfer of Vehicle (from one owner to another)	LI01/C888 (D04)	LI01/C903 (3)	90.00	90.00
<u>Drivers' Licences</u>				
One Year Hackney Carriage Drivers Licence Grant	LI01/C888 (D04)	LI01/C903 (3)	161.00	161.00
One Year Hackney Carriage Drivers Licence Renewal	LI01/C888 (D04)	LI01/C903 (3)	95.00	95.00
Three Year Hackney Carriage Drivers Licence Grant	LI01/C888 (D04)	LI01/C903 (3)	435.00	332.00
Three Year Hackney Carriage Drivers Licence Grant	LI01/C888 (D04)	LI01/C903 (3)	332.00	332.00
Three Year Hackney Carriage Drivers Licence Renewal	LI01/C888 (D04)	LI01/C903 (3)	256.00	
One Year Private Hire Vehicle Drivers Licence Grant	LI01/C888 (D04)	LI01/C903 (3)	161.00	161.00
One Year Private Hire Vehicle Drivers Licence Renewal	LI01/C888 (D04)	LI01/C903 (3)	95.00	95.00
Three Year Private Hire Vehicle Drivers Licence Grant	LI01/C888 (D04)	LI01/C903 (3)	435.00	435.00
Three Year Private Hire Vehicle Drivers Licence Grant	LI01/C888 (D04)	LI01/C903 (3)	332.00	332.00
Three Year Private Hire Vehicle Drivers Licence Renewal	LI01/C888 (D04)	LI01/C903 (3)	256.00	256.00
One year new dual	LI01/C888 (D04)	LI01/C903 (3)		196.00
One year renewal dual	LI01/C888 (D04)	LI01/C903 (3)		145.00
Three year dual	LI01/C888 (D04)	LI01/C903 (3)		394.00
Three year renewal dual	LI01/C888 (D04)	LI01/C903 (3)		297.00
Bracket and bridge charge.	LI01/C889 (D04)	LI01/C904 (3)		cost of replacement
Bracket without bridge charge.	LI01/C889 (D04)	LI01/C904 (3)		cost of replacement
Internal plate pouches.	LI01/C889 (D04)	LI01/C904 (3)		cost of replacement
<u>Operators Licence</u>				
One year Private Hire Vehicle Operator's Licence				
(One vehicle only) One year	LI01/C888 (D04)	LI01/C903 (3)	155.00	155.00
(Two to four vehicles) Five Years	LI01/C888 (D04)	LI01/C903 (3)	913.00	913.00
(Two to four vehicles) One Year	LI01/C888 (D04)	LI01/C903 (3)	205.00	205.00
(Five to ten vehicles) Five Years	LI01/C888 (D04)	LI01/C903 (3)	1,163.00	1,163.00
(Five to ten vehicles)One Year	LI01/C888 (D04)	LI01/C903 (3)	255.00	255.00
(Over ten vehicles) Five Years	LI01/C888 (D04)	LI01/C903 (3)	1,413.00	1,413.00
(Over ten vehicles)One Year	LI01/C888 (D04)	LI01/C903 (3)	305.00	305.00
Knowledge Test Fee (1st test free)	LI01/C888 (D04)	LI01/C903 (3)	25.00	25.00
Disclosure and Barring Scheme cost of DBS plus £8.50 handling	LI01/C911 (D03)	LI01/C911 (4)	52.50	52.50
DBS volunteers	LI01/C911 (D03)	LI01/C911 (4)	7.00	7.00
Renewal Animal Boarding	LI01/C887 (D04)	LI01/C902 (3)	245.00	245.00
<u>Small Animal Boarding Establishment (includes vet fee)</u>				
New Licence	LI01/C887 (D04)	LI01/C902 (3)	369.00	369.00
New Licence	LI01/C887 (D04)	LI01/C902 (3)	370.00	370.00
Renewal	LI01/C887 (D04)	LI01/C902 (3)	195.00	195.00
<u>Doq Breeding</u>				
New Licence (Includes Vet fee)	LI01/C887 (D04)	LI01/C902 (3)	525.00	530.00
New Licence (Plus Vet fees)	LI01/C887 (D04)	LI01/C902 (3)	530.00	530.00
Renewal doq breeding includes 1 vet fee)	LI01/C887 (D04)	LI01/C902 (3)	329.00	329.00
Renewal (Plus Vet fees)	LI01/C887 (D04)	LI01/C902 (3)	330.00	330.00
<u>Combination of breeding and boarding</u>				
	LI01/C887 (D04)	LI01/C902 (3)	329.00	329.00
<u>Dangerous Wild Animals</u>				
New Licence (Plus Vet fees)	LI01/C887 (D04)	LI01/C902 (3)	350.00	400.00
New Licence (Plus Vet fees)	LI01/C887 (D04)	LI01/C902 (3)	400.00	400.00
Renewal (Plus Vet fees)	LI01/C887 (D04)	LI01/C902 (3)	150.00	150.00
<u>Pet Shops</u>				
New Licence	LI01/C887 (D04)	LI01/C902 (3)	477.00	477.00
New Licence	LI01/C887 (D04)	LI01/C902 (3)	480.00	480.00
Renewal	LI01/C887 (D04)	LI01/C902 (3)	278.00	278.00
Renewal	LI01/C887 (D04)	LI01/C902 (3)	280.00	280.00
<u>Riding Establishments</u>				
New Licence	LI01/C887 (D04)	LI01/C902 (3)	192.00	200.00
New Licence	LI01/C887 (D04)	LI01/C902 (3)	200.00	200.00
Renewal of Riding establishments	LI01/C887 (D04)	LI01/C902 (3)	150.00	150.00

HEALTHY COMMUNITIES PORTFOLIO
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LICENCES	General ledger code		2017/18 £	2017/18 £
	Chiltern	South Bucks		
Mobile Homes				
New Licence	LI01/C890 (D04)	LI01/C905 (3)	434.00	534.00
New Licence	LI01/C890 (D04)	LI01/C905 (3)	351.00	534.00
Annual Renewal fee	LI01/C890 (D04)	LI01/C905 (3)	351.00	297.00
Deposit/Change of Site Rules	LI01/C890 (D04)	LI01/C905 (3)	47.00	40.00
Transfer of Site Licence	LI01/C890 (D04)	LI01/C905 (3)	117.00	138.00
Licensing Act 2003 Fees – Statutory Fees				
New Premises/Club Premises/Variation applications				
Band A 0 - £4, 300	LI01/C885 (D04)	LI01/C900 (3)	100.00	100.00
Band B £4,300 - £33,000	LI01/C885 (D04)	LI01/C900 (3)	190.00	190.00
Band C £33,000 - £87,000	LI01/C885 (D04)	LI01/C900 (3)	315.00	315.00
Band D £87,000 - £125,000	LI01/C885 (D04)	LI01/C900 (3)	450.00	450.00
Band D* £87,000 - £125,000	LI01/C885 (D04)	LI01/C900 (3)	900.00	900.00
Band E £125,001 – and above	LI01/C885 (D04)	LI01/C900 (3)	635.00	635.00
Band E* £125,001 – and above	LI01/C885 (D04)	LI01/C900 (3)	1,905.00	1,905.00
Applications for Minor variations to Premises Licences or Club Premises Certificate	LI01/C885 (D04)	LI01/C900 (3)	89.00	89.00
Application to remove apply the alternative licence condition and removal of mandatory condition for premises licences	LI01/C885 (D04)	LI01/C900 (3)	23.00	23.00
Premises Licences sought for Community Centres and some Schools that permit Regulated Entertainment but which do not permit the sale of Alcohol and/or the provision of late night entertainment will not incur a fee.			No charge	No charge
New Premises /Club Premises Applications / Variation applications – Additional Fees				
Where 5000 or more people will be on the premises the				
5,000 – 9,999	LI01/C885 (D04)	LI01/C900 (3)	1,000.00	1,000.00
10,000 – 14,999	LI01/C885 (D04)	LI01/C900 (3)	2,000.00	2,000.00
15,000 – 19,999	LI01/C885 (D04)	LI01/C900 (3)	4,000.00	4,000.00
20,000 – 29,999	LI01/C885 (D04)	LI01/C900 (3)	8,000.00	8,000.00
30,000 – 39,999	LI01/C885 (D04)	LI01/C900 (3)	16,000.00	16,000.00
40,000 – 49,999	LI01/C885 (D04)	LI01/C900 (3)	24,000.00	24,000.00
50,000 – 59,999	LI01/C885 (D04)	LI01/C900 (3)	32,000.00	32,000.00
60,000 – 69,999	LI01/C885 (D04)	LI01/C900 (3)	40,000.00	40,000.00
70,000 – 79,999	LI01/C885 (D04)	LI01/C900 (3)	48,000.00	48,000.00
80,000 – 89,999	LI01/C885 (D04)	LI01/C900 (3)	56,000.00	56,000.00
90,000 and over	LI01/C885 (D04)	LI01/C900 (3)	64,000.00	64,000.00
Annual Maintenance Fees - Premises /Club Premises				
Band A 0 - £4, 300	LI01/C885 (D04)	LI01/C900 (3)	70.00	70.00
Band B £4,300 - £33,000	LI01/C885 (D04)	LI01/C900 (3)	180.00	180.00
Band C £33,000 - £87,000	LI01/C885 (D04)	LI01/C900 (3)	295.00	295.00
Band D £87,000 - £125,000	LI01/C885 (D04)	LI01/C900 (3)	320.00	320.00
Band D* £87,000 - £125,000	LI01/C885 (D04)	LI01/C900 (3)	640.00	640.00
Band E £125,001 – and above	LI01/C885 (D04)	LI01/C900 (3)	350.00	350.00
Band E* £125,001 – and above	LI01/C885 (D04)	LI01/C900 (3)	1,050.00	1,050.00
Additional Annual Maintenance Fees				
Where 5000 or more people will be on the premises the				
5,000 – 9,999	LI01/C885 (D04)	LI01/C900 (3)	500.00	500.00
10,000 – 14,999	LI01/C885 (D04)	LI01/C900 (3)	1,000.00	1,000.00
15,000 – 19,999	LI01/C885 (D04)	LI01/C900 (3)	2,000.00	2,000.00
20,000 – 29,999	LI01/C885 (D04)	LI01/C900 (3)	4,000.00	4,000.00
30,000 – 39,999	LI01/C885 (D04)	LI01/C900 (3)	8,000.00	8,000.00
40,000 – 49,999	LI01/C885 (D04)	LI01/C900 (3)	12,000.00	12,000.00
50,000 – 59,999	LI01/C885 (D04)	LI01/C900 (3)	16,000.00	16,000.00
60,000 – 69,999	LI01/C885 (D04)	LI01/C900 (3)	20,000.00	20,000.00
70,000 – 79,999	LI01/C885 (D04)	LI01/C900 (3)	24,000.00	24,000.00
80,000 – 89,999	LI01/C885 (D04)	LI01/C900 (3)	28,000.00	28,000.00
90,000 and over	LI01/C885 (D04)	LI01/C900 (3)	32,000.00	32,000.00

HEALTHY COMMUNITIES PORTFOLIO
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 (1a)=inclusive standard rated (1b)=plus standard rated (2)=zero rated (3)=outside scope, (4)=exempt

LICENCES	General ledger code		2017/18 £	2018/19 £
	Chiltern	South Bucks		
Personal Licence - Statutory Fees				
Grant of Licence	LI01/C885 (D04)	LI01/C900 (3)	37.00	37.00
Renewal of Licence	LI01/C885 (D04)	LI01/C900 (3)	37.00	37.00
Other Fees Payable				
Supply of Copies of Information Contained in Register	LI01/C885 (D04)	LI01/C900 (3)		
			50.00	50.00
Application for Copy of Licence	LI01/C885 (D04)	LI01/C900 (3)	10.50	10.50
Provisional Statement Applications	LI01/C885 (D04)	LI01/C900 (3)	315.00	315.00
Replacement Licence after loss/theft	LI01/C885 (D04)	LI01/C900 (3)	10.50	10.50
Notification of change of name or address	LI01/C885 (D04)	LI01/C900 (3)	10.50	10.50
Application to vary a Designated Premises Supervisor	LI01/C885 (D04)	LI01/C900 (3)	23.00	23.00
Transfer of a premises licence/club premises certificate	LI01/C885 (D04)	LI01/C900 (3)	23.00	23.00
Interim Authority Notice	LI01/C885 (D04)	LI01/C900 (3)	23.00	23.00
Notification of Interest by Freeholder	LI01/C885 (D04)	LI01/C900 (3)	21.00	21.00
Temporary Event Notices	LI01/C885 (D04)	LI01/C900 (3)	21.00	21.00
Application for Notice on theft, loss etc of Temporary Event Notice	LI01/C885 (D04)	LI01/C900 (3)	21.00	22.00
Gambling Act 2005 - Statutory Fees				
Licensed Premises Gaming Machine Permit				
New Applications	LI01/C886 (D04)	LI01/C901 (3)	150.00	150.00
Transitional Application Fee	LI01/C886 (D04)	LI01/C901 (3)	100.00	100.00
Existing operator Grant	LI01/C886 (D04)	LI01/C901 (3)	100.00	100.00
Variation	LI01/C886 (D04)	LI01/C901 (3)	100.00	100.00
Transfer	LI01/C886 (D04)	LI01/C901 (3)	25.00	25.00
Annual Fee	LI01/C886 (D04)	LI01/C901 (3)	50.00	50.00
Change of name	LI01/C886 (D04)	LI01/C901 (3)	25.00	25.00
Copy of Permit	LI01/C886 (D04)	LI01/C901 (3)	15.00	15.00
Licensed Premises Automatic Notification Process				
On notification	LI01/C886 (D04)	LI01/C901 (3)	50.00	50.00
Club Gaming Permits				
New Application	LI01/C886 (D04)	LI01/C901 (3)	200.00	200.00
Grant (Club Premises Certificate holder)	LI01/C886 (D04)	LI01/C901 (3)	100.00	100.00
Existing operator Grant	LI01/C886 (D04)	LI01/C901 (3)	100.00	100.00
Variation	LI01/C886 (D04)	LI01/C901 (3)	100.00	100.00
Renewal	LI01/C886 (D04)	LI01/C901 (3)	200.00	200.00
Renewal (Club Premises Certificate holder)	LI01/C886 (D04)	LI01/C901 (3)	100.00	100.00
Annual Fee	LI01/C886 (D04)	LI01/C901 (3)	50.00	50.00
Copy of Permit	LI01/C886 (D04)	LI01/C901 (3)	15.00	15.00
Renewal - Fast Track Clubs	LI01/C886 (D04)	LI01/C901 (3)	100.00	100.00
Renewal - Transitional Application Fee	LI01/C886 (D04)	LI01/C901 (3)	100.00	100.00
Club Machine Permits				
New Application	LI01/C886 (D04)	LI01/C901 (3)	200.00	200.00
Grant (Club Premises Certificate holder)	LI01/C886 (D04)	LI01/C901 (3)	100.00	100.00
Existing operator Grant	LI01/C886 (D04)	LI01/C901 (3)	100.00	100.00
Variation	LI01/C886 (D04)	LI01/C901 (3)	100.00	100.00
Renewal	LI01/C886 (D04)	LI01/C901 (3)	200.00	200.00
Renewal (Club Premises Certificate holder)	LI01/C886 (D04)	LI01/C901 (3)	100.00	100.00
Annual Fee	LI01/C886 (D04)	LI01/C901 (3)	50.00	50.00
Copy of Permit	LI01/C886 (D04)	LI01/C901 (3)	15.00	15.00
Renewal - Fast Track Clubs	LI01/C886 (D04)	LI01/C901 (3)	100.00	100.00
Renewal - Transitional Application Fee	LI01/C886 (D04)	LI01/C901 (3)	100.00	100.00

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LICENCES	General ledger code		2017/18	2017/19
	Chiltern	South Bucks	£	£
<u>Family Entertainment Centre Gaming Machine</u>				
Grant	LI01/C886 (D04)	LI01/C901 (3)	300.00	300.00
Renewal	LI01/C886 (D04)	LI01/C901 (3)	300.00	300.00
Existing operator Grant	LI01/C886 (D04)	LI01/C901 (3)	100.00	100.00
Change of name	LI01/C886 (D04)	LI01/C901 (3)	25.00	25.00
Copy of Permit	LI01/C886 (D04)	LI01/C901 (3)	15.00	15.00
Renewal - Transitional Application Fee	LI01/C886 (D04)	LI01/C901 (3)	100.00	100.00
<u>Prize Gaming Permits</u>				
Grant	LI01/C886 (D04)	LI01/C901 (3)	300.00	300.00
Renewal	LI01/C886 (D04)	LI01/C901 (3)	300.00	300.00
Existing operator Grant	LI01/C886 (D04)	LI01/C901 (3)	100.00	100.00
Change of name	LI01/C886 (D04)	LI01/C901 (3)	25.00	25.00
Copy of Permit	LI01/C886 (D04)	LI01/C901 (3)	15.00	15.00
Renewal - Transitional Application Fee	LI01/C886 (D04)	LI01/C901 (3)	100.00	100.00
<u>Small Lotteries & Amusement for Raffles (3)</u>				
Registration	LI01/C886 (D04)	LI01/C901 (3)	40.00	40.00
Annual Fee	LI01/C886 (D04)	LI01/C901 (3)	20.00	20.00
<u>Gambling Act Premises Licence Fees</u>				
<u>Application Fee</u>				
Regional Casino Premises Licence	LI01/C886 (D04)	LI01/C901 (3)	15,000.00	15,000.00
Large Casino Premises Licence	LI01/C886 (D04)	LI01/C901 (3)	10,000.00	10,000.00
Small Casino Premises Licence	LI01/C886 (D04)	LI01/C901 (3)	8,000.00	8,000.00
Bingo Premises Licence	LI01/C886 (D04)	LI01/C901 (3)	3,500.00	3,500.00
Adult Gaming Centre Premises Licence	LI01/C886 (D04)	LI01/C901 (3)	2,000.00	2,000.00
Betting Premises (Track) Licence	LI01/C886 (D04)	LI01/C901 (3)	2,500.00	2,500.00
Family Entertainment Centre Premises Licence	LI01/C886 (D04)	LI01/C901 (3)	2,000.00	2,000.00
Betting Premises (Other) Licence	LI01/C886 (D04)	LI01/C901 (3)	3,000.00	3,000.00
<u>Application Fee for Premises with a Provisional Statement</u>				
Regional Casino Premises Licence	LI01/C886 (D04)	LI01/C901 (3)	8,000.00	8,000.00
Large Casino Premises Licence	LI01/C886 (D04)	LI01/C901 (3)	5,000.00	5,000.00
Small Casino Premises Licence	LI01/C886 (D04)	LI01/C901 (3)	3,000.00	3,000.00
Bingo Premises Licence	LI01/C886 (D04)	LI01/C901 (3)	1,200.00	1,200.00
Adult Gaming Centre Premises Licence	LI01/C886 (D04)	LI01/C901 (3)	1,200.00	1,200.00
Betting Premises (Track) Licence	LI01/C886 (D04)	LI01/C901 (3)	950.00	950.00
Family Entertainment Centre Premises Licence	LI01/C886 (D04)	LI01/C901 (3)	950.00	950.00
Betting Premises (Other) Licence	LI01/C886 (D04)	LI01/C901 (3)	1,200.00	1,200.00

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LICENCES	General ledger code		2017/18 £	2017/19 £
	Chiltern	South Bucks		
Annual Fee				
Regional Casino Premises Licence	LI01/C886 (D04)	LI01/C901 (3)	15,000.00	15,000.00
Large Casino Premises Licence	LI01/C886 (D04)	LI01/C901 (3)	10,000.00	10,000.00
Small Casino Premises Licence	LI01/C886 (D04)	LI01/C901 (3)	5,000.00	5,000.00
Converted Casino Premises Licence	LI01/C886 (D04)	LI01/C901 (3)	3,000.00	3,000.00
Bingo Premises Licence	LI01/C886 (D04)	LI01/C901 (3)	1,000.00	1,000.00
Adult Gaming Centre Premises Licence	LI01/C886 (D04)	LI01/C901 (3)	1,000.00	1,000.00
Betting Premises (Track) Licence	LI01/C886 (D04)	LI01/C901 (3)	1,000.00	1,000.00
Family Entertainment Centre Premises Licence	LI01/C886 (D04)	LI01/C901 (3)	750.00	750.00
Betting Premises (Other) Licence	LI01/C886 (D04)	LI01/C901 (3)	600.00	600.00
Transfer Application Fee				
Regional Casino Premises Licence	LI01/C886 (D04)	LI01/C901 (3)	6,500.00	6,500.00
Large Casino Premises Licence	LI01/C886 (D04)	LI01/C901 (3)	2,150.00	2,150.00
Small Casino Premises Licence	LI01/C886 (D04)	LI01/C901 (3)	1,800.00	1,800.00
Converted Casino Premises Licence	LI01/C886 (D04)	LI01/C901 (3)	1,350.00	1,350.00
Bingo Premises Licence	LI01/C886 (D04)	LI01/C901 (3)	1,200.00	1,200.00
Adult Gaming Centre Premises Licence	LI01/C886 (D04)	LI01/C901 (3)	1,200.00	1,200.00
Betting Premises (Track) Licence	LI01/C886 (D04)	LI01/C901 (3)	950.00	950.00
Family Entertainment Centre Premises Licence	LI01/C886 (D04)	LI01/C901 (3)	950.00	950.00
Betting Premises (Other) Licence	LI01/C886 (D04)	LI01/C901 (3)	1,200.00	1,200.00
Variation Application Fee				
Regional Casino Premises Licence	LI01/C886 (D04)	LI01/C901 (3)	7,500.00	7,500.00
Large Casino Premises Licence	LI01/C886 (D04)	LI01/C901 (3)	5,000.00	5,000.00
Small Casino Premises Licence	LI01/C886 (D04)	LI01/C901 (3)	4,000.00	4,000.00
Converted Casino Premises Licence	LI01/C886 (D04)	LI01/C901 (3)	2,000.00	2,000.00
Bingo Premises Licence	LI01/C886 (D04)	LI01/C901 (3)	1,750.00	1,750.00
Adult Gaming Centre Premises Licence	LI01/C886 (D04)	LI01/C901 (3)	1,000.00	1,000.00
Betting Premises (Track) Licence	LI01/C886 (D04)	LI01/C901 (3)	1,250.00	1,250.00
Family Entertainment Centre Premises Licence	LI01/C886 (D04)	LI01/C901 (3)	1,000.00	1,000.00
Betting Premises (Other) Licence	LI01/C886 (D04)	LI01/C901 (3)	1,500.00	1,500.00
Provisional Statement Application Fee				
Regional Casino Premises Licence	LI01/C886 (D04)	LI01/C901 (3)	15,000.00	15,000.00
Large Casino Premises Licence	LI01/C886 (D04)	LI01/C901 (3)	10,000.00	10,000.00
Small Casino Premises Licence	LI01/C886 (D04)	LI01/C901 (3)	8,000.00	8,000.00
Bingo Premises Licence	LI01/C886 (D04)	LI01/C901 (3)	3,500.00	3,500.00
Adult Gaming Centre Premises Licence	LI01/C886 (D04)	LI01/C901 (3)	2,000.00	2,000.00
Betting Premises (Track) Licence	LI01/C886 (D04)	LI01/C901 (3)	2,500.00	2,500.00
Family Entertainment Centre Premises Licence	LI01/C886 (D04)	LI01/C901 (3)	2,000.00	2,000.00
Betting Premises (Other) Licence	LI01/C886 (D04)	LI01/C901 (3)	3,000.00	3,000.00

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LICENCES	General ledger code		2017/18 £	2018/19 £
	Chiltern	South Bucks		
Application for Reinstatement Fee				
Regional Casino Premises Licence	LI01/C886 (D04)	LI01/C901 (3)	6,500.00	6,500.00
Large Casino Premises Licence	LI01/C886 (D04)	LI01/C901 (3)	2,150.00	2,150.00
Small Casino Premises Licence	LI01/C886 (D04)	LI01/C901 (3)	1,800.00	1,800.00
Converted Casino Premises Licence	LI01/C886 (D04)	LI01/C901 (3)	1,350.00	1,350.00
Bingo Premises Licence	LI01/C886 (D04)	LI01/C901 (3)	1,200.00	1,200.00
Adult Gaming Centre Premises Licence	LI01/C886 (D04)	LI01/C901 (3)	1,200.00	1,200.00
Betting Premises (Track) Licence	LI01/C886 (D04)	LI01/C901 (3)	950.00	950.00
Family Entertainment Centre Premises Licence	LI01/C886 (D04)	LI01/C901 (3)	950.00	950.00
Betting Premises (Other) Licence	LI01/C886 (D04)	LI01/C901 (3)	1,200.00	1,200.00
Change of Circumstances Fee	LI01/C886 (D04)	LI01/C901 (3)	50.00	50.00
Duplicate Licence Fee	LI01/C886 (D04)	LI01/C901 (3)	25.00	25.00
Copy Premises Licence	LI01/C886 (D04)	LI01/C901 (3)	25.00	25.00
Sex Establishments/Sexual Entertainment Venues				
Fee in respect of an application for grant, transfer or renewal of a licence for a sex establishment.	LI01/C893 (D04)	LI01/C908 (3)	3,500.00	3,500.00
Grant of Licence	LI01/C893 (D04)	LI01/C908 (3)	3,277.00	3,500.00
Annual Renewal of Licence	LI01/C893 (D04)	LI01/C908 (3)	3,277.00	3,500.00
Transfers	LI01/C893 (D04)	LI01/C908 (3)	3,277.00	3,500.00
Variations	LI01/C893 (D04)	LI01/C908 (3)	3,277.00	3,500.00
Scrap Metal Dealers				
Site licence	LI01/C892 (D04)	LI01/C907 (3)	500.00	500.00
Mobile licence	LI01/C892 (D04)	LI01/C907 (3)	250.00	250.00
Variation	LI01/C892 (D04)	LI01/C907 (3)	50.00	50.00
Badqe/vehicle	LI01/C892 (D04)	LI01/C907 (3)	25.00	25.00
Miscellaneous				
Registration of:- Acupuncturists Tattooists, Ear Piercing and Electrolysis Premises (3)	LI01/C891 (D04)	LI01/C906 (3)	185.00	185.00
Acupuncture/Tattooing/Ear Piercing/ Electrolysis: per establishment	LI01/C891 (D04)	LI01/C906 (3)	180.00	185.00
New personal licences for;	LI01/C891 (D04)	LI01/C906 (3)		
Acupuncturist (3)			169.00	
Tattooists (3)	LI01/C891 (D04)	LI01/C906 (3)	169.00	
Electrolysis (3)	LI01/C891 (D04)	LI01/C906 (3)	169.00	
Ear Piercing (3)	LI01/C891 (D04)	LI01/C906 (3)	169.00	
Acupuncture/Tattooing/Ear Piercing/ Electrolysis: per person.	LI01/C891 (D04)	LI01/C906 (3)	70.00	169.00
Street Trading Consent: per day or part Monday-Thursday.	LI01/C895 (D04)	LI01/C910 (3)	33.00	33.00
Street Trading Consent: per day or part Friday - Sunday.	LI01/C895 (D04)	LI01/C910 (3)	52.00	52.00
Street Trading Consent: Application Fee	LI01/C895 (D04)	LI01/C910 (3)	66.00	66.00
Graffiti removal kits.	EH01/C957 (D45)		13.00	13.00
Graffiti recharge of contractor removal cost.	EH01/C957 (D45)		Cost Recovery	Cost Recovery
ENVIRONMENTAL HEALTH SERVICES				
Food Certificates Export / Condemnation	EH01/C956 (D04)	EH01/S956 (3)	137.00 + officer time (£47p/h) & collection/ disposal	140.00 + officer time (£47p/h) & collection/ disposal
Pre application work - associated with S61 Control of Pollution Act (Prior consent for work on construction sites)	EH01/C956 (D40)	EH01/S956 (1b)	£50 per hour	
Expedited processing of applications made for prior consent for work on construction sites (noise)	EH01/S956 (D40)	EH01/S956 (1b)	£50 per hour	
Stray Dog Fees				
Statutory Fee	E700/C956 (D04)	3630/S956 (3)	25.00	25.00
Administration Fee	E700/C956 (D40)	3630/S956 (1b)	20.00	20.00
Kennelling fees per day		3630/S956 (1b)	15.50	15.50
Kennelling fees per day	E700/C956 (D40)		12.50	12.50
Collection of fees charge by SBDC		3630/S956 (1b)	40.00	40.00
Collection of fees charge (payable direct to kennels).	E700/C956 (D40)		15.00	15.00
Stray Dog Collection Charge	E700/C956 (D40)	3630/S956 (1b)	98.00	100.00
Discretionary Stray dog returned to owner from Kennels	E700/C956 (D40)	3630/S956 (1b)	75.00	75.00
Discretionary Stray dog returned to owner not gone to kennel or in transit to kennel		3630/S956 (1b)	70.00	70.00
Stray Dogs Out of Hours		3630/S956 (1b)	145.00	98.00

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ENVIRONMENTAL HEALTH SERVICES	General ledger code		2017/18	2018/19
	Chiltern	South Bucks	£	£
Food Hygiene Courses:				
In-house group Hygiene Awareness Courses	EH01/C956 (D03)	EH01/S956 (4)	308.00	308.00
Improving your food hygiene rating (1/2 day) Minimum 7 delegates	EH01/C956 (D03)	EH01/S956 (4)	51.00	51.00
Health and Safety (for manual handling techniques) (1/2 day) in-house group courses (max 16 delegates)	EH01/C956 (D03)	EH01/S956 (4)	31.00	31.00
Introduction to HACCP (Hazard Analysis Critical Control Point) for Food Safety (1/2 Day). Minimum 4 delegates	EH01/C956 (D03)	EH01/S956 (4)	112.00	112.00
Level 2 Courses: Online e-learning course Food Hygiene courses per candidate	EH01/C956 (D03)	EH01/S956 (4)	25.00	25.00
Level 2 Courses: 1 day Food Hygiene courses per candidate (includes lunch)	EH01/C956 (D03)	EH01/S956 (4)	86.00	86.00
BII Level 2 Personal License Holder course	EH01/C956 (D03)	EH01/S956 (4)	620.00	620.00
Level 2 Courses: 1 day Food and Health and Safety private in-house group courses (max 16 delegates)	EH01/C956 (D03)	EH01/S956 (4)	311.00	311.00
Level 2 Manual Handling per candidate	EH01/C956 (D03)	EH01/S956 (4)	86.00	86.00
Level 2 COSHH Course (1/2 day course) per candidate	EH01/C956 (D03)	EH01/S956 (4)	51.00	51.00
Level 3 Risk Assessment Course per candidate	EH01/C956 (D03)	EH01/S956 (4)	178.00	178.00
Miscellaneous:				
Food Hygiene Rating Scheme re-inspection	EH01/C956 (D03)	EH01/S956 (4)	cost recovery	150.00
Pre-inspection advisory visit up to 6 hours consultancy	EH01/C956 (D03)	EH01/S956 (4)	306.00 Additional hours at £47/hour	306.00 Additional hours at £47/hour
SFBB packs for existing businesses	EH01/C956 (D03)	EH01/S956 (4)	15.00	15.00
Investigating High Hedges complaints	EH01/C861 (D04)	EH01/S861 (4)	450.00	450.00
Other Advisory visits and services	EH01/C956 (D03)	EH01/S956 (4)	At cost (officers recharge rate £47 p/h)	At cost (officers recharge rate £47 p/h)

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MISCELLANEOUS SERVICES	General ledger code		2017/18	2018/19
	Chiltern	South Bucks	£	£
Public health funerals	EH01/C785 (D04)	EH01/S785 (3)	cost of recovery of funeral and crematorium charges plus £47/hour officer charge	cost of recovery of funeral and crematorium charges plus £47/hour officer charge
Formulation of professional opinion on subject requested		EH01/S956 (3)	64.00 (minimum charge 64.00)	64.00 (minimum charge 64.00)
Charge for provision of witness statements under various Acts of Parliament		EH01/S956 (3)	64.00 (minimum charge 64.00)	64.00 (minimum charge 64.00)
Photographs in connection with the above		EH01/S956 (1a)	5.70	5.70
Application for loudspeaker in street consent		EH01/S956 (3)	43.00	43.00
Application for consent to unload vehicles before 9.00 9 a.m. on Sunday		EH01/S956 (3)	155.00	155.00
Water Sampling at Private Supplies:				
Revised charges from Private Water Supply Regulations				
PWS Risk assessment	EH01/C956 (D40)	EH01/S956 (1b)	500.00	500.00
PWS risk based sampling	EH01/C956 (D40)	EH01/S956 (1b)	100.00	100.00
PWS Investigation	EH01/C956 (D40)	EH01/S956 (1b)	100.00	100.00
PWS Granting authorisation	EH01/C956 (D40)	EH01/S956 (1b)	100.00	100.00
Analysing Samples Req 10		EH01/S956 (1b)	25.00	25.00
Analysing Samples Check monitoring	EH01/C956 (D40)	EH01/S956 (1b)	100.00	100.00
Analysing Samples Audit monitoring	EH01/C956 (D40)	EH01/S956 (1b)	500.00	500.00
(No fee is payable where samples are taken and				
Photocopy Charge		EH01/S956 (1a)	10 p per sheet	
Return of Non Statutory and Governmental Questionnaires		EH01/S956 (1a)	Cost to be advised based on officers recharge rate and discretion to waive or adjust	
Provision of Non Statutory professional services in reply to commercial organisations		EH01/S956 (1a)	Cost to be advised based on officers recharge rate and discretion to waive or adjust	
Provision of CIEH accredited training courses		EH01/S956 (1a)	Cost of training provision and examination + administration and accommodation.	

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PEST CONTROL	General ledger code		2017/18 £	2018/19 £
	Chiltern	South Bucks		
Charges payable direct to contractor				
Rats	n/a		39.50	39.50
Mice	n/a		39.50	39.50
Wasps	n/a		39.00	39.00
Glis	n/a		84.00 plus returnable deposit for cage	84.00 plus returnable deposit for cage
Other public health insects	n/a		68.00	68.00

Free pest control services available in relation to Public Health pests to those in receipt of an income related benefits at the discretion of the Head of Healthy Communities or Environmental Health Manager.

Note: These prices are set by the contractor and may change during the life of the contract.

POLLUTION REDUCTION	General ledger code		2017/18 £	2018/19 £
	Chiltern	South Bucks		

Contaminated Land:

Professional Opinion - Contaminated land enquiries per hour -	G450/C957 (D40)		100.00	
Copies of plans and information regarding a contaminated land site.	G450/C957 (D40)		£50+£47/hr	

IPPC

Permits Subsistence Charge - A2 Licence, LOW Risk Rated	EH01/C894 (D04)		1,384.00	
Permits Subsistence Charge - A2 Licence, MEDIUM Risk Rated	EH01/C894 (D04)		1,541.00	
Permits Subsistence Charge - A2 Licence HIGH Risk Rated	EH01/C894 (D04)		2,233.00	
Permits Subsistence Charge - Part B Licence, LOW Risk Rated	EH01/C894 (D04)		739.00	
Permits Subsistence Charge - Part B Licence, MEDIUM Risk Rated	EH01/C894 (D04)		1,111.00	
Permits Subsistence Charge - Part B Licence, HIGH Risk Rated	EH01/C894 (D04)		1,672.00	
Subsistence Mobile Crusher LOW	EH01/C894 (D04)		618.00	
Subsistence Mobile Crusher MEDIUM	EH01/C894 (D04)		989.00	
Subsistence Mobile Crusher HIGH	EH01/C894 (D04)		1,484.00	
Subsistence Vehicle Refinisher LOW Risk	EH01/C894 (D04)		218.00	
Subsistence Vehicle Refinisher MEDIUM Risk	EH01/C894 (D04)		349.00	
Subsistence Vehicle Refinisher HIGH Risk	EH01/C894 (D04)		524.00	
Subsistence Reduced Fee Activity LOW Risk	EH01/C894 (D04)		76.00	
Subsistence Reduced Fee Activity MEDIUM Risk	EH01/C894 (D04)		151.00	
Subsistence Reduced Fee Activity HIGH Risk	EH01/C894 (D04)		227.00	
Application Fee - Standard Process	EH01/C894 (D04)		1,579.00	
Application Reduced Fee Activity (except Vehicle Refinisher)	EH01/C894 (D04)		148.00	
Application PVR 1 & 2	EH01/C894 (D04)		246.00	
Application Vehicle Refinisher	EH01/C894 (D04)		346.00	
Application - Mobile Crusher	EH01/C894 (D04)		1,579.00	
Part B Standard Process Transfer	EH01/C894 (D04)		162.00	
Part B Standard Process Partial Transfer	EH01/C894 (D04)		476.00	
Part B New Operator at low risk Reduced Fee Activity	EH01/C894 (D04)		75.00	
Surrender all Part B Activities	EH01/C894 (D04)		-	
Part B Substantial Change - Standard Process	EH01/C894 (D04)		1,005.50	
Part B Substantial Change- Standard where substantial change results in new PPC activity	EH01/C894 (D04)		1,579.00	
Part B Substantial Change- Reduced Fee Activity	EH01/C894 (D04)		98.00	
Reduced Fee Activity - Partial Transfer	EH01/C894 (D04)		45.00	
QUARTERLY PAYMENT OPTION ALL IPPC - Additional Charge	EH01/C894 (D04)		36.00	

HOUSING	General ledger code		2017/18 £	2018/19 £
	Chiltern	South Bucks		

Houses with multiple occupation licensing fees:

Basic fee.	HO01/C800 (D04)		405.00	376.00
Disclosure Scotland fee (paid directly by applicant)	HO01/C800 (D04)		20.00	25.00
Extra assistance or advice on incomplete applications, or where property is larger and more complex (per hour).	HO01/C800 (D04)		45.00	47.00

Houses with multiple occupation- additions:

Additions:	HO01/C800 (D04)		45.00	47.00
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Houses with multiple occupation- Deductions:

Professionally qualified or accredited landlord.	HO01/C800 (D04)		45.00	47.00
No assistance required (and complete application submitted first time).	HO01/C800 (D04)		45.00	47.00
Complete application submitted within 3 months of issue of forms.	HO01/C800 (D04)		45.00	47.00

Housing Enforcement Charges:

Improvement/prohibition notice/orders (for 1st notice).	HO01/C800 (D04)		100.00	100.00
Additional notices (maximum of £300/property) notice fee waived if complied with within timescales.	HO01/C800 (D04)		50.00	50.00
Health and Housing Recharge costs: cost of contractor following service of a Statutory Notice plus officer time.	HO01/C800 (D04)		50.00	47.00

PLANNING PORTFOLIO

REVISED CHARGES FROM 1 APRIL 2018

VAT Codes:
Chiltern
South Bucks

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BUILDING CONTROL	General ledger code		2017/18	2018/19
	Chiltern	South Bucks	£	£

The Building (Local Authority Charges) Regulations 2010 authorise Local Authorities in England & Wales to fix and recover charges for the performance of their main building control functions relating to building regulations in a charging scheme governed by the principles laid down in the Regulations. This scheme was adopted by the Council effective from 1st October 2010. The setting of charges is dealt with by the Building Control Manager in consultation with the Sustainability Portfolio Holder and the Head of Finance. Revised charges are subsequently reported to Members for information.

PHOTOCOPYING (1a)	General ledger code		2017/18	2018/19
	Chiltern	South Bucks	£	£

A4 Sheet B/W	PP01/C940 (D45)	DM02/S940 (1a)	10p	10p
A4 Sheet Colour	PP01/C940 (D45)	DM02/S940 (1a)	20p	20p
A3 Sheet B/W	PP01/C940 (D45)	DM02/S940 (1a)	20p	20p
A3 Sheet Colour	PP01/C940 (D45)	DM02/S940 (1a)	40p	40p
Large maps re-produced by the Plotter		DM02/S940 (1a)	10.00	10.00
A2 - Per Sheet	PP01/C940 (D45)		£4.80	
			emailed /	
			£5.80	
A1 - Per Sheet	PP01/C940 (D45)		noted £10.60	No charge
			emailed /	for emailed
			£11.60	
A0 - Per Sheet *1	PP01/C940 (D45)		noted £15.90	copies
			emailed /	
			£16.90	
			noted	
Sale of Council Documents: Decision Notices & Tree Preservation Ord	PP01/C940 (D45)		10.40	NIL

- Decision Notice (Planning)/Appeal
- Tree Preservation Orders
- Legal Agreements, etc.

PLANNING PORTFOLIO REVISED CHARGES FROM 1 APRIL 2018

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PLANNING ADVICE AND INFORMATION	General ledger code		2017/18	2018/19
	Chiltern	South Bucks	£	£
<u>Pre-Application Advice (1b)</u>				
Administration Charges (per hour)				
- Head of Service		DM02/S850 (1b)	220.00	264.00
- Area Team Manager		DM02/S850 (1b)	170.00	204.00
- All other planning officers/equivalent		DM02/S850 (1b)	150.00	180.00
- Assistant Planning Officer/Customer		DM02/S850 (1b)	100.00	N/A
Site Visits – Flat Rate per officer		DM02/S850 (1b)	100.00	120.00
<u>Planning: Pre-Application / Post Decision Advice and Extant Enforcement Notices.</u>				
Enlargement, improvement or other, alteration of existina dwellina and other				
Meeting and follow up letter		DM01/C850 (D45)	165.00	198.00
Letter only		DM01/C850 (D45)	110.00	132.00
New residential dwellings:				
1 dwelling				
Meeting and follow up letter		DM01/C850 (D45)	380.00	456.00
Letter only		DM01/C850 (D45)	255.00	306.00
2 dwellinqs				
Meeting and follow up letter		DM01/C850 (D45)	480.00	576.00
Letter only		DM01/C850 (D45)	320.00	384.00
3 dwellinqs				
Meeting and follow up letter		DM01/C850 (D45)	675.00	810.00
Letter only		DM01/C850 (D45)	450.00	540.00
4 dwellinqs				
Letter only		DM01/C850 (D45)	575.00	690.00
6 - 10 dwellinqs				
Meeting and follow up letter		DM01/C850 (D45)	960.00	1,152.00
Letter only		DM01/C850 (D45)	640.00	768.00
11 - 50 dwellinqs				
Meeting and follow up letter		DM01/C850 (D45)	1,915.00	2,298.00
Letter only		DM01/C850 (D45)	1,275.00	1,530.00
51-75 dwellinqs				
Meeting and follow up letter		DM01/C850 (D45)	2,870.00	3,444.00
Letter only		DM01/C850 (D45)	1,915.00	2,298.00
76-100 dwellinqs				
Meeting and follow up letter		DM01/C850 (D45)	3,820.00	4,584.00
Letter only		DM01/C850 (D45)	2,550.00	3,060.00
101-150 dwellinqs				
Meeting and follow up letter		DM01/C850 (D45)	5,740.00	6,888.00
Letter only		DM01/C850 (D45)	3,820.00	4,584.00
151+ dwellinqs				
Meeting and follow up letter		DM01/C850 (D45)	7,645.00	9,174.00
Letter only		DM01/C850 (D45)	5,095.00	6,114.00

PLANNING PORTFOLIO REVISED CHARGES FROM 1 APRIL 2018

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PLANNING ADVICE AND INFORMATION	General ledger code		2017/18	2018/19
	Chiltern	South Bucks	£	£
Commercial Development (Use Classes B1, B2, B8 and A1-A5)				
1-100m ² (gross floor area)				
Meeting and follow up letter	DM01/C850 (D45)		385.00	462.00
Letter only	DM01/C850 (D45)		255.00	306.00
101-500m ² (gross floor area)				
Meeting and follow up letter	DM01/C850 (D45)		720.00	864.00
Letter only	DM01/C850 (D45)		480.00	576.00
501-1,000m ² (gross floor area)				
Meeting and follow up letter	DM01/C850 (D45)		1,080.00	1,296.00
Letter only	DM01/C850 (D45)		720.00	864.00
1,001-5,000m ² (gross floor area)				
Meeting and follow up letter	DM01/C850 (D45)		1,915.00	2,298.00
Letter only	DM01/C850 (D45)		1,275.00	1,530.00
5,001-10,000m ² (gross floor area)				
Meeting and follow up letter	DM01/C850 (D45)		3,820.00	4,584.00
Letter only	DM01/C850 (D45)		2,550.00	3,060.00
10,001m ² + (gross floor area)				
Meeting and follow up letter	DM01/C850 (D45)		7,645.00	9,174.00
Letter only	DM01/C850 (D45)		5,095.00	6,114.00
Developments falling within Use Classes C1, C2, D1 and D2				
1-100m ² (gross floor area)				
Meeting and follow up letter	DM01/C850 (D45)		385.00	462.00
Letter only	DM01/C850 (D45)		255.00	306.00
101-500m ² (gross floor area)				
Meeting and follow up letter	DM01/C850 (D45)		720.00	864.00
Letter only	DM01/C850 (D45)		480.00	576.00
501-1,000m ² (gross floor area)				
Meeting and follow up letter	DM01/C850 (D45)		1,080.00	1,296.00
Letter only	DM01/C850 (D45)		720.00	864.00
1,001-5,000m ² (gross floor area)				
Meeting and follow up letter	DM01/C850 (D45)		1,915.00	2,298.00
Letter only	DM01/C850 (D45)		1,275.00	1,530.00
5,001m ² + (gross floor area)				
Meeting and follow up letter	DM01/C850 (D45)		3,820.00	4,584.00
Letter only	DM01/C850 (D45)		2,550.00	3,060.00
Change of use (C.O.U) of existing buildings or land with no increase in floor space *				
Meeting and follow up letter	DM01/C850 (D45)		385.00	462.00
Letter only	DM01/C850 (D45)		255.00	306.00
* (a-excluding change of use to residential - for this, please see Category 2) (b- other than for (a) above, where an increase of floor-space is proposed as well as a C.O.U, the fee will be charged in the category of development of the proposed new use).				
Agriculture and Forestry.				
Erection of new buildings, glasshouses or poly-tunnels with a gross floor area up to 465m ²				
Meeting and follow up letter	DM01/C850 (D45)		185.00	222.00
Letter only	DM01/C850 (D45)		120.00	144.00
All other agricultural buildings and development.				
Meeting and follow up letter	DM01/C850 (D45)		385.00	462.00
Letter only	DM01/C850 (D45)		255.00	306.00

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PLANNING ADVICE AND INFORMATION	General ledger code		2017/18 £	2018/19 £
	Chiltern	South Bucks		
Erection, alterations or replacement of plant or machinery.				
Meeting and follow up letter	DM01/C850 (D45)		95.00	114.00
Letter only	DM01/C850 (D45)		65.00	78.00
Buildings and structures for equestrian purposes including stables, livery stables and riding schools.				
1-40m ² (gross floor area)				
Meeting and follow up letter	DM01/C850 (D45)		195.00	234.00
Letter only	DM01/C850 (D45)		130.00	156.00
41-75m ² (gross floor area)				
Meeting and follow up letter	DM01/C850 (D45)		290.00	348.00
Letter only	DM01/C850 (D45)		195.00	234.00
76-1,000m ² (gross floor area)				
Meeting and follow up letter	DM01/C850 (D45)		480.00	576.00
Letter only	DM01/C850 (D45)		320.00	384.00
1,001-3,750m ² (gross floor area)				
Meeting and follow up letter	DM01/C850 (D45)		960.00	1,152.00
Letter only	DM01/C850 (D45)		640.00	768.00
3751m ² + (gross floor area)				
Meeting and follow up letter	DM01/C850 (D45)		1,915.00	2,298.00
Letter only	DM01/C850 (D45)		1,275.00	1,530.00
Erection or construction of gates, walls, fences or other means of enclosure other than within the curtilage of a dwelling; and the construction of car parks, service roads and other means of access to land.				
Meeting and follow up letter	DM01/C850 (D45)		165.00	198.00
Letter only	DM01/C850 (D45)		110.00	132.00
Advertisements.				
Meeting and follow up letter	DM01/C850 (D45)		195.00	234.00
Letter only	DM01/C850 (D45)		130.00	156.00
Telecommunications development.				
Meeting and follow up letter	DM01/C850 (D45)		480.00	576.00
Letter only	DM01/C850 (D45)		320.00	384.00
Outline Proposals:				
All Outline Proposals will be charged at the same rate as if the proposal were for a full application. The request for advice will have to be accompanied by indicative drawings of the proposal.				
Non-Material Amendments and Minor Material Amendments				
Householder				
Meeting and follow up letter	DM01/C850 (D45)		140.00	168.00
Letter only	DM01/C850 (D45)		90.00	108.00
Other				
Meeting and follow up letter	DM01/C850 (D45)		290.00	348.00
Letter only	DM01/C850 (D45)		195.00	234.00
Requests to withdraw extant Enforcement Notices				
Meeting and follow up letter	DM01/C850 (D45)		335.00	402.00
Letter only	DM01/C850 (D45)		225.00	270.00
Requests to confirm that an extant Enforcement Notice has been complied with.				
Meeting and follow up letter	DM01/C850 (D45)		385.00	462.00
Letter only	DM01/C850 (D45)		255.00	306.00

PLANNING PORTFOLIO

REVISED CHARGES FROM 1 APRIL 2018

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PLANS, POLICIES AND PUBLISHED INFORMATION	General ledger code		2017/18	2018/19
	Chiltern	South Bucks	£	£
South Bucks Core Strategy (Adopted February 2011)		PP01/S860 (2)	17.50	17.50
Adopted Core Strategy for Chiltern District (Nov 2011)* - B/W (Colour cover)	PP01/C860 (D08)		5.10	5.10
South Bucks District Local Plan 1999		PP01/S860 (2)	20.00	20.00
Adopted Chiltern District Local Plan (consolidated Sept 2007 and Nov 2011) - B/W (Colour cover)	PP01/C860 (D08)		10.20	10.20
South Bucks Development Plan Proposals Map		PP01/S860 (2)	20.00	20.00
Policies Map for Chiltern District (adopted Nov 2011) full colour document	PP01/C860 (D08)		12.20	12.20
Proposed changes to the Policies Map arising from the submission of the Delivery DPD (February 2014) - B/W	PP01/C860 (D08)		5.60	5.60
Core Strategy Inspectors Report (January Statement of Community Involvement)		PP01/S860 (2)	4.20	4.20
Local Development Scheme (March 2010)		PP01/S860 (2)	8.60	8.60
Residential Design Guide SPD (October 2008)		PP01/S860 (2)	4.80	4.80
Residential Extensions and Householder Development SPD - Colour		PP01/S860 (2)	9.40	9.40
	PP01/C860 (D08)		2.00	2.00
Annual Monitoring Report (published in January each year)		PP01/S860 (2)	price based on normal photoconvi	price based on normal photoconvin
Annual Monitoring Report (2010/11) Main report [^] - Colour	PP01/C860 (D08)		6.30	6.30
Annual Monitoring Report (2010/11) Appendices - Colour	PP01/C860 (D08)		15.90	15.90
Infrastructure Delivery Schedule (February 2014) - B/W	PP01/C860 (D08)		0.80	0.80
Delivery Development Plan Document for Chiltern District - Colour	PP01/C860 (D08)		15.30	15.30
Sustainability Appraisal: Delivery Development Plan Document Submission (February 2014) - Colour	PP01/C860 (D08)		27.80	27.80
Duty to co-operate report for the Delivery Development Plan Document and Infrastructure Delivery Schedule (August 2014) - B/W	PP01/C860 (D08)		5.10	5.10
Statement of Consultation (Regulation 22 (1) (c) for the Delivery Development Plan Document (August 2014) - B/W	PP01/C860 (D08)		2.60	2.60
Council Inspector Recommended Modifications to the Submission Delivery Development Plan Document, Infrastructure Delivery Schedule and Policies Map (August 2014) - B/W	PP01/C860 (D08)		7.10	7.10
Affordable Housing Supplementary Planning Document Consultation Document (Nov 2011) - Colour	PP01/C860 (D08)		3.30	3.30

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PLANS, POLICIES AND PUBLISHED INFORMATION	General ledger code		2017/18	2018/19
	Chiltern	South Bucks	£	£
Supporting Documents				
Final Sustainability Appraisal Report for the Publication Draft of the Core Strategy for Chiltern District (September 2010) - Colour	PP01/C860 (D08)		30.80	30.80
Core Strategy Pre-submission Consultation Statement v2.0 (October 2010) - Colour	PP01/C860 (D08)		20.20	20.20
Equality Impacts Assessment of the Core Strategy for Chiltern District Draft Consultation Document v1.0 (September 2010) - Colour	PP01/C860 (D08)		3.30	3.30
Habitats Regulations Assessment – Main Report v1.0 (September 2010) - Colour	PP01/C860 (D08)		7.40	7.40
Habitats Regulations Assessment Screening Opinion (October 2009) - Colour	PP01/C860 (D08)		0.20	0.20
South Bucks District Council and Chiltern District Council – Joint Retail / Town Centre Study Final Report and Appendices (December 2007) by Nathaniel Lichfield & Partners Ltd - Colour	PP01/C860 (D08)		45.80	45.80
Chiltern District Council Retail and Town Centre Study Update Report (September 2009) by Nathaniel Litchfield & Partners Ltd - Colour	PP01/C860 (D08)		7.40	7.40
Chiltern District Large Employment Sites Study (2004) by Aitchison Raffety - Colour	PP01/C860 (D08)		15.90	15.90
Report to Chiltern District Council - Investigation of sites not designated as Higher Performing in the Employment Land Study (2004) by Aitchison Raffety - Colour	PP01/C860 (D08)		4.30	4.30
Buckinghamshire Employment Land Review – Final Report August 2006 - Colour	PP01/C860 (D08)		29.80	29.80
Chiltern District Council 2009 Employment Site Vacancy Survey October 2010 v1.0 - B/W	PP01/C860 (D08)		1.00	1.00
Buckinghamshire Strategic Housing Market Assessment – Final Report (July 2008) by Fordham Research - Colour	PP01/C860 (D08)		45.80	45.80
Buckinghamshire Strategic Housing Market Assessment – Executive Summary (July 2008) by Fordham Research - Colour	PP01/C860 (D08)		4.30	4.30
Chiltern District Strategic Housing Land Availability Assessment Final Report (January 2008) by Roger Tym and Partners - Colour	PP01/C860 (D08)		12.80	12.80

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PLANS, POLICIES AND PUBLISHED INFORMATION (not including P&P)	General ledger code		2017/18 £	2018/19 £
	Chiltern	South Bucks		
Supporting Documents (Continued)				
Chiltern District Strategic Housing Land Availability Assessment – Site Plans and Proformas (January 2008) by Roger Tym and Partners (Sites 1 – 200) - B/W	PP01/C860 (D08)		3.30	3.30
Chiltern District Strategic Housing Land Availability Assessment – Site Plans and Proformas (January 2008) by Roger Tym and Partners (Sites 201 – 350) - B/W	PP01/C860 (D08)		3.30	3.30
Chiltern District Strategic Housing Land Availability Assessment – Site Plans and Proformas (January 2008) by Roger Tym and Partners (Sites 351 - 537) - B/W	PP01/C860 (D08)		3.30	3.30
Chiltern District Strategic Housing Land Availability Assessment – Supporting Site Capacity and Character Testing Report (January 2008) by Tibbalds Planning - Colour	PP01/C860 (D08)		4.30	4.30
Chiltern District Strategic Housing Land Availability Assessment – Supplementary Report (September 2010) - Colour	PP01/C860 (D08)		9.60	9.60
Chiltern District Council Affordable Housing Development Economics Study (July 2007) by Adams Integra - Colour	PP01/C860 (D08)		22.20	22.20
Chiltern District Council Affordable Housing Development Economics Study Update Report 2009/2010 (March 2010) by Adams Integra - Colour	PP01/C860 (D08)		13.90	13.90
2010 Housing Land Supply Trajectory 2006 to 2026 v1.0 (September 2010) - Colour	PP01/C860 (D08)		3.30	3.30
Gypsy and Traveller accommodation needs assessment for the Thames Valley region September 2006 by Tribal Consulting - Colour	PP01/C860 (D08)		25.50	25.50
Gypsy and Traveller accommodation needs assessment for the Thames Valley region Executive Summary (Sept 2006) by Tribal Consulting - Colour	PP01/C860 (D08)		2.10	2.10
Needs Assessment for Travelling Show people (Buckinghamshire Authorities) July 2007 - Colour	PP01/C860 (D08)		10.60	10.60
Strategic Housing Sites & Major Developed Sites in the Green Belt Deliverability Information v1.0 October 2010 - B/W	PP01/C860 (D08)		1.00	1.00
Chiltern District Council - Chiltern Townscape Character Assessment - Interim Findings Paper (Sept. 2010) by Chris Blandford Associates - B/W	PP01/C860 (D08)		1.00	1.00
Chiltern District Council Major Developed Sites in the Green Belt Topic Paper v1.0 - Colour	PP01/C860 (D08)		2.20	2.20
Chiltern District Council – Accessibility, Parking Standards and Community Infrastructure Study Main Report (June 2005) by Carter Jonas - B/W	PP01/C860 (D08)		1.00	1.00
Chiltern District Council – Accessibility, Parking Standards and Community Infrastructure Study Appendices (June 2005) by Carter Jonas	PP01/C860 (D08)		8.60	8.60
Chiltern District Travel to Work Study (February 2007) by Land Use Consultants - Colour	PP01/C860 (D08)		6.30	6.30
Chiltern District Council - Core Strategy Evaluation of Transport Impacts (July 2009) Main Report by Atkins Transport Planning - Colour	PP01/C860 (D08)		11.60	11.60
Chiltern District Council - Core Strategy Evaluation of Transport Impacts (July 2009) Evaluation of Evidence by Atkins Transport Planning - B/W	PP01/C860 (D08)		2.20	2.20
Chiltern District Council – Draft Infrastructure Delivery Plan v1.0 (September 2010) - Colour	PP01/C860 (D08)		6.30	6.30
Chiltern District Council Strategic Flood Risk Assessment (SFRA) Level 1 Final Report (February 2008) by Jacobs (including maps) - Colour & B/W	PP01/C860 (D08)		5.30	5.30
Chiltern District Council Strategic Flood Risk Assessment (SFRA) Level 2 Report (June 2008) & Maps (29 documents) by Jacobs - Colour	PP01/C860 (D08)		11.60	11.60
Chiltern District Council Open Space, Sport and Recreation Facilities Audit and Needs Assessment Final Report (June 2005) by Torkildsen Barclay - Colour	PP01/C860 (D08)		25.50	25.50
Buckinghamshire Infrastructure Project - Phase 2 - January 2008 (Chiltern, South Bucks & Wycombe Districts) - B/W	PP01/C860 (D08)		2.20	2.20

PLANNING PORTFOLIO REVISED CHARGES FROM 1 APRIL 2018

VAT Codes:
Chiltern
South Bucks

(D45)=inclusive standard rated (D40)=plus standard rated (D08)=zero rate
(1a)=inclusive standard rated (1b)=plus standard rated (2)=zero rated (3)=

PLANS, POLICIES AND PUBLISHED INFORMATION (not including P&P)	General ledger code		2017/18	2018/19
	Chiltern	South Bucks	£	£
Chiltern Development Framework Statement of Community Involvement (Adopted December 2006) - Colour	PP01/C860 (D08)		5.30	5.30
Chiltern District Sustainability Appraisal Scoping Report - Revised January 2008 - Colour	PP01/C860 (D08)		11.60	11.60
Chiltern Draft Core Strategy Preliminary Sustainability Appraisal (June 2009) - Colour	PP01/C860 (D08)		7.40	7.40
Chiltern District Council Local Development Scheme 2010 -2013 (November 2010) - Colour	PP01/C860 (D08)		4.30	4.30
Schedule of Proposed minor changes to the Core Strategy for Chiltern District Submission Document v1.0 (January 2011) - B/W	PP01/C860 (D08)		1.00	1.00
Statement of Representations – Document in support of the Core Strategy for Chiltern District, Submission Document v1.0 (January 2011) - B/W	PP01/C860 (D08)		1.00	1.00
Core Strategy Pre-submission Consultation Statement				
Supplementary Information: Addition to Appendix 19 v1.0 (January 2011) - B/W	PP01/C860 (D08)		6.30	6.30
Chiltern District - Summary of Comments to the Pre-Publication Stages of the Core Strategy (2008 - 2010) - January 2011 - B/W	PP01/C860 (D08)		2.20	2.20
HOUSING TARGET FOR CHILTERN DISTRICT 2006 -2026 (January 2011) - Colour	PP01/C860 (D08)		4.30	4.30
Assessment of Conformity of the Core Strategy for Chiltern District with the policies of the South East Plan (January 2011) - B/W	PP01/C860 (D08)		1.00	1.00
Demonstrating the Links between the Core Strategy for Chiltern District & the Supporting Evidence Base - January 2011 - B/W	PP01/C860 (D08)		1.00	1.00
Chiltern District Council - Summary of Reports to the Council's Housing and Planning Overview Committee, Cabinet and Meeting of Chiltern District Housing Land Supply Trajectory (2006 – 2026) at March 2011 - Colour	PP01/C860 (D08)		1.00	1.00
Assessment of Housing Demand in Chiltern District (2006 - 2026) - February 2011 - Colour	PP01/C860 (D08)		5.30	5.30
Chiltern Strategic Housing Land Availability Assessment: Update Report March 2011 - Final - Colour	PP01/C860 (D08)		3.30	3.30
Chiltern Strategic Housing Land Availability Assessment: Update Report March 2011 – Supporting Appendix (Site Proformas by Schedule of Proposed Minor Changes to the Core Strategy for Chiltern District Submission Document - Part 2 (March 2011 - v2.0) - Chiltern District Council Employment Site Vacancy Survey November 2010 (v1.0 March 2011) - B/W	PP01/C860 (D08)		5.30	5.30
Chiltern District Core Strategy Preferred Options Paper - May 2006 - Colour	PP01/C860 (D08)		14.90	14.90
Chiltern District Core Strategy Preferred Options Paper - Sustainability Appraisal Report - May 2006 by Carter Jonas - B/W	PP01/C860 (D08)		1.00	1.00
			1.00	1.00
			10.60	10.60
			2.20	2.20

Other LDF documents, including those relating to earlier stages in the Core Strategy process and evidence base studies are available to download from the Council's website or can be made available in hard form on request (these are charged at normal photocopying [and postage, if relevant] charges)

Conservation Area Leaflets / Appraisals

Huntercombe (1977), Fulmer(1979), Hedgerley Village (1981), Hedgerley Green (1987), Iver (1982), Stoke Green (1987) and Stoke Park (1987)	PP01/S860		1.00	1.00
Boveney (1996), Burnham (2002)	PP01/S860		price based on normal photocopying charges	price based on normal photocopying charges
Dorney (1996) was sponsored			Free	Free
Taplow (2006), Taplow Riverside (2006), Uxbridge Lock (2006), Hampden Hill (2005), Beaconsfield Old Town (2006), Denham(2008), Gerrards Cross Common (2009), Gerrards Cross Centenary (2009), Stoke Poges - West End (2011), Framewood Road (2011) and subsequent documents	PP01/S860		price based on normal photocopying charges	price based on normal photocopying charges

RESOURCES PORTFOLIO
Classification: OFFICIAL
REVISED CHARGES FROM 1 APRIL 2018

VAT Codes:
Chiltern (D45)=inclusive standard rated (D40)=plus standard rated (D08)=zero rated (D04)=outside scope
South Bucks (1a)=inclusive standard rated (1b)=plus standard rated (2)=zero rated (3)=outside scope, (4)=

DATA PROTECTION ACT	General ledger code		2017/18 £	2018/19 £
	Chiltern	South Bucks		

Subject Access Request	BU01/C957 (D45)	BU01/S957 (1a)	10.00	
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MISCELLANEOUS	2017/18 £	2018/19 £
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Permission for works at Council property or related matters	Variable hourly rate appropriate for officer	Variable hourly rate appropriate for officer
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SECTION 106 AGREEMENTS	General ledger code		2017/18 £	2018/19 £
	Chiltern	South Bucks		

Deed of Variations	LE01/C956 (1b)	LE01/S956 (1b)	Fee subject	Fee subject
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New Agreements				
- individual	LE01/C956 (1b)	LE01/S956 (1b)	Fee subject	Fee subject
- others i.e. affordable housing/landscape managemen	LE01/C956 (1b)	LE01/S956 (1b)	variable hourly rate based on actual time (min £800 plus VAT)	variable hourly rate based on actual time (min £800 plus VAT)
	LE01/C956 (1b)	LE01/S956 (1b)		

For Information Environment Pag in January 2007 agreed these charges should be delegated to the Head of Legal &

LAND CHARGES	General ledger code		2017/18 £	2018/19 £
	Chiltern	South Bucks		

Form LLC1	LC01/C945 (D04)		20.00	
Form LLC1		LC01/S945 (3)		25.00
Con29R – Required Enquiries	LC01/C944 (D45)		73.20	
Con29R – Required Enquiries		LC01/S944 (1a)		93.60
Total LLC1 & CON29R	LC01/C944 (D45)		93.20	
Total LLC1 & CON29R		LC01/S944 (1a)		118.60
CON 290 Enquiries – <i>Each</i> Optional Enquiry	LC01/C944 (D45)	LC01/S944 (1a)	18.00	
Additional Enquiries (Solicitors own questions)	LC01/C944 (D45)		18.00	
Additional Enquiries (Solicitors own questions)		LC01/S944 (1a)		30.00
Additional Parcels of Land:				
Form LLC1	LC01/C945 (D04)	LC01/S945 (3)	5.00	
Form CON29R	LC01/C944 (D45)		12.00	
Form CON29R		LC01/S944 (1a)		18.00

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Farnham Park Trust Budgets 2018/19

1. Background

- 1.1. As the Farnham Park assets form a charitable trust it is necessary for Members to approve separate budgets for these operations.

2. Recommendations

Cabinet are requested to recommend to Council (acting as corporate trustee) the following items for the Farnham Park Charity.

- the 2018/19 operating budgets, and the overall Charity budget of £122,110
- The fees for 2018/19 for the Golf Course and Playing Fields.

3. Revenue Budgets

- 3.1. The following table summarise the 2018/19 operating budgets for the Farnham Park Trust activities. These have been scrutinised and recommended by the South Buckinghamshire Panel.

	Golf						FPPF
	Golf Mgt £	Golf course £	Golf Shop £	Catering £	Course Maint £	Total £	Total £
Operating Budget 2017/18	140,080	-453,730	-12,400	-21,830	219,950	-127,930	71,990
Draft Operating Budget 2018/19	146,715	-465,300	-10,800	-19,750	232,098	-117,037	86,797
Final Operating Budget 2018/19	147,953	-465,300	-10,800	-18,300	234,074	-112,374	87,704

The Operating budget 2018/19 now includes the pay rise provisions detailed in the report to the Joint Staffing Committee on 18 Jan 18.

- 3.2. The overall Charity budget for 2018/19 inclusive of interest costs and asset charges, is £122,110 as shown below.

	Golf £	Playing Fields £	2018/19 Total £	2017/18 Total £
Net Operating Budget	-112,374	87,704	-24,670	-55,940
Interest	33,640	-	33,640	25,000
Asset charge	65,780	10,360	76,140	83,700
Support Service Costs	25,900	11,100	37,000	37,000
2018/19 Budget	12,946	109,164	122,110	

- 3.3. The vehicle and plant replacement programme for the Farnham Park Charity, will be subject to further decisions regarding composition and funding arrangements.

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SUBJECT:	CAPITAL STRATEGY AND CAPITAL PROGRAMME 2018/19 TO 2022/23
REPORT OF:	Resources Portfolio Holder – Cllr Barbara Gibbs
RESPONSIBLE OFFICER	Director of Resources – Jim Burness
REPORT AUTHOR	Capital Accountant – Jane Clarke – 01494 732 223
WARD/S AFFECTED	All

1. Purpose of Report

1.1 To present:

- The Capital Strategy.
- The proposed Capital Programme for 2018/19 – 2022/23.

RECOMMENDATION to Council that

- 1. The Capital Strategy including the Capital Programme for 2018/19-2022/23 (Appendix A) be approved.**

2. Background

- 2.1 As part of the Council's budget process the Capital Programme is reviewed in order to assess, as part of the overall financial strategy of the Authority, what the scale and composition of the programme should be and the consequential funding implications for the financial strategy.
- 2.2 In recent years decisions have been undertaken to embark on a number of significant capital projects. These projects have changed the scale and composition of the capital programme, creating the need to finance these projects from borrowing.

3. Review of Capital Programme

- 3.1 The full Capital Programme is set out in the Capital Strategy.
- 3.2 Projects are grouped by Portfolio area, and the main items in the capital programme are as follows:

Environment

- 3.3 A budget of £1.5m has been allocated in 2021/22 for waste vehicles, as the current waste contract is due to end in October 2021. In addition the need for an annual provision for Recycling and Replacement Bins is included in the programme.
- 3.4 There is a budget of £9.375m for the construction of a Multi Storey Car Park in Gerrards Cross to address the capacity issues highlighted in the Parking Strategy. This project has been rephased and is expected to recommence by 2020/21.

S106 Funded Projects

- 3.5 There are two projects in relation to the Bath Road site, the potential purchase of land/property, and another project to develop the site for temporary accommodation. Both these projects are to be funded from s106 monies.

Healthy Communities

- 3.6 Home Renovation Grants and Flexible Home Loans are included in the programme to undertake works in default or to support the delivery of housing improvements in accordance with the Private Sector Housing Strategy Financial Assistance Policy by offering grants / loans to vulnerable householders requiring improvements to their property (heating, insulation, repairs, disability adaptations).
- 3.7 Disabled Facilities Grants are the responsibility of local authorities to provide. The cost of the grants are met from an allocation from the Better Care Fund administered by the Health & Wellbeing Board (this was £540k in 2017/18) so that there is no net cost falling to South Bucks. This is an annual programme of grant support.
- 3.8 The Council is planning to redevelop the old Academy golf site as a country park leisure facility. The budget for constructing this new facility The South Bucks Country Park is £2m, and this cost will be met from income gained during the redevelopment from soil importation.
- 3.9 Following the acquisition of the old Gerrards Cross Police Site, redevelopment of the site is proposed to support the delivery of housing, and to generate income for the Council, which are key priorities referred to in the Capital Strategy.
- 3.10 An Affordable Housing Action Plan is to be undertaken during the course of the next four years, and this proposes the Council embarks on acquiring properties for the purpose of meeting local housing needs as highlighted in the Capital Strategy.

Customer Services & Business Support

- 3.11 A rolling programme for ICT is included in the programme for the replacement of equipment and further alterations.

3.12 A Customer Experience Strategy Programme to facilitate the centralisation and transformation of customer services. Increasing efficiency and delivering savings across CDC and SBDC. The budgeted share of the set up ICT costs for SBDC is £196k.

Resources

3.13 The Council has responsibility under the lease for Capswood for the plant, equipment and internal decorations. The main item of expenditure will be the replacement of the chiller units in the main office areas, scheduled for 2019/20, £250k.

3.14 Other capital works include the extension to Parkside Woodland Burial Site, and upgrading elements of the Beacon Centre including the theatre flooring and the tiered seating area.

3.15 Work is also being undertaken to extend Stoke Poges Memorial Gardens.

Consilio

3.16 Consilio is a private limited company, set up and wholly owned by South Bucks District Council. The primary aim of the company is to acquire, develop and manage land and property in order to deliver a financial return to the Council.

3.17 On 13 December 2017, the SBDC Cabinet approved the Business plan for Consilio. The company is therefore now empowered to seek out commercial investment opportunities up to £50m in total and residential investment opportunities up to £10m in total. The business case for each specific proposal will be evaluated and, if approved, SBDC will lend funds to Consilio to allow the proposal to proceed.

3.18 The Capital Programme therefore includes a provision for £2m of loans per year. However the actual amount will vary depending on what investment opportunities arise.

4. Commuted Sums Programme

4.1 In the context of capital investment it is important to recognise funding available from planning commuted sum agreements for affordable housing developments. Currently the commuted sum balance is:

	Balances as at 21.12.17 £
s106 Monies - Conditional	20,914
s106 Monies - Unconditional	4,808,617
	4,829,531

4.2 These sums are applied in line with the Council's Housing Strategy which sets out the range of options available to use these funds for the provision of affordable housing. As para 3.6 referred to £3.739m of this funding is applied to housing projects on the Bath Road.

5. Consultation

5.1 Consultation is with the Overview and Scrutiny Committee.

6. Corporate Implications

6.1 The programme in the Capital Strategy covers the period until 2023. Over this period new calls for capital expenditure will arise linked to the Council's Business Plan and Financial Strategy.

6.2 To sustain the size of the programme and allow scope for new schemes, additional resources will need to be made available. The scope for generating significant new capital receipts is very limited; therefore, the Council will need to borrow to finance proposed capital projects.

6.3 The capital programme is part of the Council's overall financial strategy, as the capital and revenue budgets are interlinked.

6.4 The table below shows the proposed funding of the Capital Programme.

Sources of Funding	2018/19 £	2019/20 £	2020/21 £	2021/22 £	2022/23 £
Housing subsidy re DFG's via Better Care Fund	540,000	540,000	540,000	540,000	540,000
Income generated from SB County Park Site	1,230,000	1,000,000			
s106 funding - Bath Road - Acquisition of Land/Property	1,039,000				
s106 funding - Bath Road - Temporary Accommodation	2,700,000				
Borrowing - Police Site	3,910,000	3,910,000			
Borrowing - Affordable Housing Action Plan	3,380,000	2,000,000			
Borrowing - Consilio Business Plan	2,000,000	2,000,000	2,000,000	2,000,000	2,000,000
Borrowing - Car Park			9,375,000		
Borrowing - Refuse Vehicles				1,500,000	
Borrowing - General Projects	1,410,779	752,000	186,200	150,000	197,250
	16,209,779	10,202,000	12,101,200	4,190,000	2,737,250

7. Links to Council Policy Objectives

7.1 The Council's Code of Corporate Governance highlights the importance of having in place clearly documented processes for policy development, review and implementation, decision making, and monitoring and control. Following from this is the requirement for sound financial management, being able to demonstrate resources are aligned to the corporate priorities of the Council, and that any material risks are assessed. Having a medium term financial strategy is a key element in demonstrating this principle. Establishing a sound and sustainable financial base is important for delivery of the Council's objectives.

8. Next Steps

- 8.1 Following views of the Overview and Scrutiny Committee the report will be considered by the Cabinet, and then by Council in February 2018.

Background Papers:	None
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SOUTH BUCKS DISTRICT COUNCIL CAPITAL STRATEGY

Purpose

The Capital strategy for the Authority is intended to describe how the Authority will use and manage its capital resources to progress the Council's key priorities.

Key Priorities of the Strategy

The key Council priorities are as follows.

Priority	Pressure/Issue	Response
Financial Stability & Resilience	<p>Payment of tariff from 2019/20. Forecast funding gap by 2022 of £0.6m+</p> <p>Funding coming totally from local resources from 2017/18 makes SBDC more vulnerable to impact of economic recession.</p>	<p>Strategy to increase income from strategic review of assets. Strengthen level of reserves. Use prudential borrowing to finance major capital projects. Strong control on costs. Identify efficiencies through transformation and joint working.</p>
Local Housing Needs	<p>At end of 2016/17 60+ families in temporary accommodation. Increasing numbers on local housing waiting list. Affordability issues have led to RSL development largely ceasing in the area.</p>	<p>Identify sites for affordable housing development as another output from the strategic asset review. Housing development sites identified in new Local Plan. Private Sector Leasing Schemes in place with RSLs to address temporary accommodation needs. Use s106 funding.</p>
Parking Strategy	<p>Capacity issues in car parks in Gerrards Cross and Beaconsfield. Growing parking issues in Iver.</p>	<p>Project to expand Gerrards Cross Car Park. Strategic asset review to include identification of car parking expansion/development opportunities in other towns</p>
Maximising use of Property Assets	<p>Need to generate additional income to help bridge funding gap.</p> <p>Need to identify housing sites. Car parking issues</p>	<p>A number of projects identified in strategic asset review. Setting up of Consilio Property Ltd to develop property portfolio for income generation and other key priorities, funded by loans from Council supported by prudential borrowing. Explore specific development</p>

Priority	Pressure/Issue	Response
		opportunities in Beaconsfield as part of long term plans.
Leisure needs, including Farnham Park	GLL contract renewal in 2020. Potential impact of closure of Evreham Centre. Evreham operation is subsidised by SBDC. Issues from Open Spaces needs review. Improving the financial position of the Farnham Park Playing Fields. Development of South Bucks Country Park.	Use results of Open Spaces needs review to develop plans for alternative options to meet needs current provided at Evreham. Opportunity to reduce Evreham revenue subsidy. Develop South Bucks Country Park at nil net cost to the Council. Develop strategy for Farnham Park Playing Fields based on options analysis.
Supporting local businesses	Expanding and improving broadband quality and coverage in the area. With increased reliance on business rates funding important to sustain and grow tax base.	Work with LEP and BA on investment to support businesses. Establish economic development capacity within the Council.
The local environment	Concern over impact of major developments in Iver area. Implications of Local Plan, and any green belt release.	Update strategic asset review work in the context of the new Local Plan. Work with LEP and BA on infrastructure investment in the Iver area to mitigate local issues.
Joint Working including Transformation	Need to address funding gap forecast to arise. Responding to changing needs of residents and customers. Need to maintain drive for efficiency in service delivery.	Stronger in Partnership Programme and in particular Customer Experience Strategy. Further joint service opportunities.

Key Documents Influencing the Capital Strategy

The Strategies influencing the Capital Strategy are:

- Medium Term Financial Strategy
- Treasury Management Strategy
- Asset Management Plan
- Housing Strategy
- ICT Strategy
- Consilio Property Ltd Business Plan.

The Treasury Management Strategy's relationship to the Capital Strategy is important as it needs to demonstrate that any external liabilities or long term liabilities are prudent and financially sustainable.

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

Principles

The key principles underpinning the Capital Strategy are:

- Using capital resources and prudential borrowing to support the Council's key priorities.
- Managing the revenue implications of the capital programme.
- Having in place project management to enable effective delivery of objectives and manage risk.
- Optimise the use of Council capital and asset resources.

Financing

The Strategy will be financed using the following funding sources:

- Prudential Borrowing
- Capital Receipts
- Earmarked revenue funds
- Leasing
- Grant / lottery funding
- Joint ventures or other forms of partnerships.

Prudential borrowing will generally be used for large projects, where detailed business cases have been prepared. As the Council's scope for generating capital receipts is limited prudential borrowing will also be used to fund essential smaller scale projects.

The Council may decide to earmark from its revenue reserves sums to finance specific projects. These include contributions received under planning agreements (s106 agreements).

Leasing will be considered for vehicles and plant that will need to be periodically replaced and the cost of leasing is comparable with the Council financing the asset itself.

Grant or lottery funding will be explored where there is a realistic chance of success.

For certain projects it may be appropriate for the Council to consider a joint venture arrangement where risk and reward is shared, or where an external partner would enable a project to proceed, which otherwise would not be possible.

Governance

Roles and Responsibilities

Members

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

Managers

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

s151 Officer

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

Project Management

The capital schemes comprising the strategy will be managed in accordance with the Council's project management methodology. This means that:

- All projects will have an identified sponsor and project manager.
- Project initiation documents will be in place identifying clearly the intended outcomes, timescales and risks.
- Major investment projects will be supported by option appraisals and business cases.

Any procurements undertaken will comply with the Council's procurement rules and Contract Standing Orders.

Where the Council decides to undertake external financing of investment projects it will ensure this is based on the requirements of the Prudential Code¹. The Treasury Management Strategy will be reviewed annually, and will set out the Prudential Indicators for the Authority in order to demonstrate the affordability of any borrowing undertaken in support of the Medium Term Financial Strategy and the Capital Strategy.

The inter-relationship of the three strategies need to be understood, as at the heart of the relationship is how the authority manages the financial risks of those elements of its plans that involve external borrowing to achieve outcomes that are key to the Council's medium term objectives.

Review of the Strategy

The principles and key elements of the Strategy should not change significantly from year to year, other than to adjust for any new supporting policies or strategies that may have been developed. The detail of the strategy will be reviewed annually in the light of the progress of the programme and available resources.

Capital Strategy 2018 - 2023

The Council's Capital Strategy is strongly influenced by the objectives of the Medium Term Financial Strategy. Due to the limitations on the available revenue and capital it is anticipated that the capital programme will rely on a significant level of prudential borrowing. For planning purposes an estimates has been made of the level of borrowing required over the Strategy period.

The capital programme includes the following significant projects:

- Redevelopment of the ex-Police Station site in Gerrards Cross for a mixture of market and affordable rent. The market rented units will be transferred to the Consilio Property Company to manage.
- The development for affordable / temporary accommodation the Council owned land at Bath Road using s106 funding.
- A housing improvement grants programme funded by Government grants.
- The funding of a private sector leasing scheme with Paradigm to provide temporary accommodation units.
- Provision of finance to Consilio Property Ltd to develop its property portfolio.

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

- The expansion of the Gerrards Cross Car Park as part of a strategy to address car parking issues in the town.
- Provision for the acquisition of refuse vehicle for the new waste collection contract

Housing grants are anticipated to form a significant part of the programme for a number of years with funding coming via the Better Care fund administered by the Adult Health & Wellbeing Board for Buckinghamshire.

In 2021/22 the Council will need to consider the replacement of the refuse fleet. This will be tied in with retendering the current contract, and at that stage an evaluation will be undertaken whether to lease or acquire any new vehicles required under the contract.

Finally there is the maintenance of existing assets which comprises projects of varying scales. The projects fall under the following main groupings.

- Capswood offices
- Other Council buildings
- ICT infrastructure
- Car parks
- Waste and recycling facilities.

The overall size of the programme over time will be affected primarily by the ability of the revenue budget to support the cost of financing new investment by prudential borrowing as the Council's asset strategy does not envisage any significant asset disposals.

As the Council is undertaking Prudential Borrowing it is important to be aware of the impact in terms of the revenue budget over time. This is illustrated by the Treasury Management Prudential Indicators that form part of the Treasury Management Strategy. The key ones in terms of the Capital Strategy are:

TMPI2: Ratio of financing costs to net revenue income stream

The indicator shows how much of a Council's revenue budget has to be allocated towards interest payments, net of investment income.

	2016/17 Actual £000	2017/18 Forecast £000	2018/19 Estimate £000	2019/20 Estimate £000	2020/21 Estimate £000
Financing Costs <i>ie net investment income plus interest payments</i>	334	150	150	20	(455)
Net Revenue Income Stream <i>ie Budget Requirement</i>	8,234	7,782	7,398	7,581	8,195
Ratio	-4.05%	-1.93%	-2.03%	-0.27%	+5.55%

TMPI4: Capital Financing Requirement

The Capital Financing Requirement (CFR) provides details of an authority's underlying need to borrow.

	2016/17 Actual £000	2017/18 Estimate £000	2018/19 Estimate £000	2019/20 Estimate £000	2020/21 Estimate £000
SBDC Capital Financing Requirement at year end	0	800	7,290	13,069	22,029
Movement in CFR	0	800	6,490	5,779	8,960

Breakdown of Movement in CFR					
Net financing need for the year	0	800	7,290	5,910	9,375
Minimum Revenue Provision (MRP)	0	0	0	(131)	(415)
Movement in CFR	0	800	7,290	5,779	8,960

These indicators clearly show the increase in the Council's borrowing implied by the Capital Strategy. The affordability of the Strategy needs to be considered in the context of the Medium Term Financial Strategy, however it is important for the Council's overall Medium Term Financial Strategy that the significant projects designed to generate income and contain housing costs achieve their objectives.

Director of Resources
December 2017

APPENDIX - SOUTH BUCKS DC CAPITAL PROGRAMME 2018 – 2023

Capital Programme	Original Budget 18/19	Original Budget 19/20	Original Budget 20/21	Original Budget 21/22	Original Budget 22/23
	£	£	£	£	£
Environment					
Beaconsfield Common Land Improvements	15,000	15,000	15,000	15,000	15,000
Refuse / Street Cleansing Vehicles				1,500,000	
Recycling Initiatives & Bins	55,000	55,000	55,000	55,000	55,000
Car Park Enhancements	10,000	10,000	10,000	10,000	10,000
Beaconsfield Car Parks		80,000			
Station Road Car Park, GX			9,375,000		
s106 Funded Projects					
Bath Road - Acquisition of Land / Property	1,039,000				
Bath Road - Temporary Accommodation	2,700,000				
Healthy Communities					
Evreham R&R Contribution	122,000	22,000	22,000		
Home Renovation Grants / Flexible Home Loans	50,000	50,000	50,000	50,000	50,000
Disabled Facility Grants	540,000	540,000	540,000	540,000	540,000
Police Site, Gerrards Cross	3,910,000	3,910,000			
The South Bucks Country Park leisure facility	1,000,000	1,000,000			
Affordable Housing Action Plan	4,280,000	2,000,000			
Customer Services & Business Support					
IT: Replacement equipment/alterations	20,000	20,000	20,000	20,000	20,000
Cemeteries Software	15,000				
ICT Strategy Projects	50,000				
Customer Experience Strategy Programme	195,919				
Resources					
Capswood Maintenance & Works		250,000			31,250
Other Capital Works (see breakdown below)	139,500		14,200		16,000
SPMG Extention		250,000			
Consilio					
Consilio Projects	2,000,000	2,000,000	2,000,000	2,000,000	2,000,000
Capitalisation of Salary Costs					
Capital Salaries	68,360				
	16,209,779	10,202,000	12,101,200	4,190,000	2,737,250
Breakdown of other Capital Works					
	Original Budget 18/19	Original Budget 19/20	Original Budget 20/21	Original Budget 21/22	Original Budget 22/23
	£	£	£	£	£
SPMG	15,000				
Beacon Centre	4,500		14,200		16,000
Parkside Woodland Burial Extension	120,000				
	139,500	0	14,200	0	16,000

Sources of Funding	2018/19	2019/20	2020/21	2021/22	2022/23
	£	£	£	£	£
Housing subsidy re DFG's via Better Care Fund	540,000	540,000	540,000	540,000	540,000
Income generated from SB County Park Site	1,230,000	1,000,000			
s106 funding - Bath Road - Acquisition of Land/Property	1,039,000				
s106 funding - Bath Road - Temporary Accommodation	2,700,000				
Borrowing - Police Site	3,910,000	3,910,000			
Borrowing - Affordable Housing Action Plan	3,380,000	2,000,000			
Borrowing - Consilio Business Plan	2,000,000	2,000,000	2,000,000	2,000,000	2,000,000
Borrowing - Car Park			9,375,000		
Borrowing - Refuse Vehicles				1,500,000	
Borrowing - General Projects	1,410,779	752,000	186,200	150,000	197,250
	16,209,779	10,202,000	12,101,200	4,190,000	2,737,250

DEFINITION OF CAPITAL EXPENDITURE

All expenditure that can be directly attributed to the acquisition, creation or enhancement of items of property, plant and equipment or the acquisition of rights over certain longer-term intangible benefits is accounted for on an accruals basis and capitalised as a non-current asset. It must be probable that the future economic benefits or service potential associated with the item will flow to the Council - the Council does not have to own the item but it must be more than likely that it has gained the right to use the item in the provision of services or to generate cash from it. In addition it must be possible to measure the cost of the item reliably.

Expenditure that should be capitalised will include expenditure on the:

- Acquisition, reclamation or laying out of land
- Acquisition, construction, preparation, enhancement or replacement of roads, buildings and other structures
- Acquisition, installation or replacement of movable or immovable plant, machinery, apparatus, vehicles and vessels

In this context, the definition of enhancement contained in the previous Code of Practice (SORP) is still applicable and means the carrying out of works which are intended to:

- Lengthen substantially the useful life of the asset, or
- Increase substantially the market value of the asset, or
- Increase substantially the extent to which the asset can or will be used for the purpose or in conjunction with the functions of the local authority concerned.

Under this definition, improvement works and structural repairs should be capitalised, whereas expenditure to ensure that the fixed asset maintains its previously assessed standard of performance should be recognised in the revenue account as it is incurred.

Expenditure on existing fixed assets should be capitalised in three circumstances:

- Enhancement - see above
- Where a component of the fixed asset that has been treated separately for depreciation purposes and depreciated over its individual useful life is replaced or restored
- Where the subsequent expenditure relates to a major inspection or overhaul of a fixed asset that restores the benefits of the asset that have been consumed by the authority and have already been reflected in depreciation

Assets acquired on terms meeting the definition of a finance lease should be capitalised and included together with a liability to pay future rentals.

Where an asset is acquired for other than cash consideration or where payment is deferred the asset should be recognised and included in the balance sheet at fair value.

SUBJECT:	TREASURY MANAGEMENT STRATEGY 2018/19
REPORT OF:	Resources Portfolio Holder – Cllr B Gibbs
RESPONSIBLE OFFICER	Director of Resources
REPORT AUTHOR	Helen O’Keeffe, Principal Accountant, hokeeffe@chiltern.gov.uk, 01494 732781
WARD/S AFFECTED	All

1. Purpose of Report

- 1.1 The Cabinet at the meeting held on 7 February 2018 agreed to recommend to Council that the Treasury Management Strategy and related policies be adopted for 2018/2019. The report was also considered by the Overview and Scrutiny Committee on 30 January 2018.

RECOMMENDATION

1. **That the Treasury Management Strategy 2018/19 including the following appendices to the Treasury Management Strategy (Appendix 1) be adopted by the Council:**
- **Appendix 1A - Annual Investment Strategy Policies**
 - **Appendix 1B - Prudential Indicators including the borrowing limits**
 - **Appendix 1C - the MRP method to be used in 2018/19.**

Executive Summary

- 1.2 The Council is required to formally review its treasury management policies each year as part of determining what level of returns will be achieved from investments. The format of the treasury management policies is defined by the Code of Practice adopted by the Council, and is required to be approved by the Council on recommendation from the Cabinet.
- 1.3 The treasury management policies underpin the strategy for the year in question, which seek to achieve a level of investment return and efficiently manage any borrowing. External borrowing which was planned in 2017/18 to facilitate a major capital project will not be required. However, in order to facilitate the planned capital programme in 2018/19 it will be necessary to borrow funds, and this will be in accordance with the Capital Strategy. The Treasury Management Strategy and the Capital Strategy are two key related documents that underpin the Council’s compliance with the Prudential Code of Borrowing.
- 1.4 The Council has been debt free for many years so this represents a substantial change in approach.

2. Background

- 2.1 The Council adopted the CIPFA code of practice on Treasury Management in June 2002, which includes the creation of a Treasury Management Strategy, which sets out the policies, and objectives of the Council's treasury management activities for the year ahead.
- 2.2 The Code is currently under review, however until the results of the consultation are published the Council will continue to follow the key requirements of the latest version of the Code.

3. Treasury Management Strategy 2018/19

- 3.1 The Treasury Management Strategy 2018/19 is attached as Appendix 1. In essence the proposed strategy is as follows, and makes appropriate recognition of the Government's advice to prioritise security and liquidity over returns.
- Borrowing will be required in order to deliver the planned capital programme, and therefore in order to undertake prudential borrowing the Council needs to update its Treasury Management Strategy. Borrowing will be entered into once significant capital projects have been approved.
 - Cash is unlikely to be available for investment over longer time periods.
 - Interest rates are expected to remain low, and it will be challenging to achieve high investment returns.
 - The expected return for 2018/19 from the proposed strategy is £150,000.

4. Consultation

- 4.1 Consultation was with the Overview and Scrutiny Committee within the framework set by the Code of Practice.

5. Options

- 5.1 The framework set by the Code of Practice means that options effectively relate to the judgements and risk assessments made when finalising the Strategy around likely returns, counterparty risks, and liquidity issues related to the level of available cash balances.

6. Corporate Implications

- 6.1 The budget for investment interest was set at £200,000 for 2017/18. The current estimated investment return shows that there will be a shortfall against the budget of approximately £50,000.
- 6.2 Budgeted investment income in 2018/19 is based on interest rates remaining below 1%. Although borrowing will not be undertaken in advance of need, there will be some short term timing differences where funds will be borrowed and not yet required for the payment of suppliers. Any surplus funds will be invested on a short term basis until they are required.

- 6.3 Based upon the recommendations outlined in the Treasury Management Strategy the estimated investment return for 2018/19 is £150,000.
- 6.4 As with any budget based on forecasts of future interest rates there is a risk of variation due to factors outside of the Council's control. This risk will need to be taken into account in determining the level of reserves held by the Authority.
- 6.5 The Local Government Act 2003 requires the Council to have regard to the Prudential Code and to set Prudential Indicators for the next 3 years to ensure that the Council's capital investments plans are affordable, prudent and sustainable. This is particularly relevant now that the Authority is planning to undertake external borrowing.
- 6.6 The Act requires the Council to set out its Treasury Strategy and to prepare an Annual Investment Strategy which sets out the Council's policies for managing its investments and for giving priority to the security and liquidity of those investments.
- 6.7 It is a statutory requirement under section 33 of the Local Government Finance Act 1992, for the Council to produce a balanced budget. In particular, section 32 requires a local authority to calculate its budget requirements for each financial year to include the revenue costs that flow from capital financing decisions. This, therefore, means that increases in capital expenditure must be limited to a level whereby increases in charges to revenue from:
- loss of investment interest caused by the use of capital receipts to finance additional capital expenditure.
 - any increases in running costs from new capital projects.
 - any interest payable on loans
- are limited to a level which is affordable within the projected income of the Council for the foreseeable future as part of the Council's overall Medium Term Financial Strategy.
- 6.8 The CLG's investment guidance states that authorities could combine the Treasury Strategy Statement and the Annual Investment Strategy (AIS) into one report. The Treasury Management Strategy 2018/19 document is attached to this report (Appendix 1).

7. Links to Council Policy Objectives

- 7.1 The Council's Treasury Management Strategy is a key element to the overall Medium Term Financial Strategy. The Treasury Management Strategy and the Capital Strategy are two key related documents that underpin the Council's compliance with the Prudential Code of Borrowing.

8. Next Steps

- 8.1 The Strategy is being considered by the Cabinet at this meeting. Cabinet will then recommend to the Council the Strategy.

- 8.2 The implementation and monitoring of the strategy and policy will be undertaken by reports to the Resources PAG.

Background Papers:	None
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South Bucks District Council
Treasury Management Strategy
2018/2019

1. Background

1.1. The Council adopted the CIPFA code of practice on Treasury Management in June 2002, which includes the creation of a Treasury Management Strategy, which sets out the policies, and objectives of the Council's treasury management activities for the year ahead. The Code is currently under review, however until the results of the consultation are published the Council will continue to follow the key requirements of the latest version of the Code which are detailed below.

- a) All councils must formally adopt the Code and four clauses, these are shown in Appendix 1A which also sets out the scheme of delegation and the treasury management role of the section 151 officer.
- b) The strategy report will affirm that the effective management and control of risk are prime objectives of the Council's treasury management activities. This is consistent with the approach always adopted by this Council.
- c) The Council's appetite for risk must be clearly identified within the strategy report and will affirm that priority is given to security of capital and liquidity when investing funds and explain how that will be carried out.
- d) Responsibility for risk management and control lies within the organisation and cannot be delegated to any outside organisation. This is something the Council has always been very clear about, in that whilst it uses advisers and external sources of information, that it is the officers and Members of the authority who are accountable for policy and decisions.
- e) Credit ratings should be used as a starting point when considering risk. Use should also be made of market data and information, the quality financial press, information on Government support for banks and credit ratings of that Government support.
- f) Councils need a sound diversification policy with high quality counterparties and should consider setting country, sector and group limits.
- g) Borrowing in advance of need is only to be permissible when there is a clear business case for doing so and only for the current capital programme. The Council has been debt free for a number of years. However, planned capital projects over the next few years will mean that the Council will need to borrow funds. This will enable major capital projects to be undertaken which would otherwise not be affordable.
- h) The main annual treasury management reports must be approved by full Council.
- i) There needs to be, at a minimum, a mid-year review of treasury management strategy and performance. This is intended to highlight any areas of concern that have arisen since the original strategy was approved. For South Bucks this requirement is met by the regular reports to the Resources Policy Advisory Group.

- j) Each council must delegate the role of scrutiny of treasury management strategy and policies to a specific named body. For South Bucks this is carried out by the Overview & Scrutiny Committee.
- k) Treasury Management performance and policy setting should be subjected to prior scrutiny. This is achieved via the regular discussions on Treasury Management at the Resources PAG.
- l) Members should be provided with access to relevant training. The Council's treasury management advisers provided training most recently in September 2015 which outlined relevant legislation, the Code of Practice, Members' responsibilities and operational issues.
- m) Those charged with governance are also personally responsible for ensuring they have the necessary skills and training.
- n) Responsibility for these activities must be clearly defined within the organisation.
- o) Officers involved in treasury management must be explicitly required to follow treasury management policies and procedures when making investment and borrowing decisions on behalf of the Council.
- 1.2. This strategy statement has been prepared in accordance with the Code. As in previous years the Council's Treasury Management Strategy will be approved annually by the full Council. In addition there will also be regular monitoring reports to Resources PAG, one of which will be the annual report. In addition the Resources Portfolio Holder will be emailed each month with information showing where the Council's investment portfolio has been invested. The aim of these reporting arrangements is to ensure that those with ultimate responsibility for the treasury management function appreciate fully the implications of treasury management policies and activities, and those implementing policies and executing transactions have properly fulfilled their responsibilities with regard to delegation and reporting.
- 1.3. The Council will adopt/reaffirm the following reporting arrangements in accordance with the requirements of the revised Code:-

Area of Responsibility	Reporting Arrangements	Frequency
Treasury Management Policy	Overview & Scrutiny Cmm/Cabinet/Council	Reviewed annually.
Treasury Management Strategy Annual Investment Strategy MRP policy	Overview & Scrutiny Cmm/Cabinet/Council	Annually before the start of the financial year
Treasury Management Strategy Annual Investment Strategy MRP policy – in year reporting	Overview & Scrutiny Cmm/Cabinet	Appropriate report to Cabinet
Treasury Management Strategy Annual Investment Strategy MRP policy – updates or revisions at other times	Overview & Scrutiny Cmm/Cabinet/Council	As appropriate

Annual Treasury Outturn Report	Resources PAG/Cabinet/Council	Annually by 30 th September after the end of the year
Monitoring Reports	Resources PAG/Cabinet	Regularly
Investment Portfolio Detail	Resources Portfolio Holder	Monthly
Scrutiny of treasury management strategies & performance	Overview and Scrutiny Committee	Particular focus when considering annual Strategy

- 1.4. The Local Government Act 2003 and supporting regulations requires the Council to have regard to the CIPFA Prudential Code and the CIPFA Treasury Management Code of Practice to set Prudential and Treasury Indicators for the next three years to ensure that the Council's capital investments plans are affordable, prudent and sustainable. These indicators are especially relevant now that the Council is proposing to undertake borrowing to finance a number of significant projects.
- 1.5. The Act requires the Council to set out its Treasury Strategy and to prepare an Annual Investment Strategy which sets out the Council's policies for managing its investments and for giving priority to the security and liquidity of those investments.
- 1.6. It is a statutory requirement under section 33 of the Local Government Finance Act 1992 for the Council to produce a balanced budget. In particular, section 32 requires a local authority to calculate its budget requirements for each financial year to include the revenue costs that flow from capital financing decisions. This, therefore, means that increases in capital expenditure must be limited to a level whereby increases in charges to revenue from:
- Loss of investment interest caused by the use of capital receipts to finance additional capital expenditure
 - Any increases in running costs from new capital projects
 - Any interest payable on loans
- are limited to a level which is affordable within the projected income of the Council for the foreseeable future.
- 1.7. The Council employs Link Asset Services (previously Capita Asset Services, Treasury Solutions) to provide treasury management information and advice. The Council recognises that responsibility for treasury management decisions remains with the organisation at all times and will ensure that undue reliance is not placed upon external service providers. The external treasury management service does not recommend specific strategies for authorities as they are not investment managers, but aims to ensure authorities take relevant matters into consideration and identify investment options to possibly consider. It is recognised that there is value in employing an external organisation in order to access specialist skills and resources. This was exemplified by the joint member briefing undertaken in September 2015. The Council contract with Link Asset Services is a joint one with Chiltern District Council. The contract has been renewed with effect from 1 January 2017 to 31 December 2019.

2. Prospects for Interest Rates and Economic Background

2.1. Part of the service provided by the Council's treasury management advisers is to assist the Council to formulate a view on interest rates. The following table gives the Link Asset Services central view on the bank rate and short term money rates.

	2017	2018				2019	
	Q4	Q1	Q2	Q3	Q4	Q1	Q4
Bank Rate	0.50%	0.50%	0.50%	0.50%	0.75%	0.75%	0.75%
3 M LIBID	0.40%	0.40%	0.40%	0.40%	0.60%	0.60%	0.90%
6M LIBID	0.50%	0.50%	0.50%	0.60%	0.80%	0.80%	1.00%
12M LIBID	0.70%	0.80%	0.80%	0.90%	1.00%	1.00%	1.30%

2.2. From an economic perspective the key points that can influence the Investment Strategy are as follows:

- Political developments in the UK, especially over the terms of Brexit.
- There was a small interest rate rise of 0.25% in November, the Monetary Policy Committee (MPC) indicated that they expected to increase the Bank Rate only twice more in the next three years to reach 1.0% by 2020. This is in line with previous statements that the Bank Rate would only go up very gradually and to a limited extent. It is therefore unlikely in the medium term that cash investment returns will increase significantly from current levels.
- Although there is normally a high degree of correlation between the Fed. Rate and the UK Bank Rate, it is anticipated that the Fed. Rate will increase more quickly and more strongly than the UK Bank Rate.

3. Achieving the Investment Target in 2018/19

3.1. As part of its medium term financial strategy the Council is seeking to maximise its investment income with acceptable levels of risk.

3.2. It is clear that continuing with short term cash investments will provide returns of at best 1.0% over the next year or so. To achieve higher levels of returns would involve:

- Investing for longer periods, i.e. 3 years.
- Investing in non cash based instruments, i.e. property or corporate bond funds.

3.3. To invest material sums for longer than one year would require a level of surplus cash not earmarked for specific items or projects to be available. This is unlikely to be the case in 2018/19.

3.4. The following table illustrates the estimated investment interest for 2018/19.

	Credit Rating	Amount Loaned	Interest Rate	Maturities	Interest 18/19	New Inv 18/19 (0.9%)
Bank of Scotland/Lloyds	A+	1,000,000	0.65%	Aug-18	2,208	6,000
RBS/Natwest	BBB+	2,000,000	3 mth LIBOR	Feb-18		
RBS/Natwest	BBB+	3,000,000	3 mth LIBOR	Feb-20	10,500	
Santander	A	1,000,000	0.85%	Jun-18	1,514	6,750
Santander	A	1,000,000	0.70%	Mar-18		4,500
Close Brothers	A	3,000,000	0.80%	Sep-18	10,981	13,500
Close Brothers	A	2,000,000	0.40%	Mar-18		9,000
		13,000,000			25,203	39,750
Short term		6,000,000	0.35%		21,000	
Gilts/Bonds etc		624,063			28,000	
Farnham Park Loan					33,635	
Total		19,624,063			107,838	39,750
Total interest forecast 2018/19						147,588

3.5. The following table illustrates the timescale for maturity of current investments.

Schedule of Maturing Investments

Year	Month	Amount	Cumulative
Instant MMF		1,000,000	1,000,000
2017/18	Feb	2,000,000	3,000,000
	Mar	3,000,000	6,000,000
2018/19	Jun	1,000,000	7,000,000
	Aug	1,000,000	8,000,000
	Sep	3,000,000	11,000,000
2019/20	Feb	3,000,000	14,000,000
		14,000,000	

3.6. The strategy needs to consider risk and this includes avoiding placing too much of the total investments with a single fund or institution.

3.7. The table below shows the proposed counterparty investments matrix for investments in 2018/19.

	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

Gilts / Corporate Bonds / Bond Funds	Up to 3 years	£5m	A- or better	
Other Approved Investments (eg Property Funds)	-	£5m	-	

4. Borrowing Strategy

- 4.1 The Treasury Management Strategy for 2017/18 anticipated a shift in strategy from South Bucks being a debt free Authority to an Authority which would undertake borrowing to enable some significant capital projects to be undertaken, specifically a new car park planned for Gerrards Cross. However, the car park project did not commence in 2017/18 and so external borrowing was not necessary. However, it is likely that borrowing will be required in 2018/19 in order to facilitate other planned significant capital projects in the capital programme. The Treasury Management Strategy and the Capital Strategy are two key related documents that underpins the Council's compliance with the Prudential Code of Borrowing.
- 4.2 In order to undertake borrowing the Council must demonstrate its compliance with the Prudential Borrowing Code. The purpose of the Code is to establish the framework for local authorities to ensure:
- Capital expenditure plans are affordable (Medium Term Financial Strategy and Capital Strategy)
 - External borrowing and long term liabilities are prudent and sustainable (Medium Term Financial Strategy)
 - Treasury management decisions are in accordance with good professional practise (Treasury Management Strategy)
 - The local authority is accountable and its decisions clear and transparent (Code of Corporate Governance)
- 4.3 The capital expenditure plans set out in Appendix 1B provide details of the planned expenditure of the Council. The treasury management function ensures that the Council's cash is organised in accordance with the relevant professional codes, so that sufficient cash is available to meet this expenditure. This will involve both the organisation of the cash flow and, where capital plans require, the organisation of appropriate borrowing facilities.
- 4.4 The Council will not borrow more than or in advance of its needs purely in order to profit from the investment of the additional sums borrowed. However, it is possible that there will be some short term timing differences where funds are borrowed in order to pay suppliers' invoices for capital projects. This may result in the Council holding cash surpluses until the project is complete, which will be invested until required for the payment of suppliers.
- 4.5 Borrowing will only be entered into once the larger capital projects have received approval from Members to commit following appropriate feasibility and preparation work. The

Director of Resources will determine the optimum time to borrow taking into account current and forecast interest rates.

- 4.6 The Local Government Act 2003 sets out the new capital regulations and specifies that local authorities must comply with the Prudential Code produced by CIPFA. The Council has a duty to determine an affordable borrowing limit. It is recommended that Members approve an authorised borrowing limit of £35 million and an operational borrowing limit of £30 million, these together with other prudential indicators that the Council are required to set under the code are shown at Appendix 1B, and Appendix 1C covers the technical requirement in respect of calculating the minimum revenue provision.

5. Financial Summary & Risks

- 5.1. The budget for investment interest was set as £200,000 for 2017/18. Current estimates show that the budget is not likely to be met. The latest estimated budget for 2017/18 is £150,000.
- 5.2. The cost of borrowing is estimated at 2.7%. There is clearly some sensitivity around this if the interest rate should change. A 1% increase in borrowing rates would increase interest rate costs by £10,000 per £1m of borrowing.
- 5.3. As with any budgets based on forecasts of future interest rates there is a risk of variation due to factors outside of the Council's control. This risk will need to be taken into account in determining the level of revenue reserves held by the authority.

Appendices

1A – Annual Investment Strategy

1B – Prudential Indicators

1C – Minimum Revenue Provision

Appendix 1A**SOUTH BUCKS DISTRICT COUNCIL****Annual Investment Strategy 2018/19**

1. This Council has regard to the DCLG's Guidance on Local Government Investments and the 2011 revised CIPFA Treasury Management in Public Services Code of Practice and Cross Sector Guidance Notes. The Code of Practice is currently being revised, however until the revised Code of Practice is published, the Council will continue to adhere to the current Code of Practice. The Council's investment priorities will be security first, liquidity second and then return.
2. This Annual Investment Strategy states which investments the Council may use for the prudent management of its treasury balances during the financial year under the heads of Specified Investments and Non-Specified Investments. These are listed in Schedules A and B.
3. The policies underpinning the investment strategy for managing investments and for giving priority to the security and liquidity of those investments are set out in this document.

Treasury Management Policy Statement**4. Definition**

The Council defines its treasury management activities as

"The management of the Authority's investments and cash flows, its banking, money market and capital market transactions; the effective control of risks associated with those activities; and the pursuit of optimum performance consistent with those risks."

5. Risk Management

The Council regards the successful identification, monitoring and control of risk to be the prime criteria by which the effectiveness of its treasury management activities will be measured.

Accordingly, the analysis and reporting of treasury management activities will focus on their risk implications for the organisation.

6. Value for Money

The Council acknowledges that effective treasury management will provide support towards the achievement of its business and service objectives. It is therefore committed to the principles of achieving value for money in treasury management and to employing suitable comprehensive performance techniques, within the context of effective risk management.

7. Borrowing Policy

The Council values revenue budget stability and will therefore borrow the majority of its long-term funding needs at long-term fixed rates of interest.

The Council will set an affordable borrowing limit each year in compliance with the Local Government Act 2003, and will have regard to the CIPFA Prudential Code for Capital Finance in Local Authorities

when setting that limit. It will also set limits on its exposure to changes in interest rates and limits on the maturity structure of its borrowing in the annual Treasury Management Strategy report.

8. **Investment Policy**

The general policy objective for this Council is the prudent investment of its treasury balances. The Council's investment priorities are the security of capital and liquidity of its investments. The Council will aim to achieve the optimum return on its investments commensurate with the proper levels of security and liquidity, and in an ethical manner that does not put the Council's reputation at risk. Investment of the Council's funds will be in accordance with the Treasury Management Strategy and Policy. All investments will be in sterling.

CIPFA Treasury Management Code of Practice

9. The CIPFA Code of Practice on Treasury Management in Local Authorities was last revised in 2009. The Code of Practice is currently being reviewed by CIPFA and a revised version is expected to be published imminently.
10. CIPFA recommends that all public service organisations adopt, as part of their standing orders, financial regulations, or other formal policy documents appropriate to their circumstances, the following.
 1. This organisation will create and maintain, as the cornerstone for effective treasury management:
 - a treasury management policy statement, stating the policies, objectives and approach to risk management of its treasury management activities.
 - suitable treasury management practices (TMPs), setting out the manner in which the organisation will seek to achieve those policies and objectives, and prescribing how it will manage and control those activities.

The content of the policy statement and TMPs will follow the recommendations contained in Sections 6 and 7 of the Code, subject only to amendment where necessary to reflect the particular circumstances of this organisation. Such amendments will not result in the organisation materially deviating from the Code's key principles.

2. This Council will receive reports on its treasury management policies, practices and activities, including, as a minimum, an annual strategy and plan in advance of the year, a mid-year review and an annual report after its close, in the form prescribed in its TMPs.
3. This organisation delegates responsibility for the oversight and regular monitoring of its treasury management policies and practices to the Resources Portfolio Holder, and for the implementation and administration of treasury management policy and decisions to the Director of Resources, who will act in accordance with the organisation's policy statement and TMPs and, as a CIPFA member, CIPFA's Standard of Professional Practice on Treasury Management.

The Treasury Management Role of the Section 151 Officer – Director of Resources

11. The responsibilities are summarised as follows.
 - Recommending clauses, treasury management policy/practices for approval, reviewing the same regularly, and monitoring compliance.
 - Submitting regular treasury management reports.
 - Submitting budgets and budget variations in respect of treasury management activities.
 - Receiving and reviewing treasury management information reports.
 - Reviewing the performance of the treasury management function.
 - Ensuring the adequacy of treasury management resources and skills, and the effective division of responsibilities within the treasury management function.
 - Ensuring the adequacy of internal audit, and liaising with external audit.
 - Recommending the appointment of external service providers or advisors.

Specified and Non-Specified Investments

12. Specified investments identify investments offering high security and high liquidity which can be used with minimal procedural formalities. All these investments should be in sterling and with a maturity of no more than a year.
13. Any investment not meeting the definition of a specified investment is classed as non-specified. The Council does not intend to make any investments denominated in foreign currencies, or any with low credit quality bodies. Non-specified investments will therefore be limited to long-term investments.
14. The use of non-specified investments is limited to those set out in Schedule B. The Principal Accountant – Capital & Treasury will keep the use of such investments under continuous review in the light of risk (including reputational risk), liquidity and return. No additions will be made without the approval of the Council.

Security of Capital: The use of Credit Ratings

15. This Council relies on credit ratings published by Fitch (Standard and Poor's for Money Market Funds where applicable) to establish the credit quality of counterparties and investment schemes. The Council determines the appropriate credit ratings it deems to be sufficiently high for each category of investment. The 2018/19 counterparty credit matrix for investments is as follows:

	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	-	-

Monitoring of credit ratings:

- The Council has access to Fitch credit ratings and is alerted to changes through its use of its treasury management advisor's website and email alerts. These ratings cover both the specific financial institution but also the credit rating for the country in which the institution is incorporated.
- If a counterparty's or investment scheme's rating is downgraded with the result that it no longer meets the Council's minimum criteria, the further use of that counterparty/investment scheme as a new investment will be withdrawn immediately. The Council will also immediately inform any external fund manager that it may decide to use of the withdrawal of the same.
- The Council will establish with any fund manager that it may decide to use their credit criteria and the frequency of their monitoring of credit ratings so as to be satisfied as to their stringency and regularity.

Monitoring of Reputational Risk Issues

16. This will be undertaken by monitoring the financial press and media to identify any issues in respect of the non-public sector investments held by the Council, and where appropriate seeking advice from external sources.

Investment Balances / Liquidity of Investments

17. A prime consideration in the investment of fund balances is liquidity and the Council's forecast cash flow. Any in-house investment of more than three months needs the approval of the Director of Resources or the Head of Finance. If the Council were to choose to use the services of a cash fund manager duration limits will be specified in the contract.

Provisions for Credit Related Losses

18. If any of the Council's investments appears at risk of loss due to default the Council will make revenue provision of an appropriate amount, or follow any guidance issued by Government in such circumstances.
19. Any cash fund manager appointed by the Council will manage the funds on a discretionary basis. The fund management agreement between the Council and the manager would formally document the instruments that could be used within pre-agreed limits. The fund manager would use the Council's credit rating criteria.

End of Year Investment Report

20. At the end of the financial year, the Council will prepare a report on its investment activity as part of its treasury management activity report.

Schedule A

LOCAL GOVERNMENT INVESTMENTS (ENGLAND)
SPECIFIED INVESTMENTS

All investments listed below must be sterling –denominated

Investment	Repayable/ Redeemable Within 12 Months?	Security/ Minimum Credit Rating	Circumstance of use	Maximum period
Term deposits with the UK government or with English local authorities (i.e. local authorities as defined under section 23 of the 2003 Act) with maturities up to 1 year	Yes	High security although LAs not credit rated	In-house	1 year
Term deposits with credit – rated deposit takers (banks & building societies) with maturities up to 1 year	Yes	Yes, use of Fitch ratings subject to counterparty matrix	In-house	1 year
Certificates of Deposit issued by credit – rated deposit takers (banks and building societies): up to 1 year Custodial arrangement required prior to purchase	Yes	Yes, use of Fitch ratings subject to counterparty matrix	In-house	1 Year
Gilts: up to 1 year Custodial arrangement required prior to purchase	Yes	Government backed	In-house	1 Year
Money Market Funds	Yes	Yes, AAA rated	In-house	The period of investment may not be determined at the outset but would be subject to cash flow & liquidity requirements
Treasury bills (Government debt security with a maturity less than 1 year and issued through a competitive bidding process at a discount to par value) Custodial arrangement required prior to purchase	Yes	Government backed	In-house	1 Year

Schedule B

LOCAL GOVERNMENT INVESTMENT (England)
NON – SPECIFIED INVESTMENTS

Investment	(A) Why use it ? (B) Associated risks ?	Repayable /Redeemable Within 12 months ?	Security /Minimum credit rating	Used By	Maximum value	Length of investment
<p>UK government gilts with maturities in excess of 1 year</p> <p>Custodial arrangement required prior to purchase</p>	<p>(A)(i) Excellent credit quality. (ii) Very liquid. (iii) If held to maturity, known yield (rate of return) per annum, aids forward planning. iv) Index linked gilts can offer means of insulating against effect of inflation on returns. (v)If traded, potential for capital gain through appreciation in value (i.e.sold before maturity) (vi) No currency risk</p> <p>(B)(i) Market or interest rate risk: Yield subject to movement during life of sovereign bond which could negatively impact on price of the bond i.e potential for capital loss.</p>	<p>Yes</p>	<p>Government backed</p>	<p>In-house</p>	<p>No restriction on gilts</p>	<p>Average maturity of the fund not to exceed 5 years</p>

Investment	(A) Why use it ? (B) Associated risks ?	Repayable /Redeemable Within 12 months ?	Security /Minimum credit rating	Used By	Maximum value	Length of investment
<p>Supranational Bonds</p> <p>Custodial arrangement required prior to purchase</p>	<p>(A)(i)Excellent credit quality. (ii) Relatively liquid (although not as liquid as gilts) (iii) If held to maturity, known yield (rate of return) per annum, which would be higher than that on comparable gilt – aids forward planning, enhanced return compared to gilts. (iv) If traded, potential for capital gain through appreciation in value (i.e. sold before maturity)</p> <p>(B)(i) Market or interest rate risk: Yield subject to movement during life of bond which could negatively impact on price of the bond i.e. potential for capital loss. (ii)Spread versus gilts could widen</p>	<p>Yes</p>	<p>AAA or Government guaranteed</p>	<p>In-house</p>	<p>Not more than 25% of the external fund with no more than 10% in any one institution</p> <p>In house maximum of £3m</p>	<p>Average duration of the fund not to exceed 3 years.</p> <p>Maximum of 3 years</p>
<p>Property Funds which constitute capital expenditure</p>	<p>Alternative to cash funds. Returns subject to property market and rental streams</p>	<p>Not always dependant on terms of each fund</p>	<p>Investment in property</p>	<p>Any Fund Manager</p>	<p>£3m</p>	<p>Dependant on terms of each fund</p>
<p>Property Funds approved by HM Treasury which do not constitute capital expenditure eg</p>	<p>Alternative to cash funds. Returns subject to property market and rental streams</p>	<p>Not always dependant on terms of each fund</p>	<p>Investment in property</p>	<p>Any Fund Manager</p>	<p>£3m</p>	<p>Dependant on terms of each fund</p>

Investment	(A) Why use it ? (B) Associated risks ?	Repayable /Redeemable Within 12 months ?	Security /Minimum credit rating	Used By	Maximum value	Length of investment
CCLA						
Term deposits with the UK government or with English local authorities (i.e. local authorities as defined under section 23 of the 2003 Act) with maturities up to 5 years	Gives a known rate of return	No	High security although LAs not credit rated	In-house	None	3 years – in house
Term deposits with credit – rated deposit takers (banks & building societies), including callable deposits with maturities up to 5 years	Gives a known rate of return	No	Yes, use of Fitch ratings Subject to counterparty matrix	In-house	None	3 years – in house Internal forward deals subject to 3 months in advance only approved by DoR
Corporate Bonds Custodial arrangement required prior to purchase	(A)(i) If held to maturity, known yield (rate of return) per annum (ii) If traded, potential for capital gain through appreciation in value (i.e. sold before maturity) (B)(i) Market or interest rate risk: Yield subject to movement during life of bond which could negatively impact on price of the bond i.e.	Yes	Yes, use of Fitch ratings Subject to counterparty matrix	In-house	Maximum of £3m	Maximum of 3 years

Investment	(A) Why use it ? (B) Associated risks ?	Repayable /Redeemable Within 12 months ?	Security /Minimum credit rating	Used By	Maximum value	Length of investment
	potential for capital loss.					
Corporate Bond Funds Pooled Investment Vehicle Custodial arrangement not required	(A) Attractive returns, provides Diversification, no need for custodial facilities, professional fund management, has liquidity. (B) Market or interest rate risk, impact of credit rating changes, will attract fund management fees, would have to account for unrealised gains and losses annually.	Yes-redeemable at net asset value	Yes, use of Fitch ratings Subject to counterparty matrix	Fund Manager	Maximum of £3m	Maximum of 3 years

PRUDENTIAL CODE & INDICATORS STATEMENT

The Prudential Code for Capital Finance in Local Authorities was developed by CIPFA to support local authorities with the management of their capital finance and investment programmes. The Prudential Code is currently being reviewed and an updated version is expected to be published shortly. However, until the updated version is published the Council will continue to follow the current Code. The key objectives of the Prudential Code are to ensure that the capital investment plans of local authorities are affordable, prudent and sustainable. A further key objective is to ensure that treasury management decisions are taken in accordance with good professional practice and in a manner that supports prudence, affordability and sustainability. The Prudential Code also has the objectives of being consistent with and supporting local strategic planning, local asset management planning and proper option appraisal.

To demonstrate that local authorities have fulfilled these objectives, the Prudential Code sets out the indicators that must be used and the factors that must be taken into account. The indicators will be monitored during the year and the final position at the year end compared to the forecast.

Prudential Indicators of Affordability

1.Capital Expenditure

The first prudential indicator for affordability gives details of the total capital expenditure plans. This is to help ensure that these are reasonable given the resources of the council.

	2016/17 Actual £000	2017/18 Forecast £000	2018/19 Estimate £000	2019/20 Estimate £000	2020/21 Estimate £000
Capital Expenditure	5,574	3,389	16,210	10,202	12,101

For SBDC until 2017/18 the capital programme was fully funded from capital receipts and Government grant. However, the increased level of capital expenditure has meant that this will no longer be possible in 2018/19, and the Council will need to borrow funds in 2018/19 to facilitate the budgeted capital expenditure on major projects in 2018/19 and future years.

2.Ratio of financing costs to net revenue income stream

The second indicator shows how much of a Council's revenue budget has to be allocated towards interest payments, net of investment income.

	2016/17 Actual £000	2017/18 Forecast £000	2018/19 Estimate £000	2019/20 Estimate £000	2020/21 Estimate £000
Financing Costs <i>ie net investment income plus interest payments</i>	334	150	150	20	(455)
Net Revenue Income Stream <i>ie Budget Requirement</i>	8,234	7,782	7,398	7,581	8,195
Ratio	-4.05%	-1.93%	-2.03%	-0.27%	+5.55%

Until 2019/20, income from investments outweighs any borrowing costs, therefore the ratio of financing costs to revenue budget requirement (Government grant and Council tax income) will be negative. From 2020/21 onwards, borrowing costs are in excess of income from investments and therefore the ratio is positive.

3. Incremental Impact on Council Tax

The next indicator assesses the impact of the capital programme on the revenue budget.

For South Bucks District Council the size of the capital programme has an effect on the Council's revenue budget (and hence Council Tax) in three ways.

Firstly each pound spent on the capital programme reduces the amount of capital reserves, which in turn reduces the Council's investment holdings and thus the revenue interest earned by the Council. Based on current investment rates, increasing the overall capital programme by £100,000 will reduce annual interest by and thus increase the revenue budget by £900. Similarly reducing the overall capital programme by £100,000 will increase annual interest by and thus reduce the revenue budget by £900. £900 is equivalent to approximately 3p on the average band D Council Tax.

Secondly additional capital expenditure can result in additional revenue maintenance costs, for instance a new piece of ICT equipment is likely to require additional annual maintenance and support.

Thirdly, any additional capital expenditure funded by borrowing will result in long term commitments to pay interest on the loan.

4. Capital Financing Requirement

The Capital Financing Requirement (CFR) provides details of an authority's underlying need to borrow.

	2016/17 Actual £000	2017/18 Estimate £000	2018/19 Estimate £000	2019/20 Estimate £000	2020/21 Estimate £000
SBDC Capital Financing Requirement at year end	0	800	7,290	13,069	22,029
Movement in CFR	0	800	6,490	5,779	8,960

Breakdown of Movement in CFR					
Net financing need for the year	0	800	7,290	5,910	9,375
Minimum Revenue Provision (MRP)	0	0	0	(131)	(415)
Movement in CFR	0	800	7,290	5,779	8,960

The Council is required to repay an element of the accumulated General Fund capital spend each year through a revenue charge known as the Minimum Revenue Provision (MRP).

5. Authorised Temporary Borrowing Limits

This indicator sets limits on how much SBDC can borrow.

	2016/17 £000	2017/18 £000	2018/19 £000	2019/20 £000	2020/21 £000
Authorised Limit	3,000	20,000	35,000	45,000	50,000
Operational Limit	3,000	13,000	30,000	40,000	45,000

The Authorised Limit for South Bucks represents the maximum temporary borrowing limit. The Operational Limit is the limit beyond which external debt is not normally expected to exceed. In most cases, this would be a similar figure to the CFR, but may be lower or higher depending on the levels of actual debt. The Authorised Limit represents a limit beyond which external debt is prohibited. It represents the level of external debt which, while not desired, could be afforded in the short term.

Prudential Indicators for Prudence

1. Net Borrowing and The Capital Financing Requirement

The first prudential indicator for prudence is to ensure that in the medium term borrowing will only be used to fund capital expenditure. There are a number of planned capital projects which will require the Council to borrow funds but owing to timing differences, it is possible that some funds will be borrowed in advance of need. The Council will then have cash surpluses until the project is complete. If this situation does occur the cash surpluses will be invested until required for the payment of suppliers.

2. Treasury Management Indicator

The second indicator is whether or not the authority has adopted the CIPFA Code of Practice for Treasury Management in the Public Sector. SBDC has done this and thus meets this indicator.

3. Upper limit for interest rate exposure.

The interest rates exposure indicators are designed to limit exposure to the effects of changes in interest rates. This measure is more pertinent in the environment of significantly fluctuating interest rates, which is of less relevance at the present time.

	2016/17	2017/18	2018/19	2019/20	2020/21
Fixed Rate	100%	100%	100%	100%	100%
Variable Rate	60%	70%	80%	90%	90%

As the Council’s cash balances decrease, balances held will relate to day to day cash flow requirements. These balances will need to be held in instant access funds, which will be at variable interest rates.

4. Maturity Structure of Borrowings

This indicator is designed to reduce the risk of large sums of borrowings having to be repaid at the same time. The recommended lower limit for maturity is less than 1 year and the recommended upper limit is 40 years. The maturity structure within this range will vary according to the income streams generated by investment decisions.

5. Upper limit for total principal sums invested for over 364 days.

Where a local authority invests, or plans to invest, for periods longer than 364 days, the local authority must set an upper limit for each forward financial year period for the maturing of such investments. This prudential indicator is referred to as prudential limits for principal sums invested for periods longer than 364 days. This indicator is designed to ensure that authorities always have sufficient funds to cover their cash flow needs and thus do not need to realise investments before they reach maturity.

	2016/17 £m	2017/18 £m	2018/19 £m	2019/20 £m	2020/21 £m
Upper Limit	17	16	15	14	13

The above upper limit figure has been calculated taking into account the maximum that could be available for investing in excess of 1 year allowing for the needs of short term cash flow and the use of capital receipts to fund capital expenditure.

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MINIMUM REVENUE PROVISION (MRP)

The Local Government and Public Involvement Act 2007 provided a new power to the Secretary of State to issue guidance on accountancy practice rather than through the formal issue of Regulations through statute.

The first guidance issued under this new power relates to Minimum Revenue Provision (MRP). This is the amount which local authorities provide for the repayment of their borrowings.

Under the guidance authorities will be required to prepare an annual statement in respect of their policy on making MRP. This must be submitted to Full Council and will form part of the annual prudential indicator report.

The guidance provides a number of options for making a 'prudent provision', this is to say that the provision for the repayment of borrowing used to finance the acquisition of an asset should be made over a period bearing some relation to that over which the asset provides a service to the authority.

The options for prudent provision are as follows:

Option 1 – Regulatory Method

Where debt is supported by Revenue Support Grant (RSG), authorities will be able to continue using the formulae used in the current regime, since the supported borrowing element of the RSG is also calculated this way.

Option 2 – CFR Method

This method is based upon 4% of an authority's non housing CFR (capital financing requirement) at the end of the preceding financial year.

Option 3a – Asset Life Method – equal instalments

Here equal annual instalments of MRP will be made over the estimated life of asset financed by borrowing. This method provides the ability for an authority to defer MRP on a newly constructed building or infrastructure asset until the asset comes into service.

Option 3b – Asset Life Method – annuity method

Here equal instalments of MRP, calculated in accordance with an annuity payment profile, will be made over the estimated life of assets financed by borrowing. This method provides the ability for an authority to defer MRP on a newly constructed building or infrastructure asset until the asset comes into service.

Option 4 – Depreciation Method

Using this approach will require an authority to charge MRP in accordance with the standard rules for depreciation accounting. As with option 3 the MRP holiday will be available for assets yet to be brought into service.

It is anticipated that options 1 & 2 will only be used where capital expenditure is incurred prior to 1st April 2008 and where capital expenditure is incurred on or after that date which the authority is satisfied forms part of its supported capital expenditure. Options 3 and 4 would be used in relation

to all capital expenditure incurred after the 1st April which is financed by borrowing or credit arrangements.

In this Council's case borrowing is probable in 2018/19 and beyond.

However the guidance only makes recommendations to authorities on the interpretation of a 'prudent' provision. The actual duty is for each authority each year to make an amount of MRP **which it considers** to be 'prudent'. Therefore there is a 5th option which is any other method that the Council considers prudent.

For instance where an Authority incurs borrowing in order to fund a loan to another party (say a Property Company), and it expects the other party to repay the borrowing in full, then it would be reasonable not to set aside any of the Council's revenue, as provision for the repayment of this debt (as in due course the debt would be fully covered by the repayment from the other party).

This decision would be further supported if the loan was secured on an asset, which essentially would ensure that even if the other party could not repay, the Authority could still recover the loan amount by acquiring the underlying security.

However to ensure that this approach is prudent, the Authority would need to review this decision each year to ensure that it continues to be the case that full repayment was likely, and if not then the Authority would need to consider setting aside some revenue for the possible non repayment.

It is also reasonable to use different MRP calculations for different types of borrowing, to reflect the different characteristics.

It is therefore recommended that option 3b, the Annuity Method, is adopted as the Council's annual policy on making MRP for 2018/19 and MRP will be deferred whilst an asset is under construction.

Exceptions will be made when borrowing is incurred for the specific purpose of on lending to a wholly owned or controlled Council Company, and the lending is secured on an asset(s) of equal or greater value. In which case no MRP would be made, unless it was determined that there was a risk of non repayment. In these situations the risk of non repayment will be reviewed annually, including a valuation of the asset(s) on which the loan is secured and formally reported at part of the Authority's compliance with the Prudential Code.

SUBJECT:	Statement of Community Involvement
REPORT OF:	Cllr John Read Cabinet Member for Planning and Economic Development
RESPONSIBLE OFFICER	Andrew Ashcroft Interim Head of Planning & Economic Development
REPORT AUTHOR	David Waker Senior Planner (Policy), 01494 717042, dwaker@chiltern.gov.uk
WARD/S AFFECTED	All

1. Purpose of Report

- 1.1 At the Cabinet meeting held on 7 February 2018, Members received a report regarding the Statement of Community Involvement (SCI). Members were aware that the Government signalled its intent to legislate to require local plans to be regularly reviewed in last year's White Paper 'Fixing our broken housing market'. The purpose of the report was to explain the implications of the Government's intentions connected with the above for statements of community involvement and implications for the Council's SCI. The Cabinet report and appendices are attached to this report for information.
- 1.2 The Cabinet agreed recommendations 1-3 in the report and made the following recommendation to Full Council:

RECOMMENDED to Full Council that the powers delegated to the Joint Committee by the Inter Authority Agreement be extended to include updates to the Statement of Community Involvement, Community Infrastructure Levy and other Planning Policy matters considered relevant to the Joint Committee under the Shared Service arrangements.

2. Reasons for Recommendations

The SCI was not part of the existing delegation by Cabinet to the Joint Committee on issues relating to the Local Plan. As such the report proposed that Cabinet recommend to Full Council that powers related to the SCI and other joint planning policy related matters be added to the delegated powers to Joint Committee as part of Shared Service and decision making arrangements.

3. Corporate Implications

See section 7 of the Cabinet report

4. Links to Council Policy Objectives

See Section 8 of the Cabinet report

5. Next Step

The Councils' produce a new joint SCI document and if agreed that the Joint Committee delegated powers be amended.

Background Papers:	Cabinet report dated 7 February 2018 entitled Statement of Community Involvement
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SUBJECT:	Statement of Community Involvement
REPORT OF:	Cllr John Read Cabinet Member for Planning and Economic Development
RESPONSIBLE OFFICER	Andrew Ashcroft Interim Head of Planning & Economic Development
REPORT AUTHOR	David Waker Senior Planner (Policy), 01494 717042, dwaker@chiltern.gov.uk
WARD/S AFFECTED	All

1. Purpose of Report

- 1.1 Members will beware that the Government signalled its intent to legislate to require local plans to be regularly reviewed in last years White Paper 'Fixing our broken housing market'. The purpose of this report is to explain the implications of the Government's intentions connected with the above for statements of community involvement (SCI) and implications for the Councils SCI.
- 1.2 The report also explains that the SCI is not part of the exiting delegation by Cabinet to the Joint Committee on issues relating to the Local Plan As such the report recommends that powers related to the SCI and other joint planning policy related matters are added to the delegated powers to Joint Committee as part of Shared Service and decision making arrangements.

RECOMMENDATIONS

1. **To agree the production of a joint Statement of Community Involvement as part of the Chiltern and South Bucks Planning and Economic Development Shared Service arrangements.**
2. **Cabinet delegate to the Head of Planning and Economic Development in agreement with the Cabinet Member for Planning and Economic Development to prepare and publish a joint Statement of Community Involvement (SCI) for Chiltern and South Bucks District Councils based on the issues set out in the report.**
3. **That Cabinet agree to amend the Local Development Scheme by the insertion of a timetable specifically covering the update and review of the SCI and delegate authority to the Head of Planning and Economic Development to determine and amend as necessary the timetable.**

Cabinet are also recommended to recommend to Council:

4. **That the powers delegated to the Joint Committee by the Inter Authority Agreement be extended to include updates to the SCI (after Recommendation 1 above has been implemented), CIL and other Planning Policy matters considered relevant to the Joint Committee under the Shared Service arrangements.**

5. Executive Summary

2.1 Local planning authorities are required to publish a document called a Statement of Community Involvement (SCI) . The SCI set out the minimum requirements of how councils will involve the public and interested parties in their planning policy formulation. It also set out how councils will involve the public in the determination process for major planning applications.

2.2 The Government has signalled its intent to require councils to review local plans every 5 years and are bringing forward necessary arrangements soon to achieve this. New regulations coming into effect in April 2018 will require councils to also review their SCI documents. In addition regulations are expected to require councils to include in their SCI documents a sections setting out how the councils will assist parishes or other community groups in the neighbourhood planning process. The requirement to review the SCI would mean that the Councils SCI would need to be reviewed now and if necessary updated by the end of the year and regularly thereafter. However, the additional requirement to include a section on the neighbourhood planning process, depending on timing, could mean that the SCI may need to be updated on a further occasion

2.3 Chiltern and South Bucks District Councils' are preparing a joint Local Plan with delegated decisions to the Joint Committee and now have a complete Planning and Economic Development Shared Service, including a team in Development Management considering major planning applications. Effectively each council should produce an SCI but given the Councils joint arrangements one joint SCI document covering joint Local Plan, neighbourhood plans and major application publicity and public involvement is appropriate.

2.4 When the two Councils' respectively agreed to produce a joint Local Plan the respective Cabinets agreed – to amend paragraph 4.1 of the Inter Authority Agreement covering the functions of the Joint Committee to include the following:

'4.1.3.7 To make decisions and recommendations in relation to the Chiltern and South Bucks Local Plan.'

The SCI and other Shared Service policy matters such as Community Infrastructure Charging schedule (see separate report on this agenda) are not part of the Local Plan and although the intention of the delegation may have been to cover all local plan related matters it is not considered that the two items mentioned fall under the exiting delegated powers. Therefore it is recommended that the delegated authority from both Councils' is amended to include any joint planning policy related matters and specifically the SCI and CIL.

6. Reasons for Recommendations

3.1 The Council has agreed to produce a joint local plan and to operate a Shared Service for all planning matters therefore although an SCI should be a council based document there is no logic in having two identical SCI documents for a shared service area. A revision to the SCI needs to be included in a revised Local Development Scheme Timetable.

3.2 The SCI will need to be amended shortly and potentially soon after and periodically thereafter. The recommended delegations are designed to enable the Council(s) to efficiently

and effectively respond to the changing requirements for the SCI over the next few months and thereafter through the Joint Committee.

7. Content of Report

Background

7.1 The Government recent Housing White Paper made a number of suggestions to improve the planning system and speed up local plan making. One of the proposals was to alter planning regulations to require local authorities to review their local plans at least every five years.

7.2 In addition to the above the Neighbourhood Planning Act made a number of changes to the neighbourhood planning regime one of which was to require (subject to regulations), local authorities to state in their SCI's how councils will assist communities in producing neighbourhood plans.

7.3 The Government published the required regulations requiring local plans to be reviewed at least every five years on the 13th December 2017. The section of the regulations relating to reviewing Local Plans doesn't come into force until April 6th 2018.

Implications for the Councils Statement of Community Involvement

7.4 What was not clear from the Governments' stated intention to require local authorities to review their local plans more regularly was that the regulations would also apply this requirement to SCI documents. However the regulations do specifically refer to SCI's and as such the Council will need to respond to this if it is to remain legally compliant.

7.5 The regulations introduce a requirement to review Local Plans and SCI at least every five years from the date of adoption. To comply with this requirement local authorities must every five years from the adoption of the Local Plan/SCI carry out an assessment of whether it remains relevant and effectively addresses the needs of the local community or whether it needs updating.

7.6 The Chiltern adopted SCI was in January 2012 / and South Bucks SCI in July 2013– this effectively means that when the regulations come into force in April 2018 the Chiltern SCI would have to be reviewed immediately and consideration would need to be given to reviewing the South Bucks SCI soon after. However, the expected requirement to include reference to how councils will assist in neighbourhood planning effectively means that both SCI documents are also soon to be out of date and will need to be reviewed. The SCI could also helpfully be reviewed to take account of experience from recent consultations and in particular the increased role

of social media in the Councils' communications to local residents and shared service arrangements for major planning applications.

7.7 Neighbourhood planning regulations are expected to be published in January which also expect to require local authorities to set out in their SCI documents their policies for giving advice or assistance to neighbourhood planning groups and their policies for involving communities and other groups in the early stages of plan making particularly in relation to the survey stage and in the setting of the Local Development Scheme – the local plan and related document production timetable.

New Joint SCI or separate SCI's?

7.8 Technically an SCI is a local planning authority's statement on how it will involve the public and interested parties in its plan making and major planning application procedures added to this is the additional requirement to set out how the Council will assist in neighbourhood planning. However, as Chiltern and South Bucks Councils have agreed to produce a Joint Local Plan and associated documents such as the Local Development Scheme and potentially associated supplementary planning documents plus have a Development Management Shared Service there is logic in creating a joint SCI.

7.9 Officers sought advice from the Government official responsible for the new regulations on the issue of producing a joint SCI, and in their view given the Councils are producing a joint Local Plan it would be sensible to produce a joint SCI document.

7.10 Although the two Councils' agreed to produce a joint local plan and delegated decisions on the joint local plan to the Joint Committee the delegation only refers to 'decisions and recommendations in relation to the Chiltern and South Bucks Local Plan'. The SCI is not the local plan and indeed its content covers the Councils procedures for involving the public in major planning applications and soon to also be neighbourhood planning and as such a proposed Joint SCI document will need to be approved by both Councils' respective Cabinets. However, given the continuing need to review the SCI and the likely decision that the SCI should be a joint document it is considered that the two Cabinets should be invited to consider delegating future decisions on amending the SCI document to the Joint Committee. As a side issue it is recommended that the scheme of delegation should also be considered to be extended to other Planning Policy matters being jointly brought forward by the Councils' such as the Community Infrastructure Levy (see separate report on the Agenda). If agreed the Inter Authority Agreement will need amending to cover these additional delegated powers.

SCI Content

- 7.11 As a general point both Councils SCIs are very similar and have both proved effective such that amendments are expected to be minor other than the additional requirements needing to be added and consideration of whether advances in communication such as the popularity of social media should be added.
- 7.12 Social media - The two existing SCI documents were updates of the two Council's respective original SCI documents dating from the early 2000's. Given this and the advances in social media in more recent time's neither of the documents specifically refer to these areas as a means to involve the public. It seems sensible given the Councils desire to go paperless and to use modern technology where possible to include such social media means of publicity within the SCI. Social media also has the potential to better engage with younger residents, often a hard to reach group for local plan matters.
- 7.13 Commitment to levels of Publicity - Both the SCI's were written in such a way as to make sure the Councils complied with the minimum national requirements for publicity whilst suggesting other methods of publicity may be used. Given the large resource implications in undertaking focussed publicity (exhibitions – individual; household newsletters/info leaflets etc) the SCI needs to be clear not to commit the Councils' to undertake levels of publicity that cannot be resourced or become a financial drain. If required and wished for by members at a particular stage or for a particular local plan document there would be nothing stopping the Councils' from undertaking wider forms of publicity than those set out in the SCI. However members should be aware that to do so could be seen to set a precedent and put pressure on the Councils' to 'normalise' extra consultations through future SCI updates. The minimum forms of publicity set out in the SCI must be undertaken and indeed is one of the aspects of the local plan process that the Examination Inspector has to determine before considering the local plan itself. As such levels of publicity as set out in the SCI need to be manageable, consistent and with 'front loaded' consultation to early plan stages.
- 7.14 Major Planning Applications – the SCI is required to set out how the Councils' will involve the public in publicising major planning applications. Given the recent bringing together of the Councils' respective development management teams into a shared service, the setting up of a major planning applications team and standardisation of processes this would also support a joint SCI. The Planning Policy Team will work closely with the Major Applications Team to update the section of the SCI relating to major planning application publicity to incorporate any new procedures resulting from the new shared service.
- 7.15 Neighbourhood Planning – officers in the Planning Policy Team have provided advice thought the neighbourhood planning process most notably Chalfont St Peter and Chalfont St Giles neighbourhood plans to date and advice on the setting up of neighbourhood areas and the Community Right to Build Order to parishes in South Bucks and Chiltern. Officers have indicated that this work can be and is often time consuming and so can only commit to levels of support that

would not divert staffing resources from their focus on the joint local plan. There could be pressures for support from seven parishes across both Districts' that currently have declared neighbourhood areas. Again therefore it is considered that the reference to providing the Councils support to the neighbourhood planning process should go no further than the levels of support given at present. ie advising on neighbourhood planning procedures and the content of neighbourhood plan draft documents. Members could also consider charging parishes for staff time for some neighbourhood planning processes/advice and the view of the Planning Policy Joint Member Reference Group (JMRG) has been sought on this and will be reported at the meeting.

- 7.16 Officers will draft a revised SCI document to take account of the above and any other views expressed at the JMRG and both Chiltern and South Bucks Cabinets. This could be subject to change as at the time of writing this report the regulations in relation to the neighbourhood planning requirements and any transitional arrangements were not published by the Government. Given this uncertainty and the imminent production of the new regulations it is considered prudent to delegate the production of the new SCI as set out in the recommendations.

Revision to Local Development Scheme

- 7.17 The Government requirement is that should a local plan or in this case the SCI need to be updated the timetable for updating that document should be included in the Local Development Scheme (LDS). Members will beware that the Government only require the LDS timetable to be published and that the Councils current LDS timetable in relation to the Joint Local plan and the timetable for the production of a Community Infrastructure Levy (to be reviewed – see separate report on the Agenda) is published on the website. Rather than amend that timetable officers consider the most practicable solution to meet the new requirements would be to publish a separate LDS timetable showing the time frame for producing the new SCI document.

8. Consultation

- 8.1 There is no requirement in the regulations to consult on the content of the SCI document. The Councils SCI makes no specific commitment to consult on SCI revisions. As such it is not considered necessary to consult on the content of a document which spells out how the Council will consult the public on other local plan documents/major planning applications.

9. Options (if any)

- 9.1 Given the imminent change to the regulations the Councils would have to update their respective SCI documents. The two options open to the Councils would be to produce two largely similar SCI documents one for each council or given the decision to produce a joint Local Plan and to establish a joint Planning and Economic Development service to produce one joint SCI document. Given the legal requirement to have an up-to-date SCI document in place there are no other alternative options.

7. Corporate Implications

- 7.1 *Financial* – in relation to the production of the document the only costs would be staff time. Depending on the commitments as set out in the approved SCI document to certain levels of publicity future costs in terms of printing and or postage sots, cost is relation to the hiring of premises etc for public exhibitors etc will impact on service budgets and will need to be considered as part of the SCI review – however if recommendations are followed as set out in this report costs would expect to be covered in the current and next financial year budget and would need to be considered in future budget setting processes .
- 7.2 *Legal* – the Councils' are required to have an adopted SCI in place setting out their planning publicity arrangements. The new regulations will require these to the regularly reviewed and up to date. The additional requirements to include references to the Councils' assistance on neighbourhood planning means the documents would have to be amended/updated and at this time it is logical to combine into one document. The submitted local plan has to show how it has complied with the publicity.
- 7.3 *ICT* – the Councils' have committed to a more electronic business model moving where possible to electronic means of communication and reduction in the use of paper. Therefore it is sensible for the new SCI document to include reference to up-to-date electronic means of communication such as social media and use of the Council websites.
- 7.4 *Partnership* - a joint SCI with reference to the assistance to be given to neighbourhood planning groups will show partnership working between the two Districts and between the two districts parish councils and other community groups.
- 7.5 *Social Inclusion* – by stating clearly how the Councils' will consult on planning and neighbourhood planning matters the SCI will show how the Council aim to include all in the planning process.
- 7.6 *Sustainability* – the promotion of electronic means of communication will help the Councils' reduce the use of paper and thus improve their sustainability.

8. Links to Council Policy Objectives

- 8.1 The production of an up-to-date SCI document containing references to increase use of electronic communication and involvement of the public together with the Councils' stating how they will work with parishes and community groups on neighbourhood planning will meet the following Council key aims and objectives.

We will deliver cost effective, customer focused services

1. Provide best value for money services

- Reduce costs through the shared services programme with South Bucks District Council.
- Make better use of ICT to drive through savings whilst providing more flexible service delivery

2. Listen to our customers –

- Consult with you on key issues and respond to results
- Communicate widely and embrace social media

We will work towards safe, healthy and cohesive communities

3. Promote cohesive communities- Engage with Parish and Town Councils and local neighbourhoods

We will strive to conserve the environment and promote sustainability

2. Promote sustainability

- Put in place a new Joint Local Plan with South Bucks District Council to help meet local development needs

South Bucks

We will deliver cost- effective, customer- focused services

. Provide great value services

- Optimise the effectiveness of our resources and assets
- Reduce costs through the shared services programme with Chiltern District Council
- Better use ICT to drive through savings whilst providing more flexible service delivery

2. Listen to our customers

- Consult with you on key issues and respond to results
- Communicate widely and embrace social media

We will work towards safer and healthier local communities

3. Promote local communities

- Support the voluntary sector and promote volunteering
- Engage with Parish and Town Councils and local neighbourhoods

We will strive to conserve the environment and promote sustainability

2. Promote Sustainability

- Produce a new Joint Local Plan with Chiltern District Council to help meet local development needs

Key Objectives available here:

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

<http://www.southbucks.gov.uk/prioritiesandperformance>

9. Next Step

9.1 The Councils' produce a new joint SCI document and the Joint Committee delegated powers are amended.

Background Papers:	Documents contained on the Councils' websites.
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AUDIT COMMITTEE (SBDC)

Meeting - 18 January 2018

Present: D Anthony (Chairman)
P Griffin, P Hogan and G Hollis

Apologies for absence: L Hazell and R Sangster

31. ELECTION OF CHAIRMAN

It was proposed by Councillor Hollis, seconded by Councillor Hogan and

RESOLVED that Councillor Anthony be elected as Chairman of the Committee for the remainder of 2017/18.

32. APPOINTMENT OF VICE-CHAIRMAN

It was proposed by Councillor Anthony, seconded by Councillor Hogan and

RESOLVED that Councillor Hollis be appointed as Vice-Chairman of the Committee for the remainder of 2017/18.

33. MINUTES

The minutes of the meeting held on 28 September 2017 were confirmed and signed by the Chairman.

34. DECLARATIONS OF INTEREST

There were no declarations of interest.

35. INTERIM PROGRESS REPORT

The Committee considered an Internal Audit progress report from TIAA. Chris Harris attended on behalf of TIAA to summarise the report and respond to queries raised by the Committee. Audits finalised and all changes made to the annual plan were outlined on pages 10-11 of the reports pack. Positive progress was reported.

Appendix A on pages 13-14 of the reports pack detailed current statuses of audits and the Committee were advised that auditors had been identified and start dates confirmed for all audits which were yet to start and all were expected to be completed within timescales.

The waste services health and safety audit which had been carried out by a HSE expert had resulted in a limited evaluation with 18 recommendations, the majority of these related to the CDC contract with SERCO. The auditor was due to return in February 2018 to ensure recommendations had been implemented. The recommendations could be seen on pages 20-22 of the reports pack.

A Member advised that several complaints had been received from a resident in relation to their waste collections and the service proving inflexible in terms of the location bins needed to be to be collected from. It was requested that the process for special or exception collection by BIFFA be part of the next audit of Waste services..

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

36. **STRATEGIC PLAN 2018/19 TO 2020/21 AND ANNUAL INTERNAL AUDIT PLAN 2018/19**

The Committee received the Strategic Plan 2018/19 to 2020/21 and Annual Internal Audit Plan 2018/19 from TIAA. Chris Harris attended on behalf of TIAA to summarise the report and respond to queries raised by the Committee. Each Head of Service had been consulted and key audit areas were outlined in the report which could be seen on pages 23-48 of the reports pack.

As part of the Planning and Enforcement audits, the Committee wished to understand whether clear protocols had been established in dealing with enforcement as well as the number of historic enforcement cases that remained ongoing.

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

37. **EY ANNUAL GRANT CERTIFICATION REPORT**

The Committee considered the EY Annual Grant Certification Report. Sue Gill attended on behalf of EY to summarise the report and respond to queries raised by the Committee. The report can be seen in its entirety on pages 49-58 of the reports pack.

The Committee was advised that the indicative fee set by PSAA had been based on the work completed in previous years, however additional work had been required this year to cover the increase in 40+ testing which was required to comply with DWP requirements. This meant that the actual fee had increased by £4,000 to £24,985.

The Committee was advised that for 2018/19 the housing benefits subsidy claim audit could not be part of the main external audit contract that PSAA were letting and a separate audit appointment process would be necessary for this. Final guidance was awaited from DWP in terms of the scope of the future grant audit work and once this is received SBDC would proceed to appoint a grant auditor. As the grant audit contract does fall under contract procedure rules, the Council would need to follow these although exceptions can be made for instance to obtain the benefit of having the same auditor across both the main audit work and the grant audit work.

It was explained that the auditors were required to report all errors found in initial testing and DWP allowed effectively no discretion with respect to how small the errors were. These errors generated the requirement for 40+ testing.

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

38. EY ANNUAL AUDIT PLAN

Sue Gill presented the EY Annual Audit Plan and summarised the key issues. Audit risks and areas of focus were outlined on pages 63-64 of the reports pack. As reported at the previous meeting of the Audit Committee, a technical issue was raised about the Pension Liability Valuation due to Barnett Waddingham's slightly different method of assessment. Barnett Waddingham has now held discussions with the four large accounting firms and PWC had been commissioned by the National Audit Office to assess the work of Barnett Waddingham including the assumptions they had used.

Materiality was set at 2% which recognised the Council as a low risk Authority and it was confirmed that there were no independence issues.

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

39. AUDIT WORK PROGRAMME

It was **RESOLVED** that the Audit Work Programme be noted.

40. UPDATE ON STANDARDS FRAMEWORK

The Committee received a report which considered compliance with requirements of the Standards Framework and reviewed current notification documents. The Committee was advised that all Members had completed up to date registers of interests and that Members could now update their register of interests on the intranet as and when required. The Register of Interests Notification form could be seen on pages 99-108 of the agenda pack for information.

The Committee was advised that Town and Parish Council's Registers of Interests were also published on the Councils website and the issue was raised at the last liaison meeting with Parish Clerks. Towns and Parishes were encouraged to contact the Democratic Services team should they require any assistance.

Following discussion, it was **RESOLVED** by the Committee that the current notification form for disclosable pecuniary and non-pecuniary interests and the process for updating their interests remained fit for purpose.

41. REVIEW OF GUIDANCE ON DISPENSATIONS

The Committee received a report which considered whether the current procedures for granting dispensations to members remained fit for purpose. A verbal update was provided by the Monitoring Officer and following discussion by the Committee, it was **RESOLVED** that the Committee agreed that no changes were required to the Council's current guidance on dispensations.

42. STANDARDS WORK PROGRAMME

It was **RESOLVED** that the Standards Work Programme be noted.

43. FREEDOM OF INFORMATION MANAGEMENT AND RIPA ANNUAL REPORT

The Committee received the annual report which detailed Freedom of Information Management and RIPA activity. The Committee was advised that the number of freedom of information requests had continued to increase and the main enquires tended to be in regulatory areas with numerous requests having been from commercial companies enquiring about IT contracts and systems. 94% of requests had been responded to within 20 working days. Much of the process had been automated with more requests being directed to the website where a large amount of information had been made available. It was confirmed that the Council had not carried out any surveillance in 2016/17.

The Committee considered the Freedom of Information Management and RIPA Annual Report and it was **RESOLVED** by the Committee that the report be noted.

44. ANY OTHER BUSINESS

There was no other business raised for discussion.

The meeting terminated at 7.03 pm

GOVERNANCE AND ELECTORAL ARRANGEMENTS COMMITTEE

Meeting - 23 November 2017

Present: P Hogan (Chairman)
D Anthony, J Lowen-Cooper, D Pepler and D Smith

Also Present: M Bezzant

Apologies for Dr W Matthews
absence:

11. MINUTES

The minutes of the Governance and Electoral Arrangements Committee held on 27 September were agreed as an accurate record.

12. DECLARATIONS OF INTEREST

There were no declarations of interest.

13. REVIEW OF THE CONSTITUTION - PART B:

In accordance with the agreed constitutional review work programme, Members undertook a detailed review of Part B - 'Procedure Rules'.

The Council's Constitution was last reviewed in 2014/15 and an updated version came into effect in May 2015. This took into account the reduction in the number of members and incorporated shared working arrangements with Chiltern District Council in place at the time. However, Members were advised that it has been necessary to amend the Constitution to ensure that it is up to date and user friendly, and to introduce harmonised procedures with Chiltern District Council where this would facilitate more effective running of shared services. Therefore, Members were advised that the Procedure Rules had been updated to reflect changes to Committees that had taken place since May 2015, and that all references to the "proper officer" had been amended to reflect the relevant specified officer.

Members noted that changes had been made to both Annual and Ordinary Council rules in order to clarify procedures and make clear the decisions that would be taken at each meeting. Members felt that formalised, relevant presentations at Council meetings should be placed higher on the Agenda for the benefit of presenters.

The Committee questioned the proposed new procedure for making temporary changes to membership of committees. It was confirmed that proposed changes would be submitted to the Democratic & Electoral Services Manager by the Group Leader or their deputy or other nominated person in advance of the meeting date.

It was questioned whether the notice of Summons to Meetings should include a reference to paper summons when electronic communication was now the norm. The Head of Legal and Democratic Services agreed to check the relevant legislation and report back to Members at a forthcoming meeting.

Members felt that imposing a time limit of 15 minutes to wait for a meeting to be quorate would not allow for exceptional circumstances to be taken into consideration. It was therefore requested that the regulation be amended to read "or longer at the discretion of the Chairman in exceptional circumstances".

The Committee were minded to retain Rule 15 – Themed Debate, as Members felt that themed debates might usefully be taken forward in future.

The Committee were advised on the rules surrounding the recording of meetings. It was noted that the public had a statutory right to record meetings via audio without notifying democratic services, but that permission was needed for filming or photography which could cause disruption to a meeting. Members were advised that, although members of the public could object to being filmed or photographed, Councillors could not.

The Committee requested that the following paragraphs/sentences be re-written to make them easier to understand:

- Appendix 2: 2 (Ordinary Meetings – bullet point n).
- Appendix 2: 10.3 (Notice of Questions) – make clear that the rule is a *or b*, not a *and b*.
- Appendix 2: 20.2 (Recording of Proceedings) – to read "audio and/or visual equipment".
- Appendix 3: 3.1 (Decisions of Cabinet – bullet point e) – to refer to delegation by Cabinet to another authority.

The amendments to the document as agreed would be reflected in the final draft Constitution presented for consideration by the Committee as outlined in the Committee's work programme.

RESOLVED that the proposed revisions to the Procedure Rules shown in Appendices 1 to 7 be agreed subject to the incorporation of the amendments set out in the minute above.

The meeting terminated at 7.03 pm

GOVERNANCE AND ELECTORAL ARRANGEMENTS COMMITTEE**Meeting - 16 January 2018**

Present: P Hogan (Chairman)
D Anthony and D Smith

Apologies for absence: Dr W Matthews, J Lowen-Cooper and D Pepler

15. MINUTES

The minutes of the Governance and Electoral Arrangements Committee held on 23 November 2017 were agreed as an accurate record.

16. DECLARATIONS OF INTEREST

There were no declarations of interest.

17. REVIEW OF THE COUNCIL'S CONSTITUTION

In accordance with the agreed constitutional review work programme, Members undertook a detailed review of Part C - Codes Protocol and Procedures and Part E - Schemes of Delegations of the Council's Constitution.

The Council's Constitution was last reviewed in 2014/15 and an updated version came into effect in May 2015. This took account of the reduction in the number of members and incorporated the shared working arrangements with Chiltern District Council in place at the time, together with changes introduced by the Localism Act 2011. Following the implementation of the final shared services reviews for the Planning and Local Land Charge services, all staff (except those at the South Buckinghamshire) now work for both Councils under harmonised terms and conditions. For the effective operation of all services, the Committee noted the importance of ensuring that any codes, protocols and procedures which involve staff, as well as the scheme of delegations to officers, are consistent across both Councils.

The Committee took into consideration the comments which had been sent by Cllr Lowen-Cooper electronically in advance of the meeting.

The Committee requested that the following paragraphs/sentences be rewritten to make them easier to understand:

- Part C – Section C – paragraph 1.2 – to remove the second sentence and for the third sentence to read 'Working relationships between members and employees should never.....'
- Part C – Section C – paragraph 1.3 – replace the word complaint with the word complain (4th line down)
- Part C – Section C – paragraph 2.6 – second sentence to refer to the Chairman of the Overview and Scrutiny Committee
- Part C – Section C – paragraph 5.3 – to be split into two paragraphs. Second paragraph to read 'Members should understand the...'

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- Part C – Section D – paragraph 4.1b – to read 'If the equipment is large it must be.....'
- Part C – Section F – paragraph 1 – the text explaining the timings of planning committee meetings to be reworded
- Part C – Section F – paragraph 2 – replace the word 'Scheme' with the word 'It'
- Part C – Section F – paragraph 5 – update email address and telephone number
- Part C – section I – to make clear what regulations are being referred to.
- Part C – section I – sub section 2) paragraph 6 – the word 'present' appears twice.

Having considered the quoracy for Policy Advisory Groups, the Committee were of the opinion that current arrangements were suitable and that no change was required.

In response to a question regarding how members of the public know to inform Democratic Services in advance of the meeting that they intend to film, photograph or audio record the proceedings, Members were advised that there were signs displayed at the meeting and a note on the agenda asking that anyone who does intend to film, photograph or audio record the proceedings to contact Democratic Services Officer in advance of the meeting. Members were also advised that with regards to filming and photography, a Democratic Services Officer was likely to notice if someone was filming/photographing proceedings.

With regards to the adopted procedure for confirming Tree Preservation Orders by the Planning Committee, clarity was provided on the procedure for speaking at these meetings. The Committee questioned whether objector letters were being included in the committee report in full as stated in the protocol. The Head of Legal and Democratic Services agreed to speak to the Head of Planning and Economic Development to ensure that this was happening.

With regards to the scheme for public speaking at Planning Committee, the Committee discussed the rules around the application of the scheme.

In response to a query regarding how applications can be referred to Planning Committee by Councillors, the Committee were advised that the Constitution limits call in to Members of the Planning Committee. The Head of Legal and Democratic Services agreed to check that this was the wording being used on the Council's website.

The amendments to Parts C and E as agreed would be reflected in the final draft Constitution presented for consideration by the Committee as outlined in the Committee's work programme.

RESOLVED that the proposed revisions to Parts C and E of the Constitution at Appendices 1 and 2 be agreed.

The meeting terminated at 8.15 pm

LICENSING COMMITTEE (SBDC)

Meeting - 24 January 2018

Present: T Egleton (Chairman)
D Anthony, P Hogan, J Jordan, M Lewis, D Pepler and
D Smith

Apologies for absence: G Sandy, R Sangster and D Saunders

5. ELECTION OF CHAIRMAN

It was proposed by Councillor D Smith, and seconded by Councillor J Jordan, and

RESOLVED that Councillor T Egleton be elected Chairman of the Licensing Committee for the remainder of the Municipal Year.

6. APPOINTMENT OF VICE-CHAIRMAN

It was proposed by Councillor T Egleton, and seconded by Councillor D Smith, and

RESOLVED: that Councillor M Lewis be appointed Vice-Chairman of the Licensing Committee for the remainder of the Municipal Year.

7. MINUTES

The Minutes of the meetings of the Licensing Committee held on 5 October 2016 and 23 May 2017 were agreed as a correct record.

8. DECLARATIONS OF INTEREST

There were no declarations of interest.

9. LICENSING ACT POLICY REVIEW 2018

The Committee considered the draft revised Licensing Act Policy Statement and were asked to approve the document for public consultation. The Council was statutorily required to prepare and publish a Licensing Policy every 5 years, and to keep the Policy under review throughout that time.

It was noted that there had been no specific issues with the Policy since the last review and it had been updated in a number of areas to reflect changes made since the last review. This included updates being made to take account of changes to

Licensing Committee (SBDC) - 24 January 2018

immigration legislation, updating the name of the Committee, and removing references to officer delegations which were available to view in the Council's Constitution to avoid duplication. An extra delegation was proposed to enable the Head of Healthy Communities to make minor changes to the Policy, in consultation with the Chairman of the Committee, to avoid small changes or corrections to the Policy having to be made by the Committee. Members also noted that the neighbour notification policy, referred to in the report and circulated during the meeting, would be included in the Policy for consultation. An updated district ward map would also be attached to the Policy.

Members suggested that clear guidance when notifying neighbours was required. It was noted that neighbour notification letters would make clear that valid reasons for objecting to applications needed to be based on the four Licensing Objectives and licensing officers would check to that only objections containing valid reasons were accepted.

RESOLVED that

1. The draft Licensing Policy be approved for consultation for a period of 6 weeks, commencing in February 2018.
2. The results of the consultation exercise be reported back to the Licensing Committee at a future meeting for further consideration.
3. It be noted that Full Council would agree the adoption of the final Licensing Policy at a meeting likely to be held in November 2018.

10. **LICENSING ACT 2003 - OFFICER DETERMINATIONS**

The Committee reviewed and noted a list of delegated determinations made by the Licensing Officer during the period covering 15 September 2016 to 31 December 2017 for personal licences, premises licence grants, variations and variations pending.

RESOLVED that the report be noted.

11. **LICENSING ACT 2003 - SCHEDULE OF LICENSING SUB-COMMITTEES**

The Committee received a report from the Director of Services detailing Licensing Sub Committee determinations and appeals for the period 10 June 2016 and 4 January 2018.

RESOLVED that the report be noted.

Licensing Committee (SBDC) - 24 January 2018**12. HACKNEY CARRIAGE AND PRIVATE HIRE LICENSING - OFFICER DETERMINATIONS**

Members received a report detailing the number of officer determinations for private hire and hackney carriage matters during the period 15 September 2017 to 31 December 2017.

RESOLVED that the report be noted.

13. TAXI AND PRIVATE HIRE LICENSING - SCHEDULE OF LICENSING SUB-COMMITTEE DETERMINATIONS

The Committee received a report from the Director of Services detailing Licensing Sub Committee determinations and appeals for taxi and private hire licences during 1 March 2016 to 9 June 2016.

RESOLVED that the report be noted.

14. LICENSING OF HOUSE TO HOUSE COLLECTIONS AND STREET COLLECTIONS

The Committee received a report detailing the number of street collection permits issued between 15 September 2016 and 31 December 2017.

It was clarified that any street collections involving the collection of cash or goods of value taking place anywhere the public has access to were regulated. In those instances the street collector would need to have registered with the Council beforehand. Street collections involving the gathering of information with the intension of setting up direct debit payments were not currently regulated under the existing legislation. As there were a number of exceptions to the regulations Members were encouraged to contact the licensing team if they had any specific questions or concerns regarding any street collections operating in the district. The Licensing team could then follow up any non-compliance of any regulated street collection activity as required.

Further information was requested to show what proportion of the 173 street collection permits issued during the period were for local charities. The Licensing Manager advised that a review of the way street collection permits were issued could be carried out in future to ensure that there was fair access to permits.

RESOLVED that the report be noted.

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15. VOTE OF THANKS

The Chairman, on behalf of the Committee, expressed thanks to Nathan March (Licensing Manager), who would be leaving shortly to work for another Council, for all his hard work over recent years.

The meeting terminated at 6.34 pm

OVERVIEW AND SCRUTINY COMMITTEE (SBDC)**Meeting - 30 January 2018**

Present: M Bradford (Chairman)
P Bastiman, M Bezzant, D Dhillon, P Hogan, M Lewis and
D Saunders

Apologies for absence: T Egleton

25. MINUTES

The minutes of the meeting held on 16 October 2017 were confirmed and signed by the Chairman.

26. DECLARATIONS OF INTEREST (IF ANY)

There were no declarations of interest

27. REVIEW OF HOMELESSNESS MANAGEMENT UPDATE

The Committee received a report which updated Members on the progress in implementing the Homelessness Management Task and Finish Group recommendations and informed Members of the revised Homelessness Case Management process and proposed additional Performance Indicators.

At its meeting on 16th October 2017, the Overview and Scrutiny Committee received a presentation by Councillor Philip Bastiman, Chairman of the Review of Homelessness Management Task and Finish Group, which set out the recommendations of the Task and Finish Group following the review of Homelessness Management. The final recommendations of the Task and Finish Group were subsequently submitted to Cabinet and Cabinet provided a formal written response. This report updated the Overview and Scrutiny Committee on the progress in responding to the recommendations of the Task and Finish Group.

The Committee received the following appendices to the report and were given the opportunity to comment on them:

- **Appendix 1** - the Action Plan which updates the progress to date on each of the recommendations.
- **Appendix 2** - the overall revised Homelessness process map which was reported to Task and Finish Group and covers case management, temporary accommodation and charging.
- **Appendix 3** - the draft revised and updated procedure for managing homelessness applications (which is covered in the "Housing" column of the overall Process Map). This procedure specifically covers the process operated by SBDC for receiving, managing and determining requests for assistance under Part 7 (Homelessness) of the Housing Act 1996.
- **Appendix 4** - the additional Performance Indicators that were due to be introduced to support the monitoring of the homelessness management service in response to

Overview and Scrutiny Committee (SBDC) - 30 January 2018

the recommendations of the Task and Finish Group. These would be incorporated onto Covalent in addition to the existing homelessness Pls.

RESOLVED that the following be noted:

- the Action Plan update
- the draft revised Homelessness Case Management Process; and
- the adoption of the proposed additional performance indicators.

Note: Councillor Saunders entered the meeting at 6.04pm

28. **REVENUE BUDGET & COUNCIL TAX 2018/19**

The Cabinet on 7 February 2018 would be receiving a report on the Council's Budget Proposals and Council Tax for 2018/2019 and, in accordance with the Council's Constitution, the Committee was invited to comment on the proposals.

The Committee were advised that since the Cabinet considered the Budget in December, the Government had announced the grant funding decisions affecting the Council. In December, the Cabinet agreed for further work to be done to eliminate the proposed use of general reserves in the draft budget.

The Committee's attention was drawn to the following key points:

- The New Homes Grant allocation was £207k less than anticipated.
- The Budget reflects the impact of the proposed local pay award for 2018/19, £54k.
- Funding is provided for the creation of a new Economic Development Team, the cost to be shared between CDC and SBDC, with the SBDC element being £42k, to be funded from reserves.
- Additional savings or additional income, have been identified totalling £294k.
- The main financial risks for 2018/19 are:
 - Shortfall on income targets.
 - The cost of major planning inquiries, enforcement actions or responding to national infrastructure proposals that impact on the area.
 - The costs of temporary accommodation, and supporting solutions to the temporary accommodation issue.
 - Letting income for the Capswood offices
- The Medium Term Financial Strategy (MTFS) shows a funding gap of between £400k and £960k per annum over the period to 2023. Given the financial gap indicated in the MTFS it would be important to start the review of the MTFS as soon as possible and to focus on the savings plans within the Strategy and their robustness and whether they could be added to. It was being proposed that a Task & Finish Group be set up to consider the Medium Term Financial Strategy and savings options.

Members asked a number of questions and sought clarification and explanation of certain issues surrounding the revenue budget and use of reserves. This included clarification on the creation of a new Economic Development Team, the national increase in planning fees and the referendum threshold with regards to Council Tax increases. Members were supportive in undertaking the proposed work to look at the Medium Term Financial Strategy.

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It was noted that if Cabinet agrees the proposed new car parking charges at its meeting on 7th February 2018, the fees and charges schedule set out in appendix C would need to be updated before being presented to Full Council.

Following the discussion, the Committee **RESOLVED** that

- 1) the Cabinet be informed it had no comments to make on the 2018/19 budget proposals; and
- 2) a Task & Finish Group be set up to consider the Medium Term Financial Strategy and savings options.

Note: Councillor Bastiman and Councillor Bezzant entered the meeting at 6.10pm

29. **CAPITAL PROGRAMME 2018/19 TO 2022/23**

The Committee received a report on the Capital Strategy and the proposed Capital Programme for 2018/19 – 2022/23. The Committee were asked to comment on the strategy and proposed programme before it was presented to Cabinet on 7 February 2018 for onward submission to Council on 27 February 2018.

As part of the Council's budget process the Capital Programme is reviewed in order to assess, as part of the overall financial strategy of the Authority, what the scale and composition of the programme should be and the consequential funding implications for the financial strategy. In recent years decisions have been undertaken to embark on a number of significant capital projects. These projects have changed the scale and composition of the capital programme, creating the need to finance these projects from borrowing.

RESOLVED that the report be noted and that the Cabinet be informed that the Committee had no comments to make.

30. **FRIMLEY HEALTH NHS FOUNDATION TRUST**

Sir Andrew Morris, Chief Executive, Frimley Health NHS Foundation Trust, attended for this item to provide an update on the work of the Trust.

The update included the following areas:

- Performance from April 2017 to December 2017
- Frimley Health Wexham Park – Objectives
- The redevelopment of Maternity at Wexham Park
- Investment in a new Emergency Department at Wexham Park
- Investment in the High Dependency Unit at Wexham Park
- The vision for Heatherwood Hospital by 2020.

Following the presentation, a number of issues were discussed including the following:

- Car parking at Wexham Park Hospital.
- The issue of staffing and the importance of apprenticeships.
- Treating patients with mental health issues, in particular elderly patients with dementia.
- How residents were being kept informed of all the improvements being carried out by the Trust.

In order to help make South Bucks residents aware of all the developments taking place at Wexham Park Hospital, the Committee agreed that information on the work being carried

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out should be put on the Council's website, and the Council's Communications Manager be asked to liaise with the Trust's communications team to see how we can assist with getting information out in the South Bucks area.

The Committee thanked Sir Andrew for his interesting presentation and asked that the Committee continue to receive, on an annual basis, updates on the work of the Trust.

Note: Councillor Dhillon left the meeting at 7.10pm

Note: Councillor Bezzant left the meeting at 7.35pm

31. TREASURY MANAGEMENT STRATEGY 2018/19

The Committee received a report on the proposed Treasury Management Strategy 2018/19 and related documents and were asked to comment on the strategy and related documents before they were presented to Cabinet on 7 February 2018 for onward submission to Council on 27 February 2018.

The Council was required to formally review its treasury management policies each year as part of determining what level of returns will be achieved from investments. The format of the treasury management policies was defined by the Code of Practice adopted by the Council, and was required to be approved by the Council on recommendation from the Cabinet.

The treasury management policies underpin the strategy for the year in question, which seek to achieve a level of investment return and efficiently manage any borrowing. The Committee were advised that external borrowing which was planned in 2017/18 to facilitate a major capital project would not be required. However, in order to facilitate the planned capital programme in 2018/19 it would be necessary to borrow funds, and this would be in accordance with the Capital Strategy. The Council has been debt free for many years so this would represent a substantial change in approach.

RESOLVED that the report be noted and that Cabinet be informed that the Committee had no comments to make.

32. SERVICE PLAN SUMMARIES 2018-19

The Committee received a report which provided a summary of the service plans produced by service areas within the Council.

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 aims to deliver for 2018-19. 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.

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The Committee were advised that this year in order to ensure that the Service Planning process had been more robust than in previous years, the internal consultation process had been extended to include all managers within service areas, plus other staff as appropriate, prior to sign-off from Heads of Service. This process would continue to be refined in coming years.

Following a question, the Committee were advised that the service plans set the content which goes into the performance and appraisal system for staff.

The Committee agreed that service plans for next year should contain key actions on what has changed only and that all the appendices were not required. It was noted that a one page dashboard per service area would be sufficient.

RESOLVED that the report be noted.

33. **PERFORMANCE REPORT QUARTER 2 2017-18**

Members of the Overview and Scrutiny Committee received a report outlining performance of council services against indicators and service objectives during Quarter 2 of 2017-18.

Members noted from the report that of the total 48 PIs, 2 were seen to be off target (of these was a priority PI) with further details of these within the two detailed performance tables accompanying the report:

- Appendix A – Priority indicators Q2 2017-18
- Appendix B – Quarterly corporate performance indicators Q2 2017-18

With regards to long term sickness absence being over target, the Committee were advised that the long term sickness absence figure should improve going forward as some of the employees who were off on long term sick have now left the Council.

RESOLVED that the report be noted.

34. **CDC AND SBDC WEBSITES - HOW INFORMATION IS STRUCTURED AND MANAGED**

The Committee received a report which provided an overview of how information was structured and managed on the CDC / SBDC websites.

The Committee were advised that the recent changes made to the website had not changed the structure, but had changed the appearance of pages. A lesson learned had been to carefully consider how to make users of the website aware of any forthcoming changes to appearance and structure. There were a number of key services where the website takes users into external portals over which the Council has differing levels of influence over how they are displayed and structured.

The Committee were pleased to note that there were now more tools available to the Council to monitor use of the website in order to inform future change.

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The Committee noted that the Customer Experience Programme would have a significant impact on the website in terms of how it would be structured and managed, and that was why there were discrete workstreams in the Programme dealing with the website.

RESOLVED that the report be noted.

35. BUCKS HEALTH AND ADULT SOCIAL CARE SELECT COMMITTEE

Members received the Minutes of the meetings of the Buckinghamshire County Council Health and Adult Social Care Select Committee held on 19 September and 28 November 2017.

It was **RESOLVED** that the Minutes of the Buckinghamshire County Council Health and Adult Social Care Select Committee be noted.

36. BUCKS CHILDREN'S SOCIAL CARE AND LEARNING SELECT COMMITTEE

Members received the Minutes of the meeting of the Buckinghamshire County Council Children's Social Care and Learning Select Committee held on 17 October and 5 December 2017.

It was **RESOLVED** that the Minutes of the Buckinghamshire County Council Children's Social Care and Learning Select Committee be noted.

37. MEMBERS QUESTIONS AND ANSWERS

There were no questions.

38. WORK PROGRAMME

The Committee considered the Overview and Scrutiny Work Programme.

It had been agreed that Sir Andrew Morris was to be invited to provide a further update to the Committee on the work of Frimley Health NHS Foundation Trust in a year's time.

RESOLVED that the work programme, with the addition of the invitation to Sir Andrew Morris in a year's time, be noted.

39. ANY OTHER BUSINESS

None.

40. EXCLUSION OF PUBLIC

That under Section 100(A)(4) of the Local Government Act 1972 the public be excluded from the meeting for the following item of business on the grounds that it involves the likely disclosure of exempt information as defined in Part 1 of Schedule 12A to the Act.

41. **REVENUE BUDGET & COUNCIL TAX 2018/19 - APPENDIX D FARNHAM PARK TRUST BUDGETS 2018/19 FEES AND CHARGES**

This was considered under item 6 of the agenda.

42. **HOMELESSNESS DEBTS**

The Committee received a report on the current homelessness debt position following the recommendation of the Overview and Scrutiny Homelessness Management Task and Finish Group that a report showing the current debt position be circulated to the Resources PAG and Overview and Scrutiny Committee.

The report set out the statutory background, the Council's current debt position, including a breakdown of all the current outstanding debts and the options going forward.

The Committee noted that Appendix A showed that there were a number of debts that were unlikely to be recovered and that all of these except one, fell below the level that requires Members Authority for write off. These debts were still being chased, however if no progress on recovering was made by the end of March the debts would be written off. The Overview and Scrutiny Homelessness Management Task and Finish Group had recommended that historic debt with a zero or very low probability of recovery (before the flat rate charge) be written off to start afresh with the new process.

RESOLVED that the report and the debts that are likely to be written off in the current financial year be noted.

The meeting terminated at 7.47 pm

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**SOUTH BUCKS DISTRICT COUNCIL
CHILTERN DISTRICT COUNCIL**

MINUTES of the Meeting of the
JOINT STAFFING COMMITTEE
held on **18 JANUARY 2018**

PRESENT: Councillor I Darby - Chairman

Councillors: R Bagge
M Bradford
T Egleton
C Jones
M Smith
L Sullivan

APOLOGIES FOR ABSENCE were received from Councillors B Harding, P Jones, N Naylor, M Stannard and D Phillips

22. **APPOINTMENT OF A CO-CHAIRMAN (SBDC)**

It was proposed by Councillor I Darby, seconded by Councillor T Egleton and **RESOLVED** that Councillor N Naylor be appointed Co-Chairman of the Joint Staffing Committee for 2017/18.

23. **MINUTES**

The minutes of the Joint Staffing Committee meeting on 11 October 2017 and the Joint Staffing Sub Committee 18 October 2017 were agreed by the Committee and signed by the Chairman as correct record.

24. **DECLARATIONS OF INTEREST**

There were no declarations of interest.

25. **PAY AWARD 2018/19 AND 2019/20 FOR STAFF ON THE HARMONISED CONTRACT**

The Committee considered a report on the proposed pay award offer for April 2018/19 and 2019/20 for staff on harmonised contracts below Head of Service level, whose pay was determined locally. It had been agreed when the Collective Agreement was signed that locally determined pay would be introduced so that the Councils had the flexibility to agree pay awards that reflected local conditions, ensure employees were rewarded fairly, and that the Councils attracted and retained the best staff. It was noted that UNISON's position was different to that set out in the officer's

report regarding whether the move to local pay had been agreed or not. It was reported that, once an offer was agreed by the Joint Staffing Committee (JSC), the offer would be presented to UNISON for consideration, and kick off the pay negotiation cycle. UNISON had stated that they would need to consult both on the move to locally determined pay and the pay award offer.

The report set out the Councils previous pay awards, as well as the pay award offers of neighbouring authorities for 2018/19. Details of the National Employers offer were at Appendix 1, and it was noted that the national offer had been made as the final offer. The HR Manager advised Members that the Chiltern and South Bucks offer mirrored the National Employers offer. Members agreed that this was a sensible approach and therefore

RESOLVED:

- 1. That 1A and 1B be removed from the Pay Spines to ensure compliance with the statutory National Living Wage.**
- 2. That staff who are paid a spot salary equivalent to the 2016 Voluntary Living Wage be moved to a spot salary of 1C on the Harmonised Pay Spine.**
- 3. That a 2% pay uplift in April 2018/19 and a 2% pay uplift in April 2019/20 be awarded.**
- 4. To note that the draft Council budgets for 2018/19 be amended to reflect the additional cost, £135,600 of the proposed award.**

26. PAY POLICY STATEMENT 2018/19

Members were informed that a pay policy statement was a technical document local authorities produced and published annually as required by the Localism Act 2011. The Councils Pay Policy Statement 2018/19 was at Appendix 1. It was reported that the document would need to be revisited once a pay award offer had been agreed, as the pay award would need to be included in the statement. It was noted that the pay figure changes to the document would not require the document to be re-submitted to the Committee, provided that the method of determining the remuneration of chief officers to the Councils continued as outlined in the pay policy statement. At present, there were no proposals to change the method by which chief officers' remuneration was determined.

Having expressed its support for the Pay Policy Statement 2018/19, the Committee

RECOMMENDED:

to both Councils that the Pay Policy Statement 2018/19 attached at Appendix 1 be adopted.

27. GENDER PAY GAP REPORTING

Members considered a report on the Councils gender pay gap. Information on how the Councils were addressing the gap was detailed in Appendix 1. It was noted that there was low national reporting rate at present, and that only 2 other district councils had reported their gender pay gap details on the gov.uk website. Members were advised that details of the gender pay gap would be published on the Chiltern District Council website.

In response to a question as to why the Councils had a gender pay gap, it was advised that job roles were evaluated using the Hay methodology which assesses the attributes of a role and not the role holder, ensuring that men and women are paid an equal wage for doing the same job across the Councils. However, the Councils gender pay gap analysis had found that a greater proportion of men in senior roles than women and a greater proportion of women than men in lower grade roles created a gender pay gap. The Committee

RESOLVED:

- 1. To note Councils gender pay gap and associated figures produced to date.**
- 2. To note the plans for reporting the Councils gender pay gap and associated figures both within the organisation and externally.**

28. HUMAN RESOURCES UPDATE

The HR Manager provided an update on the following key points:

- There had been an increase in leavers in the Planning Service and officers were redoubling recruitment efforts for the area. An open day for prospective candidates to learn about the roles of the various posts and the local authority planning process in general was held on 16 January 2018, which was very well attended. Another open day was due to be held on 27 January 2018. It was noted that a report on planning recruitment and retention would be brought to a future meeting of the JSC.
- Sickness absence figures had decreased but were still high generally due to the number of staff on long term sickness absence.
- Two new posts had been created in the Planning Policy Team to undertake economic development work in order to ensure there was sufficient focus and momentum on the Economic Development Plan.
- UGR Champions had been doing lots of work around the Councils values and behaviours, and TED talk sessions had been held during lunch times which had generated a lot of interest.
- The Health and Wellbeing Strategy was currently being launched.
- There had been a 65% response rate to the 2017 staff survey.

- A key focus for the HR Team at present was the customer experience programme that was underpinning and facilitating the current organisational changes.

Members were pleased that the middle management training programme had generated a lot of interest and reported that staff on the programme had found it useful. The Committee welcomed the initiatives taken with regards to the Planning Service.

RESOLVED:

That the report be noted.

29. **EXCLUSION OF THE PUBLIC**

30. **STAFFING MATTERS**

The Committee received a report seeking authority for the Chief Executive to enter into a settlement agreement to facilitate the termination of an employee's contract of employment.

RESOLVED:

That the Chief Executive be authorised to enter in to a Settlement Agreement with the employee upon the terms outlined in Option 1 of the report to facilitate termination of the employee's contract of employment.

The meeting ended at 6.47 pm

SUBJECT:	Pay Policy Statement 2018/19
REPORT OF:	Bob Smith, Chief Executive
RESPONSIBLE OFFICER	Louise Cole, HR Manager
REPORT AUTHOR	Louise Cole HR Manager, 01494 732015, lcole@chiltern.gov.uk , louise.cole@southbucks.gov.uk
WARD/S AFFECTED	N/A this relates to a pay statement

1. Purpose of Report

To seek Council approval to the statutory Pay Policy Statement for 2018/19.

RECOMMENDATIONS

1. That the Pay Policy Statement 2018/19 attached be adopted as recommended by the Joint Staffing Committee at its meeting on 18th January 2018.

2. Reasons for Recommendations

The Localism Act 2011 requires each council to produce and publish annually a pay policy statement. The statement should be approved by 31 March each year, at a meeting of the full councils, and then be published on their websites.

3. Content of Report

3.1 Since 2015/16 Chiltern District Council and South Bucks District Council have had a joint pay policy. This policy statement is a technical document prescribed by the Localism Act and accompanying statutory guidance. The 2018/19 statement is currently unchanged from last year as at the present time the local pay award has not been determined and therefore pay uplifts have not been applied and pay remains at the same level as in 2017/18.

3.2 The 2018/19 Pay Policy Statement, which is attached at appendix 1, sets out:

- an introduction by way of context
- information about the remuneration of chief officers which includes a comparison with other officers
- information on the lowest paid employees

4. Consultation

Not Applicable

5. Corporate Implications

This is a statutory requirement under the Localism Act 2011.

6. Links to Council Policy Objectives

There is no direct link to the Council's objectives but openness and transparency on Council policies supports good governance.

7. Next Step

Subject to its agreement and adoption by Council the Pay Policy statement will be published on the web site.

Background Papers:	None other than referred to in this report and Appendix.
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Appendix 1**Pay Policy Statement 2018/19****1. INTRODUCTION**

- 1.1 This is a joint statement of Chiltern and South Bucks District Councils.
- 1.2 The Localism Act 2011 requires each council to produce and publish annually a pay policy statement. The statement must be approved by a meeting of the full council, and must then be published on their websites. The pay policy statement may be amended during the year by further resolution of the council.
- 1.3 The pay policy statement must as a minimum include details of the council's policy on:
 - the remuneration of its chief officers
 - the remuneration of its lowest-paid employees
 - the relationship between the remuneration of its chief officers and other officers.
- 1.4 For the purposes of the Localism Act 2011 and this statement, the term "chief officers" is defined by Section 2 of the Local Government and Housing Act 1989. For these councils, the term "chief officers" refers to the chief executive, directors and heads of service. These officers make up the Joint Management Team for Chiltern and South Bucks District Councils.
- 1.5 Chief officers are expected to work across both District Councils on an equal basis and are employed under the same terms and conditions. Chief officers may be employed by either council, and are placed at the disposal of the other by means of an agreement made under Section 113 of the Local Government Act 1972.

2. REMUNERATION OF CHIEF OFFICERS

- 2.1 Chief officers' pay was independently assessed in 2012 by the Local Government Association (LGA) which was commissioned to undertake an independent review of the job descriptions for the new Joint Management posts. When making a recommendation about remuneration, regard was had to the size of the new job role, the emphasis on the need to contribute corporately to meet the needs of the two Councils, the economic climate and the regional location of the two authorities.
- 2.2 Members of the Joint Appointments and Implementation Committee agreed the salary ranges recommended by the LGA and the proposal to assimilate the successful applicants onto a spot salary which accommodated the additional allowances previously paid. The salaries were set above the median to attract and retain suitably skilled chief officers as recommended by the LGA.

All chief officers (Heads of Service, Directors and Chief Executive) have benefitted from a 1% pay award in 2016/17 and a 1% in 2017/18.
- 2.3 Following an independent review of the chief officers' pay structure in November 2015 the LGA confirmed that the pay structure remains competitive in its ability to

recruit and retain staff with the necessary management and strategic skills and experience.

2017/18	Starting Salary	2	3	4
Joint Chief Executive	£127,513	£130,573	£133,633	£136,693
Joint Director	£89,483	£92,605	£94,686	£97,807
Joint Head of Service	£67,259	£71,464	£73,567	£78,818

- 2.4 The salaries remunerate officers for their full range of duties and hours of work. Chief officers do not receive any performance-related pay or bonuses. Joint posts are shared equally between the two Councils and business mileage is reimbursed at HMRC rates, currently 45p per mile. Some chief officers have private medical insurance and paid membership of a relevant professional body.
- 2.5 Appointments to these posts are on a spot salary and progression up the salary scale is based on performance against agreed objectives. An annual appraisal takes place for the Joint Chief Executive with members which can be facilitated by an external independent advisor if required. The Directors are appraised by the Chief Executive and the Heads of Service by their corresponding Director.
- 2.6 The annual pay review for the Chief Executive and the two Directors is determined by the Joint Negotiation Committee for Chief Executives and Chief Officers, respectively. The annual pay review for Heads of Service is determined locally. The pay award for 2016/17 was 1% and the pay award for 2017/18 was 1%.
- 2.7 Appointments to the Joint Chief Executive and officers allocated statutory responsibilities require full Council approval within each of the Councils. Appointments to the Joint Directors require the approval of the Joint Staffing Committee.
- 2.8 The Chief Executive has been appointed as the councils' returning officer. In this role he receives additional remuneration, which varies from year to year. He employs the two directors as deputy returning officers and may employ other chief officers to support him in his work. Any fees for elections are paid separately. The amount of the fee is not fixed and is based on electorate/postal votes and the type of election. The Head of Paid Service has the authority to increase election fees in line with inflation and to keep them comparable with Parliamentary election fees.
- 2.9 All employees are automatically enrolled in the local government pension scheme when they join either Council, they may opt out if they wish. Chief officers' contributions are determined by their salary and the rules of the scheme. More comprehensive details of the Bucks Pension Scheme are available on their website. It is not the usual policy of either Council to enhance retirement benefits.

- 2.10 The Councils have a joint approach to organisational change which it applies to all employees without differentiation. In cases of redundancy those employees with 2 or more years' continuous service are entitled to a redundancy payment which is calculated using the statutory redundancy calculator based on actual salary. The maximum number of years of service taken into account is 20 and the resulting maximum payment is 30 week's pay.
- 2.11 The Councils do not provide any additional payment to employees leaving the Councils' employment other than in respect of accrued leave which by agreement is untaken at the date of leaving.
- 2.12 In certain circumstances the Councils may agree for an employee's employment to come to end by way of a Settlement Agreement which may involve the payment of severance pay. In calculating any severance package the Councils will take into account any contractual and statutory entitlements, the employee's previous performance, value for money and minimising any reputational damage to the Councils.
- 2.13 It is not normal practice for the Councils to re-employ or re-engage a chief officer following a severance or redundancy payment on either a new contract of employment or a contract of services.

3. LOWEST-PAID EMPLOYEES

- 3.1 Following agreement with staff and UNISON the Councils have implemented, a collective agreement which harmonises terms and conditions of employment, including a new harmonised Pay Spine for both Councils. The minimum salary on this pay spine is set at £15,702, significantly above the Statutory Living Wage rate of £7.50 per hour effective from 1 April 2017. Employees from both Councils have progressively moved onto the new pay spine following a review and the joining up of services across Chiltern and South Bucks District Councils. All staff have moved to the new pay spine with the exception of a small group of staff at South Bucks District Council. The lowest paid employee at South Bucks District Council was paid at £15,702 (the full time equivalent).

The lowest paid employee at Chiltern District Council was paid at spinal point 1A at £15,702 (the full time equivalent).

- 3.2 The Chief Executive's salary is 8.12 times the salary of the lowest-paid employee.

4 REMUNERATION OF CHIEF OFFICERS COMPARED WITH OTHER OFFICERS

- 4.1 Employees who are not chief officers have been moved on to the new harmonised pay spine. They will be paid in accordance with the collective agreement agreed with staff and UNISON in July 2014. In the interim we have a small number of employees at South Bucks District Council on the South Bucks District Council pay spine. All these pay scales increased in line with the National Joint Council Pay Award Agreement for Local Government Officers of May 2016 to cover the time period from April 2016 to March 2018.
- 4.2 The median salary for all officers at Chiltern District Council is £30,073. The Chief Executive's salary 4.24 times the median salary at Chiltern District Council.
- 4.3 The median salary for all officers at South Bucks District Council is £34,149. The Chief Executive's salary is 3.73 times the median salary at South Bucks District Council.

- 4.4 In terms of overall remuneration packages the Councils' have put in place harmonised terms and conditions across the two authorities to have a simple, flexible and equitable pay and reward structure where roles are evaluated using HAY job evaluation framework to ensure pay levels reflect differences in roles and responsibilities.

Appendix 1

Pay Policy Statement 2018/19

1. INTRODUCTION

- 1.1 This is a joint statement of Chiltern and South Bucks District Councils.
- 1.2 The Localism Act 2011 requires each council to produce and publish annually a pay policy statement. The statement must be approved by a meeting of the full council, and must then be published on their websites. The pay policy statement may be amended during the year by further resolution of the council.
- 1.3 The pay policy statement must as a minimum include details of the council's policy on:
 - the remuneration of its chief officers
 - the remuneration of its lowest-paid employees
 - the relationship between the remuneration of its chief officers and other officers.
- 1.4 For the purposes of the Localism Act 2011 and this statement, the term "chief officers" is defined by Section 2 of the Local Government and Housing Act 1989. For these councils, the term "chief officers" refers to the chief executive, directors and heads of service. These officers make up the Joint Management Team for Chiltern and South Bucks District Councils.
- 1.5 Chief officers are expected to work across both District Councils on an equal basis and are employed under the same terms and conditions. Chief officers may be employed by either council, and are placed at the disposal of the other by means of an agreement made under Section 113 of the Local Government Act 1972.

2. REMUNERATION OF CHIEF OFFICERS

- 2.1 Chief officers' pay was independently assessed in 2012 by the Local Government Association (LGA) which was commissioned to undertake an independent review of the job descriptions for the new Joint Management posts. When making a recommendation about remuneration, regard was had to the size of the new job role, the emphasis on the need to contribute corporately to meet the needs of the two Councils, the economic climate and the regional location of the two authorities.
- 2.2 Members of the Joint Appointments and Implementation Committee agreed the salary ranges recommended by the LGA and the proposal to assimilate the successful applicants onto a spot salary which accommodated the additional allowances previously paid. The salaries were set above the median to attract and retain suitably skilled chief officers as recommended by the LGA.

All chief officers (Heads of Service, Directors and Chief Executive) have benefitted from a 1% pay award in 2016/17 and a 1% in 2017/18.

- 2.3 Following an independent review of the chief officers' pay structure in November 2015 the LGA confirmed that the pay structure remains competitive in its ability to recruit and retain staff with the necessary management and strategic skills and experience.

2017/18	Starting Salary	2	3	4
Joint Chief Executive	£127,513	£130,573	£133,633	£136,693
Joint Director	£89,483	£92,605	£94,686	£97,807
Joint Head of Service	£67,259	£71,464	£73,567	£78,818

- 2.4 The salaries remunerate officers for their full range of duties and hours of work. Chief officers do not receive any performance-related pay or bonuses. Joint posts are shared equally between the two Councils and business mileage is reimbursed at HMRC rates, currently 45p per mile. Some chief officers have private medical insurance and paid membership of a relevant professional body.
- 2.5 Appointments to these posts are on a spot salary and progression up the salary scale is based on performance against agreed objectives. An annual appraisal takes place for the Joint Chief Executive with members which can be facilitated by an external independent advisor if required. The Directors are appraised by the Chief Executive and the Heads of Service by their corresponding Director.
- 2.6 The annual pay review for the Chief Executive and the two Directors is determined by the Joint Negotiation Committee for Chief Executives and Chief Officers, respectively. The annual pay review for Heads of Service is determined locally. The pay award for 2016/17 was 1% and the pay award for 2017/18 was 1%.
- 2.7 Appointments to the Joint Chief Executive and officers allocated statutory responsibilities require full Council approval within each of the Councils. Appointments to the Joint Directors require the approval of the Joint Staffing Committee.
- 2.8 The Chief Executive has been appointed as the councils' returning officer. In this role he receives additional remuneration, which varies from year to year. He employs the two directors as deputy returning officers and may employ other chief officers to support him in his work. Any fees for elections are paid separately. The amount of the fee is not fixed and is based on electorate/postal votes and the type of election. The Head of Paid Service has the authority to increase election fees in line with inflation and to keep them comparable with Parliamentary election fees.

- 2.9 All employees are automatically enrolled in the local government pension scheme when they join either Council, they may opt out if they wish. Chief officers' contributions are determined by their salary and the rules of the scheme. More comprehensive details of the Bucks Pension Scheme are available on their website. It is not the usual policy of either Council to enhance retirement benefits.
- 2.10 The Councils have a joint approach to organisational change which it applies to all employees without differentiation. In cases of redundancy those employees with 2 or more years' continuous service are entitled to a redundancy payment which is calculated using the statutory redundancy calculator based on actual salary. The maximum number of years of service taken into account is 20 and the resulting maximum payment is 30 week's pay.
- 2.11 The Councils do not provide any additional payment to employees leaving the Councils' employment other than in respect of accrued leave which by agreement is untaken at the date of leaving.
- 2.12 In certain circumstances the Councils may agree for an employee's employment to come to end by way of a Settlement Agreement which may involve the payment of severance pay. In calculating any severance package the Councils will take into account any contractual and statutory entitlements, the employee's previous performance, value for money and minimising any reputational damage to the Councils.
- 2.13 It is not normal practice for the Councils to re-employ or re-engage a chief officer following a severance or redundancy payment on either a new contract of employment or a contract of services.

3. LOWEST-PAID EMPLOYEES

- 3.1 Following agreement with staff and UNISON the Councils have implemented, a collective agreement which harmonises terms and conditions of employment, including a new harmonised Pay Spine for both Councils. The minimum salary on this pay spine is set at £15,702, significantly above the Statutory Living Wage rate of £7.50 per hour effective from 1 April 2017. Employees from both Councils have progressively moved onto the new pay spine following a review and the joining up of services across Chiltern and South Bucks District Councils. All staff have moved to the new pay spine with the exception of a small group of staff at South Bucks District Council. The lowest paid employee at South Bucks District Council was paid at £15,702 (the full time equivalent).
- The lowest paid employee at Chiltern District Council was paid at spinal point 1A at £15,702 (the full time equivalent).
- 3.2 The Chief Executive's salary is 8.12 times the salary of the lowest-paid employee.

4 REMUNERATION OF CHIEF OFFICERS COMPARED WITH OTHER OFFICERS

- 4.1 Employees who are not chief officers have been moved on to the new harmonised pay spine. They will be paid in accordance with the collective agreement agreed with staff and UNISON in July 2014. In the interim we have a small number of employees at South Bucks District Council on the South Bucks District Council pay spine. All these pay scales increased in line with the National Joint Council Pay

Award Agreement for Local Government Officers of May 2016 to cover the time period from April 2016 to March 2018.

- 4.2 The median salary for all officers at Chiltern District Council is £30,073. The Chief Executive's salary 4.24 times the median salary at Chiltern District Council.
- 4.3 The median salary for all officers at South Bucks District Council is £34,149. The Chief Executive's salary is 3.73 times the median salary at South Bucks District Council.
- 4.4 In terms of overall remuneration packages the Councils' have put in place harmonised terms and conditions across the two authorities to have a simple, flexible and equitable pay and reward structure where roles are evaluated using HAY job evaluation framework to ensure pay levels reflect differences in roles and responsibilities.

PLANNING COMMITTEE (SBDC)**Meeting - 1 November 2017**

Present: L Hazell (Chairman)*
D Anthony*, T Egleton*, B Gibbs, P Hogan*, M Lewis*, G Sandy and
D Smith*

**attended site visit*

Also Present: J Read

Apologies for absence: J Jordan, S Chhokar and Dr W Matthews

34. MINUTES

The minutes of the meeting held on 4 October 2017 were confirmed and signed by the Chairman.

35. DECLARATIONS OF INTEREST

Cllr Hogan declared a personal and prejudicial interest under the Council's Code of Conduct as he was a Member of Beaconsfield Town Council who had made representations about application 17/00709/OUT and the applicant was a close associate of his.

Cllr Hogan declared that he had a personal interest under the Council's Code of Conduct as he was a Member of Beaconsfield Town Council who had made representations about applications 17/01569/FUL and 17/01570/FUL. Cllr Hogan confirmed that he had not attended any meetings when these applications had been discussed by the Town Council nor expressed a view on the applications and had not pre-determined the applications.

Cllr Hazell declared that she had a personal interest under the Council's Code of Conduct as she was a Member of Burnham Parish Council who had made representations about applications 17/01636/FUL. Cllr Hazell confirmed that she had not attended any meetings when this application had been discussed by the Parish Council nor expressed a view on the application and had not pre-determined the application.

36. APPLICATIONS AND PLANS

Key to the following decisions:

ADV - Consent to Display Adverts; ARM - Approval of Reserved Matters; CI - Certificate of Lawfulness Issued; CON - Conservation Area Consent; D - Deferred; D (INF) - Deferred for Further Information; D (SV) - Deferred for Site Visits; D (PO) - Deferred for Planning Obligation; D (NEG) - Deferred for Negotiations; FCG - Consent for Tree Work; PCR TPO Part Consent/Part Refusal; LBC - Listed Building Consent; OP - Outline Planning Permission; P - Application Permitted; R - Refused or Rejected; R (AO) - Refused against Officer recommendation; RC - Removal of Condition; TC -

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Temporary Consent; TP - Temporary Permission; ULBC - Unconditional Listed Building Consent; UP - Unconditional Permission; VG - Variation Granted; W - Application Withdrawn.

(A) COMMITTEE DECISION REQUIRED FOLLOWING A SITE VISIT AND/OR PUBLIC SPEAKING:

		Decision
Plan Number:	17/00709/OUT	R (AO)
Applicant:	Mr C Owen	
Proposal:	Outline application for redevelopment of site and erection of a four-storey building comprising 9 apartments with parking and amenity space at 1 Holtspur Top Lane, Holtspur, Beaconsfield, Buckinghamshire, HP9 1DN	
Notes:		
<ol style="list-style-type: none"> 1. A site visit was undertaken by Members. 2. One further letter of objection had been received reiterating and expanding upon points already listed in the report and raising detailed questions regarding design, air quality, forward planning. A second letter had been received from another objector reiterating and expanding upon points already listed in the report. 3. Prior to consideration, Mr R Britton and Ms M Mallard, on behalf of the objectors and Mr J Collinge, on behalf of the applicant addressed the meeting. 4. Basement construction details had been received. 5. Favourable comments had been received from Building Control on those basement construction details. 6. Regarding Para 8.10 of the report - the Planning Officer confirmed that the Applicant was a Town Councillor and the Mayor of Beaconsfield Town Council and not a District Councillor. <p>It was accordingly</p> <p>RESOLVED that the application be refused on the grounds of height and bulk of the building and negative impact to the street scene.</p>		

Note 1: Cllr Hogan left the Chamber whilst the above application was being determined.

Note 2: After this Item was determined the meeting was adjourned for 5 minutes whilst Cllr Sandy left the Chamber.

Planning Committee (SBDC) - 1 November 2017

		Decision
Plan Number:	17/01562/FUL	P
Applicant:	Mr Bradford	
Proposal:	Redevelopment of site to provide a block containing 19 apartments with associated access, landscaping and hardstanding at 19 and 21 Bathurst Walk, Iver, Buckinghamshire, SL0 9AS	
Notes:		
<ol style="list-style-type: none"> 1. A second letter had been received from another objector reiterating and expanding upon points already listed in the report. 2. Prior to consideration, Mr M Ali on behalf of the objectors addressed the meeting. 3. Members were advised by the Planning Officer that condition 13 on page 30 of the reports pack should refer to 'condition 12' rather than 'condition 9'. <p>It was accordingly</p> <p>RESOLVED that the application be permitted.</p>		
		Decision
Plan Number:	17/01636/FUL	P
Applicant:	Mr Parminder Singh	
Proposal:	Single storey side extension incorporating integral garage and front, side and rear dormers at 101 The Fairway, Burnham, Buckinghamshire, SL1 8DY	
Notes:		
<ol style="list-style-type: none"> 1. A site visit was undertaken by Members. 2. Further letters had been received from two objectors regarding the quality of the amended information and reiterating and expanding upon points on parking and road safety already raised in the report. 3. Prior to consideration, Mr K Dean, on behalf of the objectors addressed the meeting. <p>It was accordingly</p> <p>RESOLVED that the application be permitted subject to an additional condition to restrict the garage to the parking of cars only.</p>		

(B) COMMITTEE DECISION REQUIRED WITHOUT A SITE VISIT OR PUBLIC SPEAKING:-

		Decision
Plan Number:	17/01569/FUL	P
Applicant:	Mr F Iqbal	
Proposal:	Porch; Single storey front and side extension; Part double storey, part single storey rear extension; Loft conversion with dormer at 14 Wooburn Green Lane, Holtspur, Beaconsfield, Buckinghamshire, HP9 1XE	
Notes:		
<ol style="list-style-type: none"> 1. This application was reported to the Planning Committee due to the planning history of the site and the extant enforcement notice. 2. The Planning Officer introduced and spoke about the application in view of the complex history. 		
It was accordingly		
<p>RESOLVED that application 17/01569/FUL be delegated to the Director of Services to approve the application subject to (i) the imposition of appropriate conditions and/or (ii) the prior completion of a satisfactory S106 planning obligation relating to the removal of permitted development rights and the prevention of the implementation of other planning permissions. Or, if agreement cannot be reached then the application be refused for such reasons as considered appropriate.</p>		

		Decision
Plan Number:	17/01570/FUL	R (AO)
Applicant:	Mr F Iqbal	
Proposal:	Porch; two storey front and side extension, single storey rear extension and loft conversion with Juliette balconies at 14 Wooburn Green Lane, Holtspur, Beaconsfield, Buckinghamshire, HP9 1XE	
Notes:		
<ol style="list-style-type: none"> 1. This application has been deferred to this Planning Committee due to the lack of availability of plans at the last committee meeting on 4 October 2017. 2. The Council had been notified prior to this meeting that the applicant had now appealed the non-determination of this application. Members were advised that this removed the ability of the Committee to make a decision on this application but that Officers were seeking a "minded to" decision. 3. The Planning Officer introduced and spoke about the application in view of the complex history 		

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It was accordingly		
RESOLVED that had the applicant not appealed against the non-determination of the application the Committee would have been minded to refuse the planning application on the grounds of (i) the building being out of character with the street scene (ii) poor design and (iii) the extent of extension in a green belt area. Members specifically mentioned that there was a two-storey extension proposed to the front of the dwelling that, in their view, would render the proposals more obtrusive and harmful to the Green Belt.		
		Decision
Plan Number:	17/01587/FUL	P
Applicant:	Mr Alex Bingham	
Proposal:	Two storey side extension at 7 Sheepcote Gardens, Denham Green, Buckinghamshire UB9 5LJ	
Notes:		
1. This application was reported to the Planning Committee due to the applicant being related to a Member of the Council.		
It was accordingly		
RESOLVED that planning permission be granted.		

(C) COMMITTEE OBSERVATION REQUIRED ON APPLICATIONS TO OTHER AUTHORITIES

None

(D) APPLICATIONS DETERMINED UNDER DELEGATED AUTHORITY

The Committee received for information a list of the applications dealt with under delegated authority by the Head of Sustainable Development.

37. OUTSTANDING ENFORCEMENT NOTICES

The Committee received for information a progress report which set out the up-to-date position relating to Enforcement Notices. Members requested an update from the Enforcement Team on Orchard Herbs, Lake End Road; Rear of The Laurels, Lake End Road; and Land adjacent to Wapseys Wood Caravan Park.

RESOLVED that the report be noted.

38. **PLANNING APPEALS AND SCHEDULE OF OUTSTANDING MATTERS**

The Committee received for information a progress report which set out the up-to-date position relating to Planning Public Inquiries, Hearings and Court Dates.

RESOLVED that the report be noted

The meeting terminated at 6.01 pm

PLANNING COMMITTEE (SBDC)

Meeting - 6 December 2017

Present: R Bagge (Chairman)*
M Bezzant*, T Egleton*, B Gibbs*, P Hogan*, Dr W Matthews* and
D Smith*

**attended site visit*

Apologies for absence: D Anthony, S Chhokar, J Jordan, M Lewis and G Sandy

39. ELECTION OF CHAIRMAN

It was proposed by Councillor Gibbs, seconded by Councillor Smith and

RESOLVED that Councillor Bagge be elected as Chairman of the Committee for the remainder of 2017/18.

40. MINUTES

The minutes of the meeting held on 1 November 2017 were confirmed and signed by the Chairman.

41. DECLARATIONS OF INTEREST

Cllr Hogan declared that he had a personal interest under the Council's Code of Conduct as he was a Member of Beaconsfield Town Council who had made representations about application 17/01390/FUL. Cllr Hogan confirmed that he had not attended any meetings when this application had been discussed by the Town Council nor expressed a view on the application and had not pre-determined the application.

Cllr Bagge declared that he had a personal interest under the Council's Code of Conduct as he was a Member of Stoke Poges Parish Council who had made representations about application 17/01678/FUL. Cllr Bagge confirmed that he had not attended any meetings when this application had been discussed by the Parish Council nor expressed a view on the application and had not pre-determined the application.

42. **APPLICATIONS AND PLANS**

Key to the following decisions:

ADV - Consent to Display Adverts; ARM – Approval of Reserved Matters; CI - Certificate of Lawfulness Issued; CON - Conservation Area Consent; D - Deferred; D (INF) - Deferred for Further Information; D (SV) - Deferred for Site Visits; D (PO) - Deferred for Planning Obligation; D (NEG) - Deferred for Negotiations; FCG - Consent for Tree Work; PCR TPO Part Consent/Part Refusal; LBC - Listed Building Consent; OP - Outline Planning Permission; P - Application Permitted; R - Refused or Rejected; R (AO) – Refused against Officer recommendation; RC - Removal of Condition; TC - Temporary Consent; TP - Temporary Permission; ULBC - Unconditional Listed Building Consent; UP - Unconditional Permission; VG - Variation Granted; W - Application Withdrawn.

(A) COMMITTEE DECISION REQUIRED FOLLOWING A SITE VISIT AND/OR PUBLIC SPEAKING:

		Decision
Plan Number:	17/01390/FUL	P
Applicant:	Mr J Hunt	
Proposal:	External alterations, including provision of balcony/raised veranda with external stairs, all related to the change of use from B1(a) (Offices) to provide additional guest accommodation in connection with the Crazy Bear Hotel at Georgian House, 57 Wycombe End, Beaconsfield, Buckinghamshire, HP9 1LX	
Notes:		
<ol style="list-style-type: none"> 1. A site visit was undertaken by Members. 2. Prior to consideration, Mr A Blackburne, on behalf of the objectors addressed the meeting and Mr J Collinge, on behalf of the applicant addressed the meeting. 3. The Planning Officer confirmed to members that to preserve the amenities of the adjacent property occupiers in terms of potential noise and disturbance and to prevent overlooking and loss of privacy a condition could be added at the Committees discretion to erect screening. 		
It was accordingly		
<p>RESOLVED that the application be permitted subject to the conditions set out in the report, with the addition of: (i) a condition stating that within one month of the date of this decision, details of a full height glass screen to be erected from the western corner of the balcony for a minimum width of 2.0m shall be submitted for approval by the District Planning Authority in writing. Such details to be amended if required until written approval is issued. The approved screen shall then be fitted, entirely in accordance with the approved details, within one month of the date of the written</p>		

Planning Committee (SBDC) - 6 December 2017

approval and shall thereafter be maintained as such; and (ii) An informative that the applicants be requested to introduce a policy for the management of noise generated from the occupants of the building during unsociable hours.		
		Decision
Plan Number:	17/01661/FUL	P
Applicant:	L Aird	
Proposal:	Demolition of existing detached garage at number 3 Freemans Close and construction of new detached dwelling. Retention of existing vehicular access to serve the new dwelling and construction of new vehicular access to serve the existing dwelling at Orchard House, 3 Freemans Close, Stoke Poges, Buckinghamshire, SL2 4ER	
Notes:		
<ol style="list-style-type: none"> 1. A site visit was undertaken by Members. 2. Prior to consideration, Dr. V Drewett, on behalf of the objectors addressed the meeting and Mr T Daniel, on behalf of the applicant addressed the meeting. 		
It was accordingly		
RESOLVED that the application be permitted.		
		Decision
Plan Number:	17/01678/FUL	P
Applicant:	Mr T Daniel	
Proposal:	Redevelopment of site to provide two detached dwellings with associated vehicular accesses at 27 Broom Hill, Stoke Poges, Buckinghamshire, SL2 4PU	
Notes:		
<ol style="list-style-type: none"> 1. A site visit was undertaken by Members. 2. Prior to consideration, Professor S Mackey, on behalf of the objectors addressed the meeting and Mr T Daniel, the applicant addressed the meeting. 3. Clarification was given by the Planning Officer that Condition 3 required a schedule of materials to be submitted to the Council prior to commencement of work. 		
It was accordingly		
RESOLVED that the application be permitted subject to the conditions set out in the report and that (i) condition 3 be amended to include 'such details to comprise of yellow-multi brick and brown clay tiles'; (ii) a condition be added stating that the existing trees, hedgerows and shrubs along the eastern boundary of the site shall be retained and maintained unless any variation is previously agreed in writing by the District Planning Authority and (iii) a condition added for details of slab levels of the dwelling houses to be submitted.		

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		Decision
Plan Number:	17/01891/FUL	R
Applicant:	Mr A Burrows	
Proposal:	Construction of boathouse with dwelling above and associated car port at St Regis Paper Mill and Adj Land including Skindles Hotel Site, Mill Lane, Taplow, Buckinghamshire	
Notes:		
<ol style="list-style-type: none"> 1. A site visit was undertaken by Members. 2. Consultation response had been received from the Royal Borough of Windsor & Maidenhead which raised no objection. 3. Favourable comments had been received from the County Ecologist. 4. Members were advised by the Planning Officer that the Header on page 43 of the reports pack should read 'Reasons for Refusal' rather than 'Conditions & Reasons'. 		
It was accordingly		
<p>RESOLVED that the application be refused on the grounds that the proposed development is (i) located within the Metropolitan Green Belt; (ii) if permitted, the proposal would be liable to act as a precursor of similar proposals for further residential dwellings, on other sites located within the green belt and (iii) the application is not compatible with the functional floodplain and would fall into a flood risk vulnerability category that is inappropriate to the Flood Zone in which the application site is located.</p>		

(B) COMMITTEE DECISION REQUIRED WITHOUT A SITE VISIT OR PUBLIC SPEAKING:-

None

(C) COMMITTEE OBSERVATION REQUIRED ON APPLICATIONS TO OTHER AUTHORITIES

None

(D) APPLICATIONS DETERMINED UNDER DELEGATED AUTHORITY

The Committee received for information a list of the applications dealt with under delegated authority by the Head of Sustainable Development.

43. OUTSTANDING ENFORCEMENT NOTICES

The Committee received for information a progress report and verbal update from the Enforcement Manager which set out the up-to-date position relating to Enforcement Notices.

RESOLVED that the report be noted.

44. PLANNING APPEALS AND SCHEDULE OF OUTSTANDING MATTERS

The Committee received for information a progress report which set out the up-to-date position relating to Planning Public Inquiries, Hearings and Court Dates.

RESOLVED that the report be noted

45. ENFORCEMENT NOTICE REPORT - LAND ADJACENT TO WAPSEYS WOOD CARAVAN PARK, OXFORD ROAD, GERRARDS CROSS

The Committee received an enforcement report and verbal update on the land adjacent to Wapseys Wood Caravan Park, Oxford Road, Gerrards Cross. The report could be seen in its entirety within the agenda pack.

Following discussion it was **RESOLVED** that:

1. In consultation with the Director of Services, the Head of Legal & Democratic Services be granted authority to issue and serve an Enforcement Notice pursuant to Section 172 of the Town and Country Planning Act 1990 (as amended) in respect of the unauthorised engineering operation to raise and reconfigure the level of the land through the importation, deposition and spreading of materials including (but not limited to) hardcore, broken bricks, rubble, stone, gravel and waste materials.
2. In the event that the Enforcement Notice is not complied with, that authority be given to the Head of Legal & Democratic Services to take such legal proceedings as may be considered appropriate to secure compliance therewith.

The meeting terminated at 6.07 pm

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PLANNING COMMITTEE (SBDC)**Meeting - 10 January 2018**

Present: R Bagge (Chairman)*
 D Anthony*, M Bezzant*, S Chhokar, T Egleton*, P Hogan*,
 J Jordan*, M Lewis*, Dr W Matthews*, G Sandy and D Smith*

*attended site visit

Also Present: J Read

Apologies for absence: B Gibbs

46. MINUTES

The minutes of the meeting held on 6 December 2017 were confirmed and signed by the Chairman.

47. DECLARATIONS OF INTEREST

Cllr W Matthews declared that she had a Personal Interest under the Council's Code of Conduct as she is a Member and current Chairman of Iver Parish Council who had made representations about application 17/00428/FUL. Cllr Matthews confirmed that she had not attended any planning meetings when this application was discussed by the Parish Council nor expressed a view on the application and had not pre-determined the application.

Cllr P Hogan declared that he had a Personal Interest under the Council's Code of Conduct as he was a Member of Beaconsfield Town Council who had made representations about applications 17/00668/FUL , 17/02029/FUL, 17/02031/FUL and 17/01949/FUL. I have not attended any meetings when these applications were discussed by the Town Council nor expressed a view on the applications and had not pre-determined the applications. Cllr Hogan declared a further personal interest in relation to application 17/02031/FUL as the applicant was known to him and had discussed plans with him.

48. APPLICATIONS AND PLANS

Key to the following decisions:

ADV - Consent to Display Adverts; ARM - Approval of Reserved Matters; CI - Certificate of Lawfulness Issued; CON - Conservation Area Consent; D - Deferred; D (INF) - Deferred for Further Information; D (SV) - Deferred for Site Visits; D (PO) - Deferred for Planning Obligation; D (NEG) - Deferred for Negotiations; FCG - Consent for Tree Work; PCR TPO Part Consent/Part Refusal; LBC - Listed Building Consent; OP - Outline Planning Permission; P - Application Permitted; R - Refused or Rejected; R (AO) – Refused against Officer recommendation; RC - Removal of Condition; TC - Temporary Consent; TP - Temporary Permission; ULBC - Unconditional Listed Building Consent; UP - Unconditional Permission; VG - Variation Granted; W - Application Withdrawn.

(A) COMMITTEE DECISION REQUIRED FOLLOWING A SITE VISIT AND/OR PUBLIC SPEAKING:

		Decision
Plan Number:	17/00428/FUL	P
Applicant:	Ms Oxley	
Proposal:	Construction of 250 vehicle commuter car park together with associated landscaping at Land between M25 and, Thorney Lane South, Iver, Buckinghamshire	
Notes:		
<ol style="list-style-type: none"> 1. A site visit was undertaken by Members. 2. Prior to consideration, Mr R Reed, on behalf of the objectors addressed the meeting and Mr P Airey, on behalf of the applicant addressed the meeting. 3. Mrs Claire Hemmings attended on behalf of Buckinghamshire County Council's Highways team to take any questions from Members. 4. Members were advised by the Planning Officer that the first part of the sentence for condition 10 on page 27 of the reports pack would be amended to read 'The car park shall not be brought in to use' rather than 'No other part of the development shall be occupied'. 5. It was clarified to Members that the road safety team at Buckinghamshire County Council had no objection to the extension of the 30 mph speed limit to the South of Bathurst Walk although a thorough review was required to assess the speed limit extension to the north of the proposed crossing. <p>It was accordingly</p> <p>RESOLVED that the application be permitted subject to the conditions set out in the report, with the amendment to condition 10 as noted above (4).</p>		
		Decision
Plan Number:	17/00668/FUL	P
Applicant:	Halamar Developments Ltd.	
Proposal:	Detached building comprising 5 apartments incorporating basement served by vehicular access ramp, refuse/recycling area and entrance gates at Curzon House, 48 Penn Road, Beaconsfield, Buckinghamshire HP9 2LT	
Notes:		
<ol style="list-style-type: none"> 1. A site visit was undertaken by Members. 2. Amended plans showing an increase in the length of the parallel parking spaces in the basement had now been received and were deemed satisfactory. 		

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It was accordingly		
RESOLVED that the application be permitted subject to (i) the satisfactory prior completion of a section 106 planning obligation agreement relating to affordable housing and (ii) the conditions set out in the report.		
		Decision
Plan Number:	17/02029/FUL	P
Applicant:	Palatine Homes Ltd	
Proposal:	Construction of detached house with integral garage and construction of vehicular access from Sandelswood End on Land Rear of Dalehurst 11 Curzon Avenue and Cedar Cottage 15 Curzon Avenue, Beaconsfield, Buckinghamshire, HP9 2NN	
Notes:		
<ol style="list-style-type: none"> 1. A site visit was undertaken by Members. 2. Prior to consideration, Ms J Flynn, on behalf of the objectors addressed the meeting and Mr H Mastenbroek, on behalf of the applicant addressed the meeting. 		
It was accordingly		
RESOLVED that the application be permitted subject to the conditions set out in the report.		

Note 1: Cllr Hogan left the Chamber whilst the below application was being determined.

		Decision
Plan Number:	17/02031/FUL	P
Applicant:	Mr and Mrs S Bleakley	
Proposal:	Replacement dwelling and associated vehicular access at 22 Seeleys Road, Beaconsfield, Buckinghamshire, HP9 1SZ	
Notes:		
<ol style="list-style-type: none"> 1. A site visit was undertaken by Members. 2. Prior to consideration, Ms J Wright, on behalf of the objectors addressed the meeting. 3. One further letter of objection had been received from a previous objector with additional concerns reiterating and expanding upon points already listed in the report. 4. The Planning Officer confirmed to Members that an informative could be added outlining that only materials approved by the planning authority would be used in the construction of the dwelling. 		

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It was accordingly

RESOLVED that the application be permitted subject to the conditions set out in the report with an informative added to state that only materials approved by the planning authority were to be used in the construction of the dwelling.

Note 2: Cllr Hogan re-joined the meeting.

		Decision
Plan Number:	17/02081/FUL	P
Applicant:	Mr S Bowyer	
Proposal:	Redevelopment of site to include the provision of 3 detached dwellings with carport and surface parking at Dippingwell, Beaconsfield Road, Farnham Common, Buckinghamshire, SL2 3PU	
Notes:		
1. A site visit was undertaken by Members.		
It was accordingly		
RESOLVED that the application be permitted subject to the conditions set out in the report.		

(B) COMMITTEE DECISION REQUIRED WITHOUT A SITE VISIT OR PUBLIC SPEAKING:-

		Decision
Plan Number:	17/01949/FUL	R
Applicant:	Mr Iqbal	
Proposal:	Front porch, two storey side extension and part two storey / part single storey rear extension (Retrospective) at 14 Wooburn Green Lane, Holtspur, Beaconsfield, Buckinghamshire, HP9 1XE	
Notes:		
1. This application was reported to the Planning Committee due to the planning history of the site and the extant enforcement notice.		
2. A verbal update was given by the Planning Officer referencing the planning history of the site.		
3. The applicant had appealed the non-determination of this application. Accordingly the Council was no longer able to make a decision on this application. This application was brought to Committee as an urgent item in view of the need to inform the Council's case to present to the Planning Inspectorate. The Committee were requested to consider this application		

and advise what their decision would have been in order to allow Officers to prepare a case for the Appeal.

4. The applicant had submitted a covering letter and comments on the points raised in the officer's report. The applicant had also sent an email directly to Committee Members.

It was accordingly

RESOLVED that had the applicant not appealed against the non-determination of the application the Committee would have been minded to refuse the planning application for the reasons set out in the officer's report.

(C) COMMITTEE OBSERVATION REQUIRED ON APPLICATIONS TO OTHER AUTHORITIES

None

(D) APPLICATIONS DETERMINED UNDER DELEGATED AUTHORITY

The Committee received for information a list of the applications dealt with under delegated authority by the Head of Sustainable Development.

49. OUTSTANDING ENFORCEMENT NOTICES

The Committee received for information a progress report and verbal update from the Enforcement Manager which set out the up-to-date position relating to Enforcement Notices.

RESOLVED that the report be noted.

50. PLANNING APPEALS AND SCHEDULE OF OUTSTANDING MATTERS

The Committee received for information a progress report which set out the up-to-date position relating to Planning Public Inquiries, Hearings and Court Dates.

RESOLVED that the report be noted

51. PLANNING ENFORCEMENT REPORT - GRENVILLE LODGE

The Committee received an enforcement report and verbal update on Grenville Lodge, Hawthorn Lane, Burnham, Buckinghamshire, SL2 3TE. The report could be seen in its entirety within the agenda pack.

Following discussion it was **RESOLVED** that:

1. The Head of Legal and Democratic Services, in consultation with the Director of Services, be authorised to take appropriate enforcement action, to include the issue and service of any Notices, the precise wording and period of compliance with the Notice(s) to be delegated to the Head of Legal and Democratic Services in consultation with the Director of Services.

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2. In the event that any Notice or Notices issued are not complied with, authority be delegated to the Head of Legal and Democratic Services in consultation with the Director of Services to take such legal proceedings as may be considered appropriate to secure compliance therewith.

The meeting terminated at 5.46 pm

PLANNING COMMITTEE (SBDC)

Meeting - 31 January 2018

Present: R Bagge (Chairman)*
D Anthony*, M Bezzant*, S Chhokar, B Gibbs*, P Hogan*, J Jordan*,
M Lewis*, Dr W Matthews* and G Sandy

**attended site visit*

Apologies for absence: T Egleton and D Smith

52. MINUTES

The minutes of the meeting held on 10 January 2018 were confirmed and signed by the Chairman.

53. DECLARATIONS OF INTEREST

There were no declarations of interest.

54. APPLICATIONS AND PLANS

Key to the following decisions:

ADV - Consent to Display Adverts; ARM - Approval of Reserved Matters; CI - Certificate of Lawfulness Issued; CON - Conservation Area Consent; D - Deferred; D (INF) - Deferred for Further Information; D (SV) - Deferred for Site Visits; D (PO) - Deferred for Planning Obligation; D (NEG) - Deferred for Negotiations; FCG - Consent for Tree Work; PCR TPO Part Consent/Part Refusal; LBC - Listed Building Consent; OP - Outline Planning Permission; P - Application Permitted; R - Refused or Rejected; R (AO) – Refused against Officer recommendation; RC - Removal of Condition; TC - Temporary Consent; TP - Temporary Permission; ULBC - Unconditional Listed Building Consent; UP - Unconditional Permission; VG - Variation Granted; W - Application Withdrawn.

(A) COMMITTEE DECISION REQUIRED FOLLOWING A SITE VISIT AND/OR PUBLIC SPEAKING:

		Decision
Plan Number:	17/02069/FUL	P
Applicant:	Mr Barber	
Proposal:	Replacement dwelling and alterations to front boundary treatment including repositioning of piers and additional iron railings at Little Compton, 43 Orchehill Avenue, Gerrards Cross, Buckinghamshire, SL9 8QE	
Notes:		
<ol style="list-style-type: none"> 1. A site visit was undertaken by Members. 2. Prior to consideration, Mr A Shingleton, on behalf of the objectors addressed the meeting and Mr G Ferdenzi, on behalf of the applicant addressed the meeting. 3. Members were advised by the Planning Officer that the following wording would be inserted to the start of condition 6 on page 19 of the reports pack, 'Prior to the commencement of the development hereby permitted' 		
It was accordingly		
<p>RESOLVED that the application be permitted subject to (i) the wording of condition 6 to be amended as above (3) and to include reference to the privacy screens to be erected prior to occupation; (ii) an additional condition to be added requiring the submission and approval of a landscape scheme, with specific reference to planting being located behind the new front boundary treatment and (iii) an informative to be added to advise the applicant of the need to use materials that are sympathetic to the age and appearance of the existing dwelling and conservation area.</p>		

(B) COMMITTEE DECISION REQUIRED WITHOUT A SITE VISIT OR PUBLIC SPEAKING:-

None

(C) COMMITTEE OBSERVATION REQUIRED ON APPLICATIONS TO OTHER AUTHORITIES

None

(D) APPLICATIONS DETERMINED UNDER DELEGATED AUTHORITY

The Committee received for information a list of the applications dealt with under delegated authority by the Head of Sustainable Development.

55. OUTSTANDING ENFORCEMENT NOTICES

The Committee received for information a progress report and verbal update from the Enforcement Manager which set out the up-to-date position relating to Enforcement Notices.

RESOLVED that the report be noted.

56. PLANNING APPEALS AND SCHEDULE OF OUTSTANDING MATTERS

The Committee received for information a progress report which set out the up-to-date position relating to Planning Public Inquiries, Hearings and Court Dates. The Chairman commended the Planning service for the figures having continued to exceed target whilst the service had been going through a disruptive period. Through the Chairman, the Committee recognised the quality of decisions that had been made by the service and gave their thanks.

RESOLVED that the report be noted.

The meeting terminated at 4.56 pm

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BUCKS HEALTH AND ADULT SOCIAL CARE SELECT COMMITTEE,**Update November 2017****Care Homes**

26 care homes currently operating in Bucks are rated inadequate/requires improvement by CQC. A number of others so rated have closed. Action plans and target are in place for all of these and they are monitored by the commissioners/safeguarding regulator. Support is provided by Bucks CC as they have clients in all these homes. Bucks carry out a contract management/monitoring function and are improving their grip on the situation by:

- Electronic sharing of data
- Setting up a Quality in Care team to facilitate collaboration
- Feeding in best practise from other good homes

In the case of a complaint, Bucks can carry out an un-announced visit.

The client base in the Bucks care homes is 65% self-funders, 5% funded by the Health Service and 35% by Bucks CC. Bucks recognise that improved support is needed for self-funders. They are developing a customer friendly approach across the teams and providers to encourage a dialogue about issues and concerns.

Hospital Discharge Inquiry - Update

Many of the recommendations have been actioned with positive effect. BHT have improved their processes but there are still problems at Wexham Park Hospital. A South Bucks specific plan has been developed to progress this.

Adult Social Care Transformation

The Board is set up, as are the work streams.

The aim is to encourage people to take responsibility for remaining well and healthy and as independent as possible, using short term support and working with community led support.

Individual care and support plans are drawn up by the integrated health and social care teams and then embedded in the local communities.

Full implementation target is December 17.

The minutes of the Board meetings are not published at the moment. There are no service users represented on the Board.

Wendy Matthews
December 2017

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Report of the meeting of the Buckinghamshire Healthcare Trust on 27th September 2017

This time the patient's experience featured a 90 year old lady who had had several falls. She was being treated at the Thame Community Hub where a plan was developed to prevent further falls. A video was shown of the lady who was a spry 90 year old who was praising the excellent she had received from all the professionals concerned. It was indicated that patients could either be self-referred or be referred to the Community Hubs by their GP.

The Meeting then went forward with the Chief Executive's Report. He said that he had signed a contract with the University of Buckingham that would enable their Medical Students to train with the Trust as from March 2019

Work had started to facilitate primary care streaming in A & E at Stoke Mandeville. This should reduce waiting times. There was a need for the A & E performance to recover and for the financial deficit to be reduced in the second half of the year.

An update was then given on the Community Hubs. These were continuing to progress at Marlow and Thame where patients were attending for a number of treatments including Chemotherapy and Day Surgery. One stop respiratory service was being developed. The Board agreed to extend the plan for a further 6 months and it was felt that a similar plan should be started at Buckingham and Chalfont.

A report was received about Buckinghamshire Accountable Care Systems Governance. From this report the board agreed to the Bucks ACS compact which involved the working arrangements with other bodies, the National Memorandum of Understanding from NHS England and the Provider Alliance Memorandum of Understanding.

The board then received the Operational Performance report for August. This showed that Performance in A & E had deteriorated which was caused by changes in the pattern of demand and the shortage of nurses which was a national area of worry. There was a need for there to be an increased focus on the A & E situation and the filling in of staff vacancies

The Workforce Report was received which showed that the nurse vacancies had increased by 19.3% in August. Efforts were being made to recruit nurses from Portugal. There was also a problem of retaining nursing staff and it was said that flexible working helped to retain staff especially the older nurses.

On statutory Training the number of participants was down in July but up in August. The committee were to produce a new solution by the end of the year over non participation. The board were also required to prepare a Workforce Planning Strategy that is needed over the next 5 years

The meeting then received the Quality Performance Report This indicated that the mortality rate was down. Whilst there is a target to reduce the number of inpatient falls by 25% the current rate had increased to 4 per 1000 bed days

This was followed by the Infection Prevention & Control Report which was considered to be disappointing. There had been 20 cases of C Difficile since April of which 6 were in August and 10 cases of MSSA since April with 4 being in August.

The Finance Officer produced his report which showed that in August they had broken even The Contract income was £1.3 m better than the plan however the overall income position at August is a £1.2 m deficit but there will be opportunities to catch up during the rest of the year with a recovery plan being prepared.

A report was received over problems arising from aged X-ray machines which will need to be replaced and a Fire Safety Report which found that none of the Trusts Buildings had the type of cladding that was used in the construction of Grenfell Tower.

David Pepler

16th November 2017

Report of the meeting of the Buckinghamshire Healthcare Trust on 29th November 2017

The Patient's Story came from a lady who had had problems in her pregnancy and at 20 weeks went through a bad experience with a male scenographer. When she came into the Labour ward at Stoke Mandeville she decided to have a caesarean and after the baby was born was full of praise for the staff.

This was followed by a presentation on maternity services in the Trust's Area. Their policy is never to turn women away on a day to day basis but in 2016 they had to impose a temporary cap on cross border requests. They are trying to reduce the number of preterm births and also to lower the average Caesarean rate . There was a 1% vacancy rate for midwives and there was a need to retain thee in what could be described as a very stressful job. They aim to have a happy staff, to improve the service and reduce the number of temporary staff.

A Report was received on the end of life care strategy. It showed that it was important to know the patient's wishes and patients should be encouraged to talk about death with everybody having a part to play. The Trust does work in conjunction with the Hospice Movement.

The Chief Executive's Report was received. He highlight here was that at the end of September Steve Baker MP for Wycombe and professor Jonathan Benger the national director for urgent care NHS England had visited High Wycombe Hospital and had talked about expanding the stroke and cardiac services and the development of community hubs. The Trust had also been awarded a three year tender to deliver immunisations to the schools throughout Bucks.

This was followed by an update on the Accountable Care System which is a plan to keep people healthy and well within the community. Three areas of transformation were essential for success namely Population, Health, Organisational Development, and Integrated Community Teams The report was noted.

The meeting then dealt with the Corporate Objectives This showed a number of achievements and challenges one of which was 15.6% vacancy rate in nurses expected by the end of the year and C difficile cases at 32 exceeding the annual target figure at September 2017

The Operational performance report was the received. This said that in December a new Acute Medical model for care outside A & E was being launched. There had been 5 additional Rapid Assessment bays brought into A & E and additional domiciliary care capacity equivalent to 20 extra beds. His moves to the Workforce Report where in October there had been an increase in the amount spent on Agency Nurses. 85% had undertaken Statutory Training with it being expected that by the end

of December it would have increased to 95%.88% of Appraisals had been completed. Where there was non-compliance with training requirements disciplinary action would be taken.

The Strategic Workforce committee reported that a summit was going to be held to try and resolve the problems over the retention and recruitment of staff.

On Infection Control there had been 7 cases of C Difficile in October 5 were unavoidable and 2 were avoidable. With concern being expressed about the numbers of cases weekly hygenic audits were going to be carried out in order to try and resolve the problem.

A plan to develop a registered and non-registered nursing and AHP workforce for the future was agreed. This would create 65 new band 4 roles in medicine, surgery and specialist services and support the innovative deployment of alternative registered professional groups to work alongside nurses as part of a multidisciplinary team.

Lastly the financial report was received which revealed that in September they were £500.00-.00 off their plan and by October they were £4.5 million off the plan. Among the reasons for this were the growth in non-elective activity by 3.4% and an increase in agency staff. A further review of the situation would be carried out in December and there may be a need to draw from capital

David Pepler
26th January 2018

SUBJECT:	Review of the Council's Constitution
REPORT OF:	Monitoring Officer
RESPONSIBLE OFFICER	Jim Burness, Director of Resources
REPORT AUTHOR	Joanna Swift, Head of Legal and Democratic Services joanna.swift@southbucks.gov.uk Tel: 01494 732761
WARD/S AFFECTED	None

1. Purpose of Report

To present proposed revisions to the Constitution to Council for approval following detailed consideration by the Governance and Electoral Arrangements Committee.

RECOMMENDATION

That Council agrees the revised Constitution as set out in the Appendix to the report.

2. Reasons for Recommendation

To ensure the Council's Constitution remains up to date and user-friendly for members, staff and the public and to introduce harmonised procedures with Chiltern District Council where this will facilitate more effective running of shared services.

3. Content of Report

- 3.1 The Council's Constitution was last reviewed in 2014/15 and an updated version came into effect in May 2015. This took account of the reduction in the number of members and incorporated the shared working arrangements with Chiltern District Council in place at the time, together with changes introduced by the Localism Act 2011.
- 3.2 It is good practise to carry out a regular review of the Constitution to ensure it remains up to date and fit for purpose. Furthermore the implementation of the final shared services reviews in 2017, meant that all staff (except those at the South Buckinghamshire) now work for both Councils under harmonised terms and conditions. It is therefore important for the effective operation of all services that any codes, protocols and procedures which involve staff, as well as the scheme of delegations to officers, are consistent across both Councils. A similar review has been undertaken by CDC.
- 3.3 Full Council appointed the Governance and Electoral Arrangements Committee with responsibility for carrying out the detailed review of the Constitution. In accordance with a work programme agreed at their meeting in July 2017, the Committee met in September, November and January and undertook looked in details each of the Parts A to E of the Constitution. The Committee's main findings and agreed revisions are summarised below and the proposed changes as agreed by the Committee are shown in track changes in the appendix to this report

PART A – THE FRAMEWORK OF THE CONSTITUTION

- 3.4 The Committee noted substantial changes to this Part of the Constitution were not required, as the update in 2015 took account of legislative changes, the reduction in the number of members and also incorporated the shared working arrangements with CDC in place at the time. It was however necessary to incorporate provisions relating to the appointment of the Governance and Electoral Arrangements Committee and its new role in respect of Constitution, in the paragraphs dealing with changes to the Constitution and details of standing committees. The revisions also incorporated changes to the Joint Waste arrangements and the new Joint Staffing Committee and Sub-Committee, which replaced JAIC and Personnel Committee.
- 3.5 The Framework was also updated to refer to new Joint Policy documents such as the Joint Economic Development Strategy and the Corporate Enforcement Policy which replaced the Food Service Delivery Plan and Health and Safety Enforcement Plan. Some of the policies listed in the Policy Framework had been amalgamated, for example under the Housing Strategies and some policies such as the whistle blowing and anti- fraud policy were omitted because they were more operational in nature and more properly sit at a level below the high level Policy Framework
- 3.6 Some of the technical provisions on Legal proceedings, authentication of documents and witnessing the Council's common seal have been amended and in some case expanded, so the procedure adopted by officers at both Councils is consistent.

PART B - PROCEDURE RULES

- 3.7 The Committee noted that the Procedure Rules have been updated to reflect changes to Committees that had taken place since May 2015, and all references to the "proper officer" were amended to reflect the relevant specified officer in order to make the rules more user-friendly
- 3.8 The Committee agreed changes to the rules to clarify the decisions taken at Annual and Ordinary Council meeting. It was also agreed that formal presentations at Council meetings should be placed higher up the agenda for the benefit of presenters. The Committee noted the proposed new procedure for making temporary changes to membership of committees and that any such changes would be submitted to the Democratic & Electoral Services Manager by the Group Leader, or their deputy or other nominated person, in advance of the meeting date.
- 3.9 The Committee considered imposing a time limit of 15 minutes to wait for a meeting to be quorate and decided that the Chairman should retain discretion to allow a longer period in exceptional circumstances. The Committee also decided to retain Rule 15 on Themed Debates, as they considered such debates might usefully be taken forward in future. The Committee reviewed the rules surrounding the recording of meetings by members of the public and emphasised the importance of relevant signage being displayed. The Committee agreed revised wording to a number of the make them easier to understand.

PART C – CODES PROTOCOLS AND PROCEDURES

3.10 The Committee noted and agreed the following revisions:-

- **Section A Code of Corporate Governance** – It was noted that a Joint Code has been approved by both Councils and is reviewed by the respective Audit Committees
- **Section B Members Code of Conduct** – It was noted that the code was approved by Full Council in July 2012 and is reviewed annually by the Audit Committee (no changes and not included at Appendix 1)
- **Section C Protocol Member/Officer Relations** – a revised Protocol was proposed to harmonise with a similar protocol adopted by CDC
- **Section D Protocol on Recording at Meetings** – the proposed revisions reflect changes to email addresses
- **Section E Protocol on the Operation of Policy Advisory Groups** – this was being revised to clarify that PAGs can comprise up to 5 members.
- **Section F Procedure for Speaking at Planning Committee** – proposed revisions update email addresses and job titles
- **Section G Adopted Procedure for Confirming TPOs by Planning Committee** – proposed revisions update job titles and ensure that any representations received in support of an Order are considered along with objections.
- **Section H Guidance for Members on Planning Matters** – proposed updates to refer to the latest guidance from the LGA and Planning Advisory Service.
- **Section I Procedure for Licensing Sub-Committee Hearings** – proposed revisions include provision for calling witnesses and update guidance on rights of councillors to represent applicants/objectors
- **Section J Guidance for Members when determining (or representing objectors in connection with) Applications pursuant to the Licensing Act 2003** – proposed revisions clarify the 3 types of interests under the code and make reference to Town as well as Parish Councils
- **Section K Employees Code of Conduct** – It was noted that Joint Code has been approved by both Councils and is reviewed by the Joint Staffing Committee
- **Section L Petitions Scheme** – it was noted that this scheme was updated in 2015 and no further revision was proposed

PART D – MEMBERS ALLOWANCES

3.11 As this Scheme is a stand- alone document agreed by Full Council following consideration of a report from the Independent Remuneration Panel, it did not form part of the Committee's review.

PART E – SCHEMES OF DELEGATIONS

3.12 The Committee reviewed sections A to F noting and agreeing the following proposed revisions:

- **Section A Miscellaneous Council functions** – the Committee noted that these functions are prescribed by the Local Authorities (Functions and Responsibilities) Regulations 2000 and are overdue for updating by Parliament. No revisions were

proposed except the inclusion of an introductory Note to clarify that some of the functions listed are the responsibility of other local authorities.

- **Section B Planning Committee functions** – the Committee again noted that these functions are prescribed by the Local Authorities (Functions and Responsibilities) Regulations 2000 and therefore no revisions are proposed.
- **Section C Licensing Committee functions** – the Committee noted that these functions are prescribed by the Local Authorities (Functions and Responsibilities) Regulations 2000 and are overdue for updating by Parliament. No revisions were proposed except the inclusion of an introductory Note to clarify that some of the functions listed are the responsibility of other local authorities.
- **Section D Licensing Sub-Committee functions** – the Committee noted that the list of functions had been updated to include the handling applications for film classification/re-classification
- **Section E Scheme of Delegation to Cabinet portfolio holders** – the Committee noted that the delegations had been updated to reflect recent changes to cabinet portfolios
- **Section F Scheme of Delegation to Officers** – the Committee noted that this section of constitution was not updated in 2015 and the proposed revisions now seek to harmonise officer delegations at both Councils. The revised scheme includes an introductory section setting out the limits and general rules governing the exercise of delegated powers, together with a methodology.

Methodology, General Limitations and Power

This section reflects the joint senior management structure and sets out limitations that apply to all delegations. These require officers to exercise their powers strictly in accordance with approved council policies, procedures and budgetary provisions. If a delegated decision would be contrary to adopted policies or procedures rules (including for example Contract and Financial Procedure Rules) or outside approved budgets officers are required to refer the decision to the Cabinet or the relevant Committee.

The general powers cover the day to day running of service areas and seek to avoid certain delegations being repeated under each of the named officers e.g. powers to authorise staff to exercise statutory powers of inspection and entry and deal with routine staffing matters. It was noted that the exercise of these powers must be in accordance with the Council's adopted policies and procedures and any specific conditions listed in the individual delegations e.g. consultation with the appropriate cabinet portfolio-holder or Committee Chairman or another officer.

Delegations to Individual Officers

A tabular format had been adopted for each officer exercising delegated authority with council and executive delegations numbered individually for ease of reference. The detailed delegations are listed by officer and cover each area of responsibility where officers are authorised to exercise delegated powers together with any conditions for exercising that power. Officers are required to consider in what circumstances it might be appropriate to consult members such as the relevant cabinet portfolio holder, Committee Chairman or local member/s before talking a decision.

The scheme provides that where a member objects to a proposed decision the matter must be reported to the Cabinet or relevant decision-making body for consideration unless there is a specific provision for dealing with objections in a particular delegation. Furthermore officers must not exercise their delegation on a decision in which they have a personal interest.

The Committee were advised that no changes are currently proposed to the officer delegations from Planning Committee pending a separate review at both Councils following the implementation of the joint planning service.

4 Consultation

There is no statutory requirement for the Council to consult on proposed updates to the existing Constitution. Once agreed an update version of the Constitution will be published on the Council's website.

5 Options

The Council is being invited to consider and agree the revisions to the Constitution following the details review by Governance and electoral Arrangements Committee but can suggest further or alternative revisions if considered appropriate.

6. Corporate Implications

Financial – There are no financial implications arising directly from this report.

Legal – As set out in the report

Risks issues – The lack of an up to date and effective Constitution could increase the risk of governance failures

Equalities - None specific

7. Links to Council Policy Objectives

There are no direct links to the policy objectives. But the Council has a statutory duty to maintain an up to date Constitution and publish this on the website.

8. Next Steps

The proposed revisions which affect Cabinet functions will also be referred to Cabinet for approval before the updated Constitution is published.

Background Papers:	None except those referred to in the report
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Classification: OFFICIAL
SBDC TIMETABLE FOR 2018/19

Meetings	Cycle 1 (2018)	Cycle 2 (2018)	Cycle 3 (2018/19)	Cycle 4 (2019)
Customer Services and Business Support PAG	14-Jun	17-Sep	19-Nov	4-Mar
Environment PAG	7-Jun	11-Sep	20-Nov	5-Mar
Healthy Communities PAG	12-Jun	20-Sep	21-Nov	28-Feb
Resources PAG	13-Jun	25-Sep	6-Dec	12-Feb
Planning and Economic Development PAG	11-Jun	13-Sep	29-Nov	7-Mar
Evreham		16-Oct		
South Buckinghamshire Members Advisory Panel	17-May	24-Sep	28-Nov	31-Jan
Licensing	21-Jun	26-Sep	23-Jan	20-Mar
Planning	23-May 20-Jun 18-Jul	15-Aug 12-Sep 10-Oct	7-Nov 5-Dec 9-Jan 6-Feb	6-Mar 27-Mar 17-Apr 22-May
Overview & Scrutiny	22-May (local plan) 19-Jun	8-Oct	29-Jan	25-Feb
Audit	23-Jul	27-Sep	17-Jan	9-Apr
Governance and Electoral Arrangements			16-Jan (Annual Review)	
Cabinet	27-Jun	17-Oct	12-Dec (Budget) 6-Feb (Ordinary)	12-Mar
Council	5-Jun (local plan) 17-Jul	14-Nov	27-Feb	16-Apr (Ordinary) 21 May (Annual)
Joint Committee	30-May (local plan) 28-June	10-Oct	6 Nov	13-Feb
Joint Planning Policy Member Reference Group	21-May (local plan) 19-Jul	7-Aug 19-Sep 18-Oct	15-Nov 15-Jan 7-Feb	14-Mar

Calendar Explanatory Notes

- The meetings of the following committees/meetings are still to be arranged and will not appear on this timetable
 - Joint Staffing Committee
 - CDC and SBDC Strategic Partnership
- The Licensing Sub Committee Hearings are arranged on an ad hoc basis when required.

Planning Committee

There is a four week gap between Planning Committee apart from over the Christmas period and in March, April and May 2019 due to District elections.