



Ordinary Council

A G E N D A

All Members of South Bucks District Council

Your attendance is requested at a meeting of the South Bucks District Council to be held at **6.00 pm on Wednesday, 16 May 2018, Council Chamber, Capswood, Oxford Road, Denham**, when the business below is proposed to be transacted.

The Annual Council meeting will take place immediately following Ordinary Council.

Item

1. Evacuation procedure
2. Apologies for absence
3. Presentation by Network Rail on the Western Rail link to Heathrow

To receive a presentation from representatives of Network Rail on the Western Rail link to Heathrow.

4. Announcements

(a) Chairman's Announcements

Chairman's List of Engagements (Pages 5 - 6)

(b) Announcements from the Leader of the Cabinet

(c) Announcements from the Head of Paid Service

5. Minutes (*Pages 7 - 28*)

To approve the minutes of the meetings of Full Council held on 27 February 2018 and 9 April 2018.

6. Declarations of Interest

7. 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.

8. Cabinet 17 April 2018 (*To Follow*)

To receive the minutes of the meeting of the Cabinet held on 17 April 2018 and to consider the recommendations in the minutes of which a report had been published below.

8.1 Station Road Car Park redevelopment Gerrards Cross (*Pages 29 - 34*)

Part 2 report and appendices (Pages 137 - 152)

9. Audit & Standards Committee (*Pages 35 - 38*)

To receive the minutes of the meeting of the Audit & Standards Committee held on 15 March 2018.

9.1 Financial Procedure Rules (*Pages 39 - 40*)

Appendix (Pages 41 - 82)

10. Governance and Electoral Arrangements Committee (*Pages 83 - 86*)

To receive the minutes of the meeting of Governance & Electoral Arrangements held on 7 March 2018.

10.1 Joint Working - Appointment of a Joint Overview and Scrutiny Committee (*Pages 87 - 90*)

Appendix 1: Joint Overview & Scrutiny Terms of Reference (Pages 91 - 92)

Appendix 2: Joint Overview and Scrutiny Procedure Rules (Pages 93 - 98)

10.2 Membership of Licensing and Planning Committees (*Pages 99 - 102*)

11. Licensing Committee

There have been no meetings of the Licensing Committee since the last meeting of Full Council as the Committee meeting due to be held on 21 March 2018 was cancelled.

12. Overview and Scrutiny Committee (*Pages 103 - 106*)

To receive the minutes of the meeting of the Overview and Scrutiny Committee held on 19 March 2018.

13. Joint Staffing Committee (*Pages 107 - 112*)

To receive the minutes of the meeting of the Joint Staffing Committee held on 26 March 2018.

14. Planning Committee

To receive the minutes of the meeting(s) of the Planning Committee held on:

28 February 2018 (Pages 113 - 120)

28 March 2018 (Pages 121 - 128)

18 April 2018 (Pages 129 - 132)

15. Members' reports

Councillor W Matthews: Bucks Health and Adult Social Care Select Committee - Update March 2018 (Pages 133 - 134)

Councillor D Pepler: Buckinghamshire Healthcare Trust held on 31 January 2018 (Pages 135 - 136)

16. Exclusion of public

To resolve that under Section 100(A)(4) of the Local Government Act 1972 the public be excluded from the meeting for the following item 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

16.1 Station Road Car Park redevelopment Gerrards Cross (Part 2 report and appendices) (Pages 137 - 142)

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

Private Appendix A (Pages 143 - 148)

Private Appendix B (Pages 149 - 152)

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



Bob Smith
Chief Executive
South Bucks District Council

Date of next meeting – Tuesday 17 July 2018

Audio/Visual Recording of Meetings

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Engagements March – May 2018

Engagement	Date	Chairman/Vice Chairman Attendance
Closing of Old & Opening of New Court	02/03/18	Chairman attended
Open Day – Eton Dorney School	06/03/18	Chairman attended
South Bucks & Chiltern Inter Schools Cycling Tournament 2018 (Indoor) - GLL	08/03/18	Chairman attended
Charity Evening – Mayor of Royal Borough of Windsor & Maidenhead	08/03/18	Chairman attended
Annual Reception – Chairman Chiltern District Council	09/03/18	Chairman attended
Commonwealth Big Lunch – Chairman Bucks County Council	12/03/18	Chairman attended
Chiltern Community Awards – Chiltern District Council	15/03/18	Vice Chairman attended
Charity Tudor Banquet – Mayor Royal Borough of Windsor & Maidenhead	16/03/18	Chairman attended
Young Enterprise Chiltern Area Showcase 2018	23/03/18	Chairman attended
Annual Civic Dinner – Mayor of Hillingdon	24/03/18	Chairman attended
Bucks Mind Presentation – Universal Care Ltd	28/03/18	Chairman attended
Chairman’s Community & Volunteering Reception	13/04/18	Chairman attended
Annual Scouting Dinner – Buckinghamshire Scouts	14/04/18	Chairman attended
Civic Service – Chairman of Buckinghamshire County Council	15/04/18	Vice Chairman attended

Annual Reception – Chairman Wycombe District Council	19/04/18	Chairman attended
Meeting – Slough Food Bank	20/04/18	Chairman attended
Murder Mystery Dinner – Mayor of Hillingdon	24/04/18	Chairman attended
Celebration Reception for the visit of Honourable President – SGI UK	26/04/18	Chairman attended
Annual Reception – Chairman Buckinghamshire County Council	26/04/18	Chairman attended
Cheque Presentation Donate to Bucks Mind Project – Gareth Ashington	03/05/18	Chairman attended
Mayor’s Reception – Mayor of Beaconsfield	04/05/18	Chairman attended
ROYAL GARDEN PARTY Buckingham Palace, London	15/05/18	Chairman attended

SOUTH BUCKS DISTRICT COUNCIL

Council - 27 February 2018

Present: Councillors D Anthony, R Bagge, P Bastiman, M Bezzant, M Bradford, S Chhokar, D Dhillon, B Gibbs, L Hazell, P Hogan, J Jordan, P Kelly, M Lewis, Dr W Matthews, N Naylor, D Pepler, J Read, R Reed, G Sandy, R Sangster, D Saunders, D Smith and L Sullivan

Apologies: Councillors T Egleton, B Harding and J Lowen-Cooper

Absent: Councillors P Griffin and G Hollis

56. PRESENTATION FROM THE CHAIRMAN OF BUCKINGHAMSHIRE THAMES VALLEY LOCAL ENTERPRISE PARTNERSHIP

The Chairman welcomed Andrew Smith, the Chairman of Bucks & Thames Valley Local Enterprise Partnership and Richard Harrington, Chief Executive of Bucks & Thames Valley Local Enterprise Partnership to the meeting.

The presentation to members covered the following areas:

- The Buckinghamshire Growth Strategy 2017-2050: New deal for housing infrastructure and economy
- The Government's Response to the National Infrastructure Commission Report
- The National Industrial Strategy
- The timetable for delivery of the Buckinghamshire Local Industrial Strategy and the Cross Corridor Regional Industrial Strategy
- BTVLEP delivery in South Bucks:
 - Local Growth Fund - in excess of £9 million is being invested in the South Bucks area.
 - Areas which BTVLEP would continue to work closely with SBDC Members and Officers including making the case for investment in the Ivers, supporting the sustainable expansion of Heathrow Airport and supporting the completion and adoption of the Council's Local Plan

Members were then given the opportunity to comment/ask questions on the presentation.

A concern was raised regarding the lack of infrastructure in Iver to support the amount of projects which were taking place in the area. The lack of broadband service in Iver Heath, Iver Village and Richings Park was also raised as an issue. The support of the BTVLEP in addressing these issues was confirmed.

With regards to the A4 Sustainable Transport Scheme in Taplow, a comment was made that there seemed to be a lack of support from residents for this project. Richard Harrington agreed to discuss this concern with the ward member following the meeting.

The Chairman thanked Andrew Smith and Richard Harrington for their presentation and congratulated them for being rated one of the top performing Local Enterprise Partnerships in the UK in a recent government review.

57. ANNOUNCEMENTS

The Chairman advised that there were two member briefing sessions covering registering with the ICO taking place on Tuesday 6 March at 6.30pm in Amersham and Thursday 8 March at 6pm in Denham.

The Chairman informed Members of the 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. She thanked Members for all the donations which had been received so far and advised that further fundraising events would be taking place.

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

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 attended
Afternoon Tea – Mayor & Mayoress of the Royal Borough of Windsor & Maidenhead	19/02/18	Chairman attended
Chairman's Annual Reception	23/02/18	Hosted by the Chairman
Girls in Sport Event - GLL	26/02/18	Vice Chairman attended

58. MINUTES

The minutes of the meeting of Full Council held on 15 November 2017 were confirmed and signed by the Chairman.

59. DECLARATIONS OF INTEREST

There were no declarations of interest.

It was noted that with regards to item 9.1 Revenue Budget and Council Tax 2018/19 - dispensations under Section 33 of Localism Act 2011 had been granted to all Members in relation to the setting of Council Tax.

60. QUESTIONS

Three questions were submitted by Mr Iqbal in accordance with Council Procedure Rule 10. The questions were asked by the Chairman of the Council on behalf of Mr Iqbal, who was not present at the meeting, and were answered by Councillor Barbara Gibbs:

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?

The Council does not keep a separate record of the number of times it has challenged a Planning Inspectorate appeal decision by reference to the application type i.e. householder application, as opposed to major developments for example. Case files relating to any such challenges are kept by the Council's legal services section. In accordance with adopted file retention and destruction policies these files are only retained for 6 years after the completion of a court case.

The legal services section has no record of any case file where the Council has challenged a Planning Inspectorate appeal decision relating to a householder application (apart from the decision on application 17/00064/FUL) in the last 6 years.

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?

A decision to challenge a planning appeal decision in the High Court is taken by the Planning Committee, or if an urgent decision is required between committee meetings, it is taken by the Head of Legal and Democratic Services acting under delegated authority. Before exercising delegated authority the Head of Legal and Democratic Services is required to consult with the Planning Committee Consultative Body. The Consultative Body comprises the Chairman and Vice-Chairman of Planning Committee and 2 other members. In the absence of the Head of Legal and Democratic Services the Director of Resources can exercise this delegation.

Once a decision is made under delegated authority a written record of the decision is published on the Council's website in accordance with the Openness of Local Government Bodies Regulations 2014).

Before commencing a High Court challenge the Head of Legal and Democratic Services will obtain a legal opinion from a barrister specialising in planning law, on the grounds for a challenge and any risks to the Council associated with issuing proceedings. The Planning Committee, or Planning Committee Consultative Body in urgent cases, are informed of the barrister's opinion before a decision is taken.

The Council exercises its statutory right to challenge planning decisions very sparingly and I am satisfied that the process in place ensures that decisions are only taken on sound and proper grounds.

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?*

As already mentioned the Council only holds information about High Court challenges for 6 years after the case finishes and this includes details of any expenditure on barristers' or external solicitors' fees.

The Council has not challenged a decision of the Planning Inspectorate in the past 6 years apart from the current challenge to the decision on application 17/00064/FUL relating to 14 Wooburn Green Lane. The Council did exercise its right to challenge the Secretary of State's decision on planning application 14/200021/APPREF relating to Pioneer House, Stoke Poges. Where a challenge is successful the Council will usually recover a proportion of its costs.

The total amount spent in challenging decisions of the Planning Inspectorate in the past 6 years is £2,328 and this relates to the current challenge to the decision relating to 14 Wooburn Green Lane. However, the Council would expect to receive reimbursement of those costs in whole or part if this challenge is successful.

61. APPOINTMENTS TO COMMITTEES AND OUTSIDE BODIES

Full Council noted the following appointments which had been made under delegated authority by the Chief Executive in consultation with the Leader of the Council:

- Councillors D Smith and B Gibbs (Deputy) have been appointed to the Buckinghamshire Armed Forces Covenant Civilian Military Partnership Board
- Cllr B Gibbs has been appointed to the South Buckinghamshire Members Advisory Panel

62. CABINET MEETING - 13 DECEMBER 2017

The Leader, Councillor Naylor, presented the minutes of the meeting of the Cabinet held on 13 December 2017.

RESOLVED that the minutes of the Cabinet held on 13 December 2017 be received.

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

Full Council 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. Full Council 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.

It was noted that the Cabinet, at its meeting on 13 December 2017, were in support of the recommendations set out in the report.

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

RESOLVED 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.

64. **CABINET MEETING - 7 FEBRUARY 2018**

The Leader, Councillor Naylor, presented the minutes of the meeting of the Cabinet held on 7 February 2018.

RESOLVED that the minutes of the Cabinet held on 7 February 2018 be received.

65. **REVENUE BUDGET AND COUNCIL TAX 2018/19**

Full Council had before them the following two reports:

- Budget and Council Tax Report 2018/19 as submitted to Cabinet on 7 February 2018
- Additional report of the Leader on Council Tax 2018/19

The Leader, after referring to the Budget and Council tax report which was submitted to Cabinet on 7 February 2018, also referred members to the additional report that contained the final information from the precepting authorities leading to the total Council Tax for the area which Full Council was required to approve at this meeting.

During his speech, the Leader of the Council made a number of points including:-

- The last year has seen the Council continue its progress of improving the efficiency of services and meeting the needs of its residents.
- The Council has jointly with Chiltern District Council completed the joining up of all our services, and seen the creation of a combined Planning service. Going forward the plans are to develop the service to improve the way we handle planning applications and enforcement issues and work towards our aspiration of becoming an exemplar Planning service.

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- The joint working with Chiltern District Council is now moving on to a transformation phase, having joined up services the intention is to develop them, with a focus on improving customer service.
- The Joint Local Plan continues its development and the budget reflects the continuing commitment to resource this important piece of work.
- Our Capital Programme includes the exciting project that is the development of the South Bucks Country Park on the Council's former nine hole golf course. This project which has overwhelming public support, will deliver open space leisure facilities to benefit a wide cross section of our communities.
- The Council is facing significant pressure in providing temporary and affordable housing. It is responding to this pressure by developing housing on sites it owns on the Bath Road and in Gerrards Cross.
- The Budget papers do not shy away from recognising the continuing financial challenge the Council faces from reduced Government funding. Since 2015/16 the loss of Government Grant now totals £871k, and in 2019/20 the Council will be required to pay the Government £414k, making the total loss of resources nearly £1.3m. In seeking to be proactive in looking at the financial issues in the medium term, the Overview & Scrutiny Committee has agreed to undertake a piece of work on this matter.
- The Council has responded positively to the financial challenges, and countered them by innovative savings initiatives such as the joint working with Chiltern District Council which has saved the two Councils £1.9m per annum.
- An example of how the Council is looking innovatively at how to compensate for reduced Government funding is the setting up of the Consilio Property Company. This seeks to provide a new income stream through investing in property assets in a balance and sensible manner so as not to expose the Council to material financial or reputational risks.
- Taking a strategic view of the Council's finances through to the end of the decade, it is prudent to increase the Council Tax by £5 that the Government allows us to. This £5 increase equates to 10p per week for a Band D property.

In commending the Budget, the Leader recognised the contributions made by members of the Policy Advisory Groups and Overview & Scrutiny Committee in the budget process.

Council Procedure Rules required the names of members voting for or against or abstaining from voting to be recorded in the Minutes. Furthermore all members had been granted dispensation under section 33 of Localism Act 2011 to speak and vote on the Council tax setting. The motion as moved by Councillor Naylor and seconded by Councillor Read was put to the meeting and declared CARRIED with the votes cast being as follows:

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FOR (22) – Councillors D Anthony, R Bagge, P Bastiman, M Bezzant, M Bradford, S Chhokar, D Dhillon, B Gibbs, L Hazell, P Hogan, J Jordan, P Kelly, M Lewis, Dr W Matthews, N Naylor, D Pepler, J Read, R Reed, G Sandy, D Saunders, D Smith and L Sullivan

AGAINST – None

ABSTENTIONS (1): Councillor R Sangster

Accordingly it was

RESOLVED that

Revenue and Budget 2018/19

- 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.

Council Tax 2018/19

- 1) That it be noted that the following amounts for 2018/19 have been determined under delegated authority and in accordance with regulations made under the local Government Finance Act 1992:
 - a) **32,703.40** being the amount calculated by the Council, in accordance with Regulation 3 of the Local Authorities (Calculation of Council Tax Base) Regulations 1992, as its Council Tax Base for the year.

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b) The amounts calculated by the Council, in accordance with regulation 6 of the Regulations, as the amount of its Council Tax Base for the year for dwellings in those parts of its area to which one or more special items (i.e. Parish precepts) relate, are shown below.

Council Tax Base 2018/19	
Beaconsfield	6,247.30
Burnham	4,935.40
Denham	3,444.70
Dorney	378.20
Farnham Royal	3,097.80
Fulmer	354.80
Gerrards Cross	4,628.00
Hedgerley	403.20
Iver	4,774.70
Stoke Poges	2,345.40
Taplow	1,167.10
Wexham	926.80
	32,703.40

2. That the Council calculates the following amounts for 2018/19 in accordance with Sections 31A, 31B and 34 to 36 of the Local Government Finance Act 1992 (as amended by the Localism Act 2011):
- a) **£30,740,190** being the aggregate expenditure which the Council estimates for the items set out in Section 31A(2) (a) to (f) of the Act (including the General Fund and Parish Precepts).
- b) **£23,110,398** being the aggregate income which the Council estimates for the items set out in Section 31A(3) (a) to (d) of the Act.
- c) **£7,629,792** as its council tax requirement for the year including Parish Precepts being the amount by which the aggregate expenditure at 2(a) above exceeds the aggregate income at 2(b) above, calculated by the Council, in accordance with Section 31A(4) of the Act.
- d) **£233.30** as the basic amount of its Council Tax for the year, being the council tax requirement at 2(c), divided by the Council Tax Base for the year (32,703.40) at 1(a) above, calculated by the Council, in accordance with Section 31B(1) of the Act.

Council (SBDC) - 27 February 2018

e) **£2,462,655** being the aggregate amount of all special items referred to in Section 34(1) of the Act (i.e. Parish Precepts, there being no other special items).

f) **£158.00** as the basic amount of its Council Tax for dwellings in its area, excluding Parish Precepts, being the amount at 2(d) above less the result given by dividing the amount at 2(e) above by the amount at 1(a) above, calculated by the Council, in accordance with Section 34(2) of the Act.

g) The amounts given by adding to the amount at 2(f) above the amounts of the Parish Precepts for the relevant Parish divided in each case by the Council Tax Base for the Parish at 1(b) above, calculated by the Council, in accordance with Section 34(3) of the Act, as the basic amounts of its Council Tax for the year for dwellings in each Parish is:

2018/19 BASIC COUNCIL TAX £		
	Parish Amount	SBDC + Parish Amount
Beaconsfield	53.08	211.08
Burnham	105.91	263.91
Denham	82.51	240.51
Dorney	57.80	215.80
Farnham Royal	47.78	205.78
Fulmer	65.95	223.95
Gerrards Cross	60.86	218.86
Hedgerley	49.36	207.36
Iver	120.94	278.94
Stoke Poges	83.51	241.51
Taplow	21.42	179.42
Wexham	33.45	191.45

h) The amounts given by multiplying the basic amounts for each Parish 2(g) above by the number which, in the proportion set out in Section 5(1) of the Act, is applicable to dwellings listed in a particular valuation band divided by the number which in that proportion is applicable to dwellings listed in valuation band D, calculated by the Council, in accordance with Section 36(1) of the Act, as the amounts to be taken into account for the year in respect of categories of dwellings listed in different valuation bands.

3. That it be noted that for the year 2018/19 the main precepting authorities have stated the following amounts in precepts issued to the Council, in accordance with s40 of the Local Government Finance Act 1992.

Band	Bucks County Council Precept £	Bucks & Milton Keynes Fire Authority Precept £	Police & Crime Commissioner for Thames Valley £	Total Preceptors £
A	860.69	41.80	121.52	1,024.01
B	1,004.14	48.77	141.77	1,194.68
C	1,147.59	55.73	162.03	1,365.35
D	1,291.04	62.70	182.28	1,536.02
E	1,577.94	76.63	222.79	1,877.36
F	1,864.84	90.57	263.29	2,218.70
G	2,151.73	104.50	303.80	2,560.03
H	2,582.08	125.40	364.56	3,072.04

4. That, having calculated the aggregate in each case of the amounts of the District's and preceptors requirements, in accordance with s30(2) of the Local Government Finance Act 1992, hereby sets amounts of the council tax for the year 2018/19 for each category of dwelling as follows.

Band	District & Parishes Council Tax £	Total Preceptors £	Total 2018/19 Council Tax £
A	155.53	1,024.01	1,179.54
B	181.46	1,194.68	1,376.14
C	207.38	1,365.35	1,572.73
D	233.30	1,536.02	1,769.32
E	285.14	1,877.36	2,162.50
F	336.99	2,218.70	2,555.69
G	388.83	2,560.03	2,948.86
H	466.60	3,072.04	3,538.64

The council tax for each category of dwelling by parish is as follows.

	A	B	C	D	E	F	G	H
	£	£	£	£	£	£	£	£
Beaconsfield	1,164.73	1,358.85	1,552.98	1,747.10	2,135.35	2,523.59	2,911.83	3,494.20
Burnham	1,199.95	1,399.94	1,599.94	1,799.93	2,199.92	2,599.90	2,999.88	3,599.86
Denham	1,184.35	1,381.74	1,579.14	1,776.53	2,171.32	2,566.10	2,960.88	3,553.06
Dorney	1,167.88	1,362.52	1,557.17	1,751.82	2,141.12	2,530.41	2,919.70	3,503.64
Farnham	1,161.20	1,354.73	1,548.27	1,741.80	2,128.87	2,515.94	2,903.00	3,483.60
Fulmer	1,173.31	1,368.86	1,564.42	1,759.97	2,151.08	2,542.18	2,933.28	3,519.94
Gerrards Cross	1,169.92	1,364.90	1,559.89	1,754.88	2,144.86	2,534.83	2,924.80	3,509.76
Hedgerley	1,162.25	1,355.96	1,549.67	1,743.38	2,130.80	2,518.22	2,905.63	3,486.76
Iver	1,209.97	1,411.63	1,613.30	1,814.96	2,218.29	2,621.61	3,024.93	3,629.92
Stoke Poges	1,185.02	1,382.52	1,580.03	1,777.53	2,172.54	2,567.55	2,962.55	3,555.06
Taplow	1,143.62	1,334.23	1,524.83	1,715.44	2,096.65	2,477.86	2,859.06	3,430.88
Wexham	1,151.64	1,343.59	1,535.53	1,727.47	2,111.35	2,495.24	2,879.11	3,454.94

5. Determine that the Council's basic amount of Council Tax for 2018/19 is not excessive, in accordance with principles approved under Section 52ZB of the Local Government Finance Act 1992, [and thus there is no need to hold a Council Tax referendum].
6. That the Council Tax discount period for class C properties is reduced to one month, and the minimum occupation before a new 100% discount may apply is increased to twelve weeks.
7. No changes are made to the Council's current Council Tax Support scheme in respect of 2018/19 apart from applying annual uprating.

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

Full Council 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.

Full Council noted that the Cabinet at its meeting on 7 February 2018, agreed to recommend the approval of the strategy and the programme to Full Council.

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

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

67. **TREASURY MANAGEMENT STRATEGY 2018/19**

Full Council received a report on the Treasury Management Strategy for 2018/2019 and related policies and were asked to consider the Cabinet's recommendation 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.

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

RESOLVED 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

68. **STATEMENT OF COMMUNITY INVOLVEMENT**

Full Council received a report asking Members to consider a recommendation made by Cabinet in regards to the Council's Statement of Community Involvement.

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 agreed recommendations 1-3 in the Cabinet report, which was attached, and made a recommendation 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.

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

RESOLVED 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.

69. **AUDIT COMMITTEE**

The minutes of the meeting of the Audit Committee held on 18 January 2018 were presented

RESOLVED that the minutes of the meeting held on 18 January 2018 be received.

70. **GOVERNANCE AND ELECTORAL ARRANGEMENTS COMMITTEE**

The minutes of the meetings of the Governance and Electoral Arrangements Committee held on 23 November 2017 and 16 January 2018 were presented.

RESOLVED that the minutes of the meetings held on 23 November 2017 and 16 January 2018 be received.

71. **LICENSING COMMITTEE**

The minutes of the meeting of the Licensing Committee held on 24 January 2018 were presented.

RESOLVED that the minutes of the meeting held on 24 January 2018 be received.

72. OVERVIEW AND SCRUTINY COMMITTEE

The minutes of the meeting of the Overview and Scrutiny Committee held on 30 January 2018 were presented.

RESOLVED that the minutes of the meeting held on 30 January 2018 be received.

73. JOINT STAFFING COMMITTEE

The minutes of the meeting of the Joint Staffing Committee held on 18 January 2018 were presented.

RESOLVED that the minutes of the meeting held on 18 January 2018 be received.

74. PAY POLICY STATEMENT 2018/19

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. Members considered the recommendation of the Joint Staffing Committee meeting, held on 18 January 2018, that the Pay Policy Statement 2018/19 be adopted.

The 2018/19 Pay Policy Statement, which was 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

The 2018/19 statement was 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.

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

RESOLVED that the Pay Policy Statement 2018/19, attached as appendix 1, be adopted.

75. PLANNING COMMITTEE

The minutes of the meetings of the Planning Committee held on 1 November 2017, 7 December 2017, 10 January 2018 and 31 January 2018 were presented.

RESOLVED that the minutes be received.

76. MEMBERS' REPORTS

The meeting received the following members' reports:

- Councillor Dr Matthews – Health and Adult Social Care Select Committee – Update November 2017
- Councillor Pepler – Meetings of the Buckinghamshire Healthcare Trust held on 27 September and 29 November 2017. Councillor Pepler advised the meeting that Neil Dardis, the Chief Executive of Bucks Health Care Trust, would be leaving his position to take up the role as the new Chief Executive of NHS Frimley Health Foundation Trust.

77. REVIEW OF THE COUNCIL'S CONSTITUTION

Full Council received a report which presented proposed revisions to the Constitution for approval following detailed consideration by the Governance and Electoral Arrangements Committee.

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. 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.

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 were summarised in the report and the proposed changes as agreed by the Committee were shown in track changes in the appendix to this report as set out in the supplementary agenda.

The Chairman, on behalf of the Council, thanked the Members of the Governance and Electoral Arrangements Committee for all their hard work on the review.

It was moved by Councillor Sandy, seconded by Councillor Pepler and

RESOLVED that the revised Constitution as set out in the Appendix to the report be agreed.

78. **CALENDAR OF MEETINGS 2018/19**

Full Council received a draft calendar of meetings for 2018/19 which Full Council were asked to agree subject to Cabinet being held on 13 March 2019 rather than 12 March 2019.

In response to a question about why some of the council meetings were being held on a Wednesday, the Leader explained the rationale behind the draft calendar and the reasons why some council meetings need to be held on a Wednesday. It was clarified that over the last two years some council meetings had been held on a Wednesday due to the joint working arrangements between South Bucks and Chiltern.

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

RESOLVED that the calendar of meetings for 2018/19 be adopted and that the Cabinet meeting in March 2019 be held on 13 March 2019.

79. **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 Paragraph 3

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

80. **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 65.

The meeting terminated at 7.04 pm

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SOUTH BUCKS DISTRICT COUNCIL

Council - 9 April 2018

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

Apologies: Councillors P Bastiman, M Bradford and G Sandy

Absent: Councillors P Griffin and D Saunders

81. DECLARATIONS OF INTEREST

Councillors Dhillon, Reed and Hazell, who were also Buckinghamshire County Council Members, expressed concern about the advice they had been given regarding declaring a personal or prejudicial interest at this meeting and commented that they considered it undemocratic. Members may be seen to have a prejudicial interest if they have supported the County Council's proposal for a single unitary. Councillor Dhillon asked for more clarification on this issue in the future and commented that he would have appreciated this advice earlier. He expressed dissatisfaction that he had been unable to contact officers the previous week to seek clarification on this matter, as he personally found the guidance issued last week not totally clear.

Legal advice was given that it was the responsibility of the councillor to decide if they have an interest and only those with a prejudicial interest should remove themselves from the discussion. All Members signed up to the Code of Conduct when they were elected and this provides clear information on what interest to declare. If Members were unsure then they could contact the Monitoring Officer, Legal or Democratic Services. If Members wanted to request a dispensation to enable them to participate in that item of business they needed to do this in writing.

Councillor Dhillon left the room, followed by Councillor Hazell and then Councillor Reed who both commented that they were leaving on an involuntary basis.

Councillors Bagge, Sullivan and Gibbs declared a personal interest as they were Members of Buckinghamshire County Council but stated that they had not voted on this issue as Members of Buckinghamshire County Council. Councillor Egleton also declared a personal interest as a previous Member of Buckinghamshire County Council who had not voted in support of the County's proposal for a single unitary council.

82. **MODERNISING LOCAL GOVERNMENT IN BUCKINGHAMSHIRE - ANNOUNCEMENT**

Council was asked to consider the approach to making representations and next steps following the Secretary of State's minded to decision regarding Modernising Local Government in Buckinghamshire. In September 2016 the County Council submitted a case for a single unitary model. At the meeting of the District Council held on 16 January 2017 it was agreed to submit a unitary bid to the Secretary of State to deliver a two unitary model for the County. The two unitary bid can be found at <http://www.southbucks.gov.uk/article/8301/Modernising-Local-Government>.

On 12 March 2018 the Secretary of State issued a 'minded to' decision in favour of a single county wide unitary and this decision is followed by a representation period expiring on 25 May 2018. The current position of all the Bucks District Councils is that a move to a single unitary council to serve Buckinghamshire would not be in the best interests of residents and is not a proposal considered to enjoy widespread local support.

It is considered essential for the views of the Council, residents and stakeholders to be made known to the Secretary of State. As with all representations of this type it is likely that there will be funding required to develop further evidence base or to undertake supporting activities.

The Leader informed Council that the Chiltern and South Bucks Joint Committee had discussed this issue at length on 4 April 2018 and had agreed to make representations to the Secretary of State. He proposed the recommendations in the Council report which were seconded by Councillor Read.

Clarity on the report was given as follows:-

- Clarification was sought on whether the recommendations gave authority to the Chief Executive to proceed with a legal challenge to the decision. The Leader reported that if a proposal was made to mount a legal challenge this would be brought back to a future Council meeting for discussion and decision.
- In reference to the request for an extra budget of £20,000, the Leader confirmed that Chiltern District Council would also be considering an additional budget of £20,000. In terms of the supporting activities referred to in the recommendation he could not be prescriptive at this point about what activities this would include but the funding would be used to help ensure that residents and stakeholders (e.g. businesses and Parish Councils) have the opportunity to take part fully in the process and make informed representations.

Members then debated the recommendations.

A Member commented that they would be happy to support Recommendations 1 to 3 but had some concerns about Recommendations 4 and 5. The Member expressed concern that the budget was at risk of expanding due to the span of activities referred to that it could support, and that evidence based research had already been put in front of the Minister, who would not change their mind. Another Member expressed concern referring to a previous

decision taken by Government on the Motorway Service Area in Beaconsfield where the Council had objected to the proposal but it had been implemented anyway. They commented that this funding could be put to more effective use working on modifications and shaping the single unitary proposal to best support the needs of the Districts rather than making representations.

The Cabinet Member for Environment reported that they had attended a recent conference which was also attended by the Minister and that representations were encouraged by all to ensure a fully informed decision. The Leader also referred to the current Council policy decision to put forward an alternative bid and the need to stand by this business case which would be in the best interests of residents. The Cabinet Member for Resources emphasised the importance of helping the residents to have their say and make representations regardless of their viewpoint. A number of Members spoke in support of the recommendations saying that it was important to restate their commitment to local residents for a two unitary model which would provide services that are delivered and run locally. A single unitary model would have borders 'two hours' apart which would not meet the needs of local residents in respect of services which have to be delivered locally. Members emphasised the importance of using this funding for a well organised communication campaign to engage with residents, to provide evidence-based research or any information on material changes.

A request for a recorded vote for Recommendations 2-4 and 5 was made by Councillor Hollis and seconded by Councillor Harding. Council Procedure Rules require that for a recorded vote to take place a quarter of those Members present must demand it. 7 out of 20 Members requested a recorded vote and therefore the names for and against the motion or abstaining from voting are entered into the minutes below.

Accordingly it was **RESOLVED** that

- 1) the Secretary of State's minded to decision published on the 12 March 2018 (as set out in appendix A) be noted;
- 2) the decision by the Joint Committee on 4 April to make representations to the Secretary of State on behalf of the Councils be endorsed;
- 3) the decision by the Joint Committee on 4 April to delegate the final wording of the representations to the Chief Executive in consultation with the Leaders be endorsed;
- 4) the decision by the Joint Committee on 4 April to delegate authority to the Chief Executive in consultation with the Leaders to take such action as deemed necessary to protect the best interests of Chiltern District Council / South Bucks District Council residents and communities including but not limited to seeking expert legal advice and lodging of legal challenges, communication campaigns, further stakeholder engagement and associated activities be endorsed; and
- 5) an initial budget of £20,000 for each Council to support the above actions be agreed.

Council (SBDC) - 9 April 2018

The recorded vote was as follows:

Resolutions 2-4:

FOR (16) - Councillors D Anthony, M Bezzant, T Egleton, B Gibbs, P Hogan, J Jordan, P Kelly, M Lewis, J Lowen-Cooper, Dr W Matthews, N Naylor, D Pepler, J Read, R Sangster, D Smith and L Sullivan

AGAINST (1) – Councillor B Harding

ABSTENTIONS (3) - Councillors R Bagge, S Chhokar, G Hollis

Resolution 5:

FOR (14) – Councillors D Anthony, M Bezzant, T Egleton, B Gibbs, P Hogan, J Jordan, P Kelly, M Lewis, Dr W Matthews, N Naylor, D Pepler, J Read, D Smith and L Sullivan

AGAINST (2) – Councillors B Harding and J Lowen-Cooper

ABSTENTIONS (4) - Councillors R Bagge, S Chhokar, G Hollis, R Sangster

The meeting terminated at 6.56 pm

1. Purpose of Report

SUBJECT:	<i>Station Road Car Park redevelopment Gerrards Cross</i>
REPORT OF:	<i>Cllr Barbara Gibbs</i>
RESPONSIBLE OFFICER	<i>Chris Marchant - Head of Environment</i>
REPORT AUTHOR	<i>Linda Newell - linda.newell@chiltern.gov.uk</i>
WARD/S AFFECTED	<i>Primary Gerrards Cross</i>

1.1 The Cabinet, at the meeting held on 17 April 2018, received the following report which provided an update on the Station Road car park redevelopment and which sought a steer on the way forward for the project. A private report and appendices, providing financial and other information in support of this open report, is attached for information. At the meeting the Cabinet resolved that:

1. The aspiration to provide the full scheme of 443 car park spaces with slight design changes be confirmed and that a planning application should be submitted;
2. A full business case for the scheme be submitted to the Resources PAG on 13th June 2018 and Cabinet on 27th June 2018 and that a further update be given to the PAG on 25th September and Cabinet on 17th October 2018; and
3. The release of expenditure required to complete Party Wall Awards, which is contained in the overall budget for the project, be approved.

1.2 The Cabinet agreed to recommend to Council that a budget of £92,500 be agreed to resubmit the planning application and associated fees. Full Council is therefore asked to consider the following recommendation.

RECOMMENDED:

That Full Council agree a budget of £92,500 to resubmit the planning application and associated fees.

2 Reasons for Recommendations

2.1 To maximise the development on site and provide sufficient car parking to meet predicted local parking needs until 2053.

3. Content of Report**3.1 Background**

The previous revised proposal to provide additional parking on Station Road car park was to provide 443 spaces, an additional 321 spaces, consisting of ground floor and 5 ½ decks on a split level design. The previous planning application was submitted November 2015 and withdrawn on August 2016.

- 3.2 The main construction period previously aimed for was between Easter and Christmas to ensure that we worked with Waitrose and also the businesses of the town. This was to minimise disruption during the busiest trading time in the Town. Members will be updated at the meeting following the latest discussions with Waitrose. Personalities at Waitrose/John Lewis have changed and we are endeavouring to arrange a meeting to finalise the Heads of Terms.
- 3.3 There were 2 car park studies carried out to support the proposal. Both these surveys indicated extra spaces were required and these figures excluded commuter parking. The latest report concluded that the total parking shortfall in Gerrards Cross to 2053 is 641 spaces. 296 are short stay and 345 spaces are medium /long stay and of those 266 are for commuters. Therefore overall there is a need for an extra **375 non commuters car park spaces** in Gerrards Cross and if all of this capacity was placed in Station Road there would need to be a car park of 497 spaces. Of course, it is very difficult to predict how the modelling would materialise in reality, especially as more offices have been converted into residential.
- 3.4 The predicted income from additional parking is a significant part of the Councils' medium term financial planning and will be a contribution to the financial position of the authority from 2019 onwards.
- 3.5 Discussion with Chiltern Railways
Officers and Councillor Gibbs have met with the Town Council and Chiltern Railways recently to see if additional commuter parking could be developed at the Station. These discussions are ongoing and members will be updated at the meeting. The Council has discussed whether it could help to finance their scheme but confirmed to them that Chiltern Railways would have to project manage and carry out the building of their scheme.
- 3.6 Discussion
There is clearly still a need for additional parking in Gerrards Cross as demonstrated by the survey data. Extra commuter parking may be provided in due course at the railway station, but this parking, would not meet the potential extra need identified in the parking survey for visitors, shopper, workers and the business of the town. If the economic vitality of Gerrards Cross is going to grow and the shopping offer improve, the additional parking provision could help to generate the retail growth.
- 3.7 The current revisions to parking charges have been out to consultation and have been designed to deter commuter parking at Station Road car park. In addition a few short term only bays have been marked out and some spaces out of use as a result of the adjoining development have been returned to the Council, with the last 3 spaces to be returned shortly.
- 3.10A mixed use scheme was discussed previously on this site i.e. retail on the ground floor for example. As the primary need is for extra car parking then it would not be possible to provide retail space and sufficient parking.

3.11 It is the intention to submit a planning application June/July 2018. The elevation will be amended to improve the aesthetic appearance.

3.12 Resources PAG have considered the options and support the larger scheme.

4. Costs and Business Case

4.1 Construction costs have changed since this scheme was last considered and these will need to be updated. The detailed business case will need to be re-worked accordingly before Members are asked to approve this scheme and further details will be provided for the Resources PAG on the 13th June 2018 and Cabinet 27th June 2018 and a further update will be given on the PAG of the 25th September and Cabinet 17th October 2018 ready for the sign off of the delivery agreement for the build.

5. Consultation

5.1 A further communication plan will need to be prepared and agreed ahead of planning being submitted.

6. Options

There are 3 different schemes listed below

6.1 **The full size scheme** – The scheme for the full height car park providing 443 spaces (321 extra spaces) as submitted for planning was recommended for approval by the planning officer. Minor changes to the façade such as breaking up the front elevation by vertical setbacks, fake balconies and maybe some further colour changes of the cladding could make it more acceptable in planning terms. The life of this building is circa 50 years.

6.2 **Reduced Height scheme** - Reduced height by removing the top two floors to provide 387 space car park (265 extra spaces) again with potentially some changes to the façade as above. The life of this building is circa 50 years.

6.3 **Steel Frame** - There is an option of a light weight steel framed ground and two decked car park to provide an approximate total of 228 spaces (106 extra spaces) but designs can be basic and planners are concerned that this type of design is not suitable for the townscape of Gerrards Cross plus possible noise and light spillage issues. There are fabricators in the market that can produce multi-storey options with interesting cladding options. The life of the car park is 20/30 years. It is usual to have an external ramp on such car parks.

The only scheme which will meet the projected requirements going forward is the large scheme

7. Corporate Implications

7.1 Financial -A detailed business case to be prepared based on predicted income over long term with assumptions

7.2 Legal - Amendments need to be made to Waitrose lease on trolley bays which expires 2022 along with the management agreement

8. Risks

8.1 Costs

- Construction costs – costs will increase due to delay in construction till April 2019
- Predicted usage – many factors influence future usage and hence affect income.
- Planning consent and conditions –Any conditions placed on the scheme by Highways or Planning are unknown at the current time and complying with any conditions could have a financial cost
- Waitrose / shoppers –Please see narrative in part 2. Aim to minimise disruption during main busy shopping periods of Easter and Christmas
- Construction plan –Aiming for delivery of the completed build or part build between Easter and Christmas trading period and making enough spaces available for the Christmas trading period 2019 increases the cost of the build.

9. Links to Council Policy Objectives

9.1 This matter is related to the Councils corporate aims to deliver cost effective customer focused services and to promote local communities.

9.2 This report progresses the aims of the Councils asset management plan.

Key Objectives available here:

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

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

10. Next Steps

10.1 The broad timetable would be:

- ✓ Re-engagement with Town Council for their support and conclude discussions with Chiltern Railways April 2018.
- ✓ Finalise any discussions with Waitrose
- ✓ Check details and resubmit planning application July 2018 and further reports on outcome for business case.
- ✓ PAG / Cabinet consider final business case on Resources PAG on the 13th June 2018 and Cabinet 27th June 2018 and a further update will be given on the PAG of the 25th September and Cabinet 17th October 2018 ready for the sign off of the delivery agreement for the build.
- ✓ Signing of Delivery Agreement November 2018
- ✓ Re-procurement as required for works packages and final business case sign off at Cabinet.
- ✓ Construction starts April 2019.
- ✓ Partial completion before Christmas 2019

Background Papers:	None
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AUDIT AND STANDARDS COMMITTEE (SBDC)**Meeting - 15 March 2018**

Present: D Anthony (Chairman)
L Hazell, P Hogan and R Sangster

Apologies for absence: G Hollis

45. MINUTES

The minutes of the meeting held on 18 January 2018 were confirmed and signed by the Chairman.

46. DECLARATIONS OF INTEREST

There were no declarations of interest.

47. REVIEW OF MEMBER TRAINING IN 2017

The Committee received a report which noted the standards training held for Members in 2017 and detailed whether it would be appropriate to organise further training sessions/workshops in 2018.

A joint member training session on the Prudential code was to be arranged for June/July 2018 and would be particularly beneficial with both South Bucks District Council and Chiltern District Council using external borrowing and investing for income generation purposes. Democratic Services would canvass Members around the venue and dates in due course.

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

48. STANDARDS WORK PROGRAMME 2018/19

The Committee was advised of the two reports that would be presented at the next meeting, the Complaints Monitoring Report 2017/18 and the Review of protocols on the role of the Monitoring Officer and Independent Persons.

It was clarified to Members that the Council does not have a policy for dealing with vexatious complaints from individuals although this was an issue that had been identified to be explored to ensure significant officer time was not being consumed by such complaints, and how vexatious would be judged.

The Committee was advised that whilst the Council did not hold responsibility for setting Complaints Policies or Code of Conduct Policies for Town and Parish Councils it is responsible for investigating Town and Parish Council complaints about members. The Council's Monitoring Officer would offer advice and discuss procedures and good practise if required. It was confirmed that the Council would have a role if the Town and Parish Council complaints referred to Standards matters.

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

49. REVIEW OF RISK BASED VERIFICATION POLICY

The Committee considered a report which requested that the revised policy to be used for the assessment of Housing Benefit and Council Tax Support claims from 1 April 2018 be reviewed and approved. The continuing use of Risk Based Verification would support improved processing times and focus resources on claims that may contain fraud or error. The Policy was said to have been positively embedded and has helped processing times for benefit claims.

Since the policy was introduced fraud levels had reduced as resources were directed towards the high risk cases, with a higher number of checks now carried out for higher risk cases. This assisted suspected fraud being identified at the earliest opportunity and being reported to the Department for Work and Pensions (DWP) to be investigated.

It was **RESOLVED** that the revised risk based verification policy shown at confidential Appendix A be approved and adopted for the assessment of Housing Benefit and Council Tax support claims from 1 April 2018.

50. RISK MANAGEMENT UPDATE

The Committee considered an annual report which updated Members on the risk management framework in place across the two authorities. The report detailed the strategic and key operational risks which could affect the Council reaching its objectives set out in its business plans.

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

51. INTERNAL AUDIT INTERIM PROGRESS REPORT

The Committee received 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. The audits completed since the last Committee and changes throughout the year were outlined in the report. Responses had been received in a timely fashion and no emerging risks were identified which could impact on the overall effectiveness of the governance, risk and internal control framework of the organisation.

Two priority 2 recommendations were made in respect of Purchase Card use. The Committee queried why these recommendations remained following two previous years appearing in the report. The Committee was advised that improvements had been made although approximately 30-40 purchase cards were issued across the organisation and on occasion VAT receipts were not obtained. Members were clear that users should be adhering to the system and that the process required tight management until the risk is eradicated. Members requested that an information report on purchase card use be brought to the next meeting of the Audit and Standards Committee.

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

52. ANNUAL INTERNAL AUDIT REPORT

The Committee received a report which noted the process for appointing a reporting accountant. In accordance with Department for Work and Pensions (DWP) guidance, local authorities are required to appoint a relevant independent reporting accountant to carry out audits in respect of the housing benefit subsidy grant claim from 2018/19 onwards.

The DWP had initially set a deadline of 28 February 2018 for this to be completed. However, details of the audit requirements had not yet been released by DWP and appointments cannot be made until this guidance is issued. It was advised that all local authorities were in the same position.

It was **RESOLVED** that the actions to appoint a reporting accountant to carry out the prescribed functions in relation to the audit of the Housing Benefit Subsidy Grant claim be noted.

53. AUDIT REQUIREMENTS FOR HOUSING BENEFIT SUBSIDY GRANT CLAIM FROM 2018/19 ONWARDS

The Committee received a report which noted the process for appointing a reporting accountant. In accordance with Department for Work and Pensions (DWP) guidance, local authorities are required to appoint a relevant independent reporting accountant to carry out audits in respect of the housing benefit subsidy grant claim from 2018/19 onwards.

The DWP had initially set a deadline of 28 February 2018 for this to be completed. However, details of the audit requirements had not yet been released by DWP and appointments cannot be made until this guidance is issued. It was advised that all local authorities were in the same position.

It was **RESOLVED** that the actions to appoint a reporting accountant to carry out the prescribed functions in relation to the audit of the Housing Benefit Subsidy Grant claim be noted.

54. PROPOSED AMENDMENTS TO THE FINANCIAL PROCEDURE RULES

The Committee considered a report which suggested a number of amendments to the Financial Procedure Rules. The proposed changes were intended to clarify the Financial Procedure Rules and ensure they were fit for purpose.

The Financial Procedure Rules were last updated in May 2016 and although no major changes were deemed necessary, the Committee went through the tracked changes as seen in the appendix on pages 53 - 94 of the reports pack displayed the proposed amendments.

The Committee requested that the proposed amendment for Portfolio Holders to have the power to write off irrecoverable debts up to £50,000 after consultation with their PAGs be removed and were in agreement that on the ad hoc occasion the Council would be required to write off an irrecoverable debt over £10,000 this go on to Cabinet.

Aside from the above, the Committee were in agreement with the proposed amendments.

It was resolved that the Committee agreed to **RECOMMEND** to Council that the revised Financial Procedure Rules contained in Appendix A are approved subject to the proposed amendment to paragraph 222 'Portfolio Holders have the power to write off irrecoverable debts up to £50,000 after consultation with their PAGs' being removed, and therefore irrecoverable debts over £10,000 would need to go through Cabinet.

55. **AUDIT WORK PROGRAMME**

It was **RESOLVED** that the Audit Work Programme be noted. The approval of main accounts which used to be brought to the Audit and Standards Committee annually in September will now be coming to the next meeting in July to tie in with the revised timetable for approval. When the accounts were ready in a draft format they would be circulated to the Committee to review prior to the publication of the meeting agenda.

The meeting terminated at 7.01 pm

SUBJECT:	Revised Financial Procedure Rules	
REPORT OF:	Head of Finance	Rodney Fincham
RESPONSIBLE OFFICER	Head of Finance	Rodney Fincham
REPORT AUTHOR	Head of Finance	Rodney Fincham 01494 732260 rfincham@chiltern.gov.uk
WARD/S AFFECTED	All	

1. Purpose of Report

- 1.1 To approve the revised Financial Procedure Rules.

RECOMMENDATION

The revised Financial Procedure Rules contained in Appendix A are approved.

2. Reason for Recommendation

- 2.1 The proposed changes are intended to clarify the Financial Procedure Rules and ensure they remain fit for purpose.

3. Consultation

- 3.1 The CDC Audit & Standards Committee and the SBDC Audit & Standards Committee considered a report on changes to the Financial Procedure Rules at their meeting on the 8th and 15th March 18 respectively.
- 3.2 The agreed proposed amendments are shown in tracked changes in the Appendix, and are now presented to Full Council for approval.

4. Options

- 4.1 Members have the option of not approving the proposed changes to the Financial Procedure Rules, or indeed proposing other changes.

5. Corporate Implications

5.1 There are no direct financial or legal implications.

6. Links to Council Policy Objectives

6.1 To conduct its business efficiently a local authority needs to ensure that it has sound financial management policies in place and that they are adhered to. Part of this process is the establishment of Financial Procedure Rules that set out the financial policies of the Authority

7. Next Step

7.1 Any changes to the Financial Procedure Rules require the agreement of Council.

7.2 If changes are approved then the Financial Procedure Rules will be amended and officers of both Councils will be informed of the changes.

Background Papers:	Report to	
	CDC Audit & Standards Committee	8 March 18
	SBDC Audit & Standards Committee	15 March 18

**Chiltern District Council
and
South Bucks District Council**

FINANCIAL PROCEDURE

RULES

~~September~~ May 2018~~16~~

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BACKGROUND AND INTRODUCTION

1. To conduct its business efficiently a local authority needs to ensure that it has sound financial management policies in place and that they are adhered to. Part of this process is the establishment of Financial Procedure Rules that set out the financial policies of the authority. These rules link with other rules and procedures forming part of the Council's Constitution.
2. These Financial Procedure Rules relate to both Chiltern District Council and South Bucks District Council.
3. This version will apply from ~~22 July 2015~~16 May 2018 and supersedes all previous financial regulations, procedure rules and instructions.
4. It should be remembered that these Financial Procedure Rules aim to achieve financial propriety across all the Council rather than to act as a barrier to action for Officers and Members. Assistance to ensure compliance with these rules and further guidance can be obtained from the Finance Team.
5. Should any breach of the Financial Procedure Rules come to light it must be reported immediately to the Director of Resources.

STATUS OF FINANCIAL PROCEDURE RULES

6. Financial Procedure Rules provide the framework for managing the Council's financial affairs and are approved by full Council. They apply to every Member and Officer of both Councils and anyone acting on their behalf and to any Joint Committee or other body for which either Council is the Lead Authority. Where reference is made in these procedure rules to the role and responsibilities of the Cabinet this will be taken to include, where appropriate, the relevant Joint Committee or other body.
7. The Financial Procedure Rules identify the financial accountabilities and responsibilities of full Council, Cabinet, Overview and Scrutiny Committee Members, the Audit Committee, the Head of Paid Service, the Monitoring Officer, the Chief Financial Officer and other senior officers.
8. The Director of Resources is responsible for maintaining a continuous review of the Financial Procedure Rules. Any additions or amendments to these rules will be submitted by the Director of Resources to the Audit Committee for consideration. The Audit Committee will recommend any additions or amendments to full Council for approval and adoption.
9. Any Member who fails to comply with Financial Procedure Rules may be the subject of a report, by the Chief Executive or Director of Resources to the appropriate Committee. Any Officer who fails to comply with Financial Procedure Rules may be subject to action under the Councils' disciplinary procedures.

10. Any reference in the Financial Procedure Rules to writing will include electronic methods of communication such as e-mail provided that a permanent record is kept of the communication.
11. Any reference in the Financial Procedure Rules to authorisation or approval will include either manual signature or electronic authorisation in a form approved by the Director of Resources.
12. In the event of issues of interpretation or non-compliance remaining unresolved by the officers concerned, the Cabinet will be the final arbiter.

WAIVING OF FINANCIAL PROCEDURE RULES

General

13. Any proposed waiving of Financial Procedure Rules must be the subject of a report from the Director or Head of Service concerned, in consultation with the Director of Resources, to the full Council or, if the proposed waiver is in connection with the discharge of a Cabinet function, to the Cabinet.

In the Event of an Emergency

14. Where expenditure is incurred in direct support of a major emergency, direct action in connection with the Enforcement of Planning Control or other appropriate incident be it internal or external to the Council, Financial Procedure Rules may be waived where it is impractical or inappropriate to invoke them.
15. The Chief Executive or in his/her absence, a Director or any two Heads of Service, has authority under such an emergency situation to authorise the waiving of Financial Procedure Rules.
16. All such emergency events will be reported to the first available meeting of full Council or, if the waiver was in connection with the discharge of a Cabinet function, to the first available meeting of the Cabinet following the event.

A FINANCIAL MANAGEMENT

Why is this important?

All Officers and Members have a duty to abide by the highest standards of probity in dealing with financial issues on behalf of the Authority. This is achieved by ensuring everyone is clear about the standards to which they are working and the controls that are in place to ensure that these standards are met.

A1 MEMBER AND OFFICER RESPONSIBILITIES

Full Council

17. The full Council is responsible for adopting the Council's Constitution and Members' Code of Conduct and for approving the policy framework and budget within which the Cabinet operates. It is also responsible for approving and monitoring compliance with the Council's overall framework of accountability and control which is set out in the Constitution.
18. Full Council is responsible for approving procedures for recording and reporting decisions taken. This includes those key decisions delegated by and decisions taken by the Council and its committees. These delegations and details of who has responsibility for which decisions are set out in the Constitution.

Cabinet

19. Cabinet is responsible for proposing the policy framework and budget to full Council, and for discharging Cabinet functions in accordance with the policy framework and budget.
20. Cabinet decisions can be delegated to a committee of the Cabinet, an individual Cabinet Member, an Officer or a Joint Committee.
21. The Cabinet is responsible for establishing protocols to ensure that individual Cabinet Members consult with relevant officers before taking a decision within his/her delegated authority. In doing so, the individual Cabinet Member must take account of legal and financial liabilities and risk management issues that may arise from the decision.

Overview and Scrutiny Committee(s)

22. The Overview and Scrutiny Committee(s) are responsible for scrutinising Cabinet decisions before or after they have been implemented and for holding the Cabinet to account. These Committees are also responsible for making recommendations on future policy options and reviewing the general policy and service delivery of the Council.

Audit Committee

23. The Audit Committee reports to the full Council. It has right of access to all the information it considers necessary and can consult directly with internal and external auditors.
24. The Audit Committee is responsible for reviewing the external auditor's reports, the external auditor's annual audit letter and internal audit's annual report and may make recommendations for appropriate further action.
25. The Audit Committee is responsible for monitoring the delivery of both external audit and internal audit plans and any additional audit work undertaken during the year. In addition, the committee may consider the outcomes of any fraud investigations and the action taken.
26. The Audit Committee may also initiate reviews of the adequacy of financial procedures and internal controls, including the adequacy of the internal audit function, and recommend to the Cabinet future policy options; as part of these reviews, Directors and/or Heads of Service may be required to account to the Committee for their actions.

Officer Responsibilities

27. Various statutory duties have been invested in Council appointments and are detailed in the Council's Constitution:
 - The Chief Executive holds the statutory duties of the Head of Paid Service.
 - The Head of Legal & Democratic Services holds the statutory duties of the Monitoring Officer.
 - The Director of Resources holds the statutory duties of the Chief Finance Officer.

Head of Paid Service

28. The Chief Executive, as Head of Paid Service, is responsible for the corporate and overall strategic management of the Council. He/she must report to and provide information to the Cabinet, full Council, Overview and Scrutiny Committee(s) and other Committees. He/she is also responsible for establishing a framework for management direction, style and standards and for monitoring the performance of the organisation. The Chief Executive is also responsible, together with the Head of Legal and Democratic Services as Monitoring Officer, for the system of record keeping in relation to all the full Council's decisions.

Monitoring Officer

29. The Head of Legal and Democratic Services is the designated Monitoring Officer for the Council and is responsible for ~~promoting and maintaining high standards of financial conduct. He/she is also responsible for~~ reporting any actual or potential breaches of the law or maladministration to full Council and/or to the Cabinet, and for ensuring that procedures for recording and reporting key decisions are operating effectively.

30. The Monitoring Officer must ensure that:
- Cabinet decisions and the reasons for them are made public
 - Council Members are aware of decisions made by the Cabinet and of those made by officers who have delegated executive responsibility.
31. The Monitoring Officer is also responsible for:
- advising all Members and Officers about who has authority to take a particular decision
 - advising full Council or Cabinet about whether a decision is likely to be considered contrary to, or not wholly in accordance with, the policy framework
 - advising (together with the Director of Resources) full Council or Cabinet about whether a decision is likely to be considered contrary to, or not wholly in accordance with, the budget.
 - maintaining an up to date Constitution.

Director of Resources

32. The Director of Resources has statutory duties in relation to financial administration and stewardship of the Council. This statutory responsibility cannot be overridden. The statutory duties arise from Section 151 of the Local Government Act 1972, the Local Government Act 1988, the Local Government and Housing Act 1989 and the Accounts and Audit Regulations ~~2011~~2015.
33. The Director of Resources will act as the financial advisor to full Council and Cabinet, subject to the specific delegation of responsibility to Directors and/or Heads of Service for the proper management of their services.
34. The responsibilities of the Director of Resources under Section 151 of the Local Government Act 1972 are:
- Advising on corporate risk profiling and management, including safeguarding assets, risk avoidance and insurance.
 - Advising on effective systems of internal control.
 - Ensuring that there is an effective system of internal financial control, including anti-fraud controls.
 - Advising on anti-fraud and anti-corruption strategies and measures.
 - Preparing statutory and other accounts and associated grant claims.

- Ensuring there is an effective internal audit function and assisting management in providing effective arrangements for financial scrutiny.
 - Securing effective systems of financial administration.
 - Securing effective arrangements for treasury management, pensions and trust funds.
 - Ensuring a prudential financial framework is in place.
 - Ensuring that financial management arrangements are in line with broad policy objectives and the authority's overall management.
35. Section 114 of the Local Government Finance Act 1988 requires the Chief Finance Officer (Director of Resources) to report to the full Council, Cabinet and the External Auditor if the Authority or one of its Officers:
- Has made, or is about to make, a decision which involves incurring unlawful expenditure.
 - Has taken, or is about to undertake, an unlawful action which has resulted or would result in a loss or deficiency to the Authority.
 - Is about to make an unlawful entry in the authority's accounts.
36. Section 114 also requires the Section 151 Officer to nominate a properly qualified member of staff to deputise should he or she be unable to perform the duties under Section 114 personally. The Head of Finance is the designated officer for this purpose.
37. The Act also requires the Council to provide the Section 151 officer with sufficient staff, accommodation and other resources – including legal advice where it is necessary to carry out duties under Section 114.
38. The Director of Resources is responsible for maintaining a continuous review of the Financial Procedure Rules and for submitting any additions or changes necessary to full Council for approval.
39. The Director of Resources is responsible for reporting, where appropriate, breaches in Financial Procedure Rules to the full Council and/or the Cabinet.

Directors and Heads of Service

40. Directors and Heads of Service are responsible for ensuring that all their staff are aware of the existence and content of the Council's Financial Procedure Rules and that they understand and comply with them.
41. It is the responsibility of Directors and Heads of Service to consult with the Director of Resources and seek approval on any matter liable to materially affect the Authority's finances before any commitment is incurred.

42. It is the responsibility of Directors and Heads of Service to ensure that all Council, Cabinet or other committee reports contain a section that provides Members with an accurate description of the financial implications of the subject of the report, including whether the expenditure can be met within existing budgets. Reports must be circulated in advance to the Director of Resources or nominated representative. The Director of Resources or nominated representative must sign off all reports that have material financial implications that he/she agrees the financial implications section of the report.

A2 DELEGATION AND AUTHORISATION

43. Directors and Heads of Service are responsible for ensuring that a proper scheme of delegation is established within their service areas which operates effectively, identifying staff authorised to act on the Directors' or Heads of Services' behalf in respect of payments, income collection and placing orders within the limits of their authority.
44. Directors and Heads of Service will provide the Head of Finance with a certified Authorised Signatory List detailing those officers, ~~together with specimen signatures,~~ within their respective service areas authorised to certify various documents or transactions. Such lists will be updated and amended as required and any changes notified to the Head of Finance without delay. All lists will be reviewed annually, or as otherwise directed by the Director of Resources. Any alternative authorisation procedures will be in accordance with arrangements approved by the Director of Resources.
45. Directors and Heads of Service should ensure separation of duties within their service areas so that no one officer is able to carry out all parts of a financial transaction i.e. an officer other than the one who authorised the order must certify the payment

A3 SCHEME OF VIREMENT

46. The scheme of virement is intended to enable the Cabinet, Directors and Heads of Service to manage budgets with a degree of flexibility within the overall policy framework determined by full Council and therefore to optimise the use of resources.
47. Virement is the permission to spend more on one budget when this is matched by a corresponding reduction (saving) on some other budget. A virement does not create an additional budget but changes the purpose for which the budget will be used via a switch or transfer of resources.
48. Virement is an important part of the budgetary control process and an important mechanism in managing budgets efficiently and within cash limits. Virement needs to be undertaken in a controlled manner. It provides a mechanism to amend annual budgets to reflect changing circumstances or to address overspends and helps to ensure that budgets are based on actual activity.

49. Directors/Heads of Service must demonstrate that savings are feasible for a virement to be actioned. Savings of a non-recurring nature i.e. one-off, cannot be used to justify the incurring of expenditure with a continuing commitment into future years.
50. Virements between Capital (including Repairs & Renewals) and Revenue are not permitted.
51. All proposals for virement must be submitted on the appropriate form to the Head of Finance either for information, written agreement and/or referral to the Cabinet depending on the amount requested.
52. The Head of Finance will keep a record of all virements and will reflect all virements within the Financial Information System.
53. The table below sets out the approval limits for all virements and applies to both Revenue and Capital budgets.

CDC

Up to £3,000	Head of Service
£3,001 to £10,000	Director of Resources
£10,001 to £50,000	Director of Resources (If same Service Area)
£10,001 to £50,000	Portfolio Holders (If different Service Area)
Over £50,000	Full Council

SBDC

Up to £10,000	Head of Service
£10,001 to £50,000	Director of Resources
£50,001 to £100,000	Cabinet
Over £100,000	Full Council

Nb: These limits are cumulative for a budget code, as opposed to per virement.

A4 SUPPLEMENTARY ~~ESTIMATES~~BUDGET

54. Given the virement procedures available to Directors/Heads of Service and the increasing budget pressures on the Council's finances, requests for Supplementary ~~Estimates~~Budgets are unlikely to be considered favourably unless there are exceptional circumstances. The Director of Resources would expect all virement opportunities to have been used before agreeing the need for a Supplementary ~~Estimate~~Budget.
55. Where any cost centre (revenue or capital) is likely to ~~vary from it's approved net budget~~overspend by either more than:

~~CDC~~—£5,000 or 1%, whichever is the greater,
~~SBDC~~—£10,000 or 1%, whichever is the greater,

and where no possibility for virement exists, and this variance is not due to factors outside of the control of the budget manager, the Director/Head of Service concerned, after consultation with the Director of Resources, will inform

the Portfolio Holder of a request for a Supplementary EstimateBudget. The request for a Supplementary Estimate-Budget will be the subject of a report to the Cabinet and onward recommendation to the full Council.

55A If a new grant is received in year, or the amount of grant changes from the original estimate, then the relevant Head of Service has authority to spend this new grant amount without having to obtain a Supplementary Budget.

A5 YEAR END BALANCES

56. Service specific carry forward of year end balances is generally not allowed. Any overall under or overspend at the end of the financial year will normally be transferred to / from the General Fund Reserve unless the Cabinet, on the advice of the Director of Resources, recommend any transfers to earmarked reserves.

A6 ACCOUNTING POLICIES

57. The Director of Resources is responsible for selecting suitable accounting policies and for ensuring that they are applied consistently. The accounting policies are set out in the Statement of Accounts
58. Directors and Heads of Service are responsible for ensuring adherence to the accounting policies and guidelines approved by the Director of Resources.

A7 ACCOUNTING RECORDS AND RETURNS

59. Maintaining proper accounting records is one of the ways in which the Council discharges its responsibility for stewardship of public resources.
60. The accounting records shall be sufficient to show and explain the Council's transactions and shall be such as to disclose with reasonable accuracy at any time the financial position and to enable the Director of Resources to ensure that any balance sheet, statement of accounts, statement of balances or record of receipt and payments, as the case may be, complies with the Local Authority Accounting regulations.
61. The accounting records determined by the Director of Resources shall contain:
- entries from day to day of all sums of money received and expended by the Council and the matters to which the income and expenditure relates.
 - a record of the assets and liabilities of the Council; and
 - a record of income and expenditure in relation to claims made, or to be made, by them for contribution, grant or subsidy.
62. The accounting control systems determined by the Director of Resources shall include:

- measures to ensure that the financial transactions of the Council are recorded as accurately and promptly as possible,
 - measures to enable the prevention and detection of inaccuracies and fraud,
 - the ability to reconstitute any lost records,
 - identification of the duties of all officers dealing with financial transactions and division of responsibilities in relation to significant transactions,
 - procedures for uncollected amounts, including the writing off of unrecoverable debts
63. Directors and Heads of Service must consult and obtain the approval of the Director of Resources before making any changes to accounting records and procedures.

A8 STATEMENT OF ACCOUNTS

64. The Council has a statutory responsibility to prepare annual accounts to present a true and fair view of the financial position of the Council. The Audit Committee has delegated authority for approving the annual Statement of Accounts.
65. The Director of Resources is responsible for
- selecting suitable accounting policies and to apply them consistently
 - making judgements and estimates which are reasonable and prudent
 - complying with Codes of Practice
 - signing and dating the Statement of Accounts
 - drawing up the timetable for final accounts preparation and to advise staff and external auditors accordingly
 - presenting the Statement of Accounts to Members with appropriate interpretation and highlighting of key issues
66. Directors / Heads of Service are responsible for complying with accounting guidance issued by the Director of Resources and for supplying information when required.

B FINANCIAL PLANNING

Why is this important?

Full Council is responsible for approving, adopting and amending the Council's Budget and Policy Framework. In terms of Financial Planning, the key elements are:

- Medium Term Financial Plan
- Revenue Budget
- Capital Programme (including the Repairs & Renewals Programme operated at Chiltern District Council)

B1 MEDIUM TERM FINANCIAL PLAN

67. The Council is a complex organisation responsible for delivering a wide variety of services. It needs to plan effectively and to develop systems to enable resources to be allocated in accordance with priorities and objectives.
68. It is good practice to maintain and publish medium term business plans that cover a three to five year period. The purpose of these plans is to explain overall priorities and objectives, current performance, proposals for further improvement and to demonstrate value for money [and financial sustainability](#).
69. The Director of Resources will present a Medium Term Financial Plan (MTFP) to the Cabinet, taking into account any other matters he/she considers relevant to the financial position of the Council. The MTFP will be prepared and updated on a regular basis (at least annually) and will set out the consequences of the proposed strategy on Council Tax levels. The Cabinet is responsible for proposing the MTFP to full Council on the advice of the Director of Resources.

B2 REVENUE BUDGET

70. The Director of Resources will determine the detailed format and method of preparation of the Revenue Budget and ensure compliance with local authority accounting requirements.
71. Heads of Service and Budget Managers will be provided with a budget timetable and budget guidance notes to enable the annual budget to be completed by the statutory deadline. The guidance will set out the responsibilities for the completion of the budget estimates.
72. As part of the annual revenue budget process all fees and charges for goods and services supplied by the Council will be reviewed. The Director of Resources will provide a summary of proposed fees and charges for Cabinet approval as part of the annual revenue budget report.
73. Estimates of income and expenditure on each account code within each cost centre heading will be prepared by Budget Managers in consultation with the Director of Resources. The estimates will take account of the Council's key corporate objectives and individual service plans.

74. The Head of Finance will collate the overall estimates for consideration by the Senior Management Team. The Revenue Budget will be submitted to the Cabinet by the Director of Resources together with his/her report.
75. The Cabinet will consider the Revenue Budget and will make such amendments as they consider desirable before recommending the budget for approval by full Council. At the same time, the Cabinet will recommend the Council's Council Tax Requirement to the full Council for determination.
76. At any point in the budget preparation process the ~~Performance and~~ Resources Overview Committee (at Chiltern) or Overview and Scrutiny Committee (at South Bucks) may request the Revenue Budget for review purposes.
77. Approval of revenue budgets will give authority to Directors and Heads of Service to commit their budgets, subject to Financial Procedure Rules and Contract Procedure Rules being complied with, to achieve the Council's key objectives.
78. Any carry forward of Revenue budgets must be approved by the Cabinet.

B3 CAPITAL PROGRAMME AND REPAIRS & RENEWALS

79. Capital expenditure involves acquiring or enhancing fixed assets with a long term value such as land, buildings and major items of plant, equipment and vehicles.

79A [Capital expenditure is incurred in pursuance of the Council's agreed Capital Strategy. The Capital Strategy will set out the Council's priorities that the Capital Programme is seeking to advance, and demonstrate the financial sustainability of the programme.](#)

80. The Director of Resources will determine the detailed format and method of preparation of the Capital Programme and Repairs & Renewals Programme.

Note – the Repairs & Renewals Programme is relevant for Chiltern District Council only.

81. Budget Managers will submit Capital Programme bids and Repairs & Renewal Fund Programme bids to the Head of Finance on an annual basis. The bids will take account of the Council's key corporate objectives and individual service plans. Guidance notes on the annual Capital Programme and Repairs & Renewals Fund Programme review process will be provided to Budget Managers by the Head of Finance.
82. The overall programmes will be collated by the Head of Finance and submitted to the Senior Management Team for consideration. The programmes will be submitted to the Cabinet by the Director of Resources together with his/her report.

83. The Cabinet will consider the Capital Programme and Repairs & Renewals Programme in the context of the Capital Strategy, and will make such amendments as they consider desirable before recommending the programmes for approval by full Council.
84. Inclusion of a scheme in the Capital Programme ~~does not automatically provide~~ authority to incur capital expenditure unless otherwise stated (for instance approval could be subject to approval of the final business plan), ~~other than staff development time. The Head of Finance will provide Heads of Service and Budget Managers with Capital Programme guidance and procedures that outline the processes that must be followed for implementation of capital schemes.~~
85. Any carry forward of Capital or Repairs & Renewals budgets must be approved by the Cabinet.

B4 BUDGET MONITORING AND CONTROL

86. Budget management ensures that resources allocated are used for their intended purpose and are properly accounted for. Budgetary control is a continuous process, enabling the Council to review and adjust its budget targets during the financial year. It also provides the mechanism that calls to account managers responsible for defined elements of the budget.
87. By continuously identifying and explaining variances against budgetary targets, the Council can identify changes in trends and resource requirements at the earliest opportunity.
88. Directors/Heads of Service are responsible for the control of income and expenditure within their area and for monitoring performance throughout the financial year. They are expected to control their budgets so that they achieve the Council's key objectives without overspending.
89. Each Director/Head of Service will approve a scheme of delegation of budgets to named officers such that there is a nominated budget holder for each cost centre budget. The scheme of delegation will be notified to the Head of Finance. Each budget manager will be accountable to their Director/Head of Service for controlling their budgets and for complying with these Financial Procedure Rules.
90. The Director of Resources is responsible for providing appropriate financial information to enable budgets to be effectively monitored. Such information to be in the form and at the frequency agreed (normally monthly).
91. Income and expenditure must be controlled and monitored and the overall position on key areas reported to the Senior Management Team and the Cabinet.
92. Before incurring expenditure, each Director/Head of Service must ensure that adequate provision exists within approved budgets.

B5 MAINTENANCE OF RESERVES

93. Under the Local Government Act 2003 the Director of Resources, as the Council's Section 151 Officer, must advise the Cabinets and/or Councils on prudent levels of reserves and balances.
94. The Director of Resources will prepare, keep under review and present to Cabinet a policy on the Council's reserves and balances that provides an explanation of the purpose, usage and control of each individual reserve, together with a recommended minimum to be maintained.

C RISK MANAGEMENT AND CONTROL OF RESOURCES

Why is this important?

All organisations, whether public or private sector, face risks to people, property and continued operations. Risk is the chance or possibility of loss, damage, injury or failure to achieve objectives caused by an unwanted or uncertain action or event. Risk management is the planned and systematic approach to the identification, evaluation and control of risk. Its objectives are to secure the assets of the organisation and to ensure the continued financial and organisational well-being of the organisation. In essence it is, therefore, an integral part of good business practice. Risk management is concerned with evaluating the measures an organisation already has in place to manage identified risks and then recommending the action the organisation needs to take to control these risks effectively.

C1 RISK MANAGEMENT

95. The Cabinet is responsible for approving the Council's Risk Management Strategy, for reviewing the effectiveness of the Council's risk management practices and promoting a culture of risk management awareness throughout the Council.
96. The Director of Resources is responsible for preparing and promoting the Council's Risk Management Policy and Strategy and for ensuring that there is proper management and control of risk throughout the Council.
97. The Senior Management Team is responsible for ensuring that strategic risks to the Council are regularly identified and managed.
98. Directors/Heads of Service are responsible for ensuring that operational risks to their areas of business are identified and managed in accordance with guidance issued by the Director of Resources and for ensuring that an Operational Risk Register for service areas within their control is maintained and reviewed on a regular basis.
99. Directors/Heads of Service are responsible for ensuring that operational risks are assessed in their Service Plans.
100. The [Directors and Heads of Service are Risk Management Group](#) is responsible for reviewing risk and business continuity arrangements. This group will [review key operational risks monthly, and strategic risks at least annually, gularly report to the Senior Management Team.](#)
101. All staff are responsible for being aware of and reporting any new risks to their line manager or Head of Service as they become aware of them

C2 INSURANCE

102. The Cabinet is responsible for ensuring that proper insurance cover exists where appropriate, either through external insurance or internal funding.

103. The Director of Resources is responsible for advising the Cabinet on proper insurance cover or alternative arrangements.
104. The Director of Resources will arrange all insurance cover on behalf of the Council and will negotiate claims in conjunction with other officers where necessary.
105. Each Director/Head of Service will give immediate notification to the Head of Finance of the extent and nature of all new risks or assets that require to be insured and of any alterations affecting existing insurances.
106. Each Director/Head of Service will, within two working days, notify the Head of Finance in writing using the appropriate form of any loss, liability or damage or any event likely to lead to a claim. In cases of urgency the Director/Head of Service will report verbally pending submission of a written report.
107. All employees and volunteers of the Council will be included in suitable fidelity guarantee insurance.
108. The Director of Resources will annually, or at such other lesser period as he/she may consider necessary, review all insurances in consultation with other Directors/Heads of Service as appropriate.
109. The value of equipment insured by the Council's insurers (based on a percentage of the valuation of the building) to be established and reviewed to ensure it accurately reflects the value of equipment held.
110. Directors/Heads of Service will consult the Director of Resources regarding the terms of any indemnity which the Council is requested to give.

C3 INTERNAL CONTROL

111. Internal control refers to the system of control devised by management to help ensure the Council's objectives are achieved in a manner that promotes economic, efficient and effective use of resources and that the Council's assets and interests are safeguarded.
112. The Council faces a wide range of financial, administrative and commercial risks, both from internal and external factors, which threaten the achievement of its objectives. Internal controls are necessary to manage these risks.
113. The Director of Resources is responsible for advising on effective systems of internal control. The arrangements need to ensure compliance with all applicable statutes and regulations, and other relevant statements of best practice. They should ensure that public funds are properly safeguarded and used economically, efficiently and in accordance with statutory and other authorities that govern their use.

114. The Director of Resources is also responsible for ensuring that an effective Internal Audit function is properly resourced and operates in accordance with recognised auditing guidelines.
115. Directors/Heads of Service are responsible for establishing sound arrangements for planning, appraising, authorising and controlling their operations in order to achieve continuous improvement, economy, efficiency and effectiveness and for achieving their financial performance targets. This should include detailed and up to date systems procedure notes, where relevant. All procedure notes should be reviewed at least annually and the date of review shown on the procedure notes.
116. The Director of Resources is responsible for producing an Annual Governance Statement which will include a review of the effectiveness of the Council's internal control arrangements. This must be submitted to the Audit Committee for comment and review and then approved by the Leader and Chief Executive.

C4 INTERNAL AUDIT

117. The Accounts and Audit Regulations require every local authority to maintain an adequate and effective system of internal audit of their accounting records and control systems.
118. The Director of Resources is responsible for maintaining an adequate and effective system of Internal Audit of its accounting records and of its system of internal control in accordance with proper internal audit practices.
119. Internal Audit is an assurance function that provides an independent and objective opinion to the Council on the degree to which the internal control environment supports and promotes the achievement of the Council's objectives. It examines, evaluates and reports on the adequacy of internal control as a contribution to the proper, economic, efficient and effective use of resources.
120. The Director of Resources and any officer to whom he/she has delegated the duty of Internal Audit shall be responsible for the appraisal of all the Council's activities.
121. The Director of Resources or his/her authorised representative shall have authority to:
 - enter at all reasonable times on any premises or land owned by or under the control of the Council.
 - have access to all records, documents and correspondence, computerised or manual relating to any financial and other control systems or transactions of the Council.
 - require and receive such information and explanation considered necessary concerning any matter under examination.

- require any employee of the Council to produce cash, stores or any other property of the Council under his/her control.
 - apply any test or check deemed necessary to the accounts, cash, securities or other property and records that relate in any way to the financial or other systems of the Council; and
 - access records belonging to third parties, such as contractors whenever appropriate.
122. The Internal Audit Manager will normally report to the Head of Finance. If due to the nature of the audit this is inappropriate, the Internal Audit Manager shall have authority to report directly to the Chief Executive and/or the Chairman of the Council or the Leader of the Cabinet.
123. The existence of Internal Audit shall in no way diminish the functions powers and responsibilities of Directors/Heads of Service for the management of the services under their control. In particular their responsibility for accountability for security, custody and control of all resources, including staff, plant, buildings, materials, cash and stores placed under their control.
124. Directors/Heads of Service are responsible for ensuring that Internal Audit are given access at all reasonable times to premises, personnel, documents and assets that the auditors consider necessary for the purposes of their work.
125. Directors/Heads of Service are responsible for ensuring that Internal Audit is provided with any information and explanations that they seek in the course of their work.
126. Directors/Heads of Service are responsible for immediately notifying the Director of Resources of any suspected fraud, theft, irregularity, improper use or misappropriation of the Council's property or resources. Pending investigation and reporting, the Director/Head of Service should take all necessary steps to prevent further loss and to secure records and documentation against removal or alteration.
127. The Internal Audit Manager shall report to the appropriate level of management on all matters which he/she considers significant arising out of Internal Audit appraisals giving recommendation(s) for improvement wherever necessary or possible.
128. Directors/Heads of Service are responsible for considering and responding promptly to recommendations in audit reports and ensuring that agreed actions from recommendations are carried out in a timely and efficient manner.
129. Internal Audit will report regularly to the Senior Management Team and to the Audit Committee on Internal Audit work, including management's response to Internal Audit recommendations.

C5 EXTERNAL AUDIT

130. The Director of Resources will ensure that the Appointed Auditor is given access at all times to premises, personnel, documents and assets that he/she considers necessary for the purposes of their work. The Director of Resources will also ensure there is effective liaison between external and internal audit.

C6 PREVENTING FRAUD AND CORRUPTION

131. The Council will not tolerate fraud and corruption in the administration of its responsibilities, whether from inside or outside the Council.
132. The Council's expectation of propriety and accountability is that all Members and staff at all levels will lead by example in ensuring adherence to legal requirements, rules, procedures and practices.
133. The Director of Resources is responsible for maintaining an Anti-Fraud and Anti-Corruption Policy Statement which details the culture of the Council in relation to fraud and corruption.
134. The Council also has a Protected Disclosure Policy (Whistle Blowing)~~Policy~~, listing officers who can be contacted to report any suspicious matter, and a Benefit Fraud Prosecution Strategy.
135. Irregularities are broadly of four types, the first two being criminal offences:
- theft, which includes fraud which is typically taken to mean theft involving deception.
 - bribery and corruption.
 - failure to observe the Council's Standing Orders, Financial Procedure Rules, Contract Procedure Rules and breaches of other Council Policies and Codes of Conduct etc. issued.
 - errors and omissions which lead to a loss to the Council.
136. Whenever a fraud or irregularity is discovered or is suspected to exist concerning cash, property, stores or other matters involving the Council's interests, it shall be the duty of the officer concerned to immediately inform his or her Director/Head of Service or line manager. The officer contacted shall, in turn and as soon as practically possible, advise and consult either the Director of Resources or the Chief Executive, and in every case the Internal Audit Manager.
137. All Directors/Heads of Service shall notify the Internal Audit Manager of all anonymous notifications of fraud or irregularity either suspected or actual.
138. Directors / Heads of Service will if appropriate instigate the Council's disciplinary procedures where the outcome of an audit investigation indicates improper behaviour by an employee.
139. The Chief Executive or the Director of Resources shall decide whether the matter shall be referred to the police for investigation. The Chief Executive or the

Director of Resources shall report to the Leader of the Cabinet or appropriate Committee if required.

Money Laundering

140. The Council's Director of Resources is the appointed Money Laundering Reporting Officer (MLRO). There is a maximum limit of £2,000 on the acceptance of cash payments; in exceptional circumstances this limit can be exceeded with the prior approval of the MLRO.
141. The Council is alert to the possibility that it may become the subject of an attempt to involve it in a transaction involving the laundering of money. It is the duty of all officers who suspect that a money laundering activity may be taking place to report it immediately to the Director of Resources. Individuals are personally responsible for referring suspicions and can be fined for non-compliance.
142. Any disclosures about money laundering activity should be reported to the Money Laundering Reporting Officer or his/her nominated representative.

C7 SECURITY OF ASSETS

143. The Council holds assets in the form of property, equipment, vehicles and other items worth many millions of pounds. It is important that assets are safeguarded and used efficiently in service delivery, and that there are arrangements for the security of both assets and information required for service operations.
144. Directors/Heads of Service should ensure that records and assets under their control are properly maintained and securely held.
145. Directors/Heads of Service are responsible for ensuring the maximum limit for cash holdings in accordance with insurance and safe limits is not exceeded, except with the express permission of the Director of Resources.
146. Directors/Heads of Service should ensure that all assets under their control are, as far as is practicable, effectively marked as Council property.
147. The Council's assets will not be removed or used otherwise than in the course of the Council's business except in accordance with specific instructions issued by the Director/Head of Service concerned.
148. All Members and staff have a general responsibility for taking reasonable action to provide for the security of the assets under their control and for ensuring that the use of these resources is legal, is properly authorised and provides value for money.
149. It will be the responsibility of each Director/Head of Service to make adequate arrangements for the security of monies whilst in their custody, such arrangements to be the subject of approval by the Director of Resources

150. Keys to safes and other cash receptacles must be securely held at all times.
151. Building access keys must be securely held at all times.
152. The Director of Resources is responsible for ensuring that proper security and privacy arrangements are applied in respect of all information held on the Council's computer installations and that information is used in accordance with Data Protection and other relevant information. He/she shall also ensure that effective contingency plans, disaster recovery and back-up procedures are in place to enable information systems to resume speedily in the event of interruption. Any such plans should be tested on a regular basis.
153. Directors/Heads of Service should ensure that all visitors to any Council buildings or sites, except public areas, are signed in and wear authorised identification. They should also ensure that any visitors are adequately supervised to ensure confidentiality of information and security of Council assets at all times.

Information and Communication Technology (ICT) Security

154. The Head of Business Support is responsible for policies in relation to the security of ICT equipment and for the issuing of Network and PC Standards.
155. The Head of Business Support is responsible for the application of policy, instructions and good practice in respect of corporate servers and distributed systems (networks).
156. Directors/Heads of Service are responsible for ensuring that policies and instructions are made known to all members of staff.

C8 INTELLECTUAL PROPERTY

157. Intellectual property is a generic term that includes inventions and writing. If these are created by an employee during the course of employment then, as a general rule, they belong to the employer, not the employee.
158. Certain activities undertaken with the Council may give rise to items that may be patentable e.g. software development. These items are also regarded as intellectual property.
159. In the event that the Council decides to become involved in the commercial exploitation of inventions the matter should proceed in accordance with the advice and guidance of the Director of Resources.
160. Directors and Heads of Service should ensure that controls are in place to ensure that staff do not carry out private work in Council time and that staff are aware of an employer's rights with regard to intellectual property.

C9 INVENTORIES

Equipment

161. The Council will maintain an inventory of all equipment (excluding ICT related equipment) with a replacement value above £1,500.
162. Each Director / Head of Service is responsible for maintaining an annual check of all items allocated to their areas and for taking action in relation to any surpluses or deficiencies, to include informing the Director of Resources.
163. All Information and Communication Technology and equipment will be recorded on an inventory held by the Head of Business Support and should include all servers, scanners, PCs, laptops, PDAs and any other equipment.
164. For 'mobile' equipment (i.e. equipment that is not always kept in the office) such as PDAs, mobile phones and laptops the register will include the name of the officer to whom the equipment has been allocated.

Land and Property

165. A property database will be maintained by the Director of Services detailing all properties, including land, owned by the Council. The database will record, the purpose for which the property is held, its location, extent and plan reference, purchase details, particulars of nature of interest and rents receivable and particulars of leases and licences granted.
166. The Head of Finance will keep an Asset Register for capital accounting purposes. The register will be reviewed and updated on an annual basis. A review of asset values will be carried out at least every five years by an independent valuer.
167. Directors and Heads of Service are responsible for immediately notifying any amendments, deletions or additions to the Asset Register to the Head of Finance.
168. The Head of Legal & Democratic Services will keep all title deeds securely.
169. The Director of Services will maintain a Corporate Asset Management Plan to ensure that efficient, effective and sustainable use is made of the Council's land and buildings and that a co-ordinated approach to asset management is achieved across the authority.
170. Any contract relating to the purchase or disposal of any land or property or an interest in land or property will be in writing in a form agreed by the Head of Legal Services & Democratic Services.
171. The Head of Finance must be consulted in advance of any contractual agreement being entered into by the Council in order to ensure that any VAT liability has been properly assessed and tax planning implications taken into account.
172. The Director of Services will be responsible for the granting of licences and easements and for determining rent levels.

173. The Head of Business Support is responsible for co-ordinating the maintenance of the Council's Geographical Information System and Local Land and Property Gazetteer.

C10 ASSET DISPOSAL

Stock, ~~Stores~~, Vehicles and Equipment

174. Stock, Vehicles and Equipment, ~~stock and stores~~ will be disposed of in accordance with the following procedure:

Under £10,000

- Sale of surplus stock, vehicles and equipment with an estimated value up to £10,000 to be approved by a Director/Head of Service at the best price available (Head of Finance to be advised).
- Write off of stock, vehicles and equipment with an estimated value up to £10,000 to be approved by a Director/Head of Service (Head of Finance to be advised).

Over £10,000

- Sale of surplus stock, vehicles and equipment with an estimated value above £10,000 – Director of Resources to approve the method of sale.
- Write off of stock, vehicles and equipment with an estimated value above £10,000 – Director of Resources to approve write off.

Land and Property

175. Any proposal to lease or sell land, buildings or other permanent assets will be the subject of a report to Cabinet by the appropriate Officer in consultation with the Director of Resources, unless otherwise delegated in the Council's Scheme of Delegation.

C11 TREASURY MANAGEMENT

176. Many millions of pounds pass through the Council's books each year. Procedures have been put in place to provide assurance that the Council's money is properly managed in a way that balances risk with return, but with the overriding consideration being given to the security of the Council's capital sum.
177. The Council has adopted and complies with CIPFA's "Code of Practice on Treasury Management in the Public Sector".
178. The Director of Resources is responsible for reporting to Cabinet on an annual basis a proposed Treasury Management Strategy for the coming financial year at or before the start of each financial year.

179. The Treasury Management Strategy and a Treasury Policy Statement is approved by the full Council.
180. The Director of Resources has responsibility for the implementation and monitoring of the Treasury Management Strategy.
181. The Director of Resources will report to ~~Cabinet Members~~ at least twice in each financial year on the activities of the treasury management operation and on the exercise of delegated treasury management powers. One such report will comprise an annual report to Cabinet on treasury management for presentation by 30 September of the succeeding financial year.
182. Working procedures are detailed in the Treasury Management Practices document.

C12 STAFFING

183. The Director of Resources will advise Members and Officers on areas such as National Insurance and Pension Scheme contribution rates as appropriate.
184. Directors and Heads of Service are responsible for the management of staffing budgets by:
 - adjusting the staffing numbers to that which can be funded within the approved budget provision
 - the proper use of appointment procedures
 - monitoring staff activity to ensure adequate control over such costs as sickness, overtime, training, temporary and agency staff
 - ensuring that the staffing budget is not exceeded unless the necessary additional ongoing funding is available and the agreement of the Senior Management Team is obtained as required.
 - ensuring compliance with taxation and contract requirements for contractors and employees. Remuneration of employees must be paid through the authorised payroll system.

D FINANCIAL SYSTEMS AND PROCEDURES

Why is this important?

Sound systems and procedures are essential to an effective framework of accountability and control. Information must be accurate, reconciled and controlled to ensure that transactions are promptly processed and errors detected promptly.

D1 GENERAL PROCEDURES

185. All accounting procedures and financial records shall be determined by the Director of Resources.
186. The following principles shall be observed in the allocation of accounting duties:
- The duties of providing information regarding sums due to or from the Council and of calculating, checking and recording these sums, shall be separated as completely as possible from the duty of collecting or disbursing them.
 - Officers charged with the duty of examining and checking the accounts of cash transactions shall not themselves be engaged in any of these transactions.

D2 BANKING ARRANGEMENTS

187. All banking arrangements with the Council's bankers will be made by, or under arrangements approved by, the Director of Resources.
188. All pre-printed cheques will be ordered only on the authority of the Director of Resources who will make proper arrangements for their control, safe custody and issue.
189. All computer prepared cheques will bear the facsimile signature of the Director of Resources. All cheques of:
- ~~CDC—£10,000 and over~~
~~SBDC—£20,000 and over~~
- will also bear the manuscript of an authorised signatory.
190. All cheques drawn manually will be signed by the Director or Resources or other authorised signatory. All manual cheques of ~~£120,000~~ and over will also bear the manuscript signature of a second, different authorised signatory
191. All other payments of £20,000 and over e.g. by BACS, will bear the manuscript signature of the Director of Resources, or an officer authorised by the Director of Resources, on the payment documentation.

192. No officer will make arrangements for recurrent payments to be made by Direct Debit or Standing Order without the prior approval of the Head of Finance.
193. Income will be banked in accordance with procedures agreed by the Head of Finance and the Council's bankers. Income will be transferred by security carrier to cash and cheque processing centres nominated by the Council's bankers.

Corporate Purchasing Cards

194. Directors or Heads of Service to make written requests to the Head of Finance for all new corporate purchasing cards.
195. The Director of Resources or Head of Finance to formally authorise all new corporate purchasing cards.
196. The Director of Resources will authorise transaction limits and card limits. These limits apply to the individual for the purposes of card spend only and are independent of the authorised signatory limits.
197. Corporate purchasing cards will be issued and monitored by specified staff within the Finance Team.
198. Corporate purchasing cards are only to be used for Council business.
199. Staff must ensure corporate purchasing cards are securely held at all times. See Corporate Purchasing Card Procedures for details of purchasing, reconciliation, contact names and notification of lost or stolen cards etc.

D3 IMPREST ACCOUNTS / FLOATS

200. ~~Payments made from an Imprest Account will be limited to minor items of expenditure and to such other items as the Head of Finance may approve and must be supported by a receipt.~~
Note: Imprest Accounts in operation at South Bucks District Council only
201. All requests for new or increased cash floats to be authorised by the relevant Director or Head of Service and submitted to the Head of Finance stating the need for the float, the amount required and the officer responsible for the float.
202. All cash floats must be securely held and must be regularly checked to ensure all cash is accounted for. Any cash discrepancies must be immediately reported to the Head of Finance. Internal Audit will be responsible for carrying out a year end check on any significant cash floats.
203. The cash takings held by the Customer Services may be used in exceptional circumstances, subject to the approval of the Director of Resources or Head of Finance, to cash Council drawn cheques. These will include any Council drawn cheques authorised to 'pay cash'. For all such transactions a specified form must be completed and authorised by a Head of Service or Senior Revenues Manager (for Housing Benefit cheques only). Customer Services staff must check the customer's identity and obtain a signature (on the specified form) to

acknowledge receipt of the cash paid out. The cheque can then be substituted for the cash and banked.

204. No income received on behalf of the Council may be paid into a petty cash account or float but must be banked in accordance with procedures provided elsewhere in these rules.

D4 INCOME

Accounting for income

205. Income can be a vulnerable asset and effective income collection systems are essential to ensure that all revenues due to the Council are collected. It is important that all income due is properly identified, collected, receipted, banked and recorded in the financial accounting system.
206. The Director of Resources is responsible for authorising arrangements for the collection of all income due to the Council and for approving the procedures, systems and documentation used for its collection.
207. All income related special stationery i.e. invoices, invoice requests, receipt forms, tickets, books, license forms etc will be ordered and supplied in accordance with arrangements approved by the Head of Finance.
208. The Director of Resources, or nominated representative, is responsible for establishing and initiating appropriate recovery procedures, including legal and bailiff action where necessary, for debts that are not paid promptly.

Cheque and cash handling procedures

209. All money received by an officer on behalf of the Council must be processed on the day of receipt and banked within one working day unless otherwise agreed by the Director of Resources / Head of Finance.
210. No deduction may be made from such money unless specifically authorised by the Director of Resources / Head of Finance.
211. Every officer with responsibility for the collection and/or receipt of income by cash or cheque shall ensure that a timely reconciliation is conducted to ensure the completeness and accuracy of monies received and the appropriate action taken to correct any errors/omissions.
212. Post dated cheques within a reasonable time frame will be accepted. They must be recorded, held securely and banked on the due date. The relevant department should be informed in order that any recovery procedures may be suspended.
213. Each officer who banks money will enter on the paying-in slip a reference to the related debt (such as the receipt number or the name of the debtor), or otherwise indicate the origin of the cheque. ~~The reverse of each cheque must be endorsed with the receipt or reference number of the related debt.~~

214. Under no circumstances should personal cheques belonging to staff be cashed out of money held on behalf of the Council.
215. Every transfer of Council money from one member of staff to another must be evidenced in the records of the departments concerned by the signature of the receiving officer unless alternative arrangements are authorised in writing by the Director of Resources / Head of Finance.

Charging and Invoicing

216. Directors / Heads of Service will be responsible for ensuring that all charges made for goods and services falling within their control, apart from those charges fixed on a statutory or nationally agreed basis, are reviewed at least annually and that all proposals for new charges and changes in charges are in accordance with the Council's Charging Policy.
217. Directors / Heads of Service should ensure that wherever possible income is obtained in advance of supplying goods and services as this improves the Council's cashflow and also avoids the time and costs of administering debts.
218. Officers will inform the Finance Team on a timely basis of particulars of all charges to be made in connection with work done, goods supplied, or services rendered to ensure the prompt raising of accounts.
219. The Finance Team must be notified of all money due to the Council including contracts, leases and other agreements.
220. In normal circumstances a debtor's invoice will not be raised where the invoice value is less than £10. This is because the administrative cost of raising the invoice would be greater than the value to be invoiced. Any exceptions to this rule should be with the agreement of the Director of Resources / Head of Finance.

Bad Debts and Write Offs

221. An impairment provision for bad debts will be provided where it is deemed appropriate by the Director of Resources / Head of Finance.
222. The financial limits applying to the write off of all irrecoverable debts in circumstances where recovery of the sum is unlikely to be achieved or where proceeding are inappropriate or unjustified, will be as follows:

Up to £150	The Parking Manager has the power to write off irrecoverable penalty charge notices up to £150.
Up to £1,000	The Head of Finance has the power to write off irrecoverable debt up to £1,000.

Up to £10,000	<p>The Director of Resources has the power to write off irrecoverable debts up to the value of £10,000.</p> <p>The Head of Customer Services has the power to write off irrecoverable Council Tax debts, Non Domestic Rates debts and Housing Benefit / Council Tax Support Overpayments up to the value of £10,000.</p>
Over £10,000	The Cabinet has the power to write off irrecoverable debts over £10,000.

** These limits are inclusive of VAT.*

223. The Head of Finance will keep a register of all such irrecoverable debts.

Card payments and regulatory requirements

224. All payments received over the Internet shall be timely processed and reconciled in accordance with arrangements approved by the Director of Resources.

225. All documentation in respect of credit and debit card income should be processed by the next working day unless otherwise agreed to in writing by the Director of Resources / Head of Finance.

226. The processing of card payments must comply with Payment Card Industry Data Security Standards (PCIDSS) and other relevant legislation. The following criteria must be adhered to in order to meet these requirements:

- Cardholder details must only be input directly into payment software / machines / devices. They must never be written down or stored elsewhere.
- Retention periods for card holder data must be specified
- Arrangements for the secure disposal of card holder data must be in place
- ~~Card holder details should not be written down or recorded in any format~~
- ~~Customers must be notified of the charge to be levied for the use of credit cards in advance of making payment.~~

Waiving of a Charge

227. The Council will set its charges annually and these must be applied in all cases. Any variation or waiver of a charge must be approved by the relevant Director / Head of Service.

228. ~~Card charges may be waived where they have been incorrectly applied.~~

229. Penalty Charge Notices issued to staff or Members may be waived only on the authority of the Chief Executive.

Policy for charging interest on late payment of debts

230. The Late Payment of Commercial Debts Regulations 2002 allows the Council to claim interest and compensation on commercial debts (this excludes Business Rates) which are paid late. The legislation applies to debts with commercial organisations only; the Council cannot charge interest on a debt with an individual.
231. It will be at the Head of Finance's discretion to decide whether to apply the late payment legislation on a case by case basis, it is not compulsory to charge interest on all late payments. As a general rule, we would not expect to charge interest on debts under £500, as the administrative cost of raising the invoice for interest may be greater than the value of the interest claimed. However, there may be circumstances where it would be appropriate to charge interest, even if the debt is of low value. For example, if there was a very old debt of lower value it may be appropriate to charge interest.

D5 ORDERING WORKS, GOODS AND SERVICES

Requisitions and Orders

232. Directors and Heads of Service are responsible for the requisitioning and ordering of all works, goods and services within their areas of responsibility in accordance with procedures laid down by the Director of Resources. The only exception to this is in relation to Information and Communication Technology related expenditure (see [24312](#) and [24413](#) below for further information on this).
233. No expenditure shall be authorised or incurred unless the cost is covered by an approved budget, a virement or is rechargeable to a third party.
234. Only officers authorised by their Director and/or Head of Service may requisition or order works, goods or services and commit expenditure on behalf of the Council.
235. The form, requisition, custody and issue of all order documentation will be subject to the approval of the Director of Resources, including arrangements for submission of orders by electronic means.
236. Directors/Heads of Service will take account of the Council's Procurement Strategy and procedures whenever requisitioning / ordering works, goods or services.
237. Directors/Heads of Service will ensure that Contract Procedure Rules are complied with in respect of all requisitions / orders for works, goods or services.
238. An official order must be despatched to a supplier (see [8](#) below for a list of exceptions to the raising of official orders). When appropriate where works, goods or services have been ordered via the telephone or internet and where

no immediate payment is made a confirmation order should be issued and clearly marked as a confirmation order.

239. The following is a list of types of expenditure where there is no formal requirement to raise an official order The Head of Finance should be consulted for the approval of any additional type of expenditure:
- Contract payments
 - Supplies of public utility services
 - Telephone bills
 - Periodical payments such as rent, rates or leases
 - Business Rates bills
 - Refunds
 - Housing Benefit Payments
 - Appointing or commissioning of an external legal firm or specialist consultants (a brief or letter should be sent detailing verbal agreements made)
 - Regular subscriptions
 - Courses, seminars or conference fees (where payment is sent with the booking form)
 - Land registry fees and stamp duty (where payment is required with the application)
 - Court fees (where payment is required with the papers)
 - Grant payments
 - Payments for Homelessness Accommodation
 - Purchases made by Corporate Purchasing Card
 - Very low value orders (eg under £1,000 inclusive of VAT)
240. Before entering into any contract hire, finance or operating lease or lease – rental agreement, Directors / Heads of Service will consult with the Director of Resources / Head of Finance to ensure that the arrangement is financially advantageous to the Council. Any such agreements will be signed by the Director of Resources / Head of Finance.
241. A copy of all requisitions and orders must be retained in accordance with the Information Management retention guidelines.
242. No personal acquisitions must be made using official orders.

Acquisition of Information and Communication Technology (ICT) Hardware and Software

243. All ICT equipment must be either purchased or leased through ICT. This equipment includes all hardware, phones, PDAs, memory sticks, cameras and any other removable devices. Users should consult with ICT prior to any removable devices or other ICT equipment being purchased or used.
244. The ICT section must hold all original software and license documentation. The license will then be added to the asset register held in ICT. All software must be purchased or leased through ICT.

D6 PAYMENT OF ACCOUNTS

245. The Director of Resources is responsible for the payment of all invoices and accounts and for determining appropriate procedures for the payment of accounts.
246. All invoices or accounts must be examined, verified and certified by an authorised officer before being released in the financial system for payment. Certification means that the authorised officer is satisfied that :-
- the works, goods or services have been satisfactorily received or carried out as per instructions.
 - the charges are in accordance with quotations or contracts and are arithmetically correct.
 - all appropriate discounts, allowances and credits have been claimed.
 - the account has not previously been certified and approved for payment.
 - appropriate entries have been made in the inventories and stock records where necessary.
 - any VAT element of the payment has been correctly identified.
 - the expenditure has been properly ordered, authorised or incurred and is within the relevant budget provision and has been charged to the correct expenditure code.
247. Directors and Heads of Service are authorised to approve payments up to an agreed authorisation limit. Any exceptions to this rule must be approved by the Director of Resources and specified on the Authorised Signatory List:
248. When an invoice or account is found to be incorrect it must not be amended or altered in any way as any alteration will result in the account being invalid for the purposes of VAT requirements. If there is a discrepancy this should be referred to the creditor to either re-issue the invoice or supply a credit note.
249. Photocopied or faxed copies of original invoices are not acceptable. Payment on a copy invoice will only be made in exceptional circumstances and only after all necessary checks to avoid duplicate payment have been made. Any such exceptional payments must be clearly marked and the action taken approved by an authorised officer.
250. Under no circumstances should payment be made on a supplier's statement.
251. Where payment is required to be made on a pro-forma invoice no VAT should be recovered until a VAT receipt/invoice has been received and passed to the Finance Team.

252. Each Director/Head of Service will ensure that certified invoices and accounts are input promptly into the financial system in accordance with arrangements approved by the Director of Resources.
253. The Finance Team will examine, so far as considered necessary, certified accounts passed for payment and will be entitled to receive such information and explanations as may be required.
254. Payments will be made by the Finance Team promptly and directly to the supplier concerned unless in exceptional circumstances the Director of Resources / Head of Finance agrees alternative arrangements.
255. Certified invoices and accounts due for payment but which require payment in advance of the normal processing date may, in exceptional circumstances, be processed through the urgent payment system with the approval of the Director of Resources / Head of Finance.
256. The default payment method will be BACS transfer, any other payments will be made by cheque or other instrument drawn on the Council's bank account
257. Any direct debit payment arrangements must be approved by the Director of Resources/Head of Finance prior to acceptance and all direct debit mandates must be signed by an authorised cheque signatory.
258. By exception only a standing order arrangement may be established after approval by the Director of Resources / Head of Finance.

D7 PAYMENTS TO EMPLOYEES AND MEMBERS

259. The Director of Resources is responsible for payment of salaries and all other forms of remuneration to employees and for payment of allowances to Members.

Salaries

260. Each Director/Head of Service will inform the ~~Personnel~~ Human Resources Team, who will in turn be responsible for notifying the Finance Team as soon as possible and in such form prescribed, of all matters affecting the payment of salaries and other remuneration to employees, in particular:
 - Appointments, resignations, dismissals, suspensions, secondments and transfers.
 - Absences from duty for sickness or other reason, apart from approved leave.
 - Changes in remuneration, other than normal increments and pay awards.
 - Information necessary to maintain records of service e.g. for pension, income tax and national insurance.

261. The appointment of all employees must be in accordance with the policies and procedures of the Council and with regard to the approved establishments, grades and rates of pay.
262. All time records or other pay documents will be in a form prescribed or approved by the Director of Resources and must be certified by an authorised officer. All documents must be submitted by the specified day of the month (or a date to be determined by the Director of Resources).
263. Each Director / Head of Service, in conjunction with the Personnel-Human Resources Team, will be responsible for the observance of the terms and conditions of employment.
264. Directors / Heads of Service will control the level of paid overtime within the approved budgetary provision.

Car Loans

265. The arrangements for the administering of staff car loans must be approved by the Director of Resources. Individual car loan applications will be authorised by the Director of Resources a Head of Service or Director.

Members Allowances

266. Members' allowances will be paid in accordance with the Council's approved scheme. (See below for Members' expense claims).

Travelling, Subsistence and other expenses

267. All expense claims (including ~~car allowances~~, subsistence, disturbance, travelling and other expenses) will be paid by the Finance Team upon timely receipt of the prescribed form. All claims must be submitted by the specified date (or a date to be determined by the Director of Resources) in the month immediately following the date on which the expense was incurred.
268. Members' expense claims for travelling or other allowances will be paid by the Finance Team and must be submitted on a prescribed form with relevant receipts attached. Claims must be made within two months of the date on which the duty was undertaken.
269. An authorised officer must certify all expense claims.
270. The certification by the authorised officer will be taken to mean that the certifying officer is satisfied that the journeys were authorised, the expenses properly and necessarily incurred and that the allowances are properly payable by the Council.
271. Each Director / Head of Service shall approve all post entry training courses (including the estimated expenditure of each course). All claims for post entry training must be certified by an authorised officer and submitted to the Personnel-Human Resources Team before payment is made.

272. All staff using their own vehicles on Council business will be required to provide details of appropriate insurance, driving licence and MOT if applicable upon request by the Director of Resources or nominated representative.

D8 TAXATION

273. The Director of Resources is responsible for advising Directors / Heads of Service, in the light of guidance issued by appropriate bodies and relevant legislation as it applies, on all taxation issues that affect the Council.
274. The Director of Resources is responsible for maintaining the authority's tax records, making all tax payments, receiving tax credits and submitting tax returns by their due date as appropriate.
275. The Director of Resources shall be responsible for liaising with HM Revenues & Customs on all VAT related matters and for submitting and signing the necessary returns / claims in a timely manner.
276. Any new activities or contractual arrangements should be notified to the Director of Resources in order that potential tax implications may be considered.

D9 TRADING ACCOUNTS AND BUSINESS UNITS

277. The Director of Resources is responsible for advising on the establishment and operation of trading accounts and business units.

D10 STOCKS ~~AND STORES~~

278. Stocks ~~and stores~~, including minor items of equipment, represent short term assets of the Council.
279. Directors / Heads of Service are responsible for ensuring all stocks ~~and stores~~ are securely held and recorded.
280. Levels of stock held should not be in excess of reasonable requirements unless agreed by the Director of Resources.
281. Directors / Heads of Service should ensure stocks ~~and stores~~ are periodically checked and should complete a certificate for stock ~~and stores~~ in hand at the end of each financial year or when required by the Director of Resources.
282. Stocks ~~and stores~~ records shall be in a form approved by the Director of Resources.
283. Any surplus or deficiencies of stock must be reported to the Head of Finance.
284. Disposal of surplus stock should be in accordance with procedures set out in Financial Procedure Rule C10

285. The Director of Resources or nominated representative is entitled to check stocks ~~and stores~~ and be supplied with such information as may be required for the accounting, costing and financial records of the Council.

E EXTERNAL ARRANGEMENTS

E1 PARTNERSHIPS

286. Partnerships play a key role in delivering community strategies and in helping to promote and improve the well-being of an area. Local authorities are increasingly working in partnership with others – public agencies, private companies, community groups and voluntary organisations. Part of the leadership role of local authorities is to bring together the contributions of various stakeholders.
287. Local authorities will mobilise investment, bid for funds, champion the needs of their areas and harness the energies of local people and community organisations.
288. The main reasons to enter into a partnership are
- desire to find new ways to share risk
 - ability to access new resources
 - provide new and better ways of delivering services
289. A partner is defined as
- an organisation (private, public or third sector) undertaking, part funding or participating as a beneficiary on a project
 - a body whose nature or status give it a right or obligation to support the project
 - an individual whose contribution gives them a right or obligation to support the project
290. Partners participate in projects by
- acting as project deliverer or sponsor, solely or in conjunction with others
 - acting as project funder or part funder
 - being the beneficiary group of the activity undertaken in the project
 - planning and/or monitoring partnership deliverables and outcomes
291. Partnership working is playing an increasing role in the provision of Council services. The Cabinet is accountable to full Council for functions in respect of partnerships but some of these functions are delegated to officers.
292. The Head of Paid Service (statutory duties held by the Chief Executive) represents the authority on partnership and external bodies in accordance with the scheme of delegation.
293. The Monitoring Officer (statutory duties held by the Head of Legal & Democratic Services) is responsible for promoting and maintaining the high standards of conduct with regard to financial administration in partnerships that apply throughout the authority.

294. The Director of Resources must ensure that the accounting arrangements to be adopted relating to partnerships and joint ventures are satisfactory. He/she must consider the overall corporate governance arrangements and legal issues when arranging contracts with external bodies. He/she must ensure that the risks have been fully appraised before agreements are entered into with external bodies.
295. Directors / Heads of Service are responsible for ensuring that appropriate approvals are obtained before any negotiations are concluded in relation to work with external bodies.

E2 EXTERNAL FUNDING

296. External funding is potentially a very important source of income but funding conditions need to be carefully considered to ensure that they are compatible with the aims and objectives of the Council.
297. Directors / Heads of Service are responsible for informing the Director of Resources and Head of Finance of all funding notified by external bodies, for ensuring that all claims for funds are made by the due date and that the project progresses in accordance with the agreed project terms of reference and that all expenditure is properly incurred and recorded.
298. Directors / Heads of Service are responsible for ensuring that any match funding requirements are considered prior to entering into agreements and that future revenue or capital budgets reflect these requirements.
299. The Director of Resources is responsible for ensuring that all funding notified by external bodies is received and properly recorded in the Council's accounts.

E3 WORK FOR THIRD PARTIES

300. Current legislation enables the councils to provide a range of services to other bodies. Such work may enable a unit to maintain economies of scale and existing expertise. Arrangements should be in place to ensure that any risks associated with this are minimised and that such work is *intra vires* (i.e. legal).
301. The Director of Resources is responsible for issuing guidance with regard to the financial aspects of third party contracts.
302. Directors / Heads of Service are responsible for ensuring that any proposals are properly costed in accordance with guidance provided by the Director of Resources and that contracts are drawn up in accordance with advice from the Head of Legal Services & Democratic Services and that any relevant formal approval process is adhered to.
303. It is the responsibility of Directors / Heads of Service to ensure:
- that the approval of Cabinet where necessary is obtained before any negotiations are concluded to work for third parties
 - appropriate insurance arrangements are made

- the Council is not put at risk of bad debts
- that no contract is subsidised by the Council
- that wherever possible payment is received in advance of the delivery of the service
- the service area has appropriate expertise and resource to undertake the contract
- that such contracts do not impact adversely upon the services provided for the Council
- that all such contracts are properly documented
- appropriate information is provided to the Head of Finance to enable a note to be entered in the Council's Statement of Accounts.

GOVERNANCE AND ELECTORAL ARRANGEMENTS COMMITTEE

Meeting - 7 March 2018

Present: P Hogan (Chairman)
Dr W Matthews, J Lowen-Cooper and D Smith

Apologies for absence: D Anthony and D Pepler

18. MINUTES

The minutes of the Governance and Electoral Arrangements Committee held on 16 January 2018 were agreed as an accurate record.

19. DECLARATIONS OF INTEREST

There were no declarations of interest.

20. MEMBERSHIP OF PLANNING AND LICENSING COMMITTEES

The Committee were asked to consider a report which proposed to reduce the number of Members on the Licensing and Planning Committees from 12 to 10 and reduce the quorum of the Planning Committee from 6 to 5.

Members were advised that the proposal to reduce the Membership of the Committees should be considered in the context of the overall number of Members on the Council. At present, the appointment of 12 Members to each Committee represented almost half of the 28 Members on the Council, therefore it was suggested that a lower number of Members may be more appropriate.

The Committee felt that, given the reduced workload and the reduction in the number of meetings needed by the Licensing Committee in recent years, the proposal to reduce the Membership of the Committee to 10 whilst maintaining the quorum at 3 Members should be endorsed. It was noted that the proposal was supported by the Licensing Committee Chairman.

In reference to the use of substitute Members, it was clarified that substitutes should attend for the entire duration of a meeting and should receive the same training as ordinary Committee Members. Members were advised that training sessions for both Planning and Licensing Committee Members had taken place as required following changes to appointments.

A concern was raised that lowering the quorum of the Planning Committee to 5 Members could lead to issues when declarations of interest were received. It was felt that reducing the quorum would have a negative effect on the public perception of the Committee, as it could lead to fewer Members debating and determining the outcomes of applications.

RECOMMENDED that the Council's Constitution be amended to reflect the following changes:

1. That the Licensing Committee comprises of 10 Members (reduced from 12) and that the quorum for a meeting be 3 Members (remains the same).
2. That the Planning Committee comprises of 10 Members (reduced from 12) and that the quorum for a meeting be 6 Members (remains the same).

21. JOINT WORKING - APPOINTMENT OF A JOINT OVERVIEW AND SCRUTINY COMMITTEE IN RELATION TO THE WORK OF THE CHILTERN AND SOUTH BUCKS JOINT COMMITTEE

The Committee received a report on the proposal to establish a joint committee which would discharge overview and scrutiny functions in relation to the work of the Chiltern and South Bucks Joint Committee. Members noted that the proposed new committee would not affect the work of the existing Overview and Scrutiny Committees at either Council but would instead focus solely on scrutinising the functions delegated to the Joint Committee.

It was proposed that the new Joint Overview and Scrutiny Committee would be made up of 5 Members from each Council, with two co-Chairmen elected at the first meeting in each municipal year. The Committee would have a quorum of 4 with a minimum of 2 Members from each Council. Appointments to the Committee would be made by the Leaders of each Council subject to the application of political balance rules, and the Committee would report back to each individual Full Council.

Members felt that establishing a Joint Overview and Scrutiny Committee would be beneficial as it would enable greater scrutiny of the work of the Joint Committee to be carried out between the Councils.

RECOMMENDED that the following be agreed:

1. That pursuant to section 102 of the Local Government Act 1972 the Councils agree to appoint a Joint Overview and Scrutiny Committee with authority to discharge the Councils' overview and scrutiny functions in relation to the functions delegated to the Chiltern and South Bucks Joint Committee as set out in the terms of reference at Appendix 1 to the report.
2. That the rules of procedure for the Joint Overview and Scrutiny Committee be agreed as set out in Appendix 2.
3. That the Councils' constitutions and respective Cabinet Procedure, Access to Information and Overview and Scrutiny Procedure Rules be amended to reflect the new Joint Committee.
4. That the Head of Legal and Democratic Services be authorised to make the necessary amendments to the IAA to reflect the above decisions in consultation with the Chief Executive and Leaders.

22. REVIEW OF THE CONSTITUTION

In accordance with the agreed constitutional review work programme, Members undertook a review of Part F - Partnerships and Part H - Decision Structure of the Council's Constitution and considered the inclusion of a new Part I - Glossary of Terms.

With reference to Part F – Partnerships, the Committee felt that, as the Terms of Reference for the Chiltern and South Bucks Strategic partnership were outdated, these should not be included in the Council's Constitution. It was recommended that the Terms of Reference should be reviewed and updated to ensure that they were fit for purpose.

Similarly, Members felt that the Assurance and Accountability Framework for the Buckinghamshire Thames Valley Local Enterprise Partnership should not be included in the Constitution due to it being outdated. It was suggested that a link to the framework could be included on the Council's website once it had been updated.

The Committee noted that Part H – Decision Structure had been updated to include newly established committees. Members felt that an arrow should be added to the chart to show the link between Cabinet and Council decisions more clearly.

In reference to Part I – Glossary of Terms, the following amendments were made:

- Political Assistant – change reference from Chiltern District Council to South Bucks District Council.
- Overview and Scrutiny – should read "decisions made by the Cabinet and Joint Committees".
- Scrutiny – second paragraph referring to scrutiny committees should be moved to the Overview and Scrutiny section.
- A definition of the Governance and Electoral Arrangements Committee should be included.

RESOLVED that:

1. The Terms of Reference for the Chiltern and South Bucks Strategic Partnership and the Assurance and Accountability Framework for the Buckinghamshire Thames Valley Local Enterprise Partnership be removed from the Constitution.
2. Part H – Decision Structure and Part I – Glossary of Terms be agreed subject to the amendments set out in the minute above.

The meeting terminated at 6.55 pm

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SUBJECT:	Joint Working - Appointment of a Joint Overview and Scrutiny Committee
REPORT OF:	Chief Executive Bob Smith
RESPONSIBLE OFFICER	Jim Burness, Director of Resources
REPORT AUTHOR	Joanna Swift, Head of Legal and Democratic Services
WARD/S AFFECTED	None

1. Purpose of Report

To agree the recommendation from the Chiltern and South Bucks Joint Committee and Governance and Electoral Arrangements Committee that a new joint committee be established with responsibility for discharging overview and scrutiny functions in relation to the functions delegated to the Joint Committee. For the avoidance of doubt the recommendations below will not affect the existing overview and scrutiny arrangements in place for items which are not delegated to the Joint Committee.

RECOMMENDATION

Subject to Chiltern District Council approving the same recommendations at their meeting on 15 May,

- 1. That pursuant to section 102 of the Local Government Act 1972 the Councils agree to appoint a Joint Overview and Scrutiny Committee with authority to discharge the Councils' overview and scrutiny functions in relation to the functions delegated to the Chiltern and South Bucks Joint Committee as set out in the terms of reference at Appendix 1 to this report**
- 2. That the rules of procedure for the Joint Overview and Scrutiny Committee be agreed as set out in Appendix 2**
- 3. The Council's constitution and respective Cabinet Procedure, Access to Information and Overview and Scrutiny Procedures Rules be amended to reflect the new Joint Committee**
- 4. That the Head of Legal and Democratic Services be authorised to make the necessary amendments to the IAA to reflect the above decisions in consultation with the Chief Executive and respective Cabinet Leaders**

2. Reasons for Recommendation

To ensure the overview and scrutiny function in relation to the next phase of joint working arrangements remains efficient and effective.

3. Content of Report

- 3.1 The Joint Committee (JC) was set up under the Inter-Authority Agreement in January 2012. Its terms of reference were amended in 2015 to include responsibility for making decisions and recommendations in relation to the Chiltern and South Bucks Joint Local Plan. Now that Phase 2 of joint arrangements is complete the JC is tasked with establishing and monitoring performance indicators for the arrangements, as well as taking forward Phase 3 Stronger in Partnership including the Customer Experience Strategy and progressing the joint Local Plan. It is therefore appropriate to review and update the Councils' overview and scrutiny functions in relation to those items delegated to the JC e.g. joint working arrangements moving forward.
- 3.2 All local authorities with executive (cabinet) arrangements must have at least 1 overview and scrutiny committee with power to review cabinet decisions and make recommendations on the discharge of cabinet functions. Where certain cabinet functions are delegated to a joint committee of both Councils (as it the case at Chiltern and South Bucks), the responsibility for discharging overview and scrutiny functions in respect of these arrangements can become unclear and fragmented. There is, for example, potential for the same JC decision or function to be reviewed by 2 separate overview committees, making different comments and recommendations and reporting back to their respective Councils.
- 3.3 A solution adopted by other authorities implementing shared services, and recommended to Full Council by the JC and Governance and Electoral Arrangements Committee, is to appoint a joint overview and scrutiny committee. This joint committee would have specific authority to scrutinise and make recommendations only on those decisions taken, and functions discharged, by the JC. All the other functions discharged by the respective Cabinets at each Council would continue to be scrutinised under each Council's existing overview and scrutiny arrangements.
- 3.4 Proposed terms of reference the proposed joint overview and scrutiny committee are attached at Appendix 1. The size of the committee is matter of discretion and this has been considered by Governance and Electoral Arrangements Committee. The Committee agreed that 5 members from each Council was appropriate and recommended that the quorum was 4 with a minimum of 2 members from each Council. The joint overview and scrutiny committee cannot include members of the cabinet and political balance rules apply. It is proposed that co-Chairman be appointed and that chairmanship and meeting venues will alternate.

3.5 The procedural rules under which a joint overview and scrutiny committee works also need to be agreed and consequential amendments made to the current procedural rules at both Councils. Proposed rules of procedure are therefore attached at Appendix 2 for approval. These are based on the rules which apply to the existing overview and scrutiny committee but incorporate provisions necessary to reflect the joint arrangements.

4. Consultation

4.1 The JC considered this matter on 24 July 2017, and made the above recommendations to the respective Full Council meetings, subject to the consideration and comments of both Councils’ Governance and Electoral Arrangements Committees, as the proposal requires amendments to both Constitutions.

4.2 The Governance and Electoral Arrangements Committee at Chiltern District Council considered and agreed the recommendations at their meeting on 6 September 2017, subject to agreement by the respective Committee at South Bucks District Council. The recommendations were considered by the Governance and Electoral Arrangements Committee at South Bucks District Council on 7 March 2018, and agreed subject to the joint committee comprising 5 members from each Council and a quorum of 4 with a minimum of 2 members from each Council. This is reflected in the proposed terms of reference at Appendix 1.

5. Corporate Implications

Financial – There are no financial implications arising directly from this report

Legal – As set out in the report

Risks issues – None specific

Equalities - None specific

6. Links to Council Policy Objectives

There are no direct links to the policy objectives. But an efficient and effective decision-making process accords with best practice and good governance generally.

7. Next Steps

If both Councils agree to establish the new joint committee member appointments can be made to it and the respective Constitutions amended as necessary.

Background Papers:	None except those referred to in the report
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APPENDIX 1

Chiltern and South Bucks Joint Overview and Scrutiny Committee (JOSC)

Enabling Powers

This Committee is established under the provisions of Section 102 of the Local Government Act 1972.

1. TERMS OF REFERENCE

The JOSC is authorised to discharge the overview and scrutiny functions of the Councils of Chiltern and South Bucks conferred by section 9E of the Local Government Act 2000 in relation to the functions delegated to the Chiltern and South Bucks Joint Committee (JC).

2. GENERAL ROLE

- a) to perform overview and scrutiny functions on behalf of the two Councils in relation to the functions delegated to the JC
- b) to appoint such Sub-Committee or Working Groups as it considers appropriated to fulfil the overview and scrutiny functions
- c) to receive each Councils' annual overview and scrutiny work programmes
- d) to receive requests from the Joint Staffing Committee and Joint Planning Policy Reference Group to carry out additional work and determine whether to proceed with such requests
- e) to make an annual report to both Councils on work undertaken and recommend the annual work programme for the next municipal year

2. RULES OF PROCEDURE

Membership of the Committee

- 2.1 The Councils shall appoint 5 members to the JOSC (politically balanced), appointed in accordance with the respective Councils local procedure rules including their period of office, vacancies arising and related matters.
- 2.2 The Committee shall be re-constituted at each Council's Annual Meeting as may be required by them
- 2.3 Each Council shall be entitled to change its appointees during the municipal year

Chairman and Vice Chairman

- 2.4 The JOSOC shall elect co-Chairman at their first meeting in each municipal year. The Chairmanship of the Committee shall alternate between the Councils each meeting.

Quorum

- 2.5 The quorum of a meeting of the JOSOC shall be 4 provided that there shall be 2 members present from each Council.

Venue for Meetings

- 2.6 The venue for meeting of the JOSOC shall normally alternate between the Councils' offices

Amendments to the Terms of Reference (Functions and Remit)

- 2.7 The Councils may amend the terms of reference and/or membership of the JOSOC from time to time. Any such amendment shall be agreed in writing by reference back to each full Council, taking into account any recommendation from the JOSOC.

Application of Procedure Rules

- 2.8 Rules 5, 6, 12, 13, 16 (save for Rule 16(2) the Chairman shall not have a casting vote), 17, 18, 19, 20 and 21 the South Bucks District Council Procedure Rules shall apply to the meetings of the JOSOC, and which for the avoidance of doubt are the same as Rules 5, 6, 11, 12, 14 (save for Rule 14(2), the Chairman shall not have a casting vote), 15, 16, 17, 18 and 19 of the Chiltern District Council or in so far as they include additional provisions or more generous provisions i.e. time limits on speeches, the additional and more generous rules shall so apply.

APPENDIX 2

Joint Overview and Scrutiny Procedure Rules

1. Application of Rules

These Rules apply to the Joint Overview and Scrutiny Committee ("JOSC") and any ad hoc Sub-Committees of the JOSC.

2. Terms of Reference and Membership

- 2.1 The Councils' will have a JOSC to discharge the overview and scrutiny functions of both Councils in relation to the functions delegated to the Chiltern and South Bucks Joint Committee ("JC") and appoint members to the JOSC on an annual basis.
- 2.2 The JOSC may appoint such Sub-Committees or Working Groups as it sees fit.
- 2.3 The JOSC will comprise five members from Chiltern District Council and five members from South Bucks District Council and shall not include members of either Council's Cabinet.
- 2.4 Any members (except members of the Cabinet) may be members of the JOSC. However, no members may be involved in scrutinising a decision in which they have been directly involved, for example as a decision-maker or advisor.

3. Meetings

- 3.1 There shall be at least four Ordinary Meetings of the JOSC in each Council year.
- 3.2 In addition, Extraordinary Meetings of the JOSC may be called from time to time as and when appropriate. An Extraordinary Meeting of JOSC may be called by :-
 - a) the Joint Chairman, in agreement, requesting in writing that the Director of Resources call a meeting, or
 - b) any four Committee Members, being at least one from each Council, signing a requisition and presenting it to the Joint Chairmen.If the Joint Chairman fail to call a meeting within 7 calendar days of receiving a requisition under b) above the Committee Members may provide notice in writing to the Director of Resources, who will comply with that request unless he/she considers that the matter can be dealt with at the next Ordinary Meeting.
- 3.3 The quorum for meetings of the JOSC shall be four and include at least two members from each Council.
- 3.4 The JOSC shall elect co-Chairman at their first meeting in each Council year. The Chairmanship of the Committee shall alternate between the Councils each meeting.
- 3.5 The venue for meetings of the JOSC shall normally alternate between the Councils' offices

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- 3.6 Meetings will be conducted in accordance with the following Council Procedure Rules :- Rules 5, 6, 12, 13, 16 (save for Rule 16(2) the Chairman shall not have a casting vote), 17, 18, 19, 20 and 21 the South Bucks District Council Procedure Rules shall apply to the meetings of the JOSOC, and which for the avoidance of doubt are the same as Rules 5, 6, 11, 12, 14 (save for Rule 14(2), the Chairman shall not have a casting vote), 15, 16, 17, 18 and 19 of the Chiltern District Council or in so far as they include additional provisions or more generous provisions i.e. time limits on speeches, the additional and more generous rules shall so apply
- 3.7 All meetings will be in public in accordance with the Access to Information Rules except when confidential or exempt items of business (as defined in Section 100C of the Local Government Act 1972), are under consideration.

4. Work Programme

- 4.1 The JOSOC will be responsible for proposing its own work programme and in so doing shall take into account the views of all members of the Committee regardless of political group.
- 4.2 Approval of the JOSOC work programme is the responsibility of the Councils and will be considered and determined by each Council at their May meetings each year, for the following Council year.
- 4.3 Items may be added to the work programme during the year where appropriate. Requests for the inclusion of additional matters will initially be considered by the Joint Chairmen having regard to the Councils' joint strategic objectives and the ability of the JOSOC to have influence or add value on the subject. A recommendation on a request will be made to the next JOSOC meeting for consideration and determination. Consideration should also be given to the capacity of the Committee and resources available. Any changes to the work programme should be reported to the Councils' mid-year for noting.

5. Agenda Items

- 5.1 A member of the JOSOC shall be entitled to request that an item be added to the work programme in accordance with paragraph 4.3 above. Should the Joint Chairmen fail to include the item on the agenda at the next available meeting the member may give written notice to the Director of Resources that they wish an item relevant to the functions of the JOSOC to be considered by the Committee. On receipt of such a request the Director of Resources will ensure that it is included on the agenda for the next available meeting.
- 5.2 Any member of the Council who is not a member of the JOSOC may, on a maximum of four occasions in any Council year, give written notice to the Director of Resources that they wish an item relevant to the functions of the JOSOC to be included on the agenda for the next available meeting of the Committee. On receipt of such a request the Director of Resources shall consult the Joint Chairmen who will follow the procedure in paragraph 4.3 above. Should the Joint Chairmen fail to include the item on the agenda at the next available meeting of the Committee the member may give written notice to the Director of Resources that they wish an item relevant to the functions of the JOSOC to be considered by the Committee. On receipt of such a request the Director of Resources will ensure that it is

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included on the agenda for the next available meeting. The Committee will then consider whether or not to include the item on the work programme. If the Committee decides not to include the item the member will be notified of the reasons.

- 5.3 The JOSC shall also consider any request from the Councils or the JC to undertake scrutiny review or policy development work on their behalf and shall adjust its work programme to the extent necessary to carry out such a review or development. If the work was requested by the JC, the reporting back of the findings and recommendations will be in accordance with Rule 7 below. If the review was requested by the Councils, the JOSC's report with its findings and recommendations will be provided to the Director of Resources who shall include the report on the agenda for the next available meetings of the respective Councils.
- 5.4 With the prior consent of the Cabinet Leaders the JOSC may consider a report relating to the discharge of a JC function prior to the matter being considered by the JC.
- 5.5 Where a report is considered by the JOSC prior to the matter being considered by the JC in accordance with Rule 5.4 above:
- 1) Rule 10 (Call-In) shall no longer apply to any decision subsequently made by the JC on that report; and
 - 2) Rule 6 below shall not apply and the JC will be notified of the recommendations of the JOSC by the Director of Resources appending a copy of the minutes of the JOSC to the officer's report or tabling a copy of the minutes at the meeting of the JC.

6. Reports from JOSC to the JC

- 6.1 Once the JOSC in exercise of its overview and scrutiny role has formed a recommendation in relation to any matter falling within its terms of reference and which relates to a JC function, the Joint Chairmen will prepare a formal report (called a "Joint Chairmen's Report") and submit it to the Director of Resources for consideration by the JC. The Director of Resources will, subject to Rule 6.3 below, place it on the agenda for the next available meeting of the JC.
- 6.2 The JC will consider the Joint Chairmen's Report at its next scheduled meeting, unless the matter is urgent when the Director of Resources shall convene a meeting of the JC in order that a report on the urgent matter can be considered.
- 6.3 If for any reason the JC fails to consider a Joint Chairmen's Report at the scheduled JC meeting the report will stand referred for discussion at the next Ordinary Meetings of the Councils.
- 6.4 Once a Joint Chairman's Report been considered by the JC, the Cabinet Leaders will respond in writing (called a "JC Response") and provide a copy to the Director of Resources, giving the concluded views of the JC thereon. The Director of Resources will place the JC Response on the agenda for the next available meeting of the JOSC.

7. Rights of Overview Committee Members to Documents

7.1 In addition to their rights as Members of the Council, Members of the JOSC will have the additional rights to documents and to notice of meetings of the JC as accorded to members of overview and scrutiny committees described in the Access to Information Rules of the Councils' respective Constitutions.

8. Members and Officers Giving Account

8.1 The JOSC may scrutinise and review decisions made or actions taken in connection with the discharge of any JC functions falling within its Terms of Reference. In addition to reviewing documentation, it may require the Cabinet Leaders and any member of the JC, the Head of Paid Service and any Director or Head of Service to attend before it to explain, in relation to matters within their remit :-

- 1) Any particular decision or series of decisions;
- 2) The extent to which the actions taken implement Council policy; and/or their performance;
- 3) And it is the duty of those persons to attend if so required.

8.2 Where any Member or officer is required to attend a meeting of the JOSC under this provision, the Joint Chairmen of JOSC will notify the Director of Resources in writing. The Director of Resources will then notify the Member or officer concerned giving at least 7 days' notice of the meeting at which he/she is required to attend. The notice will state the nature of the item on which he/she is required to attend to give account and whether any papers are required to be produced for the Committee. Where the account to be given to the Committee would require the preparation of a report, then the Member or officer concerned will be given sufficient notice to allow for this to be done.

8.3 Where, in exceptional circumstances, a Member or officer is unable to attend on the required date, then the JOSC shall in consultation with the Member or officer concerned, arrange an alternative date for attendance to take place within a maximum of six weeks from the date of the original request.

9. Attendance by Others

9.1 The JOSC may invite persons other than those referred to in Rule 8 above to address it and/or answer questions. It may for example wish to hear from residents, stakeholders and members and officers in other parts of the public sector. In respect of Council officers this shall not extend to officers below Head of Service level without the agreement of the Head of Paid Service or relevant Director.

10. Call-In of a JC Decision

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- 10.1 When a decision is made by the JC and the decision has been published on the Council's website and made available in accordance with the Access to Information Procedure Rules, subject to the provisions of this paragraph, it is subject to call-in.
- 10.2 The record of decision will include the date on which it is published and subject to general exceptions, will specify the date on which the decision will come into force, and may be implemented unless called in.
- 10.3 A decision may be called in:-:
- 1) If it conflicts with the Councils' joint policies;
 - 2) If it conflicts with the Councils' budget strategy; and
 - 3) There is evidence to suggest the principles of decision-making as set in the Councils' constitutions have not been complied with (for example the absence of consultation).
- 10.4 During the period between a decision being made and coming into force:
- 1) The Democratic and Electoral Services Manager shall call-in a decision for scrutiny if any three Members in total from either Council, submit to the Democratic and Electoral Services Manager by email to democraticservices@southbucks.gov.uk, a request for a matter to be called in. Such a request is to be made by 5.00pm on the fifth clear working day from the day on when the record of decision is published. The request must include the reasons for the call-in
 - 2) Upon receipt of the request the Democratic and Electoral Services Manager shall consult with the co-Chairman and shall determine whether or not the call-in is in accordance with the requirements of these rules. The Democratic and Electoral Services Manager shall notify the Members who made the request of the determination within 2 clear working days of the request being received
 - 3) If the call-in is accepted the JC decision will be put on hold pending referral to the JOSC
 - 4) The Director of Resources shall within 10 clear working days of the call-in being accepted, after consultation with the co-Chairman, call a meeting of the JOSC. Such meeting is to be held on such date as the Director of Resources shall determine, but to be held as soon as is reasonably practicable.

11. Call-In and Urgency

- 11.1 The call-in procedure set out in Rule 10 above shall not apply where the decision being taken by the JC is urgent. A decision will be regarded as urgent if a delay in implementation would be highly likely to result in significant loss of income, additional expenditure or reputational damage or prevent the Councils from meeting their legal obligations.

Classification: OFFICIAL

- 11.2 The record of a decision made by the JC shall state why it is reasonable in all the circumstances to treat the decision as an urgent one, and therefore not subject to call in.
- 11.3 Decisions in accordance with this procedural rule must be reported to the next available meetings of each Full Council.

13. Procedure at Overview Committee Meetings

- 13.1 A JOSC meeting shall consider the following business in the following order:
- 1) Minutes of the last meeting;
 - 2) Declarations of interest (including disclosable pecuniary and personal interests);
 - 3) Consideration of any matter referred to the Committee for a decision in relation to call-in of a decision
 - 4) A Cabinet Response to a co- Chairman's Report; and
 - 4) The business otherwise set out on the agenda for the meeting.
- 13.2 JOSC meetings are to be conducted in accordance with the following principles :-
- 1) The scrutiny will be conducted fairly and all members of the Committee will be given the opportunity to ask questions of attendees and to contribute and speak;
 - 2) That those assisting the Committee by giving evidence will be treated with respect and courtesy; and
 - 3) That the meeting will be conducted so as to maximise the efficiency
 - 4) To be constructive and positive, adopting non-confrontational and inquisitorial techniques
- 13.3 A member who has raised a matter referred to the JOSC may attend the meeting of the Committee where the matter is discussed unless the matter to be discussed includes confidential or exempt information. The Committee will in any event notify the relevant member of its decision and the reasons for it – subject the exclusion of confidential or exempt information.
- 13.4 Where the JOSC completes its consideration of a matter it will decide whether to make any recommendations to Cabinet/Council/publish its report.

SUBJECT:	Membership of Licensing and Planning Committees
REPORT OF:	Chief Executive, Bob Smith
RESPONSIBLE OFFICER	Joanna Swift, Head of Legal and Democratic Services
REPORT AUTHOR	Mat Bloxham, Democratic & Electoral Services Manager
WARD/S AFFECTED	<i>Not ward specific</i>

1. Purpose of Report

To consider a recommendation from Governance and Electoral Arrangements Committee regarding a reduction in the number of Members on the Licensing and Planning Committees.

RECOMMENDATIONS to Full Council:

1. **That the Council's Constitution be amended to reflect the following changes:**
 - i) **That the Licensing Committee comprises of 10 Members (reduced from 12) and the quorum for a meeting be 3 Members (remains the same).**
 - ii) **That the Planning Committee comprises of 10 Members (reduced from 12) and the quorum for a meeting be 6 Members (remains the same).**

2. Reasons for Recommendations

The current appointment of 12 members to each of the Licensing and Planning Committees represents almost half of the 28 members of the Council. In view of the reduced workload of the Licensing Committee in recent years, the proposal to reduce membership of that committee to 10, whilst maintaining a quorum of 3 was considered appropriate and it was noted this reduction was supported by the Chairman of the Committee. The case for reducing the membership of Planning Committee to more appropriately reflect the overall size of the Council was noted but it was considered that the current quorum of 6 members should be maintained to avoid a negative effect on public perception of committee meetings, especially when declarations of interest were received from members.

3. Content of Report

Planning Committee

- 3.1 12 members are currently appointed to the Planning Committee. The total number of members on the Council is 28. This means that almost half of the Council's members are on this Committee. It is proposed that the number of members on the Planning Committee be reduced from 12 to 10 members to more appropriately reflect the overall size of the Council.
- 3.2 The current quorum for Planning Committee is 6 members (i.e. half the number of Committee members). A reduction in membership would normally also be reflected in the number of members required for a quorum. On the basis of a 10 –member committee the quorum would reduce to 5. However, the adverse perception from a member of the public, applicant or

objectors point of view if only 5 members were present at a meeting where planning matters affecting them were being determined needs to be considered. Governance and Electoral Arrangements Committee therefore recommend that a quorum of 6 be maintained.

Licensing Committee

- 3.3 12 members are currently appointed to the Licensing Committee and again this means that almost half of the Council's members are on this Committee. It is proposed that the number of members on the Licensing Committee be reduced from 12 to 10 members to more appropriately reflect the overall size of the Council.
- 3.4 The current quorum for Licensing Committee is 3 members (i.e quarter of the number of members on the Committee. It is proposed that the quorum for Licensing Committee remain at 3 members as a reduction to 2 members could be perceived as being too low by applicant and objectors when licensing matters are being considered.

Temporary changes and substitutes

- 3.5 A revised Constitution was adopted at Full Council on 27 February 2018 and now includes provisions for making temporary changes to the membership of Committees. This would allow another Council member to be appointed temporarily to the Licensing Committee when an ordinary member of the Committee will be absent for the whole of that meeting. The Council's Constitution does require that a member of Licencing Committee must have undertaken the required training relevant to licensing functions prior to taking part in that meeting. This would also apply to members appointed temporarily to the Committee.
- 3.6 The Planning Committee Terms of Reference already includes provision for substitute members, so that another member of the Council may attend the meeting in the absence of a Planning Committee member for the whole of a meeting. There is a requirement in the Constitution that a substitute member must have undertaken the required member training for Planning Committee prior to taking part in that meeting.

4. Corporate Implications

4.1 Financial

As there are no material financial implications arising from the recommendations in this report the proposed changes can be met within existing budgets. There may however be a reduction in the number of mileage claims from members for attending Licensing and Planning Committee meetings as there will be fewer members attending those meetings.

4.2 Legal

Changes to the Council's Constitution can only be made by Full Council.

5. Links to Council Policy Objectives

The recommendations in this report aim to support the delivery of the Council's Objective 1 (Efficient and effective customer focused services).

6. Next Steps

If agreed by Full Council the necessary changes will be made to the Council's Constitution and appointments to Planning and Licensing Committee made in accordance with the reduced membership numbers.

Background Papers:	None other than referred to in this report
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OVERVIEW AND SCRUTINY COMMITTEE (SBDC)**Meeting - 19 March 2018**

Present: M Bradford (Chairman)
M Bezzant, D Dhillon, T Egleton and P Hogan

Apologies for absence: P Bastiman, M Lewis and D Saunders

43. MINUTES

The minutes of the meeting held on 30 January 2017 were approved and signed by the Chairman of the Committee.

44. DECLARATIONS OF INTEREST

There were no declarations of interest.

45. PRESENTATION BY THE SOUTH CENTRAL AMBULANCE SERVICE NHS FOUNDATION TRUST

The Committee received a presentation by Andy Battye (Head of Operations) on the work of the South Central Ambulance Services (SCAS) NHS Trust.

The presentation included an update on:

- The Ambulance Response Program (ARP)
- NHS 111 and how SCAS has been awarded the new 111 contract for Thames Valley
- Demand and performance
- Hospitals and the challenges around hospital handovers
- The recruitment and retention of staff including the issuing of staff finding affordable accommodation in the South Bucks area
- The use of private providers
- Next steps including the new rota project to reflect ARP implementation; the continued focus on areas of improvement; and close working with Hospital colleagues & wider health services

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

- The reasons for increase in demand and the need for more education about how to access alternative services
- Treating patients with mental health issues, in particular elderly patients with dementia and how there is a need for better care in the community to avoid hospital admissions
- Hospital delays at Wexham Park Hospital and how this is affecting the performance targets for hospital handovers

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- The likely impact on the service of HS2 construction camps and traffic on the road network.
- The impact on recruitment and retention of housing costs and availability in the South Bucks area.

Members noted the request for support from the Council around housing opportunities for ambulance service staff, the sharing of positive news stories and the advertising of alternative services.

The Committee thanked Andy Battye for his useful and interesting presentation.

46. PRESENTATION BY NHS CHILTERN CLINICAL COMMISSIONING GROUP

The Committee were disappointed not to receive the presentation from the NHS Chiltern Clinical Commissioning Group (Chiltern CCG). The Committee agreed to invite the Chiltern CCG to provide an update at its meeting on 19th June 2018 instead. Members expressed a particular interest in an update on:

- Plans to merge the CCG's in Buckinghamshire.
- Services to elderly people, and in particular those with dementia. Members are keen to understand how the CCG see the planning and development of services for this client group and also the role played by Oxfordshire Mental Health NHS Trust in service provision including the performance of the service.

47. PERFORMANCE INDICATOR REVIEW 2018-19

The Committee received a copy of a report, that was due to be submitted to Cabinet at its next meeting, which provided an update on the outcomes of the Performance Indicator (PI) review for 2018/2019 and which sought Cabinet's approval for the proposed changes to reporting as set out in the report.

It was noted that this year, the internal consultation process had been extended to include all managers within service areas, plus other staff as appropriate, prior to sign off by Heads of Service. This was in order to make sure that the Performance Indicators adopted include the measuring of all aspects of each service to provide only meaningful information to Management Team, Members and Officers. This has also ensured that the process has been more robust than in previous years.

To reflect joint services, indicators have been jointly reported where practical. Where this has not been possible, care has been taken to align indicators so that the data sets gathered within each Council are similar.

The Committee were advised that if approved by Cabinet, for 2018/19 there would be 14 priority PIs, 34 additional corporate PIs and 8 data only PIs, making a total of 56. The changes to PIs from the previous year were set out in paragraph 4.4 of the report. This included a set of additional PIs within Healthy Communities which have been created in response to the Homelessness Task and Finish Group that would be

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reported monthly to MT and Cabinet and quarterly to the Overview and Scrutiny Committee.

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

48. PERFORMANCE REPORT QUARTER 3 2017-18

Members of the Overview and Scrutiny Committee received a report outlining performance of council services against indicators and service objectives during Quarter 3 of 2017-18.

Members noted from the report that of the total 46 PIs, 4 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 Q3 2017-18
- Appendix B – Quarterly corporate performance indicators Q3 2017-18

Members also noted the additional homelessness PIs quarter 3 2017-18 as recommended by the Task and Finish Group which were set out in appendix C to the report.

With regards to long term sickness absence being over target, the Committee were advised that the Council was working with Occupational Health to ensure that assessments get completed as quickly as possible and that timely advice is given to employees to help get them back into work. A comment was made that it would be useful to compare the amount of long term sickness with that of other local authorities and the private sector.

The Committee were advised of the work which was being undertaken to ensure that the Council reaches the 91% target of food premises (risk rating A to C) being broadly compliant, including being more proactive in contacting businesses to encourage them to take up an inspection and improving the efficiency of how inspections are carried out.

The Director of Resources provided clarification on why the target for determining planning applications had been set at 70%.

RESOLVED that the report be noted.

49. BUCKS HEALTH AND ADULT SOCIAL CARE SELECT COMMITTEE

Members received the Minutes of the meeting of the Buckinghamshire County Council Health and Adult Social Care Select Committee held on 30 January 2018.

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Members commented on the item in the minutes related to Dementia Services. They felt it would have been useful if there had been some information about the performance of the Oxfordshire Mental Health NHS Trust which provides services for Bucks. This may be a matter the District's County Council representatives might wish to raise.

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

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

Members received the Minutes of the meetings of the Buckinghamshire County Council Children's Social Care and Learning Select Committee held on 2 February 2018 and 6 February 2018.

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

51. MEMBERS QUESTIONS AND ANSWERS

There were no questions.

52. WORK PROGRAMME

The Committee considered the Overview and Scrutiny Work Programme.

It had been agreed that the Chiltern CCG was to be invited to the meeting on 19 June 2018 to update the Committee on the work of the CCG (see minute 46 for more details).

RESOLVED that the Overview and Scrutiny Work Programme, with the addition of the invitation to Chiltern CCG to the June Committee meeting, be agreed.

The meeting terminated at 7.24 pm

JOINT STAFFING COMMITTEE

Meeting - 26 March 2018

Present:

R Bagge, I Darby, C M Jones, P Jones, N Naylor, D Phillips, M Smith and
L Sullivan

Apologies for absence: T Egleton, B Harding and M Stannard

36. MINUTES

The Minutes of the Joint Staffing Committee meeting on 18 January 2018 were agreed by the Committee and signed by the Chairman as a correct record.

37. DECLARATIONS OF INTEREST

There were no declarations of interest.

38. PAY AWARD UPDATE FOR STAFF ON HARMONISED CONTRACTS AND PAY AWARD OFFER FOR HEADS OF SERVICES

The Committee considered a report to approve the final pay award for staff on harmonised contracts and also to agree the pay award offer to be made to Heads of Service whose pay is determined locally to be effective from 1 April 2018 and 1 April 2019.

Staff on the Harmonised Contract

At the last meeting the Committee agreed to make an offer of an increase of 2% in pay in April 2018 and 2% in April 2019. Members also agreed some proposed changes to the pay spine to ensure staff at the lower ends were paid in accordance with the national living wage.

Officers took that offer to UNISON and have since undergone a series of negotiations with them. UNISON initially put in a counter offer for 3% pay award in 2018 and 3% in 2019. They also wanted some guarantees that this Council would at least track the national agreement and strongly disagreed with the Council's position that had previously been agreed to move to local pay arrangements.

As a result of a series of discussions a position of common ground has been found which has been put in recommendation 1 of the report.

Heads of Services

Members were asked to make a pay award offer to the Heads of Services which equates to that made to staff. Heads of Services are on locally agreed pay but the Council needs to be mindful of what is happening nationally. Nationally the Joint Negotiating Committee agreement is still subject to negotiation but it is likely it will match this proposal. The GMB Pay Claim asks for parity across all local government bargaining groups.

A Member asked why pre-determined conditions should be accepted with a local pay mechanism. The HR Manager reported that as good practice the Council would always track the national pay award and seek to match it if they were able to afford it and if not they would have to go back to the negotiating table.

Members agreed that it was helpful to link local pay with the national situation as far as possible and that this would help attract good staff to the Council and help retention but re-iterated the position that local pay was now in place.

RESOLVED:

1. **That the final pay award for staff be approved on harmonised contracts for 2018/19 and 2019/20 with the following terms:-**
 1. **A 2 year pay award of 2% with effect from 1st April 2018 and 2% from 1st April 2019;**
 2. **Removal of 1A and 1B from the Harmonised Pay Spine (staff paid below that to move to 1C);**
 3. **A commitment to go back to the negotiating table, within 3 months, if the NJC Agreement is higher in 2018 and/or 2019;**
 4. **The Councils reserve the right to determine pay locally. The local pay mechanism is to come in to effect immediately;**
 5. **The Councils' make the commitment to seek to pay the minimum of the NJC offer when determining future pay awards and would expect to at least match the NJC award in all likely and foreseeable circumstances. If there were exceptional circumstances at play and the pay award offer could not match the NJC award the Councils would commit to resolve this in discussion and negotiation with UNISON locally. If this could not be resolved locally a resolution would be sought through arbitration.**
 6. **Future pay rises will be determined taking in to account inflation, local market conditions and the prevailing financial context.**
2. **That a pay award offer be made to Heads of Services of a 2% pay uplift with effect from 1st April 2018 and a 2% pay uplift with effect from 1st April 2019.**

- 3 That authority be delegated to the Chief Executive, in consultation with the two Chairmen of the Committee, to agree the final terms of the pay award for staff on harmonised contracts and the final terms of the agreement for Heads of Services.**
- 4 That it be noted that the draft Council budgets for 2018/19 have been amended to reflect the 2% pay uplift for staff on harmonised contracts and Heads of Services.**

39. 2017 STAFF SURVEY REPORT

The Committee received a report on the results of the staff survey for 2017 conducted in December and January this year and the following points were noted:-

- 65% response rate.
- 6 themes, leadership, change, engagement, empowerment, management and work.
- overall the results were very positive
- There was a slight decline in the number of positive responses, compared to last year, in each category. The biggest decline in positive responses was in the Leadership category where 76% of respondents responded positively to the 7 questions compared to 83% in the previous year.
- However, when looking at the chart on page 19 of the agenda however which compare's results since the Council has undertaken the survey in 2014, overall there are very positive trends.
- Questions which sought to measure the Councils against stress standards indicate that despite the uncertainty with Unitary status etc. the stress results remain very positive.

The Council is responding to the survey as follows:-

- A staff survey working group has been set up to look at the results;
- Heads of Services were developing actions plans.
- In order to help staff manage stress, the Council would be running a series of workshops for managers run by Mind help raise awareness about stress and how to manage staff effectively.

Whilst Members found the results very encouraging, despite the uncertainty around the unitary decision (which had been picked up in the recent Peer review) they highlighted the following issues:-

- Reference was made to the three questions where the overall rate of agreement fell below 70%. One of these related to the senior management team communicating a clear and consistent plan for the future which fell by 18% from 2016. Members asked that this issue be addressed within the action plan. The Chief Executive reported that this had been an issue in the past and as a result they had set up regular staff briefings with the Senior Management Team and the Leaders of both Councils. The Chief Executive said that they would need to discuss this further with the Staff Survey Working Group, particularly in light of the briefings that were already taking place. There was a lot of uncertainty amongst staff because of the unitary decision and this response may be because all staff were unclear what the future would look like. A Member suggested that the Senior Management Team should try and 'walk the job' to provide further interaction with staff.
- In terms of the question 'I feel I am treated fairly and with respect by elected Members' this had fallen by 1% and Members hoped that this did not indicate a downward trend.
- Members recognised that whilst there were high level summaries there was also further data analysis at service level. If the feedback was not in line with the trend this would be brought to Heads of Service attention.
- Members expressed surprise at some of the feedback with all the work being carried out on developing positive unwritten ground rules. The HR Manager reported that she was surprised considering there were regular meetings with the UGR champions and lots of team building work being carried out within both Councils. This would be discussed further with the Staff Survey Working Group. It could be that this related to the higher response rate which was bringing in a wider viewpoint from staff.

RESOLVED

That the results of the 2017 Staff Survey and the actions being taken in response to the feedback given be noted.

40. **HUMAN RESOURCES UPDATE REPORT**

The HR Manager provided an update on the following key points:-

The leavers, sickness and recruitment figures show nothing different from that reported at the last Committee meeting in January. In terms of sickness absence the Council is still experiencing higher than wanted absence levels and have put a number of initiatives in place to tackle this.

Project work

- All on-going projects have been reported on previously.
- The main update which will be of particular interest is the work the Council is doing around recruitment and retention in Planning and Economic Development. The Council is currently consulting with the staff in this area to get their feedback on these ideas and initiatives and it is something that will be a particular focus for officers over the next couple of years not just in planning but across all services.
- The HR Manager was keen on the Recruitment Introduction Fee for existing staff when they introduce employees to roles.
- It was important to keep staff motivated over the next two years with the uncertainty around the unitary decision.
- The second cohort of the Middle Managers course had recently started. The first cohort were completing their learning logs and should be able to apply for their ILM certificate.
- A trailblazer degree level apprenticeship in Town Planning is currently being developed and alongside this the Council is considering using apprenticeships to offer development opportunities to existing staff.

The Committee welcomed the initiatives being undertaken, particularly the work on apprenticeships and the Middle Managers Course. They also welcomed the collaborative working with Wycombe District Council on coaching and mentoring in order to make savings through economies of scale. Concern was raised about the sickness levels still being too high. The HR Manager reported that these figures could be skewed as a phased return to work was still recorded as time off sick and the sickness policy should be amended to provide a clearer picture.

A Member asked whether the Council had a formal succession policy. The HR Manager reported that they did not although they expected to see this addressed in personal development plans. There was also a Workforce Planning Framework which included information on competencies and skills and the Service Planning process.

RESOLVED

That the report be noted.

The meeting terminated at 6.35 pm

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PLANNING COMMITTEE (SBDC)**Meeting - 28 February 2018**

Present: R Bagge (Chairman)*
M Bezzant*, S Chhokar, B Gibbs*, P Hogan*, J Jordan*,
M Lewis*, Dr W Matthews*, G Sandy* and D Smith*

Apologies for absence: D Anthony and T Egleton

Attended site visit*

57. MINUTES

The minutes of the meeting held on 31 January 2018 were confirmed and signed by the Chairman.

58. DECLARATIONS OF INTEREST

Councillor W Matthews declared a personal interest in application 17/02296/OUT as she is a Member and current Chairman of Iver Parish Council who had made representations about application 17/02296/OUT. Councillor 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.

Councillor M Bezzant declared predetermination in application 17/02041/FUL in view of the previous involvement in promoting the proposed development on behalf of the Applicant and considered it inappropriate to take part in the decision making process, and as a result left the Council Chamber whilst the application was considered.

59. 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

Planning Committee (SBDC) - 28 February 2018

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:	17/00720/FUL	P
Applicant:	Mr John Jenkins	
Proposal:	Detached dwellinghouse with associated carport on Plot 1, land at Badgers Wood, Beeches Drive, Farnham Common, Buckinghamshire, SL2 3JU.	
<ul style="list-style-type: none"> • A site visit was undertaken by Members. • Speaking on behalf of the objectors, Mr K Haseldon and Mr D Pearson. • Speaking on behalf of the application and for application 17/00721/FUL, Mr T Platt. • Additional informatives were added relating to reptiles, nesting birds, and no weekend working. <p>RESOLVED that the application be permitted subject to the conditions and informatives as per the report, and additional informatives relating to reptiles, nesting birds, and that construction works and deliveries be restricted to week days only.</p>		
		Decision
Plan Number:	17/00721/FUL	P
Applicant:	Mr John Jenkins	
Proposal:	Construction of a detached dwelling and carport on Plot 2, land at Badgers Wood, Beeches Drive, Farnham Common, Buckinghamshire.	
<ul style="list-style-type: none"> • A site visit was undertaken by Members. • Speaking on behalf of the objectors, Mr K Haseldon and Mr D Pearson. • Additional informatives were added relating to reptiles, nesting birds, and no weekend working. <p>RESOLVED that the application be permitted subject to the conditions and informatives as per the report, and additional informatives relating to reptiles, nesting birds, and that construction works and deliveries be restricted to week days only.</p> <p><i>Note 1: the meeting adjourned at 16:57 due to IT issues, and recommenced at 17:01.</i></p>		

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		Decision
Plan Number:	17/01126/FUL	R
Applicant:	Mr Ben Hatt	
Proposal:	Redevelopment to form 46 retirement apartments for the elderly including communal facilities, car parking and landscaping at 24 Britwell Road, Burnham, Buckinghamshire, SL1 8AG.	
<ul style="list-style-type: none"> A site visit was undertaken by Members. <p>RESOLVED that the application be refused as per the reasons in the report and additional reasons for refusal by virtue of the proposed development's size, height, scale and massing, together with the limited levels of amenity space and parking provision to serve the development would appear as an overdevelopment of the site, which would be over dominant, obtrusive and out of keeping for the locality. As such, the proposed development would adversely impact upon the character and appearance of the street scene and locality in general, contrary to saved policies H9, and EP3 as set out in the South Bucks District Local Plan (adopted March 1999) and Core Policy 8 of the South Bucks Core Strategy (adopted February 2011) and the NPPF. The proposed development would not be served by an appropriate level of off street parking. The number of parking spaces being provided, when combined with the likely age of the occupants of the development and their expected car ownership levels, would not be adequate enough for the number of units that would be provided. As such, the proposal would result in an increase in on-street parking to the detriment of highway safety, and contrary to policy TR7 of the South Bucks District Local Plan (adopted March 1999).</p>		
		Decision
Plan Number:	17/02041/FUL	P
Applicant:	Mr Geoff Williams	
Proposal:	Redevelopment of site to provide 72 bed residential care home with associated access, parking and landscaping at Haymill Automotive, Beaconsfield Road, Farnham Common, Buckinghamshire, SL2 3HX.	
<ul style="list-style-type: none"> Members undertook a site visit in connection with their determination of the previous application prior to their meeting on 15 March 2017; consequently it was not considered that a further site visit was necessary in this case. Speaking on behalf of the objectors, Dr Tilly Siva. The Planning Officer noted an update to the report in that para. 7.3 		

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should read that the parking provision 'exceeds the Councils' parking standards by 2 spaces.'

- Planning Officer advised Members that the appeal for the previous application had now been allowed and formed an important material consideration in the assessment of this current application.

Although the Committee were sympathetic to the objections heard, it was accordingly **RESOLVED** that the application be permitted subject to the conditions and informatives as per the report.

Note 2: Councillor M Bezzant left the meeting at 17:25 for the duration of the application.

		Decision
Plan Number:	17/02111/FUL	P
Applicant:	Mr Daurka	
Proposal:	First floor rear extension incorporating rear dormer together with partial demolition of existing dwelling. Construction of detached dwelling and garage located to rear of existing dwelling. Relocation of existing vehicular access and associated hardstanding to serve both existing and new dwelling at Cedar Breaks, 50 Fulmer Road, Gerrards Cross, Buckinghamshire, SL9 7EF.	
<ul style="list-style-type: none"> • A site visit was undertaken by Members. • Speaking of behalf of the objectors, Mr R Walker and Mr S Tiffin. <p>Although the Committee were sympathetic to the objections heard, it was accordingly RESOLVED that the application be permitted subject to the conditions and informatives set out in the report.</p>		
		Decision
Plan Number:	17/02278/FUL	P
Applicant:	Mr T Daniel	
Proposal:	Extensions and conversion of approved chalet bungalow to two units at 25 Lime Walk, New Denham, Buckinghamshire, UB9 4AS.	
<ul style="list-style-type: none"> • A site visit was undertaken by Members. • An additional condition and informative were added relating to vehicular access. 		

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RESOLVED that the application be permitted subject to conditions and informatives as per the report. Further, an additional condition and informative relating to vehicular access to ensure access arrangements are laid out in accordance with approved plans and that the applicant is aware that a licence must be obtained from the Highway Authority prior to works being carried out.	
Decision	
Plan Number:	17/02290/FUL
Applicant:	Quarterhill Ltd. and Mr and Mrs Baker
Proposal:	Redevelopment of site to provide 8 residential apartments together with associated car parking and landscaping at Alborough Lodge, 107 Packhorse Road, Gerrards Cross, Buckinghamshire, SL9 8JD.
<ul style="list-style-type: none"> • A site visit was undertaken by Members. • Speaking of behalf of the objectors, Mr P Fitzpatrick. • It was report at the meeting that an additional letter of objection had been received and had already been circulated directly to Members. • The Planning Officer noted an update to the report in that para. 4.1 should read that the proposed scheme was 4 x 2 bed flats and 4 x 1 bed flats. Further, that para. 4.2 of the report should read that 'the development would therefore meet the Council's parking standard.' Amended plans had also been published on the website 27 February 2018. <p>RESOLVED that the application be refused by virtue of the proposed development's design, bulk, scale, massing, proximity to the sites flank boundaries, limited level of amenity space and the amount of hardstanding would constitute an overdevelopment of the site and would appear obtrusive and out of keeping for the locality. As such, the proposed development would adversely impact upon the character and appearance of the street scene and locality in general, contrary to policies H9 and EP3 of the South Bucks District Local Plan (adopted March 1999), and policy CP8 of the South Bucks Core Strategy (adopted February 2011), and the NPPF.</p>	
Decision	
Plan Number:	17/02296/OUT
Applicant:	Mr Chris Hill
Proposal:	Outline planning application for a new bungalow in the rear garden of no. 6 Somerset Way along with amenity area, parking and vehicle turning area with access from

Planning Committee (SBDC) - 28 February 2018

	Bathurst Close. 6 Somerset Way, Iver, Buckinghamshire, SL0 9AF.
<ul style="list-style-type: none"> • A site visit was undertaken by Members. • Speaking on behalf of the objectors, Parish Councillor C Gibson. <p>RESOLVED that the application be granted outline planning permission as per the reasons set out in the officer's report.</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.

60. PLANNING APPEALS AND SCHEDULE OF OUTSTANDING MATTERS

The Committee received 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 7.10 pm

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PLANNING COMMITTEE (SBDC)

Meeting - 28 March 2018

Present: R Bagge (Chairman)*
D Anthony*, M Bezzant*, S Chhokar, B Gibbs*, P Hogan*,
J Jordan*, M Lewis*, Dr W Matthews* and D Smith*

Apologies for absence: T Egleton and G Sandy

Members that attended site visit*

61. MINUTES

The minutes of the meeting held on 28 February 2018 were confirmed and signed by the Chairman.

62. DECLARATIONS OF INTEREST

Councillor B Gibbs declared a personal and prejudicial interest in application 17/02391/FUL as she is a Member of the Cabinet of the Council which approved the proposals now contained in the planning application for this site, and left the room whilst the application was considered.

Councillor W Matthews declared a personal and prejudicial interest in application 17/02391/FUL as a Member of the Healthy Communities Policy Advisory Group of the Council which approved the proposals now contained in the planning application for this site, and left the room whilst the application was considered.

Councillor P Hogan declared a personal and prejudicial interest in application 17/02391/FUL as a Member of the Resources Policy Advisory Group of the Council which approved the proposals now contained in the planning application for this site, and left the room whilst the application was considered.

Councillor D Anthony declared a personal and prejudicial interest in application 17/02391/FUL as a Member of the Healthy Communities Policy Advisory Group of the Council which approved the proposals now contained in the planning application for this site, and left the room whilst the application was considered.

Councillor Smith declared a personal and prejudicial interest in application 17/02191/FUL as he had a close association with the Agent. Councillor D Smith also declared a personal and prejudicial interest in application 17/02391/FUL as a Member of the Cabinet of the Council which approved the proposals now contained in the

planning application for this site. Councillor Smith left the room whilst the applications were considered.

63. 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:	17/02191/FUL	PER
Applicant:	Mr S Sandhu	
Proposal:	Detached dwelling with detached garage and associated access. Land Rear Of Woodlands, 7 Church Grove, Wexham, Buckinghamshire, SL3 6LF.	
<ul style="list-style-type: none"> • A site visit was undertaken by Members. • Speaking of behalf of the objectors, Mr H Sharma and Mr P Norvill. • Speaking for the application, Mr S Mann. Although Mr Mann was not registered to speak due to an administrative error, the Chairman advised Mr Mann that he was permitted to speak. <p>RESOLVED that the application be permitted subject to the conditions and informatives as per the report.</p> <p><i>Councillor D Smith left the meeting 16:23.</i></p>		
		Decision
Plan Number:	17/02391/FUL	PETEM
Applicant:	South Bucks District Council	
Proposal:	Two-storey demountable building comprising 12	

Planning Committee (SBDC) - 28 March 2018

	<p>apartments (3 x one bed and 9 x two bed) (class C3) to provide interim residential accommodation to homeless households with associated car parking, private and shared amenity space, landscaping and other ancillary works. (Temporary permission for a period of 10 years is sought). South Bucks District Council, Bath Road Depot, Bath Road, Burnham, Buckinghamshire.</p>
<ul style="list-style-type: none"> • A site visit was undertaken by Members. • The Planning Officer advised the Committee of updates to the report, including that the Highways Authority had confirmed no objections to the plans subject to the conditions and informatives as per the report. • In relation to the Crime Prevention Officer's comments at 8.1 of the report, Members were advised that the modified plan may not be available for 2 weeks. <p>The Committee noted revisions to the Conditions:</p> <ul style="list-style-type: none"> • There was an amendment to Condition 1 to read that the 'strategy be agreed in writing with the District Planning Authority'. • There was an amendment to Condition 3 to read 'the development be carried out'. • There was an amendment to Condition 4 to read 'the development hereby permitted shall be carried out'. • In Condition 5, the words 'and vulnerable' were removed. • There was an amendment to Condition 18 to read 'The design of the external part of the proposal shall be fitted with Petrol/Oil interceptors in all car parking/washing areas.' • A further condition (19) was recommended by the Planning Officer: <p>Condition 19: Prior to commencement of the construction of the development hereby approved a scheme demonstrating all the detailed aspects of design to reduce crime that have been incorporated in the design of the development, in accordance with the advice received from the Thames Valley Police Crime Prevention Design Adviser, and in particular relating to the surveillance of the car park, children's play area and external stairs cases from the north and south elevations of the residential units, shall be submitted to the District Planning Authority and approved in writing. Thereafter the development shall be completed in accordance with this approved scheme.</p> <p>Reason: To ensure that every reasonable effort has been made to design the development to minimise the opportunities for crime (Policy EP6 of the South Bucks District Local Plan (adopted March 1999) refers).</p> <ul style="list-style-type: none"> • A further informative was recommended by the Planning Officer regarding a license for off-site work. 	

Planning Committee (SBDC) - 28 March 2018

<p>RESOLVED that the application be granted full temporary permission subject to the conditions and informatives as amended, as well as the additional condition put forward by the Planning Officer at the meeting.</p> <p><i>Councillors B Gibbs, D Smith, W Matthews, D Anthony and P Hogan left the meeting 16:45 and returned at 16:55.</i></p>		
		Decision
Plan Number:	18/00018/FUL	PER
Applicant:	Mr & Mrs Stanning	
Proposal:	Four new dwellings with basement parking. Amendment to Planning Permission 16/01824/FUL incorporating removal of the cupola from plot 4, front and rear dormers to plot 2, addition of crown roof between plots 1 and 2, and ground floor windows to the south flank elevation. The Coach House, 29 West Common, Gerrards Cross, Buckinghamshire, SL9 7QS.	
<ul style="list-style-type: none"> • A site visit was undertaken by Members. • An amended floor plan had been circulated to the Committee on 27 March 2018. • Further letters of objection had been received however these did not raise any additional concerns to those already received. • The Chairman read aloud to the meeting a letter of objection from Mr Veys, who could not be present at the meeting. • Speaking of behalf of the Applicants, Mr G Ferdenzi. <p>RESOLVED that the application be permitted subject to the conditions and informatives as per the report.</p>		
		Decision
Plan Number:	18/00040/RVC	PER
Applicant:	Halamar Developments Ltd	
Proposal:	Variation of Condition 2, 7 and 8 of planning permission 16/01500/FUL to allow amended house design and change of materials. 45 St Huberts Close, Gerrards Cross, Buckinghamshire, SL9 7EN.	
<ul style="list-style-type: none"> • A site visit was undertaken by Members. • An additional letter of objection had been received and circulated directly to the Committee. • Speaking of behalf of the Objectors, Mr A Cumming. • Speaking on behalf of the Applicant, Mr R Clarke. 		

RESOLVED that the application be permitted subject to the conditions and informatives as per the officer's report.

(B) COMMITTEE DECISION REQUIRED WITHOUT A SITE VISIT OR PUBLIC SPEAKING:-

		Decision
Plan Number:	17/01846/RVC	PER
Applicant:	Mr & Mrs James Crockett	
Proposal:	Variation of Conditions 6 and 7 of planning permission 12/01335/FUL (Replacement Dwellinghouse) and conditions 6, 7, 8 and 9 of permission 13/00460/VC to allow for the temporary retention of 'Mobile Home', 'Portakabin/Utility', 'CarPort/Store' and 'The Summer House' during the construction of the replacement dwelling and the permanent retention of 'The Workshop'. Site Of South End Cottage, Middle Green, Wexham, Buckinghamshire, SL3 6BS.	

Members noted some revisions to the Conditions:

- In Condition 1, the words 'superstructure works' were to be replaced with the words 'construction works above foundation level'.
- Condition 5: the words after 'decision notice' should be deleted.
- Condition 10 should read

'The outbuilding known as 'The Workshop', the size and position of which is shown marked on submitted plan number B1018-L-014 Rev A, shall be partially demolished in accordance with the details shown on plan ref:B1018-L-010, submitted to the authority on the 21/05/2013 and approved under permission 13/00460/RVC, and all materials arising from the partial demolition shall be removed from the site, within 18 months of the date of this permission, or by the substantial completion, or occupation, of the development hereby permitted, whichever is the sooner...'

RESOLVED that the application be permitted subject to the conditions as amended.

(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 Director of Services.

64. OUTSTANDING ENFORCEMENT NOTICES

The Committee received for information a progress report which set out the position relating to Enforcement Notices.

RESOLVED that the report be noted.

65. 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. A verbal update was given to Members regarding the High Court challenge for 14 Wooburn Green Lane, Beaconsfield, Buckinghamshire, HP19 1XE. A consent order had now been signed by all parties and received by the High Court. The High Court had quashed the Secretary of State's appeal decision.

RESOLVED that the report be noted.

66. PLANNING ENFORCEMENT REPORT 18 10084 ENBEOP: SITE OF SOUTHEND COTTAGE, MIDDLE GREEN, WEXHAM

The Committee received an enforcement report and verbal update on the Site of Southend Cottage, Middle Green, Wexham.

The wording of the breach description at page 111 was amended to read

BREACH:	'Prolonged period of inactivity since the commencement of works to implement planning permission 12/01335/FUL (and subsequent variations) and the continued presence and residential occupation of several outbuildings/structures permitted temporarily by temporary planning permissions and also partly permitted under
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	Schedule 2 Part 4 Class A of the Town and Country Planning (General Permitted Development) (England) Order 2015 on site comprising: 1) a mobile home; 2) portacabin/utility room; 3) summerhouse; 4) carport/store; 5) Materials Storage; 6) Tools Storage; 7) Presence of Containers; [“the Temporary Development”] despite no works for the replacement dwelling continuing on site.’
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The Committee **RESOLVED** that:

- 1. That 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.**
- 2. In the event that any Notice or Notices issued are not complied with, that 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 6.14 pm

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PLANNING COMMITTEE (SBDC)

Meeting - 18 April 2018

Present: R Bagge (Chairman)
D Anthony, M Bezzant, B Gibbs, J Jordan, M Lewis,
Dr W Matthews, G Sandy and D Smith

Also Present:

Apologies for absence: S Chhokar, T Egleton and P Hogan

*No site visit was required

67. MINUTES

The minutes of the meeting held on 28 March 2018 were confirmed and signed by the Chairman.

68. DECLARATIONS OF INTEREST

None.

69. 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:

None.

(B) COMMITTEE DECISION REQUIRED WITHOUT A SITE VISIT OR PUBLIC SPEAKING:-

		Decision
Plan Number:	18/00213/FUL	PER
Applicant:	Mr Iqbal	
Proposal:	Porch; Single storey front and side extension; Part double storey, part single storey rear extension; Loft conversion with dormer. 14 Wooburn Green Lane, Holtspur, Beaconsfield, Buckinghamshire, HP9 1XE	
<p>The Committee noted revisions to the Conditions:</p> <ol style="list-style-type: none"> 1. The development to which this permission relates must be begun not later than the expiration of three years beginning from the date of this decision notice. (NS01) <p>Reason: To comply with the provisions of Section 91(1) (a) of the Town and Country Planning Act 1990 (or any statutory amendment or re-enactment thereof).</p> <ol style="list-style-type: none"> 2. The development to which this planning permission relates shall be undertaken in accordance with the drawings referred to in the list at the foot of this decision notice (NMS11a) <p>Reason: To ensure a satisfactory form of development and to accord with the terms of the submitted application. (Policy EP3 of the South Bucks District Local Plan (adopted March 1999) refers.)</p> <ol style="list-style-type: none"> 3. The materials to be used in the construction of the external surfaces of the development hereby permitted shall match those of the existing building. (NM03) <p>Reason: To safeguard the visual amenities of the area. (Policy EP3 of the South Bucks District Local Plan (adopted March 1999) refers.)</p> <p>An additional Informative was proposed by the Planning Officer:</p>		

5. The applicant is advised that this planning permission does not supersede, override or extend the timescale for the requirement to comply with the terms of the Enforcement Notice issued by the Council on 27th April 2016 and upheld on appeal under Planning Inspectorate Reference APP/N0410/C/16/3151780. The Enforcement Notice requires the removal of the unauthorised development specified therein, the making good of the existing dwelling and the removal of debris from the site. The date for compliance with this notice is 1st November 2018.

Following discussion, it was

RESOLVED that the application be permitted subject to the conditions as amended and informatives as per the report, as well as the additional informative proposed by the Planning Officer.

(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.

70. ENFORCEMENT

The Chairman expressed thanks to Ben Temple, Enforcement Manager, who would be leaving the Council shortly. The new Enforcement Manager, Mitch Kitts, was welcomed by the Committee.

No updates were reported relating to enforcement notices.

71. 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 4.50 pm

BUCKS HEALTH AND ADULT SOCIAL CARE SELECT COMMITTEE,

Update March 2018

Mental Health Services

Funding for this mainly comes from the CCG (£40m) with £3.7m from Bucks CC relating to care workers.

This is a key priority for the CCG and the current work streams are:

- Safeguarding
- Actioning an improvement plan
- Support for carers

An integrated care system is being embedded combining health and social care (CCG/Bucks CC) using community services teams based in Aylesbury and High Wycombe to cover the north and the south of the county. The ambition is to improve access to services and drive preventative actions but in reality there is very little specialist provision across Bucks. Results from the integrated care system are still to be demonstrated. The Bucks teams are just starting to work with the CCG on developing outcomes based performance measures and an all age mental health service vision.

The Committee requested that much more data analysis of performance and impact be presented to them.

Direct Payments for Adult Social Care

Currently payments are made directly to client accounts set up for services for people to access.

A new digital “virtual wallet” scheme has now been set up to facilitate this. Providers will be able to use it, clients will be able to view it and it will expedite the payments made. It is a tool to co-ordinate the services needed and the providers involved.

Wendy Matthews
March 2018

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Report of the meeting of the Buckinghamshire Healthcare Trust on 31st January 2018

Following on from the presentation of awards the meeting proceeded with the patient's experience which involved a lady who had been admitted to hospital with Sepsis and had been successfully treated. It was emphasised that the sooner the sepsis is treated the better were the chances of success.

Neil Dardis then gave his last report as chief executive. He said that partnerships were being developed with other Trusts and a number of contracts had been awarded to the Trust including the urgent care contract although there were challenges ahead.

An interim report was given on Clinical Strategy. A series of workshops had taken place which had looked at ways of delivering care for communities and supporting the teams and clinicians looking to the future. A final report was to be given to the March meeting.

The meeting moved on to the Flood light and Operational Report which covered the period up to December 2017. The snow and ice before Christmas had been quite challenging and from 28th December there had been high levels of demand for acute services. They had survived the flu epidemic but there was a need to develop the GP screen service. The last 3% of staff had not completed their statutory training and they were behind with the flu vaccinations where the uptake had been 57%.

This was followed by the Financial Report which revealed that at the end of December the deficit was running at £3.8 million with a revised forecast for the end of the year of £5.7 million. There had been a small exposure to the collapse of Carillion to whom the Trust had provided Pharmacy services but this contract had been transferred to Oxfordshire County Council.

From the workforce report it was revealed that the staff vacancy rate had increased. The target for spending on agency nurses was £8.1 million and at the date of the meeting £7.1 million had been spent. A scheme for Nursing Apprentices was starting in March and letters were being sent to the staff who had not taken part in statutory training.

Following on from this the Quality Report was presented. This showed that the two mortality indicators continued to be below the number expected. There were areas for improvement in connection with Emergency Admissions for Fractured Neck of Femur, Pressure Ulcer Prevention, Friends and Family Test and Falls.

With the Infection Prevention & Control report they had not hit their C Difficile Target in spite of having only 1 case in December

David Pepler

12th April 2018