



Council (SBDC)

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 **Tuesday, 17 July 2018, Council Chamber, Capswood, Oxford Road, Denham**, when the business below is proposed to be transacted.

Item

1. Evacuation Procedure
2. Chief Constable's Annual Presentation

To receive a presentation from the Chief Constable of Thames Valley Police, Francis Habgood, who will also be accompanied by the LPA Commander, Superintendent Neil Kentish and Anthony Stansfeld, Police and Crime Commissioner.

3. Apologies for absence
4. Minutes (*Pages 7 - 26*)

To approve the minutes of the meeting of Full and Annual Council held on 16 May 2018

5. Declarations of Interest
6. Announcements

(a) Chairman's Announcements (Pages 27 - 28)

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

(b) Announcements from the Leader of the Cabinet

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

(c) Announcements from the Head of Paid Service

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

7. Committee Recommendations

There are no recommendations from the Committees of the Council for consideration at this Council meeting.

Members are therefore asked to note that the following meetings have taken place since the last Council meeting, and that the Minutes are available to view in the supplement: Minute set.

1. Overview & Scrutiny Committee – 19 June
2. Audit & Standards Committee – no meetings held (next meeting 23 July)
3. Governance & Electoral Arrangements Committee – 26 June
4. Licensing Committee – 21 June (to follow)
5. Planning Committee – 23 May (23 June meeting cancelled)
6. Joint Staffing Committee – no meetings held (next meeting 18 July)
7. Joint Overview & Scrutiny Committee – no meetings held
8. Cabinet – 27 June 2018 (to follow)

8. Cabinet recommendations

To receive and consider the recommendations of the Cabinet for the meeting held on 27 June 2018 and to receive questions and answers on any of those recommendations in accordance with Rule 9.1 of the Procedural Rules.

8.1 Refreshed Joint Business Plan 2018-19 (*Pages 29 - 30*)

Appendix 1 - Chiltern and South Bucks Business Plan 2018-19 (Pages 31 - 52)

8.2 Farnham Park Playing Fields Strategy (*Pages 53 - 58*)

9. Verbal Reports from the Leader, Cabinet Member or Chairman of a Committee (if any)

To receive and consider verbal update reports (if any) from the Members listed above, and to answer questions on any of those reports from any Member of the Council in accordance with Rule 9.1 of the Procedural Rules.

10. Questions

To answer questions from

- (a) Members of the Council; and
- (b) Members of the public

which have been put under Procedure Rules 9 and 10.

*To answer the following questions from Councillor Barry Harding which has been received in accordance with Procedure Rule 10:

1. Can we please have an update on the cost thus far and subsequent costs including the planning application process for the New Gerrards Cross Car Park Project before any construction commences.

Ex Thames Valley Police Station Site:

2. There is a figure of 7.83 Million which is mentioned in the report. What will the total cost of purchase and construction be? Can you confirm that the amount paid for the Ex Thames Valley Police Station at Gerrards Cross is in accordance with the District Valuers Valuation?

3. Can we please have an explanation and definition in the terminology used in Para 1.1 in particular 'Draft Business Case' 'Latest Cost Estimate' & 'Surety Route'?

4. Is the assurance given by the Contractor regarding 'target cost envelope' a guarantee and can we have confirmation of who agreed targets with the chosen contractor?

5. Given that the report concludes and relies upon construction starting in March 2019, reasons include that there are Bats on site. Can you confirm that a detailed analysis has taken place with regard to any contamination on the old Thames Valley Police Station Site and that any claim will be in line with the Terms & Conditions of Sale which for the Benefit of any doubt is March 2019- Only 9 Months Away?

11. Motions (if any)

Written notice of every motion, except those which may be moved under Council Procedure Rule 13, must be signed by at least 2 Members and delivered to the proper officer at least 7 clear days before the meeting.

12. Members' Reports on Joint Arrangements and External Organisations

Dr Matthews - Health and Adult Social Care Select Committee Update - April (Pages 59 - 60)

Mr Pepler - Meetings of the Buckinghamshire Healthcare Trust held on 28 March 2018 (Pages 61 - 62)

13. Members Allowances Scheme 2018-19 (Pages 63 - 68)

Appendix 1: Independent Remuneration Panel's Report (Pages 69 - 80)

Appendix 2: DRAFT IRP SBDC Scheme of Allowances 2018-19 (Pages 81 - 90)

Appendix 3: DRAFT Group SBDC Scheme of Allowances 2018-19 (Pages 91 - 100)

14. Exclusion of Public (if required)

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

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

14.1 Waste contract options appraisal (Pages 101 - 106)

To consider the recommendation from Cabinet

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 – Wednesday, 14 November 2018

Audio/Visual Recording of Meetings

This meeting might be filmed, photographed, audio-recorded or reported by a party other than the Council for subsequent broadcast or publication. If you intend to film, photograph or audio record the proceedings, or if you have any questions please contact Democratic Services. Members of the press please contact the Communications Team.

If you would like this document in large print or an alternative format, please contact 01895 837236; email democraticservices@southbucks.gov.uk

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SOUTH BUCKS DISTRICT COUNCIL

Council - 16 May 2018

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

Apologies: Councillors G Hollis, J Lowen-Cooper, R Sangster and D Saunders

Absent: Councillors B Harding

83. **PRESENTATION BY NETWORK RAIL ON THE WESTERN RAIL LINK TO HEATHROW**

Representatives from Network Rail attended the meeting to provide a project update on the Western Rail Link to Heathrow (WRLtH) which would shortly be going out to public consultation. Malcolm Armstrong (Consents Manager) and Daniel Thomas (Consents Assistant) were present for this item.

During the presentation the following points were made:-

Overview

- WRLtH was a proposed new direct rail link from the West to Heathrow providing a step change in journeys to Britain's busiest airport
- The project was a Nationally Significant Infrastructure project and requires the submission of a Development Consent Order
- The scheme was not dependent on airport expansion
- The project design was reaching maturity following extensive consultation to optimise the route and design solution
- Network Rail was working with the Department for Transport and Heathrow Airport Limited
- The project was currently only funded for development, further funding was subject to a satisfactory business case and agreement of acceptable terms with the Heathrow aviation industry
- There would be four trains per hour in each direction with all trains calling at Reading and Slough and alternate trains calling at Twyford and Maidenhead.

From the 2016 consultation the following changes have been made:-

- Change in gradient of the open stretch of railway now meant no platform alternations were required at Langley station and reduced impact on Horton Brook
- HS2 depot was now no longer required
- CEMEX have started work on mineral extraction south of the GWML
- There were two alignments for the last section of the tunnel closest to Heathrow

Council (SBDC) - 16 May 2018

- There was a new portal access building to the South of the GWML for safety and maintenance access

Timeline

- The public consultation would run from 11th May to the 22nd June – 18 events in the local areas, Iver, Iver Heath, Langley, Richings Park, Colnbrook and Hillingdon .
- The duration of the consultation was 6 weeks which was over the statutory 4 week consultation requirement. People could feed back via post, email, online via consultation hub and on the phone. A full Environmental Impact Assessment will be undertaken.
- The main construction work would take about 5 years to complete which included 15 months of 24-hour tunnelling. The Development Consent Order would be submitted mid-2019 and the main construction planned between 2022 and 2027.

Following the presentation Members asked the following questions:-

- Confirmation was given that the Burnham and Taplow stations would not be impacted.
- A Cabinet Member emphasised the importance of having collective meetings with all Authorities affected so that they could have joint discussions about the impact of the project on local areas.
- Concern was expressed that leaflets had not been distributed to every household as expected. The Consents Manager apologised for this and commented that he would address this immediately. A Member said she would feed back to Network Rail if residents were still not receiving them.
- A Member referred to a Wexham and Iver Local Area Forum meeting where concern had also been expressed about closing Mansion Lane, Iver which was not acceptable and would have a dramatic effect on residents as it was a very popular route. Since this concern had been expressed no feedback had been received. He commented that an alternative route was needed. The Consents Manager reported that this route had been put forward by transport consultants who had made this decision with detailed technical information. The Member commented that he would lobby against this particularly as Wexham and Iver residents were already impacted by other projects. Another Member commented that the closure of this road would cut off South Buckinghamshire and cause major disruption.

The Chairman thanked Network Rail for their presentation.

84. **ANNOUNCEMENTS**

The Chairman reported on recent functions and events she had attended on behalf of the Council. Cllr Matthews referred to a quiz night and raffle she was organising for her chosen charity which involved working with Buckinghamshire MIND to raise awareness of mental

Council (SBDC) - 16 May 2018

health issues in infant schools across the District. This event was being held on 1 June 2018 at South Buckinghamshire Golf Club.

Engagement	Date	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

Council (SBDC) - 16 May 2018

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

85. **MINUTES**

A Member queried the accuracy of Minute 81 Declarations of Interest relating to 9 April 2018 meeting. He referred to an email which had been sent before the 9 April meeting providing advice regarding declarations of interest. The Member was asked to provide in writing the wording of the amendment he wished to make to the Minutes. The Member commented that this was the first time he had been asked to do this. The Head of Legal and Democratic Services confirmed that if the Member wished to change the Minutes he needed to propose an amendment to add or remove words and the exact wording should be provided in writing. This amendment would then have to be moved, seconded and voted upon. The Member repeated his concern that the Minutes did not accurately reflect what was discussed and referred again to the instruction he had received regarding declaring interests. In the absence of a written amendment being provided Members were asked whether they wished to approve the Minutes and that the Member’s dissatisfaction with the Minutes be recorded.

The minutes of the meeting of Full Council held on 27 February 2018 and 9 April 2018 were then approved and signed by the Chairman as a correct record.

86. **DECLARATIONS OF INTEREST**

There were no declarations of interest.

87. **QUESTIONS**

No questions had been received under Council Procedure Rules 9 and 10.

88. **CABINET 17 APRIL 2018**

The Leader, Councillor Naylor, presented the minutes of the meeting of the Cabinet held on 17 April 2018.

RESOLVED that the minutes of the Cabinet held on 17 April 2018 be received.

89. **STATION ROAD CAR PARK REDEVELOPMENT GERRARDS CROSS**

Full Council considered a report which asked Members to agree a budget of £92,500 to resubmit the planning application and associated fees with regard to the Station Road Car Park redevelopment in Gerrards Cross. Cabinet had confirmed their aspiration to provide the full scheme of 443 car park spaces with slight design changes to provide sufficient car parking to meet predicted local parking needs until 2053. A full business case for the scheme would be submitted to Resources PAG on 13 June and Cabinet on 27 June 2018.

It was moved by Cllr Gibbs, seconded by Cllr Sullivan and

RESOLVED that a budget of £92,500 to resubmit the planning application and associated fees be agreed.

90. **AUDIT & STANDARDS COMMITTEE**

The minutes of the meeting of the Audit Committee held on 15 March 2018 were presented.

RESOLVED that the minutes of the meeting held on 15 March be received.

(a) Financial Procedure Rules

Full Council considered a report which asked for approval to the revised Financial Procedural Rules contained in the Appendix to the report. The proposed changes, which were shown as tracked changes, were intended to clarify the Financial Procedure Rules and ensure they remain fit for purpose. No major changes were deemed necessary.

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

RESOLVED that the revised Financial Procedure Rules contained in Appendix A to the report be approved.

91. **GOVERNANCE AND ELECTORAL ARRANGEMENTS COMMITTEE**

The Minutes of the meeting of the Governance and Electoral Arrangements Committee held on 7 March 2018 were presented.

RESOLVED that the minutes of the meeting held on 7 March 2018 be received.

92. **JOINT WORKING - APPOINTMENT OF A JOINT OVERVIEW AND SCRUTINY COMMITTEE**

Full Council received a report on the appointment of a Joint Overview and Scrutiny Committee. The Governance and Electoral Arrangements Committee had recommended that a Joint Committee be established with responsibility for discharging overview and scrutiny functions in relation to the functions delegated to the Joint Committee. The Joint Committee would have specific authority to scrutinise and make recommendations only on those decisions taken, and functions discharged by the Joint Committee. All the other functions would continue to be scrutinised under each Council's existing overview and scrutiny arrangements. Chiltern District Council approved this recommendation at their meeting on 15 May 2018.

It was moved by Councillor Hogan, seconded by Cllr Smith and

RESOLVED that

1. 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. the rules of procedure for the Joint Overview and Scrutiny Committee be agreed as set out in Appendix 2 of the report
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. the Head of Legal and Democratic Services be authorised to make the necessary amendments to the Inter Authority Agreement to reflect the above decisions in consultation with the Chief Executive and respective Cabinet Leaders

93. **MEMBERSHIP OF LICENSING AND PLANNING COMMITTEES**

Full Council received a recommendation from the Governance and Electoral Arrangements Committee regarding a reduction in the number of Members on the Licensing and Planning Committee. 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. 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.

It was moved by Councillor Hogan, seconded by Cllr Smith and

RESOLVED that

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).

94. **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.

95. **OVERVIEW AND SCRUTINY COMMITTEE**

The minutes of the meeting of the Overview and Scrutiny Committee held on 19 March 2018 were presented.

RESOLVED that the minutes of the meeting held on 19 March 2018 be received.

96. **JOINT STAFFING COMMITTEE**

The minutes of the meeting of the Joint Staffing Committee held on 26 March 2018 were presented.

RESOLVED that the minutes of the meeting held on 26 March 2018 be received.

97. **PLANNING COMMITTEE**

The minutes of the meetings of the Planning Committee held on 28 February, 28 March and 18 April 2018 were presented.

RESOLVED that the minutes be received.

98. **MEMBERS' REPORTS**

The meeting received the following members' reports:

- Bucks Health and Social Care Select Committee Update
- Report of the Buckinghamshire Healthcare Trust – 31 January 2018

Cllr Pepler commented that this was the last meeting which Neil Dardis would attend as Chief Executive and wished him all the best for the future.

99. **EXCLUSION OF PUBLIC**

RESOLVED that under section 100 (A) (4) of the Local Government Act 1972 the public be excluded from the meeting for the following item(s) of business on the grounds that they involved the likely disclosure of exempt information as defined in Part 1 of Schedule 12A of the Act Paragraph 3

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

(a) Station Road Car Park redevelopment Gerrards Cross (Part 2 report and appendices)

The appendix was considered in relation to minute item 89.

The meeting terminated at 6.50 pm

SOUTH BUCKS DISTRICT COUNCIL

Council - 16 May 2018

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

Apologies: Councillors G Hollis, J Lowen-Cooper, R Reed, R Sangster and D Saunders

Absent: Councillors B Harding

1. ELECTION OF CHAIRMAN

As Councillor Dr Matthews was a candidate in the election of Chairman she could not preside and vacated the chair for this item of business.

It was proposed by Councillor Naylor, seconded by Cllr Read that Councillor Dr Matthews be elected as Chairman for the ensuing municipal year 2018/19.

There being no other nominations, it was

RESOLVED that Councillor Dr Matthews be elected Chairman of the Council for 2018/19

Councillor Dr Matthews made the statutory declaration of acceptance of office and thanked the Council for her election.

2. APPOINTMENT OF VICE-CHAIRMAN

It was proposed by Councillor Dr Matthews, seconded by Councillor Read that Councillor Pepler be appointed Vice-Chairman for the ensuing municipal year 2018/19.

There being no other nominations, it was

RESOLVED that Councillor Pepler be appointed Vice-Chairman of the Council for 2018/19.

Councillor Pepler made the statutory declaration of acceptance of office and thanked the Council for his appointment.

3. DECLARATIONS OF INTEREST

There were no declarations of interest.

4. **ELECTION OF THE CABINET LEADER & APPOINTMENT OF CABINET MEMBERS**

Council received a report on the Cabinet Leader's Appointment of Cabinet Members. Members noted that Councillor Nick Naylor was elected Cabinet Leader on 19 October 2017 to the date of the post-election Annual Council meeting to be held in May 2019.

A report was tabled showing the SBDC Cabinet Portfolio's 2018/19 and Councillor Naylor reported his Cabinet as follows:-

Cabinet Member for Resources – Councillor Barbara Gibbs

Deputy Leader and Cabinet Member for Planning and Economic Development – Councillor John Read

Cabinet Member for Environment – Councillor Luisa Sullivan

Cabinet Member for Healthy Communities – Councillor Patrick Hogan

Cabinet Member for Customer and Business Support – Councillor Duncan Smith

The Leader paid tribute to the work of Councillor Paul Kelly who had decided to step down as Cabinet Member of Healthy Communities and asked for the Council's thanks to be recorded.

The Leader gave a short speech which highlighted the challenges facing Local Authorities currently such as increasing demands on finances and the need to increase income and reduce costs. The five year shared service programme had helped reduce duplication and costs and improved service delivery. He then went on to refer to a number of issues that needed to be addressed in the year ahead:-

- Social polarisation and homelessness – the need for appropriate accommodation for families and individuals. The Council had identified some appropriate accommodation for the homeless and gave an example of Bath Road in Burnham and Gerrards Cross Police Station. The Leader emphasised the importance of having accommodation in South Buckinghamshire rather than placing residents out of district.
- The need to help an ageing population and ensure that they keep fit and well in healthy communities. The creation of a Country Park in Stoke Poges on the site of the former Golf Academy adds open space accessible to all.
- The proposal to increase car parking capacity including at Station Road, Gerrards Cross to help shoppers, residents and local businesses. The next step for this proposal was to submit a planning application.
- Housing and the Environment – having a robust Local Plan which sets out the long term development strategy of the area. The Council was also working with HS2 on its construction to ensure that any adverse impact was kept to a minimum.
- The Council was on a journey of continuous improvement and had recently undertaken a Corporate Peer Challenge.

- The Council was working with other District Councils in Buckinghamshire to support the two unitary model business case, despite the recent minded to decision by the previous Secretary of State for one unitary. The Leader encouraged residents and stakeholders to put forward their representations to the new Secretary of State, James Brokenshire by 25 May 2018.

The Leader concluded that the year ahead had many challenges and opportunities in which to help South Buckinghamshire develop and grow and that by working in partnership with other organisations South Buckinghamshire would continue to be a great place to work and live.

5. **ESTABLISHMENT OF COMMITTEES, ALLOCATION OF SEATS TO POLITICAL GROUPS AND APPOINTMENTS TO COMMITTEES, OUTSIDE BODIES AND INFORMAL MEETINGS**

The Council considered a report setting out appointments to Committees, Groups, Joint Committees and Outside Bodies. Members noted that at the previous meeting they had agreed that a new Joint Overview and Scrutiny Committee be established, consisting of Members from Chiltern and South Bucks, to discharge overview and scrutiny functions relating to the Chiltern and South Bucks Joint Committee. Therefore the number of seats to be allocated was 81 which included the Joint Overview and Scrutiny Committee.

The following table shows the proposed allocation of seats:

Committee	Members	Con. share	Con. entitlement after rounding	Con. actual	Ind.
Planning	10	9.6	10	10	
Licensing	10	9.6	10	9	1
Joint Staffing Committee	6	5.8	6	6	
Joint O & S	5	4.8	5	5	
O & S	8	7.7	8	8	
Audit & Standards	6	5.8	6	5	1
Governance & Electoral Arrangements	6	5.8	6	6	
	51		51	49	2
Healthy Communities PAG	6	5.8	6	6	
Environment PAG	6	5.8	6	6	
Resources PAG	6	5.8	6	6	
Planning & Eco. Dev. PAG	6	5.8	6	6	
Customer Services & Bus. Sup. PAG	6	5.8	6	6	
	81		81	79	2

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

RESOLVED

1. To agree the establishment of the Committees listed as follows:-

Committee	Number of Members
Overview & Scrutiny	8
Audit & Standards	6
Governance & Electoral Arrangements	6
Licensing	10
Planning	10
Joint Staffing	6, plus 6 Chiltern District Council Members
Joint Overview & Scrutiny	5, plus 5 Chiltern District Council Members

2. That the Council's political balance be noted.
3. That the appointments of Councillors to Committees and Policy Advisory Groups be agreed and note appointments to working and information groups as follows:-

Committees		Conservatives	Ind.
Planning Committee (10) <i>The Consultative Body will include the Chairman, Vice-Chairman and 2 other Planning Committee Members.</i> <i>Members are required to receive mandatory training for this Committee</i>	1	D. Anthony	
	2	R. Bagge (Chairman*) <i>Consultative Body*</i>	
	3	M. Bezzant	
	4	T. Egleton <i>Consultative Body*</i>	
	5	B. Gibbs	
	6	P. Hogan	
	7	J. Jordan (Vice-Chairman*) <i>Consultative Body*</i>	
	8	M. Lewis	
	9	W. Matthews <i>Consultative Body*</i>	
	10	D. Smith	
	R	L. Sullivan (reserve)	
	R	D. Pepler (reserve)	
Licensing Committee (10) <i>Members are required to receive mandatory training for this Committee</i>	1	D. Anthony	
	2	T. Egleton (Chairman*)	
	3		P. Griffin
	4	P. Hogan	
	5	J. Jordan	
	6	M. Lewis (Vice-Chairman*)	
	7	D. Pepler	
	8	G. Sandy	
	9	R. Sangster	
	10	D. Smith	

Council (SBDC) - 16 May 2018

Committees		Conservatives	Independent
Overview & Scrutiny Committee (8)	1	M. Bradford (Chairman*)	
	2	P. Bastiman (Vice-Chairman*)	
	3	M. Bezzant	
	4	D. Dhillon	
	5	T. Egleton	
	6	P. Kelly	
	7	M. Lewis	
	8	D. Saunders	
Audit and Standards Committee (6)	1	D. Anthony (Chairman*)	
	2		P. Griffin
	3	L. Hazell	
	4	G. Hollis (Vice-Chairman*)	
	5	P. Hogan	
	6	R. Sangster	
Governance and Electoral Arrangements Committee (6)	1	D. Anthony	
	2	P. Hogan (Chairman*)	
	3	J. Lowen-Cooper	
	4	W. Matthews (Vice-Chairman*)	
	5	D. Pepler	
	6	D. Smith	

**shows the Chairman and Vice Chairman who were elected and appointed following this Council meeting.*

Council (SBDC) - 16 May 2018

Policy Advisory Groups		
Healthy Communities PAG	1	P. Hogan (Portfolio Holder)
	2	D. Anthony
	3	P. Bastiman (O/S)
	4	M. Bezzant (O/S)
	5	W. Matthews
	6	D. Pepler
Environment PAG	1	L. Sullivan (Portfolio Holder)
	2	M. Bradford (O/S)
	3	B. Harding
	4	L. Hazell
	5	G. Hollis
	6	J. Lowen-Cooper
Resources PAG	1	B. Gibbs (Portfolio Holder)
	2	R. Bagge
	3	S. Chhokar
	4	D. Dhillon (O/S)
	5	P. Kelly (O/S)
	6	J. Jordan
Planning and Economic Development PAG	1	J. Read (Portfolio Holder)
	2	G. Hollis
	3	J. Jordan
	4	M. Lewis (O/S)
	5	G. Sandy
Customer Services and Business Support PAG	1	D. Smith (Portfolio Holder)
	2	M. Bezzant (O/S)
	3	T. Egleton (O/S)
	4	R. Reed
	5	D. Saunders (O/S)

PAGs consist of the Portfolio Holder and up to 5 other Members including at least 1 O/S Member

REPRESENTATION ON JOINT COMMITTEES AND OTHER BODIES

Chiltern and South Bucks Joint Committee ~

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

(Plus CDC Members, see CDC appointments)

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

Joint Staffing Committee

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

(Plus CDC Members, see CDC appointments)

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

Chiltern and South Bucks Joint Overview and Scrutiny Committee

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

(Plus CDC Members, see CDC appointments)

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

Joint Waste Collection Committee ~

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

(Plus CDC and WDC Members)

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

Evreham Sports Centre Joint Management Committee

South Bucks representatives:

1. J. Jordan
2. P. Hogan (Portfolio Holder)
3. R. Sangster

Buckinghamshire County
Representatives:

1. Require confirmation from Bucks County Council
2. Require confirmation from Bucks County Council

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

The South Buckinghamshire Members Advisory Panel (8)

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

REPRESENTATION ON WORKING AND INFORMATION GROUPS

HS2 Information Group (3 plus relevant ward Members)

1. N. Naylor
2. J. Read (Portfolio Holder)
3. L. Sullivan

Appointments to the Group, Chairman & Deputy made by the relevant Portfolio Holder

HS2 Steering Group

1. N. Naylor
2. J. Read (Portfolio Holder)
3. L. Sullivan

(Plus CDC Members, see CDC appointments)

Joint Planning Policy Member Reference Group (6)

1. R. Bagge
2. B. Gibbs
3. G. Hollis
4. J. Jordan
5. J. Read (Portfolio Holder)
6. W. Matthews

(Plus CDC Members, see CDC appointments)

The Portfolio Holder of the Council hosting the meeting will chair the meeting

- 4 To agree the appointments of Councillors to Outside Bodies relating to Council functions as follows, and that authority to make changes to appointments during the Municipal Year 2018-19 be delegated to the Chief Executive in consultation with the Leader of the Council.

Outside Body <i>Council functions</i>	Representative[s]	Relevant Portfolio	Officer Contact
Buckinghamshire Armed Forces Covenant Civilian Military Partnership Board	Duncan Smith Barbara Gibbs (Deputy)	Healthy Communities	Martin Holt
Bucks Health and Adult Social Care Select Committee	Wendy Matthews Trevor Egleton [Deputy]	Healthy Communities	Martin Holt
Buckinghamshire Healthcare Trust	David Pepler (observer)	Healthy Communities	Martin Holt
Chilterns Conservation Board	Luisa Sullivan	Environment	Chris Marchant
Denham Aerodrome Consultative Committee	Roger Reed	Environment	Tracy Farrell
Frimley Health NHS Foundation Trust	Wendy Matthews (observer)	Healthy Communities	Martin Holt
Slough Social Fund / Bucks Community Foundation	Dev Dhillon	Healthy Communities	Claire Speirs
South East Employers	Barry Harding John Read [Deputy]	Leader/Deputy	Bob Smith
Thames Valley Police and Crime Panel	Trevor Egleton	Resources	Khalid Ahmed

6. EXECUTIVE REPORTS TO THE LOCAL AUTHORITY

Regulation 19 of the Local Authorities (Executive Arrangements) (Meeting and Access to Information) Regulations 2012 requires a report to be submitted to the Council at least each year containing details of each urgent executive decision taken. The Regulations require a report to be submitted to the authority even if it is to report that no urgent executive decisions have been taken. In accordance with the Regulations, the Council was therefore asked to note that no urgent executive decisions have been taken since the last Annual Council held on 23 May 2017.

7. COMMITTEE MEETINGS HELD IMMEDIATELY AFTER ANNUAL COUNCIL TO AGREE CHAIRMAN & VICE-CHAIRMAN:

Following the completion of the above formal business, the following Committees met for the purposes of electing Chairmen and Vice Chairmen:-

Audit and Standards Committee
Governance and Electoral Arrangements Committee

Overview and Scrutiny Committee
Licensing Committee
Planning Committee

The meeting terminated at 7.20 pm

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Engagements May – June 2018

Engagement	Date	Chairman/Vice Chairman Attendance
Charity Quiz Night – Chairman	01/06/18	Chairman attended
Evensong St Paul’s Cathedral – Wheelpower	06/06/18	Chairman attended
Annual Reception – Directors SGI UK	07/06/18	Chairman attended
Summer Garden Party – Alfriston School	08/06/18	Chairman attended
Annual Visit to Burnham Beeches followed by luncheon at Dorneywood	11/06/18	Chairman attended
Queen’s Award for Voluntary Service to Meet and Mingle Group	17/06/18	Vice Chairman attended
Annual Garden Party – Chairman, Universal Care	19/06/18	Chairman attended
Marlow Regatta Dorney Lake, Court Lane, Windsor SL4 6PQ	23/06/18	Vice Chairman attended
Opening of Playground & Summer Fair – Richings Park Residents’ Association	24/06/18	Vice Chairman attended
AGM - Samaritans Slough, Windsor & Maidenhead	27/06/18	Chairman attended
Civic Service – Mayor of Beaconsfield	01/07/18	Chairman attended
Bucks & MK Schools Games Final – Bucks & MK Sports and Activity Partnership	05/07/18	Chairman attended
Awards Presentation & AGM – County Chairman Bucks Scouts	08/07/18	Chairman attended
Civic Service – Mayor of Milton Keynes	08/07/18	Vice Chairman attended
Grand Opening of New Town – Bekonscot Model Village & Railway Warwick Road, Beaconsfield HP9 2PZ	11/07/18	Chairman attended

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REPORT SUBJECT	Refreshed Joint Business Plan 2018 - 2019
REPORT OF	Councillor Isobel Darby (CDC) and Councillor Nick Naylor (SBDC)
RESPONSIBLE OFFICER	Bob Smith, Chief Executive
REPORT AUTHOR	Ani Sultan (01494 586 800)
WARD/S AFFECTED	Report applies to whole district

1. Purpose of Report

To seek approval for the refreshed Joint Business Plan 2018 – 2019

RECOMMENDATION

Council is asked to approve the refreshed Joint Business Plan

2. Executive Summary

This report seeks approval for the following document attached as Appendix A: Refreshed Joint Business Plan 2018 -2019

3. Reasons for Recommendations

The Joint Business Plan Aims, Priorities and Objectives replaced the former Chilterns Aims and Objectives document and the South Bucks Corporate Plan during 2014/15. The Joint Business Plan is reviewed every year to reflect the changing needs of the locality and the communities that live and work within Chiltern and South Bucks, as well as the service planning process.

4. Content of Report

4.1 The Joint Business Plan links to the Sustainable Community Strategy, which sets out the vision for the districts to 2026 and is based on extensive consultation with residents, local community groups and partner organisations.

4.2 The proposed refreshed Joint Business Plan 2018-2019 is attached as Appendix 1.

4.3 This year, the format of the Business Plan has been overhauled in terms of layout, look and length, with only key information relating to residents included within the document. The document is therefore more user-friendly, easier to understand, and takes into account our resident demographic.

5. Consultation

The refreshed Joint Business Plan has been circulated to Leaders and their respective Cabinets for comment.

6. Options

Failure to refresh the plan annually will soon render it out of date and out of touch with residents' priorities.

7. Corporate Implications

- 7.1 Financial – The Joint Business Plan complements the budgeting process and has close links to the medium-term financial strategy. It affects the budget planning process by setting the priorities for the future.
- 7.2 Legal – No legal implications have been identified.
- 7.3 Risks issues – Business planning helps to alleviate risk through ensuring each service unit is aware of how their work fits into the work of the Councils and is closely linked to the needs of the community.
- 7.4 Equalities – An integrated impact assessment, including equalities, was conducted on the Joint Business Plan and showed no adverse impacts.
- 7.5 Others – None.

8. Links to Council Policy Objectives

The Joint Business Plan sets the aims and priorities of the Councils for the next year.

9. Next Step

The Joint Business Plan will be uploaded onto the Council websites. It will be updated again next spring to reflect the new service plans for 2019/20 and their actions, which support the Councils' aims and objectives.

Background Papers:	Not applicable.
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Business Plan 2018 - 2019



CHILTERN
District Council



SOUTH BUCKS
District Council

Stronger in partnership

Page 31



Contents

Foreword	3	Your District - South Bucks	11-12
Looking forward & our priorities	4	Your Cabinets - Chiltern	13
What is the Business Plan?	5	Your Cabinets - South Bucks	14
The Medium-Term Financial Strategy	5	Elected Members - Chiltern	15
The Joint Local Plan	5	Elected Members - South Bucks	16
Service Plans	5	Executive Management Team	17
Challenges facing the Councils	6	How we work	18
Chiltern District - our purpose	7	Where our budget goes - Chiltern	19
South Bucks District - our purpose	8	Where our budget goes - South Bucks	20
Your District - Chiltern	9-10	Partnership Working	21

Foreword

Welcome to Chiltern and South Bucks' Joint Business Plan for the coming year.

We have made changes to the presentation of this document to make it easier to understand and to better summarise some of the changes the Councils have experienced.

The purposes of the Councils are set out in more detail within the following pages. We review these annually, updating priorities as needed. This is based on feedback, customer and community need, Government guidance and targets, and our commitment to provide best value services for our residents.

We hope you find the following pages informative and interesting.

Please feel free to contact one of us if you have any feedback.



Bob Smith
Chief Executive of
Chiltern and South
Bucks District Councils



Cllr Isobel Darby
Leader of Chiltern
District Council



Cllr Nick Naylor
Leader of South Bucks
District Council

Looking forward & our priorities

We have three main areas of focus in terms of aims, objectives and priorities for the coming years. The aim is to position both Chiltern and South Bucks as districts that deliver great value, customer-focused, sustainable services to its residents, whilst enhancing both districts as desirable places to live, work and visit.

We will:

1. Provide best value for money services by listening to our customers to ensure the provision of excellent services across all areas of the Councils;
2. Work towards safer, healthier and more cohesive communities by improving community safety and promoting and supporting local communities;
3. Strive to conserve the environment and promote sustainability.



What is the Business Plan?

The Business Plan is a key element within our strategic decision-making process.

Our aims, objectives and priorities are outlined, providing a focus for service delivery and performance. This sets out what the Councils will seek to achieve over the coming year.

The Medium-Term Financial Strategy

This is our key financial policy, which considers financial implications and provides a framework to ensure we manage our money in the most cost-effective way possible. The strategy also feeds into the annual budget-setting process.

Since embarking on a project of shared services in 2012, the Councils have made joint savings of £6million. However, we will continue to face budgetary challenges, and as funding from central Government reduces, we will continue to identify further efficiencies whilst maintaining core services. This has been

considered in the planning and management of the Medium-Term Financial Strategy.

The Joint Local Plan

The emerging Chiltern and South Bucks Joint Local Plan will outline policies for determining planning applications, site allocations, or proposed new developments, as well as other land designations (including Green Belt areas). This joint local plan will replace an assortment of current documents.

Service Plans

Our service plans set out how individual teams will be delivering their objectives.

Service plans stem directly from the Business Plan and its associated aims, objectives and priorities, describing the key objectives and activities for each area, as well as highlighting performance indicators and risks that will be used to assess progress.

Challenges facing the Councils

- Acute shortage of affordable housing and temporary accommodation
- Putting in place an up to date Local Plan to the Local Development Scheme timetable and to maintain this, with reviews every 5 years
- Uncertainty around the future funding model for Local Government
- Assisting businesses to support the local economy and create new local job opportunities
- Uncertainty around the future model for Local Government in Buckinghamshire



Chiltern District - our purpose: to enhance Chiltern District as a desirable place to live, work, visit and enjoy



We will deliver cost-effective, customer-focused services

1. Provide great value services

- Optimise the effectiveness of our assets and resources
- Reduce costs through the transformation programme with South Bucks District Council.
- Better use of ICT to drive through savings

2. Listen to our customers

- Consult and respond to you on key issues
- Communicate widely and embrace social media
- Develop a Customer Services Strategy

3. Provide excellent services

- Agree a vision for outstanding service delivery
- Attract, retain and develop dedicated staff



We will work towards safer and healthier local communities

1. Improve community safety

- Work with partners to safeguard children and vulnerable adults
- Work with partners to reduce crime and anti-social behaviour

2. Promote healthier communities

- Address the needs of the elderly and vulnerable
- Plan our leisure provision for the future, including the re-development of the Chiltern Pools site

3. Provide excellent services

- Support the voluntary sector
- Engage with Parish and Town Councils and local neighbourhoods
- Work to support the local community and businesses through broadband roll-out
- Support the economy through development of more affordable homes and implementation of the Economic Development Strategy
- Provide increased off street car parking to help meet future needs



We will strive to conserve the environment and promote sustainability

1. Conserve the environment

- Conserve the Green Belt through the planning process, whilst balancing the need for housing
- Minimise the impact caused by HS2
- Conserve our valuable heritage including the AONB and Conservation Areas

2. Promote sustainability

- Support residents to reduce waste and increase recycling
- Promote a healthy, sustainable and safe environment
- Produce a new Joint Local Plan with South Bucks District Council to help meet local development needs
- Promote energy efficiency across the Council's operations

South Bucks District - our purpose: to enhance South Bucks District as a desirable place to live, work, visit and enjoy



We will deliver cost-effective, customer-focused services

1. Provide great value services

- Optimise the effectiveness of our assets and resources
- Reduce costs through the transformation programme with Chiltern District Council
- Better use of ICT to drive through savings

2. Listen to our customers

- Consult and respond to you on key issues
- Communicate widely and embrace social media
- Develop a Customer Services Strategy

3. Provide excellent services

- Continue delivering outstanding services
- Attract, retain and develop dedicated staff



We will work towards safer and healthier local communities

1. Improve community safety

- Work with partners to safeguard children and vulnerable adults
- Work with partners to reduce crime and anti-social behaviour

2. Promote healthier communities

- Address the needs of the elderly and vulnerable
- Work with communities affected by closure of services to redeliver in alternative ways
- Develop measures to improve air quality and to target pollution hotspots
- Work with partners to prevent and relieve homelessness
- Bring forward local schemes

3. Provide excellent services

- Support the voluntary sector
- Engage with Parish and Town Councils and local neighbourhoods
- Work with local MP, voluntary & community groups to inform the South Bucks Community & Wellbeing Plan
- Support the economy through development of more affordable homes and implementation of the Economic Development Strategy
- Provide increased off-street parking to meet future needs



We will strive to conserve the environment and promote sustainability

1. Conserve the environment

- Conserve the Green Belt through the planning process
- Safeguard our heritage for future generations whilst balancing the need for housing
- Minimise the impact caused by HS2
- Work with partners to secure provision of the Beaconsfield relief road
- Develop a master plan for the Ivers to address current issues with excessive HGV movements and other environmental issues including working with partners to secure provision of a relief road

2. Promote sustainability

- Support residents to reduce waste and increase recycling
- Produce a new Joint Local Plan with Chiltern District Council to help meet local development needs
- Promote a safe and sustainable space for people to live, work and relax in
- Promote energy efficiency in the Council's operations
- Support residents to reduce their carbon emissions
- Support the roll-out of superfast broadband to enable more working from home

Your District - Chiltern

Chiltern has a population of

95,103



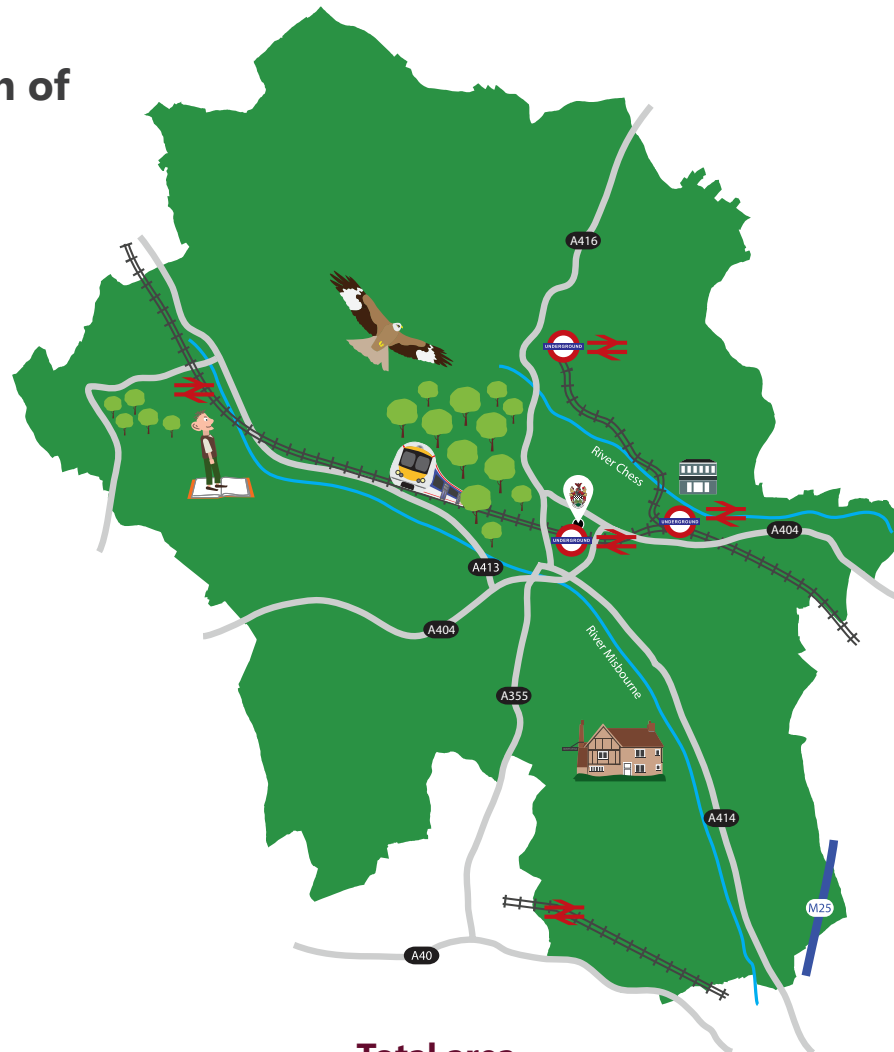
49,012

 51.5%

46,091

 48.5%

3 neighbourhood areas made



Total area
196km²



17
Car Parks



5
Railway Stations



2,630
Businesses



Almost
1 million
Visits to leisure centres in 2017/18

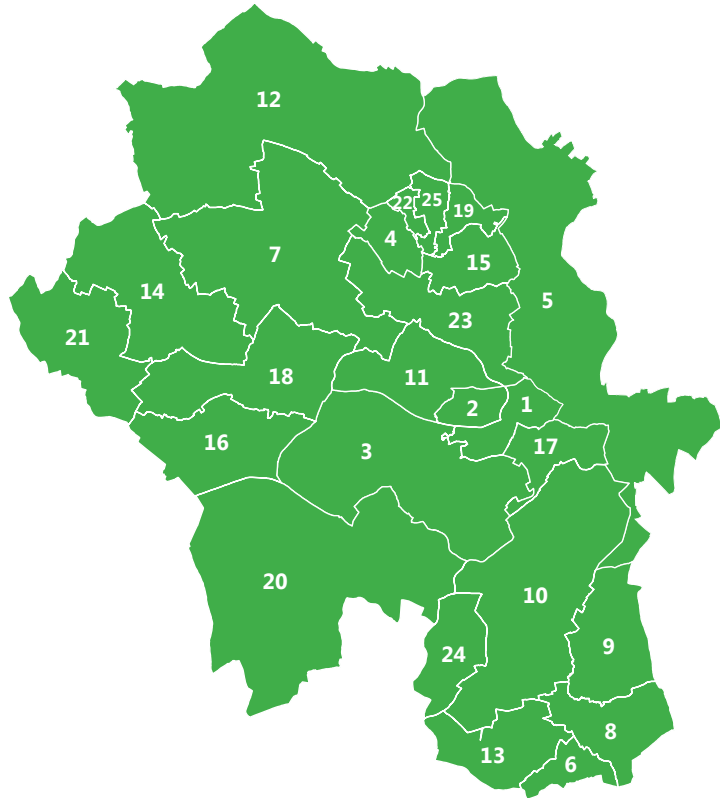


72%
Area of Outstanding Natural Beauty (AONB)

80% of the district is Green Belt

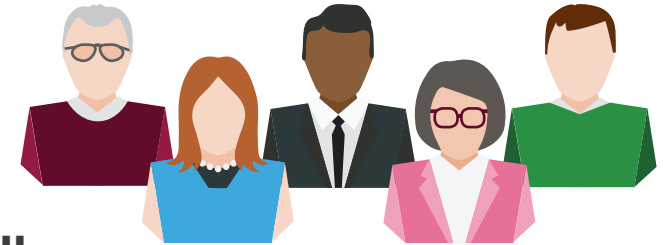


19
Conservation Areas



- | | | | |
|----|-------------------------------------|----|-----------------------|
| 1 | Amersham Common | 14 | Great Missenden |
| 2 | Amersham-on-the-Hill | 15 | Hilltop and Townsend |
| 3 | Amersham Town | 16 | Holmer Green |
| 4 | Asheridge Vale & Lowndes | 17 | Little Chalfont |
| 5 | Ashley Green, Latimer & Chenies | 18 | Little Missenden |
| 6 | Austenwood | 19 | Newtown |
| 7 | Ballinger, South Heath & Chartridge | 20 | Penn and Colehill |
| 8 | Central (Chalfont St Peter) | 21 | Prestwood & Heath End |
| 9 | Chalfont Common | 22 | Ridgeway |
| 10 | Chalfont St Giles | 23 | St Mary's & Waterside |
| 11 | Chesham Bois & Weedon Hill | 24 | Seer Green |
| 12 | Cholesbury, The Lee & Bellingdon | 25 | Vale |
| 13 | Gold Hill | | |

there are
40



elected Councillors
representing 25 wards



each year we empty
5,000,000
waste & recycling bins

for every £1 you paid
in Council tax in 2017/18
Chiltern District Council
received 10p



in 2017/18 we held 101 council
meetings to make decisions
regarding your district

Your District - South Bucks

South Bucks has a population of

69,636



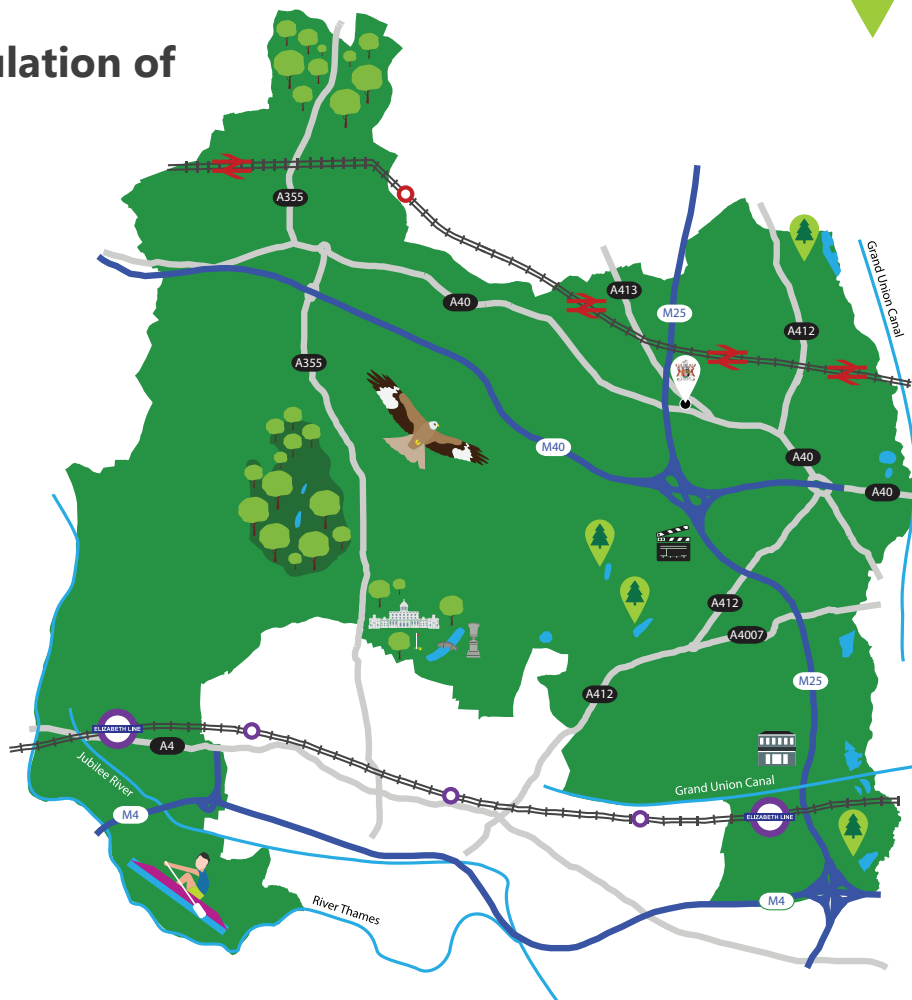
36,013 51.7%



33,623 48.3%



5 neighbourhood areas made



Total area **141km²**



4 Country Parks



10 Car Parks



6 Railway Stations



2,000 Businesses



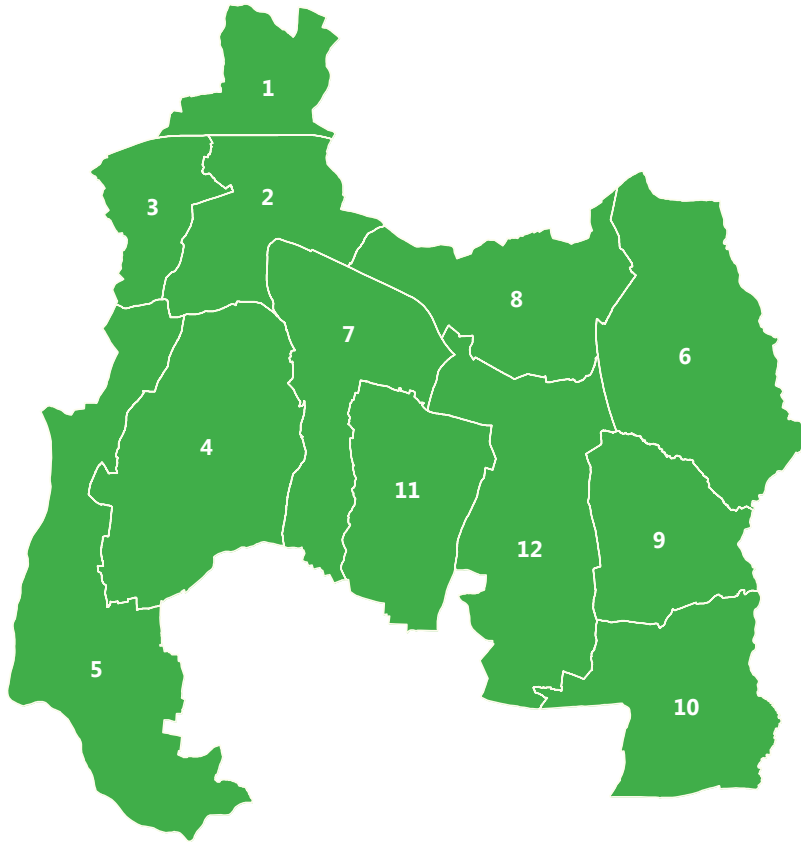
20 Conservation Areas

Almost **200,000** Visits to leisure centres in 2017/2018



3% Area of Outstanding Natural Beauty (AONB)
87% of the district is Green Belt





- 1 Beaconsfield North
- 2 Beaconsfield South
- 3 Beaconsfield West
- 4 Burnham Church & Beeches
- 5 Burnham Lent Rise & Taplow
- 6 Denham

- 7 Farnham & Hedgerley
- 8 Gerrards Cross
- 9 Iver Heath
- 10 Iver Village & Richings Park
- 11 Stoke Poges
- 12 Wexham & Fulmer

there are
28



elected Councillors
representing 12 wards



each year
we empty almost
4,000,000
waste & recycling bins

for every £1 you paid in
Council tax in 2017/18
South Bucks District
Council received 9p



in 2017/18 we held 98 council
meetings to make decisions
regarding your district

Your cabinets

Following local elections every four years, the Leader and Cabinet are formed by the majority party.

The Leader then appoints the other members of their Cabinet. Decisions are either taken by the Cabinet as a whole, or delegated to individual Members. These decisions can also be scrutinised by other councillors sitting on the Scrutiny Committees.

Chiltern District Council Cabinet



**Councillor
Isobel Darby**

Leader of the Cabinet



**Councillor
Michael Stannard**

Deputy Leader of the Cabinet and
Cabinet Member for Support Services



**Councillor
Peter Martin**

Cabinet Member for Planning
and Economic Development



**Councillor
Michael Smith**

Cabinet Member for Environment



**Councillor
Liz Walsh**

Cabinet Member for
Healthy Communities



**Councillor
Fred Wilson**

Cabinet Member for
Customer Services

South Bucks District Council Cabinet



**Councillor
Nick Naylor**

Leader of the Cabinet



**Councillor
John Read**

Deputy Leader of the Cabinet and Cabinet
Member for Planning and Economic Development



**Councillor
Barbara Gibbs**

Cabinet Member for Resources



**Councillor
Patrick Hogan**

Cabinet Member for
Healthy Communities



**Councillor
Duncan Smith**

Cabinet Member for Customer
Services and Business Support



**Councillor
Luisa Sullivan**

Cabinet Member
for Environment

Amersham Common



Caroline Jones

Amersham-on-the-Hill



Liz Walsh



Nigel Shepherd

Amersham Town



Jules Cook



Mark Flys

Asheridge Vale & Lowndes



Alan Bacon



Jane MacBean

**Ashley Green,
Latimer &
Chenies**



Andrew Garth

Austenwood



John Wertheim

**Ballinger,
South Heath
& Chartridge**



Peter Jones

**Central
(Chalfont St Peter)**



Jonathan Rush



Murray Harrold

Chalfont Common



Isobel Darby



Linda Smith BEM

Chalfont St Giles



Des Bray



Carl Jackson



Caroline Rouse

**Chesham Bois
& Weedon Hill**



Mimi Harker OBE



Graham Harris

**Cholesbury,
The Lee &
Bellington**



Nick Rose

Gold Hill



Chris Ford

**Great
Missenden**



Vanessa Martin

Hilltop & Townsend



Emily Culverhouse



Fred Wilson

Holmer Green



Michael Smith



Mark Titterington

Little Chalfont



Don Phillips



Peter Martin

**Little
Missenden**



Diana Varley

Newtown



Mark Shaw

Penn & Coleshill



Julie Burton



Jonathan Waters

Prestwood & Heath End



John Gladwin



Robert Jones



Heather Wallace

Ridgeway



Nick Southworth

Seer Green



Siddharth Patel

St Mary's & Waterside



Peter Hudson



Mike Stannard

Vale



Nick Varley

Beaconsfield North



Damian Saunders

Beaconsfield South



Jacquetta Lowen-Cooper



John Read

Beaconsfield West



Philip Bastiman



Patrick Hogan

Burnham Church & Beeches



Lin Hazell



Paul Kelly



Nick Naylor

Burnham Lent Rise & Taplow



Matthew Bezzant



David Pepler



George Sandy

Denham



Barry Harding



Guy Hollis



Roger Reed

Farnham and Hedgerley



David Anthony



Dev Dhillon



Marlene Lewis

Gerrards Cross



Santokh Chhokar



Barbara Gibbs



Duncan Smith

Iver Heath



Ray Sangster



Luisa Sullivan

Iver Village & Richings Park



Paul Griffin



Jilly Jordan



Dr Wendy Matthews

Stoke Poges



Ralph Bagge



Trevor Egleton

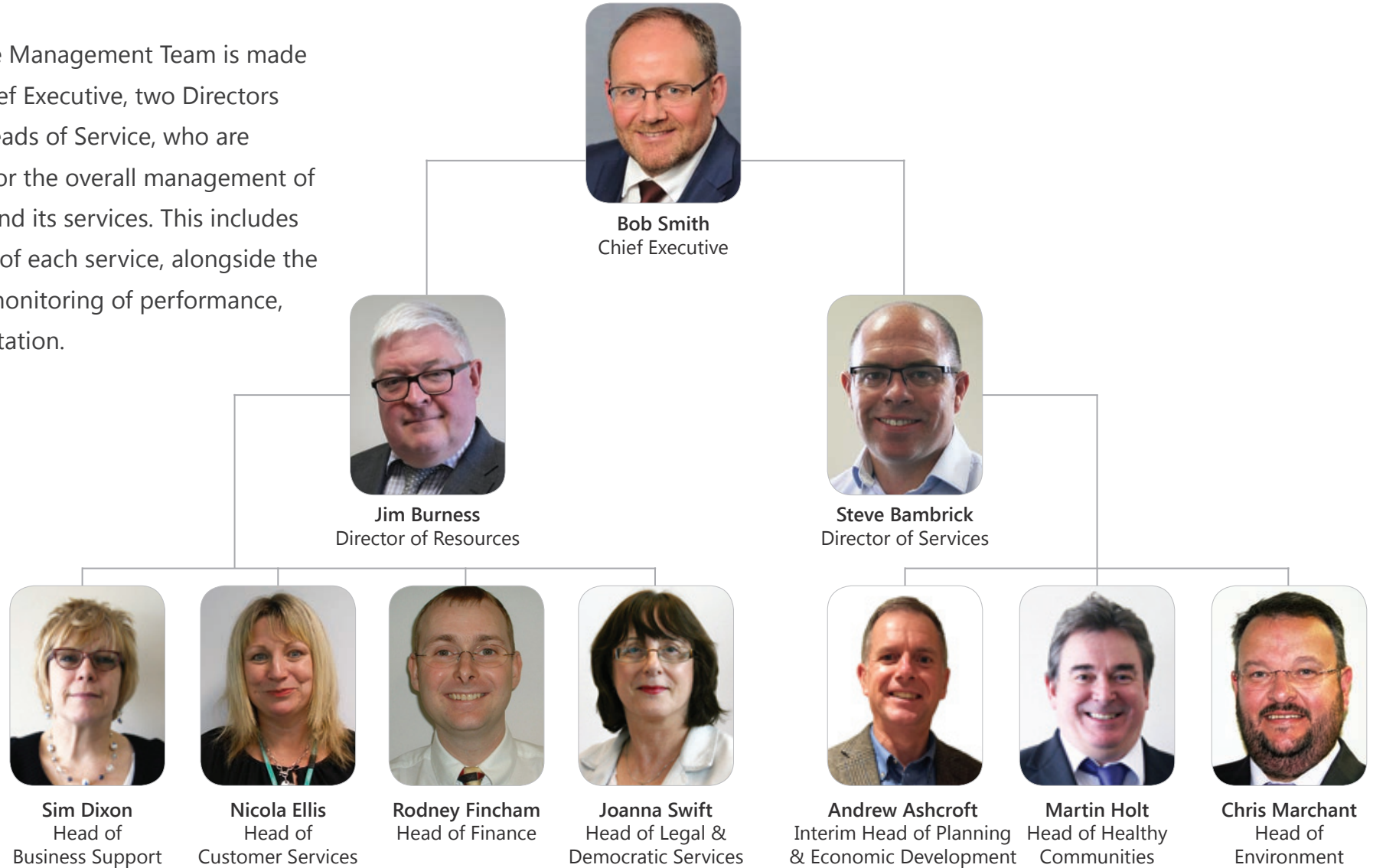
Wexham & Fulmer



Malcolm Bradford

Executive Management Team

The Executive Management Team is made up of the Chief Executive, two Directors and seven Heads of Service, who are responsible for the overall management of the Council and its services. This includes the direction of each service, alongside the setting and monitoring of performance, risk and reputation.



How we work

Values and Behaviours

In order to achieve our vision, our staff embrace the set values and behaviours, known as the five C's.

- Courteous
- Committed
- Collaborative
- Challenging
- Customer Focused

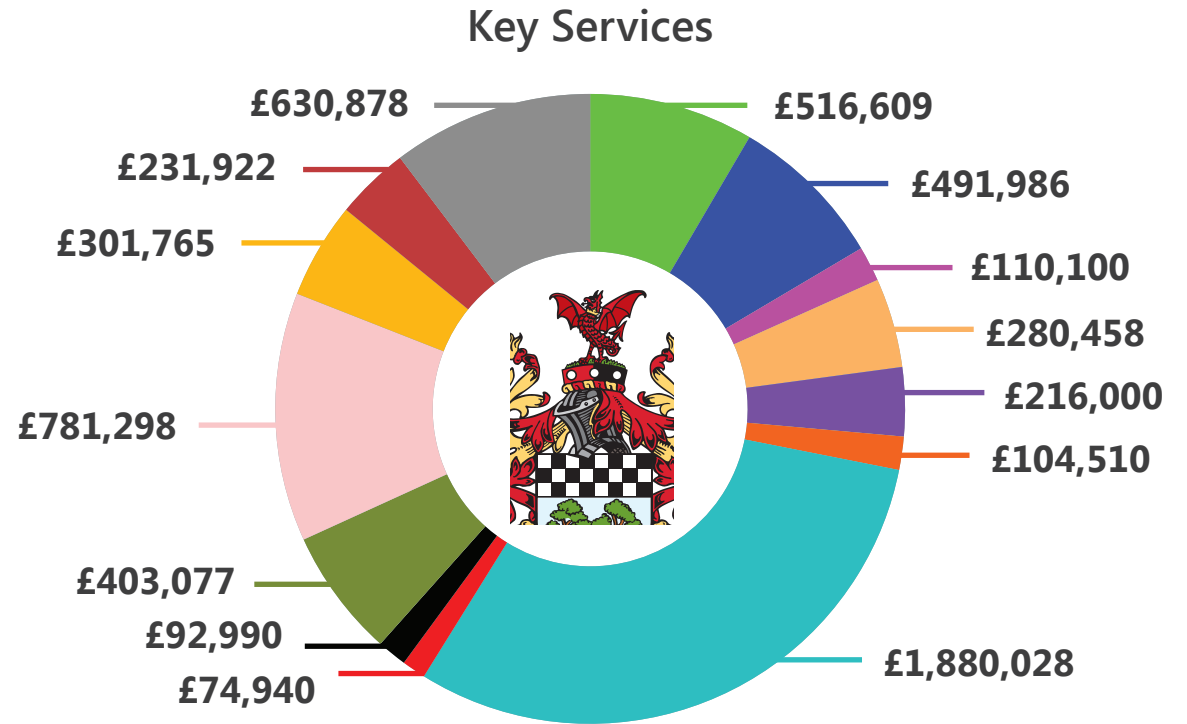
These embody the culture of our organisations, and have been created through collaborative working across the Councils.



Where our budget goes

Chiltern District Council has an annual budget of **£9.5million**

which is used to deliver services to **95,103 residents** each year

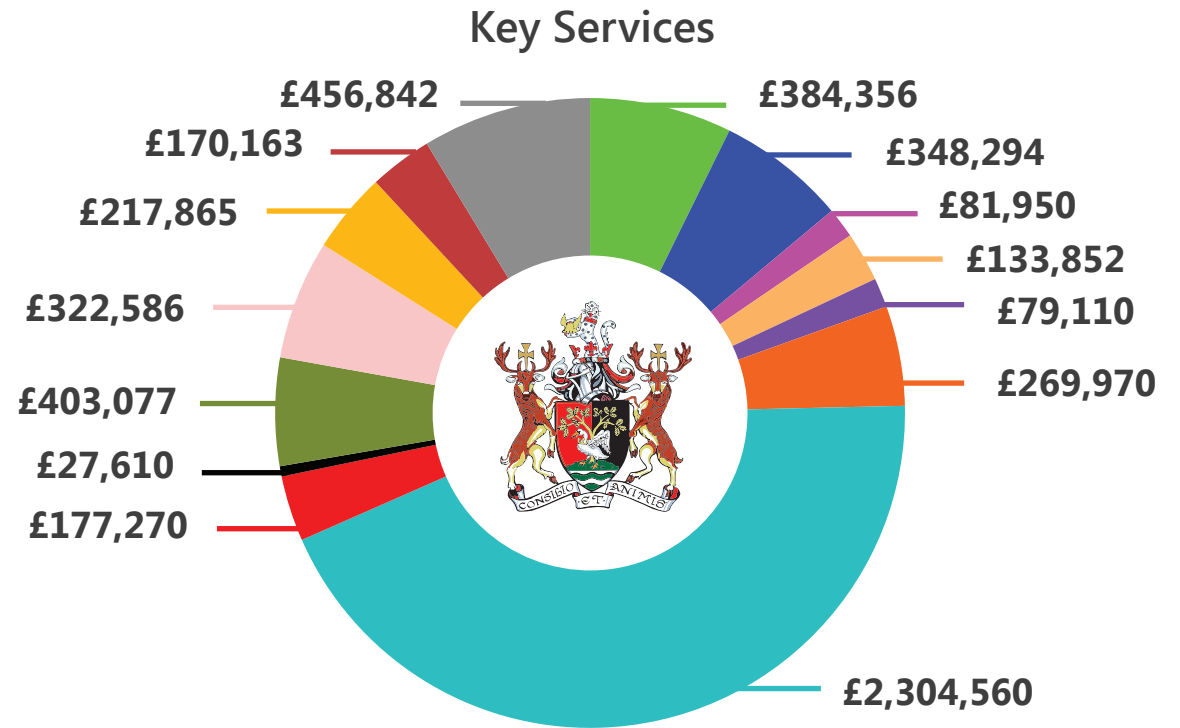


- Environmental Health
- Homelessness
- Revenues & Benefits
- Housing
- Waste Service
- Democratic & Electoral Services
- Community Safety
- Public Conveniences
- Enforcement
- Community & Leisure
- Community Parks & Open Spaces
- Planning Policy / Local Development Framework
- Grants
- Customer Services

Where our budget goes

South Bucks District Council has an annual budget of **£7.8million**

which is used to deliver services to **69,636 residents** each year



- Environmental Health
- Homelessness
- Revenues & Benefits
- Housing
- Waste Service
- Democratic & Electoral Services
- Community Safety
- Stoke Poges Memorial Gardens
- Enforcement
- Community & Leisure
- Community Parks & Open Spaces
- Planning Policy / Local Development Framework
- Grants
- Customer Services

Partnership Working

Both councils work in partnership with organisations from the public, private voluntary and community sectors. These include:

Neighbouring authorities

- Aylesbury Vale District Council
- Buckinghamshire County Council
- Wycombe District Council
- Town & Parish Councils

Emergency services

- Buckinghamshire Healthcare NHS Trust
- Buckinghamshire and Milton Keynes Fire Authority
- Thames Valley Police

Private sector companies / contractors

- Biffa
- Greenwich Leisure Limited
- Northgate Public Services
- Serco

Charitable / not-for-profit, voluntary & community organisations

- Citizens Advice Bureau
- Community Impact Bucks
- Connection Support
- English Heritage
- Local Authority Building Control
- Padstones

Housing associations

- London & Quadrant
- Paradigm

Public bodies

- Natural England
- Food Standards Agency
- Environment Agency
- Public Health England



SUBJECT	FARNHAM PARK PLAYING FIELDS – FUTURE DEVELOPMENT
REPORT OF	Resources Portfolio Holder
RESPONSIBLE OFFICER	Director of Resources
REPORT AUTHOR	Jim Burness jim.burness@southbucks.gov.uk
WARD/S AFFECTED	Stoke Poges

1. Purpose of Report

The report sets out the recommendation of the South Buckinghamshire Panel for the future of the Farnham Park Playing Fields. It seeks agreement for funding to undertake some initial work related to the recommendation.

RECOMMENDATIONS:

That Council agrees a budget of up to £50,000 funded from the General Reserve, to explore the feasibility of an enabling development.

2. Reasons for Recommendations

The recommendations follow from the view of the Panel that the Playing Fields are an important but underutilised community facility that is in need of significant investment to improve its usage and to be financially more sustainable. An enabling development on part of the site is seen as crucial to help finance improvements to the community facilities, but such a development would have to argue very special circumstances in planning terms. Funding is therefore requested to explore the feasibility of such an enabling development.

3. Content of Report

3.1. The Farnham Park Playing Fields are part of the Farnham Park Trust¹ which was created when land was transferred to the Council to be used for the wellbeing of residents of the area. The Council is the corporate trustee.

3.2. The Playing Fields are currently operating at a net cost of in excess of £100,000 per annum, and the buildings on the site are at the end of their useful lives. The current situation is not sustainable, and options to change the position have to be considered.

3.3. When considering the options the two key objectives stated previously by members were:

¹ Trust created by the Eton Rural District Council Act 1971

- Reduce the operational cost of the playing fields.
- Improve its usage for outdoor sports and the community.

3.4. Based on the work undertaken by external consultants the Panel considered four options, all of which involve some residual cost for the Council/Trust. These are summarised in the following table .

Option	Description	Investment £k	Revenue Excl Cap Fin £k	Revenue Incl Cap Fin² £k
1. Do nothing	Leave existing facilities in place, carrying out essential maintenance to make the buildings safe and rentable	Potential £150k per building, cumulative cost could be £0.75m+	£98k (deficit)	£98k (deficit)
2. SBUK and Unity MA only, remainder reverts to general open space	Maintain buildings and site in accordance with requirement of SBUK lease and needs of Unity MA. Remainder of site for local residents to use and dog walkers.	Potential £150k for SBUK changing facilities	£64k (deficit)	£64k (deficit)
3. New changing rooms and 3G pitches	Consolidate changing facilities into a single building for all users, including those of 3G pitches. New building to have bar/café facility.	Building £1.9m 3G pitches £0.8m	£7k (deficit)	£182k (deficit)
4. New facility with Gym, changing rooms and 3G pitches	Larger single building than current footprints. 50 station Gym facility, dance studios and new 3G pitches. New building to have bar/café facility. Improvements to pitches.	Building/car parking £7.8m 3G pitches £0.8m	£269k (surplus)	£290k (deficit)

3.5. The members of the Panel were strongly of the view they would like the Playing Fields to continue as a public sports facility and would support some development of the playing fields to provide funding for the works needed to make the playing fields sustainable. The Panel's recommendations at their meeting in May were as follows.

"1. That the option to seek planning permission for an enabling development on the Playing Fields site be pursued.

² This includes the financial cost of borrowing to finance the necessary capital investment

2. *For a report to go to Cabinet in order to agree for the Director of Resources to procure planning consultants in order to assess the feasibility of submitting an application for enabling development.*
3. *That the report also asks Cabinet to agree funding of the initial costs, up to £50,000, for the planning consultant work."*

3.6. Undertaking some residential development on the playing fields site will be very challenging. The whole site is in the Green Belt, and therefore the Council, as applicant, would have to argue very special circumstances for any development. It would be for the Planning Committee to determine whether special circumstances exist and to weigh this against all other factors (albeit with the requirement to notify the Secretary of State to consider call-in if they decide in favour of development).

3.7. Any case would need to demonstrate:

- A clear need which is specific to the circumstances of the site/area and cannot be provided elsewhere.
- Need supported by the relevant sporting bodies.
- The required sporting development to be essential and of small scale (i.e. meets the tests in the NPPF for development in the Green Belt) and designed, positioned and landscaped appropriately.
- The investment needed demonstrated as not being able to be met through means other than enabling development (for example no funding through the appropriate sporting bodies, national lottery or by the Council or local users).
- The enabling development is to only provide capital investment and scaled appropriately to only secure the necessary investment and forms a policy compliant proposal (e.g. affordable housing requirement).
- A business case to demonstrate that the sports uses will be financially self-sustaining and viable with this one-off injection of capital.

3.8 If members were minded to consider the enabling development option, a specialist planning consultant should be appointed to build a case to justify the very special circumstances.

4. Consultation

Not applicable at this stage. If an enabling development is considered viable then a pre planning public consultation exercise would be undertaken.

5. Options

5.1 The report to the Panel demonstrated that do nothing is not an option. If enabling development is not considered an option the choices for the Council are to:

- Close the playing fields facilities with the exception of the facilities leased to Softball UK and Unity MA, or
- Finance the development by borrowing and accept this would be a cost to the council tax payer.

6. Corporate Implications

- 6.1 Financial – The current operation of the playing fields is not financial sustainable, costing the Trust/Council in excess of £100,000 per annum. The minimum investment needed in the site is probably in the order of £4m, the financing costs of which would be around £200,000 per annum based on PWLB borrowing and a 40 year asset life. Other sources of income, e.g. grants from sports bodies, would not cover this minimum level of investment.
- 6.2 As the playing fields are seen as an important part of the open spaces leisure provision in the District it is reasonable for the Council to fund the proposed feasibility work.
- 6.3 An enabling development is very challenging in planning terms and therefore the feasibility of developing a case for exceptional circumstances needs to be tested before submission of an application. Legal advice is being obtained on what would be required to demonstrate exceptional circumstances.
- 6.4 The viability of an enabling development option needs to be established in the autumn, as if it is not viable plans will need to be put in place to close facilities at the playing fields in 2019.

7. Links to Council Policy Objectives

- 7.1 The facilities at the Playing Fields support the Council's key aims in relation to working towards safe and healthier local communities. They support the general public health agenda promoted by Government and sports bodies. The site is identified in the Playing Pitches and Open Spaces Strategy as a key site, and is also considered by Sport England to be an important site. Sensitive use of the site helps to conserve the environment and open space nature of the facility. Improved usage of the site also would make it less vulnerable to traveller incursions.

8. Next Steps

If the recommendation to explore enabling development is agreed:

- A brief will be prepared and circulated to planning agents familiar with South Bucks seeking proposals to fulfil the brief.
- Proposals evaluated and appointment made by October
- Completion of brief by end of year

If enabling development is not to be explored and the Council decides not to finance the investment required, then plans will be put in place to reduce the facilities at the playing fields to reduce net operating costs by April 2019

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BUCKS HEALTH AND ADULT SOCIAL CARE SELECT COMMITTEE,**Update April 2018****12 month Update on the Buckinghamshire, Oxfordshire and Berkshire west Sustainability and Transformation Partnership – the Integrated Care System**

The partnership has reviewed and redefined its role and identified the need for closer working with other STPs. There has been a name change from Accountable care systems to Integrated care systems to better reflect the work being carried out.

Ms Lou Pattern is now the interim CEO of Oxfordshire CCG as well as that for the Bucks CCG.

There are plans to widen the programme of issues addressed within the Integrated Care System including:

- Cancer care and support
- Prevention
- Population health management
- Capacity planning
- Digital integration
- Estate management and development
- Workforce management

Best practise programmes will include:

- Urgent and emergency care
- Mental health
- Delivery of GP services
- Maternity services.

A five year programme being developed to deliver the plans.

Developing Care in the Community – evaluation of the 12 month community hubs pilot.

A number of members of the public were present and they had submitted a number of questions regarding the impact of the closure of beds in the community pilot hospitals in Thame and Marlow. Questions were raised about the proposed roll out of the community hubs more widely and whether this will lead to a loss of beds in other community hospitals such as Amersham.

The community hub is seen as one part of the Bucks Healthcare Trust's vision for bringing care closer to home. The aim is to improve services across the County to a common standard and is part of the delivery of the Sustainable and Transformation Partnership plan.

The hubs provide a single point of access to the locality community care co-ordination team and delivered the Integrated Care pilot. As a result of the segmentation of the population into tiers has enabled care to be targeted at those most in need. The adult social care “better lives” programme has an independent living goal to determine what individuals can achieve with the help of family and the local community. The hubs provide a day care facility but these are only open 2 or 3 days a week. The community assessment and treatment service is provided at these and medical referrals to the other services can be made.

However, the patient community feedback indicated that transport to the hubs was a significant issue alongside the communication of their purpose and services available. There has been a very slow take up of support from voluntary community organisations to help deliver the vision.

Whilst the outcome of the hub pilots was welcomes, the Cttee members felt that there was a lack of clear evidence of their impact and effectiveness and therefore value for money. A clear demonstration of need was also lacking.

The CCG and Bucks Hospital Trust were asked to gather this evidence are report it to the next meeting of the HASC.

Wendy Matthews
May 2018

Report on the Meeting of the Bucks Healthcare Trust on 28th March 2018

The meeting started with the Patient's experience which concerned a lady who was a retired SRN who had fallen in the bath and broken a bone. After she was discharged from hospital she was given a follow up appointment 3 weeks ahead when she should have been seen 7 days after her discharge. With her nursing background she was aware of the bad effect of delayed treatment so she took matters in her own hands and obtained an appointment privately within 2 days. The Question was as to who owns the process and who owns the patient? In view of what had happened efforts were

The Acting Chief Executive reported to the board. The focus then was tying up matters for the end of the Financial Year. Financial planning for the future was becoming quite challenging with attendances at A & E in England increasing from £60,000 to £70,000 a day.

On Clinical Strategy they are trying to plan for the future by integrating the pathways of care with a view of getting a swifter diagnosis. There was a need to work in partnership with GPs and ease the ways of accessing care.

The Report on the Community Hubs indicated that they were well supported by both Patients and GPs so there was support for them to be continued and rolled out throughout the county. At the time of the meeting they were operating on 2 days a week at Thame and 1 day a week at Marlow. For some transport was an issue. The next step was for an assessment to be carried out and to look at expanding the hubs..

On Corporate Objectives the plan is to take the service up a level and focus on the key themes in the report such as enhancing the culture of safety, listening to the voice of the patient and developing as a learning organisation.,

We then heard about the Pathology Networks There are 4 Trusts involved namely Oxford University, Milton Keynes, Great Western and Bucks. The idea is that they should work in partnership by sharing the Consultant posts and this should improve the quality of service.

From the Quality Performance Report a scheme was being introduced whereby staff would be able to learn from the circumstances surrounding the deaths of patients. Overall the number of deaths in the Trust was below the National average apart from 3 areas.

On Infection Prevention Control they had received a letter congratulating them on beating their target for cases of e.coli. There had been 2 cases of c difficile in February and 1 in March.

We moved on to the Financial Report At the end of February they had a 5.6 million deficit and it was estimated that at the end of the year they were going to be £8million behind their forecast. They had experienced extra pressures as a result of the snow fall at the beginning of March. Because of the situation they needed to draw a loan of £4 million repayable in 2021 and more money would be needed in June.

The Workforce and Performance Report revealed that the largest risk was the level of vacancies for nursing and midwifery posts The target for the cost of agency nurses was £8 million but they were expecting to have spent £10.5 million by the end of the year. Work was being done to understand why staff were leaving. Concern was expressed as to why 60% of the staff had not been vaccinated against flu.

A Gender Pay Gap report was received which showed that more men than women were receiving the higher salaries. The board agreed that there was a need for work to be done to reduce the gap but it was not an easy task.

There was also a report from the Strategic Workforce Committee which indicated that problems had arisen over the recruitment of student nurses. Efforts were however being made to remedy the situation.

David Pepler

26th June 2018

SUBJECT:	<i>Scheme of Members Allowances 2018/19</i>
REPORT OF:	<i>Jim Burness, Director of Resources</i>
RESPONSIBLE OFFICER	<i>Joanna Swift, Head of Democratic and Legal Services</i>
REPORT AUTHOR	<i>Mat Bloxham, Democratic & Electoral Services Manager</i>
WARD/S AFFECTED	<i>Not ward specific</i>

1. Purpose of Report

To present the report and recommendations of the Independent Remuneration Panel following its review of the Council's Scheme of Allowances for Members. Full Council is asked to agree a Scheme of Allowances for Members for the financial year 2018/19.

RECOMMENDATION

- 1. To note the report of the Independent Remuneration Panel at Appendix 1 and thank them formally for the work they have done in producing the report.**
- 2. Consider the recommendations from the Panel summarised in Appendix A (end of Appendix 1) of their report including an increase in the Basic Allowance, changes to some of the Special Responsibility Allowances and uprating of Dependants Carers Allowance.**
- 3. To approve a Members Allowances Scheme for 2018/19 as attached at Appendix 2 OR Appendix 3.**
- 4. That the budget for 2018/19 for Members Allowances be amended, as required, to put into effect recommendation 3.**

2. Reasons for Recommendations

The reasons for the Independent Remuneration Panel recommendations are set out in full in their Report attached as Appendix 1. The Council must adopt a Scheme of Allowances having regard to the recommendations made by an Independent Remuneration Panel.

3. Content of Report

Relevant Legislation and Council Duties

3.1 Every local authority must make a scheme in accordance with the Local Authorities (Members' Allowances) (England) Regulations 2003 which provides for the payment of a Basic Allowance (BA) to each member of the authority and specifies the amount of that allowance.

3.2 This scheme may also provide for the payment of a Special Responsibility Allowance (SRA) to members who have a special responsibility in one or more of the following categories:

- a) Acting a leader or deputy leader of a political group within the authority;
- b) Acting as a member of the Cabinet;
- c) Presiding at meetings of a committee or sub-committee or joint committee;
- d) Representing the authority at meetings of, or arranged by any other body;
- e) Acting as a member of a committee or sub-committee which meets with exceptional frequency or for exceptionally long periods;
- f) Acting as a spokesman of a political group on a committee or sub-committee;
- g) Acting as a member of any committee or sub-committee that deals with licensing functions;
- h) Carrying out other activities in the discharge of the authority's functions which require an amount of time and effort equal to or greater than required of a) to g) above

The amount of the SRA must be specified in the scheme.

3.3 The scheme may also provide for :

- a) payment of Dependants' Carers' Allowance (DCA) to members for the expenses they incur in arranging for the care of children or dependants when attending meetings and other official duties approved by the council;
- b) payment of travelling expenses and any subsistence incurred in undertaking official duties prescribed in the Regulations, and
- c) an annual adjustment of allowances by reference to an index specified by the authority, for up to 4 years, after which time the Council must seek a further recommendation from the Independent Panel on the application of an index to its scheme.

3.4 The Regulations require every local authority to establish an Independent Remuneration Panel consisting of at least three members who are appointed following a public advertisement and who cannot also be elected members of the authority concerned. Before an authority makes or amends its scheme of members allowances it must have regard to the recommendations made by its appointed Panel. The authority does, however, retain the discretion not to agree or follow those

recommendations, after giving them due regard. In these circumstances the authority should give reasons for its decision.

Current Scheme of Allowances

- 3.5 The IRP previously met to recommend a scheme of allowances for 2017/18, these recommendations were presented to Full Council on 1 March 2017. However, the recommendations were not implemented at that time and the Council chose to continue with the existing scheme of allowances that was in place. In view of the joint working arrangements with Chiltern District Council and the passage of time since the Council last received recommendations from an Independent Remuneration Panel it has been necessary to reconvene a panel to review the allowances scheme.

Independent Remuneration Panel Report

- 3.6 The Independent Remuneration Panel met on two occasions in March 2018 to review the current scheme and make recommendations on each allowance as required by the Regulations. The full report is attached at Appendix 1 and the main points are summarised below.
- 3.7 The Panel's starting point was to consider the Council's current scheme of allowances and compare it with the scheme of Chiltern District Council (CDC) whom South Bucks share joint working arrangements and share delivery of services to the public and local communities. The Panel noted that this arrangement involves close working between the Leaders at both CDC and SBDC who meet on a regular basis, as well as the respective Cabinet portfolio holders at each Council who sit on a Joint Committee.
- 3.8 The Panel also considered neighbouring authorities and those deemed by the Audit Commission to be most similar to South Bucks. They looked at what had changed for SBDC councillors since the last review. The Panel also considered any changes made to Committees since the last review and the average length of meetings.
- 3.9 The Panel reaffirmed the approach of the previous review of the Members Allowances Scheme that the BA should be objective and transparent, and is intended to recognise the time commitment of all councillors, including such inevitable calls on their time including council and committee meetings, meetings with officers and constituents, and attendance at political group meetings. It is also intended to cover incidental costs such as the use of private homes and stationary costs.
- 3.10 Having considered information about meetings, current challenges faced and other council and ward responsibilities and having received a representation from the Leader of the Council, the Panel concluded that it was appropriate the BA for 2018/19 be increased to £4,800.

- 3.11 With regard to SRAs, the Panel recognised the high level of responsibility of the Leader in appointing the Cabinet and cabinet portfolios and additional workload arising from the joint working arrangements with CDC. They were also satisfied that the responsibilities of the Deputy Leader warranted its own SRA.
- 3.12 The Panel also considered that the additional responsibility of the Chairman of the Audit and Standards Committee merited recognition. The Committee now has associated statutory responsibilities for standards issues and signing-off annual accounts and the Chairman is consulted by officers acting under delegated powers in respect of standards matters and is personally responsible for statements of assurance on governance and accounting matters.
- 3.13 When the Panel compared the Childcare and DCA rates with similar councils' rates, the Panel recommended revisions to both the childcare and dependants' carers' allowances. No change was considered necessary in respect of subsistence rates for councillors (the HMRC recommended rates).
- 3.14 The Panel considered the annual fee of registering with the Information Commissioners Office (ICO) as a Data Controller and recommended that this fee be included in the scheme as a fee which Members can claim for.

Alternative Proposal

- 3.15 Having reflected on the Panel's recommendations and the allowances scheme in place at Chiltern District Council, an alternative proposal has been received from the Conservative Group. Two draft Schemes for Members of Allowances 2018/19 are attached. Appendix 2 shows a Scheme based on the IRP's proposal, and Appendix 3 shows a Scheme based on the Conservative Group's proposal. The table below highlights the differences between the different Schemes and proposals.

	Current SBDC Scheme	Independent Remuneration Panel Proposal	CDC Scheme 2018/19	Conservative Group Proposal
	£	£		£
Basic	4,360	4,800	4,800	4,800
Leader of the Council	10,900	13,920	13,920	13,920
Deputy Leader	4,794	6,960	6,960	6,960
Cabinet Member	4,794	6,000	6,240	6,240
Chairman of Council	3,491	3,840	5,040	3,840
Vice-Chairman of Council	1,458	1,584	2,016	1,584
Chairman of Overview and Scrutiny Committee	3,491	2,400	3,360	3,840
Chairman of Planning Committee	3,491	3,840	5,040	3,840

	Current	Independent Remuneration Panel Proposal	CDC	Group Proposal
Vice-Chairman of Planning Committee	0	960	1,440	960
Chairman of Licensing Committee	3,491	2,400	1,680	2,400
Chairman of Audit & Standards Committee	722	2,400	1,680	2,400
Chairman of Governance & Electoral Arrangements Committee*	722	816	96 (per meeting)	720
Ordinary Members of Planning Committee (8)	0	0	720	720
Leader of a political group (2+Members)*	722	816	960	816
Total Basic Allowance	122,080	134,400		134,400
Cabinet	34,870	44,880		45,840
Other	*16,144	*17,424		**20,304
	173,094	196,704		200,544
Budget 18/19		174,520		174,520
Difference		22,184		26,024

**Under the current and proposed schemes Members can only claim one SRA. As such the SRA's for the Chairman of Governance and Electoral Arrangements Committee and Leader of a political group are not currently claimed.*

*** In addition to the above note currently 6 Ordinary Planning Committee Members will not claim this allowance due to the limit on one SRA.*

4. Options

The Council, having considered the Independent Remuneration Panel's report and recommendations can choose to adopt the Panel's allowances and proposed indexation in full or agree the alternative proposal as detailed above at 3.15.

5. Corporate Implications

5.1 Financial

The 2017/18 budget for Members BA is £122,080 and for SRAs is £52,458.

The scheme for 2018/19 proposed by the Independent Panel has a budget requirement of £134,400 for Members BA and £62,304 for SRAs.

The scheme for 2018/19 proposed by the Conservative Group has a budget requirement of £134,400 for Members BA and £69,024 for SRAs.

The Council is recommended to agree that the 2018/19 budget for Members BA and SRAs be amended, as required, to put into effect the Scheme of Allowances agreed by the Council.

- 5.2 Legal – The statutory duties relating to member allowances which the council is obliged to follow are contained in The Local Authorities (Members' Allowances) (England) Regulations 2003 and referred to paragraph 3 above.

The Council has a duty under the Regulations to have regard to the recommendations made to it by the Panel before making a scheme of allowances for 2018/19. The Council does not have to accept the Panel's recommendations but should give reasons for departing from them. The Council must also publish the recommendations of the Panel as well as the scheme it approves.

6 Next Steps

The Allowances scheme agreed by the Council must be published on the Council's website and in the local press together with a copy of the Independent Remuneration Panels report.

Background	None other than referred to in this report and appendices
Papers:	

South Bucks District Council
Report of the Independent Panel on Members' Remuneration
April 2018

1. Background

1.1 We noted that South Bucks District Council first established an Independent Remuneration Panel (IRP) in 2001, in order to advise the Council on a scheme of allowances for councillors reflecting the new governance arrangements and responsibilities introduced by the Local Government Act 2000.

1.2 We considered that the underlying principles used to set the level of allowances remain unchanged from those established at the Panel's inception, namely:

- The role of a councillor is essentially one of voluntary public service
- Allowances need to provide appropriate financial recognition of the expenses incurred and the time spent by councillors on work essential to their roles
- The scheme must be objective, transparent, fair and understandable
- The scheme needs to meet the requirements of the law, as set out in the relevant statutory regulations¹

1.3 We noted that the Panel (consisting of the same Panel Members) last reported to Council in March 2017, recommending a scheme of allowances for the year 2017/18. At the Full Council meeting held on 1 March 2017, it was agreed that the 2017/18 scheme remain as per the 2016/17 scheme and therefore none of the Panel's recommendations were implemented. As such, much of this report will appear similar to that which accompanied our review for 2017/18.

Prior to this, the Panel reported to the Council in December 2009, recommending an allowance scheme for the year 2010/11. Since 2010/11, role specific allowances have not changed apart from rising annually in line with council staff pay rises. The recommendations in this report are for the financial year commencing 1 April 2018 and will cover the 2018/19 period.

2. The Work of the Panel in 2018

2.1 Our Panel consisted of 4 members drawn from the local community and business sector:

Jenny Hazell, Lawrence Harris, Karen McArthur and Mark Tosh.

¹ Currently the Local Authority (Members Allowances) (England) Regulations 2003

2.2 We were supported by the following council officers:

Joanna Swift - Head of Legal and Democratic Services
 Mathew Bloxham - Democratic & Electoral Services Manager, and
 Leslie Ashton - Democratic & Electoral Services Officer

2.3 Our terms of reference were to undertake a review of:

- the amount of basic allowance (BA) that should be paid to elected members
- the scheme of special responsibility allowances (SRAs) for the different offices and positions members can occupy within the Council
- the Childcare and Dependant Carers' Allowance (DCA) paid to members
- the level of Travel and Subsistence payments to members
- the means by which the rate of allowances and expenses should be revised each year for a maximum of 4 years

2.4 The Panel met twice in March 2018 for discussion and also deliberated via email. The starting point for the Panel's work was to review our extensive work carried out when recommending a scheme for 2017/18, many of the recommendations at that time remain relevant when considering the scheme for 2018/19. We further considered the Council's current scheme of allowances and compared it with the schemes of other councils in Buckinghamshire, particularly Chiltern District Council (CDC) with whom SBDC operate shared working arrangements, as well as other councils of a similar size. We further looked at what had changed for SBDC councillors since March 2017. As part of this, as we did for the review last year, we noted that the Council entered into joint working arrangements with Chiltern District Council in 2012 sharing a Chief Executive and senior management team and had introduced the shared delivery of services to the public and local communities. All officer teams were now shared across both Councils. This joint working arrangement involves close working between the Leaders at both SBDC and CDC who meet on a regular basis, as well as the respective Cabinet portfolio holders at each Council who sit on a Joint Committee which meets regularly. We also considered the following representations and comments made by the Council Leader:-

- In view of the joint working with Chiltern DC there should be greater equity between allowances for members at both Councils as we are both managing the same joint services, attending the same joint committee meetings and have the same burden of responsibility
- The Deputy Leader has a greater workload than other portfolio-holders and this should be reflected in an SRA, as at CDC
- The reduction from 40 Councillors to 28 Councillors has resulted in the same workload being shared amongst fewer members, whilst the number of electors in each ward had increased.

- There have been additional meetings such as the creation of Governance and Electoral Arrangements Committee (for which an SRA of 0.17 x BA was introduced in November 2017), Joint Overview and Scrutiny Committee (subject to agreement at the respective Full Council meetings), Joint Planning Policy Member Reference Group, Task and Finish Groups, and an additional PAG.
- There is a particular inequality for members of the Planning Committee who meet most frequently (once a month). Planning legislation requires greater in-depth knowledge from members of the Committee and Members are required to have a certain degree of expertise and their attendance is also required at pre-committee site visits.
- Consideration should be given to an SRA for the Vice-Chairman of Planning Committee to recognise that position involves additional work
- Ensuring that amounts paid for dependent carers allowance are reasonable and encourage a diverse range of Councillors.

The Leader of the Council made further representations to the Panel at the meeting on 12 March 2018, at which we asked a number of further questions concerning the basis of some of those representations.

2.5 We also noted that the number of elected members at SBDC reduced from 40 to 28 in 2015 following an electoral boundary review and that councillors now use iPads to receive and read council meeting agendas electronically instead of receiving paper copies. We were also informed about changes introduced by the Localism Act 2011 and the transfer of responsibility for standards issues to the Audit & Standards Committee. We considered the time councillors spend on council business, the level of responsibility across roles as set out in the Council's constitution, as well as historic information including past IRP reports.

2.6 Our final and complete recommendations for the period 2018/19 are set out in **Appendix A** and the reasons for our recommendations are explained below.

Basic Allowance (BA)

2.7 We noted that the BA is intended to recognise the time commitment of all councillors, including such inevitable calls on their time as council and committee meetings, meetings with officers and constituents, and attendance at political group meetings. It is also intended to cover incidental costs such as the use of private homes and stationary costs.

- 2.8 To establish a BA, we looked at other councils' BAs, particularly those in the Family Group of similar councils.² It was noted that not all councils' BAs are objective and precedent sometimes justifies a BA. However we reaffirmed that in our view the BA should be objective and transparent and therefore identified that average time worked, a suitable remuneration rate and recognition of the public service aspect of the councillor's role could be assessed and then used to calculate the appropriate amount of BA. This approach is similarly used at other councils, including Elmbridge and Runnymede (both in the Family Group), Guildford, Basildon and Brighton & Hove. It was recognised that the BA tends to be the base for calculating other allowances, including SRAs, as is the case at SBDC, so it is particularly important that the BA is objective and transparent.
- 2.9 The time councillors spend on council business was considered to be a major factor in calculating the BA. Therefore, councillors' working schedules were assessed by acknowledging time spent in meetings, time spent preparing for those meetings, as well as time spent dealing with ward/local issues and on communications. We noted the reduction in the number of councillors since the 2009 review but also had regard to the reduction in the cycle of meetings to 4 per annum. We concluded that 15 hours per month was a suitable average for time spent on council business. This represented a further hour per month to which we recommended last year. Having received a representation from the Leader and taking in to account the additional work 'Modernising Local Government' will create in addition to newly created committees, working groups and task and finish groups, we are satisfied that this increase is appropriate.
- 2.10 To establish an hourly rate we used the LGA's approved daily rate for members which remained unchanged from last year.³ This rate, £300, was divided by 7.5 to reach an hourly rate of £40. As LGA members work in a similar context to local authority councillors, we considered this was a suitable comparative figure.
- 2.11 Lastly, to acknowledge the fact that the councillor role is essentially one of voluntary public service, we deducted a percentage of 33.33%. We noted that the percentage applied at other councils can range from 25-80%,⁴ but considered that 33.33% was a reasonable representation of the public service element of councillors' work.
- 2.12 We therefore adopted the following formula to calculate the BA:

Average Hours Worked x Hourly Rate – Public Service Element of 33.33%.

² Family Group councils are those councils in the same group as South Bucks under the CIPFA Nearest Neighbours Model, groupings originally created to help councils benchmark their procedures against other similar councils.

³ See: <https://www.local.gov.uk/sites/default/files/documents/LGA%20Members%27%20Allowances%20Scheme%20April%202017.pdf>

⁴ For example, the percentage applied at Elmbridge Borough Council is 50%, while at Wiltshire Council it is 33%.

Applying this to the assessment of average of hours and the LGA hourly rate referred to above, we established a BA of £4,800 ($180 \times £40 - 33.33\% = £4,802.40$).

Special Responsibility Allowances

- 2.13 We noted that the Allowances Regulations enable local authorities to include in their allowance schemes a Special Responsibility Allowance (SRA) for certain roles carried out on top of a councillor's general duties. At SBDC, the SRAs have traditionally been linked to the BA and increase or decrease in line with the BA.
- 2.14 In reviewing the level of SRAs we looked at comparative information from other authorities and noted that the SRAs at SBDC were broadly comparable. We also discussed the roles which currently attract an SRA and identified that some revisions were required to reflect changes that have taken place since the last review in 2009. Many of these revisions were addressed during our review last year and remain relevant.
- 2.15 In particular the Panel recognised the increased responsibility of the Leader in appointing the cabinet and cabinet portfolios and additional workload arising from the joint working arrangements with CDC including regular liaison and meetings with the Leader of CDC and attendance at Joint Committee meetings dealing with the delivery of shared services. Our recommendation from 2017 was that the Leader's SRA rises from 2.5 x BA to 2.9 x BA in line with the Leader SRA at CDC and we affirm this recommendation now. As both Leaders increasingly work collaboratively and manage services delivered by a single workforce, it was considered that the additional responsibility recognised by the SRA multiplier should be the same for both Leaders.
- 2.16 In view of the recommendation to increase the Leader SRA, we also reviewed the SRA for the Deputy Leader which is currently set at half of the Leader SRA. We were satisfied that the responsibilities of the Deputy Leader had increased in line with the Leader and therefore the SRA should continue to be set at half of the Leader SRA. Accordingly, as per last year we recommend the Deputy Leader SRA rises to 1.45 x BA.
- 2.17 With regard to Cabinet portfolio holders, whilst acknowledging the appointment of a further Portfolio Holder, in view of the joint working arrangements undertaken by Cabinet Portfolio Holders with their counterparts at CDC including the regular Joint Committee meetings we concluded that it was appropriate to increase this allowance in line with the Cabinet Member allowance at CDC which is 1.25 x BA and accordingly recommend an increase from 1.1 x BA to 1.25 x BA.

- 2.18 We considered the role of the Chairman of Planning Committee and reviewed the level of SRA having regard to the Leader's representations. We noted the work of the Planning Committee is seen as high-profile and requires developed chairing skills, as meetings often involve public speaking and the discussion of contentious items. The average time spent in meetings is higher than other committees and we were informed that the Chairman (and Vice-Chairman) of the committee are consulted by the Head of Planning and Economic Development when exercising certain delegated powers, adding to the workload. However, we are satisfied that the workload and responsibility as Chairman of the Committee has not changed substantially since the last review in 2009 when the level of SRA was set at 0.8 times the BA. Whilst we do not currently recommend an increase in the SRA for this role, our recommendations for revising the SRA for Chairman of other regulatory committees will mean that the SRA for the Chairman of Planning Committee stands on its own at a higher rate.
- 2.19 We did however consider that the additional responsibility of Vice-Chairman of the Planning Committee merited recognition and recommend payment of an SRA at 0.2 x BA for this role. This was in line with the recommendation that we made to Council in our report dated 7 February 2017. Finally we discussed whether individual members of the Planning Committee should receive an SRA to reflect the number and average length of meetings, attendance at six monthly refresher training, as well as time spent on site visits before the committee meetings and the complexity of decisions taken by the committee. We sought further clarification from the Leader of the Council as to the nature and time commitment involved regarding the training for members of the Planning Committee. However, we did not feel this represented a special responsibility justifying recognition through payment of an allowance over and above the BA which has been revised on the basis of an average time commitment of 15 hours a month spent on Council work. However, we do recognise that there was a proposal for the number of Planning Committee members to reduce by two members in future and would recommend that this be re-visited at the next review to reassess whether that had resulted in additional workload and responsibility for individual Planning Committee members.
- 2.20 As we did last year, we noted that there had been changes to the work load of the other regulatory committees since the allowances were last reviewed due to the reduction in meeting cycles and in respect of Licensing Committee, a reduction in the number of appeals under the Licensing Act 2003 which require a hearing to be held by the Licensing Sub-Committee. On the other hand, there had been an increase in the work load of the Audit & Standards Committee, which now has associated statutory responsibilities for standards issues and signing-off annual accounts. As a result the Chairman of the Audit & Standards Committee is consulted by officers acting under delegated powers in respect of standards matters and is personally responsible for statements of assurance on governance and accounting

matters. Having assessed the special responsibilities of the Chairmen of the Licensing, Overview and Audit & Standards Committees we conclude that the nature of these roles is similar and therefore this should be recognised by the same rate of SRA. We therefore recommend this is set at 0.5 x BA.

- 2.21 We discussed whether individual members of the Licensing Sub-Committee should receive an SRA to reflect the length of meetings. However, we did not feel, having regard to the information about meetings that this amounted to a special responsibility justifying recognition through payment of an allowance over and above the BA which is calculated on an average time commitment of 15 hours a month spent on Council work.
- 2.22 With regard to allowances for the Chairman and Vice Chairman of the Council we noted the number of Council meetings that need to be chaired was reduced when the Council moved to 4 cycles of meetings. However, we are aware that the role is also a ceremonial one and we did not consider that the current SRA calculation required revision (0.8 x BA). Similarly we were satisfied that the current level of allowance for Group Leaders remained appropriate to the level of responsibility.

3. Co-optees Allowance

- 3.1 We were advised that the co-optees' allowance has not been used since 2008 and related to the previous independent members of the Standards Committee which was abolished by the Localism Act 2011. As this allowance is no longer required we did not review it.

4. Subsistence and Travel

- 4.1 We reviewed the current amounts paid for travel allowances and subsistence and consider these remain reasonable and consistent with the arrangements at other Councils. We therefore recommend that subsistence rates for councillors continue to be set in line with subsistence rates for officers and that travel allowances are set in line with the HMRC recommended rates.

5. Childcare and Dependent Carer Allowance (DCA)

- 5.1 We looked at the childcare allowance rates paid by other councils and found that the current SBDC rate has fallen behind the amounts paid elsewhere, since it was last reviewed in 2009. We consider that it would be fair and reasonable to set the childcare allowance in line with the level of the National Living Wage and therefore recommend that the childcare allowance is revised from £6.75 per hour to £7.83 per hour (as of 1 April 2018 and be linked to changes at national level).

- 5.2 Similarly, we compared the DCA rate with other councils' rates. The SBDC rate at £6.75 per hour, was low in comparison and due to the nature of care that a councillor who is also a carer may need to provide, we consider that it should be revised. Having established an average care cost in the County, we therefore recommend that the DCA is revised from £6.75 to £17 per hour.
- 5.3 The current scheme sets an annual limit on claims for childcare and DCA at half of the BA and we consider this should be revised to mirror that of Chiltern District Council at £2,250. We want to ensure no one would be discouraged from the role of Councillor and wish to encourage a diverse range of Councillors.

6. Indexation

- 6.1 We reviewed and discussed the indexing of the allowances and noted that in the past the BA has been linked to council staff pay increases, which although intermittent have been around 1.5%. The new recommended formula for working out the BA includes the LGA Daily Rate (currently £300), which is reviewed annually and is therefore, already subject to indexing. Provided the BA formula incorporates the LGA Daily Rate annually, we consider that no further indexing arrangements need be applied to allowances.
- 6.2 Furthermore, as travel allowances are linked to HMRC recommended rates, which are reviewed annually, no indexing arrangements need be applied to travel allowances. The position is similar for subsistence rates which are linked to council staff subsistence rates. The recommendation to reimburse childcare at the national living wage, will be linked to changes at national level and the recommendation to reimburse the expense of dependent carers at cost, avoids the need for an indexing mechanism for any allowances in the scheme.

7. Pensions

- 7.1 We have been informed that the Department of Communities and Local Government announced in 2014 that Councillors were not able to join the Local Government Pension Scheme and therefore did not review this aspect of the Allowances Scheme.

8. Other considerations

- 8.1 We were made aware that some Members may be required to register as a data controller with the ICO, for example if they handle casework from residents. The annual fee for this is £35 and we recommend that this be included in the scheme as a fee which Members can claim for.

- 8.2 We considered the Give as you earn scheme (GAYE) and whether to make recommendations on the Members process by which they could donate any/all of their BA/SRA to charity and noted that the Council had a staff scheme. The Panel considered that Members could use this scheme and therefore this did not require specific noting in the scheme of allowances.

9. Conclusion

- 9.1 In our view, the Council's Scheme of Allowances for members does need to be revised in view of the changes which have taken place at the Council since the last review in 2009 and in particular we recommend:

- a new BA and its objective formula
- changes to some SRAs, as justified individually in this report and linked to the objectively calculated BA
- changes to the childcare and dependent carer allowances
- the inclusion of the ability to claim for the ICO registration fee

10. Recommendations

For the period 2018/19, the Panel recommends that:

- 10.1 the BA is increased from £4,360 to £4,800
- 10.2 that SRAs are paid as per **Appendix A** and that the following specific SRAs change:
- Leader's SRA: increase from 2.5 x BA to 2.9 x BA
 Deputy Leader's SRA: increase from 1.1 x BA to 1.45 x BA
 Cabinet Members' SRAs: increase from 1.1 x BA to 1.25 x BA
 Planning Vice-Chairman's SRA: introduced at 0.2 x BA
 Licensing Chairman's SRA: decrease from 0.8 x BA to 0.5 x BA
 Overview Chairman's SRA: decrease from 0.8 x BA to 0.5 x BA
 Audit & Standards Chairman's SRA: increase from 0.17 to 0.5 x BA
- 10.3 reimbursement for childcare costs is set in line with the National Living Wage, currently £7.83 ph.
- 10.4 the dependent carer allowance is set at £17 per hour
- 10.5 that claims for the childcare and dependent carer allowances are linked and capped at a maximum of £2,250 per year, per councillor
- 10.6 that the scheme is reviewed in 2019 for financial year 2020/21.

Classification: OFFICIAL-SENSITIVE [COMMERCIAL]

- 10.7 While the Panel is aware that the Council may choose not to accept or make changes to the Panel's recommendations, it considers that it would be helpful if full reasons be provided to it where the Council has departed from its recommendations. This information may be useful to the Panel in considering any future reviews.

Classification: OFFICIAL-SENSITIVE [COMMERCIAL]

Appendix A - Recommended Allowance Scheme for 2018/19

Role	Current Level	Current Percentage/Method	New Level	New Percentage/Method
Basic Allowance x 28	£4,360		£4,800	Average Hours Worked x Hourly Rate – Public Service Element = BA
Chairman	£3,491	x0.8 of BA	£3,840	x0.8 of BA
Vice-Chairman	£1,458	x0.33 of BA	£1,584	x0.33 of BA
Leader	£10,900	x2.5 of BA	£13,920	x2.9 of BA
Deputy Leader	£4,794	x1.1 of BA	£6,960	x1.45 of BA
Cabinet Member x4	£4,794	x1.1 of BA	£6,000	x1.25 of BA
Planning Chairman	£3,491	x0.8 of BA	£3,840	x0.8 of BA
Planning Vice-Chairman	£0	0	£960	x0.2 of BA
Licensing Chairman	£3,491	x0.8 of BA	£2,400	x0.5 of BA
Overview and Scrutiny Chairman	£3,491	x0.8 of BA	£2,400	x0.5 of BA
Audit & Standards Chairman	£722	x0.17 of BA	£2,400	x0.5 of BA
Governance & Electoral Arrangements Committee Chairman*	£722	X0.17 of BA	£816	X0.17 of BA
Leader of a Political Group (2+ Members)*	£722	X0.17 of BA	£816	X0.17 of BA
Subsistence	-	As per officer rates	-	As per officer rates
Travel	-	As per HMRC rates	-	As per HMRC rates
Childcare**	£6.82 per hour		£7.83 per hour**	National Living Wage
Dependent Carer**	£6.82 per hour		£17 per hour	
Total amounts	£173,094		£196,704	

Notes:

- *Only one SRA is allowed per councillor. As such the SRA for Leader of a Political Group and Chairman of Governance and Electoral Arrangements Committee is not currently claimed.
- **Councillors using the childcare and dependent carer allowances can claim reimbursement of up to £2,250 per Councillor per year
- To claim the allowance for Group Leader a political group must contain 2 or more members of the council

***National Living Wage to be linked to changes at national level (£7.83 as of 1 April 2018)*

**SOUTH BUCKS DISTRICT COUNCIL
SCHEME OF MEMBERS' ALLOWANCES 2018/19**

In accordance with the Local Authorities (Member's Allowances) (England) Regulations 2003 (Statutory Instrument 2003 No 1021) the following Scheme of Members' Allowances was agreed at the Council meeting held on 17 July 2018.

Allowances will be paid automatically on the 15th of each month unless a Member requests the Council on the *Member Commencing Form* not to pay allowances or to pay at a reduced amount.

1. The allowances approved for the financial year 2018/2019 are as follows:

Post holder	Amount (£)
Basic Allowance (all Members)	4,800
Chairman of the Council	3,840
Vice-Chairman of the Council	1,584
Leader	13,920
Deputy Leader	6,960
Cabinet Member	6,000
Chairman of Planning Committee	3,840
Vice-Chairman of Planning Committee	960
Chairman of Licensing Committee	2,400
Chairman of Overview and Scrutiny Committee	2,400
Chairman of Audit & Standards Committee	2,400
Chairman of Governance and Electoral Arrangements Committee	816
Leader of a political group 2+ Members	816

NOTES:

No member shall receive more than one special responsibility allowance.

2. OTHER ALLOWANCES

Members may make claims for the following expenditure:

2.1. Travelling

The use of a Member's car, motorcycle or bicycle for approved duties will be paid at the same rate as the officers, i.e. the rate published from time to time by HM Revenue and Customs: www.hmrc.gov.uk/rates/travel.htm. The agreed rates as of March 2015 are as follows:

Cars and vans	45p per mile
Motor cycles	24p per mile
Bicycles	20p per mile

The shortest route must be taken. Mileage must be rounded to the nearest whole number.

In respect of long distance journeys, Members should claim standard second class rail travel fare where this is less than the equivalent mileage claim.

In cases of emergency where a Member's car is not available and there is no reasonable public transport a Member may travel by taxi. The amount of the actual fare and any reasonable gratuity paid may be claimed.

Members are asked to share cars when more than one Member is attending the same event.

Members should ensure that their vehicle insurance policy covers use for business purposes.

Claim forms should clearly state the:

- vehicle registration number;
- start point and destination for the journey;
- reason for the journey, ensuring this is within the approved duties listed above; and,
- number of miles claimed at the appropriate rate.

2.2. Public Transport

- Train fares for approved duties will be paid at standard second class rate on production of a receipt/ticket.
- Bus fares for approved duties will be paid on production of a receipt/ticket.
- Approved taxi fares will be paid on production of a receipt.

Mileage/travel claims submitted by Members will be checked by Democratic Services against the guidelines and authorised for payment by the Chief Executive or his deputy. If any claims are refused or amended, Members will be advised by email of the reason.

Travel payments are not taxable.

2.3. Subsistence

Members incurring additional expense in the course of carrying out approved duties in respect of meals not involving absence overnight from the usual place of residence will be reimbursed approved expenses subject to evidence of expenditure being produced. The agreed rates and conditions of claim are as follows:

Breakfast	£7.24	For more than 4 hours away from normal place of residence before 11am
Lunch	£9.99	For more than 4 away from normal place of residence including the period between 12 noon and 2pm
Tea	£3.97	For more than 4 hours away from normal place of residence including the period 3pm to 6pm
Evening Meal	£12.36	For more than 4 hours away from normal place of residence ending after 7pm

In the case of overnight absence from the usual place of residence reasonable hotel expenses will be paid.

Any meals provided free of charge by the Council or any other body cannot be claimed.

Claim forms should:

- show details of the claim, e.g. lunch purchased at meeting - £9.99
- include a receipt for the amount claimed.

Subsistence payments are not taxable.

2.4. Dependent Carers' Allowance

A Dependent Carers' Allowance will be payable where members have responsibility for the care of a young (14 years old or less), elderly or disabled dependant and need to engage the services of an alternative carer in order to discharge any of the approved duties defined in part 3.

The maximum rate at which dependent care may be claimed is:

£7.83*	per hour for child care
	*National Living Wage to be linked to changes at national level (£7.83 as of 1 April 2018)
£17.00	per hour for adult/elderly/disabled dependent care

Payment is subject to the production of proof of expenditure and an overall limit of £2,250 in the financial year to which this Scheme relates.

Payment would not normally be made where dependent care is, or can be, provided by a member of the claimant's household.

Claim forms should:

- show details of the claim e.g. babysitting x hours @ £7.83 per hour
- include a receipt for the amount claimed.

Payment of Dependent Carers' Allowance is taxable.

2.5. ICO Registration Fee

A claim can be made by Members to cover the £35 cost of registering with the Information Commissioners Office (ICO) as a data controller. Members should refer to the relevant guidance issued.

3. APPROVED DUTIES

The following are specified as approved duties for the purpose of Travelling and Subsistence Allowances

1. Attendance at a meeting of the Council;
2. Attendance at a meeting of a committee or sub-committee of the Council;
3. Attendance at a meeting of a joint committee or joint sub-committee of the Council;

4. Attendance by the Chairman and/or Vice Chairman of the Council and the Party Group Leaders at a meeting with officers of the Council held for the purpose of briefing the Chairman and/or Vice Chairman on the agenda and reports to be presented to a forthcoming meeting of the Council;
5. Attendance by the Chairman and/or Vice Chairman of a committee or sub-committee of the Council at a meeting with officers of the Council held for the purpose of briefing the Chairman and/or Vice Chairman on the agenda and reports to be presented to a forthcoming meeting of the committee or sub-committee, as the case may be;
6. Attendance at a meeting of the Cabinet;
7. Attendance at a meeting of a committee or sub-committee of the Cabinet;
8. Attendance at a meeting of a joint committee or joint sub-committee of the Cabinet;
9. Attendance by members of the Cabinet at a pre-arranged meeting with officers of the Council held for the purpose of briefing the Cabinet on the agenda and reports to be presented to a forthcoming meeting of the Cabinet;
10. Attendance by members of the Cabinet at pre-arranged informal meetings of the Cabinet held for the purpose of, or in connection with, the discharge of any function of the Cabinet or a committee or sub-committee of the Cabinet;
11. Attendance at pre-arranged formal meetings called by an officer;
12. Attendance as a member of the Planning Committee at formal or informal site visits;
13. Attendance at seminars and training events approved by the Council or the Cabinet or by a committee or sub-committee of the Council or the Cabinet Provided that attendance at external conferences and training events shall also be authorised by the Chief Executive;
14. Attendance at pre-arranged meetings with Management Team held for the purpose of, or in connection with, the discharge of any function of the Council or the Cabinet or of a committee or sub-committee of the Council or the Cabinet;

15. Attendance at a meeting of a body to which the Council or the Cabinet makes appointments or nominations;
16. Attendance at a meeting of a committee or sub-committee of a body to which the Council or the Cabinet make appointments or nominations;
17. Attendance as a district councillor at meetings of the Town or Parish Council(s) active in the Councillor's ward;
18. Attendance as a district councillor at meetings of the Neighbourhood Action Groups (NAG) and Local Area Forums;
19. Attendance at a meeting of a local authority association of which the Council is a member;
20. Attendance at any other meeting the holding of which has been authorised by the Council or the Cabinet or by a committee or sub-committees of the Council or the Cabinet, or by a joint committee or joint sub-committee of the Council or the Cabinet and to which representatives of more than one political group have been invited;
21. Duties undertaken on behalf of the Council in pursuance of any council procedure rule requiring a member or members to be present while tender documents are opened;
22. Duties undertaken on behalf of the Council in connection with the discharge of any function of the Council conferred by or under any enactment and empowering or requiring the authority to inspect or authorise the inspection of premises;
23. Duties undertaken on behalf of the Council in connection with witnessing the common seal of the Council or the signing of any legal contractual, regulatory or consultative document that a member is authorised or empowered to sign;
24. Duties undertaken on behalf of the Council in connection with the preparation for and conduct of a local inquiry at which a member will give evidence on behalf of the Council.

The following are **not approved duties** in respect of claims for travelling, subsistence or dependent carers' allowance:

1. Attendance at the Council Offices for discussions with Members or Officers as part of the normal working day – unless pre-arranged with officers.

2. Attendance at conferences or meetings not approved by Committee or the Chief Executive.
3. Attendance at training courses not approved by Committee or the Chief Executive.
4. Attendance at Group meetings.

5. FORGOING / DONATING ALLOWANCES

Any member shall be entitled to forgo entitlement to any or part of his or her allowances by giving notice in writing to the Director of Resources.

Any member wishing to donate all or part of their allowances to charity shall be eligible to sign up to the Give as You Earn Scheme which will be operated in the same way as the staff scheme.

6. DURATION OF SCHEME

This Scheme will take effect from 1 April 2018 and continue in force to 31 March 2019.

7. ANNUAL UPDATING AND BACKDATING OF ALLOWANCES

- 7.1 The allowances referred to in paragraph 1 will be increased yearly following the Annual Meeting of the Council in line with the pay settlement for council staff.
- 7.2 Provision may be made for backdating of allowances within the current municipal year where specifically recommended by the Independent Remuneration Panel.

8. REVIEW OF SCHEME

The Independent Review of Members Allowances Panel will next meet in autumn 2019 to consider the Scheme of Allowances for 2020-21. However, any amendments to this Scheme must be made following consideration of the further report and recommendations of the Independent Review of Members Allowances Panel and in accordance with Regulation 10 of The Local Authorities (Members' Allowances) (England) Regulations 2003.

9. PART YEAR ENTITLEMENTS

In the event of any change in entitlement to an allowance due to the term of office of a member beginning or ending, the commencement or termination of a special responsibility or a revision to the allowances scheme, allowances will be paid pro rata for the particular period.

10. CLAIMS AND PAYMENTS

The Basic Allowance and the annual Special Responsibility Allowances (SRAs) are payable pro-rata in equal monthly instalments over the Scheme year via the Council's payroll system.

Payment of the Basic Allowance and SRAs will be made automatically, unless a Member indicates that they wish to forgo their allowances.

A claim shall include or be accompanied by a statement by the member that he or she has not made and will not make any other claim in respect of the matter to which the claim relates.

The Council shall be entitled to make such deductions at source in respect of income tax, national insurance and other matters as it is authorised or required to do by order of HM Revenues and Customs or an English Court.

11. ADMINISTRATION OF SCHEME

The administration of this Scheme shall be the responsibility of the Director of Resources who shall be entitled (in consultation with the Chief Executive) to introduce such guidance notes and forms and impose such requirements for making and proving claims for travelling and subsistence and dependant carers' allowances as are reasonably necessary for the efficient administration of the Scheme and for the internal and external audit of claims.

11.1 Member Claim Form

Claims for allowances should be made using the appropriate form. This is available from: democraticservices@southbucks.gov.uk
Forms should be submitted to Democratic Services via email to this address or via a paper form.

11.2 Claim Deadlines

Claim form deadline	Payment made
27 February	15 March
27 March	15 April
27 April	15 May
27 May	15 June
27 June	15 July
27 July	15 August
27 August	15 September
27 September	15 October
27 October	15 November
27 November	15 December
27 December	15 January
27 January	15 February

- Claims more than three months old will not be met.
- No claims will be met if submitted after the end of the financial year.

If Members have any queries regarding claims for allowances, they can contact Democratic Services (democraticservices@southbucks.gov.uk; 01494 732143).

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**SOUTH BUCKS DISTRICT COUNCIL
SCHEME OF MEMBERS' ALLOWANCES 2018/19**

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Leader	13,920
Deputy Leader	6,960
Cabinet Member	6,240
Chairman of Planning Committee	3,840
Vice-Chairman of Planning Committee	960
Ordinary Members of Planning Committee (8)	720
Chairman of Licensing Committee	2,400
Chairman of Overview and Scrutiny Committee	3,840
Chairman of Audit & Standards Committee	2,400
Chairman of Governance and Electoral Arrangements Committee	720
Leader of a political group 2+ Members	816

NOTES:

No member shall receive more than one special responsibility allowance.

2. OTHER ALLOWANCES

Members may make claims for the following expenditure:

2.1. Travelling

The use of a Member's car, motorcycle or bicycle for approved duties will be paid at the same rate as the officers, i.e. the rate published from time to time by HM Revenue and Customs: www.hmrc.gov.uk/rates/travel.htm. The agreed rates as of March 2015 are as follows:

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In respect of long distance journeys, Members should claim standard second class rail travel fare where this is less than the equivalent mileage claim.

In cases of emergency where a Member's car is not available and there is no reasonable public transport a Member may travel by taxi. The amount of the actual fare and any reasonable gratuity paid may be claimed.

Members are asked to share cars when more than one Member is attending the same event.

Members should ensure that their vehicle insurance policy covers use for business purposes.

Claim forms should clearly state the:

- vehicle registration number;
- start point and destination for the journey;
- reason for the journey, ensuring this is within the approved duties listed above; and,
- number of miles claimed at the appropriate rate.

2.2. Public Transport

- Train fares for approved duties will be paid at standard second class rate on production of a receipt/ticket.
- Bus fares for approved duties will be paid on production of a receipt/ticket.

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Mileage/travel claims submitted by Members will be checked by Democratic Services against the guidelines and authorised for payment by the Chief Executive or his deputy. If any claims are refused or amended, Members will be advised by email of the reason.

Travel payments are not taxable.

2.3. Subsistence

Members incurring additional expense in the course of carrying out approved duties in respect of meals not involving absence overnight from the usual place of residence will be reimbursed approved expenses subject to evidence of expenditure being produced. The agreed rates and conditions of claim are as follows:

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Tea	£3.97	For more than 4 hours away from normal place of residence including the period 3pm to 6pm
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A Dependent Carers' Allowance will be payable where members have responsibility for the care of a young (14 years old or less), elderly or disabled dependant and need to engage the services of an alternative carer in order to discharge any of the approved duties defined in part 3.

The maximum rate at which dependent care may be claimed is:

£7.83*	per hour for child care *National Living Wage to be linked to changes at national level (£7.83 as of 1 April 2018)
£17.00	per hour for adult/elderly/disabled dependent care

Payment is subject to the production of proof of expenditure and an overall limit of £2,250 in the financial year to which this Scheme relates.

Payment would not normally be made where dependent care is, or can be, provided by a member of the claimant's household.

Claim forms should:

- show details of the claim e.g. babysitting x hours @ £7.83 per hour
- include a receipt for the amount claimed.

Payment of Dependent Carers' Allowance is taxable.

2.5. ICO Registration Fee

A claim can be made by Members to cover the £35 cost of registering with the Information Commissioners Office (ICO) as a data controller. Members should refer to the relevant guidance issued.

3. APPROVED DUTIES

The following are specified as approved duties for the purpose of Travelling and Subsistence Allowances

1. Attendance at a meeting of the Council;
2. Attendance at a meeting of a committee or sub-committee of the Council;
3. Attendance at a meeting of a joint committee or joint sub-committee of

the Council;

4. Attendance by the Chairman and/or Vice Chairman of the Council and the Party Group Leaders at a meeting with officers of the Council held for the purpose of briefing the Chairman and/or Vice Chairman on the agenda and reports to be presented to a forthcoming meeting of the Council;
5. Attendance by the Chairman and/or Vice Chairman of a committee or sub-committee of the Council at a meeting with officers of the Council held for the purpose of briefing the Chairman and/or Vice Chairman on the agenda and reports to be presented to a forthcoming meeting of the committee or sub-committee, as the case may be;
6. Attendance at a meeting of the Cabinet;
7. Attendance at a meeting of a committee or sub-committee of the Cabinet;
8. Attendance at a meeting of a joint committee or joint sub-committee of the Cabinet;
9. Attendance by members of the Cabinet at a pre-arranged meeting with officers of the Council held for the purpose of briefing the Cabinet on the agenda and reports to be presented to a forthcoming meeting of the Cabinet;
10. Attendance by members of the Cabinet at pre-arranged informal meetings of the Cabinet held for the purpose of, or in connection with, the discharge of any function of the Cabinet or a committee or sub-committee of the Cabinet;
11. Attendance at pre-arranged formal meetings called by an officer;
12. Attendance as a member of the Planning Committee at formal or informal site visits;
13. Attendance at seminars and training events approved by the Council or the Cabinet or by a committee or sub-committee of the Council or the Cabinet Provided that attendance at external conferences and training events shall also be authorised by the Chief Executive;
14. Attendance at pre-arranged meetings with Management Team held for the purpose of, or in connection with, the discharge of any function of the Council or the Cabinet or of a committee or sub-committee of the Council or the Cabinet;

15. Attendance at a meeting of a body to which the Council or the Cabinet makes appointments or nominations;
16. Attendance at a meeting of a committee or sub-committee of a body to which the Council or the Cabinet make appointments or nominations;
17. Attendance as a district councillor at meetings of the Town or Parish Council(s) active in the Councillor's ward;
18. Attendance as a district councillor at meetings of the Neighbourhood Action Groups (NAG) and Local Area Forums;
19. Attendance at a meeting of a local authority association of which the Council is a member;
20. Attendance at any other meeting the holding of which has been authorised by the Council or the Cabinet or by a committee or sub-committees of the Council or the Cabinet, or by a joint committee or joint sub-committee of the Council or the Cabinet and to which representatives of more than one political group have been invited;
21. Duties undertaken on behalf of the Council in pursuance of any council procedure rule requiring a member or members to be present while tender documents are opened;
22. Duties undertaken on behalf of the Council in connection with the discharge of any function of the Council conferred by or under any enactment and empowering or requiring the authority to inspect or authorise the inspection of premises;
23. Duties undertaken on behalf of the Council in connection with witnessing the common seal of the Council or the signing of any legal contractual, regulatory or consultative document that a member is authorised or empowered to sign;
24. Duties undertaken on behalf of the Council in connection with the preparation for and conduct of a local inquiry at which a member will give evidence on behalf of the Council.

The following are **not approved duties** in respect of claims for travelling, subsistence or dependent carers' allowance:

1. Attendance at the Council Offices for discussions with Members or Officers as part of the normal working day – unless pre-arranged with officers.
2. Attendance at conferences or meetings not approved by Committee or the Chief Executive.
3. Attendance at training courses not approved by Committee or the Chief Executive.
4. Attendance at Group meetings.

5. FORGOING / DONATING ALLOWANCES

Any member shall be entitled to forgo entitlement to any or part of his or her allowances by giving notice in writing to the Director of Resources.

Any member wishing to donate all or part of their allowances to charity shall be eligible to sign up to the Give as You Earn Scheme which will be operated in the same way as the staff scheme.

6. DURATION OF SCHEME

This Scheme will take effect from 1 April 2018 and continue in force to 31 March 2019.

7. ANNUAL UPDATING AND BACKDATING OF ALLOWANCES

- 7.1 The allowances referred to in paragraph 1 will be increased yearly following the Annual Meeting of the Council in line with the pay settlement for council staff.
- 7.2 Provision may be made for backdating of allowances within the current municipal year where specifically recommended by the Independent Remuneration Panel.

8. REVIEW OF SCHEME

The Independent Review of Members Allowances Panel will next meet in autumn 2019 to consider the Scheme of Allowances for 2020-21. However, any amendments to this Scheme must be made following consideration of the further report and recommendations of the Independent Review of Members Allowances Panel and in accordance with Regulation 10 of The Local Authorities (Members' Allowances) (England) Regulations 2003.

9. PART YEAR ENTITLEMENTS

In the event of any change in entitlement to an allowance due to the term of office of a member beginning or ending, the commencement or termination of a special responsibility or a revision to the allowances scheme, allowances will be paid pro rata for the particular period.

10. CLAIMS AND PAYMENTS

The Basic Allowance and the annual Special Responsibility Allowances (SRAs) are payable pro-rata in equal monthly instalments over the Scheme year via the Council's payroll system.

Payment of the Basic Allowance and SRAs will be made automatically, unless a Member indicates that they wish to forgo their allowances.

A claim shall include or be accompanied by a statement by the member that he or she has not made and will not make any other claim in respect of the matter to which the claim relates.

The Council shall be entitled to make such deductions at source in respect of income tax, national insurance and other matters as it is authorised or required to do by order of HM Revenues and Customs or an English Court.

11. ADMINISTRATION OF SCHEME

The administration of this Scheme shall be the responsibility of the Director of Resources who shall be entitled (in consultation with the Chief Executive) to introduce such guidance notes and forms and impose such requirements for making and proving claims for travelling and subsistence and dependant carers' allowances as are reasonably necessary for the efficient administration of the Scheme and for the internal and external audit of claims.

11.1 Member Claim Form

Claims for allowances should be made using the appropriate form. This is available from: democraticservices@southbucks.gov.uk
Forms should be submitted to Democratic Services via email to this address or via a paper form.

11.2 Claim Deadlines

Claim form deadline	Payment made
27 February	15 March
27 March	15 April
27 April	15 May
27 May	15 June
27 June	15 July
27 July	15 August
27 August	15 September
27 September	15 October
27 October	15 November
27 November	15 December
27 December	15 January
27 January	15 February

- Claims more than three months old will not be met.
- No claims will be met if submitted after the end of the financial year.

If Members have any queries regarding claims for allowances, they can contact Democratic Services (democraticservices@southbucks.gov.uk; 01494 732143).

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