



Council

A G E N D A

All Members of South Bucks District Council

Your attendance is requested at a meeting of the South Bucks District Council to be held at **6.00 pm on Wednesday, 27 February 2019, Council Chamber, Capswood, Oxford Road, Denham**, when the business below is proposed to be transacted.

Item

1. Evacuation Procedure
2. Apologies for absence
3. Minutes (*Pages 9 - 26*)

To approve the minutes of the meetings of Full Council held on 14 November 2018 and Extraordinary Council held on 28 November 2018.

4. Declarations of Interest

In relation to item 7.1 Revenue Budget and Council Tax 2019/20 dispensations under Section 33 of Localism Act 2011 have been granted to all Members previously in relation to the setting of Council Tax.

5. 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.

6. Committee Recommendations:

Recommendations from the Committees of the Council are attached as separate reports. 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. Audit and Standards - 17 January 2019
2. Cabinet – 28 November 2018, 12 December 2018, 9 January 2019 (Extraordinary meeting), 25 January 2019 (Extraordinary meeting), 6 February 2019
3. Governance & Electoral Arrangements – 29 October 2018 and 16 January 2019
4. Joint Staffing Committee – 28 January 2019
5. Joint Overview and Scrutiny Committee – 21 January 2019
6. Licensing Committee – 23 January 2019 (cancelled)
7. Overview and Scrutiny Committee – 8 November 2018 (Extraordinary meeting) and 29 January 2019
8. Planning Committee – 5 December 2018, 9 January 2019, 6 February 2019 (to follow)

6.1 Pay Policy Statement 2019/20 (*Pages 29 - 30*)

Appendix 1 (Pages 31 - 34)

6.2 Proposed Amendments to Contracts Procedure Rules (*Pages 35 - 36*)

Appendix (Pages 37 - 54)

6.3 Annual Review of the Code of Conduct (*Pages 55 - 56*)

Appendix (Pages 57 - 64)

6.4 Appointment of Independent Person (*Pages 65 - 68*)

6.5 Community Governance Review (*Pages 69 - 74*)

Appendix 1 - Responses to Second Consultation (Pages 75 - 76)

Appendix 2 - Report to Governance and Electoral Arrangements Committee (Pages 77 - 124)

Appendix 3 - Maps (Pages 125 - 130)

7. Cabinet Recommendations:

7.1 Revenue Budget and Council Tax 2019/20 (*Pages 131 - 142*)

To approve, following a recorded vote, the Council's Budget for Financial year 2019/20 and the District's Council Tax for 2019/20.

Appendix A - Chief Financial Officer Report (Pages 143 - 148)

Appendix B - Budget Sensitivity Analysis 2019/20 (Pages 149 - 150)

Appendix C - Fees and Charges for 2019/20 (Pages 151 - 172)

Additional Report: Council Tax 2019/20 (To Follow)

7.2 Capital Strategy and Capital Programme 2019/20 to 2023/24 (*Pages 173 - 176*)

Appendix A (Pages 177 - 186)

7.3 Treasury Management Strategy 2019/20 (*Pages 187 - 190*)

Appendix 1 - Treasury Management Strategy (Pages 191 - 200)

Appendix 1a - Annual Investment Strategy (Pages 201 - 210)

Appendix 1b - Prudential Indicators (Pages 211 - 216)

Appendix 1c - Minimum Revenue Provision (Pages 217 - 218)

7.4 Farnham Park Trust Budgets Fees and Charges (*Pages 219 - 222*)

Private Appendix A to Item 7.4: Farnham Park Charity Budget 2019/20 (Pages 239 - 242)

7.5 Report on Special Urgency (*Pages 223 - 224*)

8. Questions

To answer questions (if any) from

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

which have been put under Procedure Rules 9 and 10.

(a) To answer the following questions from Councillor Harding received in accordance with Procedure Rule 9:

1. *"Can the Leader please confirm what meetings he has attended and who he has met with specifically concerning the ongoing discussion and dialogue regarding the formation of the Shadow Executive and New Unitary Authority in Buckinghamshire, since our last Council meeting?"*

2. *"Can the Leader share with us here as local Councillors and more widely the Residents of South Bucks, What he is doing specifically to make local government reorganisation work in Buckinghamshire for our residents, Despite his activities in being Petulant, disruptive and downright obstructive towards the Shadow Executive and the decision taken by the Secretary of State. Instead prioritising his own agenda of self service and political aspiration to become the Deputy Leader of the New Unitary and seeking to help achieve the ambitions of the Leader of Chiltern in becoming the Leader of the New Unitary."*

(b) To answer the following questions from a members of the public which have been received in accordance with Procedure Rule 10:

1. *"How many times has a criminal allegation of corruption been made against SBDC? If more than once, how many times was SBDC found guilty? "*

2. *"How much has SBDC spent on legal costs relating to planning applications since 2014?"*

3. *"If the SBDC planning committee unanimously votes to refuse a planning application which was recommended for approval by a planning officer in a 'minded to' decision, can the council disregard/ignore the decision of the honourable elected Cllrs and state to the Planning Inspectorate that the Council's position is that it would grant permission? "*

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

10. Motions (*Pages 225 - 226*)

In accordance with Council Procedure Rule 13 to consider the following Motion proposed by Councillor Harding and Seconded by Councillor Sandy:

Motion arising from replies and assurances given by the Leader to written questions at Council held on 14 November 2018 and the subsequent decision taken for a Judicial Review not being brought back to this Council.

I would like to place a Motion before Council that this Council after hearing the replies from the Leader to written questions at this Council meeting, with particular regard to his position on local government re-organisation in Buckinghamshire and more recently under his leadership the cavalier attitude towards significant expenditure for a Judicial Review against the Secretary of State. The use of a Judicial Review will now only lead to delay and impasse of the important work that needs to be done by the Shadow Executive. Therefore I propose a vote of no confidence in the Leader Councillor Naylor.

11. Members' Reports

To receive reports from members:

*Dr Matthews - Health and Adult Social Care Select Committee held on
20 November 2018 (Pages 227 - 234)*

As the Chairman was unable to attend the last meeting the minutes are attached.

*Mr Pepler - Meeting of the Buckinghamshire Healthcare Trust held on 28
November 2018 (Pages 235 - 236)*

12. Presentation on Dementia from NHS Buckinghamshire Clinical Commissioning Group

Dr Sian Roberts, Mental Health and Learning Disability Clinical Director for the Bucks Clinical Commissioning Group, will give a presentation on dementia prevalence and health services in Bucks.

13. Calendar of Meetings 2019/20 (Pages 237 - 238)

To agree the Calendar of Meetings for 2019/20.

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 1 Information relating to any individual
- Paragraph 2 Information which is likely to reveal the identity of any individual.
- Paragraph 3 Information relating to the financial or business affairs of any particular persons (including the authority holding that information).
- Paragraph 4 Information relating to any consultation or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter raising between the authority or a Minister of the Crown employees of, or office holders under, the authority.
- Paragraph 5 Information in respect of which a claim to legal professional privilege could be maintained in legal proceedings.
- Paragraph 6 Information which reveals that the authority proposes
- a) To give under any enactment a notice under or by virtue of which requirements are imposed on a person.
 - b) To make an order of direction under any enactment.
- Paragraph 7 Information relating to any action taken or to be taken in connection with prevention, investigation or prosecution of crime.

Private Appendix A to Item 7.4: Farnham Park Charity Budget 2019/20 (*Pages 239 - 242*)

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



Bob Smith
Chief Executive
South Bucks District Council

Date of next meeting – Tuesday, 16 April 2019

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@chilternandsouthbucks.gov.uk

This page is intentionally left blank

SOUTH BUCKS DISTRICT COUNCIL

Council - 14 November 2018

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

Apologies: Councillors S Chhokar, B Gibbs, P Griffin and L Hazell

23. ONE MINUTE SILENCE

A minute's silence was observed in memory of former Councillor Dr John Kennedy who recently passed away. Councillor Dr John Kennedy was first elected as District Councillor for Taplow on 2 May 1991, and was re-elected in 1999. He was Chairman of South Bucks District Council from 2000 to 2003 and also elected to Taplow Parish Council in 2007.

24. PRESENTATION FROM THE PROGRAMME MANAGER OF THE WILLOW PROJECT

Astrid Lambregts, the Buckinghamshire Coordinator for the Willow Project attended the meeting to provide a presentation on Human Trafficking and Exploitation. The charity identified and provided support to those who have been affected by exploitation. During the presentation Members were informed of what crimes were covered under modern slavery, sexual, financial, criminal and other exploitation and how to spot indicators of these crimes. Modern day slavery cost the country approximately £4.5 billion a year. The Willow Project have had 30 referrals since they were set up in September 2018. They also provided a four hour training session to inform professionals on the signs for exploitation.

Following the presentation the following points were noted in response to questions:-

- Houses in multiple occupation (HMO) were defined as a property rented out by at least three people who shared facilities such as the bathroom and kitchen and if a house was rented out as a HMO a licence was required. Emphasis was made on ensuring that checks were undertaken to ensure that these properties were properly licensed and that there were no signs of exploitation.
- In terms of referrals, they could be made through a number of avenues e.g. people who were homeless and often it meant talking to people a number of times before they were able to confide any details of exploitation. The charity liaised with schools and safeguarding teams and met with children at school premises to discuss any concerns.
- A Member made reference to debt bondage and the need for victim support by Government bodies and health care professionals. Through the Willow

Council - 14 November 2018

Project training was given to a wide variety of professionals, including GPs and in a variety of ways e.g. requests for specific training or through conferences.

The Chairman thanked Astrid Lambregts for attending the meeting.

25. **MINUTES**

The minutes of the meeting of Full Council held on 17 July 2018 were approved and signed by the Chairman as a correct record.

26. **DECLARATIONS OF INTEREST**

There were no declarations of interest.

27. **ANNOUNCEMENTS**

The Chairman reported on recent functions and events she had attended on behalf of the Council including an additional engagement, laying a wreath on behalf of the Council at the RAF Film Production Unit memorial located at Pinewood Studios. The Chairman's Charity Golf day had been a great success where over £5,000 was raised and she thanked everyone who had contributed to this.

Engagements July - November 2018

Queen's Award Presentation Ceremony – Lord Lieutenant of Buckinghamshire	26/07/18	Chairman attended
Maidenhead Regatta – Mayor of Royal Borough of Windsor & Maidenhead	11/08/18	Chairman attended
Punting Championships – Thames Punting	12/08/18	Chairman attended
Dragon Boat Charity Race – Ricoh & Princes Trust	31/08/18	Chairman attended
Lord Dannatt's Round Britain Challenge – The Jubilee Sailing Trust	01/09/18	Chairman attended
Graduation Ceremony – Vice Chancellor, Bucks New University	04/09/18	Chairman attended
Big Night Out – Action4Youth	12/09/18	Chairman attended
Chairman's Charity Golf Day	14/09/18	Chairman attended

Council - 14 November 2018

Reading Challenge – Iver Heath Infant School	20/09/18	Chairman attended
Official Opening of The Barn – Wexham Court Primary School	27/09/18	Chairman attended
Heathrow Primary School Challenge - Heathrow Airport Limited	03/10/18	Chairman attended
Tour of the Battle of Britain Operations Room (The Bunker) at the former RAF Uxbridge – Mayor of Hillingdon	04/10/18	Chairman attended
Celebrating the Work of the Berkeley Foundation	11/10/18	Chairman attended
Justice Service – High Sheriff of Buckinghamshire	14/10/18	Chairman attended
Reading Challenge Prize Giving – Iver Village Infants School	16/10/18	Chairman attended
SERFCA Awards Ceremony – Lord Lieutenant of Buckinghamshire	18/10/18	Chairman attended
Charity Quiz Night – Chairman of Aylesbury Vale District Council	19/10/18	Vice Chairman attended
Charity Afternoon Tea – Mayor of Royal Borough of Windsor & Maidenhead	25/10/18	Chairman attended
Afternoon in Champagne – Chairman’s Charity Event	27/10/18	Chairman attended
Civic Service – Chairman of Buckinghamshire County Council	28/10/18	Chairman attended
Official Opening of Taplow Riverside Bridge – Berkeley Homes	02/11/18	Chairman attended
Private Reception – Thames Valley Hospice	08/11/18	Vice Chairman attended
WWI Speaking Competition – Beaconsfield Town Council	09/11/18	Vice Chairman attended

WWI Commemorations – Lord Lieutenant	11/11/18	Chairman attended
Battle’s Over – WWI Beacons of Light – Iver Parish Council and Royal British Legion (Iver Heath) Branch	11/11/18	Chairman attended
British Empire Medal Investiture Ceremony- Lord Lieutenant of Buckinghamshire	14/11/18	Chairman attended

The Leader of the Cabinet announced that the Secretary of State for Housing, Communities and Local Government, James Brokenshire had published a statement on 1 November 2018 announcing that he was supporting a new single unitary district council that would cover the whole of Buckinghamshire, excluding Milton Keynes. The Leader explained that the statement referred to a new ‘Unitary District Council’, this would be an entirely new Council formed with no continuation of any of the existing five Councils within Buckinghamshire. The Leader explained that this would create the opportunity to ensure the best culture was embedded throughout the new authority.

Until 1 April 2020 the authorities would remain sovereign entities with a shadow authority expected to be formed which would consist of all elected Members from each authority. Following discussions with the Secretary of State, a Parliamentary Structural Change Order would be laid in January 2019 to detail governance arrangements of the new authority and discussions were ongoing between each Council and the Ministry for Housing, Communities and Local Government.

The Leader thanked staff for their continued excellent service delivered to communities and residents and made clear that information would be shared at the earliest opportunities. The Council was in a strong position having had recent experience of implementing significant change which had been successful and had always treated partners equally regardless of their size.

The Chief Executive advised that there would be a Special Council meeting arranged for Wednesday 28 November 2018 at 6 p.m., preceded by a special Cabinet meeting at 5.00 p.m. to make decisions in relation to modernising local government arrangements.

28. **COMMITTEE RECOMMENDATIONS**

The Chairman reminded Members that the agenda for this Council meeting reflected the changes to the Council’s constitution, as agreed by Council on 27 February 2018 so that Minutes of Committee meetings would no longer be moved at Council meetings.

29. LICENSING ACT 2003 POLICY REVIEW 2018

Full Council received a report which required the adoption of the revised draft Licensing Act 2003 Policy Statement which was attached at Appendix 1 of the report. The Chairman of the Licensing Committee reported that the responses had been considered at their meeting on 21 June 2018 and as a result, some minor amendments to the draft Policy as proposed by officers were agreed by Members, as were the recommendations stated in the report. The Policy was reviewed every five years.

A Member referred to 1.10 of the draft Policy which stated that the District was primarily a residential area whose amenity the Council had a duty to protect. It also stated in 1.9 that the Council recognised that the licensed entertainment business sector and community licensed facilities in the District contribute to the local economy and social infrastructure. He commented that in some rural areas in South Bucks some pubs play loud music late at night so that 30 decibels could sound very loud. The Chairman of the Licensing Committee reported that the Environmental Health Department would monitor any harmful levels of noise emissions and acknowledged in rural areas that this could have a bigger impact. If there were any reported concerns about noise levels this would be investigated.

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

RESOLVED that the draft Policy attached to Appendix 1 of the agenda be adopted to come into effect on 10 December 2018.

30. CABINET MEETING

Members noted that the Cabinet Minutes of 17 October 2018 were part of the supplement pack.

31. DELEGATION ARRANGEMENTS IN PLANNING ENFORCEMENT

Full Council was asked to agree the revised delegation arrangements on Planning Enforcement matters as set out in the appendix to the report, following consideration by the Planning Committee on 10 October 2018 and Cabinet on 17 October 2018. The changes to the delegation arrangements had been undertaken to take account of the recently approved Local Enforcement Plan.

Councillor Harding asked the following question and it was agreed that a written response would be sent to him.

“Please can you give Members written assurance that there are no enforcement issues over the past 12 months still to be addressed ? If there are any please can you inform us how many there are ?”

A Member asked how information would be fed back to Members on what actions had been taken. The Head of Legal and Democratic Services clarified that the changes would mean that the majority of enforcement matters would be dealt with under delegated authority however Members could request specific matters for consideration by the Planning Committee. Members of the Planning Committee and local members would continue to expect a degree of engagement in the wider process and that senior officers would ensure that they raise issues with ward members as would be appropriate to the proposed notice or action concerned.

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

RESOLVED that the revised delegations as set out in the Appendix to the report be approved.

32. **REVIEW OF THE COUNCIL'S GAMBLING ACT 2005 - STATEMENT OF PRINCIPLES REVIEW 2018**

Full Council was asked to agree for the revised Gambling Act 2005 Statement of Principles, which could be seen at Appendix 1 to be adopted to come into effect on 31 January 2019 following consideration by the Licensing Committee on 26 September 2018 and Cabinet on 17 October 2018. The Chairman of the Licensing Committee reported that there was a statutory duty to review this document every three years.

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

RESOLVED that the Council adopts the draft Statement of Principles for publication at least 4 weeks prior to coming into effect for the period 31 January 2019 to 30 January 2022.

33. **JOINT HOUSING STRATEGY**

Full Council was asked to agree to the publication and implementation of the finalised version of the Chiltern District Council and South Bucks District Council Joint Housing Strategy (Affordable Housing and Homelessness) 2018 – 21 following consideration by the Healthy Communities Policy Advisory Group on 2 October 2018 and Cabinet on 17 October 2018.

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

RESOLVED:

1. That the final Joint Housing Strategy (Affordable Housing and Homelessness) 2018-2021 document be approved.

2. That the Head of Healthy Communities be authorised to make any final amendments to the document agreed by Members and to publish it in consultation with the Portfolio Holder for Healthy Communities.

34. **GERRARDS CROSS CAR PARK**

Full Council received a report which updated Members on the Cabinet decision in relation to the Station Road Car Park redevelopment and business case. Members were informed that at the Overview and Scrutiny meeting on 8 November 2018 a call in request was considered in relation to this item, which was overruled and therefore the Cabinet decision stood and the recommendations to Council could be considered.

Some Members put forward concerns regarding this decision as follows:-

- The project should not be taken forward in view of the recent decision to form a single Unitary District Council.
- The decision had not been properly scrutinised.
- The comments of local residents had not been taken into account.
- The figures for the Public Works Loan Board were out of date and that the figure in the table at 11.2 of the report stating 2.58% should be 3%. When the loan was organised it was not clear what the interest rate would be at that time and clarity should be given on whether this additional cost would be funded from reserves. A question was asked on whether the funding would be drawn down from the loan on the completion of the works or before the works were started.

The Director of Resources reported that the business case was based on various assumptions which were outlined in the Cabinet report and also the key ones were referred to under the sensitivity analysis. This showed the effect of a variance in the interest rate. The funding would be drawn down once the construction works were due to commence taking into account the Council's forecast cashflow and the prevailing interest rate environment.

In response to a further question, the Leader confirmed that the construction would commence in January 2020 and that the Council would discharge its statutory duties until the new Unitary District Council was established in April 2020.

Following a request from six Members, a recorded vote was taken with 16 Members voting for the motions, 6 abstaining and 2 voting against the motion as follows :-

For :-

Cllrs Bagge, Bastiman, Bezzant, Bradford, Egleton, Hogan, Jordan, Kelly, Lewis, Dr Matthews, Naylor, Pepler, Read, Saunders, Smith, Sullivan

Against
Cllrs Harding, Reed,

Abstain
Cllrs Anthony, Dhillon, Hollis, Lowen-Cooper, Sandy, Sangster,

RESOLVED that the Capital Programme for the Station Road Car Park be amended to the following:-

2019/20	£5,000,000
2020/21	£8,051,000

35. QUESTIONS

Notice having been given under Council Procedure Rule 10, the following questions were put by Councillor Harding and responses were given by Councillor Naylor (question 3 was responded to by the Leader of the Council in the absence of the Portfolio Holder for Resources.)

1. *'Given last week's welcome announcement by the Secretary of State regarding local government reorganisation in Buckinghamshire and that a single Unitary Authority is the correct way forward for local government in Buckinghamshire and of course the future:-*

a) Can the Leader now confirm that he will now fully endorse the will and decision from the Secretary of State?

Response: I am disappointed that the Secretary of State has decided to confirm a single Unitary Council for Buckinghamshire. This Council's position has been that whilst recognising that change was needed, a more appropriate conclusion would have been to create 2 Unitary authorities in Buckinghamshire.

I am encouraged however that the Secretary of State has confirmed that the single Unitary will be a District Unitary Council and not a continuation of the County Council taking on District responsibilities which was of course the approach promoted by Buckinghamshire County Council. This is an important distinction as it will mean that the single Unitary will be a brand new Council which this Council will have an important role in shaping in Shadow form for the benefit of our residents, town and parish councils, businesses and other key stakeholders.

b) That SBDC Council taxpayers will now not be expected to fund any aspirational wishes to judicially review the decision of the Secretary of State to merely satisfy the Leader's previous held view that Buckinghamshire would be best served by a dual unitary option?

Response: Until more information is available, including the detailed contents of draft parliamentary orders, it is premature to determine what would be the most appropriate next steps for this Council to take to ensure the best interests of our residents and others are best represented.

In response to a supplementary question from Councillor Harding, the Leader replied that he had previously indicated that a decision to challenge the Secretary of State's decision will be a matter for this Council and will keep Council informed as more information becomes available.

2. *In view of the recent welcome news regarding a Unitary for South Bucks can we please have a positioning statement regarding the ongoing projects that are in the planning or early progress stages that were to be undertaken by South Bucks District Council details to include responsibility for expenditure and funding.-*

namely Gerrard's Cross Car Park, and the former Thames Valley Police Station Gerrard's Cross.

Response: A Cabinet Decision has been made in regard to proceeding with the Gerrard's Cross car park redevelopment. The current timetable is that this project will commence in January 2020.

A Cabinet Decision has also been made to proceed with the redevelopment of the former Police Station at Tatling End. The delivery agreement with the contractor is being finalised for signing, finance being arranged and any other matters finalised. Pre-construction works are expected to commence on site in January 2019.

The responsibility for both of these projects, including for financing and borrowing will remain with South Bucks District Council until such a time as the Council is replaced by a new District Unitary Council. At that point the new Council will take on responsibility for the projects.

Both of these projects have been considered by Cabinet and will be meeting identified needs, either for car parking or affordable housing, and the very clear intent is to ensure they remain on track and are delivered accordingly.

3. *Can the Resources Portfolio Holder please update and confirm to council the situation* *regarding:-*

a) Payments made to Chiltern District Council for Office space/use

Response: No payments are made to CDC for Office space / Use. The partnership agreement between the two Councils which has been in place since 2012 does not require the cross charging of accommodation costs between the two councils, each authority bears the cost of its main office.

b) That South Bucks District Council is in receipt of rental income for office space no longer in use at Capswood. ?'

Response: The Council is in receipt of all rental income for office space no longer used by the Council.

Councillor Harding asked a supplementary question relating to the level of rent that SBDC were receiving and whether it covered costs. The Leader reported that the income helped offset the cost of the lease and there was a net outflow, or cost to the Council. The lease for the building had been signed in 2000 when the office rental market in the area was different to that currently existing.

On Supplementary Agenda 1:

4. *"As funding from the Public Works Board is essential to finance development projects that are being undertaken by South Bucks District Council".*

Can the portfolio holder please confirm who will ultimately be responsible for the debt? Will it be SBDC or Consilio?

Response: Public Works Loan Board (PWLB) loans will be taken out by SBDC. Therefore SBDC will be responsible for the repayments to PWLB.

However in the case of the Tatling End Housing Development, it is likely that SBDC will have a back-to-back agreement with Consilio. Ie SBDC will loan money from PWLB, and at the same time also lend money to Consilio to finance the purchase of the investment.

Repayments from Consilio to SBDC will then service the PWLB loan.

The following question was put by Councillor Reed:-

'What has been the total cost to the South Bucks Council taxpayer of all expenditure related to SBDC Membership of the Local Government Association since May 2015?'

Response: Since May 2015, SBDC has paid the LGA £31,691.84. The majority of the cost is the annual subscription £6,649.

This includes the annual subscription, attendance at the annual conference, and provision of legal advice in respect of the national issue of personal search fees for local land charges.

A major part of the support is the offer to each council and fire and rescue service to have a corporate peer challenge (at no charge). The LGA does a lot of good work on behalf of the public sector and the subscription represents good value for money.

Councillor Reed asked a supplementary question relating to expenses and Councillor Naylor responded that this funding did include the cost for Members attending events organised by the LGA.

Notice having been given under Council Procedure Rule 11, the following questions were put by a Member of public and responses were given by Councillor Hogan.

1. *'Are members of the Armed Forces allowed access to the Council's Armed Forces Champion without their Commanding Officer being present?'*

Response: It is not the usual role or custom of the Armed Forces Champion to meet with members of the armed forces to discuss their individual issues. However where it is considered appropriate to meet an individual member of the armed forces that may be on the condition that that person is accompanied by his Commanding Officer or his representative. Each case would be judged on its own merits.

2. *'What is the role of the Armed Forces Champion? Does it include addressing concerns of Armed Forces personnel and their families within Buckinghamshire?'*

Response: The role of the Armed Forces Champion is referred to in the Government's Local Authority guide on the Armed Forces Covenant and Armed Forces Champion job description. These are not prescriptive and it is therefore for the Council and Champion to determine how the role is to be delivered.

The role aims to promote and raise awareness of the Buckinghamshire Armed Forces Community Covenant which provides an opportunity to work more strategically and collaboratively with the armed forces community. It is a two-way arrangement and the Armed Forces Community is encouraged to do as much as they can to support their community. The role of the Armed Forces Champion is a liaison and representative role and not one involving dealing with individual case work, and nor is it the Council's usual practice to use the Armed Forces Champion in this way. Instead it is intended to help ensure that the needs of the armed forces community in relation to Council policies and service delivery are taken into account.

3. *'What are the names of the military bases, and if possible the names of the military individuals, that Armed Forces families within South Bucks can raise their concerns with so that the Council's AFC represents those concerns to the wider council?'*

Response: We are not aware of any current military bases or armed forces service accommodation in South Bucks District. The site previously owned by the MoD at Wilton Park in Beaconsfield has now been decommissioned and sold.

Members of the armed forces with concerns regarding Council policies, in relation to their role as a member of the armed forces or their family, should contact their senior officer who can then liaise with the relevant Council department and/or Armed Forces Champion.

36. **VERBAL REPORTS FROM THE LEADER, CABINET MEMBER OR CHAIRMAN OF A COMMITTEE (IF ANY)**

The Portfolio Holder for Customer Services and Business Support congratulated the Head of Service and her Customer Services Team who had won an award accredited by the Institute of Revenues, Ratings and Valuation as the best District Council Revenues and Benefits Team in the Country. Members also noted that there was a workshop for the Customer Experience Strategy which was being held on 26 November 2018 at Chiltern District Council Offices.

37. **MOTIONS (IF ANY)**

Councillor Harding asked if he could move a Motion without Notice under Council Procedure Rule 13 (i) to hold a recorded vote on a motion of no confidence in the Leader and was informed by the Head of Legal and Democratic Services as the proposed motion without notice to hold a recorded vote did not relate to an Agenda item it could not be moved at this meeting of Council.

38. **MEMBERS' REPORTS**

The meeting received the following members' reports:

Bucks Health and Social Care Select Committee Update – July and October 2018
Report of the Buckinghamshire Healthcare Trust – 26 September 2018

The meeting terminated at 7.18 pm



Sent via email to:
Councillor Barry Harding
CC: All SBDC Members

Councillor John Read
Portfolio Holder for Planning & Economic
Development

Cllr.John.Read@SouthBucks.gov.uk

23 November 2018

Question on Planning Enforcement – Question asked by Cllr Harding

Dear Councillor Harding,

Further to the question you asked under item 8.1 (Delegation Arrangements in Planning Enforcement) at Full Council held on 14 November 2018 please find below the written response to that question:

Question:

Please can you give Members written assurance that there are no enforcement issues over the past 12 months still to be addressed ? If there are any please can you inform us how many there are ?

Response:

"There are currently a total of 168 'open' investigations logged on the planning enforcement database for the South Bucks District. Of these cases, 57 were received by the Council before 1st November 2017 and are therefore now more than 12 months old.

Please note that these cases are the open and active investigations and do not include cases where an enforcement notice has already been issued. A full review and analysis of the database content is being undertaken and will form the part of a caseload review and throughput management by the recently appointed team manager".

Yours sincerely,

Councillor John Read
Portfolio Holder for Planning & Economic Development

This page is intentionally left blank

SOUTH BUCKS DISTRICT COUNCIL

Council - 28 November 2018

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

Apologies: Councillors P Bastiman, M Bradford, T Egleton, L Hazell, J Lowen-Cooper, R Reed, G Sandy and D Saunders

39. DECLARATIONS OF INTEREST

Councillors R Bagge, D Dhillon, B Gibbs and L Sullivan declared a personal interest in item 4: Implementation of the New Unitary District Council being Members of Buckinghamshire County Council.

40. IMPLEMENTATION OF THE NEW DISTRICT UNITARY COUNCIL

On 1 November 2018, the Secretary of State for the Ministry of Housing, Communities and Local Government (MHCLG), James Brokenshire, announced a decision in favour of a single new District Unitary Council, for the whole of the current administrative area of Buckinghamshire County Council, in a Written Ministerial Statement (WMS). The new authority would be implemented on 1st April 2020 and elections to the Council would take place on 7th May 2020. The statement included some matters already decided and others which he intended to consult on before reaching a decision.

The report sought approval to the process for agreeing the wording of representations to be made in response to the WMS. It also sought to ensure that sufficient resources were available to enable the authority to respond to the requirements of the proposed Structural Change Orders, which would set out how the new Council would be created, and to support transition within the Council.

The Leader, whilst presenting the report, proposed that the recommendations in the report be agreed, subject to the words "other District Leaders" being inserted after the word "Leader" in recommendation 2. This was seconded by Councillor Read.

The timescales for its implementation, set out by the MHCLG, were very short. The Orders were due to be laid in Parliament on 14 January 2019 which meant that the final content needed to be agreed in early December, and representations from Councils on the detail of those Orders were required by 30 November 2018, at the latest. A Joint Submission would be sent to the Secretary of State by all four District Authorities. Delegated authority was required for the Chief Executive in consultation with the Leader as there would not be enough time to call meetings.

Members were then asked for their views on specific items in the proposed Orders which were considered in turn.

The first proposal considered was the District and Parish Council elections, due to be held on 2 May 2019, being postponed to 7 May 2020, to avoid a term of office of only 1 year. The proposal was that the following elections would be held in 2025 to align all the election cycles. Members were in agreement on this proposal.

The Secretary of State suggested in the WMS that there could be 3 Members per Electoral Division (totalling 147 Members), rather than the 2 Members per Electoral Division (totalling 98 Members) proposed by the County Council. Members discussed the size (number of Councillors) of the new District Unitary Council, and during which the following points were made:

- A Member referred to the Bucks County Council business case for a single unitary Council which was based on 98 Members, and felt that 147 Members would result in a large number of Members who were not Cabinet Members or Committee Chairmen which raised the question of what those Members would do. He commented that 98 Members represented best value for money.
- 147 Members was too large a number and it would be difficult to manage a Council of this size and also would be expensive. Two councillors per ward was more appropriate.
- 98 Members was not enough for representation, democratic representation was an important issue and a democratic deficit should be avoided by ensuring that there were sufficient Members to represent residents, with three Members per ward. This was important also in terms of taking on the work that would be required at the start of the new Authority.
- In terms of having enough democratic representation, an example was given with the Denham Ward, taking into account the County Council representation and the three Members representing the District Wards, which could be reduced to two. A Boundary Review would be required anyway to look at the number of councillors after the new Council had formed in 2020. Three per ward would ensure that the democratic representation was in line with the guidance from the Boundary Commission.
- There would be a significant reduction in costs reducing from 206 councillors (30 being twin hatters) to 147.
- It would take time for Councillors to build knowledge required for the new authority therefore 147 Members would be a more appropriate number of Councillors to start with. A Member also made reference to the need for a number of Members to sit on Area Planning Committees and other Committees, particularly when the number of residents and demand for services would not reduce.

In spring 2019 a Shadow Authority would be set up comprising of all District and County Councillors to carry out transition powers. A smaller Shadow Executive would

be responsible for making day to day transition decisions. The representation of each Council on the Shadow Executive would be set out in the Order, and the view of the District Leaders was that there should be equal representation on the Shadow Executive from each of the 5 Councils. This approach was endorsed by Members.

Members were then asked for their views on the process for electing a Leader of the Shadow Executive. This could be decided by the Shadow Executive, by the Shadow Authority, or the MHLG could specify the Leader in the Order. Members felt that the Shadow Authority should elect the Leader as this was considered more democratic because all Councillors would have a say on this issue. This also reflected the arrangement for electing the Leader at the existing Councils. Members felt that it was not appropriate for this decision to be left to the Secretary of State.

The Leader advised that there were "twin hatted" Members who were both District and County Councillors. Members' views were sought on whether those Members should be entitled to 1 or 2 votes on the Shadow Authority. No strong views were expressed by Members on this point.

There was a discussion on the name of the new Council. The proposals were "Bucks Council" or "Buckinghamshire Council", with District Leaders giving a preference for Bucks Council, since the new District Council was not co-terminus with the original Shire County, which includes Milton Keynes. A Member commented that a pragmatic approach should be taken when agreeing the name which should be clear to residents.

The Leader commented that the advice from Government was that the Shadow Authority would need to have regard to the County Council's bid but might possibly also need to have regard to the District Council's submission and any proposals should therefore be carefully considered as part of the implementation programme.

Members were thanked for their comments, which would be taken into account when formulating the representations in response to the WMS and following which it was

RESOLVED:

1. That the wording of the representations to be made in response to the Written Ministerial Statement and the proposed content of the Structural Change Orders on single tier arrangements for Buckinghamshire be delegated to the Chief Executive in consultation with the Cabinet Leader.
2. It be noted that the Leader will continue to take part in discussions with the County Leader, other District Leaders, Ministers and other parties with a view to taking forward the implementation provided that where decisions are required from this authority these will be made in accordance with existing governance requirements.

3. That a provisional budget be set aside in 2019/20 for the delivery of the implementation to include the proportion of the costs of the Shadow Authority as may be required, project management resource and provision for potential redundancy costs in 2019/20 that may fall directly to South Bucks District Council subject to a review at year end by the Director of Resources in consultation with the Portfolio Holder for Support Services.

Note: Councillor G Hollis entered the meeting at 6.04pm and Councillors Anthony and Lewis at 6.07pm, due to traffic difficulties in the surrounding area.

The meeting terminated at 6.25 pm

Engagements November 2018 – February 2019

Engagement	Date	Chairman/Vice Chairman Attendance
Sports Awards Ceremony – Bucks & Milton Keynes Partnership	22/11/18	Chairman attended
Official opening of the Iver Parish Hub	27/11/18	Chairman attended
Annual General Meeting – Buckinghamshire Mind	30/11/18	Chairman attended
Pre-Christmas Celebration Charity Dinner – Mayor of Royal Borough of Windsor & Maidenhead	30/11/18	Chairman attended
Christmas Carols – Chief Fire Officer, Bucks & Milton Keynes Fire Authority	06/12/18	Chairman attended
30th Anniversary Event – CEX Paradigm Housing	10/12/18	Vice Chairman attended
Christmas Production – Iver Heath Junior School St Margaret's Way, Iver Heath	11/12/18	Chairman attended
Christmas Service – Pinewood Studios	18/12/18	Chairman attended
Christmas Carols Concern – Iver Heath Junior School	19/12/18	Chairman attended
Reading Challenge Medal Presentation – Iver Heath Junior School	17/01/19	Chairman attended
Official Opening Retirement Homes – McCarthy & Stone	24/01/19	Chairman attended
Charity Chinese Themed Quiz Night – Mayor of Hillingdon	30/01/19	Vice Chairman attended
Thanksgiving Service – Lord Carrington Westminster Abbey, London	31/01/19	Vice Chairman attended
Chinese New Year Celebration – Buckinghamshire Chinese Association	03/02/19	Chairman attended
Civic Service – Mayor of Hillingdon	17/02/19	Chairman to attend

Chiltern & South Bucks Mini Club Games – GLL	21/02/19	Chairman to attend
Formal Music & Charity Social Event – Kings Church	23/02/19	Chairman to attend

SUBJECT:	Pay Policy Statement 2019/20
REPORT OF:	Nick Naylor, Leader SBDC
RESPONSIBLE OFFICER	Bob Smith, Chief Executive
REPORT AUTHOR	Louise Cole HR Manager, 01494 732015, louise.cole@chilternandsouthbucks.gov.uk
WARD/S AFFECTED	N/A this relates to a pay statement

1. Purpose of Report

To seek Council approval to the statutory Pay Policy Statement for 2019/20 following consideration of the Joint Staffing Committee on 28th January 2019.

RECOMMENDATIONS

That the attached Pay Policy Statement 2019/20 be adopted by the Council.

2. Reasons for Recommendations

The Localism Act 2011 requires each council to produce and publish annually a pay policy statement. The statement should be approved by 31 March each year, at a meeting of the full council, and then be published on each website.

3. Content of Report

3.1 Since 2015/16 Chiltern District Council and South Bucks District Council have had a joint pay policy. This policy statement is a technical document prescribed by the Localism Act and accompanying statutory guidance. The 2019/20 attached reflects the pay uplift which will be applied in April 2019 when the 2% pay uplift has been applied as agreed in local pay negotiations in 2018.

3.2 The 2019/20 Pay Policy Statement, which is attached at appendix 1, sets out:

- an introduction by way of context
- information about the remuneration of chief officers which includes a comparison with other officers
- information on the lowest paid employees.

3.3 Please note the figures in sections 3 and 4 of the policy statement are for 2018/19 and these will be updated after the pay award on 1st April 2019 has been processed when accurate calculations can be provided.

4. Consultation

Not Applicable

5. Corporate Implications

This is a statutory requirement under the Localism Act 2011.

6. Links to Council Policy Objectives

There is no direct link to the Council's objectives but openness and transparency on Council policies supports good governance.

7. Next Step

Subject to its agreement and adoption by Council the Pay Policy statement will be published on the web site.

Background Papers:	None other than those referred to in the report and Appendix.
---------------------------	---

Appendix 1**PAY POLICY STATEMENT 2019/20****1. INTRODUCTION**

- 1.1 This is a joint statement of Chiltern and South Bucks District Councils.
- 1.2 The Localism Act 2011 requires each council to produce and publish annually a pay policy statement. The statement must be approved by a meeting of the full council, and must then be published on their websites. The pay policy statement may be amended during the year by further resolution of the council.
- 1.3 The pay policy statement must as a minimum include details of the council's policy on:
- the remuneration of its chief officers
 - the remuneration of its lowest-paid employees
 - the relationship between the remuneration of its chief officers and other officers.
- 1.4 For the purposes of the Localism Act 2011 and this statement, the term "chief officers" is defined by Section 2 of the Local Government and Housing Act 1989. For these councils, the term "chief officers" refers to the chief executive, directors and heads of service. These officers make up the Senior Management Team for Chiltern and South Bucks District Councils.
- 1.5 Chief officers are expected to work across both District Councils on an equal basis and are employed under the same terms and conditions. Chief officers may be employed by either council, and are placed at the disposal of the other by means of an agreement made under Section 113 of the Local Government Act 1972.

2. REMUNERATION OF CHIEF OFFICERS

- 2.1 Chief officers' pay was independently assessed in 2012 by the Local Government Association (LGA) which was commissioned to undertake an independent review of the job descriptions for the new Joint Management posts. When making a recommendation about remuneration, regard was given to the size of the new job role, the emphasis on the need to contribute corporately to meet the needs of the two Councils, the economic climate and the regional location of the two authorities.
- 2.2 Members of the Joint Appointments and Implementation Committee agreed the salary ranges recommended by the LGA and the proposal to assimilate the successful applicants onto a spot salary which accommodated the additional allowances previously paid. The salaries were set above the median to attract and retain suitably skilled chief officers as recommended by the LGA.
All chief officers (Heads of Service, Directors and Chief Executive) have benefitted from a 1% pay award in 2017/18 and 2% in 2018/19. The pay award for 2019/20 has been agreed at 2%.
- 2.3 Following an independent review of the chief officers' pay structure in November 2015 the LGA confirmed that the pay structure remains competitive in its ability to recruit and retain staff with the necessary management and strategic skills and experience.

2019/20	Starting Salary	2	3	4
Chief Executive	£132,664	£135,848	£139,031	£142,215
Director	£93,098	£96,346	£98,511	£101,759
Head of Service	£69,977	£74,351	£76,539	£82,002

- 2.4 The salaries remunerate officers for their full range of duties and hours of work. Chief officers do not receive any performance-related pay or bonuses. Joint posts are shared equally between the two Councils and business mileage is reimbursed at HMRC rates, currently 45p per mile. Some chief officers have private medical insurance but this benefit is being phased out. Chief officers also have paid membership of one, relevant professional body.
- 2.5 Appointments to these posts are on a spot salary and progression up the salary scale is based on performance against agreed objectives. An annual appraisal takes place for the Chief Executive with members which can be facilitated by an external independent advisor if required. The Directors are appraised by the Chief Executive and the Heads of Service by their corresponding Director.
- 2.6 The annual pay review for the Chief Executive and the two Directors is determined by the Joint Negotiation Committee for Chief Executives and Chief Officers, respectively. The annual pay review for Heads of Service is determined locally. The pay award for 2016/17 was 1%, for 2017/18 it was 1%. For 2018/19 and 2019/20 a 2 year pay award has been agreed at 2% each year effective from 1st April.
- 2.7 Appointments to the Chief Executive and officers allocated statutory responsibilities require full Council approval within each of the Councils. Appointments to the Directors require the approval of the Joint Staffing Committee.
- 2.8 The Chief Executive has been appointed as the councils' returning officer. In this role he receives additional remuneration, which varies from year to year. He employs the two directors as deputy returning officers and may employ other chief officers to support him in his work. Any fees for elections are paid separately. The amount of the fee is not fixed and is based on electorate/postal votes and the type of election. The Head of Paid Service has the authority to increase election fees in line with inflation and to keep them comparable with Parliamentary election fees.
- 2.9 All employees are automatically enrolled in the local government pension scheme when they join either Council, they may opt out if they wish. Chief officers' contributions are determined by their salary and the rules of the scheme. More comprehensive details of the Bucks Pension Scheme are available on their website. It is not the usual policy of either Council to enhance retirement benefits.
- 2.10 The Councils have a joint approach to organisational change which applies to all employees without differentiation. In cases of redundancy those employees with 2 or more years' continuous service are entitled to a redundancy payment which is calculated using the statutory redundancy calculator based on actual salary. The

maximum number of years of service taken into account is 20 and the resulting maximum payment is 30 week's pay.

- 2.11 The Councils do not provide any additional payment to employees leaving the Councils' employment other than in respect of accrued leave which by agreement is untaken at the date of leaving.
- 2.12 In certain circumstances the Councils may agree for an employee's employment to come to end by way of a Settlement Agreement which may involve the payment of severance pay. In calculating any severance package the Councils will take into account any contractual and statutory entitlements, the employee's previous performance, value for money and minimising any reputational damage to the Councils.
- 2.13 It is not normal practice for the Councils to re-employ or re-engage a chief officer following a severance or redundancy payment on either a new contract of employment or a contract of services.

Please note the data in sections 3 and 4 below are for 2018/19 and these will be updated after the pay award on 1st April 2019 has been processed when accurate calculations can be provided.

3. LOWEST-PAID EMPLOYEES (2018/19 figures)

- 3.1 Following agreement with staff and UNISON the Councils have implemented, a collective agreement which harmonises terms and conditions of employment, including a new harmonised Pay Spine for both Councils. The minimum salary on this pay spine is set at £17,059, significantly above the Statutory Living Wage rate of £7.83 per hour effective from 1 April 2018. Employees from both Councils have progressively moved onto the new pay spine following a review and the joining up of services across Chiltern and South Bucks District Councils and all staff are now on the new pay spine. The lowest paid employee at South Bucks District Council was paid at £17,059 (the full time equivalent).
The lowest paid employee at Chiltern District Council was paid at spinal point 1C at £17,059 (the full time equivalent).
- 3.2.1 The Chief Executive's salary is 7.81 times the salary of the lowest-paid employee.

4 REMUNERATION OF CHIEF OFFICERS COMPARED WITH OTHER OFFICERS (2018/19 figures)

- 4.1 Employees who are not chief officers are paid on the harmonised pay spine. Pay on the harmonised pay spine is agreed by local agreement in accordance with the collective agreement agreed with staff and UNISON in July 2014 and the locally agreed pay mechanism.
- 4.2 The median salary for all officers at Chiltern District Council is £29,096. The Chief Executive's salary 4.58 times the median salary at Chiltern District Council.
- 4.3 The median salary for all officers at South Bucks District Council is £30,333. The Chief Executive's salary is 4.39 times the median salary at South Bucks District Council.
- 4.4 In terms of overall remuneration packages the Councils' have put in place harmonised terms and conditions across the two authorities to have a simple,

flexible and equitable pay and reward structure where roles are evaluated using HAY job evaluation framework to ensure pay levels reflect differences in roles and responsibilities.

SUBJECT:	Revised Contract Procedure Rules
REPORT OF:	Head of Finance Rodney Fincham
RESPONSIBLE OFFICER	Head of Finance Rodney Fincham
REPORT AUTHOR	Head of Finance Rodney Fincham 01494 732260 rodney.fincham@chilternandsouthbucks.gov.uk
WARD/S AFFECTED	All

1. Purpose of Report

1.1 To approve the revised Contract Procedure Rules.

RECOMMENDATION

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

2. Reason for Recommendation

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

3. Consultation

3.1 The CDC Audit & Standards Committee and the SBDC Audit & Standards Committee considered a report on changes to the Contract Procedure Rules at their meetings on the 16th and 23rd July 2018 respectively.

3.2 The agreed proposed amendments are shown in tracked changes in the Appendix, and are now presented to Full Council for approval.

4. Options

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

5. Corporate Implications

5.1 There are no direct financial or legal implications.

6. Links to Council Policy Objectives

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

7. Next Step

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

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

Background Papers:	Report to CDC Audit & Standards Committee 16 July 18 SBDC Audit & Standards Committee 23 July 18
---------------------------	--

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

CONTRACTS PROCEDURE

RULES

~~**October 2015**~~
November 2018

Table of Contents

A INTRODUCTION.....	3
A1 Purpose	3
A2 Definitions.....	3
A3 Requirement to Follow	3
A4 Contract Owners.....	4
A5 Declaring an Interest / Gifts and Hospitality	4
A6 Exemptions	4
A7 Variations to the Contracts Procedure Rules	5
B SUMMARY OF CONTRACTS PROCEDURE RULES	6
C PROCEDURES FOR AWARDING CONTRACTS.....	7
C1 Total Spend Estimate	7
C2 Preparation	7
C3 Contract Terms and Conditions	8
C4 Bonds / Parent Company Guarantees.....	8
C5 Use of Frameworks.....	8
C6 Advertising Contract Opportunities.....	9
C7 Requesting Quotations and Tenders.....	10
C8 Selecting Organisations to Quote	11
C9 Receiving Quotations and Tenders.....	12
C10 Opening Quotations and Tenders	12
C11 Evaluation of Quotations and Tenders.....	13
C12 Negotiation	14
C13 Contract Award	14
C14 Record Keeping	15
D PROCEDURES FOR MANAGING SUPPLIER PERFORMANCE.....	17
D1 Contract Start Up	17
D2 Managing Performance During the Contract Period	17
D3 Contracts Due to Finish.....	17
E PROCEDURES FOR VARYING / EXTENDING CONTRACTS	18
E1 If a Contract has a Variation and/or an Extension Clause.....	18
E2 If a Contract does <u>not</u> have a Variation and/or an Extension Clause.....	18
E3 Recording Variations and/or Extensions	18

A INTRODUCTION

A1 Purpose

1. The purpose of these Contracts Procedure Rules is to set out the Councils' approach to dealing with all aspects of Procurement.
2. Procurement includes preparing for, entering into, managing, extending, varying and terminating contracts for the supply of goods, services and works.

These rules do not apply to:

- Contracts for employment.
- [The recruitment of temporary / agency staff.](#)
- [The purchase of land / property](#)

3. These rules are designed to ensure that the Councils spend public money wisely, fairly and transparently.

A2 Definitions

4. For the purposes of these rules a contract is:

*"an **agreement** having a lawful object entered into voluntarily by two or more parties, each of whom intends to create one or more legal obligations between them. The **elements** of a contract are "offer" and "acceptance" by "competent persons" having legal capacity, who exchange "consideration" to create "mutuality of obligation. Proof of some or all of these elements may be done in writing, though contracts may be made entirely orally or by conduct."*

5. The 'EU Procurement Rules' are the Public Contracts Regulations [2015](#) that enact The Public Contracts Directive [2004/182014/24](#)/EC into UK Law.

A3 Requirement to Follow

6. These Contracts Procedure Rules must be followed by all employees, agency staff, contractors and councillors when dealing with all aspects of Procurement on behalf of the Council(s).
7. Furthermore, if a Councillor or Officer becomes aware of any activities or actions that do not comply with these rules they must inform the Director of Resources, as soon as they are aware.
8. It is a disciplinary offence if employees do not comply with these Rules or are aware of non-compliance but do not tell the Director of Resources.

A4 Contract Owners

9. A Contract Owner is the person who has overall responsibility for a contract.
10. Every contract must have a named Contract Owner, who is responsible for:
 - Complying with these Contracts Procedure Rules.
 - The specific method and activities the Councils' use to prepare for, enter into, manage, extend, vary and terminate a contract.
 - Due diligence to verify that contracts the Councils' become party to, but did not award, are suitable.
 - Keeping records to give a transparent, comprehensive and complete audit trail for the duration of each contract.
 - Writing contract award reports.
11. The Head of Service will be the contract owners for all contracts that fall within their remit, unless they specifically delegate this role, or aspects of it, to someone else.

A5 Declaring an Interest / Gifts and Hospitality

12. When a councillor or employee becomes aware of any pecuniary (monetary) interest they have, directly or indirectly, in any contract the Councils intend to award, or have already awarded they must declare their interest in writing by sending a 'declaration of interest' to the Chief Executive. The Chief Executive will keep a record of all 'declarations of interest'.
13. An indirect interest is when an employer, sponsor or relative of a councillor or employee has a pecuniary (monetary) interest in any contract the Councils intend to become party to or are already party to. A "relative" could be a partner (married or living with), a parent, a son or daughter, a stepson or stepdaughter, the son or daughter of a partner, and / or a sibling.
14. Councillors and officers also need to be very wary of accepting gifts / hospitality from suppliers or potential suppliers in order to avoid accusations of favouritism / bribery. Any offers must be recorded in the corporate gifts and hospitality register, and advice must be taken before accepting any non trivial gifts / hospitality.

A6 Exemptions

15. The Councils must comply with these Contracts Procedure Rules at all times. However there are sometimes valid reasons why an exemption from one or more elements of these rules is required.
16. All exemptions must be formally approved by Management Team, and the appropriate Portfolio Holder informed. ~~shall be reported to the next appropriate Cabinet meeting.~~

17. Possible reasons for an exemption include:
- **Urgency:** do not have sufficient time to comply with all of these rules.
 - **Buying at auction:** an auction is the only source.
 - **No genuine competition:** only one organisation or individual can realistically supply.
 - **Advantageous knowledge:** an external advisor (such as counsel) or organisation has specific specialist knowledge which makes them most suitable for the appointment (For example they have previously been involved in the specific case where support is required again).
 - **Advantageous terms:** an organisation offers terms that are significantly better than the industry norm and is unlikely to repeat these terms.
 - **Failed competitive process:** when a Contract Owner stops a competitive quotation or tender process and decides there is a need to negotiate because no-one submits a quotation or a tender, or after evaluation no quotation or tender is appropriate.
 - **Collaborative procurement:** when another party is leading on the procurement it is normal practice that the other party's Contracts Procedure Rules are followed.
18. However in all cases the EU Procurement Rules must be complied with in full when they apply.

A7 Variations to the Contracts Procedure Rules

19. Only Full Council has the authority to amend these Contracts Procedure Rules.

B SUMMARY OF CONTRACTS PROCEDURE RULES

Total Spend Estimate (C1) Excluding VAT	Advertising (C6) (Minimum Requirement)	Procedure (C7)	Contract Award / Sign-off (C13) (Provided budget already approved)	Record Keeping (C14)	Contract Review (D2)	Vary / Extend a Contract (E)
Up to £510,000	Up to Contract Owner.	Minimum of one Quotation. <u>Provided they believe this to offer best value.</u>	Contract Owner + <u>another officer</u>	Records stored locally.	At least every 12 months.	Up to an extra £2,000.
£510,000 to £25,000	Up to Contract Owner.	Minimum of two Written Quotations.	Head of Service + another officer	Contract recorded in contract register. Records stored locally.		Up to an extra 25% increase in value.
£25,001 to £50,000	Contracts Finder.	Request for Quote (RFQ). Minimum of three Formal Sealed Written Quotations.	Head of Service + Director <u>another senior officer.</u>	Contract recorded in contract register. Records stored centrally.	At least every 6 months.	Up to an extra 25% increase in value To no more than the EU Threshold.
£50,001 to < EU Threshold	Contracts Finder.	Invitation to Tender (ITT). Minimum of four Formal Sealed Written Tenders.	Head of Service + Director <u>/ Chief Exec.</u> Councils' common seal.			
Above EU Threshold	Contracts Finder. Office Official OJEU Notice.	EU procurement rules.	Head of Service + Director + <u>/ Chief Exec +</u> Portfolio Holder / Cabinet. Councils' common seal.			Up to an extra 25% increase in value <u>Plus comply</u> with the EU Procurement Rules.

The EU Thresholds from 1 January ~~2016~~2018 are £ ~~164,176~~181,302 (supplies & services) and £4, ~~104,394~~551,413 (works). They are set once every two years.

C PROCEDURES FOR AWARDING CONTRACTS

C1 Total Spend Estimate

20. The amount a Contract Owner estimates the Councils' will spend on the same or similar goods, works or services, over the duration of a contract determines which procedure or procedures a Contract Owner must use.
21. TOTAL SPEND ESTIMATE = Estimated Spend over the Full Length of the Contract.
 Estimated Spend - This is the total value of all purchase likely to be made under the contract, excluding VAT. This includes all organisations that are party to the agreement eg CDC + SBDC if a joint contract.
 Note: A contract owner must not disaggregate contracts to avoid following these rules ie they should not just let a contract for stationery for one team, they need to consider the total spend on stationery across the Council(s).
 Full Length of Contract – This includes any potential extensions or options that are likely to be included in a contract. If a contract does not have a defined term, a reasonable estimate of the likely length of the arrangement should be used.
22. If the procurement is likely to result in income to the Council (ie the contract is for the sale / disposal of an item) then the procedure is determined by the likely Value of the contract, as opposed to the likely Spend.
23. A Contract Owner can use a procedure they would normally use to enter into a contract in a higher spend threshold to enter into one in a lower spend threshold, but not the other way around. For example they could use the tender procedure for contracts with a total spend estimate of £50,001 to EU Threshold to enter into contracts with a total spend estimate of less than £50,000.

C2 Preparation

24. A Contract Owner must prepare thoroughly before they advertise a contract opportunity, although the amount and type of preparation should be commensurate with a contract's complexity and total spend estimate. In particular they need to be clear on the deliverables they expect from the contract.
25. If a contract or framework agreement for services, or primarily for services, is likely to have a total spend estimate equal to or greater than EU thresholds a Contract Owner must comply with the Public Services (Social Value) Act 2012, and start that compliance as soon as the Councils' are aware they intend to award a contract.

C3 Contract Terms and Conditions

26. All Council awarded contracts must include the Council's standard terms and conditions.
27. The exceptions to this are when:
- A contract has a total spend estimate of less than £25,000 and the contract does not pose a significant risk to the Council.
 - There are changes to the Council's terms and conditions and these are agreed by the Head of Legal and Democratic Services.
 - The norm is for organisations and individuals to use their own terms and conditions (for example the supply of utilities), and there is little or no possibility of being able to use alternative terms and conditions, and the Councils' Head of Legal and Democratic Services agrees these terms.
28. Note. If a contract is being awarded under a framework, the Councils will follow the framework terms and conditions.
29. Each contract must allow a Contract Owner to terminate a contract at any time if a supplier's performance does not discharge their contractual responsibilities.

C4 Bonds / Parent Company Guarantees

When contracting it used to be common practice to insist on either a bond or a parent company guarantee, in order to provide financial compensation in the event of contractor failure. However this often resulted in the price of a contract increasing, as the contractor would pass on the cost of the bond to the purchaser via an increased contract price.

The Councils therefore do not have any specific requirements for bonds or parent company guarantees to be in place. Instead for contracts over £50,000, a Contract Owner should, in consultation with a second officer, consider whether a bond or parent company guarantee would be beneficial or not. It is then for the Contract Owner, if they consider these appropriate, to determine the level and nature of the bond or parent company guarantee.

C5 Use of Frameworks

A framework is an agreement with suppliers to establish terms governing contracts that may be awarded during the life of the agreement. In other words, it is a general term for agreements that set out terms and conditions for making specific purchases (call-offs).

Often a framework is let by one party, with the scope for other organisations to call off purchases as and when required.

There are a number of organisations that let frameworks that any local authority can use. For instance

- Crown Commercial Service
<https://www.gov.uk/government/organisations/crown-commercial-service>
- ESPO
<https://www.espo.org/Home>
- SCAPE
<http://www.scapegroup.co.uk/services/procure/frameworks>

Frameworks can be effective methods of procuring goods and services as they:

- Avoid having to carry out a full tender process ourselves, saving time and money.
- Can provide better value as they can benefit from aggregated economies of scale.

However utilising a framework normally requires us to sign up to the pre-existing terms and conditions / specifications. It is therefore important to check that the framework fully meet our needs.

The Councils support the use of Frameworks. However the Contract Owner should still endeavour to obtain a number of quotes / consider a number of options in order to evaluate whether a deal via a particular framework represents good value for money.

C6 Advertising Contract Opportunities

30. A Contract Owner must advertise contract opportunities when the total spend estimate is more than £25,000. They can advertise opportunities with lower total spend estimate if they consider it to be economically advantageous to the Council(s).
31. The primary purpose of an advert is to:
 - Attract the interest of organisations and individuals.
 - Inform potential bidders concisely and clearly about the opportunity, and
 - Stimulate them to compete with their best terms.
32. As a minimum all adverts must be shown on the Contracts Finder website and the Councils e-tender software ~~(if it uses such software).~~
33. The Contract Owner may also decide to advertise in:
 - A local paper
 - An appropriate professional journal or journals
 - Other suitable websites.
34. A Contract Owner must place an official Notice in the OJEU to advertise an opportunity with a total spend estimate that is more than the thresholds for the EU Procurement Rules. Contract Owners should also place voluntary OJEU notices when they consider it appropriate to do so.

C7 Requesting Quotations and Tenders

Quotation (Up to £510,000)

35. For a total spend estimate of up to £510,000 the Contract Owner must obtain written evidence (for example a digital copy of an email or webpage) of the following:
- Description of goods, services or works
 - Contract terms and conditions (they could be a seller's terms of sale)
 - Price and delivery.
36. A Contract Owner only has to obtain one quotation for goods, services or works costing up to £510,000, provided they believe this to offer best value. If in doubt additional quotes should be obtained.

Written Quotations (£510,000 to £25,000)

37. For a total spend estimate of £510,000 to £25,000 the Contract Owner must obtain written evidence (for example a digital copy of an email or webpage) of the following:
- Description of goods, services or works
 - Contract terms and conditions (they could be a seller's terms of sale)
 - Price and delivery.
38. A Contract Owner must use reasonable endeavours to obtain at least 2 quotations for goods, services or works costing £510,000 to £25,000.

Formal Sealed Written Quotations (£25,001 to £50,000)

39. For a total spend estimate of £25,001 to £50,000 the Contract Owner must produce:
- a Formal Request for Quotation (RFQ), and
 - a specification
- and request that potential bidders formally submit ~~sealed~~ quotations.
40. A Contract Owner must use reasonable endeavours to obtain at least 3 Formal Sealed Written Quotations quotations for goods, services or works costing £25,001 to £50,000.

Tenders (Over £50,000)

41. A tender should include more detail and be more complex than a quotation. It is likely to require considerably more time to formulate, complete and evaluate.
42. There are three different sets of circumstances that determine the type of tender a Contract Owner can invite from those who express an interest in a contract opportunity.
- **Non-EU Tender** is when a total spend estimate is less than the spend thresholds to comply with the EU Procurement Rules and a Contract Owner must comply with these Contracts Procedure Rules.

- **EU Tender** is when a total spend estimate is equal to or more than the spend thresholds for the EU Procurement Rules and a Contract Owner must comply with these Contracts Procedure Rules and the EU Procurement Rules.
 - **Single ~~Action~~ Tender** is when a Contract Owner has a valid exemption from some of these Contracts Procedure Rules because there is only one organisation or individual able to supply what they intend to buy. A single-~~action~~ tender is only different from a normal tender in that a Contract Owner will invite just one organisation or individual to tender and they are very likely to negotiate. All other aspects must remain the same as any other tender.
43. For a total spend estimate of over £50,000 the Contract Owner must produce:
- An Invitation to Tender (ITT) document. This must include:
 - Instructions on how to tender, including timings,
 - details of the evaluation process and evaluation criteria,
 - a note to say that we are not bound to accept the lowest or any tender.
 - A specification
 - Contract terms and conditions
 - Tender return forms or schedules – price and quality schedules and a Non-Collusive Tendering Certificate.
44. A Contract Owner shall use reasonable endeavours to obtain at least 4 tenders for goods, services or works costing over £50,000.
45. Note: In the case of EU tenders, if we use the ~~restrictive~~restricted procedure and want to limit the number of providers we intend to invite to tender, we have to invite at least five providers to tender.

C8 Selecting Organisations to Quote

The Contract Procedure Rules provide a minimum number of quotes / tenders to be obtained. In order to select which organisations are to be invited to quote professional judgement should be used.

Factors that can be used to select organisations to be invited to quote include:

- The company has previously worked with CDC / SBDC, and did a good job.
- The company is registered on ConstructionLine and has therefore already had its suitability assessed.
- The company has been recommended by professional contacts (for instance has been used by other local authorities).
- Random selection (ie 50 companies have expressed an interest in an opportunity and 5 of these are selected at random to quote).

For larger contracts part of the selection / evaluation process should include evaluation of the financial standing of the contractors.

C9 Receiving Quotations and Tenders

46. Quotations and tenders must be submitted in the following manner.

Spend Threshold	Method	Sent To
Written Quotation (Up to £2550,000)	As an attachment to an email, a copy of a webpage, by e-tender software, or by post.	Contract Owner
Formal Sealed Written Quotation (£25,001 to £50,000)	By e-tender software or in a plain sealed envelope.	Head of Service
Tender (Over £50,000)	By e-tender software or in a plain sealed envelope.	Director of Resources

47. A plain sealed envelope must only have written on it:

- The name of the person to whom the Quotation / Tender is to be returned;
- The procuring Council's ~~addresses~~address;
- The title of the contract; and
- The word "quote" or "tender".

48. On receipt Quotations and Tenders must not be opened, and must immediately be passed to the Contract Owner / ~~Head of Service /~~ Director or Resources as appropriate.

After 18 October 2018 full requirements for e-communications apply to all above EU threshold procurements.

C10 Opening Quotations and Tenders

49. Quotations (under £2550,000) can be opened by the Contract Owner or his / her nominee.

50. ~~Formal Sealed Written Quotations and~~ Tenders (Over £50,000) must not be opened until the submission deadline has passed.

~~Formal Sealed Written Quotations (£25,001 to £50,000) must be opened by the Head of Service or his / her nominee, and in the presence of at least 1 other member of staff.~~

51. Tenders (Over £50,000) must be opened by the Director or Resources or his / her nominee in the presence of at least 2 other members of staff or Councillors, including a representative from Finance.

52. ~~Each Formal Sealed Written Quotation / Each~~ Tender shall be date stamped and logged on a Quotation / Tender Receipt form and this form shall be signed by each person present at the opening.

C11 Evaluation of Quotations and Tenders

Up to ~~£510,000~~

53. For contracts with a total spend of ~~£510,000~~ or less a Contract Owner can evaluate quotations on their own.
54. However, they must be able to explain how and why, with supporting evidence, they decided to recommend the award of a contract to a specific organisation or individual.

Over ~~£510,000~~

55. A Contract Owner must assemble an evaluation ~~panel with a named chairperson, who could be the Contract Owner. An evaluation panel~~team. The Team must have no less than:

- Two members of staff or Councillors to evaluate quotations (~~£510,000~~ to £50,000)
- Three members of staff or Councillors to evaluate tenders (over £50,000).

Nb: Normally officers do the detailed evaluation of the quotations / tenders. However Councillors will occasionally evaluate elements of the quotations / tenders.

56. The primary concerns of an evaluation ~~panel~~team must be:
- **Consistency:** the ~~panel~~team must apply the evaluation process and criteria consistently to each ~~written~~ quotation or tender.
 - **Suitability:** the ~~panel~~team must determine which organisation or individual has submitted the most economically advantageous quotation or tender and is therefore the most suitable to supply the Councils. As part of this it is acceptable to consider the full costs over the expected life of the contract.
 - **Criteria:** the ~~panel~~team must evaluate the contents of each ~~formal written~~ quotation or tender against evaluation criteria given in the relevant 'Request for Quotation' or 'Invitation to Tender'.
 - **Consensus:** the ~~panel's member~~team must score the bids in line with the evaluation criteria and must either award to the contractor with the highest score or abort the tender. They should strive to achieve a consensus for ~~recommendations they give in a contract award report.~~the scoring. If they fail to achieve a consensus then a majority must prevail. ~~In the event of an equal split then the chairperson has the deciding vote.~~

C12 Negotiation

57. A Contract Owner can only negotiate the terms of a contract when:
- Management team has agreed this, and either
 - The total spend estimate is less than that required to comply with the EU Procurement Rules, or
 - They have valid grounds to negotiate, as described in the EU Procurement Rules.
58. A Contract Owner must make sure there are formal written notes of any negotiations.
59. Note: The European Council has stated in its communications that in the open and restricted procedures all negotiations on fundamental aspects of contracts, variations in which are likely to distort competition, in particular on prices, are ruled out. Discussions may be held only to clarify or supplement the content of tenders or the requirements of the contracting authorities and provided this does not involve discrimination.

C13 Contract Award / ~~Sign-Off~~

60. The table below details those who are eligible to sign-off award contracts, depending on the total spend estimate.

Spend Threshold	Evaluation	<u>Sign-off</u> Award Decision (Provided budget already approved)
Up to £510 ,000	Contract evaluation to be formally recorded in writing by the Contract Owner.	Contract Owner + another officer
£510 ,000 to £25,000		Head of Service + another officer
£25,001 to £50,000	Full Contract Award Report. See below	Head of Service + Director another senior officer.
£50,001 to EU Threshold		Head of Service + Director / Chief Exec.
Over EU Threshold		Three stage sign-off: - Head of Service + - Director / Chief Exec. + - Portfolio Holder / Cabinet

Full Contract Award Report (Over £25,000)

61. The Contract Owner is responsible for preparing a ~~full~~ contract award report for contracts with a total spend estimate of more than £25,000.

62. The Contract Award report must be considered by all the Officers / Councillors who have the authority to sign-off award the contract, prior to the award execution of the Contract.
63. A contract award report is an accurate, comprehensive and concise summary of the activities, decisions, results and recommendations a Contract Owner instigates:
- From the time the Council(s) know they intend to enter into a contract; to
 - The signing of a contract.
64. Each contract award report must provide sufficient information in the body of a report and / or in accompanying documents for the person who will sign-off award a contract. Sufficient information is when the person to sign-off award a contract is confident that the contract in question complies with these Contracts Procedure Rules.
65. The scope, content and approvals ~~(sign-off)~~ for each contract award report depend on the total spend estimate for a contract and its potential risks.

Sealing Contracts (Over £50,000)

66. Contracts with a total spend estimate of more than £50,000 must be executed under the Councils' common seal. Affixing its common seal is how the Councils formally execute contracts and there are specific rules that govern its use.

C14 Record Keeping

67. A Contract Owner must keep records on the decisions and activities they take concerning how they prepare for, enter into, manage, extend, vary and terminate each of the Councils' contracts.
68. These records must provide complete, comprehensive and concise evidence of how and why contract decisions were made. A transparent audit trail is a pre-requisite for all contracts.
69. A Contract Owner must, as a minimum, keep the following:
- The Request for Quotation (RFQ) / Invitation to Tender (ITT)
 - All the documents that comprise a quotation or tender
 - The Contract Award Report
 - The documents that make up the formal contract
 - Any formal performance review reports
 - Details of any variations and extensions to the original contract
 - Details of any contract terminations with reasons.

For contracts above the EU thresholds, a report complying with Regulation 84 (Recording of Prescribed Information) of the Public Contract Regulations 2015 is required.

70. These records need to be kept for the duration of the contract, plus 6 years (unsealed contracts) or plus 12 years (sealed contracts).
71. For those contracts with an estimated lifetime spend of less than £5,000 a Contract Owner may store these records locally.
72. For those contracts with an estimated lifetime spend of £5,000 - £25,000 a Contract Owner may store these records locally. However they must notify Finance so that summary details are included in the contracts register.
73. For contracts with an estimated lifetime spend of more than £25,000 these records must be stored in the central contracts register. In addition they must notify Finance so that summary details are included in the contracts register.

D PROCEDURES FOR MANAGING SUPPLIER PERFORMANCE

D1 Contract Start Up

74. A Contract Owner should not normally purchase or receive goods, services or works through a contract before it is signed. If there is a reason for doing this, it must be formally documented.
75. If appropriate when starting a contract a Contract Owner should define a start up period, relevant to the spend and complexity of a contract, in which there is a more intense focus on making sure the contract performs to achieve expectations.

D2 Managing Performance During the Contract Period

76. A Contract Owner must ensure, as far as possible, the Council(s):
- Receive what they have agreed to pay for;
 - Support a supplier or suppliers to achieve satisfactory results; and
 - Enable a supplier or suppliers to improve performance and increase the benefit of what they have agreed to supply.
77. A Contract Owner shall formally, regularly and consistently meet with the contractor to discuss all aspects of performance.
78. It is recommended that contract reviews take place at least every 12 months ~~for contracts under £50,000 and at least every 6 months for contracts above this value.~~

D3 Contracts Due to Finish

79. To ensure that the Council(s) always have suitable contracts in place for the goods, services and works that they need to buy, the Contract Owner shall take appropriate action to re-let or renew contracts in good time before the expiry of the existing contract(s).
80. If there are any concerns about the ability to re-let or renew contracts before the expiry of existing contracts these need to be raised with the Director of Resources.

E PROCEDURES FOR VARYING / EXTENDING CONTRACTS

E1 If a Contract has a Variation and/or an Extension Clause

81. If a contract has a variation and / or an extension clause then a Head of Service or Director / Chief Exec can vary and / or extend it within the bounds of the terms in such a clause provided they believe this will provide best value for the Council(s).

E2 If a Contract does not have a Variation and/or an Extension Clause

Within Criteria

82. When the terms of the variation and / or extension clause are not specific, or they are not present in a contract, a Contract Owner can request a variation and/or an extension to a contract if the changes they intend to propose comply with the following criteria.

Original Contract Spend	Criteria
Up to £ 510 ,000	Up to an extra £2,000.
£ 510 ,001 to £50,000	Up to an extra £2,000 or up to an extra 25% increase in value, whichever is the greatest.
£50,001 to EU Threshold	Up to an extra 25% increase in value to no more than the EU Threshold
Above EU Threshold	Up to an extra 25% increase in value Plus comply <u>Comply</u> with the EU Procurement Rules

83. In which case a Contract Owner must document the reasoning for each variation and / or extension and get this signed off by a Head of Service or a Director / Chief Exec.

Outside Criteria

84. If a Contract Owner wishes to vary and / or extend a contract by more than the above criteria, this needs to be formally approved by Management Team.

E3 Recording Variations and/or Extensions

85. A Contract Owner must store details of each variation and / or extension, for all contracts with a new total spend estimate of more than £25,000, in the central contracts register.

SUBJECT:	Review of the Code of Conduct
REPORT OF:	Monitoring Officer
RESPONSIBLE OFFICER	Joanna Swift
REPORT AUTHOR	Joanna Swift
WARD/S AFFECTED	None

1. Purpose of Report

To consider a proposed revision to paragraph 6 of the Member's code of conduct as recommended by Audit and Standards Committee.

RECOMMENDATION

That paragraph 6 of the code of conduct be amended to clarify that a member who declares a personal interest is still entitled to speak and vote on the item of business as shown at Appendix.

2. Reasons for Recommendations

It is good practise for the Council to review its adopted policies and procedures on a regular basis to ensure they remain relevant and effective. Additional wording in paragraph 6 of the code of conduct is being proposed in order to clarify the effect of declaring a personal interest.

3. Content of Report

- 3.1 As members are aware the Council has a statutory duty under the Localism Act 2011 to promote and maintain high standards of conduct amongst its elected and co-opted members, to adopt a code governing member conduct and to have arrangements in place for dealing with any complaints that members may have breached the code of conduct.
- 3.2 Under the Act and accompanying statutory regulations members must disclose any pecuniary interests (DPI's) held by themselves or their spouse/partners in items of Council business. Failure to disclose a DPI is a criminal offence.

THE CODE OF CONDUCT

- 3.3 The Act gives the Council discretion over the contents of their code of conduct provided that it accords with the following 7 principles of conduct in public life:-
- selflessness
 - integrity
 - objectivity
 - accountability
 - openness
 - honesty
 - leadership

- 3.4 The Council's current code of conduct was adopted on 24 July 2012 and is based on a lighter-touch set of general obligations than the previous national model code but retains the requirement for members to disclose non-pecuniary personal and prejudicial interests, in addition to the new statutory DPI's. This was considered vital in view of the Council's regulatory role in determining planning and licencing applications..
- 3.5 It is considered that the obligations in the code of conduct are generally understood by Members and that declarations of interest are being made appropriately. However, following complaints about the declaration of personal interests under paragraph 6 of the code, the Audit and Standards Committee considered a recommendation from the monitoring officer that an additional sentence is added to this paragraph to make it clear that members who declare a personal remain entitled to speak and vote on the item of business concerned. The additional wording proposed is shown in bold and underlined at paragraph 6 (6) of the code at Appendix. This proposed revision to the code was supported by the Committee and is therefore recommended to Full Council for approval

4. Consultation

Not applicable at this stage

5. Options

The Council can agree to the revised wording or has the option of proposing other changes to the code of conduct which could be the subject of wider consultation with members before formal consideration by Full Council.

6. Corporate Implications

Financial - None
 Legal – As set out in the report
 Risks issues – None
 Equalities - None

7. Links to Council Policy Objectives

Whilst there is no direct link to the Council's main objectives the Council has a statutory obligation to adopt a code of conduct.

8. Next Steps

If agreed by Full Council an updated code of conduct would be published on the Council's website and the Constitution amended accordingly.

Background Papers:	None except those referred to in the report
---------------------------	---

SOUTH BUCKS DISTRICT COUNCIL**Code of Conduct for Members
Adopted on 24 July 2012
Amended XX 2019****Part 1 - General Provisions****Introduction**

1. (1) The Council has adopted this Code of Conduct pursuant to section 27 of the Localism Act 2011 (the Act) to promote and maintain high standards of behaviour by its members and co-opted members whenever they conduct the business of the Council including the office to which they were elected or appointed or when they claim to act or give the impression of acting as a representative of the Council
- (2) This Code of Conduct complies with Section 28 the Act and is consistent with the principles of selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

Scope

2. (1) This Code of Conduct applies to you whenever you are acting in your capacity as a member of South Bucks District Council, including: -
 - (a) at formal meetings of the Council, its Committees and Sub-Committees, its Cabinet and PAG's
 - (b) when acting as a representative of the authority
 - (c) in taking any decision as a Cabinet member or a Ward Councillor
 - (d) in discharging your functions as a ward Councillor
 - (e) at briefing meetings with officers
 - (f) at site visits and
 - (g) when corresponding with the authority other than in a private capacity
- (2) Where you act as a representative of the Council: -
 - (a) on another authority, you must when acting for that authority, comply with that other authority's code of conduct; or
 - (b) on any other body, you must, when acting for that other body, comply with this Code of Conduct, except and insofar as it conflicts with any other lawful obligations to which that other body may be subject

General obligations

3. You must -
 - (1) provide leadership to the council and communities within its area, by personal example and
 - (2) respect others and not bully any person

- (3) recognise that officers (other than political assistants) are employed by and serve the whole council
- (4) respect the confidentiality of information which you receive as a member -
 - i. not disclosing confidential information to third parties unless required by law to do so or where there is a clear and over-riding public interest in doing so; and
 - ii. not obstructing third parties' legal rights of access to information
- (5) not misconduct yourself in a manner which is likely to bring the council into disrepute
- (6) use your position as a member in the public interest and not for personal advantage
- (7) act in accordance with the council's reasonable rules on the use of the resources of the council for private or political purposes
- (8) exercise your own independent judgement, taking decisions for good and substantial reasons -
 - i. attaching appropriate weight to all relevant considerations including, where appropriate, public opinion and the views of political groups
 - ii. paying due regard to the advice of officers, and in particular to the advice of the statutory officers, namely the Head of Paid Service, the Chief Finance Officer and the Monitoring Officer and
 - iii. stating the reasons for your decisions where those reasons are not otherwise apparent
- (9) account for your actions, particularly by supporting the council's scrutiny function
- (10) ensure that the council acts within the law.

Part 2 - Interests

Personal interests

4. In addition to the statutory requirements under the Act in relation to DPI's and as set out in Paragraph 10 below and save for the subject interest already having been declared as a DPI and the statutory provisions complied with, the following Paragraphs 5 to 9 shall also apply.
5. (1) You have a personal interest in any business of the council where either—
 - (a) it relates to or is likely to affect—
 - (i) any body of which you are a member or in a position of general control or management and to which you are appointed or nominated by the council;
 - (ii) any body—
 - (aa) exercising functions of a public nature;
 - (bb) directed to charitable purposes; or
 - (cc) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union),
 of which you are a member or in a position of general control or management;
 - (iii) any person or body who employs or has appointed you;

- (iv) the interests of any person from whom you have received a gift or hospitality with an estimated value of at least £50;
- (b) a decision in relation to that business might reasonably be regarded as affecting your well-being or financial position or the well-being or financial position of a relevant person to a greater extent than the majority of other council tax payers, ratepayers or inhabitants of the ward affected by the decision;
- (2) In sub-paragraph (1)(b), a relevant person is—
 - (a) a member of your family or any person with whom you have a close association; or
 - (b) any person or body who employs or has appointed such persons, any firm in which they are a partner, or any company of which they are directors;
 - (c) any person or body in whom such persons have a beneficial interest in a class of securities exceeding the nominal value of £25,000; or
 - (d) any body of a type described in sub-paragraph (1) (a) (i) or (ii).

Disclosure of personal interests

- 6. (1) Subject to sub-paragraphs (2) to (5), where you have a personal interest in any business of the council and you attend a meeting of the council at which the business is considered, you must disclose to that meeting the existence and nature of that interest at the commencement of that consideration, or when the interest becomes apparent.
- (2) Where you have a personal interest in any business of the council which solely relates to a body of which you are a member or in a position of general control or management and to which you are appointed or nominated by the council, you need only disclose to the meeting the existence and nature of that interest if that interest is prejudicial.
- (3) Where you have a personal interest in any business of the council of the type mentioned in paragraph 5(1) (a) (iv), you need not disclose the nature or existence of that interest to the meeting if the interest was registered more than three years before the date of the meeting.
- (4) Sub-paragraph (1) only applies where you are aware or ought reasonably to be aware of the existence of the personal interest.
- (5) Subject to paragraph 9(1) (b), where you have a personal interest in any business of the council and you have made an executive decision in relation to that business, you must ensure that any written statement of that decision records the existence and nature of that interest.
- (6) Having declared a personal interest you may continue to speak and vote on the item of business concerned.**

Prejudicial interest generally

- 7. (1) Subject to sub-paragraph (2), where you have a personal interest in any business of the council you also have a prejudicial interest in that business where the interest is one which a member of the public with knowledge of the relevant facts would reasonably regard as so significant that it is likely to prejudice your

judgement of the public interest.

- (2) You do not have a prejudicial interest in any business of the council where that business—
- (a) does not affect your financial position or the financial position of a person or body described in paragraph 5;
 - (b) does not relate to the determining of any approval, consent, licence, permission or registration in relation to you or any person or body described in paragraph 5; or
 - (c) relates to the functions of the council in respect of—
 - (i) an allowance, payment or indemnity given to members;
 - (ii) any ceremonial honour given to members; and
 - (iii) setting council tax or a precept under the Local Government Finance Act 1992.

Prejudicial interests arising in relation to overview and scrutiny committees

8. You also have a prejudicial interest in any business before an overview and scrutiny committee of the council (or of a sub-committee of such a committee) where—
- (a) that business relates to a decision made (whether implemented or not) or action taken by the cabinet, PAG's or another of the council's committees, sub-committees, joint committees or joint sub-committees; and
 - (b) at the time the decision was made or action was taken, you were a member of the cabinet, PAG's, committee, sub-committee, joint committee or joint sub-committee mentioned in paragraph (a) and you were present when that decision was made or action was taken.

Effect of prejudicial interests on participation

9. (1) Subject to sub-paragraph (2), where you have a prejudicial interest in any business of your council—
- (a) you must declare the existence and nature of your interest and withdraw from the room or chamber where a meeting considering the business is being held—
 - (i) in a case where sub-paragraph (2) applies, immediately after making representations, answering questions or giving evidence;
 - (ii) in any other case, whenever it becomes apparent that the business is being considered at that meeting;
 unless you have obtained a dispensation from your council's monitoring officer;
 - (b) you must not exercise executive functions in relation to that business; and
 - (c) you must not seek improperly to influence a decision about that business.
- (2) Where you have a prejudicial interest in any business of the council you may attend a meeting (including a meeting of the overview and scrutiny committee of the council or of a sub-committee of such a committee) but only for the purpose of making representations, answering questions or giving evidence relating to the business, provided that the public are also allowed to attend the meeting for the same purpose, whether under a statutory right or otherwise.

Disclosable Pecuniary Interest

10. A Disclosable Pecuniary Interest (DPI) is as defined in ‘The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012’ (The Regulations) and the categories of interest are set out in Appendix A.

Note: In addition to the statutory requirements under the Act, Council Procedure Rules require you to withdraw from the room or chamber where the meeting is being held if you have a DPI in an item of business being considered at that meeting unless a Dispensation has been granted pursuant to and in accordance with Section 33 of the Act.

Part 3 - Registration of Members’ Interests

Registration or Disclosure of members’ interests

11. (1) Subject to paragraph 12, you must, within 28 days of—
- (a) in relation to a DPI, the Regulations coming into effect namely 1.7.12
 - (b) in relation to Personal Interests, this Code being adopted by or applied to the council; or
 - (c) otherwise your election or appointment to office (where that is later),
- register in the council’s register of members’ interests, maintained under Section 29 of the Act, details of any DPI which you or your spouse or civil partner (or person with whom you are living as spouse or civil partner) may have, together with your personal interests where they fall within a category mentioned in paragraph 5(1) (a), by providing written notification to the council’s monitoring officer,.
- (2) Failure to register or disclose any DPI in accordance with section 30(1) or 31(2), (3) or (7) of the Act, or participating in any discussion or vote in contravention of section 31(4) of the Act, or taking any steps in contravention of section 31(8) of the Act, is a criminal offence and risks a fine not exceeding level 5 on the standard scale (currently £5,000) or disqualification as a member for a period not exceeding 5 years.
- (3) Subject to paragraph 12, you must, within 28 days of becoming aware of any new DPI and/or personal interest or change to any DPI and/or personal interest registered under paragraph (1), register details of that new DPI and/or personal interest or change by providing written notification to the council’s monitoring officer.
- (4) Subject to Paragraph 12, you are required to disclose the existence and nature of any DPI when it arises at a meeting even where already registered in the Register or pending registration so the minutes can be duly noted.

Sensitive interest

12. (1) Where you consider that you have a sensitive interest (whether or not a DPI), and the council’s monitoring officer agrees, if the interest is entered in the Council’s register, copies of the register that are made available for inspection and any published version of the register, must not include details of the interest (but may state that the member has an interest the details of which are withheld under section 32 (2) of the Act) and any public declaration required need only state the

fact an interest arises without further detail.

- (2) You must, within 28 days of becoming aware of any change of circumstances which means that information excluded under paragraph (1) is no longer a sensitive interest, notify the Council's monitoring officer asking that the interest be included in the Council's register of members' interests.
- (3) In this Code, "sensitive interest" means an interest, the nature of which is such that you and the Council's monitoring officer consider that disclosure of the details of the interest could lead to you, or a person connected with you, being subject to violence or intimidation.

Dispensations

13. On a written request made to the Council's Monitoring Officer, the Council may grant a dispensation for you to participate in a discussion and vote on a matter at a meeting even if you have a DPI or a prejudicial interest and that you be relieved of the obligation to otherwise withdraw from the room in which the matter is being considered if the Council considers that the number of members otherwise prohibited from taking part in the meeting would be so great a proportion of the body transacting the business that it would impede the transaction of the business; or the representation of different political groups on the body transacting any particular business would be so upset as to alter the likely outcome of any vote on the business; or it is in the interests of the inhabitants in the Council's area to allow you to take part or that without the dispensation the Councils Executive would be prohibited from participating in the matter or it is otherwise appropriate to grant a dispensation.

Appendix A

Disclosable Pecuniary Interests

The duties to register, disclose and not to participate in respect of any matter in which a member has a DPI are set out in Chapter 7 of the Act.

DPI's are defined in the Regulations 2012 as follows -

<i>Interest</i>	<i>Prescribed description</i>
Employment, office, trade, profession or vocation	Any employment, office, trade, profession or vocation carried on for profit or gain.
Sponsorship	Any payment or provision of any other financial benefit (other than from the relevant authority) made or provided within the relevant period in respect of any expenses incurred by M in carrying out duties as a member, or towards the election expenses of M. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992).
Contracts	Any contract which is made between the relevant person (or a body in which the relevant person has a beneficial interest) and the relevant authority— (a) under which goods or services are to be provided or works are to be executed; and (b) which has not been fully discharged.
Land	Any beneficial interest in land which is within the area of the relevant authority.
Licences	Any licence (alone or jointly with others) to occupy land in the area of the relevant authority for a month or longer.
Corporate tenancies	Any tenancy where (to M's knowledge)— (a) the landlord is the relevant authority; and (b) the tenant is a body in which the relevant person has a beneficial interest.
Securities	Any beneficial interest in securities of a body where— (a) that body (to M's knowledge) has a place of business or land in the area of the relevant authority; and (b) either— (i) the total nominal value of the securities exceeds £25,000 or one hundredth of the total issued share capital of that body; or

- (ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the relevant person has a beneficial interest exceeds one hundredth of the total issued share capital of that class.

For this purpose -

“body in which the relevant person has a beneficial interest” means a firm in which the relevant person is a partner or a body corporate of which the relevant person is a director, or in the securities of which the relevant person has a beneficial interest;

“director” includes a member of the committee of management of an industrial and provident society;

“land” excludes an easement, servitude, interest or right in or over land which does not carry with it a right for the relevant person (alone or jointly with another) to occupy the land or to receive income;

“M” means a member of a relevant authority;

“member” includes a co-opted member;

“relevant authority” means the authority of which M is a member;

“relevant period” means the period of 12 months ending with the day on which M gives a notification for the purposes of section 30(1) or 31(7), as the case may be, of the Act;

“relevant person” means M or any other person referred to in section 30(3)(b) of the Act;

“securities” means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society.

SUBJECT:	Appointment of Independent Person
REPORT OF:	Monitoring Officer
RESPONSIBLE OFFICER	Joanna Swift
REPORT AUTHOR	Joanna Swift
WARD/S AFFECTED	None

1. Purpose of Report

This report seeks approval to a recommendation from Audit and Standards Committee that the term office of one of the Council's two Independent Persons be extended until 31 March 2020.

RECOMMENDATION

That Full Council agree to extend the term of office of Mr Trevor Dobson until 31 March 2020.

2. Reasons for Recommendations

The term of office of one of the Council's 2 Independent Persons comes to an end in July 2019. The process for recruiting new independent persons requires the Council to advertise this role in the local press which is costly and interest from the public has previously been very limited. Due to local government re-organisation it would only be feasible to offer the role until the end of the Shadow Period on 31 March 2020. The appointment of 2 Independent Persons has been agreed by the Council as part of the standards frameworks for dealing with member complaints and provides resilience in case of illness or other absence. There is also a mandatory requirement introduced by the Employment Procedure Amendment Regulations 2015 to invite at least 2 Independent Persons to join a panel set up to consider the dismissal of statutory officers. Extending Mr Dobson's term of office for a further 9 months would ensure that the Council continues to have 2 experienced Independent Persons available to deal with any complaints received and to comply with the requirements of the 2015 Regulations.

3. Content of Report

- 3.1 Under the Localism Act 2011 an Independent Person must be appointed through a process of public advertisement, submission of an application and approval by a positive vote of a majority of all members of the Council – i.e. by full Council. To be considered 'independent' an applicant must not be, or have been within the previous 5 years, an elected or co-opted member or an officer of the District Council or any Parish or Town Council in the area, or of any committee or sub-committee of the District Council or any Parish/Town Council, or, be a relative or close friend of a current elected or co-opted member or an officer of the District Council or any Parish/town Council in the area.

- 3.2 The Council undertook this process in 2012 and appointed Mr Dobson and Mrs Nandhra (who resigned in 2015) as Independent Persons for a term of 5 years from 25 July 2012. The Council appointed Mr Hopkins as the second IP in January 2017 after undertaking two rounds of recruitment. The Independent Persons are entitled to receive an allowance of £200, together with re-imbusement of any travelling expenses incurred whilst exercising their role. Both Mr Dobson and Mr Hopkins have attended specialist training provided by Hoey Ainscough through the Council's subscription to Standards Exchange.
- 3.3 The government has introduced a new mandatory requirement for Independent Persons to be involved in the dismissal procedure for statutory officers. The Council's Employment Procedure Rules have been updated to reflect this requirement and this has also been included in the Independent Person's role description.
- 3.4 The Council agreed to extend Mr Dobson's term of office for a further 2 years in July 2017 after it had proved difficult and costly to fill the vacancy left when Mrs Nandhra resigned. The extended appointment therefore expires in July this year. To ensure that the Council complies with the adopted Complaints Procedure, it is necessary to either start a recruitment process to appoint a new Independent Person or agree to extend the term of office of the current appointee. The option of leaving the position vacant would require a change to the Complaints Procedure and would mean the Council could not comply with the Employment Procedure Amendment Regulations 2015. This course of action was therefore not recommended by the monitoring officer.
- 3.5 The recruitment process prescribed in the Localism Act requires the Council to advertise the role in the local press which is costly. Experience from recent recruitment processes is that interest from the public in this role is very low. Furthermore due to local government re-organisation it is only be feasible to offer the role until the end of the Shadow Period on 31 March 2020, making the role less likely to be of interest to a new applicant. Therefore, the option of extending Mr Dobson's term of office was considered by the Audit and Standards Committee. Whilst this does raise an issue about maintaining a degree of independence from the Council the Committee considered that a further extension of 9 months was acceptable in the circumstances.

4. Consultation

Not applicable.

5. Options

The Council could decide not to accept the Audit and Standards Committee's recommendation and either advertise the upcoming vacancy and select an applicant to fill the role for the remainder of the Shadow Period or leave the position vacant when Mr Dobson's term of office expires in July. These latter options are not recommended for the reasons referred to in paragraphs 3.4 and 3.5 above.

6. Corporate Implications

Financial – As set out in the report

Legal – The appointment of an Independent Person must be approved by Full Council with a majority of members present voting in favour.

Risks issues – The Council would be in breach of its statutory duty if it had no Independent Person available to advise on member complaints and having 2 Independent Persons provides resilience in case of absence or conflicts of interest. It is also now a requirement under the Employment Procedure Amendment Regulations 2015 for the Council to invite at least two Independent Persons to take part in the panel considering the dismissal of statutory officers.

Equalities - The Council's policies on equalities would be followed in any recruitment process for new a Independent Person.

7. Links to Council Policy Objectives

Whilst there are no direct links to the Council's main policy objectives, it has a duty under the Localism Act to have arrangements in place to deal with allegations that members may have breached the code of conduct. The effective use of Independent Persons as part of this process is a matter of good governance and is important in preserving the confidence of local communities.

8. Next Steps

If approved by Full Council a formal letter will be sent to Mr Dobson extending his appointment.

Background Papers:	None except those referred to in the report.
---------------------------	--

This page is intentionally left blank

SUBJECT:	<i>Community Governance Review</i>
RELEVANT MEMBER	<i>Councillor Patrick Hogan, Chairman of the Governance and Electoral Arrangements Committee</i>
RESPONSIBLE OFFICER	<i>Joanna Swift, Head of Legal & Democratic Services</i>
REPORT AUTHOR	<i>Mat Bloxham, 01494 732143, mat.bloxham@chilternandsouthbucks.gov.uk</i>
WARD/S AFFECTED	<i>Denham; Farnham and Hedgerley; Stoke Poges;</i>

1. Purpose of Report

The Governance and Electoral Arrangements Committee agreed at the meeting held on 26 June 2018 to conduct a Community Governance Review on the governance arrangements for Denham, Farnham Royal and Stoke Poges Parish Councils. This followed requests received from those Parish Councils. The Committee agreed its final recommendations on the community governance review at the meeting held on 16 January which had regard to the responses received during both stages of public consultation, relevant legislation and guidance. Full Council is therefore asked to consider and agree the Committee's final recommendations detailed below.

RECOMMENDATION

To agree the Governance and Electoral Arrangements Committee's final recommendations on the Community Governance Review:

- a) Denham Parish Council – Removal of all Parish Wards (as shown on map - Appendix 3)**
- b) Stoke Poges Parish Council – Reduce the size of the Council from 13 to 11 Parish Councillors**
- c) Farnham Royal Parish Council – Remove 1 Parish Ward (by combining Farnham Royal South with Farnham Royal Central) to create a total of 2 Parish Wards called Farnham Royal North and Farnham Royal South (as shown on map - Appendix 3).**

2. Reasons for Recommendations

The purpose of a community governance review is to secure an arrangement which will bring about improved community engagement, better local democracy and will result in more effective and convenient delivery of local services.

The final recommendations contained in this report take into account the identities and interests of the community in the area and those arrangements for community representation and engagement already in place. The final recommendations also take into account representations received during the first and second stages of consultation with local people and local organisations. They have been made in accordance with legislation and have regard to relevant guidance by ensuring that they:

- Reflect the identities and interests of the community in that area, and
- Are effective and convenient.

Two other important considerations taken into account are:

- Community cohesion, and
- The size, population, and boundaries of the local community or parish

3. Content of Report

Background

- 3.1. The Council received requests from Denham, Stoke Poges and Farnham Royal Parish Councils requesting changes to the governance arrangements for those Parish Councils. After considering the requests received, the Committee agreed on 26 June 2018 to conduct a Community Governance Review.

Consultation

- 3.2. To inform the review the Council conducted the first public consultation from 3 September to 12 October 2018 which invited local electors and other interested parties to submit their views and comments on the existing community governance arrangements, and/or propose changes.
- 3.3. As set out in the Terms of Reference, the consultation consisted of the following:
- a) Review documents available to inspect at South Bucks District Council offices
 - b) Asking Parish Councils, for the areas under review, to advertise the review on their noticeboards and website
 - c) Consulting electors, for the areas under review, by inviting responses to the consultation via notices, website, and social media
 - d) Consulting other interested stakeholders, including the Parish Council and local Members, for the areas under review

- e) Welcoming comments from any other person or body that wishes to make representations
- f) Notifying Bucks County Council that a review is to be undertaken, and providing them with a copy of the terms of reference and consulting them in the matters under review
- g) Treating any petitions received during this review as a consultation response (none were received)

3.4. The Committee considered the responses received on 29 October 2018, and agreed the draft recommendations for the second stage of consultation, set out below. The report, attaching the full responses to the first consultation; legislation and guidance, the Committee considered when agreeing the draft recommendations, is attached at Appendix 2.

- a) *Denham Parish Council – Removal of all Parish Wards*
- b) *Stoke Poges Parish Council – Reduce the size of the Council from 13 to 11 Parish Councillors*
- c) *Farnham Royal Parish Council – Remove 1 Parish Ward (by combining Farnham Royal South with Farnham Royal Central) to create a total of 2 Parish Wards*

Representations

3.5. The second stage of consultation was carried out from 5 November to 14 December 2018. A total of 6 representations were received (Appendix 1).

4 representations were received which supported the draft recommendation for Denham Parish Council.

2 representations were received which supported the draft recommendation for Stoke Poges Parish Council.

No representations were received during the second stage of consultation relating to the draft recommendation for Farnham Royal Parish Council.

4. Options

All the representations received from the second stage of consultation support the Committee's draft recommendations. The Committee agreed at the meeting held on 16 January that the Committee's draft recommendations remain unchanged, and that these be recommended for agreement at Full Council on 27 February 2019.

The proposed changes to Farnham Royal Parish Council involve the amalgamation of the ward Farnham Royal South with the ward Farnham Royal Central. The ward Farnham Royal North will remain unchanged. It is proposed that the new larger southern ward be called "Farnham Royal South" to distinguish it from "Farnham Royal North".

Full Council may choose not to agree the Committee's final recommendations, but in doing so should specify reasons.

5. Corporate Implications

Financial

There are no direct financial implications to the Council arising from the recommendations of this report.

Legal

The Council has to power to carry out a Community Governance Review under the Local Government and Public Involvement in Health Act 2007. In reaching its decision, the Council must take account of the views of local people and also have regard to statutory guidance issued by the Secretary of State.

Community

The recommendations from this review must take into account the views of local people. The responses received during the second stage of consultation are attached in full at Appendix 1.

6. Links to Council Policy Objectives

This report relates to theme 5 of the Chiltern and South Bucks Sustainable Community Strategy and Corporate Plan: Cohesive and Strong Communities: strong, confident and active communities

7. Next Steps

Subject to Full Council agreeing the recommendations a Community Governance Reorganisation Order will be made setting out the changes to Denham, Stoke Poges and Farnham Royal Parish Councils' governance arrangements. The Order will set an implementation date for when the changes take effect. This is likely to be 1 March 2019. The Council will publish the decision on recommendations and reasons for the decision and inform relevant organisations and interested persons.

For the avoidance of doubt the proposed final recommendations relate to Parish Councils governance arrangements which are not directly affected by the Secretary of State's announcement on 1 November 2018 that there will be a single new District Unitary Council for the whole of the current administrative area of Buckinghamshire County Council.

Background Papers:	<ul style="list-style-type: none">• Governance & Electoral Arrangement Committee - 26 June 2018 Report Minutes • Governance & Electoral Arrangement Committee - 29 October 2018 Report Minutes <p>DCLG/LGBCE Guidance: https://www.gov.uk/government/publications/community-governancereviews</p> <p>LG&PIHA 2007: https://www.legislation.gov.uk/ukpga/2007/28/contents</p>
---------------------------	--

This page is intentionally left blank

Responses received from the second stage of consultation for the Community Governance Review

Denham Parish Council

Submission 1:

Name: Julia Walsh

Address: Wind in the Willows, Lower Road, Higher Denham, Bucks UB95EN

Submission: Denham is a small parish and the ward division is artificial and results in an uneven distribution of residents to councillors. The Parish Council does not segment services or community initiatives by ward but rather provides these across the whole Parish. I support the removal of wards.

Submission 2:

Name: Sharon Williams

Address: Lowlands, Cheapside Lane, Denham UB9 5AB

Submission: I totally agree to the removal of all parish wards within Denham Parish Council

Submission 3:

Name: Amarjeet Hans

Address: 55 Moorfield Road, Denham UB9 5NE

Submission: Excellent Idea. Will help Recruitment and encourage community participation

Submission 4:

Organisation: Denham Allotments Users Association

Name: James Clements

Address: 119 Cowley Mill Road, Uxbridge UB8 2QB

Submission: Since being elected as chair of the Denham Allotment Committee last year I have worked closely with Denham Parish Council and it's Councillors. The assistance and encouragement they have shown has in no doubt gone towards making huge improvements at Denham Allotments. Despite a lot of this working being carried out by the committee members none of this would have been possible without Denham Parish Council. As a result we have more plot holders now than in the past 15 years when I first took on the challenge of taking on an allotment. We now have open days and fundraising events throughout the year to help make Denham Allotments safe, secure and sustainable for people of all ages and abilities. I recommend the removal of all Parish Wards.

Stoke Poges Parish Council

Submission 1:

Name: Geoff Cox

Address: 29 Freemans Close, Stoke Poges, Slough SL2 4ER

Submission: I agree with the reduction from 13 to 11 Parish Councillors for Stoke Poges

Submission 2:

Name: Ralph Bagge

Address: Wavertree House, Duffield Park, Stoke Poges Slough SL2 4HY

Submission: Whilst disappointed that the review has not supported the Parish Council's request to reduce membership to 10, I support the proposed reduction in size from 13 to 11 parish councillors.

Farnham Royal Parish Council

No submissions were received.

SUBJECT	<i>To consider the first consultation responses on the Community Governance Review</i>
RELEVANT MEMBER	Governance & Electoral Arrangements Committee Chairman - Councillor Patrick Hogan
RESPONSIBLE OFFICER	Head of Legal & Democratic Services, Joanna Swift
REPORT AUTHOR	Mat Bloxham, 01494 732143, mat.bloxham@southbucks.gov.uk
WARD/S AFFECTED	<i>Denham; Farnham and Hedgerley; Stoke Poges;</i>

1. Purpose of Report

At the previous meeting held on 26 June, the Committee considered a report setting out requests received from Denham; Farnham Royal; and Stoke Poges Parish Councils to make changes to governance arrangements to their parish. After considering the requests the Committee agreed to conduct a Community Governance Review. The first stage of consultation for the review has now been completed. The Committee are therefore asked to consider the responses received during the consultation, whilst having regard to relevant legislation, guidance, electorate ratios and other information available, in order to make draft recommendations which will be subject to a second round of consultation.

RECOMMENDATIONS

1. **To note the representations received during the first consultation as set out in Appendix 3.**
2. **To agree that the following draft recommendations, or as amended by the Committee, be subject to a second stage of consultation, having regard to relevant guidance, electorate ratios, and other relevant information:**
 - a) **Denham Parish Council – Removal of all Parish Wards**
 - b) **Stoke Poges Parish Council – Reduce the size of the Council from 13 to 11 Parish Councillors**
 - c) **Farnham Royal Parish Council – Remove 1 Parish Ward (by combining Farnham Royal South with Farnham Royal Central) to create a total of 2 Parish Wards**

2. Reasons for Recommendations

The purpose of a community governance review is to secure an arrangement which will bring about improved community engagement, better local democracy and will result in more effective and convenient delivery of local services.

The draft recommendations contained in this report take into account the identities and interests of the community in the area and those arrangements for community representation and engagement already in place. The draft recommendations also take into account representations received during the consultation with local people and local organisations. The draft recommendations have been made in accordance with legislation and have regard to relevant guidance by ensuring that they:

- Reflect the identities and interests of the community in that area, and
- Are effective and convenient.

Two other important considerations taken into account are:

- Community cohesion, and
- The size, population, and boundaries of the local community or parish

3. Content of Report

The Committee agreed at the previous meeting to conduct a Community Governance Review, and delegated authority to the Head of Legal and Democratic Services, in consultation with the Chairman of the Committee, to agree the Terms of Reference of the review. The agreed Terms of Reference are attached at Appendix 1.

Consultation

To inform the review the Council conducted a public consultation from 3 September to 12 October 2018 which invited local electors and other interested parties to submit their views and comments on the existing community governance arrangements, and/or propose changes.

As set out in the Terms of Reference, the consultation consisted of the following:

- a. The Notice (Appendix 2) & Terms of Reference (Appendix 1) of the review being published on the Council's website www.southbucks.gov.uk; and copies of documents relating to the review available to inspect at South Bucks District Council offices
- b. Asking the Parish Councils, for the areas under review, to advertise the review on their noticeboards and website

- c. Consulting local government electors, for the areas under review, by inviting responses to the consultation via notices, website, and social media
- d. Consulting other interested stakeholders, including the Parish Council and local Members, for the areas under review
- e. Welcoming comments from any other person or body that wishes to make representations
- f. Notifying Bucks County Council that a review is to be undertaken, and providing them with a copy of the terms of reference and consulting them in the matters under review
- g. Treating any petitions received during this review as a consultation response. However, none were received

Representations

A total of 13 representations were received (Appendix 3):

1 from Bucks County Council requesting Farnham Royal to retain a minimum of two wards to align with County electoral boundaries and endorsing consultation with BCC Ward Members.

3 relating to Denham Parish only:

- Resident - One ward for Denham
- Denham Parish Council - Council size remains the same and one ward for Denham
- Councillor Hollis – endorsing the Parish Council's representation

1 relating to Farnham Royal only requesting a single ward

7 relating to Stoke Poges only:

- Resident - Neutral / no changes proposed relating to this review
- Resident - Neutral / no changes proposed relating to this review
- Resident - Neutral / no changes proposed relating to this review
- Resident - Neutral / no changes proposed relating to this review
- Parish Clerk – Parish Council size reduced from 13 to 9 Councillors
- Resident – Parish Council size reduced from 13 to 10 Councillors
- Resident – Parish Council size reduced from 13 to 11 and unwarded

1 general response not specific to any parish, but proposing that the review take place following a decision on local government reorganisation in Bucks.

The full responses are shown in Appendix 3.

Denham Parish Council

Denham Parish Council’s initial request proposed that all three of the current parish wards be removed so that the parish becomes unwarded. There was no request to change the Council size (number of Councillors). The reasons provided by the Parish Council were as follows:

- Not fair and equal representation as large variance in electors across wards three wards not required due to small area
- Single District ward for Denham (2015)
- Potential for elections in one ward and not others
- Request no reduction in Councillors due to workload

During the consultation 3 representations were made proposing that the wards for Denham Parish Council be removed.

Current arrangements:

Ward	Polling Districts	Councillors	Electorate	Ratio	
Denham South	SJ, SJA, SJHD	7	3042	435	
Denham North	SK	7	2476	353	
Denham South West	SS	1	547	547	Avg Parish Ratio
Total		15	6,065	404	384

	Figures at June 2018	Projected 2023	Comments
Properties	3483	3546	Based on 1.8% increase (63 properties)
Electors	6065	6206	Based on 1.75 electors per property
Councillors	15		

Recommendations on Denham Council size

The current Parish Council size of 15 Councillors is broadly in line with Aston Business School and NALC guidance. No representations received proposed changes to Council size – one endorsed the current size. A slight increase in electorate is forecast over the next 5 years. It is therefore recommended that there be no change to the size of Denham Parish Council.

Recommendations on Denham Council warding arrangements

The Parish Council would like to remove all wards in the parish. Two other representations received supported this proposal. Removing the three parish wards would not affect principal Council boundaries. The key considerations are therefore:

Whether the number, or distribution, of the local government electors for the parish make a single election of councillors impracticable or inconvenient? This is testing the number of electors in the parish, their distribution and convenience of voting.

- If all parish wards were removed, and the election was contested, the ballot paper would show in excess of 15 candidates.
- One representation states that *“The election of Councillors to Denham Parish Council generally occurs in a single election; however given that residents traditionally have no party loyalty they are likely to be nominated in the ward in which they live. This could result in a situation where some wards are over represented triggering a by –election; in addition should the one Councillor representing Denham South West resign then this also would trigger a by- election, both situations causing unnecessary expense and work load on the Parish Council.”*

It is desirable that any area or areas of the parish could be separately represented on the Council? This is more subjective and is asking whether it is one parish but comprising different parts.

Representations received suggest that removing parish wards would be desirable since *“The Parish is small in area and there are no clear physical and social differences to warrant the present warding arrangements.”*

Having regard to guidance, and in light of the representations received, it is recommended that parish wards be removed from Denham Parish Council.

Stoke Poges Council

Stoke Poges Parish Council's initial request proposed that the Council size be reduced from 13 to 9 Councillors as the Parish Council felt that 9 was a more appropriate size, and because there had been 4 vacant seats during the previous 3 years.

During the consultation, responses proposed that the number of councillors be reduced from 13 to 9, 10, or 11. One representation also proposed that parish wards be removed; however there are no parish wards at present.

Current arrangements:

Ward	Polling Districts	Councillors	Electorate	Ratio	Avg Parish Ratio
Stoke Poges	SS	13	3905	300	384

	Figures at June 2018	Projected 2023	Comments
Properties	1988	2035	Based on 2.36% increase (47 properties)
Electors	3905	3968	Based on 1.95 electors per property
Councillors	13		

Recommendations on Stoke Poges Council size

The current Parish Council size of 13 Councillors is higher than NALC guidance suggests. 11 is suggested for an electorate of 3,500, and 12 for an electorate of 4,400. Aston Business School suggest between 9-16 Councillors for this electorate size. However, there is no legislative requirement for council size to be proportional to electorate.

The view of the Local Government Boundary Commission for England is "that each area should be considered on its own merits, having regard to geography, and the pattern of communities."

Where it is recommended that the Parish council should not be divided into wards the following factors must be taken into account:

- The number of local government electors
- Any change in that number which is likely to occur over the next 5 years.

A small increase in the electorate is forecast, but not to the extent to suggest that a reduction in Council size should be avoided.

A reduction in Council size to 11 Councillors would bring the elector ratio up from 300 to 355 which is closer to the South Bucks Parish Council average of 384.

It is therefore recommended that the size of Stoke Poges Parish Council be reduced from 13 to 11.

Recommendations on Stoke Poges Council warding arrangements

The Parish Council currently has no parish wards. No representations received suggested that the parish should be warded. Having regard to guidance and in light of the representations received it is recommended that the warding arrangements for Stoke Poges remain unchanged.

Farnham Royal Parish Council

The initial request from the Parish Council was to remove the current three Parish wards so that the parish becomes unwarded. The reason provided was to remove the potential for elections to occur in one ward and not others.

Current arrangements:

Ward	Polling Districts	Councillors	Electorate	Ratio	
Farnham Royal Central	SFC	3	1088	363	
Farnham Royal North	SFN	7	3210	459	
Farnham Royal South	SFS	1	361	361	Avg Parish Ratio
Total		11	4659	424	384

	Figures at June 2018	Projected 2023	Comments
Properties	2536	2573	Based on 1.46% increase (37 properties)
Electors	4659	4889	Based on 1.9 electors per property
Councillors	11		

Recommendations on Farnham Royal Council size

No representations received suggested a change to the number of Councillors. A comparison with the total electorate and NALC/Aston Business School guides suggests that a small increase in the number of Councillors could be considered.

Increasing the number of Councillors from 11 to 12 would move the electorate ratio from 424 to 388 – closer to the average for all Parishes in South Bucks. A slight increase in electorate is forecast over the next 5 years.

On balance, because no representations suggested making any changes to the Council size, and because guidance says each area should be considered on its own merits, no change is recommended.

Recommendations on Farnham Royal Council warding arrangements

The Farnham Common and Burnham Beeches County Electoral Division and Stoke Poges and Wexham Electoral Division split Farnham Royal Parish into two areas. It would not be possible to remove all Parish Wards for this reason. The Parish Ward of Farnham Royal South is within the Stoke Poges and Wexham Electoral Division. The map (shown at the end of Appendix 1) shows the wards within the Parish Boundary.

The representation received requests that all wards be removed. Although this is not possible, for the reason already provided, Members may wish to consider reducing the number of wards from 3 to 2. This can be achieved by combining Farnham Royal South with Farnham Royal Central.

Having regard to guidance and in light of the representation received it is recommended that the parish wards of Farnham Royal South and Farnham Royal Central be combined to reduce the total number of parish wards from 3 to 2.

4. Options

- a) To agree that the draft recommendations, as set out in this report, be subject to consultation, or
- b) To agree alternative draft recommendations, specifying reasons for the changes and having regard to guidance and representations received, to submit to consultation.

6. Corporate Implications

Financial

There are no direct financial implications to the Council arising from the recommendations of this report.

Legal

The Council has the power to carry out a Community Governance Review under the Local Government and Public Involvement in Health Act 2007. In reaching its decision, the Council must take account of the views of local people and also have regard to statutory guidance issued by the Secretary of State.

Community

The recommendations from this review must take into account the views of local people. The responses received during the first stage of consultation are attached in full at Appendix 3.

8. Links to Council Policy Objectives

This report relates to theme 5 of the Chiltern and South Bucks Sustainable Community Strategy and Corporate Plan: Cohesive and Strong Communities: strong, confident and active communities

9. Next Steps

The next stage of the review is to submit the Committee's draft recommendations to public consultation. The representations received during this second stage of consultation will be considered by the Committee at the next meeting on 16 January 2019. The Committee will then be asked to agree final recommendations for consideration by Full Council.

The review timetable is shown below:

Timetable

Completed stages:

- Decision to conduct a review – 26 June 2018
- Terms of Reference Finalised – August 2018
- 1st Consultation period (6 weeks) – 3 September to 12 October 2018
- Governance & Electoral Arrangements Committee consider 1st consultation responses & prepare / develop draft recommendations – 29 October 2018

Next stage:

- 2nd Consultation period (6 weeks) – November to December
- Governance & Electoral Arrangements Committee consider 2nd consultation responses & prepare / publish final recommendations – 16 January 2019

Future stage

□ Publish Reorganisation Order – February 2019

□ Implementation – 1 March 2019 (before Notice of Election on 20 March 2019)

Background Papers:	<p>https://www.gov.uk/government/publications/community-governance-reviews-guidance - DCLG/LGBCE Guidance</p> <p>https://www.legislation.gov.uk/ukpga/2007/28/contents - LG&PIHA 2007</p>
---------------------------	--



SOUTH BUCKS
District Council

Community Governance Review - Terms of Reference

Introduction

South Bucks District Council has agreed to undertake a Community Governance Review ("the review") encompassing the following Parish Council areas:

1. Denham
2. Stoke Poges
3. Farnham Royal

The review will be carried out under the provisions of the Local Government and Public Involvement in Health Act 2007 and the relevant parts of the Local Government Act 1972. The review shall comply with the legislative requirements, have regard for the associated statutory guidance (Guidance on Community Governance Reviews issued by the Secretary of State for Communities and Local Government) and will be conducted in accordance with these terms of reference.

These terms of reference set out how the review will be conducted and the matters on which the review is to focus. These will be published on the Council's website www.southbucks.gov.uk/cgr2018, and made available for inspection at the Council's offices at Capswood, Oxford Road, Denham.

What is a Community Governance Review?

A Community Governance Review is the relevant process and mechanism for reviewing and making changes to the governance arrangements for local Councils, including Parish Councils.

Governance arrangements include matters such as creating, merging, altering or abolishing a parish. Electoral matters may also be reviewed. These include matters such as the ordinary year of election, Council size (number of Councillors to be elected to a Council) and warding arrangements.

A review may be carried out for the whole District; however this review will focus on the parish areas for Denham, Stoke Poges and Farnham Royal because the Council received requests to review electoral arrangements for those parish areas specifically.

Why is the Council Undertaking the Review?

South Bucks District Council received requests from Denham, Stoke Poges and Farnham Royal Parish Councils to review the electoral arrangements for those parish areas. The Governance & Electoral Arrangements Committee on 26 June 2018 considered those requests and agreed to carry out a Community Governance Review.

Who carries out the Community Governance Review?

South Bucks District Council, as the principal Council, is responsible for carrying out the review. The Council has delegated its functions relating to community governance to the Governance & Electoral Arrangements Committee ("G&EA Committee"). The G&EA Committee is responsible for making decisions in relation to proposed changes to governance arrangements; however, the final recommendations from a Parish Review must be agreed by Full Council.

The timetable shows the key dates when the Committee will be considering reports and making decisions relating to this review.

If the review concludes that changes should be made, and these are approved by the Governance & Electoral Arrangements Committee, and Full Council, then South Bucks District Council will make and publish a Reorganisation Order to put the changes into effect. The Order may cover any matters that appear to the Council to be necessary to give effect to the Order.

If you would like to speak to someone about the review please contact Mat Bloxham (Democratic & Electoral Services Manager) mbloxham@southbucks.gov.uk 01494 732143.

What will the Review consider?

Its main focus is to review the electoral arrangements for Denham, Stoke Poges and Farnham Royal Parish Councils. This will include the Council size (total number of Councillors to be elected to the Council), and warding arrangements. Comments will be sought from electors and interested parties. Depending on the comments received during the consultation the review may include recommendations on other matters, and not just electoral arrangements.

In accordance with government guidance the Council in conducting this review and in making any recommendations will seek to bring about improved community engagement and better local democracy which will result in more effective and convenient delivery of local services.

What considerations cover the number of parish councillors?

The legal minimum number of Parish Councillors for each Parish Council is 5. There is no maximum number. There is also no requirement to link electorate size with the number of Councillors; however this is often a consideration. There is no further guidance on the number of Councillors however NALC in 1988 suggested that a practical minimum number of Councillors is 7 and the maximum is 25, along with the following scale to be used as a guide:

Electors	Councillors
3,500	11
4,400	12
5,400	13
6,500	14
7,700	15

The Aston Business School published research in 1992 suggesting the following as a guide to representation:

Electors	Councillors
< 500	5-8
501 – 2,500	6-12
2,501 - 10,000	9-16
10,001 – 20,000	13-27
Greater than 20,000	13-31

Government guidance says that each area should be considered on its own merits, having regard to its population, geography and the pattern of communities. The Council will pay particular attention to existing levels of representation, the broad pattern of existing Council sizes, and the take-up of seats at elections in its consideration of this matter.

By law, the principal council must have regard to the following factors when considering the number of councillors to be elected for the parish:

Classification: OFFICIAL

- the number of local government electors for the parish (See Appendix 2);
- any change in that number which is likely to occur in the period of five years beginning with the day when the review starts (See Appendix 1).

What considerations cover the number of parish wards?

The law requires that in considering whether a parish should be divided into wards for the purposes of elections of the parish council the Council should consider the following:

- whether the number, or distribution, of the local government electors for the parish would make a single election of councillors impracticable or inconvenient;
- whether it is desirable that any area or areas of the parish should be separately represented on the council.

Government's guidance says that the warding of parishes in largely rural areas that are based predominantly on a single centrally-located village may not be justified. Conversely, warding may be appropriate where the parish encompasses a number of villages with separate identities, a village with a large rural hinterland or where, on the edges of towns, there has been some urban overspill into the parish.

With regard to urban parishes, the government has suggested that "there is likely to be a stronger case for the warding of urban parishes ... In urban area community identity tends to focus on a locality, whether this be a housing estate, a shopping centre or community facilities. Each locality is likely to have its own sense of identity."

Warding arrangements should be clearly and readily understood by all and should have relevance for the electorate in a parish; they should reflect clear physical and social differences within a parish: one parish but comprising different parts.

Ward elections should have merit; not only should they meet the two tests laid down in the Act, but they should also be in the interests of effective and convenient local government. They should not be wasteful of a parish's resources.

The Council has noted the desirability of fixing boundaries which are, and will remain, easily identifiable, as well as taking into account any local ties which might be broken by the fixing of any particular boundaries.

In reaching conclusions on the boundaries between parish wards, the Council will take into account community identity and interests in an area and will consider whether any particular ties or linkages might be broken by the drawing of particular ward boundaries. Equally, the Council, during its consultations in this review is

Classification: OFFICIAL

mindful that proposals which are intended to reflect community identity and local linkages should be justified in terms of sound and demonstrable evidence of those identities and linkages.

Guidance suggests that a relevant consideration for the Council when undertaking a review is that the District and County Electoral Divisions should not spilt an unwarded parish and that no parish ward should be split by such a boundary. The relevant legal provisions do not apply to reviews of parish electoral arrangements, but the Local Government Boundary Commission has requested the Council to bear this in mind, which the Council will do.

The Council will be mindful of all this guidance, noting further that "each case should be considered on its merits and on the basis of the information and evidence provided during the course of the review.

The number of councillors to be elected for parish wards

The Council is required to have regard to the following when considering the size and boundaries of the wards and the number of councillors to be elected for each ward:

- the number of local government electors for the parish;
- any change in the number, or distribution, of the local government electors which is likely to occur in the period of five years beginning with the day when the review starts.

The government has advised that "it is an important democratic principle that each person's vote should be of equal weight so far as possible, having regard to other legitimated competing factors, when it comes to the elections of councillors."

While there is no provision in legislation that each parish councillor should represent, as nearly as may be, the same number of electors, the Council considers that it is not in the interests of effective and convenient local government, either for voters or councillors, to have significant differences in levels of representation between different parish wards.

The Council will seek to avoid the risk that, where one or more wards of a parish are over-represented by Councillors, the residents of those wards (and their Councillors) could be perceived as having more influence than others on the Council. During the review process and in its consultations, the Council will show the ratios of electors to Councillors that would result from its proposals.

Consultation

Before making or publicising the recommendations, the Council will take account of the views of local people. The Local Government and Public Involvement in Health Act 2007 requires the Council to consult the local government electors for the area under review and any other person or body who appears to have an interest in the review.

The Council will therefore:

- Advertise that a Community Governance Review is being undertaken by publishing information on the Council's website www.southbucks.gov.uk; and have copies of documents relating to the review available to inspect at South Bucks District Council offices
- Ask the Parish Council, for the area under review, to advertise the review on their noticeboards and website
- Consult local government electors, for the areas under review, by inviting responses to the consultation
- Consult other interested stakeholders, including the Parish Council and local Members, for the areas under review
- Welcome comments from any other person or body that wishes to make representations
- Notify Bucks County Council that a review is to be undertaken, and provide them with a copy of the terms of reference and consult them in the matters under review
- Take into account any representations received in connection with the review
- Any petitions received during this review will be treated as a consultation response and the lead petitioner be recorded as the point of contact

Timetable for the Review

Item	Date	Notes
Decision to conduct a review	26 June 2018	G&EA Committee 26 June 2018
Terms of Reference Published	August 2018	www.southbucks.gov.uk/cgr2018
1st Consultation period (6 weeks)	September to October 2018	<i>Initial consultation responses invited</i>
G&EA Committee consider 1st consultation responses & agrees draft recommendations for consultation	October 2018	<i>Consultation responses considered and draft recommendations prepared</i>
2nd Consultation period (6 weeks)	November to December	<i>Consultation responses to recommendations invited</i>
G&EA Committee consider 2nd consultation responses and agrees to recommend final recommendations to Full Council	January 2019	<i>Submissions on recommendations considered and final recommendations prepared</i>
Full Council considers recommendations from the G&EA Committee	27 February 2018	
Reorganisation Order Published	February 2019	<i>Final recommendations published</i>
Implementation	1 March 2018	<i>before Notice of Election on 20 March 2019</i>

Please Note: the timetable is subject to alteration although the review must be completed within twelve months of the decision to conduct a review.

Electorate Forecasts & Existing Arrangements

The Council will use the published Register of Electors in providing the existing parish council electorate figures.

The Council will utilise information available from public sources such as the Chiltern & South Bucks Joint Local Plan evidence base to inform the assessment of electoral projections forecasted. More information is contained in Appendix 1.

Number of Members to be elected for Parish Wards

The review will have regard to the number of local government electors and any changes to this number which are likely to occur in the next five years. It will also consider the democratic principle that each person's vote should be of equal weight so far as possible.

In conducting the review the number of Councillors for each parish council shall not be less than five. It will give consideration to the levels of representation and make recommendations to each area on its own merits with regards to its electorate, geography and pattern of communities.

Naming of Parish and Town Wards

If required, the Council will endeavour to reflect existing local or historic place-names, and will give strong presumption in favour of names proposed by local interested parties. Notwithstanding this, in the interest of effective and convenient local government and for the avoidance of voter confusion, the Council will look for different ward names to those used for principal Council areas.

Reorganisation of Community Governance Orders

The Review will be completed when the Council adopts the Community Reorganisation Order. Copies of this order, the maps that show the effects of the order in detail, and the documents which set out the reasons for the decision that the Council has taken will be deposited at the Council's offices and published on the Council's website.

How to Submit Your Views

Details of the review are available via www.southbucks.gov.uk/cgr2018

You can send comments on the review to:

- elections@southbucks.gov.uk
- Democratic & Electoral Services Manager
South Bucks District Council
Capswood
Oxford Road
Denham
UB9 4LH

Date of Publication 31 August 2018

Mat Bloxham
Democratic & Electoral Services Manager

Appendix 1 – Electorate Forecasts

In conducting this review the Council must have regard to any change in the number, or distribution, of the local government electors which is likely to occur in the period of five years beginning with the day when the review starts. The following forecasts have therefore been provided using information from the following sources:

- [Chiltern District Council and South Bucks District Council, Draft Housing and Economic Land Availability Assessment \(HELAA\) Update, Appendix 1 – Summary of all HELAA Sites May 2017](#)
- [Chiltern District Council and South Bucks District Council, Draft Housing and Economic Land Availability Assessment \(HELAA\) Update, Appendix 8 – Stage 4 Supply Sites \(Tables\) May 2017](#)

Denham

	Figures at June 2018	Projected 2023	Comments
Properties	3483	3546	Based on 1.8% increase (63 properties)
Electors	6065	6206	Based on 1.75 electors per property
Councillors	15		

Stoke Poges

	Figures at June 2018	Projected 2023	Comments
Properties	1988	2035	Based on 2.36% increase (47 properties)
Electors	3905	3968	Based on 1.95 electors per property
Councillors	13		

Farnham Royal

	Figures at June 2018	Projected 2023	Comments
Properties	2536	2573	Based on 1.46% increase (37 properties)
Electors	4659	4889	Based on 1.9 electors per property
Councillors	11		

Appendix 2 – The Present Structure of Parishes and their Electoral Arrangements

Denham Parish Council

Ward	Polling Districts	Councillors	Electorate
Denham South	SJ, SJA, SJHD	7	3042
Denham North	SK	7	2476
Denham South West	SKA	1	547
Total		15	6,065

The parish boundary for Denham sits entirely within the District Ward for Denham and the County Electoral Division for Denham.

Appendix 3 shows a map of the current three wards for Denham Parish.

Stoke Poges Parish Council

Ward	Polling Districts	Councillors	Electorate
Stoke Poges	SS	13	3905

The parish boundary for Stoke Poges sits entirely within the District Ward for Stoke Poges and the County Electoral Division for Stoke Poges.

There are no Parish Wards within Stoke Poges Parish boundary.

Appendix 4 shows a map of the current boundary for Stoke Poges Parish.

Farnham Royal Parish Council

Ward	Polling Districts	Councillors	Electorate
Farnham Royal Central	SFC	3	1088
Farnham Royal North	SFN	7	3210
Farnham Royal South	SFS	1	361
Total		11	4659

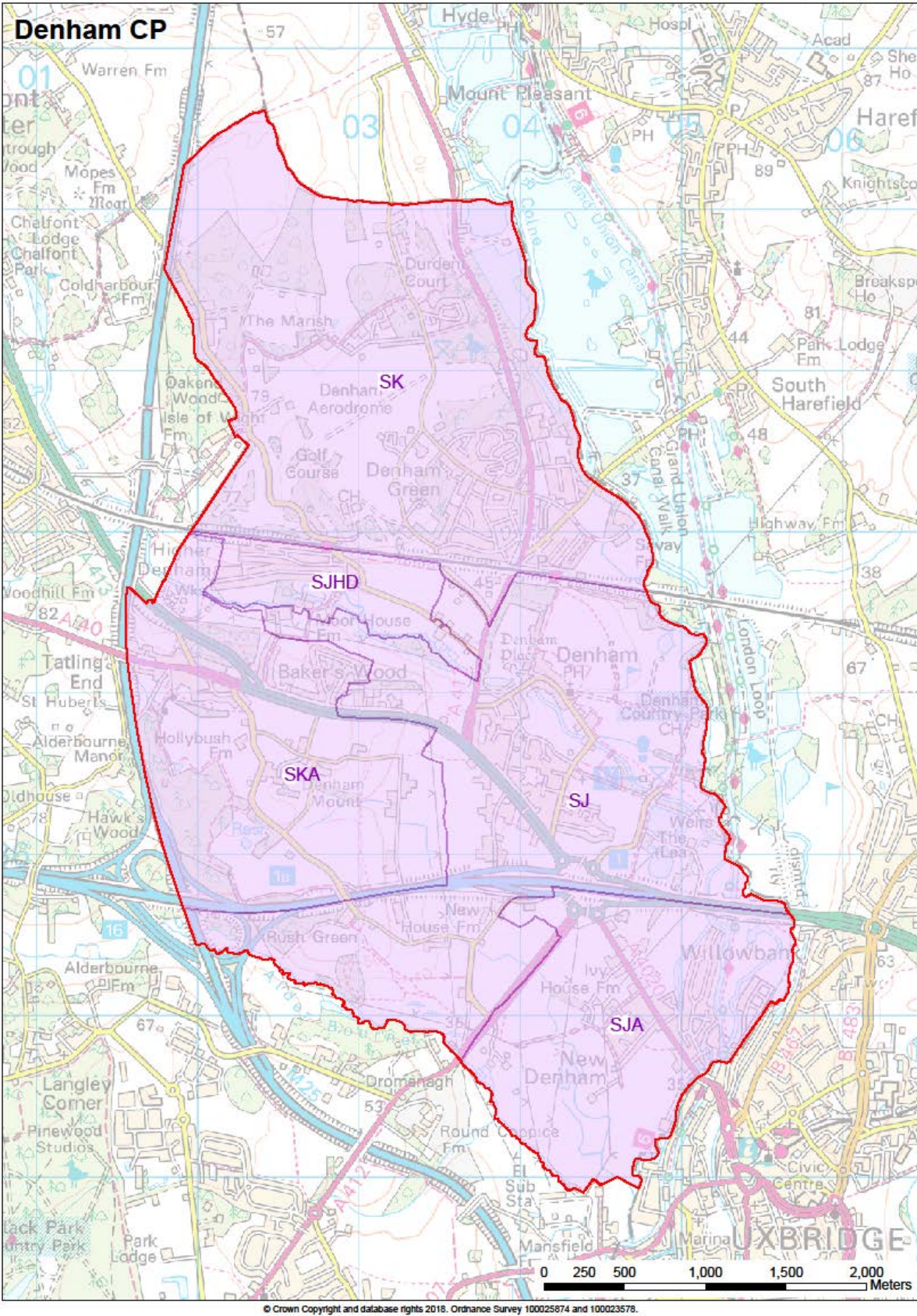
The Farnham Common and Burnham Beeches County Electoral Division and Stoke Poges and Wexham County Electoral Division split Farnham Royal Parish into two areas. Government guidance suggests that parish ward boundaries should be co-

terminus with principal Council boundaries therefore Farnham Royal Parish Council must have a minimum of two Parish wards that continue to align with the County Electoral Boundaries. The Parish Ward of Farnham Royal South is within the Stoke Poges and Wexham Electoral Division.

Farnham Royal Parish area sits entirely within the Farnham & Hedgerley District Ward.

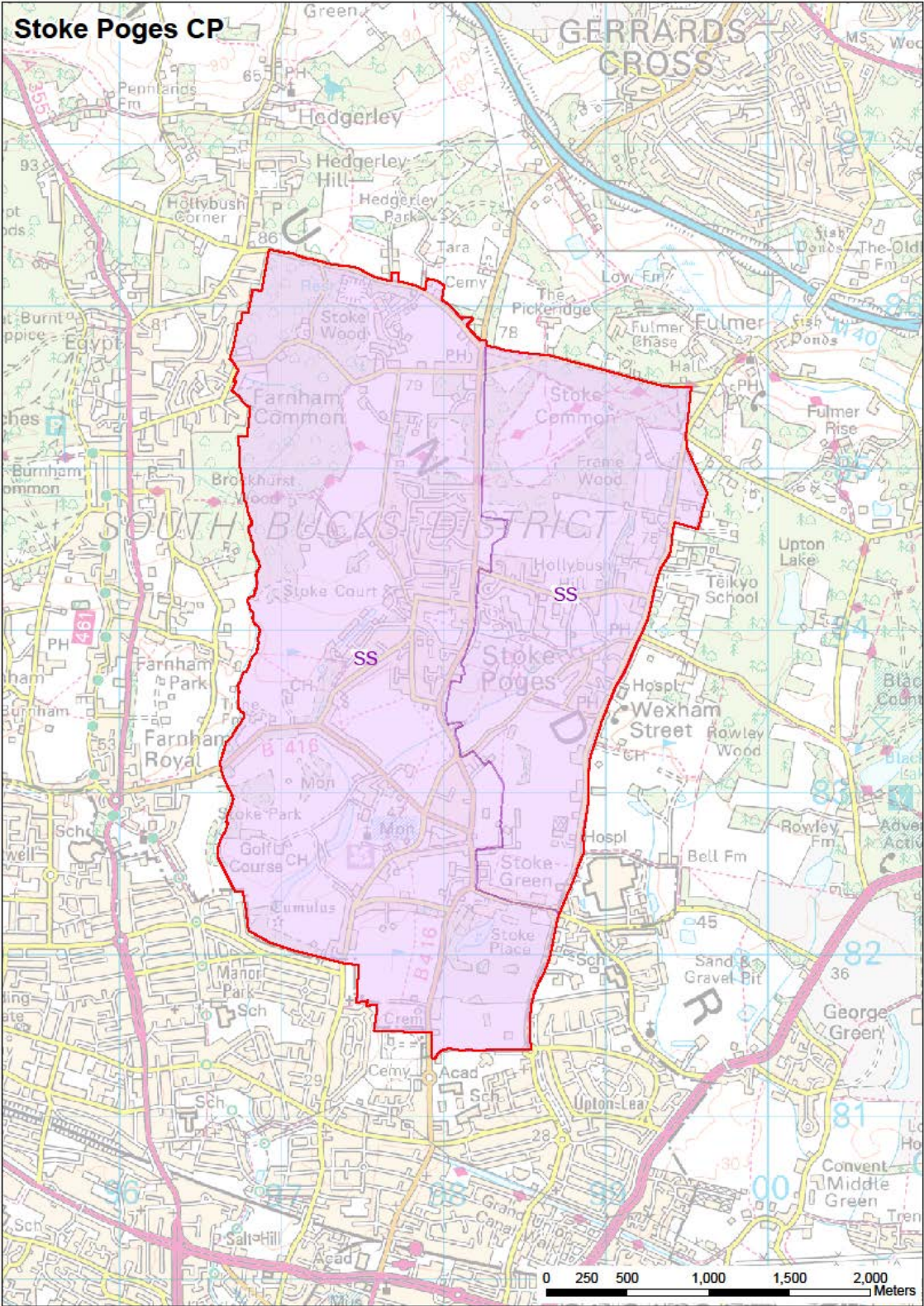
Appendix 5 shows a map of the current wards for Farnham Royal Parish.

Appendix 3

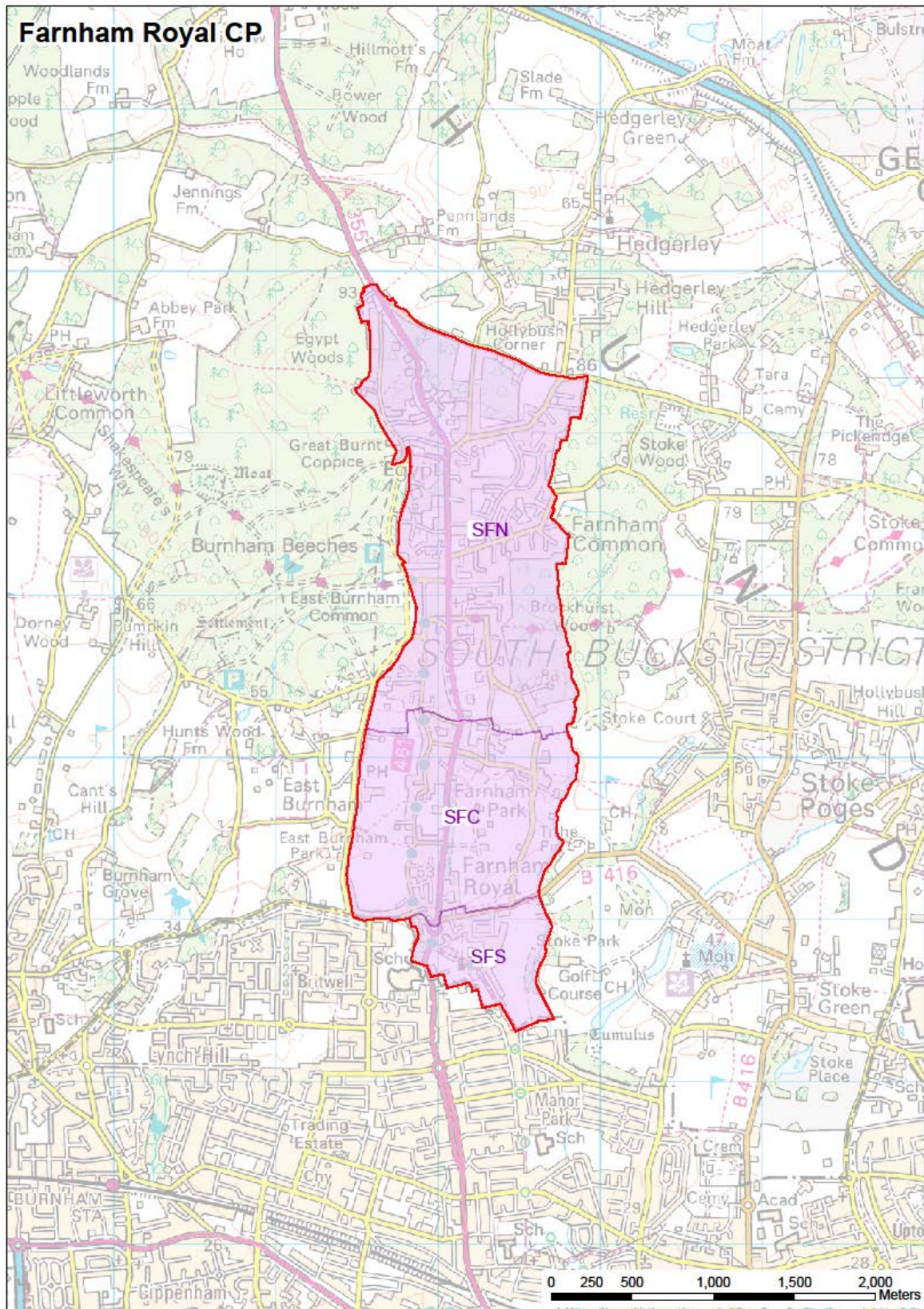


© Crown Copyright and database rights 2018. Ordnance Survey 100025874 and 100023578.

Appendix 4



Appendix 5



This page is intentionally left blank



Notice of a Community Governance Review

Local Government and Public Involvement in Health Act 2007

South Bucks District Council has commenced a Community Governance Review in response to requests from the following Parish Councils to review the governance arrangements in their parish areas:

- Denham
- Farnham Royal
- Stoke Poges

The Council is now conducting the first stage of the review process and is inviting residents and other interested stakeholders to submit their views. The review will be focusing on:

- Council Size – The number of Councillors to be elected to the Council
- Warding Arrangements – The number, size and naming of electoral wards

The Terms of Reference documents for the review have been published and are available to view on the Council's website at www.southbucks.gov.uk/cgr2018. The relevant documents can also be viewed at the Council offices at the address below.

How to contact us

If you would like to submit a written representation regarding this review, please address it to:

Democratic & Electoral Services Manager
South Bucks District Council
Capswood
Oxford Road
Denham
UB9 4LH

Alternatively, you can complete the online form at www.southbucks.gov.uk/cgr2018 or email your submission directly to elections@southbucks.gov.uk

The deadline for submissions is **Friday 12 October 2018**. Please note that all representations received in response to the review will be published on the Council's website.

If you have any queries regarding the review or the consultation, or need help accessing any of the documents, please contact the Democratic & Electoral Services team by email at elections@southbucks.gov.uk or by telephone on 01895 837236.

This page is intentionally left blank

Resources

Buckinghamshire County Council

Executive Director: Sarah Ashmead

County Hall, Walton Street
Aylesbury, Buckinghamshire HP20 1UA

Telephone 0845 3708090
www.buckscc.gov.uk

Mat Bloxham
Democratic & Electoral Services
Manager
South Bucks District Council
Oxford Road
Denham
UB9 4LH

Ref: DS/121018
Date: 11th October 2018

Dear Mat,

South Bucks District Council Community Governance Review

Thank you for bringing this Community Governance Review to the attention of the County Council.

Having read the terms of reference for the review, I would like to make the following comments:

- I am pleased that the two County Councillors, Mr Bagge and Mr Reed, who serve residents in the local areas involved in the review have been contacted directly to enable them to share their views on the proposed changes. Their local knowledge and relationships with residents and the parish councils will be invaluable and I am sure they will be keen to respond to the consultation.
- I note that the parish area of Farnham Royal is split by the County electoral divisions of Farnham Common & Burnham Beeches and Stoke Poges & Wexham, therefore it would be preferable if Farnham Royal could retain a minimum of two wards in order to align with the County electoral boundaries.

Kind regards

Claire Hawkes

**Head of Policy, Partnerships and Democratic Services
Buckinghamshire County Council**

Community Governance Review Submission Form

Community Governance Review Submission Form	
<p>In accordance with Section 79 of the Local Government and Public Involvement in Health Act 2007. Only 3 electoral areas are covered within this review: Denham, Farnham Royal and Stoke Poges. Please be aware that this submission and any other correspondence received will be published. Please submit your comments by Friday 12 October 2018. Representations may also be submitted via post and via email to elections@southbucks.gov.uk</p>	
Your Details	
Organisation (If Applicable)	
First Name	Sharon
Surname	Williams
Address 1	Lowlands
Address 2	Cheapside Lane
Town/City	Denham
County	Bucks
Postcode	Ub9 5ab
Email Address	████████████████████
Contact Telephone Number (Optional)	
Your Submission	
Which of the following electoral areas does your submission relate to?	Denham
What is your submission?	
<p>Please enter your submission in the box below. Please note that you will not be able to save your submission and return to this page at a later time. Therefore, it is recommended that you type your submission in a word processing program and copy and paste your submission here.</p>	
Your Submission	I think Denham should be one ward
Data Protection	
<p>Your personal details will be processed in accordance with the Council's privacy policy, which can be viewed via the link below.</p>	



Parish Council Office
Village Hall, Village Road
DENHAM
Buckinghamshire
UB9 5BN

Phone 01895 834709
Email: clerk@denhambucks-pc.gov.uk
Website: www.denhambucks-pc.gov.uk

Further Considerations for a Single

Denham Parish Council submitted a summary proposal in favour of a single ward to South Bucks District Council in March 2018. This proposal was considered at the June meeting of the Governance and Electoral Committee. The Committee agreed to conduct a Community Governance Review and Terms of Reference have been published and the first consultation period is close to completion.

Background information based on the major considerations to be taken into account in the Community Governance Review is provided in this submission.

The demands on Denham Parish Council have moved to an increasingly strategic level over recent years and whereas the division into wards was once appropriate to address local issues, many of the major issues facing the Parish are greater than a ward style approach and demand a parish wide approach from its' Councillors.

The Community Governance Review identifies a number of considerations in the Terms of Reference with the main focus on number of councillors to be elected to council and the warding arrangements. The Review will also take some account of community identity and interests.

The following paragraphs address these main considerations.

Denham Ward

Polling Districts

PD	Denham Settlements	Number	Denham Parish Ward
SJ	Denham Village	1216	Denham South Ward
SJA	New Denham and Willowbank	1241	Denham South Ward
SJHD	Higher Denham	560	Denham South Ward
SK	Denham Green	2459	Denham North Ward
SKA	Tatling End and Bakers Wood	542	Denham South West Ward
	Total Denham Electorate	6018	

Number of Councillors

The number of Councillors at 15 is broadly in line with NALC and Aston Business School advice and this is acknowledged in the internal committee paper to the Governance & Electoral Committee. Denham Parish Council has requested that no reduction is made to the number of Councillors due to the strategic issues facing the Parish and the workload involved. The law requires that account is taken of whether a single election of councillors is impractical or inconvenient. The election of Councillors to Denham Parish Council generally occurs in a single election; however given that residents traditionally have no party loyalty they are likely to be nominated in the ward in which they live. This could result in a situation where some wards are over represented triggering a by –election; in addition should the one Councillor representing Denham South West resign then this also would trigger a by-election, both situations causing unnecessary expense and work load on the Parish Council.

Warding Arrangements

The District review of 2015 resulting in a single District Ward for Denham left the three Parish Wards for Denham unchanged. The Parish Wards cut across the 5 hamlets which make up the Parish and the wide variation in the number of electors across the three areas (shown in the above table) was noted in the internal committee paper to the Governance and Electoral Committee.

The law requires that account is taken of whether it is desirable for any area or areas of the parish to be separately represented. The three wards create an artificial divide and the Ward of Denham South West with one councillor could be extremely divisive. In practice the Council works as a whole across all wards. The Parish is small in area and there are no clear physical and social differences to warrant the present warding arrangements.

Improved Community Engagement and Better Local Democracy

Denham is facing major strategic issues which are greater than a ward style approach.

- HS2 is a major threat to both the roads and local environment and issues arising from the construction work are being addressed as one ward.
- Quarrying across the Parish causes continuous issues not confined to wards.
- The Parish is actively developing a Neighbourhood Plan which is encompassing all the hamlets as one ward.
- Delivery of devolved services on a ward by ward basis is not an option; street lighting, grass cutting and footpath maintenance all have to be carried out parish wide and not selectively.

- The Parish has an active programme of refurbishment of play area equipment across all the sites and plans for outside gym equipment in many of these.
- Care and entertainment for the elderly is not restricted to a ward driven approach but a parish wide approach.
- Applications for funding are submitted to enable improvements for the Parish on a one ward approach.

The parish wide approach rather than a divisive ward approach makes for more efficient local democracy and better community spirit and engagement.

Publicit

The Parish is organising a low cost publicity programme through its' website and social media together with banners inviting all residents to an open evening at the Parish Office to explain the reason behind the proposal of a one ward.

In

This further background for the Governance and Electoral Committee along the lines of the major considerations to be taken into account in the Review, supports the move to a single ward, formally recognising the present way of working.

Denham Parish

11th October 2018

From: Guy Hollis [REDACTED]
Sent: 17 October 2018 11:56
To: SBDC Democratic Services
Cc: Marilyn Heath; Denham Parish Council
Subject: re dpc single ward application

Sorry for the late response to this consultation as I have been dealing with a family bereavment but , for what it is worth, please pass on my support for the attached arguments in favour of DPC being made in to one ward.

Yours Sincerely,
Cllr. Guy Hollis

--
This message may contain confidential information. If you are not the intended recipient please inform the sender that you have received the message in error before deleting it.
Please do not disclose,copy or distribute information in this email or take any action in reliance on its contents: to do so is strictly prohibited and may be unlawful

Community Governance Review Submission Form	
<p>In accordance with Section 79 of the Local Government and Public Involvement in Health Act 2007. Only 3 electoral areas are covered within this review: Denham, Farnham Royal and Stoke Poges. Please be aware that this submission and any other correspondence received will be published. Please submit your comments by Friday 12 October 2018. Representations may also be submitted via post and via email to elections@southbucks.gov.uk</p>	
Your Details	
Organisation (If Applicable)	Farnham Royal Parish Council
First Name	Judith
Surname	Hall
Address 1	First Floor, Sherriff House
Address 2	The Broadway
Town/City	Farnham Common
County	Buckinghamshire
Postcode	SL2 3QH
Email Address	clerk@farnham-pc.gov.uk
Contact Telephone Number (Optional)	██████████
Your Submission	
Which of the following electoral areas does your submission relate to?	Farnham Royal
What is your submission?	
<p>Please enter your submission in the box below. Please note that you will not be able to save your submission and return to this page at a later time. Therefore, it is recommended that you type your submission in a word processing program and copy and paste your submission here.</p>	
Your Submission	<p>Until something like 20 or so years ago, Farnham Royal was one Parish with 11 Parish Councillors. At that time, the whole of the Parish came within one division for the County. When the changes to the electoral divisions for the County and District occurred, our Parish was divided up. We now have the situation where we have one ward with one Councillor and two other wards with 3 and 7 members respectively. The point we have made from the outset is the Parish operates far more successfully as one unit with 11 Councillors being elected for the unit itself.</p>

Community Governance Review Submission Form

Community Governance Review Submission Form	
<p>In accordance with Section 79 of the Local Government and Public Involvement in Health Act 2007. Only 3 electoral areas are covered within this review: Denham, Farnham Royal and Stoke Poges. Please be aware that this submission and any other correspondence received will be published. Please submit your comments by Friday 12 October 2018. Representations may also be submitted via post and via email to elections@southbucks.gov.uk</p>	
Your Details	
Organisation (If Applicable)	Good Neighbour Scheme
First Name	Caryl
Surname	Travess
Address 1	Windrush
Address 2	Duffield Lane
Town/City	Stoke Poges
County	Bucks
Postcode	SL2 4AH
Email Address	████████████████████
Contact Telephone Number (Optional)	██████████
Your Submission	
Which of the following electoral areas does your submission relate to?	Stoke Poges
What is your submission?	
<p>Please enter your submission in the box below. Please note that you will not be able to save your submission and return to this page at a later time. Therefore, it is recommended that you type your submission in a word processing program and copy and paste your submission here.</p>	
Your Submission	<p>We have a vibrant parish council in stoke poges, lead by Ralph Bagge with vice chairman Sarah Cara, and a dedicated group of parish councillors. The council is constantly thinking of ways to improve the village and to involve residents in their plans. Having transformed the recreation ground with a new children's playground and a pavilion, with plans afoot for a new running track they then began transforming the village green, encouraging local residents to help landscape and plant bulbs etc., decking the wrought iron fence along the B416 with large containers of flowers and commissioning an amazing statue of a WW2 soldier and his dog, the Sprit of Victory, to</p>

be a focal point near the flagpole. At Christmas, lights in the trees brightened up the village enormously and enhanced the annual excitement of Father Christmas's visit on his sleigh. Community events have been encouraged in the rec, from celebrations of national loyal events to the sensitively arranged comemorations of the end of WW1. Which was shared with the French towns of Etricourt-Manancourt, recently associated with Stoke Poges as a result of historic financial help by Dorothy Allhusen, to reconstruct the town after the ravages of the war in France.

Other popular community events have been the large screen projection of popular films in the rec, and the lighting of the beacon and annual armistice comemoration on the village green. Regular litter picking evenings keep the village clean, and the recent road improvements, encouraged by Ralph Bagge, have added to the sense that this is a village which is well looked after.

The quarterly village magazine speaks volumes about the sense of community with so many societies organising large scale events like the annual horticultural show, quoral evenings, drama productions, etc. And all societies take part in the well attended and very enjoyable fetes and flower show.

Not forgotten are the older residents who need a ramp to access the new shops, and who need various kinds of help as well as transport for hospital appointments, organised by our Good Neighbour Scheme.

Both the ramp and the T.N.S. are organised by the parish council.

An evening is set aside each year by the parish councils to thank everyone who has contributed to the life of the village and to award two cups. It is significant that this year, one of the cups was presented to an invididual who automatically and discretely carried out little tasks on the public highway that needed attention.

What a wonderful village to live in, and what a wonderful parish council to make that possible.

Community Governance Review Submission Form	
<p>In accordance with Section 79 of the Local Government and Public Involvement in Health Act 2007. Only 3 electoral areas are covered within this review: Denham, Farnham Royal and Stoke Poges. Please be aware that this submission and any other correspondence received will be published. Please submit your comments by Friday 12 October 2018. Representations may also be submitted via post and via email to elections@southbucks.gov.uk</p>	
Your Details	
Organisation (If Applicable)	
First Name	tina
Surname	edwards
Address 1	6 broom hill
Address 2	stoke poges
Town/City	slough
County	bucks
Postcode	sl2 4pu
Email Address	██████████
Contact Telephone Number (Optional)	
Your Submission	
Which of the following electoral areas does your submission relate to?	Stoke Poges
What is your submission?	
<p>Please enter your submission in the box below. Please note that you will not be able to save your submission and return to this page at a later time. Therefore, it is recommended that you type your submission in a word processing program and copy and paste your submission here.</p>	
Your Submission	<p>Our Parish Council have made a huge contribution to our village. Engaging as many as possible in community events like our Spirit of Commemoration in the summer and the recent free outdoor cinema. We have carols on the green at christmas and a group of volunteers have been rallied to keep our village looking clean and "bloom" I love living here and appreciate all those who give there time to making our parish council a success.</p>

Community Governance Review Submission Form

Community Governance Review Submission Form	
<p>In accordance with Section 79 of the Local Government and Public Involvement in Health Act 2007. Only 3 electoral areas are covered within this review: Denham, Farnham Royal and Stoke Poges. Please be aware that this submission and any other correspondence received will be published. Please submit your comments by Friday 12 October 2018. Representations may also be submitted via post and via email to elections@southbucks.gov.uk</p>	
Your Details	
Organisation (If Applicable)	NA
First Name	alan
Surname	gladwin
Address 1	6 Elizabeth Way
Address 2	
Town/City	Stoke Poges
County	Buckinghamshire
Postcode	SL2 4LQ
Email Address	████████████████████
Contact Telephone Number (Optional)	██████████
Your Submission	
Which of the following electoral areas does your submission relate to?	Stoke Poges
What is your submission?	
<p>Please enter your submission in the box below. Please note that you will not be able to save your submission and return to this page at a later time. Therefore, it is recommended that you type your submission in a word processing program and copy and paste your submission here.</p>	
Your Submission	<p>Disband bucks council, and increase power of parish councils. Parish council do useful community work, where BCC just do surveys and ask opinions as no member wants to make a decision or do anything because being in a safe seat the only way to loose your job is to do something wrong, so better not do anything.</p>

Community Governance Review Submission Form	
<p>In accordance with Section 79 of the Local Government and Public Involvement in Health Act 2007. Only 3 electoral areas are covered within this review: Denham, Farnham Royal and Stoke Poges. Please be aware that this submission and any other correspondence received will be published. Please submit your comments by Friday 12 October 2018. Representations may also be submitted via post and via email to elections@southbucks.gov.uk</p>	
Your Details	
Organisation (If Applicable)	Stoke Poges Parish Council
First Name	Julie
Surname	Simmonds
Address 1	The Village Centre
Address 2	Rogers Lane
Town/City	Stoke Poges
County	Bucks
Postcode	SL2 4LP
Email Address	theclerk@stokepogesparishcouncil.gov.uk
Contact Telephone Number (Optional)	██████████
Your Submission	
Which of the following electoral areas does your submission relate to?	Stoke Poges
What is your submission?	
<p>Please enter your submission in the box below. Please note that you will not be able to save your submission and return to this page at a later time. Therefore, it is recommended that you type your submission in a word processing program and copy and paste your submission here.</p>	
Your Submission	<p>As Clerk to the Stoke Poges Parish Council it is my belief that 9 or 10 councillors would be sufficient for this size council.</p> <p>We have currently 13 seats but have efficiently run on 9 councillors for several years without the need for four more.</p>

Community Governance Review Submission Form

Community Governance Review Submission Form	
<p>In accordance with Section 79 of the Local Government and Public Involvement in Health Act 2007. Only 3 electoral areas are covered within this review: Denham, Farnham Royal and Stoke Poges. Please be aware that this submission and any other correspondence received will be published. Please submit your comments by Friday 12 October 2018. Representations may also be submitted via post and via email to elections@southbucks.gov.uk</p>	
Your Details	
Organisation (If Applicable)	
First Name	Saera
Surname	Carter
Address 1	24 Elizabeth Way
Address 2	
Town/City	Stoke Poges
County	Bucks
Postcode	SL2 4LQ
Email Address	
Contact Telephone Number (Optional)	
Your Submission	
Which of the following electoral areas does your submission relate to?	Stoke Poges
What is your submission?	
<p>Please enter your submission in the box below. Please note that you will not be able to save your submission and return to this page at a later time. Therefore, it is recommended that you type your submission in a word processing program and copy and paste your submission here.</p>	
Your Submission	SPPC can have up to 13 councillors. all 13 have not been filled for some years. I believe 10 is sufficient for a parish of this size

Community Governance Review Submission Form	
<p>In accordance with Section 79 of the Local Government and Public Involvement in Health Act 2007. Only 3 electoral areas are covered within this review: Denham, Farnham Royal and Stoke Poges. Please be aware that this submission and any other correspondence received will be published. Please submit your comments by Friday 12 October 2018. Representations may also be submitted via post and via email to elections@southbucks.gov.uk</p>	
Your Details	
Organisation (If Applicable)	Stoke Poges Parish Council
First Name	Susan
Surname	Lynch
Address 1	12 Duffield Lane
Address 2	
Town/City	Stoke Poges
County	
Postcode	SL2 4AB
Email Address	██████████
Contact Telephone Number (Optional)	
Your Submission	
Which of the following electoral areas does your submission relate to?	Stoke Poges
What is your submission?	
<p>Please enter your submission in the box below. Please note that you will not be able to save your submission and return to this page at a later time. Therefore, it is recommended that you type your submission in a word processing program and copy and paste your submission here.</p>	
Your Submission	Stoke Poges PC currently has just 9 councillors and should have 13. I think it should have 11, based on the number of electors. I do not think we need any separate wards.

Community Governance Review Submission Form

Community Governance Review Submission Form	
<p>In accordance with Section 79 of the Local Government and Public Involvement in Health Act 2007. Only 3 electoral areas are covered within this review: Denham, Farnham Royal and Stoke Poges. Please be aware that this submission and any other correspondence received will be published. Please submit your comments by Friday 12 October 2018. Representations may also be submitted via post and via email to elections@southbucks.gov.uk</p>	
Your Details	
Organisation (If Applicable)	
First Name	Maurice
Surname	Sell
Address 1	11, Bracken Close
Address 2	Farnham Common
Town/City	Slough
County	Bucks
Postcode	SL23JP
Email Address	██████████
Contact Telephone Number	██████████
Your Submission	
Which of the following electoral areas does your submission relate to?	Farnham Royal
What is your submission?	
<p>Please enter your submission in the box below. Please note that you will not be able to save your submission and return to this page at a later time. Therefore, it is recommended that you type your submission in a word processing program and copy and paste your submission here.</p>	
Your Submission	Assuming Bucks becomes a Unitary Authority I believe more power should be devolved to Parish Councils so that residents can have a more direct influence on local affairs.

Community Governance Review Submission Form	
<p>In accordance with Section 79 of the Local Government and Public Involvement in Health Act 2007. Only 3 electoral areas are covered within this review: Denham, Farnham Royal and Stoke Poges. Please be aware that this submission and any other correspondence received will be published. Please submit your comments by Friday 12 October 2018. Representations may also be submitted via post and via email to elections@southbucks.gov.uk</p>	
Your Details	
Organisation (If Applicable)	
First Name	Michael
Surname	Robinson
Address 1	8, Ash Grove
Address 2	
Town/City	Stoke Poges
County	Buckinghamshire
Postcode	SL2 4AG
Email Address	██████████
Contact Telephone Number (Optional)	
Your Submission	
Which of the following electoral areas does your submission relate to?	Denham,Farnham Royal,Stoke Poges
What is your submission?	
<p>Please enter your submission in the box below. Please note that you will not be able to save your submission and return to this page at a later time. Therefore, it is recommended that you type your submission in a word processing program and copy and paste your submission here.</p>	
Your Submission	<p>Currently these electoral areas have 5 levels of government: (1) Parish Council, (2) District Council, (3) County Council, (4) Whitehall Government & (5) European Parliament.</p> <p>In my view this is two levels too many, and the most sensible rationalisation would have been to incorporate the Parish Council and County Council responsibilities into those of the District Council (with or even without Chiltern and High</p>

Wycombe districts) as a Unitary Authority.

However our expansionist County Council seems to have persuaded the Whitehall Government to remove the District Council and our expansionist national government is pressing ahead with a now unpopular move to remove the European layer. If we are to be left with only the National, County and Parish layers a strong Parish Council is extremely important to stand up to the power-grabbing layers above it. This increased importance should be reflected in the number of councillors and changes the basis of previous guidelines which are no longer relevant.

It would make sense to have even more local representation on the Parish Council. I live in Stoke Poges which is widespread, with a corresponding wide variety of residents. Each locality needs representation. I would therefore favour more wards to make the local representation truly local. Neither of the other planned levels (Whitehall nor Aylesbury) show any interest in considering local views.

Of course it may yet be that we keep the District Council and remove the County Council. In that case the considerations are different. It is really not sensible to consider this issue until the Unitary Authority issue is resolved.

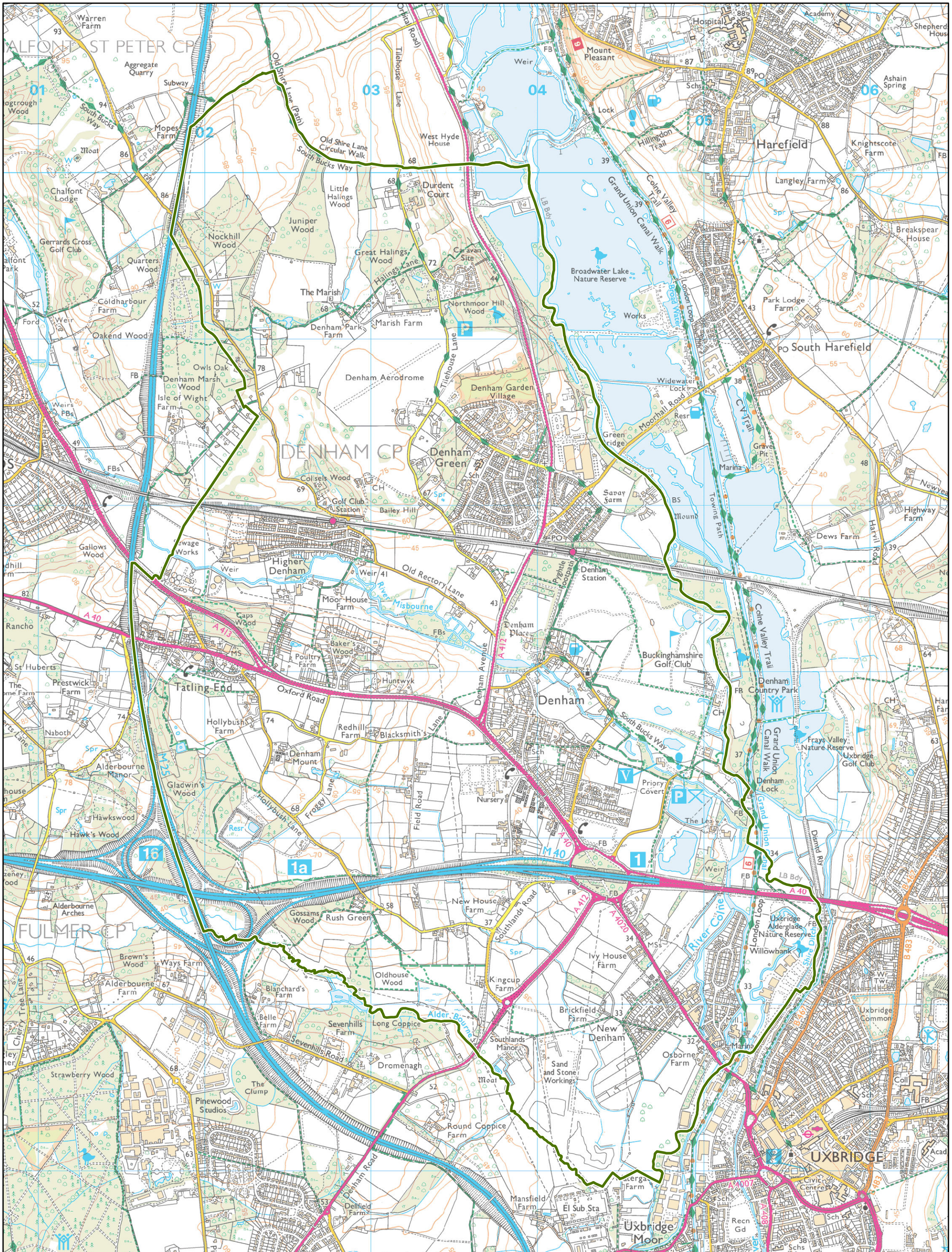
This page is intentionally left blank

Parish	Ward	Polling Districts	Councillors
Beaconsfield	Beaconsfield North	SA	3
	Beaconsfield South East	SB	2
	Beaconsfield Central	SBC	4
	Beaconsfield West	SC	7
	Total		
Burnham	Burnham Beeches	SD	8
	Burnham Church	SDA	4
	Burnham Lent Rise	SEB	7
	Total		
Denham	Denham South	SJ, SJA, SJHD	7
	Denham North	SK	7
	Denham South West	SKA	1
	Total		
Dorney	Dorney	SED	7
Farnham Royal	Farnham Royal Central	SFC	3
	Farnham Royal North	SFN	7
	Farnham Royal South	SFS	1
	Total		
Fulmer	Fulmer	SWF	7
Gerrards Cross	Gerrards Cross East	SGE	2
	Gerrards Cross North	SGN	5
	Gerrards Cross South	SGS	5
	Total		
Hedgerley	Hedgerley	SFH	7
Iver	Iver Village & Richings Park	SIV, SIR	6
	Shredding Green	SIS	1
	Iver Heath	SV	6
	Wood Lane	SVW	1
	Total		
Stoke Poges	Stoke Poges	SS	13
Taplow	Taplow	SET	11
Wexham	The Orchards	SIT	2
	George Green and Middle Green	SWG	5
	Wexham Street	SWS	2
	Total		
Total			141

As of 1 September

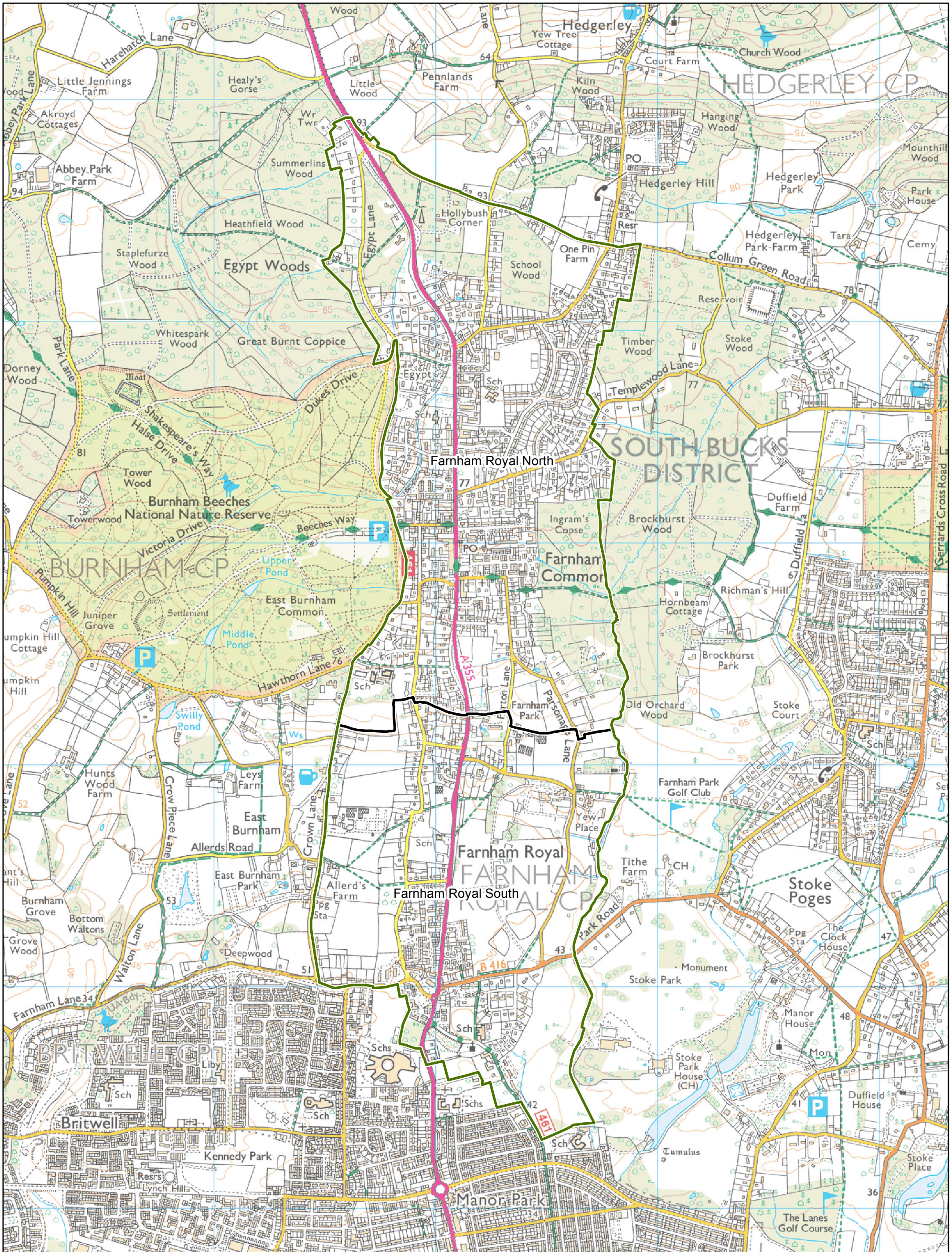
Electorate	Ratio
2088	696
864	432
2304	576
4010	573
9266	579
4036	505
1816	454
3705	529
9557	503
3068	438
2496	357
549	549
6113	408
588	84
1099	366
3224	461
362	362
4685	426
448	64
917	459
2572	514
2790	558
6279	523
707	101
4425	738
455	455
3945	658
270	270
9095	650
3938	303
1608	146
299	150
1031	206
521	261
1851	206
54135	384

Denham Parish Council



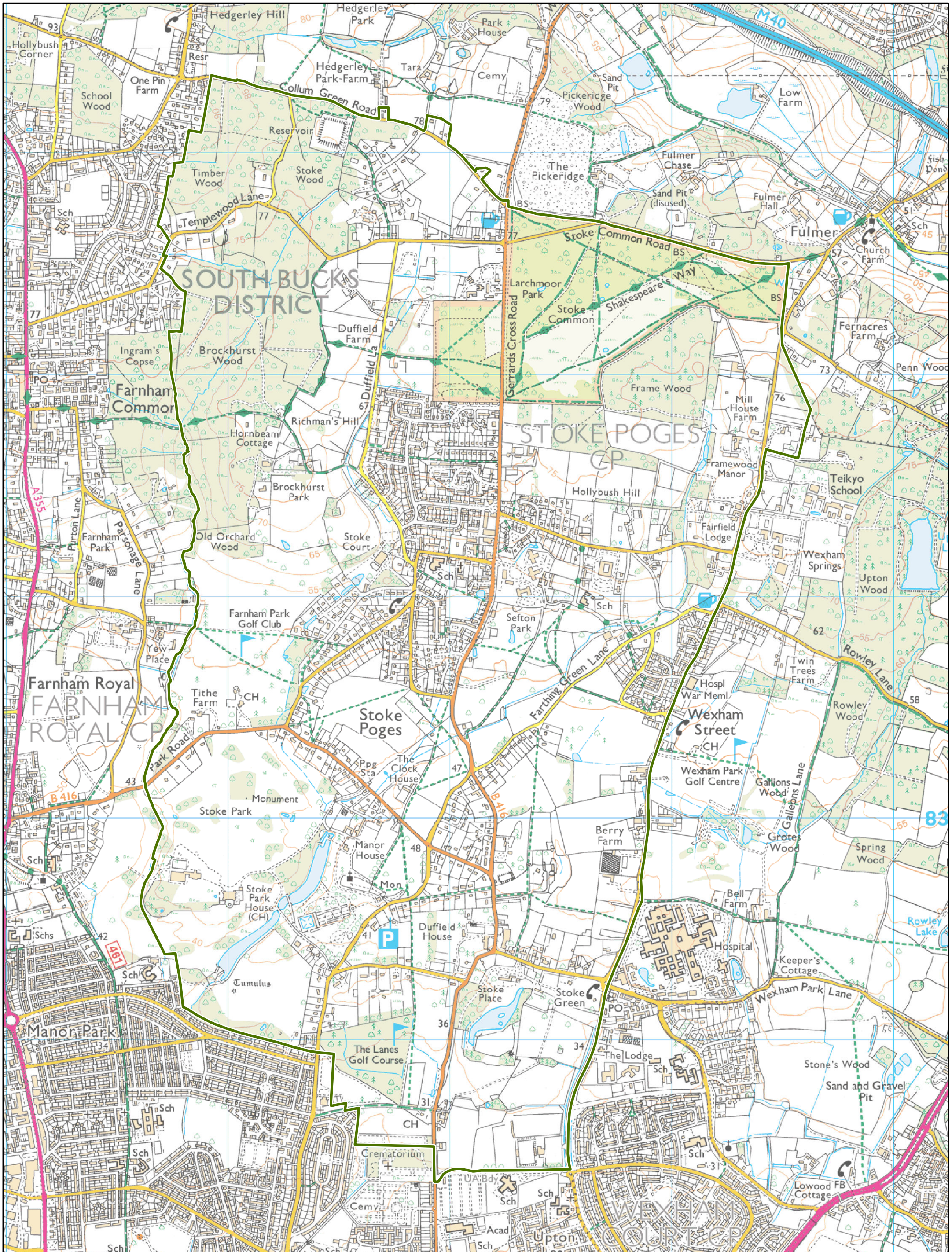
This page is intentionally left blank

Farnham Royal Parish Council



This page is intentionally left blank

Stoke Poges Parish Council



This page is intentionally left blank

SUBJECT:	BUDGET & COUNCIL TAX REPORT 2019/20
REPORT OF:	Leader of the Council
RESPONSIBLE OFFICER	Director of Resources
REPORT AUTHOR	Jim Burness (jim.burness@chilternandsouthbucks.gov.uk)
WARD(s) AFFECTED	All

1. Purpose of Report

- 1.1 This report provides information affecting the Council's revenue budget for 2019/20 in order for the Cabinet to make recommendations to Council on 27th February regarding the Council's budget and council tax for 2019/20.

RECOMMENDATIONS

Revenue Budget 2019/20

1. **Approve the Revenue budget for 2019/20 as summarised in the table in paragraph 4.11 and recommend this to Council.**
2. **Agree the following use of earmarked reserves for 2019/20.**

- Local Development Plan	£315k
- Economic Development Reserve	£45k
- National Infrastructure Reserve	£5k
3. **Agree the contribution of £300k to the Local Development Plan Reserve from the General Fund to support expenditure on the Plan in 2020/21**
4. **Agree the creation of a new earmarked reserve of £1,552k for unitary implementation costs. Part of this reserve will be drawn down in 2019/20 after approval by the Shadow Authority.**
5. **Approve a budget requirement of £7,642k, which will result in a District council tax of £163.00 for a Band D property.**
6. **Confirm the level of fees and charges for 2019/20 (Appendix C).**
7. **Note the advice of the Director of Resources (Appendix A).**

Setting the Council Tax

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

Medium Term Financial Strategy

9. To note the comments in the report on the Council's financial position in respect of the years following 2019/20.

2. Executive Summary

- 2.1 It is the responsibility of the Cabinet to prepare a revenue budget for approval by the Council which will form the basis of setting the council tax.
- 2.2 The announcement of the decision to create a unitary authority in Buckinghamshire from 2020/21 does not affect the requirement on the Council to set a legal and prudent budget for 2019/20 that addresses the Council's aims and objectives.
- 2.3 It will be necessary at a corporate level to make provision within reserves for the transition costs to the new unitary authority.

3. Reason for Recommendations

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

4. Information

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

Contents of Report

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

Section A - Financial Context and Base Budget position

4.2 On 12th December Cabinet considered the budget position in the light of the funding position facing the Council in the coming years, and agreed a draft budget. The draft Portfolio budgets had been considered by the Policy Advisory Groups. The overall approach aimed to follow the objectives of the Medium Term Financial Strategy of balancing income and expenditure and strengthening the Council's financial position.

4.3 On 13th December the Government announced the provisional Local Authorities financial settlement for 2019/20.

4.4 The following table shows the key figures for 2019/20 for South Bucks.

	2015/16 £'000	2016/17 £'000	2017/18 £'000	2018/19 £'000	2019/20 £'000
Business Rate Baseline	11,925	12,024	11,712	12,200	13,198
Business Rate Tariff	-10,921	-11,012	-10,680	-11,136	-12,110
Baseline Need	1,004	1,012	1,032	1,064	1,088
Revenue Support Grant	871	436	57	0	0
Transitional Grant	0	80	80	0	0
Total	1,875	1,528	1,169	1,064	1,088
Year on Year Change (£k)	-271	-347	-359	-105	+24
Year on Year Change (%)	-13%	-19%	-23%	-9%	+2%

4.5 The 19/20 figures are better than expected at the time of setting the 2018/19 budget as the Government had originally proposed an additional tariff payment "negative RSG" of £414k in 2019/20. However the Government subsequently decided to cancel the "negative RSG".

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

4.7 Growth in business rates above the Baseline are subject to a 50% levy, with the levy being additional payments to the Government. The amount of the levy can be reduced if groups of authorities pool their business rates and payments to the Government. In 2016/17, 2017/18 and 2018/19 South Bucks, Chiltern, Aylesbury Vale and Bucks CC formed a pool in order to retain more of the growth. For 2019/20 the pool will be expanded to also include Wycombe under the Government's 75% Business Rates retention pilot scheme. This is expected to result in additional retained business in line with what has been achieved in recent years via pooling.

Section B – Investment Income, Borrowings and Grants

- 4.8 The Council's Treasury Management Strategy for 2019/20, which is also being considered at this meeting, sets out the approach aiming to deliver investment income for 2019/20 of £100k. This is a significant reduction on historic figures and reflects the Council's strategic decision to undertake prudential borrowing as part of the funding strategy for its Capital Strategy and Medium Term Financial Strategy. The Council will therefore see a reduction in the level of cash available for external investment.
- 4.9 An important source of grant funding for the Authority is the New Homes Grant that rewards authorities for each new home by providing a grant equivalent to the national average Band D council tax for a number of years following completion of the property. The cumulative funding the Council will receive in 2019/20 from this source is £429k, a reduction on the current year of £127k.

Section C – Budget Requirement and Council Tax Issues

- 4.10 Since the December Cabinet meeting there have been two amendments to the draft budget as detailed in the table below:

Budget Changes	£'000
Reduction in HB Admin grant	20
Additional car parking income	-30
Change in Net Cost of Services	-10

- 4.11 The overall effect of these changes is summarised in the following table. The Budget Requirement of £7,642k will result in a council tax increase of £5 (3.2%) which is the maximum permitted for the Council by the Government.

Revenue Budget 2019/20	Cabinet report 12 Dec 18 £'000	Changes (see above) £'000	Current Figures £'000
Customer Services & Business Support	1,361	20	1,381
Environment	1,831	-30	1,801
Healthy Communities	1,171	-	1,171
Planning & Economic Development	510	-	510
Resources	2,859	-	2,859
Net Cost of Services	7,732	-10	7,722
Investment Income	-100		-100
Notional Interest on Capswood	174		174
Use of General Reserves			
- Waste Procurement	-60		-60
- Customer Experience	-94		-94
- Other	-55	55	0

Revenue Budget 2019/20	Cabinet report 12 Dec 18 £'000	Changes (see above) £'000	Current Figures £'000
Budget Requirement	7,597	45	7,642
Business Rates – Baseline			-1,088
Business Rates - Growth			-600
RSG			0
New Homes Grant			-429
Other Govt Grants			-66
C/Tax Collection Fund Surplus			-50
Precept on Collection Fund			5,409

- 4.12 The draft budget proposes using earmarked reserves as follows:
- Local Development Document (LDD) reserve, £315,351. This is to fund:
 - the estimated costs in 2019/20 of progressing the joint Local Plan (£198,700),
 - the estimated cost of setting up a Community Infrastructure Levy (£42,042),
 - costs associated with the shared service implementation (£16,191), and
 - Planning Digitalisation costs (£58,418).
 - Economic Development Reserve £45,016.
 - National Infrastructure Reserve £5,000.
- 4.13 The proposed 2019/20 budget does not require any use of the General Reserve to fund general expenditure. This is an improvement on the position reported to Cabinet in December.
- 4.14 The latest budget monitoring information shows that the forecast level of General Reserves at the end of the current financial year to be £3.6m. Section E of the report contains the Director of Resources advice on the level of reserves.
- 4.15 Consideration also needs to be given to earmarking some of the General Reserve balance to fund the implementation costs of the new unitary authority that will be incurred in 2019/20 and subsequent years. Although the total sum required will become clearer as the implementation process progresses the proposed initial budget based on the Bucks CC original proposal amended in the light of final Government decisions, is £22.2m, of which South Bucks' contribution would be £1.552m. Most of this provision would be required post 2019/20.
- 4.16 The draft budget has been discussed at the Overview & Scrutiny Committee and any comments received will be made known to members at the meeting.
- 4.17 Appendix C contains the schedule of the proposed fees & charges for the 2019/20 budget.

Section D – Medium Term Financial Strategy

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

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

	2019/20 BUDGET	2020/21 BUDGET	2021/22 BUDGET	2022/23 BUDGET	2023/24 BUDGET	2024/25 BUDGET	2025/26 BUDGET
	£'000	£'000	£'000	£'000	£'000	£'000	£'000
Income							
Non Domestic Rates (NDR) - Baseline	(1,088)	(1,121)	(1,155)	(1,190)	(1,226)	(1,263)	(1,301)
Non Domestic Rates (NDR) - Growth	(600)	(600)	(600)	(600)	(600)	(600)	(600)
New Homes Grant	(429)	(280)	(121)	(121)	0	0	0
General Grants – Other	(66)	0	0	0	0	0	0
Impact of Fair Funding Review	0	0	0	0	0	0	0
Interest & Investment Income Receivable	(100)	(50)	(50)	(50)	(50)	(50)	(50)
Collection fund (surplus)/deficit - Council Tax	(50)	0	0	0	0	0	0
	(2,333)	(2,051)	(1,926)	(1,961)	(1,876)	(1,913)	(1,951)
Service Expenditure	7,567	7,794	8,028	8,269	8,517	8,773	9,036
New Pressures							
Additional Pension Deficit Contribution	0	103	103	103	203	203	203
Waste retender - Procurement Costs	61	0	0	0	0	0	0
Waste retender - Cost Change	0	0	100	200	200	200	200
Temporary Accommodation costs	0	0	0	0	0	0	0
New Savings							
Capswood lease ends - Dec 2026	0	0	0	0	0	0	0
Planning Shared Service	0	(114)	(114)	(114)	(114)	(114)	(114)
Increased income from car parks	0	(60)	(60)	(60)	(60)	(60)	(60)
Increase income GX Car Park	0	0	0	(200)	(300)	(375)	(375)
Customer Experience Savings	94	(250)	(250)	(250)	(250)	(250)	(250)
Net additional income from Tatling End Housing	0	(129)	(276)	(285)	(285)	(285)	(285)
Net additional income from New Projects (Consilio)	0	(150)	(200)	(250)	(250)	(250)	(250)

	7,722	7,194	7,331	7,413	7,661	7,842	8,105

Other Expenditure							
Notional Interest Payable - Capswood	174	154	132	110	86	60	32
Borrowing Costs – Interest	0	231	571	591	591	591	591
Borrowing Costs - MRP Repayment (40 years)	0	260	512	553	558	558	558
	174	645	1,215	1,254	1,235	1,209	1,181

Contributions to / (from) General Reserves							
Waste Procurement	(61)	0	0	0	0	0	0
Customer Experience	(94)	0	0	0	0	0	0
	(155)	0	0	0	0	0	0

Precept Required	5,409	5,788	6,620	6,706	7,020	7,138	7,335
-------------------------	--------------	--------------	--------------	--------------	--------------	--------------	--------------

COUNCIL TAX CALCULATION							
Tax base	33,186	33,518	33,853	34,192	34,534	34,879	35,228
Tax Rate (Band D)	163.00	168.00	173.04	178.23	183.58	189.09	194.76
Precept Collectable	5,409	5,631	5,858	6,094	6,340	6,595	6,861

Savings Required	0	(157)	(762)	(612)	(680)	(543)	(474)
-------------------------	----------	--------------	--------------	--------------	--------------	--------------	--------------

- 4.20 Although this forecast will be superseded by the Medium Term Financial Forecast for the new unitary authority from 2020/21 onwards, it does serve to show that the District Council has a future funding gap that would need to be addressed primarily from 2021/22 onwards.
- 4.21 The Medium Term Financial Strategy identifies that the future funding gap can be addressed by a combination of:
- Maximising the return from the investment in income generating projects.
 - Optimising the major income streams by minimising costs and overheads, and having appropriate charging strategies.
 - Improve efficiency through the Stronger in Partnership Programme.
- 4.22 Furthermore as council tax becomes increasing the main source of funding for the Council that it can influence, decisions on the level of the tax become important to the Council's medium term financial strategy.

Section E – Advice of Director of Resources

- 4.23 The detailed advice of the Director of Resources as the Authority's statutory financial officer is set out in Appendix A. In summary the key points of the advice are as follows.
- The estimates for 2019/20 have been prepared in a thorough and professional manner.
 - The key budget risks and sensitivities have been identified.
 - The main financial risks to the Council for the coming year have been assessed as follows.
 - Shortfall on income targets, (See Appendix B Sensitivity Analysis).
 - The cost of major planning inquiries, enforcement actions or responding to national infrastructure proposals that impact on the area.
 - The costs of temporary accommodation and supporting solutions to the temporary accommodation issue.
 - Letting income for the Capswood offices.

Specific earmarked reserves exist to cover some of these matters.

- 4.24 The suggested prudent level of general reserves for 2019/20 is £910k.
- 4.25 There are a number of key financial risks to be aware of in the medium term and these are set out in the following table.

Risk	Response
Managing the gap between cost increases the Council will face year on year, and the continued significant reductions in Government funding, and the limitation on council tax increases.	Key to managing this risk will be identifying further savings. In addition monitoring and forecasting council tax and business rate income will be important.
Savings from income generating capital	Sound business cases need to be prepared for each

Risk	Response
investment do not materialise to the planned levels.	project within the overall programme of investment projects. External advice in place as appropriate to support the projects where in-house skills or capacity will not be sufficient. Financial capacity available to accommodate slippage or rephrasing of projects.
Growing mismatch between the local supply and demand of affordable housing increases pressure on temporary accommodation budgets.	Temporary accommodation budgets monitored. Funding made available via s106 agreements and other sources are effectively used. Planning policies seek to narrow the supply and demand gap.

5. Consultation

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

6. Options

6.1 The report sets out the position based on increasing the district element of the council tax to £163.00 (a £5 rise).

6.2 There is the option of not increasing the Council Tax, or increasing at a lower level. This would result in less resource being available and the funding gap increasing in future years.

6.3 There is also the option of increasing the Council by more than the referendum threshold of £5 or 3% (which for SBDC would be £4.74). However it is not considered realistic to consider a local referendum due to the cost of organising a referendum, and the risk of voters not supporting any additional increase in Council Tax.

7. Corporate Implications

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

8. Links to Council Business Plan

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

9. Next Steps

- 9.1 This report and Cabinet's decisions will form the basis of the Council tax decision of the Council on 27th February.
- 9.2 A report will be produced for the Council meeting bringing together the precepts that have been notified to the Council, from parishes and the major precepting bodies. This will then enable the Council to set the overall council tax for the area.

Background Papers:	Draft Revenue Budget Report 2019/20 – Cabinet 12 Dec 18
---------------------------	--

This page is intentionally left blank

CHIEF FINANCIAL OFFICER REPORT

.1 I am making this report in compliance with the personal responsibilities placed upon me by s25 to s28 of the Local Government Act 2003. The legislation requires me to report to the Authority on two matters.

- The robustness of the estimates it makes when calculating its budget requirement.
- The adequacy of the Authority's reserves, taking into account the experience of the previous financial year.

Robustness of Estimates

.2 The process for preparing the budgets started in the autumn of 2018. From the outset the budget development was influenced by a number of key factors.

- The need to keep expenditure and likely resources into balance given the limitations on increases in council tax and the significant reductions in Government funding.
- The national economic picture that affects many of the Council's main income streams and levels of housing expenditure.
- The need to resource the implications of the Council's business plan to enable progress on its corporate aims.

.3 During 2018 the Authority has continued its joint working with Chiltern DC, and savings from this are reflected in the budgets. As in recent years the 2019/20 budget is integrated with the Authority's service planning process, and therefore plans reflect the resources available.

.4 The budget process has carefully examined all material expenditure pressures.

.5 The medium term financial position of the Council indicated the need to continue to make savings for future years, and work is in progress to identify further savings options for future years, as well as a number of major investment projects that will generate additional income for the Council. The continued focus on delivering savings or increasing income is important, and part of this will be having in place mechanisms to monitor and report on agreed savings.

.6 The detailed budget preparation was overseen by an experienced qualified accountant, supported by other finance staff familiar with the requirements of the budget preparation process. The basis of the estimates included the following elements which are in my view crucial to setting realistic budgets.

- Staffing budgets are prepared on a zero base approach, and are built up based on the actual staffing establishment and its current costs. The final budgets also include a vacancy factor of 2% consistent with that used in past years which has proved to be realistic.
- The budgets reflect as far as can be determined costs of major contracts including known or likely cost increases.

- The budgets are informed by the results of the 2018/19 budget monitoring and recognise those issues that are unavoidable and would carry through into 2019/20.
 - The budget identified the on-going cost of Council decisions taken since March 2018.
- .7 The detailed budget have been scrutinised by:
- Officers
 - Portfolio Holders
 - PAGs
- .8 In particular the draft budgets were thoroughly examined by Cabinet members in an exercise led by the Portfolio Holder for Resources. The budget does not contain any unspecified or unrealistic savings proposals or contingencies.
- .9 Investment income expectations reflect a realistic view on the level of interest rates and borrowing costs arising from the Capital Strategy over the next few years and likely consequential cash balances, and this is reflected within the Treasury Management Strategy.
- .10 Finally the budgets have been assessed as part of the Authority's approach to risk management and the major financial risks identified. These will be referred to in the following section dealing with the adequacy of reserves.
- .11 Taking all these factors into account I am satisfied that the estimates have been prepared on a robust basis.

Adequacy of Reserves

- .12 The Council has a policy on its reserves, and this policy accords with the guidance issued by the Chartered Institute of Finance and Accountancy (CIPFA) on local authority reserves and balances. In essence the Policy states that the minimum level should be based on 7½% of the net cost of services, plus any material financial risks identified for the coming financial year for which specific provision has not been made.
- .13 With regard to Business rates, the Council will continue to account for the business rates timing adjustments via a 'NDR Timing Difference' adjustment to the General Fund balance.
- .14 The Code of practice on local authority accounting requires the purpose, usage and basis of transactions of earmarked reserves to be identified clearly. The Council has seven earmarked reserves where it has full control over their deployment. These need to be kept under review taking into account the current financial issues facing the Council.
- .15 The following table shows the Council's reserves position estimated for 31st March 2019.

Description	31/3/18 Actual £k	31/3/19 Estimate £k	Allocation 2019/20 £k	31/3/20 Estimate £k	Comment
National Infrastructure	80	74	-5	69	Allocation for infrastructure projects impacting in SBDC+ HS2 Transport Policy.
Disaster & Emergency Relief Fund	27	27	0	27	The Disaster & Emergency Relief Fund, which is primarily applied to deal with flooding incidents, is reviewed annually.
Insurance Fund	14	14	0	14	The insurance reserve is reviewed annually at the end of each financial year in order to assess whether the current level of the fund is considered adequate.
Local Development Document (LDD) Reserve	515	264	-15	249	The LDD reserve will be applied to help offset the costs of developing the joint Local Plan with Chiltern DC, which is a statutory obligation, and is running over a number of financial years. The current estimate is that £315k will be applied in 2019/20 but this will be kept under review during the course of the financial year. This includes a contribution of £300k from the general reserve to support spend in 20/21
Economic Development Reserve	50	45	-45	0	Initial funding for the Economic Development Team.
Transformation Reserve	1	0	0	0	The Transformation Reserve is to provide funding towards the initial one off costs associated with joint working projects, or other projects that will improve efficiency by transforming services.
Capital Reserve	81	0	0	0	Used previously to help fund the capital programme
Unitary Implementation	0	0	+1,552	1,552	Provision for contribution towards implementation costs of new Unitary Authority, estimated to be £22m at Feb 2019.
General Reserve	2,693	3,596	-1,852	1,744	

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

Budget assumptions	Financial standing and management	Comment on SBDC position
The treatment of inflation and interest rates	The overall financial standing of the Authority (level of borrowing, debt outstanding, council tax collection rates)	The budgets are based on known price increases as far as is possible. External advice has been taken on interest rate forecasts and these have been used with prudent assessments of the level of cash available for investment. This is all set out in the Treasury Management Strategy.
Estimates of the level and timing of capital receipts	The Authority's track record in budget and financial management	The forecast of future capital receipts reviewed over the course of the budget process to ensure it is realistic. At present no major receipts are anticipated in the coming years.
Estimates of financing costs	The Authority's track record in budget and financial management	Borrowing is undertaken in support of the Capital Strategy. Where it relates to major investment projects these are supported by business cases. Borrowing costs have to be sustainable in the context of the Medium Term Financial Strategy. When undertaken borrowing is a fixed rates in order to manage interest rate risks.
The treatment of demand led pressures	The Authority's capacity to manage in-year budget pressures	The Authority has in place regular budget monitoring procedures to identify any in year pressures, and to consider what actions can be taken. Reports are produced monthly for Management Team and Cabinet members. The budget process has also picked up any demand led pressures that need to be built into the 2019/20 budget. There are quarterly budget review meetings with members to review the current year's position and future years' issues.
The treatment of savings/efficiency gains	The strength of financial information and reporting arrangements	The budget preparation and monitoring processes are used to identify and monitor savings. The deployment of savings is determined by the Council's budget process and its medium term financial strategy which directs resources towards priorities and ensures overall matching of expenditure to resources.

Budget assumptions	Financial standing and management	Comment on SBDC position
The financial risks inherent in any significant new funding partnerships, major outsourcing deals or major capital developments	The Authority's virement and end of year procedures in relation to budget under/overspends at authority and departmental level	The Council undertakes a risk assessment of the budget risks it faces. The major risks for 2019/20 are highlighted below.
The availability of other funds to deal with major contingencies	The adequacy of the Authority's insurance arrangements to cover major unforeseen risks.	The Authority has sufficient reserves to cover insurance liabilities. It has also the resources in general or earmarked reserves to make reasonable contingencies against matters such as LDD, major enforcement actions etc.

- .17 From the preceding table it can be seen that the Authority takes action to reduce budget risk and therefore influence the level of reserves it needs to hold. There will always be areas of risk or uncertainty and which need to be assessed as part of the budget process.
- .18 The main financial risks to the Council for the coming year have been assessed as follows.
- Shortfall on income targets, (See Appendix B Sensitivity Analysis).
 - The cost of major planning inquiries, enforcement actions or responding to national infrastructure proposals that impact on the area.
 - The costs of temporary accommodation, and supporting solutions to address temporary accommodation issues. Specific earmarked reserves exist to cover some of these matters.
 - Letting income for the Capswood offices.
- .19 The budget sensitivity of a number of key budget areas has been assessed as part of the risk assessment process on the budget. The detail of the analysis is attached (Appendix B). Based on the budget experience of the current year it would be prudent to allow for the possibility of some income shortfalls, and for costs relating to planning enforcement or inquiries.
- .20 In the longer term there will be the risks of:
- Managing the gap between the cost increases the Council will face year on year, and the continued significant reductions in Government funding, and the limitation on council tax increases. Key to managing this risk will be identifying further savings.
 - Shortfall in anticipated additional income from major investment projects
 - The costs of reaching and enforcing the Council's planning decisions, or responding to national infrastructure proposals. This would include major issues such as HS2 and airports expansion.

- .21 Taking all these factors into account it would be advisable to plan for a level of general reserves of at least around £910k for the forthcoming financial year, exclusive of any specific contingencies for local development plan work, transformation or insurance. This figure is made up as follows.

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

Legal Considerations

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

Jim Burness
Director of Resources
February 2019

Budget Sensitivity Analysis 2019/20 (SBDC)

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

Change in Demand	<u>Worsen Budget Position</u>		2018/19 Budget £	<u>Improve Budget Position</u>	
	10% Decrease £	5% Decrease £		5% Increase £	10% Increase £
Car Park Income	-106,735	-53,368	-1,067,350	53,368	106,735
Car Park Income - Penalty Charges	-7,500	-3,750	-75,000	3,750	7,500
Development Mgt Income (SBDC Share)	-70,392	-35,196	-703,920	35,196	70,392
Land Charge Fees (SBDC Share)	-10,500	-5,250	-105,000	5,250	10,500
Recycling Credits	-33,400	-16,700	-334,000	16,700	33,400
Green Waste	-36,300	-18,150	-363,000	18,150	36,300
Licensing Income - Taxis (SBDC Share)	-7,829	-3,915	-78,292	3,915	7,829
Licensing Income - Other (SBDC Share)	-8,458	-4,229	-84,578	4,229	8,458
Building Control Income (SBDC Share)	-43,050	-21,525	-430,500	21,525	43,050
<i>Difference</i>	<i>-324,164</i>	<i>-162,082</i>		<i>162,082</i>	<i>324,164</i>
Change in Interest Earnings	20% Decrease	10% Decrease	2018/19 Budget	5% Increase	10% Increase
Interest earnings	-8,000	-4,000	-40,000	2,000	4,000
<i>Difference</i>	<i>-8,000</i>	<i>-4,000</i>		<i>2,000</i>	<i>4,000</i>
Other Significant Financial Risks	Worst Case £	Slightly Worse £	2018/19 Budget £	Slightly Better £	Best Case £
Planning appeals - legal costs (SBDC share)	25,000	15,000	10,500	5,250	0
Planning enforcement - legal costs (SBDC share)	70,000	40,000	33,600	16,800	0
	95,000	55,000	44,100	22,050	0
<i>Difference</i>	<i>-50,900</i>	<i>-10,900</i>		<i>22,050</i>	<i>44,100</i>
Grand Total	-383,064	-176,982		186,132	372,264

This page is intentionally left blank

ENVIRONMENT PORTFOLIO
REVISED CHARGES FROM 1 APRIL 2019

Appendix
Appendix C

VAT Codes:

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

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

REFUSE COLLECTION	General ledger code		2018/19 £	2019/20 £
	Chiltern	South Bucks		
Wheeled Bin and Delivery - 140 Litre	W100/C925 (D04)	G520/S925 (3)	40.00	42.00
Wheeled Bin and Delivery - 180 Litre	W100/C925 (D04)	G520/S925 (3)	40.00	42.00
Wheeled Bin and Delivery - 240 Litre	W100/C925 (D04)	G520/S925 (3)	40.00	42.00
Wheeled Bin and Delivery - 360 Litre	W100/C925 (D04)	G520/S925 (3)	40.00	50.00
Wheeled Bin and Delivery - 660 Litre	W100/C925 (D04)		230.00	236.00
Wheeled Bin and Delivery - 1100 Litre	W100/C925 (D04)		255.00	262.00
Wheeled Bin - Cost to exchange sizes	W100/C925 (D04)	G520/S925 (3)	7.00	12.00
Recycling Box and Lid - Delivered	W100/C925 (D04)	G520/S925 (3)	6.50	7.00
Recycling box and Lid - Pick Up	W100/C925 (D04)	G520/S925 (3)	4.80	5.00
Recycling Lid	W100/C925 (D04)	G520/S925 (3)	1.50	2.00
Reusable Bag and Delivery	W100/C925 (D04)		5.50	6.00
Reusable Bag - Pick Up Only (CDC offices)	W100/C925 (D04)		4.50	5.00
Outdoor Food Caddy and Delivery	W100/C925 (D04)	G520/S925 (3)	5.50	6.00
Outdoor Food Caddy - Pick Up Only	W100/C925 (D04)	G520/S925 (3)	4.50	5.00
Indoor Small 5L Food Caddy (if stock available) -	W100/C925 (D04)	G520/S925 (3)	3.50	4.00
Sale of Litter Pickers	W100/C875 (D45)	G520/S875 (1a)	11.00	15.00
Bulky Waste Collection (3 items)	W100/C920 (D04)	G520/S920 (3)	37.00	39.00
Bulky Waste Collection (for those on means tested benefits)	W100/C920 (D04)	G520/S920 (3)	16.00	17.00
Special Empty of Contaminated Bins - 2 Wheeled (per 240 l bin)	W100/C956 (D04)	G520/S956 (3)	31.50	33.00
Special Empty of Contaminated Bins - 2 Wheeled (per 360 l bin)	W100/C956 (D04)	G520/S956 (3)	42.00	45.00
Special Empty of Contaminated Bins - 4 Wheeled (per bin)	W100/C956 (D04)	G520/S956 (3)	75.00	80.00
Green Waste Annual Charge - 1st Subscription	W100/C921 (D04)	G520/S921 (3)	39.00	40.00
Green Waste Annual Charge - 2nd Subscription	W100/C921 (D04)		70.00	70.00
SBDC Bulk Bins				
Wheelie Bin Hire per year - 240 Litre		G520/S922 (3)	32.00	34.00
Bulk Bins Bin Hire per year - 340 Litre		G520/S922 (3)	45.00	48.00
Bulk Bins Bin Hire per year - 660 Litre		G520/S922 (3)	85.00	90.00
Bulk Bins Bin Hire per year - 1100 Litre		G520/S922 (3)	138.00	145.00
Refuse Collection charge – Schedule 2 waste – 240 ltr per year		G520/S956 (3)	65.00	69.00
Refuse Collection charge – Schedule 2 waste – 340/360 ltr per year		G520/S956 (3)	82.00	86.00
Refuse Collection charge – Schedule 2 waste – 660 ltr per year		G520/S956 (3)	130.00	136.00
Refuse Collection charge – Schedule 2 waste – 1100 ltr - yearly charge		G520/S956 (3)	180.00	190.00
CDC/WDC Bulk Bins				
Schools and Other Schedule 2 - Bin Rental 140L-240L	W100/C926 (D04)		53.00	55.00
Schools and Other Schedule 2 - Bin Rental 360L	W100/C926 (D04)		67.50	70.00
Schools and Other Schedule 2 - Bin Rental 660L	W100/C926 (D04)		75.00	78.00
Schools and Other Schedule 2 - Bin Rental 1100L	W100/C926 (D04)		122.00	125.00
Schools and Other Schedule 2 - Lift 140L-240L	W100/C926 (D04)		3.70	4.00
Schools and Other Schedule 2 - Lift 360L	W100/C926 (D04)		4.20	5.00
Schools and Other Schedule 2 - Lift 660L	W100/C926 (D04)		4.80	5.00
Schools and Other Schedule 2 - Lift 1100L	W100/C926 (D04)		5.00	5.00
Abandoned Vehicle removal from private property	W100/C957 (D04)	G520/S957 (3)	80.00	85.00
Graffiti removal from private property per hour		G520/S956 (1a)	166.00	170.00

ENVIRONMENT PORTFOLIO
REVISED CHARGES FROM 1 APRIL 2019

Appendix
Appendix C

VAT Codes:

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

MOORING FEES	General ledger code		2018/19	2019/20
	Chiltern	South Bucks	£	£

Per day N/A 3530/S930 (1a)

STREET NAMING	General ledger code		2018/19	2019/20
	Chiltern	South Bucks	£	£

Existing Properties

House name change C850/C956 (D40) 3552/S956 (1b) 92.00 94.00

Numbering / Naming of New Properties

1 property	C850/C956 (D04)	3552/S956 (3)	184.00	188.00
2 to 5 properties	C850/C956 (D04)	3552/S956 (3)	263.00	268.00
6 to 25 properties	C850/C956 (D04)	3552/S956 (3)	342.00	349.00
26 to 75 properties	C850/C956 (D04)	3552/S956 (3)	400.00	408.00
76 to 100 properties	C850/C956 (D04)	3552/S956 (3)	490.00	500.00
100+ properties	C850/C956 (D04)	3552/S956 (3)	TBC with developer	TBC with developer

Additional charge where this includes naming of a street C850/C956 (D04) 3552/S956 (3) 415.00 425.00

Rename of Street - where requested by residents (Apportioned across number of addresses)

Note rarely carried out.

1 to 5 properties	C850/C956 (D40)	3552/S956 (1b)	1,020.00	1,040.00
6 to 25 properties	C850/C956 (D40)	3552/S956 (1b)	1,305.00	1,331.00
26 to 75 properties	C850/C956 (D40)	3552/S956 (1b)	1,630.00	1,662.00
76 + Properties	C850/C956 (D40)	3552/S956 (1b)	2,245.00	2,290.00

Renumbering of Street - where requested by residents

Note rarely carried out.

1 to 5 properties	C850/C956 (D40)	3552/S956 (1b)	1,020.00	1,040.00
6 to 25 properties	C850/C956 (D40)	3552/S956 (1b)	1,305.00	1,331.00
26 to 75 properties	C850/C956 (D40)	3552/S956 (1b)	1,630.00	1,662.00
76 plus Properties	C850/C956 (D40)	3552/S956 (1b)	2,245.00	2,290.00

ENVIRONMENT PORTFOLIO
REVISED CHARGES FROM 1 APRIL 2019

Appendix
Appendix C

VAT Codes:

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

CEMETERIES (Parkside, Holtspur and Shepards Lane)	General ledger code		2018/19	2019/20
	Chiltern	South Bucks	£	£
Earthen Grave				
All Plots (2 full burials)	#	3541-3543/S868 (3)	800.00	850.00
Childrens Plot		3541-3543/S868 (3)	280.00	150.00
Interment fee	#	3541-3543/S866 (3)	130.00	135.00
Cremated Remains				
Plot for 2 interments	#	Parkside & Holtspur only 3541-3543/S868 (3)	330.00	340.00
Plot for 4 interments	#	Parkside & Holtspur only 3541-3543/S868 (3)	570.00	600.00
Interment fee	#	3541-3543/S866 (3)	130.00	135.00
Grave Digging Fees (Cremated Remains)		3541-3543/S869 (3)	150.00	155.00
Interment of Ashes in grave		3541-3543/S866 (3)	260.00	300.00
Memorials				
Full size Kerb stones		Shepherds Lane & Holtspur only 3541-3543/S865 (1a)	110.00	110.00
Flat tablets and Wedges		Flat tablet Parkside only 3541-3543/S865 (1a)	100.00	100.00
Small tablets and Wedges 1ft sq or less		Flat tablet Parkside only 3541-3543/S865 (1a)	50.00	50.00
Headstones		3541-3543/S865 (1a)	160.00	160.00
Small Headstone & Kerb (Children's Sections only)		3541-3543/S865 (1a)	162.00	162.00
Full Memorial		3541-3543/S865 (1a)	265.00	270.00
Further inscriptions		3541-3543/S865 (1a)	72.00	75.00
Tree (Incl planting & aftercare)		3541-3543/S865 (1a)	Currently unavailable	700.00
Woodland Burials				
Plot (1 burial)	#	3541-3543/S868 (3)	850.00	850.00
Interment fee	#	3541-3543/S866 (3)	130.00	135.00
All cremated remains plot (2 Interments)	#	3541-3543/S868 (3)	330.00	340.00
All cremated remains plot (4 Interments)	#	3541-3543/S868 (3)	570.00	600.00
Grave Digging Fees (Cremated Remains)		3541-3543/S869 (3)	150.00	155.00
Scattering of Ashes under turf in woodland		3541-3543/S868 (3)	330.00	340.00
Other Charges				
Book of Remembrance (per line)		3541-3543/S865 (3)	20.00	25.00
1 further interment on existing plot	#	3541-3543/S866 (3)	260.00	300.00
Transfer fee		3541-3543/S868 (3)	70.00	75.00
Copy of Deed		3541-3543/S868 (3)	35.00	35.00
New licence		3541-3543/S868 (3)	35.00	75.00

Surcharge of £250 for non residents of the district

ENVIRONMENT PORTFOLIO
REVISED CHARGES FROM 1 APRIL 2019

Appendix
Appendix C

VAT Codes:

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

MEMORIAL GARDENS	General ledger code		2018/19	2019/20
	Chiltern	South Bucks	£	£
Type of Garden (3)	Term of			
(No. of Interments)	Licence			
Centre of lawn (1)	25 years	3493/S868 (3)	330.00	340.00
Edge of shrubbery AC (2)	50 years	3493/S868 (3)	990.00	990.00
Edge of shrubbery SH2/6 (2)	50 years	3493/S868 (3)	895.00	30.00
Main Avenue Trees (4)	50 years	3493/S868 (3)	1,950.00	2,000.00
B 6 G-H (4)	50 years	3493/S868 (3)	2,050.00	2,100.00
C Section - Standard Rose (4)	50 years	3493/S868 (3)	1,850.00	1,950.00
E 5 A (4)	50 years	3493/S868 (3)	1,900.00	1,900.00
E 5 F (2)	50 years	3493/S868 (3)	990.00	990.00
G 121-145 Edge of Shrubbery	50 years	3493/S868 (3)	895.00	920.00
Garden H Section 34 A C (4)	50 years	3493/S868 (3)	1,900.00	1,900.00
Garden H Section 60 C (4)	50 years	3493/S868 (3)	1,900.00	1,900.00
Garden H Section 92 A (4)	50 years	3493/S868 (3)	1,900.00	1,900.00
Garden H Section 92 B (4)	50 years	3493/S868 (3)	1,900.00	1,900.00
KG Colonnade along Yew Hedge (2)	50 years	3493/S868 (3)	2,300.00	2,400.00
KG Colonnade Family Garden (4)	50 years	3493/S868 (3)	7,000.00	7,500.00
L 19 A-C (2)	50 years	3493/S868 (3)	2,000.00	2,000.00
L 116	50 years	3493/S868 (3)	2,500.00	2,600.00
L230-233, 236, 237-241 (2)	50 years	3493/S868 (3)	1,600.00	1,700.00
L234-235 partial view lake/golf course (4)	50 years	3493/S868 (3)	2,960.00	2,950.00
M Pump House Family Gardens M 250 E (6)	50 years	3493/S868 (3)	4,600.00	4,700.00
M Gardens M265-298,M420-440 (2)	50 years	3493/S868 (3)	1,600.00	1,700.00
M Shrubs M 315 B-E, M 310 A-B, M 309 A-B (4)	50 years	3493/S868 (3)	4,600.00	4,700.00
M 311-312 Family Garden (6)	50 years	3493/S868 (3)	7,000.00	7,500.00
M 441-450 (2)	50 years	3493/S868 (3)	895.00	920.00
Oak Dell Scattering (1)	-	3493/S868 (3)	220.00	230.00
O1-10 Edge of Shrubbery (2)	50 years	3493/S868 (3)	895.00	920.00
P204-255 Edge of Shrubbery (2)	50 years	3493/S868 (3)	895.00	920.00
R54 Gated Garden (6)	50 years	3493/S868 (3)	4,800.00	4,900.00
R55 Gated Garden (8)	50 years	3493/S868 (3)	5,800.00	5,900.00
R56 Gated Garden (10)	50 years	3493/S868 (3)	6,800.00	6,900.00
R60-65 Magnolia (4)	50 years	3493/S868 (3)	2,100.00	2,300.00
R70-R110 Edge of Shrubbery (2)	50 years	3493/S868 (3)	895.00	920.00
Sum-Ho 31, 32, 34, 35 (2)	50 years	3493/S868 (3)	1,600.00	1,700.00

Number in () is number of interments

ENVIRONMENT PORTFOLIO
REVISED CHARGES FROM 1 APRIL 2019

Appendix
Appendix C

VAT Codes:

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

MEMORIAL GARDENS	General ledger code		2018/19	2019/20
	Chiltern	South Bucks	£	£
<u>Other Fees</u>				
Interment Fee		3493/S866 (3)	130.00	135.00
Grave Preparation		3493/S868 (3)	150.00	155.00
Plaques Staked (Wording over 60 letter £1 each)		3493/S865 (1a)	160.00	165.00
Plaques Mounted (Wording over 60 letter £1 each)		3493/S865 (1a)	200.00	165.00
Plaque refurbishment		3493/S865 (1a)	50.00	50.00
Book of Remembrance		3493/S865 (1a)	20.00	25.00
Transfer ashes to Biodegradeable Container		3493/S866 (1a)	20.00	25.00
Licence Transfer Fee (Owner Deceased)		3493/S868 (1a)	70.00	75.00
Licence Reprint (Add Name)		3493/S868 (1a)	35.00	35.00
Memorial Wall Plaque & Licence 6X2	15 years	3493/S865 (1a)	130.00	130.00
Memorial Wall Plaque & Licence 6X4 Z area	15 years	3493/S865 (1a)	260.00	260.00
Relicence fee (2)		3493/S868 (1a)	590.00	600.00
Relicence fee for Scattering Lawn (1)		3493/S868 (1a)	110.00	115.00
Grave buy back 10% or £150 whichever is greater		3493/S868 (1a)	150.00	150.00
Memorial Seat - renewable lease	10 years	3493/S865 (4)	280.00	280.00
Maintenance of Individual Garden		3493/S865 (1a)	POA	POA
Trees for Sale (from)		3493/S302 (1a)	POA	POA
Benches		3493/S865 (1a)	POA	POA
Bench Maintenance (coat with teak oil)		3493/S865 (1a)	50.00	50.00
Carved lettering		3493/S865 (1a)	POA	POA
Stone Benches – straights		3493/S865 (1a)	POA	POA
Stone Benches – curved		3493/S865 (1a)	POA	POA
Venue for wedding photographs		3493/S932 (1a)	45.00	45.00
Venue for filming per day from		3493/S932 (1a)	520.00	520.00
<u>Perpetuity Licences</u>				
1 st & 2 nd interment		3493/S866 (3)	5.25	5.25
3 rd & 4 th interment		3493/S866 (3)	10.50	10.50
5 th & subsequent interments		3493/S866 (3)	15.75	15.75
<u>Memorial Trees</u>				
Pink-flowering Hawthorne incl. plaque, in R section		3493/S865 (1a)	700.00	700.00
Avenue tree, no interments		3493/S865 (1a)	800.00	900.00

**ENVIRONMENT PORTFOLIO
REVISED CHARGES FROM 1 APRIL 2019**

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

CAR PARKS - DAILY CHARGES (1a) 8.00 a.m. to 8.00 p.m.							
	General	2018/19	2019/20*		General	2018/19	2019/20*
	ledger code	£	£		ledger code	£	£
<u>Altons</u>	3466/S876			<u>Summers Road</u>	3472/S876		
Up to 1 hour		1.50	1.50	Up to 1 hour		1.00	1.00
Up to 2 hours		2.10	2.10	Up to 2 hours		1.20	1.20
Up to 3 hours		3.70	3.70	Up to 3 hours		1.60	1.60
Up to 4 hours		4.50	4.50	Up to 24 hours		2.40	2.40
Up to 9.5 hours		6.00	6.00	Sunday/Public Holiday		1.40	1.40
Up to 12 hours		8.00	8.00				
Sunday/Public Holiday		1.40	1.40				
<u>Penncroft</u>	3467/S876			<u>Broadway</u>	3473/S876		
Up to 1 hour		1.50	1.50	Up to ½ hour		0.70	0.70
Up to 2 hours		2.10	2.10	Up to 3 hours		1.30	1.30
Up to 3 hours		3.70	3.70	Up to 24 hours		1.70	1.70
Up to 4 hours		4.50	4.50	Sunday/Public Holiday		1.40	1.40
Up to 9.5 hours		6.00	6.00				
Up to 12 hours		8.00	8.00				
Sunday/Public Holiday		1.40	1.40				
<u>Warwick Road</u>	3468/S876			<u>Bulstrode Way</u>	3474/S876		
Up to 1 hour		1.50	1.50	Up to 1 hour		1.50	1.50
Up to 2 hours		2.10	2.10	Up to 2 hours		2.10	2.10
Up to 3 hours		3.70	3.70	Up to 3 hours		3.70	3.70
Up to 4 hours		4.50	4.50	MAX STAY 3HRS			
Up to 9.5 hours		6.00	6.00	Sunday/Public Holiday		1.40	1.40
Up to 12 hours		8.00	8.00				
Sunday/Public Holiday		1.40	1.40				
<u>Jennery Lane</u>	3470/S876			<u>Packhorse Road</u>	3475/S876		
Up to ½ hour		0.80	0.80	Up to 1 hour		1.50	1.50
Up to 1 hour		1.30	1.30	Up to 2 hours		2.10	2.10
Up to 2 hours		1.50	1.50	Up to 3 hours		3.70	3.70
MAX STAY 2HRS				Up to 4 hours		4.50	4.50
Sunday/Public Holiday		1.40	1.40	Up to 9.5 hours		8.00	8.00
				24 hours		10.00	10.00
				Sunday/Public Holiday		1.40	1.40
<u>Neville Court</u>	3471/S876			<u>Station Road</u>	3477/S876		
Up to 2 hours		0.60	0.60	Up to 1 hour		1.50	1.50
Up to 4 hours		0.80	0.80	Up to 2 hours		2.10	2.10
Up to 24 hours		1.30	1.30	Up to 3 hours		3.70	3.70
Sunday/Public Holiday		1.40	1.40	Up to 4 hours		4.50	4.50
				Up to 9.5 hours		8.00	8.00
				24 hours		10.00	10.00
				Sunday/Public Holiday		1.40	1.40

**ENVIRONMENT PORTFOLIO
REVISED CHARGES FROM 1 APRIL 2019**

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

CAR PARKS - SEASON TICKETS (1a)							
	General ledger code	2018/19 £	2019/20* £		General ledger code	2018/19 £	2019/20* £
<u>Altons</u>	3466/S877			<u>Summers Road</u>	3472/S877		
3 Monthly		293.00	293.00	3 Monthly		133.00	133.00
6 Monthly		552.00	552.00	6 Monthly		250.00	250.00
12 Monthly		1,035.00	1,035.00	12 Monthly		468.00	468.00
Residents out of hours (12 mnthly)		275.00	275.00	Residents out of hours (12 mnthly)		146.00	146.00
<u>Penncroft</u>	3467/S877			<u>The Broadway</u>	3473/S877		
3 Monthly		322.00	322.00	3 Monthly		94.00	94.00
6 Monthly		607.00	607.00	6 Monthly		177.00	177.00
12 Monthly		1,138.00	1,138.00	12 Monthly		332.00	332.00
Residents out of hours (12 mnthly)		297.00	297.00	Residents out of hours (12 mnthly)		48.00	48.00
<u>Warwick Road</u>	3468/S877			<u>Bulstrode Way</u>	3474/S877		
3 Monthly		293.00	293.00	3 Monthly		317.00	317.00
6 monthly		552.00	552.00	6 monthly		598.00	598.00
12 Monthly		1,035.00	1,035.00	12 Monthly		n/a	n/a
Residents out of hours (12 mnthly)		282.00	282.00	Residents out of hours (12 mnthly)		298.00	298.00
<u>Jennery Lane</u>	3470/S877			<u>Packhorse Road</u>	3475/S877		
3 Monthly		133.00	133.00	3 Monthly		351.00	351.00
6 Monthly		250.00	250.00	6 Monthly		662.00	662.00
12 Monthly		468.00	468.00	12 Monthly		n/a	n/a
Residents out of hours (12 mnthly)		168.00	168.00	Residents out of hours (12 mnthly)		312.00	312.00
<u>Neville Court</u>	3471/S877			<u>Station Road</u>	3477/S877		
3 Monthly		72.00	72.00	3 Monthly		317.00	317.00
6 Monthly		135.00	135.00	6 Monthly		598.00	598.00
12 Monthly		254.00	254.00	12 Monthly		n/a	n/a
Residents out of hours (12 mnthly)		54.00	54.00	Residents out of hours (12 mnthly)		282.00	282.00
Issue of replacement Season Ticket		5.00	5.00				
CAR PARKS - EXCESS CHARGES							
				General ledger code	2018/19 £	2019/20* £	
Paid within 14 Days (3)				3490/S879	40.00	40.00	
Otherwise (3)				3490/S879	80.00	80.00	

**HEALTHY COMMUNITIES PORTFOLIO
REVISED CHARGES FROM 1 APRIL 2019**

VAT Codes:

Chiltern

South Bucks

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

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

LICENCES	General ledger code		2018/19 £	2019/20 £
	Chiltern	South Bucks		
<u>Hackney Carriages/Private Hire Vehicle Licences</u>				
One year Hackney Carriage Vehicle Licence Grant	LI01/C888 (D04)	LI01/C903 (3)	399.00	399.00
One year Hackney Carriage Vehicle Licence Renewal	LI01/C888 (D04)	LI01/C903 (3)	300.00	300.00
Hackney Carriage Vehicle issue(CNG or LPG).	LI01/C888 (D04)	LI01/C903 (3)	199.50	199.50
Hackney Carriage Vehicle Renewal(CNG or LPG).	LI01/C888 (D04)	LI01/C903 (3)	150.00	150.00
One year Private Hire Vehicle Licence Grant	LI01/C888 (D04)	LI01/C903 (3)	329.00	329.00
One year Private Hire Vehicle Licence Renewal	LI01/C888 (D04)	LI01/C903 (3)	230.00	230.00
One year Private Hire Vehicle Licence Renewal	LI01/C888 (D04)	LI01/C903 (3)	250.00	250.00
PrivateHire Vehicle Issue (CNG or LPG - standardPlate).	LI01/C888 (D04)	LI01/C903 (3)	164.50	164.50
PrivateHire Vehicle Renewal (CNG or LPG - standardPlate).	LI01/C888 (D04)	LI01/C903 (3)	115.00	115.00
Returnable plate deposit	LI01/C888 (D04)	LI01/C903 (3)	55.00	55.00
Returnable plate deposit	LI01/C888 (D04)	LI01/C903 (3)	20.00	20.00
One year Dispensation Certificate (per vehicle)	LI01/C888 (D04)	LI01/C903 (3)	65.00	65.00
Replacement internal licence	LI01/C888 (D04)	LI01/C903 (3)	15.00	15.00
Replacement plate	LI01/C888 (D04)	LI01/C903 (3)	25.00	25.00
Transfer of Vehicle (from one owner to another)	LI01/C888 (D04)	LI01/C903 (3)	90.00	90.00
<u>Drivers' Licences</u>				
One Year Hackney Carriage Drivers Licence Grant	LI01/C888 (D04)	LI01/C903 (3)	161.00	161.00
One Year Hackney Carriage Drivers Licence Renewal	LI01/C888 (D04)	LI01/C903 (3)	95.00	95.00
Three Year Hackney Carriage Drivers Licence Grant	LI01/C888 (D04)	LI01/C903 (3)	332.00	332.00
Three Year Hackney Carriage Drivers Licence Renewal	LI01/C888 (D04)	LI01/C903 (3)	332.00	332.00
Three Year Hackney Carriage Drivers Licence Renewal	LI01/C888 (D04)	LI01/C903 (3)		
One Year Private Hire Vehicle Drivers Licence Grant	LI01/C888 (D04)	LI01/C903 (3)	161.00	161.00
One Year Private Hire Vehicle Drivers Licence Renewal	LI01/C888 (D04)	LI01/C903 (3)	95.00	95.00
Three Year Private Hire Vehicle Drivers Licence Grant	LI01/C888 (D04)	LI01/C903 (3)	435.00	435.00
Three Year Private Hire Vehicle Drivers Licence Renewal	LI01/C888 (D04)	LI01/C903 (3)	332.00	332.00
Three Year Private Hire Vehicle Drivers Licence Renewal	LI01/C888 (D04)	LI01/C903 (3)	256.00	256.00
One year new dual	LI01/C888 (D04)	LI01/C903 (3)	196.00	196.00
One year renewal dual	LI01/C888 (D04)	LI01/C903 (3)	145.00	145.00
Three year dual	LI01/C888 (D04)	LI01/C903 (3)	394.00	394.00
Three year renewal dual	LI01/C888 (D04)	LI01/C903 (3)	297.00	297.00
Bracket and bridge charge.	LI01/C889 (D04)	LI01/C904 (3)		cost of replacement
Bracket without bridge charge.	LI01/C889 (D04)	LI01/C904 (3)		cost of replacement
Internal plate pouches.	LI01/C889 (D04)	LI01/C904 (3)		cost of replacement
<u>Operators Licence</u>				
One year Private Hire Vehicle Operator's Licence				
(One vehicle only) One year	LI01/C888 (D04)	LI01/C903 (3)	155.00	155.00
(Two to four vehicles) Five Years	LI01/C888 (D04)	LI01/C903 (3)	913.00	913.00
(Two to four vehicles) One Year	LI01/C888 (D04)	LI01/C903 (3)	205.00	205.00
(Five to ten vehicles) Five Years	LI01/C888 (D04)	LI01/C903 (3)	1,163.00	1,163.00
(Five to ten vehicles)One Year	LI01/C888 (D04)	LI01/C903 (3)	255.00	255.00
(Over ten vehicles) Five Years	LI01/C888 (D04)	LI01/C903 (3)	1,413.00	1,413.00
(Over ten vehicles)One Year	LI01/C888 (D04)	LI01/C903 (3)	305.00	305.00
Knowledge Test Fee (1st test free)	LI01/C888 (D04)	LI01/C903 (3)	25.00	25.00
Disclosure and Barring Scheme cost of DBS plus £8.50 handling	LI01/C911 (D03)	LI01/C911 (4)	52.50	52.50
DBS volunteers	LI01/C911 (D03)	LI01/C911 (4)	7.00	7.00
Renewal Animal Boarding	LI01/C887 (D04)	LI01/C902 (3)	245.00	245.00
<u>Small Animal Boarding Establishment (includes vet fee)</u>				
New Licence	LI01/C887 (D04)	LI01/C902 (3)	369.00	294.11
New Licence	LI01/C887 (D04)	LI01/C902 (3)	370.00	294.11
Renewal	LI01/C887 (D04)	LI01/C902 (3)	195.00	294.11
<u>Dog Breeding</u>				
New Licence (Includes Vet fee)	LI01/C887 (D04)	LI01/C902 (3)	530.00	160.78 + Vets Fees
New Licence (Plus Vet fees)	LI01/C887 (D04)	LI01/C902 (3)	530.00	160.78 + Vets Fees
Renewal dog breeding includes 1 vet fee)	LI01/C887 (D04)	LI01/C902 (3)	329.00	160.78 + Vets Fees
Renewal (Plus Vet fees)	LI01/C887 (D04)	LI01/C902 (3)	330.00	160.78 + Vets Fees
<u>Combination of breeding and boarding</u>				
	LI01/C887 (D04)	LI01/C902 (3)	329.00	160.78 + Vets Fees
<u>Dangerous Wild Animals</u>				
New Licence (Plus Vet fees)	LI01/C887 (D04)	LI01/C902 (3)	400.00	400.00
New Licence (Plus Vet fees)	LI01/C887 (D04)	LI01/C902 (3)	400.00	400.00
Renewal (Plus Vet fees)	LI01/C887 (D04)	LI01/C902 (3)	150.00	150.00
<u>Pet Shops</u>				
New Licence	LI01/C887 (D04)	LI01/C902 (3)	477.00	362.21
New Licence	LI01/C887 (D04)	LI01/C902 (3)	480.00	362.21
Renewal	LI01/C887 (D04)	LI01/C902 (3)	278.00	362.21
Renewal	LI01/C887 (D04)	LI01/C902 (3)	280.00	362.21
<u>Riding Establishments</u>				
New Licence	LI01/C887 (D04)	LI01/C902 (3)	200.00	160.78 + Vets Fees
New Licence	LI01/C887 (D04)	LI01/C902 (3)	200.00	160.78 + Vets Fees
Renewal of Riding establishments	LI01/C887 (D04)	LI01/C902 (3)	150.00	160.78 + Vets Fees

**HEALTHY COMMUNITIES PORTFOLIO
REVISED CHARGES FROM 1 APRIL 2019**

VAT Codes:

Chiltern

South Bucks

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

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

LICENCES	General ledger code		2018/19 £	2019/20 £
	Chiltern	South Bucks		
Mobile Homes				
New Licence	LI01/C890 (D04)	LI01/C905 (3)	534.00	534.00
New Licence	LI01/C890 (D04)	LI01/C905 (3)	534.00	534.00
Annual Renewal fee	LI01/C890 (D04)	LI01/C905 (3)	297.00	297.00
Deposit/Change of Site Rules	LI01/C890 (D04)	LI01/C905 (3)	40.00	40.00
Transfer of Site Licence	LI01/C890 (D04)	LI01/C905 (3)	138.00	138.00
Licensing Act 2003 Fees – Statutory Fees				
New Premises/Club Premises/Variation				
Band A 0 - £4, 300	LI01/C885 (D04)	LI01/C900 (3)	100.00	100.00
Band B £4,300 - £33,000	LI01/C885 (D04)	LI01/C900 (3)	190.00	190.00
Band C £33,000 - £87,000	LI01/C885 (D04)	LI01/C900 (3)	315.00	315.00
Band D £87,000 - £125,000	LI01/C885 (D04)	LI01/C900 (3)	450.00	450.00
Band D* £87,000 - £125,000	LI01/C885 (D04)	LI01/C900 (3)	900.00	900.00
Band E £125,001 – and above	LI01/C885 (D04)	LI01/C900 (3)	635.00	635.00
Band E* £125,001 – and above	LI01/C885 (D04)	LI01/C900 (3)	1,905.00	1,905.00
Applications for Minor variations to Premises Licences or Club Premises Certificate	LI01/C885 (D04)	LI01/C900 (3)	89.00	89.00
Application to remove apply the alternative licence condition and removal of mandatory condition for premises licences	LI01/C885 (D04)	LI01/C900 (3)	23.00	23.00
Premises Licences sought for Community Centres and some Schools that permit Regulated Entertainment but which do not permit the sale of Alcohol and/or the provision of late night entertainment will not incur a fee.			No charge	No charge
New Premises /Club Premises Applications / Variation applications – Additional Fees				
Where 5000 or more people will be on the premises				
5,000 – 9,999	LI01/C885 (D04)	LI01/C900 (3)	1,000.00	1,000.00
10,000 – 14,999	LI01/C885 (D04)	LI01/C900 (3)	2,000.00	2,000.00
15,000 – 19,999	LI01/C885 (D04)	LI01/C900 (3)	4,000.00	4,000.00
20,000 – 29,999	LI01/C885 (D04)	LI01/C900 (3)	8,000.00	8,000.00
30,000 – 39,999	LI01/C885 (D04)	LI01/C900 (3)	16,000.00	16,000.00
40,000 – 49,999	LI01/C885 (D04)	LI01/C900 (3)	24,000.00	24,000.00
50,000 – 59,999	LI01/C885 (D04)	LI01/C900 (3)	32,000.00	32,000.00
60,000 – 69,999	LI01/C885 (D04)	LI01/C900 (3)	40,000.00	40,000.00
70,000 – 79,999	LI01/C885 (D04)	LI01/C900 (3)	48,000.00	48,000.00
80,000 – 89,999	LI01/C885 (D04)	LI01/C900 (3)	56,000.00	56,000.00
90,000 and over	LI01/C885 (D04)	LI01/C900 (3)	64,000.00	64,000.00
Annual Maintenance Fees - Premises /Club				
Band A 0 - £4, 300	LI01/C885 (D04)	LI01/C900 (3)	70.00	70.00
Band B £4,300 - £33,000	LI01/C885 (D04)	LI01/C900 (3)	180.00	180.00
Band C £33,000 - £87,000	LI01/C885 (D04)	LI01/C900 (3)	295.00	295.00
Band D £87,000 - £125,000	LI01/C885 (D04)	LI01/C900 (3)	320.00	320.00
Band D* £87,000 - £125,000	LI01/C885 (D04)	LI01/C900 (3)	640.00	640.00
Band E £125,001 – and above	LI01/C885 (D04)	LI01/C900 (3)	350.00	350.00
Band E* £125,001 – and above	LI01/C885 (D04)	LI01/C900 (3)	1,050.00	1,050.00
Additional Annual Maintenance Fees				
Where 5000 or more people will be on the premises				
5,000 – 9,999	LI01/C885 (D04)	LI01/C900 (3)	500.00	500.00
10,000 – 14,999	LI01/C885 (D04)	LI01/C900 (3)	1,000.00	1,000.00
15,000 – 19,999	LI01/C885 (D04)	LI01/C900 (3)	2,000.00	2,000.00
20,000 – 29,999	LI01/C885 (D04)	LI01/C900 (3)	4,000.00	4,000.00
30,000 – 39,999	LI01/C885 (D04)	LI01/C900 (3)	8,000.00	8,000.00
40,000 – 49,999	LI01/C885 (D04)	LI01/C900 (3)	12,000.00	12,000.00
50,000 – 59,999	LI01/C885 (D04)	LI01/C900 (3)	16,000.00	16,000.00
60,000 – 69,999	LI01/C885 (D04)	LI01/C900 (3)	20,000.00	20,000.00
70,000 – 79,999	LI01/C885 (D04)	LI01/C900 (3)	24,000.00	24,000.00
80,000 – 89,999	LI01/C885 (D04)	LI01/C900 (3)	28,000.00	28,000.00
90,000 and over	LI01/C885 (D04)	LI01/C900 (3)	32,000.00	32,000.00

**HEALTHY COMMUNITIES PORTFOLIO
REVISED CHARGES FROM 1 APRIL 2019**

VAT Codes:
Chiltern
South Bucks

(D45)=inclusive standard rated (D40)=plus standard rated (D08)=zero rated (D04)=outside scope, (D03)=exempt
(1a)=inclusive standard rated (1b)=plus standard rated (2)=zero rated (3)=outside scope, (4)=exempt

LICENCES	General ledger code		2018/19	2019/20
	Chiltern	South Bucks	£	£
<u>Personal Licence - Statutory Fees</u>				
Grant of Licence	LI01/C885 (D04)	LI01/C900 (3)	37.00	37.00
Renewal of Licence	LI01/C885 (D04)	LI01/C900 (3)	37.00	37.00
<u>Other Fees Payable</u>				
Supply of Copies of Information Contained in Register	LI01/C885 (D04)	LI01/C900 (3)	50.00	50.00
Application for Copy of Licence	LI01/C885 (D04)	LI01/C900 (3)	10.50	10.50
Provisional Statement Applications	LI01/C885 (D04)	LI01/C900 (3)	315.00	315.00
Replacement Licence after loss/theft	LI01/C885 (D04)	LI01/C900 (3)	10.50	10.50
Notification of change of name or address	LI01/C885 (D04)	LI01/C900 (3)	10.50	10.50
Application to vary a Designated Premises	LI01/C885 (D04)	LI01/C900 (3)	23.00	23.00
Transfer of a premises licence/club premises	LI01/C885 (D04)	LI01/C900 (3)	23.00	23.00
Interim Authority Notice	LI01/C885 (D04)	LI01/C900 (3)	23.00	23.00
Notification of Interest by Freeholder	LI01/C885 (D04)	LI01/C900 (3)	21.00	21.00
Temporary Event Notices	LI01/C885 (D04)	LI01/C900 (3)	21.00	21.00
Application for Notice on theft, loss etc of Temporary Event Notice	LI01/C885 (D04)	LI01/C900 (3)	22.00	22.00
<u>Gambling Act 2005 - Statutory Fees</u>				
<u>Licensed Premises Gaming Machine Permit</u>				
New Applications	LI01/C886 (D04)	LI01/C901 (3)	150.00	150.00
Transitional Application Fee	LI01/C886 (D04)	LI01/C901 (3)	100.00	100.00
Existing operator Grant	LI01/C886 (D04)	LI01/C901 (3)	100.00	100.00
Variation	LI01/C886 (D04)	LI01/C901 (3)	100.00	100.00
Transfer	LI01/C886 (D04)	LI01/C901 (3)	25.00	25.00
Annual Fee	LI01/C886 (D04)	LI01/C901 (3)	50.00	50.00
Change of name	LI01/C886 (D04)	LI01/C901 (3)	25.00	25.00
Copy of Permit	LI01/C886 (D04)	LI01/C901 (3)	15.00	15.00
<u>Licensed Premises Automatic Notification Process</u>				
On notification	LI01/C886 (D04)	LI01/C901 (3)	50.00	50.00
<u>Club Gaming Permits</u>				
New Application	LI01/C886 (D04)	LI01/C901 (3)	200.00	200.00
Grant (Club Premises Certificate holder)	LI01/C886 (D04)	LI01/C901 (3)	100.00	100.00
Existing operator Grant	LI01/C886 (D04)	LI01/C901 (3)	100.00	100.00
Variation	LI01/C886 (D04)	LI01/C901 (3)	100.00	100.00
Renewal	LI01/C886 (D04)	LI01/C901 (3)	200.00	200.00
Renewal (Club Premises Certificate holder)	LI01/C886 (D04)	LI01/C901 (3)	100.00	100.00
Annual Fee	LI01/C886 (D04)	LI01/C901 (3)	50.00	50.00
Copy of Permit	LI01/C886 (D04)	LI01/C901 (3)	15.00	15.00
Renewal - Fast Track Clubs	LI01/C886 (D04)	LI01/C901 (3)	100.00	100.00
Renewal - Transitional Application Fee	LI01/C886 (D04)	LI01/C901 (3)	100.00	100.00
<u>Club Machine Permits</u>				
New Application	LI01/C886 (D04)	LI01/C901 (3)	200.00	200.00
Grant (Club Premises Certificate holder)	LI01/C886 (D04)	LI01/C901 (3)	100.00	100.00
Existing operator Grant	LI01/C886 (D04)	LI01/C901 (3)	100.00	100.00
Variation	LI01/C886 (D04)	LI01/C901 (3)	100.00	100.00
Renewal	LI01/C886 (D04)	LI01/C901 (3)	200.00	200.00
Renewal (Club Premises Certificate holder)	LI01/C886 (D04)	LI01/C901 (3)	100.00	100.00
Annual Fee	LI01/C886 (D04)	LI01/C901 (3)	50.00	50.00
Copy of Permit	LI01/C886 (D04)	LI01/C901 (3)	15.00	15.00
Renewal - Fast Track Clubs	LI01/C886 (D04)	LI01/C901 (3)	100.00	100.00
Renewal - Transitional Application Fee	LI01/C886 (D04)	LI01/C901 (3)	100.00	100.00

**HEALTHY COMMUNITIES PORTFOLIO
REVISED CHARGES FROM 1 APRIL 2019**

VAT Codes:

Chiltern

South Bucks

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

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

LICENCES	General ledger code		2018/19 £	2019/20 £
	Chiltern	South Bucks		
<u>Family Entertainment Centre Gaming Machine</u>				
Grant	LI01/C886 (D04)	LI01/C901 (3)	300.00	300.00
Renewal	LI01/C886 (D04)	LI01/C901 (3)	300.00	300.00
Existing operator Grant	LI01/C886 (D04)	LI01/C901 (3)	100.00	100.00
Change of name	LI01/C886 (D04)	LI01/C901 (3)	25.00	25.00
Copy of Permit	LI01/C886 (D04)	LI01/C901 (3)	15.00	15.00
Renewal - Transitional Application Fee	LI01/C886 (D04)	LI01/C901 (3)	100.00	100.00
<u>Prize Gaming Permits</u>				
Grant	LI01/C886 (D04)	LI01/C901 (3)	300.00	300.00
Renewal	LI01/C886 (D04)	LI01/C901 (3)	300.00	300.00
Existing operator Grant	LI01/C886 (D04)	LI01/C901 (3)	100.00	100.00
Change of name	LI01/C886 (D04)	LI01/C901 (3)	25.00	25.00
Copy of Permit	LI01/C886 (D04)	LI01/C901 (3)	15.00	15.00
Renewal - Transitional Application Fee	LI01/C886 (D04)	LI01/C901 (3)	100.00	100.00
<u>Small Lotteries & Amusement for Raffles (3)</u>				
Registration	LI01/C886 (D04)	LI01/C901 (3)	40.00	40.00
Annual Fee	LI01/C886 (D04)	LI01/C901 (3)	20.00	20.00
<u>Gambling Act Premises Licence Fees</u>				
<u>Application Fee</u>				
Regional Casino Premises Licence	LI01/C886 (D04)	LI01/C901 (3)	15,000.00	15,000.00
Large Casino Premises Licence	LI01/C886 (D04)	LI01/C901 (3)	10,000.00	10,000.00
Small Casino Premises Licence	LI01/C886 (D04)	LI01/C901 (3)	8,000.00	8,000.00
Bingo Premises Licence	LI01/C886 (D04)	LI01/C901 (3)	3,500.00	3,500.00
Adult Gaming Centre Premises Licence	LI01/C886 (D04)	LI01/C901 (3)	2,000.00	2,000.00
Betting Premises (Track) Licence	LI01/C886 (D04)	LI01/C901 (3)	2,500.00	2,500.00
Family Entertainment Centre Premises Licence	LI01/C886 (D04)	LI01/C901 (3)	2,000.00	2,000.00
Betting Premises (Other) Licence	LI01/C886 (D04)	LI01/C901 (3)	3,000.00	3,000.00
<u>Application Fee for Premises with a Provisional Statement</u>				
Regional Casino Premises Licence	LI01/C886 (D04)	LI01/C901 (3)	8,000.00	8,000.00
Large Casino Premises Licence	LI01/C886 (D04)	LI01/C901 (3)	5,000.00	5,000.00
Small Casino Premises Licence	LI01/C886 (D04)	LI01/C901 (3)	3,000.00	3,000.00
Bingo Premises Licence	LI01/C886 (D04)	LI01/C901 (3)	1,200.00	1,200.00
Adult Gaming Centre Premises Licence	LI01/C886 (D04)	LI01/C901 (3)	1,200.00	1,200.00
Betting Premises (Track) Licence	LI01/C886 (D04)	LI01/C901 (3)	950.00	950.00
Family Entertainment Centre Premises Licence	LI01/C886 (D04)	LI01/C901 (3)	950.00	950.00
Betting Premises (Other) Licence	LI01/C886 (D04)	LI01/C901 (3)	1,200.00	1,200.00

**HEALTHY COMMUNITIES PORTFOLIO
REVISED CHARGES FROM 1 APRIL 2019**

VAT Codes:
Chiltern
South Bucks

(D45)=inclusive standard rated (D40)=plus standard rated (D08)=zero rated (D04)=outside scope, (D03)=exempt
(1a)=inclusive standard rated (1b)=plus standard rated (2)=zero rated (3)=outside scope, (4)=exempt

LICENCES	General ledger code		2018/19	2019/20
	Chiltern	South Bucks	£	£
Annual Fee				
Regional Casino Premises Licence	LI01/C886 (D04)	LI01/C901 (3)	15,000.00	15,000.00
Large Casino Premises Licence	LI01/C886 (D04)	LI01/C901 (3)	10,000.00	10,000.00
Small Casino Premises Licence	LI01/C886 (D04)	LI01/C901 (3)	5,000.00	5,000.00
Converted Casino Premises Licence	LI01/C886 (D04)	LI01/C901 (3)	3,000.00	3,000.00
Bingo Premises Licence	LI01/C886 (D04)	LI01/C901 (3)	1,000.00	1,000.00
Adult Gaming Centre Premises Licence	LI01/C886 (D04)	LI01/C901 (3)	1,000.00	1,000.00
Betting Premises (Track) Licence	LI01/C886 (D04)	LI01/C901 (3)	1,000.00	1,000.00
Family Entertainment Centre Premises Licence	LI01/C886 (D04)	LI01/C901 (3)	750.00	750.00
Betting Premises (Other) Licence	LI01/C886 (D04)	LI01/C901 (3)	600.00	600.00
Transfer Application Fee				
Regional Casino Premises Licence	LI01/C886 (D04)	LI01/C901 (3)	6,500.00	6,500.00
Large Casino Premises Licence	LI01/C886 (D04)	LI01/C901 (3)	2,150.00	2,150.00
Small Casino Premises Licence	LI01/C886 (D04)	LI01/C901 (3)	1,800.00	1,800.00
Converted Casino Premises Licence	LI01/C886 (D04)	LI01/C901 (3)	1,350.00	1,350.00
Bingo Premises Licence	LI01/C886 (D04)	LI01/C901 (3)	1,200.00	1,200.00
Adult Gaming Centre Premises Licence	LI01/C886 (D04)	LI01/C901 (3)	1,200.00	1,200.00
Betting Premises (Track) Licence	LI01/C886 (D04)	LI01/C901 (3)	950.00	950.00
Family Entertainment Centre Premises Licence	LI01/C886 (D04)	LI01/C901 (3)	950.00	950.00
Betting Premises (Other) Licence	LI01/C886 (D04)	LI01/C901 (3)	1,200.00	1,200.00
Variation Application Fee				
Regional Casino Premises Licence	LI01/C886 (D04)	LI01/C901 (3)	7,500.00	7,500.00
Large Casino Premises Licence	LI01/C886 (D04)	LI01/C901 (3)	5,000.00	5,000.00
Small Casino Premises Licence	LI01/C886 (D04)	LI01/C901 (3)	4,000.00	4,000.00
Converted Casino Premises Licence	LI01/C886 (D04)	LI01/C901 (3)	2,000.00	2,000.00
Bingo Premises Licence	LI01/C886 (D04)	LI01/C901 (3)	1,750.00	1,750.00
Adult Gaming Centre Premises Licence	LI01/C886 (D04)	LI01/C901 (3)	1,000.00	1,000.00
Betting Premises (Track) Licence	LI01/C886 (D04)	LI01/C901 (3)	1,250.00	1,250.00
Family Entertainment Centre Premises Licence	LI01/C886 (D04)	LI01/C901 (3)	1,000.00	1,000.00
Betting Premises (Other) Licence	LI01/C886 (D04)	LI01/C901 (3)	1,500.00	1,500.00
Provisional Statement Application Fee				
Regional Casino Premises Licence	LI01/C886 (D04)	LI01/C901 (3)	15,000.00	15,000.00
Large Casino Premises Licence	LI01/C886 (D04)	LI01/C901 (3)	10,000.00	10,000.00
Small Casino Premises Licence	LI01/C886 (D04)	LI01/C901 (3)	8,000.00	8,000.00
Bingo Premises Licence	LI01/C886 (D04)	LI01/C901 (3)	3,500.00	3,500.00
Adult Gaming Centre Premises Licence	LI01/C886 (D04)	LI01/C901 (3)	2,000.00	2,000.00
Betting Premises (Track) Licence	LI01/C886 (D04)	LI01/C901 (3)	2,500.00	2,500.00
Family Entertainment Centre Premises Licence	LI01/C886 (D04)	LI01/C901 (3)	2,000.00	2,000.00
Betting Premises (Other) Licence	LI01/C886 (D04)	LI01/C901 (3)	3,000.00	3,000.00

**HEALTHY COMMUNITIES PORTFOLIO
REVISED CHARGES FROM 1 APRIL 2019**

VAT Codes:

Chiltern
South Bucks

(D45)=inclusive standard rated (D40)=plus standard rated (D08)=zero rated (D04)=outside scope, (D03)=exempt
(1a)=inclusive standard rated (1b)=plus standard rated (2)=zero rated (3)=outside scope, (4)=exempt

LICENCES	General ledger code		2018/19 £	2019/20 £
	Chiltern	South Bucks		
Application for Reinstatement Fee				
Regional Casino Premises Licence	LI01/C886 (D04)	LI01/C901 (3)	6,500.00	6,500.00
Large Casino Premises Licence	LI01/C886 (D04)	LI01/C901 (3)	2,150.00	2,150.00
Small Casino Premises Licence	LI01/C886 (D04)	LI01/C901 (3)	1,800.00	1,800.00
Converted Casino Premises Licence	LI01/C886 (D04)	LI01/C901 (3)	1,350.00	1,350.00
Bingo Premises Licence	LI01/C886 (D04)	LI01/C901 (3)	1,200.00	1,200.00
Adult Gaming Centre Premises Licence	LI01/C886 (D04)	LI01/C901 (3)	1,200.00	1,200.00
Betting Premises (Track) Licence	LI01/C886 (D04)	LI01/C901 (3)	950.00	950.00
Family Entertainment Centre Premises Licence	LI01/C886 (D04)	LI01/C901 (3)	950.00	950.00
Betting Premises (Other) Licence	LI01/C886 (D04)	LI01/C901 (3)	1,200.00	1,200.00
Change of Circumstances Fee	LI01/C886 (D04)	LI01/C901 (3)	50.00	50.00
Duplicate Licence Fee	LI01/C886 (D04)	LI01/C901 (3)	25.00	25.00
Copy Premises Licence	LI01/C886 (D04)	LI01/C901 (3)	25.00	25.00
Sex Establishments/Sexual Entertainment				
Fee in respect of an application for grant, transfer or renewal of a licence for a sex establishment.	LI01/C893 (D04)	LI01/C908 (3)	3,500.00	3,500.00
Grant of Licence	LI01/C893 (D04)	LI01/C908 (3)	3,500.00	3,500.00
Annual Renewal of Licence	LI01/C893 (D04)	LI01/C908 (3)	3,500.00	3,500.00
Transfers	LI01/C893 (D04)	LI01/C908 (3)	3,500.00	3,500.00
Variations	LI01/C893 (D04)	LI01/C908 (3)	3,500.00	3,500.00
Scrap Metal Dealers				
Site licence	LI01/C892 (D04)	LI01/C907 (3)	500.00	500.00
Mobile licence	LI01/C892 (D04)	LI01/C907 (3)	250.00	250.00
Variation	LI01/C892 (D04)	LI01/C907 (3)	50.00	50.00
Badge/vehicle	LI01/C892 (D04)	LI01/C907 (3)	25.00	25.00
Miscellaneous				
Registration of:- Acupuncturists Tattooists, Ear Piercing and Electrolysis Premises (3)	LI01/C891 (D04)	LI01/C906 (3)	185.00	185.00
Acupuncture/Tattooing/Ear Piercing/ Electrolysis: per establishment	LI01/C891 (D04)	LI01/C906 (3)	185.00	185.00
New personal licences for;	LI01/C891 (D04)	LI01/C906 (3)	185.00	185.00
Acupuncturist (3)				
Tattooists (3)	LI01/C891 (D04)	LI01/C906 (3)	185.00	185.00
Electrolysis (3)	LI01/C891 (D04)	LI01/C906 (3)	185.00	185.00
Ear Piercing (3)	LI01/C891 (D04)	LI01/C906 (3)	185.00	185.00
Acupuncture/Tattooing/Ear Piercing/ Electrolysis: per person.	LI01/C891 (D04)	LI01/C906 (3)	169.00	169.00
Street Trading Consent: per day or part Monday-Thursday.	LI01/C895 (D04)	LI01/C910 (3)	33.00	33.00
Street Trading Consent: per day or part Friday - Sunday.	LI01/C895 (D04)	LI01/C910 (3)	52.00	52.00
Street Trading Consent: Application Fee	LI01/C895 (D04)	LI01/C910 (3)	66.00	66.00
Graffiti removal kits.	EH01/C957 (D45)		13.00	13.00
Graffiti recharge of contractor removal cost.	EH01/C957 (D45)		Cost Recovery	Cost Recovery
ENVIRONMENTAL HEALTH SERVICES				
Food Certificates Export / Condemnation	EH01/C956 (D04)	EH01/S956 (3)	140.00 + officer time (£47p/h) & collection/ disposal	143.00 + officer time (£47p/h) & collection/ disposal
Pre application work - associated with S61 Control of Pollution Act (Prior consent for work on construction sites)	EH01/C956 (D40)	EH01/S956 (1b)	£50 per hour	£50 per hour
Expedited processing of applications made for prior consent for work on construction sites (noise)	EH01/S956 (D40)	EH01/S956 (1b)	£50 per hour	£50 per hour
Stray Dog Fees				
Statutory Fee	E700/C956 (D04)	3630/S956 (3)	25.00	25.00
Administration Fee	E700/C956 (D40)	3630/S956 (1b)	20.00	20.00
Kennelling fees per day		3630/S956 (1b)	15.50	15.50
Kennelling fees per day	E700/C956 (D40)		12.50	12.50
Collection of fees charge by SBDC		3630/S956 (1b)	40.00	40.00
Collection of fees charge (payable direct to kennels).	E700/C956 (D40)		15.00	15.00
Stray Dog Collection Charge	E700/C956 (D40)	3630/S956 (1b)	100.00	100.00
Discretionary Stray dog returned to owner from Kennels	E700/C956 (D40)	3630/S956 (1b)	75.00	75.00
Discretionary charge if dog returned to owner not gone to kennel or in transit to kennel		3630/S956 (1b)	70.00	70.00
Stray Dogs Out of Hours		3630/S956 (1b)	98.00	98.00

**HEALTHY COMMUNITIES PORTFOLIO
REVISED CHARGES FROM 1 APRIL 2019**

VAT Codes:
Chiltern
South Bucks

(D45)=inclusive standard rated (D40)=plus standard rated (D08)=zero rated (D04)=outside scope, (D03)=exempt
(1a)=inclusive standard rated (1b)=plus standard rated (2)=zero rated (3)=outside scope, (4)=exempt

ENVIRONMENTAL HEALTH SERVICES	General ledger code		2018/19	2019/20
	Chiltern	South Bucks	£	£
Food Hygiene Courses:				
In-house group Hygiene Awareness Courses	EH01/C956 (D03)	EH01/S956 (4)	308.00	308.00
Improving your food hygiene rating (1/2 day) Minimum 7 delegates	EH01/C956 (D03)	EH01/S956 (4)	51.00	51.00
Health and Safety (for manual handling techniques) (1/2 day) in-house group courses (max 16 delegates)	EH01/C956 (D03)	EH01/S956 (4)	31.00	31.00
Introduction to HACCP (Hazard Analysis Critical Control Point) for Food Safety (1/2 Day). Minimum 4 delegates	EH01/C956 (D03)	EH01/S956 (4)	112.00	112.00
Level 2 Courses: Online e-learning course Food Hygiene and health and safety courses per candidate	EH01/C956 (D03)	EH01/S956 (4)	25.00	25.00
Level 3 Courses: Online e-learning course	EH01/C956 (D03)	EH01/S956 (4)		110.00
Level 2 Courses: 1 day Food Hygiene courses per candidate (includes lunch)	EH01/C956 (D03)	EH01/S956 (4)	86.00	86.00
BII Level 2 Personal License Holder course	EH01/C956 (D03)	EH01/S956 (4)	620.00	620.00
Level 2 Courses: 1 day Food and Health and Safety private in-house group courses (max 16 delegates)		EH01/S956 (4)	311.00	311.00
Level 2 Manual Handling per candidate	EH01/C956 (D03)	EH01/S956 (4)	86.00	86.00
Level 2 COSHH Course (1/2 day course) per candidate	EH01/C956 (D03)	EH01/S956 (4)	51.00	51.00
Level 3 Risk Assessment Course per candidate	EH01/C956 (D03)	EH01/S956 (4)	178.00	178.00
Miscellaneous:				
Food Hygiene Rating Scheme re-inspection	EH01/C956 (D03)	EH01/S956 (4)	150.00	150.00
Pre-inspection advisory visit up to 6 hours consultancy	EH01/C956 (D03)	EH01/S956 (4)	306.00 Additional hours at £47/hour	306.00 Additional hours at £49/hour
SFBB packs for existing businesses	EH01/C956 (D03)	EH01/S956 (4)	15.00	15.00
Investigating High Hedges complaints	EH01/C861 (D04)	EH01/S861 (4)	450.00	450.00
Other Advisory visits and services	EH01/C956 (D03)	EH01/S956 (4)	At cost (officers recharge rate £47 p/h)	At cost (officers recharge rate £49 p/h)

**HEALTHY COMMUNITIES PORTFOLIO
REVISED CHARGES FROM 1 APRIL 2019**

VAT Codes:

Chiltern

South Bucks

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

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

MISCELLANEOUS SERVICES	General ledger code		2018/19	2019/20
	Chiltern	South Bucks	£	£
Public health funerals	EH01/C785 (D04)	EH01/S785 (3)	cost of recovery of funeral and crematorium charges plus £47/hour officer charge	cost of recovery of funeral and crematorium charges plus £49/hour officer charge
Formulation of professional opinion on subject requested		EH01/S956 (3)	64.00 (minimum charge 64.00)	64.00 (minimum charge 64.00)
Charge for provision of witness statements under various Acts of Parliament		EH01/S956 (3)	64.00 (minimum charge 64.00)	64.00 (minimum charge 64.00)
Photographs in connection with the above		EH01/S956 (1a)	5.70	5.70
Application for loudspeaker in street consent		EH01/S956 (3)	43.00	43.00
Application for consent to unload vehicles before 9.00 9 a.m. on Sunday		EH01/S956 (3)	155.00	155.00
Water Sampling at Private Supplies:				
Revised charges from Private Water Supply				
PWS Risk assessment	EH01/C956 (D40)	EH01/S956 (1b)	500.00	500.00
PWS risk based sampling	EH01/C956 (D40)	EH01/S956 (1b)	100.00	100.00
PWS Investigation	EH01/C956 (D40)	EH01/S956 (1b)	100.00	100.00
PWS Granting authorisation	EH01/C956 (D40)	EH01/S956 (1b)	100.00	100.00
Analysing Samples Reg 10		EH01/S956 (1b)	25.00	25.00
Analysing Samples Check monitoring	EH01/C956 (D40)	EH01/S956 (1b)	100.00	100.00
Analysing Samples Audit monitoring	EH01/C956 (D40)	EH01/S956 (1b)	500.00	500.00
(No fee is payable where samples are taken and				
Photocopy Charge		EH01/S956 (1a)		
Return of Non Statutory and Governmental Questionnaires		EH01/S956 (1a)	Cost to be advised based on officers recharge rate and discretion to waive or adjust	
Provision of Non Statutory professional services in reply to commercial organisations		EH01/S956 (1a)	Cost to be advised based on officers recharge rate and discretion to waive or adjust	
Provision of CIEH accredited training courses		EH01/S956 (1a)	Cost of training provision and examination + administration and accommodation.	

**HEALTHY COMMUNITIES PORTFOLIO
REVISED CHARGES FROM 1 APRIL 2019**

VAT Codes:

Chiltern

South Bucks

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

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

PEST CONTROL	General ledger code		2018/19 £	2019/20 £
	Chiltern	South Bucks		
Charges payable direct to contractor				
Rats		n/a	39.50	39.50
Mice		n/a	39.50	39.50
Wasps		n/a	39.00	39.00
Glis		n/a	84.00 plus returnable	84.00 plus returnable deposit for cage
Other public health insects		n/a	68.00	68.00

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

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

POLLUTION REDUCTION	General ledger code		2018/19 £	2019/20 £
	Chiltern	South Bucks		
Contaminated Land:				
Professional Opinion - Contaminated land enquiries per hour -			100.00	100.00
Copies of plans and information regarding a contaminated land site.	G450/C957 (D40)		£50+£47/hr	£50+£47/hr

IPPC

Permits Subsistence Charge - A2 Licence, LOW Risk Rated	EH01/C894 (D04)		79.00	**
Permits Subsistence Charge -A2 Licence, MEDIUM Risk Rated	EH01/C894 (D04)		158.00	**
Permits Subsistence Charge - A2 Licence HIGH Risk Rated	EH01/C894 (D04)		237.00	**
Permits Subsistence Charge - Part B Licence, LOW Risk Rated	EH01/C894 (D04)		113.00	**
Permits Subsistence Charge - Part B Licence, MEDIUM Risk Rated	EH01/C894 (D04)		226.00	**
Permits Subsistence Charge - Part B Licence, HIGH Risk Rated	EH01/C894 (D04)		341.00	**
Subsistence Mobile Crusher LOW	EH01/C894 (D04)		626.00	**
Subsistence Mobile Crusher MEDIUM	EH01/C894 (D04)		1034.00	**
Subsistence Mobile Crusher HIGH	EH01/C894 (D04)		1551.00	**
Subsistence Vehicle Refinisher LOW Risk	EH01/C894 (D04)		228.00	**
Subsistence Vehicle Refinisher MEDIUM Risk	EH01/C894 (D04)		365.00	**
Subsistence Vehicle Refinisher HIGH Risk	EH01/C894 (D04)		548.00	**
Subsistence Reduced Fee Activity LOW Risk	EH01/C894 (D04)		228.00	**
Subsistence Reduced Fee Activity MEDIUM Risk	EH01/C894 (D04)		365.00	**
Subsistence Reduced Fee Activity HIGH Risk	EH01/C894 (D04)		548.00	**
Application Fee - Standard Process	EH01/C894 (D04)			**
Application Reduced Fee Activity (except Vehicle Refinisher)	EH01/C894 (D04)		155.00	**
Application PVR 1 & 2	EH01/C894 (D04)		257.00	**
Application Vehicle Refinisher	EH01/C894 (D04)		362.00	**
Application - Mobile Crusher	EH01/C894 (D04)		1650.00	**
Part B Standard Process Transfer	EH01/C894 (D04)		497.00	**
Part B Standard Process Partial Transfer	EH01/C894 (D04)		169.00	**
Part B New Operator at low risk Reduced Fee Activity	EH01/C894 (D04)			**
Surrender all Part B Activites	EH01/C894 (D04)			**
Part B Substantial Change - Standard Process	EH01/C894 (D04)			**
Part B Substantial Change- Standard where substantial change results in new PPC activity	EH01/C894 (D04)			**
Part B Substantial Change- Reduced Fee Activity	EH01/C894 (D04)			**
Reduced Fee Activiy - Partial Transfer	EH01/C894 (D04)		47.00	**
QUARTERLY PAYMENT OPTION ALL IPPC - Additional Charge	EH01/C894 (D04)			**

** Fees not available until March 2019

HOUSING	General ledger code		2018/19 £	2019/20 £
	Chiltern	South Bucks		
Houses with multiple occupation licensing fees:				
New application - Stage 1	HO01/C800 (D04)		460.00	460.00
New Application - Stage 2	HO01/C800 (D04)		415.00	415.00
Renewal Application - Stage 1	HO01/C800 (D04)		380.00	380.00
Renewal Application - Stage 2	HO01/C800 (D04)		415.00	415.00
Late Application penalty (new and renewal applications)	HO01/C800 (D04)		165.00	165.00
Housing Enforcement Charges:				
Improvement/prohibition notice/orders (for 1st notice).	HO01/C800 (D04)		100.00	100.00
			50.00	50.00
Additional notices (maximum of £300/property) notice fee waived if complied with within timescales.	HO01/C800 (D04)			
Health and Housing Recharge costs: cost of contractor following service of a Statutory Notice plus officer time.	HO01/C800 (D04)		41.25	41.25

PLANNING PORTFOLIO

REVISED CHARGES FROM 1 APRIL 2019

VAT Codes:
Chiltern
South Bucks

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

BUILDING CONTROL	General ledger code		2018/19	2019/20
	Chiltern	South Bucks	£	£

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

PHOTOCOPYING (1a)	General ledger code		2018/19	2019/20
	Chiltern	South Bucks	£	£
A4 Sheet B/W	PP01/C940 (D45)	DM02/S940 (1a)	10p	10p
A4 Sheet Colour	PP01/C940 (D45)	DM02/S940 (1a)	20p	20p
A3 Sheet B/W	PP01/C940 (D45)	DM02/S940 (1a)	20p	20p
A3 Sheet Colour	PP01/C940 (D45)	DM02/S940 (1a)	40p	40p
Large maps re-produced by the Plotter		DM02/S940 (1a)	10.00	10.00
A2 - Per Sheet	PP01/C940 (D45)		No charge	No charge
A1 - Per Sheet	PP01/C940 (D45)		for emailed	for emailed
A0 - Per Sheet *1	PP01/C940 (D45)		copies	copies
Sale of Council Documents: Decision Notices & Tree Preservation	PP01/C940 (D45)		NIL	NIL

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

PLANNING PORTFOLIO
REVISED CHARGES FROM 1 APRIL 2019

VAT Codes:
Chiltern
South Bucks

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

PLANNING ADVICE AND INFORMATION	General ledger code		2018/19	2019/20
	Chiltern	South Bucks	£	£
<u>Pre-Application Advice (1b)</u>				
Administration Charges (per hour)				
- Head of Service		DM02/S850 (1b)	264.00	317.00
- Area Team Manager		DM02/S850 (1b)	204.00	245.00
- All other planning officers/equivalent		DM02/S850 (1b)	180.00	216.00
- Assistant Planning Officer/Customer		DM02/S850 (1b)	N/A	
Site Visits – Flat Rate per officer		DM02/S850 (1b)	120.00	144.00
<u>Planning: Pre-Application / Post Decision Advice and Extant Enforcement Notices.</u>				
Enlargement, improvement or other, alteration of existing dwelling and				
Meeting and follow up letter	DM01/C850 (D45)	DM01/C850 (D45)	198.00	238.00
Letter only	DM01/C850 (D45)	DM01/C850 (D45)	132.00	158.00
New residential dwellings:				
1 dwelling				
Meeting and follow up letter	DM01/C850 (D45)	DM01/C850 (D45)	456.00	547.00
Letter only	DM01/C850 (D45)	DM01/C850 (D45)	306.00	367.00
2 dwellings				
Meeting and follow up letter	DM01/C850 (D45)	DM01/C850 (D45)	576.00	691.00
Letter only	DM01/C850 (D45)	DM01/C850 (D45)	384.00	461.00
3 dwellings				
Meeting and follow up letter	DM01/C850 (D45)	DM01/C850 (D45)	810.00	972.00
Letter only	DM01/C850 (D45)	DM01/C850 (D45)	540.00	648.00
4 dwellings				
Letter only	DM01/C850 (D45)	DM01/C850 (D45)	690.00	828.00
6 - 10 dwellings				
Meeting and follow up letter	DM01/C850 (D45)	DM01/C850 (D45)	1,152.00	1,382.00
Letter only	DM01/C850 (D45)	DM01/C850 (D45)	768.00	922.00
11 - 50 dwellings				
Meeting and follow up letter	DM01/C850 (D45)	DM01/C850 (D45)	2,298.00	2,758.00
Letter only	DM01/C850 (D45)	DM01/C850 (D45)	1,530.00	1,836.00
51-75 dwellings				
Meeting and follow up letter	DM01/C850 (D45)	DM01/C850 (D45)	3,444.00	4,133.00
Letter only	DM01/C850 (D45)	DM01/C850 (D45)	2,298.00	2,758.00
76-100 dwellings				
Meeting and follow up letter	DM01/C850 (D45)	DM01/C850 (D45)	4,584.00	5,501.00
Letter only	DM01/C850 (D45)	DM01/C850 (D45)	3,060.00	3,672.00
101-150 dwellings				
Meeting and follow up letter	DM01/C850 (D45)	DM01/C850 (D45)	6,888.00	8,266.00
Letter only	DM01/C850 (D45)	DM01/C850 (D45)	4,584.00	5,501.00
151+ dwellings				
Meeting and follow up letter	DM01/C850 (D45)	DM01/C850 (D45)	9,174.00	11,009.00
Letter only	DM01/C850 (D45)	DM01/C850 (D45)	6,114.00	7,337.00

** Charges for 19/20 are subject to approval in March 2019**

PLANNING PORTFOLIO
REVISED CHARGES FROM 1 APRIL 2019

VAT Codes:
Chiltern
South Bucks

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

PLANNING ADVICE AND INFORMATION	General ledger code		2018/19	2019/20
	Chiltern	South Bucks	£	£
Commercial Development (Use Classes B1, B2, B8 and A1-A5)				
1-100m ² (gross floor area)				
Meeting and follow up letter	DM01/C850 (D45)	DM01/C850 (D45)	462.00	554.00
Letter only	DM01/C850 (D45)	DM01/C850 (D45)	306.00	367.00
101-500m ² (gross floor area)				
Meeting and follow up letter	DM01/C850 (D45)	DM01/C850 (D45)	864.00	1,037.00
Letter only	DM01/C850 (D45)	DM01/C850 (D45)	576.00	691.00
501-1,000m ² (gross floor area)				
Meeting and follow up letter	DM01/C850 (D45)	DM01/C850 (D45)	1,296.00	1,555.00
Letter only	DM01/C850 (D45)	DM01/C850 (D45)	864.00	1,037.00
1,001-5,000m ² (gross floor area)				
Meeting and follow up letter	DM01/C850 (D45)	DM01/C850 (D45)	2,298.00	2,758.00
Letter only	DM01/C850 (D45)	DM01/C850 (D45)	1,530.00	1,836.00
5,001-10,000m ² (gross floor area)				
Meeting and follow up letter	DM01/C850 (D45)	DM01/C850 (D45)	4,584.00	5,501.00
Letter only	DM01/C850 (D45)	DM01/C850 (D45)	3,060.00	3,672.00
10,001m ² + (gross floor area)				
Meeting and follow up letter	DM01/C850 (D45)	DM01/C850 (D45)	9,174.00	11,009.00
Letter only	DM01/C850 (D45)	DM01/C850 (D45)	6,114.00	7,337.00
Developments falling within Use Classes C1, C2, D1 and D2				
1-100m ² (gross floor area)				
Meeting and follow up letter	DM01/C850 (D45)	DM01/C850 (D45)	462.00	554.00
Letter only	DM01/C850 (D45)	DM01/C850 (D45)	306.00	367.00
101-500m ² (gross floor area)				
Meeting and follow up letter	DM01/C850 (D45)	DM01/C850 (D45)	864.00	1,037.00
Letter only	DM01/C850 (D45)	DM01/C850 (D45)	576.00	691.00
501-1,000m ² (gross floor area)				
Meeting and follow up letter	DM01/C850 (D45)	DM01/C850 (D45)	1,296.00	1,555.00
Letter only	DM01/C850 (D45)	DM01/C850 (D45)	864.00	1,037.00
1,001-5,000m ² (gross floor area)				
Meeting and follow up letter	DM01/C850 (D45)	DM01/C850 (D45)	2,298.00	2,758.00
Letter only	DM01/C850 (D45)	DM01/C850 (D45)	1,530.00	1,836.00
5,001m ² + (gross floor area)				
Meeting and follow up letter	DM01/C850 (D45)	DM01/C850 (D45)	4,584.00	5,501.00
Letter only	DM01/C850 (D45)	DM01/C850 (D45)	3,060.00	3,672.00
Change of use (C.O.U) of existing buildings or land with no increase in floor space *				
Meeting and follow up letter	DM01/C850 (D45)	DM01/C850 (D45)	462.00	554.00
Letter only	DM01/C850 (D45)	DM01/C850 (D45)	306.00	367.00
* (a-excluding change of use to residential - for this, please see Category 2) (b- other than for (a) above, where an increase of floor-space is proposed as well as a C.O.U, the fee will be charged in the category of development of the proposed new use).				
Agriculture and Forestry.				
Erection of new buildings, glasshouses or poly-tunnels with a gross floor area up to 465m ²				
Meeting and follow up letter	DM01/C850 (D45)	DM01/C850 (D45)	222.00	266.00
Letter only	DM01/C850 (D45)	DM01/C850 (D45)	144.00	173.00
All other agricultural buildings and development.				
Meeting and follow up letter	DM01/C850 (D45)	DM01/C850 (D45)	462.00	554.00
Letter only	DM01/C850 (D45)	DM01/C850 (D45)	306.00	367.00

** Charges for 19/20 are subject to approval in March 2019**

PLANNING PORTFOLIO
REVISED CHARGES FROM 1 APRIL 2019

Appendix
Appendix C

VAT Codes:
Chiltern
South Bucks

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

PLANNING ADVICE AND INFORMATION	General ledger code		2018/19 £	2019/20 £
	Chiltern	South Bucks		
Erection, alterations or replacement of plant or machinery.				
Meeting and follow up letter	DM01/C850 (D45)	DM01/C850 (D45)	114.00	137.00
Letter only	DM01/C850 (D45)	DM01/C850 (D45)	78.00	94.00
Buildings and structures for equestrian purposes including stables, livery stables and riding schools.				
1-40m ² (gross floor area)				
Meeting and follow up letter	DM01/C850 (D45)	DM01/C850 (D45)	234.00	281.00
Letter only	DM01/C850 (D45)	DM01/C850 (D45)	156.00	187.00
41-75m ² (gross floor area)				
Meeting and follow up letter	DM01/C850 (D45)	DM01/C850 (D45)	348.00	418.00
Letter only	DM01/C850 (D45)	DM01/C850 (D45)	234.00	281.00
76-1,000m ² (gross floor area)				
Meeting and follow up letter	DM01/C850 (D45)	DM01/C850 (D45)	576.00	691.00
Letter only	DM01/C850 (D45)	DM01/C850 (D45)	384.00	461.00
1,001-3,750m ² (gross floor area)				
Meeting and follow up letter	DM01/C850 (D45)	DM01/C850 (D45)	1,152.00	1,382.00
Letter only	DM01/C850 (D45)	DM01/C850 (D45)	768.00	922.00
3751m ² + (gross floor area)				
Meeting and follow up letter	DM01/C850 (D45)	DM01/C850 (D45)	2,298.00	2,758.00
Letter only	DM01/C850 (D45)	DM01/C850 (D45)	1,530.00	1,836.00
Erection or construction of gates, walls, fences or other means of enclosure other than within the curtilage of a dwelling and the construction of car parks, service roads and other means of access to land.				
Meeting and follow up letter	DM01/C850 (D45)	DM01/C850 (D45)	198.00	238.00
Letter only	DM01/C850 (D45)	DM01/C850 (D45)	132.00	158.00
Advertisements.				
Meeting and follow up letter	DM01/C850 (D45)	DM01/C850 (D45)	234.00	281.00
Letter only	DM01/C850 (D45)	DM01/C850 (D45)	156.00	187.00
Telecommunications development.				
Meeting and follow up letter	DM01/C850 (D45)	DM01/C850 (D45)	576.00	691.00
Letter only	DM01/C850 (D45)	DM01/C850 (D45)	384.00	461.00
Outline Proposals:				
All Outline Proposals will be charged at the same rate as if the proposal were for a full application.				
The request for advice will have to be accompanied by indicative drawings of the proposal.				
Non-Material Amendments and Minor Material Amendments				
Householder				
Meeting and follow up letter	DM01/C850 (D45)	DM01/C850 (D45)	168.00	202.00
Letter only	DM01/C850 (D45)	DM01/C850 (D45)	108.00	130.00
Other				
Meeting and follow up letter	DM01/C850 (D45)	DM01/C850 (D45)	348.00	418.00
Letter only	DM01/C850 (D45)	DM01/C850 (D45)	234.00	281.00
Requests to withdraw extant Enforcement Notices				
Meeting and follow up letter	DM01/C850 (D45)	DM01/C850 (D45)	402.00	482.00
Letter only	DM01/C850 (D45)	DM01/C850 (D45)	270.00	324.00
Requests to confirm that an extant Enforcement Notice has been complied with.				
Meeting and follow up letter	DM01/C850 (D45)	DM01/C850 (D45)	462.00	554.00
Letter only	DM01/C850 (D45)	DM01/C850 (D45)	306.00	367.00

** Charges for 19/20 are subject to approval in March 2019**

**PLANNING PORTFOLIO
REVISED CHARGES FROM 1 APRIL 2019**

VAT Codes:
Chiltern
South Bucks

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

PLANS, POLICIES AND PUBLISHED INFORMATION	General ledger code		2018/19 £	2019/20 £
	Chiltern	South Bucks		
South Bucks Core Strategy (Adopted February 2011)		PP01/S860 (2)	17.50	17.50
South Bucks District Local Plan 1999		PP01/S860 (2)	20.00	20.00
South Bucks Development Plan Proposals Map		PP01/S860 (2)	20.00	20.00
Core Strategy Inspectors Report		PP01/S860 (2)	4.20	4.20
Statement of Community Involvement		PP01/S860 (2)	8.60	8.60
Local Development Scheme (March)		PP01/S860 (2)	4.80	4.80
Residential Design Guide SPD (October 2008)		PP01/S860 (2)	9.40	9.40
Annual Monitoring Report (published in January each year)		PP01/S860 (2)	price based on normal	price based on normal photocopying
Conservation Area Leaflets / Appraisals				
Huntercombe (1977), Fulmer(1979), Hedgerley Village (1981), Hedgerley Green (1987), Iver (1982), Stoke Green (1987) and Stoke Park (1987)		PP01/S860	1.00	1.00
Boveney (1996), Burnham (2002)		PP01/S860	price based on normal photocopying charges	price based on normal photocopying charges
Dorney (1996) was sponsored			Free	Free
Taplow (2006), Taplow Riverside (2006), Uxbridge Lock (2006), Hampden Hill (2005), Beaconsfield Old Town (2006), Denham(2008), Gerrards Cross Common (2009), Gerrards Cross Centenary (2009), Stoke Poges - West End (2011), Framewood Road (2011) and subsequent documents		PP01/S860	price based on normal photocopying	price based on normal photocopying charges

RESOURCES PORTFOLIO
REVISED CHARGES FROM 1 APRIL 2019

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

MISCELLANEOUS	2018/19	2019/20
	£	£

Permission for works at Council property or related matters	Variable hourly rate appropriate for officer	Variable hourly rate appropriate for officer
---	---	---

SECTION 106 AGREEMENTS	General ledger code		2018/19	2019/20
	Chiltern	South Bucks	£	£

Deed of Variations	LE01/C956 (1b)	LE01/S956 (1b)	Fee subject to review	Fee subject to review
--------------------	----------------	----------------	--------------------------	--------------------------

New Agreements				
- individual properties/householder applications	LE01/C956 (1b)	LE01/S956 (1b)	Fee subject to review	Fee subject to review
- others i.e. affordable housing/landscape manag	LE01/C956 (1b)	LE01/S956 (1b)	variable hourly rate based on actual time (min £800 plus VAT)	variable hourly rate based on actual time (min £800 plus VAT)

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

LAND CHARGES	General ledger code		2018/19	2019/20
	Chiltern	South Bucks	£	£

Form LLC1	LC01/C945 (D04)	LC01/S945 (3)	20.00	20.00
Con29R – Required Enquiries	LC01/C944 (D45)	LC01/S944 (1a)	65.50	65.50
Total LLC1 & CON29R	LC01/C944 (D45)	LC01/S944 (1a)	85.50	85.50

CON 290 Enquiries – <i>Each</i> Optional Enquiry	LC01/C944 (D45)	LC01/S944 (1a)	15.00	15.00
Additional Enquiries (Solicitors own questions)	LC01/C944 (D45)	LC01/S944 (1a)	15.00	15.00

Additional Parcels of Land:				
Form LLC1	LC01/C945 (D04)	LC01/S945 (3)	5.00	5.00
Form CON29R	LC01/C944 (D45)	LC01/S944 (1a)	10.00	10.00

SUBJECT:	CAPITAL STRATEGY AND CAPITAL PROGRAMME 2019/20 TO 2023/24
RELEVANT MEMBER:	Resources Portfolio Holder – Councillor Barbara Gibbs
RESPONSIBLE OFFICER:	Director of Resources – Jim Burness
REPORT AUTHOR:	Capital Accountant – Jane Clarke – 01494 732 223
WARD/S AFFECTED:	All

1. Purpose of Report

- 1.1 To present:
- The Capital Strategy.
 - The proposed Capital Programme for 2019/20 – 2023/24.

RECOMMENDATION to Council that:

The Capital Strategy including the Capital Programme for 2019/20-2023/24 (Appendix A) be approved.

2. Background

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

3. Review of Capital Programme

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

Environment

- 3.3 A budget of £1.5m has been allocated in 2021/22 for waste vehicles, as the current waste contract is due to end in October 2021. In addition the need for an annual provision for Recycling and Replacement Bins is included in the programme for £55k p.a.

- 3.4 To address capacity issues construction of a Multi Storey Car Park in Gerrards Cross has been agreed. The budget of £13,051k, has been added, over the course of two years, 2019/20 and 2020/21.
- 3.5 A budget of £61k in 2019/20 and £10k pa thereafter for Car Park Enhancements, has also been included, for general works to other car parks within the district.
- 3.6 The Taplow Moorings along the river edge need improvement and H&S works in order to stop the river undercutting the current bank. These are a legal obligation on the Council as the riparian owner. A consultant will need to be engaged to inform what essential works need to be carried out. This is initially estimated to cost £100k over the next two years.

Healthy Communities

- 3.7 £50k pa of Home Renovation Grants and Flexible Home Loans are included in the programme, to undertake works in default or to support the delivery of housing improvements in accordance with the Private Sector Housing Strategy Financial Assistance Policy by offering grants / loans to vulnerable householders requiring improvements to their property (heating, insulation, repairs, and disability adaptations).
- 3.8 Disabled Facilities Grants are the responsibility of local authorities to provide. The cost of the grants, are met from an allocation from the Better Care Fund administered by the Health & Wellbeing Board (this was £588k in 2018/19) so that there is no net cost falling to South Bucks. This is an annual programme of grant support.
- 3.9 The Council has started redeveloping the old Academy golf site as a country park facility. The total budget for constructing the new South Bucks Country Park is £2.080m, and these costs will be met from income gained during the redevelopment from soil importation.
- 3.10 Following the acquisition of Gerrards Cross Police Site, a redevelopment of the site is being undertaken to support the delivery of housing, and to generate income for the Council, which are key priorities referred to in the Capital Strategy. A budget of £8.62m has been agreed over 3 years.
- 3.11 An Affordable Housing Action Plan is to be undertaken during the course of the next five years, and this proposes the Council embarks on acquiring properties for the purpose of meeting local housing needs as highlighted in the Capital Strategy.

Customer Services & Business Support

- 3.12 A rolling programme for ICT of £20k is included in the programme for the replacement of equipment and further alterations. Additionally a budget of £15k has been rephrased to 2019/20 for a new software for Cemeteries and SPMG in the district.
- 3.13 A Customer Experience Strategy Programme has been initiated to facilitate the centralisation and transformation of customer services, increasing efficiency and delivering savings across CDC and SBDC. SBDC's share of this project is £296k, over two years.

Resources

- 3.14 The Council has responsibility under the lease for Capswood for the plant, equipment and internal decorations. There are several projects identified to be carried out over the next 5 years, with £180k budgeted in 2019/20.
- 3.15 Other capital works include the extension to Parkside Woodland Burial Site, with a budget of £199k, and upgrading elements of the Beacon Centre including ventilation cooling units and extractor fans.
- 3.16 A budgeted figure of £250k has been included to undertake the extension of the Stoke Poges Memorial Gardens.

4. Consilio

- 4.1 In addition to the main SBDC capital programme, SBDC may also undertake investments via Consilio. The individual investments will be undertaken by Consilio, however SBDC will act as lender for these investments. There is a separate section in the Capital Strategy related to Consilio investments.

5. Commuted Sums Programme

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

	Balances as at 4.1.19 £
s106 Monies - Conditional	0
s106 Monies - Unconditional	1,618,515
Total	1,618,515

- 5.2 These sums are applied in line with the Council's Housing Strategy which sets out the range of options available to use these funds for the provision of affordable housing. All of these funds have been allocated for specific projects.

6. Consultation

- 6.1 Consultation is with the Overview and Scrutiny Committee.

7. Corporate Implications

- 7.1 The programme in the Capital Strategy covers the period until 2024. Over this period new calls for capital expenditure will arise linked to the Council's Business Plan and Financial Strategy.
- 7.2 To sustain the size of the programme and allow scope for new schemes, additional resources will need to be made available. The scope for generating significant new capital receipts is very limited; therefore, the Council will need to borrow to finance proposed capital projects.
- 7.3 The capital programme is part of the Council's overall financial strategy, as the capital and revenue budgets are interlinked.

8. Links to Council Policy Objectives

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

9. Next Steps

- 9.1 Following views of the Overview and Scrutiny Committee the report will be considered by the Cabinet, and then by Council in February 2019.

Background Papers:	None
---------------------------	------

SOUTH BUCKS DISTRICT COUNCIL CAPITAL STRATEGY

Purpose

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

Key Priorities of the Strategy

The key Council priorities are as follows.

Priority	Pressure/Issue	Response
Financial Stability & Resilience	<p>Fair Funding review likely to have a negative impact on resources for Bucks authorities from 20/21 onwards.</p> <p>Funding coming totally from local resources makes SBDC more vulnerable to impact of economic recession.</p>	<p>Strategy to increase income from strategic review of assets.</p> <p>Strengthen level of reserves.</p> <p>Use prudential borrowing to finance major capital projects.</p> <p>Strong control on costs.</p> <p>Identify efficiencies through transformation and joint working.</p> <p>Explore potential for income generating projects.</p>
Local Housing Needs	<p>At end of 2018/19 60+ families in temporary accommodation.</p> <p>Increasing numbers on local housing waiting list.</p> <p>Affordability issues have led to RSL development largely ceasing in the area.</p>	<p>Identify sites for affordable housing development, initially Bath Rd & Tatling End.</p> <p>Housing development sites identified in new Local Plan.</p> <p>Private Sector Leasing Schemes in place with RSLs to address temporary accommodation needs.</p> <p>Use s106 funding.</p>
Parking Strategy	<p>Capacity issues in car parks in Gerrards Cross and Beaconsfield.</p> <p>Growing parking issues in Iver.</p>	<p>Project to expand Gerrards Cross Car Park.</p> <p>Strategic car park review to identify car parking expansion/development needs and opportunities in other towns</p>
Maximising use of Property Assets	<p>Need to generate additional income to help bridge funding gap.</p> <p>Need to identify housing sites.</p> <p>Car parking issues</p>	<p>A number of projects identified in strategic asset review.</p> <p>Setting up of Consilio Property Ltd to develop property portfolio for income generation and other key priorities, funded by loans from Council supported by prudential borrowing.</p> <p>Explore specific development</p>

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

Key Documents Influencing the Capital Strategy

The Strategies influencing the Capital Strategy are:

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

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

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

Principles

The key principles underpinning the Capital Strategy are:

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

Financing

The Strategy will be financed using the following funding sources:

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

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

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

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

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

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

Governance

Roles and Responsibilities

Members

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

Managers

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

s151 Officer

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

Project Management

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

- All projects will have an identified sponsor and project manager.

- Project initiation documents will be in place identifying clearly the intended outcomes, timescales and risks.
- Major investment projects will be supported by option appraisals and business cases. This is particularly relevant in respect of Consilio investments.

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

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

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

Review of the Strategy

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

Capital Strategy 2019 - 2024

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

The capital programme includes the following significant projects:

- Redevelopment of the ex-Police Station site at Tatling End, for a mixture of market and affordable rent, which is in progress. The market rented units are expected to be transferred to the Consilio Property Company to manage at the end of the construction in 2020/21.

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

Classification: OFFICIAL

- The development for affordable / temporary accommodation the Council owned land at Bath Road using s106 funding, which completes in the current financial year.
- A housing improvement grants programme funded by Government grants.
- The funding of a private sector leasing scheme with Paradigm to provide temporary accommodation units.
- The expansion of the Gerrards Cross Car Park as part of a strategy to address car parking issues in the town.
- Provision for the acquisition of refuse vehicle for the new waste collection contract in 2021/22.
- Provision of finance to investment in Consilio Property Ltd to develop its property portfolio.

Housing grants are anticipated to form a significant part of the programme for a number of years with funding coming via the Better Care fund administered by the Adult Health & Wellbeing Board for Buckinghamshire. Increasingly the expenditure will be linked to integrated strategies with Health and Social Care to keep people in their homes longer and minimise hospital stays.

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

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

- Capswood offices (lease ends 2026)
- Other Council buildings
- ICT infrastructure
- Car parks
- Waste and recycling facilities.

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

Commercial Investment Strategy with Consilio Property Ltd

The Council established Consilio Property Ltd in order to acquire properties to progress the Council's objectives of supporting the local economy, and to generate income to support services. Therefore any loans to the company need to be looked at from an investment point of view consistent with the Council's Treasury Management Strategy. This means that the order of priority has to be security of public funds over return on investment. In the

Classification: OFFICIAL

Page 6

initial phase of its investment with Consilio the focus will be on establishing a core of sound and secure investments from which the portfolio will develop.

Consilio's commercial investment strategy whilst being an element within the Council's overall Medium Term Financial Strategy, is not a dominant factor in the Strategy.

Any investments will be supported by detailed acquisition appraisals that identify the risks and returns. Acquisitions will be in accordance with the Investment Strategy agreed by the Consilio Board. Focus will be on the strength of any leases, quality of tenants and condition of the assets. There are clear processes in place that enable the Council to have access to all the necessary detail to make a judgement on any investment. This includes access to independent external advice on any proposal.

The Council's loans are secured against the assets of Consilio as a whole, in practise this means that in its initial years there is a direct relationship between loans and specific properties. There is not a requirement for the assets to appreciate in value, but there is an expectation that they could be disposed of if the Council required early repayment of the loans.

The overall level of SBDC investment will be proportionate to the Council's financial scale and in line with the Prudential Codes requirements for affordability and sustainability. To date Consilio has undertaken one acquisition funded by the Council. The key details of which are:

- Property type – Budget Hotel
- Amount of Loan to Consilio - £5.5m
- Duration of loan - 10 yrs
- Interest rate to Consilio 3.29%

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

Ratio of financing costs to net revenue income stream

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

	2017/18 Actual £000	2018/19 Estimate £000	2019/20 Estimate £000	2020/21 Estimate £000	2021/22 Estimate £000
Financing Costs <i>ie net investment income plus interest payments</i>	(163)	(150)	(100)	181	521
Net Revenue Income Stream <i>ie Budget Requirement</i>	7,460	7,398	7,642	7,774	8,474
Ratio	2.18%	2.03%	1.31%	(2.33)%	(6.13)%

Capital Financing Requirement

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

	2017/18 Actual £000	2018/19 Estimate £000	2019/20 Estimate £000	2020/21 Estimate £000	2021/22 Estimate £000
SBDC Capital Financing Requirement at year end	0	2,651	8,841	20,132	22,622
Movement in CFR	0	2,651	6,190	11,291	2,488

Breakdown of Movement in CFR					
Net financing need for the year	0	2,651	6,190	11,551	3,000
Minimum Revenue Provision (MRP)	0	0	0	(260)	(512)
Movement in CFR	0	2,651	6,190	11,291	2,488

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

Director of Resources
December 2018

APPENDIX - SOUTH BUCKS DC CAPITAL PROGRAMME 2019 – 2024

SBDC Capital Programme 2019/20 - 2023/24	Original Budget 19/20	Original Budget 20/21	Original Budget 21/22	Original Budget 22/23	Original Budget 23/24
	£	£	£	£	£
Environment					
Refuse / Street Cleansing Vehicles	40,000		1,500,000		
Recycling Initiatives & Bins	55,000	55,000	55,000	55,000	55,000
Station Road Car Park, GX	3,000,000	10,051,000			
Car Park Enhancements	60,985	10,000	10,000	10,000	10,000
Taplow Moorings	15,000	85,000			
Healthy Communities					
Home Renovation Grants / Flexible Home Loans	50,000	50,000	50,000	50,000	50,000
Disabled Facility Grants	588,000	588,000	588,000	588,000	588,000
The South Bucks Country Park Leisure Facility	900,000	600,000			
Tatling End Housing Project (Police Site)	5,910,000				
Affordable Housing Action Plan (acquisitions)	280,000	1,500,000	1,500,000	1,500,000	1,500,000
Customer Services & Business Support					
IT: Replacement equipment/alterations	20,000	20,000	20,000	20,000	20,000
ICT Projects - Cemeteries Software	15,000				
Customer Experience Strategy Programme	116,030				
Resources					
Capswood Maintenance & Works	180,000	10,000		25,000	20,000
Other Capital Works (see breakdown below)	198,566	14,200		16,000	
SPMG Extention		250,000			
Capitalisation of Salary Costs					
Capital Salaries	68,360				
	11,496,941	13,233,200	3,723,000	2,264,000	2,243,000
Breakdown of other Capital Works	Original Budget 19/20	Original Budget 20/21	Original Budget 21/22	Original Budget 22/23	Original Budget 23/24
Other Properties	0	0	0	0	0
Beacon Centre		14,200		16,000	
Parkside Woodland Burial Extension	198,566				
	198,566	14,200	0	16,000	0
Sources of Funding	2019/20	2020/21	2021/22	2022/23	2023/24
	£	£	£	£	£
Housing subsidy re DFG's via Better Care Fund	588,000	588,000	588,000	588,000	588,000
Income generated from SB County Park Site	900,000	1,350,000			
Borrowing - Station Road Car Park	3,000,000	10,051,000			
Borrowing - Tatling End Housing	5,910,000				
Borrowing - Affordable Housing Action Plan	280,000	1,500,000	1,500,000	1,500,000	1,500,000
Borrowing - Refuse Vehicles			1,500,000		
Borrowing - General Projects	818,941	-255,800	135,000	176,000	155,000
	11,496,941	13,233,200	3,723,000	2,264,000	2,243,000

DEFINITION OF CAPITAL EXPENDITURE

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

Expenditure that should be capitalised will include expenditure on the:

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

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

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

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

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

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

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

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

SUBJECT:	TREASURY MANAGEMENT STRATEGY 2019/20
REPORT OF:	Resources Portfolio Holder – Councillor Barbara Gibbs
RESPONSIBLE OFFICER	Director of Resources
REPORT AUTHOR	Helen O'Keeffe, Capital & Treasury Manager, Helen.O'Keeffe@chilternandsouthbucks.gov.uk, 01494 732781
WARD/S AFFECTED	All

1. Purpose of Report

- 1.1 To consider the Treasury Management Strategy and related policies that should be adopted by the Council for 2019/2020. This report was considered by Overview and Scrutiny Committee on 29 January 2019 and Cabinet on 6 February 2019.

RECOMMENDATIONS TO COUNCIL

That the Treasury Management Strategy including the following appendices to the Annual Investment Strategy (Appendix 1) be adopted by the Council:

- Appendix 1A – Annual Investment Strategy Policies**
- Appendix 1B – Prudential Indicators including the borrowing limits**
- Appendix 1C – the MRP method to be used in 2019/20.**

2. Executive Summary

- 2.1 The Council is required to formally review its treasury management policies each year as part of determining what level of returns will be achieved from investments. The format of the treasury management policies is defined by the Code of Practice adopted by the Council, and is required to be approved by the Council on recommendation from the Cabinet.
- 2.2 The treasury management policies underpin the strategy for the year in question, which seek to achieve a level of investment return and efficiently manage any borrowing. External borrowing which was planned in 2018/19 to facilitate a major capital project has not been required. However, in order to facilitate the planned capital programme in 2019/20 it will be necessary to borrow funds, and this will be in accordance with the Capital Strategy. The Treasury Management Strategy and the Capital Strategy are two key related documents that underpin the Council's compliance with the Prudential Code for Capital Finance.
- 2.3 The Council has been debt free for many years so this represents a substantial change in approach.

3. Background

- 3.1 The Council adopted the CIPFA code of practice on Treasury Management in June 2002, which includes the creation of a Treasury Management Strategy, which sets out the policies, and objectives of the Council's treasury management activities for the year ahead.
- 3.2 The Code was updated in December 2017, the key requirements of which are detailed in the Treasury Management Strategy (Appendix 1).

4. Treasury Management Strategy 2019/20

- 4.1 The Treasury Management Strategy 2019/20 is attached as Appendix 1. In essence the proposed strategy is as follows, and makes appropriate recognition of the Government's advice to prioritise security and liquidity over returns.
- Borrowing will be required in order to deliver the Council's Capital Strategy and its related capital programme. Borrowing will be entered into once significant capital projects have been approved.
 - Cash is unlikely to be available for investment over time periods greater than one year.
 - Interest rates are expected to increase slightly on previous years, although it will be challenging to achieve high investment returns.
 - The expected return for 2019/20 from the proposed strategy is £100,000.

5. Consultation

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

6. Options

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

7. Corporate Implications

- 7.1 Budgeted investment income in 2019/20 is based on interest rates remaining below 1%. Although borrowing will not be undertaken in advance of need, there will be some short term timing differences where funds will be borrowed and not yet required for the payment of suppliers as part of projects in the approved Capital programme. Any temporary surplus funds will be invested on a short term basis until they are required.
- 7.2 Based upon the recommendations outlined in the Treasury Management Strategy the estimated investment return for 2019/20 is £100,000.

- 7.3 As with any budget based on forecasts of future interest rates there is a risk of variation due to factors outside of the Council's control. This risk will need to be taken into account in determining the level of reserves held by the Authority.
- 7.4 The Local Government Act 2003 requires the Council to have regard to the Prudential Code and to set Prudential Indicators for the next 3 years to ensure that the Council's capital investments plans are affordable, prudent and sustainable. This is particularly relevant now that the Authority is planning to undertake external borrowing.
- 7.5 The Act requires the Council to set out its Treasury Strategy and to prepare an Annual Investment Strategy which sets out the Council's policies for managing its investments and for giving priority to the security and liquidity of those investments.
- 7.6 It is a statutory requirement under section 33 of the Local Government Finance Act 1992, for the Council to produce a balanced budget. In particular, section 32 requires a local authority to calculate its budget requirements for each financial year to include the revenue costs that flow from capital financing decisions. This, therefore, means that increases in capital expenditure must be limited to a level whereby increases in charges to revenue from:
- loss of investment interest caused by the use of capital receipts to finance additional capital expenditure.
 - any increases in running costs from new capital projects.
 - any interest payable on loans
- are limited to a level which is affordable within the projected income of the Council for the foreseeable future as part of the Council's overall Medium Term Financial Strategy.

8. Links to Council Policy Objectives

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

9. Next Steps

- 9.1 Following consideration by Cabinet, Council are now asked to approve the recommendations.
- 9.2 The implementation and monitoring of the strategy and policy will be undertaken by reports to the Resources PAG.

Background Papers:	None other than those referred to in the report.
---------------------------	--

This page is intentionally left blank

South Bucks District Council
Treasury Management Strategy
2019/2020

1. Background

- 1.1. The Council adopted the CIPFA Code of Practice on Treasury Management in June 2002, which includes the creation of a Treasury Management Strategy, which sets out the policies, and objectives of the Council's treasury management activities for the year ahead. The Code was reviewed and updated in December 2017, and the key requirements of the Code are detailed below.
- a) All councils must formally adopt the Code and four clauses, these are shown in Appendix 1A which also sets out the scheme of delegation and the treasury management role of the section 151 officer.
 - b) The strategy report will affirm that the effective management and control of risk are prime objectives of the Council's treasury management activities. This is consistent with the approach always adopted by this Council.
 - c) The Council's appetite for risk must be clearly identified within the strategy report, including any use of financial instruments for the prudent management of those risks, and will affirm that priority is given to security of capital and portfolio liquidity when investing treasury management funds.
 - d) Responsibility for risk management and control lies within the organisation and cannot be delegated to any outside organisation. This is something the Council has always been very clear about, in that whilst it uses advisers and external sources of information, that it is the officers and Members of the authority who are accountable for policy and decisions.
 - e) Credit ratings should be used as a starting point when considering risk. Use should also be made of market data and information, the quality financial press, information on Government support for banks and credit ratings of that Government support.
 - f) Councils need a sound diversification policy with high quality counterparties and should consider setting country, sector and group limits.
 - g) Borrowing in advance of need is only to be permissible when there is a clear business case for doing so and only for the current capital programme. Although borrowing will not be undertaken in advance of need, there will be some short term timing differences where funds will be borrowed and not yet required for the payment of suppliers. Any surplus funds will be invested on a short term basis until they are required.
 - h) The main annual treasury management reports must be approved by full Council.
 - i) There needs to be, at a minimum, a mid-year review of treasury management strategy and performance. This is intended to highlight any areas of concern that have arisen since the original strategy was approved. For South Bucks this requirement is met by the regular reports to the Resources Policy Advisory Group.

- j) Each council must delegate the role of scrutiny of treasury management strategy and policies to a specific named body. For South Bucks this is carried out by the Overview & Scrutiny Committee.
- k) Treasury Management performance and policy setting should be subjected to prior scrutiny. This is achieved via the regular discussions on Treasury Management at the Resources PAG.
- l) Members should be provided with access to relevant training. The Council's treasury management advisers provided training most recently in September 2015 which outlined relevant legislation, the Code of Practice, Members' responsibilities and operational issues.
- m) Those charged with governance are also personally responsible for ensuring they have the necessary skills and training.
- n) Responsibility for these activities must be clearly defined within the organisation.
- o) Officers involved in treasury management must be explicitly required to follow treasury management policies and procedures when making investment and borrowing decisions on behalf of the Council.

1.2. This strategy statement has been prepared in accordance with the Code. As in previous years the Council's Treasury Management Strategy will be approved annually by the full Council. In addition there will also be regular monitoring reports to Resources PAG, one of which will be the annual report. In addition the Resources Portfolio Holder will be emailed each month with information showing where the Council's investment portfolio has been invested. The aim of these reporting arrangements is to ensure that those with ultimate responsibility for the treasury management function appreciate fully the implications of treasury management policies and activities, and those implementing policies and executing transactions have properly fulfilled their responsibilities with regard to delegation and reporting.

1.3. The Council will adopt/reaffirm the following reporting arrangements in accordance with the requirements of the revised Code:-

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

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

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

2. Prospects for Interest Rates and Economic Background

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

	2018	2019				2020	
	Dec	Mar	Jun	Sept	Dec	Mar	Jun
Bank Rate	0.75%	0.75%	1.00%	1.00%	1.00%	1.25%	1.25%
3M LIBID	0.80%	0.90%	1.00%	1.10%	1.20%	1.30%	1.40%
6M LIBID	0.90%	1.00%	1.20%	1.30%	1.40%	1.50%	1.60%
12M LIBID	1.10%	1.20%	1.30%	1.40%	1.50%	1.60%	1.70%

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

- The economic and therefore the interest rate environment in the short term will be influenced by the outcome of the Brexit issue, which may be clearer by the end of January, and this may be:
 - Following a decision in Parliament, the UK leaving the EU on 29th March 2019 under an agreement that allows for a transition to a new economic arrangement with the EU over a period, or
 - Following a decision in Parliament, the UK leaves with no agreement on 29th March 2019 and immediately has to operate under WTO rules.
 - The 29th March 2019 date is extended in order to allow the UK to reach a final decision, which may be after a second referendum, or a General Election

From a markets point of view the overriding desire is to achieve some a degree of certainty. For leaving with some agreement the short term impact on GDP and inflation would not expect to be significant. Under this scenario there would not expect to be significant impact on interest rates unless there was a very significant fall in sterling. Therefore the gradual tightening of monetary policy indicated by the Bank of England would expect to follow.

Leaving with no agreement would produce a lot of uncertainty, and the impact on the economy would be material, the issue would be to what extent and over what period the economy would recover from the change. The risk of a rapid and significant deterioration in sterling could result in interest rate rises in the short to medium term with the inevitable impact on GDP. Alternatively the Bank of England may consider it preferable to allow a depreciation of the currency compared to raising interest rates due to the impact on GDP. This would be consistent with the approach following the original Brexit vote. In the longer term it would depend on how the UK economy responds to the change, and the resultant effect on interest rates.

- In the medium term the political issue is how long a minority Conservative Government could continue, unless the current situation precipitates a General Election. This will provide a continuing backdrop of uncertainty to markets, and the prospect of a Labour

administration with the impact for government borrowing of a number of its policies could tend for markets to increase interest rates.

- The political issues to some extent disguise the more fundamental issue for the UK economy which is productivity.

3. Achieving the Investment Target in 2019/20

- 3.1. The Government's decision to create a new single unitary authority for Buckinghamshire from 2020/21 does not remove the need for the authority to carry out its treasury management function in 2019/20 in accordance with proper policies and practice, and to support the objectives of the Council.
- 3.2. From 2020/21 the authority's cash balances and borrowing will transfer to the new authority where they will be amalgamated with those of all the other authorities and managed as a single portfolio. The same codes of practice and procedures will need to apply as currently in South Bucks.
- 3.3. As part of its medium term financial strategy the Council is seeking to maximise its investment income with acceptable levels of risk. The strategy recognises that the Council's Capital Strategy anticipates significant levels of borrowing and reduced cash for interest earning investments. The Council will continue to earn interest on short term investments arising from its cashflow profile over the year, but this will be a reduced amount compared to past years.
- 3.4. It is clear that continuing with short term cash investments will provide returns of at best 1.0% over the next year or so. To achieve higher levels of returns would involve:
- Investing for longer periods, i.e. up to 3 years.
 - Investing in non cash based instruments, i.e. property or corporate bond funds.
- 3.5. To invest material sums for longer than one year would require a level of surplus cash not earmarked for specific items or projects to be available. This is unlikely to be the case in 2019/20.
- 3.6. The following table illustrates the estimated investment interest for 2019/20. The calculation assumes that any investments maturing during 2019/20 are not reinvested, and that the returned funds will be held on short term deposit until required for cash flow purposes.

	Credit Rating	Amount Loaned	Interest Rate	Matures	Interest 19/20	New Inv 19/20 (0.9%)
RBS/Natwest	BBB+	3,000,000	3 mth LIBOR	Feb-20	2,400	
Santander	A	3,000,000	0.90%	Mar-19	2,400	
		6,000,000			2,400	
Short term		6,000,000	0.70%		42,000	

	Credit Rating	Amount Loaned	Interest Rate	Matures	Interest 19/20	New Inv 19/20 (0.9%)
Gilts/Bonds etc		589,866			27,638	
Farnham Park Loan					31,500	
Total		12,589,866			103,538	0
Total interest forecast 2019/20						103,538

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

Schedule of Maturing Investments

Year	Month	Amount	Cumulative
Instant MMF		8,000,000	8,000,000
2018/19	Mar	3,000,000	11,000,000
2019/20	Feb	3,000,000	14,000,000
		14,000,000	

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

3.9. The table below shows the proposed counterparty investments matrix for investments in 2019/20. Money Market Funds (MMF) are currently priced on a Constant Net Asset Value (CNAV) basis, however all MMFs will be converting to Low Volatility Net Asset Value (LVNAV) MMFs in January 2019.

	Duration	Maximum Amount	Fitch Rating	Comment
UK Institutions	Up to 3 years	£5m	BBB+ or better	
Non UK Institution	Up to 3 years	£2m	A- or better	Sovereignty rating AA or better
Money Market Funds	-	£5m	AAA	
Gilts / Bonds / Bond Funds	Up to 3 years	£5m	A- or better	
Property Funds	-	£5m	-	
Property Company	-	£100m	-	

4. Borrowing Strategy

4.1 The Treasury Management policies underpin the strategy for the year in question, which seek to achieve a level of investment return and efficiently manage any borrowing arising from the Council's Capital Strategy. It is probable that borrowing will be undertaken in future years to

facilitate other planned capital projects in accordance with the Capital Strategy. The Treasury Management Strategy and the Capital Strategy are two key related documents that underpin the Council's compliance with the Prudential Code for Capital Finance.

- 4.2 Borrowing will need to be undertaken in 2019/20 and future years in order to facilitate planned significant capital projects arising from the Capital Strategy, notably the Multi Storey Car Park at Gerrards Cross (likely to be in 2020/21) and the Tatling End Housing Project (which will be in 2019/20). The capital programme indicates that there may also be some borrowing to finance general capital projects. No borrowing to finance major capital projects will be undertaken before planning permission has been obtained and a business case has been approved.
- 4.3 In 2017/18, the Council established a property development company, Consilio Property Limited. In January 2019 South Bucks made a first advance of £5.5m to Consilio to acquire its first property.
- 4.4 In the case of the Tatling End Housing Project, the issue of the timing and structure of the borrowing will be determined by the cashflow for the development and the borrowing required to finance this, and then subsequently the terms of any transfer to Consilio which would be financed by borrowing.
- 4.5 In order to undertake borrowing the Council must demonstrate its compliance with the Prudential Code. The framework established by the Prudential Code should support local strategic planning, local asset management planning and proper option appraisal. The objectives of the Prudential Code are to ensure, within a clear framework:
- That the capital expenditure plans are affordable, prudent and sustainable (Medium Term Financial Strategy and Capital Strategy).
 - That treasury management decisions are in accordance with good professional practice and in full understanding of the risks involved and how these risks will be managed to levels that are acceptable to the organisation (Treasury Management Strategy).
- 4.6 The capital expenditure plans set out in Appendix 1B provide details of the planned expenditure of the Council. The treasury management function ensures that the Council's cash is organised in accordance with the relevant professional codes, so that sufficient cash is available to meet this expenditure. This will involve both the organisation of the cash flow and, where capital plans require, the organisation of appropriate borrowing facilities.
- 4.7 The Council will not borrow more than or in advance of its needs purely in order to profit from the investment of the additional sums borrowed. However, it is likely that there will be some short term timing differences where funds are borrowed in order to pay suppliers' invoices for capital projects. This may result in the Council holding cash surpluses for a period or until the project is complete, which will be invested until required for the payment of suppliers.
- 4.8 Borrowing will only be entered into once the larger capital projects have received approval from Members to commit following appropriate feasibility and preparation work. The

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

- 4.9 The Local Government Act 2003 sets out the new capital regulations and specifies that local authorities must comply with the Prudential Code produced by CIPFA. The Council has a duty to determine an affordable borrowing limit. It is recommended that Members approve an authorised borrowing limit of £45 million and an operational boundary of £40 million, these together with other prudential indicators that the Council are required to set under the Code are shown at Appendix 1B, and Appendix 1C covers the technical requirement in respect of calculating the minimum revenue provision.

5. Financial Summary & Risks

- 5.1. The estimated investment return for 2019/20 is £100,000, which reflects the latest forecasts for interest rates, and anticipated cashflows.
- 5.2. The cost of borrowing is estimated at 2.7%. There is clearly some sensitivity around this if the interest rate should change. A 1% increase in borrowing rates would increase interest rate costs by £10,000 per £1m of borrowing.
- 5.3. As with any budgets based on forecasts of future interest rates there is a risk of variation due to factors outside of the Council's control. This risk will need to be taken into account in determining the level of revenue reserves held by the authority.
- 5.4. The Treasury Management Strategy will ensure that a new unitary authority would inherit a stable Treasury Management position from the Council.

Appendices

1A – Annual Investment Strategy

1B – Prudential Indicators

1C – Minimum Revenue Provision

This page is intentionally left blank

Appendix 1A**SOUTH BUCKS DISTRICT COUNCIL****Annual Investment Strategy 2019/20**

1. This Council has regard to the MHCLG's Guidance on Local Government Investments and the 2017 revised CIPFA Treasury Management in the Public Services Code of Practice and Cross Sector Guidance Notes. The Council's investment priorities will be security first, liquidity second and then return.
2. This Annual Investment Strategy states which investments the Council may use for the prudent management of its treasury balances during the financial year under the heads of Specified Investments and Non-Specified Investments. These are listed in Schedules A and B.
3. The policies underpinning the investment strategy for managing investments and for giving priority to the security and liquidity of those investments are set out in this document.

Treasury Management Policy Statement**4. Definition**

The Council defines its treasury management activities as

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

5. Risk Management

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

Accordingly, the analysis and reporting of treasury management activities will focus on their risk implications for the organisation, and any financial instruments entered into to manage these risks.

6. Value for Money

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

7. Borrowing Policy

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

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

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

8. **Investment Policy**

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

CIPFA Treasury Management Code of Practice

9. The CIPFA Code of Practice on Treasury Management in Local Authorities was revised in 2017.
10. CIPFA recommends that all public service organisations adopt, as part of their standing orders, financial regulations, or other formal policy documents appropriate to their circumstances, the following four clauses.
 1. This organisation will create and maintain, as the cornerstones for effective treasury management:
 - a treasury management policy statement, stating the policies, objectives and approach to risk management of its treasury management activities.
 - suitable treasury management practices (TMPs), setting out the manner in which the organisation will seek to achieve those policies and objectives, and prescribing how it will manage and control those activities.

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

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

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

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

Specified and Non-Specified Investments

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

Security of Capital

15. The 2019/20 counterparty credit matrix for investments is as follows:

	Duration	Maximum Amount	Fitch Rating	Comment
UK Institutions	Up to 3 years	£5m	BBB+ or better	
Non UK Institution	Up to 3 years	£2m	A or better	Sovereignty rating AA or better
Money Market Funds	-	£5m	AAA	
Gilts / Bonds / Bond Funds	Up to 3 years	£5m	A- or better	
Property Funds	-	£5m	-	-
Property Company	-	£100m	-	-

Use and Monitoring of Credit Ratings

16. This Council relies on credit ratings published by Fitch (Standard and Poor's for Money Market Funds where applicable) to establish the credit quality of counterparties and investment schemes.
17. The Council determines the appropriate credit ratings it deems to be sufficiently high for each category of investment.
18. The Council has access to Fitch credit ratings and is alerted to changes through its use of its treasury management advisor's website and email alerts. These ratings cover both the specific financial institution but also the credit rating for the country in which the institution is incorporated.
19. If a counterparty's or investment scheme's rating is downgraded with the result that it no longer meets the Council's minimum criteria, the further use of that counterparty/investment scheme as a new investment will be withdrawn immediately. The Council will also immediately inform any external fund manager that it may decide to use of the withdrawal of the same.
20. The Council will establish with any fund manager that it may decide to use their credit criteria and the frequency of their monitoring of credit ratings so as to be satisfied as to their stringency and regularity.

Property Funds

21. To monitor its investment, the Council will require reports stating the value of the assets held by the Property Fund. These reports are to be provided by the Property Fund at least annually.

Property Company

22. The Council will maintain security over any investment in the property company by having a charge over the relevant asset(s) held by the property company.

23. To monitor its investment, the Council will require reports stating the value of the assets. These reports are to be provided by the Property Company at least annually as part of its Annual Report to shareholders.

Monitoring of Reputational Risk Issues

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

Investment Balances / Liquidity of Investments

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

Provisions for Credit Related Losses

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

End of Year Investment Report

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

Schedule A

LOCAL GOVERNMENT INVESTMENTS (ENGLAND)
SPECIFIED INVESTMENTS

All investments listed below must be sterling-denominated

Investment	Repayable/ Redeemable Within 12 Months?	Security/ Minimum Credit Rating	Circumstance of use	Maximum period
Term deposits with the UK government or with English local authorities (i.e. local authorities as defined under section 23 of the 2003 Act) with maturities up to 1 year	Yes	High security although LAs not credit rated	In-house	1 year
Term deposits with credit – rated deposit takers (banks & building societies) with maturities up to 1 year	Yes	Yes, use of Fitch ratings subject to counterparty matrix	In-house	1 year
Certificates of Deposit issued by credit – rated deposit takers (banks and building societies): up to 1 year Custodial arrangement required prior to purchase	Yes	Yes, use of Fitch ratings subject to counterparty matrix	In-house	1 Year
Gilts: up to 1 year Custodial arrangement required prior to purchase	Yes	Government backed	In-house	1 Year
Money Market Funds Money Market Funds (MMF) are currently priced on a Constant Net Asset Value (CNAV) basis, however all MMFs will be converting to Low Volatility Net Asset Value (LVNAV) MMFs in January 2019.	Yes	Yes, AAA rated	In-house	The period of investment may not be determined at the outset but would be subject to cash flow & liquidity requirements

<p>Treasury bills (Government debt security with a maturity less than 1 year and issued through a competitive bidding process at a discount to par value)</p> <p>Custodial arrangement required prior to purchase</p>	<p>Yes</p>	<p>Government backed</p>	<p>In-house</p>	<p>1 Year</p>
--	------------	--------------------------	-----------------	---------------

Schedule B

LOCAL GOVERNMENT INVESTMENT (England)
NON – SPECIFIED INVESTMENTS

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

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

Investment	(A) Why use it ? (B) Associated risks ?	Repayable /Redeemable Within 12 months ?	Security /Minimum credit rating	Used By	Maximum value	Length of investment
capital expenditure eg CCLA						
Property Company	Alternative to cash funds. Returns subject to property market and rental streams	Not always dependant on terms of each investment	Investment in property	In-house	£100m	Dependant on terms of each investment
Term deposits with the UK government or with English local authorities (i.e. local authorities as defined under section 23 of the 2003 Act) with maturities up to 5 years	Gives a known rate of return	No	High security although LAs not credit rated	In-house	None	3 years – in house
Term deposits with credit – rated deposit takers (banks & building societies), including callable deposits with maturities up to 5 years	Gives a known rate of return	No	Yes, use of Fitch ratings Subject to counterparty matrix	In-house	None	3 years – in house Internal forward deals subject to 3 months in advance only approved by DoR
Corporate Bonds Custodial arrangement required prior to purchase	(A)(i) If held to maturity, known yield (rate of return) per annum (ii) If traded, potential for capital gain through appreciation in value (i.e. sold before maturity) (B)(i) Market or interest rate risk: Yield subject to	Yes	Yes, use of Fitch ratings Subject to counterparty matrix	In-house	Maximum of £3m	Maximum of 3 years

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

PRUDENTIAL CODE & INDICATORS STATEMENT

1. Background

1.1. The Prudential Code for Capital Finance in Local Authorities plays a key role in capital finance in local authorities. Local authorities determine their own programmes for capital investment that are central to the delivery of quality public services. The Prudential Code was developed by CIPFA as a professional code of practice to support local authorities in taking their decisions.

2. Objectives

2.1. The objectives of the Prudential Code are to ensure, within a clear framework, that the capital expenditure plans of local authorities are affordable, prudent and sustainable, and that treasury management decisions are taken in accordance with good professional practice and in full understanding of the risks involved and how these risks will be managed to levels that are acceptable to the organisation.

2.2. The Prudential Code requires authorities to look at capital expenditure and investment plans in the light of overall organisational strategy and resources and ensure that decisions are being made with sufficient regard to the long run financing implications and potential risks to the authority. Effective financial planning, option appraisal, risk management and governance processes are essential in achieving a prudential approach to capital expenditure, investment and debt.

2.3. To demonstrate that local authorities have fulfilled these objectives, the Prudential Code sets out the indicators that must be used, and the factors that must be taken into account. The Prudential Code does not include suggested indicative limit or ratios.

2.4. The prudential indicators required by the Prudential Code are designed to support and record local decision-making in a manner that is publicly accountable. They are not designed to be comparative performance indicators.

3. Matters required to be taken into account

3.1. In setting or revising its prudential indicators, the local authority is required to have regard to the following matters:

- Service objectives, eg strategic planning for the authority
- Stewardship of assets, eg asset management planning
- Value for money, eg option appraisal
- Prudence and sustainability, eg risk, implications for external debt and whole life costing
- Affordability, eg implications for council tax/business rates
- Practicality, eg achievability of the forward plan.

4. Decision-making on capital investment

- 4.1. The Prudential Code recognises that in making its capital investment decisions the authority must have explicit regard to option appraisal and risk, asset management planning, strategic planning for the authority and achievability of the forward plan.

5. Determining a capital strategy

- 5.1. In order to demonstrate that the authority takes capital expenditure and investment decisions in line with service objectives and properly takes account of stewardship, value for money, prudence, sustainability and affordability, authorities should have in place a capital strategy that sets out the long-term context in which capital expenditure and investment decisions are made and gives due consideration to both risk and reward and impact on the achievement of priority outcomes.

6. Prudence and prudential indicators for prudence

- 6.1. The local authority shall ensure that all of its capital expenditure, investments and borrowing decisions are prudent and sustainable. In doing so it will take into account its arrangements for the repayment of debt and consideration of risk and the impact, and potential impact, on the authority's overall fiscal sustainability. While indicators for sustainability are required to be set over a minimum three year rolling period, indicators should be set in line with a capital strategy and asset management plan that is sustainable over the longer term.

7. Prudential indicator – capital expenditure

- 7.1. Actual capital expenditure and estimates of capital expenditure.

	2017/18 Actual £000	2018/19 Estimate £000	2019/20 Estimate £000	2020/21 Estimate £000	2021/22 Estimate £000
Capital Expenditure	1,782	9,218	11,497	13,233	3,723

- 7.2. For SBDC until 2018/19 the capital programme was fully funded from capital receipts and Government grant. However, the increased anticipated level of capital expenditure has meant that this will no longer be possible, and the Council will need to borrow funds in 2019/20 and to facilitate the budgeted capital expenditure on major projects in future years.

- 7.3. Actual capital financing requirement and estimates of capital financing requirement.

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

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

	2017/18 Actual £000	2018/19 Estimate £000	2019/20 Estimate £000	2020/21 Estimate £000	2021/22 Estimate £000
SBDC Capital Financing					

Requirement at year end	0	2,651	8,841	20,132	22,622
Movement in CFR	0	2,651	6,190	11,291	2,488

Breakdown of Movement in CFR					
Net financing need for the year	0	2,651	6,190	11,551	3,000
Minimum Revenue Provision (MRP)	0	0	0	(260)	(512)
Movement in CFR	0	2,651	6,190	11,291	2,488

8. Prudential indicator – External Debt

8.1. The authority is required to set an authorised limit and operational boundary for its total gross external debt. The operational boundary is the limit beyond which external debt is not normally expected to exceed, and is based on the authority's estimate of most likely, ie prudent, maximum level of external debt. The authorised limit represents an authorised limit for the authority's total gross external debt and will need to provide headroom over and above the operational boundary sufficient for example for unusual cash movements. In South Bucks' case, until decisions are made about the financing of the Tatling End Housing Project it is difficult to be certain about the level and timing of borrowing which will be required. The Operational Boundary and Authorised Limit must be set at a sufficient level to allow for a higher level of borrowing, however the CFR reflects the more realistic level of borrowing which will be undertaken.

8.2. After the year end, the actual external debt will be reported.

	2017/18 £000	2018/19 £000	2019/20 £000	2020/21 £000	2021/22 £000
Authorised Limit	20,000	35,000	45,000	50,000	50,000
Operational Boundary	13,000	30,000	40,000	45,000	45,000
Estimated Debt		2,651	8,841	20,132	22,620
Actual external debt	0				

9. Prudential indicator – Gross debt and the capital financing requirement

9.1. The authority must ensure that over the medium term debt will only be for a capital purpose. The authority should ensure that debt does not, except in the short term, exceed the total of capital financing requirement in the preceding year plus the estimates of any additional capital financing requirement for the current and next two financial years.

	2017/18 £000	2018/19 £000	2019/20 £000
Actual/Estimated Gross Debt	0	2,651	8,841
Annual change in CFR	0	2,651	6,190
Total CFR in preceding year, current and next two years	8,841	20,132	22,620

10. Prudential indicator – Upper limit for interest rate exposure

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

	2017/18	2018/19	2019/20	2020/21	2021/22
Fixed Rate	100%	100%	100%	100%	100%
Variable Rate	70%	80%	90%	90%	90%

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

11. Prudential indicator - Maturity structure of borrowings

11.1. This indicator is designed to reduce the risk of large sums of borrowings having to be repaid at the same time. The recommended lower limit for maturity is less than 1 year and the recommended upper limit is 45 years. The maturity structure within this range will vary according to the income streams generated by investment decisions.

12. Prudential indicator – Upper limit for total principal sums invested for over 365 days

12.1. Where a local authority invests, or plans to invest, for periods longer than 365 days, the local authority must set an upper limit for each forward financial year period for the maturing of such investments. This indicator is designed to ensure that authorities always have sufficient funds to cover their cash flow needs and thus do not need to realise investments before they reach maturity.

	2017/18 £m	2018/19 £m	2019/20 £m	2020/21 £m	2021/22 £m
Upper Limit	16	15	14	13	13

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

13. Affordability and prudential indicators for affordability

13.1. The fundamental objective in the consideration of the affordability of the authority's capital plans is to ensure that the level of investment in capital assets proposed means that the total capital investment of the authority remains within sustainable limits.

14. Prudential Indicator – financing costs to net revenue stream

14.1. The authority shall ensure that the revenue implications of capital finance, including financing costs, are properly taken into account within option appraisal processes, the capital programme and the medium-term forecast. In assessing affordability the authority shall

consider the council tax implications of its capital programme, borrowing and investment decisions.

	2017/18 Actual £000	2018/19 Estimate £000	2019/20 Estimate £000	2020/21 Estimate £000	2021/22 Estimate £000
Financing Costs <i>ie net investment income plus interest payments</i>	(163)	(150)	(100)	181	521
Net Revenue Income Stream <i>ie Budget Requirement</i>	7,460	7,398	7,642	7,774	8,474
Ratio	2.18%	2.03%	1.31%	(2.33)%	(6.13)%

This page is intentionally left blank

MINIMUM REVENUE PROVISION (MRP)

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

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

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

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

The options for prudent provision are as follows:

Option 1 – Regulatory Method

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

Option 2 – CFR Method

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

Option 3a – Asset Life Method – equal instalments

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

Option 3b – Asset Life Method – annuity method

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

Option 4 – Depreciation Method

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

Options 1 & 2 should only be used where capital expenditure is incurred prior to 1st April 2008 and where capital expenditure is incurred on or after that date which the authority is satisfied forms

part of its supported capital expenditure. Options 3 and 4 should be used in relation to all capital expenditure incurred after the 1st April which is financed by borrowing or credit arrangements.

In this Council's case borrowing is probable in 2019/20 and beyond.

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

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

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

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

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

It is therefore recommended that option 3b, the Annuity Method, is adopted as the Council's annual policy on making MRP for 2019/20 and MRP will be deferred whilst an asset is under construction.

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

South Bucks Members Advisory Panel
Cabinet
Council

10 January 2019
6 February 2019
27 February 2019

SUBJECT:	FARNHAM PARK CHARITY BUDGET 2019/20
RESPONSIBLE OFFICER:	Director of Resources – Jim Burness
REPORT AUTHOR:	Jim Burness (jim.burness@chilternandsouthbucks.gov.uk)
WARD/S AFFECTED:	N/a

1. Purpose of Report

- 1.1 To consider the draft budgets for the Charitable Trusts activities for 2019/20, including the proposed fees & charges.

RECOMMENDATIONS from the Panel and Cabinet to Council that the following be agreed:

1. The overall operating budget shown in para 3.9.
2. The fees and charges in Private Appendix A.

2. Background

- 2.1 The operations of the Charity divide into two areas, 1) the Golf course and the ancillary catering activities, and 2) the Playing Fields. The budget information is organised to show the operational costs and income of these two elements. The golf and playing fields are supported by a single service team that operates across both elements, and the course and playing fields are maintained by a single grounds maintenance team.

3. Operating Budget 2019/20

- 3.1 The following table summarises the overall budget changes for golf operation, and the changes from the 2018/19 budget. Negative figures equate to savings or surpluses.
- 3.2 The main points to note are:
- Salaries have been inflated by the agreed increase of 2% resulting in an increase in employee expenses of £10,000
 - The mowers and aerator currently in use at the Trust are old and expensive to maintain. Therefore the 2019/20 Course Maintenance budget includes an additional £30,000 for leasing costs for replacement vehicles. This is offset by a £7,500 saving for vehicle repairs.
 - The budget for Green fee income has been reduced by £8,000 to reflect the degree to which weather has affected income in recent years.
- 3.3 Overall the golf operation is estimated to make an operating surplus of £96,523.

	Golf					
	Golf Mgt	Golf course	Golf Shop	Catering	Course Maint	Total
Budget 2018/19	147,952	-465,300	-10,800	-18,300	234,074	-112,374
Staff cost changes	6,550	-	-	7,490	-4,470	9,570
Expenditure changes	-5,760	5,620	-1,200	-2,400	24,020	20,280
Changes in Golf Mgt / GM recharges	-5,697	-	-	-	-22,832	-28,529
Income changes	-3,000	7,400	2,000	300	7,830	14,530
Budget 2019/20	140,045	-452,280	-10,000	-12,910	238,623	-96,523

- 3.4 The proposed fees for 2019/20 that have been assumed within the budgets are appended to the report, and these will need to be agreed by the Panel for formal adoption by the Council.
- 3.5 The majority of green fees have been increased by £1 on 2018/19 prices. Fees for club members and societies have increased by 50p.
- 3.6 Any increases in prices proposed are made in reference to other local golf courses, as usage is price sensitive.
- 3.7 The Playing Fields operational budget is summarised below. The reduction in expenditure is due to a reduction in utility costs as a result of having closed buildings due to dilapidation and it being uneconomic to undertake the necessary works to make them operational.

Farnham Park Playing Fields	
Budget 2017/18	87,704
Expenditure changes	-4,300
Change in share of Golf Mgt / Grounds Maint	28,529
Income changes	-
Budget 2018/19	111,933

- 3.8 The preceding tables show the Charity's operational budget position. The overall financial position has to include the following non-operational costs:
- Interest on the financing of the Clubhouse redevelopment
 - Asset charges / depreciation
 - Support service recharges from the Council.
- 3.9 The overall position, including the non-operational costs is as follows.

	Golf	Playing Fields	2019/20 Total	2018/19 Total
Net Operating Budget	-96,523	111,933	15,410	-24,670
Interest	36,670	-	36,670	33,640
Asset charge	63,830	10,360	74,190	76,140
Support Service Costs	18,000	9,600	27,600	37,000
2019/20 Budget	21,978	131,893	153,870	
2018/19 Budget	12,946	109,164	122,110	

- 3.10 The table illustrates that the non-operational costs of £138,460 change the small operating deficit of £15,410 into an accounting deficit of £153,870. Within the overall figure it can be seen that the Golf activity makes a small accounting loss. The main deficit arises as a result of the costs of operating the Playing Fields.
- 3.11 The table below shows the breakdown of the Trust costs over the main types of expenditure and income.

2017/18 ACTUALS	SUBJECTIVE ANALYSIS	2018/19 BUDGET	2019/20 BUDGET
£		£	£
545,055	Direct Employee Expenses	548,950	559,120
14,023	Indirect Employee Expenses	11,840	8,600
90,975	Premises Related Expenses	112,360	105,120
33,863	Transport Related Costs	38,660	32,970
284,463	Supplies & Services	279,950	311,500
968,379	Running Expenses	991,760	1,017,310
(856,156)	Income	(959,100)	(949,400)
(56,790)	Recharge to SB County Park	(57,330)	(52,500)
55,433	Net Running Expenses	(24,670)	15,410
31,516	Loan Interest	33,640	36,670
93,847	Depreciation	76,140	74,190
38,201	Support Recharge from SBDC	37,000	27,600
218,997	Net Expenditure	122,110	153,870

4. Risks and Issues

- 4.1 The main risks facing the operation are as follows:
- Weather has a major effect on golf income, especially during the peak season, March to October. The impact of this has been illustrated when the performance to date in 2018 is compared to that of 2017 when the usage was significantly impacted by the weather in certain months.
 - The state of the buildings on the playing fields site mean there are risks of unbudgeted landlord maintenance costs, or they become unviable to use. The site is also vulnerable to vandalism and unauthorised incursions.
 - Income risks from tenants of playing field leases and pitch hire.
- 4.2 The financial information makes very clear that the cost of the Playing Fields is the major challenge facing the Charity. This is added to by the fact that all the buildings on the site, with the exception of the greenkeepers compound, are approaching or at the end of the useful lives, and need replacing in the near future.

South Bucks Members Advisory Panel
Cabinet
Council

10 January 2019
6 February 2019
27 February 2019

- 4.3 It is highly unlikely that the Playing Fields would ever be a facility that could be operated at nil cost. Even if the facility was reduced to just a softball venue and the remained as public open space with minimal maintenance, there would be a material cost to the Charity/Council in the order of £64k.
- 4.4 This is the key issue for the Council, as it is not a viable option to believe that the golf course can generate sufficient surplus after interest and depreciation, to cover the costs of the playing fields even if they were just used as public open space, and thereby avoiding any cost to the council tax.
- 4.5 The Open Space Needs survey undertaken by the Council during 2017 highlighted the opportunities for the provision of public leisure that the playing fields offer. However these opportunities could only be realised by significant investment by the Council into the facilities to rationalise facilities and introduce additional income streams.

Background Papers:	None
---------------------------	------

SUBJECT	Report on Special Urgency
RELEVANT MEMBER	Councillor Nick Naylor, Leader of the Council
RESPONSIBLE OFFICER	Bob Smith, Chief Executive
REPORT AUTHOR	Mathew Bloxham, Democratic & Electoral Services Manager; Mathew.bloxham@chilternandsouthbucks.gov.uk
WARD/S AFFECTED	Not Ward Specific

1. Purpose of Report

To report to full Council the urgent items considered by the Extraordinary Cabinet meetings held on 9 and 25 January, as required by Section 4.2 of the Council's Overview and Scrutiny Procedure Rules.

RECOMMENDATION:

That Full Council note the report.

2. Reasons for Recommendations

As set out in the section 4.2 of the Council's Overview and Scrutiny Procedure Rules, decisions taken as a matter of urgency must be reported to the next available meeting of the Council, together with the reasons for urgency.

3. Content of Report

Details of the decisions and reasons for urgency are included below. The relevant notices were published to the Council's website in advance of the meetings.

9 January 2019 - Cabinet

Decision: Implementation of the new Unitary District Council: Cabinet were asked to consider whether the Council should formally consent to the Secretary of State's proposals in the draft Modification Regulations under section 15 of the Cities and Local Government Devolution Act 2016 and respond by the Government's deadline of 10 January 2019 to comply with timescales for laying the necessary Statutory Instrument in Parliament.

Reasons for Urgency: Under Rule 4.2 of the Council's Overview and Scrutiny Procedure Rules the Chairman of Overview and Scrutiny Committee agreed to urgent implementation of the Cabinet's decision without the call-in procedure applying because the MHCLG required the Council's decision on consent to proposed structural change in Buckinghamshire by 10 January 2019, to enable the necessary legislation to be laid in Parliament.

25 January 2019 - Cabinet

Decision: Implementation of a new Unitary District Council: Cabinet were asked to consider whether it was expedient for the promotion or protection of the interests of the inhabitants of South Bucks District to participate in legal proceedings for judicial review of the Secretary of State's decisions in respect of the Modifications Regulations and the Structural Changes Order, either alone or jointly with other District Councils which could be undertaken under section 222 of the Local Government Act 1972, and that the costs of any legal proceedings be met from the General reserve in accordance with urgency provisions under the Budget and Policy Framework Procedure Rules.

Reasons for Urgency: There was a requirement for any legal proceedings to be issued as a matter of urgency because the Regulations in question had already been laid in Parliament, therefore an urgent decision was required by the Special Cabinet meeting on 24 January to decide if the Council should participate in legal proceedings. As required by Rule 4.2 of the Council's Overview and Scrutiny Procedure Rules the Chairman of the Overview and Scrutiny Committee agreed to urgent implementation of the Cabinet's decision without the call-in procedure applying due to the requirement for any legal proceedings to be issued as a matter of urgency. As required by the Budget and Policy Framework Procedure Rules the Chairman of the Overview and Scrutiny Committee also agreed that the decision to be taken by Cabinet was urgent and it was not practicable to convene a quorate meeting of full Council.

4. Consultation

In accordance with the Council's Overview and Scrutiny Procedure Rules, as detailed above, the Chairman of the Overview and Scrutiny Committee was consulted prior to the decisions being dealt with as a matter of urgency.

6. Corporate Implications

7.1 Financial: None arising from this report, the reports from the respective Extraordinary Cabinet meetings can be viewed on the Council's website.

7.2 Legal: This report has been provided in accordance with the Council's Overview and Scrutiny Procedure Rules which require decisions taken as a matter of urgency to be reported to the next available meeting of the Council, together with the reasons for urgency.

7. Next Steps

This report is to be noted by full Council at the meeting on 27 February 2019.

Background Papers:	Cabinet Papers – 9 January 2019 Cabinet Papers – 25 January 2019
---------------------------	---

Motions with notice must be in writing, be signed by at least 2 Members, and submitted to the Democratic and Electoral Services Manager at least 7 clear days before the date of the meeting. They must be about matters for which the Council has a responsibility or which affect the District or a part of it.

Motion for Full Council – 27 February 2019

Motion arising from replies and assurances given by the Leader to written questions at Council held on 14 November 2018 and the subsequent decision taken for a Judicial Review not being brought back to this Council.

I would like to place a Motion before Council that this Council after hearing the replies from the Leader to written questions at this Council meeting, with particular regard to his position on local government re-organisation in Buckinghamshire and more recently under his leadership the cavalier attitude towards significant expenditure for a Judicial Review against the Secretary of State. The use of a Judicial Review will now only lead to delay and impasse of the important work that needs to be done by the Shadow Executive. Therefore I propose a vote of no confidence in the Leader Councillor Naylor.

Name: Councillor Barry Harding

Signature: Provided via email

Name: Councillor George Sandy

Signature: Provided via email

Office use:	
Date Received	14 February 2019
Democratic and Electoral Services Manager	Mat Bloxham

This page is intentionally left blank



Buckinghamshire County Council
Select Committee
 Health and Adult Social Care

Minutes

HEALTH AND ADULT SOCIAL CARE SELECT COMMITTEE

Minutes from the meeting held on Tuesday 20 November 2018, in Mezzanine Room 1 - County Hall, Aylesbury, commencing at 10.05 am and concluding at 12.55 pm.

This meeting was webcast. To review the detailed discussions that took place, please see the webcast which can be found at <http://www.buckscc.public-i.tv/>
 The webcasts are retained on this website for 6 months. Recordings of any previous meetings beyond this can be requested (contact: democracy@buckscc.gov.uk)

MEMBERS PRESENT

Buckinghamshire County Council

Mr B Roberts (In the Chair)
 Mr R Bagge, Mrs A Cranmer and Mr D Martin

District Councils

Ms T Jervis	Healthwatch Bucks
Mr A Green	Wycombe District Council
Ms S Jenkins	Aylesbury Vale District Council

Members in Attendance

Lin Hazell, Cabinet Member for Health & Wellbeing

Others in Attendance

Mrs E Wheaton, Committee and Governance Adviser
 Ms G Quinton, Executive Director (CHASC)
 Ms L Patten, Chief Executive, Clinical Commissioning Group
 Mr N Macdonald, Chief Executive, Buckinghamshire Healthcare NHS Trust
 Ms N Fox, Chief Operating Officer, Buckinghamshire Healthcare NHS Trust
 Ms C Morrice, Chief Nurse, Buckinghamshire Healthcare NHS Trust
 Ms K Jackson, Service Director (ASC Operations)

1 APOLOGIES FOR ABSENCE / CHANGES IN MEMBERSHIP

Apologies were received from Mr B Bendyshe-Brown, Mrs L Clarke OBE, Dr W Matthews, Mr C Etholen, Mr G Williams, Ms C Jones, Mr S Lambert and Julia Wassell.



South Bucks
District Council



2 DECLARATIONS OF INTEREST

There were no declarations of interest.

3 MINUTES

The minutes of the meeting held on Tuesday 2nd October were agreed as a correct record.

4 PUBLIC QUESTIONS

The following public question was submitted in advance of the meeting from Mr B Russell.

Question 1

“Can the HASC ask Buckinghamshire Healthcare NHS Trust what lessons they have learnt from the process of designing & evaluating the Thame & Marlow Community Hubs pilot project?”

There have been a number of mistakes, omissions & changes made during the pilots. The objectives & KPIs appeared to change during the lifetime of the project & the evaluation was poorly managed with data missing and charts presented in a misleading way.

Future projects should be monitored & evaluated using the best methodology.”

Response:

Representatives from Buckinghamshire Healthcare NHS Trust met with Mr Russell to discuss the issues and the relevant changes had been made to the report which had been uploaded on the Trust’s website.

A copy of the revised report is attached.

Community hubs would be discussed further at the meeting under item 7.

5 CHAIRMAN'S UPDATE

The Chairman reported the following:

- The Chairman attended a debrief meeting on the repeat medication ordering process.
- A full day of evidence gathering had taken place to review the current support available for carers. The key findings and recommendations would be discussed at the next Committee meeting.
- Buckinghamshire Healthcare NHS Trust Board meeting takes place on Wednesday 28th November at 9am in the Hampden Lecture theatre, Wycombe Hospital.
- Clinical Commissioning Group Governing Body meeting takes place on Thursday 13th December at 10.30am in the Jubilee Room, AVDC.

6 COMMITTEE UPDATE

Ms T Jervis, Chief Executive, Healthwatch Bucks provided the following update on the organisation’s activity.

- The Integrated Care System user engagement group would be meeting for the first time in December.
- Healthwatch Bucks had produced a number of publications which were available on their website:
 - Crystal Clear – the report focussed on reviewing the publications of healthcare organisations to improve readability. The effectiveness of the

- recommendations would be evaluated in 6-8 months' time;
- Access to Urgent Care – part of a street view project which talked to around 300 people across the County about their level of understanding around 111 and Urgent Care Centres;
- Dignity and self-harm;
- The 100th care home visit had taken place and an interim report was available.
- Healthwatch Bucks were involved in a number of specific projects around GP streaming, Reablement and a survey on Maternity services was currently running which runs across the whole Sustainability & Transformation Plan (STP) footprint. So far, over 500 responses had been received.

Mr Macdonald, Chief Executive, Buckinghamshire Healthcare NHS Trust reported that the CQC had issued a 12 week notification of an inspection so this would take place towards the end of January/beginning of February. A follow-up unannounced visit would then take place after this. The last inspection took place in 2016.

7 DEVELOPING CARE CLOSER TO HOME

The Chairman welcomed Ms C Morrice, Chief Nurse, Bucks Healthcare NHS Trust, Mr N Macdonald, Chief Executive, Bucks Healthcare NHS Trust and Ms L Patten, Chief Executive, Clinical Commissioning Group.

During the discussion, the following main points were made:

- In response to a question about GP engagement and how well the services available at the hubs were communicated and embedded in GP surgeries, Mr Macdonald explained that behaviours and awareness of the hubs would increase as the number of GPs referring increased and thereby over time, the services would be embedded in the surgeries. Over the coming months, there were plans to introduce patient self-referral to the hubs. Mr Macdonald went on to explain about the development of a communications App which would allow GPs to select from a list of options and communicate directly with consultants in the Hospital and Community settlement. This would be mandated and the only way patients could come into the Trust. Technical testing was currently taking place and it was hoped that the project would go live during Q4 (January to March 2019).
- Ms Morrice went on to say that as well as developing the technical side, the relationship between GPs and the health professionals working in the hubs was key so a new “connector” role had been established to build on the relationship side.
- The important work of the Patient Participation Groups was acknowledged and the key role of the Practice Managers, in terms of communicating with GPs and spreading information about the hubs. Ms Patten reported that there were a number of networks for Practice Managers but stressed that the job roles for Practice Manager varies from place to place. The Clinical Commissioning Group supports Practice Managers, particularly in terms of training. Ms Morrice added that locality meetings took place and provided a good opportunity to share best practice and learning but agreed that these networks could be developed further.
- In response to a question about whether GPs across the county were referring to the hubs and not just Marlow and Thame residents, Mr Macdonald explained that access is county-wide. A GP would call the “Silver phone”, manned Monday to Friday between 9-5pm by a geriatrician who would make a decision with the GP as to where the patient should be seen, for example, MuDAS (Multi-disciplinary Day Assessment Service), A&E at Stoke Mandeville or at one of the community hubs. Mr Macdonald explained that the challenges were around providing services which were “locality based”.
- Transport continued to be a challenge but lessons had been learnt in terms of appointment times and delays in waiting for transport had improved. The voluntary services were continuing to help and support the hubs. Consideration was being

given to developing tele-meds and how to minimise hospital transport in light of the major transport infrastructure projects across the county.

- There were no parking fees at the hubs but there were plans to review this to deter general parking at the hubs.
- A Member asked about the timescales for further roll-out of the hubs and the continued evaluation of the changes. Mr Macdonald confirmed that the data would still be collected and would be used to evaluate the success of the hubs.
- The Population Health model was based on evidence which showed what was needed for each locality and services were built around this. It was acknowledged that there was a need to manage peoples' expectations around what they should expect in their local area.
- In response to a question around success criteria for the hubs, Mr Macdonald confirmed that the original proposal contained a number of targets and there were three key tests used to measure success – do the hubs produce good patient outcomes, good value for the patient and are they affordable for the tax payer.
- A Member queried the numbers behind the staff feedback mentioned in the report – it states that of those who attended a staff engagement session, 100% said that it was good or excellent. Ms Morrice agreed to provide the actual figures after the meeting.

ACTION: Ms Morrice

The Chairman thanked the presenters and asked for an update on the continued progress and implementation of plans at a future Committee meeting.

8 HEALTH & SOCIAL CARE INTEGRATION

The Chairman welcomed Ms G Quinton, Executive Director, Communities, Health & Adult Social Care, Ms L Patten, Chief Executive, Clinical Commissioning Group and Mr N Macdonald, Chief Executive, Bucks Healthcare NHS Trust.

During discussion, the following key points were made and questions asked.

- Ms Patten provided details around Population Health Management and explained that there was growing evidence to support the need to look at the projected needs of the population now and in the future when planning health service. It could not be based on assumptions of where patients had received their care in the past but a wider review of the type of people living within the county and establishing their level of need was important.
- This approach also required taking a wider look at planning and involved closer working with the County and District Councils. A framework would be developed by the Integrated Care System and owned by the Health & Wellbeing Board.
- Ms Patten stressed that this approach was about services not buildings and provides opportunities for groups of clinicians to come together to provide services at scale. This summed up the hub concept.
- A new on-line community asset mapping tool was due to be launched soon which would allow people to search for activities by location and type.
- GPs were embracing and endorsing prevention methods and the importance of GPs, as part of the Integrated Care System, was acknowledged.
- Health data was used to target communications to specific groups with key relevant messages based on their needs.
- Making every contact count was still important and it was acknowledged that more could be done.
- In the last 10 years, the number of people with diabetes had doubled. There were good clinical measures around diabetes which link to the effectiveness and the support patients were getting, for example, blood sugar levels. GP practices in Buckinghamshire were the best in the country for diabetes outcomes and 7th in the world for care and support planning for patients with diabetes.

- Nationally, 30% of children would be leaving primary school obese of which 70% would go on to develop health issues related to obesity, including diabetes.
- In response to a question about prevention and providing health checks, Ms Patten explained that there was an annual health check programme but this was aimed at those identified at potential risk and limited funding meant that it could not be available to everyone. There was a need to provide opportunities for wider conversations across the system.
- The funding for next year had yet to be announced but the health budget for Buckinghamshire remained under-funded as the Government top-sliced some of the budget based on the assumption that Buckinghamshire was a healthy county, even though there were significant inequalities across the county.
- Social care funding affects health funding, particularly around community services and length of stay in Hospital - the two were interchangeable.
- In response to a question about governance of the ICS, Mr Macdonald explained that the ICS was not a statutory body and therefore decisions were taken by each organisation under their own statutory duties. Transparency and challenge around decision-making was primarily through the ICS Executive Board which consisted of the Chief Executives from across the system and the Health & Wellbeing Board. A number of joint boards had been set-up to aid integration.
- A Member briefing would be taking place shortly to bring all Councillors up to date with the ICS.
- In response to a question about how the public could engage with the work of the ICS, Ms Quinton mentioned that a number of stakeholder events and roadshows had taken place.
- All ICS work streams were monitored on a monthly basis.
- One in 9 posts were vacant across the system so recruitment remained a major challenge.
- A new piece of work around social isolation was being led by Public Health which would bring all the voluntary sector organisations together.
- A Member expressed concern about the confusing terminology being used across the system, particularly in relation to hubs.
- Ms Patten explained that there were three levels of service delivery:
 - locality level (population size around 100k where decisions were taken locally);
 - county level (decisions taken by the CCG, BHT and the County Council); and
 - STP level (decisions taken at scale across the footprint), for example, joint commissioning of the 111 and 999 services and workforce challenges.
- Sharing best practice and learning amongst localities and GP surgeries was important.
- A recent national strategy around an improvement plan for carers had been published. It was hoped that the forthcoming Green Paper on adult social care would include proposals for improving support for carers.
- The shared patient records and care plans project was due to be launched in January/February 2019.
- In response to a question about the Red Cross pilot, Ms Quinton explained that it was a service commissioned by Adult Social Care to support people, who were medically fit for discharge but need support at home to reduce readmission. The Red Cross provided practical support, such as turning the heating on at the patient's home if they lived alone.
- A Member asked about the service patients receive who attend Hospitals outside Buckinghamshire. Ms Quinton explained that from an adult social care perspective, the team had regular dialogue with colleagues in Wexham Park and were constantly looking at how to integrate services. Wexham Park had been involved in the Discharge to Assess project. Discharges from Hospital were measured and any delays attributable to social care were reviewed. Mr Macdonald added that some of the community team were based in Wexham Park. GP services had been

strengthened in the south of the county.

The Chairman thanked the presenters for attending.

9 WINTER RESILIENCE

The Chairman welcomed Ms N Fox, Chief Operating Officer, Bucks Healthcare NHS Trust and Ms K Jackson, Service Director of ASC Operations.

The presenters referred to the presentation which was included in the agenda pack and the following main points were made during the discussion.

- All systems across the country, including Buckinghamshire were preparing for a challenging winter and had been working hard to prepare for the increased pressure on services.
- A number of schemes across the system had been set-up to reduce unnecessary admittance to A&E which included use of GP services, community hubs, prevention measures, improving communications with the public and working with care homes to help reduce Hospital admissions.
- Work was underway to improve Hospital discharges and a robust plan had been developed across the system to reduce length of stay. A discharge to assess model had been developed which reinforces the “Home First” philosophy across the system. Closer working with the voluntary sector, particularly the Red Cross who would be providing an enhanced care service to help stabilise people in their own home.
- A winter Director had been appointed and would be starting on 10th December.
- A regular winter Director telephone call took place across the system where issues were discussed, in particular looking at how the system could work differently to alleviate pressure and what else would be needed to manage demand.
- Lessons had been learnt about pressure on staff so more focus had been placed on how best to support staff during the winter months.
- In response to a question about the lack of detail around pharmacy services in the plan, Ms Jackson explained that it was a system plan and she agreed to discuss the key public messages around pharmacists at the next A&E Board, particularly opening times of local pharmacies over the festive period. The key role that pharmacists play in providing services to take the pressure off GPs was acknowledged.
- The additional hours provided by GPs to help improve access to appointments had recently been launched and so far, the service had not been fully utilised to date and had only been up and running for the last 6 weeks. It was acknowledged that more publicity was needed to support this.
- The skill mix of the workforce had been reviewed. Paramedics had been brought into A&E, for example. The Trust had also looked at how unregistered staff could cover certain tasks to release registered staff to carry out other clinical tasks. There was still a high vacancy rate and the Trust was continuing to work on recruitment and skill mix across the organisation and the system.
- In response to a question about the flexibility around the GP streaming service in the Hospital setting, Ms Fox explained that this was a robust system but she agreed to look into whether more could be done to increase GP provision across the system, particularly where the additional GP hours were not being utilised by specific surgeries.
- It was agreed that Ms Fox would provide the Committee with further details on the referral routes of people using the GP streaming service in the Hospital.

ACTION: Ms Fox

- The plan stated that support for self-funders would be improved. Ms Jackson explained that self-funders were entitled to an adult social care assessment under the Care Act and this needed to be promoted so that people received the right signposting and right service. Ms Jackson commented that it could be difficult for

self-funders to navigate the care system and the Bucks Brokerage Service was available to help.

- The system was moving to an integrated discharge team with a joint manager.
- Following a question regarding the planned timing for the name change of the MIU to an Urgent Treatment Centre, Ms Fox agreed to come back with the details of the launch.

ACTION: Ms Fox

- There was a national drive towards Urgent Treatment Centres (UTC) and a Member commented that there needs to be very clear communication around what services would be available at an UTC.
- The introduction of the Airedale project across more than 30 care homes was well received but Members asked for further details around the outcomes of the project and asked to see the evaluation of the project before it was rolled out further. The model would allow for timely intervention and reduce stress for the individual.

ACTION: Ms Fox

- The Psychiatric in Reach Liaison Service (PIRLS) was commissioned by the Clinical Commissioning Group. Occasionally patients had to be placed out of county but when this happened, the patient would be transferred back to the Whiteleaf Centre as soon as possible. The A&E Delivery Board would track the waiting times for people requiring a bed. All key Directors had robust discussions on a weekly basis.
- A Member asked where the three Improved Access Hubs were located (mentioned on the "Avoidable Attendances to A&E" slide). Ms Fox agreed to come back with the details.

ACTION: Ms Fox

The Chairman thanked the presenters for attending.

10 COMMITTEE WORK PROGRAMME

Members noted the work programme.

11 DATE AND TIME OF NEXT MEETING

The next meeting is due to take place on Tuesday 29th January 2019 in Mezz Room 1, County Hall, Aylesbury at 10am.

CHAIRMAN

This page is intentionally left blank

Report of the meeting of the Buckinghamshire Healthcare Trust on 28th November 2018.

As usual the meeting started with the presentation of awards with one of the recipients was a lady who visits care homes in Burnham on behalf of the Trust.

The time given to the patient's story was taken up with the experiences of staff during the winter period with the pressures on A and E. The period was very challenging, stressful and busy and there was a need to operate a better system, to try and keep elderly patients at home and to have a better system of communicating with the relatives. Plans were in hand for this winter with regular reviews of patients in the wards and by ensuring that patients get care at the right time. A Winter Director had been appointed who should have started in December.

The Chief Executive gave his report, emphasis had been made in listening to the patients with 835 women being asked for their views as to how the maternity services could develop. 62 people had died in September and 85 in October which was causing concern and he would welcome an improvement in performance in the treatment of Cancer patients. They are working through a Financial Recovery Plan in order to reduce their deficit. He felt that the Anaesthetic Department tended to be ignored whilst they were the guardians of safety

A report was then presented on the proposed Community Care Model this showed where they were now and where they would be in the next 3 months. Steps were being taken to provide better home care to those who had been discharged from hospital.

On the Corporate Objectives there were challenges from the number of staff posts that were unfilled. In general there was a need to transfer the care of more patients from hospital to home.

The meeting was given an update on the Cancer Alliance. The 14-day target on seeing patients after the initial referral was being met. It was emphasised that primary care was crucial and the Trust was up to standard in the screening of patients. A faster diagnosis plan was coming into being in April 2019 when patients should be diagnosed within 28 days of referral. They plan to call in patients who have lost weight for scans it is planned that there will be a new MRI scanner at High Wycombe in 2019.

A report about Learning from Deaths Improving Patient Safety and Quality of Care was received. The Trust had reached the Finals of the Healthcare Leaders Awards but were not the winners. In July there had been 92 deaths August 95 and in September 66. Over a third of the Families involved were complimentary of the service given.

On Integrated Performance they were working with a £14.5 Million deficit. Efforts were being made to change the culture of the organisation and to explain the position to the staff. They needed to get it right the first time and to think and act like a patient. Regarding the workforce the nurse vacancy rate in October was 16.8%. There were a high number of joiners and a lower level of leavers. 85% of the appraisals had been completed in October with 12% being in progress. On infection control there had been an outbreak of Norovirus in October. This had been caused by a lack of capacity. There had also been 4 cases of C Difficile in October.

Efforts have been made to get feedback from patients and over 1000 had been approached. The main outcome was that the staff needed to redevelop their culture by learning from their mistakes.

The board then received the Safe staffing Report for August to October 2018. The fill rates for Registered Nurses for the daytime shifts was over 85% which is in line with national recommendations and the night time fill rates remain above 90%. For the Care Workers the fill rates are over 100% for both day and night workers. The levels provided are only maintained through the use of Agency Workers.

David Pepler
23rd January 2019

SBDC Timetable for 2019/20

Meetings	Cycle 1	Cycle 2	Cycle 3
Customer Services and Business Support PAG	11 June	16 September	30 January
Environment PAG	6 June	10 September	16 January
Healthy Communities PAG	4 June	11 September	22 January
Resources PAG	12 June	24 September	13 January
Planning and Economic Development PAG	3 June	17 September	27 January
Evreham		6 November	
South Buckinghamshire Members Advisory Panel	17 June	4 September	9 January
Licensing	13 June	25 September	21 January
Planning	26 June 24 July	21 August 18 September 16 October	13 November 15 January 11 December 12 February 18 March
Overview & Scrutiny	19 June	1 October	28 January
Audit and Standards	10 July	23 September	14 January 19 March
Joint Staffing	11 July	17 October	20 January
Governance and Electoral Arrangements		10 October	13 February
Cabinet	26 June	9 October	26 February
Council	17 July	19 November	24 March

Notes:

- The following meetings are arranged according to their respective work programmes:
 - Joint Committee/Joint Overview and Scrutiny Committee
 - Licensing Sub Committee
- With the establishment of the new Unitary District Council on 1 April 2020 there is one less cycle of meetings, and the Cabinet budget meeting and respective Policy Advisory Group meetings are not required in December 2019 as the budget will be the responsibility of the new Council.

This page is intentionally left blank